



My CMA CGM China User Guide Ver.20250522

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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

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	船前12小时	船前12小时	2022年5月11日 10:00
SHANGHAI	COSCO KACHUING	088E	YANGSHAN DEEP WATER PORT PHASE1 TER	2022/5/16	2022/5/17	2022年5月13日 10:00	船前12小时	船前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：按船名/航次查询通知请在“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](#)

Title

Update time start Update time end

Branch

Carrier Code

Documentation Type

[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](#)

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](#)

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

5. Booking Window

[Booking Window](#) for your reference on when CMA would start to take the bookings from China to various Trade Areas. Kindly note that Booking Request receive out of booking window would not be processed.

6. Detention Demurrage Stop Date Query for Reefer

For Reefer containers load from Shekou, Yantian, Nansha, Shantou in South China, [Stop Date Query](#) provides you with information of the stop date CMA would use to calculate Detention Demurrage charges for you to plan empty container pickup date (Detention Demurrage start date).

Query by POL & CMA mother vessel voyage number:

> Documentation > Stop Date Query

POL

NANSHA

Voyage

OJVLMS1NC

Reset

Search

Query Result

VesselName: CNC SERVAL
DD & Storage Stop Date: 2025/6/1

Remarks:
Stop Date: It's the last day to calculate DD & Storage charges for reefers in South China, subject to vessel type and POL.

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

After login, you may also [search for all your bookings](#) by vessel, voyage, POL and booking date.

My CMA CGM China | **Booking** | B/L | Import | Invoicing & Payment | Documentation | Schedule | User Guide | English

Home > Booking > Batch

Vessel Voyage POL

Booking Date To

From

Batch Booking Query

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

Filter: Show:

Opt.	Booking No	Vessel	Voyage	Status
<input checked="" type="checkbox"/>	CNC	EVER LEADER	40061W	Submitted

Showing 1 to 1 of 1 entries

First 1 Last

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	CMA CGM GEMINI	Voyage	0GX2FE
Booking No	CN		

REASONS

Pending Reason
[View more reasons](#)

CMA booking team will review and advise issues to be clarified or corrected here

Customer Comment

ATTACHMENT

Upload File	Cancel	Step1. upload documents		
<input type="checkbox"/>	File Name	Upload Time	Is Available	Download
No data available in table				
				Step2. save and submit
				Submit Save

DG Documents Management - Final Documents Upload

1. DG Final Documents Status Review

In [“Booking -> DG File -Final upload”](#), user can review DG documents status for one booking or all bookings on a voyage.

CMA CGM My CMA CGM China

Booking • B/L • Import • Invoice • GSC • Operation • Financial • Documentation • Schedule

User Guide English

Booking • DG File - Final Upload

Booking No: CNCC142156 Vessel: Voyage: POL: [Reset](#) [Search](#)

CNCC142156 [Confirm](#)

CNSHA
CMA CGM LEO
DZBJA

OME2JW

[Detail](#) [Upload](#)

2. DG Final Documents Upload

Click “Details” or “Upload” button to start the upload of DG final documents.

CMA CGM My CMA CGM China

Booking • B/L • Import • Invoice • GSC • Operation • Financial • Documentation • Schedule

User Guide English

Booking • DG File - Final Upload

Booking No: CNCC142156 Vessel: Voyage: POL: [Reset](#) [Search](#)

CNCC142156 [Confirm](#)

CNSHA
CMA CGM LEO
DZBJA

OME2JW

[Detail](#) [Upload](#)

The interface is divided into two parts: Upload and Records (DG File Detailed List)

CMA CGM

My CMA CGM China

Booking+

B/L+

Import+

Invoice+

GSC+

Operation+

Financial+

Document+

» Booking > DG File - Final Upload

Vessel

Booking No

CNCC142156

POL

CNCC142156

Confirm

CNSHA

CMA CGM LEO

DZBJA

OME2JW

Detail (CNCC142156)

File

Select

Submit

Instructions:

1 File size < 10M

2 DG doc must include IMO/MSDS/Packing certificates/DG Declaration. For TANK unit, pls provide TANK certificate as well.

3 DG transit from Qingdao required doc: a. MSDS (Chinese version) b. LABEL (Chinese version) c. 出入境危险化学品提运单和危险货物 d. 出境危险化学品使用鉴定合格证书

