

Dear valued customer,

Thank you for choosing to work with Hapag Lloyd.

We have prepared this file for you, which contains information about all processes related to your export shipments. Under this document, information is given about frequently asked questions by our valuable customers.

For all your questions and requests, you can reach us by calling **990 60 20** or by sending your e-mails to **greece@service.hlag.com** where you specify your bill of lading/reservation number in the subject line or the body of the mail. We will be happy to assist you with all your questions and requests.

For all your questions and requests, you can reach us by phone or e-mail (<u>Here</u> are the contact details of our offices.). We will be happy to help you with all your questions and demands.

You can easily perform all your transactions such as getting a price quote, checking the ship schedule, submit a booking, and entering shipping instructions on our website http://www.hapag-lloyd.com or our "Hapag-Lloyd" mobile application.





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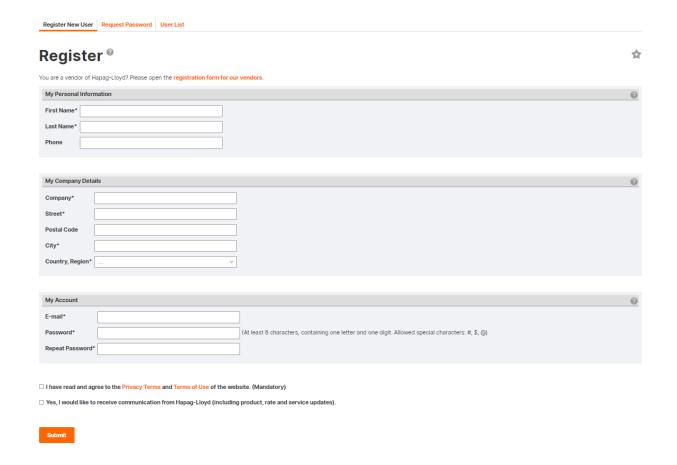
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How to create account on HL website?

You can create your business account easily on our website http://www.hapag-lloyd.com by following-up necessary steps.

https://www.hapag-lloyd.com/en/online-business/my-account/register-new-user.html





How can I get a quotation?

In today's world, speed is the most important factor for supply chain management. With the "Quick Quotes" we have prepared for our valued customers as Hapag-Lloyd, prevent all unnecessary waste of time in the quotation process.

In a very short time, you can easily get your price quote with just one click and create your bookings wherever and whenever.

Click this link to get your price offer without wasting any time!

https://solutions.hapag-lloyd.com/quick-quotes



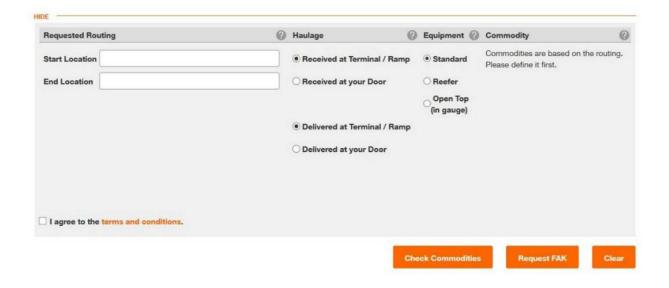
Quick Quotes - Instant quotes anytime, anywhere

In less than 30 seconds, you can access your 24/7 price offers with just one click. With the detailed information in our price offers, you can easily receive your price quotation requests without encountering any surprise costs. You can easily organize your shipments with the price offer you receive, by getting a price offer as door or port delivery/receipt, according to the transportation mode you want, among more than 600 ports, in accordance with the needs of your shipments.



Quick Quotes Usage Advantages

- No more waiting: a quote in less than 30 seconds.
- 24/7 availability, Hapag-Lloyd Mobile App. You can get a price quote wherever you are with
- With a single click, you can create a reservation based on a quote.
- Possibility of quotation for standard, refrigerated and open top (without overflow) containers.
- Easily find quotes for more than 120 services among 600 ports worldwide.
- Possibility of quotation for door-to-door shipments.
- · Possibility to save your quote and send it by e-mail
- Get quotes for up to 10 different port combinations at the same time to have more flexibility in your planning
- Enjoy scheduling your shipments more reliably and easily with the option to request a quote for your shipments, which are organized for the time period after the validity date of your existing contracts.



