

Hapag-Lloyd web amendment procedure

提单样本更改操作步骤



Hapag-Lloyd

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- 原先一套单要拆N套单
- 原先N套提单合并成一套单

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- 完全合并
- 部分资料合并

删除多余的提
单号码

新增Also
Notify/目的港
代理

A. 如何查询提单样本 (BL DRAFT)

1. 登陆: <https://www.hapag-lyoyd.cn/solutions/bl-draft-approval/#/>



The screenshot shows the Hapag-Lloyd Online Business Suite interface for BL Draft Approval. The navigation menu on the left includes: Home, Services & Information, Our Company, Online Business Suite, Quote, Schedule, Book, Documentation (highlighted), My Shipments, Verified Gross Mass (VGM), Shipping Instructions, BL Draft Approval (highlighted), Customs Status, Customs Reference, Cargo Claims, and Invoice Dispute. The main content area is titled 'BL Draft Approval' and contains a 'Please Log in' form. The form has two input fields: 'E-mail Address' and 'Password'. Below the 'Password' field is a link for 'Forgot your password?'. A large orange 'Log in' button is positioned below the form. At the bottom of the form area, there is a link for 'Not yet registered?'. At the very bottom of the page, there is a link for 'Hapag-Lloyd employee? Log in here'. A red box highlights the 'Please Log in' form area, and a red circle with the number '1' is placed next to it.

A. 如何查询提单样本 (BL DRAFT)

2. Search 的地方输入提单号码或者直接找需要改的单号

Document Status : Released=已经放单

Open For Review: 提单已经完成未放单

Document Type: 提单类型

Draft Updated: 最后一次更新提单样本的日期

BL Draft Approval About this app

若Search的地方没找到提单号, 请调整Date range, 如果还是没有找到, 可能是您没有权限浏览此票提单, 请联系客服代表提供解决方案!

BL Draft List

2

Search Date range: Last 14 days

All (33) Open for review (10) Correction sent (0) Approved (0) Released (23)

Document Type: Bill of Lading Sea Waybill

Document no	Document Status	Draft Updated	Document Type	Booking no	Customer Reference	Vessel name	Voyage no	Port of Loading	Port of Discharge
HLCUCA4230	Released	2023-07-19	Bill of Lading			NORTHERN JUVENILE	607790	CNSA	CDMAT
HLCUCA4230	Open for review	2023-07-19	Bill of Lading			APL CHARLESTON	612689	CNSA	CDMAT

B. 线上改单操作步骤

1. 通过<https://www.hapag-lloyd.cn/solutions/bl-draft-approval/#/> 链接进入网站

或是到 Hapag Lloyd 官网选择 Online Business Suite → Documentation → BL Draft Approval 登入

The screenshot shows the Hapag-Lloyd Online Business Suite interface. The top navigation bar includes 'Home', 'Services & Information', 'Our Company', and 'Online Business Suite' (highlighted with a red box). The left sidebar menu has 'My Shipments' highlighted with a red box. The main content area displays a 'Please Log in' form with the following elements:

- A large orange hexagon with the number '1' above the form.
- The heading 'Please Log in'.
- An 'E-mail Address' input field.
- A 'Password' input field with a 'Forgot your password?' link.
- An orange 'Log in' button.
- A 'Not yet registered?' link.
- A 'Hapag-Lloyd employee? Log in here' link.

B. 线上改单操作步骤

2. Search 的地方输入提单号码或者直接寻找需要改的单号，点选提单号码进入线上改单页面

若Search的地方没找到提单号，请调整Date range，如果还是没有找到，可能是您没有权限浏览此票提单，请联系客服代表提供解决方案！



The screenshot shows the 'BL Draft Approval' interface. At the top, there is a 'BL Draft List' section with a search bar and a 'Date range' dropdown menu. The search bar is highlighted with a red box and a '2' in a hexagon. The 'Date range' dropdown is also highlighted with a red box and an arrow pointing to it. Below the search bar, there are filters for 'All (33)', 'Open for review (10)', 'Correction sent (0)', 'Approved (0)', and 'Released (23)'. The 'Document Type' section shows 'Bill of Lading' and 'Sea Waybill'. The main table lists draft details, with the first row highlighted by a red box.

Document no	Document Status	Draft Updated	Document Type	Booking no	Customer Reference	Vessel name	Voyage no	Port of Loading	Port of Discharge
<u>HLCUCA4230f</u>	Released	2023-07-19	Bill of Lading			NORTHERN JUVENILE	607790	CNNSA	CDMAT
<u>HLCUCA4230f</u>	Open for review	2023-07-19	Bill of Lading			APL CHARLESTON	612689	CNNSA	CDMAT

B. 线上改单操作步骤

3. 点选“Edit Draft”进行提单编辑，所有改单的内容（只接受英文，不接受特殊符号）
4. 点选（页数）到需要修改的页面

BL Draft Approval | [About this app](#)

[Back To List](#) | [1](#) | **2** | [3](#) | **4**

Bill of Lading Multimodal Transport or Port to Port Shipment

Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg

Shipper: ABC

Consignee (not negotiable unless consigned to order): DEF

Notify Address (Carrier not responsible for failure to notify, see clause 20 (1) hereof): SAME AS CONSIGNEE

Vessel(s): APL CHARLESTON Voyage-No.: 04FFJW1MA

Port of Loading: NANSHA, CHINA

Port of Discharge: MATADI, DRC CONGO

Container Nos., Seal Nos., Marks and Nos.	Number and Kind of Packages, Description of Goods	Gross Weight:	Measurement:
FANU 1783988 SEAL: HLG4744868 MARKS & NOS:	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC* 1412 PACKAGES MOTORCYCLE SPARE PARTS FREIGHT PREPAID	16000.000 KGS	68.000 CBM

Document Details

Document no: HLCUCA423061 Creation Date: 2023-07-20

Document Status: Open for review Version: Unfreighted

Remarks
You applied some changes to the draft on 2023-07-20 05:14. Changes have not been submitted yet.

