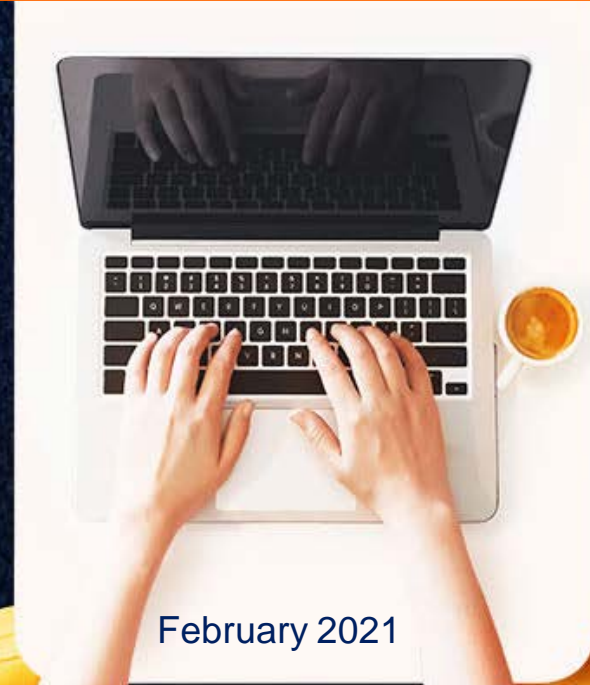


# Hapag-Lloyd Online BL Draft Approval

User Manual



February 2021

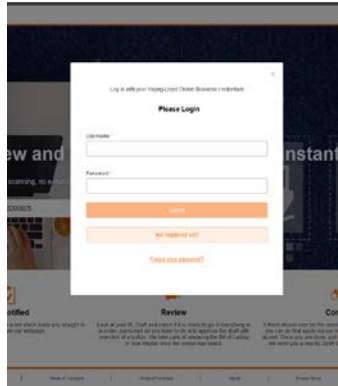


# Review and approve your BL Drafts instantly

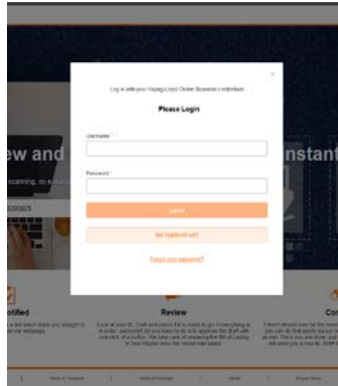
1 Click on the link in your notification e-mail



