

10 November 2021

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 new 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 30 mins – 1 hour.
 - 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.

MCC Transport Philippines Inc.

9F One Ecom Center, Harbor Drive cor. Sunset Avenue, Mall of Asia Complex, Pasay City, Philippines, 1300

Tel. +63 2 8271 2679 TOLL FREE: 180011102912

www.mcc.com.sg SEC Reg. CS200708085

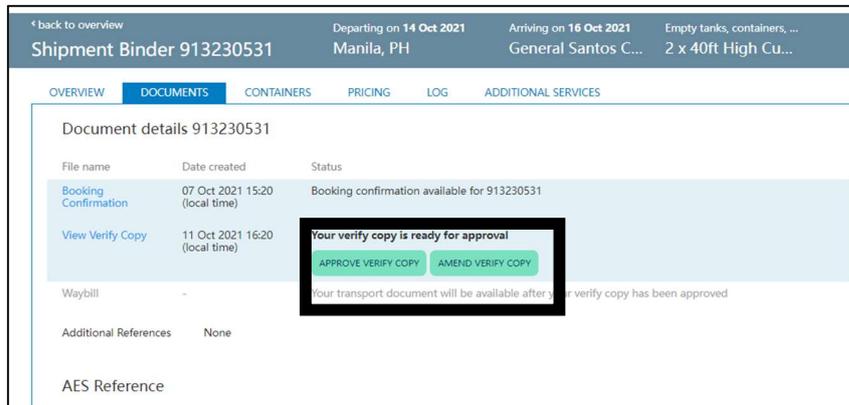
1. Pre-requisite tasks should be completed.

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
Cebu	All	Saturday 0900H
Cagayan	All	Monday 1000H
Davao	All	Monday 1000H
Gensan	All	Saturday 1200H

b. Verify copy has been approved.

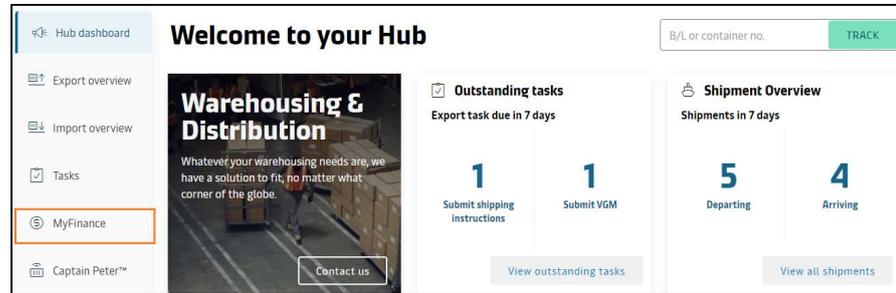
- After submission of the FSI, verify copy should be approved in the website.
- Go to shipment binder, then click **DOCUMENTS TAB**.
- Click the Approve Verify Copy as shown in the picture.
- If the verify copy is not yet ready for approval, please wait for 1 hour for the interface and try again.



c. Payment has been made.

- Send the proof of payment to Philpaymentsdomestic@mcctransport.com.ph
- Once you have received the official receipt, 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.

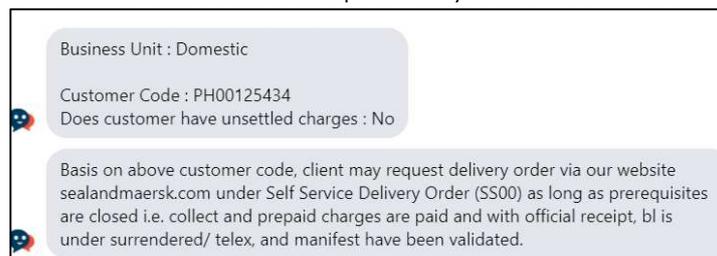


d. No outstanding charges. Account is NOT on HOLD.

- You may verify ahead of time if your account is on HOLD.
- Go to Facebook Messenger and look for **Seabot Philippines**.
- For first timers, you will be asked to provide personal details before proceeding to Seabot.
- After which, please choose **UNSETTLED CHARGES** in the MENU OPTIONS.
- Click DOMESTIC.



