MCC Transport Philippines

DOMESTIC ON-BOARDING KIT
BACOLOD SERVICE
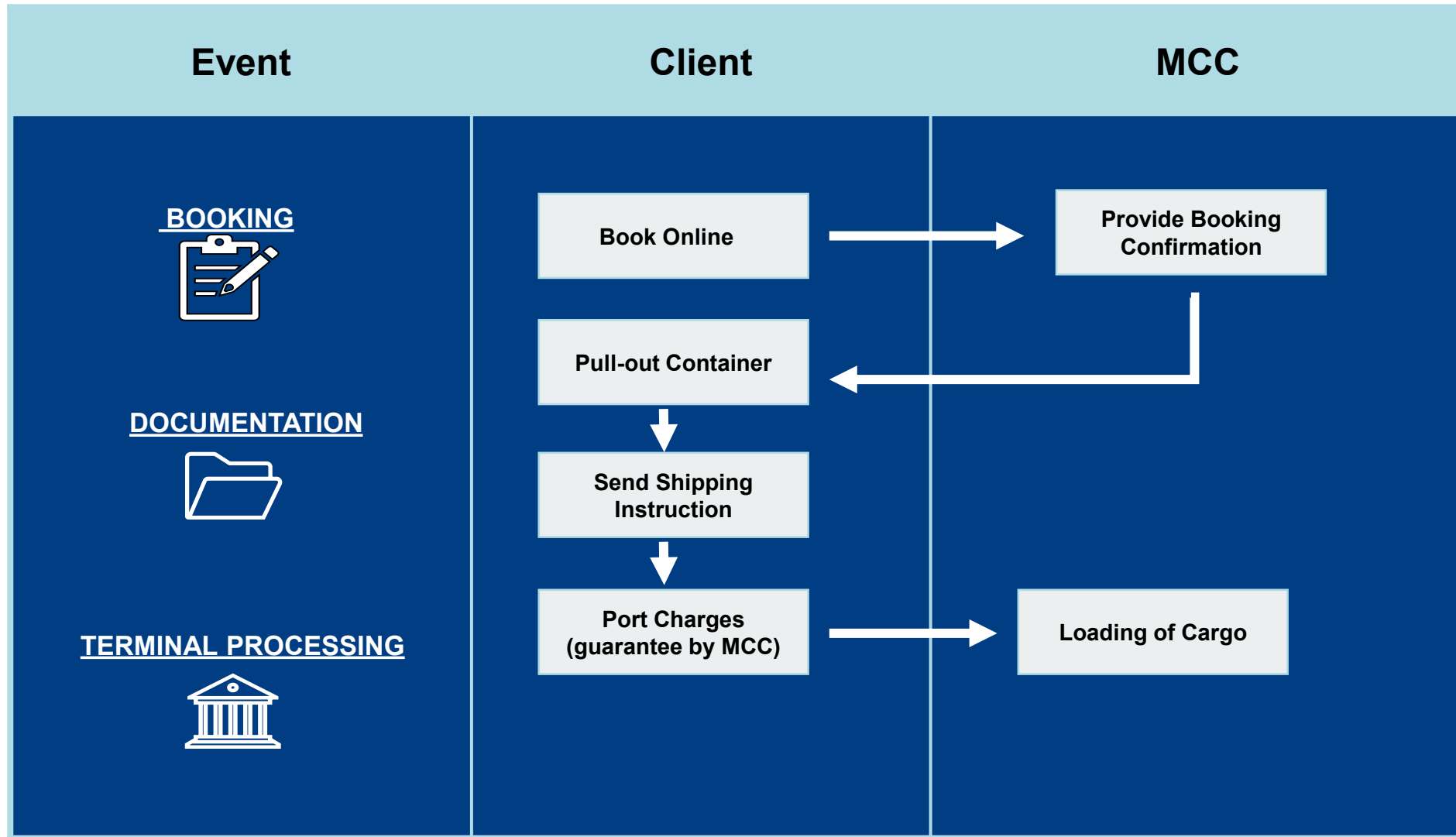
EXPORT

Domestic Outbound Process
Pre-Booking Checklist
Website Registration
Create a Booking
Duplicate a Booking
Amend a Booking
Depot Updates
Deadlines
Terminal Reminders
Submit Final Shipping Instruction

IMPORT

Domestic Inbound Process Submit
Get Billing Invoice
MCC Bank Account / Mode of Payment
Payment via P2R
➤ With Invoice
➤ Without Invoice
Instant Delivery Order
Reminders for Delivery Order
Request Delivery Order
Revalidate Delivery Order
Empty Container Return
Detention and Storage
Company Directory – Manila Service

Note: If you want to go directly to the topic, just click it, and you will proceed to the specific slide.

Domestic Outbound Process (Pier to Pier)

Event	Client	MCC
BOOKING	Book Online →	Provide Booking Confirmation
DOCUMENTATION	Pull-out Container ←	
	Send Shipping Instruction	
TERMINAL PROCESSING	Port Charges (guarantee by MCC) →	Loading of Cargo

MCC

Pre-Booking Checklist

!

IMPORTANT!
Please secure your Service Contract Number from your Sales/Account Manager to capture the correct rates once booking is processed.

1. Have submitted Form 2303 with TIN Number to our Sales for your company to be updated in our system.

2. Sales confirmed and provided the rates and Service Contract Number. The **SC Number** is important to ensure proper rates will be captured once booked.

3. Have successfully registered online to process the booking through website.

4. An account for the Online payment system must be secured;
Manila - *https://opsnp.ictsi.ph*

5. If you need assistance on the proper way of booking through website, please call our customer service at (02) 8 271-2679.

MCC

Register on our Website

Our website has been re-designed for a faster, smoother shipping experience. Register today and follow below steps!

Step 1: Go to https://www.maersk.com/local-information/asia-pacific/asia-domestic or click this **link**

Step 2: Click **"Book Now"** and Register a new account. (or to Log-in)

Step 3: Enter desired account details and click **"Submit"**

Step 4: You will receive an email notification from **registration@maersk.com** and click **"Validate Email"** to verify your email address.

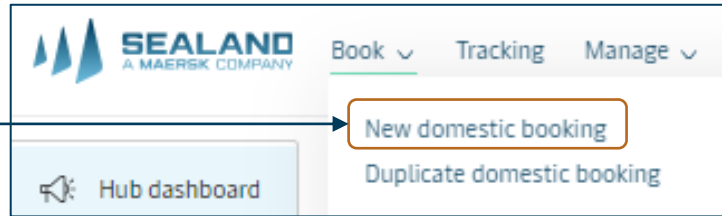**Step 5:** After validation, log in using your account credentials and update company details.

Step 6: Once update, you may proceed to explore the website.
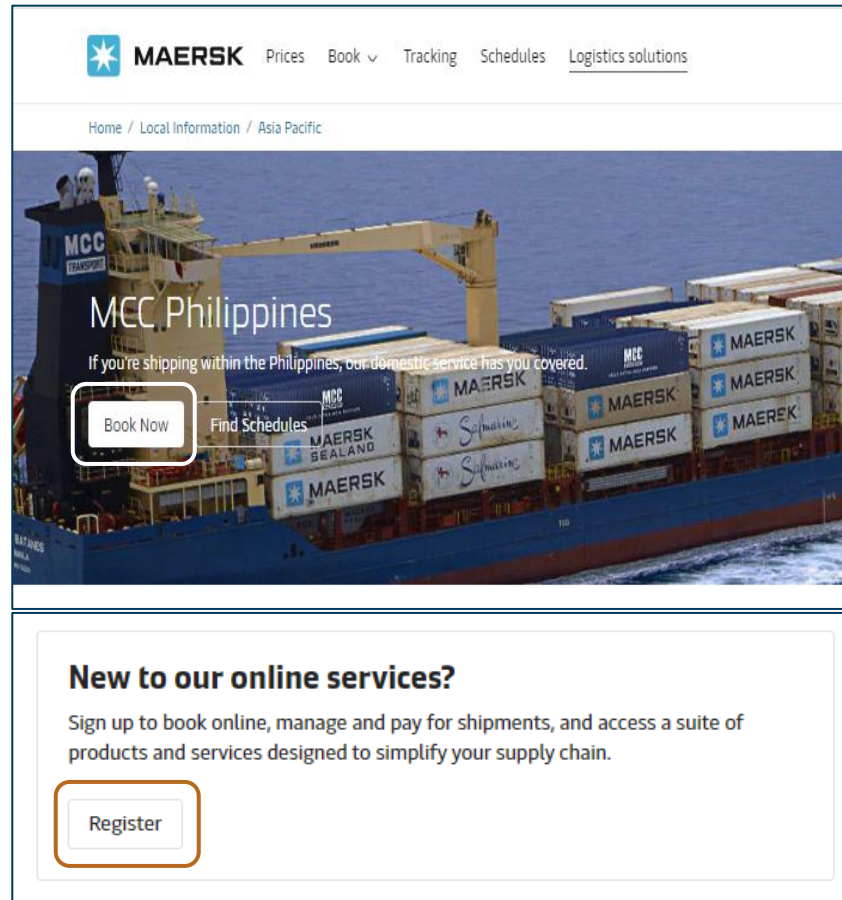
Booking Shipments Online
Pier (CY) to Pier (CY)

