

# Outbound eCommerce Guide

## PLEASE NOTE:

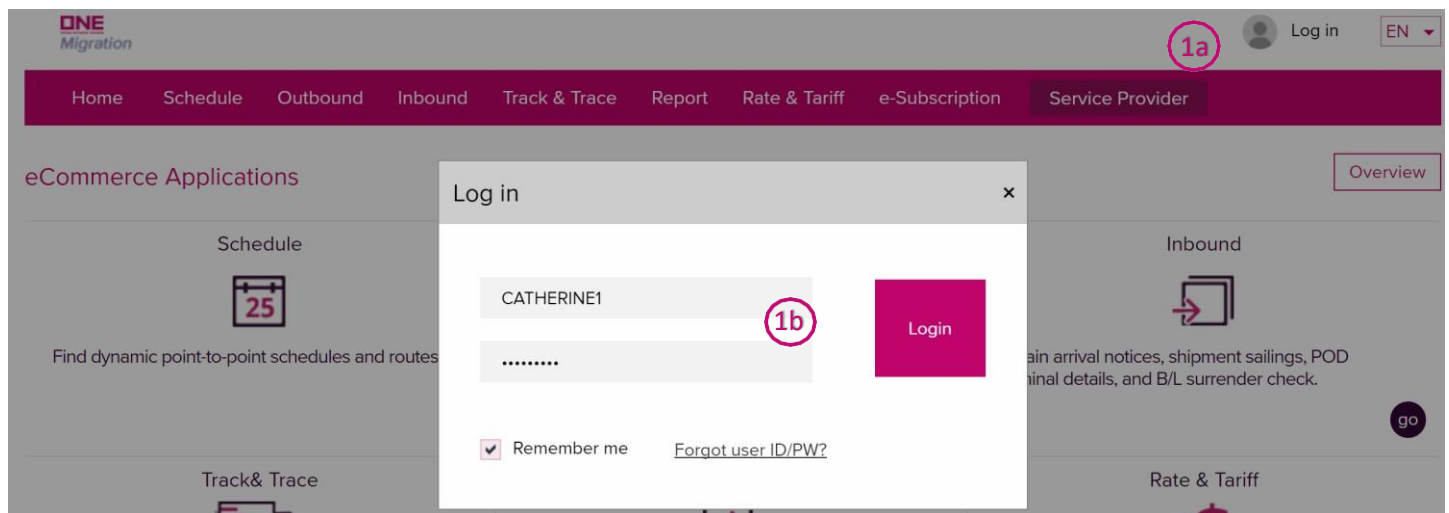
CERS (Canadian Export Reporting System) number will replace the CAED (Canadian Automated Export Declaration) number. CAED is to be decommissioned on June 30, 2020 by CBSA (Canada Border Services Agency) but system will continue to accept CAED numbers until June 30, 2020.

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.

