



DG Digital: User Manual

October 2025 Edition

DG Digital: User Manual for 1st Release

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Introduction

DG Digital refers to IATA's online Dangerous Goods Declaration (DGD) digitalization tool, either as a standalone tool or as a feature of DG AutoCheck.

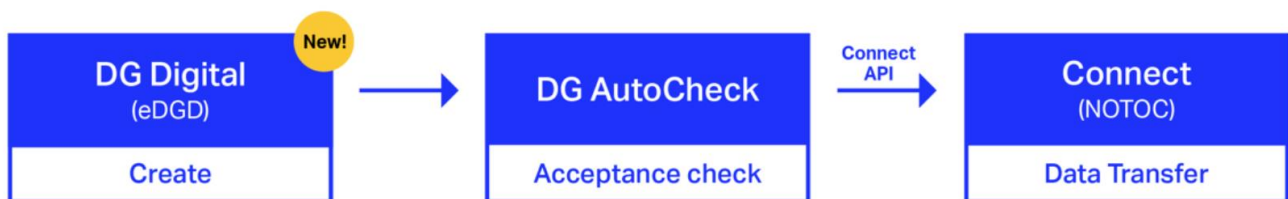
It is intended to be used by air cargo industry stakeholders to:

- a) capture DGD data
- b) submit/share the DGD electronic data (e-DGD) digitally with their business partners, and
- c) receive the DGD data from their business partners.

The DGD data captured may also be previewed/produced as PDF and printed in IATA standard layout.

Digital transformation

Enabling an end-to-end digital transformation for DG processes, DG Digital is at the start of the digital chain, to capture the DGD data and transmit it electronically to DG AutoCheck for performing the Acceptance check, and the process is completed by the Connect API where the data is transferred to cargo management systems or NOTOC systems for NOTOC, accounting, ULD build up, and other purposes.



Key Features of DG Digital and Benefits

The key features of DG Digital include creating and submitting DGDs electronically, and much more.

Key Features of DG Digital

- ✓ Create DGD records
- ✓ Submit DGDs digitally (**e-DGD**)
- ✓ Preview PDF DGDs
- ✓ Print paper DGDs in IATA standard format
- ✓ View Acceptance status of e-DGDs
- ✓ Download Acceptance check reports
- ✓ Receive automated email notifications

SHIPPER'S DECLARATION FOR DANGEROUS GOODS Submission Number: XB-P-0000000

Shipper: XYZ COMPANY CO., LTD.
1-2-3 HIRAKAWA, CHUO-KU
123-4567, TOKYO
Japan

Consignee: ABC COMPANY CO., LTD.
#123, ABC BUILDING
21456, SASTO
Finland

Transport Details:
Airport of Departure (optional):
Airport of Destination (optional):
Mode of Transport: **Aviation (DOT)**

NATURE AND QUANTITY OF DANGEROUS GOODS:
UN 3082 Radioactive material, Type A, package, special form

Additional Handling Information:
RADIOACTIVE MATERIAL For human use, diagnostic
24 HOUR EMERGENCY CONTACT NUMBER: +49 172 3013823

Signature: Ben Belarain (FF QA TESTER)
Date: 19 Apr 2025
Security Code: 211808

DG Digital Benefits

DG Digital enables an end-to-end digital transformation for DG processes.

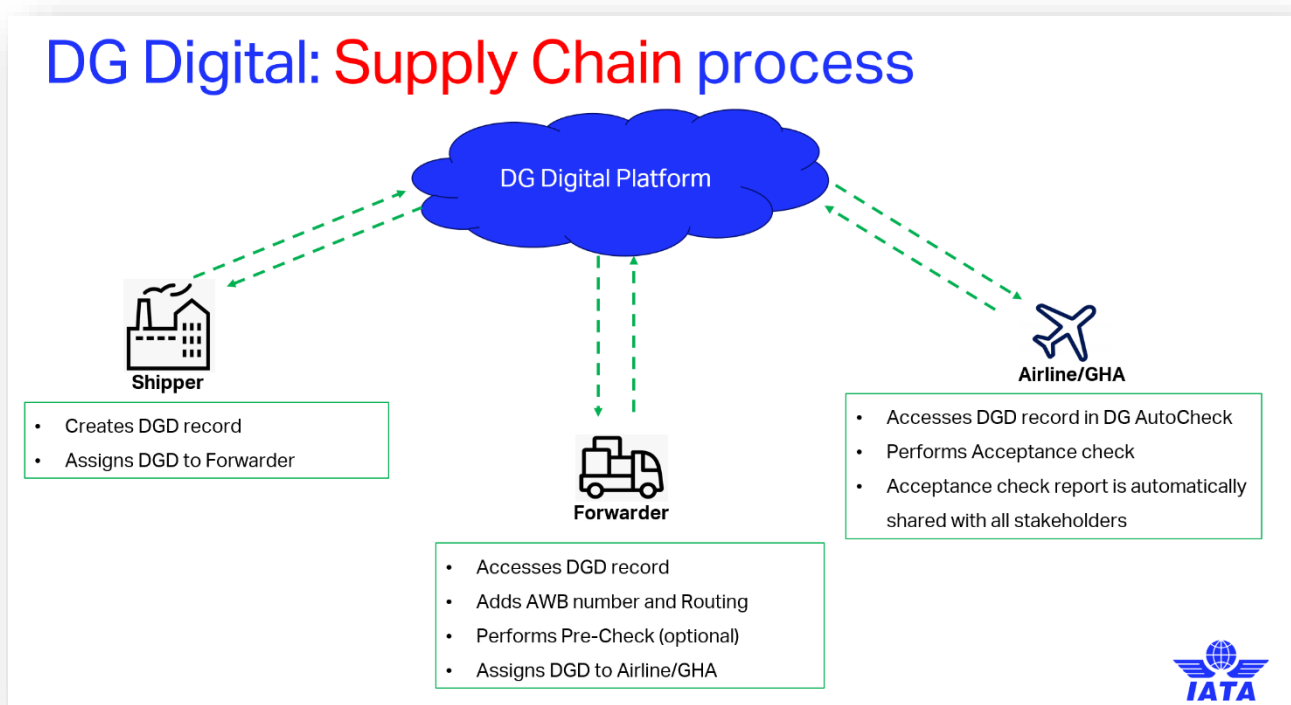
- 1** Faster and leaner DG process
- 2** Improved data quality
- 3** More transparency and immediate updates
- 4** Removal of paper in transport
- 5** Improved customer experience



Supply Chain data sharing process

DG Digital enables a supply chain data sharing model, where a record created by one party is accessed by multiple (authorized) parties who perform the (permitted) actions, and the information is shared with all the parties in the supply chain.

- DGD record is created by one party
- They assign the DGD to another party i.e. their business partner
- The assigned party (business partner) is notified by email
- The business partner accesses the (same) record and performs the (permitted) action(s)
- Then, they assign the DGD to the next party in the chain
- They perform the (permitted) action(s)
- Whenever an action is performed on the record, information is shared automatically with previous parties in the chain.
- The basic principle is that all parties access and perform action on the same record. (There is no bilateral exchange of EDI messages or documents).
- An example is shown below.



Follows Industry Best Practice Guidelines

DGD Digital follows the recommendations provided in the [IATA e-DGD Implementation Guide](#) (PDF).



Lufthansa Cargo



Electronic Shipper's Declaration for Dangerous Goods (e-DGD)

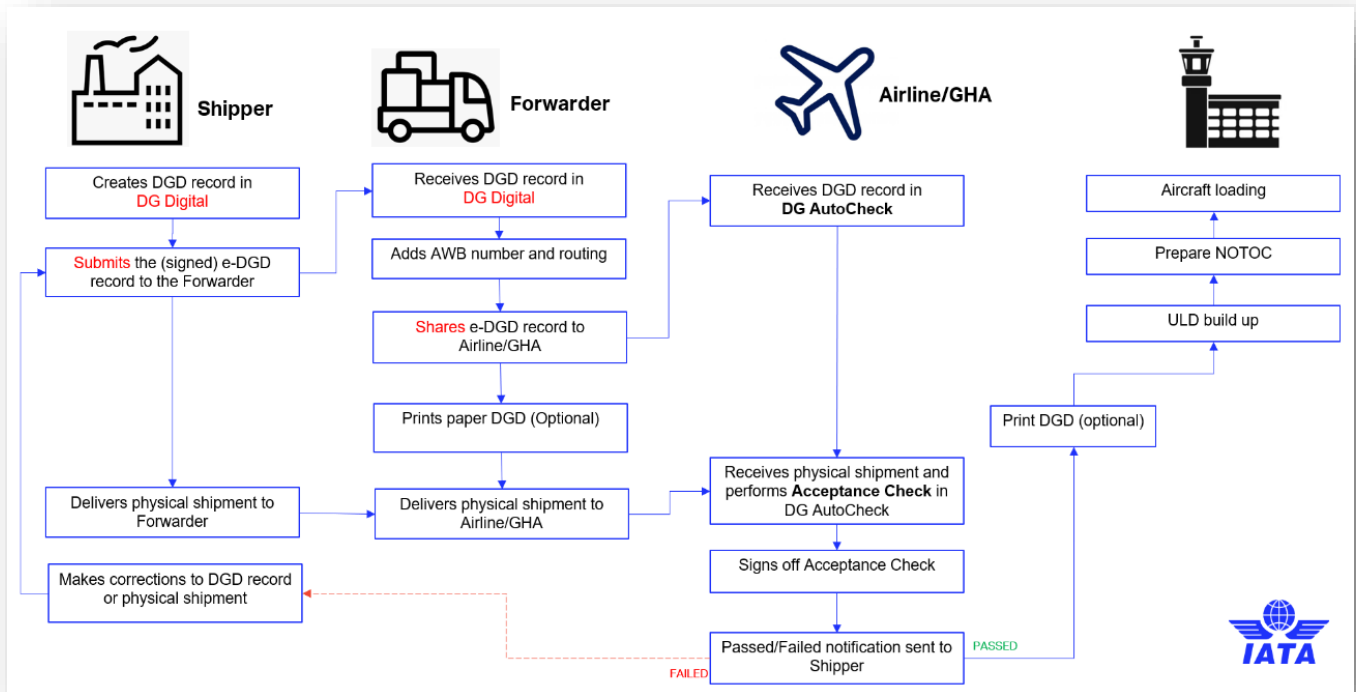
Implementation Guide



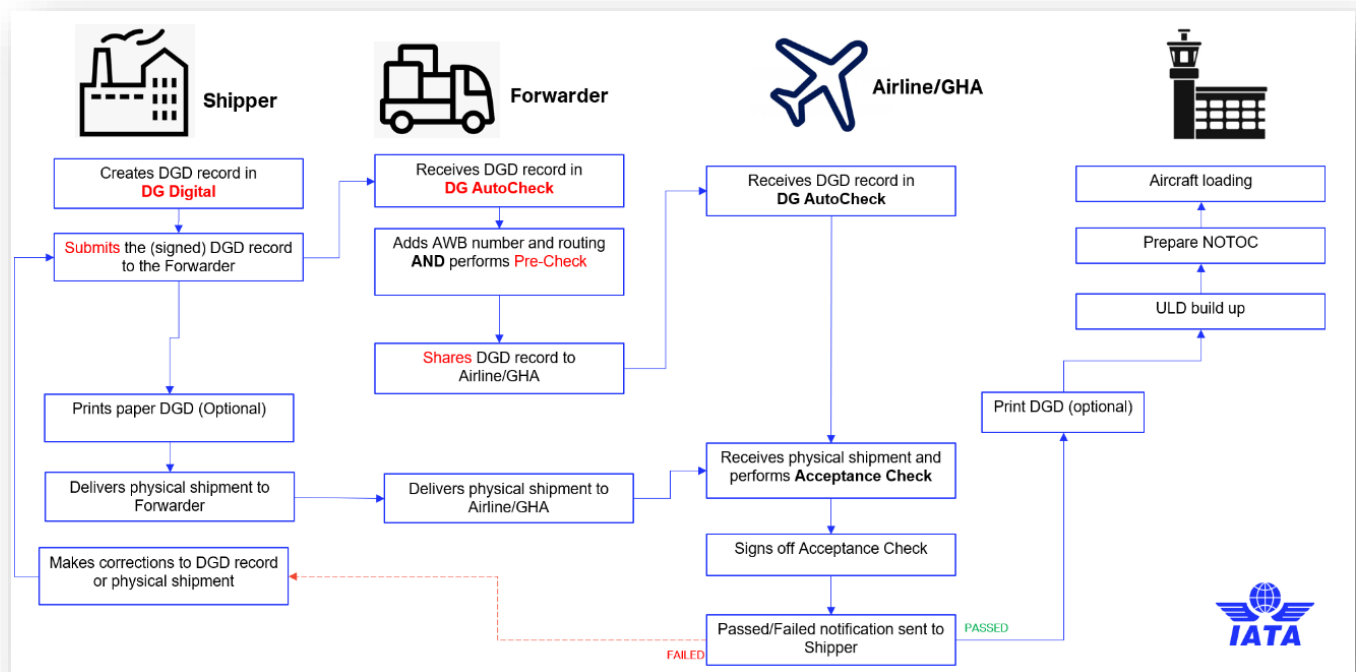
User Journey examples

DG Digital enables various user journeys.

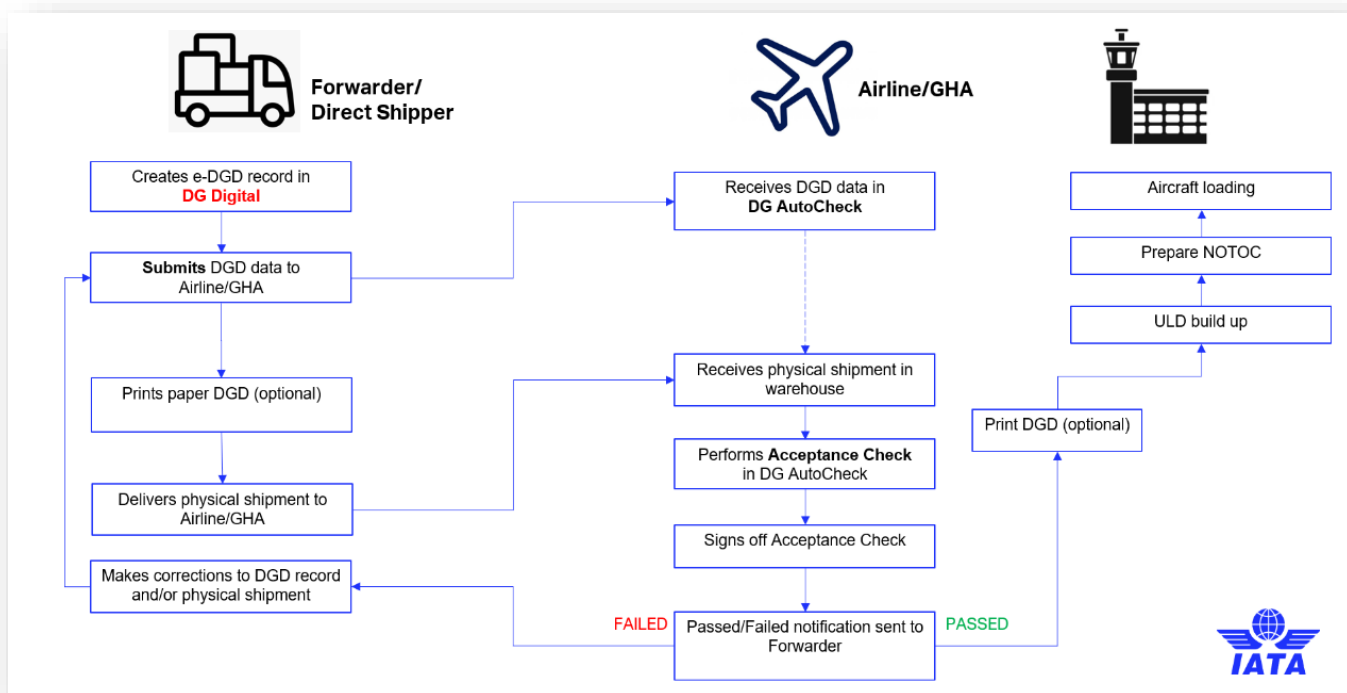
User Journey-1: Supply Chain e-DGD process



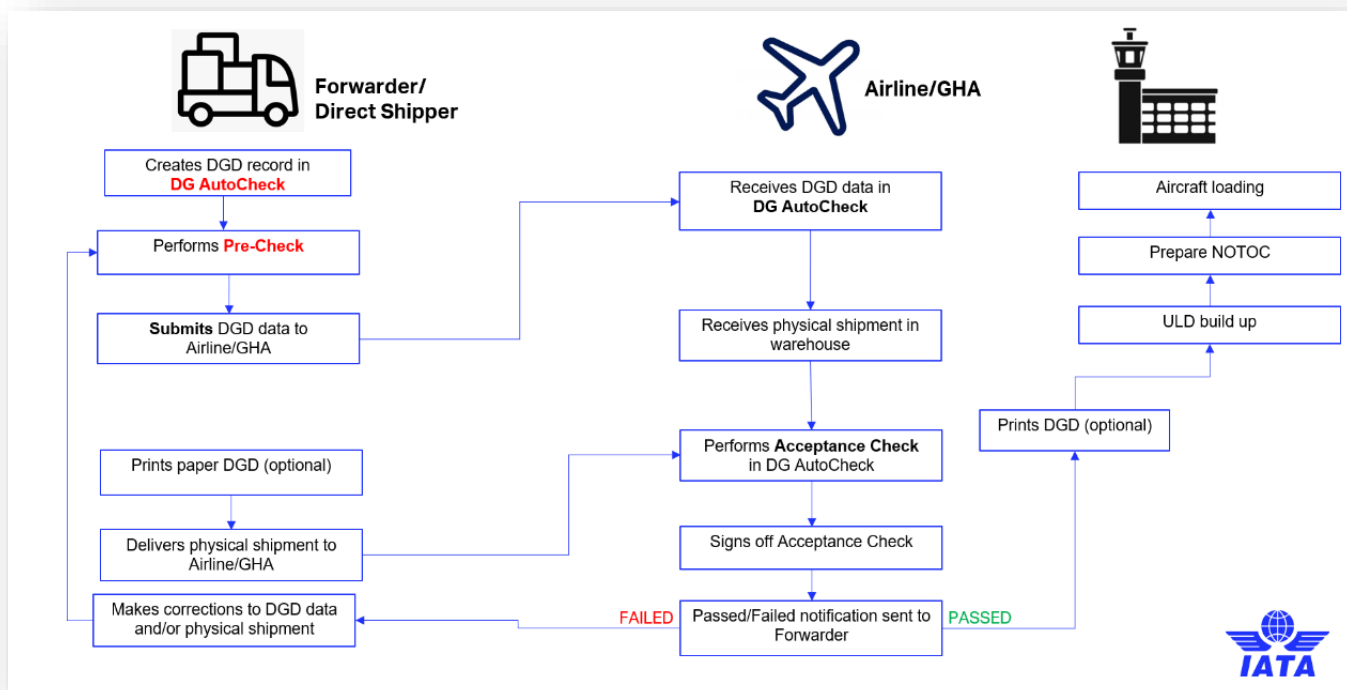
User Journey-2: Supply Chain e-DGD process with PRE-CHECK by Forwarder



