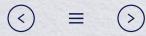
# **CUSTOMER ESSENTIALS**

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









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	Welcome	Find a schedule	CMA CGM+ services	Contact us	Import, export and Demurrage
	Introduction to CMA CGM Cambodia	Get rates			and Detention (D&D) charges
	Start your journey with CMA	Make a booking			Useful links
	CGM	Make a booking for special cargo or dangerous goods			
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		Important cut-off times			
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		Review and amend Bill of Lading (BL)			
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		Make payment			
		Access your documents			
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2		Container return			BETTER WAYS CMACGM





Welcome

### Introduction to CGM CGM Cambodia





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 Cambodia

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

Visit our website





24 monthly calls



2 ports of calls



2 terminal



6 weekly calls



10 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

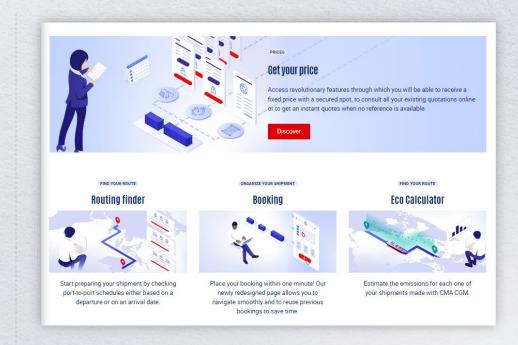
Video guide

#### 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": Kindly call customer service at Direct Line: (+855 99 901 128)
- You may also email: <a href="mailto:pnh.customerservice@cma-cgm.com">pnh.customerservice@cma-cgm.com</a>
   "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.

CMA CGM news ANL news CNC news

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





Make a booking





Review and amend Bill of Lading (BL)



Refer to rate of exchange







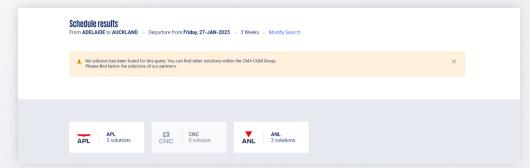


### - Find a schedule

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

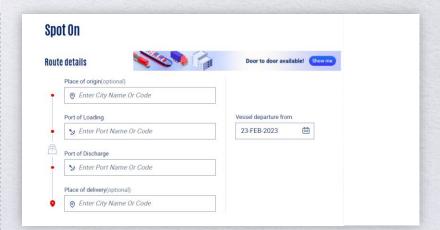
#### Find out more about our:

Inland prices

Carrier charges

Public prices

Local charges



\*Also applicable to APL, ANL and CNC

#### Door-to-door:

You can include your Place of Origin and Place of Delivery at the point of quote.









### — 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: Why am I unable to book with my Service Quotation (SQ) number?

A: You may have inputted an invalid route (POL or POD / FPOD / Inland) or invalid date.

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

**A:** There might be no available space on board. Therefore, will be placed on the next earliest available vessel.

Q: Why are there no available sailings for the next 5 weeks?

**A:** Bookings can be placed 5 weeks\* prior to the ETD, which are full at your time of enquiry. \*subject to changes

#### 01

Enter your:

- Quotation number
- POL
- POD

02

Select your Enter the vessel schedule of your

03

### Enter the details of your cargo

#### Add on the CMA CGM+ valueadded services that you need

04

#### 06

05

Make your

booking

Get a notification when your booking has been submitted

#### **Turnaround time:**

**General booking:** Your booking will be confirmed in 1 working hour (subject to rate/space/equipment/no other compliance issue).









# Make a booking for special cargo or dangerous goods

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

#### **Pre-booking acceptance**

#### Special cargo

 Complete the Out Of Gauge (OOG) form

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

- Attach a copy of the Material Safety Data Sheet (MSDS) and send it to <u>pnh.booking@cma-cgm.com</u>
- 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 2 working days
- Partner vessel 3 working days

You can check your booking with our booking team at <a href="mailto:pnh.booking@cma-cgm.com">pnh.booking@cma-cgm.com</a>.

