

**Login to CMA CGM eBusiness Portal** 

#### Go to 'Transport Management' → 'Submit SI'





Step 1: Enter CMA CGM Group Booking Reference or choose from the list in Select Booking reference





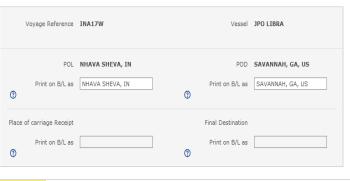
**Note:** Any change to the initial Booking [**Split OR Merge**] must be notified to our Customer Service Department for amending the initial booking prior to SI Submission.

Click on 'Next' button to continue

**Tips** 

Merge: You can enter multiple booking numbers to submit single SI for multiple bookings.





POL & POD information will be retrieved from original booking and you will not able to change this information while submitting SI.

**Note:** Any amendments required on POR / POL / POD / FPOD should be notified to Customer Service prior to SI Submission.

Click on 'Next' button to continue



You can add parties from existing list from **Search by Name** tab or **Search by Country or Favourite** tab. **3.1. Search by Name** 



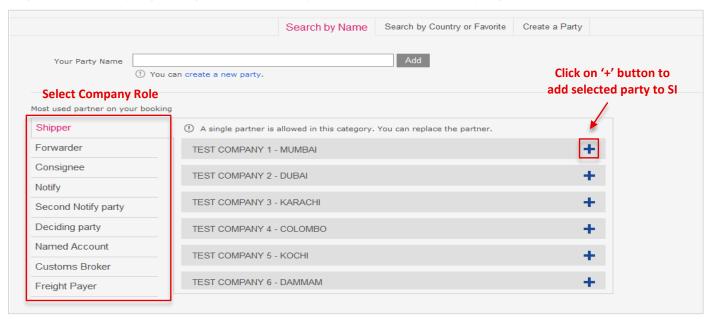
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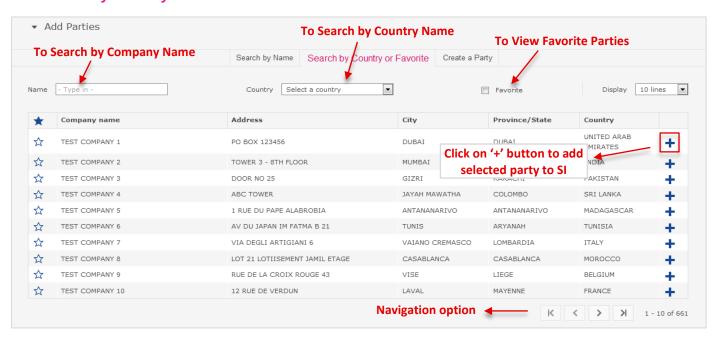




Or you can select party from your most used partner list based on company role.



#### 3.2. Search by Country or Favourite



#### 3.3. Create a Party



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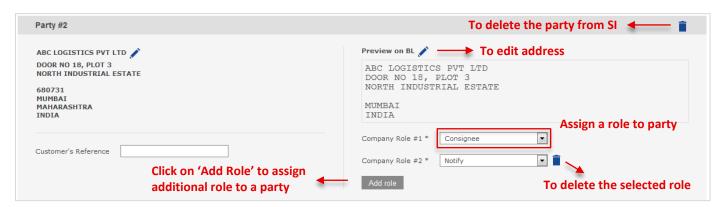


Alternatively you can create a new party from 'Create a Party' tab which can also be retrieved in future.

Please ensure to update **Full Style Information** as per below, even if it's not required on the BL. (Address to be displayed on the BL can be altered as per your requirement).

- Full Name of the Company
- Building Name & Room Number
- Street Name & Area Along with Post Box Number (Zip Code)
- City, District & Country
- Tel & Fax Number or Email Address [Contact Details are mandatory]

Once party added you need to assign the company role. **Shipper, Consignee** & **Notify Party** is mandatory while submitting the SI.



