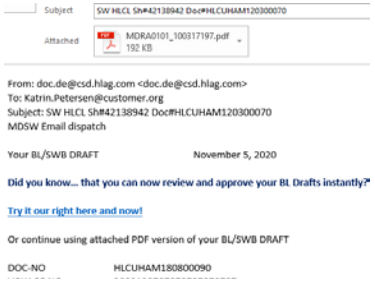
Hapag-Lloyd Online BL Draft Approval

User Manual

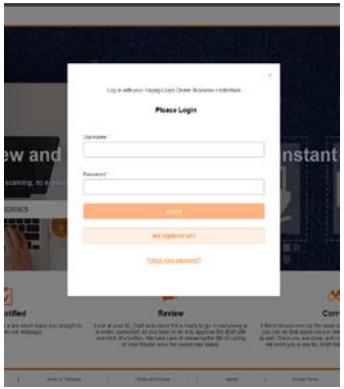
February 2021

Review and approve your BL Drafts instantly

1. Click on the link in your notification e-mail

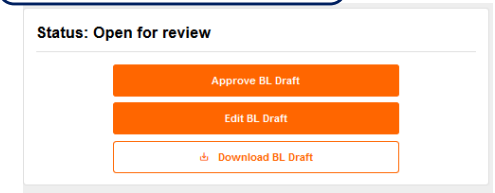


2. Log in with your user credentials



