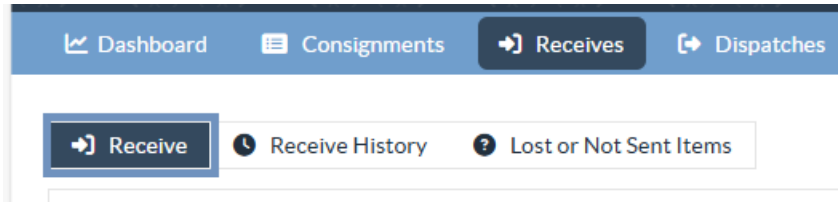


接收货物

接收货物是告诉 RITA 货物已实际到达，并应计入当前站点库存的行为。

本章将解释如何接收货物（来自客户或其他仓库）并将其存储在当前站点的仓库中。



从站点/客户接收 "屏幕分为几个关键部分：

- 1. [接收](#)。
- 2. [收货历史](#)。
- 3. [丢失或未发送物品](#)。



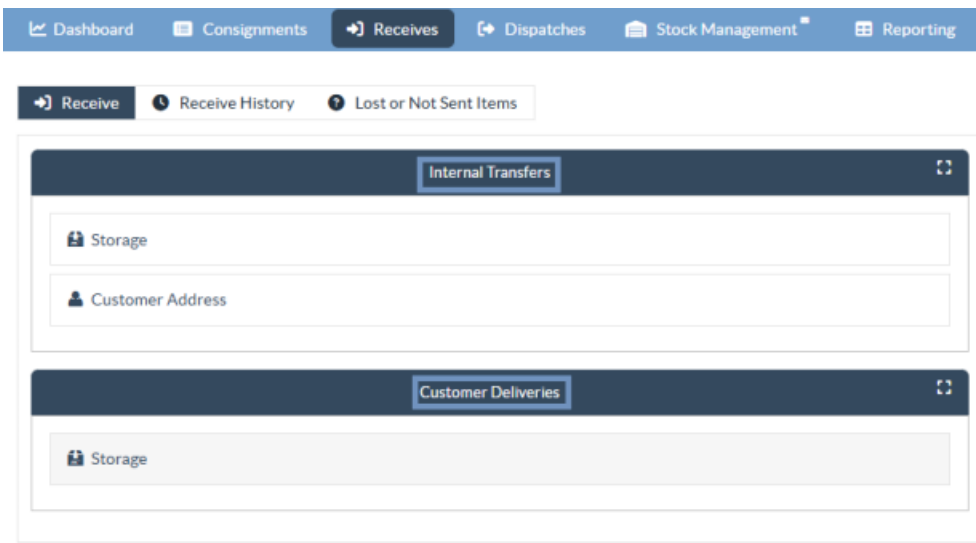
- 如果在 "收货"屏幕中找不到托运货物，请转到 "托运"屏幕检查托运货物的状态。
- 只有状态为 "已接受"或 "进行中"（如果仍有未接收的货物）的托运货物才会在此显示。
- 如果要接收的托运货物状态为 "新"、"搁置"或 "取消"，则必须先将状态更改为 "已接受"，然后返回此屏幕接收货物。

接收

接收 "屏幕显示所有已接收并实际到达现场的货物和库存。

接收屏幕分为两个主要部分：

- 内部转运。
- 客户交货。





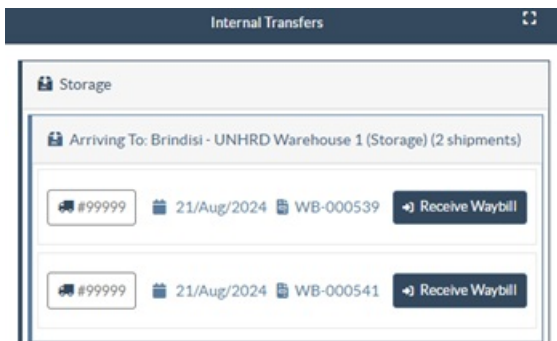
内部转运

内部转运指的是在 RITA 内部发送并预计到达指定地点的托运货物。当货物从 RITA 跟踪的其他站点到达时，我们会了解车辆装载的组成和运输商的详细信息。车辆装载的组成是调度流程的一部分。此类托运货物列在 "内部转运" 项下，按目的地和旅程（车辆 ID、日期和运单号）列出

