

User Guidebook



YOUR GATEWAY TO
Seamless Shipping



WELCOME TO mtt2u





At MTT Shipping Sdn. Bhd., we are committed to enhancing the efficiency and convenience of our services for our valued customers. With over a decade of experience as one of Malaysia's leading carriers, we understand the importance of streamlining the shipping process to meet the evolving needs of modern businesses. To support this, we are excited to introduce mtt2u, our new online platform designed to simplify your shipping experience from start to finish.

In this quidebook, we will walk you through the key features of mtt2u, which will allow you to manage your shipping operations seamlessly:



CHECK VESSEL SCHEDULE

Stay up-to-date on MTT Shipping's sailing schedules to help you plan your shipments efficiently.

(User registration is not required to access this feature.)



REQUEST QUOTATION & ENQUIRY

Easily request shipping rates and submit inquiries with just a few clicks.



CREATING NEW BOOKINGS

Learn how to create and manage new bookings with our user-friendly interface.



CREATE SHIPPING INSTRUCTIONS & CONFIRMATION OF BILL OF LADING

Submit shipping instructions and confirm your Bill of Lading for smooth cargo movement.



VIEW INVOICE & MAKE ONLINE **PAYMENT** (THROUGH IPAY88)

Conveniently view your invoices and make secure payments online.

We invite you to sign up today and experience the ease of using mtt2u for all your shipping needs. Let's get started on making your shipping journey simpler and more effective with mtt2u!

HISTORY

2010

INCORPORATION OF MTT SHIPPING



MTT Shipping was established to own and manage a fleet of container vessels, which significantly adds to the provision of feeder services within Malaysia.

2012

SEA NAVIGATOR

Sea Navigator was established to provide feeder services using tug and barge, connecting shallow-drafted river ports in Indonesia with transhipment hubs for efficient global distribution.



2017

AUTO LOGISTICS DIVISION

Venturing into Auto Logistics, MTT Shipping introduced innovative and secure logistics solutions tailored for the commercial and noncommercial automotive industry in Malaysia.



2019

ASSET MANAGEMENT DIVISION

With the delivery of its first newbuilding, MTT Saisunee, MTT Shipping marked its entry into vessel ownership and asset management, further solidifying its position in the shipping industry.

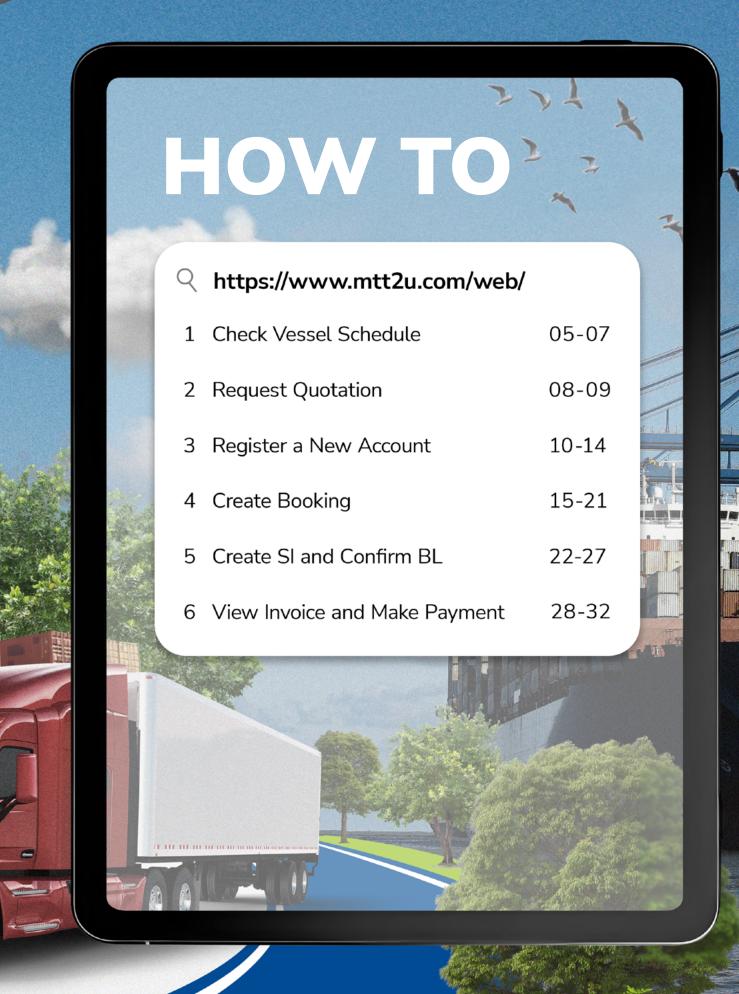


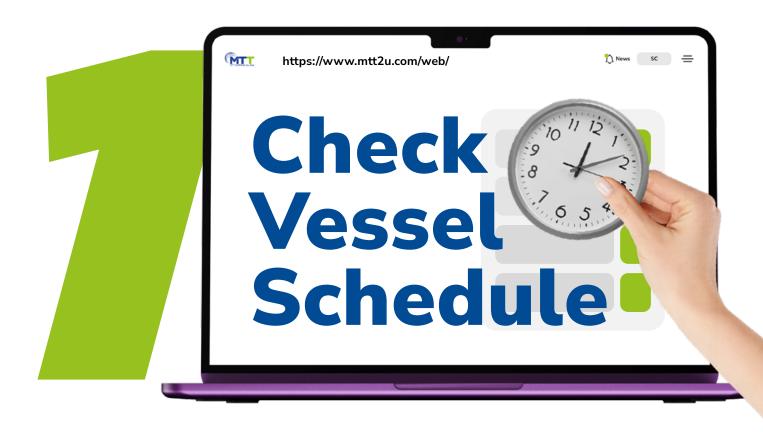


2020

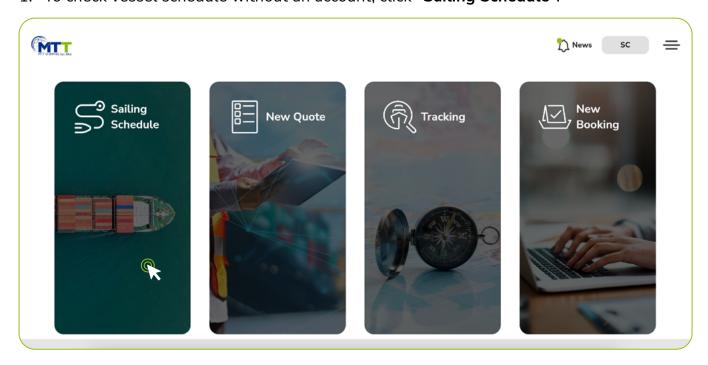
MTT SHIPPING LOGISTICS CENTRE

In January 2020, MTT Shipping Logistics Centre commenced On-Dock Depot operations in Westports to provide comprehensive container depot services for both transhipment and local demand.





