



How do I share an eCMR

1. What is an eCMR?

eCMR means: electronic CMR.

It is a CMR that no longer needs to be used on paper, but exists in the electronic world of the Internet.

Because multiple parties are represented on the CMR (including sender, recipient and carrier), the eCMR can be shared with these parties. In boxes 22, 23 and 24, signatures, photos and comments can be placed by the parties involved.

This speeds up the CMR process considerably. Each party knows sooner what is going on. This will complete the administration of the CMR process more quickly. The CMR also no longer needs to be passed from hand to hand and can no longer be damaged or lost.

By default, your eCMRs are stored in eCMR.services for 10 years!

From 2026, the use of the eCMR will be mandatory in the European Union.

2. Who can I share an eCMR with?

The eCMR is a document that can be shared with multiple parties. The default parties are: the sender (box 1), the recipient (box 2) and the carrier (box 16).

These segments correspond to box 22, box 24 and box 23 respectively.


The data you can share relates to these 3 boxes: box 22, 23 and 24.

3. How can I make an eCMR?

You are able to share a CMR that was previously created in the CMR form or a shipment that you open from the "Shipments" menu inside the CMR form.

The CMR must already be saved and must have an e-mail address.

From the CMR entry screen you can only share with the email addresses that have been filled in box 1, box 2 and box 16. You then share the option to fill in boxes 22, 23 and 24. You then share the option to have boxes 22, 23 and 24 filled in by another party. This includes signatures, photos or comments and the addition of a contact name at the loading and unloading address.

You will see this symbol 

for a previously created CMR where the email address has been entered

If you click on this symbol, a new screen will open.

In this screen you determine to whom you grant access (via the email address relating to box 24: delivery address or recipient) and to which parts (signature and/or photos).

Send email to share CMR document for shipment 8b24328e-5d70-4e69-9509-02375d56425f

info@deliveryAddress.com

Access to CMR	Rights to sign	Rights to add photos
Access for: receiver	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Choose language in which the email will be sent.
Choose language

EN English

Share CMR Cancel

You can also determine in which language you send the email invitation, the person with whom you've decided to share this CMR.

The recipient of the email will receive a secure link via his email address on which he can edit his item (in this case box 24).

For security reasons, this link is secured with a PIN code and is only valid for a limited time. However, you can resend the link multiple times.

This way, the recipient can sign on his own device: this is safer and a condition for the process to be called an eCMR.

The recipient can also add photos, for example about the condition in which the shipment was received. This allows potential problems to be identified more quickly.

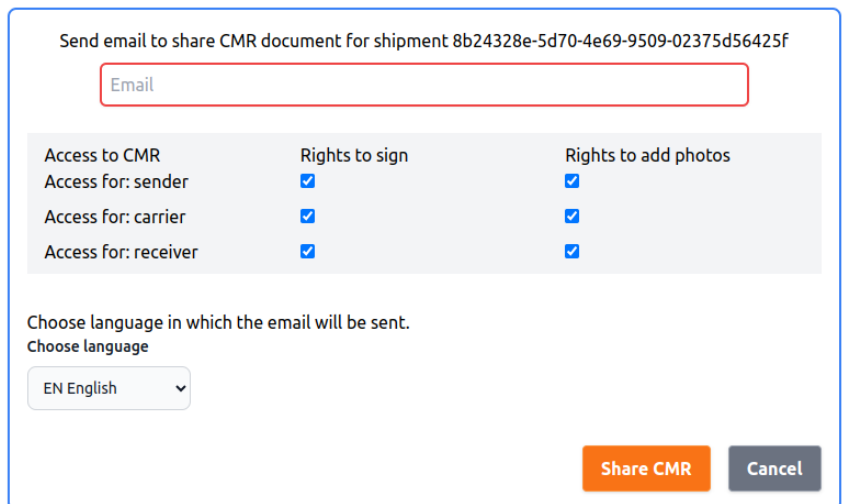
4. Share multiple parts of the CMR

At the bottom of the screen you will find the “Share CMR” button. This screen allows you to share multiple boxes (22, 23 and 24) with the same party.

The rest of the operation is the same as described in the above point.

In the “Shipments” menu you can view the details of each shipment by clicking on this symbol .

In these “Shipment details” you can find with whom you have shared the CMR under the caption “Access via email”.



Access to CMR	Rights to sign	Rights to add photos
Access for: sender	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access for: carrier	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access for: receiver	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Choose language in which the email will be sent.
Choose language
EN English

Share CMR Cancel

5. Your advantage with eCMR

Once the user gets used to the procedure, it becomes automatic. Everything else is automated. Every user/organization can have its own environment where the CMR can be stored for 10 years.

The different parties work on the same document. Duplication of work is avoided. The document itself no longer needs to be sent back and forth. And the documents will no longer get lost. In addition, all actions are logged: there will never be any confusion for the owner of the CMR about who is responsible for who did what and when.

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.

You can find the Start up guide when you click on the “Dashboard” menu item. More information is also available there in PDF format.

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

Yours sincerely,
eCMR.services wishes you good business!