

Import DC Amendments to issuance *after* 19.11.2018

To amend goods description, documents required and/or additional conditions, select Narrative Text. You will then be presented with three “radio buttons” where none will be the defaulted choice.

Options under Narrative Text:

Narrative Details

Note: Maximum Lines allowed for all the Narrative fields is 1,050 lines.

None Replace all Add / Delete / Modify paragraphs

None: Latest version is protected and to be kept like that if there are no changes in the amendment for the specific section shown: Goods Description, Amend Additional Documents or Additional Conditions.

Replace All: Use this option if you want to replace the entire narrative field with a new version.

Add / Delete / Modify paragraphs: Use this option if you want to add or delete specific paragraphs in the existing narrative.

The above definitions are valid for Goods Descriptions, Additional Documents and Additional Conditions under Narrative Text. For detailed examples, please see:

[Goods Descriptions:](#) [page 2 - 7](#)

[Additional Documents:](#) [page 7 - 12](#)

[Additional Conditions:](#) [page 12 - 16](#)

Amendment to Goods Description

Replace All

If selecting **Replace All**: The main narrative field, e.g. Goods Description Replace Latest version is enabled to allow modification of the text.

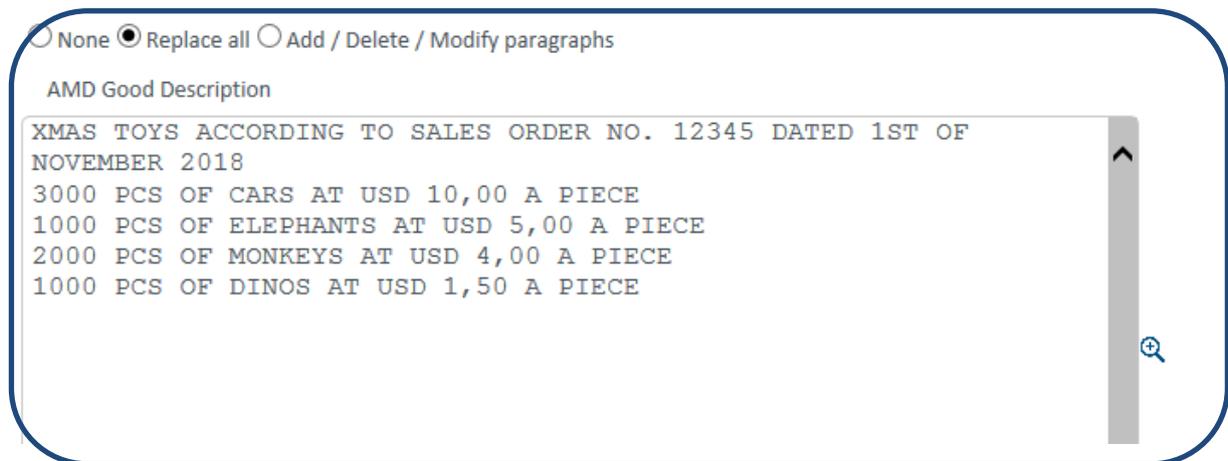
Example:

Below is the existing goods description that needs to be replaced

None Replace all Add / Delete / Modify paragraphs

AMD Good Description

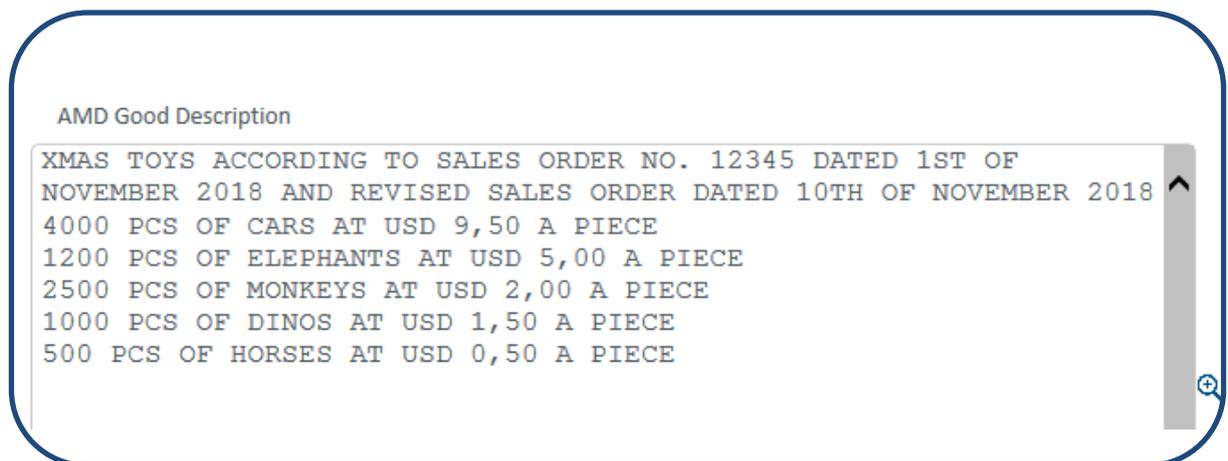
```
XMAS TOYS ACCORDING TO SALES ORDER NO. 12345 DATED 1ST OF
NOVEMBER 2018
3000 PCS OF CARS AT USD 10,00 A PIECE
1000 PCS OF ELEPHANTS AT USD 5,00 A PIECE
2000 PCS OF MONKEYS AT USD 4,00 A PIECE
1000 PCS OF DINOS AT USD 1,50 A PIECE
```



Updated goods description

AMD Good Description

```
XMAS TOYS ACCORDING TO SALES ORDER NO. 12345 DATED 1ST OF
NOVEMBER 2018 AND REVISED SALES ORDER DATED 10TH OF NOVEMBER 2018
4000 PCS OF CARS AT USD 9,50 A PIECE
1200 PCS OF ELEPHANTS AT USD 5,00 A PIECE
2500 PCS OF MONKEYS AT USD 2,00 A PIECE
1000 PCS OF DINOS AT USD 1,50 A PIECE
500 PCS OF HORSES AT USD 0,50 A PIECE
```



To check the inserted, click the Compare combo box

Field Name	Previous Value	New Value
AMD Good Description:	XMAS TOYS ACCORDING TO SALES ORDER NO. 12345 DATED 1ST OF NOVEMBER 2018 3000 PCS OF CARS AT USD 10,00 A PIECE 1000 PCS OF ELEPHANTS AT USD 5,00 A PIECE 2000 PCS OF MONKEYS AT USD 4,00 A PIECE 1000 PCS OF DINOS AT USD 1,50 A PIECE	XMAS TOYS ACCORDING TO SALES ORDER NO. 12345 DATED 1ST OF NOVEMBER 2018 AND REVISED SALES ORDER DATED 10TH OF NOVEMBER 2018 4000 PCS OF CARS AT USD 9,50 A PIECE 1200 PCS OF ELEPHANTS AT USD 5,00 A PIECE 2500 PCS OF MONKEYS AT USD 2,00 A PIECE 1000 PCS OF DINOS AT USD 1,50 A PIECE 500 PCS OF HORSES AT USD 0,50 A PIECE

Add / Delete Modify paragraphs

- ✓ The main narrative field, e.g. Goods Description Replace/Latest version is protected
- ✓ The add/delete field e.g. Goods Description – Add / Delete is available

By selecting ADD/Delete/Modify paragraphs, a new window for editing/adding new instructions to the LC opens.

Example add new paragraph

Below is the description of goods, including all amendments as presented in the amendment.

AMD Good Description

```
XMAS TOYS ACCORDING TO SALES ORDER NO. 12345 DATED 1ST OF NOVEMBER 2018  
3000 PCS OF CARS AT USD 10,00 A PIECE  
1000 PCS OF ELEPHANTS AT USD 5,00 A PIECE  
2000 PCS OF MONKEYS AT USD 4,00 A PIECE  
1000 PCS OF DINOS AT USD 1,50 A PIECE
```

Any text added to the window below will also be added to the Goods Description

Add the following New paragraph (s):

```
1500 HORSES AT USD 0,50 A PIECE
```

Choose Compare to validate that the information is correctly updated

Current Transaction: Import DC Amendment		Transaction No: 0
Field Name	Previous Value	New Value
ADD/DEL goods desc:		/ADD/ 1500 HORSES AT USD 0,50 A PIECE

Example replace selected paragraph

Select line in the current goods description that you want to replace and choose “Replace selected paragraph”.

