







"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 | 3 |
|----|---|-----|
| 2. | Steps to Register on ODeX | 4 |
| 3. | Steps to Submit e-VGM | 6 |
| 4. | How to Track an existing Request | 9 |
| 5. | How toad multiple Containers in a Single Booking | .10 |



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





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

| Registration Company Details | | | | | | |
|---------------------------------|--------------|---------------|--------------|---|----------------------------|-----------------|
| Name Name | | | Mobile No. | +91 Mobile No. | _ | |
| Company Name | Company Name | | Company Type | None selected - | Location | None selected - |
| Attachment Detail | ls | | | Select all CFS (Container Freight Station) | | |
| Document Type* | | Document No.* | Issued | CHA (Custom House Agent) Empty Yard Consists Ference Agent) | Attachment* | Delete |
| Company Pan Ca | rd No 🔻 | Document No. | | Freight Forwarder – Issuer? Freight Forwarder – Requester? | Choose file No file choser | 1 |
| O Add Attachme | ent | | | CD (Inland Container Depot) | | |
| Address Details (| For KYC) | | • | Liner/NVOCC | | |

2. Attachment Details \rightarrow Documents:

| | PAN CARD | IEC LICENSE |
|-------------------|--------------|--------------|
| SHIPPER | \checkmark | \checkmark |
| FREIGHT FORWARDER | \checkmark | |



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.

| User Details | | | | | | | | | | | |
|--------------|-----------------------|--------------|-----------|-------------|-------------------------------|------------|-------------|------------|---|--------|--|
| Title | First Name* | Last Name* | Email Id* | Contact No. | Company Type* | | Department* | A | ctivities* | Delete | |
| Add Use | First Name er | Last Name | Email Id | +91 | Contact No. Select | • | Select | • | Select Select All eDO/eGatePass eForm13 eVGM | × | |
| I wish to S | Sign Up for Kotak Vir | tual Account | Na | me | Name | Mobile No. | +91 | Mobile No. | | | |
| | | | | | Agree with Terms & Conditions | | | | | | |
| | | | | | SUBMIT CANCEL | | | | | | |

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:

| SIGN IN NOW | "K"LINE (INDIA) PRIVATE LIMITED | |
|---|--|---|
| | A joint venture company between global Japanese shipping & logistics company, Kawasaki Kisen Kaisha | |
| Userid | Ltd., Tokyo, Japan ("K"LINE) and leading Indian shipping agency, United Liner Agencies of India | |
| Password | (Private) Limited. | |
| Forgot Password? Sign in | V V Villy Louis Line . | "K"LINE -Serving India since 1986 |
| | | "K"Line's main container routes lie in Asia. Europe |
| Reset | | North & South America, South & West Africa, Australia and the Middle East ready to transport |
| Don't have an account yet? Register now | | North & South America, South & West Africa, Australia and the Middle East ready to transport your cargoes throughout the globe. |

STEP 2: User selects VGM (from the Tool Bar menu) and clicks on New Request:

| | me Requests - | Invoices - | Payments + | Documents - | Form 13 👻 | Reports 👻 | | Mr. Admin CHA1 DEMO CHA1 | • |
|--|---------------|--------------------|--------------|-------------|-----------|-------------|---------------|-----------------------------|-----------------------|
| | | | | | | | New Request | | |
| | | | | | | | Track Request | | |
| | | ENTE | R BL NUMBER: | | | | QGo | | |
| | | | - | | | The second | | NT A AA A | |
| | TT | T | AP | TR | | 1 | | | R - |
| The second s | The second | Designation of the | | | the p | a state and | | | THE PARTY |
| | | and the second | | | | | | | and the second second |

