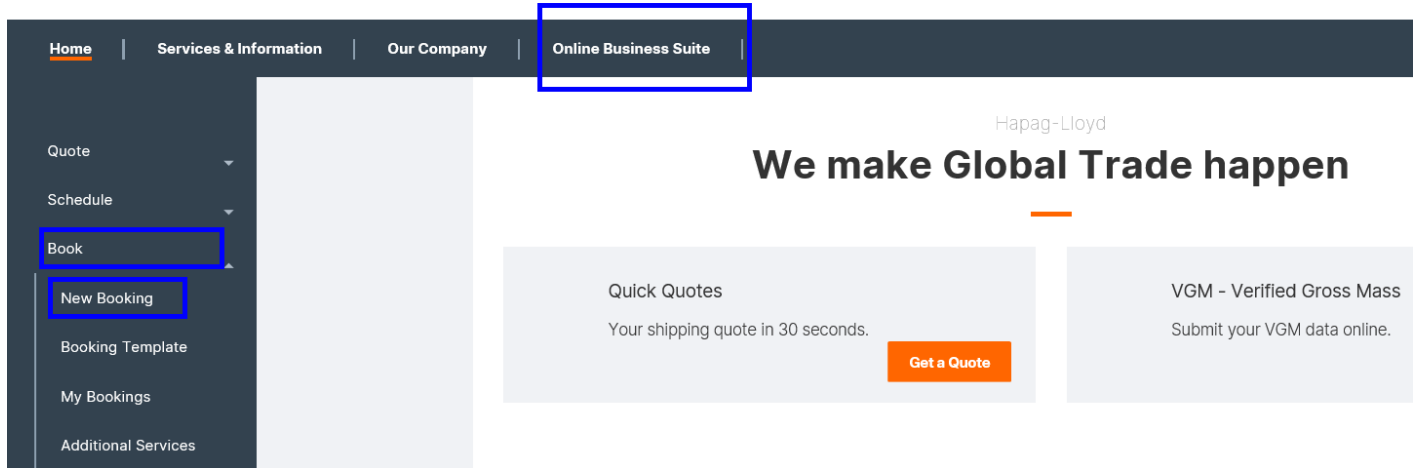


Hapag-Lloyd Web Booking 操作手冊

Web booking 步驟

1. Online Business Suite-> 2. Book ->3.New Booking



■進入 booking sheet 1: contact &Reference *為必填之欄位

- A) 連絡人資料系統會按註冊時提供的資料自動顯示，若同公司多人使用同一帳號，煩請協助於此欄更改為該票訂位的主要連絡人相關電話分機及 mail address，以利訂艙確認書及相關 reminder 正確的發送
- B) 按[Next]進入下一步驟

New Booking Request

HIDE

Contract & Reference | Contract & Quotation | Routing & Schedule | Cargo & Equipment | Customs & Remarks | Review & Complete | Booking Received

Next

Customer WAGON SHIPPING CORP.
7F NO.103 SEC.3 NANKING E. ROAD
TAIPEI
TW - 105

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

Customer Reference

Contact*

Phone

Notification E-mail*

Next

■進入 booking sheet 2 : Contract & Quotation *為必填之欄位

A) 輸入合約號碼 RA: XXXX or CC: XXXX

RA=rate agreement , CC=customer contract , 真正的合約內容為 RA& CC 後面的數字及英文組合或報價單號 quotation number (線上 QQ 取得之號碼)

B) 輸入後按[Find]

New Booking Request [?]

