

User Guide

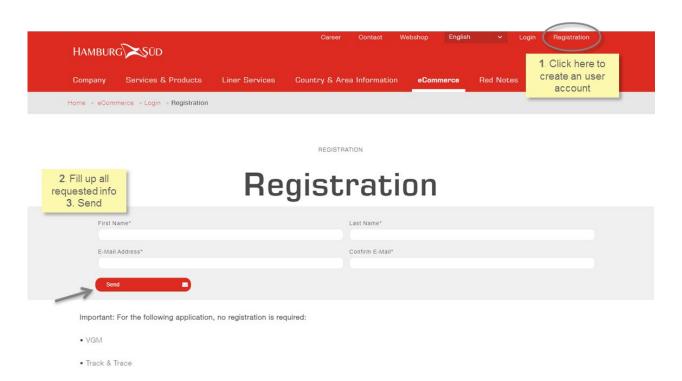
Web booking



Registration Request

In order to use the Hamburg Süd Web Booking, please create an user account on the Hamburg Süd website. This enables you to use all Hamburg Süd web services.

1. Please follow the registration steps:





Finalize Registration

- 2. Please click on the link you will have received via e-mail and finalize your registration.
- 3. Our customer service will take care of your registration request. Once it is activated, you'll receive a confirmation e-mail:



Dear customer,

Your login has been activated. Thank you for visiting our website.

Best regards Your Hamburg Süd Team

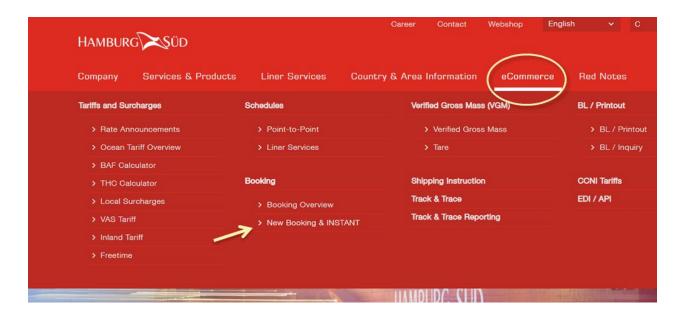
Please note that you'll only be able to access your user area once you've received your login activation. This may take a few hours.

If you haven't received it yet, please contact your local Customer Service.

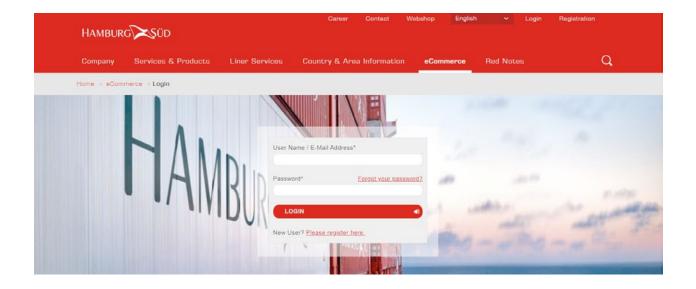


Create a new Booking - Log In

- 1. Go to the "eCommerce" tab on the Hamburg Süd website
- 2. Click on "New Booking & INSTANT"



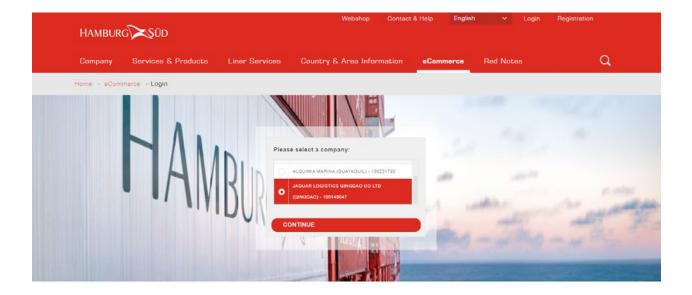
3. Log in with your user name or e-mail address. If you forgot your password, please click on "Forgot your password?" to create a new one.





