



# Export Ocean and L&S Process On – Boarding Kit



**SEALAND**  
A MAERSK COMPANY



## Thank you for choosing SEALAND - A Maersk Company and Welcome on board!

Dear Valued Customer,

It is our pleasure to meet you! We thank you for giving us the opportunity to work together. On behalf of SEALAND, I would like to welcome you to our On Boarding Package.

Attached here are the documents needed for ensuring a smooth and seamless first customer experience with us.

We **THANK YOU** for your business, and look forward to working closely together in the future.

Yours Sincerely,

Customer Service Sealand





# Ocean

## Customer Contact Directory:

- Export CS - [Ph.export@sealandmaersk.com](mailto:Ph.export@sealandmaersk.com)
- Collectors - [PH\\_SAS\\_Finance@maersk.com](mailto:PH_SAS_Finance@maersk.com)  
- (statement of account and hold order query)
- Finance - [Philpaymentsinternational@sealandmaersk.com](mailto:Philpaymentsinternational@sealandmaersk.com)  
- deposit slip and official receipt request
- For Official Receipt/Finance clarification: (02) 8 689-9090
- For Customer Service:

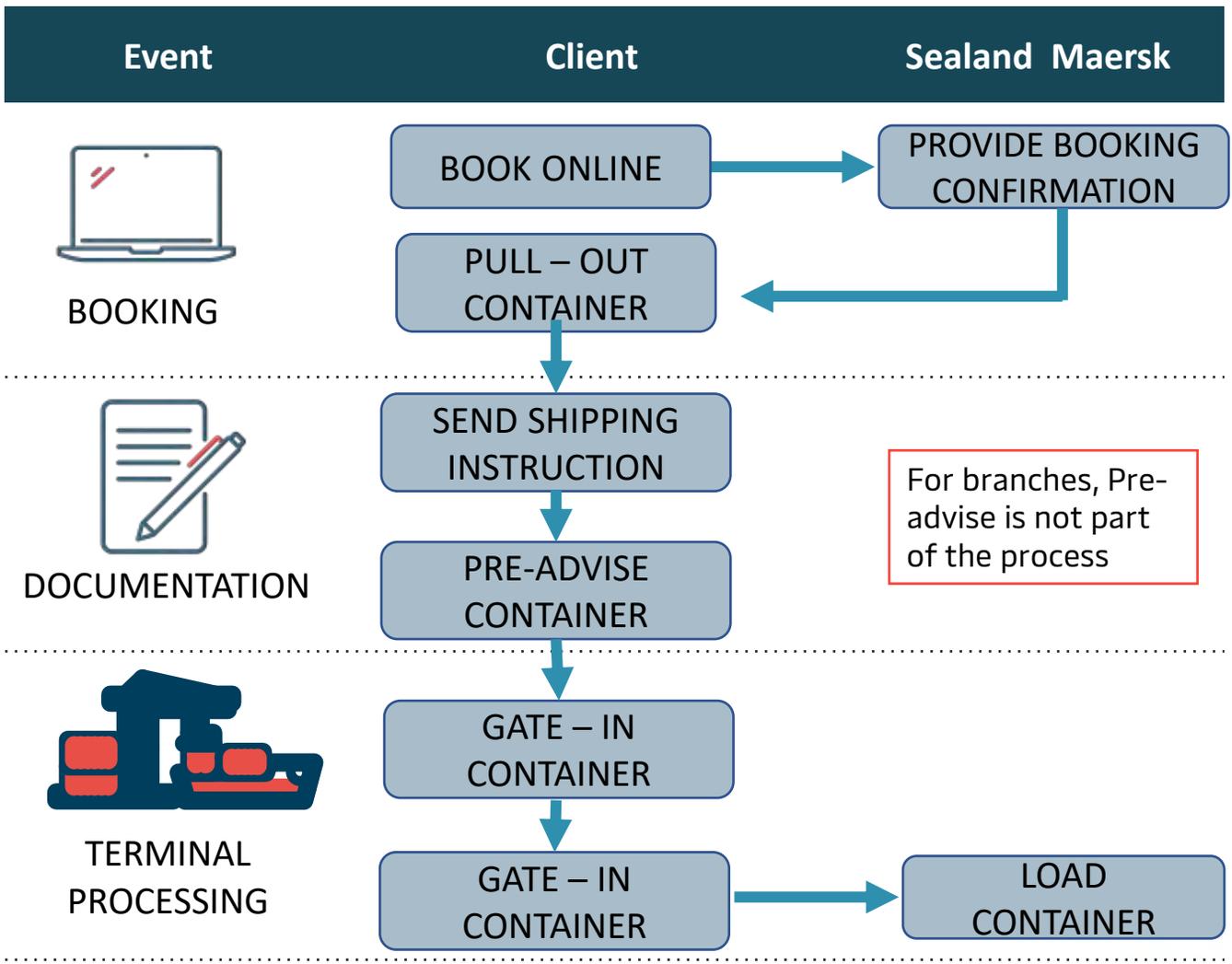
Trunk Line: (02) 8271 2679

Toll Free: 180011102912

# Export Process

Shipping has never been this easy

Kindly watch our export video:  
<https://vimeo.com/389188087>



# Pre-Booking Checklist on Ocean



## **IMPORTANT**

Please secure your Service Contract Number from your Sales/Account Manager to capture the correct rates once booking is processed

1. Have submitted Form 2303 with TIN Number to our Sales for your company to be updated in our system.
2. Sales confirmed and provided the rates and Service Contract Number. The SC Number is important to ensure proper rates will be captured once booked.
3. Have successfully registered online to process the booking through website.
4. If you need assistance on the proper way of booking through website, please call our customer service at 7-976-9500.



Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)  
**Register on our Website**

**Our website has been re-designed for a faster, smoother shipping experience.  
Register today in just three, easy steps!**



### Step 1

- click "Register " on the sealandmaersk.com homepage

### Step 2

- Fill in user details and company details
- Click ""Submit""

### Step 3

- You will receive email confirmation from [registration@sealandmaersk.com](mailto:registration@sealandmaersk.com)
- Click ""Validate Email" . Once validated, you can now start creating a new booking



# Book Shipments Online

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)

Now with instant  
booking confirmation

watch our video on SPOT booking  
tutorial

<https://www.youtube.com/watch?v=ZL14kDQnXMc>

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Prices Book Tracking Schedules Manage

EN - Asia

Welcome to your Hub

Warehousing & Distribution

Whatever your warehousing needs are, we have a solution to fit, no matter what corner of the globe.

