



**MCC Transport Philippines**





# DOMESTIC ON-BOARDING KIT DAVAO SERVICE



## EXPORT

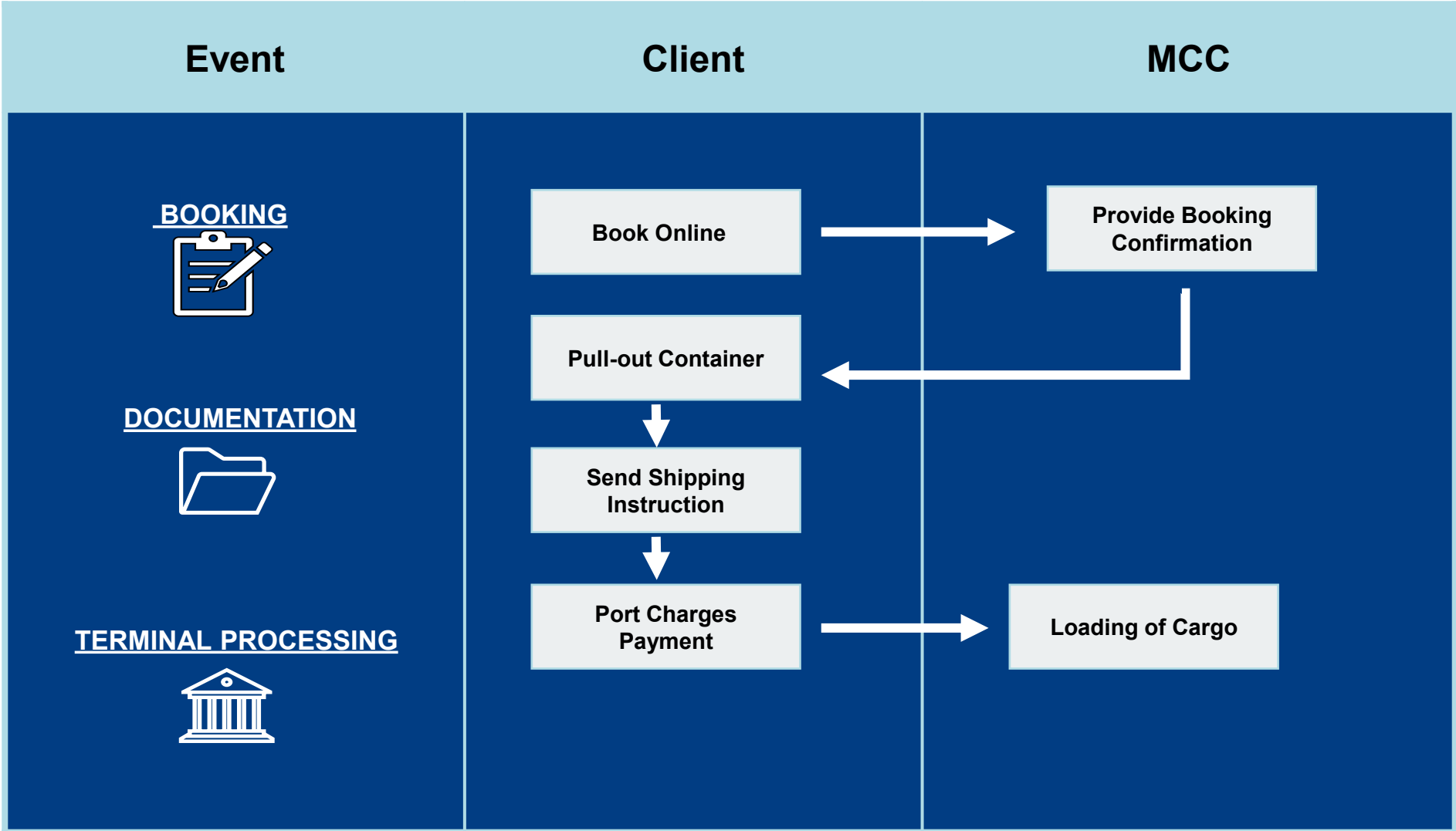
- [Domestic Outbound Process](#)
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## IMPORT

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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](#)

