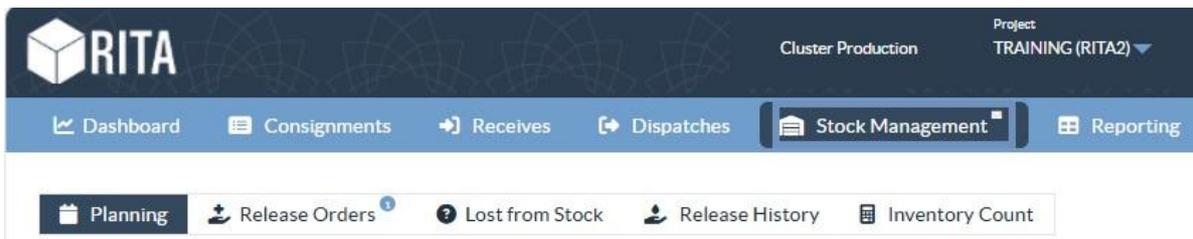


Stock Management

Stock Management is viewing and managing stock managed and maintained by the Logistics Cluster in one or more locations.

This chapter explains how to register losses and damages to cargo in stock, release cargo to the final customer, and perform inventory counts.

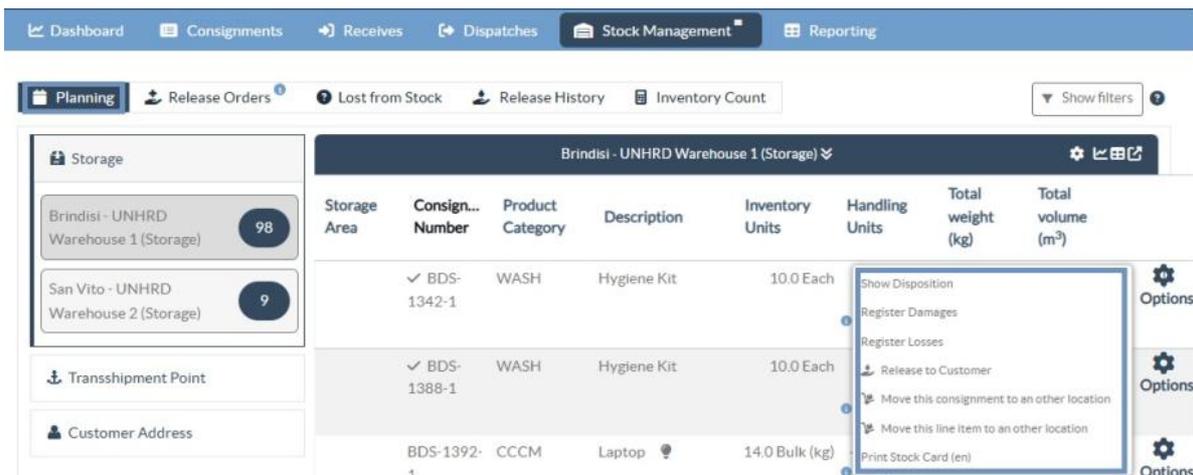


Stock Management is divided into five key parts:

- [Planning](#)
- [Release Orders](#)
- [Lost from Stock](#)
- [Release History](#)
- [Inventory Count](#)

Planning

The "Planning" tab allows RITA operators to manage their stock. They can view the consignment details via the stock disposition screen, register losses and/or damages in storage, release goods to the final customer, and print a stock card.



The initial screen lists all the items received in storage, at a transshipment point, or the customer's address, along with their basic details and shipping information.

The page provides the operators with three additional options for viewing the file:

- They can switch the presentation mode from item level to consignment view (card-based)
- They can see the graphs showing the utilization of storage.
- Also, export the consignment details to XLS or a PDF file.

Stock Disposition

Please refer to the chapter "[Consignment Identification](#)".

Register Damages

When items are stored in a designated warehouse (storage/transshipment point/customer address), the operators can record any damages or losses reported during the inspection. To register the damage to the items in storage, click on the option "**Register Damages**" within the box.

The screenshot shows the 'Stock Management' interface. The main navigation bar includes 'Dashboard', 'Consignments', 'Receives', 'Dispatches', 'Stock Management', and 'Reporting'. Below this, there are sub-navigation options: 'Planning', 'Release Orders', 'Lost from Stock', 'Release History', and 'Inventory Count'. The main content area is titled 'Brindisi - UNHRD Warehouse 1 (Storage)'. It displays a list of consignments, with 'BDS-1339' selected. The details for 'BDS-1339' show '1: Health - KIT DE DINITE' with a quantity of 800 Each, weight of 200.0 kg, and volume of 1.00 m³. The interface includes buttons for 'Show Disposition', 'Register Damages', 'Register Losses', 'Relocate', and 'Release to Customer'. Other consignments like 'BDS-1342' and 'BDS-1374' are also visible.

The operator should provide the number of damaged items, the damage report number, and comments. Please note that RITA only accepts damaged quantities in Inventory Units.

