








MYMSC.COM
ECOMMERCE

Table of Contents

1.	Introduction	3
2.	myMSC.com Registration	3
3.	myMSC Login Dashboard 	7
4.	Menu Items	8
5.	eCOMMERCE 	8
5.2	eBOOKING	8
5.2.1	eBOOKING Status	17
5.3	Shipping Instruction	18
5.3.1	eSI Status	26
6.	Documents 	27
6.1	Arrival Notice	27
6.2	Non-Negotiable Bill of Lading	27
6.3	Booking Confirmation	28
6.4	Invoice	28
6.5	NVOCC AMS Declaration Status	28
6.6	Import Delivery Order	Error! Bookmark not defined.
7.	Tracking 	30
7.1	Bill of Lading Container Status	30
7.2	Vessel Port Information	30
8.	Vessel 	31
8.1	Cut-Off By Booking	31
8.2	Cut-Off By Port	31
8.3	Cut-Off By Rail Ramp	31
8.4	Exchange Rate	32

1. INTRODUCTION

MSC provides a secure portal allowing 24/7 access to our customers and vendors for their operational and financial Information. It is a DIY (Do it Yourself) portal where as a user you can send eBooking request, eShipping Instructions, track and trace your shipment etc.

This new tool is part of an ongoing global initiative to provide our customers greater visibility of shipments, allowing access to documents like Arrival Notice, Delivery Order, Booking Confirmation and Operational Information's like Cut-off by Port etc.

2. myMSC.COM REGISTRATION

There are two ways of accessing myMSC.com.

- a. Visit <https://www.msc.com/> and click 'myMSC' from the main menu.

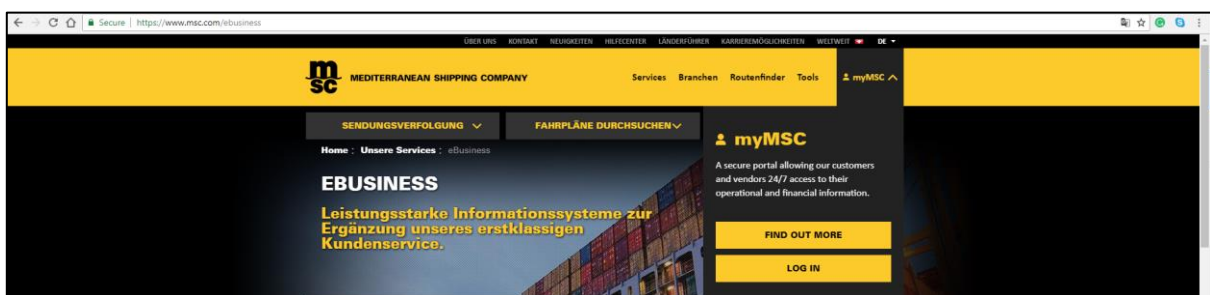


Figure 1: MSC Website

- b. Connect directly to the portal at: <https://www.mymsc.com/Link/>

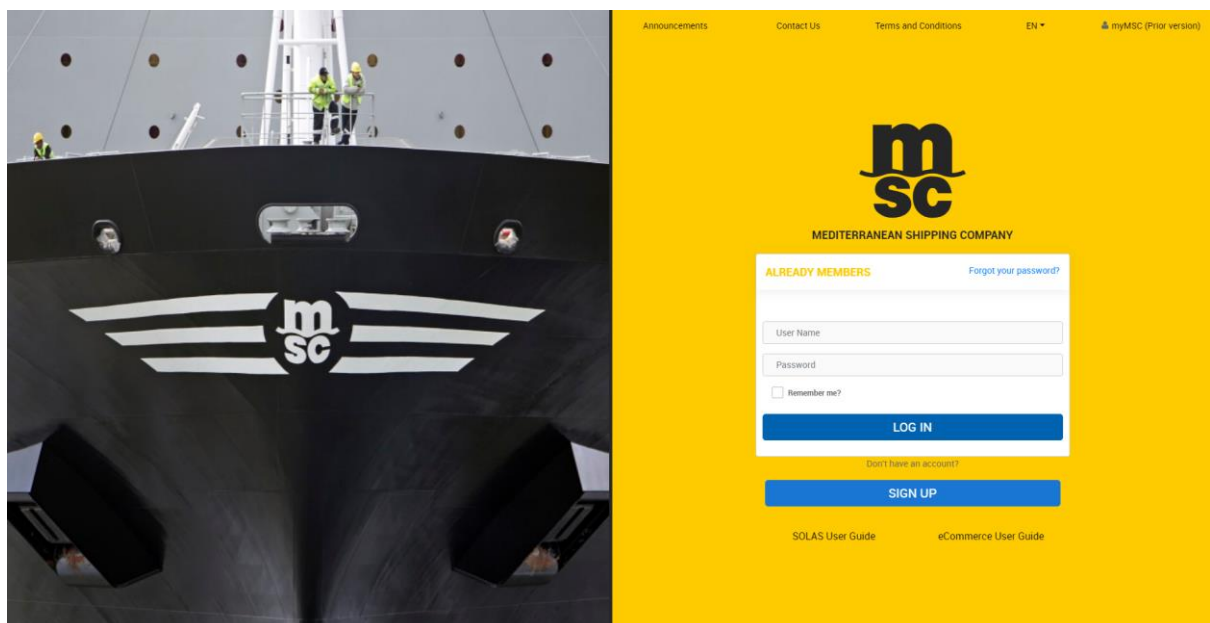


Figure 2: myMSC Log in Page

Click on the 'Sign Up' button and enter the displayed text and click 'Continue'.

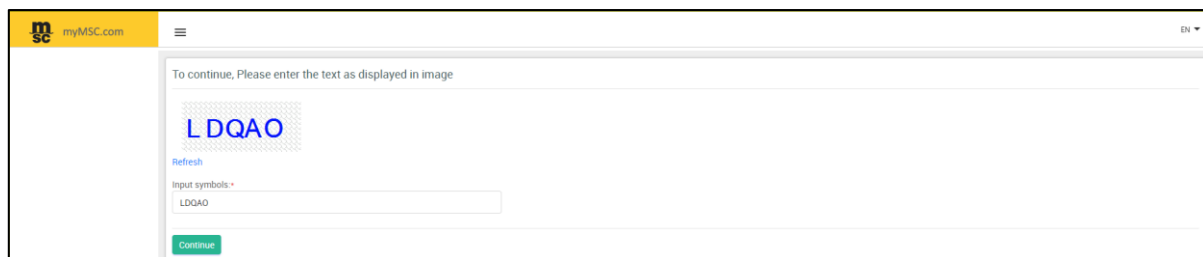


Figure 3: Human Response Test

Please read the 'Terms and Conditions' carefully and click on 'Accept' to proceed with the registration process.

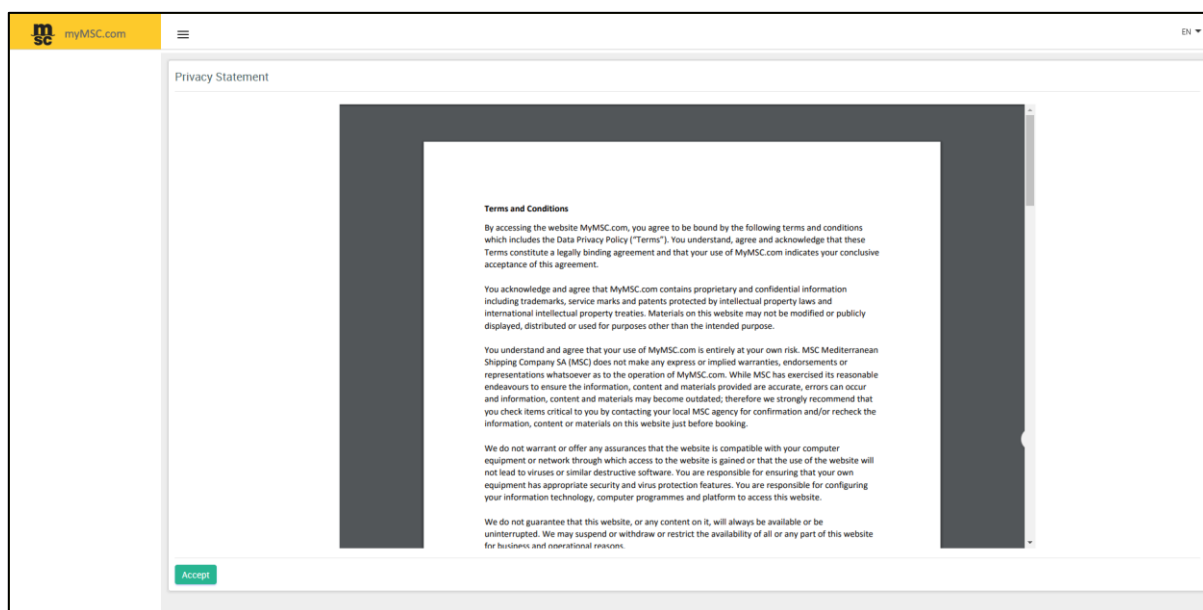


Figure 4: Privacy Statement

Specify the essential information's to proceed with the user registration and click 'Next'.

Register - Personal Details

Email* First Name*

Last Name* Phone*

Company Name* Street*

City* Country*

State/Region Postal Code

Fax

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Figure 5: Personal Details

Select the country of your agency of contact which you do locally business with. In addition to the selected agencies, access for filing the SOLAS VGM declaration will be granted by default.

SOLAS Verified Gross Mass Declaration

☒ Registration for Submission of SOLAS VGM Only

In addition to being able to submit SOLAS VGM declarations, should you wish to review details about your shipments like request copy of documents, create eBookings and send eShipping Instructions (and much more), you can now connect to your local MSC Agency via this web site: please select all Countries from the list below where you are already conducting business with an MSC Agency.

