

1 Introduction & Purpose

This document provides full instructions for booking orders on supplier portal,

1.1 Copyholders The following parties hold a copy of this document.

LIGENTIA UK LTD, LIGENTIA HOUSE, LIGENTIA HOUSE, 6 BUTLER WAY YORKSHIRE, PUDSEY, LS28 6EA LEEDS, UNITED KINGDOM Ligentia Asia Ltd, 10FL, 334-336 Kwun Tong Road, Kwun Tong, Kowloon

1.2 Document Control
This is a version-controlled SOP, and all updates and amendments must be communicated to the document owners as stated below. The assigned person will maintain SOP Change Logs and will distribute as required.
Name:
Title:
Company: Ligentia



- 3 Placing booking in supplier portal
- 3.1 Go to http://supplier.ligentix.net

Login by using your user ID and password.

	Ligent	ix Login		×	+				-	٥	×
÷	\rightarrow	C	identity.liger	ntix.net/	/Account/	Login?ReturnU	=%2Fconnect%2Fauthorize%2Fcallback%3Fclient_id%3Dshipping-co	onfirmation-portal-app%26redirect_uri%3Dhttp	0	Guest	:
							Login To Ligentix Supplier Portal Ligentic Supplier Portal Username Vsername Password Password Incernember me next time Forgotion Password Login				

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

Manage Bookings	HOME	BOOKINGS -	SHIPMENTS -	HONG KONG	LTD (Supplier)
		SEARCH NEW BOOKING		1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	
	L	Ligen	tix Supplier P come to the Ligentix Supplier Por	Portal	
			1. A.	Marine I	
Manage Bookings			🊊 Manage	Shipments	
Enter a Full Booking N	lo	Qu	ick Search Enter a Full	Booking No	Quick Search
	• • • • • • • • • • •	Carach		O Advanced County	



3.3 - select correct Supplier code

Free People PO: PO format starts with "000", please select the supplier code without EU

EU PO: PO format starts with "EU", please select the supplier code with EU

For example,

PO# 0004300555, select supplier code with digits number only.

PO# EU0000451530, select supplier code with digits number + EU.

BOOKING HEADER	CONTAINER INFO	ORDER INFO	REVIEW	COMPLET
Booking Header				
Customer*	URBN UK LTD			
Supplier*	Diagon Salact	~		
Mode of Shipment*	 Prease Select - KYIKYI DIV OF ALMAR HATS (21148) KYIKYI DIV OF ALMAR HATS (21148EU) 			
Supplier Name		Supplier Contac	t Name*	

3.4 – select mode of Shipment "SEA" or "AIR" which same as the order, enter the contact's name and telephone number, then click button "NEXT".

Supplier Name	- Please Select - Sea	Suppliar Contact Name*	
Supplier Nume	Air Road	supplier contact numer	christie
Supplier Address 1	Rail	Supplier Contact Tel*	8055
Supplier Address 2	SUITE 300	Supplier Contact Email*	ASAMABENA@AOL.COM
Consignee Name	URBN UK LTD	Notify Party Name	
Reg Consignee Address 1	146 BRICK LANE	Notify Party Address 1	
Reg Consignee Address 2		Notify Party Address 2	

3.5 - Container information

A – AIR shipment

- a. Booking number is generated by system automatically, no need to do anything.
- b. Select the cargo ready date which must no earlier than booked date.
- c. Delivery mode: select AIR.



- d. Origin: select the Port of loading port
- e. Destination: Heathrow Apt (London (GBLHR)
- f. Traded port: default to Origin
- g. Freight term: Collect with Inco term EXW and FOB, PREPAID with Inco term CIF/ DDP
- h. Local Charge: Collect if Inco term is EXW, PREPAID if Inco term is FOB
- i. Currency: select the correct currency.
- j. Contains Batteries: select YES if contains Batteries, select NO if does not contain Batteries.
- k. Click button "NEXT".

