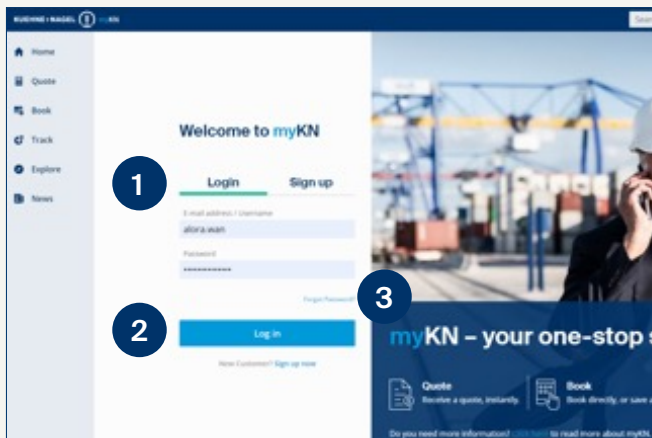
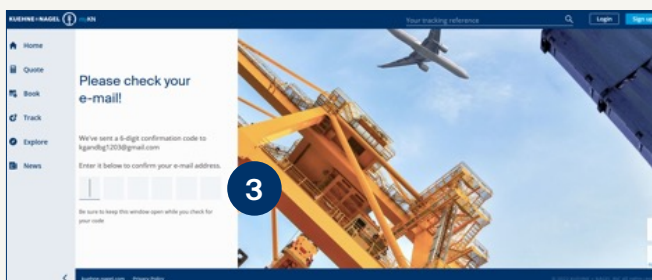
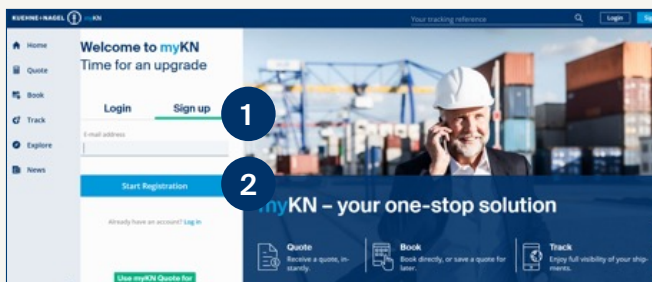


# myKN Book Sea LCL User Guide

myKN Book Sea LCL enables you to place online LCL bookings without getting the price calculation.

→ Getting started guide:

→ Sign in for the first time or reset your password



## Sign up

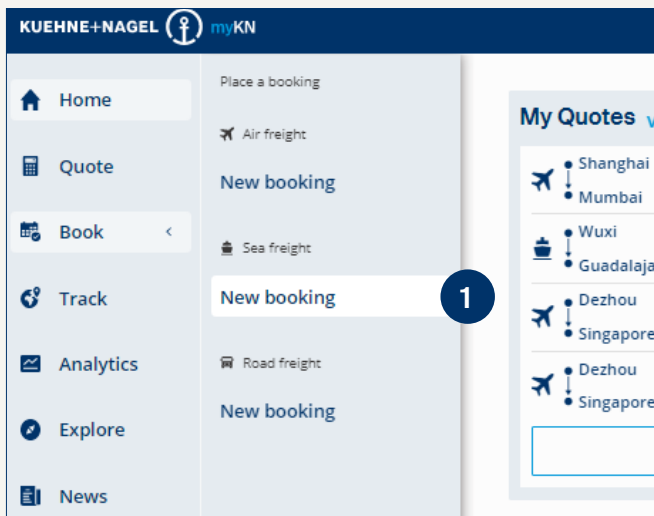
Visit <https://mykn.kuehne-nagel.com>.

- 1 Click on "Sign up" to register. Provide your email address.
- 2 Click "Start Registration".
- 3 Check your email for the verification code. Enter the verification code to complete your registration.

