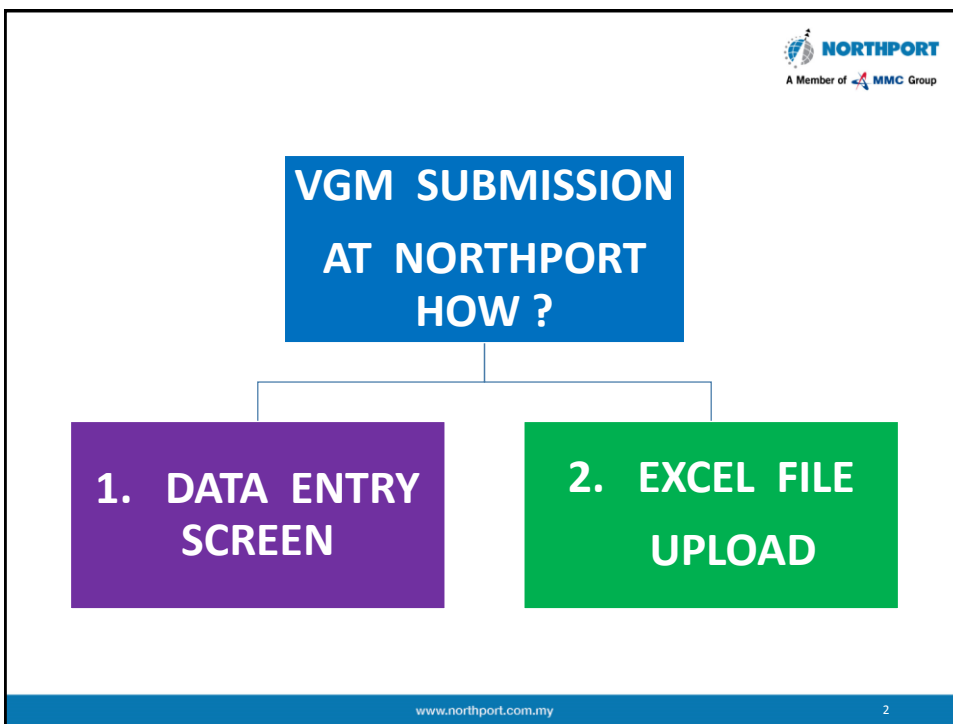


The screenshot shows the top section of the Northport website. At the top left is the Northport logo with the text "NORTHPORT (146850-A)" and "A Member of MMC Group". To the right are several award logos, including "THE BEST BRANDS" and "THE S&P AWARDS". Below these are social media icons for Home, Twitter, and Facebook, along with buttons for "Northport Online" and "Tariff". A navigation menu contains buttons for "Home", "About Us", "Our Services", "Media Centre", "Info @ Northport", and "Contact Us". The main banner features a large image of a ship at a port with the text "S.O.L.A.S VGM DECLARATION" in large red letters. Below the banner is a row of smaller images showing various port activities. At the bottom of the banner is the website URL "www.northport.com.my".



REQUIREMENTS

**1. VALID LEDGER
ACCOUNT WITH
NORTHPORT**

**2. NEED ACCESS TO
CONTRAK 2 SYSTEM**

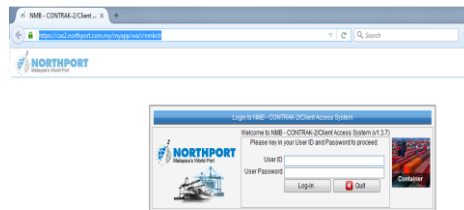
**THOSE WITHOUT LEDGER
ACCOUNT, CONTACT
CUSTOMER SERVICE AT
03-31698000**

**3. NEED INDIVIDUAL
USERID/PASSWORD**

HOW TO ACCESS THE SYSTEM

Go to below website and key-in :