looking Ref.	AI0709231812		Status	New Booking
lode of Shipment	Air	~	Delivery Mode*	Air 🗸
oods Ready Date*	10/09/2023		Place of Receipt	
)rigin*	Los Angeles (USLAX)	~		
estination*	Heathrow Apt/London (GBLHR)	~	Final Destination*	Heathrow Apt/London (GBLHR)
iraded Port*	Los Angeles (USLAX)	~		
reight Terms*	Collect	~		Λ
ocal Charges*	Prepaid	~	Currency*	USD ~
L Requirements*	HAWB - House air way bill	~		<u> </u>
re-Carriage Required?"	No	•		
ustoms Required?*	No	~	/	
nsurance Required?*	No	×/	/	
iumigated?*	No	~	Goods on Hangers?*	No
larks & Numbers				
ontains Batteries?*	No	~		

B – SEA shipment

- a. Booking number is generated by system automatically, no need to do anything.
- b. Select the cargo ready date which must no earlier than booked date.
- c. Delivery mode: LCL for LCL cargoes, FCL for full container.
- d. Origin: select the Port of loading port
- e. Destination: Felixstowe (GBFXT)
- f. Traded port: default to Origin
- g. Freight term: Collect with Inco term EXW and FOB, PREPAID with Inco term CIF/ DDP
- h. Local Charge: Collect if Inco term is EXW, PREPAID if Inco term is FOB



- i. Currency: select the correct currency.
- j. BL Requirements: select FCR (Forwarder's certificate of Receipt) which URBN requests.
- k. Click button "NEXT".

Booking Ref. SE060 Mode of Shipment Sea Goods Ready Date* 15/09 Port of Loading* Shena Port of Discharge* Felixs Traded Port* Shena Freight Terms* Collect Local Charges* FCR -	29231750 1/2023 zhen (CNSZX) itowe (GBFXT)	 Status Deliver, Place o Fnal D 	y Maje* f Receipt	New Booking LCL - Please Select - FCL LCL	~
Mode of Shipment Sea Goods Ready Date* 15/09 Part of Loading* Shenz Port of Discharge* Felixs Traded Port* Shenz Freight Terms* Collect Local Charges* Collect BL Requirements* FCR -	1/2023 (zhen (CNSZX) towe (GBFXT)	 ✓ Delivery ✓ Place of ✓ ✓ Fnal D 	y Made* f Receipt	LCL - Please Select - FCL LCL	~
Goods Ready Date* 15/09 Port of Loading* Shenz Port of Discharge* Felixs Traded Port* Shenz Freight Terms* Collect Local Charges* Collect BL Requirements* FCR -	//2023 (zhen (CNSZX) towe (GBFXT)	 Place of Final D 	f Receipt	- Please Select - FCL LCL	
Port of Loading* Shenz Port of Discharge* Felixs Traded Port* Shenz Freight Terms* Collect Local Charges* Collect BL Requirements* FCR -	zhen (CNSZX) towe (GBFXT)	✓ ✓ Fnal D	actingtion*		
Port of Discharge* Felixs Traded Port* Shenz Freight Terms* Collect Local Charges* Collect BL Requirements* FCR -	towe (GBFXT)	✓ Enal D	actingtion*		
Traded Port* Shenz Freight Terms* Collect Local Charges* Collect BL Requirements* FCR -		-	esunuuon	Felixstowe (GBFXT)	~
Freight Terms* Collect Local Charges* Collect BL Requirements* FCR -	zhen (CNSZX)	~			
Local Charges* Collect BL Requirements* FCR -	ct	~			
BL Requirements* FCR -	ct	~			
	Forwarder"s Certificate of Receipt	✓ Tax Inv	oice	No	~
Pre-Carriage Required?* No					
Customs Required?* No		· \			
Insurance Required?* No		~	X.		
Fumigated?*		✓ Goods	on Hangers?*	No	~
Marks & Numbers					
				2 Provious	Next X

3.6 – Order Info

a. Click button "+ Add/ Search PO".

BOOKING HEADER	CONTAINER INFO	ORDERINEO	REVIEW	COMPLETION
Order Info			Add/Search PO	X Cancel Save Progress

b. Enter full PO number in the column, select the PO number which pop out from system, then click Search.





