

General Information from Area Germany & Central Europe for your incoming cargo to Northern Europe

Please submit your detailed positioning / release instructions at least three business days prior to arrival of the vessel in the respective Port of Discharge, deadline is 14:30hrs on final day.

In case of upcoming holidays (e.g. Christmas, Easter holidays) we strongly recommend to submit your detailed instructions as soon as possible, at least five business days prior to arrival of the vessel in the respective Port of Discharge, deadline is 14:30hrs on final day. This will ensure all processes in a timely manner.

- **Positioning instructions for PORT Bills of Lading**

Please submit your release request with the preferred empty return depot / area and planned drop off date (+/- one day).

You can change the empty return depot under:

<https://www.hapag-lloyd.com/en/services-information/offices-localinfo/europe/germany/local-info/container-depot-change-request-form.html>

You can place a Carriers Haulage Order under:

<https://www.hapag-lloyd.com/en/services-information/offices-localinfo/europe/germany/local-info/delivery-order-input-form.html>

- **Positioning instructions for DOOR Bills of Lading**

Please submit your positioning instructions with following details:

Complete Delivery (and in case multistop) address, customs clearance details and special requirements.

Any carrier's haulage is subject to the terms and conditions of the Hapag-Lloyd Bill of Lading or Sea Waybill.

Our terms and conditions will be provided to you upon your request or may be viewed at any office of the Hapag-Lloyd AG or its Agents or on our Homepage under www.hapag-lloyd.com

For **oncarrriages** please observe the local customs regulations.

For **freetime conditions** please check our demurrage and detention rules on our Homepage under <https://www.hapag-lloyd.com/de/online-business/quotation/detention-demurrage.html>

For **additional services** please see our service fee catalogue on our Homepage under <https://www.hapag-lloyd.com/en/online-business/quotation/tariffs/local-charges-service-fees.html> or contact your local Hapag-Lloyd office.

Invoice creation

Please submit the correct payer of the collect charges prior vessel arrival - no automatic distribution of the collect invoice will be arranged.

Disclaimer for customs reference(s) / ATB Number(s):

Hapag-Lloyd is not liable for the correctness of the information and contents of the subject document or any consequences arising from the use of the information and contents. Please check the positions and content at least three business days prior to arrival of the vessel in the respective Port of Discharge.

Distribution of customs reference(s) and release PIN(s):

Please note that we submit all relevant information, e.g. ATB-Numbers and/or pick up references only to authorized parties (e.g. Consignee). Should a forwarding agent handle your imports, we would like to ask you to forward these important details directly or provide a power of attorney.