



# First Steps with Hapag-Lloyd

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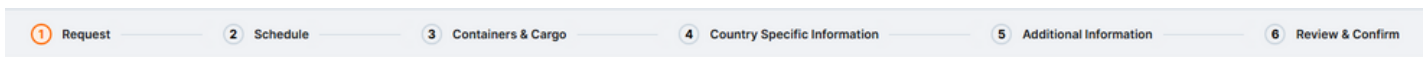
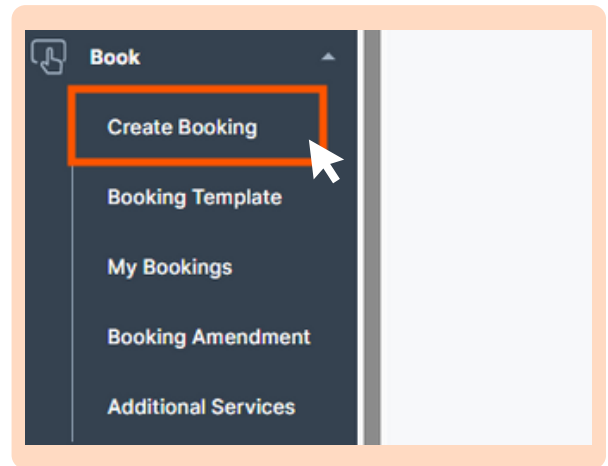
## Web Booking

# How to create a booking on our website?

Go to <https://www.hapag-lloyd.com>, log in with your username and password, navigate to the left menu and select “Bookings”, then click on “Create Booking”



**TIP:** Make sure you have your contract or quotation number at hand. If you don't know it, please contact your sales representative to obtain it.



**5 Enter Quotation or Contract Number:**

Quotation or Contract Number ⓘ

Q2509MMR00137 X Confirm

**i** Your quotation is VALID from 2025-10-01 to 2025-12-31

Enter your **contract or quotation number**, then click **Confirm**.

**?? Routing Details**

From: BUENAVENTURA (COBUN) X

To: NEW YORK, NY (USNYC) X

Date of: 2025-11-05

Earliest departure  Latest arrival

Via Locations: Direct X

Select the port of origin, port of discharge, and the estimated departure date.

**☰ Container Details**

**Units of measure**

Select Units

Kilograms (kg) / Centimeters (cm)  Pounds (lb) / Inches (in)

**☰ Standard Cargo Containers**

Container Type: 40' GENERAL PURPOSE CONT. - 42GP ... X

Quantity: 1

I accept substitution of 42'GP and 45'GP container types for 40' GP or other available sizes.  
Even after opting for substitution, the booking may still be cancelled due to 'No Equipment'.

+ Add another container type

Choose the **container type** and the number of containers you will use.



**TIP:** If you have any doubts about the quoted container type, please contact your sales representative.

**📦 Commodity Details**

Commodity: GLASS

Available option is pre-selected

**⚠️ Dangerous Goods**

Does cargo contain Dangerous Goods?

Yes

No

Select the commodity type. If your contract or quotation includes only one, the system will automatically display it by default.

If your cargo is not dangerous, click “No.” Otherwise, go to the **BOOKING DG** section to complete the required information. Once you have finished these steps, click “Next.”

# How to create a booking on our website?



Select your preferred schedule. You can review the transit time, ports, and vessel information.



**TIP:** On the left side of the screen, a summary of each step of your booking is automatically generated so you can review your information.



**TIP:** Click on **“SHOW DETAILS”** to check the documentation cut-offs for your selected schedule.

Enter the estimated container pick-up date. If needed, you can enable the option to select your preferred depot.

If you are using your container under a **“Round Trip”** arrangement, select this requirement

Then click **“CONFIGURE”** to add your cargo information.



Optionally, you may enter the **HS Code** (it is recommended to do so if available).

Next, add a brief cargo description and specify the weight.

You can also add more items by clicking **“ADD CARGO ITEM”**, and finally click **“CONTINUE.”**

# How to create a booking on our website?

In this section, you can add additional requirements for your booking, such as specific cargo details, stowage conditions, or special container requirements.



