

Outbound eCommerce Guide

PLEASE NOTE:

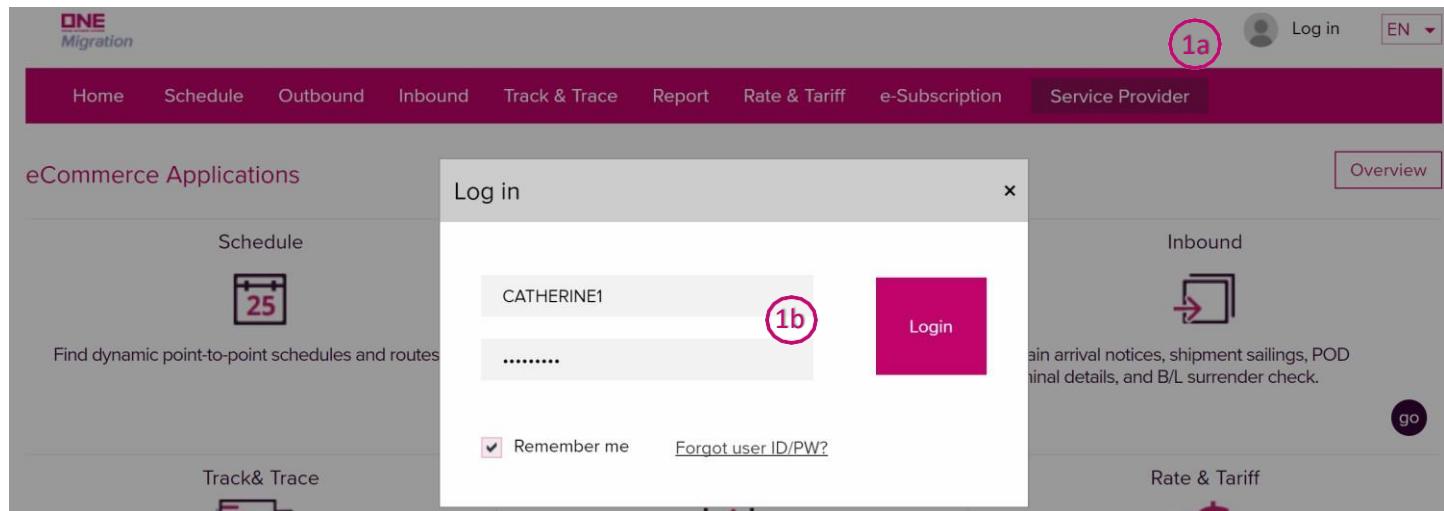
CERS (Canadian Export Reporting System) number will replace the CAED (Canadian Automated Export Declaration) number. CAED is to be decommissioned on June 30, 2020 by CBSA (Canada Border Services Agency) but system will continue to accept CAED numbers until June 30, 2020.

The naming convention on the ONE eCommerce website has been updated to CERS but will continue to accept CAED numbers until the CAED is decommissioned.

