



MCC Transport Philippines





DOMESTIC ON-BOARDING KIT ILOILO SERVICE

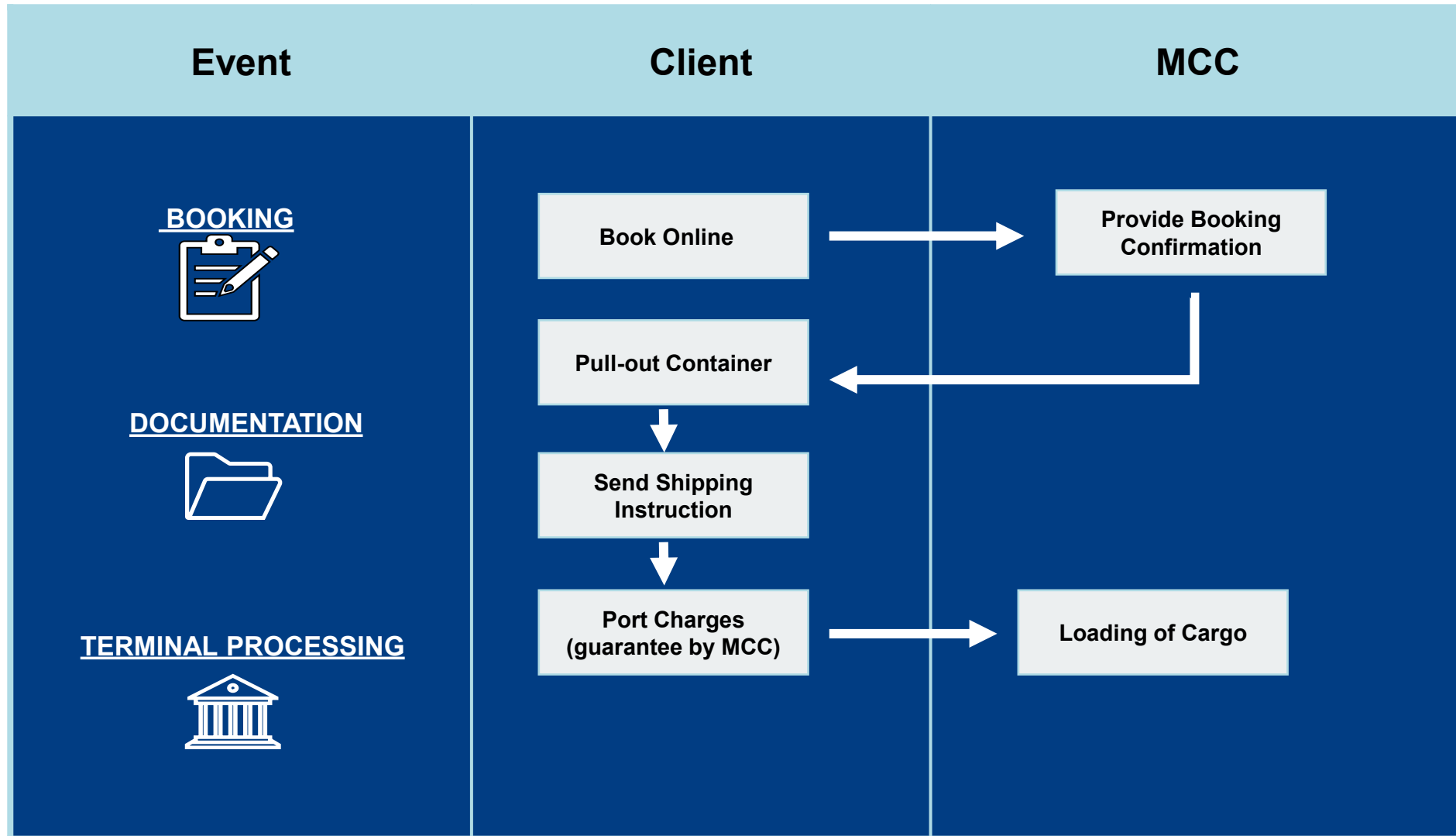
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Domestic Outbound Process (Pier to Pier)



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.

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](#)

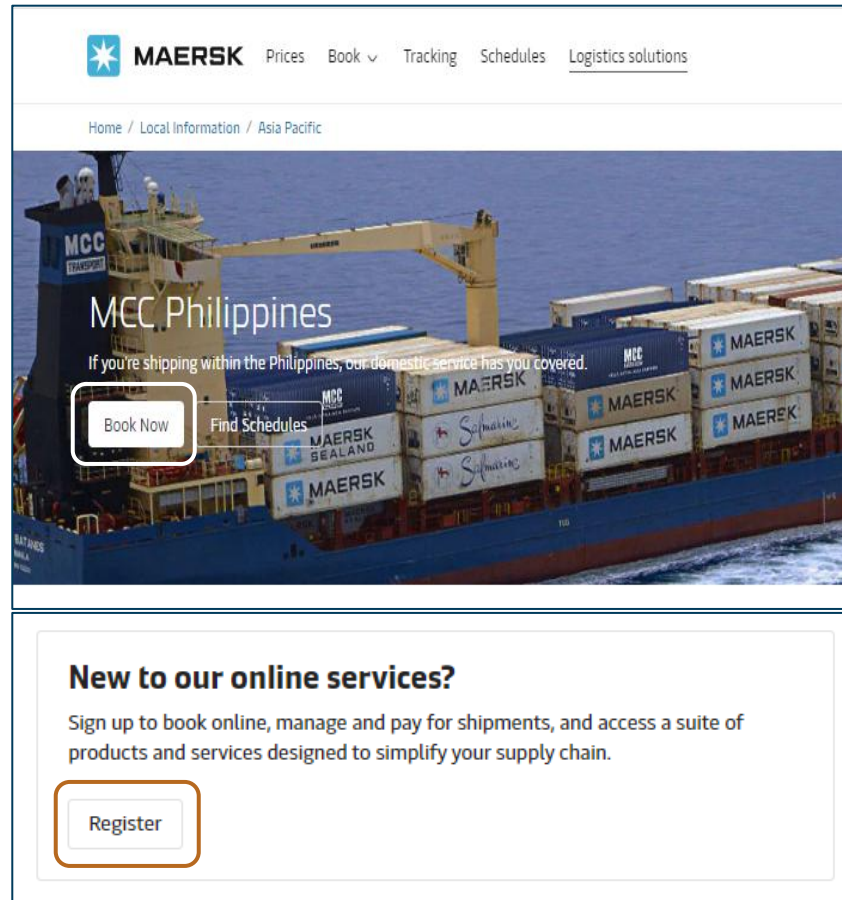
Step 2: Click “**Book Now**” and Register a new account. (or to Log-in)

