

## ONE India – System Upgradation Notice – 17<sup>th</sup> & 18<sup>th</sup> Oct, 2020

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Date: 13<sup>th</sup> Oct, 2020

Dear Valued **ONE** Customers,

We would like to keep our customers informed of our system upgradation, planned on 17<sup>th</sup> & 18<sup>th</sup> Oct, 2020 (Sat/Sun), which will make few of our modules unavailable on these 2 days for ONE users.

This may cause some inconvenience to our customers on these days but with your co-operation, we would definitely be able to manage the same smoothly.

### **Impacted module:**

- ❖ Invoicing
- ❖ Punching of receipts

Export BL release & Import Delivery order issuance activities are likely to get delayed due to the above mentioned impacted modules.

In order to minimise the delay and inconvenience to our customers, we hereby request all our customers to submit the below, latest by **1300 hrs on 16<sup>th</sup> Oct, 2020 (Fri)** :-

- ❖ Shipping instructions & BL release requests (Exp)
- ❖ Invoice requests on oDex (Imp)
- ❖ Payment details (Exp & Imp)

*All the other activities will be carried out as per our normal process & there would be no impact.*

Looking forward to your valuable support, as always.

If you need any assistance or clarification, please do get in touch with our Sales or Customer Service Representatives.

**For Ocean Network Express(India) Pvt Ltd.**

**Authorised Signatory**