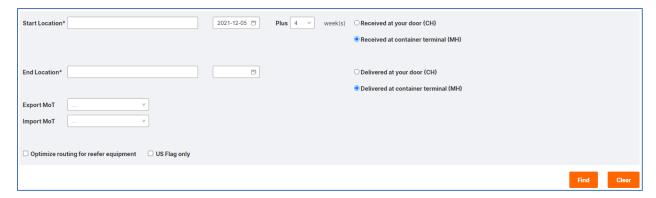
You can contact our sales department for all your questions and requests about "Quick Quotes Beta" and your price offers. You can reach the contact details of our sales department by clicking this link. For your questions about the acceptance of the shipments, if you send an e-mail to the same contact details, specifying the details such as the goods type, GTIP number, destination and exit countries.



How can I access to the vessel schedules?

With the "Interactive Schedule", you can access the details of the ship schedule customized to your needs in just seconds. You can go to our "Interactive Schedule" page by clicking the link below.

https://www.hapag-lloyd.com/en/online-business/schedule/interactive-schedule/interactive-schedule-solution.html



Interactive Schedule

After selecting the transportation modes to be used in the countries of origin and destination, on the page that opens, the names of the starting and destination points must be specified, and if the preliminary and/or final transportation organization will be made by us, the transportation mode (land, train, barge, combined transportation) that is desired to be organized by us must be selected separately. After choosing how many weeks you want to see the ship schedule from which date, you can easily access the ship schedule details within seconds by pressing the "Find" button.

By logging into our website as a member, you can ensure that the ship schedule details you view are sent to you regularly or sent to the email address/fax number you specify.



How can I create a booking request?

In order to use the Web Booking application, a member login to the Hapag-Lloyd website is required. If you are not yet a member, you must first create a membership registration then follow the below link for booking request.

https://www.hapag-lloyd.com/en/online-business/book/new-booking-solution.html

Booking

Hapag-Lloyd's web solution for booking enhances your entire booking process. It's easy to handle, available around the clock, and provides high data quality for your bookings.

Start your **booking request** with one click and the tool guides you through the process in just a few steps: from contract/quotation data via the routing including schedule, cargo, and equipment, and finally to a review section to manage all your bookings in one place.

Your Benefits







24/7 Availability

Access the booking solution anytime and anywhere.

Easy Handling

Make your booking in just a few steps.

High Data Quality

Data verification prior to submission supports higher data quality and fast process time.

Book now >

Create a new booking with our wizard in just a few steps to completion, In addition, a valid contract/quote number is required to create a reservation. If you need help with a quote or contract, you can contact our sales department.

As you can see in the image on the previous page, the necessary steps for the booking must be followed in order and the information must be sent to us. After all the necessary information is entered and the reservation is sent for confirmation, your request will be examined, and the necessary feedback will be given to you. Your previous updates are recorded at each step, and you can leave a reservation creation process unfinished and continue the remaining process later and send your reservation request to us. By creating a draft reservation for your recurring shipments, you can send us your reservations without having to re-enter the same details for your next shipments.

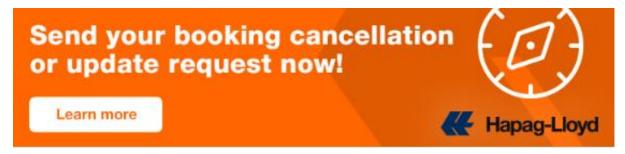
You can view how you can create a reservation step by step through the user guide we have created for you. You can also view how you can create a reservation by watching the video published on the Hapag-Lloyd YouTube channel.

https://www.youtube.com/watch?v=vvy0x4V86kY

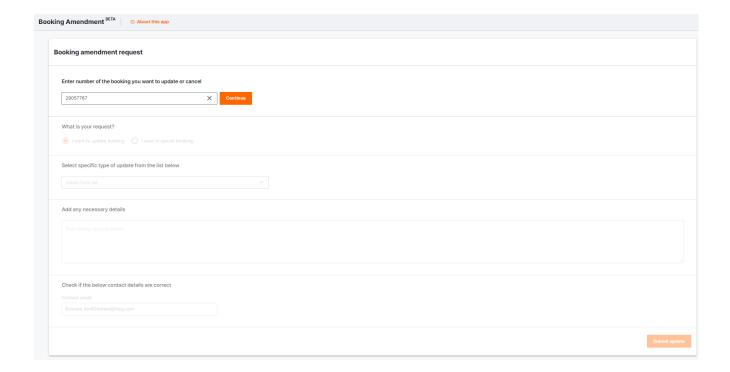


How can I submit online booking amendments/cancelation?

