

Web Booking: Quick Start Guide

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Introduction

As a registered user of the Hapag-Lloyd Online Business, you can submit a booking request via our website. The main options available in our Web Booking feature are as follows:

- Create ‘New Request’ with our guided navigation in just a few steps to completion.
- Use ‘Template List’ for repetitive bookings, taking advantage of tailor-made templates.
- Copy bookings from your ‘List of Requests’ to quickly start a new ‘Booking Request’ based on same data.
- Update your bookings before a restrictive deadline has been reached.

New Booking Request

Following preview illustrates how a new 'Booking Request' is created in just a few steps with our guided wizard navigation. Preliminary is your registration to make use of it.

Contact & Reference page

[New Request](#) | [List of Requests](#) | [Template List](#)

New Booking Request [?] ☆

HIDE

- Contact & Reference**
- Contract & Quotation
- Routing & Schedule
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Customer JOHN SMITH
BUNDESSTRASSE 3
HAMBURG
DE - 20253

Your contact [?]
Your contact data is prefilled with the information you already provided during the web registration.

Customer Reference

Contact*

Phone

Notification E-mail*

Next

Insert your relevant reference.
Your prefilled contact information can be changed

Click on 'Next'



Contract & Quotation page

Contract & Reference | **Contract & Quotation** | Routing & Schedule | Cargo & Equipment | Customs & Remarks | Review & Complete | Booking Received

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Quotation / Contract No.* **Find** **Clear**

Base for Freight Charges ?
 The freight basis is either a quotation or a (service-) contract you hold with Hapag-Lloyd.
 A Hapag-Lloyd quotation number has the format Q1209RTM00001; a (service-) contract has the format CCJJP0001 or 4692727.
 If you have neither a contract nor a quotation with Hapag-Lloyd, please contact your local **Hapag-Lloyd Sales Office**.

Routing options pulled from your quotation or contract will be displayed after you have entered a ,Quotation / Contract No.'

Routing as per Quotation ?

Select a routing from the following alternatives. The listed container types are defined in your quotation.

Export Haulage	Start of Transport, Port of Loading	Service	Port of Discharge, End of Transport	Import Haulage	Commodity	Ctr. Type 1	Ctr. Type 2	Ctr. Type 3
<input checked="" type="radio"/> Terminal	HAMBURG	ATA	NEW YORK, NY	Terminal	AIR CONDITIONER, FURNITURE, SCOO	20'STD		

Select Routing **Click on ,Select Routing'**



Routing & Schedule page – part 1

Contract & Reference | Contract & Quotation | **Routing & Schedule** | Cargo & Equipment | Customs & Remarks | Review & Complete | Booking Received

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The transport and routing is based on your quotation and cannot be changed.
 Please press Look-up Schedule to find matching vessels / voyages.
 Container positioning dates can be filled when defining cargo and equipment.

Enter a date

Click on ,Look-up Schedule' to find matching vessels

Start Location* Received at your door (CH)

Via 1 (e.g. 2013-09-23) Received at container terminal (MH)

Via 2

End Location* Delivered at your door (CH)

(e.g. 2013-09-23) Delivered at container terminal (MH)

Look-up Schedule **Clear**



Routing & Schedule page – part 2

Select Routing Proposal in the interactive Schedule

Port of Loading	Transshipments	Vessels / Services	Port of Discharge	Transit Time (days)
<input checked="" type="radio"/> HAMBURG 2017-01-01		HAMBURG EXPRESS / 021E52 / LP5	PORT SAID 2017-02-09	16
<input type="radio"/> HAMBURG 2017-02-12		HAMBURG EXPRESS / 022W06 / LP5	PORT SAID 2017-03-01	17
<input type="radio"/> HAMBURG 2017-02-17		HAMBURG EXPRESS / 022E11 / LP5	PORT SAID 2017-03-08	19

Chose your routing from our Interactive schedule

Click ,Select for Booking'

Routing Details **Select for Booking**

You have selected the following routing:

Location	Arrival	Departure	Vessel / Mode of Transport	Voyage No.	Service
HAMBURG		2016-05-02	CANADA EXPRESS	13W01	
NEW YORK, NY	2016-05-12				

Selected routing will be shown; proceed with click on ,Next'

Previous Next



Cargo & Equipment page – part 1

Select Routing Proposal in the interactive Schedule

Contact & Reference Contract & Quotation Routing & Schedule **Cargo & Equipment** Customs & Remarks Review & Complete Booking Received

Container Type

Select up to 4 different container types and up to 10 containers. Or select 1 container type and up to 250 Containers if the same cargo details are applicable for all containers.

Qty*	Container Type*
2	45GP 40' HIGH CUBE
	...
	...

Specify ,Qunatity (Qty)' and select ,Container Type'

Export Positioning

For the container positioning please provide the company name with street address as accurately as possible. This will enable us to find matching entries in our address catalogue.

