

Customer On-Boarding Kit

Ocean and Logistics and Services





Thank you for choosing MCC Transport and Welcome on board!

Dear(CustomerName here)

It is our pleasure to meet you! We thank you for giving us the opportunity to work together. On behalf of MCC Thansport, Iwould like to we kome you to our On Boarding Package.

I will be your single point of contact as you embark on your MCC Transport shipping experience. My email address is (example) ph.domestic@mcc.ccom.sg and my phone number 976-9500.

Attached here are the documents needed for ensuring a smooth and seamless first customer experience with us.

Website Booking Process Shipping Instruction 	Other Services • Domestic Cut off and Schedule	 Website Shipment Tracking Product and Services
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We THANK YOU for your business, and look forward to working closely together in the future.

Yo urs Sincerely, (CARE Agent Name here)

CustomerContact Directory

CustomerService

Em a il Ad d re ss : ph.d o me stic @ mc c tra nsp o rt.c o m.ph Pho ne Number : (02) 8271 2679 o ption 2

Finance Collectors

EmailAddress: ph_dom_finance@maersk.com Phone Number: (02) 8271 2679 option 3

Finance Payment

Em a il Ad d re ss : p hilp a ym e ntsd o m e stic @ m c c tra nsp o rt.c o m.p h

Operations Empty Pre - advise

Em a il Ad d re ss : p hp re a d vise @ m a e rsk.c o m

Operations Gate-IN Pre - advise

Em a il Ad d re ss : p re a d vise @ m c c tra nsp o rt.c o m.p h

Local Terminal and Depot

DEPOTUPDATES

Since MCC has multiple depots for container pullout and return, we are updating daily our depots on our website to ensure that you get the latest information and be accommodated when you return and pullout containers.

Please check the depot updates from our website sealand maersk.com or via SEABOT

Here's how to (Seabot) on Facebook messenger.

- 1. Go to Facebook and search Seabot Philippines
- 2. Click Send Message



4. Type "Depot" and check provided depot update for the day

We b site :

- 1. Encode <u>www.sealandmaersk.com</u> in the address book.
- 2. Clic k **Menu** or this ic on

EN - Asia 🗸 🤗 🦲

3. Choose Asia on local offices and choose Phillippines 4. Select local solutions > Inland services > depot update or you may input the link <u>https://www.sealandmaersk.com/localinformation/asia/philippines/local-solutions/inland-services</u> in the address book to direct you to the depot updates.

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

- 1. Send request to <u>phpreadvise@maersk.com</u> prior pullout of empty container
- 2. Indicate complete details to the request:
- -Booking Number
- Container Type, Size & Count
- Truc king De tails.

*For PRLI One Stop (Dry and Reefer)

1. Request pre-advise for empty pull out on One Stop's website. **Guidelines attached on this email.





Getting Started



Outbound Process



Inbound Process





Registerto Sealandmaersk.com



Registeron our Website

Our website has been re-designed for a faster, smoother shipping experience. Register to day in just five, easy steps!



STEP 1: Click "Log-in / Register" on the sealandmaersk.com homepage.

STEP 2: Fill in User Details and Company Details * When choosing the local MCC Office:

 Choose "Philippines" then "MCC Domestic" for Inbound / Outbound Domestic bookings

STEP 3: Review and tick Accept > click Submit

STEP 4: You will receive an email with a link to Verify your email address.

STEP 5: Once email address has been verified, you'll be able to access your account.

Pre-Booking Checklist

IMPO RIANT!

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.
- If you need assistance on the proper way of booking through website, please callour customer service at Tel. +63 2 8271 2679 TOLL FREE: 180011102912.



Find Schedule and Prices



Search for a Sailing Schedule

1. Go to www.sealandmaersk.com and click "Schedules"



2. Enter Port of Loading and Discharge then click "Search"

From (City, Country/Region)		Search results for Manila, Philip	pines (CY) to Cagayan de Oro,	Philippines (CY)		6	1 they
🕙 Manila, Philippines	Q.	* Earlier sailings					
Merchant Haulage (CY) Carrier Haulage (SO) To (City, Country/Region) Cagayan de Oro, Philippin	er (5)	© Departure 07 Mar 2021 Manita - Local Shipping Lines	 Arrival O8 Mar 2021 Mindanao Container Terminal 	Vessel MCC BATANES 2115	⑦ <u>Transit Time</u> 2 Days		
Merchant Haulage (CY) Carrier Haulage (SD)		Container gate-in 04 Mar 2021 22:00	Shipping Instructions 04 Mar 2021 15:00	Shipping Instructions - AMS N/A	Verified Gross Mass 06 Mar 2021 22:00		
Date		Show route details					
Departing	-	- Show route details					
06/03/2021		 Departure 12 Mar 2021 	 Arrival 15 Mar 2021 	A Vessel	 (1) <u>Transit Time</u> 3 Days 		
Container type		Manita - Local Shipping	Terminal	2117			
40° Dry Standard	12	(3 Deadlines					
Cargo requires temperatur control	e	Container gate-in 12 Mar 2021 02:00	Shipping Instructions 11 Mar 2021 15:00	Shipping instructions - AMS N/A	Verified Gross Mass 12 Mar 2021 09:00		
Vessel flag (optional)		Show route details					
Please select.	ġ	Departure 19 Mar 2021 Manila - Local Ebinology	 Arrival 22 Mar 2021 Mindanao Container 	A Vessel	 ① <u>Transit Time</u> 3 Days 		