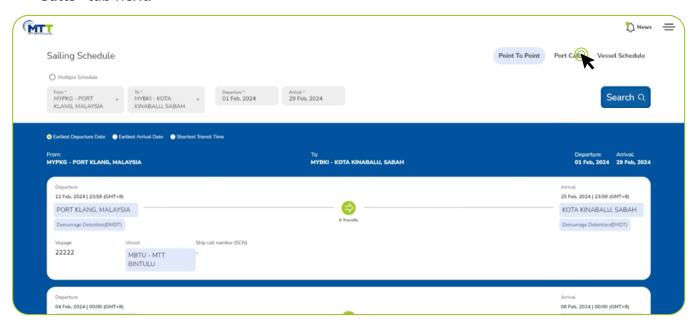
1. To check vessel schedule without an account, click "Sailing Schedule".



2. Enter required information accordingly, then click "Search".



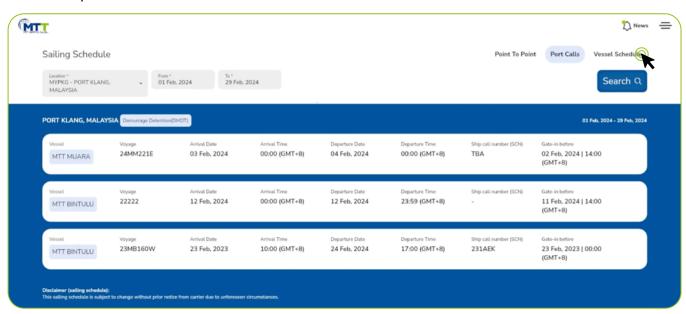
3. A list of schedules will appear based on the departure and arrival dates. Click "Port Calls" tab next.



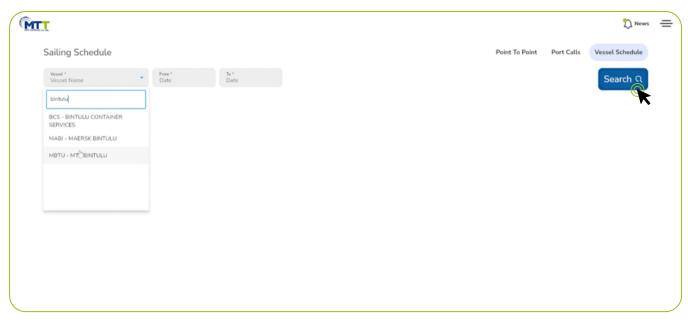
4. Input port location and click "Search".

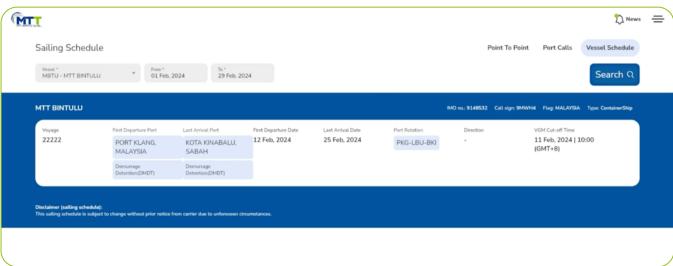


5. A list of vessels calling at the selected port will be displayed. Click "Vessel Schedule" tab to proceed.



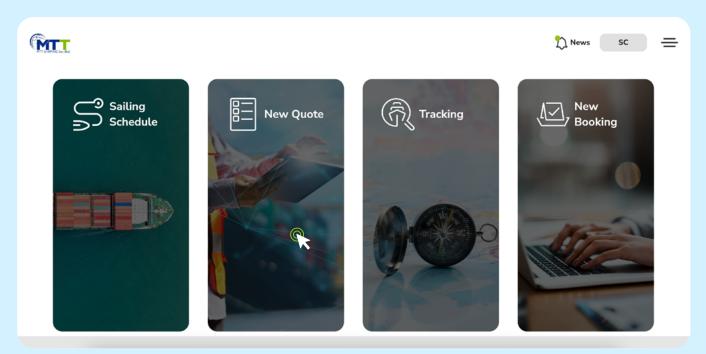
6. A comprehensive list of vessels will be shown for your review.



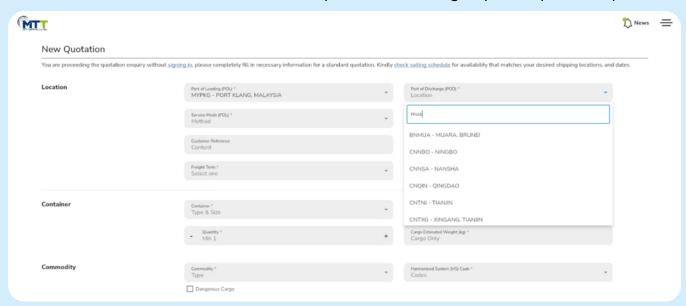




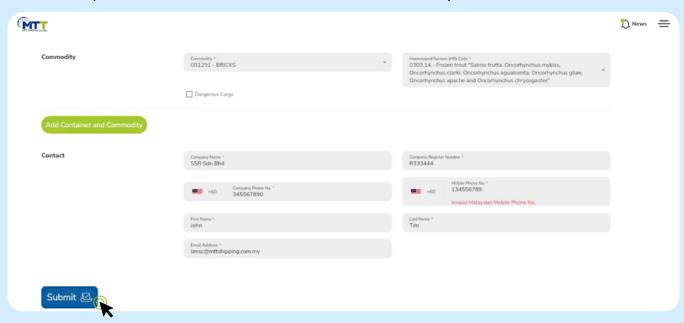
1. Click "New Quote" to create a quotation without a registered account.



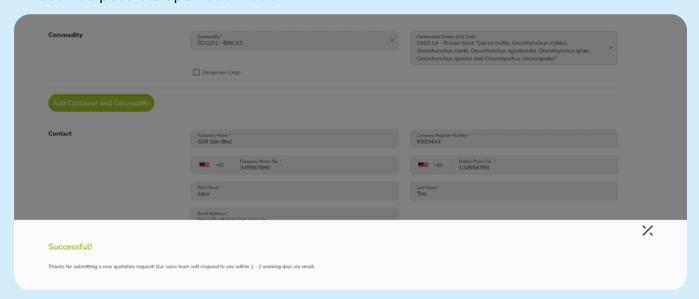
2. Fill in location, container, and commodity details according to your shipment requirements.