Step 1: Click "Book" then select "New Domestic Booking"

SEALAND
A MAERSK COMPANY

Book ∨   Tracking   Manage ∨

New domestic booking

Hub dashboard

Duplicate domestic booking

Step 2: Enter booking details:

2.1. Enter Origin and Destination

2.2. Enter Commodity

2.2.1. Click this if commodity is/are below:
- For Live Reefer
- Dangerous Cargo

2.3. Enter Container Type, Quantity and Est. Cargo Weight

2.3.1. Click this if:
- You will use a Shipper's Owned Container
- Re-use
- Out of Gauge (OOG) shipments

Location details ⓘ

From (City, Country/Region)   To (City, Country/Region)
📍   ⊗   📍   ⊗

Inland transportation ⓘ   Inland transportation ⓘ

⦿ CY I will arrange to deliver the container to   ⦿ CY I will arrange for pick up of the container
       the port/inland location   from the port/inland location

○ SD I want Sealand to pick up the container at   ○ SD I want Sealand to deliver the container at
       my facility   my facility

☐ I want to pick-up the empty container(s) in another city (charges may apply) ↗ ⓘ

What do you want to ship?

[⊗]

☐ This cargo requires temperature control
☐ This cargo is considered dangerous

How will your cargo be shipped?

Container type and size   Number of containers   Cargo weight per container

[📦 Select container type and]   [−   1   +]   [Enter cargo weight   kg]

☐ I wish to use a shipper's own container
☐ I wish to use an import return container or a triangulation option
☐ This cargo is oversized

Add another type of container +

MCC

Booking Shipments Online
Pier (CY) to Pier (CY)

Step 2: Enter booking details:

2.4. Set the Price Owner

2.5. Set the sailing schedule

2.6. Click "Continue to book" to proceed

Who is the Price Owner?
- ○ I am the price owner
- ○ Select a price owner

When is your cargo ready to ship?

Please select your earliest departure date, and click continue to book

23 Nov 2023 📅

ⓘ Available offers are found to the right

Clicking the button takes you to the next step to select your desired sailing and continue with your booking

Continue to book 👆

Step 3: Select sailing schedule

Select sailing

Manila, Philippines → Cagayan de Oro, Philippines

1 Dec 2023

📍 Departure	📍 Arrival	🕐 Gate-in deadline	🕐 Transit time	🖊 Vessel/voyage	⌄ Route & other details
1 Dec 2023, 21:00	4 Dec 2023, 12:00	30 Nov 2023, 15:45	2 Days	MCC PALAWAN / 2395	

Market rate

⌄ Price breakdown & details

USD 1,253.00

Book

MCC

Booking Shipments Online
Pier (CY) to Pier (CY)

Recommended services

Value Protect
Value Protect is extended liability solution to keep the value of cargo safe from logistics related risk.

Value Protect Terms and Conditions ↗ .

Level of cover
Select an option ⌄

Price

Add

Container Nomination Service
The Value added Service Covers pre-assignment of Container Numbers to Bookings. It does not cover assigning a container of a specific quality, Ex: Food Grade.

No of containers
− 1 +

Price
1 × PHP 1,250.00

Add

Step 4: You may avail Value added services for your shipments.

If not, proceed to click **"Continue"**

Export Customs Clearance
Our services can help you with the complexities of border controls and customs regulations. Choose from a range of options and upload documents online for a streamlined shipping experience.

Read more about customs clearance ↗

Price
PHP 6,800.00

Add

Premium Quality Container
Shipping food stuff, flexi bags or sensitive cargo? Book a premium food grade container which, apart from being perfectly clean, is free of bad odors, damages, transferable rust, stains or paint. Floors and walls are free of splinters & sharp protrusions.

Note that if you have requested the Premium Quality Container VAS, your selected depot may change.

No of containers
− 1 +

Price
1 × USD 150.00

Add

Container grade
○ Food grade
○ Premium Container (suitable for flexi bag)

ⓘ Please note that any value added service (VAS) selected is not confirmed instantly. Acceptance of such request is subject to availability and confirmation of the additional VAS will be provided separately. If requesting PQC (Premium Quality Container) VAS, your selected depot may change.

Continue

Back to Menu

MCC

Booking Shipments Online
Pier (CY) to Pier (CY)

Step 5: Set the pick-up date and time then click "Review Booking"

Additional details

Container stuffing details

1 x   40 Dry Standard

Pick-up depot

PRLI CY One-Stop CY
P. Aquino St., Letre Road, Barangay Tons
Manila
Philippines
1473

Select a different depot

Pick-up date and reference

No date selected
Click to choose date

Enter haulage reference (optional)

Enter haulage reference (optional)

Choose another date

ⓘ Additional charges can incur if the container is picked up from a different location than the origin or the date selected exceeds the agreed free time or other standard details. Please refer to your country's local webpage or contact customer service for details about the potential charge amount.

Parties

Booked By

Show details ⌄

⌄ **Optional parties**

Review booking

MCC

Booking Shipments Online
Pier (CY) to Pier (CY)

Review booking

Booking information | Sailing selection | Additional information

Booking details

From	To
Manila, Philippines	Cagayan de Oro, Philippines

Price owner	Customer reference	Booked by contact
	-	

Commodity	Dangerous cargo	Require temperature control
Foodstuff, non-frozen	No	No

Container type	Container quantity	Cargo weight per container	Shipper's own container
40 Dry Standard	1	10000 kg	No

Edit booking details

Product selection

Market rate

Price Details

⌄ Breakdown

Total price ⓘ   **USD 1,253.00**

Step 6: Review booking details. You have an option to add another recipient for the initial booking confirmation

Notification preferences

Booking confirmation will be sent as per your c~~~~
specify by checking the tick-box below and add~~~~

☑ Add additional email receiver

[Enter an email address]

Notification preferences

Booking confirmation will be sent as per your communication preferences registered with us. If you want us to send booking confirmation to any additional addresses, please specify by checking the tick-box below and adding the relevant email address.

☐ Add additional email receiver

Terms & Conditions

Thank you for choosing to book with us. By clicking the "Submit Booking" button below, you agree to the following terms and conditions, and make the following representations concerning the Goods.

Cargo confirmation
Without prejudice to all the Carrier's rights under the terms of carriage ↗ , we hereby confirm that:

- The Goods in this booking are NOT classified as Dangerous Goods as per the "International Maritime Dangerous Goods (IMDG) Code".
- The Goods in this booking are safe for carriage by sea and packed in accordance with the CTU Code.
- We have understood that the Carrier shall be entitled, but under no obligation, to open and/or scan any package or Container at any time and to inspect the contents.

By clicking submit booking you agree to Maersk's policy ↗ on shipments involving Russia and any other EU, US and UN sanctions and export control laws. **New**

By clicking submit booking you agree that the terms and conditions ↗ will govern your booking.

☑ I have read and accept all the terms and conditions of this booking

Submit booking

Step 7: After checking all the details, click the acceptance of terms and conditions and "Submit Booking"

MCC

Booking Shipments Online
Pier (CY) to Pier (CY)

Step 8: Note the booking number. The booking confirmation will be sent within 5-15 minutes.

Booking confirmed

Booking number: 233735456

Thank you, for booking with us, your booking has been confirmed. A copy of the booking confirmation will be emailed to you.

Once it has been processed, you will be able to view or amend your booking in the shipment overview ⬚

### Manila, Philippines → Cagayan de Oro, Philippines

Foodstuff, non-frozen   1 x   40 Dry Standard

⊙ Departure	⊙ Arrival	⏱ Gate-in deadline	⏰ Transit time	⛴ Vessel/voyage	
1 Dec 2023, 21:00	4 Dec 2023, 12:00	30 Nov 2023, 15:45	2 Days	MCC PALAWAN / 2395	⌄ **Route & other details**

**Reminder
Booking confirmations for below type of shipments still depend on the submission of requirements.
1. **Dangerous Cargo – DG documents**
2. **Reefer Cargo – clarification in reefer settings**
3. **Out-of-gauge Cargo (OOG) – dimensions and rates**
4. **Shipper's Owned Container – SOC LOI, CSC Plate and Container Picture**

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MCC

Duplicate Booking
Pier (CY) to Pier (CY)

How to Duplicate booking?

