

Booking Amendment:

Amend your bookings easily online!

Need to amend a booking? Submit the required information with no fuss using the clear and easy-to-use **Booking Amendment** web form to send a cancellation or update a request.

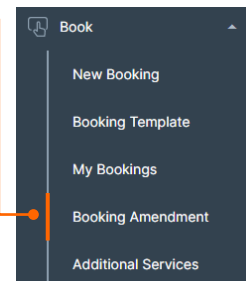
Your Benefits

- Structured data submission
- Up to 10 “Amendment Types” per request
- Keep records under each booking so that nothing is lost
- Document upload function

What to Change and How to Do So?

1. In the Hapag-Lloyd Online Business Suite, you will find the **Booking Amendment** subpage in the menu on the left under the Book section. Please enter your access data for the Online Business Suite and then your booking number.
2. Select the type of request (update or cancel) and fill in the required fields.
3. Then click on “Submit request.” It’s that easy!

Another option is using the **Navigator**: Select your shipment and click on “Update Booking” to enter the booking amendment.



Types of Amendment

Category	Vessel and Routing	Equipment Information	Cargo Information	Others	
Amendment Type	Change Vessel	Increase Container	Reduce Container	Change Customer Reference	
	Change Routing	Container Swap / Container Linking	Change Container Type		
	Change Destination after Loading	Change Positioning Date (Carrier Haulage)	Change Loading Reference (Carrier Haulage)	Change DG / OOG Information	
		Change Reefer Setup	Change SOC Information		
	Change Empty Pick-up Date / Empty Pick-up Location				

[Learn more](#)

For further information, please contact your local **Hapag-Lloyd Sales** or **Customer Service representative** or visit www.hapag-loyd.com

