Welcome to the guide on Shipping Documents and related information!

Click the arrow at the top left to view the list of topics and then select the topic you are interested in. In each topic, you can click the tabs on the top to read about the interesting features. Note that each page has a small animation; click the flashing Play button to start the animation. You can find the instructions near the top of the screens to help you navigate throughout this guide.
Here I will see the different Shipping Documents that are available to me on the Web. This guide is designed to demonstrate how to view all the documents related to my shipments. I will also learn how to approve the Draft B/L and handle special requests. The following is a list of the available documents:

- Booking Confirmation
- B/L (Draft and Original)
- Arrival Notice
- Delivery Order

Let's access the Import and Export documents. From the Home page, I select eBusiness/Shipments Dashboard.
Here I will see the different Shipping Documents that are available to me on the Web. This guide is designed to demonstrate how to view all the documents related to my shipments. I will also learn how to approve the Draft B/L and handle special requests. The following is a list of the available documents:

- Booking Confirmation
- B/L (Draft and Original)
- Arrival Notice
- Delivery Order

Let’s access the Import and Export documents. From the Home page, I select eBusiness/Shipmnet Dashboard.
Click each tab to view how to access information about active shipments.

Now let me look at the **Export/Import Dashboard** page. This page is divided into three sections: Views and Search, Shipment Views and Shipment and Document counts.

**Export/Import Dashboard**

Showing: [**My Bookings**](#)  

<table>
<thead>
<tr>
<th>Customer Ref.</th>
<th>Booking Ref.</th>
<th>B/L Ref.</th>
<th>Port</th>
<th>Type</th>
<th>Status</th>
<th>Export Docs</th>
<th>Import Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MYREF1</td>
<td>SG2249243</td>
<td>MT1254773</td>
<td>Shanghai</td>
<td>Marseille (FR)</td>
<td>14/10/11 Negotiable</td>
<td>Not available yet</td>
<td>6</td>
</tr>
<tr>
<td>MYREF2</td>
<td>SG2250113</td>
<td>SG2250125</td>
<td>Shanghai</td>
<td>Rotterdam (NL)</td>
<td>08/02/11 Waybill</td>
<td>Modification requested</td>
<td>2</td>
</tr>
<tr>
<td>MYREF3</td>
<td>BB4594665</td>
<td>Q5612-2</td>
<td>Port Kelong (MY)</td>
<td>Rotterdam (NL)</td>
<td>13/08/11 Waybill</td>
<td>Draft review sent</td>
<td>0</td>
</tr>
<tr>
<td>MYREF4</td>
<td>AG1219199</td>
<td>Q5484-1</td>
<td>Shanghai</td>
<td>New York (US)</td>
<td>15/08/11 Negotiable</td>
<td>Draft approved</td>
<td>3</td>
</tr>
<tr>
<td>MYREF5</td>
<td>TI6165644</td>
<td>Q5667-2</td>
<td>Shanghai</td>
<td>Le Havre (FR)</td>
<td>05/09/11 Waybill</td>
<td>Available</td>
<td>2</td>
</tr>
</tbody>
</table>

Here, I can view the list of my active shipments and access detailed information.
Click each tab to view how to access information about active shipments.

I start with the first section – Views and Search. I can customize my view by selecting which view I want to be displayed on the page. At any time during my navigation, I can switch views.

Export/Import Dashboard

Showing:  
- **My Bookings**: Shows only consignments where I have ownership either in the Booking process, the Shipping Instructions process or both.
- **Favorite bookings**: Shows only the shipments that I marked as a Favorite.
- **My Company shipments**: Shows all the shipments where my company is named as party.

<table>
<thead>
<tr>
<th>Origin</th>
<th>Destination</th>
<th>Date</th>
<th>Type</th>
<th>Status</th>
<th>Export Docs</th>
<th>Import Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shanghai</td>
<td>Marseille (FR)</td>
<td>14/10/11</td>
<td>Negotiable</td>
<td>Not available yet</td>
<td>6</td>
<td>16</td>
</tr>
<tr>
<td>Shanghai</td>
<td>Rotterdam (NL)</td>
<td>08/02/11</td>
<td>Waybill</td>
<td>Modification requested</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Port Kelong (MY)</td>
<td>Rotterdam (NL)</td>
<td>13/08/11</td>
<td>Waybill</td>
<td>Draft review sent</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Shanghai</td>
<td>New York (US)</td>
<td>15/08/11</td>
<td>Negotiable</td>
<td>Draft approved</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Le Havre (FR)</td>
<td>05/09/11</td>
<td>Waybill</td>
<td>Available</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>
Click each tab to view how to access information about active shipments.

I start with the first section – Views and Search. I can customize my view by selecting which view I want to be displayed on the page. At any time during my navigation, I can switch views.
Click each tab to view how to access information about active shipments.

The **Actions** menu has options to display Import or Export documents, mark all Shipments as favorites and extract the view in PDF or Excel format.

### Export/Import Dashboard

**Showing:** My Bookings

<table>
<thead>
<tr>
<th>Action</th>
<th>Booking Ref.</th>
<th>B/L Ref.</th>
<th>POL</th>
<th>POD</th>
<th>ETA</th>
<th>B/L Type</th>
<th>B/L Status</th>
<th>Export Docs</th>
<th>Import Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>View selected documents</td>
<td>G2249243</td>
<td>MT1254773</td>
<td>Shanghai</td>
<td>Marseille (FR)</td>
<td>14/10/11</td>
<td>Negotiable</td>
<td>Not available yet</td>
<td>6</td>
<td>16</td>
</tr>
<tr>
<td>View 2 export docs</td>
<td>SG2250113</td>
<td>SG2250126</td>
<td>Shanghai</td>
<td>Rotterdam (NL)</td>
<td>08/02/11</td>
<td>Waybill</td>
<td>Modification requested</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>View 12 import docs</td>
<td>BB4594665</td>
<td>Q5612-2</td>
<td>Port Kelong (MY)</td>
<td>Rotterdam (NL)</td>
<td>13/08/11</td>
<td>Waybill</td>
<td>Draft review sent</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>AG1219199</td>
<td>Q5484-1</td>
<td>Shanghai</td>
<td>New York (US)</td>
<td>15/08/11</td>
<td>Negotiable</td>
<td>Draft approved</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>TI6166544</td>
<td>Q5667-2</td>
<td>Shanghai</td>
<td>Le Havre (FR)</td>
<td>05/09/11</td>
<td>Waybill</td>
<td>Available</td>
<td>2</td>
<td>8</td>
</tr>
</tbody>
</table>
Click each tab to view how to access information about active shipments.

The **Actions** menu has options to display Import or Export documents, mark all Shipments as favorites and extract the view in PDF or Excel format.

<table>
<thead>
<tr>
<th>Ref.</th>
<th>B/L Ref.</th>
<th>POL</th>
<th>POD</th>
<th>ETA</th>
<th>B/L Type</th>
<th>B/L Status</th>
<th>Export Docs</th>
<th>Import Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>G2249243</td>
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<td>Shanghai</td>
<td>Marseille (FR)</td>
<td>14/10/11</td>
<td>Negotiable</td>
<td>Not available yet</td>
<td>6</td>
<td>16</td>
</tr>
<tr>
<td>SG2250113</td>
<td>SG2250125</td>
<td>Shanghai</td>
<td>Rotterdam (NL)</td>
<td>08/02/11</td>
<td>Waybill</td>
<td>Modification requested</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>BB4594665</td>
<td>Q5612-2</td>
<td>Port Kelong (MY)</td>
<td>Rotterdam (NL)</td>
<td>13/08/11</td>
<td>Waybill</td>
<td>Draft review sent</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>AG1219199</td>
<td>Q5484-1</td>
<td>Shanghai</td>
<td>New York (US)</td>
<td>15/08/11</td>
<td>Negotiable</td>
<td>Draft approved</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>TI6166544</td>
<td>Q5667-2</td>
<td>Shanghai</td>
<td>Le Havre (FR)</td>
<td>05/09/11</td>
<td>Waybill</td>
<td>Available</td>
<td>2</td>
<td>8</td>
</tr>
</tbody>
</table>
Click each tab to view how to access information about active shipments.

The following documents can be loaded here: Dangerous Goods Declaration, Custom documents, Commercial invoice, Packing list, Letter of Credit, Letter of Indemnity, Letter of Renunciation, Telex Release Authorization and Bank Guarantee.

