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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



The screenshot shows the top navigation bar of the My CMA CGM China website. It includes the CMA CGM logo, navigation links for '订舱管理', '提单管理', '进口业务', '资源文档', and '船期查询', and a language selector for '中文 - 简体'. A red box highlights the '登录' (Login) button. Below the navigation bar is a large blue banner with a white text box containing a COVID-19 prevention notice in Chinese. The notice provides contact information for CMA CGM's Pudong office and details about document submission during the April 6-15 lockdown. To the right of the notice is a white login form with fields for 'Login Name' and a password, along with 'Register', 'Forgot Password/Unlock', and 'Login' buttons.

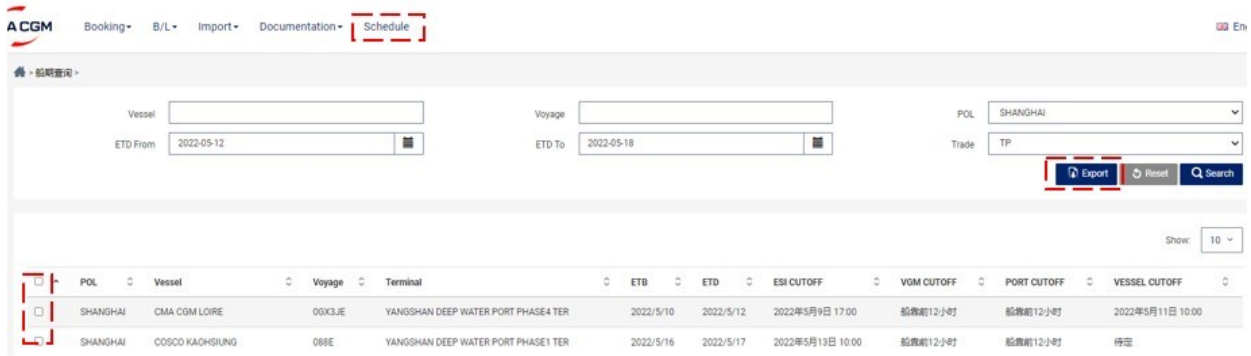
### 2. Updates of Local Schedule and Cutoff Time

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.

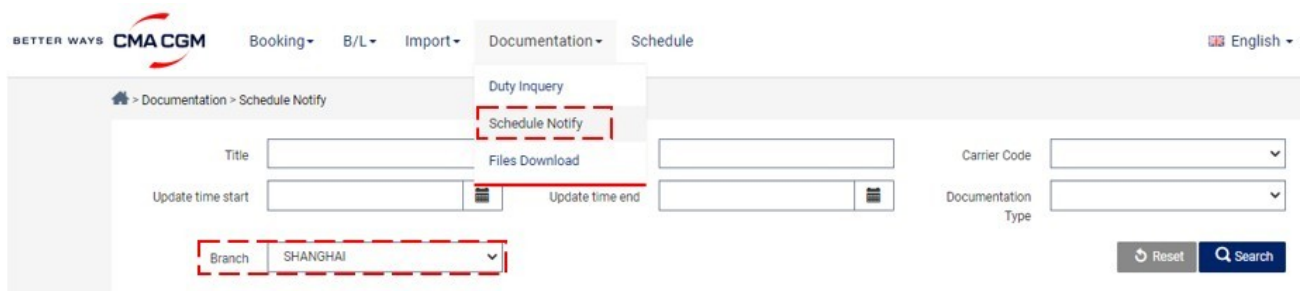
You may also tick the records and click “Export” to download as excel file.

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”。



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：按船次查询通知请在“标题”栏中输入船代信息包含在船期表内）