When does it happen? This is when you have a continuous and same booking every week. So instead of filling out all the blanks, just copy your previous booking for faster process.

Welcome to your Hub ✏ Customise | B/L, container, booking no. or booked by ref. | View details |

Step 1: Input **old** / **previous** booking number

Shipment details   ⑦ 252100451 | View details |

B/L number:
Duplicate Amend Cancel

⊙ General Santos City Dadiangas, PH
Departs General Santos City Dadiangas, Philippines, PH
06 Apr 2025

⊙ Manila, PH
Arrives Manila, Philippines, PH
11 Apr 2025

▭ 5 x 20 Dry
Palm oil
Add customs from PHP 27,500 ⑦

Step 1.1 : Select **Duplicate**

Duplicate booking

Listing shows 50 bookings with vessels departing in the next 45 days

Origin: | All origins ∨ | Destination: | All destinations ∨ | Clear Filters

Origin	Destination	Containers	Consignee	Shipment number	
Manila, PH Container Yard (CY)	Bacolod, PH Container Yard (CY)	1 x 20 Dry Standard Foodstuff, nos, non-frozen	ALL DAYS MOVERS, INC.	251113043	📄 Duplicate

Step 2: Just select the **Origin and Destination** of the booking that wants to duplicate; Once done, click the **Duplicate**
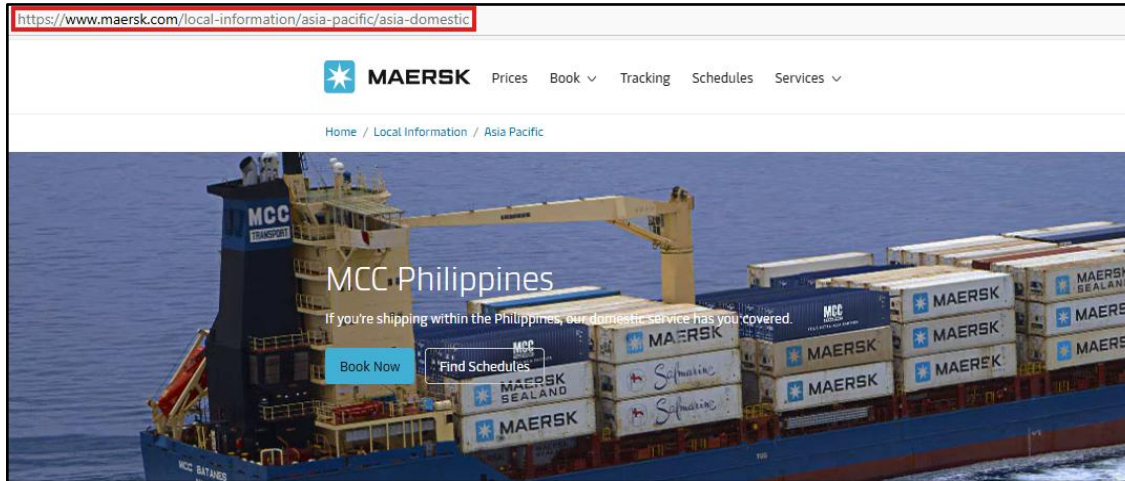
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MCC

Amend Booking Online
Pier (CY) to Pier (CY)

How to amend Booking?

Step 1: Go to https://www.maersk.com/local-information/asia-pacific/asia-domestic and click "Book Now" to log-in:

MCC

Amend Booking Online
Pier (CY) to Pier (CY)

Step 2: Click "Manage" and select "Hub"
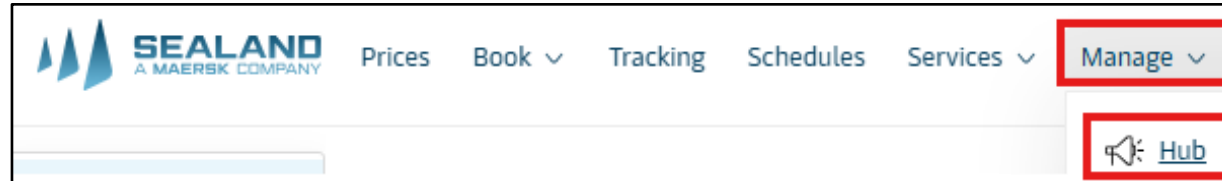
Step 3: In your Hub, search for the booking number:

Step 4: Click "Amend" in the Shipment Details:

Back to Menu

MCC

Amend Booking Online
Pier (CY) to Pier (CY)

Step 5: From here, you may edit all the details on your booking. Ensure to click Continue to proceed on the next details of the booking:

Your booking details

Location details

From (City, Country/Region)

📍 Manila, Philippines ⊗

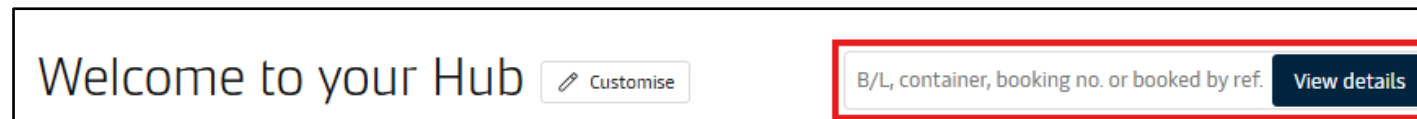To (City, Country/Region)

📍 Davao City, Philippines ⊗

Inland transportation ⓘ

- 🔘 CY I will arrange to deliver the container to the port/inland location
- ⚪ SD I want Sealand to pick up the container at my facility

Inland transportation ⓘ

- 🔘 CY I will arrange for pick up of the container from the port/inland location
- ⚪ SD I want Sealand to deliver the container at my facility

☐ I want to pick-up the empty container(s) in another city **(charges may apply)** ↗ ⓘ

What do you want to ship?

Commodity

Stationery ⊗

☐ This cargo requires temperature control

☐ This cargo is considered dangerous

How will your cargo be shipped?

Container type and size	Number of containers	Cargo weight per container
40 Dry High ⊗	− 4 +	15000 kg

⌄ **Advanced options**

Add another type of container +

Back to Menu

MCC

Amend Booking Online
Pier (CY) to Pier (CY)

Step 5.1: Ensure to click Continue to proceed on the next details of the booking:

Who is the Price Owner?
- ● I am the price owner
- ○ Select a price owner

ECV CARGO LOGISTICS SOLUTIONS INC
*******237

Show details ⌄

Booked by contact

Booked by contact
Team Contact
42800144530

When is your cargo ready to ship?

Please select your earliest departure date, and click continue to book

When is your cargo ready to ship?

03 Apr 2025   ⊗ 📅

Select tomorrow

Continue

Back to Menu

MCC

Step 6: Once all details desired to be amended are updated, continue to "Review Booking" to double check details:

Amend Booking Online
Pier (CY) to Pier (CY)

Step 7: Once done checking, click on the Terms and Conditions then proceed to "Submit Booking":

Terms & Conditions

Thank you for choosing to book with us. By clicking the "Submit Booking" button below, you agree to the following terms and conditions, and make the following representations concerning the Goods.

Cargo confirmation

Without prejudice to all the Carrier's rights under the terms of carriage ⤢ , we hereby confirm that:

- The Goods in this booking are NOT classified as Dangerous Goods as per the "International Maritime Dangerous Goods (IMDG) Code".
- The Goods in this booking are safe for carriage by sea and packed in accordance with the CTU Code.
- We have understood that the Carrier shall be entitled, but under no obligation, to open and/or scan any package or Container at any time and to inspect the contents.

By clicking submit booking you agree to Maersk's policy ⤢ on shipments involving Russia and any other EU, US and UN sanctions and export control laws. **New**

By clicking submit booking you agree that the terms and conditions ⤢ will govern your booking.

☑ I have read and accept all the terms and conditions of this booking

Submit booking

Step 8: After submission, you will see below confirmation and our Booking Team will process the amendment request:

Amendment confirmed

Booking number: 252024801 ☑

Thank you, for booking with us, your amendment has been confirmed. A copy of the booking confirmation will be emailed to you.

