Ocean Network Express (East Asia) Ltd.
22-23/F, Two Harbour Square,
180 Wai Yip Street, Kwun Tong,
Kowloon, Hong Kong

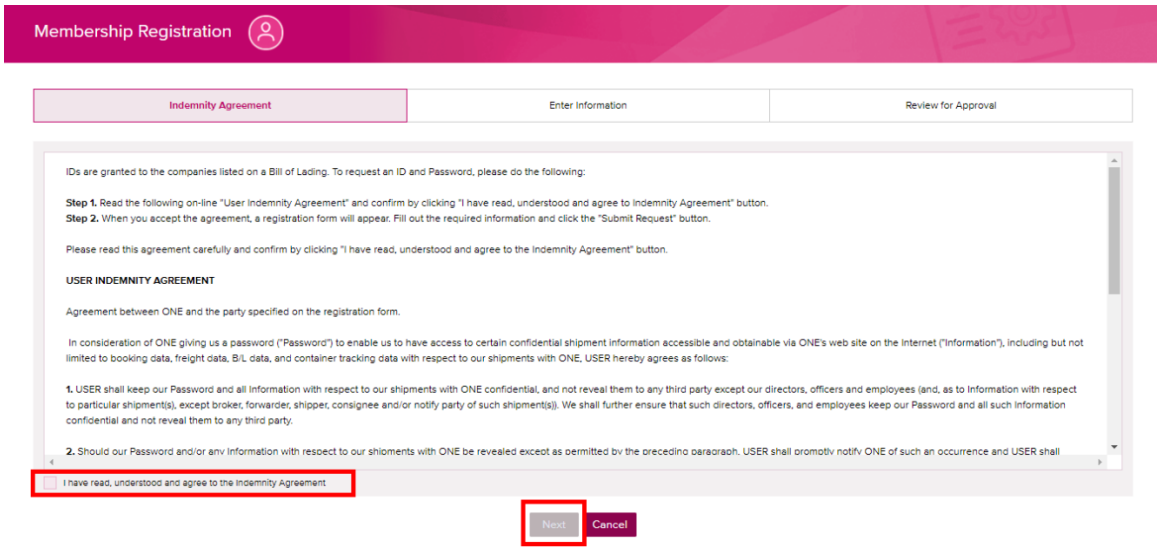
6 July 2021

Guideline for VGM Submission

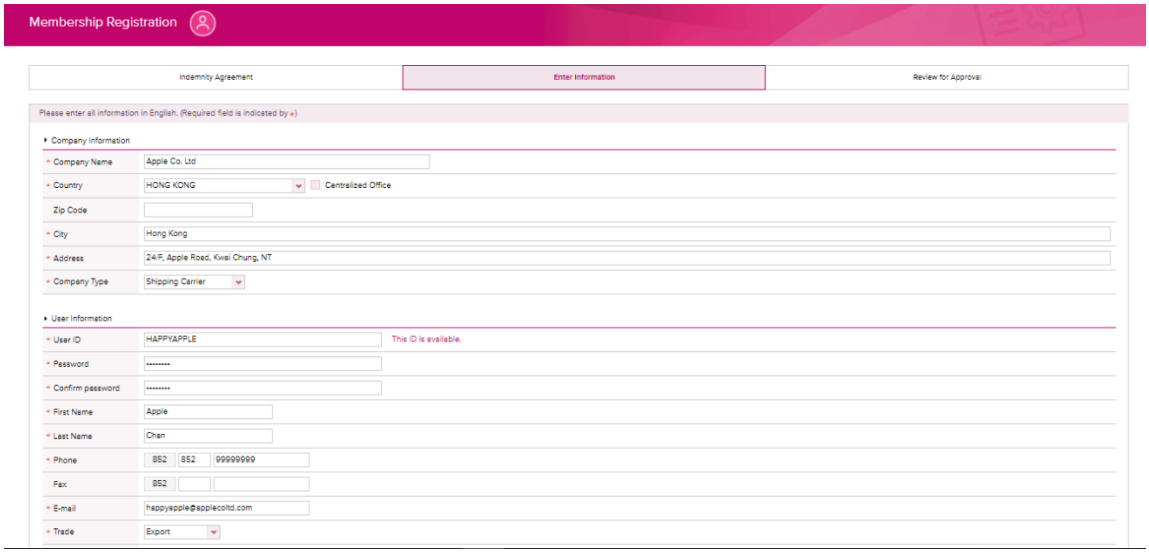
1) How to create an account?
如何注册账户?