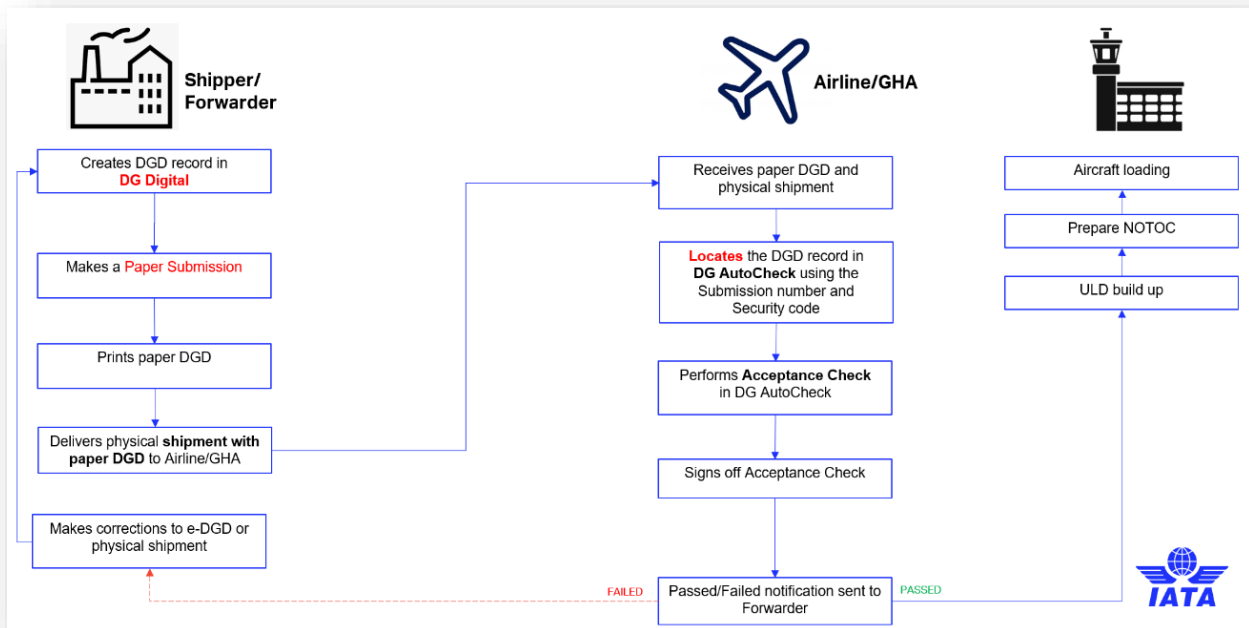
User Journey-3: Forwarder direct e-DGD submission process



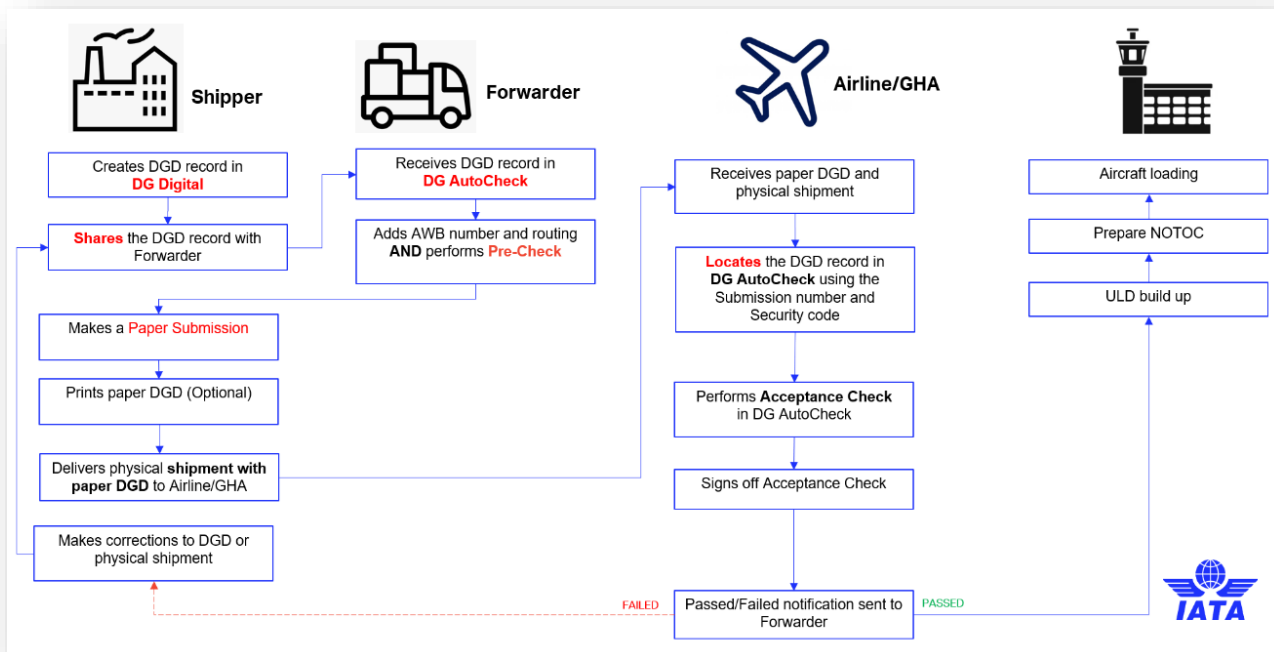
User Journey-4: Forwarder direct e-DGD submission process with PRE-CHECK



User Journey-5: Paper Submission Process



User Journey-6: Paper Submission Supply Chain Process



Registration and Account set up

Access the online registration form

Launch your web browser and go to: <https://dgautocheck.iata.org/e-dgd>.

The DG Digital registration page is displayed.

Complete and submit registration request

Enter the requested details.

- First, enter your **Company Name** and **Address** details.
- Next, enter your **Base Airport** i.e. the Airport closest to your office location, or the Airport you use most frequently for sending DG shipments
- Next, enter your top 3 **Airline** partners (Note: this step is optional for Shippers).
- Next, enter the details of your company's **Main User**. This will be the Admin user for your account with Full Access rights to your account. This user will receive the account login credentials. Then, this user can add/set up other users of the company, as needed.
- Next, enter the details of the **Request Submitter**. This is the person submitting the registration request for your company. If it is the same as the Main User, you can just click "Same as Main User".
- After entering all the details, click **I'm not a robot** (for the CAPTCHA confirmation)
- Finally, click the **Submit** button to finalize the registration request.

DG Digital: Register

Submit request for DG Digital account

Company Name *	JAPAN FORWARDING INC.
Address 1 *	6-2.MARUNOUCHI.1 -CHOME.CHIYODA-KU
Address 2	
City *	TOKYO
Postal Code/ ZIP code	100-0007
Country *	✕ Japan ▼
Company Type *	Freight Forwarder ▼
Base Airport *	✕ Narita Intl (NRT), Tokyo, Japan (Airport) ▼ <i>Airport closest to your office location, or the Airport you use most frequently for sending DG shipments</i>
Airlines	✕ ✕ Japan Airlines Co., Ltd. (JL-131) ✕ Nippon Cargo Airlines (KZ-933) ▼ <i>Your top 3 airline partners for DG shipments</i>

Main User

This will be the Admin user for your account with Full Access rights

First Name *	ROBERT
Last Name *	WEST
Job Title *	OPERATIONS MANAGER
Email *	dgd@iata.org
Confirm Email *	dgd@iata.org

Request Submitter

☐ Same as Main User

First Name *

BEN

Last Name *

BEHANAN

Email *

behananb@iata.org

Confirm Email *

behananb@iata.org

 I'm not a robot



reCAPTCHA
[Privacy](#) - [Terms](#)

Submit

Upon clicking **Submit**, an automated email is sent to the Request Submitter. An on-screen message is displayed as follows. You may safely close the screen.

DG Digital: Confirm your registration request

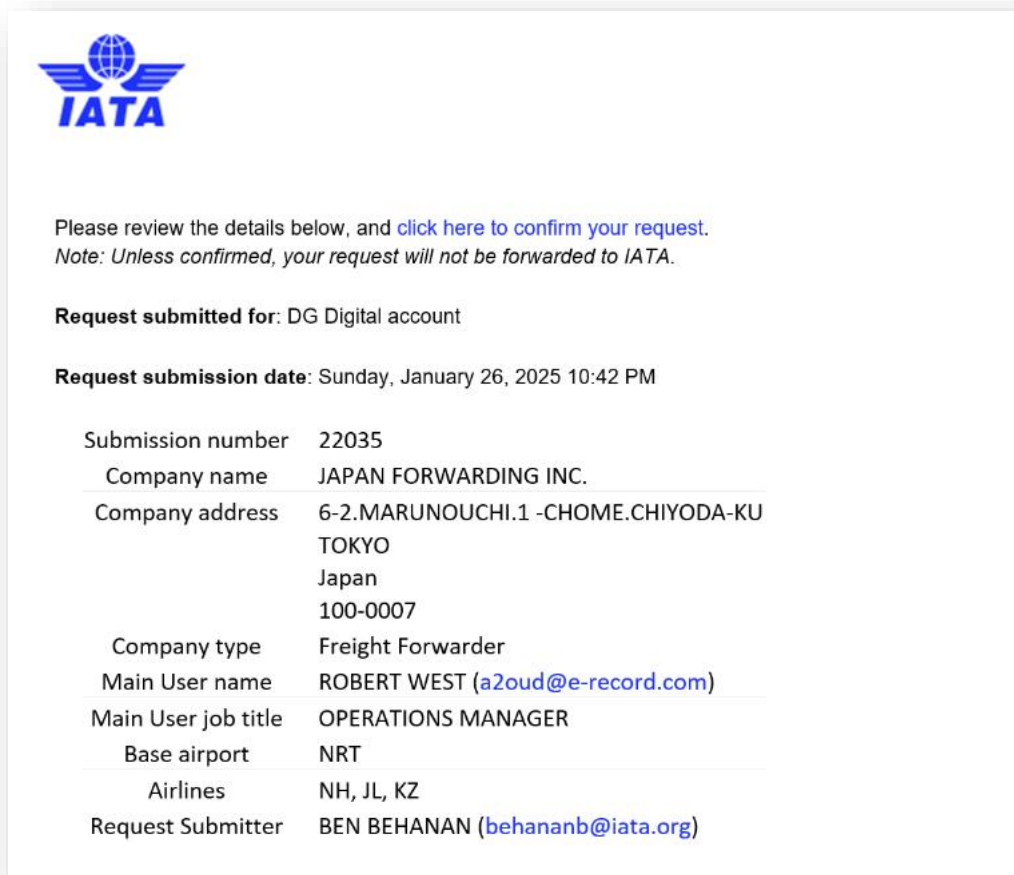
Confirm your registration request

An email has been sent to behananb@iata.org. Please review and confirm your registration request details to finish your submission.

You may now safely close this screen.

Receive email to confirm submission details

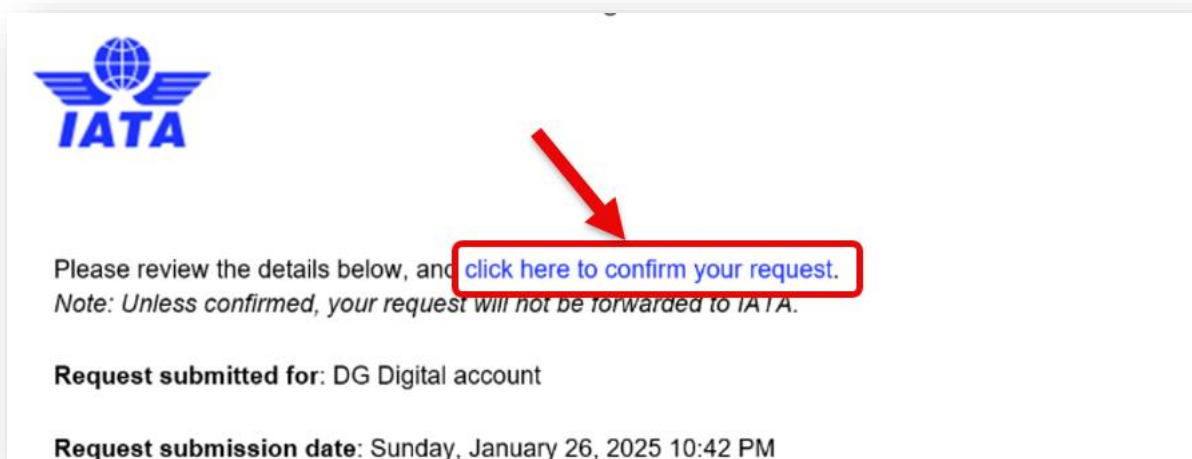
Below is the sample of email the Request Submitter will receive.



Confirm submission details

Click the link **click here to confirm your request** to confirm the request and submit the request to IATA.

Note: Unless confirmed, the registration request will NOT be sent to IATA.



DG Digital: Registration Request Submitted

Registration Request Submitted

Thank you. Your registration request has been submitted to IATA. Your submission number is 22035.

In case of any queries related to this request, please contact dg.digital@iata.org with your submission number.

You may now safely close this screen.

Receive email notification with submission number

Once you confirm your request, your request will be sent to IATA and you will receive an email notification with the submitted details, including your **Submission number**. Below is the sample of email you will receive.



Your request has been forwarded to IATA.

Request submitted for: DG Digital account

Request submission date: Sunday, January 26, 2025 10:42 PM

Submission number	22035
Company name	JAPAN FORWARDING INC.
Company address	6-2.MARUNOUCHI.1 -CHOME.CHIYODA-KU TOKYO Japan 100-0007
Company type	Freight Forwarder
Main User name	ROBERT WEST (a2oud@e-record.com)
Main User job title	OPERATIONS MANAGER
Base airport	NRT
Airlines	NH, JL, KZ
Request Submitter	BEN BEHANAN (behananb@iata.org)

Receive DG Digital account approved email notification

Once the request is approved by IATA, the **Main User** will receive an automated message confirming approval of your company's DG Digital account and it will have a link (URL) to register and a temporary password.

Your DG.Digital account is approved: (ABC Japan)

Dear User,

Congratulations. Your DG.Digital account request is approved.

Account name: **ABC Japan.**

Please follow the instructions below to complete your registration and set up your login credentials.

For New Users of DG.Digital

[Click here](#) to register.

Your temporary password : lv_apj9A4kmuq2j5GFH1NQ

For Existing Users of DG.Digital / DG AutoCheck

If you are an existing user of DG AutoCheck but use another email address to access the tool then you need to add this new email address (lobixefu@thetechnext.net) to your account. You can add alternate email addresses in your profile area by [clicking here](#). Once added you will be sent an email to confirm your access to this email, once confirmed you will have access to the new account.

The Request Submitter will also receive a message informing that the account is approved.



Dear BEN BEHANAN,

Congratulations. Your DG Digital account request is approved.

Account name: **JAPAN FORWARDING INC..**

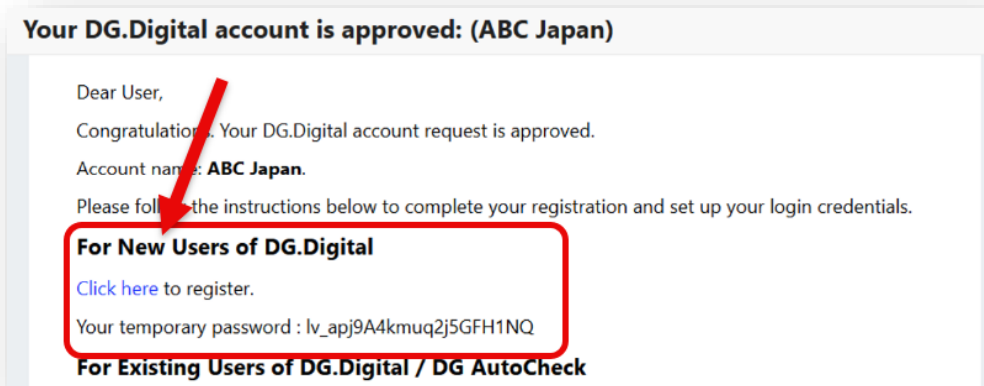
Next steps to complete the registration, including temporary login credentials (where applicable), have been sent to your company's main contact: ROBERT WEST (a2oud@e-record.com)

This is an automated message. Please do not reply.



Set up Login credentials of first Super User

1. In the account approved message received by the Main User, under **New Users of DG Digital**, click **Click here** to launch the login page.



2. Enter your email address and click **Next**.

A screenshot of the "DG AutoCheck" registration page. It features the IATA logo and the text "DG AutoCheck". Below this, there is a label "Enter your email / username" and a text input field containing "lobixefu@thetechnext.net". A "Next" button is located at the bottom right of the form.

3. Enter the temporary password (you can find in the email) and click **Log in**

A screenshot of the "DG AutoCheck" login page. It features the IATA logo and the text "DG AutoCheck". Below this, there is a back arrow icon and the email address "lobixefu@thetechnext.net". A label "Enter your password" is above a password input field. A "Log in" button is located at the bottom right of the form. At the bottom left, there is a link that says "Forgotten your password?".

4. Upon clicking **Log in**, the Register window is displayed. Enter your new password (twice), and click **Save**.

Note: The password must be at least **10** characters long and contain at least **1 uppercase** character, **1 lowercase** character, **1 number** and **1 special** character (#?!@\$%^&*-.).

Register

Please complete your profile.