The VGM service is not available for our region, so you may skip this option.

If your cargo has special characteristics such as high value, exhibition goods, battery included, or Flexi Tank, select the options that apply before continuing.

Indicate if your cargo requires a specific location on the vessel.

You can choose On deck, Under deck, or No preference if it does not apply.

You may also select Away from heat if your cargo must be kept away from high temperatures.

Select the container-specific requirements, such as container age, floor type, or additional standards (Food/Wine Grade, Heavy Duty, Hanging Container – GOH). If not applicable, select No Preference.

Click **“CONTINUE”** once you have completed this section.

Specify if you require a House Bill of Lading. If you do not need it, keep the option “I don't know / I don't need House Bills of Lading” selected.

Enter your internal reference number (if applicable) and the contact details of the responsible person (name, phone, and email).

# How to create a booking on our website?



The 'Request' form contains the following information:

- Quotation or Contract Number: 025098800137
- Start Location: SUBSAVENTURA (COBUN) Received at Terminal/Ramp
- Via Locations: Direct
- End Location: NEW YORK NY (SBNYC) Delivered to Terminal/Ramp
- Earliest Departure: 2025-11-05
- Commodity: GLASS
- Standard Cargo Containers: 1 x 40 GENERAL PURPOSE CONT.
- Schedule: 13 Nov 2025, 35 days, 18 Dec 2025, GLASS, 1 x 40GP

Verify that all booking information is correct and click “Submit Booking” to send the request.

**Submit Booking**

The 'Booking Acknowledgement' screen displays:

- A green confirmation message: "Thank you! Your booking request has been successfully submitted."
- A section titled "Your Booking" with a document icon.
- Text: "Your booking request is now being processed."
- Text: "Your booking number: 67307574"
- Two buttons: "Request New Booking" and "Copy Booking Number"

A confirmation screen will appear showing your booking number. Please note that no confirmation email will be sent.

If your cargo is dangerous, select **“YES”** and then click **“+ Add Dangerous Good”** to specify the characteristics of your booking.



**TIP:** Make sure you know the technical details of your cargo (Hapag-Lloyd does not provide this information, as you are the only one who knows your shipment).

A new window will open where you must enter the **UN NUMBER**, type it in, and click the search icon.

Several options related to your **UN NUMBER** will appear, including the **Proper Shipping Name, IMO Class, Packing Group, Variant, and Variant Description.**

Select the one that applies to your cargo and click **“CONTINUE.”**

The system will take the entered information and return it to the main screen.

If you need to add another UN Number for your cargo, click **“+ Add Dangerous Good.”**

Then click **“NEXT”** to proceed with the process of selecting your schedule.

The schedule option will be displayed, showing all available services closest to your departure date. Click **“NEXT.”**

After selecting the container pick-up date and depot/yard, go to the section related to your unit and click **“CONFIGURE.”**

Complete the cargo information: enter the HS Code, cargo description, and total weight. Then, activate the Dangerous Goods Information option and select **“Assign UN Number.”**

UN Number	Proper Shipping Name	IMO Class	Packing Group	Variant	Variant Description
1286	PERFUMERY PRODUCTS	3	II	A	Packing group I.
1286	PERFUMERY PRODUCTS	3	II	B	Packing group II.

Select UN Number from the list below to add description

Available UN Numbers:

- Selection of only 1 UN Number is allowed.
- PERFUMERY PRODUCTS  
UN 1208 • Class 3 • Packing 2 • Variant A • IMDG 41-22 Assign
- ACROLEIN, STABILIZED  
UN 1092 • Class 6.1 • Packing 1 • IMDG 41-22 Assign

Cancel

A screen will appear where you must assign one of the previously added UN Numbers. Click **“Assign.”**

Cargo Item 1

Cargo Information

Cargo parameters and description

IMO Code (optional) Cargo description Cargo Weight

Dangerous Goods Information

Cargo contains dangerous goods

PERFUMERY PRODUCTS  
UN 1208 • Class 3 • Packing 2 • Variant A • IMDG 41-22

**Have you entered the complete cargo information for the container?**

We will ask you to provide us with Dangerous Goods description in the next step. It must only be done if there is no missing cargo information.

