



My CMA CGM China User Guide Ver.11082022

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What is My CMA CGM China?

[My CMA CGM China \(cma-cgm.com.cn\)](https://www.cma-cgm.com/cn) is a **local APP handling Invoice and Bill of Lading requests** according to the local business procedures.

- If any freight or surcharge to be paid in China, **the Payer** needs to login **My CMA CGM China** requesting for VAT Invoice.
- When it comes to request about Original B/L issuance, B/L amendment and Telex Release, **the Booking Party** needs to login My CMA CGM China to submit the application or delegate Shipper to handle.

You can login **My CMA CGM China** using your CMA CGM Group eCommerce website ID & Password. In case you don't have yet, register now on <https://www.cma-cgm.com/ebusiness/registration/information> (Please use your company-domain email address to request for the account.)

Notices and Templates

Notices of local schedule or cutoff time update, business processes and templates will be published on **My CMA CGM China**.

When you pass the Booking Confirmation to your Supplier in China, please inform them of **My CMA CGM China** as well. And they can get first-hand operational information from below screens.

1. Announcement



2. Updates of Local Schedule and Cutoff Time

You may search vessel schedule and local cutoff times in "[Schedule](#)" menu. POL, Trade and ETD time range are mandatory to select. In case search failed, please try to shorten ETD time range.

You may also tick the records and click "Export" to download as excel file.

您可在“船期查询”菜单中搜索船期和各类截止时间。起运港、航线、ETD 时间范围为必选项。若查询失败, 请尝试缩短 ETD 时间范围。如需下载为 Excel, 请勾选相关记录, 然后点击“导出”。

ACGM Booking B/L Import Documentation **Schedule** En

船期查询

Vessel Voyage POL

ETD From ETD To Trade

Export **Reset** **Search**

Show: 10

POL	Vessel	Voyage	Terminal	ETB	ETD	ESI CUTOFF	VGM CUTOFF	PORT CUTOFF	VESSEL CUTOFF
SHANGHAI	CMA CGM LOIRE	06X3JE	YANGSHAN DEEP WATER PORT PHASE4 TER	2022/5/10	2022/5/12	2022年5月9日 17:00	船靠前12小时	船靠前12小时	2022年5月11日 10:00
SHANGHAI	COSCO KAOHSIUNG	088E	YANGSHAN DEEP WATER PORT PHASE1 TER	2022/5/16	2022/5/17	2022年5月13日 10:00	船靠前12小时	船靠前12小时	待空

Or search in [Documentation -> Schedule Notify](#), please choose "Branch" according to Port of Loading.
 选择“分公司”后可按文件类型、关键词、上传时间等条件搜索。（注：按船期次查询通知请在“标题”栏中输入船代信息包含在船期表内）

BETTER WAYS CMA CGM Booking B/L Import Documentation **Schedule** English

> Documentation > Schedule Notify

Duty Inquiry
Schedule Notify
 Files Download

Title

Update time start Update time end

Carrier Code

Documentation Type

Branch

Reset **Search**

3. Notices and Templates

Search templates in Documentation -> [Files Download](#), choose "Branch" according to Port of Loading.

点击“资料下载”，选择“分公司”后可搜索，下载各类文件、保函格式。

Search holiday on-duty in Documentation -> [Duty Inquiry](#), choose "Branch" according to Port of Loading.

点击“值班查询”，选择“分公司”后可查看各分公司客服节假日值班表。

CMA CGM Booking B/L Import Documentation **Schedule** English

> Documentation > Files Download

Duty Inquiry
 Schedule Notify
Files Download

Title

Update time start Update time end

Branch

Reset **Search**

4. Empty Container Release Plan

Check container release schedule by POL and container type in this [menu](#).

The schedule will be weekly reviewed according to equipment supply vs demand.

For example, at Dalian, shipper can request to pick up 40ST container from vessel ETD-14 days.

CMA CGM Booking B/L Import Documentation **Schedule** English

> Documentation > Empty Release Policy

Duty Inquiry
 Schedule Notify
 Files Download
Empty Release Policy

ETD-N Day	Week30 (07/25 - 07/31)		
Location	40ST	40HC	45HC
Dalian	7	14	7
Tianjin	7	7	7

Booking Management

1. Booking Status Check

You may check the Booking Status directly on CMA CGM Group website, or advice your local supplier to check that on [My CMA CGM China](#) with either Web Ref No. or Booking Ref No.