4 For DG shipment from or via Greece (GRIPR-PIRAEUS) , the sheet of ATTESTATION is required

5 For DG shipment with POD Brazil, please provide MSDS & DGD in Portuguese.

6 POD AEJEA and transhipped at AEJEA with Class 5 / 5.1 / 5.2 – SIRA approval required (Invoices & Packing list).

- DGFile Detailed list

Category	File Name	Upload User	Upload Time	Opt.
DGD(English)	CNCC142156 CMA CGM LEO OME2JW DGD1.pdf	ext.atan	2023-06-16 03:47:33	...
MSDS(English)	CNCC142156 CMA CGM LEO OME2JW MSDS.xlsx	shg.cqian	2023-06-16 04:51:16	...
DGD(English)	CNCC142156 CMA CGM LEO OME2JW DGD.pdf	ext.atan	2023-06-16 03:46:34	...

Click "Select" to browse one or several files to upload. Then select file type from the List. (For example: the file to upload is DGD, so select "DGD English") and then click "Submit".

Detail (CNCC142156)

×

File:

TJN0220112 COSCO OCEANIA 093E DGD.pdf

Select

Submit

DGD (English)	MSDS (English)	Tank certificate	Portuguese DGD	Portuguese MSDS	Packing list	Other	File Name
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	CNCC142156 CMA CGM LEO 0ME2JW DGD.pdf

Instructions:

- File size < 10M
- DG docs must include IMO/MSDS/Packing certificates/DG Declaration. For TANK unit, pls provide TANK certificate as well.
- DG transit from Qingdao required docs: a. MSDS (Chinese version) b. LABEL (Chinese version) c. 出入境危险货物包装性能检验结果单 d. 出境危险货物包装使用鉴定结果单
- For DG shipment from or via Greece (GRPIR-PIRAEUS), the sheet of ATTESTATION is required
- For DG shipment with POD Brazil, please provide MSDS & DGD in Portuguese.
- POD AEJEA and transhipped at AEJEA with Class 5 / 5.1 / 5.2 – SIRA approval required (Invoices & Packing list).

After successful submission, the DG document will display in DG File Detailed list

Detail (CNCC142156)

File:

Select

Submit

Instructions:

1.File size < 10M

2.DG docs must include IMO/MSDS/Packing certificates/DG Declaration. For TANK unit, pls provide TANK certificate as well.

3.DG transit from Qingdao required docs: a. MSDS (Chinese version) b. LABEL (Chinese version) c. 出入境危险货物包装性能检验结果单 d. 出境危险货物包装使用鉴定结果单

4.For DG shipment from or via Greece (GRPIR-PIRAEUS), the sheet of ATTESTATION is required

5.For DG shipment with POD Brazil, please provide MSDS & DGD in Portuguese.

6.POD AEJEA and transhipped at AEJEA with Class 5 / 5.1 / 5.2 – SIRA approval required (invoices & Packing list).

— DGFile Detailed list

Category	File Name	Upload User	Upload Time	Opt.
DGD(English)	CNCC142156 CMA CGM LEO 0ME2JW DGD1.pdf	ext.alan	2023-06-16 03:47:33	...
MSDS(English)	CNCC142156 CMA CGM LEO 0ME2JW MSDS.xlsx	shg.cpan	2023-06-16 04:51:16	...
DGD(English)	CNCC142156 CMA CGM LEO 0ME2JW DGD.pdf	ext.alan	2023-06-16 03:46:34	...

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 [dedicated AR team](#)

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

The screenshot shows the CMA CGM system interface. At the top, there's a navigation bar with 'BETTER WAYS CMA CGM' and several menu items: 'Booking', 'B/L', 'Import', 'Invoice', 'Documentation', and 'Schedule'. The 'B/L' menu is highlighted with a red box. Below it, a dropdown menu is open, showing options: 'B/L Inquiry', 'OBL Reservation', 'Blank OBL Apply', 'OBL Registration', 'Request Amendment' (highlighted with a red box), and 'View Amendment'. On the left side, there's a sidebar with 'B/L INFORMATION' and a search bar labeled '*B/L No' with a 'Search' button.

