



Quick Start Guide

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Introduction

- You currently do not use EDI or Shipping portal solutions for your booking requirements?
- The Scope of your typical shipping business does not justify IT investment into EDI solutions?
- You prefer an easy to use interface to place your repetitive booking requests online?
Then we suggest our Web Booking feature might be the ideal solution for you.

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

- Create New Request with our guided Wizard navigation in just 6 easy steps to completion.
- Use Template List for repetitive shipments, taking advantage of tailormade templates.
- Copy bookings from your List of Requests to quickly start a new Booking based on same data.



New Booking Request

If you are not yet registered for our Online Business Suite, following preview serves to illustrate how a new booking request is created in just 6 steps with our guided Wizard navigation.

Contact and Reference tab

eng deu esp 中文 home help sitemap contact

Company

About us | Press | IR | Career

Business

Fleet | Products & Services | Offices | Local Info | News | Online Business

Overview | My Shipments | Tariffs | Rate of Exchange | Schedules | **Booking** | Tracing | Documents | Import | User Guide | My Account | Logout

| | |

New Booking Request

HIDE

Contact & Reference

Contract & Quotation

Routing & Schedule

Cargo & Equipment

Customs & Remarks

Review & Complete

Booking Received

Customer

REYNELLA
AU - 5161

Customer Reference

Contact*

Notification E-mail*

Insert your relevant Customer Reference

Your contact

Your contact data is prefilled with the information you already provided during the web registration.

Next

Click on „Next“

Next



Contract & Quotation tab



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home help sitemap contact

search Find

Company

Business

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New Request | List of Requests | Template List | User Guide

New Booking Request



HIDE

Contact & Reference

Contract & Quotation

Routing & Schedule

Cargo & Equipment

Customs & Remarks

Review & Complete

Booking Received

Previous

Quotation / Contract No.*

Find

Clear

Base for Freight Charges

The freight basis is either a quotation or a (service-) contract you hold with Hapag-Lloyd.

A Hapag-Lloyd quotation number has the format Q1209RTM00001;
a (service-) contract has the format CCJPJP0001 or 4692727.

If you have neither a contract nor a quotation with Hapag-Lloyd,
please contact your local [Hapag-Lloyd Sales Office](#).

Clear

Previous

Insert your Quotation or Contract Reference received from Hapag-Lloyd, and click on „Find“

Contact & Reference

Contract & Quotation

Routing & Schedule

Cargo & Equipment

Customs & Remarks

Review & Complete

Booking Received

Previous

Next

Quotation / Contract No.*

Clear

Base for Freight Charges

The freight basis is either a quotation or a (service-) contract you hold with Hapag-Lloyd.

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If you have neither a contract nor a quotation with Hapag-Lloyd,
please contact your local [Hapag-Lloyd Sales Office](#).

Validity

Quotation No. Q1209RTM00001

Valid to 2013-07-11

Contractual Party

REYNELLA
AU - 5161

1. Routing options fitting to your Quotation will be displayed here...

In your quotation the following routing and equipment definitions have been defined. If your Quotation has expired or its details are not fitting with your request, please contact your local [Hapag-Lloyd Sales Office](#).

Routing as per Quotation

Select a routing from the following alternatives. The listed container types are defined in your quotation.

Export Haulage	Start Location	Port of Loading	Service	Port of Discharge	End Location	Import Haulage	Ctr. Type 1	Ctr. Type 2	Ctr. Type 3
☒ Terminal		ADELAIDE	ANS	HAMBURG		Terminal	20'STD	40'STD	

Select Routing

2. Click on „Select Routing“

Clear

Previous

Next



Routing & Schedule tab (page 1)

Hapag-Lloyd

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Business

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Overview | My Shipments | Tariffs | Rate of Exchange | Schedules | **Booking** | Tracing | Documents | Import | User Guide | My Account | Logout

New Booking Request

Contact & Reference

Contract & Quotation

Routing & Schedule

Cargo & Equipment

Customs & Remarks

Review & Complete

Booking Received

The transport and routing is based on your quotation and cannot be changed.

Please press Look-up Schedule to find matching vessels / voyages.

Container positioning dates can be filled when defining cargo and equipment.