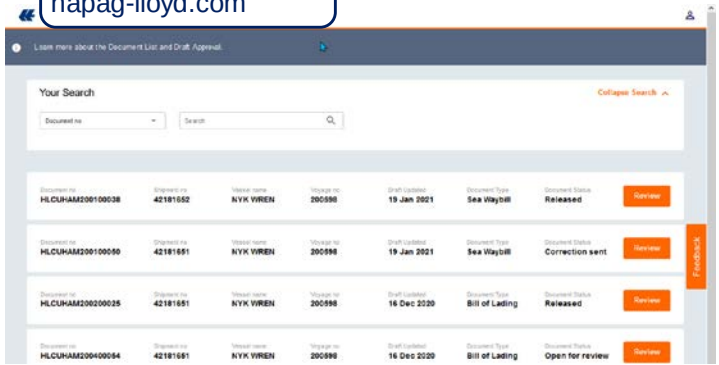
3. Review the document

4. Approve the draft

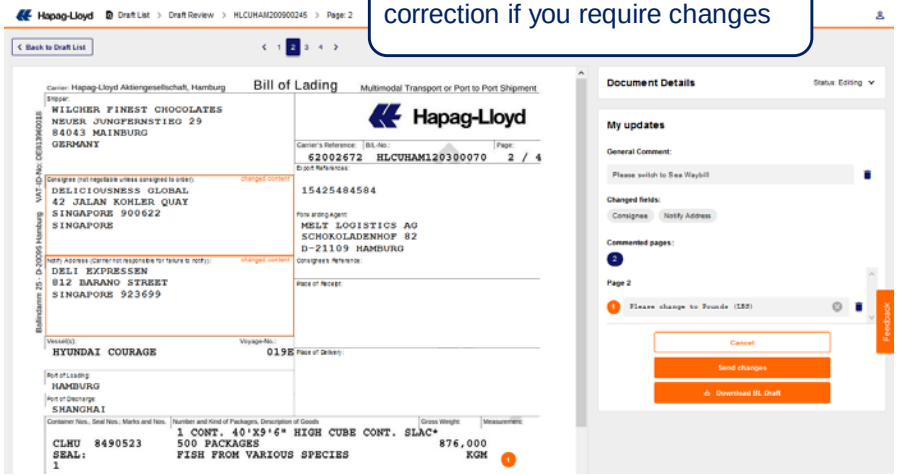


or

1. Access via draft list on hapag-lloyd.com



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



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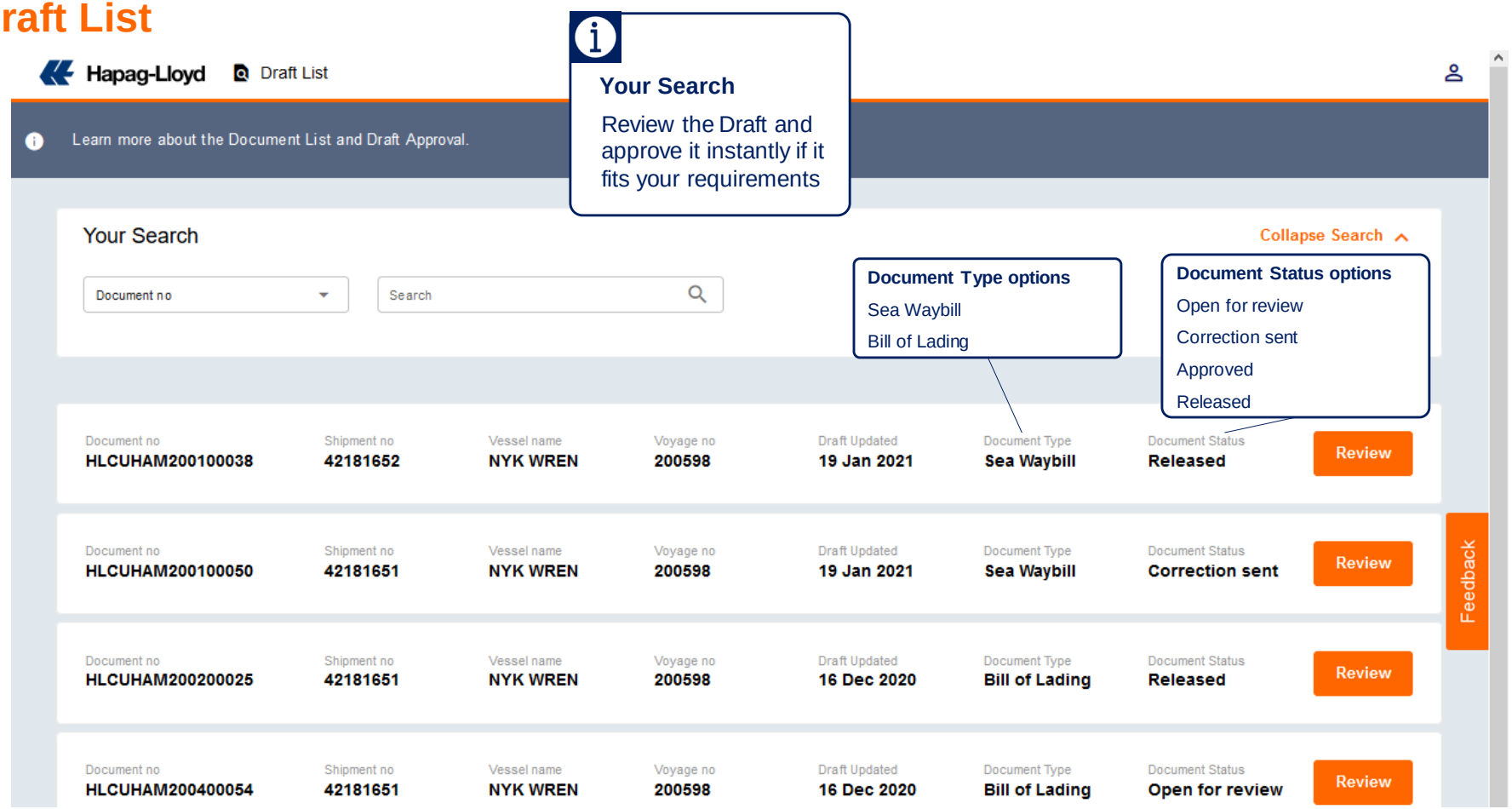
Draft List



