



[mcc.com.sg](http://mcc.com.sg)

QUICK GUIDES

Version 1.1

## Registration

### Why do you need to register?

Only registered customers can make bookings, submit shipping instructions, view and print B/Ls online as well as view their invoices.

You can refer to the Registered vs. Unregistered matrix below to compare the difference

mcc.com.sg functionalities	Registered	Unregistered
Schedule Search	●	●
Container Tracking	●	●
Booking	●	●
Shipping Instructions	●	●
Online B/L	●	●
Online Invoices	●	●
Rates of Exchange	●	●
Online Rates	●	●

### How do I register on the website?

1. Go to [www.mcc.com.sg](http://www.mcc.com.sg)
2. Click on Register as shown below



3. Fill in all the mandatory fields marked with \*
4. Check I have read and understood the Terms & Conditions

I have read and understood the [Terms & Conditions](#)

[Cancel Registration](#)

5. Click on  to complete the registration
6. An email confirming the registration will be sent to your email address specified during registration.

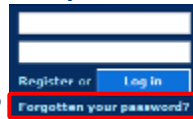
## Logging In

### How do I log in?

1. Go to [www.mcc.com.sg](http://www.mcc.com.sg)
2. Log in using your given username and password as shown below



### What happens if I forget my username/password?



1. Click on Forgotten your password?
2. Enter your username and email address
3. Click on [Get New Password >](#)
4. A new password will be sent to the customer via email

## Search Schedules

### How can I search for a schedule?

- All MCC schedules can be searched in the main page

### Schedules

**From Port:**

**To Port:**

**Date:**    Cut-off time at load port  ETA at destination port

[Show Schedules](#)

- Enter the From Port. Key in the first few letters of the port and it will be auto-filtered. Click on the port or press Enter

**From Port:**

**To Port:** Jakarta, Indonesia (IDJKT)

(TIP: You can also search by UNLOC!)

- Do the same for To Port:

- Click [Show Schedules](#) to show the schedules for the ports you have specified as shown

### Search Schedules

Showing 1-5 of 8 records. Order By:

Voyage No.	Vessel	ETD from Jakarta	ETA at Hong Kong	Sailing Time (Days)	Direct Routing	
0906	<b>CAPE FERROL</b>	Sunday 27 Sep 6:00pm	Saturday 03 Oct	5	Yes	<a href="#" style="background-color: #0070c0; color: white; padding: 2px 5px;">Book</a>
0906	<b>CAPE FORBY</b>	Sunday 04 Oct 6:00pm	Saturday 10 Oct	5	Yes	<a href="#" style="background-color: #0070c0; color: white; padding: 2px 5px;">Book</a>
0908	<b>CAPE FAWLEY</b>	Sunday 11 Oct 6:00pm	Saturday 17 Oct	5	Yes	<a href="#" style="background-color: #0070c0; color: white; padding: 2px 5px;">Book</a>
0930	<b>CAPE FARO</b>	Sunday 18 Oct 6:00pm	Saturday 24 Oct	5	Yes	<a href="#" style="background-color: #0070c0; color: white; padding: 2px 5px;">Book</a>
0908	<b>CAPE FERROL</b>	Sunday 25 Oct 6:00pm	Saturday 31 Oct	5	Yes	<a href="#" style="background-color: #0070c0; color: white; padding: 2px 5px;">Book</a>

**Show Results:** 1-5 | [6-8](#) | [Next 5 >](#) To make a booking click "book".

#### Service Map

**Service Details - Jakarta to Hong Kong**


**Voyage:** 0906  
**Vessel:** CAPE FERROL  
**Service:** IA4

**ETD from Jakarta:** 27 Sep 06:00 PM  
**ETA at Hong Kong:** 03 Oct 01:00 PM

## Making a booking


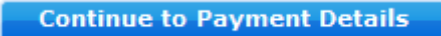
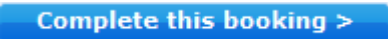
### How do I make an online booking?