3. Provide your contact details so our sales team can reach you, then click "Submit".

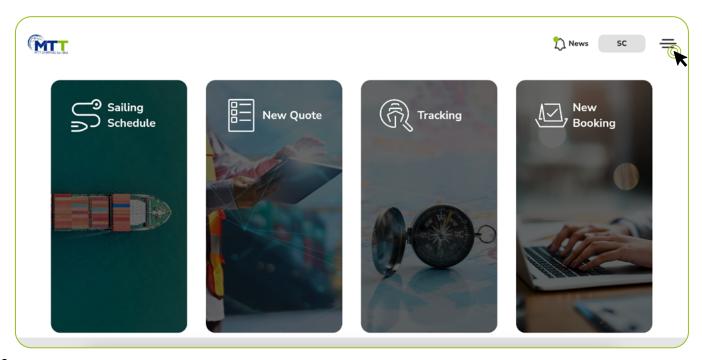


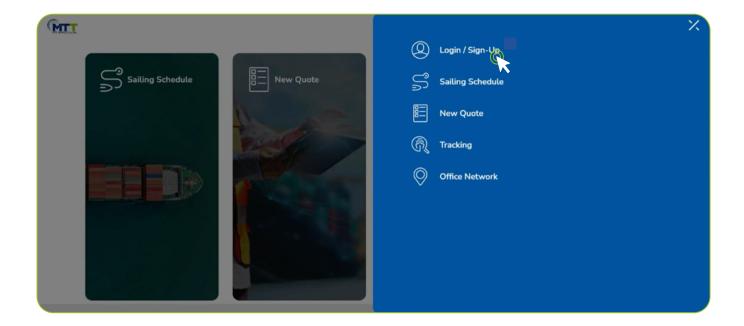
4. Ensure all required fields are completed accurately. Our sales team will contact you as soon as possible upon submission.



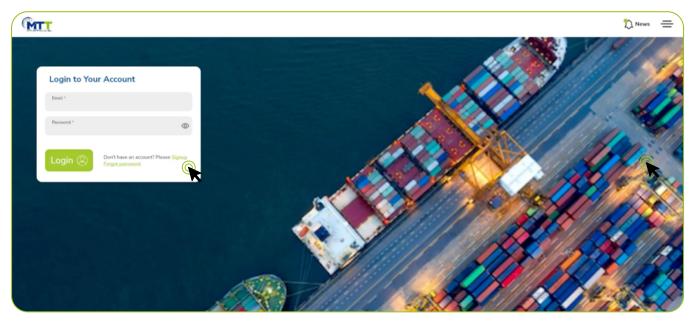


1. To register as a new user, start by clicking on the menu bar on the home page and select "Login/Sign-Up".

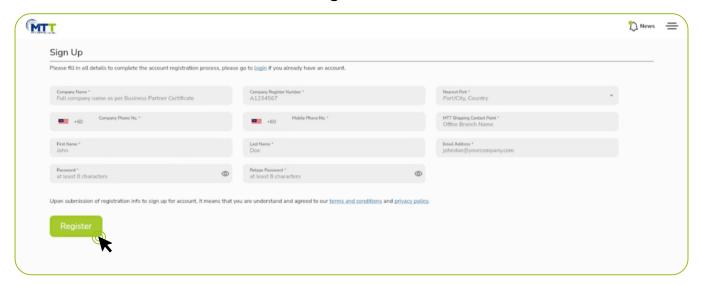


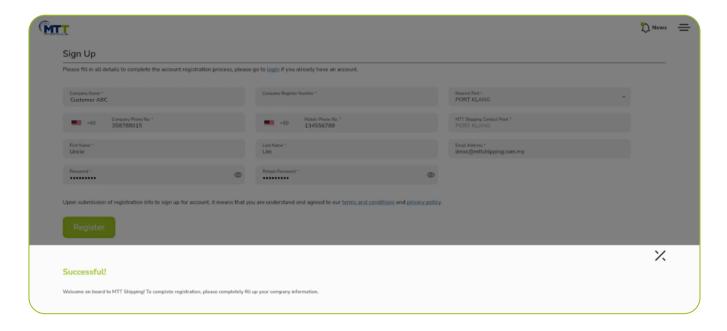


2. Below the login fields, click on the "Signup" option to create a new account.

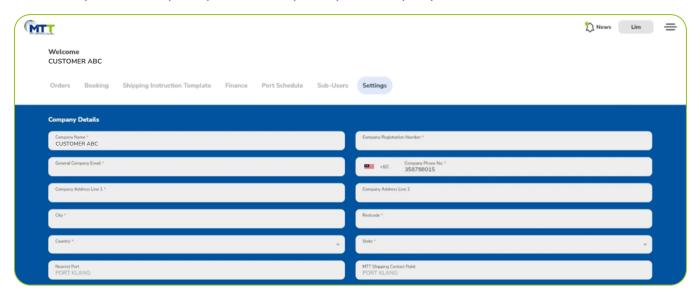


3. Fill in all the required fields, ensuring that all the details are accurate and up-to-date. Once all details are confirmed, click "Register".





4. Next, you will be prompted to complete your company details.



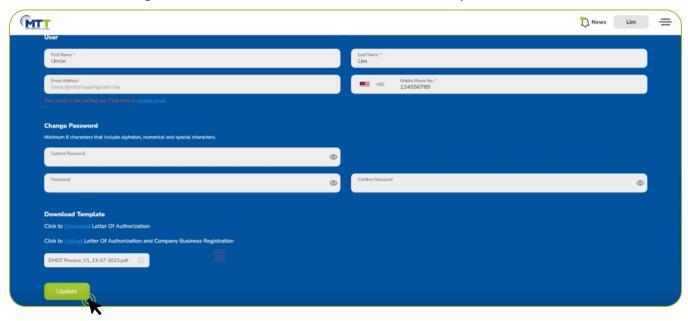
5. After entering company information, click "**Download**" to obtain the Letter of Authorization template.



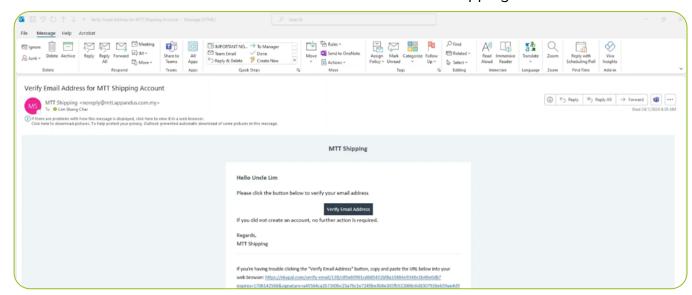
6. Prepare the letter, then click **"Upload"** to attach both the Letter of Authorization and the Company Business Registration document.



