# NYK LINE

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| Revision | Description | Date |
|---|---|---|
| 1.0 | Basic online VGM submission | Jun-16 |
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## eComm Verified Gross Mass (VGM) online submission

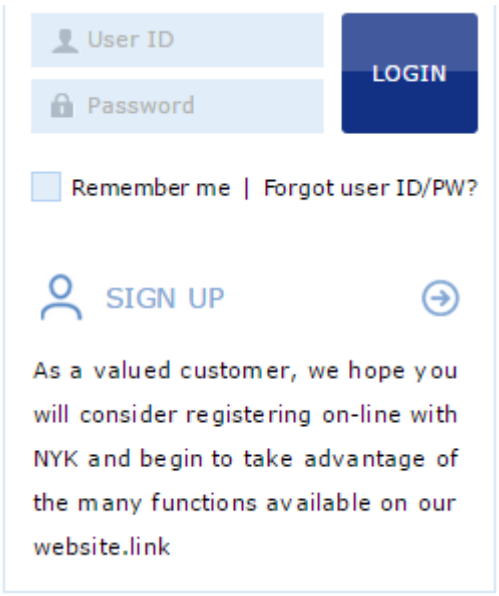
### 1.1 Background

Effective 1st July 2016, all loaded containers are required to have a Verified Gross Mass (VGM) declared by shippers. VGM is required prior to any container shipment. Cargo will not be loaded onto a vessel unless a certified VGM has been provided by the Shipper. **No VGM = No Load!**

NYK has created a function on our global website, whereby Shippers can log-in and submit VGM.

Shippers can either submit VGM (Method 1) OR submit Verified Cargo Weight (which includes packing materials) (Method 2) for the system to compute the VGM by adding container tare weight.

To access this function, Shippers are require to log into http://www.nykline.com with an existing User ID and Password. If a Shipper does not have an existing User ID and Password, they must SIGN UP.



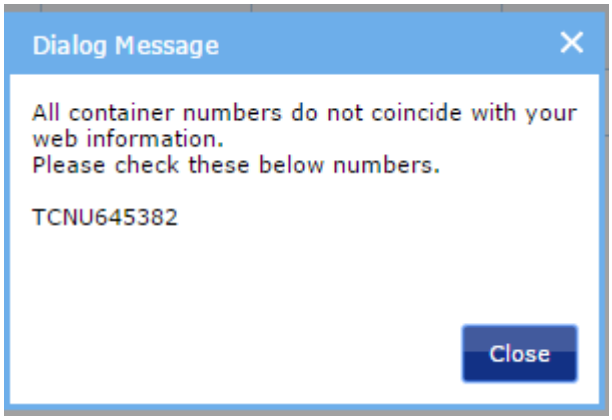
### 1.2 VGM Number Input

"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.

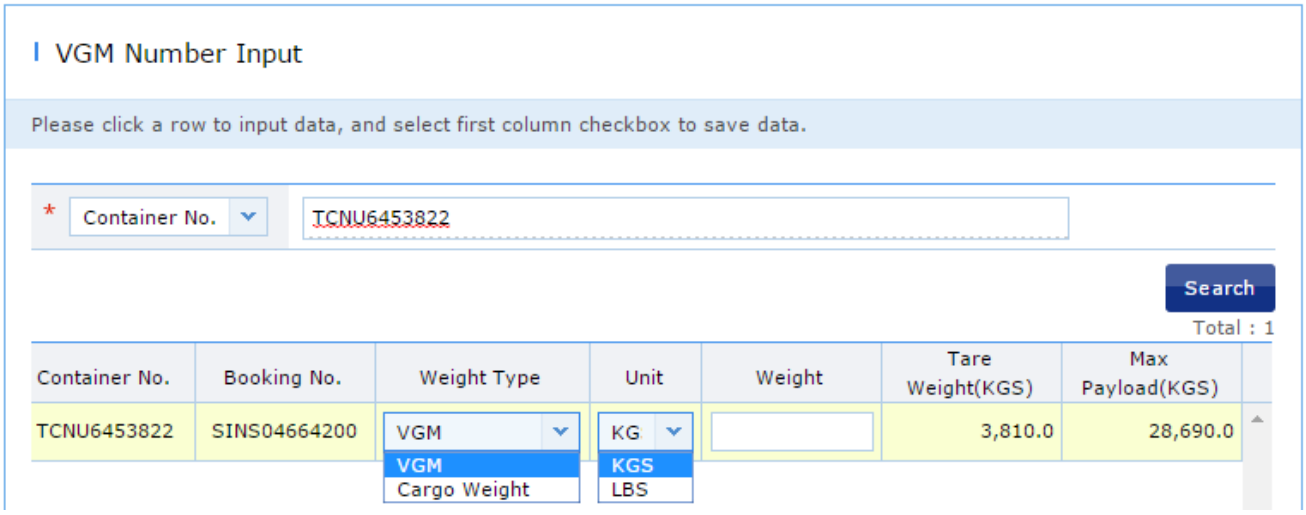
A dialog message will pop up to inform you if an invalid container number or booking number is keyed in.



