Managing Consignments on a Journey

Add a Consignment to Planned Journeys

Once the new journey is created, we add a consignment to the planned journey as follows:

Method 1:

Step 1: Filter the consignment number that will be added to the planned journey.

Step 2: Within the consignment box, click on the "Assign to Journey" option:



Step 3: Select the Journey planned for the cargo and click on the **'Assign**" button. Within the box, provide the Delivery Time as well as the quantity to be shipped. The users can ship full items in the SRF or only part of the items on the SRF. RITA also allows the operator to input the quantity in damaged condition.

Finally, click **Save**', and the cargo will be added to the journey selected.



Method 2:

Step 1: Filter the consignment number that will be added to the planned journey.

Step 2: Select the consignment to be loaded, and "drag and drop" the consignment to the desired journey by clicking and holding the mouse button.

Stock Available to Dis	patch	00	Planned Journeys	+ Add Journey
Storage			# Road (2)	32,842.0 kg 288.87 m
Brindisi - UNHRD Warehouse 1 (Storage)		Ľ	🏙 17/Jan/2025 🐗 ABCD	32,842.0 kg 288.87 m ²
✓ 📕 BDS-1339 🛔 UNFPA				0
V 📕 BDS-1342 💄 UNICEF			■ 21/Jan/2025 ■ ABCD	0.0 kg 0.00 m ²
BDS-1374 💄 AECID	CCHA Warehouse			e this Journey 🖪 Upload Dispatch Plan
📕 BDS-1377 💄 UNICEF	& Rome Fiumicino Airport		Add new Desti	ination
✓ 📕 BDS-1388 💄 UNICEF			San Vito - UN Camp (Customer Address)	7
📕 BDS-1392 💄 ACTED	San Vito - UNHRD Warehou	se 2		
✓ 📕 BDS-1395 💄 ACTED				
✓ 📕 BDS-1399 💄 FHI360				
✓ 📕 BDS-1403 💄 ACTED				
✓ ■ BDS-1405 😩 ACTED				

Step 3: Within the box, provide the Delivery Time as well as the quantity to be shipped. The users can ship full items in the SRF or only part of the items on the SRF. RITA also allows the operator to input the quantity in damaged condition.

Finally, click **Save**', and the cargo will be added to the journey selected

Origin Location Brindisi - UNLB (Customer)	Addrew)		Extimated Deliver	Time		
Consignment Line	Quantity in Stock on Hand	Dispatcher Condition	l Quantity in Good	Dispatched Quantity in Damaged Condition	Remaining	
1.) Logistics - MSU	3 in Kit/Set	0	# Per	0		OPart
2.1 Logistics - Prefab	4 in Kit/Set	4	27 Part	0		OPart

Move Consignments Between Planned Journeys

If a cargo from a consignment is already assigned to a journey, and a RITA operator wishes to assign the already assigned consignment cargo to a new journey, they may drag and drop the assigned consignment cargo directly between two planned journeys

Stock Available to	Dispatch	00	Planned Journeys	+ Add Journey
Storage			# Road (2)	200.0 kg 1.00 m
Brindisi - UNHRD Warehouse 1 (Storage)		Ľ	📾 21/Jan/2025 🖪 ABCD	0.0 kg 0.00 m ²
✓ ■ BDS-1097 💄 FHI360				this Journey 📑 Upload Dispatch Plan
V 📕 BDS-1342 💄 UNICEF			♦ Add new Destin	ation
BDS-1374 🛓 AECID	🛔 OCHA Warehouse		San Vito - UN Camp (Customer Address)	۴
📕 BDS-1377 💄 UNICEF	🕹 Rome Fiumicino Airport		🗰 21/Jan/2025 🖪 ABCD	200.0 kg 1.00 m
V 📕 BDS-1388 💄 UNICEF				this Journey
BDS-1392 💄 ACTED	San Vito - UNHRD Warehouse	2	♦ Add new Destination →	Dispatch Goods
✓ ■ BDS-1395 💄 ACTED			San Vito - UN Camp (Customer Address)	¥ 🖬
✓ ■ BDS-1399 🚨 FHI360			🗮 BDS-1339 😩 UNEPA 🛛 🖥	Brindisi - UNHRD Warehouse 1 (Storage)
✓ ■ BD5-1403 💄 ACTED				

Prior to moving cargo to a new journey, the new journey will still need to be created first.

If RITA operators do not drag and drop assigned cargo, they can also cancelled the assigned journey for the consignment and reassign the consignment to a new journey at a later date.

Canceling an Assigned Journey for the Consignment

If the operator needs to cancel the assigned journey, follow the steps below:

Step 1: Go to the "Dispatches" tab and click on 'Planned Journeys."

Step 2: Clicking on the journey will show the nested information: the journey date, vehicle ID, weight, and volume of the consignment. Further clicking on it will show additional information such as the consignment number, organization, and pickup address.

Step 3: Click the delete icon next to the details to delete the consignment assigned to the journey.

Fixed-Wing (1)		
22/Jul/2021 555555	Nuclear Lat Damage this is even	7,604.3kg 70.56m ³
& Rome Flumicino Airport (Airpo	Dispatch Goods	4 1
ROM-0205 LCHAD	2 TNT (Storage	Warehouse - Ancona 9
& Rome Ciampino Airport (Airpo	et)	↑ ■
	NT 🚨 Civit	avecchia Port (Sea Port)
RDM-0224 A CXFAM I		

Following the above steps, the dispatch will be reversed, and the consignment will be moved back to "Stock on Hand" or "Cargo Awaiting collection" section depending upon the service type requested.

Confirming a Dispatch

Once the cargo has been added to the journey created, the operator will click on Dispatch Goods to dispatch the cargo in the system.

