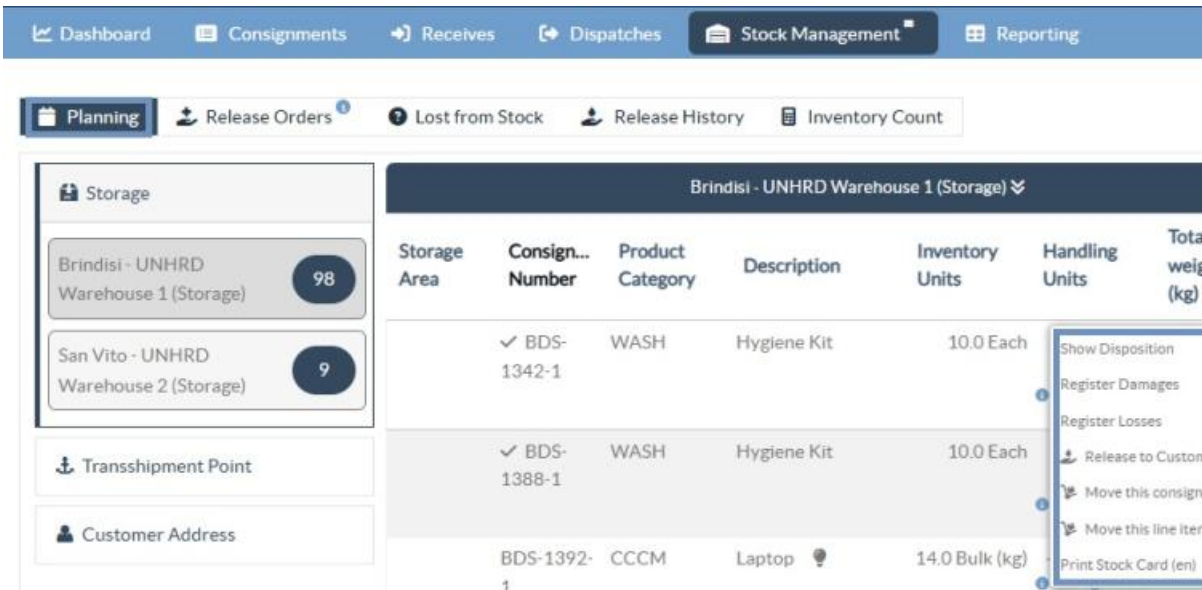


# 库存

手头库存"选项卡允许 RITA 操作员管理库存。他们可以通过 "库存处置 "屏幕查看托运详情，登记存储中的损失和/或损坏，向最终客户发货，以及打印库存卡。



初始屏幕列出了在仓库、转运点或客户地址收到的所有物品，以及它们的基本信息和运输信息。

该页面还为操作员提供了三个查看文件的选项：

- 他们可以将显示模式从项目级切换到托运视图（基于卡片）
- 他们可以查看显示存储利用率的图表。
- 此外，还可将托运详情导出为 XLS 或 PDF 文件。

## 库存处置

请参阅["托运货物识别"](#)一章。

## 登记损坏

当物品存放在指定仓库（存储/转运点/客户地址）时，操作员可以记录检查过程中报告的任何损坏或损失。要登记仓储物品的损坏情况，请单击框内的 "登记损坏" 选项。

Dashboard
Consignments
Receives
Dispatches
Stock Management
Reporting

Planning
Release Orders
Lost from Stock
Release History
Inventory Count

Storage

Brindisi - UNHRD Warehouse 1 (Storage) 98

San Vito - UNHRD Warehouse 2 (Storage) 9

Transshipment Point

Customer Address

Brindisi - UNHRD Warehouse 1 (Storage)

BDS-1339 UNFPA
1: Health - KIT DE DINITE 800 Each 200.0 kg 1.00 m<sup>3</sup>
0 - 0°C

Show Disposition
Register Damages
Register Losses
Relocate
Release to Customer

BDS-1342 UNICEF

BDS-1374 AECID OCHA Warehouse

BDS-1377 UNICEF

操作员应提供损坏物品的数量、损坏报告编号和备注。请注意，RITA 只接受以 "库存单位 "为单位的损坏数量。

Register Damages for BDS-1339 at Brindisi - UNHRD Warehouse 1 (Storage)

