



ligentia™

Ligentix

Amendment Guide

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How to raise an Amendment 如何提出订单修改

(a) Suppliers initiate an Amendment

供应商发起订单修改

1. Login Ligentix website.
登录 Ligentix 网站。
2. Click **BOOKINGS / SEARCH**.
点击 **BOOKINGS**，然后 **SEARCH**。
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 'Booking Header' section of the Ligentix interface. At the top, there are buttons for 'Back', 'Review Booking', 'Request Cancellation', and 'Amend'. The 'Amend' button is highlighted with a red box. Below the buttons, there is a table with booking details: 'Booking Ref.' (SE0808220003), 'Status' (Submitted), and 'SA Approval Status' (AwaitingSA). To the right of the table, there are 'Copy' and 'Print' buttons.

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
20GP	2	No	



c. Items

Order Info

Booking Ref: [REDACTED] Status: Amendments in Progress.

Add/Search PO

Lot	Item Code / Desc.	Line No	Colour	Qty	Gross Weight	Gross CBM	PKGS	POL	MOF	Ex Fct.	Status	Warehouse	Due Delivery Date
1	[REDACTED]	Brown	1462	160.704	5.119	24	CNNGB	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	Final Destination:	TRBTZ
Port of Discharge:	GBARI	Traded Port:	DKAAR
Incoterm:	Ex Works - EXW	Currency:	USD
Freight Terms:	Prepaid		

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，例如你可能要求另一个船期赶上交货时间表一样。

Add Diary Note

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

Close Save & Close



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**。

The screenshot shows a 'Diary Notes' interface with a table. The 'Message' column contains the text: 'I would to request another faster vessel to catch up my delivery schedule.' The 'User' column shows a redacted user name. The 'Date/Time' column shows '16/08/2022 10:50 GMT+8'.

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**。

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。

The dialog box contains the following text: 'Please confirm that you wish to submit amendments for Booking SE1406220001.' Below it, a list of amended fields is shown: 'Booking Amendment submitted. Amended Fields: • Incoterm • Freight Terms • Freight Terms Currency'.

At the bottom, there is a dropdown menu titled 'Reason for the Amendment:' with the option '- Please Select -' highlighted. A list of reasons is displayed in a dropdown menu:

- 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

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**

The screenshot shows a status section with two tabs: 'Amendments' (which is selected and highlighted in blue) and 'Original Values'. Below the tabs, there are two status fields: 'Status:' with the value 'Amendments Submitted' (which is highlighted with a red box) and 'SA Approval Status:' with the value '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。