

# User Guide - URBN



Ligentix

ligentia™

## 1. Placing booking in supplier portal 在 supplier Portal 网站下订单

All suppliers are required to place booking online via our booking portal. Below is the full guidelines.

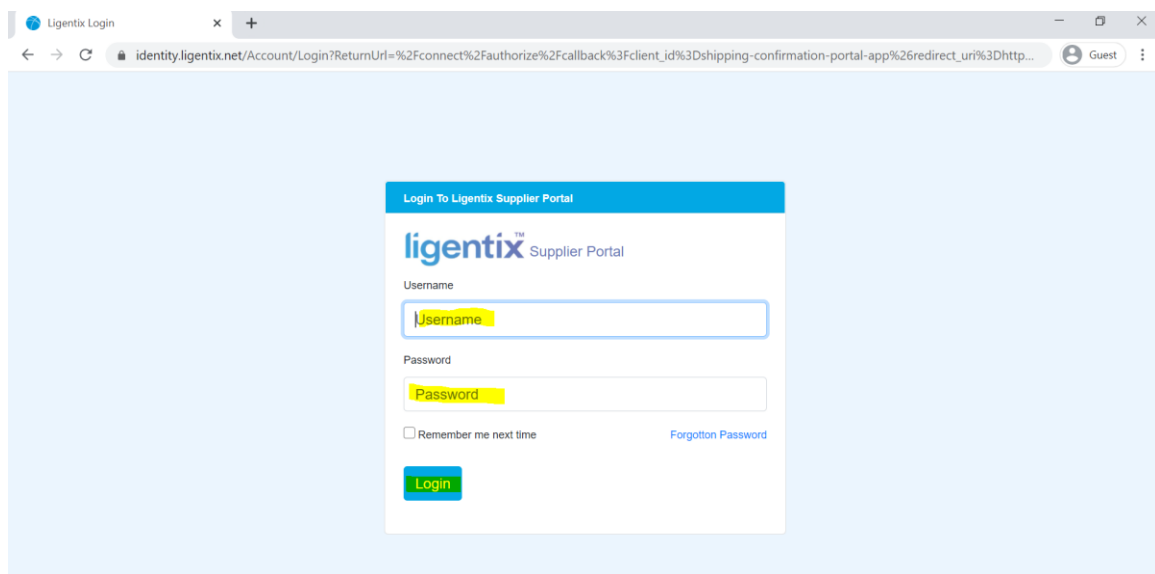
所有供应商都要求在订单网站上下订单，以下是完整的用户指导。

1.1 Go to <http://supplier.ligentix.net> (if supplier login from <https://my.ligentix.net/>, this will also redirect to the new portal)

请用户登录网站 <http://supplier.ligentix.net>。如果用户登录网站 <https://my.ligentix.net/>，将会直接跳转到新的订单窗口。

Login by using your user ID and password

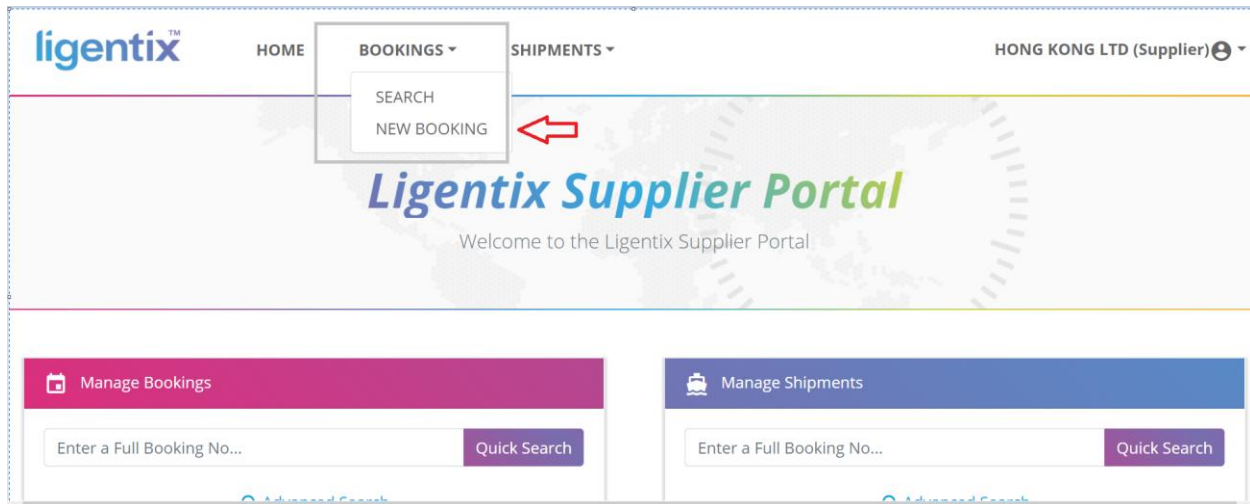
请用户输入用户名和密码。



The screenshot displays a web browser window with the title 'Ligentix Login'. The address bar shows the URL: `identity.ligentix.net/Account/Login?ReturnUrl=%2Fconnect%2Fauthorize%2Fcallback%3Fclient_id%3Dshipping-confirmation-portal-app%26redirect_uri%3Dhttp...`. The main content area features a login form titled 'Login To Ligentix Supplier Portal'. The form includes the 'ligentix™ Supplier Portal' logo, a 'Username' field with a placeholder 'Username', a 'Password' field with a placeholder 'Password', a checkbox for 'Remember me next time', a 'Forgotten Password' link, and a blue 'Login' button.

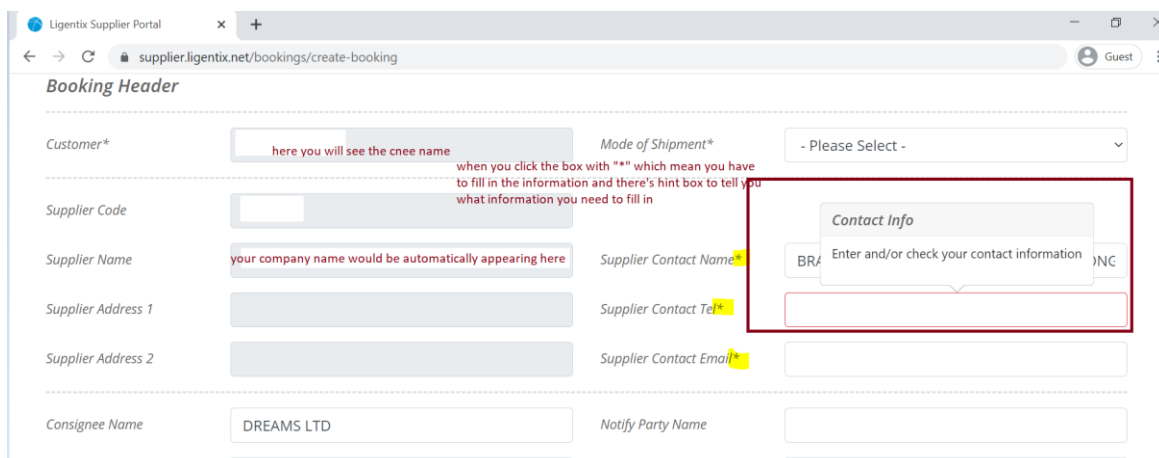
1.2 After logging in, you can see there's BOOKING icon, please choose "NEW BOOKING" to create a booking

