

Hapag-Lloyd Web amendment procedure

B/L Correction step-by-step



Hapag-Lloyd

Agenda

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

- Add Cargo Item
- Delete Cargo Item
- Condensed Bill
- Split B/L
- 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-loyd.com/solutions/bl-draft-approval/#/>



Home | Services & Information | Our Company | **Online Business Suite**

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

- Quote
- Schedule
- Book
- Documentation**
 - My Shipments
 - Verified Gross Mass (VGM)
 - Shipping Instructions
 - BL Draft Approval**
 - Customs Status
 - Customs Reference
 - Cargo Claims
 - Invoice Dispute

Please Log in

E-mail Address

Password [Forgot your password?](#)

Log in

[Not yet registered?](#)

Hapag-Lloyd employee? [Log in here](#)

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
 - ✓ Open For Review: The bill of lading has been completed but has not been released
- Document Type: Bill of Lading or SWB

If the Bill of Lading number is not in the search results, please adjust the date range. If still not found, please contact customer service for assistance, as you may not have permission for this ticket

BL Draft Approval [About this app](#)

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

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

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

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' is positioned above the login form.
- The form title is 'Please Log in'.
- There are two input fields: 'E-mail Address' and 'Password'.
- Below the 'Password' field is a link: [Forgot your password?](#)
- Below the input fields is an orange 'Log in' button.
- Below the button is a link: [Not yet registered?](#)
- At the bottom of the form is a link: [Hapag-Lloyd employee? Log in here](#)

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

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

If the Bill of Lading number is not in the search results, please adjust the date range. If still not found, please contact customer service for assistance, as you may not have permission for this ticket



BL Draft Approval [About this app](#)

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

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.

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

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Bill of Lading

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

Shipper: ABC

Carrier's Reference: 722461 | B/L-No.: HLCUCA423067 | Page: 2 / 3

Consignee (not negotiable unless consigned to order): DEF

Forwarding Agent:

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

Consignee's Reference:

Place of Receipt:

Vessel(s): APL CHARLESTON | Voyage-No.: 04FFJWL1MA | 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: HL64744868	1412 PACKAGES	KGS	CBM
MARKS & NOS:	MOTORCYCLE SPARE PARTS		
	FREIGHT PREPAID		

Document Details

Document no: HLCUCA423067 | 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. Send B/L correction request step-by-step

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.

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

5



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

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.

6

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

Shipper: ABC changed content

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

Consignee (not negotiable unless consigned to order): changed content
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		
MARKS & NOS: N/M	60*60 CERAMICS		
	15*80 CERAMICS		
	30*60 CERAMICS		
	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		

Shippers' 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

Add your general comment and attach files if needed

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

"For CNEE sections exceeding 6 lines, connect them with asterisks (*) and click on the indicator at the commodity description. Continue using asterisks (*) to link the remaining content. Our staff will add this content to the end of the cargo description."

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

- In other fields, simply click where you want to make changes, and numbers will appear sequentially.
- Enter the desired changes according to the numbers.
- If you accidentally make a mistake, you can delete it by clicking on the trash can icon
- If you need to make changes on other pages, select 'Save for later' and continue editing afterward

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 + 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
- 2 SHOW DESTINATION AGENT INFORMATION

9

8

Cancel

Save for later

Submit changes

10

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

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 ***)

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	KG	CBM
MARKS & NOS: N/M	MOTORCYCLE SPARE PARTS		
	FREIGHT P: AID		
	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**

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 date 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 accordance with 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-appearance 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:

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

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

11

Document Status **Version**

Editing 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.: X DE500EAS**
- 2 **1412 PACKAGES MOTORCYCLE SPARE PARTS change to 1412 PACKAGES=140 CARTONS TOY MOTORCYLES**

Cancel Save for later

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

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: ****'"

The screenshot shows a Bill of Lading document for Hapag-Lloyd. The document details include: Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg; Shipper: ABC; Consignee: DEF; Vessel: APL CHARLESTON; Port of Loading: NANSHA, CHINA; Port of Discharge: MATADI, DRC CONGO. The document is currently in 'Editing' status, created on 2023-07-20. The 'My updates' section contains the text: 'Now reads:*****Should reads:*****'. A yellow arrow points to a paperclip icon in the 'My updates' section, which is highlighted with a red box and the number 12. A file explorer window is open over the document, showing a file named '改单保函' (Amendment Confirmation) selected for upload. The 'Open' button in the file explorer is also highlighted with a red box.

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: MOTORCYCLE SPARE PARTS KGS CBM
HLG4744868 FREIGHT PREPAID
MARKS & NOS: TARE WEIGHT: 3680KGS
N/M

*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

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

You can indicate your acceptance of the amendment fee in the 'My Updates' remarks to ensure a smoother and faster amendment process!