First Name

Last Name

New Password

Confirm Password

Save

5. The **Terms of Use** is displayed. Scroll down and click **Accept** to continue.

26.9 Terms and Conditions Amendments.

IATA reserves the rights to change any of the present Terms and Conditions at any time by notifying the Customer through the Portal. By accepting the Terms and Conditions amendments and by continuing using the Product, it shall be deemed that the Customer agrees to be bound by the amended Terms and Conditions.

PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE COMPLETING YOUR REGISTRATION AND/OR USING DG AUTOCHECK.

PLEASE CONFIRM YOUR ACCEPTANCE OF THESE TERMS OF USE BY CLICKING THE "ACCEPT" BUTTON LOCATED BELOW.

IF YOU DO NOT AGREE TO THE THESE TERMS OF USE, PLEASE REFRAIN FROM COMPLETING YOUR REGISTRATION AND/OR USING DG AUTOCHECK.

Reject
Accept

6. The **Office Management** screen will be displayed.

DG Digital: ABC Japan
ABC Japan
System (UTC)
Dave Backstorm

Configuration » Office Management

Office Management
Create

Certification Management
Offices
Resource Sections
Subscription Settings
Scanner Emails (Subscription Level)

Success! Welcome to DG Digital. Please setup your offices and assign users to them, so that you can start using the system.

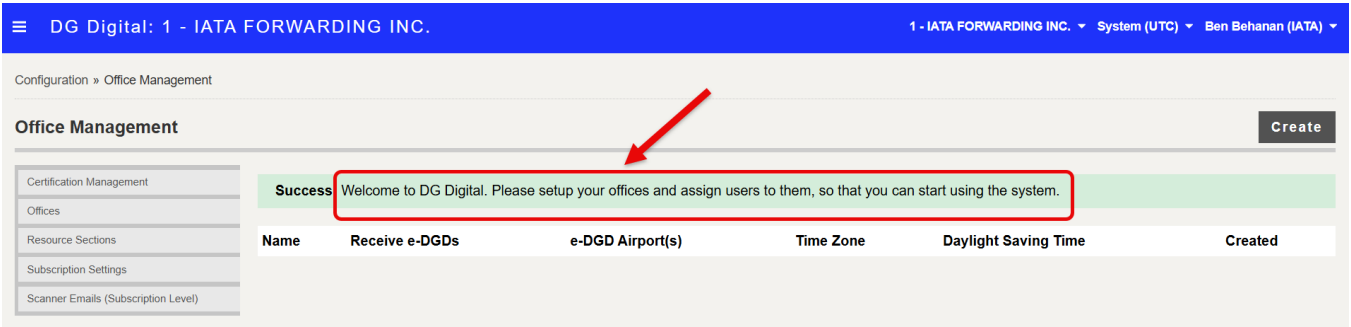
Name	e-DGD Enabled	e-DGD Airport(s)	Time Zone	Daylight Saving Time	Created
------	---------------	------------------	-----------	----------------------	---------

You are now ready to set up the initial office(s) and user(s).

Initial set up for DG Digital users

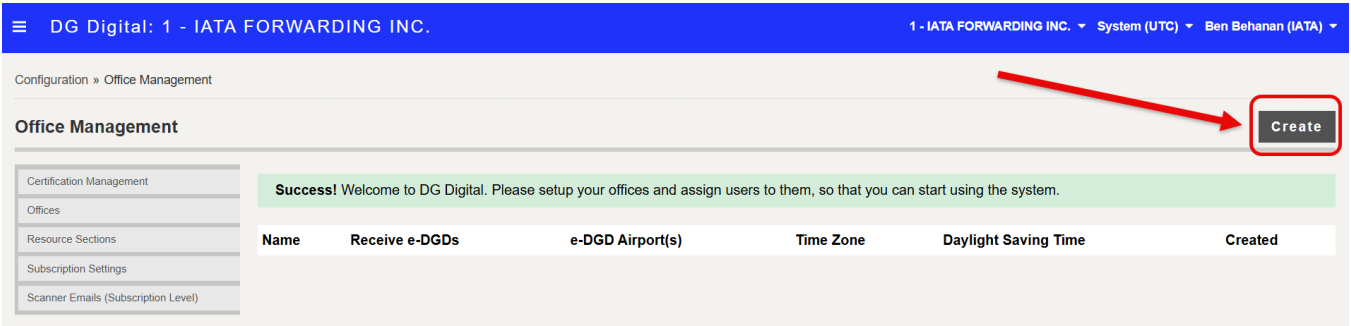
Create your first Office

Upon first-time login, the following screen will be displayed.



To create your first Office:

1. Click **Create**



2. The **Create Office** screen is displayed.

The screenshot shows the 'Create Office' form. The breadcrumb 'Configuration » Office Management » Create Office' is at the top, with 'Create Office' highlighted in a red box. The form has a sidebar on the left with the same navigation menu as the previous screens. The main form area contains the following fields:

- Name ***: A text input field.
- Office Code**: A text input field.
- Office Type**: A dropdown menu with 'Office' selected. Below it, a note reads: 'Testing and Training offices will be excluded from the dashboard reports.'
- City**: A dropdown menu with 'Select a city' as the placeholder.
- Time Zone**: A dropdown menu with 'select below' as the placeholder.
- Contact Name**: A text input field.
- Contact Email Address**: A text input field.

 At the bottom left of the form is a 'Create' button.

3. Enter the **Name** of the office and then select **City**

Note: The Time zone will be automatically selected when you select the City.

Configuration » Office Management » Create Office

Create

[Certification Management](#)
[Offices](#)
[Resource Sections](#)
[Subscription Settings](#)
[Scanner Emails \(Subscription Level\)](#)

Name *

Tokyo

Office Code

Office Type

Office

Testing and Training offices will be excluded from the dashboard reports.

City

× Tokyo (TYO), Japan

Time Zone

(UTC+09:00) Osaka, Sapporo, Tokyo

Contact Name

Contact Email Address

Create

4. To save the new office, click **Create**

Configuration » Office Management » Create Office

Create

[Certification Management](#)
[Offices](#)
[Resource Sections](#)
[Subscription Settings](#)
[Scanner Emails \(Subscription Level\)](#)

Name *

Tokyo

Office Code

Office Type

Office

Testing and Training offices will be excluded from the dashboard reports.

City

× Tokyo (TYO), Japan

Time Zone

(UTC+09:00) Osaka, Sapporo, Tokyo

Contact Name

Contact Email Address

Create

5. A message is displayed confirming the office is saved.

Configuration » Office Management » Tokyo » General

Tokyo

Certification Management

Offices

Resource Sections

Subscription Settings

Scanner Emails (Subscription Level)

General

e-DGD Settings

Success! Information Saved

Name *

Tokyo

Office Code

Office Type

Office

Testing and Training offices will be excluded from the dashboard reports.

City

✕ Tokyo (TYO), Japan (City)

Time Zone

(UTC+09:00) Osaka, Sapporo, Tokyo

Airport of Departure

Select an airport

All scanned DGDs will use this as their departure airport

Contact Name

Contact Email Address

Delete

Save

Assign yourself to your first Office

You must assign yourself an Office to start using the system.

1. Click anywhere in the blue banner on the top.

The screenshot shows the 'Tokyo' office configuration page. The blue banner at the top contains the text 'DG Digital: 1 - IATA FORWARDING INC.' and navigation links. A red arrow points to this banner with the text 'Click anywhere in the blue banner'. The page has a sidebar with 'Offices' selected. The main content area shows the 'General' tab for the 'Tokyo' office, with fields for Name, Office Code, Office Type, and City.

2. The User Management screen is displayed.

The screenshot shows the 'User Management' screen. A red box highlights the 'User Management' header. A red arrow points to a green success message: 'Success! Please assign yourself some offices, so that you can start using the system.' Below this is a table of users. The user 'Ben Behanan (IATA)' is highlighted.

Name	Email / Identity	DGR License	Account Status	Office	Last Logged on
Ben Behanan (IATA)	behananb@iata.org	No	★ SUPER USER	Active	

3. Click on the user name to open the user profile.

The screenshot shows the 'User Management' screen with the user name 'Ben Behanan (IATA)' highlighted by a red box and a red arrow. The success message is still visible.

4. The user profile is displayed.

≡ DG Digital: 1 - IATA FORWARDING INC.

Edit Ben Behanan (IATA)

User details

Email Address	behananb@iata.org
First Name	Ben
Last Name	Behanan (IATA)

Reset account password (sends temporary password email) : **Reset Password**

Access Rights

Is Blocked User	☐
Is DGR Licensed	☐
DGR licences 2025 (none)	
Is Super User	☒

Subscription offices

☐ Tokyo

Delete **Save**

5. Under **Subscription offices**, select the office you created and click **Save**.

User details

Email Address	behananb@iata.org
First Name	Ben
Last Name	Behanan (IATA)

Reset account password (sends temporary password email) : **Reset Password**

Access Rights

Is Blocked User	☐
Is DGR Licensed	☐
DGR licences 2025 (none)	
Is Super User	☒

Subscription offices

☒ Tokyo

Delete **Save**

6. The Office will be assigned to the user.

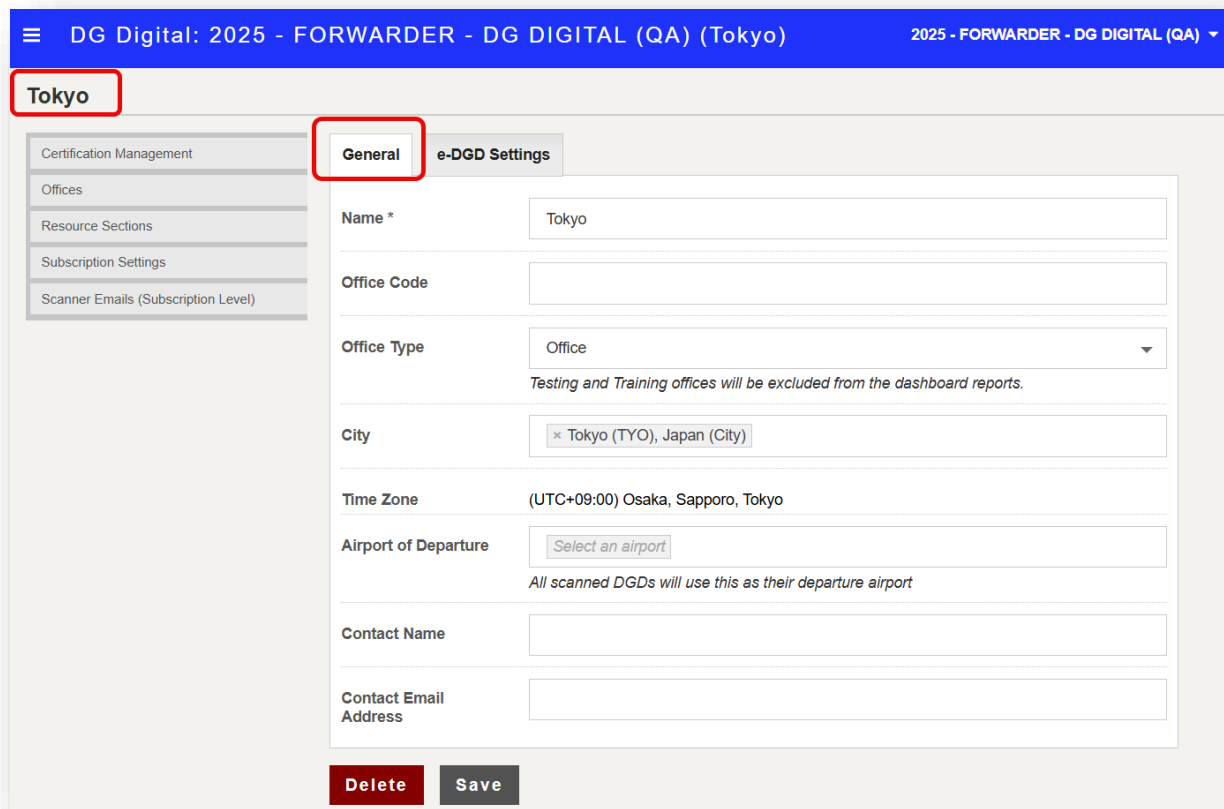
Add Airport(s) and set up Airport contact(s)

Next, you must associate an Airport with your Office. This is to facilitate connection requests with your business partners. Also, you must add at least one contact for the Airport, and this contact will receive email notifications on e-DGD connection requests.

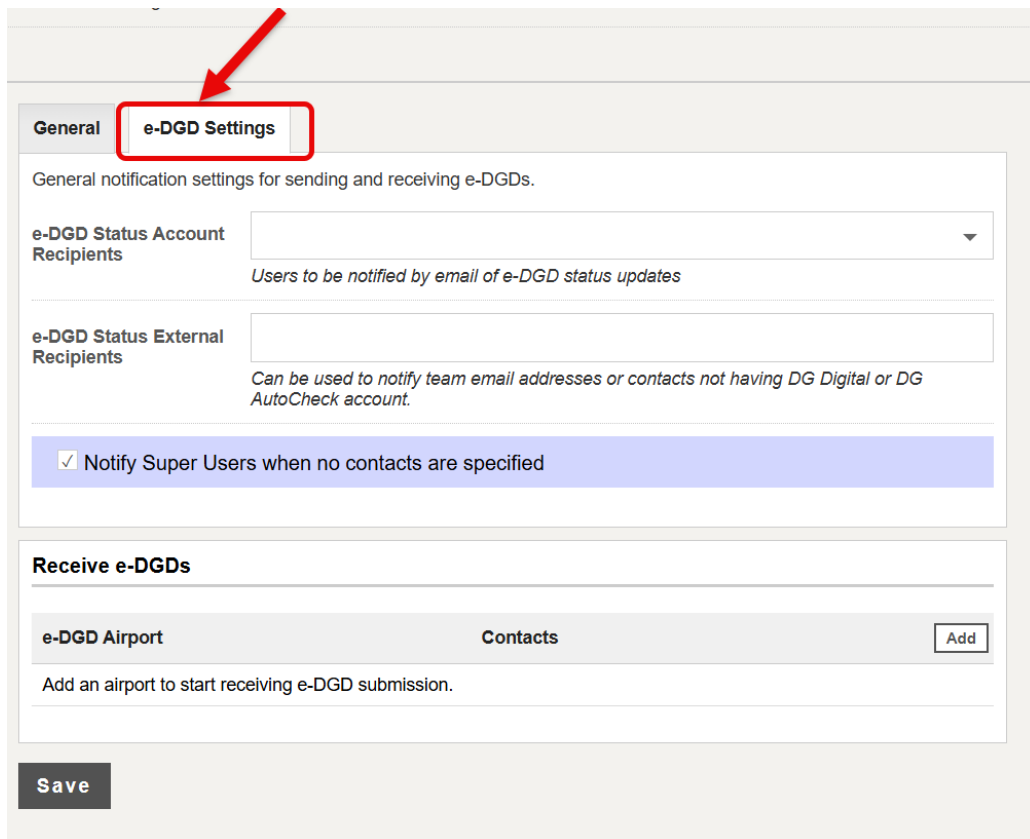
1. From the main menu, click **Configuration** > **Offices** and then click on the Office name.



2. Upon clicking the Office name, the **General** tab will be displayed.



3. Click **e-DGD Settings** to open the e-DGD settings tab.



The screenshot shows the 'e-DGD Settings' tab selected. A red arrow points to the 'e-DGD Settings' tab label. The 'General' section contains two dropdown menus for 'e-DGD Status Account Recipients' and 'e-DGD Status External Recipients', with explanatory text below each. A checkbox labeled 'Notify Super Users when no contacts are specified' is checked. The 'Receive e-DGDs' section has a table with columns 'e-DGD Airport' and 'Contacts', and an 'Add' button. A 'Save' button is at the bottom left.

General **e-DGD Settings**

General notification settings for sending and receiving e-DGDs.

e-DGD Status Account Recipients
Users to be notified by email of e-DGD status updates

e-DGD Status External Recipients
Can be used to notify team email addresses or contacts not having DG Digital or DG AutoCheck account.

☒ Notify Super Users when no contacts are specified

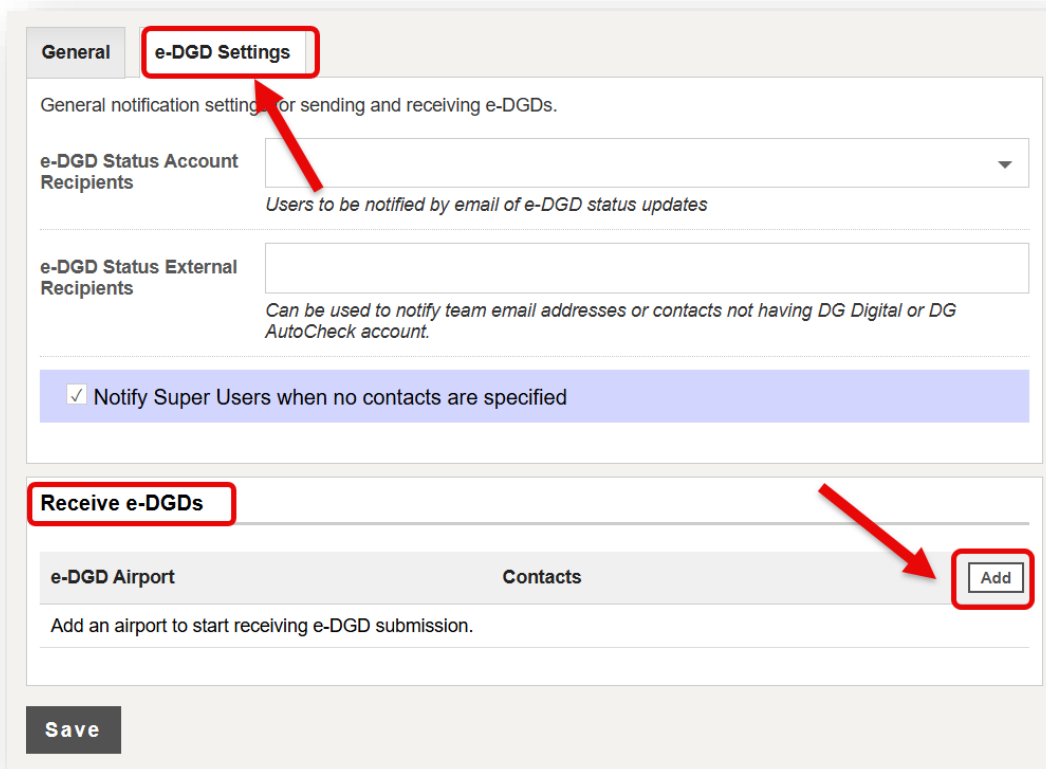
Receive e-DGDs

e-DGD Airport	Contacts
Add	

Add an airport to start receiving e-DGD submission.

