



MCC Transport Philippines





DOMESTIC ON-BOARDING KIT CAGAYAN SERVICE

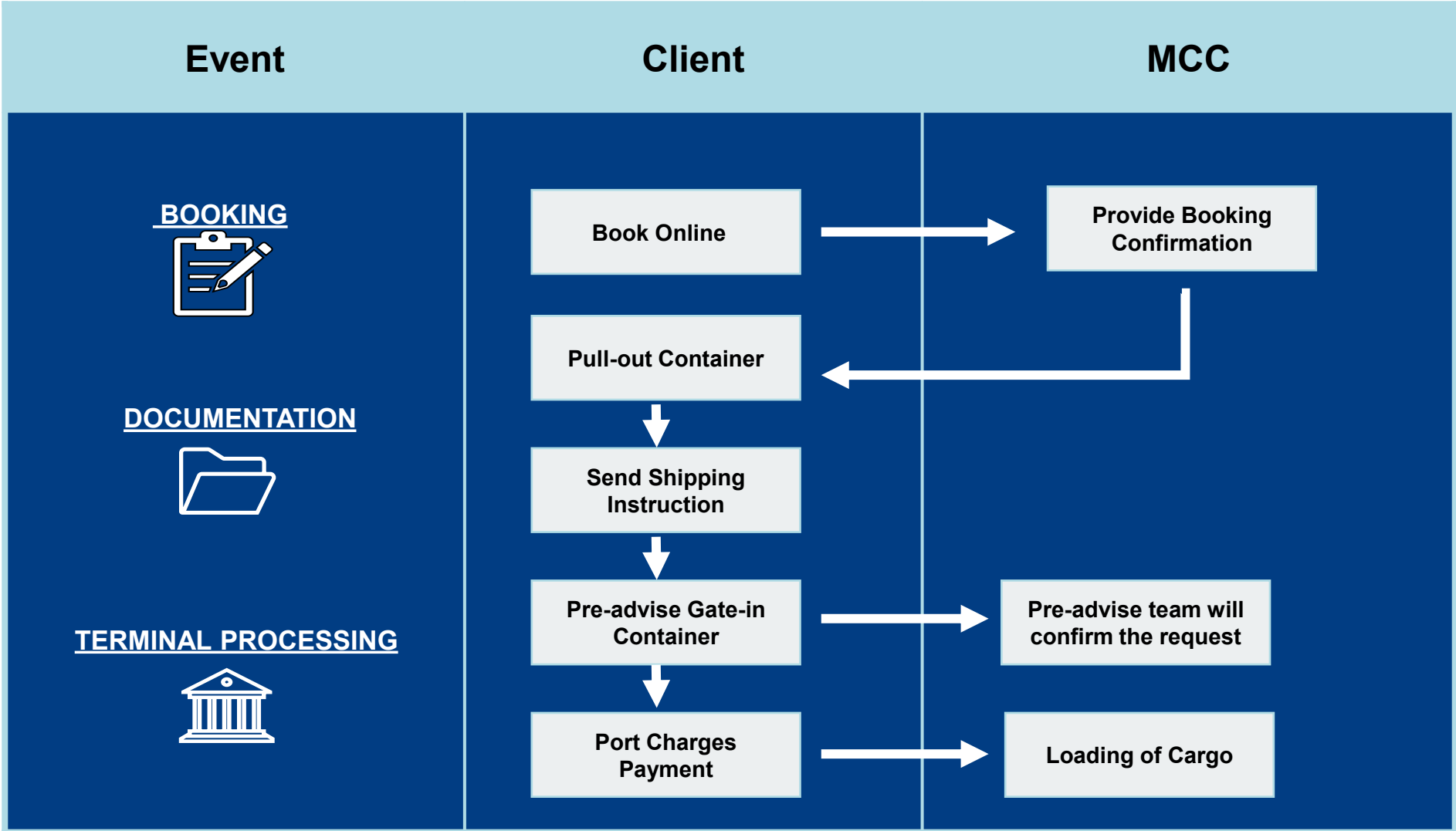
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Domestic Outbound Process (Pier to Pier)



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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](#)