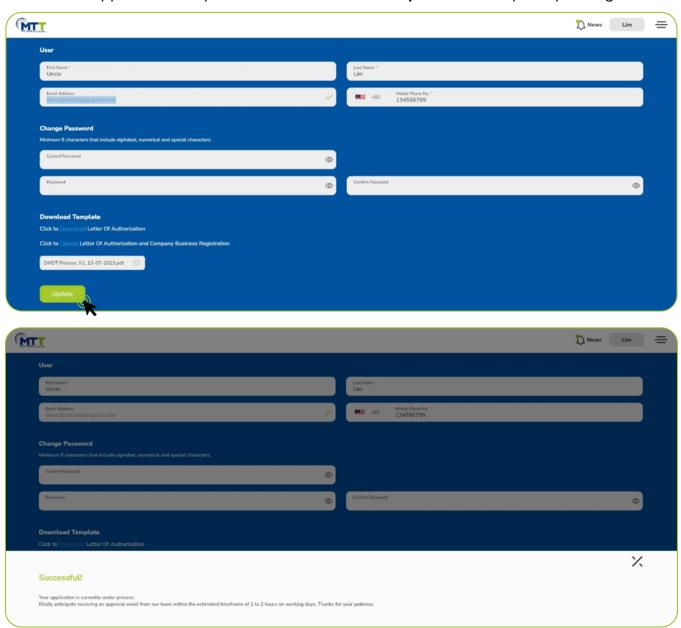
7. Before finalizing, ensure all details are correct and click "Update".



8. You will receive an account verification email from MTT Shipping.

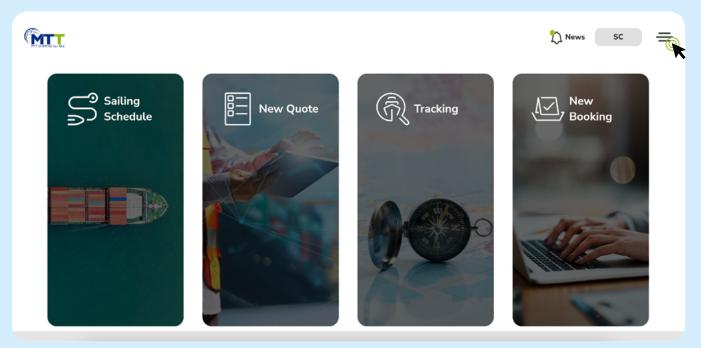


9. After clicking the verification link, you will be redirected to the sign-up page. A green tick will appear next to your email address. Click **"Update"** to complete your registration.

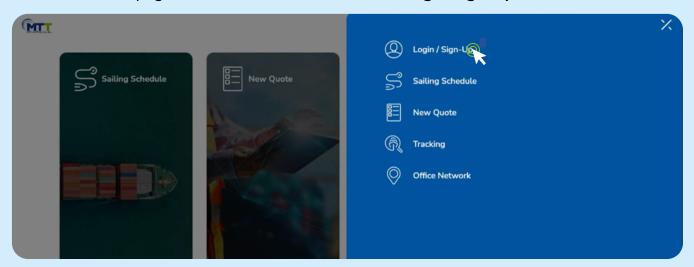




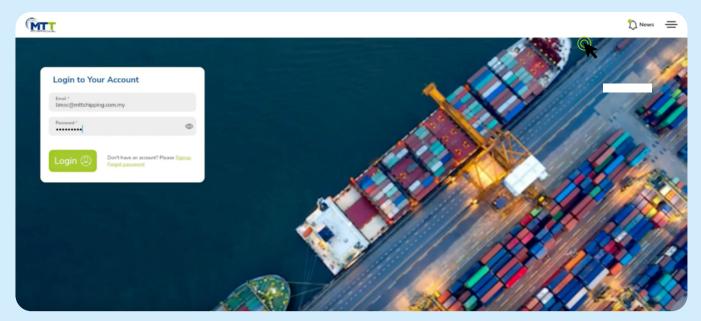
1. To create a booking, log in to your verified account.



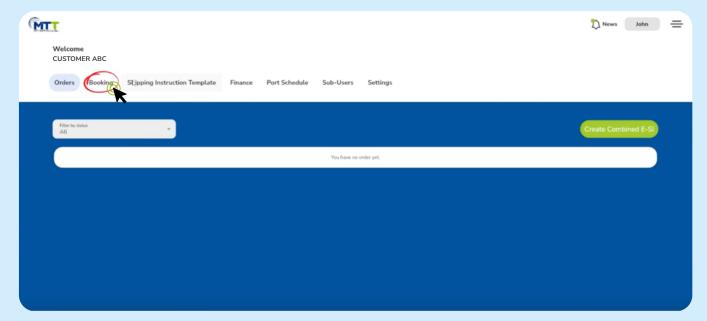
2. On the home page, click the menu bar and select "Login/Sign-Up".

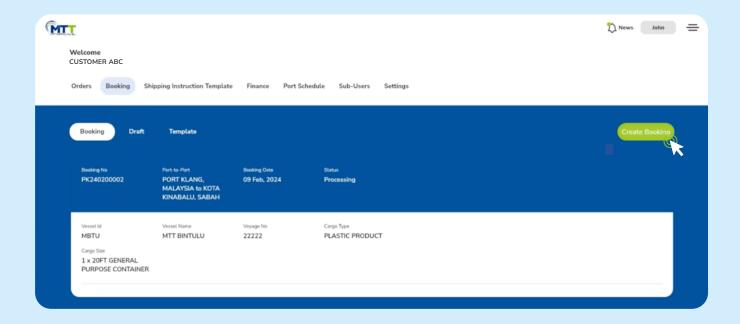


3. Enter your credentials and log into your account.

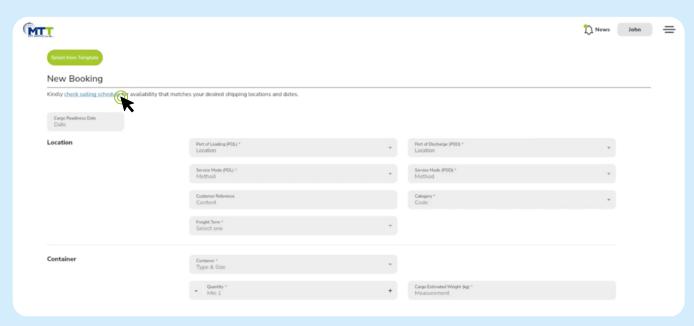


4. Click on the "Booking" tab, and select "Create Booking".





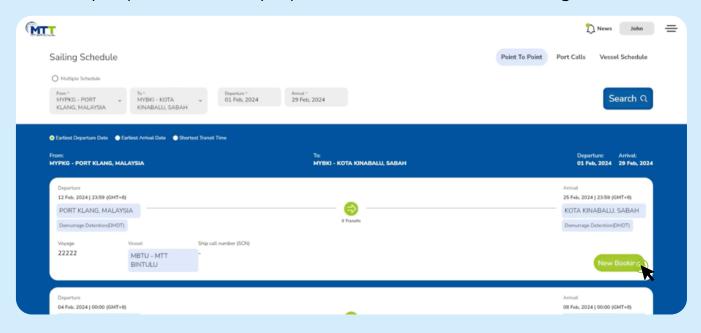
5. If no vessel is selected, enter the Cargo Readiness Date. To choose a vessel based on availability, click **"Check Sailing Schedule".**



