

# Approve Draft BL Online – CMA CGM Group eBusiness

## Login to CMA CGM Group eBusiness



**CMA CGM:** Navigate to Transport Management → Manage Documents → Document Dashboard

**APL, ANL, CNC:** Navigate to EBusiness → Documents → Document Dashboard

## Search or Filter Your Documents

Our Document Dashboard is designed in such a way to provide maximum flexibility and ease to our customers. You can search your Bills of Lading by Booking or BL Reference

### Follow-up documents

**Enter Booking or BL ref and click on 'Filter' button.  
Multiple BL's separated by comma (,) can be entered in the search box**

There are too many results, please add more filters to your selection.

Document Ref.  
 Booking & B/L Ref.  
IN0000001

## Approve Draft BL Online

You can access the Draft BL by clicking on the **Document Reference** from Document Dashboard.

Booking & B/L Ref. IN0000001

Click on 'Document Ref' to access the BL details page

Document Ref.	Category	Type	Consignment Reference	Status	Date
IN0000001	B/L	Draft Negotiable	AMC0000001	To be reviewed	11/7/2014

Now, you will be able to view the BL details screen. You can proceed with approving the draft after reviewing the draft BL by clicking on **Approve** button.

### BL IN0000001

Click on 'Approve' button to confirm the draft

Approve

Are you sure you want to approve the document?

Cancel

AMC0000001  
EPB16W  
CMA CGM BALZAC

**Note:** Once draft approved online, you will receive an auto email confirmation from website. (Email will be sent to your registered email id).

In case of any questions on 'BL Draft Approval' through CMA CGM Group eBusiness Platform, please contact Customer Service Team.

# Approve Draft BL Online – CMA CGM Group eBusiness



## Quick Approval

The Quick Approval option allows the user to approve all the selected BL's in just one mouse button click, thereby saving your time and effort. To do this, simply check all the listed BL's and select Quick Approval option from the Actions menu.

Mass Open  
Mass Review  
**Quick Approval**  
Contact Customer Support

Select the Quick Approval option to approve the selected BL's in just one click

click on this check box to select all the listed BL's

Document Ref.	Category	Type	Shipment Ref.	Status	Date			
<input checked="" type="checkbox"/>	AEV0151950	B/L	Draft Negotiable	AEV0151950	To be reviewed	6/20/2019	PDF	Eye
<input checked="" type="checkbox"/>	AYN0528718	B/L	Draft Waybill	AYN0528718	To be reviewed	6/11/2019	PDF	Eye
<input checked="" type="checkbox"/>	AYN0535124	B/L	Draft Waybill	AYN0535124	To be reviewed	6/24/2019	PDF	Eye
<input checked="" type="checkbox"/>	BGA0250563	B/L	Draft Negotiable	BGA0250563	To be reviewed	6/18/2019	PDF	Eye
<input checked="" type="checkbox"/>	BGA0251301	B/L	Draft Negotiable	BGA0251301	To be reviewed	6/21/2019	PDF	Eye
<input checked="" type="checkbox"/>	CSA0240689	B/L	Draft Negotiable	CSA0240689	To be reviewed	5/14/2019	PDF	Eye
<input checked="" type="checkbox"/>	CSA0240691	B/L	Draft Negotiable	CSA0240691	To be reviewed	5/14/2019	PDF	Eye

After you select the Quick Approval option the system will prompt the message box as show in the below picture. Simply click on Ok button to confirm the approval of all the selected BL's.

Quick Approval

This will automatically approve all the selected B/Ls. It cannot be undone.

Click Ok button to confirm approval

Cancel Ok

## B/L Notifications

The notifications for BL related activity can be activated through the “Notifications Setup” page, so that the user can be kept up to date on the BL transactions.

**B/L follow up**

Draft BL available | Original BL (or copy) available for printing | Waybill available 3/3

BL Draft available ⓘ	<input checked="" type="checkbox"/> ON	<input type="checkbox"/> Only for B/Ls I manage
Original BL available ⓘ	<input checked="" type="checkbox"/> ON	<input type="checkbox"/> Only for B/Ls I manage
Waybill available ⓘ	<input checked="" type="checkbox"/> ON	<input type="checkbox"/> Only for B/Ls I manage