



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

USER MANUAL

Version 2.0

## Registration

### Why do you need to register?

Only registered users can make bookings, submit shipping instructions, view and print their 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 you 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.

### How does your colleague register on the website?

1. There will not be any changes to the registration process.

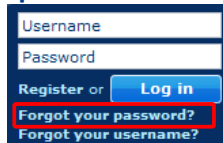
## Logging In

### 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

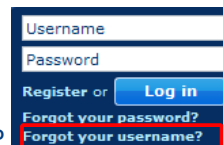


### What happens if you forgot your password?



1. Click on Forgot your password?
2. Enter username and email address you have registered under
3. Click on [Get New Password >](#)
4. A new password will be send to you via email

### What happens if you forgot your username?



5. Click on Forgot your username?
6. Enter the email address you have registered under
7. Click on [Send my username >](#)
8. The username will be sent to you via email  
*(Note: If multiple registrations were made using the same email address, all the usernames will be sent)*

## Search Schedules

### How can you search for a schedule?

1. All MCC schedules can be searched in the main page

### Schedules

**From Port:**

**To Port:**

**Date:** 30 Mar (Wed)   Cut-off time at load port  ETA at destination port

2. 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:** idjkd

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

(TIP: You can also search by UNLOC!)

3. Do the same for To Port:
4. Click  to show the schedules for the ports you have specified as shown

### Search Schedules

Select a new vessel/voyage or search for a new schedule below.

Showing 1-5 of 7 records. Order By: ETD

| Voyage No. | Vessel       | ETD from Jakarta     | ETA at Hong Kong | Sailing Time (Days) | Direct Routing |                                     |
|------------|--------------|----------------------|------------------|---------------------|----------------|-------------------------------------|
| 1110       | CAPE MAGNUS  | Sunday 03 Apr 1:00pm | Saturday 09 Apr  | 5                   | Yes            | <input type="button" value="Book"/> |
| 1108       | NAJADE       | Sunday 10 Apr 1:00pm | Saturday 16 Apr  | 5                   | Yes            | <input type="button" value="Book"/> |
| 1108       | POSEN        | Sunday 17 Apr 1:00pm | Saturday 23 Apr  | 5                   | Yes            | <input type="button" value="Book"/> |
| 1110       | CAPE MOLLINI | Sunday 24 Apr 1:00pm | Saturday 30 Apr  | 5                   | Yes            | <input type="button" value="Book"/> |
| 1112       | CAPE MAGNUS  | Sunday 01 May 1:00pm | Saturday 07 May  | 5                   | Yes            | <input type="button" value="Book"/> |

Show Results: 1-5 | 6-7 | Next 5 > To make a booking click "book".

### Service Map



#### Service Details - Jakarta to Hong Kong

**Voyage:** 1110  
**Vessel:** CAPE MAGNUS  
**Service:** IA4 - INTRAASIA SVC  
**ETD from Jakarta:** 03 Apr 01:00 PM  
**Terminal:** Jakarta - Utc-1 Terminal  
**ETA at Hong Kong:** 09 Apr 09:00 AM  
**Terminal:** Hong Kong / Modern Terminals Ltd

## Search Schedules

5. To search for another schedule, you can use the Search function at the bottom of the schedule page as shown


**Search Schedules**  
Select a new vessel/voyage or search for a new schedule below.

Showing 1-5 of 7 records. Order By: ETD

| Voyage No. | Vessel       | ETD from Jakarta     | ETA at Hong Kong | Sailing Time (Days) | Direct Routing |                                     |
|------------|--------------|----------------------|------------------|---------------------|----------------|-------------------------------------|
| 1110       | CAPE MAGNUS  | Sunday 03 Apr 1:00pm | Saturday 09 Apr  | 5                   | Yes            | <input type="button" value="Book"/> |
| 1108       | NAJADE       | Sunday 10 Apr 1:00pm | Saturday 16 Apr  | 5                   | Yes            | <input type="button" value="Book"/> |
| 1108       | POSEN        | Sunday 17 Apr 1:00pm | Saturday 23 Apr  | 5                   | Yes            | <input type="button" value="Book"/> |
| 1110       | CAPE MOLLINI | Sunday 24 Apr 1:00pm | Saturday 30 Apr  | 5                   | Yes            | <input type="button" value="Book"/> |
| 1112       | CAPE MAGNUS  | Sunday 01 May 1:00pm | Saturday 07 May  | 5                   | Yes            | <input type="button" value="Book"/> |