Current Location  
Brindisi - UNHRD Warehouse 1 (Storage)

Date of Damage  
21/Jan/2025

Damage report number

Comments

Consignment Line	Quantity in Good Condition	Weight	Volume
1: Health - KIT DE DINITE 0 - 0°C	800 Each	200.0kg	1.00m <sup>3</sup>

Close Dialog
Save

## 登记损失

当物品存储在指定仓库（存储/转运点/客户地址）时，操作员可记录检查过程中发现的任何损失。要登记存储物品的损失，请单击框内的 "登记损失 "选项。

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Storage

Brindisi - UNHRD Warehouse 1 (Storage) 98

San Vito - UNHRD Warehouse 2 (Storage) 9

Transshipment Point

Customer Address

Brindisi - UNHRD Warehouse 1 (Storage)

BDS-1339 UNFPA

1: Health - KIT DE DEFINITE 800 Each 200.0 kg 1.00 m³

0-0°C

Show Disposition
Register Damages
Register Losses
Relocate
Release to Customer

BDS-1342 UNICEF

BDS-1374 AECID OCHA Warehouse

BDS-1377 UNICEF

操作员必须提供遗失物品的数量、遗失报告编号和任何注释。请注意，RITA 只接受以库存单位表示的损失数量。

Register Losses for BDS-1392 at Brindisi - UNHRD Warehouse 1 (Storage)

Current Location
Brindisi - UNHRD Warehouse 1 (Storage)

Loss Reported Date
21/Jan/2025

Comments

Consignment Line	Condition	Available Quantity	Register C
1: CCCM - Laptop	Good Condition	14 Bulk (kg)	4

Print Loss Report
☐

Close Dialog

Save

## 打印损失报告

在 "损失登记" 框内，用户可选择 "打印损失报告"，这将使 RITA 操作员能够为托运中的损失物品自动生成表格。

损失报告包括以下详细信息：

**托运描述：** 丢失物品的描述，包括产品类别、数量、计量单位、状况、体积和重量。

**报失地点：** 损失发生的确切地点。

**报失日期：** 反映在 RITA 中登记损失的日期。

**损失报告编号：** 报告编号由 RITA 自动生成。


RITA 操作员必须详细说明损失是如何发生的，包括可能的原因，如处理不当、失窃评论：和错误。他们应提供丢失或损坏货物的大致经济价值，并建议采取措施防止类似损失（如有）。

签名：仓库经理和仓库管理员等相关人员必须在损失报告上签字确认。



## Loss Report

<https://rita.logcluster.org>  
[rita.global@wfp.org](mailto:rita.global@wfp.org)



Loss Reported Location	
Brindisi - UNHRD Warehouse 1	
Loss Reported Date	Loss Report Number
21/Jan/2025	LR-1812341-00022

Consignment	Description	Sender Organization	Inventory Unit Quantity	Handling Unit Quantity	Condition	Weight	Volume
BDS-1395-1	Education - school books	ACTED	2Each	1Box/Carton	Good Condition	0 kg	0.01 m³

Comments

Theft in the warehouse. Need further investigation.

Prepared by

---

Date


---

Approved by

---

Date

---



所有已登记损失的托运货物都列在 "发货" 屏幕的 "库存损失" 部分。要撤销损失，操作员必须进入 "取消损失" 部分，并按照以下步骤撤销损失

## 发放给客户

选择 "发货给客户" 按钮，将货物转给客户。手头存货"屏幕会记录所有在仓库、转运点或客户地址收到但尚未发放给客户的货物。

即使货物已经发运并在目的地确认收货，托运货物仍需向客户放行，因此不能再计入库存。因此，操作员必须打开 "库存管理" 屏幕上的 "手头库存" 选项卡，才能进行所有放行操作。

Dashboard

Consignments

Receives

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Reporting

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Lost from Stock

Release History

Inventory Count

Storage

Brindisi - UNHRD Warehouse 1 (Storage)98

San Vito - UNHRD Warehouse 2 (Storage)9

Transshipment Point

Customer Address

Brindisi - UNHRD Warehouse 1 (Storage)