In case your user account is assigned to more than one company, please select the company you want to log in with.

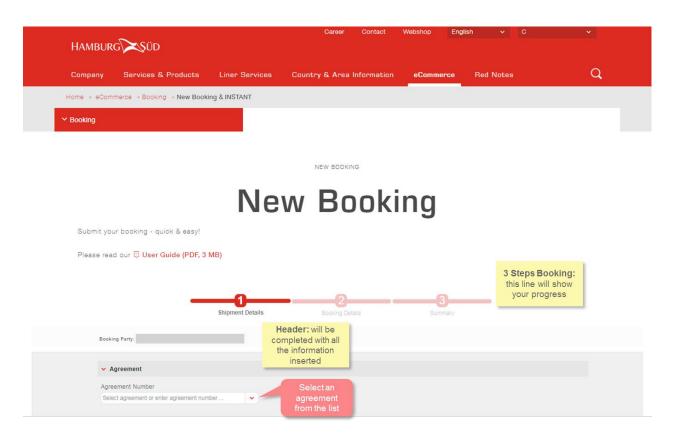
Please note: You can use only one company per login.





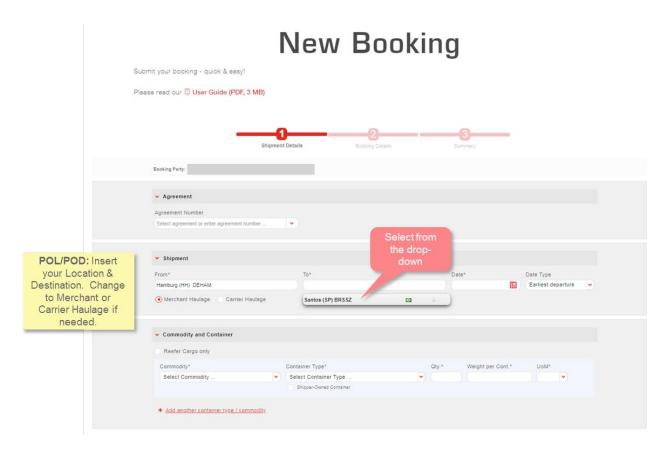
Create a new Booking

Fill out booking details: Select an agreement from the drop down list, or insert an agreement number manually. Then scroll down to proceed.





Shipment: Please insert location details.

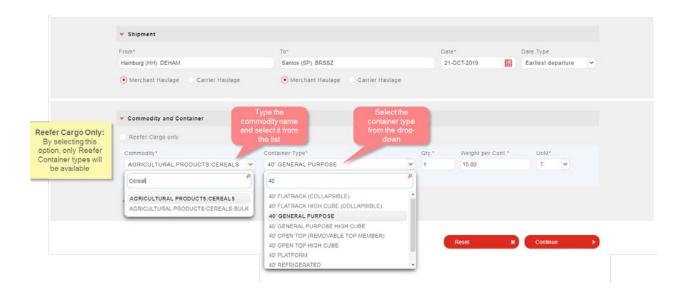


You can book all 4 service types:

1. Port – Port 2. Door – Port 3. Port – Door 4. Door – Door

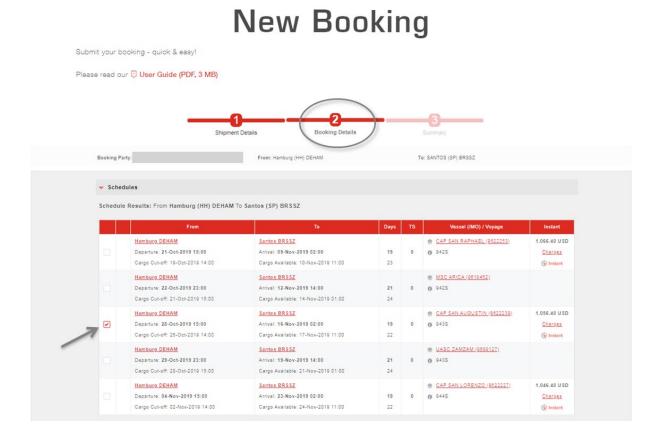


Continue with commodity and container information. When complete, please click on "Continue".





