

# HAPAG LLOYD Online Business Documentation

- A. [👉如何查詢DRAFT](#)
- B. [👉改單提醒&線上改單操作步驟 \(Draft Amendment\)](#)
- C. [👉線上確認提單操作步驟 \(Draft Approval \)](#)
- D. [👉如何線上下載 帳單/SWB 提單/ 訂艙確認書](#)
- E. [👉其他線上操作手冊](#)

## A. 如何查詢DRAFT

### 1. 登入 <https://solutions.hapag-lloyd.com/bl-draft-approval/#/> BL Draft Approval

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Quote  
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Book  
**Documentation**  
My Shipments  
Verified Gross Mass (VGM)  
Shipping Instructions  
**BL Draft Approval**  
Customs Status  
Customs Reference  
Track  
Import  
Navigator  
Quality Promises

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Log in with your Hapag-Lloyd Online Business credentials

**i** In some cases a second login might be required to make full use of Hapag-Lloyd Online Business.

User id / E-Mail  
@vgmtest

Password  
\*\*\*\*\*

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## 2. Search 的地方輸入提單號碼或是直接尋找需要改單的單號，

Document Status : Released=已經放單/ Open For Review 提單已經完成可以線上查閱草稿

Document Type: 提單類型

Draft Updated: 最後一次更新提單底稿的日期

### BL Draft Approval

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#### BL Draft List

\*若Search的地方沒找到提單號碼，請調整 Date Range的時間到最長的期限，如果還是沒有出現需要的提單號碼，請聯繫客服新增您線上提單的瀏覽權限，信件主旨: ( Booking Number) MDRA0101 新增線上瀏覽DRAFT權限

Date range  
Last 14 days



Search



All (31)

Open for review (7)

Correction sent (0)

Approved (0)

Released (24)

Document Type:

Bill of Lading

Sea Waybill

Document no	Document Status	Document Type	Shipment no	Customer Reference	Vessel name	Voyage no	Port of Loading	Port of Discharge	Draft Updated
HLCUTPE220252011	Released	Sea Waybill	52152011	-	MIRADOR EXPRESS	282729	TWKHH	INNSA	2022-02-14
HLCUTPE220251314	Open for review	Bill of Lading	11314520		YM WELCOME	280853	TWKHH	KWSWK	2022-02-12



# 改單提醒

1. 改單內容僅限輸入英文，特殊符號 | \ { } & 全形字母不接受
2. 改 [SHIPPER/ CNEE/ NOTIFY](#) 可以直接點選欄位修改，超過的行數請接\* 放品名，注意本來品名的內容也要一併貼上
3. 改 [MARK / Cargo Description](#) 指標點在正中間後，請直接完整重新貼出修改後的內容
4. 已經領走的正本提單需要修改，請一律先至[櫃台歸還全套正本提單](#)，詳情請看公告
5. 修改的內容為HL錯誤，My Update: 請備註 HPL reason, no amendment fee.
6. 改單範例:

## 同一筆BOOKING 內

- [新增 Cargo Item](#)
- [刪除 Cargo Item](#)
- [原先1套單要拆N套單](#)
- [原先N套提單要合併1套單](#)
- [濃縮品嚙Condensed Bill](#)

## 不同BOOKING 合併提單

- [完全合併](#)
- [部分資料合併](#)

## [刪除多餘的提單號碼](#)

## [新增Also Notify / 目的港代理](#)



# B. 如何使用 線上改單:

SW HLCL Sh#27789417 Doc#HLCUTPE230311896

 doc.tw@csd.hlag.com  
收件者  Chang, Chia-Hsuan Wendy

 我們已移除此郵件中多餘的分行符號。

 MDRA0101\_581660291.pdf  
174 KB

 回覆  全部回覆  轉寄  ...

2023/3/7 (週二) 下午 01:42

## 1. 透過收到Draft的之後 Email 內文第一段

Try it out with your document right here and now 的網址進行登入，  
登入之後就會自動跳轉到這套提單，如果沒有跳轉代表貴司線上設定失敗，  
請聯繫客服新增您線上提單的瀏覽權限，

信件主旨: ( Booking Number) MDRA0101 新增線上瀏覽DRAFT權限



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Not sure what this is about?

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<https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.hapag-lloyd.com%2Fen%2Flandingpage%2Fbl-draft-approval.html&data=05%7C01%7CWendy.Chang%40hlag.com%7C1503a249531547cdd26508db1eaceabfc%7C9ce351a1ad9b403ebf3b1a3ed3900297%7C0%7C0%7C638137645368139270%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=xXVcQrouqvwndVCCfpXtuFZUsBmgV5GGeqmVtqZIRw%3D&reserved=0>

Or continue using attached PDF version of your BL/SWB DRAFT

Attached you receive the following BL/SWB DRAFT as PDF:



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@vgmtest

Password  
.....

**Log in**

[Forgot your password?](#)

[Not yet registered?](#)



\*若Search的地方沒找到提單號碼，請調整 Date Range的時間到最長的期限，如果還是沒有出現需要的提單號碼，請聯繫客服新增您線上提單的瀏覽權限，信件主旨: ( Booking Number) MDRA0101 新增線上瀏覽DRAFT權限

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### BL Draft List

Date range: Last 14 days

Search

3. Search 的地方輸入提單號碼或是直接尋找需要改單的單號，點選提單號碼進入線上改單頁面

All (31) | Open for review (7) | Correction sent (0) | Approved (0) | Released (24)

Document Type: Bill of Lading | Sea Waybill

Document no	Document Status	Document Type	Shipment no	Customer Reference	Vessel name	Voyage no	Port of Loading	Port of Discharge	Draft Updated
HLCUTPE220252011	Released	Sea Waybill	52152011	-	MIRADOR EXPRESS	282729	TWKHH	INNSA	2022-02-14
HLCUTPE220251314	Open for review	Bill of Lading	11314520		YM WELCOME	280853	TWKHH	KWSWK	2022-02-12