Save

4. Under **Receive e-DGDs**, click **Add**.



This screenshot is similar to the previous one but includes a second red arrow pointing to the 'Add' button in the 'Receive e-DGDs' section. The 'e-DGD Settings' tab is also highlighted with a red box.

General **e-DGD Settings**

General notification settings for sending and receiving e-DGDs.

e-DGD Status Account Recipients
Users to be notified by email of e-DGD status updates

e-DGD Status External Recipients
Can be used to notify team email addresses or contacts not having DG Digital or DG AutoCheck account.

☒ Notify Super Users when no contacts are specified

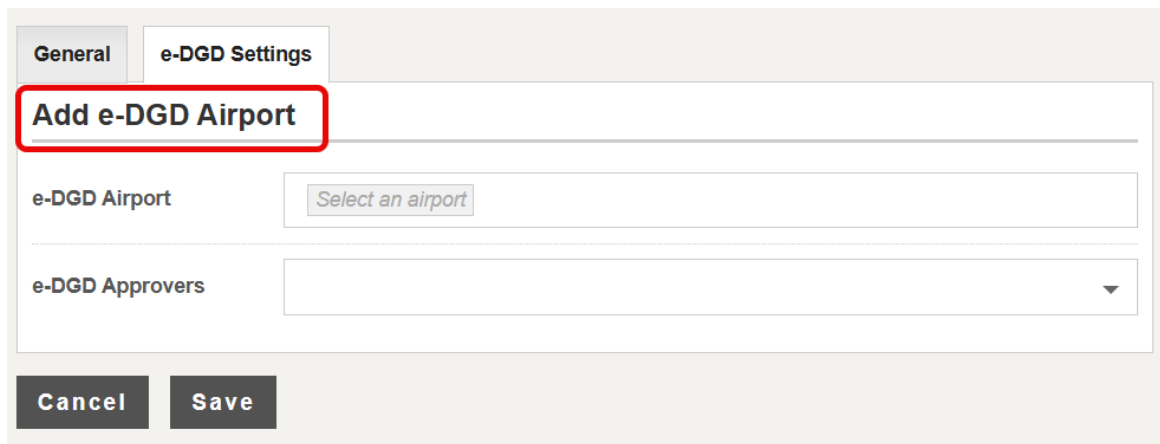
Receive e-DGDs

e-DGD Airport	Contacts
Add	

Add an airport to start receiving e-DGD submission.

Save

5. The **Add e-DGD Airport** window will be displayed.



General e-DGD Settings

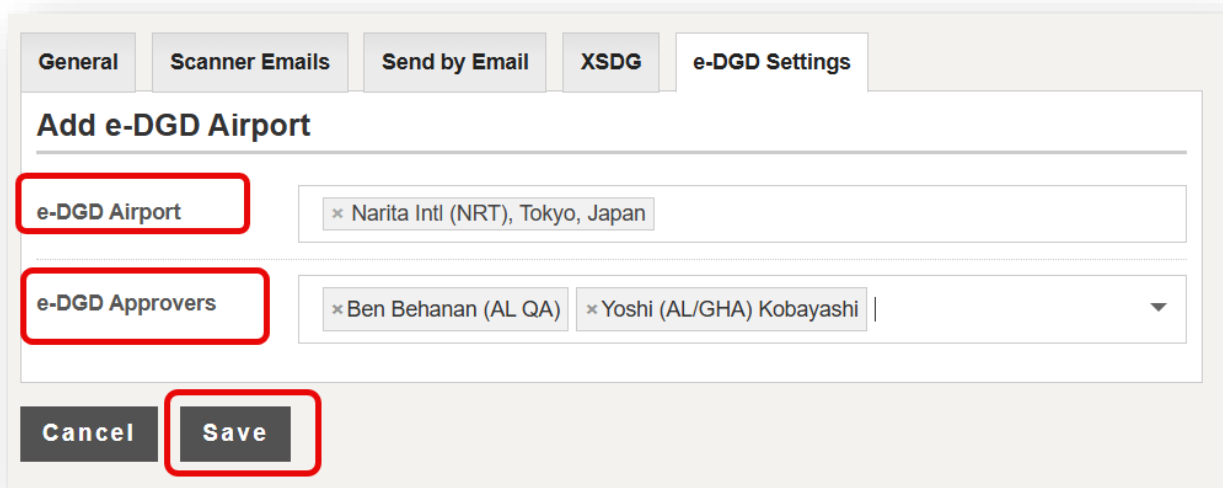
Add e-DGD Airport

e-DGD Airport *Select an airport*

e-DGD Approvers ▼

Cancel Save

6. Under **e-DGD Airport**, enter the Airport code (example: “NRT”) of the Airport to be associated with your Office.
7. Under **e-DGD Approvers**, select the Super Users from your company who must be notified about connection requests for this Airport/Office.
8. Click **Save** to complete the operation.



General Scanner Emails Send by Email XSDG e-DGD Settings

Add e-DGD Airport

e-DGD Airport × Narita Intl (NRT), Tokyo, Japan

e-DGD Approvers × Ben Behanan (AL QA) × Yoshi (AL/GHA) Kobayashi ▼

Cancel Save

9. You can repeat the same steps above if you wish to associate multiple Airports with the same Office, i.e. if you wish to receive DGDs for multiple Airports in the same Office/DGD Library.

Add Shipment Status notification contact(s)

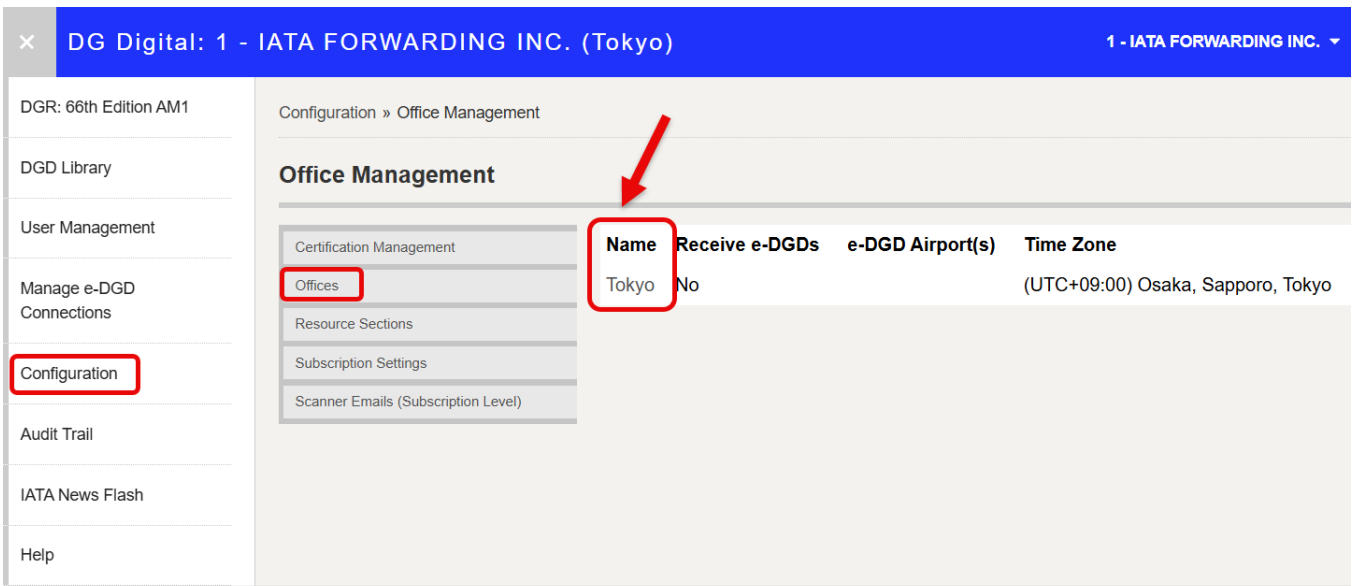
Next, you can set up the contact(s) who should receive automated email notifications on the shipment status updates related to DGDs in this Office. You can add users from the Office as well as external contacts.

Examples of email notifications:

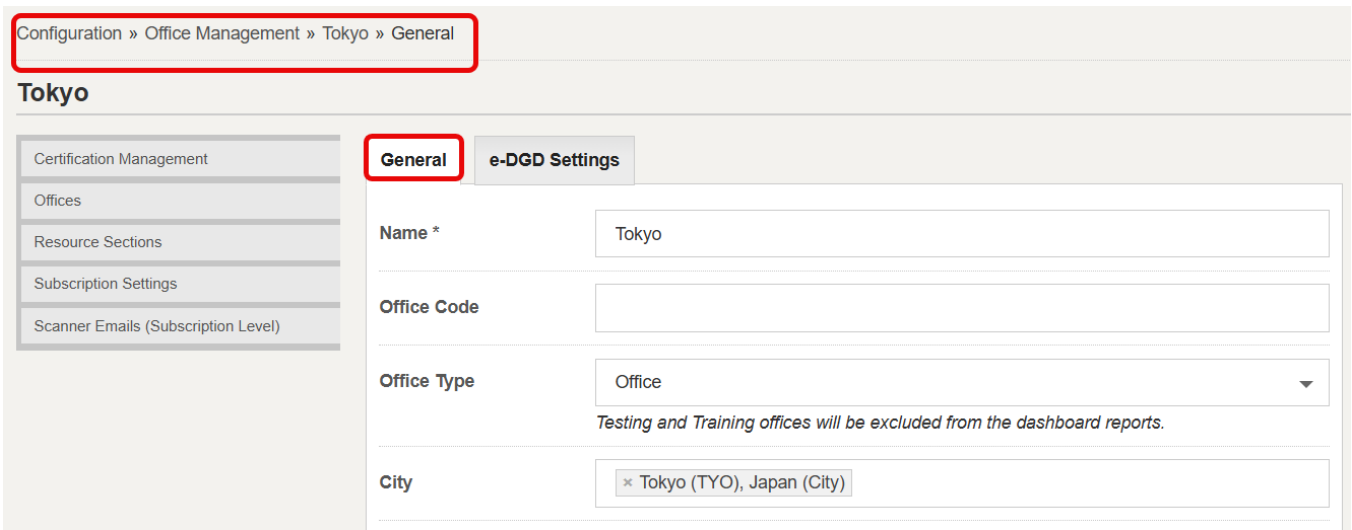
- 1. Acceptance Check Passed
- 2. Acceptance Check Failed

To add a notification contact for shipment status updates:

- 1. From the main menu, click **Configuration > Offices** and then click on the Office name.



- 2. Upon clicking the Office name, the **General** tab will be displayed.



3. Click **e-DGD Settings** to open the e-DGD settings tab.

Configuration » Office Management » Tokyo » e-DGD Settings

Tokyo

Certification Management
Offices
Resource Sections
Subscription Settings
Scanner Emails (Subscription Level)

General

e-DGD Settings

General notification settings for sending and receiving e-DGDs.

e-DGD Status Account Recipients

Users to be notified by email of e-DGD status updates

e-DGD Status External Recipients

Can be used to notify team email addresses or contacts not having DG Digital or DG AutoCheck account.

☒ Notify Super Users when no contacts are specified

Receive e-DGDs

e-DGD Airport	Contacts	Add
Add an airport to start receiving e-DGD submission.		

Save

4. Under **e-DGD Status Account Recipients**, select the users to be notified of shipment status updates.

Configuration » Office Management » Tokyo » e-DGD Settings

Tokyo

Certification Management
Offices
Resource Sections
Subscription Settings
Scanner Emails (Subscription Level)

General

e-DGD Settings

General notification settings for sending and receiving e-DGDs.

e-DGD Status Account Recipients

Users to be notified by email of e-DGD status updates

e-DGD Status External Recipients

Can be used to notify team email addresses or contacts not having DG Digital or DG AutoCheck account.

Receive e-DGDs

To stop receiving e-DGD submissions in this Office, remove all e-DGD Airports

e-DGD Airport	Contacts	Add
NRT	Ben Behanan (IATA)	EditDelete

Excluded Operators

Do not accept e-DGD submissions for these operators

Save

5. Under **e-DGD Status External Recipients**, you can enter any team or generic email address(es) who should receive the shipment status email notifications.

The screenshot shows the 'e-DGD Settings' tab in a software interface. At the top, there are two tabs: 'General' and 'e-DGD Settings'. Below the tabs, a heading reads 'General notification settings for sending and receiving e-DGDs.' There are two main input sections. The first is 'e-DGD Status Account Recipients', which is a dropdown menu with a red arrow pointing to it from the right. Below this dropdown is the text 'Users to be notified by email of e-DGD status updates'. The second is 'e-DGD Status External Recipients', which is a text input field with a red arrow pointing to it from the left. Below this field is the text 'Can be used to notify team email addresses or contacts not having DG Digital or DG AutoCheck account.' At the bottom of the form, there is a blue bar containing a checkbox labeled 'Notify Super Users when no contacts are specified'. This checkbox is checked, and the entire bar is enclosed in a red rectangular box.

General **e-DGD Settings**

General notification settings for sending and receiving e-DGDs.

e-DGD Status Account Recipients

Users to be notified by email of e-DGD status updates

e-DGD Status External Recipients

Can be used to notify team email addresses or contacts not having DG Digital or DG AutoCheck account.

☒ **Notify Super Users when no contacts are specified**

Note: If no contact details are added, system will notify the Super User(s) by default.

This screenshot is identical to the one above, showing the 'e-DGD Settings' tab. It highlights the 'e-DGD Status External Recipients' field with a red arrow pointing to it from the left, and the 'Notify Super Users when no contacts are specified' checkbox with a red rectangular box around it. The checkbox is checked.

General **e-DGD Settings**

General notification settings for sending and receiving e-DGDs.

e-DGD Status Account Recipients

Users to be notified by email of e-DGD status updates

e-DGD Status External Recipients

Can be used to notify team email addresses or contacts not having DG Digital or DG AutoCheck account.

☒ **Notify Super Users when no contacts are specified**

6. Click **Save** to save the changes.

General

e-DGD Settings

General notification settings for sending and receiving e-DGDs.

e-DGD Status Account Recipients

✖ Ben Behanan (IATA)

▼

Users to be notified by email of e-DGD status updates

e-DGD Status External Recipients

operations@iata.org

Can be used to notify team email addresses or contacts not having DG Digital or DG AutoCheck account.

Receive e-DGDs

To stop receiving e-DGD submissions in this Office, remove all e-DGD Airports

e-DGD Airport	Contacts	
NRT	Ben Behanan (IATA)	Edit Delete

Excluded Operators

select 1 or more operator

▼

Do not accept e-DGD submissions for these operators

Save

7. A message is displayed confirming the operation.

General

e-DGD Settings

Success! Information Saved

General notification settings for sending and receiving e-DGDs.

e-DGD Status Account Recipients

✖ Ben Behanan (IATA)

▼

Users to be notified by email of e-DGD status updates

e-DGD Status External Recipients

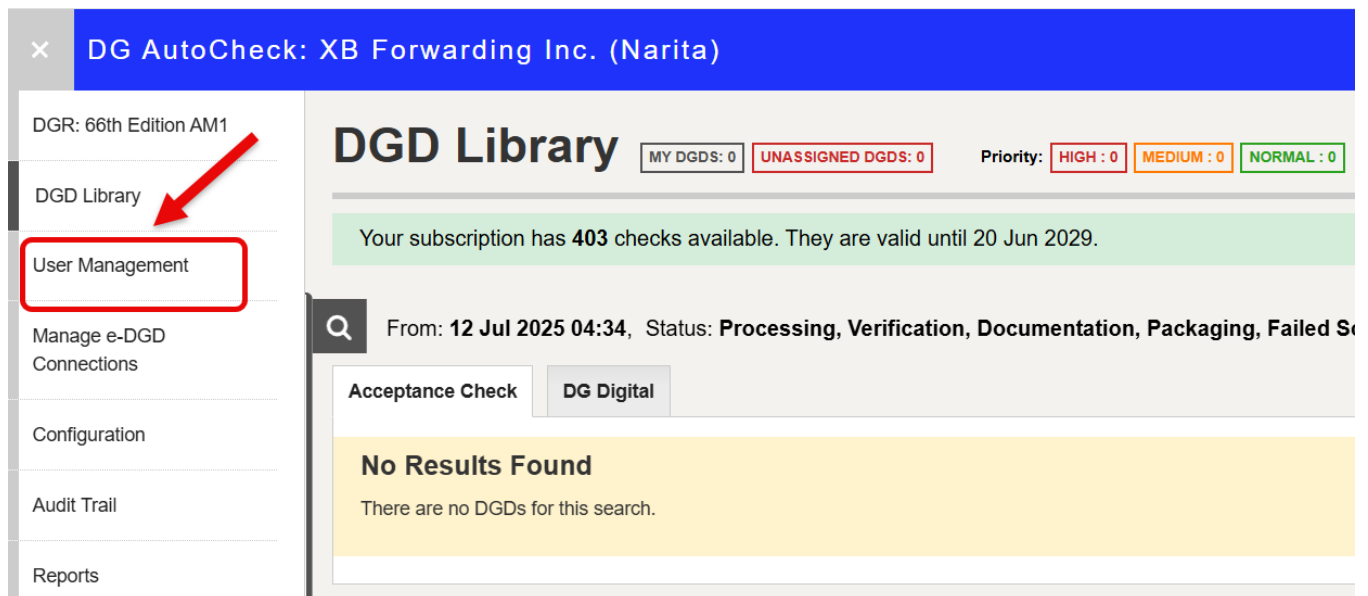
operations@iata.org

Can be used to notify team email addresses or contacts not having DG Digital or DG AutoCheck account.

