

Submitting Shipping Instructions Online

CMA CGM eBusiness

Log in to the CMA CGM Group eBusiness

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/>

Sign In

Login (Email)

Password:

[Forgotten Password?](#)



Go to eBusiness / Submit SI

The screenshot shows the eBusiness navigation menu. The 'eBusiness' tab is selected and highlighted in red. The 'Submit SI' link under the 'Shipment' section is also highlighted in red.

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

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

The screenshot shows the 'Select Booking Reference(s)' form. The 'Your selection' field contains two booking references: BGA0180808 and BGA0180860. Below is a table of booking references:

| 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 | <input type="button" value="+"/> |

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

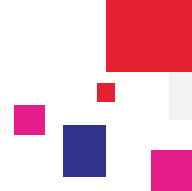
NOTE : You can save your data at any step of your Shipping Instructions.

The screenshot shows the 'Shipping Instructions Step 1 of 6' form. The 'Save Draft' button is highlighted with a red box.

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.

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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** »)

The screenshot shows a form for selecting a template. A dropdown menu is set to 'waybill_8_cop_nonfret'. A 'Template management' button is highlighted with a red box. Below it, a text box for 'Pre-assigned B/L Reference' is shown. Another text box for 'House B/L Reference(s)' is also present. A red arrow points from a box containing the text 'Access to template management (delete, rename)' to the 'Template management' button. At the bottom, a progress bar indicates 'Shipping Instructions Step 1 of 6'. A 'Save Draft' button and a 'Next >' button are also visible. A warning message states: 'Select information to be kept. Template data are not matching with your booking. Please choose the data you want to keep for your SI.' Three radio button options are provided: 'All data from Booking', 'All data from Template' (selected), and 'All data from Template' (with a note: '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

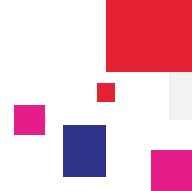
The screenshot shows the 'Template management' screen. At the top right, there is a 'Back to Submit SI' button. Below it, there is a table with columns for 'Template name' and 'Creation Date'. The table contains four rows of data. Each row has a checkbox on the left and a set of icons (edit, delete) on the right. At the bottom right, there are navigation buttons and a page indicator '1 - 4 of 4'.

| Template name | Creation Date |
|-------------------|-----------------------|
| PORefPPD-SI | 8/29/2014 4:53:06 PM |
| Hazardous for US | 6/27/2014 11:39:05 AM |
| Test 29103 | 9/23/2014 6:17:43 PM |
| 40 Reefer Bananas | 7/28/2014 3:56:44 PM |



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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.

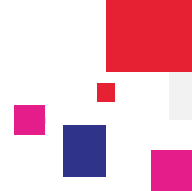
1. **Search by Name:** Enter the party name or select it in the list of your 10 most used partners below. To help you in adding the wished partner, select the role and then the party.

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)



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ⓘ 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 | AMSTERDAM | NORTH CAROLINA | UNITED STATES |
| AGRICULTURAL DEVELOPMENT CO LTD | 11580 TWIGG PLACE | JEDDAH | SAUDI ARABIA | SAUDI ARABIA |
| AJINOMOTO EUROLYSINE | 60 RUE DE VAUX | AMZENS | SOMME | FRANCE |
| AJINOMOTO EUROYSINE 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.



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

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

The screenshot shows a form titled 'Party #5' for 'CANAAN SHIPPING' at '11371 TWIGG PLACE'. It includes a star icon, a 'Preview on BL' section with a pencil icon, a 'Company Role #1' dropdown menu set to 'Forwarder', and an 'Add role' button. A 'Customer's Reference' field is also visible.

- 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

The process is shown in three stages: 1. The initial 'Preview on BL' section with a pencil icon. 2. A modal window where the address is formatted (e.g., '2ND FLOOR RICHMOND') and a 'Save' button is used. 3. The final 'Preview on BL' section with an 'Updated' status indicator.



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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

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

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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 |

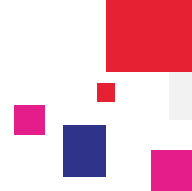
Export the Table to complete data into an Excel file

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



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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



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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)

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

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 **Cons**
Company Role #3 **Shipp**

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

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 Freight, 1 Unfreighted**
Number of Originals **0 Freight, 0 Unfreighted**

B/L Instructions **Split**

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

Save and Submit

Submit immediately Save draft and submit later

Click on « Submit immediately » to send your SI

Template name