2) Tick the specific request from the list

The screenshot shows the 'SERVICE TYPE' selection screen. At the top, there's a section labeled '1.' with radio buttons for 'BL Amendment' (selected), 'Telex Release', 'Issue Bill at Destination', 'Issue Bill at 3rd Place', 'Certificate', and 'BL Lost'. Below this, there's a section labeled '2.' with a list of request types, each with a radio button. The first option, 'Split Bill of Lading', is highlighted with a red box. The other options are: '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.)', 'Export Bill of Lading-Change of Invoice (Payer/Currency/Payment place of surcharge /Charges on BL)/Cancel Tax Invoice', 'Export Bill of Lading-Change of Service Quotation', 'Export Bill of Lading-Before vessel departure,Change of Destination/Movement Term(port to door) /Vessel/Hazardous Details', 'Export Bill of Lading-After vessel departure,Change of Destination/Movement Term(port to door) /Vessel/Returning/Hazardous Details', 'Bill Type Amendment (Amendment request to change BL type from NEGOTIABLE to SWB or update SWB to NEGOTIABLE)', 'Adding Mandatary Number(CTN,BIECT..ETC)', and 'Delegate BL Administration Right to Shipper'.

- For countries/areas with Advanced Manifest filing, LOI is mandatory for B/L amendment.
- For countries/areas without Advanced Manifest filing, LOI is not required for B/L amendment.
- In case there's specific LOI requirement by destination countries/areas, no matter with or without Advanced Manifest filing, LOI submission together with B/L amendment request is necessary.

System will check on Port of Transshipment & Port of Discharge to tell if LOI is a must. And you may download the LOI template by clicking “File Download” button.

The screenshot shows the LOI submission screen. At the top, there's a table with two rows: 'Adding Mandatary Number(CTN,BIECT...ETC)' with a fee of '400 CNY/BL' and 'Delegate BL Administration Right to Shipper' with a fee of '0 CNY/BL'. Below this, there's a section for 'Remark' and 'Comment' with text input fields. Underneath, there's a section labeled 'ATTACHMENT[PLEASE STAMP OR SIGN ON YOUR LOI AND UPLOAD IN PDF FORMAT]'. It contains a 'Files Download' button (highlighted with a red box), a 'File' button, and a 'Cancel' button. Below this, there's a table with columns: 'File Name', 'Upload Time', 'Remark', 'Is Available', and 'Download'. The table is currently empty, with a message 'No data available in table'. At the bottom right, there are 'Save' and 'Submit' buttons.

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

For those B/L amendments which LOI is not required, you may choose either to input “Old Data” & “New Data” on the page directly, or to download a template from “File Download” to fill-in and upload. Please save your request first, then submit.

CMA CGM My CMA CGM China Booking+ B/L+ Import+ Invoicing & Payment+ Documentation+ Schedule Contact+ User Guide English+

> B/L > Request Amendment

B/L INFORMATION

*B/L No: CHN0778145

*Vessel: REN JIAN 15

Old Data: test123 New Data: test145

*Status: Draft

*Voyage: OXMIDW

*E-mail: ext.sli@cma-cgm.com

*Information:

Original: CNSHA

POL: SHANGHAI

CNSHA

Destination: MUNDRA IMMUN

POD: MUNDRA IMMUN

SERVICE TYPE

* BL Amendment Telex Release Issue Bill at Destination Switch/Issue Bill at 3rd Place Certificate BL Lost

CLP special LOI 0 CNY/BL

Split Bill of Lading 400 CNY/BL

Export Bill of Lading Amendment (General amendment requests eg. BL parties, marks, description, cargo information, seal, payment term/place, refer temp. before vessel departs, OOG dimension, transport mode(s)/road, movements(FCL / LCL) etc.) 400 CNY/BL

Export Bill of Lading Change of invoice (Payor/Currency/Payment place of surcharge /Charges on BL)/Cancel Tax Invoice 400 CNY/BL

Export Bill of Lading Change of Service Quotation 400 CNY/BL

Export Bill of Lading Before vessel departure Change of Destination/Movement Term(port to door) /Vessel/Hazardous Details 400 CNY/BL

Export Bill of Lading After vessel departure Change of Destination/Movement Term(port to door) /Vessel/Returning/Hazardous Details 400 CNY/BL

Bill Type Amendment (Amendment request to change BL type from NEGOTIABLE to SWB or update SWB to NEGOTIABLE) 400 CNY/BL

Adding Mandatory Number(CTN,BIECT... ETC) 400 CNY/BL

Delegate BL Administration Right to Shipper 0 CNY/BL

Remark: Comment:

ATTACHMENT(PLEASE STAMP OR SIGN ON YOUR LOI AND UPLOAD IN PDF FORMAT)

Files Download File Cancel

No data available in table

Save Submit

- 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

添加 导出

Filter: Type to filter...

