



How do I make a CMR

eCMR.services is designed in such a way that most things are intuitively clear to the user when used, but for the sake of completeness we have written out the key points here.

1. Before you fill in the CMR form

Log in via the menu at the top right.

Choose 'Profile' and update your settings and details, especially your name and email address.

Choose 'Organization' from the menu and update your organization details.

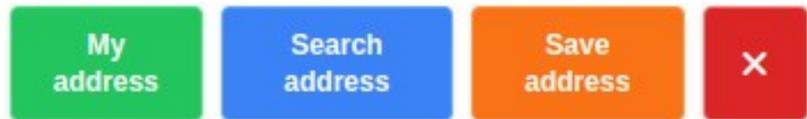
2. Choose from the top menu: New CMR

Enter the desired information on the CMR form.

Some fields are required, some fields are filled in automatically for you. When you are done, click the "Save" button at the bottom right.

3. Addresses

When completing the CMR form, you can choose previously saved addresses.



You can save addresses in your address book using the "Save Address" button. You can maintain addresses via the "Addresses" button in the top right menu. You can add a logo for all addresses. For your own organization, you do this in your organization details.

When selecting the address in the CMR input form, the logo is automatically placed in box 22, 23 or 24.

If desired, we can import an address file for you.

4. Shipments

You can find your previously completed CMR under the "Shipments" menu.

If you click on the red "CMR" button you can make adjustments to your CMR and add documents to it if desired. The shipment receives a different status for each action that is taken.

You can find the exact status with all information about the shipment by clicking on the "Show shipment" button (at the bottom of the form).

Reference TMS	Info	Mail	PDF	Print	Grid	CMR	User	+
mjGbpMoCTeeaAEYp2!	🔒	✉️	📄	🖨️	📊	CMR	👤	+
aAXEHbQmszkiNaf4s0l	🔒	✉️	📄	🖨️	📊	CMR	👤	+
Uz2xRQIzZvLKYCNGzFY	🔒	✉️	📄	🖨️	📊	CMR	👤	+

5. Export CMR

When you have finished filling in the CMR, click on the “Export CMR PDF” button. Your CMR will be locked and the CMR will no longer be editable, except for the options to add signatures and photos (more on that later).

Only the administrator can unlock the CMR again. All information about who did what and when can be found in the shipment history.

6. Print CMR and Show eCMR

If you want to print a CMR, click on the “Show CMR PDF” button.

After printing you can give the printed CMR to the driver.

If you click on the "Show eCMR" button, you will see the eCMR of that moment, including any attached documents. This gives you insight into what the CMR looks like to other parties.

The CMR PDF is displayed and/or printed in the language set by the user. By default, the English language is displayed as the second language.

Because the CMR is locked, the language display can no longer be changed.

You can adjust this by unlocking the CMR and adjusting the language setting (top right).

Photos and signatures can still be added: see explanation below. At that moment you have a paper CMR (in the car) and a digital eCMR on the internet.

7. Add photos and signatures

The owner of the CMR can add photos and signatures for each segment in boxes 22, 23 and 24.



Photos and signatures for the pick-up and delivery

address can also be added if you have assigned the shipment to a driver.

Photos and signatures can also be added if you have shared those parts with an email address.

Note: the owner of the CMR can always find out who did what and when with the CMR by clicking on the “Show history” button at the bottom of the overview of the shipment details.

More explanation about eCMR.services

You can read more about the various options of eCMR.services in the Start Up Guide. This guide is available in 29 languages.

The Start Up Guide can be found when clicking on the “Dashboard” menu item.

More information is also available there in PDF format.

If you have any questions or wishes, please let us know via the contact form.

Yours sincerely,

eCMR.services wishes you good business!