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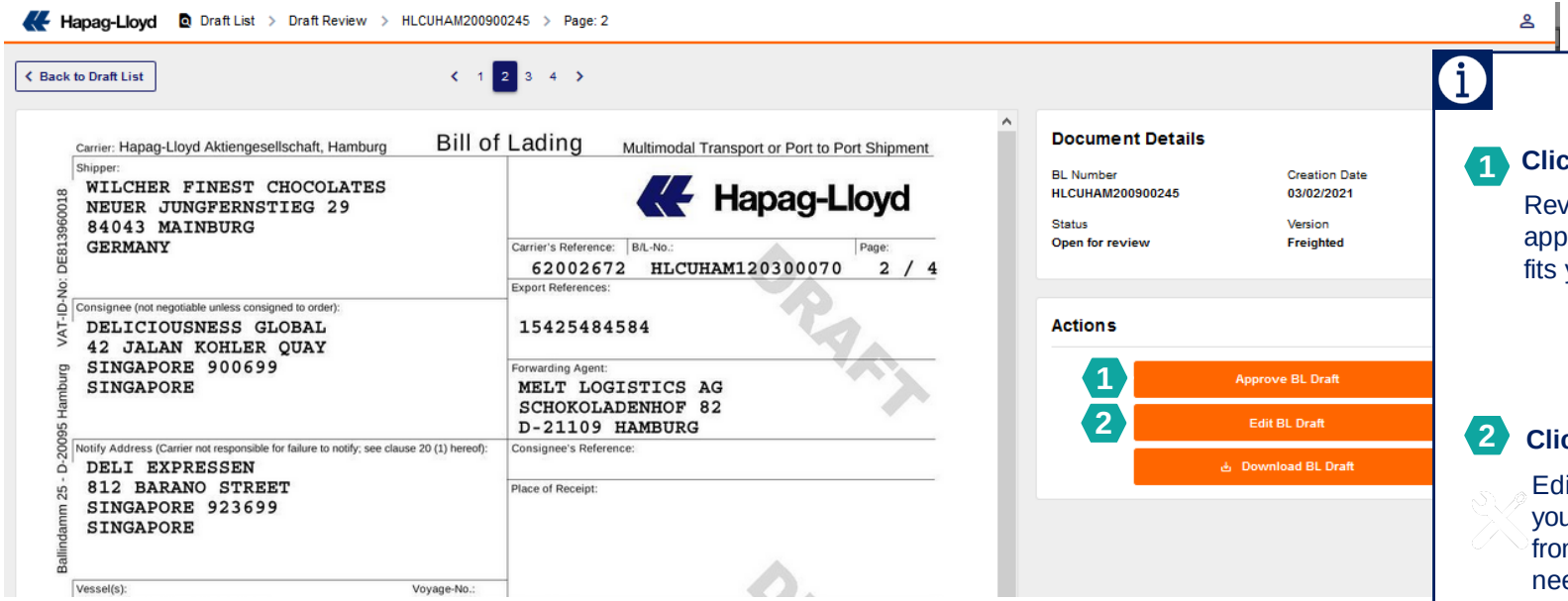
Approve or Edit your draft



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.

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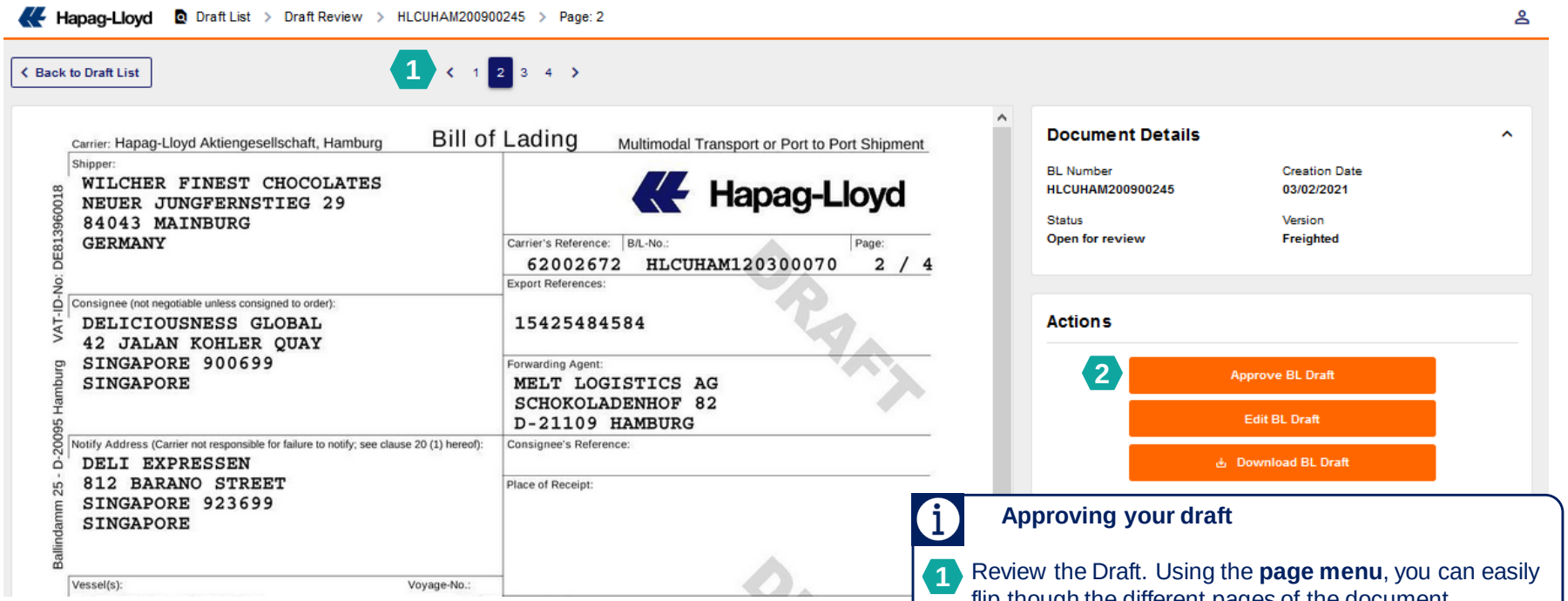
Approve your draft 1/4



