

Dear valued customer,

Thank you for choosing to work with Hapag Lloyd.

We have prepared this file for you, which contains information about all processes related to your shipments. You can find more information on each step of the shipping process below and discover the new way of doing business online with Hapag-Lloyd.

For all your questions and requests, you can reach us by phone or e-mail (Here are the contact details of HL offices.).

We will be happy to help you with all your questions and demands.

You can easily perform all your transactions such as getting a price quote, checking the ship schedule, submit a booking, and entering shipping instructions on our website <a href="http://www.hapag-lloyd.com">http://www.hapag-lloyd.com</a> or our "Hapag-Lloyd" mobile application.





# **INDEX**

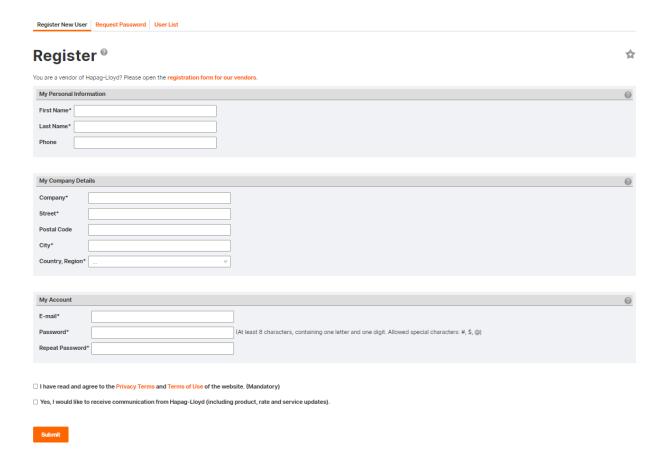
- 1. How can I create an account on HL website?
- 2. How can I get a quotation?
- 3. How can I access to the vessel schedules?
- 4. How can I create a booking request?
- 5. How can I amend my booking?
- 6. How can I submit VGM?
- 7. How can I submit shipping instruction/correction/approval?
- 8. Wave BL
- 9. What information can I access via Hapag-Lloyd Navigator?
- 10. How can I trace my shipments?
- 11. How can I check local charges?
- 12. How can I check the standard free time for each port?
- 13. How can I check contact details for Hapag Lloyd office?
- 14. How can I purchase additional services like shipping guarantee & additional free time?



# **How to create account on HL website?**

You can create your business account easily on our website <a href="http://www.hapag-lloyd.com">http://www.hapag-lloyd.com</a> by following-up necessary steps.

https://www.hapag-lloyd.com/en/online-business/my-account/register-new-user.html





### How can I get a quotation?

In today's world, speed is the most important factor for supply chain management. With the "Quick Quotes" and Quick Quote Spot" we have prepared for our valued customers as Hapag-Lloyd, prevent all unnecessary waste of time in the quotation process.

In a very short time, you can easily get your price quote with just one click and create your bookings wherever and whenever.

Click these links to get your price offer without wasting any time!

https://solutions.hapag-lloyd.com/quick-quotes

https://solutions.hapag-lloyd.com/quick-quotes-spot/#/



# Quick Quotes - Instant quotes anytime, anywhere





QQ: With Quick Quotes, you can generate an online container shipping quote in just 30 seconds. All you need is access to our Online Business Suite to get started.

- Get up to 10 container shipping rates with one click.
- Find competitive ocean and inland rates to 600 ports worldwide.
- Select from multiple container types and commodities.

QQS: Our Quick Quotes Spot tool generates a fixed rate in a matter of seconds. Your Hapag-Lloyd spot rate includes guaranteed fulfillment:

- Now available worldwide for standard containers, non-operating reefer containers, and inland transport.
- Get an instant booking confirmation in just a few steps.
- Your spot rate is valid for three hours.
- Enjoy equipment and loading guarantees at load ports and transshipment ports.
- Request a spot rate for up to 20 containers.