Contact us

B/L or container no. TRACK

Outstanding tasks  
Export task due in 7 days

2 Submit shipping instructions

1 Submit VGM

View outstanding tasks

Shipment Overview  
Shipments in 7 days

0 Departing

1 Arriving

View all shipments

- Click **Account (head icon)**. Enter your username and password
- Click on **Book** and then **New Booking**. You can also duplicate a booking
- Fill in all mandatory fields. Click **continue** when done

- A. Enter Service Mode, Origin and Destination
- B. Enter Price Owner and Booked by
- C. Pick the preferred departure date
- D. Enter container details:

**Commodity:** choose a commodity category on the drop-down

**Container Type** – Choose from a) Regular Size, b) Reefer, c) Odd Size or d) Shipper's Own

**Weight** – indicate close to actual commodity weight (container tare weight should not be included)

Your booking details

From (City, Country/Region) To (City, Country/Region)

Service mode

CARRIER HULLAGE (CO) MERCHANT HULLAGE (CV) MERCHANT HULLAGE (CV) CARRIER HULLAGE (CO)

Location: Please select

Location: Please select

I want to pick up the empty container(s) in another city

Price owner: Price owner: The price owner is the company who owns the contract with the carrier

Booked by contact: Booked by contact: The contact associated with the customer requesting the booking

Customer reference (optional)

Tick any special conditions if applicable  
NOTE:

For 'Non Operating Reefer', choose a reefer unit as the Container Type then under Special Conditions remove the check mark on 'Cargo Requires Temperature Control'

# Book Shipments Online

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)

**Note:** You will be directed to standard booking journey if your shipment is special container, SOC, reefer or DG.

Booking confirmation will be received after 2 hours for special container, SOC and reefer. DG may vary and approval is about 24 to 48 hours.

This is how standard booking website looks like.

## Book New Shipments

Configure your booking details below

### Booking Details

Contact person:

Booked By Reference (Optional):

### Parties

[Show Party Details](#)

### Service Contract Number (Optional)

### Schedule

Departure	Arrival	Days	Vessel / Voyage	Details
10 May	24 May	14 Days	MAERSK GUATEMALA / 018E	<a href="#">Show details and details</a>
17 May	31 May	14 Days	MAERSK GIBRALTAR / 019E	<a href="#">Show details and details</a>
24 May	07 Jun	14 Days	MAERSK GUYAQUIL / 020E	<a href="#">Show details and details</a>
31 May	14 Jun	14 Days	MAERSK GENDR / 021E	<a href="#">Show details and details</a>

[Show next schedule](#)

### Container Details

Container size and type: 20' Reefer Standard  
Commodity: Apples, frozen, fruit  
Weight: 5000 kg  
Volume (optional): -  
Shippers Dwg: No

[Tab container details](#)

### Merchant haulage instructions

Please provide further information regarding merchant haulage. This information is required for approval.

Container	Commodity	Details
20' Reefer Standard (5000 kg)	Apples, frozen, fruit	<a href="#">Show details</a>

[Add haulage details](#)

Equipment release time and place are to be confirmed by Maersk Line

### Temperature Details

Temperature (°C):

[Show advanced temperature control \(optional\)](#)

### Additional References

Select reference:

[Add another reference](#)

### Additional Notes

### Price Overview

Origin	426.00 USD
Freight	2050.00 USD
Destination	171.00 USD
Other	54.00 USD
<b>Total</b>	<b>2701.00 USD</b>

[Show price breakdown](#)

[BOOK SHIPMENT](#)

Container: 1x 20' Reefer Standard  
Commodity: Apples, frozen, fruit  
From: Bremerhaven (Bremer) Germany  
To: Jeddah, Saudi Arabia

[Edit shipment details](#)

# Book Shipments Online

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)

**Note:** You will be directed to standard booking journey if your shipment is special container, SOC, reefer or DG.

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[Show next schedule](#)

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[Show advanced temperature control \(optional\)](#)

### Additional References

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[Add another reference](#)

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To: Jeddah, Saudi Arabia

[Edit shipment details](#)

# Book Shipments Online

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)

## Book via Spot for Instant Rates

1 Booking information    2 Select sailing    3 Additional details    4 Review

Please select a sailing from Manila to Singapore

Departs	Arrives	Vessel	Voyage number	Latest gate-in	Options	Total price	Availability
03 APR 2021	08 APR 2021	SEASPAN NEW YORK	0175	30 MAR 2021, 20:00	SEALAND SPOT Details ▾	401.00 (USD)	BOOK SPOT
							Show route and other details ▾
Departs	Arrives	Vessel	Voyage number	Latest gate-in	Options	Total price	Availability
10 APR 2021	16 APR 2021	ALS FAUNA	0965	08 APR 2021, 20:00	SEALAND SPOT Details ▾	396.00 (USD)	BOOK SPOT
							Show route and other details ▾

- Select the preferred sailing date.  
You may click "load more sailing option" if you wish to see long term sailing dates.

# Book Shipments Online

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)

✓ Booking information
✓ Select sailing
1 Additional details
2 Review

**Required details** Need help navigating our new booking journey? Click here for a short video tutorial. For China, please ensure these details are required to complete your booking.

**Container pick-up depot**

● FPLU C (One-Stop-C) P. Aguna St., Libre Road, Barangay Manila, Philippines

0 / 500

Note that additional charges can incur if the container is picked up from a different location than the origin or the date selected exceeds the agreed free time or other standard deals. Please refer to your country's local webpage or contact customer service for details about the potential charge amount.