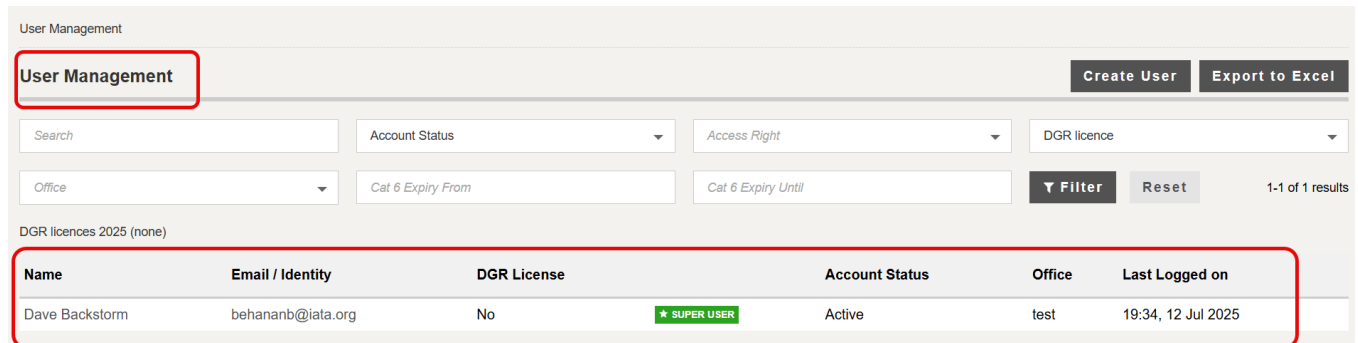
Add new User(s)

You can add a new user by using the following steps.

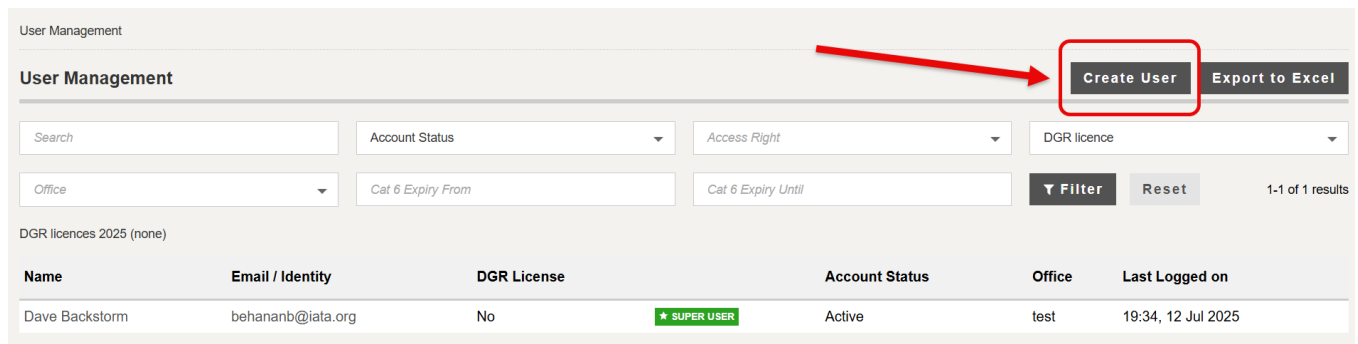
1. From the main menu, click **User Management**



2. The **User Management** screen is displayed, with list of users.



3. Click **Create User**.



4. The **Create User** screen is displayed.

User Management » Create User

Create User

User details

Email Address

First Name

Last Name

Access Rights

Is DGR Licensed ☐

DGR licences 2025 (none)

Is Super User ☐

Access rights ☐ DGD Library
☐ DGD Library Manager
☐ Audit Trail

Subscription offices

☐ test

Save

5. Under **User details**, enter the email address of the new user. The First Name and Last Name are optional.

Create User

User details

Email Address

First Name

Last Name

6. Under **Access Rights**, select the appropriate access rights for this user.

Access Rights

Is DGR Licensed ☐

DGR licences 2025 (none)

Is Super User ☐

Access rights

- ☒ DGD Library
- ☒ DGD Library Manager
- ☐ Audit Trail

Notes:

- a. You can select **Super User** to give Full Admin rights to the new user.

Access Rights

Is DGR Licensed ☐

DGR licences 2025 (none)

Is Super User ☒

Subscription offices

☒ test

Save

- b. Instead of Super User, if you just want to create a regular user, you can select **DGD Library** to give access to the DGD Creator, which will allow user to create DGDs, Sign DGDs, send DGDs for signature, Share DGD, Submit DGDs, etc. Unless, you give the Super User right, **you must** always give the DGD Library as a **minimum** when creating a new user.
- c. You can select **DGD Library Manager** to give user the right to assign priority to DGDs and assign DGD to users.

7. Under **Subscription offices**, select the Office(s) to assign to the user.

Subscription offices

☒ test

Save

8. Click **Save**.

9. A confirmation message is shown

User Management » Edit User

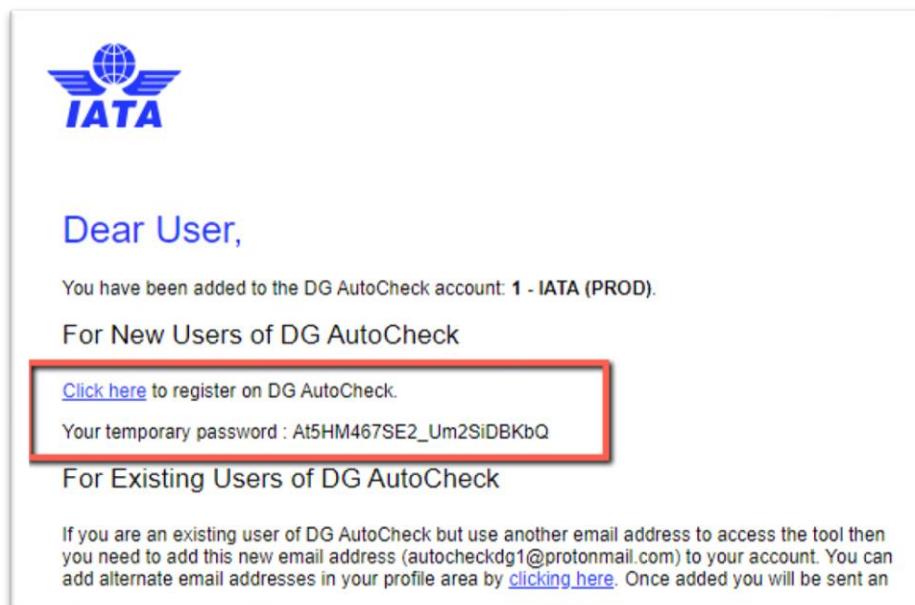
Edit

Success! steve@iata.org has been added and an invitation has been sent to them.

User details

Email Address	steve@iata.org
First Name	
Last Name	
Resend Invitation :	Send

10. An automated invitation message is sent to the user.
11. The user will receive a message from dgautocheck@iata.org. This message will contain a link to register and a temporary password.



12. User should click the registration link and then user should enter their email address and the temporary password provided and then link **Log in**.

The image shows two sequential screenshots of the DG AutoCheck login process. The first screenshot displays the 'Enter your email' step, where the email 'dgautocheck2@gmail.com' is entered into a text field, and a 'Next' button is visible. The second screenshot displays the 'Enter your password' step, where a masked password is entered into a text field, and a 'Log in' button is visible. Both screens feature the IATA logo and the text 'DG AutoCheck'.

13. The Register screen will be displayed. The user should enter the First name, Last name, and their New password (twice) and click Save.

The image shows a 'Register' screen with the heading 'Register' and the instruction 'Please complete your profile.' Below this, there are four input fields labeled 'First Name', 'Last Name', 'New Password', and 'Confirm Password'. A 'Save' button is located at the bottom of the form.

14. The Terms of Use is displayed. Click **Accept** to continue.

☰

DG Digital: 2025 - XB FORWARDING - QA (Tokyo)

2025 - XB FORWARDING - QA Tokyo Office (UTC+09:00) Ben Behanan

partners or enters in the Product for sharing with their business partners. The User shall indemnify IATA against all damage suffered by it, or by any other person to whom IATA is liable, by reason of any irregularity, incorrectness or incompleteness of the particulars and statements set forth in the DGD records submitted or received by the Customer on its own behalf or on a third party's behalf.

6.3. For any issue, question, or claim arising from a dangerous goods shipment processed using the Product, the User shall contact and seek recourse directly from their applicable business partner(s).

7. Terms and Conditions Amendments.

7.1. IATA reserves the rights to change any of the present Terms and Conditions at any time by notifying the User through the Portal. By accepting the Terms and Conditions amendments and by continuing using the Product, it shall be deemed that the User agrees to be bound by the amended Terms and Conditions.

PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE COMPLETING YOUR REGISTRATION AND/OR USING DG AUTOCHECK.

PLEASE CONFIRM YOUR ACCEPTANCE OF THESE TERMS OF USE BY CLICKING THE "ACCEPT" BUTTON LOCATED BELOW.

IF YOU DO NOT AGREE TO THE THESE TERMS OF USE, PLEASE REFRAIN FROM COMPLETING YOUR REGISTRATION AND/OR USING DG AUTOCHECK.

Reject

Accept

DG Digital: 2025 - SHIPPER - DG DIGITAL (DEV) (test)

2025 - SHIPPER - DG DIGITAL (DEV) ▾ test Office (UTC) ▾ Dave Backstorn ▾

DGD Library

Priority: HIGH : 0 MEDIUM : 0 NORMAL : 0

Create DGD DGD Templates

🔍

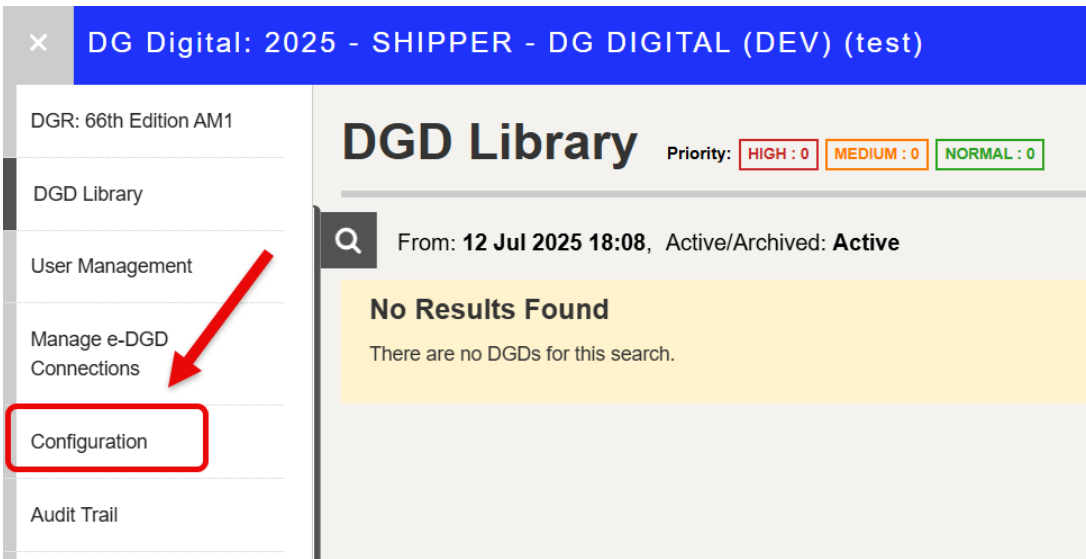
From: 12 Jul 2025 18:08, Active/Archived: Active

No Results Found
There are no DGDs for this search.

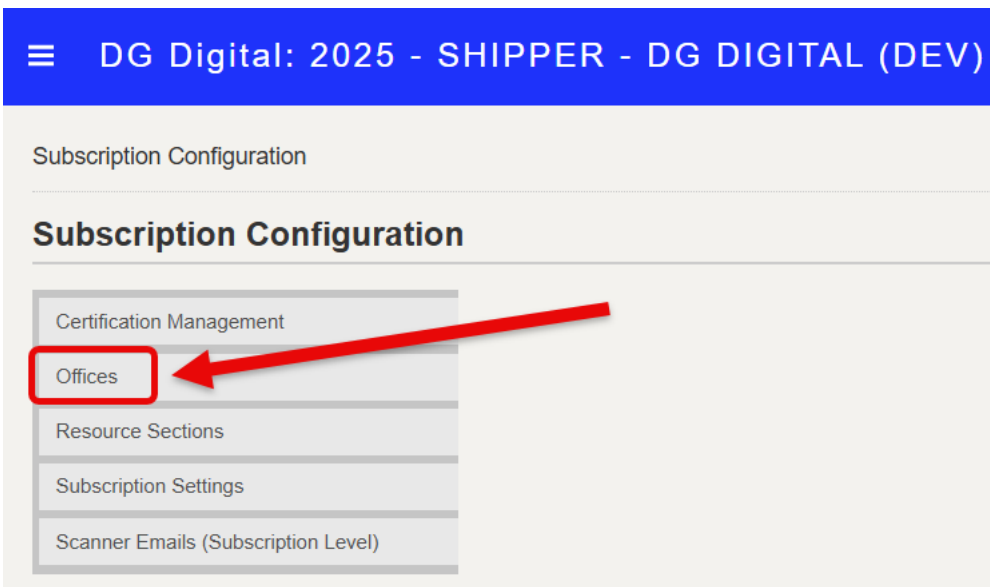
Add more Office(s)

You can add a new user by using the following steps.

- 1. From the main menu, click **Configuration**



- 2. Click **Offices**.



- 3. Click **Create**



4. The **Create Office** screen will be displayed.

The screenshot shows the 'Create Office' screen in the DG Digital system. The top navigation bar is blue and contains the text 'DG Digital: 2025 - SHIPPER - DG DIGITAL (DEV) (Geneva)' on the left and '2025 - SHIPPER - DG DIGITAL (DEV)' on the right. Below the navigation bar, the breadcrumb trail reads 'Configuration » Office Management » Create Office', with 'Create Office' highlighted by a red rectangle. The main content area is titled 'Create' and features a sidebar on the left with a list of menu items: 'Certification Management', 'Offices', 'Resource Sections', 'Subscription Settings', and 'Scanner Emails (Subscription Level)'. The 'Offices' menu item is selected. The main form contains several input fields: 'Name *' (empty), 'Office Code' (empty), 'Office Type' (a dropdown menu with 'Office' selected), 'City' (a dropdown menu with 'Select a city' selected), 'Time Zone' (a dropdown menu with 'select below' selected), 'Contact Name' (empty), and 'Contact Email Address' (empty). Below the form is a 'Create' button. A note below the 'Office Type' dropdown states: 'Testing and Training offices will be excluded from the dashboard reports.'

5. Enter the name of the Office and then click **Create**. You can also enter the **City** to automatically set the time zone of the Office.

This screenshot shows the 'Create Office' screen with the following fields filled out: 'Name *' is 'Amsterdam', 'City' is 'Amsterdam (AMS), Netherlands', and 'Time Zone' is '(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna'. The 'Name *' and 'City' fields are highlighted with red rectangles. The 'Create' button at the bottom left is also highlighted with a red rectangle. The 'Office Code' field is empty. The 'Office Type' dropdown is set to 'Office'. The 'Contact Name' and 'Contact Email Address' fields are empty. The note 'Testing and Training offices will be excluded from the dashboard reports.' is visible below the 'Office Type' dropdown.

6. A confirmation message is shown that the new Office is created.

Configuration » Office Management » Amsterdam » General

Amsterdam

General e-DGD Settings

Success! Information Saved

Name * Amsterdam

Office Code

Office Type Office
Testing and Training offices will be excluded from the dashboard reports.

City Amsterdam (AMS), Netherlands (City)

Time Zone (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna - (Daylight Saving Time UTC+02:00)

Airport of Departure Select an airport
All scanned DGDs will use this as their departure airport

7. Click **e-DGD Settings** to open the e-DGD settings tab.

General **e-DGD Settings**

General notification settings for sending and receiving e-DGDs.

e-DGD Status Account Recipients
Users to be notified by email of e-DGD status updates

e-DGD Status External Recipients
Can be used to notify team email addresses or contacts not having DG Digital or DG AutoCheck account.

☒ Notify Super Users when no contacts are specified

Receive e-DGDs

e-DGD Airport	Contacts
Add an airport to start receiving e-DGD submission.	

Add

Save

8. Under **Receive e-DGDs**, click **Add**.

General **e-DGD Settings**

General notification settings for sending and receiving e-DGDs.

e-DGD Status Account Recipients

Users to be notified by email of e-DGD status updates

e-DGD Status External Recipients

Can be used to notify team email addresses or contacts not having DG Digital or DG AutoCheck account.

☒ Notify Super Users when no contacts are specified

Receive e-DGDs

e-DGD Airport	Contacts
Add an airport to start receiving e-DGD submission.	

Add

Save

9. The **Add e-DGD Airport** window will be displayed.

General **e-DGD Settings**

Add e-DGD Airport

e-DGD Airport

e-DGD Approvers

Cancel **Save**

- Under **e-DGD Airport**, enter the Airport code (example: “NRT”) of the Airport to be associated with your Office.
- Under **e-DGD Approvers**, select the Super Users from your company who must be notified about connection requests for this Airport/Office.
- Click **Save** to complete the operation.

General **Scanner Emails** **Send by Email** **XSDG** **e-DGD Settings**

Add e-DGD Airport

e-DGD Airport × Narita Intl (NRT), Tokyo, Japan

e-DGD Approvers × Ben Behanan (AL QA) × Yoshi (AL/GHA) Kobayashi |

Cancel **Save**

13. You can repeat the same steps above if you wish to associate multiple Airports with the same Office, i.e. if you wish to receive DGDs for multiple Airports in the same Office/DGD Library.

Next you can add a notification contact for shipment status updates:

14. Under **e-DGD Settings** > **e-DGD Status Account Recipients**, select the users to be notified of shipment status updates.

Configuration » Office Management » Tokyo » e-DGD Settings

Tokyo

Certification Management
Offices
Resource Sections
Subscription Settings
Scanner Emails (Subscription Level)

General **e-DGD Settings**

General notification settings for sending and receiving e-DGDs.

e-DGD Status Account Recipients × Ben Behanan (IATA) |
Users to be notified by email of e-DGD status updates

e-DGD Status External Recipients
Can be used to notify team email addresses or contacts not having DG Digital or DG AutoCheck account.

Receive e-DGDs

To stop receiving e-DGD submissions in this Office, remove all e-DGD Airports

e-DGD Airport	Contacts	
NRT	Ben Behanan (IATA)	Edit Delete

Excluded Operators select 1 or more operator
Do not accept e-DGD submissions for these operators

Save

15. Under **e-DGD Status External Recipients**, you can enter any team or generic email address(es) who should receive the shipment status email notifications.

The screenshot shows the 'e-DGD Settings' tab in a web application. The 'e-DGD Status External Recipients' field is highlighted with a red box, and a red arrow points to it. The field is currently empty. Below the field, there is a checkbox labeled 'Notify Super Users when no contacts are specified' which is checked. The 'e-DGD Status Account Recipients' field is also visible, with a dropdown menu showing 'Ben Behanan (IATA)'.