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.

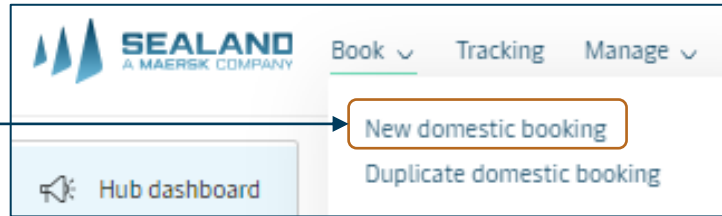
Step 6: Once update, you may proceed to explore the website.



Booking Shipments Online

Pier (CY) to Pier (CY)

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



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

The screenshot shows the Sealand A Maersk Company booking form. The 'Location details' section includes 'From (City, Country/Region)' and 'To (City, Country/Region)' fields. Below this are 'Inland transportation' options with radio buttons for 'CY' (I will arrange to deliver the container to the port/inland location) and 'SD' (I want Sealand to pick up the container at my facility). There is also a checkbox for 'I want to pick-up the empty container(s) in another city (charges may apply)'. The 'What do you want to ship?' section has a text input field and checkboxes for 'This cargo requires temperature control' and 'This cargo is considered dangerous'. The 'How will your cargo be shipped?' section includes a 'Container type and size' dropdown, a 'Number of containers' spinner (set to 1), and a 'Cargo weight per container' input field (kg). There are checkboxes for 'I wish to use a shipper's own container', 'I wish to use an import return container or a triangulation option', and 'This cargo is oversized'. An 'Add another type of container +' button is at the bottom right.

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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
1 Dec 2023, 21:00

Arrival
4 Dec 2023, 12:00

Gate-in deadline
30 Nov 2023, 15:45

Transit time
2 Days

Vessel/voyage
MCC PALAWAN / 2395

Route & other details

Market rate

Price breakdown & details

USD 1,253.00

Book

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Booking Shipments Online

Pier (CY) to Pier (CY)

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

If not, proceed to click “Continue”

Recommended services

Featured

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

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

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

Add

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 POC (Premium Quality Container) VAS, your selected depot may change.

Continue

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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

Booking Shipments Online

Pier (CY) to Pier (CY)

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 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

Enter an email address

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

Review booking

Booking information Sailing selection Additional information

Booking details

From Manila, Philippines	To Cagayan de Oro, Philippines		
Price owner -	Customer reference -	Booked by contact	
Commodity Foodstuff, non-frozen	Dangerous cargo No	Require temperature control No	
Container type 40 Dry Standard	Container quantity 1	Cargo weight per container 10000 kg	Shipper's own container No

Edit booking details

Product selection

Market rate

Price Details

Breakdown

Total price ⓘ

USD 1,253.00

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

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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
1 Dec 2023, 21:00

 Arrival
4 Dec 2023, 12:00

 Gate-in deadline
30 Nov 2023, 15:45

 Transit time
2 Days

 Vessel/voyage
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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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

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](#) ?

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

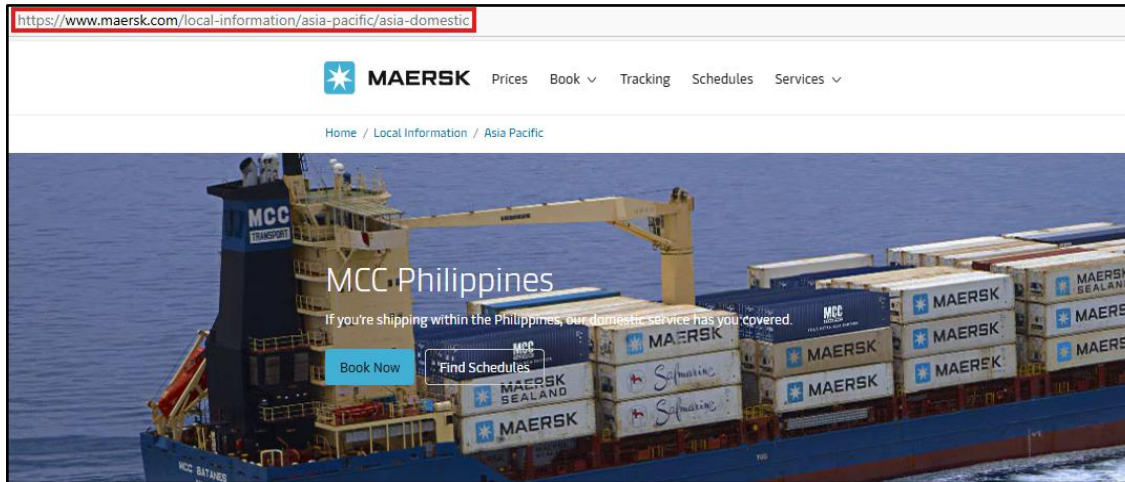
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Amend Booking Online

