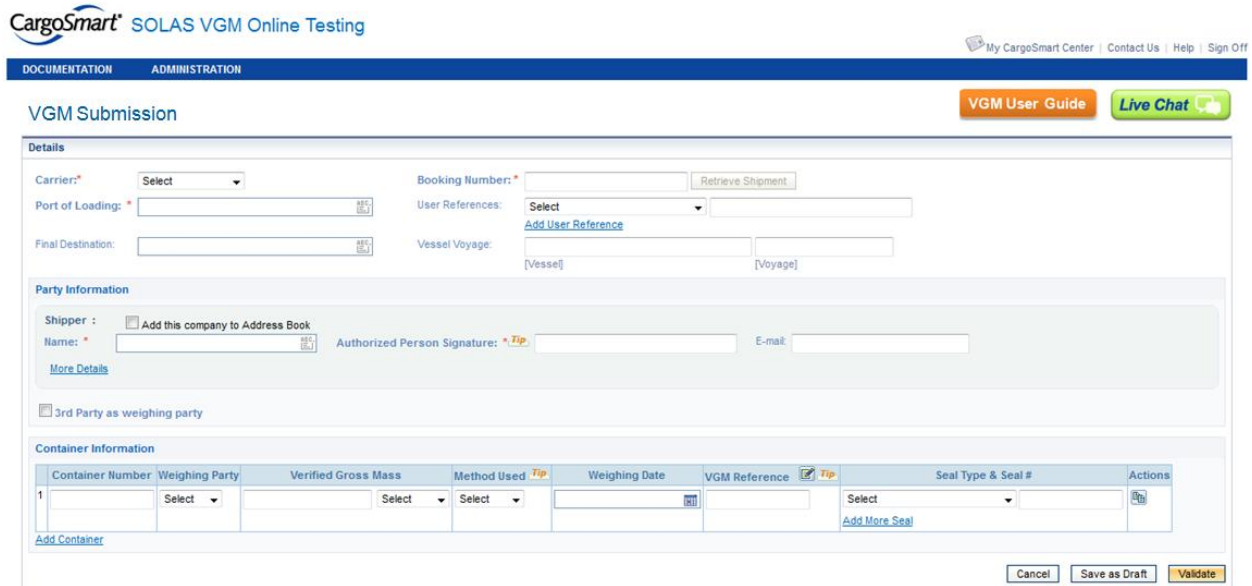


CargoSmart VGM Online Submission - User Guide

Users can submit the VGM through the following modules under DOCUMENTATION:

1. Verified Gross Mass → VGM Submission
2. Shipping Instructions → Shipping Instructions Submission

VGM Submission



The screenshot shows the 'VGM Submission' form in the CargoSmart SOLAS VGM Online Testing interface. The form is divided into several sections: 'Details', 'Party Information', and 'Container Information'. The 'Details' section includes fields for Carrier, Booking Number, Port of Loading, Final Destination, User References, and Vessel Voyage. The 'Party Information' section includes a checkbox for '3rd Party as weighing party', a checkbox for 'Add this company to Address Book', and fields for Shipper Name, Authorized Person Signature, and E-mail. The 'Container Information' section is a table with columns for Container Number, Weighing Party, Verified Gross Mass, Method Used, Weighing Date, VGM Reference, Seal Type & Seal #, and Actions. The table has one row with a container number of 1. At the bottom of the form are buttons for 'Cancel', 'Save as Draft', and 'Validate'.

1. Input the following mandatory information:
 - a. Carrier
 - b. Booking Number (users can retrieve shipment information by the booking number if an SI has been submitted)
 - c. Port of Loading
 - d. Shipper Name
 - e. Authorized Person Signature
 - f. Container Number
 - g. Verified Gross Mass
2. To assign a 3rd party as a weighing party and notify her/him about the weighing request through email:
 - a. Check the “3rd party as weighing party” checkbox
 - b. Checked “Send weighing request” by default → email will send to weighing party, if you don’t need to notify weighing party by cargosmart, you can uncheck it.
 - c. Input the Authorized Person Signature
 - d. Input the email of the weighing party
 - e. Input the Container Number (if available)
 - f. Select the Weighing Party for the container

g. Click “Validate”

- If you would like to check a 3rd party’s VGM submission before sending it to your carrier, check “Approval Required”. After a 3rd party has submitted the VGM, you will receive an email alert and can login to cargosmart.com to approve the VGM.

After validation has been passed, you will see the VGM Preview page. If your shipment is from Hong Kong or China, you will need to make a declaration.

Check the submitted VGM information and click Submit. The VGM will be sent to your carrier.