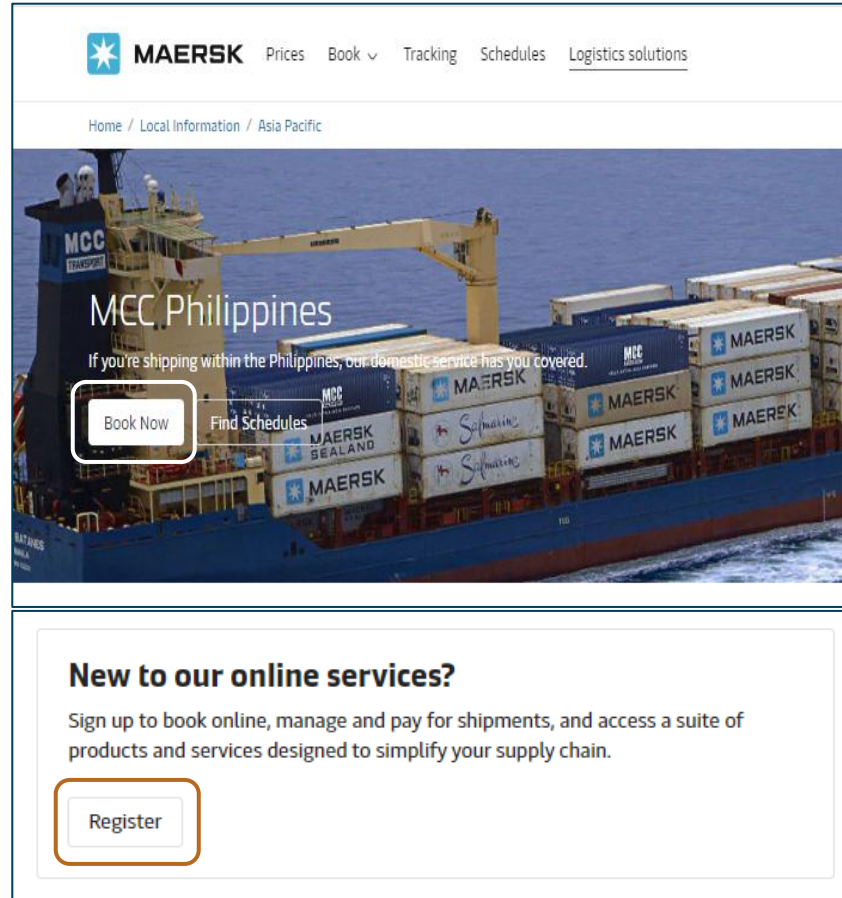
Step 2: Click “**Book Now**” and Register a new account. (or to Log-in)

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.

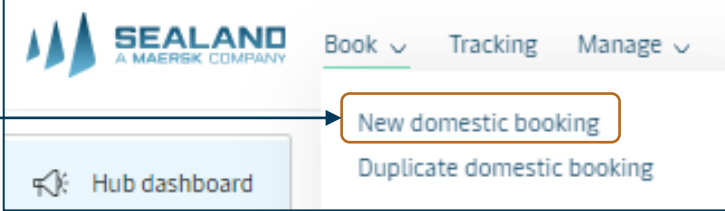


The screenshot shows the Maersk website interface. At the top, there is a navigation bar with the Maersk logo, 'Prices', 'Book', 'Tracking', 'Schedules', and 'Logistics solutions'. Below this is a breadcrumb trail: 'Home / Local Information / Asia Pacific'. The main content area features a large image of a Maersk container ship with a yellow crane. Overlaid on the image is the text 'MCC Philippines' and a sub-headline: 'If you're shipping within the Philippines, our domestic service has you covered.' Below the text are two buttons: 'Book Now' and 'Find Schedules'. At the bottom of the page, there is a section titled 'New to our online services?' with a sub-headline: 'Sign up to book online, manage and pay for shipments, and access a suite of products and services designed to simplify your supply chain.' Below this text is a 'Register' button.

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

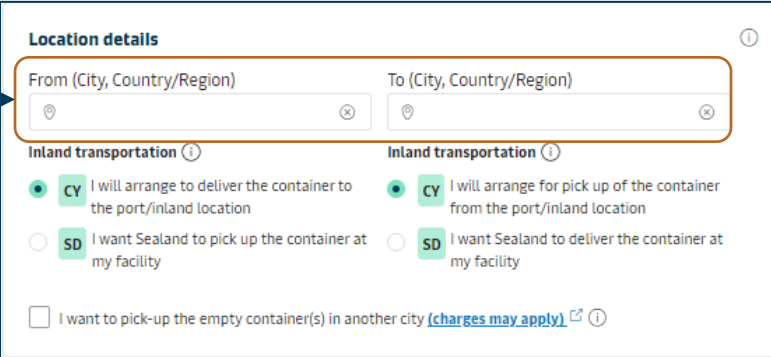
2.2.1. Click this if commodity is/are below:

- 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



Location details

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

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

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

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 +](#)

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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

The screenshot shows two sections of the booking interface. The first section, titled "Who is the Price Owner?", contains two radio button options: "I am the price owner" and "Select a price owner". The second section, titled "When is your cargo ready to ship?", includes the instruction "Please select your earliest departure date, and click continue to book" and a date selection field showing "23 Nov 2023". Below these sections is a light blue banner with the text "Available offers are found to the right" and a "Continue to book" button with a right-pointing arrow.

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

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

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 x PHP 1,250.00

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

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 x USD 150.00

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

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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

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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

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.

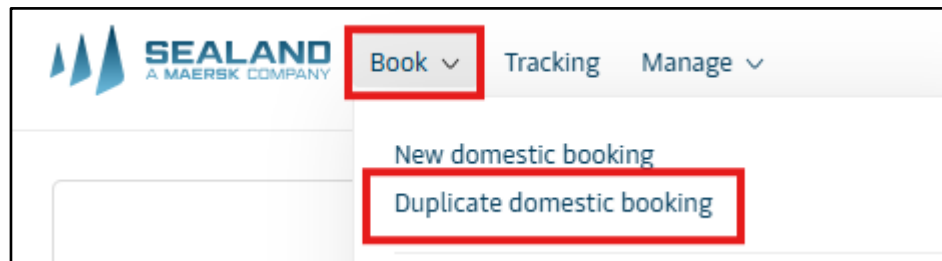
1. Dangerous Cargo – DG documents
2. Reefer Cargo – clarification in reefer settings
3. Out-of-gauge Cargo (OOG) – dimensions and rates
4. Shipper's Owned Container – SOC LOI, CSC Plate and Container Picture

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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.



