

# Hapag-Lloyd web amendment procedure 提单样本更改操作步骤

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Mk Hanap-Lloyd	Hapag-Llovd	Hanaga Invid	Hapag-Lloyd	Ke Hapag-Lloyd	Hapag-Lloyd	K Hapag-Lloyd	Hapag-Lloyd		Hapag-Lloyd	Hapag-Lloyd	Hapag-Lloyd	Hapag-Lloyd
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# Hapag-Lloyd



# A 如何查询提单样本

### B <u>线上改单操作步骤(Draft Amendment)</u>

## C <u>改单范例</u>

### 如何修改内容

- <u>收发通修改</u>
- <u>货描/件毛体修改</u>
- <u>付款要求修改</u>
- **更改提**单类型

### 同一个Booking内

- <u>新增 Cargo Item</u>
- 删除 Cargo Item
- Condensed B/L
- <u>原先一套单要拆N套单</u>
- <u>原先N套提单合并成一套单</u>

不同Booking 合并提单

<mark>完全合并</mark> 部分资料合并 <u>删除重复提单</u> <u>新增目的港代理</u>





- ▶ 提交改单申请前请参考目的港相关国家要求,以协助您了解可能不被接受的改单申请。→ 提单样本指南
- ▶ 改单内容仅限输入英文,特殊符号|\{}以及全形字母不接受。
- > 提单类型SWB改正本一律都要上传 SHIPPER 英文抬头和公章的保函。
- > 更新的提单样本将默认发送给改单申请人,也可以从Hapag Lloyd官网找到更新的提单样本。
- ▶ 正本提单已经打印后需要改单的情况:
  - i) 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
  - ii) 贵司自行打印提单, 提交改单时请备注提单未打印或已销毁
  - iii) 提单为e-BL, 请先在 WAVE / IQAX 平台点击 'Request Amendment / Amend' 后再提交改单



# A. 如何查询提单样本(BL DRAFT)

1. 登陆: https://www.hapag-lloyd.cn/solutions/bl-draft-approval/#/





## A. 如何查询提单样本(BL DRAFT)

### 2. 在Search 栏位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	③ About this app			若地	Search栏位没有	找到提单号,	请调整Da	ate range, 	<b>如果</b> 还是没有 服代素提供解
BL Draft List				决	到,可能定 <sup>应,</sup> 方案!		此示化半,	咱扒不合	加入公正六件
Search								D	ate range
								Q	📩 Last 14 days 👻
All (33)	Open for review (1	0) Cor	rrection sent (0)	Approve	ed (0) Relea	ised (23)			
Document Type: Bill of Lad	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	CNNSA	CDMAT
HLCUCA4230	Open for review	2023-07-19	Bill of Lading 🔒	:		APL CHARLESTON	612689	CNNSA	CDMAT



### **1. 登**录

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  $\rightarrow$  Documentation  $\rightarrow$  BL Draft Approval 登入





#### 2. 找到需要修改的提单

在Search 栏位输入提单号码或者直接寻找需要改的单号,点击提单号码进入线上改单页面

BL Draft Approval BL Draft List Search	③ About this app				若Searc 有找到, 供解决力	h栏位没找到提 可能是您没有 5案!	望号,请 权限浏览」	调整Date ran 比票提单,请	ige, <b>如果</b> 还是没 联系客服代表提 <sup>te range</sup>
All (33) Document Type: Bill of Ladi	Open for review (1 ng) Sea Waybill	0) Cori	rection sent (0)	Approv	ed (0) Relea	ased (23)			Last 14 days 🔻
Document no	Document Status (j)	Draft Updated 访	Document Type 🛈	Booking no	Customer Reference	Vessel name	Voyage no	Port of Loading	Port of Discharge
HLCUCA42:	Released	2023-07-19	Bill of Lading 🖺	73119378		NORTHERN JUVENILE	607790	CNNSA	CDMAT
HLCUCA42306	Open for review	2023-07-19	Bill of Lading 🔒			APL CHARLESTON	612689	CNNSA	CDMAT





#### 3. 修改Shipper/Consignee/Notify信息

#### Addresses & References

Shipper name
Address : XXX
Tel: XXX
Email: XXX
Consignee

Consignee name	
Address : XXX	
Tel: XXX	
Email: XXX	

To order

Consignee not yet specified

Notify Address (optional)

Notify name	
Address : XXX	
Tel: XXX	
Email: XXX	

#### Add additional Notify Address

Vessel(s)	Voyage No.
TAI FAT	SCH
Port of Loading	
ROTTERDAM	
Port of Discharge	
HAMBURG	



