

## Finishing Your Shipment

This article provides the steps to finish your shipment in 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](#)
4. [Finishing Your Shipment](#) (current article)

Video url, <https://youtu.be/Cni-g7UhOyI>

After validating your package and materials, you will automatically be brought to the current shipment screen. Clicking **Complete** on the shipment screen tells the program to validate your entire shipment, including the information on the shipment screen.

Welcome, Example User [Log Out](#)

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**Shipments**

- Current Shipment
  - Package - Fibreboard Box (4G)
  - UN1263, Paint, 3, III
  - Manage Overpack
- Drafts (196)

**Manage**

- History
- Templates
- Package Marking
- Settings

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

Regulation: 49 CFR Form Type: UPS Laser

Carrier: United Parcel Service Transport Mode: Ground

Shipper: [Look up](#) Consignee: [Look up](#)

Account Number: Emergency Contact Number: Reference Number: Hazardous Materials Description and Quantity:

After completing your shipment, you will be brought to the **print shipment** screen and your shipment will be listed under **current shipments**.

DGIS

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ANGEROUS GOODS INFORMATION SYSTEM

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Address Book

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Integration

Search for

Find Match for

View

[Select]

My Shipments

Search

Clear

Actions

Print All

Form Type

Regulation

Shipment Dates

UPS Laser

[Select]

All Dates

Current Shipments

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☐ Expand All

☐ Select All

<div><div></div><div>Select</div><div>Edit</div><div>View</div><div>Checklist</div></div>	<div><div>Ship Date</div><div>12/9/2021</div></div>	<div><div>Transport Mode</div><div></div></div>	<div><div>Consignee Address</div><div>Bubbly Sodas</div></div>	<div><div>Waybill / Package / Shipper's Reference</div><div>C1287474F82D</div></div>	<div><div>Delete</div><div></div></div>
<div><div></div><div>Select</div><div>Edit</div><div>View</div><div>Checklist</div></div>	<div><div>Ship Date</div><div>10/4/2021</div></div>	<div><div>Transport Mode</div><div></div></div>	<div><div>Consignee Address</div><div>Able Bodies</div></div>	<div><div>Waybill / Package / Shipper's Reference</div><div>92AD23FFCD63</div></div>	<div><div>Delete</div><div></div></div>
<div><div></div><div>Select</div><div>Edit</div><div>View</div><div>Checklist</div></div>	<div><div>Ship Date</div><div>8/6/2021</div></div>	<div><div>Transport Mode</div><div></div></div>	<div><div>Consignee Address</div><div>Bubbly Sodas</div></div>	<div><div>Waybill / Package / Shipper's Reference</div><div>FFCB98B2712D</div></div>	<div><div>Delete</div><div></div></div>
<div><div></div><div>Select</div><div>Edit</div><div>View</div><div>Checklist</div></div>	<div><div>Ship Date</div><div>7/28/2021</div></div>	<div><div>Transport Mode</div><div></div></div>	<div><div>Consignee Address</div><div>Bubbly Sodas</div></div>	<div><div>Waybill / Package / Shipper's Reference</div><div>D6FD3D90C693</div></div>	<div><div>Delete</div><div></div></div>

## Finishing Your Shipment

To print your shipment check the box under **Select**, next to your shipment, and then click on **Print Selected**. A confirmation dialogue will appear and ask if you would like to print the selected shipment. To print the shipment click **Yes**, or **No** to cancel printing the selected shipment.

The screenshot shows the DGIS (Dangerous Goods Information System) interface. The top navigation bar includes 'Home', 'Parts', 'Shipping Papers', 'Administration', 'Training', and 'Help'. The 'Shipping Papers' tab is active. The left sidebar contains sections for 'Shipment' (Current Shipment, Drafts), 'Manage' (History, Templates, Package Marking, Settings), 'Print' (Shipments, Certifications, Package Markings), and 'Tools' (Address Book, Advanced Alignment, Integration). The main content area has search filters for 'Search for', 'Find Match for', 'View', 'Form Type', 'Regulation', and 'Shipment Dates'. The 'Current Shipments' table lists four shipments. The first shipment, 'Bubbly Sodas', is selected. A 'Confirm' dialog box is overlaid on the table, asking 'Print selected shipment' with 'Yes' and 'No' buttons. The 'Print Selected' button in the top right is also highlighted.