1. You can make a booking after searching a schedule and clicking  beside a sailing of your choice as shown below

0906	CAPE FERROL	Sunday 27 Sep 6:00am	Saturday 03 Oct	5	Yes	
------	-------------	----------------------	-----------------	---	-----	---

2. Fill in the mandatory fields marked with a \* (*Note: The mandatory fields are for booking only. Some of the other fields will only become mandatory for a shipping instruction*)
3. Enter Service Contract Holder and Shipper fields
4. Enter all container details marked with \*
  - Select Container Type
    - If a reefer container is selected, the reefer details will be available as shown
  - Select Number of Containers
  - Enter Average Cargo Weight / Container (kgs)
  - If a container is SOC, tick the Shipper owned containers
5. Enter all commodity details marked with an \*
  - Select Commodity Group
  - Select Commodity Type
  - Enter Description of Goods

6. Tick  **I have read and understood the [Terms & Conditions](#)**

7. Click 
8. You will now see your booking summary. You can change your booking details from here
9. Click on 
10. Click on 
11. The booking acknowledgement page will give the details of the booking as well as the Booking reference number as shown (*Note: Use the Booking Reference Number when inquiring about this booking.*)

**Booking Reference Number: MCCT00426**

**Thank you for booking with MCC. Your booking is now complete.**

Please note that this is not a booking confirmation. You will receive a booking confirmation email from your local MCC booking office.  
This screen contains a summary of your booking information

12. That's it! You will receive a booking confirmation from your local MCC booking office

## Shipping Instructions

### How do you submit a shipping instruction?

1. Log in to [www.mcc.com.sg](http://www.mcc.com.sg)
2. Click on Bookings under the main header
3. Click on My Bookings in the Left Panel menu
4. Look for the booking reference which you would like to submit an SI for and click Add Shipping Instructions as shown

8.	SALLY MAERSK	0911	MCC000325		Singapore Sat, 03 Oct 11:30am	Singapore Sat, 03 Oct	Add Shipping Instructions
----	-----------------	------	-----------	--	-------------------------------------	--------------------------	------------------------------

**Note: If you have not filled entered Consignee, Transport Document Receiver and Payment Details, you will be prompted to do so before you can submit a Shipping Instruction**

5. Enter all the mandatory fields marked with \*
6. Click **CONTINUE >** to proceed to the Shipping Instructions Summary Page
7. Click on **SUBMIT >** to submit the SI, or click **Edit Shipping Instructions** to make changes to the SI
8. That's it!

## Container Tracking

1. You can track a container by booking number, document number or container number
2. The container tracking module will show all moves up to the current move, as well as the next move for the container
3. You do not need to login to track your containers on our website

### How do I check where my container is right now?

4. Go to [www.mcc.com.sg](http://www.mcc.com.sg)
5. Enter Container, Document or Booking number under Track Shipment as shown
6. Click on **Track** to continue

### Track by container number

7. If you have entered in a container number, you will see the container transport plan as shown

**Track Shipment**

Container Number  **Track**

Your search for Container Number **MWCUS277225** returned 1 result:

Booking No.	Document No.	Latest Move	Last Discharge Port	Place of Delivery	Current ETA
528892257	528892257	Container Returned Empty	Songkhla	Songkhla	10 Sep 11:00

**Container Details**

[Back to search results](#)

Container No	Type	Net Weight
MWCUS277225	40' REEFER	29500.00 kg

**Transport Plan**

Activity	Location	Date	Vessel	Voyage
Discharge from Vessel	Songkhla	10 Sep 11:11	MCC CHALICE	0957
Vessel Arrival	Songkhla	10 Sep 00:42	MCC CHALICE	0957
Gate out for delivery to Customer	Songkhla	17 Sep 18:42	MCC CHALICE	0957
<b>Container Returned Empty</b>	<b>Songkhla</b>	<b>18 Sep 14:57</b>	<b>MCC CHALICE</b>	<b>0957</b>

Note: Dates for arrivals and departures are local date and time and estimates are given without guarantee and subject to change without prior notice.

### Track by booking/document number

8. If booking/document number is used for a search, you will see the containers for the booking/documentation.
9. Click on the container number as shown to view the transport plan for that container

**Track Shipment**

Booking Number  **Track**

Your search for Booking Number **528892257** returned 2 results:

Booking No.	Document No.	Container No.	Latest Move	Last Discharge Port	Place of Delivery	Current ETA
528892257	528892257	<b>MWCUS244617</b>	Container Returned Empty	Songkhla	Songkhla	10 Sep 08:42
528892257	528892257	<b>MWCUS277225</b>	Container Returned Empty	Songkhla	Songkhla	10 Sep 11:00

Click on the container number to see the full details.

