# **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:

- <u>Planning</u>
- <u>Release Orders</u>
- Lost from Stock
- <u>Release History</u>
- 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.

Dashboard	Consignment	s 🔹 Receive	es 🚺 Dis	patches f	Stock Managem	ent 📕 🖽 Repo	orting			
Planning	Release Orders	D Lost from	m Stock 🏼 🍰	Release Hist	ory 🔒 Inventor	ry Count			Y Show filte	irs 🛛
😫 Storage				Bri	ndisi - UNHRD Warel	house 1 (Storage) 😽			¢ 128	S.
Brindisi - UNHR Warehouse 1 (S	RD 98	Storage Area	Consign Number	Product Category	Description	Inventory Units	Handling Units	Total weight (kg)	Total volume (m <sup>3</sup> )	
San Vito - UNH Warehouse 2 (S	RD 🥑		✓ BDS- 1342-1	WASH	Hygiene Kit	10.0 Each	<ul> <li>Show Dispose</li> <li>Register Date</li> <li>Register Land</li> </ul>	sition mages		0
Ł Transshipme	nt Point		✓ BDS- 1388-1	WASH	Hygiene Kit	10.0 Each	Rejease	to Customer is consignment to	o an other location	0
Customer Ac	ddress		BDS-1392-	СССМ	Laptop 🥊	14.0 Bulk (kg)	Print Stock (	Card (en)	ounce investion	1

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 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 Brindi	isi - UNHRD Wa	rehouse 1 (Storage)	i
Current Location Brindisi - UNHRD Warehouse 1 (S Date of Damage	Storage)	Damage	eport number	
21/Jan/2025				
omments				
Consignment Line	Quantity in Good Condition	Weight	Volume	Quantity in Damaged Condition
l: Health - KIT DE DINITE ♣ 0 - 0°C 🌻 🔒	800 Each	200.0kg	1.00m <sup>3</sup>	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.

Planning 🕹 Release Orders	🍳 🛛 Lost from Stock 🕹 Release History 📓 Inventory	Count To Show filters
😫 Storage	Brindisi - UNHRD Warehou	use 1 (Storage) ≽ ⊄⊡C
Brindisi - UNHRD Warehouse 1 (Storage) San Vito - UNHRD Warehouse 2 (Storage)	BDS-1339 UNFPA      Health-KITDE DINITE     BO0 Each 200.0 kg 100 m <sup>2</sup> B     B     D-0°C      A     B     B     D-0°C      A     B     C     Register Damages     Register Losses     Relocate     C     Release to Customer	BDS-1342 UNICEF
. Transshipment Point		

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.

Register Losses for BDS-1392 at Brindisi - UNHRD Warehouse 1 (Storage)									
Current Location Brindisi - UNHRD Warehouse 1 (Storage)		Loss Reported Date							
		21/Jan/2025							
Comments									
Consignment Line	Condition	Available Quantity	Register Quantity	Lost from Stock					
1: CCCM - Laptop 🥊	Good Condition	14 Bulk (kg)	4	•					
Print Loss Report									
	Close Dialog		Save						

## **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	The exact location where the loss occurred.
Location:	

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.

<b>PRITA</b>	Loss Report		https://rita.logcluster.org rita.global@wfp.org
	Loss Reported Location Brindisi - UNHRD Warehouse 1 Loss Reported Date 24 Uner 2025	Loss Report Number	
	21/jai/2023	LR-1012341-00022	
Consignment Description		Inventory Unit Handling Unit Condition Quantity Quantity	Weight Volume
BDS-1395-1 Education - school books	ACTED	2Each 1Box/Carton Good Condition	0 kg 0.01 m <sup>3</sup>
Commerses 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.

