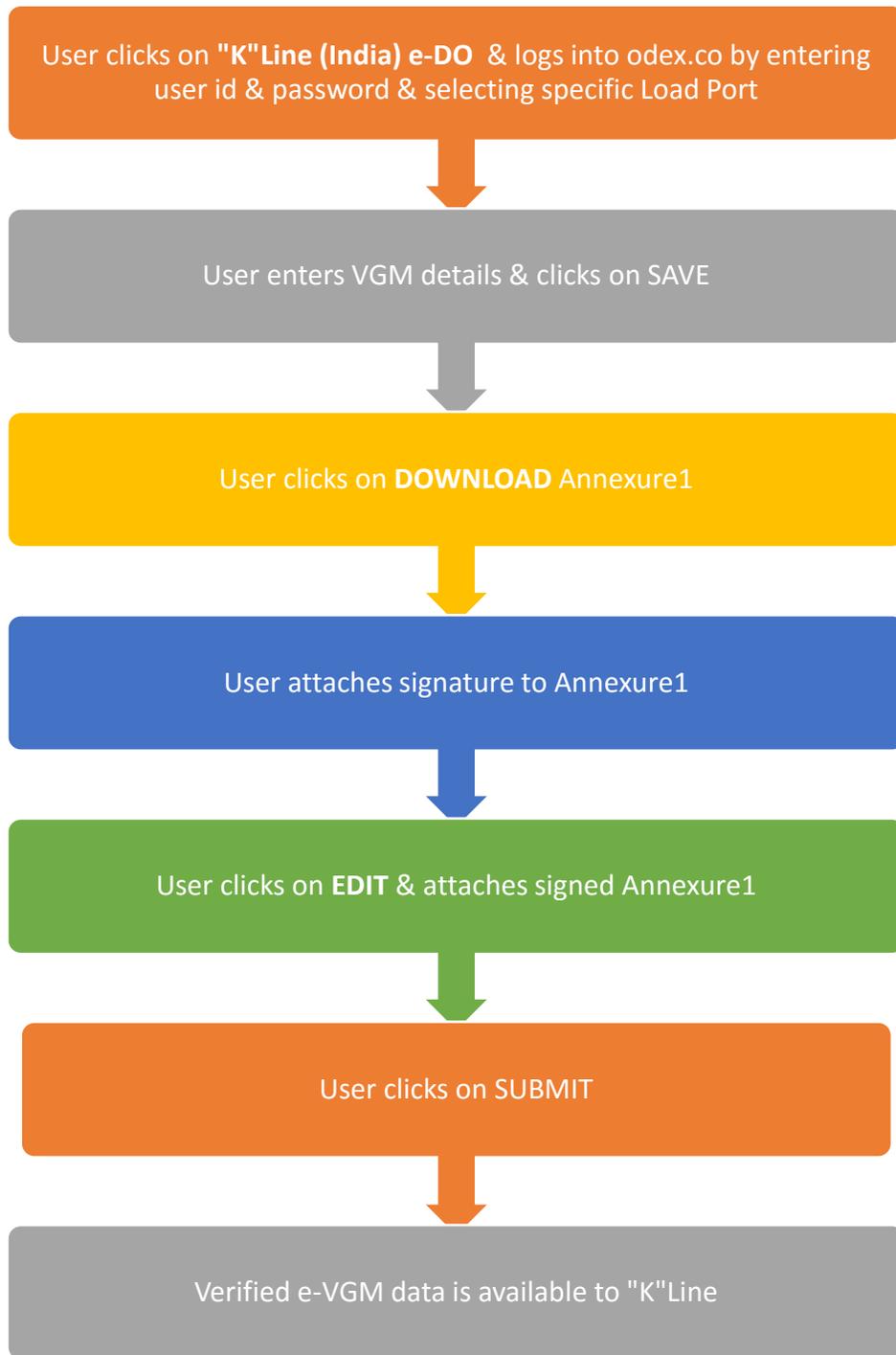"K"LINE (INDIA) PRIVATE LIMITED

Shippers Manual for Electronic Verified Gross Mass by "K"Line & ODeX

Table of Contents

1. Flow Chart: e-VGM Process for Shippers/Freight Forwarders

User clicks on **"K"Line (India) e-DO** & logs into odex.co by entering user id & password & selecting specific Load Port