**Documents selection and upload**

Booking number: **LHY2365896**

- **File**: [Browse] and choose the file I need to upload.
- **Type**: Document type
- **Reference**: Document reference
- **Container**: N/A
- **Voyage**: N/A

Enter comment here:

Quadriennio Constantio Massa vita Constantini Galla atque Constantio apud quoque trabae praefecturae pertaes Tuscos vita quos cum nono sorore quadriennio.

- Only PDF documents shall be uploaded to the MUST platform. Any other format of document need to be converted to a PDF before uploaded.

[Upload]
Click each tab to view how to access information about active shipments.

The following documents can be loaded here: Dangerous Goods Declaration, Custom documents, Commercial invoice, Packing list, Letter of Credit, Letter of Indemnity, Letter of Renouncement, Telex Release Authorization and Bank Guarantee.

Documents selection and upload

Booking number: LHY2365896
Uploader: SDV MEDITERANNEE, Cargoport BP 306, LYON

- File
- Type
- Reference
- Document concerns only
  - Container: N/A
  - Voyage: N/A

Enter comment here:
Quadriennio Constantio Massa vita Constantini Galla atque Constantio apud quoque trabeae praefecturae pertaesus Tuscos vita quos cum nono sorore quadriennio.

Only PDF documents shall be uploaded to the MUST platform. Any other format of file cannot be accepted.

I fill in the other relevant details and then select Upload.
Click each tab to view how to access information about active shipments.

The following documents can be loaded here: Dangerous Goods Declaration, Custom documents, Commercial invoice, Packing list, Letter of Credit, Letter of Indemnity, Letter of Renouncement, Telex Release Authorization and Bank Guarantee.

Documents selection and upload

Booking number: LHY2365896
Uploader: SDV MEDITERRANEE, Cargoport BP 306, LYON

File*:
Enter comment here:

Type*: Document type

Reference*: Document reference

Document concerns only

Container: N/A
Voyage: N/A

The uploaded documents are posted to the Carrier agent.

Only PDF documents shall be uploaded to the MUST platform. Any other format of document need to be converted to a PDF before uploaded.

Upload
Click each tab to view how to access information about active shipments.

The bottom section of the page which details the shipment and document count is dynamic as it is based on the available documents. When I change the view either using filters or a custom view, this dashboard is instantly recalculated. Click here to see the list of the B/L statuses.

<table>
<thead>
<tr>
<th>Customer Ref.</th>
<th>Booking Ref.</th>
<th>B/L Ref.</th>
<th>POL</th>
<th>POD</th>
<th>ETA</th>
<th>B/L Type</th>
<th>B/L Status</th>
<th>Export Docs</th>
<th>Import Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MYREF1</td>
<td>SG2249243</td>
<td>MT1254773</td>
<td>Shanghai</td>
<td>Marseille (FR)</td>
<td>14/10/11</td>
<td>Negotiable</td>
<td>Not available yet</td>
<td>6</td>
<td>16</td>
</tr>
<tr>
<td>MYREF2</td>
<td>SG2250113</td>
<td>SG2250125</td>
<td>Shanghai</td>
<td>Rotterdam (NL)</td>
<td>08/02/11</td>
<td>Waybill</td>
<td>Modification requested</td>
<td>2</td>
<td>10</td>
</tr>
</tbody>
</table>

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**ETA:** Estimated Time of Arrival

1-5 of 21

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**B/L status**
- 6 To be reviewed
- 12 Review sent
- 9 Approved
- 5 Available
- 2 Original printed
- 5 Modif. Req.

**Document status**
- 30 Bkg Conf
- 5 Release Notif.
- 6 Exp. Notice
- 25 Loading Conf
- 20 B/L
- 40 Notice of Arrival
- 6 Delivery Order
- 10 Invoice
Click each tab to view how to access information about active shipments.

The bottom section of the page which details the shipment and document count is dynamic as it is based on the available documents. When I change the view either using filters or a custom view, this dashboard is instantly recalculated. Click here to see the list of the B/L statuses.

**Export/Import Dashboard**

**Showing:** My Bookings

- **To be Reviewed:** A Draft of the B/L is awaiting approval from my company on the website.
- **Review sent:** A Draft of the B/L has already been reviewed by someone in my company.
- **Approved:** A Draft of the B/L has already been approved by someone in my company.
- **Available:** The Waybill, the Original Negotiable B/L (or only a copy) is available for my company on the website.
- **Released to other party:** The Original Negotiable B/L has been released to the appropriate third party.
- **Original Printed:** The Original Negotiable B/L has been printed from the website by someone in my company.
- **Printed by the Carrier:** The Original Negotiable B/L has been printed by the Carrier in the agency.
- **Modif. requested (displayed as “Modif. Req.”):** A modification of the final B/L has been requested by someone in my company. For example, a change in destination.
Click each tab to view how to access information about active shipments.

The bottom section of the page which details the shipment and document count is dynamic as it is based on the available documents. When I change the view either using filters or a custom view, this dashboard is instantly recalculated. Click [here](#) to see the list of the B/L statuses.

Now that you know how to view your active shipments, let us learn how to view the list of published documents. Click the arrow at the top left to access the menu and then click Document Dashboard.
All the documents which have been published to me from the Carrier by the agent are displayed in the **Document Dashboard** page. This page also shows the documents that I have uploaded.

To access this page, I go to **Home/eBusiness/Document Dashboard**.
### Document Dashboard

This page is divided into two main sections: Documents List and Actions and Search and filters.

#### Booking ref

- SG2250113, AG1219199, TI6166544 and 15 more

#### Published / Uploaded

- Last month

#### Actions

<table>
<thead>
<tr>
<th>Document Ref.</th>
<th>Category</th>
<th>Type</th>
<th>Booking Ref.</th>
<th>Status</th>
<th>Published / Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR1112536</td>
<td>B/L</td>
<td>Draft Negotiable</td>
<td>SG2249243</td>
<td>To be reviewed</td>
<td>14/10/11</td>
</tr>
<tr>
<td>DE0124587</td>
<td>Booking Conf.</td>
<td></td>
<td>SG2250113</td>
<td></td>
<td>08/02/11</td>
</tr>
<tr>
<td>AU1256987</td>
<td>B/L</td>
<td>Draft Waybill</td>
<td>BB4594665</td>
<td>Approved</td>
<td>13/08/11</td>
</tr>
<tr>
<td>DE4126585</td>
<td>B/L</td>
<td>Draft Waybill</td>
<td>AG1219199</td>
<td>Review sent</td>
<td>15/08/11</td>
</tr>
<tr>
<td>IN828-EUNYC</td>
<td></td>
<td>Notice of Arrival</td>
<td>Vessel Delay</td>
<td>TI6166544</td>
<td>05/09/11</td>
</tr>
<tr>
<td>TX144W-USLGB</td>
<td></td>
<td>Notice of Cargo</td>
<td>SG2249243</td>
<td></td>
<td>14/10/11</td>
</tr>
</tbody>
</table>
### Document Dashboard

**Booking ref.** SG2250113, AG1219199, TI6166544 and 15 more

**Published / Uploaded** Last month

<table>
<thead>
<tr>
<th>Document Ref.</th>
<th>Category</th>
<th>Type</th>
<th>Booking Ref.</th>
<th>Status</th>
<th>Published / Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR1112536</td>
<td>B/L</td>
<td>Draft Negotiable</td>
<td>SG2249243</td>
<td>To be reviewed</td>
<td>14/10/11</td>
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<tr>
<td>DEO124587</td>
<td>Booking Conf.</td>
<td>SG2250113</td>
<td></td>
<td></td>
<td>08/02/11</td>
</tr>
<tr>
<td>AU1256987</td>
<td>B/L</td>
<td>Draft Waybill</td>
<td>BB4594665</td>
<td>Approved</td>
<td>13/08/11</td>
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<tr>
<td>DE4126585</td>
<td>B/L</td>
<td>Draft Waybill</td>
<td>AG1219199</td>
<td>Review sent</td>
<td>15/08/11</td>
</tr>
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<td>IN828E-USNYC</td>
<td>Notice of Arrival</td>
<td>Vessel Delay</td>
<td>TI6166544</td>
<td></td>
<td>05/09/11</td>
</tr>
<tr>
<td>TX144W-USLGB</td>
<td>Notice of Cargo</td>
<td>SG2249243</td>
<td></td>
<td></td>
<td>14/10/11</td>
</tr>
</tbody>
</table>
If I have many documents to work on, I can organize my work by filtering a set of similar documents.