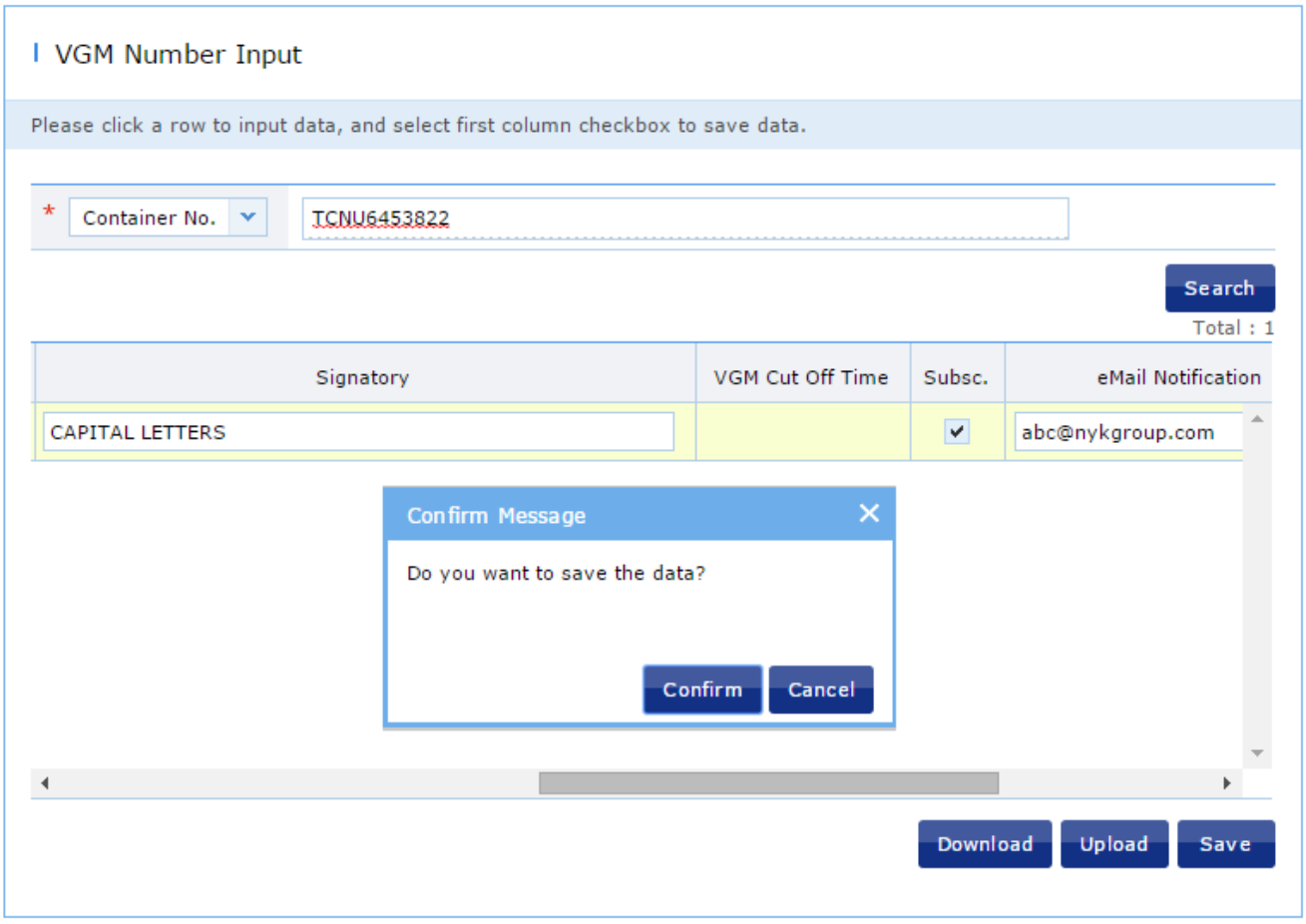

Based on a valid container number or booking number, Shipper can input VGM or Cargo weight using Method 1 or Method 2.

