



MCC Transport Philippines





DOMESTIC ON-BOARDING KIT MANILA SERVICE

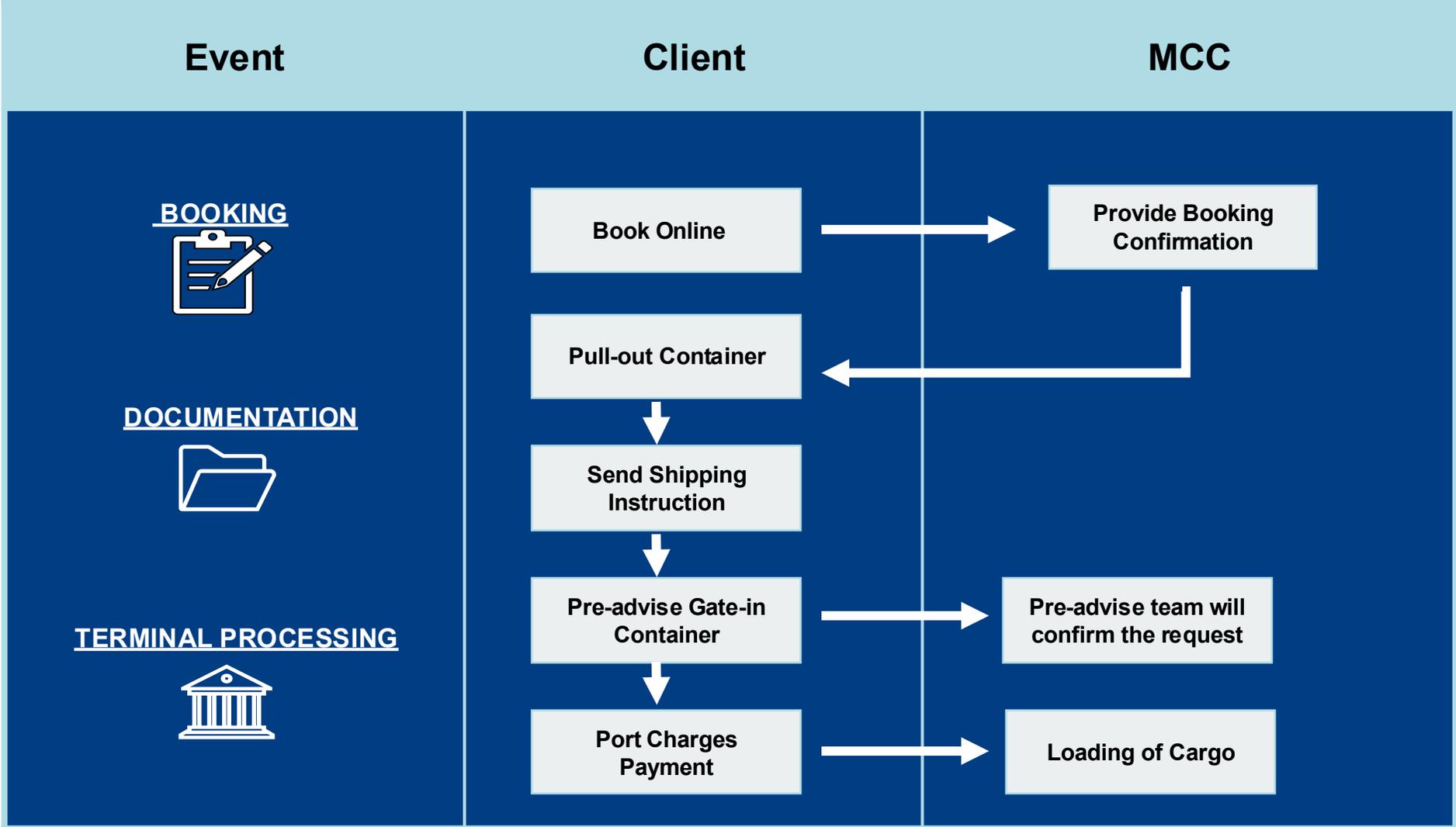
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Domestic Outbound Process (Pier to Pier)



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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!

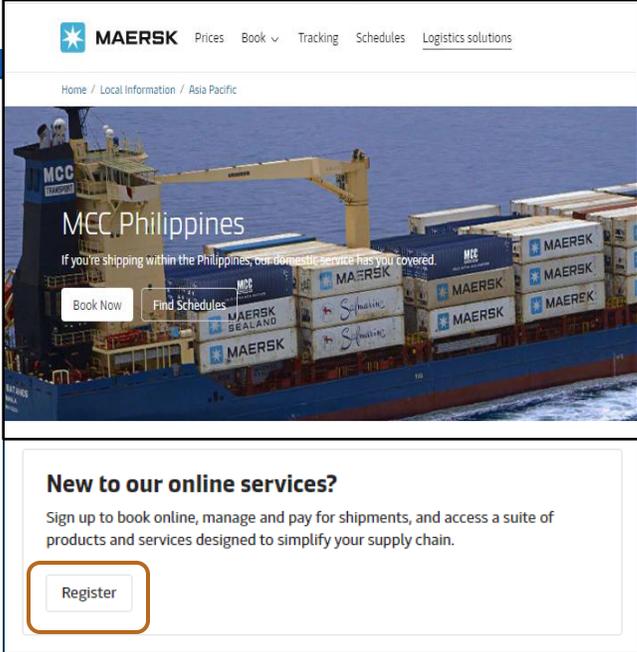
Step 1: Go to

<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.