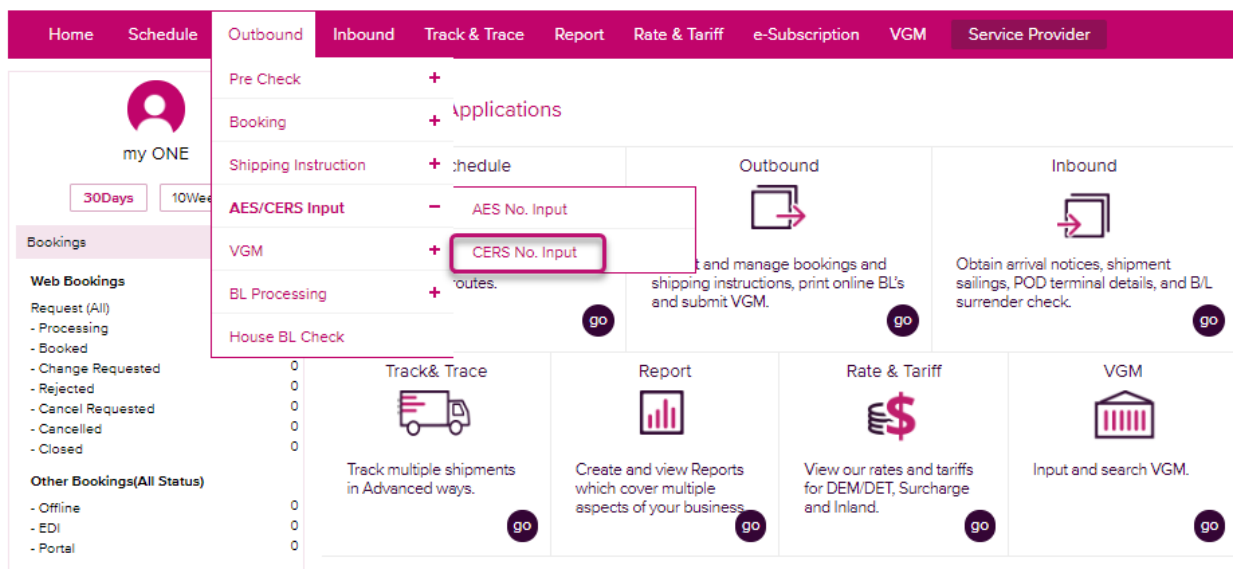
## CERS SUBMISSION

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



## 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 displays the ONE Ocean Network Express web application. The top navigation bar includes links for Home, Schedule, Outbound, Track & Trace, Report, Rate & Tariff, e-Subscription, VGM, and Service Provider. The left sidebar menu is expanded to 'Outbound', showing sub-options like Pre Check, Booking, Shipping Instruction, AES/CERS Input (which is expanded to show 'AES No. Input' and 'CERS No. Input'), VGM, BL Processing, and House BL Check. The main content area is titled 'CERS No. Input' and features a modal window titled 'CERS Number Input'. This modal contains three input fields: 'Booking No.', 'CERS No.', and 'Load Port'. Below these fields are two buttons: 'Submit' and 'Close'. A 'User Guide' link is visible in the top right corner of the main content area.

## 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

# Outbound eCommerce Guide

[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 ▼2020-02-24 ~ 2020-03-25 Today 1Week 30Days

Booking Request Date  
Booking No.  
Vessel

Search

Total : 0

Vessel	Estimated Time of Departure	Origin	Destin
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Quick CERS No. InputDelete

**ONE**EN ▼

[Home](#) [Schedule](#) [Outbound](#) [Inbound](#) [Track & Trace](#) [Report](#) [Rate & Tariff](#) [e-Subscription](#) [VGM](#) [Service Provider](#)

**Outbound**

- Pre Check +
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- AES/CERS Input -**
  - AES No. Input
  - CERS No. Input
- VGM +
- BL Processing +
- House BL Check