Note: If no contact details are added, system will notify the Super User(s) by default.

This screenshot is identical to the one above, showing the 'e-DGD Settings' tab. The 'e-DGD Status External Recipients' field is highlighted with a red box, and a red arrow points to it. The field is empty. The checkbox 'Notify Super Users when no contacts are specified' is checked. The 'e-DGD Status Account Recipients' field shows 'Ben Behanan (IATA)'.

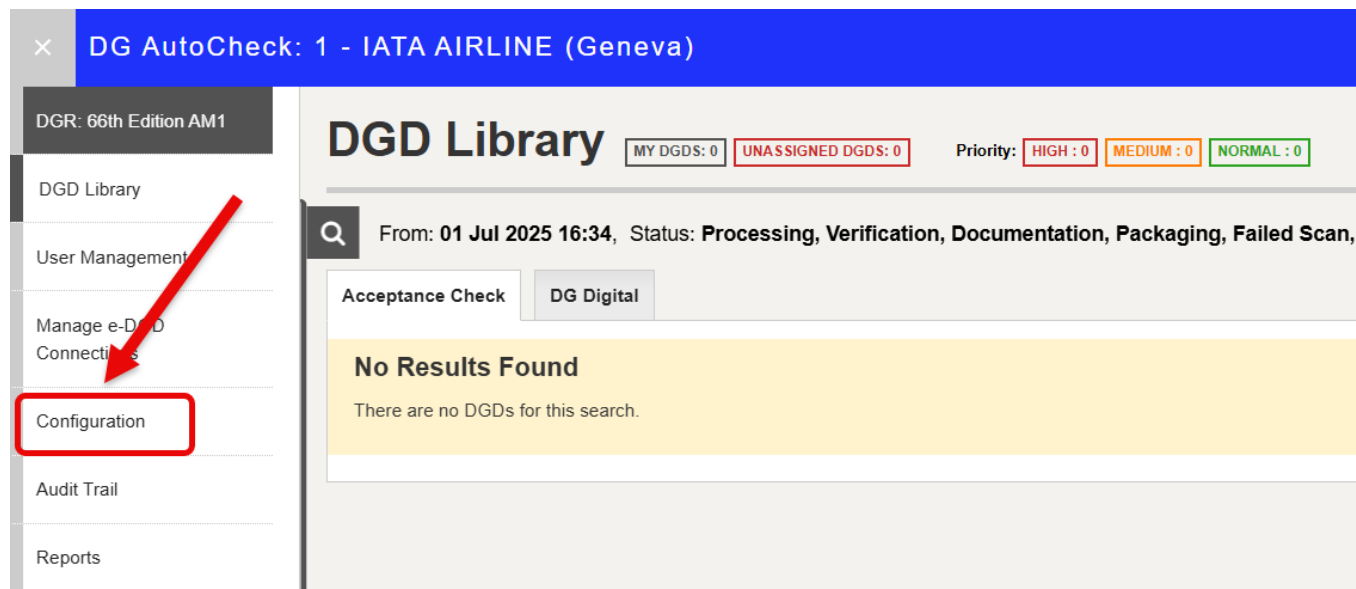
16. Click **Save** to save the changes.
17. A message is displayed confirming the operation.

The screenshot shows the 'e-DGD Settings' tab with a green success message at the top: 'Success! Information Saved'. The 'e-DGD Status Account Recipients' field now contains 'Ben Behanan (IATA)'. The 'e-DGD Status External Recipients' field now contains 'operations@iata.org'. The checkbox 'Notify Super Users when no contacts are specified' remains checked.

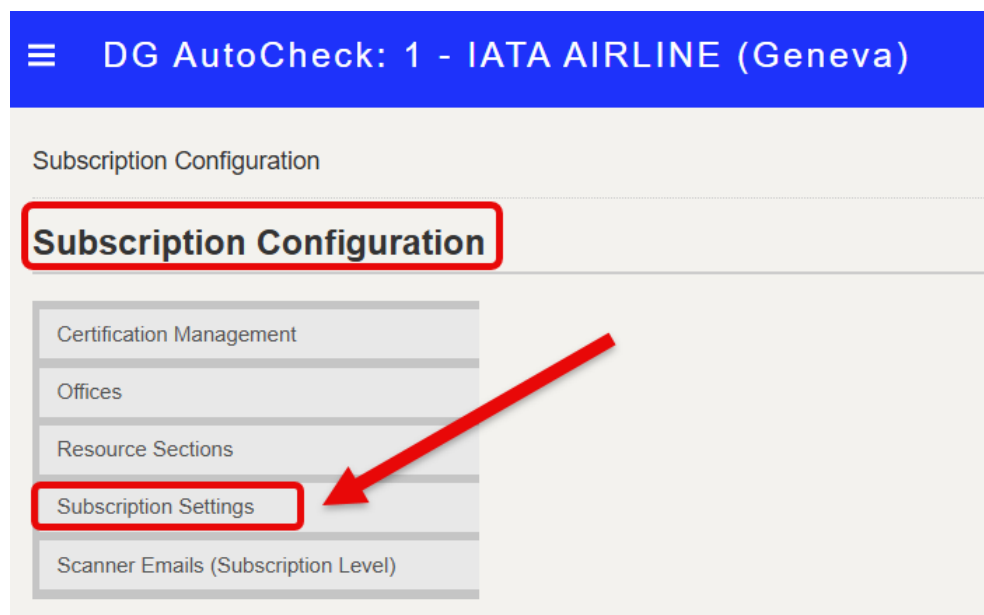
Initial set up for DG AutoCheck users

Enable DG Digital submissions

1. From the main menu, click **Configuration**



2. Click **Subscription Settings**.



3. The Subscription Settings screen is displayed. It has a section called **Miscellaneous**.

Subscription Configuration » Subscription Settings

Subscription Settings

Certification Management
Offices
Resource Sections
Subscription Settings
Scanner Emails (Subscription Level)

Search

Search Interval Start (in hours)

Air Waybill Number Validation

Format

Validation

Acceptance Checklist

PDF Download

Miscellaneous

☐ Allow multiple checkers for acceptance checks

☐ Hide 'Signed off by' details

☐ Set Verification at Office Level

4. Under **Miscellaneous**, select **Enable DG Digital Submissions**.

Miscellaneous

☐ Allow multiple checkers for acceptance checks

☐ Hide 'Signed off by' details

☐ Set Verification at Office Level

☐ Use Operator Name on Acceptance Checklist

☐ Enable Acceptance Check Package Counter

☐ Enable Acceptance Check Package Grouping

☐ Search DGDs In All Offices

☒ **Enable DG Digital submissions**

☒ Enable multi-airport connection requests

☒ Show Create DGD and DGD Templates buttons in DGD Library

☒ Show Upload button in DGD Library

☐ Receive PDF submissions

Note: Upon selecting "Enable DG Digital submissions", automatically the "Enable multi-airport connection requests" is selected.

5. Click **Save**.

Enable multi-airport connection requests

Note: Upon selecting "Enable DG Digital submissions", automatically the "Enable multi-airport connection requests" is selected.

This setting is to specify how you wish to receive and process connection requests from your business partners.

You have 2 options:

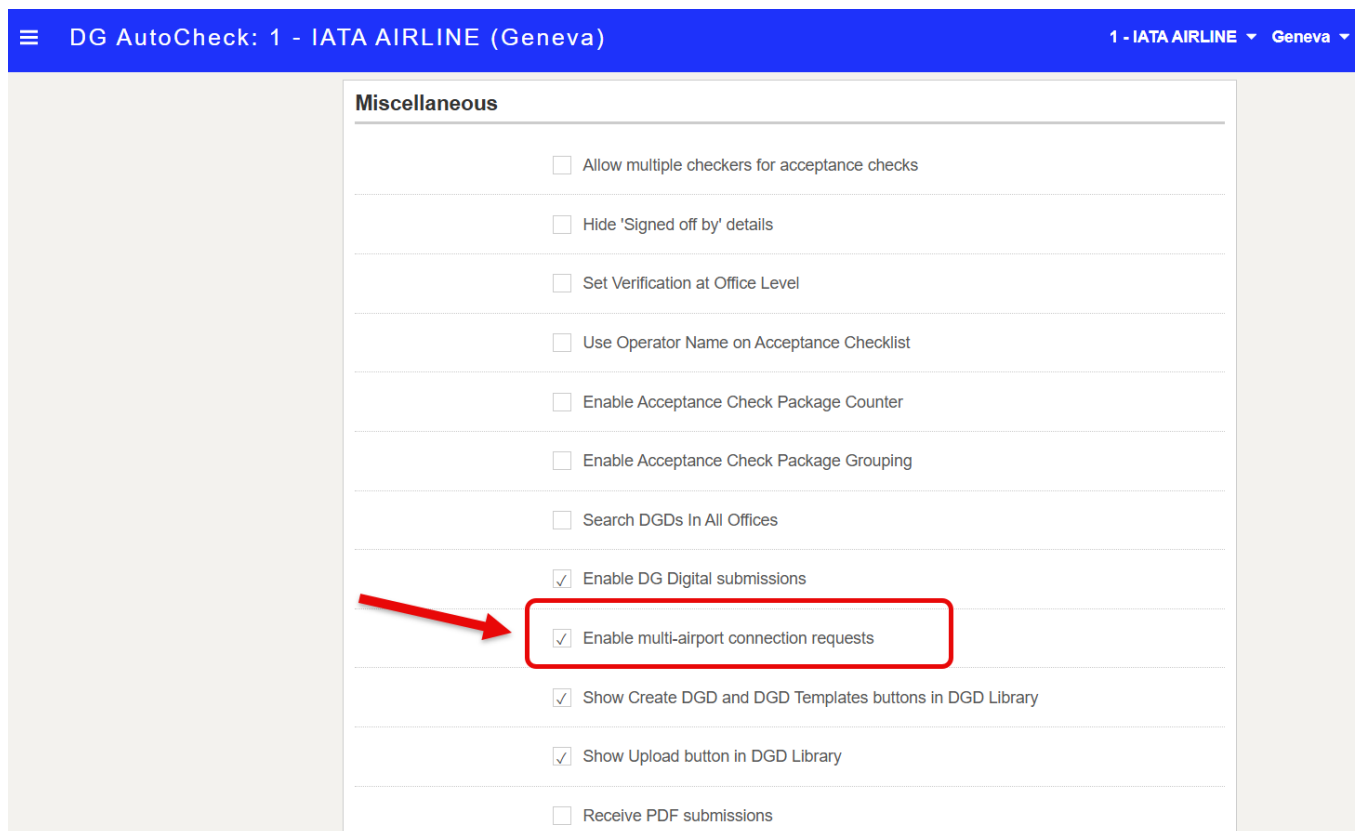
- **Option 1:** Receive a single connection request for ALL Airports i.e. once the connection request is approved, the requestor will be able to send e-DGDs to ALL your e-DGD enabled airports.
- **Option 2:** Receive one connection request per Airport, i.e. you will receive and approve connection requests Airport-by-Airport and once a request is approved, the requestor will be able to send e-DGD only to the approved Airport(s).

Using Option 1

You can have a single connection request for ALL Airports, which enables a simplified connection process, for you and for your business partners.

Your business partners can send you one request, and you can control your e-DGD roll out by “activating” e-DGD Airports as needed. You do not need to approve multiple connection requests.

This option is enabled **by default** when you Enable DG Digital submissions.



The screenshot shows the 'DG AutoCheck: 1 - IATA AIRLINE (Geneva)' interface. The 'Miscellaneous' section contains several settings. The 'Enable multi-airport connection requests' checkbox is checked and highlighted with a red box and a red arrow pointing to it. Other settings include 'Allow multiple checkers for acceptance checks', 'Hide 'Signed off by' details', 'Set Verification at Office Level', 'Use Operator Name on Acceptance Checklist', 'Enable Acceptance Check Package Counter', 'Enable Acceptance Check Package Grouping', 'Search DGDs In All Offices', 'Enable DG Digital submissions' (checked), 'Show Create DGD and DGD Templates buttons in DGD Library' (checked), 'Show Upload button in DGD Library' (checked), and 'Receive PDF submissions'.

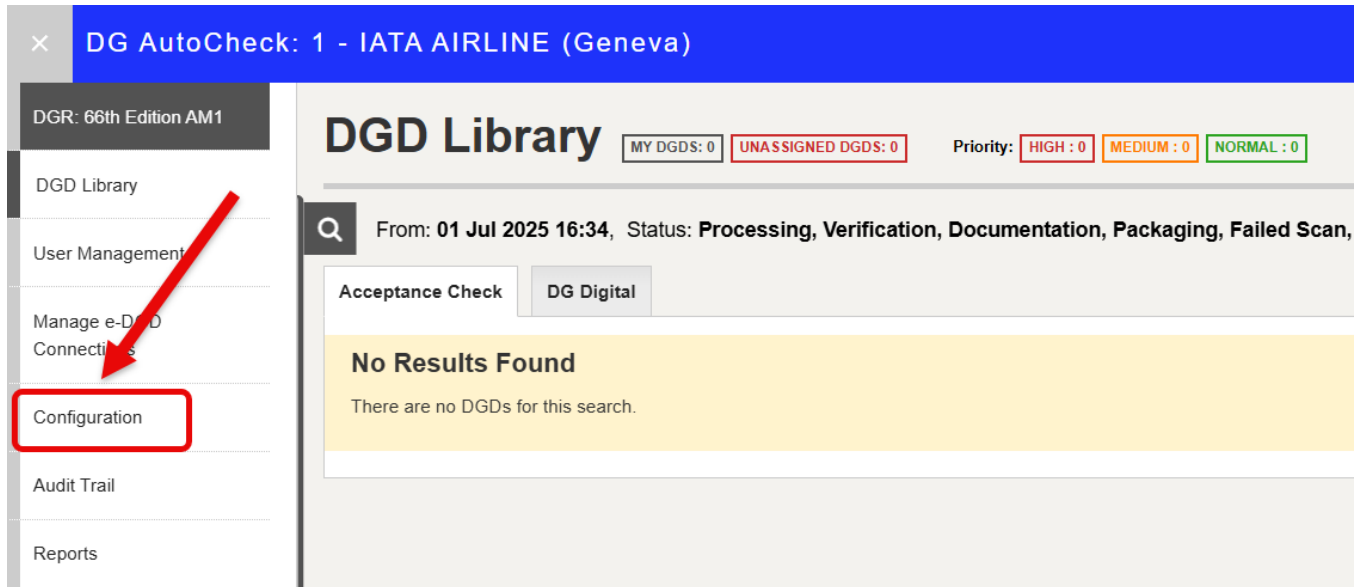
Miscellaneous	
☐	Allow multiple checkers for acceptance checks
☐	Hide 'Signed off by' details
☐	Set Verification at Office Level
☐	Use Operator Name on Acceptance Checklist
☐	Enable Acceptance Check Package Counter
☐	Enable Acceptance Check Package Grouping
☐	Search DGDs In All Offices
☒	Enable DG Digital submissions
☒	Enable multi-airport connection requests
☒	Show Create DGD and DGD Templates buttons in DGD Library
☒	Show Upload button in DGD Library
☐	Receive PDF submissions

Using Option 2

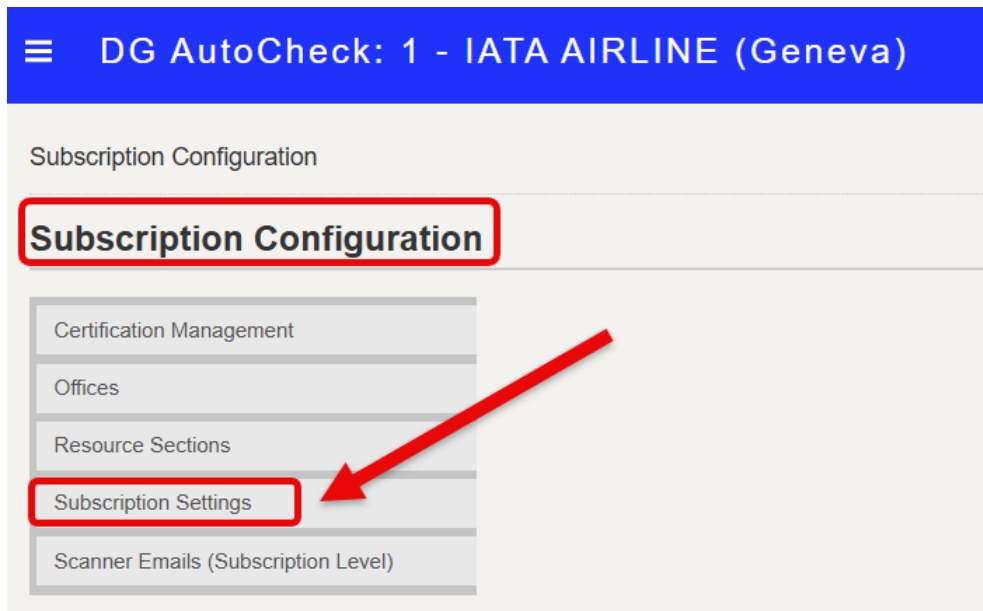
The advantage of option 2 i.e. connection request per airport, is more precise control over the e-DGD roll out.

To enable connection request per airport:

1. From the main menu, click **Configuration**



2. Click **Subscription Settings**.



3. The **Subscription Settings** screen is displayed. It has a section called **Miscellaneous**

Subscription Configuration » Subscription Settings

Subscription Settings

Certification Management
Offices
Resource Sections
Subscription Settings
Scanner Emails (Subscription Level)

Search

Search Interval Start (in hours)

Air Waybill Number Validation

Format

Validation

Acceptance Checklist

PDF Download

Miscellaneous

☐ Allow multiple checkers for acceptance checks

☐ Hide 'Signed off by' details

☐ Set Verification at Office Level

4. Under **Miscellaneous**, un-select **Enable multi-airport connection requests**

≡ DG AutoCheck: 1 - IATA AIRLINE (Geneva) 1 - IATA AIRLINE Geneva

Miscellaneous

☐ Allow multiple checkers for acceptance checks

☐ Hide 'Signed off by' details

☐ Set Verification at Office Level

☐ Use Operator Name on Acceptance Checklist

☐ Enable Acceptance Check Package Counter

☐ Enable Acceptance Check Package Grouping

☐ Search DGDs in All Offices

☒ Enable DG Digital submissions

☐ Enable multi-airport connection requests

☒ Show Create DGD and DGD Templates buttons in DGD Library

☒ Show Upload button in DGD Library

☐ Receive PDF submissions

5. Click **Save**.

Add Airport(s) and Airport contact(s)

To associate an Airport with your Office:

1. From the main menu, click **Configuration** > **Offices** and then click on the office name.

Configuration » Office Management

Office Management

Name	Receive e-DGDs	e-DGD Airport(s)
Geneva	No	
Miami	No	

2. Upon clicking the office name, the **General** tab will be displayed.

Configuration » Office Management » Geneva » General

Geneva

General Scanner Emails Send by Email XSDG e-DGD Settings

Name * Geneva

Office Code

Office Type Office
Testing and Training offices will be excluded from the dashboard reports.

