

## VGM Submission

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# 1) How to create an account?

- a) Enter <https://hk.one-line.com/> to sign up.
- b) Read and agree to the Indemnity Agreement and press the **“Next”** button.

Membership Registration

Indemnity Agreement      Enter Information      Review for Approval

IDs are granted to the companies listed on a Bill of Lading. To request an ID and Password, please do the following:  
**Step 1.** Read the following on-line “User Indemnity Agreement” and confirm by clicking “I have read, understood and agree to Indemnity Agreement” button.  
**Step 2.** When you accept the agreement, a registration form will appear. Fill out the required information and click the “Submit Request” button.

Please read this agreement carefully and confirm by clicking “I have read, understood and agree to the Indemnity Agreement” button.

**USER INDEMNITY AGREEMENT**

Agreement between ONE and the party specified on the registration form.

In consideration of ONE giving us a password (“Password”) to enable us to have access to certain confidential shipment information accessible and obtainable via ONE’s web site on the internet (“Information”), including but not limited to booking data, freight data, B/L data, and container tracking data with respect to our shipments with ONE, USER hereby agrees as follows:

1. USER shall keep our Password and all Information with respect to our shipments with ONE confidential, and not reveal them to any third party except our directors, officers and employees (and, as to Information with respect to particular shipment(s), except broker, forwarder, shipper, consignee and/or notify party of such shipment(s)). We shall further ensure that such directors, officers, and employees keep our Password and all such Information confidential and not reveal them to any third party.

2. Should our Password and/or any Information with respect to our shipments with ONE be revealed except as permitted by the preceding paragraph, USER shall promptly notify ONE of such an occurrence and USER shall

I have read, understood and agree to the Indemnity Agreement

**Next**    Cancel

- c) Then enter information and press **“Next”** button and **“Confirm”** to save data.

Membership Registration

Indemnity Agreement      **Enter Information**      Review for Approval

Please enter all information in English. (Required field is indicated by \*)

**Company Information**

Company Name: Apple Co. Ltd

Country: HONG KONG  Centralized Office

Zip Code:

City: Hong Kong

Address: 24/F, Apple Road, Kowloon, NT

Company Type: Shipping Carrier

**User Information**

User ID: HAPPYAPPLE This ID is available.

Password: .....

Confirm password: .....

First Name: Apple

Last Name: Chan

Phone: 852 99999999

Fax: 852

E-mail: happyapple@appleco Ltd.com

Trade: Export

- d) All registration information will be shown in the review page of Approval. Please press **“OK”**. System will confirm User ID activation via email notification after verification process done by Administrator.

Membership Registration 

Membership Agreement	Enter Information	Review for Approval
<p><b>Company Information</b></p> <p>Company Name: Happy Co. Ltd.</p> <p>Country: HONG KONG</p> <p>Zip Code:</p> <p>City: Hong Kong</p> <p>Address: 22/F, Happy Building, 88 Happy Road, Kowloon, NT</p> <p>Company Type: Shipper or Consignee</p>		
<p><b>User Information</b></p> <p>User ID: HAPPY01</p> <p>First Name: Happy</p> <p>Last Name: Chan</p> <p>Phone: 852 852 99999999</p> <p>Fax: 852</p> <p>E-mail: happy1@happycohd.com</p> <p>Trade: Export</p> <p>Contact ONE Office: NYK LINE (H.K.) LTD., HONG KONG</p> <p>Recent BL No. (Maximum 5 BL):</p> <p>Comment:</p>		

**OK**

## 2) How to submit and edit VGM?

- a) Login to ONE's e-Commerce applications and go to part of **“VGM Input”**.
- b) **“VGM”=Method 1** and **“Cargo Weight”=Method 2**
  - i) For VGM submission by container no. Enter container no. and search. Update details of **Weight Type/ Unit/ Weight** and then save the data.

### VGM Input

Please click a row to input data and select first column checkbox to save data.

Container No.

