



February 2025

INSTANT and EXPRESS DELIVERY ORDER

Dear Valued Clients,

Good day!

We are happy to announce that MCC Transport's Delivery Order can now be requested through our website. This solution is made even easier for you or your agent to request your delivery order online.

What's New?

Instant Delivery Order

- Requestor is Consignee or part of the Blanket approved customers.
- Where No D&D charges applicable. Shipments that are within free time.
- Only CY shipments – Port to Port.
- Pre-requisite tasks are completed.
- Automatically released at the Back end.
- Delivery Order will be released in 5 – 10 minutes.

Express Delivery Order

- Applicable if not the consignee and not part of the Blanket approved customers.
- Requestor uploads the authorization letter.
- Where No D&D charges applicable. Shipments that are within free time
- Only CY shipments – Port to Port.
- Pre-requisite tasks are completed.
- CS will verify the authorization letter and then approves or rejects the request.
- If approved, Delivery Order will be released within 1 – 2 hours.
- If rejected, requestor will receive an email reply explaining why it was rejected.

We encourage you to fully utilize the INSTANT Delivery Order feature to save time and make your DO experience hassle free.

And to ensure that your Delivery Order Request will fall under Instant D.O. please refer to the guidelines below.



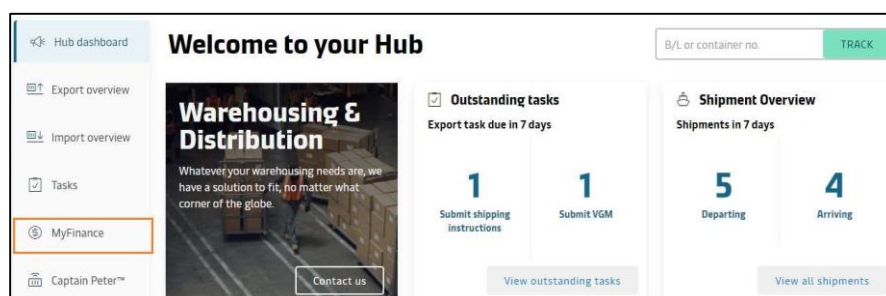
1. Pre-requisite tasks should be completed.

- a. Final Shipping Instruction has been submitted prior the request of Delivery Order.

Port of Loading	Port of Destination	Deadline
Manila	Cebu and Cagayan	Thursday 1500H
Manila	Davao and Gensan	Wednesday 1300H
Manila	Cebu, Bacolod and Iloilo	Monday 1200H
Cebu (Friday Departure)	All	Thursday 1200H
Cebu (Sunday Departure)	All	Saturday 0900H
Cagayan	All	Monday 1000H
Davao	All	Monday 1000H
Gensan	All	Saturday 1200H
Bacolod	All	Thursday 1000H
Iloilo	All	Friday 1700H

- b. Payment has been made.

- Submit the payment thru MyFinance – Paid to Release
- CWT / BIR 2307 should be sent to philpaymentsdomestic@mcctransport.com.ph
- Once you have received the **payment acknowledgement**, your payment has been confirmed.
- If you wish to see your invoice copy, please visit our website and go to MYFINANCE.



- Input your BL number and download the PDF copy.





- c. No outstanding charges. Account is NOT on HOLD.
 - To check, call out trunkline 02 8271 2679 and select option 3
- d. One day before Arrival
 - Delivery Order via website can be requested a day before the vessel arrival.

- See below schedule for your reference:

Port of Destination	Arrival
Cebu	Sunday 0800H
Cagayan	Monday 1200H
Davao	Monday 0001H
GenSan	Saturday 2200H
Bacolod	Friday 1600H
Iloilo	Sunday 0001H
Manila	Thursday 1900H
Manila	Wednesday 2100H
Manila	Tuesday 0600H

- e. If you have not received an automated Delivery Order one day before arrival.
 - Domestic shipments have auto release wherein Delivery Orders are sent to the consignee one day before arrival. Provided that:
 - o Payment has been made
 - o SI has been submitted
 - o Client is not in the hold order list
 - o Verify copy has been approved



Loop	Port of Loading	Port of Discharge	Timeline
1	Manila	Cebu	Saturday Morning
	Manila	Cebu	Saturday Morning
	Cebu	Manila	Tuesday Afternoon
	Cebu	Manila	Tuesday Afternoon
2	Manila	General Santos	Friday Afternoon
	Manila	Davao	Friday Afternoon
	General Santos	Manila	Wednesday Afternoon
	Davao	Manila	Wednesday Afternoon
3	Manila	Cebu	Wednesday Afternoon
	Manila	Bacolod	Friday Morning
	Manila	Iloilo	Friday Morning
	Cebu	Bacolod	Friday Afternoon 1500H
	Cebu	Iloilo	Saturday Afternoon
	Cebu	Manila	Monday Morning
	Bacolod	Manila	Monday Morning
	Iloilo	Manila	Monday Morning

- If you have not received the Delivery Order on the above-mentioned days, your shipment has not met the pre-requisite.
- What you need to do is complete the pre-requisite and then proceed with the Delivery Order request in our website.

Should you have any questions or require further assistance, please reach out to

Email: ph.domestic@mcctransport.com.ph

Telephone Number: +63 2 8271 2679

Warm Regards,

MCC Transport Philippines Inc.