

Submitting Shipping Instructions Online

CMA CGM eBusiness

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Container Tracking Search Container Dashboard	Demurrage - Detention Quotation Request Insurance Request Low Sulphur	Documents Document Dashboard Draft to be Reviewed Original Available	
Schedules Routing Finder Voyage Finder Port Schedules Eco Calculator	Booking Request Booking Booking Dashboard	Invoice Invoice Dashboard	

1. Step 1: Input a CMA CGM Booking Reference or Select Booking Reference

You can submit your Shipping Instruction for several bookings (Merge bookings) by selecting several booking numbers at once.

Enter Booking Reference(s) Select Booking Reference(s)

Your selection : BGA0180808 BGA0180860

Display ▾

Booking Ref.	My Ref.	POL	POD	Voyage	Shipper	Cont Qty	ETD	
BGA0181184	ORIGEN	CARTAGENA	GENOA	DVB24N	CARCAFE LTDA	6	10/21/2014 1:00:00 AM	+

K < > > 1 - 1 of 1

Fill your booking numbers(s) and click on **NEXT** to move forward to the Step 2.

NOTE : You can save your data at any step of your Shipping Instructions.

Select an available template

Type in your Pre-assigned B/L Reference
Only for South China and Hong Kong

In case of automated NVOCC, please enter the House B/L reference(s)
Type in your House B/L Reference(s)
Multiple House B/Ls are allowed, separated by a comma (e.g., AAA123456,AAA123457)

All fields marked with an asterisk (*) are required.

Save Draft
Next >

Shipping Instructions Step 1 of 6

Save your Shipping Instructions at any Step by clicking on this button. Put a name for your Draft so that you can easily retrieve it in your SIs Dashboard. Otherwise you can continue moving forward on the other steps (by clicking on Next) and save it later one.

Submitting Shipping Instructions Online

CMA CGM eBusiness



You can use a template to complete your Shipping Instruction.

Select a template you would have created during a previous Shipping Instruction.

- If your template contains the same number of containers as in the booking selected then you can reach step 2 directly.
- If your template does not contains the same number of containers as in the booking selected then 3 choices are proposed :
 - o You can choose to not apply the template data « All data from Booking »
 - o Or you can keep data from the template except those of step « **Container & Cargo Details** » in order to avoid any discrepancy
 - o Or you can keep all data from the template (risk of discrepancy in step « **Container & Cargo Details** »)

Select an available template: waybill_8_cop_nonfret

Type in your Pre-assigned B/L Reference: [Input Field]

In case of automated NVOCC, please enter the House B/L reference(s): [Input Field]

Type in your House B/L Reference(s): [Input Field]

Multiple House B/Ls are allowed, separated by a comma (e.g., AAA123456,AAA123457)

All fields marked with an asterisk (*) are required.

Shipping Instructions Step 1 of 6

Save Draft | Next >

Select information to be kept
Template data are not matching with your booking.
Please choose the data you want to keep for your SI.

All data from Booking | All data from Template | All data from Template
Apart from the Container & Cargo details step | (Risk of discrepancy with booking)

Template management screen (below) allow deleting and renaming your templates.

Home > eBusiness > Shipment > Submit SI > Template management

Shipping Instructions - Template management

Template name	Creation Date
POReitFPD-SI	8/29/2014 4:53:06 PM
Hazardous for US	6/27/2014 11:29:05 AM
Test 29103	9/23/2014 6:17:41 PM
40 Reefer Bananas	7/28/2014 3:56:44 PM

Back to Submit SI



Submitting Shipping Instructions Online

CMA CGM eBusiness



2. Step 2: Voyage & Routing Details

The POL & POD information will be retrieved from original booking and you will not be able to change this information while submitting your SI. You may modify their appearance in the 'Print on B/L' field.

Click on **Next** button to continue to the Step 3.

3. Step 3: Adding Shipment Parties

You can add parties by clicking on:

1. "Search by Name" or
2. "Search by Country or Favorite" or
3. "Create a Party" tabs.