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 with the text "MCC Philippines" and "If you're shipping within the Philippines, our domestic service has you covered." Below the image, there 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-header "Sign up to book online, manage and pay for shipments, and access a suite of products and services designed to simplify your supply chain." and a "Register" button.

Activate account

Dear

We have received a request to register you with this email address. Here are the details you provided:

- Username:
- Email:
- First name:
- Surname:
- Country/Area: Philippines
- Landline Number:
- Mobile Number:

Before you can embark on your logistics journey, we need you to validate your account.

[Validate Email](#)

Should the button not work, please copy and paste the following URL in your browser:
https://accounts.maersk.com/ocean-maew/auth/verify-email?&userid=eorellana&code=IL_Tc2pqc89tEsr2&dateSent=1743139765044

Upon validation, we'll ask you to take the next step and complete your account by adding additional information about your company. If you did not request this or if you need additional assistance, please [contact customer care](#).

Thank you for registering - we're happy to have you onboard and look forward to serving your business and its global transportation needs.

Best Regards,

The Maersk team

Register on our Website

Step 5: After validation, log in using your account credentials and click complete my account and put all required company details.

Ready to do business with Maersk?

For business of all sizes. Book, track and manage integrated logistics services with Maersk. Our services include:

- Ocean shipping
- Inland transportation
- Air freight
- Less-than-container load (LCL)
- Customs services
- Cargo and container protection
- Supply Chain Management (SCM)

To enjoy all our products and services please complete your account.

Complete my account

Complete later

 **MAERSK**

Add your company

Fill the form below to link your company to your account.

Primary information

Country/Region

Legal name

The name under which your company is legally registered.

Tax information

Tax Reference Type

Tax Reference Number

Continue

Address details

Apartment, suite, floor (optional)

Street name

Street number (Optional)

City

District, area (optional)

Postal Code

PO box number (optional)

Phone numbers

Landline

Country code	Number	Extension (Optional)
+63	<input type="text"/>	<input type="text"/>

Mobile

Country code	Number
+63	<input type="text" value="9151779362"/>

Website details

Corporate website address (optional)

Continue Do another search Reset the form

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Register on our Website

Upload documents

Add one or several of these documents to support your registration request.

Address Proof (Optional)

An electrical bill having your organisation name and address
JPG, PNG, PDF supported. Maximum file size of 1 MB.

Choose file

Photo Identity (Optional)

A copy of your company identity card or business card
JPG, PNG, PDF supported. Maximum file size of 1 MB.

Choose file

Tax Certificate

Business license, tax certificate or goods and services tax (GST) certificate of the company
JPG, PNG, PDF supported. Maximum file size of 1 MB.

Choose file

Authority Letter (Optional)

Approval letter from your organisation on proper letter head of the company
JPG, PNG, PDF supported. Maximum file size of 1 MB.

Choose file

Continue

Personalisation

Tell us about your business so we can adapt your experience to your needs.

How many people work in your logistics department

Select an option

How many containers does your company usually ship in a year?

Select an option

Who do you plan logistics for?

- I own the cargo / I ship for my own company
- I am a commodity trader
- I am a freight forwarder / I book on behalf of my clients

Continue

Company

Legal name

Tax Reference Number
000012345678

Address details

Mobile number:

Maersk Office

Select the Maersk or Aliança office in your region

Country/Region

Choose your local Maersk office country/region

Your local office

Select your local office

Submit

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Register on our Website

 MAERSK

We received your application for access

We are reviewing the details you have provided. You will receive an update on your account within two business days.

[Go to home page](#)

Thank you for upgrading

You're account was upgraded successfully. In order to enjoy the full access please re-login.

[LOG IN](#)

Dear ecomteam3,

Your Maersk account has been successfully upgraded.

Please retain the below information provided during registration:

Username :

First name :

Last name :

Email :

Country :

Phone :

If you did not request this or if you need additional assistance, please [contact our team](#).