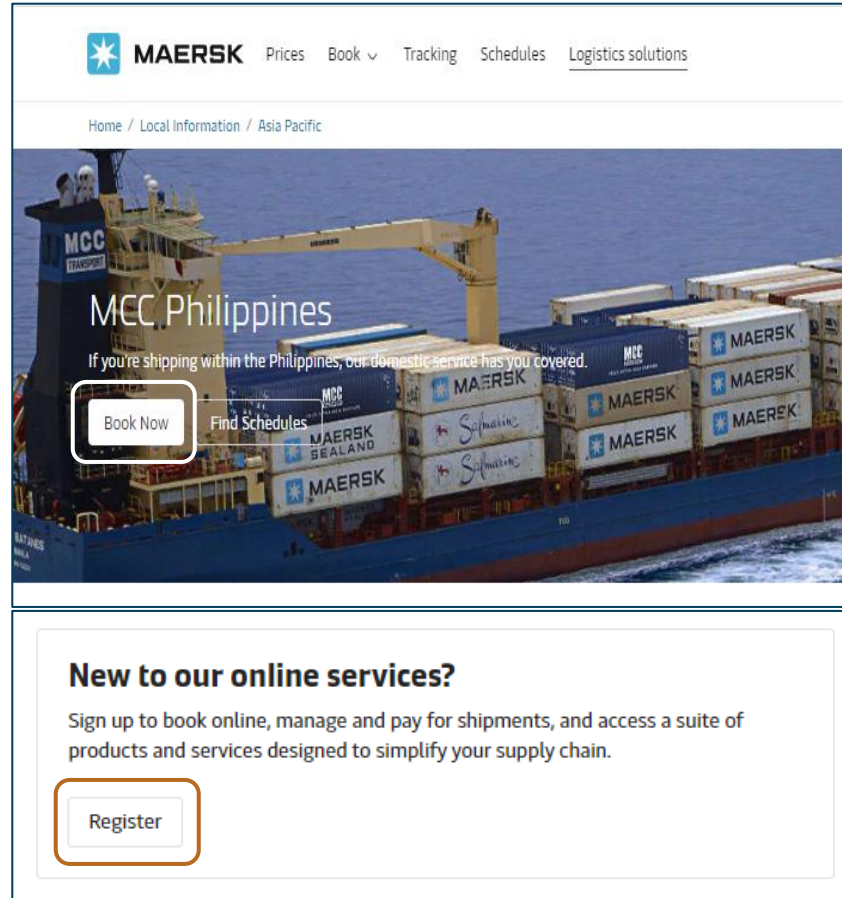
**Step 2:** Click “**Book Now**” and Register a new account. (or to Log-in)

**Step 3:** Enter desired account details and click “**Submit**”

**Step 4:** You will receive an email notification from [registration@maersk.com](mailto: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.

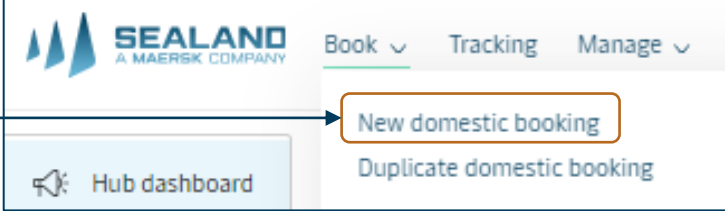


The screenshot shows the Maersk website interface. At the top, there is a navigation bar with the Maersk logo and links for Prices, Book, Tracking, Schedules, and Logistics solutions. Below the navigation bar, there is a breadcrumb trail: Home / Local Information / Asia Pacific. The main content area features a large image of a Maersk container ship. 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 this text are two buttons: "Book Now" and "Find Schedules". At the bottom of the screenshot, 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

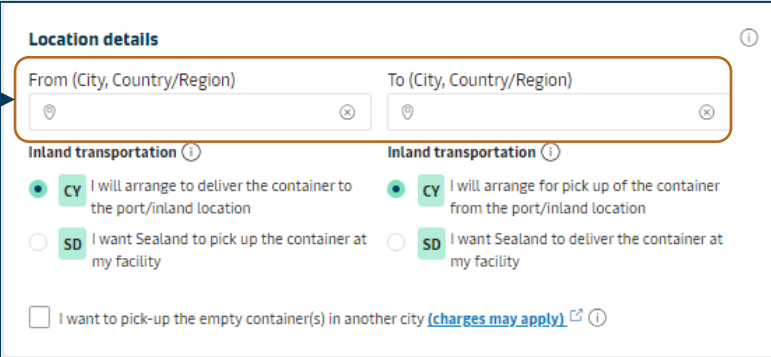
**2.2.1.** Click this if commodity is/are below:

- 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

**Who is the Price Owner?**

I am the price owner

Select a price owner

**When is your cargo ready to ship?**

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

23 Nov 2023

Available offers are found to the right

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

Continue to book

**Step 3:** Select sailing schedule

**Select sailing**

Manila, Philippines → Cagayan de Oro, Philippines

1 Dec 2023

📍 Departure	📍 Arrival	🕒 Gate-in deadline	🕒 Transit time	🚢 Vessel/voyage	📄 <a href="#">Route &amp; other details</a>
1 Dec 2023, 21:00	4 Dec 2023, 12:00	30 Nov 2023, 15:45	2 Days	MCC PALAWAN / 2395	

**Market rate** [Price breakdown & details](#) **USD 1,253.00** [Book](#)

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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 x 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 x USD 150.00

Add

Container grade

Food grade

Premium Container  
(suitable for flexi bag)

Please note that any value added service (VAS) selected is not confirmed instantly. Acceptance of such request is subject to availability and confirmation of the additional VAS will be provided separately. If requesting 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 20 Dry Standard

