



Verified Gross Mass Submission Update

“K” Line received your feedback and we have improved our process for VGM submission.

- 1) Our VGM Entry Form available on www.kline.com now allows you to enter the container number in single field rather than three (3) separate fields (prefix/number/check digit). You can copy/paste the entire container number in a single step.
- 2) We can now accept VGM for multiple bookings and containers via a Microsoft Excel file. You can view the instructions and download a copy of the Excel template from our website at <http://vgm.kline.com/#/instructions>. The instructions must be followed exactly in order for the file submission to work.

The screenshot shows the K Line website header with the logo and navigation links. The main content area is titled "Verified Gross Mass (VGM) Entry" and includes a dropdown menu with the following options: "VGM Entry Form", "Tare Lookup", "VGM Import Instructions", and "VGM Import Template". Below the header, the text "Instructions For Submitting VGM Sp" is visible, followed by a list item: "1) Download and save the Excel file to your hard drive".

- a. A total of 22 containers can be reported in a single spreadsheet. This can be a single booking of 22 containers, 22 bookings with 1 container each or any combination in between. If you have more than 22 containers to report, just start a new sheet.
- b. Once you have filled out the required fields, attach the file to an email and send it to vgm.excel@us.kline.com. You can submit multiple excel files in a single email.
- c. Processing time should be between 10 and 30 minutes.
- d. If the file is successfully processed, a confirmation email will be sent back to the email address input in the file (one email address per file). This email address does not need to be the same as the sender of the file.
- e. If the file cannot be processed for any reason, an alert will go to “K” Line for follow-up.