Select the parties wished by '+' button and the party will be integrated.

1. **Search by Name:** Enter the party name or select it in the list of your 10 most used partners below. To help you in adding the wished partner, select the role and then the party.

1

2

3

Search by Name Search by Country or Favorite Create a Party

Your Party Name Add

You can create a new party.

Most used partner on your booking

Shipper	CANAAN SHIPPING - LONG BEACH	+
Forwarder	CANAAN SHIPPING - RICHMOND - 11371 TWIGG PLACE	+
Consignee	CHINATRANS INTERNATIONAL LIMITED - FEZFEZ	+
Notify		
Second Notify party		
Third Party booking agent		
Freight Payer		

Once a party is selected, you can replace it by another party. This option is available only when one party can be legally added in the SI (Shipper, Consignee, Freight payer)



Submitting Shipping Instructions Online

CMA CGM eBusiness



ⓘ A single partner is allowed in this category. You can replace the partner.

SIRG HK LIMITED - HONG KONG	<input checked="" type="checkbox"/>
EVERGREEN LOGISTICS CO LTD - NINGBO	<input type="checkbox"/>
NINGBO JUDONG RECYCLING RESOURCES - NINGBO	<input type="checkbox"/>

You can replace by the other parties which have the symbol



- 2. Search by Country or Favorite:** Enter the country where your party is located. Enter the 1st letters or open the drop down list and the country list will be displayed.

▼ Add Parties

Search by Name **Search by Country or Favorite** Create a Party

Name Country Favorite

Company name	Address	City	Province/state	Country
AG PROVISION INC	11580 TWIGG PLACE	WILMINGTON	DELAWARE	UNITED STATES
AG PROVISION INC	11580 TWIGG PLACE	WILMINGTON	DELAWARE	UNITED STATES
ZI DE SOL	11580 TWIGG PLACE	WILMINGTON	DELAWARE	UNITED STATES
AVE DO TH	11580 TWIGG PLACE	WILMINGTON	DELAWARE	UNITED STATES
ABOUSALI	11580 TWIGG PLACE	WILMINGTON	DELAWARE	UNITED STATES
AG PROVISION INC	277 FAISON MC GOVAN ROAD	KENANSVILLE	NORTH CAROLINA	UNITED STATES
AGRICULTURAL DEVELOPMENT CO LTD	PO BOX 1039	JEDDAH		SAUDI ARABIA
AJINOMOTO EUROLYSINE	60 RUE DE VALUX	AMIENS	SOMME	FRANCE
AJINOMOTO EUROLYSINE SAS	153 RUE DE COURCELLES	PARIS	PARIS	FRANCE

Party #1

★ CANAAN SHIPPING Preview on BL

Enter the 1st letters and the list will display the company name wished

Select the country in the drop down list

Your favorite partner can be filtered by ticking the box

You can display until 30 lines per page

- 3. Create a party:** Complete company information (name, address, country, contact name, email, phone number...) to create a NEW partner which did not exist yet.

▼ Add Parties

Search by Name Search by Country or Favorite **Create a Party**

Create a new party

Company name* Contact Name

Address* Email

Phone Number

Fax

City* Zip Code

Country* Local Legal Identification Number*

State

Cancel **Save**

Party #1

★ CANAAN SHIPPING
11371 TWIGG PLACE
V6V 3C9
RICHMOND

Preview on BL
CANAAN SHIPPING
11371 TWIGG PLACE

Upon completed the form, click on "Save" to create the new party. Fields noted with * are mandatory.



Submitting Shipping Instructions Online

CMA CGM eBusiness



- **Shipper, Consignee and Notify** are mandatory information.

Party #5

★ CANAAN SHIPPING
11371 TWIGG PLACE

V6V 3C9
RICHMOND
- Select State -
CANADA

Customer's Reference

Preview on BL

CANAAN SHIPPING
11371 TWIGG PLACE

RICHMOND
LA RACLETTE

Company Role #1 * Forwarder

Add role

Click on the star to get the party as favorite.

