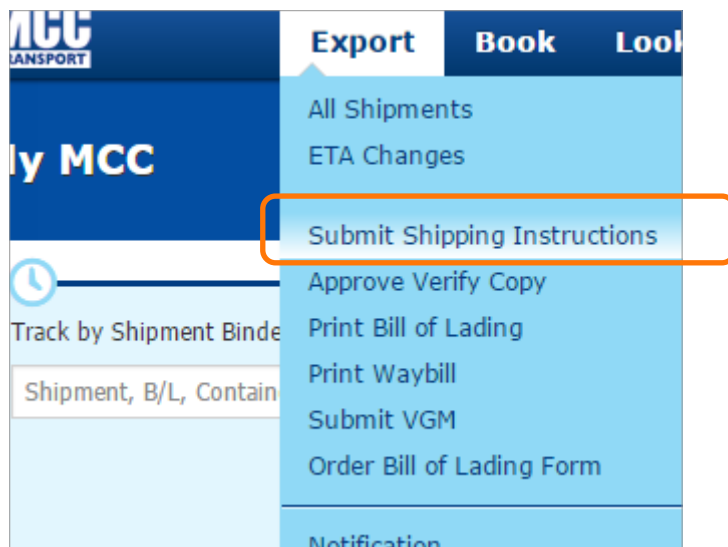


# SHIPPING INSTRUCTIONS



Doing your Shipping Instructions online via my.mcc.com.sg offers benefits that manual processes can't. Fill in the details faster with our intuitive online Shipping Instruction tools that suggest recently used parties and details, have full visibility of your payable parties, and see a preview of the final document before submitting. Your online shipping instructions get processed in just 8 hours! Log on to my.mcc.com.sg today to try it out.

## STEP 1



From the homepage of my.mcc.com.sg hover to my maersk line in the menu and click “submit shipping instructions”

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

## STEP 2



From the list, select the shipment you want to submit the shipping instructions for.

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## STEP 3

1. Document Properties 2. Cargo Details 3. Parties 4. Payment Details 5. Review > Next

Document Properties

Document Type

Issue Bill of Lading to

Advanced options (Optional)

Request Certificate(s)

Request Alternate Spelling of Locations

Additional References

Fill the details as required. Click “next” and fill the details until you reach the “review” tab.

I do not require Verify Copy (Considered as approved)

> Submit

< Previous

You can see a preview of your bill of lading. If everything is in order, click “submit”

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