操作	用户名	提单号	船名	航次	最终卸货港	状态	Operator	Comment
			VERMONT TRADER	032W	INMAA	拒绝提单更改	gsc.lucili@cma-cgm.com	请用CMA模板
			VERMONT TRADER	032W	INMAA	业务已完成	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 Mandatary 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

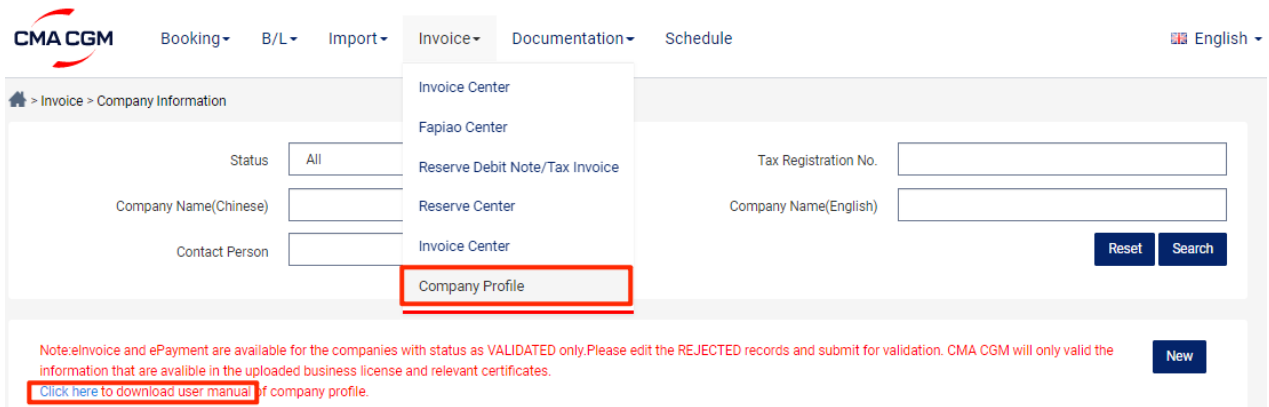
In case any charges to be **paid in China**, payer can refer to below steps to request for VAT invoice (Fapiao).

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

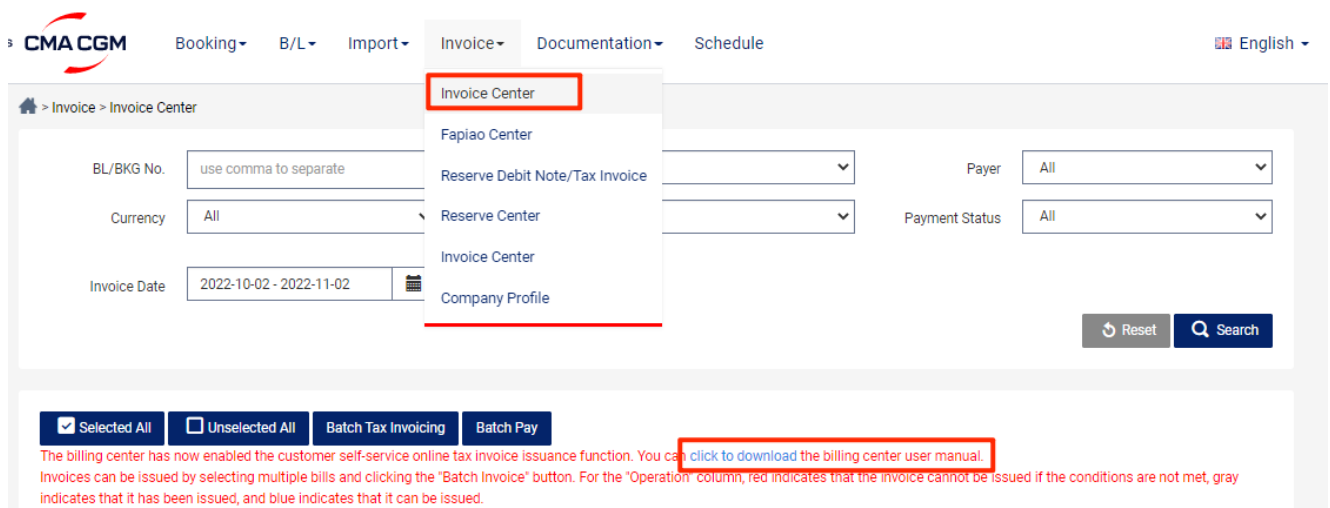
Menu: Invoice -> [Company Profile](#). For detailed steps, please refer to [user guide](#)