1000 PCS OF DINOS AT USD 1,50 A PIECE

Max Line: 800 | Total line: 6

Delete selected paragraph Replace selected paragraph

Left side shows the paragraph that will be replaced with the information shown in the right window.

Deleted / Replaced Paragraph: 1000 PCS OF DINOS AT USD 1,50 A PIECE

Replace By Paragraph: 1500 PCS OF DINOS AT USD 1,50 A PIECE

Validate

Insert the new corrected text in the right window, and the result will be as shown

Deleted / Replaced Paragraph

1000 PCS OF DINOS AT USD 1,50 A PIECE

Max line: 99

Replace By Paragraph

1500 PCS OF DINOS AT USD 0,50 A PIECE

Max line: 99

Click to Validate

	Text to Delete / Replace	Replace By
Replace	1000 PCS OF DINOS AT USD 1,50 A PIECE	1500 PCS OF DINOS AT USD 0,50 A PIECE

Choose Compare to validate that the information is correctly updated

Current Transaction:	Import DC Amendment	Transaction No:						
<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 25%;">Field Name</th> <th style="width: 25%;">Previous Value</th> <th style="width: 50%;">New Value</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">ADD/DEL goods desc:</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"> /DELETE/(Lines 6:6) 1000 PCS OF DINOS AT USD 1,50 A PIECE /ADD/ 1500 PCS OF DINOS AT USD 0,50 A PIECE </td> </tr> </tbody> </table>			Field Name	Previous Value	New Value	ADD/DEL goods desc:		/DELETE/(Lines 6:6) 1000 PCS OF DINOS AT USD 1,50 A PIECE /ADD/ 1500 PCS OF DINOS AT USD 0,50 A PIECE
Field Name	Previous Value	New Value						
ADD/DEL goods desc:		/DELETE/(Lines 6:6) 1000 PCS OF DINOS AT USD 1,50 A PIECE /ADD/ 1500 PCS OF DINOS AT USD 0,50 A PIECE						

Example Delete selected paragraph

Select line in the current goods description that you want to delete and choose “Delete selected paragraph”.

2000 PCS OF MONKEYS AT USD 4,00 A PIECE
 1000 PCS OF DINOS AT USD 1,50 A PIECE

Max Line: 800 | Total line: 6

Delete selected paragraph Replace sel

A new window will show the selected paragraph

Deleted / Replaced Paragraph

2000 PCS OF MONKEYS AT USD 4,00 A PIECE

Click validate to confirm that these paragraphs will be deleted from the goods description.

Text to Delete / Replace

Delete | 2000 PCS OF MONKEYS AT USD 4,00 A PIECE

Choose Compare to validate that the information is correctly updated

Field Name	Previous Value	New Value
ADD/DEL goods desc:		/DELETE/(Lines 5:5) 2000 PCS OF MONKEYS AT USD 4,00 A PIECE

Amendment to Additional Documents.

Example Replace All:

Below is the documents required before the amendment

None
 Replace all
 Add / Delete / Modify paragraphs

AMD Additional Documents

```

+CERTIFICATE OF ORIGIN IN 1 ORIGINAL(S)
+SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL(S)
+PACKING LIST IN 1 ORIGINAL(S)
+INSPECTION CERTIFICATE ISSUED BY MR.CHANG CONFIRMING THE SAMLES
+QUALITY CERTIFICATE ISSUED BY SGS CONFIRMING THE QUALITY
+DETAILED TOY LIST ISSUED FOR EACH PRODUCT
    
```