Register Damages for BDS-1339 at Brindisi - UNHRD Warehouse 1 (Storage) ✕

Current Location
Brindisi - UNHRD Warehouse 1 (Storage)

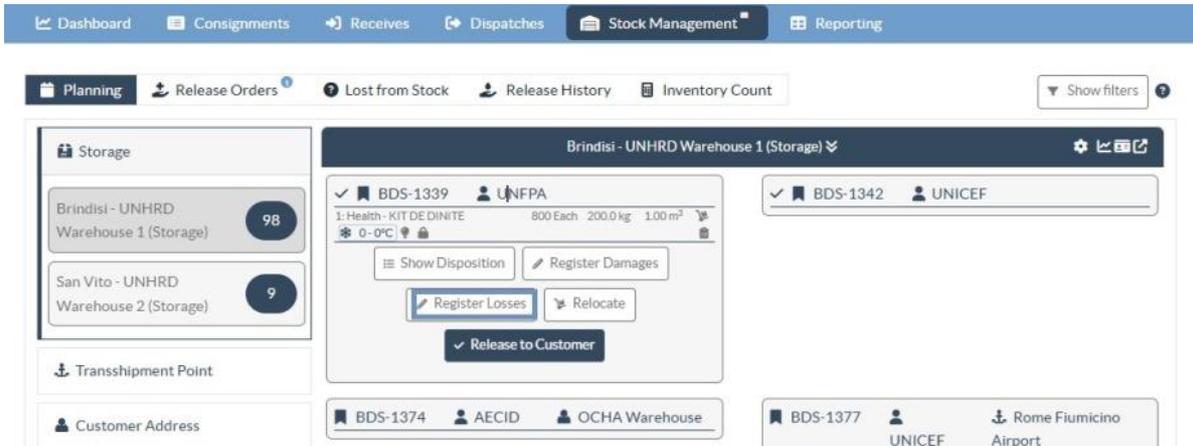
Date of Damage Damage report number

Comments

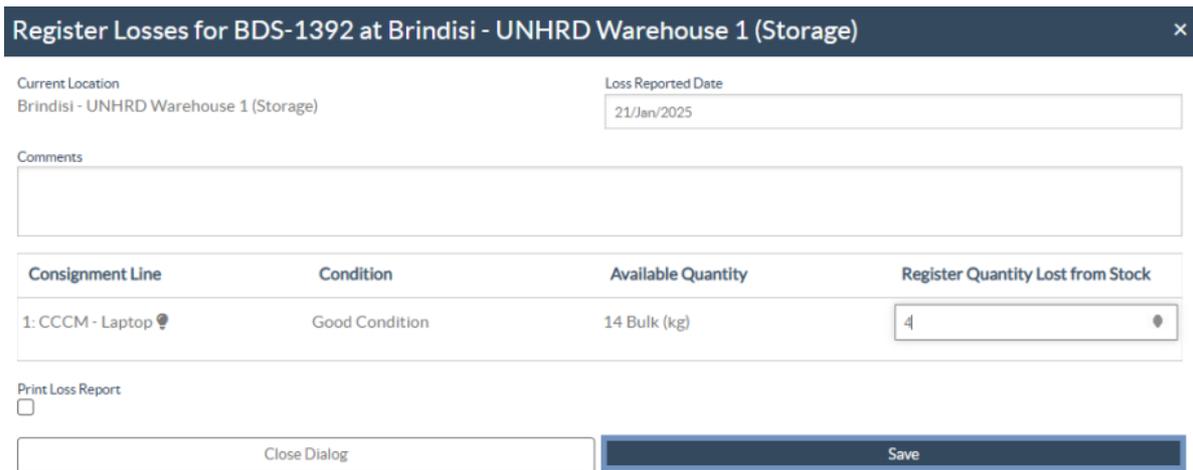
Consignment Line	Quantity in Good Condition	Weight	Volume	Quantity in Damaged Condition
1: Health - KIT DE DINITE <small>❄️ 0-0°C 🔒</small>	800 Each	200.0kg	1.00m ³	<input style="width: 50px;" type="text" value="0"/>

Register Losses

When items are stored in a designated warehouse (storage/transshipment point/customer address), the operators can record any losses noted during an inspection. To register the loss of items in storage, click on the option “Register Losses” within the box.



The operator must provide the quantity of lost items, the loss report number, and any comments. Please note that RITA only accepts lost quantities in inventory units.



Print Loss Report

Within the “Loss Register” box, users can select “Print Loss Report,” which enables the RITA operator to generate automatic forms for the lost items in the consignment.

The loss Report includes the following details:

Consignment Description: Description of the missing items, including product category, quantities, units of measurement, their condition, volume, and weight.

Loss Reported Location: The exact location where the loss occurred.

Loss Reported Date: It reflects the date on which loss is registered in RITA.

Loss Report Number: The report number is automatically generated by RITA.

Comments: The RITA operator must provide a detailed account of how the loss occurred, including possible reasons such as mishandling, theft, and errors. They should give the approximate financial value of the lost or damaged goods and recommend steps to prevent similar losses if available.

Signatures: Relevant personnel, such as warehouse managers and storekeepers, must sign the loss report to verify it.

