

# eVGM Quick Start Guide

Use to submit VGM for one or more containers. From the INTTRA portal (www.ship.inttra.com), click 'Document', and under 'eVGM', select the 'Create New' drop down option.

#### Create eVGM



- Begin the eVGM transaction by selecting the 'Acting as' from the drop down menu. Select either 'Responsible Party' or 'Authorized Party' depending on user role.
- 2. In Step 1, depending on the user role, the following fields are mandatory:
  - a. Carrier (refer to section on 'Carrier Selection' for details)
  - b. Responsible Party
  - c. Authorized Party (when 'Acting as' is 'Authorized Party')

**Note:** Click 'Add Party Details' to optionally add company address, contact information, name or type of certificate, and the certificate number.

- 3. In Step 2, the following fields are mandatory:
  - a. Container Number
  - b. Carrier Shipment Reference (enter either **Booking #** or **BL #**)
  - c. Verified Gross Mass

**Optional:** Click '**Add Container Details**' to add additional Weighing Details, References, and Seals.

**Tip:** If entering VGM information for multiple containers, use the '**Actions**' buttons to add or copy 1 or more container row(s).

- 4. In Step 3, the following fields are mandatory:
  - a. Approval Signature (you may provide the First or Last name or First and Last name. The information provided will be shown in all capital letters.)
  - b. Approval Date/Time

**Optional:** Enter up to 9 Partner Notification Emails to keep your partners informed. Keep 'Notify me' checked to receive email notifications regarding the status and update of this eVGM.

5. When the eVGM transaction is completed, click 'Submit eVGM' to submit the transaction. To review the transaction details prior to submitting, click the **'Continue to Review'** button.

## **Carrier Selection**

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Select One	Carrier A
Select One Delivered by EDI Carrier A Carrier B	Carrier A
Carrier C Carrier D Carrier E	*Carrier 3a
Carrier F Delivered by Email Carrier G Carrier H	Carrier H
Carrier I Carrier J Carrier K Other	Carrier Notification Emails     Enter Emails (maximum 2 allowed, separated by comma)
Carrier	3b Carrier 4
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	Carrier Name SCAC
Carrier G	Enter Carrier Name Enter Code
Carrier Notification Emails	Carrier Notification Emails
Enter Emails	Enter Emails
(maximum 2 allowed, separated by comma)	(maximum 2 allowed, separated by comma)

- 1. Carriers are listed into two categories: **'Delivered by EDI'** & **'Delivered by Email'**.
- INTTRA integrated Carriers will display under 'Delivered by EDI'. For these Carriers, VGM transactions will be delivered via EDI.
- Nonintegrated Carriers who are INTTRA registered will display under 'Delivered by Email'. For these Carriers, VGM transactions will be delivered via Email. When selected, the 'Carrier Notification Emails' field will be displayed:
  - a. If INTTRA does not have the selected Carrier's email address on file, then at least 1 email must be entered in the 'Carrier Notification Emails' field.
  - b. If INTTRA has the selected Carrier's email address on file, then up to 2 additional email addresses can be optionally provided in the 'Carrier Notification Emails' field.
- Select the 'Other' option if the preferred Carrier is not listed. 'Carrier Name' is required, 'SCAC' is optional, and at least 1 email must be entered in the 'Carrier Notification Emails' field.

### Copy VGM Details from Spreadsheet

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- Click the 'Copy VGM details from spreadsheet' link to easily copy data over from spreadsheet format into the Create eVGM form. After clicking the link, a window (containing an editable grid) will be opened up on top of the Create eVGM form.
- 2. You can change the 'VGM Unit of Measure' or select a 'Weight Determination Method'.
- Data can be copied from an offline spreadsheet and pasted into the editable grid. The grid supports pasting of data by cell, column, or multiple columns at one time. Data pasted into the grid can be edited in the event any corrections need to be made.
- 4. Once finished, click the '**Import Data**' button to import the spreadsheet data into the Create eVGM form.