### CERS No. Input

User Guide

Booking No. ▼R1CAF3615600

Search

Total : 1

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

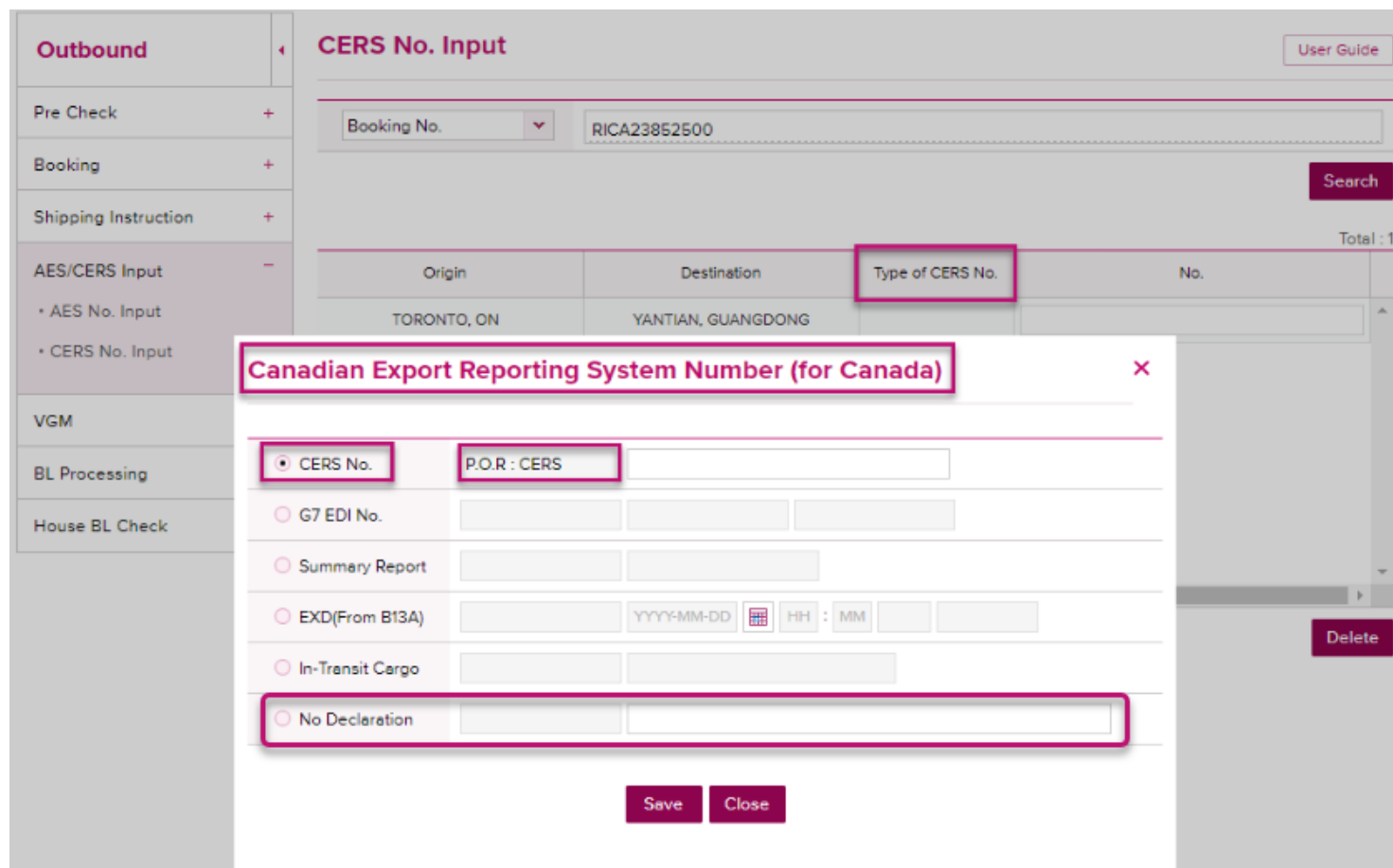
Quick CERS No. InputDelete

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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 displays the 'Outbound' section of the Ocean Network Express (ONE) system. The 'CERS No. Input' tab is active, showing a 'Booking No.' dropdown set to 'RICA23852500'. A 'Search' button is located to the right. Below this is a table with columns: 'Origin', 'Destination', 'Type of CERS No.', and 'No.'. The first row shows 'TORONTO, ON' as the origin and 'YANTIAN, GUANGDONG' as the destination. A red box highlights the 'Type of CERS No.' column. A pop-up window titled 'Canadian Export Reporting System Number (for Canada)' is open, featuring a 'CERS No.' radio button (selected) and a 'P.O.R : CERS' text input field. Other options include 'G7 EDI No.', 'Summary Report', 'EXD(From B13A)', 'In-Transit Cargo', and 'No Declaration'. The 'No Declaration' option is highlighted with a red box. 'Save' and 'Close' buttons are at the bottom of the pop-up.

Origin	Destination	Type of CERS No.	No.
TORONTO, ON	YANTIAN, GUANGDONG		

**Canadian Export Reporting System Number (for Canada)**

☒ CERS No.

☐ G7 EDI No.

☐ Summary Report

☐ EXD(From B13A)  YYYY-MM-DD  HH : MM

☐ In-Transit Cargo

☐ No Declaration

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.