CargoSmart SOLAS VGM Online Testing

My CargoSmart Center | Contact Us | Help | Sign Off

DOCUMENTATION ADMINISTRATION

VGM Preview [VGM User Guide](#) [Live Chat](#)

VGM Details

Carrier: Booking Number: 123456789
 Port of Loading: Hong Kong (HKHKG) User References:
 Final Destination: Vessel Voyage:

Party Information

Shipper:
 Name: Authorized Person Signature: SHIPPER NAME E-mail:

Container Information

Container Number	Weighing Party	Verified Gross Mass	Weighing Date	Method Used	VGM Reference	Seal Type & Seal #
1 CNTR123456	Shipper	100 Kilograms				

Submission Status Monitor Please check the box if monitoring status is not required for this shipment.
 Define the times below to monitor your VGM submission status on dashboard.
 Submission Due Date: * dd mmm yyyy

For container(s) weighed by method 1 - The gross mass of the packed container declared in the shipping document was obtained in accordance with Method 1 stipulated in SOLAS Chapter VI Regulation.
 For container(s) weighed by method 2 - The gross mass of packed container declared in the shipping document was obtained in accordance with Method 2 stipulated in SOLAS Chapter VI Regulation 2. The procedure of this method has been approved or recognized by MD with registration number .

I agree

[Modify](#) [Submit](#)

Shipping Instructions

Input the shipping instructions following your current practice. The VGM related fields are on the “Details” & “Container and Cargo” tab.

“Details” Tab

The screenshot shows the 'Details' tab of the 'Shipping Instructions Submission' form. The form is divided into several sections:

- Shipper:** Includes fields for Name, Address, and Authorized Person Signature.
- Booking Number:** A field with 'Add' and 'Delete' buttons.
- Export References:** Includes 'Carrier Reference Number' and 'User Reference Number' with 'Add' and 'Delete' buttons.
- Forwarder:** Includes fields for Name, Address, and FISC Number.
- Origin of Goods:** A field for the origin of the goods.
- Notify Party:** Includes fields for Name, Address, and a '2' field.

“Container & Cargo” Tab

The screenshot shows the 'Container & Cargo' tab of the 'Shipping Instructions Submission' form. The form is divided into several sections:

- Summary Cargo Description:** A text area for describing the cargo.
- Container:** Includes fields for 'Associated Bkg #', 'Container #', 'Shipped Owned', 'Container Size Type', 'Total Cargo Gross Weight', 'Verified Gross Mass', 'VGM Method' (Method 1 or Method 2), 'Weighing Date', 'Seal Type', 'Seal #', and 'VGM Reference'.
- Cargo Table:** A table with columns for 'Marks and Numbers', 'Quantity', 'Cargo Nature / Description', 'Weight / Volume', and 'Actions'. The table has one row with the following data:


Marks and Numbers	Quantity	Cargo Nature / Description	Weight / Volume	Actions
General	1	General	Gross Weight: Kilograms, Net Weight: Kilograms, Volume: Cubic Meters	Copy Cargo to



Check the submitted information and click Submit. The shipping instructions and VGM will be sent to your carrier.

3rd Party Email Alert

After a user assigns a 3rd party for the weighing service, the 3rd party will receive an email notification. The weighing party can tap “click here” in the email to access the 3rd party VGM submission page.



Dear Weighing Party

Please be informed that your customer has assigned you to weigh the following containers and report the Verified Gross Mass (VGM) through CargoSmart VGM submission mobile site.

Please [click here](#) to submit the VGM. Thank you.

Request Notification Summary

Request Date: 15 Apr 2016, 13:46 HKT.

Carrier:	Carrier A	
User References:	VGM Ref. No.	XYZ123456789012345

Verified Gross Mass Details

		Container			
Container 1	Container #:	CNTR123456	Verified Gross Mass:	To be weighed	Weighing Method: Method 2
	VGM Ref. No.:	ABC1234567890	Seal Type & Seal #:	Carrier hanaabcdefghija Customs seal2 Shipper seal3	
Container 2	Container #:	CNTR456789	Verified Gross Mass:	To be weighed	Weighing Method: Method 1
	VGM Ref. No.:	ABC1234567890	Seal Type & Seal #:	Carrier hanaabcdefghijb Customs seal4 Shipper seal5	
Container 3	Container #:	CNTR789123	Verified Gross Mass:	To be weighed	Weighing Method: Method 1
	VGM Ref. No.:	ABC1234567890	Seal Type & Seal #:	Carrier lkjadiasdnkjllalj3 Customs seal6 Shipper seal7	



3rd Party VGM Submission Website

3rd parties can access the mobile-friendly VGM submission website with pre-filled booking, shipper, and weighing party information.