Approving your draft

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

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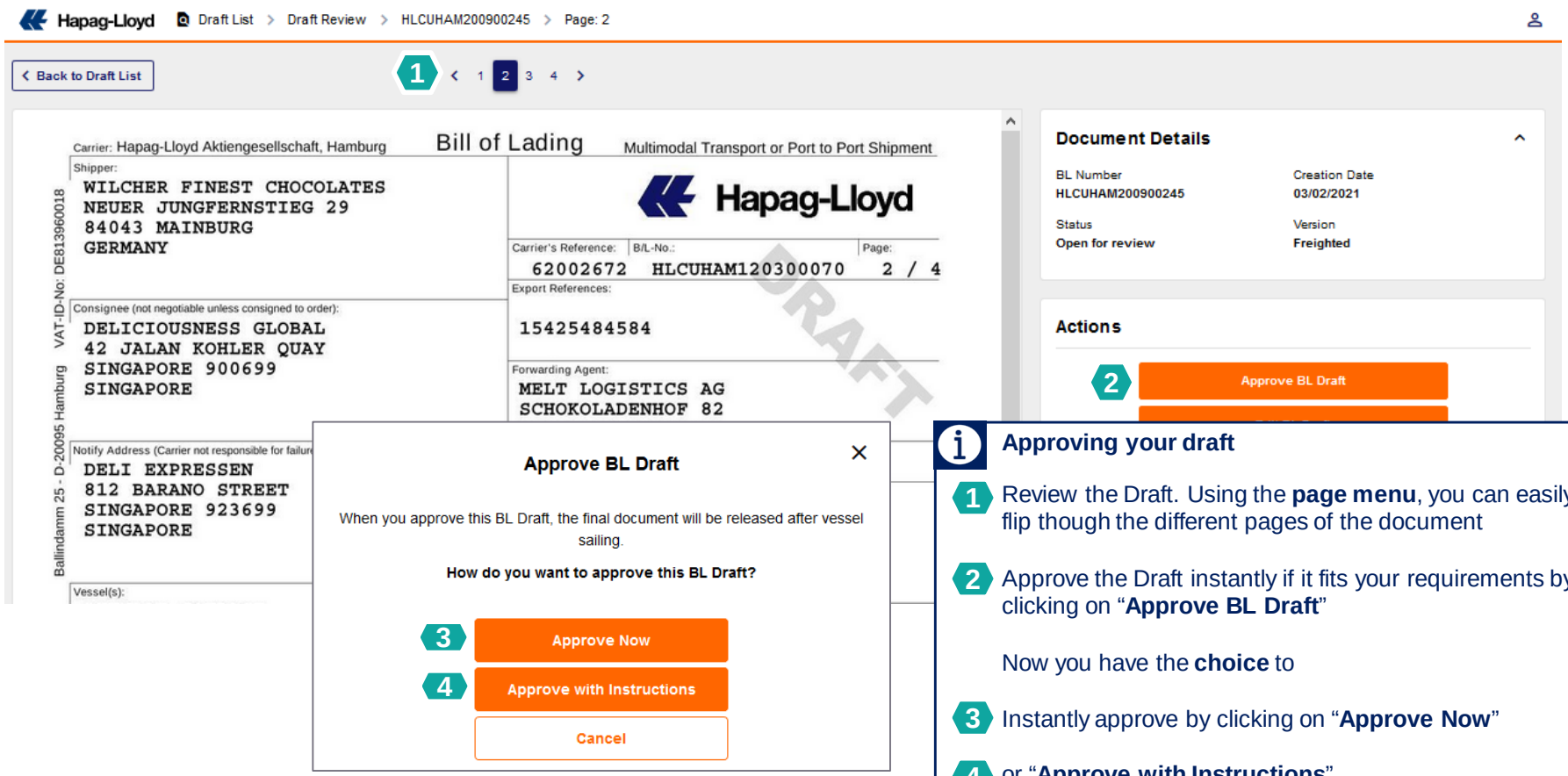
Approve your draft 2/4

