## 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

Introduction to CMA CGM Vietnam





Start your journey with CMA CGM



### - Welcome

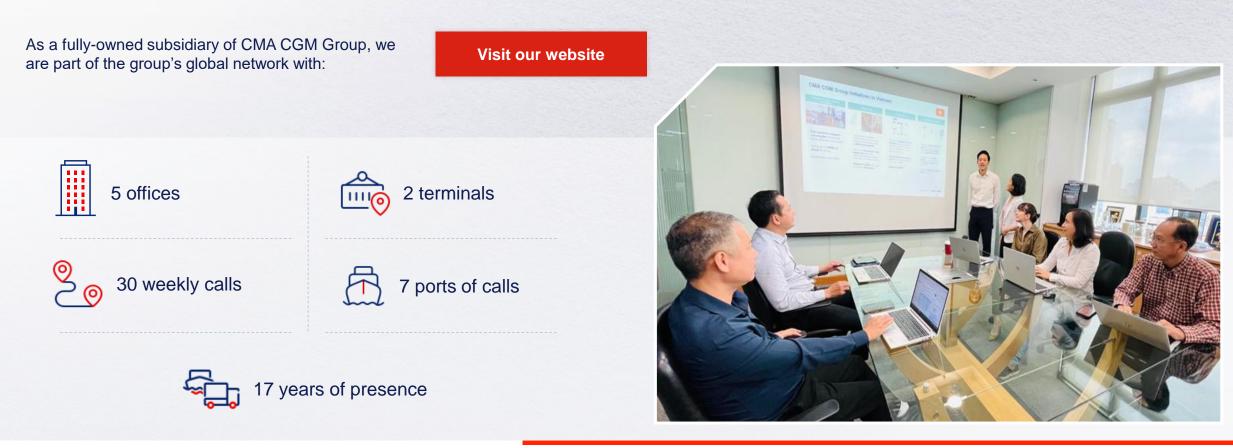
Thank you for choosing CMA CGM group of carriers as your preferred partner for comprehensive shipping solutions. Our ability to anticipate needs and innovate new and effective solutions for our customers is proven every day. We own a diverse portfolio of brands and subsidiaries that take care of our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







### - Introduction to CMA CGM Vietnam





### - 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** 

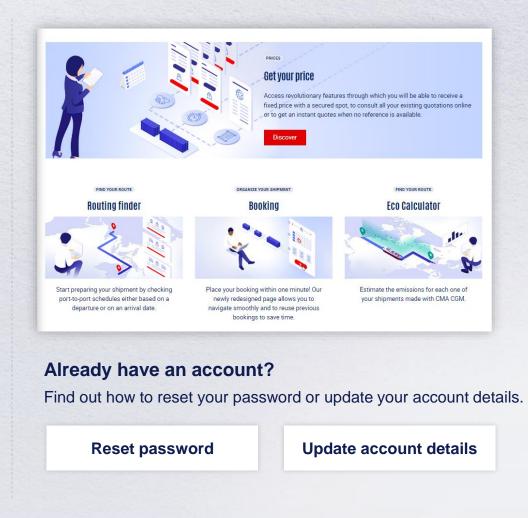
Video guide

#### 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 - (028) 3914 8590
- You may also email <u>sgn.ldokhanh@cma-cgm.com</u>
- "Account not created": Kindly create and upload the necessary documents