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< 1 **2** 3 >

5. 點選 <頁數> 到需要修改的頁面

4. 點選 “Edit Draft” 進行提單編輯，  
所有改單的內容&備註欄位只接受 英文  
特殊符號 | \ { } & 全形字母不接受

Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg		Sea Waybill		Multimodal Transport or Port to Port Shipment	
Shipper: <b>CONDENSED A</b>					
Consignee: <b>CONDENSED B</b>					
Notify Address (Carrier not responsible for failure to notify): <b>CONDENSED C</b>		Carrier's Reference: <b>27789417</b>		SWB-No.: <b>HLCUTPE230311896</b>	
Vessel(s): <b>TIAN SHUN HE</b>		Voyage-No.: <b>2302S</b>		Page: <b>2 / 3</b>	
Ballindamm 25 - D-20095 Hamburg		Export References:		Place of Receipt: <b>TAICHUNG CARRIERS CY</b>	
VAT-ID-No: DE813960018		Forwarding Agent:		Consignee's Reference:	
Place of Delivery:		Place of Receipt:		Place of Delivery:	

#### Document Details

Document no <b>HLCUTPE230311896</b>	Creation Date <b>2023-03-07</b>
Document Status <b>Open for review</b>	Version <b>Unfreighted</b>

#### Actions

[Edit Draft](#) [Approve BL Draft](#)

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返回改單  
彙整目錄



[Back To List](#)< 1 **2** 3 >

Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg		Sea Waybill		Multimodal Transport or Port to Port Shipment	
Shipper: CONDENSED A			Carrier's Reference:	SWB-No.:	Page:
			27789417	HLCUTPE230311896	2 / 3
Consignee: CONDENSED B	Export References:		Forwarding Agent:		
	SO 5678				
Notify Address (Carrier not responsible for failure to notify): CONDENSED C		Consignee's Reference:		Place of Receipt: TAICHUNG CARRIERS CY	
Vessel(s): TIAN SHUN HE	Voyage-No.: 2302S	Place of Delivery:			
Port of Loading: KAOHSIUNG	Port of Discharge: MELBOURNE		Container Nos., Seal Nos., Marks and Nos.:		Gross Weight:
AS PER ATTACHED LIST		Description of Goods:		Measurement:	
SHIPPED ON BOARD, DATE : APR.22.2023 PORT OF LOADING: KAOHSIUNG VESSEL NAME: TIAN SHUN HE VOYAGE: 2302S					
PORT CHARGE ORIGIN PREPAID SEAFREIGHT + ADDITIONALS PREPAID PORT CHARGE DESTINATION PREPAID					

[Back To List](#)< 1 **2** 3 >

Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg		Sea Waybill		Multimodal Transport or Port to Port Shipment	
Shipper: CONDENSED A			Carrier's Reference:	SWB-No.:	Page:
			27789417	HLCUTPE230311896	2 / 3
Consignee: CONDENSED B	Export References:		Forwarding Agent:		
	SO 5678				
Notify Address (Carrier not responsible for failure to notify): CONDENSED C		Consignee's Reference:		Place of Receipt: TAICHUNG CARRIERS CY	
Vessel(s): TIAN SHUN HE	Voyage-No.: 2302S	Place of Delivery:			
Port of Loading: KAOHSIUNG	Port of Discharge: MELBOURNE		Container Nos., Seal Nos., Marks and Nos.:		Gross Weight:
AS PER ATTACHED LIST		Description of Goods:		Measurement:	
SHIPPED ON BOARD, DATE : APR.22.2023 PORT OF LOADING: KAOHSIUNG VESSEL NAME: TIAN SHUN HE VOYAGE: 2302S					
PORT CHARGE ORIGIN PREPAID SEAFREIGHT + ADDITIONALS PREPAID PORT CHARGE DESTINATION PREPAID					

6. 提單 Party Function 的欄位  
(SHIPPER/CNEE/NOTIFY/EXPORT REFERENCE...等  
可以直接點選並編輯想要修改的內容

返回改單  
彙整目錄



Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg		<b>Sea Waybill</b>		Multimodal Transport or Port to Port Shipment	
Ballindamm 25 - D-20095 Hamburg	VAT-ID-No: DE813960018	Shipper: <span style="color: red;">Only 6 rows are allowed.</span>			
		Hapag-Lloyd (Taiwan) LTD Pacific Commerical Building 11th FLOOR., 285 Chung Hsiao E. Rd. Sec. 4, Taipei, 106, Taiwan R.O.C			
		Consignee:		Carrier's Reference: <b>27789417</b>	SWB-No.: <b>HLCUTPE230311925</b>
		UETU 2133750 SEGU 1261878+TCLU 1452934 CON		Export References:	
Notify Address (Carrier not responsible for failure to notify):					
UETU 2133750 SEGU 1261878+TCLU 1452934 CON					
Vessel(s):		Voyage-No.:		Place of Delivery:	
<b>TIAN SHUN HE</b>		<b>2302S</b>			
Port of Loading:					
<b>KAOHSIUNG</b>					
Port of Discharge:					
<b>MELBOURNE</b>					
Container Nos., Seal Nos.; Marks and Nos.		Number and Kind of Packages, Description of Goods		Gross Weight:	Measurement:

7. 提單 Party Function的欄位( SHIPPER/CNEE/NOTIFY) 出現右邊紅框代表超過限制行數(最多6行) , 重新調整後多餘的文字請用 \* 連接到品名。

注意! 如果有連接\*到品名的話 , 修改品名的地方 品名原本的內容要記得複製貼上!

