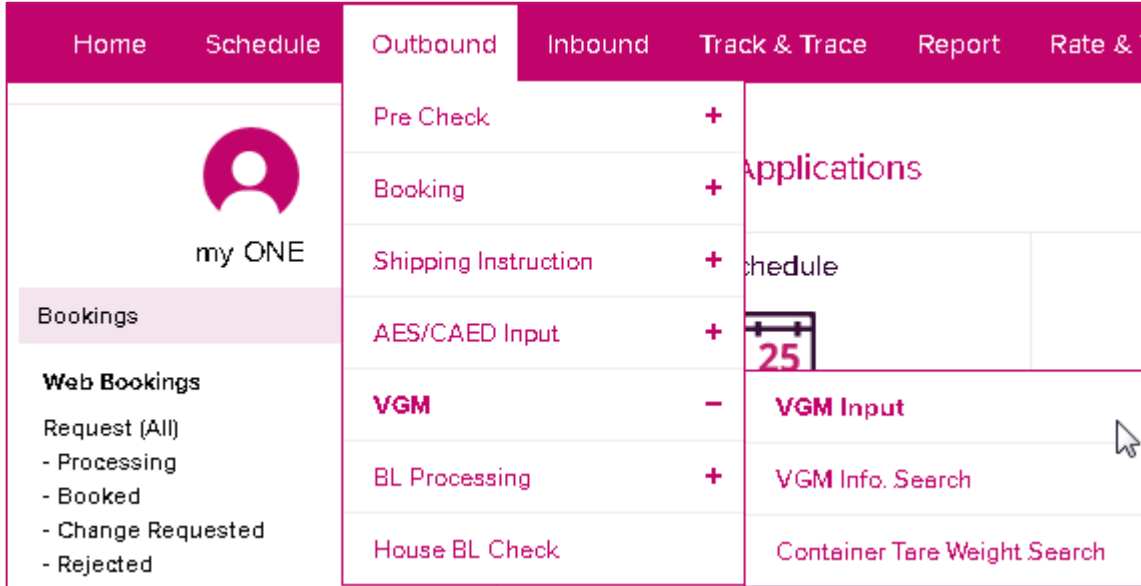


## VGM Number Input

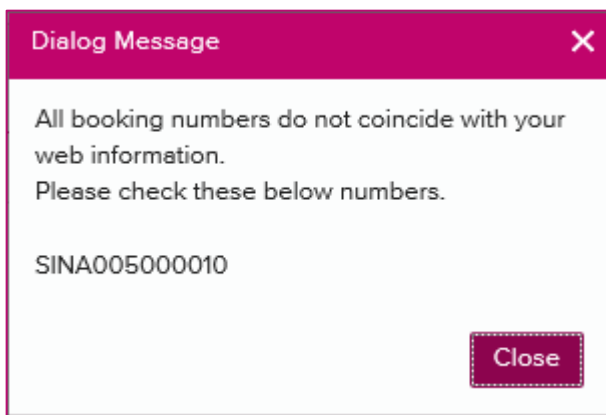


“VGM Number Input” allows Shippers to check the Tare weight, Max Payload and VGM cut-off; if a valid container number or booking number is keyed in.

Tare weight = Weight of the empty container.

Max Payload = Maximum weight of the cargo to be loaded into the container.

A dialog message will pop up to inform you if an invalid container number or booking number is keyed in.



Once you input the correct booking number or container number, you can retrieve the containers.

### VGM Input User Guide

Please click a row to input data and select first column checkbox to save data.

\* Booking No. SHAT01305800

Search

Total : 3

Container No.	Booking No.	Weight Type	Unit	Weight	Tare Weight(KGS)	Max Payload(KGS)	Signatory	Reference ID	VGM Cut Off Time (Load Port Local Time)
HGDU0090005	SHAT01305800	VGM	KGS	22,000.000	3,640.000	26,840.000	WL		2017-12-28 17:00
HGDU4400006	SHAT01305800	VGM	KGS	22,000.000	3,640.000	26,840.000	WL		2017-12-28 17:00
HGDU8800000	SHAT01305800	Cargo Weight	KGS	18,900.000	3,770.000	22,940.000	WL		2017-12-28 17:00

Download
Upload
Save

Based on a valid container number or booking number, Shipper can input VGM or Cargo weight using Method 1 or Method 2.

### Method 1

If Shipper uses Method 1 - Weigh your packed and sealed container on a weighing bridge/ device. Select VGM under the Weight Type column and key in the Weight with option of KGS or LBS as the unit of measure. If LBS is selected, system will automatically convert into KGS for the Weight key in and upload into our backend system.

**Outbound**

Pre Check +

Booking +

Shipping Instruction +

AES/CAED Input +

VGM -

- VGM Input
- VGM Info. Search
- Container Tare Weight Search

BL Processing +

House BL Check

### VGM Input User Guide

Please click a row to input data and select first column checkbox to save data.