HIDE

Contact & Reference **Contract & Quotation** Routing & Schedule Cargo & Equipment Customs & Remarks

Quotation / Contract No.*

Find **Clear**

Base for Freight Charges
The freight basis is either Lloyd.
A Hapag-Lloyd quotation a (service-) contract has

Additional Party 若合約方所提供的為大合約 (該合約之下有多家 name account) , 則須注意合約方有無提供 MR code (name account 於該大合約之下所對應的系統號碼)

Validity 合約內容會於 valid to 顯示, 客戶確認細節後按[Next]進入下一步

**請注意合約有效期限須符合於該訂倉的 tariff date 之內, 才可訂倉

HIDE

Contact & Reference **Contract & Quotation** Routing & Schedule Cargo & Equipment Customs & Remarks Review & Complete Booking Received

Quotation / Contract No.*

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 W1209RTM00001 or Q1209RTM00001
a (service-) contract has the format S19ABC001 or 4682727.
If you have neither a contract nor a quotation with Hapag-Lloyd, please use **Quick Quote** or contact your local **Hapag-Lloyd Sales Office**.

Additional Party
Routing Party (MR)
A list of available routing parties (MR) in the format ABCDEF 123 have been provided to proceed with your booking request.
If you do not have access to your contract details, please contact your local Hapag-Lloyd Sales Office.
Please find links to our **Quick Quote** or your local **Hapag-Lloyd Sales representative** for alternative offers.

Validity

Quotation / Contract No.*	W2021TPEXXX	Contractual Party	ABC shipping
Valid to	2021-09-30		XYZ road, 6 land 1F

■進入 booking sheet 3:Routing & Schedule *為必填之欄位

- A) 輸入裝卸貨港口(start location / end location) ，有轉船的 service 亦可輸入轉口港(via1 / via2) 以利更詳細的搜尋
- B) 裝貨港口(start location)旁的日期，可按日曆圖示選取結關前一兩天，以利選取接近結關日的船期
- C) 卸貨港口(end location)若為 port service 請點選 MH ，若為 door service 請點選 CH
- D) 若上一步驟輸入 quotation number ，則此步驟會自動帶出 quotation 內容之路徑，則可直接進入 F) +J)

HIDE

Contract & 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.
Your preferred sailing might not be shown on our website due to the ongoing "vessel Phase In / Phase Out Program" in the trade North Eur Coast. In such a case please contact your local Hapag-Lloyd booking office and we will find a solution fitting your needs.
Container positioning dates can be filled when defining cargo and equipment.

Start Location* TWKHHJKAOHSIUNG 2021-06-28 Received at your door (CH)
Via 1 ... (e.g. 2013-09-23) Received at container terminal (MH)
Via 2 ...
End Location* INNSAJNHAVA SHEVA Delivered at your door (CH)
 (e.g. 2013-09-23) Delivered at container terminal (MH)

Look-up Schedule Clear

- E) 在裝卸貨港口(start location / end location)輸入港口名稱，會有反橘選項可選，請點選反橘選項，才是有效的輸入。

Start Location* keelung 2017-12-22 Received at your door (CH)
Via 1 KEELUNG (TWKEL) (e.g. 2013-09-23) Received at container terminal (MH)
Via 2 TW

F) 輸入後按[Look-up Schedule]

- G) 卸貨港口(end location)若為 door service: CH，請於 Import MoT 選擇內陸運送模式 door service 又有不同的內陸運送模式，較常見的為 Combined Rail = rail + truck / door
Truck = all truck / door 請務必與合約方確認清楚內陸運送模式喔!

- H) 按[Find]進入下一步驟

Quotation Number W2106TPE

Start Location* KAOHSIUNG (TWKHH) 2021-06-28 Plus 4 week(s) Received at your door (CH)

Via 1 Received at container terminal (MH)

Via 2

End Location* NHAVA SHEVA (INNSA) Delivered at your door (CH)

Delivered at container terminal (MH)

Export MoT

Import MoT

Optimize route

- Combined Rail
- Combined Waterway
- Rail
- Truck
- Inland Waterway (Barge)