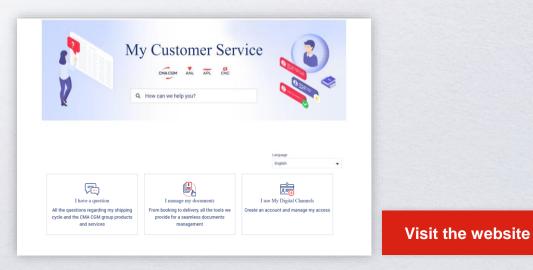




### - Start your journey with CMA CGM

#### **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.



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

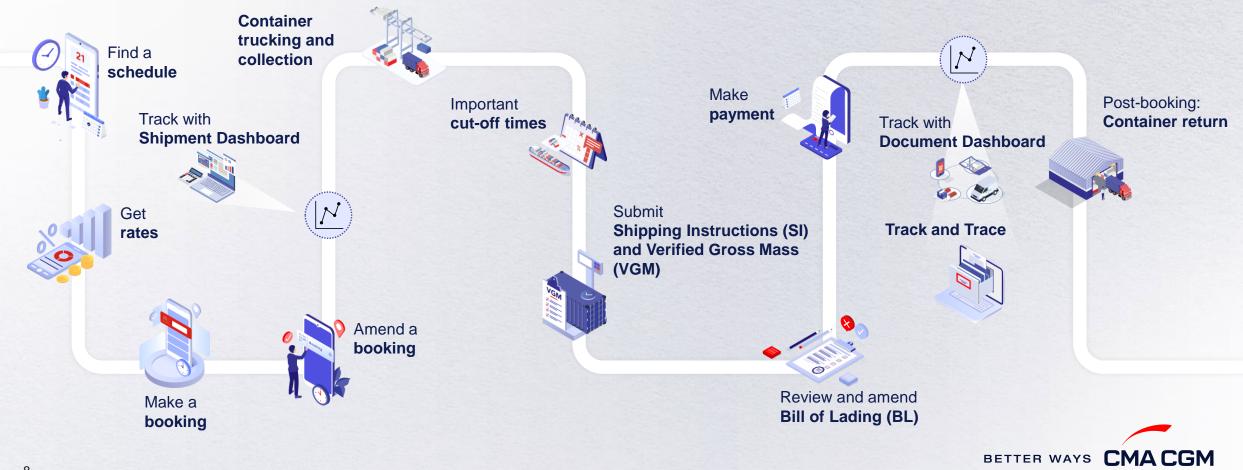
Stay up to date with the latest news, customized to your preferences.

	СМА	CGM news	5	ANL news		CNC news	
(	Click on	Subscribe	in the	right-side bar to recei	ve the la	test news via emai	I.



Home A

### Your shipment journey



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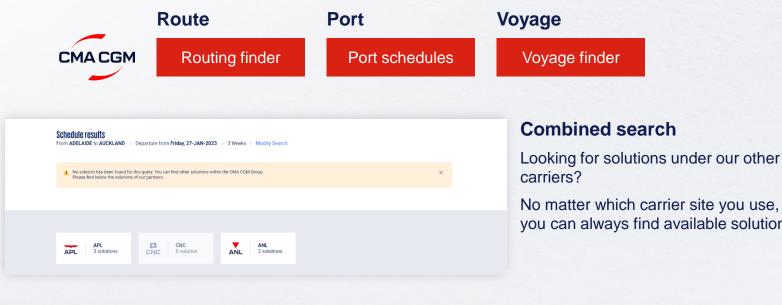
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## - Find a schedule

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:



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:



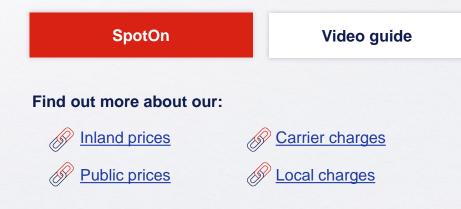


### - Get rates

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:



tOn	
details 🛛 🔍	Door to door available! Show me
Place of origin(optional)	
Port of Loading	Vessel departure from
S Enter Port Name Or Code	23-FEB-2023
Port of Discharge	
S Enter Port Name Or Code	
Place of delivery(optional)	
Enter City Name Or Code	

#### Door-to-door:

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



### - 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>sgn.booking@cmacgm.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 <u>sgn.booking@cma-cgm.com</u>.

#### **Post-booking**

#### **Special cargo**

• No turnaround time

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

 The shipper is required to mail their final PM4 document with container number to <u>vnm.service@cma-</u> <u>cgm.com</u>, 3 working days prior to 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 <u>sgn.booking@cma-cgm.com</u>.

