

## CHANGE REQUEST FORM – please make the following changes in the Terminal system

Email change request to: [customerservices@lpc.co.nz](mailto:customerservices@lpc.co.nz)

Request Date:

Request is <i>(tick box to select)</i>	Container No.	Change details to	Applicable Fees
Cancel the Pre-Advice		Remove record from N4	Change of Status
*Amend the VGM		Kg:	Change to VGM
*Change the Outbound Vessel			Roll
*Change the Port of Discharge			Roll
*Withdraw container from loading		Hold in Yard – Do not Load	Roll
*Amend system Reefer Temp		DegC:	Change of Status
*Amend system Reefer Vent		CBM/Hr:	Change of Status
*Amend system Reefer Humidity		%:	Change of Status
*Physically change reefer settings			Temp Update
*Amend Class or UN number/s			Change of Status/field + Misdeclared DG penalty
*Non-Hazardous to Hazardous			Undeclared DG penalty
*Amend container seal number			Change of Status
*Attach/Verify container seal			Attach Seal
*Re-number the container/unit			Change of Status
*Return container to Shipper		Return Unit – Do not Load	Return to Shipper costs
*Hold on container (Clerk Hold)		Apply      Remove	Change of Status
*Change the Line Operator			Change of Status + Moves
			Price on application
			Price on application
			Price on application

\*after container receipt

Request to	Booking No.	Change details to	Applicable Fee
Update Booking <i>NOTE: Change of Vessel or POD will incur a Roll fee per container for any in the Terminal yard</i>			Change of Status - charge applies per field change

**WARNING:** Manual changes to a Booking made by LPC will be overwritten by the next EDI received from the Shipping Line

Please charge cost per change to...

<b>Company Name</b>		<b>Ref/Job#</b>	
<b>Contact Person</b>		<b>Branch/Location</b>	