

# Booking Amendment:

Amend your bookings easily online!

Need to amend a booking? Submit the required information with no fuss using the clear and easy-to-use **Booking Amendment** web form to send a cancellation or update a request.

## Your Benefits

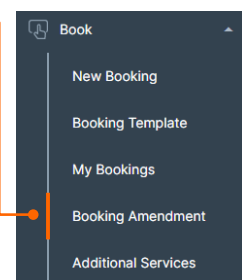
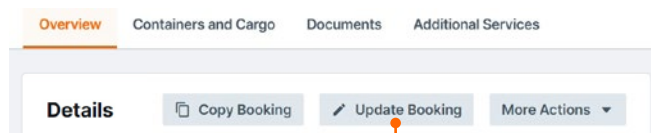
- Structured data submission
- By using the Navigator, the booking number is already prefilled
- Keep records under each booking so that nothing is lost
- Fewer errors

## Type of Amendment

- Change vessel
- Routing change
- Increase/reduce container
- Container type change
- Positioning date change
- Shipper change
- Commodity short description change
- Depot change
- Mode of transport change
- Weight change
- Cancellation

## What to Change and How to Do So?

- In the Hapag-Lloyd Online Business Suite, you will find the **Booking Amendment** subpage in the menu on the left under the Book section. Please enter your access data for the Online Business Suite and then your booking number.
- The second option is using the **Navigator**: Select your shipment and click on "Update Booking" to enter the booking amendment.



The booking number field will automatically be filled with the booking number if you access the web form via the Navigator.

1. Select the type of request (update or cancel) and fill in the required fields.
2. Then click "Submit Update." It's that easy!

[Learn more](#)

For further information, please contact your local **Hapag-Lloyd Sales** or **Customer Service representative** or visit [www.hapag-loyd.com](http://www.hapag-loyd.com)