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 | \checkmark | \checkmark | \checkmark | \checkmark | | | \checkmark |
| Method 2 | \checkmark | \checkmark | \checkmark | \checkmark | \checkmark | \checkmark | 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

| Container Details | | | | | | | | | | | | |
|--|----------------------|-------------------------------------|------------------|----------------|-------------|---------------------------------|--|--|--|--|--|--|
| VGM Evalution Meth | VGM Evalution Method | | | | | | | | | | | |
| Method 1: The packed container is weighed after the end of the stuffing operation using calibrated and certified equipment. | | | | | | | | | | | | |
| Method 2: For some uniform or parkaned cargo, the known weight of cargo parkages/ pallets, etc. and securing material is added to the targ mass of the container | | | | | | | | | | | | |
| meurou 2. For some uniform of packaged cargo, the known weight of cargo packages/paniets, etc. and securing material is added to the tare mass of the container. | | | | | | | | | | | | |
| Container No. BCDE8765434 Container Size 20Ft Cargo Type GEN V | | | | | | | | | | | | |
| CSC Plate Max Wt Limit | 12000.0 KGs v | Cargo Wt (Total of cargo, packing 8 | 000.0 KGs • | Tare Wt | 4000.0 | KGs 🔻 | | | | | | |
| | | dunnage) | | Taro ML | L | | | | | | | |
| VGM | 12000.0 KGs v | | | | | | | | | | | |
| - Com | | | | | | | | | | | | |
| Weighbridge Detail | s | | | | | | | | | | | |
| Weighbridge Reg. No. | 1234 | Address | India | Address Line 2 | Addres | s Line 3 | | | | | | |
| | | | 1. | | | | | | | | | |
| Weighbridge Slip No. | 4321 | Date & Time of Weighing dd-mr | n-yyyy hh:mm 🛛 🗍 | 1 | | | | | | | | |
| | | | | | | | | | | | | |
| Attachment Details | | | | | | | | | | | | |
| Attachment | | | Upload | | | | | | | | | |
| | | | | | | | | | | | | |
| | | EDIT COPY SUBMIT | DOWNLOAD - BACK | | | | | | | | | |
| | | | Annexure 1 | | © Copyright | E&A 2015 . All Rights Reserved. | | | | | | |

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 | | |
| 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 | | |
| | Sic | nature of authorised person of shipper | |
| | Na | me - | |
| | | | |
| | Da | <u>te -</u> | |
| Remar *Indica **Shipj Compa Individ Indian Foreigi | ks tes mandatory fields er not having IEC No. or CIN No. may provide information as follows ny - PAN No. Jals Vational - AADHAR No. 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: <u>http://www.e-digitalsignature.com/class3-</u> <u>digitalsignaturecertificate.html</u>



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

| Container Details | | | | | | | | | | |
|---|--|----------------|--|--|--|--|--|--|--|--|
| VGM Evalution Method Method 1: The packed container is weighed after the end of the stuffing operation using calibrated and certified equipment. Method 2: For some uniform or packaged cargo, the known weight of cargo packages/ pallets, etc. and securing material is added to the tare mass of the container. | | | | | | | | | | |
| Container No. BCDE8765434 Container Size 20Ft Cargo Type GEN T | | | | | | | | | | |
| CSC Plate Max. Wt. Limit 12000.0 KGs v | Cargo Wt. (Total of cargo, packing, 8000.0 KGs T Tare Wt. dunnage) | 4000.0 KGs v | | | | | | | | |
| VGMKGS • | | | | | | | | | | |
| Weighbridge Details | | | | | | | | | | |
| Weighbridge Reg. No. 1234 | Address India Address Line 2 | Address Line 3 | | | | | | | | |
| Weighbridge Slip No. 4321 | Date & Time of Weighing dd-mm-yyyy hh:mm | | | | | | | | | |
| Attachment Details | | | | | | | | | | |
| Attachment | Upload | | | | | | | | | |
| | EDIT COPY SUBMIT DOWNLOAD - BACK | | | | | | | | | |

