Introduction

As a registered user of the Hapag-Lloyd Online Business, you can submit a booking request via our website. The main options available in our Web Booking feature are as follows:

- Create ‘New Request’ with our guided navigation in just a few steps to completion.
- Use ‘Template List’ for repetitive bookings, taking advantage of tailormade templates.
- Copy bookings from your ‘List of Requests’ to quickly start a new ‘Booking Request’ based on same data.
- Update your bookings before a restrictive deadline has been reached.
New Booking Request

Following preview illustrates how a new ‘Booking Request’ is created in just a few steps with our guided wizard navigation. Preliminary is your registration to make use of it.

Contact & Reference page

Insert your relevant reference. Your prefilled contact information can be changed.

Click on ‘Next’.
Routing options pulled from your quotation or contract will be displayed after you have entered a ‘Quotation / Contract No.’

Click on ‘Select Routing’

Enter a date

Click on ‘Look-up Schedule’ to find matching vessels
Routing & Schedule page – part 2

Select Routing Proposal in the interactive Schedule

Chose your routing from our Interactive schedule

Click ‘Select for Booking’

Selected routing will be shown; proceed with click on ‘Next’

Cargo & Equipment page – part 1

Select Routing Proposal in the interactive Schedule

Specify ‘Quantity (Qty)’ and select ‘Container Type’
If you want to book with Carriers haulage, please provide the below details:

- **Booking Contact (to confirm positioning)**
  - Name: [This is a field for the name of the booking contact.]
  - Phone: [This is a field for the phone number of the booking contact.]

- **Export Positioning Address**
  - Company name and full address: [This is a field for the company name and full address.]

**Cargo & Equipment page – part 2**

If your containers will contain different cargoes, you can specify the individual descriptions below for each container, after clicking on ‘Assign Details’.

- **Provide pick-up date and time in case of merchant haulage.**

- **Provide the ‘Description’ of the cargo as well as the ‘HS Code’ for your kind of cargo.**

If your containers will contain different cargoes, you can specify the individual descriptions below for each container, after clicking on ‘Assign Details’.

**Enter all necessary information about ‘Cargo Description’ in the appropriate fields.**

- **Click here to enter cargo with hazardous material (more details will follow on the next page).**
In case of Dangerous Goods enter the mandatory data as per the relevant regulations.

### DG Details

**Basic Data**

- **UN Number**: 
- **IMO Class 1**: Explosives
- **IMO Class 2**: 
- **IMO Class 3**: 
- **Packing Group**: 
- **Proper Shipping Name**: 
- **Technical Name**: 
- **Net Weight**: kg
- **Aggregation State**: 
- **Flash Point**: Celsius
- **Segregation Group**: 

- [ ] Limited Quantity
- [ ] Marine Pollutant

**Packing**

- **Outer Packing Quantity**: 
- **UN Code**: 
- **IMO**: 
- **Outer Packing Description**: 
- **Inner Packing Quantity**: 
- **UN Code**: 
- **IMO Material**: 

**Emergency Contacts**

<table>
<thead>
<tr>
<th>Scope</th>
<th>Name</th>
<th>Phone Number (ISO format e.g. +40 40 3001 0)</th>
<th>Reference</th>
<th>Secondary No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>...</td>
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<td>...</td>
</tr>
</tbody>
</table>

**General Comments**

- [ ] Save
- [ ] Cancel
- [ ] Remove

In case you need more explanations about the individual fields, click on the question mark.

Click on 'Save' after all data have been inserted.
In case of Reefer with special container types please enter the details, in the relevant fields.

For detailed description of **possible Reefer settings**, please see our User Guide.

- **Non-op. Reefer**
  - Temperature*: ...
  - Dehumidification (% Not appl. O2) % Ventilation delay: __h
  - Special Atmosphere: ...
  - Fresh Air Supply: __cbm/h CO2 % Humidity Control: __%

<table>
<thead>
<tr>
<th>Container Type</th>
<th>22RT</th>
<th>Cargo Description*</th>
<th>HS Code</th>
<th>Cargo Weight*</th>
<th>Unit*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Specify the details in case you selected a temperature controlled equipment

In case of cargo with overdimensions, please enter the details, in the relevant fields.

<table>
<thead>
<tr>
<th>Container 1</th>
</tr>
</thead>
</table>
| OOG Length total: ...
| Width total: ...
| Height total: ...

<table>
<thead>
<tr>
<th>Container Type</th>
<th>OOGP</th>
<th>Cargo Description</th>
<th>HS Code</th>
<th>Cargo Weight*</th>
<th>Unit*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>METAL BOXES</td>
<td></td>
<td>11164</td>
<td>kg</td>
</tr>
</tbody>
</table>

Fill overdimension fields with the respective details if applicable
In case of Reefer with special container types please enter the details, in the relevant fields.

Select appropriate Customs Regulation from drop-down menu ...

...and insert your individual Customs Reference/ID here

You can specify the amount of B/L numbers to be allocated to your booking

A third party agent - handling your export customs filing - can be specified here.

Include additional requirements to our Customer Service team

Continue by clicking on ´Next´
**Review & Complete page**

This page provides an overview on all your booking request details.

If all data of this overview are correct, click on ‘Submit Booking’

**Booking Received page**

This page serves to confirm that your booking request has been successfully submitted.

Your Booking reference number is immediately provided

Your ‘Booking Confirmation’ will be sent to the email address provided at time of your registration for our ‘Online Business’, unless otherwise agreed with our Customer Service Team.