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:



Login

Username

Password

[Log in](#)

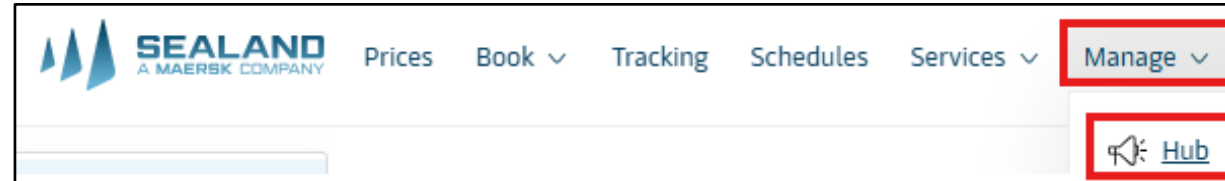
Need help with your [username](#) or [password](#)?

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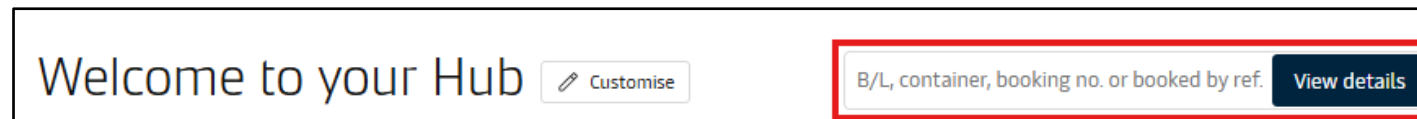
Amend Booking Online

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:



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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

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

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

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
40 Dry High

Number of containers
4

Cargo weight per container
15000 kg

[Advanced options](#)

Add another type of container

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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

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Amend Booking Online

Pier (CY) to Pier (CY)

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

✓

Booking Information

✓

Select sailing

✓

Recommended services

✓

Additional details

○

Review booking

Review booking

Booking information

Sailing selection

Additional information

Booking details

From

Manila, Philippines

To

Davao City, Philippines

Price owner

Customer reference

Booked by contact

Commodity

Dangerous cargo

Require temperature control

Container type

Container quantity

Cargo weight per container

Shipper's own container

Edit booking details

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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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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.

VCT Address:

VCT Administration Building Baseport, Iloilo Commercial Port Complex Loboc, Lapuz
Iloilo City 5000, Philippines

Operating Hours:

8:00 to 1700H / MONDAY TO FRIDAY

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Deadlines - Iloilo

	Loop 3 (MNL-CEB-BCD-ILO-MNL)
Arrival in Iloilo	Sunday 0001H
Loading Closing Time (LCT)	Saturday 2200H
Load List Deadline	Friday 1700H
Pre-advise Request Deadline	No preadvise
Final SI Deadline with VGM	Friday 1700H
SOC Container List	Friday 1700H
Impediments Deadline	Not applicable
Book Close	Thursday 1700H
Final MDGF	Thursday 1200H
DG Permit Submission	Saturday 0001H
Departure from Iloilo	Sunday 2300H

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Terminal Important Reminders | EMPTY PULL OUT

Kindly take note of the following steps and important reminders:

1. Secure a Booking Confirmation from MCC Transport.
2. Send the ATW (Authority to Withdraw)/Booking confirmation to **phiequflw@maersk.com** using the template found on the right side of the screen.
3. Present the gate pass upon arrival at the terminal.
4. Terminal will release the container.
5. Truck exits the gate, completing the transaction

Important Reminders:

- No gate pass, no empty container pull-out
- Email Subject Line: VCT ILOILO EXPORT PULL-OUT FOR GATEPASS – (BOOKING NO)
- Gate pass processing time: 2 to 4 hours after sending of the ATW
- Cut-off for same-day processing: 11:30 AM
- Requests received beyond 11:30 AM will be processed the following working day.
- Gate pass validity: 24 hours from issuance
- **Please note that the VCT billing office is closed on weekends; as such, no gate pass can be processed or released during Saturdays and Sundays.**

To: phiequflw@maersk.com

Subject: VCT ILOILO EXPORT PULL-OUT FOR GATEPASS – (BOOKING NO)

Dear Team,

Good day. Kindly process gate pass request for the following:

Booking Number:

Consignee:

Container Size/Type:

Empty Pull-out Date:

ATW Reference Number: (please attach copy)

Thank you and best regards,
[Your Name]
[Company Name]
[Contact Number]

Seal Issuance:

Container seals will be released by our MCC Agent office in Iloilo:

- Name: Rick Jayson Carcusia
- Address: Iloilo city Door 1 Valderrama Warehouse Lapaz Iloilo

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Terminal Important Reminders | LADEN GATE-IN

In Iloilo, laden containers should be pre-advise prior gate in. Please take note of the process below:

1. Send an email request to PHILOPREADVISE@mcctransport.com.ph.

Email Subject Format

DOM PRE-ADVISE: VESSEL & Voyage out No.