You are now reaching booking step 2 – booking details. Please choose a transport plan, then scroll down to continue.





Create new Booking - INSTANT

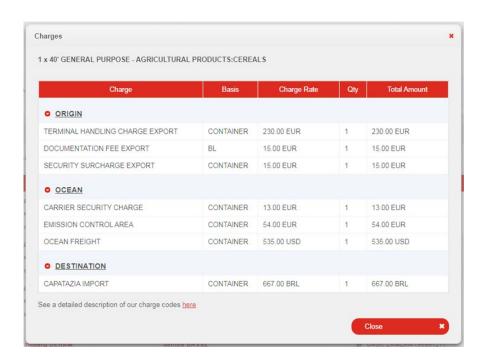
When an INSTANT product is available, the following symbol (Instant) and the price will be visible:

	From	То	Days	TS	Vessel (IMO) / Voyage	Instant
	Hamburg DEHAM Departure: 21-Oct-2019 15:00 Cargo Cut-off: 19-Oct-2019 14:00	Santos BRSSZ Arrival: 09-Nov-2019 02:00 Cargo Available: 10-Nov-2019 11:00	19 23	0	CAP SAN RAPHAEL (9522253) 942S	1,066.40 USD Charges (Instant
	Hamburg DEHAM Departure: 22-Oct-2019 23:00 Cargo Cut-off: 21-Oct-2019 15:00	Santos BRSSZ Arrival: 12-Nov-2019 14:00 Cargo Available: 14-Nov-2019 01:00	21 24	0	● MSC ARICA (9819452) ● 942S	
~	Hamburg DEHAM Departure: 28-Oct-2019 15:00 Cargo Cut-off: 26-Oct-2019 14:00	Santos BRSSZ Arrival: 16-Nov-2019 02:00 Cargo Available: 17-Nov-2019 11:00	19 22	0	CAP SAN AUGUSTIN (9822239) 943S	1,056.40 USD Charges (3) Instant
	Hamburg DEHAM Departure: 29-Oct-2019 23:00 Cargo Cut-off: 28-Oct-2019 15:00	Santos BRSSZ Arrival: 19-Nov-2019 14:00 Cargo Available: 21-Nov-2019 01:00	21 24	0	● <u>UASC ZAMZAM (9899127)</u> ● 943S	
	Hamburg DEHAM Departure: 04-Nov-2019 15:00 Cargo Cut-off: 02-Nov-2019 14:00	Santos BRSSZ Arrival: 23-Nov-2019 02:00 Cargo Available: 24-Nov-2019 11:00	19	0	CAP SAN LORENZO (9622227) 9448	1,046.40 USC Charges



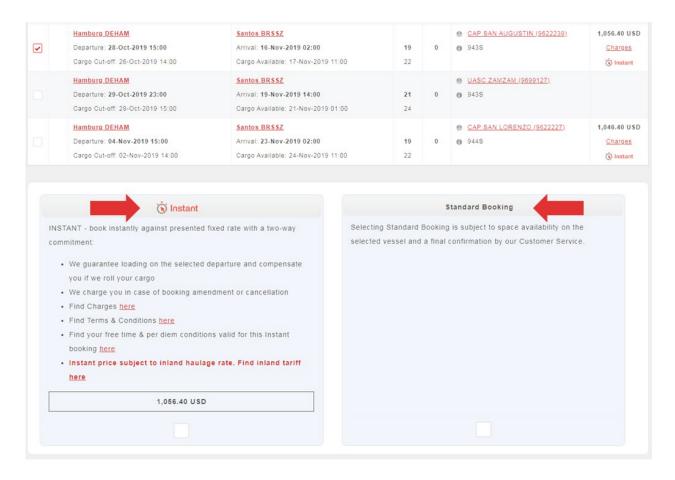
Click on the charges to see its details:

From	То	Days	TS	Vessel (IMO) / Voyage	Instant
Hamburg DEHAM	Santos BRSSZ			© CAP SAN RAPHAEL (9822253).	1,066.40 USE
Departure: 21-Oct-2019 15:00	Arrival: 09-Nov-2019 02:00	19	0	9 942S	Charges
Cargo Cut-off: 19-Oct-2019 14:00	Cargo Available: 10-Nov-2019 11:00	23			(Instant
Hamburg DEHAM	Santos BRSSZ			● MSC ARICA (9819452)	
Departure: 22-Oct-2019 23:00	Arrival: 12-Nov-2019 14:00	21	0	0 942S	
Cargo Cut-off: 21-Oct-2019 15:00	Cargo Available: 14-Nov-2019 01:00	24			
Hamburg DEHAM	Santos BRSSZ			CAP SAN AUGUSTIN (9822239)	1,056.40 US
Departure: 28-Oct-2019 15:00	Arrival: 16-Nov-2019 02:00	19	0	0 943S	Charges
Cargo Cut-off: 26-Oct-2019 14:00	Cargo Available: 17-Nov-2019 11:00	22			(Instant
Hamburg DEHAM	Santos BRSSZ			• UASC ZAMZAM (9899127)	
Departure: 29-Oct-2019 23:00	Arrival: 19-Nov-2019 14:00	21	0	9 943S	
Cargo Cut-off: 28-Oct-2019 15:00	Cargo Available: 21-Nov-2019 01:00	24			
Hamburg DEHAM	Santos BRSSZ			CAP SAN LORENZO (9822227)	1,046.40 US
Departure: 04-Nov-2019 15:00	Arrival: 23-Nov-2019 02:00	19	0	0 944S	Charges
Cargo Cut-off: 02-Nov-2019 14:00	Cargo Available: 24-Nov-2019 11:00	22			(Instant





Select if you want to continue as a Standard or is Instant booking.

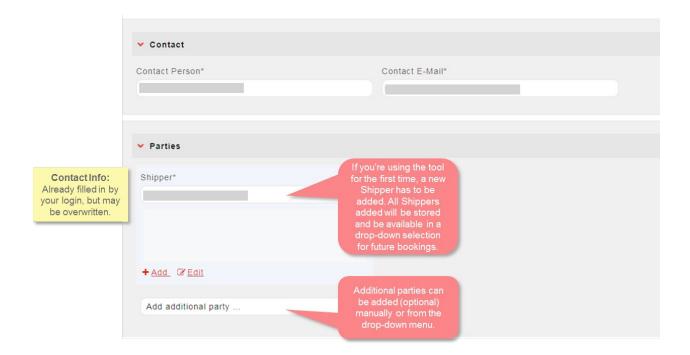


Please check the Charges, Terms & Conditions & Inland Tariff before booking it as INSTANT!



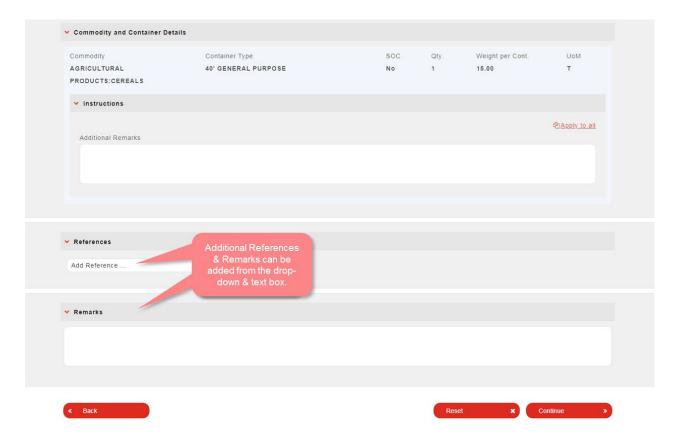
Create new Booking - Details

Please continue with contact and party information.