#### **Post-booking**

#### Special cargo

No turnaround time

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

 The shipper is required to mail their final PM4 document with container number to pnh.customerservice@cmacgm.com, at least 3 working days prior to the vessel ETD, latest by 2pm









### — 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 pnh.booking@cma-cgm.com.

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

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

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

Please send your amendment request to our Booking Desk: <a href="mailto:pnh.booking@cma-cgm.com">pnh.booking@cma-cgm.com</a>.

For special bookings, amendments need to be made more than 5 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.









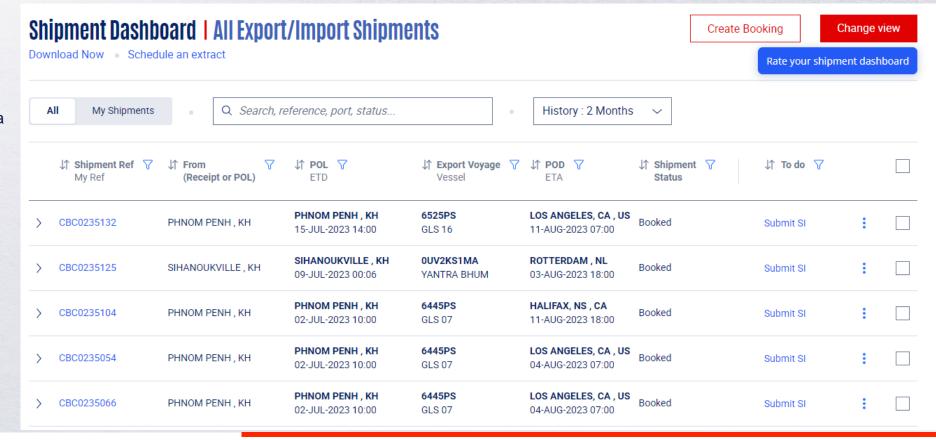


### Get an overview of your shipments

#### **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 and collection

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



# Depot information Your depot information is indicated in Booking Confirmation for container collection.



Engage external haulier
You will need to engage
an external haulier to
assist in the container
pick-up for stuffing.



Enquire about equipment
Send your enquiries or
claims on damaged
container replacements (with
photos) to <a href="mailto:pnh.ops@cma-cgm.com">pnh.ops@cma-cgm.com</a>.

Receive a response in 4 working hours.



For arrangement MT container deliver to warehouse, please email us at <a href="mailto:pnh.ops@cma-cgm.com">pnh.ops@cma-cgm.com</a>
1 day before stuffing (before noon).

#### When gating in:



Vessel berthing location
After stuffing your container
with your haulier, they can
reference the vessel
berthing location for
container gate-in to the
POL on Booking
confirmation/ port system.









# Mandatory information in shipping instruction

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

#### Mandatory information required for your shipment:

- Booking number
- Shipper
- Consignee
- Notify party
- POL/Receipt
- POD
- FPOD if any
- Container number and seal number
- Number of packages
- Cargo description / HS code & HS break-down details if any / Waiver number....









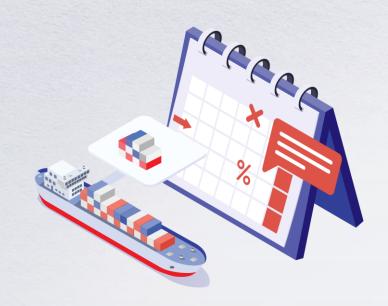


# Mandatory information in shipping instruction

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

#### Mandatory information required for your shipment:

- Gross, volume and tare weight for Shipper Owned Containers (SOCs) (breakdown per container)
- Payment terms (prepaid or collect)
- Place of payment
- Bill type (OBL, Telex or Waybill)
- Split, combined or Partload BL
- HBL number & SCAC code if HBL issued & filed by customer
- For Shipper Owned Containers (SOCs), please submit the Container Service Charges (CSC) certification
- For tank, a valid tank certification is needed
- Any special notes for BL creation at SI remarks











### Important cut-off times

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

	Booking acceptance	Thursday/ 12:00 before ETD	
	Booking amendment/Cancellation	Thursday/ 12:00 before ETD	
	Container submission	Friday / 14:00 before ETD	
Export cut-off times	CY and clearance documents	CY: Monday / 07:00 before ETD Documentation copy: Saturday / 08:00 before ETD Original documentation: Saturday /17:00 before ETD	
	Shipping Instructions (SI) and Verified Gross Mass (VGM)	Saturday / 12:00 before ETD	
	Draft BL amendment	Monday / 12:00	