Show Results: 1-5 | [6-7](#) | [Next 5 >](#)
To make a booking click "book".

**Service Map**



**Service Details - Jakarta to Hong Kong**

Voyage: 1110  
Vessel: CAPE MAGNUS  
Service: IA4 - INTRAASIA SVC

ETD from Jakarta: 03 Apr 01:00 PM

Terminal: Jakarta - Utc-1 Terminal

ETA at Hong Kong: 09 Apr 09:00 AM

Terminal: Hong Kong / Modern Terminals Ltd

**Search Another Schedule**

From:  To:

Date:    Export receipt cut off at load port  ETA at destination port

## Making a booking

### How do you make an online booking?

You can only make a booking if you are registered and have logged in

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

|      |             |                      |                 |   |     |             |
|------|-------------|----------------------|-----------------|---|-----|-------------|
| 0906 | CAPE FERROL | Sunday 27 Sep 6:00am | Saturday 03 Oct | 5 | Yes | <b>Book</b> |
|------|-------------|----------------------|-----------------|---|-----|-------------|

2. If you are not logged in, you will be prompted to log in as shown below

**Login**

You must log in to continue with this booking.

**i** If you are not a registered user, [register now](#) to continue. Registration is free and instant.

Username:

Password:

**Log In** [Forgotten your password?](#)

3. Upon clicking **Book**, you will see the booking screen as attached below

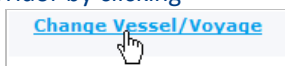


MCC Transport -  
New Booking - Bookin

4. 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)

### 5. Change Vessel/Voyage

- You can change to another the vessel and voyage for his booking, including changing to another corridor by clicking



- You will be brought to the same screen as search schedules (see Page. 5) to either select a new vessel/voyage or search for a new schedule

### 6. Party Details

- A different approach for the new MCC website is you can enter party details for their shipment during the booking stage
- For a booking, only Service Contract Holder and Shipper are mandatory fields
  - For Service Contract Holder, a Service Contract Number must be entered or tariff rates will apply

**Service Contract Holder** - Who is the service contract holder?

Select one:\*  same as other party  previous  other

Same As: \*

Service Contract Number:  **i** If no number is entered the tariff rate is used

## Making a booking

- All party details will have the following options as shown

**Service Contract Holder - Who is the service contract holder?**

Select one:\*  same as other party  previous  other

- Same as other party means you can select any other parties you have entered for the booking as shown

Select one:\*  same as other party  previous  other

Same As: \*

- Please Select
- Booked by
- Consignee
- Forwarder
- Notify party
- Service Contract Holder
- Shipper
- Transport Document Receiver

Contract Number:  Party is entered

- Previous means you can select a party you have entered from a previous booking as shown

*(Note: you can only select a previous party for the same party, ie: previous consignee details will only appear under Consignee in a new booking)*

Select one:\*  same as other party  previous  other

Select Previous: \*

- Please Select
- My Company

- Other means party details for a party which is not available on the website

**Service Contract Holder - Who is the service contract holder?**

Select one:\*  same as other party  previous  other

**Other Party Details**

Company Name:

Country: \*

Address (line 1): \*

Address (line 2):

City: \*

State/Province/Zone: \*

Postcode:

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First Name:

Last Name:

Email:

Phone:

Party Reference:

## Making a booking

### 7. Container Details

You can now make multiple container type bookings (*Note: Reefer and dry containers must be booked separately*)