- Input your customer no. starting with "PH" i.e. PH00125434
- To know your customer no, please check in your invoice copy. If you only have the code starting with 428, just change 428 to PH.
- You will then receive a response if your account is on HOLD.



e. One day before Arrival

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- 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
Manila	Friday 0300H
Manila	Wednesday 1900H

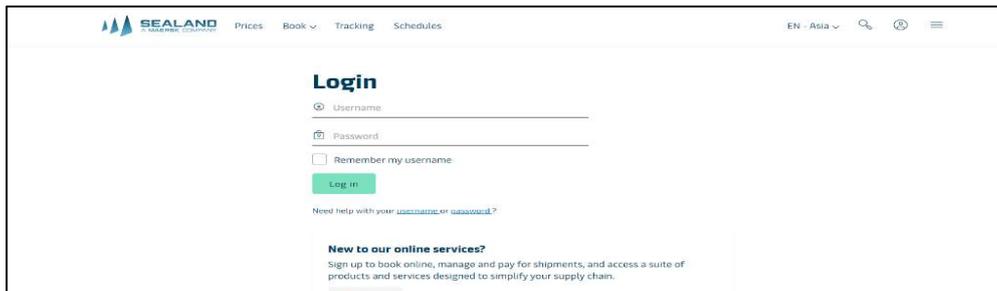
- f. If you have not received an automated Delivery Order one day before arrival.
- Domestic shipments have auto release wherein Delivery Orders are sent to the consignee one day before arrival. Provided that:
 - o Payment has been made
 - o SI has been submitted
 - o Client is not in the hold order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

Loading	Delivery	Arrival	Auto Release schedule
LOOP 1			
Manila	Cebu	Sunday	Saturday afternoon
Manila	Cagayan	Monday	Saturday afternoon
Cebu / Cagayan	Manila	Wednesday	Tuesday afternoon
LOOP 2			
Manila	GenSan	Saturday	Friday morning
Manila	Davao	Monday	Friday afternoon
GenSan / Davao	Manila	Friday	Wednesday afternoon

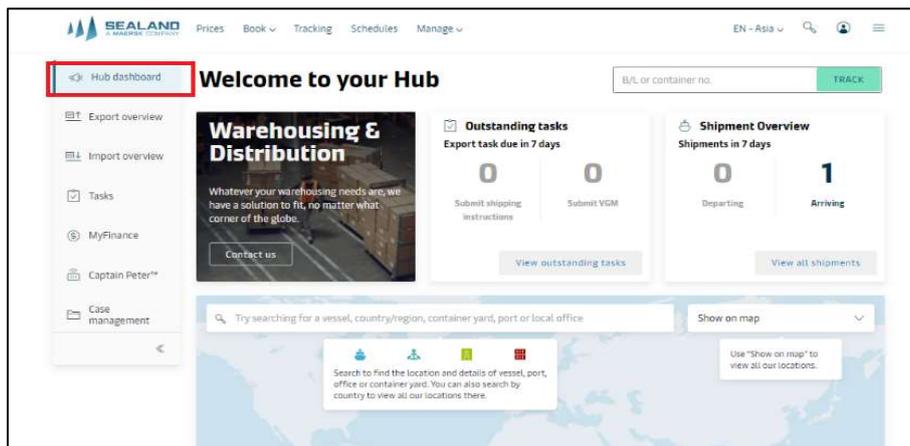
- If you have not received the Delivery Order on the above-mentioned days, your shipment has not met the pre-requisite.
- **What you need to do is complete the pre-requisite and then proceed with the Delivery Order request in our website.**