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)

- Electronic submission: Submit online
- Manual submission: <a href="mailto:ssc.khdocumentation@cma-cgm.com">ssc.khdocumentation@cma-cgm.com</a>
- 3<sup>rd</sup> party submission (e.g., Inttra)

How to merge or split an SI

How to update container 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	3 hours after vessel departure

#### **Export:**

- For SI submission, enquiries about certificates, BL amendment and BL release, Telex release request, you may send them to <a href="mailto:ssc.khdocumentation@cma-cgm.com">ssc.khdocumentation@cma-cgm.com</a>
- For invoicing, please send them to <a href="mailto:pnh.customerservice@cma-cgm.com">pnh.customerservice@cma-cgm.com</a>

#### Re-export:

 For re-export requests, please place 2nd sector booking in advance, fill up the Letter of Indemnity (LOI), arrange for import payment and submit your request to our import team with the relevant documents









# — 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, complete address (postal code & contact details) 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 + tare weight of container

Mandatory submission needed: 24 hours prior to vessel arrival.



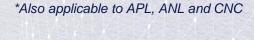
**Electronic submission:** 

Submit on our website.



#### Manual submission:

Manually fill up the VGM form and submit to our VGM team at <a href="mailto:ssc.vgm@cma-cgm.com">ssc.vgm@cma-cgm.com</a>













# 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**

Online: click on ♣ Actions → and click "Modify".

Turnaround time: 3 working hours.



Manual: ssc.khdocumentation@cma-cgm.com.

Turnaround time: 5 working hours.

#### Issuance of BL

Access your BL by booking or reference number here:

**Bill of Lading** 

Web print original BL:

Video guide

**Opt for paperless BL:** 

Find out more

#### **BL** issuance

The BL will be automatically issued if there is no confirmation made within 48 hours.

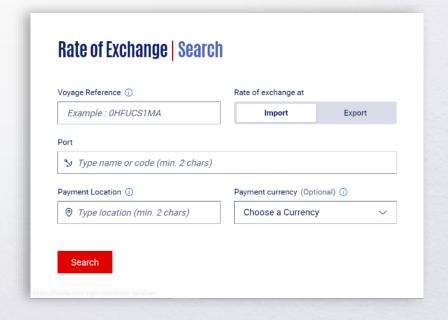








### — Rate of exchange



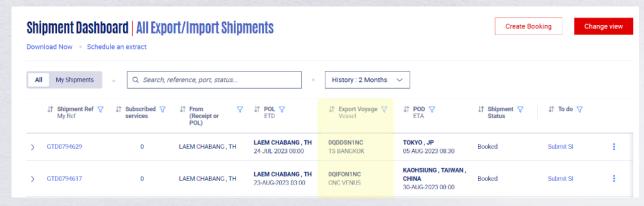
Rate of exchange

#### Cross check your invoice against the rate of exchange

Interested to know the rate of exchange used in your invoice calculation?

Simply enter your voyage details and port information. Rate of exchange information will be uploaded 5 days before the vessel departure date for exports and 10 days before the vessel arrival date for import shipments.

You can retrieve your voyage reference number from your shipment dashboard, under Export Voyage.











# Access your invoice or make a dispute

Request for your invoice, access your invoice or make a dispute.



Invoice request: <a href="mailto:pnh.customerservice@cma-cgm.com">pnh.customerservice@cma-cgm.com</a>.
Invoice dispute: <a href="mailto:kh.invoicedisputes@cma-cgm.com">kh.invoicedisputes@cma-cgm.com</a>.

The payer will be defaulted to the booking party. If the payer is another party, please notify <u>our invoice team</u> more than 3 days before ETD.

#### B Local cross payment

Freight collect: 5 days before ETA POD

Freight prepaid: ETD at POL

Invoice request: <a href="mailto:pnh.customerservice@cma-cgm.com">pnh.customerservice@cma-cgm.com</a></a>
Invoice dispute: <a href="mailto:kh.invoicedisputes@cma-cgm.com">kh.invoicedisputes@cma-cgm.com</a>

(NOA) Import invoice & Notice of Arrival (NOA)

Sent 2 working days before ETA

Invoice dispute: kh.invoicedisputes@cma-cgm.com

You can expect a response in 7 days

The payer will be defaulted to the consignee. If the payer is another party, please notify <u>our invoice team</u> more than 3 days before ETA.

