



myMSC.com
myMSC app

**USER
GUIDELINES**



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.

Now available for Android, iOS and iWatch.

2. myMSC APP – DOWNLOAD

You can download the application from the respective stores.



3. LOGIN

To login in the app, you can use same login credentials as used on the website.

Once logged in, your profile will be populated with the same data as when you log in in the website.



If you do not have login credentials at all, you can sign up from the website (www.mymsc.com) or from the app.

Simply press 'sign up'.

After accepting the Terms & Conditions, specify the essential information to proceed with the registration. Select the country of your agency of contact which you do business with. In addition to the selected agencies, access for filing the SOLAS VGM declaration will be granted by default.

Click on 'Submit' to complete the registration process.

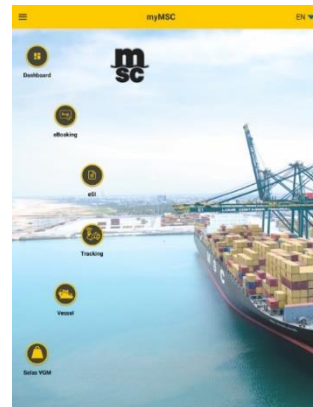
You will receive an email in your registered email ID upon successful registration with myMSC site followed by 'myMSC: Account Activation' to activate your account.

If you already have an account, and you wish to add another agency, log in your account and proceed to the menu.

4. WELCOME SCREEN & MENU

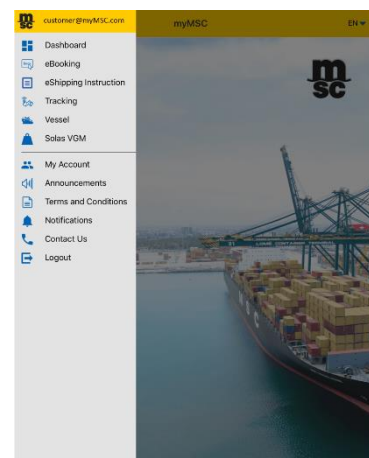
Once you're successfully logged in, in our welcome screen you can easily access the core Functionalities.

- Access your dashboard
- Create an eBooking
- Submit Shipping instructions
- Access tracking information
- Access Vessel information
- Submit Solas VGM information
- Change language (top right corner)



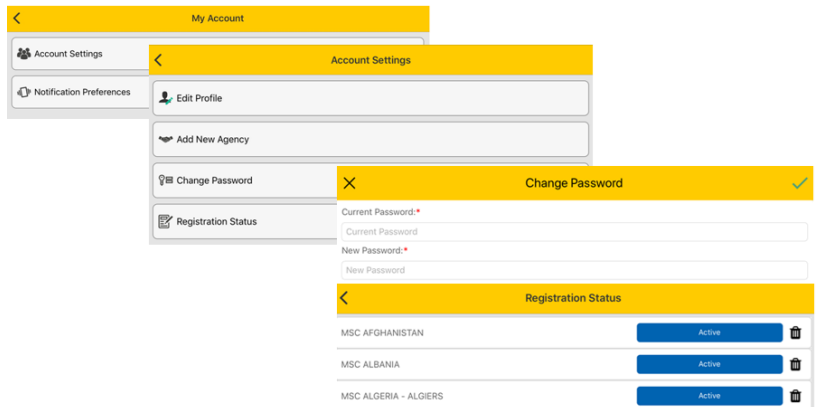
When you click in the top left corner on the  symbol, the side menu will appear. Following items can be accessed:

- Access your dashboard
- Create an eBooking
- Submit Shipping instructions
- Access tracking information
- Access Vessel information
- Submit Solas VGM information
- Access your account information
- Access Announcements
- View the Terms and Conditions
- Manage your notifications
- View the contact Us section
- Logout



MY ACCOUNT

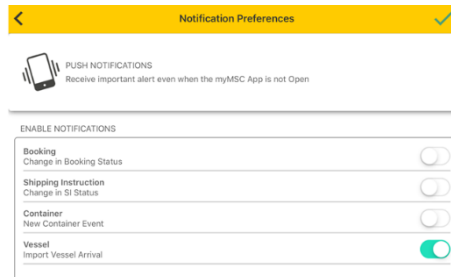
In 'My Account' under 'Account Settings', you will be able to edit your profile details (your name, last name, etc.), add a new agency, check your registration status or change your password.




In 'Notification Preferences' you will be able to set up your push notification preferences for the alerts you want to receive on your mobile device.

