

## MyMSC eBooking

- To submit an eBooking Request, start by clicking the eBooking button found within the dashboard or the drop-down menu



- Start by selecting the Booking Office. The Booking Office chosen must be located in the country of shipment origin. If you are exporting with origin in the United States, the booking office chosen must be located within the United States.

*Note: If you'd like to place an import shipment to the United States, you'll need to add the country of shipment origin to your myMSC account. This can be added in your myMSC profile under MSC Agency Status*

- Select the rates basis. If you have a service contract number or a quotation number, you may enter it on this stage. If you have neither, you may proceed with a tariff rate by clicking the tariff option.

*Note: If you have a Named Account (NAC), you can specify it alongside the Service Contact Number*

- Select the type of payment requested between prepaid, collect, or payable elsewhere.

**Booking Office**

Please select MSC Booking Office

(USA) NEW YORK - NEW YORK

Company

**Shipment Rates Basis**

Terms of Payment

Service Contract Number	Tariff	Quotation Number
Service Contract Number *		WC-123 NAC

**Type of Payment Requested**

Freight and Freight Charges

Prepaid	Collect	Payable Elsewhere
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*Note: You may also choose to load a template or choose to copy a previous booking using the icons in the top right section during step 1*



# MyMSC eBooking

- On step 2 of eBooking you'll enter your desired routing information
- A calendar icon can be accessed on the top left to choose your desired date range for a vessel schedule
- Start by entering the port pair
- Once you've entered the port pair, you may choose to add pre carriage or on carriage options to or from an inland location. You may choose between Ramp/Barge or Trucking Door moves, as well as Truck/Rail as available.
- See below showing a desired door pre-carriage move selected:

The screenshot displays the 'Sailing Schedule\*' section with a date of '18 Mar 2025' and a calendar icon. Below it, the 'Port of Load\*' is set to 'CHARLESTON [USCHS]' and the 'Port of Discharge\*' is 'BREMERHAVEN [DEBRV]'. A dropdown menu for 'Port' is open, showing 'Ramp / Barge' and 'Door' as options, with 'Door' selected. The 'Intermodal Details - Origin' section includes fields for 'Requested Appointment Date / Time \*', 'Cargo Supplier Name \*', 'Cargo Supplier Address \*', 'Cargo Supplier Location \*', and 'Cargo Supplier Postal Code'. A 'Procarriage Instructions' field is also present. A 'Search Schedule' button is located at the bottom right.

*Note: If no vessels return for the combination you've selected, this does not prevent you from creating an eBooking*

*During the last step of eBooking, you may enter information such as preferred dates or vessel in the Customer Comments section and a booking agent will work with you after submission*

# MyMSC eBooking

- After clicking Search Schedule select a Vessel / Voyage that best accommodates your needs
- You'll be able to see at-a-glance information on the estimated departure and arrival time, the service, the estimated transit time in days and route type. By clicking 'view details' you can see cut-off information, receiving dates, and the transshipment location if applicable
- Once a vessel is selected, click the arrow in the bottom right corner to proceed to step 3

Vessel / voyage MSC PARIS/MX402R	ETD 30 Jan 2024 02:00	ETA 08 Mar 2024 22:00	Service TURKIYE / GREECE TO USA	Est T.T 38	Route type Transshipment	<b>&gt; Selected</b> HIDE DETAILS >
Port 1st receiving date 15 Jan 2024 08:00	Cut-off 19 Jan 2024 16:00	Hazmat cut-off 18 Jan 2024 16:00	Reefer receiving date 19 Jan 2024 08:00			
Reefer cut-off date 22 Jan 2024 16:00	Shipping instructions cut-off 18 Jan 2024 16:00	VGM cut-off 19 Jan 2024 12:00	Special cut-off 18 Jan 2024 16:00	Transshipment via FREEPORT, GRAND BAHAMA		
Vessel / voyage MSC SHANGHAI V/MX405R	ETD 07 Feb 2024 21:45	ETA 15 Mar 2024 22:00	Service TURKIYE / GREECE TO USA	Est T.T 37	Route type Transshipment	> Select VIEW DETAILS >
Vessel / voyage MSC ROSARIA/MX406R	ETD 14 Feb 2024 21:45	ETA 18 Mar 2024 13:45	Service TURKIYE / GREECE TO USA	Est T.T 33	Route type Transshipment	> Select VIEW DETAILS >

**>** **X**

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*During the last step of eBooking, you may enter information such as preferred dates or vessel in the Customer Comments section and a booking agent will work with you after submission*