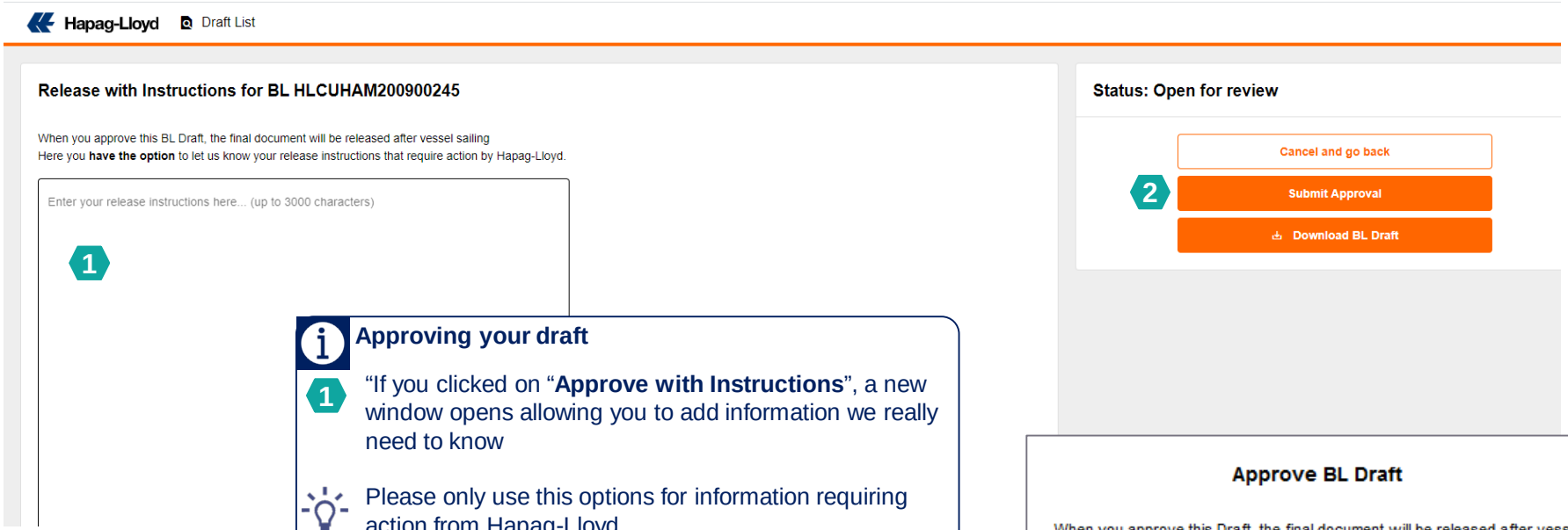


Approving your draft

1. Review the Draft. Using the **page menu**, you can easily flip though 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



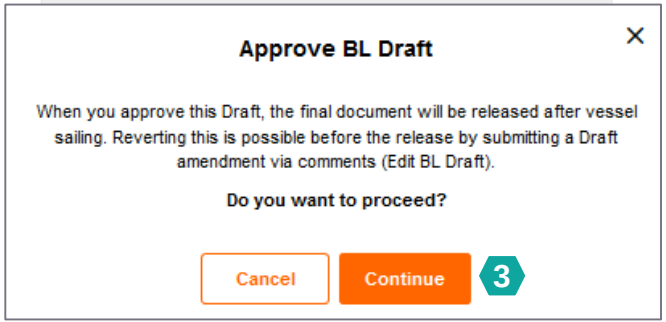
Approving your draft

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)



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Approve your draft 4/4

Hapag-Lloyd > Draft List > Draft Review > HLCUHAM200900245 > Summary

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

1 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...

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 Adobe Acrobat 2017 (default)

Save File

Do this automatically for files like this from now on.