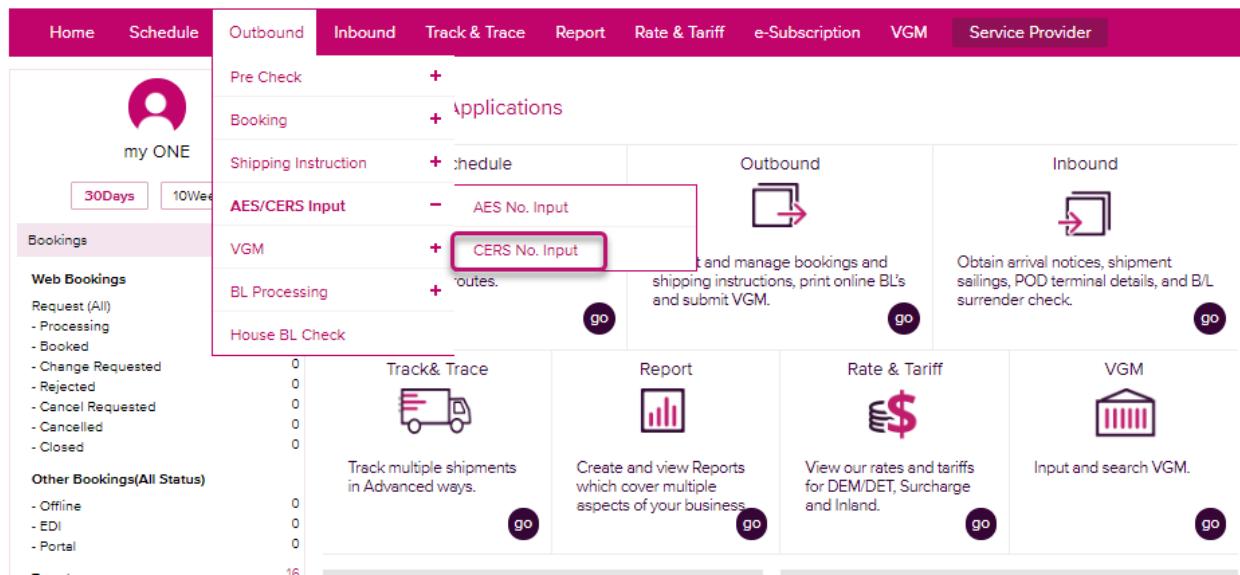
CERS SUBMISSION

Customers can submit CERS No. via eCommerce portal after a Booking or Shipping Instruction is created with ONE Line.

- 1) Please log into the eCommerce portal with your User ID and password.