By default, the documents are filtered based on the Document Reference. In case I want to narrow down my search, I select the type of reference, enter the reference number and select Filter.
If I have many documents to work on, I can organize my work by filtering a set of similar documents.

I can filter the documents based on type (Export/Import) or the date they were published to this website. The number in parenthesis is the number of documents available.
If I have many documents to work on, I can organize my work by filtering a set of similar documents.

<table>
<thead>
<tr>
<th>Category</th>
<th>Type</th>
<th>Booking Ref.</th>
<th>Status</th>
<th>Published/Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>B/L</td>
<td>Draft Negotiable</td>
<td>SG2249243</td>
<td>To be reviewed</td>
<td>14/10/11</td>
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<td>Booking Conf.</td>
<td></td>
<td>SG2250113</td>
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<td>08/10/11</td>
</tr>
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<td>B/L</td>
<td>Draft Waybill</td>
<td>BB4594665</td>
<td>Approved</td>
<td>13/10/11</td>
</tr>
<tr>
<td>B/L</td>
<td>Draft Waybill</td>
<td>AG1219199</td>
<td>Review sent</td>
<td>15/08/11</td>
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<tr>
<td>Notice of Arrival</td>
<td>Vessel Delay</td>
<td>TI6166544</td>
<td></td>
<td>05/09/11</td>
</tr>
<tr>
<td>Notice of Arrival</td>
<td>Cargo at Port</td>
<td>SG2249243</td>
<td></td>
<td>14/10/11</td>
</tr>
<tr>
<td>Invoice</td>
<td>Freight Invoice</td>
<td>SG2250113</td>
<td>New</td>
<td>08/02/11</td>
</tr>
</tbody>
</table>

I can filter the documents based on document types also.

Category:
- Booking Confirmation (12)
- Loading Confirmation (10)
- Release Confirmation (14)
- B/L (22)
- More...
If I have many documents to work on, I can organize my work by filtering a set of similar documents.

<table>
<thead>
<tr>
<th>B/L Ref</th>
<th>Document Type</th>
<th>Status</th>
<th>Status Date</th>
<th>Notes</th>
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<td>Invoice</td>
<td>at Port</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IN12354877</td>
<td>B/L</td>
<td>Freight Export</td>
<td>SG2250113</td>
<td>New 08/02/11</td>
</tr>
<tr>
<td>INTERNALREF</td>
<td>Credit Letter</td>
<td></td>
<td>AG1219199</td>
<td>15/08/11</td>
</tr>
<tr>
<td>SP3126598</td>
<td>Delivery Order</td>
<td></td>
<td>TI6166544</td>
<td>05/09/11</td>
</tr>
<tr>
<td>DE4126585</td>
<td>B/L</td>
<td>Waybill</td>
<td>SG2249243</td>
<td>Available 14/10/11</td>
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<tr>
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</tr>
<tr>
<td>FR14596832</td>
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<td>AG1219199</td>
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<tr>
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<td>TI6166544</td>
<td>Copy Available 05/09/11</td>
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<tr>
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<td>B/L</td>
<td>Copy Non Negotiable</td>
<td>SG2249243</td>
<td>Review sent 14/10/11</td>
</tr>
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<td>SG2250113</td>
<td></td>
</tr>
<tr>
<td>AU15632044</td>
<td>Notice of Arrival</td>
<td>Rail/Conf Arrival</td>
<td>BB4594665</td>
<td>To be printed</td>
</tr>
</tbody>
</table>

**B/L Status**
- To be reviewed (20)
- Review sent (5)
- Approved (2)
- Available (6)

**Invoice Status**
- To be reviewed (8)
- Review sent (4)
- Available (2)

**B/L Type**
- Waybill (20)
- Draft (5)
- Original (15)
- Negotiable (16)
- Draft (4)
- Original (6)
- Copy (6)
If I have many documents to work on, I can organize my work by filtering a set of similar documents.

Here, I have chosen to view all the Booking references that were published last month.
If I have many documents to work on, I can organize my work by filtering a set of similar documents.

### Document Dashboard

<table>
<thead>
<tr>
<th>Booking ref</th>
<th>Type</th>
<th>Category</th>
<th>Booking Ref.</th>
<th>Status</th>
<th>Published/Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>SG2250113</td>
<td>B/L</td>
<td>Draft Negotiable</td>
<td>SG2249243</td>
<td>To be reviewed</td>
<td>14/10/11</td>
</tr>
<tr>
<td>AG1219199</td>
<td>Booking Conf.</td>
<td></td>
<td>SG2250113</td>
<td></td>
<td>08/02/11</td>
</tr>
<tr>
<td>TI6166544</td>
<td></td>
<td>Draft Waybill</td>
<td>BB4594665</td>
<td>Approved</td>
<td>13/08/11</td>
</tr>
<tr>
<td>AU21256987</td>
<td>B/L</td>
<td>Draft Waybill</td>
<td>AG1219199</td>
<td>Review sent</td>
<td>15/08/11</td>
</tr>
<tr>
<td>DE4126585</td>
<td></td>
<td>Notice of Arrival</td>
<td>Vessel Delay</td>
<td></td>
<td>05/09/11</td>
</tr>
<tr>
<td>IN828E-USNYC</td>
<td>B/L</td>
<td>Notice of Arrival</td>
<td>TI6166544</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TX144W-USLGB</td>
<td>B/L</td>
<td>Notice of Arrival</td>
<td>SG2249243</td>
<td></td>
<td>14/10/11</td>
</tr>
<tr>
<td>FREX025652</td>
<td>Invoice</td>
<td>Freight</td>
<td>SG2250113</td>
<td></td>
<td>08/02/11</td>
</tr>
</tbody>
</table>

I can click the reference numbers to view the documents.
After filtering and getting the desired documents, I can perform a number of functions in this page.

The **Mass Open** option allows me to open several documents.
After filtering and getting the desired documents, I can perform a number of functions in this page.

The **Quick Approval** option allows me to quickly approve one or several draft B/Ls. This option is available when there is at least one draft B/L in status “To be reviewed”.

<table>
<thead>
<tr>
<th>Mass Approval</th>
<th>Category</th>
<th>Type</th>
<th>Booking Ref.</th>
<th>Status</th>
<th>Published / Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Approval</td>
<td>B/L</td>
<td>Draft Negotiable</td>
<td>SG2249243</td>
<td>To be reviewed</td>
<td>14/10/11</td>
</tr>
<tr>
<td></td>
<td>Booking Conf.</td>
<td></td>
<td>SG2250113</td>
<td></td>
<td>08/02/11</td>
</tr>
<tr>
<td></td>
<td>B/L</td>
<td>Draft Waybill</td>
<td>BB4594665</td>
<td>Approved</td>
<td>13/08/11</td>
</tr>
<tr>
<td></td>
<td>B/L</td>
<td>Draft Waybill</td>
<td>AG1219199</td>
<td>Review sent</td>
<td>15/08/11</td>
</tr>
<tr>
<td></td>
<td>Notice of Arrival</td>
<td>Vessel Delay</td>
<td>TI6166544</td>
<td></td>
<td>05/09/11</td>
</tr>
<tr>
<td></td>
<td>Notice of Arrival</td>
<td>Cargo at Port</td>
<td>SG2249243</td>
<td></td>
<td>14/10/11</td>
</tr>
<tr>
<td></td>
<td>Invoice</td>
<td>Freight Invoice</td>
<td>SG2250113</td>
<td>New</td>
<td>08/02/11</td>
</tr>
</tbody>
</table>
After filtering and getting the desired documents, I can perform a number of functions in this page.

### Document Dashboard

<table>
<thead>
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<td>B/L</td>
<td>SG2250013</td>
<td>08/02/11</td>
<td></td>
</tr>
<tr>
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<td>B/L</td>
<td>SG2250113</td>
<td>08/02/11</td>
<td></td>
</tr>
<tr>
<td>IN828E-USNYC</td>
<td>Notice of Arrival</td>
<td></td>
<td>09/11</td>
<td></td>
</tr>
<tr>
<td>TX144W-USLGB</td>
<td>Notice of Arrival</td>
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<td>Invoice</td>
<td>Freight</td>
<td>SG2250113</td>
<td>08/02/11</td>
</tr>
</tbody>
</table>

The difference between **Mass Approval** and **Quick Approval** options is that **Quick Approval** will approve my Drafts straight away while **Mass Approval** will guide me through the review of the selected Drafts and allow me to submit remarks on them.
After filtering and getting the desired documents, I can perform a number of functions in this page.