可以直接点击并编辑,此栏位最多接受6行,超出部分请重新调整,多余的文字请用\*连接到品名栏。

(Shipper/Consignee/Notify 等栏位,提单上都要显示完整的公司名/地址/ 电话号码/联系方式)

✓ 如果需要新增Also Notify, 直接点击Add additional Notify Address, 填 写完整公司名/地址/电话号码/联系方式即可

✓ 如果原先Consignee是 TO ORDER 开头, 后续需要更改为实际的 Consignee, 改单时请务必把 ✓ To order 前面的√点掉。

Consignee		
TO ORDER		٦
🗸 To order	Consignee not yet specified	



### 4. 修改封号/件毛体/HS CODE/品名/唛头等信息

	🔋 Delete  🔨
Container Type	
40HC	
Seal No. (optional) Seal No. (optional)	1
HLK084 封号	
Add Seal No.	
Individual Descriptions for the Cargo Items of such Container	
Same Description for the whole Container (Marks & Numbers and HS Code will be included)	)
Sustomer Load Reference	
Cargo Item 1 of HLXI	
Cargo Item 1 of HLXI No. of Kind of Packages / UN Packing Code Print the Kind of Packages on B	IL as
Cargo Item 1 of HLXI No. of Kind of Packages / UN Packing Code Print the Kind of Packages on B 牛数 PK   Package 包装单位代码	Las 单位
Cargo Item 1 of HLXI No. of Kind of Packages / UN Packing Code Print the Kind of Packages on B 牛数 PK   Package 包装单位代码 PACKAGES 包装	Las 单位
Cargo Item 1 of HLXI No. of Kind of Packages / UN Packing Code Print the Kind of Packages on B 牛数 PK   Package 包装单位代码 PACKAGES 包装 Gross Weight Gross Volume (optional) 155 重量 kg 57.952 CBM/体积	Las 单位
Cargo Item 1 of HLXI No. of Kind of Packages / UN Packing Code Print the Kind of Packages on B 牛数 PK   Package 包装单位代码 PACKAGES 包装 Gross Weight Gross Volume (optional) 155 重量 kg 57.952 CBM/体积 Vet Weight (optional) Net Volume (optional)	L as 主单位
Cargo Item 1 of HLXI         No. of Kind of Packages / UN Packing Code       Print the Kind of Packages on B         中数       PK   Package       包装单位代码       PACKAGES       包装         Gross Weight       Gross Volume (optional)       PACKAGES       包装         155       重量       kg <	Las 单位
Cargo Item 1 of HLXI No. of Kind of Packages / UN Packing Code Print the Kind of Packages on E 牛数 PK   Package 包装单位代码 PACKAGES 包装 CBSS Weight Gross Volume (optional) 155 重量 Kg  O CBM/体积 Net Weight (optional) Net Volume (optional) O Kg  O Cbm  +	Las 单位
Cargo Item 1 of HLXI No. of Kind of Packages / UN Packing Code Print the Kind of Packages on E 牛数 PK   Package 包装单位代码 PACKAGES 包装  Gross Weight Gross Volume (optional) 155 重量 kg  57.952 CBM/体积 Net Weight (optional) 0 Kg  0 cbm  + S Code (optional) 840991 HS CODE	L as 主单位
Cargo Item 1 of HLXI No. of Kind of Packages / UN Packing Code Print the Kind of Packages on E 中本数 PK Package 包装单位代码 PACKAGES 包装 Gross Weight Gross Volume (optional) 155 重量 kg  57.952 CBM/体积 Net Weight (optional) Net Volume (optional) 0 kg  0 cbm  + HS Code (optional) 840991 HS CODE	Las 单位
Cargo Item 1 of HLXI No. of Kind of Packages / UN Packing Code Print the Kind of Packages on E 牛数 PK Package 包装单位代码 PACKAGES 包装 Gross Weight Gross Volume (optional) 155 重量 kg  57.952 CBM/体积 Net Weight (optional) 0 kg  0 cbm  + HS Code (optional) 840991 HS CODE Warks & Nos (optional) V/M 哇 1 CYLINDER BLOCK	L as 王单位

- ✓ 封号/件数/重量/CBM / HS CODE / 品名/唛 头等栏位都可以直接修改调整内容
- 包装单位和包装单位代码(两位字母)需匹配, 递交
   改单时请同步修改