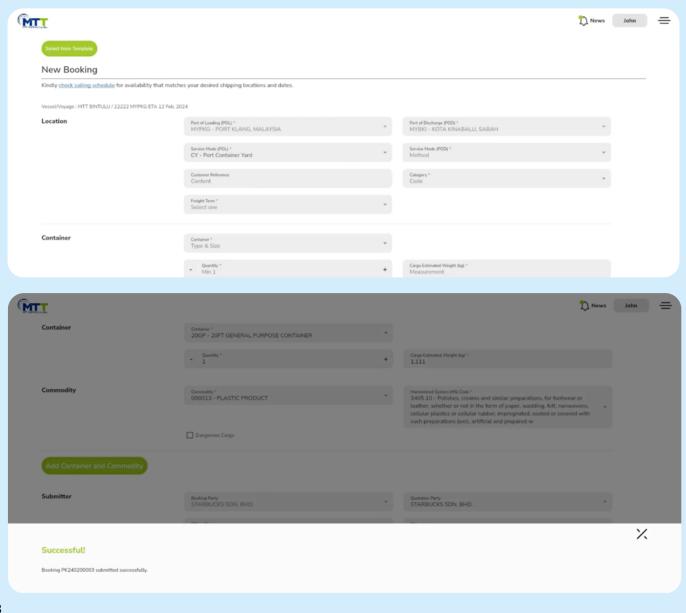
6. Complete each required field.



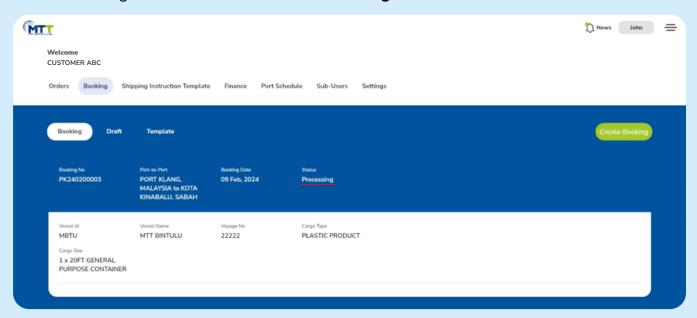
7. Select your preferred vessel by departure date, then click "New Booking".



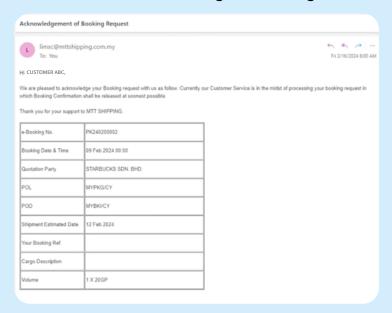
8. After selecting a vessel, a booking form will appear. Fill in all required details, then click "Submit Booking".



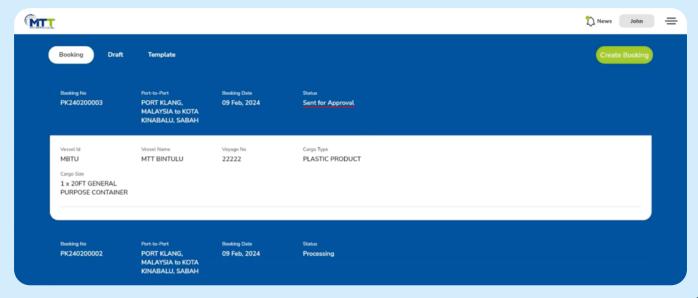
9. The booking status will be listed as "Processing".



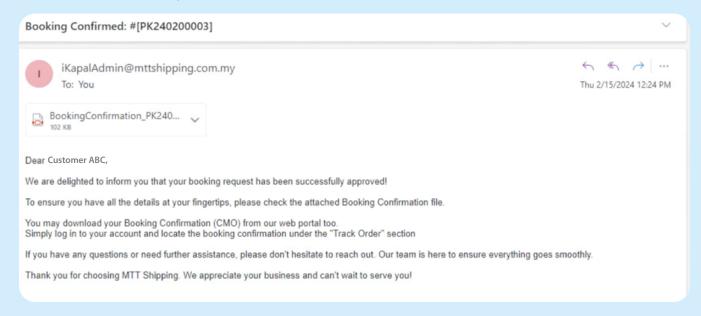
10. You will receive a booking acknowledgment email. You may review your booking details.



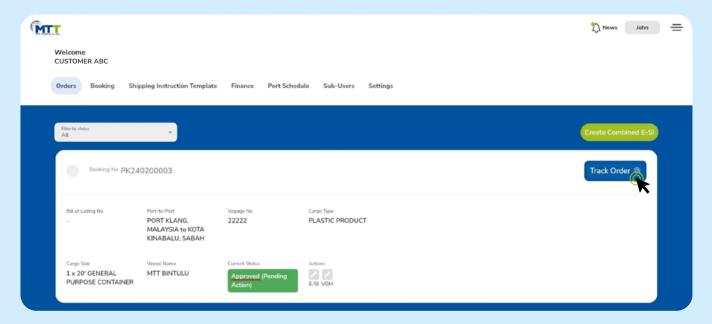
11. If the status shows "Sent for Approval" and remains pending for over 2 hours, please contact customer service to confirm the booking status.



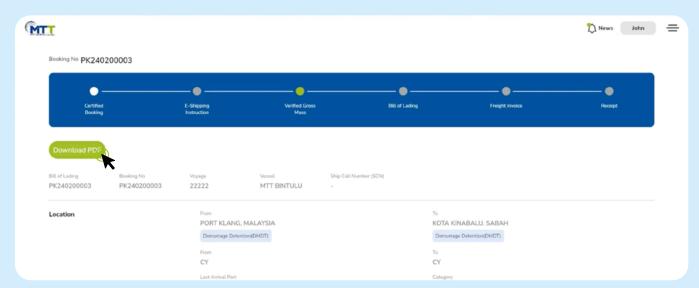
12. Once your booking is confirmed, you will receive a confirmation email.