**Document Dashboard**

**Booking ref**: SG2250113, AG1219199, TI6166544 and 15 more

**Published / Uploaded**: last month

**Actions**
- Mass Open
- Mass Approval
- Quick Approval
- Delete

**Category** | **Type** | **Booking Ref.** | **Status** | **Published / Uploaded**
---|---|---|---|---
B/L | Draft Negotiable | SG2249243 | To be reviewed | 14/10/11
B/L | Booking Conf. | SG2250113 | | 08/02/11
| | | BB4594665 | Approved | 13/08/11
| | | AG1219199 | Review sent | 15/08/11

**Export / Import**
- Export (252)
- Import (130)

**Published / Uploaded**
- Since last connex (12)
- Last 24H (10)
- Last 3 days (14)
- Last week (22)
- Last month (32)

**Category**
- Booking Confirmation (12)
- Loading Confirmation (10)
- Release Confirmation (14)
- B/L (22)
- More...

**B/L Status**

The **Delete** feature helps me delete a document that was previously uploaded. This option is only available for documents I have uploaded.
There are a number of different documents within the scope of Shipping Documents. I will look at Booking and B/L documents in detail. Here, I take a brief look at Delivery Order. This page can be accessed from the Document Dashboard page.

The Delivery Order (DO) page is used by me to pick up my container at the terminal. DO is a note from the Carrier ordering the terminal to release the boxes.

**Delivery Order - RG257W-USNYC**

<table>
<thead>
<tr>
<th>File</th>
<th>PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page(s)</td>
<td>3</td>
</tr>
<tr>
<td>Size</td>
<td>521 Ko</td>
</tr>
</tbody>
</table>

For container: **ECMU2358968**  
B/L number: **FR01256589**

**POL**  
Le Havre, FR

**POD**  
New York, US

Issued by: **CMA CGM America LLC**  
On: 12/02/2012 4:21 PM

Booking number: **LYH057372B**  
Voyage number: **RG256E**

⚠️ Thank you to pick up your container before Mon 21st of April or demurrage charges will apply.

Return location:

Please return the empty container(s) to this location.

**ECMU2358968**

SEAYARD TERMINAL  
MOLE GRAVELEAU DARSE 2  
FOS SUR MER 13270, FRANCE

Turn in Ref: **22222XP12**
There are a number of different documents within the scope of Shipping Documents. I will look at Booking and B/L documents in detail. Here, I take a brief look at Delivery Order. This page can be accessed from the Document Dashboard page.

The Delivery Order (DO) page is used by me to pick up my container at the terminal. DO is a note from the Carrier ordering the terminal to release the boxes.

I can get a summary of the booking details here.
There are a number of different documents within the scope of Shipping Documents. I will look at Booking and B/L documents in detail. Here, I take a brief look at Delivery Order. This page can be accessed from the Document Dashboard page. The Delivery Order (DO) page is used by me to pick up my container at the terminal. DO is a note from the Carrier ordering the terminal to release the boxes.

**Delivery Order - RG257W-USNYC**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Page(s)</td>
<td>3</td>
</tr>
<tr>
<td>Size</td>
<td>521 Ko</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For container</th>
<th>ECMU2358968</th>
</tr>
</thead>
<tbody>
<tr>
<td>B/L number</td>
<td>FR01256589</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POL</th>
<th>Le Havre, FR</th>
</tr>
</thead>
<tbody>
<tr>
<td>POD</td>
<td>New York, US</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issued by</th>
<th>CMA CGM America LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>On</td>
<td>12/02/2012 4:21 PM</td>
</tr>
<tr>
<td>Booking number</td>
<td>LVH057372B</td>
</tr>
<tr>
<td>Voyage number</td>
<td>RG256E</td>
</tr>
</tbody>
</table>

⚠️ Thank you to pick up your container before Mon 21st of April or demurrage charges will apply.

Please return the container(s) to this location.

**Return location**

I see here the return address of the container together with a map of the location.

**ECMU2358968**

SEAYARD TERMINAL
MOLE GRAVELEAU DARSE 2
FOS SUR MER 13270, FRANCE

Turn in Ref 22222XP12
There are a number of different documents within the scope of Shipping Documents. I will look at Booking and B/L documents in detail. Here, I take a brief look at Delivery Order. This page can be accessed from the Document Dashboard page.

The Delivery Order (DO) page is used by me to pick up my container at the terminal. DO is a note from the Carrier ordering the terminal to release the boxes.

**Delivery Order - RG257W-USNYC**

- File: PDF
- Page(s): 3
- Size: 521 Ko
- POL: Le Havre, FR
- POD: New York, US
- For container: ECMU2358968
- B/L number: EB8135658
- Issued by: CMA CGM
- On: 12/02/20

⚠️ Thank you to pick up your container before Mon 21st of April or demurrage charges will apply.

**Return location**

Please return the empty container(s) to this location.

**ECMU2358968**

SEAYARD TERMINAL
MOL GRAVELEAU DARSE 2
FOS SUR MER 13270, FRANCE

Turn in Ref 22222XP12
There are a number of different documents within the scope of Shipping Documents. I will look at Booking and B/L documents in detail. Here, I take a brief look at Delivery Order. This page can be accessed from the Document Dashboard page.

The Delivery Order (DO) page is used by me to pick up my container at the terminal. DO is a note from the Carrier ordering the terminal to release the boxes.

**Delivery Order - RG257W-USNYC**

- **File**: DELIVERY ORDER
- **Page(s)**: 3
- **Size**: 521 Ko
- **For container**: ECMU2358968
- **Issued by**: CMA CGM America LLC
- **On**: 12/02/2012 4:21 PM
- **B/L number**: FR01256589
- **Booking number**: LYH057372
- **Voyage number**: RG256E

⚠️ Thank you to pick up your container before Mon 21st of April or demurrage charges will apply.

Return location

![Map of Seayard Terminal](image)

The DO page will be visible to me only when it is used in my country.

ECMU2358968

SEAYARD TERMINAL
MOLE GRAVELEAU DARSE 2
FOS SUR MER 13270, FRANCE

Turn in Ref 2222XP12
There are a number of different documents within the scope of Shipping Documents. I will look at Booking and B/L documents in detail. Here, I take a brief look at Delivery Order. This page can be accessed from the Document Dashboard page.

The Delivery Order (DO) page is used by me to pick up my container at the terminal. DO is a note from the Carrier ordering the terminal to release the boxes.

Now that you know how to view and filter the documents you have uploaded, let us learn how to manage your consignments. Click the arrow at the top left to access the menu and then click Consignment Details.
Click each tab to view how to manage shipment details.

When I select a Booking Ref., I am taken to the **Consignment details** page. There are several tabs in this page.

**Bkg LHV0576372**

- **Voyage number**: RtG256E
- **Local Voyage Ref.**: 056N
- **POL**: Le Havre, FR
- **POD**: New York, US
- **Receipt**: Paris, FR
- **Delivery**: -
- **My reference**: MYREF230652
- **B/L number**: FR01256589

I can see the consignment banner and the details here. There are three sections within the activity details: **Booking, BL and Payment Options**.

- **Booking Number**: LHV0576372
- **My reference**: MYREF230652
- **Pre Carriage**: Carrier Haulage
- **Export Movement Term**: Door
- **SCAC/BL Reference**: CMDU FR01256589
- **MRN**: N/A

**Document(s)**

- **Booking confirmation (1)**
Click each tab to view how to manage shipment details.

When I select a Booking Ref., I am taken to the Consignment details page. There are several tabs in this page.

Bkg LHV0576372

Voyage number: RtG256E
POL: Le Havre, FR
POD: New York, US

Booking Party: PEUGEOT AUTOMOBILES
Booking Number: LHV0576372
My reference: MYREF230652

Pre Carriage: Carrier Haulage
Door: CMA-CGM
Export Movement Term: CMDU FR01256589
MRN: N/A

Booking confirmation (1)

I can use Reuse Booking to get an identical page.
Click each tab to view how to manage shipment details.

When I select a Booking Ref., I am taken to the Consignment details page. There are several tabs in this page.