Actions

[Edit Draft](#) [Approve BL Draft](#)

[Download BL Draft](#)

B. 线上改单操作步骤

5. 提单Party Function的栏位(SHIPPER/CNEE/NOTIFY/EXPORT REFERENCE...等可以直接点选并编辑想要修改的内容 (这不适用是Switch B/L的请求, 关于HK/TW Switch BL请联系当地HL办公室。))

Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg Bill of Lading Multimodal Transport or Port to Port Shipment

VAT-ID-No: DEB13960018

Shipper: ABC



Carrier's Reference: 72246 BIL-No.: HLCUCA42306 Page: 2 / 3

Export Referenc...

Consignee (not negotiable unless consigned to order): DEF

Forwarding Agent:

Notify Address (Carrier not responsible for failure to notify): SAME AS CONSIGNEE

Consignee's Reference:

Place of Receipt:

Vessel(s): APL CHARLESTON Voyage-No.: 04FFJW1MA Place of Delivery:

Port of Loading: NANSHA, CHINA

Port of Discharge: MATADI, DRC CONGO

Container Nos., Seal Nos.; Marks and Nos.	Number and Kind of Packages, Description of Goods	Gross Weight:	Measurement:
FANU 1783988	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC*	16000.000	68.000
SEAL:	1412 PACKAGES	KGS	CBM
HLG4744868	MOTORCYCLE SPARE PARTS		
MARKS & NOS:	FREIGHT PREPAID		
N/M	TARE WEIGHT: 3680KGS		

*SLAC = Shipper's Load, Stow, Weight and Count

SHIPPED ON BOARD, DATE : 27.JUL.2023
 PORT OF LOADING: NANSHA, CHINA
 VESSEL NAME: APL CHARLESTON VOYAGE: 04FFJW1MA

Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg Bill of Lading Multimodal Transport or Port to Port Shipment

VAT-ID-No: DEB13960018

Shipper: ABC



Carrier's Reference: 722460 BIL-No.: HLCUCA42306 Page: 2 / 3

Export References:

Consignee (not negotiable unless consigned to order): DEF

Forwarding Agent:

Notify Address (Carrier not responsible for failure to notify): SAME AS CONSIGNEE

Consignee's Reference:

Place of Receipt:

Vessel(s): APL CHARLESTON Voyage-No.: 04FFJW1MA Place of Delivery:

Port of Loading: NANSHA, CHINA

Port of Discharge: MATADI, DRC CONGO

Container Nos., Seal Nos.; Marks and Nos.	Number and Kind of Packages, Description of Goods	Gross Weight:	Measurement:
FANU 1783988	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC*	16000.000	68.000
SEAL:	1412 PACKAGES	KGS	CBM
HLG4744868	MOTORCYCLE SPARE PARTS		
MARKS & NOS:	FREIGHT PREPAID		
N/M	TARE WEIGHT: 3680KGS		

*SLAC = Shipper's Load, Stow, Weight and Count

SHIPPED ON BOARD, DATE : 27.JUL.2023
 PORT OF LOADING: NANSHA, CHINA
 VESSEL NAME: APL CHARLESTON VOYAGE: 04FFJW1MA

B. 线上改单操作步骤

6. 提单Party Function的栏位(SHIPPER/CNEE/NOTIFY) 出现红框代表超过限制行数（最多6行），重新调整后多余的文字请用“*”链接到品名。

6

Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg | Bill of Lading | Multimodal Transport or Port to Port Shipment

Shipper: ABC

Carrier's Reference: 66235 | B/L-No.: HLCUCA423089 | Page: 2 / 3

Consignee (not negotiable unless consigned to order): HAPAG-LLOYD AG
AREA GERMANY & CENTRAL EUROPE
Street: ROSENSTRASSE 17
Post code: 20095
City: HAMBURG
Country: GERMANY*

Notify Address (Carrier not responsible for failure to notify): SAME AS CONSIGNEE

Vessel(s): SAN VICENTE EXPRESS | Voyage-No.: 0018

Port of Loading: NANSHA

Port of Discharge: LUANDA

Container Nos., Seal Nos., Marks and Nos.	Number and Kind of Packages, Description of Goods	Gross Weight	Measurement
HLBU 2660585	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC*	21300.000 KGS	68.000 CBM
SEAL: HLG5505101	851 PACKAGES 60*60 CERAMICS 15*80 CERAMICS 30*60 CERAMICS		
MARKS & NOS: N/M	CHAIR CABINET BASIN FRIDGE CHECKOUT COUNTER STAINLESS STEEL PLATFORM OVEN BENCH SLICER THE BONE SAW MACHINE ICE CREAM MACHINE PRESERVATION CABINET VERTICAL MIXER STAINLESS STEEL FRAME STAINLESS STEEL TROLLEY STAINLESS STEEL POOL		

Shipper's Declared Value (see clause 7(7) and 7(8)) | (Above particulars as declared by Shipper. Without responsibility)

Document Details

Document no: HLCUCA423C | Creation Date: 2023-08-22

Document Status: Editing | Version: Unfreighted

My updates

0 / 500 | Accepted file types: .jpg, .png, .pc

Changed fields: Shipper, Consignee

Commented pages: 2

Page 2

1 *TEL:4940-34978077 FAX:4940-3001-3103

Cancel | Save for later | Submit changes

Download BL Draft

CNEE超过6行的部分用*链接，指标在品名处点击，继续用*链接剩余内容，改单人员会将此内容加在货描最后

B. 线上改单操作步骤

7. 其他栏位，只要点选在想改的地方会依次出现数字
8. 依照数字填入想改的内容
9. 若不小心误点，点选垃圾桶即可删除
10. 若有其他页面要更改，选择 Save for later 之后再继续修改

Hapag-Lloyd Aktiengesellschaft, Hamburg



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B/L-No. HLCUCA4230

Cont/Seals/Marks Packages/Description of Goods Weight Measure

PORT CHARGE ORIGIN PREPAID
SEAFREIGHT + ADDITION PREPAID
PORT CHARGE DESTINATION COLLECT

7

CHARGE	RATE BASIS	W/M/V CURR	PREPAID	COLLECT
EXPORT SERVICE FEE			X	
THC ORIGIN			X	
MARINEFUEL RECOVER			X	
DOCUMENT FEE			X	
RECEIV./HANDL./DEL				X
PT.IMPROV.CHG.DEST				X
IMPORT SERVICE FEE				X
DEST.DOCUMENT FEE				X
EQUIPM.MAINTEN.FEE				X
ADMIN.FEE DEST				X
LUMPSUM			X	

2

Document Details

Document no HLCUCA4230t	Creation Date 2023-07-20
Document Status Editing	Version Unfreighted

Remarks

You applied some changes to the draft on 2023-07-20 06:18. Changes have not been submitted yet.