**Parties**

**Mandatory parties**

Booked by (42800301763)

<b>Party</b>	<b>Address</b>
MACAGATAL BRIGADISTAS ASSOCIATION (INC.)	PAMPANGA, PHILIPPINES

Customer reference (optional):

SHOW OPTIONAL PARTIES
HIDE VALUE ADDED SERVICES

**Value added services (optional)** Please consider any of these services for an even better shipping experience.

Service	Cost per container	Description	
Premium Quality Container	50 (USD)	The surcharge is applied whenever we offer the service of providing a container of a specific quality. It will cover food grade containers, containers of a specific age, containers for specific commodities. <a href="#">Show more</a>	ADD
Value Protect Starter	1 X 25 (USD)	Value Protect is extended liability solution to keep the value of cargo safe from logistics related risk. Full Terms and Condition can be found here. <a href="#">Show more</a>	ADD
Garments on Hangers Service	500 (USD)	The service of providing and/or installing hanger beams inside a container to enable garments to be hung. This ensures safe air transport of the apparel. This service is applicable upon the cargo. <a href="#">Show more</a>	ADD
Value Protect Plus	1 X 100 (USD)	Value Protect is extended liability solution to keep the value of cargo safe from logistics related risk. Full Terms and Condition can be found here. <a href="#">Show more</a>	ADD
Value Protect Base	1 X 55 (USD)	Value Protect is extended liability solution to keep the value of cargo safe from logistics related risk. Full Terms and Condition can be found here. <a href="#">Show more</a>	ADD
Value Protect Extended	1 X 225 (USD)	Value Protect is extended liability solution to keep the value of cargo safe from logistics related risk. Full Terms and Condition can be found here. <a href="#">Show more</a>	ADD

a. Indicate the preferred depot to withdraw container and scheduled date

\*\*\* container availability depends on our container audit which us being done everyday, you may check our "depot update" in our website

b. Add the booked by party, shipper and other parties.

c. optional – add Value Added Services



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# Book Shipments Online

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)

**Review booking**

Need help navigating our new booking journey? Click here for a short video tutorial. For China, please click here.

BOOKING INFORMATION | SAILING SELECTION | ADDITIONAL DETAILS

**Booking information**

<b>From (City, Country/Region)</b> Manila, Philippines	<b>To (City, Country/Region)</b> Shanghai (Sfanghai), China		
<b>Commodity</b> Books, newspapers, pictures, printed matter	<b>Price owner</b> MACAGATAL IRRIGATORS ASSOCIATION INC. (42800301763)	<b>Booked by contact</b> Rosalya Shimokawa (4280026907)	
<b>Container type</b> 20 Dry Standard	<b>Container quantity</b> 1	<b>Container weight</b> 100 KGS	<b>Special conditions</b> None

[EDIT](#)

**Payment details**

All charges (excluding VAS)	SHOW DETAILS
<b>Total price</b>	246
<b>Exchange rate:</b>	US Dollar (USD) 1.00 Chinese Yuan (CNY) 6.54
<b>Contract number</b>	

**Warning:** We cannot find a contracted rate for this booking, hence market rate level will be applied. If you would like to change any of above booking parameters, please send your amendment before the pick-up of the empty container at origin.

- Finalize and review details of your booking. You can add additional recipients of the booking confirmation on “additional details” tab

**Confirmation**

**Thank you for booking with us**

**Your booking has been confirmed.** A copy of the booking confirmation will be sent to you shortly.

Booking will be available in the shipment overview only after it is confirmed. To amend the booking, go to the [shipment overview](#).

Booking number: 510184891

**Shipment details**

BREMERHAVEN to JEDDAH  
Fabrics, textiles  
1 x 20 DRY Standard

**Key information**

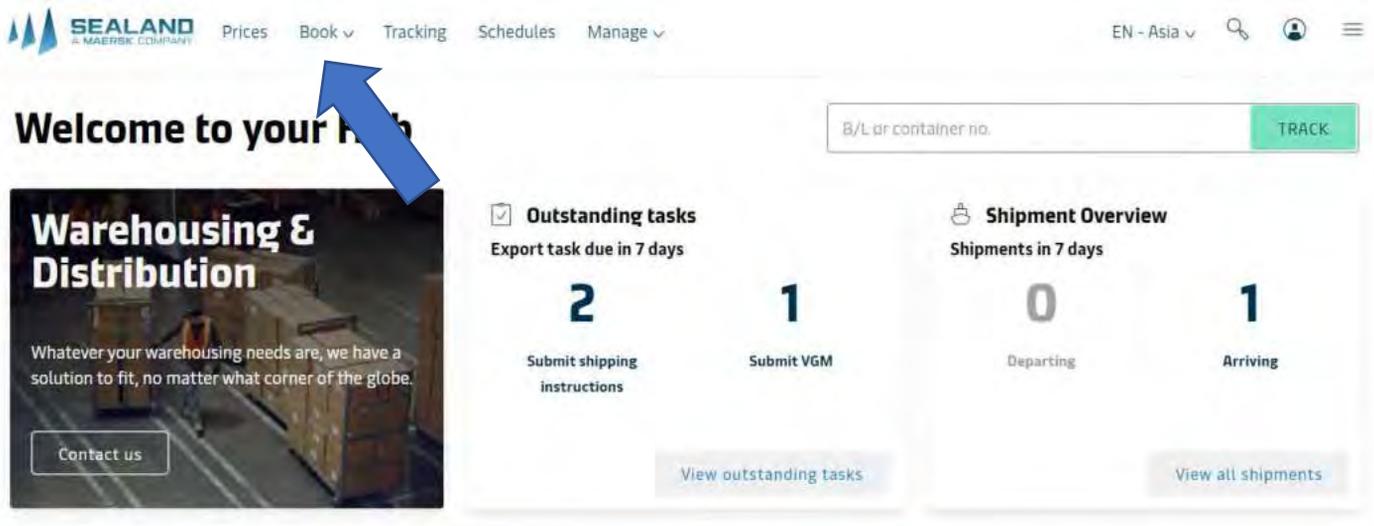
Vessel	Voyage	Container gate in deadline	Shipping Instructions Submission Deadline	Ship sailing	Ship arrival
MAERSK GUAYAQUIL	920E	22 MAY 2019, 18:00	22 MAY 2019, 00:00	24 MAY 2019	08 JUN 2019

- You will immediately receive the booking number of your new shipment .

# Duplicate booking

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)

Now with instant  
booking confirmation



The screenshot shows the Sealand Maersk website dashboard. The navigation bar includes 'Prices', 'Book', 'Tracking', 'Schedules', and 'Manage'. A blue arrow points to the 'Book' menu item. The main content area features a 'Warehouseing & Distribution' banner, a 'TRACK' button for B/L or container no., and two summary cards: 'Outstanding tasks' (2) and 'Shipment Overview' (0 Departing, 1 Arriving).