Bkg LHV0576372 ★

- **Voyage number**: RtG256E
- **Local Voyage Ref.**: 056N
- **POL**: Le Havre, FR
- **POD**: New York, US
- **Receipt Delivery**: Paris, FR
- **My reference**: MYREF230652
- **B/L number**: FR01256589

**Booking**

- **Booking Party**: PEUGEOT AUTOMOBILES
- **Booking Number**: LHV0576372
- **My reference**: MYREF230652
- **Pre Carriage**: N/A
- **Export Movement Term**: N/A
- **SCAC/BL Reference**: CMDU FR01256589

**Document(s)**

- **Booking confirmation (1)**

All details linked to the Booking are available to me from the banner. I can go to the Booking confirmation document using this link.
When I select a Booking Ref., I am taken to the **Consignment details** page. There are several tabs in this page.

**BL**

- BL number: **FR01256589**
- Place of issue: **Le Havre**
- Date of issue: **01 Apr 2012**

**Document(s)**: **BL (2)**

**Pay**

- Payment location: **LE HAVRE, FR (Prepaid)**
- Freight payer: **SHIPPER**

**Document(s)**: **Invoice (1)**
Click each tab to view how to manage shipment details.

When I select a Booking Ref., I am taken to the **Consignment details** page. There are several tabs in this page.

**BL**

<table>
<thead>
<tr>
<th>BL number</th>
<th>FR01256589</th>
</tr>
</thead>
<tbody>
<tr>
<td>BL Type</td>
<td><strong>Negotiable</strong></td>
</tr>
<tr>
<td>NVOCC</td>
<td>No</td>
</tr>
</tbody>
</table>

**Place of issue**

<table>
<thead>
<tr>
<th>Le Havre</th>
</tr>
</thead>
</table>

**Date of issue**

<table>
<thead>
<tr>
<th>01 Apr 2012</th>
</tr>
</thead>
</table>

**OBL in 3rd place**

<table>
<thead>
<tr>
<th>No</th>
</tr>
</thead>
</table>

---

This shows me how the payment was made. I can download the invoice when I select the given link.

**Payment terms & comments**

<table>
<thead>
<tr>
<th>Shipping (inco)terms</th>
<th>CNF (Prepaid up to POD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment location</td>
<td>LE HAVRE, FR (Prepaid)</td>
</tr>
<tr>
<td>Freight payer</td>
<td>SHIPPER</td>
</tr>
</tbody>
</table>

---

**Document(s)**

| Invoice (1) |
Click each tab to view how to manage shipment details.

I have access to seven possible actions.

I can perform actions like modifying and canceling the Booking and submitting or consulting the Shipping Instructions (SI) using these options. I can even upload a new document or print this page. Should I choose to contact the Customer Service or the Agency, I can use the given options.
Click each tab to view how to manage shipment details.

Another point I can check in the Consignment details page is see if the booking is split.

This icon indicates to me whether the shipment is split.

This is a split booking. Original booking reference is LHV0576372. Other split bookings of the original booking reference are: LHV0576372B.
Click each tab to view how to manage shipment details.

Once my booking is in place, I need to know the details of my transport plan. There are five sections within the Transport plan tab: Export, Import, Collection, Delivery, Pick up empty location and Return Full location.
Click each tab to view how to manage shipment details.

Once my booking is in place, I need to know the details of my transport plan. There are five sections within the Transport plan tab: Export, Import, Collection, Delivery, Pick up empty location and Return Full location.

Bkg LHV0576372 ★

16 Documents available
Booking B/L Booked Available

Voyage number RtG256E
Receipt Paris, FR My reference MYREF230652
POL Le Havre, FR Delivery - B/L number FR01256589
POD New York, US

Export
- Export voyage FL325E
- Export vessel CMA CGM LA PEROUSE
- Export local voyage N/A
- Pre carriage Merchant haulage

Export movement term
Door TERMINAL DE FRANCE
Terminal at POL
30 Apr 2012 21:00
Sail date at POL

Document(s)
- General export notice (3)
- Loading Confirmation (3)

I can use these links to view the respective documents.

Import
- Import voyage G
- Import vessel
- Import local voyage
- On carriage

Import movement term
SEAYARD TERMINAL
Terminal at POD
30 May 2012 15:05 (Local)
ETA at POL
30 May 2012 15:05 (UTC)

Document(s)
- Arrival notice (3)
- Delivery order (3)
Click each tab to view how to manage shipment details.

Once my booking is in place, I need to know the details of my transport plan. There are five sections within the Transport plan tab: Export, Import, Collection, Delivery, Pick up empty location and Return Full location.

Collection

<table>
<thead>
<tr>
<th>Name</th>
<th>PEUGEOT - SITE DE PRODUCTION n°32</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>18 avenue Jean Giono</td>
</tr>
<tr>
<td>Zone industrielle du Lac</td>
<td></td>
</tr>
<tr>
<td>Requered date</td>
<td>13/04/2102 8:00 AM</td>
</tr>
<tr>
<td>Zip</td>
<td>85000</td>
</tr>
<tr>
<td>City</td>
<td>LA ROCHE-SUR-YON</td>
</tr>
<tr>
<td>Country</td>
<td>FRANCE</td>
</tr>
</tbody>
</table>

Delivery

<table>
<thead>
<tr>
<th>Name</th>
<th>EUROPEAN MOTORS CO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>4556, North Electric Avenue</td>
</tr>
<tr>
<td>Requered date</td>
<td>30/04/2012 9:00 AM</td>
</tr>
<tr>
<td>Zip</td>
<td>60602</td>
</tr>
<tr>
<td>City</td>
<td>CHICAGO, ILLINOIS</td>
</tr>
<tr>
<td>Country</td>
<td>UNITED STATES</td>
</tr>
</tbody>
</table>

Pick up empty location

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>City</th>
<th>Contact</th>
<th>Phone number</th>
<th>Size / Type</th>
<th>Container number</th>
</tr>
</thead>
<tbody>
<tr>
<td>EUROFOS TERMINAL</td>
<td>MOLE GRAVELEAU DARSE 2 FOS SUR MER 13270, FRANCE</td>
<td>FOS-SUR-MER</td>
<td>+33 6 00 00 00 00</td>
<td>1 x 20ST</td>
<td>ECMU1254352</td>
<td></td>
</tr>
<tr>
<td>SEAYARD</td>
<td>MOLE GRAVELEAU DARSE 2 FOS SUR MER 13270, FRANCE</td>
<td>FOS-SUR-MER</td>
<td>+33 6 00 00 00 00</td>
<td>2 x 20ST</td>
<td>ECMU1234783  ECMU1253401</td>
<td></td>
</tr>
</tbody>
</table>
Click each tab to view how to manage shipment details.

Once my booking is in place, I need to know the details of my transport plan. There are five sections within the Transport plan tab: Export, Import, Collection, Delivery, Pick up empty location and Return Full location.

Collection

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<td>Zip</td>
<td>IL 60602</td>
</tr>
<tr>
<td>City</td>
<td>CHICAGO, ILLINOIS</td>
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Pick up empty location

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<td>+33 6 00 00 00 00</td>
<td>1 x 20ST</td>
<td>ECMU1254352</td>
<td></td>
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<tr>
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<td>FOS-SUR-MER</td>
<td>+33 6 00 00 00 00</td>
<td>2 x 20ST</td>
<td>ECMU1234783 ECMU1253401</td>
<td></td>
</tr>
</tbody>
</table>

This is the place where I will pick up the empty container.
Once my booking is in place, I need to know the details of my transport plan. There are five sections within the **Transport plan** tab: **Export, Import, Collection, Delivery, Pick up empty location** and **Return Full location**.

This map shows me the terminal location.
Click each tab to view how to manage shipment details.

Next is the **Cargo details** tab which displays the equipment list for containerized cargo. If the shipment is for unconventional cargo (RoRo or loose), then this list will not be displayed. Instead a message will be displayed “Cargo details not available”.

