

Hapag-Lloyd Web amendment procedure B/L Correction step-by-step



Hapag-Lloyd



A. View B/L from Website

B. Send B/L correction request step-by-step

C. Example

Amend B/L from Website

- Cargo Description
- Body B/L
- Payment term

Within a same booking

- o Add Cargo Item
- o Delete Cargo Item
- o Condensed Bill
- o Split B/L
- o Combine B/L

Combined B/L for different bookings

- Merge full B/L
- Merge some details

- Delete Duplicate B/L
- Added Also Notify/destination port agent



A. View B/L from Website

1. Log-in : https://www.hapag-lloyd.com/solutions/bl-draft-approval/#/

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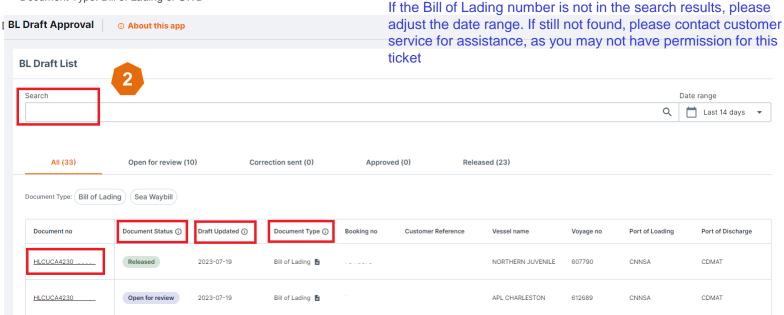
Home Services & Info	ormation Our Company Online Business Suite	
	BL Draft Approval O About this app	
🖑 Quote 👻		
💾 Schedule 👻		
🖫 Book 👻		Please Log in
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Shipping Instructions		
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Customs Status		Not yet registered?
Customs Reference		
Cargo Claims		Hapag-Lloyd employee? Log in here
Invoice Dispute		



A. View B/L from Website

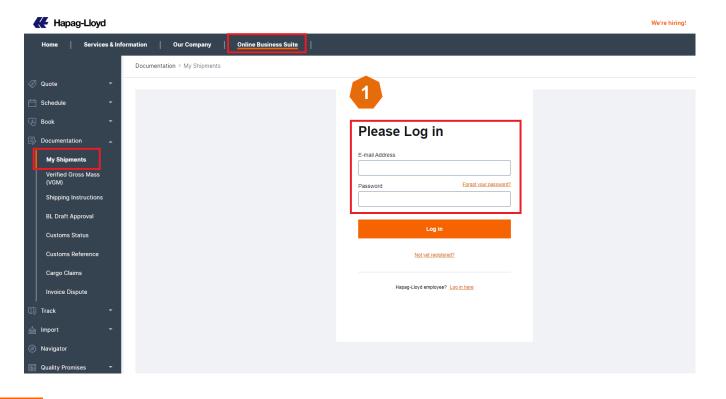
2. Search: Enter the bill of lading number or directly find the bill number that needs to be changed.

- Document Status :
- ✓ Released: The document has been distributed/uploaded
- \checkmark Open For Review: The bill of lading has been completed but has not been released
- Document Type: Bill of Lading or SWB





<u>1. Access website: https://www.hapag-lloyd.cn/solutions/bl-draft-approval/#/</u> or access Hapag Lloyd official website <u>https://www.hapaglloyd.com/en/home.html</u> and select Online Business Suite \rightarrow Documentation \rightarrow BL Draft Approval to log in





2. Search: Enter the bill of lading number or directly find the bill number that needs to be revised





- 3. Click 'Edit Draft' for bill of lading editing; all changes must be in English without special characters.
- 4. Select the page number where amendments are required.

Home	Services & Inform	ation Our Company Online Business Sui	•	م	λ EI
ي Quote	BL Draft Appro		2 3 2		
Schedule R Book	8100	Shipper:	Lading Multimodal Transport or Port to Port Shipment.	Document Details	
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	ž	Vesselo: Voyage-No.: APL CHARLESTON 04FFJW1M2 Port of Loading: NANSHA , CHINA	Place of Delivery:	± Download BL Draft	
		Part of Discharge: MATADI, D.RC CONGO MATADI, D.RC CONGO Itember and Kind of Packages. Description Container Nos., Seal Nos.: Marks and Nos. Itember and Kind of Packages. Description FANU 1783988 SEAL: MOTORCYCLE SPARE HL047744868 FREIGHT PREPAID MARKS & NOS: FREIGHT PREPAID	HIGH CUBE CONT. SLAC* 16000.000 68.000		



In the 'Party Function' field of the bill of lading (SH/CN/NF/EXPORT REF...), you can directly click and edit the desired information. ** Please note that this does not apply to Switch B/L requests; for HK/TW Switch B/L requests, please contact the local HL office.

