Our VGM Declaration E-Submission channels

OOCL’s ‘E-Submission channels’ for shippers to submit the VGM Declaration:

- **My OOCL Center**
  - ✔ Steps on VGM Declaration e-filing
  - ✔ Accept VGM Declaration in batch
  - ✔ History Log to trace your past VGM Declaration

- **OOCL Lite**
  - ✔ Submit VGM Declaration anytime, anywhere with your OOCL Lite

- **EDI**
  - ✔ Support different types of EDI standard: VERMAS, IFTMIN or 304

User Guide for VGM Declaration E-Submission
OOCL Web Portal – **My OOCL Center (MOC)** provides tools for VGM Declaration submission:

Sign in MOC:

#### My OOCL Center Sign In

- **User ID:** testid
- **Password:** (redacted)

If you do not have the MOC account, **register now**!
Input the **Booking Number**

Click “Retrieve Shipment” button to retrieve the shipment data from the Booking

Input all mandatory information for VGM: Container Number(s), VGM, Unit, Authorized Person Signature.

*(Note: Please input the additional information as required by relevant state authorities: For example, Hong Kong and the United Kingdom requires your Registration Number as VGM Reference if Method 2 is used.)*
For **Method 2**, see *Note and you choose to use the VGM e-calculator icon*, input the “Cargo + Dunnage Weight” value and the “Total weight” will be generated based on the “Tare Weight” automatically retrieved from our system. Check ☑ to confirm the “Total Weight” as the VGM Declaration.

Or You can **directly input the VGM Declaration** without using the VGM e-calculator.
You may submit VGM Declaration for multiple containers under the same booking number by clicking the “Add Container” option.

Once complete, click “Next” to proceed with the declaration or “Save as Draft” to submit VGM Declaration later.
After clicking “Next”, it will bring you to the VGM Declaration Preview page.

You may complete the VGM Declaration by clicking the “VGM Declaration” button.

VGM Declaration Preview

<table>
<thead>
<tr>
<th>Container Number</th>
<th>Weighing Method</th>
<th>Verified Gross Mass</th>
<th>YGM Reference</th>
<th>Weighing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCLU1234567</td>
<td>Method 1</td>
<td>30000 Kilograms</td>
<td></td>
<td>12 Jul 2016.10:50</td>
</tr>
<tr>
<td>OCLU2345678</td>
<td>Method 2</td>
<td>30000 Kilograms</td>
<td></td>
<td>12 Jul 2016.10:50</td>
</tr>
</tbody>
</table>

1. We understand the SOLAS requirements and terms of SOLAS Chapter VI Regulation 2 (MSC.1/Circ.1475 – Guidelines Regarding The Verified Gross Mass Of A Container Carrying Cargo – Secretariat.pdf) and undertake that the information provided herein by us are true and accurate for compliance with SOLAS requirements.

2. We declare that the VGM of packed container(s) declared in this Form was obtained in accordance with Method 1 or Method 2 as stipulated in the SOLAS Chapter VI Regulation 2.

3. We undertake to comply with SOLAS Chapter VI Regulation 2 and agree to indemnify and will hold CargoSmart harmless from and against all liabilities, damages, claims, suits, actions, losses, penalties, associated costs and additional costs arising from non-compliance with SOLAS requirements.

I agree
1. Download the VGM template and fill up the VGM form.

2. Select the file and upload it to MOC. After uploading, the upload status would be shown in “Upload VGM Excel File Result” area.

3. The relevant local authorities require the shipper’s declaration, you must confirm your declaration by clicking the “I agree” checkbox.

4. You may complete the VGM Declaration by clicking the “VGM Declaration” button.
You can search your submitted VGM Declaration records through VGM History Log.

1. You can search your submitted VGM Declaration records through VGM History Log.

2. You may further check the details by clicking the “View VGM Declaration” icon.

### VGM History Log

**Search by**

- **Required.**
  - Booking Number: 2016060101
  - Container Number: (Maximum 6 container numbers, separated by a space.)
  - Port of Loading: 
  - Final Destination: 

**Last Submitted by:**

- All

**Filter Result in Date Range:**

- First Submitted
- Last Submitted

**From:** 06 Jul 2016
**To:** 12 Jul 2016

**Search Result**

<table>
<thead>
<tr>
<th>Booking Number</th>
<th>Container Number</th>
<th>Carrier</th>
<th>Vessel Voyage</th>
<th>Port of Loading</th>
<th>Final Destination</th>
<th>Submission via</th>
<th>Last Submitted</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016060101</td>
<td>OOLU123456, OOLU2345678</td>
<td>OOCL</td>
<td>Singapore, Singapore (SGSIN)</td>
<td></td>
<td></td>
<td>onlineVGM</td>
<td>12 Jul 2016, 11:12 HKT</td>
<td>Submission Sent</td>
<td></td>
</tr>
</tbody>
</table>