Updated documents required

AMD Additional Documents

```

+SIGNED COMMERCIAL INVOICE IN 2 ORIGINAL(S)
+PACKING LIST IN 2 ORIGINAL(S)
+INSPECTION CERTIFICATE ISSUED BY MR.CHANG CONFIRMING THE SAMLES
+QUALITY CERTIFICATE ISSUED BY SGS CONFIRMING THE QUALITY
    
```

Choose Compare to validate that the information is correctly updated

Import DC Amendment	Transaction No:	0
Previous Value	New Value	
+CERTIFICATE OF ORIGIN IN 1 ORIGINAL(S) +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL(S) +PACKING LIST IN 1 ORIGINAL(S) +INSPECTION CERTIFICATE ISSUED BY MR.CHANG CONFIRMING THE SAMLES +QUALITY CERTIFICATE ISSUED BY SGS CONFIRMING THE QUALITY +DETAILED TOY LIST ISSUED FOR EACH PRODUCT	+SIGNED COMMERCIAL INVOICE IN 2 ORIGINAL(S) +PACKING LIST IN 2 ORIGINAL(S) +INSPECTION CERTIFICATE ISSUED BY MR.CHANG CONFIRMING THE SAMLES +QUALITY CERTIFICATE ISSUED BY SGS CONFIRMING THE QUALITY	

Example – add / delete / modify paragraphs under Additional Documents:

Below are the existing documents requested in the LC

None
 Replace all
 Add / Delete / Modify paragraphs

AMD Additional Documents

```

+CERTIFICATE OF ORIGIN IN 1 ORIGINAL(S)
+SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL(S)
+PACKING LIST IN 1 ORIGINAL(S)
+INSPECTION CERTIFICATE ISSUED BY MR.CHANG CONFIRMING THE SAMLES
+QUALITY CERTIFICATE ISSUED BY SGS CONFIRMING THE QUALITY
+DETAILED TOY LIST ISSUED FOR EACH PRODUCT
    
```

Any text added to the window below will also be added to the additional documents

Add the following New paragraph (s):

```

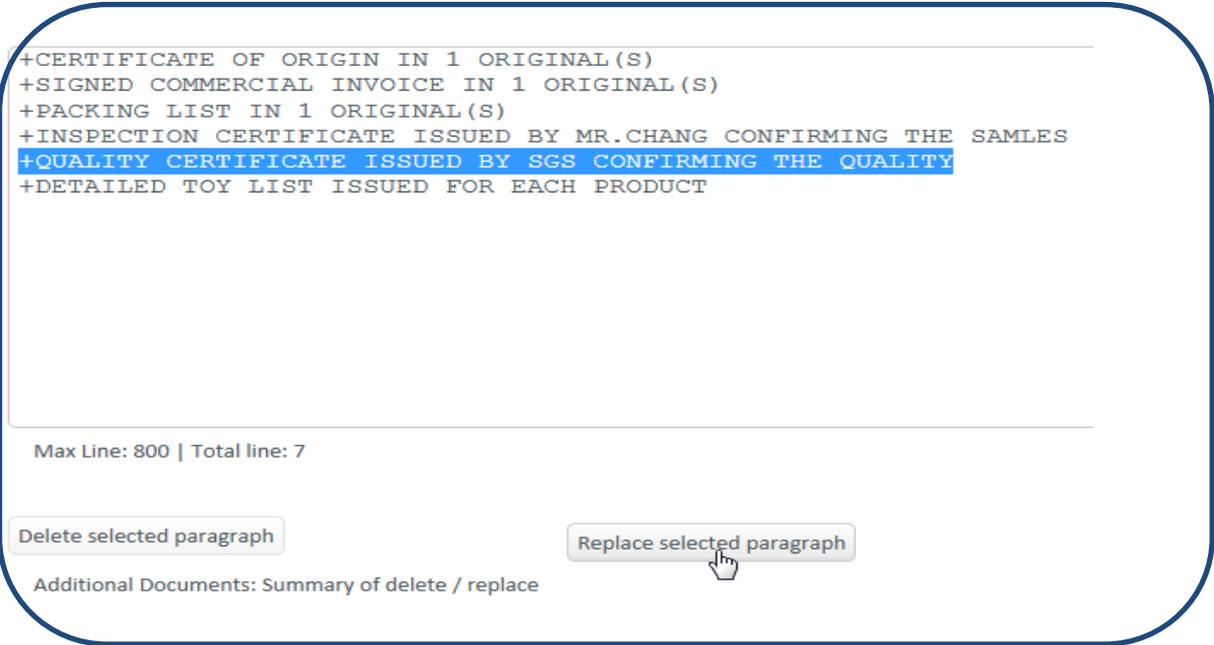
+ NON PHTHALATE CERTIFICATE
ISSUED BY OFFICIAL AUTHORITY |
    
```