User enters VGM details & clicks on SAVE

User clicks on **DOWNLOAD** Annexure1

User attaches signature to Annexure1

User clicks on **EDIT** & attaches signed Annexure1

User clicks on SUBMIT

Verified e-VGM data is available to "K"Line

2. Steps to Register on ODeX

* Note – If Freight forwarder or Importer/Exporter is already registered on ODeX for e-Form 13, then e-VGM access will be activated automatically from July 1st, 2016.
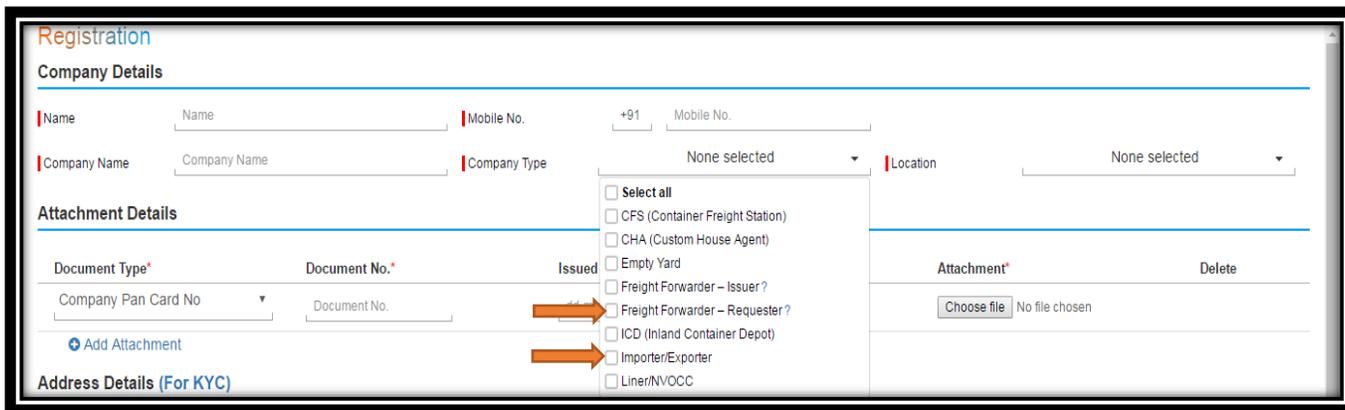
Step 1: Go to URL www.odex.co and click on Sign up on top right of the page.
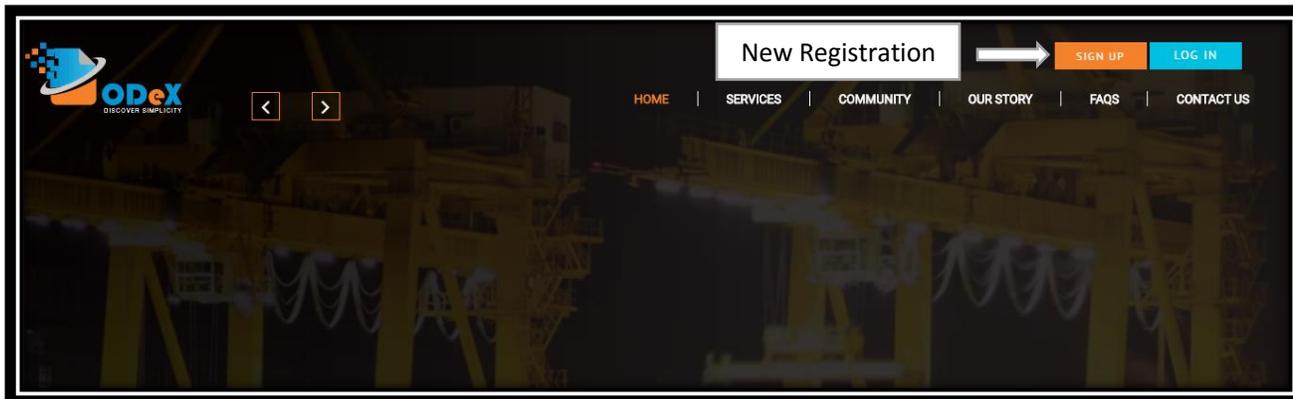
Step 2: Registration:

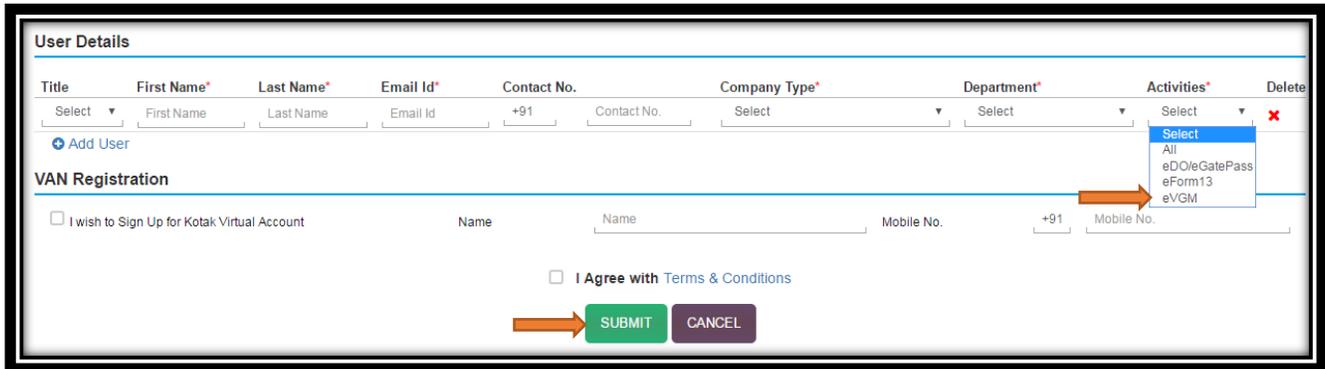1. **Company Details → Company Type:**
    - **Shipper to select Importer/Exporter option**
    - **Freight Forwarder to select Freight Forwarder – Requester option**

2. **Attachment Details → Documents:**

	PAN CARD	IEC LICENSE
SHIPPER	✓	✓
FREIGHT FORWARDER	✓	

3. **In User Details; email ids' would be company specific email ids'. (Upto 3 free user ids' can be registered). Select e-VGM in Activities drop-down.**


Step 3: Click on Submit after filling all details

Once user clicks on Submit, ODeX team will verify the submitted registration details. On verification, ODeX shall send the login details to the user on their registered email ID's.
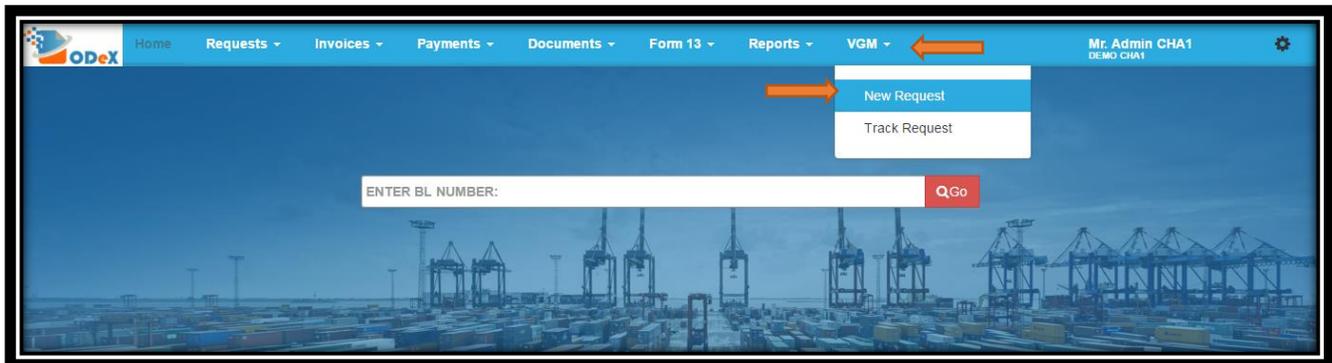
**For any other queries please contact the support numbers available on our portal i.e. www.odex.co

