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 8	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 <u>https://www.msc.com/</u> 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'.

myMSC.com	=	EN 🔻
	To continue, Please enter the text as displayed in image	
	LDQAO	
	Refresh Input symbols:- LDGAO	
	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'.

myMSC.com	=		EN 🔻
	Register - Personal Details		
	Email•	First Name*	
	Last Name*	Phone*	
	Company Name*	Street*	
	City*	Country*	
		Select Country *	
	State/Region Select State +	Postal Code	
	Fax		
			Next
	© 2018 mymsc.com		

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 Mas	s Decidianoli						
V Rejutation For Submission of SCLAS VOIM 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 Instruction: (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 count	tries you would like to register with						
ALBANIA	ETHIOPIA	MADAGASCAR	SOMALIA - BERBERA				
ANGOLA	FRANCE	MALAWI	SOMALIA - KISMAYO				
AUSTRALIA	GABON	MALAYSIA	SOMALIA - MOGADISHU				
austria	🗸 georgia	MALDIVES	SOUTH AFRICA				
BAHAMAS	GERMANY	MAURITIUS	SPAIN				
BAHRAIN	GHANA	MEXICO	SPBC				
BELGRUM	GREECE	MOLDOVA, REPUBLIC OF	SIR LANKA				
BENIN	GUINEA	MOZAMBIQUE	SUDAN				
BOLIVIA	HONG KONG	MYANMAR	TAIMAN				
BRAZE	INDEA	NETHERLANDS	TANZANIA, UNITED REPUBLIC OF				
BURKINA FASO		NEW ZEALAND	THULAND				
CAMBODIA	IIJAQ	NICERIA	1000				
CAMEROON	IRELAND	CIMAN	TUNISIA				
CANADA	ISRAEL	PARISTAN	TURKEY				
CHILE	TTALY - LE NAVI	PANAAAA	URDANE				
CRINA	ITALY - SPADONE LIVORNO	PARAGUAY	UNITED ARAB EMIRATES - ABU DHABI				
COSTA RICA	IMPAN	DORTUGAL	UNITED ARAB EMIRATES - DUBAI				
COTE D'IVOIRE	JORDAN	QATAR	UNITED KINGDOM				
CZECH REPUBLIC	KENYA	HOMANIA	UNITED STATES				
пливоиті	KOREA	SAUDI AFIABIA - AD DAMMAAM	VIETRAM				
CUADOR	KUWAIT	SAUDI ARABIA - JEDDAH	VEMEN				
EGAb1	LATVIA	SLOVAKIA	ZIMBASWE				

Figure 6: Agency Registration

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

SC myMSC.com	=	EN 🗸					
	Register - Personal Details						
	Name	Value					
	Email	vignesh.krishnamurhty@msc.com					
	First Name	Vignesh					
	Last Name	Krishnamurhty					
	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 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 notification. If you requested access to more than one MSC Agency, you will receive an email notification. If you requested access to more than one MSC Agency, you will receive an email notification.
Kind regards,
MSC Mediterranean Shipping Company
Go to Log in panet

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.

SC MEDITERRANEAN SHIPPING COMPANY
Dear Robertha
Thank you for registering with mytASC
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 <u>Contact Us</u>
Thank you for shipping with MSC,
Kind regards, MSC Mediterranean Shipping Company

MEDITERRANEAN SHIPPING COMPANY
Hello Robertha
Congratulations, your registration for the <u>myMSC</u> web site has been approved for MSC BRAZIL.
Comments (if any) :
If you registered for other agencies as well, you will receive separate emails once their status has been updated.
For Agency specific questions or Website related issues please Contact Us
Sincerely, MSC Mediterranean Shipping Company
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.

SC myMSC.com	=	Dashboard										EN 🕶	Vignesh 🔻
MENU													
🚯 Dashboard	EBC	OKING	SHIPPING	S INSTRU	CTIONS	ARRIVAL NOTICE BILL 0	F LADI	NG BOOKING INVOICE					
€ eCommerce >		From Date	(UTC)	04-J	ul-2018		÷	To Date: (UTC)	03-Aug-2018	Search			
Documents >													
S Tracking →						MSC Agency		Booking Number	Global Reference Number	Booking Reference	Booking Status	Booking Last	t Update
🚊 Vessel 🛛 🔶													*
S Financial →													
🚔 SOLAS VGM 🛛 🔷													
📓 Agency >													

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.



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	
-----------------------------------	--

myMSC.com	eCommerce					EN 👻 Vignesh 👻
MENU	Step1 Step2 O General Intermodal	Step3	Step4	Step5	Step6	Step7 ① Confirm
Dashboard	General	Cargo & Container	Schedule	Shipment Rates Basis	Opt. Shipment Parties	Contirm
😧 eCommerce 🗸 🗸	Booking Office:*					
eBooking	Select Booking Office	*				
Shipping Instruction						
Documents →	Booking Client Information					
g Tracking →	Company Name:*		Name:			
🚖 Vessel >	company name.		Vignesh Krishnamurhty			
	· · · · · · · · · · · · · · · · · · ·					
SOLAS VGM	Phone Number:*		Fax:			
Agency >	+91 44 71041781					
_ •• 3 ••••	Booking Reference:		Email (use semicolons between	n each email address)•		
			vignesh.krishnamurhty@msc	.com		
	Shipment Details					
	Shipment Terms:*	Port Of Load		Port Of	Discharge:•	
	Select Shipment Terms	* Select Port		▼ Selec	t Port	Ψ
	Customer Comments:					
	·					
						Next
	© 2018 mymsc.com					



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.

Booking Client Information	
Company Name*	Name: Vignesh Krishnamurhty
Phone Number- +91 44 71041781	Fax:
Booking Reference:	Email (use semicolons between each email address)+ vignesh.krishnamurhty@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 dropdown 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.