Dashboard 🔳	Consignments	Receives	€ Dispatches	Stock Ma	anagement	Reportin	g	
🕈 Planning 🛛 🍰 R	elease Orders <sup>0</sup>	Lost from Sto	ick 🍰 Relea	se History 🛛 🖩 I	nventory Co	unt		▼ Show filters
😫 Storage				Brindisi - UNHR	D Warehouse	1 (Storage) ≽		수 노르다
Brindisi - UNHRD Warehouse 1 (Stora San Vito - UNHRD Warehouse 2 (Stora	ge) <b>98</b> ge) <b>9</b>	✓ ■ BDS-133 1: Health- KIT DEC ■ 0-0°C ■ III Show	39 UNFPA INITE 80 Disposition / Register Losses	0 Each 200.0 kg 1.00 Register Damages	m <sup>2</sup> jk	✓ ■ BDS-134	12 💄 UNIC	CEF
1. Transshipment P	oint		✓ Release to C	ustomer				
Customer Addre	ss	BDS-1374	AECID	🛔 OCHA Wareł	nouse	BDS-1377		♣ Rome Fiumicino Airport

#### Clicking on the option "Release to Customer," the following window will appear:

Transport Company or Organization Release	ed to		Actual Date of Release	•	
Transport Company		*	21/Jan/2025		
Document Number			Actual Person Items R	elease to	
Document Number (e.g. waybill)			Driver Contact		*
Receiving Organization Contact			How was reception ve	rified?	
ACTED - RACHAEL PARKES			Goods Received Doc	ument verifies reception	
Additional details					
Transporter truck type, plate number etc.					
Consignment Line	Quantity In Stock	Released Conditio	d In Good	Released In Bad Conditions	Remaining Quantity
Consignment Line BDS-1392- 1: CCCM - Laptop 🌻	Quantity In Stock 14 Bulk (kg) in Bag/Sack	Release Conditio	d In Good ons ∝ reset quantities	Released In Bad Conditions	Remaining Quantity OBulk (kg
Consignment Line BDS-1392- 1: CCCM - Laptop ? Print Goods Release Note	Quantity In Stock 14 Bulk (kg) in Bag/Sack	Release Conditio	d In Good ons x reset quantities and Bulk (kg)	Released In Bad Conditions	Remaining Quantity OBulk (kg

# Transport<br/>Company or<br/>Organization<br/>released to:Insert either the name of the organization receiving the items or<br/>the name of the transport company picking up the items on behalf<br/>of the receiver.Actual Date of<br/>Release:Provide the actual date of release of the items.Document<br/>Number:<br/>number- for example, Waybill # or GRN #Insert the name of the organization's representative receiving the<br/>items or the name of the driver of the transport company.Receiving<br/>Organization<br/>contact:Provide the contact details of the organization that received the<br/>consignment.

How was the reception verified: signed Waybill). 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 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.



## **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 Release	d to		Actual Date of Release		
Transport Company		*	21/Jan/2025		
Document Number			Actual Person Items Re	lease to	
Document Number (e.g. waybill)			Driver Contact		$\approx$
Receiving Organization Contact			How was reception ver	ified?	
ACTED - RACHAEL PARKES			Goods Received Docu	ument verifies reception	
Additional details					
Transporter truck type, plate number etc.					
Consignment Line	Quantity In Stock	Release Conditio	d In Good	Released In Bad Conditions	Remaining Quantity
BDS-1392- 1: CCCM - Laptop 🥊	14 Bulk (kg) in Bag/Sack	14	≓ Bulk (kg)		OBulk (kg)
Print Goods Release Note					
Cl	ose Dialog			Release Go	oods

<b>BRITA</b>			Goods I	Released No	ote	https://rita.logcluster.org rita.global@wfp.org	
	きを	Relevand a: Brindisi - UNHRD Warchouse 1 (Storage) Italy - Puglia - Brindisi Imagori Congasy or Ogenantes (Edused to UNWEPT Transporter Addisord stats Jhon Mattew		Education 24/Nov/20	122		Goods Belowed Nite Natebook Austral Presses Insen Robust to Yuliya Petrova
084-0028-1	RUTT d'o	-	30 Eachted	30 None Leonetic)	1500 kg	1.50 m²	
CM44005-2	Tent		10 Kimiled	10 None Leone(v)	1000 kg	$3.10\ m^3$	
BON6-6025-3	Digitizity K	in (damaged)	16/Each(r)()	2 Bag/Sack(s)	320 kg	0.40 m <sup>4</sup>	
ROM-6005-3	Digitally K	in .	104 Eacherd	10 RegSaul(s)	2890 kg	2.60 m <sup>3</sup>	
					-		
Released by	(service p	reskej		Released to tra	critika org	ani/splice)	
Date				Date			
Lisene				1/1			()) ())