3. Steps to Submit e-VGM

STEP 1: User clicks on "K"Line (India) e-DO & Logs into ODeX.co with registered email id & password and selects Load Port:
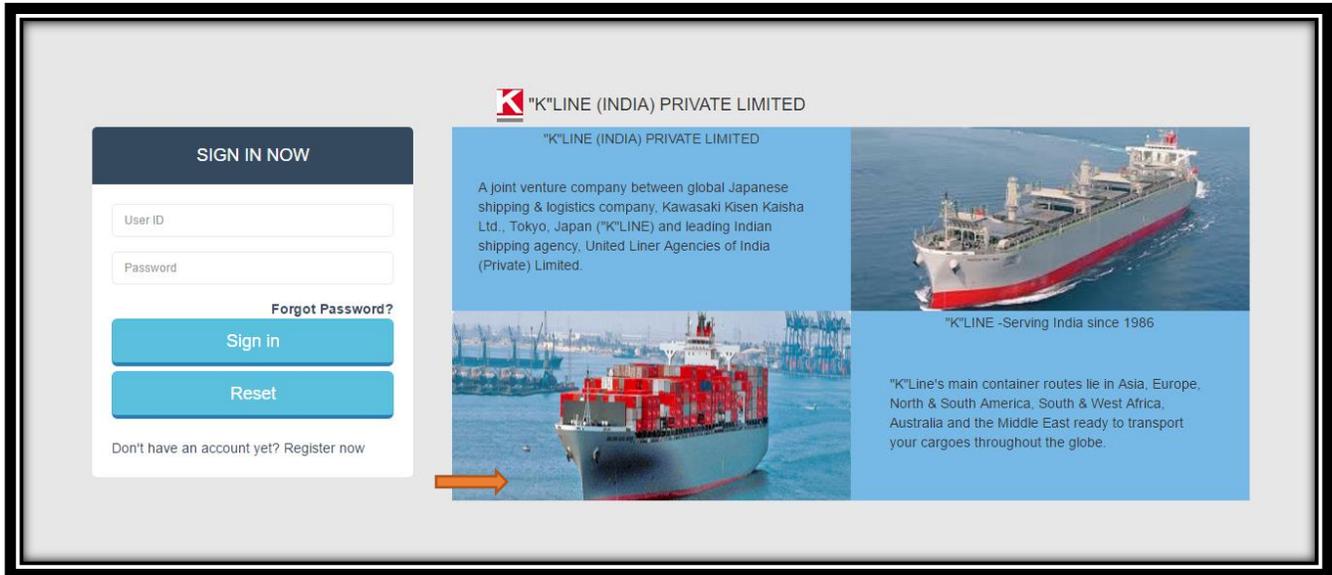
STEP 2: User selects VGM (from the Tool Bar menu) and clicks on New Request:

STEP 3: User to select either Method of VGM evaluation. Mandatory fields in respective methods:

	Container No.	Container Size	Cargo Type	CSC Plate Max. Wt. Limit	Cargo Wt.	Tare Wt.	VGM
Method 1	✓	✓	✓	✓			✓
Method 2	✓	✓	✓	✓	✓	✓	Auto Populate

STEP 4: User to fill in all the required details and click on SAVE button

STEP 5: User to Download Annexure1 by clicking on DOWNLOAD button

Weight Declaration Downloadable Format: As per notification on VGM by DG shipping, Annexure1 is mandatory for Method 1 & Method 2.

ANNEX-1

INFORMATION ABOUT VERIFIED GROSS MASS OF CONTAINER

Sr. No.	Details of Information	Particulars
1*	Name of the Shipper	DEMO CHA1
2*	Shipper Registration/License No. (IEC No./CIN No.)**	DC00001
3*	Name and designation of official of the shipper authorised to sign document	Lokesh - Manager
4*	24 x 7 contact details of authorised official of shipper	1234567890
5*	Container No.	abce1234567
6*	Container Size (TEU/FEU/Other)	40Ft
7*	Maximum permissible weight of container as per the CSC plate	123456.11
8*	Weighbridge registration no. & Address of Weighbridge	
9*	Verified gross mass of container (Method-1/Method-2)	METHOD-2
10*	Date and time of weighing	
11*	Weighing slip no.	
12	Type (Normal/Reefer/Hazardous/Others)	GEN
13	If Hazardous, UN No., IMDG class	

Signature of authorised person of shipper

Name -

Date -

Remarks
*Indicates mandatory fields
**Shipper not having IEC No. or CIN No. may provide information as follows
Company - PAN No.
Individuals
Indian National - AADHAR No.
Foreign National - PASSPORT No. & Country of issue of passport.

