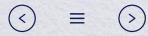
# CUSTOMER ESSENTIALS

As you embark on your new journey with CMA CGM, find out about all the key essential information and processes you will need.









# Content

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# Introduction to CMA CGM Japan





Start your journey with CMA CGM









# — Welcome

Thank you for choosing CMA CGM group of carriers as your preferred partner for comprehensive shipping solutions. Our ability to anticipate needs and innovate new and effective solutions for our customers is proven every day. We own a diverse portfolio of brands and subsidiaries that take care of our customers and their cargo wherever they are in the world, door-to-door.

**About CMA CGM Group** 









Global carrier

Oceania specialist

Trusted carrier of the U.S. government

Intra-Asia specialist

# **Key Figures**



present in 160 countries



400 offices



750 warehouses



150,000 employees



584 vessels



serves 420 of the world's commercial ports



operates 257 shipping lines









# — Introduction to CMA CGM Japan

As a fully-owned subsidiary of CMA CGM Group, we are part of the group's global network with:

Visit our website





19 weekly services



1 terminal



16 years of presence











# Start your journey with CMA CGM

The easiest and fastest way to start shipping with us is to register for a My CMA CGM account.

## **Creating a My CMA CGM account**

Register for an account and organize, follow and manage your shipments from anywhere in the world.

Register for an account

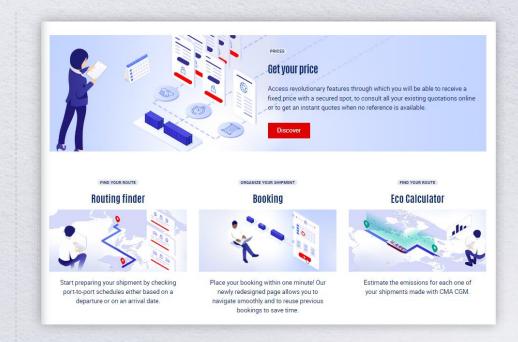
Video guide

## What about My CNC and My ANL?

Your same account details can be used to access My CNC and My ANL, depending on your preferred default carrier.

### Need help creating an account?

- "Invalid password, not authorized": You may email <a href="mailto:ecustomersupport@cma-cgm.com">ecustomersupport@cma-cgm.com</a> (English only)
- "Account not created": Kindly create and upload the necessary documents



# Already have an account?

Find out how to reset your password or update your account details.

**Reset password** 

**Update account details** 









# Start your journey with CMA CGM

## **My Customer Service**

Whether you have a question on our shipping cycle or our products and services, our dedicated customer service page is here to assist you.



Visit the website

#### How to access our local website and subscribe to local news

Stay up to date with the latest news, customized to your preferences.

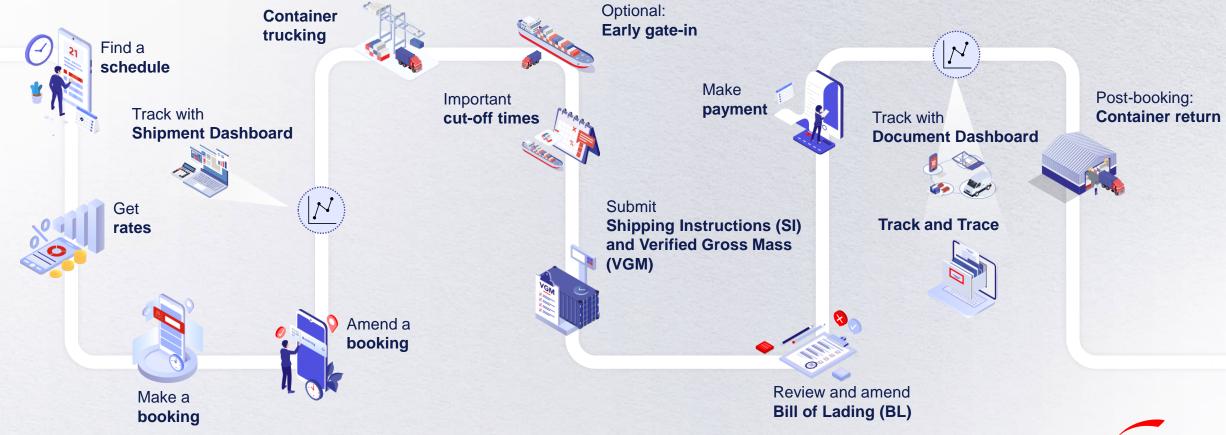


Click on Subscribe in the right-side bar to receive the latest news via email.