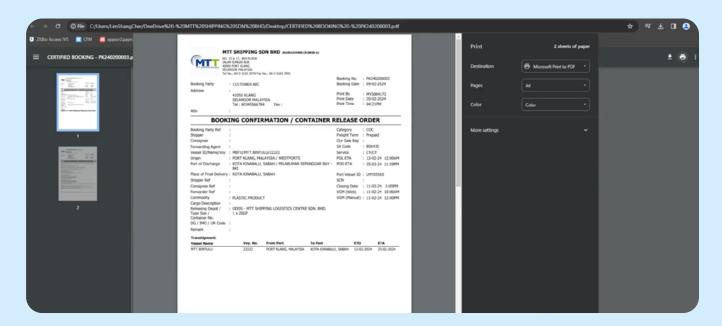
13. Go to the "Order" tab, where the current status will be displayed as "Approved". Click "Track Order" to view further details.



14. Click "Download PDF" to save the booking confirmation to your computer.

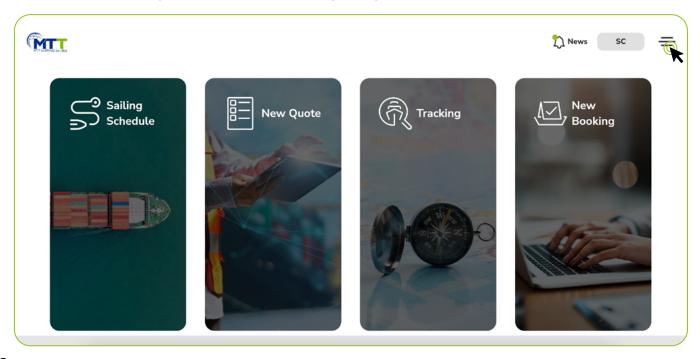


15. You may view or print the booking confirmation for your records.

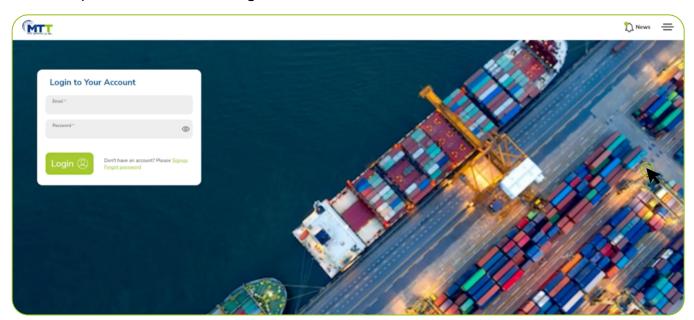




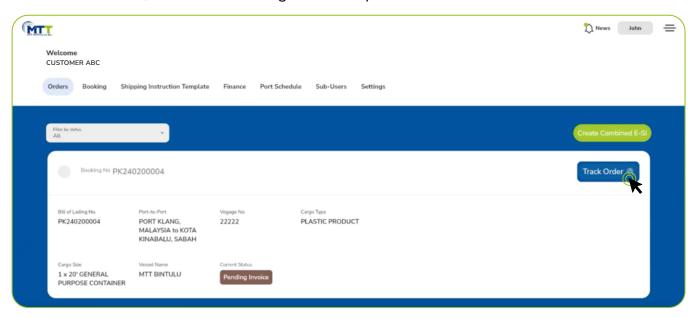
1. On the home page menu bar, select "Login/Sign-Up".



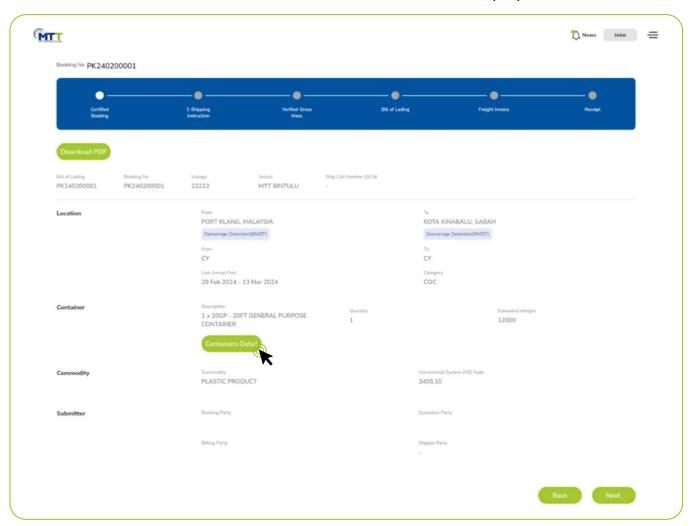
2. Enter your credentials and log in.

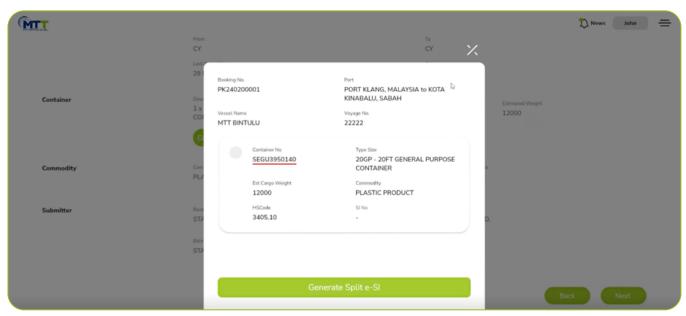


3. To create an SI, locate the booking for which you need the SI and click "Track Order".

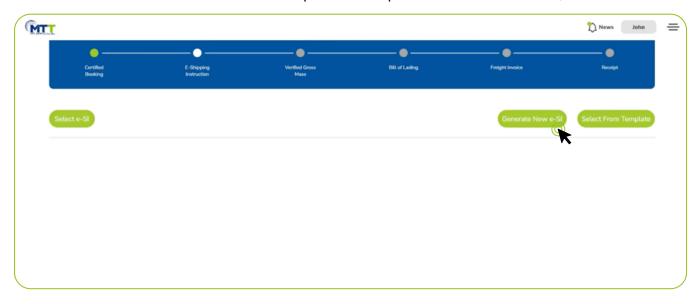


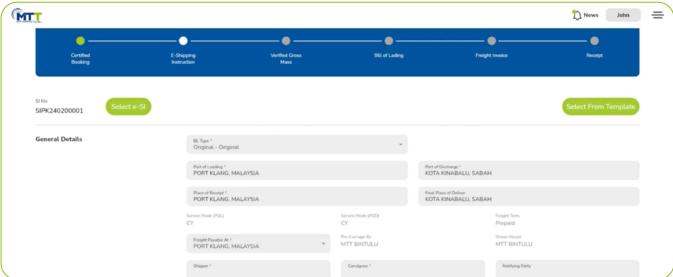
4. Click "Container Details" and ensure a container number is displayed. Then, click "Next".