Requirements for Special Dry Cargo

- 1. Special containers (open-top, flat rack and platform) – Total dimensions in centimeter (IXWXH) and total weight in kilograms must be provided to the Sales account holder for the quotation. They will determine whether commodity is In-gauge or Out-of-Gauge.
- 2. Motorized vehicles, cars, buses, trucks, lorries, motorcycles, minivan, set-up, new – This type of commodity will only be acceptable as nondangerous goods if we receive a declaration in writing from the shipper that they comply with Special Provision 961 of the IMDG code.
- 3. Shipper's Owned Container (SOC) shipments a Letter of Indemnity from the shippermust be provided.
- 4. Sugar SRA permit (Sugar Regulatory Authority) is required prior booking acceptance.
- 5. Tires, Tyres, Rubber commodity must be new to secure a booking confirmation.
- 6. For certain commodities that can either be DG or non-DG such as Lubricants, Fertilizers, Fish meals, Salt/Sulphur/Cement, etc – To determine whether commodity is DG or a normal Dry Cargo, a valid and complete MSDS must be provided.



Making Bookings



Booking Shipments Online Pier(CY) to Pier(CY)

STEP 1: Click 'Book New Shipment'.

Go to the 'Book' tab then click on 'New Booking'



STEP 2: Fill in Booking Details.

	Your booking details	+
	Service made Stroke book (50) Location	Service mode CompanyRegion Service mode CompanyRegion Comp
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D. Enter he date of he sailing c he dule. No te to adjust at e ast a day prior for the	Earliest departure date III (MMM YYYY Contrainers within your booking Commodity Please select	This congo i required termenations control This congo is complement through the groups

STEP 2: Fill in Booking Details.

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Booking	information		🔵 Select sailin	8	additional deta	dle	Aev
lease sele	ect a sailing	from Manila to	Cagayan de Oro				
Departs 19 JAN 2021	Arrives 18 JAN 2021	Vessel MEL PALAWAN	Voyage number 2(0)	Latest gate-in 15 JAN 2021, 02:00	Options MARKET / TARIFF RATE	Total price	Availability 900K
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Departs 22 JAN 2021	Arrives 29 JAN 2021	Vessel MCC HATANES	Voyage number 2163	Latest gate-in 23 (AH 202), 03:00	Options MARKET SATE Details *	Total price 17750,00 (PHP)	Availability FULLY EDOKED ()
						Show rout	te ana other detaila 😞

STEP 4: Indicate additional details.

Required details hese details are required to compl	ete your booking				
ontainer pick-up depot					
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ck-up date		н	aulage reference (option	nal)	
D MMM YYYY					
ther standard deals. Please re rties datory paties A Broard by 142800047070 Party MCC TRANSPORT PHILIPPINGS INC. Summer reference (opsimil	Address Packy, Pack Parket phare full econem	e or contact custome	er service far details	about the potential charge amount. *O p tio na l: Yo u may ac a d d itio na l p a rtie s suc H a s C o nsig nu o r First No tif	ld 1 9 e 9 y
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STEP 5: Review booking details.

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📔 CONGRATULATIONS!

You have successfully booked yourshipment. Below are the turn around time for sending of booking confirmation:

Dry: 5 – 15 minute s

Re e fe r. 2 ho urs

DG: Once MSDS or Initial MDG F has been approved by the DG Team.

	Backing number: 20	7725742				
*	Shipment details		Manus to Casevan de Det: Foodstuff, non-frozen 1 v 26 Dry Standard			
0	Key Information Vessel MCC FALEWAN	Voyage 2101	Container gate in deadline 15 JAN 2021, 92:00	Shipping Instructions Submission Deadline 14-364 2021, 15:00	Ship sailing 12 (44 202)	Ship arrival 18.14/1207

Booking Shipments Online Door(SD) to Door(SD) DRY

STEP 1: Click 'Book New Shipment'.

