



CMA CGM CAMEROUN

Procedure Export

1. BOOKING

NEW REGISTRATION

- Register your organization on CMA CGM website
- URL: <https://www.cma-cgm.com/eBusiness/Registration/Information>
- If help required, contact: [e-commerce](#)

NEW BOOKING

- New booking must be placed through CMA CGM Website
- URL: <https://www.cma-cgm.com/ebusiness/booking/request>
- If help required on booking, contact: [e-commerce](#) or [booking desk](#)
- If help require on **Quotation Reference**, contact: [Sales Rep](#)

BOOKING AMENDMENTS

- Booking amendments must be done via CMA CGM Website
- Booking amendments can be sent to [e-commerce](#) or [booking desk](#)

2. SI/BL

SI SUBMISSION

- SI must to be submitted through CMA CGM Website
- URL: <https://www.cma-cgm.com/ebusiness/si/request/step1>
- Time lines: ENS/China filing cut off
- If help required, contact: [e-commerce](#) or [booking desk](#)

B/L DRAFT CHECKING

- B/L Draft will be provided by [SSC Desk](#) on registered email ID's of customers
- B/L Draft will be published online – CMA CGM Website
- BL draft follow-up email can be sent to [SSC Desk](#) + [Export Doc](#)
- All LOIs must be sent to Export Doc
- If help required, contact: [Export Doc](#)

B/L AMENDMENT BEFORE BL ISSUANCE

- BL Amendment to be done on CMA CGM Website
- BL Amendment can be sent via mail to [SSC Desk](#), copy [Export Doc](#) Team
- If help required, contact: [e-commerce](#), [Export Doc](#)

B/L AMENDMENT AFTER BL ISSUANCE

- Original BL must be surrendered at CMA CGM office
- LOI must be filled out and sent to [Export Doc](#) Team
- Amendment charges applicable (i.e. POL and POD customs fines, if any)

INVOICING

- Invoice can be accessed on CMA CGM Website
- URL: <https://www.cma-cgm.com/ebusiness/invoice>
- Invoice will be sent by [Export Doc](#) to registered email/customer email
- If help required, contact: [e-commerce](#), [Export Doc](#) or [Sales Rep](#)

BL ISSUANCE

- OBL, Telex Release and Waybill to be issued upon payment of all charges
- For Telex release, fill out express release form, click "[Annexure 1](#)"
- For Waybill, fill out form, click "[Annexure 2](#)"



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3. ANNEXURES

3.1 Annexure 1

To : CMA CGM , 4 Quai d'Arenc - 13002 Marseille
France

Date :

Vessel : Voyage N° :

Port of loading :

Port of discharge :

Container number(s) :

Goods description :

B/L N° :

Dear Sirs,

The above goods were shipped on the above vessel by Messrs..... and consigned to Messrs..... . The relevant full set of original bills of lading N°..... have been surrendered in CMA CGM (cma cgm office to be named)

We hereby confirm that the amount of, which correspond to the value of the cargo above referred, has been fully paid by Messrs.....to us.

Therefore we irrevocably instruct you to deliver the above mentioned goods without production of the original bills of lading N°.....to Messrs :

[insert full style of the party to whom the cargo should be delivered]

We hereby undertake to hold Messrs. CMA CGM, its underwriters, subsidiaries, agencies, sub-agencies, all their representative directors and employees harmless in respect of any liability, loss or damage of whatsoever nature which you may sustain in respect with your complying with our instruction and that we shall not make any claim, nor issue any proceedings, for wrongful delivery of cargo.

Best regards

Signature
Full name& position in the company

Stamp



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3.2 Annexure 2

Appendix 2 (Part1) – SEA WAY BILL APPLICATION FORM

(On Shipper's Stationery)

TO : CMA CGM S.A. 4 Quai d'Arenc 13002 Marseille

We, (shipper.....), hereby request you to issue a waybill for our shipment

from (POL.....)

to (POD.....).

Shipper: Full style name and address

Consignee: Full style name and address

Validity period from: DD/MM/YYYY to DD/MM/YYYY

We confirm having read and accepted the terms and conditions of the CMA CGM waybill which are located on the CMA CGM Web site at the following address:

<http://www.cma-cgm.com/products-services/shipping-guide/bl-clauses>

This document is subject to the CMI Uniform Rules for Sea Waybills (see attached).

Authorized signature
and stamp of applicant:

Date:



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Contacts:

Customer Care

dlo.customerservice@cma-cgm.com

Mob: +237- 233424965

E-commerce Rep.

SOUGA Brice

dlo.bsouga@cma-cgm.com

Mob: +237- 691831809

Booking Desk

dlo.booking@cma-cgm.com

Contact : +237- 233424965

Sales Rep

dlo.sales@cma-cgm.com

Contact : +237- 233424965

SSC Desk

SSC.cmdocteam@cma-cgm.com

Service Delivery/Export Doc

dlo.doc-export@cma-cgm.com

Contact : +237- 233424965