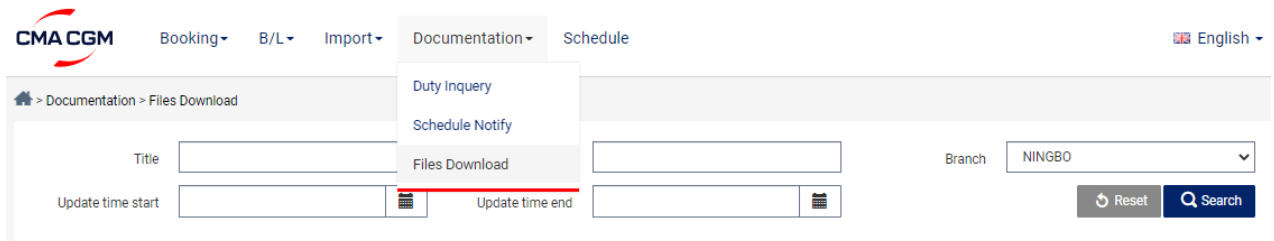
### 3. Notices and Templates

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。

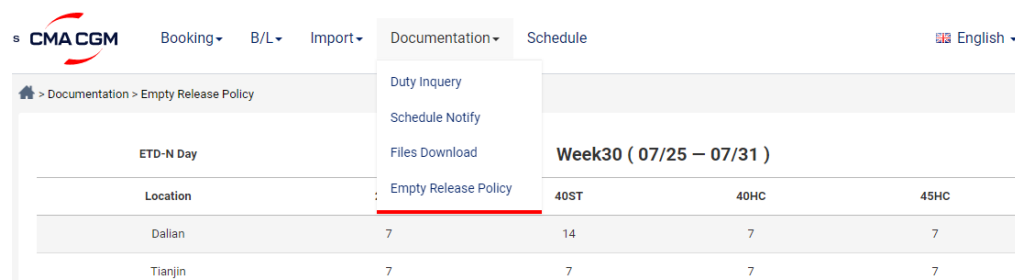


### 4. Empty Container Release Plan

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

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

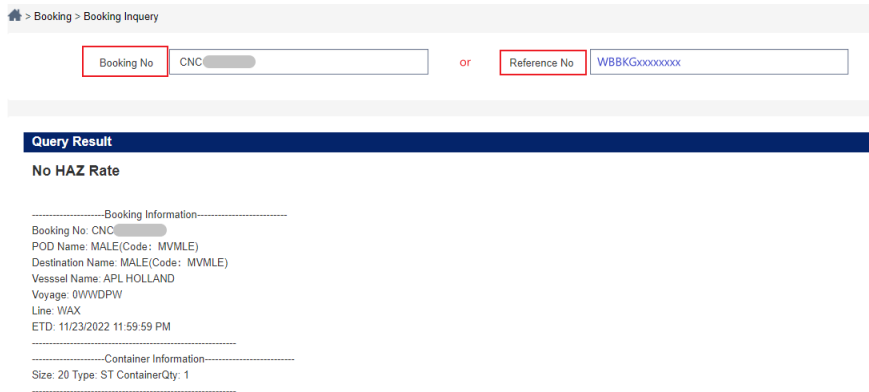
For example, at Dalian, shipper can request to pick up 40ST container from vessel ETD-14 days.



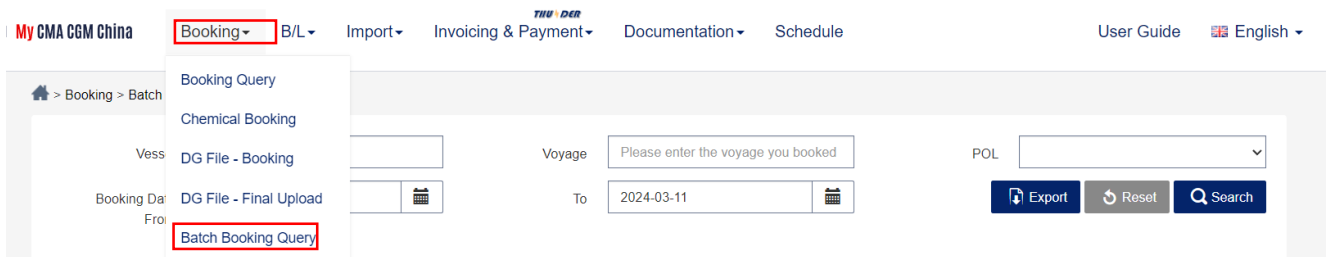
# Booking Management

## 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.

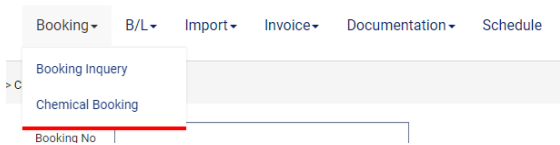


After login, you may also [search for all your bookings](#) by vessel, voyage, POL and booking date.