**Pick-up depot**

Cebu South Harbor & Container Term  
7V4C+55W Talisay  
Cebu City  
Philippines  
6045

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** <sup>Ⓞ</sup> **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](#) <sup>Ⓞ</sup>, 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](#) <sup>Ⓞ</sup> 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](#) <sup>Ⓞ</sup> 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 – Check availability of reefer units to EMR team
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](#)  [View details](#)

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

### Shipment details

252100451 [View details](#)

<b>B/L number:</b> <a href="#">Duplicate</a> <a href="#">Amend</a> <a href="#">Cancel</a>	<p>General Santos City Dadiangas, PH Departs General Santos City Dadiangas, Philippines, PH 06 Apr 2025</p>	<p>Manila, PH Arrives Manila, Philippines, PH 11 Apr 2025</p>	<p>5 x 20 Dry Palm oil <a href="#">Add customs from PHP 27,500</a> ?</p>
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**Step 2 :** Select Duplicate

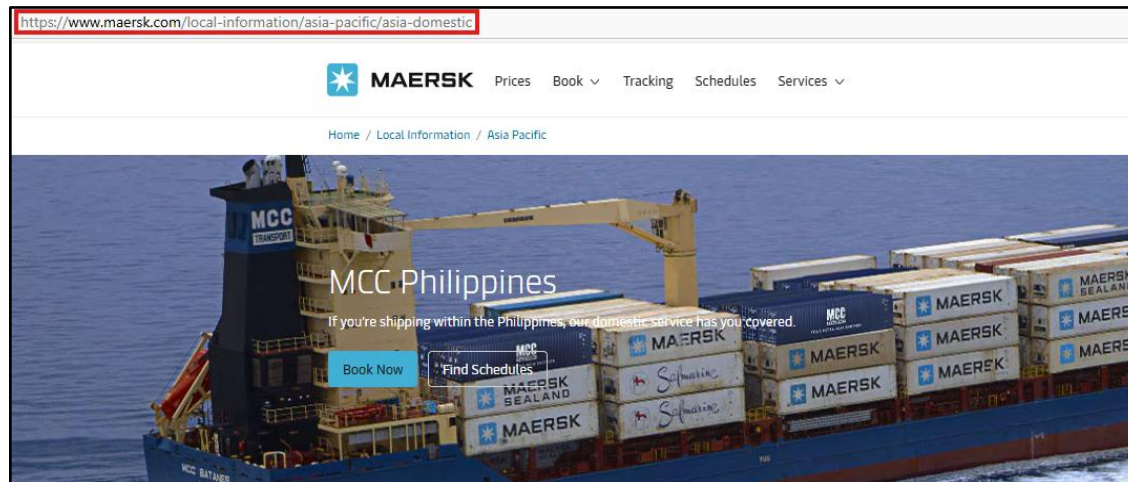
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# Amend Booking Online

## 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

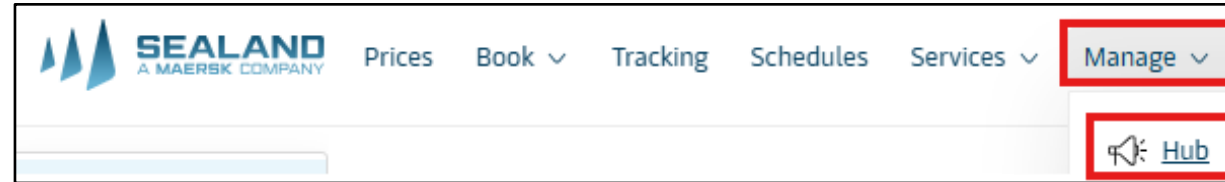
Need help with your [username](#) or [password](#)?

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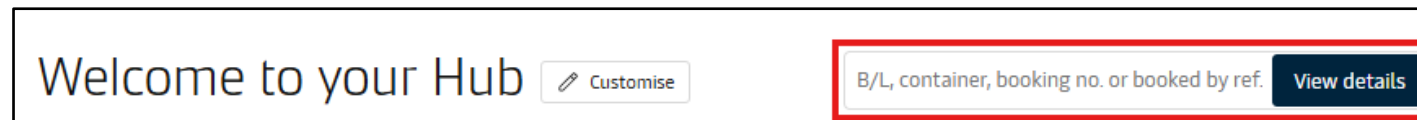
# Amend Booking Online

## 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	⌵ <a href="#">Route &amp; other details</a>
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:

KM.20 Purok 16 buhisan Tibungco, Davao City

## Operating Hours:

24 hours

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# Deadlines - Davao

	Loop 2 (MNL-GSJ-DVO-MNL)
Arrival in Davao	Mon 0500H
Loading Closing Time (LCT)	Mon 1200H
Pre-advise Request Deadline	<b>No preadvise</b>
Final SI Deadline with VGM	Mon 1000H
SOC Container List	Fri 1700H
Impediments Deadline	Mon 1200H
Book Close	Fri 1700H
Final MDGF	Wed 1200H
DG Permit Submission	Sun 0500H
Departure from Davao	Tue 0900H
Loadlist Submission	Sat 1200H

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# Terminal Important Reminders

➤ Follow below for Wharfage Hold Lifting

✓ ***For guaranteed clients***

- Customer need to submit BL copy at PPA and KTC as under Guarantee. Fail to submit might be rolled to next sailing.