- c. Click the ITEM under the PO that will ship, normally should ship all Item, if the item details is different from your order information, please DO NOT book, and kindly contact URBN to retrigger the data on Tradestone and refeed to our system Ligentix, then you can book. REMINDER: check QTY/ Inco TERM/ POL/ Mode/ Ex Fact if same as your update order details.
- d. Inco Term is defaulted to the PO details. If the term is incorrect, please DO Not submit any booking and contact URBN to amend and refeed the PO to Ligentix. If the term is shown N/A, then you cannot submit the booking and Must contact URBN to have

the correct Inco term and refeed the PO to Ligentix.

e. Enter Gross Weight, CBM, PKGS per item per line, if mixed load multiple SKU into same carton box, then please enter the total PKGS into 1st line of the SKU.

f. Click Button "Confirm & Add Another" if you have other PO need to book in the same booking Click Button "Confirm & Close" if there is no any other PO

0004554184			C											
Item Code / Desc.	Line No	Lot Colour	Due Del.	Order Qty	Gross Weight	Gross CBM	PKGS	ncoTerm	POL	Mode	Ex Fact.	Status	Warehouse	Booked?
004554184														
0083978403 HAT KNITTED :50% WOOL,50% ACRYLIC POM: FAKE FUR,80%ACRYLIC,20% POLYESTER	1	1	01/10/2023	200	30	22	2	ЮВ	CAMTR	AIR	15/09/2023		URBN PETERBOROUGH FULFILMENT CENTER	
0083978411 HAT KNITTED :50% WOOL,50% ACRYLIC POM: FAKE FUR,80%ACRYLIC,20% POLYESTER	2	1	01/10/2023	200	40	1	1	ЮВ	CAMTR	AIR	15/09/2023		URBN PETERBOROUGH FULFILMENT CENTER	
0083978429 HAT KNITTED :50% WOOL,50% ACRYLIC POM: FAKE FUR,80%ACRYLIC,20% POLYESTER	3	1	01/10/2023	115	40	1	1	ЮВ	CAMTR	AIR	15/09/2023		URBN PETERBOROUGH FULFILMENT CENTER	
0083978445 HAT KNITTED :50% WOOL,50% ACRYLIC POM: FAKE FUR,80%ACRYLIC,20%	4	1	01/10/2023	60	20	1	1	FOB	CAMTR	AIR	15/09/2023		URBN PETERBOROUGH FULFILMENT CENTER	
							Close		Conf	ìrm &	Add Anoth	her	Confirm &	Close
DCE the ord 0083978593 HAT KNITTED :50% WOO POM: FAKE FUR,80%ACR POLYESTER 0083978437	ler 1,50% A YLIC, 209	is assig	sned dc BORDO	one, cli	ck but	1 FOB	CAMTR A	IR 15/09/20	23	URBN FULFIL URBN	PETERBOROUG MENT CENTER PETERBOROUG	GH 01/	10/2023	ב ע

3.7 – booking is completed, and you can Review Booking.

g.

a. If there is any data on the booking is incorrect, please click button "Edit" to amend the details.



Status:	New Booking		Edit
Mode of Shipment:	Air		
Supplier Contact Name: Supplier Contact Tel: Supplier Contact Email:	christie 8055 ASAMABENA@AOL.COM		
Notify Party Name: Notify Party Address 1:			
Notify Party Address 2:			
Delivery Mode:	Air	/	Edit
D. The booking details is correct, the	en CIICK BUTTON "SUBMII".	< Previous	Submit >

c. Once it's submitted successfully, it will be popped out below window, and you can provide the booking number to our origin team to remind them that the booking is submitted.

Booking Submitted

Your Booking Reference is: AI0609231314

Create Another Booking

Print



4 Search/Amend the submitted booking, please refer to Attached file.



Ligentix - booking amendment training

5. PO confirmation

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.

How to update PO data on Supplier Portal

5.1 Log in by same UID/PSW as L4 https://supplier.ligentix.net/login

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

- a) Booking is Approved
- b) PO is Approved
- c) Containers have been stuffed
- d) SI has been submitted to Ligentia doc team
- e) Correct container# is assigned at shipment level Packing tab

ligentia

- ucdas//	dentity agends are precound boginne	rumon = %2Pconnect%2	rautionze%zrcaliback%srcilenc_iu%sbshipping-com	innation-portai-apps200	5 * III () 150/k	V w w w
jentix Login	× 🧔 Ligentia RDS Access	1				
			Login To Ligentix Supplier Portal			
			licontix			
			Igentik Supplier Portal			
			Uromama			
			Contraint.			
			gloria.chiou@cn.ligentia.com			
			Password			
			******	<u>م</u>		
			Remember me next time	Forgotton Password		
			Login			
			Edgin			

