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### Go to eBusiness / Request Booking

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Password:

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**Sign In**



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### Step 1: Contract reference, Port of Loading, Port of Discharge

You must have a valid Contract reference; Quotation or Tariff in order to request a booking. Entering it along with your Ports of Loading and Discharge will default your booking request with Equipment and Commodity.

**Quotation & Route**

Quotation/US Contract number\*  **1. Enter your contract reference**

Port of Loading\*  **2. Enter your POL and POD**

Port of Discharge\*  **2b. You can display the contract details. This step can be skipped, it is only informative.**

**Access to template management screen (delete, rename)**

**3. Click on this button to proceed to next step** **Next >**

Type of goods	Equip.	Special
Fruit juices (including grape must) and vegetable juices, un	20RF, 40RH	Reef



# Booking Request

Press **Next** button at the bottom of the screen to continue.

## Step 2: Voyage & Routing



Choose your route

Use the routing finder  Fill the form manually

1. Use the routing finder to find a routing between POL and POD or Fill the form manually if you already know vessel voyage details

By default, the routing finder will show you suggestions for the next 3 weeks.

Search criteria Click here if you wish to modify the search dates Modify Search

From ROTTERDAM ; NL ; NLRTH To MELBOURNE ; AU ; AUMEL Between Thursday, January 29, 2015 and Thursday, February 19, 2015

Results Display

	From	To	Departure	Arrival	Cutoff	Voyage Ref.	Vessel Name	Service	Transit Time (day)
<input checked="" type="radio"/>	ROTTERDAM	MELBOURNE						RTWPAN	43
<input type="radio"/>	ROTTERDAM	MELBOURNE						NEWMO	37
<input type="radio"/>	ROTTERDAM	MELBOURNE					DARRA	NEWMO	37
<input type="radio"/>	ROTTERDAM	MELBOURNE	2/17/2015	3/26/2015	2/15/2015	NM647E	CMA CGM JADE	NEWMO	37
<input type="radio"/>	ROTTERDAM	MELBOURNE	2/18/2015	4/3/2015	2/17/2015	RP491S	CMA CGM MANET	RTWPAN	43

Choose

4. Press **Choose** to confirm this routing

Then input the haulage details (Port / Port transport is selected by default).

If you have an inland move, you will input the details here.

Additional Information

Export Movement Type\*  Port  Ramp  Door

Import Movement Type\*  Port  Ramp  Door

Place of carriage Receipt\*

Final Destination\*

Cargo Ready From

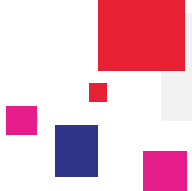
Haulage Details Enter Haulage Details

1. Select the movement types

2. Start typing your place of origin and/or destination. The form will auto suggest from our list of places

3. If you choose Door, you will need to input your address here

Press **Next** button at the bottom of the screen to continue.



## Step 3: 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 wanted parties using the '+' button and they will be added.

1. **Search by Name:** Enter the party name or select it in the list of your 10 most used partners below. To help you choose within the list, first select the role then browse the partners list.

Company name	Address	City	Province/State	Country
EDLE FRESH FRUIT COMPANY	PO BOX 5132	WESTLAKE VILLAGE	California	UNITED STATES
CANAAN SHIPPING	11371 TWIGG PLACE	RICHMOND	British Columbia (Northern)	CANADA
CANAAN SHIPPING	11371 TWIGG PLACE	RICHMOND	British Columbia	CANADA

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

Your Party Name:  Add

1. 2. 3.

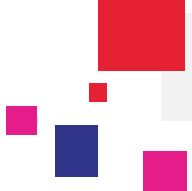
Most used partner on your booking

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

Once a party is selected, you can replace it by another party

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

HPI GMBH - SULZBACH	✓
BORGHI INTERNATIONAL SPA - BOLOGNA	↻



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

**2.**

- Create a party:** Complete company information (name, address, country, contact name, email, phone number...) to create a NEW partner which does not exist in your list.

**3.**



Step 4: Container & Cargo

Container & cargo details will be input in this screen.



6. If you need to add another commodity to your booking, click on **Add another cargo** and follow steps 1/2/3/4/5

1. Select the commodity from the list retrieved from your contract

2. Choose the required number and size/type in the list

3. Enter total net weight (sum of all containers weight)

4. If your cargo has a special property (reefer, OOG or hazardous), use the following buttons to give more details

5. If you need to add another container type for this cargo, please follow steps 2/3/4

**CONTROL TOTALS FOR THIS BOOKING** 2 Container(s) | 250.63 KGM

If the estimated cargo weight per container is not reasonably accurate, please make the necessary adjustments.

Booking Request Step 4 of 6

Save Draft Previous Next

Press **Next** button at the bottom of the screen to continue.





### Step 5: Payment Details

Select Payment terms, Payment location and Freight Payer. Input comments against this booking request (if any).

Cargo insurance can be requested at this step. You can select the number of containers and enter the total value of goods to insure.



For several reasons it could happens that we cannot estimate an insurance cost. In this case we propose you to receive a tailor made insurance by email.

Calculate the estimated insurance cost

Commodity  
Granules, of pig iron, spiegeleisen, iron or steel (excl. gr ; 720510

Calculate the insurance cost for 1 container(s)

Total Value of Goods  
125000 EUR

Calculate the estimated insurance cost

Your request requires a special quotation

Do you want to insure your cargo?

Do you want to receive your tailor made insurance solution by email?