#### 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 <u>sgn.booking@cma-cgm.com</u>.

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**

	ipment Dashboard   All Export/Import Shipments vnload Now  • Schedule an extract						e Booking	Change vi	
A	My Shipments	Q Search, r	reference, port, status	•	History : 6 Months	~			
	↓↑ Shipment Ref Wy Ref	↓↑ From (Receipt or POL)	↓↑ <b>POL</b> ETD	↓ <b>↑ Export Voyage</b> Vessel	↓↑ <b>POD</b> TA	\$\$\$ Shipment \$\$ Status	\$\$\$ To do \$		
>	SGN1861929	HO CHI MINH CITY , VN	HO CHI MINH CITY , VN 03-JUL-2023 21:00	0YD48S1MA APL CAIRO	FORT DE FRANCE , MQ 16-AUG-2023 05:00	Booking Processing	Submit VGM	:	
>	SGN1853105	HO CHI MINH CITY , VN	HO CHI MINH CITY , VN 27-MAY-2023 15:51	0YD3YS1MA APL CAIRO	FOS SUR MER , FR 03-JUL-2023 04:00	Draft BL	Review Draft	÷	
>	SGN1845759	HO CHI MINH CITY , VN	<b>VUNG TAU , VN</b> 06-JUN-2023 05:30	OFMCXW1MA CMA CGM BOUGAINVILLE	<b>LE HAVRE , FR</b> 12-JUL-2023 06:00	Draft BL		÷	
	SGN1837164		HO CHI MINH CITY , HO CHI MINH CITY, 13-MAY-2023 05:00	0YD3US1MA	FOS SUR MER , FOS SUR MER, 08-JUN-2023 04:00	SI Saved	Resume SI	÷	
>	SGN1837164	HO CHI MINH CITY , VN	HO CHI MINH CITY , VN 12-MAY-2023 16:10	0YD3US1MA APL CAIRO	FOS SUR MER , FR 03-JUL-2023 04:00	SI Processing		÷	
>	SGN1826193	HO CHI MINH CITY , VN	<b>VUNG TAU , VN</b> 02-MAY-2023 12:33	OFMCNW1MA APL LION CITY	<b>LE HAVRE , FR</b> 07-JUN-2023 17:00	Draft BL		:	



### Container trucking and collection

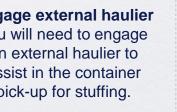
When collecting your empty container from the depot:



**Depot information** Your depot information is indicated in the Release Order (which is published on our website ETD-10 days) for container collection.









Enquire about equipment Send your enquiries or claims on damaged container replacements (with photos) to vnm.service@cma-cgm.com and vnm.service@cma-cgm.com. Receive a response in 2 working hours.



Book door to door service To arrange the delivery of the empty container to the warehouse, please email us at sgn.intermodal@cmacgm.com 1 day before stuffing (before noon).

#### When gating in:



**Vessel berthing location** After stuffing your container with your haulier, they can find the vessel berthing location for container gatein on the booking confirmation.



## - 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 under SI remarks





### – Important cut-off times

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

Manifest filing applies for	Shipping Instructions (SI) cut-off	Manifest cut-off
<ul> <li>Canada filing: Advanced Cargo Information (ACI)</li> <li>US filing: Advanced Manifest System (AMS)</li> </ul>	39 hours prior to vessel ETA POL or transshipment port	36 hours prior to vessel ETA POL or transshipment port
<ul> <li>Japan filing: Japan Advance Filing Rules (AFR)</li> <li>Mexico filing: Asociacion Mexicana des Agentes Navieros A.C (AMANAC)</li> <li>China filing: China Custom Advance Manifest (CCAM)</li> <li>Europe filing: Entry Summary (ENS)</li> </ul>	29 hours prior to vessel ETA POL or transshipment port	26 hours prior to vessel ETA POL or transshipment port
Transshipment cargo	1 day prior to ETD, before 12pm (working day)	Prior to ETD

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:
- ssion: Submit online
- Manual submission: ssc.vndocumentation@cmacgm.com
- 3<sup>rd</sup> party submission (e.g., Inttra)

#### When will I get billed with a late SI fee?

Filing countries	US, Canada	39 hours to ETA (filing deadline)
	Non-US	29 hours to ETA (filing deadline)
Non-filing countries	1 day prior to ETD, before 12 noon (working day)	
How to merge or split	an SI Hov	v 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, you may send them to ssc.vndocumentation@cma-cgm.com
- For BL collection, exchange rate and Telex release request, please send them to vnm.service@cma-cgm.com
- For invoicing, please send them to vnm.service@cma-cgm.com

#### **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 <u>vnm.service@cma-cgm.com</u> 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: 48 hours prior to vessel arrival.



