

# Submitting Shipping Instructions Online

## CMA CGM eBusiness

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### 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 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)

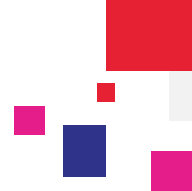
All fields marked with an asterisk (\*) are required.

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.*

# 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:

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

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

Shipping Instructions Step 1 of 6

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 (Selected)

All data from Template (Risk of discrepancy with booking)

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

[Home](#) > [eBusiness](#) > [Booking / Shipping Instructions](#) > [Template management](#)

## Shipping Instructions - Template management

Showing:  [Back to Submit SI](#)

Actions	Template name	Creation Date		
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	40 Reefer Bananes	7/28/2014 3:56:44 PM		
<input type="checkbox"/>	Hazardous for US	6/27/2014 11:39:05 AM		
<input type="checkbox"/>	PORetFPD-SI	8/29/2014 4:53:06 PM		

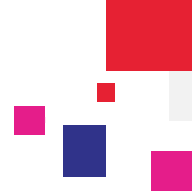
1 - 3 of 3

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



# Submitting Shipping Instructions Online

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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.

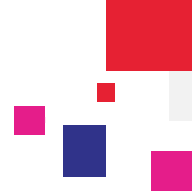
1. **Search by Name:** Enter the party name or select it in the list of your 10 most used partners below. To help you in adding the wished partner, select the role and then the party.

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)



# 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 1<sup>st</sup> 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	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 VAUX	AMZENS	SOMME	FRANCE
AJINOMOTO EUROYSINE SAS	153 RUE DE COURCELLES	PARIS	PARIS	FRANCE

Party #1

★ CANAAN SHIPPING Preview on BL

Enter the 1<sup>st</sup> 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**

Click on the star to get the party as favorite.

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 "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**

Preview on BL

CANAAN SHIPPING  
11371 TWIGG PLACE  
RICHMOND  
LA RACLETTE

Company Role #1 \* Shipper

Add role

**2. Complete the information and click on 'Save'**

Preview on BL

CANAAN SHIPPING \*  
11371 TWIGG PLACE \*  
2ND FLOOR  
RICHMOND

Cancel Save

**3. The information is updated**

Preview on BL

CANAAN SHIPPING  
11371 TWIGG PLACE  
2ND FLOOR  
RICHMOND

Company Role #1 \* Shipper

Add role

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 + Add

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

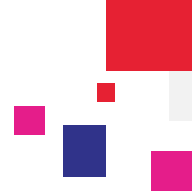
UOM : KGM / MTQ Export Table

	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 NVOCC BL(s)

Template

Modify

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

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

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### 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.