Find

I) 若為 port service 請點選 MH，直接可選取結關的船期

J) 選取所需的結關船期

K) 按[Select for Booking]進入下一步驟

HIDE

Connection KAOHSIUNG - NHAVA SHEVA Period 2021-06-28 -

Port of Loading	Transshipments	Vessels / Services	Port of Discharge	Transit Time (day)
<input checked="" type="radio"/> KAOHSIUNG TW 2021-07-12	0	GREEN HARMONY / W133 / CIX	NHAVA SHEVA IN 2021-07-25	
<input type="radio"/> KAOHSIUNG TW 2021-07-13	0	WAN HAI 503 / W190 / CIX	NHAVA SHEVA IN 2021-07-27	
<input type="radio"/> KAOHSIUNG TW 2021-07-24	0	SPII KARTIKA / W033 / CIX	NHAVA SHEVA IN 2021-08-07	

Routing Details Select for Booking

L) 系統會再顯示一次剛所選取的船班資料，供預覽

M) 按[Next]進入下一步驟

Start Location* TWKHH|KAOHSIUNG Received at your door (CH)

Via 1 ... (e.g. 2013-09-23) Received at container terminal (MH)

Via 2 ...

End Location* INNSA|NHAVA SHEVA Delivered at your door (CH)

(e.g. 2013-09-23) Delivered at container terminal (MH)

[Look-up Schedule](#) [Clear](#)

You have selected the following routing:

Location	Arrival	Departure	Vessel / Mode of Transport	Voyage No.	Service
KAOHSIUNG		2021-07-12	GREEN HARMONY	W133	
NHAVA SHEVA	2021-07-25				

■進入 booking sheet 4: Cargo & Equipment *為必填之欄位

- 選取櫃數(Oty) & 櫃型
- 若為自有櫃 SOC 請點選發貨人自備櫃
- Empty container from depot 請填寫預計提櫃之日期及時間
- 按[Assign Details]進入下一步驟

Container Type

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*
<input type="text"/>	...
<input type="text"/>	...
<input type="text"/>	...
<input type="text"/>	...

Equipment owned by

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

Hapag-Lloyd Container

Shipper's own Container

Cargo

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

Empty Container from Depot

Release * hh:mm

The depot information will be provided with the final booking confirmation.

Please note the free time regulations for empty equipment release in our **Detention & Demurrage Tariff Information**.

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

Assign Details

常用櫃型-普通櫃

22GP=20' 小櫃、42GP=40' 大櫃、45GP=HQ' 高櫃
 RT=冷凍櫃、UP=hard top、UT=open top、PC=flat

Qty*	集裝箱類型*
<input type="text"/>	...
<input type="text"/>	22GP 20' GENERAL PURPOSE CONTAINER
<input type="text"/>	22PC 20' FLAT (COLLAPSIBLE)
<input type="text"/>	42GP 40' GENERAL PURPOSE CONTAINER
<input type="text"/>	42TD 40' TANK CONTAINER (DG)
<input type="text"/>	42TN 40' TANK CONTAINER (non DG)
<input type="text"/>	42UP 40' HARD TOP CONTAINER
<input type="text"/>	42UT 40' OPEN TOP CONTAINER
<input type="text"/>	45GP 40' HIGH CUBE GP CONTAINER

普通櫃

- 填寫 Cargo Description、Cargo Weight 及 Unit(kg/ lbs) *為必填之欄位
- 按[Next]進入下一步驟

Container 1

Container Type	Cargo Description*	HS Code	Cargo Weight *	Unit *	DG Details
22GP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please note that additional charges may apply for extra stuffing time (e.g. Positioning Origin Charge).

進入 booking sheet 5: Customs & Remarks

[New Request](#)
[List of Requests](#)
[Template List](#)

New Booking Request [?]

HIDE

[Contact & Reference](#)
[Contract & Quotation](#)
[Routing & Schedule](#)
[Cargo & Equipment](#)
[Customs & Remarks](#)
[Review & Complete](#)
[Booking Received](#)

- A) 是否需要提單號碼，
若不需要可點選 Not needed with Booking confirmation

Bill of Lading Numbers [?]

You may receive the OLB Numbers with the Booking confirmation. How many do you need?