Step 1: Click **Book** then select **Duplicate domestic booking**

Duplicate booking

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

Origin: Destination: [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	<input type="button" value="Duplicate"/>

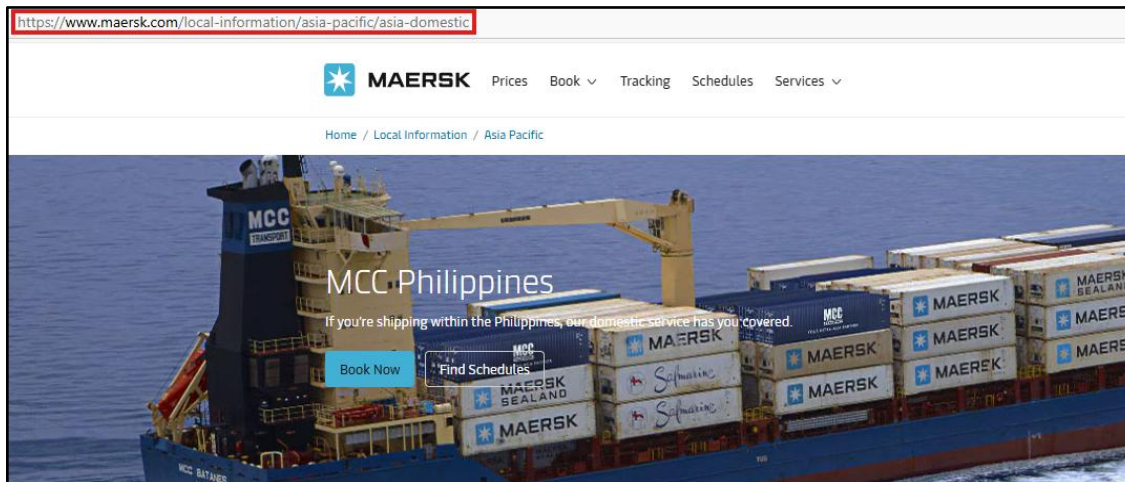
Step 2: Just select the **Origin and Destination** of the booking that wants to duplicate; Once done, click the **Duplicate**

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

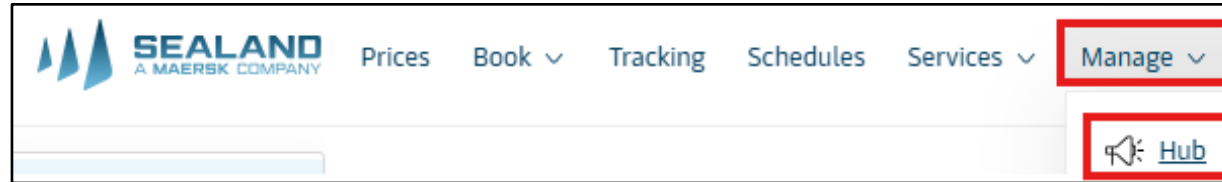
Need help with your [username](#) or [password](#)?

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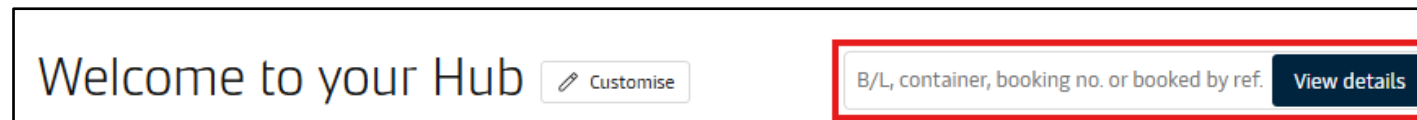
Amend Booking Online

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.

Depot Address:

KUDOS CONTAINER YARD, PUROK 8, VILLA ROSARIO, CASINGLOT, TAGOLOAN MIS. OR.

Operating Hours:

Monday to Saturday - 0800H to 2400H

Sunday - 0800H to 1700H

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Deadlines - Cagayan

	Loop 1 (CGY-MNL)
Arrival in MCT	Mon 1200H
Loading Closing Time (LCT)	Same as ETA
Final SI Deadline with VGM	Mon 1000H
SOC Container List	Fri 1700H
Pre-advise Request Deadline	Mon 0800H
Impediments Deadline	Same as ETA
Book Close	Fri 1700H
Final MDGF	Thu 1200H
DG Permit Submission	Sun 1200H
Departure from MCT	Tue 0500H

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Terminal Important Reminders

➤ Follow below for Wharfage Hold Lifting and Arrastre Settlement:

✓ ***For guaranteed clients***

- MCCP be the one to settle at PIA for wharfage hold lifting and MCT Online payment for arrastre.

✓ ***For cash clients***

- Please bring your BL copy PIA located at 2nd floor Mindanao container terminal. Proceed to settle the wharfage to the cashier to lift wharfage hold and proceed to settle Arrastre/Storage thru MCT Online payment system.

Vessel Visit on our Website



IMPORTANT!

Vessel visit is needed for settling port charges.