#### 1.2.1 Method 1

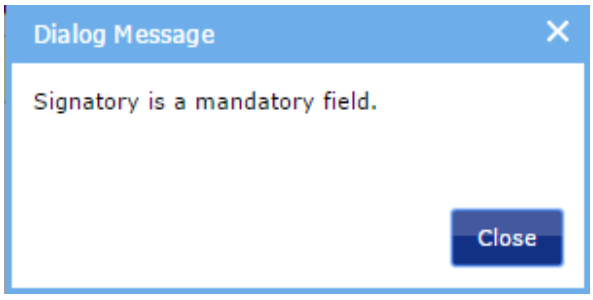
If Shipper uses Method 1 - Weigh your packed and sealed container on a weighing bridge/ device. Select VGM under the Weight Type column and key in the Weight with option of KGS or LBS as the unit of measure. If LBS is selected, system will automatically convert into KGS for the Weight key in and upload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

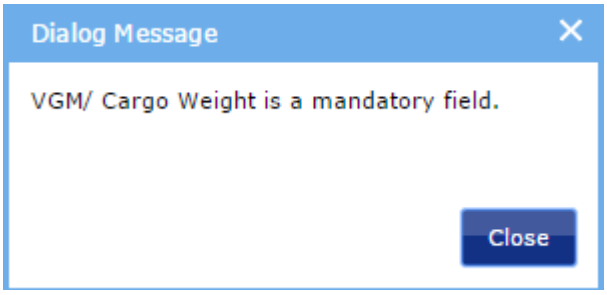



It is important to key in the Signatory in **CAPITAL LETTERS** (up to a maximum of 50 letters) who is the person responsible at the Shipper's side for VGM issuance. Put a tick under Subsc. and enter your email address if you wish to receive an acknowledgment via email after VGM is submitted. Click Save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



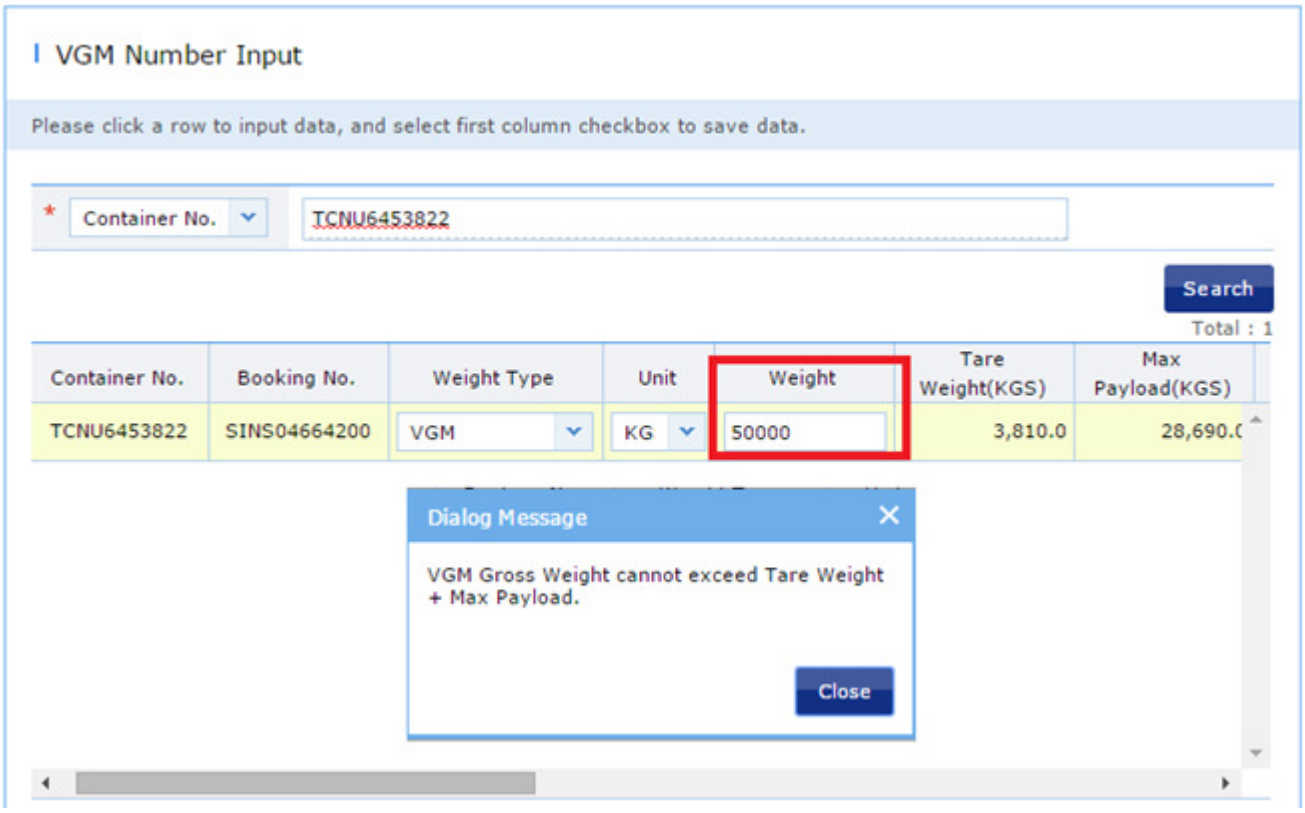
Dialog messages will pop up if Signatory or VGM/ Cargo Weight are not keyed in, as this is mandatory.