**View VGM Declaration**

- **Details**
  - Carrier: OOCL
  - Booking Number: 2016060101
  - Port of Loading: Singapore, Singapore (SGSIN)
  - Final Destination: 
  - Vessel Voyage: 

- **Party Information**
  - Skipper:
  - Name: 
  - Authorized Person Signature:

- **Container Information**
  - | Container Number | Weighing Method | Verified Gross Mass | VCN Reference | Weighing Date |
  - |-----------------|-----------------|--------------------|--------------|--------------|
  - | OOLU123456      | Method 1        | 30000 kilograms    |              |              |
  - | OOLU2345678     | Method 2        | 30000 kilograms    |              |              |
You can search your draft VGM Declaration records through Draft VGM Declaration Page

You can further modify your draft VGM Declaration record by clicking the “Modify Draft” icon to complete your VGM Declaration
Bookings with containers pending for VGM Declaration will be listed in To Do List on the MOC Home page.

<table>
<thead>
<tr>
<th>Description</th>
<th>Reference #</th>
<th>Task Due Date</th>
<th>Send Date</th>
<th>Request #</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>from OOCL Ltd</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Verified Gross Mass Request</td>
<td>Booking #: 1234567891</td>
<td>01 Jul 2016, 03:38 HKT</td>
<td></td>
<td></td>
<td>Shipment Folder</td>
</tr>
<tr>
<td>from OOCL Ltd</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Pouch from company</td>
<td>Booking #: 987654321</td>
<td>23 Jul 2016, 09:15 HKT</td>
<td>30 Jun 2016</td>
<td></td>
<td>Shipment</td>
</tr>
</tbody>
</table>

"Container VGM Declaration status" summary view allows you to quickly review the VGM Declaration status on your bookings!
VGM Declaration through the OOCL Lite app is available. OOCL Lite is available in the Apple App Store (IOS for iPhone/iPad) and Google Play (Android).

Tab to start your VGM Declaration

Login with your MOC account and start your VGM Declaration

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td>testid</td>
</tr>
<tr>
<td>Password</td>
<td>**********</td>
</tr>
<tr>
<td>Remember my User ID</td>
<td></td>
</tr>
</tbody>
</table>

Forgot your Password or User ID?
1. After inputting the container number, the associated booking number(s) will automatically be retrieved and listed.

2. Select the Booking Number from the list.

3. Select the weighing method.

4. Click “Next” to proceed.

**TIPS:** Alternatively, you can first input the booking number and the associated container number(s) will be automatically be retrieved and listed.
If Method 1 is your choice for the weighing method:

Max Gross Weight will be provided for your reference

5 Input the VGM and select the unit

6 Click “Next” to proceed
If **Method 2** is your choice for the weighing method:

1. Input the "Cargo+Dunnage Weight" and select the unit. *(Or you may directly input the VGM declaration and unit)*

2. Tare Weight and Max Gross Weight will be provided for your reference.

3. The calculated weight will be provided based on tare weight and your Cargo+Dunnage Weight.

4. You can mark it as **VGM Declaration** by clicking "Confirm".

5. Click "Next" to proceed.
7. Input the signature of the shipper or authorized person

8. Click “Submit VGM” to proceed

9. Click “Confirm” to complete the VGM Declaration
VGM Declaration is completed.
OOCL supports VGM declaration via EDI. Currently, we accept the following EDI standard:

- ✓ VGM Submission (VERMAS) – *Preferred*
- ✓ Shipping Instruction (IFTMIN / 304)

**Connection:**
- • Direct – *Preferred*
- • Via Portal – CargoSmart, GTNexus

You may contact our [local representatives](mailto:EDIsupport@ooocl.com) for further enquiries on the EDI setup.
Other VGM Declaration References

➢ Implementing Guidelines issued by IMO's Maritime Safety Committee ([link]

➢ Guidelines for Improving Safety and Implementing the SOLAS Container Weight Verification Requirements by World Shipping Council (WSC) ([link]

➢ Regional Implementation information by WSC ([link]

➢ OOCL VGM Page ([link]

➢ OOCL SOLAS VGM FAQ ([link]

➢ VGM Administration Fee(s) ([link]

OOCL is committed to making safety and security a top priority in our business operations. For enquiries, please kindly contact our local representatives.