# MyMSC eBooking

- In step 3, you'll start by designating the container type, quantity of that container type, the harmonized code and gross cargo weight
- If you need to add more than one cargo type to the specified container you'll click the add cargo button
- To add multiple container types, such as one 40' DV and one 20' DV, you would click Add container and adjust the container type on the new card that appears on the left. You may adjust the number of each type of container with the Quantity button
- There are additional toggleable buttons available as needed, including hazardous, shipper owned container (SOC), or by choosing Freight All Kinds

The screenshot displays the MyMSC eBooking interface. On the left, a panel titled "Select equipment type X 1" shows "SOC" set to "No" and "No of cargo" set to "1". The main area is titled "Container and cargo" and includes a "Container type\*" dropdown menu set to "20' DRY VAN", a "Quantity" field set to "1", and toggle buttons for "Requires fumigation" and "SOC", both set to "No". A "Add container" button is located in the top right corner. Below this is the "Cargo list" section, which includes a "Add Cargo" button in the top right. The cargo list shows "HS code 120110" selected, with "Hazardous cargo" and "Freight all kinds" both set to "No". The "Harmonized code\*" field contains "120110" and the "Short description" field contains "Seeds". The "Select a commodity\*" dropdown menu is set to "Seed". At the bottom, the "Gross cargo weight\*" is "12000" KGS, "Volume" is "40" CU.M., "No. of packages" is "40", and "Package type" is "BAG". Navigation arrows (back, forward, and close) are visible at the bottom right.

- Click the arrow button to proceed to Step 4

# MyMSC eBooking

- Step 4: Enter information on relevant parties using the tabs on the left.
- Booking Client will always be associated with the myMSC account making the eBooking. If you have multiple company names and addresses, you may click the pencil icon to choose between them.

*Note: You may add additional emails separated by a semicolon to send confirmations to multiple email addresses*

Parties

Booking Client	Booking Reference	Company Name
Shipper		
Forwarder	Contact details	
Notify	Name	Phone Number*
Second Notify	SHAUN ADAMS	TBD
Consignee	Fax	Email* 
Invoicing Company		SHAUN.ADAMS@MSC.COM

- If you've already filled information for one party that is identical to another, the 'Same as' button is available to allow you to copy all information to that party
- To the right of the 'Same as' button is the contact card. Businesses you've made bookings for in the past, or contacts you've created in your profile will be available to pre-fill the information for that party

Booking Client	Same as	
Shipper	Notify	
Forwarder	Name	SHAUN ADAMS

  

# MyMSC eBooking

- The summary page will display all information you've entered so far at-a-glance as well as add remarks if necessary
- To edit any section such as changing the vessel, equipment or parties click the pencil icon to enter that section
- You may also save this booking configuration as a template by clicking the heart icon located on the top right of the summary

Agency <b>(USA) NEW YORK</b>	Carrier Booking Number <b>EBKGAT00103864</b>	Global Reference Number
Base Information		
Booking Office (USA) NEW YORK - NEW YORK	Terms of Payment Tariff	Type of Payment Requested Type of Payment: Prepaid
Route Details		
CHARLESTON [USCHS] — BREMERHAVEN [DEBRV]	Sailing Schedule Request MSC SWEDEN VI/NG507E	ETD 27 Feb 2025 00:00 ETA 09 Mar 2025 00:00
Container and Cargo		
40' Dry Van x 1		

- You may enter any information you'd like a MSC booking agent to know in the 'Customer Comments' section.

## Customer comments

Comment

- If you need multiple identical bookings, you may create up to 50 of the same type of bookings using the quantity tool

## Multiple booking

By entering a number here (from 1 to 50), you can create the indicated number of identical bookings. All bookings will be submitted with the same details you have entered.

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# MyMSC eBooking

- Cargo Protection may also be added to the booking by clicking the confirmation box acknowledging MSC Protection Terms & Agreement
- When everything is finalized on the booking summary, you may click 'Submit' to send the booking request to our agency

Cargo Protection

**MSC Extended Protection**  
Want to protect your cargo against financial losses? Look no further!  
Our solution is designed with a pick-and-choose mindset, offers an extra layer of protection for the total or partial value of your cargo. It is easy to price, easy to book and with an easy claims resolution process.  
Benefit from one-stop-shop approach for more efficient, personalised solutions, along with simple and competitive pricing. You can check if your shipment meets the basic requirements, in our [terms and conditions](#).  
Shipping fresh food? We've got you covered with a specialized solution.

Yes, I want to add MSC Extended Protection to my booking. By doing so, I acknowledge receipt and accept the [MSC Extended Protection terms and conditions](#).

**•** You can check our Cargo Protection Tariff Rates [here](#)

<   ✕   > Submit

- To monitor the status of all eBookings, click the 'View All' button within the myMSC dashboard. You may make revisions to your booking as necessary
- The option to create Shipping Instructions will appear within the 'View All' section once a booking reflects confirmed