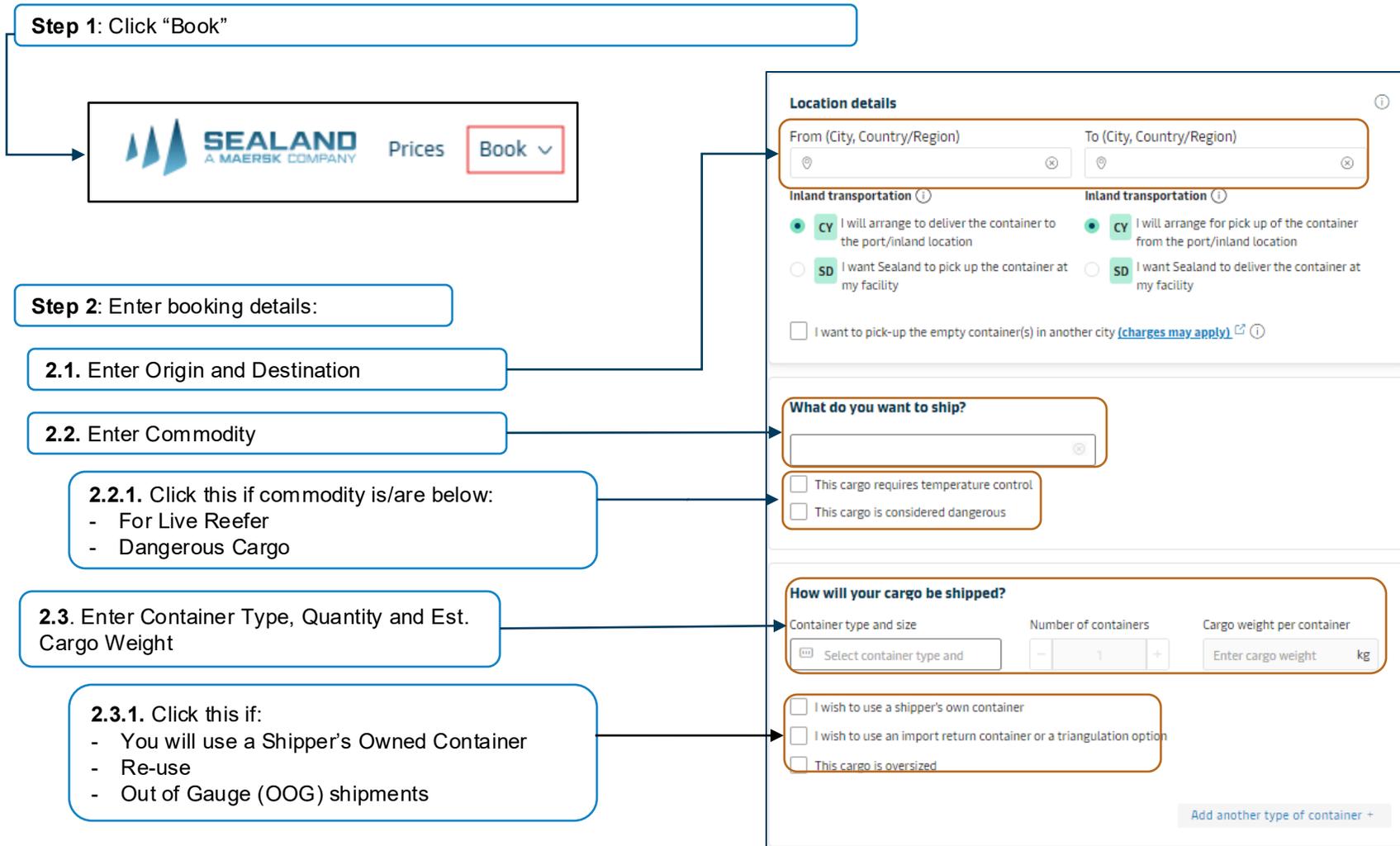
We want to thank you for your business and look forward to continuing serving your global transportation needs.

The Maersk team

Step 6: Once all the details are submitted, you will see the following notifications, and once your account is successfully registered, you may proceed to explore the website.

Booking Shipments Online

Pier (CY) to Pier (CY)



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Booking Shipments Online

Pier (CY) to Pier (CY)

Step 2: Enter booking details:

2.4. Set the Price Owner

2.5. Set the sailing schedule

2.6. Click "Continue to book" to proceed

Who is the Price Owner?

I am the price owner
 Select a price owner

When is your cargo ready to ship?

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

23 Nov 2023

Available offers are found to the right

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

Continue to book

Step 3: Select sailing schedule

Select sailing

Manila, Philippines → Cagayan de Oro, Philippines

1 Dec 2023

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

Parties

Booked By

Show details

Optional parties

Review booking

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.

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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 – please ensure to provide 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.



SEALAND
A MAERSK COMPANY

Prices Book Tracking Schedules Services Manage

EN

Hub dashboard Welcome to your Hub Customise

B/L, container, booking no. or booked by ref. View details

Step 1: Put the booking number that wants to duplicate in the box on the right side and select **View details**



Shipment details

B/L number: [redacted] ?

[Duplicate](#) [Amend](#) [Cancel](#)

Step 2: Click **Duplicate** to generate the booking with the same details.