Go to the 'Book' tab then click on 'New Booking'



STEP 2: Fill in Booking Details.

	Your booking details	· · · · · · ·
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STEP 2: Fill in Booking Details.

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Booking	information		🔵 Select sailin	8	additional deta	dle	Aev
lease sele	ect a sailing	from Manila to	Cagayan de Oro				
Departs 19 JAN 2021	Arrives 18 JAN 2021	Vessel MEL PALAWAN	Voyage number 2(0)	Latest gate-in 15 JAN 2021, 02:00	Options MARKET / TARIFF RATE	Total price	Availability 900K
						Show rout	le and other details 🐱
Departs 22 JAN 2021	Arrives 29 JAN 2021	Vessel MCC HATANES	Voyage number 2163	Latest gate-in 23 (AH 202), 03:00	Options MARKET SATE Details *	Total price 17750,00 (PHP)	Availability FULLY EDOKED ()
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STEP 4: Fill in Loading Address.

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STEP 5: Indicate additional details.

Parties Mandatory parties Sensed by (4280004750) Party MCC TRANSFORT PHILIPPING or Senser reference (optimum)	Address Pacity Project Patient Status full accrease		1940	*Optional: You may add additional parties such as Consigne e or First Notify Party
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STEP 6: Review booking details.

Review booking				
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proceed.				SURANT BOUINN

📄 CONGRATULATIONS!

You have successfully booked yourshipment. Below are the turn around time for sending of booking confirmation:

Dry: 5 – 15 minute s

Reefer: 2 hours

DG: Once MSDS or Initial MDG F has been approved by the DG Team.

	Backing numbers 20	17723742				
	Shipment details		MANULA YO CARAVAN DE DRD Foedstuff, nun-frozen 1 v 20 Dry Standard			
0	Key Information Vessel MCC FALEWAN	Voyage 210	Container gate in deadline 15 JAN 2021, 02:00	Shipping Instructions Submission Deadline 14 JAN 2021, 15:00	Ship sailing 13.4AN 2021	Ship armval 18 JAN 2021

Booking Shipments Online Door(SD) to Door(SD) REEFER

STEP 1: Click 'Book New Shipment'.

Go to the 'Book' tab then click on 'New Booking'

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2C. Enter the Price Owner, click ADD then Search or Select	Price owner Price	
2D. Enter the date of the sailing schedule. *No te to a djust a t le ast a day prior for the date	Earliest separture date do: Nexa River Consuments within pair booking Consuments Visual sector	
	2E Enter the commodity of the shipment.	*Note: Tick on boxes if the commodity requires special conditions

STEP 2: Fill in Booking Details.

ntainer type & size		Number of cos	2.1emiotr		Weight per to	ntainer ikg - cargo onlyi
Please select		-	1	+	-	+
s with these subjects own container, as anyour retains container	w a trangolation op	zim				
The muga is consulted						
 and spin the state of the state of the state 						
× .						
						LDath
*Note: Click above to add another container type size and weight						2G. Click Continu
No customer allocation						
commitment) agreement was found						
ou wave fallowing aptions						
same storage states						
DR						
O Specify a commute below						
	2H Entor	Se rvic e	Contra	e t Num	ber	
			o o mona ,		~ ~ .	

STEP 2: Fill in Booking Details.



STEP 3: Fill in Container De tails.

	* Optional: You can edit your container details: Container Size and Type, Commodity, Weight, Volume (Optional) and Shipper's Own
*Optional: You can add haulage details: Contact person and contact number, Loading address and Loading date and time	Container Details Show Container Details Carrier haulage instructions Please provide further information regarding SD haulage. This information is required for approval. Container Commodity 20' Reefer Standard (10000 kg.) Tuna, yellowfin, frozen, fish Show Details Add haulage details Show Details Show Details
3A. Enter temperature de tails	Temperature Details Temperature (°C) -30° Show advanced temperature control (Optional) Additional References Select reference Select reference Select reference Add another reference Additional Notes

STEP 4: Book Shipment and Place Booking



Dry: 5 – 15 minutes Reefer: 2 hours DG: Once MSDS or Initial MDG F has been approved by the DG Team.

Your booking has number 912082535. We expect to confirm it shortly.

🐣 Printable receipt 👘 🏠 Return to homepage

Duplicate Existing Shipments

When does duplicate booking happens? This is when you have a continuous and same booking every week. So instead of filling out all the details, just copy your previous booking for faster process

Prices	Book ~ Tracking Schedules	* Click Book then select Book Duplicate Shinment
	New booking	
	Duplicate booking	

Booked by MCC TRANSPORT PHILIPPINES INC

Previously used origins	Previously used destin	ations	Previously used consig	nees	RESET FILTERS
All locations Davao City, PH	All locations Manila, PH	•	All consignees	* *	
Origin	Destination		Containers	Consignee	
👅 Davao City, PH	🔰 Manila, PH		in1× 20ft Reefer	Not Specified Yet	Duplicate
👅 Davao City, PH	对 Manila, PH		in1× 20ft Reefer	Not Specified Yet	Duplicate

* Click Duplicate to generate the booking with the same details.