BDS-1339UNFPA

1: Health - KIT DE DEFINITE800 Each200.0 kg1.00 m³

0-0°C

Show Disposition

Register Damages

Register Losses

Relocate

Release to Customer

BDS-1342UNICEF

BDS-1374AECIDOCHA Warehouse

BDS-1377UNICEF

点击 "发放给客户"选项，将出现以下窗口：

Release Details for Consignment: BDS-1392, from Brindisi - UNHRD Warehouse 1 (S

Transport Company or Organization Released to

Transport Company

Actual Date of Release

21/Jan/2025

Document Number

Document Number (e.g. waybill)

Actual Person Items Release to

Driver Contact

Receiving Organization Contact

ACTED - RACHAEL PARKES

How was reception verified?

Goods Received Document verifies reception

Additional details

Transporter truck type, plate number etc.

Consignment Line	Quantity In Stock	Released In Good Conditions	Released In Bad Conditions
BDS-1392- 1: CCCM - Laptop	14 Bulk (kg) in Bag/Sack	14 Bulk (kg)	

Print Goods Release Note

Close Dialog

Release Goods


发货给运输

- 公司或组织：输入接收物品的组织名称或代表接收人提取物品的运输公司名称。
- 实际放行日期：提供物品的实际放行日期。
- 文件编号：如果有确认收货的文件，请填写文件编号--例如，运单编号或 GRN 编号。
- 物品实际发放人：填写接收物品的组织代表的姓名或运输公司司机的姓名。
- 接收组织联系人：提供接收托运货物的组织的详细联系信息。

**如何验证接收：**说明 RITA 运营商如何确认客户已收到货物，可以通过电话口头确认，也可以通过电子邮件书面确认，还可以通过货物收讫文件（可以是已签署的运单）确认。

**其他详细信息：**操作员可能希望为放行键入的任何其他信息，如运输类型、卡车车牌号等。

完成字段填写后，点击 **"放行货物"**，确认向客户最终放行货物。



货物最终放行给客户后，托运货物将列在 **"放行历史记录"** 下。因此，操作员必须在 **"放行历史记录"** 中找到托运货物，以取消放行并执行撤销步骤。

## 打印货物放行单

丽塔允许用户从系统中自动打印**"货物放行单"**。该说明是确认向最终客户放行货物的正式记录。它包括 RITA 操作员在放行时提供的所有相关装运细节，概述如下：

- 放行物品的描述，包括数量、单位、重量、体积和价值
- 物品移交给最终客户的确切日期。
- 接收货物的个人或组织的详细信息
- 责任方（包括服务提供商和收货组织）的签名。
- 文件编号（如有），由服务提供商在放行时手动输入。
- 当 RITA 操作员选中打印已放行货物的复选框时，系统会自动生成货物放行单编号，然后打印出来。

### Release Details for Consignment: BDS-1392, from Brindisi - UNHRD Warehouse 1 (S


Transport Company or Organization Released to	Actual Date of Release
Transport Company	21/Jan/2025
Document Number	Actual Person Items Release to
Document Number (e.g. waybill)	Driver Contact
Receiving Organization Contact	How was reception verified?
ACTED - RACHAEL PARKES	Goods Received Document verifies reception
Additional details	
Transporter truck type, plate number etc.	

Consignment Line	Quantity In Stock	Released In Good Conditions	Released In Bad Conditions
BDS-1392- 1: CCCM - Laptop	14 Bulk (kg) in Bag/Sack	14 Bulk (kg)	

☐ Print Goods Release Note

Close Dialog

Release Goods



### Goods Released Note

<https://rita.logcenter.org>  
[rita.global@wfp.org](mailto:rita.global@wfp.org)

Released at  
**Brindisi - UNHRD Warehouse 1 (Storage)**  
Italy - Puglia - Brindisi

Transport Company or Organization Released to  
**UNWFP/Transporter**

Additional Details  
**Jhon Matteo**

Released on  
**24/Nov/2022**

Goods Released Note Number

Actual Person Items Released to  
**Yuliya Petrova**

Compartments	Description	Quantity	Packaging	Weight	Volume	Comments
BOMA 4055-1	BUTY (Foot)	30 Each(es)	30 New/Lowest(s)	1350 kg	1.30 m³	
BOMA 4055-2	Foot	10 Each(es)	10 New/Lowest(s)	400 kg	0.13 m³	
BOMA 4055-3	Digitaly Knives/Bag(s)	10 Each(es)	2 Bag/Bag(s)	320 kg	0.40 m³	
BOMA 4055-5	Digitaly Knives	100 Each(es)	10 Bag/Bag(s)	2000 kg	2.00 m³	
		<b>Total</b>		<b>4050 kg</b>	<b>3.83 m³</b>	

