mymico

THE MYMICO HANDBOOK

From inbox chaos to one market board

What mymico does with your Outlook mail, screen by screen — from sign-up to laytime. A guide for shipbrokers.



www.mymicoship.com · hello@mymicoship.com

START HERE

What mymico is — and what it is not

mymico is software for dry-cargo shipbrokers. It reads the mail that already reaches your Outlook, sorts it, and puts vessels and cargoes side by side so you can see what fits. After a fixture it follows the voyage against the C/P.

mymico does

- **Reads** your Outlook mail (read-only) and finds vessel positions, cargo orders, negotiation replies and ops mails.
- **Matches** every vessel with every cargo: size, cubic, dates and ballast distance.
- **Follows** your negotiations term by term, and your fixtures against the C/P.
- **Calculates** voyage results (TCE) and laytime from the SOF.
- **Reports**: Mico sums up your day at 09:00 and 17:00.

mymico is not

- **Not a mail program.** Your mail stays in Outlook, in the same folders, exactly as you are used to. You keep reading and answering it there.
- **It never sends, moves or deletes** a mail. Microsoft gives it read-only access.
- **Not a shared market database.** Your office's data is never pooled with other offices.

Works with Outlook only

mymico connects to Microsoft Outlook / Microsoft 365 work mailboxes. Gmail and other mail services are not supported today.

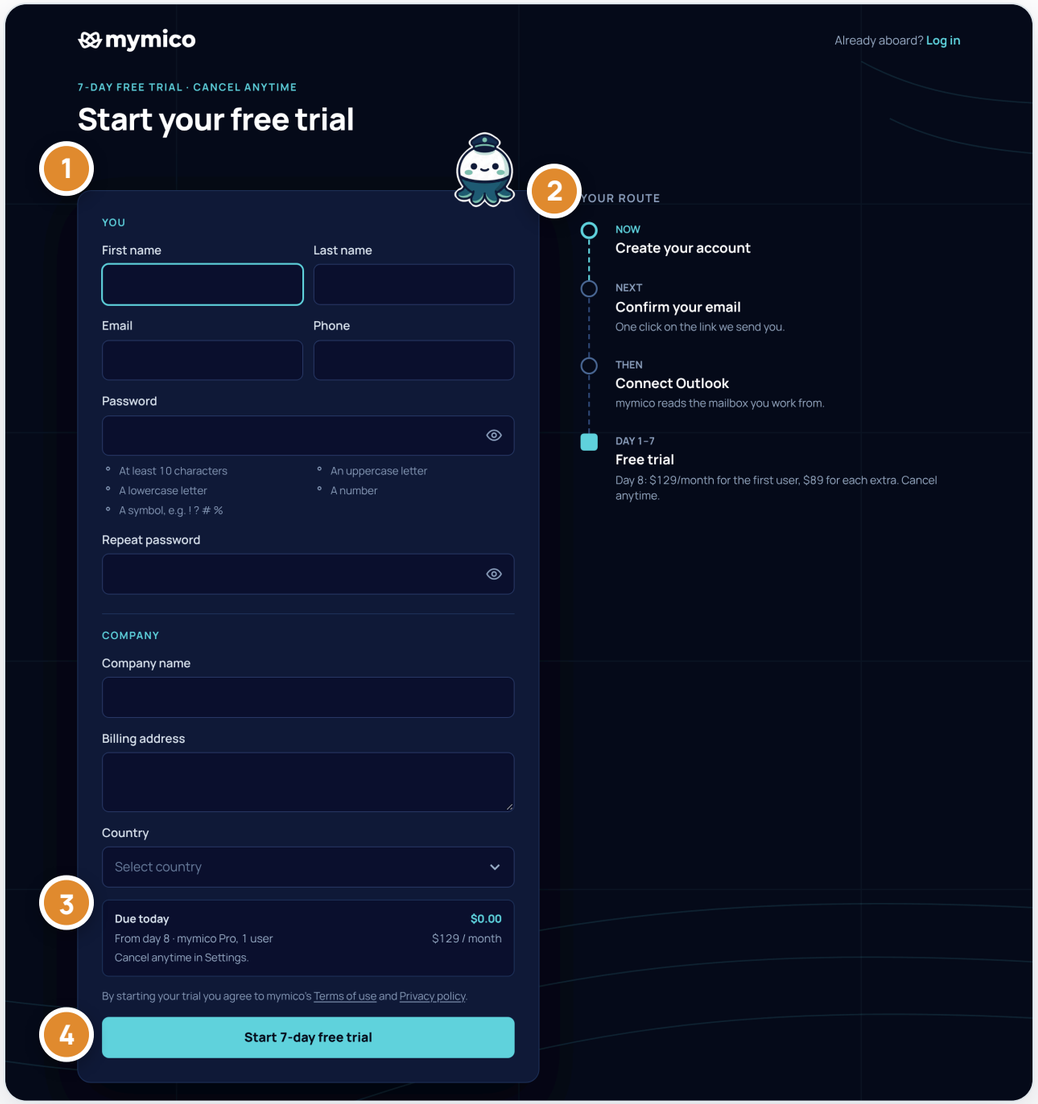
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STEP 1

Sign up and start your 7-day free trial



1 Your details

Name, email, phone, a strong password, and your company with its billing address and country.

2 Your route

Create the account → confirm your email (one click on the link we send) → connect Outlook → 7 days free.

3 Plan and card

Choose **Monthly** or **Yearly** and how many users (1–10). The card is checked by Stripe — card details never reach mymico. **Nothing is charged today.**

