

OOCL USER GUIDE

VGM Declaration E-Submission

Safety of Life at Sea (SOLAS) • Verified Gross Mass

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Ref: MOC_VGM_UG_Aug2026 · Published August 2026



Choose how you want to declare

There are four ways to declare your VGM. Choose the one that fits how you work, then jump straight to that section. Before you start: the booking must already exist, VGM must be declared for each container, and we need your declaration before the VGM cut-off.

A

[My OOCL Center \(MOC\)](#)

One booking at a time, right in your browser.

PAGES 3 – 7

B

[Batch Upload](#)

Lots of containers? Send them in one file.

PAGES 8 – 9

C

[OOCL App](#)

For when you are away from your desk.

PAGES 10 – 11

D

[EDI](#)

System to system, for high volumes.

PAGE 12

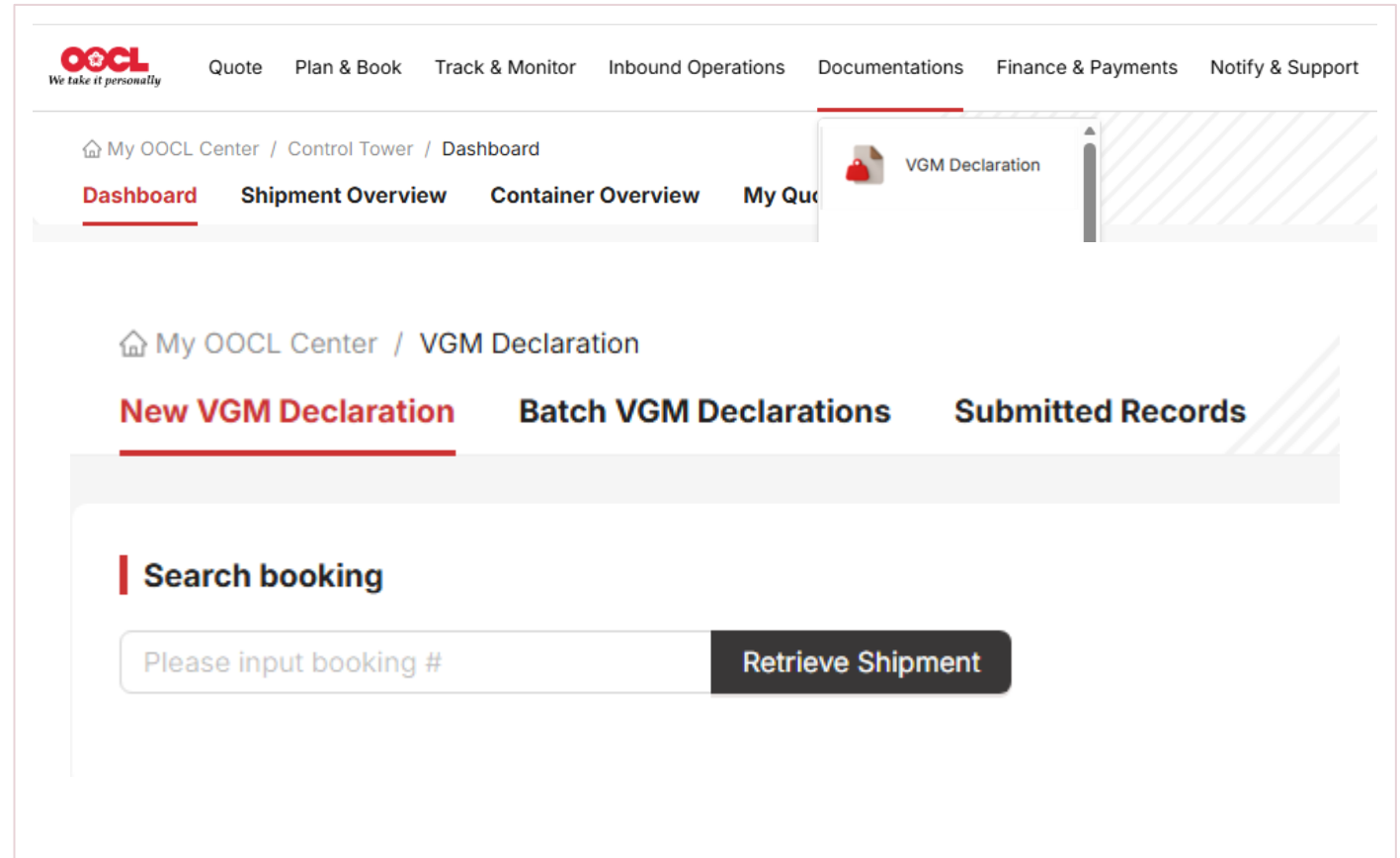
Start with your booking

1 Open the VGM form

In **My OOCL Center (MOC)**, go to **Documentations**, click **VGM Declaration**, then enter your Booking Number.

2 Retrieve the shipment

Click **Retrieve Shipment** and the booking details are filled in for you.



