

# [BL Draft Approval] ご使用方法

1. 弊社ホームページ上の[Online Business]をクリックして頂き、左側メニュー Documentation 内の B/L Draft Approval をお選びください。

ログイン画面が表示されます。ご登録の user id / password にて log in して下さい。

The screenshot displays the Hapag-Lloyd Online Business Suite interface. At the top, the Hapag-Lloyd logo is visible on the left, and a navigation bar contains 'Home', 'Services & Information', 'Our Company', and 'Online Business Suite'. A dark sidebar on the left lists various menu items: Quote, Schedule, Book, Documentation, My Shipments, Verified Gross Mass (VGM), Shipping Instructions, BL Draft Approval (highlighted with a blue box), Customs Status, Customs Reference, Track, Import, Navigator, and Quality Promises. The main content area is titled 'BL Draft Approval' and includes a link for 'About this app'. The central focus is a 'Please Log in' form with fields for 'E-mail Address' and 'Password', a 'Log in' button, and links for 'Forgot your password?' and 'Not yet registered?'. A footer note asks 'Hapag-Lloyd employee? Log in here'.

2. B/L Draft List が表示されます。対象の B/L 番号をクリックしてください。  
(Search 欄に B/L 番号・Booking 番号を入力し検索頂く事も可能です)

Date Range の初期設定は 42 days となっております。  
必要に応じて期間を拡張し、ご検索願います。

BL Draft Approval [About this app](#)

### BL Draft List

Search

Date range: Last 90 days (selected), Last 14 days, Last 42 days, Last 90 days

All (1) Open for review (0) Correction sent (0) Approved (0) Released (1)

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
HLCUTYO221053782	Released	2022-11-14	Bill of Lading	13974228		AL MURAYKH	295733	JPLKB	BJOO

Rows per page: 50 1 - 1 of 1

3. B/L Draft が表示されます。

BL Draft Approval [About this app](#)

Back To List

### Bill of Lading

Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg

Consignee: LOGISTICS

Place of Receipt: TOKYO JAPAN CY

Document no: HLCUTYO23 44

Creation Date: 2023-09-27

Document Status: Open for review

Version: Unfreighted

Actions: Make Changes, Approve BL Draft, Download BL Draft

この内容で宜しければ[Approved BL Draft]をクリックしてください。

訂正が必要な場合は[Make changes]をクリックしてください。

BL Draft をダウンロードご希望の方は [Download BL Draft] をクリックしてください。

(Status が Released の場合、[Approve BL Draft] ボタンは表示されません)

## Approve B/L Draft

各項目をご確認の上、Submit Approval ボタンを押してください。

Instruction for B/L : 弊社への連絡事項がございましたら左側入力欄へご記載ください。

Document Type : ご希望の B/L Type をお選びください。

Version :

Freighted = B/L 面上に Freight 記載の必要がある場合お選びください。

Unfreighted = B/L 面上に Freight を記載しない場合お選びください。

\*\* 揚げ地国側に運賃記載についての規則がある場合、その規則が優先となります。

Place of issue : B/L 発行地にご変更がある場合はご指定ください。

Approval を頂きます際に、Document type/Version/Place of Issue の選択を頂きました内容と SI 送信内容との間に 差異が発生しました場合には、BL 訂正費用が発生致します。

予めご了承ください。

## 訂正の場合

Shipper, consignee, Notify party 欄等は直接記載可能となります。

その他の部分は、該当箇所をクリックして頂くと番号が振り分けられます。

右側の同じ番号の欄に訂正後の内容をご記入下さい。

終了後、[Submit changes]をクリックしてください。

Ballindamm 25 - D-2000

Notify Address (Carrier not responsible for failure to notify):  
SAME AS CONSIGNEE

Consignee's Reference:  
Place of Receipt:  
TOKYO, JAPAN CY

Vessel(s):  
NYK FUSHIMI ① Voyage-No.:  
② S

Place of Delivery:  
TANJUNG PRIOK, JAKARTA \*\* CY

Port of Loading:  
TOKYO, JAPAN

Port of Discharge:  
TANJUNG PRIOK, JAKARTA \*\*

Container Nos., Seal Nos., Marks and Nos.	Number and Kind of Packages, Description of Goods	Gross Weight:	Measurement:
MARKS & NOS: NO MARK	1 CNTR 10 PALLETS METHOCENE ETHYLENE-ALPHA-OLEFIN COLLAR	12133.000 KGM	20.932 M3

LU #A  
20

GLDU 5326372 20'GP SLA  
SEAL: HLC0294763  
\*SLAC = Shipper's Load,

20.932  
M3

Shipper's declared Value [see clause 7(2) and 7(3)]  
Total No. of Containers received by the Carrier: 1

Above Particulars as declared by Shipper. Without responsibility or warranty as to correctness by Carrier [see clause 11]  
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

**DRAFT**

Document Details Status: Editing

My updates

General Comment:

Changed fields:  
Forwarding Agent

Commented pages:  
②

Page 2

- 1 NYK EXPRESS
- 2 090S
- 3 Used Auto Parts
- 4 EUROPE 2000S
- 5 20 SKIDS
- 6 15000