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

| VGM Evalution Meth | VGM Evalution Method VGM Evalution Method VGM Evaluation Method V | | | | | | | | | | | |
|--|--|--|------------------|------------------------------|----------------|--|--|--|--|--|--|--|
| Method 2: For some | 2: For some uniform or packaged cargo, the known weight of cargo packages/ pallets, etc. and securing material is added to the tare mass of the container. | | | | | | | | | | | |
| Container No. | BCDE8765434 | Container Size 20Ft | | Cargo Type | GEN V | | | | | | | |
| CSC Plate Max. Wt. Limit | 12000.0 KGs | Cargo Wt. (Total of cargo, packing, dunnage) | 8000.0 KGs | Tare Wt. | 4000.0 KGs • | | | | | | | |
| VGM | 12000.0 KGs | v | | | | | | | | | | |
| Weighbridge Detai | Weighbridge Details | | | | | | | | | | | |
| Weighbridge Reg. No. | 1234 | Address | India | Address Line 2 | Address Line 3 | | | | | | | |
| Weighbridge Slip No. | 4321 | Date & Time of Weighing | dd-mm-yyyy hh:mm | m | | | | | | | | |
| Attachment Details | i | | | | | | | | | | | |
| Attachment | | Upload | | | Delete | | | | | | | |
| Weight Declaration | | • Choose | file Desert.jpg | | × | | | | | | | |
| Add Attachment | | | | | | | | | | | | |
| | | SAV | ВАСК | | | | | | | | | |

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.

| | Home | Requests + | Invoices + | Payments + | Documents - | Form 13 👻 | Reports | - | VGM 👻 | | | Mr. Adn DEMO CH | nin CHA1 | | ٥ |
|---------------|---------------|------------|------------|------------------------|-------------|----------------------|------------------|-------|-----------------|-------------|---------|--------------------|------------|-----------------|---------------|
| Search | eVGM Re | quest | | | Re | sults For: Request [| Date: 10-06-2016 | To 17 | -06-2016 Status | s: Verified | Booking | Number | | Q | More |
| Q View | 🖋 Edit | 쉽 Copy | | | | | | | | | | | | NEW | |
| 0 | Shipping Line | | φ | Booking No. | • Co | ntainer No. 🌼 | VGM | 0 | UOM 0 | Location | • | Status | ۰. | History | • |
| | | | | | | | | | | | | | | | |
| | Demo Liner | | | B7 | A | 3CD1234566 | 9 | | KG | NHAVA SHE | EVA | VERIFIED | | View Histor | y |
| | KLine | | | 12345 | A | 3CD1876752 | 23000 | | MT | NHAVA SHE | EVA | VERIFIED | | View Histor | v |
| | Demo Liner | | | DEMO123 | AV | /CD4567857 | 3300 | | KG | NHAVA SHE | EVA | VERIFIED | | View Histor | v |
| | Demo Liner | | | BOOK1234 | C) | AMU1234067 | 7300 | | KG | NHAVA SHE | EVA | VERIFIED | | View Histor | v |
| | Demo Liner | | | BOOK12345 | CI | WAU2121315 | 2000 | | KG | NHAVA SHE | EVA | VERIFIED | | View Histor | γ |
| | KLine | | | 08765 | B | CDE8765434 | 12000 | | KG | NHAVA SHE | EVA | VERIFIED | | View Histor | y |
| Previous 1 | 1 Next | | Showi | ng 1 to 6 of 6 entries | | | | | | | | | Сору | CSV | Print |
| | | | | | | | | | | | | © Cop | yright E&A | 2015 . All Rigl | ats Reserved. |



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.

| Container Details | | | | |
|---|-----------------|---|----------------|----------------|
| VGM Evalution Method Method 1: The packed container is weighed after the end of the stuffing operation using calibrated and certified equipment. | | | | |
| Method 2: For some uniform or packaged cargo, the known weight of cargo packages/ pallets, etc. and securing material is added to the tare mass of the container. | | | | |
| Container No. | BCDE8765434 | Container Size 20Ft | Cargo Type | GEN . |
| CSC Plate Max. Wt. Limi | t 12000.0 KGs v | Cargo Wt. (Total of cargo, packing, 8000.0 dunnage) | KGs Tare Wt. | 4000.0 KGs • |
| VGM | 12000.0 KGs V | | | |
| Weighbridge Details | | | | |
| Weighbridge Reg. No. | 1234 | Address India | Address Line 2 | Address Line 3 |
| Weighbridge Slip No. | 4321 | Date & Time of Weighing dd-mm-yyyy hh:mr | ☐ # | |
| Attachment Details | | | | |
| Attachment | | Upload | | |
| EDIT COPY SUBMIT DOWNLOAD - BACK | | | | |

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.