Home > Booking > Booking Inquiry

Booking No or Reference No

Query Result

No HAZ Rate

-----Booking Information-----
Booking No: CNC
POD Name: MALE(Code: MVMLE)
Destination Name: MALE(Code: MVMLE)
Vessel Name: APL HOLLAND
Voyage: 0WVDPW
Line: WAX
ETD: 11/23/2022 11:59:59 PM

-----Container Information-----
Size: 20 Type: ST ContainerQty: 1

2. Non-DG Chemical Documents Submission (Shanghai Only)

Click on “Booking -> [Chemical Booking](#)”

Booking B/L Import Invoice Documentation Schedule

Booking Inquiry

Chemical Booking

Booking No

Search by Booking Reference, then click the icon to access “Detail”

Home > Booking > Chemical Booking

Booking No Reset Search

Filter: Show: 10

Opt.	Booking No	Vessel	Voyage	Status
	CNC	EVER LEADER	40061W	Submitted

Showing 1 to 1 of 1 entries

Upload documents like MSDS, Certification for Safe Transport, non-DG LOI etc., add comments if necessary, then save and submit. In case any issue during review of the documents, we will indicate the on-hold / rejection reason for reference.

CHEMICALS DETAIL

Vessel Voyage

Booking No

REASONS

Pending Reason [View more reasons](#)

Customer Comment

ATTACHMENT

Step1. upload documents

File Name	Upload Time	Is Available	Download
No data available in table			

Step2. save and submit

B/L Request

1. Request Submission

For any amendment on B/L contents after Shipping Instruction submission, **Booking Party** needs to login **My CMA CGM China** to submit request and LOI (if necessary), as well as confirm the surcharge.

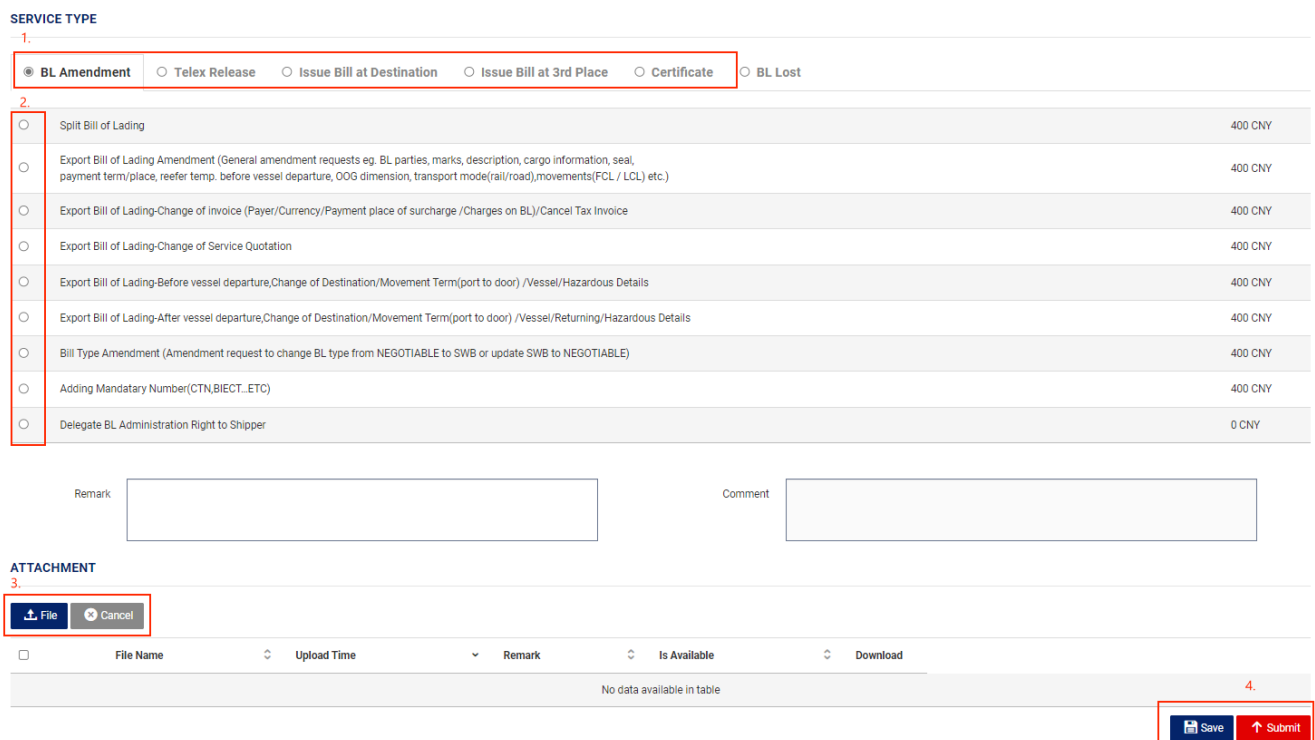
Note: Cash customer need to settle amendment fees first, and send bank slip to GSCCQ.NC.Receipt@cma-cgm.com