Once it has been processed, you will be able to view or amend your booking in the shipment overview ⤢

Manila, Philippines → Davao City, Philippines

Foodstuff, non-frozen   2 x   20 Dry Standard

📍 Departure	📍 Arrival	⏱ Gate-in deadline	⏱ Transit time	🚢 Vessel/voyage	⌄ Route & other details
10 Apr 2025, 23:59	14 Apr 2025, 05:00	9 Apr 2025, 05:00	3 days 5 hours	MCC BATANES / 2527	

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MCC

Depot Updates

Updated depot can be checked on our website to ensure that you get the latest information and be accommodated when you pull out containers.

1. Encode https://www.maersk.com/local-information/asia-pacific/asia-domestic in the address book.
2. Scroll down and look for "Everything you need to know"
3. Select Depot update
4. Click **"here"**
6. These are being updated daily between 10Am to 11AM. Please ensure that you get the latest depot updates before pull out of container.

BREDCO (Bacolod **R**eal **E**state **D**evelopment **Co**rporation**) Address:**

BACOLOD, NEGROS OCCIDENTAL, PHILIPPINES

Operating Hours:

8:00 to 1700H / MONDAY TO SATURDAY

MCC

Deadlines - Bacolod

	Loop 3 (MNL-CEB-BCD-ILO-MNL)
Arrival in Bacolod	Friday 1600H
Loading Closing Time (LCT)	Friday 1600H
Load list Deadline	Thursday 1000H
Pre-advise Request Deadline	*No preadvise*
Final SI Deadline with VGM	Thursday 1000H
SOC Container List	Thursday 1000H
Impediments Deadline	*Not applicable*
Book Close	Wednesday 1700H
Final MDGF	Wednesday 1200H
DG Permit Submission	Thursday 1200H
Departure from Bacolod	Saturday 1600H

MCC

Terminal Important Reminders

Documents Needed

➤ **OUTBOUND BCD**
Empty pull-out: Booking Confirmation
Laden gate-in: Booking Confirmation

➤ **INBOUND BCD**
Laden pull-out: Valid Delivery order
Empty return: Valid Delivery order

Note: All port charges in Bacolod are guaranteed by MCC to be billed back to customers.

MCC

Submission of Final Shipping Instruction

FSI or the Final Shipping Instruction is our source of information for your shipment. You will need to declare the details of shipment to get a draft Bill of Lading.

The FSI is also a prerequisite for your Bill of Lading, Billing Invoice and Delivery order. Below is how you will submit:

Step 1: Log in to www.sealandmaersk.com/asia-domestic

Step 2: In your Hub, search for the booking number

Welcome to your Hub ✎ Customise | B/L or container no. | **View details** |

Step 3: In the Shipment Details, click "Submit Shipping Instruction" in tasks to complete

Shipment details   ⓘ 233932074   **View details**

B/L number: 233932074 ⓘ   ⊙ Manila, PH   ⊙ Cagayan de Oro, PH   ▭ 1 x 40 Dry
Duplicate Amend Cancel   Departs 15 Dec 2023   Arrives 18 Dec 2023   Foodstuff, nos, non-fr...

Summary   Documents   Containers & VGM   Parties   Charges   Log

4 tasks to complete ⓘ   **2 documents issued** ⓘ

Submit shipping instruction by 14 Dec 2023, 15:00 Due   ⬇ Booking confirmation on 30 Nov 2023, 05:23

Container gate in by 14 Dec 2023, 19:00 Due   ⬇ Equipment release order on 30 Nov 2023, 05:23

Submit VGM by 15 Dec 2023, 09:00 Due

View all tasks

MCC

Submission of Final Shipping Instruction

Shipment: 233932074   Split, part & combine

BoL: 233932074   📄 Document   ⊙ Parties   ⑤ Payers   ▥ Cargo and VGM   🏛 Review

Documents

Transport Document Receiver

☆

Change

Document Type

Waybill   Bill of Lading

● Shipped on Board
○ Received for Shipment

Step 4: Set the Document type to "Waybill – Shipped on Board"

^ **Vessel and Location Aliases on B/L**

Vessel
● MCC PALAWAN(PH) / 2399 (First Load Port)

Location Aliases

Load Port	Port of Discharge
Manila ∨	Cagayan de Oro ∨
Departing 15 Dec 2023 21:00	Arriving 18 Dec 2023 12:00

^ **Documentation Requests**
Free detention and demurrage time
The number of free days of detention/demurrage applicable to your shipment before charges are applicable.
[No] [Yes]

Agent details on BL
Do you want Maersk agent details at destination to be printed on BL
[No] [Yes]

In-transit
The in-transit clause below will be included on the BL
[No] [Yes]

ˇ **Request Certificates**

Save Draft   [Save & Continue →]

Step 5: These special details are only optional for Domestic. If you require none, click "Save & Continue" for the next step.

Back to Menu

MCC

Submission of Final Shipping Instruction

Step 6: In Parties, click as "Add" to set your Shipper and Consignee

Parties

Shipper [ADD]

You must specify a Shipper for this shipment

Consignee [ADD]

TO ORDER (toggle)

You must add a Consignee to this shipment or set as "To Order"

6.1: A small window will appear, click "Search/Add" then indicate the Company Name and Country. Click "Search" after

SEARCH / ADD PARTY

☆ Favorites   🔍 **Search / Add**

You can search a party by their trading name and address or customer code

By trading name   By customer code

Trading name

This field is required
Country

ⓘ **Adding a new party**

To add a new party, enter their details here and perform search to check if...

[Search]

6.2: Click "Select" on the results then click "Confirm" to set the party

SEARCH RESULTS

Showing **2** results for **MCC Transport**

Trading name	Address	Customer code	
MCC TRANSPORT PHILIPPINES INC	9/F ONE E-COM CENTER HARBOR DR COR, PASAY 1300, PHILIPPINES	42800047370	[SELECT]
MCC TRANSPORT PHILIPPINES INC	9/F ONE E-COM CENTER HARBOR DR COR, PASAY 1300, PHILIPPINES	42800047370	[SELECT]

← GO BACK   SEARCH BY CUSTOMER CODE   + ADD NEW PARTY

SEARCH RESULTS

Customer code: **********370**

Trading name	Address
MCC TRANSPORT PHILIPPINES INC	9/F ONE E-COM CENTER HARBOR DR COR, PASAY, 1300, PHILIPPINES

← GO BACK   SEARCH BY CUSTOMER CODE   [CONFIRM]

6.3: After the Shipper and Consignee are set, click **"Save and Continue"** to proceed.

Parties

Shipper

MCC TRANSPORT PHILIPPINES INC ☆
********370
Change

Company name and Address Printed on B/L
MCC TRANSPORT PHILIPPINES INC
9/F ONE, E-COM CENTER HARBOR DR COR
PASAY
1300
PHILIPPINES   ✎ Edit

References   ✎ Edit

Consignee

MCC TRANSPORT PHILIPPINES INC ☆
********370
Change   Set as "To Order"

Company name and Address Printed on B/L
MCC TRANSPORT PHILIPPINES INC
9/F ONE, E-COM CENTER HARBOR DR COR
PASAY
1300
PHILIPPINES   ✎ Edit

References   ✎ Edit

Additional Parties (optional)

[ADDITIONAL NOTIFY PARTY]   [OUTWARD FORWARDER]

Save Draft   [Save & Continue →]

MCC

Submission of Final Shipping Instruction

Step 7: In Payers, set up your billing invoice payer:

7.1: Click "All" to highlight all charges

7.2: Click "Prepaid" to highlight all charges. In Domestic, all charges should only be Prepaid

7.3: To select a payer, click this drop-down arrow and select the payer

7.4: Once all are set, click "Save & Continue" to proceed to the next step

Payers

Do you want to display these charges and amounts on the bill of lading? ● No ○ Yes

Step 1) Ensure your Payers are present:

Payer	Payer Code	Invoice Reference (optional) ⑦
MCC TRANSPORT PHILIPPINES INC	********370	Invoice reference

Add payer

Step 2) Assign Payers to charges:

Charge Types	Payment Terms ⑦		Payer	Payer Code	Invoice Reference ⑦
☐ All Charges selected: 3	◉ Prepaid	○ Collect	Assign payer ▼		OK

👤 MCC TRANSPORT PHILIPPINES INC - ********370
+ Add payer

ORIGIN

| ☑ Export Service | ◉ Prepaid | ○ Collect | | | ▼ |

FREIGHT

| ☑ Basic Ocean Freight | ◉ Prepaid | ○ Collect | Assign payer | | ▼ |

DESTINATION

| ☑ Equipment Positioning Service - Import (CY) | ◉ Prepaid | ○ Collect | Assign payer | | ▼ |

Save Draft   Save & Continue →

MCC

Submission of Final Shipping Instruction

Cargo details

Provide descriptions for each type of goods in the shipment

Booked commodity: Foodstuff, nos, non-frozen

1 Kind of packages [⌄] 6 digit HS Code [ ]

Cargo description

ⓘ Do not enter Agent address, Free time, in-transit or transshipment clauses here – use the Document page. Local customs regulations need the actual cargo description within the first 2 lines.
Cargo description should be in English language only.
To enable your instant draft bill, we will not be validating these clauses entered here.

