



LARA Toolkit (LTK) User Guide

Ver.07282022

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What is LARA Toolkit

[LARA Toolkit \(cma-cgm.com.cn\)](http://cma-cgm.com.cn) is a **China 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 LTK 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 LTK to submit the application.

You can login LARA Toolkit 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 LTK. When you pass the Booking Confirmation to your Supplier or Forwarder in China, please inform them of LTK as well. And they can get first-hand operational information from below screens.

1. Announcement on Login Page



2. Updates of local schedule and cutoff time by Branch

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”。

POL	Vessel	Voyage	Terminal	ETB	ETD	ESI CUTOFF	VGM CUTOFF	PORT CUTOFF	VESSEL CUTOFF
SHANGHAI	CMA CGM LOIRE	06X3JE	YANGSHAN DEEP WATER PORT PHASE4 TER	2022/5/10	2022/5/12	2022年5月9日 17:00	船前12小时	船前12小时	2022年5月11日 10:00
SHANGHAI	COSCO KACHISUNG	088E	YANGSHAN DEEP WATER PORT PHASE1 TER	2022/5/16	2022/5/17	2022年5月13日 10:00	船前12小时	船前12小时	待空

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：按船名/航次查询通知请在“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 Release Schedule

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

ETD-N Day	Location	40ST	40HC	45HC
	Dalian	7	14	7
	Tianjin	7	7	7

Booking Management

1. Booking Status Check

You may check the Booking Status directly on My CMA CGM website, or advice your local forwarder/supplier to check that on LTK with the Web Ref No or Booking Ref No.

订舱管理 | 订舱管理 | 提单管理 | 进口业务 | 资源文档 | 船期查询

订舱查询

订舱单号: CNMD078 | Ref No: WBBKG255

查询结果

超重 Over Weight <=审核未通过原因

确认预配! <=订舱已被接受

航线信息

提单号: CNMD078 | 提单号: SHZ03

进港代码请参照设备交接单 | 进港代码请参照设备交接单

目的港名称: BASSETERRE(代码: KNBAS) | 目的地名称: HAMBURG(代码: DEHAM)

船名: CMA CGM MUSCA | 船名: CMA CGM MONTMARTRE

航次: OPPD3E | 航次: 0FLBVW1

航线: PEX2 | 航线: FAL

开船日期: 2022/4/27 17:00:00 | 开船日期: 2022/4/15 17:45:00

箱子信息

尺寸: 20 类型: ST 箱量: 1 | 尺寸: 40 类型: HC 箱量: 1

2. Documents submission for Non-DG Chemical (Shanghai Only)

Click on “Booking -> Chemical Booking”

Booking | B/L | Import | Invoice | Documentation | Schedule

Booking Inquiry | Chemical Booking | Booking No

Search by Booking Reference No, then click the icon to access “Detail”

CMA CGM | 订舱管理 | 提单管理 | 进口业务 | 发票管理 | 资源文档 | 中文

订舱单号: [Search Box] | 重置 | 查询

Filter: Type to filter... | Show: 10

操作	订舱单号	船名	航次	状态
	...	EVER LAWFUL	55047E	...

Showing 1 to 1 of 1 entries | First | 1 | Last

点击“详情”菜单

Upload documents like MSDS, non-DG LOI etc., add comments in “Remark” if necessary, then save and submit.

Booking > Chemical Booking > Detail

CHEMICALS DETAIL

Vessel: CMA CGM DIGNITY Voyage: 0MEBHW

Booking No: []

REASONS

Reason: [] Remark: []

View more reasons

ATTACHMENT

先上传需要的文件，再提交

☐	File Name	Upload Time	Is Available	Download
☐	危险品.pdf	2021-04-17 17:56:26		Download
☐	CMA危险品C	2021-04-17 17:56:25		Download
☐	MSDS.pdf	2021-04-17 17:56:26		Download

Submit Save

In case any issue during review of the documents, we will indicate the on-hold / rejection reason for reference.