City × Geneva (GVA), Switzerland (City)

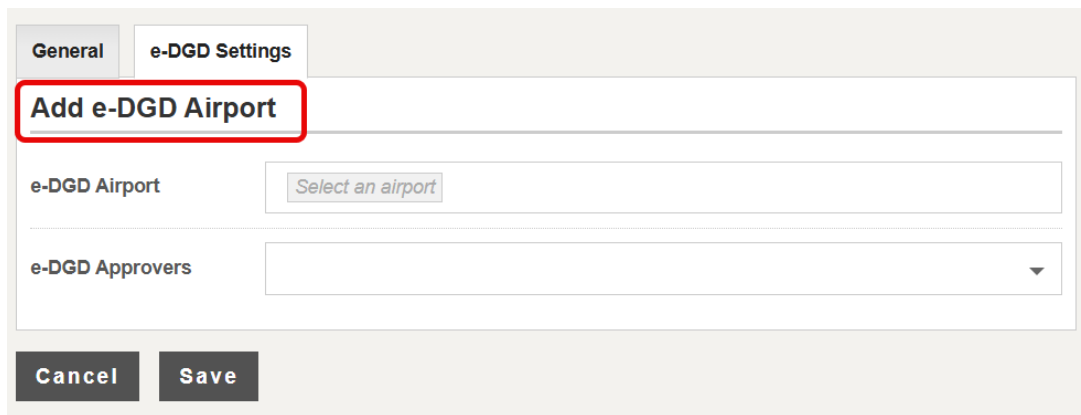
3. Click **e-DGD Settings** to open the e-DGD settings tab.

The screenshot shows the 'DG AutoCheck: 1 - IATA AIRLINE (Geneva)' interface. The top navigation bar is blue with a hamburger menu icon on the left and '1 - IATA AIRLINE' on the right. Below the bar, the breadcrumb trail reads 'Configuration » Office Management » Geneva » e-DGD Settings'. A red arrow points to the 'e-DGD Settings' tab, which is highlighted with a red box. The left sidebar contains a list of navigation items: 'Certification Management', 'Offices', 'Resource Sections', 'Subscription Settings', and 'Scanner Emails (Subscription Level)'. The main content area has several tabs: 'General', 'Scanner Emails', 'Send by Email', 'XSDG', and 'e-DGD Settings'. The 'e-DGD Settings' tab is active. It contains a section for 'General notification settings for sending and receiving e-DGDs.' with two input fields: 'e-DGD Status Account Recipients' and 'e-DGD Status External Recipients'. Below these is a checkbox labeled 'Notify Super Users when no contacts are specified'. A 'Receive e-DGDs' section follows, containing a table with columns 'e-DGD Airport' and 'Contacts', and an 'Add' button. A 'Save' button is at the bottom left.

4. Under Receive e-DGDs, click **Add**.

This is a close-up of the 'Receive e-DGDs' section from the previous screenshot. The 'e-DGD Settings' tab is selected. The 'Receive e-DGDs' section is highlighted with a red box. It contains a table with columns 'e-DGD Airport' and 'Contacts'. An 'Add' button is located at the end of the table, also highlighted with a red box. A red arrow points to the 'Add' button. Below the table is a text input field and a 'Save' button at the bottom left.

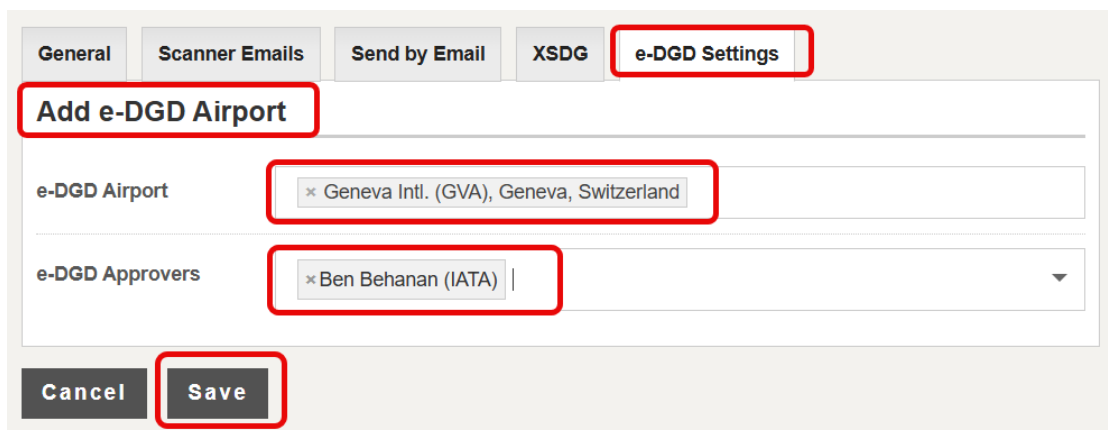
5. The **Add e-DGD Airport** window will be displayed.



6. Under **e-DGD Airport**, enter the Airport code (example: “GVA”) of the Airport to be associated with your Office.

7. Under **e-DGD Approvers**, select the Super Users from your company who must be notified about connection requests for this Airport/Office.

8. Click **Save** to complete the operation.



9. You can repeat the same steps above if you wish to associate multiple Airports with the same Office, i.e. if you wish to receive DGDs for multiple Airports in the same Office/DGD Library.

Set up Shipment Status notification contact(s)

You can set up the contact(s) who should receive automated email notifications on the shipment status updates related to DGDs in this Office.

You can add users from the Office as well as external contacts.

Examples of email notifications:

- DGD submitted
- DGD shared

To add a notification contact for shipment status updates:

1. From the main menu, click **Configuration** > **Offices** and then click on the office name.

Configuration » Office Management

Office Management

Name	Receive e-DGDs	e-DGD Airport(s)
Geneva	No	
Miami	No	

2. Upon clicking the office name, the **General** tab will be displayed.

Configuration » Office Management » Geneva » General

Geneva

General Scanner Emails Send by Email XSDG e-DGD Settings

Name * Geneva

Office Code

Office Type Office
Testing and Training offices will be excluded from the dashboard reports.

City × Geneva (GVA), Switzerland (City)

3. Click **e-DGD Settings** to open the e-DGD settings tab.

Configuration » Office Management » Geneva » e-DGD Settings

Geneva

Certification Management
Offices
Resource Sections
Subscription Settings
Scanner Emails (Subscription Level)

General **Scanner Emails** **Send by Email** **XSDG** **e-DGD Settings**

General notification settings for sending and receiving e-DGDs.

e-DGD Status Account Recipients
Users to be notified by email of e-DGD status updates

e-DGD Status External Recipients
Can be used to notify team email addresses or contacts not having DG Digital or DG AutoCheck account.

☒ Notify Super Users when no contacts are specified

Receive e-DGDs

e-DGD Airport **Contacts**
Add an airport to start receiving e-DGD submission.

4. Under **e-DGD Status Account Recipients**, select the users to be notified of shipment status updates.

Configuration » Office Management » Geneva » e-DGD Settings

Geneva

Certification Management
Offices
Resource Sections
Subscription Settings
Scanner Emails (Subscription Level)

General **Scanner Emails** **Send by Email** **XSDG** **e-DGD Settings**

General notification settings for sending and receiving e-DGDs.

e-DGD Status Account Recipients
Users to be notified by email of e-DGD status updates

e-DGD Status External Recipients
Can be used to notify team email addresses or contacts not having DG Digital or DG AutoCheck account.

5. Under **e-DGD Status External Recipients**, you can enter any team or generic email address(es) who should receive the shipment status email notifications.

Configuration » Office Management » Geneva » e-DGD Settings

Geneva

Certification Management
Offices
Resource Sections
Subscription Settings
Scanner Emails (Subscription Level)

General Scanner Emails Send by Email XSDG **e-DGD Settings**

General notification settings for sending and receiving e-DGDs.

e-DGD Status Account Recipients

× Ben Behanan (IATA)

Users to be notified by email of e-DGD status updates

e-DGD Status External Recipients

operations@iata.org

Can be used to notify team email addresses or contacts not having DG Digital or DG AutoCheck account.

Note: If no contact details are added, system will notify ALL the Super User(s) by default.

Configuration » Office Management » Geneva » e-DGD Settings

Geneva

Certification Management
Offices
Resource Sections
Subscription Settings
Scanner Emails (Subscription Level)

General Scanner Emails Send by Email XSDG e-DGD Settings

General notification settings for sending and receiving e-DGDs.

e-DGD Status Account Recipients

Users to be notified by email of e-DGD status updates

e-DGD Status External Recipients

Can be used to notify team email addresses or contacts not having DG Digital or DG AutoCheck account.

☒ Notify Super Users when no contacts are specified

6. Click **Save** to save the changes.
7. A message is displayed confirming the operation.

General
e-DGD Settings

Success! Information Saved

General notification settings for sending and receiving e-DGDs.

e-DGD Status Account Recipients

× Ben Behanan (IATA)

Users to be notified by email of e-DGD status updates

e-DGD Status External Recipients

operations@iata.org

Can be used to notify team email addresses or contacts not having DG Digital or DG AutoCheck account.

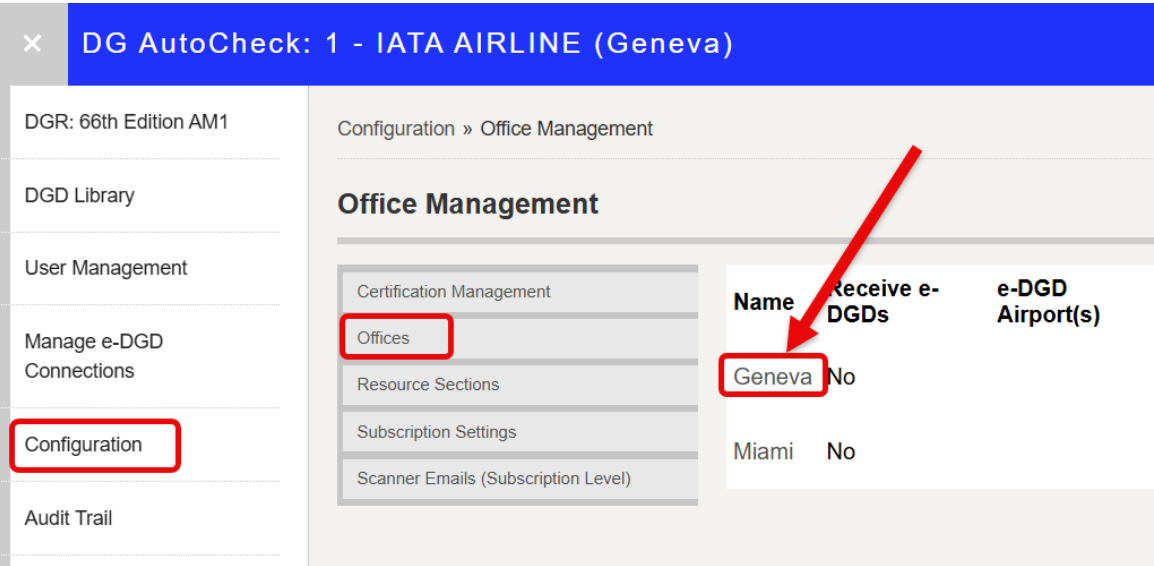
Set up Excluded Operators

Note: This option is applicable for Ground Service Providers (GHAs)

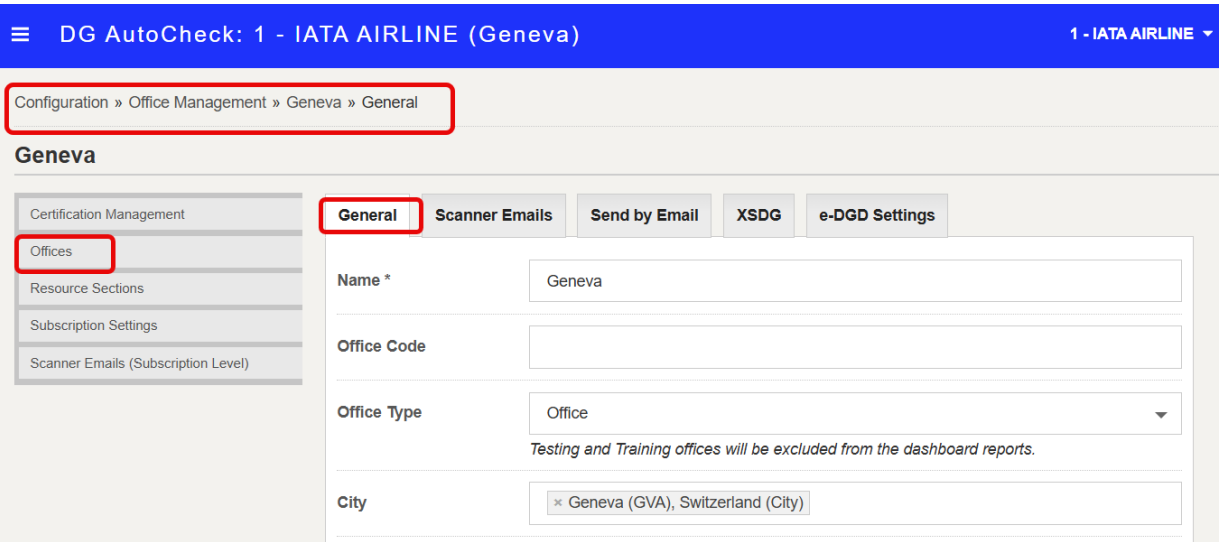
This is to exclude DGDs with AWB operator from being submitted as Electronic submission to the e-DGD enabled airport. In such case, the submitting party needs to make Paper Submission instead.

To add a notification contact for shipment status updates:

- 1. From the main menu, click **Configuration > Offices** and then click on the office name.



- 2. Upon clicking the office name, the **General** tab will be displayed.



- Click **e-DGD Settings** to open the e-DGD settings tab.

The screenshot shows the 'Geneva' configuration page with the 'e-DGD Settings' tab selected. The left sidebar contains links to 'Certification Management', 'Offices', 'Resource Sections', 'Subscription Settings', and 'Scanner Emails (Subscription Level)'. The main content area has tabs for 'General', 'Scanner Emails', 'Send by Email', 'XSDG', and 'e-DGD Settings'. The 'General' tab is active, displaying 'General notification settings for sending and receiving e-DGDs.' It includes two recipient fields: 'e-DGD Status Account Recipients' (set to '× Ben Behanan (IATA)') and 'e-DGD Status External Recipients' (empty). Descriptive text explains that the first field is for email notifications and the second is for team email addresses or contacts without a DG Digital or DG AutoCheck account.

- Under **Receive e-DGDs**, under **Excluded Operators**, enter the name of two-letter code of Airline(s) to be excluded.

This screenshot shows the same 'Geneva' configuration page but with the 'Receive e-DGDs' section expanded. The 'Offices' link in the sidebar is highlighted. The 'e-DGD Status External Recipients' field now contains 'operations@iata.org'. The 'Receive e-DGDs' section includes a note about removing airports to stop submissions, a table of current settings, and an 'Excluded Operators' dropdown. The table lists 'GVA' airport with 'Ben Behanan (IATA)' as the contact. The 'Excluded Operators' dropdown is set to '× China Southern Airlines (CZ-784)'. A 'Save' button is located at the bottom left of the settings area.

e-DGD Airport	Contacts	
GVA	Ben Behanan (IATA)	Edit Delete

- Click **Save**.

Manage e-DGD connections

Send new connection request

1. From the main menu, go to **Manage e-DGD connections** and click **Send Connection Request**.

DG Digital: 1 - IATA FORWARDING INC. (Tokyo) 1 - IATA FORWARDING INC. Tokyo Office (UTC+09:00) Ben Behanan (IATA)

DGR: 66th Edition AM1
DGD Library
User Management
Manage e-DGD Connections
Configuration
Audit Trail
IATA News Flash
Help

Manage e-DGD Connections

Search Airport Status Filter Reset

No items available

Request ID	Status	Requestor	Approver	Request Type	e-DGD Airport(s)	Submitted	Actioned	Action
------------	--------	-----------	----------	--------------	------------------	-----------	----------	--------

2. From the **Company List**, locate the company you wish to send the connection request and click **New**.

DG Digital: 1 - IATA FORWARDING INC. (Tokyo) 1 - IATA FORWARDING INC. Tokyo Office (UTC+09:00) Ben Behanan (IATA)

Manage e-DGD Connections > Connect

Manage e-DGD Connections **Company List**

Search Company Type City Country Account Type

Airline e-DGD Airport Action Filter Reset

1-5 of 5 results

Select a Company Below to Connect

Company Type	Company Name	Airline Code/Company ID	e-DGD Airport(s)	City	Country	Action
Airline	1 - IATA (PROD)		COK, GVA			New
Shipper	1- XB SHIPPER TEST ACCOUNT	169	ORD			New
Airline	1 - IATA Training		BRU, CPH			New
Freight Forwarder	1 - KUEHNE NAGEL TEST ACCOUNT	197	GVA, MIA	Geneva	Switzerland	New
Airline	1 - LATAM TEST ACCOUNT	LA-045	MIA, MIA			New

Cancel

Notes:

1. If the company is already connected at All Airports, it will show “Connected” (instead of **New**).
2. If the company is connected at some Airports only and there are more Airports to connect, then it will show “Add Airport(s)” (instead of **New**).