<https://cas2.northport.com.my/myapp/wa/r/nmbctr>



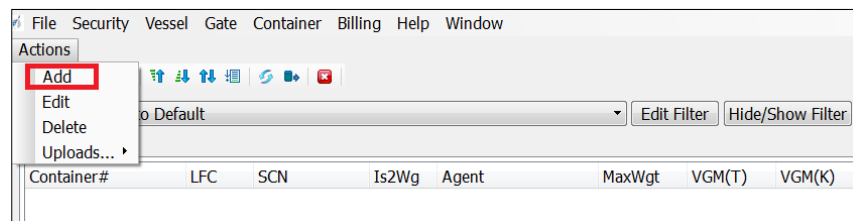
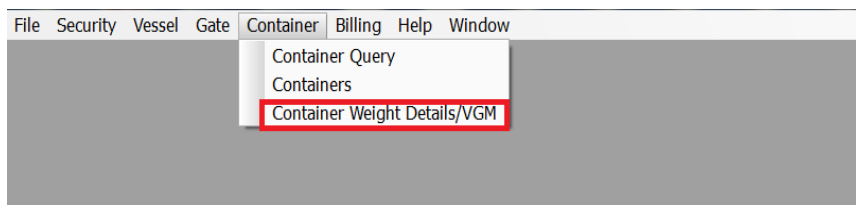
Enter : “User ID”, “User Password” & Click “Log-in”

OPTION 1

“VGM Declaration Data Entry Screen”

OPTION 1 - Submit VGM Declaration

STEP 1 : MAIN MENU >> Container >> Container Weight Details/VGM





STEP 2 : Enter Container# , Is2Wg, Agent# , VGM Shipper, Max Weight (MGW), EBKREF# , EXPSCN and "Save"

File Security Vessel Gate Container Hold Service Billing Eq/Mvs CFS Others Help Window

Container Weight Details/VGM - ADD* (TIME: 2016-07-11 12:05:56)

Container# WHLU9000015 LifeCycle

Is2Wg Yes MaxWgt 30.0

Agent A8888 XXX LOGISTICS SDN BHD

VGM Wgt(Kg) VGM Wgt(Ton)

VGM-Ref#

VGM Method VGM AcqTime

VGM WeighParty

VGM Shipper DUMAX (M) SDN BHD

VGM-FAgt

Booking Reference WHL008

Size/Type Agent Seal

Ship Call Number ELMA 2016-07-15 13:30

Vessel Desc (1) OA156-OEL MALAYSIA

Other Details

Terminal

Operator

Stage

Category

Gross Weight

Status

Export SCN

Vessel Desc

Size/Type

Truck ID

Chassis ID

Decl-Wgt

Gate Wgt

Weighing Party, Shipper, Forwarding Agent Details

VGM-WgPtyAddr

VGM-WgPtyCity

VGM-WgPtyContact

VGM-WgPtyCom

VGM-ShprAddr NO.5 JALAN SATU, PJ

VGM-ShprCity

VGM-ShprContact

VGM-ShprCom

VGM-FAgtAddr

VGM-FAgtCity

VGM-FAgtContact

VGM-FAgtCom

Cancel Save Reset



To Query VGM Declaration

STEPS : MAIN MENU >> Container >> Container Weight Details/VGM >> Click to "Edit Filter" >> Enter Container# >> "Apply"

File Security Vessel Gate Container Hold Service Billing Eq/Mvs CFS Others Help Window

Actions

Filter Name Set to Default Edit Filter Hide/Show Filter Hide/Show Clause

Terminal Ship Call Number Stage

Container# WHLU9000015 Is2Weigh Category

Operator Agent VGM AcqTime

VGM Method VGM Reference#

List Recap

Container#	LEC	SCN	Is2Wg	Agent	MaxWgt	VGM(T)	VGM(K)	Bookina-Ref#	SzTyp
WHLU9000015	9999	ELMA	Y	A8888				WHL008	

To Query Container 's VGM Weight at Terminal



Steps : Container >> Container Query

Container Query

PONJU153854 - CZCGABDHCEAZUNOPCBDF - (TIME: 2016-06-23 09:26:14)

