

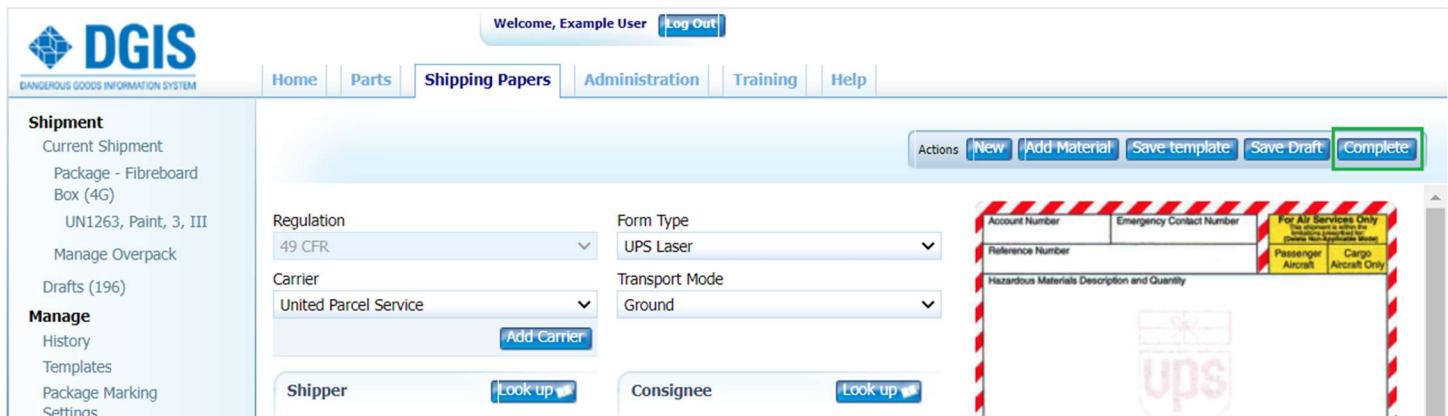
## Finishing Your Shipment

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)

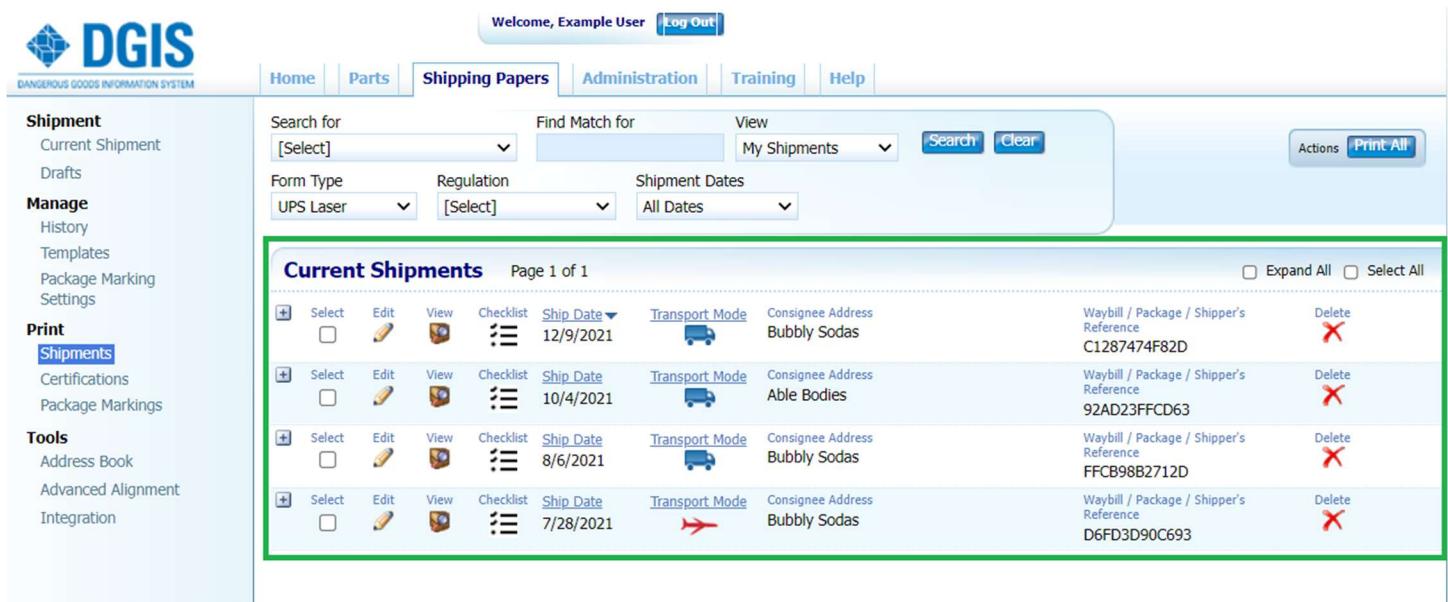
Video url, <https://youtu.be/Cni-g7UhOyl>

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.