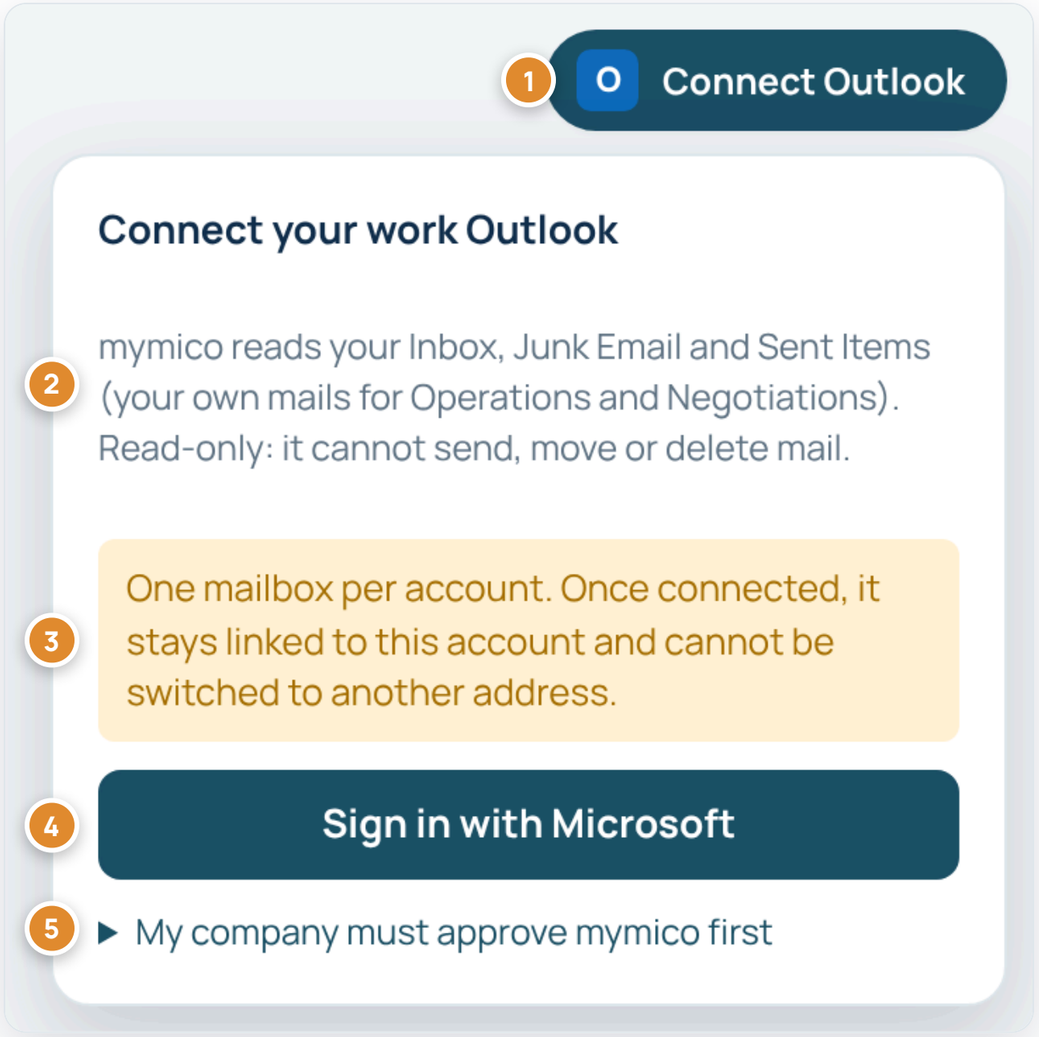
4 Start the trial

From day 8: **$129 / month** for the first user, **$89** for each extra user. Yearly: $1,290 + $890 per extra user. Cancel anytime in Account before day 8 and nothing is charged.

One free trial per person: an email address or card that already had a trial starts a paid plan straight away — the form says so before anything is charged. More than 10 users? Write to hello@mymicoship.com.

STEP 2

Connect your work Outlook



1 Connect Outlook
The box at the top right of every screen. Click it and sign in with your Microsoft work account.

2 Three folders, read-only
mymico reads **Inbox, Junk Email and Sent Items**. Never Deleted Items, archives or other folders. It cannot send, move or delete mail.

3 One mailbox per account
The first address you connect stays linked to your account. Each colleague connects their own mailbox.

4 Sign in with Microsoft
On first connection mymico reads the **last 4 days** of mail, so the Market fills up within minutes. After that, each new mail is read as it arrives.

5 If your IT must approve
Some companies only allow apps their IT has approved. Send them the approval link shown here — they approve once for the whole company.

Later, the same box shows your address, when mail was last checked and this week's mail count. You can **pause** reading and resume it any time.

BEFORE YOU START

Your mail stays yours

You keep working in Outlook exactly as before. mymico works next to it, on a copy of what it is allowed to read.

Nothing changes in Outlook

- Your mails stay in your folders, read or unread as you left them.
- mymico never answers, forwards, moves or deletes a mail.
- You answer brokers, owners and agents from Outlook as always.

Only shipping business is read

- Before any AI reading, mails that are clearly not shipping business are skipped: auto-replies, newsletters, internal mail, invoices.
- Forwarded mails are credited to the original sender, not the person who forwarded them.
- Attachments are read only for mails on your own fixtures (NOR, SOF, B/L) — never for circulars.

Kept only as long as needed

- Mails are deleted after **14 days**, except mails on an open negotiation or fixture, kept until it closes.
- Your office's data is never shared with or pooled across other offices.
- Your mail is not used to train AI models.
- Cancel and the office's data is deleted within 30 days after the last paid day.

• **Read-only** • **Inbox · Junk · Sent Items** • **Mail kept 14 days** • **Never pooled between offices** • **Not used to train AI**

BEHIND THE SCENES

How mymico reads and sorts your mail

Every new mail is read with AI and sorted in minutes. The reading is very good but not perfect — so every vessel and cargo keeps a link to the mail it came from, for you to check.

Your Outlook

Inbox · Junk Email · Sent Items

→

Read and sorted

Each mail is read once and given one of these kinds:

→

Vessel positions → Market

Name, DWT/DWCC, grain/bale cbft, built, box, where and when she opens.

Cargo orders → Market

Cargo, quantity, SF, load/discharge ports, laycan, rates, terms, commission.

Negotiation replies → Negotiations

Replies with the vessel's name in the subject join the negotiation.

Ops mails → Operations

Agents' and masters' mails about a fixed vessel join its fixture.

Anything else → left alone

Mail that is not vessels, cargoes or operations stays only in your Outlook.

Ports and areas

- Our own list of about 200 ports with their local names and areas such as **CVB** or **POC** (Pivdenny, Odessa, Chornomorsk).
- About 3,100 more ports from the World Port Index.
- Sea distances follow real routes through the straits and canals.

The same cargo from many brokers

- Copies of one cargo are merged into one line.
- Sources are counted **by company**, not by sender: 3 people at one company = 1 source.
- The copy with the **lowest commission** is shown first.
- Merged by mistake? "Not the same cargo" splits them.

Direct and favourites

- **Direct**: the mail says it comes from owners or charterers themselves, or their exclusive broker ("our vessel", "home tonnage").
- **Favourite senders** (the heart) come first when the same cargo arrives from several companies.
- cbm cargoes are converted to cbft for the cubic check.

BEHIND THE SCENES

How matching works: four checks

Every vessel in your mail of the **last 7 days** is checked against every cargo of the last 7 days. Each pair gets four checks — the colour of the match is the weakest of them.

1 · Size

- The vessel's DWCC (or DWT if that is all owners gave) against the cargo quantity.
- Below the minimum by more than 10%: **doesn't fit**. Slightly below: **check**.
- Up to 25% bigger than the maximum still fits; bigger is left out.
- Time charter: the DWT asked for, ±10%.

2 · Cubic

- Grain (or bale) cbft ÷ the cargo's stowage factor = the most she can lift.
- Bale capacity for scrap, steel and pig iron.
- Cargo needs box-shaped holds and she is not box: **check**.
- No cubic figures given: **check** with owners.

3 · Dates

- When she opens + the ballast days = when she can be at the load port.
- Compared with the laycan, with one day of slack.
- Late by 2–3 days: **check**; later: doesn't fit.
- Early by up to a week: **check**; earlier: doesn't fit.

4 · Ballast distance

- Sea distance from her open port to the load port, at 11 knots.
- Green up to 400 nm
- Yellow up to 1,000 nm
- Red beyond. Opens in a wide area ("East Med")? A range is shown, e.g. 0–478 nm: ask owners where.

Fits

All four checks pass.

To check

At least one check needs a look: a figure is missing, tight, or just outside.