Your description goes here…

Enter a name for your template   CREATE TEMPLATE   OPEN TEMPLATES

⌄ Add Marks and Numbers

Add another description for this shipment   Copy these details to another description

Give container details, VGM and seals

Container Details | Seals and Additional Details

40 Dry Standard

	Container number	Pkgs (count)	Cargo wt. (kg)	Volume (m³)	Tare wt. (kg)	VGM (kg)	VGM method
1/1	MRKU1234567	1	10000.000	ⓘ			Select VGM method [⌄]

Save Draft   Save & Continue →   By submitting the VGM you agree to the Terms & Conditions for supplying the gross weight

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Step 8: In Cargo Details, declare your shipment details:

8.1: Pick the Kind of Package and indicate the HS Code. You may check below link for HS codes:
https://www.tariffcommission.gov.ph/tariff-book-2022

8.2: Type in the Cargo Description. We suggest to declare the specific commodity of your shipment.

8.3: Indicate the Cargo Weight, Volume and VGM

8.4: Click "Save and Continue" to proceed.

MCC

Submission of Final Shipping Instruction

Step 9: Review the details declared and edit if needed. You have an option for an additional recipient of the draft bill of lading.

Step 10: If there are no changes, click "Submit Shipping Instruction.

Document details

B/L No 233932074	Booking No 233932074	Document Type Waybill (Shipped on Board)
Vessel Name MCC PALAWAN(PH)	Voyage No. 2399	SCAC MCPU	Export References -
⊙ Place of Receipt -	⊥ Port of Loading Manila	⊥ Port of Discharge Cagayan de Oro	⊙ Place of Delivery -
Maersk agent details -		Free detention and demurrage time -	
Transshipment -		In-transit -	
Shipment References		Certificates	

Edit Document Details

Payers details

Display charges and amounts on the bill of lading	No	
Charge Types	Payment Terms	Payer - Payer Code
Origin : Export Service	PREPAID	MCC TRANSPORT PHILIPPINES INC - ********370
Freight : Basic Ocean Freight	PREPAID	MCC TRANSPORT PHILIPPINES INC - ********370
Destination : Equipment Positioning Service - Import (CY)	PREPAID	MCC TRANSPORT PHILIPPINES INC - ********370

Edit Payer Details

Parties details

⊙ Shipper Party MCC TRANSPORT PHILIPPINES INC ********370	B/L Address MCC TRANSPORT PHILIPPINES INC 9/F ONE, E-COM CENTER HARBOR DR COR PASAY 1300 PHILIPPINES	⊙ Consignee Party MCC TRANSPORT PHILIPPINES INC ********370	B/L Address MCC TRANSPORT PHILIPPINES INC 9/F ONE, E-COM CENTER HARBOR DR COR PASAY 1300 PHILIPPINES
References		References	
⊙ Transport Plan Document Receiver Party DEL MONTE PHILIPPINES INC ********3PH	B/L Address DEL MONTE PHILIPPINES INC DEL MONTE COMPOUND NATIONALA HIGHWAY BUGO (CAPITAL) MISAMIS ORIENTAL CAGAYAN DE ORO 9000 Philippines	⊙ First Notify Party Party -	B/L Address -
References		References	
⊙ Additional Notify Party Party -	B/L Address -	⊙ Inward Forwarder Party Party -	B/L Address -
References		References	
⊙ Outward Forwarder Party Party -	B/L Address -		
References			
Shipment References			

Edit Parties Details

Cargo details

(1) dummy

6 digit HS Code   040110

	Total Package(s) 1 UNITS	Total Weight 10000 kg	Total Volume 20 m³	
CONTAINER NO. MRKU1234567	CONTAINER TYPE 40FT DRY 8 6	NO. PACKAGE(S) 1	CARGO WEIGHT 10000.000 kg	VOLUME 20.0000 m³	VGM 13000 kg	VGM METHOD Weight of cargo added to container's tare weight
CONTAINER NO. MRKU1234567	SHIPPER SEAL -	CARRIER SEAL -	CUSTOM SEAL -	VET SEAL -

Edit cargo details

Bill of Lading/Verify copy to be issued on additional email id

[_____] [+ Add]

← Previous   Print Preview   Save Draft   Send shipping instructions

Step 11: You will see this confirmation and processing will be within 2 hours given all details are complete

Shipment: 233932074   Split, part & combine

⚓ From Philippines 15 Dec 2023	⚓ To Philippines 18 Dec 2023

Hurray! Your draft bill of lading is now ready and been sent to you via e-mail.
You can also download the draft bill of lading from our portal.
Subscribe for e-mail notifications

MCC

Domestic Inbound Process (Pier to Pier)

Event	Client	MCC
E-DO ISSUANCE (24 hours before vessel arrival)	**Cash Clients**: Settle freight & upload payment to **P2R**.	◆ MCC processes charges for credit clients
TERMINAL CHARGES	◆ **All** port charges are under guaranteed by MCC to be billed back to clients	Send **E-DO** to the client.
CONTAINER PULL-OUT	Use **Delivery Order** to pull out the container.	
CONTAINER RETURN	Return empty container to the depot.	

MCC

Billing Invoice / MyFinance

IMPORTANT!
Billing Invoices can only be available after FSI submission and are **auto sent after vessel departure.**
If not received, you may download a copy from the website
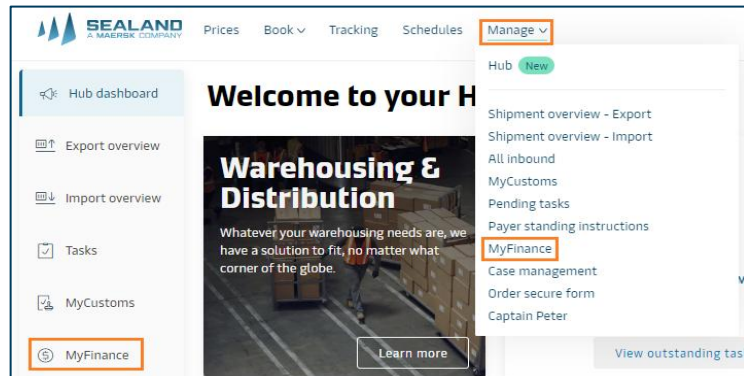
1. Click **"Manage"** and then select **"MyFinance"** or
Click **"MyFinance"** at the left-hand side of your screen
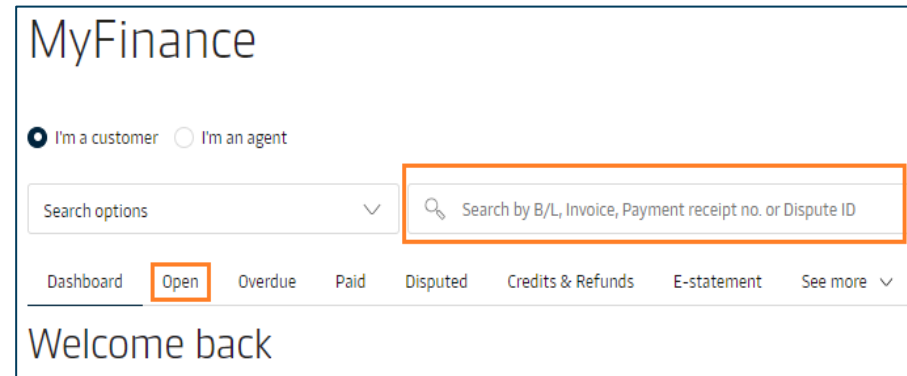
2. Go to **"Open"** or type in the Booking no. or BL no. in the **Search Bar**
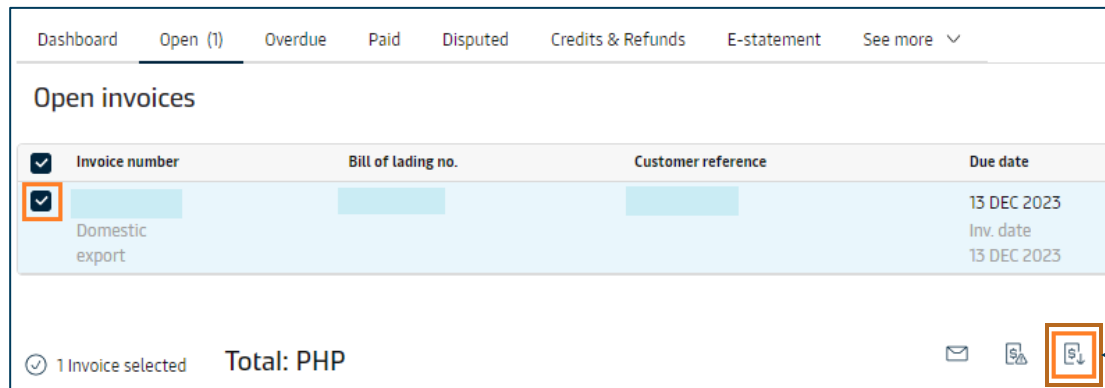
3. Highlight the invoice and click this icon to download the PDF copy

MCC

Bank Account Information

IMPORTANT!
We have 3 mode of payment. Please note that you can only release the Final Waybill and Delivery order if Freight Charges are settled and posted on our system.