The screenshot shows the DGIS Shipping Papers interface. The top navigation bar includes 'Welcome, Example User' and 'Log Out'. Below the navigation are tabs for 'Home', 'Parts', 'Shipping Papers' (which is selected and highlighted in blue), 'Administration', 'Training', and 'Help'. On the left, a sidebar menu for 'Shipment' lists 'Current Shipment', 'Package - Fibreboard Box (4G)', 'UN1263, Paint, 3, III', 'Manage Overpack', and 'Drafts (196)'. Under 'Manage', there are 'History', 'Templates', 'Package Marking', and 'Settings'. The main content area contains fields for 'Regulation' (49 CFR), 'Form Type' (UPS Laser), 'Carrier' (United Parcel Service), 'Transport Mode' (Ground), and buttons for 'Shipper' and 'Consignee' with 'Look up' buttons. To the right, there is a 'Actions' bar with buttons for 'New', 'Add Material', 'Save template', 'Save Draft', and 'Complete' (which is highlighted with a green box). A large red and white hazard material label is displayed on the right side of the screen.

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



The screenshot shows the DGIS Shipping Papers interface with the 'Shipping Papers' tab selected. The left sidebar includes 'Shipment' (Current Shipment, Drafts), 'Manage' (History, Templates, Package Marking, Settings), 'Print' (Shipments, Certifications, Package Markings), and 'Tools' (Address Book, Advanced Alignment, Integration). The main area features search and filter options: 'Search for' (dropdown), 'Find Match for' (dropdown), 'View' (dropdown), 'Shipment Dates' (dropdown), 'Form Type' (UPS Laser), 'Regulation' (dropdown), and 'Shipment Dates' (dropdown). Below these is a table titled 'Current Shipments' with 4 rows of data. Each row contains columns for 'Select' (checkbox), 'Edit' (pencil icon), 'View' (magnifying glass icon), 'Checklist' (list icon), 'Ship Date' (dropdown), 'Transport Mode' (dropdown), 'Consignee Address' (text), 'Waybill / Package / Shipper's Reference' (text), and 'Delete' (red X icon). The table is highlighted with a green border.