Doesn't fit

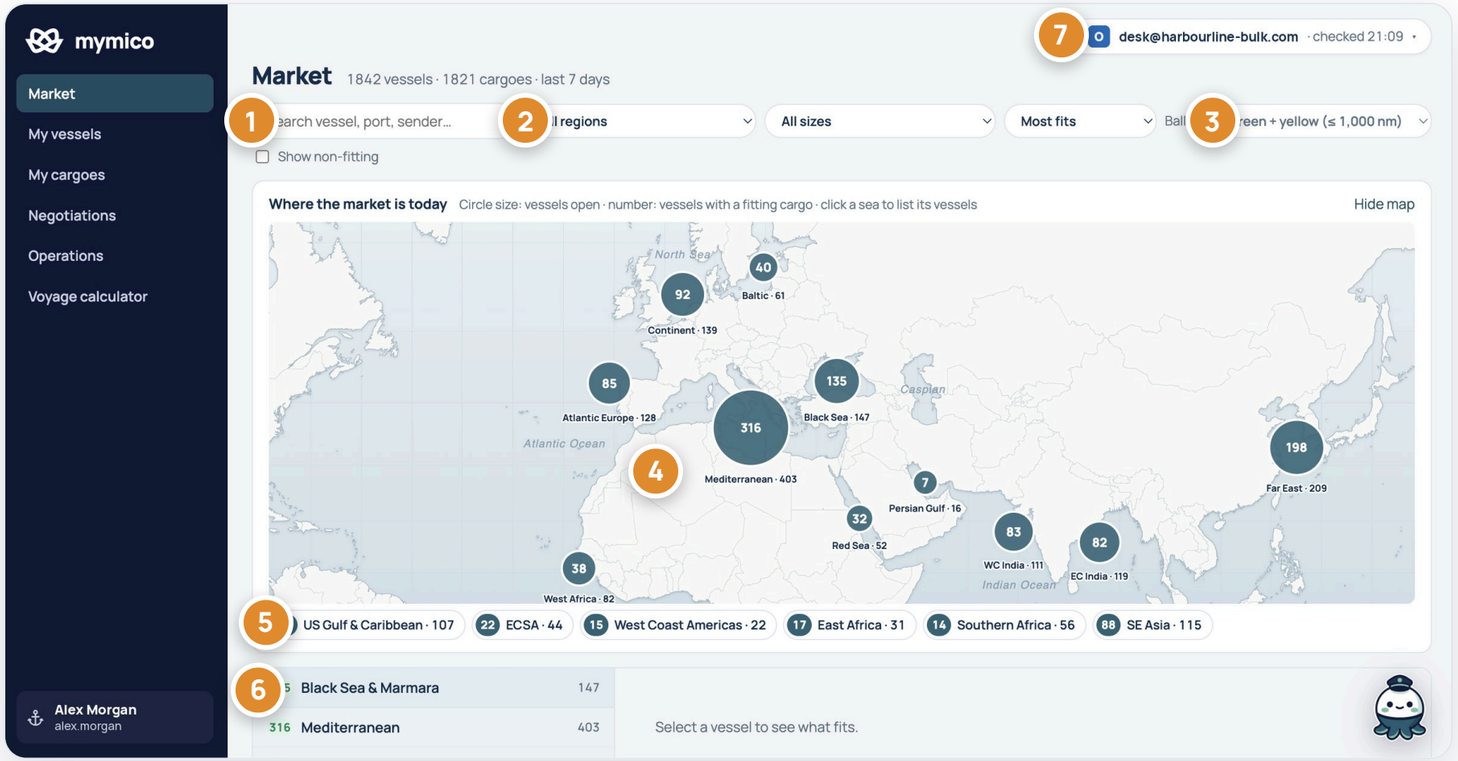
Hidden unless you tick "Show non-fitting", which lists them with the reason.

The result = the weakest check

Open any match to see all four checks written out, who circulated it and at what commission.

THE SCREENS

Market: everything read from your mail



1 **Search**
Find a vessel, port or sender in the last 7 days.

2 **Region, size and sort**
Narrow to one region or size class; sort by most fits, size or who opens soonest.

3 **Ballast reach**
Which cargoes count: green only, green + yellow (default) or any distance.

4 **Where the market is today**
One circle per region: size = vessels open there, number = vessels with a fitting cargo. Click a sea to list its vessels.

5 **Other regions**
Regions outside the map, with the same two numbers.

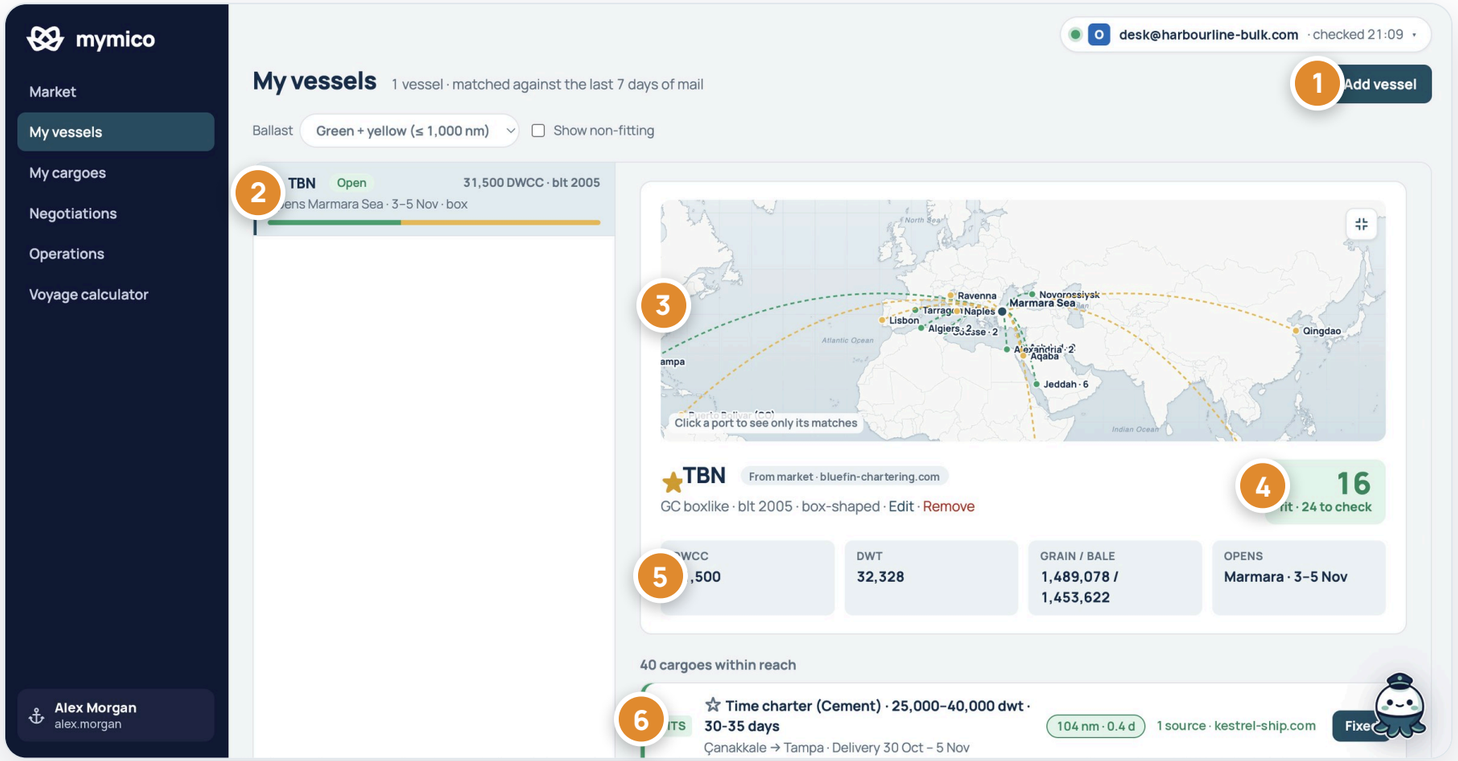
6 **Vessel list**
Grouped by region. Pick a vessel to see what fits her, each cargo checked for size, cubic, dates and distance.

7 **Your mailbox**
Which Outlook is connected and when it was last checked.