a) Enter https://hk.one-line.com/ to sign up.
登陆网址：https://hk.one-line.com/

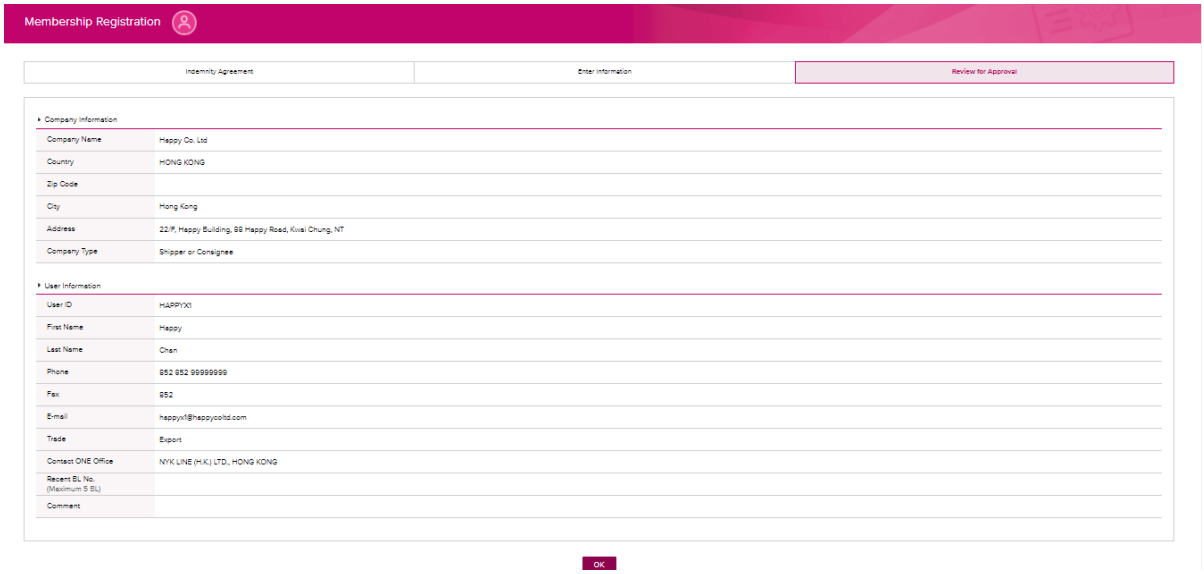
b) Read and agree to the Indemnity Agreement and press the “Next” button.
阅读以下注册协议，同意后按“NEXT”进行下一步



c) Then enter information and press “Next” button and “Confirm” to save data.
填写栏目所示信息，按“NEXT”+”Confirm”保存



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.
所有注册信息会在确认预览页显示。请检查无误后按 "OK" 确认。系统会将申请用户的账户 以邮件形式发给管理员进行查实并激活。