客户地址： 用户应点击 "客户地址"，了解货物到达客户地址的详细信息。

仓储： 用户应点击 "仓库"，了解货物到达仓库的详细信息。

转运点： 用户应点击 "转运点"，查看货物抵达港口或机场等转运地点的详情。



操作员将在框中看到运输方式、发货日期和运单号。点击各行将显示运单上的嵌套信息：托运编号、代理机构、物品类别、物品名称、数量、重量和货物体积。

如果您有旅程运单号，您可以在旅程中接收多个托运货物。点击 "接收运单" 按钮。操作员必须确认收货数量和收货状态，申报运输途中的损失（如有），然后点击 "收货" 按钮确认收货。



这里不涉及将货物带入 RITA 的另一种方法："从客户地址取货"。与客户送货和转运到达选项不同，从客户处取货被归类为调度，因为我们需要分配、安排和调度车辆来提取货物。因此，您可以在 "调度" 中找到有关 "从客户收货" 的信息。

客户交付

这些是客户将交付的货物。客户交付货物时，货物是首次进入 RITA 系统，因此操作员通常不知道车辆装载的组成。

存储： 用户应点击 "存储"，了解货物到达存储地点的详细信息。

转运点： 用户应点击 "转运点"，了解到达转运地点（如机场或港口）的托运货物的详细信息。

Customer Deliveries

Storage

Arriving To: Brindisi - UNHRD Warehouse 1 (Storage) (3 shipments)

20/Dec/2024

BDS-1790 WFP

1: Education - Test	600 Each	600.0 kg	6.00 m ³
---------------------	----------	----------	---------------------

Show Disposition

Cancel pending

Receive

收货：实际检查物品后，操作员应点击 "接收 "来接收货物。

显示处置：它为 RITA 操作员提供有关托运行项目的状态和信息。

取消待处理：用户可以交付最初请求的部分物品，然后取消剩余交付或取消发送请求。在这种情况下，操作员可以选择 "取消待处理"选项。这些项目将在 "接收"选项卡的 "丢失或未发送项目 "部分列为 "永远不会到达"。

"取消待处理 "会取消托运中的待处理物品。操作员可以提供取消的理由。托运将处于 "进行中"状态，但仅限于已收到的数量。



请记住，向属于另一个 RITA 站点的地点发货时，托运详细信息将显示在报告 RITA 站点的 "传入传输 "屏幕中。

确认货物到达

确认收到货物：

在对货物进行实物检查后，操作员有两种选择：

- 点击 "接收运单"，接收单个运单的所有托运货物。
- 点击 "接收"，接收每件托运货物。

Internal Transfers

Customer Address

Arriving To: OCHA Warehouse (Customer Address) (1 shipments)

123

17/Jan/2025

WB-002932

Receive Waybill

BDS-1106 WFP

1: Nutrition - RUTF

15000 Each

1,500.0 kg

3.24 m³

Show Disposition

Receive

显示处理情况：为客户提供有关其托运项目的状态和信息。

接收：在目的地实际接收货物时，先检查货物是否有损坏或丢失，然后再将其输入系统。要在 RITA 中接收托运货物，操作员有两种选择：

方法 1：

操作员点击"收货"后会出现一个窗口，允许操作员确认收货地点、实际收货日期、运输单据编号和收货数量。

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:

Consignment Line	Quantity Expected	Received in Good Condition	Received in Damaged Condition	Lost in Transit	Remaining Quantity
		✕ reset quantities			

Print Goods Received Note

☐

Close Dialog

Receive

Receive and Release

方法 2：

操作员可将托运货物直接从预期的"内部转运"部分或预期的"客户交货"部分 "拖放 "到所需的存储位置。
存储位置显示在屏幕左侧的列表中。拖放功能

- 将托运货物拖到 "快速接收 "处，就会将货物接收到计划的仓库中。
- 将托运货物拖到任何其他区域，都会将收到的货物分配到该新位置。

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 m³

Rome - UPS Warehouse 4,886 m³

San Vito - UNHRD Warehouse 2 110 m³

TNT Warehouse - Pisa 9 m³

TNT Warehouse - Ancona 222 m³

TNT Warehouse - Genova 86 m³

TNT Warehouse - Padova 73 m³

UPS Warehouse - Bologna 0 m³

UPS Warehouse - Milano 277 m³

完好收货：如果收到的所有物品都完好无损，操作员就会在 "完好收货"一栏中输入收到的物品数量。操作员可以在 "处理单位 "和 "库存单位 "之间切换来输入数量。

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 100 Box/Carton	0 Each 0 Box/Carton	0 Each 0 Box/Carton	0 Each