### 5. 修改放单地/提单类型

Document Issuance	
Place of Issue	Date of Issue 2025-03-11
Number of Freighted Original BLs	Number of Freighted Copies (optional)
0	0
Number of Unfreighted Original BLs	Number of Unfreighted Copies (optional)
1	1
Document Type 🕢 提单类型	
Sea Waybill 正本提单/目的港放单/电放(Telex Rele	ase)都请选 Original
e-BL改正本:	
请在 WAVE / IQAX 平台点击 'Request A	mendment / Amend' 后联系当地柜台操作e-BL改正本事宜
正本改e-BL:	
请直接联系当地柜台操作正本改e-BL事了	
SWB改正本/目的港放单/电放:	
一律都要上传 SHIPPER 英文抬头和公司	ē的保函,请在提交改单申请时一并上传保函



### 6. 修改运费条款

Clauses	
<ul> <li>Please note that only some of the clauses can be legally changed per draft correction.</li> <li>In case you are changing to an elsewhere payment via a draft correction, please mention the payer in the freetext comment in the last section.</li> </ul>	
Clause       FREIGHT COLLECT       ✓       如果是一般 FREIGHT COLLECT 改 FREIGHT FREIGHT COLLECT 改 FREIGHT FREIGHT COLLECT         或是 FREIGHT PREPAID 改 FREIGHT COLLECT	PREPAID CT, PREPAID
Clause       或是 FREIGHT COLLECT 即可	<b>}条款</b> 为: 急
Freight Payer: (付款人英文名称) Address: (付款公司详细地址) PIC & Email: (付款联系人,姓名+电话+邮箱)	



### 7. 添加保函

#### 如果需要附保函,请在最后提交改单申请前附上保函扫描件。

C Open	×	Attach document
$\leftarrow$ $\rightarrow$ $\checkmark$ $\bigstar$ This PC $\rightarrow$ Desktop	✓ ひ Search Desktop ク	
Organize 🔻 New folder	<b>■</b> ▼ <b>1 ?</b>	LOI
■ This PC ③ 3D Objects ■ Desktop 曾 Documents ↓ Downloads		Accepted file types: .jpg, .png, .pdf
File name: 保函.pdf	✓ Custom files (*,pjp;*,jpg;*,pjpec ✓	8 保函.pdf 180kB
	Upload from mobile Open Cancel	Cance Attach

#### **Comments & Attachments**

Add a general comment or attachment if needed. Please do not add handwritten changes as attachment.



2. 选择保函后, 描述栏填写 "LOI" 再点 Attach 上传即可



### 8. 修改目的港代理等信息

**Comments & Attachments** 

General comment (optional)			+ voyage name.
Please add destination agent information		•	唛头不同, <b>系</b> 统不小心只显示了
		•	需要显示母船信息,请备注 Plea
		•	需要更新欧盟ICS2信息,请备注
Add attachment or drag and drop your file here			
Accepted file types: .jpg, .png, .pdf	Maximum files size: 9 MB		

改单内容及Comments 输入元毕之后只 击"I accept the Terms and Conditions" 后 再点击 Submit 发送改单。

### ✓Comments 栏位

- 新增目的港代理信息, 请备注 Please add destination agent information •
  - coll over by Hapag Lloyd. Please update vessel name
- 』名唛头.请备注 Different Marks do not condense B/L
- ow feeder & mother vessel name on B/L
- 内容在Comments 栏位



### C. 改单范例

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

No. of	Outer	Packing		
10	PAL	LETS		
Gross Weight		Gross Volume (o	otional)	
10000	kg	0	mtq	
Net Weight (optional)		Net Volume (opti	onal)	
0	kg	0	mtg	
HS Code (optional) 890190	×	]		
HS Code (optional) 890190 Marks & Nos (optional)	×	Description ()		
HS Code (optional) 890190 Marks & Nos (optional) Enter Marks and Num	×	Description ① PALLET WT.: 427.5 CARGO WT.: 16514 IRGANOX 1520 L 200KG STEEL DRU	00 KGS 1.800 KGS	

### 2. 点击 Add Cargo Item 后出现 (Cargo Item 2 of XX柜号) ◇空白栏,即可输入资料

No. of	Oute	er Packing		
0	En	ter "kind of package	s" as printed on B/L	
Gross Weight		Gross Volume (o	ptional)	_
0	kg	0	mtq	]
Not Weight (optional)		Not Volume (opt	ional)	
Net Weight (optional)		Net volume (opt	ional)	_
0	kg	0	mtq	
0	kg	0	mtq	
0	kg	0	mtq	
0 HS Code (optional)	kg	0	mtq	
0 HS Code (optional) Choose HS Code	kg	0	mtq	
0 HS Code (optional) Choose HS Code	kg	0	mtq	
0 HS Code (optional) Choose HS Code Marks & Nos (optional) <b>1</b>	kg	0 Description <b>1</b>	mtq	