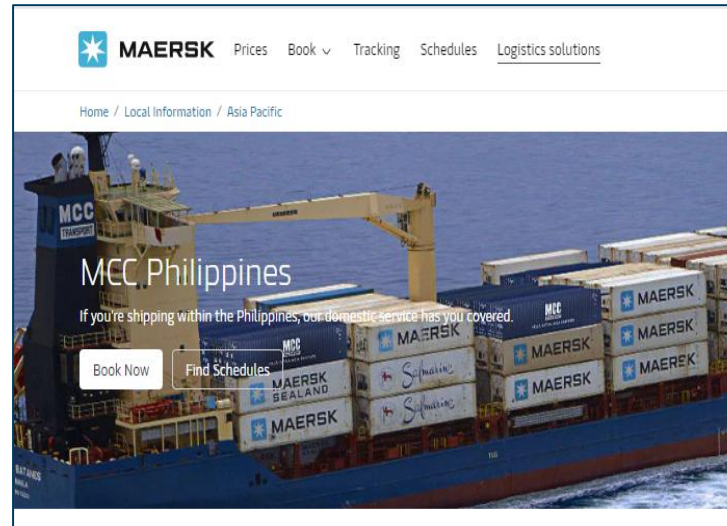
Step 1: Go to

<https://www.maersk.com/local-information/asia-pacific/asia-domestic>
or click the provided link.

Step 2: Under "Everything you need to know," click **Vessel Service Information**.

Step 3: Scroll down to the bottom of the page to see our vessel visits per month.

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Everything you need to know

Find up-to-date information about our services including proforma schedules, freetime information, depot updates and more.

▼ [Vessel service information](#)

-  April Domestic Cagayan Vessel Visit
PDF (90KB) 
-  March Domestic Manila Vessel Visit
PDF (67KB) 
-  February Domestic Manila Vessel Visit
PDF (64KB) 

Pre-Advise – Gate-in Cagayan

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

1. Correctly fill-out ALL boxes in “Section I” of the Pre-Advise Form (as attached).
For special containers (i.e. Reefer, DG or OOG), additional details will be required and should be filled-out in Section II of the form.

[UPDATED PRE-ADVISE FORM WITH TIN.xlsx](#)

2. Send an email request and attach the filled-out Pre-Advise Form prior gate-in of container/s to phiexportpreadvise@maersk.com. Please follow the subject format below for smooth processing.

Email Subject Format:

For Domestic => DOM PRE-ADVISE: VESSEL & VOYAGE NO.
Ex. DOM PRE-ADVISE: MCC PALAWAN 2021-2022

3. Upon receipt of your email, our OPS pre-advise team will process your request within two (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.

➤ Pre-advise schedule of acceptance are as follows:

- Monday to Saturday : 8:00 am to 4:30 pm
- Sunday: 8:00 am to 11:30 am

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

4. Once pre-advise is confirmed, you may now proceed to gate-in the container. Then, settle the port charges accordingly.

5. Should you need to change (amend) any of the details in the pre-advise, please send a new email request and follow the subject format below and then indicate the details needed to be changed.

Email Subject Format:

For Domestic => DOM AMENDMENT: VESSEL & VOYAGE NO.
Ex. DOM AMENDMENT: MCC PALAWAN 2021-2022

Sample:

Container No:	MSKU1234567
Amendment:	Change POD

From:	To:
Cebu	Manila

Important Reminders:

➤ Please note that changes may incur an administrative fee from the terminal and may phiexportpreadvise@maersk.com cause delay on the container gate-in. We strongly suggest to review the details in the Preadvise form prior submission

Submission of Final Shipping Instruction

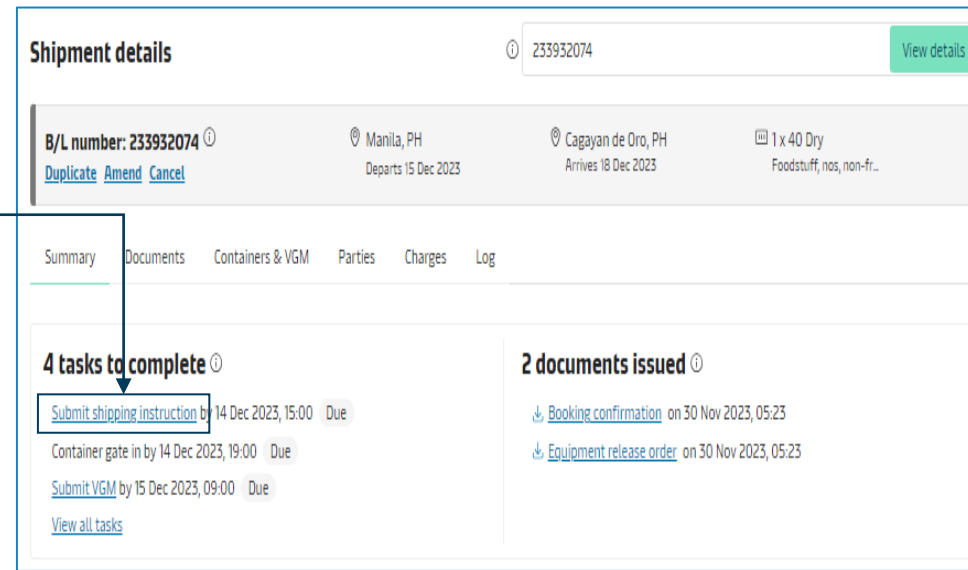
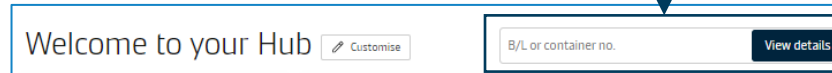
FSI or the Final Shipping Instruction is our source of information for your shipment. You will need to declare the details of shipment to get a draft Bill of Lading.