登录以后，您将看到订单窗口，请选择“新订单”去建立新订单。



1.3 On below page, please start to fill in the booking details, like your email address, phone no. etc., press "NEXT" to go to the next page

进入新订单页面，请输入详细订单信息，列入邮箱地址，电话号码等信息，然后请按“Next”进入下一页。



Customer\*  Mode of Shipment\*

Supplier Code

Supplier Name  Supplier Contact Name\*

Supplier Address 1

Supplier Address 2

Supplier Contact Tel\*\*

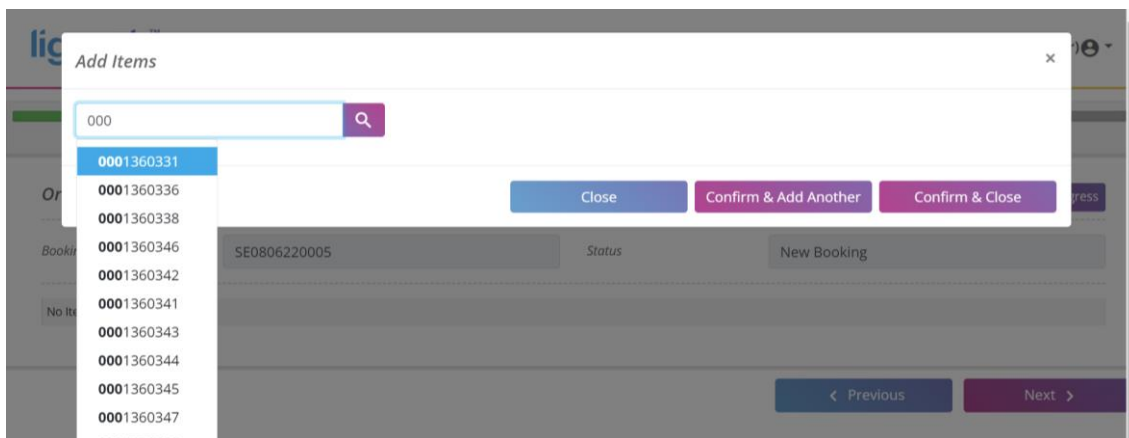
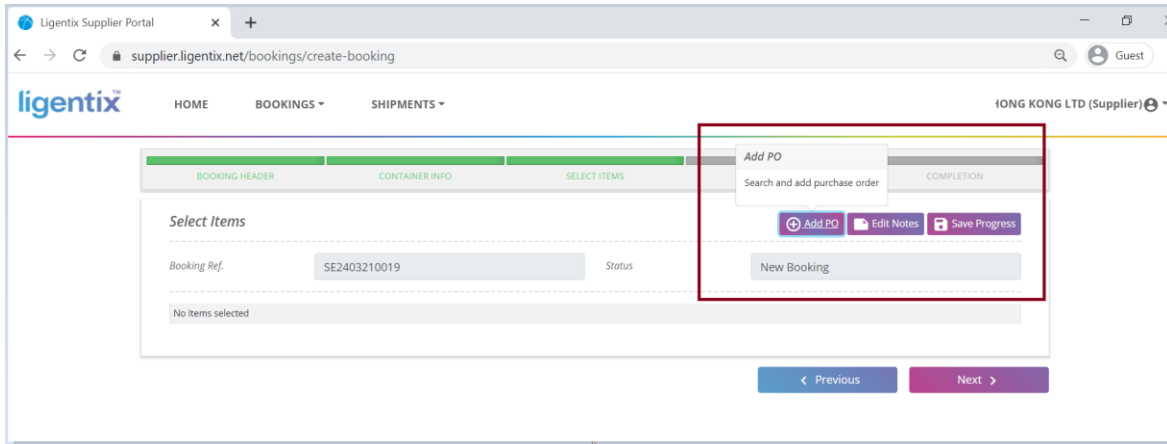
Supplier Contact Email\*\*

Consignee Name  Notify Party Name

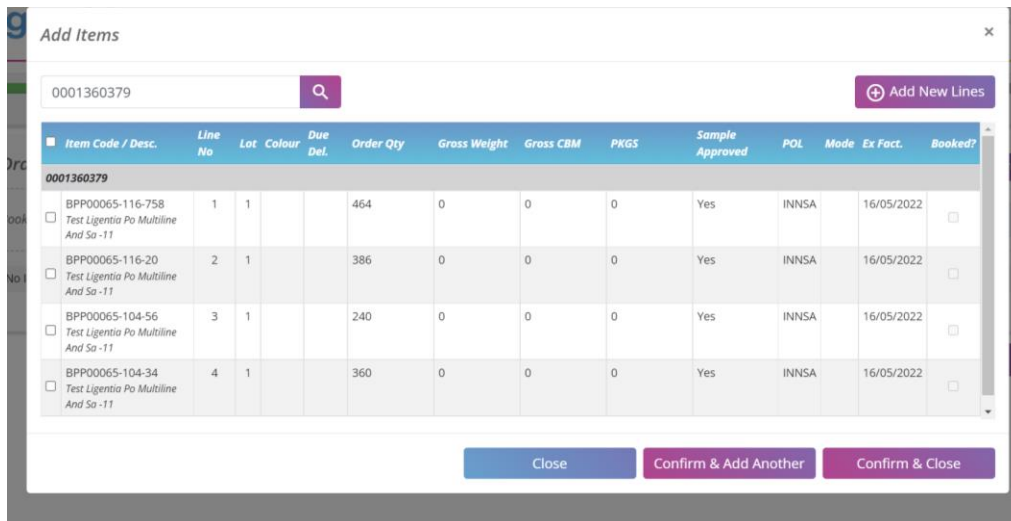
Contact Info  
Enter and/or check your contact information