Step1 General	Step2 intermodal	Step3	Step4 Schedule	Step5 ③ Shipment Rates Basis	Step6 Opt. Shipment Parties	Step7 (i) Confirm
Destination						
Destination:* Search Location		Destination Postal Co	de:			
						Previous

Figure 15: Intermodal - Step 2

Step 3 Cargo & Container:

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

Step1	Step2 Intermodal	Step3	tainer	Step4	Step5 Shipment Rates Basis	Step6 Opt. Shipment Parties	Step7
Cargo & Container						Add Containers with Sing	le Commodity Add
Shipper Owned	Container Number Add Container	Equipment Type / Description	in Tare	Weight (kgs) Gross C	argo Weight Unit Harmonized O	ode	
8	Container Type:*	Select Equipment Type	*				
	Container Number:						
	_	Required Fumigation S	hipper Owned				
	Freight All Kinds:			Harmonized Code.*	Select a Harmonized Code		No ilems
	Net Cargo Weight:+		Kgs 🔻	Selected Commodity:	Select a Commodity (Type here for Search)		Previous
	Volume:		um *				
	Number of Packages:*						
	Package Type:*	Select a Package Type	٠	Short Description:			
					Cancel Sav	re l	

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.

myMSC.com	E Commerce Commerce N Vignesh *
MENU	Step1 Step2 Step3 Step4 Step5 Step6 Step7 O confirm Ø General Ø Lampo & Container Ø Schedule Ø Schedule Ø Step6 Ø Opt. Shipment Parties Ø Confirm
B Dashboard	O General O Intermodal O Cargo & Container O Schedule O Shpment Rates Basis O Opt. Shpment Parties O Contirm
😋 eCommerce 🗸 🗸	Cargo & Container Add Containers with Single Commodity Add Container
eBooking	
Shipping Instruction	
Documents >	Shipper Owned Container Number Equipment Type / Description Tare Weight (kgs) Gross Cargo Weight Unit Harmonized Code
Q Tracking →	· · · · · · · · · · · · · · · · · · ·
🚊 Vessel >	
⑤ Financial >	
💼 SOLAS VGM 💦 🔷	
Mgency >	
	H 4 0 H H 5 V Rems per page No items to display
	Previous Next

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.

myMSC.com	eCommerce > eBooking	1						N 🔻 Vignesh
MENU	Step1	Step2	Step3	Step4	Step5	Step6	Step7	
B Dashboard	(i) General	(i) Intermodal	Cargo & Container	Schedule	O Shipment Rates E	lasis (i) Opt. Shipr	ment Parties O Confirm	
eCommerce v	Cargo & Container					Add Cont	ainers with Mutiple Commodity	dd Commodity
eBooking	-							
Shipping Instruction	Quantity:*		Required	nation				
Documents	`		Shipper Same					
g Tracking	> Equipment Type:*							
Vessel	> Select Equipment Type		*					
Financial	>							
SOLAS VGM	Commodity	r			Harmonized Code	Weight	Is Hazardous	
Agency	>							
	× × 0 × ×	10 • Items per page					No items to r	display Ő



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.

Add Commodity					×
CARGO HAZARDOUS	INFORMATIO	N			
Hazardous Cargo:*		Freight All Kinds:			Harmonized Code:*
Hazardous	•	No		•	Select a Harmonized Code
Net Cargo Weight:*		Volume:			Selected Commodity.•
Select	*		cu.m.	•	
Number of Packages:*					
Package Type:*					Short Description:
Select a Package Type				۳	
					Cancel

Figure 19: Add Commodity

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

Add Commodity			×
CARGO HAZARDOUS INFORMATION	1		
Hazardous Details		Emergency Contacts	
Proper Shipping Name:•		Provider Name:*	
Marine Pollutant:		Phone:•	
Not Marine Pollutant 🔻			
Packaging Group:* Select a Packaging Group	×	Contact Name:*	
Weight:•	Volume:	Stuffing Contractor:	
IMO Class:*	UN Code:•	Address:	
FlashPoint(°C):	Quantity:	Location:	
		Select Location	*
		Postal Code:	
		Postal Code	▼
		Cancel	Save

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.

General	Step2								
ocherun /	(i) Intermodal	Step3 Cargo & Container	Step4	Step5		Step6 Opt. Shipmen		Step7	
rgo & Container									Commodity
ipment Type:*		Shipper Owned			I				
azardous Documentation									
commodity chemicals		SELECT FILES	1		Weight 1500 Kgs			1	i^
		SELECT FILES							
1 ▶ N	 items per page 								ns O Next
in ip),	tity.* iment Type.* DRY VAN Cardious Documentation Commodity chemicals	tity+ iment Type+ DRY VAN zardous Documentation Commodity	Ity* hep-ind famigation	Ifly* Ifly* Interview Inte	Ity * Regated Funipation Stepper Owned Itype * DRY VAN Acadebus Documentation Upload Container Package Declaration Commodity chemicals Container Package Declaration SELECT FILES. Damperous Cargo Declaration SELECT FILES. Done	Ity * It	Ity * hequired Funsipation Stapper Owned Hazardous Documentation Upload Container Package Declaration Commodity Commo	ity * ity * isty *	Ity -

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.

	eCommerce > eBooking							Vignesh 🔻
MENU	Step1	Step2	Step3	Step4	Step5	Step6	Step7	
Dashboard	General	(i) Intermodal	Cargo & Container	O Schedule	Shipment Rates Basi	s / (i) Opt. Shipment Pa	arties 0 Confirm	
eCommerce ~	Schedule Details							
eBooking								
Shipping Instruction				bject to onboard vessel space, poss				
Documents	 times and sailing/arrival dates a modification. 	are estimates only and schedules i	may be advanced, delayed or can	celled with the carrier which has no	liability for any direct or indirect	consequential damages or loss	es sustained as the result of such	1
Tracking	>							
				Date:* 03-Aug-2018	~	Load Schedule		
Vessel	> Please Select.* 🗸	Est. Departure Date Est. Arrival	Date	Date:* 03-Aug-2018		Load Schedule		
	> Please Select:• ✓		Date	03-Aug-2018		Load Scheoule		
Financial	> >		Date Est. Arrival Date	Port 1st Receiving Date	Cut-off	Hazmat Cut-off	Reefer Receiving Date	Shi
Financial SOLAS VGM	> Select Your Vessel/Voyage (All tir	mes are local)		03 Aug 2010			Reefer Receiving Date	_
Financial SOLAS VGM	Select Your Vessel/Voyage (All tir Vessel/Voyage	mes are local) Est. Departure Date	Est. Arrival Date	03 Aug 2010			Reefer Receiving Date	_
Financial SOLAS VGM	Select Your Vessel/Voyage (All tin Vessel/Voyage BURAK BAYRAKTAR/DI830R	mes are local) Est. Departure Date 03-Aug-2018 02-00	Est. Arrival Date 04-Sep-2018 15:00	03 Aug 2010			Reefer Receiving Date	Shi
Vessel	Select Your Vessel/Voyage (All til Vessel/Voyage BURAK BAYRAKTAR/DI830R BURAK BAYRAKTAR/DI831R	mes are local) Est. Departure Date 03-Aug-2018 02:00 10-Aug-2018 21:00	Est. Arrival Date 04-Sep-2018 15:00 11-Sep-2018 06:00	03 Aug 2010			Refer Receiving Date	_
Financial SOLAS VGM	Select Your Vessel/Voyage (All til Vessel/Voyage BURAK BAYRAKTAR/DI830R BURAK BAYRAKTAR/DI831R	mes are local) Est. Departure Date 03-Aug-2018 02:00 10-Aug-2018 21:00	Est. Arrival Date 04-Sep-2018 15:00 11-Sep-2018 06:00	03 Aug 2010			Reefer Receiving Date	

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'.