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



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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”

Vessel and Location Aliases on B/L

Vessel

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

Location Aliases

Load Port:

Port of Discharge:

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

Request Certificates

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

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Submission of Final Shipping Instruction

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

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

Trading name	Address	Customer code	Action
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

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

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

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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 ?

Charge types	Payment Terms ?	Payer	Payer Code	Invoice Reference ?
<input checked="" type="checkbox"/> ORIGIN	<input checked="" type="radio"/> Prepaid <input type="radio"/> Collect	Assign payer		OK
<input checked="" type="checkbox"/> FREIGHT	<input type="radio"/> Prepaid <input type="radio"/> Collect	MCC TRANSPORT PHILIPPINES INC - *****370		
<input checked="" type="checkbox"/> DESTINATION	<input type="radio"/> Prepaid <input type="radio"/> Collect	+ Add payer		

Export Service

Basic Ocean Freight

Equipment Positioning Service - Import (CY)

[Save Draft](#) [Save & Continue →](#)

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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 (m ³)	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 -
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](#)

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 PDSAY 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 PDSAY 1300 PHILIPPINES
References		References	
Transport Plan Document Receiver Party DEL MONTE PHILIPPINES INC *****3PH	B/L Address DEL MONTE PHILIPPINES INC DEL MONTE COMPOUND NATIONAL 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](#)

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	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](#)

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

From Philippines
15 Dec 2023 To Philippines
18 Dec 2023

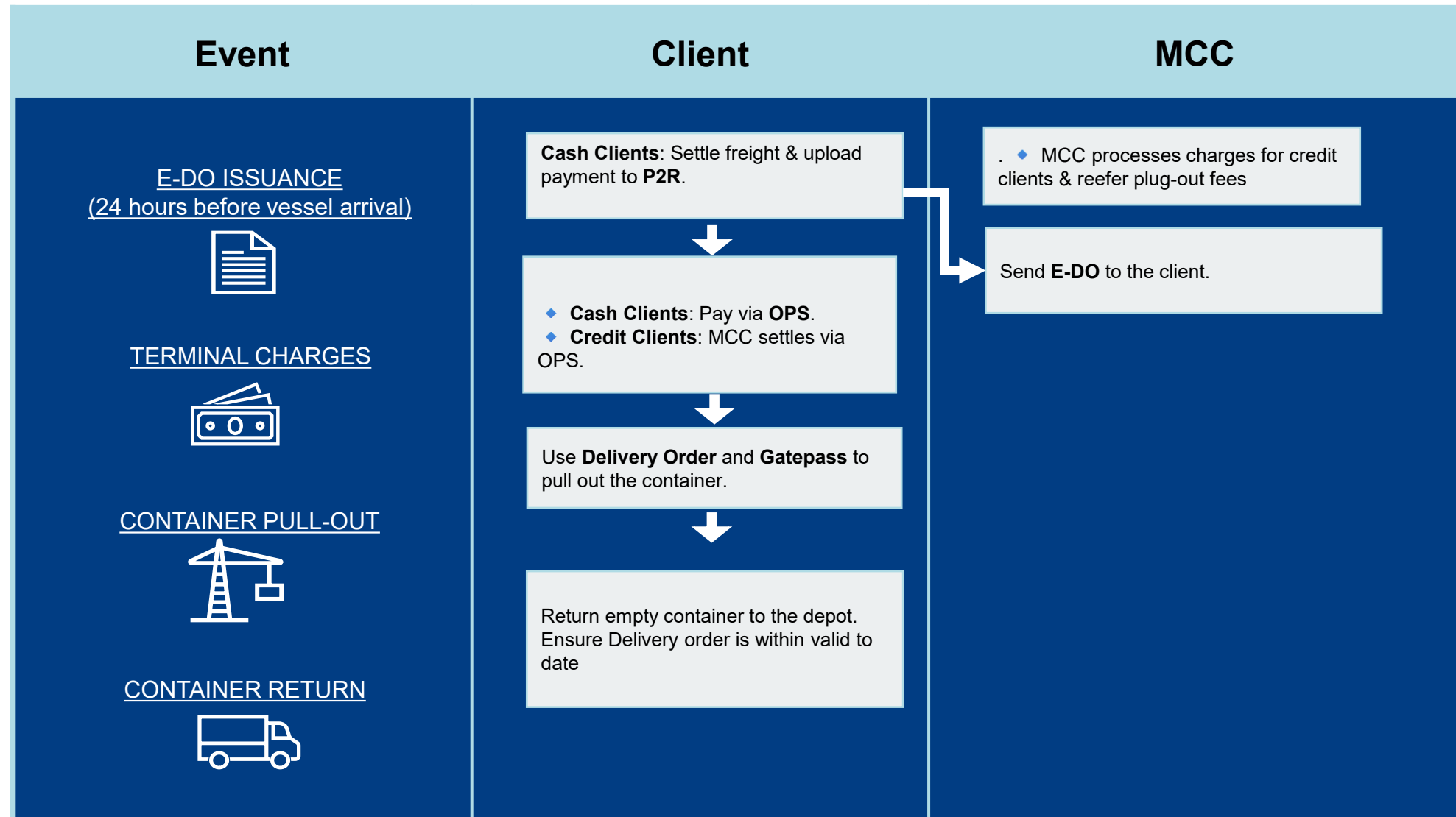
Hurray! Your draft bill of lading is now ready and been sent to you via e-mail. You can also download the draft bill of lading from our portal.
[Subscribe for e-mail notifications](#)