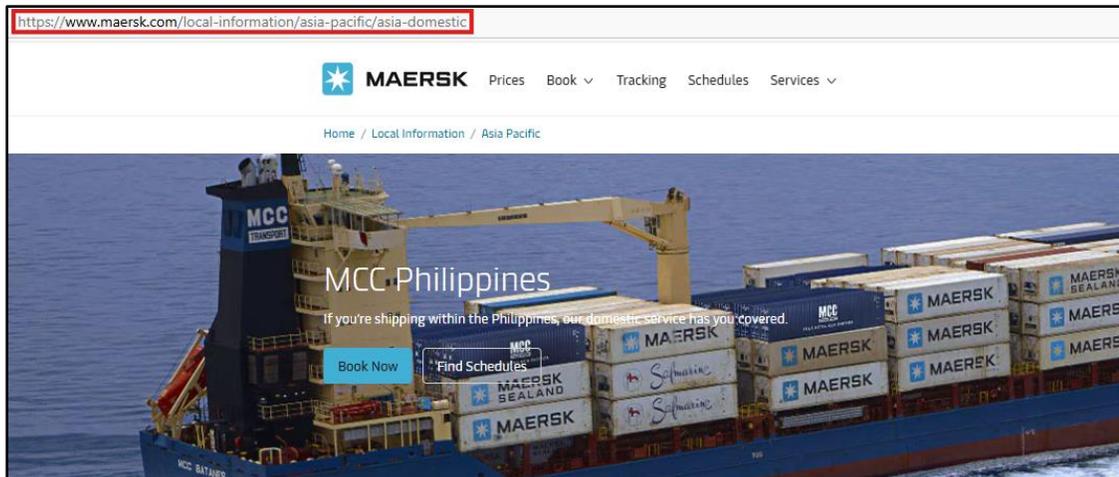
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Amend Booking Online

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

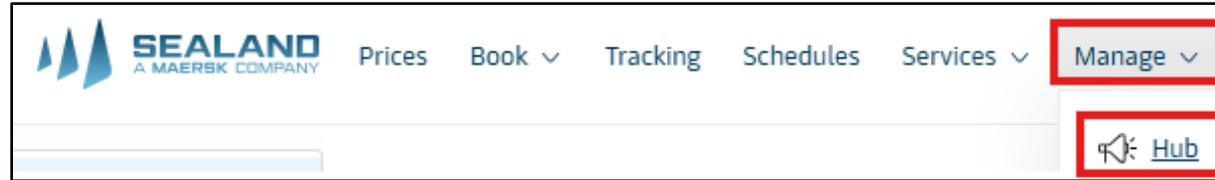
Need help with your [username](#) or [password](#)?

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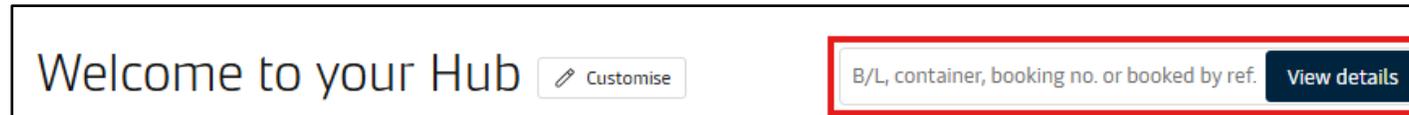
Amend Booking Online

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:

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](#)

[Back to Menu](#)

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	

Deadlines - Luzon

	Loop 1 (MNL-CEB-CGY-MNL)	Loop 2 (MNL-GSJ-DVO-MNL)	Loop 3 (MNL-CEB-BCD-ILO-MNL)
Arrival in MNHPI	Fri 0100H	Wed 2100H	Tues 0600H
Loading Closing Time (LCT)	Thurs 1100H	Wed 1100H	Mon 1900H
Final SI Deadline with VGM	Thurs 1200H	Wed 1200H	Wed 1200H
SOC Container List	Thurs 0600H	Wed 0600H	Wed 0600H
Pre-advise Request Deadline	Thurs 0500H	Wed 0500H	Mon 1300H
Impediments Deadline	Thurs 0700H	Wed 0700H	Mon 1400H
Book Close	Wed 1700H	Tues 1700H	Sat 1600H
Final MDGF	Tues 1200H	Mon 1200H	Thurs 1700H
DG Permit Submission	Thurs 0700H	Wed 0700H	Mon 1200H
Departure from MNHPI	Sat 0001H	Thurs 2359H	Wed 1100H

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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.



*For Pull out at MNHPI (Pier 16) (Dry Containers Only)

1. Send request to phpreadvise@maersk.com prior pull out of empty container
2. Indicate complete details to the request:
 - Booking Number
 - Container Type, Size & Count
 - Trucking Details.
3. Upon receipt of the email, Operations Team will process the request and will respond within 1 hour. You will receive a confirmation via email that request has been completed with the **Empty Withdrawal Reference number**.
4. Once confirmed, inform your trucker to proceed to MNHPI. Trucks should go directly to the weighbridge and present the Empty withdrawal reference number and printed Booking confirmation (ATW)

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”**
5. These are being updated daily between 10Am to 11AM. Please ensure that you get the latest depot updates before pull out of container.

*For PRLI One Stop (Dry and Reefer)

Request pre-advise for empty pull out on One Stop’s website.