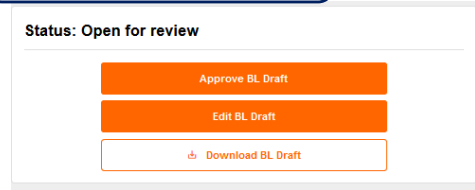
2 Log in with your user credentials



3 Review the document

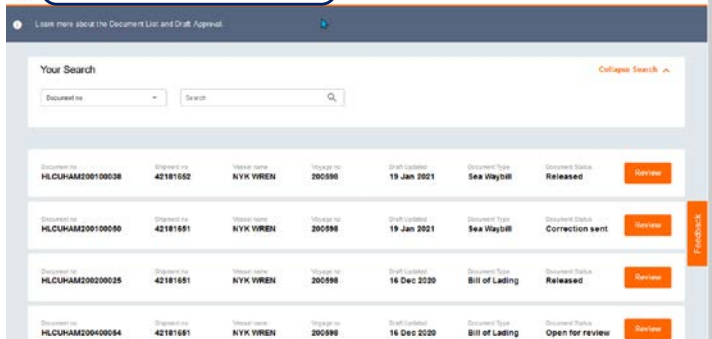


4 Approve the draft



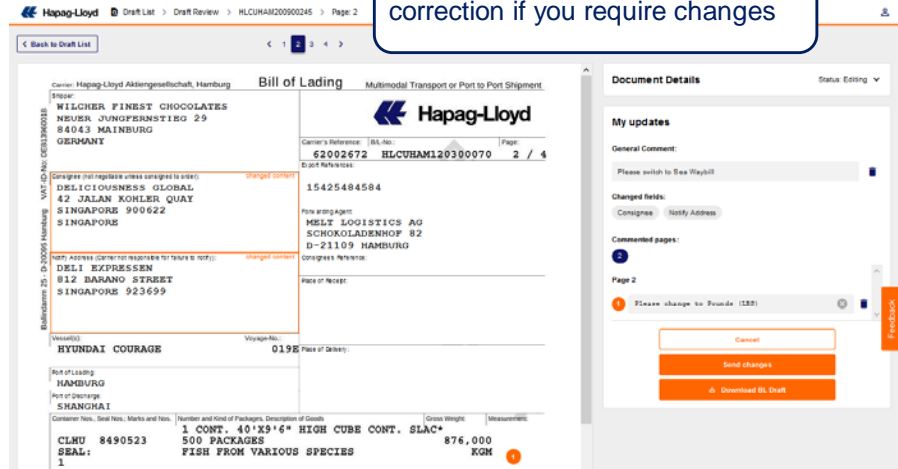
or

1 Access via draft list on hapag-loyd.com



or

4 or Edit and Submit the draft correction if you require changes



# Draft List

Learn more about the Document List and Draft Approval.

**Your Search**  
Review the Draft and approve it instantly if it fits your requirements

## Your Search

Collapse Search ^

Document no  Search

**Document Type options**  
Sea Waybill  
Bill of Lading

**Document Status options**  
Open for review  
Correction sent  
Approved  
Released

Document no	Shipment no	Vessel name	Voyage no	Draft Updated	Document Type	Document Status	Review
HLCUHAM200100038	42181652	NYK WREN	200598	19 Jan 2021	Sea Waybill	Released	Review
HLCUHAM200100050	42181651	NYK WREN	200598	19 Jan 2021	Sea Waybill	Correction sent	Review
HLCUHAM200200025	42181651	NYK WREN	200598	16 Dec 2020	Bill of Lading	Released	Review
HLCUHAM200400054	42181651	NYK WREN	200598	16 Dec 2020	Bill of Lading	Open for review	Review

Feedback

# Approve or Edit your draft

[Back to Draft List](#)

< 1 **2** 3 4 >

## Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg Bill of Lading Multimodal Transport or Port to Port Shipment

Shipper:  
WILCHER FINEST CHOCOLATES  
NEUER JUNGFERNSTIEG 29  
84043 MAINBURG  
GERMANY



Carrier's Reference: B/L-No.: Page:  
62002672 HLCUHAM120300070 2 / 4

Export References:  
15425484584

Consignee (not negotiable unless consigned to order):  
DELICIOUSNESS GLOBAL  
42 JALAN KOHLER QUAY  
SINGAPORE 900699  
SINGAPORE

Forwarding Agent:  
MELT LOGISTICS AG  
SCHOKOLADENHOF 82  
D-21109 HAMBURG

Notify Address (Carrier not responsible for failure to notify; see clause 20 (1) hereof):  
DELI EXPRESSEN  
812 BARANO STREET  
SINGAPORE 923699  
SINGAPORE

Consignee's Reference:

Place of Receipt:

Vessel(s): Voyage-No.:

### Document Details

BL Number  
HLCUHAM200900245  
Creation Date  
03/02/2021  
Status  
Open for review  
Version  
Freighted

### Actions

- Approve BL Draft
- Edit BL Draft
- Download BL Draft



## 1 Click "Approve BL draft"

Review the Draft and approve it instantly if it fits your requirements

or

## 2 Click "Edit BL draft"

Edit the draft and send your updates directly from our website if you need changes.

# Approve your draft 1/4

Draft List > Draft Review > HLCUHAM200900245 > Page: 2

[Back to Draft List](#) 1 < 1 **2** 3 4 >

Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg

Shipper:  
WILCHER FINEST CHOCOLATES  
NEUER JUNGFERNSTIEG 29  
84043 MAINBURG  
GERMANY

Consignee (not negotiable unless consigned to order):  
DELICIOUSNESS GLOBAL  
42 JALAN KOHLER QUAY  
SINGAPORE 900699  
SINGAPORE

Notify Address (Carrier not responsible for failure to notify; see clause 20 (1) hereof):  
DELI EXPRESSEN  
812 BARANO STREET  
SINGAPORE 923699  
SINGAPORE

Vessel(s): Voyage-No.:

## Bill of Lading

Multimodal Transport or Port to Port Shipment

Carrier's Reference: 62002672 | BL-No.: HLCUHAM120300070 | Page: 2 / 4

Export References: 15425484584

Forwarding Agent: MELT LOGISTICS AG  
SCHOKOLADENHOF 82  
D-21109 HAMBURG

Consignee's Reference:

Place of Receipt:

### Document Details

BL Number: HLCUHAM200900245  
Creation Date: 03/02/2021  
Status: Open for review  
Version: Freighted

### Actions

**2** [Approve BL Draft](#)

[Edit BL Draft](#)

[Download BL Draft](#)

**i** **Approving your draft**

- 1** Review the Draft. Using the **page menu**, you can easily flip through the different pages of the document
- 2** Approve the Draft instantly if it fits your requirements by clicking on **“Approve BL Draft”**

# Approve your draft 2/4

Hapag-Lloyd Draft List > Draft Review > HLCUHAM200900245 > Page: 2

[Back to Draft List](#) 1 < 1 2 3 4 >

Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg **Bill of Lading** Multimodal Transport or Port to Port Shipment

Shipper:  
WILCHER FINEST CHOCOLATES  
NEUER JUNGFERNSTIEG 29  
84043 MAINBURG  
GERMANY

Carrier's Reference: 62002672 | BL-No.: HLCUHAM120300070 | Page: 2 / 4

Export References: 15425484584

Forwarding Agent: MELT LOGISTICS AG  
SCHOKOLADENHOF 82

Document Details

BL Number: HLCUHAM200900245 | Creation Date: 03/02/2021  
Status: Open for review | Version: Freighted

Actions

2 [Approve BL Draft](#)

Ballindamm 25 - D-20095 Hamburg VAT-ID-No: DE813960018

Notify Address (Carrier not responsible for failure):  
DELI EXPRESSEN  
812 BARANO STREET  
SINGAPORE 923699  
SINGAPORE

Vessel(s):

### Approve BL Draft

When you approve this BL Draft, the final document will be released after vessel sailing.

How do you want to approve this BL Draft?

3 [Approve Now](#)

4 [Approve with Instructions](#)

[Cancel](#)

**i Approving your draft**

- 1 Review the Draft. Using the **page menu**, you can easily flip through the different pages of the document
- 2 Approve the Draft instantly if it fits your requirements by clicking on "**Approve BL Draft**"

Now you have the **choice** to

- 3 Instantly approve by clicking on "**Approve Now**"
- 4 or "**Approve with Instructions**"

# Approve your draft 3/4

## Release with Instructions for BL HLCUHAM200900245

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)

1



### Approving your draft

1

“If you clicked on **“Approve with Instructions”**, a new window opens allowing you to add information we really need to know



Please only use this options for information requiring action from Hapag-Lloyd

2

Once you finished adding your instructions, just click on **“Submit Approval”**

3

Click on **“Continue”** in the pop-up window that appears to send your approval (or click **“Cancel”** if you forgot to add something)

Status: Open for review

Cancel and go back

2

Submit Approval

Download BL Draft

### Approve BL Draft



When you approve this Draft, the final document will be released after vessel sailing. Reverting this is possible before the release by submitting a Draft amendment via comments (Edit BL Draft).

Do you want to proceed?

Cancel

Continue

3

# Approve your draft 4/4

## Review Document

### Approving your draft

- 1 If you need a written proof of your submission, click on "Download receipt" to
- 2
- 3 open/print or save a PDF receipt

## Document Details

BL Number HLCUHAM200900245	Creation Date 03/02/2021
Status Approval sent	Version Freighted

Approved on  
Thu, 04 Feb 2021 12:44:26 GMT

Download BL Draft

Download receipt



Your Draft Approval has been submitted.

You can continue with your next BL Draft.

Return to Draft List

Opening HLCUHAM200900245\_DRAFT\_APPROVAL\_DOWNLOAD\_202102... X

You have chosen to open:

...900245\_DRAFT\_APPROVAL\_DOWNLOAD\_20210204124512.pdf  
which is: Portable Document Format (97.6 KB)  
from: blob:

What should Firefox do with this file?

Open with Firefox

Open with

Save File

Do this automatically for files like this from now on.