原因 如被退回，会显示原因 客户可加备注

原因: [] 备注: []

查看历史原因

☐	文件名	上传时间	是否可用	下载
☐	聚二甲基硅氧烷 (201甲基硅油) -海运.PDF	2021-04-14 13:08	Y	Download
☐	非危险品.pdf	2021-04-12 53	Y	Download
☐	聚二甲基硅氧烷 (201甲基硅油) -SDS报告 (2021-06-24) 英文 美国版.pdf	2021-04-14 13:03	Y	Download
☐	聚二甲基硅氧烷 (201甲基硅油) -SDS报告 (2021-04-29) 中文 欧盟版.pdf	2021-04-14 12:58	Y	Download

上传成功的界面，显示上传的时间

B/L Amendment Request

For any amendment on B/L contents after Shipping Instruction submission, **Booking Party** needs to login LTK to submit request and LOI (if necessary), as well as confirm the surcharge.

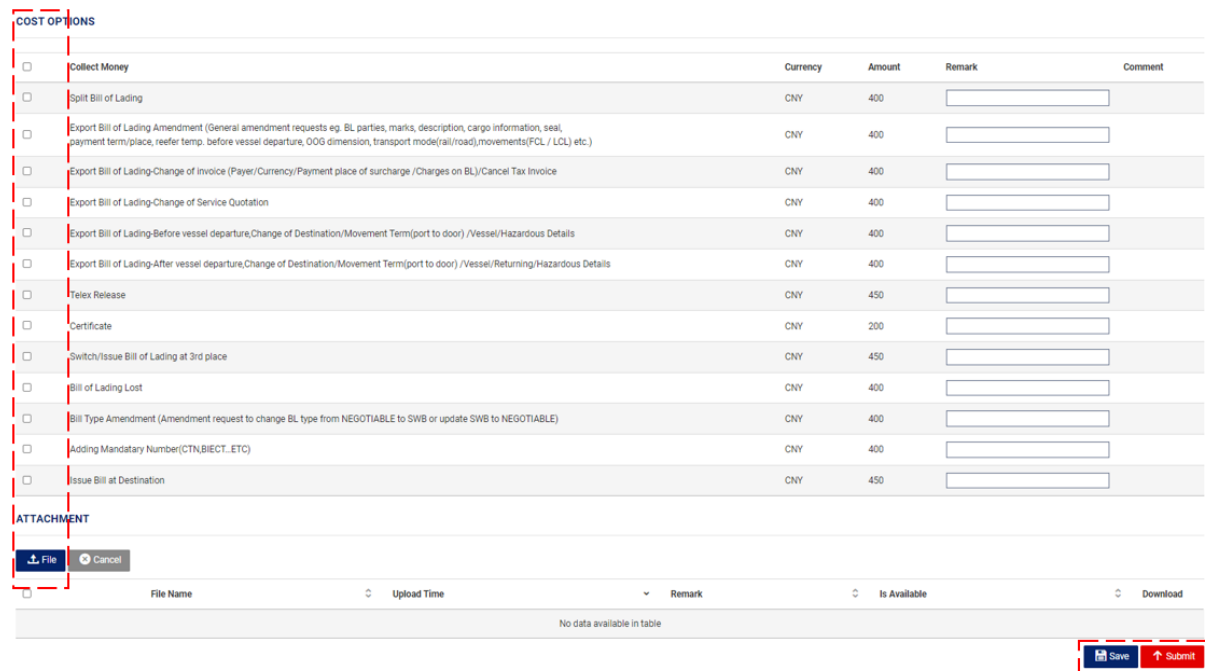
Note: Cash customer need to settle amendment fees first, and send bank slip to GSCCQ.NC.Receipt@cma-cgm.com

1. Please search by B/L# in “B/L -> Request Amendment”



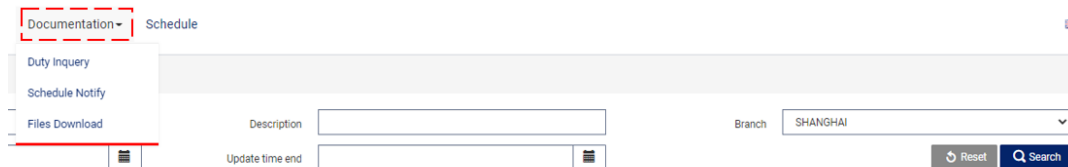
2. Tick the specific request from the list

Upload LOI by clicking “File -> Save”, then “Submit” the request.