Example: DOM PRE-ADVISE: MCC BATANES 2426

For amendments on the pre-advise, please follow below.

Email Subject Format

DOM AMEND - VESSEL & VOYAGE Out No.

Example: DOM AMEND: MCC BATANES 2426

- Please note that changes may cause delay on the container gate-in. We strongly suggest reviewing the details in the Pre-advise form prior submission

Pre-advise acceptance schedule:

Monday to Saturday: 8:00 am to 4:30 pm

Sunday: 10:00 am to 04:00 pm

**Please note that submission beyond the set schedule will be processed on the following working schedule

2. Operations Team will process the request within 2 hours.

- If everything is found in order, you will receive a confirmation that the pre-advise has been completed.
- Should there be discrepancies (e.g. booking no., container nos.), you will be advised to provide the correct details.
- To avoid delays, please ensure that all the details in the Pre-Advise Form are reviewed.

3. Once pre-advise confirmation has been received, proceed to the terminal.

4. Drop off the container in the yard.

5. Truck to leave the yard.

Pre-advise Request Form

Fill-out ALL boxes in this [form](#).

1. Equipment number
2. POD
3. Equipment type – refer to the ISO guide
4. Empty or Laden
5. Line Operator – always MCC
6. Booking number
7. Commodity description
8. Domestic Booking – always Yes
9. Gross weight
10. Consignee
11. Carrier – Vessel and Voyage
12. Final Port – always POD
13. Shipper

Important Reminders:

- For special containers (i.e. Reefer, DG or OOG), additional details will be required and should be filled-out.

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

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

The screenshot displays the Maersk Hub interface. At the top, a header bar says "Welcome to your Hub" with a "Customise" button. Below this is a search bar labeled "B/L or container no." with a "View details" button. The main content area is titled "Shipment details" and shows the booking number "233932074" with a "View details" button. Below the booking number, there is a summary of the shipment: "B/L number: 233932074" with links for "Duplicate", "Amend", and "Cancel". The origin is "Manila, PH" (Departing 15 Dec 2023) and the destination is "Cagayan de Oro, PH" (Arriving 18 Dec 2023). The cargo is "1 x 40 Dry" (Foodstuff, nos, non-fr...). Below this, there are tabs for "Summary", "Documents", "Containers & VGM", "Parties", "Charges", and "Log". The "Summary" tab is active, showing "4 tasks to complete" and "2 documents issued". The tasks to complete are: "Submit shipping instruction by 14 Dec 2023, 15:00 Due", "Container gate in by 14 Dec 2023, 19:00 Due", and "Submit VGM by 15 Dec 2023, 09:00 Due". The documents issued are: "Booking confirmation on 30 Nov 2023, 05:23" and "Equipment release order on 30 Nov 2023, 05:23". A "View all tasks" link is also present.

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Submission of Final Shipping Instruction

Shipment: 233932074 [Split, part & combine](#)

BoL: 233932074 [Document](#) [Parties](#) [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”

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

Vessel and Location Aliases on B/L

Vessel

☒ MCC PALAWAN(PH) / Z399 (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.

Agent details on BL

Do you want Maersk agent details at destination to be printed on BL.

In-transit

The in-transit clause below will be included on the BL.

Request Certificates

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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 ☐

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

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

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
MCC TRANSPORT PHILIPPINES INC	9/F ONE E-COM CENTER HARBOR DR COR, PASAY 1300, PHILIPPINES	42800047370

[← 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](#)

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

References

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

References

Additional Parties (optional)

[Save Draft](#)

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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) ?
MCC TRANSPORT PHILIPPINES INC	*****370	Invoice reference

[Add payer](#)

Step 2) Assign Payers to charges:

Charge types: ☒ All Charges selected: 3 ☒ Prepaid ☐ Collect

Payment Terms ?

Payer: Payer Code: Invoice Reference ?

☒ ORIGIN

☒ Export Service ☐ Prepaid ☐ Collect

☒ FREIGHT

☒ Basic Ocean Freight ☐ Prepaid ☐ Collect

☒ DESTINATION

☒ Equipment Positioning Service - Import (CV) ☐ Prepaid ☐ Collect

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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 →

Submitting the VGM you agree to the [Terms & Conditions](#) for supplying the gross weight

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.

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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.

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 -
① Place of Receipt -	② Port of Loading Manila	③ Port of Discharge Cagayan de Oro	④ Place of Delivery -
Maersk agent details -		Free detention and demurrage time -	
Transshipment -		In-transit -	
Shipment References		Certificates	
✔ Edit Document Details			

Parties details			
① 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	② 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	
③ 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	④ First Notify Party Party -	B/L Address -
References		References	
⑤ Additional Notify Party Party -	B/L Address -	⑥ Inward Forwarder Party Party -	B/L Address -
References		References	
⑦ Outward Forwarder Party Party -	B/L Address -		
References			
Shipment References			
✔ Edit Parties Details			

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

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			

Cargo details					
(t) 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
CONTAINER NO. MRKU1234567	SHIPPER SEAL -	CARRIER SEAL -	CUSTOM SEAL -	VET SEAL -	VGM METHOD Weight of cargo added to container's tare weight
✔ Edit cargo details					

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

[+ Add](#)

[← Previous](#)

[Print Preview](#)

[Save Draft](#)

[Send shipping instructions](#)

Shipment: 233932074

[Split, part & combine](#)