Cancel  Save for later

ご連絡事項等ございましたら General Comment 欄にご記入下さい。

## ファイルの添付

ファイルを添付される場合は、下記クリップマークをクリック頂き 添付ファイルを upload してください。添付ファイルの形式は **.jpg, .png, .pdf** のみとなります

「LG 等、添付ファイルのみ」で訂正をご依頼頂きました場合には、弊社書類作成センターにて手入力での訂正作業が必要となりますので訂正費用は(Manual amendment)の料金が適用されます。

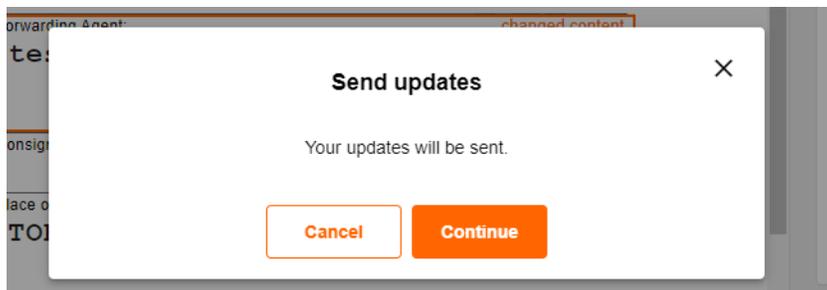
「訂正の場合」の項(1つ前のページ)をご参照の上、訂正内容をご入力頂きますようお願い申し上げます。

The screenshot shows the 'BL Draft Approval' interface. On the left is a 'Sea Waybill' document for Hapag-Lloyd, including shipper (MITSUI CHEMICALS, INC.), consignee (MITSUI CHEMICALS INDIA PVT LTD), and vessel (BAY BRIDGE) information. The main area on the right is titled 'Document Details' and 'My updates'. It features a text input field for comments with a character count of '0 / 500' and a list of 'Accepted file types: .jpg, .png, .pdf'. A red circle highlights the paperclip icon used for attaching files. Below the input field are buttons for 'Cancel', 'Save for later', and 'Submit changes', along with a 'Download BL Draft' button.

This screenshot shows the 'Attach document' dialog box. It has a text input field containing the word 'test'. Below the input field, a file named 'SPD1.pdf' is listed with a size of '51.54KB'. At the bottom of the dialog are 'Cancel' and 'Attach' buttons. The background shows a blurred view of the main document interface.

This screenshot shows the 'BL Draft Approval' interface after a file has been attached. The 'Attached files' section is now visible, showing 'SPD1.pdf' with a size of '51.54KB' and a close icon. A red circle highlights this section. The rest of the interface, including the 'My updates' text field and the 'Submit changes' button, remains the same as in the previous screenshot.

4. [Continue] をクリックしてください。



5. 右側の Download Receipt をクリックすると、訂正要請の内容が download 出来ます。

Forwarding Agent



6. 送信後の status は Correction sent に変更されます。

<a href="#">HLCUMUC220400026</a>	Correction sent	2022-06-30	Bill of Lading	66892564
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7. 訂正後の BL Draft が upload されますと、status が open for review に変更されます。

<a href="#">HLCUSCL210800025</a>	Open for review	2022-06-30	Sea Waybill	03370130
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8. B/L 番号をクリックし、内容をご確認ください。  
変更内容に問題無ければ[Approve BL Draft]ボタンをクリックしてください。

The screenshot shows the 'BL Draft Approval' interface. On the left, there is a 'Bill of Lading' form with the following details:

- Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg
- Origin: CORPORATION
- Destination: FATT
- Consignee (not negotiable unless consigned to order): SAME AS CONSIGNEE
- Beneficiary: BAI CHAY BRIDGE
- Place of Receipt: YOKOHAMA CY
- Place of Delivery: TRMA, GHANA CY
- Carrier's Reference: HLCUYO220112
- Page: 2 / 3

On the right, there is a 'Document Details' panel with the following information:

- Document no: HLCUYO220112
- Creation Date: 2022-01-20
- Document Status: Unfreighted
- Version: Unfreighted

Below the document details, there are 'Actions' buttons: 'Edit Draft', 'Approve BL Draft', and 'Download BL Draft'.

続けて [Continue] ボタンをクリックしてください。

The screenshot shows a confirmation dialog titled 'Approve BL Draft'. The text inside reads: 'When you approve this Draft, the final document will be released after vessel sailing. Reverting this is possible before the release by submitting a Draft amendment via comments (Edit BL Draft).' At the bottom, there are two buttons: 'Cancel' and 'Continue'.

9. 下記画面が表示され完了となります。(Status は Approval sent に変わります)

The screenshot shows the 'Thank you!' confirmation screen. The main content area displays a large checkmark icon and the text: 'Thank you! Your Draft Approval has been successfully submitted. You can continue with your next BL Draft.' On the right, there is a 'Document Details' panel with the following information:

- Document no: HLCUSCL220500160
- Creation Date: 2022-08-15
- Document Status: Approval sent
- Version: Unfreighted
- Approved on: Mon, 15 Aug 2022 13:58:29 GMT

Below the document details, there are 'Actions' buttons: 'Email receipt' and 'Download receipt'.