5.2 ONE Booking ONE HBL

a) Please go to Shipment -> SEARCH

ligentix номе	SHIPMENTS - OP'S DASHBOARD - SEARCH -		Gloria Chiou(Super User) 🕒
	Ligentix Su Welcome to t	upplier Portal	
	Manage Shipments Exter a Build Readow Number Outlet Fearers	Operations Dashboard Portal Status Download	
	Criefs a rule buoking insertion Q. Advanced Search J. Combine Shipments		

 b) Search by either booking number or shipment refs Enter a booking# -> click on Search



igentix номе	SHIPME	NTS - OP'S	DASHBOARD -									Gloria Chiou(Super User)	0
	Shipment All Supplie All Vessels	Search srs	 ✓ All Customers ✓ 17092006€ 	~	All Modes Shipment Ref		~	A ET	II POLs D (DD-N Reset	IM-YYYY)	✓ E Search		
	Showing Pag Booking No	ge 1 of 159 Client Name	Supplier Nome	Shipment Ref	Vessel Nome	ETD	POL	мот	свм	Resu	lts per page * Delivery Mode	•	
	080820129	DREAMS LTD	BRADSHAW INTERNATIONAL HOLDINGS HONG KONG LTD	\$00805036			CNTAO	Sea	67.5	40HC x 1	FCL		
	190820263	DREAMS LTD	BRADSHAW INTERNATIONAL HOLDINGS HONG KONG LTD	\$00805037			CNTAO	Sea	268.2	40HC x 4	FCL		
	290620364	BHS INTERNATIONAL UK LTD	Global Shirt Box Ltd GSB	\$00774513	CAP SAN LAZARO	06/06/2020	INNSA	Sea	21	20GP x 1	FCL		
	290620369	BHS INTERNATIONAL UK LTD	Global Shirt Box Ltd GSB	\$00774513	CAP SAN LAZARO	06/06/2020	INNSA	Sea	22.5	20GP x 1	FCL		
	020720494	BHS INTERNATIONAL UK LTD	Chiquita Bacana Ltd	\$00776058	COSCO SHIPPING STAR	08/06/2020	CNYTN	Sea	59	40HC x 1	FCL		
	290620373	BHS INTERNATIONAL UK LTD	Buzz Brands Ltd	500774904	AL MANAMAH	13/06/2020	BDCGP	Sea	19.8	40GP x 1	FCL .		

c) Click on booking refs to access "PO Line & Containers" tab

	Shipment Se	earch										
	All Suppliers		~ A	Il Customers	~	All Modes		~	All	POLs		~
	All Vessels		~ 1	70920068		Shipment Ref			ETD	(DD-MM-YYYY)	
										Reset	Search	'n
	Booking No	Client Name	Supplier N	ome Shipment Ref	Vessel Nam	e ETO	POL	мот	сви	Containers	Delivery Mo	age =
								Sea	60.33	40HC x 1	FCL	
	170920068	SERVLITE UK LTD	DAI LOC., LT	TD 500808721	OOCL HONG KO	NG 19/09/2020	VNHPH					
_	Previous N	SERVLITE UK LTD	DAI LOC., LI	rD 500808721	OOCL HONG KO	NG 19/09/2020	VNHPH					

d) follow step 5.1 to update "PO Line & Containers"

Step 1: Check these details



Review shipment information on Portal vs BL

- Consignee
- POL
- POD
- ETD
- ETA Vessel Name

lige	ntix	HOME	BOOKING	is *	SHIPMENTS -	OP'S DA	SHBOARD 🔻	ADM	IN -	•	kenneti	h wu(S	uper User)
← Back	PO Line & Co	ntainers - SE2	2122101	18									Admin
Consig	mee		POL		CNYTN	ETD	20/01/2022	Mode	Sł	nipment Type	Book	ing	Status
Vess Nam	iel ne	HMM MIR	POE	b l	GBSOU	ETA	16/03/2022	Sea		FCL	Yes	5	Submitted
Suppl	lier	LIMITED	Shipm Ref	ent	S01054660								
? Stej	p 2: Add invoices			🕜 Stej	3: Add containers								
	Invoice Number	Currency			Container Numbe	er	Туре		QTY	PKGS	СВМ	KGS	
1	CPL-22010145	USD	~ I	0	FANU1598043		40HC	~	12570	1285	64.628	6,199	Ŧ