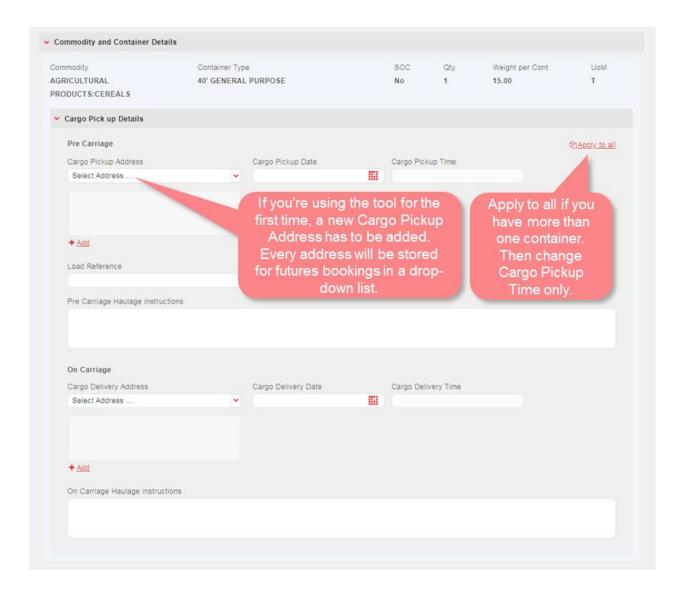
1st Option: Port Booking. Please check Commodity and Container. Continue with references and remarks if applicable, or send booking request.





2nd option: Door Booking. Fill out Cargo Pick Up Details in case of a door booking (Pre- and On-carriage possible).

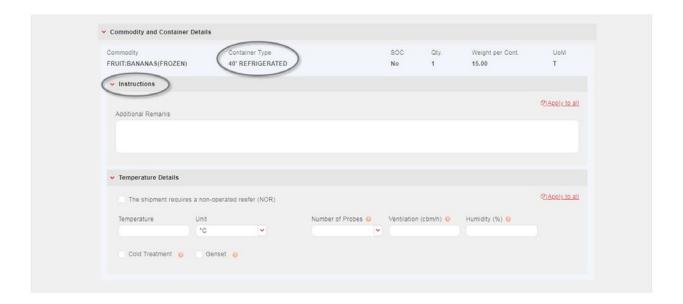
Continue with references and remarks if applicable, or send booking request.





Create new Booking - Reefer Cargo Details

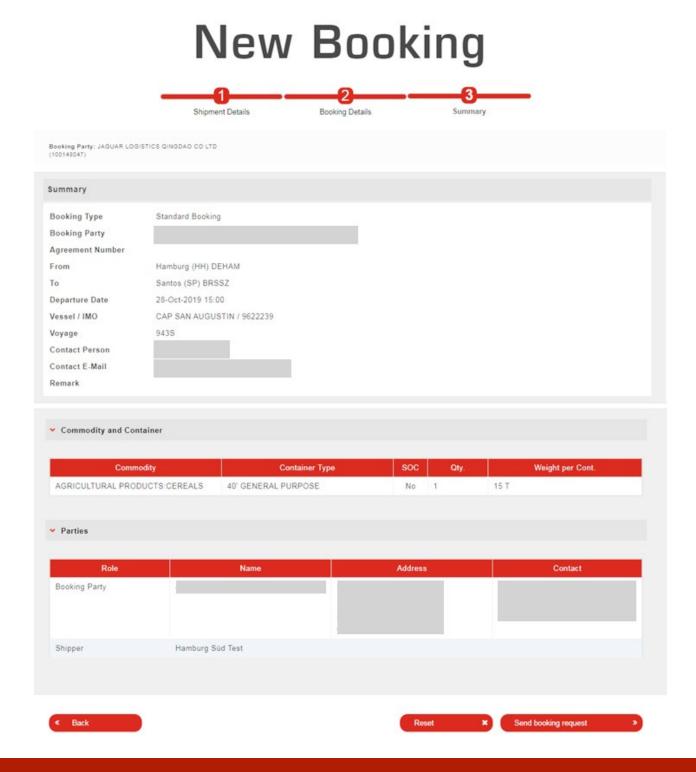
In case this booking contains reefer cargo, please insert all necessary instructions.





