

## For your important information!!!

After you get your account registered, do note that your account has only access with Guests. You can submit VGM via HPL Website but no authorities to any other function, for instance, quote, booking, amendment, navigator.

Please contact local sales team or apply to <a href="mailto:china@sales.hlag.com">china@sales.hlag.com</a> for booking MatchCode in case you want to get online business function.

Please always feel free to contact our customer service <a href="mailto:china@service.hlag.com">china@service.hlag.com</a> once you have got the booking MatchCode (customer code= CU or contract code=MR), we would like to help you on account mapping.

Tip: One account only corresponds to one match code, and can only operate the bookings related to the match code, and has no right to view and modify the bookings corresponding to other match codes. For example:

Booking:12345678 CU code ABCLOG 35 MR code ABCHPL 12

Account 1:123456@hlag.com linked code: ABCLOG 35

Account 2:789123@hlag.com linked code: ACCLOG 78

Q:Which account has accesse to operate the booking 12345678?

A:Account 1 can view and modify the booking 12345678, as booking 12345678 is under CU code ABCLOG 35.

## **New customer registration**

## Click the following link to open our online business center Online Business Suite - Hapag-Lloyd

1: Click the upper right corner

Work-books

Online Business Suite

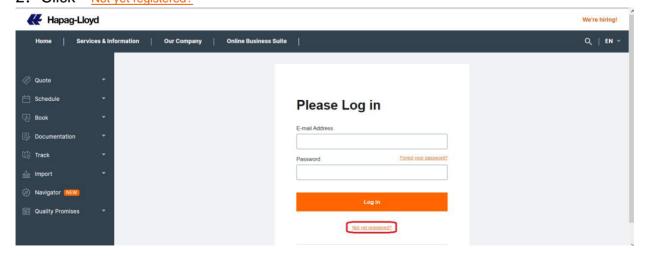
About the Online Business Suite

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Hapag-Logo

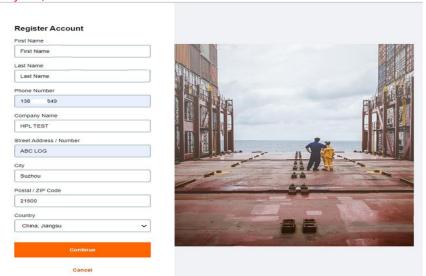
Hapag

2: Click "Not yet registered?"

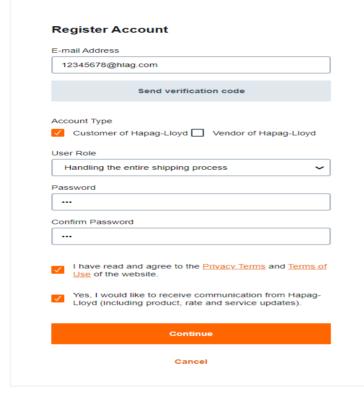


3: Fill in the following account application information as required, and then click "Continue"

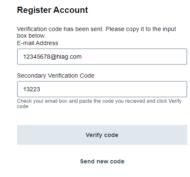
## May 28, 2024



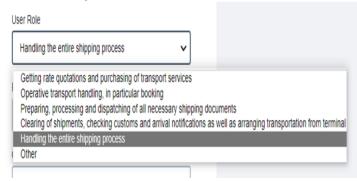
4: fill out the following information:



- 4.1: Only accepts corporate e-mail. Do not use 163, QQ and other private e-mail. After successful registration, the email address will be your login account.
- 4.2: Click "Send verification code", verify your account. The system will send a verification code to your mailbox. After receiving it, please fill in the verification code and click "Verify code" to verify your mailbox.



- 4.3: select Account Type only optional "Customer of Hapag-Lloyd" 。
- 4.4: choose your User Role



Choose your corresponding role, different role with different permissions. If your account needs to handle all booking-related procedures, please select "Handling the entire shipping process"

Note: Please do not change the user role at will. Once modified, the account will be locked. Please contact our company to unlock it.

4.5: Agree the terms and click the "Continue" button -- your account is successfully registered, please log in with your password.