

Release Orders

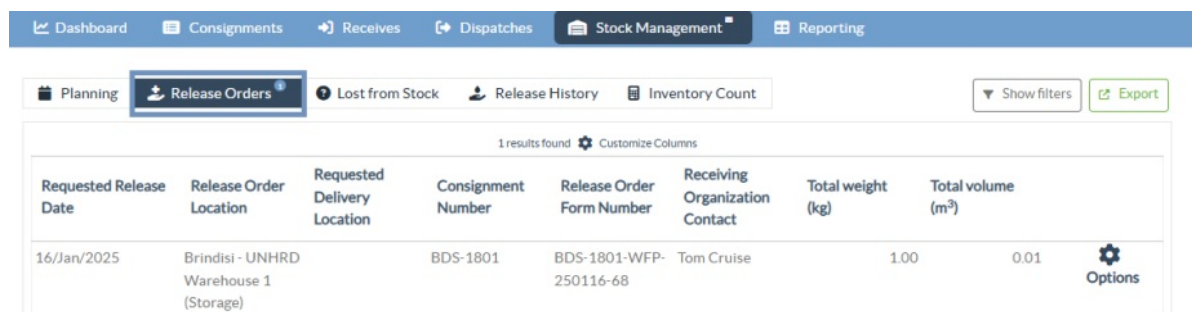
Release Order Form

The **"Release Order Form (ROF)"** is a standardized document that must be completed by any organization requesting cargo release from a storage location managed by the Logistics Cluster (including requests for transporting cargo to the final destination).

Users can submit release requests by email or through RITA's online platform. The online ROF can be shared with any party using a [link](#) or can be found on each country's website.

Online Release Orders

Upon receipt of the online release order form, a notification will be displayed on the "Release Order" tab under the "Stock Management" screen.



The screenshot shows the RITA Stock Management interface. The top navigation bar includes Dashboard, Consignments, Receives, Dispatches, Stock Management (active), and Reporting. Below this, the Release Orders tab is selected, showing a table with 1 result found. The table columns are Requested Release Date, Release Order Location, Requested Delivery Location, Consignment Number, Release Order Form Number, Receiving Organization Contact, Total weight (kg), and Total volume (m³). The data row shows a request for 16/Jan/2025 from Brindisi - UNHRD Warehouse 1 (Storage) for consignment BDS-1801, with release order form number BDS-1801-WFP-250116-68, received by Tom Cruise, with a total weight of 1.00 kg and total volume of 0.01 m³. An Options gear icon is visible at the end of the row.

Requested Release Date	Release Order Location	Requested Delivery Location	Consignment Number	Release Order Form Number	Receiving Organization Contact	Total weight (kg)	Total volume (m³)
16/Jan/2025	Brindisi - UNHRD Warehouse 1 (Storage)		BDS-1801	BDS-1801-WFP-250116-68	Tom Cruise	1.00	0.01

After clicking the "Release Order" tab, the operator will have four options, which are explained below:



Reject Release Order

Click on the option and select **"Reject Release Order"** from the dropdown menu:



A dialog box appears. Under the comment section, the operator must provide a valid reason for rejecting the release request and click on **"Reject Release Order."**

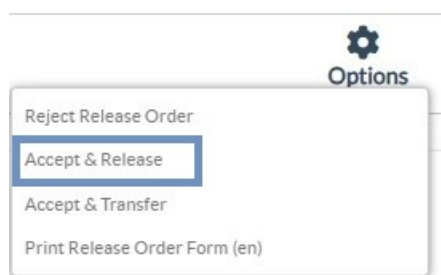
Note: The person who submitted the online release order will be notified when the release order is rejected, and notes on the rejection will be included.



The screenshot shows a dialog box titled "Reject Release Order for Consignment" with a close button (X) in the top right corner. Below the title bar is a "Comments" section with a text input field containing the placeholder text "Please enter reason for cancellation". At the bottom of the dialog, there are two buttons: "Close Dialog" on the left and "Reject Release Order" on the right, which has a lock icon next to it.

Accept & Release

RITA operator should select the option **"Accept and Release"** to approve the release request of the cargo from any given warehouse.



A box will appear where the operator should enter the following details:

- The transport company or organization to which the cargo is released.
- The actual date of release.
- The document number.
- The exact person to whom the items are released.
- Documents verifying reception.
- Any additional details the operators may want to include.
- Print Goods Release Note

For guidance on filling in the release details, please refer to paragraph **"Release to Customer"** under the chapter Stock Management- "[Planning](#)."

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

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	Remaining Quantity
BDS-1392- 1: CCCM - Laptop	14 Bulk (kg) in Bag/Sack	14 Bulk (kg)		0Bulk (kg)

Print Goods Release Note

Close Dialog

Release Goods

Accept & Transfer

When the release request involves transportation to a destination, the RITA operator must select the "Accept & Transfer" option.

Options

Reject Release Order
Accept & Release
Accept & Transfer
Print Release Order Form (en)

A box appears displaying all the planned journeys, and the operator needs to assign the released item to the journey designated for the transport. Note: The operator must first plan a journey in the "Dispatches" screen (For instructions on adding a new journey, please refer to "[Planning and Managing a Journey](#)." under Dispatches.


Print Release Order Form

- The print release order option enables the RITA operator to print the release request form submitted by the customer online.
- Click on Options and select "**Print Release Order Form**" from the drop-down menu.



The details in the release order form include the following:

- Release order number generated automatically from RITA.
- Requested release date of the items.
- Requested release location
- Receiver organization name.
- Product description, such as consignment number and line-item number, product category, item name, packaging units, weight, volume, quantity requested for the release, total volume, and weight.
- Name of the preparer.



Release Order Form
 TRAINING (RITA2)


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

Release Order Number	BDS-1801-WFP-250116-68
Requested Release Date	Jan 16, 2025
Requested Release Location	Brindisi - UNHRD Warehouse 1 (Storage)
Requested Delivery Location	
Receiver	United Nations World Food Programme - Tom Cruise

Requested Release Items

Sender Organization: United Nations World Food Programme

Description	Days in Stock	Inventory Units	Handling Units	Total weight	Total volume
BDS-1801-1: Nutrition - Test	16	10 Each	1 Box/Carton 1.0 kg / Box/Carton 0.01 m³ / Box/Carton	1.0 kg	0.01 m³



User notification system: When users request cargo release through manual or online ROF, alert emails will be sent to requestors and RITA operators, alerting key personnel and documenting the workflow.

Manual Release Form

Users can also submit an email containing an Excel attachment to request the release of their cargo. In these cases, the operator can facilitate the release through the Stock Management-"Planning" page. For detailed instructions on how to process the release, please refer to the

section titled "**Release to Customer**" in the Stock Management chapter under "[Planning](#)."