The screenshot displays the OOCL My OOCL Center (MOC) interface. At the top, the OOCL logo and tagline "We take it personally" are visible. The main navigation bar includes links for Quote, Plan & Book, Track & Monitor, Inbound Operations, Documentations, Finance & Payments, and Notify & Support. The "Documentations" link is highlighted. Below the navigation bar, the breadcrumb trail shows "My OOCL Center / Control Tower / Dashboard". The "Dashboard" link is underlined. To the right, a "VGM Declaration" link with a document icon is visible. Below the breadcrumb trail, the "New VGM Declaration" link is underlined, with "Batch VGM Declarations" and "Submitted Records" as additional options. The "Search booking" section features a text input field with the placeholder "Please input booking #" and a "Retrieve Shipment" button.

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Complete the declaration

3

Confirm the coverage notice

If a coverage notice appears, check that the **Booking Number** is correct before you continue.

4

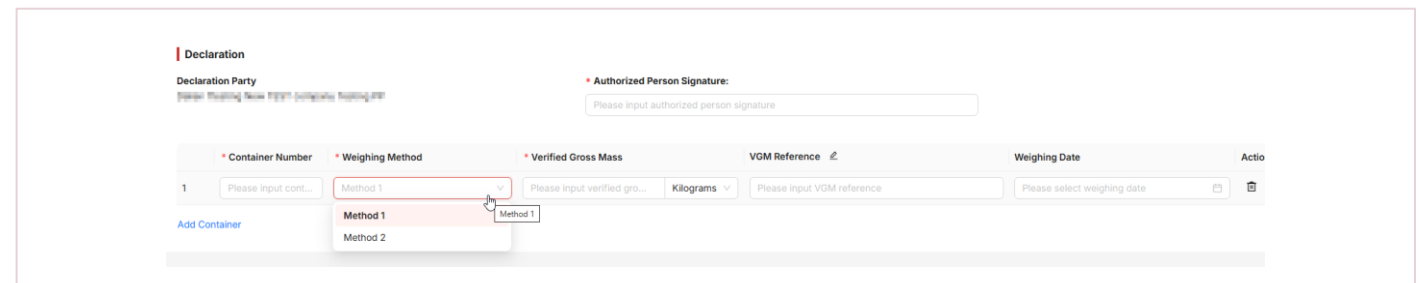
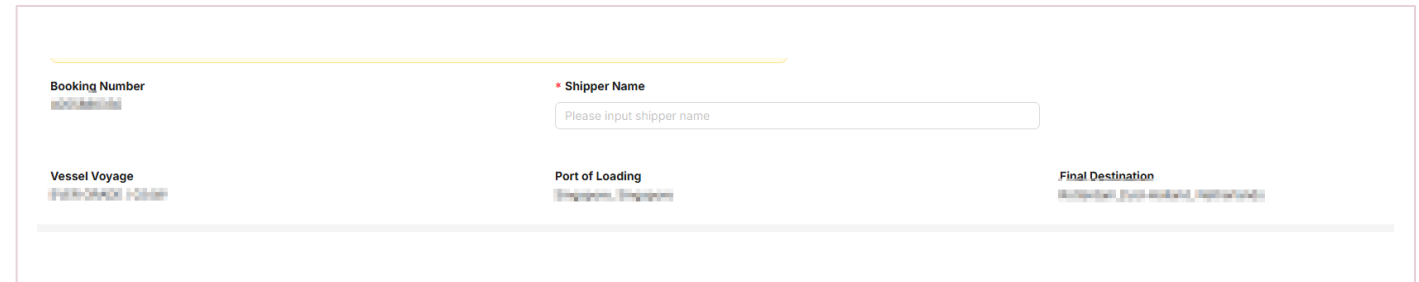
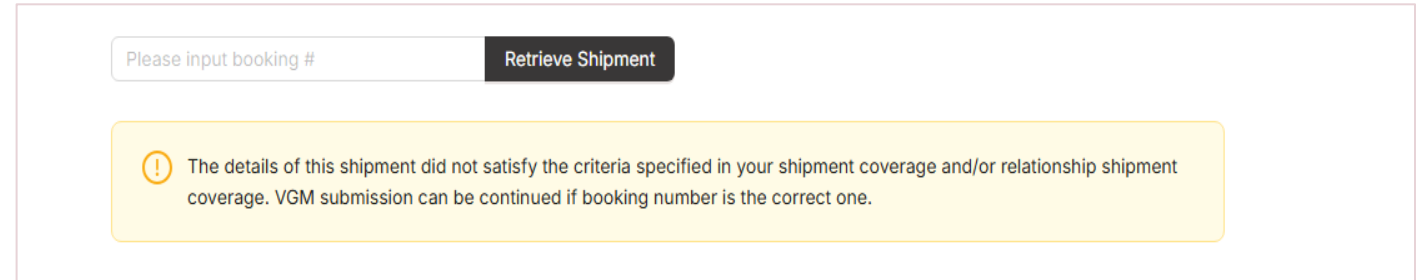
Review shipment details

