Receive History

When the operator receives cargo in RITA, partially or in full, the consignments are listed under **"Receive History."**

Receive History has the following options:

- Shipment Details
- Add comment to shipment
- Show Disposition
- Pring Goods Received Note
- Print Packing List
- Cancel

Shipment Details

The operators can view the details of the received consignment by selecting the '**Shipment Details**" option.

Add Comment to Shipment

This option allows users to add any missed comments when receiving the cargo. Updated comments can be found under the "**Additional Comments**" box in the shipment details.

Show Disposition

Refer to chapter Consignments for the details on show disposition.

Print Goods Received Note

RITA operators can automatically generate goods received notes for the consignment by selecting the option "**Print Goods Received Note**." For details on the Goods Received Note, refer to the "**Receive"** page.

Print Packing List:

Refer to the "**Print packing Lists and Waybills**" section in the chapter "**Dispatches**."

Cancel Receive

RITA allows the operator to cancel the receipt made in the consignment. By choosing the

"**Cancel**" option in the "**Receive History**" screen, the selected receipt will be canceled, and the consignment will return to the "**Receive**" screen awaiting confirmation of receipt from the operator under "**Incoming Transfer**" or "**Customer Deliveries & Transshipments**."

Steps to cancel the receipt:

Step 1: Go to the show filter option and filter by the details of the consignment to find the consignment that requires reversal.
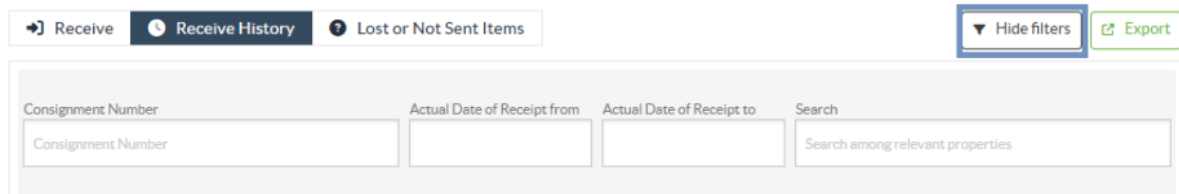
Step 2: Click on the "**Options**" icon towards the right end of the consignment the operator wants to reverse.
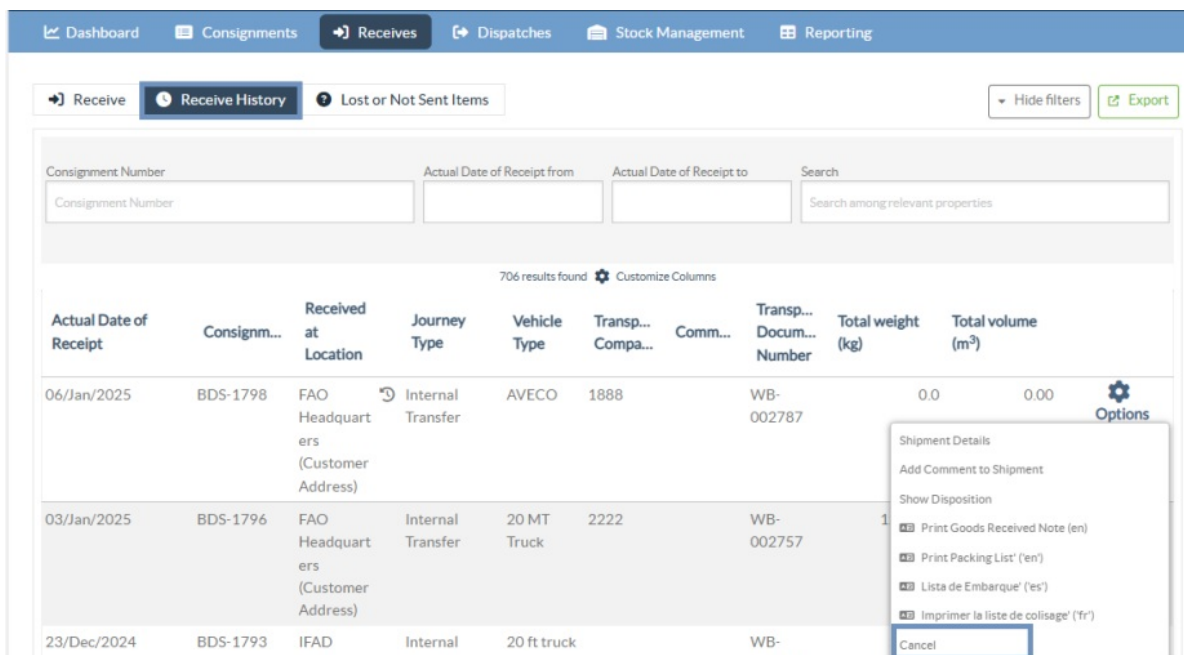
Step 3: A drop-down menu appears. Select "**Cancel**" to cancel the receipt.

Step 4: From the box, the operator must confirm the details and click "Delete" to confirm the cancellation of receipt for the selected consignment.

Confirm cancellation of receive for Consignment: ✕

Origin Location
🏛 Brindisi - UNHRD Warehouse 1 (Storage)

Receive Location
FAO Headquarters (Customer Address)

Actual Date of Receipt
06/Jan/2025

Comments
Comments

Transport Documentation Number
I.e. Way Bill Number, Goods receive Note Number, etc...

Number of pallets

Total number of pallets of this consignment : 20
Handling quantity summary:

Consignment Line	Received in Good Condition	Received in Damaged Condition	Lost in Transit

Close Dialog	🔒 Delete

To reverse or cancel any consignment that comprises Lost or Not Sent Items, the operator must find them under the section "**Lost or Not Sent Items**"