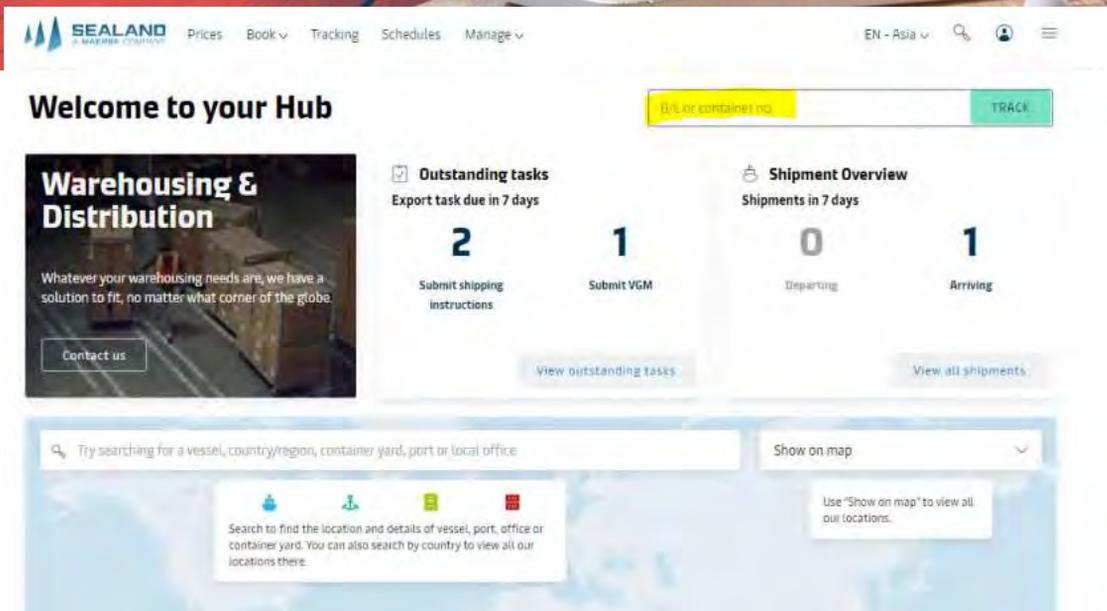
## When does duplicate booking happens?

This is when you have a continuous and same booking every week. Instead of filling out all the details, just copy your previous booking for faster process.

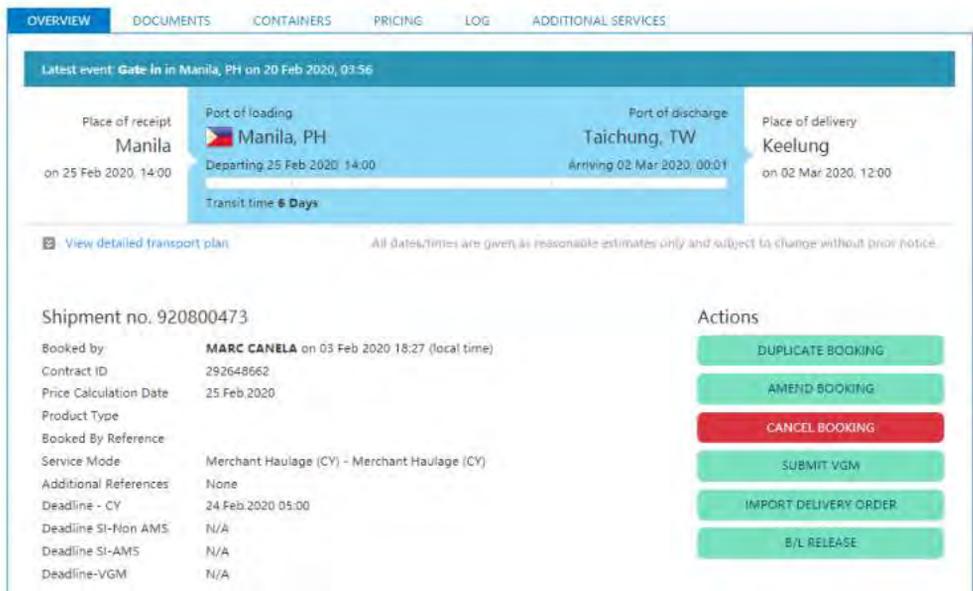
1. Click book and choose duplicate booking

# How to amend booking?

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)



1. Log in to your account, input BL number in the Track option, then search
2. Open the BL number, until you're directed to the overview and shipment binder. Click the **Amend booking** button



# Depot Update

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)



Since Sealand has multiple depots for container pull out and return, we are updating our depots on our website to ensure that you get the latest information and be accommodated when you return or pull out containers. Please ensure that you get the latest depot updates before pull out of container

Please check the depot updates from our website [sealandmaersk.com](http://sealandmaersk.com) or via SEABOT

Here's how to (Seabot) on Facebook messenger:

1. Go to Facebook and search Seabot Philippines
2. Click Send Message
3. Type Hi and initially provide phone # (mobile or landline) for customer checking (for first message)
4. Type "Depot" and check provided depot update for the day



Website:

1. Encode [www.sealandmaersk.com](http://www.sealandmaersk.com) in the address book.
2. Click **Menu** or this icon

EN - Asia



3. Choose **Asia** on local offices and choose **Philippines**
4. Select **local solutions** > **Inland services** > **depot update**

or you may input the link <https://www.sealandmaersk.com/local-information/asia/philippines/local-solutions/inland-services> in the address book to direct you to the depot updates.

# Depot Update PRLI ONE STOP



## Effective September 1, 2020:

### ONLINE EIR ONLY.

EIR (Equipment Interchange Receipt) will no longer be physically issued in the depots. Instead, you can access your EIR's online at <http://cy.truckit.online/OnlineEIR>

### ONLINE PAYMENT ONLY.

Payments should be made online for all depot transactions. We accept credit card, PayMaya, GCash and bank deposit. A Hazard Fee of Php500.00 will be collected for cash transactions.

### CONTACT TRACING PRE REGISTRATION.

All drivers and helpers are required to pre register their health declaration online at <http://cy.truckit.online/HealthDeclaration> prior to transacting in the depots.

Truck crew will no longer be allowed to leave their trucks. A Hazard Fee of Php1,000 will be collected for on site registration.



### STEP 1: LOG IN

Log into <http://cy.truckit.online>. Complete and submit form by Trucker, Forwarder, Broker or Consignee at least 1 hour prior truck arrival in the container depot.