返回改單  
彙整目錄



P.S. 修改的內容為HL失誤，在 My updates 註記: HPL reason, no amendment fee.

< Back To List < 1 2 3 >

Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg **Sea Waybill** Multimodal Transport or Port to Port Shipment

Shipper: **AAAAAAAAAAAAAAAA** changed content  
TEST

Carrier's Reference: **27789417** SWB-No.: **HLCUTPE230311863** Page: **2 / 3**  
Export References:

Consignee: **BBBBBBBBBBBBBBBBBBBB** changed content  
TEST

Forwarding Agent:

Notify Address (Carrier not responsible for failure to notify): **CCCCCCCCCCCCCCCCCCCC** changed content  
TEST

Consignee's Reference:  
Place of Receipt: **TAICHUNG CARRIERS CY**

Vessel(s): **TIAN SHUN HE** Voyage-No.: **2302S** Place of Delivery:

Port of Loading: **KAOHSIUNG**  
Port of Discharge: **MELBOURNE**

Container Nos., Seal Nos., Marks and Nos.	Number and Kind of Packages, Description of Goods	Gross Weight.	Measurement.
<b>AS PER ATTACHED LIST</b>			
<b>SHIPPED ON BOARD, DATE : APR.22.2023</b>			
<b>PORT OF LOADING: KAOHSIUNG</b>			
<b>VESSEL NAME: TIAN SHUN HE VOYAGE: 2302S</b>			
<b>PORT CHARGE ORIGIN PREPAID</b>			
<b>SEAFREIGHT + ADDITIONALS PREPAID</b> ①			
<b>PORT CHARGE DESTINATION PREPAID</b>			

②

HL TAIWAN

Document Details Document Status: Editing

My updates

Add your general comment and attach files if needed

0 / 500 Accepted file types: .jpg, .png, .pdf

Changed fields

Shipper Consignee Notify Address

Commented page

2

Page 2

1 Freight Prepaid

2 SHOW DESTINATION AGENT INFORMATION

Cancel Save for later Submit changes

Download BL Draft

9. 依照數字填入想改的內容

10. 若不小心誤點，點選垃圾桶即可刪除

8. 其他欄位只要點選在想改的地方會依序出現數字

11. 若有其他頁面需要改單，選擇 SAVE LATER之後再繼續修改

返回改單  
彙整目錄



Cont/Seals/Marks	Packages/Description of Goods	Weight	Measure
HLBU 2297905	1 CONT. 20'X8'6" GENERAL PURPOSE CONT. SLAC*	6666.000	20.000
SEAL:	1111 BAGS	KG	CBM
HLT12345678	PVC LEATHER STOCK LOT		
MARKS & NOS:	GRADE B		
MADE IN TAIWAN	EACH ROLL WITH STICKER:		
NO. 01-010	PVC LEATHER MADE IN TAIWAN		

\*SLAC = Shipper's Load, Stow, Weight and Count

12. 若需要修改 MARK /CARGO DESCRIPTION  
 <指標點在 MARK /CARGO DESCRIPTION 的正中間>

直接重新貼出完整內容( EX: 需要空行 或空格)

### My updates

Add your general comment and attach files if needed

0 / 500

Accepted file types: .jpg, .png, .pdf

### Attached files:

英文更改切結書.pdf

189.09kB

### Changed fields

Shipper

Consignee

Port of Loading

### Commented pages:

2

3

### Page 3

1 MADE IN TAIWAN

NO. 01-010

CTNR:  
HLBU22997905

2 1111 GAGS=100 CARTONS |  
PVC LEATHER STOCK LOT  
GRADE B  
EACH ROLL WITH STICKER:  
PVC LEATHER MADE IN TAIWAN

Cancel

Save for later

Submit changes



< Back To List

< 1 2 **3** >

P.S.// 13. 領單後的修改，請在最後送出前一併附上改單切結書的掃描檔，點選 迴紋針上傳切結書

tatus: Editing

Hapag-Lloyd Aktiengesellschaft, Hamburg



Page 3 / 3

SWB-No. HLCUTPE230311896

Cont/Seals/Marks	Packages/Description of Goods	Weight	Measure
MARKS & NOS: CONDENSED ABC	3 CNTRS 2331 BAGS CONDENSED ABC	21000.000	KG

UETU 2133750 20'GP SLAC\*:777 BAGS 1 00.000 KG  
 SEAL: CONDENSED1  
 SEGU 1261878 20'GP SLAC\*:777 BAGS 7000.000 KG  
 SEAL: CONDENSED2  
 TCLU 1452934 40'HC SLAC\*:777 BAGS 7000.000 KG  
 SEAL: CONDENSED3  
 \*SLAC = Shipper's Load, Stow, Weight and Count

=====  
 2331 BAGS 21000.000 KG  
 =====

My updates

Add your general comment and attach files if needed



0 / 500

Accepted file types: .jpg, .png, .pdf

Changed fields

Port of Loading

Export References

Commented pages:

2

3

Page 3

1 7500 KG

Cancel

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返回改單  
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P.S.// 13. 領單後的修改，請在最後送出前一併附上改單切結書的掃描檔，點選 迴紋針

Ballindamm 25 - D-20095 Hamburg VAI-IC

changed content

Consignee:  
**HAPAG-LLOYD (AUSTRALIA) PTY LTD**  
**MELBOURNE VIC 3000**  
**AUSTRALIA**  
**LEVEL 15, 500 COLLINS STREET**

Forwarding Agent:

Notify Address (Carrier not responsible for failure to notify):  
**HL MELBOURNE**

Consignee's Reference:

Place of Receipt:

Port of L  
**KAO**  
Port of D  
**MEL**  
Container

SHI  
POR  
VES

PORT CHARGE ORIGIN PREPAID  
SEAFREIGHT + AD<sup>1</sup>DITIONALS PREPAID  
PORT CHARGE DESTINATION COLLECT

Sea Waybill - Not Negotiable

Document Details

Document no  
HLCUTPE230604435

Creation Date  
2023-06-02

Document Status  
Editing

Version  
Unfreighted

My updates

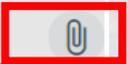
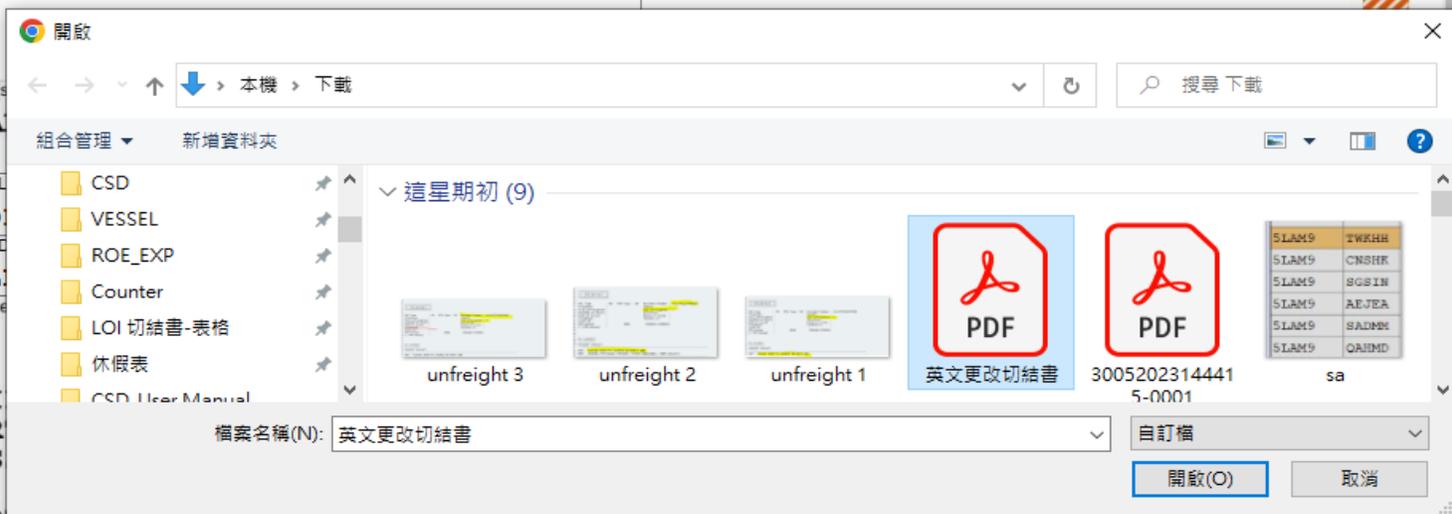
Add your general comment and attach files if needed

0 / 500 Accepted file types: .jpg, .png, .pdf

Changed fields  
Shipper Consignee

Commented pages:  
2

Page 2



返回改單  
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Consignee:  
HAPAG-LLOYD (AUSTRALIA) PTY LTD  
MELBOURNE VIC 3000  
AUSTRALIA  
LEVEL 15, 500 COLLINS STREET

changed content

Forwarding Agent:

Notify Address (Carrier not responsible for failure to notify):

HL MELBOURNE

Vessel(s):

TIAN SHUN HE

Port of Loading:

KAOSIUNG

Port of Discharge:

MELBOURNE

Container Nos., Seal Nos., Marks and Nos.

Number and Kind of Packages, Description of Goods

Gross weight, Measurement:

AS PER ATTACHED LIST

SHIPPED ON BOARD, DATE : JUN.09.2023

PORT OF LOADING: KAOSIUNG

VESSEL NAME: TIAN SHUN HE VOYAGE: 02023

PORT CHARGE DESTINATION COLLECT

SEAFREIGHT + AD<sup>1</sup>DITIONALS PREPAID

PORT CHARGE DESTINATION COLLECT

### Attach document

LOI |

0 / 300

Accepted file types: .jpg, .png, .pdf

英文更改切結書.pdf

189.09kB

Cancel

Attach

### Document Details

Document no

HLCUTPE230604435

Creation Date

2023-06-02

Document Status

Editing

Version

Unfreighted

### My updates

Add your general comment and attach files if needed



0 / 500

Accepted file types: .jpg, .png, .pdf

Changed fields

Shipper

Consignee

Commented pages:

2

Page 2

1

FREIGHT PREPAID



14. 選擇切結書後，描述的地方打“LOI”再點選ATTACH上傳即可

返回改單  
彙整目錄



Vessel(s): <b>TIAN SHUN HE</b>		Voyage-No.: <b>2303S</b>		Place of Delivery:	
Port of Loading: <b>KAOHSIUNG</b>					
Port of Discharge: <b>MELBOURNE</b>					
Container Nos., Seal Nos.; Marks and Nos.		Number and Kind of Packages, Description of Goods		Gross Weight:	Measurement:
<b>AS PER ATTACHED LIST</b>					
<p>SHIPPED ON BOARD, DATE : JUN.09.2023          PORT OF LOADING: KAOHSIUNG          VESSEL NAME: TIAN SHUN HE VOYAGE: 2303S</p> <p>PORT CHARGE ORIGIN PREPAID          SEAFREIGHT + AD<sup>1</sup>DITIONALS PREPAID          PORT CHARGE DESTINATION COLLECT</p>					
Shipper's declared Value [see clause 7(2) and 7(3)]			Above Particulars as declared by Shipper. Without responsibility or warranty as to correctness by Carrier [see clause 11]		
Total No. of Containers received by the Carrier: <b>1</b>		Packages received by the Carrier:			
Movement: <b>FCL/FCL</b>		Currency:			
Charge	Rate	Basis	aWt/Vol/Val	P/C	Amount