`Ç\_-

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

	Brindisi - UNHRD Warehouse 1 (Storage) ≽ 💠 🗠 🖽								
Storage Area	Consign Number	Product Category	Description	Inventory Units	Handling Units	Total weight (kg)	Total volume (m <sup>3</sup> )		
	✓ BDS- 1097-1	Shelter	Door 210cm(length) x80cm(breadth)	29.0 Each	Show Dispos Register Dar	Show Disposition Register Damages			
	✓ BDS- 1097-2	Shelter	Window 60cm(Length)x 60cm(bredth0	108.0 Each	Register Los	ses to Customer is consignment to	an other location	Option	
	✓ BDS- 1097-3	Shelter	Timber 2/4	704.0 Each	Move the Print Stock (	is line item to an Card (en)	other location	Option	

- The "**Print Stock Card**" option automatically enables the RITA operators to produce Stock Cards from RITA. A stock card is a physical record used to track the movements of specific items in and out of the warehouse.
- Stock cards are specific to each line item, and the QR code enables access to full consignment details.

	Consignment BDDS-1 Description Shelter - D Packaging 1 Each / Not	Brind Line Ser 097-1 FH oor 210cm(length) me/Loose	STOCK disi - UNHRD W sder Contact II 360 / Emmanue x80cm(breadth)	Varehouse 1 (Sto	Receiver Co FHI 360 /	rita.g	o lobal@wfp.or
e N	lovement (Receive /	Document number		Inventory quantity		Store	keeper
	Damage / Loss / Found )	Reports )	In (+)	Out (-)	Balance (=)	Initials	Signature
+							
+							
+							
-							

The following are the details listed on the stock card form:

- Consignment number and line-item number.
- Sending and receiving organization details.
- Item description such as its name, product category, unit quantity and packaging, batch number, temperature range, and dangerous goods identification (if any).
- The dates on which the inventory transactions (such as receiving, dispatching, releasing, damage loss, found) occur.

- 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 <u>link</u> 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.



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

	\$
	Options
Reject Release Order	
Accept & Release	
Accept & Transfer	
Print Release Order Form (en)	

#### **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.

Reject Release Order for Consignment	×
Comments	
Please enter reason for cancellation	
Close Dialog	Reject Release Order

#### Accept & Release

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

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

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- "<u>Planning.</u>"

Release Details for Con	signment: BDS-139	92, from l	Brindisi - UN	HRD Warehouse	e 1 (Storage) ×
Transport Company or Organization Release	d to		Actual Date of Release	•	
Transport Company		*	21/Jan/2025		
Document Number			Actual Person Items R	elease to	
Document Number (e.g. waybill)			Driver Contact		$\approx$
Receiving Organization Contact			How was reception ve	rified?	
ACTED - RACHAEL PARKES			Goods Received Doc	ument verifies reception	
Transporter truck type, plate number etc.		Delesso	dia Cand		
Consignment Line	Quantity In Stock	Conditio	DNS × reset quantities	Conditions	Remaining Quantity
BDS-1392- 1: CCCM - Laptop 🕊	14 Bulk (kg)	14	Z Bulk (kg)		OBulk (kg)
	in Bag/Sack				
Print Goods Release Note					
CI	ose Dialog			Release G	oods

#### 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.

e perorio

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.