How to amend booking?

1. Log in to your account. Input the BL number in the Track by Shipment Binder located at the right side of the page, then Search.



2. Open the BL number until you're directed to the Overview of the Shipment Binder. At the right part of the page click the "Amend Booking" Button.



How to amend booking?

3. Edit details or click Edit Shipment Details and process the amendment.

Committee	
Tx 40' Dry Standard	
Foodstuff, non-frozen	
Prote (Juny), Coahry (M Marila Philippines	ngicini
To Gry, Caustry Rog Caosyin de Oro, Polar	ent) apines
	Tx 40 Dry Standard Commonly Poodstuff, non-frozen Victorio (J. County Jing Marria: Philippines To Cin, County Jing Laoguan do Dro Paria

4. Once revision is done, click Request Amendment to complete the request.

Lontact person		REQUEST AMENDMENT
Jessie Alimadrones	*	
Booked By Reference (Optional	Q	Tx 40° Dry Standard
PO number, ander number et		Commonly Feedstuff, non-trozen
charlene al pla@mcctransport.co	m-ph	Marila Philippines
		To Lin, Southly Reports

Note: Booking Amendment will be sent within 2 hours



Managing your Shipment



STEP 1: Click 'Submit Shipping Instruction'.

There are two ways to access Shipping Instruction (SI) submission:

a) Search the booking in Track By Shipment Binder. On the Overview, click Submit Shipping Instruction:

P/L propr	tainer ee		TRACK	
D/L UI COI	italliei nu.		IRALN	
<u> </u>				
	OVERVIEW DOCUMEN	ITS CONTAINERS PRICING LOG A	DOITIONAL SERVICES	
	Base of receipt	Port of loading	Part of discharge	Place of delivery
	Manila	Manila, PH C	agayan de Oro, PH 📜	Cagayan de Oro
	on 15 Jan 2021, 21:00	Departing (s. an 2021, 2010)	Arriving Talian 2021, 12:00	pn 16 Jan 2021, 12:00
		There it tend 3 Days .		
	Universitied transpo	n plan Alisiatat/tinesi un gierre ach	annuale ensembles only and hab	no to change without prior a
	Virix detailed transpo	d plan 48 tiststytenes are given as b	annesisk isteriatas octy and hubj	nd taʻzlanga esthadi pixora
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	Shipment no. 2077	nt plan All dated / these are given as in 789034 JESSIE ALMADRONES on 11 Jan 2021 10:06 (local time)	ausenble Antenatas only and tuby	no ta change without process
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	View detailed transport	All date (deact are gleen as in 789034 JESSIE ALMADRONES on 11 Jan 2021 10:06 (local time) 16 be dietermined 15 Jan 2021 Merenant Haulage (CY) - Merchant Haulage (CY) 16111(12520388 15 Jan 2021 10:00 14 Jan 2021 10:00 14 Jan 2021 10:00	azzenickenteristik, ordy and taby	ed to-change without a INS DUPLICATE BOOKING AMEND BODKING CANCEL BOOKING SOBALT VGM IMPORT DELIVISIY, OK IMPORT DELIVISIY, OK
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b) At the Homepage, click Submit Shipping Instruction on the Pending Tasks box. Once it loads, look for the Booking / Bill of lading Number and click Submit:

adaluur.	Shipping Instructions	a.,				
Submit	(GM	1				
	View pending t	tasks				
				Sendler P. Mar. 1917	number Mir	Submit
ipment no.	From (City, Country/Rej	giotid (City, Country/Regio	n) Vessel E	Jeadline 31-iyon AM3	negolitle 21-4W2	TUNUT

SIEP 2: You will be given an option if you want to split, combine, orneed multiple cargo description for your shipment or not. Then Click Start.

	Sanda Canada a
Submit	shipping instructions
	Welcome to our new shipping instructions experience
Some feati now, deper	ires are still in development so you may need to use our old pages for iding on your requirements.
Do you war shipment?	nt to split, combine, or need multiple cargo descriptions for this
) Yes	O No
_	

SIEP 3: Declare your shipment's document type and the transport document receiver in the document properties field.





STEP 4: In the 'Parties' field, declare the Shipper, Consignee and the First Notify Party, if needed.



STEP 5: Update the Payment Terms (Prepaid or Collect) and the Bill to Party.