On a match: ☆ **star** adds it to My vessels / My cargoes · ♡ **heart** marks a favourite sender · **Fixed** opens a new fixture in Operations with everything filled in · **Voyage**

THE SCREENS

My vessels: cargoes for your own ships



1 Add vessel

Paste her position as written ("MV … open Varna 22-25 Oct") and **Fill the form** reads it — or type it in. Starred Market vessels appear here too.

2 Your vessels

The bar shows how many cargoes fit right now (green) and how many to check (yellow).

3 Where the cargoes go

Each fitting cargo on the map. Click a port to see only the cargoes going there.

4 Fit and to check

How many cargoes in the last 7 days of mail fit her, and how many need a look.

5 Her particulars

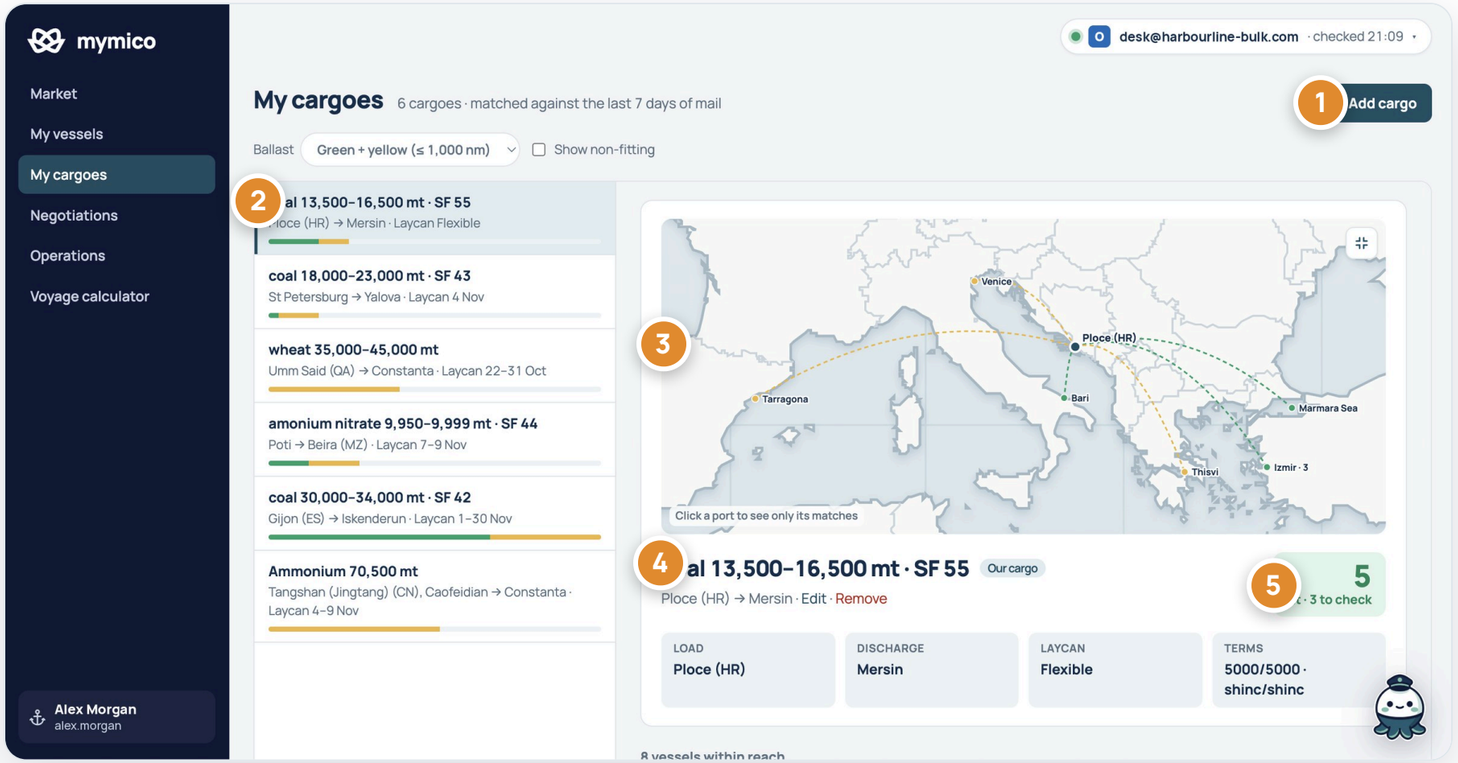
DWCC, DWT, grain/bale, where and when she opens — used by every check.

6 Cargoes within reach

Each cargo with its result, ballast distance and days, sources and commission. **Fixed** sends it to Operations.

THE SCREENS

My cargoes: vessels for your own cargoes



1 Add cargo
Paste the order as written ("CVB / Libya 6-8000 mts wheat …") and **Fill the form** reads it — or type it in.

2 Your cargoes
Your own and starred cargoes, each with how many vessels fit right now.

3 Where the vessels open
Fitting vessels on the map, coloured by ballast distance. Click a port to see only the vessels opening there.

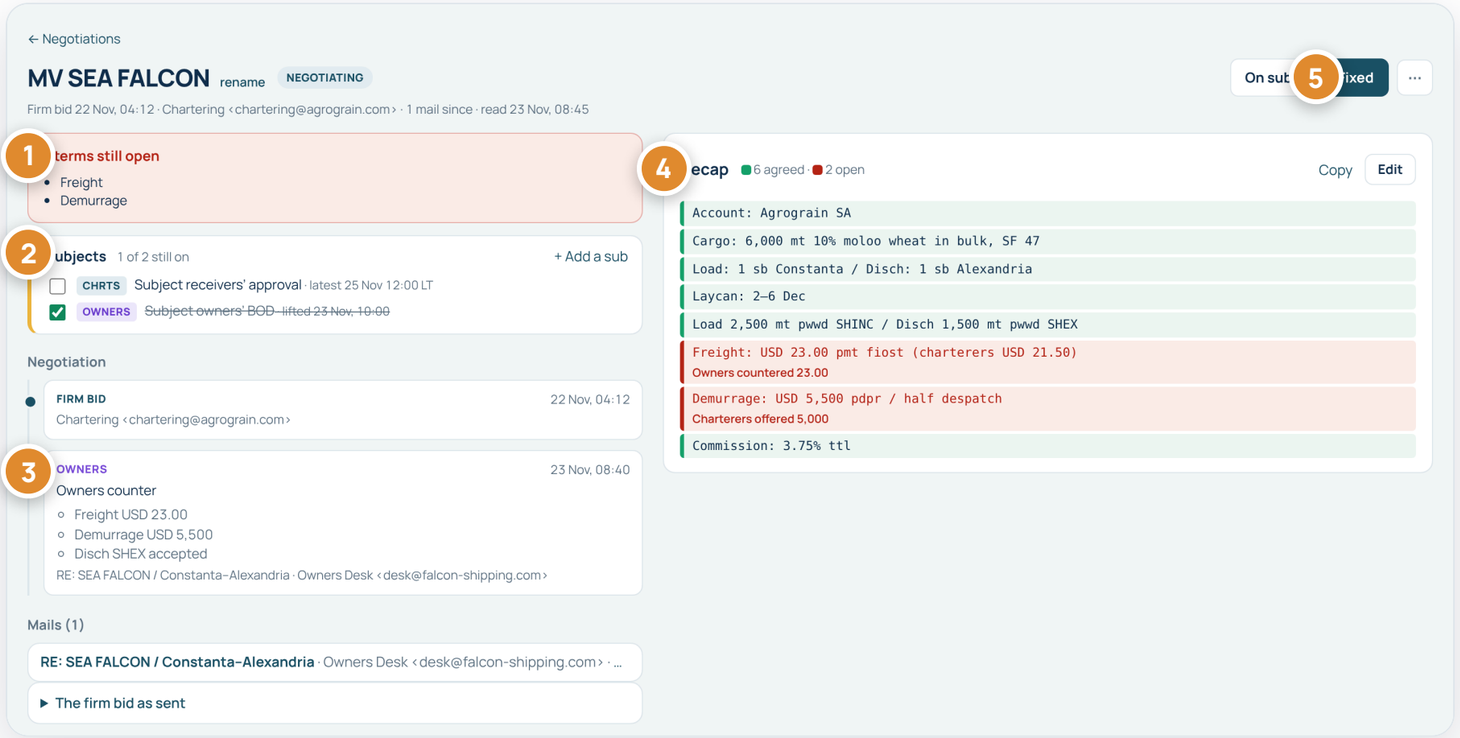
4 Your cargo
Load, discharge, laycan and terms. Edit or remove it any time.