Print Goods Received Note

以损坏状态接收：在指定地点接收物品时，操作员可以检查和记录观察到的任何损坏或损失，并输入所需的任何注释。要记录运输途中损坏的物品，操作员必须在 "损坏状态下收到"下输入数量。

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 100 Box/Carton	0 Each 0 Box/Carton	0 Each 0 Box/Carton	0 Each

Print Goods Received Note



由完好或损坏状态下收到的物品组成的托运货物将列在 "从站点/客户收到"的 "库存收货"部分。

运输途中丢失：与上述段落一样，如果有任何物品在运输途中丢失，操作员可在 "运输途中丢失 "部分记录丢失的数量，操作员可在 "处理单元 "和 "库存单元 "之间切换以输入数量。

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



如果托运货物中包含记录为 "转运途中丢失" 的物品，则会在 "从站点/客户接收" 选项卡内的 "丢失或未发送物品" 部分列出。

当物品被记录为在运输途中丢失时，操作员将被要求提供丢失的解释。用户还可以选择直接从 "接收" 屏幕生成丢失报告。也可以在事后通过 ["丢失或未发送物品"](#) 选项卡生成丢失报告。

Internal Transfers

Storage

Arriving To: Brindisi - UNHRD Warehouse 1 (Storage) (10 shipments)

