SAMSKIP VGM

Client manual

VGM Client Manual

INTRODUCTION

In order to accommodate the legal requirement on the Container Weighing Verification (SOLAS) and making sure correct information is provided in-time and handled efficiently, Samskip is underlining several important guidelines, in order to:

- Receive the VGM from our clients, correct and timely, or calculate the VGM by adding up the confirmed cargo weight and Samskip's container weight;
- Communicate the latest VGM information to our clients;
- Receive VGM confirmations from our clients;
- Communicate the latest VGM information to terminals;

BACKGROUND

From July 1st, 2016 the amended SOLAS Guidelines have entered into force.

SOLAS Guidelines
To ensure the safety of the vessel, cargo, workers both aboard vessels and ashore and overall safety at sea, the International Maritime Organization (IMO) will require shippers ("sender of the goods") to declare the gross weight of all packed containers prior to stowage aboard a vessel as of July 1st, 2016.

The Guidelines regarding the verified gross mass of a packed container are the outcome of the International Convention for Safety of Life at Sea (SOLAS), adopted by the International Maritime Organization (IMO).

What is Verified Gross Mass (VGM)?
The Verified Gross Mass is the verified mass of the empty container and the masses of all packages and cargo items, including pallets, dunnage and other packing materials and securing materials stowed into the container, obtained through one of the following methods:

1. Weighing the packed container, and confirm result to Samskip as VGM (preferably via EDI)[1].
2. Provide Samskip with the correct cargo weight, including pallets, dunnage and other packing and securing materials, and allow Samskip to add the container weight, in order to <u>calculate</u> the VGM.

Who is responsible to provide the Verified Gross Mass?
The Shipper, Samskip's client/the freight payer, is responsible to obtain and document the Verified Gross Mass regardless of who physically transports the cargo. Samskip will have to forward the VGM to its terminal suppliers.

For all background information on the SOLAS Regulations, please visit:
http://www.samskip.com/solas.

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[1] *Customer can choose to have the weighing of the loaded container done by Samskip, who upon request will send the container to a weighbridge or send a weighing order to a terminal. The customer agrees at quotation that Samskip will take care of weighing of the loaded container. In general, Samskip will determine on what location the weighing will take place.*

VGM Client Manual

CONFIRMING THE VGM (method 1)

1. When you are applying method 1, Samskip will request you to provide confirmation of the total VGM. This can be done via different channels:
   a. confirming VGM on booking order
   b. entering/confirming the VGM via Samskip's VGM portal
   c. sending update via an EDI message
   d. another method or channel, to be agreed with your account manager

2. The VGM confirmation must be received as soon as possible, and latest before arrival of the container at the terminal.

CONFIRMING THE CARGO WEIGHT (method 2)

1. When you are applying method 2, Samskip will request you to provide confirmation of the total cargo weight (including pallets, dunnage and other packing and securing materials). This can be done via different channels:
   a. confirming cargo weight on booking order
   b. entering/confirming the cargo weight via the VGM portal
   c. sending update via an EDI message
   d. another method or channel, as agreed with your account manager

2. Once the container number is known, Samskip will add the container weight to the confirmed cargo weight. Herewith the confirmed VGM is calculated.

3. In case of a shipper's owned container, the container weight must be provided by the customer as well.

4. The confirmation of the cargo weight must be received as soon as possible, and latest before arrival of the container at the terminal.

VGM NOTIFICATION

1. You will receive a VGM notification (see next page) along with the Booking confirmation. The VGM notification includes the booked cargo weight and the container weight in case the container number is already known.
   - The VGM confirmation includes two hyperlinks to (1) update or confirm the cargo weight or VGM of this booking, and (2) to view all outstanding bookings.
   - In first instance, the VGM notification will be sent to the Booking confirmation contact person. You will be requested to register the VGM Authorized person. Future VGM confirmations will be sent to this VGM Authorized person[2].

2. After update of the cargo weight or VGM, you will receive a new VGM notification by email. Updates are accepted until 6 hours before departure of the vessel, or up to closing if earlier.[3]

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[2] The person entitled to receive the VGM confirmations.
[3] You are requested to provide the correct cargo weight and/or the VGM, at bookings stage. The portal has been set up for minor adjustments of the cargo weight and/or the VGM which should be provided straight after loading, or well in before the container arrives at the terminal. If, for whatever reason, you fail to do so and the VGM portal has already closed for