## **Quick Quotes Usage Advantages**

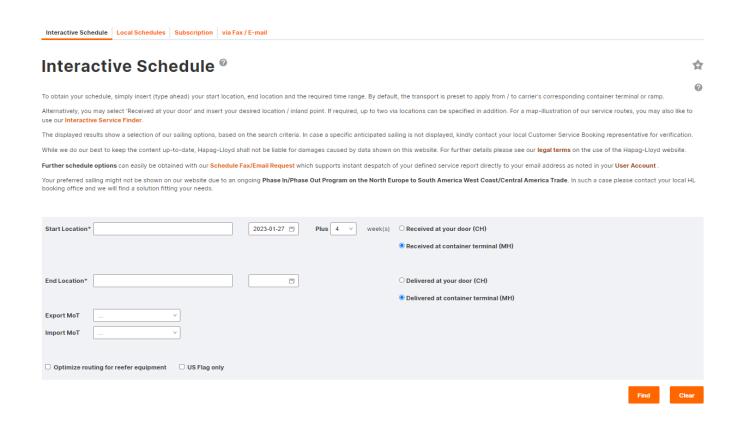
- No more waiting: a quote in less than 30 seconds.
- 24/7 availability, Hapag-Lloyd Mobile App. You can get a price quote wherever you are with
- With a single click, you can create a reservation based on a quote.
- Possibility of quotation for standard, refrigerated and open top (without overflow) containers.
- Easily find quotes for more than 120 services among 600 ports worldwide.
- Possibility of quotation for door-to-door shipments.
- Possibility to save your quote and send it by e-mail
- Get quotes for up to 10 different port combinations at the same time to have more flexibility in your planning
- Enjoy scheduling your shipments more reliably and easily with the option to request a quote for your shipments, which are organized for the time period after the validity date of your existing contracts.



### How can I access to the vessel schedules?

With the "Interactive Schedule", you can access the details of the ship schedule customized to your needs in just seconds. You can go to our "Interactive Schedule" page by clicking the link below.

https://www.hapag-lloyd.com/en/online-business/schedule/interactive-schedule/interactive-schedule-solution.html



### **Interactive Schedule**

After selecting the transportation modes to be used in the countries of origin and destination, on the page that opens, the names of the starting and destination points must be specified, and if the preliminary and/or final transportation organization will be made by us, the transportation mode (land, train, barge, combined transportation) that is desired to be organized by us must be selected separately. After choosing how many weeks you want to see the ship schedule from which date, you can easily access the ship schedule details within seconds by pressing the "Find" button.



# How can I create a booking request?

In order to use the Web Booking application, a member login to the Hapag-Lloyd website is required. If you are not yet a member, you must first create a membership registration then follow the below link for booking request.

# https://www.hapag-lloyd.com/en/online-business/book/new-booking-solution.html

Hapag-Lloyd's web solution for booking enhances your entire booking process. It's easy to handle, available around the clock, and provides high data quality for your bookings.

Start your **booking request** with one click and the tool guides you through the process in just a few steps: from contract/quotation data via the routing including schedule, cargo, and equipment, and finally to a review section to manage all your bookings in one place.

### **Your Benefits**

24/7 Availability

anywhere.



Access the booking solution anytime and



Make your booking in just a few steps.





Data verification prior to submission supports higher data quality and fast process time.



Create a new booking with our wizard in just a few steps to completion, In addition, a valid contract/quote number is required to create a reservation. If you need help with a quote or contract, you can contact our sales department.

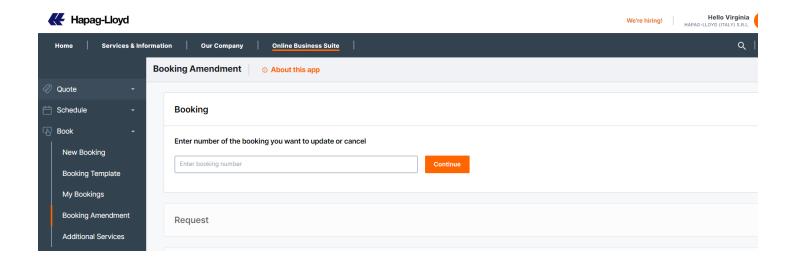
As you can see in the image on the previous page, the necessary steps for the booking must be followed in order and the information must be sent to us. After all the necessary information is entered and the reservation is sent for confirmation, your request will be examined and the necessary feedback will be given to you. Your previous updates are recorded at each step, and you can leave a reservation creation process unfinished and continue the remaining process later and send your reservation request to us. By creating a draft reservation for your recurring shipments, you can send us your reservations without having to re-enter the same details for your next shipments.