## Login

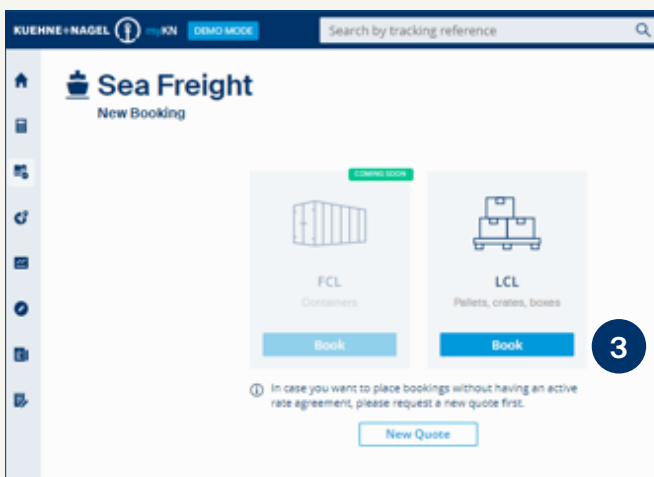
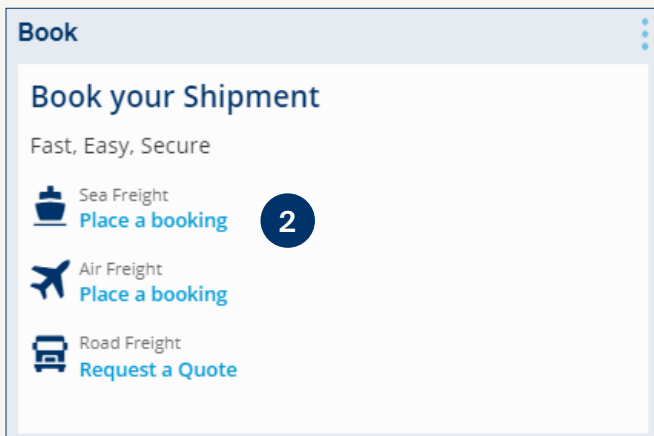
- 1 Click on "Login". Provide your email address and password.
- 2 Click "Start Registration".
- 3 If you forgot your password, click "Forgot Password" on the login page. Provide your email address and click "Request a new password". An email will be sent to your email to reset your password.