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)

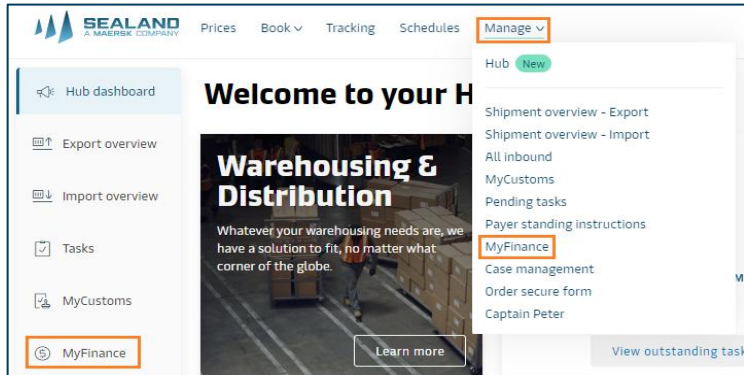


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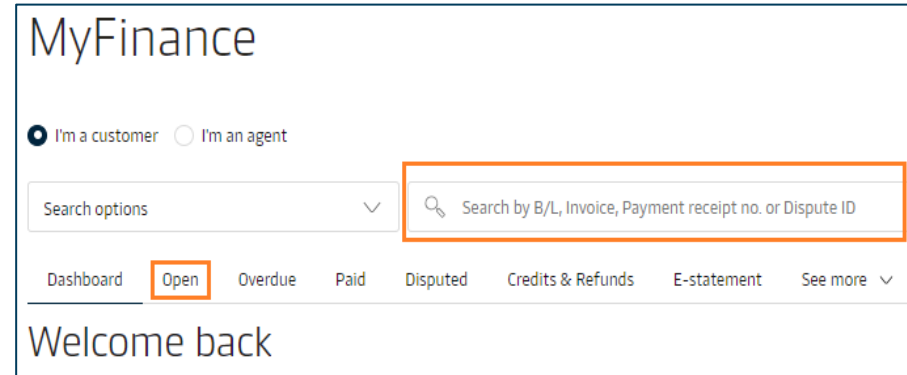
Billing Invoice / MyFinance

IMPORTANT!

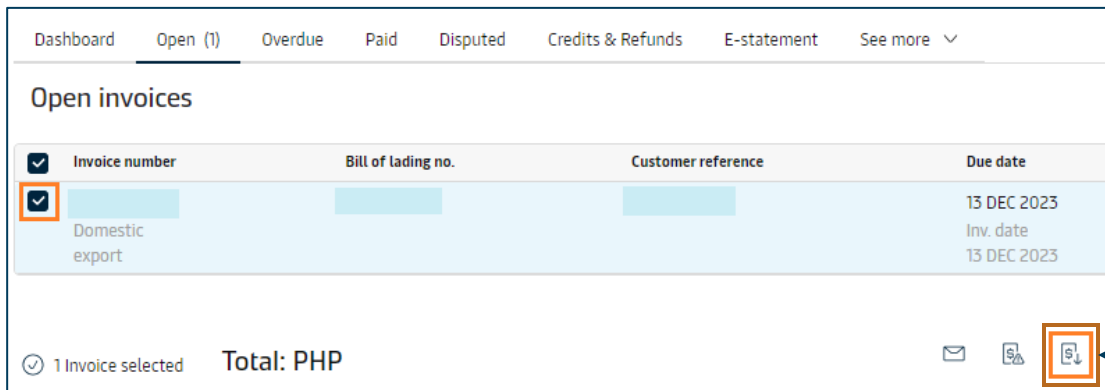
Billing Invoices can only be available after FSI submission and are **auto sent after vessel departure**.
If not received, you may download a copy from the website



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

2. Tick on this box to select the invoice.

<input type="checkbox"/>	Invoice number	Bill of lading no.	Customer reference	Due date	Open amount	Status
<input checked="" type="checkbox"/>				12 MAR 2023	PHP 5,802.00	Payable online
				Inv. date 26 JAN 2023	Inv. amount PHP 5,802.00	
<input type="checkbox"/>				10 MAR 2023	PHP 5,802.00	Payable online
				Inv. date 24 JAN 2023	Inv. amount PHP 5,802.00	
<input type="checkbox"/>				06 FEB 2023	PHP 499,588.72	Payable online
				Inv. date 19 DEC 2022	Inv. amount PHP 499,588.72	

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 v
Select the payment method		
Cheque		
Bank transfer		
Bank deposit		
	Open amount	Paid amount
	PHP 2,083.20	PHP 2,083.20
Total	PHP 2,083.20	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

The screenshot shows a web form titled "Upload Proof of Payment(s)". It includes instructions on supported file formats (pdf, png, jpeg, jpg, bmp & tiff) and a file upload button labeled "Upload Proof of Payment(s)". Below this is a text area for "Additional comments (optional)" with a placeholder "In case of overpayment, please specify the reason". The "Contact Information" section has an "Email" field containing "charlene.alipio@mcctransport.com.ph" and an "Additional email (optional)" field. At the bottom are "Submit Proof of Payment" and "Cancel" buttons. Blue arrows point from the numbered steps to these elements: step 5 to the upload button, step 6 to the comments text area, step 7 to the email field, and step 8 to the submit button.