My updates

Add your general comment and attach files if needed



0 / 500

Accepted file types: .jpg, .png, .pdf

Commented pages:

3

Page 3

- 1 FREIGHT COLLECT X
- 2 SHOW DESTINATION AGENT INFORMATION X

9

Cancel

Save for later

Submit changes

10

B. 线上改单操作步骤

11. 若需要修改MARK /CARGO DESCRIPTION, 指标点在MARK /CARGO DESCRIPTION 的正中间, 把要修改的内容填上 (请备注清楚
***change to ***)

BL Draft Approval About this app

Billing

Vessel(s): **APL CHARLESTON** Voyage No.: **04FFJW1MA** Place of Delivery:

Port of Loading: **NANSHA, CHINA**

Port of Discharge: **MATADI, DRC CONGO**

Container Nos., Seal Nos., Marks and Nos.	Number and Kind of Packages, Description of Goods	Gross Weight:	Measurement:
FANU 1783988	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC*	16000.000	68.000
SEAL: HLG4 4868	1412 PACKAGES	KGS	CBM
MARKS & NOS: N/M	MOTORCYCLE SPARE PARTS		
	FREIGHT PAID		
	TARE WEIGHT: 3680KGS		

*SLAC = Shipper's Load, Stow, Weight and Count

SHIPPED ON BOARD, DATE : 27.JUL.2023
PORT OF LOADING: NANSHA, CHINA
VESSEL NAME: APL CHARLESTON VOYAGE: 04FFJW1MA

Shipper's declared Value [see clause 7(2) and 7(3)] Above Particulars as declared by Shipper. Without responsibility or warranty as to correctness by Carrier [see clause 11] **DRAFT**

Total No. of Containers received by the Carrier: Packages received by the Carrier: RECEIVED by the Carrier from the Shipper in apparent good order and condition (unless otherwise noted herein) the total number or quantity of Containers or other packages or units indicated in the box opposite entitled "Total No. of Containers/Packages received by the Carrier for Carriage" subject to all the terms and conditions hereof (INCLUDING THE TERMS AND CONDITIONS ON THE REVERSE HEREOF AND THE TERMS AND CONDITIONS ON THE CARRIER'S APPLICABLE TARIFF) from the

Movement: **FCL/FCL** Currency:

Charge Rate Basis Wt/Vol/Val P/C Amount

Freight payable at: **GUANGZHOU** 27. JUL. 2023 (Number of original B/Ls: 3)

ORIGIN: 3

FOR ABOVE NAMED CARRIER: HAPAG-LLOYD (CHINA) SHIPPING LTD. GUANGZHOU BRANCH (AS AGENT)

Document Status: **Editing** Version: **Unfreighted**

Remarks: You applied some changes to the draft on 2023-07-20 02:09. Changes have not been submitted yet.

My updates: Add your general comment and attach files if needed

0 / 500 Accepted file types: .jpg, .png, .pdf

Commented pages: 2

Page 2

- 1 **N/M change to ORDER NO.: DE500EAS**
- 2 **1412 PACKAGES MOTORCYCLE SPARE PARTS change to 1412 PACKAGES=140 CARTONS TOY MOTORCYLES**

Cancel Save for later

B. 线上改单操作步骤

12. 如果需要附改单保函，请在最后提交改单申请前附上改单保函扫描件，点击回形针上传。

同时，必须在My updates 备注修改内容：Now reads:****Should reads:****

The screenshot displays the Hapag-Lloyd Bill of Lading interface. On the left, the 'Bill of Lading' section shows details for Carrier Hapag-Lloyd Aktiengesellschaft, Hamburg, and Shipper ABC. The 'My updates' section on the right contains a comment: 'Now reads:*****Should reads:*****'. A file upload dialog is open in the foreground, showing a file named '改单保函' (Amendment Guarantee) being selected for upload. A yellow arrow points from the 'My updates' comment area to the file upload icon in the dialog, which is also highlighted with a red box and the number '12'.

Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg
Bill of Lading Multimodal Transport or Port to Port Shipment

Shipper: ABC

Consignee (not negotiable unless consigned to order): DEF

Notify Address (Carrier not responsible for it): SAME AS CONSIGNEE

Vessel(s): APL CHARLESTON

Port of Loading: NANSHA, CHINA

Port of Discharge: MATADI, DRC CONGO

Container Nos., Seal Nos., Marks and Nos.:

FANU 1783988	1412 PACKAGES	16000.000	68.000
SEAL: HLG4744868	MOTORCYCLE SPARE PARTS	KGS	CBM
MARKS & NOS: N/M	FREIGHT PREPAID		
	TARE WEIGHT: 3680KGS		

*SLAC = Shipper's Load, Stow, Weight and Count

Document Details

Document no: HLCUCA42306
Creation Date: 2023-07-20

Document Status: Editing
Version: Unfreighted

Remarks: You applied some changes to the draft on 2023-07-20 06:00:00. Changes have not been submitted yet.

My updates

Add your general comment and attach files if needed

Now reads:*****Should reads:*****

Accepted file types: .jpg, .png, .pdf

0 / 500

Changes: Create additional specific changes and comments by clicking on the respective location in the document.

Cancel Save for later Submit changes

Download BL Draft

您可以在My updates备注是否接受改单费来确保改单更顺利、快速!

