



How to Stop Payments in Orchestration if Needed

Before proceeding with these steps, please be sure that this is needed.

1. Open the **CSV Template** that is normally used to submit bulk orchestrations (A template is also attached to this guide)
2. Fill in the required information:
 1. **Container number**
 2. **Trade type**
 3. **Port**
 4. **Bill of Lading**
3. Please leave the **Guarantee Through Date** field **empty**. Leaving it empty will clear the date from the application and we'll stop making payments for that container.
4. Save the file
5. Open the application by going to <https://premium.emodal.com/>
6. **Log in** to the application
7. Click on the **CSV Upload** icon as you normally do
8. Select the CSV file you saved for this procedure and submit the file
9. Confirm on the application that there is no **Guarantee Through Date** now after refreshing the application (It might take a couple of minutes)