STEP 6: User to get Annexure1 Signed (Class III Digital Signature, as prescribed by D.G. Shipping Regulations) by the Authorized Signatory of the Shipper/Forwarder.

Link for Digital Signature Companies: **http://www.e-digitalsignature.com/class3-digitalsignaturecertificate.html**

STEP 7: User to click on EDIT once the Signed Document is available:

STEP 8: Attachment Details → Select Weight Declaration from the drop-down & attach Digitally Signed Annexure1:
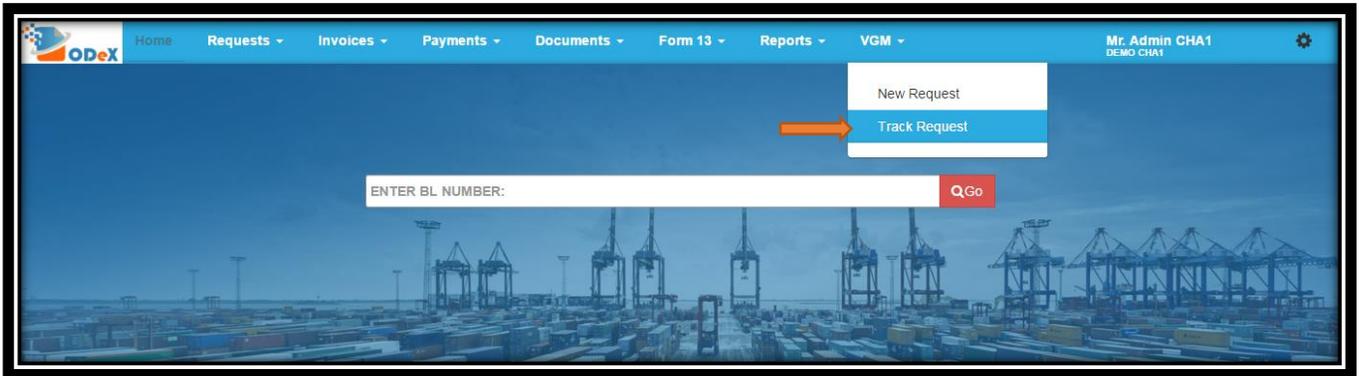

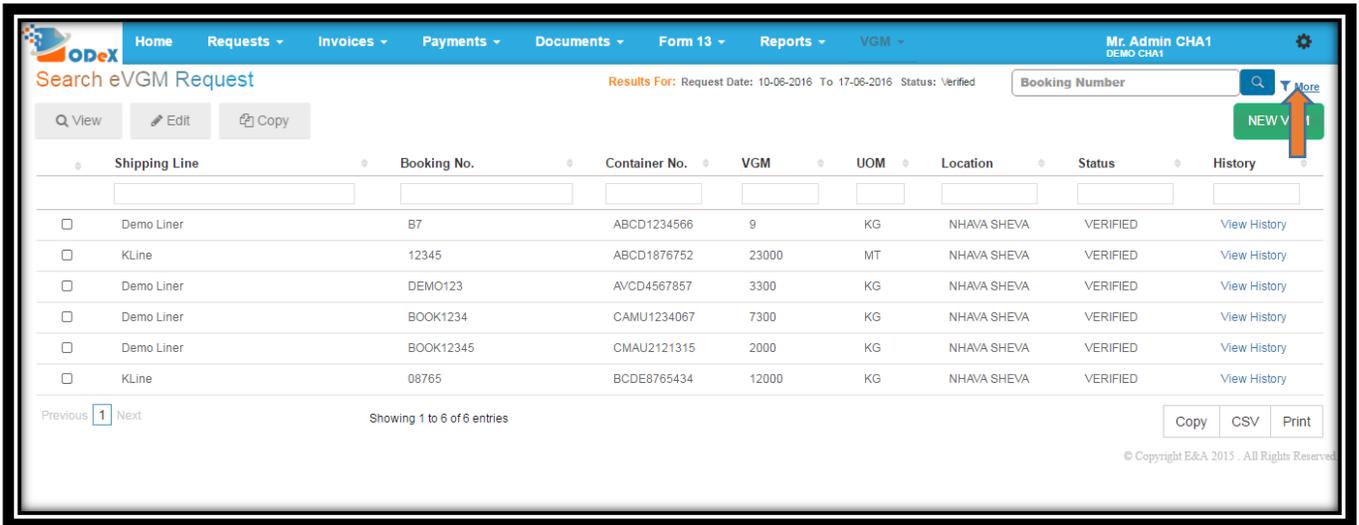**STEP 9: User to click on SAVE and then click on SUBMIT**

