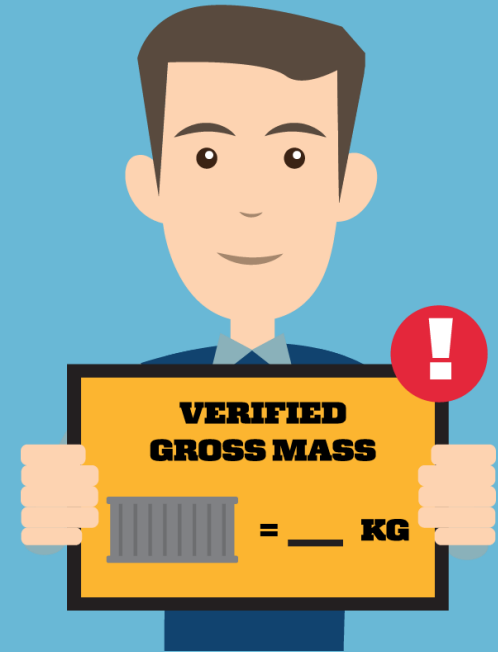


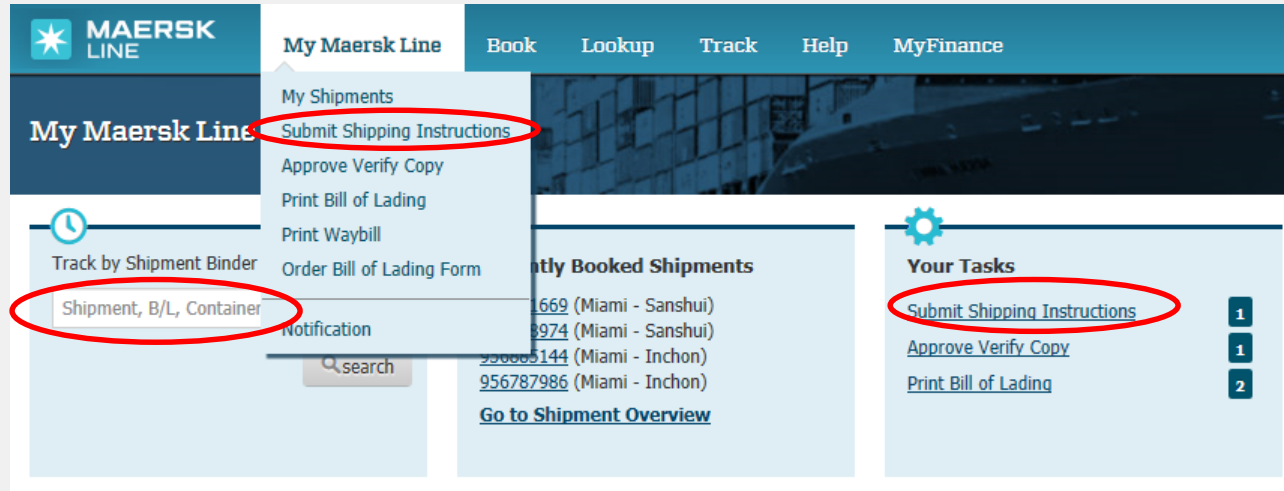
# VGM SUBMISSION via [maerskline.com](https://maerskline.com)

*Step-by-Step Guide*



# Via Shipping Instructions

# VGM Submission via Shipping Instructions



## STEP 1 - a

ACCESS <https://my.maerskline.com/> USING YOUR PERSONALIZED USERNAME & PASSWORD. YOU CAN SEARCH A SHIPMENT USING TRACK BY **SHIPMENT BINDER**. YOU WILL BE ABLE TO ACCESS **SUBMIT SHIPPING INSTRUCTION** OPTION FROM THE **OVERVIEW** OR **DOCUMENTS** TAB IN THE SHIPMENT BINDER.

## STEP 1 - b

YOU ALSO HAVE THE OPTION TO MOVE YOUR CURSOR TO THE TOP PANEL TAB MARKED AS **MY MAERSK LINE** AND SELECT **SUBMIT SHIPPING INSTRUCTIONS** FROM THE DROP DOWN COMMAND MENU.

## STEP 1 - c

ANOTHER WAY TO ACCESS IS BY CLICKING ON **SUBMIT SHIPPING INSTRUCTIONS** LISTED UNDER **YOUR TASKS** ON THE MY.MAERSKLINE.COM HOMEPAGE.

# VGM Submission via Shipping Instructions



## STEP 2

NEXT, YOU WILL BE DIRECTED TO A NEW SCREEN THAT SHOWS A LIST OF YOUR SHIPMENTS THAT REQUIRE SHIPPING INSTRUCTIONS UNDER **PENDING TASKS** TAB. LOCATE THE SHIPMENT THAT YOU ARE READY TO PROVIDE SHIPPING INSTRUCTIONS FOR AND CLICK ON **SUBMIT SHIPPING INSTRUCTIONS** ON THE RIGHT SIDE OF THE SCREEN.