**Please remember the following:**  
 1. Do not send cash with your driver and helper when tracking in our depot  
 2. We do not tolerate tipping in our depots  
 3. We operate 24/7 with no additional fees.



### STEP 2: ARRIVAL IN PRLI DEPOT

Driver and helper will not dismount truck in the depot. Checker will provide official receipt to driver and direct driver to corresponding area in the depot.



### STEP 3: UNLOADING

Truck will proceed to respective designated areas in the depot. Equipment will dismount container from truck. There will be no container inspection on truck.



### STEP 4: TRUCK DEPARTS

Thank you for your cooperation! See you again in our terminals.

You can view your EIR online at <http://cy.truckit.online> using the following details:

1. Container Number
2. Any of the following: OR Number, plate number of truck, in preadvise, or transaction date.



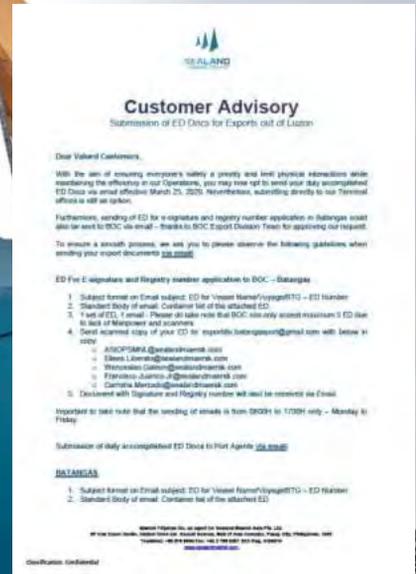
Should you need additional information, please call:

Arvin Sison	0918.807.4343	<a href="mailto:arvin.sison@logisticsphilippines.com">arvin.sison@logisticsphilippines.com</a>
Michael Cardenas	0918.807.5151	<a href="mailto:michael.cardenas@logisticsphilippines.com">michael.cardenas@logisticsphilippines.com</a>
Cherry Lacson	0939.998.8999	<a href="mailto:cherry.lacson@logisticsphilippines.com">cherry.lacson@logisticsphilippines.com</a>
Bennett Go	0939.998.8899	<a href="mailto:bennett.go@logisticsphilippines.com">bennett.go@logisticsphilippines.com</a>



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# Deadlines



## Export Documents

## Vessel Information and Deadlines

1. go to below link:  
<https://www.sealandmaersk.com/local-information/philippines/export>
2. Choose Intra-Asia Vessel Information
3. Check deadlines based on your vessel schedule

- Kindly ensure to strictly follow CUT OFFS pertaining to Arrastre payments, Export Document submission, Pre-Advise, Storage and Terminal Fees settlement
- Requests for extensions due to non-payment of Arrastre, Wharfage, Storage or Terminal fees will no longer be accommodated. Shipping line will no longer guarantee except for carrier initiated causes.
- Effective Week 2 of 2016, should there be any unpaid charges (Arrastre, Wharfage, Storage or Terminal fees) and documents (Export Declaration) not submitted within cut-off, containers will be shut-out and shipper/customer will need to settle the corresponding shut-out charges at the Terminal.

# Submit Shipping Instructions

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)

## Click 'Submit Shipping Instruction'.

There are multiple ways to access Shipping Instruction (SI) submission:

- A. Track the Shipment and then Click the "Submit Shipping Instruction" in the "Overview" or "Documents"
- A. Click "Submit Shipping Instruction", then "Submit"



## Welcome to your Hub

### Warehousing & Distribution

Whatever your warehousing needs are, we have a solution to fit, no matter what corner of the globe.

[Contact us](#)

#### ✓ Outstanding tasks

Export task due in 7 days

0

Submit shipping instructions

2

Submit VGM

[View outstanding tasks](#)

#### 🚢 Shipment Overview

Shipments in 7 days

2

Departing

0

Arriving

[View all shipments](#)

MNLGSCMCCIDX@maersk.com > Docs Team (Please do not send directly if not for manual AMD, Manual amd has 50 USD charge ,and second & succeeding amd has charge of 30 USD)



# Documentation Properties

Declare your shipment's document type and the transport document receiver in the document properties field.

The screenshot displays the 'Shipping Instructions for Shipment no. 597614412' interface. At the top, there is a navigation bar with tabs for 'Document Properties', 'Cargo Details', 'Parties', 'Documents Details', and 'Reviews'. The 'Document Properties' tab is active. Below the navigation bar, the 'Document Properties' section is visible. It includes a 'Document Type' dropdown menu set to 'Waybill - Shipped on Board'. Below this is a field for 'Issue Bill of Lading to' which currently shows 'No Party Identified' and a button to 'SEARCH/ADD NEW PARTY'. Underneath, there is an 'Advanced options (Optional)' section with several expandable options: 'Request Certificate(s)', 'Request Alternate Spelling of Locations', 'Additional References', 'Request Multiple Bills Of Lading', and 'Combine multiple shipments into one bill of lading'.

## DOCUMENT TYPES

1. For Seawaybill – select 'Waybill – Shipped on Board'
2. For Original Bill of Lading (OBL), select either:
  - 'Bill of Lading – Shipped on Board' (BL date will be date of container loading)
  - 'Bill of Lading' – Received (BL date will be date of gate in)

## Advance Options:

Are additional features or request that you may select for the Bill of Lading of your shipment.

Selections in each options are on the following slide.

# Cargo Details

Declare your shipment's container details, cargo description, mark's & numbers, and hs code.

Document Properties — Cargo Details — Parties — Payment Details — Review

### Cargo Details

Commodity Milk, cream, yogurt, non-frozen

	No. of packages	Kind of packages	Cargo Weight (lbs)/Tare Weight (lbs)	VGM (lbs)
Container number	1		220.462	8827

40ft Dry  
Add a container seal

Volume (cu. ft.) VGM Method  
Please specify...

Cargo Description

Enter cargo description name [CREATE TEMPLATE](#) [OPEN TEMPLATE](#)

Marks and Numbers (optional)

HS code

**HS CODE:**

Mandatory to provide HS Code

# Parties

In the 'Parties' field, declare the Shipper , Consignee and the Frist Notify Party, if needed.