Click on the "Pencil" to modify the address party. Click on the "trash" to delete the party from the SI

Click on 'Add role' and select in the drop down list the company

- You can modify how the address will be displayed on your BL.

1. To change the partner address printed on the BL click on the pencil

2. Complete the information and click on 'Save'

3. The information is updated



Submitting Shipping Instructions Online

CMA CGM eBusiness

Click on **Next** button to continue.

4. Step 4: Updating Container & Cargo Details

Please provide complete and accurate description of the cargo. 2 options to fill the data:

- One Table/Spreadsheet for mass data entry; dedicated for customers who need to fill data upstream
- One Form mode, more dedicated for customers who have few containers in their SI.

Please find as follows <https://www.cma-cgm.com/help/tutorials> a user guide which will help you to better understand and use the new functionalities available in the Step 4 of your Shipping Instructions in order to fill the Container & Cargo information in mass

Form mode:

UOM : KGM / MTQ Table/Spreadsheet mode

20 ST ECMU1234567 ON

40 HC TRLU4567891 ON

25 ST undefined ON

45 TK undefined ON

ECMU1234567 - 20' Dry Standard

General information

Container number * ECMU1234567 Shipper owned

Equip. * 20 ST

Total weight -

Tare weight 2123 KGM

Total volume -

Shipper seal

Carrier seal

Custom seal

Terminal op. seal

Marks & Descriptions Define for all containers Yes No

Marks & Numbers Goods Description *

Copy

Save description as Save

Package and description #1

Commodity * 440110 - Fuel wood, in logs, billets, twigs, faggots or similar forms
Type name or code (min. 2 chars)

Cargo gross weight * 0 KGM Nbr of packages * 0

Volume MTQ Type of packages *

On B/L

Copy Duplicate

Add package and description

TRLU4567891 - 40' Dry High Cube

undefined - 25' Dry Standard

undefined - 45' Tank

Click on the related container from the list to display the details

Access to the Table/Spreadsheet

You can copy/paste the Marks & Descriptions from a container to another one.

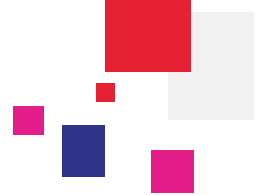
You can duplicate Packages and Descriptions as well as copy/paste from a container to another one.

(*) Mandatory fields

- To be completed
- In progress
- Completed

Submitting Shipping Instructions Online

CMA CGM eBusiness



Table/Spreadsheet allows to:

You can fill container details in mass thanks to the Form mode.

Table/Spreadsheet allows to:

- Fill data for each container faster.
- Export data so that you can complete it in your own computer ; then copy and paste data into the Spreadsheet.
- Paste data from its own file, column by column or at once if you sort the columns in the same way than from the Spreadsheet.
- Select the whole lines (all lines but not the first one which is the column header). Copy the information by using the keyboard shortcut 'Ctrl' + C (Copy). Go back to your Spreadsheet, click the first data cell or on the top left corner of the Spreadsheet, then paste information by clicking on the keyboard shortcut 'Ctrl' + V (Paste).

Once the columns sorted, you can fill it and set up your data more efficiently.

Containers and Packages Details

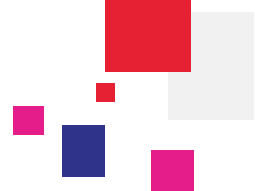
UOM : KGM / MTQ Export Table

	Container #*	On/Off	Shipper Seal	Carrier Seal	Commodity*	Nb of packages*	Type of Packages*	Show On B/L	Cargo gross weight* (KGM)	Volume (MTQ)	Shipper Owned*	Tare Weight (KGM)
1	20 ST ECMU1234567	ON			440110 - Fuel wood, in l	100	CRATES		1000		No	2123
2	20 ST ECMU1478521	ON			440110 - Fuel wood, in l	100	CRATES					
3	40 HC ECMU2687468	ON			440110 - Fuel wood, in l	1000	CRATES					
4	40 HC ECMU1348764	ON			440110 - Fuel wood, in l	1000	CRATES		1000		No	3900

Export the Table to complete data into an Excel file

Click on 'Validate' to go back to the Spreadsheet and end up the Marks & Descriptions.