2 OK Cancel

3

Hapag-Lloyd

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

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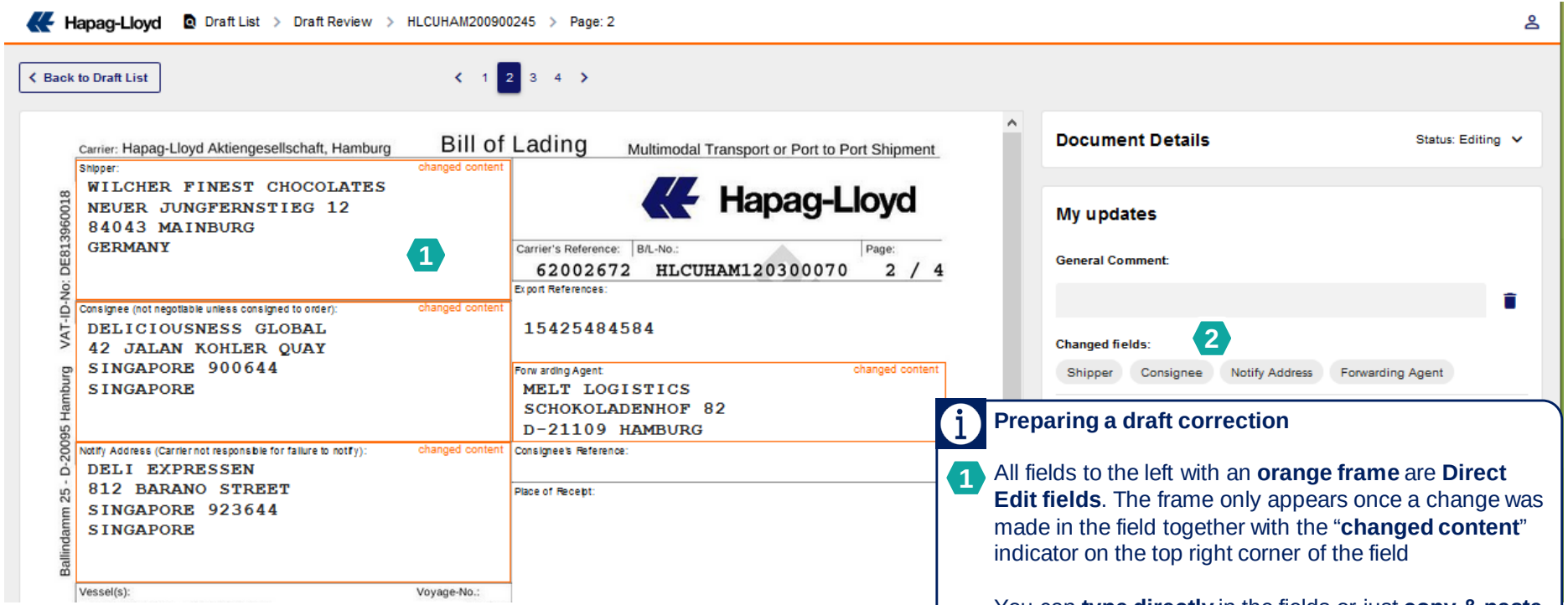
Edit your draft 1/4



