

## Starting a Shipment

DGIS provides a step-by-step process to creating your Shipping Papers. With additional resources to make the shipping process easier for you

This article provides the first steps of creating a shipment within DGIS. For the next steps see; [Entering Shipment Information](#), [Adding Material and Packaging](#) and [Finishing your shipment](#).

Video url, <https://youtu.be/isiZBWrQjvU>

Start at the [DGIS Login page](#) Login with the username and password you used when activating your license. We suggest that you bookmark this page.

When you first sign in, you'll be taken to the Home tab. This tab is designed to act as a portal with useful links. Express users will have the view below, with what's new and dangerous goods links for UPS, FedEx, ICAO and PHMSA, as well as links for the Labelmaster and Technical Support sites.

Business and Enterprise users will by default have a blank page that they can customize. More information on this customization can be found in the article [Customizing the Home Portal](#).

Click on the **Shipping Papers** tab to get started with a shipment.

## Starting a Shipment

Welcome, Benjamin Klinger-Rond [Log Out](#)

[Home](#) [Parts](#) [Shipping Papers](#) [Administration](#) [Training](#) [Help](#)

Actions [Add Group](#)

**Group X**

- [Test](#)
- [History](#)

**Test Grp**

- [LM Home](#) This link goes to the Labelmaster web site
- [DGA](#)

**Definitions & Glossary**

- [test](#)

**What is this**

**Test**

- [Test Doc](#)
- Test Note**
- [History 1](#)

**ewrwer**

- [321](#)
- [321435345](#)

**DGIS-20363**

**Document Management**

Part or UN ID  
 [Search](#)

**new group**

**My note** This is a note

- [UN1263 Air](#) DGA for UN1263 International Air

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At the top of this screen select which form type you are using.

## Starting a Shipment

**DGIS**  
DANGEROUS GOODS INFORMATION SYSTEM

Welcome, Benjamin Klinger-Rond [Log Out](#)

[Home](#) [Parts](#) [Shipping Papers](#) [Administration](#) [Training](#) [Help](#)

**Shipment**  
[Current Shipment](#)  
Drafts





**Manage**  
History  
Templates  
Package Marking  
Settings


**Print**  
Shipments  
Certifications  
Package Markings

**Tools**  
Address Book  
Advanced Alignment  
Integration

Blank Shipment  
FedEx Ground + FedEx Laser  
FedEx Air + Shipper's Declaration  
UPS Domestic + UPS Laser  
UPS International + Shipper's Declaration  
UPS Canada Crossborder + Crossborder Laser  
International Air + Shipper's Declaration  
AFMAN + Shipper's Declaration  
49 CFR + Shipper's Declaration  
49 CFR + Bill of Lading  
Maritime + Multimodal  
Maritime + IMO  
TDG + TDG  
ADR+ Multimodal  
ADR + CMR

Regulation [Select] Form Type [Select] View My Templates Find Match for  [Search](#) [Clear](#)


Page 1 of 1 ☐ Expand All    

	Name	Regulation	Form Type	Use Counter	Last Used Date/Time
	*Danger	Maritime	Multimodal	101	Tuesday, November 30, 2021

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On the bottom of this screen shipment templates are listed. See our article on [Saving Templates and Drafts](#) to learn more about Templates.

## Starting a Shipment

  
DANGEROUS GOODS INFORMATION SYSTEM

Shipments

Current Shipment

Drafts

Manage

History

Templates

Package Marking

Settings

Print

Shipments

Certifications

Package Markings

Tools

Address Book

Advanced Alignment

Integration

Welcome, Benjamin Klinger-Rond

Log Out

Home

Parts

Shipping Papers

Administration

Training

Help

Blank Shipment

FedEx Ground + FedEx Laser

FedEx Air + Shipper's Declaration

UPS Domestic + UPS Laser

UPS International + Shipper's Declaration

UPS Canada Crossborder + Crossborder Laser

International Air + Shipper's Declaration

Afman + Shipper's Declaration

49 CFR + Shipper's Declaration

49 CFR + Bill of Lading

Maritime + Multimodal

Maritime + IMO

TDG + TDG

ADR+ Multimodal

ADR + CMR

Regulation

[Select]

Form Type

[Select]

View

My Templates





Find Match for


Search

Clear

Page 1 of 1

☐ Expand All



	Name	Regulation	Form Type	Use Counter	Last Used Date/Time
	*Danger	Maritime	Multimodal	101	Tuesday, November 30, 2021

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After selecting the form type, you will be brought to the **current shipment screen**. This is where you will enter the Shipper and Consignee addresses and other pertinent information.

## Starting a Shipment

Shipment

Current Shipment

Drafts (229)

Manage

History

Templates

Package Marking

Settings

Print

Shipments

Certifications

Package Markings

Tools

Address Book

Advanced Alignment

Integration

Actions

New

Add Material

Save template

Save Draft

Complete

Regulation

49 CFR

Form Type

UPS Laser

Carrier

United Parcel Service

Add Carrier

Transport Mode

[Select]

Shipper

Look up

Reference

Find

Name

Address Info

City

State

Postal Code

Country

Phone

Consignee

Look up

Reference

Find

Name

Address Info

City

State

Postal Code

Country

Phone

Account Number

Entire

Emergency Contact

Chemtrec

Shipment Date

12/03/2021

Signature

Emergency Contact Phone

800-555-1212

Account Number

Emergency Contact Number

Reference Number

Hazardous Materials Description and Quantity

UPS

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled, presented, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If this shipment contains radioactive material acceptable for passenger aircraft, such material is intended for use in, or incident to, research, medical diagnosis or treatment.

Signature

Date

Carrier Use Only

Initials

SIC

Date

Page 1 of 1

1 Package

To continue your shipment, see: [Entering Shipment Information](#).