SC myMSC.com	eCommerce						EN 💌	Vignesh 🔻
MENU	Step1	Step2	Step3	Step4	Step5 ③ Shipment Rates Basis	Step6 Opt. Shipment Parties	Step7	
B Dashboard	General		Cargo & container		O Snipment Rates Basis	O Opt. Snipment Parties	Confirm	
😋 eCommerce 🗸 🗸								
eBooking	Shipment Rates Basis							
Shipping Instruction								
Documents >	NUTE: Freight and charges - freig	ht and charges are based on instru	ctions					
Q Tracking →	Pricing From:		Service Contract No	imber:	Qu	otation Number:		
 <u>●</u> Vessel →	Tariff Service Contract Number							
S Financial >	Quotation Number		The of Demonstra					
-			Type of Payment Re	equested.*				
SOLAS VGM			Prepaid		•			
Agency >								
							Previous	Next

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.

myMSC.com	eCommerce						EN 👻	Vignesh 🔻
MENU	Step1	Step2	Step3	Step4	Step5	Step6	Step7	
Dashboard	(i) General	i Intermodal	Cargo & Container	Schedule	Shipment Rates Basis	Opt. Shipment Parties	Confirm	
 eCommerce eBooking 	Shipper							
Shipping Instruction	Forwarder							
Documents >	Notify							
🚊 Vessel >	Second Notify							
⑤ Financial >	Consignee							
SOLAS VGM	Invoicing Company							
i Agency →	intoicing company							
							Previous	Next

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.

myMSC.com	eCommerce						EN 🕶	Vignesh 🔻
MENU	Step1	Step2	Step3	Step4	Step5	Step6	Step7	
Dashboard	General	Intermodal	Cargo & Container	Schedule	Shipment Rates Basis	Opt. Shipment Parties	() Confirm	
😋 eCommerce 🗸 🗸	Shipper							
eBooking	Snipper							
Shipping Instruction	Same As:							
Documents >	Please Select		*					
<pre></pre>	Name			Address				
🚖 Vessel >								
	Location							
SOLAS VGM								
Mgency >	Postal Code							
	Reference Number							
	Reference Number							
	Contact							
	Name		Phone					
	Fax		Email					

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.

myMSC.com	eCommerce						EN 🕶	Vignesh 🔻
меми 🚳 Dashboard	Step1	Step2 ① Intermodal	Step3 Cargo & Container	Step4 Schedule	Step5 Stippent Rates Basis	Step6 Opt. Shipment Parties	Step7	
eCommerce v eBooking Snipping instruction	Shipper Same As:							
Documents Section 2	Please Select Please Select		•	Address				
vessel →	Forwarder Notify		1					
SOLAS VGM >	Consignee Second Notify Booking Party							
	Reference Number							
	Contact							
	Name		Phone					
	Fax		Email					

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.

	Step1	Step2	Ste	ф3	Step4	Step5	Step6	Step7			
Priper / Expert: Distant Term: Distant Term: Distant Term: Connect: Eabling Influences humber: Service Connect humber of Learning Tel: Tel: Service Connect humber: Service Connect humber of Learning Tel: Tel: Service Connect humber: Service Connect humber of Learning Connect: Connect: Service Connect humber of Learning Service Connect humber of Learning Connect: Connect: Service Connect humber of Learning Service Connect humber of Learning Tel: Tel: Service Connect humber of Learning Service Connect humber of Learning Tel: Tel: Service Connect humber of Learning Service Connect humber of Learning Tel: Tel: Service Connect humber of Learning Service Connect humber of Learning Tel: Tel: Service Connect humber of Learning Service Connect humber of Learning File: Tel: Service Connect humber of Learning Service Connect humber of Learning File: Tel: Service Connect humber of Learning Service Connect humber of Learning File: Tel: Service Connect humber of Learning Service Connect humber of Learning Service Connect								Step7			
Signer / General: Second Statement Second Statement Context: Second Statement Second Statement The Tax: Second Statement Second Statement Context: Second Statement Second Statement Second Statement Second Statement Second Statement Second Statement Second Statement Second Statement Second Statement Second Statement <td< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>											
		RANEAN SHIPPING COMPAN	NY			eB	Booking Summary				
Context: Reside planets Number: Reside Context: Number of Research Sector						Global Reference Number.	Date and Time:				
conte: cal							03-Aug-2018 6:56	(UTC)			
Rise satisfie satisfie Circle Satisfie Satisfie <td>Content</td> <td></td> <td></td> <td></td> <td></td> <td>Booking Reference Number:</td> <td>Service Contract N</td> <td>umber (if known):</td>	Content					Booking Reference Number:	Service Contract N	umber (if known):			
Note: Second part of a constraint	contact.										
Image: Set in the set of the set o	Tel: Fax: EMail:					Booking Office:					
construction According a construction of a construction						(GE) Georgia					
Context:	Consignee (if known):					Booking Party :					
context: 01/2 Context reference Context file: provide Kindhamundingtonsc.com Kindly Party (Minom); Eesend Mathy (Minom); context: Context: context: Context: file: Context: file: Context: file: File: file: Context: file: File: file: File: <td></td> <td></td> <td></td> <td></td> <td></td> <td>Chavchavadze Ave # 62,Tbilisi, 0102</td> <td></td> <td></td>						Chavchavadze Ave # 62,Tbilisi, 0102					
Yopek Krishamuriny Yopek Krishamuriny time: Tel: *19 47 /104 /78 mrc incom Nody Party (Honon): Second Koldy (Honon): Contact: Contact: Tel: *AC Contact: Tel: *AC Contact: Tel: *AC Contact: Tel: *AC Kin Fac: formit: Tel: *AC Kin Fac: formit: Tel: *AC Kin Fac: formit: Contact: Kin Fac: formit: Contact: Kin Fac: formit: Contact: Kin Fac: formit: Tel: *AC Contact: formit: Tel: *AC Second Kody (Honon): Contact: Face (Throug): Face (Throug): Face (Throug): Contact: Face (Throug): Contact: Face (Throug): Contact: Face (Throug): Contact: Face (Throug):						0102					
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curve:	Email:					Email: vignesh.krishnamurhty@msc.com					
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Prece Of Arealys (Cambined Transport): Port of Leading: POTI. Ceorgia Pan of Discharge: SNRAPORE, Simppore Perce Of Delivery (Cambined Transport): Vesael & Voyage Hor: ET 32: ET 32: On-Carriage Mode of Transport: BURNAL DRIVENCHARD(DRISON) 03-Areg-2018 2:00 04-Step-2018 15:00 On-Carriage Mode of Transport: Image: Constances Explorement Type / Description Explorement Type / Description Explorement Type / Description	Pre-Carriage Mode Of Tra	insport:				Shipping Instructions Closing Date:					
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Quantity Of Containers Equipment Type / Description		30B		8.2.00			on-carriage Mode				
			_		00						
			20'	DRY VAN							
		10 - 2									
	R 4 1 P	10 • Items per page						1			
a a 1 a a 10 v Rema per page											