The screenshot shows the CMA CGM website's top navigation bar with tabs: Booking, B/L, Import, Invoice, Documentation, and Schedule. The 'Invoice' tab is selected, and a dropdown menu is open. The dropdown options are: Invoice Center, Fapiao Center, Reserve Debit Note/Tax Invoice, Reserve Center, Invoice Center, and Company Profile. The 'Company Profile' option is highlighted with a red box. Below the dropdown, the 'Invoice > Company Information' page is visible, featuring search filters for Status (All), Company Name (Chinese/English), and Contact Person. There are input fields for Tax Registration No. and Company Name (English), with Reset and Search buttons. A note at the bottom states: '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.' A 'New' button is also present.

2. Invoice and Online Payment

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

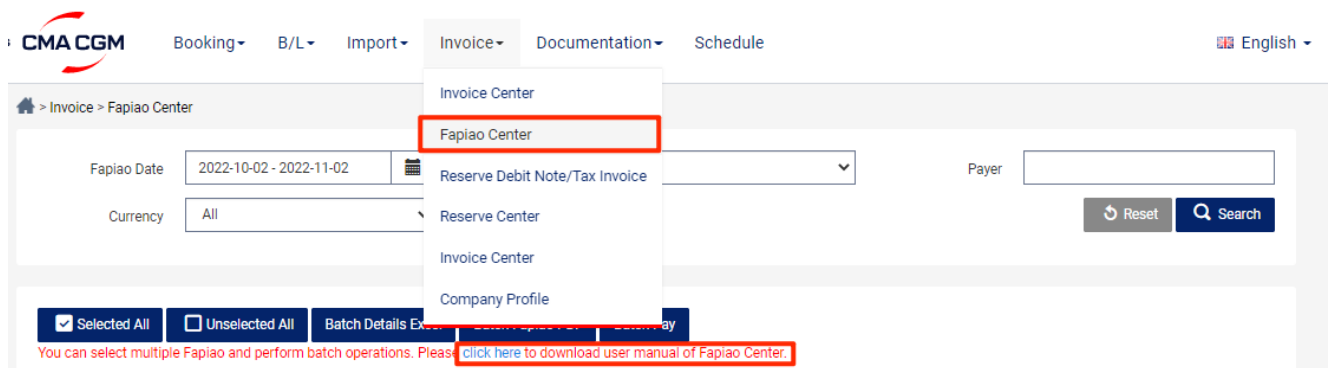


The screenshot shows the CMA CGM website's top navigation bar with tabs: Booking, B/L, Import, Invoice, Documentation, and Schedule. The 'Invoice' tab is selected, and a dropdown menu is open. The dropdown options are: Invoice Center, Fapiao Center, Reserve Debit Note/Tax Invoice, Reserve Center, Invoice Center, and Company Profile. The 'Invoice Center' option is highlighted with a red box. Below the dropdown, the 'Invoice > Invoice Center' page is visible. It features search filters for BL/BKG No. (use comma to separate), Currency (All), and Invoice Date (2022-10-02 - 2022-11-02). There are also dropdowns for Payer (All) and Payment Status (All). At the bottom, there are buttons for Selected All, Unselected All, Batch Tax Invoicing, and Batch Pay. A note at the bottom states: '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.' A 'Reset' and 'Search' button are also present.

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](#).



The screenshot shows the CMA CGM website's top navigation bar with tabs: Booking, B/L, Import, Invoice, Documentation, and Schedule. The 'Invoice' tab is selected, and a dropdown menu is open. The dropdown options are: Invoice Center, Fapiao Center, Reserve Debit Note/Tax Invoice, Reserve Center, Invoice Center, and Company Profile. The 'Fapiao Center' option is highlighted with a red box. Below the dropdown, the 'Invoice > Fapiao Center' page is visible. It features search filters for Fapiao Date (2022-10-02 - 2022-11-02) and Currency (All). There is a dropdown for Payer. At the bottom, there are buttons for Selected All, Unselected All, Batch Details Export, and Batch Pay. A note at the bottom states: 'You can select multiple Fapiao and perform batch operations. Please click here to download user manual of Fapiao Center.' A 'Reset' and 'Search' button are also present.