Register - Select the countries you would like to register with

<input type="checkbox"/> ALBANIA	<input type="checkbox"/> ETHIOPIA	<input type="checkbox"/> MADAGASCAR	<input type="checkbox"/> SOMALIA - BERBERA
<input type="checkbox"/> ANGOLA	<input type="checkbox"/> FRANCE	<input type="checkbox"/> MALAWI	<input type="checkbox"/> SOMALIA - KISMAYO
<input type="checkbox"/> AUSTRALIA	<input type="checkbox"/> GABON	<input type="checkbox"/> MALAYSIA	<input type="checkbox"/> SOMALIA - MOGADISHU
<input type="checkbox"/> AUSTRIA	<input checked="" type="checkbox"/> GEORGIA	<input type="checkbox"/> MALDIVES	<input type="checkbox"/> SOUTH AFRICA
<input type="checkbox"/> BAHAMAS	<input type="checkbox"/> GERMANY	<input type="checkbox"/> MAURITIUS	<input type="checkbox"/> SPAIN
<input type="checkbox"/> BAHRAIN	<input type="checkbox"/> GHANA	<input type="checkbox"/> MEXICO	<input type="checkbox"/> SPAIN
<input type="checkbox"/> BELGIUM	<input type="checkbox"/> GREECE	<input type="checkbox"/> MOLDOVA, REPUBLIC OF	<input type="checkbox"/> SRI LANKA
<input type="checkbox"/> BENIN	<input type="checkbox"/> GUINEA	<input type="checkbox"/> MOZAMBIQUE	<input type="checkbox"/> SUDAN
<input type="checkbox"/> BOLIVIA	<input type="checkbox"/> HONG KONG	<input type="checkbox"/> MYANMAR	<input type="checkbox"/> TAIWAN
<input type="checkbox"/> BRAZIL	<input type="checkbox"/> INDIA	<input type="checkbox"/> NETHERLANDS	<input type="checkbox"/> TANZANIA, UNITED REPUBLIC OF
<input type="checkbox"/> BURUNDI	<input type="checkbox"/> INDONESIA	<input type="checkbox"/> NEW ZEALAND	<input type="checkbox"/> THAILAND
<input type="checkbox"/> CAMBODIA	<input type="checkbox"/> IRAQ	<input type="checkbox"/> NIGERIA	<input type="checkbox"/> TOGO
<input type="checkbox"/> CAMEROON	<input type="checkbox"/> IRELAND	<input type="checkbox"/> OMAN	<input type="checkbox"/> TUNISIA
<input type="checkbox"/> CANADA	<input type="checkbox"/> ISRAEL	<input type="checkbox"/> PAKISTAN	<input type="checkbox"/> TURKEY
<input type="checkbox"/> CHILE	<input type="checkbox"/> ITALY - LE NAVE	<input type="checkbox"/> PANAMA	<input type="checkbox"/> UKRAINE
<input type="checkbox"/> CHINA	<input type="checkbox"/> ITALY - SPADONE LIVORNO	<input type="checkbox"/> PARAGUAY	<input type="checkbox"/> UNITED ARAB EMIRATES - ABU DHABI
<input type="checkbox"/> COSTA RICA	<input type="checkbox"/> JAPAN	<input type="checkbox"/> PORTUGAL	<input type="checkbox"/> UNITED ARAB EMIRATES - DUBAI
<input type="checkbox"/> COTE D'IVOIRE	<input type="checkbox"/> JORDAN	<input type="checkbox"/> QATAR	<input type="checkbox"/> UNITED KINGDOM
<input type="checkbox"/> CZECH REPUBLIC	<input type="checkbox"/> KENYA	<input type="checkbox"/> ROMANIA	<input type="checkbox"/> UNITED STATES
<input type="checkbox"/> DJIBOUTI	<input type="checkbox"/> KOREA	<input type="checkbox"/> SAUDI ARABIA - AD DAMMAM	<input type="checkbox"/> VIETNAM
<input type="checkbox"/> ECUADOR	<input type="checkbox"/> KUWAIT	<input type="checkbox"/> SAUDI ARABIA - JEDDAH	<input type="checkbox"/> YEMEN
<input type="checkbox"/> EGYPT	<input type="checkbox"/> LATVIA	<input type="checkbox"/> SLOVAKIA	<input type="checkbox"/> ZIMBABWE

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Figure 6: Agency Registration

Click on the 'Next' button and verify the information's you have provided before submission.

Name	Value
Email	vignesh.krishnamurthy@msc.com
First Name	Vignesh
Last Name	Krishnamurthy
Phone	+91 44 71041781
Fax	
Company Name	MSC TECHNOLOGY (INDIA) PVT LTD
Street	No 14, Estate Road
City	Kaspi
State/Region	Ajaria
Postal Code	
Country	Georgia

Agencies

MSC Agency Name
MSC GEORGIA

Previous Submit

Figure 7: Register - Personal Details

Click on 'Submit' to complete the registration process.

Registration Completed

Dear Robertha,

Thank you for registering with myMSC.

Your account has been enabled for VGM declarations. You should soon receive email with temporary password. You could login to myMSC website to submit container weights. If you requested access to the agency, your request will be reviewed within next 2 business days (Monday to Friday). When approved, you will receive an email notification. If you requested access to more than one MSC Agency, you will receive an email from each, when approved.

Kind regards,

MSC Mediterranean Shipping Company

[Go to Log in panel](#)

Figure 8: Registration Completed

You will receive an email in your registered email ID upon successful registration with myMSC site followed by 'myMSC: Account Activation' to activate your account.

MSC MEDITERRANEAN SHIPPING COMPANY

Dear Robertha

Thank you for registering with [myMSC](#)

Your account has been enabled for VGM declarations. You should soon receive email with temporary password. You could login to myMSC website to submit container weights.

You have also requested access to the following Agencies:

MSC BRAZIL

Your request for an agency will be reviewed within the next 2 business days (Monday to Friday). When approved, you will receive an email confirming that your request has been processed and access to that agency on the site has been granted.

If you requested access to more than one MSC Agency, you will receive an email from each, when approved.

For Agency specific questions or Website related issues please [Contact Us](#)

Thank you for shipping with MSC.

Kind regards,

MSC Mediterranean Shipping Company

Figure 9: Confirmation Email

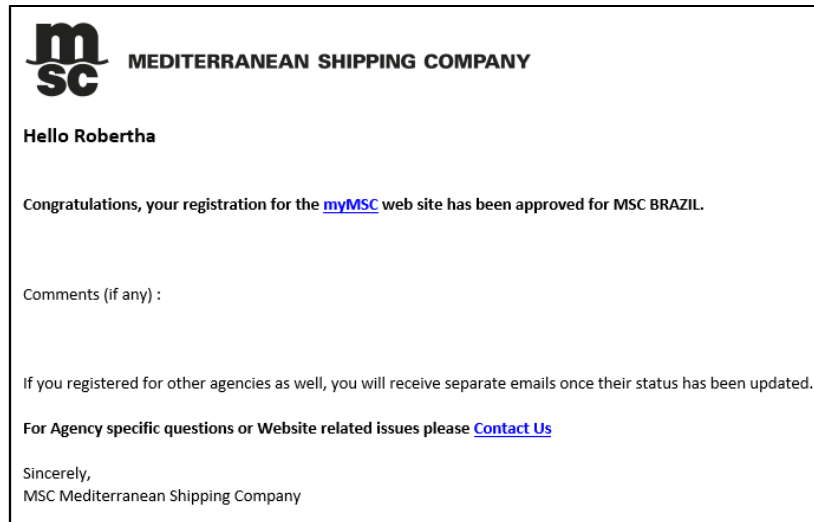


Figure 10: Account Activation Email

3. myMSC LOGIN DASHBOARD

On successful Sign-In, the Dashboard screen (as shown below) will open. When the portal is accessed for the first time, the dashboard screen will appear blank since there are no eBookings created yet.

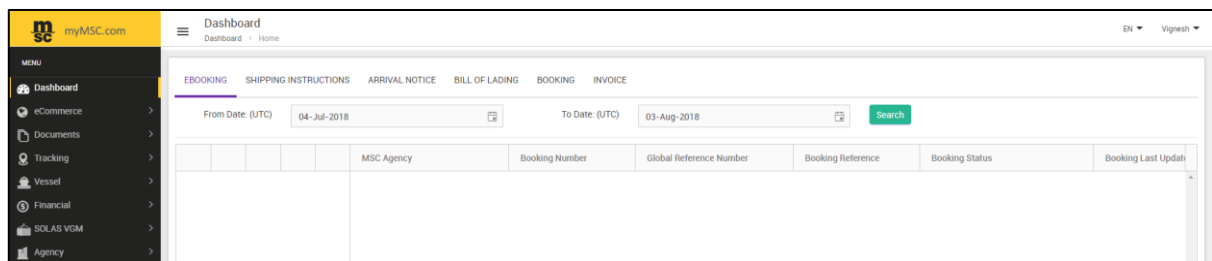


Figure 11: myMSC Dashboard

To view the dashboard 'eBooking' with records, you need to create eBooking requests.

You can also see documents for your import and export shipments like 'Arrival Notice' or 'Non Negotiable Bill Of Lading'.

4. MENU ITEMS

You can see the following menu items on the left panel of the screen. However, all these menu items can be accessed upon request and approval of the agency you are registered with. For assistance you can reach out to us with the help of 'contact us' section.

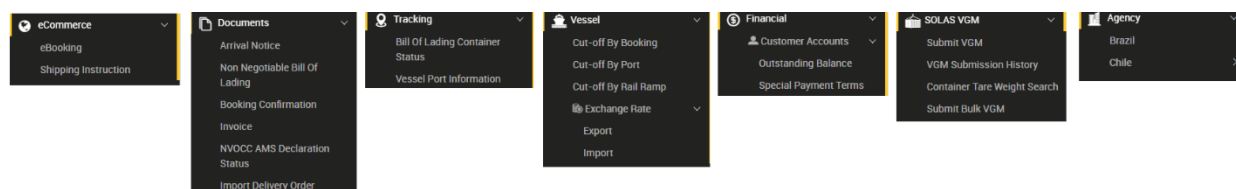


Figure 12: Menu Items

5. eCOMMERCE

It is our endeavor to bring value to our customer hence we have developed a suite of online offerings where you can create eBooking, submit your shipping instructions, download relevant shipping documents, track cargo status etc.

5.2 eBOOKING

You can create an eBooking request by following simple steps.

Navigate to eCommerce -> eBooking

A screenshot of the 'eBooking - Step 1 General' form in the myMSC.com interface. The form is part of a multi-step process, with 'Step 1 General' being the first step. The form is divided into several sections: 'Booking Office' with a dropdown menu, 'Booking Client Information' with fields for 'Company Name', 'Phone Number', 'Booking Reference', 'Name', 'Fax', and 'Email', and 'Shipment Details' with fields for 'Shipment Terms', 'Port Of Load', 'Port Of Discharge', and 'Customer Comments'. The 'Next' button is located at the bottom right of the form. The left sidebar shows the 'eCommerce' menu with 'eBooking' selected. The top navigation bar shows the 'eCommerce' and 'eBooking' tabs.

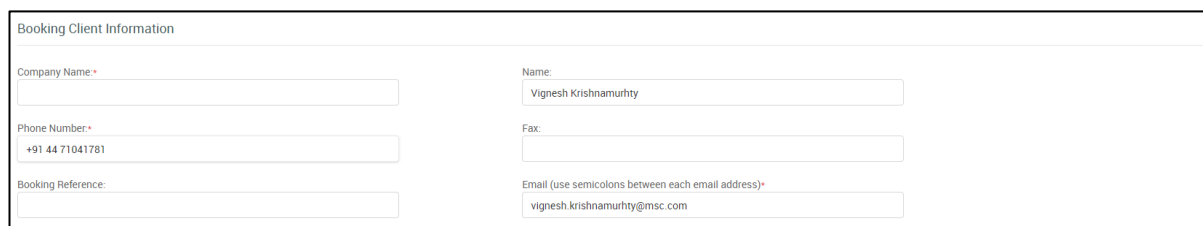
Figure 13: eBooking - Step 1

Step 1 General:

If you are registered with more than one agency, select the appropriate **Booking Office** from the designated field.

Upon selecting the **Booking Office**, some information's are auto populated based on your registration details like Name, Phone Number, FAX and Email ID.

Provide the necessary information's in the **Booking Client** Information Section.



The screenshot shows a form titled "Booking Client Information". It contains several input fields: "Company Name" (empty), "Name" (populated with "Vignesh Krishnamurthy"), "Phone Number" (populated with "+91 44 71041781"), "Fax" (empty), "Booking Reference" (empty), and "Email (use semicolons between each email address)" (populated with "vignesh.krishnamurthy@msc.com").