	Currency	Amount	Remark	Comment
☐ Collect Money				
☐ Split Bill of Lading	CNY	400		
☐ 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.)	CNY	400		
☐ Export Bill of Lading-Change of Invoice (Payer/Currency/Payment place of surcharge /Charges on BL)/Cancel Tax Invoice	CNY	400		
☐ Export Bill of Lading-Change of Service Quotation	CNY	400		
☐ Export Bill of Lading-Before vessel departure,Change of Destination/Movement Term(port to door) /Vessel/Hazardous Details	CNY	400		
☐ Export Bill of Lading-After vessel departure,Change of Destination/Movement Term(port to door) /Vessel/Returning/Hazardous Details	CNY	400		
☐ Toler Release	CNY	450		
☐ Certificate	CNY	200		
☐ Switch/Issue Bill of Lading at 3rd place	CNY	450		
☐ Bill of Lading Lost	CNY	400		
☐ Bill Type Amendment (Amendment request to change BL type from NEGOTIABLE to SWB or update SWB to NEGOTIABLE)	CNY	400		
☐ Adding Mandatory Number(CTN,BI/ECT, ETC)	CNY	400		
☐ Issue Bill at Destination	CNY	450		

LOI template can be found in “Documentation -> Files Download”, choose “Branch” according to Port of Loading.



3. LTK will trigger notification to register email box about the progress of request.

You may also check it in “B/L -> View Amendment”.



操作	用户名	提单号	船名	航次	最终卸货港	状态	Operator	Comment
			VERMONT TRADER	032W	INMAA	拒绝提单更改	gsc.lucilu@cma-cgm.com	请用CMA模板
			VERMONT TRADER	032W	INMAA	业务已完成	gsc.lazhou@cma-cgm.com;gsc.lazhou@cma-cgm.com	

China VAT Invoice

In case any charges to be **prepaid in China**, we recommend you to remark the local payer information in Shipping Instruction. And the payer may refer to below steps requesting for VAT Invoice.

Note: **LTK is just for VAT invoice**. To check charge details, payer can login My CMA CGM website and refer to Invoice Dashboard.

Payment need to be settled **within invoice date+10 days**, otherwise will subject to Late Payment fee.

1. Payer Profile

For Chinese company only.

在登录界面注册一个 LTK 账号

Login

[Register](#) [Forget Password/Unlock](#)

进入“发票管理->企业信息维护”菜单，输入“企业税号”查询。



若税号信息已存在，请核对后点击“提交”进行绑定；若税号信息不存在，请完整填写所有信息，确认无误后点击“提交”。

企业信息 (温馨提示: 请贵司仔细填写企业信息资料, 联网企业信息资料填写有误, 影响开发票, 产生的一切费用, 由贵司自行承担, 谢谢。)

企业税号 *

Q 查询

公司名称 (中文) *

公司地址 (中文) *

公司注册国/省 *

企业开票所属 *

纳税人识别号 *

公司名称 (英文) *

公司地址 (英文) *

公司联系人姓名 *

开户银行名称 (USD) *

开户银行名称 (RMB) *

开户银行账号 (USD) *

开户银行账号 (RMB) *

联系人 *

联系电话 *

电邮接收邮箱 *

传真 *

[编辑基本信息](#) [提交](#)

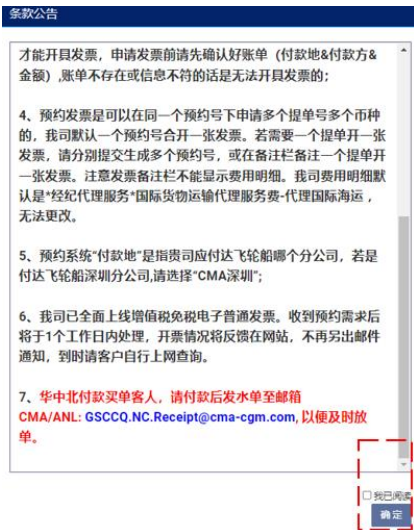
如需修改，请点击“编辑基本信息”。若涉及企业信息或银行账户信息变更，须上传相关凭证，经我司财务人员后台审核通过后方可预约开票。