### Equipment list

<table>
<thead>
<tr>
<th>Container</th>
<th>Type</th>
<th>Hz</th>
<th>Fum</th>
<th>Reef</th>
<th>Seal</th>
<th>Commodity</th>
<th>Description</th>
<th>Piece count &amp; Package</th>
<th>Cargo Weight</th>
<th>Cargo volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECMU1234783</td>
<td>20ST</td>
<td></td>
<td></td>
<td></td>
<td>A7856ST</td>
<td>OREILLERS EN PLUMES</td>
<td></td>
<td>200 x CTN</td>
<td>7 230 KGM</td>
<td>26 MTQ</td>
</tr>
<tr>
<td>ECMU1253401</td>
<td>20ST</td>
<td></td>
<td></td>
<td></td>
<td>B2545ST</td>
<td>MATELAS ET SOMM...</td>
<td></td>
<td>225 x CTN</td>
<td>8 230 KGM</td>
<td>28 MTQ</td>
</tr>
<tr>
<td>ECMU1253401</td>
<td>20ST</td>
<td></td>
<td></td>
<td></td>
<td>912358</td>
<td>MATELAS ET SOMM...</td>
<td></td>
<td>325 x CTN</td>
<td>8 520 KGM</td>
<td>28 MTQ</td>
</tr>
<tr>
<td>ECMU1234783</td>
<td>40ST</td>
<td></td>
<td></td>
<td></td>
<td>A7856ST</td>
<td>OREILLERS EN PLUMES</td>
<td></td>
<td>225 x CTN</td>
<td>8 230 KGM</td>
<td>28 MTQ</td>
</tr>
<tr>
<td>ECMU1234783</td>
<td>40ST</td>
<td></td>
<td></td>
<td></td>
<td>C6589ST</td>
<td>OREILLERS EN PLUMES</td>
<td></td>
<td>325 x CTN</td>
<td>8 520 KGM</td>
<td>28 MTQ</td>
</tr>
</tbody>
</table>

**Grand Total Cargo** 5

Total TEU: 7
Next is the **Cargo details** tab which displays the equipment list for containerized cargo. If the shipment is for unconventional cargo (RoRo or loose), then this list will not be displayed. Instead a message will be displayed "Cargo details not available".

### Equipment list

<table>
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<tr>
<th>Container</th>
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<th>Hz</th>
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<th>Reef</th>
<th>Seal</th>
<th>Commodity</th>
<th>Description</th>
<th>Piece count &amp; Package</th>
<th>Cargo Weight</th>
<th>Cargo volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECMU1234783</td>
<td>20ST</td>
<td></td>
<td></td>
<td></td>
<td>A7856ST</td>
<td>912336</td>
<td>OREILLERS EN PLUMES</td>
<td>[link]</td>
<td>200 x CTN</td>
<td>7 230 KGM</td>
</tr>
<tr>
<td>ECMU1234801</td>
<td>20ST</td>
<td></td>
<td></td>
<td></td>
<td>B2545ST</td>
<td>912358</td>
<td>MATELAS ET SOMM...</td>
<td>[link]</td>
<td>225 x CTN</td>
<td>8 230 KGM</td>
</tr>
<tr>
<td>ECMU1235890</td>
<td>20ST</td>
<td></td>
<td></td>
<td></td>
<td>856ST</td>
<td>912336</td>
<td>OREILLERS EN PLUMES</td>
<td>[link]</td>
<td>325 x CTN</td>
<td>8 520 KGM</td>
</tr>
</tbody>
</table>

**Total TEU is calculated at the bottom of the page. I can see that here it is 7.**
Click each tab to view how to manage shipment details.

The next tab is Non-Vessel Owning Common Carrier (NVOCC) in case the cargo is being delivered by one.

---

**Bkg LHV0576372 ★**

- **Voyage number**: Rtg256E
- **Local Voyage Ref.**: 056N
- **NVOCC**: MYREF230652
- **B/L number**: FR01256589

---

**I can see the Master B/L on this page.**

**Master BL**

- **Reference**: EG1312675
- **NVOCC BL(s)**: 3

---

**NVOCC list**

<table>
<thead>
<tr>
<th>NVOCC B/L number</th>
<th>House BL ref</th>
<th>Package</th>
<th>Container number</th>
<th>Piece count</th>
</tr>
</thead>
<tbody>
<tr>
<td>EG1315595</td>
<td>Housebill1</td>
<td>BL</td>
<td>CMAU1230722</td>
<td>11</td>
</tr>
<tr>
<td>EG1315596</td>
<td>Housebill2</td>
<td>BL</td>
<td>CMAU1230722</td>
<td>11</td>
</tr>
<tr>
<td>EG1315597</td>
<td>Housebill3</td>
<td>BL</td>
<td>CMAU1230722</td>
<td>12</td>
</tr>
</tbody>
</table>
The next tab is Non-Vessel Owning Common Carrier (NVOCC) in case the cargo is being delivered by one.

<table>
<thead>
<tr>
<th>NVOCC B/L number</th>
<th>House BL ref</th>
<th>Package</th>
<th>Container number</th>
<th>Piece count</th>
</tr>
</thead>
<tbody>
<tr>
<td>EG1315595</td>
<td>Housebill1</td>
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</tr>
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<td>EG1315596</td>
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<td>BL</td>
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<td>11</td>
</tr>
<tr>
<td>EG1315597</td>
<td>Housebill3</td>
<td>BL</td>
<td>CMAU1230722</td>
<td>12</td>
</tr>
</tbody>
</table>
Click each tab to view how to manage shipment details.

The next tab is Non-Vessel Owning Common Carrier (NVOCC) in case the cargo is being delivered by one.

Bkg LH0576372 ★

This tab is visible to me only when the following conditions are met:
- The B/L is a NVOCC Master non Automated
- There is at least one valid House Bill entered against it
- The customer is signed in as a company that appears either as Consignee, Notify or Forwarder on the B/L

If either of the first two conditions above is not met, then the page will show a message "No NVOCC details on this consignment". If the third condition is the only one not met, then the page will show a message "You do not have rights to consult NVOCC details on this consignment".
The rules regarding US and Canada imports are different in comparison to other countries. So there is a separate tab for US imports. This tab contains information only for B/Ls discharging in US and Canada.

<table>
<thead>
<tr>
<th>Bkg LHV0576372</th>
<th>Books</th>
<th>16 Documents available</th>
<th>Booking</th>
<th>Booked</th>
</tr>
</thead>
</table>

**Voyage number** | **056N**
**Local Voyage Ref.** | **RTG256E**
**POL** | **Le Havre, FR**
**New York, US** |
**Receipt** | **Paris, FR**
**Delivery** | **-**
**B/L number** | **FR01256589**
**My reference** | **MYREF230652**

### Customs & release information

This BL has been **fully released** on **18 Jan 2012** (UTC/GMT)

<table>
<thead>
<tr>
<th>Agriculture Hold</th>
<th>No</th>
<th>IT Number</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs Hold</td>
<td>No</td>
<td>IT Destination</td>
<td>-</td>
</tr>
<tr>
<td>Other Hold</td>
<td>No</td>
<td>IT Issued Date</td>
<td>-</td>
</tr>
<tr>
<td>OBL Received</td>
<td>Waybill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BL Piece Count</td>
<td>2072</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Click each tab to view how to manage shipment details.

The rules regarding US and Canada imports are different in comparison to other countries. So there is a separate tab for US imports. This tab contains information only for B/Ls discharging in US and Canada.

**Customs details**

<table>
<thead>
<tr>
<th>Entry number</th>
<th>Date</th>
<th>Disposition Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>WU670442074</td>
<td>18 Jan 2012 16:54</td>
<td>1C - Entered and released: General examination</td>
</tr>
<tr>
<td>V3816578180</td>
<td>09 Jan 2012 08:24</td>
<td>11 - In-bond movement authorized: Bill of landing open</td>
</tr>
<tr>
<td>Location PORT HURON, MI</td>
<td>Piece count 674</td>
<td>Remarks CMA-CGM AMERICA LLC AMS FILER BOL NUMBER: 000018983214 ASSOCIATED CONTAINER: CMAU412170</td>
</tr>
</tbody>
</table>

**Pick up full information**

<table>
<thead>
<tr>
<th>Container number</th>
<th>Pick up number</th>
<th>Pick up location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECMU958123</td>
<td>220497</td>
<td>CN-DETROIT, 600 FERN ST - FERNDALE UNITED STATES</td>
</tr>
<tr>
<td>CMAU412170</td>
<td>481567</td>
<td></td>
</tr>
<tr>
<td>CMAU5617896</td>
<td>805300</td>
<td></td>
</tr>
</tbody>
</table>

I see the status of each container in Customs by looking at the disposition code recorded against each entry number.
Click each tab to view how to manage shipment details.

The rules regarding US and Canada imports are different in comparison to other countries. So there is a separate tab for US imports. This tab contains information only for B/Ls discharging in US and Canada.