Confirm amendment fee: Confirm amendment fee
HPL issue, no confirmation of amendment fee: HPL issue, no amendment fee

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

13. After selecting the amendment file, label the description field as 'DC' and then click 'ATTACH' to upload it

The screenshot displays the Hapag-Lloyd Bill of Lading system interface. A central dialog box titled "Attach document" is open, featuring a text input field with "LOI", a file selection field containing "改单保函.pdf" (738.92kB), and "Cancel" and "Attach" buttons. The background shows the Bill of Lading details for carrier Hapag-Lloyd, shipper ABC, and consignee DEF. The document details on the right include the document number HLCUCA4230675402, creation date 2023-07-20, and status Unfreighted.

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

Shipment Details:
Shipment No.: 72
Export: 72
Forwarder: 72
Notify Address (Carrier not responsible for failure to notify): SAME AS CONSIGNEE

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

Document Details:
Document no: HLCUCA4230675402
Creation Date: 2023-07-20
Document Status: Unfreighted
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

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

Buttons: Cancel, Save for later, Submit changes, Download BL Draft

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

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.

Notify Address (Carrier not responsible for failure to notify): SAME AS CONSIGNEE	Forwarding Agent:		
Vessel(s): APL CHARLESTON	Consignee's Reference:		
Voyage-No.: 04FFJW1MA	Place of Receipt:		
Port of Loading: NANSHA, CHINA			
Port 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]		
Total No. of Containers received by the Carrier:	1		
Movement:	Currency:		
Charge /Rate	Basic / W/Vol/Val / PIC /Amount		

Document no
HLCUCA4230675

Creation Date
2023-07-20

Document Status
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:
改船保函.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:

APL CHARLESTON **04FFJW1MA** Place of Delivery:

Port of Loading:
NANSHA, CHINA

Port of Discharge:
MATADI, DRC CONGO

Container No., Seal Nos., Marks and Nos. (Number and Kind of Packages):
FANU 1783988 1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC*

SEAL: HLG4744868 MOTORCYC'S SPARE PARTS

MARKS & NOS: 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

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

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]

1

Movement:

Charge /Rate

Document Details

Document no
HLCUCA4230675

Document Status
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

Commented pages:
2

Page 2
1 FREIGHT PREPAID

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

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.

The screenshot displays a web application interface. On the left, a confirmation message is highlighted with a red box and labeled '17'. The message reads: "Thank you! Submission successful! You can continue with your next BL Draft." Below this is a feedback section with the text "How was your experience with the BL Draft Approval solution?" and five empty star icons. On the right, a sidebar contains document details and actions. The "Document Details" section shows: Document no: HLCTPE2303, Creation Date: 2023-03-07, Document Status: Correction Submitted, and Version: Unfreighted. The "Your requested changes" section shows: Pages with requested changes: 2, Comments: 2, and Changed fields: Port of Loading, Export References. The "Actions" section has two buttons: "Email receipt" and "Download receipt", with the latter highlighted by a red box and labeled '18'. A "Back To List" link is visible at the top left.

< Back To List

17

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: HLCTPE2303 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. Example

1. Cargo Description Amendment

Clearly indicate what the original content was changed to (...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[...]

User:W651525

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



Hapag-Lloyd Aktiengesellschaft, Hamburg



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

Page 3 / 3

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. Example

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.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:  Hapag-Lloyd

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

Export References:

Consignee (not negotiable unless consigned to order):

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 CNTRS 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



- 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. Example


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

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	1 CONT. 20'X8'6" GENERAL PURPOSE CONT. SLAC*	22500.000	7.880
SEAL: HLGO034032	34 CRATES GRANITE COUNTERTOP SUCTION PLATE	KGM	MTO
MARKS & NOS: N/M	STONE CARRYING CLAMPS THIS WOODEN PACKING MATERIALS HAS BEEN HEAT TREATED		

*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

3

C. Example

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

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 + 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

If you need to add the number and weight of pieces to the bill of lading, please click on the blank space on the last page of the bill of lading, then modify the content on the right hand side and type: Add Cargo Item – (Container number/number of pieces/weight/CBM/HS CODE/mark/name) Yes If you need to add several Cargo Items, you need to click on a few indicators.

4

1

Document Details

Document no	Creation Date
HLCUCA4230	2023-07-20
Document Status	Version
Editing	Unfreighted

Remarks
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My updates

Add your general comment and attach files if needed

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Commented pages:
3

Page 3

1 Add cargo item: X


HLBU 1246789/100 CTN/1000KG/25CBM/HS
CODE 123456

MARK:
MADE IN CHINA
P/O 123321123321

CARGO DESCRIPTION:
TOY MOTORCYCLES

C. Example

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

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 1234567	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC*	16000.000	68.000		
SEAL: HLG4744	14  PACKAGES	KGS	CBM		
MARKS & NOS: N/M	MOTORCYCLE 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					
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 of Discharge or the Place of Delivery, whichever is applicable. One original Bill of Lading, duly endorsed, must be surrendered to 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.			
Movement:	FCL/FCL	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.			
Charge	Rate	Basis	W/Vol/Val	P/C	Amount
Place and date of issue:		GUANGZHOU		27 . JUL . 2023	
Freight payable at:		Number of original Bills of Lading:		3	