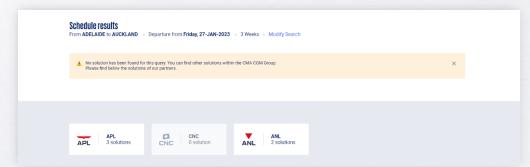


# — Find a schedule

Based on your sailing date, commodity type, POL and POD, find a suitable service based on your shipping requirements.

### Depending on your needs, you can find the service you need based on:





#### **Combined search**

Looking for solutions under our other carriers?

No matter which carrier site you use, you can always find available solutions.

# Not yet on My CMA CGM?

You can also explore our shipping schedules without a My CMA CGM account on our respective carrier sites.









Simply enter your desired POL and POD to view them.

Find out the list of services offered by our carriers:















# — Get rates

Generate a quote that includes our ocean freight rate and other applicable charges for your ocean or multimodal shipment requirements.

### Start with an instant quote with SpotOn

Be informed upfront on the cost of your unique deliveries (including door-to-door options), and reserve space on board with a <u>SpotOn</u> quote, valid for 24 hours:

**SpotOn** 

Video guide

#### Find out more about our:



\*Also applicable to APL, ANL and CNC

#### SpotOn can be used to

- · Check space on board our CMA CGM, ANL, APL or CNC services
- Generate a quote for dry (non-hazardous), Non-Operating Reefer (NOR), reefer and Shipper-Owned Containers (SOC) of different sizes
- Check door-to-door rates, when your origin port differs from your loading or discharging port
  - Eg: Port of Receipt: Tomakomai, Port of Loading: Yokohama

#### Your instant quote includes

- · Your full rate, including local charges
- · Priority access to empty equipment and vessel loading, once your booking is confirmed
- A reserved rate for 24 hours, that can be extended to 72 hours

#### Other remarks

- Regardless of the payment term (Prepaid or Collect), cancellation and amendment fee will be invoiced to booking party. These fees are accepted only by bank transfer to the account of CMA CGM agencies at origin port.
- Import and cross-trade bookings require the contact details of shipper or forwarder at origin.









# — Make a booking

### Already have a quote?

Access your existing quotes or contractual rates at:

### **My Quotations**

If you received a quote from your salesperson-incharge, you can check with them directly on the validity of your contract.

### **\**

### Make a booking

Complete your booking:

**Booking** 

# **Booking FAQs**

Q: My booking was released to a later sailing. Why?

**A:** There is either insufficient space on board or no available equipment. Rest assured, your booking will be placed on the next earliest available vessel.

Q: Why are there no available sailings for the next 6 weeks?

**A:** Bookings can only be placed 8 weeks prior to vessel ETA Japan, which are full at your time of enquiry.

#### 01

Enter your:

- Quotation number
- POL
- POD

#### 02

Select your vessel schedule

# Enter the details of your cargo

03

Add on the CMA CGM+ valueadded services that you need

04

05

Make your

booking

06

Get a notification when your booking has been submitted

#### **Turnaround time:**

**General booking:** Your booking will be confirmed in 2 working hours.

Special booking: Your booking will be confirmed in 8 working hours, with all mandatory details filled.









# Make a booking for special cargo or dangerous goods

Make a booking online (subject to pre-booking checks/acceptance).