## Summary of your Draft Approval submission

Document #: HLCUHAM200900245  
Document Version: 380500767  
Submitted: 2020-11-30 15:08 (UTC)

Please note that this is not an official transport document

Release Instructions



# Edit your draft 1/4



< Back to Draft List

< 1 2 3 4 >

Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg

## Bill of Lading

Multimodal Transport or Port to Port Shipment

Shipper: changed content

WILCHER FINEST CHOCOLATES  
NEUER JUNGFERNSTIEG 12  
84043 MAINBURG  
GERMANY

1



Carrier's Reference: 62002672 | B/L-No.: HLCUHAM120300070 | Page: 2 / 4

Export References:

15425484584

Consignee (not negotiable unless consigned to order): changed content

DELICIOUSNESS GLOBAL  
42 JALAN KOHLER QUAY  
SINGAPORE 900644  
SINGAPORE

Forwarding Agent: changed content

MELT LOGISTICS  
SCHOKOLADENHOF 82  
D-21109 HAMBURG

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

DELI EXPRESSEN  
812 BARANO STREET  
SINGAPORE 923644  
SINGAPORE

Consignee's Reference:

Place of Receipt:

Vessel(s): Voyage-No.:

### Document Details

Status: Editing

#### My updates

General Comment:

Changed fields:

2

Shipper Consignee Notify Address Forwarding Agent



### Preparing a draft correction

1

All fields to the left with an **orange frame** are **Direct Edit fields**. The frame only appears once a change was made in the field together with the **"changed content"** indicator on the top right corner of the field

You can **type directly** in the fields or just **copy & paste** the information into the field

2

The **"Changed fields"** section shown on the top right side of the overall screen for easy reference when you are on other pages of the document

Ballindamm 25 - D-20095 Hamburg VAT-ID-No: DE813960018

# Edit your draft 2/4

< Back to Draft List

< 1 2 3 4 >

Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg Bill of Lading Multimodal Transport or Port to Port Shipment

Shipper: **WILCHER FINEST CHOCOLATES**  
NEUER JUNGFERNSTIEG 12  
84043 MAINBURG  
GERMANY



Carrier's Reference: 62002672 B/L-No.: HLCUHAM120300070 Page: 2 / 4

Export References: 15425484584

Consignee (not negotiable unless consigned to order):  
DELICIOUSNESS GLOBAL  
42 JALAN KOHLER QUAY  
SINGAPORE 900644  
SINGAPORE



toggle original / change content  
MELT LOGISTICUS  
SCHOKOLADENHOF 82  
D-21109 HAMBURG

Notify Address (Carrier not responsible for failure to notify):  
DELI EXPRESSEN  
812 BARANO STREET  
SINGAPORE 923644  
SINGAPORE

Consignee's Reference:

Place of Receipt:

< 1 2 3 4 >

Actiengesellschaft, Hamburg Bill of Lading

Shipper: **WILCHER FINEST CHOCOLATES**  
NEUER JUNGFERNSTIEG 12  
84043 MAINBURG  
GERMANY

Consignee (not negotiable unless consigned to order):  
DELICIOUSNESS GLOBAL  
42 JALAN KOHLER QUAY  
SINGAPORE 900644  
SINGAPORE



Notify Address (Carrier not responsible for failure to notify):  
DELI EXPRESSEN  
812 BARANO STREET  
SINGAPORE 923644  
SINGAPORE

Carrier's Reference: 62002672

Export References: 15425484584

MELT LOGISTICUS  
SCHOKOLADENHOF 82  
D-21109 HAMBURG

Consignee's Reference:

Place of Receipt:



Once a field has been changed from the original input, two buttons will appear whenever the cursor is in the field



The "toggle original / change content" lets you toggle between the two version by hovering our mouse over or clicking on the button



Clicking the "undo changes" button will reset the field to the initial input

# Edit your draft 3/4 Add your comments and submit them to Hapag-Lloyd

[Back to Draft List](#)

< 1 2 3 4 >

Ballindamm SINGAPORE		Vessel(s): HYUNDAI COURAGE		Voyage-No.: 019E		Place of Delivery:	
Port of Loading: HAMBURG		Port of Discharge: SHANGHAI					
Container Nos., Seal Nos., Marks and Nos.	Number and Kind of Packages, Description of Goods	Gross Weight:	Measurement:				
CLHU 8490523 SEAL: 1	1 CONT. 40'X9'6" HIGH CUBE CONT. SLAC* 500 PACKAGES FISH FROM VARIOUS SPECIES	876,000 KGM					
MARKS & NOS: ORDER 23532532 TYPE KJSD35343 PO NUMBER 235235R 4	236 PACKAGES FISH DUMPLINGS	145,000 KGM	48,000 MTQ				
MARKS & NOS: ORDER 7832321 TYPE KJSD234 PO NUMBER 789235R 4	56 PACKAGES FISH DRIED	324,000 KGM	48,000 MTQ				
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]		<b>DRAFT</b>			
Total No. of Containers received by the Carrier: 1		Packages received by the Carrier:		RECEIVED by the Carrier in apparent good order and condition (unless otherwise noted herein) the total number or quantity of Containers or other packages or units indicated in the box opposite entitled "Total No. of Containers/Packages received by the Carrier" for Carriage subject to all the terms and conditions hereof (INCLUDING THE TERMS AND CONDITIONS ON THE REVERSE HEREOF AND THE TERMS AND CONDITIONS OF THE CARRIER'S APPLICABLE TARIFF) from the Place of Receipt or the Port of Loading, whichever is applicable, to the Port of Discharge or the Place of Delivery, whichever is applicable. One original Bill of Lading, duly endorsed, must be surrendered by the Merchant to the Carrier in exchange for the Goods or a delivery order. In accepting this Bill of Lading the			
Movement:		Currency:					
FCL/FCL		USD					
Charge	Rate	Basis	W/Vol/Val	P/C	Amount		