5 Vessels that fit
How many vessels fit and how many to check, listed below with every check.

Tip: keep your firm cargoes and exclusive vessels here. Mico tells you each morning when a new vessel or cargo fits them.

THE SCREENS

Negotiations: from firm bid to clean recap



1 Terms still open

Start a negotiation by pasting the firm bid or firm offer (or uploading the .eml). The open points are listed at the top.

2 Subjects

Subs from both sides with their deadline. Tick one when it is lifted, or add one by hand.

3 The negotiation, step by step

Replies with the vessel's name in the subject are added by themselves — what each side changed, in short. A reply under another subject can be added by hand.

4 The recap as it stands

Green terms are agreed, **red** are still open. Edit a line or paste your own recap — new mails are read on top of it. Copy it into your mail.

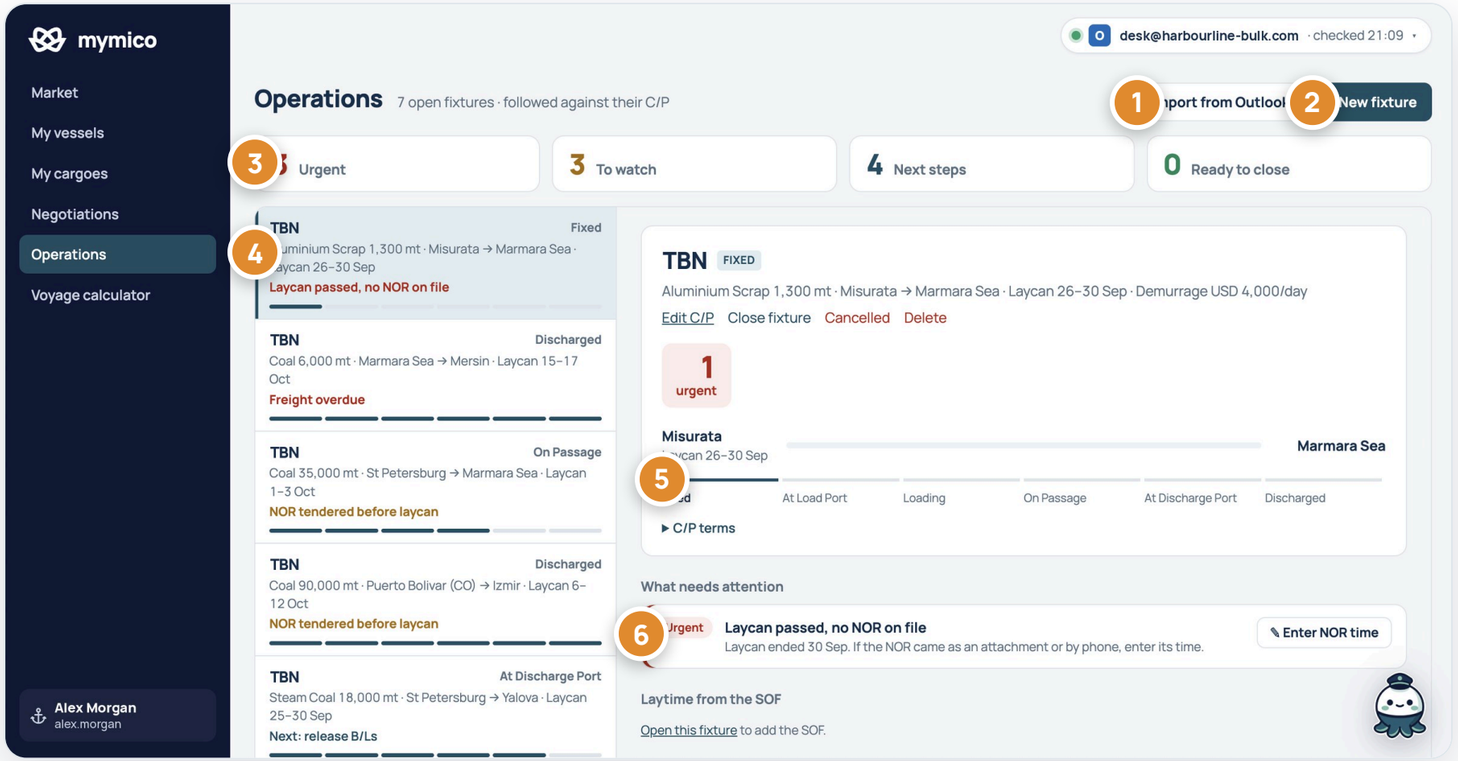
5 On subs / Fixed

Fixed moves the vessel to Operations with the recap, so the voyage is followed against these terms.

Your own replies count too: mymico reads your Sent Items, so both sides of the talk are on one screen.

THE SCREENS

Operations: every fixture followed against its C/P



1 Import from Outlook
Agents' mails moved to another folder by your Outlook rules? Type the folder's name and its mails are linked too. Nothing is moved in Outlook.

2 New fixture
Paste the recap and **Fill the form**, or arrive here from **Fixed** in the Market or Negotiations with everything filled in.

3 At a glance
Urgent: act now · **To watch**: may turn into a problem · **Next steps** · **Ready to close**: discharged, nothing open.