Next

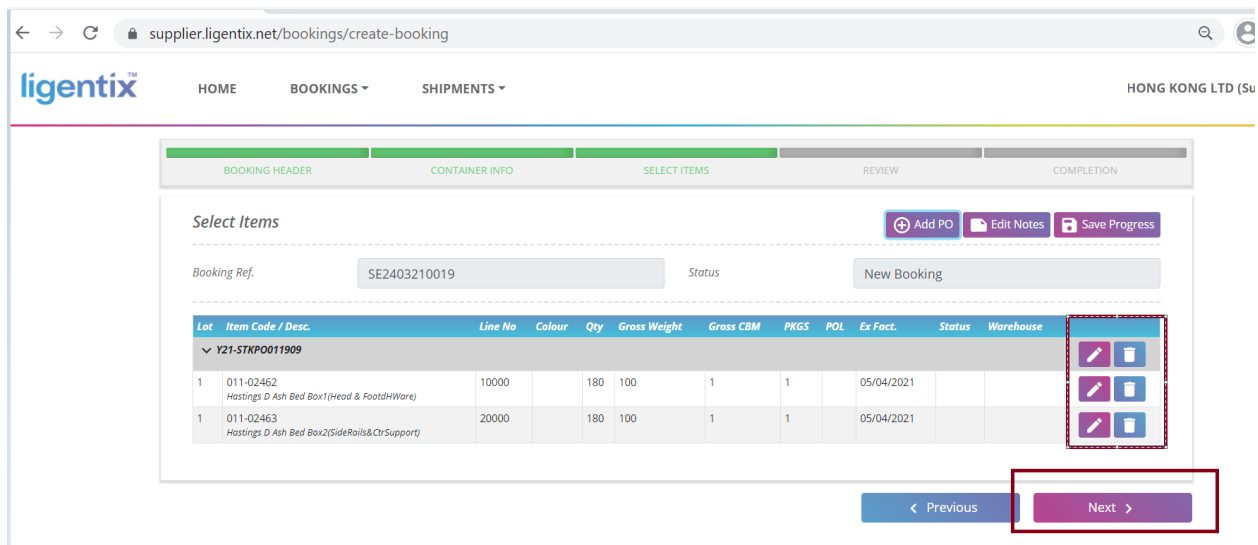
1.4 Click “Add PO” to search PO number and click the magnifier to select the PO.  
 按键 “Add PO” 去寻找 PO 号码，并且按放大键选择 PO。



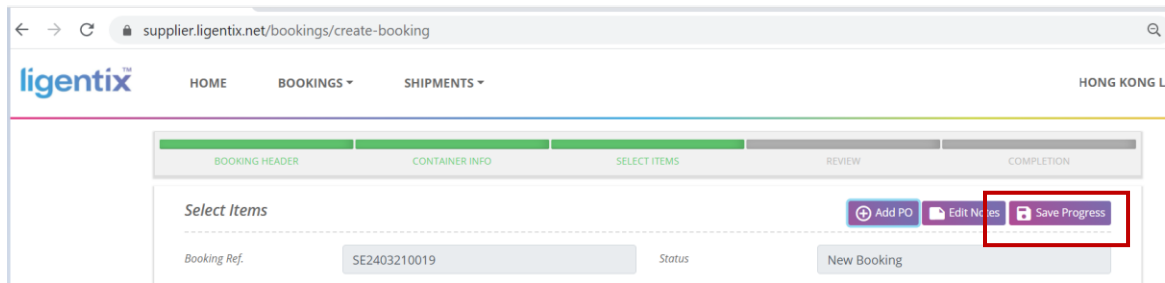
1.5 Add item, pkgs, kgs and cbm and “0” value is not allowed  
 填写项目有：件数，重量，立方数。填写数值“0”是不被允许的。



1.6 After items details have been selected, you can edit or delete if need be. Click “NEXT” to continue.  
填写完之后，如果需要更改您可以选择编辑或者删除。再按键 “NEXT”。

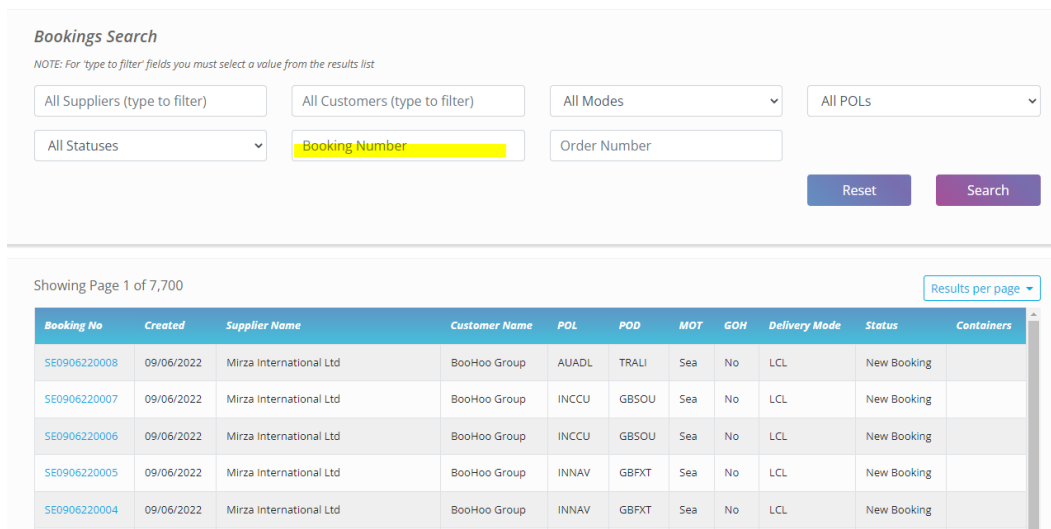


1.7 You could save your progress here whenever you have added an item in the booking.  
当您输入完所有数据请您保存。



Then you can search the booking that saved in the front booking page.

保存以后您可以搜索订单信息。



1.8 Review booking information, if everything is ok, then please press **“SUBMIT”** to complete your booking. Please mark down the booking ref. number as you will need this number for searching the booking details on the home page.

查看订单信息，如无问题，请按“提交”完成预订。请记下预订参考号码，因为您需要这个号码来搜寻网站上的订单详情。

Ligentix Supplier Portal

supplier.ligentix.net/bookings/create-booking

HOME BOOKINGS SHIPMENTS

Review Booking Edit Notes Save Progress

**Booking Header** Edit

Booking Ref: SE2403210019 Status: New Booking

Customer Name: DREAMS LTD Mode of Shipment: Sea

Supplier Code: V03511

Supplier Name: BRADSHAW INTERNATIONAL HOLDINGS HONG KONG L Supplier Contact Name: BRADSHAW INTERNATIONAL HOLDINGS HONG KONG L  
 Supplier Address 1: Supplier Contact Tel: 1234  
 Supplier Address 2: Supplier Contact Email: amita.sc@bradshaw-group.com

Consignee Name: DREAMS LTD Notify Party Name:  
 Reg Consignee Address 1: 1 HOLDFORD ROAD Notify Party Address 1:  
 Reg Consignee Address 2: 1 HOLDFORD ROAD Notify Party Address 2:

**Container Info** Edit

Mode of Shipment: Sea Delivery Mode: FCL  
 Goods Ready Date: 24/03/2021 Place of Receipt:  
 Port of Loading: CNSHA  
 Port of Discharge: GBSOU Final Destination: PLGDN

Traded Term: Free On Board - FOB Traded Port: CNSHA  
 Freight Terms: Collect  
 Local Charges: Prepaid Currency: RMB  
 BL Requirements: OHBL Tax Invoice: No  
 Pre-Carriage Required? No  
 Customs Required? No Insurance Required? No

