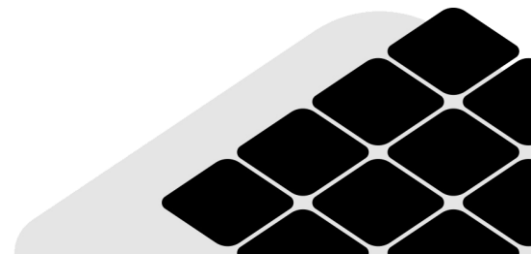




E2OPEN®

eVGM Quick Reference User Guide

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Submitting a New eVGM

VGM is a relatively new amendment to the International Maritime Organization (IMO) Safety of Life at Sea (SOLAS) regulations governing global ocean vessels requiring carriers to have a Verified Gross Mass (VGM) submitted to them by shippers before a container may be loaded onto the vessel. INTTRA's VGM compliance solution, makes it easier for businesses to comply with the IMO regulation and electronically submit VGM documentation to any shipping line.

To submit a new eVGM:

1. From the **Document** menu, choose **Create New** under **eVGM**.
The **Create eVGM** page is displayed.

The screenshot shows the 'eVGM Submitter: TESTqaCARRIER EDIF' interface. At the top right, there is a dropdown menu for 'Acting as:' with 'Responsible Party' selected. Below this is the 'Step 1: Enter Parties' section. It contains three main input fields: 'Carrier' (a dropdown menu with 'Select One' selected), '*Responsible Party' (a text box with 'Enter Name...' and a 'Lookup' button), and 'Authorized Party' (a text box with 'Enter Name...' and a 'Lookup' button). There are also 'Add Party Details' buttons for each of the latter two fields. A legend indicates that an asterisk (*) denotes a required field. At the bottom left, there is a collapsed section for 'Additional Parties'.

Enter the VGM details as described below.

2. Select your role from the **Acting As** drop-down list (located at the top right corner of the page).
 - **Responsible Party**: The Responsible Party is typically the Shipper named in the Bill of Lading, and is ultimately responsible for submitting VGM to the Carrier.
 - **Authorized Party**: The Authorized Party is typically a Freight Forwarder who is authorized to approve VGM transactions on behalf of the Responsible Party.
3. In the **Step 1: Parties** section:
 - a. Select **Carrier** from the drop-down list.
 - b. Enter **Responsible Party**. The **Responsible Party** is typically the Shipper named in the Bill of Lading.
 - Enter **Authorized Party**: This text box is enabled only if you had selected your role as Authorized Party, as mentioned above.
 - c. Click the **Lookup** menu and then choose **My Role**. If you wish you can instead choose **My Partners** and select the partner from the window displayed.

- d. Click the **Clear** link if you wish to remove any entry from the Responsible Party field.

4. In the **Step 2: Container Details** section:

The screenshot shows a web form titled "Step 2: Enter Container Details". At the top right, there is a link "Copy VGM details from spreadsheet". The form is divided into several sections:

- 1. *Container Number:** Includes a dropdown for "Carrier Supplied" and a text input for "Enter Number...".
- Container Type:** A dropdown menu with "Select One" as the current selection.
- *Carrier Shipment Reference:** Includes a dropdown for "Booking #" and a text input for "Enter Reference...".
- *Verified Gross Mass:** Includes a text input for "Enter Weight..." and a dropdown for "Kgs".
- Weight Determination Date/Time:** A text input with a date/time format "dd-mm-yy hh:mm".
- Buttons:** A blue "+ Add Container Details" button and an "Actions:" section with a list box containing "1" and three icons: a plus sign (+), a trash can, and a minus sign (-).

- a. Indicate whether the **Container** is **Carrier** or **Shipper** supplied, and then enter a valid **Container Number**.
 - b. Choose **Container Type** from the drop-down list.
 - c. Indicate whether the **Carrier Shipment Reference Type** is a **Booking Number** or **Bill of Lading Number**.
 - d. Then enter the **Reference Number**.
 - e. Enter the **Verified Gross Mass Weight** and choose corresponding metric unit from the list.
 - f. Enter the **Date/Time of Weight Determination**.
 - g. Click the **Add Container Details** button to add more container details, if necessary.
 - h. Use the **Action** buttons to manage additional containers.
 - i. Click the **+** icon to add a blank transaction, to which you can enter data manually.
 - ii. Click the **-** icon to delete the added transaction.
 - iii. Click the **Copy Transaction** (📄) icon to copy the existing transaction to create new one.
 - i. Click the **Copy VGM Details from Spreadsheet** link to upload multiple containers at once.
5. In the **Step 3: Enter Approval and Notifications** section:
- a. Enter **Approval Signature** in upper case.
 - b. Enter **Approval Date/Time**.
 - c. Enter **Partner Emails** to be notified.
6. Click **Continue to Review** to review VGM details before submission.
- Click **Submit eVGM** to submit without review.