Shipment Overview - Export

All Pending Tasks Awaiting Maersk Line ETA Changes

Submit 1 Verify 1 Print Original B/L 2 Print Waybill 3 VGM 3

Shipment no.	From	To	Vessel	
<a href="#">957001669</a>	 Miami, FL, US On Jul 03 departing from Miami, FL, US	 Sanshui, 44, CN On Aug 16 arriving at Sanshui, 44, CN	INDIA RICKMERS Flag: MH, Built: 2008	<a href="#">Submit shipping instructions</a>

# VGM Submission via Shipping Instructions

## STEP 3

YOU WILL BE DIRECTED TO THE 5 STEP WIZARD THAT WILL GUIDE YOU THROUGH THE EASY TO FOLLOW STEP-BY-STEP PROCESS. PLEASE UPDATE THE REQUIRED FIELDS INCLUDING **VERIFIED GROSS MASS** ON THE 2<sup>ND</sup> PAGE OF SHIPPING INSTRUCTION SUBMISSION PROCESS. CLICK ON NEXT TO PROCEED FURTHER.

The screenshot shows the Maersk Line web interface for submitting shipping instructions. The top navigation bar includes the Maersk Line logo and links for Export, Book, Lookup, Track, Help, MyFinance, and Import. The user is logged in as Peter Hyllested. The main heading is "Shipping Instructions for Shipment no. 951316698". The process is a 5-step wizard, with "2. Cargo Details" currently selected. The "Cargo Details" section includes a table for entering cargo information. The first row shows "Beer, beverages" as the commodity, with a weight of 1234 kg. A tooltip explains that VGM (Verified Gross Mass) is the gross cargo weight plus the tare weight of the container, with a link to click for more information. Other fields include "Container number", "No. of packages", "Kind of packages", "Volume (m³)", and "VGM (kg)". Below the table, there are fields for "Cargo Description" and "HS code (optional)". A "Next" button is visible on the right side of the wizard.

**MAERSK LINE** Export Book Lookup Track Help MyFinance Import English You are logged in as Peter Hyllested

Shipping Instructions for Shipment no. 951316698

Document Properties 2. Cargo Details 3. Parties 4. Payment Details 5. Review > Next

< Previous

☒ Upload piece count details

**Cargo Details**

Commodity	No. of packages	Kind of packages	Weight (kg)	Volume (m³)	VGM (kg)
Beer, beverages			1234		

☒ 20ft Dry  
[Add a container seal](#)

Cargo Description

HS code (optional)

VGM  
VGM(Verified Gross Mass) = Gross cargo weight + Tare weight of container and for more container information [Click here](#)

# VGM Submission via Shipping Instructions

## STEP 4

IF YOU ARE SATISFIED WITH THE INFORMATION UPDATED ON **REVIEW** SCREEN, YOU CAN CLICK ON **SUBMIT**. WHEN YOU SUBMIT SHIPPING INSTRUCTIONS YOU WILL BE DIRECTED TO THE SHIPMENT BINDER WITH A SUBMISSION CONFIRMATION NOTIFICATION.

### Shipping Instructions for Shipment no. 957001669

✓ Document Properties

✓ Cargo Details

✓ Parties

✓ Payment Details

5. Review

☐ I do not require Verify Copy  
(Considered as approved)

➤ Submit


➤ Save

◀ Previous

#### This is a preview of your transport document

Please review it and go back to correct any misinformation

By clicking Submit, you agree to the [Shipping Instructions Terms](#).


 <b>MAERSK LINE</b>	Document Type Waybill - Shipped on Board	SCAC MAEU
	Booking no: 957001669	B/L No. 957001669
Shipper FORTUNE METALS USA INC. 16300 NW 49TH AVENUE MIAMI GARDENS FLORIDA 33014 USA	Export Reference	Svc Contract 87486002
	Notify Party APEX METAL RECYCLING LIMITED B2, 1708 NAN FUNG TOWER., 173 DES VOEUX ROAD CENTRAL, HONGKONG Tel: +852 30717636 Fax: +852 31828502	
Consignee APEX METAL RECYCLING LIMITED B2, 1708 NAN FUNG TOWER., 173 DES VOEUX ROAD CENTRAL, HONGKONG Tel: +852 30717636 Fax: +852 31828502		
Onward Inland Routing		

# Via Shipment Binder

# VGM Submission via Shipment Binder

## STEP 1

SEARCH FOR A SHIPMENT USING TRACK BY **SHIPMENT BINDER** AND FROM THE **CONTAINERS** TAB IN THE SHIPMENT BINDER, YOU WILL BE ABLE TO **UPDATE VGM**. **VGM** CAN BE UPDATED OR CHANGED WITHOUT SHIPPING INSTRUCTION SUBMISSION. IF UPDATED BEFORE SHIPPING INSTRUCTION SUBMISSION, THEN THE **VGM** WILL BE DISPLAYED WHEN CREATING THE SHIPPING INSTRUCTION ONLINE.

Overview	Documents	Containers	Pricing	Log					
	(1) 20ft Dry	Commodity: <b>Scrap metal</b>	Cargo Weight 31592 lbs	VGM lbs	Volume 706 cu. ft.	Dangerous No	Oversized No	Own No	<a href="#">Update VGM</a> <a href="#">Show details</a>

## STEP 2

CLICK ON **SUBMIT VGM** AFTER SUCCESSFULLY UPDATING **VGM** IN THE REQUIRED FIELD.