- Enter all container details marked with \* as shown

**Container Details**

| 1. Container Type: * | Number of Containers: * | Average Cargo Weight per container (kgs): * | Average Volume per container (m <sup>3</sup> ): * | Shipper owned containers: |
|----------------------|-------------------------|---|---|---------------------------|
| 20' DRY              | 1                       |   |   | <input type="checkbox"/>  |

[Add Container Type](#)

Please note reefer and dry containers must be booked separately

- To add another container type, click on [Add Container Type](#)

**Container Details**

| 1. Container Type: * | Number of Containers: * | Average Cargo Weight per container (kgs): * | Average Volume per container (m <sup>3</sup> ): * | Shipper owned containers: |                        |
|----------------------|-------------------------|---|---|---------------------------|------------------------|
| 20' DRY              | 1                       |   |   | <input type="checkbox"/>  | <a href="#">Remove</a> |
| 40' DRY              |                         |   |   | <input type="checkbox"/>  | <a href="#">Remove</a> |

[Add Container Type](#)

Please note reefer and dry containers must be booked separately

- Select Container Types
  - If reefer containers are selected, the reefer details will be available as shown (*Note: Only one set of reefer settings are available per booking*)

**Container Details**

| 1. Container Type: * | Number of Containers: * | Average Cargo Weight per container (kgs): * | Average Volume per container (m <sup>3</sup> ): * | Shipper owned containers: |                        |
|----------------------|-------------------------|---|---|---------------------------|------------------------|
| 40' REEFER           | 1                       |   |   | <input type="checkbox"/>  | <a href="#">Remove</a> |
| 20' REEFER           |                         |   |   | <input type="checkbox"/>  | <a href="#">Remove</a> |

[Add Container Type](#)

Please note reefer and dry containers must be booked separately

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**Refrigeration Details**

Settings will be the same for all reefer containers in this booking. Please submit another booking if you have different reefer settings for different containers.

Temperature: \*  
 °C

Humidity:  
 %

Ventilation: \*  
 Cbm pr. hour

No. of probes:

## Making a booking

- Select Number of Containers
- Enter Average Cargo Weight / Container (kgs)
- Enter Average Volume (m<sup>3</sup>) – Not mandatory
- If a container is SOC, tick the Shipper owned containers: as shown

| Container Details    |                         |   |   |                           |        |
|----------------------|-------------------------|---|---|---------------------------|--------|
| 1. Container Type: * | Number of Containers: * | Average Cargo Weight per container (kgs): * | Average Volume per container (m <sup>3</sup> ): * | Shipper owned containers: |        |
| 20' DRY              | 1                       |   |   | <input type="checkbox"/>  | Remove |
| 40' DRY              |                         |   |   | <input type="checkbox"/>  | Remove |

**Add Container Type**

! Please note reefer and dry containers must be booked separately

## 8. Commodity Details

- Enter all commodity details marked with an \* as shown

| Commodity Details              |   |
|--------------------------------|---|
| <b>Commodity Group: *</b>      | Please Select   |
| <b>Commodity Type:</b>         | Please Select   |
| <b>Additional Remarks:</b>     |   |
| <hr/>                          |   |
| <b>Description of goods: *</b> |   |
| <b>Dangerous Cargo</b>         | <input type="checkbox"/> If selected, describe the dangerous cargo in the Notes field below |

- Select Commodity Group
- Select Commodity Type
- Additional Remarks, if any (not mandatory)
- Enter Description of Goods
- Select Dangerous Cargo, if shipping DG  
(Note: if selected, you must enter DG description in Notes)

## 9. If a port offers SD, you will see the following:

**Inland Haulage** Will you require us to transport your container to Singapore? (Door-to-Port)

Yes  No

- Select Yes if there are any SD requirements

## Making a booking

10. Select the documentation you would like to receive for this booking as shown

Export Documentation - What type of document do you prefer?

