

Adding Your Material and Packaging

This article provides the steps for adding material and packaging to a shipment within DGIS. For the full steps to complete a shipment, see the following:

1. [Starting a Shipment](#)
2. [Entering Shipment Information](#)
3. [Adding Your Material and Packaging](#) (current article)
4. [Finishing Your Shipment](#)

Video url, <https://youtu.be/emBgeRS2f2M>

Once the shipment information is entered, you can build your package. To add your hazardous material click on **Add Material** in the Actions bar.

The screenshot shows the DGIS (Dangerous Goods Information System) interface. At the top, there is a navigation bar with links for Home, Parts, Shipping Papers, Administration, Training, and Help. A user greeting 'Welcome, Example User' and a 'Log Out' button are also present. On the left sidebar, under 'Shipment', there is a 'Current Shipment' link and a list of 'Drafts (192)'. Under 'Manage', there are links for History, Templates, Package Marking, and Settings. Under 'Print', there are links for Shipments and Certifications. The main content area has an 'Actions' bar with buttons for 'New', 'Add Material' (highlighted with a green box), 'Save template', 'Save Draft', and 'Complete'. Below the Actions bar, there are dropdown menus for 'Regulation' (49 CFR), 'Form Type' (UPS Laser), and 'Carrier' (United Parcel Service). There is also an 'Add Carrier' button. On the right side, there is a section for 'Hazardous Materials Description and Quantity' with a red and white striped border. It includes fields for 'Account Number', 'Emergency Contact Number', 'Reference Number', and 'Hazardous Materials Description and Quantity'. There are also checkboxes for 'Passenger Aircraft' and 'Cargo Aircraft Only'.

A prompt will appear that lets you choose if you want to add a new package and material or if you want to use one of your package templates.

Adding Your Material and Packaging

The screenshot displays the DGIS (Dangerous Goods Information System) interface. The top navigation bar includes 'Home', 'Parts', 'Shipping Papers', 'Administration', 'Training', and 'Help'. The 'Shipping Papers' section is active, showing a 'Welcome, Example User' message and a 'Log Out' button. The left sidebar contains sections for 'Shipment' (Current Shipment, Drafts (192)), 'Manage' (History, Templates, Package Marking, Settings), 'Print' (Shipments, Certifications, Package Markings), and 'Tools' (Address Book, Advanced Alignment, Integration). The main content area shows a form for adding a new package and material to a shipment. The form includes fields for Regulation (49 CFR), Form Type (UPS Laser), Carrier (United Parcel Service), Transport Mode (Ground), and an 'Add Carrier' button. Below these are fields for Shipper Reference (Aloha), Name (Aloha Inc.), Address Info (1234 Hula Ave), City (Honolulu), State (HI), Postal Code (96786), Country (U.S.A.), and Phone. A 'Find' button is next to the Reference field. A modal dialog box titled 'Add to Shipment' is open, prompting the user to 'Add a new package and material to the shipment' or 'Select a Package Template'. The dialog also includes a 'Cancel' button. On the right side of the main form, there is a preview of a shipping label with a red and white striped border, featuring the UPS logo and various fields for Account Number, Emergency Contact Number, Reference Number, Hazardous Materials Description and Quantity, Signature, Date, and Carrier Use Only. The label also indicates 'Page 1 of 1' and '1 Package'.

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Selecting **Add new package and material to shipment** on the prompt allows you to search for your hazardous material by either UNID, Proper Shipping Name, or Part Number. To select which of these you would like to search by, click on the drop-down menu under Search Type. Then enter the appropriate UNID, Proper Shipping Name, or Part Number under Search Text. Then click on **Search**.

Adding Your Material and Packaging

The screenshot displays the DGIS (Dangerous Goods Information System) interface. At the top, there is a header with the DGIS logo, a welcome message for 'Example User', and a 'Log Out' button. Below the header is a navigation bar with tabs for 'Home', 'Parts', 'Shipping Papers', 'Administration', 'Training', and 'Help'. The 'Shipping Papers' tab is currently selected.

On the left side, there is a sidebar menu with the following sections:

- Shipment**
 - Current Shipment
 - Package [1]
 - New Material**
 - Manage Overpack
 - Drafts (192)
- Manage**
 - History
 - Templates
 - Package Marking
 - Settings
- Print**
 - Shipments
 - Certifications
 - Package Markings
- Tools**
 - Address Book
 - Advanced Alignment
 - Integration

The main content area shows a 'Select Material' form. At the top right of this area, there are action buttons: 'Add Material', 'Delete Package', 'Delete Material', 'Save Draft', and 'Complete'. The 'Select Material' form itself has a title bar and a search section with the following fields:

- Search text:** A text input field containing the value '1263'.
- Search type:** A dropdown menu currently set to 'UNID'.
- Search:** A blue button to execute the search.

