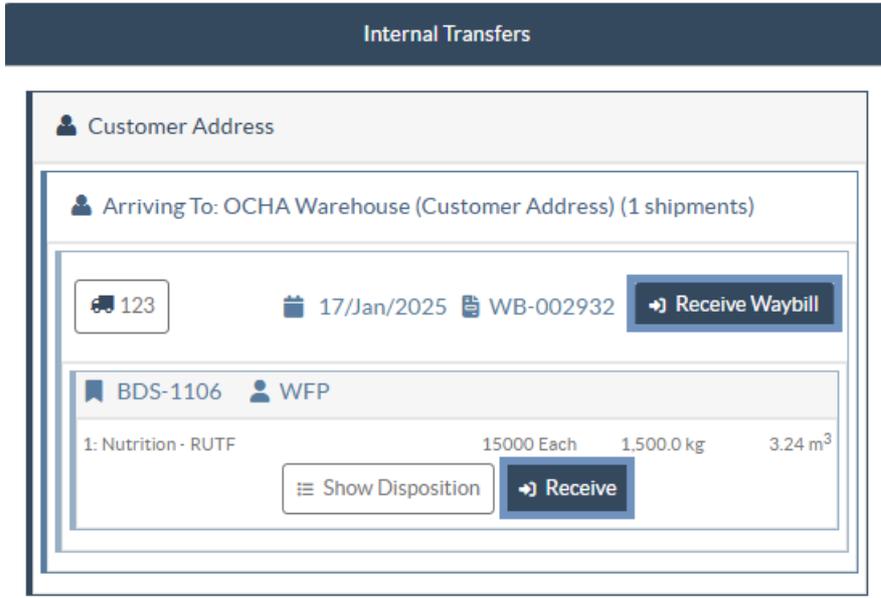


# Confirming Arrival of Shipments

## Acknowledgment of received goods:

Upon physical inspection of the items, operator has two choices:

- Click on **"Receive Waybill"** to receive all the consignments of a single waybill.
- Click on **"Receive"** to receive per consignment.



**Show Disposition:** It provides the customer with the status and information regarding their consignment line items.

**Receive:** When the cargo is physically received at the destination, it is inspected for any damages or losses before entering it in the system. To receive the consignment in RITA, operators have two options:

### **Method 1:**

The operator clicks on **"Receive"** and a window appears that allows the operator to confirm the Receiving Location, Actual Date of Receipt, Transport Documentation Number and Quantity of the items received.

## Confirm receipt of goods for vehicle: 1234, waybill: ✕

Origin Location	Receive Location Bologna Guglielmo Marconi Airport (Airport)										
Actual Date of Receipt 17/Jan/2025	Comments Comments										
Transport Documentation Number I.e. Way Bill Number, Goods receive Note Number, etc...											
Number of pallets											
Handling quantity summary:											
<table><thead><tr><th>Consignment Line</th><th>Quantity Expected</th><th>Received in Good Condition <small>x reset quantities</small></th><th>Received in Damaged Condition</th><th>Lost in Transit</th><th>Remaining Quantity</th></tr></thead></table>						Consignment Line	Quantity Expected	Received in Good Condition <small>x reset quantities</small>	Received in Damaged Condition	Lost in Transit	Remaining Quantity
Consignment Line	Quantity Expected	Received in Good Condition <small>x reset quantities</small>	Received in Damaged Condition	Lost in Transit	Remaining Quantity						
Print Goods Received Note <input type="checkbox"/>											
Close Dialog		➔ Receive		➔ 📄 Receive and Release							

### Method 2:

The operator can "drag and drop" consignments directly from either the expected "**Internal Transfer**" section or the anticipated "**Customer Deliveries**" section to the desired storage location. Storage locations are indicated in a list on the left-hand side of the screen. For the drag and drop feature:

- Dragging a consignment to "Quick Receive" will receive the cargo items into the planned warehouse.
- Dragging a consignment to any other area will assign the received items to that new location.