✓ ***For cash clients***

- Customer needs to settle port charges prior gate-in.
- Customer to present BL copy to PPA for wharfage lifting and KTC for port charges.

# 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](http://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

Welcome to your Hub [Customise](#)  [View details](#)

**Shipment details** ⓘ 233932074 [View details](#)

**B/L number: 233932074** ⓘ  
[Duplicate](#) [Amend](#) [Cancel](#)

Manila, PH Departs 15 Dec 2023 Cagayan de Oro, PH Arrives 18 Dec 2023 1 x 40 Dry Foodstuff, nos, non-fr..

Summary Documents Containers & VGM Parties Charges Log

**4 tasks to complete** ⓘ

- [Submit shipping instruction](#) by 14 Dec 2023, 15:00 Due
- Container gate in by 14 Dec 2023, 19:00 Due
- [Submit VGM](#) by 15 Dec 2023, 09:00 Due
- [View all tasks](#)

**2 documents issued** ⓘ

- [Booking confirmation](#) on 30 Nov 2023, 05:23
- [Equipment release order](#) on 30 Nov 2023, 05:23

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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
<input type="text" value="Manila"/>	<input type="text" value="Cagayan de Oro"/>
Departing	Arriving
15 Dec 2023 21:00	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 <sup>3</sup> )	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 PAGSAY 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 PAGSAY 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
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

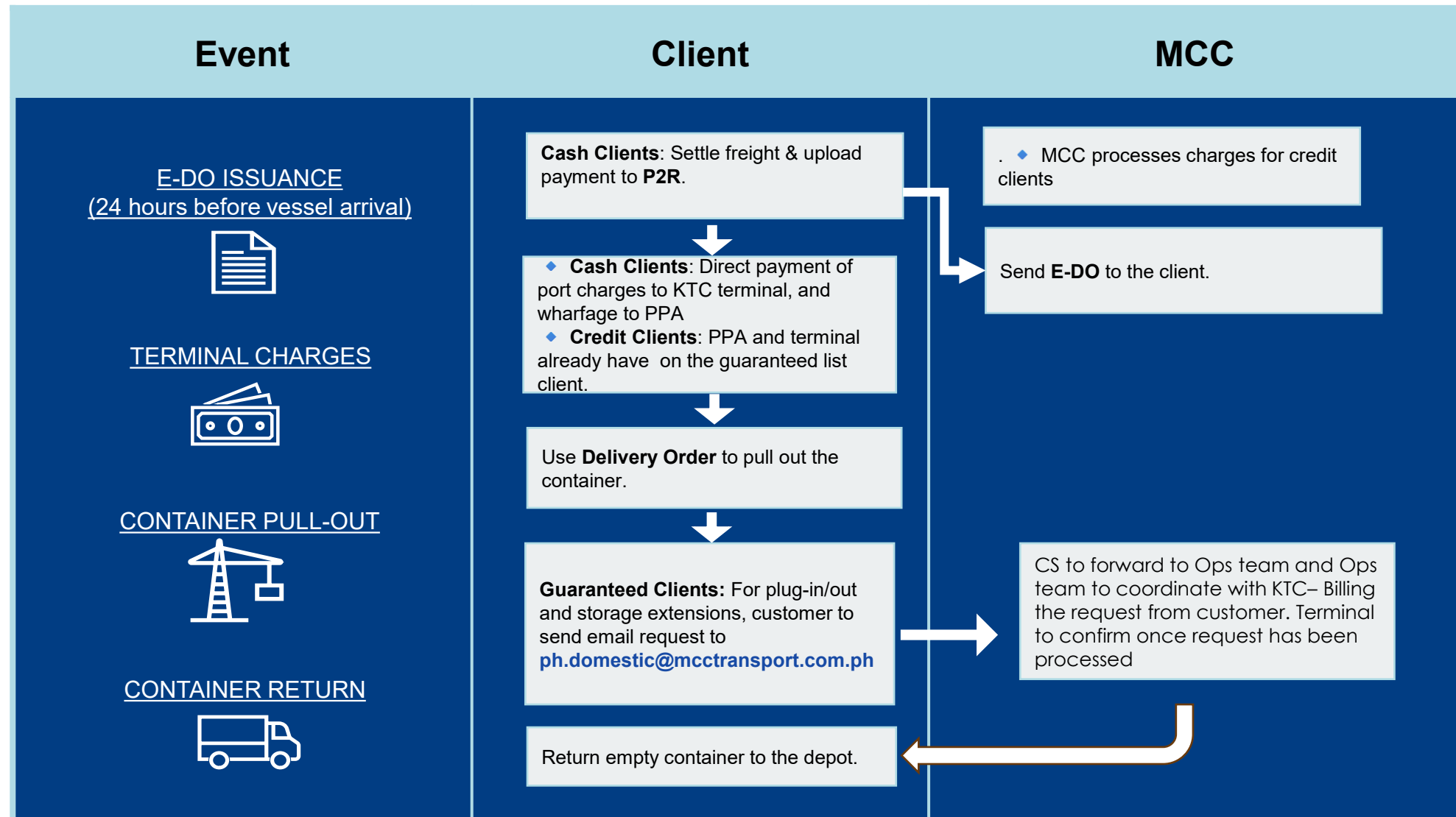
Hurray! Your draft bill of lading is now ready and been sent to you via e-mail. You can also download the draft bill of lading from our portal. [Subscribe for e-mail notifications](#)