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'.

SC myMSC.com	=	Dashbo Dashboard										EN 🔻 Vignesh 🔻
MENU												
Dashboard	EBOO	KING	SHIPPIN	G INSTRI	UCTIONS	ARRIVAL NOTICE	BILL OF LADI	NG BOOKING INVOICE				
eCommerce >		From Date	: (UTC)	04-	Jul-2018		Ċ,	To Date: (UTC)	03-Aug-2018	Earch		
Documents >												
C Tracking >						MSC Agency		Booking Number	Global Reference Number	Booking Reference	Booking Status	Booking Last Update
🚖 Vessel >						Select Agency v	T	T	T	T	Select Status v T	# 0
(§) Financial →		-	-	-	_							
SOLAS VGM	٩	8	ኅ	0		GEORGIA		EBKGAT00011492			Pending MSC Agency Confirmation	03-Aug-2018 07:04:1
Agency >												

Figure 29: eBooking Dashboard

To view the eBooking summary, click on the **Q** icon.

To cancel the submitted booking, click on the \otimes icon.

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

Booking can also be copied from the eBooking screen.

- Navigate to eCommerce -> eBooking.
- \circ $\;$ 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.

myMSC.com	eCommerce														EN 🔻 Shanthi 👻
мени இது Dashboard	Step1 General	Step (1)	92 Intermodal		Step3	ontainer		Step4	edule		Step5 Shipment P	Rates Basis		Step6 Opt. Shipment Parties	Step7 ① Confirm
eCommerce eBooking Shipping Instruction	Booking Office.* (GE) Georgia														Copy From Previous eBookin;
Documents	Booking Client Informatio	n													
Q Tracking > ▲ Vessel >	Company Name - GEORGIAN CARGO GROUP	Select	Booking										×	•	
③ Financial > i SOLAS VGM >	Phone Number.+	Drag	a column header and dro												
Agency >	91 44 7104 1700 Booking Reference:	TR.	Booking Number EBKGAT00011500	T	Glob 🝸	Port POTI	Ŧ	Port T	Origin T	Desti T	Equi T 20' DRY VAN	Is Ha No	τ.		
	Shipment Details	₩.	EBKGAT00011498			POTI		SINGAPORE			20' DRY VAN	No		2	
	Shipment Terms.*		EBKGAT00011497 EBKGAT00011496					SINGAPORE			20' DRY VAN 20' DRY	No No	-	irge.*	
	Select Shipment Terms Customer Comments:					POIL		SINGAPORE			VAN	1 - 6 of 6	• items		
														-	
															_
															Next
	© 2018 mymsc.com														

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.



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** \rightarrow eBooking \rightarrow Click *Create Shipping Instruction* \square icon

myMSC.com		ashboard	ard > Home								EN 🔻 Shanthi 💌
MENU	EBOOK	ING	SHIPPIN	G INSTRU	UCTIONS	ARRIVAL NOTICE BILL	OF LADING BOOKING IN	IVOICE			
eCommerce >	FI	om Date	: (UTC)	07-J	ul-2018		To Date: (UTC) 06-Aug-2018		earch	
Documents >											
g Tracking →						MSC Agency	Booking Number	Global Reference Number	Booking Reference	Booking Status	Booking Last Updated (UTC)
€ Vessel >						T	T	T	T	T	G T
(§ Financial → SOLAS VGM →	٩	8	ሪ	₽		GEORGIA	EBKGAT00011500		General Booking	Customer Edited - Pending Confirmation	06-Aug-2018 06:07:49
Agency >	٩		C	0		GEORGIA	EBKGAT00011498		1456799624	Shipping Instructions Created	06-Aug-2018 05:12:06
Magency /	٩		ሪ	₽		GEORGIA	EBKGAT00011497		1456799624	Shipping Instructions Created	06-Aug-2018 05:11:52
	1	8	ሪ	₽		GEORGIA	EBKGAT00011496		1456799624	Confirmed	06-Aug-2018 05:11:37
	٩	8	ሪ	₽		GEORGIA	EBKGAT00011495		1456799624	Pending MSC Agency Confirmation	03-Aug-2018 10:19:47

Figure 32: Create Shipping Instruction from eBooking Dashboard

b. Navigate to eCommerce \rightarrow Shipping Instruction \rightarrow Click Create Shipping Instruction \blacksquare icon