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

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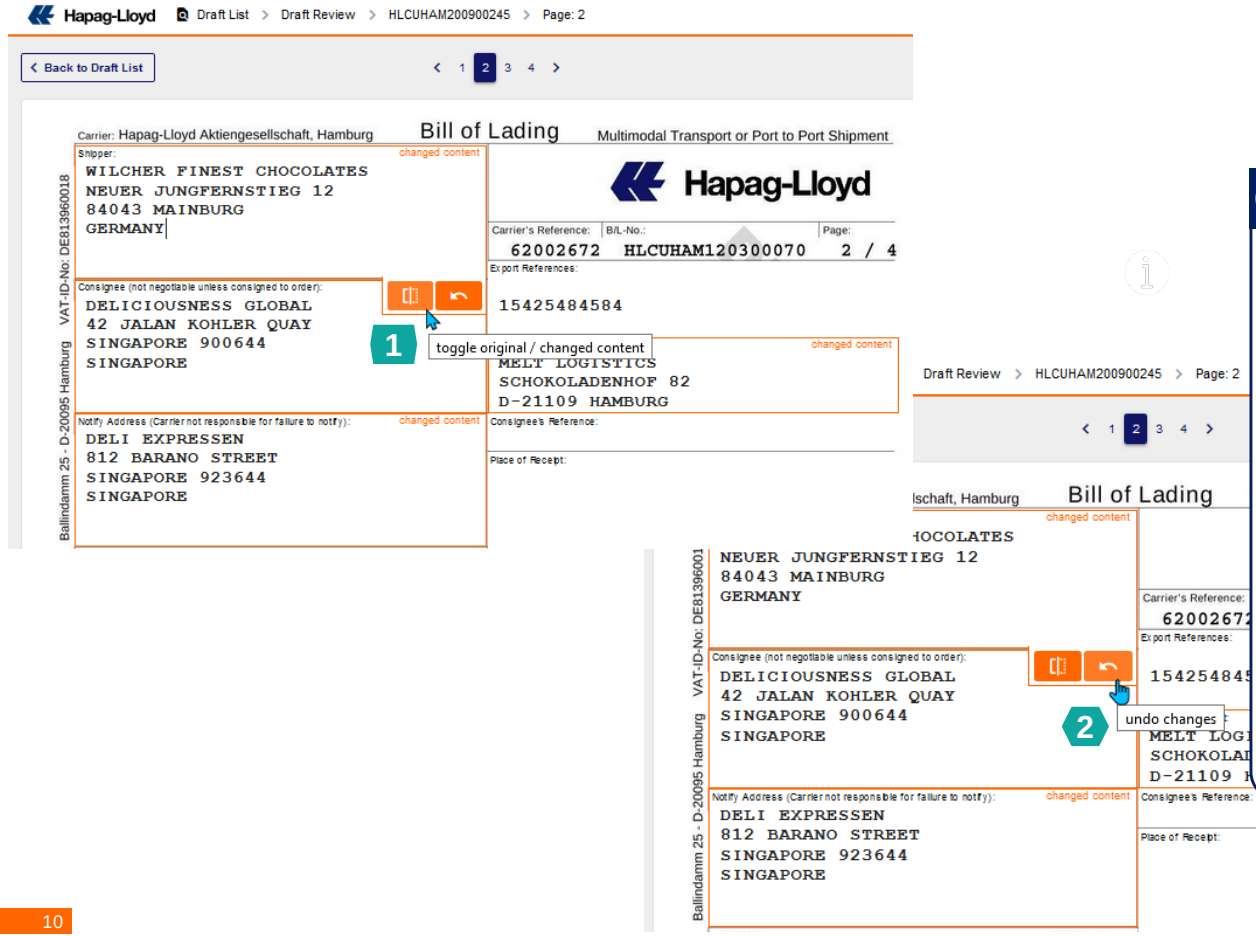
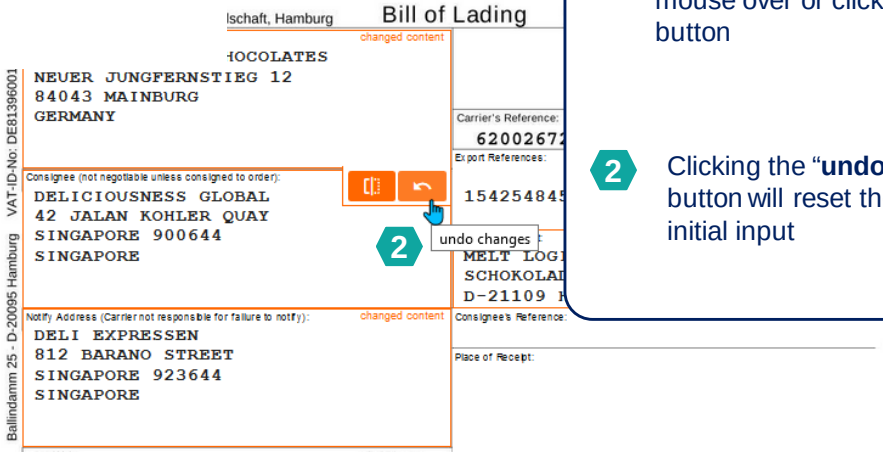
Edit your draft 2/4