NOTIFICATIONS

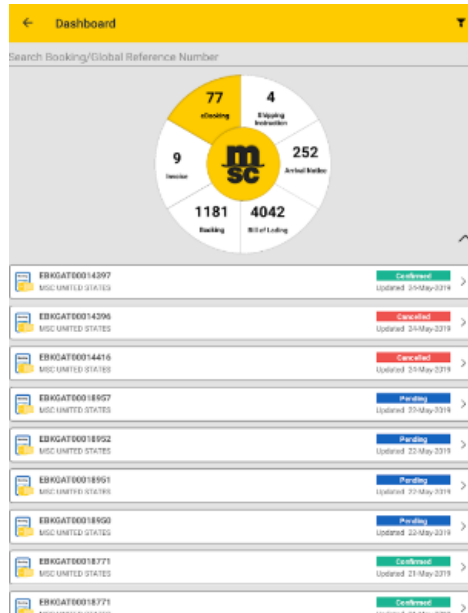
There is a faster way to manage your notifications, simply click on 'Notifications' from the menu. You can enable or disable the notifications from this screen tapping on 'View Preferences'.



When making amendments, do not forget to confirm them by clicking the  symbol in top right corner.

5. DASHBOARD

Click on your Dashboard. When the app or portal is accessed for the first time, the dashboard screen will appear blank since there are no eBookings created yet. To view the dashboard with records, you need to create eBooking requests.



You will be able to view your eShipping Instructions, Arrival Notices, Bill of Ladings, Bookings and Invoices – just like on the portal in your web browser.

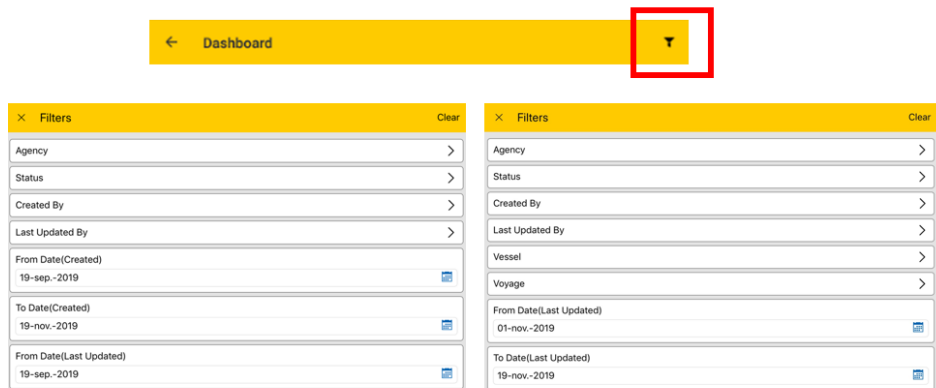
From the eBooking tab, when expanding an item, you will be able to download the PDF Booking Confirmation, Copy the booking or Cancel the booking.



From the Shipping Instruction tab, you will be able to edit, approve or download the PDF draft.



If you prefer, you can view the list by using the filter option in the top right corner:



6. CREATE AN EBOOKING

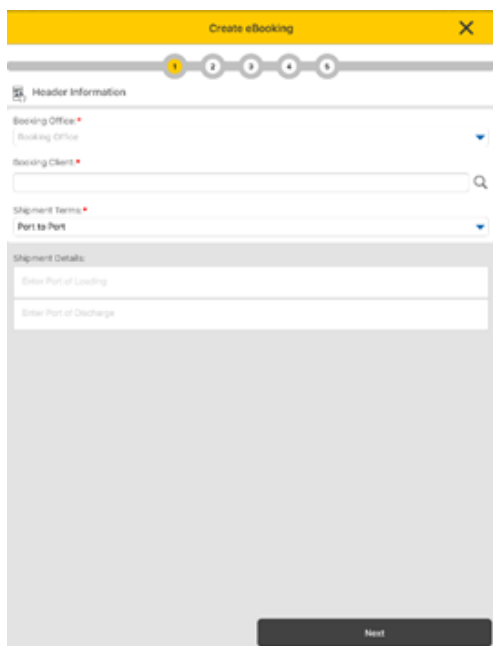
In 5 easy steps, you will be able to create an eBooking via the myMSC app.

Click 'eBooking' from the welcome screen, or simply copy an existing booking from the 'Dashboard'.

STEP 1: HEADER INFORMATION

Fill out the header information including the shipment terms, pol, pod.