Marks & Numbers

Container Type	Units	Fumigated?	Hanging Garments	Hazardous Goods
40GP	1	no		

**Container Info** Edit

Mode of Shipment: Sea Delivery Mode: FCL  
 Goods Ready Date: 24/03/2021 Place of Receipt:  
 Port of Loading: CNSHA  
 Port of Discharge: GBSOU Final Destination: PLGDN

Traded Term: Free On Board - FOB Traded Port: CNSHA  
 Freight Terms: Collect  
 Local Charges: Prepaid Currency: RMB  
 BL Requirements: OHBL Tax Invoice: No  
 Pre-Carriage Required? No  
 Customs Required? No Insurance Required? No

Marks & Numbers

Container Type	Units	Fumigated?	Hanging Garments	Hazardous Goods
40GP	1	no		

**Items** Edit

Lot	Item Code / Desc.	Line No	Colour	Qty	Gross Weight	Gross CBM	PKGS	POL	Ex Fact.	Status	Warehouse
~ Y21-STXK001909											
1	011-02462 Hastings D Ash Bed Box 11Head & Foot(Ware)			10000	180 100	1	1		05/04/2021		
1	011-02463 Hastings D Ash Bed Box 22SidePanel&CrSupport			20000	180 100	1	1		05/04/2021		

[Previous](#) [Submit](#)

1.9 To copy the shipment information from a previous booking to the new.

从已经设置的订单中复制装运信息到新的订单中。

- i. Go to Bookings / Search. 进入订单页面/搜索。
- ii. Users may use the filter to search the targeted previous booking Or  
用户可以使用筛选器搜索之前的订单
- iii. You could use the “COPY” function review booking page.  
您也可以使用“复制”功能查看订单页面。



- iv. Once “Copy” is clicked, users will be directed to Booking Stage Page  
一旦点击“复制”键，用户将被导向订单页面
- v. This function will copy the whole booking information which includes Goods Ready date, Marks and Numbers, BL requirements, Items, Notes in the booking page.  
此功能将复制整个订单信息，包括货物准备日期、唛头和编号、提单要求、项目和备注。
- vi. Complete the booking same as before.  
按照新订单操作指南完成输入。



## 2. Search / Amend Submitted Booking 寻找/修改已经提交的订单

### 2.1 Suppliers initiate an Amendment

供应商发起订单修改

2.1.1 Login Ligentix website.

<http://supplier.ligentix.net>

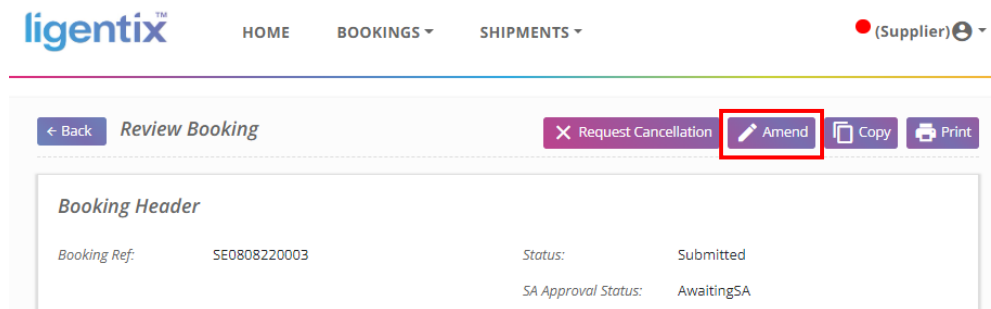
登录 Ligentix 网站。

2.1.2 Click **BOOKINGS / SEARCH**.

点击 **BOOKINGS**，然后 **SEARCH**。

2.1.3 Select the booking that suppliers want to amend and then click its Booking number.

供应商选择需要修改的货运，然后单击其订单编号。



The screenshot shows the Ligentix website interface. At the top, there is a navigation bar with the Ligentix logo, 'HOME', 'BOOKINGS', and 'SHIPMENTS' menus, and a user profile dropdown labeled '(Supplier)'. Below the navigation bar, there is a 'Review Booking' section. In this section, there are four buttons: 'Request Cancellation', 'Amend', 'Copy', and 'Print'. The 'Amend' button is highlighted with a red rectangular box. Below the buttons, there is a 'Booking Header' section with the following details:

Booking Ref:	SE0808220003	Status:	Submitted
		SA Approval Status:	AwaitingSA

2.1.4 Click **Amend**, and the status is changed to **Amendments In Progress**.

点击 **Amend**，状态将变为 **Amendments In Progress**。

2.1.5 Suppliers can amend the booking.

供应商即可修改订单。

### 2.2 Ligentia team request supplier to perform amendments

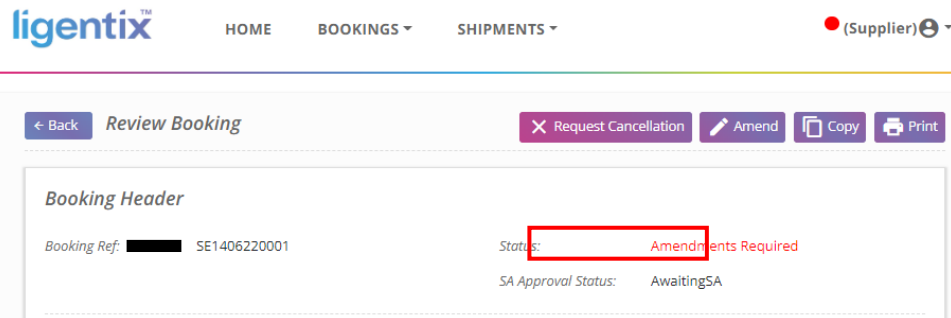
Ligentia 要求供应商修改订单

2.2.1 A notification email will be sent to suppliers when Ligentia requests amendments.

当 Ligentia 要求供应商修改订单时，供应商将收到一封电子通知邮件。

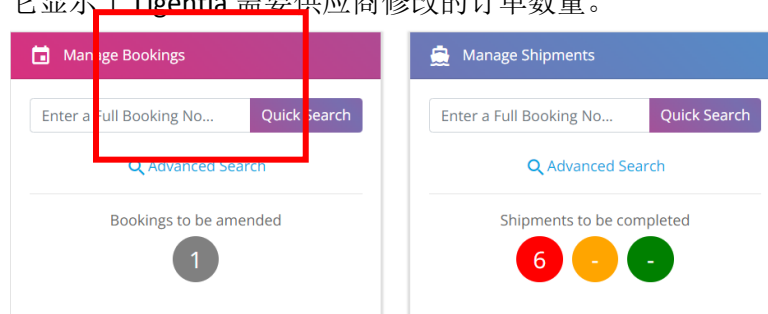
2.2.2 Click the link inside the email, suppliers will be directed to the **Review Booking** session.