Request for Original B/L or Telex Release

(Note: EBL customer doesn't need to make appointment for BL release.

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 [dedicated AR team](#)

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 displays the CMA CGM system interface. At the top, there are navigation tabs: Booking, B/L, Import, Invoice, Documentation, and Schedule. The 'B/L' tab is selected, and a dropdown menu is open, showing options: B/L Inquiry, OBL Reservation (highlighted with a red box), 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 at the bottom lists B/Ls with columns: B/L No, Issue, Vessel, Voyage, B/L Type, and B/L Status. Two rows are shown, both with status '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 to our counter to pick up Original B/L. [CMA CGM | China - Offices \(cma-cgm.com\)](#)

(预约成功系统会生成二维码，**请打印并妥善保管**，领单人员需携带该二维码至我司柜台领取提单。使用自助柜员机领取提单的除二维码外，还需扫描身份证。)

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 [] Search

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

File Cancel

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

Save Submit

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. File Cancel

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

4.

Save Submit

- 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

☒ Telex Release 450 CNY

☐ Cancel telex release, will re-submit telex release request at later state 450 CNY

☐ Cancel telex release and request to issue OBL 450 CNY

☐ 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)

2.

☒ **Proceed Telex Release**

Remark

Comment 保函不完整

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.

CONFIRM TELEX RELEASE

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 [dedicated AR team](#)

Request for Debit Note of Import Charges

Step 1. Login [My CMA CGM China](#)



Step 2. Request for debit note at [Import -> Reserve Debit Note](#)

My CMA CGM China 订舱管理 提单管理 **进口业务** 开票&支付 资源文档 船期查询 用户指南 中文 - 简体

进口业务 > 预约进口账单

预约号 提单号 状态 未提交

时间 今天

查询大于一个月以上的数据请至 [发票预约查询](#) 查询

新增 确认提交 导入 模板下载

☐ 操作 预约号 ^ 提单号 ^ 发票类型 ^ 金额 ^ 币种 ^ 开票地 ^ 进出口 ^ 取票方式 ^ 回滚 ^ 快递联系人 ^ Tax No ^

账单预约

企业: * 下拉菜单选择企业信息

预约内容 * 本地 下拉菜单按币种 USD 和 RMB 分开预约

提单号 * 多个提单号以分号分隔或换行输入 开票地 * 即付款地

支持同时提交多个提单号

账单币种 * 下拉菜单选择支付币种

发票类型 电子普通发票

取票方式 电票

备注

CMA回馈

金额以CMA为准 ☒

发票打印请至 "开票&支付"下 "发票中心"

关闭 保存

Step 3. Submit

新增 确认提交 导入 模板下载

操作 预约号 ^ 提单号 ^ 发票类型 ^ 金额

Notification of Debit Note ready will be sent within 24hr, you may find the charge details on CMA CGM Group eCommerce website or check it in ["Invoice Center"](#) .

A CGM China 订舱管理 提单管理 进口业务 开票&支付 资源文档 船期查询

开票&支付 > 账单中心

提单号/订舱号 可用英文逗号分隔查询 发票状态 All

币种 All

账单日期 2024-01-17 - 2024-01-26

全选 反选 批量开发票 批量开票

账单中心现已开通客户自助线上随时开票功能。可以通过选择多个账单，点击“批量开发票”按钮来通过。

Filter: Type to filter...

#	操作	账单号	发票号
<input type="checkbox"/>	开发票 支付	CNIM	LARA
<input type="checkbox"/>	开发票 支付	CNIM	LARA

Showing 1 to 2 of 2 entries

账单详情 - CNIM

金额:

账单日期: 2024/1/22

付款状态: 未支付

开票发票状态: 未开发票

发票状态: 未生成

航次:

支付方:

卸货港: CNSHA

预计进出口时间: 2024/1/26

你可以点击[此处](#)在eCommerce网站查看账单PDF文档。

Contact Us

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