SC myMSC.com		= eCommerce economerce > Shipping Instruction = EN * Sharethn *								
MENU	Shipping Instructions									
Dashboard			Reading and and an		Participation and a					
😧 eCommerce 🗸 🗸	· · · · ·	MSC Agency	Booking Number	Booking Reference	Booking Status	Created By	Last Updated By	Booking Last Updated (UTC)		
eBooking		т	т	T	T	T	T	🛱 🕓 🝸		
Shipping Instruction		GEORGIA	EBKGAT00011496	1456799624	Confirmed	Vijayakumar, Shanthi	MSC GEORGIA	06-Aug-2018 08:41:37		
Documents >		GEORGIA	EDNOATOUUT1490	1450/99024	Commed	vijayakumai, snamun	Mac GEORGIA	00-A0g-2010 00.41.51		
g Tracking >										
🚊 Vessel >										
⑤ Financial >										
🟫 SOLAS VGM 🛛 🔷 👌										
👖 Agency >										

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.

myMSC.com	Dashboard Dashboard Home				EN 🔻	Shanthi
MENU					Save Submit Shipping Instruction	Cance
Dashboard	Header					^
eCommerce >	neauei					~
Documents >	SHIPPER	Contact: Shanthi Vijayakumar	Edit	BILL OF LADING NUMBER: MSCUPL210775		
g Tracking >	DHL SUPPLY CHAIN DHL SUPPLY CHAIN CARDINAL WAY, UNIT 3 DHL SUPPLY CHAIN	Tel: 91 44 7104 1700 Email: shanthi.vijayakumar@msc.com		ARRIER BOOKING NUMBER: EBKGAT00011498 SHIPPING INSTRUCTIONS CUT-OFF DATE:		
🚖 Vessel >	PE29 2XR					
Financial >						
SOLAS VGM >	CONSIGNEE DHL SUPPLY CHAIN	Contact: Shanthi Vijayakumar	Edit	FORWARDING AGENT		Edit
Agency >	DHL SUPPLY CHAIN CARDINAL WAY, UNIT 3 DHL SUPPLY CHAIN Singapore , Singapore PE29 2XR	Tel: 91 44 7104 1700				
		Email: shanthi.vijayakumar@msc.com				
	NOTIFY PARTY		Edit	NOTIFY PARTY 2		Edit
	DHL SUPPLY CHAIN DHL SUPPLY CHAIN CARDINAL WAY, UNIT 3 DHL SUPPLY CHAIN	Contact: Shanthi Vijayakumar Tel: 91 44 7104 1700				
	Singapore, Singapore PE29 2XR	Email: shanthi.vijayakumar@msc.com				

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.

myMSC.com	Dashboard Dashboard > Home						en 🕶	Shanthi 🔻
MENU						Save	Submit Shipping Instruction	Cancel
🚯 Dashboard	Header	Edit Consignee						^
<pre>eCommerce ></pre>		5			~			
Documents >	SHIPPER	Same As			Contect			
<pre></pre>	DHL SUPPLY CHAIN DHL SUPPLY CHAIN CARDINAL WAY, UT	Please Select	•		Name			
🚊 Vessel 🛛 🔶	PE29 2XR	Please Select						
(5) Financial >		Shipper		Q	Phone			
SOLAS VGM	CONSIGNEE	Booking Party						Edit
∎ Agency >					Fax			
I rigency /		Location						
	NOTIFY PARTY	Location			Email			Edit
	NOTET PARTY							Edit
		Postal Code						
	ROUTING INSTRUCTIONS	Reference Number						Edit
				_				
	VESSEL / VOYAGE		Cancel	Save				Edit
	MSC HOGGAR / DH604A							
	PORT OF LOADING	Company information as it is printed on your Bill Of Lading	A.			MOVE		
	POTI							
	POIL					on		
	Container/Cargo							^
	Marks & Numbers		Description*		Harmoni	zed Code	852990	
			Assembly cor	nsisting of	f at least - Jan audio frequency amplifier unit, comprising at least - radio broadcast receiver	an audio frequ	ency amplifier and a sound gen	rator,

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•			Harm	onized Code 852	990	
				Assembly cor -la transformer	nsisting of at least -lan and -la radio broadca	audio frequency amplifi ist receiver	er unit, comprising at lea	ast an audio frequency	amplifier and a sound ge	merator,
								Switch to	Standard View Save	e Cargo
Container Number	Equipment Type	Number of Packages	Package 1	јуре	Weight	Weight Unit	Volume	Volume Unit	Shipper Seal	
① Container number is required!	20' DRY VAN	16	BAG		10000	Kgs	15	cu.m		*
						·				•
к. к. 1 . р. н.	20 🔻 items per page								1 - 1 of 1 item	is Ö

Figure 36: Container Cargo Section

Co	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.		Ŧ	1
-	Image: state of the state o									

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*'.

SC myMSC.com					EN 🔻 Shanthi 🔻
MENU					Save Submit Shipping Instruction Cancel
🚳 Dashboard	Header				^
Documents >	SHIPPER	Contact: Shanthi Vijayak	umar Edit	BILL OF LADING NUMBER: MSCUPL210759	
g Tracking \rightarrow	DHL SUPPLY CHAIN DHL SUPPLY CHAIN CARDINAL WAY, UNIT 3 D	Tel: 91 44 7104 1700 HL SUPPLY CHAIN Email: shanthi.vijayakun	ar@msc.com	CARRIER BOOKING NUMBER: EBKGAT00011496 SHIPPING INSTRUCTIONS CUT-OFF DATE:	
🚖 Vessel >	PE29 2XR	Add New Commodity			
	CONSIGNEE				Edit
SOLAS VGM	DUMAK OOD VASIL DRUMEV 21, AP.4	CARGO			
I Agency →	Shumen 27, Bulgaria	Hazardous Cargo:*	Numb	er of Packages:*	
		Non-Hazardous	×	Select a Package Type •	
	NOTIFY PARTY DUMAK OOD	Limited Quantity	Harmo	nized Code:	Edit
	VASIL DRUMEV 21, AP.4 Shumen 27, Bulgaria	Gross Cargo Weight:*		ct a Harmonized Code	
		Kgs	* Cargo	Description:*	
	ROUTING INSTRUCTIONS	Measurement:	cuigo	beaupton.	Edit
		cu.m.			
	VESSEL / VOYAGE	Marks:			Edit
	MSC HOGGAR / DH604A				
	PORT OF LOADING				TYPE OF MOVE
	РОТІ				Port to Port
	Container/Cargo				^
				Cancel	Switch to Simple View
	Number	и гаскауса аса	nemarka	incight 100	Gross Volume Others