	Lading Multimodal Transport or Port to Port Shipment	Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg Bill of	Lading Multimodal Transport or Port to Port Shipment
Shipper: ABC	Hapag-Lloyd	Shipper: ABC ABC	K Hapag-Lloyd
Consignee (not negotiable unless consigned to order):	Carrier's Reference: BitNo.: Page: 72246 HLCUCA42306' 2 / 3 Export Referenc	Consignee (not negotiable unless consigned to order):	Carrier's Reference: 722460 HLCUCH 2306' 2 / 3 Export References: 5
Danquites	Forwarding Agent:	6 Hamburg V	Forwarding Agent:
Notify Address (Carrier not responsible for failure to notify):	Consignee's Reference:	Notify Address (Carrier not responsible for failure to notify):	Consignee's Reference:
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Vessel(s): Voyage-No.: APL CHARLESTON 04FFJW1MA	Place of Delivery:	Vessel(s): Voyage-No.: APL CHARLESTON 04FFJW1MA	Place of Delivery:
Port of Loading: NANSHA, CHINA		Port of Leading: NANSHA , CHINA	
Port of Discharge: MATADI, DRC CONGO		Port of Discharge: MATADI, DRC CONGO	-
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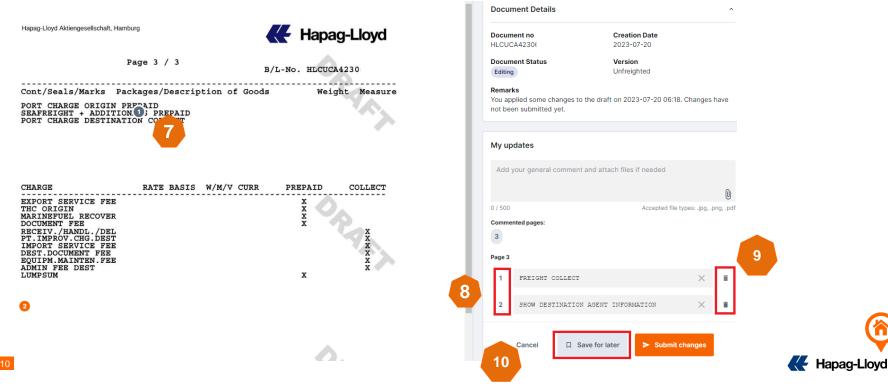
6. If the 'Party Function' fields (SH/CN/NF) are highlighted in red, it means they exceed the maximum line limit (up to 6 lines). Please adjust them, and any excess text should be linked with an asterisk (*) to the commodity description.

	Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg Bill of Shipper: changed content	Lading Multimodal Transport or Port to Port Shipment	Document Details		^	
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	Port of Leading: NANSHA Port of Discharge:	-	Commented pages:			
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7. In other fields, simply click where you want to make changes, and numbers will appear sequentially.

- 8. Enter the desired changes according to the numbers.
- 9. If you accidentally make a mistake, you can delete it by clicking on the trash can icon
- 10. If you need to make changes on other pages, select 'Save for later' and continue editing afterward



11. If you need to modify MARK / CARGO DESCRIPTION, place the indicator in the middle of MARK / CARGO DESCRIPTION and fill in the content you want to change (please make a clear note ***change to ***)

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12. If you require an amendment file, please attach a scanned copy of the amendment file before submitting the amendment request by clicking the paperclip icon for upload. Also, make sure to include the modification details in 'My Updates' as follows: 'Now reads: **** Should read: ****'

Carrier: Hapag-Lloyd Aktiengesells	chaft, Hamburg Bill C	of Lading	Multimodal Transport or Port to Port Ship	ment		Document Details		^	
ABC			K Hapag-Lloye	d	- 1	Document no HLCUCA42306	Creation Date 2023-07-20		
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13. After selecting the amendment file, label the description field as 'DC' and then click 'ATTACH' to upload it

Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg	II of Lading Multimodal Transport or Port to Port Shipment	Document Details	
ABC	Hapag-Lloyd	Document no HLCUCA4230675402	Creation Date 2023-07-20
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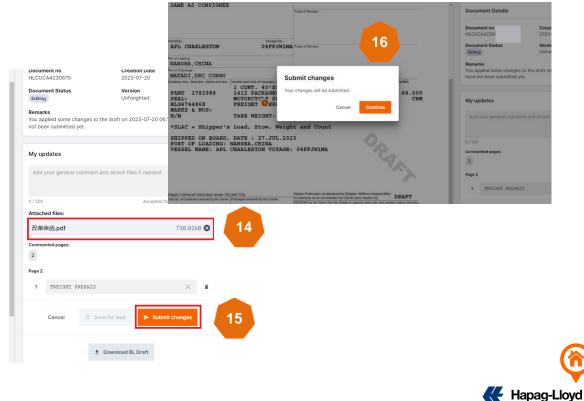
king on

14. After a successful upload, the file will be listed and displayed.

15. Once you have finished inputting the necessary changes, click 'Submit Changes' to upload the bill of lading modifications

16. Click 'Continue' to proceed with the upload.

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whichever is applicable. One original Bill of Lading, duly endorsed, must be surrendered by the to the Carrier in exchange for the Goods or a delivery order. In accepting this Bill of Lading the
EL PR



17. If you see the word 'Successful,' it means the upload was successful. Your online modification is not considered complete until this final step.

18. You can download the receipt to keep a record of this amendment.

< Back To List		
	Document Details Document no Creation Date HLCUTPE2303 Correction Submitted Correction Submitted Submitted on Tue, 07 Mar 2023 08:01:41 GMT	^
17 Thank you! Submission successful! You can continue with your next BL Draft	Your requested changes Pages with requested changes 2 Changed fields Fort of Loading Export References	
How was your experience with the BL Draft Approval solution?	Actions > Email receipt ± Download receipt	18



1. Cargo Description Amendment

Clearly indicate what the original content was changed to (...change to...).

web.amendment@csd.hlag.com

From: Sent: To: Subject:	noreply@hlag.cloud Tue Aug 01 07:24:41 GMT 2023 web.amendment@csd.hlag.com Web Amendment Sh{ Doc#	User:W651525
Correction was sent	by with the email address	•
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2. Document Body Amendment

Clearly mark every item to be changed, indicating what the original content should be changed to (...change to...).

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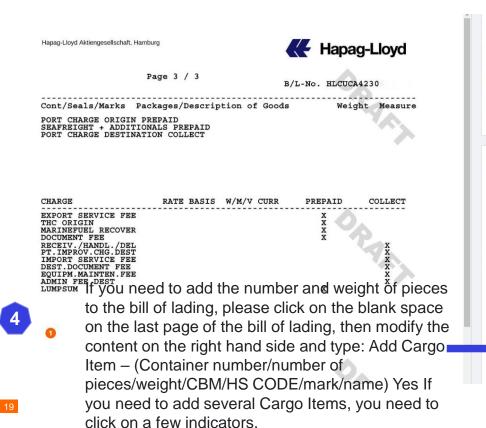


Payment Term amendment, clearly indicate the sections that need to be changed, as illustrated below

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4. For the same BOOKING, add quantity/item name/marking as follows: Add Cargo Item



Document Details Document no **Creation Date** 2023-07-20 HLCUCA4230 **Document Status** Version Unfreighted Editing 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 Accepted file types: .jpg, .png, .pdf Commented pages: 3 Page 3 Add cargo item: Î HLBU 1246789/100 CTN/1000KG/25CBM/HS CODE 123456 MARK: MADE IN CHINA P/O 123321123321 CARGO DESCRIPTION: TOY MOTORCYLES



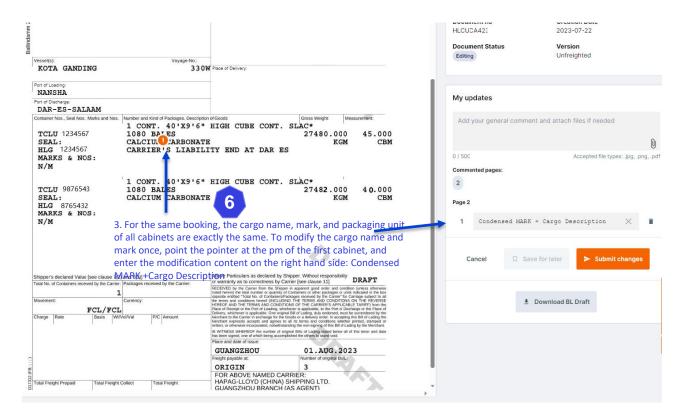
5. For the same BOOKING, delete quantity/item name/marking as follows: Delete Cargo Item