- 1) Please search by B/L# in “B/L -> [Request Amendment](#)”



- 2) Tick the specific request from the list

Upload LOI by clicking “File -> Save”, then “Submit” the request.



SERVICE TYPE	
<input checked="" type="radio"/> BL Amendment	
<input type="radio"/> Telex Release	
<input type="radio"/> Issue Bill at Destination	
<input type="radio"/> Issue Bill at 3rd Place	
<input type="radio"/> Certificate	
<input type="radio"/> BL Lost	

<input type="radio"/>	Split Bill of Lading	400 CNY
<input type="radio"/>	Export Bill of Lading Amendment (General amendment requests eg. BL parties, marks, description, cargo information, seal, payment term/place, reefer temp, before vessel departure, OOG dimension, transport mode(rail/road), movements(FCL / LCL) etc.)	400 CNY
<input type="radio"/>	Export Bill of Lading-Change of Invoice (Payer/Currency/Payment place of surcharge /Charges on BL)/Cancel Tax Invoice	400 CNY
<input type="radio"/>	Export Bill of Lading-Change of Service Quotation	400 CNY
<input type="radio"/>	Export Bill of Lading-Before vessel departure,Change of Destination/Movement Term(port to door) /Vessel/Hazardous Details	400 CNY
<input type="radio"/>	Export Bill of Lading-After vessel departure,Change of Destination/Movement Term(port to door) /Vessel/Returning/Hazardous Details	400 CNY
<input type="radio"/>	Bill Type Amendment (Amendment request to change BL type from NEGOTIABLE to SWB or update SWB to NEGOTIABLE)	400 CNY
<input type="radio"/>	Adding Mandatary Number(CTN,BIECT..ETC)	400 CNY
<input type="radio"/>	Delegate BL Administration Right to Shipper	0 CNY

Remark: Comment:

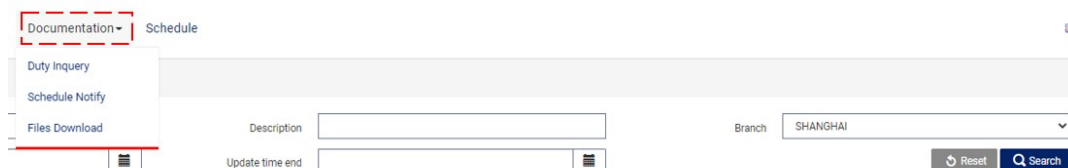
ATTACHMENT

3.

<input type="checkbox"/>	File Name	Upload Time	Remark	Is Available	Download
No data available in table					

4.

LOI template can be found in “Documentation -> [Files Download](#)”, choose “Branch” according to POL.



- 3) **My CMA CGM China** will trigger notification to registered email box about the progress of your request. You may also check it in “B/L -> [View Amendment](#)”.