Not needed with Booking confirmation

 Original Bill of Lading (OBL) numbers:

建議需傳輸的航線(如美加線、墨西哥線)，可以在訂位時即產生 Master B/L number
請點選 Original Bill of Lading (OBL) number 並需鍵入的所需的 master B/L 份數(非正本提單數)

Bill of Lading Numbers [?]

You may receive the OLB Numbers with the Booking confirmation. How many do you need?

Not needed with Booking confirmation

 Original Bill of Lading (OBL) numbers:

B) 出口至美國 及美屬國家/ 加拿大的貨物需填自發艙單客戶訊息

*自發艙單的客戶 (Self filer)，等同於客戶自行傳輸：需鍵入 SCAC code / ACI code

House Bill filing	
<input checked="" type="radio"/> Self filer	Customer SCAC Code <input type="text"/> CAN 8000 <input type="text"/>
<input type="radio"/> Hapag-Lloyd to file House Bills	Number of House Bills per B/L <input type="text"/>
<input type="radio"/> No House Bills to file / I do not know	

*自己不發艙單的客戶，等同於客戶委由 HP 代為傳輸，其又分為：

1.) 客戶委由 HP 代為傳輸，但也有發 NVOCC 提單：

點選 Hapag-Lloyd to file House Bills 且需鍵入 house B/L 份數

House Bill filing	
<input type="radio"/> Self filer	Customer SCAC Code <input type="text"/> CAN 8000 <input type="text"/>
<input checked="" type="radio"/> Hapag-Lloyd to file House Bills	Number of House Bills per B/L <input type="text"/>
<input type="radio"/> No House Bills to file / I do not know	

2.) 客戶委由 HP 代為傳輸，直發船公司提單 (direct B/L)

點選 No House Bills to File/ I do not know

House Bill filing	
<input type="radio"/> Self filer	Customer SCAC Code <input type="text"/> CAN 8000 <input type="text"/>
<input type="radio"/> Hapag-Lloyd to file House Bills	Number of House Bills per B/L <input type="text"/>
<input checked="" type="radio"/> No House Bills to file / I do not know	

C) remark 欄位請註記所需之結關日(只可鍵入英文訊息)