+	Select	Edit	View	Checklist	Ship Date	Transport Mode	Consignee Address	Waybill / Package / Shipper's Reference	Delete
+	<input checked="" type="checkbox"/>				12/9/2021		Bubbly Sodas	C1287474F82D	X
+	<input type="checkbox"/>				10/4/2021		Able Bodies	92AD23FFCD63	X
+	<input type="checkbox"/>							FFCB98B2712D	X
+	<input type="checkbox"/>							D6FD3D90C693	X

After confirming to print the selected shipment, a print preview screen will pop up showing what your shipping paper will look like when it prints out. Some print preview screens will look slightly different depending on the web browser or pdf viewer you are using. The print preview screen pictured below is using the Google Chrome web browser.

## Finishing Your Shipment

Report Preview - Google Chrome

mttest.dgis2.com/app/ReportPreview.aspx?FormID=UPS�aser&hdfStatusID=ReadyToPrint&data=cfc5ff91-f3df-402c-b641-17b58...

Selected alignment: [Select] [Regenerate Reports](#)

1 / 1 100%

ACCOUNT NUMBER Edit Here C1287474F82D EMERGENCY NUMBER HERE EMERGENCY NAME Edit Here XXXX XXXX UN1263, Paint, 3, III 1 Fibreboard Box x 1 L

ACCOUNT NUMBER Edit Here C1287474F82D EMERGENCY NUMBER HERE EMERGENCY NAME Edit Here XXXX XXXX UN1263, Paint, 3, III 1 Fibreboard Box x 1 L

Ä, ä, Ê, ê, Ì, ì, Ò, ò, Ù, ù, Ý, ý 12/9/2021


Ä, ä, Ê, ê, Ì, ì, Ò, ò, Ù, ù, Ý, ý 12/9/2021

ACCOUNT NUMBER Edit Here C1287474F82D EMERGENCY NUMBER HERE EMERGENCY NAME Edit Here XXXX XXXX UN1263, Paint, 3, III 1 Fibreboard Box x 1 L

ACCOUNT NUMBER Edit Here C1287474F82D EMERGENCY NUMBER HERE EMERGENCY NAME Edit Here XXXX XXXX UN1263, Paint, 3, III 1 Fibreboard Box x 1 L

After printing the shipment, a pop-up dialogue box will prompt you to confirm whether or not your shipment printed correctly. Clicking on **Yes** will move your shipment to **History**, which can be found on the left side of the page under **Manage**. From there it can be reprinted but not edited. Clicking on **No** will leave the shipment in the print shipments screen, which allows you to go back and edit your shipment by clicking on the pencil icon next to your shipment under **Edit**.

## Finishing Your Shipment

**DGIS**  
DANGEROUS GOODS INFORMATION SYSTEM

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**Shipment**  
Current Shipment  
Drafts

**Manage**  
History  
Templates  
Package Marking  
Settings

















**Print**  
[Shipments](#)  
Certifications  
Package Markings

**Tools**  
Address Book  
Advanced Alignment  
Integration

Search for  Find Match for  View

Form Type  Regulation  Shipment Dates

**Current Shipments** Page 1 of 1 ☐ Expand All ☐ Select All

	Select	Edit	View	Checklist	Ship Date	Transport Mode	Consignee Address	Waybill / Package / Shipper's Reference	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				12/9/2021		Bubbly Sodas	C1287474F82D	
<input type="checkbox"/>	<input type="checkbox"/>				10/4/2021		Able Bodies	92AD23FFCD63	
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								

**Confirm**  
Did your reports print correctly?