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6. Cargo name of the same booking item will be displayed once





7. Originally one Booking with one set of bills was modified into one Booking with N sets of bills (if you already have a bill of lading, please send a revised bill; if you want to add a new bill of lading, please send a new SI)

Vessel(s): Voyage-No.:	
	Place of Delivery:
Port of Loading: NANSHA	
Port of Discharge:	
DAR-ES-SALAAM	
Container Nos., Seal Nos. Marks and Nos. Number and Kind Of Paskages. Description 1 CONT. 40'X9'6" 1	HIGH CUBE CONT. SLAC* 27480.000 45.000 KGM CBM TY END AT DAR ES
TCLU 9876543 SEAL: HLG 8765432 MARKS & NOS: 1080 BALES CALCIUM CARBONATE	HIGH CUBE CONT. SLAC* 27482.000 40.000 KGM CBM
•	ed into another set of brand-new bills of lading. Th
	er number. Note: Delete TCLU 1234567 and split
the second se	s TCLU 1234567, and a new SI needs to be
resent.	s TOLO 1234307, and a new St needs to be
AND DECK ALL METTERS OF A METERS	Above Particulars as declared by Shipper. Without responsibility
Shipper's declared Value [see clause 7(2) and 7(3)] Total No. of Containers received by the Carrier: Packages received by the Carrier:	cr warranty as to correctness by Carrier [see clause 11] DRAFT
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
Movement: Currency: FCL/FCL	Lopostice entitled "Total No. of Containers/Packages received by the Carine' for Carriage subject to all the terms and condisions hered (INCLUDINS THE TERMS AND CONDITIONS ON THE REVERSE HEREOF AND THE TERMS AND CONDITIONS OF THE CARRIER'S APPLICABLE TARIETY from the Place of Receipt or the Port of Loading, whichever is applicable, to the Port of Discharge or the Pitace of
Charge Rate Basis W/Vol/Val P/C Amount	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, nonwithstanding 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 date has been signed, one of which being accomplished the others to stand void.
	Place and date of issue:

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My updates	
Add your gene	eral comment and attach files if needed
	Û
0 / 500	Accepted file types: .jpg, .png, .pdf
Commented pages 2 Page 2 1 Delete TO	s: LU 1234567 and split to another B/L: HLCUSHAXXXXXXXXXX
Cancel	☐ Save for later ► Submit changes
	🛓 Download BL Draft

8. One Booking will be split into two sets of orders, and it will be modified into one Booking set without splitting the orders (provide a letter of guarantee for the change, and clearly indicate the deleted and retained bill of lading numbers)