Create new Booking - Summary

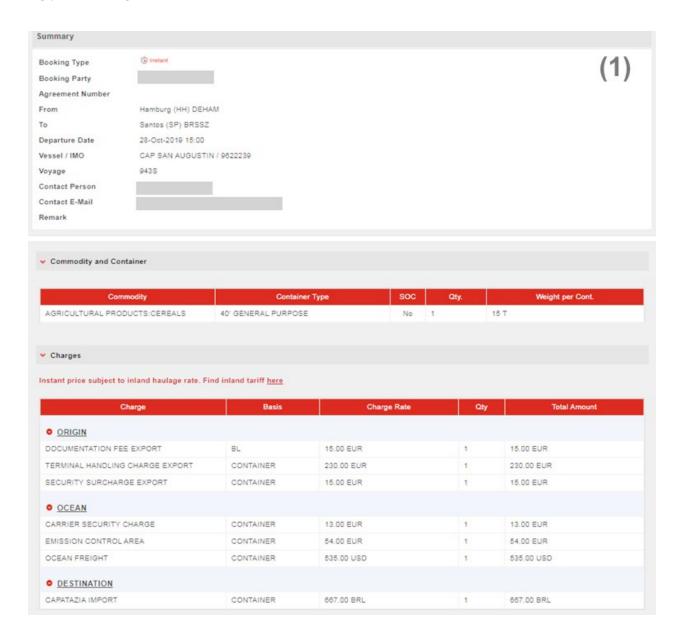
Almost done! Check your entries, then send the booking, Reset or press "Back" to change it.



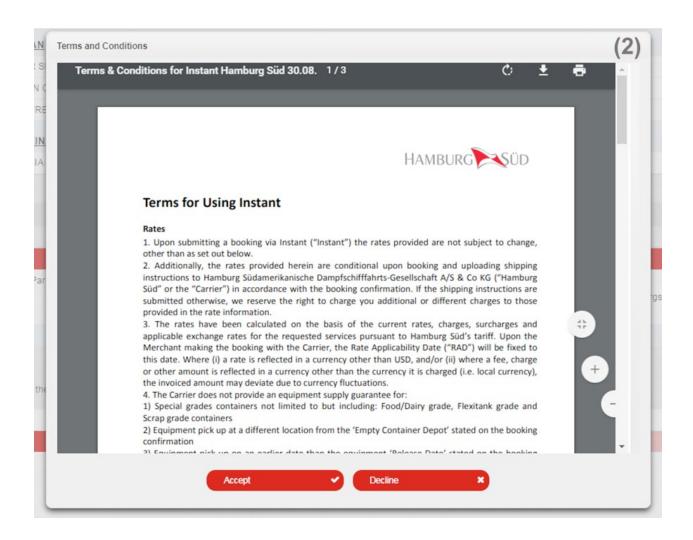


Create new Booking - Summary INSTANT Booking

Check your entries & charges (1) and don't forget to accept the term and conditions (2) prior to sending your booking:







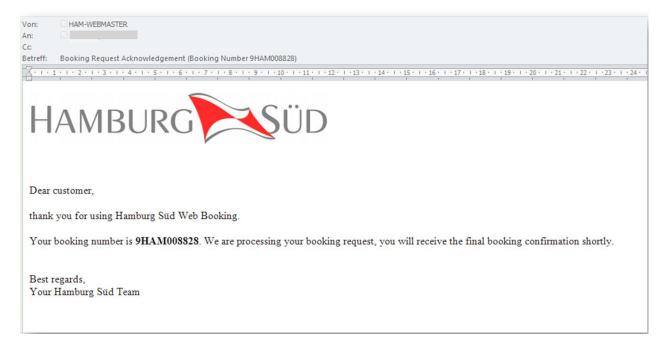


Create new Booking - Acknowledgement

New Booking

Booking submitted ✓ Your booking number is 9HAM023396. We are processing your booking request, you will receive the final booking confirmation. Your booking has been placed! Your booking number will remain unchanged. Create new booking Copy this booking **Booking overview** Make another booking like Go directly to the booking Go to the booking overview form in order to create a new booking. Booking overview Copy this booking New booking

Acknowledgement* will be confirmed additionally per e-mail notification.