Document Status

Editing

Version

Unfreighted

## My updates

Add your general comment and attach files if needed

0 / 500

Accepted file types: .jpg, .png, .pdf

## Attached files:

英文更改切結書.pdf

189.09kB

## Changed fields

Shipper

Consignee

## Commented pages:

2

## Page 2

1

FREIGHT PREPAID

Cancel

Save for later

Submit changes

15. 上傳成功後檔案會列出並顯示

16. 確定需要改的內容修改完畢後按 Submit Changes 傳送提單修改內容

返回改單  
彙整目錄

## BL Draft Approval

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Hapag-Lloyd Aktiengesellschaft, Hamburg



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SWB-No. HLCUTPE230311896

Cont/Seals/Marks	Packages/Description of Goods	Weight	Measure
------------------	-------------------------------	--------	---------

MARKS & NOS: CONDENSED ABC	3 CNTRS 2331 BAGS CONDENSED ABC	21000.000 KG	
----------------------------------	--	-----------------	--

UETU 2133750 20'GP SLAC\*:777 BAGS  
SEAL: CONDENSED1  
SEGU 1261878 20'GP SLAC\*:777 BAGS  
SEAL: CONDENSED2  
TCLU 1452934 40'HC SLAC\*:777 BAGS  
SEAL: CONDENSED3  
\*SLAC = Shipper's Load, Stow, Weight and Count

=====	=====
2331 BAGS	21000.000 KG

## Submit changes

Your changes will be submitted.

Cancel

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## Document Details

Document Status: Editing

## My updates

Add your general comment and attach files if needed

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## Changed fields

Port of Loading

Export References

## Commented pages:

2

3

## Page 3

1 7500 KG

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Submit changes

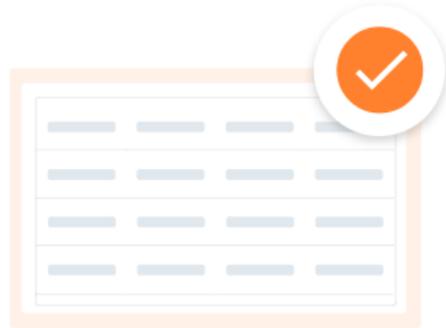
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彙整目錄

17. 點選 Continue 繼續傳送



< Back To List



**Thank you!**

Submission successful!  
You can continue with your next BL Draft

18. 出現 Successful的字眼代表傳送完畢，沒有到最後這一步都不算有完成線上修改

How was your experience with the BL Draft Approval solution?



19. Download receipt 可以直接下載這次的改單內容的留底

Document Details

Document no  
**HLCUTPE230311896**

Creation Date  
**2023-03-07**

Document Status  
**Correction Submitted**

Version  
**Unfreighted**

Submitted on  
**Tue, 07 Mar 2023 08:01:41 GMT**

Your requested changes

Pages with requested changes  
**2**

Comments  
**2**

Changed fields

Port of Loading

Export References

Actions

> Email receipt

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Document Details

Document no  
**HLCUTPE230311896**      Creation Date  
**2023-03-07**

Document Status  
**Correction Submitted**      Version  
**Unfreighted**

Submitted on  
**Tue, 07 Mar 2023 08:01:41 GMT**

Your requested changes

Pages with requested changes      Comments  
**2**      **2**

Changed fields  
**Port of Loading**   **Export References**

Actions

> Email receipt

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Need a receipt?

You can send a receipt to up to 3 email addresses or use the download function

Type e-mail

20. 或是選擇 email receipt  
即可轉寄改單內容到不同收件人

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Send

返回改單  
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# 改單範例-同一筆BOOKING 新增件數/品名/噸頭: Add Cargo Item

Cont/Seals/Marks	Packages/Description of Goods	Weight	Measure
HLBU 1234567 HLT1913806 MARKS & NOS: SHINING BEAUTY/SBT-7564	1 CONT. 20'X8'6" GENERAL PURPOSE CONT. SLAC* 187 CTNS PO NO.7564  (BUMPER,FENDER,HOOD)	9646.600 KGS	25.000 CBM

MADE IN TAIWAN  
P/O: 001-002  
P/O: 003-004

\*SLAC = Shipper's Load, Stow, Weight and Count

-----	-----	-----
187 CTNS	9646.600 KGS	25.000 CBM

1 提單上需要新增件數重量，請把指標點在 提單最後一頁空白處  
然後在右手邊修改內容打上：  
Add Cargo Item-(櫃號/件數/重量/CBM/ HS CODE/噸頭/品名)

有幾個 Cargo Item 需要新增，就需要點幾個指標。

## My updates

Add your general comment and attach files if needed

0 / 500

Accepted file types: .jpg, .png, .pdf

## Commented pages:

3

Page 3

範例如下:

1 Add cargo item  
CAIU 1234576/100 CTN/10000KG/25CBM/ HS CODE 845710

MARK:  
MADE IN TAIWAN  
P/O 202306230111

CARGO DESCRIPTION:  
COMMERCIAL REGISTRATION  
HARDWARE

Cancel

Save for later

Submit changes

返回改單  
彙整目錄



# 改單範例-同一筆BOOKING 刪除件數/品名/噸頭: Delete Cargo Item

Cont/Seals/Marks	Packages/Description of Goods	Weight	Measure
HLBU 1234567 SEAL: HLT1903163 MADE IN TAIWAN P/O: 001-002	1 CONT. 40'X9'6" REEFER CONTAINER SLAC* ATTENTION: NON OPERATIVE REEFER 18 PALLETS 18 PLTS = 539 CTNS  (BUMPER,FENDER,HOOD)	6083.620 KG	23.400 CBM
MARKS & NOS: I61 VERTEX MADE IN TAIWAN P/O: 003-004	2 CRATESS MACHINE PARTS HS CODE: 846693	2271.000 KG	4.930 CBM

