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/

Go to eBusiness / Submit SI

Sign In

Login (Email)

Password:

Forgotten Password?

Sign In

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.

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

1 - 1 of 1

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.

Select an available template   Select

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 ➤

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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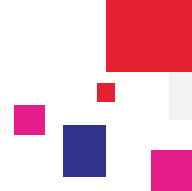
You can use a template to complete your Shipping Instruction.

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** »)

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

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.

Search your party

Clic on '+' to add this party to your SI

Select your Shipment 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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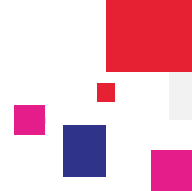
You can replace by the other parties which have the symbol

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.

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.

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

- **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

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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:

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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.

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

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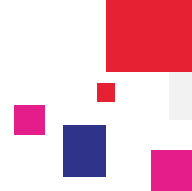
■ ■ ■ ■ ■ ☐   **Step 5: Updating Payment Details & Additional Information**

Shipping Instructions - Payment

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

Payment Conditions & Comments

Prepaid/Collect	Prepaid ▾ ⑦
Freight Payer*	CANAAN SHIPPING (Forwarder) ▾ ⑦
Payment Location*	MONTREAL, QC,CA ⑦

> Select the Freigh payer and the Payment location

Add clauses

Select clauses
Freight prepaid ▾   **Apply**

New Clauses

➡

Clauses to apply

📄 Saved clauses group ▾

Save clauses group as

Shipping Instructions Details

B/L

Place of Issue	
Type*	- Select - ▾
Number of Originals*	0 Freighted 0 Unfreighted
Number of Copies*	0 Freighted 0 Unfreighted

> Select Place of Issue and BL Type

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

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

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

■ ■ ■ ■ ■ ☐   Shipping Instructions Step 5 of 6

💾 Save Draft   ‹ Previous   **Next ›**

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

Click on **Next** button to continue

6. ▪▪▪▪▪▪ **Step 6: Review & Submit SI**

Shipping Instructions - Recap & Submit

`Print`

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

Booking Reference(s)

`✏ Modify`

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

`✏ Modify`

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

`✏ Modify`

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 Consi...
Company Role #3 Shipp...

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

Container & Cargo

`✏ Modify`

		Total volume	Tare weight	Total weight	Shipper owned
> **ECMU1234567**	**20** Dry Standard	-	**2123 KGM**	**9812 KGM**	**No**

Payment

`✏ Modify`

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)

Save and Submit

✔	● Submit immediately
💾	○ Save draft and submit later

> Click on « Submit immediately » to send your SI

💾	Template name [＿＿＿＿＿]

▪▪▪▪▪▪ Shipping Instructions Step 6 of 6

`‹ Previous` `Submit SI ›`