Document Properties — Cargo Details — **Parties** — Payment Details — Review

## Parties

Shipper

**No Party Identified**

Click the button down below to Search for your desired Party

[SEARCH/ADD NEW PARTY](#)

Consignee

**No Party Identified**

Click the button down below to Search for your desired Party

[SEARCH/ADD NEW PARTY](#)

First notify party(Optional)

**No Party Identified**

Click the button down below to Search for your desired Party

[SEARCH/ADD NEW PARTY](#)

Add additional party

# Payment Details

**Update the Payment Terms (Prepaid or Collect) and the Bill to Party.**

**Prepaid – from origin**

**Collect – from destination**

### Payment Terms

Charge	Payment Terms	Paid by
<b>Freight</b> (1 charges)	<input type="radio"/> Prepaid <input checked="" type="radio"/> Collect	<b>No Party Identified</b> Click the button down below to Search for your desired Party <a href="#">SEARCH/ADD NEW PARTY</a>
Basic Ocean Freight		

Show individual charges  Hide individual charges

### Invoice Reference

Reference to display on invoice for

## **(SI) amendment and Manual SI submission Surcharge**

### **Export Final SI amendments**

- First Final SI amendment done via our website will be free.
- Succeeding amendments online will be charged at USD 30/BL amendment.
- All Amendments done manually (email and/or Fax) will be charged at USD 50/BL amendment starting from the first amendment.
- All amendment submitted directly to MNLGSCMCCIDX@maersk.com will be billed USD 30/BL.
- Charge name that will appear in your invoice will be - Transport Document Amendment Fee – Export (AME)

### **Export Manual SI submission**

- All SI submitted manually (email and/or Fax) will be charged at USD 50/BL.
- All SI submitted directly to MNLGSCMCCIDX@maersk.com will be billed with USD 50/BL.
- Charge name that will appear in your invoice will be - Manual Documentation Processing Fee (MDF).

# Review

You'll get a preview of your Shipping Instructions. Check the details then click 'Submit'.

Document Properties — Cargo Details — Parties — Payment Details — Review

**This is a preview of your transport document**  
Please review it and go back to correct any misinformation  
By clicking Submit, you agree to the "Shipping Instructions Terms".

	Document Type Waybill - Shipped on Board	SCAC MCPU
---	---	--------------



## CONGRATULATIONS!

You have successfully submitted your Shipping Instructions!  
Please note that processing time is six (6) hours.



# China Customs Advance Manifest (CCAM)

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)



As China Customs Advance Manifest (CCAM) Rule requires ocean carriers to enforce advanced submission of manifest 24 hours prior to loading. Complete and accurate cargo information as carried in the manifest must be submitted to China Customs electronically 24 hours prior to loading onto vessels that will sail to/via China. The manifest must reflect accurately and completely all goods under bills of lading.

The Final Shipping Instruction (FSI) deadline will be advanced to ensure the manifest can be submitted at least 24 hours prior to loading from original port. The formula used to set up the Final Shipping Instruction (FSI) deadline will be the China Customs deadline prior to vessel arrival which is 24hrs + 8hrs (system interface) + Xhrs (operational loadlist deadline at each port).

In relation to the CCAM implementation effective June 1, 2018, please be guided on below revised Final Shipping Instruction (FSI) deadlines per port.

## Note:

**Please note that this ruling are all applicable to shipments that will transhipped or discharge on CHINA Ports**



# BL Copy Request

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)

Verify/BL copies are available in the website 6 hours after shipper submitted FSI online, considering all details indicated in the shipping instructions are complete and correct.

Please print documents directly from our website [www.sealandmaersk.com](http://www.sealandmaersk.com). Here's how:



1. Log-in
2. Track your shipment
3. Look for the booking number
4. Click **Document** beside Overview Tab
5. Click **View Verify Copy or Print Waybill or View Certified True Copy** to print the BL
6. Choose **Approve Verify Copy**

or

1. Log-in
2. Click **View Pending Task**
3. Click **Verify**
4. Choose **Approve Verify Copy**

# My Finance

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)

## HOW TO GET YOUR INVOICE



### Through Email sent to Payer

- Invoice is automatically sent directly to payer's email address.
- To update the email address of your account, please send a request to [PH\\_SAS\\_Finance@maersk.com](mailto:PH_SAS_Finance@maersk.com).

### Through My Finance (Website)

- Log in to your account
- Click **Manage** choose **MyFinance**
- Input your BL number and click search
- Click on the PDF file icon at the right corner of the BL number to download the invoice

For the latest import local charges, please check this link :

Import - <https://www.sealandmaersk.com/local-information/philippines/import>

Export - <https://www.sealandmaersk.com/local-information/philippines/export>



# HOW TO LOG A DISPUTE

1. Log-in to sealandmaersk.com
2. Click **Manage** choose **MyFinance**
3. Search for the Bill of Lading number
4. Look for the **Action** Column
5. Click the Text Icon
6. Indicate dispute concern in the Comment
7. To attach any documents as reference, click Choose File and then Upload.
8. Fill-out the ff information: Name, Email, Contact Number, Alternate Email (if there's any)
9. Click Send to submit the dispute concern

# Payment Process

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)



## Bank Payment

### Freight Payment Through BDO

1. Accomplish the payment form with below details (orange slip).
  - a. Company Name:  
**MCC Transport Singapore (International Shipment)**
  - b. Date: Specify Date of Payment
  - c. Institution Code:  
**0430 (International Shipment)**
  - d. Subscriber's Account Number: BL Number
  - e. Subscriber's Name: Payer's Name
2. Send the validated payment slip to [Philpaymentsinternation@sealandmaersk.com](mailto:Philpaymentsinternation@sealandmaersk.com) with email subject "Freight Payment for BL xxxxxx "
3. Official receipt will be provided within 2 hours.



# Payment Process

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)

## Bank Payment

### Freight Payment Through Unionbank:

Please ask for a payment slip of Maersk in the bank counter.

FYI on new company name to be used in MC for Unionbank only : Sealand Maersk Asia PTE LTD

## Payment via Unionbank's Online Bills Payment

For UnionBank account holders, you may also avail of their bills payment option accessible in both web and mobile formats. Simply login to your online UnionBank account, go to Bills Payment then select MCC Transport Singapore in the Biller. For the step by step bills payment guide, please access the link <https://www.unionbankph.com/online/pay-bills.html>.

