

## 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 displays the DGIS interface. At the top, there is a user greeting 'Welcome, Example User' and a 'Log Out' button. The navigation menu includes 'Home', 'Parts', 'Shipping Papers', 'Administration', 'Training', and 'Help'. The 'Shipping Papers' section is active. On the left, there is a 'Shipment' sidebar with options like 'Current Shipment', 'Drafts (192)', 'Manage', and 'Print'. The main area shows a form with dropdown menus for 'Regulation' (49 CFR), 'Form Type' (UPS Laser), 'Carrier' (United Parcel Service), and 'Transport Mode' (Ground). An 'Add Carrier' button is located below the 'Carrier' dropdown. To the right, there is a form for hazardous materials with fields for 'Account Number', 'Emergency Contact Number', 'Reference Number', and 'Hazardous Materials Description and Quantity'. A yellow warning label for air services is also present.

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

Welcome, Example User [Log Out](#)

Home | Parts | **Shipping Papers** | Administration | Training | Help

Shipment  
Current Shipment  
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](#)

**Add to Shipment**  
Add a new package and material to the shipment  
— or —  
Select a Package Template  
[Select] [Cancel](#)

Shipper  
Reference: Aloha  
[Find](#)  
Name: Aloha Inc.  
Address Info: 1234 Hula Ave  
City: Honolulu | State: HI | City: Sacramento | State: CA  
Postal Code: 96786 | Country: U.S.A. | Postal Code: 94203 | Country: United States  
Phone: | 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 | For Air Services Only  
Reference Number | Passenger Aircraft | Cargo Aircraft Only  
Hazardous Materials Description and Quantity  
Signature | Date | Carrier Use Only  
Page 1 of 1 | 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 left is the DGIS logo with the tagline 'DANGEROUS GOODS INFORMATION SYSTEM'. The top navigation bar includes 'Home', 'Parts', 'Shipping Papers', 'Administration', 'Training', and 'Help'. A user greeting 'Welcome, Example User' and a 'Log Out' button are visible. The left sidebar contains sections for 'Shipment' (Current Shipment, Package [1], New Material, Manage Overpack, Drafts (192)), 'Manage' (History, Templates, Package Marking, Settings), 'Print' (Shipments, Certifications, Package Markings), and 'Tools' (Address Book, Advanced Alignment, Integration). The main content area features a 'Select Material' dialog box with a search form. The search form includes a 'Search text' input field containing '1263', a 'Search type' dropdown menu set to 'UNID', and a 'Search' button. Above the search form is an 'Actions' bar with buttons for 'Add Material', 'Delete Package', 'Delete Material', 'Save Draft', and 'Complete'.

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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Welcome, Example User [Log Out](#)

Home | Parts | **Shipping Papers** | Administration | Training | Help

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

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

**Select Material**

Search text:  Search type:  [Search](#)

Proper Shipping Name	Variation	Hazard Class	Packing Group	Subsidiary Hazard	Version	DGA Link
<a href="#">UN1263 Paint</a>		3	I			<a href="#">DGA</a>
<a href="#">UN1263 Paint including enamel</a>		3	I			<a href="#">DGA</a>
<a href="#">UN1263 Paint including lacquer</a>		3	I			<a href="#">DGA</a>
<a href="#">UN1263 Paint including liquid filler</a>		3	I			<a href="#">DGA</a>
<a href="#">UN1263 Paint including liquid lacquer base</a>		3	I			<a href="#">DGA</a>
<a href="#">UN1263 Paint including paint, lacquer, enamel, stain, shellac solutions, varnish, polish, liquid filler, and liquid lacquer base.</a>		3	I			<a href="#">DGA</a>
<a href="#">UN1263 Paint including polish</a>		3	I			<a href="#">DGA</a>
<a href="#">UN1263 Paint including shellac solutions</a>		3	I			<a href="#">DGA</a>
<a href="#">UN1263 Paint including stain</a>		3	I			<a href="#">DGA</a>
<a href="#">UN1263 Paint including varnish</a>		3	I			<a href="#">DGA</a>
<a href="#">UN1263 Paint</a>		3	II			<a href="#">DGA</a>
<a href="#">UN1263 Paint including enamel</a>		3	II			<a href="#">DGA</a>
<a href="#">UN1263 Paint including lacquer</a>		3	II			<a href="#">DGA</a>
<a href="#">UN1263 Paint including liquid filler</a>		3	II			<a href="#">DGA</a>
<a href="#">UN1263 Paint including liquid lacquer base</a>		3	II			<a href="#">DGA</a>
<a href="#">UN1263 Paint including paint, lacquer, enamel, stain, shellac solutions, varnish, polish, liquid filler, and liquid lacquer base.</a>		3	II			<a href="#">DGA</a>
<a href="#">UN1263 Paint including polish</a>		3	II			<a href="#">DGA</a>
<a href="#">UN1263 Paint including shellac solutions</a>		3	II			<a href="#">DGA</a>
<a href="#">UN1263 Paint including stain</a>		3	II			<a href="#">DGA</a>

[Cancel](#)

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 navigation sidebar with sections: **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 an 'Actions' bar with buttons: Add Material, Delete Package, Delete Material, Save Draft, Complete. Below 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 box, checkboxes for Mixture, Molten, Liquid, Solid, Solution, Stabilized, Marine Pollutant, Elevated Temperature, Waste, Non-odorized, Empty Container, Reportable Quantity); **Material Sequence** (UN1263, Paint, 3, III, Edit button); **Authorizations, Approvals, and Special Permits** (Add button); **Packing Instructions** (radio buttons for Exception, Bulk, Non-bulk; checkboxes for Passenger/Cargo Aircraft, Cargo Aircraft Only, Limited Quantity; PI 173.150, 173.242, 173.173; icons for a laptop and a box with a hazard symbol). The footer contains 'Copyright © Labelmaster Software 2021'.