# How can I amend my booking?

Our customers can amend their booking themselves using the bkg-amendment tools

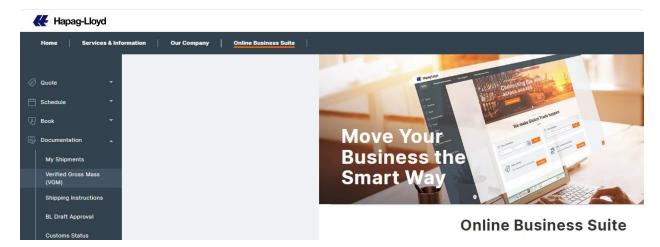
https://www.hapag-lloyd.com/en/online-business/olb-user-guide/booking-amendment0.html



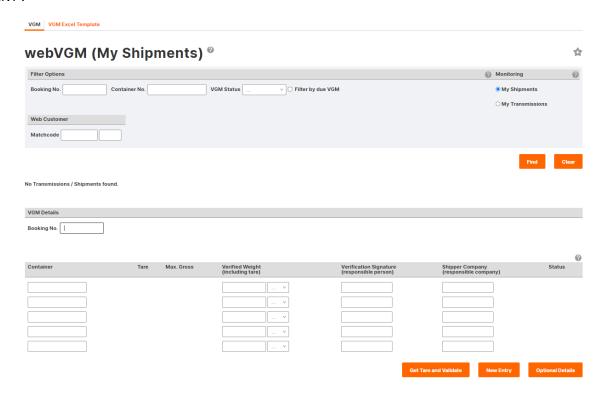


### How can I submit VGM?

From our web page click on online business suite, then select VGM from documentation drop list.



Web VGM allows you to submit the VGM details under your user account for up to five containers at a time. You can submit your VGM data once all mandatory details are entered. Mandatory details are: 'Booking Number', 'Container Number', 'Verified Weight', 'Weight Unit', 'Verification Signature' and the 'Shipper Company'. By pressing 'Validate Containers' it will be verified if the container- and booking no. is known to us and if the VGM is in line with the maximal allowed gross container weight limits. In addition the system will display the tare weight and the maximal allowed gross weight of the container. If all is ok, please click the 'Save' button (see below picture) to send VGM. You will then get the status 'SENT'.





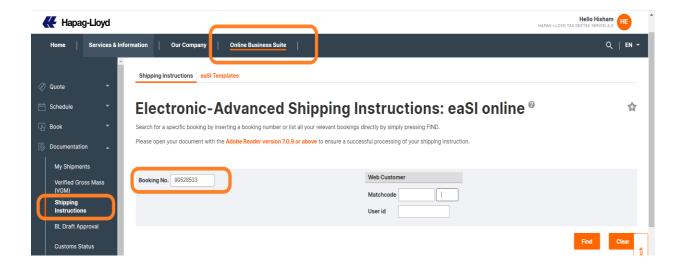
To clear the VGM Details screen, click 'Blank Entry'. If you want to submit more than 5 containers per shipment, click the button.





# **How can I submit shipping instruction/correction/approval?**

From our web page click on online business suite, then select shipping instruction from documentation drop list, and insert booking number to find and download final shipping instruction form.