1. Over-the-Counter Transaction (OTC)

Bank	Currency	Account Number	Account Name
HSBC	PHP	000-555821-040	MCC Transport Philippines Inc
Union Bank	PHP	000-590072-195	MCC Transport Philippines Inc
BDO	PHP	Please use bills payment slip - Institution code 0407	For BDO, Account Name is HSBC FAO MCC TRANSPORT PHILS

2. Payment via Online or Wire Transfer

Bank	Currency	Account Number	Account Name	Swift Code
HSBC	PHP	000-555821-040	MCC Transport Philippines Inc	HSBCPHMM
Union Bank	PHP	000-590072-195	MCC Transport Philippines Inc	UBPHPHMM

3. Payment via UnionBank's Online Bills Payment:
For UnionBank account holders, you may also avail of their bills payment option accessible in both web and mobile formats. Simply login to your online UnionBank account, go to Bills Payment then select MCC Transport Philippines in the Biller. For the step by step bills payment guide, please access the link https://www.unionbankph.com/online/pay-bills.html.

Reminders:
- Please refer to the bank's hours of operation and the availability of bills payment over-the-counter.
- When making a bank deposit, remember to always provide either the B/L number or Invoice number when filling-up the payment/deposit slip.
- Submit the validated deposit slips via Paid to Release in MyFinance. Once uploaded, our Finance Team will reply to you whether the payment was approve or rejected. Please note payments submitted before 4:30PM will be attended the same day. Those sent after the said cut-off time will be attended to the following business day.

How to: Submit Payment (P2R) With Invoice

1. In MyFinance, type the BL or Invoice number on the search bar. Click Enter.

MyFinance

- I'm a customer   ○ I'm an agent

Search options ▾	🔍 Search by B/L, Invoice, Payment receipt no. or Dispute ID

2. Tick on this box to select the invoice.

☐	Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Status
☐				12 MAR 2023 Inv. date 26 JAN 2023	**PHP 5,802.00** Inv. amount PHP 5,802.00	Payable online
☐				10 MAR 2023 Inv. date 24 JAN 2023	**PHP 5,802.00** Inv. amount PHP 5,802.00	Payable online
☐				06 FEB 2023 Inv. date 19 DEC 2022	**PHP 499,588.72** Inv. amount PHP 499,588.72	Payable online

3. A bar will appear at the bottom of the page, click **below icon to "Upload Payment Proof"**

✓ 1 Invoice selected   Total: PHP 2,083.20   ✉ 🔳 🔳 ⬆

4. Input below:
- Payment Method
- Cheque or Bank Reference
- Currency
- Paid Amount

Payment method	Cheque or bank reference number	Currency
Select the payment method ⌄	Chq no/ Bank ref.	PHP ⌄

Select the payment method
Cheque
Bank transfer
Bank deposit

...ber	Open amount	Paid amount	
9	PHP 2,083.20	PHP 2,083.20	🗑
Total	PHP 2,083.20	**PHP** 2,083.20	

MCC

How to: Submit Payment (P2R) With Invoice

5. Upload the copy of payment proof (ensure it is readable)

6. Indicate comments (you may input specific containers in this)

7. Add Contact Information, you have an option to add another OR recipient

8. Click **"Submit Proof of Payment"** to proceed

9. You will see below and received an email regarding the payment submission.

Our finance team will send the copy of the Official Receipt on the email addresses indicated on the Contact information

3. Upload proof of payment

Upload your documentation that shows you have paid the above invoice(s) or B/L(s)

⬆ Upload proof of payment

PDF, png, jpeg, jpg, bmp & tiff formats are the file types supported for the upload. Each file should be less than 5MB. Please do not add password protected files.

4. Upload Withholding Tax (WHT)

Upload your WHT documentation that shows you have withheld tax on the above invoice(s) or B/L(s)

⬆ Upload WHT document(s)

Additional comments (optional)

Please add any relevant details or comments. In case of overpayment, please specify the reason.

0 / 200

5. Contact information

Email ⓘ

rudyssa.madula@mcctransport.com.ph

Additional email (optional)

Submit proof of payment →   Cancel

ⓘ You have successfully submitted your proof of payment.

Our team will review the submitted proof of payment and notify you on ph.domestic@mcctransport.com.ph about the status of your request. You can also check the current status in the Open invoices tab on MyFinance.

In case of any issues or questions, please contact your local customer support team.

Reference number: **0924010407343601**

Reminder:

If you will submit a WHT or BIR 2307, kindly send it separately to **philpayments@mcctransport.com.ph**.
Please ensure the correct format for the subject is followed:

" CWT: BL or Invoice Number "

!

MCC

How to: Submit Payment (P2R)
Without Invoice

1. Click "Upload Proof of Payment(s)" in the upper right corner in MyFinance

MyFinance

Rate of Exchange

Upload Proof of Payment(s)

● I'm a customer   ○ I'm an agent

Search options ⌄	🔍 Search by B/L, Invoice, Payment receipt no. or Dispute ID

2. Indicate below details:
- Payment method
- Cheque or Bank Reference
- Currency
- Booking or BL number
- Payment Reason
- Paid Amount

Your Selected Invoices

Payment method	Cheque or bank reference number	Currency
Select the payment method ⌄	Chq no/ Bank ref.	PHP ⌄
Please select a payment method	Please provide the payment method reference number	

B/L no.	Payment Reason	Paid amount
Enter B/L no.	Select payment reason ⌄	PHP 0	🗑

**You may click this to submit payment for another shipment.

| + | | Total | PHP | 0 |

MCC

How to: Submit Payment (P2R) Without Invoice

5. Upload the copy of payment proof (ensure it is readable)

6. Indicate comments (you may input specific containers in this)

7. Add Contact Information, you have an option to add another OR recipient

8. Click **"Submit Proof of Payment"** to proceed

9. You will see below and received an email regarding the payment submission.

Our finance team will send the copy of the Official Receipt on the email addresses indicated on the Contact information

3. Upload proof of payment

Upload your documentation that shows you have paid the above invoice(s) or B/L(s)

[⬆ Upload proof of payment]

PDF, png, jpeg, jpg, bmp & tiff formats are the file types supported for the upload. Each file should be less than 5MB. Please do not add password protected files.

4. Upload Withholding Tax (WHT)

Upload your WHT documentation that shows you have withheld tax on the above invoice(s) or B/L(s)

[⬆ Upload WHT document(s)]

Additional comments (optional)

Please add any relevant details or comments. In case of overpayment, please specify the reason.

0 / 200

5. Contact information

Email ⓘ

rudyssa.madula@mcctransport.com.ph

Additional email (optional)

[Submit proof of payment →] [Cancel]

ⓘ You have successfully submitted your proof of payment.

Our team will review the submitted proof of payment and notify you on   ph.domestic@mcctransport.com.ph   about the status of your request. You can also check the current status in the Open invoices tab on MyFinance.

In case of any issues or questions, please contact your local customer support team.

Reference number: 0924010407343601

Reminder:

If you will submit a WHT or BIR 2307, kindly send it separately to
philpayments@mcctransport.com.ph.
Please ensure the correct format for the subject is followed:

" CWT: BL or Invoice Number "

!

MCC

Instant Delivery Order

- ❖ Enroll account by providing the Letter of Authorization
- ❖ Send the Blanket LOAs to the following email addresses
- ❖ Domestic – ph.domestic@mcctransport.com.ph
- ❖ Blanket LOA should have details of requestor/ broker's code / email address and consignee code / consignee email address.