### **Pre-booking acceptance**

Please send your request to your nearest CMA CGM customer care office: <a href="mailto:tyo.customercare@cma-cgm.com">tyo.customercare@cma-cgm.com</a> <a href="mailto:ngo.customerservice@cma-cgm.com">ngo.customerservice@cma-cgm.com</a> <a href="mailto:osk.customerservice@cma-cgm.com">osk.customerservice@cma-cgm.com</a>

### **Out-of-Gauge (OOG) cargo**

 Please provide the dimensions (L x W x H in cm), weight (in kg) and lashing plan

#### **Dangerous Goods (DG)**

- Attach a copy of the Material Safety Data Sheet (MSDS)
- All DG is subject to approval from the DG desk, even if the UN number does not fall in our prohibited list

## **Booking release**

After the complete cargo information is received, approval for the cargo will take:

- CMA CGM vessel 3 working days
- Partner vessel 3 working days
- 3PF vessel 3 working days

You can check your booking with our booking team: <u>ipn.booking@cma-cgm.com</u> (CMA/ANL) <u>ipn.cnc.bkg@cma-cgm.com</u> (CNC)

# **Post-booking**

- Any amendments will follow the same processing time as a standard booking
- As loading approval will take time, particularly for partner carriers, please inform your changes as early as possible









# — Amend a booking

If you have missed out any information on your booking request, you can request for changes.

# Making an amendment before the booking is released:

Send your changes to our booking team at <a href="mailto:jpn.booking@cma-cgm.com">jpn.booking@cma-cgm.com</a> (CMA/ANL) <a href="mailto:jpn.cnc.bkg@cma-cgm.com">jpn.cnc.bkg@cma-cgm.com</a> (CNC)

# **Turnaround time after making your request:**

**General booking:** 2 working hours. **Special cargo or dangerous goods booking:** 8 working hours.



Requests for volume increase: Requests will be subjected to the availability of space on board.

## Making an amendment after the booking has been released:

Make your changes on My CMA CGM under the Shipment Dashboard.

For special bookings, amendments need to be made more than 3 working days before the vessel ETD.

**Amend information** 

Step by step guide

# **Turnaround time after making your request:**

General booking: 2 working hours.

Special cargo or dangerous goods booking: 8 working hours.











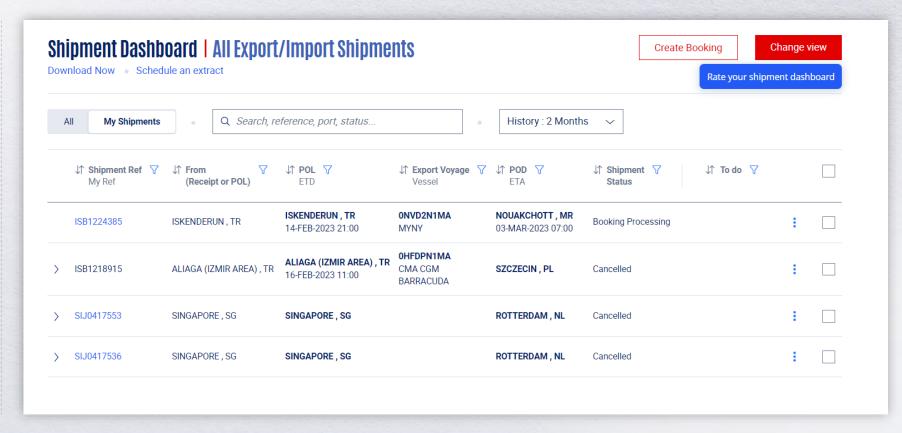


# Get an overview of your shipments

## **Shipment Dashboard**

Gain an overview of all your shipment or container information, perform searches on different data fields (e.g., POL) and trigger a data extract on schedule:

**Shipment view** 











# — Container trucking: External haulier service

### When collecting your empty container from the depot:



### **Depot information**

Your depot information is indicated in your booking confirmation for container collection. To change your pick-up location, please inform the booking desk in advance. Our <u>full list of depots</u> can be found here.



#### **Engage external haulier**

You will need to engage an external haulier to assist in the container pick-up for stuffing. Your haulier can book a slot to collect the container using the depot system.



#### **Gate-in information**

You can retrieve the ①
vessel berthing location for
container gate-in and ②CY
Open Cut Date from the
Toyo Shingo Site.