**Customs details**

- **Entry number**: WU670442074, V3816578180
- **Date**: 18 Jan 2012 16:54, 11 Jan 2012 16:28, 09 Jan 2012 08:24
- **Disposition Code**: 1C - Entered and released; General examination, 12 - Arrival of in-bond - bill of lading, 11 - In-bond movement authorized: Bill of landing open
- **Remarks**: CMA-CGM AMERICA LLC, AMS FILER BOL NUMBER: 000018983214, ASSOCIATED CONTAINER: CMAU412170
- **Location**: PLYMOUTH, MI
- **Piece count**: 1

**Pick up full information**

- **Container number**: CMAU9581238, CMAU4121704, CMAU5617896
- **Last free day (at rail ramp)**: 15 Jan 2012, 15 Jan 2012, 16 Jan 2012
- **Pick up number**: 220497, 481567, 805300

I can find the details pertaining to the pick-up of the container here.
Click each tab to view how to manage shipment details.

The rules regarding US and Canada imports are different in comparison to other countries. So there is a separate tab for US imports. This tab contains information only for B/Ls discharging in US and Canada.

### Customs details

<table>
<thead>
<tr>
<th>Entry number</th>
<th>Date</th>
<th>Disposition Code</th>
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<tbody>
<tr>
<td>WU670442074</td>
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<td>1C - Entered and released: General examination</td>
</tr>
<tr>
<td>V3816578180</td>
<td>11 Jan 2012</td>
<td>12 - Arrival of in-bond - bill of lading</td>
</tr>
<tr>
<td>V3816579180</td>
<td>09 Jan 2012</td>
<td>11 - In-bond movement authorized: Bill of landing open</td>
</tr>
<tr>
<td>Location</td>
<td>Piece count</td>
<td>Remarks</td>
</tr>
<tr>
<td>PORT HURON, MI</td>
<td>674</td>
<td>CMA-CGM AMERICA LLC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MNS FILER BOL NUMBER: 000018243214</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Remarks</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bill of landing open</td>
</tr>
</tbody>
</table>

### Pick up full information

<table>
<thead>
<tr>
<th>Container number</th>
<th>Last free day (at rail ramp)</th>
<th>Pick up number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECMU9581238</td>
<td>15 Jan 2012</td>
<td>220497</td>
</tr>
<tr>
<td>CMAU4121704</td>
<td>15 Jan 2012</td>
<td>481567</td>
</tr>
<tr>
<td>CMAU5617896</td>
<td>16 Jan 2012</td>
<td>805300</td>
</tr>
</tbody>
</table>

Now that you know how to manage your consignment details, let us learn how to manage B/Ls. Click the arrow at the top left to access the menu and then click B/L.
Click each tab to learn how to manage B/Ls.

I have access to the draft B/L page from the BL status link of the consignment in the Export/Import Dashboard page. When the BL status is "To be reviewed", the page will look like this. I can also access this page from several other entry points: the Document Dashboard page by selecting a document of the category B/L or during the mass approval process for several B/L drafts.

**BL Details FR1255283**

- **BL status**: To be reviewed
- **BL type**: Negotiable
- **POL**: Le Havre, FR
- **POD**: New York, US
- **Receipt**: Paris, FR
- **Delivery**: -
- **Booking number**: LVH057372B
- **Voyage number**: FA378E
- **Local Voyage Ref.**: 0255

**History**

- **01/09/2011**: Review sent
- **15/09/2011**: Review sent
- **05/10/2011**: Review sent
- **10/10/2011**: To be reviewed

⚠️ If the B/L draft is not reviewed within two business days after publication, it will automatically be considered as approved.

You have until 12 OCT 2011 4:30 PM to approve it or send your remarks.

---

This is the first page of the draft B/L.

**SHIPPER**

CMA CGM AGENCES FRANCE SAS
BP 245

**VOYAGE NUMBER**

NBR23

**BILL OF LADING NUMBER**

FR2363508

---

DRAFT BILL OF LADING
Click each tab to learn how to manage B/Ls.

I have access to the draft B/L page from the **BL status** link of the consignment in the Export/Import Dashboard page. When the **BL status** is “To be reviewed”, the page will look like this. I can also access this page from several other entry points: the Document Dashboard page by selecting a document of the category B/L or during the mass approval process for several B/L drafts.

---

**BL Details FR1255282**

**Receipt** Paris, FR  
**Delivery** -  
**Booking number** LVH057372B  
**Voyage number** FA378E  
**Local Voyage Ref.** 0255

---

**History**

- **Review sent** 01/09/2011  
- **Review sent** 15/09/2011  
- **Review sent** 05/10/2011  
- **To be reviewed** 10/10/2011

---

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**SHIPPER**  
CMA CGM AGENCES FRANCE SAS  
BP 245

**VOYAGE NUMBER**  
NBR23

**BILL OF LADING NUMBER**  
FR2363508

---

**DRAFT BILL OF LADING**
Click each tab to learn how to manage B/Ls.

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ECMU1233339  1 x 20ST iii  100.000  2230  100.000
SEAL 123
iii
Weight in Kgs  Total: 1 CONTAINER(S)

ABOVE PARTICULARS DECLARED BY SHIPPER. CARRIER NOT RESPONSIBLE.

**ADDITIONAL CLAUSES**

1. Said to be on board the ship.
2. Shipment has been loaded.
3. Cargo is shrink packed.
4. Cargo is shrink packed.
5. FCL.
6. THC at destination payable by consignee as per line/port tariff.
7. Equipment is not held against carrier
8. Ground rent/transport costs at POD for Consignee's account according to port rates.
9. For the purpose of the present carriage, clause 14(2) shall exclude the application of the York/Antwerp rules, 2004.
10. Demurrage and detention payable by the Merchant as per CMA CGM tariff available on the web site www.cma-cgm.com, or in any of CMA CGM agency.
11. Neither the shipping line nor the line agent are responsible for missing or incorrect form M number and the responsibility remains with the Merchant. Any fine or penalty levied against the Carrier is for account of the Merchant.
12. Mis-declaration of cargo weight endangers crew, port workers and vessels’ safety. Your cargo may be weighed at any place and time of carriage and any mis-declaration will expose you to claims for all losses, expenses or damages whatever resulting thereof and be subject to freight surcharge.
13. The shipper acknowledges that the Carrier may carry the goods identified in this bill of lading on the deck of any vessel and in taking remittance of this bill of lading the Merchant (including the shipper, the consignee and the holder of the bill of lading, as the case may be) confirms his express acceptance of all the terms and conditions of this bill of lading and expressly confirms his unconditional and irrevocable consent to the possible carriage of the goods on the deck of any vessel.
14. Carrier is not responsible for any error, omission or discrepancies with regard to the CTN (Cargo Tracking Note) and the responsibility remains with the Merchant/Importer. Any fine or penalty levied against the Carrier is for account of the Merchant.
15. The Merchant is responsible for returning the empty containers, supplied by or on behalf of the Carrier, with interior clean, to the point or place designed by the Carrier, his servants or agents within the time-frame prescribed and at the same condition upon release. The Carrier is entitled to collect a deposit from the Merchant at the time of release of the container(s). The deposit shall be remitted as security for

**PLACE AND DATE OF ISSUE**  LE HAVRE  29 MAY 2012  
**SIGNED FOR THE CARRIER CMA CGM S.A.**  
**BY**  CMA CGM Agences France SAS  
as agents for the carrier CMA CGM S. A.
Click each tab to learn how to manage B/Ls.

I have access to the draft B/L page from the **BL status** link of the consignment in the **Export/Import Dashboard** page. When the **BL status** is “To be reviewed”, the page will look like this. I can also access this page from several other entry points: the **Document Dashboard** page by selecting a document of the category B/L or during the mass approval process for several B/L drafts.

---

**Additional Clauses**

1. Said to contain
2. Shippers stow, load and count
3. Cargo at port is at receiver risk, expenses and responsibility
4. THC at destination payable by consignee as per line/port tariff
5. C.I.F.
6. Ground rent/storage costs at POD for Consignee's account according to port rates.

194. For the purpose of the present carriage, clause 14(2) shall exclude the application of the York/Antwerp rules, 2004.
202. Demurrage and detention payable by the Merchant as per CMA CGM tariff available on the website www.cma-cgm.com, or in any of CMA CGM agency
213. Neither the shipping line nor the line agent is responsible for missing or incorrect form M number and the responsibility remains with the Merchant. Any fine or penalty levied against the Carrier is for account of the Merchant.

---

**Place and Date of Issuance**

**Signed for the Shipper**

*Applicable only when this document is used as a combined transport bill of lading*

---

This option allows me to navigate through the **BL Details pages**.
Click each tab to learn how to manage B/Ls.