#### Access invoice online via BKAV portal

#### Things to note

- After an invoice is issued, any further revisions will be subjected to an invoice cancellation fee of USD15/shipment.
- All invoice disputes must be raised within 3 days from the invoice date. Any revisions made after that will be subject to the cancellation fee. Put your email subject as [Carrier] + [Invoice number] (e.g. CMA CGM + KHXXXXXX).









### – Make payment

Get more information on our payment guidelines.

#### **Make a Payment**

Step by step guide

A late payment fee of USD30 will be charged per BL per week, starting from 7 days after the invoice issue date.

Credit customers should refer to their credit agreement.

**Turnaround time:** After payment, your Bill of Lading (BL) will be released within 4 working hours.

#### **Payment FAQs**

Want to make payment but have not received an invoice?

Provide us with your BL number at pnh.customerservice@cma-cgm.com

**Turnaround time:** The invoice will be sent within the day.

Made payment but BL still not released?

Please check with ssc.khdocumentation@cma-cgm.com for BL release









# – Make payment (offline)



#### **Payment preparation**

- ✓ Please refer to the bank details stated on our invoices and ensure that payment is made to the right account
- ✓ Please make payment 24 hours before picking OBL/ picking DO/ Extending DO/ Returning Empty Container



#### **Telegraphic transfer**

- ✓ On payment description, please clearly indicate the Bill of Lading number, Booking number and/or Invoice number
- ✓ For payment queries, please email us at <u>PNH.DSATT@cma-</u> <u>cgm.com;PNH.KBOL@cma-</u> cgm.com



#### **Cheque payment**

Please make the deposit to the bank account details stated on our invoices and send the bank deposit slip to For payment queries, please email us at PNH.DSATT@cmacgm.com;PNH.KBOL@cmacgm.com

**Turnaround time:** After payment, your payment confirmation will be facilitated within 4 working hours.









### Access your documents

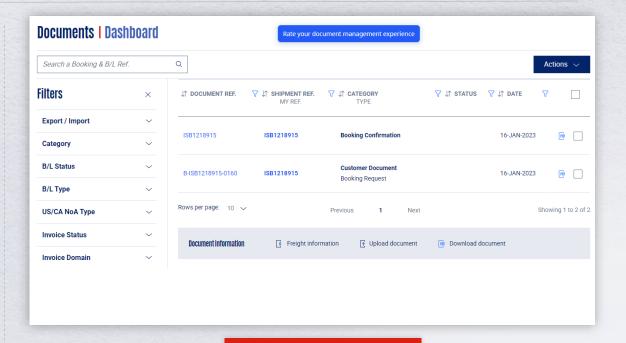
Access your shipment documents online.

#### **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

#### **Get more BL papers**

Drop us an email at <a href="mailto:pnh.customerservice@cma-cgm.com">pnh.customerservice@cma-cgm.com</a>, and we will revert with another Acknowledgement of Receipt (AOR).



**Document dashboard** 









# Access your documents

Access your shipment documents online.

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

- Notice of Arrival (NOA) will only be reflected on consignee's account
- · Invoices will only be reflected on payer's account
- Documents will only be ready 1 calendar day prior or on the vessel's arrival date



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

- For negotiable BL:
  - Surrender your Original Bill of Lading (OBL) by dropping an email to <u>ssc.khdocumentation@cma-cgm.com</u> with the reason for surrendering and ensuring that the back of the OBL is endorsed
  - 2. Check if the Telex Message or OBL was received
  - 3. Provide us with your BL number at <a href="mailto:ssc.khdocumentation@cma-cgm.com">ssc.khdocumentation@cma-cgm.com</a> so that we can check why the BL is held back
- For Sea Waybill:
  - 1. Provide us with your BL number at <a href="mailto:ssc.khdocumentation@cma-cqm.com">ssc.khdocumentation@cma-cqm.com</a> so that we can check why the BL is held back

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









# 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 <a href="mailto:pnh.importcs@cma-cgm.com">pnh.importcs@cma-cgm.com</a> so that we can check on LARA and Portnet.