# Payment Process

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)

## Payment via Online Fund Transfer

This is the most convenient and safest option for you! You may wire your payments by using the online payment facility of your bank.

**Not yet registered?** You may register by clicking the links below. You may also download the BDO, BPI and UnionBank apps via PlayStore or Apple Store.

BDO: <https://www.bdo.com.ph/support-topics/iii-internet-banking-getting-started/how-do-i-enroll-bdo-internet-banking>

UB: <https://online.unionbankph.com/online-banking/register>

BPI: <https://www.bpiexpressonline.com/p/1/16/how-to-enroll-in-bpi-express-online>

**If you already have a BDO, BPI or UnionBank mobile apps or online accounts**, you may simply login then select Fund Transfer or Money Transfer then put the MCC Transport Singapore. Account numbers below. When done, please email screenshot of your transaction to [Philpaymentsinternational@sealandmaersk.com](mailto:Philpaymentsinternational@sealandmaersk.com) (International).

Collection Account	Currency Account	MCC Transport Singapore	SWIFT BIC
HSBC	PHP	030-272165-042	HSBCPHMM
	USD	031-040652-901	
BDO	PHP	661376044	BNORPHMM
	USD	100661359662	
BPI	PHP	001623-0299-44	BOPIPHMM
	USD	001624-0085-68	
Union Bank	PHP	000-590071-920	UBPHPHMM
	USD	130-590014-823	



# Pre-advise guidelines

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)

## MANILA EXPORT

Username: [Ph.export@mcc.com.sg](mailto:Ph.export@mcc.com.sg)

Password: Sealand@2020

link: <http://booking.ictsi.com/apex/apex.inlp>



Pre advise Guidelines for Clients - Manila.pdf

# Pre-advise guidelines

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)

## SUBIC EXPORT

Username: [booking@mcc-user2.com.ph](mailto:booking@mcc-user2.com.ph)

Password: Sealand@2020

Link: <http://webapp.n4aws.ictsi.net/apex/n4.zul>



NAVIS 3.7 PRE-ADVISE MANUAL SUBIC As of Feb 03 2020.pdf



# Pre-advise guidelines

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)

## BATANGAS EXPORT

Containers at Batangas are auto-preadvised

1. Ensure containers are correctly linked to the correct Booking/BL Number
2. Containers will be autopreadvised if container is linked to the booking 10 days prior vessel arrival at the Philippines
3. No need to request for PACR
4. Containers can already gate-in since it is already auto-preadvise



# LOGISTICS AND SERVICES

## Customer Contact Directory:

- Logistics and Services Customer Service  
[DmaerskPHStandAloneProduct@lns.maersk.com](mailto:DmaerskPHStandAloneProduct@lns.maersk.com)
- Sealand Customer Service – [ph.export@sealandmaersk.com](mailto:ph.export@sealandmaersk.com)

Trunkline: 02 8271 2679 (Option 2)

Toll Free: 180011102912

# L&S Export Process

## CHB - Standalone



BOOKING

BOOK VIA EMAIL



PROVIDE BOOKING CONFIRMATION



DOCUMENTATION

PREALERT SENDING



ENDORSE PRE-ALERT DOCS TO BROKER



LODGE EXPORT DECLARATION



PAY BOC CHARGES THRU BANK



PROCESS ED IN BOC



PAY TERMINAL CHARGES



SEND PROCESSED ED/ DOCS TO OPS



TERMINAL PROCESS



# L&S Export Process

## Trucking- Standalone



Event	Client	Sealand Maersk
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BOOKING

BOOK VIA EMAIL



PROVIDE BOOKING CONFIRMATION



OPERATION

STUFF CONTAINER



PULL OUT EMPTY CONTAINER



POSITION EMPTY CONTAINER



SEND SHIPPING INSTRUCTION



PRE-ADVISE CONTAINER



DOCUMENTATION

PAY TERMINAL CHARGES



GATE – IN CONTAINER



TERMINAL PROCESS



# L&S Export Process

## CHB and Trucking



Event	Client	Sealand Maersk
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BOOKING

BOOK VIA EMAIL



PROVIDE BOOKING CONFIRMATION



OPERATION

STUFF CONTAINER



PULL OUT EMPTY CONTAINER



POSITION EMPTY CONTAINER



SEND PRE-ALERT



LODGE AND PROCESS ED



SUBMIT SHIPPING INSTRUCTION

PRE-ADVISE CONTAINER



DOCUMENTATION

PAY TERMINAL CHARGES



GATE – IN CONTAINER



SEALAND  
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TERMINAL PROCESS

# Pre-Booking Checklist



## **IMPORTANT**

Please ensure to read the Terms and Conditions of the service prior signing the quotation.

1. Signed quotation is required before alignment and onboarding will proceed.
2. Have submitted Form 2303 with TIN Number and BOC COR to our Sales for your company to be updated in our system.
3. For non-PEZA customers availing the CHB service, a Bank Reference Number is required
4. Alignment and Onboarding will be conducted to secure the needed information on the documentation, process and billing
5. Go live for the 1<sup>st</sup> execution will be 2 weeks after the Onboarding date.



# Onboarding Checklist

Item	Description	REMARKS
1	Commodity	
2	Mode of Shipment (Export / Import/ Domestic)	
3	Scope of Work(BKS, ED Processing, CHB, Trucking, Domestic (Port to Port, DR to DR)	
4	Volume (annually / monthly)	
5	Container Size requirements	
6	Special Equipment Requirements	
7	Weight of the cargo	
8	Booking Timelines / Special Instruction	
9	Booking cancellation	
10	Pick up location - Empty Pull Out	
11	Delivery location	
12	Truck Positioning at Client Warehouse	
13	Warehouse Requirement	
14	Warehouse Operating Hours	
15	Loading turnaround time	
16	Parking Space	
17	CHB Vendor	
18	Documents Needed	
19	Other Truck Requirements	
20	Free Time for Trucking	