#### **Spreadsheet Upload**





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- Click the 'Spreadsheet Upload' link under the main 'Document > eVGM' menu. This will take you to the 'Upload eVGM Spreadsheet' page.
- 2. Click the 'Download Spreadsheet Template' link to download a blank template you can use to enter your VGM data.
- 3. Open the spreadsheet template and enter in up to 99 VGM transactions. The following fields are mandatory:
  - a. Carrier (EDI integrated or Email)
  - b. Responsible Party
  - c. Carrier Booking Number
  - d. Container Number
  - e. Verified Gross Mass
  - f. UOM (Unit of Measure for VGM)
  - g. Approval Signature (enter your signature in capital letters)
  - h. Approval Date/Time
  - i. Carrier Email (conditionally required when selecting a non-EDI Carrier)
- Click 'Choose File' (Chrome) or 'Browse...' (Firefox, Internet Explorer) to select your spreadsheet template.
- 5. Click '**Open**' to upload your VGM data to the eVGM application.
- 6. Once loaded, click on the '**Validate**' button to validate your VGM data.
- If there are any validation errors, please fix the errors and re-upload the entire spreadsheet.
- When all of the data is validated successfully, the 'Submit eVGM' button will be enabled. Click this button to submit your VGM data.

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8	26-Jan-2016 20:09:22	100003	GSTU1234569	Original	Carrier Acknowledged		JOHN SMITH
	26 Jan 2016 17:34:20	100001	GSTU1234567	Original	Approved	20728.000 Kgs	JOHN SMITH
8	26-Jan-2016 07:12:13	100005	GSTU1234571	Amended	Carrier Acknowledged	20738.000 Kgs	JOHN SMITH
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8	26-Jan-2016 05:53:10	100004	GSTU1234570	Amended	Approved	20483.000 Kgs	JOHN SMITH
0	26-Dec-2015 11:38:20	100008	GSTU1234574	Amended	Awaiting Approval	20189.000 Kgs	JOHN SMITH
8	26-Dec-2015 11:38:20	100009	GSTU1234585	Original	Carrier Accepted	31543.000 Kgs	JOHN SMITH
0	26-Dec-2015 11 38 20	100009	GSTU1234586	Original	Carrier Accepted	31778.000 Kgs	JOHN SMITH
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- 1. Click on **'Document'** in the main menu and under **'eVGM'**, select the **'Search'** option.
- 2. Simple Search: Search for eVGM transactions using one of 5 key references: Container Number, Carrier Booking Number, Bill of Lading Number, INTTRA eVGM ID, or Submitter's eVGM Reference
- 3. Advanced Search: Search for eVGM transactions using advanced search criteria options including:
  - a. Date Range (by Creation Date, Approval Date, or Weight Determination Date)
  - b. eVGM Status
  - c. Reference
  - d. Carrier
  - e. Approval Signature
  - f. Shipper

**Tip:** Click the '**Modify Search Criteria**' link to expand/collapse the search criteria section and modify your search.

- Select a 'Filter by' option to filter down your result set by 'Container Number', 'Transaction State', 'Status', or 'Carrier'.
- 5. Select an individual eVGM transaction row and click the 'View' button to view the details of the transaction. The INTTRA eVGM ID can also be clicked to view the transaction. Click the 'Amend' button to amend the selected eVGM. Click the 'Cancel' button to cancel the selected eVGM. Click the 'New' button to create a new eVGM transaction. Click the 'Export' button to download the eVGM list into Excel.
- If more than one eVGM transaction matches the search criteria, the results will be displayed below. If only a single eVGM transaction is found, the details of the transaction will be displayed on the 'View' screen.

#### eVGM Workspace

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8	Creation Date (GMT) -	INTTRA eVGM ID	Container Number	Transaction State	Status	Verified Gross Mass	Approval Signatu	ire (
8	26-Jan-2016 22:33:01	100002	GSTU1234568	Canceled	Awaiting Approval	20647.000 Kgs	JOHN SMITH	
U.	26-Jan-2016 20:09:22	100003	GSTU1234569	Original	Carrier Acknowledged	20937.000 Kgs	JOHN SMITH	
8	26-Jan-2016 17:34:20	100001	GSTU1234567	Original	Approved	20728.000 Kgs	JOHN SMITH	
0	26-Jan-2016 07:12:13	100005	GSTU1234571	Amended	Carrier Acknowledged	20738.000 Kgs	JOHN SMITH	
8	26-Jan-2016 07:12:13	100006	GSTU1234572	Canceled	Carrier Acknowledged	20638.000 Kgs	JOHN SMITH	
U.	26-Jan-2016 05:53:10	100004	GSTU1234570	Amended	Approved	20483.000 Kgs	JOHN SMITH	
8	26-Dec-2015 11 38 20	100008	GSTU1234574	Amended	Anaiting Approval	20189.000 Kgs	JOHN SMITH	
U.	26-Dec-2015 11:38:20	100009	GSTU1234585	Original	Carrier Accepted	31543.000 Kgs	JOHN SMITH	
8	26-Dec-2015 11:38:20	100009	GSTU1234586	Original	Carrier Accepted	31778.000 Kgs	JOHN SMITH	
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 Click on 'Document' in the main menu and under 'eVGM', select the 'My eVGMs' option.