Loss Report https://rita.logcluster.org
rita.global@wfp.org

Loss Reported Location: Brindisi - UNHRD Warehouse 1

Loss Reported Date: 21/Jan/2025 Loss Report Number: LR-1812341-00022

Consignment	Description	Sender Organization	Inventory Unit Quantity	Handling Unit Quantity	Condition	Weight	Volume
BDS-1395-1	Education - school books	ACTED	2Each	1Box/Carton	Good Condition	0 kg	0.01 m ³

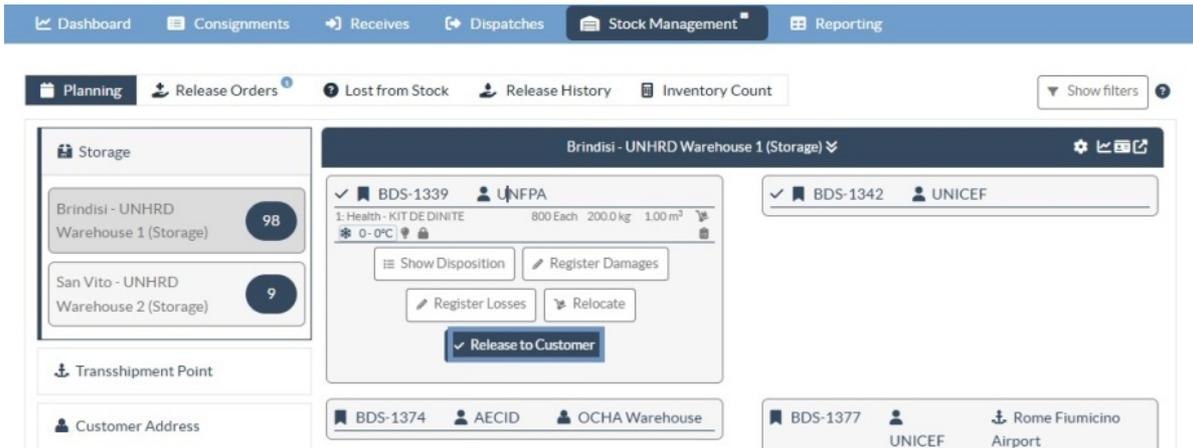
Comments: Theft in the warehouse. Need further investigation.

Prepared by: _____ Date: _____ Approved by: _____ Date: _____

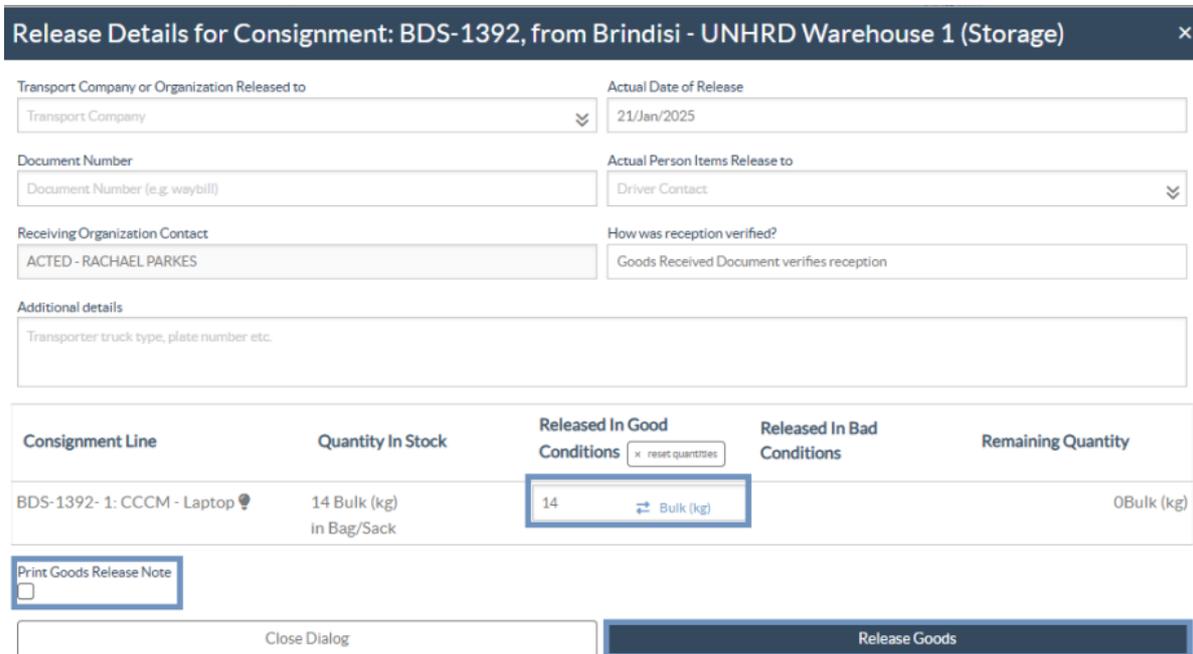
 All the consignments with registered losses are listed under the **"Lost from Stock"** section of the **"Dispatches"** screen. To reverse the losses, the operator must go to the section **"Cancel Losses"** and follow the steps of reversal

Release to Customer

The **"Release to Customer"** button is selected to transfer the goods to the customer. The stock planning records all the cargo received in storage, at a transshipment point, or at the customer address that has not been released to the customer. Even though items have been dispatched and receipt confirmed at the destination, the consignment still needs to be released to the customer so it can no longer be considered in the inventory. Therefore, for all the releases, the operator must open the **"Planning"** tab of the **"Stock Management"** screen.



Clicking on the option “Release to Customer,” the following window will appear:



Transport Company or Organization released to: Insert either the name of the organization receiving the items or the name of the transport company picking up the items on behalf of the receiver.