Figure 14: Booking Client Information

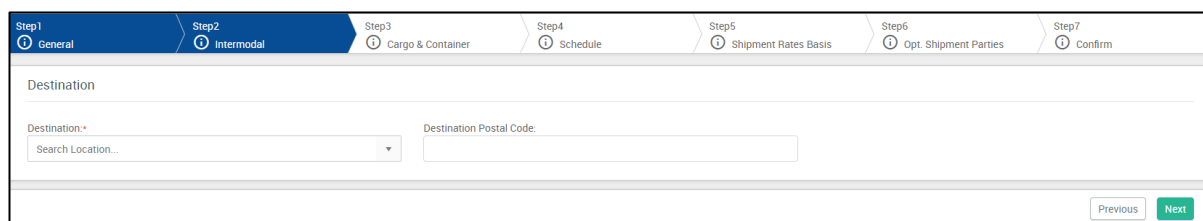
In the **Shipment Details** section, select the **Shipment Terms**, **Port of Load** and **Port of Discharge** from the drop-down list and click 'next'.

Note: The system will not allow you to proceed to the next step until the mandatory information's are filled in.

Based on the 'Shipment Term' selection, you will be navigated either to the Step 2 or Step 3.

Step 2 Intermodal:

In case, you have chosen the 'Door' or 'Ramp' service, it is mandatory to provide the 'Origin' or 'Destination' location in this step.



The screenshot shows a multi-step process bar at the top with steps: Step1 General, Step2 Intermodal (active), Step3 Cargo & Container, Step4 Schedule, Step5 Shipment Rates Basis, Step6 Opt. Shipment Parties, and Step7 Confirm. Below the bar, the "Destination" section has a "Destination" label, a "Destination Postal Code" label, and a "Search Location..." dropdown menu. At the bottom right, there are "Previous" and "Next" buttons.

Figure 15: Intermodal - Step 2

Step 3 Cargo & Container:

On clicking Next, by default, a pop-up window will open seeking 'Cargo & Container' details.

Figure 16: Container & Cargo - Step 3

If the commodity is 'Non-Hazardous', then you can directly fill in the details in this pop-up window.

In case you are shipping 'Hazardous Cargo', close this pop-up and click on the **"Add Containers with Single Commodity"** button as highlighted in the screen below.

Figure 17: Add Containers with Single Commodity

Specify the 'Quantity' and 'Equipment Type' details. You can select the checkbox for 'Required Fumigation' and 'Shipper Owned' if necessary.

Figure 18: Add Commodity

Now click '**Add Commodity**' button. Here you can fill in the cargo details for 'Hazardous' as well as 'Non-Hazardous' cargo by selecting the correct option from the drop-down list.

Figure 19: Add Commodity

After filling the required information's, click 'Next', you will be navigated to the **Hazardous Information** tab.

Figure 20: Hazardous Information

When the cargo is hazardous, it is essential to provide the accurate details in the relevant section and click "**Save**".

Click on the '**Hazardous Documentation**' button to upload any supporting documents pertaining to the hazardous cargo.

Click on the 'Next' button.

Figure 21: Uploading Hazardous Cargo Documents

Step 4 Schedule:

The Schedule screen will list 3 upcoming Vessel/Voyage from the current date. If you wish to search for any future voyages, specify the date by clicking on the calendar widget and click on the '**Load Schedule**' button.

Vessel/Voyage	Est. Departure Date	Est. Arrival Date	Port 1st Receiving Date	Cut-off	Hazmat Cut-off	Reefer Receiving Date	Shi
BURAK BAYRAKTAR/DIB30R	03-Aug-2018 02:00	04-Sep-2018 15:00					
BURAK BAYRAKTAR/DIB31R	10-Aug-2018 21:00	11-Sep-2018 06:00					
BURAK BAYRAKTAR/DIB32R	20-Aug-2018 04:00	19-Sep-2018 08:00					

Figure 22: Schedule Details - Step 4

You can search the schedule details either by selecting 'Est. Departure Date' or 'Est. Arrival Date'.

After selecting the intended 'Vessel / Voyage', click 'Next' to proceed with the '**Shipment Rates Basis**'.

Step 5 Shipment Rates Basis:

If the '**Service Contract Number**' / '**Quotation Number**' is known to you, then the same can be specified in the relevant field. Otherwise, select '**Tariff**' option beneath '**Pricing From**'. This indicates that the standard tariff is taken into consideration for the given shipment.

Select the payment type by choosing any one from the list '**Prepaid**', '**Collect**' or '**Payable elsewhere**'.

The screenshot shows the 'Shipment Rates Basis' step (Step 5) in the eCommerce booking process. The interface includes a sidebar menu with options like Dashboard, eCommerce, eBooking, Shipping Instruction, Documents, Tracking, Vessel, Financial, SOLAS VGM, and Agency. The main content area displays a progress bar with steps 1 through 7, where Step 5 is currently active. Below the progress bar, there is a 'Shipment Rates Basis' section with a note: 'NOTE: Freight and charges - freight and charges are based on instructions'. The form contains fields for 'Pricing From' (with a dropdown menu showing 'Tariff' selected), 'Service Contract Number', 'Quotation Number', and 'Type of Payment Requested' (with a dropdown menu showing 'Prepaid'). At the bottom right, there are 'Previous' and 'Next' buttons.

Figure 23: Shipment Rates Basis

Step 6 Opt. Shipment Parties:

It is not mandatory to fill in the party details. But still if you have the information you can fill in the details.

The screenshot shows the 'Opt. Shipment Parties' step (Step 6) in the eCommerce booking process. The interface is similar to the previous step, with the same sidebar menu and progress bar. The main content area displays a list of party roles: Shipper, Forwarder, Notify, Second Notify, Consignee, and Invoicing Company. Each role has a corresponding input field. At the bottom right, there are 'Previous' and 'Next' buttons.

Figure 24: Opt. Shipment Parties - Step 6

On clicking any of the party name, the grid will expand and allow you to enter the details.

The screenshot shows the 'Party Details' form for the 'Shipper' party. The form is expanded, showing fields for 'Same As' (a dropdown menu with 'Please Select' selected), 'Name', 'Location', 'Postal Code', 'Reference Number', 'Contact' (with sub-fields for Name, Phone, Fax, and Email), and 'Address'. At the bottom right, there are 'Previous' and 'Next' buttons.

Figure 25: Party Details

At any time if you wish to copy the same details from the **Booking Party** or some other parties where the details are already filled in, you can choose relevant party from the '**Same As**' field.

'Click' on the 'Next' button to navigate to the next section.

Figure 26: Copy Party

Step 7 Confirm:

Here you can review the eBooking summary and once convinced that the details are correct. You can submit the same.

Before submitting the **eBooking**, at any time if you wish to modify the details, click on the **'Previous'** button and do the necessary changes and save it.

eCommerce
eCommerce - eBooking

Step1 General Step2 Intermodal Step3 Cargo & Container Step4 Schedule Step5 Shipment Rates Basis Step6 Opt. Shipment Parties Step7 Confirm

MSC MEDITERRANEAN SHIPPING COMPANY

eBooking Summary

Shipper / Exporter: Global Reference Number: Date and Time: 03-Aug-2018 6:56 (UTC)

Contact: Booking Reference Number: Service Contract Number (if known):

Tel: Fax: Booking Office: (GA) Georgia

Email:

Consignee (if known): Booking Party: ABCD GROUP, Chavchavadze Ave # 62, Tbilisi, 0102, Tbilisi, Georgia, 0102. Contact: Vignesh Krishnamurthy. Tel: +91 44 71041781 Fax: Email: vignesh.krishnamurthy@msc.com

Contact: Tel: Fax: Second Notify (if known):

Email: Tel: Fax:

Notify Party (if known): Contact: Tel: Fax:

Email: Tel: Fax:

Forwarder Party (if known): Invoicing Company (if known):

Contact: Tel: Fax:

Email: Tel: Fax:

Empty Container Pickup Location: Pickup Date: Earliest Date For Goods Drop-Off: Latest Date For Goods Drop-Off:

Pre-Carriage Mode Of Transport: Shipping Instructions Closing Date:

Cargo Supplier Name: Requested Appointment Date:

Place Of Receipt (Combined Transport): Port Of Loading: Port Of Discharge: Place Of Delivery (Combined Transport):

POTI, Georgia SINGAPORE, Singapore

Vessel & Voyage No: E.T.D.: E.T.A.: On-Carriage Mode Of Transport:

BURAK BAYRAKTAR/DI830R 03-Aug-2018 2:00 04-Sep-2018 15:00

Quantity Of Containers	Equipment Type / Description
> 1	20' DRY VAN

1 - 1 of 1 items

Previous Submit

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Figure 27: eBooking Summary - Step 7

Click on '**Submit**' button to complete the eBooking creation process.

An eBooking Confirmation message will be displayed with the eBooking Number.

eBooking Confirmation

Your eBooking request has been successfully created and submitted for agency confirmation.

Your eBooking number is **EBKGAT00011492**.

Please note that empty containers cannot be released until the booking is confirmed.

Current status is pending MSC agency confirmation

Go to Dashboard

Figure 28: eBooking Confirmation Message

Click on '**Go to Dashboard**', to view the status of your '**eBooking**'.

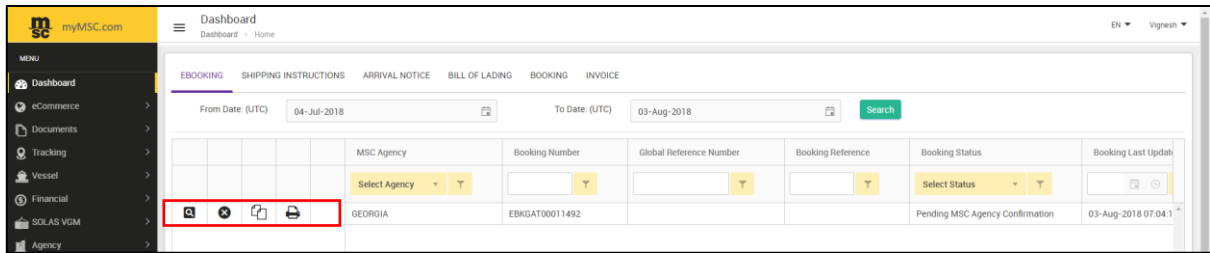





Figure 29: eBooking Dashboard

To view the eBooking summary, click on the  icon.

To cancel the submitted booking, click on the  icon.

To create copy of the submitted booking, click on the  icon.

Booking can also be copied from the eBooking screen.

- Navigate to eCommerce -> eBooking.
- Select the Booking Office from the drop-down list.
- Click on 'Copy from Previous eBooking'.
- A pop up 'Select Booking' window will open. Select the desired booking from the list to copy the pervious booking details.