# — Container trucking: CEVA Logistics

CEVA Logistics, part of the CMA CGM Group, is a third-party logistics provider that offers a range of services in contract logistics and freight management.



- Container trucking services are offered through our sister company, CEVA Logistics
- Railway service available between Asia to Europe
- Customs and delivery service available in Niigata, Tomakomai and Tohoku area

# Meet your other supply chain needs with **CEVA Logistics**.



Air freight services



Value added services



**Contract logistics** 



**Trucking and delivery** 



Supply chain management solutions









# — Container trucking: Optional early gate-in

After container stuffing, you have the option to have your containers gated in earlier than the Container Yard (CY) open day. Please note that the container yard open term for CMA CGM Group differs from that of partner carriers.

#### **Procedure**

- 1. Please mail your request to your local customer service office (<a href="mailto:tyo.customerservice@cma-cgm.com">tyo.customerservice@cma-cgm.com</a>, <a href="mailto:ngo.customerservice@cma-cgm.com">ngo.customerservice@cma-cgm.com</a>, <
- 2. A notice of acceptance will be sent by email once we have received confirmation from the container yard. Your charge will be claimed after vessel departure.



Typical charges: Charges will be dependent on container type and size. Detention & Demurrage (D&D), and lift on-off charges are expected.



**Turnaround time:** Dependent on response from container yard, which is usually within the same day.

Find out more about our

Local services









# Mandatory information in shipping instruction

Meeting the important timelines will ensure your shipment arrives at destination as planned.

- Booking number
- Shipper (name, detailed address, telephone number, tax ID etc)
- Consignee (name, detailed address, telephone number, tax ID etc)
- Notify party (name, detailed address, telephone number, tax ID etc)
- POL/Receipt
- POD/Delivery
- Container number and seal number
- Number of packages (including inner packages)
- Cargo description
- 6-digit HS code
- NVOCC type for POD or FPOD that is the U.S., Canada, Puerto Rico and the Virgin Islands

- Gross, volume and tare weight for Shipper Owned Containers (SOCs) (breakdown per container)
- Payment terms (prepaid or collect)
- Place of payment
- Place of issue
- Bill type (negotiable Bill of Lading (BL) or Waybill)
- Split or combined BL
- For Dangerous Goods (DG), a Dangerous Goods Shippe Declaration (DGD) is required
- Any other sheets











# — Important cut-off times

Meeting the important timelines will ensure your shipment arrives at destination as planned.

	Export	Manifest filing applies for*	Shipping Instructions (SI) cut-off	
Export		In general	Within AM CY CUT day	
		To China or transhipping via China	Within AM the day before CY CUT day	

By submitting your SI before the deadline, you can ensure timely loading of your container on the vessel, avoid potential penalties and enjoy a smooth shipping process.









# Submit Shipping Instructions (SI)

# **How to submit Shipping Instructions (SI)**

Via NACCS ACL:

Carrier	Standard Carrier Alpha Code (SCAC)		
CMA CGM	CMDU		
ANL	ANNU		
APL	APLU		
CNC	42NY		

- Manual submission: <u>JPNEWSI@cma-cgm.com</u>
- 3<sup>rd</sup> party submission (e.g., Inttra)

#### **Supporting documents:**

 Please submit your supporting documents together with your SI, such as your Dangerous Goods Shipper's Declaration (DGD), sheets or Automated Manifest System (AMS) House BL details

#### **Turnaround time and release**

Bill of Lading (BL) draft turnaround time	Amendment turnaround time	Bill of Lading (BL) release	
8 working hours	3 working hours	Differs between different voyages	

#### **Certificate Queries**

You can send your certificate queries to us via this application form.

#### More useful information:

**Exchange rates** 









# — Submit Shipping Instructions (SI)

## Merging an SI via NACCS or manual submission

Please submit 1 SI number with the mention of another booking number in your remarks.

E.g. Combine TYOXXXXXXX into TYOXXXXXXX

### Splitting an SI via NACCS or manual submission

- Please send your SI with branch number (e.g. TYOXXXXXXX-01,TYOXXXXXXX-02)
- 2. Input the total number of transmissions
- 3. Submit your Letter of Intent (LOI) to split one container into multiple Bill of Lading (BL).