确认改单费: Confirm amendment fee
HPL问题, 不确认改单费: HPL reason,
no amendment fee

B. 线上改单操作步骤

13. 选择改单保函后，描述的地方打上“LOI”再点 ATTACH 上传即可

The screenshot displays the Hapag-Lloyd Bill of Lading system interface. A modal dialog titled "Attach document" is open in the center. The dialog contains a text input field with the text "LOI" entered, which is highlighted with a red box. To the right of the input field is a large orange octagon with the number "13" inside. Below the input field, there is a file selection area showing a file named "改单保函.pdf" with a size of "738.92kB". At the bottom of the dialog, there are two buttons: "Cancel" and "Attach", with the "Attach" button highlighted by a red box. The background shows the Bill of Lading details for carrier Hapag-Lloyd, including shipper ABC, consignee DEF, and vessel APL CHARLESTON. The right side of the screen shows the "Document Details" panel with fields for Document no (HLCUCA423067), Creation Date (2023-07-20), Document Status (Editing), and Version (Unfreighted). There is also a "My updates" section with a text area and a "Submit changes" button.

B. 线上改单操作步骤

14. 上传成功后档案会列出并显示

15. 确定需要改的内容输入完毕后按Submit Changes 上传提单修改内容

16. 点击 Continue 继续上传

Forwarding Agent:			
Consigner's Reference:			
Place of Receipt:			
Vessel(s): APL CHARLESTON	Voyage-No.: 04FFJW1MA		
Place of Delivery:			
Part of Loading: NANSHA, CHINA			
Part of Discharge: MATADI, DRC CONGO			
Container No., Seal Nos., Marks and Nos.	Number and Kind of Packages, Description of Goods	Gross Weight	Measurements
FANU 1783988	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC*	16000.000	68.000
SEAL: HLG4744868	MOTORCYC'S SPARE PARTS	KGS	CBM
MARKS & NOS: N/M	FREIGHT 1 EPAID		
	TARE WEIGHT: 3680KGS		
*SLAC = Shipper's Load, Stow, Weight and Count			
SHIPPED ON BOARD, DATE : 27.JUL.2023			
PORT OF LOADING: NANSHA, CHINA			
VESSEL NAME: APL CHARLESTON VOYAGE: 04FFJW1MA			
Shipper's declared value [see clause 7(2) and 7(3)]	Above Particulars as declared by Shipper. Without responsibility or warranty as to correctness by Carrier [see clause 11] DRAFT		
Total No. of Containers received by the Carrier:	Packages received by the Carrier:		
1	1		
Movement:	Currency:		
FCL/FCL			
Charge Rate	Basic	WW/Vol/Val	PKC Amount

Document no HLCUCA4230675	Creation date 2023-07-20
Document Status Editing	Version Unfreighted
Remarks You applied some changes to the draft on 2023-07-20 06: not been submitted yet.	
My updates	
Add your general comment and attach files if needed	
0 / 500 Accepted files	
Attached files:	
改单保函.pdf	738.92kB
Commented pages:	
2	
Page 2	
1 FREIGHT PREPAID	
Cancel	Save for later
Submit changes	
Download BL Draft	

SAME AS CONSIGNEE		Place of Receipt:
Place of Receipt:	Place of Delivery:	
Place of Delivery:		
Part of Loading: NANSHA, CHINA		
Part of Discharge: MATADI, DRC CONGO		
Container No., Seal Nos., Marks and Nos.	Number and Kind of Packages	Measurements
FANU 1783988	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC*	16000.000
SEAL: HLG4744868	MOTORCYC'S SPARE PARTS	68.000
MARKS & NOS: N/M	FREIGHT 1 EPAID	CBM
	TARE WEIGHT: 3680KGS	
*SLAC = Shipper's Load, Stow, Weight and Count		
SHIPPED ON BOARD, DATE : 27.JUL.2023		
PORT OF LOADING: NANSHA, CHINA		
VESSEL NAME: APL CHARLESTON VOYAGE: 04FFJW1MA		
Shipper's declared value [see clause 7(2) and 7(3)]	Above Particulars as declared by Shipper. Without responsibility or warranty as to correctness by Carrier [see clause 11] DRAFT	
Total No. of Containers received by the Carrier:	Packages received by the Carrier:	
1	1	
Movement:	Currency:	
FCL/FCL		
Charge Rate	Basic	WW/Vol/Val

Submit changes

Your changes will be submitted.

Cancel Continue

Attached files:

改单保函.pdf 738.92kB

Commented pages:

2

Page 2

1 FREIGHT PREPAID

Cancel

Save for later

Submit changes

Download BL Draft

B. 线上改单操作步骤

17. 出现 Successful的字样代表上传成功，没有到最后这一步都不算完成线上修改

18. Download receipt 可以直接下载这次的改单内容的留底

The screenshot displays the online amendment submission success interface. On the left, a large orange hexagon with the number '17' is positioned next to a 'Thank you!' message box. The message box contains the text 'Submission successful! You can continue with your next BL Draft' and a five-star rating prompt. On the right, the 'Document Details' section shows the document number 'HLCUTPE2303', creation date '2023-03-07', and status 'Correction Submitted'. Below this, the 'Your requested changes' section indicates 2 pages with requested changes and 2 comments. At the bottom right, an orange hexagon with the number '18' is placed next to a red-bordered box that highlights the 'Download receipt' button in the 'Actions' section.

< Back To List

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Thank you!
Submission successful!
You can continue with your next BL Draft

How was your experience with the BL Draft Approval solution?
☆☆☆☆☆

Document Details

Document no: **HLCUTPE2303** | Creation Date: **2023-03-07**
Document Status: **Correction Submitted** | Version: **Unfreighted**

Submitted on: **Tue, 07 Mar 2023 08:01:41 GMT**

Your requested changes

Pages with requested changes: **2** | Comments: **2**

Changed fields: **Port of Loading** | **Export References**

Actions

> Email receipt

Download receipt

18

C. 改单范例

1. 货描修改

标注清楚把原来什么内容改成什么内容 (...change to...)

web.amendment@csd.hlag.com

From: noreply@hlag.cloud
Sent: Tue Aug 01 07:24:41 GMT 2023
To: web.amendment@csd.hlag.com
Subject: Web Amendment Sh[...]

Doc#

User:W651525

Correction was sent by [redacted] with the email address [redacted]



Hapag-Lloyd Aktiengesellschaft, Hamburg



1. SUZUKI CARRY **CHANGE TO** SUZUKI JIMMY

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B/L-No.