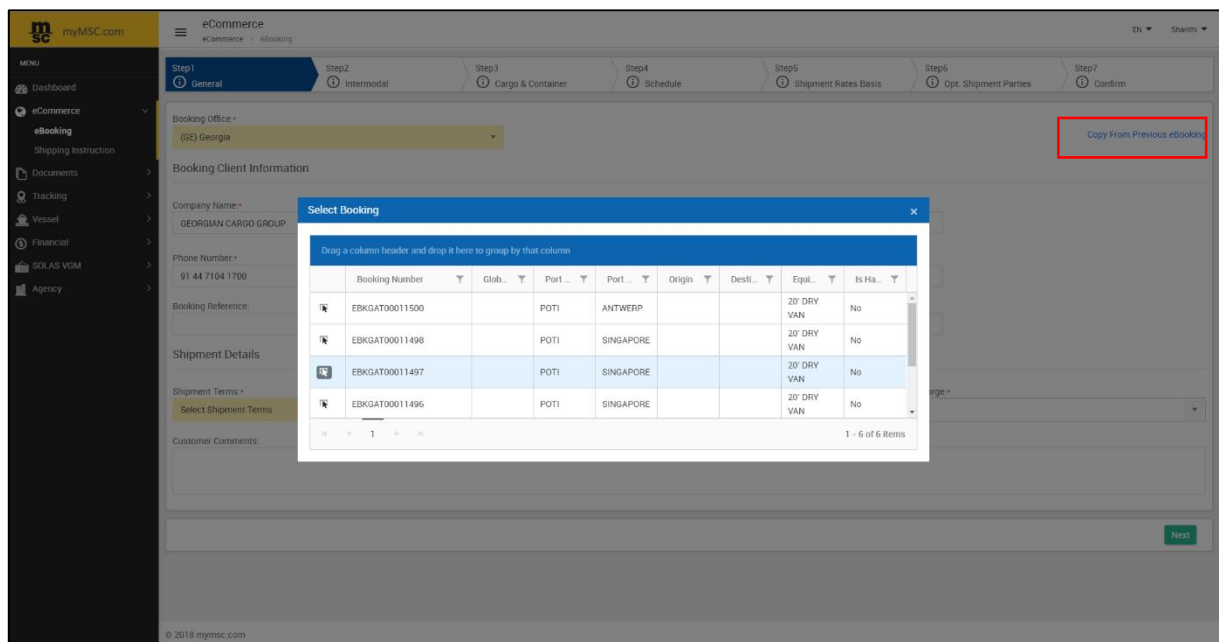



Figure 30: Copy from Previous Booking

To print the eBooking summary, click on the  icon.

5.2.1 eBOOKING STATUS

Once the eBooking is submitted successfully, you can see the status in the dashboard.

Below are the statuses of eBooking in myMSC.

- **Pending MSC Agency Confirmation**
- **Confirmed**
- **Shipping Instructions Created**
- **Customer Edited – Pending Confirmation** – An eBooking can be edited only when the booking status is available as 'Confirmed'.
- **Cancelled**
- **Contact agency for further assistance** – In exceptional case, after submitting the eBooking you may have to contact the agency for further assistance.

The screenshot shows the myMSC.com dashboard with the 'EBOOKING' tab selected. The table displays the following data:


	MSC Agency	Booking Number	Global Reference Number	Booking Reference	Booking Status	Booking Last Updated (UTC)
	GEORGIA	EBKGAT00011500		General Booking	Customer Edited - Pending Confirmation	06-Aug-2018 06:07:49
	GEORGIA	EBKGAT00011498		1456799624	Shipping Instructions Created	06-Aug-2018 05:12:06
	GEORGIA	EBKGAT00011497		1456799624	Contact agency for further assistance.	06-Aug-2018 05:11:52
	GEORGIA	EBKGAT00011496		1456799624	Confirmed	06-Aug-2018 05:11:37
	GEORGIA	EBKGAT00011495		1456799624	Pending MSC Agency Confirmation	03-Aug-2018 10:19:47
	GEORGIA	673A20000447	REFERKAT00011422		Cancelled	01-Aug-2018 11:54:06

Figure 31: eBooking Statuses

5.3 SHIPPING INSTRUCTION

It is important to note that a shipping instruction can be created only when the booking status is available as **'Confirmed'**.

Shipping Instruction can be created from two locations.

- a. Navigate to **Dashboard** → **eBooking** → Click **Create Shipping Instruction**  icon

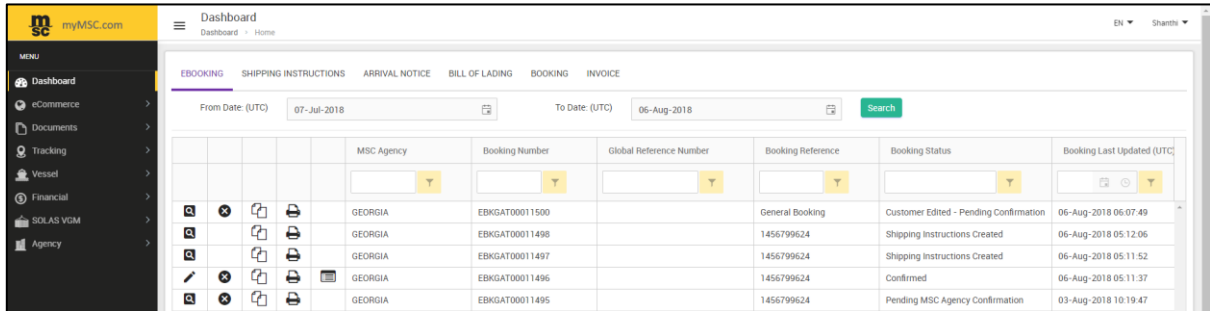


Figure 32: Create Shipping Instruction from eBooking Dashboard

- b. Navigate to **eCommerce** → **Shipping Instruction** → Click **Create Shipping Instruction**  icon

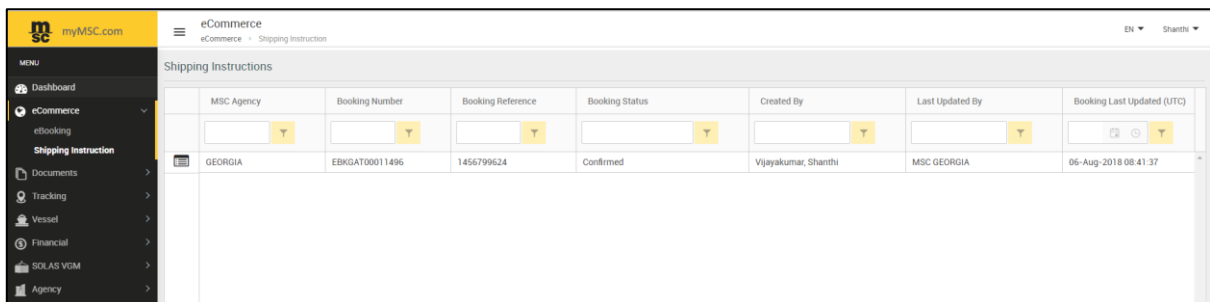



Figure 33: Create Shipping Instruction

On clicking the  icon, the shipping instruction screen will open in read-only mode.

If you wish to edit any section on the SI, click on the **Edit** button in the specific section.

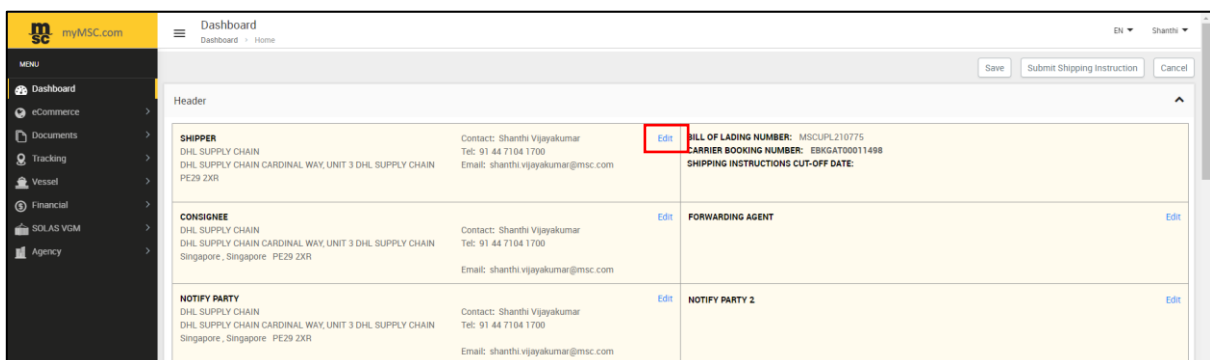


Figure 34: Shipping Instruction - Read Only

As explained earlier in **eBooking, Step 6 Opt. Shipment Parties** tab, the Edit party pop up window allows you to copy the information from other parties which has the details populated.

Edit Consignee

Same As

Please Select

Please Select

Shipper

Booking Party

Location

Postal Code

Reference Number

Contact

Name

Phone

Fax

Email

Cancel Save

Company information as it is printed on your Bill Of Lading

Figure 35: Edit Consignee

It is necessary to specify the correct **Container number** in the **'Container /Cargo'** section. The **'Shipper Seal'** can be provided once it is available.

If you wish to add another cargo, click on the **'Switch to Standard View'**. The **'Standard View'** helps to **'Add Cargo'**, **'Edit Container'** and **'Seal'** Info.

Container/Cargo

Marks & Numbers

Description

Harmonized Code 852990

Assembly consisting of at least -1an audio frequency amplifier unit, comprising at least an audio frequency amplifier and a sound generator, -1a transformer and -1a radio broadcast receiver

Switch to Standard View Save Cargo

Container Number	Equipment Type	Number of Packages	Package Type	Weight	Weight Unit	Volume	Volume Unit	Shipper Seal
ⓘ Container number is required!	20' DRY VAN	16	BAG	10000	Kgs	15	cu.m	

20 Items per page

1 - 1 of 1 items

Figure 36: Container Cargo Section

Container/Cargo									
Switch to Simple View									
		Number of Packages	Seal	Remarks	Weight	Tare Weight	Gross Volume	Others	
▶	2210 20' DRY VAN Equipment Carrier Supplied	16			12230 KGS	2230 KGS	15 cu. m.		⊕ ✎

10 Items per page 1 - 1 of 1 items

Figure 37: Standard View

Click on the 'Add' ⊕ button to add the Commodity Details.

The '**Add New Commodity**' pop up window will open. Provide the mandatory information's marked with asterisk * and click on '**Save**'.

Figure 38: Add New Commodity

To **Add/Edit** the **Container** details and **Seal Information**, click on the ✎ icon as highlighted in figure 36. The '**Edit Container**' pop up window will open, and the details can be entered in the specific tab.

