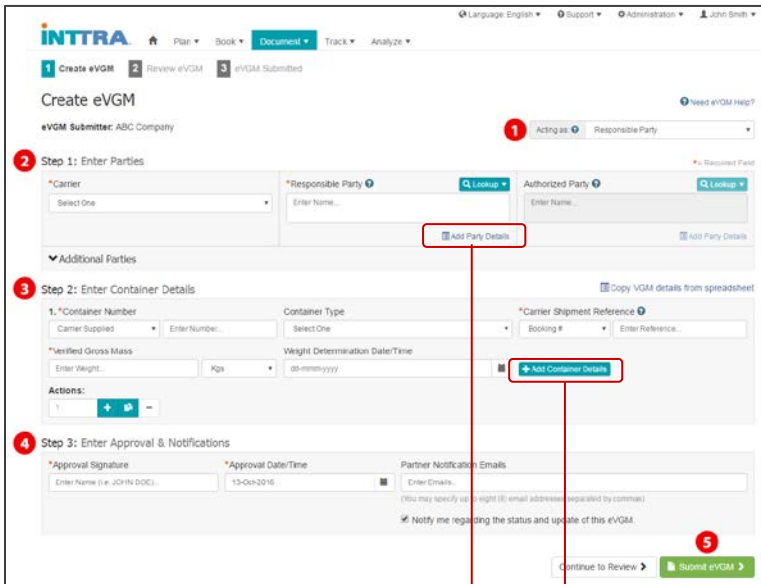


## eVGM Quick Start Guide

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



1. 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

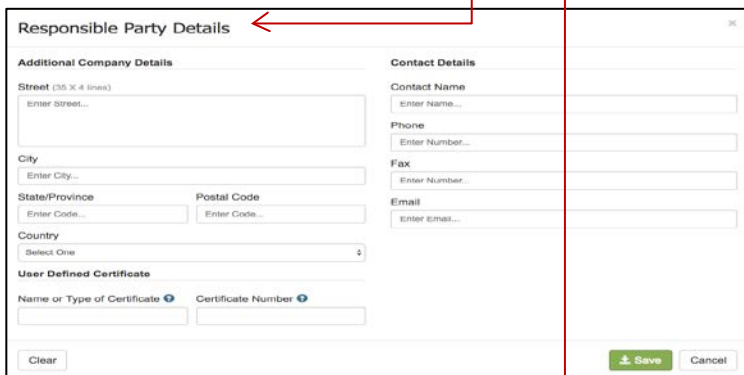
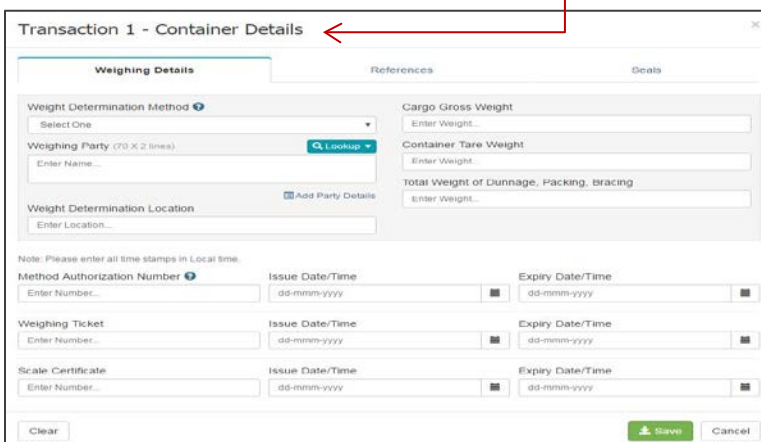
**Optional:** Click 'Add Container Details' to add additional Weighing Details, References, and Seals.

**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

The screenshots illustrate the carrier selection process:

- 1:** A dropdown menu showing a list of carriers categorized into 'Delivered by EDI' (Carrier A-F) and 'Delivered by Email' (Carrier G-K, Other).
- 2:** 'Carrier A' is selected in the dropdown.
- 3a:** 'Carrier H' is selected, and the 'Carrier Notification Emails' field is visible.
- 3b:** 'Carrier G' is selected, and the 'Carrier Notification Emails' field is visible.
- 4:** 'Other' is selected, and the 'Carrier Name' and 'SCAC' fields are visible.

1. Carriers are listed into two categories: **'Delivered by EDI'** & **'Delivered by Email'**.
2. INTTRA integrated Carriers will display under **'Delivered by EDI'**. For these Carriers, VGM transactions will be delivered via EDI.
3. 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.
4. 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

The screenshot shows the 'Create eVGM' form in the INTRA system. It is divided into three steps:

- Step 1: Enter Parties** - Includes fields for Carrier, Responsible Party, and Authorized Party.
- Step 2: Enter Container Details** - Includes fields for Container Number, Container Type, Carrier Shipment Reference, Verified Gross Mass, and Weight Determination Date/Time. A red box highlights the link 'Copy VGM details from spreadsheet'.
- Step 3: Enter Approval & Notifications** - Includes fields for Approval Signature, Approval Date/Time, and Partner Notification Emails.

