# **MYMSC – CADASTRO/EMISSÃO & CANCELAMENTO DE BOLETO**

### CADASTRO

Acessar o portal MyMSC - www.mymsc.com

### **ATENÇÃO!**

- MyMSC não permite que o despachante/representante (mesmo com procuração) tenha o cadastro realizado para acessar a conta de seus vários clientes. Os mesmos deverão ter seu próprio login.
- Pedimos também sempre optar pelo Google Chrome, pois a compatibilidade com esse navegador é de 100%, já com os demais não.
- Não utilizar caracteres especiais em seu cadastro, pois apresentará mensagem de erro



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Inserir o e-mail que será registrado, pois será enviado um código de verificação sempre que acessar o portal

Email Address SEND VERIFICATION CODE	Register	
	Email Address	SEND VERIFICATION CODE

Verify your email address	
Thanks for verifying your	
Your code is: 108657	
Sincerely, MSC CIAM	
This message was sent from an unmonitored email address. Please do not reply to this message.	× F i

Digitar o código recebido em e-mail e clicar em VERIFY CODE. A página de cadastro será aberta automaticamente, onde os dados do cliente serão inseridos.

verification code has be	en sent to your inbox. Pleas	se copy it to the input	box below	_	
Email Address			Verification Code		
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#### **IMPORTANTE:**

Após o pré-cadastro, o mesmo será analisado pela nossa equipe MyMSC Register, que entrará em contato através do e-mail cadastrado, para verificar se todos os dados estão de acordo.

É de extrema importância que respondam ao e-mail que será recebido, pois caso contrário, o cadastro será rejeitado por falta de confirmação de dados.

Contato suporte MyMSC: <u>BR241-mymsc.support@msc.com</u> ou (13) 3211-9325 Elaine Pita

## IMPRESSÃO DE BOLETO BANCÁRIO

### Acessar a "aba" - Agency/Brazil/Banking

#### Realizar a busca pelo número do BL

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Search By Bill Of L	y. Lading			¥	Enter a single bill or list of bills
Search	Reset				

Ao clicar em "SEARCH" os BL's e seus valores aparecerão para geração de boleto.

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Para gerar o boleto, basta clicar em "ADD DEBIT NOTE", e na tela seguinte em "GENERATE DEBIT NOTE" Feito isto, o boleto eletrônico será gerado juntamente com a NOTA DE DÉBITO e o BOLETO.

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### REEMISSÃO OU CANCELAMENTO BOLETO EMITIDO

Quando na busca pelo BL ele aparecer em laranja, significa que o mesmo já possui uma ND emitida. Basta clicar na seta indicada e seu BL abrirá as despesas, abaixo, na linha laranja estará o número da ND

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Alterar a forma da busca por Debit Note – neste momento você poderá excluir a ND emitida ou gerar um boleto

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