

# BL Drafts Web Amendment Guideline

## 提单样本线上改单操作指南



# Hapag-Lloyd

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## A 改单基本要求

- 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

## B. 如何查询提单样本

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

The screenshot displays the Hapag-Lloyd website interface. At the top left is the Hapag-Lloyd logo. The top navigation bar includes 'Home', 'Services & Information', 'Our Company', and 'Online Business Suite'. On the right, there are links for 'We're hiring!', 'Hello', and a user profile icon, along with a search icon and 'EN' language selection. A dark sidebar on the left contains a menu with the following items: Quote, Schedule, Book, Documentation (highlighted with a red box), My Shipments, Verified Gross Mass (VGM), Shipping Instructions, BL Drafts (highlighted with a red box), Customs Status, Customs Reference, Cargo Claims, Electronic Bill of Lading, Finance, and Track. The main content area features a large banner with a truck on a snowy road and the text 'Happy Holidays – Thank You for a Successful 2025' and a 'Holiday Letter' button. Below the banner is the Hapag-Lloyd logo and the slogan 'We make Global Trade happen'. At the bottom, there are two utility boxes: 'Schedules' with fields for 'From Location', 'To Location', and 'Date' (with 'calendar\_t' in the date field) and a 'Find' button; and 'Tracking' with a field for 'Container-/ Booking- or B/L-Number' and a 'Track' button.

## B. 如何查询提单样本

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 Drafts [About this app](#)

若Search栏位没找到提单号, 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

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

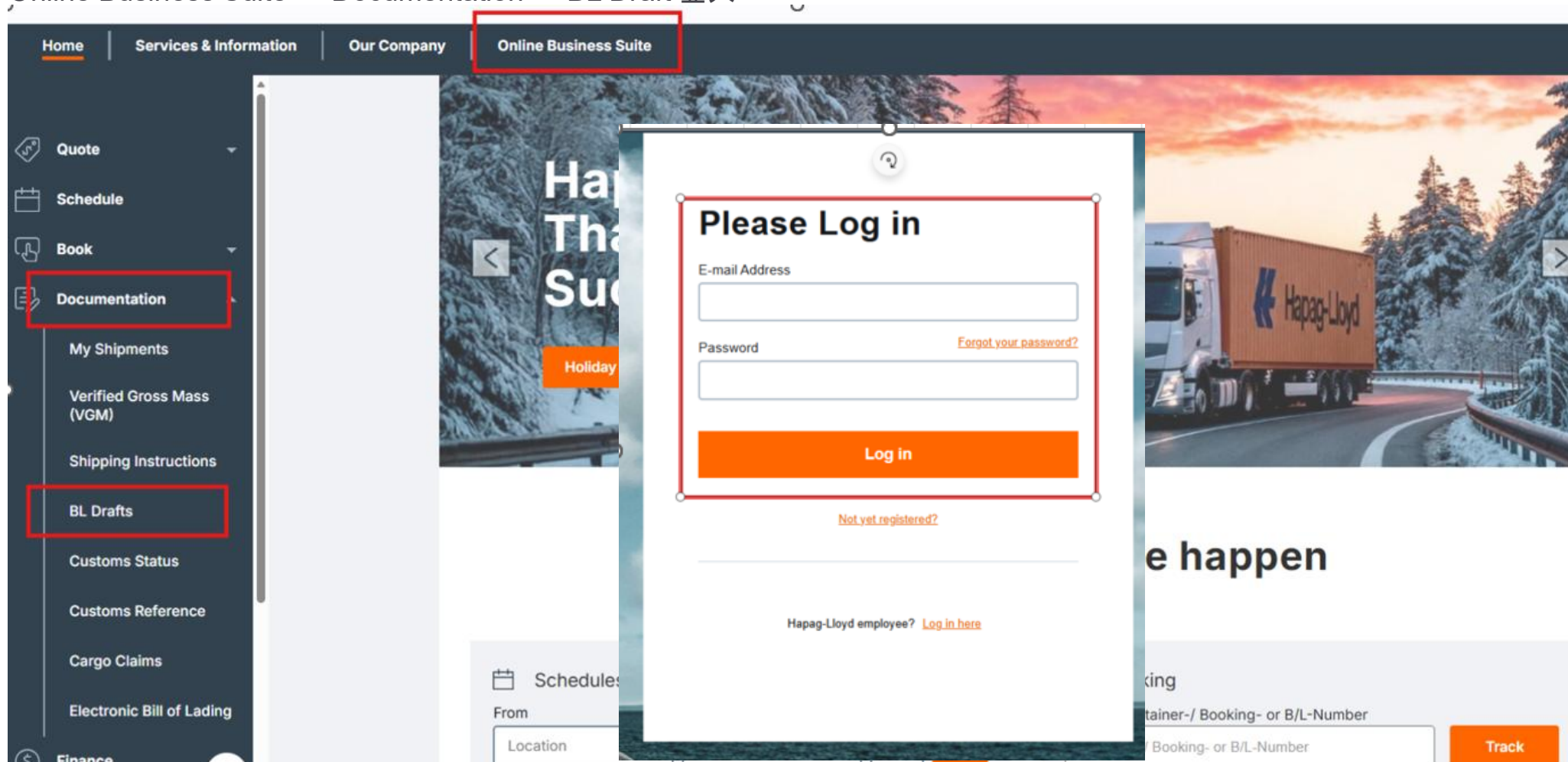
Document no	Document Status <span>ⓘ</span>	Draft Updated <span>ⓘ</span>	Document Type <span>ⓘ</span>	Booking no	Customer Reference	Vessel name	Voyage no	Port of Loading	Port of Discharge
HLCUCA4230 .....	Released	2023-07-19	Bill of Lading	.....		NORTHERN JUVENILE	607790	CNNSA	CDMAT
HLCUCA4230 .....	Open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