You can easily send us all your change and cancellation requests for your existing reservations via the "Booking Amendment" platform, and in this way, you can ensure that your change/cancellation requests are processed very quickly. In order to avoid delays in your transactions, your change/cancellation requests should only be sent to us via "Booking Amendment", and no separate e-mails should be sent to us for reservation change/cancellation requests. The correction/cancellation requests you have passed will be checked by our relevant team, and the necessary information will be provided under the case number sent to you after the form is filled, based on the suitability of the requested change.



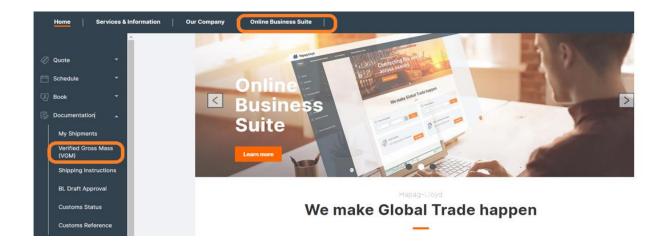
You can view how you can easily send us your reservation change/cancellation requests through the "Booking Amendment" platform on our website, in the user guide we have prepared for you.



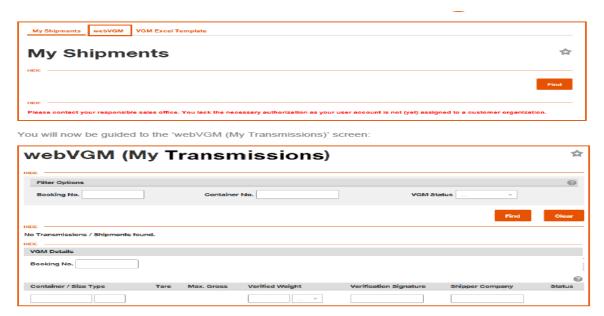


How can I submit VGM?

From our web page click on online business suite, then select VGM from documentation drop list.



Web VGM allows you to submit the VGM details under your user account for up to five containers at a time. You can submit your VGM data once all mandatory details are entered. Mandatory details are: 'Booking Number', 'Container Number', 'Verified Weight', 'Weight Unit', 'Verification Signature' and the 'Shipper Company'. By pressing 'Validate Containers' it will be verified if the container- and booking no. is known to us and if the VGM is in line with the maximal allowed gross container weight limits. In addition the system will display the tare weight and the maximal allowed gross weight of the container. If all is ok, please click the 'Save' button (see below picture) to send VGM. You will then get the status 'SENT'.





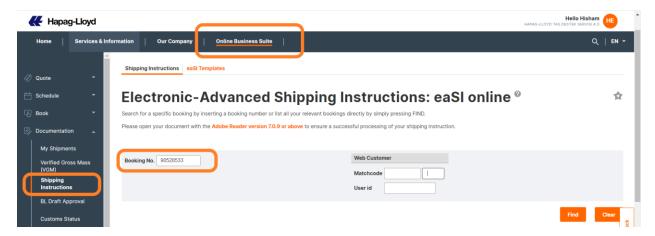
To clear the VGM Details screen, click 'Blank Entry'. If you want to submit more than 5 containers per shipment, click the button.