Released by (service provider)



Date


Signature

Released to (receiving organization)

Date

Signature


1 / 1




RITA 操作员也可从库存管理屏幕的 "放行历史" 选项卡自动生成货物放行单。请参阅 "出库历史"。

## 打印库存卡

点击 "选项", 从下拉菜单中选择 "打印库存卡"

Brindisi - UNHRD Warehouse 1 (Storage) <span>⌵</span>							
Storage Area	Consign... Number	Product Category	Description	Inventory Units	Handling Units	Total weight (kg)	Total volume (m³)
	✓ BDS-1097-1	Shelter	Door 210cm(length) x80cm(breadth)	29.0 Each	<div> <div>Show Disposition</div> <div>Register Damages</div> <div>Register Losses</div> <div> Release to Customer</div> <div> Move this consignment to an other location</div> <div> Move this line item to an other location</div> <div>Print Stock Card(en)</div> </div>		
	✓ BDS-1097-2	Shelter	Window 60cm(Length)x 60cm(bredth0	108.0 Each			
	✓ BDS-1097-3	Shelter	Timber 2/4	704.0 Each			

- 打印库存卡"选项可使 RITA 操作员自动从 RITA 制作库存卡。库存卡是用于跟踪特定物品进出仓库情况的实物记录。
- 库存卡专门针对每一行项目, 通过 QR 码可以访问全部托运详情。





## Stock Card

<https://rita.logcluster.org>

[rita.global@wfp.org](mailto:rita.global@wfp.org)

Brindisi - UNHRD Warehouse 1 (Storage)



Consignment Line

**BDS-1097-1**

Sender Contact

FHI 360 / Emmanuel Peter

Receiver Contact

FHI 360 / Emmanuel Peter

Description

Shelter - Door 210cm(length) x80cm(breadth)

Packaging

1 Each / None/Loose

Date	Movement ( Receive / Release / Dispatch / Damage / Loss / Found )	Document number ( Waybill / GRNs / Reports )	Inventory quantity			Storekeeper	
			In (+)	Out (-)	Balance (=)	Initials	Signature

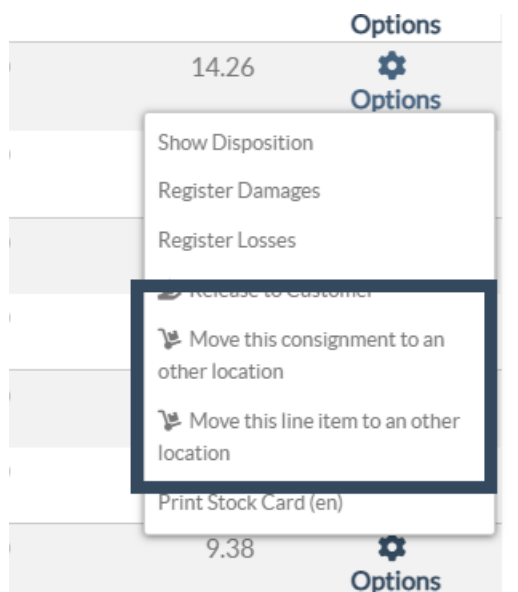
以下是库存卡表格上列出的详细信息：

- 托运编号和货号。
- 发送和接收机构详细信息。
- 物品描述，如名称、产品类别、单位数量和包装、批号、温度范围和危险品标识（如有）。
- 库存交易（如收货、发货、放行、损坏丢失、找到）发生的日期。
- 任何单据编号，如运货单、收货/发货单或损坏/丢失报告。
- 每次交易后从库存中添加或移除的存货数量和结余数量
- 仓库管理员或任何授权人员的姓名缩写/签名。