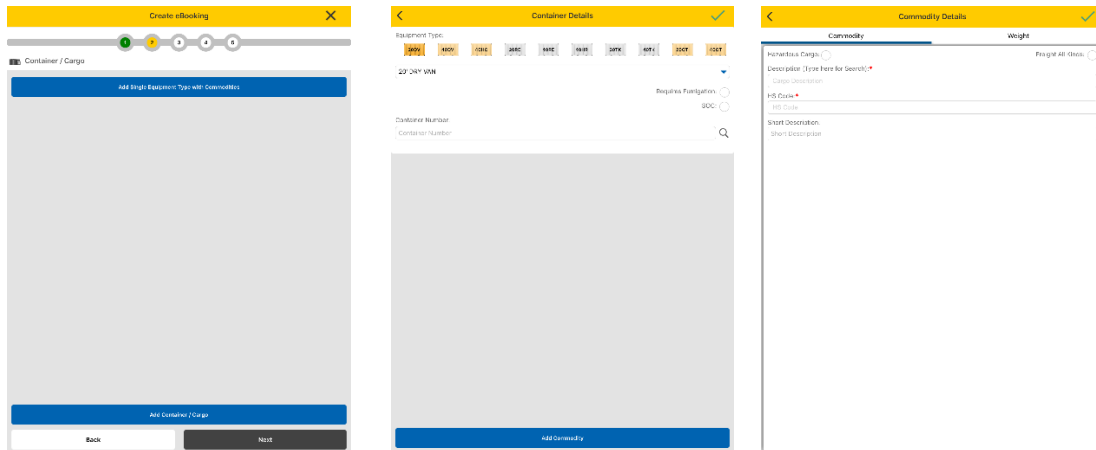
In case you select intermodal shipment, the intermodal details need to be added in this step.




STEP 2: CONTAINER AND CARGO

Add Container / Cargo by pressing 'Add container /Cargo'.

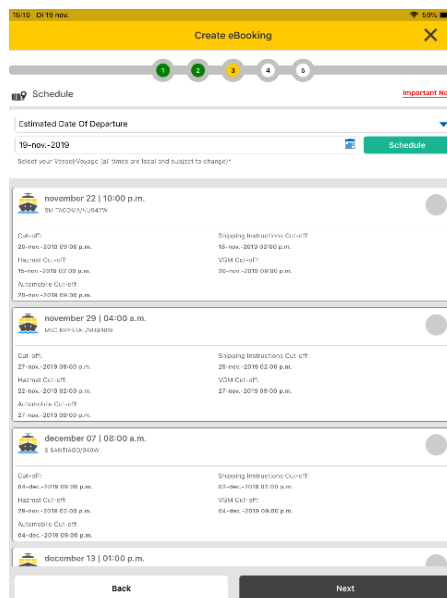
If you press 'Add Single Equipment Type with Commodities', like in the website, you will be able to specify the amount of containers you want to book for a single Equipment size and type (rather than adding container by container to your booking).



Do not forget to validate by clicking the  symbol in top right corner.

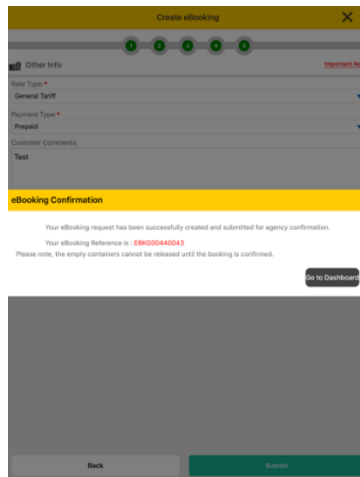
STEP 3: SCHEDULE

The Schedule screen will list 3 upcoming Vessel/Voyage from the current date. You can change the date, and press 'schedule' to reload the screen with changes. if no schedule is available, you will be able to continue with your booking.



STEP 4: ADD PARTIES

This step is not mandatory for the booking process. However, if you want you can provide additional parties like shipper, forwarder, notify, etc.



STEP 5: OTHER INFORMATION

In this step you inform the MSC Agency about your rates and provide additional information in order for an Agency to be able to confirm your booking.

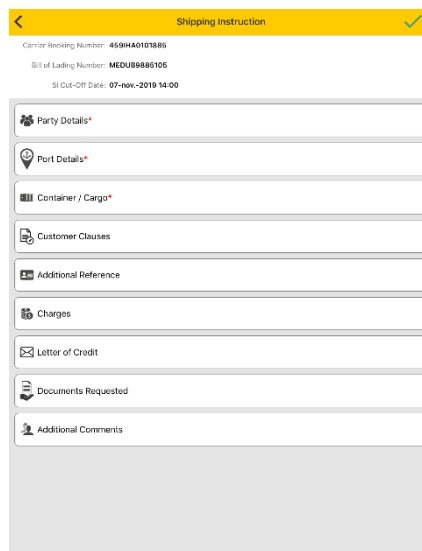
Press 'Submit'.

Your myMSC reference will be generated. You can follow up your booking in the dashboard.

7. SHIPPING INSTRUCTION

Once a booking is confirmed, you will be able to create shipping instructions.

Add / amend details like parties, cargo, references, etc.



8. TRACKING

As in the web version, you can follow your shipment using your 'Bill of Lading' or a 'Container Number' or a 'Booking Number'

9. VESSEL

Similar to the schedule inside the eBooking, you can look up the desired sailing.

You can search by port pairs or by your booking number.

10. SOLAS VGM

You can now submit VGM via the app!

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