From
Philippines
15 Dec
2023

To
Philippines
18 Dec
2023



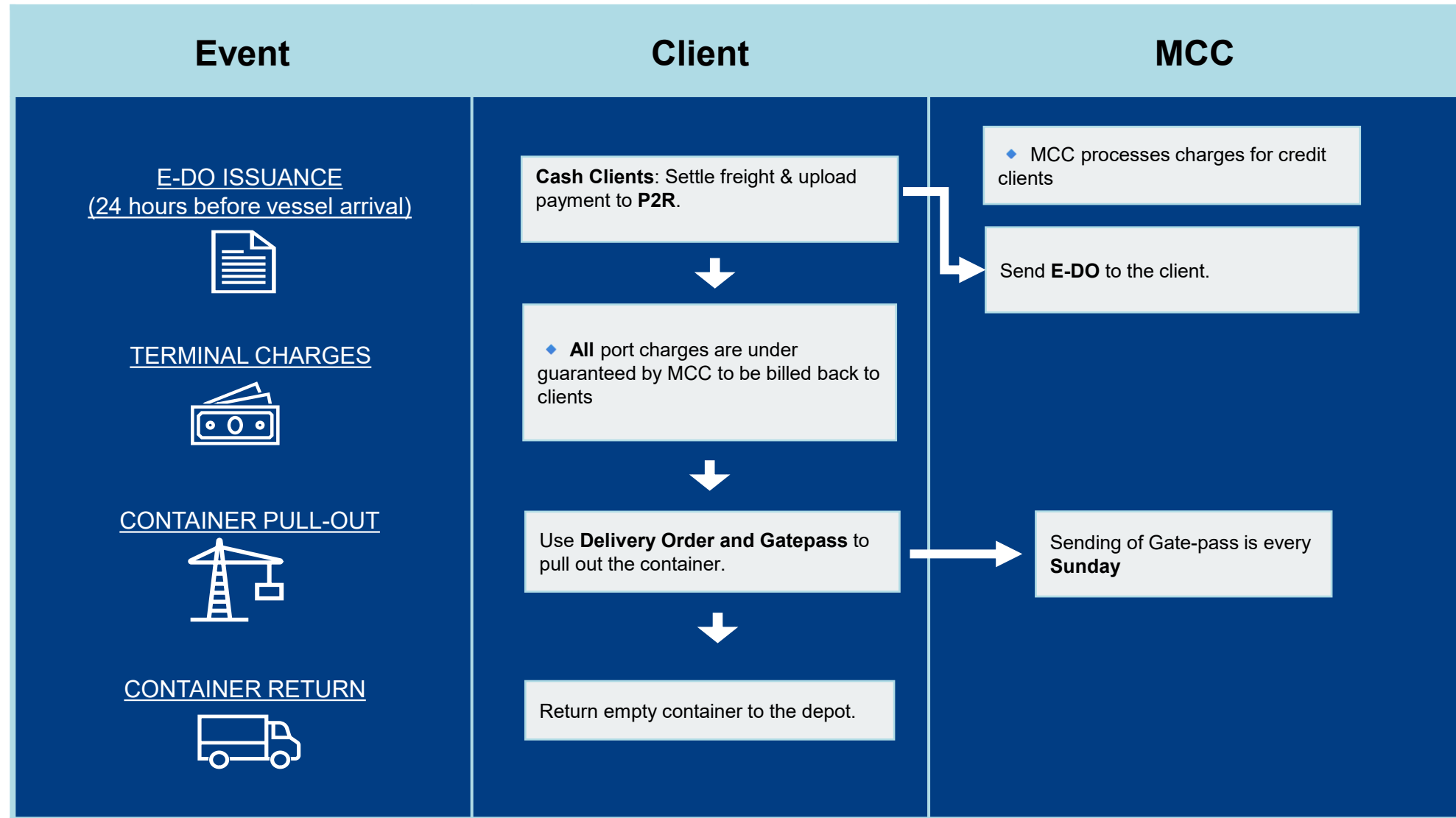
Hurray! Your draft bill of lading is now ready and been sent to you via e-mail.
You can also download the draft bill of lading from our portal.
[Subscribe for e-mail notifications](#)

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

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Domestic Inbound Process (Pier to Pier)

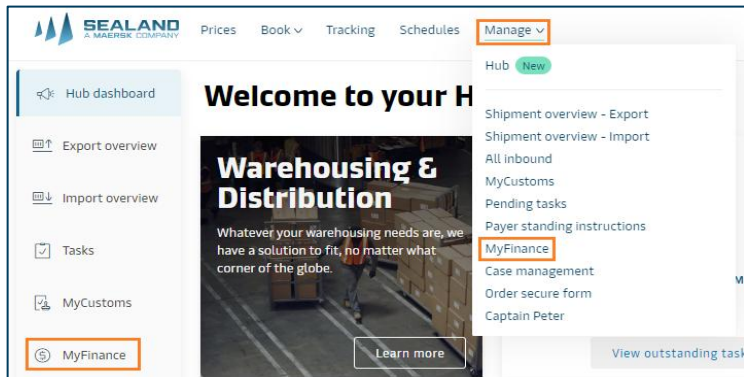


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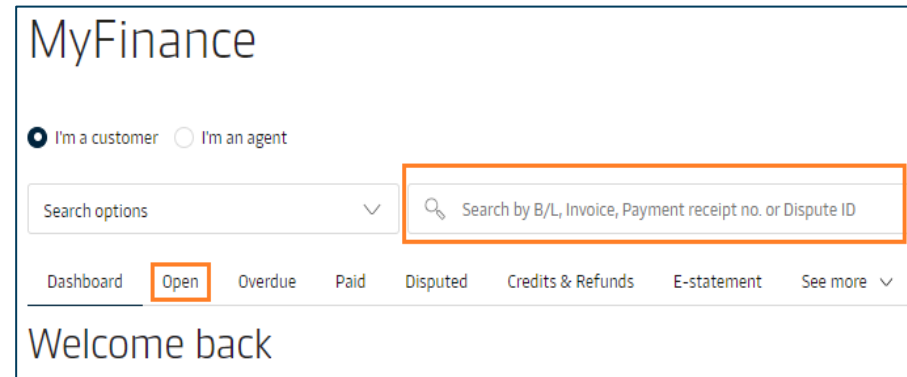
Billing Invoice / MyFinance

IMPORTANT!