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

The screenshot shows an email confirmation. A green banner at the top says "You have successfully submitted your proof of payment." The main body text states: "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." The reference number "0924010407343601" is listed at the bottom.

Reminder:

If you will submit a WHT or BIR 2307, kindly send it separately to ph.domestic@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 <input type="text"/>	Chq no/ Bank ref. <input type="text"/>	PHP <input type="text"/>
Please select a payment method	Please provide the payment method reference number	
B/L no.	Payment Reason	Paid amount
Enter B/L no. <input type="text"/>	Select payment reason <input type="text"/>	PHP 0 <input type="text"/>
Total		PHP 0

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



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

The screenshot shows a web form titled "Upload Proof of Payment(s)". It includes instructions on supported file formats (pdf, png, jpeg, jpg, bmp & tiff) and a file upload button labeled "Upload Proof of Payment(s)". Below this is a text area for "Additional comments (optional)" with a placeholder "In case of overpayment, please specify the reason". The "Contact Information" section has an "Email" field containing "charlene.alipio@mcctransport.com.ph" and an "Additional email (optional)" field. At the bottom are "Submit Proof of Payment" and "Cancel" buttons. Blue arrows point from the numbered steps to the corresponding form elements.

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

The screenshot shows an email confirmation with a green header: "You have successfully submitted your proof of payment." The body text states: "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 ph.domestic@mcctransport.com.ph. Please ensure the correct format for the subject is followed:

“ CWT: BL or Invoice Number “

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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

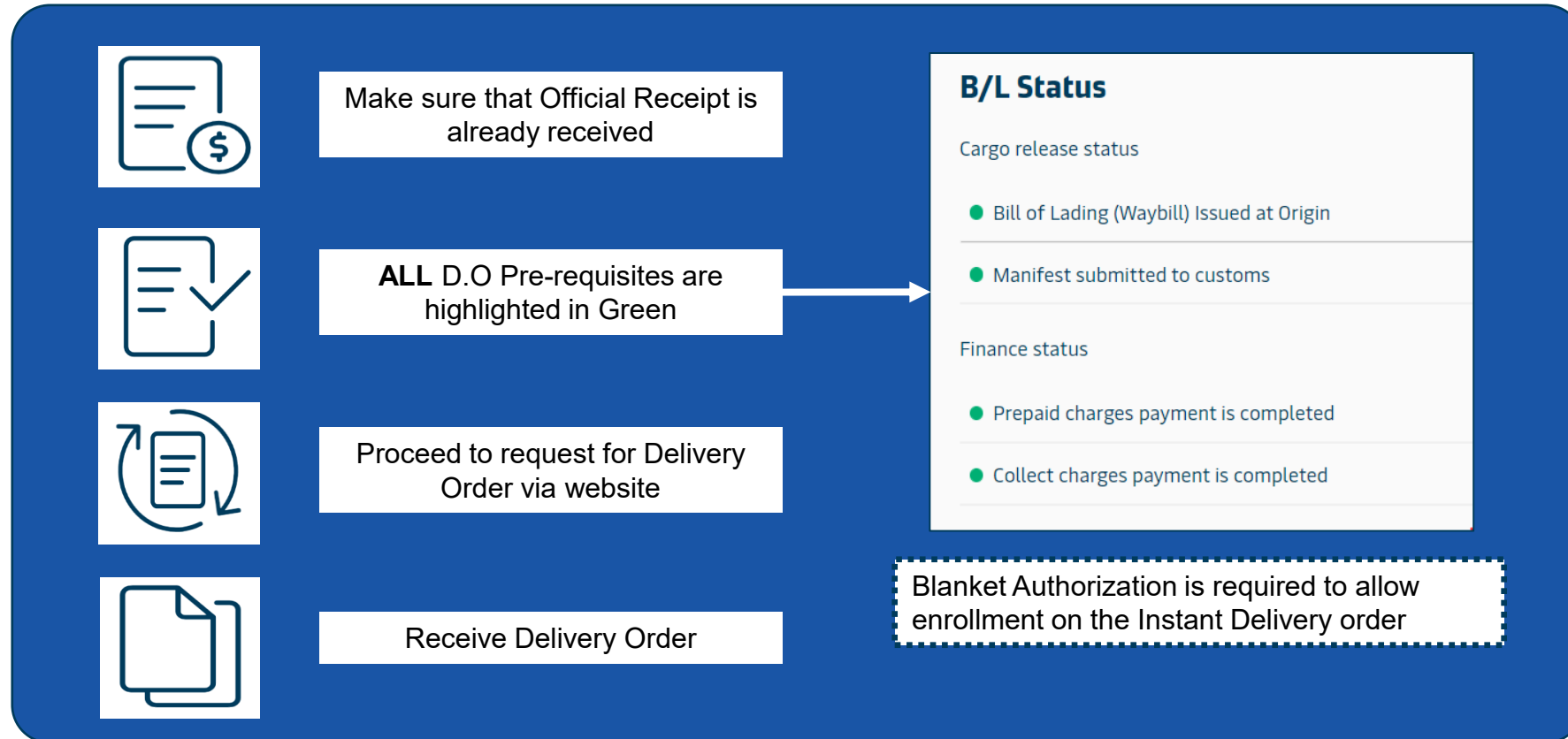
If you have concerns with this letter, please contact me thru (telephone number) or (email address).