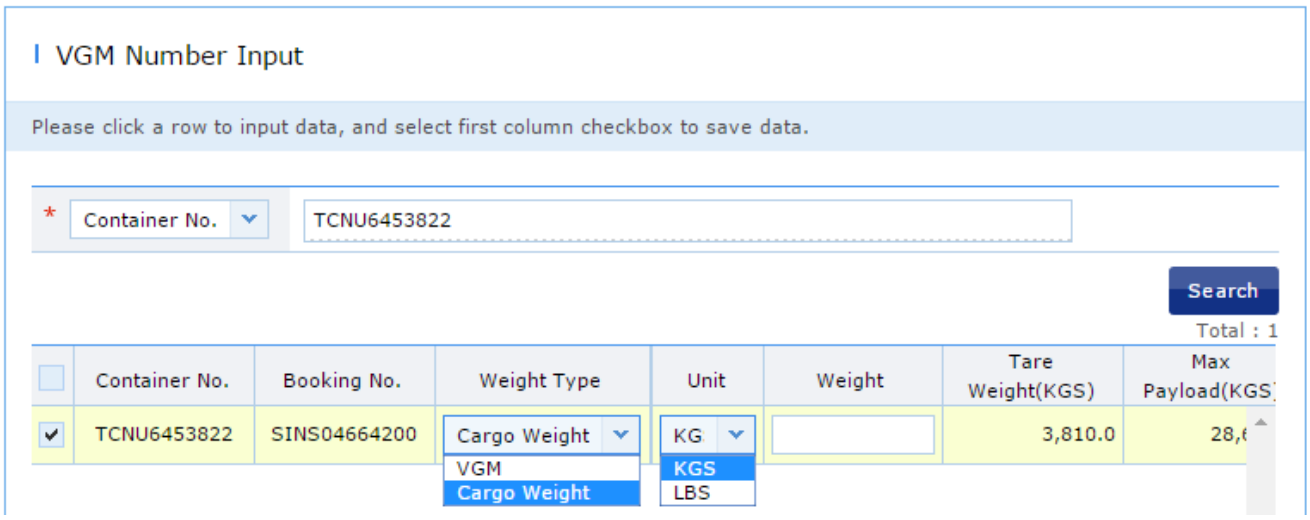

A dialog message will pop up if the VGM you key in exceeded the Tare Weight and Max Payload as this is not allowed.

If VGM <= Tare Weight + Max Payload then VGM can be submitted
If VGM > Tare Weight + Max Payload then VGM cannot be submitted