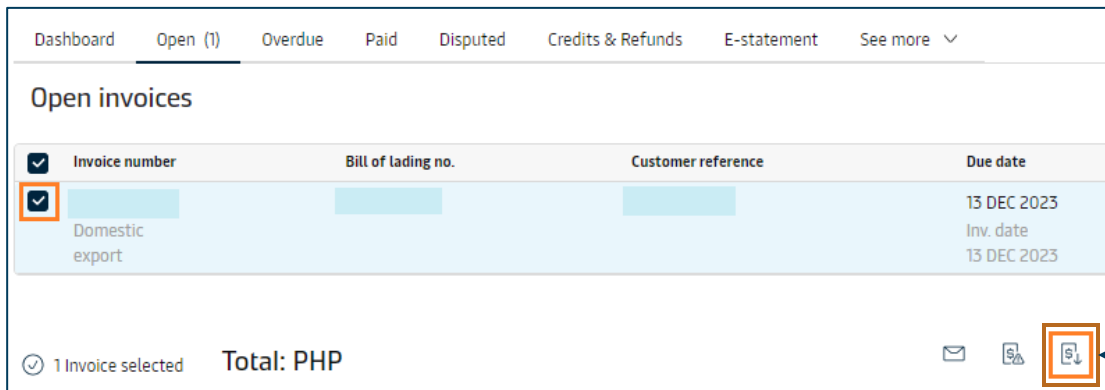
Billing Invoices can only be available after FSI submission and are **auto sent after vessel departure**.
If not received, you may download a copy from the website



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

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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.

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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 Select the payment method ^	Cheque or bank reference number Chq no/ Bank ref.	Currency PHP v
Select the payment method Cheque Bank transfer Bank deposit	Open amount PHP 2,083.20	Paid amount PHP 2,083.20
Total		PHP 2,083.20

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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

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.

Additional comments (optional)

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

0 / 200

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)

5. Contact Information

Email ⓘ

rudyssa.madula@mcctransport.com.ph

Additional email (optional)

Submit proof of payment → **Cancel**

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

📌 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 "



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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

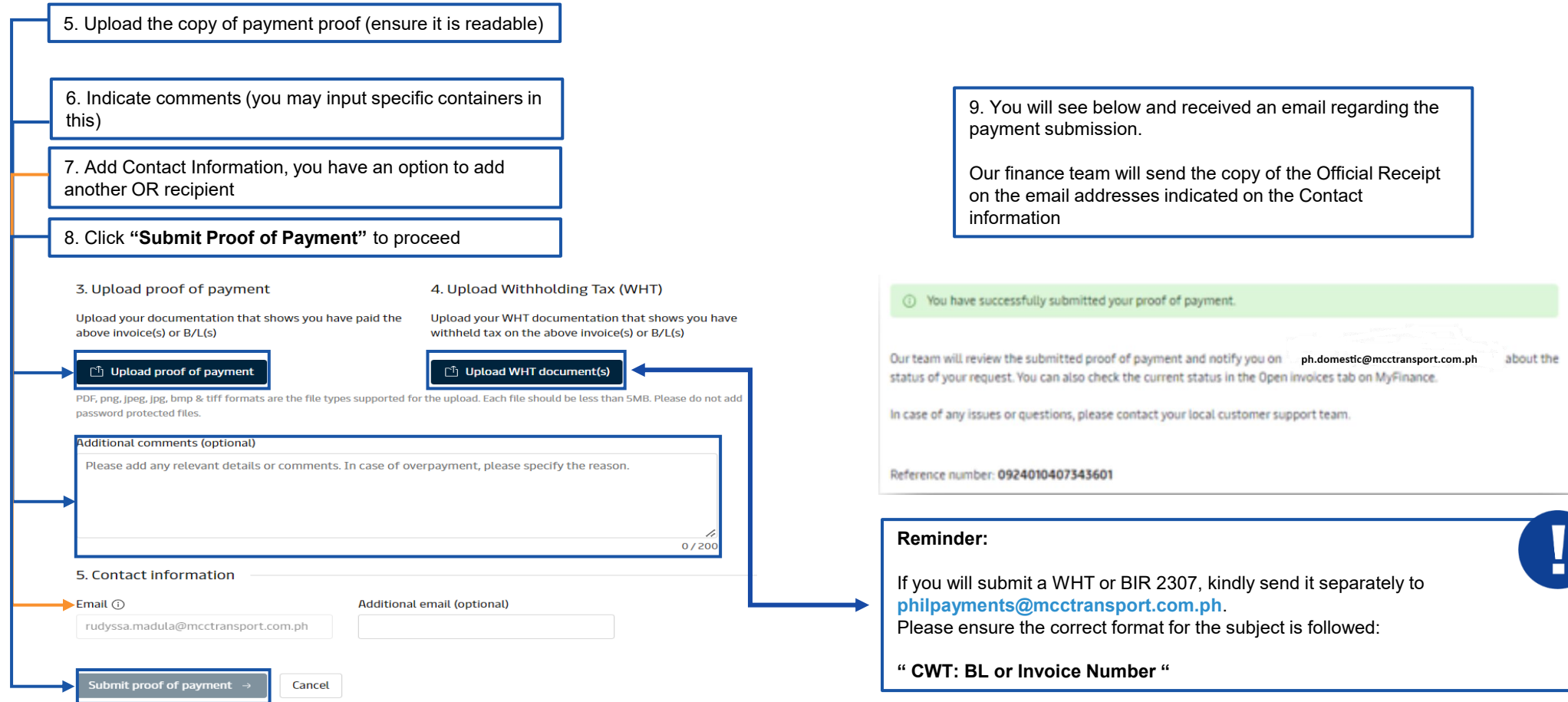
Payment method	Cheque or bank reference number	Currency
Select the payment method ▼	Chq no/ Bank ref.	PHP ▼
Please select a payment method	Please provide the payment method reference number	