*Please click the icon:



Terminal Important Reminders

➤ Follow below for Wharfage Hold Lifting

- ✓ **PPA has a One BL** – One Transaction Policy. All container in one booking should be processed at the same time
- ✓ ***For guaranteed clients***
 - Please bring your SI and booking confirmation copy to the assessor, who will verify that you are on the list of guaranteed clients and lift the wharfage hold from your container.
- ✓ ***For cash clients***
 - Please bring your SI and booking confirmation copy to the assessor for charge calculation. Proceed to settle the charge to the cashier and then return to the assessor with a receipt for lifting the wharfage hold.

Vessel Visit on our Website



IMPORTANT!

Vessel visit is needed for settling port charges.

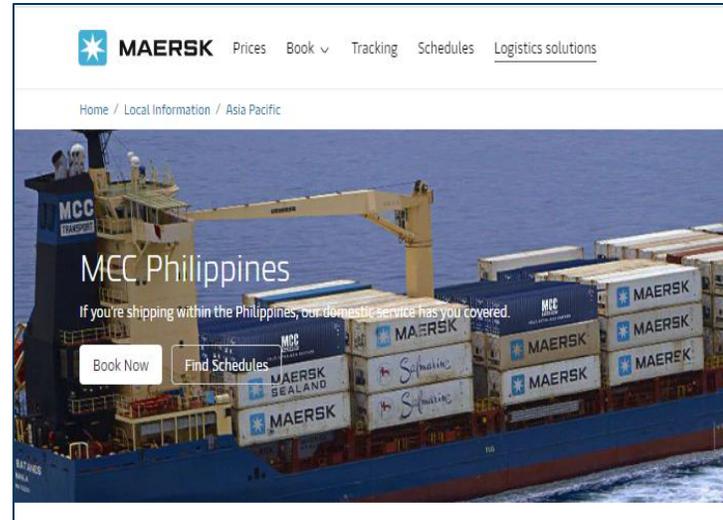
Step 1: Go to

<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](#)

-  [March Domestic Manila Vessel Visit](#) PDF (67KB) 
-  [February Domestic Manila Vessel Visit](#) PDF (64KB) 
-  [January Domestic Manila Vessel Visit](#) PDF (73KB) 

Pre-Advise – Gate-in

Laden container should be pre-adviced prior gate in. Please take note of the process below:

1. Send an email request prior gating in of the container/s to preadvise@mcctransport.com.ph

Sample:

Dear MCC,

Please assist to pre-advise below container for gate in. Kindly refer to the following details for your reference.

Booking number: MCB123456

Container Number: MSKU1234567

Container Size/Type: 20FT DRY

Container height (Standard or High Cube) : Standard

Gross Weight: 25000 KGS

Vessel / Voyage: MCC BATANES / 2041

Origin: Manila

Destination: Cagayan de Oro

Laden or Empty: Laden

IMO (If DG):

UNNO(If DG):

Shipper Name: ABC COMPANY

Regards, ABC COMPANY

****Note:**

- ✓ Send it only to: preadvise@mcctransport.com.ph
- ✓ Do not copy in ph.domestic@mcctransport.com.ph

2. Upon receipt of the email, our Operations Team will process the pre-advise at MNHPI Within 2 hours, you will receive a confirmation via email that pre advise has been complete.

3. Once confirmed, you may inform your truckers to proceed to the fast lanes 1, 2 and 3 at MNHPI to gate in the container. a. No need to present the OLA. b. No need to queue in the Truck Holding Area

4. Should you need to change (amend) any of the details in the pre-advise, please send a new request with subject, "**AMENDMENT OF PREADVISE FOR CONTAINER XXXX**" and indicate the details that needs to be changed.

****Note:**

- ✓ You still need to settle the Arrastre, Weighing, Cranage and Wharfage separately. Arrastre and Cranage should be settle via MNHPI's OPS and Wharfage is directly to PPA.
- ✓ Print a copies of SI and submit and present it to PPA for processing of wharfage

ISO CODE

20 DRY STANDARD	22G1
40 DRY STANDARD	42G1
40 DRY HIGH CUBE	45G1
20 REEFER	22R1
40 REEFER	45R1/45R5

Pre-Advise – Gate-in

Important Reminders:

✓ For SOC Shipments

- correct ISO code should be declared.
- SOC activation should be done on our website.



✓ For Reefer shipments

- MNHPI automatically bills the charges directly to the client's account.

✓ For Dangerous Cargo shipments

- permits and other documents should be submitted on time to Room 205.

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

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

Shipment details ⓘ 233932074 [View details](#)

B/L number: 233932074 ⓘ [Duplicate](#) [Amend](#) [Cancel](#) Manila, PH Cagayan de Oro, PH 1 x 40 Dry
Departs 15 Dec 2023 Arrives 18 Dec 2023 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.

Agent details on BL

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

In-transit

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

Request Certificates

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

[Back to Menu](#)

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

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.

