

Manual de usuario

# BOOKING

MODIFICACIONES  
Y CANCELACIONES

CCA



# MODIFICACIONES EN BOOKING

Posterior al envío de booking, en caso requiera hacer cambios, deberá realizarlo en la misma plataforma ecommerce en la **opción** :

1. Shipment Overview .
2. Digite el número de reserva.
3. En los 3 puntos darle click y se desplegará las opciones para editar y cancelar reserva.

The screenshot shows the 'Shipment Overview' page in the ONE system. A sidebar on the left contains navigation options: HOME, SCHEDULE, PRICES, BOOKING, DOCUMENTATION, and MANAGE SHIPMENT. Under 'MANAGE SHIPMENT', 'Shipment Overview' is highlighted with a red box and a red circle containing the number '1'. The main content area features a search bar for 'Booking Ref' with a red box and a red circle containing the number '2'. Below the search bar are filters for dates (2024-04-09 ~ 2024-05-09) and status. A table lists shipment details with columns: Booking Ref, Origin, POL/ Vessel Departure, Vessel/ Voyage, POD/ Vessel Arrival, Destination, Status, To do, and Action. The first row shows a booking from CALLAO, PE to TORONTO, ON, CA via vessel AS ANNE OLIEHNIMA(SAZT). The 'Action' column for this row has a red box and a red circle containing the number '3', which opens a dropdown menu with options: Edit Booking, Cancel Booking, Copy Booking, View/Download Booking Receipt Notice, and Submit SI.

**NOTA IMPORTANTE:** Para reservas via ONE QUOTE, las modificaciones y/o solicitud de cancelación de reserva deben ser coordinadas a través del correo : [pe.ccat@one-line.com](mailto:pe.ccat@one-line.com).