針對提單上的某特定件數重量的Cargo Item 需要刪除，  
請把 指標點在需要刪除的件數那行，  
然後在右手邊修改內容打上: Delete cargo item: 件數/重量

有幾個 Cargo Item 需要刪除，就需要點幾個指標。

My updates

Add your general comment and attach files if needed

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Page 4

1	Delete cargo item: 2 CRATESS/ 2271KG
---	--------------------------------------

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EX:此票需要刪掉 2 CRATESS，修改內容需要註記為:  
Delete cargo item: 2 CRATESS/ 2271 KG  
則改單中心會把整個 2 CRATESS 的內容  
(品名/噸頭/件數/重量/CBM) 全數刪除

返回改單  
彙整目錄



# 改單範例-同一筆BOOKING- 品名嘜頭秀一次

Cont/Seals/Marks	Packages/Description of Goods	Weight	Measure
HLBU 1234567 SEAL: HLT1903163 MADE IN TAIWAN P/O: 001-002	1 CONT. 40'X9'6" REEFER CONTAINER SLAC* ATTENTION: NON OPERATIVE REEFER 18 PALLETS  (BUMPER, FENDER, HOOD)	6083.620 KG	23.400 CBM
CAIU 1234567 SEAL: HLT1905295 MADE IN TAIWAN P/O: 001-002	1 CONT. 20'X8'6" GENERAL PURPOSE CONT. SLAC* 19 PALLETS  (BUMPER, FENDER, HOOD)	16624.630 KGS	25.000 CBM

同一筆booking 內所有櫃子的 品名+嘜頭+包裝單位 一模一樣，  
要修改成只秀一次品名嘜頭，指標點在第一櫃的品名，  
右手邊修改內容輸入: Condensed MARK+ Cargo Description

My updates

Add your general comment and attach files if needed

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Commented pages:

4

Page 4

1 Condensed MARK+ Cargo Description

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彙整目錄



# 改單範例-原先一個BOOKING 一套單，修改成一個BOOKING 拆N套單 (拆單前請確保有新的提單號，沒有提單號請先和客服人員索取)

Hapag-Lloyd Aktiengesellschaft, Hamburg



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B/L-No. HLCUTPE230512345

Cont/Seals/Marks	Packages/Description of Goods	Weight	Measure
MARKS & NOS: NIPOL LX550L MADE IN TAIWAN	2 CNTRS 2 PKGS 2PKGS = 2 FLEXITANKS.  TYPE MACHINING CENTER, (WHEEL COVER) ORDER  HS CODE:87087000	41240.000 KGM	50.000 CBM
HLBU 1234567 SEAL: HLT1932315	20'GP SLAC*:1 PKGS	20610.000 KGM	25.000 CBM
HLBU 5432110 SEAL: HLT1932302	20'GP SLAC*:1 PKGS	20630.000 KGM	25.000 CBM
*SLAC = Shipper's Load, Stow, Weight and Count			
	=====	=====	=====
	2 PKGS	41240.000 KGM	50.000 CBM

## Document Details

Document no

HLCUTPE230512345

Document Status

Editing

Creation Date

2023-06-28

Version

Unfreighted

## My updates

Add your general comment and attach files if needed

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Accepted file types: .jpg, .png, .pdf

Commented pages:

3

Page 3

1

Delete HLBU 5432110 and split to another B/L: HLCUTPEXXXXXX

EX: 原始2櫃一單，需要改成一櫃一單，HLBU 5432110 要單獨拆到另外一套全新的提單。  
指標點在櫃號前面 註記: Delete HLBU 5432110 and split to another B/L: HLCUTPEXXXXXX

所以拆出的新提單 HLBU 5432110 (B/L: HLCUTPEXXXXXX)，一定要送提單做法

返回改單  
彙整目錄

HL  
TAIWAN

Hapag-Lloyd

23



# 改單範例- 原先一個BOOKING 拆2套單，修改成一個BOOKING 一套單 不拆單

Hapag-Lloyd Aktiengesellschaft, Hamburg



Page 3 / 3

SWB-No. HLCUTPE230577568

-----  
Cont/Seals/Marks Packages/Description of Goods Weight Measure

1 CAIU 1234567  
SEAL: HLT1905295  
MARKS & NOS: PO#40874221  
BURTON, MI  
C/NO.1-776  
MADE IN TAIWAN

1 CONT. 20'X8'6" GENERAL PURPOSE CONT. SLAC\*  
776 CTNS 16624.630 25.000  
STEEL NUTS KGS CBM  
776 CTNS = 22 PLTS

\*SLAC = Shipper's Load, Stow, Weight and Count

=====  
776 CTNS 16624.630 25.000  
KGS CBM  
=====

## Document Details

Document no

HLCUTPE230577568

Creation Date

2023-06-30

Document Status

Editing

Version

Unfreighted

## My updates

Add your general comment and attach files if needed

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Accepted file types: .jpg, .png, .pdf

Commented pages:

3

Page 3

CAIU 1234567 Link under HLCUTPE230512345  
and delete HLCUTPE230577568

EX : CAIU 1234567 要合併到 已經完成的另外一套提單內 (HLCUTPE230512345)，並且不需要 HLCUTPE230577568，  
指標點在櫃號前面 註記: CAIU 1234567 Link under HLCUTPE230512345 and delete HLCUTPE230577568

P.S. 合併提單後原始提單不需要一定要註記刪除!!!