### 

Manual submission: Manually fill up the VGM form and submit to our VGM team at <u>ssc.vgm@cma-cgm.com</u>





## - 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:	Making amendments Online: click on Actions and clic	Ck "Modify".	🔟 Display 🔻
Draft BL	Turnaround time : 3 working how	Document Ref. T Category T Type T Consignment Refe	Y     Status     Y     Published/Uploaded     Y       To be reviewed     10/19/2013     Image: Compare the state of the
Click on the BL's reference number to access the details and on the "Approve" button if all is in order.	Manual: <u>ssc.vndocumentation@</u> Turnaround time: 5 working hou		
ssuance of BL	BL issuance	Resubmission and re-issuance	Subject to a fee of
Access your BL by booking or reference number here:	The BL will be automatically issued if	Re-issuance queries	VND 950,000 per BL
Bill of Lading	there is no confirmation made within 48 hours.	Resubmission for AMS fee	VND 860,000 per BL
	made within 40 hours.	Resubmission for ACI fee	VND 1,160,000 per BL
Web print original BL:         Video guide		Resubmission for ENS, AFR and CCAM	VND 930,000 per BL



## - Make payment

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

#### Access invoice online via BKAV portal

Export invoice Sent on ETD Invoice request vnm.service@cma-cgm.com Invoice dispute<sup>1</sup>: vn.invoicedisputes@cma-cgm.com

#### B

#### Local cross payment

Freight collect: 5 days before ETA POD Freight prepaid: ETD at POL Invoice request: vnm.service@cma-cgm.com Invoice dispute<sup>1</sup>: vn.invoicedisputes@cma-cgm.com

#### C Import invoice & Notice of Arrival (NOA) Sent 2 working days before ETA Invoice dispute<sup>1</sup>: vnm.service@cma-cgm.com

• 1: You can expect a response to your invoice dispute in 7 days.

#### Make a Payment

Step by step guide

**Turnaround time:** After payment, your Bill of Lading (BL) will be released within 2 working hours.

#### Want to make payment but have not received an invoice?

Provide us with your BL number at vnm.service@cma-cgm.com.

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

#### Made payment but BL still not released?

Please check with us at vnm.service@cma-cgm.com



### – Make payment (offline)

#### Things to note:



#### **Payment preparation**

- Make your payment to the correct bank account details that are stated
- Make payment at least 24 hours before:
  - i. picking original Bill of Lading (oBL)
  - ii. picking Delivery Order (DO)
  - iii. Extending DO
  - iv. returning empty container



#### **Telegraphic transfer**

- In the payment description field, please clearly indicate the information of Bill of Lading (BL) number, booking number and/or invoice number
- For payment queries, please email vnm.service@cma-cgm.com

Turnaround time: After payment, your payment confirmation will be facilitated within 2 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 vnm.service@cma-cgm.com, and we will revert with another Acknowledgement of Receipt (AOR).



Search a Booking & B/L Ref.		Q					Actio	ons $\checkmark$
Filters	×	↓↑ DOCUMENT REF.	√ ↓↑ SHIPMENT REF. MY REF.		∏ ↓↑ status	∏ ↓↑ DATE	7	
Export / Import	~							
Category	~	ISB1218915	ISB1218915	Booking Confirmation		16-JAN-2023		PlF
B/L Status	$\sim$	B-ISB1218915-0160	ISB1218915	Customer Document Booking Request		16-JAN-2023		Pir 🗌
B/L Type	~			booking request				
US/CA NoA Type	~	Rows per page: 10 🗸		Previous 1 Ne:	xt		Showin	g 1 to 2 o
Invoice Status	$\sim$	Document information	S Freight infor	mation 📑 Upload document	t 📑 Download do	cument		
Invoice Domain	~							



### – 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 2 calendar days prior to vessel's arrival date



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

- For negotiable BL:
  - 1. Surrender your Original Bill of Lading (OBL) by dropping an email to vnm.service@cma-cgm.com 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 vnm.service@cma-cgm.com so that we can check why the BL is held back
- For Sea Waybill :
  - 1. Provide us with your BL number at vnm.service@cma-cgm.com 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

#### 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.

#### Shipped On Board (SOB) date

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

### 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 at

Import Customer Service	Email
Ho Chi Minh, Hai Phong, Da Nang, Quy Nhon	vnm.service@cma-cgm.com

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

If there are any delays, the revised NOA will be shared to you 2 days before the new ETA.