Cancel Yes, proceed Continue

After assigning, click **“Continue.”**

A warning message will appear — if you agree, click **Accept** to proceed.

Configurator Step 2 of 3: Dangerous Goods

UN 1208

Dangerous Goods Description

UN 1210 - PRINTING INK RELATED MATERIAL

General Information

UN Number: 1210 Proper Shipping Name (PSN): PRINTING INK RELATED MATERIAL IMDG Code Amendment: 41-22

IMO Class: 3 Sub-hazard 1: Sub-hazard 2: Variant: D

Packing Group (PG): II

Marine Pollutant (MP): Limited Quantity (LQ): Excepted Quantity (EQ):

In case the DG cargo item is subject to the reportable quantity requirements of the USA 49 CFR 172.101 Appendix A - List of Hazardous Substances and Reportable Quantities please enter an additional booking information in the "Additional DG Information" field.

Packaging

Outer Pack. Quantity: IMO Packaging Code: Outer Packaging Description:

Inner Pack. Quantity: Inner Packaging Material:

UN Packaging Code:

Next, on the new screen, you must add the **UN details** and complete all required fields according to the DG process.

Include information such as:

- Whether it is Marine Pollutant
- Limited Quantities (if applicable)
- IMO Code
- Type of package material
- Temperature
- Segregation group (if applicable)
- Fumigation status
- Technical name

Once all information is complete, click **“Continue.”**

**TIP:** Make sure to enter all information correctly. If there are inconsistencies in the DG data, the system will not allow you to continue.

**TIP:** Correct any DG data errors before proceeding. For example: “Net weight exceeded by internal packaging” means the allowed weight per package has been exceeded; adjust the number of packages or reduce the weight.

Weights

DG Gross Weight: 18000 kg DG Net Weight: Enter count... kg

Temperature Unit in: °C

Flash Point (FP): Enter exact value °C

Emergency Contact Information

Emergency Service Provider: Country code: Phone number:

Enter Emergency Service Provider Name:

Emergency Service Provider Contract Reference:

Additional DG Information and Other Requests

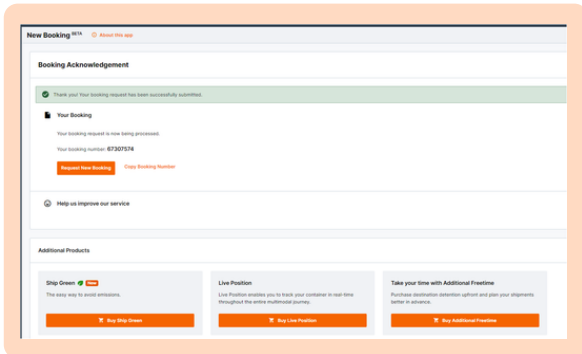
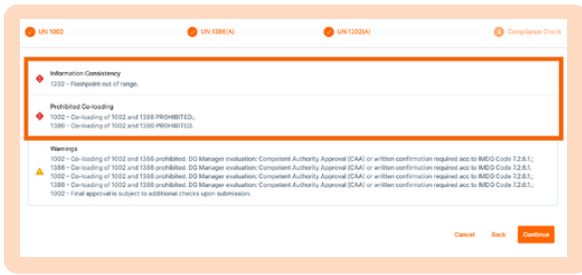
General Comments (optional):

Enter Comments...

Cancel Continue

Once the DG information has been entered, the platform will perform a validation and notify you of any information that needs to be corrected:

- The red icon indicates information that must be modified before continuing with the booking process.
- The yellow icon shows alerts that should be reviewed for the approval of your cargo.



When all information is complete, click **“Continue.”** A confirmation screen will then appear showing your booking number.

# Interested in learning more about how to coordinate your shipments with Hapag-Lloyd?

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Visit our website to learn how to export, import, coordinate inland transportation, and more directly on our local pages.

[GO TO HAPAG-LLOYD.COM](http://WWW.HAPAG-LLOYD.COM)