Container #	PONJU153854	Terminal	1-CT1	LifeCycle	2	IsHazard	No
Size/Type	286GP	Stage	LOAD-Loaded	IsDamage	No	Hz-LPK	
Operator	SAF	Slot Owner		IsDirect	No	Hz-IMO	
Category	E-Export	Status	F-FCL	IsReefer	No	Hz-UN	
Commodity	GEN-GENERAL	Gross Weight	16.5	VGM(T)	16.5	Temp(C)	
Import SCN		Val-Desc(Imp)		IsSOC	No	Reef-Contr	
Import POD		ETA (Imp)		IsBundle	No	Depot Flag	
Origin	MYPRG	PCL	MYPRG	Conference			
Export SCN	ENGH	Val-Desc(Exp)	(1) (1624/1625) MS TIGER	StowPos	170608	Yard-Pos	A28072
Export POD	MYTPP	ETA (Exp)	2016-06-20 15:00	Agent Name	MAERSK MALAYSIA SDN BHD		
Destination	SNDKR	Gateway Code		MT Return Loc			
Haulage(Recv)	TKH	Haulage(Delv)		Shutout Reason			
ODD-Contr		Shutout SCN					

More Information | Bundle | Holds | Services

Hold-Type	SCN	Hld-Sts	Clr/Blk-Time	Remarks/Reasons
C-Customs	ENGH	C-Clear	2016-06-14 23:20	E

Total Records : 2

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OPTION 2



“VGM DECLARATION UPLOAD VIA EXCEL”

- Submit VGM details via Excel Upload Function to CONTRAK 2 system.
- User Manual ,Specification, Excel Template will be email after the Briefing session.
- Contact our Customer Service for Assistance & Guidance on using this system.
 - Contact # : 03-31698000

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OPTION 2 - SAMPLE EXCEL FILE FOR UPLOAD



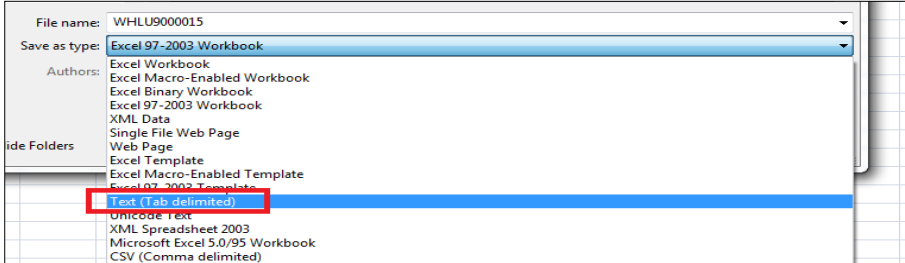
(Can upload VGM declaration maximum 300 containers at ONE time)

MODE	UNIT	PORTWEIGH	AGENT	VGMSHPNAME	VGMSHPADDR	VGMSHPCTNAME	EBKREF	EXPSCN	MGW	VGMWGT
A	WHLU9000015	Y	A8888	PROTON	NO.5 JALAN DUA	AZMI	XYZ123	ELMA		

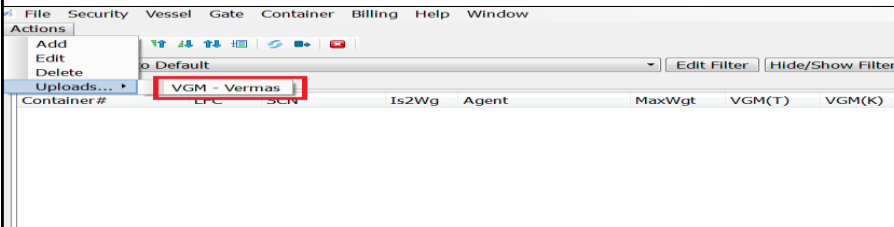
OPTION 2 - Submit VGM Declaration



Step 1 : Save File (as shown Slide 11) using the Template > Save as Type : Text (Tab delimited)



Step 2 : Container > Container Weight Details/VGM > Actions > Uploads > VGM - Vermas