#99999

21/Aug/2024

WB-000539

Receive Waybill

#99999

21/Aug/2024

WB-000541

Receive Waybill

#1234

06/Dec/2024

WB-000695

Receive Waybill

#1234

06/Dec/2024

WB-000697

Receive Waybill

#99999

12/Dec/2024

WB-000700

Receive Waybill

Customer Address

Quick Receive

Storage

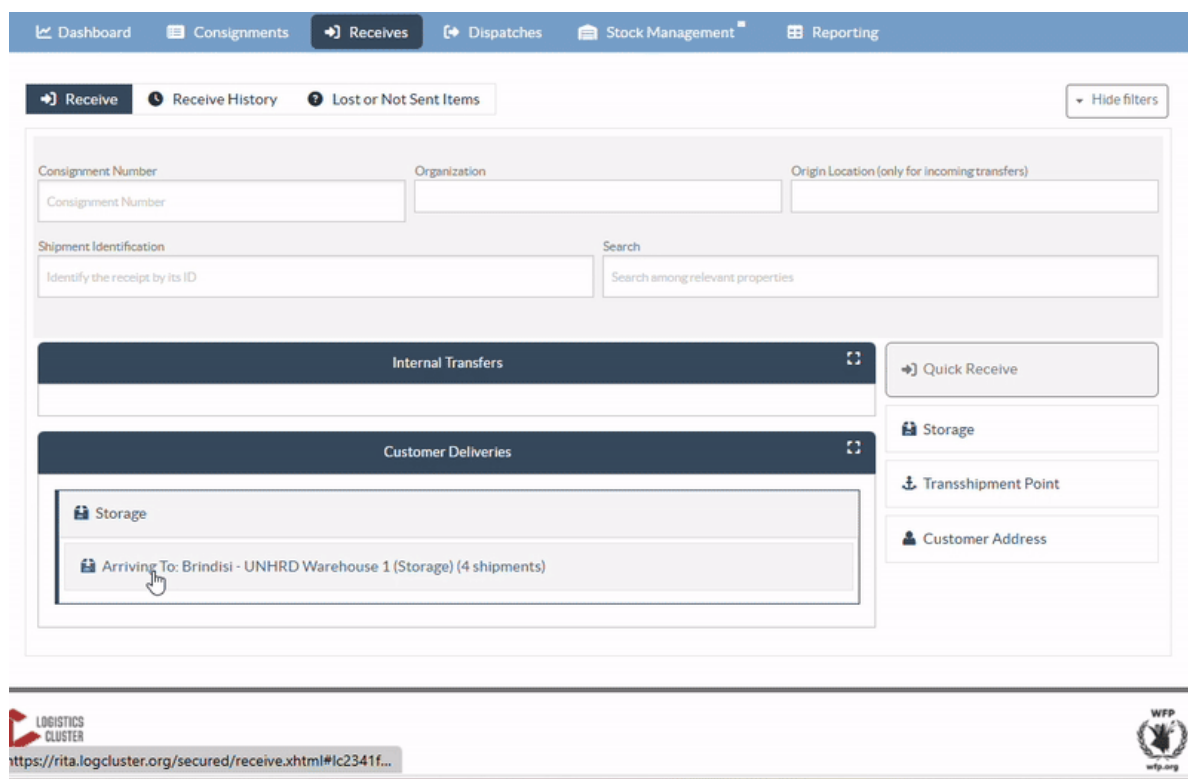
Transshipment Point

Customer Address

剩余：在某些情况下，申请存储的所有物品不会同时到达。在这种情况下，用户只需输入收到的数量。尚未收到的货物将显示在"剩余"一栏中。

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

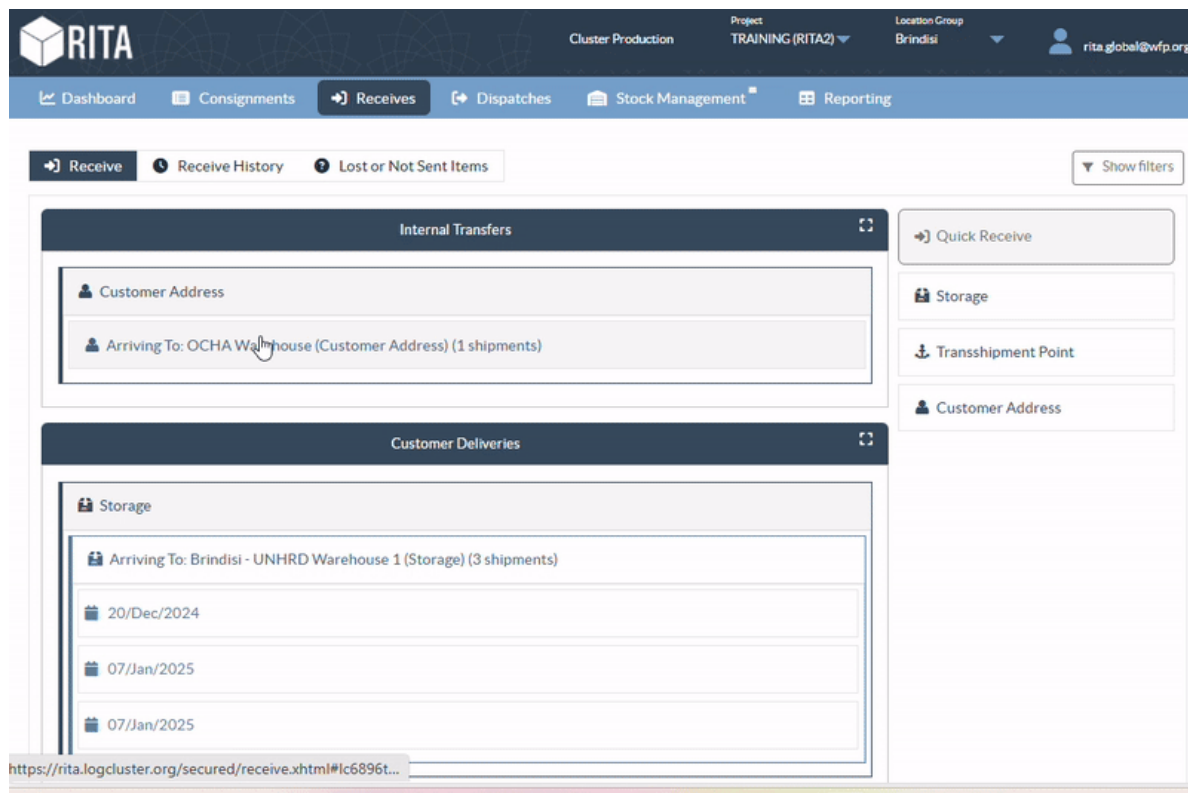
Print Goods Received Note
☐



接收和释放选项

接收和放行

对于“内部转运”项下所列的托运货物，操作员可选择同时向最终客户接收和发放物品。首先，根据上述段落提供的说明输入接收的物品。然后，点击“接收并放行”选项，向最终客户放行。