点击邮件内的网页链接，即跳转到 **Review Booking** 页面。



2.2.3 Review the Message from Ligentia at the bottom of the page under **Diary Notes**.  
 你可以在页面底部的 **Diary Notes** 下查看来自 Ligentia 的信息。

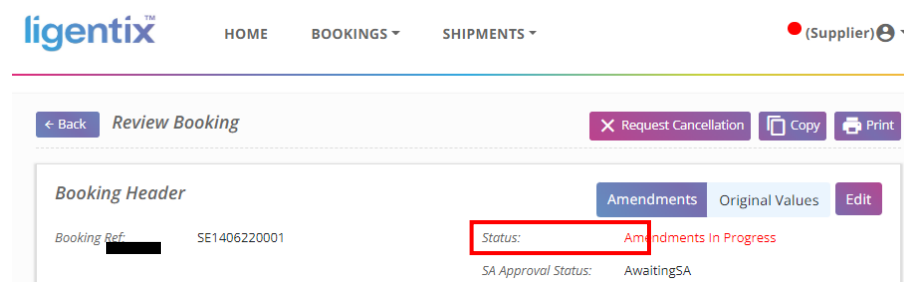
2.2.4 Besides, suppliers can review the number shown under **Booking to be amended** in **Manage Bookings** session. It shows the number of amendments that Ligentia require suppliers to action.  
 此外，您可以查看在 **Manage Bookings** 中 **Booking to be amended** 显示的数字。它显示了 Ligentia 需要供应商修改的订单数量。



2.2.5 Click the number, and all the required amendments will be listed.  
 单击数字，将列出所有需要修改的订单编号。

2.2.6 Click the booking number that you would like to amend.  
 单击要修改的订单编号。

2.2.7 Click **Amend**, and the status is changed to **Amendments In Progress**.  
 单击 **Amend**，状态将变为 **Amendments In Progress**。



2.2.8 Suppliers can amend the booking.  
 供应商可以修改订单。

## 2.3 Amend a booking in Ligentix 在 Ligentix 中修改订单

Since the amendment process is the same, no matter it is raised by suppliers or Ligentia team. The following instructions can be applied under both situations.

无论修改订单是由供应商还是 Ligentia 提出的，修改过程是相同的。以下说明适用于这两种情况。

### 2.3.1 Click **Amend**, and the status is changed to **Amendments In Progress**.

点击 **Amend**，你看到状态变为 **Amendments In Progress**。

### 2.3.2 Click **Edit** and supplier can amend below excepted grey fields under each session.

点击 **Edit**，供应商可以修改下列除灰色以外的部分。

#### a. Booking Header

*Booking Header*

Booking Ref.	<input type="text"/>		
Customer*	<input type="text"/>		
Mode of Shipment*	Sea <input type="button" value="v"/>		
Supplier Name	<input type="text"/>	Supplier Contact Name*	<input type="text"/>
Supplier Address 1	<input type="text"/>	Supplier Contact Tel*	<input type="text"/>
Supplier Address 2	<input type="text"/>	Supplier Contact Email*	<input type="text"/>
Consignee Name	<input type="text"/>	Notify Party Name	<input type="text"/>
Reg Consignee Address 1	<input type="text"/>	Notify Party Address 1	<input type="text"/>
Reg Consignee Address 2	<input type="text"/>	Notify Party Address 2	<input type="text"/>

#### b. Container Info

**Container Info**

Booking Ref. [Redacted] Status Amendments In Progress

Mode of Shipment Sea Delivery Mode\* FCL

Goods Ready Date\* 14/06/2022 Place of Receipt

Port of Loading\* AARHUS (DKAAR)

Port of Discharge\* Armitage (GBARI) Final Destination\* Bursa (TRBTZ)

Incoterm\* Free On Board - FOB Traded Port\* AARHUS (DKAAR)

Freight Terms\* Collect

Local Charges\* Collect

BL Requirements\* SWB - Sea Waybill

Pre-Carriage Required?\* No

Customs Required?\* No

Insurance Required?\* No

Marks & Numbers

**Container Details**

Container Type	Units	Fumigated?	Hanging Garments	Hazardous Goods
20GP	2	no		

### c. Items

**Order Info** Add/Search PO

Booking Ref. [Redacted] Status Amendments In Progress

Lot	Item Code / Desc.	Line No	Colour	Qty	Gross Weight	Gross CBM	PKGS	POL	MOT	Ex Fact.	Status	Warehouse	Due Delivery Date
1	[Redacted]		Brown	1462	160.704	5.119	24	CNNGB	SEA			HobbyCraft DC	20/12/2021
<b>PO Total</b>					1,462.00	160.704	5.119	24.00					
<b>Overall Total</b>					1,462.00	160.704	5.119	24.00					

2.3.3 Once complete amendments, click **Save** and then supplier will be back to Review Booking session.

完成修改后，单击 **Save**，您将返回 Review Booking 页面。

2.3.4 Amendment part is highlighted, click **Original Values**, it will show its value from original booking.

修改的部分会用荧光色做标记。

当您单击 **Original Values** 时，它将会显示最初预订的资料。

Container Info		Amendments	Original Values	Edit
Mode of Shipment:	Sea	Delivery Mode:	LCL	
Goods Ready Date:	14/06/2022	Place of Receipt:		
Port of Loading:	DKAAR	Final Destination:	TRBTZ	
Port of Discharge:	GBARI	Traded Port:	DKAAR	
Incoterm:	Ex Works - EXW	Currency:	USD	
Freight Terms:	Prepaid			

2.3.5 For **Schedule**, supplier has no right to amend the vessel, please click **Add New Note** to submit your requirement on vessel schedule.

供应商无权修改船舶时间表，但您可以单击 **Add New Note** 提交您对船舶时间表的要求，例如你可能要求另一个船期赶上交货时间表一样。

**Add Diary Note** ✕

Rich text editor toolbar: Undo, Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Maximize, Close.

I would to request another faster vessel to catch up my delivery schedule.

Close
Save & Close

2.3.6 Click **Save & Close** to submit your note to Ligentia team, the message would be also included under **Diary Notes**