Start Location* AUADL | ADELAIDE

Via 1 ...

Via 2 ...

End Location* DEHAM | HAMBURG

2014-01-10

(e.g. 2013-09-23)

(e.g. 2013-09-23)

☐ Received at your door (CH)

☒ Received at container terminal (MH)

☐ Delivered at your door (CH)

☒ Delivered at container terminal (MH)

Click on „Look-up Schedule“ to find matching voyages

Start Location* ADELAIDE (AUADL) * 2014-01-10 Plus 4 week (s)

Via 1 (e.g. 2011-12-20)

Via 2

End Location* HAMBURG (DEHAM) (e.g. 2011-12-20)

☐ Optimize routing for reefer equipment

☐ Received at your door (CH)

☒ Received at container terminal (MH)

☐ Delivered at your door (CH)

☒ Delivered at container terminal (MH)

Connection ADELAIDE - HAMBURG Period 2014-01-10 -

	Port of Loading	Transshipments	Vessels / Services	Port of Discharge	Transit Time (days)
☒	ADELAIDE AU 2014-01-16		0 LAHORE EXPRESS / 3149 / EAX	HAMBURG DE 2014-03-02	45
☐	ADELAIDE AU 2014-01-23		0 JAKARTA EXPRESS / 3150 / EAX	HAMBURG DE 2014-03-09	45
☐	ADELAIDE AU 2014-02-06		0 RIO GRANDE EXPRESS / 3152 / EAX	HAMBURG DE 2014-03-23	45

Interactive schedule displays routing as per your Quotation Reference - choose required sailing and press „Select for Booking“

Routing Details

	Location	Arrival	Departure	Vessel / Mode of transport	Voyage	Service
☒	ADELAIDE		2014-01-16	LAHORE EXPRESS	3149	EAX
☐	HAMBURG	2014-03-02				



Routing & Schedule tab (page 2)

Contact & Reference

Contract & Quotation

Routing & Schedule

Cargo & Equipment

Customs & Remarks

Review & Complete

Booking Received

PreviousNext

The transport and routing is based on your quotation and cannot be changed.

Please press Look-up Schedule to find matching vessels / voyages.

Container positioning dates can be filled when defining cargo and equipment.

Start Location*

AUADL | ADELAIDE

Via 1

...

Via 2

...

End Location*

DEHAM | HAMBURG

2014-01-10

(e.g. 2013-09-23)

(e.g. 2013-09-23)

☐ Received at your door (CH)

☒ Received at container terminal (MH)

☐ Delivered at your door (CH)

☒ Delivered at container terminal (MH)

Look-up ScheduleClear

You have selected the following routing:

Location	Arrival	Departure	Vessel / Mode of Transport	Voyage No.	Service
ADELAIDE		2014-01-16	LAHORE EXPRESS	3149	ANS
HAMBURG	2014-03-02				

Selected routing will be shown; proceed with click on „Next“

PreviousNext

Cargo & Equipment tab (page 1)

Contact & Reference

Contract & Quotation

Routing & Schedule

Cargo & Equipment

Customs & Remarks

Review & Complete

Booking Received

Previous

Container Type

Equipment owned by

Select up to 4 different container types and up to 10 containers.

Indicate if the cargo is transported with Hapag-Lloyd or shipper's own equipment.

Qty* Container Type*

1

...

2EGP | HIGH CUBE CONT. ...

22GP | GENERAL PURPOSE ...

42GP | GENERAL PURPOSE ...

☒ Hapag-Lloyd Container

☐ Shipper's own Container

Specify quantity for each Containertype as required



Cargo & Equipment tab (page 3)

Contact & Reference

Contract & Quotation

Routing & Schedule

Cargo & Equipment

Customs & Remarks

Review & Complete

Booking Received

Previous

Container Type

Equipment owned by

Select up to 4 different container types and up to 10 containers. Or select 1 container type and up to 250 Containers if the same cargo details are applicable for all containers.

Qty* Container Type*

1	
	...
	...
	...

Indicate if the cargo is transported with Hapag-Lloyd or shipper's own equipment.