Actual Date of Release: Provide the actual date of release of the items.

Document Number: If there is a document confirming the receipt, insert the document number- for example, Waybill # or GRN #

Actual Person Items Release to: Insert the name of the organization’s representative receiving the items or the name of the driver of the transport company.

Receiving Organization contact: Provide the contact details of the organization that received the consignment.

How was the reception verified: This explains how the RITA operator confirmed that the customer has received their items, either verbally by Phone, in writing by email, or through a Goods Received Document (this can be a signed Waybill).

Additional details: Any additional information, such as transport type, truck plate number, etc., that the operator may want to type for the release.

After completing the fields, click **'Release Goods'** to confirm the final release of the cargo to the customer.



When goods are finally released to the customer, the consignments are listed under the **"Release History."** Therefore, the operator must find the consignment under "Release History" to cancel the releases and follow the reversal steps.

Print Goods Release Note

Rita allows users to automatically print the **"Goods Release Note"** from the system. This note acts as an official record confirming the release of a shipment to the final customer. It includes all relevant details of the shipment provided by the RITA operator at the time of release outlined below:

- Description of items being released, including quantity, units, weight, volume, and value
- Exact date when the items were handed over to the final customer.
- Details of the person or organization receiving the goods
- Signature of responsible parties, including both service provider and receiving organization.
- Document Number (if any) manually entered by the service provider at the time of release.
- When the RITA operator checks the box to print the released goods, the system automatically generates a goods release note number, which is then printed.

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



Released at
Brindisi - UNHRD Warehouse 1 (Storage)
Italy - Puglia - Brindisi
Transport Company or Organization Released to
UNWFP/Transporter
Additional Goods
Jhon Matteo

Goods Released Note

Released on
24/Nov/2022

<https://rita.logcenter.org>
rita.global@wfp.org
Goods Release Note Number

Actual Person Items Release to
Yuliya Petrova

Consignment	Description	Quantity	Package	Weight	Volume	Comments
BDM4055-1	BUTY (pair)	10 Each/pc	10 New/Lowest	1500 kg	1.50 m ³	
BDM4055-2	Tea	10 Each/pc	10 New/Lowest	1000 kg	3.33 m ³	
BDM4055-3	Digitaly Kivichangani	10 Each/pc	2 Bag/Sack/box	320 kg	0.40 m ³	
BDM4055-3	Digitaly Kiv	100 Each/pc	10 Bag/Sack/box	2000 kg	2.00 m ³	
Total				4800 kg	7.22 m³	

Released by (service provider)	
Date	Signature

Released to (receiving organization)	
Date	Signature



1 / 1



 RITA Operators can also generate automatic Goods Release Notes from the "Release History" tab in the Stock Management screen. Please refer to "Release History."

Print Stock Card

Click on "Options" and select "Print Stock Card" from the dropdown menu

- Any document number such as waybill, goods received/released note, or damage/loss report.
- Quantity of stock added or removed from the inventory and balance quantity after each transaction
- Initials/Signature of the storekeeper or any authorized personnel.

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.

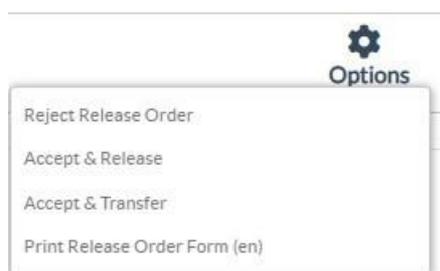
Online Release Orders

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 (selected), and Reporting. Below this, there are tabs for Planning, Release Orders (selected), Lost from Stock, Release History, and Inventory Count. A 'Show filters' button and an 'Export' button are also visible. The main table displays one result with the following data:

Requested Release Date	Release Order Location	Requested Delivery Location	Consignment Number	Release Order Form Number	Receiving Organization Contact	Total weight (kg)	Total volume (m ³)	Options
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.

A screenshot of a dialog box titled 'Reject Release Order for Consignment' with a close button (X) in the top right. 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, there are two buttons: 'Close Dialog' and 'Reject Release Order' (which is highlighted in dark blue).

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 <input type="text" value="Transport Company"/>	Actual Date of Release <input type="text" value="21/Jan/2025"/>
Document Number <input type="text" value="Document Number (e.g. waybill)"/>	Actual Person Items Release to <input type="text" value="Driver Contact"/>
Receiving Organization Contact <input type="text" value="ACTED - RACHAEL PARKES"/>	How was reception verified? <input type="text" value="Goods Received Document verifies reception"/>
Additional details <input type="text" value="Transporter truck type, plate number etc."/>	

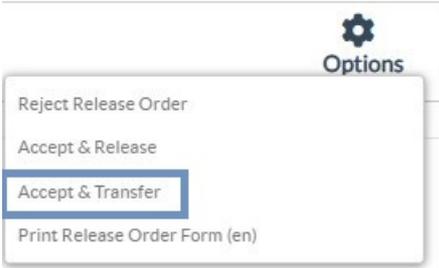
Consignment Line	Quantity In Stock	Released In Good Conditions	Released In Bad Conditions	Remaining Quantity
BDS-1392- 1: CCCM - Laptop	14 Bulk (kg) in Bag/Sack	14	Bulk (kg)	0Bulk (kg)

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.