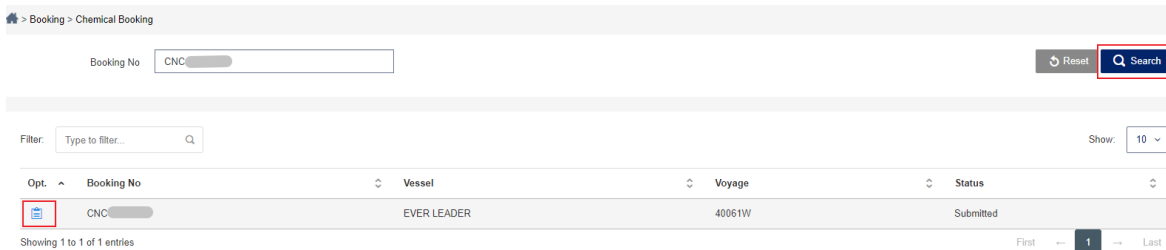


## 2. Non-DG Chemical Documents Submission (Shanghai Only)

Click on "Booking -> [Chemical Booking](#)"



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



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	<input type="text" value="CMA CGM GEMINI"/>	Voyage	<input type="text" value="0GX2FE"/>
Booking No	<input type="text" value="CN"/>		

## REASONS

Pending Reason <a href="#">View more reasons</a>	<input type="text" value="CMA booking team will review and advise issues to be clarified or corrected here"/>	Customer Comment	<input type="text"/>
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## ATTACHMENT

Step1. upload documents

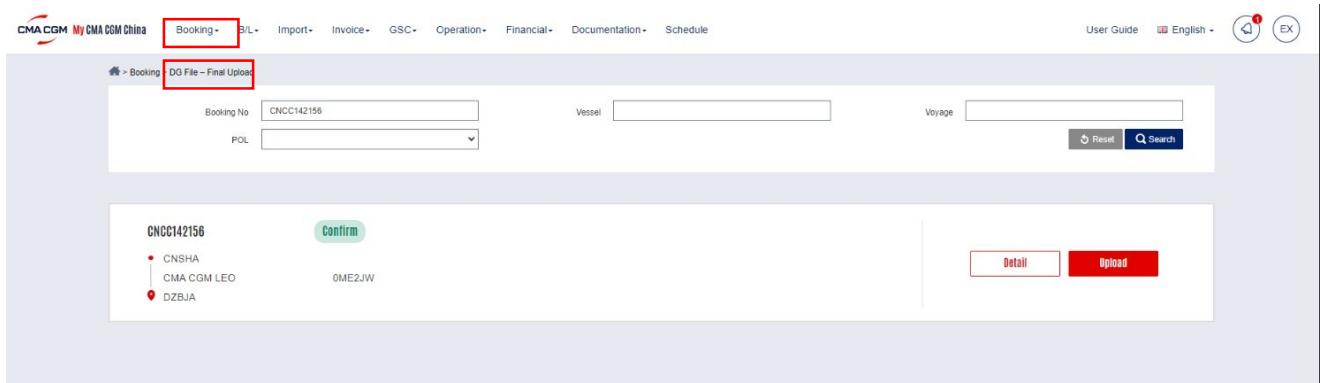
<input type="checkbox"/>	File Name	Upload Time	Is Available	Download
No data available in table				