Step 2: Add invoices

For clients requesting commercial invoice#

- 1) Add commercial invoice number into field and press "Enter" on Key Board
- 2) Select currency per invoice

	Invoice Number	Currency			Containe	r Number	Туре	QTY	PKGS	CBM KGS	Fumigated?
	DIG-0021/2020	USD •			ABCD1	234567					
4	dd invoice no & press en	Currency . USD GBP EUR									
?) s	ep 4: Select your POs to pack	HKD CNY									
	Order Number	AED CAD	em	Description	Colour	Marks & No's	QTY	PKGS	СВМ	KGS	Warehouse
	> ORD0036898_01	AUD ZAR		Full PO			536	0	26.97	3,500	
	> ORD0036903_01	JPY SGD		Full PO			840	0	39.81	4,000	
s	<mark>ep 5:</mark> Update what has been	THB NZD MXN KES IDR CHF	Pao	k to Container:	· V	ተ ሀ	npack from	Containe	r		
		MYR '	-		Please Se	elect A Container					



Ignore step 2 if invoice# is not required.

FCL STEP 3-STEP 5

Step 3: Add containers

1) Add container# and press "Enter" on Key Board

2) Select correct container type



Step 4: Select your POs to pack

Select required container, then select full PO and pack to container

?	Step	4: Sele	ct your	POs to pack										
		c	order N	lumber Lot	ltem	De	scription	Colour	Marks & No's	QTY	PKGS	СВМ	KGS	Warehouse
		>	ORDO	036898_01			Full PO			0	0	0	0	
		>	ORDO	036903_01			Full PO			0	0	0	0	
?	Step Con	5: Upd	ate wh	at has been packed mber: FDCU01315	10	ack to	Container	· ↓	ተ ur	npack from	Container			
0	Ord er Nu mb er	Lot	lte m	Description	Colour	Marks & No's	QTY	PKGS	Pack Type	СВМ	KGS	Invoice	Load SEQ	Warehouse
	OR D00 368 98_ 01	1	0320 87- 5637 7422 95	000106617.ASSORT.0	0 000106617		536	0	Select ~ Apply To All	26.97	3500	DIG-0021, Apply To A		
•	OR D00 369 03_ 01	1	0320 92- 5637 7423 30	000106622.ASSORT.0	0 000106622		840	0	Select ~ Apply To All	39.81	4000	DIG-0021, Apply To A		
+							1376	0		66.78	7,500			
													Land Car	



Step 5: Update what has been packed

Update below column:

- Qty
- PKGS
- Pack Type>Select and click apply to all
- CBM
- KGS

Invoice -> select if more than one refs, skip if not required

``	ont	aine	er Nu	mber: FDCU013151	0									
-	Ord er Nu mb er	Lot	lte m	Description	Colour	Marks & No's	QTY	PKGS	Pack Type	СВМ	KGS	Invoice	Load SEQ	Warehouse
	OR D00 368 98_ 01	1	0320 87- 5637 7422 95	000106617.ASSORT.00	000106617		536	0	Select V Apply To All	26.97	3500	DIG-0021, Select DIG-0021/2020		
	OR D00 369 03_ 01	1	0320 92- 5637 7423 30	000106622.ASSORT.00	000106622		840	0	Select Y Apply To All	39.81	4000	DIG-0021, V Apply To All		
F							1376	0		66.78	7,500			