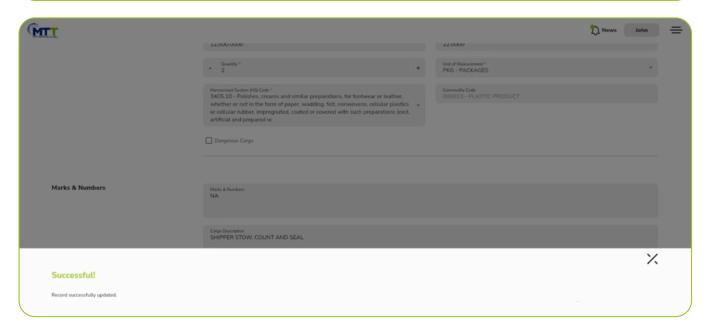




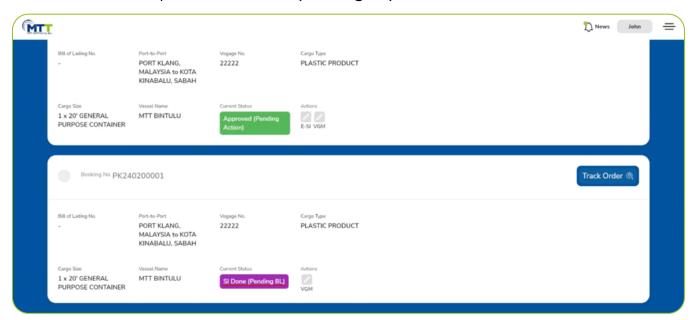
5. Click "Generate New e-SI" and complete all required fields. Once done, click "Submit".



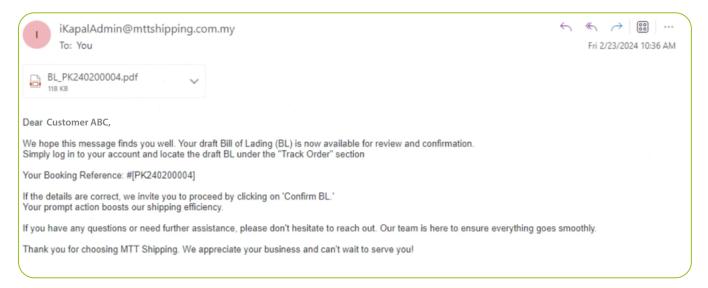




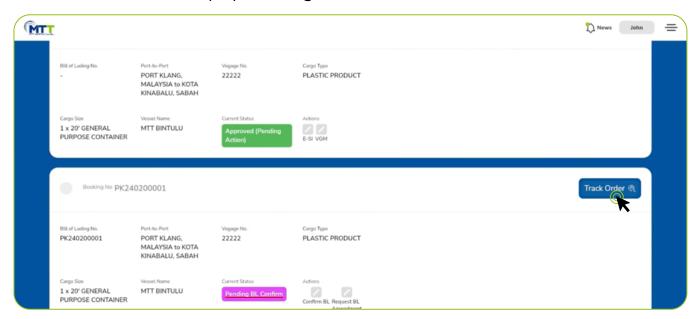
6. The status will update to "SI Done (Pending BL)".



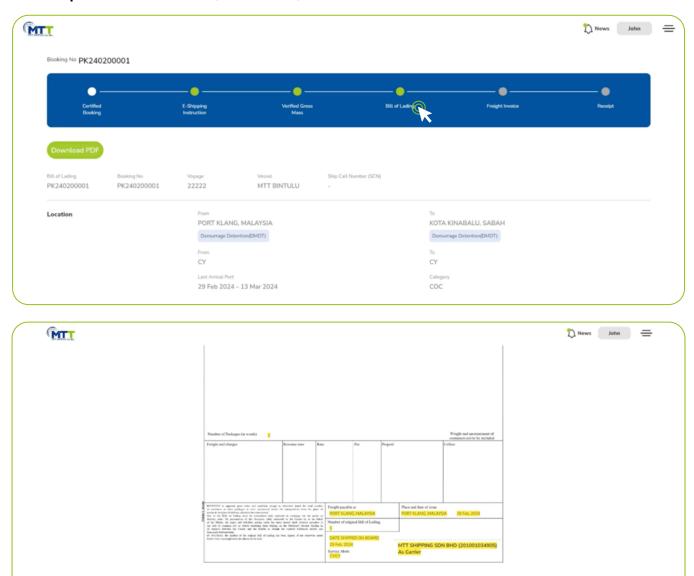
7. After processing the SI, you will receive an email confirming your BL.



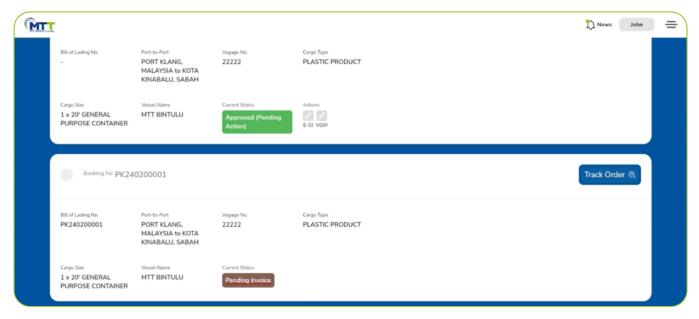
8. The status will now display "Pending BL Confirmation". Click "Track Order".



9. Click "Bill of Lading" to review all details of the draft BL. If changes are needed, click "Request Amendment"; otherwise, click "Confirm BL".