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 m ³ / Box/Carton	1.0 kg	0.01 m ³



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.

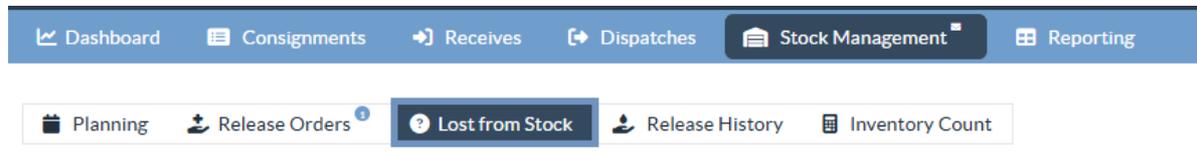
Manual Release Form

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.”](#)

Lost from Stock

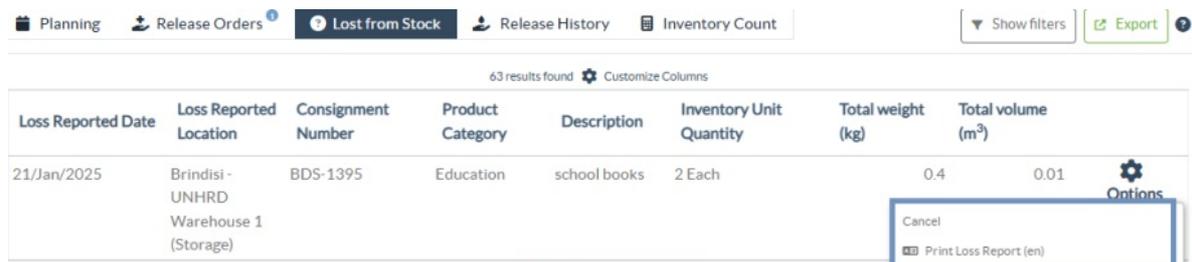
If cargo is reported as lost during storage, at a transshipment point, or after it has been delivered to the customer's address, it will be classified as "Lost from Stock." To register the loss, users should navigate to the Stock Management tab and click "Lost from Stock."



The RITA operator has two options regarding this process.

Option 1: The **“Cancel”** option enables the RITA operator to cancel previously registered losses.

Option 2: “Print Loss Report” allows the RITA operator to automatically generate forms for the registered lost items in the consignment. A loss report can be generated immediately upon registration of the lost items. Refer to "Print Loss Report" under the stock management-planning chapter.

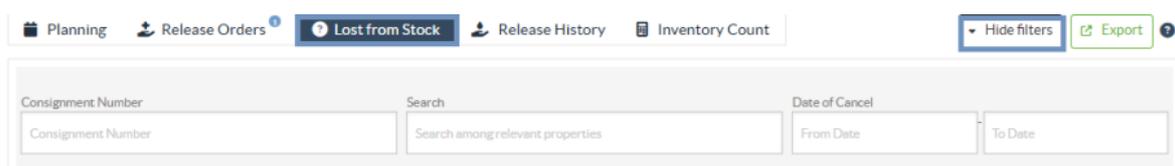


Cancel Losses

The operator can cancel the losses previously registered as “items found.” The steps to Cancel Losses are listed below:

Step 1: Click the **“Lost from Stock”** tab on the **“Stock Management”** page.

Step 2: Use the **“Show Filter”** option in the top right section to find the consignment that must be canceled. The operator can search the consignment by its number, actual date of dispatch receipt, or actual date of receipt, or by providing any other details of the consignment in the search box.



Step 3: Click on the **“Options”** tab towards the right end of the selected consignment and

select the option **“Cancel”**.

63 results found ⚙️ Customize Columns

Loss Reported Date	Loss Reported Location	Consignment Number	Product Category	Description	Inventory Unit Quantity	Total weight (kg)	Total volume (m ³)	Options
21/Jan/2025	Brindisi - UNHRD Warehouse 1 (Storage)	BDS-1395	Education	school books	2 Each	0.4	0.01	<input type="button" value="Cancel"/> <input type="button" value="Print Loss Report (en)"/>

Step 4: A box appears that allows the operator to provide the details such as quantity of items found, report number, and comments if any. Further the operator must click on the **“Cancel”** button to confirm the cancellation of losses registered for the selected consignment. By doing so, the items will move back as **“Stock on Hand”** under the **“Dispatches”** screen.

Cancel Registered Losses for BDS-1395 - Education - school books - at Brindisi - UNHRD Warehouse 1 (Storage) ✕

Date of Cancel: Found Report Number:

Comments

Please enter reason for cancellation

Consignment Line	Reported Lost	Weight	Volume	Found
1: Education - school books	2 Each	0.4 kg	0.01 m ³	<input type="text" value="2"/>

Note: The details and quantity of the found items will be highlighted in red within the loss report, located just below the lost item details for the respective consignment.

