

Guia rápido eVGM

Use para enviar VGM para um ou mais contâiners. No portal INTTRA, clicar em 'Document' e em 'eVGM', selecione a opção 'Create New' no menu suspenso.

Crie eVGM

1 Create eVGM	3 eVGM Submitted			
Create eVGM 2 Review eVGM	3 eVGM Submitted			
Create eVGM			-	Need eVGM
eVGM Submitter: ABC Company			Acting as: Respo	nsible Party
Step 1: Enter Parties				•= Required
*Carrier	*Responsible Party	Q Lookup	Authorized Party 😜	Q Lookup
Select One	Enter Name		Enter Name	
		Add Party Deta	ls	Add Party Del
✓ Additional Parties				
Step 2: Enter Container Details			≣c	opy VGM details from spreads
1. *Container Number	Container Type		Carrier Shipment Refere	nce 😡
Carrier Supplied Enter Number.	. Select One	Date/Time	• Booking # •	Enter Reference
Enter Weight Kg	s • dd-mmm-yyyy		+ Add Container Details	ן
Actions:				,
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Step 3: Enter Approval & Notification	ns			
*Approval Signature	*Approval Date/Time	Partner Notification Emails	3	
Enter Name (i.e. JOHN DOE)	13-Oct-2016	(You may specify up to eight (6	I) email addresses separated by c	ommas)
		Notify me regarding the	status and update of this ev	GM.
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			Continue to Re	view > Submit eVGM
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- Inicie a transação eVGM selecionando a opção 'Acting as' no menu suspenso. Selecione a opção que se adequa ao papel do usuário: 'Responsible Party' ou 'AuthorizedParty'.
- Em Passo 1: Dependendo do papel do usuário, o que se segue são campos obrigatórios:
 - a. Armador (vide seção 'Carrier Selection' para maiores detalhes)
 - b. Responsible Party (Parte Responsável)
 - Authorized Party (Parte Autorizada) (quando 'Acting as' está como 'Authorized Party')

Nota: Clicar em 'Add Party Details' para ter a opção de adicionar o endereço da empresa, informação de contato, nome ou tipo de certificado e número de certificado.

- 3. Em Passo 2: Os campo seguinte são obrigatórios:
 - a. Container Number
 - b. Carrier Shipment Reference (digite ou o **No. da Reserva** ou o **No. da BL**)
 - c. Verified Gross Mass

Opcional: Clicar em 'Add Container Details'para adicionar Detalhes de Pesagem, Referências e Selos. Dica: Se digitando informação de VGM para vários contêiners, usar os botões 'Actions' para adicionar ou copiar 1 ou mais linhas de contêiners.

- Em Passo 3: Os campos seguintes são obrigatórios:
 - Approval Signature (Assinatura de Aprovação) (você terá de indicar o nome, complete ou incompleto. A informação será mostrada em letras maiúsculas).
 - b. Approval Date/Time (Data/Hora Aprovação)

Opcional: Digitar até 9 endereços de email de parceiros comerciais para notificação. Manter, a opção 'Notify me' marcada para receber notificações de email referentes a status e atualização deste eVGM.

 Quando a transação de eVGM estiver complete, clicar em 'Submit eVGM' para enviar a transação. Para revisar os detalhes da transação antes do envio, clicar no botão 'Continue to Review'.

SELEÇÃO DE ARMADOR



- Os armadores estão listados em duas categorias:'Delivered by EDI' e 'Delivered by Email'.
- Armadores integrados com INTTRA serão mostrados abaixo de 'Delivered by EDI'. Para estes armadores, transações VGM serão enviadas via EDI.
- Armadores não integrados registrados com INTTRA serão mostrados abaixo de 'Delivered by Email'. Para estes armadores, transações VGM serão enviadas via Email. Quando selecionado, o campo 'Email' será mostrado:
 - a. Se INTTRA não tiver o endereço de email do armador no banco de dados, ao menos 1 'Email' é requerido no campo 'Carrier Notification Emails'.
 - b. Se INTTRA tiver o endereço de email do armador no banco de dados, então,
 'Email' é opicional. Até 2 endereços de email adicionais podem ser fornecidos de forma opcional.
- Selecione a opção 'Other' caso o armador preferido não estiver listado.
 'Carrier Name' é obrigatório, 'SCAC' é opicional e ao menos 1 email deve ser digitado no campo 'Carrier Notification Emails'.