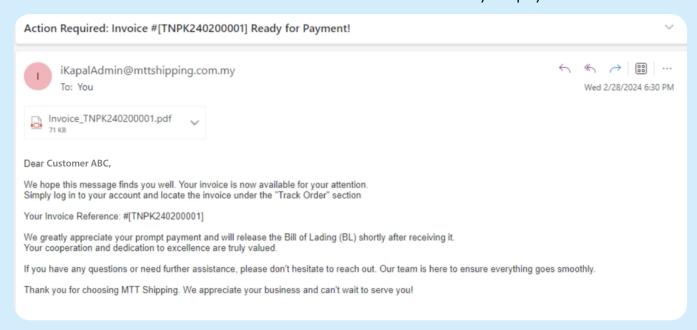


10. The status will then change to "Pending Invoice".

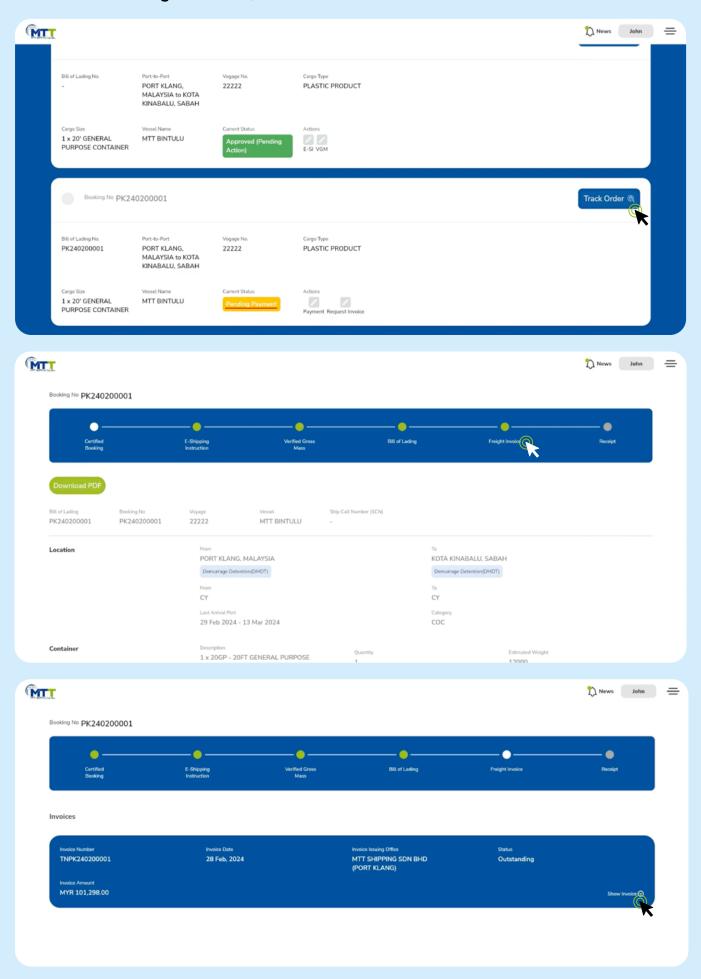




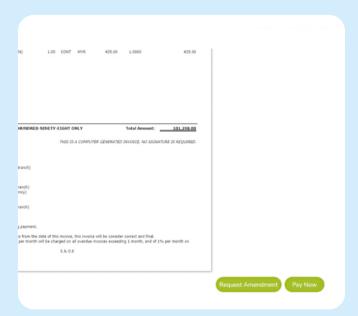
1. You will receive an email notification when an invoice is ready for payment.

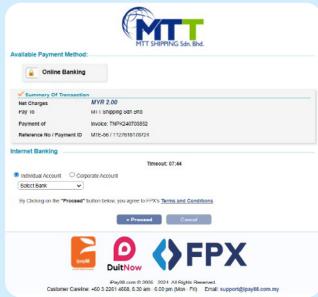


2. After logging in, the status will display as "Pending Payment". Click "Track Order", then select "Freight Invoice", and choose "Show Invoice".

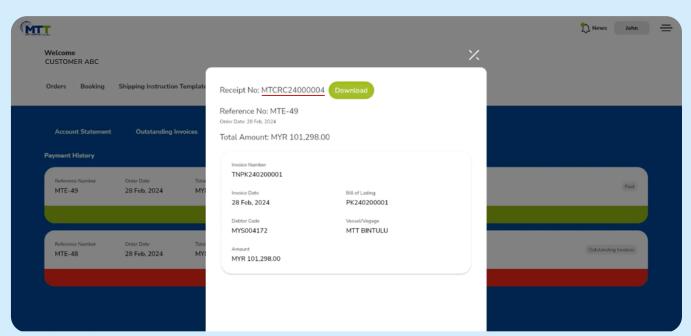


3. If changes are needed, click "Request Amendment". Otherwise, click "Pay Now" to proceed with payment.

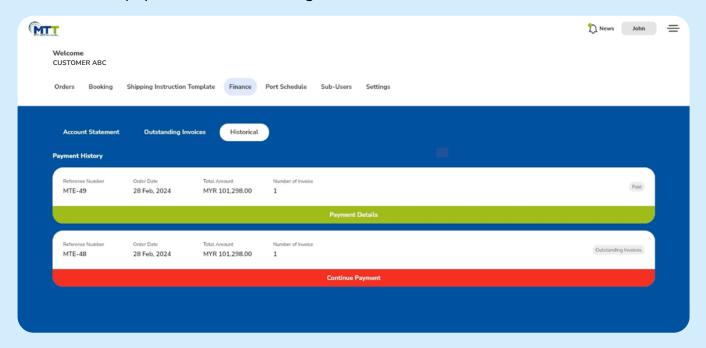




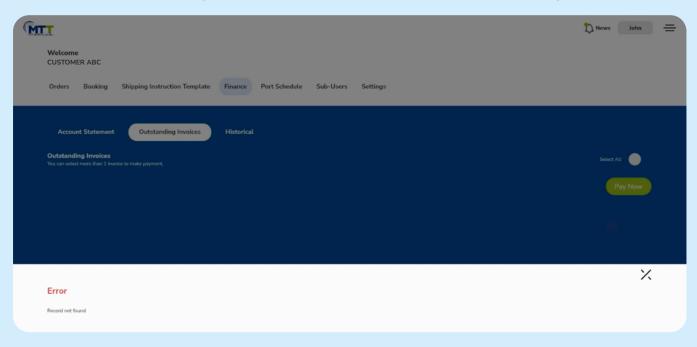
4. After a successful payment, you will be redirected back to mtt2u webpage. A receipt number will be generated, and you can download it for your records.



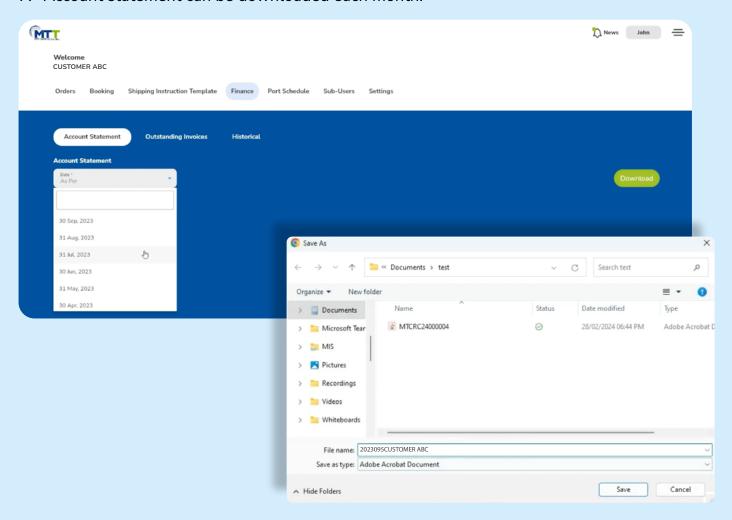
5. Successful payments are marked in green, unsuccessful ones in red.



6. If there are outstanding invoices, they will be listed under "Outstanding Invoices".



7. Account statement can be downloaded each month.



If there is no activity on the selected month, the account statement will be blank when downloaded.