Check the **Booking Number**, **Vessel Voyage**, **Port of Loading** and **Final Destination**. Add the shipper name.

5

Enter container and weight details

Sign as **Authorized Person**, then enter **Container Number**, **Verified Gross Mass** and **Unit**. Choose **Method 1** (packed container) or **Method 2** (cargo + tare).



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Enter the verified gross mass

6

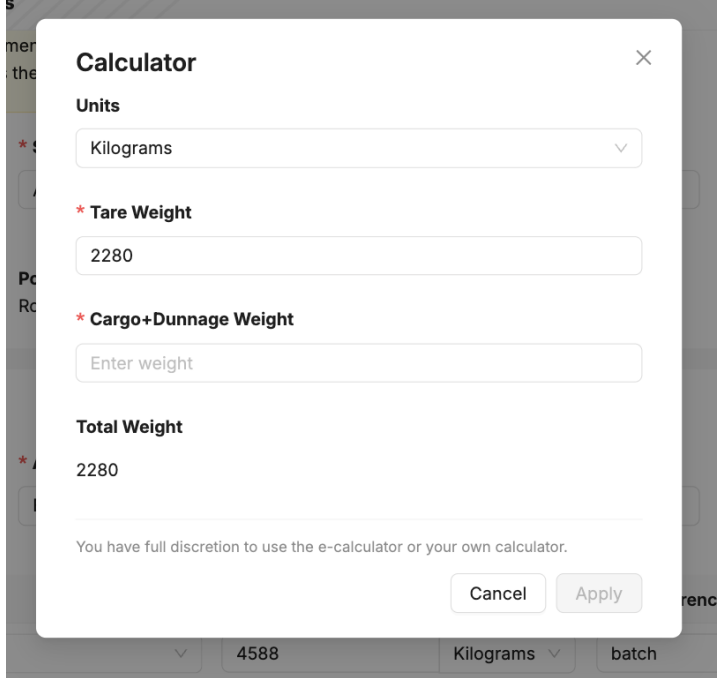
Use the VGM e-calculator

Optional. Enter the **Cargo + Dunnage Weight** and we add the tare weight to give the **Total Weight**. Click **Apply** to use it.

7

Enter the VGM directly

Enter the **Verified Gross Mass** directly in the field and continue. Whichever method you use, the figure you submit is the one sent to the terminal.