### 移动托运货物或细列项目

只有在托运货物中定义了存储区域时，选项菜单中才会出现 "将此托运货物移动到另一个位置"和 "将此细列项目移动到另一个位置"。





**存储区域**指的是主存储位置（如仓库内的特定区域或货架）内存放货物的指定子位置。定义这个字段可以让系统更精细地跟踪和管理库存。

### Relocate/Move items for BDS-1392 at Brindisi - UNHRD Warehouse 1 (Storage)

Current Location

Brindisi - UNHRD Warehouse 1 (Storage) -

Relocated New Location

Brindisi - UNHRD Warehouse 1 (Storage)

Date of Relocation

08/Jul/2025

Comments

Storage Area

Dispatch Staging Area

Expired goods

Kitting Area

Zone A

Zone B

Zone C

Consignment Line	Condition	Available Quantity	Quantity c
1: CCCM - Laptop	Good Condition	4 Bulk (kg)	4

Close Dialog

Save

这两个移动选项的作用如下：

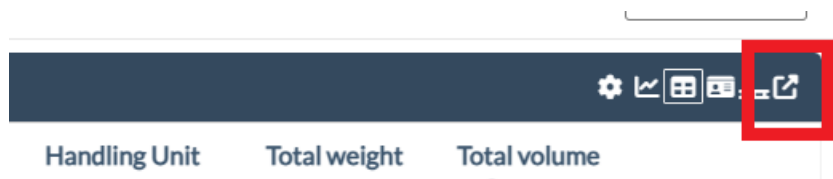
- **将这批货物转移到另一个位置**：将整个托运货物从同一仓库内的一个存储区域转移到另一个存储区域或跨不同存储区域。
- **将此细列项目移动到另一个位置**：允许用户重新定位托运货物中的特定项目（细列项目），而无需移动整个托运货物。

这些功能对于库存重组、优化空间或处理隔离要求（如损坏、对温度敏感的货物或过期货物）非常有用。

## 库存报告

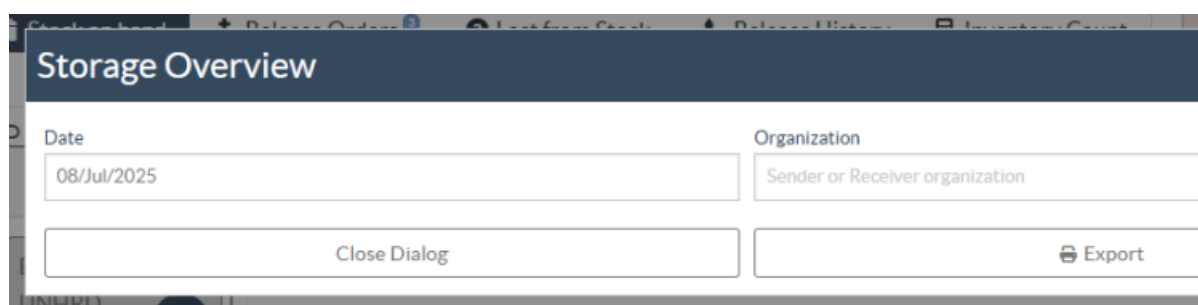
RITA 提供按组织将库存报告导出为 Excel 或 PDF 格式的功能。为此，请按照以下步骤操作：

**第 1 步：**单击屏幕右侧的 "导出" 选项。

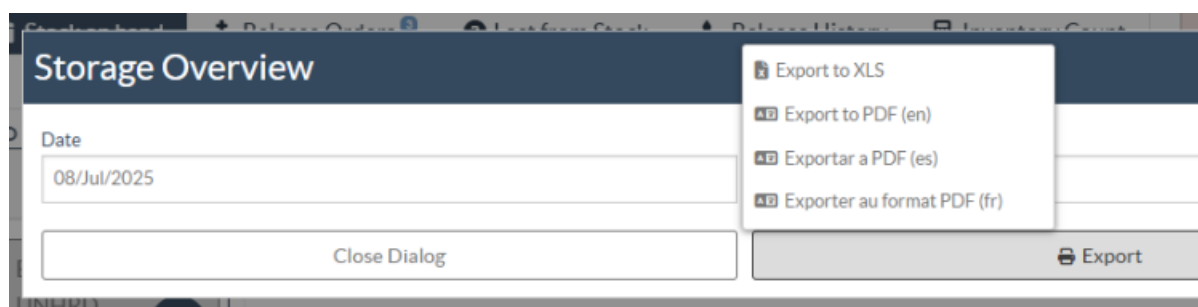


**第 2 步：**出现 "存储概览" 对话框。RITA 操作员可以选择要生成报告的特定日期和组织。

- 默认情况下，日期将显示当前日期，但 RITA 操作员可以选择任何以前的日期，以生成过去任何时间点的库存报告。
- 如果 "组织" 下拉列表留空，报告将返回所有组织的结果。