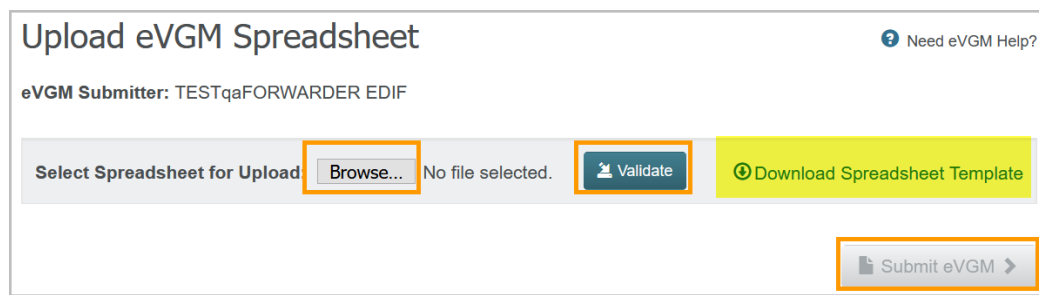
- The **eVGM Submitted** page is displayed, announcing the successful submission.

Uploading eVGM in Bulk using Spreadsheets

This process enables users to upload eVGM in bulk using spreadsheets. Download the template, fill it with relevant data and upload as described below.

To upload eVGM spreadsheet:

1. From the **Document** menu, choose **Spreadsheet Upload**.
The **Upload eVGM Spreadsheet** page is displayed.



2. Click the **Download Spreadsheet Template** link to download the eVGM template file.
 - a. Open the template file using Excel and enter the container details, one per row.
Enter all the mandatory columns that are marked using a red asterisk.
 - b. Once done, save the file.
3. Click the **Browse** button to select the newly created Excel file to upload.
4. Click **Validate** to validate the data in the file.
 - In case of validation errors, a list of errors along with relevant error description is displayed. Note the error description, and make appropriate changes to the file.
 - Save the file and attempt to upload and validate once again.
 - If the data is validated, the **Submit eVGM** button is enabled.
5. Click **Submit eVGM** button to submit the VGM details.

Using My eVGMs

You can look for recent eVGMs using the **My eVGM** option. The eVGM Workspace page displays the count and current status of the listed eVGMs. In addition, you can perform other actions on the selected eVGMs.

Using My eVGMS:

1. From the **Document** menu, choose **My eVGM**.
The **eVGM Workspace** page is displayed.

eVGM Workspace

Show eVGMS within **Last 7 days** Note: Results include eVGMS created by any user in your company.

Summary of activities within the last 7 days

eVGM Status				
Awaiting Approval	Submitted to Carrier	Carrier Acknowledged	Carrier Accepted	Carrier Rejected
0	0	2	0	0

Filter by **None** Clear Filter

View Amend Cancel New Export Restore Defaults Show/Hide Columns

Show **10** Rows Filter Results: Enter Filter Value...

	Creation Date (GMT)	INTTRA eVGM ID	Container Number	Transaction State	Status	Verified Gross Mass	INTTRA Company ID	Co
<input checked="" type="checkbox"/>	22-Dec-2020 07:24:19	19938499	ABCD1231232	Original	Carrier Acknowledged	10000 Kgs	802442	TE
<input type="checkbox"/>	22-Dec-2020 06:19:49	19937699	ABCD1231231	Original	Carrier Acknowledged	20000 Kgs	802442	TE

2. Use the **Show eVGMS within** drop-down list to specify the time period for which you wish to view the eVGMS.
The time period can range from the **Last 24 hours** till **Last 14 days**.
The **eVGM Status** table displays the count and status of the recent eVGMS.
3. You may apply a suitable filter using the **Filter by** list to narrow your results.
 - o Click **Clear Filter** to cancel the applied filter.
4. Click the **INTTRA eVGM ID** hyperlink if you wish to view the eVGM details.
5. Select the eVGM you wish to process using the check box.
Note that the following 3 buttons are enabled only when you select a record. Click the:
 - o **View** button to view the eVGM details
 - o **Amend** button to modify the submitted eVGM details
 - o **Cancel** button to cancel the submitted eVGM
6. Click the:
 - o **New** button if you wish to create and submit a new eVGM
 - o **Export** button if you wish to export the list of eVGMS in Excel format

Searching for eVGMS

You can search for submitted eVGMS and verify their present status using the eVGM search option. The **eVGM Search** page has functionalities similar to the **eVGM Workspace** page described above, and can be used to perform similar actions.

To search for eVGMS:

1. From the **Document** menu, choose **Search**.
 - The **eVGM Search** page is displayed.
 - You can search for the eVGMS using the **eVGM ID** or one of the reference numbers such as **Bill of Lading, Carrier Booking, Container number**, among others.
 - i. Click **Show eVGM**.
 - Instead you may also search using one of the other available criteria such as **eVGM Date Range, Shipper Name, Carrier Name**, among others.
 - i. Click **Search**.
 - The eVGMS that match the specified criteria are displayed.
 - You may apply appropriate filter using the **Filter by** list to narrow your search results.
 - You can also select a record and perform the **View, Amend, Cancel, New** and **Export** actions, as described above.