B/L no.	Payment Reason	Paid amount
Enter B/L no.	Select payment reason ▼	PHP 0
		+
Total		PHP 0

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

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How to: Submit Payment (P2R) Without Invoice



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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

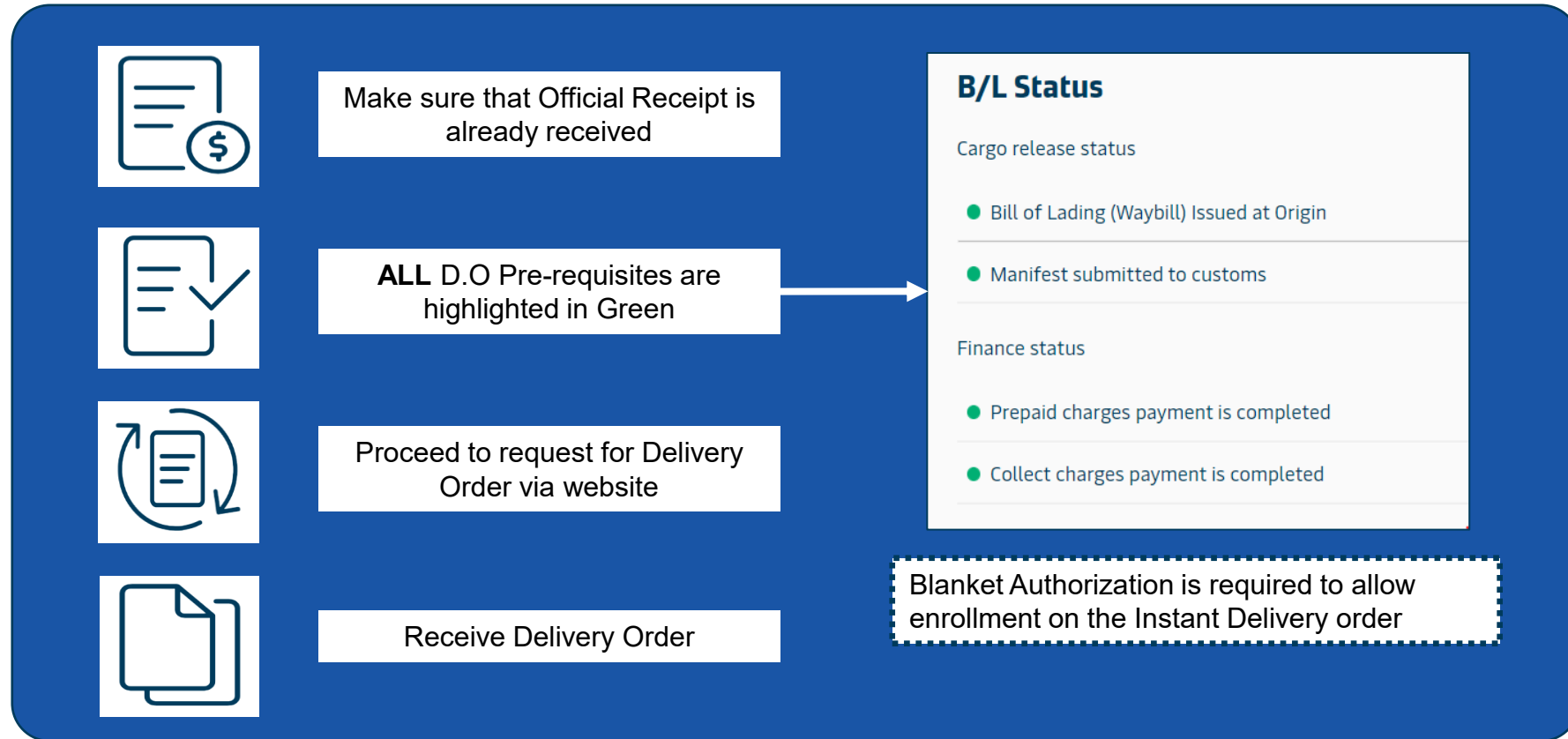
If you have concerns with this letter, please contact me thru (telephone number) or (email address).

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



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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

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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:

☐ [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”

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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 / 800

Cancel

Continue

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Request Delivery Order

Review your order details

Recipient details

Hide recipient details
Delivery order recipient e-mail ID
charlene.alpio@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/s

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.