The screenshot shows a 'Calculator' modal window. It has a close button (X) in the top right corner. Below the title, there is a 'Units' dropdown menu currently set to 'Kilograms'. The modal contains three input fields: '* Tare Weight' with the value '2280', '* Cargo+Dunnage Weight' with the placeholder 'Enter weight', and 'Total Weight' with the value '2280'. At the bottom, there is a disclaimer: 'You have full discretion to use the e-calculator or your own calculator.' and two buttons: 'Cancel' and 'Apply'.

8888



Kilograms ▾

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Add more containers

8

Add the rest of your containers

More units on the same booking? Click **Add Container** and enter the details for each one.

Declaration

Declaration Party

	* Container Number	* Weighing Method ?
1	ABCU0123456	Method 1
2	XZYU9874567	Method 1
3	Please input cont...	Please select weighing method

Add Container

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Check and submit



9

Check it, then submit

Click **Next** to open the **VGM Declaration Preview**. Give the figures a last look, then tick **I Agree** and click **Submit VGM**.

My OOCL Center / VGM Declaration

New VGM Declaration

Batch VGM Declarations

Submitted Records

VGM User Guide

Booking Information

Booking Number

Shipper Name

VGM Cutoff Date

Vessel Voyage

Port of Loading

Final Destination

Declaration

Declaration Party

Authorized Person Signature

	Container Number	Weighing Method	Verified Gross Mass	VGM Reference	Weighing Date
1	ABCU0123456	Method1	8888 Kilograms	ABC1122	05 Aug 2026 CCT

General

1. We understand the SOLAS requirements and terms of SOLAS Chapter VI Regulation 2 (<https://wwwcdn.imo.org/localresources/en/OurWork/Safety/Documents/MSC.1%20Circ.1475.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 OOCL harmless from and against all liabilities, damages, claims suits, actions, losses, penalties, associated costs and additional costs arising from non-compliance with SOLAS requirements.

Cancel

I Agree

Submit VGM

Ask Fin

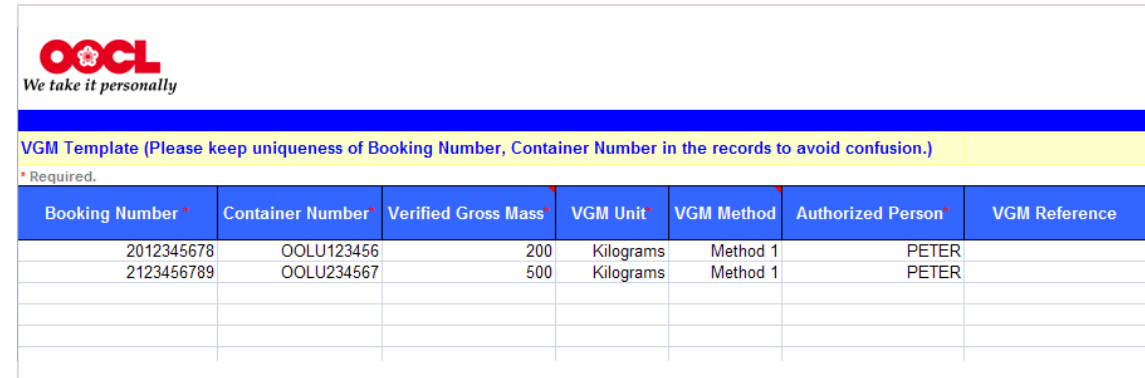
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Prepare and upload the file

1

Fill in the template

Download the **VGM Excel template** and add one row for each container. Keep every booking and container number unique.