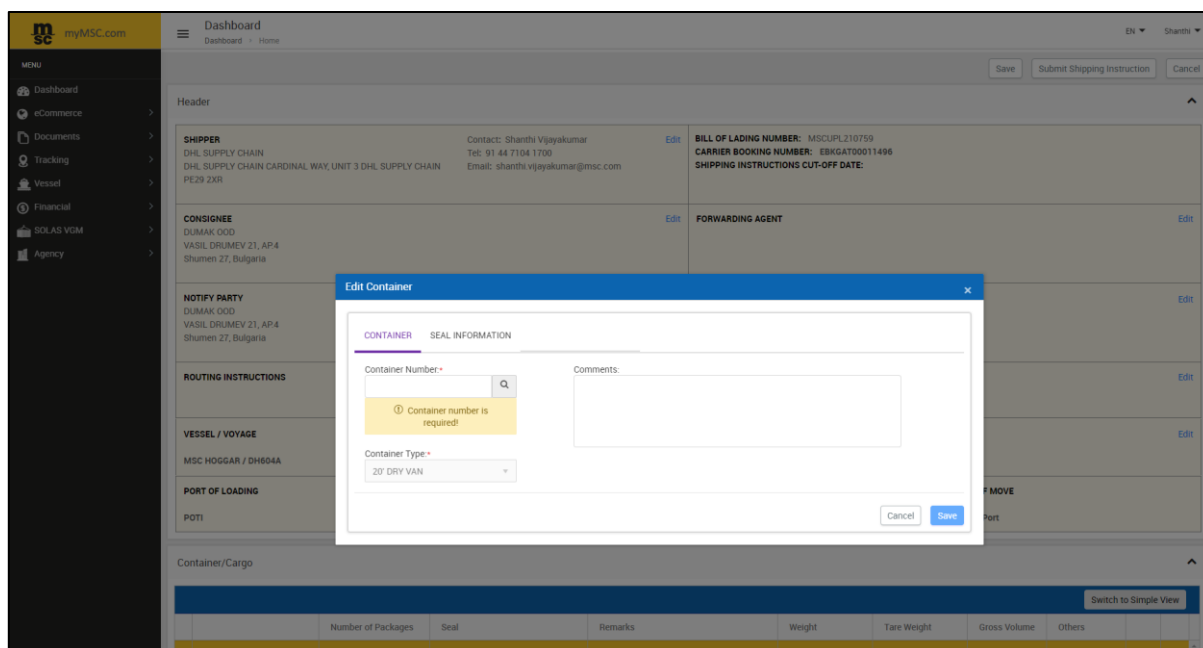


Figure 39: Edit Container

Similarly, you can **Add/Edit** details like **'Customer Clauses'**, **'Additional Reference Numbers'**, **'Charge Type'**, **'Letter of Credit'** and the **'Invoice company'** beneath the **'Additional Companies'** section.

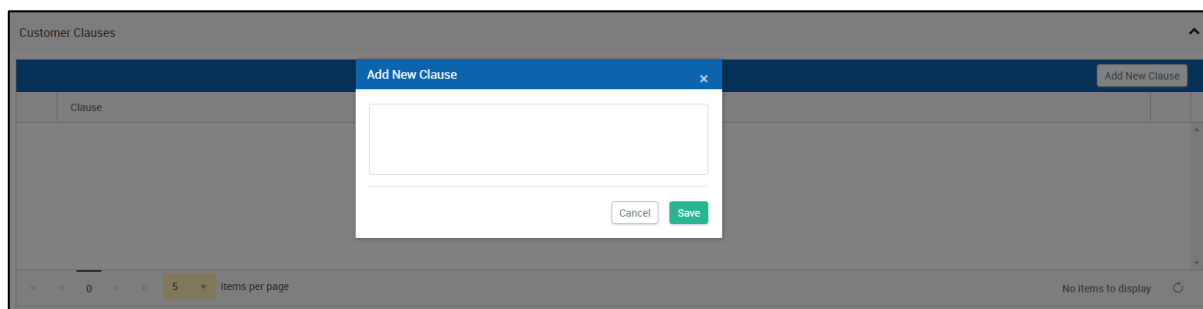


Figure 40: Customer Clause

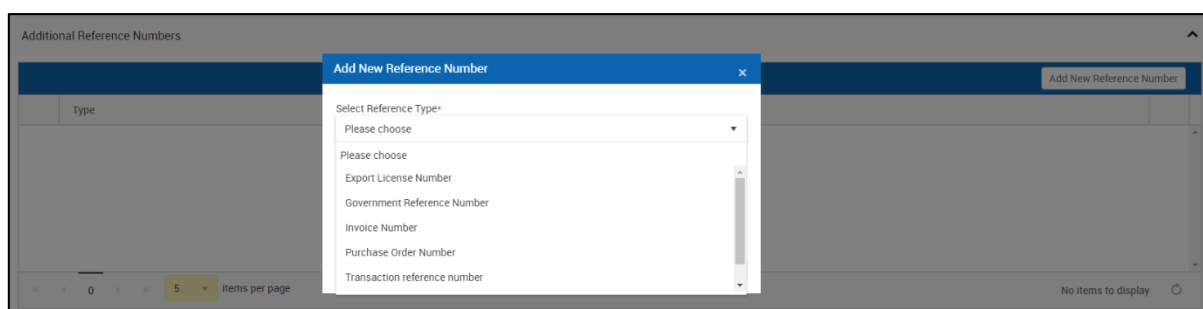


Figure 41: Add New Reference Number

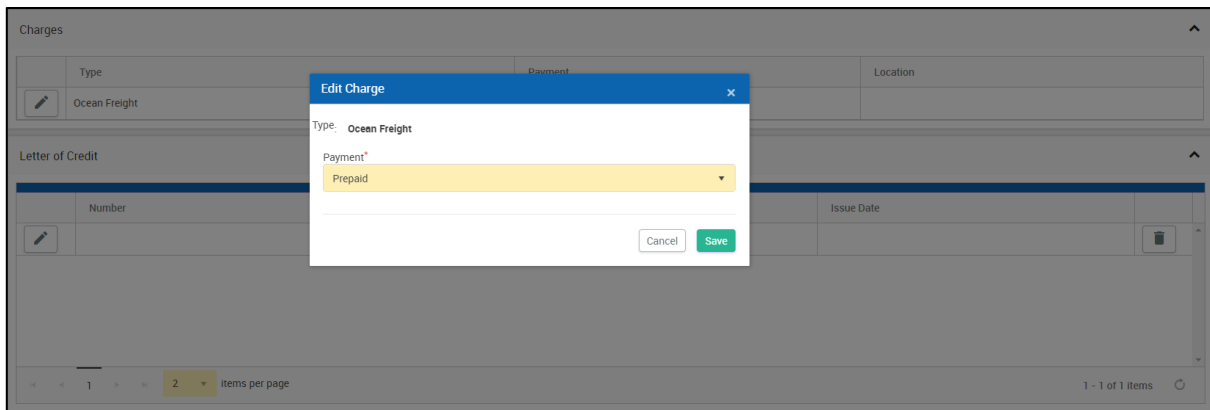


Figure 42: Charges and Letter of Credit Section

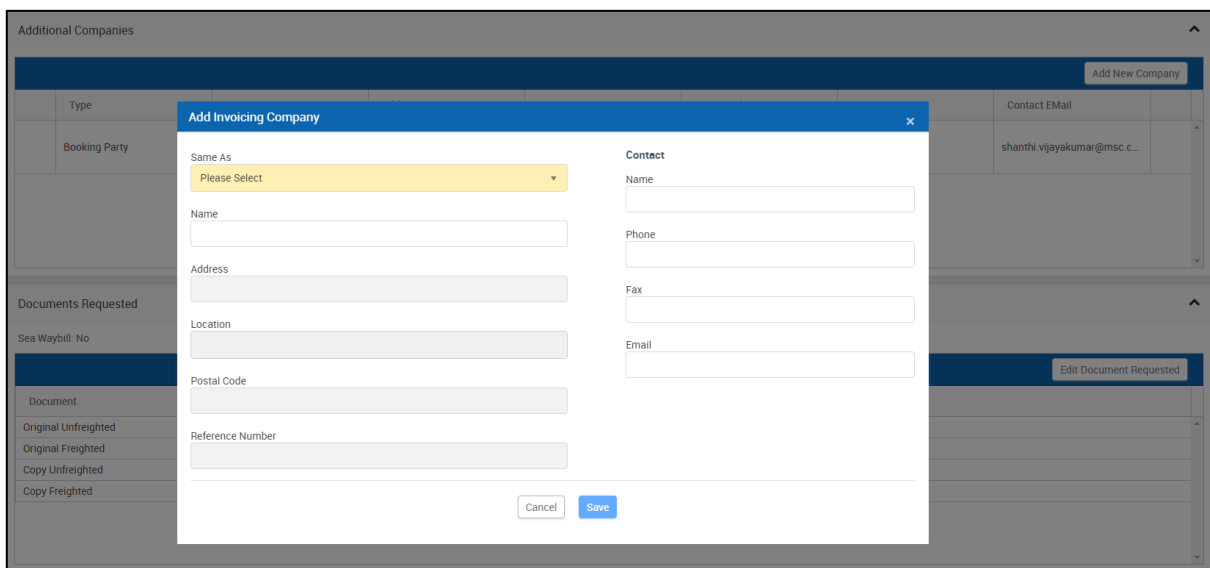


Figure 43: Add New Invoice Company in the Additional Companies Section

The document number can be edited as per request.

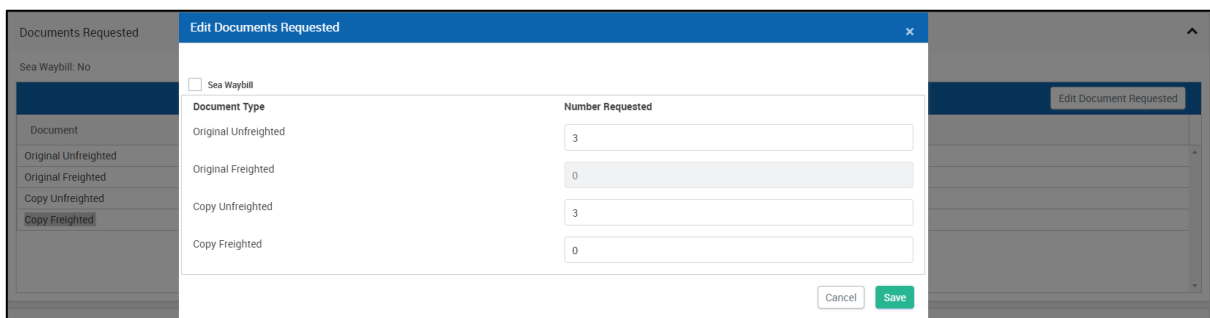


Figure 44: Edit Documents Requested

Any comments related to the 'shipping instruction' can be specified in the 'Additional Comments' section.



Figure 45: Additional Comments

After updating all the details, action buttons will be enabled at the top right corner of the screen.

Dashboard

Header

SHIPPER

DHL SUPPLY CHAIN
DHL SUPPLY CHAIN CARDINAL WAY UNIT 3 DHL SUPPLY CHAIN
PE29 2XR

Contact: Shanthi Vijayakumar
Tel: 91 44 7104 1700
Email: shanthi.vijayakumar@msc.com

BILL OF LADING NUMBER: MSCUPL210759
CARRIER BOOKING NUMBER: EBKGAT00011496
SHIPPING INSTRUCTIONS CUT-OFF DATE:

CONSIGNEE

DUMAK OOD
VASIL DRUMEV Z1, AP4
Shumen 27, Bulgaria

FORWARDING AGENT

Save Submit Shipping Instruction Cancel

Figure 46: Action Buttons

On clicking **'Save'**, the system displays a success message stating that the **'Shipping Instruction was successfully saved'**.