Sender Organization			
United Nations Population Fund			
	Loss Report Number	Loss Reported Date	Loss Reported Location
	IN-1812402-00009	23/Jan/2025	San Vito - UN Camp
	Route	Waybill Number	Plate No.
	Brindisi - UNHRD Warehouse 1 - San Vito - UN Camp	WB-002962	ABCD
			Transport Company
			1888

Consignment	Description	Inventory Unit Quantity	Handling Unit Quantity	Condition	Weight	Volume	Value
BDS-1339-1	Health - KIT DE DINITE	500 Each	500 Box/Carton	Good Condition	125 kg	0.63 m ³	\$ 12,500.00
	Cargo Reported Found on Date:14/Feb/2025						
	BDS-1339-1 Health - KIT DE DINITE	500 Each	500 Box/Carton	Good Condition	125 kg	0.63 m ³	\$ 12,500.00
	Found Comments						
	1						

Prepared by		Approved by	
Date		Date	
Signature		Signature	

6 / 7
Printed on date: 14/Feb/2025




Release History

The "**Release History**" page provides a comprehensive overview of all consignments that have been either partially or fully released to the final customer.

In the history tab, you will find a list of all consignments and their release details recorded by the RITA operator during the cargo release process. This information includes the actual release date, release location, organization, the individual who received the release, the document reference number (if entered manually), and the goods release note number (if it was automatically generated by RITA).

The operator can use the "**Show Filter**" feature to locate specific released consignments. Additionally, they have the option to export the details to Excel format via the "**Export**" function.



Cancel Release

The operator has the option to reverse the release made. To do so, follow the steps below:

Step 1: Click on "Release History" under the Stock Management page

Step 2: Use the "Show Filter" option in the top right corner, to find consignments requiring reversal on a specific release date.

Consignment Number	Search	Actual Date of Release	
Consignment Number	Search among relevant properties	From Date	To Date

Step 3: To reverse the consignment back to stock, click 'Options' and select "Cancel Release" from the drop-down menu.

Dashboard | Consignments | Receives | Dispatches | **Stock Management** | Reporting

Planning | Release Orders | Lost from Stock | **Release History** | Inventory Count

Show filters | Export

878 results found | Customize Columns

Actual Date of Release	Consignments	Released at	Transp... Compa... or Organi... Released to	Actual Person Items Release to	Docum... Number	Goods Released Note Number	Additio... details	Total weight (kg)	Total volume (m ³)	Options
17/Jan/2025	BDS-1106	OCHA Warehouse (Customer Address)	LTI	99988822 2	11122	OUT-1816896-00039	10 mt TRUCJ	1,500.00	3.2	Options
17/Jan/2025	BDS-1807	OCHA Warehouse (Customer Address)	LTI	99988822 2	11122	OUT-1816896-00037	10MT TRUCK			

Show Disposition

- Consignment Report (en)
- Reporte de Envios (es)
- Historique de la DSL (fr)
- Cancel Release
- Print Goods Release Note (en)

Step 4: A box with the details will appear on the screen. The operator must confirm the details of the consignment and provide a reason for the cancellation. Finally, click on "Delete" to confirm the cancellation of the release. By doing this, the selected release will be canceled and returned to "Stock on Hand."

Cancel Release from location OCHA Warehouse (Customer Address) at 17/Jan/2025

Please enter reason for cancellation

Reason for Cancellation

Transport Company or Organization Released to LTI	Actual Date of Release 17/Jan/2025
Document Number 11122	Actual Person Items Release to 99988822
Receiving Organization Contact United Nations World Food Programme - Emmanuel Peter	How was reception verified? Goods Received Document verifies reception

Additional details
10 mt TRUCJ

Consignment Line

1: Nutrition - RUTF	15000 Each in Box/Carton
---------------------	--------------------------

Close Dialog

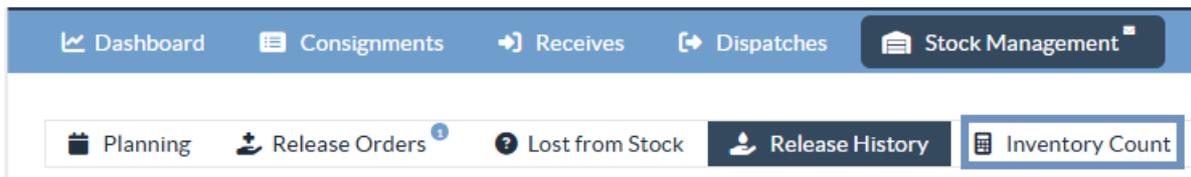
✖ Delete



If a dispatch is made to a different location group, the cancellation process must be done in that location group.

Inventory Count

This function enables RITA users to directly conduct and manage physical inventories through RITA. Simply click on "**Inventory Count**" from the "Stock Management Tab."



In the "Inventory Count" tab, operators will by default see a list of all past inventories that were conducted and are able to print the results of those inventories. The "**Show filters**" option assists RITA operators in easily searching for past inventories and generating historical records using consignment number, date of inventory count, and other relevant properties.

Print Inventory Count Sheet

This option enables RITA operators to print the inventory count sheet containing the list of items located at any warehouse location requiring a physical inventory. Printing the inventory count sheet enable warehouse or project managers to conduct a direct "offline" inventory using printed sheets.

Print Inventory Count Sheet

Location of Inventory Count

 Blind Count

The printed inventory form has a feature called "**Blind Count**", clicking on which, the managers can only print the list of consignment line items stored in the warehouse without the item count.