STEP BY STEP GUIDE FOR DELIVERY ORDER REQUEST VIA WEBSITE

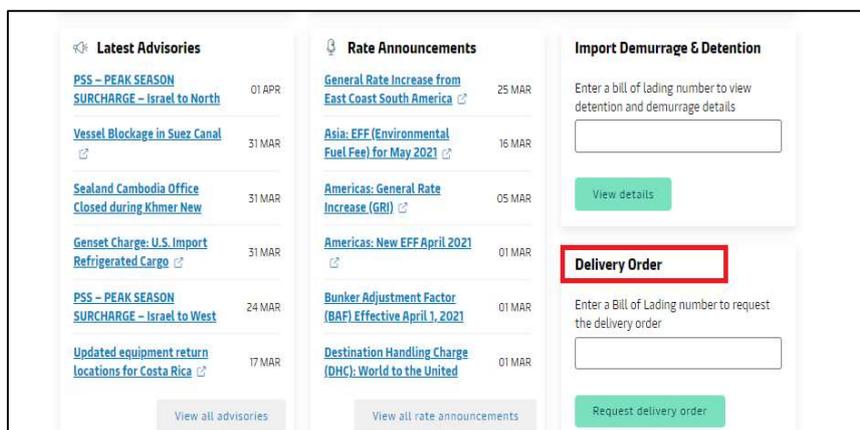
1. Log-in to www.sealandmaersk.com → If not yet registered, please refer in the attached instruction on how to register.



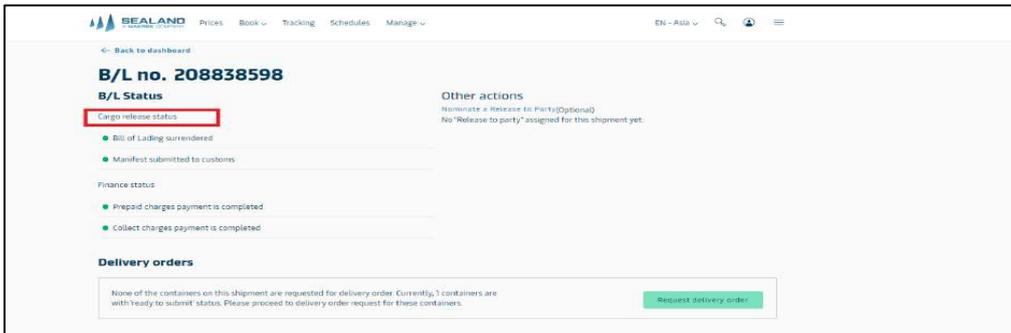
2. Go to the Hub dashboard.



3. Scroll down the page and indicate BL number in the Delivery Order dashboard and click Request delivery order.

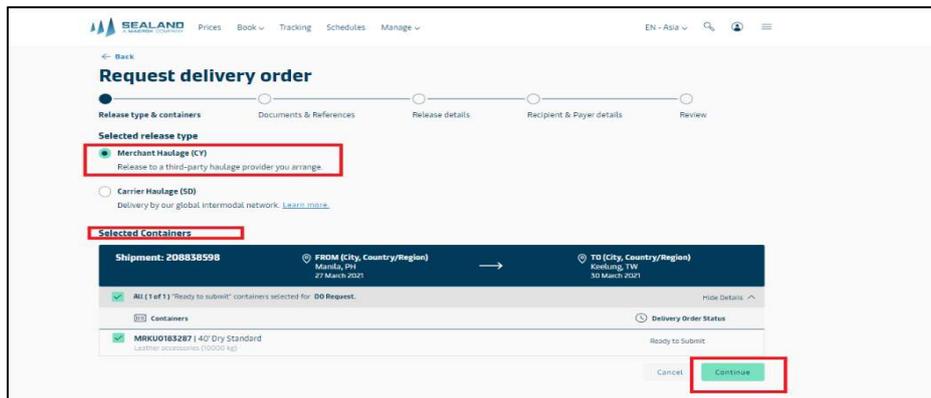


- Ensure all Cargo release status are complete prior to proceed clicking the Request delivery Order
 - Cargo release status and Finance should be in Green

