




**Version: 1.0**

**16.08.2022**



## 供应商发起订单修改

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### Booking Header

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

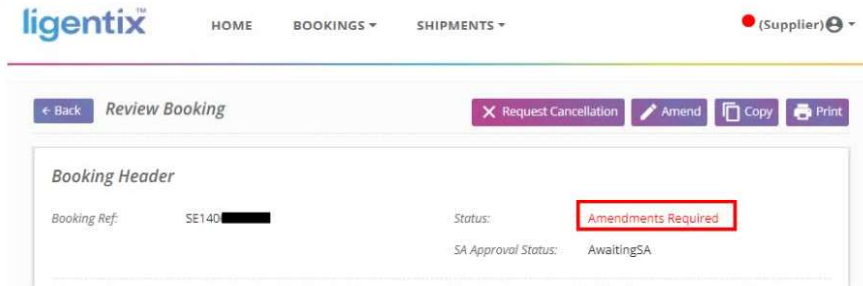
4. Click **Amend**, and the status is changed to **Amendments In Progress**.  
点击 **Amend**，状态将变为 **Amendments In Progress**。
5. Suppliers can amend the booking.  
供应商即可修改订单。



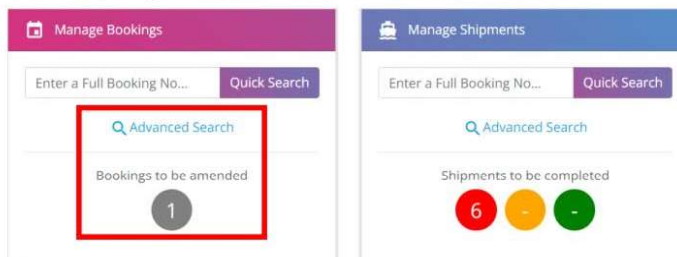
## (b) Ligentia team request supplier to perform amendments

### Ligentia 要求供应商修改订单

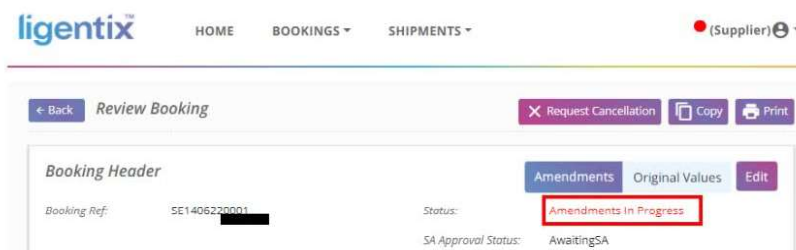
1. A notification email will be sent to suppliers when Ligentia requests amendments.  
当 Ligentia 要求供应商修改订单时，供应商将收到一封电子通知邮件。
2. Click the link inside the email, suppliers will be directed to the **Review Booking** session.  
点击邮件内的网页链接，即跳转到 **Review Booking** 页面。



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。
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。



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。
6. Click the booking number that you would like to amend.  
单击要修改的订单编号。
7. Click **Amend**, and the status is changed to **Amendments In Progress**.  
点击 **Amend**，状态将变为 **Amendments In Progress**。



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



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。

- 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. 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.			
Customer*			
Mode of Shipment*	Sea		
Supplier Name		Supplier Contact Name*	
Supplier Address 1		Supplier Contact Tel*	
Supplier Address 2		Supplier Contact Email*	
Consignee Name		Notify Party Name	
Reg Consignee Address 1		Notify Party Address 1	
Reg Consignee Address 2		Notify Party Address 2	

b. Container Info

Container Info

Booking Ref.		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)	Final Destination*	Bursa (TRBTZ)
Port of Discharge*	Armitage (GBARI)	Traded Port*	AARHUS (DKAAR)
Incoterm*	Free On Board - FOB		
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.

Status

Amendments In Progress

Lot	Item Code / Desc.	Line No	Colour	Qty	Gross Weight	Gross CBM	PKGS	POL	MDT	Ex Fact.	Status	Warehouse	Due Delivery Date
▼													
1			Brown	1462	160.704	5.119	24	CNGB	SEA			HobbyCraft DC	20/12/2021
PO Total					1,462.00	160.704	5.119	24.00					
Overall Total					1,462.00	160.704	5.119	24.00					

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。

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			
Port of Discharge:	GBARI	Final Destination:	TRBTZ	
Incoterm:	Ex Works - EXW	Traded Port:	DKAAR	
Freight Terms:	Prepaid	Currency:	USD	

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

对于 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，例如您可能要求另一个船期赶上交货时间表一样。

Add Diary Note

X

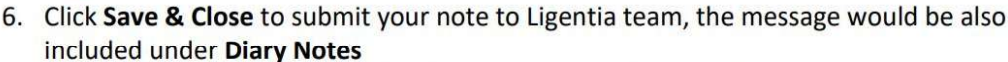
C B I U S x<sub>2</sub> x<sup>3</sup> [List Icon] [Table Icon] X

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

Close

Save & Close





Diary Notes

Add New Note

Message	User	Date/Time
I would to request another faster vessel to catch up my delivery schedule.		16/08/2022 10:50 GMT+8

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.

请检查你所有的修改，并从下拉列表中选择修改原因。

**Submit amendments for Booking SE1406220001**

Please confirm that you wish to submit amendments for Booking SE1406220001.

Booking Amendment submitted. Amended Fields:

- Inco term
- Freight Terms
- Freight Terms Currency

Reason for the Amendment:

- Please Select -

- V01 - Supplier has Production Delays
- V02 - Cargo Not Ready
- V03 - QTY Revised over +/- 10% based on PO qty per sku
- V04 - Supplier missed vessel cut-off (CFS)
- V05 - Supplier missed vessel cut-off (CY)
- V06 - Inspection result failed or missing in inspection
- V07 - Request additional container - split PO
- V08 - Change of Container Size from original order
- V09 - Change to loading plan due to change in volume
- V10 - Change of shipping port (change in schedule)
- V11 - Supplier Booking too late to meet target vessel cut off
- V12 - Custom inspection causing shipment delay
- V13 - Supplier unable to make original vessel due to bad weather
- O01 - Other

- 点击 **Confirm Amendments** 后，修改资料将提交给 Ligentia 方审批。

	Amendments	Original Values
Status:	Amendments Submitted	
SA Approval Status:	AwaitingSA	



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。

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。