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

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

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

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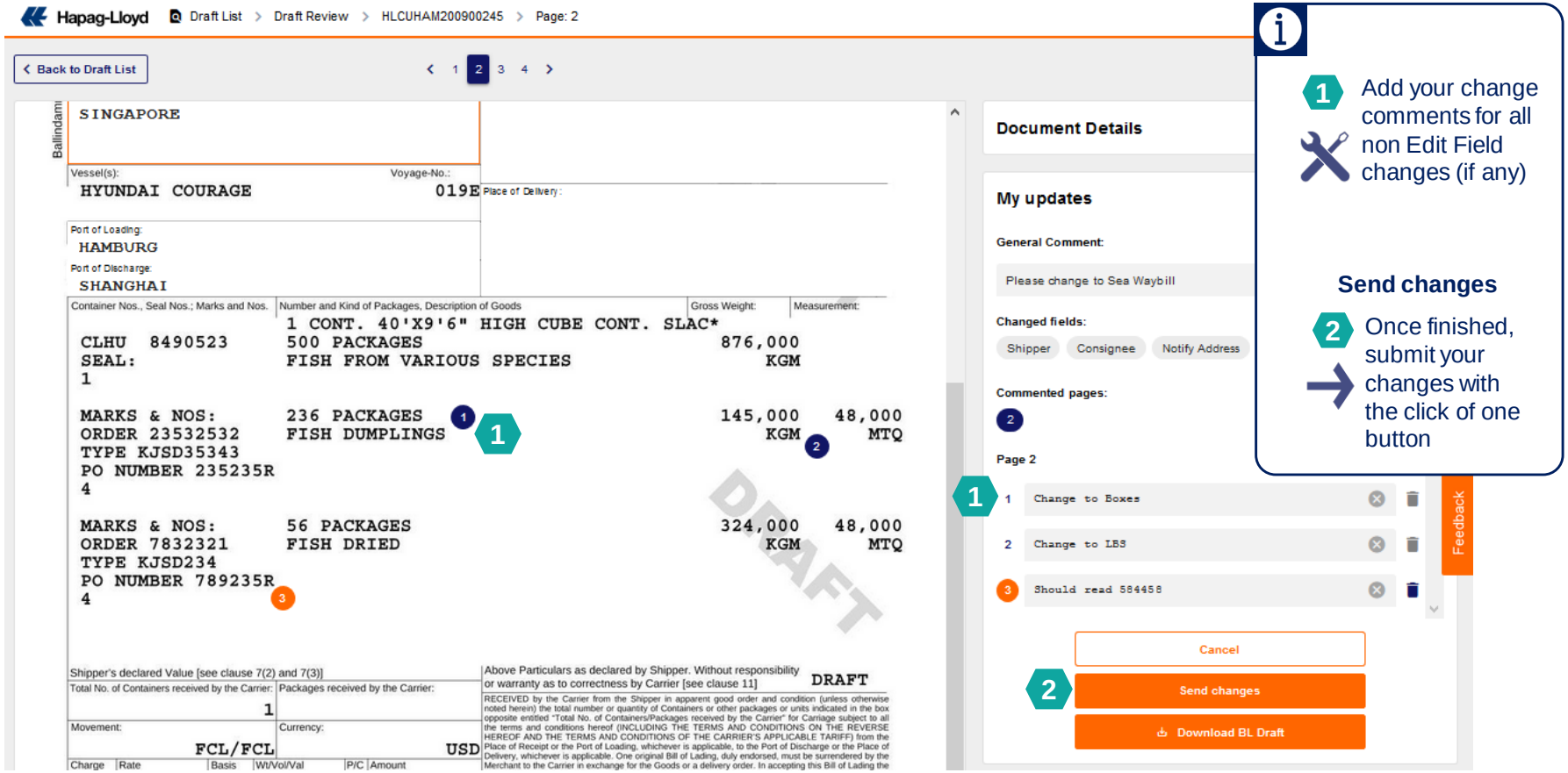
Edit your draft 3/4 Add your comments and submit them to Hapag-Lloyd



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

Send changes

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

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Edit your draft 4/4

Hapag-Lloyd > Draft List > Draft Review > HLCUHAM200900245 > Summary

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

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

Feedback

Submission successful!

You can continue with your next BL Draft.

Return to Draft List

Opening HLCUHAM200100038_DRAFT_APPROVAL_DOWNLOAD_202006...

You have chosen to open:

...0038_DRAFT_APPROVAL_DOWNLOAD_20200606113310.pdf

which is: Adobe Acrobat Document (188 KB)

from: blob:

What should Firefox do with this file?

Open with Adobe Acrobat 2017 (default)

Save File

Do this automatically for files like this from now on.

2 OK Cancel

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)

Hapag-Lloyd

Hapag-Lloyd

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

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 processes momentarily
5. Approved = this document has been approved

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

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