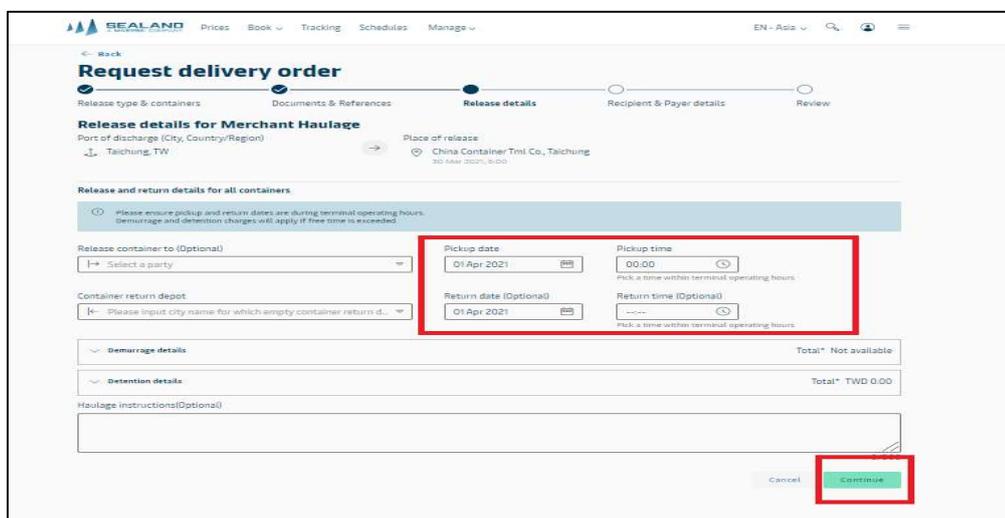


- Ensure that you have sent the Authorization Letter prior requesting for the Delivery Order on the website.

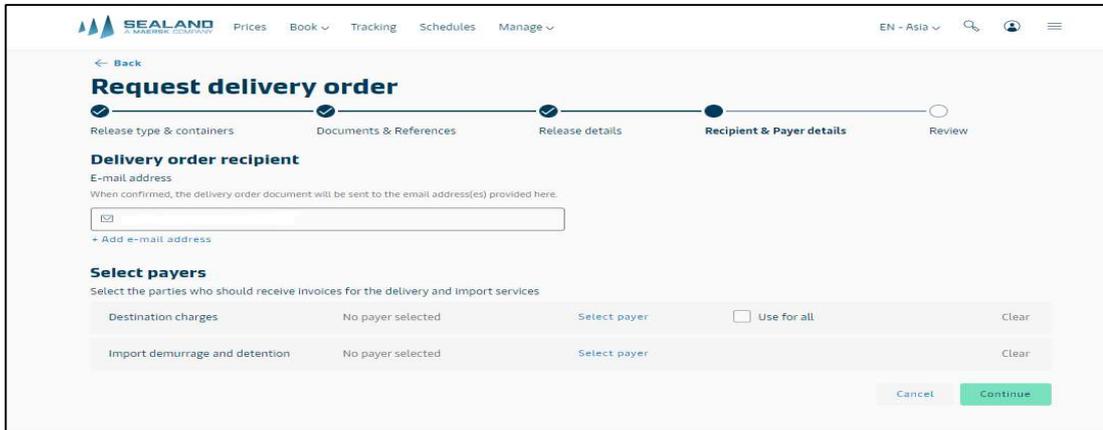
- Choose release type as **Merchant Haulage (CY)** then **all containers**.



- You may indicate estimated pick-up date and time as well as the return details, but this portion is **optional** and can click continue without indicating any of the details