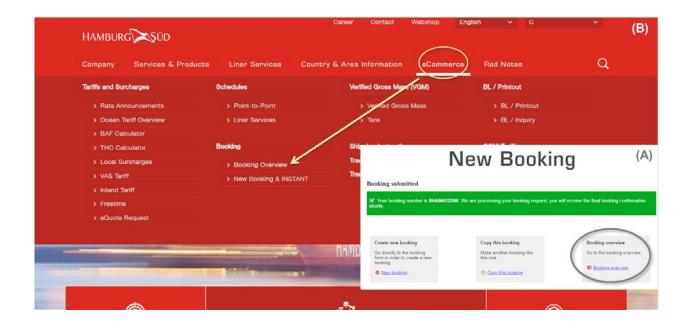


*For INSTANT, you will received the Booking Confirmation instead of request!



Booking Overview

The Booking Overview can be reached from the booking request screen (A), or directly from the website menu (B)





See all your bookings on one overview. Click on the booking number to see booking details and to amend, copy or cancel a booking.

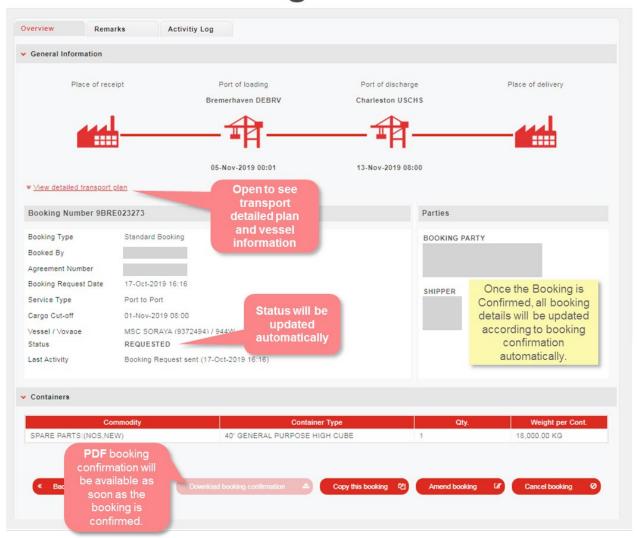




Booking Details

See all booking details on one screen, and take further actions.

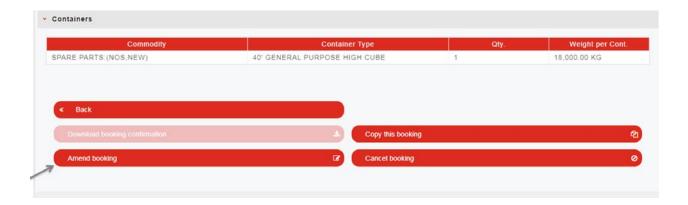
Booking Details





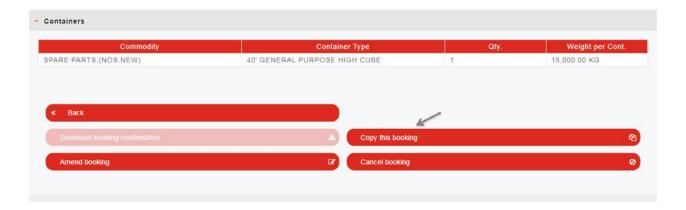
Amend Booking

Click on "Amend booking" to change your booking details. Only Web Bookings can be amended on the website:



Copy Booking

Click on "Copy booking" to copy booking, only data information have to be inserted manually. Only Web Bookings can be copied.





Cancel Booking

Click on "Cancel booking" to cancel your booking. A remark window will appear. Please insert a cancellation reason then click on "Send".