Date Physical Inventory Conducted

Remarks

Inventory Count Sheet

Warehouse Location Name
Brindisi - Salerno Airport

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

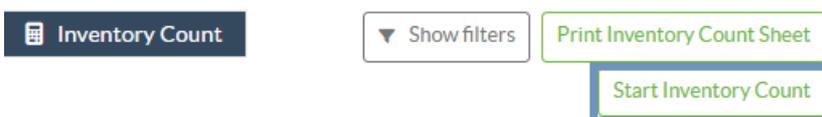
Project Name
TRAINING (RITA2)

Description	Assignment	Item Count		Comments
		Good condition	Damaged Condition	
ACTED				
Food Security - food parcel	BO5-1240-1			
General Operations - Motor	BO5-1240-2			
Logistics - MSU	BO5-1407-1			
Logistics - Fuel/oil	BO5-1407-2			
Education - Shoes	BO5-1411-1			
Health - Mosquito Nets	BO5-1701-1			
Action Against Hunger				
WASH - Hygiene kit	BO5-1256-1			
Catholic Relief Services				
Logistics - DIESEL Fuel	BO5-1623-1			
Food Security - food baskets	BO5-1716-1			
Christian Recovery and Development Agency				
Health - Amoxicillin PD	BO5-1648-1			
Protection - Mosquito Nets	BO5-1648-2			
Nutrition - Therapeutic Spreads	BO5-1648-3			
Nutrition - Therapeutic F-100	BO5-1648-4			
International Organization for Migration				
Shelter - Shelter rope	BO5-1636-1			
Shelter - Plastic Sheet	BO5-1636-2			
Shelter - Blankets	BO5-1636-3			
Shelter - Mosquito nets	BO5-1634-1			
Shelter - Blankets	BO5-1634-2			
Count Conducted By		Count Certified By		
Date		Date		

Start Inventory Count

This option enables the RITA operator to follow the steps for conducting inventory count using RITA physical inventory. The outlined steps for inventory count are as follows:

Step 1: Click on the option **“Start Inventory Count”** on the top right section of RITA



Step 2: Select the warehouse for the inventory count and pick the starting date for the physical count.

When you choose a warehouse for the inventory, all transactions in that warehouse will be put on hold. This allows the warehouse teams to do a complete count. You cannot conduct the inventory count if there are planned transfers or committed stock in the warehouse.

RITA operators cannot perform any transactions in RITA on the day of the inventory count, even after the count is finished. They must wait until the next day to make updates in RITA. Additionally, RITA operators cannot reconcile transactions that happened before the inventory count. Any dispatches or receipts of cargo at the storage location prior to the inventory date are not allowed.

Conduct Inventory Count

Location of Inventory Count:

Start Date of Inventory Count:

- Brindisi - UNHRD Warehouse 1 (Storage) Puglia - Brindisi
- Brindisi - Port of Brindisi (Sea Port) Puglia - Brindisi
- San Vito - UNHRD Warehouse 2 (Storage) Puglia - Brindisi
- Brindisi - Salento Airport (Airport) Puglia - Brindisi

Step 3: RITA will display a list of all items in the warehouse along with their existing inventory in the system. Operators can begin the physical inventory by clicking on "**Start Inventory Count.**" The status of the inventory count will change to **"in progress."**

[Planning](#)
[Release Orders](#)
[Lost from Stock](#)
[Release History](#)
[Inventory Count](#)
[Show filters](#)
[Print Inventory Count Sheet](#)
[Start Inventory Count](#)

7 results found [Customize Columns](#)

Start Date of Inventory Count	Finish Date of Inventory Count	Location of Inventory Count	Status	Remarks
22/Jan/2025		TNT Warehouse - Padova (Storage)	In Progress	Options

RITA
Cluster Production
Project TRAINING (RITA2)
Location Group Brindisi
rita.globel@wfp.or

Conduct Inventory Count

Location of Inventory Count:

Start Date of Inventory Count:

7 results found [Customize Columns](#)

Start Date of Inventory Count	Finish Date of Inventory Count	Location of Inventory Count	Status	Remarks
22/Jan/2025	22/Jan/2025	Brindisi - Port of Brindisi (Sea Port)	Completed	Options
27/Dec/2024	27/Dec/2024	Brindisi - UNHRD Warehouse 1 (Storage)	Completed	Options
18/Dec/2024	18/Dec/2024	Brindisi - UNHRD Warehouse 1 (Storage)	Completed	Options
17/Dec/2024	17/Dec/2024	Brindisi - UNHRD Warehouse 1 (Storage)	Completed	Options
12/Dec/2024	12/Dec/2024	Brindisi - UNHRD Warehouse 1 (Storage)	Completed	Options
03/Dec/2024	03/Dec/2024	Brindisi - Salento Airport (Airport)	Completed	Options
03/Dec/2024	05/Dec/2024	Brindisi - UNHRD Warehouse 1 (Storage)	Completed	Options

Step 4: After conducting physical count, operator must select "**Complete Inventory Count**"

[Planning](#)
[Release Orders](#)
[Lost from Stock](#)
[Release History](#)
[Inventory Count](#)
Show filters
Print Inventory Count Sheet
Start Inventory Count

6 results found [Customize Columns](#)

Start Date of Inventory Count	Finish Date of Inventory Count	Location of Inventory Count	Status	Remarks
22/Jan/2025		Bologna Guglielmo Marconi Airport (Airport)	In Progress	
07/Dec/2024	07/Dec/2024	UPS Warehouse - Bologna	Completed	Complete Inventory count

Note: Completing an inventory count involves entering the results of the inventory. In small warehouses, or those with reliable internet connectivity, inventories can often be conducted directly through the web interface. However, in most cases, the inventory count will be based on the results from "offline" paper inventory count sheets. Depending on the size of the storage location and the number of unique items stored, updating the physical inventory numbers may take a considerable amount of time. Ideally, only managers with authorized access should enter the final numbers.