式 From Philippines 19 Nov 2021	μ ⁺ , To Philippines 22 Nov 2021
Cargo and VGM	
✓ MCC TRA	INSPORT PHILIPPINES INC \vee
Payment Terms ⑦	Payer details and Invoice Reference ⑦
Prepaid O Collect	MCC TRANSPORT PHILIPPINES INC 42800047370 Change Remove Invoice Reference: Add
Prepaid O Collect	MCC TRANSPORT PHILIPPINES INC 42800047370 Change Remove Invoice Reference: Add
Prepaid O Collect	MCC TRANSPORT PHILIPPINES INC 42800047370 Change Remove
	From Philippines 19 Nov 2021 Cargo and VGM Review MCC TRA Payment Terms ⑦ Prepaid Collect Prepaid Collect Prepaid Collect

SIEP 6: Update the Cargo Details Field. Fill out the container number, seal, packages, weight etc.

Shipme	nt: 2077	789034	📩 From Philippin 19 Nov 2	nes 2021	よう To Philippines 22 Nov 2021		
Document	② Parties	⑤ Payers	🔟 Cargo and VGM	Review			
Cargo	detail	s					
We recommend	using upload func	tionality to quickly	add details for multiple	containers		Download Excel	L Upload Excel
Description	of the good	ds in the shi	pment				
ind of packages		HS Code					
argo description							
Your description	gaës here						
Enter a name	for your template					CREATE TEMPLATE	OPEN TEMPLATES

Container details and VGM

lo. of packages	5	Cargo weight	100.000 kg	Volume m ^a		
Shipper seal		Carrier seal		Customs seal	Veterinarian seal	
VGM (Ontional)					
an topcional						
an (optional)	Cargo weight	Tare weight	VGM	VGM method		

STEP 7: If Documents, Parties, Payers and Cargo are checked you can proceed to submit your Shipping Instruction by clicking "Send shipping instruction".

Shipme	nt: 2077	789034	لي From Philippi 19 Nov	ines 2021	ţ	To Philippines 22 Nov 2021	
Document	Parties	③ Payers	Cargo and VGM	Review			
Ø Document	-						
Parties							
Payers —	_						
O Cargo							
Additional F	Requests &	Comments					
							0/2000
Save Draft	Sand shippin	ng Instructions					



You have successfully submitted your Shipping Instructions! Please note that processing time is two (2) hours. (Given all details are complete.)

De ad line for the Shipping Instructions submission

Ioop	Port of Orig in	FSI and VGM
1	Manila	Thursday 1500H
1	Cebu	Sa turd a y 0900H
1	Cagayan	Monday 1000H
2	Manila	Wednesday 1300H
2	Davao	Monday 1100H
2	Gensan	Sa turd a y 1200H

Verify/BLcopies are available in the website 2 hours after shipper submitted FSI online, considering all details indicated in the shipping instructions are complete and correct.

Please print documents directly from our website my.mcc.com.sg. Here's how:

- 1. Log-in
- 2. Click <u>Manage</u>
- 3. Choose **Print Waybill**

4. Look for the booking number and tick the box before the BL number and click **Download**.

o r

- 1. Log-in
- 2. Search the booking number in Track
- 3. Click Document

4. Click <u>View Verify Copy or Print Waybill or View Certified</u> True <u>Copy</u> to print the BL

Verify and BLAmendments

Verify and BLamendments can only be done once these documents were already issued.

- 1. Log-in to www.sealandmaersk,com
- 2. Se arch BL in Track by Shipment Binder
- 3. Click Document

4. Click the <u>Amend Bill of Lading</u> button at the right side of the page to amend the VC and the Waybill. print the BL

				SOLUT	IONS SCHEDULES	GLOBA	COVERAGE	LOCAL INFORMATION	Q
* back to overview Shipment	» Binder 91199	95840	Departing on O Manila, PH	1 Mar 20	Arriving on 08 Mar Davao City, Pi	2021 E H 7	mpty tanks, con 1 containers	tainers,	
OVERVIEW	DOCUMENTS	CONTAINERS	PRICING	LOG	ADDITIONAL SERVICES				
Docume	ent details 9119	95840							
File name	Date created	Status							
Booking Confirmation	26 Feb 2021 17:05 (local time)	Booking confirm	ation available for	911995840					
Venify Copy	02 Mar 2021 14:43 (local time)	Approved on 02	Mar 2021 17:52 (k	ocal time)		_		200	
View Wayb	ill 04 Mar 2021 14:08 (local time)	Transport docun	nent created			AMEN	D BILL OF LADING		
in the second	64 Mar 2021								

MNHPI Pre-advise/Gate-in Process

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

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: MSKU1234567 Gross Weight: 25000 KGS Vessel/ Voyage: IRIS PAOAY 1801 Origin: Manila Destination: Cagayan de Oro Laden or Empty: Laden Shipper Name: ABC COMPANY

<u>Regards,</u>

ABC COMPANY Note: Send it to <u>preadvise@mcctransport.com.ph</u>only.