 $\underline{\text{https://www.hapag-lloyd.com/en/online-business/documentation/shipping-instructions$ 

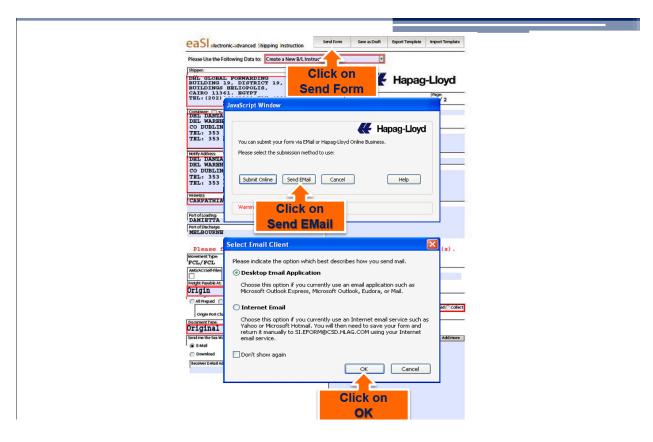


# For your easy and smooth reference thanks to follow below sequence once you receive EASI "Electronicadvanced Shipping Instruction"

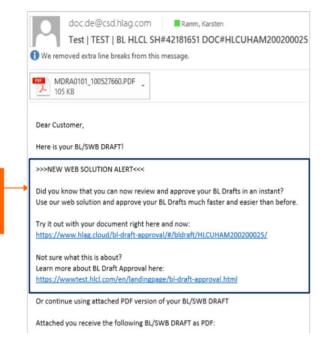
Please use the software Acrobat Reader V. 10 to read it



After fulfilling all necessary fields of shipping instruction, please click on send form on top of EASI-file





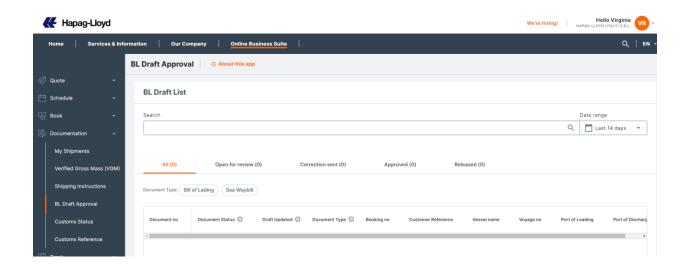


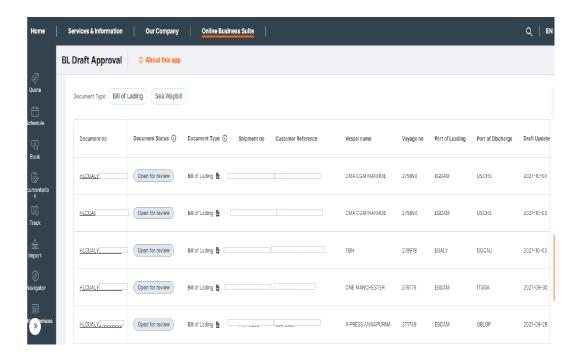
In addition to attached PDF draft, there is now a link in the draft notification e-mail leading to the web BL Draft Approval solution



# How to approve BL or submit amendment for BL?

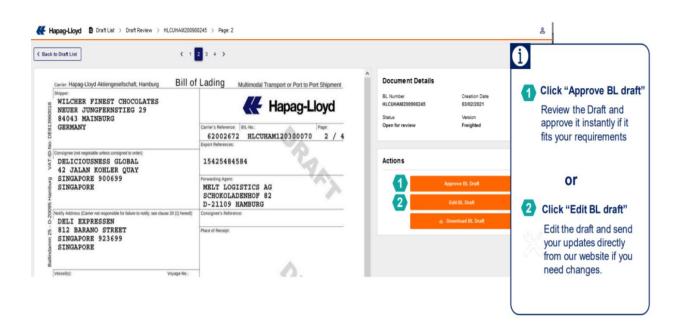
# Select BL Draft Approval from Documentation list:

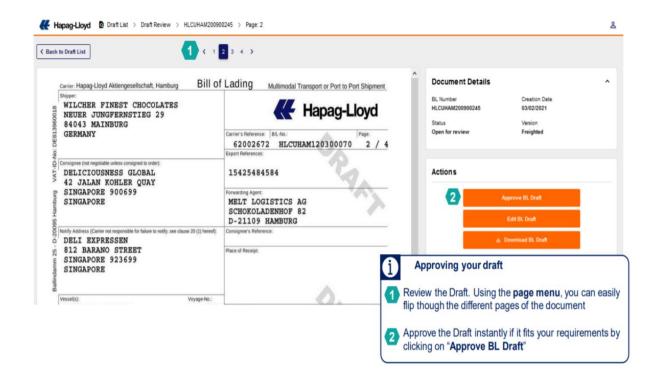




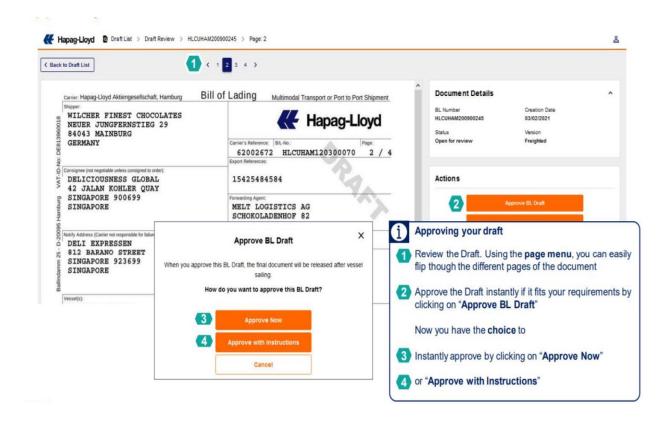
https://www.hapag-lloyd.com/en/online-business/documentation/bl-draft-approval.html