Cont/Seals/Marks	Packages/Description of Goods	Weight	Measure
FANU 1470031	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC*	7000.000	65.000
SEALS :	1 LOT	KGS	CBM
HLT1899484	1 LOT = 5 UNITS		
SFC1116317	1. TOYOTA ALTIS		
MARKS & NOS:	CHASSIS		
N/M	NUMBER: CEL-5010445		
	YEAR:2002		
	2. TOYOTA ALTIS		
	CHASSIS		
	NUMBER: ZEL-5168003		
	YEAR:2006		
	3. TOYOTA ALTIS		
	CHASSIS		
	NUMBER: ZEL-5141404		
	YEAR:2005		
	4. TOYOTA ALTIS		
	CHASSIS		
	NUMBER: ZEL-5073239		
	YEAR:2003		
	5. SUZUKI CARRY		
	CHASSIS		
	NUMBER: JSAFJB43V00211289		
	YEAR:2005		
	HS CODE:84073400		
	**TEL:0096892437777		

C. 改单范例

2. 件毛体修改

标注清楚每一个要更改的内容，把原来什么内容改成什么内容 (...change to...)

web.amendment@csd.hlag.com

From: noreply@hlag.cloud
Sent: Tue Aug 01 02:08:18 GMT 2023
To: web.amendment@csd.hlag.com
Subject: Web Amendment Shf Doc#| User:W697477

Correction was sent by with the email address

Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg Bill of Lading Multimodal Transport or Port to Port Shipment

Shipper:  Carrier's Reference: B/L No. Page: 2 / 3

Consignee (not negotiable unless consigned to order): Export References:

Forwarding Agent:

Notify Address (Carrier not responsible for failure to notify; see clause 20 (1) hereof): Consignee's Reference:

Place of Receipt:

Vessel(s): SEASPAN GANGES Voyage-No.: 2324W Place of Delivery:

Port of Loading: SHEKOU, CHINA

Port of Discharge: VENICE, ITALY

Container Nos., Seal Nos., Marks and Nos.	Number and Kind of Packages, Description of Goods	Gross Weight:	Measurement:
MARKS & NOS: N/M	3 CNTNS 2612 CARTONS LIGHTING FITTINGS S/C:MR SAVQFP 3 PAYER CODE: SAVLTD1 **TAX ID:914401017973533987	12700.000 KGS	210.483 CBM
TCNU 7518213 40'HC SLAC*:1209 CARTONS		11130.000	67.072
SEAL: HLG4823165			KGS CBM
CMAU 7789940 40'HC SLAC*:526 CARTONS		4440.000	6.097
SEAL: HLG4823184			KGS CBM
BEAU 4746124 40'HC SLAC*:477 CARTONS		2730.000	67.314
SEAL: HLG4821451			KGS CBM

*SLAC = Shipper's Load, Stow, Weight and Count

2

- 200.483 CBM CHANGE TO 199.618 CBM
- 19700 KGS CHANGE TO 19592.1 KGS
- 2612 CARTONS CHANGE TO 2599 CARTONS
- 5840 KGS CHANGE TO 5732.1 KGS
- 926 CARTONS CHANGE TO 913 CARTONS
- 66.097 CBM CHANGE TO 65.232 CBM

C. 改单范例


3. 付款要求修改, 清楚标注需要修改的部分, 举例如下:

web.amendment@csd.hlag.com

From: noreply@hlag.cloud
 Sent: Tue Aug 01 03:48:01 GMT 2023
 To: web.amendment@csd.hlag.com
 Subject: Web Amendment Sh# Doc# User:W509967

Correction was sent by with the email address

Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg Sea Waybill Multimodal Transport or Port to Port Shipment

Shipper: 

Carrier's Reference: | SWB-No.: | Page: 2 / 3

Export References:

Forwarding Agent:

Notify address (carrier not responsible for failure to notify):

Consignee's Reference:

Place of Receipt:

Vessel(s): YM UNIFORMITY Voyage-No.: 066E Place of Delivery:

Port of Loading: XIAMEN

Port of Discharge: OAKLAND, CA

Container Nos., Seal Nos., Marks and Nos.	Number and Kind of Packages, Description of Goods	Gross Weight	Measurement
UACU 4094324 SEAL: HLG0034032 MARKS & NOS: N/M	1 CONT. 20'X8'6" GENERAL PURPOSE CONT. SLAC* 34 CRATES GRANITE COUNTERTOP SUCTION PLATE STONE CARRYING CLAMPS THIS WOODEN PACKING MATERIALS HAS BEEN HEAT TREATED	22500.000 KGM	7.880 MTQ

*SLAC = Shipper's Load, Stow, Weight and Count

SHIPPED ON BOARD, DATE : 04.AUG.2023
 PORT OF LOADING: XIAMEN
 VESSEL NAME: YM UNIFORMITY VOYAGE: 066E

1 PORT CHARGE ORIGIN COLLECT
 SEAFREIGHT + ADDITIONALS COLLECT
 PORT CHARGE DESTINATION COLLECT

General Comment:
 PORT CHARGE ORIGIN COLLECT
 Changes
 PORT CHARGE ORIGIN PREPAID

1. PORT CHARGE ORIGIN COLLECT
 Changes
 PORT CHARGE ORIGIN PREPAID

2. PORT CHARGE ORIGIN COLLECT

SEAFREIGHT + ADDITIONALS COLLECT

PORT CHARGE DESTINATION COLLECT

Change to

FREIGHT COLLECT



C. 改单范例

4. 同一笔 BOOKING 新增件数/品名/唛头: Add Cargo Item

Hapag-Lloyd Aktiengesellschaft, Hamburg



Page 3 / 3

B/L-No. HLCUCA4230

Cont/Seals/Marks	Packages/Description of Goods	Weight	Measure
PORT CHARGE ORIGIN PREPAID			
SEAFREIGHT + ADDITIONALS PREPAID			
PORT CHARGE DESTINATION COLLECT			