提单更改查询						
<div> <div>添加</div> <div>导出</div> </div> <div>Filter: <input type="text" value="Type to filter..."/></div>						
操作	用户名	提单号	船名	航次	最终卸货港	状态
			VERMONT TRADER	032W	INMAA	拒绝提单更改
			VERMONT TRADER	032W	INMAA	业务已完成
				Operator		Comment
				gsc.lucili@cma-cgm.com		请用CMA模板
				gsc.lazhou@cma-cgm.com;gsc.lazhou@cma-cgm.com		

2. Delegate B/L Administration to Shipper

Booking Party may delegate B/L administration rights, so shipper can login **My CMA CGM China** to request for B/L amendment and B/L issuance.

Steps: “B/L” -> “[Request Amendment](#)” -> “BL Amendment” -> “Delegate BL Administration Right to Shipper” -> “Submit”

After that, Booking Party will no longer be able to raise B/L request.

For prepaid charges at China, by default, Booking Party is the payer and is still obliged to settle the payment to CMA Group even after delegating B/L Administration to Shipper. If Shipper will be the payer of prepaid charges, please indicate that in Shipping Instruction.

☒ BL Amendment
 ☐ Telex Release
 ☐ Issue Bill at Destination
 ☐ Issue Bill at 3rd Place
 ☐ Certificate
 ☐ BL Lost

<input type="radio"/> Split Bill of Lading	400 CNY
<input type="radio"/> Export Bill of Lading Amendment (General amendment requests eg. BL parties, marks, description, cargo information, seal, payment term/place, reefer temp. before vessel departure, OOG dimension, transport mode(rail/road),movements(FCL / LCL) etc.)	400 CNY
<input type="radio"/> Export Bill of Lading-Change of Invoice (Payer/Currency/Payment place of surcharge /Charges on BL)/Cancel Tax Invoice	400 CNY
<input type="radio"/> Export Bill of Lading-Change of Service Quotation	400 CNY
<input type="radio"/> Export Bill of Lading-Before vessel departure,Change of Destination/Movement Term(port to door) /Vessel/Hazardous Details	400 CNY
<input type="radio"/> Export Bill of Lading-After vessel departure,Change of Destination/Movement Term(port to door) /Vessel/Returning/Hazardous Details	400 CNY
<input type="radio"/> Bill Type Amendment (Amendment request to change BL type from NEGOTIABLE to SWB or update SWB to NEGOTIABLE)	400 CNY
<input type="radio"/> Adding Mandatory Number(CTN,BIECT...ETC)	400 CNY
<input type="radio"/> Delegate BL Administration Right to Shipper	0 CNY

Remark

Comment

ATTACHMENT

File

Cancel

<input type="checkbox"/>	File Name	Upload Time	Remark	Is Available	Download
No data available in table					

Save

Submit

Invoice & Payment

In case any charges to be **paid in China**, payer can refer to below steps to request for VAT invoice (Fapiao).

By default, Booking Party is the payer of prepaid charges. If Shipper will be the payer, please indicate that in Shipping Instruction.

Note: Payment need to be settled **within billing date + 10 calendar days**, otherwise will subject to Late Payment Fee. You may subscribe notification for invoice on CMA Group [eComm website](#).

1. Maintain Payer Profile

Menu: Invoice -> [Company Profile](#). For detailed steps, please refer to [user guide](#)

MA CGM China Booking ▾ B/L ▾ Import ▾ Invoicing & Payment ▾ GSC ▾ Operation ▾ Financial Documentation ▾ Schedule User Guide En

> Invoicing & Payment > Company Information

Status Tax Registration No.

Company Name(Chinese) Company Name(English)

Contact Person

[Reset](#) [Search](#)

Note: Invoice and ePayment are available for the companies with status as VALIDATED only. Please edit the REJECTED records and submit for validation. CMA CGM will only valid the information that are available in the uploaded business license and relevant certificates. [Click here to download user manual of company profile.](#) [New](#)

2. Invoice and Online Payment

Check your invoices at “[Invoice Center](#)” and pay online. For more details, please refer to the [user manual](#).