Document type:

Transport Document Release:  - release the Tran

- Please Select
- Waybill - Shipped
- Waybill - Received
- Bill of Lading - Shipped
- Bill of Lading - Received

- Select Number of originals

Document type:

Number of originals: \*

Number of copies: \*

- 1
- 2
- 3

- Select Number of copies

Document type:

Number of originals: \*

Number of copies: \*

Transport Document Release:  should we

Select one:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

Booking Notes

Please add any notes or

11. Enter any other comments/remarks in the Booking Notes  
(Note: Booking Notes will be mandatory if Dangerous Cargo option is ticked. See 7.)

**Booking Notes**

Please add any notes or special instructions to the carrier here:

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

13. Click

## Making a booking

### 14. Inland Haulage (only applicable if Yes is selected for Inland Haulage. See 8.)

- Fill in all the mandatory fields marked in \* as shown

**New Booking**

Progress: Details  Transport  Summary  Payment Details  [Cancel Booking](#)

**Inland Transport**

Fields marked \* are required

**Transport to Singapore terminal**

\*Select your location:   
(Transportation to Singapore is available from these locations only)

\*Equipment Required:  [Help](#)

Do you wish to proceed with transport to Singapore?  
 Yes  No

\*Contact Name:

\*Phone Number:

Email Address:

\*Empty Container Delivery Address:

Preferred Empty Container Delivery Date: 24 September (Thu) Time:   AM  PM

Special Delivery Instructions:

Previous Details:

Previous Details:

[Continue to Booking Summary >](#)  
[Cancel Booking](#) and return to Rates & Sailings

- Click on [Continue to Booking Summary >](#) to continue

### 15. Payment Details

- Click on [Continue to Payment Details](#) in the booking summary page to continue to payment details.

- Click on Yes to specify payment details as shown

**Payment Details**

**Do you want to specify payment details now?**  
 This information must be supplied prior to the submission of shipping instructions.

Yes  No

Please select the parties to invoice for the charges related to this booking.

- Determine the parties for the individual charges and whether they are prepaid/collect
- If you select Other party as the party for a payment type, you will need to select an invoice party from a previous booking or specify a different invoice party as shown

| Type                        | Prepaid/Collect  | Invoice To                                 |
|-----------------------------|--|--|
| Origin domestic/inland      | <input checked="" type="radio"/> prepaid <input type="radio"/> collect | <input type="text" value="Other Party"/>   |
| Origin THC                  | <input type="radio"/> prepaid <input type="radio"/> collect            | <input type="text" value="Please Select"/> |
| Ocean                       | <input type="radio"/> prepaid <input type="radio"/> collect            | <input type="text" value="Please Select"/> |
| Destination THC             | <input type="radio"/> prepaid <input type="radio"/> collect            | <input type="text" value="Please Select"/> |
| Destination domestic/inland | <input type="radio"/> prepaid <input type="radio"/> collect            | <input type="text" value="Please Select"/> |

**Other Party - Specify other party details**

Select one:  Previous  Other

## Making a booking

- Click on [Complete this booking >](#)

16. The booking acknowledgement page will give the details of the booking as well as the Booking reference number as shown.

*(Note: The booking reference number will be the same as what will appear in GCSS.)*

**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

17. A booking notification email will be sent to the booking office responsible with subject as Booking Number – New Booking.
18. The booking made by you will be sent to the booking office's unassigned pending tray in GCSS.