Below the search fields, there is a large empty white box intended for displaying search results.

After clicking on Search, options will appear for your specific hazardous material based on your search criteria. Anything in blue is selectable, but if it is in black then it is not allowed to be shipped and cannot be selected. Click on either the UNID or Proper Shipping Name of the applicable option to start building your package with that material.

Adding Your Material and Packaging

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Selecting the hazardous material will bring you to the **material screen**. This is where you will enter information about the material and the packaging.

Adding Your Material and Packaging

The screenshot shows the 'Adding Your Material and Packaging' interface. On the left is a sidebar with navigation links: **Shipment** (Current Shipment, Package [1], UN1263, Paint, 3, III, Manage Overpack, Drafts (192)), **Manage** (History, Templates, Package Marking Settings), **Print** (Shipments, Certifications, Package Markings), and **Tools** (Address Book, Advanced Alignment, Integration). The main area has a top bar with 'Actions' and buttons: Add Material, Delete Package, Delete Material, Save Draft, Complete. Below this are sections: **Classification** (UNID: UN1263, Packing Group: III, Class: 3, Sub-risk: [empty], Select Material button, Proper Shipping Name: Paint), **Properties** (Technical Name: [dropdown], Delete button, Other Required Information: [text area], checkboxes for Mixture, Molten, Liquid, Solid, Solution, Stabilized, Marine Pollutant, Elevated Temperature, Waste, Non-odorized, Reportable Quantity, Empty Container), **Material Sequence** (UN1263, Paint, 3, III, Edit button), **Authorizations, Approvals, and Special Permits** (Add button), and **Packing Instructions** (radio buttons for Exception, Bulk, Non-bulk (selected), and checkboxes for Passenger/Cargo Aircraft, Cargo Aircraft Only, Limited Quantity). A red arrow points to the 'Select Material' button.

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The fields under Classification are pre-populated based on your hazardous material selection. If you need to change the material, click on **Select Material**.

This close-up shows the 'Classification' section. It includes input fields for UNID (UN1263), Packing Group (III), Class (3), and Sub-risk. A red arrow points to the 'Select Material' button. Below these fields is the 'Proper Shipping Name' field, which contains the text 'Paint'.

Under Properties you can enter any additional required information such as a Technical Name, Minimum Flashpoint, or Other Required Information.

Adding Your Material and Packaging

Properties

Technical Name

▼

Delete

Other Required Information

☐ Mixture

☐ Molten

☐ Liquid

☐ Solid

☐ Solution

☐ Stabilized

☐ Marine Pollutant

☐ Elevated Temperature

☐ Waste

☐ Reportable Quantity

☐ Non-odorized

☐ Empty Container

The Material sequence is also pre-populated; however, it can be edited to some extent by clicking on **Edit**.

Other Required Information

☐ Mixture

☐ Molten

☐ Liquid

☐ Solid

☐ Solution

☐ Stabilized

☐ Marine Pollutant

☐ Elevated Temperature

☐ Waste

☐ Reportable Quantity

☐ Non-odorized

☐ Empty Container

Material Sequence

UN1090, Acetone, 3, II

Edit

Authorizations, Approvals, and Special Permits

Add

Under Authorizations, Approvals and Special Permits, you can add any special permits that may apply. To do this, click on **Add**.

Material Sequence

UN1263, Paint, 3, III

Edit

Authorizations, Approvals, and Special Permits

Add

Packing Instructions

☐ Exception
 ☐ Bulk
 ☒ Non-bulk

PI

173.150

173.242

173.173

Max

30 L

30 L

Passenger/Cargo Aircraft


Cargo Aircraft Only

☐ Limited Quantity

Adding Your Material and Packaging

Under packing instructions you will find links for the packing instructions and listed maximums. Clicking on the packing instruction links brings you to the Dangerous Goods Advisor (DGA). The DGA contains information for that hazardous material such as packing information, the Emergency Response Guide, and information on limited quantities. Also under packing instructions is a diagram that is a reference for what labels are needed and how they can be put on the package. Please click on the image to see a full picture diagram of the labels. (Note: There is a disclosure on the enlarged picture diagram that explains using the image as an example only. Shippers are fully responsible for correctly placing their labels.)