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

#### Returning of empty containers for importers

Lists of depots is as per below:



#### TENG LAY IMP EXP & TRANSPORT CO LTD

Win Win Blvd Phum Chumpu Voan 2, Sangkat Chom Chao 3, Khan Pou SenChey Phnom Penh, Cambodia

24/7days



### RETOP CONTAINER SERVICE KH CO LTD

Kork Khsach village Pleung Chesrotes commune Khan Senchey, Phnom Penh, Cambodia

24/7days



#### So Ngoun Depot

Veng Sreng Street, Sangkat Chom Choa, Khan Dangkor,Phnom Penh, Cambodia.

24/7days



#### LYC PNH depot

Village Slang Commune Pong Tek, Khan Dangkor, Phnom Penh, Cambodia

24/7days



#### LYC SIH depot

Thoeun Village, Bet Trang commune, Prey Nop District, Sihanouk Ville Province , Behind provincial commercial zone, Cambodia

24/7days

#### \*Also applicable to APL, ANL and CNC

### Where is the returning depot for my empty container?

Please refer to the assigned depot mentioned on the Arrival Notice (NOA).

#### **SmartLog service**

If you have containers that you are importing and exporting at the same time, please consider using our Smartlog service.

Save costs and increase productivity through the reuse or exchange of containers. Speak to your CMA CGM Customer Service, Sales or Logistics contact for more information.

Smartlog platform is convenient and available 24/7: <a href="https://cos.stx.vn/">https://cos.stx.vn/</a>







### **CMA CGM+ Services**





Our top selling products in

Cambodia include:





### - 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.



#### **CONTAINER GRADE Selection**

FREETIME extended

2





#### Supply chain agility

Optimize every stage of your supply chain.



#### **Business support**

Get business support services from an established commercial partner.







### Contact us









### — Contact us

Need to reach out to our various departments?

Contacts

Did not receive a response within the indicated turnaround time?

You can escalate your request with

**Cambodia communication matrix** 

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

Access our one-stop solution for all customer queries:

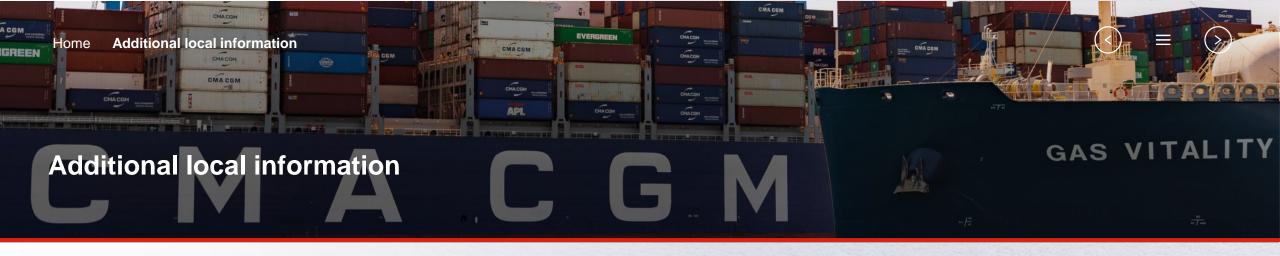
#### **My Customer Service**

- 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

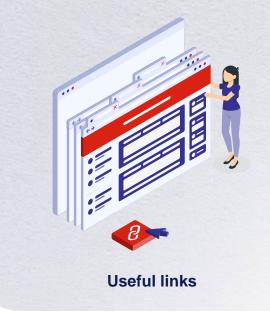
Not sure how it works? Find out more

Demo video

















### Import, export and Demurrage and Detention charges

#### Import and export charges

Refer online at CMA CGM | Local Charges (cma-cgm.com)

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

Get more information here or use our D&D calculators:

CMA CGM

ANL

CNC

APL

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









### - Useful links

#### **eBusiness**

**Charges finder** 

**Container tracking** 

**Eco-calculator** 

My CMA CGM

Routing finder

Voyage finder

#### **Cambodia ports**

Phnom Penh

Sihanoukville

Safety of Life at Sea (SOLAS)
/Verified Gross Mass (VGM)

SOLAS - VGM management at CMA CGM