Step2. save and submit

# DG Documents Management - Final Documents Upload

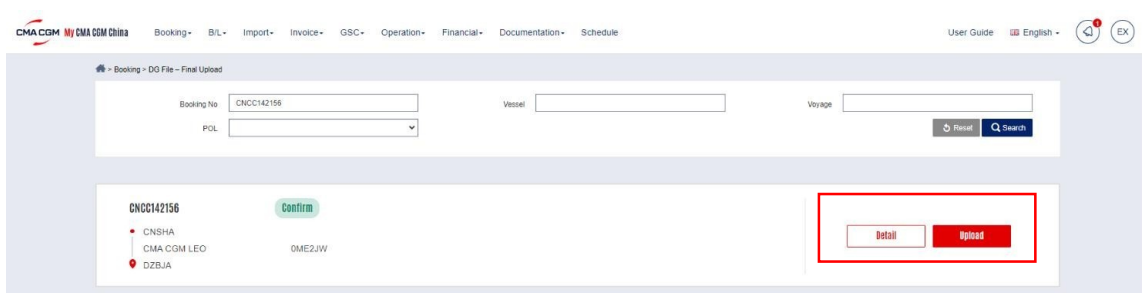
## 1. DG Final Documents Status Review

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

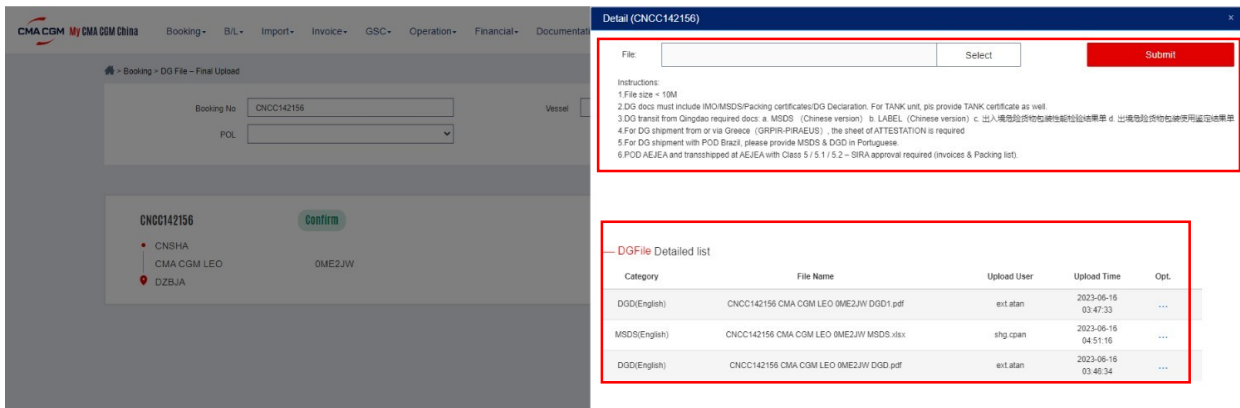


## 2. DG Final Documents Upload

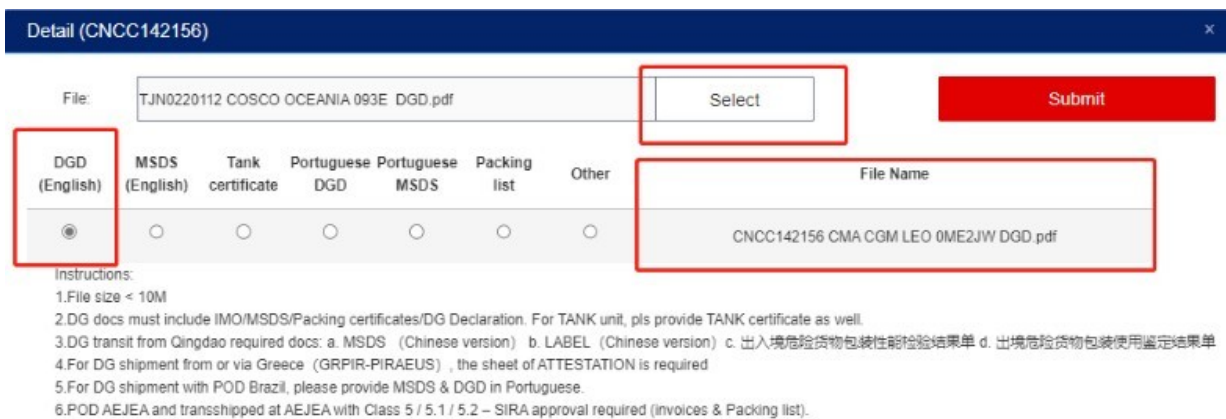
Click "Details" or "Upload" button to start the upload of DG final documents.