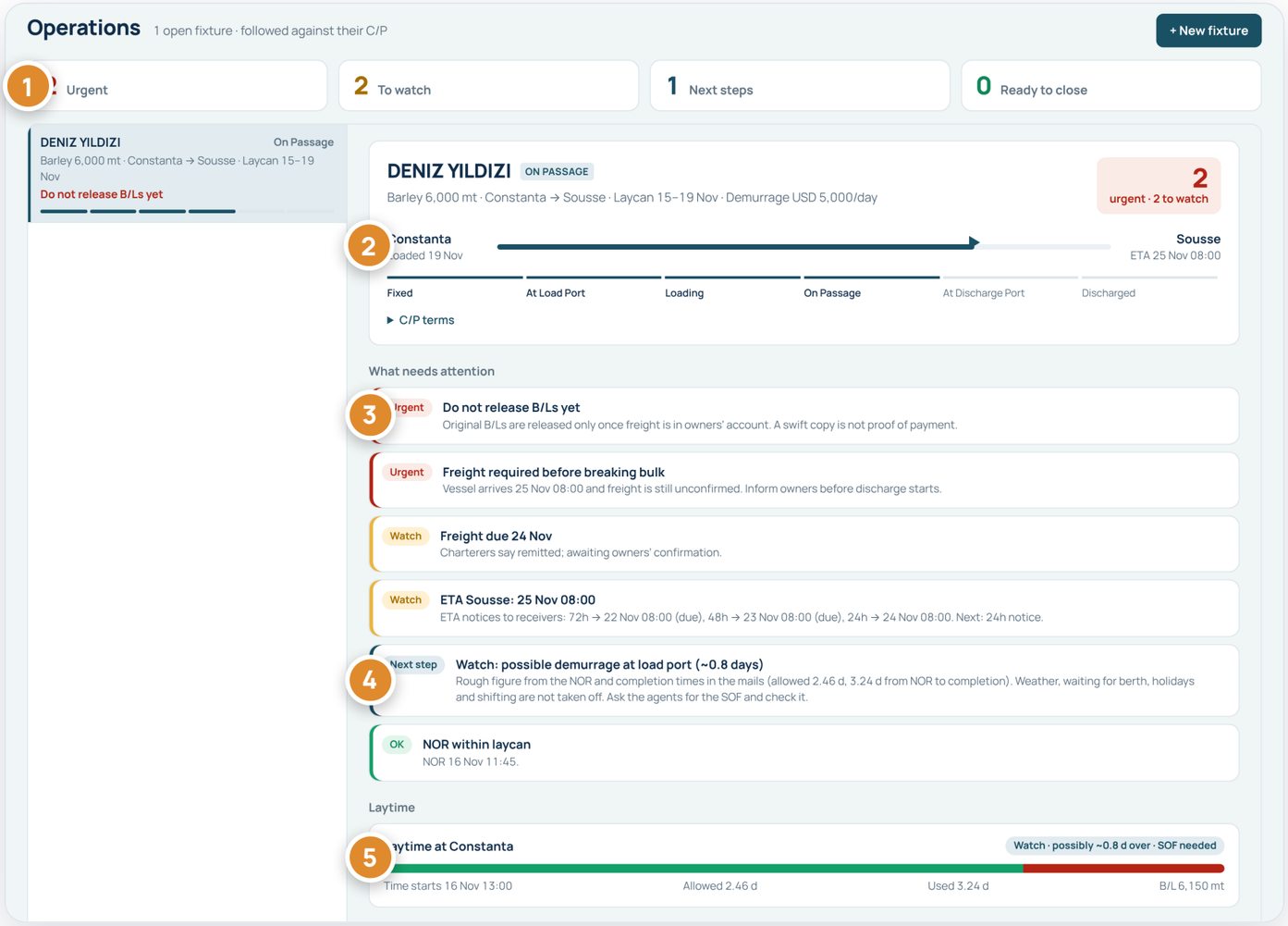
4 Your fixtures
Each vessel with its stage and its most pressing point.

5 The voyage
Fixed → at load port → loading → on passage → at discharge port → discharged, moved on by the agents' mails.

6 What needs attention
Read from the mails against the C/P. Fix a point by hand, e.g. enter the NOR time if it came by phone.

OPERATIONS · ONE FIXTURE

What mymico watches on a fixture



1. **Counters**
   Urgent, to watch, next steps and ready to close for this fixture.

2. **Where she is**
   Loaded, sailed, ETA — from the agents' and master's mails.

3. **Alerts against the C/P**
   NOR tendered before laycan / within laycan · laycan passed, no NOR on file · freight due, freight overdue · freight required before breaking bulk · do not release B/Ls yet · ETA notices · laycan revised.

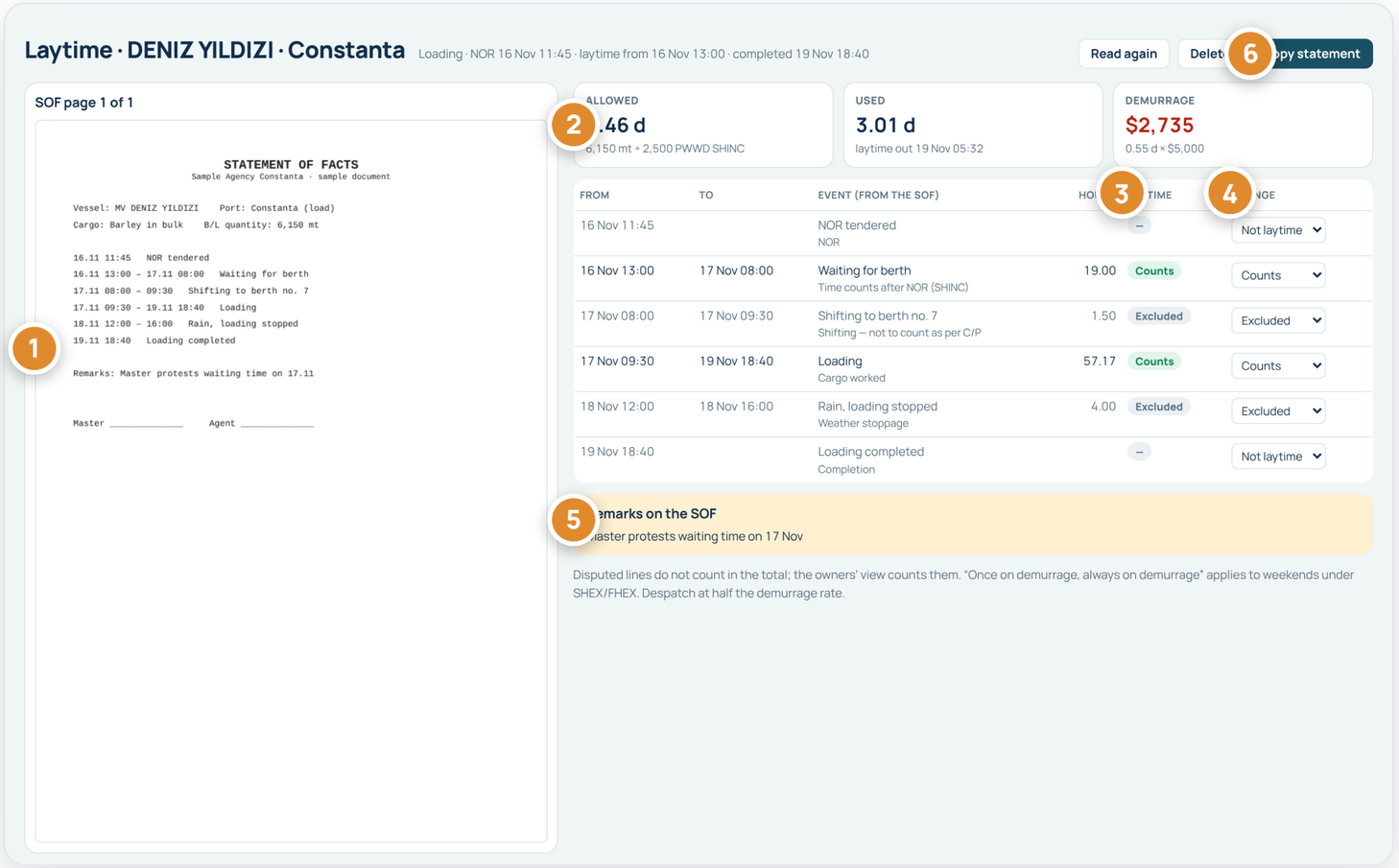
4. **Laytime warning**
   From the NOR and completion times in the mails: possible demurrage or despatch — a rough figure until the SOF arrives.

5. **Laytime bar**
   Allowed against used time. Add the SOF for the exact calculation (next page).

Attachments on your fixture mails are read too: **PDF, Word, Excel and photos** (NOR, SOF, B/L). Their times go into the fixture's timeline. With the IMO number in the C/P, the vessel opens on MarineTraffic.