点击 **Save & Close** 将您的笔记提交给 Ligentia，该信息也将包含在 **Diary Notes**。

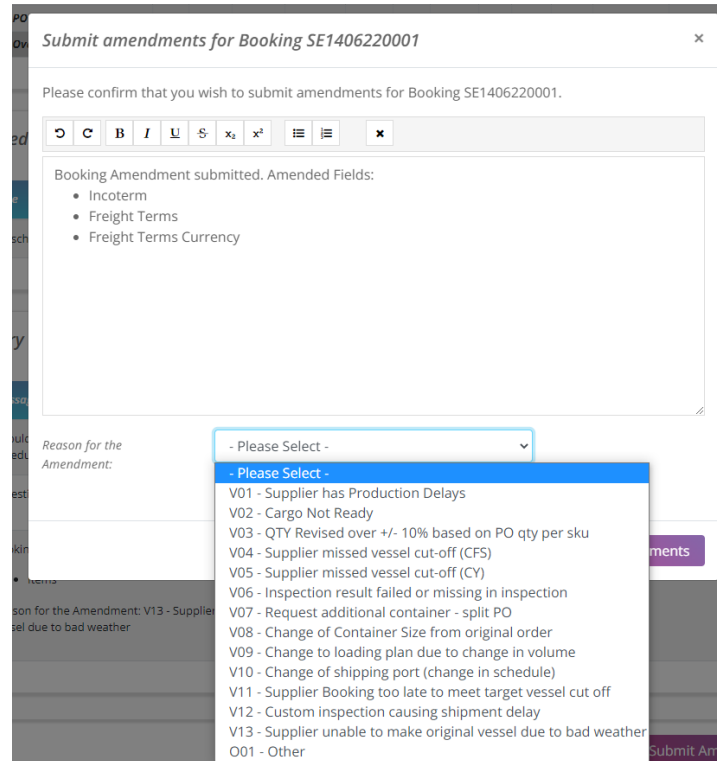
Diary Notes			Add New Note
Message	User	Date/Time	
I would to request another faster vessel to catch up my delivery schedule.	[Redacted]	16/08/2022 10:50 GMT+8	

2.3.7 Once supplier confirm all amendments are completed, click **Submit Amendments**.

当供应商确认所有修改完成后，请点击 **Submit Amendments**。

2.3.8 A message showing your amendment area will be pop up, please review all your amendment, and select the reason for the amendment from the dropdown list.

视窗中会显示你修改的区域。  
 请检查你所有的修改，并从下拉列表中选择修改原因。



2.3.9 Click **Confirm Amendments** and then the amendment will be submitted to Ligentia side for approval. You can see that the Status is changed to **Amendments submitted**.

点击 **Confirm Amendments** 后，修改资料将提交给 Ligentia 方审批。  
 您可以看到状态更改为 **Amendments submitted**



2.3.10 Once Ligentia team approve, suppliers will receive a notification email including the link to review the booking.

一旦 Ligentia 批准，供应商将收到一封通知电子通知邮件，其中包含用于查看预订的链接。

2.3.11 If the amendments are rejected by Ligentia team, you will also receive a notification email with the reason. You will need to perform the amendment process again.

如果 Ligentia 拒绝您的修改，您将会收到一封包含有拒绝原因的电子通知邮件。您将需要再次重新进行修改。

### 3. Shipment confirmation in supplier portal

#### 供应商订单确认

Suppliers are required to input shipment details after BL draft has been issued or latest within 2 days after shipment departure. It is a straightforward tool where supplier confirms what is being loaded in a container.

供应商需要在出具提单草稿后或最迟在发货后 2 天内输入发货细节。这是一个简单的工具，供应商可以在系统中确认集装箱中装载内容。

#### 3.1 Log in using the same UID/Password as per your booking login

<https://supplier.ligentix.net/login>

使用相同的用户名和密码进入网站 <https://supplier.ligentix.net/login>

#### 3.2 Before updating PO Line & Containers on supplier portal, you must ensure:

在网站上更新所有装载信息之前，您必须确保：

- a. Booking is Approved – 订单已经被确认
- b. PO is Approved – PO 已经被客户确认
- c. Containers have been stuffed – 集装箱已经装箱
- d. SI has been submitted to Ligentia doc team – SI 已经提交给 Ligentia
- e. Correct container# is assigned at shipment level - Packing tab – 准确的集装箱号和封子号

#### 3.3 ONE Booking ONE HBL

一个订单一张提单

- i. Please go to Shipment -> SEARCH – 进入搜索货物页面



- ii. Search by either booking number or shipment ref. no

根据订单号或者货物编号搜索  
 Enter a booking# -> click on Search  
 输入货物订单号码 – 按键搜索

Booking No	Client Name	Supplier Name	Shipment Ref	Vessel Name	ETD	POL	MOT	CBM	Containers	Delivery Mode
080820129	DREAMS LTD	BRADSHAW INTERNATIONAL HOLDINGS HONG KONG LTD	500805036			CNTAO	Sea	67.5	40HC x 1	FCL
190820263	DREAMS LTD	BRADSHAW INTERNATIONAL HOLDINGS HONG KONG LTD	500805037			CNTAO	Sea	268.2	40HC x 4	FCL
290620364	BHS INTERNATIONAL UK LTD	Global Shirt Box Ltd GSB	500774513	CAP SAN LAZARO	06/06/2020	INNSA	Sea	21	20GP x 1	FCL
290620369	BHS INTERNATIONAL UK LTD	Global Shirt Box Ltd GSB	500774513	CAP SAN LAZARO	06/06/2020	INNSA	Sea	22.5	20GP x 1	FCL
020720404	BHS INTERNATIONAL UK LTD	Chiquita Bacana Ltd	500776058	COSCO SHIPPING STAR	08/06/2020	CHVTN	Sea	59	40HC x 1	FCL
290620373	BHS INTERNATIONAL UK LTD	Buzz Brands Ltd	500774904	AL MAHAMM	13/06/2020	BDCGP	Sea	19.8	40GP x 1	FCL

iii. Click on booking refs to access “PO Line & Containers” tab  
 点击订单号码进入“PO Line & Containers”页面

Booking No	Client Name	Supplier Name	Shipment Ref	Vessel Name	ETD	POL	MOT	CBM	Containers	Delivery Mode
170920068	SERVLITE UK LTD	DAI LOC, LTD	500809721	OOCL HONG KONG	19/09/2020	VNHPH	Sea	60.33	40HC x 1	FCL

**Step 1: Check these details**

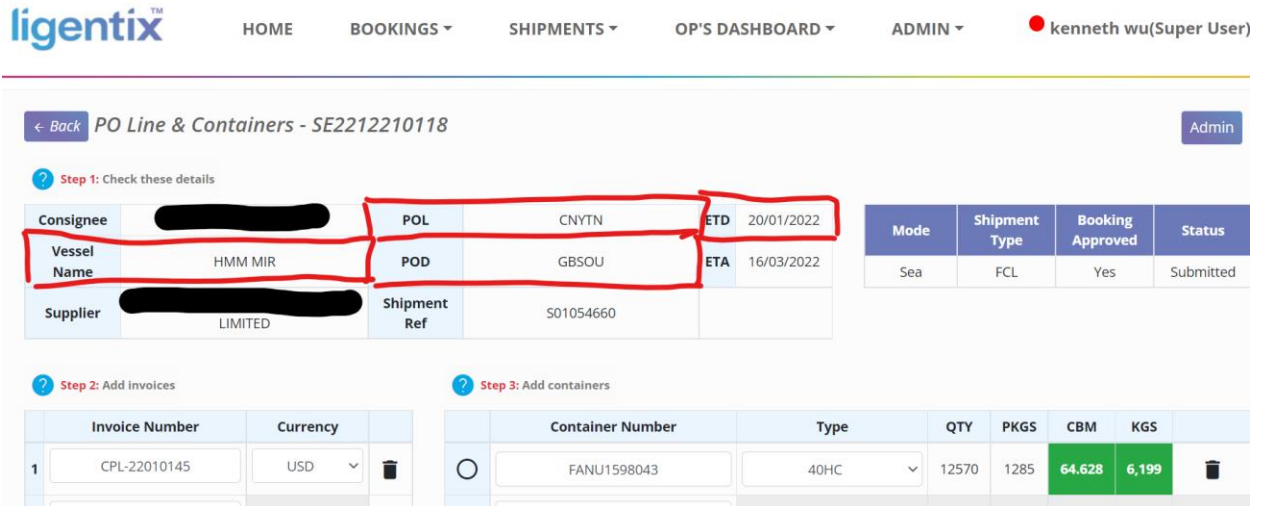
Review shipment information on Portal vs BL