**第 3 步：**单击 "导出" 继续。RITA 将提示您选择文件格式，.xls 或 .pdf。



**第 4 步：**选择 PDF 将生成一份报告，显示所选机构在指定日期的库存情况。

例如下面的 PDF 文件将显示截至日期：2025 年 7 月 8 日世界粮食计划署在布林迪西仓库（储存）的期末存货数量摘要



Stock on Hand  
TRAINING (RITA) - Brindisi

<https://rita.logcluster.org>  
[rita.global@wfp.org](mailto:rita.global@wfp.org)

Brindisi - UNHCR Warehouse 1 (Storage) as of date: 08 Jul 2025

Sender Organization: United Nations World Food Programme

Description	Date in Stock	Inventory Units	Handling Units	Total weight	Total volume
BDS-1441-1: Nutrition - RUTF (Food)	1310	30 Each	None/Loose	1500.0 kg	1.50 m³
BDS-1441-2: Logistics - Tent	1310	15 Each	None/Loose	1500.0 kg	5.00 m³
BDS-1441-3: WASH - Dignity Kits	1310	120 Each	12 Bag/Sack 200.0 kg / Bag/Sack 0.25 m³ / Bag/Sack	2400.0 kg	3.00 m³
BDS-1443-1: Nutrition - RUTF (Food)	1512	30 Each	None/Loose	1500.0 kg	1.50 m³
BDS-1443-2: Logistics - Tent	1512	15 Each	None/Loose	1500.0 kg	5.00 m³
BDS-1443-3: WASH - Dignity Kits	1512	120 Each	12 Bag/Sack 200.0 kg / Bag/Sack 0.25 m³ / Bag/Sack	2400.0 kg	3.00 m³
BDS-1444-1: Nutrition - RUTF (Food)	1041	18 Each	None/Loose	900.0 kg	0.90 m³
BDS-1444-2: Logistics - Tent	1041	15 Each	None/Loose	1500.0 kg	5.00 m³
BDS-1444-3: WASH - Dignity Kits	1041	120 Each	12 Bag/Sack 200.0 kg / Bag/Sack 0.25 m³ / Bag/Sack	2400.0 kg	3.00 m³
BDS-1558-1: Health - Blanket	1100	1,000 Each	100 Bale/Bundle 60.0 kg / Bale/Bundle 0.60 m³ / Bale/Bundle	6000.0 kg	60.00 m³
BDS-1558-3: Nutrition - Therapeutic spread, box of 150 sachet	1100	300 Each	300 Box/Carton 15.0 kg / Box/Carton 0.03 m³ / Box/Carton	4500.0 kg	7.50 m³



Prepared by: Kelly Bradley / [kelly.bradley@wfp.org](mailto:kelly.bradley@wfp.org)  
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第 5 步：选择 XLS 将下载简化的 Excel 电子表格，提供存储概况。