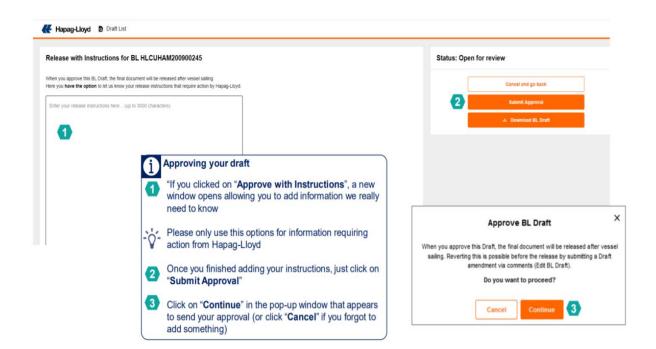




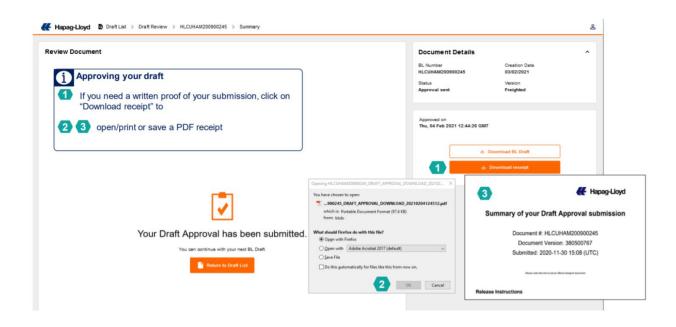


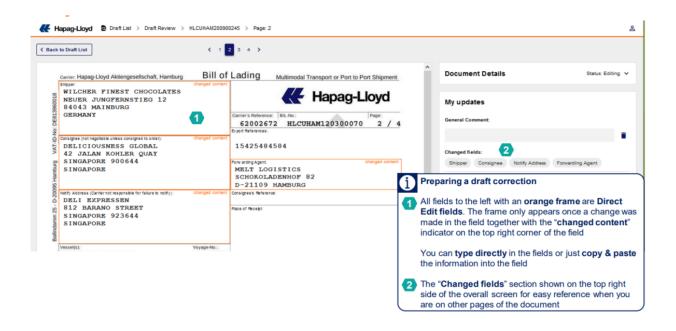




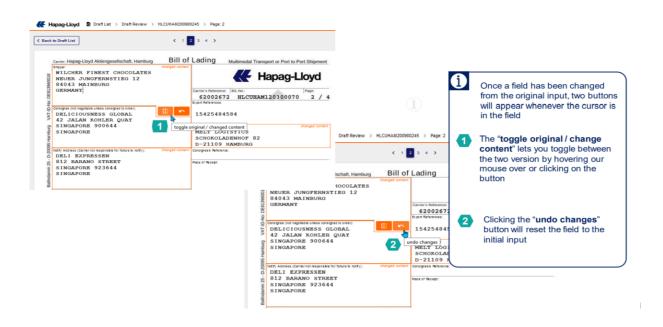


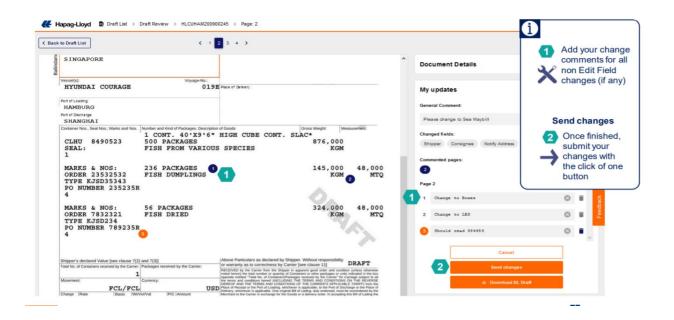




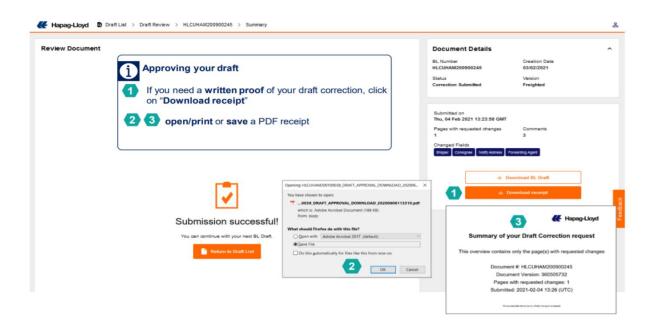












# Wave BL:



# Franch https://info.wavebl.com/supportvideos/french

### **Activation manual**

https://f.hubspotusercontent00.net/hubfs/8141650/videos/FR%20videos/Activation%20Manual.mp4?t=1614170341309

# **Accomplishing surrenders**

https://f.hubspotusercontent00.net/hubfs/8141650/videos/FR%20videos/Accomplishing%20Surrenders.mp4?t= 1614170338904

## **Accepting amendments**

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## Requesting amendments

https://f.hubspotusercontent00.net/hubfs/8141650/videos/FR%20videos/Requesting%20Amendments.mp4?t=1614170355940

## **Transferring possession**

https://f.hubspotusercontent00.net/hubfs/8141650/videos/FR%20videos/Transferring%20Possession.mp4?t=1614170358888

### **Authorizing Surrenders**

https://f.hubspotusercontent00.net/hubfs/8141650/videos/FR%20videos/Authorizing%20Surrenders.mp4?t=16 14170342704

### **Download My Business unit card**

https://f.hubspotusercontent00.net/hubfs/8141650/videos/FR%20videos/Download%20My%20Business%20unit%20card.mp4

#### Set email notifications

https://f.hubspotusercontent00.net/hubfs/8141650/videos/FR%20videos/Set%20email%20notifications.mp4

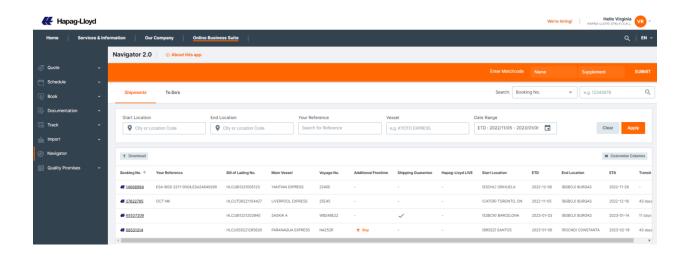
### Importing external business unit

https://f.hubspotusercontent00.net/hubfs/8141650/videos/FR%20videos/Importing%20external%20business%20unit .mp4