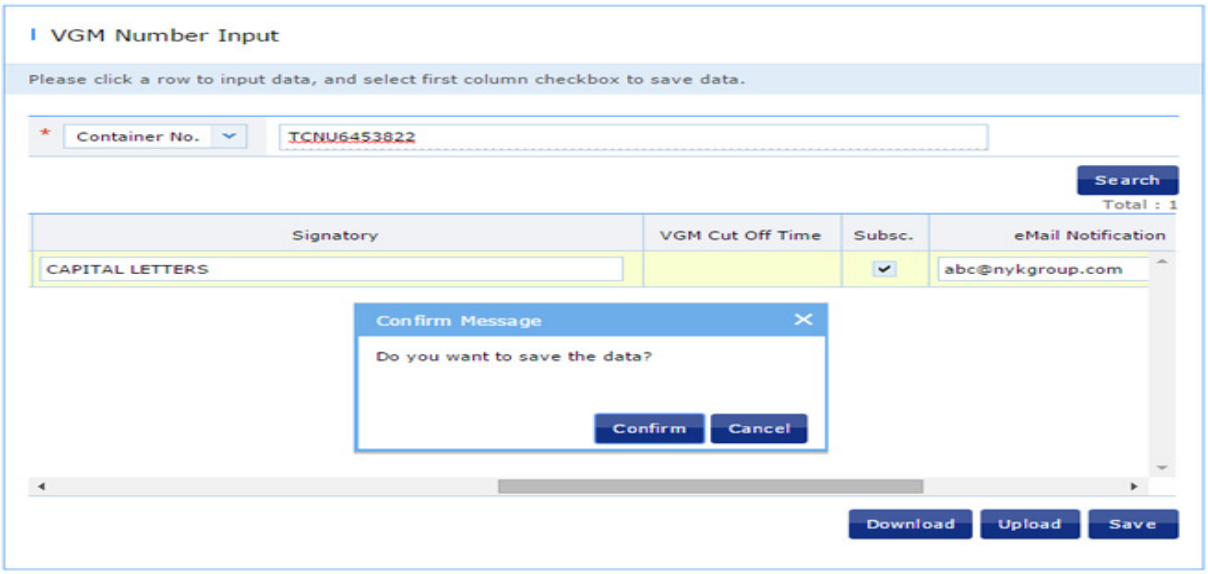


### 1.2.2 Method 2

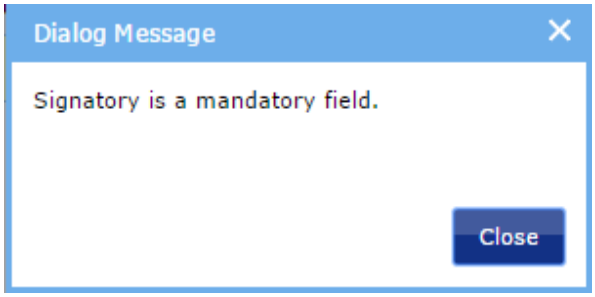
If Shipper uses Method 2 – Select Cargo Weight under the Weight Type column and enter the Verified Cargo Weight (including packing materials) and choose KGS or LBS as the unit of measure. If LBS is selected, system will automatically convert into KGS for the Weight keyed in and upload into our backend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

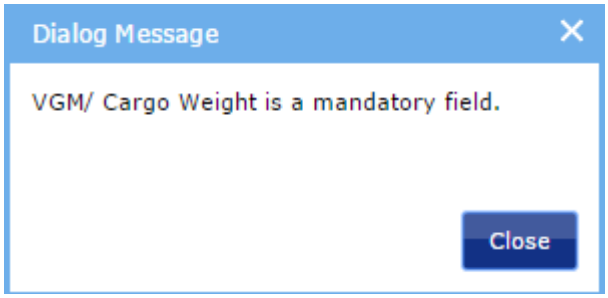



It is important to key in the Signatory in **CAPITAL LETTERS** (up to a maximum of 50 letters) who is the person responsible at the Shipper's side for VGM issuance. Put a tick under Subsc. and enter your email address if you wish to receive an acknowledgment via email after VGM is submitted. Click Save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



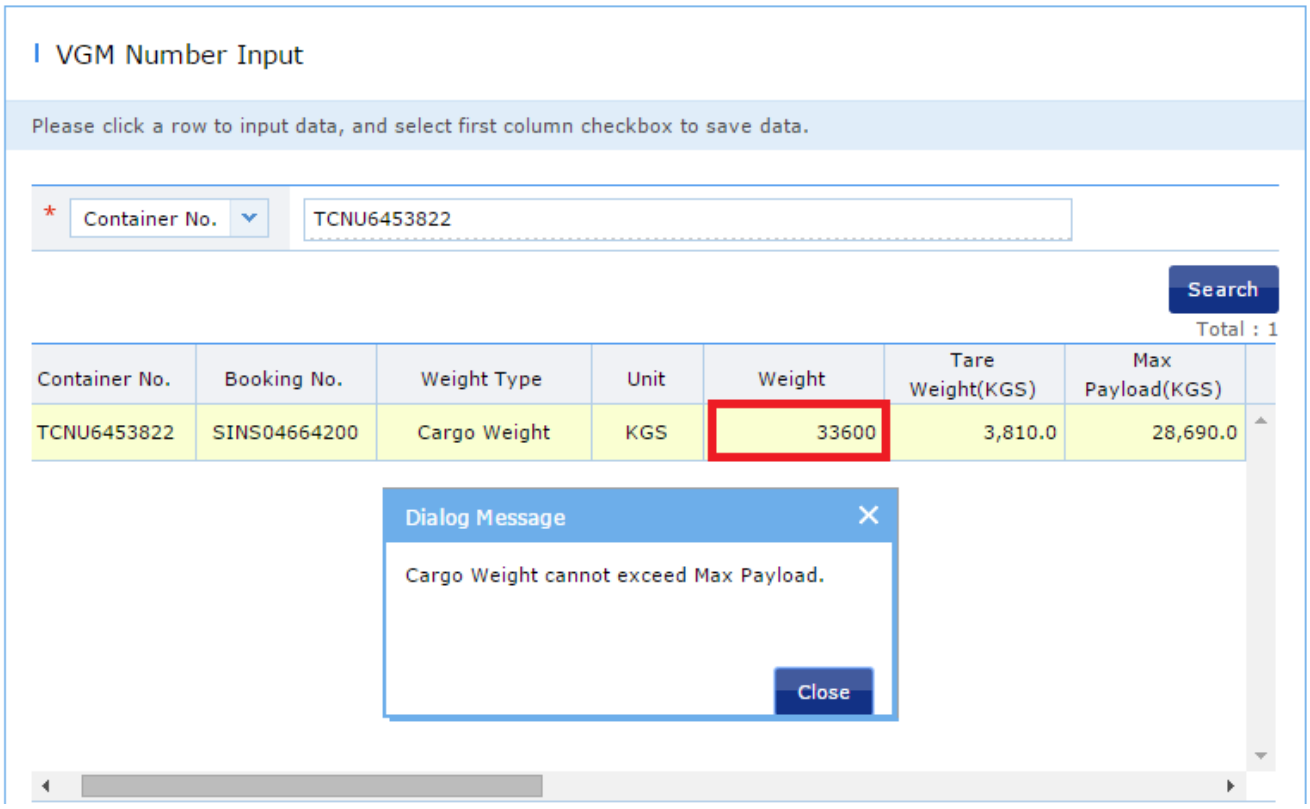
Dialog messages will pop up if Signatory or VGM/Cargo Weight are not keyed in, as this is mandatory.