Back to Menu

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 →](#)

[Back to Menu](#)

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 PESAY 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 PESAY 1300 PHILIPPINES
References	References	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	References	References
Additional Notify Party Party -	B/L Address -	Inward Forwarder Party Party -	B/L Address -
References	References	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](#)

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

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

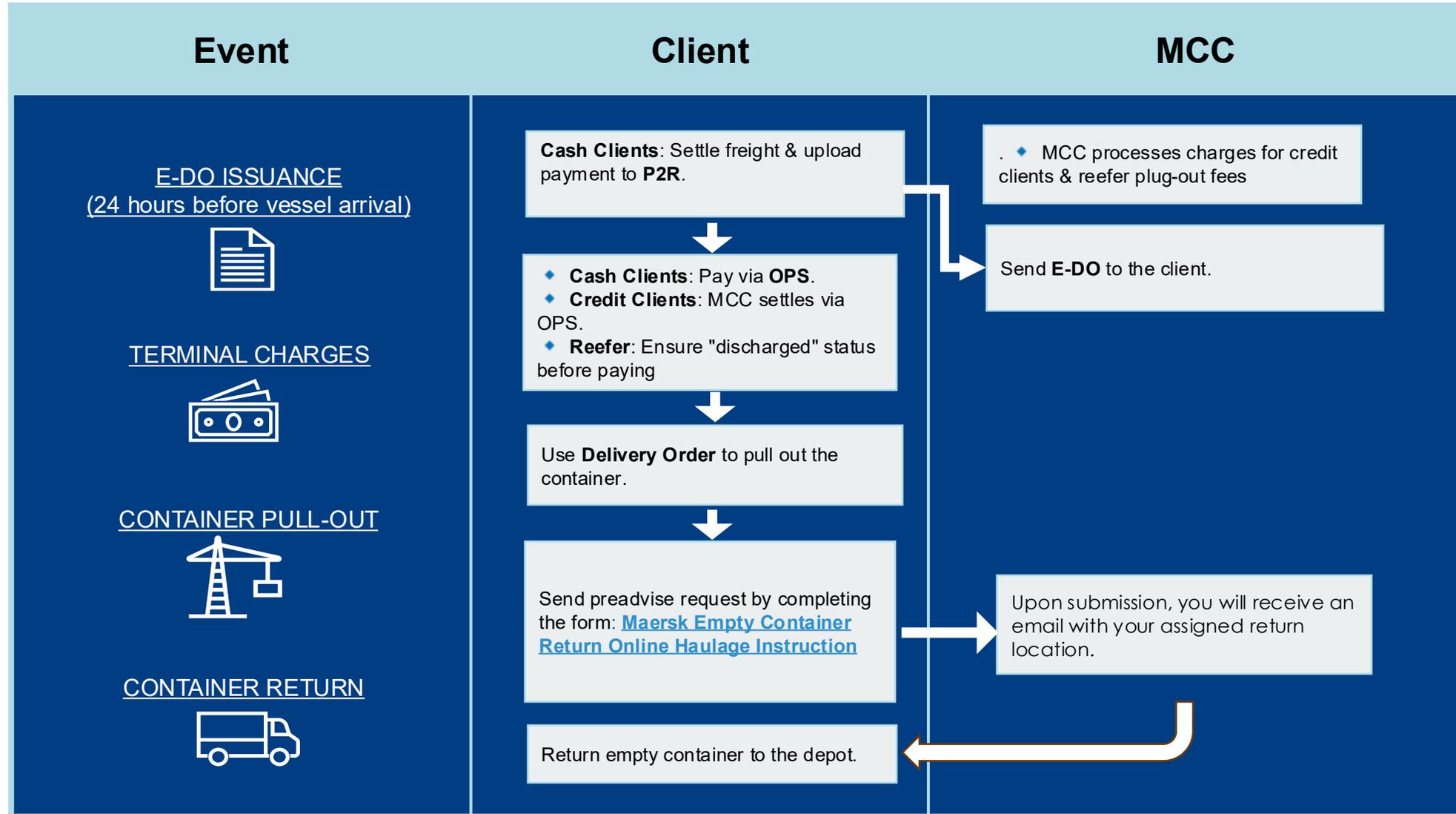
From Philippines 15 Dec 2023 To Philippines 18 Dec 2023

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

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Domestic Inbound Process (Pier to Pier)