### Internal Transfers

Storage

Customer Address ↻

### Customer Deliveries

Storage

Arriving To: Brindisi - UNHRD Warehouse 1 (Storage) (4 shipments)

20/Dec/2024

BDS-1790 WFP

07/Jan/2025

07/Jan/2025

15/Jan/2025

Quick Receive

Storage

- Brindisi - UNHRD Warehouse 1 7,653 m<sup>3</sup>
- Rome - UPS Warehouse 4,886 m<sup>3</sup>
- San Vito - UNHRD Warehouse 2 110 m<sup>3</sup>
- TNT Warehouse - Pisa 9 m<sup>3</sup>
- TNT Warehouse - Ancona 222 m<sup>3</sup>
- TNT Warehouse - Genova 86 m<sup>3</sup>
- TNT Warehouse - Padova 73 m<sup>3</sup>
- UPS Warehouse - Bologna 0 m<sup>3</sup>
- UPS Warehouse - Milano 277 m<sup>3</sup>

**Received in Good Condition:** If all the items received are in good condition, the operator enters the quantity of items received in the column **“Received in Good Condition”**. The operator can switch between Handling Unit and Inventory Unit to input the quantity.

Consignment Line	Quantity Expected	Received in Good Condition <small>x reset quantities</small>	Received in Damaged Condition	Lost in Transit	Remaining Quantity
BDS-1106 - 1: Nutrition - RUTF	15000 Each in Box/Carton	15000 <span style="font-size: 0.8em;">↔ Each</span>	0 <span style="font-size: 0.8em;">↔ Each</span>	0 <span style="font-size: 0.8em;">↔ Each</span>	0 Each
		100 <span style="font-size: 0.8em;">Box/Carton</span>	0 <span style="font-size: 0.8em;">Box/Carton</span>	0 <span style="font-size: 0.8em;">Box/Carton</span>	

Print Goods Received Note

**Received in Damaged Condition:** When items are received at the designated location, the operator can inspect and record any damages or losses observed and enter any comments required. To record items damaged during transit, the operator must enter the quantity under **“Received in Damaged Condition”**. The operator can switch between Handling Unit and Inventory Unit to input the quantity.

Consignment Line	Quantity Expected	Received in Good Condition <small>x reset quantities</small>	Received in Damaged Condition	Lost in Transit	Remaining Quantity
BDS-1106 - 1: Nutrition - RUTF	15000 Each in Box/Carton	15000 <span style="font-size: 0.8em;">↔ Each</span>	0 <span style="font-size: 0.8em;">↔ Each</span>	0 <span style="font-size: 0.8em;">↔ Each</span>	0 Each
		100 <span style="font-size: 0.8em;">Box/Carton</span>	0 <span style="font-size: 0.8em;">Box/Carton</span>	0 <span style="font-size: 0.8em;">Box/Carton</span>	

Print Goods Received Note



Consignments that comprise of items received in good or damaged condition will be listed under "**Receives in Stock**" section of the "**Receive from a site/customer**"

**Lost in Transit:** Like the above paragraphs, if any items are lost during the transit, the operator can record the quantity lost in the section "**Lost in Transit**". The operator can switch between Handling Unit and Inventory Unit to input the quantity.