My CMA CGM China Booking ▾ B/L ▾ Import ▾ Invoicing & Payment ▾ GSC ▾ Operation ▾ Financial Documentation ▾ Schedule User Guide English

> Invoicing & Payment > Invoice Center

BL/BKG No. use comma to separate Fapiao Status All ▾ Payer All ▾

Currency All Invoicing Status All ▾ Payment Status All ▾

Invoice Date 2025-02-20 - 2025-02-27

[Reset](#) [Search](#)

☒ Selected All ☐ Unselected All [Batch Tax Invoicing](#) [Batch Pay](#)

The billing center has now enabled the customer self-service online tax invoice issuance function. You can click to download the billing center user manual. Invoices can be issued by selecting multiple bills and clicking the "Batch Invoice" button. For the "Operation" column, red indicates that the invoice cannot be issued if the conditions are not met, gray indicates that it has been issued, and blue indicates that it can be issued.

3. VAT Invoice (AKA Fapiao)

You may download the VAT invoice from “[Fapiao Center](#)” and pay online there as well.

For more details, please refer to [user manual](#).

MA CGM China Booking ▾ B/L ▾ Import ▾ Invoicing & Payment ▾ GSC ▾ Operation ▾ Financial Documentation ▾ Schedule User Guide Eng

> Invoicing & Payment > Fapiao Center

Fapiao Date 2025-02-20 - 2025-02-27 Payment Status All ▾ Payer

Currency All Fapiao No. use newline to separate

[Reset](#) [Search](#)

☒ Selected All ☐ Unselected All [Batch Details Excel](#) [Batch Fapiao PDF](#) [Batch Pay](#)

You can select multiple Fapiao and perform batch operations. Please click here to download user manual of Fapiao Center.

Request for Original B/L or Telex Release

(Note: Booking Party need to submit the request in **My CMA CGM China** or delegate shipper to do so.

For Cash customer, all Prepaid charges must be settled before B/L issuance or Telex Release. Please send bank slip to GSCCQ.NC.Receipt@cma-cgm.com

For Credit customer, please send payer information to GSCCQ.NC.Collector6@cma-cgm.com so as to enjoy the credit term.)

1. Original B/L Issuance at POL

You may check your readied B/L(s) at “B/L -> [OBL Reservation](#)”, choose specific B/L# and click “OBL Reservation” to make appointment.

The screenshot shows the CMA CGM system interface. The top navigation bar includes 'Booking', 'B/L', 'Import', 'Invoice', 'Documentation', and 'Schedule'. The 'B/L' dropdown menu is open, showing options like 'B/L Inquiry', 'OBL Reservation' (highlighted), 'Blank OBL Apply', 'OBL Registration', 'Request Amendment', and 'View Amendment'. Below the menu, there are input fields for 'B/L No', 'B/L Status', 'Vessel', and 'Voyage', along with 'Reset' and 'Search' buttons. A table below shows a list of B/Ls with columns: B/L No, Issue, Vessel, Voyage, B/L Type, and B/L Status. Two entries are visible, both marked as 'ESI completed and available to be reserved'.

B/L No	Issue	Vessel	Voyage	B/L Type	B/L Status
CNMD	CNSHA	CSCL ATLANTIC OCEAN	043W	Original Bill	ESI completed and available to be reserved
CNMD	CNSHA	CSCL ATLANTIC OCEAN	043W	Original Bill	ESI completed and available to be reserved

System will generate a QR code for successful appointment.

Please print and bring it together with B/L Receipt, copy of the courier's Identity Card, Authorization Letter (if 3rd party courier) when pick up Original B/L at [CMA CGM | China - Offices \(cma-cgm.com\)](http://CMA CGM | China - Offices (cma-cgm.com))

领单人员需携带预约二维码、领单确认函、身份证复印件、订舱人/发货人出具的领单授权书（若委托第三方代为取单的情况）至我司柜台领取正本提单。

LOI template can be found at “Documentation -> [Files Download](#)”, please choose “Branch” according to Port of Loading, and search by key words.

The screenshot shows the 'Documentation > Files Download' section. It includes search filters for 'Title', 'Description', 'Branch', 'Update time start', and 'Update time end', along with 'Reset' and 'Search' buttons. Below the filters, a table lists downloadable files with columns: Opt., Title, Download Time, Content, CreateUser, and CreateDateTime. Two files are listed: '领单确认函' and '领单授权书'.