The path to submit CERS Number is Outbound - AES/CERS input – CERS No. Input

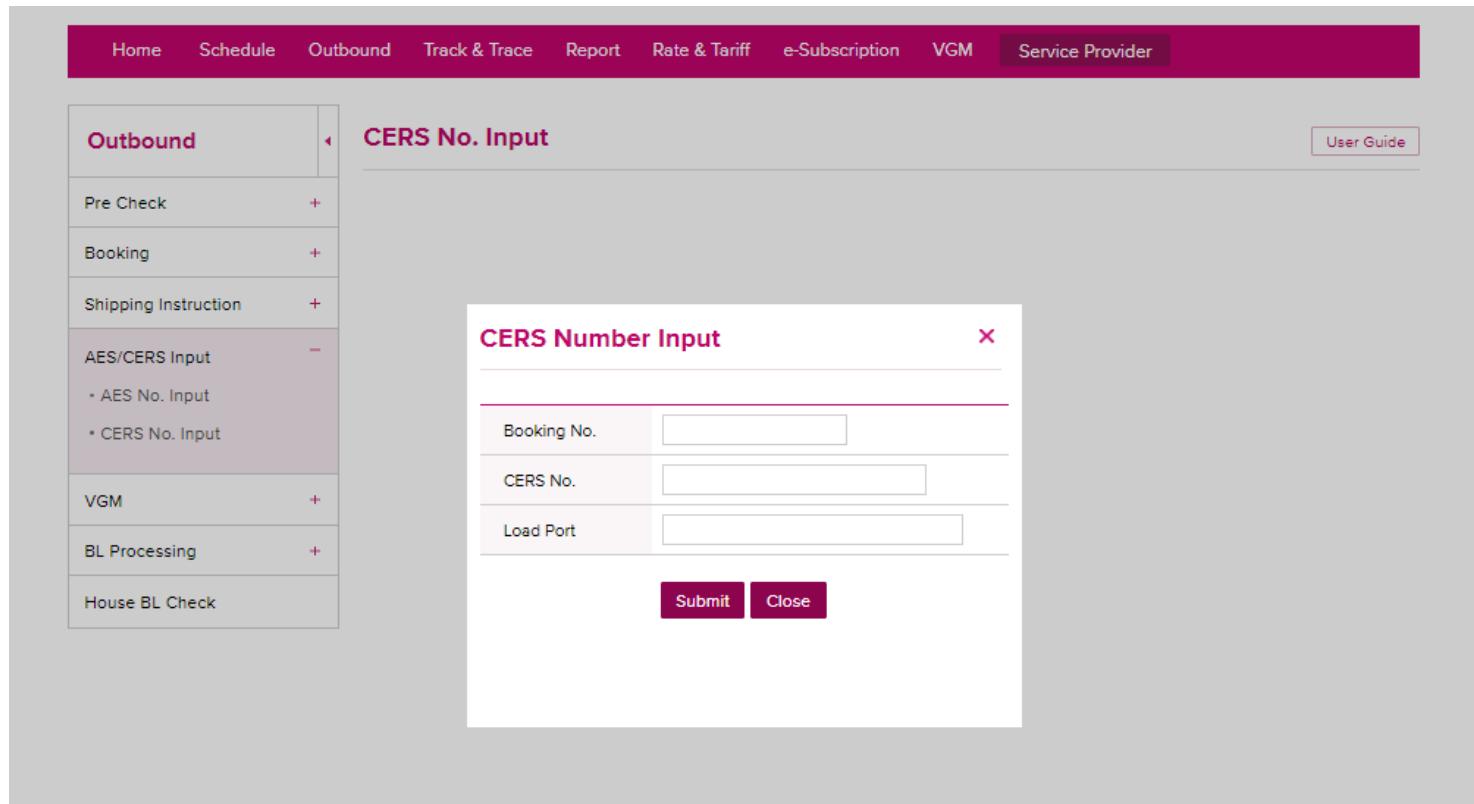


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Option 1: Quick Input

This option allows Customer to input CAED No for a quick and fast update for one booking.

Type in the Booking No, CERS No, Load Port and click the [submit] button.



The screenshot shows the Outbound section of the eCommerce interface. On the left, there is a sidebar with the following menu items:

- Pre Check
- Booking
- Shipping Instruction
- AES/CERS Input
 - AES No. Input
 - CERS No. Input
- VGM
- BL Processing
- House BL Check

The main area is titled "CERS No. Input". A modal dialog box is open, titled "CERS Number Input". It contains three input fields: "Booking No.", "CERS No.", and "Load Port", each with an associated text input box. Below the input fields are two buttons: "Submit" and "Close".

Option 2: Multiple Input

This option allows Customer to input multiple CERS Nos and or confirm Bookings Nos that show CERS already input or requires input.

Customer can retrieve a list of Booking Nos by selecting from the dropdown menu:

- Booking Request Date - Select date range or choose one of the default date range buttons
 - Today
 - 1 week
 - 30 days
- Booking No - Search up to ten bookings per search
- Vessel – Search by vessel and voyage number

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Home Schedule Outbound Inbound Track & Trace Report Rate & Tariff e-Subscription VGM Service Provider

Outbound	
Pre Check	+
Booking	+
Shipping Instruction	+
AES/CERS Input	-
AES No. Input	
CERS No. Input	
VGM	+
BL Processing	+
House BL Check	

CERS No. Input

User Guide

Booking Request Date

Booking Request Date

Booking No.

Vessel	Vessel	Estimated Time of Departure	Origin	Destin

Total : 0

Quick CERS No. Input

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Home Schedule Outbound Inbound Track & Trace Report Rate & Tariff e-Subscription VGM Service Provider

Outbound	
Pre Check	+
Booking	+
Shipping Instruction	+
AES/CERS Input	-
AES No. Input	
CERS No. Input	
VGM	+
BL Processing	+
House BL Check	

CERS No. Input

User Guide

Booking No.