STEP 10: Verified e-VGM data is available to "K"Line.

4. How to Track an existing Request

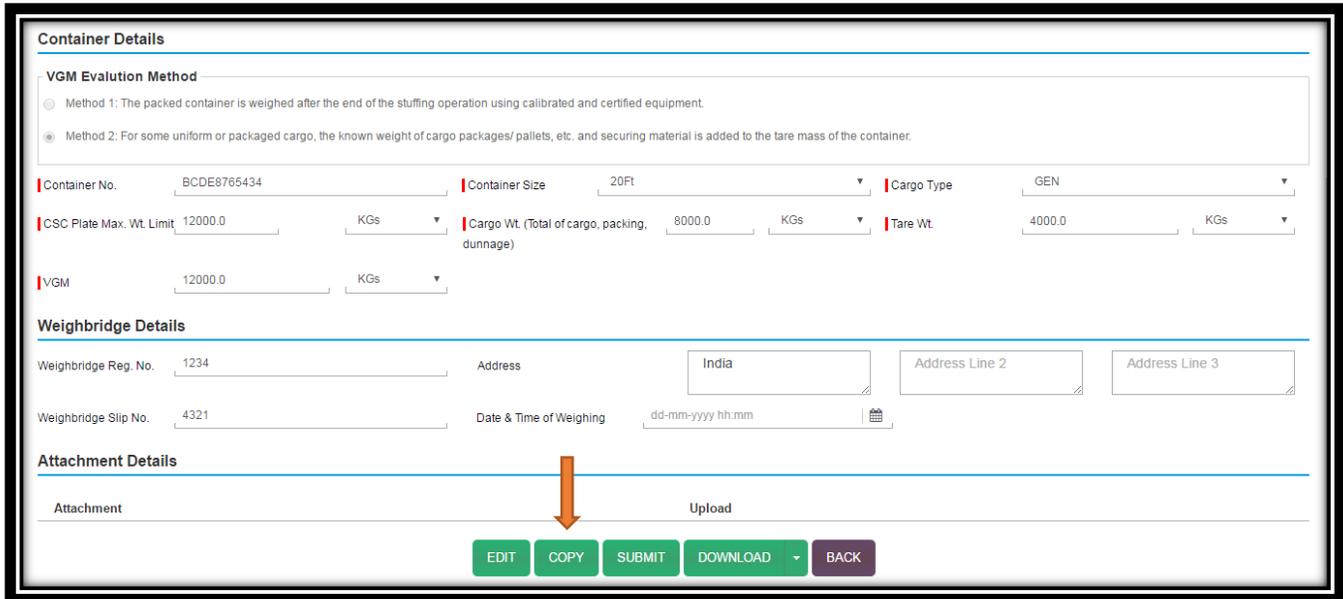**STEP 1: User selects VGM (from the Tool Bar menu) and clicks on Track Request:**

STEP 2: User can view all the Pending & Verified e-VGM data:

User can click on Search Option on the right corner for any search.

5. How toad multiple Containers in a Single Booking

Step 1: When User enters the Booking Number for the second subsequent containers, most of the details entered earlier would be copied on the screen directly.

Alternatively, User can click the COPY button to copy the details of the Booking from the screen.

Step 2: Once copied, the Container and Weight details would have to be entered individually for the respective Container.

The rest of the process remains same.