打印收货单

RITA 操作员可通过选择"打印收货通知"选项自动生成托运货物的收货通知。

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	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

Goods Received Note

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

Received at Location
United Nations Global Service Center (Customer Address)
Italy - Puglia - Brindisi
Transport Documentation Number

Received on
08/Aug/2024

Goods Received Note Number
IN-1816894-00005

Consignment	Description	Quantity	Packaging	Weight	Volume	Comments
BDS-1075-1	Inter-Agency Emergency Health Kit (11 boxes)	5 Each(es)	55 Box/Carton(s)	5600 kg	25.00 m ³	
		Total		5600 kg	25.00 m ³	

Received by (service provider)
Date
Signature

Received from (sending organization)
Date
Signature

货物收讫单据将包含 RITA 操作员指定的已收货物的所有相关信息。

成功接收货物后，仓库管理员仍应使用纸质库存卡 - 有关如何填写库存卡的进一步说明，请参阅 "打印库存卡" 部分。

危险品储存和运输警告

如果 RITA 操作员接收危险品物品或计划使用危险品物品进行运输，RITA 将根据指定的危险品 UNID 编号向管理存储/运输的操作员发出可能发生有害或危险化学反应的警告。

This consignment contains dangerous items that cannot be stored in the same storage facility as one or more dangerous item(s) that are already assigned to this location. Please review dangerous goods already assigned to this location, and reference the dangerous goods guidelines for more information.

port

01/Jul/2021

UNO-054H

This consignment contains dangerous items that cannot be transported in the same vehicle or as one or more dangerous item(s) that are already assigned to this trip. Please review dangerous goods already assigned to this trip, and reference the dangerous goods guidelines for more information.



RITA 用户还可以从库存管理屏幕中的 "接收历史"选项卡自动生成 "货物接收说明"。

仓库收到货物时，RITA 会自动向合作伙伴和货主发送电子邮件通知。

接收历史

当操作员在 RITA 收到部分或全部货物时，托运货物将列在 "收货历史"下。

DashboardConsignmentsReceivesDispatchesStock ManagementReporting

ReceiveReceive HistoryLost or Not Sent Items

Show filtersExport

706 results foundCustomize Columns									
Actual Date of Receipt	Consignm...	Received at Location	Journey Type	Vehicle Type	Transp... Compa...	Comm...	Transp... Docum... Number	Total weight (kg)	Total volume (m³)
06/Jan/2025	BDS-1798	FAO Headquarters (Customer Address)	Internal Transfer	AVECO	1888		WB-002787	0.0	0.00
03/Jan/2025	BDS-1796	FAO Headquarters (Customer Address)	Internal Transfer	20 MT Truck	2222		WB-002757		
23/Dec/2024	BDS-1793	IFAD	Internal	20 ft truck			WB-		

收货历史记录有以下选项：

- 货物详情
- 为货物添加注释
- 显示处置
- 打印收货说明
- 打印装箱单
- 取消

货物详情

操作员可通过选择"货件详情"选项查看已收货物的详情。

Receipt details for Consignment: BDS-1350

Origin Location

Brindisi - UNHRD Warehouse 1 (Storage)

Actual Date of Receipt

17/Jan/2025

Transport Documentation Number

I.e. Way Bill Number, Goods receive Note Number, etc...