## 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 as shown



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

| Vessel Name                              | Voyage Number | Booking Number       | Your Reference | Load Port  | Discharge Port         |   |
|--|---------------|----------------------|----------------|--|------------------------|---|
| 1. FRANCOISE GILOT                       | 1121          | MCC062284<br>(Track) |                | Singapore<br>Sat, 21 May   | Jakarta<br>Wed, 25 May | <a href="#">Add Shipping Instructions</a> |
| <i>Booked By: H. Wahid - Tue, 29 Mar</i> |               |                      |                | <a href="#">Reuse Booking</a> <a href="#">Amend Booking</a> <a href="#">Cancel Booking</a> |                        |   |

5. Enter all the mandatory fields marked with \* as attached.



MCC Transport -  
Shipping Instructions

6. You can now have the option how you want the container details to be shown on your bills

I would like my bill to show: ([Help](#))

Combine Cargo for all containers
  Separate Cargo Lines for each container

- Combine Cargo for all containers will have for example:  
3 containers said to contain wastepaper –with the cargo details appearing only once
- Separate Cargo Lines for each container will show for the same example above:  
1 container said to contain wastepaper – with the cargo details  
1 container said to contain wastepaper – with the cargo details  
1 container said to contain wastepaper – with the cargo details

## Shipping Instructions

7. To reduce data entry, we have provided the option for you to copy your cargo details for all your containers from the first container.

- You also have the option to copy the package count, weight and cubic measurement from the first container

Cargo is the same for all containers  (Help)

Packages, Weight, and Cubic Measurement is the same for all containers  (Help)

(TIP: Changing details in container 1 will dynamically change the details in the other containers too!)

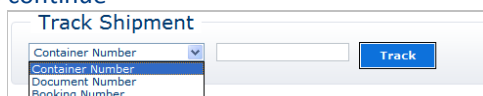
8. Click **CONTINUE >** to proceed to the Shipping Instructions Summary Page
9. Click on **SUBMIT >** to submit the SI, or click **Edit Shipping Instructions** to make changes to the SI

### Container Tracking

1. You can track a container by booking number, document number or container number
2. You do not need to be registered to track your containers on our website
3. The container tracking module will show
  - all moves up to the current move for a container
  - will also show the schedule including actual arrival/departure and ETA at destination
  - shows 2<sup>nd</sup> leg vessel schedule

#### How do you check where your containers are 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 Shipment

Container Number  **Track**

Container Number  
Document Number  
Booking Number

## Container Tracking

### Track by container number

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

#### Track Shipment

Container Number ▼

MSKU8567681

Track

Your search for Container Number **MSKU8567681** returned 1 result:

| Booking No. | Document No. | Latest Move           | Current Location | Place of Delivery | Vessel ETA at Destination |
|-------------|--------------|-----------------------|------------------|-------------------|---------------------------|
| MCC059658   | MCC059658    | Discharge from Vessel | Singapore        | Tawau             | 24 Apr 07:00              |

#### Container Details

[Back to search results](#)

| Container No | Type    | Net Weight |
|--------------|---------|------------|
| MSKU8567681  | 40' DRY |            |

#### Transport Schedule

| Activity         | Location        | Date         | Vessel        | Voyage |
|------------------|-----------------|--------------|---------------|--------|
| Vessel Departure | Semarang        | 20 Mar 13:05 | MCC SANDIGAN  | 1122   |
| Vessel Arrival   | Tanjung Pelepas | 22 Mar 12:24 | MCC SANDIGAN  | 1122   |
| Vessel Departure | Tanjung Pelepas | 25 Mar 20:59 | MCC SINGAPORE | 1108   |
| Vessel Arrival   | Singapore       | 26 Mar 03:30 | MCC SINGAPORE | 1108   |
| Vessel Departure | Singapore       | 16 Apr 17:00 | PDZ MEGAH     | 1113   |
| Vessel Arrival   | Tawau           | 24 Apr 07:00 | PDZ MEGAH     | 1113   |