☒ Hapag-Lloyd Container

☐ Shipper's own Container

Cargo

Empty Container from Depot

Please make sure the commodity is covered by your Quotation or Contract. If your booking includes commodities other than the quoted ones, different rates may apply - please contact your local [Hapag-Lloyd Sales Office](#).

If your containers will contain different cargoes, you can specify the individual descriptions below, after clicking on "Assign Details".

Description

HS Code

Please assign details to your requested containers, e.g. weight and cargo per container. Then you can adjust e.g. the individual positioning dates, if needed.

Release * hh:mm

The depot information is for your reference only. The final booking confirmation is based on the information in our [Detent](#) system.

Please note that the empty equipment release date is based on the information in our [Detent](#) system.

1. Please insert your brief commodity description

2. A click on the magnifying glass supports selection of appropriate HS code for your commodity.

3. Specify required release date and time for empty container(s) here...

4. Continue by clicking on „Next“

Assign Details

Clear

Previous

Equipment and Cargo

Please provide the information for cargo and equipment. If possible, please also provide the Harmonized System Code (HS Code) for your cargo as this simplifies the subsequent documentation process. Please note that the HS Code is mandatory for US business due to filing regulations.

Container Type	22GP	Cargo Description*	HS Code	Cargo Weight *	Unit *
		FURNITURE PARTS		5000	
					...
					kg
					lbs

Please note that the empty equipment release date is based on the information in our [Detent](#) system.

1. For each container entry, please ensure cargo weight is inserted and required unit selected

2. Continue by clicking on „Next“

Clear

Previous

Next

Container 1

☐ Non-op. Reefer

Temperature* Celsius Dehumidification % ☐ Not appl. O2 in % % Ventilation delay in h h

Special Atmosphere Fresh Air Supply cbm/h CO2 in % % Humidity Control in % %

Container Type	45RT	Cargo Description*	HS Code	Cargo Weight *	Unit *
		FROZEN THINGS		1234	kg
					...
					kg
					lbs

1. In case of reefer, please specify your reefer booking details



Customs & Remarks tab

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

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

1. If required, you have the option to specify the amount of B/L numbers to be allocated to your booking.

2. If required for the specific routing of your shipment, a third party handling your export customs filing can be specified here.

3. Before review and submission of your data, you have the option to include any additional specific requirements to our Customer Service team.

4. Continue by clicking on „Next“

Customs References

Type

Reference / ID

Bill of Lading Numbers required with Booking Confirmation?

If yes, how many?

Export Customs Filing

Export customs filing performed by third party.

Performed by (address):

Remarks

Please enter here any remarks you wish our Customer Service to take into account.

Previous Next

Clear Previous Next



Review & Complete tab

Contact & Reference

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Review & Complete

Booking Received

Previous

Contact and Reference

Customer

REYNELLA
AU - 5161

Customer Reference

ADELAIDE 20GP

Contact*

Notification E-mail*

Edit Contact and Reference

Contract and Quotation

Quotation / Contract No.*

Valid to

2013-07-11

Contractual Party

REYNELLA
AU - 5161

Edit Contract and Quotation

Routing and Schedule

This page provides an overview on all your booking request details. By clicking on „Edit...“ the content for each tab can be individually amended prior to submission.

Submit Booking

Edit Customs and Remarks

Complete your request

By clicking on 'Submit Booking', you acknowledge that you have accepted the Hapag-Lloyd Bill of Lading or Sea Waybill Terms and Conditions respectively and agree to place a legally binding booking request

If all data shown in this overview is correct, please click on „Submit Booking“

Submit Booking



Booking Received

1. This tab serves to confirm that your booking request has been successfully submitted to Hapag-Lloyd

2. In addition your Booking Number is immediately confirmed online.

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

The screenshot shows a navigation bar with tabs: Contact & Reference, Contract & Quotation, Routing & Schedule, Cargo & Equipment, Customs & Remarks, Review & Complete, and **Booking Received** (highlighted with a red circle). The main content area includes a 'Thank you' message, a 'Your booking number is:' section displaying a booking number and date (2014-01-10), and an email address field. A 'Previous' button is visible in the top right corner. A footer section contains contact information for Hapag-Lloyd Office and links to 'List of Requests' and 'new booking request'.

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