

Lost or Not Sent Items

If cargo is lost in transit or cargo is unsent by the customer, the consignment is listed under **“Lost or Not Sent Items”**.

Date of loss	Lost at Location	Type of loss	Transport Company	Consignme... Number	Product Category	Descripti...	Inventory Units	Total weight (kg)	Total volume (m³)	
22/Jan/2025	Brindisi - UNHRD Warehouse 1 (Storage)	Lost in Transit		BDS-1747	Health	Mosquito Nets	100 Each	10.0	2.20	Options
22/Jan/2025	Brindisi - UNHRD Warehouse 1 (Storage)	Lost in Transit		BDS-1576	Food Security	Sorghum	20 Each	2.925		Shipment Details Show Disposition Cancel Loss Print Loss Report Form (en)
25/Aug/2024	Brindisi -	Lost in Transit	Jamal	BDS-0865	WASH	Iron Pipes	2 Each	10.0	0.01	

Cancel Lost or Not Sent Items

When an operator needs to reverse or cancel any consignments containing Lost or Not sent items, the following steps need to be followed. ing the found report number and provide details about the quantity of the found item. Additionally, any comments regarding the found items can be added to the loss report.

Step 1: Go to the **“Show filters”** option and filter by consignment number to find the consignment that requires reversal.

Consignment Number	Actual Date of Receipt from	Actual Date of Receipt to	Search
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 2: Click on the **“Options”** button towards the right end of the consignment and select **“Cancel Loss”** from the list of dropdown menu.

Receive Receive History **Lost or Not Sent Items** Show filters Export

200 results found Customize Columns

Date of loss	Lost at Location	Type of loss	Transport Company	Consignme... Number	Product Category	Descripti...	Inventory Units	Total weight (kg)	Total volume (m ³)	Options
22/Jan/2025	Brindisi - UNHRD Warehouse 1 (Storage)	Lost in Transit		BDS-1747	Health	Mosquito Nets	100 Each	10.0	2.20	<ul style="list-style-type: none"> Shipment Details Show Disposition Cancel Loss Print Loss Report Form (en)
22/Jan/2025	Brindisi - UNHRD Warehouse 1 (Storage)	Lost in Transit		BDS-1576	Food Security	Sorghum	20 Each	2.925		
25/Aug/2024	Brindisi -	Lost in Transit	Jamal	BDS-0865	WASH	Iron Pipes	2 Each	10.0	0.01	

Step 3: Within the comment box, enter the reason for cancellation and click on **"Cancel Loss"** to confirm the cancellation.

Confirm cancellation of lost or never arrived items X

Comments

Please enter reason for cancellation

Close Dialog Cancel Loss

Step 4: Click the **"Print Loss Report"** option and the loss report will be printed. Details on loss report explained in paragraph below.

Confirm cancellation of lost or never arrived items X

Comments

Please enter reason for cancellation

Print Loss Report Form

Close Dialog Cancel Loss

Print Loss Report

Operators of RITA can generate loss reports for items lost in transit under the

Step 1: Go to the **"Show filters"** option and filter by consignment number to find the consignment that requires reversal.

Receive Receive History **Lost or Not Sent Items** Hide filters Export

Consignment Number Actual Date of Receipt from Actual Date of Receipt to Search

Consignment Number Search among relevant properties

Step 2: Click on the **"Options"** button towards the right end of the consignment and select **"Print Loss Report Form"** from the list of dropdown menu.

Receive Receive History **Lost or Not Sent Items** Show filters Export

200 results found Customize Columns

Date of loss	Lost at Location	Type of loss	Transport Company	Consignme... Number	Product Category	Descripti...	Inventory Units	Total weight (kg)	Total volume (m ³)	Options
22/Jan/2025	Brindisi - UNHRD Warehouse 1 (Storage)	Lost in Transit		BDS-1747	Health	Mosquito Nets	100 Each	10.0	2.20	<ul style="list-style-type: none"> Shipment Details Show Disposition Cancel Loss Print Loss Report Form (en)
22/Jan/2025	Brindisi - UNHRD Warehouse 1 (Storage)	Lost in Transit		BDS-1576	Food Security	Sorghum	20 Each	2,925		
25/Aug/2024	Brindisi -	Lost in Transit	Jamal	BDS-0865	WASH	Iron Pipes	2 Each	10.0	0.01	

A PDF loss report will automatically be generated, and available to download. Loss reports for items lost in transit will be specific to each journey, and have information relating to:

- The route (destination and origin of the vehicle).
- The Waybill Number.
- The Transport Company.
- Any Vehicle Registration Numbers.



Loss Report

https://rita.logcluster.org
rita.global@wfp.org



Loss Reported Location	Route
Brindisi - UNHRD Warehouse 1	Veneto airport - Brindisi - UNHRD Warehouse 1
Loss Reported Date	Loss Report Number
22/Jan/2025	IN-1812341-00146

Waybill Number: WB-000697 Vehicle Id: #1234 Transport Company:

Consignment	Description	Sender Organization	Inventory Unit Quantity	Handling Unit Quantity	Condition	Weight	Volume	Total Value (USD)
BDS-1576-3	Food Security - Sorghum	South Sudanese Development and Relief Agency	20Each	195Bag/Sack	Good Condition	2,925 kg	0.67 m ³	\$0.00

Comments

Items not found on truck.

Prepared by		Approved by	
Date		Date	
Signature		Signature	




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