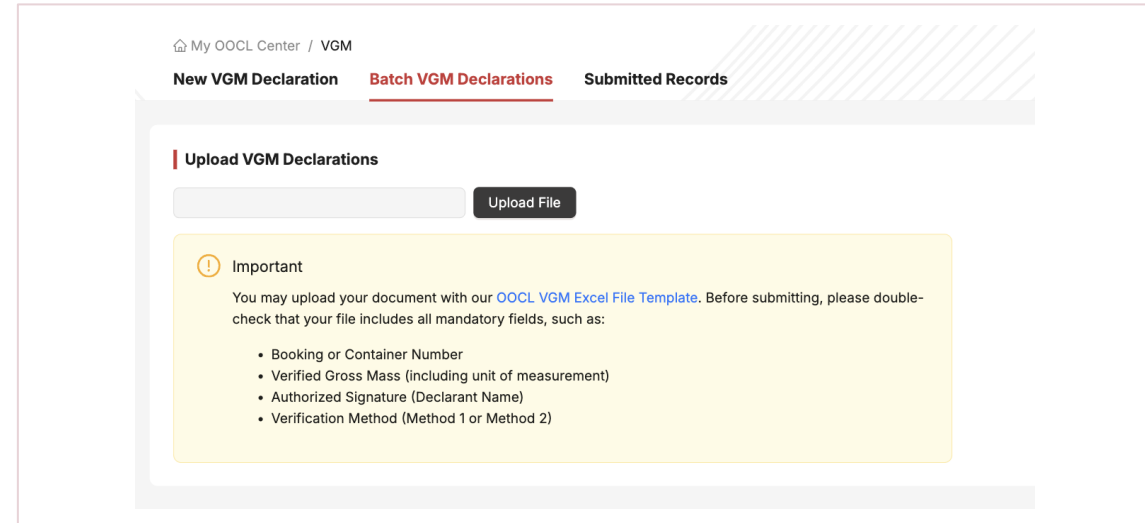
The screenshot shows the VGM Template Excel file. It includes the OOCL logo and the tagline 'We take it personally'. Below the header, there is a yellow bar with the text 'VGM Template (Please keep uniqueness of Booking Number, Container Number in the records to avoid confusion.)'. A red asterisk indicates that the following fields are required: Booking Number, Container Number, Verified Gross Mass, VGM Unit, VGM Method, Authorized Person, and VGM Reference. The table has 7 columns and 5 rows of data.

Booking Number *	Container Number *	Verified Gross Mass *	VGM Unit *	VGM Method	Authorized Person *	VGM Reference
2012345678	OOLU123456	200	Kilograms	Method 1	PETER	
2123456789	OOLU234567	500	Kilograms	Method 1	PETER	

2

Upload the file

Open **Batch VGM Declarations**, click **Upload File** and choose your template to upload.



The screenshot shows the 'Batch VGM Declarations' upload interface. At the top, there is a breadcrumb 'My OOCL Center / VGM' and three tabs: 'New VGM Declaration', 'Batch VGM Declarations' (which is active), and 'Submitted Records'. Below the tabs, there is a section titled 'Upload VGM Declarations'. It features a file upload button labeled 'Upload File'. Below the button, there is an 'Important' notice box with a yellow background and a warning icon. The notice states: 'You may upload your document with our [OOCL VGM Excel File Template](#). Before submitting, please double-check that your file includes all mandatory fields, such as:'. The mandatory fields listed are: Booking or Container Number, Verified Gross Mass (including unit of measurement), Authorized Signature (Declarant Name), and Verification Method (Method 1 or Method 2).

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Review and submit the batch

3 Check the data, then submit

After the Excel template is uploaded, review the imported data and correct any errors. Once everything is accurate, click **Next**, tick **I Agree**, then click **Submit VGM** on the next page.

Upload VGM Declarations

OOCL_VGM_Excel_File.xlsxUpload File

Declaration

Declaration Party

Authorized Person Signature

Booking Number

Shipper Name

VGM Cutoff Date

Vessel Voyage

Port of Loading

Final Destination

	Container Number	Weighing Method	Verified Gross Mass	VGM Reference	Weighing Date	Actions
1	ABCU01234567	Method 1	8888	KilogramsABC123	Please select weighing date	