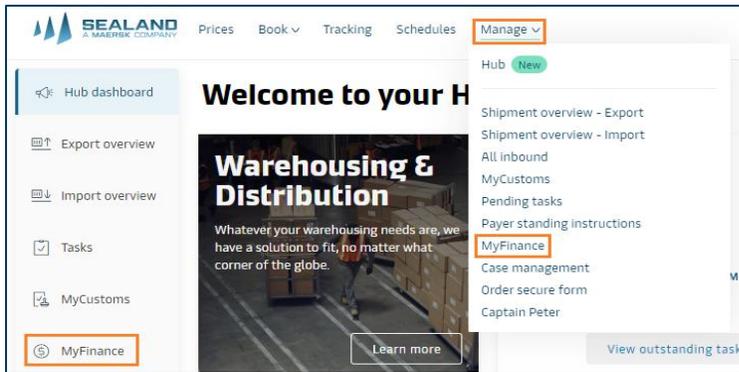


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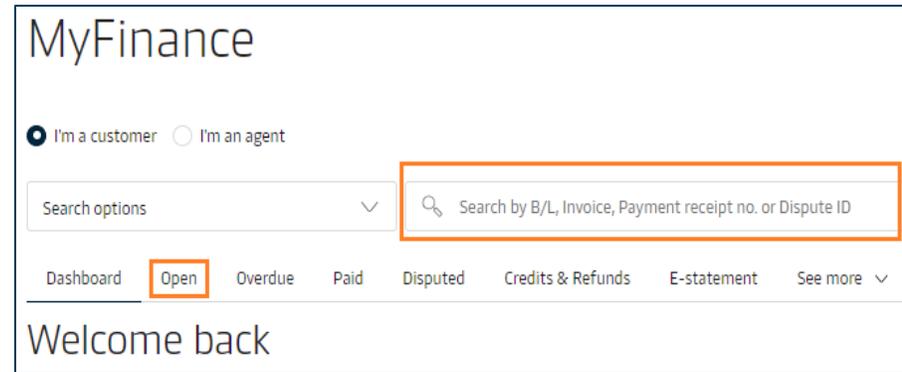
Billing Invoice / MyFinance

IMPORTANT!

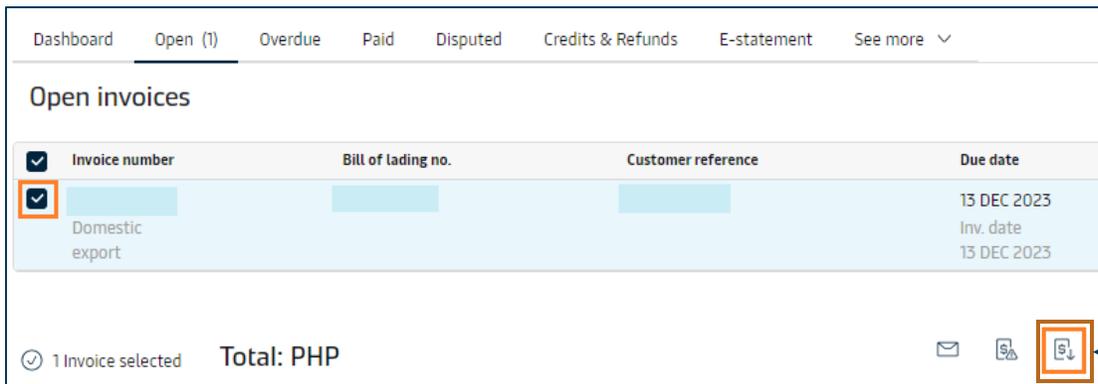
Billing Invoices can only be available after FSI submission and are **auto sent after vessel departure**.
If not received, you may download a copy from the website



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:

Number	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 size limit of 5MB. The form has four main sections: 1. "Upload Proof of Payment(s)" with a button and a blue arrow pointing to it. 2. "Additional comments (optional)" with a text area and a blue arrow pointing to it. 3. "Contact Information" with an "Email" field containing "charlene.alipio@mcctransport.com.ph" and an "Additional email (optional)" field, with an orange arrow pointing to the email field. 4. "Submit Proof of Payment" and "Cancel" buttons at the bottom, with a blue arrow pointing 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 Invoice 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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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

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 size limit of 5MB. The form has several sections: "Upload Proof of Payment(s)" with a file upload button, "Additional comments (optional)" with a text area, and "Contact Information" with fields for "Email" and "Additional email (optional)". At the bottom are "Submit Proof of Payment" and "Cancel" buttons. Blue arrows point from the numbered steps to these specific elements in the form.

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

Our finance team will send the copy of the Invoice 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