Dashboard

Header

SHIPPER

DHL SUPPLY CHAIN
DHL SUPPLY CHAIN CARDINAL WAY UNIT 3 DHL SUPPLY CHAIN
PE29 2XR

Contact: Shanthi Vijayakumar
Tel: 91 44 7104 1700
Email: shanthi.vijayakumar@msc.com

BILL OF LADING NUMBER: MSCUPL210759
CARRIER BOOKING NUMBER: EBKGAT00011496
SHIPPING INSTRUCTIONS CUT-OFF DATE:

CONSIGNEE

DUMAK OOD
VASIL DRUMEV Z1, AP4
Shumen 27, Bulgaria

FORWARDING AGENT

Success

Shipping Instructions was successfully saved.

OK

ROUTING INSTRUCTIONS

VESEL / VOYAGE

MSC HOGGAR / DH604A

PLACE OF INITIAL RECEIPT

PORT OF LOADING

POTI

PORT OF DISCHARGE

SINGAPORE

PLACE OF DELIVERY

TYPE OF MOVE

Port to Port

Save Submit Shipping Instruction Cancel

Figure 47: eSI Saved as Draft

Click on **'OK'** to exit the pop up and you will be redirected to the **"Shipping Instructions – Dashboard"** screen displaying the status as **'Draft'**.


Dashboard

Shipping Instructions

From Date (UTC) 07-Jul-2018 To Date (UTC) 07-Aug-2018 Search

MSC Agency	Booking Number	Bill of Lading	Status	Last Updated (UTC)	Last Updated By	Create Date (UTC)
GEORGIA	EBKGAT00011496	MSCUPL210759	Draft	06-Aug-2018 08:21:23	Vijayakumar, Shanthi	06-Aug-2018 06:35:25
GEORGIA	EBKGAT00011497	MSCUPL210767	Sent to MSC	06-Aug-2018 06:05:13	Vijayakumar, Shanthi	06-Aug-2018 05:41:13
GEORGIA	EBKGAT00011498	MSCUPL210775	Sent to MSC	06-Aug-2018 06:00:20	Vijayakumar, Shanthi	06-Aug-2018 05:50:45

Figure 48: eSI Status

To 'submit' the draft, click on the  icon. Review the draft and click on **'Submit Shipping Instruction'** button. A confirmation message pops up stating, **'Shipping Instructions was successfully sent to the agency'**.

The screenshot shows the 'Shipping Instructions' dashboard. A success pop-up message is displayed in the center, stating: "Success. Shipping Instructions was successfully sent to the agency." The background form contains the following details:

SHIPPER DHL SUPPLY CHAIN DHL SUPPLY CHAIN CARDINAL WAY, UNIT 3 DHL SUPPLY CHAIN PE29 2XR		Contact: Shanthi Vijayakumar Tel: 91 44 7104 1700 Email: shanthi.vijayakumar@msc.com	BILL OF LADING NUMBER: MSCUPL210767 CARRIER BOOKING NUMBER: EBKGAT00011497 SHIPPING INSTRUCTIONS CUT-OFF DATE:
CONSIGNEE AUTO H&L LIMITED Harold Road CB-12762 Singapore, Singapore 238858		Contact: Shanthi Vijayakumar Email: ajin@	FORWARDING AGENT
NOTIFY PARTY AUTO H&L LIMITED Harold Road CB-12762 Singapore, Singapore 238858		Contact: Ajin Email: ajin@	
ROUTING INSTRUCTIONS			
VESSEL / VOYAGE MSC HOGGAR / DH604A		PLACE OF INITIAL RECEIPT	
PORT OF LOADING POTI	PORT OF DISCHARGE SINGAPORE	PLACE OF DELIVERY	TYPE OF MOVE Port to Port

Figure 49: Shipping Instruction Submitted Successfully


Click on **OK** to exit the pop up and navigate back to the '**Shipping Instructions – Dashboard**' screen displaying the status as '**Sent to MSC**'.

Once the eSI has been processed by the agency, the status will be updated as '**Draft Pending Customer Approval**'.

The screenshot shows the 'Shipping Instructions' dashboard with a table of shipping instructions. The table has the following columns: MSC Agency, Booking Number, Bill of Lading, Status, Last Updated (UTC), Last Updated By, and Create Date (UTC).

MSC Agency	Booking Number	Bill of Lading	Status	Last Updated (UTC)	Last Updated By	Create Date (UTC)
GEORGIA	EBKGAT00011496	MSCUPL210759	Draft	06-Aug-2018 08:21:23	Vijayakumar, Shanthi	06-Aug-2018 06:35:25
GEORGIA	EBKGAT00011497	MSCUPL210767	Draft Pending Customer Approval	06-Aug-2018 09:12:49	Vijayakumar, Shanthi	06-Aug-2018 05:41:13
GEORGIA	EBKGAT00011498	MSCUPL210775	Sent to MSC	06-Aug-2018 06:00:20	Vijayakumar, Shanthi	06-Aug-2018 05:50:45

Figure 50: Draft Pending Customer Approval

When you click on the **Approve**  icon, a confirmation message will appear as shown below.

The screenshot shows a confirmation pop-up message with the title "Confirm". The message asks: "Are you sure you want to approve this shipping instruction ?". There are two buttons: "OK" and "Cancel".

Figure 51: Approve Confirmation

Click on 'OK' to confirm and exit the pop-up message. Now, the status will be changed to '**Customer Approved**'.

MSC Agency	Booking Number	Bill of Lading	Status	Last Updated (UTC)	Last Updated By	Create Date (UTC)
GEORGIA	EBKGAT00011496	MSCUPL210759	Draft	06-Aug-2018 08:21:23	Vijayakumar, Shanthi	06-Aug-2018 06:35:25
GEORGIA	EBKGAT00011497	MSCUPL210767	Customer Approved	06-Aug-2018 09:12:49	Vijayakumar, Shanthi	06-Aug-2018 05:41:13
GEORGIA	EBKGAT00011498	MSCUPL210775	Sent to MSC	06-Aug-2018 06:00:20	Vijayakumar, Shanthi	06-Aug-2018 05:50:45

Figure 52: Customer Approved Status

You can also **'Approve'** the eSI by opening the 'Shipping Instruction' in the 'Edit' mode.

Click on the **'Approve'** button.

Header

SHIPPER
DHL SUPPLY CHAIN
DHL SUPPLY CHAIN CARDINAL WAY, UNIT 3 DHL SUPPLY CHAIN
PE29 ZXR

Contact: Shanthi Vijayakumar
Tel: 91 44 7104 1700
Email: shanthi.vijayakumar@msc.com

BILL OF LADING NUMBER: MSCUPL210767
CARRIER BOOKING NUMBER: EBKGAT00011497
SHIPPING INSTRUCTIONS CUT-OFF DATE:

CONSIGNEE
AUTO H&L LIMITED
Harold Road CB-12762
Singapore, Singapore 238858

Contact: Shanthi Vijayakumar
Email: ajin@autohl.com

FORWARDING AGENT

NOTIFY PARTY
AUTO H&L LIMITED
Harold Road CB-12762
Singapore, Singapore 238858

Contact: Ajin
Email: ajin@autohl.com

NOTIFY PARTY 2

ROUTING INSTRUCTIONS

VESEL / VOYAGE
MSC HOGGAR / DH604A

PLACE OF INITIAL RECEIPT

PORT OF LOADING
POTI

PORT OF DISCHARGE
SINGAPORE

PLACE OF DELIVERY
Port to Port

TYPE OF MOVE
Port to Port

Container/Cargo

Marks & Numbers

Description: Furniture of plastics

Harmonized Code: 940370

Figure 53: eSI Approval Screen

A Success message will appear as shown below.

Success

Shipping Instruction Approved

OK

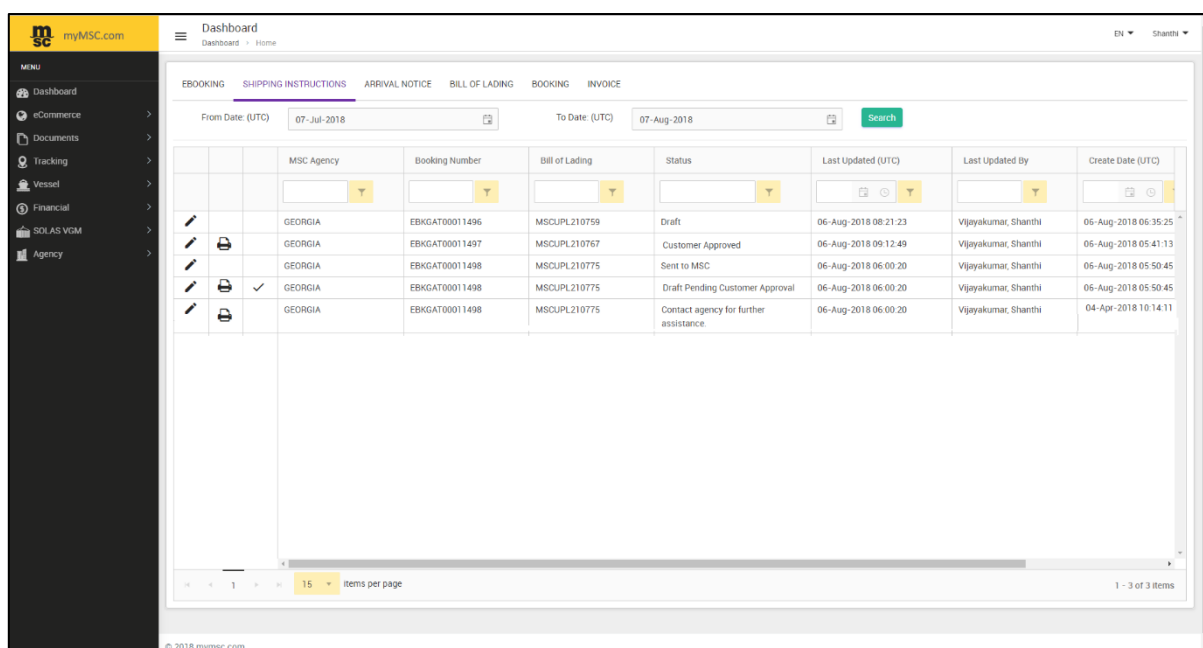
Figure 54: Approval Success Message

5.3.1 eSI STATUS

Once the eSI is submitted successfully, you can see the status in the dashboard.

Below are the statuses of eSI in myMSC.

- **Draft**
- **Sent to MSC**
- **Draft Pending Customer Approval**
- **Customer Approved**
- **Contact agency for further assistance** – In exceptional case, after submitting the eSI you may have to contact the agency for assistance.



The screenshot shows the myMSC.com dashboard with the 'SHIPPING INSTRUCTIONS' tab selected. A table displays the status of eSI submissions. The table has columns for MSC Agency, Booking Number, Bill of Lading, Status, Last Updated (UTC), Last Updated By, and Create Date (UTC). The data rows show various statuses including Draft, Customer Approved, Sent to MSC, Draft Pending Customer Approval, and Contact agency for further assistance.