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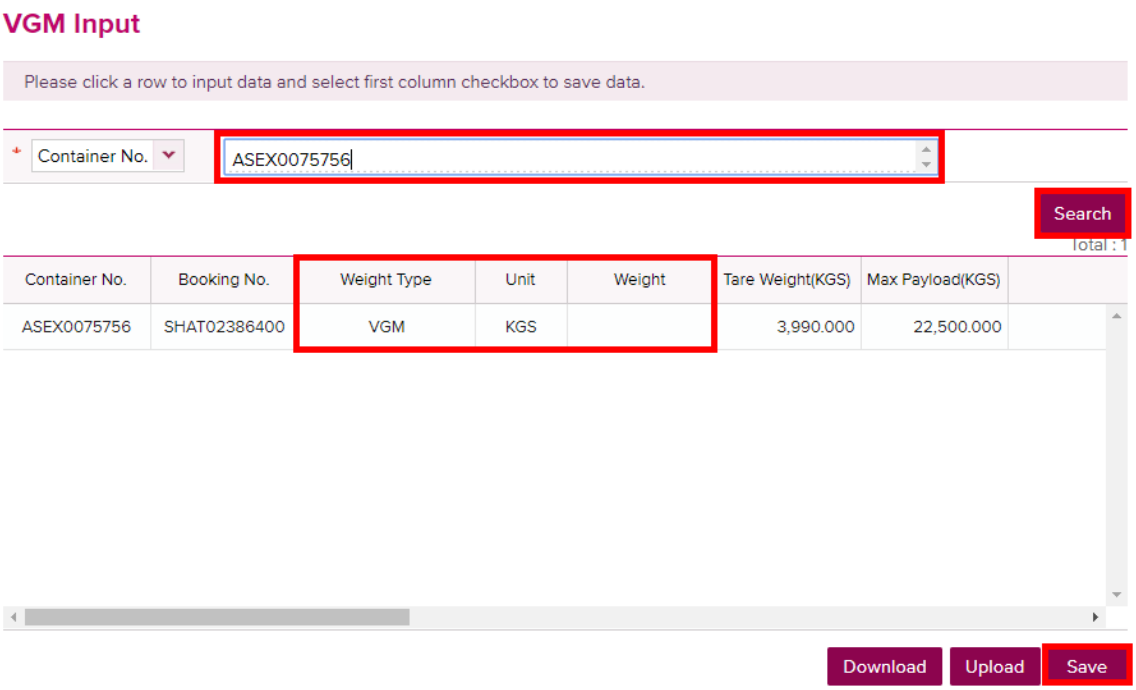
2) How to submit and edit VGM?
如何申报/重报 VGM?

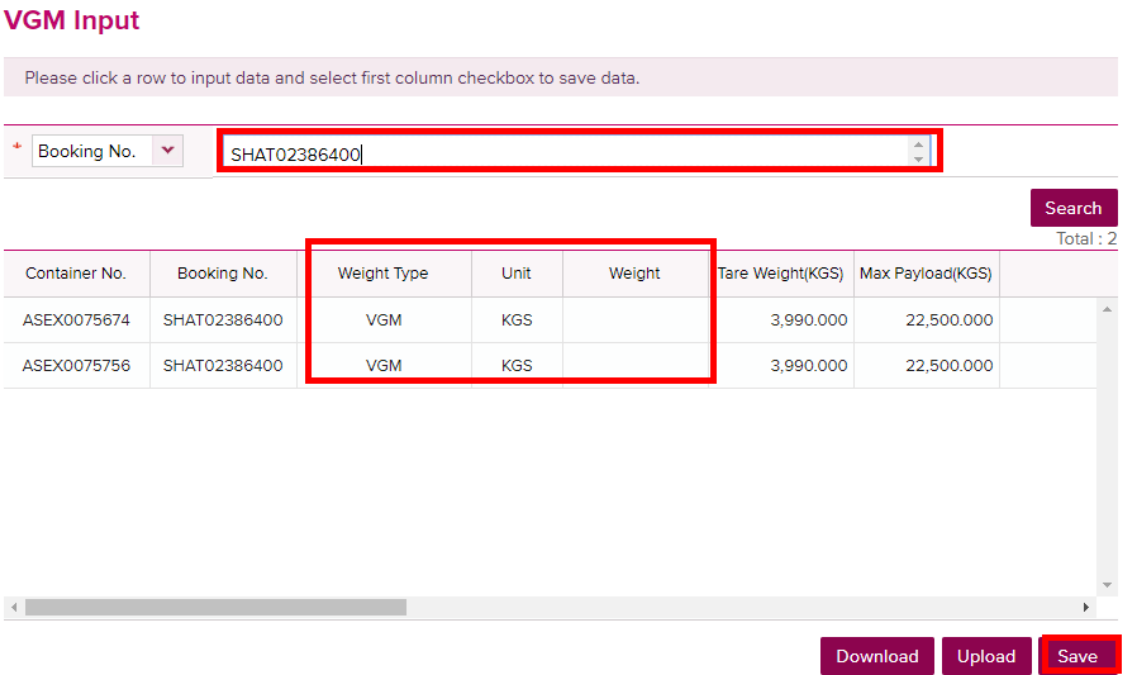
a) Login to ONE's e-Commerce applications and go to part of "VGM Input".
登陆 ONE 的 e-Commerce applications 版面，选择 "VGM input" 模块