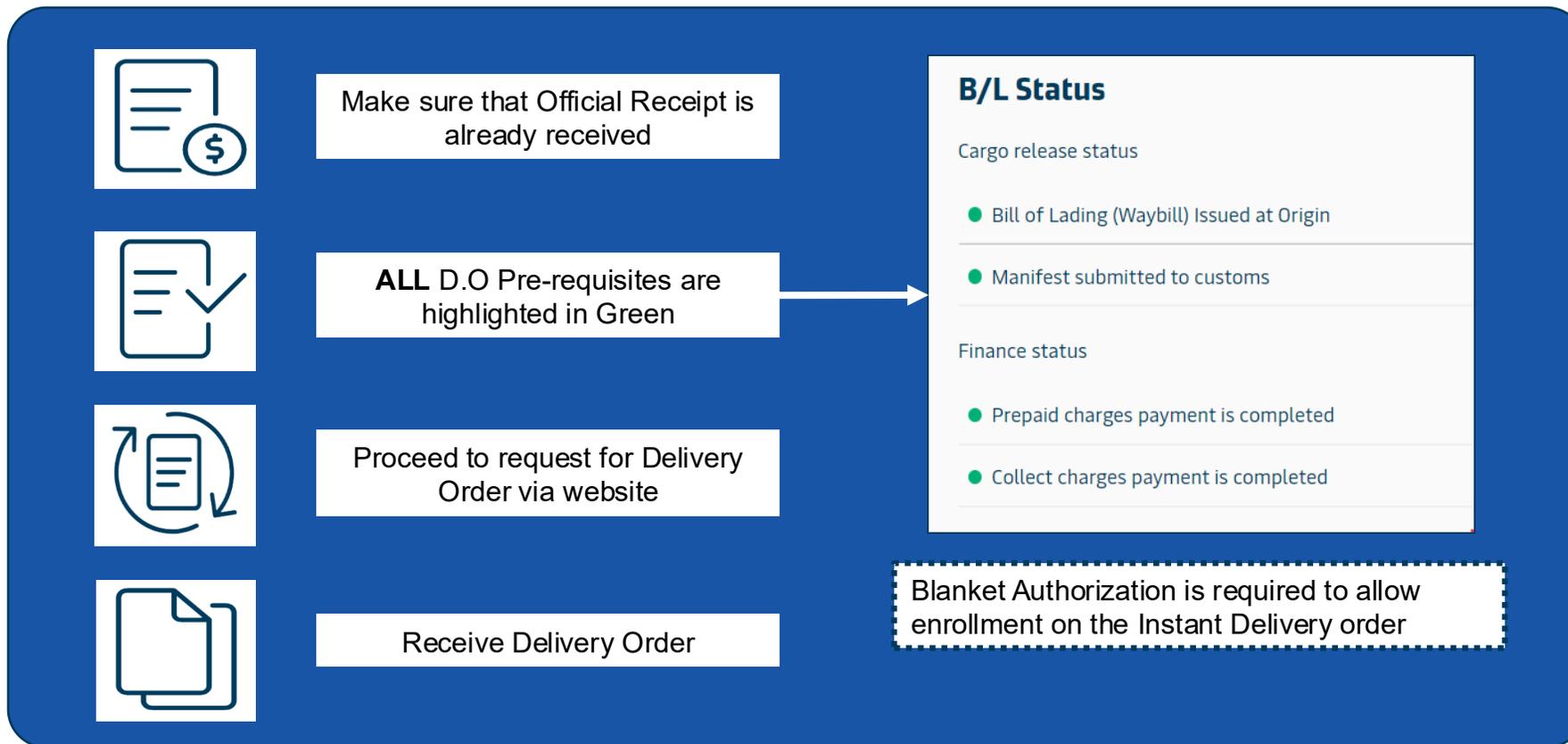
If you have concerns with this letter, please contact me thru (telephone number) or (email address).

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

[Back to Menu](#)

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”

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)
--:--
Pick a time within terminal operating hours

Demurrage details
Total* Not available

Detention details
Total* PHP 0.00

I made the payment for D&D charges.

Haulage instructions(Optional)

0 / 80

Cancel Continue

Back to Menu

Request Delivery Order

Review your order details

Recipient details

Hide recipient details
Delivery order recipient e-mail ID
charlene.alipio@mcctransport.com.ph + Add e-mail address

Payer details

View payer details

Release details

View release details for merchant haulage

Cancel Submit

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

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

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

Request delivery order

Confirmation

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

Download Request 2302-209674711.pdf

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

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 'Hub dashboard' sidebar on the left with options like 'Export overview', 'Import overview', 'Tasks', 'MyCustoms', 'MyFinance', 'Allocations', 'Captain Peter™', and 'Support'. The main dashboard is divided into several sections: 'Warehousing & Distribution' with a 'Learn more' button; 'Loading data'; 'Outstanding tasks' for vessels departing in the next 7 days, showing 0 tasks for 'Submit shipping instructions' and 'Submit VGM'; 'Shipment Overview' showing 0 shipments in 7 days for 'Departing' and 'Arriving'; 'Import Demurrage & Detention' with a 'view details' button; and 'Delivery Order' which has a text input field containing 'xxxxxxxxx' and a 'Request' button. A red box highlights the 'Request' button, and a red arrow points from the instruction box to it.

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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

Back to Menu



Empty Container Return

IMPORTANT!

Before empty containers are to be returned, you need to ensure that the Delivery order on-hand is still valid. The main requirements for empty container return are the copy of Bill of Lading and Delivery order.

Customers are required to have the container pre-advise before return. See below options:

For Pier 16 (MNHPI):

1. Complete the form at the following link: [Maersk Empty Container Return Online Haulage Instruction](#)
2. Upon submission, you will receive an email with your assigned return location.

For PRLI One Stop (Malabon): Please refer to this [link](#). Note that container pull out and returns are subject to fees, payable directly to the depot.

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
Manila	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



philpaymentsdomestic@mcctransport.com.ph
(for payment concern)



(02) 8 271 2679 OPT. 3

Preadvise



preadvise@mcctransport.com.ph (Laden)



phpreadvise@maersk.com (Empty)



PH_DOM_Finance@maersk.com
(for collection concern)

THANK YOU

