

## 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

The screenshot shows the DGIS interface with the following details:

- Header:** Welcome, Benjamin Klinger-Rond | Log Out
- Top Navigation:** Home, Parts, **Shipping Papers** (highlighted with a red box), Administration, Training, Help
- Actions Bar:** Actions, Add Group
- Left Panel:** A list of document groups and their contents, each with edit and add icons:
  - Group X:** Test, History
  - Test Grp:** LM Home (link to Labelmaster web site), DGA
  - Definitions & Glossary:** test
  - What is this:**
  - Test:** Test Doc, Test Note, History 1
  - ewrwer:** 321, 321435345
  - DGIS-20363:**
- Document Management:** A search bar with a search button and a new group button.

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

## Starting a Shipment

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](#)

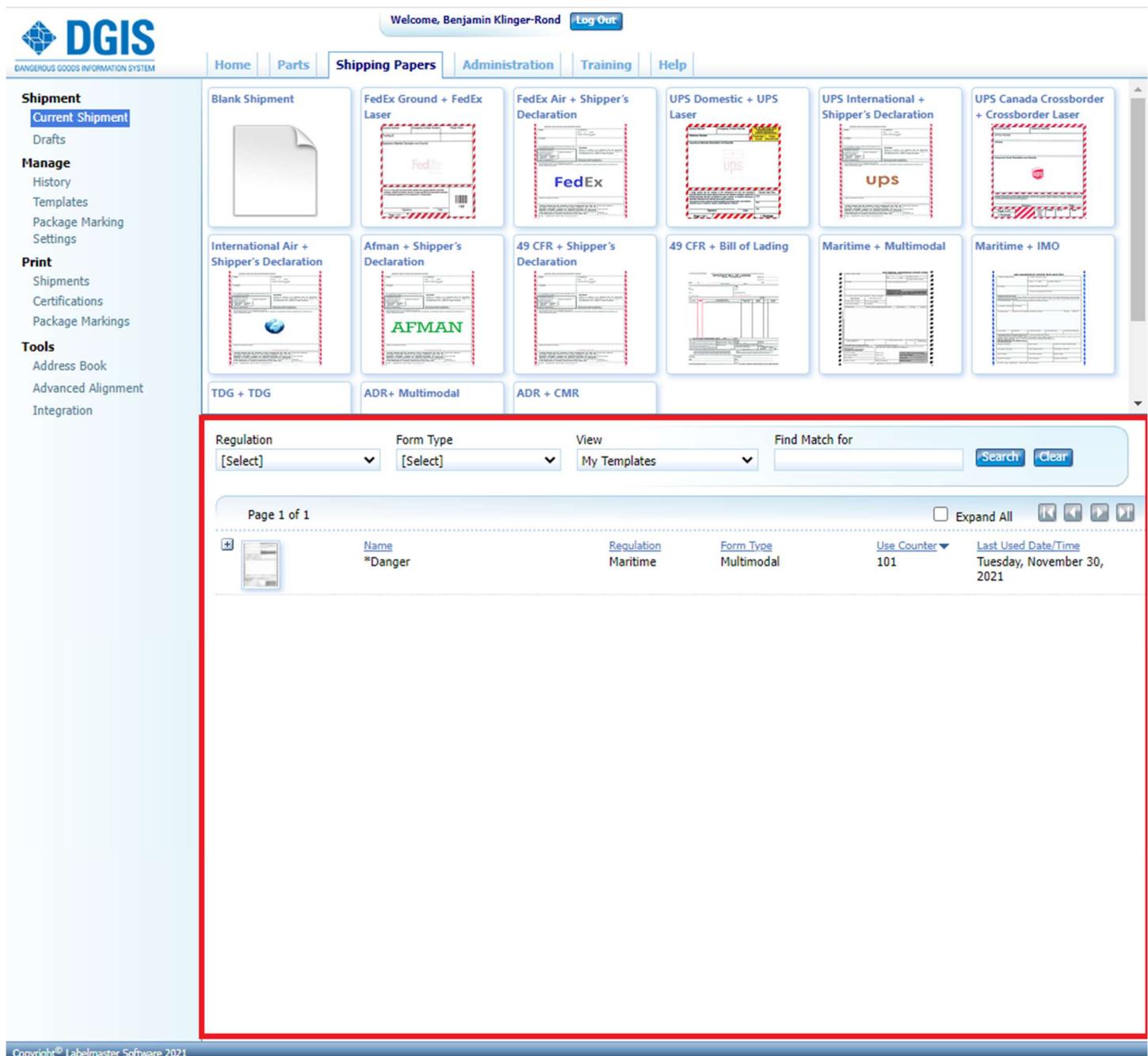
Page 1 of 1  Expand All

	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



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

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

Expand All 

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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

Transport Mode

[Select]

[Add Carrier](#)

**Shipper**

Reference [Look up](#)

[Find](#)

Name

Address Info

City  State

Postal Code  Country

Phone

**Consignee**

Reference [Look up](#)

[Find](#)

Name

Address Info

City  State

Postal Code  Country

Phone

Account Number [Entire](#)

Emergency Contact [Chemtrec](#)

Emergency Contact Phone [800-555-1212](#)

Shipment Date [12/03/2021](#)

Signature

**For All Services Only**

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, the packages are sound and are classified, packaged and marked as labeled/printed, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.

If this article is to be transported on board an aircraft, such material is intended for use in, or incident to, research, medical diagnosis or treatment.

Carrier Use Only

Initials

SAC

Date

Page 1 of 1

1 Package

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

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