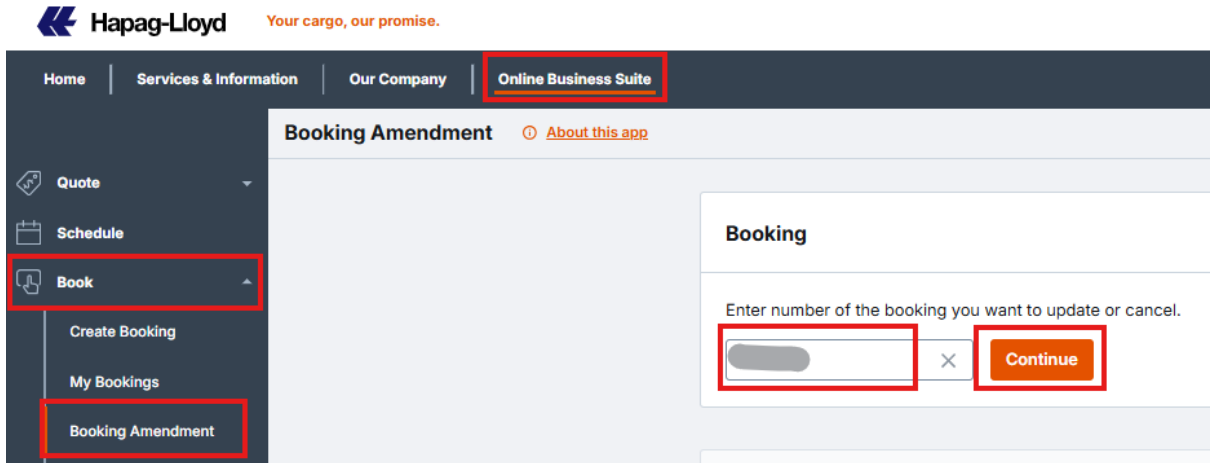


Customer Guides on how to submit DG documents

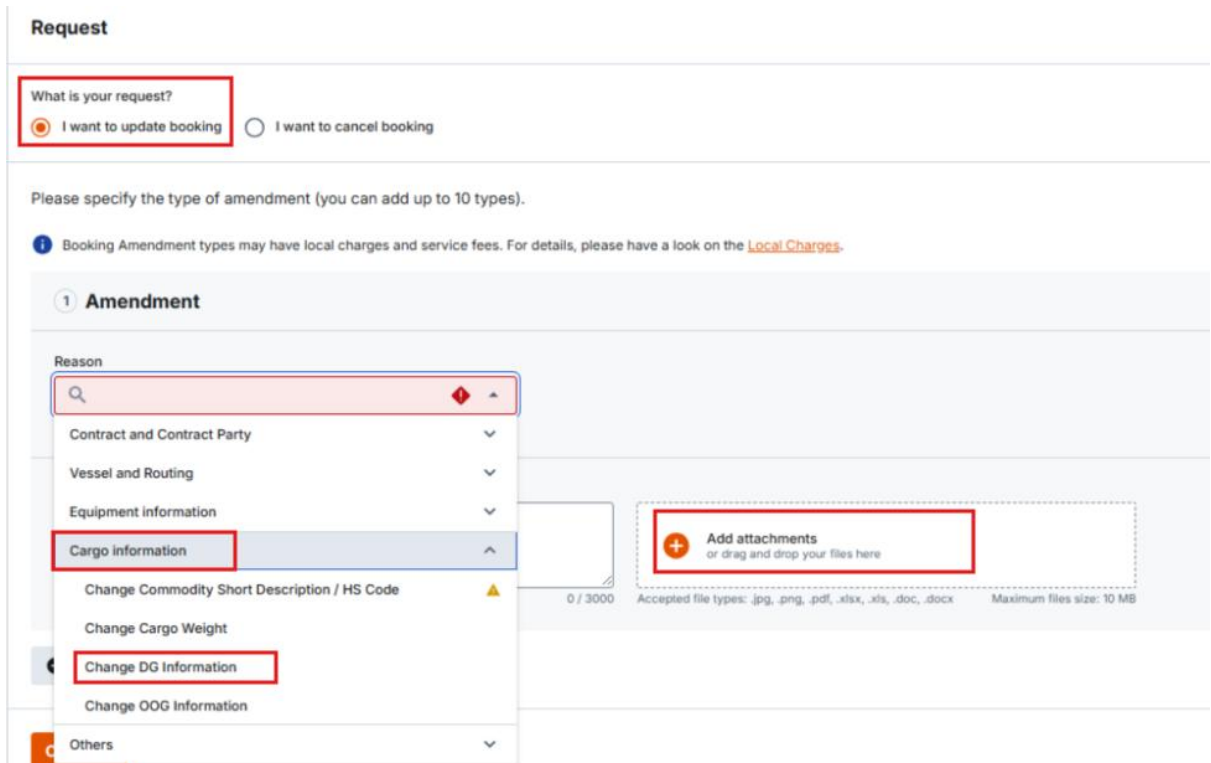
1. Click on “Booking Amendment” under the menu item “Book” in the left navigation bar of the Oline Business Suite. Enter booking number and click on Continue.