CHARGE	RATE BASIS	W/M/V CURR	PREPAID	COLLECT
EXPORT SERVICE FEE			X	
THC ORIGIN			X	
MARINEFUEL RECOVER			X	
DOCUMENT FEE			X	
RECEIV./HANDL./DEL				X
PT.IMPROV.CHG.DEST				X
IMPORT SERVICE FEE				X
DEST.DOCUMENT FEE				X
EQUIPM.MAINTEN.FEE				X
ADMIN FEE DEST				X
LUMPSUM			X	

4

- 1 提单上需要新增件数重量, 请把指标点在提单最后一页空白处, 然后在右边修改内容打上: Add Cargo Item – (柜号/件数/重量/CBM/HS CODE/唛头/品名) 有几个Cargo Item 需要新增, 就需要点几个指标

Document Details

Document no
HLCUCA4230

Creation Date
2023-07-20

Document Status

Editing

Version

Unfreighted

Remarks

You applied some changes to the draft on 2023-07-20 02:09. Changes have not been submitted yet.

My updates

Add your general comment and attach files if needed

0 / 500

Accepted file types: .jpg, .png, .pdf

Commented pages:

3

Page 3

1 Add cargo item:
HLBU 1246789/100 CTN/1000KG/25CBM/HS
CODE 123456

MARK:
MADE IN CHINA
P/O 123321123321

CARGO DESCRIPTION:
TOY MOTORCYCLES

C. 改单范例

5. 同一笔 BOOKING 删除件数/品名/唛头：Delete Cargo Item

Port of Loading: NANSHA, CHINA		5	
Port of Discharge: MATADI, DRC CONGO			
Container Nos., Seal Nos.; Marks and Nos.	Number and Kind of Packages, Description of Goods	Gross Weight:	Measurement:
FANU 1234567	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC*	16000.000	68.000
SEAL: HLG4744	14  PACKAGES	KGS	CBM
MARKS & NOS: N/M	MOOTORCYCLE SPARE PARTS		
*SLAC = Shipper's Load, Stow, Weight and Count			
SHIPPED ON BOARD, DATE : 27.JUL.2023			
PORT OF LOADING: NANSHA, CHINA			
VESSEL NAME: APL CHARLESTON VOYAGE: 04FFJW			

针对提单上的某特定件数重量的Cargo Item需要删除, 请把指标点在需要删除的件数那行, 然后在右边修改内容打上: Delete cargo item: 件数/重量; 有几个Cargo Item需要删除, 就要贴几个

Remarks
You applied some changes to the draft on 2023-07-20 02:09. Changes have not been submitted yet.

My updates

Add your general comment and attach files if needed

0 / 500 Accepted file types: .jpg, .png, .pdf

Commented pages:

2

Page 2

1 Delete cargo item: 14 PACKAGES/16000 KG

Cancel Save for later

EX: 此票需要删掉 14 PACKAGES, 修改内容需要标记为: Delete cargo item: 14 PACKAGES/16000

改单中心则会把整个14 PACKAGES的内容 (品名唛头/件数/重量/CBM) 全部删除

C. 改单范例

6. 同一笔 BOOKING 品名唛头显示一次

Ballindamm 1

Vessel(s): KOTA GANDING	Voyage-No.: 330W	Place of Delivery:
Port of Loading: NANSHA		
Port of Discharge: DAR-ES-SALAAM		
Container Nos., Seal Nos., Marks and Nos.	Number and Kind of Packages, Description of Goods	Gross Weight: Measurement:
TCLU 1234567 SEAL: 1080 BALES HLG 1234567 MARKS & NOS: CALCIUM CARBONATE N/M	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC* CARRIER'S LIABILITY END AT DAR ES	27480.000 45.000 KGM CBM
TCLU 9876543 SEAL: 1080 BALES HLG 8765432 MARKS & NOS: CALCIUM CARBONATE N/M	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC* CARRIER'S LIABILITY END AT DAR ES	27482.000 40.000 KGM CBM

3. 同一笔 BOOKING 所有柜子的品名+唛头+包装单位一模一样, 要修改成只显示一次品名唛头, 指标点在第一个柜子的pm, 右手边输入修改内容: Condensed MARK +Cargo Description

6

Document No.: HLCUCA423
Document Date: 2023-07-22
Document Status: Editing
Version: Unfreighted

My updates
Add your general comment and attach files if needed
0 / 500 Accepted file types: .jpg, .png, .pdf

Commented pages:
2

Page 2
1 Condensed MARK + Cargo Description

Cancel Save for later

Shipper's declared Value [see clause 7(2) and 7(3)]
Total No. of Containers received by the Carrier: **1**
Movement: **FCL/FCL** Currency:
Charge Rate Basis: **Wt/Vol/Val** P/C: Amount:

Above Particulars as declared by Shipper. Without responsibility or warranty as to correctness by Carrier [see clause 11] **DRAFT**

RECEIVED by the Carrier from the Shipper in apparent good order and condition (unless otherwise noted herein) the total number or quantity of Containers or other packages or units indicated in the box opposite entitled "Total No. of Containers/Packages received by the Carrier" for Carriage subject to all the terms and conditions hereof INCLUDING THE TERMS AND CONDITIONS ON THE REVERSE HEREOF AND THE TERMS AND CONDITIONS OF THE CARRIER'S APPLICABLE TARIFF) from the Place of Receipt or the Port of Loading, whichever is applicable, to the Port of Discharge or the Place of Delivery, whichever is applicable. One original Bill of Lading, fully endorsed, must be surrendered by the Merchant to the Carrier in exchange for the Goods or a delivery order, in accordance with the Bill of Lading the Merchant expressly accepts and agrees to all its terms and conditions whether printed, stamped or written, or otherwise incorporated, notwithstanding the non-signing of this Bill of Lading by the Merchant.

IN WITNESS WHEREOF the number of original Bills of Lading stated below all of this tenor and which has been signed, one of which being accomplished the others to stand void.