2. VAT Invoice Request

请使用官网账号登录 My CMA CGM 官网查询应付费用账单。
然后登录 LTK 预约开票，点击“发票管理 -> 发票预约”。



阅读条款公告，将右侧滚动条拖动到底部，勾选“我已阅读”后确定。



点击“新增”，在发票预约对话框中填写信息。金额必须填写，“金额已 CMA 为准”不需要勾选；如有其他信息可填写在“备注”栏。

一次预约如需申请多个提单号，可“保存”后点击“新增”继续操作。默认一个预约号合开一张发票。

The screenshot shows the '发票预约' (Invoice Appointment) form. At the top, there are fields for '企业税号' and '企业名称'. Below these are fields for '提单号' (Bill of Lading Number), '金额' (Amount, currently 0.00), '付票地' (Billing Location), '币种' (Currency, set to 人民币 (RMB)), '发票类型' (Invoice Type, set to 电子普通发票), '取票方式' (Ticketing Method, set to 电票), and '备注' (Remarks). There is also a checkbox for '金额以CMA为准' (Amount based on CMA) and a dropdown for '进出口' (Import/Export, set to 进口). At the bottom right, there is a 'CMA回票' (CMA Response) field. The '新增' (Add) button is highlighted with a red rectangular box. At the very bottom, there are '关闭' (Close) and '保存' (Save) buttons.

尚未提交的记录可点击“操作”中的编辑图标进行更改。所有信息确认无误后，选中需开票的记录，点击“确认提交”。预约申请提交后将无法做任何更改，如果预约有误需要联系 CMA 客服。

新增

确认提交

#	操作	预约号	提单号	发票类型	金额	币种	付款地	进出口	取票方式
1				电子普通发票	¥ 1000	RMB	深圳	0	电票
2				电子普通发票	\$ 1000	USD	深圳	0	电票

3. Invoice Download

预约成功后，您可在“发票预约查询”菜单中根据预约号或者提单号搜索开票状态。若已开票，可直接点击“发票号码”下载电子发票。

CMA CGM

订舱管理

提单管理

进口业务

发票管理

资源文档

发票管理

企业信息维护

快递信息维护

发票预约

发票预约查询

发票下载中心

发票下载中心

开票日期范围请控制在3个月内

发票号

开始日期

2022-04-06

金额	付账地	进出口	确认金额	确认金额时间	发票号码	是否开票	是否取消	开票时间	取票方式	快递单号	备注	反馈
¥ 400	CNSHA	0	未确认			否	是		电票			改单票 系统暂时没有账单费用
¥ 400	CNSHA	0	未确认			否	是		电票			改单票 系统暂时没有账单费用
¥ 400	CNSHA	0	未确认			否	是		电票			改单票 系统暂时没有账单费用
¥ 1799	CNSHA	0	已确认	2022-04-07 09:39:44	63509727	是	否	2022-04-12 18:50:58	电票			
\$ 981	CNSHA	0	已确认	2022-04-07 09:39:44	63509726	是	否	2022-04-12 18:50:58	电票			

您也可至“发票下载中心”批量查询和下载发票。在“Filter”栏输入提单号或金额，可筛选对应发票。

发票号

开始日期

2022-04-06

我方抬头

结束日期

2022-05-06

费用类型

查询

全选

反选

发票批量下载

Filter: Type to filter...