LOGISTICS CLUSTER	Release Ord	https://rita.logcluster.org rita.global@wfp.org				
	Release Order Number B	DS-1801-WFP-250	116-68			
	Requested Release Date Ja	n 16, 2025				
	Requested Release Location B	rindisi - UNHRD W	/arehouse 1 (Storage)			
	Requested Delivery Location					
	Receiver U	nited Nations World	d Food Programme - To	m Cruise		
	Requested Rel Sender Organization: United Nat	ease Items ons World Food Prog	ramme			
Description DS-1801-1: Nutrition - Test	Requested Rel Sender Organization: United Nat Days in Stock 16	ease Items ons World Food Prog Inventory Units 10 Each	ramme Handling Units T 1 Box/Carton 1.0 kg / Box/Carton	'otal weight 1.0 kg	Total volume 0.01 m	
Description DS-1801-1: Nutrition - Test	Requested Rel Sender Organization: United Nat Days in Stock 16	ease Items ons World Food Prog Inventory Units 10 Each	Handling Units 7 1 Box/Carton 1.0 kg / Box/Carton 0.01 m <sup>3</sup> / Box/Carton	otal weight 1.0 kg	Total volume 0.01 m	
Description   DS-1801-1: Nutrition - Test	Requested Rel Sender Organization: United Nat Days in Stock 16	ease Items ons World Food Progr Inventory Units 10 Each	Tamme Handling Units T 1 Box/Carton 1.0.8g/ Box/Carton 0.01 m <sup>3</sup> / Box/Carton	otal weight 1.0 kg	Total volume 0.01 n	
Description	Requested Rel Sender Organization: United Nat Days in Sirock 16	asae Items ons World Food Progg Inventory Units 10 Each	Tamme Handling Units 7 1 Box/Carton 1.0.8g/ Box/Carton 0.01 m <sup>3</sup> / Box/Carton	otal weight 1.0 kg	Total volume 0.01 r	
Description	Requested Rel Sender Organization: United Nat Days in Stock 16	ease Items ons World Food Prog Inventory Units 10 Each	Tamme Handling Units T 1 Box/Carton 1.0 kg / Box/Carton 0.01 m <sup>3</sup> / Box/Carton	otal weight 1.0 kg	Total volume	

**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."

🗠 Dashboard	Consignments	Receives	6	Dispatches	📄 St	ock Management	Reporting
Hanning	2 Release Orders	? Lost from Sto	ock	🍰 Release H	History	Inventory Count	

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.

曽 Planning 🏼 🍰 F	Release Orders <sup>1</sup>	? Lost from S	tock 🌛 Rele	ase History	Inventory Count		▼ Show filters	🕑 Export
			63 resu	Its found 🔹 Customize	Columns			
Loss Reported Date	Loss Reported Location	Consignment Number	Product Category	Description	Inventory Unit Quantity	Total weight (kg)	Total volume (m <sup>3</sup> )	
21/Jan/2025	Brindisi - UNHRD	BDS-1395	Education	school books	2 Each	0.4	4 0.01	Ontions
	Warehouse 1 (Storage)					Cancel	int Loss Report (en)	

## **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.

曽 Planning 🏾 🍰 Release Order	s <sup>0</sup> O Lost from Stock & Release History	Inventory Count	Hide filters     Export     S
Consignment Number	Search	Date of Cancel	
Consignment Number	Search among relevant properties	From Date	To Date

Step 3: Click on the "Options" tab towards the right end of the selected consignment and

#### select the option "**Cancel**".

Loss Reported Date	Loss Reported Location	Consignment Number	Product Category	Description	Inventory Unit Quantity	Total weight (kg)	Total volume (m <sup>3</sup> )	
21/Jan/2025	Brindisi - UNHRD	BDS-1395	Education	school books	2 Each	0.4	0.01	Options
	Warehouse 1					Cancel	(	
	(Storage)					🖽 Pri	nt Loss Report (en)	
			100 C					