For a Cargo Item with a specific number of pieces and weight on the bill of lading that needs to be deleted, please point the pointer on the line with the number of pieces that need to be deleted and then revise the content on the right hand site and type: " delete cargo: number of pieces / weight; there are several cargo items that need to be deleted"

Remarks
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My updates

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2

Page 2

1 Delete cargo item: 14 PACKAGES/16000 KG

Cancel Save for later

Ex: This ticket needs to delete 14 PACKAGES and the modified content needs to be marked as: Deleted cargo item 14 Packages/16000 kg

All contents of the entire 14 packages (product name, mark, number of pieces/ weight/ CBM

C. Example

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

Bill of Lading

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: HLG 1234567 MARKS & NOS: N/M	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC* 1080 BALES CALCIUM CARBONATE CARRIER'S LIABILITY END AT DAR ES	27480.000 45.000 KGM CBM
TCLU 9876543 SEAL: HLG 8765432 MARKS & NOS: N/M	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC* 1080 BALES CALCIUM CARBONATE	27482.000 40.000 KGM CBM

Shipper's declared Value [see clause 11] 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** Packages received by the Carrier:

Movement: **FCL/FCL** Currency:

Charge	Rate	Basis	Vol/Val	PIC	Amount
--------	------	-------	---------	-----	--------

Total Freight Prepaid Total Freight Collect Total Freight

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

Freight payable at: **ORIGIN 3**

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

3. For the same booking, the cargo name, mark, and packaging unit of all cabinets are exactly the same. To modify the cargo name and mark once, point the pointer at the pm of the first cabinet, and enter the modification content on the right hand side: Condensed MARK + Cargo Description

Document No: HLCUCA423
Document Status: Editing

System Date: 2023-07-22
Version: Unfreighted

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Page 2

1 Condensed MARK + Cargo Description

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C. Example

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)

Billhead		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		CALCIUM CARBONATE					
MARKS & NOS:		CARRIER'S LIABILITY END AT DAR ES					
N/M		SALAAM PORT ONLY.					
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: The original 2 cabinets and one bill need to be changed to one cabinet and one bill. TCLU 1234567 needs to be separated into another set of brand-new bills of lading. The indicator point is in front of the counter number. Note: Delete TCLU 1234567 and split to another B/L. The new bill of lading is TCLU 1234567, and a new SI needs to be resent.

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:		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 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. IT WITNESSES 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:		Place and date of issue:			
FCL/FCL					
Charge	Rate	Basis	W/Vol/Val	P/C	Amount

Document Status	Version
Editing	Unfreighted

My updates

Add your general comment and attach files if needed

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Commented pages:

2

Page 2

1 Delete TCLU 1234567 and split to another B/L: HLCUSHAXXXXXXXXX

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C. Example

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)

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:	
1 TCLU 5656567 SEAL: HLG4743310 MARKS & NOS: N/M	8 1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC* 1080 BALES CALCIUM CARBONATE CARRIER'S LIABILITY END AT DAR ES SALAAM PORT ONLY.	27480.000 KGM	45.000 CBM	
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		Packages received by the Carrier:		
Movement: FCL/FCL		Currency:		
Charge	Rate	Basis	Vol/Vol	PIC Amount

EX: TCLU 5656567 should be merged into another set of completed bills of lading (HLCUSHA123456789), and HLCUSHA230607080 is not required. The indicator point is in front of the cabinet number and marked on the right: TCLU 5656567 link under HLCUSHA123456789 and delete HLCUSHA230607080

P.S. After merging the bills of lading, the unnecessary tracking numbers will be deleted

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	<input type="checkbox"/> Save for later
<input type="button" value="Submit changes"/>	
<input type="button" value="Download BL Draft"/>	

C. Example

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

9

Booking A under B/L no. HLCUSHA230712345 & Booking B under B/L no.HLCUSHA230798765 ;

Request to merge booking A and B under B/L HLCUSHA230712345

- 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

C. Example

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
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.

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C. Example

11. Added Also Notify/destination port agent information

11

- 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

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		2151 PACKAGES 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: Packages received by the Carrier:			1		
Movement:			Currency:		
FCL/FCL					
Charge	Rate	Basis	Wt/Vol/Val	P/C	Amount
Total Freight Prepaid					
Total Freight Collect					
Total Freight					
Freight payable at:			Number of original Bs/L:		
ORIGIN			3		
FOR ABOVE NAMED CARRIER: HAPAG-LLOYD (CHINA) SHIPPING LTD. GUANGZHOU BRANCH (AS AGENT)					

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My updates

Add your general comment and attach files if needed

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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

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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 name.
- ✓ 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!