**Note:** Results include eVGMs created by any user in your company.

- 2. Use the '**Show eVGMs within**' dropdown to change the timeframe of the results shown. The default value is 'Last 7 days'.
- 3. Click on one of the 'eVGM Status' values to filter the result set by the corresponding status.
- Select a 'Filter by' option to filter down your result set by 'Container Number', 'Transaction State', 'Status', or 'Carrier'.
- 5. The eVGM transactions that match the selected timeframe and filters will be displayed in the table below. Select an individual eVGM transaction row and click the 'View' button to view the details of the transaction. The INTTRA eVGM ID can also be clicked to view the transaction. Click the 'Amend' button to amend the selected eVGM. Click the 'Cancel' button to cancel the selected eVGM. Click the 'New' button to create a new eVGM transaction. Click the 'Export' button to download the eVGM list into Excel.

### **Booking Number Validation (Carrier-Specific Feature)**

		Container Type		*Carrier Shipm	ent Refe	Validating E	No.	
Carrier Supplied    Enter Num		Select One		Booking #		839384738	0	Ð
Verified Gross Mass		Weight Determination Date/Time						
Enter Weight	Kgs •	dd-mmm-yyyy		+ Add Containe	or Delaits			
Actions:								
1. *Container Number		Container Type		*Carrier Shipm	ent Refe	The Carrier Book validated ag		
Carrier Supplied	ber	Select One		Booking #		229283338	2	1
Verified Gross Mass		Weight Determination Date/Time					- 7	
Enter Weight	Kas •	dd-mmm-yyyy		+ Add Containe	r Dotails			
Actions:								
1					against	rier Booking Numb the last 90 days o that the number #	INTTRA dat	a Please
1     +     D       * Additional Parties       tep 2: Enter Container Details		Container Type		*Carrier Shipmen	against check	the last 90 days o	rin TTRA dat ras entered o	a. Please orrectly,
1     +     D       * Additional Parties       tep 2: Enter Container Details		Container Type . Beier One		*Carrier Shipmer Booking #	against check You a	the last 90 days o that the number w	riNTTRA dat ras entered o	a. Please orrectly,
3  Additional Parties tep 2: Enter Container Details 1. Container Number Camer Supplet Enter Numb	H.		•]	100000000000000000000000000000000000000	against check You a	the last 90 days o that the number w re still permitted t	r INTTRA dat vas entered o o submit this	a Please orrecity, eVGM.
3  Additional Parties tep 2: Enter Container Details 1.*Container Number Contrainer Number *Verlied Gross Mass	10L.	Select One		100000000000000000000000000000000000000	against check You er	the last 90 days o that the number w re still permitted t	r INTTRA dat vas entered o o submit this	a Please orrecity, eVGM.

- When 'Carrier Shipment Reference' is set to 'Booking #', the booking number value will be automatically validated against INTTRA data upon exiting or tabbing out of the field. An animated 'processing' icon will display inside the field during the validation process.
- Upon successful validation, the 'processing' icon will change to a checkmark and a tooltip message will indicate the following: 'The Carrier Booking Number has been validated against INTTRA data.'
- If INTTRA is unable to validate the booking number against INTTRA data, the icon will change to a warning symbol and a tooltip message will indicate the following: "The Carrier Booking Number can not be validated against INTTRA data. Please check that the number was entered correctly. You are still permitted to submit this eVGM."

As the tooltip indicates, you will still be permitted to submit an eVGM containing a booking number that cannot be validated against INTTRA's database.

**Note:** This feature is currently NOT available for all carriers. It is activated based on specific carrier selection via the '**Carrier**' dropdown list.