Buttons at the bottom include 'Continue to Review' and 'Submit eVGM'.

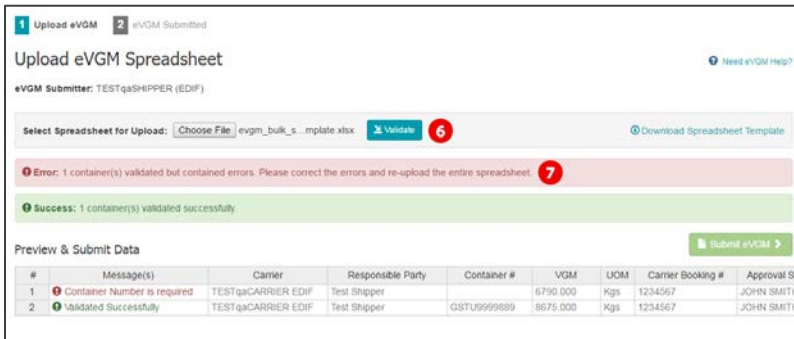
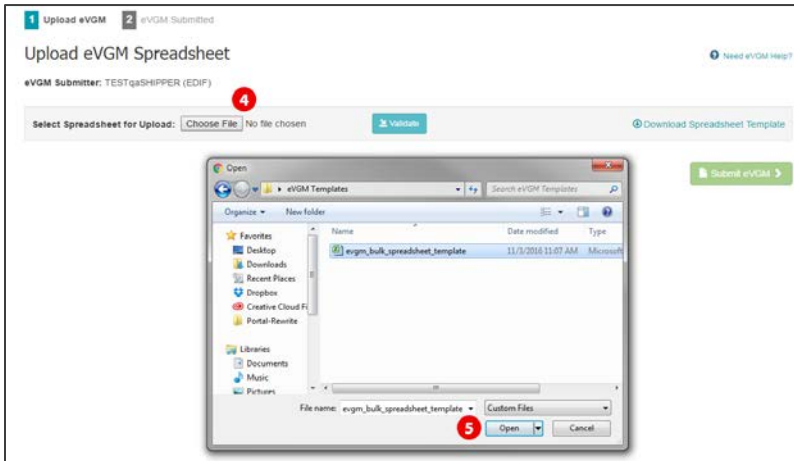
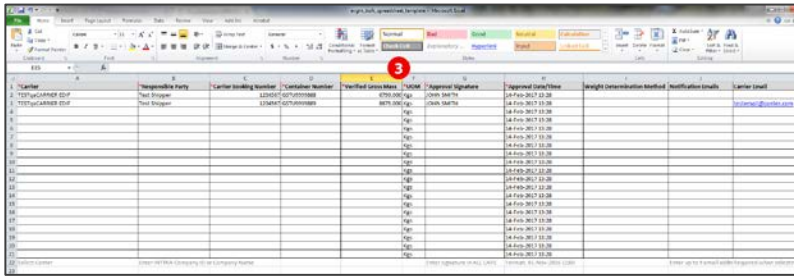
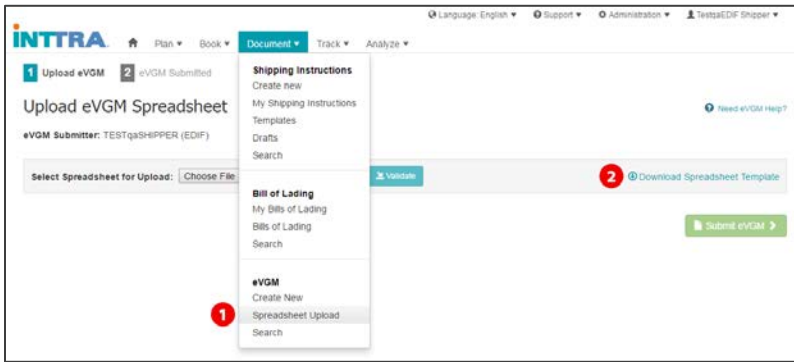
1. Click the '**Copy VGM details from spreadsheet**' link to easily copy data over from spreadsheet format into the Create eVGM form. After clicking the link, a window (containing an editable grid) will be opened up on top of the Create eVGM form.
2. You can change the '**VGM Unit of Measure**' or select a '**Weight Determination Method**'.
3. 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.