举例说明：该文件仅包括截至日期：2025 年 7 月 8 日世界粮食计划署在布林迪西仓库（储存）的期末库存。

product description	event line inventory	event line handling	event line reporting	event line event line event line	event line stock as of days in St	sender on sender on sender on rec
RUTF (Food)	30,000 Each	30,000 None/Loose		1,500 1,500 500,000 Closing St	1,512,000 BDS-1443	United Na WFP United Na Unit
Tent	15,000 Each	15,000 None/Loose		1,500 5,000 9,000,000 Closing St	1,512,000 BDS-1443	United Na WFP United Na Unit
Dignity Kits	120,000 Each	12,000 Bag/Sack		2,400 3,000 600,000 Closing St	1,512,000 BDS-1443	United Na WFP United Na Unit
RUTF (Food)	30,000 Each	30,000 None/Loose		1,500 1,500 500,000 Closing St	1,310,000 BDS-1441	United Na WFP United Na Unit
Tent	15,000 Each	15,000 None/Loose		1,500 5,000 9,000,000 Closing St	1,310,000 BDS-1441	United Na WFP United Na Unit
Dignity Kits	120,000 Each	12,000 Bag/Sack		2,400 3,000 600,000 Closing St	1,310,000 BDS-1441	United Na WFP United Na Unit
Blanket	1,000,000 Each	100,000 Bale/Bundle		6,000 60,000 0,000 Closing St	1,100,000 BDS-1558	United Na WFP United Na Unit
Therapeutic spread, box of 150 sachet	300,000 Each	300,000 Box/Carton		4,500 7,500 0,000 Closing St	1,100,000 BDS-1558	United Na WFP United Na Unit
Blanket	100,000 Each	10,000 Bale/Bundle		0,600 6,000 0,000 Closing St	1,100,000 BDS-1560	United Na WFP United Na Unit
Therapeutic spread, box of 150 sachet	200,000 Each	200,000 Box/Carton		3,000 5,000 0,000 Closing St	1,100,000 BDS-1560	United Na WFP United Na Unit
Blanket	800,000 Each	80,000 Bale/Bundle		4,800 48,000 0,000 Closing St	1,100,000 BDS-1559	United Na WFP United Na Unit
Therapeutic spread, box of 150 sachet	250,000 Each	250,000 Box/Carton		3,750 6,250 0,000 Closing St	1,100,000 BDS-1559	United Na WFP United Na Unit
Timber 2x4M	1,450,000 Each	1,450,000 None/Loose		23,200 26,245 0,000 Closing St	1,100,000 BDS-1562	United Na WFP United Na Unit
Timber 2x4M	50,000 Each	50,000 None/Loose		0,800 0,905 0,000 Closing St	1,100,000 BDS-1562	United Na WFP United Na Unit
Timber 2x3M	1,000,000 Each	1,000,000 None/Loose		13,000 13,548 0,000 Closing St	1,100,000 BDS-1562	United Na WFP United Na Unit
Timber 2x2M	900,000 Each	900,000 None/Loose		8,100 8,129 0,000 Closing St	1,100,000 BDS-1562	United Na WFP United Na Unit
Timber 2x4M	750,000 Each	750,000 None/Loose		12,000 13,575 0,000 Closing St	1,100,000 BDS-1561	United Na WFP United Na Unit
Timber 2x4M	50,000 Each	50,000 None/Loose		0,800 0,905 0,000 Closing St	1,100,000 BDS-1561	United Na WFP United Na Unit
Timber 2x3M	990,000 Each	990,000 None/Loose		12,870 13,413 0,000 Closing St	1,100,000 BDS-1561	United Na WFP United Na Unit
Timber 2x2M	898,000 Each	898,000 None/Loose		8,082 8,111 0,000 Closing St	1,100,000 BDS-1561	United Na WFP United Na Unit
Sorghum	2,072,000 Each	2,072,000 Bag/Sack		31,080 30,352 0,000 Closing St	1,097,000 BDS-1571	United Na WFP United Na Unit
RUTF (Food)	15,000 Each	15,000 None/Loose		0,750 0,750 250,000 Closing St	1,449,000 BDS-1444	United Na WFP United Na Unit
RUTF (Food)	3,000 Each	3,000 None/Loose		0,150 0,150 50,000 Closing St	1,449,000 BDS-1444	United Na WFP United Na Unit
Tent	15,000 Each	15,000 None/Loose		1,500 5,000 9,000,000 Closing St	1,449,000 BDS-1444	United Na WFP United Na Unit
Dignity Kits	120,000 Each	12,000 Bag/Sack		2,400 3,000 600,000 Closing St	1,449,000 BDS-1444	United Na WFP United Na Unit
Weighing Scale	1,000,000 Each	1,000,000 None/Loose		5,000 5,000 Closing St	625,000 BDS-1684	United Na WFP United Na Unit
RUTF	1,000,000 Each	7,000 Box/Carton		0,153 0,667 666,670 Closing St	621,000 BDS-1686	United Na WFP United Na Unit