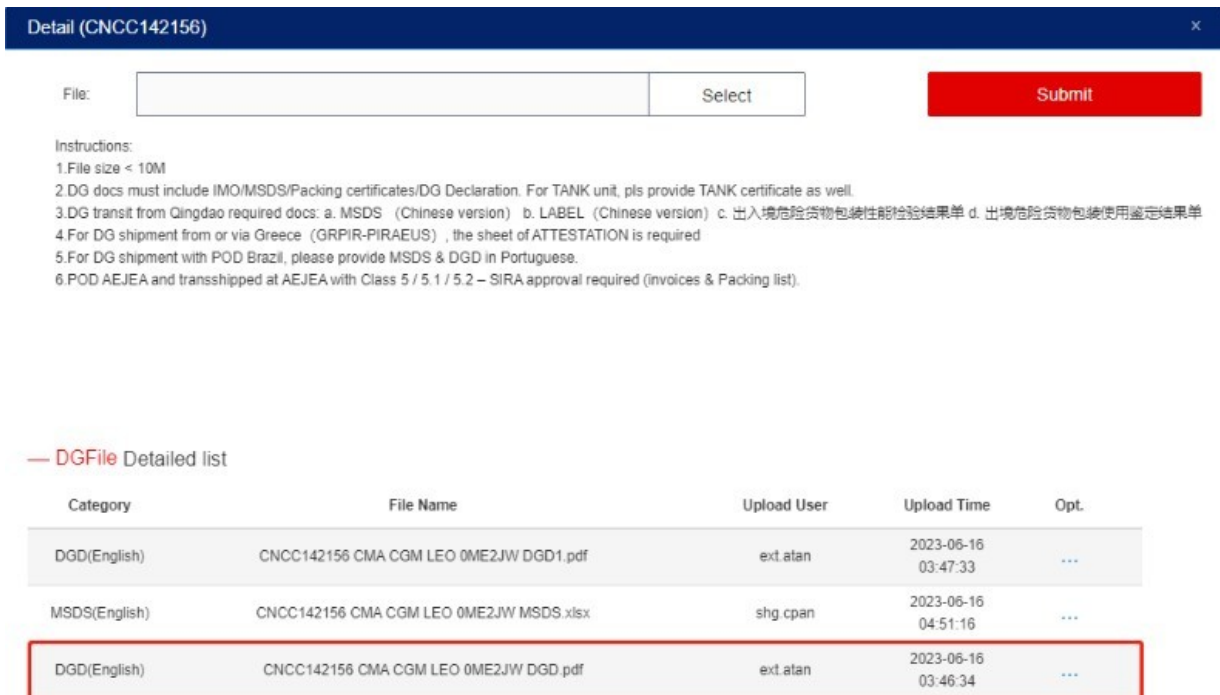
The interface is divided into two parts: Upload and Records (DG File Detailed List)



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".



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



# 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](#)”



2) Tick the specific request from the list

SERVICE TYPE

1.

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

2.

- Split Bill of Lading
- 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 Mandatory Number(CTN,BIECT..ETC)
- 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.

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)

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

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.

**B/L INFORMATION**

\*B/L No: CHM0778145  
 \*Status: Draft  
 \*Vessel: REN JIAN 15  
 \*Voyage: 03MIDW  
 Old Data: test123    New Data: test145  
 \*E-mail: ext\_sli@cma-cgm.com  
 \*Information:  
 Original:                      CNSHA  
 Destination: MUNDRA                      INMUN  
 POL: SHANGHAI                      CNSHA  
 POD: MUNDRA                      INMUN

**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 terms/place, reefer temp. before vessel departure, OOG dimension, transport mode(s)/road, movements(FCL / LCL) etc.)    400 CNY/BL
- Export Bill of Lading-Change of invoice (Payer/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)**

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

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

Filter:

操作	用户名	提单号	船名	航次	最终卸货港	状态	Operator	Comment
<input type="button" value=""/>			VERMONT TRADER	032W	INMAA	拒绝提单更改	gsc.luciliu@cma-cgm.com	请用CMA模板
<input type="button" value=""/>			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.

<input checked="" type="radio"/> <b>BL Amendment</b>	<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**