# Onboarding Checklist

Item	Description	REMARKS
21	Empty Container	
	Billing Requirements (E-Billing/Hard Copy dispatch?) 1. If E-biling, please provide the email recipients. 2. If Hard copy dispatch, please provide the name of recipient (Attention To:) and the exact department and address where it should be delivered.	
22	Billing structure a. Separate receipted, adhoc & standard?	
23	b. One-time billing (all charges in one billing)?	
24	Billing Attachment (BL, CI, PL, DR/Wabill, CHB/ED Docs, PO and the likes)	
25	VATABLE or Non-VATABLE For Non-VAT, supporting docs or certificate is required	
26	Bill to Party	
27	TRUCK Vendor	
28	ACCOUNT Registration (BIR 2303)	
29	ACCOUNT Credit Terms (Check with Account Owner)	
30	Claims Process	(please see the claims process tab)
31	OTHERS	Special requirements/ Customer specifics

# Timelines

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)

## Customs House Brokerage

Export Peza / Consumption	Status
E1 - PreAlert Received - CI, PL, BC	5 days prior vessel departure
E2 - Lodgment of ED	within 4 hours
E3 - Process at Peza and Inspection (If under PEZA)	within Business hours, depending on the immediate approval of the zone manager
E4 - Process at BOC	Portal- 2 working days lead time
E5 - Settlement of Port Charges (If containerized)	2 hours
E6 - Send processed docs to carrier / forwarder	1 hour after payment of charges (as long as with Authority to Load and SSDT)

## Inland Delivery

Export Peza / Consumption	Status
Truck Booking	48 hours prior delivery

# Booking Agent Services

Booking made easy

We understand the intricacies involved in booking a cargo and we want to offer our new logistics solution that will help you on your booking concerns.

## BJA Coverage



BOOKING



SI/VGM



INVOICE



BL RELEASE

## Pricing

COUNTRY	PRICE/CONTAINER
PHILIPPINES	US\$ 50 per container

# Maersk Value Protect

Safeguarding your business

## Why make an exception with your cargo?

Introducing a new extended liability solution to keep the value of your cargo safe from logistics-related risks. Your new and simple way to protect your cargo.

Package	Compensation	Price/Container
 Dry Starter	Up to US\$15,000	US\$29
 Dry Base	Up to US\$30,000	US\$59
 Dry Plus	Up to US\$60,000	US\$118
 Dry Extended	Up to US\$120,000	US\$235
 Cool Standard	Up to US\$12,000	US\$39
 Cool Advanced	Up to US\$36,000	US\$117
 Special Standard	Up to US\$180,000	US\$359
 Special Advanced	Up to US\$240,000	US\$479

# Maersk Value Protect

Safeguarding your business

## Value Protect applies to cargo loss or damage in cases such as:

- Fire
- Fault or neglect in navigation or management of the ship
- Accidents due to heavy weather or other dangers of the sea
- Theft
- Saving or attempting to save life or property at sea
- Cyber incidents
- Cargo damage caused by delay
- General average contributions

## Value Protect does not apply to:

- Commercial damages and financial losses incurred as a result of delays
- Wrongful handling related to the shipper and inherent defects to the goods
- Transport leg outside our Bill of Lading
- Commodities: fish and seafood and some chilled fruits and berries
- Geopolitical events

### Commercial Terms:

When selected, Value Protect will be applicable for all shipments under agreed scope.

Compensation under Value Protect shall, in any event, be limited to and not be in excess of the purchased and applicable Value Protect package recovery.

It will cover the invoicing value of the damaged goods up to the recovery of the chosen value protection package.

Read full terms and conditions of Value Protect.

# Billing Process

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)

## Invoicing

1. Billing Party is Damco Philippines, Inc
2. L&S Charges are subject to VAT
3. Invoice issuance is 5 days after completion of the service
4. L&S invoices consist of the following:
  - a. Standard Charges– Trucking, CHB, or both
  - b. Receipted charges
  - c. Incidental charges, if there's any



## Payment Advise

### Payment advise sent thru email

#### A. Email subject format

Subject: Customer name – Payment amount

Sample: Client ABC – 150,000

#### B. Attachments

##### B-1. If paid thru bank deposit

- Clear copy of deposit slip showing bank validation
- Signed WHT2307 (Withholding tax certificate)
- List of paid invoices

##### B-2. If paid via bank transfer (customer to absorb bank fee)

- Proof of telegraphic transfer
- Signed WHT2307 (Withholding tax certificate)
- List of paid invoices



## Receipt Issuance and Finance contact details

### Issuance of Receipt

A system generated receipt will be issued to all payments received via email. In case of technical issues, manual receipt will be provided.

### Finance contact details

Recipients: [PNQDAMOTCPH@maersk.com](mailto:PNQDAMOTCPH@maersk.com)

Cc:

[Jackilyn.reyes@maersk.com](mailto:Jackilyn.reyes@maersk.com)

[Chieriza.Mendoza@maersk.com](mailto:Chieriza.Mendoza@maersk.com)

# Payment Process

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)



## Accredited Banks

### 1. BDO bills payment for Damco

**Company name:** HSBC FAO DAMCO PHILIPPINES INC  
**Institution code:** 0487  
**Subscriber's Account number:** Billing invoice reference number  
**Subscriber's Name:** Shipper/Credit party reference

### 2. BPI bills payment for Damco

**Account name:** HSBC FAO DAMCO PHILIPPINES INC  
**Bank:** BANK OF THE PHILIPPINES ISLANDS  
**Branch:** BPI RUFINO BUILDING MAKATI CITY  
**Account number:**  
PHP - 1623 0291 03  
USD - 1624 0081 34

**Reference number:** Billing invoice reference number

# Payment Process

Do more with [www.sealandmaersk.com](http://www.sealandmaersk.com)



## Accredited Banks

### 3. HSBC bills payment for Damco

**Account name:** DAMCO PHILIPPINES INC  
**Bank:** HONGKONG SHANGHAI BANKING CORPORATION  
**Branch:** HSBC CENTER, 3058 FIFTH AVENUE WEST  
BONIFACIO GLOBAL CITY TAGUIG  
**Swift Code:** HSBCPHMM  
**Account number:**  
PHP - 000 475335 040  
USD - 001 175231750  
**Reference number:** Billing invoice reference number

#### Notes:

- Please issue cheque payment to Sealand Maersk Asia Pte. Ltd
- Please settle your charges by cash or Manager's check and direct deposit to above bank account
- No claims/auto-deduction allowed, it must be discussed separately through claims process
- Customer deducting withholding tax must provide fully accomplished WHT2307 for BIR compliance.
- Any payment captured between 8:30am -3:30pm can be processed within the day, anything beyond the cut-off will be process on the following working day.

**Thank you!**



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