OPERATIONS · LAYTIME

Laytime from the SOF



1. **The SOF**
   Upload it (PDF or picture) or paste it. A SOF attached to an agent's mail on your fixture is read by itself.

2. **Allowed, used, demurrage**
   Allowed time from the quantity and the C/P rate; used time from the SOF; demurrage or despatch (half the demurrage rate).

3. **Every line judged**
   Each SOF line marked **counts**, **excluded** (shifting, rain, holidays…) or **disputed**, with the reason.

4. **Your call**
   Change any line — the totals update at once.

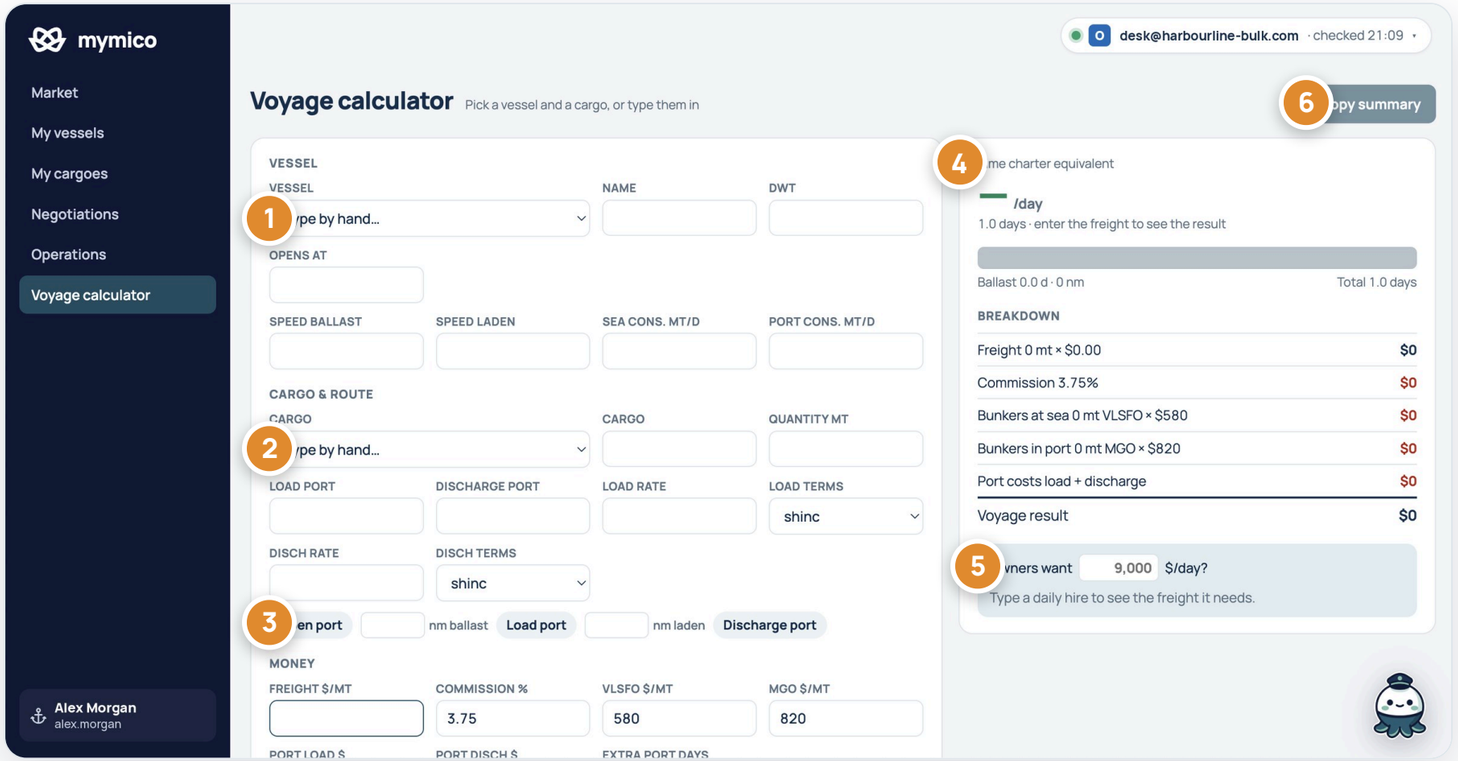
5. **Remarks**
   Master's and agents' remarks and protests from the SOF.

6. **Copy statement**
   A laytime statement as text, ready to paste into your mail.

Weekend terms are applied as written: **SHINC / SHEX / FHEX / SATPM**, with or without "unless used"; once on demurrage, always on demurrage. Mico reads the SOF — you check it before sending.

THE SCREENS

Voyage calculator: a quick TCE



1. **Vessel**
   Pick one from the Market or My vessels, or type it in: speeds and consumption.

2. **Cargo and route**
   Pick a cargo or type it in: quantity, ports, load and discharge rates and terms.

3. **Distances**
   Ballast and laden distances are worked out from the ports. Change any figure by hand.

4. **Time charter equivalent**
   TCE per day and the voyage result, with the days split into ballast, port and laden time. Bunkers, commission and port costs in the breakdown.

5. **Owners want … $/day?**
   Type the hire owners ask for and see the freight it needs.

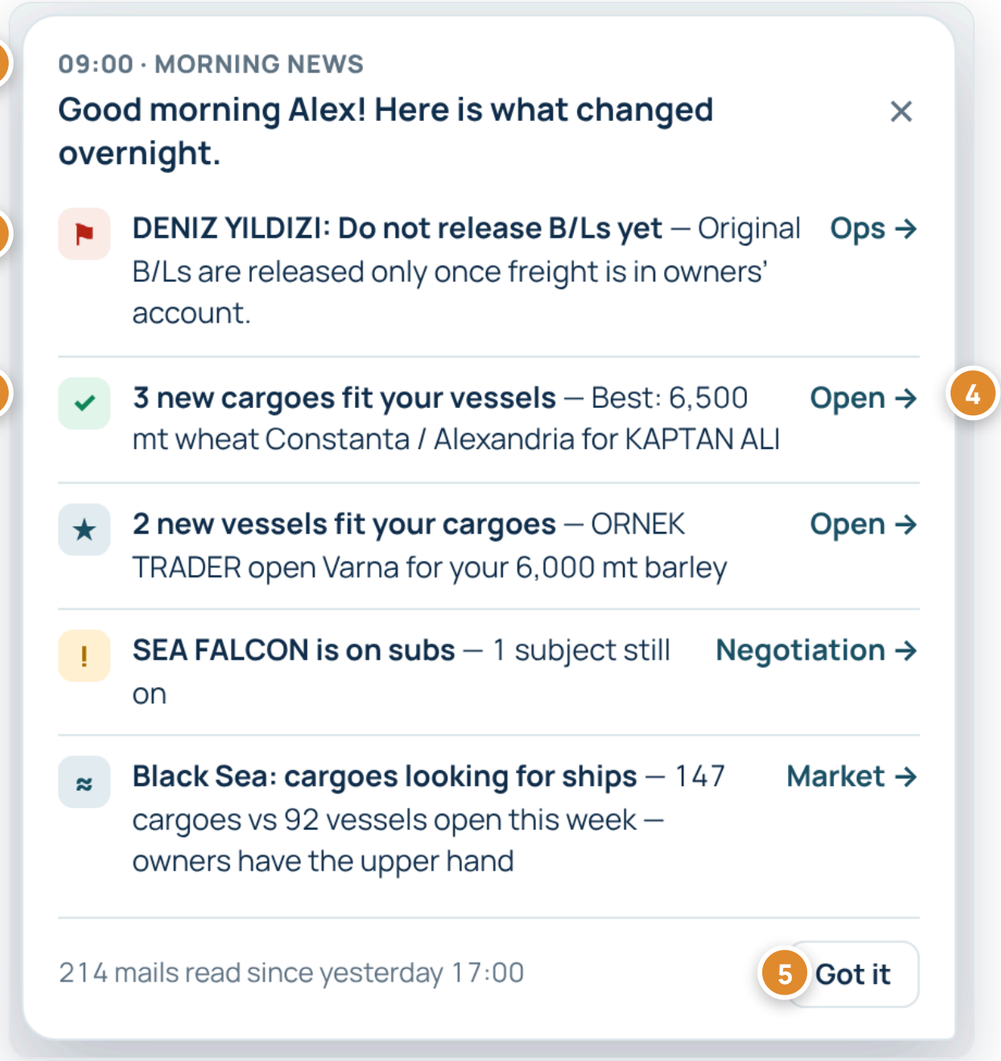
6. **Copy summary**
   The estimate as text, ready to paste into a mail.