Note: Once enrolled in IDO, no need to always attach LOA from consignee

Download the file for Blank Authorization Letter:

Blanket
Authorization

(Please print this using your company letterhead)

Blanket Authorization Letter For SSDO

27 March 2025

Dear **MCC TRANSPORT**,

This is to authorize the following representative/s:

Full Name	Company Name	Email Address (one e-add is required)	Customer ID

Customer ID is the ID linked in the website log in. Sample: 4281252256

To request delivery order without any letter of authorization letter of all shipments consigned to **(name of Consignee and Customer ID which starts with 428)** and with discharge ports (*please indicate ports where the authorization is applicable):*
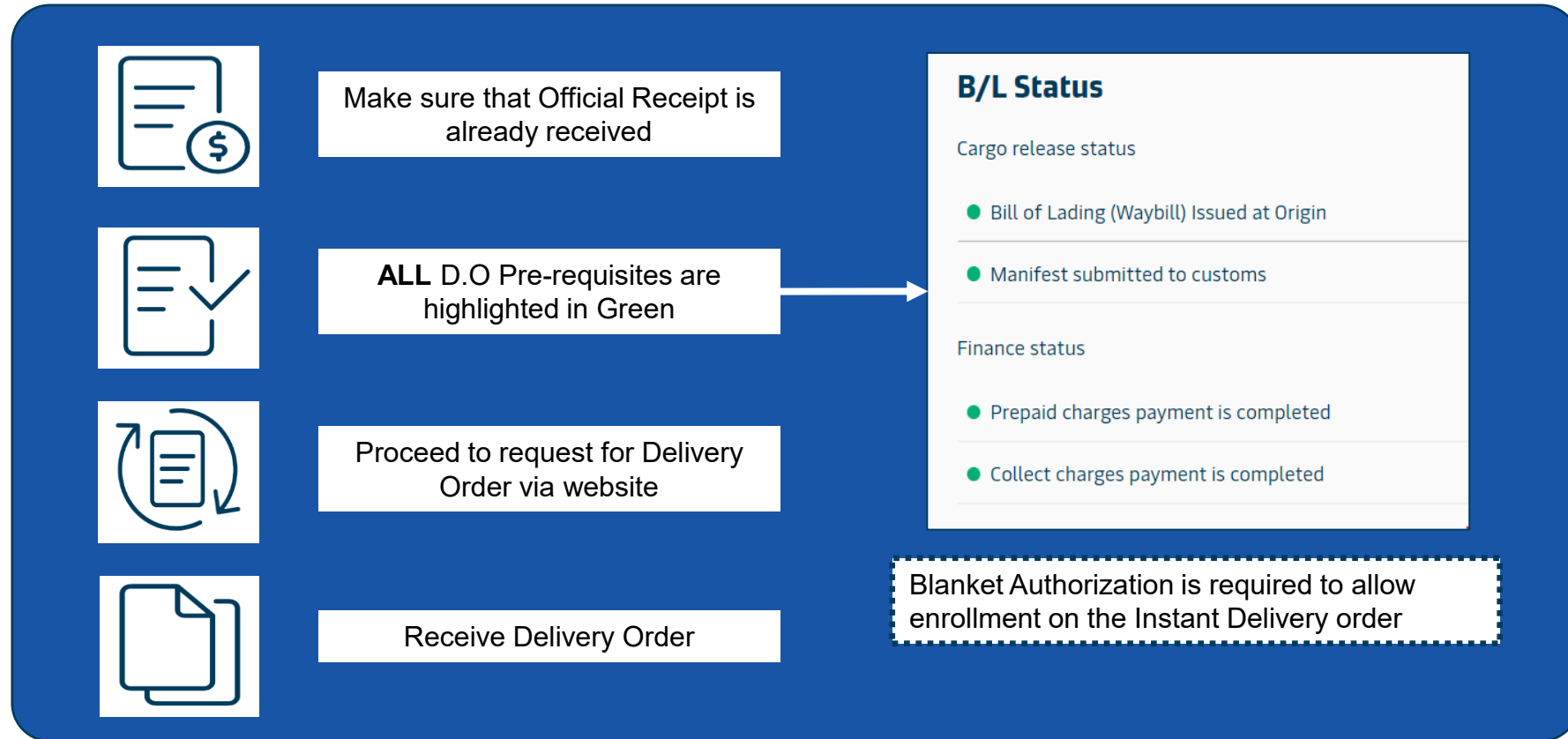
Sample:
Davao, Gensan, Cebu

If you have concerns with this letter, please contact me thru **(telephone number)** or **(email address).**

This authorization letter is valid from date this authorization was issued until **(End Date)**, unless otherwise advised. Thank you.

Sincerely,

(FIRST NAME AND LAST NAME) (SIGNATURE)
(DESIGNATION IN THE COMPANY)

Instant Delivery Order

Make sure that Official Receipt is already received

ALL D.O Pre-requisites are highlighted in Green

Proceed to request for Delivery Order via website

Receive Delivery Order

B/L Status

Cargo release status

- Bill of Lading (Waybill) Issued at Origin

- Manifest submitted to customs

Finance status

- Prepaid charges payment is completed

- Collect charges payment is completed

Blanket Authorization is required to allow enrollment on the Instant Delivery order

MCC

Reminders in Requesting Delivery Order

NOTE: Before requesting DO, B/L Status should be all in GREEN DOT⬤ And consignee should not be on hold, if yes, please call our Finance Collection team at 8271-2679 press 3 to further check the outstanding details of the consignee.

NOTE: EDO releasing turn time is 1-2hours for Self-Service Delivery Order (SSDO) and 5-10 minutes for INSTANT DO.

INSTANT DO have a benefit to lessen your waiting time for DO releasing if you provide a BLANKET LOA from your consignee. Also, per request you don't need every time to attach LOA under INSTANT DO.

B/L Status

Cargo release status

● Bill of Lading (Waybill) Issued at Origin

● Manifest submitted to customs

Finance status

● Prepaid charges payment is completed

● Collect charges payment is completed

Invoices and payment

ⓘ   Online payment is not available, Please contact customer service for more details.

Delivery orders

Please proceed to delivery order request for the containers with 'ready to submit' status.

Continue

MCC

Request Delivery Order

Welcome to your Hub ✎ Customise

B/L or container no. | TRACK

Warehousing & Distribution
Whatever your warehousing needs are, we have a solution to fit, no matter what corner of the globe.
Learn more

Loading data

☑ **Outstanding tasks**
For vessel departing in next 7 days

1
Submit shipping instructions

1
Submit VGM

View outstanding tasks

🖨 **Shipment Overview**
Shipments in 7 days

10 Departing

12 Arriving

View all shipments

Import Demurrage & Detention
Enter a bill of lading number to view detention and demurrage details

View details

Delivery Order
Enter a Bill of Lading number to request the delivery order

Request

1. In your Hub, enter the BL number in **"Delivery Order"** and click **"Request"**

B/L no.

B/L Status

Cargo release status

● Bill of Lading (Waybill) Issued at Origin
● Manifest submitted to customs

Finance status

● Prepaid charges payment is completed
● Collect charges payment is completed

Invoices and payment

ⓘ Online payment is not available, Please contact customer service for more details.

Delivery orders

Please proceed to delivery order request for the containers with 'ready to submit' status.

Continue

2. Check if the pre-requisite task (if all are green) then click **"Continue"**

Shipment:

○
Payers & containers

View Payer

⌄ 2 Charges in Shipment 225247363

Containers awaiting delivery order request

☑ **Containers**

☑ | 40' Dry Standard
Construction and building material, insulation material, metal (10000 kg)

☑ | 40' Dry Standard
Construction and building material, insulation material, metal (10000 kg)

Continue with Merchant Haulage | Cancel

3. Click **"Continue with Merchant Haulage"**

MCC

Request Delivery Order

4. Indicate the Release Party (Consignee)

5. Indicate pick up date (Container Pull out)

6. Indicate any Haulage Instructions (free text box)

7. Click "Continue"

Release details for Merchant Haulage

Port of discharge (City, Country/Region)
⚓ Manila, PH

Place of release
📍 Manila - Local Shipping Lines
22 Feb 2023 19:00

Release and return details for all containers

ⓘ Please ensure pickup and return dates are during terminal operating hours.
Demurrage and detention charges will apply if free time is exceeded.