Origin	Destination	Type of CERS No.	No.
TORONTO, ON	KOBE, HYOGO		

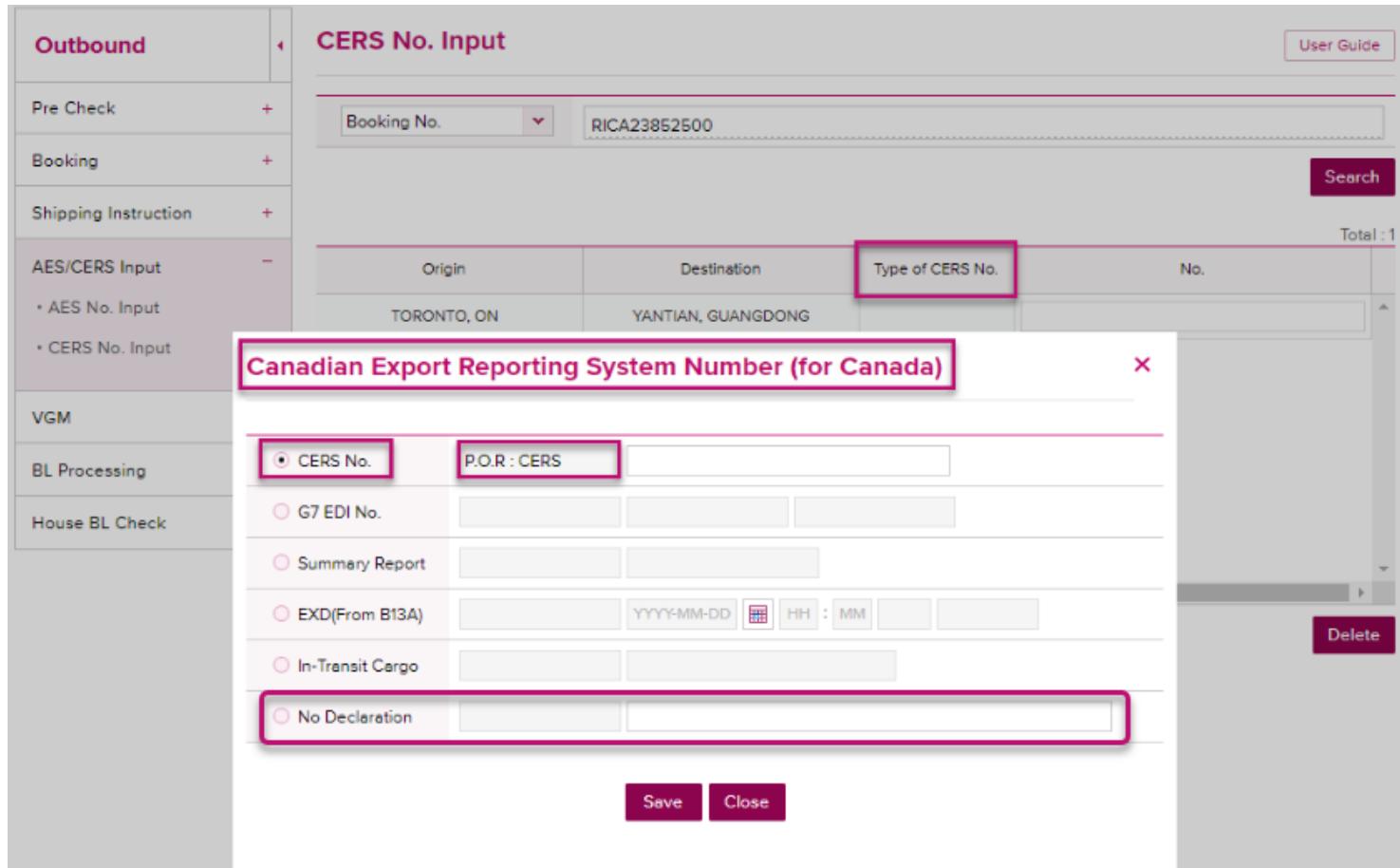
Total : 1

Quick CERS No. Input

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Option 3: Other Types

This option allows Customer to input CERS No or other declaration types such as No Declaration.



The screenshot shows the 'CERS No. Input' screen. On the left, a sidebar lists 'Outbound' and other sections like 'Pre Check', 'Booking', 'Shipping Instruction', 'AES/CERS Input', 'VGM', 'BL Processing', and 'House BL Check'. The 'AES/CERS Input' section is expanded, showing 'AES No. Input' and 'CERS No. Input'. The 'CERS No. Input' screen has a 'Booking No.' dropdown set to 'RICA23852500' and a 'Search' button. Below is a table with columns 'Origin', 'Destination', 'Type of CERS No.', and 'No.'. The 'Type of CERS No.' column for the first row (Origin: TORONTO, ON, Destination: YANTIAN, GUANGDONG) is highlighted with a red box. A pop-up window titled 'Canadian Export Reporting System Number (for Canada)' is displayed, listing declaration types: 'CERS No.' (selected), 'P.O.R : CERS', 'G7 EDI No.', 'Summary Report', 'EXD(From B13A)', 'In-Transit Cargo', and 'No Declaration'. The 'No Declaration' option is also highlighted with a red box. At the bottom of the pop-up are 'Save' and 'Close' buttons.

Click the box under "Type of CERS No" column to open pop-up box that will allow Customer to input CERS No but also other types of declaration when applicable, such as cargo that does not require declaration.