Choose Compare to validate that the information is correctly updated

Field Name	Previous Value	New Value
ADD/DEL doc required:		/ADD/ + NON PHTHALATE CERTIFICATE ISSUED BY OFFICIAL AUTHORITY

Example replace selected paragraph

Select line in the current Additional Documents that you want to replace and choose “Replace selected paragraph”.



Left side shows the paragraph that will be replaced with the information shown in the right window.



Insert the new corrected text in the right window, and the result will be as shown



Click validate to confirm that these paragraphs will be replaced in the goods description.

Text to Delete / Replace	Replace By
Replace +QUALITY CERTIFICATE ISSUED BY SGS CONFIRMING THE QUALITY	+ NON PHTHALATE CERTIFICATE

Choose Compare to validate that the information is correctly updated

Current Transaction:	Import DC Amendment	Transaction No:	0
Field Name	Previous Value	New Value	
ADD/DEL doc required:		/DELETE/(Lines 5:5) +QUALITY CERTIFICATE ISSUED BY SGS CONFIRMING THE QUALITY /ADD/ + NON PHTHALATE CERTIFICATE ISSUED BY OFFICIAL AUTHORITY	

Example Delete selected paragraph

Select line in the current goods description that you want to delete and choose “Delete selected paragraph”.

AMD Additional Documents

```

+CERTIFICATE OF ORIGIN IN 1 ORIGINAL(S)
+SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL(S)
+PACKING LIST IN 1 ORIGINAL(S)
+INSPECTION CERTIFICATE ISSUED BY MR.CHANG CONFIRMING THE SAMLES
+QUALITY CERTIFICATE ISSUED BY SGS CONFIRMING THE QUALITY
+DETAILED TOY LIST ISSUED FOR EACH PRODUCT
  
```

Max Line: 800 | Total line: 7

A new window will show the selected paragraph

Deleted / Replaced Paragraph

```

+DETAILED TOY LIST ISSUED FOR EACH PRODUCT
  
```

Click validate to confirm that these paragraphs will be deleted from the document list

Text to Delete / Replace	
Delete	+DETAILED TOY LIST ISSUED FOR EACH PRODUCT

Choose Compare to validate that the information is correctly updated

Current Transaction:	Import DC Amendment	Transaction No:
Field Name	Previous Value	New Value
ADD/DEL doc required:		/DELETE/(Lines 6:6) +DETAILED TOY LIST ISSUED FOR EACH PRODUCT

Amendment to Additional conditions.

If selecting **Replace All**: The main narrative field, e.g. Goods Description Replace Latest version is enabled to allow modification of the text.

Example:

Below is the existing goods description from issuance step that needs to be replaced

None
 Replace all
 Add / Delete / Modify paragraphs

AMD Additional condition

PARTIAL SHIPMENT ONLY IN 2 LOTS
 NO PARTIAL DELIVERY WITHIN EACH TOY PRODUCTS
 10 PERCENT PENALTY TO BE PAID FOR EACH DAY SHIPMENT IS DELAYED

Updated additional conditions

AMD Additional condition

PARTIAL SHIPMENT ONLY IN 3 LOTS
 NO PARTIAL DELIVERY WITHIN EACH TOY PRODUCTS
 2 PERCENT PENALTY TO BE PAID FOR EACH DAY SHIPMENT IS DELAYED