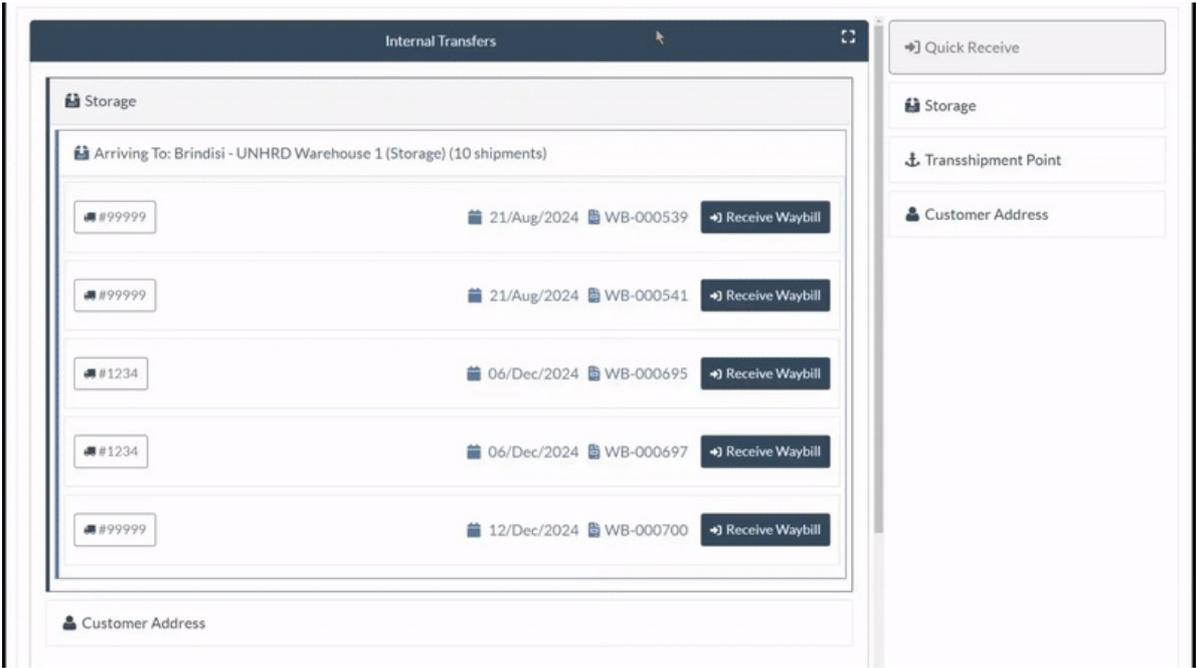
Consignment Line	Quantity Expected	Received in Good Condition	Received in Damaged Condition	Lost in Transit	Remaining Quantity
BDS-1106 - 1: Nutrition - RUTF	15000 Each in Box/Carton	15000 Each <small>x reset quantities</small>	0 Each	0 Each	0 Each
		100 <i>Box/Carton</i>	0 <i>Box/Carton</i>	0 <i>Box/Carton</i>	

Print Goods Received Note



When a consignment comprises of items recorded as "**Lost in transit**", they are listed under the section "**Lost or Not Sent Items**" inside the tab "**Receive from a site/customer**"

When items are recorded as lost in transit, operators will be asked to provide an explanation for the loss. Users will also have the option of generating a loss report directly from the receives screen. Loss reports can also be generated after the fact through the "**Lost or Not Sent Items**" tab.



**Remaining:** There are cases where all the items requested for storage do not arrive at once. In such cases the users must only enter the quantity received. The outstanding cargo to be received will be displayed in the column referred to as "**Remaining**".

Consignment Line	Quantity Expected	Received in Good Condition	Received in Damaged Condition	Lost in Transit	Remaining Quantity
		<small>x reset quantities</small>			
BDS-1106 - 1: Nutrition - RUTF	15000 Each in Box/Carton	7500 <small>↔</small> Each	0 <small>↔</small> Each	0 <small>↔</small> Each	7500 Each
		50 <small>Box/Carton</small>	0 <small>Box/Carton</small>	0 <small>Box/Carton</small>	

Print Goods Received Note

Consignment Number	Organization	Origin Location (only for incoming transfers)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Shipment Identification		Search
<input type="text"/>		<input type="text"/>
Internal Transfers		<input type="button" value="Quick Receive"/>
Customer Deliveries		<input type="button" value="Storage"/>
<input type="button" value="Storage"/>		<input type="button" value="Transshipment Point"/>
<input type="button" value="Arriving To: Brindisi - UNHRD Warehouse 1 (Storage) (4 shipments)"/>		<input type="button" value="Customer Address"/>