The screenshot shows the 'Copy VGM Details' dialog window. It includes the following elements:

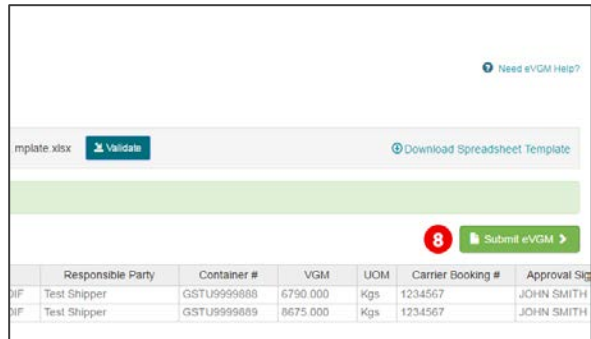
- Instructions** section.
- VGM Unit of Measure** dropdown menu (set to 'Kgs').
- Weight Determination Method** dropdown menu (set to 'Select One').
- A table with the following data:
 

	*Container Number	*Verified Gross Mass	*Carrier Booking Number
1	ABCD1234567	30298	123456789
2	ABCD983748	34523	123456789
3	ABCD3355234	43455	123456789
4	ABCD1282939	29767	123456789
5	ABCD8765384	34233	123456789
6	ABCD1112933	25765	123456789
7	ABCD8843543	22897	123456789
8	ABCD996654	29677	123456789
9	ABCD0973847	30321	123456789
10	ABCD2334445	27676	123456789
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
- Buttons: 'Reset', 'Import Data', and 'Cancel'.

# Spreadsheet Upload



1. 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)
4. 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.
7. If there are any validation errors, please fix the errors and re-upload the entire spreadsheet.
8. When all of the data is validated successfully, the **'Submit eVGM'** button will be enabled. Click this button to submit your VGM data.



## eVGM Search/View

**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, INTRTA eVGM ID, or Submitter's eVGM Reference

**3** **Advanced Search:** Search for eVGM transactions using advanced search criteria options including:

- Date Range (by Creation Date, Approval Date, or Weight Determination Date)
- eVGM Status
- Reference
- Carrier
- Approval Signature
- Shipper

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

**4** 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 **INTRTA 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.

**6** 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

The screenshot shows the INTRRA eVGM Workspace interface. The main menu at the top includes 'Document' (highlighted with a red circle 1). Below the menu, there is a 'Show eVGMs within' dropdown set to 'Last 7 days' (highlighted with a red circle 2). A summary table titled 'eVGM Status' shows the following counts:

Awaiting Approval	Approved	Carrier Acknowledged	Carrier Accepted	Carrier Rejected
2	2	3	2	1

Below the table, there is a 'Filter by' dropdown set to 'None' (highlighted with a red circle 4) and a 'Clear Filter' button. At the bottom, there are buttons for 'View', 'Amend', 'Cancel', 'New', and 'Export' (highlighted with a red circle 5).

1. 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.
4. 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 **INTRRA 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.

The screenshot shows the INTRRA eVGM Workspace interface with the 'Approved' status selected in the 'Filter by' dropdown. The table below shows the filtered results:

Creation Date (GMT)	INTRRA eVGM ID	Container Number	Transaction State	Status	Verified Gross Mass	Approval Signature	Approval Date
26-Jan-2016 17:34:20	100001	GSTU1234567	Original	Approved	20728.000 Kgs	JOHN SMITH	26-Jan-2016
26-Jan-2016 05:53:10	100004	GSTU1234570	Amended	Approved	20493.000 Kgs	JOHN SMITH	26-Jan-2016

The table shows 2 entries (filtered from 10 total entries). The 'View' button is highlighted for the first row.

## Booking Number Validation (Carrier-Specific Feature)

The screenshot shows a form with the following fields: 'Carrier Supplied' (dropdown), 'Enter Number...' (text input), 'Container Type' (dropdown), 'Select One' (dropdown), 'Carrier Shipment Reference' (dropdown), 'Booking #' (text input), 'Verified Gross Mass' (text input), 'Kgs' (dropdown), 'Weight Determination Date/Time' (text input), and 'dd-mm-yyyy' (text input). A red circle with the number '1' is positioned over the 'Booking #' field. A tooltip above the field reads 'Validating booking number...'. Below the form is an 'Actions:' section with a '+ Add Container Details' button.

The screenshot shows the same form as above, but with a red circle containing the number '2' and a green checkmark over the 'Booking #' field. A tooltip above the field reads 'The Carrier Booking Number has been validated against INTTRA data.' Below the form is an 'Actions:' section with a '+ Add Container Details' button.

The screenshot shows the same form as above, but with a red circle containing the number '3' and a warning symbol over the 'Booking #' field. A tooltip above the field reads 'The Carrier Booking Number can not be validated against the last 90 days of INTTRA data. Please check that the number was entered correctly. You are still permitted to submit this eVGM.' Below the form is an 'Actions:' section with a '+ Add Container Details' button.

1. 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.
2. 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.'
3. 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.