**Container Details**

[Back to search results](#)

Container No	Type	Net Weight
MWCUS244617	40' REEFER	28627.00 kg

**Transport Plan**

Activity	Location	Date	Vessel	Voyage
Discharge from Vessel	Songkhla	10 Sep 11:11	MCC CHALICE	0957
Vessel Arrival	Songkhla	10 Sep 08:42	MCC CHALICE	0957
Gate out for delivery to Customer	Songkhla	14 Sep 19:13	MCC CHALICE	0957
<b>Container Returned Empty</b>	<b>Songkhla</b>	<b>15 Sep 08:49</b>	<b>MCC CHALICE</b>	<b>0957</b>

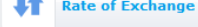

Note: Dates for arrivals and departures are local date and time and estimates are given without guarantee and subject to change without prior notice.

## Rates of Exchange

1. The exchange rate will be the exchange rate 7 days prior to the current date (Current date – 7 days)
2. The exchange rate function will convert USD to all of the available currencies below

Code	Currency
BDT	Bangladesh taka
CNY	Chinese yuan
EUR	Euro
GBP	Pound sterling
HKD	Hong Kong dollar
IDR	Rupiah
JPY	Japanese yen
KHR	Riel
KRW	South Korean won
LKR	Sri Lanka rupee
MYR	Malaysian ringgit
PHP	Philippine peso
RUB	Russian rouble
SGD	Singapore dollar
THB	Baht
TWD	New Taiwan dollar
VND	Vietnamese dong

## How do I lookup an exchange rate on the website?


3. Go to [www.mcc.com.sg](http://www.mcc.com.sg) and click on  under Quick Links
4. Enter the USD amount you wish to convert
5. Select the sailing date of the vessel
6. Click on  as shown

**Exchange rates**

Please find below the international currency exchange rates. The rates are updated daily.

USD Amount to convert:

Sailing Date:




7. The rate of exchange for all the available currencies will be as shown

**Exchange rates**

Please find below the international currency exchange rates. The rates are updated daily.

USD Amount to convert:

Sailing Date:




Code	Currency	Rate
BDT	Bangladesh taka	13,805.96
CNY	Chinese yuan	1,367.00
EUR	Euro	143.68

## Rate Calculator

- The rate calculator will only show tariff rates for 20'/40' Dry for general cargo

### How do I lookup a rate?

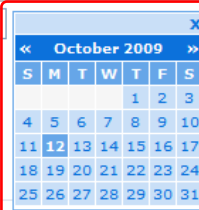
- Go to [www.mcc.com.sg](http://www.mcc.com.sg) and click on  Rate Calculator under Quick Links
- Select the From and To Port. Enter the first few letters of the port and it will be auto-filtered. Click on the port or press Enter

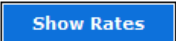
From Port: idjk  
 To Port: Jakarta, Indonesia (IDJKT)

(TIP: You can also search by UNLOC!)

- Select the container type (20'/40' Dry)
- Enter number of containers
- Select a sailing date using the calendar function as shown

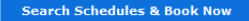
Sailing Date: \* 12/10/2009  
 Local Currency: \* Please Select  
 Show Rates

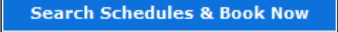


- Select your local currency
- Click 
- The rates for your selection will be as shown, in both local currency and USD.

**Search results**

Charge Type	Charge	Local Currency (IDR)	US Dollars (USD)
Base Ocean Freight	BAS	0.20 IDR	2,000.00 USD
Bunker Adjustment Factor	BAF	0.02 IDR	110.00 USD
Documentation Fee - Destination	DDF	0.02 IDR	68.60 USD
Documentation Fee - Origin	ODF	200,000.00 IDR	19.44 USD
Handling Charge - Destination	DHC	0.06 IDR	249.70 USD
Handling Charge - Origin	OHC	0.02 IDR	190.00 USD
<b>Total</b>		<b>200,000.32 IDR</b>	<b>2,637.74 USD</b>



- You can click on  to search for a schedule and make a booking based on the From/To Ports selected