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 completed.

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

Note: You still need to settle the Arrastre, Wharfage and Cranage separately. The truck can gate in the container while your representative is processing the payment simultaneously. A copy of the shipping instruction is needed for this.

Important reminders:

1. For SOC Shipments, please send an SOC Activation request to <u>ph.domestic@mcctransport.com.ph</u> before requesting for a pre-advise.

2. For reefer ship ments, separate processing should be done for the RSO.

- 3. For DG shipments, permits and other documents should be submitted on time.
- 4. For re-use container, linking should be requested and confirmed prior pre-advise.

Terminal Requirements

PORT	Requirements for gating-in containers (export)	Requirements for Pulling out containers (Import)	Special Instructions
Cebu Intemational Port (CIP)	ORcopies of wharfage & a mastre to be submitted to MCC office	1. DO 2. Opascor Withdrawal Receipt 3. OR copies of wharfage & amastre	Inbound pull-out of containers is at Diadem CY3 (near sugbotel), 2 days port storage upon vessel arrival (Sun & Mon). Payment of storage is also at Diadem.
CebuIntegrated Amastre (CIA)	ORcopies of wharfage & a mastre to be submitted to MCC office	1. DO 2. CIA Withdrawal Receipt 3. OR copies of wharfage & arrastre	Inbound pull-out of containers is at CIA Terminal Pier 6 (near CIP, 2 days port storage upon vessel anival (Thu & Fri). Payment of storage is also at CPA PM02 Pier 4.
Da va o (Kud o s Po rt)	BLCOPY	1. BLCOPY 2. EDO	
Gensan (Makar Wharf)	BLCOPY	1. BLCOPY 2. EDO	
Cagayan (Macabalan)	 Manual Shipping instruction/BL OR a mastre & wharfage 3. EIR 	1. DO 2. BLCopy 3. OR a mastre & wha ffage	Inbound pull-out of containers is at Macabalan Port, 2 days port storage upon vessel anival Payment of storage is also at PPA (Macabalan Port).
			Inbound pull-out of containers is at MCT (Togoloan port), 2 days port storage upon vessel a mival Payment of storage is a lso at MICTSI Billing (Tagoloan Port).
Cagayan (Tagoloan)	1. Manual Shipping instruction/BL 2. EIR	1. DO 2. OR a mastre & wha ffage	Containers can be gate-in at Tagoloan port without OR of amastre and wharfage but cannot be loaded if amastre and wharfage are not yet settled a day prior ETA.
Ma nila (MNHPI Pie r 16)	 Booking confirmation EIR FSI Payments of the amastre 	1.BLCopy 2. De livery Order 3. Payments of the	Please follow MNHPIGate-in and Gate-outprocedures

Terminal Weight Requirement

PORT	Maximum Allowable Weight (cargo + container + lashing/shoring)
Cebu International Port (CIP)	30 TO NS
Cebu Integrated Arrastre (CIA)	30 TO NS
Davao (Kudos Port)	30 TO NS
Gensan (Makar Wharf)	35 TO NS
Cagayan (Macabalan)	35 TO NS
Cagayan (Tagoloan)	38 TO NS
Manila (MNHPI Pier 16)	35 TO NS

EIA Notification sends you proactive notifications via e-mail depending on your preference - no more wasted time in having to call or e-mail us for updates!

Here's how to enable Web ETA Notifications

- 1. Click Manage
- 2. Click No tific a tion
- 3. Click Create New Notification
- 4. Choose Arrival Notice
- 5. Click Continue
- 6. Fill up the form



Create new notification	EREATE NEW NOTIFICATION
Notification type	Filter All notifications + Sarti Latest 📻
Select the type of notification you would like to receive.	T st 1 withcation
O Transport plan changes	
() aul of lading	
Arrival notice (3)	
CANCEL CONTINUE	

Arrival notices are system generated and these are being sent to the email address of the consignees 24 hours prior vessel arrival.