1. 找到需要新增件数/重量/品名/唛头的柜号, 在其 下面最后一个 Cargo Item 点击 Add Cargo Item





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





3. 同一笔 BOOKING 品名唛头显示一次

#### **Containers & Cargo**

me Description for the whole	BL Draft (Marks & Numbers and HS Code will be included)
Code (optional)	
Choose HS Code	
arks & Nos (optional) 🚯	Description ()
arks & Nos (optional) ①	Description () Enter Description
arks & Nos (optional) 🕕 Enter Marks and Numbers	Description  Enter Description

#### Comments

Add a general comment if needed

General comment (optional)

Condensed MARK +Cargo Description

如您的提单包装单位、品名(HS CODE)、唛头完全一致,可以点  $(\checkmark)$ 击 Same description for whole BL Draft 选择品名唛头只显示一次。

> 1. 选择 Same description for whole BL Draft 后下方会出现 HS Code / Marks & Nos / Description 栏位,填写完毕之后会套用 到该BOOKING的所有柜子。

**2**. 最后在 Comments 栏位填上备注: Condensed Marks + Cargo Description





✓ 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SI。

### 4. 原先一个Booking 一套单, 修改成一个Booking 拆N套单

1 Container ar	nd Cargo for (BEAU 22233	333		i Delete	
Container No.	Container Type	Seal No.	Seal No. (optional)	Seal No. (optional)	1. (拆单前请确保有新的提单号,没有提单号请先和客服
BEAU 2223333	ZUGP	499486	HED2019210		<b>人</b> 员案取告知要拆里)
Individual Descrip	tions for the Cargo Items of suc	ch Container			
Same Description	for the whole Container (Marks	s & Numbers and HS Code will b	be included)		EX: 原始2柜一单、需要改成1柜一单,
Customer Load Refere	nce				
					BEAU 2223333要里独拆到另一票全新的提里。
Cargo Item 1 of BEA	U 2266208			Delete cargo	直接点击后方的 "Delete " 删除该柜资料。
No. of	Outer Packing				
20	PALLET, BOX				<u>被删除的 BEAU 2223333 后续一定要另外发送新的SI</u>
2 Container a	nd Cargo for (DCIII, 20022	22		Ē Doloto — A	
2 Container a	nd Cargo for (BSIU 22233	33		Delete A	
Cor	nments				
					2. 最后在 Comments 栏位填上备注:
Add	d a general comment if	needed			Delete BEAU 2223333 and split to another B/L
Gen	eral comment (optional)				
De	elete BEAU 2223333 and s other B/L	split to			
	-				





#### 5. 一个Booking拆N套单, 修改成一个Booking一套单不拆单

Comments Add a general comment if needed General comment (optional) CTNR 3456789 + CTNR 66666666 link to HLCUSHA241012345 and delete HLCUSHA241067891 + HLCUSHA241034567 Confirmation 登入HLCUSHA241012345 线上改单 Comments 栏位备注: I accept the <u>Terms and Conditions</u> CTNR 3456789 + CTNR 66666666 link to HLCUSHA241012345 View original BL Draft Approve without Changes Submit Changes and delete HLCUSHA241067891 + HLCUSHA241034567

#### EX: BOOKING# 12345678 原先有3个柜子且一柜一单.

现在需要修改为3柜一单, 且保留原提单号: HLCUSHA241012345

BOOKING NO.	CONTAINER NO.	B/L NO.
12345678	CTNR 1234567	HLCUSHA241012345
	CTNR 3456789	HLCUSHA241067891
	CTNR 6666666	HLCUSHA241034567

🗲 Hapag-Llov



#### 6. 2个不同的Booking number分别完成Draft后要修改成合并单—完全合并







#### 7. 2个不同的Booking number分别完成Draft后要修改成合并单—部分合并

#### Comments



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的线上改单
 Comments 栏位备注: Add Container(柜号/件数/重量/CBM/HS CODE/唛头/品名)

 登入B单= HLCUSHA230798765的线上改单 找到需要删除的 Cargo Item 点击右方的 Delete cargo item





8. 删除重复提单

Comments	登入 要保留的提单号码 的线上改算	单, Comment 栏位备注需要删除的提单号码。		
Add a general comment if needed	EX: BOOKING# 12345678 误上传	多次SI导致拆单,需要删除多余提单。		
General comment (optional) Delete duplicate B/L: HI CUSHA241067891	BOOKING NO.	B/L NO.		
	12245679	HLCUSHA241012345		
	12343070	HLCUSHA241067891 (需要删除)		
Confirmation	登入HLCUSHA241012345 线上改	文单		
	Comments 栏位备注:			
✓ Laccept the Terms and Conditions	Delete duplicate B/L: HLCUSHA241067891			
View original BL Draft         Approve without Changes         Submit Changes				





# Thank you for your attention!