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

## 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](#)

## 2. Invoice and Online Payment

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

## 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](#).

## Request for Original B/L or Telex Release

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

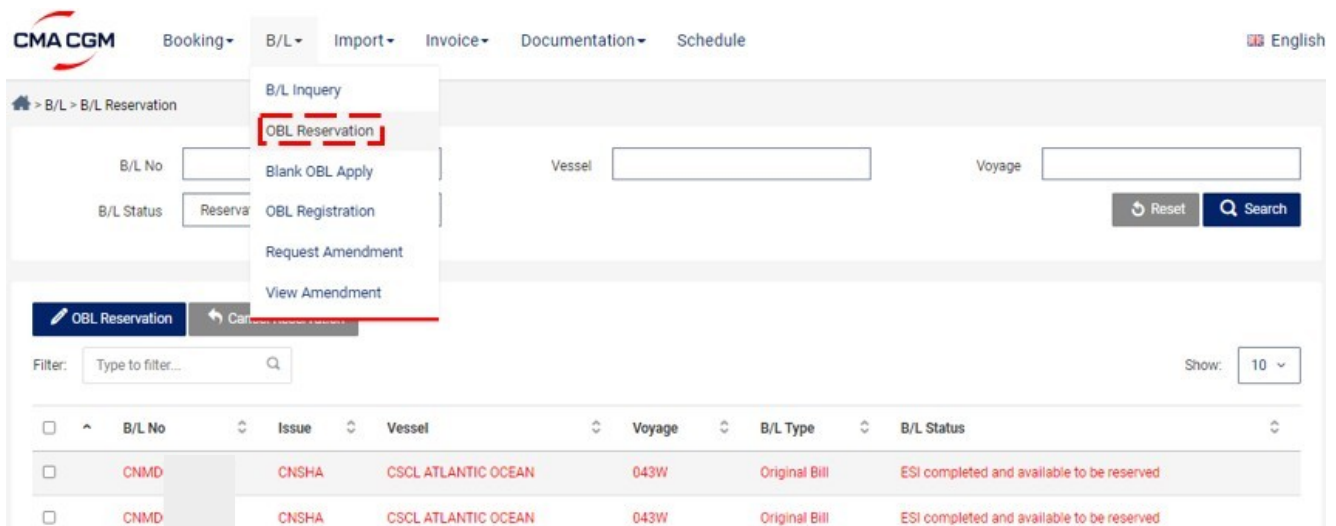
Booking Party need to submit the request in **My CMA CGM China** or delegate shipper to do so.

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 [GSSCCQ.NC.Collector6@cma-cgm.com](mailto:GSSCCQ.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 web application 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 (with a 'Reservat' dropdown), Vessel, and Voyage. There are 'Reset' and 'Search' buttons. A filter box is present with the text 'Type to filter...'. Below the search area is a table with columns: B/L No, Issue, Vessel, Voyage, B/L Type, and B/L Status. The table contains two rows of data, both with a status of '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](#)”

The screenshot shows the CMA CGM system interface. The top navigation bar includes 'BETTER WAYS CMA CGM', 'Booking', 'B/L', 'Import', 'Invoice', 'Documentation', and 'Schedule'. The 'B/L' menu is open, showing options like 'B/L Inquiry', 'OBL Reservation', 'Blank OBL Apply', 'OBL Registration', 'Request Amendment', and 'View Amendment'. The 'Request Amendment' option is highlighted with a red box. Below the menu, there is a search bar with a 'Search' button.

2) Choose the request from the list.

The screenshot shows the 'SERVICE TYPE' section of the form. The 'Telex Release' option is selected and highlighted with a red box. Below the options, there are input fields for 'Remark' and 'Comment'. The 'ATTACHMENT' section below shows a table with columns for 'File Name', 'Upload Time', 'Remark', 'Is Available', and 'Download'. The table is currently empty, with the message '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

The screenshot shows the 'SERVICE TYPE' section of the form. The 'Telex Release' option is selected and highlighted with a red box. Below the options, there is a checkbox with the text: '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 dont need double confirm on Telex Release instruction)'. This checkbox is checked and highlighted with a red box. Below the checkbox, there are input fields for 'Remark' and 'Comment'. The 'ATTACHMENT' section below shows a table with columns for 'File Name', 'Upload Time', 'Remark', 'Is Available', and 'Download'. The table is currently empty, with the message 'No data available in table'.

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	<a href="#">Download</a>
<input type="checkbox"/>	CMA电放保函 7371+1 .pdf	2022-10-26 13:13:30		Y	<a href="#">Download</a>
<input type="checkbox"/>	CMA电放保函 7371 .pdf	2022-10-20 11:32:27		Y	<a href="#">Download</a>

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 \*  **下拉菜单按币种 USD 和 RMB 分开预约**  金额以CMA为准

提单号 \*  **支持同时提交多个提单号** 开票地 \*  **即付款地**

发票类型  电子普通发票 账单币种 \*  **下拉菜单选择支付币种**

备注  取票方式  电票

CMA回馈

发票打印请至 "开票&支付"下 "发票中心"

### Step 3. Submit

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 - 2024-01-17

全选     反选       

账单中心现已开通客户自助线上预开发票功能，您可以通过选择多个账单，点击“批量开发票”按钮来...

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

开具发票状态: 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

**您可以点击[此处](#)在eCommerce网站查看账单PDF文档。**

## Contact Us

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