Opt.	Title	Download Time	Content	CreateUser	CreateDateTime
Download	领单确认函	543	提单签领公司抬头出具领单函	qgd.ffang	2022-06-30 17:41:12
Download	领单授权书 (订舱人委托他人签单)	346	订舱人公司抬头出具保函委托他人代为签单	qgd.ffang	2022-06-30 17:39:39

2. Telex Release or B/L Issuance at Other Places

1) Search by B/L# at “B/L -> [Request Amendment](#)”

BETTER WAYS CMA CGM Booking B/L Import Invoice Documentation Schedule

B/L Inquiry
OBL Reservation
Blank OBL Apply
OBL Registration
Request Amendment
View Amendment

B/L INFORMATION

*B/L No.

2) Choose the request from the list.

SERVICE TYPE

☐ BL Amendment ☒ **Telex Release** ☐ Issue Bill at Destination ☐ Issue Bill at 3rd Place ☐ Certificate ☐ BL Lost

<input type="radio"/> Telex Release	450 CNY
<input type="radio"/> Cancel telex release, will re-submit telex release request at later state	450 CNY
<input type="radio"/> Cancel telex release and request to issue OBL	450 CNY

Remark Comment

ATTACHMENT

<input type="checkbox"/>	File Name	Upload Time	Remark	Is Available	Download
No data available in table					

3) Upload LOI (with Shipper and Booking Party stamps) by clicking “File -> Save”, then “Submit” the request. LOI template can be found in “Documentation -> [Files Download](#)”, choose “Branch” according to Port of Loading, and search by key words of the request.

Note: For no-credit customer in case you would like to get Telex Release Fee invoiced to settle payment first but hold on Telex Release Instruction to destination until your final decision. Please:

1) Tick the highlighted option before submitting request

SERVICE TYPE

☐ BL Amendment ☒ **Telex Release** ☐ Issue Bill at Destination ☐ Issue Bill at 3rd Place ☐ Certificate ☐ BL Lost

1.

<input checked="" type="radio"/> Telex Release	450 CNY
<input type="radio"/> Cancel telex release, will re-submit telex release request at later state	450 CNY
<input type="radio"/> Cancel telex release and request to issue OBL	450 CNY

2.

☒ Please issue Telex Release Fee invoice to settle payment first, hold on release instruction to destination till my further confirmation. (Not to tick this option if you don't need double confirm on Telex Release instruction)

Remark Comment

ATTACHMENT

3.

<input type="checkbox"/>	File Name	Upload Time	Remark	Is Available	Download
No data available in table					

4.

- 2) When you would like to give the instruction, search the BL# at “B/L -> [View Amendment](#)”, tick the highlighted option and confirm Telex Release.

SERVICE TYPE

1.

☐ BL Amendment
 ☒ **Telex Release**
☐ Issue Bill at Destination
 ☐ Issue Bill at 3rd Place
 ☐ Certificate
 ☐ BL Lost

<input checked="" type="radio"/> Telex Release	450 CNY
<input type="radio"/> Cancel telex release, will re-submit telex release request at later state	450 CNY
<input type="radio"/> Cancel telex release and request to issue OBL	450 CNY

2.

☐ Please issue Telex Release Fee invoice to settle payment first, hold on release instruction to destination till my further confirmation. (Not to tick this option if you don't need double confirm on Telex Release instruction)
 ☒ **Proceed Telex Release**

Remark:

Comment:

ATTACHMENT

<input type="checkbox"/>	File Name	Upload Time	Remark	Is Available	Download
<input type="checkbox"/>	CMA电放保函 7371+1 .pdf	2022-10-27 09:22:28	再次更新, 请查收	Y	Download
<input type="checkbox"/>	CMA电放保函 7371+1 .pdf	2022-10-26 13:13:30		Y	Download
<input type="checkbox"/>	CMA电放保函 7371 .pdf	2022-10-20 11:32:27		Y	Download

3.

My CMA CGM China will trigger notification to registered email box about the progress of request.

You may also check it in “B/L -> View Amendment”.

Please settle the payment and send bank slip to GSCCQ.NC.Receipt@cma-cgm.com

Offices & Contacts

[CMA CGM | China - Offices & Contacts \(cma-cgm.com\)](https://www.cma-cgm.com)