		MSC Agency	Booking Number	Bill of Lading	Status	Last Updated (UTC)	Last Updated By	Create Date (UTC)
		GEORGIA	EBKGAT00011496	MSCUPL210759	Draft	06-Aug-2018 08:21:23	Vijayakumar, Shanthi	06-Aug-2018 06:35:25
		GEORGIA	EBKGAT00011497	MSCUPL210767	Customer Approved	06-Aug-2018 09:12:49	Vijayakumar, Shanthi	06-Aug-2018 05:41:13
		GEORGIA	EBKGAT00011498	MSCUPL210775	Sent to MSC	06-Aug-2018 06:00:20	Vijayakumar, Shanthi	06-Aug-2018 05:50:45
		GEORGIA	EBKGAT00011498	MSCUPL210775	Draft Pending Customer Approval	06-Aug-2018 06:00:20	Vijayakumar, Shanthi	06-Aug-2018 05:50:45
		GEORGIA	EBKGAT00011498	MSCUPL210775	Contact agency for further assistance	06-Aug-2018 06:00:20	Vijayakumar, Shanthi	04-Apr-2018 10:14:11

Figure 55: eSI Statuses

6. DOCUMENTS

You can ‘view’ and ‘download’ the following documents directly to your desktop.

6.1 ARRIVAL NOTICE

An arrival notice can be viewed and downloaded using this screen. Enter the ‘Bill of Lading No.’ in the relevant field and click on ‘Search’.

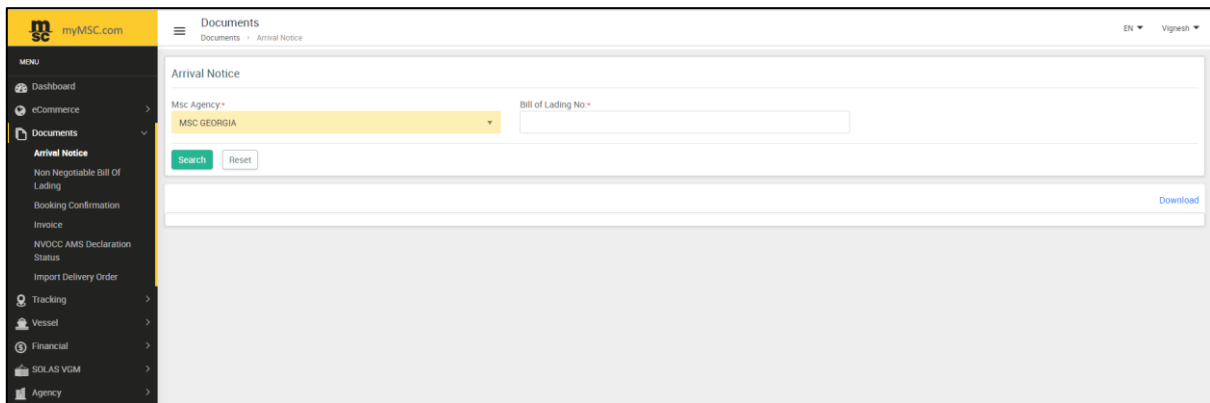


Figure 56: Arrival Notice

6.2 NON-NEGOTIABLE BILL OF LADING

A copy of **Non-Negotiable** Bill of Lading for your export shipments can be viewed by specifying either the Bill of Lading No. or the Booking No. in the relevant fields and clicking on the ‘Retrieve’ button.

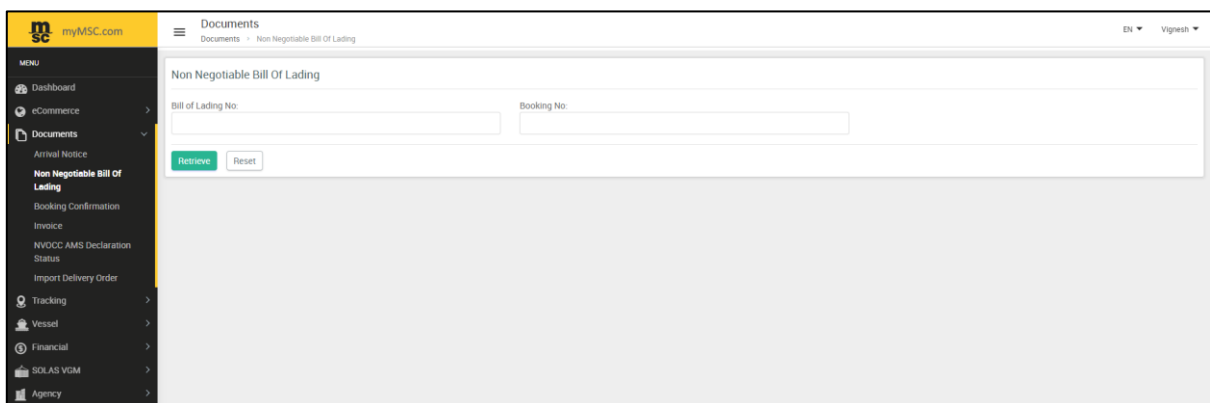


Figure 57: Non-Negotiable Bill of Lading

6.3 BOOKING CONFIRMATION

A 'Booking Confirmation' report can be viewed by specifying the 'Booking No'. in the relevant field and clicking on the 'Retrieve' button.

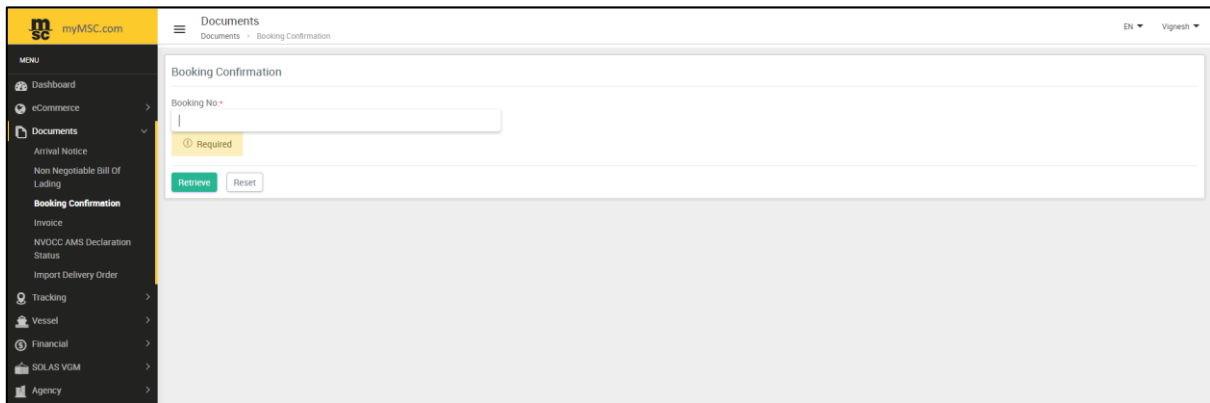
The screenshot shows the 'Booking Confirmation' form within the 'Documents' section of the myMSC.com portal. The left sidebar contains a menu with options like Dashboard, eCommerce, Documents, Arrival Notice, Non Negotiable Bill Of Lading, Booking Confirmation, Invoice, NVOCC AMS Declaration Status, Import Delivery Order, Tracking, Vessel, Financial, SOLAS VGM, and Agency. The main content area has a header 'Documents' and a sub-header 'Documents > Booking Confirmation'. Below this, there's a 'Booking Confirmation' section with a 'Booking No.' input field, a 'Required' status indicator, and 'Retrieve' and 'Reset' buttons.

Figure 58: Booking Confirmation

6.4 INVOICE

An invoice can be viewed by providing any one the following information in the relevant field.

- Invoice Number
- Bill of Lading Number
- Container Number
- Reference Number

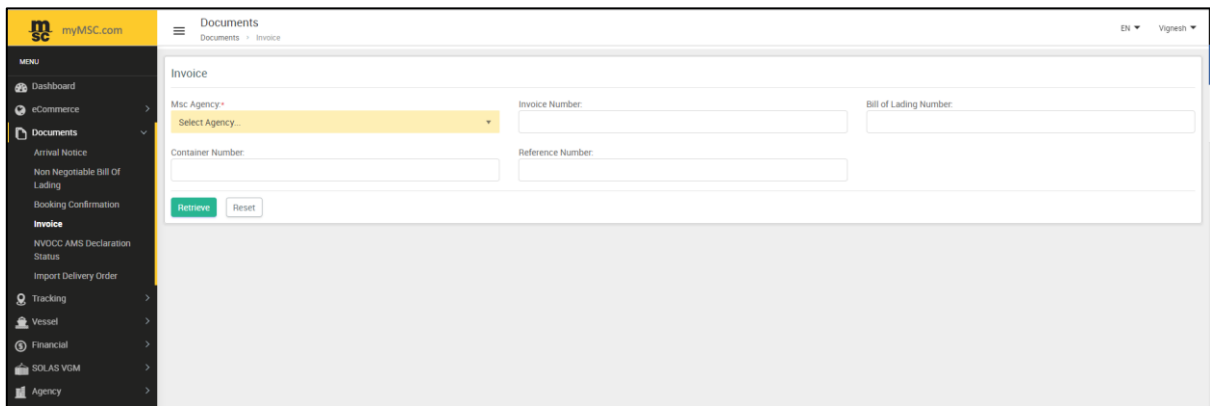
The screenshot shows the 'Invoice' form within the 'Documents' section of the myMSC.com portal. The left sidebar is the same as in Figure 58. The main content area has a header 'Documents' and a sub-header 'Documents > Invoice'. Below this, there's an 'Invoice' section with a 'Msc Agency' dropdown menu, a 'Select Agency' button, and input fields for 'Invoice Number', 'Bill of Lading Number', 'Container Number', and 'Reference Number'. There are also 'Retrieve' and 'Reset' buttons.

Figure 59: Invoice Request

6.5 NVOCC AMS DECLARATION STATUS

The AMS Declaration can be viewed by providing the **Bill of Lading Number** or the **Container Number**.

This document can only be accessed by the 'USA' Customers on approval from the agency.

The screenshot displays the 'NVOCC AMS Declaration Status' page on the myMSC.com website. The interface includes a top navigation bar with the myMSC.com logo and a user profile 'Vignesh'. A left sidebar menu lists various document types: Dashboard, eCommerce, Documents (expanded), Arrival Notice, Non Negotiable Bill Of Lading, Booking Confirmation, Invoice, NVOCC AMS Declaration Status (highlighted), and Import Delivery Order. Below these are Tracking, Vessel, Financial, SOLAS VGM, and Agency. The main content area is titled 'NVOCC AMS Declaration Status' and contains a search form. The form has a dropdown menu for 'Msc Agency' currently showing 'MSC GEORGIA', and a text input field for 'Bill of Lading or Container Number'. Below the input fields are 'Search' and 'Reset' buttons. The main content area below the form is currently empty.

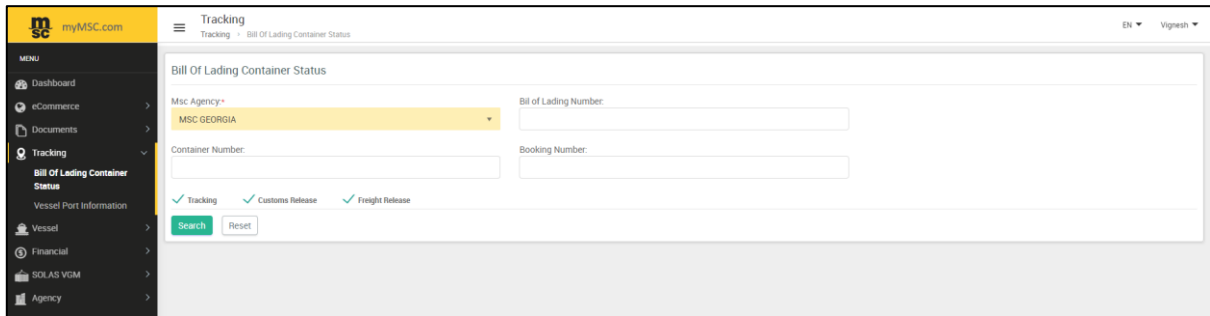
Figure 60: NVOCC AMS Declaration Status

7. TRACKING

You can follow your shipment using your 'Bill of Lading' or a 'Container Number' or a 'Booking Number' by using this portal.