**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)

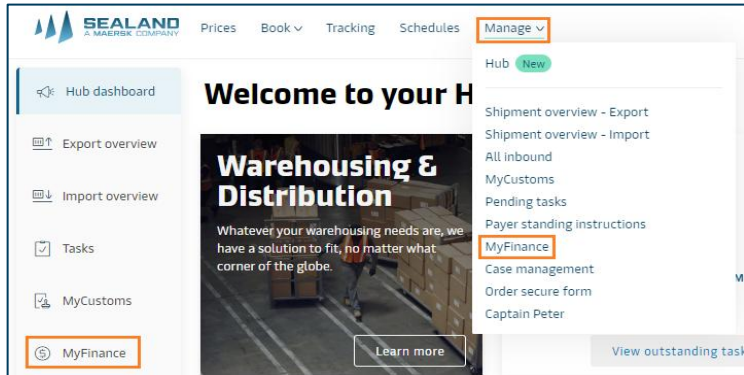


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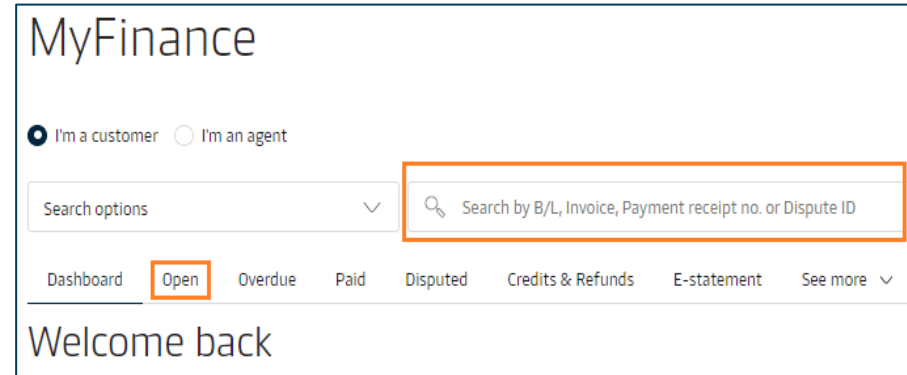
# Billing Invoice / MyFinance

## IMPORTANT!

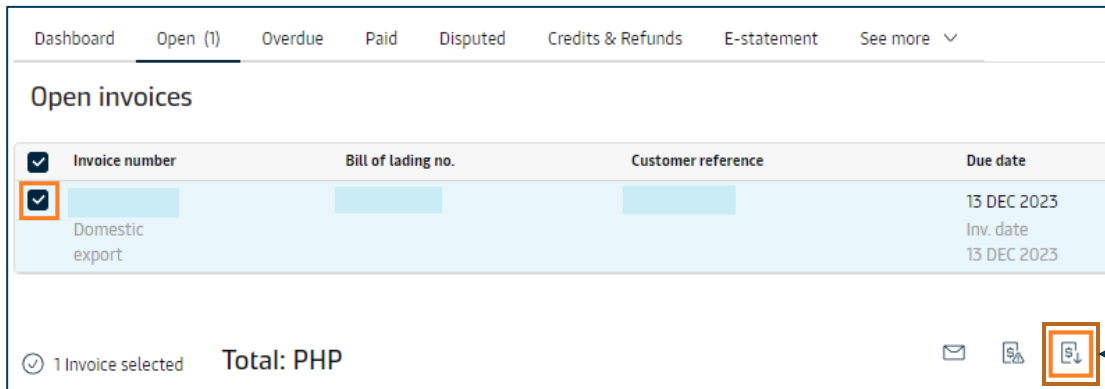
Billing Invoices can only be available after FSI submission and are **auto sent after vessel departure**.  
If not received, you may download a copy from the website



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>.