# → Book 订舱

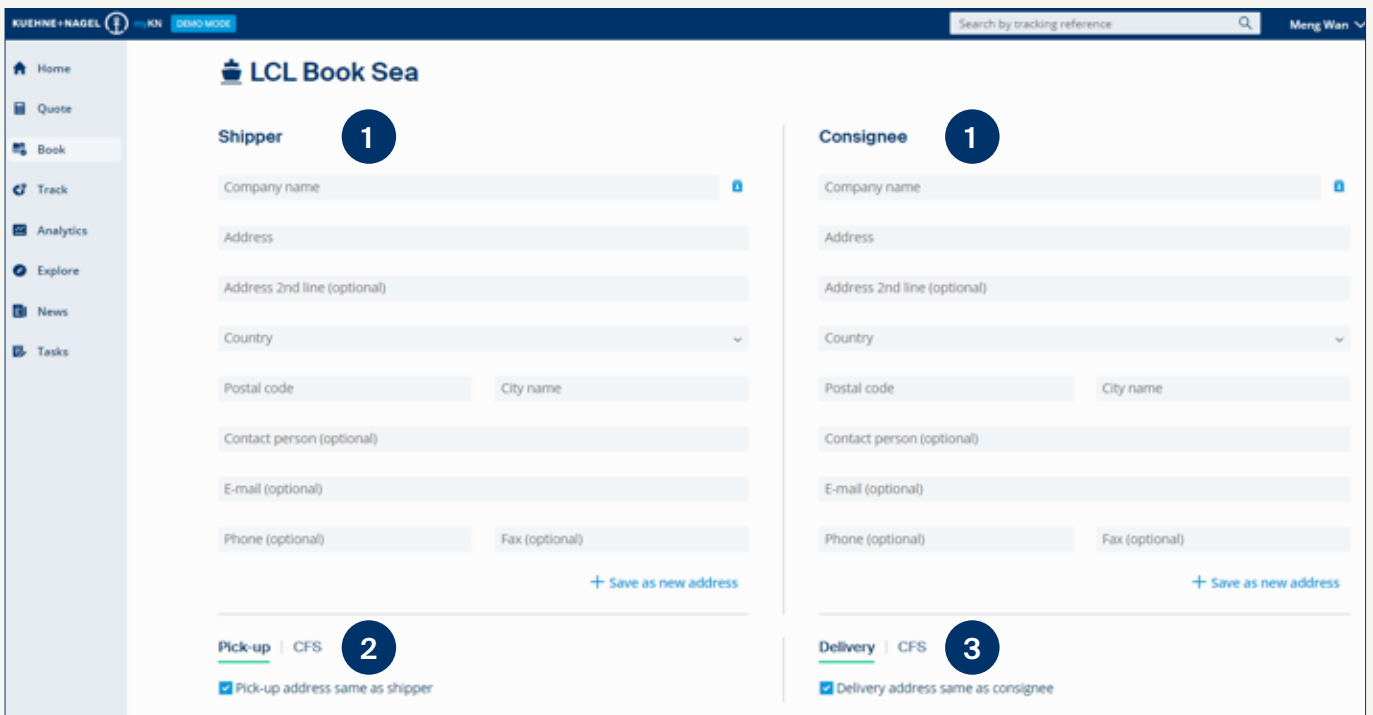


There are **two options** for making an LCL booking:

- 1 **Option 1:**  
Book > Sea freight > New booking
- 2 **Option 2:**  
Book > Sea freight > Place a booking
- 3 Click on LCL > Book



# → Book 订舱



**Shipper** 1

Company name

Address

Address 2nd line (optional)

Country

Postal code City name

Contact person (optional)

E-mail (optional)

Phone (optional) Fax (optional)

+ Save as new address

**Pick-up | CFS** 2

☒ Pick-up address same as shipper

**Consignee** 1

Company name

Address

Address 2nd line (optional)

Country

Postal code City name

Contact person (optional)

E-mail (optional)

Phone (optional) Fax (optional)

+ Save as new address

**Delivery | CFS** 3

☒ Delivery address same as consignee

## 1 Shipper and consignee

Fill in the shipper and consignee's address. If you plan to use an address again, save it in the address book by clicking "Save as new address".

## 2 Pick-up or CFS

If you require us to pick up your cargo, please select "Pick-up". If you plan to deliver your goods to the KN container freight station, select "CFS" and select the station. If you want to use the same address, check the "Pick-up address same as shipper" box. If you have a different pick-up address, uncheck the "Pick-up address same as shipper" box and provide the information.

## 3 Delivery or CFS

If you require us to deliver your cargo, please select "Delivery". If you plan to deliver your goods to the KN container freight station, select "CFS" and select the station. If you want to use the same address, check the "Pick-up address same as shipper" box. If you have a different pick-up address, uncheck the "Pick-up address same as shipper" box and provide the information.

## → Book 订舱

Weight per piece

Total weight

kg/cm ☐ lb/in

Quantity

pc.

Length

cm

x

Width

cm

x

Height

cm

Weight

kg

+ add package

Current total

Quantity

0

Volume

0.000 m³

Weight

0.00 kg

☐ Shipments contains non-stackable cargo

Planned handover date

Date

Incoterms

Choose incoterm

Cargo description

Please enter cargo description

Remarks

Please enter any additional information that might be helpful (optional)

☐ Shipment contains dangerous goods
 

- 4 Select "Weight per piece" or "Total weight".
- 5 Enter your shipment information—length, width, height, and weight. Select "add package" if you need to add another shipment.
- 6 Check the "Shipments contains non-stackable cargo" box, if needed.

- 7 Select the planned handover date from the calendar.
- 8 Select the appropriate incoterms for your shipment.
- 9 Provide the description of your cargo.
- 10 Optional field if you need to add remarks.
- 11 Please check this box if your shipment contains dangerous goods.

# → Book 订舱

**References** **12**

You can add references individually or **paste multiple references at once.** ⓘ

+ add reference

**Documents** **13**

+ add and manage documents

**Billing address** **14**

☒ Use customer address

KN Tracking Solutions  
Grosser Grasbrook, 11-13  
Hamburg, 20457  
GERMANY

**15** ☐ I agree to the [general terms and conditions.](#)

**Request booking**

**12** Add one or multiple references to your shipment. This allows you to find your shipment easily in the “Track” tab on the main menu.

**13** Share any additional supporting document(s) with our team.

**14** If you are using the same billing address, check the “Use customer address”. If you want to add a different billing address, uncheck the “Use customer address”.

**15** To finalize the booking, check “I agree to the general terms and conditions” and click on the “Request booking” button.

### **Your booking is now complete!**

A confirmation email will be sent to you shortly after the booking has been placed.