Figure 38: Add New Commodity

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

myMSC.com	E Dashboard Dashboard	EN 👻 Shanthi 💌
MENU		Save Submit Shipping Instruction Cancel
🚯 Dashboard	Header	^
eCommerce >		
Documents >	SHIPPER Contact: Shanthi Vjøyakumar Edit BILL OF LADING NUMBER: MSCUP(2/0759 CHL SUPPLY CHAIN Teb 91 44/7104 1706 CARRIER BOCKING NUMBER: EBKGAT00011496	
Q Tracking →	DHIL SUPPLY CHAIN CARDINAL WAY, UNIT 3 DHL SUPPLY CHAIN Email: shanthi vijayakumar@msc.com SHIPPING INSTRUCTIONS CUT-OFF DATE:	
🚊 Vessel >	PE20 2XR	
S Financial	CONSIGNEE Edit FORWARDING AGENT	Edit
SOLAS VGM	DUMAK COD VASIL DRUMEV 21, AP.4	
Mgency >	Shumen 27, Bulgaria	
	NOTIFY PARTY DRAMAC COD VASIL DRIVINEV 21, APJ2 Edit Container Notify Party VasiL DRIVINEV 21, APJ2 CONTAINER Sturmer 32, Roligatio Container Number: • Container Number: • Container Number: • Container Number: • Container Type: 20' Driv VAM • • Contrainer Type: 20' Driv VAM • • Contrainer Type: 20' Driv VAM • • Contrainer Type: 20' Driv VAM • Contrainer Type: 20' DrivAM • Contra	Edit Edit Edit Folk
	Container/Cargo	^
		Switch to Simple View
	Number of Packages Seal Remarks Weight Tare Weight	Gross Volume Others

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.

Custor	Customer Clauses						
		Add New Clause ×	Add New Clause				
	Clause						
		Cancel Save					
H	< 0 > × 5 tems per page		× No items to display – Ö				

Figure 40: Customer Clause

Additional Reference Numbers			
	Add New Reference Number	×	Add New Reference Number
Туре	Select Reference Type• Please choose	•	
	Please choose Export License Number	^	
	Government Reference Number Invoice Number		
H H O P H 5 + items per page	Purchase Order Number Transaction reference number		No items to display 🖉

Figure 41: Add New Reference Number

Charges						^
Type Cocean Freight	Edit Charge ^{Type} : Ocean Freight	Payment	×		Location	
Letter of Credit	Payment* Prepaid		¥			^
Number			Cancel Save	15	isue Date	1
H K J > H Z Y Items per page						1 - 1 of 1 items 🔿

Figure 42: Charges and Letter of Credit Section

Additio	Additional Companies							
						Add New Co	mpany	
	Туре	Add Invoicing Company			×	Contact EMail		
	Booking Party	Same As	Contact			shanthi.vijayakumar@msc.c		
		Please Select 🔹	Name					
		Name	Phone					
		Address					×	
Docum	ents Requested		Fax				^	
Sea Way	/bill: No	Location	Email					
		Postal Code				Edit Document Req	uested	
Docu								
	l Unfreighted I Freighted	Reference Number					Î	
	infreighted reighted							
00000	ang neo	Cancel	Save					
					_		*	

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

The document number can be edited as per request.

Documents Requested	Edit Documents Requested	^		
Sea Waybill: No				
	Sea Waybill			
	Document Type	Number Requested		Edit Document Requested
Document	Original Unfreighted	3		
Original Unfreighted				*
Original Freighted	Original Freighted	0		
Copy Unfreighted	Copy Unfreighted			
Copy Freighted		3		
	Copy Freighted	0		
			Cancel Save	· · · · · ·

Figure 44: Edit Documents Requested

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

Additional Comments	^

Figure 45: Additional Comments

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

myMSC.com	Dashboard Dashboard Home				EN 🔻 Shanthi	•
MENU					Save Submit Shipping Instruction Cance	я
Dashboard ecommerce	Header				~	e.
Documents > Ø Tracking > ▲ Vessel >	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	Edit	BILL OF LADING NUMBER: MSCUPL210759 CARRIER BOOKING NUMBER: EBKGAT00011496 SHIPPING INSTRUCTIONS CUT-OFF DATE:		
 ③ Financial ➢ SOLAS VOM ➢ Agency 	CONSIGNEE DUMAK OOD VASIL DRUMEV 21, AP.4 Shumen 27, Bulgaria		Edit	FORWARDING AGENT	Edit	-

Figure 46: Action Buttons

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

myMSC.com	E Dashboard Dashboard BN 🗸 Sharm	•
MENU	Save Submit Shipping Instruction Can	icel
Dashboard eCommerce >	Header	^
Documents > Q Tracking > ▲ Vessel >	SHIPPER Contact: Shanthi Vijayakumar Edir BILL OF LADING NUMBER: MSCUPL210759 DH, SUPPLY CHAIN DH, SUPPLY CHAIN TO BH, SUPPLY CHAIN THE shanthi vijayakumar@msc.com Tel: 91.44.7104.1700 CARRIER BOOKING NUMBER: MSCUPL210759 DHS, SUPPLY CHAIN CARDINAL WAY, UNIT 3 DH, SUPPLY CHAIN Email: shanthi vijayakumar@msc.com SHIPPING INSTRUCTIONS CUT-OFF DATE:	
 ③ Financial ➢ SOLAS VGM ➢ ☑ Agency 	CONSIGNEE Edit PORWARDING AGENT Edit Portwarding Agent Portwarding Agent Edit Portwarding Agent Portwarding Portwarding Port	lit.
	NOTIFY PARTY DUMAK COD VASAL (PRIMAY 21, AP4 Shumen 27, Bulgaria CK	lit
	ROUTING INSTRUCTIONS	lit
	VESSEL / VOYAGE PLACE OF INITIAL RECEIPT Ed	lit
	PORT OF LOADING Edit PORT OF DISCHARGE Edit PLACE OF DELIVERY Edit TYPE OF MOVE POT1 SINGAPORE SINGAPORE Port to Port Port to Port	

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'.