#### Container Movements

| Activity                         | Location         | Date                | Vessel               | Voyage      |
|----------------------------------|------------------|---------------------|----------------------|-------------|
| Gate Out Empty                   | Semarang         | 17 Mar 09:41        |                      |             |
| Gate In Full/Gate In Import Full | Semarang         | 18 Mar 02:09        |                      |             |
| Container loaded to vessel       | Semarang         | 20 Mar 11:05        | MCC SANDIGAN         | 1122        |
| Vessel Departure                 | Semarang         | 20 Mar 13:05        | MCC SANDIGAN         | 1122        |
| Vessel Arrival                   | Tanjung Pelepas  | 22 Mar 12:24        | MCC SANDIGAN         | 1122        |
| Discharge from Vessel            | Tanjung Pelepas  | 22 Mar 15:08        | MCC SANDIGAN         | 1122        |
| Container loaded to vessel       | Tanjung Pelepas  | 25 Mar 20:03        | MCC SINGAPORE        | 1108        |
| Vessel Departure                 | Tanjung Pelepas  | 25 Mar 20:59        | MCC SINGAPORE        | 1108        |
| Vessel Arrival                   | Singapore        | 26 Mar 03:30        | MCC SINGAPORE        | 1108        |
| <b>Discharge from Vessel</b>     | <b>Singapore</b> | <b>26 Mar 08:50</b> | <b>MCC SINGAPORE</b> | <b>1108</b> |

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

## Container Tracking

### 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

Your search for Booking Number **MCC059613** returned 9 results:

| Booking No. | Document No. | Container No.               | Latest Move      | Current Location | Place of Delivery | Vessel ETA at Destination |
|-------------|--------------|-----------------------------|------------------|------------------|-------------------|---------------------------|
| MCC059613   | MCC059613    | <a href="#">MSKU0635603</a> | Vessel Departure | Hong Kong        |                   | 31 Mar 08:00              |
| MCC059613   | MCC059613    | <a href="#">MSKU0878215</a> | Vessel Departure | Hong Kong        |                   | 31 Mar 08:00              |
| MCC059613   | MCC059613    | <a href="#">MSKU1335977</a> | Vessel Departure | Hong Kong        |                   | 31 Mar 08:00              |
| MCC059613   | MCC059613    | <a href="#">MSKU1984148</a> | Vessel Departure | Hong Kong        |                   | 31 Mar 08:00              |
| MCC059613   | MCC059613    | <a href="#">MSKU2307671</a> | Vessel Departure | Hong Kong        |                   | 31 Mar 08:00              |
| MCC059613   | MCC059613    | <a href="#">MSKU5462624</a> | Vessel Departure | Hong Kong        |                   | 31 Mar 08:00              |
| MCC059613   | MCC059613    | <a href="#">MSKU9362238</a> | Vessel Departure | Hong Kong        |                   | 31 Mar 08:00              |
| MCC059613   | MCC059613    | <a href="#">MSKU9900890</a> | Vessel Departure | Hong Kong        |                   | 31 Mar 08:00              |
| MCC059613   | MCC059613    | <a href="#">PONU7580375</a> | Vessel Departure | Hong Kong        |                   | 31 Mar 08:00              |

Click on the container number to see the full details.

### Container Details

[Back to search results](#)

| Container No | Type    | Net Weight |
|--------------|---------|------------|
| MSKU0635603  | 40' DRY |            |

### Transport Schedule

| Activity         | Location  | Date         | Vessel       | Voyage |
|------------------|-----------|--------------|--------------|--------|
| Vessel Departure |           | 16 Mar 04:00 | SUI HANG 902 | 1123   |
| Vessel Arrival   | Hong Kong | 18 Mar 08:00 | SUI HANG 902 | 1123   |
| Vessel Departure | Hong Kong | 25 Mar 20:36 | ST. MARY     | 1107   |
| Vessel Arrival   |           | 31 Mar 08:00 | ST. MARY     | 1107   |

### Container Movements

| Activity                         | Location         | Date                | Vessel          | Voyage      |
|----------------------------------|------------------|---------------------|-----------------|-------------|
| Gate Out Empty                   |                  | 23 Mar 14:06        |                 |             |
| Gate In Full/Gate In Import Full |                  | 23 Mar 15:05        |                 |             |
| Container loaded to vessel       |                  | 23 Mar 16:38        | SUI HANG 902    | 1123        |
| Discharge from Vessel            | Hong Kong        | 24 Mar 20:55        | SUI HANG 902    | 1123        |
| Container loaded to vessel       | Hong Kong        | 25 Mar 18:27        | ST. MARY        | 1107        |
| <b>Vessel Departure</b>          | <b>Hong Kong</b> | <b>25 Mar 20:36</b> | <b>ST. MARY</b> | <b>1107</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.