5. Step 5: Updating Payment Details & Additional Information

Shipping Instructions - Payment



Payment Conditions & Comments

Prepaid/Collect ?

Freight Payer* ?

Payment Location* ?

Select the Freight payer and the Payment location

Add clauses

Select clauses

→

Clauses to apply

Save clauses group as

Shipping Instructions Details

B/L

Place of Issue

Type*

Number of Originals* Freight Unfreight

Number of Copies* Freight Unfreight

B/L Instructions

- Ad Valorem (subject to premium)
- Additional Certificate(s) required ?
- Part load ?
- Request for cargo cover
- Transport order (Carrier haulage)
- On deck
- Split ?
- Merge
- Express release

B/L comments (not to be printed on B/L)

Select Place of Issue and BL Type

All fields marked with an asterisk (*) are required.

Shipping Instructions Step 5 of 6

Note: All other requirements regarding the BL should be mentioned in the **B/L comments** column.

Click on **Next** button to continue



Submitting Shipping Instructions Online

CMA CGM eBusiness

6. Step 6: Review & Submit SI

Shipping Instructions - Recap & Submit



Booking Reference(s)

Booking number(s) **CAN0258679** Pre-assigned B/L Reference
Template NVOCC BL(s)

[Modify](#) [Print](#)

You can print a Draft of your SI to ensure everything is ok before submitting it

Voyage & Routing

Voyage Reference **US992W** Vessel **CLEMENTINE MAERSK**

POL **VANCOUVER, BC, CA** POD **YANTIAN, CN**
Print on B/L **VANCOUVER, BC, CA** Print on B/L **YANTIAN, CN**

Place of carriage Receipt Final Destination
Print on B/L Print on B/L

Pre Carriage

[Modify](#)

Shipment Parties

Requestor
THE DAVID J JOSEPH COMPANY
CINCINNATI (UNITED STATES)

Party #1
CANAAN SHIPPING
11371 TWIGG PLACE
RICHMOND
LA RACLETTE

Customer's Reference
Company Role #1 **Forwarder**
Company Role #2
Company Role #3

[Modify](#)

Review all the information entered, if any edit is required click on the **Modify** button

Container & Cargo

> **ECMU1234567** 20 Dry Standard

Total volume	Tare weight	Total weight	Shipper owned
-	2123 KGM	9812 KGM	No

[Modify](#)

Payment

Payment Conditions & Comments

Prepaid/Collect **Prepaid** Freight Payer **CANAAN SHIPPING (Forwarder)**
Payment Location **MONTREAL, QC, CA**

Clauses applied

Shipping Instructions Details

Place of Issue
B/L Type **Waybill** Number of Copies **0 Freighted, 1 Unfreighted**
Number of Originals **0 Freighted, 0 Unfreighted**

B/L Instructions **Split**

B/L comments (not to be printed on B/L)

[Modify](#)

Save and Submit

Submit immediately

Save draft and submit later

Select « Submit immediately » to send your SI

Template name



Submitting Shipping Instructions Online

CMA CGM eBusiness



7. Navigation between steps

You can navigate through steps already fulfilled and validated.

For instance, on the screen shot below all steps have been validated (steps in timeline are greyed). Afterwards step 2 is opened; you can modify a value and click directly on another step to modify your Shipping Instruction or directly on step 6 to submit it.

Voyage & Routing details

Voyage & Routing Details

Voyage Reference **067NNE** Vessel **SEASANTOS**

POL **HAMBURG** POD **CASABLANCA**

Print on B/L as ? Print on B/L as ?

Place of carriage Receipt Final Destination

Print on B/L as ? ?

Precarriage by(on B/L) ?

Shipping Instructions Step 2 of 6

< Previous Next >

Once a step is validated you can reach it whatever the step you are consulting. Click directly on a step to modify it.