I have access to the draft B/L page from the **BL status** link of the consignment in the Export/Import Dashboard page. When the **BL status** is “To be reviewed”, the page will look like this. I can also access this page from several other entry points: the Document Dashboard page by selecting a document of the category B/L or during the mass approval process for several B/L drafts.

<table>
<thead>
<tr>
<th>BL Details FR1255283</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BL status</strong></td>
</tr>
<tr>
<td><strong>BL type</strong></td>
</tr>
<tr>
<td><strong>POL</strong></td>
</tr>
<tr>
<td><strong>POD</strong></td>
</tr>
<tr>
<td><strong>Receipt Delivery</strong></td>
</tr>
<tr>
<td><strong>Paris, FR</strong></td>
</tr>
<tr>
<td><strong>Booking number</strong></td>
</tr>
</tbody>
</table>

Since this draft B/L is ‘To be reviewed’, I can check and see if there are any modifications I want to make. If no, I select **Approve**. I get a system prompt asking me to confirm. I select **OK**.

⚠️ If the B/L draft is not reviewed within two business days after publication, it will automatically be considered as approved. You have until **12 OCT 2011 4:30 PM** to approve it or send your remarks.

**SHIPPER**
CMA CGM AGENCES FRANCE SAS
BP 245

**VOYAGE NUMBER**
NBR23
BILL OF LADING NUMBER
FR2363508

**DRAFT BILL OF LADING**
I have access to the draft B/L page from the **BL status** link of the consignment in the **Export/Import Dashboard** page. When the **BL status** is “To be reviewed”, the page will look like this. I can also access this page from several other entry points: the **Document Dashboard** page by selecting a document of the category B/L or during the mass approval process for several B/L drafts.

**BL Details FR1255283**

- **BL status**: To be reviewed
- **BL type**: Negotiable
- **POL**: Le Havre, FR
- **POD**: New York, US
- **Receipt**: Paris, FR
- **Delivery**: -
- **Booking number**: LVH057372B
- **Voyage number**: FA378E
- **Local Voyage Ref.**: 0255

**History**

- **Review sent**: 01/09/2011
- **Review sent**: 15/09/2011
- **Review sent**: 05/10/2011
- **To be reviewed**: 10/10/2011

⚠️ If the B/L draft is not reviewed within two business days after publication, it will automatically be considered as approved.

You have until **12 OCT 2011 4:30 PM** to approve it or send your remarks.

**In case I want to know more about B/Ls, I can look at the B/L Validation demo.**

**Draft Bill of Lading**

**Shipper:**
CMA CGM AGENCES FRANCE SAS
BP 245

**Voyage Number:**
NBR23
BILL OF LADING NUMBER:
FR2363508
Click each tab to learn how to manage B/Ls.

Different actions are possible on the B/Ls. The **Actions** menu lists two possible actions: **Modify** and **Open**.

---

**BL Details FR1255283**

- **BL status**: To be reviewed
- **BL type**: Negotiable
- **POL**: Le Havre, FR
- **POD**: New York, US
- **Receipt**: Paris, FR
- **Delivery**: -
- **Booking number**: -
- **Voyage number**: -
- **Local Voyage Ref.**: -

**History**

- **Review sent**: 01/09/2011
- **Review sent**: 15/09/2011
- **Review sent**: 05/10/2011
- **Review sent**: 10/10/2011

---

⚠️ If the B/L draft is not reviewed within two business days after publication, it will automatically be considered as approved.

You have until **12 OCT 2011 4:30 PM** to approve it or send your remarks.
The **Modify** option is only available for B/Ls with the status ‘To be reviewed’. When I select **Modify**, I get a prompt.
Click each tab to learn how to manage B/Ls.

The **Modify** option is only available for B/Ls with the status ‘To be reviewed’. When I select **Modify**, I get a prompt.

---

**I can enter the comments and modifications here. Once I finish, I select **Save**.**

---

**Edit Shipper**

CMA CGM AGENCES FRANCE SAS
BP 245
LE HAVRE
FRANCE

### Comments:

- If the B/L draft is not reviewed within two hours, it will be considered as approved.

You have until **12 OCT 2011 4:30 PM** to a complete the B/L.
Click each tab to learn how to manage B/Ls.

This is the change I have made. I can make more changes by selecting **Edit** and then the **Update** option.

**BL Details FR1255283**

- **BL status**: To be reviewed
- **BL type**: Negotiable
- **POL**: Le Havre, FR
- **POD**: New York, US
- **Receipt**: Paris, FR
- **Delivery**: -
- **Booking number**: LVH057372B
- **Voyage number**: FA378E
- **Local Voyage Ref.**: 0255

**History**

- **Review sent**
  - 01/09/2011
- **Review sent**
  - 15/09/2011
- **Review sent**
  - 05/10/2011
- **To be reviewed**
  - 10/10/2011

⚠️ If the B/L draft is not reviewed within two business days after publication, it will automatically be considered as approved.

You have until **12 OCT 2011 4:30 PM** to approve it or send your remarks.

**SHIPPER**

- CMA CGM AGENCES FRANCE SAS
- BP 245
- LE HAVRE
- FRANCE

**CONSIGNEE**

- CMA CGM DELMAS NIGERIA LTD
Click each tab to learn how to manage B/Ls.

This is the change I have made. I can make more changes by selecting Edit and then the Update option.

Once I make the necessary changes, I select Submit.
Click each tab to learn how to manage B/Ls.

Certain special request options are available in this platform. I can access it by selecting the **Special Request** option in the **BL Details** page.

**BL Details FR1255283**

- **BL status**: Available
- **POL**: Le Havre, FR
- **Receipt**: Paris, FR
- **Delivery**: -
- **Booking number**: LYH057372B
- **Voyage number**: FA378E
- **Local Voyage Ref.**: 02SS

I can choose **Change of destination**, **Switch BL**, **Republish BL** or **Other** as Request Type.

**Request type**

- Change of destination
- Switch BL
- Republish BL
- Other

**Comment**

Add a comment to this request

**Buttons**

- Cancel
- Send Request
Click each tab to learn how to manage B/Ls.

Certain special request options are available in this platform. I can access it by selecting the **Special Request** option in the **BL Details** page.

**BL Details FR1255283**

<table>
<thead>
<tr>
<th>BL status</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>BL type</td>
<td>Waybill</td>
</tr>
<tr>
<td>POL</td>
<td>Le Havre, FR</td>
</tr>
<tr>
<td>POD</td>
<td>New York, US</td>
</tr>
<tr>
<td>Receipt</td>
<td>Paris, FR</td>
</tr>
<tr>
<td>Delivery</td>
<td>-</td>
</tr>
</tbody>
</table>

**Booking number**: LYH057372B
**Voyage number**: FA378E
**Local Voyage Ref.**: 025S

**Request type**
- Change of destination
- Switch BL
- Republish BL
- Other

**Comment**: Add a comment to this request

After filling the necessary details, I send the request to the agent or I cancel the request.
Click each tab to learn how to manage B/Ls.

Certain special request options are available in this platform. I can access it by selecting the **Special Request** option in the **BL Details** page.

**BL Details FR1255283**

- **BL status**: Available
- **BL type**: Waybill
- **POL**: Le Havre, FR
- **POD**: New York, US
- **Receipt**: Paris, FR
- **Delivery**: -
- **Booking number**: LYH0573728
- **Voyage number**: FA378E
- **Local Voyage Ref.**: 025S

**Request type**

- Change of destination
- Switch BL
- Republish BL
- Other

**Comment**

Add a comment to this request

The **Request type** field is mandatory.
Click each tab to learn how to manage B/Ls.

Certain special request options are available in this platform. I can access it by selecting the **Special Request** option in the **BL Details** page.

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**BL Details FR1255283**

- **BL status**: Available
- **BL type**: Waybill
- **POL**: Le Havre, FR
- **POD**: New York, US
- **Receipt**: Paris, FR
- **Delivery**: -
- **Booking number**: LYH0573728
- **Voyage number**: FA378E
- **Local Voyage Ref.**: 025S

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You have come to the end of the guide. **Shipping Documents**. Click the arrow at the top left to access the menu and then click **Summary** or click the topics you want to view again.
Thank you for going through this guide. The main points covered are:

- The different documents that are accessible on the eCommerce platform
- Managing consignments
- Managing the document dashboard
- Viewing and modifying draft B/L and handling special requests