\* Booking No. SHAT01305800

Search

Total : 3

Container No.	Booking No.	Weight Type	Unit	Weight	Tare Weight(KGS)	Max Payload(KGS)	Signatory	Reference ID
HGDU0090005	SHAT01305800	VGM	KGS	22,000.000	3,640.000	26,840.000	WL	
HGDU4400006	SHAT01305800	Cargo Weight	LBS	22,000.000	3,640.000	26,840.000	WL	
HGDU8800000	SHAT01305800	Cargo Weight	KGS	18,900.000	3,770.000	22,940.000	WL	

It is important to key in the Signatory in CAPITAL LETTERS (up to a maximum of 50 letters) who is the person responsible at the Shipper's side for VGM issuance. Put a tick under Subsc. and enter your email address if you wish to receive an acknowledgment via email after VGM is submitted. Click Save button followed by Confirm button once you are ready to submit VGM!

Signatory	Reference ID	VGM Cut Off Time (Load Port Local Time)	Subsc.	eMail Notification	Update Date (User's Local Time)	Update ID
/L		2017-12-28 17:00	Y	USR_EML@XXX.XXX	2018-01-15 17:38	NLCSHA
/L		2017-12-28 17:00			2018-01-15 17:38	NLCSHA
/L		2017-12-28 17:00			2018-01-15 17:38	NLCSHA

Dialog messages will pop up if Signatory or VGM/ Cargo Weight are not keyed in, as this is mandatory.

Dialog Message

VGM/ Cargo Weight is a mandatory field.

Close

Dialog Message

Signatory is a mandatory field.

Close

A dialog message will pop up if the VGM you key in exceeded the Tare Weight and Max Payload as this is not allowed.

If  $VGM \leq Tare\ Weight + Max\ Payload$  then VGM can be submitted

If  $VGM > Tare\ Weight + Max\ Payload$  then VGM cannot be submitted

The screenshot shows the 'VGM Input' interface. At the top, there is a 'User Guide' link and a instruction: 'Please click a row to input data and select first column checkbox to save data.' Below this is a 'Booking No.' dropdown menu with the value 'SHAT01305800' and a 'Search' button. A table with 9 columns is displayed: 'Weight Type', 'Unit', 'Weight', 'Tare Weight(KGS)', 'Max Payload(KGS)', 'Signatory', 'Reference ID', 'VGM Cut Off Time (Load Port Local Time)', and 'Su'. The table contains three rows: two for 'VGM' and one for 'Cargo Weight'. A dialog message box is overlaid on the table, stating: 'Dialog Message', 'VGM Gross Weight cannot exceed Tare Weight + Max Payload.', and a 'Close' button. At the bottom right, there are 'Download', 'Upload', and 'Save' buttons.

Weight Type	Unit	Weight	Tare Weight(KGS)	Max Payload(KGS)	Signatory	Reference ID	VGM Cut Off Time (Load Port Local Time)	Su
VGM	KGS	50000	3,640.000	26,840.000	WL		2017-12-28 17:00	^
VGM	KGS				WL		2017-12-28 17:00	
Cargo Weight	KGS				WL		2017-12-28 17:00	

## Method 2

If Shipper uses Method 2 – Select Cargo Weight under the Weight Type column and enter the Verified Cargo Weight (including packing materials) and choose KGS or LBS as the unit of measure. If LBS is selected, system will automatically convert into KGS for the Weight keyed in and upload into our backend system. VGM will be calculated by adding the tare weight of the container.

### VGM Input User Guide

Please click a row to input data and select first column checkbox to save data.

\* Container No.  Search

Total : 1

Container No.	Booking No.	Weight Type	Unit	Weight	Tare Weight(KGS)	Max Payload(KGS)	
HGDU0090005	SHAT01305800	VGM	KGS	22,000.000	3,640.000	26,840.000	WL

## Using Excel for Batch submission

“VGM Number Input” also allows Shippers to submit multiple containers and/ or bookings for VGM using Excel.

- 1) Click on the Download button for a standard Excel template

**VGM Input** [User Guide](#)

Please click a row to input data and select first column checkbox to save data.

+ Booking No.

**Search**  
Total : 3

Weight Type	Unit	Weight	Tare Weight(KGS)	Max Payload(KGS)	Signatory	Reference ID	VGM Cut Off Time (Load Port Local Time)	Sl
VGM	KGS	22000	3,640.000	26,840.000	WL		2017-12-28 17:00	
VGM	KGS	22,000.000	3,640.000	26,840.000	WL		2017-12-28 17:00	
Cargo Weight	KGS	18,900.000	3,770.000	22,940.000	WL		2017-12-28 17:00	

2) Fill in container numbers, booking numbers, Weight Type, Weight and Signatory (CAPITAL LETTERS) in the Excel downloaded and save to your local drive. Please make sure you keep the column headers as shown and do not amend the column headers/ change column order otherwise the upload will not work.

Container No.	Booking No.	Weight Type (C or V)	Weight	Unit (KGS or LBS)	Signatory	Reference ID
HGDU0090005	SHAT01305800	V	22000	KGS	WL	SIGNATURE
HGDU4400006	SHAT01305800	C	17000	KGS	WL	SIGNATURE

3) Click Upload button to retrieve your saved file from your local drive by clicking Find button. Select the file name from your local drive and then Click Ok.

## VGM Input

[User Guide](#)

Please click a row to input data and select first column checkbox to save data.

\* Container No.

[Search](#)

Total : 0

Container No.	Booking No.	Weight Type	Unit	Weight	Tare Weight(KGS)	Max Payload(KGS)	

[Download](#) [Upload](#) [Save](#)