

Print Packing Lists and Waybills


Print Packing List

“**Print Packing List**” generates a shipment receipt that can be sent with all outbound cargo. It bears the waybill number, transport company name, vehicle ID, origin and destination location, sender and receiver organization name, and the details of the items shipped, including consignment number, item description, quantity, packaging, weight, volume, and column to specify the condition of goods (good/damaged) when received. Finally, it bears the preparer's signature, which is usually the RITA operator, and a section with the option to provide the receiver's name, date, and signature confirming receipt of the items at the destination.




In the planned journey section, the packing list remains empty until a consignment is added.

The screenshot shows the 'Planned Journeys' section of a software interface. At the top, there is a dark blue header with the text 'Planned Journeys' and a green '+ Add Journey' button. Below this, a journey entry is displayed for 'Road (1)' with a weight of 32,842.0 kg and a volume of 288.87 m³. The entry details include a date of 17/Jan/2025, a company name 'ABCD', and the same weight and volume. A row of buttons is visible: 'Edit Journey', 'Print Packing List' (which is highlighted with a blue border), and 'Remove this Journey'. Below these are three more buttons: 'Upload Dispatch Plan', 'Add new Destination', and 'Dispatch Goods'. The destination is listed as 'Brindisi - UNHRD Warehouse 1 (Storage)'. At the bottom, there are icons for a document (BDS-1097), a person (FHI360), and a location (Brindisi - UNHRD Warehouse 1 (Storage)).




Shipment Receipt
document to be attached with Waybill for dispatching goods


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



Customer Commitment tracking



RITA QR receipt



Customer receipt

Waybill Number	Transport Company	1888	Vehicle Id	ABCD
Origin	San Vito - UNHRD Warehouse 2 (Storage) Italy - Puglia - Brindisi		Destination	Brindisi - UNHRD Warehouse 1 (Storage) Italy - Puglia - Brindisi
Sender	Médécins Sans Frontières Suisse Franz, tel: 211 0 922 777 717, email: ssudan-logco-supply@oca.msf.org		Receiver	United Nations Food and Agriculture Organisation Peter Akany, tel: 922001684, email: Peter.Akany@fao.org

Consignment	Description	Quantity	Packaging	Weight	Volume	Goods received according to document and in good conditions (yes or no - quantity/unit received)
BDS-1623 1 - Iron Squire/Sheet		1083 Bulk (kg/s)	1083 None/Loose(s)	13104 kg	2.30 m³	
BDS-1623 2 - Wood Timber		400 Bulk (kg/s)	1 None/Loose(s)	5350 kg	2.00 m³	
BDS-1623 3 - PIPE PVC, rigid,		245 Bulk (kg/s)	4 Bale/Bundle(s)	245 kg	0.50 m³	
BDS-1623 4 - Mix Construction Items		1358 Bulk (kg/s)	10 Box/Carton(s)	1680 kg	2.00 m³	
BDS-1623 6 - Flat Bar/Board Metal		60 Bulk (kg/s)	2 Box/Carton(s)	298 kg	0.20 m³	
BDS-1623 7 - Rane Wire		34 Bulk (kg/s)	5 Bag/Sack(s)	125 kg	0.50 m³	
Total				20892 kg	7.50 m³	

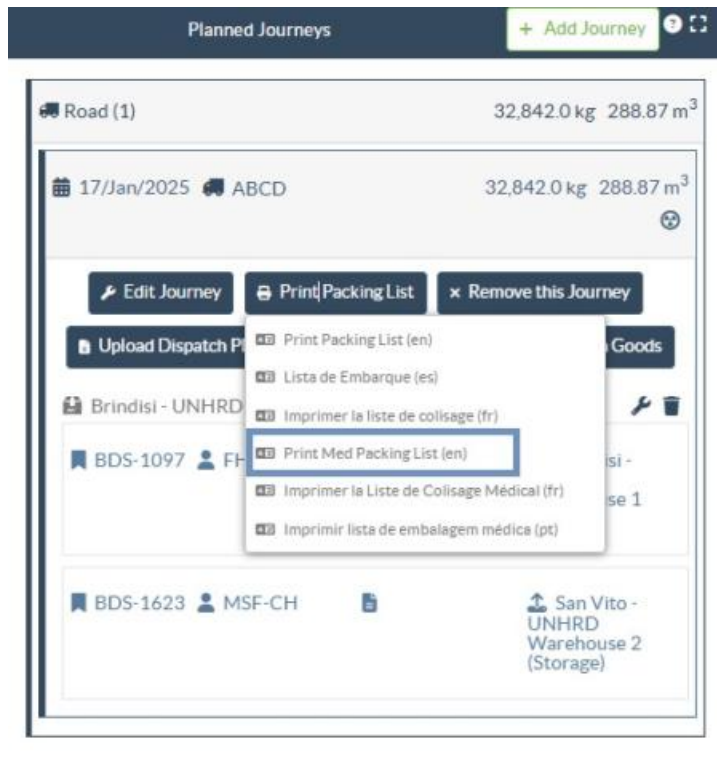
Remarks:

Prepared by	rita.global@wfp.org	Received by	
Date Prepared	20/Jan/2025	Date Received	
Signature		Signature	

Please send this document to the above too right email, once document is signed by receiver.

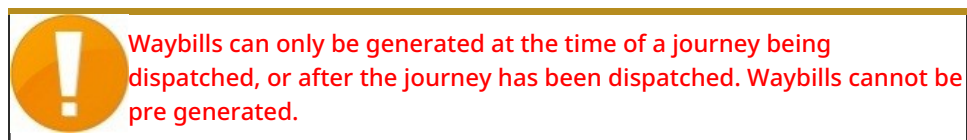
Print Medical Packing List:

RITA enables users to print a packing list layout specifically designed for medical items. The Med Packing List condenses all the items into a single table instead of separating them by consignment. This function is more prevalent when medicines are stored and transported in an operation.

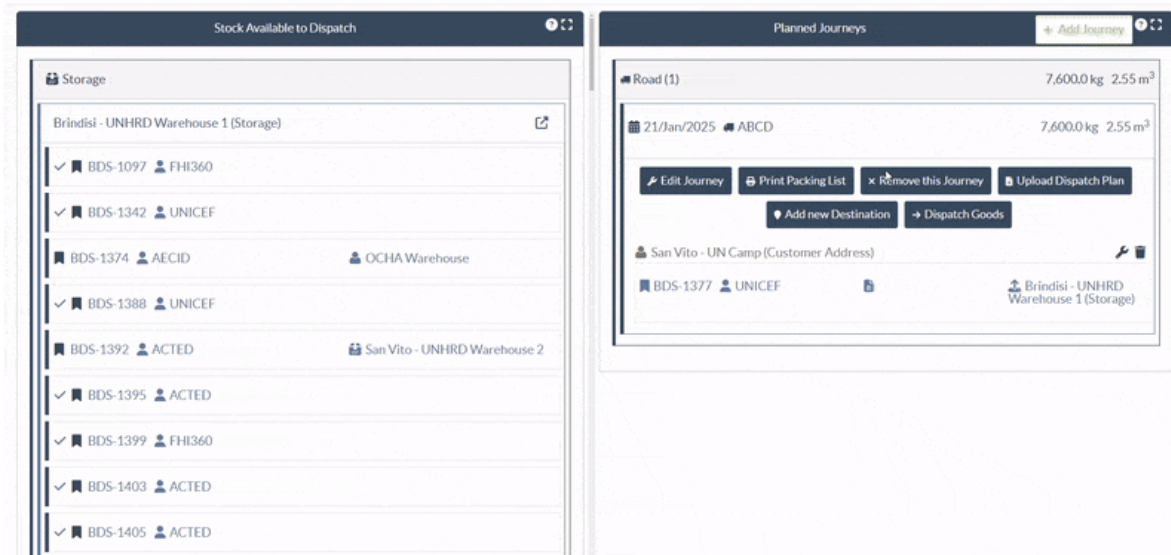


Print Waybills

Waybills can be generated directly from RITA.



If the waybill feature is enabled for the RITA project, operators can generate waybills at the time of dispatching cargo by selecting the "**Print Waybill after Dispatch**" check box, and then selecting the "**Dispatch Goods**". A waybill will be automatically created for that journey.



Waybills can also be printed at any time after a journey has been dispatched. This may be done by going to either the "[In-Progress Dispatches](#)" or "[Dispatch History](#)" tabs.

In the "**Options**" tab menu to each dispatched journey, users may select '**Print Waybill.**'