Review PO data vs HBL/PKL

Review container section for values to add up

Once all updated and in total figures are in line with HBL





e) Save & Submit

If invoice# is not required

Please click ok to create a default invoice refs and currency GBP

Consignee										_		_		
Buee		SI	ERVLITE UK LTD							hip		pe Bo	oking	
Vessel Name		oc	CL HONG KONG		Wa	rning				×	FCL	~ ~ PI	Yes	Created
Supplier			DAI LOC., LTD		st					. 1				
🕜 Step 2: Ac	id invol	ices				1 order line is r (GBP) invoice	ot assigned to and assign th	o an invoice. Click OK to his order line to it, or Ca manually.	create a Defau ncel to resolve	lt				
	Invoic	e Num	nber	Currer	ncy					PIK)	S CBN	KGS	Fumig	ated?
Add II	nvoice	no & p	ress enter		L				Cancel	Ok 90	• •••	3 1,350		* 1
Step 4: Se	elect yo	ur POs	to pack											
	Order	Numb	ber Lot	Ite	em	Description	Colour	Marks & No's	QTY	PKGS	c	вм	KGS	Warehouse
• •		PO433	3			Full PO			-900	-900		0	0	
🕜 Step 5: Up Contair	odate w	^{rhat ha}	is been packed	920	Pack	to Containe	ir ↓	↑ Ur	pack from (Containe				
Order Numbe	r Lot	lte m	Description	Colour	Marks & No's	QTY	PKGS	Pack Type	СВМ	KGS		Invoice	Load SEQ	Warehouse
PD4333	3 1	D32 28	Abrielle Natura Pendant			1800	900	Carton ~	60.33	1350		elect 🖌 🖌		
									60.22	1.250				

ligentix HOME	SHIPMEN	TS - C	P'S DASHBOAR	RD -									Gloria Chiou(Super User) 😝 -
				Con	firmatio	n			×				
	€ Back PO I	ine & Conta	iners - 17092	200		Shipment saved & s	ubmitted.		. 1				
	O Step 1: Ches	k these details							-				
	Consignee	SERVLITE	UKLTD					CI	lose	pment Type	Booking	Status	
	Vessel Name	OOCL HON		Shipment		\$20508721				FCL	Yes	Submitted	
	O (modeland	are este		Ref	0								
	Step 2: And	e Number	Currency		Step 3	Container Number	T	(Pt	QTY PR	GS CBM	KGS Fumigated	i?	
	1 0	efault	GBP 🛩	1	0	TCLU1498920	.40HC	v	1800 9	00 00.33	1.350 PLEASE SELEC	- 1	
	Add Invoice	no & press enti				ABCD1234567							
	Stend-Sale	t your PDs to nack											
		rder Number	ior in	m	escription	Colour Mark	E No's	VTO	PKGS	CBM	KGS	Warehouse	
		PO4333			FUE PO			-905	-900	0	0		
						rsk 🛛				IF)			
	🕜 Step 5: Upde	te what has been p	ockend.										
						Please Select A C	Container						
											Reset Save	HAVE & RESUDINIE	



Status changed from "Created" to "Submitted"

If any details need to be amended, follow step 1-5, and click on Save & Resubmit

O Step 1: 0	beck these details											
Consignee	SERVLITE	UKLTD	POL		VNHPH	ETC	19/09/2020	Shine	nent Type	Booking	Status	
Vessel Nam	e OOCLHO?	IG KONG	POD		GBFXT	ETA	21/10/2020		RCI	Approved	Submitted	
Supplier	DAI LOO	LTD	Shipme Ref	nt	500808721				Pet	res	JUDINIUG	
🕜 5tep 2: /	udd invoices			🕜 Step 3:	Add containers							
In	voice Number	Currency			Container Num	ber	Туре	QTY PKGS	5 CBM KGS	Fumigat	ed?	
1	Default	GBP	- 1	0	TCLU1498920	40	c ~	1800 900	60.33 1.350	PLEASE SELE	cr 🖌 📋	
Add inv	oice no & press enti			-	ABCI/123430					<u> </u>		
Step & 1	elect your 20s to nack											
U step = .		1000	-		1.00000000		10000	10000	10000		1000	
	Order Number	Lot	Item	Description	Colour	Marks & No's	QTY	PKGS	СВМ	KGS	Warehouse	
• >	PO4333			Full PO			-900	-900	0	0		
			1.000	and the second second	and the second							
			Pack	to Containe	r↓	T I	Inpack from	Container				
Step 5: 1	Ipdate what has been j	secked										
					Please Sele	ect A Containe						