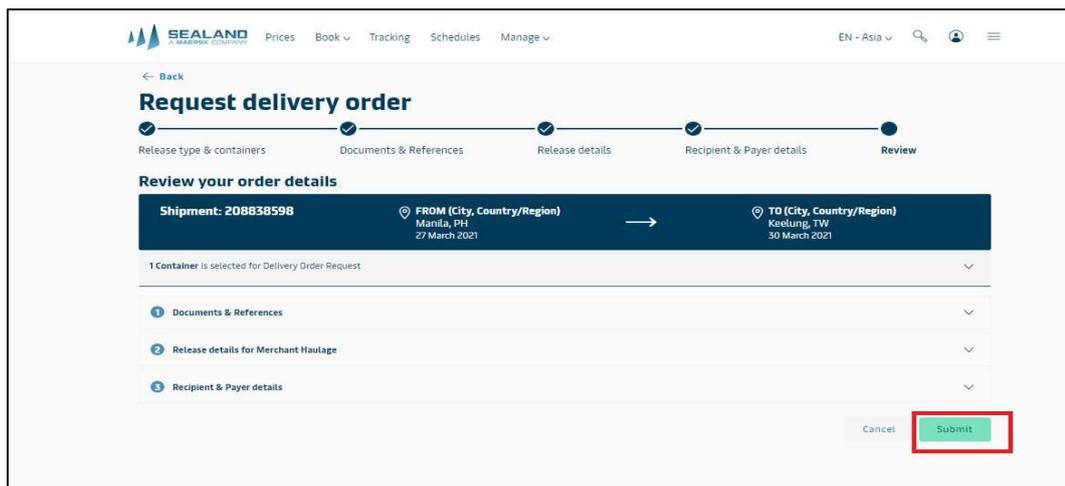


- We encourage to indicate **one email address that is active** and possible **not a yahoo mail** to receive the delivery order and proceed to click continue without details in the select payer party.



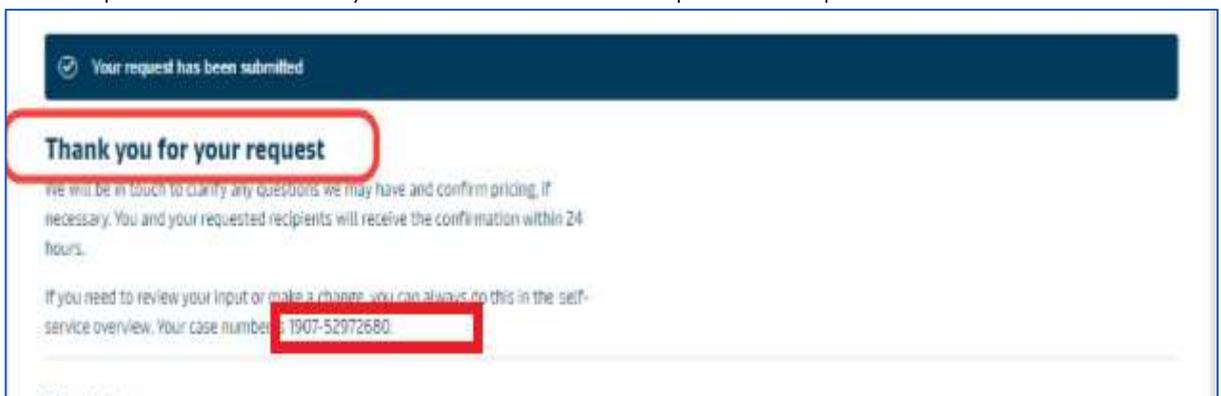
The screenshot shows the 'Request delivery order' form at the 'Recipient & Payer details' step. The progress bar indicates that 'Release type & containers', 'Documents & References', and 'Release details' are completed, while 'Recipient & Payer details' is the current step and 'Review' is pending. The form includes a section for 'Delivery order recipient' with an email address input field and a '+ Add e-mail address' link. Below that is the 'Select payers' section with two rows: 'Destination charges' and 'Import demurrage and detention', each with a 'No payer selected' status, a 'Select payer' button, a 'Use for all' checkbox, and a 'Clear' button. At the bottom right, there are 'Cancel' and 'Continue' buttons.

- This is the last part of the request – **Review**. You may review and edit in the details in the same page then click **Submit** once all are in order.



The screenshot shows the 'Request delivery order' form at the 'Review' step. The progress bar indicates that all previous steps are completed. The 'Review your order details' section shows a shipment summary: 'Shipment: 208838598' with 'FROM (City, Country/Region) Manila, PH 27 March 2021' and 'TO (City, Country/Region) Keelung, TW 30 March 2021'. Below this, there are expandable sections for '1 Container is selected for Delivery Order Request', '1 Documents & References', '2 Release details for Merchant Haulage', and '3 Recipient & Payer details'. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.

- Once successfully submitted, **case number** will appear for your reference and for follow-up incase no delivery Order received 1-2hrs upon the request.



The screenshot shows a confirmation message: 'Your request has been submitted'. Below this, there is a 'Thank you for your request' section. The text states: 'We will be in touch to clarify any questions we may have and confirm pricing, if necessary. You and your requested recipients will receive the confirmation within 24 hours.' It also mentions: 'If you need to review your input or make a change, you can always do this in the self-service overview. Your case number is: 1907-52972680.' The case number '1907-52972680' is highlighted with a red box.