Add ContainerDelete Section

ResetNext

Ask Fin

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Set up the app

1 Get the OOCL App

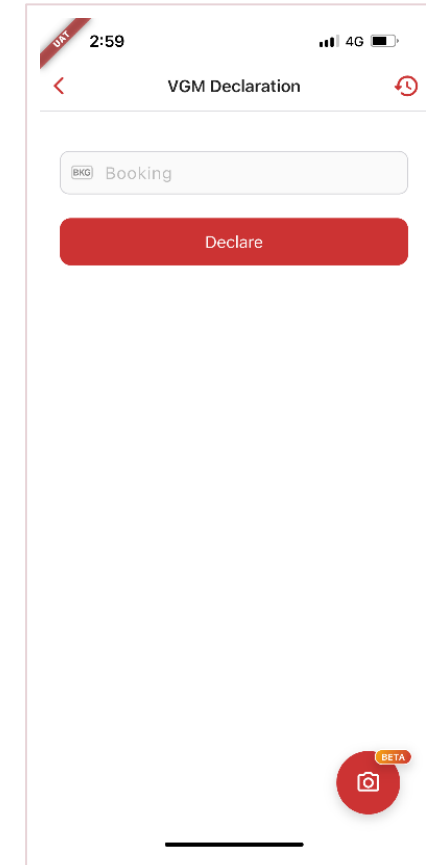
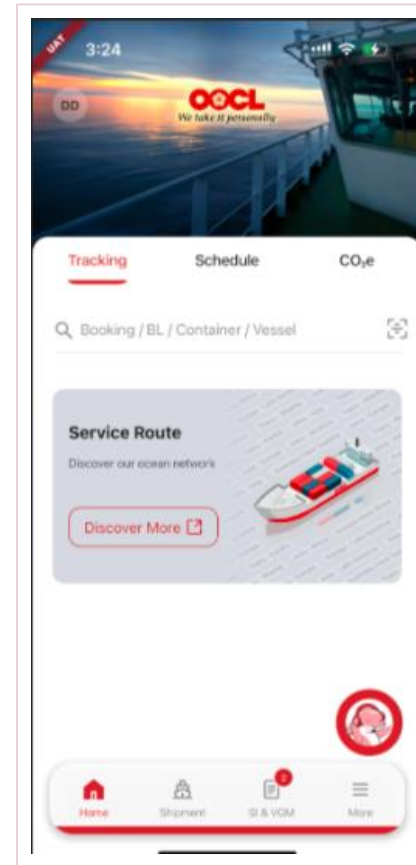
Device	Where to download
iPhone / iPad	App Store
Android	Google Play
Huawei	Huawei AppGallery
Android APK	Standalone Android APK

2 Open VGM Submission

Go to the **SI & VGM** tab, then tap **VGM Submission**.

3 Pick how to enter it

Scan a VGM document or key in the details yourself.