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:

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"

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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: [Dropdown menu]

Pickup date: 23 Feb 2023 [Calendar icon]

Pickup time: 00:00 [Time picker icon]

Container return depot: Please input city name for which empty container return depot t... [Dropdown menu]

Return date (Optional): 23 Feb 2023 [Calendar icon]

Return time (Optional): --- [Time picker icon]

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): [Text area]

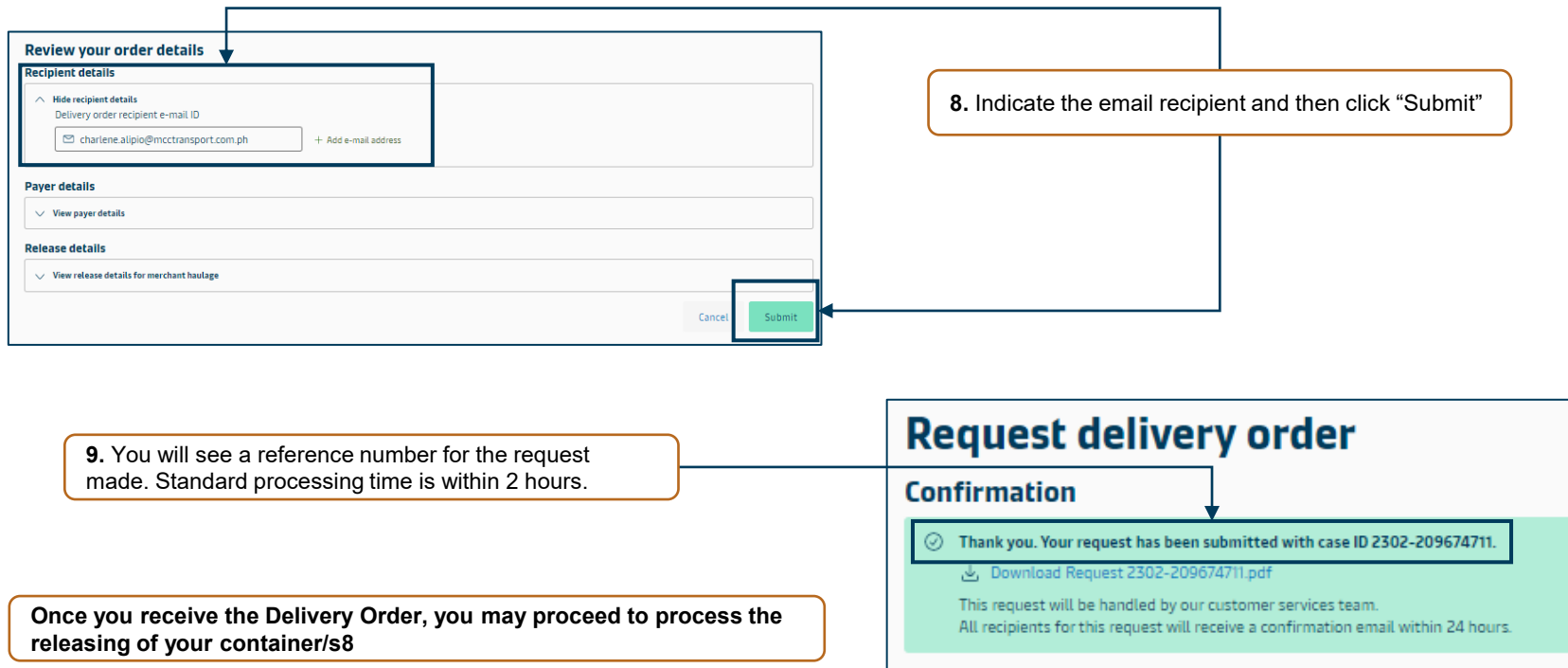
0 / 800

Cancel Continue

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Request Delivery Order



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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 top navigation bar includes the Sealand logo, 'Prices', 'Book', 'Tracking', 'Schedules', and 'Manage'. The main content area is titled 'Welcome to your Hub' and features a 'TRACK' button for entering a B/L or container number. A sidebar on the left lists navigation options: Hub dashboard, Export overview, Import overview, Tasks, MyCustoms, MyFinance, Allocations, Captain Peter™, and Support. The dashboard is divided into several sections: 'Warehousing & Distribution' with a 'Learn more' button; 'Shipment Overview' showing 'Shipment in 7 days' with 'Departing' and 'Arriving' counts; 'Import Demurrage & Detention' with a 'view details' button; and 'Delivery Order' with a 'Request' button. A text box on the left points to the 'Request' button in the 'Delivery Order' section.

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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) DD Released

▾ Containers (1)

[Request amendment](#)

[Back to Menu](#)

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

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

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]
Pickup date: 23 Feb 2023
Pickup time: 00:00

Container return depot: [Dropdown]
Return date (Optional): 23 Feb 2023
Return time (Optional): [Dropdown]

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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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
Cagayan	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



phiexportpreadvise@maersk.com(Laden)

THANK YOU