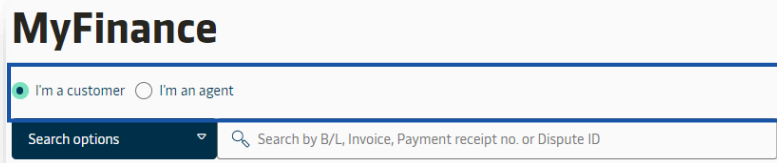
#### Reminders:

- 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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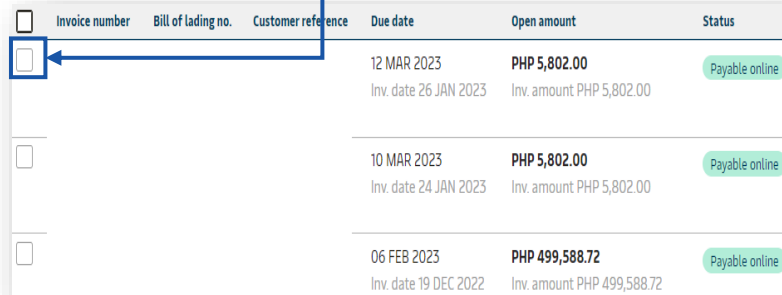
# How to: Submit Payment (P2R) With Invoice

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



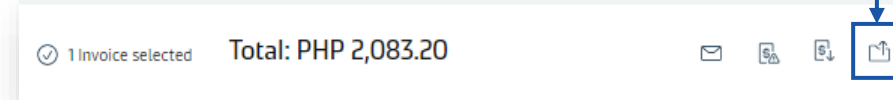
The MyFinance search interface shows the user role selection (I'm a customer / I'm an agent), search options, and a search bar with the placeholder text "Search by B/L, Invoice, Payment receipt no. or Dispute ID".

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	

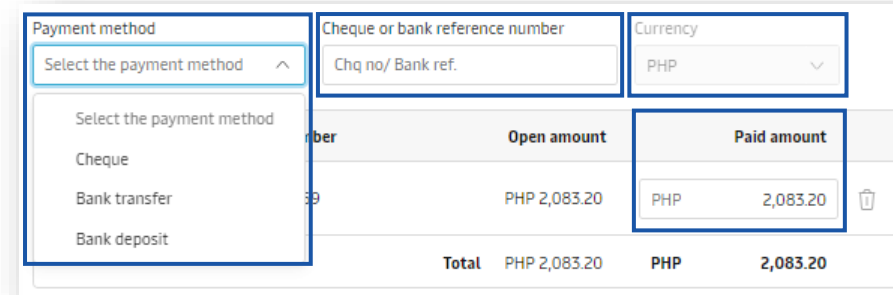
3. A bar will appear at the bottom of the page, click **below icon to "Upload Payment Proof"**



The summary bar shows "1 Invoice selected" and "Total: PHP 2,083.20". It includes icons for email, print, download, and an "Upload Payment Proof" icon (a document with an arrow) which is highlighted by a blue box and an arrow from the instruction.

4. Input below:

- Payment Method
- Cheque or Bank Reference
- Currency
- Paid Amount



The payment details form includes a "Payment method" dropdown menu (with options: Cheque, Bank transfer, Bank deposit), a "Cheque or bank reference number" field (with placeholder "Chq no/ Bank ref."), and a "Currency" dropdown (set to PHP). Below these is a table for payment details:

Number	Open amount	Paid amount
	PHP 2,083.20	PHP 2,083.20
<b>Total</b>	<b>PHP 2,083.20</b>	<b>PHP 2,083.20</b>

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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 a file upload button, a text area for "Additional comments (optional)", and a "Contact Information" section with an "Email" field and an "Additional email (optional)" field. A "Submit Proof of Payment" button is at the bottom. Blue arrows point from the numbered instructions to these specific 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](mailto: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](mailto: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 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 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](mailto: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](mailto: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](mailto: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