在一站式線上服務左側選單的“訂艙”功能表項目下，點擊“訂艙修改”。輸入訂艙號碼，然後點擊“繼續”。



The screenshot shows the Hapag-Lloyd Online Business Suite interface. The left navigation bar has a 'Book' menu item highlighted. Under 'Book', 'Booking Amendment' is selected. The main content area is titled 'Booking Amendment' and contains a form with a text input field for the booking number and a 'Continue' button.

2. Click on “I want to update booking” and select “Change DG Information” from the drop down list. 點擊“I want to update booking”，並從下拉選單中選擇“Change DG Information”。



The screenshot shows the 'Request' form in the Hapag-Lloyd Online Business Suite. The 'I want to update booking' radio button is selected. The 'Amendment' section shows a dropdown menu with 'Change DG Information' selected. The 'Add attachments' section is also visible.

3. Enter your remark and upload DG documents by clicking on the “Add attachments” button.
Please kindly note, here are the following three requirements for uploading files.

- 1) Max. 10 MB per request, if your file size exceeds 10 MB, please first compress your file carefully before uploading the materials.
- 2) Accepted file types: .jpg, .png, .pdf, .xlsx, .xls, .doc, .docx.
- 3) Please use only ASCII characters in the file name.

Click on “Continue” button to next step.

輸入您的備註資訊，然後點擊“Add attachments”上傳危險品資料等檔案。 請注意，上傳檔案有以下 3 點要求：

- 1) 每次上傳上限最大 10 MB，如果您的檔案大小超過 10 MB，請在上傳檔案前壓縮您的檔案。
 - 您可以在官網上傳第一批資料，系統生成 case number 後，在收到 case 回執郵件上回覆後續資料，並備註好資料批次。
- 2) 支援的檔案類型：.jpg, .png, .pdf, .xlsx, .xls, .doc, .docx。
- 3) 請僅在檔案名中使用 ASCII 字元。ASCII 字元是電腦中最基礎的字元集，包含英文字母（大小寫）、數位（0-9）以及一些常見符號（如句號、底線、連字號等）。這條提示通常是為了確保檔案名在各種系統、程式中都能正常識別和處理，避免因使用特殊字元（如中文、日文、特殊符號等）而出現相容性問題。

點擊“Continue”按鈕進入下一步。

Request

What is your request?

☒ I want to update booking ☐ I want to cancel booking

Please specify the type of amendment (you can add up to 10 types).

1 Amendment

Reason

Contract and Contract Party

Vessel and Routing

Equipment information

Cargo information

Change Commodity Short Description / HS Code

Change Cargo Weight

Change DG Information

Change OOG Information

Others

Add attachments
or drag and drop your files here

Accepted file types: .jpg, .png, .pdf, .xlsx, .xls, .doc, .docx

Maximum files size: 10 MB

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4. Check the “Contact email” (prefilled from your user profile). You can edit the contact email field to the desired email address to receive the confirmation and status of your case.

Click on the “Submit request” button once you have filled in all relevant fields.

檢查“Contact email”（已根據您的使用者資料預填）。您可以將聯繫郵件編輯為所需的信箱位址，以接收有關您申請的確認資訊和狀態。

在填寫完所有相關資料後，點擊“Submit request”按鈕。

Request type: **Update**

Amendment #1: **Change DG Information**

Details: **1**

 Some special characters might have been replaced due to incompatible encoding

Review and Confirm

Review the information above and then check if the below contact details are also correct.

Contact email

Submit request

5. You will receive a Case number for your request, which you can use as your reference. 您將收到針對您的請求生成的 Case number，可將其用作參考。