Place and date of issue:
GUANGZHOU 01 . AUG. 2023

Freight payable at: **ORIGIN 3** Number of original B/Ls:

FOR ABOVE NAMED CARRIER:
HAPAG-LLOYD (CHINA) SHIPPING LTD.
GUANGZHOU BRANCH (AS AGENT)

DUZHAO (B/L 111)

C. 改单范例

7. 原先一个Booking 一套单, 修改成一个Booking 拆N套单 (请先发送原始提单的修改内容, 待原始提单更改完成后, 会另行邮件通知您下一步如何操作。请勿在原始提单修改完成前提交新的e(A)SI。)

Billinda		Vessel(s): KOTA GANDING		Voyage-No.: 330W		Place of Delivery:	
Port of Loading:		NANSHA					
Port of Discharge:		DAR-ES-SALAAM					
Container Nos., Seal Nos. Marks and Nos.	Number and Kind of Packages, Description of Goods	Gross Weight:	Measurement:				
1 TCLU 1234567	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC*	27480.000	45.000				
SEAL:	1080 BALES	KGM	CBM				
HLG 1234567	CARRIER'S LIABILITY END AT DAR ES						
MARKS & NOS:	SALAAM PORT ONLY.						
N/M							
7 TCLU 9876543	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC*	27482.000	40.000				
SEAL:	1080 BALES	KGM	CBM				
HLG 8765432	CALCIUM CARBONATE						
MARKS & NOS:							
N/M	EX: 原始2柜一单, 需要改成一柜一单, TCLU 1234567 要单独拆到另外一套全新的提单。指标点在柜号前面, 备注: Delete TCLU 1234567 and split to another B/L						
拆出的新提单TCLU 1234567, 要重新发送新SI							
Shipper's declared Value [see clause 7(2) and 7(3)]				Above Particulars as declared by Shipper. Without responsibility or warranty as to correctness by Carrier [see clause 11] DRAFT			
Total No. of Containers received by the Carrier:		1		RECEIVED by the Carrier from the Shipper in apparent good order and condition (unless otherwise noted herein) the total number or quantity of Containers or other packages or units indicated in the box opposite entitled "Total No. of Containers/Packages received by the Carrier for Carriage subject to all the terms and conditions hereof (INCLUDING THE TERMS AND CONDITIONS ON THE REVERSE HEREOF AND THE TERMS AND CONDITIONS OF THE CARRIER'S APPLICABLE TARIFF) from the Place of Receipt or the Port of Loading, whichever is applicable, to the Port or Discharge or the Place of Delivery, whichever is applicable. One original Bill of Lading, duly endorsed, must be surrendered by the Merchant to the Carrier in exchange for the Goods or a delivery order. Its accepting this Bill of Lading the Merchant expressly accepts and agrees to all its terms and conditions whether printed, stamped or written, or otherwise incorporated, notwithstanding the non-signing of this Bill of Lading by the Merchant. IT IS WITNESSED WHEREOF the number of original Bills of Lading stated below all of this tenor and date has been signed, one of which being accomplished the others to stand void.			
Movement:		FCL/FCL		Place and date of issue:			
Charge	Rate	Basis	Wt/Vol/Val	P/C	Amount		

Document Status	Version
Editing	Unfreighted
My updates	
Add your general comment and attach files if needed	
0 / 500 Accepted file types: .jpg, .png, .pdf	
Commented pages:	
2	
Page 2	
1	Delete TCLU 1234567 and split to another B/L: HLCUSHAXXXXXXXXXX
Cancel	Save for later
Submit changes	
Download BL Draft	

C. 改单范例

8. 一个Booking拆2套单, 修改成一个Booking一套单不拆单 (提供改单保函, 并且备注清楚删除和保留的提单号)

Ballindamm :

Vessel(s): KOTA GANDING	Voyage-No.: 330W	Place of Delivery:
Port of Loading: NANSHA		
Port of Discharge: DAR-ES-SALAAM		
Container Nos., Seal Nos.: Marks and Nos.	Number and Kind of Packages, Description of Goods	Gross Weight: Measurement:
TCLU 5656567	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC*	27480.000 45.000
SEAL: HLG4743310	1080 BALES CALCIUM CARBONATE	KGM CBM
MARKS & NOS: N/M	CARRIER'S LIABILITY END AT DAR ES SALAAM PORT ONLY.	

8

EX :TCLU 5656567要合并到已经完成的另外一套提单内 (HLCUSHA123456789),并且不需要 HLCUSHA230607080, 指标点在柜号前面, 右边标注: TCLU 5656567 link under HLCUSHA123456789 and delete HLCUSHA230607080

P.S.合并提单后, 不需要的单号标注删除

Shipper's declared Value [see clause 7(2) and 7(3)]

Total No. of Containers received by the Carrier: Packages received by the Carrier: **1**

Movement: **FCL/FCL** Currency:

Charge	Rate	Basis	Vol/Val	P/C	Amount
--------	------	-------	---------	-----	--------

Above Particulars as declared by Shipper. Without responsibility or warranty as to correctness by Carrier [see clause 11] **DRAFT**

RECEIVED by the Carrier from the Shipper in apparent good order and condition (unless otherwise noted herein) the total number or quantity of Containers or other packages or units indicated in the box opposite entitled "Total No. of Containers/Packages received by the Carrier" for Carriage subject to all the terms and conditions hereof (INCLUDING THE TERMS AND CONDITIONS ON THE REVERSE HEREOF AND THE TERMS AND CONDITIONS OF THE CARRIER'S APPLICABLE TARIFF) from the Place of Receipt or the Port of Loading, whichever is applicable, to the Port of Discharge or the Place of Delivery, whichever is applicable. One original Bill of Lading, duly endorsed, must be surrendered by the Merchant to the Carrier in exchange for the Goods or a delivery order. In accepting this Bill of Lading the Merchant expressly accepts and agrees to all its terms and conditions whether printed, stamped or written, or otherwise incorporated, notwithstanding the non-signing of this Bill of Lading by the Merchant.

IN WITNESS WHEREOF the number of original Bills of Lading issued below all of this tenor and date has been signed, one of which being accomplished the others to stand void.