Packing Instructions
☐ Exception ☐ Bulk ☒ Non-bulk
PI [173.150](#) [173.242](#) [173.173](#)
Max **Passenger/Cargo Aircraft** **Cargo Aircraft Only** **Limited Quantity**
30 L 30 L ☐



Packaging ☐ Use Single Packaging Refresh Data
Count Inner Packaging Quantity Unit of Measure Net Quantity
1 Metal 1 L 1 L
Count Outer Packaging UPS Worldship Outer Packaging
1 Fibreboard Box (4G) Fiberboard Box
Package Reference Package Weight CFR 173.13
21F5DB08062A 1 lb ☐ Complies with 173.13

Under packaging is where you will input information on how much material you have and how it is packed. Read the fields of information in the Packaging section from left to right: first you enter the count for the inner packaging, then the type of inner packaging, then the quantity of the hazardous material in each inner package, then the unit of measure for that quantity. Below that, you will enter the count for the outer packaging and then the type of outer packaging (Please reference the Overpack guide for adding an overpack or pallet to your shipment). There are also fields for additional information like the Package Reference and the Package Weight. These options will change depending on which form type you are using. Both the inner and outer packaging selections can be written in by simply clicking inside the fields and manually editing the text (This applies only to certain forms and when the user option for package validation is turned off).

Adding Your Material and Packaging

Packing Instructions

☐ Exception ☐ Bulk ☒ Non-bulk

PI [173.150](#) [173.242](#) [173.173](#)

Max Passenger/Cargo Aircraft 30 L Cargo Aircraft Only 30 L Limited Quantity ☐

Packaging ☐ Use Single Packaging [Refresh Data](#)

Count Inner Packaging Quantity Unit of Measure Net Quantity
1 Metal 1 L 1 L

Count Outer Packaging UPS Worldship Outer Packaging
1 Fibreboard Box (4G) Fiberboard Box

Package Reference 21F5DB08062A Package Weight 1 lb CFR 173.13 ☐ Complies with 173.13

If you are shipping a package with no inner packaging, you can select **Use Single Packaging**. This changes the packaging section to only include an outer packaging selection.

Packing Instructions

☐ Exception ☐ Bulk ☒ Non-bulk

PI [173.150](#) [173.242](#) [173.173](#)

Max Passenger/Cargo Aircraft 30 L Cargo Aircraft Only 30 L Limited Quantity ☐

Packaging ☒ Use Single Packaging [Refresh Data](#)

Count Inner Packaging Quantity Unit of Measure Net Quantity
1 Metal 1 L 1 L

Count Outer Packaging UPS Worldship Outer Packaging
1 Fibreboard Box (4G) Fiberboard Box

Package Reference 21F5DB08062A Package Weight 1 lb CFR 173.13 ☐ Complies with 173.13

There are three levels to your shipment. The **material screen** with the material and packaging information, the **package screen** with package information, and the **shipment screen** with the shipment information. You can select all of these screens from the options on the left-hand side under Shipment. If you need to edit or change anything, this is where you will click to navigate to the appropriate screen. Whichever option is highlighted is the screen that you are currently on.

Adding Your Material and Packaging

Shipment

Current Shipment

Package - Fibreboard Box (4G)

UN1090, Acetone, 3, II

Manage Overpack

Manage Shipment Collections

Drafts (11)

Manage

History

Templates

Package Marking Settings

Print

Shipments

Certifications

Package Markings

Shipment Collections

Tools

Address Book

Advanced Alignment

Report Layout Editor

Integration

Actions [Add Material](#) [Delete Package](#) [Delete Material](#) [Save Draft](#) [Complete](#)

Classification

UNID

Packing Group

Class

Sub-risk

UN1090

II

3

[Select Material](#)

Proper Shipping Name

Acetone

Properties

Technical Name

[Delete](#)

Other Required Information

☐ Mixture

☐ Molten

☐ Liquid

☐ Solid

☐ Solution

☐ Stabilized

☐ Marine Pollutant

☐ Elevated Temperature

☐ Waste

☐ Reportable Quantity

☐ Non-odorized

☐ Empty Container

Material Sequence

UN1090, Acetone, 3, II

[Edit](#)

At any point in creating your shipment you may save a template. You can save a **shipment template**, which will save any shipment and packaging information you have input so far. This template can then be accessed for future use on the current shipment screen where you select your form type. You create one by selecting **Save Template** in the action bar on the shipment screen.

Adding Your Material and Packaging

Welcome, Example User [Log Out](#)

Home Parts **Shipping Papers** Administration Training Help

Shipment
Current Shipment
Package - Fibreboard Box (4G)
UN1263, Paint, 3, III
Manage Overpack
Drafts (192)

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: Ground
[Add Carrier](#)

Shipper [Look up](#)
Reference:
[Find](#)
Name: Aloha Inc.
Address Info: 1234 Hula Ave
City: Honolulu State: HI
Postal Code: 96786 Country: U.S.A.
Phone:

Consignee [Look up](#)
Reference:
[Find](#)
Name: Bubbly Sodas
Address Info: 8932 Lemon Ave
City: Sacramento State: CA
Postal Code: 94203 Country: United States
Phone: 9168850922

Account Number: ACCOUNT NUMBER Edit Here
Emergency Contact: EMERGENCY NAME Edit Here
Emergency Contact Phone: EMERGENCY NUMBER HERE
Shipment Date:

Account Number:
Emergency Contact Number:
Reference Number:
Hazardous Materials Description and Quantity:
Signature:
Date:
Carrier Use Only:
Page 1 of 1 1 Package

You can also create a **package template**. This will save all of the material and package information (but not the shipment information). This template can be accessed for future use by clicking on the drop down menu under Select a Package Template after clicking on Add Material. You create one by selecting **Save Package Template** in the action bar on the **package** screen.