1 Cri	eate eVGM 2 Review eVGM	_	maeu				
Crea	ate eVGM						Need eVGN
eVGM	Submitter: ABC Company					Acting as: Responsible Party	
Step 1	1: Enter Parties						•= Require
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Step 2	2: Enter Container Details					1 🗉 Copy VGM d	etails from spread
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Ente	r Weight	Kgs *	dd-mmm-yyyy		=	+ Add Container Details	
Step 3	3: Enter Approval & Notifica	tions					
*Appr	roval Signature	*Approval Da	te/Time	Partner Notification	Emails		
Ente	r Name (i.e. JOHN DOE)	13-Oct-2016	1	Enter Emails			
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- Clicar no link 'Copy VGM details from spreadsheet' para copiar com facilidade dados formatados para o formulário 'Create eVGM'. Após clicar no link, uma janela (contendo uma grade para edição) será aberta até o topo do formulário 'Create eVGM'.
- Você pode mudar 'VGM Unit of Measure' (a unidade de medida VGM) ou selecionar 'Weight Determination Method' (Método de Determinação de Pesagem).
- Dados podem ser copiados de uma planilha e colados em uma grade de edição. A grade aceita colagem de dados por célula, coluna ou colunas múltiplas de uma vez. Dados colados na grade podem ser editados, caso alguma correção seja necessária.
- Uma vez que a tarefa foi finalizada, clicar no botão 'Import Data' para importar os dados da planilha para o formulário 'Create eVGM'.

Carregar Planilha



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- Clicar no link 'Spreadsheet Upload', localizado no menu suspenso 'Document > eVGM'. Esta opção irá levá-lo(a) para a página 'Upload eVGM Spreadsheet'.
- Clicar no link 'Download Spreadsheet Template' para baixar uma minuta em branco que você poderá usar para colocar os seus dados de VGM.
- Abrir a minuta da planilha e colocar até 50 transações VGM. Os campos abaixo são mandatórios:
 - a. Armador "Carrier"(EDI integrated ou Email)
 - b. Parte Responsável "Responsible Party"
 - c. Número de Contâiner "Container Number"
 - d. Massa Bruta Verificada "Verified Gross Mass"
 - e. Unidade de Medida para VGM "UOM (Unit of Measure for VGM)"
 - f. Número de Reserva do Armador "Carrier Booking Number"
 - g. Assinatura de Aprovação "Approval Signature" (a assinatura irá aparecer sempre em letras maiúsculas)
 - h. Data/Hora da Aprovação "Approval Date/Time"
 - i. Email do Armador "Carrier Email" (condição requerida quando selecionando um Armador não conectado com Inttra via EDI "non-EDI Carrier")
- Clicar em Selecionar Arquivo 'Choose File' (Chrome) ou Navegar 'Browse...' (Firefox, Internet Explorer) para selecionar a sua minuta de planilha.
- 5. Clicar **Abrir** '**Open**' para carregar os dados de VGM para o aplicativo de eVGM.
- 6. Um vez carregado, clicar no botão "Validar" 'Validate' para validar os dados de VGM.
- Em caso de erros de validação, por favor, corrigí-los e carregar novamente a planilha inteira.
- Quando todos os dados estiverem validados com sucesso, o botão "Submeter eVGM" 'Submit eVGM' será disponibilizado. Clicar nesse botão para submeter seus dados VGM.

Busca / Visualização eVGM

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Container Number	• Enter	Reference	Q Show	eVGM		
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26-Jan-2016 07:12:13	100005	GSTU1234571	Amended	Carrier Acknowledged	20738 Kgs	JOHN SMITH
26-Jan 6 07:12:13	100006	GSTU1234572	Canceled	Carrier Acknowledged	20638 Kgs	JOHN SMITH
26-Jan-2016 05:53:10	100004	GSTU1234570	Amended	Approved	20483 Kgs	JOHN SMITH
26-Dec-2015 11:38:20	100008	GSTU1234574	Amended	Awaiting Approval	20189 Kgs	JOHN SMITH
26-Dec-2015 11:38:20	100009	GSTU1234585	Original	Carrier Accepted	31543 Kgs	JOHN SMITH
26-Dec-2015 11:38:20	100009	GSTU1234586	Original	Carrier Accepted	31778 Kgs	JOHN SMITH
26-Nov-2015 05:55:19	100007	GSTU1234573	Original	Carrier Rejected	20338 Kgs	JOHN SMITH
even ✓cancel ↔Nee NTTRA. ♦ eVGM - Amended	Plan * Book * (Signed)	Document • Track •	Analyze ¥	Q Language: English ¥ 6	Support • ØAdministratio	n 🔻 🌲 John Smith
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- Clique em 'Document' no menu principal e abaixo de 'eVGM', selecione a opção 'Search'.
- Simple Search (Busca Simples): Procurar transações de eVGM usando uma das 5 referências: Container Number (No. de Contâiner), Carrier Booking Number (No. de Reserva do Armador), Bill of Lading Number (No. de BL), INTTRA eVGM ID, or Submitter's eVGM Reference (Referência eVGM da empresa criadora)
- Advanced Search (Buca Avançada): Procurar transações de eVGM usando opções de busca avançada "advanced search criteria". As opcões incluem:
 - a. Período de Tempo "Date Range" por Data de Criação "Creation Date", Data de Aprovação "Approval Date", ou Data de Determinação de Peso "Weight Determination Date")
 - b. Status de eVGM "eVGM Status"
 - c. Referência "Reference"
 - d. Armador "Carrier"
 - e. Assinatura Aprovadora "Approval Signature"
 - f. Remetente "Shipper"

Dica: Clicar no link Modificar Critério **'Modify Search Criteria**' para expandir / fechar a seção de busca e modificar a sua pesquisa.