For manual submissions, submit your excel SI to jpnewsi@cma-cgm.com.



Have other documentation requests? Reach out to your nearest office

Tokyo: tyo.exportsd@cma-cgm.com | Nagoya: ngo.customerservice@cma-cgm.com | Osaka: osk.customerservice@cma-cgm.com









# — Submit Shipping Instructions (SI)

### **New transactional parties**

For new parties with whom a CMA CGM group Bill of Lading (BL) was not issued previously, kindly submit **any** of these documents:

- Confirmation email from the direct customer with subject company name/logo in signature (agent's mail is not acceptable)
- The following documents with subject partner's name, address and company logo:
  - Letter head
  - Business card
  - Official website
  - Invoice stamped or signed by subject company
  - Any other documents that can prove its relationship to potential legal group

### Changing address in your current instruction

If the business partner has shifted to a new location, please provide one of the below official documents for confirmation:

- Confirmation email from the direct customer with subject company name/logo in signature (agent's mail is not acceptable)
- Notice of Moving with company stamp or business license containing the new location, provided by either direct customer or agent











# — Submit Verified Gross Mass (VGM)

#### **VGM** Declaration

Submit your instructions to prepare the Bill of Lading (BL) draft and declare the VGM of your shipment.

VGM = weight of cargo (including packaging and dunnage) + tare weight of container

Submission is required during container gate-in as part of SOLAS's regulations and requirements.

\*Also applicable to APL, ANL and CNC











# Review and amend your Bill of Lading (BL)

Guidelines and timelines to review or amend your draft BL information.

### Review and approve the BL

Access the draft BL here:

**Draft BL** 

Click on the BL's reference number to access the details and on the "Approve" button if all is in order.

### **Making amendments**

Manual: https://ws.formzu.net/fgen/S361294/

Turnaround time: 3 working hours.

Any first amendment after vessel sailing will be subject to JPY 5,390.

#### Issuance of BL

Access your BL by booking or reference number here:

**Bill of Lading** 

Web print original BL:

Opt for paperless BL:

Video guide

Find out more









# – Make payment

Find your invoice and get more information on our payment guidelines.

### Obtain your documents online

Access invoice online via Document Dashboard

### Obtain your documents manually

If you would like to obtain your invoice or Notice of Arrival (NOA) outside of our online portal, you can <u>get more information online</u> or email <u>tyo.importsd@cma-cgm.com</u>.

The arrival notice and invoice will be sent 1 working day prior to vessel arrival for short haul and 2 working days prior to vessel arrival for long haul.

# Need to raise an invoice or NOA dispute?

Attach the invoice via email, state clearly the incorrect charges and send it to

jp.invoicedisputes@cma-cgm.com.

Turnaround time: You can expect a response in 7 days.

### **Cargo Release Process**

Please send us a copy of your NOA with the consignee's stamp/signature and payment slip <a href="here">here</a>

Once we have confirmed your payment, we will send instructions for the release of your cargo through NACCS (Japan Customs system)









# — Make payment (offline)

Counter operating hours

Monday – Friday: 1000 to 1600 hours

Lunch: 1200 to 1300 hours

	For CMA CGM and ANL invoices		For CNC invoices		For APL invoices		
Bank name	HSBC Tokyo						
Currency	JPY	USD	JPY	USD	JPY	USD	
Beneficiary name	シーエムエーシージーエムジャパン(カ	CMA CGM & ANL Securities B.V.	シーエヌシーシーエムエーシージーエム	CNC CMA CGM	エーピーエルシーエムエーシージーエム	APL CMA CGM	
SWIFT code	HSBCJPJT						
Bank code	`0411						
Branch code	,009						
АС Туре	Saving	Saving	Current	Current	Current	Current	
Bank Account Number	`0387535	009-053273-031	`0387531	009-038753-006	`0387533	009-038753-008	
Bank address	HSBC building, 11-1, 3Chome, Nihonbashi, Chuo-ku, Tokyo						
Web (Export)	https://ws.formzu.net/fgen/S7492372/						
Web (Import)	https://ws.formzu.net/fgen/S72039100/						









# — Make payment (offline)

# Things to note



Payment preparation
Refer to bank beneficiary
name and account details
on the invoice for correct
payment preparation.