- If confirmed VGM's are missing from our administration, our Customer Service will actively reach out to you for obtaining the correct information. It will, however, always remain *your* responsibility to provide the confirmed VGM or confirmed cargo weight, in a correct and timely manner.
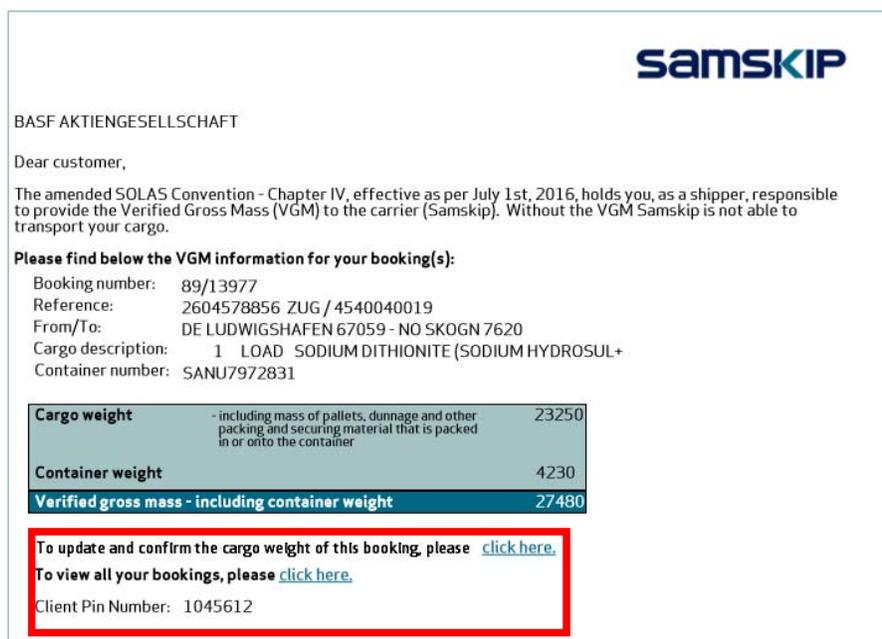
Figure 1: VGM Portal

3. Samskip will send the confirmed VGM to the terminals.

VGM PORTAL

1. When clicking on one of the hyperlinks ('*Update or confirm cargo weight of this booking*' or '*View al your bookings*', you enter the PIN number received in the VGM confirmation. [4]

Figure 2: Login VGM Portal

2. Depending on the selected hyperlink, you will see either: (1) the overview where you will be able to update or confirm the cargo weight or VGM of that specific booking, or (2) an overview of all outstanding bookings.

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direct VGM updates, you can send the VGM updates to vgmupdate@samskip.com. Please note that this is the very last option. Samskip will use the information to review the vessel's load plan and will do utmost to provide the VGM to the terminal; Samskip cannot guarantee this after closing, however.

[4] Samskip's VGM portal is optimized for Google Chrome and Internet Explorer

3. The very first time you visit the VGM portal, you will be requested to register. Thereafter, your profile will be set as VGM Authorized person[5]. You will be able to change the contact details in the VGM portal, if required. You can also specify for which lanes you would like to receive VGM notifications and set different accounts for several parts of the business.
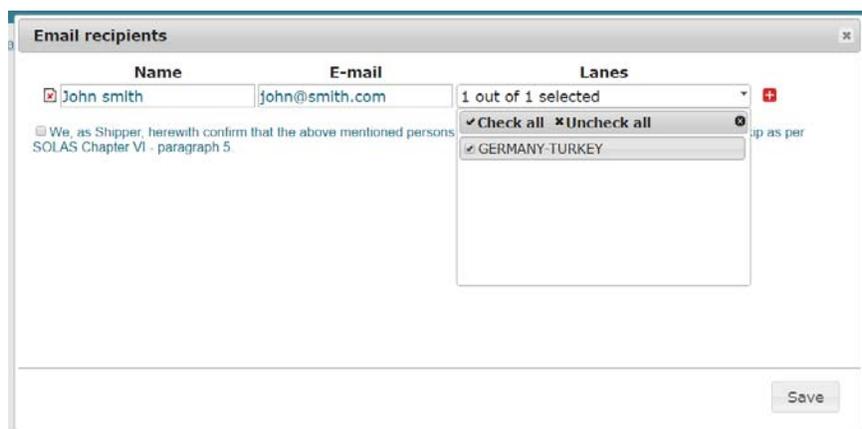

Figure 3: User Maintenance

4. Here you will be able to update or confirm the cargo weight or the VGM of your booking(s).[6]

Figure 4: View, update and confirm the cargo weight or the VGM for all outstanding bookings.

5. If you confirm the cargo weight and the container weight is confirmed by Samskip, the VGM will be calculated and confirmed automatically.

6. If the VGM field is updated and confirmed, VGM is definitive. Cargo weight will then get re-calculated automatically by subtracting the container weight from the confirmed VGM, and be confirmed as well.

GENERAL REMARKS

In case of questions, please contact your Account Manager or a local Sales contact.

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[5] *The person entitled to receive the VGM confirmations.*
[6] *In case of shippers-owned containers, you will need to enter the actual container weight as well.*