- Selecionar a opção 'Filter by' (Filtrar Por) para filtrar o padrão dos seus resultados por 'Container Number' (No. de Caintâiner), 'Transaction State' (Estado da Transação), 'Status' ou 'Carrier' (Armador).
- 5. Selecionar uma linha de transação individual e clicar no botão 'View' para visualizar os detalhes da transação. A opção INTTRA eVGM ID também pode ser clicada para visualizer-se a transação. Clicar o botão 'Amend' para fazer uma correção no eVGM selecionado. Clicar o botão Cancel' para cancelar o eVGM selecionado. Clicar o botão 'New' para criar uma nova transação de eVGM. Clicar o botão 'Export' para baixar a lista eVGM em Excel.
- Caso mais de uma transação eVGM for localizada com o critério da pesquisa, os resultados serão mostrados logo abaixo. Se somente uma transação eVGM for localizada, os detalhes da transação serão mostrados na tela 'View'.

eVGM Workspace

S	how eVGMs within Last 7 of	lays		Note: Results include eVGN	ts created by any user in your	company.		
Sut	mmary of activities within the la	st 7 days						
				eVGM Status				
	Awaiting Approval	Approv	ved Can	rier Acknowledged	Carrier A	cepted	Carrier Rejected	
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8	Creation Date (GMT) -	INTTRA eVGM ID	Container Number	Transaction State	Status 0	Verified Gross Mass	Approval Signatu	re
8	26-Jan-2016 22:33:01	100002	GSTU1234568	Canceled	Awaiting Approval	20647.000 Kgs	JOHN SMITH	
8	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	
8	26-Jan-2016 07:12:13	100005	GSTU1234571	Amended	Carrier Acknowledged	20738.000 Kgs	JOHN SMITH	
6)	26-Jan-2016 07:12:13	100006	GSTU1234572	Canceled	Carrier Acknowledged	20638.000 Kgs	JOHN SMITH	
	26-Jan-2016 05:53:10	100004	GSTU1234570	Amended	Approved	20483.000 Kgs	JOHN SMITH	
	20 Des 2045 #1:20:00	100008	GSTU1234574	Amended	Awaiting Approval	20189.000 Kgs	JOHN SMITH	
8	20-DEC-2013 11.36.20							
0	26-Dec-2015 11:38:20	100009	GSTU1234585	Original	Carrier Accepted	31543.000 Kgs	JOHN SMITH	
0	26-Dec-2015 11:38:20 26-Dec-2015 11:38:20 26-Dec-2015 11:38:20	100009	GSTU1234585 GSTU1234586	Original Original	Carrier Accepted Carrier Accepted	31543.000 Kgs 31778.000 Kgs	JOHN SMITH	
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 Clicar em 'Document' no menu principal e em 'eVGM', selecionar a opção 'My eVGMs'.

Nota: Resultados incluem eVGMs criados por qualquer usuário da sua empresa.

- Use o menu suspenso 'Show eVGMs within' para modificar o período de tempo dos resultados apresentados. O valor padrão é 'Last 7 days' (últimos 7 dias).
- Clicar em um dos valores 'eVGM Status' para filtrar os resultados apresentados por status correspondente.
- Selecionar uma opção 'Filter by' para filtrar seus resultados por 'Container Number', 'Transaction State', 'Status', ou 'Carrier'.
- 5. A transação eVGM que corresponder ao período de tempo e filtros, será mostrada na tabela abaixo. Selecionar uma linha de transação individual de eVGM e clicar no botão 'View' para visualizar os detalhes da transação. O INTTRA eVGM ID pode também ser clicado para visualização da transação. Clicar no botão 'Amend' para corrigir o eVGM selecionado. Clicar o botão 'Cancel' para cancelar o eVGM selecionado. Clicark o botão 'New' para criar uma nova transação de eVGM. Clicar no botão 'Export' para baixar a lista de eVGM em Excel.

Booking Number Validation (Carrier-Specific Feature)

				Container Type		*Carrier Shipm	ient Referen		ang Namoo	
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- Quando 'Carrier Shipment Reference' estiver configurado para 'Booking #', o número de reserve será validado automaticamente pela INTTRA quando você estiver saindo do campo. Um ícone animado de 'processing' será mostrado dentro do campo durante o processo de validação.
- Uma vez a validação tenha sido feita com sucesso, o ícone 'processing' mudará para um ícone de marcação e uma mensagem de dica indicará o seguinte: 'O número de reserva de praça do armador' (The Carrier Booking Number) foi validado em INTTRA.'
- No caso da INTTRA não conseguir validar o número da reserve, o ícone mudará para um ícone de aviso e uma mensagem de dica indicará o seguinte:

'O número de reserva de praça do armador' (The Carrier Booking Number) não pode ser validado por INTTRA. Por favor, verifique se o número foi digitado corretamente. Você continua com permissão para enviar este eVGM."

Como indicado na janela de dica, você continuará com permissão para enviar eVGM que contenha um número de reserva que não não possa ser validado por INTTRA.

Nota: Esta característica no momento NÃO ESTÁ disponível para todos os armadores. Ela é ativada baseada em seleção específica de armador via lista no menu suspenso '**Carrier**'.