# C. 常见改单步骤

## 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 → Documentation → BL Draft 登入



# C. 常见改单步骤

## 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 | [About this app](#)

若Search栏位没找到提单号，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

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
<u>HLCUCA42</u>	Released	2023-07-19	Bill of Lading 📄	73119378		NORTHERN JUVENILE	607790	CNNSA	CDMAT
<u>HLCUCA4230</u>	Open for review	2023-07-19	Bill of Lading 📄			APL CHARLESTON	612689	CNNSA	CDMAT

## C. 常见改单步骤

### 3. 修改Shipper/Consignee/Notify信息

**Addresses & References**

---

Shipper

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

#### ✔ Shipper/Consignee/Notify 栏位 :

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

To order ⓘ Consignee not yet specified

# C. 常见改单步骤

## 4. 修改封号/件毛体/HS CODE/品名/唛头等信息

1 Container and Cargo for (HL) [Delete] ^

Container No. [ ] Container Type 40HC

Seal No. HLK084 **封号** Seal No. (optional) [ ] Seal No. (optional) [ ]

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)

Customer Load Reference [ ]

Cargo Item 1 of HLXI [ ]

No. of 件数 Kind of Packages / UN Packing Code PK | Package 包装单位代码 Print the Kind of Packages on BL as PACKAGES 包装单位

Gross Weight 155 **重量** kg Gross Volume (optional) 57.952 **CBM/体积**

Net Weight (optional) 0 kg Net Volume (optional) 0 cbm

HS Code (optional) 840991 **HS CODE**

Marks & Nos (optional) 1 N/M **唛头** Description 2 CYLINDER BLOCK **品名**

✓ 封号 / 件数 / 包装单位（及对应代码） / 重量 / 体积 / HS CODE / 品名 / 唛头等栏位都可以直接修改调整内容

✓ 品名和HS code需匹配，递交改单时请同步修改

✓ 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

# C. 常见改单步骤

## 5. 修改放单地/提单类型

**Document Issuance**

☑ **放单地**

Place of Issue: SHANGHAI 若需目的港放单, 请改为Destination

Date of Issue: 2025-03-11

☑ **提单显示费用/不显示费用**

Number of <b>Freighted</b> Original BLs	Number of <b>Freighted</b> Copies (optional)
0	0
Number of <b>Unfreighted</b> Original BLs	Number of <b>Unfreighted</b> Copies (optional)
1	1

Document Type: Sea Waybill

☑ **提单类型**

正本提单/目的港放单/电放 (Telex Release) 都请选 Original

☑ **提单显示费用/不显示费用**

若提单需要显示费用, 请将正副本件数填写在 **Freighted** 栏位, **Unfreighted** 栏位填写“0”;

若提单不需要显示费用, 请将正副本件数填写在 **Unfreighted** 栏位, **Freighted** 栏位填写“0”。

**e-BL改正本:**

请在 WAVE / IQAX 平台点击 'Request Amendment / 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事宜

**SWB改正本/目的港放单/电放:**

一律都要上传 SHIPPER 英文抬头和公章的保函, 请在提交改单申请时一并上传保函

# C. 常见改单步骤

## 6. 修改运费条款

### Clauses

**i** Please note that only some of the clauses can be legally changed per draft correction.  
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.