Website: www.sealandmaersk.com

Here's how to:

1. Go to sealand maersk.com

2. Click Track your shipment, first box picture on the left side. Then choose ASIA

3. Encode the BL number, shipment number or container number in the TRACKING RESULT portion. Click Search.

4. Click Show Details on the right side of the page to view the detailed shipment status.

5. Click Print Result, beside the Public Tracking Result, to view the PDF file of the arrival details.

Here's how to (Seabot):

1. Go to Facebook and search Seabot Philippines

2. Click Send Message

3. Type Hi and initially provide phone # (mobile or land line) for customerchecking (for first message)

4. Type "Tracking"

5. Reply to prompt questions of Seabot: BL Number

Ways to check Arrival details:

Seabot via Facebook messenger

Here's how to (Seabot)/Estimated Arrival:

1. Go to Facebook and search Seabot Philippines

2. Click Send Message

3. Type Hi and initially provide phone # (mobile or land line) for customer checking (for first message)

4. Type Arrival of "BL"

Here's how to (Seabot)/Actual Arrival:

1. Go to Facebook and search Seabot Philippines

2. Click Send Message

3. Type Hi and initially provide phone # (mobile or land line) for customer checking (for first message)

4. Type Arrival/ Departure of "Vessel Name"

5. Reply to prompt questions of Seabot: Vessel Name, Voyage Number, and Port (Please ensure correct info is provided to ensure that correct registry will be provided by Seabot)

Ways to check Arrival details:

Viber

Scan QR Code!



E-DO Process

EDO Auto-re le a se

1. De livery Order will be sent base on the Auto-re lease schedule.

2. D.O. team will issue the delivery order base on the list indicated in the **blanket authorization**. If you do not have the blanket authorization, please fill-out the blanket authorization form from mcc.com.sg and send this to **ph.domestic@mcctransport.com.ph**

Loop 1			
Fro m	То	EIA	DO Re le a se
Manila	Cebu	Sund a y	Sa turd a y
Manila	Cagayan	Monday	Sa turd a y
Cebu	Manila	Wednesday	Tue sd a y
Cagayan	Manila	Wednesday	Tue sd a y

Loop 2			
Fro m	То	ETA	DO Release
Manila	Gensan	Sa turd a y	Frid a y
Manila	Davao	Monday	Frid a y
Gensan / Davao	Manila	Frid a y	Thursd a y

Request for Delivery Order-for editing SSDO

Self Service Delivery Order

All delivery order that were not released during the autoreleasing should be requested through our website.

- 1. Log-in to www.sealandmaersk.com.
- 2. At the homepage scrolldown to Delivery Order and enter BL number:

Enter a Bill of Lading number t	request	
delivery order		the
Description of the first sector		

r

3. Click Request delivery orde

View your Free time and Demurrage

In the homepage, go to Import Demunage and Detention tab. Input the BL number on the space provided, and click the button view D&D details

	SULTONS SCHOOL	AULAS GLOBAL COVERIGE LOCAL INFO	REALITION C
Welcome back,	Tool K by shipment landle	and M a contains of	has
() Shipment ETA changes	Vessel shipments	Pending tasks	
Were an end that and	Alex AL PLATETA		
Import Demurrage 5 Detention	Delivery order		
Alt Martin	B2 money		
president sectors.	Becarded control of sector		
Sealand Spot	Shipment Status	MyFinance	



Click Demurage tab to view the demurage details. You may change the date to your preferred date of pull-out inside the port to view demurage charges

Click Detention tab to view the detention details. You may change the date to your preferred date of empty return to our depot to view detention charges.

Shipment: 2048	42178			Country/Region) Matsia, FH 3 Suptomer 2000			General Santan City Dadlanges. Phi 3 September 2020
Densinge Detention							
and the second second second second	and a statement						
Detention charge & free of	lays details	a de applicante los pertita		net/standed to 17 . 17	trents orthogo	New	
Detention charge & free o to on the line lingty must dete containers	Says details To read details ch Time Days	arge application les per l'in Lait Frank Baits	-	anti stansferd tas 179 - 🌱 Empty return data	Charge	Not of State	n Behentionariee Iso a faire

Total amount incurred should be added by VAT

Sample:	
Demurrage	: Php 31400 + VAT = Php 35168 (Total amount to settle thru bank)
Detention	: Php 13000 + VAT = Php 14560 (Total amount to settle thru bank)

You may settle thru banking online or thru over-the-counter transactions. Once, done send the deposit slip to <u>philpaymentsdomestic@mcctransport.com.ph</u>.



Manage yourAccount MYFINANCE



My Finance



HOW TO GETYOUR INVOICE

Through Email sent to Shipperor Consignee

- Invoice is automatically sent directly to consignee's email a d d ress.
- To update the email address of your account, please send a request to
- ph.domestic@mcc.com.sg.