OPTION 2 - VGM Details Upload File Structure

A. FILE STRUCTURE:

FIXED TITLE-NAME	FIELD	ATTRIBUTES	REMARK
MODE	Add or Replace Indicator	M	A – Add R – Replace or Overwrite D - Deletion
UNIT	Container Number	M	
PORTWEIGH	Port To Weight	M	Y / N
AGENT	Northport Agent Code	M	Example: Axxxx
VGM SHPNAME	Shipper Name	M	
VGM SHPADDR	Shipper Address	M	
VGM SHPCTNAME	Shipper Contact Name	O	
EBKREF	Export Booking Reference#	M	
EXPCSN	Export Ship Call Number	M	
VGMWGTKG	VGM Weight (Kg)	C	Mandatory if PORTWEIGH=N. Example: 20000
VGMMETHOD	Method	C	Mandatory if PORTWEIGH=N. Values: 1 / 2
VGMWPANAME	Weighing Party Name	C	Mandatory if PORTWEIGH=N.
VGMREFNUM	VGM Reference Number	C	Mandatory if PORTWEIGH=N.
VGMDTM	VGM Acquired Date/time	C	Mandatory if PORTWEIGH=N. Format : YYYYMMDDhhmm
VGMWPAADDR	Weighing Party Address	C	Mandatory if PORTWEIGH=N.
VGMWPACTNAME	Weighing Party Contact Name	C	Mandatory if PORTWEIGH=N.
MGW	Maximum Gross Weight (kg)	M	Example: 30000
SZ	Container Size	O	
SEAL	Seal Number	O	
VGMWPACITY	Weighing Party City	O	

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VGMWPASTATE	Weighing Party State	O	
VGMWPACTCOM	Weighing Party Contact Number	O	
VGM SHPCITY	Shipper City	O	
VGM SHPSTATE	Shipper State	O	
VGM SHPCTCOM	Shipper Contact Number	O	
VGMFANAME	Forwarding Agent Name	O	
VGMFAADDR	Forwarding Agent Address	C	MANDATORY if VGMFANAME is not NULL
VGMFACTY	Forwarding Agent City	O	
VGMFASTATE	Forwarding Agent State	O	
VGMFACTNAME	Forwarding Agent Contact Name	O	
VGMFACTCOM	Forwarding Agent Contact Number	O	

B. ATTRIBUTES:

- M** Mandatory Information.
- O** Optional Information
- C** Condition Information

C. FILE FORMAT:


C.1 - Refer **Sample Standard file format**.

Contact our Northport Customer Service to get one copy.

C.2 - File format under Text (Tab delimited).


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D. **OPTION 2 : HOW TO USE THE UPLOAD FUNCTIONS VIA SYSTEM** -  NORTHPORT
A Member of MMC Group

1. Please enter the data (copy / paste) according to the title column allocated (refer Northport standard file format).
2. Verify again whether all the data are in order and according to Northport file structure.
3. Save File under Text (Tab delimited) before proceed for uploading.
4. Login to Northport Web Based Client Access System.
5. Go to Menu : Container → Container Weight Details/VGM → Actions → Uploads → VGM - Vermas
6. Enter the password.
7. System will request file to upload.
8. System will prompt “ Proceed ? (Y/N) “ . Press “Y” to proceed for processing.
 - a. System will prompt – “Processing in Progress. Please wait”.
 - b. Upon Complete Processing. System will prompt the below :
 - b.1 - Will display Total Number of Containers / Successful / Fail.
 - b.2 - Download Acknowledgment File?(Y/N).
 - c.3 - If enter “Y”, system will request to save the file at your computer.
 - c. Open the file saved with WordPad to see the Acknowledgment file.

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TAKE NOTE

- **Implementation Terminal Contingency SOLAS-VGM
“19/07/2016 – TUESDAY”**
- **NO VGM Declaration , Haulage/Depot /Shipping
CANNOT proceed with pre-advise Export Booking.**
- **NO VGM Declaration , CFS/Depot(Inside Terminal)
CANNOT proceed with Packing Process in System.**

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Follow us on
twitter


@NorthportMAS

@NorthportOPS

@NorthportCEO



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Sample Application letter Access Id/Pwd

LETTER HEAD OF COMPANY

Date :

To,
Head, Information Services ,
NorthPort (Malaysia) Bhd.
Jalan Pelabuhan Utara,
42000 Pelabuhan Kelang.

Dear Sir,

RE : CLIENT ACCESS SYSTEM

Refer to the above matter, we are pleased to inform that the below personal will be operating and accessing the client access system.
Our NMB ledger account no :

The list of name :

No.	Name	I/C No.	H/Phone No.	Email address

Please assist to grant authorization for above personal.

Thank You.

Your faithfully,
Manager,
Name & Cop Company

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