Company name and full address*

MY COMPANY
HAMBURG GERMANY



Cargo & Equipment page – part 2

If you want to book with Carriers haulage, please provide the below details:

Booking Contact (to confirm positioning)

Name*

Phone*

Export Positioning Address

For the container positioning please provide the company name with street address as accurately as possible. This will enable us to find matching entries in our address catalogue.

Company name and full address*

Cargo

Please make sure the commodity is covered by your Quotation or Contract. If your booking includes commodities other than the quoted ones, different rates may apply - please contact your local **Hapag-Lloyd Sales Office**.

If your containers will contain different cargoes, you can specify the individual descriptions below, after clicking on "Assign Details".

Description

HS Code

Please assign the relevant details to your requested containers, e.g. weight and cargo per container. Then you can adjust e.g. the individual positioning dates, if needed.

Assign Details **Clear** **Previous**

Provide pick-up date and time in case of merchant haulage

Provide the 'Description' of the cargo as well as the 'HS Code' for your kind of cargo

If your containers will contain different cargoes, you can specify the individual descriptions below for each container, after clicking on 'Assign Details'

Enter all necessary information about 'Cargo Description' in the appropriate fields

Click here to enter cargo with hazardous material (more details will follow on the next page)

Container 1

Container Type	Positioning*	Pick up	Loading Reference	Cargo Description*	HS Code	Cargo Weight *	Unit *	DG Details
45GP	2016-06-17 08:00		SEB	<input type="text"/>	<input type="text"/>	11264	kg	<input type="checkbox"/>



In case of Dangerous Goods enter the mandatory data as per the relevant regulations.

DG Details [?]



Basic Data ?

UN Number *

IMO Class 1 * |Explosives

IMO Class 2

IMO Class 3

Packing Group

Proper Shipping Name *

Technical Name

Net Weight kg

Aggregation State

Flash Point Celsius

Segregation Group

Limited Quantity Marine Pollutant

In case you need more explanations about the individual fields, click on the question mark

Packing ?

Outer Packing Quantity * UN Code * IMO

Outer Packing Description *

Inner Packing Quantity UN Code IMO Material

Inner Packing Description

Emergency Contacts ?

Scope	Name	Phone Number (ISO format e.g. +49 40 3001 0)	Reference	Secondary No.
<input type="text" value="..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text" value="..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text" value="..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

General Comments ?

Click on 'Save' after all data have been inserted



Cargo & Equipment page – part 4

In case of Reefer with special container types please enter the details, in the relevant fields.

For detailed description of **possible Reefer settings**, please see our User Guide.

Non-op. Reefer

Temperature* ... Dehumidification % Not appl. O2 % Ventilation delay h

Special Atmosphere ... Fresh Air Supply cbm/h CO2 % Humidity Control %

Container Type	22RT	Cargo Description*	HS Code	Cargo Weight *	...
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Specify the details in case you selected a temperature controlled equipment

In case of cargo with overdimensions, please enter the details, in the relevant fields.

Container 1

OOG Length total ... Width total ... Height total ...

Container Type 5GP Cargo Description* HS Code Cargo Weight * Unit * DG Details

Positioning* 06-17 08:00 METAL BOXES 11264 kg

Pick up

Loading Reference

Fill overdimension fields with the respective details if applicable

Remove Out-Of-Gauge Change Type Remove



Customs & Remarks page

In case of Reefer with special container types please enter the details, in the relevant fields.

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Select appropriate Customs Regulation from drop-down menue ...

Customs References

Type

Reference / ID

- ...
- AES-ITN|AES Internal Transaction Number
- AU-CAN |Australia Customs Authority N...
- CAN-PCR|Canada Proof of Report Number
- ES-DUA |Spain Customs Declaration Number
- EU-AES |EU 24h Export Movement Refere...
- EU-AIS |EU 24h Import Movement Refere...
- MX-SAT |Mexico 24h Manifest Self-Filer
- NEC-MRN|National Export Customs Refer...
- NIC-MRN|National Import Customs Refer...
- NZ-CEDO|NZ Customs Delivery Order No.
- SE-CUST|Customs Reference Sweden
- UK-UCR |Uniform Consignment Reference
- US-FDA |US Food and Drug Administration

...and insert your individual Customs Reference/ID here

Bill of Lading Numbers required with Booking Confirmation?

If yes, how many?

You can specify the amount of B/L numbers to be allocated to your booking

Export Customs Filing

Export customs filing performed by third party. Performed by (address):

Remarks

Please enter here any remarks you wish our Customer Service to take into account.

A third party agent - handling your export customs filing - can be specified here.

Include additional requirements to our Customer Service team

Clear

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Continue by clicking on ,Next‘



Review & Complete page

This page provides an overview on all your booking request details.



Booking Received page

This page serves to confirm that your booking request has been successfully submitted.