Release container to

Pickup date
23 Feb 2023 📅

Pickup time
00:00 🕐

Container return depot
Please input city name for which empty container return depot t... ▾

Return date (Optional)
23 Feb 2023 📅

Return time (Optional)
--:-- 🕐
Pick a time within terminal operating hours

⌄ **Demurrage details** .... Total* Not available

⌄ **Detention details** .... Total* PHP 0.00

☐ I made the payment for D&D charges.

Haulage instructions(Optional)

0 / 8.0

Cancel   Continue

Back to Menu

MCC

Request Delivery Order

Review your order details

Recipient details

∧ Hide recipient details
Delivery order recipient e-mail ID

✉ charlene.alipio@mcctransport.com.ph   + Add e-mail address

Payer details
∨ View payer details

Release details
∨ View release details for merchant haulage

Cancel   Submit

8. Indicate the email recipient and then click "Submit"

9. You will see a reference number for the request made. Standard processing time is within 2 hours.

Once you receive the Delivery Order, you may proceed to process the releasing of your container/s8

Request delivery order

Confirmation

⊘ Thank you. Your request has been submitted with case ID 2302-209674711.

⬇ Download Request 2302-209674711.pdf

This request will be handled by our customer services team.
All recipients for this request will receive a confirmation email within 24 hours.
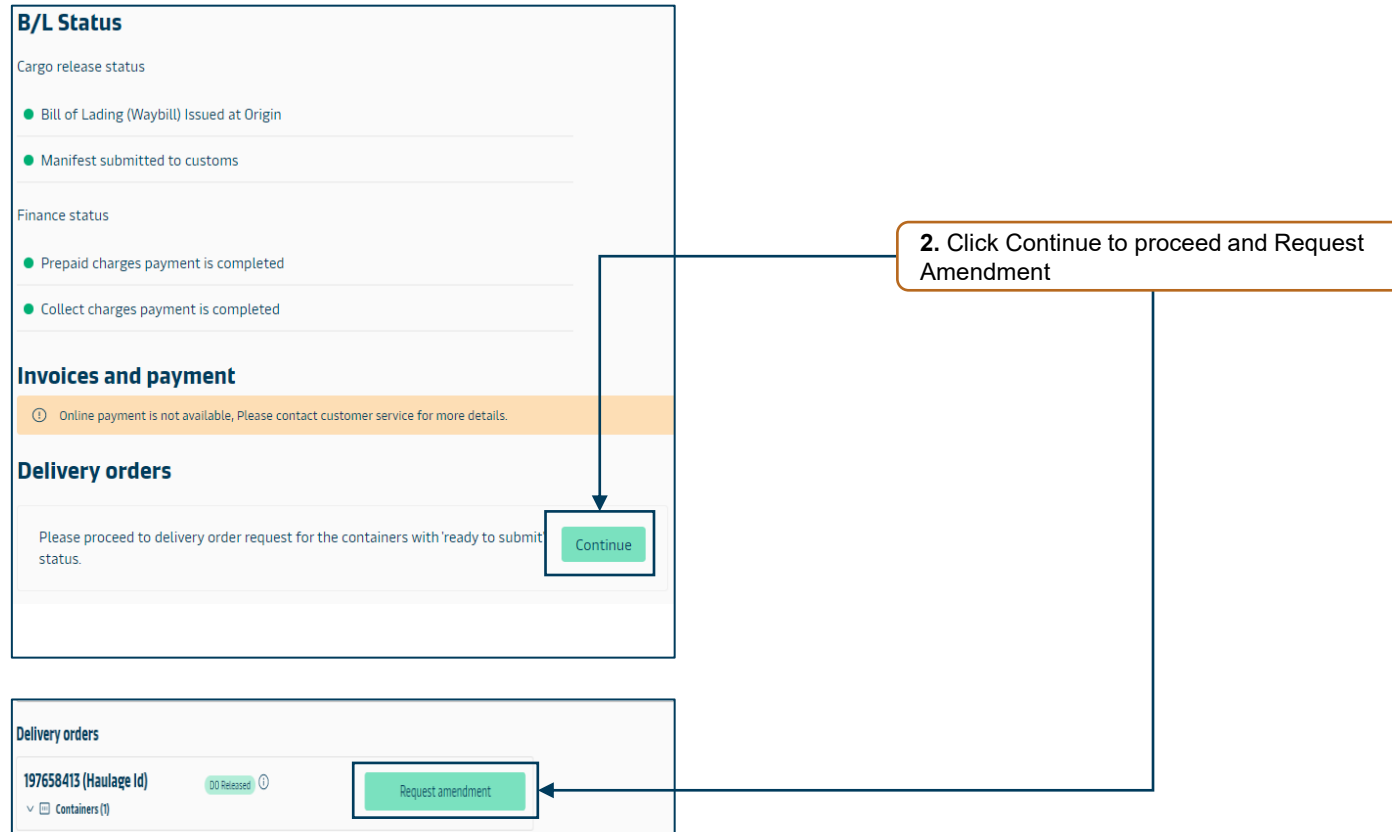
MCC

Revalidation of Delivery Order

1. After logging in to your Sealand account, go to HUB DASHBOARD and proceed to Delivery Order.

➢ Enter 9-digit BL number and Click Request

MCC

Revalidation of Delivery Order

B/L Status

Cargo release status

- Bill of Lading (Waybill) Issued at Origin
- Manifest submitted to customs

Finance status

- Prepaid charges payment is completed
- Collect charges payment is completed

Invoices and payment

ⓘ Online payment is not available, Please contact customer service for more details.

Delivery orders

Please proceed to delivery order request for the containers with 'ready to submit' status.

[Continue]

2. Click Continue to proceed and Request Amendment

Delivery orders

197658413 (Haulage Id)   DO Released ⓘ

∨ ⊡ Containers (1)

[Request amendment]

Back to Menu

MCC

Revalidation of Delivery Order

Release details for Merchant Haulage

Port of discharge (City, Country/Region)
⚓ Manila, PH

Place of release
📍 Manila - Local Shipping Lines
22 Feb 2023 19:00

Release and return details for all containers

ⓘ Please ensure pickup and return dates are during terminal operating hours. Demurrage and detention charges will apply if free time is exceeded.

Release container to

Pickup date
23 Feb 2023

Pickup time
00:00

Container return depot
Please input city name for which empty container return depot t...

Return date (Optional)
23 Feb 2023

Return time (Optional)
--:--
Pick a time within terminal operating hours

Here you will see if the container/s have incurred DND charges

3. Click here to attach the payment for DND charges
o If No Payment Made, do not put check on the box

✅ I made the payment for D&D charges.

+ Upload proof of payment (Demurrage & Detention)
Maximum allowed file size or total size of all files is 10MB (0.00MB / 10MB)
Supported formats are: .XLS, .XLSX, .PDF, .DOC, .DOCX, .PPT, .PPTX, .JPG, .JPEG, .TXT, .ZIP

∨ Demurrage details   Total* Not available

∨ Detention details   Total* PHP 0.00

☐ I made the payment for D&D charges.

Haulage instructions(Optional)

0 / 800

4. Indicate any Haulage Instructions (free text box)
o Input Date until when D&D was settled and containers to be revalidated for reference

5. Click "Continue"

Cancel   Continue

Back to Menu

MCC

Empty Container Return

➢ Trucker to present **valid** delivery order (DO).

MCC

Detention and Storage Free time

Detention Free time Counting
➢ Export (Origin): count 9 days backwards from sailing date
➢ Import (Destination): count 9 days onwards from discharged date

Equipment type	Free time	Detention charges	20' cont (per day)	40'/45' (per day)
Dry containers	9 calendar days	10 to 14th day	PHP 1,000	PHP 2,000
Dry containers	9 calendar days	15 to 21st day	PHP 1,500	PHP 3,000
Dry containers	9 calendar days	22nd day onwards	PHP 2,000	PHP 4,000
Reefer containers	9 calendar days	10th day onwards	PHP 4,000	PHP 8,000
Special containers (open-top, flat rack, platform)	9 calendar days	10th day onwards	PHP 5,000	PHP 10,000

Storage Free time

Port	Container Size	Storage Freetime
BACOLOD	20 ft	2 calendar days
	40 ft	2 calendar days

MCC

Company Directory – Manila Service

Customer Service

✉@ ph.domestic@mcctransport.com.ph

☎ (02) 8 271 2679 OPT. 2

Finance

✉@ ph_finance_domestic@maersk.com

☎ (02) 8 271 2679 OPT. 3

Preadvise

✉@ preadvise@mcctransport.com.ph (Laden)

✉@ phpreadvise@maersk.com (Empty)

MCC

THANK YOU