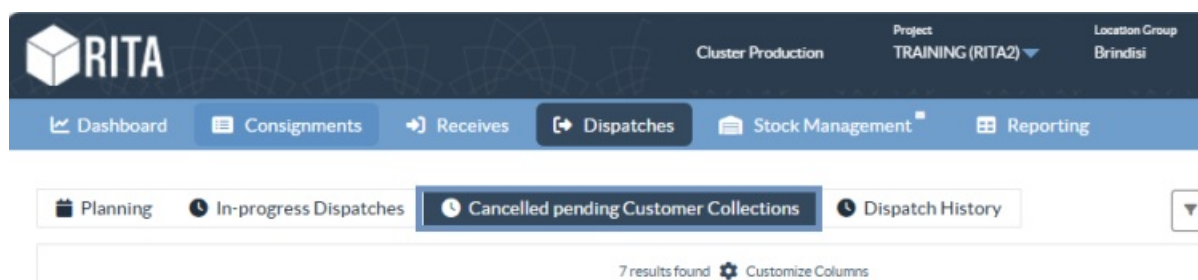


## Cobranças pendentes de clientes anuladas

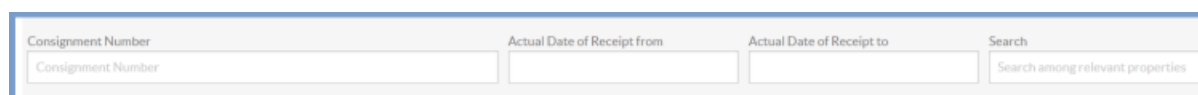
Esta secção, "**Recolhas de clientes pendentes canceladas**", lista todas as remessas com pedidos de recolha de carga cancelados.



The screenshot shows the RITA system interface. The top navigation bar includes 'Cluster Production', 'Project TRAINING (RITA2)', and 'Location Group Brindisi'. The main navigation bar has tabs for 'Dashboard', 'Consignments', 'Receives', 'Dispatches', 'Stock Management', and 'Reporting'. Below this, a sub-navigation bar shows 'Planning', 'In-progress Dispatches', 'Cancelled pending Customer Collections' (selected), and 'Dispatch History'. A search bar is present with the text '7 results found' and a 'Customize Columns' link.

O operador pode reverter a remessa que os clientes registaram como não enviada ou cancelada. Para o fazer, siga os passos abaixo:

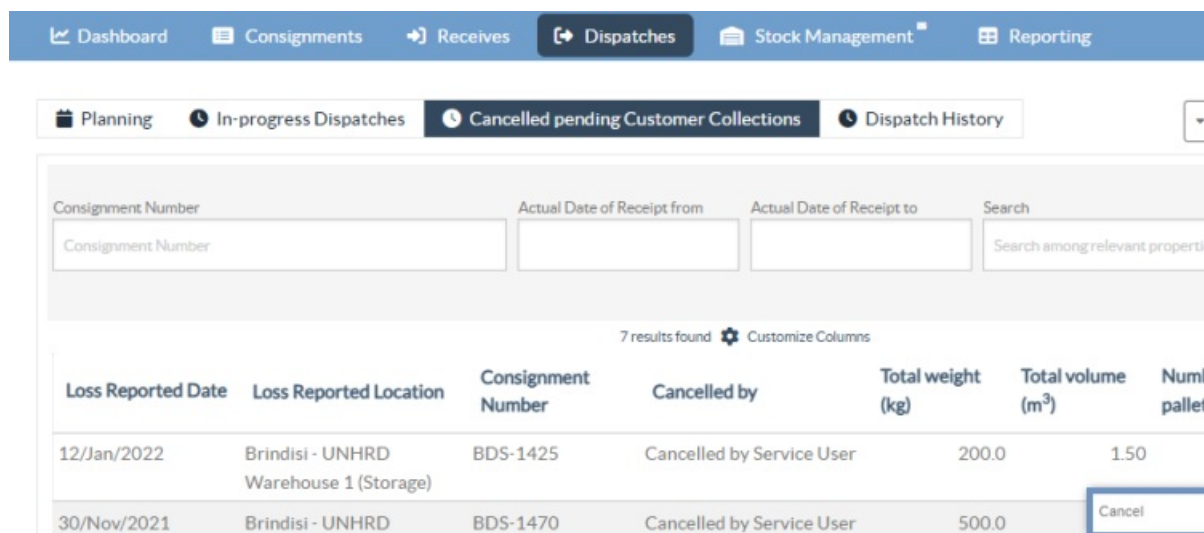
**Passo 1: Mostrar Filtro:** Utilize a opção "**Mostrar filtro**" no canto superior direito para encontrar a remessa que deve ser cancelada.



The screenshot shows the search filters in the RITA system. It includes fields for 'Consignment Number', 'Actual Date of Receipt from', 'Actual Date of Receipt to', and a 'Search' button. Below these fields is a search bar with the text 'Search among relevant properties'.

O operador pode procurar a remessa pelo seu número, data efectiva de expedição ou fornecendo quaisquer outros detalhes da remessa na caixa de pesquisa.

**Etapa 2:** Clicar no separador "**Opções**" na extremidade direita do envio seleccionado e seleccionar a opção "Anular".





The screenshot shows the RITA system interface with a list of cancelled consignments. The top navigation bar is the same as in the previous screenshot. The sub-navigation bar shows 'Cancelled pending Customer Collections' selected. Below this, a search bar is present with the text '7 results found' and a 'Customize Columns' link. The table below shows the following data:

Loss Reported Date	Loss Reported Location	Consignment Number	Cancelled by	Total weight (kg)	Total volume (m³)	Numt pallet
12/Jan/2022	Brindisi - UNHRD Warehouse 1 (Storage)	BDS-1425	Cancelled by Service User	200.0	1.50	
30/Nov/2021	Brindisi - UNHRD	BDS-1470	Cancelled by Service User	500.0		Cancel

**Passo 3:** O operador deve verificar os dados do envio seleccionado e clicar em "**Guardar**" para confirmar a anulação. Ao fazê-lo, a anulação dos itens pendentes será revertida e os itens da remessa voltarão para "**Carga a aguardar recolha**".

## Cancel Pending Customer Collection Cancellation for BDS-1425

Consignment Line	Cancelled Quantity	Weight	Volume
1: Food Security - Fertilizer Raw materials Sliver Nitrate  	5 Each	200.0kg	1.50m <sup>3</sup>

Close Dialog

 Save