Choose Compare to validate that the information is correctly updated

Previous Value	New Value
PARTIAL SHIPMENT ONLY IN 2 LOTS NO PARTIAL DELIVERY WITHIN EACH TOY PRODUCTS 10 PERCENT PENALTY TO BE PAID FOR EACH DAY SHIPMENT IS DELAYED	PARTIAL SHIPMENT ONLY IN 3 LOTS NO PARTIAL DELIVERY WITHIN EACH TOY PRODUCTS 2 PERCENT PENALTY TO BE PAID FOR EACH DAY SHIPMENT IS DELAYED

Example – Add / Delete / Modify Paragraphs:

Below is the existing Additional Conditions

None
 Replace all
 Add / Delete / Modify paragraphs

AMD Additional condition

```
PARTIAL SHIPMENT ONLY IN 2 LOTS
NO PARTIAL DELIVERY WITHIN EACH TOY PRODUCTS
10 PERCENT PENALTY TO BE PAID FOR EACH DAY SHIPMENT IS DELAYED
```

Example add new paragraph

Add the following New paragraph (s):

```
+ SHIPMENT MAY NOT TAKE PLACE
ON A SUNDAY
```

Choose Compare to validate that the information is correctly updated

Current Transaction:	Import DC Amendment	Transaction No:
Field Name	Previous Value	New Value
ADD/DEL additional cond:		/ADD/ + SHIPMENT MAY NOT TAKE PLACE ON A SUNDAY

Example replace selected paragraph

Select line in the current Additional Conditions that you want to replace and choose “Replace selected paragraph”

PARTIAL SHIPMENT ONLY IN 2 LOTS
NO PARTIAL DELIVERY WITHIN EACH TOY PRODUCTS
10 PERCENT PENALTY TO BE PAID FOR EACH DAY SHIPMENT IS DELAYED

Max Line: 800 | Total line: 3

Delete selected paragraph Replace selected paragraph

Additional Conditions: Summary of delete / replace

Left side shows the paragraph that will be replaced with the information shown in the right window.

Deleted / Replaced Paragraph Replace By Paragraph

PARTIAL SHIPMENT ONLY IN 2 LOTS PARTIAL SHIPMENT ONLY IN 2 LOTS

Insert the new corrected text in the right window, and the result will be as shown

Replace By Paragraph

PARTIAL SHIPMENT ONLY IN 3 LOTS

Validate

Click validate to confirm that these paragraphs will be replaced in the Additional Conditions.

Text to Delete / Replace		Replace By
Replace	PARTIAL SHIPMENT ONLY IN 2 LOTS	PARTIAL SHIPMENT ONLY IN 3 LOTS

Choose Compare to validate that the information is correctly updated

Current Transaction:	Import DC Amendment	Transact
Field Name	Previous Value	New Value
ADD/DEL additional cond:		/DELETE/(Lines 1:1) PARTIAL SHIPMENT ONLY IN 2 LOTS /ADD/ PARTIAL SHIPMENT ONLY IN 3 LOTS

Example Delete selected paragraph

Select line in the current goods description that you want to delete and choose “Delete selected paragraph”.

AMD Additional condition

PARTIAL SHIPMENT ONLY IN 2 LOTS
 NO PARTIAL DELIVERY WITHIN EACH TOY PRODUCTS
10 PERCENT PENALTY TO BE PAID FOR EACH DAY SHIPMENT IS DELAYED

Max Line: 800 | Total line: 3

Delete selected paragraph

Replace selected paragraph

A new window will show the selected paragraph

Deleted / Replaced Paragraph

10 PERCENT PENALTY TO BE PAID FOR EACH DAY SHIPMENT IS DELAYED

Click validate to confirm that these paragraphs will be deleted from Additional Conditions.

Text to Delete / Replace

Delete | 10 PERCENT PENALTY TO BE PAID FOR EACH DAY SHIPMENT IS D... |

Choose Compare to validate that the information is correctly updated

Current Transaction: Import DC Amendment Transaction No: 0

Field Name	Previous Value	New Value
ADD/DEL additional cond:		/DELETE/(Lines 3:3) 10 PERCENT PENALTY TO BE PAID FOR EACH DAY SHIPMENT IS DELAYED