## Online Documentation

1. The new MCC portal offers you online documentations. These online documentations are:
  - Verify Copy
  - Certified True Copy
  - Sea Waybill Shipped/Received
  - Original Bill of Lading Shipped/Received (**must be printed on a secure bill paper provided by MCC Transport**)
2. You can still receive online documents if you submit a manual SI
3. You will also be able to view all online documents for the same company, even if they were created for a different user
4. You can also confirm a verify copy
5. To receive online documents, you **must**
  - a. Sign and agree to the MCC Transport Document Print Agreement (TDPA), which can be found [here](#) and submit the original copy to your respective local MCC office
  - b. Have already paid for your shipment **or** have credit agreement with MCC Transport

### How can you receive an online documentation from the website?

6. If you have been approved to receive online documentation (i.e. has signed the TDPA and has credit/have paid for shipment), you can go to [www.mcc.com.sg](http://www.mcc.com.sg) and click on Bookings in the main menu as shown



7. In the left menu, click on My Documents
8. All documents created for the registered company will be available for viewing

### Verify Copies

9. If a verify copy is available online for verification,
  - a. an email will inform you a verify copy is available for approval at [www.mcc.com.sg](http://www.mcc.com.sg)
  - b. the Document Type will say e.g. MCC TPDoc Sea Waybill Shipped (Verify),
  - c. the status would be Awaiting Verification
  - d. under Action there will be a link that says Verify as shown

Booking No.	From	To	Departure	Document No.	Document Type	Status	Files	Action
MCC000286	Jakarta	Hong Kong	27 Sep 09	MCC000286	MCC TPDoc Sea Waybill Shipped (Verify)	Awaiting Verification	View   Download	Verify

10. Click on Verify to confirm the verify copy is correct

## Online Documentation

### Sea Waybill/Original Bills of Lading

11. When a SWB/OBL becomes available on the website,
  - a. an email will inform you your SWB/OBL is ready for print online
  - b. the Document Type will say e.g. MCC Transport Sea Waybill Shipped (Original) as shown
  - c. the status would be Ready for Print, and
  - d. you can then click on download to print your SWB/OBL as shown

MCC000387	Singapore	Jakarta	16 Oct 09	MCC000387	MCC TPDoc Sea Waybill Shipped (Verify)	Verification Approved	<a href="#">View   Download</a>	<a href="#">Request Certified True Copy</a>
-----------	-----------	---------	-----------	-----------	--	-----------------------	---------------------------------	---

### Certified True Copy

12. A customer can request a Certified True Copy to be sent via email to a party they can specify
13. A certified true copy will only be available when a SWB/OBL is available for print online
14. A customer can click on the Request Certified True Copy as shown

MCC000387	Singapore	Jakarta	16 Oct 09	MCC000387	MCC TPDoc Sea Waybill Shipped (Verify)	Verification Approved	<a href="#">View   Download</a>	<a href="#">Request Certified True Copy</a>
-----------	-----------	---------	-----------	-----------	--	-----------------------	---------------------------------	---

15. Enter the email address **or** fax number of the recipient of the certified true copy.

**Request Certified True Copy**

Request a certified true copy of the following document:

Booking Reference Number	MCC000286
Document Number	MCC000286

Email:

Fax:

Phone:

Additional notes, if required:

[Send Request >](#)

16. Click on [Send Request >](#)

## Invoices

1. You can view online invoices even for manual bookings

### How can I receive an online documentation from the website?

2. In order to receive online invoices, you must select
3. Click on Bookings in the main menu as shown



4. In the left menu, click on My Documents
5. All online invoices created will be available for viewing on this page
6. When an invoice becomes available on the website,
  - a. an email will inform you your invoice is available online
  - b. the Document No. will say the invoice number
  - c. the Document Type will say e.g. MCC Invoice (Invoice) as shown
  - d. the status would be Ready for Print, and
  - e. the customer can then click on download/view to download/view their invoices

My Documents								
Booking No.	From	To	Departure	Document No.	Document Type	Status	Files	Action
527839149				5076154913	Invoice (Invoice)	Ready for Print	View   Download	
MCC000288	Vladivostok	Chittagong	23 Sep 09	MCC000288	testinvoice1 (Invoice)	Ready for Print	View   Download	

(above screenshot shows a manual booking and an online booking with online invoices)