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Scan and declare

4 Scan the document

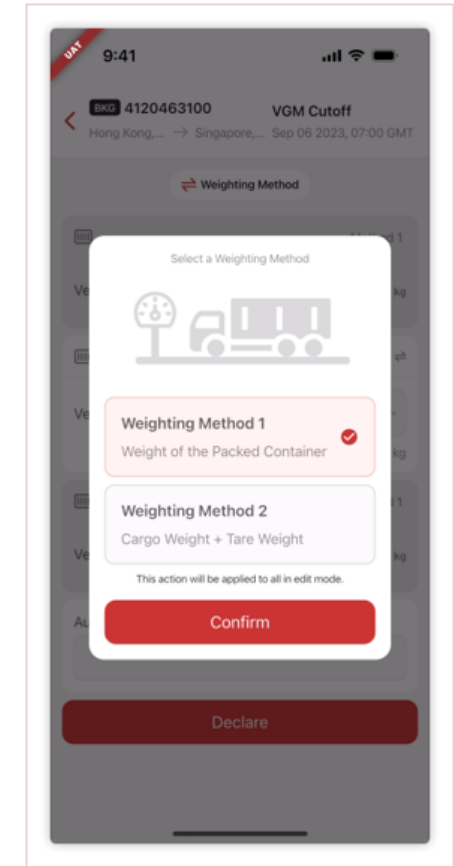
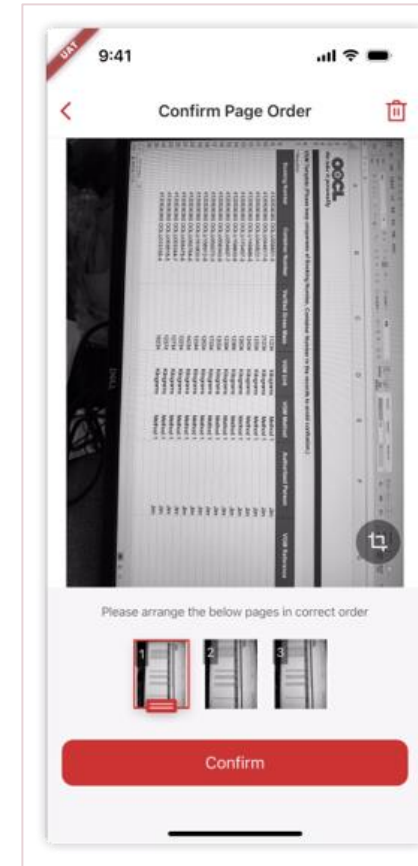
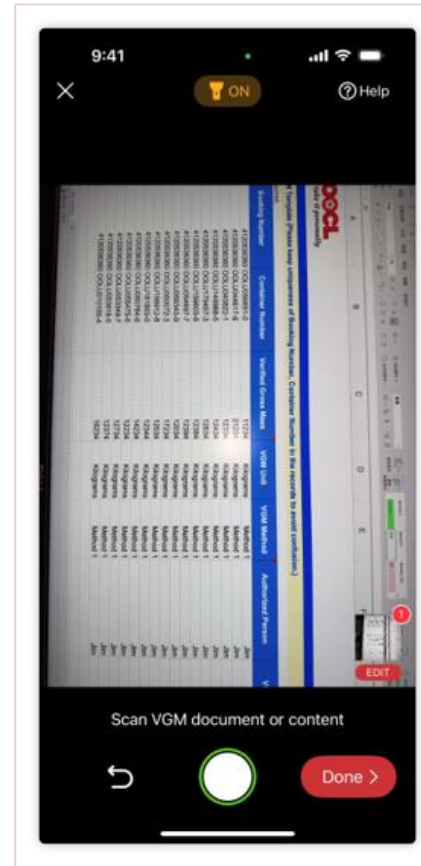
Tap the **Camera** icon, capture each page, then tap **Done**.

5 Confirm the pages

Check the page order and tap **Confirm**.

6 Choose the weighing method

Pick **Method 1** (packed container) or **Method 2** (cargo + tare), enter the weight, then tap **Confirm** to declare.



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Connect your system by EDI

1 Who it is for

For shippers sending VGMs in high volume.
Your system sends the data straight to ours.