Telegraphic transfer
Please upload your
remittance slip, invoice and
Bill of Lading (BL) number
<a href="here">here</a> (for imports)
<a href="here">here</a> (for exports).



Other payment methods Payment via cheque and cash will not be accepted.



Payment from personal accounts are not accepted, please make payment from a corporate account.



Refund of payment
In the event where payment
is made to the wrong brand
account, the fund is
refundable at the
customer's expense and
after confirmation of a 2<sup>nd</sup>
payment to the correct bank
account.









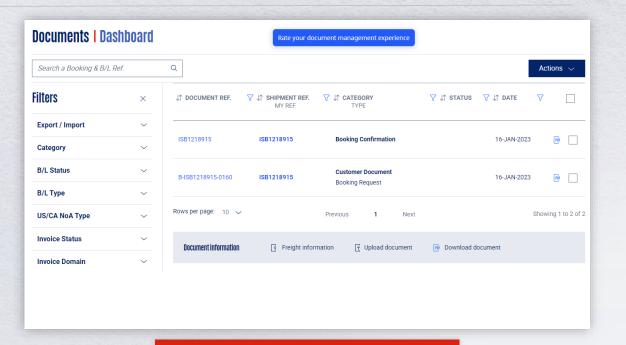
# Access your documents

Access your shipment documents online.

#### **Documents Dashboard**

- Through our platform, access your document repository and edit your shipping easily, on-the-go
- · Access import and export documents
- View and correct your draft Bill of Lading (BL) or Sea Waybill, print the original documents or benefit from a fully digital BL





Sign in to access your documents









# Access your documents

Access your shipment documents online.

#### **Documents not reflected on Document Dashboard?**

- Invoices will only be reflected on payer's account
- Documents will only be ready 1 working day prior to vessel's arrival date for short haul and 2 working days days for long haul



Have an issue about your BL, Sea Waybill or Telex Release?

Submit an enquiry









# Track your shipments

### **Shipment tracking**

Find shipment location, complete with timestamp, vessel and voyage information:

**Track my shipment** 

### Set up custom notifications

Receive the latest status alerts for your different needs, whether you want to be alerted when documents, e.g., Bill of Lading (BL), are available or want to flag out specific container statuses, e.g., container not gated in.

Video guide

# Shipped On Board (SOB) date

SOB dates are available after vessel sail off. You can also refer to the estimated dates via voyage finder.

# Yet to receive the Notice of Arrival (NOA) but want to find out when your vessel will arrive?

Please provide us with your BL number via <u>jp.cma-importcs@cma-cgm.com</u> so that we can check.

Turnaround time: You can expect a response in 4 working hours.

### If tracking website shows up empty, it could mean that:

The information has yet to be transmitted into the system. Information is usually transmitted 8 working hours after the vessel sails.









# — Post-booking: Container return

## Things to note for importers returning empty containers:



# Cleaning of container Please only return your empty containers after sweeping, washing with water, removing dirt and drying to avoid incurring additional repair and

cleaning fees



Returning depot
Please refer to the
Equipment Interchange
Receipt (EIR) provided by
the terminal.



Change returning depot
To request for a change of
location to return empty
container, contact us at
jp.cma-importcs@cmacgm.com. This will be
subjected to a fee.

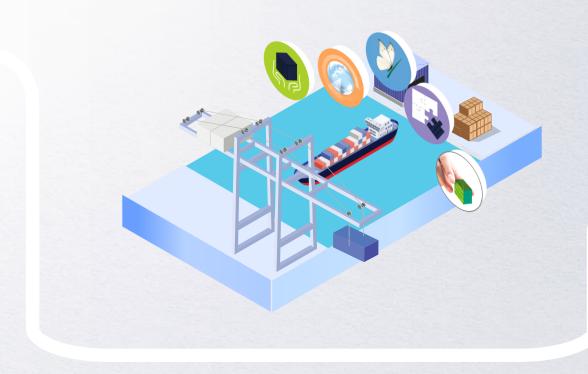


Rejection of container

return
In the event that the depot rejects your empty container return, contact us at jp.cma-importcs@cma-cgm.com.