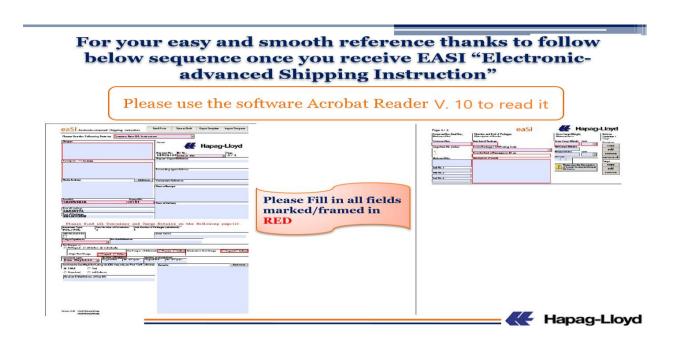


How can I submit shipping instruction/correction/approval?

From our web page click on online business suite, then select shipping instruction from documentation drop list, and insert booking number to find and download final shipping instruction form.



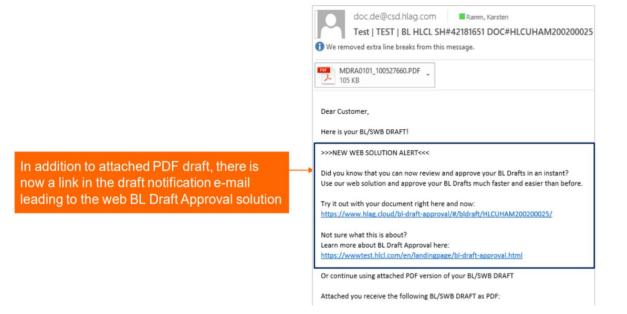
https://www.hapag-lloyd.com/en/online-business/documentation/shipping-instructions/shipping-instruction-online.html





After fulfilling all necessary fields of shipping instruction, please click on send form on top of EASI-file

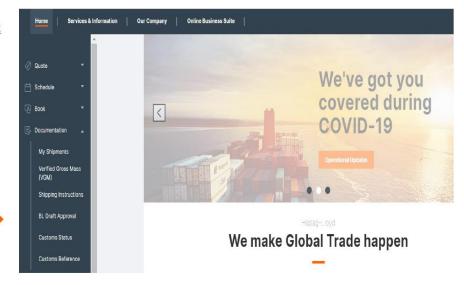


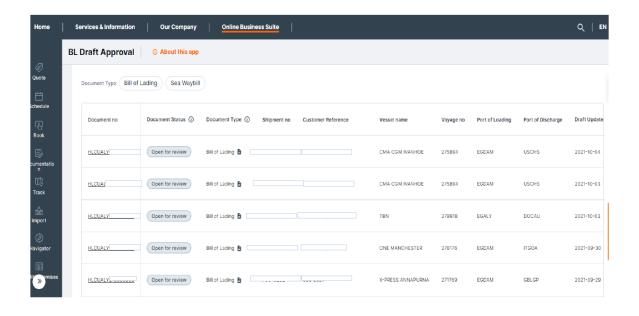




How to approve BL or submit amendment for BL?