From a match in the Market, **Voyage estimate** opens the calculator with that vessel, that cargo and the distances already filled in.

MEET MICO

Mico: your morning news and end-of-day report

Mico is the octopus at the bottom right of every screen. He opens by himself after **09:00** with what changed overnight, and after **17:00** with the end of the day.

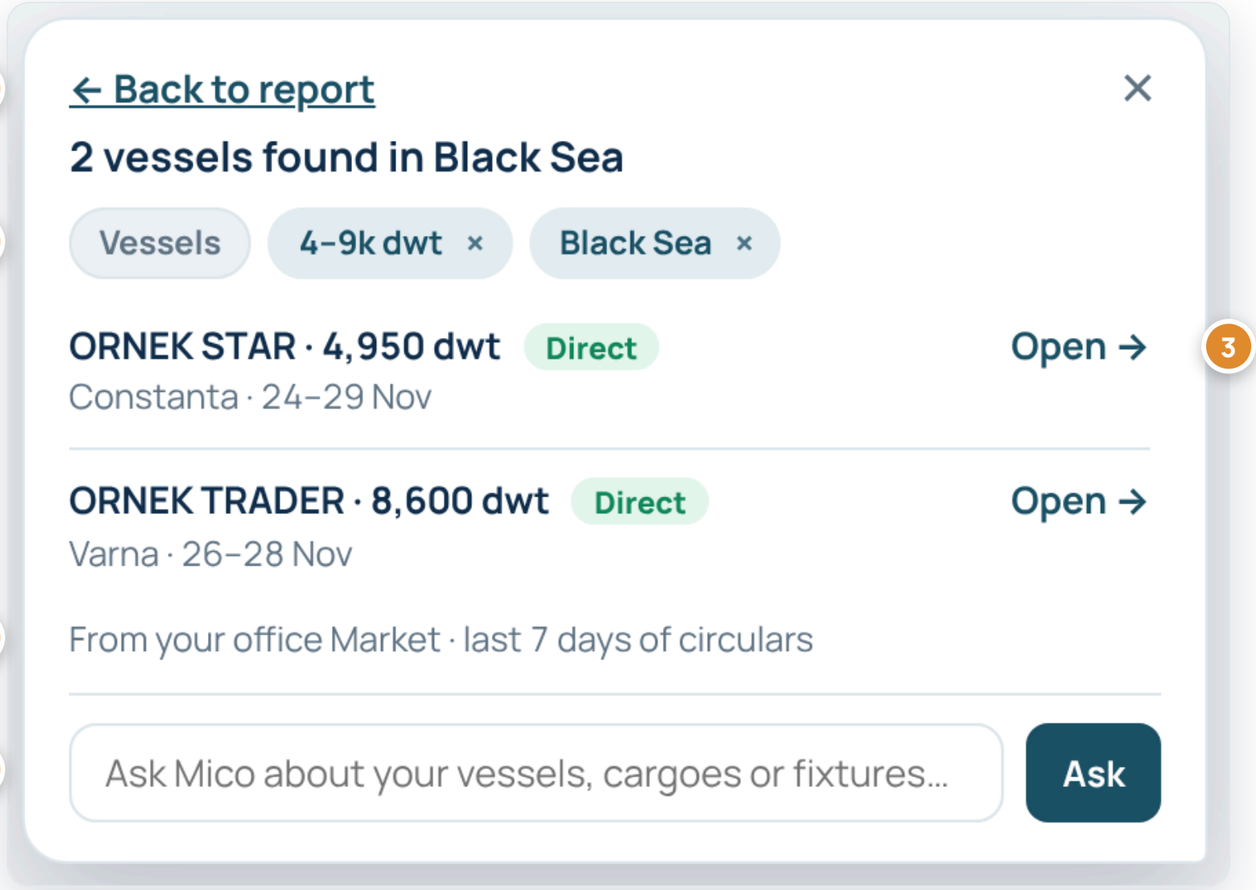


1. **Two reports a day**
   Morning news at 09:00, end-of-day report at 17:00. Click Mico any time for the latest one.
2. **Urgent first**
   Urgent and reminder mails on your fixtures. Mico raises a **red flag** until you press "I got it".
3. **New fits**
   New cargoes for your vessels and new vessels for your cargoes since the last report.
4. **One click away**
   Each line opens the right screen: the fixture, the negotiation on subs, the Market.
5. **Got it**
   Folds Mico back to his button. Also in the report: laycans closing this week, and where ships or cargoes are short.

MEET MICO

Ask Mico about your own data

Type a question under Mico's report, in plain words: "Which 5–8k vessels open in Marmara next week?", "Wheat cargoes loading in the Black Sea this month", "My fixtures with laycan this week".



1. **Back to report**
   The answer takes the report's place; one click brings the report back.
2. **What Mico understood**
   Your question becomes a search, shown as chips. Click a chip to change it ("Black Sea" → "Marmara") or × to remove it — the list updates at once.
3. **Real records only**
   Every line is a vessel, cargo or fixture from your own data. **Open →** takes you to it in the Market.
4. **Where it looked**
   Vessels and cargoes from your office Market (last 7 days); fixtures from your own Operations.
5. **Ask again**
   Mico searches vessels, cargoes and fixtures. For anything else ("why did freight drop?") he says so and offers example questions.

ACCOUNT

Your office: captain, crew and plan

Captain and crew

- The person who opens the office is the **Captain**: invites and removes colleagues and manages the plan.
- Colleagues are **Crew**. Each one connects their own Outlook.
- One person belongs to one office.

Shared and personal

- **Shared in the office:** the Market — circulars and the vessels and cargoes found in them.
- **Yours only:** your other mails, negotiations, fixtures, SOFs, My vessels and My cargoes.
- No other office can see anything of yours.

Seats and plan

- Account → Plan & payment: add a seat with + (charged for the rest of the month) or remove one after removing a crew member.
- Invoices, card and monthly ↔ yearly in “Manage billing”.
- “Cancel plan”: the plan ends at the end of the trial or paid period, no extra charge.

Help when you need it

- Account → Help & support: write to us, we reply by email.
- The first-visit tour and hover hints explain every button; show the tour again from Account.

If a payment fails

- The office is paused until the card is updated; mail keeps arriving and is read once payment goes through.

Prices

Monthly: $129 first user + $89 each extra.
Yearly: $1,290 + $890 each extra.
Up to 10 users online; more: hello@mymicoship.com. Taxes added where they apply.



READY WHEN YOU ARE

Let Mico read the mail. You fix the ships.

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Questions: **hello@mymicoship.com**

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