检查网站显示的货物信息和提单信息

- Consignee – 收货人



- POL – 出货港
- POD – 目的港
- ETD – 开船日期
- ETA - 到货日期
- Vessel Name – 船名



← Back PO Line & Containers - SE2212210118 Admin

? Step 1: Check these details

Consignee	[REDACTED]	POL	CNYTN	ETD	20/01/2022
Vessel Name	HMM MIR	POD	GBSOU	ETA	16/03/2022
Supplier	[REDACTED] LIMITED	Shipment Ref	S01054660		

Mode	Shipment Type	Booking Approved	Status
Sea	FCL	Yes	Submitted

? Step 2: Add invoices

Invoice Number	Currency	
1 CPL-22010145	USD	🗑️

? Step 3: Add containers

Container Number	Type	QTY	PKGS	CBM	KGS	
FANU1598043	40HC	12570	1285	64.628	6,199	🗑️

## Step 2: Add invoices

### 添加发票

For clients requesting commercial invoice#

收货人所要商业的发票

- Add commercial invoice number into field and **press enter**. Please enter the **Tradestone** commercial invoice number. You are not able to move to the "Currency" field if you DON'T press enter.  
添加商业发票并且按回车键 – 如果不按回车键将不会跳转至“货币”项
- Select currency per invoice  
请选择每张发票的货币

Container Number	Type	QTY	PKGS	CBM	KGS	Fumigated?
ABCD1234567						

Item	Description	Colour	Marks & No's	QTY	PKGS	CBM	KGS	Warehouse
	Full PO			536	0	26.97	3,500	
	Full PO			840	0	39.81	4,000	

Buttons: Pack to Container ↓, ↑ Unpack from Container

Please Select A Container

Buttons: Reset, Save, Save & Submit

### Step 3: For FCL shipment - Add containers

#### 整箱货物 – 添加集装箱号码

- i. Add container# and press enter  
添加集装箱号码然后按回车键
- ii. Select correct container type  
选择准确的集装箱型号

PO Line & Containers - 220820085

Step 1: Check these details

Consignee	PERKOR LK RETAIL LTD	POL	PKSQM	ETD	17/09/2020	Shipment Type	Booking Approved	Status
Vessel Name	LE HAVRE	POD	GBLGP	ETA	18/10/2020	FCL	Yes	Saved

Step 2: Add Invoices

Invoice Number	Currency
DIG-0021/2020	USD

Step 3: Add containers

Container Number	Type	QTY	PKGS	CBM	KGS	Fumigated?
FDCU0131510		0	0	0	0	
ABCD1234567						

Step 4: Select your POs to pack

Order Number	Lot	Item	Description	Colour	Marks & No's	PKGS	CBM	KGS	Warehouse
ORD0036898_01			Full PO			0	26.97	3,500	
ORD0036903_01			Full PO			0	39.81	4,000	

Buttons: Pack to Container ↓, ↑ Unpack from Container

Container Number: FDCU0131510

Order Number	Lot	Item	Description	Colour	Marks & No's	QTY	PKGS	Pack Type	CBM	KGS	Invoice	Load Seq	Warehouse
Container to Empty													

### For LCL shipment – No need to insert any details in step 3 if LCL shipments

#### 拼箱货物 – 如果是拼箱货物不需要添加任何信息

- i. The volume details will be popped up once all details in Step 5 completed  
步骤 5 中的所有详细信息完成后，会弹出输入后的详细信息

**Step 3: Shipped Summary**

QTY	PKGS	CBM	KGS
445	445	26.8	5,473.5

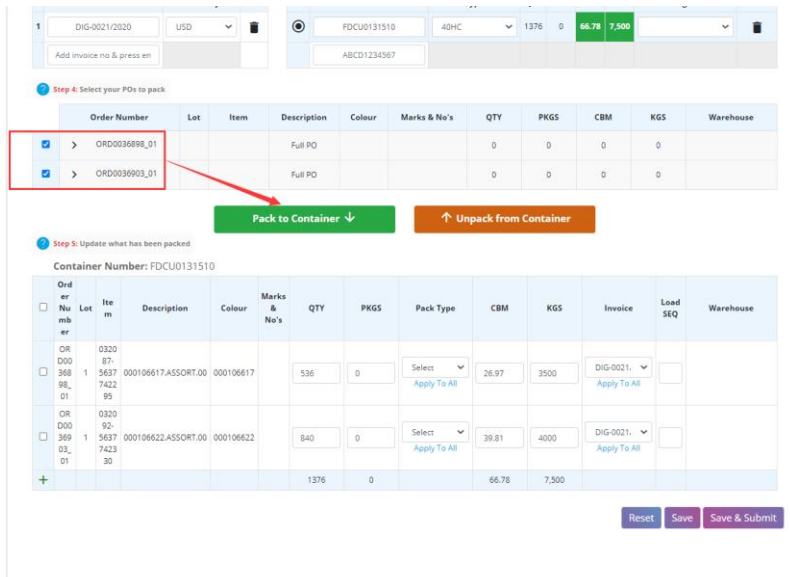
**Step 4: Select your POs to pack**

选择订单信息和装箱

- i. If FCL, please “tick” required container, then select full PO and click “Pack to container”.  
If LCL, just select the PO that need to pack to CFS

如果是整柜，请“勾选”所需货柜，然后选择全订单，点击“装箱到货柜”。

如果拼箱，只需选择需要打包到 CFS 的 PO 即可



**Step 5: Update what has been packed**

更新所有装箱信息

- i. Update below column: - 更新如下
  - Qty – 件数
  - PKGS – 单件重量
  - Pack Type> Select and click apply to all (if the pack type is the same) – 包装形式，如果所有包装相同，请选择应用所有

- CBM – 立方数
  - KGS – 总重量
- ii. Invoice -> select if more than one invoice no., skip if not required  
 发票 – 选择多于一张的发票， 如果不需要请跳过