Directly log into the <u>BL Draft</u> <u>Approval web solution.</u>

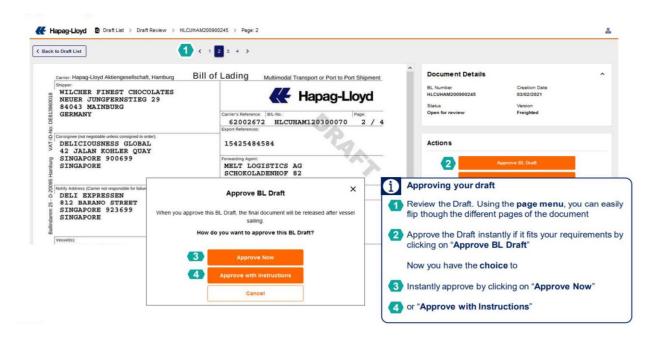


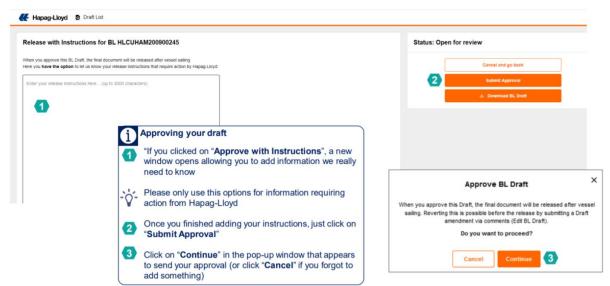




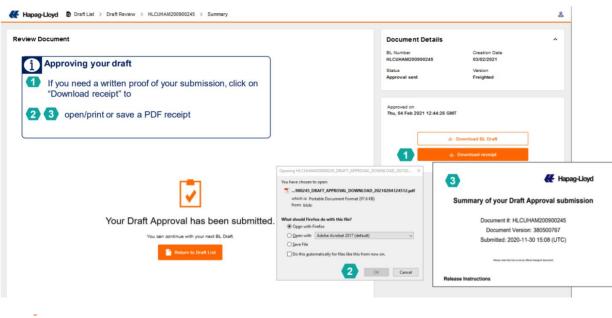


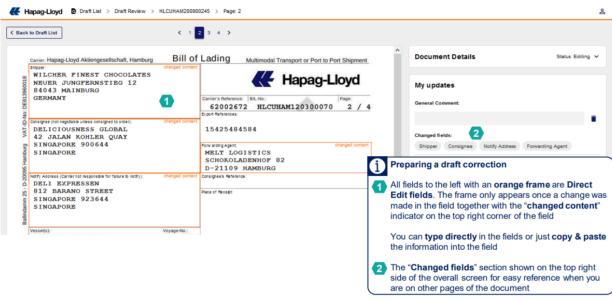




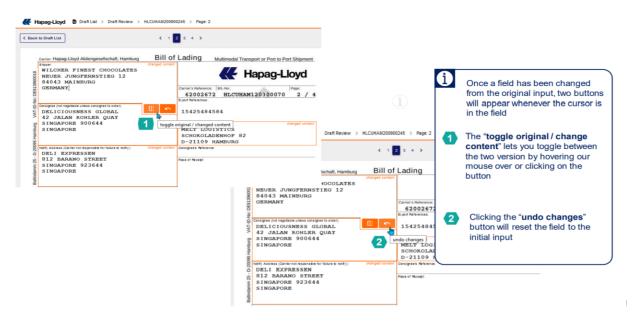


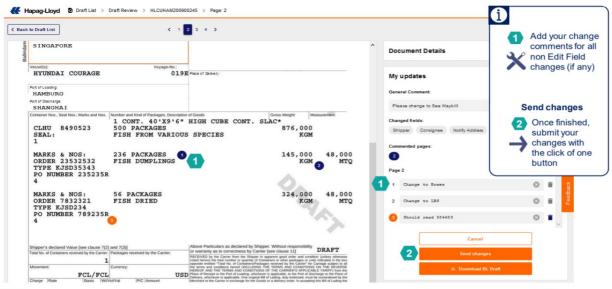




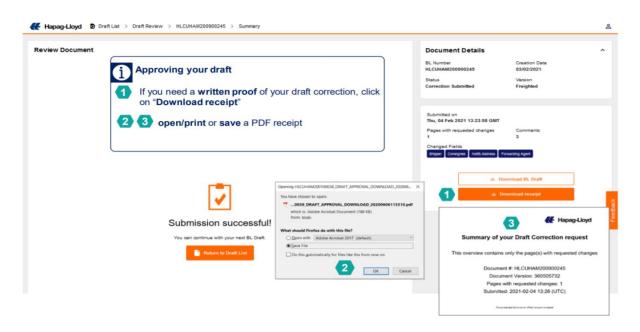












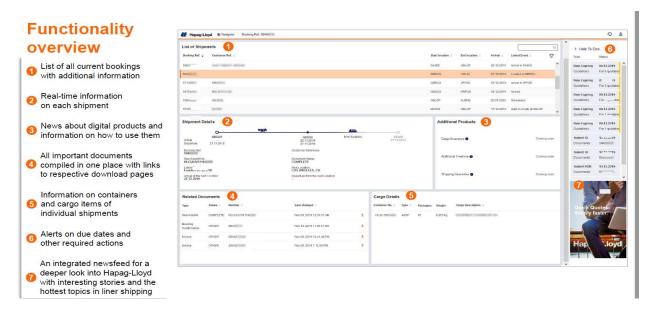


What information can I access via Hapag-Lloyd Navigator?

From our web page click on online business suite, then select Navigator.