建議加註所需之結關日 ETC or closing

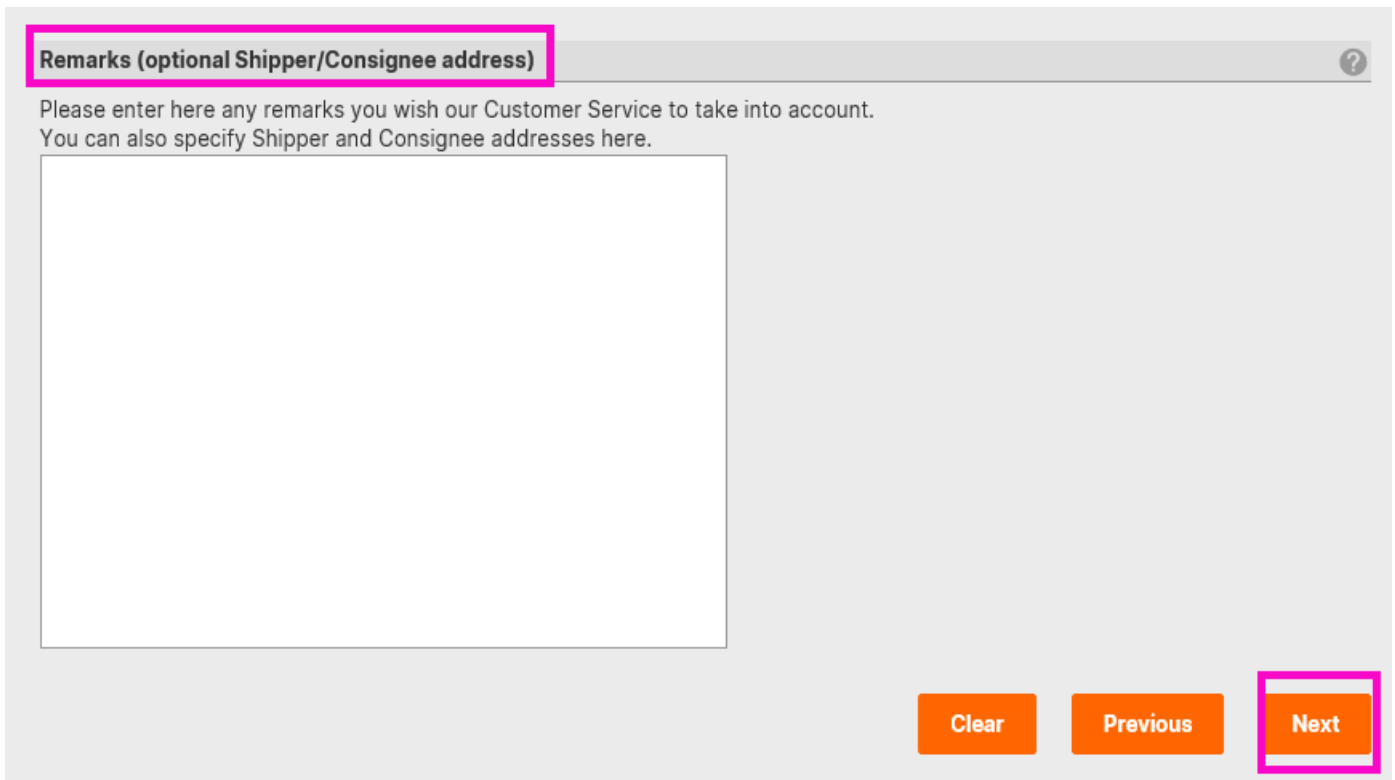
若國外合約有提供 MR 或 name account 煩請也協助加註於此以利正確批價

出口至巴西煩請註記 CNEE 資料，需先審核黑名單

D) 常用的 remark，加裝用 for stacking，報關用 for customs use，散貨進艙用 CFS gate in under CY-CY，

南北散貨加裝 topping，特殊櫃 in gauge / out gauge / dimension，冷代櫃 NOR，

直發船公司單 direct B/L，由船公司代傳美國傳輸 AMS filling by HAPAG



Remarks (optional Shipper/Consignee address)

Please enter here any remarks you wish our Customer Service to take into account.
You can also specify Shipper and Consignee addresses here.

Clear Previous **Next**

E) 按[Next]進入下一步驟

■進入 booking sheet 6: Review & Complete

- A) 核對訂艙內容，若發現需修改，可點選各別資料的編輯鍵，進入該 sheet 做各別資料修改
- B) 若預覽確認無誤，按[Submit Booking]提交訂艙資料

■進入 booking sheet 7:Booking Receive

- A) 產生一組 booking number = shipment number = 領櫃代號，
Booking 產生一時內會收到完整的訂艙確認書。

HIDE

Contact & Reference | Contract & Quotation | Routing & Schedule | Cargo & Equipment | Customs & Remarks | Review & Complete | **Booking Received**

Previous

Thank you for your booking with Hapag-Lloyd.

Your booking number is:

Booking number 45984108 **Booking date** 2021-06-28

You will receive your Booking Confirmation at the following e-mail address:

CHOUYL@HLAG.COM

In case of any questions please contact your responsible **Hapag-Lloyd Office**. You can check the status of your request on the **List of Requests**. Or you may just create a **new booking request**.


Check out Shipping Guarantee

With our new Shipping Guarantee you can secure the preferred main voyage for your container.

Avoid disruptions in your supply chain and enjoy peace of mind with **Shipping Guarantee**.

Check out Shipping Guarantee

Buy Additional Freetime



Need more time? Check out our **Additional Freetime** packages!

Buy Additional Freetime

Previous

HIDE

You may save the current status of your booking request as template for further booking requests.