Preview on BL 🧪

You can customise the address to be displayed in BL by clicking on 'pencil' button.





Click on 'Next' button to continue



Step 4: Updating Container & Cargo Details

Please ensure complete and accurate description of cargo is provided.

Hazardous Cargo: Ensure all IMDG info, like IMO Class, UN Number, etc. should mentioned accurately

Reefer Cargo: Ensure the accurate temperature is mentioned

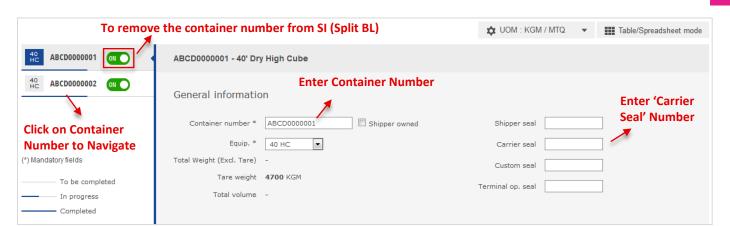
Part of FCL BL: In case, the BL covers only part of the container, please ensure that "Part of FCL" is clearly stated on the Description)

#### **Carrier Seal Number is mandatory**

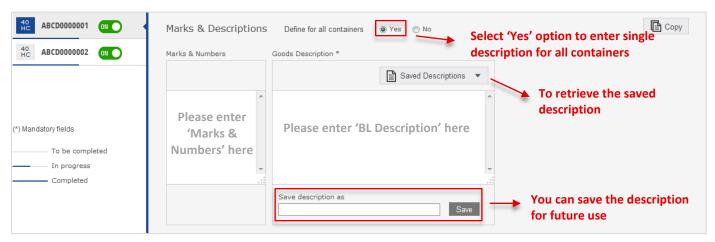
Tips You can update container details in Table Form or import details from Excel.

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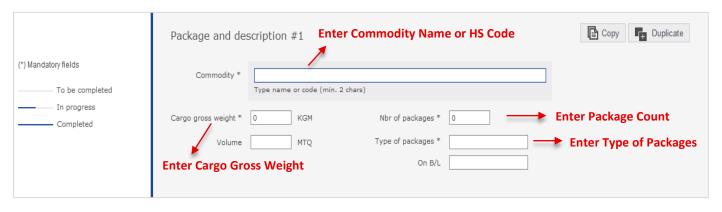




**Note:** In case of split BL, you can click '**ON**' button to remove the container from SI. Removed containers will be shown with status '**OFF**'



6 digit commodity code & weight should be same as mentioned in the booking request.



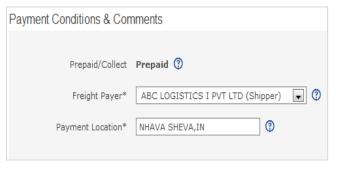
Click on 'Next' button to continue



Select Freight Payer and Payment Location

Select Place of Issue and BL Type BL type should be same as mentioned in booking









**Collect Shipment:** Kindly mention Origin charges payer (**Invoice Party**) details in comments field.

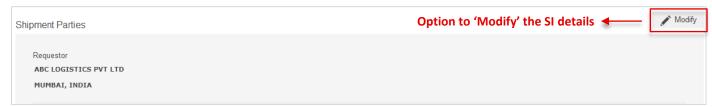
**Brokerage Party:** In order to process brokerage to correct party, please mention "Brokerage Payable to..." in the comments field.

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

Click on 'Next' button to continue



Review all the information entered, if any edition required click on 'Modify' button.



You may also download the PDF copy of SI by clicking on Print' button



You will receive confirmation message once SI submitted successfully.

Shipping Instructions submitted successfully







In case of any questions on Submitting SI on CMA CGM Group eBusiness Platform, please contact: Email: <a href="mailto:eCustomerSupport@cma-cgm.com">eCustomerSupport@cma-cgm.com</a>

### Click & Ship!

Explore additional features available on CMA CGM Group eBusiness platform.





Booking Request