返回改單  
彙整目錄



## 改單範例-2個不同的BOOKING NUMBER分別完成 DRAFT後 要修改成合併單

**A單=HLCUTPE230712345 & B單=HLCUTPE230721714 ;**  
**B單的資料要完全移到A單底下並且不需要B單**

- 登入 A單=HLCUTPE230712345 的線上修改
  - 並於My Update 註記：  
HLCUTPE230712345+ HLCUTPE230721714 combine bill and delete HLCUTPE230721714)

**A單=HLCUTPE230712345 & B單=HLCUTPE230721714 ;**  
**B單的資料要部份移到A單底下**

- 登入 A單=HLCUTPE230712345 的線上修改
  - 把 指標點在 提單最後一頁空白處 然後在右手邊修改內容打上:  
Add Container (櫃號/件數/重量/CBM/ HS CODE/噸頭/品名)
- 登入 B單=HLCUTPE230721714的線上修改
  - 把 指標點在需要刪除的件數那行，然後在右手邊修改內容打上: Delete cargo item: 件數/重量



# 改單範例- 刪除重複提單

不小心重複送提單作法導致出現N套提單，  
直接進入 主單的 線上改單，在 **My Updates**的地方註記  
需要刪除的提單號碼。

**EX: 3個提單號碼:**  
**HLCUTPE230577568 / HLCUTPE230577569 / HLCUTPE230577570**  
只要保留 **HLCUTPE230577568**，

登入 **HLCUTPE230577568** 線上修改 在**My Update** 欄位註記:

**Delete Duplicate B/L: HLCUTPE230577569 / HLCUTPE230577570**



**Document Details**

<b>Document no</b>	<b>Creation Date</b>
HLCUTPE230577568	2023-06-30
<b>Document Status</b>	<b>Version</b>
Editing	Unfreighted

**My updates**

Delete Duplicate B/L: HLCUTPE230577569 / HLCUTPE230577570

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**Commented pages:**

3

Page 3

1 |

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返回改單  
彙整目錄



# 改單範例- 新增 Also Notify / 目的港代理資訊

Application [About this app](#)

Sea Waybill - Not Negotiable

Port of Loading: KEELUNG, TAIWAN  
Port of Discharge: LOS ANGELES, CA

Container Nos., Seal Nos.; Marks and Nos. | Number and Kind of Packages, Description of Goods | Gross Weight: | Measurement:  
AS PER ATTACHED LIST

SHIPPED ON BOARD, DATE : MAY.31.2023  
PORT OF LOADING: KEELUNG, TAIWAN  
VESSEL NAME: YM UPWARD VOYAGE: 081E

7263  
FREIGHT COLLECT

1

2

Shipper's declared Value [see (2) and 7(3)] | (Above Particulars as declared by Shipper. Without responsibility)

Sea Waybill - Not Negotiable

Document Status: Editing | Version: Unfreighted

My updates

Add your general comment and attach files if needed

0 / 500 Accepted file types: .jpg, .png, .pdf

Commented pages:

2

Page 2

1 Adding Also Notify  
Hapag-Lloyd (Taiwan) LTD  
Pacific Commercial Building 11th Fl.,  
285 Chung Hsiao E. Rd. Sec. 4, Taipei, 106, Taiwan R.O.C  
TEL:02-2173-1600 / TAX ID 11401633  
EMAIL: TAIWAN@SERVICE.HLAG.COM

2 Adding Destination Agent information

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## 需要新增

1. Also Notify，指標直接點在 on board notation 下方的空白處，右手邊輸入修改內容打：  
Adding Also Notify ( 公司名稱+ 地址+ 電話+ EMAIL+ TAX ID)
2. 目的港代理資訊，指標直接點在 on board notation 下方的空白處，右手邊輸入修改內容打：  
Adding Destination Agent Information



# C. 如何使用 線上確認提單

BL Draft Approval

[About this app](#)

[Back To List](#)

< 1 **2** 3 >

Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg		Sea Waybill		Multimodal Transport or Port to Port Shipment	
Shipper: AAAAAAAAAAAAAAAA ORIENTAL FREIGHT SERVICES CO., LTD. 9F.-1, NO.51, HENGYANG RD., TAIPEI				Carrier's Reference: 27789417 SWB-No.: HLCUTPE230311863 Page: 2 / 3	
Consignee: BBBBBBBBBBBBBBBBBBBB TQL GLBAL, LLC 4289 IVY POINTE BLVD. CINCINNATI, OHIO 45245		Forwarding Agent:		Export References:	
Notify Address (Carrier not responsible for failure to notify): CCCCCCCCCCCCCCCCCCCC TQL GLBAL, LLC 4289 IVY POINTE BLVD. CINCINNATI, OHIO 45245		Consignee's Reference:		Place of Receipt: TAICHUNG CARRIERS CY	
Vessel(s): TIAN SHUN HE		Voyage-No.: 2302S		Place of Delivery:	
Port of Loading: KAOHSIUNG		Port of Discharge: MELBOURNE		Container Nos., Seal Nos., Marks and Nos.   Number and Kind of Packages, Description of Goods   Gross Weight:   Measurement: AS PER ATTACHED LIST	
SHIPPED ON BOARD, DATE : APR.22.2023 PORT OF LOADING: KAOHSIUNG VESSEL NAME: TIAN SHUN HE VOYAGE: 2302S		PORT CHARGE ORIGIN PREPAID SEAFREIGHT + ADDITIONALS PREPAID PORT CHARGE DESTINATION PREPAID			

Sea Waybill - Not Negotiable

Sea Waybill - Not Negotiable

### Document Details

Document no  
HLCUTPE230311863

Creation Date  
2023-03-07

Document Status  
[Open for review](#)

Version  
Unfreighted

### Actions

[Edit Draft](#)

[Approve BL Draft](#)

[Download BL Draft](#)

1. 登入  
<https://solutions.hapag-lloyd.com/bl-draft-approval/#/> BL Draft Approval

之後直接點選 [Approval BL Draft](#) 功能鍵



## Instructions for BL HLCUTPE230311863 (optional) ^

When you approve this BL Draft, the final document will be released after vessel sailing.  
Here you **have the option** to let us know your release instructions that require action by Hapag-Lloyd.

