



mcc.com.sg

Online Documentation

Online Documentation

- 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**)
- You can still receive online documents if you submit a manual SI.
- You will also be able to view all online documents for the same company, even if they were created for a different user.
- You can also confirm a verify copy.
- To receive online documents, you **must**
 - Sign and agree to the MCC Transport Document Print Agreement (TDPA), which can be found at <http://www.mcc.com.sg/content/userfiles/MCC%20EDPF.pdf> and submit the original copy to your respective local MCC office.
 - Have already paid for your shipment **or** have credit agreement with MCC Transport.

How can you receive an online documentation from the website?

- If you have been approved to receive online documentation (i.e. has signed the TDPA and has credit/have paid for shipment), click on Bookings in the main menu.
- In the left menu, click on My Documents.
- All documents created for the registered company will be available for viewing.

Verify Copies

- If a verify copy is available online for verification,
 - an email will inform you a verify copy is available for approval at www.mcc.com.sg
 - the Document Type will say e.g. MCC TPDoc Sea Waybill Shipped (Verify),
 - the status would be Awaiting Verification
 - under Action there will be a link that says Verify.
- Click on Verify to confirm the verify copy is correct.

Sea Waybill/Original Bills of Lading

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

Certified True Copy

- A customer can request a Certified True Copy to be sent via email to a party they can specify.
- A certified true copy will only be available when a SWB/OBL is available for print online.
- A customer can click on the Request Certified True Copy as shown.
- Enter the email address **or** fax number of the recipient of the certified true copy.
- Click on "Send Request".