Clause

FREIGHT COLLECT



如果是一般 FREIGHT COLLECT 改 FREIGHT PREPAID 或是 FREIGHT PREPAID 改 FREIGHT COLLECT, 请直接在 Clause 栏位修改运费条款为 FREIGHT PREPAID 或是 FREIGHT COLLECT 即可

### Clauses

**i** Please note that only some of the clauses can be legally changed per draft correction.  
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.

Clause

FREIGHT PREPAID AT City/Country

Freight Payer: (Payer's English name)

Address: (Detailed address of payer's company)

PIC & Email: (payer's contact person, name +phone +email)



若需改为 第三地付费 请在 **Clause** 栏位修改运费条款为 :  
FREIGHT PREPAID AT 城市/国家  
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)

# C. 常见改单步骤

## 7. 修改目的港代理信息

### Clauses

**i** Please note that only some of the clauses can be legally changed per draft correction.

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.

Clause

FREIGHT COLLECT

DESTINATION AGENT:  
HAPAG-LLOYD ROTTERDAM  
BRANCH OFFICE OF HAPAG-LLOYD AG  
WAALHAVEN O.Z. 79  
3087 BM ROTTERDAM  
NETHERLANDS

Clause

The Merchant undertakes and warrants that, under no circumstances, shall the Goods and/or Containers listed in this Bill of Lading originate from, be stuffed in, or be on-carried from the territory of the Republic of Belarus prior to the port of loading, nor (ii) be destined for or on-carried to the territory of the Russian Federation or the Republic of Belarus.

✓ 新增目的港代理信息，请在Clause栏位填写具体代理信息

The screenshot shows the Hapag-Lloyd website's navigation menu and search interface. The 'Services & Information' menu item is highlighted with a red box. Below it, the 'Overview' option under 'Offices & Local Info' is also highlighted with a red box. In the main content area, the 'Offices & Local Info' section is visible, featuring a search bar with 'ROTTERDAM' entered and a dropdown menu showing 'Rotterdam' as a result. A red box highlights the search bar and the dropdown result. A red checkmark is placed next to the search bar area.

✓ 代理信息查询网址：<https://www.hapag-lloyd.cn/en/services-information/offices-localinfo.html>

点击跳出来的城市即可进入代理具体信息页面

# C. 常见改单步骤

## 8. 修改其他 (Comments 栏位)

### Comments & Attachments

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

General comment (optional)

Please add destination  
agent information



Add attachment  
or drag and drop your file here

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

Maximum files size: 9 MB

### ✔ Comments 栏位

- 系统只显示了一次品名唛头，要求单独显示每柜货物信息，请备注 **Display separate cargo detail for each container, do not condensed B/L**
- 需要显示母船信息，请备注 **Please show feeder & mother vessel name on B/L**
- 需要更新欧盟ICS2信息，请备注相关内容在Comments 栏位

I accept the [Terms and Conditions](#)

[View original BL Draft](#)

[Approve without Changes](#)

[Submit](#)

- ✔ 改单内容及Comments 输入完毕之后点击“I accept the Terms and Conditions”后再点击 Submit 发送改单。

## D. 特殊改单范例

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

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

Cargo Item 1 of HLXU			Cargo Item 2 of HLX		
No. of	Kind of Outer Packages / UN Packing Code	Print the Kind of Outer Packages on BL as	No. of	Kind of Outer Packages / UN Packing Code	Print the Kind of Outer Packages on BL as
6	PK   Package	PACKAGE	3	PK   Package	PACKAGE
Gross Weight	Gross Volume (optional)	Net Weight (optional)	Gross Weight	Gross Volume (optional)	Net Weight (optional)
1196.47 kg	12.46 cbm		200 kg	2 cbm	
HS Code			HS Code		
392690			903300		
Marks & Nos (optional)	Description		Marks & Nos (optional)	Description	
N/M	xxxx		aa	yyyy	
<b>+ Add Cargo Item</b>	Duplicate Cargo Item	Delete cargo	+ Add Cargo Item	Duplicate Cargo Item	Delete cargo