A dialog message will pop up to inform you if the Cargo Weight you keyed in exceeded Max Payload as this is not allowed.

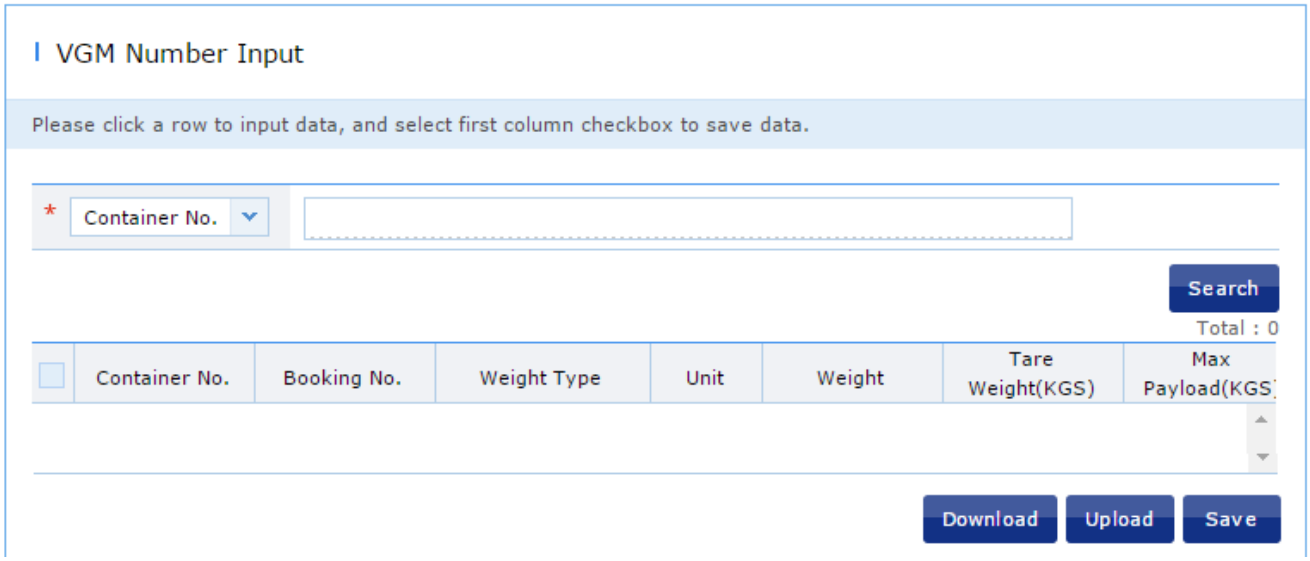
If Cargo Weight <= Max Payload then Cargo Weight can be submitted and system will compute VGM by adding the Tare Weight.
If Cargo Weight > Max Payload then Cargo Weight cannot be submitted and no VGM is being computed.



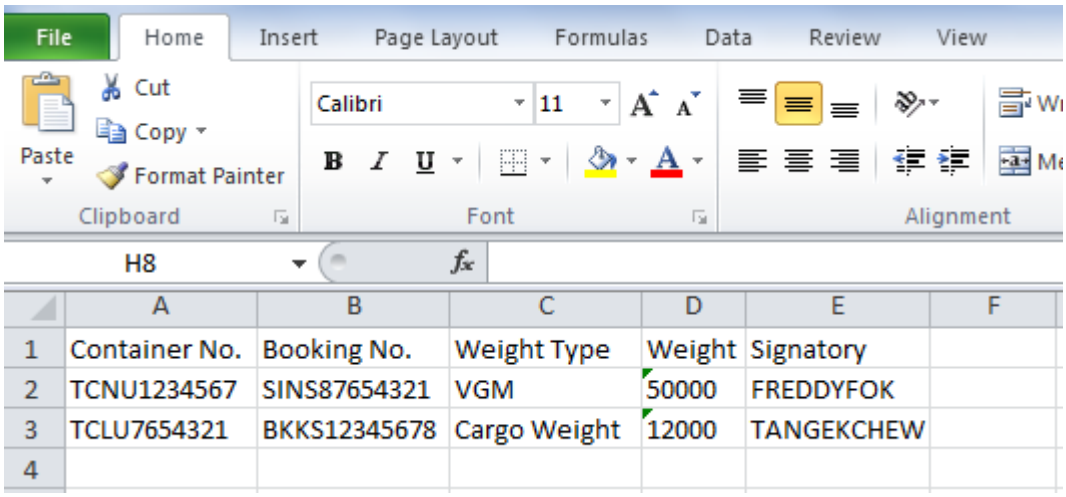
### 1.2.3 Using Excel for Batch submission

