

# WEB ALERT SUBSCRIPTION: BILL OF LADING



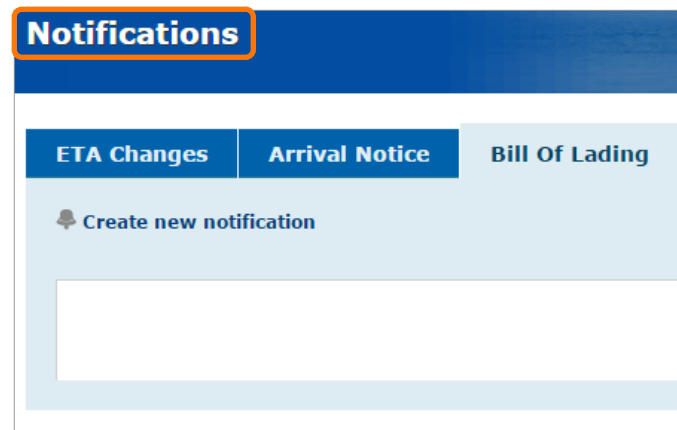
Get notified once your Bill of Lading is available, by setting up a notification on my.mcc.com.sg.

## STEP 1



Upon logging in to my.mcc.com.sg, hover over "Export" tab on the menu and click "Notification".

## STEP 2



On the Notifications screen, click on the "Bill of Lading" tab then click on "Create new notification".

## STEP 3

Setting up notification for "Bill of Lading"

1. Type in the notification name and the e-mail address of the recipient.
2. Click on the required notification "document type"
  - A. Verify copy
  - B. Waybill - final waybill
  - C. Original - final negotiable bill
  - D. Approved copy - final approved copy
3. Click on "save"

The indicated e-mail address will now receive notifications when the relevant document is ready.

*If you have questions regarding the use of My MCC, please contact Live Help*