**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 Los 1 (Storage)	ses for BDS-1395	Education - scho	ool books - at Brindi	si - UNHRD Warehouse,
Date of Cancel 21/Jan/2025		Found Rep	ort 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 <sup>3</sup>	2
	Close Dialog		e Ca	ncel Loss

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 Popul	ation Fund					
Transport Losses	Loss Report Number		Loss Reported Date		Loss Reported Locati	ion		
E1/20/2 E1	IN-1812402-00009		23/Jan/2025		San Vito - UN Camp			
님께졌음	Route		Waybill Number		Plate No.	Tra	nsport Company	
NG 33 4 8	Brindisi - UNHRD Warehouse 1 - San	i Vito - UN Camp	WB-002962		ABCD	18	38	
Consignment Descr	ription		Inventory Unit Quantity	Handling Unit Quantity	Condition	Weight	Volume	Value
BDS-1339-1 Health	h - KIT DE DINITE		500 Each	500 Box/Carton	Good Condition	125 kg	0.63 m <sup>3</sup>	\$ 12,500.00
Cargo Reported Fou	ind on Date:14/Feb/2025							
BDS-1339-1 Health	h - KIT DE DINITE		500 Each	500 Box/Carton	Good Condition	125 kg	0.63 m <sup>3</sup>	\$ 12,500.00
			Found Comments					
Prepared by			Approv	ad by				



# **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	• Receive	s 🚺 Di	spatches	📄 Stock	Managemen	t <b>.</b> .	Reporting		
Planning	Release Orders	E Lost from	n Stock	🖢 Release H	listory	Inventory	Count		▼ Show filters	🕑 Export
				878 results four	nd 🏟 Custom	ize 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 <sup>3</sup> )	
17/Jan/2025	BDS-1106	OCHA Warehous e (Customer Address)	LTI	99988822 2	11122	OUT- 1816896- 00039	10 mt TRUCJ	1,500.00	D 3.2 Disposition posignment Report (en)	Options
17/Jan/2025	BDS-1807	OCHA Warehous e (Customer	LTI	99988822 2	11122	OUT- 1816896- 00037	10MT TRUCK	Cance Cance	eporte de Envilos (es) istorique de la DSL (fr) il Release int 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 (C	ustomer Address) at 17/Jan/2025 ×
Please enter reason for cancellation	
Reason for Cancellation	
Transport Company or Organization Released to	Actual Date of Release
LTI 🛛 🕹	17/Jan/2025
Document Number	Actual Person Items Release to
11122	999888222 😵
Receiving Organization Contact	How was reception verified?
United Nations World Food Programme - Emmanuel Peter	Goods Received Document verifies reception
Additional details	
10 mt TRUCJ	
Consignment Line	
1: Nutrition - RUTF	15000 Each in Box/Carton
Close Dialog	a Delete



# **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."

🗠 Dashboard	Consignments	Receives	Dispatches	📄 Sto	ck Management
📋 Planning	Release Orders <sup>3</sup>	2 Lost from Store	ck 🌛 Release	History	Inventory Count

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	
Brindisi - UNHRD Warehouse 1 (Storage) Puglia - Brindisi	
Blind Count	
Close Dialog	Print Inventory Count Sheet

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.

Autor Count Sheet     Muture Locates Nare Brindle's Salenia Alarest       Toronto     Image: Count of the Count of	Inventory Count Sheet       https://tital.ogd/user         bittps://tital.ogd/user       Bittps://tital.ogd/user         Brends       Bittps://tital.ogd/user								
Bur Physical Instancy Conduction         Year Automation         Section Name         Section Name         Section Name           Brindial - Salento Alioptori         Brindial - Salento Alioptori         TRAINING (RETAR Retaring         Training of Conduction         Training of Condu	Imp Physical Instaty Candered         Wardwas London Name         Paper 1           Brandla         Brandla         Brandla         Brandla         Brandla           TRAINING (RT)           Construction         Construction         TRAINING (RT)           Construction	<b>†</b> RITA	Inv	entory C	ount Sheet			https://rita.logcluster.org rita.global@wfp.org	
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## **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.