最大显示5000行记录

Show: 10

#	客户抬头	客户税号	港口	费用类型	发票代码	发票号码	币种	金额	我方抬头	开票日期	备注
☐			CNSHA	Export / Freight	031002100711	63509726	USD	6227.58	达飞轮船 (中国) 有限公司	2022-04-07 10:34:17	For and on behalf of CMA CGM Asia Shipping Pte. Ltd. 到期前金额支付该明发票号无折扣付款
☐			CNSHA	Export / Freight	031002100711	63509727	CNY	1799	达飞轮船 (中国) 有限公司	2022-04-07 10:34:37	For and on behalf of CMA CGM Asia Shipping Pte. Ltd. 到期前金额支付该明发票号无折扣付款
☐			CNSHA	Export / Freight	031002100711	63510195	CNY	2166	达飞轮船 (中国) 有限公司	2022-04-07 13:57:09	For and on behalf of CMA CGM (c) 请于到期前金额支付该明发票号无折扣付款人承担银行手续费

注：现付客户请在开票后 10 个自然日内付清所有费用（Invoice day+10 天，以到账时间为准）否则将收取迟付款费。

Issuance of Original B/L or Telex Release

(Note: **Booking Party** can login LTK to submit the request.

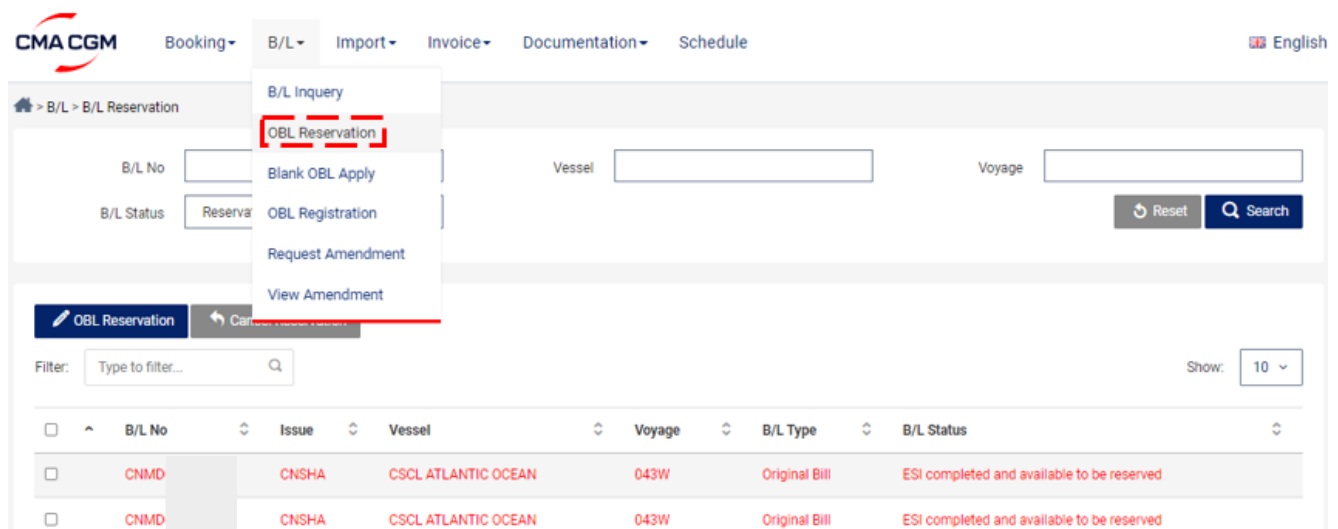
All Prepaid charges need to be settled before B/L issuance or Telex Release.

Cash customer, please send bank slip to GSCCQ.NC.Receipt@cma-cgm.com

Credit customer, please send payer information to GSCCQ.NC.Collector6@cma-cgm.com so as to enjoy the credit term.)

1. Issuance of Original B/L

You may check available B/Ls in “B/L -> OBL Reservation”, tick specific B/L and click “OBL Reservation” to make appointment.



The screenshot shows the CMA CGM LTK interface. The 'B/L' menu is open, and 'OBL Reservation' is selected. The main area displays a table of available B/Ls for reservation.