General Remarks on Inventory

Warehouse is not maintained properly, next inventory county to be done in one month.

Sender Organization	Consignment Line	Available Quantity	Counted In Good Condition	Counted In Damaged Condition	Line Item Comments
ACTED	VEN-0023 - 1: Nutrition - Plumpy Sup	Good Condition: 225000 Each	225000 <input type="text"/> Each	0 <input type="text"/> Each	
ACTED	VEN-0023 - 2: Nutrition - Amoxicillin	Good Condition: 1080 Each	1000 <input type="text"/> Each	0 <input type="text"/> Each	
ACTED	VEN-0023 - 3: Food Security - Sorghum bags of 50 Kgs 31/Dec/2022	Good Condition: 1000 Bulk (kg)	500 <input type="text"/> Bulk (kg)	500 <input type="text"/> Bulk (kg)	Item is expired and needs to be removed

Reasons for Losses

It seems there was a miscalculation during the last dispatch; we need to check the dispatch waybills and reconcile the stock.

Print Loss Report

Step 5: A pop-up box will appear, allowing RITA operators to input the physical count of the items. Users can enter the quantity of items in good and damaged condition, along with any comments. The system, RITA, will automatically calculate the remaining items as losses. Operators can also include overall remarks for the inventory. Additionally, when a loss is reported, a comment box will appear to allow the user to provide reasons for the loss. Further clicking on the loss report will generate an automatic loss report from the system.

Finally, click on "**Complete Inventory**" to change the physical inventory status to "**Completed.**"

General Remarks on Inventory
Warehouse is not maintained properly, next inventory county to be done in one month.

Sender Organization	Consignment Line	Available Quantity	Counted In Good Condition	Counted In Damaged Condition	Line Item Comments
ACTED	VEN-0023 - 1: Nutrition - Plumpy Sup	Good Condition: 225000 Each	225000 <input type="button" value="↔ Each"/> <input type="button" value="x reset quantities"/>	0 <input type="button" value="↔ Each"/>	
ACTED	VEN-0023 - 2: Nutrition - Amoxicillin	Good Condition: 1080 Each	1000 <input type="button" value="↔ Each"/>	0 <input type="button" value="↔ Each"/>	
ACTED	VEN-0023 - 3: Food Security - Sorghum bags of 50 Kgs 31/Dec/2022	Good Condition: 1000 Bulk (kg)	500 <input type="button" value="↔ Bulk (kg)"/>	500 <input type="button" value="↔ Bulk (kg)"/>	Item is expired and needs to be removed

Reasons for Losses
It seems there was a miscalculation during the last dispatch; we need to check the dispatch waybills and reconcile the stock.

Print Loss Report

rita | Cluster Production | Project TRAINING (RITA2) | Location Group Venice | rita.global@wfp.org

Dashboard | Consignments | Receives | Dispatches | **Stock Management** | Reporting

Planning | Release Orders | Lost from Stock | Release History | **Inventory Count** | Show filters | Print Inventory Count Sheet | Start Inventory Count

6 results found

Start Date of Inventory Count	Finish Date of Inventory Count	Location of Inventory Count	Status	Remarks	Options
22/Jan/2025		Bologna Guglielmo Marconi Airport (Airport)	In Progress		<input type="button" value="Options"/>
07/Dec/2024	07/Dec/2024	UPS Warehouse - Bologna (Storage)	Completed	Complete inventory count	<input type="button" value="Options"/>
07/Dec/2024	07/Dec/2024	UPS Warehouse - Bologna (Storage)	Completed		<input type="button" value="Options"/>
03/Dec/2024	03/Dec/2024	TNT Warehouse - Padova (Storage)	Completed		<input type="button" value="Options"/>
29/Nov/2024	03/Dec/2024	TNT Warehouse - Padova (Storage)	Completed		<input type="button" value="Options"/>
03/Oct/2024	29/Nov/2024	TNT Warehouse - Padova (Storage)	Completed		<input type="button" value="Options"/>

Step 6: The system will maintain a record of all previous inventories, and users will be able to generate reports for future requirements.

Start Date of Inventory Count	Finish Date of Inventory Count	Location of Inventory Count	Status	Remarks
22/Jan/2025	22/Jan/2025	Brindisi - Port of Brindisi (Sea Port)	Completed	 Options
22/Jan/2025	22/Jan/2025	San Vito - UNHRD Warehouse 2 (Storage)	Completed	 Options

Print Final Inventory Count Report

Print Total Loss Report

Print Owner Loss Report



When you chose a warehouse for physical inventory, all transactions in that warehouse will be put on hold, allowing the warehouse teams to perform full counts. The inventory count cannot be conducted if there are planned transfers or committed stock in the warehouse.