Through My Finance (Website)

- 1. LOG-IN to www.se a land maersk.com
- 2. Click Manage located in the header and select "My Finance"
- 3. Enter the BL number on the search bar and click Enter
- 4. Tick the smallbox before the Invoice Number

5. A barwill appearat the bottom of the page, c lic k "**Download**" to get a copy.



HOW TO LOG A DISPUTE

1. LOG-IN to www.sealandmaersk.com

2. Click Manage located in the header and select " My Finance"

- 3. Enter the BL number on the search bar and click Enter
- 4. Tick the smallbox before the Invoice Number
- 5. A barwill appearat the bottom of the page, click "Dispute"
- 6. Se le c t Dispute re a so n
- 7. Add/upload documents by clicking "Upload"
- 8. Indicate Contact Information
- 9. Clic k "Submit Dispute Case"

Payment Process

1. C lie nt se nd s d e po sit slip **ONLY** to <u>philp a ymentsdome stic @ mc c transport.com.ph</u> When sending deposit slips, <u>please do not copy</u>

<u>ph.domestic@mcctransport.com.ph</u> to prevent creation of multiple cases that would further delay the release of the delivery orders.

2. Finance to post payment and send the official receipt back to the client.

Bank Payments

1. Banco De Oro (BDO) Account name: MCC TRANSPORTPHILIPPINES, INC Institution code: 0407 Subscriber's Name: Consignee name Subscriber's account number: BLNumber

2. Union Bank – Fillout the customized payment slip for Maersk.



Logistics and Services



Truck Booking Process



Pre-booking Checklist



IMPORTANT

Please ensure to read the Terms and Conditions of the service prior signing the quotation.

- Signed quotation is required before alignment and onboarding will proceed.
- 2. Have submitted Form 2303 with TIN Number to our Sales for your company to be updated in our system.
- 3. Alignment and Onboarding will be conducted to secure the needed information on the documentation, process and billing
- Go live for the 1st execution will be 2 weeks after the Onboarding date.

Onboarding Checklist

In order to have a smooth flow on truck book execution, onboarding is set to secure relevant information from the customer.

De sc rip tio n	Customer
1. Commodity	
2. Mode of Shipment (Export / Import)	
3. Volume (annually / monthly)	
4. Container Size requirements	
5. Special Equipment Requirements	
6. Weight of the cargo	
7. Booking Timelines / Special Instruction	
8. Booking cancellation	
9. Pick up location - Empty Pull Out	
10. De live ry location	
11. Truck Positioning at Client Warehouse	
13.Warehouse Requirement	
14.Warehouse Operating Hours	
15. Ioading tumaround time	
16. Parking Space	

Booking Agent Services

We understand the intricacies involved in booking a cargo and we want to offer our new logistics solution that will help you on your booking concerns.



Pricing

COUNTRY	PRICE/CONTAINER
PHILIPPINES	US\$ 50 per container



Why make an exception with your cargo?

Introducing a new extended liability solution to keep the value of your cargo safe from logistic s-related risks. Your new and simple way to protect your cargo.

Select a package that suits your business

Package	Price/Container
Dry Starter	Php 1,600.00
Dry Base	Php 3,300.00
Dry Plus	Php 6,500.00
Dry Extended	Php 13,000.00
Cool Standard	Php 2,200.00
Cool Advanced	Php 6,500.00
Special Standard (IG/OOG)	Php 19,900.00
Special Advanced (Brekabulk)	Php 26,500.00

Maersk Value Protect You nevertake chances with your safety

Value Protect applies to cargo loss or damage in cases such as:

Fire

Theft

- Fault or neglect in navigation or management of the ship
- Accidents due to heavy weather or other dangers of the sea
- Saving or attempting to save life or property at sea
- Cyber incidents
- Cargo damage caused by delay
- General average contributions

Value Protect does not apply to:

- Commercial damages and financial losses incurred as a result of delays
- Wrongful handling related to the shipper and inherent defects to the goods
- Transport leg outside our Bill of Lading
- Commodities: fish and seafood and some chilled fruits and berries
- Geopolitical events

Commercial Terms:

When selected, Value Protect will be applicable for all shipments under agreed scope. Compensation under Value Protect shall, in any event, be limited to and not be in excess of the purchasedand applicable Value Protect package recovery. It will cover the invoicing value of the damaged goods up to the recovery of the chosen value protection package. Read full terms and conditions of Value Protect.

Payment Process

1. C lie nt se nd s d e po sit slip **ONLY** to <u>philp a ymentsdome stic @ mc c transport.com.ph</u> When sending deposit slips, <u>please do not copy</u>

<u>ph.domestic@mcctransport.com.ph</u> to prevent creation of multiple cases that would further delay the release of the delivery orders.

2. Finance to post payment and send the official receipt back to the client.

Bank Payments

1. Banco De Oro (BDO) Account name: MCC TRANSPORTPHILIPPINES, INC Institution code: 0407 Subscriber's Name: Consignee name Subscriber's account number: BLNumber

2. Union Bank – Fillout the customized payment slip for Maersk.