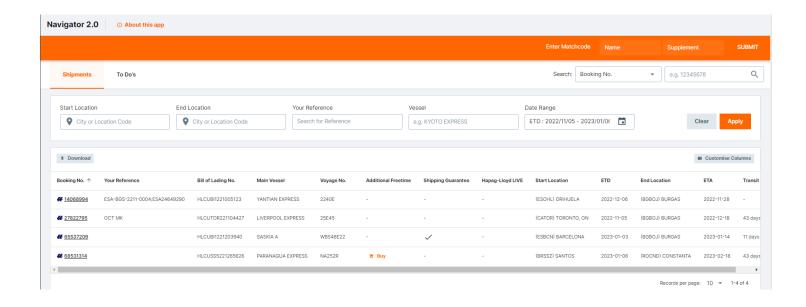


# What information can I access via Hapag-Lloyd Navigator?

From our web page click on online business suite, then select Navigator.

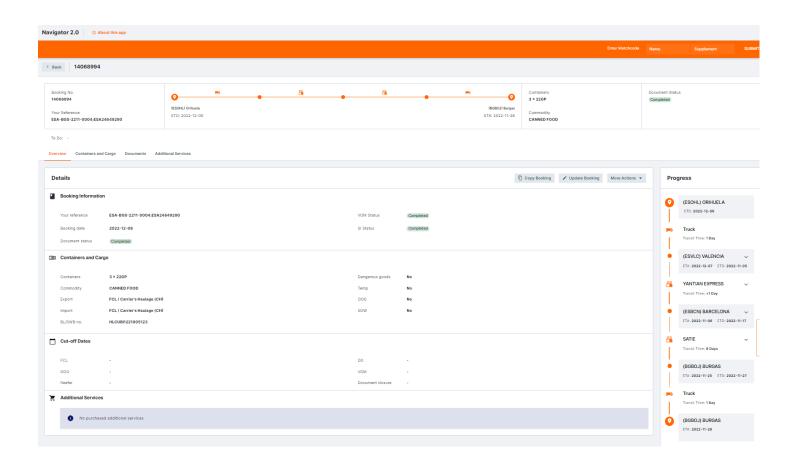


Through our competitive tool (Navigator), you can check and get access for all below details





By select shipment from shipment list, you can see and get access to all important documents for this shipment in bottom left section of related documents.



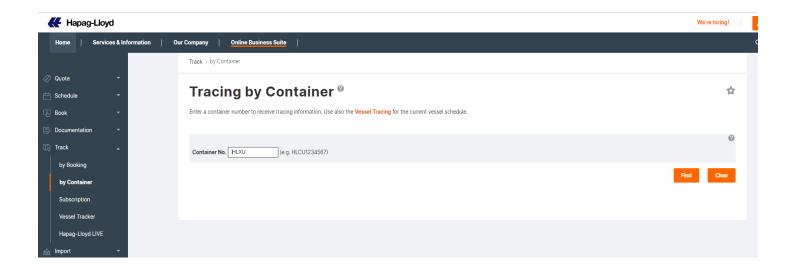


# How can I trace my shipments?

Through our Navigator tool, you can trace your shipment in the middle left section of shipment details.



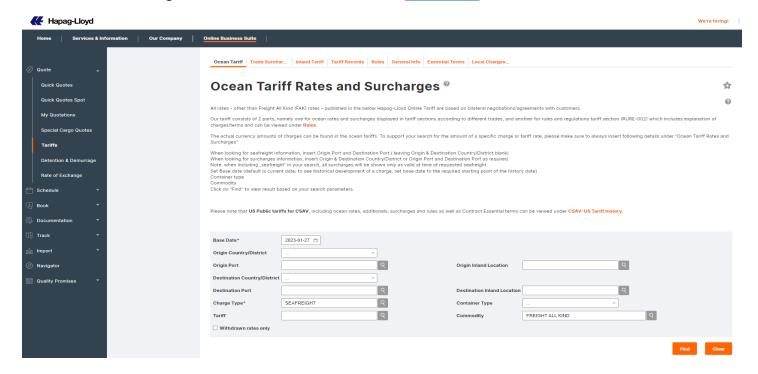
You can also trace your shipments <u>through our website</u>. You can see the location of your containers 24/7 without the need for any membership by searching with container, bill of lading, or booking number.