Weighing parties can simply input the VGM and submit the form.

CargoSmart VGM Submission

1. Booking Information

Carrier: Carrier A
Booking Number: 123456789
Port of Loading: Hong Kong (HKHKG)

2. Shipper:

Name: ABC Company
Authorized Signature: JOHN NELSON

3.1. Weighing Party 1 : [Edit](#)

Name: ABC Weighing Service Limited
Authorized Signature: ROBERT LIANG

4.1 Container 1 :

Container Number*
123456123456

Verified Gross Mass*
Select

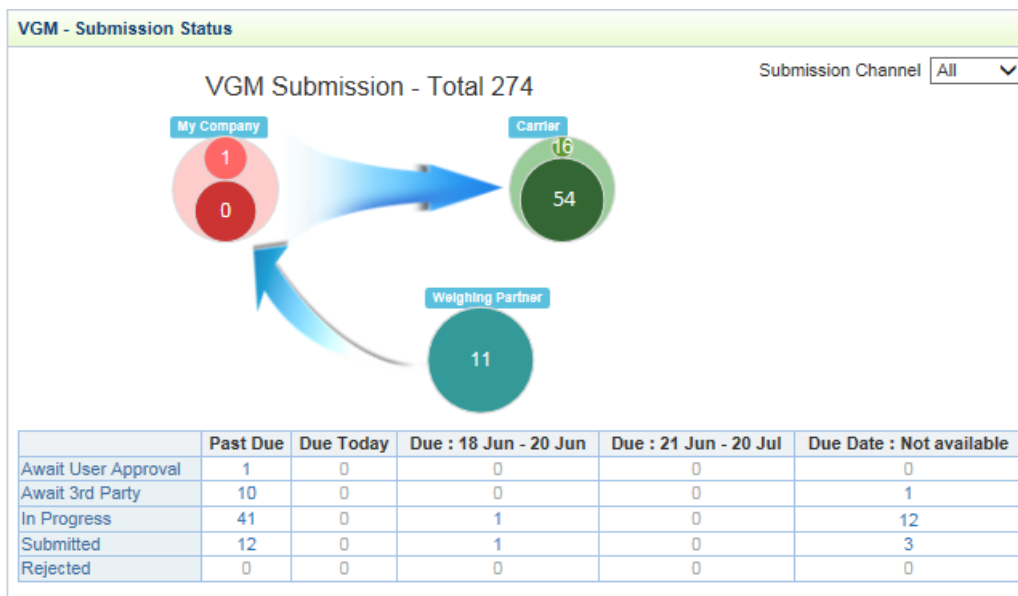
VGM Reference

[Next](#)

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Dashboard

CargoSmart offers two dashboards to monitor the VGM submission status. Please refer to the screenshots and detailed descriptions below.



CargoSmart provides an overview of the submission status for each responsible party.

My Company: This summarizes the VGM submissions that are waiting for you to follow up with the status of “Await User Approval” and “Rejected”.



Carrier: This summarizes the VGM submissions that have been submitted to carriers with the status of “In Progress” and “Submitted”.

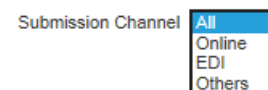


Weighing Partner: This summarizes the VGM submissions that were assigned to 3rd party and are awaiting 3rd party submission with the status of “Await 3rd Party”.



CargoSmart provides different VGM submission channels in order to meet customers’ specific business needs.

You can filter the dashboard data by the “Submission Channel” dropdown box. For example, if your company has submitted the VGMs through both online and EDI channels, you can select “All” to view all the submissions by these two channels. You can also view the online submission figure only by selecting “Online” from the dropdown box.



Status	Detailed Status	Definition
Await User Approval	Awaiting user approval	3 rd party has submitted the VGM. It is awaiting your approval before being sent to the carrier.
Await 3rd Party	Awaiting 3rd party weighing details	The email with the VGM form was sent to the 3 rd party and awaiting 3 rd party submission.
In Progress	Submission in progress	VGM was received and is waiting the carrier's feedback.
Submitted	Carrier approved	The VGM was approved by the carrier (subject to the carrier's EDI implementation).
	Carrier acknowledged	Carrier received the VGM.
Rejected	VGM rejected by carrier	The VGM was rejected by the carrier (subject to the carrier's EDI implementation).

Container(s) without VGM Submission					
	Past Due :	Due Today :	Due : 24 May - 26 May	Due : 27 May - 25 Jun	Due Date: Not available
Await VGM Submission	7	0	0	0	0

Status	Detailed Status	Definition
Await VGM submission	Awaiting VGM submission	Containers associated with shipping instructions and booking confirmations that do not have a completed VGM submission yet.