Total: 1

Container No.	Booking No.	Weight Type	Unit	Weight	Tare Weight(KGS)	Max Payload(KGS)	
ASEX0075756	SHAT02386400	VGM	KGS		3,990.000	22,500.000	

- ii) For VGM submission **by container no.** Enter container no. and search. Update details of **Weight Type/ Unit/ Weight** and then save the data.

**VGM Input**

Please click a row to input data and select first column checkbox to save data.

Booking No.

**Search** Total : 2

Container No.	Booking No.	Weight Type	Unit	Weight	Tare Weight(KGS)	Max Payload(KGS)	
ASEX0075674	SHAT02386400	VGM	KGS		3,990.000	22,500.000	
ASEX0075756	SHAT02386400	VGM	KGS		3,990.000	22,500.000	

**Download** **Upload** **Save**

- iii) For Mass Upload VGM, please press **“Download”** button to get the excel file. Please input the Container No./ Booking No./ Weight Type/ Weight/ Unit/ Signatory/ Reference ID. Then click the **“Upload”** button to save data.

A	B	C	D	E	F	G
Container No.	Booking No.	Weight Type (C or V)	Weight	Unit (KGS or LBS)	Signatory	Reference ID
ASEX0075756	SHAT02386400	C	8000	KGS		

### 3) How to check the container Tare Weight?

- a) Go to Outbound/ VGM/ Container Tare Weight Search.
- b) Please input the Container No. and press **“Search”** button. The Tare Weight shown on middle.

The screenshot displays the 'Container Tare Weight Search' page. On the left, a navigation menu is expanded to show 'VGM' options, including 'Container Tare Weight Search'. The main search area has a text input field for 'Container No.' containing 'ASEX0075756' and a 'Search' button. Below the search bar is a table with the following data:

Container No.	Tare Weight	Payload	Total
ASEX0075756	3,990.000	22,500.000	1

## 4) How to search VGM Info.?

a) Search the VGM Info by **Container No.**

**Outbound** ▾

Pre Check +

Booking +

Shipping Instruction +

AES/CAED Input +

**VGM** -

- VGM Input
- VGM Info. Search
- Container Tare Weight Search

BL Processing +

House BL Check

### VGM Info. Search

\* Container No. ▾

Search

Container No.	Booking No.	Via	Weight Type Code	Tare Weight (KGS)	Payload (KGS)	Declared VGM Weight	Declared Weight Un
ASEX0075756	SHAT02386400	NYD	VGM	3,990.000	22,500.000	NOT YET DECLARED	NO DEC

Total : 1

Please check history button for VGM Weights and VGM Weight Unit code details.  
Weights showing "NOT YET DECLARED" is stating that submitted VGM weights have not yet been announced to Port of Load Terminal by ONE. Weights will be shown once ONE has submitted our loading documents to the Terminal.

History

b) Search the VGM Info by **Booking No.**

Home Schedule Outbound Inbound Track & Trace Report Rate & Tariff e-Subscription **Service Provider**

**Outbound** ▾

Pre Check +

Booking +

Shipping Instruction +

AES/CAED Input +

**VGM** -

- VGM Input
- VGM Info. Search
- Container Tare Weight Search

BL Processing +

House BL Check

### VGM Info. Search

+ Booking No. ▾

**Search**

Container No.	Booking No.	Via	Weight Type Code	Tare Weight (KGS)	Payload (KGS)	Declared VGM Weight	Declared Weight Un
ASEX0075674	SHAT02386400	NYD	VGM	3,990.000	22,500.000	NOT YET DECLARED	NO DEC
ASEX0075756	SHAT02386400	NYD	VGM	3,990.000	22,500.000	NOT YET DECLARED	NO DEC

Total : 2

Please check history button for VGM Weights and VGM Weight Unit code details.  
 Weights showing 'NOT YET DECLARED' is stating that submitted VGM weights have not yet been announced to Port of Load Terminal by ONE. Weights will be shown once ONE has submitted our loading documents to the Terminal.

**History**

## 5) Our Contact

Should you have any enquiry for VGM submission, please feel free to call our Customer Service Hotlines for assistance.

**Customer Service Hotline:**

**Hong Kong booking office : (+852) 5808 6583**