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

# D.特殊改单范例

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

**Cargo Item 1 of HLXU 1112222**

No. of  Print the Kind of Outer Packages on BL as  Kind of Outer Packages / UN Packing Code

Gross Weight  kg Gross Volume (optional)  cbm Net Weight (optional)  kg Net Volume (optional)  cbm

HS Code (optional)

Marks & Nos (optional)  Description

---

**Cargo Item 2 of HLXU 1112222**

No. of  Print the Kind of Outer Packages on BL as  Kind of Outer Packages / UN Packing Code

Gross Weight  kg Gross Volume (optional)  cbm Net Weight (optional)  kg Net Volume (optional)  cbm

HS Code (optional)

找到需要删除件数/重量/品名/唛头的柜号，在相对应的 Item 栏下方点击 Delete Cargo 即可删除该货物

EX:

柜号：HLXU 111222 中10PALLETS/10000KGS是多余的货物，需要删除，找到对应cargo item，点击下方的 Delete Cargo 即可删除该货物

## D.特殊改单范例

### 3. 同一笔 BOOKING 品名唛头显示一次

#### Containers & Cargo

Same description for whole BL Draft

Same Description for the whole BL Draft (Marks & Numbers and HS Code will be included)

HS Code (optional)

Choose HS Code

Marks & Nos (optional) ⓘ

Enter Marks and Numbers

Description ⓘ

Enter Description

#### Comments

Add a general comment if needed

General comment (optional)

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

☑ 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。

# D.特殊改单范例

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

1. 找到需要拆出的柜子，点击右方的“Delete”按钮即可删除该柜资料

EX: 原始2柜一单，需要改成1柜一单，  
BEAU 2223333要单独拆到另一票全新的提单。  
直接点击后方的“Delete”删除该柜资料。

被删除的 BEAU 2223333 后续一定要另外发送新的SI

✔ 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。

2. 在 Comments 栏位填上备注：  
Delete BEAU 2223333 and split to another B/L

## D.特殊改单范例

### 5. 原先一个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 6666666 link to HLCUSHA241012345 and delete HLCUSHA241067891 + HLCUSHA241034567

#### Confirmation

I accept the [Terms and Conditions](#)

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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



登入**HLCUSHA241012345** 线上改单

Comments 栏位备注：

**CTNR 3456789 + CTNR 6666666 link to HLCUSHA241012345 and delete HLCUSHA241067891 + HLCUSHA241034567**

## D.特殊改单范例

### 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

**Comments**

Add a general comment if needed

General comment (optional)

HLCUSHA230712345 + HLCUSHA230798765  
combine bill and delete  
HLCUSHA230798765

---

**Confirmation**

I accept the [Terms and Conditions](#)

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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的线上改单
- **Comments 栏位备注 : HLCUSHA230712345 + HLCUSHA230798765  
combine B/L and delete HLCUSHA230798765**

## D.特殊改单范例

### 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

Add a general comment if needed

General comment (optional)

#### Confirmation

I accept the [Terms and Conditions](#)

[View original BL Draft](#)

[Approve without Changes](#)

[Submit Changes](#)

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

# D.特殊改单范例

## 8. 删除重复提单

**Comments**

Add a general comment if needed

General comment (optional)

Delete duplicate B/L:  
HLCUSHA241067891

---

**Confirmation**

I accept the [Terms and Conditions](#)

[View original BL Draft](#) [Approve without Changes](#) [Submit Changes](#)

- 登入 **要保留的提单号码** 的线上改单，Comment 栏位备注需要删除的提单号码。

EX: BOOKING# 12345678 误上传多次SI导致拆单，需要删除多余提单。

BOOKING NO.	B/L NO.
12345678	HLCUSHA241012345
	HLCUSHA241067891 (需要删除)



登入 **HLCUSHA241012345** 线上改单

Comments 栏位备注：

Delete duplicate B/L: **HLCUSHA241067891**

**Thank you**  
for your attention!