b) "VGM"=Method 1 and "Cargo Weight"=Method 2
选择 "VGM"等同方法一；选择 "Cargo Weight" 等同方法二

i. For VGM submission by container no. Enter container no. and search. Update details of Weight Type/ Unit/ Weight and then save the data.
选择以"Container No " 柜号搜索， 并输入柜号申报 VGM。选择并填写 Weight Type/ Unit/ Weight 的相关信息并保存。



ii. For VGM submission by "Booking no." Enter booking no. and search. Update details of Weight Type/ Unit/ Weight and then save the data.
选择以 "Booking No." 单号搜索， 并输入单号申报 VGM。选择并填写 Weight Type/ Unit/ Weight 的相关信息并保存。



iii. For Mass Upload VGM, pleases 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.
若需要批量上传 VGM，请按 "Download"，随之会出现一个 excel 文档。请在此 excel 文档输入 Container No./ Booking No./ Weight Type/ Weight/ Unit/ Signatory/ Reference ID 并保存，随后点击 "Upload" 完成申报。

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		

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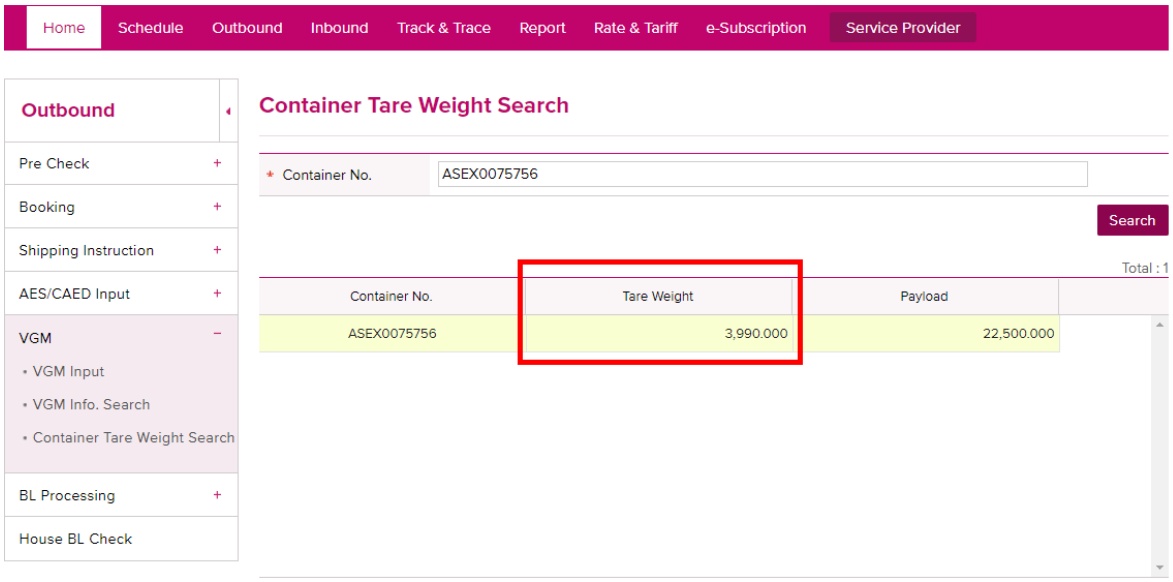
3) How to check the container Tare Weight?
如何查询货柜皮重?

a) Go to Outbound/ VGM/ Container Tare Weight Search.
如下图所示，选择界面 Outbound->VGM-> Container Tare Weight Search

b) Please input the Container No. and press “Search” button. The Tare Weight shown on middle.
请在 Container No 旁输入所查询的柜号，并按 “Search”，随之柜皮重会显示出来。