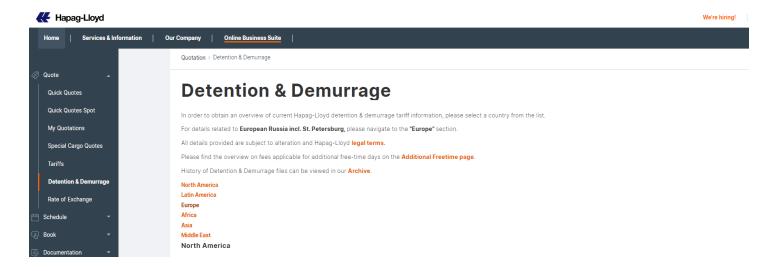
# How can I check local charges?

You can reach local charges & service fees for all countries from our website.



How can I check the standard free time for each port?

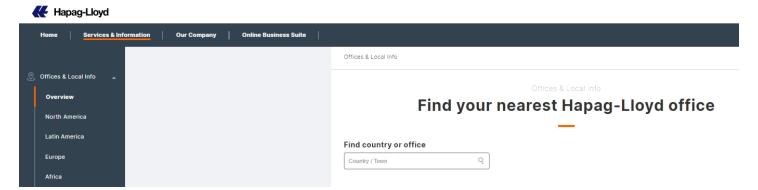
Demurrage & detention tariffs for each country/port can be found on our website.



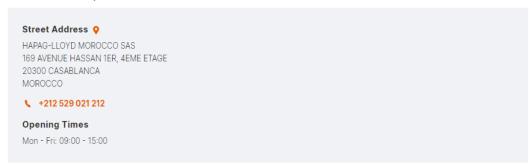


# How can I check contact details for Hapag Lloyd office?

Contact details of worldwide Hapag-Lloyd offices & local information can be found on our <u>website</u>.



# Casablanca, Morocco

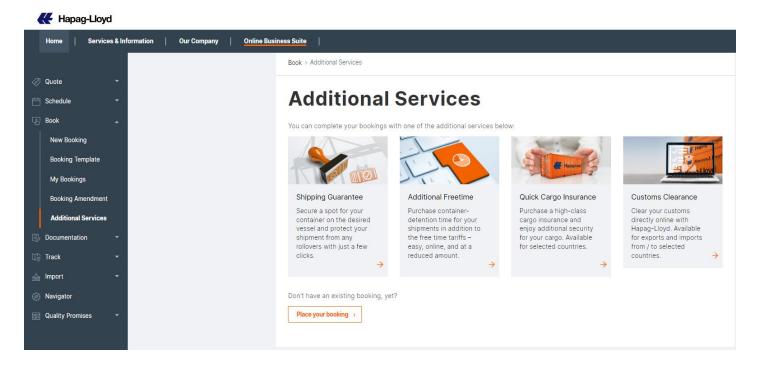


Department	Function	Name	Phone
Management	Country Director		+212 529 079165
Sales & Marketing	Manager	Adnane Arima	+212 529 079174
Sales & Marketing	Manager	Jawad Moktadir	+212 529 079176
Sales & Marketing	Sales	Hamimida Kamilia	+212 529 079175
Sales & Marketing	Sales	Madiha El Amrani	+212 529 079181
Sales & Marketing	Sales	Ayoub El Khayabe	+212 529 079180
Sales & Marketing	Sales	Aymane Warradi	+212 529 079178
Sales & Marketing	Sales	Omar Talbaoui	+212 529 079177
Customer Service	Team Lead	Bouchaib Mouchtahi	+212 529 021212
Customer Service	Export	Amina Erreguig	+212 529 021212
Customer Service	Export	Meriem Zahi	+212 529 021212
Customer Service	Import	Hamza Agoumi	+212 529 021212



How can I purchase additional services like shipping guarantee & additional free time?

From Our website home page Additional Services can be reached.



and you can use also Navigator to purchase additional products.