Start Date of Inventory Count	
22/Jan/2025	
Start Inventory Count	
	Start Date of Inventory Count 22/Jan/2025 Start Inventory Count

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**."

曽 Planning 🏾 🍰 Relea	se Orders 🛛 Dost from St	tock 🍰 Release History	Inventory Count	Show filters     Print	t Inventory Count Sheet Start Inventory Count
		7 results found 🏚 Custa	omize 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

<b>P</b> RITA		Cluster Pr	roduction	Project TRAINING (RITA2) 🔝	Location Group Brindisi	rita.global@wfp.c
🗠 Conduct Inver	ntory Count					×
Location of Inventory Cou	int	St	art Date of Invento	ary Count		
			22/Jan/2025			eet
	Close Dialog					
		7 results found 🐺 Cu	stomize Columns			
Start Date of Inventory Count	Finish Date of Inventory Count	Location of Inventory Count	Status	R	emarks	
22/Jan/2025	22/Jan/2025	Brindisi - Port of Brindisi (Sea Port)	Complete	d		Options
27/Dec/2024	27/Dec/2024	Brindisi - UNHRD Warehouse (Storage)	e 1 Complete	d		Options
18/Dec/2024	18/Dec/2024	Brindisi - UNHRD Warehouse (Storage)	e 1 Complete	d		Options
17/Dec/2024	17/Dec/2024	Brindisi - UNHRD Warehouse (Storage)	e 1 Complete	d		Options
12/Dec/2024	12/Dec/2024	Brindisi - UNHRD Warehouse (Storage)	e 1 Complete	d		Options
03/Dec/2024	03/Dec/2024	Brindisi - Salento Airport (Airport)	Complete	d		Options
03/Dec/2024	05/Dec/2024	Brindisi - UNHRD Warehouse (Storage)	e 1 Complete	d		Options

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

曽 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 Invent Count	tory Finish Da Count	ate of Inventory Lo	ocation of Inventory Cour	nt Status	Remarks	
22/Jan/2025		Bo Air	logna Guglielmo Marconi port (Airport)	In Progress		Options
07/Dec/2024	07/Dec/2	024 UP	S Warehouse - Bologna	Completed	Complete Invent	bry 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.