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

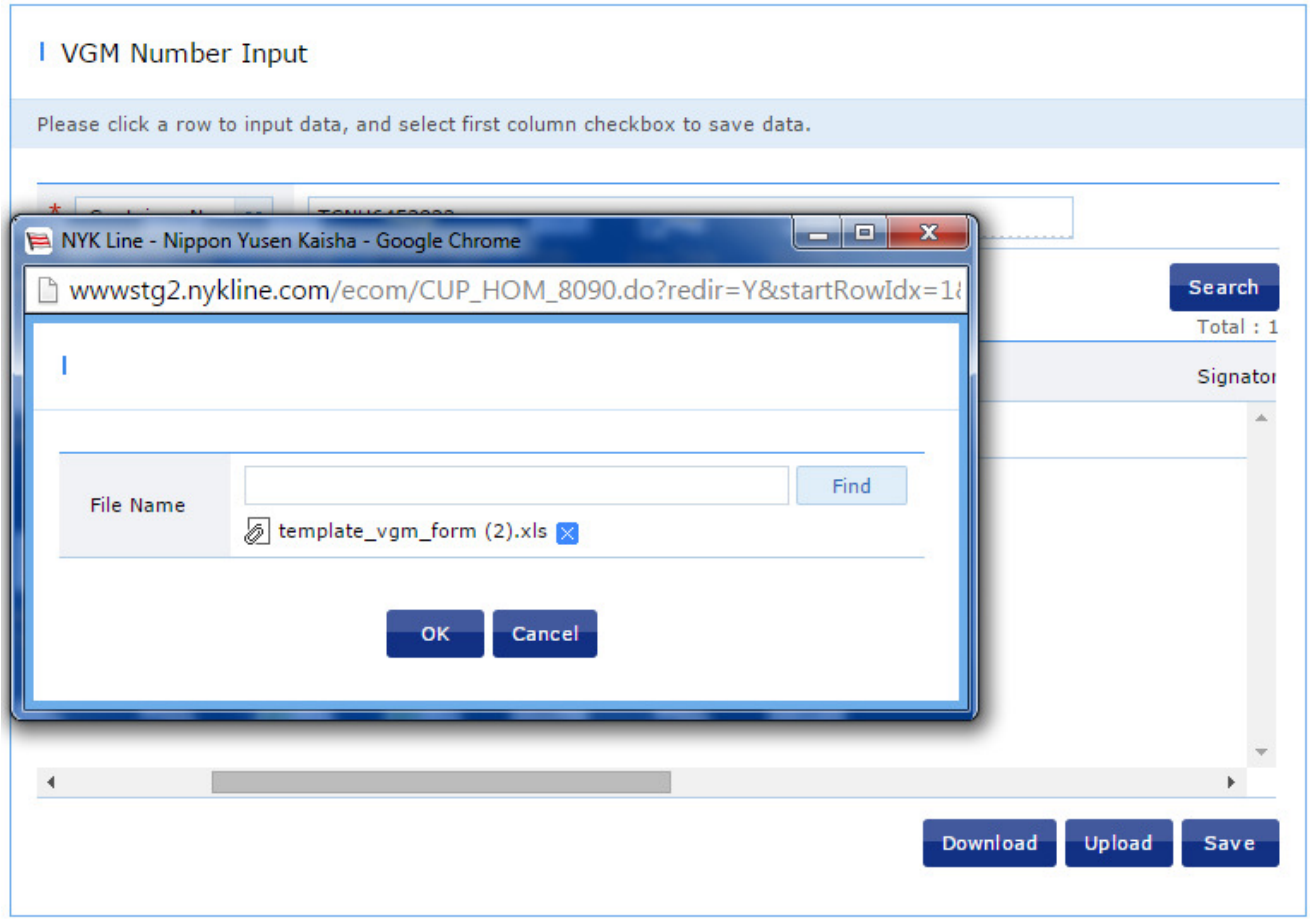
1) Click on the Download button for a standard Excel template




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.