Through our competitive tool (Navigator), you can check and get access for all below details



By select shipment from shipment list, you can see and get access to all important documents for this shipment in bottom left section of related documents.



Access document download pages: Easy links to download pages (limited access only*)

All documents at one place: See related documents for your shipment:

- Quotations (Link to Quick Quote)
- Booking Confirmations (Link to online booking)
- Original Bills of Lading/ Sea Waybills (Link to SWB download)
- Invoices (Link to Invoice download)
- Arrival Notice

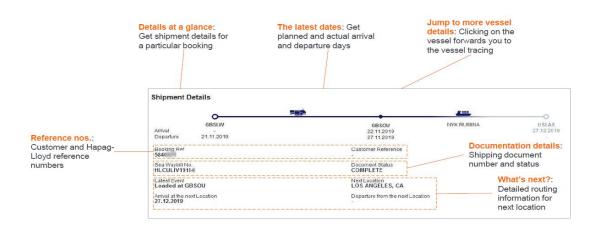
Туре	Status ‡	Number ‡	Last changed ‡	
Sea Waybill	COMPLETE	HLCULIV19114	Nov 29, 2019 12:30:31 AM	
Booking Confirmation	OTHER	5846	Nov 14, 2019 11:45:41 AM	4
Invoice	OTHER	206427	Nov 28, 2019 12:41:40 PM	
Invoice	OTHER	206427	Nov 28, 2019 1:12:28 PM	4

^{*} For some download features of our Hapag-Lloyd Online Business a separate contract needs to be signed.



How can I trace my shipments?

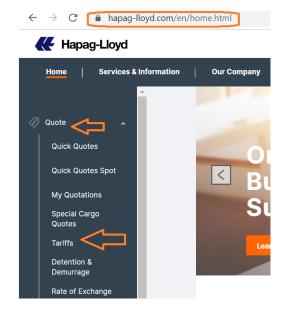
Through our Navigator tool, you can trace your shipment in the middle-left section of shipment details.



You can also trace your shipments <u>through our website</u>. You can see the location of your containers 24/7 without the need for any membership by searching with container, bill of lading, or booking number.

How can I check local charges?

You can reach local charges & service fees for all countries from our website.

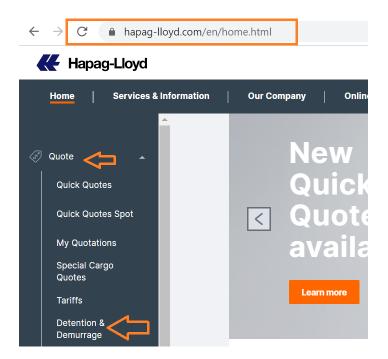




How can I check the standard free time for each port?

Demurrage & detention tariffs for each country/port can be found on our website.

https://www.hapag-lloyd.com/en/online-business/quotation/detention-demurrage.html

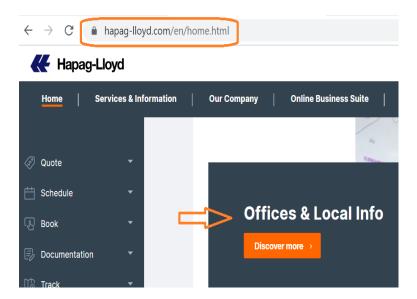




How can I check contact details for Hapag Lloyd office?

Contact details of worldwide Hapag-Lloyd offices & local information can be found on our website.

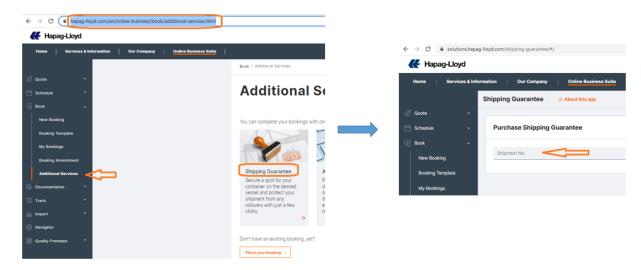
https://www.hapag-lloyd.com/en/services-information/offices-localinfo.html





How can I purchase shipping guarantee & additional free time?

From Our website home page Additional Services can be reached.



You can also use **Navigator** to purchase additional products.