LCL/CFS STEP 3-STEP 5

Step 3: Shipped Summary

- a) Since all shipments are LCL / CFS, you do not need to select this
- b) Check the data in this box after you complete step 4 & 5

Consignee		MY	ER PTY L	TD	POL				ET	D	_	Mode	Shipment Typ	Booking	Status
essel Name Supplier	e wi	IIIANG CHAM		PHA GARMENTS	POD	Ref	50091	2547	ET	A		Sea	LCL	Yes	Submitted
- pp		,													
Step 2: Add Involces Other Step 2: Add Involces															
Invoice N	Number	Currency		Date								QTY	PKGS	СВМ	KGS
CM202												465	157	4,9	314
CIVIZOZ	21021	USD 💙	21/0	05/2021								405			
Add invoice no &															
Add invoi	21021 ice no &	USD ¥	21/0	05/2021								105			
Add invoid	ice no &	USD V	21/0	05/2021								105			
Add invoid	ice no &	leliver to CFS	21/0	05/2021											
Add invoir	ice no & ect POs to d	USD V	21/0	05/2021 Item	Description	Colour	Marks & No's	QTY	PKGS	СВМ	KGS	Ware	house Ven	dor Item Code	Booked Item Price

Step 4: Select your POs to pack a) Select full PO and click "Delivered to CFS"



?	tep 4: Select POs to deliver to CF	S											
	Order Number	Lot	Item	Description	Colour	Marks & No's	QTY	PKGS	СВМ	KGS	Warehouse	Vendor Item Code	Booked Item Price
	> 000002687766			Full PO			0	0	0	0			
				D	elivered t	o CFS ↓			↑ Un	do	Selec	t Date Delivered	

Step 5: Update what has been packed Update below column:

- Qty
- PKGS
- Pack Type>Select and click apply to all
- CBM
- KGS
- Invoice

- Check booked item price is correct (if not please go to http://my.ligentix.net to update the booked item price)

ice		pricej	
?	Step 5:	Check update delivered items	

Qu	ick Sear	ch	Search (Order Number 🗸	Sea	irch Lot.		~	Search Item		✓ Rese	et				
	Order Number	Lot	ltem	Description	Colour	Marks & No's	QTY	PKGS	Pack Type	СВМ	KGS	Invoice	Load SEQ	Warehouse	Vendor Item Code	Booked Item Price
	0000026877 66	1	82575370	WAYNE COOPER WCRW21518A FRINGE:Black:10	Black		118	40	Package Apply To All	1.25	80	CM20210: V Apply To All			WCRW21518A	18.8
	0000026877 66	1	82575361	WAYNE COOPER WCRW21518A FRINGE:Black:8	Black		80	27	Package	0.85	54	CM202102 Y Apply To All			WCRW21518A	18.8
	0000026877 66	1	82575397	WAYNE COOPER WCRW21518A FRINGE:Black:16	Black		70	24	Package Apply To All	0.75	48	CM20210: Apply To All			WCRW21518A	18.8
	0000026877 66	1	82575388	WAYNE COOPER WCRW21518A FRINGE:Black:14	Black		89	30	Package Apply To All	0.95	60	CM20210: V Apply To All			WCRW21518A	18.8
	0000026877 66	1	82575379	WAYNE COOPER WCRW21518A FRINGE:Black:12	Black		108	36	Package	1.1	72	CM202101 V Apply To All			WCRW21518A	18.8
+							465	157		4.9	314					

b) Review PO data vs HBL/PKL

c) Once all updated and in total figures are in line with HBL

6. Complete Declaration of Origin

a) Fill in the HS code information and origin conferring criteria and sign as required



Declaration	n Of Origin		×		
Assign HS coo	de and Origin Conferring Criteria				
Style	Description	HS Code	Origin Conferring Criteria		
		Apply To All	Apply To All		
Гуре	· · ·				
Name	•			Origin Con Criter	ferring ia
Position				WP	
confirm the	above information is true and correct a	and if required by the impor	ter I'm able to produce	WP	
Suitable evide	ence to substantiate this claim of prefe	ence		WO	
			Cancel Save	PSR	

b) Status changed from Created to Submitted

c) If any details need to be amended, then just follow step1-5 and click on Save & Re-submitted