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.

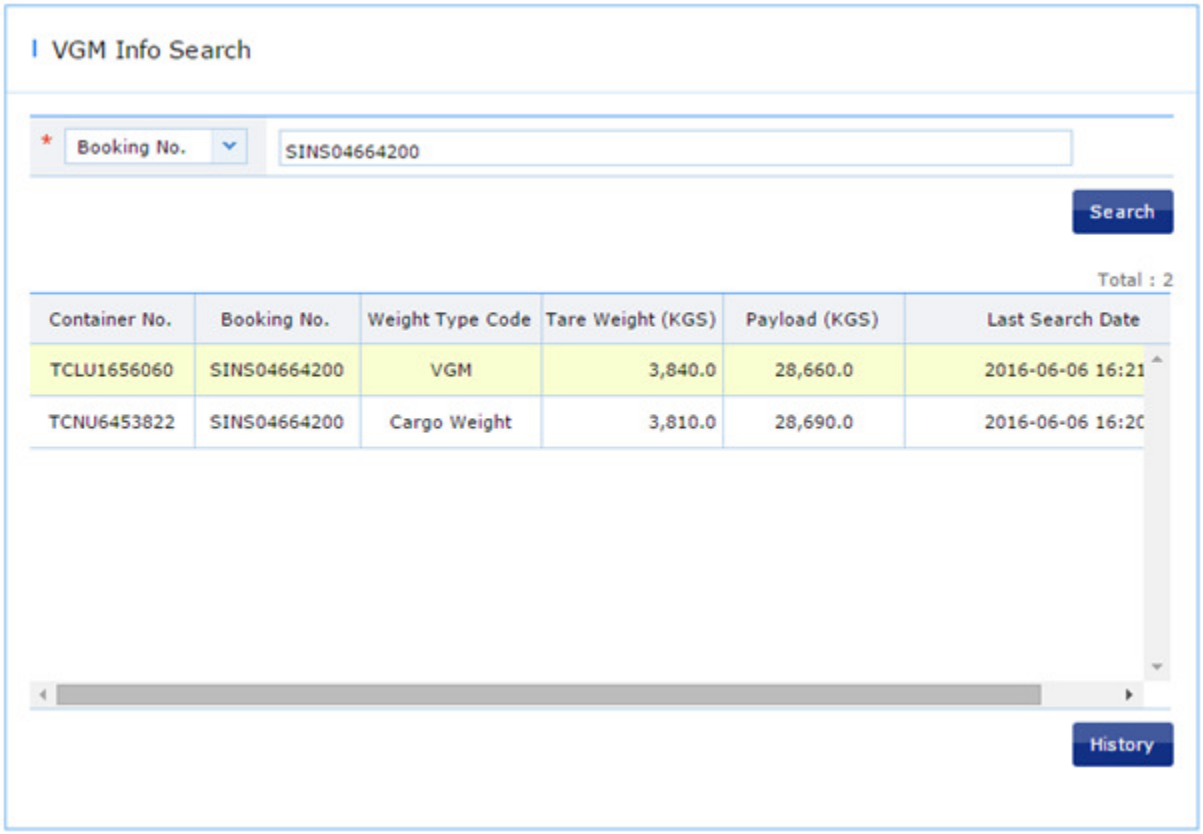


### 1.3 VGM Info Search

VGM Info Search allows you to retrieve for historical VGM/ Cargo Weight submissions by keying in either Container number or Booking number. If Booking number is keyed in, it will retrieve multiple containers (if any)

To see the details of the Container number or Booking number, please do the following

1) Highlight the row item by clicking it
2) Click on History button



Historical VGM submissions will be shown with ascending sequence numbers.

Example: Seq 1 to Seq 6.
Seq 1 displays the earliest historical transaction whereas the latest transaction is Seq 6.

Action = I refers to VGM/ Cargo Weight input
Action = R refers to retrieval of the VGM/ Cargo Weight inputted previously

Example: Seq 1 was completed on 2016-06-06 15:15 by userid SGTANGE1. User submitted VGM (Method 1) with a weight of 30,000KGS for container number TCNU6453822 and a signatory of FREDDYFOK.
However on 2016-06-06 15:16, a minute later, represented by a higher Seq (Seq 2) shows that the Signatory FREDDYFOK, userid SGTANGE1, changed the submission from VGM (Method 1) to Cargo Weight (Method 2) with a weight of 28,690KGS.

**1.4 Container Tare Weight retrieval**

Shippers can obtain the container tare weight by online enquiry through http://www.nykline.com directly without the need to login. Alternatively, container tare weight can be found on the door of the container. We will be providing more information on container tare weight online enquiry in our next release.