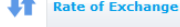

## Rates of Exchange

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   |

3. The exchange rates are updated every Monday and Thursday.

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

4. Go to [www.mcc.com.sg](http://www.mcc.com.sg) and click on  under Quick Links
5. Enter the USD amount you wish to convert
6. Select the sailing date of the vessel
7. 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:



8. 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

1. The rate calculator will only show tariff rates for 20'/40' Dry for general cargo
2. These rates will be updated as and when there are changes / rates expire

### How do I lookup a rate?

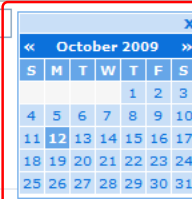
3. Go to [www.mcc.com.sg](http://www.mcc.com.sg) and click on  Rate Calculator under Quick Links
4. Select the From and To Port. Enter the first few letters of the port and it will be auto-filtered. Click on the port or press Enter

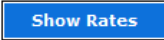
From Port: idjk  
 To Port: Jakarta, Indonesia (IDJKT)

(TIP: You can also search by UNLOC!)

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

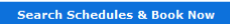
Sailing Date: \* 12/10/2009  
 Local Currency: \* Please Select  
 Show Rates

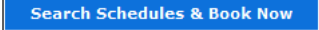


8. Select your local currency
9. Click 
10. The rates for your selection will be as shown, in both local currency and USD.

**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> |



11. 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 will be able to offer online documentation to you. These online documentations are:
  - Verify Copy
  - Certified True Copy
  - Sea Waybill Shipped/Received
  - Original Bill of Lading Shipped/Received (only valid if printed on a secure bill paper provided by MCC Transport)
2. Only **registered customers** can receive online documentations
3. A **registered customer** who submits a **manual booking** can still receive **online documents**
4. A **registered customer** will also be able to **view all online documents for the same company**, even if they were created for a different user
5. A **registered customer** can also **confirm a verify copy online**
6. Only the **user who has approved a verify copy** will receive a notification that an original bill is available online
7. If you wish to receive online documents **must**
  - a. Register on the website
  - b. Sign and agree to the MCC Electronic Document Print Facility Agreement(EDPF)



MCC Transport  
Document Print Agree

- c. Have already paid for their shipment **or** have credit agreement with MCC Transport

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

8. If your company has 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



9. In the left menu, click on My Documents
10. All documents created for your company will be available for viewing

### Verify Copies

11. If a verify copy is available online for verification,
  - a. an email notification will be sent to the you that 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 |

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

## Online Documentation

### Sea Waybill/Original Bills of Lading

13. Once a verify copy has been approved, GSC will create either the sea waybill or original bill based on your requirement
14. When a SWB/OBL becomes available on the website,
  - a. an email notification will be sent to the you to inform them their 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 download and print their 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

15. You can request a Certified True Copy to be sent via email to a party you specify
16. A certified true copy will only be available when a SWB/OBL is available for print online
17. You 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> |
|-----------|-----------|---------|-----------|-----------|--|-----------------------|---------------------------------|---|

18. 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 >](#)

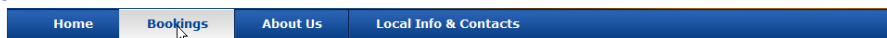
19. Click on [Send Request >](#)

## Invoices

1. Only registered customers can view invoices online
2. Customers who are registered on [www.mcc.com.sg](http://www.mcc.com.sg) will still be able to view invoices for manual bookings

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

3. In order to receive online invoices, you must select 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 notification will be sent to the you to inform them 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. you 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 |        |
| <a href="#">MCC000288</a> | 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)