

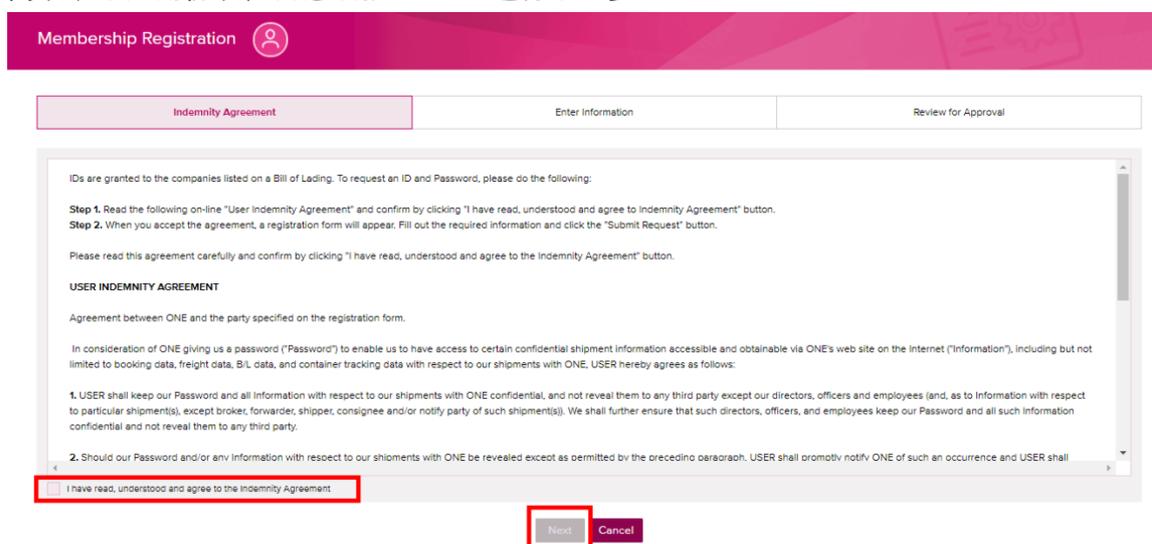
6 July 2021

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



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.

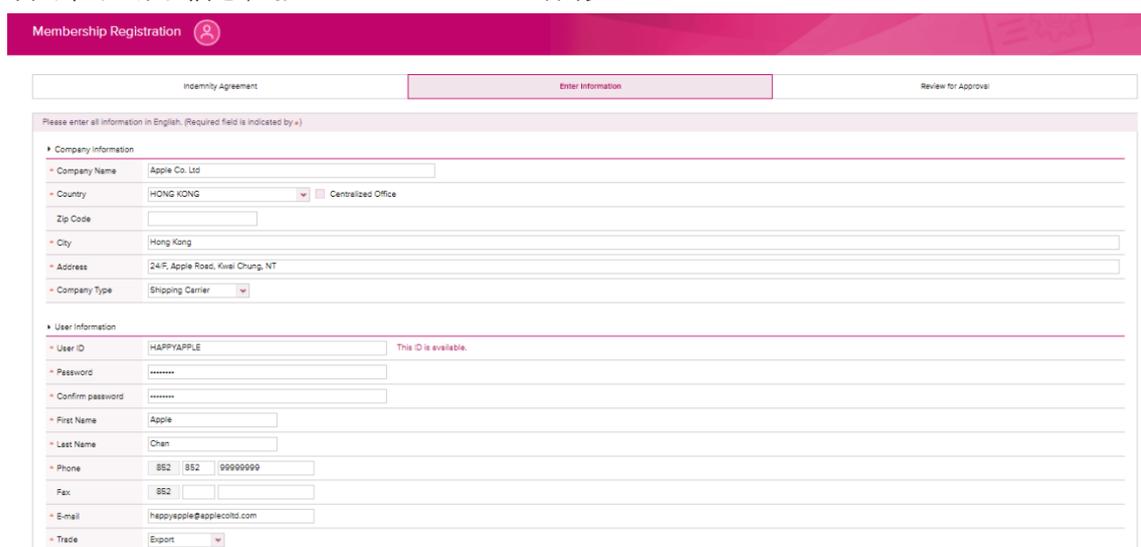
In consideration of ONE giving us a password (“Password”) to enable us to have access to certain confidential shipment information accessible and obtainable via ONE’s web site on the Internet (“Information”), including but not limited to booking data, freight data, B/L data, and container tracking data 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.
填写栏目所示信息, 按“NEXT”+“Confirm”保存



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, Kwai Chung, 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 | 852 | 99999999

Fax: 852 | _____

* E-mail: happyapple@applecoltd.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.