# **CMA CGM+ Services**









# - CMA CGM+ services

Find out more about our value-added services offer and complete your shipping experience.

Easily add complementary value-added services from the CMA CGM+ range to your **SpotOn instant quote**.



#### Cargo care

Safeguard, protect and secure your container shipments.



#### **Environmental services**

Take control of the carbon footprint of your shipments.



### Serenity

Get the right coverage to fit your cargo shipment needs.



# Supply chain agility

Optimize every stage of your supply chain.



#### **Business support**

Get business support services from an established commercial partner.



# Our top selling products in Japan include:



### Biofuel+



CLIMACTIVE controlled atmosphere



FREETIME extended







# **Contact us**









# — Contact us

**Need to reach out to your nearest CMA CGM branch?** 

**Branch & contacts** 

Have a question about your shipping journey?

**Customer Care contacts** 

## **Need to speak to a Customer Service agent?**

Access our one-stop solution for all customer queries:

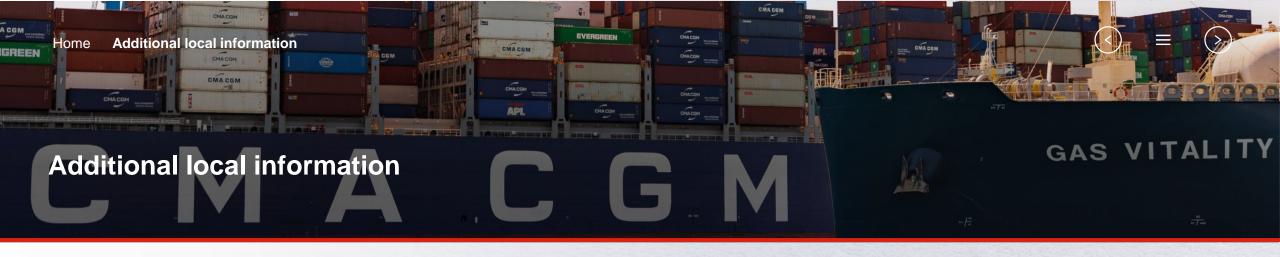
### **My Customer Service**

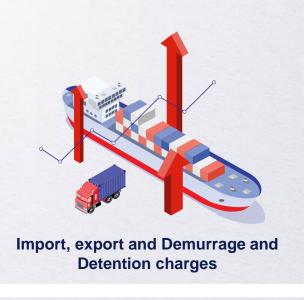
- Interact directly with our Customer Service agents and receive update notifications
- Easily gain an overview on your requests and their respective statuses
- Find answers to a wide range of questions in our Selfcare section

Not sure how it works? Find out more

Demo video















# Import, export and Demurrage and Detention charges

### Import and export charges

Refer online at

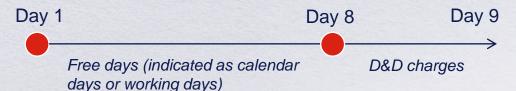
https://www.cma-cgm.com/local/japan-agencies/tariffs-local-charges

Need more free time? Choose the bundle that best suits your needs and extend your standard free time conditions up to 28 days.

## Demurrage and Detention (D&D) charges and free days

After the indicated freetime, demurrage and detention charges will be incurred. Please find the specific calculation method and charges <u>here</u>.

Example: Dry container returns



Get more information <u>here</u> or use our D&D calculators:



Video guide









# - Useful links

### **eBusiness**

eBusinessの手引き

**Charges finder** 

Container tracking

**Eco-calculator** 

My CMA CGM

Routing finder

Voyage finder

**E-Commerce** 

Demurrage and Detention (D&D) Tariffs

### **Video Guides**

Register for an account

My Dashboard

**SpotOn** 

**Notification** 

eLOI Upload

Original Bill of Lading (OBL) Print