myMSC.com	≡ Dashb	oard d > Home								EN 🔻 Shanthi 🔻
MENU										
B Dashboard	EBOOKING	SHIPPING	INSTRUCTIONS AR	RIVAL N	OTICE BILL OF LADING	BOOKING INVOICE				
eCommerce >	From Da	te: (UTC)	07-Jul-2018			To Date: (UTC)	-Aug-2018	Search		
Documents >										
<pre></pre>			MSC Agency		Booking Number	Bill of Lading	Status	Last Updated (UTC)	Last Updated By	Create Date (UTC)
🚊 Vessel →			T		т	т	T		т	H 0
SOLAS VGM			GEORGIA		EBKGAT00011496	MSCUPL210759	Draft	06-Aug-2018 08:21:23	Vijayakumar, Shanthi	06-Aug-2018 06:35:25
	1		GEORGIA		EBKGAT00011497	MSCUPL210767	Sent to MSC	06-Aug-2018 06:05:13	Vijayakumar, Shanthi	06-Aug-2018 05:41:13
Mgency >	1		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*'.

myMSC.com	Dashboard Dashboard > Home			EN 🔻 Shanthi	•
MENU				Save Submit Shipping Instruction Canc	cel
Dashboard eCommerce >	Header			·	~
▶ Documents > ♥ Tracking > ● Vessel >	SHIPPER DHI. SUPPLY CHAIN DHI. SUPPLY CHAIN CARDINAL WAY, UNIT 3 DHI. SUPPLY CHA PE29 ZXR	Tel: 91 44 7104 1700	dt BILL OF LADING NUMBER: MSCUPL210767 CARRIER BOOKING NUMBER: EBKGAT00011497 SHIPPING INSTRUCTIONS CUT-OFF DATE:		
 ③ Financial ⇒ ⇒ SOLAS VGM ⇒ ▲ Agency > 	CONSIGNEE AUTO H&L LIMITED Harold Road CB-12762 Singapore , Singapore 238858	Contact: Shanthi Vijayakumar	dit FORWARDING AGENT	Eda	t
	NOTIFY PARTY AUTO H&L LIMITED Harold Road CB-12762 Singapore _Singapore _238858	Contact: Alin Contact: Alin Email: alin@a	cessfully sent to the agency	Edu	t
	ROUTING INSTRUCTIONS	Email: ajin@a		Edit	t
	VESSEL / VOYAGE MSC HOGGAR / DH604A		PLACE OF INITIAL RECEIPT	Edit	t
	PORT OF LOADING Edit	PORT OF DISCHARGE SINGAPORE	dit PLACE OF DELIVERY	Edit 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'.

myMSC.com	Dashboard Dashboard Hore	ne						EN 🕶 Shanthi 💌
IDIU								
Dashboard	EBOOKING SHIPP	ING INSTRUCTIONS ARRIVAL	L NOTICE BILL OF LADING	BOOKING INVOICE				
eCommerce >	From Date: (UTC	07-Jul-2018		To Date: (UTC))7-Aug-2018	Search		
Documents >								
Tracking >		MSC Agency	Booking Number	Bill of Lading	Status	Last Updated (UTC)	Last Updated By	Create Date (UTC)
Vessel >		T	T	T	T	i • T	T	ii •
SOLAS VGM	1	GEORGIA	EBKGAT00011496	MSCUPL210759	Draft	06-Aug-2018 08:21:23	Vijayakumar, Shanthi	06-Aug-2018 06:35:25
gency >	/ 🔒 🗸	GEORGIA	EBKGAT00011497	MSCUPL210767	Draft Pending Customer Approval	06-Aug-2018 09:12:49	Vijayakumar, Shanthi	06-Aug-2018 05:41:13
igency ,	1	GEORGIA	EBKGAT00011498	MSCUPL210775	Sent to MSC	06-Aug-2018 06:00:20	Vijayakumar, Shanthi	06-Aug-2018 05:50:45
		1						
	R (1)	H 15 T Items per pag	je					1 - 3 of 3 items
	© 2018 mymsc.com							

Figure 50: Draft Pending Customer Approval

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

Confirm	
Are you sure you want to a	approve this shipping instruction ?
ок	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*'.

E	BOOKING	SHIPPING INSTRUCTIONS AR	RIVAL NOTICE BILL OF LADING	BOOKING INVOICE				
>	From Date	e: (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)
>		т	Т	T	T	E C T	T	H 0
í í	/	GEORGIA	EBKGAT00011496	MSCUPL210759	Draft	06-Aug-2018 08:21:23	Vijayakumar, Shanthi	06-Aug-2018 06:35:2
<u> </u>	₽	GEORGIA	EBKGAT00011497	MSCUPL210767	Customer Approved	06-Aug-2018 09:12:49	Vijayakumar, Shanthi	06-Aug-2018 05:41:1
	/	GEORGIA	EBKGAT00011498	MSCUPL210775	Sent to MSC	06-Aug-2018 06:00:20	Vijayakumar, Shanthi	06-Aug-2018 05:50:4

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.

SC myMSC.com	■ Dashboard Dashboard → Home				EN 🔻	Shanthi 🔻
MENU					Submit Shipping Instruction	Approve
Dashboard Commerce	Header					^
Documents → ♥ Tracking → ● Vessel →	SHIPPER DHL SUPPLY CHAIN DHL SUPPLY CHAIN CARDINAL WAY, UNIT 3 DHL SUPPLY CHA PE29 2XR	Contact: Shanthi Vijayakumar Tel: 91 44 7104 1700 IN Email: shanthi vijayakumar@msc.c				
 ③ Financial > ▲ SOLAS VGM > ▲ Agency > 	CONSIGNEE AUTO H&L LUMITED Harold Road CB-12762 Singapore, Singapore 238858	Contact: Shanthi Vijayakumar Email: ajin@autohl.com	Edit	FORWARDING AGENT		Edit
	NOTIFY PARTY AUTO H&L LIMITED Harold Road CB-12762 Singapore, Singapore 238858	Contact: Ajin Email: ajin@autohl.com	Edit	NOTIFY PARTY 2		Edit
	ROUTING INSTRUCTIONS					Edit
	VESSEL / VOYAGE MSC HOGGAR / DH604A			PLACE OF INITIAL RECEIPT		Edit
	PORT OF LOADING Edit POTI	PORT OF DISCHARGE SINGAPORE	Edit	PLACE OF DELIVERY Edit	TYPE OF MOVE Port to Port	
	Container/Cargo					^
	Marks & Numbers		Description•		Harmonized Code 940370	
			Furniture of plas	tics		

Figure 53: eSI Approval Screen

A Success message will appear as shown below.



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.