Number of pallets

Handling quantity summary:

10 Box/Carton

Receive Location

Brindisi - Port of Brindisi (Sea Port)

Comments

Comments

Consignment Line	Received in Good Condition	Received in Damaged Condition	Lost in Transit
BDS- 1350 - 1: WASH - Hygiene Kit	8 ↔ Each	2 ↔ Each	0 ↔ Each

Close Dialog

为货件添加备注

该选项允许用户在接收货物时添加任何遗漏的备注。更新的注释可在货件详情中的"附加注释"框下找到。

Add Comment to Shipment

Additional Comments

example: Goods arriving in 20 ft containers

Close Dialog

Save

显示处置

有关显示处置的详情，请参阅 "[托运](#)" 一章。

打印收货通知

RITA 操作员可以通过选择"打印收货说明"选项自动生成托运货物的收货说明。有关 "收货通知" 的详情，请参阅"收货" 页面。

打印装箱单：

请参阅"发货"一章中的"[打印装箱单和运单](#)"部分。

取消收货

RITA 允许操作员取消托运中的收货。在"收货历史记录"屏幕中选择 "取消"选项，所选收货将被取消，托运货物将返回 "收货"屏幕，等待操作员在 "进货转运"或 "客户交货和转运"下确认收货。

取消收货的步骤

步骤 1：进入 "显示筛选器"选项，根据托运货物的详细信息进行筛选，找到需要撤销的托运货物。

Receive
Receive History
Lost or Not Sent Items

Hide filters
Export

Consignment Number

Actual Date of Receipt from

Actual Date of Receipt to

Search

Consignment Number

Search among relevant properties

第 2 步：点击操作员要撤销的托运货物右端的 "选项" 图标。

Dashboard
Consignments
Receives
Dispatches
Stock Management
Reporting

Receive
Receive History
Lost or Not Sent Items

Hide filters
Export

Consignment Number

Actual Date of Receipt from

Actual Date of Receipt to

Search

Consignment Number

Search among relevant properties

706 results found
Customize Columns

Actual Date of Receipt	Consignm...	Received at Location	Journey Type	Vehicle Type	Transp... Compa...	Comm...	Transp... Docum... Number	Total weight (kg)	Total volume (m³)	
06/Jan/2025	BDS-1798	FAO Headquarters (Customer Address)	Internal Transfer	AVECO	1888		WB-002787	0.0	0.00	Options
03/Jan/2025	BDS-1796	FAO Headquarters (Customer Address)	Internal Transfer	20 MT Truck	2222		WB-002757	1		Shipment Details Add Comment to Shipment Show Disposition Print Goods Received Note (en) Print Packing List (en) Lista de Embarque (es) Imprimer la liste de colisage (fr) Cancel
23/Dec/2024	BDS-1793	IFAD	Internal	20 ft truck			WB-			

第 3 步：出现下拉菜单。选择 "取消" 取消收货。

第 4 步：操作员必须在方框中确认详细信息，然后单击 "删除" 确认取消所选托运货物的收据。

Confirm cancellation of receive for Consignment:

Origin Location

Brindisi - UNHRD Warehouse 1 (Storage)

Receive Location

FAO Headquarters (Customer Address)

Actual Date of Receipt

06/Jan/2025

Comments

Comments

Transport Documentation Number

I.e. Way Bill Number, Goods receive Note Number, etc...

Number of pallets

Total number of pallets of this consignment : 20

Handling quantity summary:

Consignment Line

Received in Good Condition

Received in Damaged Condition

Lost in Transit

Close Dialog

Delete



要撤销或取消包含遗失或未寄出物品的托运货物，操作员必须在 "遗失或未寄出物品" 部分找到它们。

丢失或未寄出的物品

如果货物在运输途中丢失或客户未发送货物，托运货物将列在 "丢失或未发送项目" 下。

Dashboard

Consignments

Receives

Dispatches

Stock Management

Reporting

Receive

Receive History

Lost or Not Sent Items

Show filters

Export

200 results found

Customize Columns

Date of loss	Lost at Location	Type of loss	Transport Company	Consignme... Number	Product Category	Descripti...	Inventory Units	Total weight (kg)	Total volume (m³)	Options
22/Jan/2025	Brindisi - UNHRD Warehouse 1 (Storage)	Lost in Transit		BDS-1747	Health	Mosquito Nets	100 Each	10.0	2.20	Shipment Details Show Disposition Cancel Loss Print Loss Report Form (en)
22/Jan/2025	Brindisi - UNHRD Warehouse 1 (Storage)	Lost in Transit		BDS-1576	Food Security	Sorghum	20 Each	2,925		
25/Aug/2024	Brindisi -	Lost in Transit	Jamal	BDS-0865	WASH	Iron Pipes	2 Each	10.0	0.01	