Step 5: Update what has been packed

Container Number: FDCU0131510

Order Number	Lot	Item	Description	Colour	Marks & No's	QTY	PKGS	Pack Type	CBM	KGS	Invoice	Load SEQ	Warehouse
OR D00 368 98_01	1	0320 87-7422 95	000106617.ASSORT.00	000106617		536	0	Select Apply To All	26.97	3500	DIG-0021, Select DIG-0021/2020		
OR D00 369 03_01	1	0320 92-7423 30	000106622.ASSORT.00	000106622		840	0	Select Apply To All	39.81	4000	DIG-0021, Apply To All		
						1376	0		66.78	7,500			

Reset Save Save & Submit

- iii. Review PO data vs HBL/PKL – 检查订单和提单信息
- iv. Review container section for values to add up - 检查集装箱部分数值总数
- v. Once all updated and in total figures are in line with HBL – 检查所有更新数据是否符合提单信息

In another words, Step 3 = the total sums of Step 5 – 换句话说， 就是步骤 3 的信息和步骤 5 的信息相符

Consignee: SERVLITE UK LTD | POL: VNHPH | ETD: 19/09/2020 | Shipment Type: FCL | Booking Approved: Yes | Status: Created

Vessel Name: DOOL HONG KONG | POD: GBPXT | ETA: 21/10/2020

Supplier: DAI LOC, LTD | Shipment Ref: 500808721

Step 2: Add invoices

Step 3: Add containers

Container Number	Type	QTY	PKGS	CBM	KGS	Fumigated?
TCLU1498920	40HC	1800	900	60.33	1,350	

Step 4: Select your POs to pack

Order Number	Lot	Item	Description	Colour	QTY	PKGS	CBM	KGS	Warehouse
PO4333			Full PO						

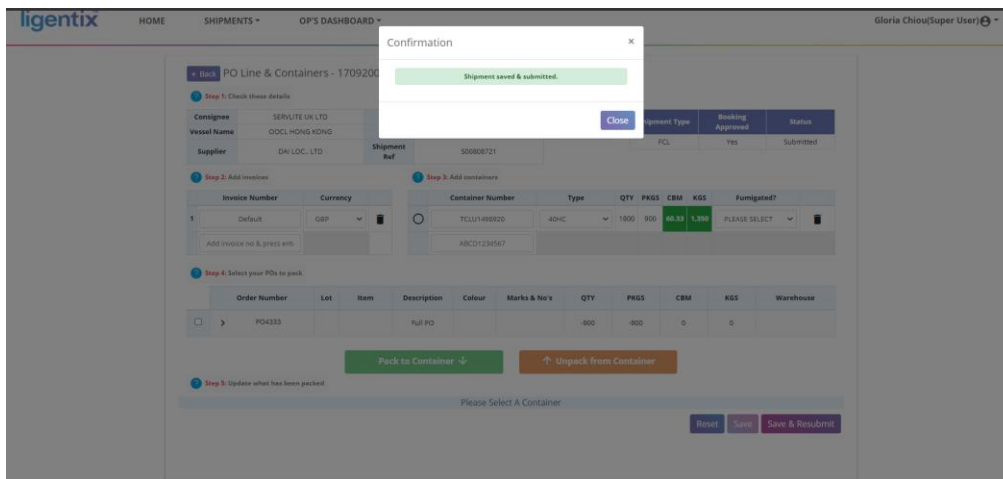
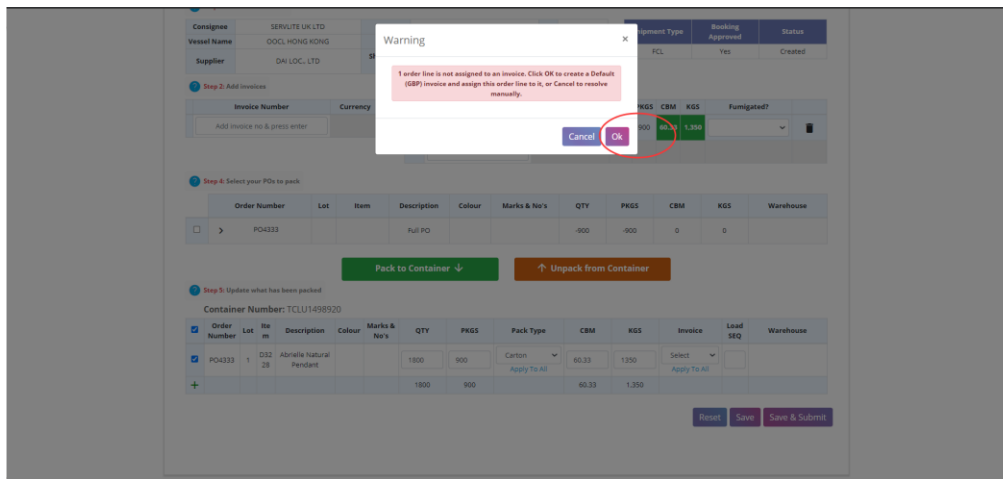
Step 5: Update what has been packed

Container Number: TCLU1498920

Order Number	Lot	Item	Description	Colour	Marks & No's	QTY	PKGS	Pack Type	CBM	KGS	Invoice	Load SEQ	Warehouse
PO4333	1	D32	Abrielle Natural Pendant			1800	900	Select Apply To All	60.33	1350	Select Apply To All		
						1800	900		60.33	1,350			

Reset Save Save & Submit

- iv. Click “Save & Submit”  
按钮 “保存和提交”
- v. If invoice# is not required. Please click ok to create a default invoice refs and currency GBP  
如果不需要发票，则按钮 OK 来创立一张形式发票做参考，币种是英镑。



Status changed from “Created” to “Submitted” once you’ve clicked the “Save & Submit” button.

点击“保存并提交”按钮后，状态从“创建”变为“提交”。

If any details need to be amended, follow step 1-5, and click on **Save & Resubmit**, Pls contact local office / agent to re-open the booking if the status shows “read only”

如果有任何细节需要修改，请按照步骤 1-5，点击保存并重新提交，如果状态显示为“只读”，请联系当地办事处/代理重新打开预订。

← Back: PO Line & Containers - 170920068

**Step 1: Check these details**

Consignee	SERVLITE UK LTD	POL	VNHPH	ETD	19/09/2020	Shipment Type	Booking Approved	Status
Vessel Name	OOCL HONG KONG	POD	GBFXT	ETA	21/10/2020	FCL	Yes	Submitted
Supplier	DAI LOC. LTD	Shipment Ref	S00808721					

**Step 2: Add Invoices**

Invoice Number	Currency
1 Default	GBP

Add invoice no & press enter

**Step 3: Add containers**

Container Number	Type	QTY	PKGS	CBM	KGS	Fumigated?
<input type="radio"/> TCLU1498920	40HC	1800	900	60.33	1,350	PLEASE SELECT

**Step 4: Select your POs to pack**

Order Number	Lot	Item	Description	Colour	Marks & No's	QTY	PKGS	CBM	KGS	Warehouse
<input type="checkbox"/> PO4333			Full PO			-900	-900	0	0	

Pack to Container ↓    ↑ Unpack from Container

**Step 5: Update what has been packed**

Please Select A Container

Reset   Save   Save & Resubmit

END