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Revalidation of Delivery Order

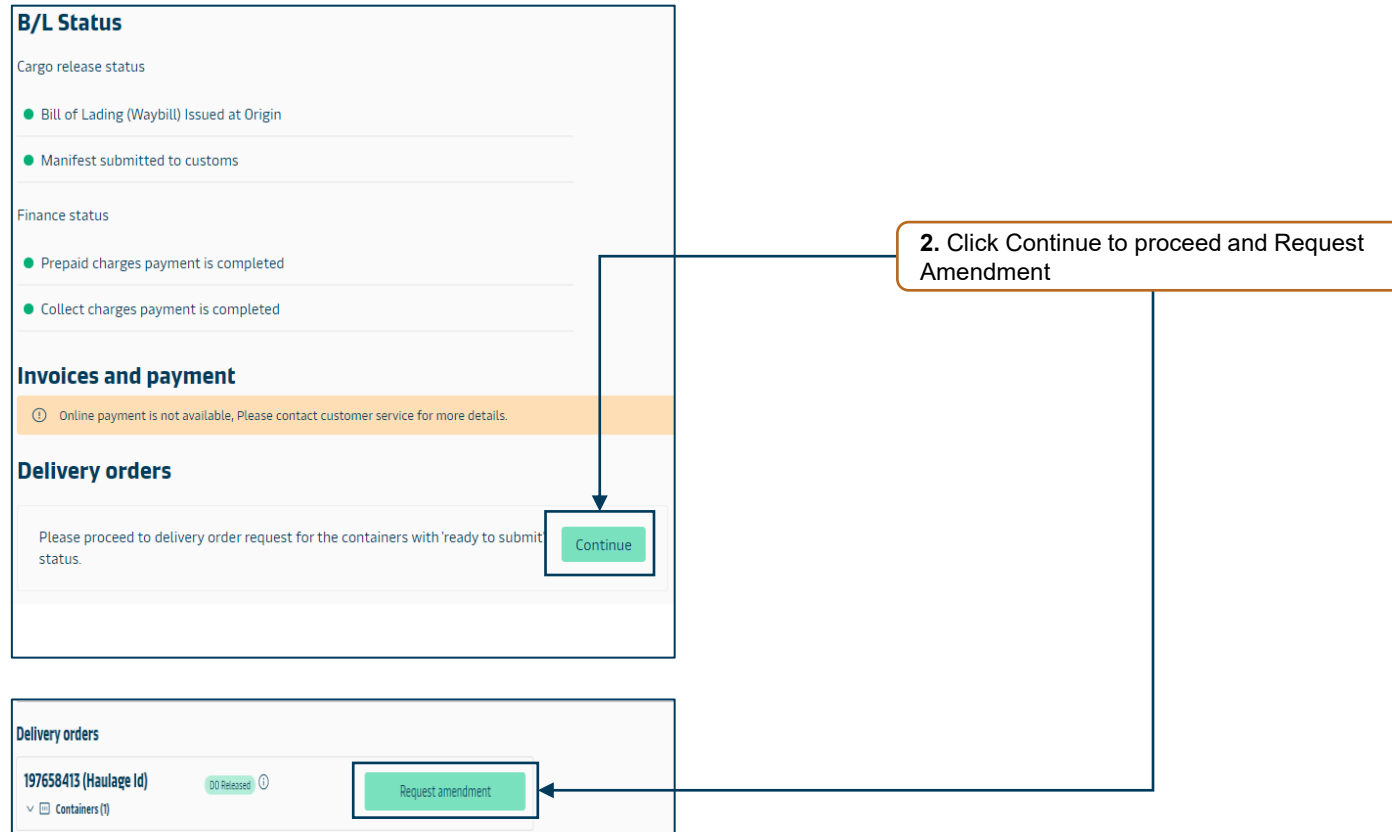
1. After logging in to your Sealand account, go to HUB DASHBOARD and proceed to Delivery Order.

➤ Enter 9-digit BL number and Click Request

The screenshot displays the Sealand Hub Dashboard. The left sidebar contains navigation links: Hub dashboard, Export overview, Import overview, Tasks, MyCustoms, MyFinance, Allocations, Captain Peter™, and Support. The main content area is titled 'Welcome to your Hub' and includes a 'Customise' link. A search bar at the top right allows for 'B/L or container no.' with a 'TRACK' button. The dashboard is divided into several sections: 'Warehousing & Distribution' with a 'Learn more' button, 'Loading data', 'Outstanding tasks' for vessels departing in the next 7 days (showing 0 tasks for 'Submit shipping instructions' and 'Submit VGM'), 'Shipment Overview' for shipments in the next 7 days (showing 0 departing and 0 arriving), 'Import Demurrage & Detention' with a 'view details' button, and 'Delivery Order' with a 'Request' button. The 'Request' button is highlighted with a red box, and a red line connects it to the instruction box on the left.

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Revalidation of Delivery Order



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Revalidation of Delivery Order

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

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"

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
[Dropdown]
[Image]
[Image]

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 / 800

Cancel Continue

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Laden pull-out and Empty container return

- **Laden Pull-out:** Valid Delivery Order and Gatepass
- **Empty Return:** Required Pre-advise, kindly submit empty return request to [EMPTY RETURN REQUEST](#).

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

Important Reminder: Sending of Gate-pass is every Sunday. Gate-pass will be generated only once container is confirmed in discharged status.

- Any request for gate-pass extension, kindly send an email directly to VCT-Billing team.

billing@vct.ictsi.com

customer care@vct.ictsi.com

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
ILOILO	20 ft	2 calendar days
	40 ft	2 calendar days

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)

THANK YOU