eneral Remarks on Inventory Warehouse is not maintained properly, next inventory county to be done in one month.				
Consignment Line	Available Quantity	Counted In Good Condition	Counted In Damaged Condition	Line Item Comments
VEN-0023 - 1: Nutrition - Plumpy Sup	Good Condition: 225000 Each	225000 7 Each	0 🔁 Each	
VEN-0023 - 2: Nutrition - Amoxicillin 🥊	Good Condition: 1080 Each	1000 <b>≓</b> Each	0 🚅 Each	
VEN-0023 - 3: Food Security - Sorghum bags of 50 Kgs 31/Dec/2022	Good Condition: 1000 Bulk (kg)	500 7 Bulk (kg)	500 🔁 Bulk (kg)	Item is expired and needs to be removed
lation during the last dispatch; we	need to check the dispatch way	bills and reconcile the stock.	]	
	Consignment Line VEN-0023 - 1: Nutrition - Plumpy Sup VEN-0023 - 2: Nutrition - Amoxicillin ? VEN-0023 - 3: Food Security - Sorghum bags of 50 Kgs 31/Dec/2022	Consignment Line       Available Quantity         VEN-0023 - 1: Nutrition       Good Condition: 225000 Each         - Plumpy Sup       Good Condition: 225000 Each         VEN-0023 - 2: Nutrition       Good Condition: 1080 Each         - Amoxicillin ?       Good Condition: 1080 Each         VEN-0023 - 3: Food       Good Condition: 1000 Bulk         Security - Sorghum bags of 50 Kgs       Good Condition: 1000 Bulk         Intervention outling the last dispatch; we need to check the dispatch way	Consignment Line       Available Quantity       Counted In Good Condition.         VEN-0023 - 1: Nutrition       Good Condition: 225000 Each       225000 Z         VEN-0023 - 2: Nutrition       Good Condition: 1080 Each       1000 Z         VEN-0023 - 2: Nutrition       Good Condition: 1080 Each       1000 Z         VEN-0023 - 3: Food       Good Condition: 1000 Bulk       500 Z         VEN-0023 - 3: Food       Good Condition: 1000 Bulk       500 Z         VEN-0023 - 3: Food       Good Condition: 1000 Bulk       500 Z         Bulk (kg)       food condition: 1000 Bulk       food condition: 1000 Bulk         Security - Sorghum bags of 50 Kgs       food condition: 1000 Bulk       food condition: 1000 Bulk         Image: Straight conductioner conciles       food condition: 1000 Bulk       food condition: 1000 C         Image: Straight conductioner conciles       food condition: 1000 Bulk       food condition: 1000 C         Image: Straight conductioner conciles       food condition: 1000 Bulk       food condition: 1000 C         Image: Straight conductioner conductioner conciles       food condition: 1000 Bulk       food condition: 1000 C         Image: Straight conductioner conductioner conciles       food condition: 1000 C       food condition: 1000 C         Image: Straight conductioner conciles       food condition: 1000 C       food condition: 1000 C	Consignment Line       Available Quantity       Counted In Good Condition       Counted In Damaged Condition         VEN-0023 - 1: Nutrition - Plumpy Sup       Good Condition: 225000 Each - Plumpy Sup       225000 = Each 0 = Each       0 = Each 0 = Each         VEN-0023 - 2: Nutrition - Amoxicillin - Amoxicillin Security - Sorghum bags of 50 Kgs       Good Condition: 1080 Each (kg)       1000 = Each 500 = Bulk (kg)       0 = Each 500 = Bulk (kg)         VEN-0023 - 3: Food Security - Sorghum bags of 50 Kgs       Good Condition: 1000 Bulk (kg)       500 = Bulk (kg)       500 = Bulk (kg)         Iation during the last dispatch; we need to check the dispatch waybills and reconcile the stock.       Image: Counter Coun

**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."

eneral 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 7 Each	0 🔁 Each	
ACTED	VEN-0023 - 2: Nutrition - Amoxicillin 🅊	Good Condition: 1080 Each	1000 🚅 Each	0 🔁 Each	
ACTED	VEN-0023 - 3: Food Security - Sorghum bags of 50 Kgs 31/Dec/2022	Good Condition: 1000 Bulk (kg)	500 🔁 Bulk (kg)	500 🔁 Bulk (kg)	Item is expired and needs to be removed
Reasons for Losses It seems there was a miscalo Print Loss Report	ulation during the last dispatch; we	eneed to check the dispatch way	bills and reconcile the stock.	]	

⊻ Dashboard 🔲 Co	nsignments 🌖 Receives	🗭 Dispatches 📄 Stor	ck Management 📰	Reporting	
Planning 🍰 Relea:	se Orders 🛛 🚱 Lost from St	ock 🕹 Release History 🛙	Inventory Count	Show filters     Print:	Inventory Count Shee Start Inventory Coun
		6 results found 🏚 Custo	mize Columns		
Start Date of Inventory Count	Finish Date of Inventory Count	Location of Inventory Count	Status	Remarks	
2/Jan/2025		Bologna Guglielmo Marconi Airport (Airport)	In Progress		Coptions
7/Dec/2024	07/Dec/2024	UPS Warehouse - Bologna (Storage)	Completed	Complete Inventory co	Options
7/Dec/2024	07/Dec/2024	UPS Warehouse - Bologna (Storage)	Completed		Options
3/Dec/2024	03/Dec/2024	TNT Warehouse - Padova (Storage)	Completed		Options
9/Nov/2024	03/Dec/2024	TNT Warehouse - Padova (Storage)	Completed		Options
3/Oct/2024	29/Nov/2024	TNT Warehouse - Padova (Storage)	Completed		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	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.