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。

Membership Registration 

Indemnity Agreement	Enter Information	Review for Approval																																
<p>• Company Information</p> <table border="1"> <tr><td>Company Name</td><td>Happy Co. Ltd</td></tr> <tr><td>Country</td><td>HONG KONG</td></tr> <tr><td>Zip Code</td><td></td></tr> <tr><td>City</td><td>Hong Kong</td></tr> <tr><td>Address</td><td>22/F, Happy Building, 88 Happy Road, Kowloon, NT</td></tr> <tr><td>Company Type</td><td>Shipper or Consignee</td></tr> </table> <p>• User Information</p> <table border="1"> <tr><td>User ID</td><td>HAPPY01</td></tr> <tr><td>First Name</td><td>Happy</td></tr> <tr><td>Last Name</td><td>Chen</td></tr> <tr><td>Phone</td><td>852 852 99999999</td></tr> <tr><td>Fax</td><td>852</td></tr> <tr><td>Email</td><td>happy@happyo1td.com</td></tr> <tr><td>Trade</td><td>Exports</td></tr> <tr><td>Contact ONE Office</td><td>NYK LINE (HK) LTD, HONG KONG</td></tr> <tr><td>Recent EL No. (Maximum 5 EL)</td><td></td></tr> <tr><td>Comment</td><td></td></tr> </table>			Company Name	Happy Co. Ltd	Country	HONG KONG	Zip Code		City	Hong Kong	Address	22/F, Happy Building, 88 Happy Road, Kowloon, NT	Company Type	Shipper or Consignee	User ID	HAPPY01	First Name	Happy	Last Name	Chen	Phone	852 852 99999999	Fax	852	Email	happy@happyo1td.com	Trade	Exports	Contact ONE Office	NYK LINE (HK) LTD, HONG KONG	Recent EL No. (Maximum 5 EL)		Comment	
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<input type="button" value="OK"/>																																		

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。

VGM Input

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

Container No. ▼

ASEX0075756 ▼

Search

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	

Download

Upload

Save

- 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。

VGM Input

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

Booking No. SHAT02386400

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.
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		

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。

The screenshot shows the ONE Ocean Network Express website interface. The top navigation bar includes Home, Schedule, Outbound, Inbound, Track & Trace, Report, Rate & Tariff, e-Subscription, and Service Provider. The left sidebar menu is expanded to show 'VGM' with sub-items: VGM Input, VGM Info. Search, and Container Tare Weight Search. The main content area is titled 'Container Tare Weight Search' and features a search form with a 'Container No.' field containing 'ASEX0075756' and a 'Search' button. Below the search form, a table displays the results. The table has columns for Container No., Tare Weight, and Payload. The 'Tare Weight' column is highlighted with a red box, showing a value of 3,990.000 for the container ASEX0075756. The table also shows a Payload of 22,500.000. A 'Total : 1' indicator is visible in the top right corner of the table area.

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

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

The screenshot shows the 'VGM Info. Search' interface. On the left is a navigation menu with 'VGM' selected. The main search area has a dropdown menu set to 'Container No.' and a text input field containing 'ASEX0075756'. A red box highlights this search criteria. Below the search bar is a 'Search' button. The results table shows one entry:

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

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

The screenshot shows the 'VGM Info. Search' interface with the search criteria changed to 'Booking No.' and 'SHAT02386400'. A red box highlights this search criteria. Below the search bar is a 'Search' button. The results table shows two entries:

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

At the bottom of the page, there is a 'History' button and a note: "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."

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

客户服务热线: (+852) 5808 6583