7.1 BILL OF LADING CONTAINER STATUS

Provide any one of the following information in the relevant field and click Search.

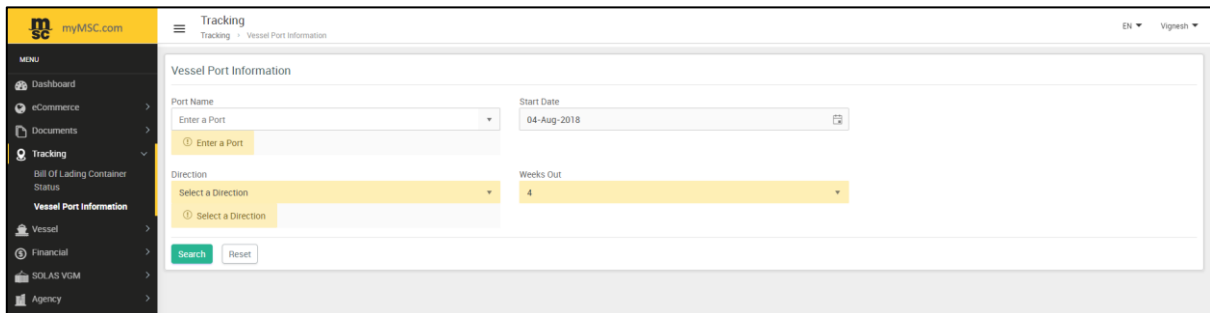


The screenshot shows the 'Tracking' section of the myMSC.com portal. The left sidebar menu is open, highlighting 'Tracking' and its sub-option 'Bill Of Lading Container Status'. The main content area is titled 'Bill Of Lading Container Status'. It features three input fields: 'Msc Agency*' (a dropdown menu showing 'MSC GEORGIA'), 'Bill of Lading Number', 'Container Number', and 'Booking Number'. Below these fields are three status indicators: 'Tracking' (checked), 'Customs Release' (checked), and 'Freight Release' (checked). At the bottom of the form are 'Search' and 'Reset' buttons.

Figure 61: Bill of Lading Container Status

7.2 VESSEL PORT INFORMATION

To search for Vessel port information, enter the applicable POL/POD and the direction whether it is Import/Export or Both.



The screenshot shows the 'Tracking' section of the myMSC.com portal. The left sidebar menu is open, highlighting 'Tracking' and its sub-option 'Vessel Port Information'. The main content area is titled 'Vessel Port Information'. It features four input fields: 'Port Name' (a dropdown menu with 'Enter a Port' selected), 'Start Date' (a date picker showing '04-Aug-2018'), 'Direction' (a dropdown menu with 'Select a Direction' selected), and 'Weeks Out' (a dropdown menu with '4' selected). At the bottom of the form are 'Search' and 'Reset' buttons.

Figure 62: Vessel Port Information

8. VESSEL

8.1 CUT-OFF BY BOOKING

Vessel 'cut-off' time for a specific booking can be seen by providing the 'Booking' number.

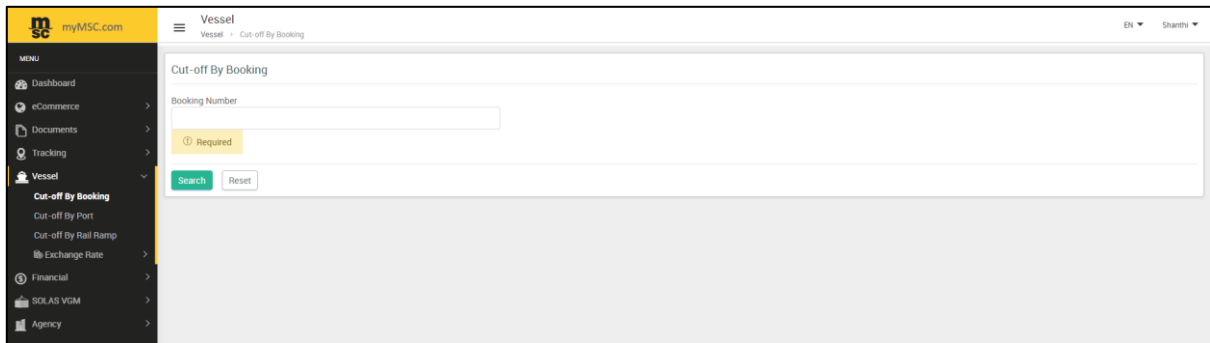


Figure 63: Cut Off by Booking

8.2 CUT-OFF BY PORT

To search for 'Cut-Off' date by port, enter the POL / POD, if necessary adjust the Arrival Date From/To and 'Click' on 'Search'.

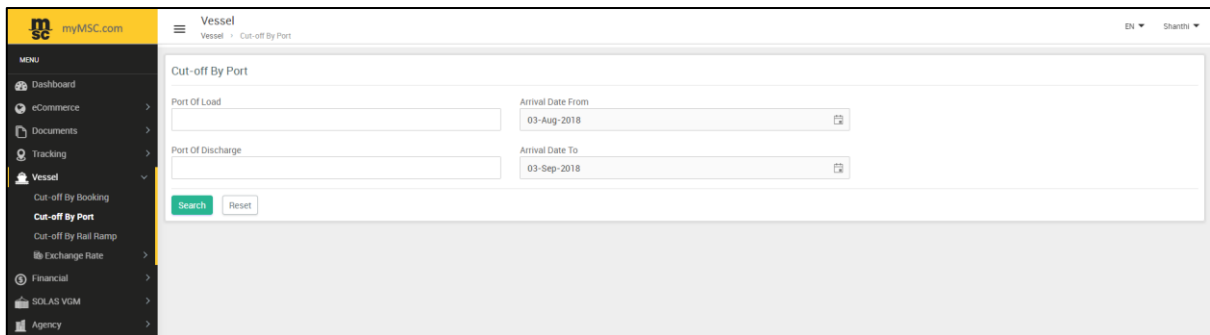


Figure 64: Cut-Off by Port

8.3 CUT-OFF BY RAIL RAMP

To search for 'Cut-Off' date by Rail Ramp, enter the Rail Ramp Location, Port of Load, Port of Discharge, if necessary adjust the Arrival Date From/To and 'Click' on 'Search'.

The screenshot shows the 'Cut-off By Rail Ramp' form. The left sidebar contains a menu with options like Dashboard, eCommerce, Documents, Tracking, Vessel, and Financial. The main form area has the following fields:

- Country:** A dropdown menu with the text 'Select Country' and a hint 'Select a Country'.
- Rail Ramp Location:** A dropdown menu with the text 'Select Rail Ramp'.
- Port Of Load:** A dropdown menu with the text 'Select Port Of Load'.
- Port Of Discharge:** A text input field.
- Arrival Date From:** A date picker showing '04-Aug-2018'.
- Arrival Date To:** A date picker showing '04-Sep-2018'.
- Buttons:** 'Search' and 'Reset' buttons at the bottom.

Figure 65: Cut Off by Rail Ramp

8.4 EXCHANGE RATE

To search for an exchange rate in Export, select the MSC Agency from the drop-down list and fill in the mandatory information's like Vessel, Voyage, Port of Load, Port of Discharge and click on 'Search'.

The screenshot shows the 'Exchange Rate (Export)' form. The left sidebar contains a menu with options like Dashboard, eCommerce, Documents, Tracking, Vessel, and Financial. The main form area has the following fields:

- MSC Agency:** A dropdown menu with the text 'Select Agency'.
- Vessel:** A text input field with the placeholder 'Enter Vessel...'.
- Voyage:** A dropdown menu with the text 'Select Voyage'.
- Port Of Load:** A dropdown menu with the text 'Select Port Of Load'.
- Port Of Discharge:** A dropdown menu with the text 'Enter Port Of Discharge'.
- Buttons:** 'Search' and 'Reset' buttons at the bottom.

Figure 66: Exchange Rate(Export)

To search for an exchange rate in Import, select MSC Agency from the drop-down list and provide the Bill of Lading Number to fetch the Import exchange rate.

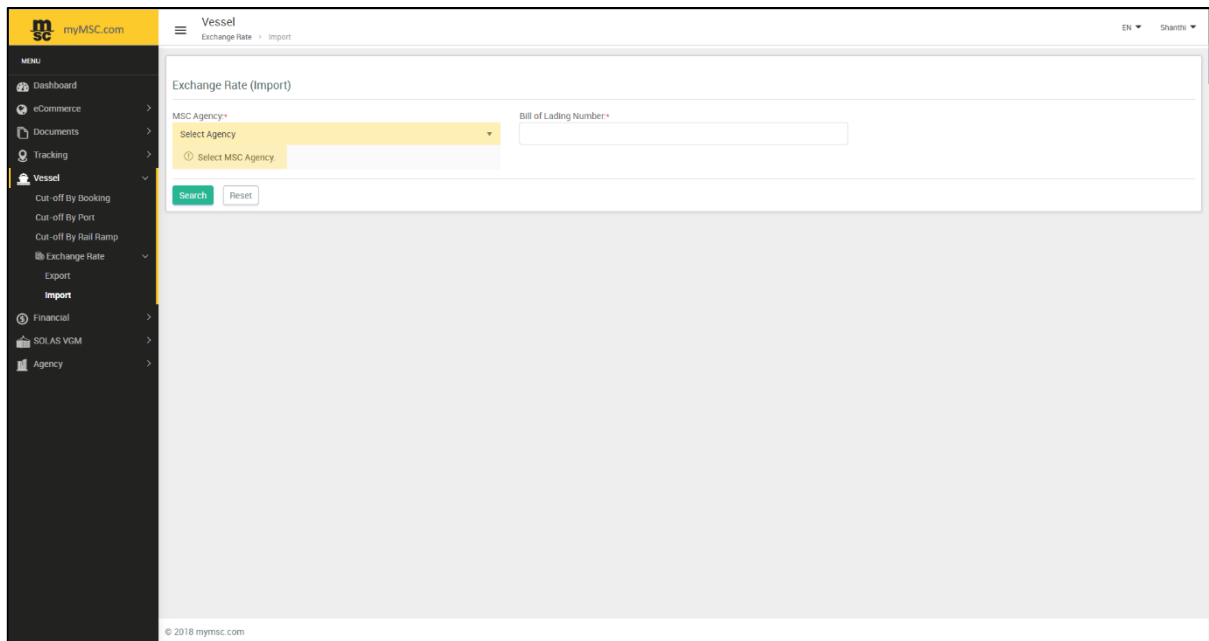


Figure 67: Exchange Rate(Import)