B/L No	B/L Status	Vessel	Voyage	B/L Type	B/L Status
CNMD	Reserved	CSCL ATLANTIC OCEAN	043W	Original Bill	ESI completed and available to be reserved
CNMD	Reserved	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 together with B/L Receipt, copy of Identity Card, Authorization Letter (if 3rd party courier) when pick up Original B/L at [CMA CGM | China - Offices \(cma-cgm.com\)](http://CMA CGM | China - Offices (cma-cgm.com))

领单人员需携带预约二维码、领单确认函、身份证复印件、订舱人出具的领单授权书（若委托第三方代为取单的情况）至我司柜台领取正本提单。

LOI template can be found in “Documentation -> Files Download”, choose “Branch” according to Port of Loading.



The screenshot shows the 'Files Download' section. The search bar contains '领单'. The table below lists available files for download.

操作	标题	下载次数	内容	创建人
下载	正本提单领单授权书 (英文)	153	订舱人出具授权书委托他人代领正本提单	qgd.ffang
下载	正本提单领单确认函	338	领单人携带领单确认函原件至前台并签字签收正本提单	qgd.ffang

2. B/L Issuance at Other Place or Telex Release

Please search by B/L# in “B/L -> Request Amendment”

BETTER WAYS CMA CGM Booking B/L Import Invoice Documentation Schedule

B/L Inquiry
OBL Reservation
Blank OBL Apply
OBL Registration
Request Amendment
View Amendment

B/L INFORMATION

*B/L No

Search

Tick the specific request from the list.

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.

COST OPTIONS

	Currency	Amount	Remark	Comment
☐ Collect Money				
☐ Split Bill of Lading	CNY	400		
☐ 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.)	CNY	400		
☐ Export Bill of Lading-Change of Invoice (Payer/Currency/Payment place of surcharge /Charges on BL)/Cancel Tax Invoice	CNY	400		
☐ Export Bill of Lading-Change of Service Quotation	CNY	400		
☐ Export Bill of Lading-Before vessel departure,Change of Destination/Movement Term(port to door) /Vessel/Hazardous Details	CNY	400		
☐ Export Bill of Lading-After vessel departure,Change of Destination/Movement Term(port to door) /Vessel/Returning/Hazardous Details	CNY	400		
☐ Telex Release	CNY	450		
☐ Certificate	CNY	200		
☐ Switch/Issue Bill of Lading at 3rd place	CNY	450		
☐ Bill of Lading Lost	CNY	400		
☐ Bill Type Amendment (Amendment request to change BL type from NEGOTIABLE to SWB or update SWB to NEGOTIABLE)	CNY	400		
☐ Adding Mandatory Number(CTN,BIECT, ETC)	CNY	400		
☐ Issue Bill at Destination	CNY	450		

ATTACHMENT

File Cancel

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

Save Submit

LTK will trigger notification to register 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 GSCCQ.NC.Receipt@cma-cgm.com

Business Contacts

Customer Care (Export):	As below attached list
B/L Production :	GBS.CN HKDOC@cma-cgm.com
B/L Amendment:	GSC.NCCAMEND@cma-cgm.com
Freight:	GBS.CCNCFRTINV@CMA-CGM.COM
Invoice:	GSCCQ.NC.Invoice@cma-cgm.com
Account Receivable :	GSCCQ.NC.Receipt@cma-cgm.com
Sea Waybill Release:	GBS.NCWEBRELEASE@CMA-CGM.COM
OB/L and Telex Release:	SHG.SERVICE-DELIVERY@cma-cgm.com
VGM/Cargo readiness:	SHG.CARGOREADINESS@cma-cgm.com

[CMA CGM | China - Offices & Contacts \(cma-cgm.com\)](http://cma-cgm.com)

Trade	Customer Care (export) contacts
CNC	shg.cncexportcus@cma-cgm.com
ANL	shg.anlexportcus@cma-cgm.com
LTAM	shg.latamexportcus@cma-cgm.com
North America	shg.usaexportcus@cma-cgm.com
Europe	shg.europeexportcus@cma-cgm.com
Mediterranean	shg.medexportcus@cma-cgm.com
Red Sea, INPA, Middle East	shg.mideastexportcus@cma-cgm.com
Africa	shg.afreexportcus@cma-cgm.com
Special Cargo	shg.lren@cma-cgm.com shg.dechen@cma-cgm.com shg.jewu@cma-cgm.com