取消丢失或未发送的货物

当操作员需要撤销或取消任何包含丢失或未发送项目的托运货物时，需要遵循以下步骤。

步骤 1：转到 "显示筛选器" 选项，按托运编号筛选，找到需要逆转的托运货物。

Receive	Receive History	Lost or Not Sent Items	Hide filters	Export
Consignment Number	Actual Date of Receipt from	Actual Date of Receipt to	Search	
Consignment Number			Search among relevant properties	

步骤 2：点击托运货物右端的 "选项" 按钮，从下拉菜单列表中选择 "取消遗失"。

Receive

Receive History

Lost or Not Sent Items

Show filters

Export

200 results found

Customize Columns

Date of loss	Lost at Location	Type of loss	Transport Company	Consignme... Number	Product Category	Descripti...	Inventory Units	Total weight (kg)	Total volume (m³)	Options
22/Jan/2025	Brindisi - UNHRD Warehouse 1 (Storage)	Lost in Transit		BDS-1747	Health	Mosquito Nets	100 Each	10.0	2.20	Shipment Details Show Disposition Cancel Loss Print Loss Report Form (en)
22/Jan/2025	Brindisi - UNHRD Warehouse 1 (Storage)	Lost in Transit		BDS-1576	Food Security	Sorghum	20 Each	2,925		
25/Aug/2024	Brindisi -	Lost in Transit	Jamal	BDS-0865	WASH	Iron Pipes	2 Each	10.0	0.01	

步骤 3：在备注栏中输入取消原因，然后点击 "取消损失" 确认取消。

Confirm cancellation of lost or never arrived items

Comments

Please enter reason for cancellation

Close Dialog

Cancel Loss

打印损失报告

RITA 的操作员可在以下选项下生成运输途中丢失物品的损失报告

第 1 步：进入 "显示筛选器"选项，按托运货物编号进行筛选，找到需要逆转的托运货物。

Receive

Receive History

Lost or Not Sent Items

Hide filters

Export

Consignment Number

Actual Date of Receipt from

Actual Date of Receipt to

Search

Consignment Number

Search among relevant properties

步骤 2：点击托运货物右端的 "选项"按钮，然后从下拉菜单列表中选择 "打印损失报告表"。

Receive

Receive History

Lost or Not Sent Items

Show filters

Export

200 results found

Customize Columns

Date of loss	Lost at Location	Type of loss	Transport Company	Consignme... Number	Product Category	Descripti...	Inventory Units	Total weight (kg)	Total volume (m³)	
22/Jan/2025	Brindisi - UNHRD Warehouse 1 (Storage)	Lost in Transit		BDS-1747	Health	Mosquito Nets	100 Each	10.0	2.20	Options
22/Jan/2025	Brindisi - UNHRD Warehouse 1 (Storage)	Lost in Transit		BDS-1576	Food Security	Sorghum	20 Each	2.925		Shipment Details Show Disposition Cancel Loss Print Loss Report Form (en)
25/Aug/2024	Brindisi -	Lost in Transit	Jamal	BDS-0865	WASH	Iron Pipes	2 Each	10.0	0.01	

PDF 格式的损失报告将自动生成，并可供下载。运输途中遗失物品的损失报告将针对每段旅程，并包含以下相关信息：

- 路线（车辆的目的地和出发地）。
- 运单号码。
- 运输公司
- 任何车辆登记号。



Loss Report

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

Loss Reported Location	Route
Brindisi - UNHRD Warehouse 1	Veneto airport - Brindisi - UNHRD Warehouse 1
Loss Reported Date	Loss Report Number
22/Jan/2025	IN-1812341-00146

Waybill Number: WB-000697

Vehicle Id: #1234

Transport Company:

Consignment	Description	Sender Organization	Inventory Unit Quantity	Handling Unit Quantity	Condition	Weight	Volume	Total Value (USD)
BDS-1576-3	Food Security - Sorghum	South Sudanese Development and Relief Agency	20Each	195Bag/Sack	Good Condition	2,925 kg	0.67 m ³	\$ 0.00

Comments

Items not found on truck.

Prepared by		Approved by	
Date		Date	
Signature		Signature	