2 Message types

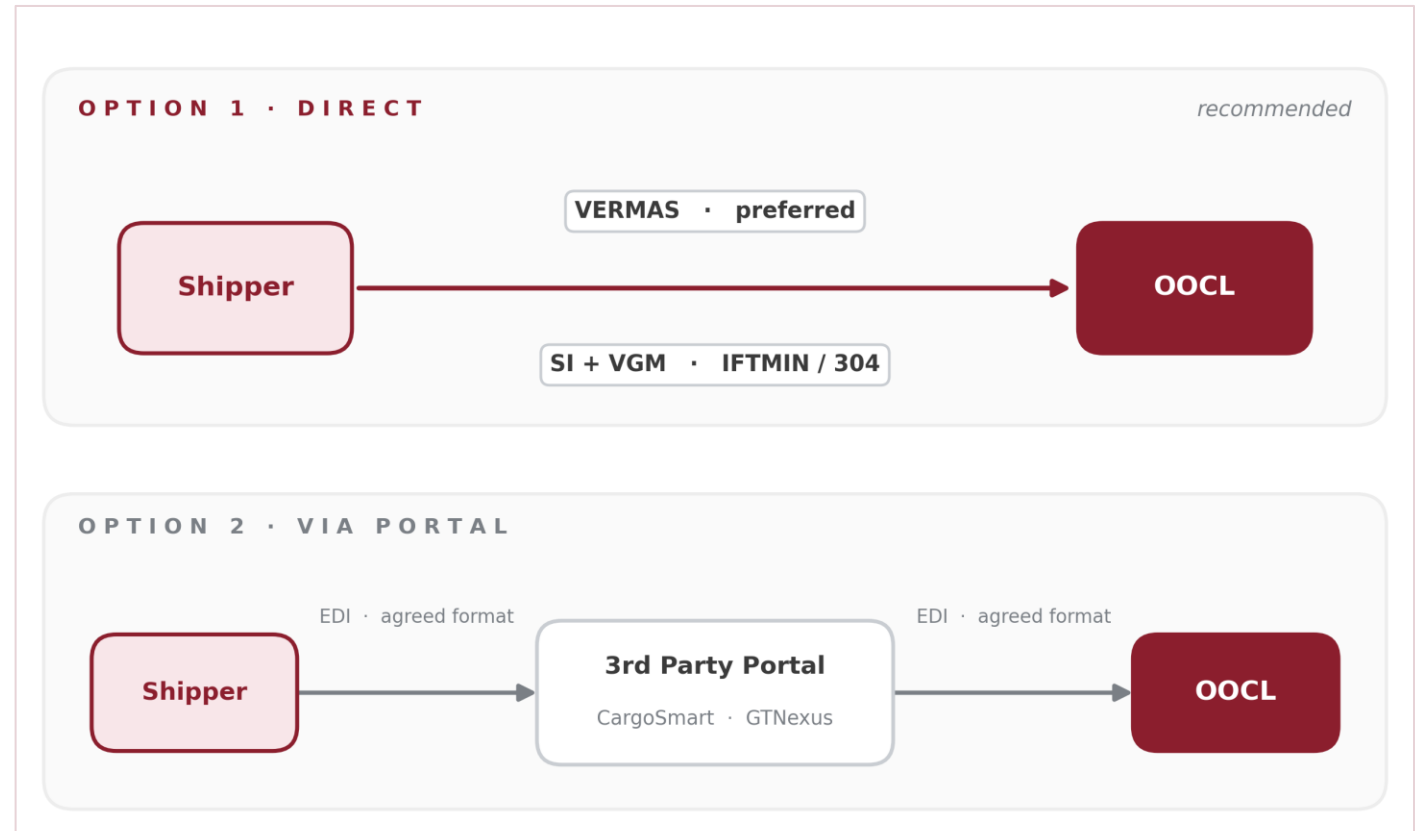
We accept **VERMAS** (preferred) and Shipping Instruction (**IFTMIN / 304**).

3 How to connect

Connect directly (recommended), or via **CargoSmart** or **GTNexus** portals.

4 Getting started

Contact your local [OOCL representative](#) to arrange the connection and testing.



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Check or update a submitted VGM

1 Find your record

Open **Submitted Records** to look up any VGM you have sent us.

2 Open the detail

Click **View Record** to see the full declaration.

3 Change it if needed

Need an update? Click **Resubmit / New Declaration** and send it again.

My OOCL Center / VGM Declaration

New VGM Declaration

Batch VGM Declarations

Submitted Records

VGM User Guide

Search by

Booking Number:

Last Submitted by:

All

Port of Loading:

Type to search

Container Number:

User References:

Bill of Lading Number

Final Destination:

Type to search

(Maximum 10 container numbers, separated by a space.)

Submission Status:

All

Submission Channel:

All

* Filter Result in Date Range:

From: 2026-08-03

To: 2026-08-05

Reset

Search

Search Result

Booking Number	Container Number	Port of Loading	Final Destination	VGM Cutoff Date	Submission Channel	Last Submitted	Status	Actions
4444444444	0000000000	Shanghai, Shanghai, China	Singapore, Singapore		Digital MOC Home - VGM	2026-08-03 10:00:00	Submission Accepted	View Record Resubmit/New Declaration
4444444444	0000000000	Shanghai, Shanghai, China	Singapore, Singapore		Digital MOC Home - VGM	2026-08-03 10:00:00	Submission Accepted	View Record Resubmit/New Declaration

Ask Fin

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Where to find more



Safety comes first. If anything here is unclear, your local OOCL representative is happy to talk it through.

Regulatory guidance



[IMO Maritime Safety Committee](#)

How the SOLAS weight rule works in practice

[World Shipping Council](#)

Practical guidance on SOLAS verification

OOCL resources



[OOCL VGM page](#)

Our full VGM resource center

[OOCL SOLAS VGM FAQ](#)

The questions we hear most often

[VGM administration fees](#)

Fees that apply at your location

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