Vessel(s);	Voyage-No.:	
KOTA GANDING		W Place of Delivery:
KOIK GANDING	550	A note of benefit
Port of Loading: NANSHA		
Port of Discharge: DAR-ES-SALAAM		
Container Nos., Seal Nos.; Marks and Nos. TCLU 5656567 SEAL:	Number and Kind of Packages, Description 1 CONT. 40'X9'6" 1080 BALES CALCIUM CARBONATI	HIGH CUBE CONT. SLAC* 27480.000 45.000
HLG4743310		LITY END AT DAR ES
MARKS & NOS:	SALAAM PORT ONLY	
(HLCUSHA1234567 in front of the cabine	should be merged ir 789), and HLCUSHA et number and marke	nto another set of completed bills of lading A230607080 is not required. The indicator point is ed on the right: TCLU 5656567 link under
	89 and delete HLCU	JSHA230607080 e unnecessary tracking numbers will be deleted
Shipper's declared Value [see clause 7(2 Total No. of Containers received by the Carrier		Above Particulars as declared by Shipper. Without responsibility or warranty as to correctness by Carrier [see clause 11] DRAFT
1	and a second	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
Movement: FCL/FCI	Currency:	oposite entited "Total No. of Containers/Packages received by the Carrier" for Carriage subject to all the terms and conditions here(I) (NCLUDN) THE TEMS AND CONDITIONS ON THE REVENSE 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
	Vol/Val P/C Amount	Delvery, whichever is applicable. One original Bill of Lading, duly endoneed, must be surrendered by the Merchant to the Carier in exchange for the Gods 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 writen, or otherwise incorporated, notwittstaming 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 date has been signed, one of which being accomplished the others to stand void.
		Place and date of issue:

	~~~~			~	
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9. Two different Booking numbers need to be modified into a merged order after completing Draft.



Booking A under B/L no. HLCUSHA230712345 & Booking B under B/L no.HLCUSHA230798765 ; Request to merge booking A and B under B/L HLCU<u>SHA230712345</u>

- Log in to booking A = online amendment of HLCUSHA230712345
- My Update tag: HLCUSHA230712345 + HLCUSHA230798765 combine bill and delete HLCUSHA230798765)

Booking A under B/L.HLCUSHA230712345 & booking B under HLCUSHA230798765 ;

Part of the information of booking B needs to be moved to booking A

- Log in to booking A = online modification of HLCUSHA230712345 > Click on the blank space on the last page of the bill of lading, then modify the content on the right and type: Add Container (container number/number of pieces/weight/CBM/HS CODE/mark/product name)
- Log in to booking B = Online modification of HLCUSHA230798765 > Point the pointer on the line with the number of items to be deleted, and then modify the content on the right and type: Delete cargo item: number of items/weight



### 10. Delete duplicate bills of lading

If you accidentally send the bill of lading repeatedly, resulting in N sets of bills of lading, go directly to the online modification of the main bill, and mark the bill of lading number that needs to be deleted in My updates.

EX: 3 bill of lading numbers: HLCUSHA230712345 / HLCUSHA230798765 / HLCUSHA230765656

=Just keep HLCUSHA230712345

Log in to HLCUSHA230712345 to make changes online, and mark in the My Update field:

Delete Duplicate B/L: HLCUSHA230798765 / HLCUSHA230765656

#### **Document Details**

Document no HLCUSHA230712345

Creation Date 2023-07-22 ^

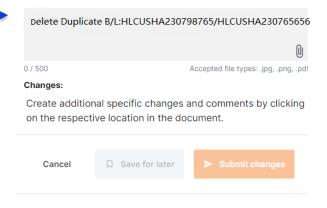
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#### Remarks

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#### My updates

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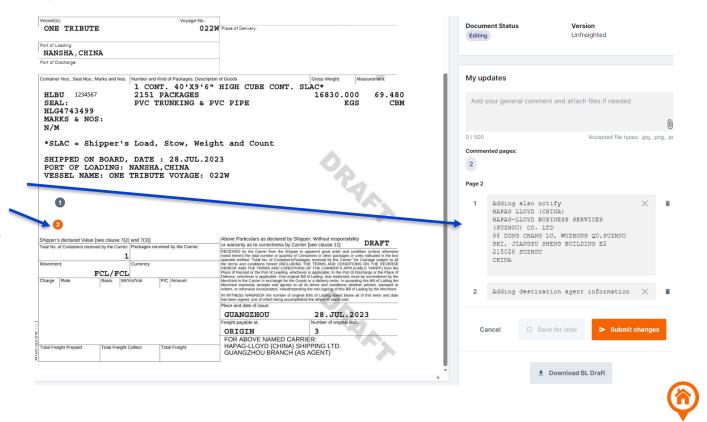




11. Added Also Notify/destination port agent information



- Also Notify, the indicator point is in the blank space below the on board notation, enter the modification content on the right: Adding Also Notify (company name + address + phone number + EMAIL + TAX ID)
- Destination agent information, the indicator point is in the blank space below the onboard notation, enter the modification content on the right: Adding Destination Agent Information



# NOTE

- The order modification content can only be entered in English. Special symbols | \{ } & full-width letters are not accepted.
- ✓ To change SHIPPER/CNEE/NOTIFY, you can directly click on the field to modify it. If the number of rows exceeds the limit, please enter * to enter the product name₀
- After changing the MARK/Cargo Description indicator point to the middle, please fill in the content to be modified (please note clearly what the original content has been changed to what content)
- If the original bill of lading that has been collected needs to be modified, please return the full set of original bills of lading to the counter first.





# Thank you for your attention!

