

Order Adjustment



Step 1

Input order information in “Order” page, and then click “Search”

Control Tower

[Q One Page Summary](#)

Order	Booking	Cargo Tracking +	Document	Extra D&D Record
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GENERAL NOR REEFER

Pending for Advanced Payment Available for Booking Booked Cancelled

Buttons for quick filter

Date & Time	<input type="text" value="2022-05-15"/>	To	<input type="text" value="2022-07-15"/>	Order No.	<input type="text"/>	Booking No.	<input type="text"/>	Online Payment Status	<input type="text" value="Select"/>
Order Status	<input type="text" value="Select"/>	Vessel Name	<input type="text"/>	Voyage No.	<input type="text"/>	User	<input type="text" value="Select"/>		

Search



Order will be cancelled automatically if no online payment settlement or no booking submission before expiry.

Total Order(s):4 Record(s) [Export data](#)

Step 2

Click “More” on specific order number to proceed to order adjustment

Total Order(s):1 Record(s)

[Export data](#)

Order will be cancelled automatically if no online payment settlement or no booking submission before expiry.

Order No.	Booking No.	POR-FND-Vessel/Voyage	Online Payment Status	Offline Payment Amount	Online Payment Amount	Online Paid	Online Unpaid	User	Order Time	Action
E00066464 (Confirmed)		OOCL NAGOYA/172S Hong Kong ————— Lat Krabang		Surcharges Rate	Surcharges	Surcharges		Username	2022-07-29 14:02	Submit Booking More

Total 1 **1** Go to

1. Order Adjustment

Step 3

Input new quantity to be added on existing order, and then click **“Request to Change Order”**

Enter Cntr Change Count

Cntr Type	Ocean Freight	Total Count(Origin)	Booked Count	Available Booking Count	Total Count(Current)	Total Available Space
20GP	<input type="button" value="Rate"/>	1	0	- 2 <input type="button" value="+"/>	2	22
40GP	<input type="button" value="Rate"/>	1	0	- 2 <input type="button" value="+"/>	2	
40HQ	<input type="button" value="Rate"/>	0	0	- 0 <input type="button" value="+"/>	0	

Original Price

Ocean Freight:

Ocean Surcharges:

Documentation Fee:

POR Local Surcharges:

Ocean Freight with Origin Surcharges:

Destination Surcharges, Overweight
Surcharges and Others

Current Price

Ocean Freight:

Ocean Surcharges:

Documentation Fee:

POR Local Surcharges:

Ocean Freight with Origin Surcharges:

Destination Surcharges, Overweight
Surcharges and Others

You can view the price change after adjusting the quantity.

Step 4

Review the details before confirming the changes

Adjust Order ✕

Before		After	
Total	Rate	Total	Rate
Online Already Paid(Full)	Surcharges	Online Payment Amount(Full)	Surcharges
To Be Paid (Offline)	Rate + Surcharges	To Be Paid (Offline)	Rate + Surcharges
		Cancellation Fee:	Cancellation Fee
		i Cancellation Fee Remission:	

Cancel Change

Confirm Change



Step 5

Changes in Order will be reflected immediately once confirmed

My Orders / Order Details

Order No.: E00066464 Order Date: 2022-07-29 14:02

	20GP	40GP	40HQ
Available for Booking	2	2	0
Total Ordered	2	2	0

Amount Paid
CNY 0

Note: Any order adjustment or all/ partial cancellation may incur cancellation fee, that is CNY1000 per TEU.

Order Adjustment

Book Now

Sailing

Origin	POL	POD	Destination	Est. Transit Time	Traffic Mode	Cargo Type	SWVD
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REMARK:

For order cancellation, please refer to [User Guide \(oocl.com\)](https://www.oocl.com) "Order Cancellation" for more detailed steps