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'**.

myMSC.com	E Documents Documents + Annual Notice	EN 🔻 🛝	Vignesh 🔻
MENU	Arrival Notice		
	Msc Agency** Bill of Lading No.* Msc Georegia		
Arrival Notice Non Negotiable Bill Of	Seach Reset		
Lading Booking Confirmation Invoice		D	ownload
NVOCC AMS Declaration Status			
Import Delivery Order Q Tracking			
€ Vessel > ③ Financial >			
SOLAS VGM >			

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.

SC myMSC.com	E Documents Documents -> You Negotiable Bill 01 Lading	EN 🔻	Vignesh 🔻
MENU	Non Negotiable Bill Of Lading		
eCommerce Documents	Bill of Lading No: Booking No:		
Arrival Notice Non Negotiable Bill Of	Retrieve Reset		
Leding Booking Confirmation			
Invoice NVOCC AMS Declaration Status			
Import Delivery Order			
🚊 Vessel			
③ Financial ▲ SOLAS VGM			
Mgency			

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.

SC myMSC.com	E Documents - Booking Confirmation	EN 🔻	Vignesh 👻
MENU	Booking Confirmation		
B Dashboard	Booking commaduan		
eCommerce	Booking No+		
Documents			
Arrival Notice	() Required		
Non Negotiable Bill Of Lading	Rest		
Booking Confirmation			
Invoice			
NVOCC AMS Declaration Status			
Import Delivery Order			
Q Tracking	4		
🚊 Vessel	4		
⑤ Financial	4		
SOLAS VGM			
Magency			

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

myMSC.com	■ Documents Documents → Involce			EN 🔻	Vignesh 🔻
MENU	Invoice				
🚯 Dashboard					
eCommerce >	Msc Agency.*	Invoice Number:	Bill of Lading Number:		
🗅 Documents 🗸 🗸	Select Agency *				
Arrival Notice	Container Number:	Reference Number:			
Non Negotiable Bill Of Lading					
Booking Confirmation	Retrieve Reset				
Invoice					
NVOCC AMS Declaration Status					
Import Delivery Order					
Q Tracking →					
🚊 Vessel >					
⑤ Financial >					
💼 SOLAS VGM >					
Mgency >					

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.

	myMSC.com	E Documents Documents NVCC ANS Declaration Status	EN 🔻	Vignesh 🔻
ME	NU	NVOCC AMS Declaration Status		
66	Dashboard			
	eCommerce >	Msc Agency.* Bill of Lading or Container Number*		
D	Documents v	MSC GEORGIA		
	Arrival Notice	Search Rest		
	Non Negotiable Bill Of Lading			
	Booking Confirmation			
	Invoice			
	NVOCC AMS Declaration Status			
	Import Delivery Order			
8	Tracking >			
ŝ				
3	Financial >			
ŵ				
M	Agency >			

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.

myMSC.com	Tracking + Bit Of Lading Container Status	EN 👻 Vignesh 👻
MENU B Dashboard	Bill Of Lading Container Status	
eCommerce >	Msc Agency* Bil of Lading Number:	
Documents O Tracking	Container Number: Booking Number:	
Bill Of Lading Container Status		
Vessel Port Information	V Tracking Customs Release Freight Release Search Reset	
SOLAS VGM		
M Agency >	>	

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.

myMSC.com	Tracking Vessel Port Information		EN 🔻	Vignesh 🔻
MENU	Vessel Port Information			
B Dashboard				
eCommerce →	Port Name	Start Date		
Documents >	Enter a Port v	04-Aug-2018		
Q Tracking ∽	① Enter a Port			
Bill Of Lading Container	Direction	Weeks Out		
Status	Select a Direction *	4		
Vessel Port Information	① Select a Direction			
▲ Vessel >				
⑤ Financial >	Search Reset			
SOLAS VGM				
I Agency →				

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.

myMSC.com	E Vessel Vessel - Cut-off By Booking	EN 🔻	Shanthi 🔻
MENU	Cut-off By Booking		
B Dashboard	out on by booking		
eCommerce >	Booking Number		
Documents >	[®] Required		
♀ Tracking >	U Required		
🚊 Vessel 🛛 🗸 🗸	Search Reset		
Cut-off By Booking			
Cut-off By Port			
Cut-off By Rail Ramp			
🕼 Exchange Rate 🛛 🔶			
⑤ Financial >			
SOLAS VGM			
Mgency >			

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'.

myMSC.com			EN 🔻 Shi	anthi 🔻
MENU	Cut-off By Port			
Dashboard				
eCommerce >	Port Of Load	Arrival Date From		
Documents >		03-Aug-2018		
g Tracking →	Port Of Discharge	Arrival Date To		
🚊 Vessel 🗸 🗸		03-Sep-2018		
Cut-off By Booking	Search Reset			
Cut-off By Port				_
Cut-off By Rail Ramp				
B Exchange Rate >				
⑤ Financial >				
SOLAS VGM				
i Agency →				

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'.

SC myMSC.com	■ Vessel Vessel > Cut-off By Rail Ramp			EN 🔻	Shanthi 🔻
MENU	Cut-off By Rail Ramp				_
Dashboard					
😧 eCommerce >	Country		Rail Ramp Location		
₿ Documents >	,	*	Select Rail Ramp v		
g Tracking >	① Select a Country				
🚊 Vessel 🗸 🗸	Port Of Load		Port Of Discharge		
Cut-off By Booking	Select Port Of Load	Ŧ			
Cut-off By Port	Arrival Date From:		Arrival Date To:		
Cut-off By Rail Ramp	04-Aug-2018	Ċ.	04-Sep-2018		
B Exchange Rate >					
(5) Financial >	Search Reset				
SOLAS VGM					
Agency >					

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'**.

myMSC.com	≡ Vessel Exchange Rate → Export		en 🕶	Shanthi 🔻
MENU				
B Dashboard	Exchange Rate (Export)			
eCommerce >				
Documents >	MSC Agency:* Select Agency *			
€ Tracking >				
🚊 Vessel 🗸	Vessel:*	Voyage:*		
Cut-off By Booking	Enter Vessel	Select Voyage *		
Cut-off By Port	Port Of Load.*	Port Of Discharge:*		
Cut-off By Rail Ramp	Select Port Of Load v	Enter Port of Discharge		
🚯 Exchange Rate 🗸 🗸				
Export	Search Reset			
Import				
⑤ Financial >				
SOLAS VGM				
Agency >				
- · ·				
	© 2018 mymsc.com			

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)