

# HOW TO USE A TEMPLATE WHEN SUBMITTING YOUR SHIPPING INSTRUCTIONS

## CMA CGM eBusiness

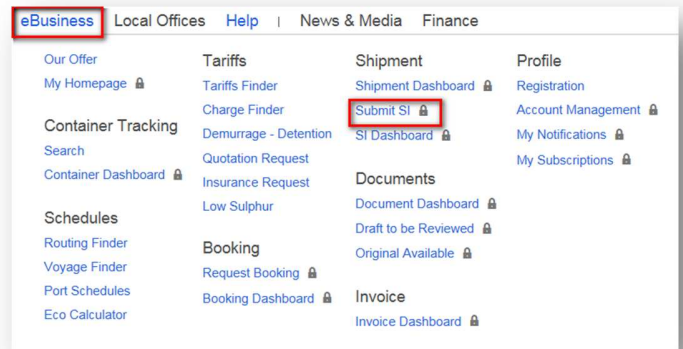
Login to eBusiness using any of the following URL Go to 'eBusiness' → 'Submit SI'

URLs: CMA-CGM <https://www.cma-cgm.com/>

ANL <https://www.anl.com.au/>

CNC <http://www.cnc-ebusiness.com/>

USLines <http://www.uslines.com/>



You can apply a Template for submitting your

To go into this process, you need to select at the Step 1 of your SI a Template that you previously created.

- If your template contains the same container number than the Booking, you will be directly redirected to the Step 2 of your SI.
- However, if the container number differs than the one contained in your booking, you will so have the 3 following options (see print screen on below) :
  - o Either you decide not to apply the data from the Template by selecting « **All data from Booking** »
  - o Or you keep all data from the Template except the ones in the Step 4 'Container & Goods' in order to avoid any discrepancies (« **All data from Template apart from the Container and Cargo details Step** »)
  - o Or you can keep all data from the Template with a risk of having some discrepancies in your Step 4 'Container & Goods' (« **All data from Template – risk of discrepancy with booking** »)



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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.

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  
Apart from the Container & Cargo details step

All data from Template  
(Risk of discrepancy with booking)

## Template management for Booking and SI

You can use your templates or one of your colleagues if they are shared to do a booking or a SI.

I already have a Quotation

Template

Template name

[Template management](#)

*Manage your templates (delete, rename, private / shared )*

Quotation & Route

Quotation/US Contract number \*

Port of Loading\*   
Type name / code (min. 2 chars) or [Select](#)

Port of Discharge\*   
Type name / code (min. 2 chars) or [Select](#)

[Show Detail](#)



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In template management screen you can share a template with all web users of your company or you can let them private. You can also modify a template name or delete a template.

The screenshot shows the 'Booking - Template management' interface. At the top, there is a navigation bar with 'Home', 'eBusiness', 'Booking', 'Request Booking', and 'Template management'. A 'Quick Search' field is on the right. Below the navigation, the page title is 'Booking - Template management'. A dropdown menu labeled 'Showing' is set to 'My templates'. A table lists several templates with columns for 'Template name', 'Quotation Ref', 'POL', 'POD', and 'Commodity'. Each row has a 'Shared' (lock) or 'Private' (lock) icon, and a 'Actions' menu with 'Rename' and 'Delete' options. A 'Back to request booking' button is in the top right. Annotations with red boxes and arrows point to the 'My templates' dropdown, the lock icons, and the 'Rename' and 'Delete' icons.

Showing My templates

Back to request booking

Actions	Template name	Quotation Ref	POL	POD	Commodity
	14-0164-innsa-usnyc	14-0164	NHAVA SHEVA	NEW YORK, NY	Works trucks, self-propel
	PORetFPD2	QMRS049478	FOS SUR MER	IZMIR	Orange juice, not frozen,
	rtz'tg	14-1550	NORFOLK, VA	NHAVA SHEVA	2-Furaldehyde "furfuralde
	template test caro 2	QMRS049478	FOS SUR MER	IZMIR	Orange juice, not frozen,
	test 23354	13-0081	CHARLESTON, SC	BREMERHAVEN	Azelaic acid, sebacic aci
	test yo temp book	QMRS049478	FOS SUR MER	IZMIR	Apple juice, of a Brix va
	testselectstate	14-1550	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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Show "my templates" or "my company templates" views

You can let your templates private or shared them with all users of your company by clicking on the locker

Rename or delete a template



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### Content of the Template

A part of the information displayed in the SI is coming from the Booking (whatever the option you initially selected).

The information included in the Template are the following ones :

Data from the Template	Step
Shipment parties and roles Company name / Address 1 / Address 2 / Address 3 / City / Zip / Country / Province / State / Company Role / LLI / Preview on BL	Step3
Reefer	Step4
Marks & Descriptions	Step4
Commodity	Step4
Nb of packages	Step4
Types of packages	Step4
Types of packages on B/L	Step4
Shipping (inco) terms : (prepaid/Collect?)	Step5
Freight Payer	Step5
Payment Location	Step5
Clauses to apply	Step5
Place of Issue	Step5
BL type	Step5
Number of Originals (Freighted & Unfreighted)	Step5
Number of Copies (Freighted & Unfreighted)	Step5

The information on below are automatically saved from the Booking:

Data from the Booking confirmation	Step
Voyage	Step2
Vessel	Step2
POL	Step2
POL Print On BL as	Step2



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POD	Step2
POD Print On BL as	Step2
POR	Step2
POR Print On BL as	Step2
Final Destination	Step2
Final Destination Print On BL as	Step2
Precarriage by (on B/L)	Step2
Equipment size & type	Step4
container number	Step4

The information on below are not coming neither from the Booking nor the Template. It has to be filled manually :

Template data	Step
Type in your booking reference(s)	Step1
Type in your Pre-assigned B/L Reference	Step1
Type in your House B/L Reference(s)	Step1
Customer's référence	Step3
Seal (Shipper, Carrier, Custom, Terminal op.)	Step4
Shipper Owned	Step4
Total volume, Tare weight, Total weight	Step4
OOG	Step4
Hazardous	Step4
Define For all containers	Step4
Cargo gross weight & Cargo gross weight unit	Step4
Volume at package level & Volume unit at package level	Step4
B/L Comments	Step5
B/L Instructions	Step5

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