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 view of the Classification section shows the UNID (UN1263), Packing Group (III), Class (3), and Sub-risk (empty) fields. A red arrow points to the 'Select Material' button. Below these fields is the 'Proper Shipping Name' field containing '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** Edit

UN1090, Acetone, 3, II

**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** Edit

UN1263, Paint, 3, III

**Authorizations, Approvals, and Special Permits** Add

**Packing Instructions**

Exception     
  Bulk     
  Non-bulk

PI	Passenger/Cargo Aircraft	Cargo Aircraft Only	Limited Quantity
<a href="#">173.150</a>			<input type="checkbox"/>
<a href="#">173.242</a>			<input type="checkbox"/>
<a href="#">173.173</a>	Max 30 L	30 L	<input type="checkbox"/>



## 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			Passenger/Cargo Aircraft	Cargo Aircraft Only	Limited Quantity
<input type="radio"/> Exception	<input type="radio"/> Bulk	<input checked="" type="radio"/> Non-bulk			<input type="checkbox"/>
PI	<a href="#">173.150</a>	<a href="#">173.242</a>	<b>Max</b>	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	<input type="checkbox"/> 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	<a href="#">173.150</a>	<a href="#">173.242</a>	<a href="#">173.173</a>	Max	30 L	30 L	<input type="checkbox"/> Limited Quantity
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Passenger/Cargo Aircraft   Cargo Aircraft Only



**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	<a href="#">173.150</a>	<a href="#">173.242</a>	<a href="#">173.173</a>	Max	30 L	30 L	<input type="checkbox"/> Limited Quantity
----	-------------------------	-------------------------	-------------------------	-----	------	------	---

Passenger/Cargo Aircraft   Cargo Aircraft Only



**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

The screenshot displays a software interface for managing shipments. On the left is a navigation sidebar with sections: **Shipment** (Current Shipment, Package - Fibreboard Box (4G), UN1090, Acetone, 3, II), **Manage** (Manage Overpack, Manage Shipment Collections, Drafts (11)), **Manage** (History, Templates, Package Marking Settings), **Print** (Shipments, Certifications, Package Markings, Shipment Collections), and **Tools** (Address Book, Advanced Alignment, Report Layout Editor, Integration). The main area has an **Actions** bar with buttons: Add Material, Delete Package, Delete Material, Save Draft, Complete. Below is the **Classification** section with fields for UNID (UN1090), Packing Group (II), Class (3), and Sub-risk, plus a Select Material button. The **Proper Shipping Name** field contains 'Acetone'. The **Properties** section includes a Technical Name dropdown with a Delete button, and an **Other Required Information** section with checkboxes for Mixture, Stabilized, Non-odorized, Empty Container, Molten, Marine Pollutant, Liquid, Elevated Temperature, Solid, Waste, Solution, and Reportable Quantity. At the bottom is the **Material Sequence** section with 'UN1090, Acetone, 3, II' and an Edit button.

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

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

**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

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:

**Shipping Label Preview:**  
Account Number, Emergency Contact Number, Reference Number, Hazardous Materials Description and Quantity, Signature, Date, Carrier Use Only (Title, IUC, Dew), 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

**Packaging**

Package Reference: 21F5DB08062A

Count: 1 Package Weight: 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	<a href="#">Edit</a> <a href="#">Delete</a>

## 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)

**Classification**

UNID: UN1090 Packing Group: II Class: 3 Sub-risk: [Select Material](#)

Proper Shipping Name: Acetone

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

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
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

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
49 CFR	UPS Laser
Carrier	Transport Mode
United Parcel Service	Ground
<a href="#">Add Carrier</a>	

<p><b>Shipper</b> <a href="#">Look up</a></p> <p>Reference</p> <p><input type="text"/></p> <p><a href="#">Find</a></p> <p>Name</p> <p>Corey Abram</p> <p>Address Info</p> <p>123 Main St</p> <p>City    State</p> <p>Seattle    WA</p> <p>Postal Code    Country</p> <p>98122    U.S.A.</p> <p>Phone</p> <p>800-578-4955</p>	<p><b>Consignee</b> <a href="#">Look up</a></p> <p>Reference</p> <p><input type="text"/></p> <p><a href="#">Find</a></p> <p>Name</p> <p><input type="text"/></p> <p>Address Info</p> <p><input type="text"/></p> <p>City    State</p> <p><input type="text"/>    <input type="text"/></p> <p>Postal Code    Country</p> <p><input type="text"/>    <input type="text"/></p> <p>Phone</p> <p><input type="text"/></p>
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Account Number	Emergency Contact Number	For Air Services Only This shipment is subject to Restrictions that apply to Certain Hazardous Goods						
Reference Number	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; font-size: 0.8em;">Passenger Aircraft</td> <td style="width: 50%; font-size: 0.8em;">Cargo Aircraft Only</td> </tr> </table>		Passenger Aircraft	Cargo Aircraft Only				
Passenger Aircraft	Cargo Aircraft Only							
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/placarded, 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						
<input type="text"/>	<input type="text"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 0.8em;">Name</td> <td style="font-size: 0.8em;">BIC</td> <td style="font-size: 0.8em;">Date</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Name	BIC	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	BIC	Date						
<input type="text"/>	<input type="text"/>	<input type="text"/>						
Page 1 of 1		1 Package						

12

## **Adding Your Material and Packaging**

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