Place and date of issue:

HLCUSHA230607080	2023-07-22
Document Status Editing	Version Unfreighted

My updates

Add your general comment and attach files if needed

0 / 500 Accepted file types: .jpg, .png, .pdf

Commented pages:
2

Page 2

1 TCLU 5656567 Link under HLCUSHA123456789 and delete HLCUSHA230607080

Cancel Save for later **Submit changes**

Download BL Draft

C. 改单范例

9. 2个不同的Booking number分别完成Draft后要修改成合并单

9

A单=HLCUSHA230712345 & B单=HLCUSHA230798765;
B单的资料要**完全移到**A单底下且不需要 B 单

- 登入A单= HLCUSHA230712345的线上修改
- My Update 标记: HLCUSHA230712345 + HLCUSHA230798765 combine bill and delete HLCUSHA230798765)

A单=HLCUSHA230712345 & B单=HLCUSHA230798765;
B单的资料要**部分移到**A单底下

- 登入A单= HLCUSHA230712345的线上修改
把指标点在提单最后一页空白处, 然后在右边修改内容打上: Add Container (柜号/件数/重量/CBM/HS CODE/唛头/品名)
- 登入B单= HLCUSHA230798765的线上修改
把指标点在需要删除的件数那行, 然后在右边修改内容打上: Delete cargo item: 件数/重量

C. 改单范例

10. 删除重复提单

不小心重复发送提单导致出现N套提单，直接进入主单的线上改单，在My updates 标注需要删除的提单号码

EX: 3个提单号码:HLCUSHA230712345 / HLCUSHA230798765 / HLCUSHA230765656只要保留 HLCUSHA230712345

登入HLCUSHA230712345线上修改，在My Update 栏位标注:

Delete Duplicate B/L: HLCUSHA230798765 / HLCUSHA230765656



Document Details

Document no HLCUSHA230712345	Creation Date 2023-07-22
Document Status Editing	Version Unfreighted

Remarks
You applied some changes to the draft on 2023-07-24 10:04. Changes have not been submitted yet.

My updates

Delete Duplicate B/L:HLCUSHA230798765/HLCUSHA230765656

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Changes:
Create additional specific changes and comments by clicking on the respective location in the document.

Cancel Save for later Submit changes

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C. 改单范例

11. 新增Also Notify / 目的港代理信息

11

- Also Notify, 指标点在on board notation下方空白处, 右边输入修改内容: Adding Also Notify (公司名称+地址+电话+EMAIL+ TAX ID)
- 目的港代理信息, 指标点在 on board notation下方空白处, 右边输入修改内容: Adding Destination Agent Information

Vessel(s): ONE TRIBUTE	Voyage-No.: 022W	Place of Delivery:			
Port of Loading: NANSHA, CHINA					
Port of Discharge:					
Container Nos., Seal Nos., Marks and Nos.	Number and Kind of Packages, Description of Goods	Gross Weight:	Measurement:		
HLBU 1234567	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC*	16830.000	69.480		
SEAL: HLG4743499	PVC TRUNKING & PVC PIPE	KGS	CBM		
MARKS & NOS: N/M					
*SLAC = Shipper's Load, Stow, Weight and Count					
SHIPPED ON BOARD, DATE : 28.JUL.2023					
PORT OF LOADING: NANSHA, CHINA					
VESSEL NAME: ONE TRIBUTE VOYAGE: 022W					
Shipper's declared Value [see clause 7(2) and 7(3)]:		Above Particulars as declared by Shipper. Without responsibility or warranty as to correctness by Carrier [see clause 11]			
Total No. of Containers received by the Carrier: 1		DRAFT			
Movement: FCL/FCL		RECEIVED by the Carrier from the Shipper in apparent good order and condition (unless otherwise noted) herein the total number or quantity of Containers or other packages or units indicated in the box opposite entitled "Total No. of Containers/Packages received by the Carrier" for Carriage subject to all the terms and conditions herein (INCLUDING THE TERMS AND CONDITIONS ON THE REVERSE HEREOF AND THE TERMS AND CONDITIONS OF THE CARRIER'S APPLICABLE TARIFF) from the Place of Receipt or the Port of Loading, whichever is applicable, to the Port of Discharge or the Place of Delivery, whichever is applicable. One original Bill of Lading, fully endorsed, must be surrendered by the Merchant to the Carrier in exchange for the Goods or a delivery order. In accepting this Bill of Lading the Merchant expressly accepts and agrees to all its terms and conditions whether printed, stamped or written, or otherwise incorporated, notwithstanding the non-signing of this Bill of Lading by the Merchant. IN WITNESS WHEREOF the number of original Bills of Lading issued below all of this tenor and date has been signed, one of which being accomplished the others to stand void.			
Charge	Rate	Basis	Wt/Vol/Val	P/C	Amount
Place and date of issue: GUANGZHOU 28.JUL.2023					
Freight payable at:			Number of original BsL:		
ORIGIN			3		
FOR ABOVE NAMED CARRIER: HAPAG-LLOYD (CHINA) SHIPPING LTD. GUANGZHOU BRANCH (AS AGENT)					
Total Freight Prepaid	Total Freight Collect	Total Freight			

Document Status	Version
Editing	Unfreighted
My updates	
Add your general comment and attach files if needed	
0 / 500 Accepted file types: .jpg, .png, .pdf	
Commented pages:	
2	
Page 2	
1	Adding also notify HAPAG LLOYD (CHINA) HAPAG-LLOYD BUSINESS SERVICES (SUZHOU) CO. LTD 88 DONG CHANG LU, WUZHONG QU, SUZHOU SHI, JIANGSU SHENG BUILDING E2 215028 SUZHOU CHINA
2	Adding destination agent information
Cancel	<input type="checkbox"/> Save for later <input type="button" value="Submit changes"/>
<input type="button" value="Download BL Draft"/>	

改单提醒

- ✓ 改单内容仅限输入英文，特殊符号| \{ } &全形字母不接受。
- ✓ 改SHIPPER/CNEE/NOTIFY可以直接点选栏位修改，超过的行数请接*放品名。
- ✓ 改MARK/Cargo Description指标点在正中间后，请把要修改的内容填上 (请备注清楚原来什么内容改成什么内容)
- ✓ 已经领走的正本提单需要修改，请一律先至柜台归还全套正本提单。

Thank you
for your attention!