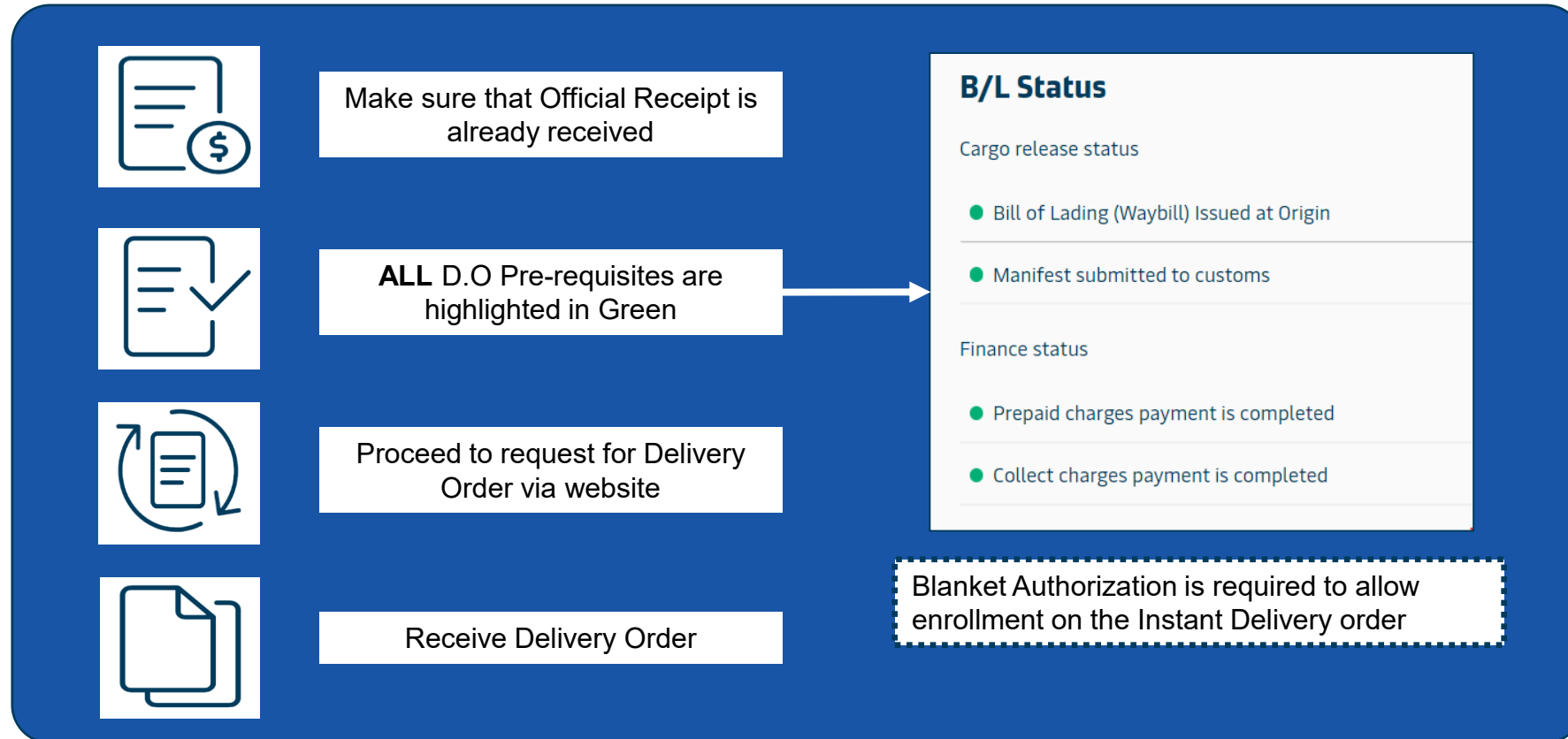
If you have concerns with this letter, please contact me thru (telephone number) or (email address).

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](#)  [TRACK](#)

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

**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**”

✓ Delivery order can be requested for Merchant haulage from 20 Dec 2024.  
[Hide details](#) ^

**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

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

**Delivery order**  
Note: You can book inland with delivery order request by selecting Maersk inland delivery service.

Selected containers: 6 of 6  
6 containers are ready to release. [View/Change](#) v

How do you want your cargo to be delivered?  
Select your haulage preference below to start your request

✓ Selected

Merchant haulage  
**I will pick up my cargo**  
Merchant haulage

Carrier haulage  
**Use Maersk inland delivery**  
Carrier haulage from PHP 96,600.00

[Request delivery order](#)

**Delivery order issued (0)**  
After you request a delivery order, the status of your submitted request will appear in this section.

3. Click “**Request Delivery Order**”

[Back to Menu](#)

# 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): ---

Demurrage details  
Total\* Not available

Detention details  
Total\* PHP 0.00

I made the payment for D&D charges.

Haulage instructions(Optional)

Cancel Continue

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# Request Delivery Order

## Delivery Order Request

**B/L Number:** [Redacted]    Manila, PH  
Departs 11 Dec 2024    Bacolod, PH  
Arrives 13 Dec 2024    11 x 20' Dry Standard  
Household goods, per...

Progress: ✓ Add release details    ○ Review & submit

### 1. Review payers

Please review the charges and change the payer if necessary.

Please check that the payers for Import Demurrage & Detention is updated correctly.

Collect charges	Payer
<input type="checkbox"/> No collect charges applicable on this shipment.	

Demurrage & detention charge	Payer
Import Demurrage	<input type="text"/>
Import Detention	<input type="text"/>

Invoice reference (Optional)

### 2. Review release details

Confirmation of the delivery order will be sent to:

- rudysa.madula@mcctransport.com.ph
- Email address (optional)

Enter consignee or other email address:

**Terms and conditions**  
By accepting you agree to the haulage price applicable to selected delivery.  
Also, understand that additional charges may incur.  
Please refer to your country's local webpage or contact customer service for these details.

I accept the [Terms and conditions](#)

How was your experience on this page?