## - Post-booking: Container return

#### **Returning of empty containers for importers**

To find the returning depot, please refer to the Storing Order reflected in the Electronic Delivery Order release. If you require support on changing your depot for empty return, you can send your request to cos@gosmartlog.com.



#### **Smartlog service**

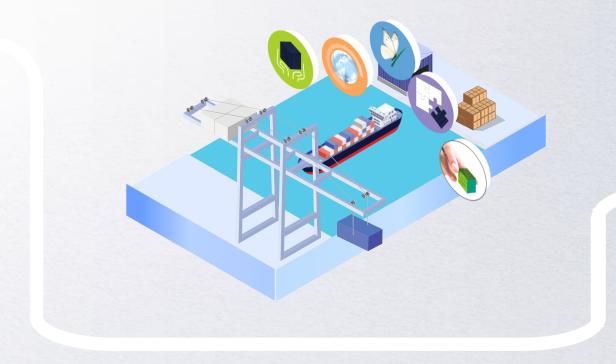
If you have containers that you are importing and exporting at the same time, please consider using our Smartlog service.

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.

The Smartlog platform is convenient and available 24/7: https://cos.stx.vn/







### **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.



Supply chain agility Optimize every stage of your supply chain.



Business support Get business support services from an established

commercial partner.



<u>Serenity</u> Get the right coverage to fit your cargo shipment needs.

### Our top selling products in Vietnam include:



**CUSTOMS CLEARANCE solutions** 



#### SERENITY deductible guarantee











### **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

Vietnam 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



Home Additional local information

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MACGM

A CGM

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### Additional local information

CMACGM

CMACGM

Import, export and Demurrage and Detention charges



CMACGM

CMACGM

APL

COM



CMA COM



GAS VITALITY

### Import, export and Demurrage and Detention charges

#### Import and export charges

Refer online at

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

#### **Demurrage and Detention (D&D) charges and free days** Get more information <u>here</u> or use our D&D calculators:



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



### - Container tracking FAQs

### Why is the Unique Consignment Reference (UCR not found or incorrect?

Kindly take a screenshot of the error message shown on the Port website and send it to vnm.service@cma-cgm.com. We will revert to you as soon as possible. For urgent matters kindly call +84 28 39148484.

#### Why does the voyage on the Port website and in the Booking Confirmation (BC) not match?

The voyage number must follow as per the information on the Port website. In the event of any discrepancy, kindly send a mail to vnm.service@cma-cgm.com and we will republish your BC with the actual Port voyage.

#### Port codes

Bookings using CMA CGM containers under	СМА ССМ	CNC	APL
Prefix for UCR ①	CMAU	CNCU	APLU
SO/OP ②	СМ	СХ	AP
POD ③	Follow as per BC po destination will be fin		arge port and

### Why was the vessel delay communicated on the Port website without any notice or revision to the booking confirmation?

Please check our website for updates on delays and bookings. If there is no delay notice, kindly email us at vnm.service@cma-cgm.com

Do turn on email notifications on our website for updates. Revised booking confirmations will only be published once the system is updated, so please rely on our delay notice for the updated vessel ETA in the meantime.

#### Why is my booking not reflected in the Port website to process TT gate-in?

- 1. The vessel's berth may not have been declared yet. In normal circumstance, the booking will be reflected in Portnet 7 days before the vessel ETA
- 2. For 3rd party feeder services, feeder operations will only open 2 days before the vessel ETA.



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### - Useful links

eBusiness
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Charges finder

Container tracking

**Eco-calculator** 

My CMA CGM

Routing finder

Voyage finder

Vietnam ports Cát lái SP-ITC Cát Lái Giang Nam VITC Gemalink Cảng Đà Nẵng Cảng Lạch Huyện Cảng Nam Đình Vũ

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

SOLAS - VGM management at CMA CGM



# THANK YOU