**i**

**1** Add your change comments for all non Edit Field changes (if any)

**2** Once finished, submit your changes with the click of one button

**Send changes**

### Document Details

### My updates

General Comment:

Please change to Sea Waybill

Changed fields:

Shipper    Consignee    Notify Address

Commented pages:

2

Page 2

1 Change to Boxes

2 Change to LBS

3 Should read 584458

Cancel

Send changes

Download BL Draft

Feedback

# Edit your draft 4/4



## Review Document



### Approving your draft

1

If you need a **written proof** of your draft correction, click on **"Download receipt"**

2

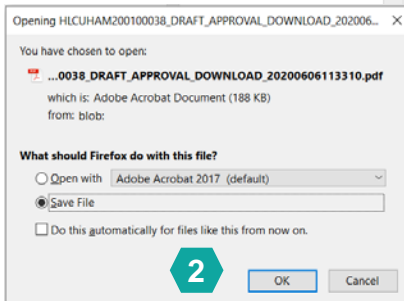
**3** open/print or save a PDF receipt



Submission successful!

You can continue with your next BL Draft.

[Return to Draft List](#)



## Document Details

BL Number HLCUHAM200900245	Creation Date 03/02/2021
Status Correction Submitted	Version Freighted

Submitted on  
Thu, 04 Feb 2021 13:23:58 GMT

Pages with requested changes 1	Comments 3
-----------------------------------	---------------

### Changed Fields

[Shipper](#) [Consignee](#) [Notify Address](#) [Forwarding Agent](#)

[Download BL Draft](#)

1

[Download receipt](#)

3

Hapag-Lloyd

### Summary of your Draft Correction request

This overview contains only the page(s) with requested changes

Document #: HLCUHAM200900245  
Document Version: 360505732  
Pages with requested changes: 1  
Submitted: 2021-02-04 13:26 (UTC)

Please note that this is not an official transport document

Feedback



# Frequently Asked Questions 1/2



**Q:** What document types does the BL Draft Approval solution cover?

**A:** Both document types, Original Bills of Lading (OBL) **and** non-negotiable Sea Waybills (SWB), can be handled through the BL Draft Approval product.

**Q:** How can I access the web BL Draft Approval solution?

**A:** You can access your drafts two different ways

- 1) Through the link in the notification e-mail received from Hapag-Lloyd
- 2) Via our webpage [www.hapag-Lloyd.com/en/landingpage/bl-draft-approval](http://www.hapag-Lloyd.com/en/landingpage/bl-draft-approval)

**Q:** Who can see the PDF Draft document on the web?

**A:** Different security settings are applied to a user login based on the responsibilities they control as parties to a shipment, service contract and/ or Bill of Lading. The documents you see in the Hapag-Lloyd BL Draft Approval solution are based on these settings.

**Q:** How do I get a “receipt” for what I submitted to Hapag-Lloyd?

**A:** At the end of every transaction, be it an approval or sending a draft correction, you can download a PDF receipt which you can save, print or send to yourself via e-mail.

## Frequently Asked Questions 2/2



**Q:** What do the different document status options mean in the Draft List?

**A:** There are several different document status a draft can be in

1. Open for review = new draft
2. Correction sent = a draft correction has been submitted to Hapag-Lloyd, awaiting a new draft
3. Released = the vessel has already sailed and the document has been released
4. Approval sent = your approval has been submitted and will be processed momentarily
5. Approved = this document has been approved

**Q:** I already approved the draft. Why was my approval reset?

**A:** When you or someone else submits a new draft correction, the approval is reset and the status switches back to “Correction sent”.