[← Previous](#)

8. Indicate the email recipient

9. Tick box beside the "I accept the Terms and conditions"

10. Click "Submit"

[Back to Menu](#)



# Request Delivery Order

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

## Delivery Order Request

B/L Number: [Redacted]    Manila, PH  
Departs 11 Dec 2024    Bacolod, PH  
Arrives 13 Dec 2024    11 x 20' Dry Standard  
Household goods, per...

✔ **Thank you for requesting delivery order.**

Your amendment request has been submitted with case ID [GNTX6WSRCVH](#)

[Download Request GNTX6WSRCVH.pdf](#)

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

### What next?

**Request another delivery order**  
You can request another delivery for another Bill of Lading number.

[Go to Delivery order page](#)

**Check status of Request**  
To monitor your delivery request order status or make amendments.

[Check now](#)

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

[Back to Menu](#)

# 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' which includes a text input field for a Bill of Lading number (containing 'xxxxxxxxx') and a 'Request' button. A blue arrow from the instruction box points to the 'Request' button.

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# Revalidation of Delivery Order

✓ Delivery order can be requested for Merchant haulage from 20 Dec 2024.  
[Hide details](#) ^

**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

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

**Delivery order issued (1)**  
After you request a delivery order, the status of your submitted request will appear in this section.

Haulage ID #	Status	Containers	Inland added Transport booking number	Actions
[Redacted]	DO released	[Redacted] <a href="#">+9 view</a>	No	<a href="#">Request amendment</a> <a href="#">+ Add inland</a>

3. Click "Request amendment"

[Back to Menu](#)

# Revalidation of Delivery Order

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

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

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

6. Click "Continue"

The screenshot shows the 'Release details for Merchant Haulage' form. At the top, it displays 'Port of discharge (City, Country/Region)' as Manila, PH and 'Place of release' as Manila - Local Shipping Lines, dated 22 Feb 2023 19:00. Below this is a section for 'Release and return details for all containers' with a warning: 'Please ensure pickup and return dates are during terminal operating hours. Demurrage and detention charges will apply if free time is exceeded.' The form includes fields for 'Release container to', 'Pickup date' (23 Feb 2023), 'Pickup time' (00:00), 'Container return depot', 'Return date (Optional)' (23 Feb 2023), and 'Return time (Optional)'. There are sections for 'Demurrage details' (Total\* Not available) and 'Detention details' (Total\* PHP 0.00). A checkbox 'I made the payment for D&D charges' is present and unchecked. Below it is a text area for 'Haulage instructions(Optional)'. At the bottom right, there are 'Cancel' and 'Continue' buttons. Annotations with arrows point from the text boxes on the left to these specific elements in the form.

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# Revalidation Delivery Order

### Delivery Order Request

**B/L Number:** [Redacted]    **Manila, PH** (Departs 11 Dec 2024)    **Bacolod, PH** (Arrives 13 Dec 2024)    **11 x 20' Dry Standard** Household goods, per...

Progress: ✓ Add release details ————— ○ Review & submit

#### 1. Review payers

Please review the charges and change the payer if necessary.

Please check that the payers for Import Demurrage & Detention is updated correctly.

Collect charges	Payer
<input type="checkbox"/> No collect charges applicable on this shipment.	

Demurrage & detention charge	Payer
Import Demurrage	[Input field]
Import Detention	[Input field]

Invoice reference (Optional)  
[Input field: Enter reference for this shipment]

#### 2. Review release details

Confirmation of the delivery order will be sent to:

- rudysa.madula@mcctransport.com.ph
- Email address (optional)

Enter consignee or other email address: [Input field]

**Terms and conditions**  
By accepting you agree to the haulage price applicable to selected delivery. Also, understand that additional charges may incur. Please refer to your country's local webpage or contact customer service for these details.

I accept the [Terms and conditions](#)

How was your experience on this page?

[← Previous](#)

7. Indicate the email recipient

8. Tick box beside the "I accept the Terms and conditions"

9. Click "Submit"

[Back to Menu](#)



# Empty Container Return

- Trucker to present valid delivery order (DO).
- Customer should submit preadvise for empty return prior preferred return date thru this link <https://forms.office.com/pages/responsepage.aspx?id=BVzXBRr650Kc8etBbDlvLae8TTdubAdJnnWD868gQARUQ0RZN1VDVVdFRVU0MVA5RkRYQUw0T1VHQy4u>

# 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
Davao	20 ft	4 calendar days
	40 ft	4 calendar days

# Company Directory – Manila Service

## Customer Service



[ph.domestic@mcctransport.com.ph](mailto:ph.domestic@mcctransport.com.ph)



(02) 8 271 2679 OPT. 2

## Finance



[ph\\_finance\\_domestic@maersk.com](mailto:ph_finance_domestic@maersk.com)



(02) 8 271 2679 OPT. 3

## Preadvise



[preadvise@mcctransport.com.ph](mailto:preadvise@mcctransport.com.ph) (Laden)



[phpreadvise@maersk.com](mailto:phpreadvise@maersk.com) (Empty)

THANK YOU