Enter your release instructions here... (up to 3000 characters)

Up to 3 files, max. 9 MB each.  
Accepted file types: .jpg, .png, .pdf

 Attach document

## Document Details ^

Document Type

Sea Waybill ▾

Document no

**HLCUTPE230311863**

Creation Date

**2023-03-07**

Document Status

**Open for review**

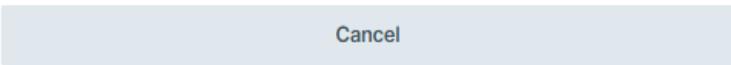
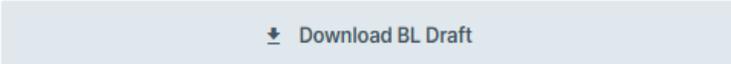
Version

Unfreighted ▾

Place of Issue

Not changed ▾

## Actions ^

 ✓ Submit Approval Cancel ↓ Download BL Draft

2. 最後點選 Submit Approval 即可完成線上核對提單。



## D. 如何線上下載帳單/SWB提單/Booking Confirmation訂艙確認

1. 進入官網 <https://www.hapag-lloyd.com/en/home.html> 點選 Navigator 登入帳號密碼

**Hapag-Lloyd**

Home | Services & Information | Our Company | Online Business Suite

Navigator 2.0 | [About this app](#)

Quote

Schedule

Book

Documentation

Track

Import

**Navigator**

Quality Promises

### Please Log in

E-mail Address

Password [Forgot your password?](#)

**Log in**

[Not yet registered?](#)

Hapag-Lloyd employee? [Log in here](#)



## 2.右邊Search 的地方可以依照所篩選的項目輸入: Booking Number / 提單號碼/櫃號

Navigator 2.0 | [About this app](#)

Shipments | To Do's

Search: Booking No. [v] e.g. 12345678 [Q]

Start Location [City or Location Code] End Location [City or Location Code] Your Reference [Search for Reference] Vessel [e.g. KYOTO EXPRESS] Date Range [ETD : 2023-03-15 - 2023] [Calendar] [Clear] [Apply]

## 3.點選搜尋出的結果進入該票BOOKING 的相關訊息

Navigator 2.0 | [About this app](#)

Shipments | To Do's

Search: Booking No. [v] 11520134 [X] [Q]

1 results for 11520134

11520134	(TWKHH) Kaohsiu...		(CRHER) Heredia
Ref.:CFS TO CY UNDER C...	2022-11-13	CISNES	2022-12-31



## 4.點選搜尋出的結果進入該票BOOKING 的相關訊息

Navigator 2.0 | [About this app](#)

< Back | 11520134

Booking No. 11520134 Your Reference	<p>(TWKHH) Kaohsiung ETD: 2022-11-13</p> <p>(CRHER) Heredia ETA: 2022-12-31</p>	Containers 45RT  Commodity <b>BICYCLE AND PARTS &amp; ACCESSORIES</b>	Document Status <b>Completed</b>
---	---	---	-------------------------------------

To Do: 5. To Do: 顯示著該筆BOOKING 代辦事項( 若VGM/SI 尚未提交則會顯示)

[Overview](#) | [Containers and Cargo](#) | [Documents](#) | [Additional Services](#)

**Details** | [Copy Booking](#) | [Update Booking](#) | [More Actions](#) | **Progress**



< Back 11520134

Booking No.  
11520134

Your Reference



Containers  
2 x 45GP

Commodity  
AUTO SPARE PARTS

Document Status  
Completed

To Do: -

Overview Containers and Cargo **Documents** Additional Services

### Documents

## 6. Documents 的欄位有最新版訂艙確認書/帳單/SWB電子檔，皆可點選右方 Download 下載

Number	Status	Last changed	
Sea Waybill (1)			
HLCUTPE230300000	Issued	2023-03-06	Download
Invoice (1)			
2115201314	Issued	2023-03-06	Download
Booking Confirmation (1)			
11520134	Issued	2023-02-22	Download

月結客人可於ON BOARD 後直接線上下載SWB，非月結客人請於款項繳清後，發信到[TAIWAN@SERVICE.HLAG.COM](mailto:TAIWAN@SERVICE.HLAG.COM) 索取SWB 電子檔，電子檔僅限首次下載，若下載後修改提單則無法透過此功能重新下載新提單。



## E. 其他線上操作手冊

- [👉 下載 EASI SOP 線上製單操作手冊](#) 船期暨其他相關訊息-Local Guideline 本地操作指南
- [👉 櫃台領單流程&預約表](#)
- [👉 其他相關公告/文件/切結書下載專區](#)
- [👉 ONE PAGER 台灣一頁式線上指南](#)

有任何問題請連繫客服人員: TEL: 02-7704 7772

輸入訂艙代碼/CASE NUMBER 按#

部門代碼: 出口訂艙按 1/ 進口查詢按 2 /出口文件按 3 /業務部按 4 / 財務部按 5

[台灣客服信箱:TAIWAN@SERVICE.HLAG.COM](mailto:TAIWAN@SERVICE.HLAG.COM)

\*因郵件系統已升級為自動辨識，來信時請在主旨標記BOOKING NUMBER + 協助事項，避免遺漏，謝謝。