Yes, I want to receive my tailor made insurance solution by email

No, I don't want to receive my tailor made insurance solution

For more information, please contact us

When a booking is modified it is not possible to submit a new insurance. In this case use “please contact us” link to ask an insurance modification.

An insurance cost has already been estimated for this booking based on the information you provided previously. To update the insurance quote, please [please contact us](#)

Press **Next** button at the bottom of the screen to continue...



### Step 6: Review & Submit Booking

Review all the entered information here; press **Modify** option to change any details.

From	To	Departure	Arrival	Voyage Ref.	Local Voyage Ref.	Service	Freight Type
MSC SUIR HBS MELB	MELB CMA CGM (MELB)	12/18/2012	12/18/2012	MSL20	MSL20	MSL	OT

Finally, press **Submit** button at the bottom of the screen to submit this booking request. A reference number will be provided for your follow-up. You can access your booking dashboard to see status of all of your booking requests.

Use this option to save the booking request as draft to submit/send it later. Draft name is required for this option. The draft will be available from your Dashboard.

(Optional) Enter a template name here if you want to use this booking request as a template for future booking

Enter the identical booking you want to submit (if more than one)

You have reached last step of the booking creation, click on **Submit** button to get your reference

You will be notified by email when your booking is confirmed and a booking reference is available along with booking confirmation PDF file in your booking dashboard.



## Draft at all Steps

At the bottom of each step you can save the current booking as a draft. Choose a name to your draft in order to find it easily in your Booking Dashboard.

Booking Request - Container & Cargo

1 Start 2 Voyage & Routing 3 Shipment Parties 4 Container & Cargo 5 Payment 6 Submit

▼ Cargo #1 Modify

General information

Commodity 2-Furaldehyde "furfuraldehyde";293212

Type 1 40HC Total net weight of cargo 1500 KGM OOG Details Hazardous Settings

40HC #1

Container type #2

Equipment Size/Type \* -Select- Number of containers \*

Total net weight of cargo \* 0 KGM  Shipper owned

Validate

+ Add another cargo

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

Booking Request Step 4 of 6 Save Draft Previous Next

Save draft at all steps

Container type #2

Equipment Size/Type \* -Select- Number of containers \*

Total net weight of cargo \* 0 KGM  Shipper owned

Validate

+ Add another cargo

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

Booking Request Step 4 of 6 Previous Next

Draft name  Save

Enter a Draft Name



You can complete your booking; all values previously saved in the draft are retrieved.

## Booking Dashboard

Showing: My Bookings

Actions New Booking

Request Ref.	Booking Ref.	My Ref.	POL	POD	Cont Qty	ETD	ETA	Booking Status	Creation Date	
WBAJP1006103			ANTWERP (BE)	COCHIN (IN)	2	9/5/2015	10/7/2015	Submitted	9/2/2015 1:50 PM	
LHV1257010		GRANDS HOTELS LIBAN	BASSENS,33 (FR)	TUNIS / RADES (TN)	1	7/24/2015		Cancelled	9/1/2015 9:16 AM	
WBAJP1006011			FOS SUR MER (FR)	IZMIR (TR)	1	9/5/2015	9/21/2015	Submitted	8/31/2015 1:22 PM	
WBAJP1006007			NHAVA SHEVA (IN)	NEW YORK, NY (US)	5	8/31/2015	9/22/2015	Processing	8/31/2015 9:36 AM	
WBAJP1005868			NHAVA SHEVA (IN)	NEW YORK, NY (US)	2	9/7/2015	10/7/2015	Submitted	8/20/2015 3:19 PM	
WBAJP1005864			NHAVA SHEVA (IN)	NEW YORK, NY (US)	1	8/24/2015	9/15/2015	Submitted	8/20/2015 12:54 PM	
WBAJP1005783	LPL0659457		SHANGHAI (CN)	MISURATA (LY)	1			Cancelled	8/12/2015 1:59 PM	
draftSelectedState			NORFOLK, VA (US)	NHAVA SHEVA (IN)	1	3/28/2015	4/28/2015	Draft	3/20/2015 8:42 AM	

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Retrieve your Draft Name and complete it using the Name Link

## Template management

Template management screen below allows renaming or deleting your templates.

### Booking - Template management

Showing: My templates Back to request booking

Template name	Quotation Ref	POL	POD	Commodity			
[blurred]	[blurred]	NHAVA SHEVA	NEW YORK, NY	Works trucks, self-propel			
[blurred]	[blurred]	FOS SUR MER	IZMIR	Orange juice, not frozen,			
[blurred]	[blurred]	NORFOLK, VA	NHAVA SHEVA	2-Furaldehyde "furfuralde			
[blurred]	[blurred]	FOS SUR MER	IZMIR	Orange juice, not frozen,			
[blurred]	[blurred]	CHARLESTON, SC	BREMERHAVEN	Azelaic acid, sebacic aci			
[blurred]	[blurred]	FOS SUR MER	IZMIR	Orange juice, not frozen,			
[blurred]	[blurred]	NORFOLK, VA	NHAVA SHEVA	2-Furaldehyde "furfuralde			

Please click on the "Shared" or "Private" icon to define if a template is private or shared

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## 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 the Booking request or directly on step 6 to submit it.

### Voyage & Routing details

Voyage & Routing Details

Voyage Reference 064MEE Vessel CMA CGM MEDEA

POL FOS SUR MER POD IZMIR

Print on B/L as FOS SUR MER

Place of carriage Receipt

Print on B/L as

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

For any question, please contact email [ecustomersupport@cma-cgm.com](mailto:ecustomersupport@cma-cgm.com)