Copy Data into Template

- B) 若常出之 booking 可按[Copy Data into Template] 鍵入檔案名稱按[Save Template]可存成模板使用

HIDE

Template Name

Save Template **Cancel**

- C) 透過 Online Business Suite -> Book -> Booking Template，找到您曾經存的模板

Hapag-Lloyd

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

Book > Booking Template

Template List ?

HIDE

List your templates by simply pressing FIND or by entering the first lett

Search by Template Name

D) 選取您要使用的模板

OPEN：可編輯模板內容

Use for Booking：可根據模板設定內容進行訂艙

Template Name	Customer Reference	Q/C - Number	Start Location, Port of Loading	Port of Discharge, End of Transport	Saved	Saved by
<input type="radio"/> TKD VIA NSA			TAICHUNG, KAOHSIUNG	DELHI	2014-06-16	
<input checked="" type="radio"/> W.					2014-04-01	

■查詢訂艙（申請一覽表）

透過 Online Business Suite -> Book -> My Booking，可查詢已訂艙且有產生 booking number 的 shipment

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

Book > My Bookings

List of Requests

HIDE

Customer reference

Location

Only my bookings

Booking number

■收到訂艙確認書 Booking Confirmation 的注意事項

請客戶於收到訂艙確認書後，務必再次確認該路徑、運送模式及結關船期，是否為您所需之訂艙資料，若有所出入或需修改，煩請與我們確認及書面指示更改，以確保您的權利，感謝。

另外訂艙確認書有幾點資料請務必詳加閱讀及注意：

A) 訂艙確認書上不會顯示結關日，結關日請參考網站上公佈之船期表。

<https://www.hapag-lloyd.com/en/offices-localinfo/east-asia/taiwan.html#tab=ti-local-schedules-taiwan>

B) S/O 號碼請參考前四碼阿拉伯數字

C) 出口地領櫃櫃場(空櫃場) & 出口地交櫃櫃場(重櫃場) 請參考訂艙確認書上之詳細資料

訂艙確認書

- ORIGINAL

Date of Issue: 08-Jan-2018 05:57:59 ^{CT}

領櫃代號:		訂艙日:	08-Jan-2018
客戶參考資料:		S/O號碼:	
		合約號:	
提單號:			
櫃型及櫃數:	1x22GP	<input type="checkbox"/> 危險品	<input type="checkbox"/> 冷凍/冷藏櫃
		<input type="checkbox"/> 平板櫃	<input type="checkbox"/> 客戶自有櫃
出口條件:	FCL / Merchant's Haulage (CY)	進口條件:	FCL / Merchant's Haulage (CY)

出口地領櫃櫃場

出口地交櫃櫃場

- D) 訂艙確認書上會載明 S/I & VGM 截止時間，請務必於截止時間內提供有效的資料，已免有額外罰款喔！

作業項目	地點	截止日期/時間(當地)	所需事項
Shipping instruction closing	KAOHSIUNG (TWKHH)	10-Jan-2018 17:00	Provide your final BL/SWB instructions
VGM cut-off	KAOHSIUNG (TWKHH)	11-Jan-2018 17:00	Provide verified container gross weight (VGM)

- E) 備註欄有載明，最晚需於結關當天取消或減少櫃數，否則會有 booking cancellation fee 之產生
- F) 台灣出口場內外 free time & Taiwan local surcharge 之相關連結皆有顯示於訂艙確認書，可多加利用！

備註

BOOKING CANCELLATION FEE(TWD 800 PER CANCELLATION) WILL BE LEVIED FOR BOOKING CANCELLATION ADVISED AFTER VESSEL CUT-OFF TIME.

Please refer to Hapag-Lloyd website for updated Taiwan Detention and Demurrage Tariff.

<https://www.hapag-lloyd.com/en/online-business/tariffs/detention-demurrage.html>

Please refer to Hapag-Lloyd website for updated Taiwan local surcharges.

<https://www.hapag-lloyd.com/en/online-business/tariffs/local-charges-service-fees.html>