Adding Your Material and Packaging

Welcome, Example User [Log Out](#)

Home Parts **Shipping Papers** Administration Training Help

Shipment
Current Shipment
Package - Fibreboard Box (4G)
UN1263, Paint, 3, III
Manage Overpack
Drafts (192)

Manage
History
Templates
Package Marking Settings

Print
Shipments
Certifications
Package Markings

Tools
Address Book
Advanced Alignment
Integration

Actions [Add Material](#) [Delete](#) [Save package template](#) [Save Draft](#) [Complete](#)

Packaging

Package Reference
21F5DB08062A

Count Package Weight
1 1 lb

Package Type
Fibreboard Box (4G)

UPS Worldship Outer Packaging
Fiberboard Box

Labels Required
FLAMMABLE LIQUID *

CFR 173.13
☐ Complies with 173.13

Materials

Material Sequence	Net Quantity
UN1263, Paint, 3, III	1 L

Edit Delete

Validating and Printing Your Shipment

Once you have input all of the shipment information, you need to validate the shipment before you can move on to printing. This is where the program checks your shipment against regulations. Clicking **Complete** (in the actions bar) on the **material screen** tells the program to validate your package.

Shipment
Current Shipment
Package - Fibreboard Box (4G)
UN1090, Acetone, 3, II
Manage Overpack
Manage Shipment Collections
Drafts (11)

Actions [Add Material](#) [Delete Package](#) [Delete Material](#) [Save Draft](#) [Complete](#)

Classification

UNID Packing Group Class Sub-risk
UN1090 II 3

Select Material

Proper Shipping Name
Acetone

A message will pop up on the top of the screen. It will be either a green, yellow, or red bar. If it is green and says that your package has been validated then your package is acceptable. If it is yellow, it is a warning message. These warnings are messages you need to read and consider but they will not stop you from printing the shipment. If it is red, it is an error message and it needs to be fixed before you will be able to print the shipment. Click on the yellow or red bar to get more details about what might be wrong with your shipment. An example of an error message is shown below.

Adding Your Material and Packaging

Shipment
Current Shipment
Package - Fibreboard Box (4G)
UN1090, Acetone, 3, II
Manage Overpack
Manage Shipment Collections
Drafts (11)
Manage
History
Templates
Package Marking Settings
Print
Shipments
Certifications
Package Markings
Shipment Collections
Tools
Address Book
Advanced Alignment
Report Layout Editor
Integration

Actions [Add Material](#) [Delete Package](#) [Delete Material](#) [Save Draft](#) [Complete](#)

Package Validation Errors - click for details -
Error: Material must have a quantity greater than 0. [UN1090, Acetone, 3, II]

Classification
UNID Packing Group Class Sub-risk
[Select Material](#)
Proper Shipping Name

Properties
Technical Name
[Delete](#)
Other Required Information
☐ Mixture ☐ Molten ☐ Liquid ☐ Solid ☐ Solution
☐ Stabilized ☐ Marine Pollutant ☐ Elevated Temperature ☐ Waste ☐ Reportable Quantity
☐ Non-odorized
☐ Empty Container

Once the package gets the green package validated message after clicking on complete, you will automatically be brought to the shipment screen.

Shipment
Current Shipment
Package - Fibreboard Box (4G)
UN1090, Acetone, 3, II
Manage Overpack
Manage Shipment Collections
Drafts (11)
Manage
History
Templates
Package Marking Settings
Print
Shipments
Certifications
Package Markings
Shipment Collections
Tools
Address Book
Advanced Alignment
Report Layout Editor
Integration

Actions [New](#) [Add Material](#) [Save template](#) [Save Draft](#) [Complete](#)

Package Validated

Regulation Form Type
Carrier Transport Mode
[Add Carrier](#)

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 Emergency Contact Number
Reference Number
Hazardous Materials Description and Quantity
Signature Date
Page 1 of 1

For Air Services Only
Passenger Aircraft ☐ Cargo Aircraft ☐
Carrier Use Only
Remarks
BAG
Date
1 Package

Adding Your Material and Packaging

To continue your shipment, see: [Finishing Your Shipment](#)