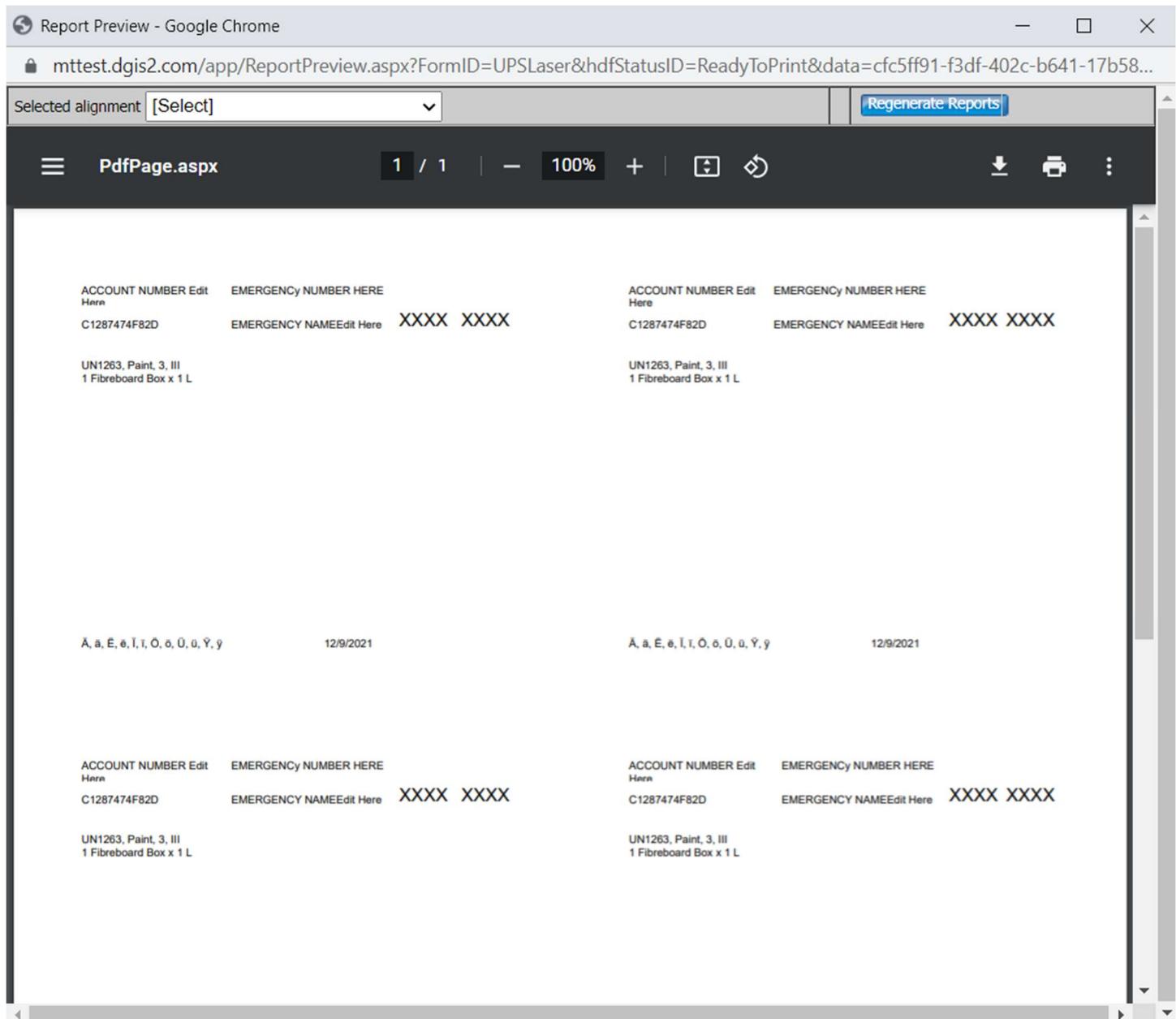
## Finishing Your Shipment

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 'Welcome, Example User' and 'Log Out'. Below the navigation is a search bar with dropdowns for 'Search for' (set to '[Select]'), 'Find Match for' (set to 'My Shipments'), and 'View' (set to 'My Shipments'). There are also buttons for 'Search' and 'Clear'. The main menu bar has tabs: Home, Parts, Shipping Papers (which is selected and highlighted in blue), Administration, Training, and Help. On the left, a sidebar menu includes: Shipment (Current Shipment, Drafts), Manage (History, Templates, Package Marking, Settings), Print (Shipments, Certifications, Package Markings), and Tools (Address Book, Advanced Alignment, Integration). The 'Shipments' tab under 'Print' is selected. The 'Shipping Papers' tab is also selected. The 'Current Shipments' section shows a list of four shipments. The first shipment in the list has a 'Select' checkbox checked (indicated by a green box), and a 'Print Selected' button is highlighted with a green box. A confirmation dialog box is overlaid on the list, containing the text 'Confirm' and 'Print selected shipment' with 'Yes' and 'No' buttons. The confirmation dialog box is also highlighted with a green box.

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=UPSLaser&hdfStatusID=ReadyToPrint&data=cfc5ff91-f3df-402c-b641-17b58...

Selected alignment [Select] Regenerate Reports

1 / 1 100% Print Download ...

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

Å, ä, É, è, ï, ï, Ò, ò, Ù, ù, Ý, ý

12/9/2021

Å, ä, É, è, ï, ï, 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

Welcome, Example User [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

Search for: [Select] Find Match for: My Shipments View: Search Clear Actions Print Selected

Form Type: UPS Laser Regulation: [Select] Shipment Dates: All 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"/>				12/9/2021		Bubbly Sodas	C1287474F82D	
[+]	<input type="checkbox"/>				10/4/2021		Able Bodies	92AD23FFCD63	
[+]	<input type="checkbox"/>				Ship Date		Consignee Address	Waybill / Package / Shipper's Reference FFCB98B2712D	
[+]	<input type="checkbox"/>				Transport Mode			Waybill / Package / Shipper's Reference D6FD3D90C693	

**Confirm**  
Did your reports print correctly?