Step 1: Click on the journey type (Fixed Wing/Road/Sea/Pack Animals, etc.) and click on the consignment that needs to be transported.

+ Add Journey ? 🕄
32,842.0 kg 288.87 m ³
32,842.0 kg 288.87 m ³
emove this Journey
→ Dispatch Goods
Brindisi - UNHRD Warehouse 1 (Storage)
▲ San Vito - UNHRD Warehouse 2 (Storage)

Within the box, the operator will see the following options:

Show Details: It shows the Journey details provided by the operator while planning a journey.

Print Packing List: <u>The packing list</u> is the shipment receipt that can be attached to the waybill for confirming the dispatch of the cargo.

Remove this Journey: This option allows the operator to delete the journey created. If the cargo is already allocated to the journey, this act will simply return the planned cargo to the "Stock on hand" or "Cargo Awaiting Collection" section.

Add new Destination: This option allows the operator to add a new destination and location type to the planned journey.

Shipment Details for Consignment: {0}	x
Location Type Internal Transfer	
Destination	
Close Dialog	Save

Step 2: Dispatch Goods: Select the consignment and click on '**Dispatch Goods**'' to confirm the dispatch.

+ Add Journey 🕄
32,842.0 kg 288.87 m ³
32,842.0 kg 288.87 m ³
move this Journey
→ Dispatch Goods
۶ 🖬
Brindisi - UNHRD Warehouse 1 (Storage)
San Vito - UNHRD Warehouse 2 (Storage)

Once the dispatch has been completed, the consignment will move to "**Receive from a site/customer**" screen where the operator must confirm the reception at the destination, See *Chapter "Receiving Cargo*".

When the operator clicks on 'Dispatch Goods", the following window will popup:

Dispatch goods			×
Waybill generated automatically			
Actual Date of Dispatch	Number of pallets		
20/Jan/2025	Specify the number of pallets or	n the vehicle	
Print Waybill after dispatching			
Close Dialog	Print Packing List	Save	Dispatch Goods

Actual Date of Dispatch: It allows the operator to enter the actual date of dispatch for the items.

Number of Pallets: RITA operator can specify the number of pallets loaded on the vehicle added to the journey.

Print Waybill after dispatching: This feature allows RITA operators to automatically generate

waybills when dispatching cargo. Please note:

- Waybills are only printable at the time of dispatching cargo, not before.
- Waybills can always be printed after the fact.

Manual Waybill: If managers choose not to use the automatically generated waybill, they can manually enter the waybill number. There are three methods for entering the journey waybill number:

- 1. **Manual Waybill:** RITA operators can input a unique waybill number for each consignment or use a generic one for all consignments dispatched under one journey.
- 2. **Manual Waybill, one waybill number for each destination:** This option enables the operator to include a location-specific waybill number for each destination in the planned journey.
- 3. **Manual Waybill, one waybill number for each destination and receiver:**Operators can enter the waybill numbers for each destination and receiver, allowing multiple waybill numbers per customer if there are multiple receivers in the same destination

2.0711					TRA	NING (RITA)	2)					ġ
T1#:				(Driginal:	Recipier	nt Copy			Waybill N	sumber: W	B-0003
ansaction Details			100					8				
Origin Brid	disi - UNLB (Customer - Puglia - Brindisi	Address)		Unit	ed Nations	World Food	Programme	Waybill Date 05/Au	g/2024			
Destination Brid Italy	disi - UNHRD Warehos - Poglia - Brindisi	ase I (Stora	ge)	Rich	ie, tel: , ema	il: richie.bha	ittarai@wfp.co	8 Vehicle Type Helico	pter - 50 MT			
Louding Details												
	Quantity of	Quantity of	Total Line	Dimensions		Furinties	Terreter		Cominant	Recci	i-ed (Handling)	(aits)
Descript	on Investory	Handling	Weight (kg)	Volume (m ²)	Batch No.	Date	Range	Cargo Owner	Number	Geed	Damaged	Lot
	Cuit									1.00405048		Part and a second
Test	1000 Each	50 Box Carton	250	5.00			nil-nil	United Nations World Food Programme	BDS-1755-1	Casdition		
Taoi Arik nomerke	1000 Each	50 Bos Carton	250	5.00			he-the	United Nations World Food Programme	BD5-1755-1	Casalina		
Test telk remarke: anteler Organization	Centifications Centifications Center Nations World Flood Program	50 Box Carlos	250	5.00		Rent	ndl-adl	United Nations World Pool Programme Certification of	BDS-1755-1	1		
Test rick remarks: getcher Organization getcher Person Name	Centification of Centification of Centification of Centification of Center Model Food Program	So Box Carton (Connection D	250 specifical cor Company Na Beliver Na Beliver S Licensel Velacity	5.00 5.00 80 Kalu 10 NA 10 1025		Rent	ndl - ndl er Organization N Bereiter Person N Bezeiter Person V	Using Nation World Food Progressee Configuration International Configuration of the International Configuration of the International Configuration of the International Configuration of the International Configuration of the International Configuration of the International Configuration of the International Configuration of the In	BDS-1755-1	()		
Teel atch remarks: spatcher Organisation particler Person Name On lichtif of the senik contraction	Contribution of the second sec	50 Box Cature 50 Box Cature 50 Transport 10 10 10 10 10 10 10 10 10 10	250 opatched or Company Nat Britter's Licensel Vehicle of of the transpo meditor describe	5.00 5.00 Marine Status Marine	fy the receipt of 0 good condition.	Rend Rend	er Organization N Receiver Parsa N Receiver Parsa N Receiver Parsa N di of fic receiverion the consolition D	Using Nations World Food Programme Control of the Stat	BDS-1755-1	(