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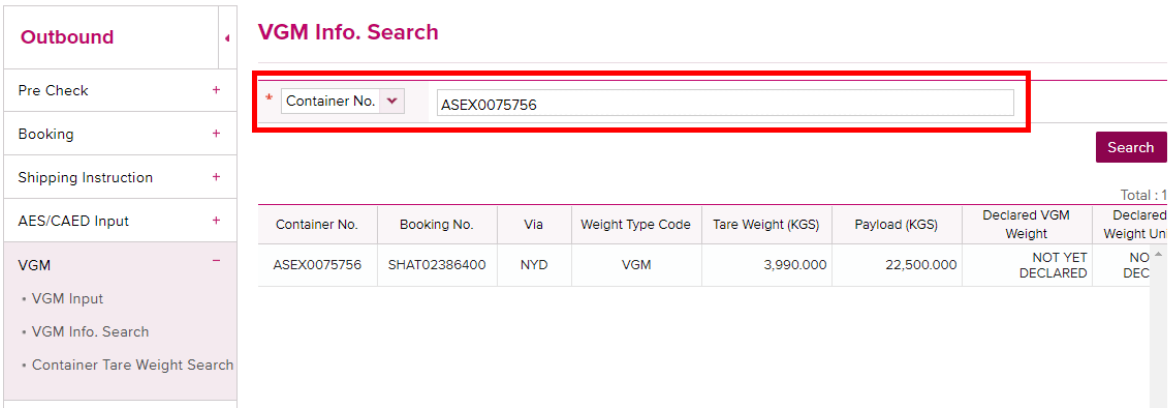
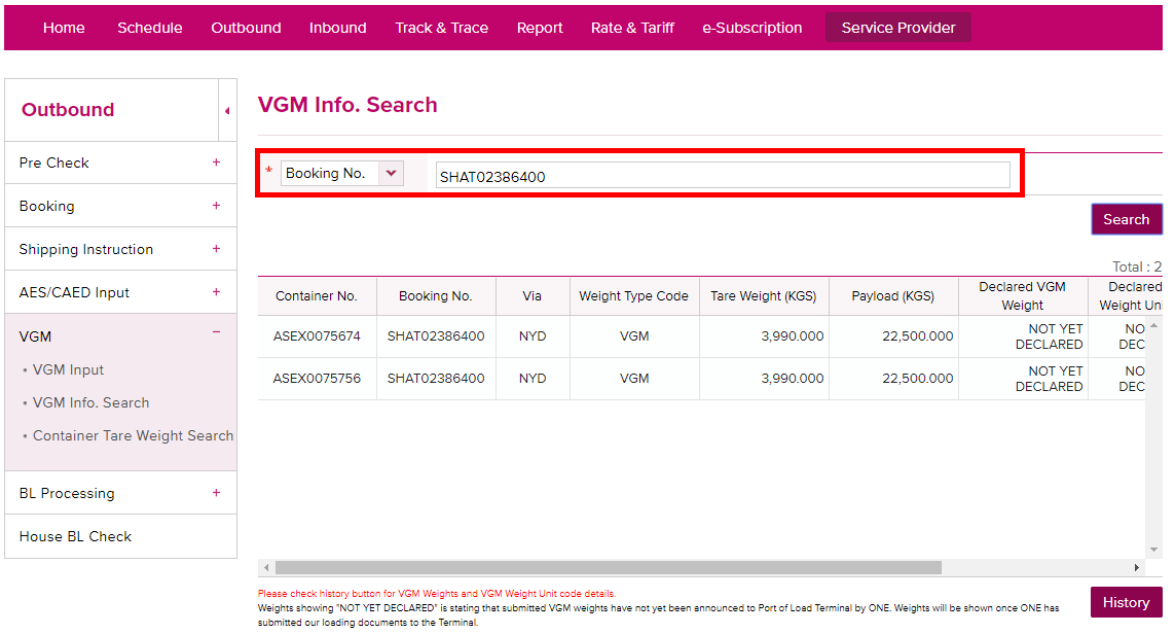
4) How to search VGM Info.?
如何搜索 VGM 信息?

a) Search the VGM Info by "Container No.".
进入以下 VGM Info Search 界面，选择 "Container No." 并输入柜号



b) Search the VGM Info by "Booking No.".
进入以下 VGM Info Search 界面，选择 "Booking No." 并输入单号



5) Our Contact
联系我们

Should you have any enquiry for VGM submission, please feel free to call our Customer Service Hotlines for assistance.
如 VGM 申报遇到任何疑问，请致电以下客服热线

Customer Service Hotline: (+852) 5808 6583
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