Select a Company Below to Connect

Company Type	Company Name	Airline Code/Company ID	e-DGD Airport(s)	City	Country	Action
Airline	Aibox		AMS, BRU, LCY			New
Shipper's Agent	Aibox Pre-Check	170	CDG, LGW, LHR			New
Shipper	2025 - LATAM COMAT (Shipper) - Pilot Testing	171	MIA, SCL			New
Shipper	2025 - XB SHIPPING (QA)	172	GVA, KIX, LAX, NRT	Tokyo	Japan	Add Airport(s)
Freight Forwarder	2025 - XB FORWARDING - QA	176	NRT			Connected
Shipper	ABC Chemical Japan Co., Ltd.	178	HND, NRT, NRT	Kanagawa	Japan	Connected
Shipper	XYZ CHEMICALS CO., LTD.	177	HND, HND, KIX, KIX, NRT, NRT	TOKYO	Japan	New
Ground Handler Agent	2025 - XB GROUND HANDLING (QA)	168	NRT			New
Airline	2025 - XB AIRLINE (QA)	LX-724	BNE, GVA, LAX, MIA, NRT			Add Airport(s)
Airline	2025 - LATAM Cargo (Airline) - Pilot Testing	LA-045	MIA, SCL			New
Shipper	2025 - IATA COMAT (Shipper) - Pilot Testing	198	BNE			New
Freight Forwarder	2025 - Global Gate Mexico - Pilot Testing	204	MEX			New

Cancel

- The **Request Connection** screen will be displayed. Select the **Request Type** and **Airport(s) receiving e-DGD** and click **Send Request**.

≡ DG Digital: 1 - IATA FORWARDING INC. (Tokyo)

Manage e-DGD Connections » Request Connection

Manage e-DGD Connections **Request Connection**

Please choose how to connect with 1 - LATAM TEST ACCOUNT

Request Type: Send e-DGD

Airport(s) receiving e-DGD: ☒ All Airports in the subscription

Comment

Cancel Send Request

Notes:

- If you are Freight Forwarder/ Shipper, and you wish to send e-DGD to the selected party, then in the Request Type, select **Send e-DGD**.
- If you are Airline/GHA, and you wish to receive e-DGD from the selected party, then in the Request Type, select **Receive e-DGD**.
- For **Airport(s) receiving e-DGD**, depending on the setting of the selected party, the option will be displayed. If the party has enabled “multi-airport connection request”, then **All Airports in the subscription** will be displayed (as shown above). If the party has disabled “multi-airport connection request”, then individual airports will be displayed (as shown below).

DG Digital: 1 - IATA FORWARDING INC. (Tokyo)

Manage e-DGD Connections » Request Connection

Manage e-DGD Connections - Request Connection

Please choose how to connect with 1- XB SHIPPER TEST ACCOUNT

Request Type

Send e-DGD

Airport(s) receiving e-DGD

Select an airport

Select an airport

O'Hare International (ORD), Chicago, USA

Comment

Cancel

Send Request

Receive connection request Approved email notification

Once the connection request is approved, you will receive an email notification, similar to the below.

This is an automated notification message. Please do not reply directly to this email.

Status: Approved e-DGD connection request

Approved by: 2025 - XB AIRLINE (QA)

Approved date/time: 26 Mar 2025 09:55

Connection Request details: <https://qa-dgautocheck.iata.org/DgDigitalAccess/edit/63>

Request ID: R063
Request sent date/time : 26 Mar 2025 09:53
Request sent by: 2025 - XB FORWARDING - QA (Freight Forwarder)
Request sent to: 2025 - XB AIRLINE (QA) (Airline)
Request purpose: To send e-DGDs and requests for signature/transport details
e-DGD Airport(s) Requested: Narita Intl (NRT), Tokyo, Japan

Thank you

Access the Approved connection request

In the email notification message, click the link under **Connection Request details** and it will take you straight to the approved connection request (if you are logged in). If you are not logged in, you will be asked to login and then you will be taken to the connection request.



This is an automated notification message. Please do not reply directly to this email.

Status: Approved e-DGD connection request

Approved by: 2025 - XB AIRLINE (QA)

Approved date/time: 26 Mar 2025 09:55

Connection Request details: <https://qa-dgautocheck.iata.org/DgDigitalAccess/edit/63>

Request ID: R063

Request sent date/time : 26 Mar 2025 09:53

Request sent by: 2025 - XB FORWARDING - QA (Freight Forwarder)

Request sent to: 2025 - XB AIRLINE (QA) (Airline)

Request purpose: To send e-DGDs and requests for signature/transport details

e-DGD Airport(s) Requested: Narita Intl (NRT), Tokyo, Japan

Thank you

Receive new connection request email notification

When a company sends you a connection request, based on your notification settings, you will receive a new connection request notification.



This is an automated notification message. Please do not reply directly to this email.

Request Type: New connection request

Action requested: Please review and approve e-DGD connection request

Connection Request details: <https://qa-dgautocheck.iata.org/DgDigitalAccess/edit/64>

Request ID: R064

Request sent date/time: 26 Mar 2025

Request sent by: 2025 - XB AIRLINE (QA) (Company type: Airline)

Request sent to: 2025 - XB FORWARDING - QA (Company type: Freight Forwarder)

Request purpose: To send e-DGDs and requests for signature/transport details

e-DGD Airport(s) Requested: Narita Intl (NRT), Tokyo, Japan

Thank you

Access the connection request

In the email notification message, click the link under **Connection Request details** and it will take you straight to the connection request (if you are logged in). If you are not logged in, you will be asked to login and then you will be taken to the connection request.



This is an automated notification message. Please do not reply directly to this email.

Request Type: New connection request

Action requested: Please review and approve e-DGD connection request

Connection Request details: <https://qa-dgautocheck.iata.org/DgDigitalAccess/edit/64>

Request ID: R064

Request sent date/time: 26 Mar 2025

Request sent by: 2025 - XB AIRLINE (QA) (Company type: Airline)

Request sent to: 2025 - XB FORWARDING - QA (Company type: Freight Forwarder)

Request purpose: To send e-DGDs and requests for signature/transport details

e-DGD Airport(s) Requested: Narita Intl (NRT), Tokyo, Japan

Thank you

The Connection Request screen will be displayed.

≡

DG Digital: 2025 - XB FORWARDING - QA (Tokyo)

Manage e-DGD Connections

Connection Request

Request ID	R064
Requester Company Name	2025 - XB AIRLINE (QA)
Requester Company Type	Airline
Requester Airline Code/Company ID	LX-724
Approver Company Name	2025 - XB FORWARDING - QA
Approver Company Type	Freight Forwarder
Approver Airline Code/Company ID	176
Request Type	To send e-DGDs and requests for signature/transport details
Airport(s) receiving e-DGD	Narita Intl (NRT), Tokyo, Japan

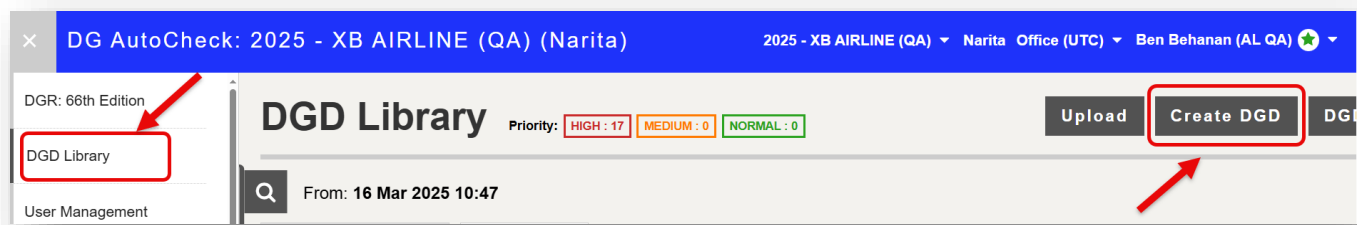
Alternately, from the main menu, go to **Manage e-DGD connections** and you will see the connection request. You can click on the **Request ID** to view the connection request details.

Create DGD

The DGD Builder is used to create DGDs.

Create new DGD and save as Template

1. From the main menu, click **DGD Library**, then click **Create DGD**.



2. The DGD Builder is launched, and by default the **SHIPPER & CONSIGNEE** tab is displayed.

A screenshot of the DGD Builder form. The top navigation bar is green and contains the text "Home » DGD Library » Submission » Edit" and "No changes". Below the navigation bar, there are tabs for "SHIPPER & CONSIGNEE" (highlighted with a red box), "TRANSPORT DETAILS", "NATURE & QUANTITY OF DANGEROUS GOODS", and "ADDITIONAL HANDLING INFO". The "SHIPPER & CONSIGNEE" tab is active and shows two columns: "Shipper" and "Consignee". Each column has fields for "Company Name *", "Street *", "ZIP Code / City *", "Area", "PO Box", "Country *", and "Contact No". The "Country *" field has a dropdown menu with the text "Type to search...". At the bottom of each column, there are buttons for "Save to Address Book" and "Clear". A "Next" button is located at the bottom left of the form.

Adding Shipper and Consignee Details

1. You can enter the Shipper and Consignee name and address details in the respective fields

Note: The fields marked with an asterix (*) are mandatory.

The image shows two side-by-side forms for adding shipper and consignee details. The 'Shipper' form on the left has fields for Company Name (*), Street (*), ZIP Code / City (*), Area, PO Box, Country (*), and Contact No. The 'Consignee' form on the right has similar fields. Both forms have a 'Save to Address Book' button and a 'Clear' button at the bottom. The forms are highlighted with red rounded rectangles.

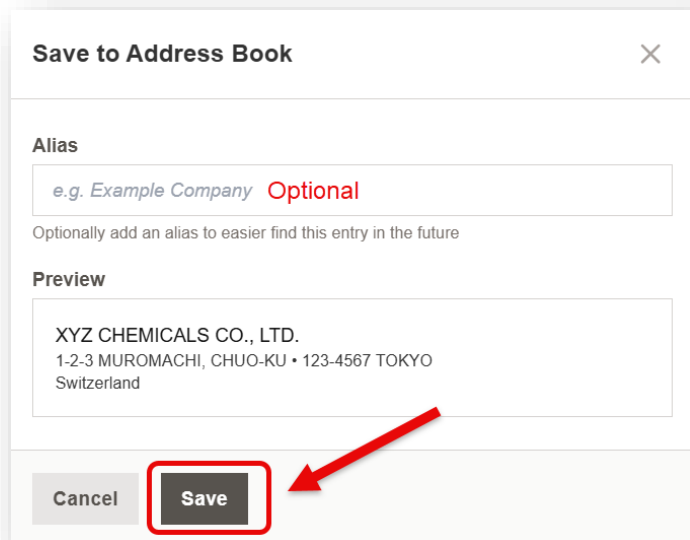
Shipper		Consignee	
Company Name *	XYZ CHEMICALS CO., LTD.	Company Name *	ABC CHEMICALS CO., LTD
Street *	1-2-3 MUROMACHI, CHUO-KU	Street *	#123, ABC BUILDING
ZIP Code / City *	123-4567 TOKYO	ZIP Code / City *	21420 LIETO
Area		Area	
PO Box		PO Box	
Country *	Switzerland	Country *	Finland
Contact No		Contact No	
Save to Address Book Clear		Save to Address Book Clear	

2. After entering the Shipper and Consignee address, you can click **Save to Address Book** to save the details for future use when creating a DGD.

This screenshot is similar to the previous one, but it includes red arrows pointing from the 'Area' field of each form to the 'Save to Address Book' button, indicating the next step in the process. The buttons are highlighted with red rounded rectangles.

Shipper		Consignee	
Company Name *	XYZ CHEMICALS CO., LTD.	Company Name *	ABC CHEMICALS CO., LTD
Street *	1-2-3 MUROMACHI, CHUO-KU	Street *	#123, ABC BUILDING
ZIP Code / City *	123-4567 TOKYO	ZIP Code / City *	21420 LIETO
Area		Area	
PO Box		PO Box	
Country *	Switzerland	Country *	Finland
Contact No		Contact No	
Save to Address Book Clear		Save to Address Book Clear	

3. The **Save to Address Book** window is displayed. You may enter a nickname for the contact. However, this is optional. You can just simply the **Save** button to save the details to Address Book.



Save to Address Book [X]

Alias

e.g. Example Company **Optional**

Optionally add an alias to easier find this entry in the future

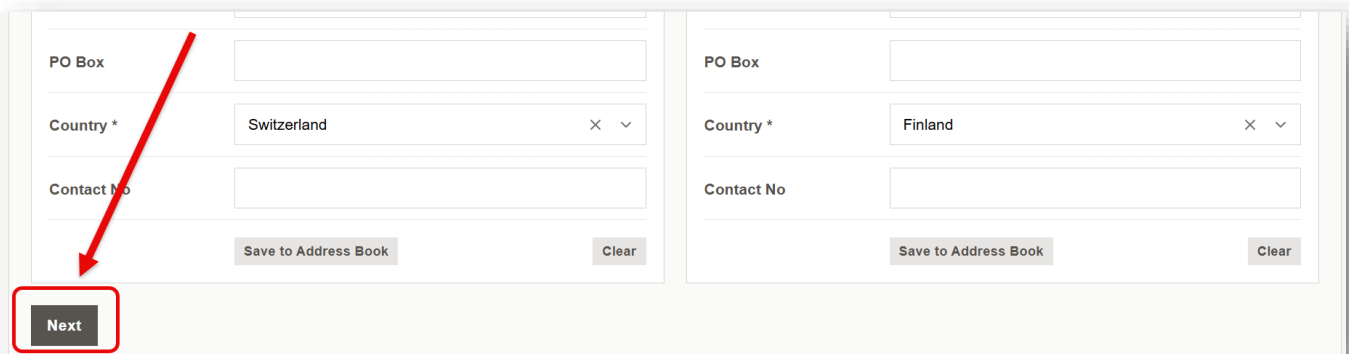
Preview

XYZ CHEMICALS CO., LTD.
1-2-3 MUROMACHI, CHUO-KU • 123-4567 TOKYO
Switzerland

Cancel **Save**

A red arrow points to the **Save** button.

4. Click **Next** to move to the next tab. You can also directly click on the tab.



The form has two tabs. The left tab shows:

PO Box: []

Country *: Switzerland [X] [v]

Contact No: []

Buttons: Save to Address Book, Clear

The right tab shows:

PO Box: []

Country *: Finland [X] [v]

Contact No: []

Buttons: Save to Address Book, Clear

A red arrow points to the **Next** button at the bottom left.

Adding Transport Details

1. You can use the **TRANSPORT DETAILS** tab to capture the AWB and routing information as well as the Shipment and Aircraft Type.
2. You can enter the Departure Airport, Destination Airport, Air Waybill number, House Waybill number, and Shipper's Reference. By default, Passenger and Cargo is selected as the Aircraft Type and Non-Radioactive is selected as the Shipment Type.

SHIPPER & CONSIGNEE | **TRANSPORT DETAILS** | **NATURE & QUANTITY OF DANGEROUS GOODS** | **ADDITIONAL HANDLING INFO**

Departure

Departure Airport: Narita Intl (NRT), Tokyo, Japan (Airport) × ▾

Destination

Destination Airport: Helsinki-Vantaa (HEL), Helsinki, Finland (Air...) × ▾

AWB & References

Air Waybill: 105-00000011

House Waybill:

Shipper's Reference:

Aircraft & Shipment Type

Aircraft Type: Passenger and Cargo ▾

Shipment Type: Non-Radioactive ▾

Adding Dangerous Goods Details

The **NATURE & QUANTITY OF DANGEROUS GOODS** tab is displayed. This is where you will add the dangerous goods information.

Home » DGD Library » Submission » Edit ✓ Last saved just now

You have control of this DGD. Release Control Validate Form Actions ... Preview

SHIPPER & CONSIGNEE | **TRANSPORT DETAILS** | **NATURE & QUANTITY OF DANGEROUS GOODS** | **ADDITIONAL HANDLING INFO**

+ Dangerous Good + All Packed In One + Overpack

UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
No dangerous goods added						

Adding a DG row

1. Click **+ Dangerous Good** on the left.

Home » DGD Library » Submission » Edit ✓ Last saved 28 minutes ago

SHIPPER & CONSIGNEE | **TRANSPORT DETAILS**

+ Dangerous Good + All Packed In One + Overpack

UN / ID	Proper Shipping Name	Class or Division
---------	----------------------	-------------------

2. The **Add Dangerous Goods** window is displayed.

Add Dangerous Good

Please enter the dangerous good details below

Search UN Number / PSN

e.g. UN 1234

RQ

Proper Shipping Name

The proper shipping name cannot be modified, but you can add a custom suffix.

Primary Hazard

Inferred

Subsidiary Hazards

No value(s)

Freeform

Authorization

Packing Group

Select...

Packing Instruction

Guide mode

Quantity and Type

Cancel

+ Add Dangerous Good

- In the **Search UN Number/ PSN** field, enter UN number. Select one of the options displayed.

Add Dangerous Good

Please enter the dangerous good details below

Search UN Number / PSN

1263

RQ

UN1263 – Paint – 3

UN1263 – Paint related material – 3

The proper shipping name cannot be modified, but you can add a custom suffix.

- Upon selecting the entry, you will notice that the **Proper Shipper Name**, **Primary Hazard** will be populated automatically. Also, the Packing Instructions table will be displayed.

Add Dangerous Good

×

Please enter the dangerous good details below

Search UN Number / PSN

RQ ☐

UN1263 – Paint – 3

×

▼

Proper Shipping Name

Paint

The proper shipping name cannot be modified, but you can add a custom suffix.

Primary Hazard

Subsidiary Hazards

Freeform ☐

Authorization

3

No value(s)

▼

Packing

Guide mode ☒

	LIMITED QUANTITY		PASSENGER & CARGO AIRCRAFT		CARGO AIRCRAFT ONLY	
PG	Pkg Inst	Max Qty	Pkg Inst	Max Qty	Pkg Inst	Max Qty
I	Forbidden		351 • 1 L		361 • 30 L	
II	Y341 • 1 L		353 • 5 L		364 • 60 L	
III	Y344 • 10 L		355 • 60 L		366 • 220 L	

Quantity and Type

Cancel

+ Add Dangerous Good

- Select the applicable **Packing Instruction** from the table, based on the Aircraft Type and Packing Group.

Packing

Guide mode ☒

	LIMITED QUANTITY		PASSENGER & CARGO AIRCRAFT		CARGO AIRCRAFT ONLY	
PG	Pkg Inst	Max Qty	Pkg Inst	Max Qty	Pkg Inst	Max Qty
I	Forbidden		351 • 1 L		361 • 30 L	
II	Y341 • 1 L		353 • 5 L		364 • 60 L	
III	Y344 • 10 L		355 • 60 L		366 • 220 L	

- Upon selection, the entry will be populated.

Primary Hazard

Subsidiary Hazards

Freeform ☐

Authorization

3

No value(s)

▼

Packing Group

Packing Instruction

Guide mode ☐

II

▼

353

- Next, enter the **No. of Packages**, and then select the **Packing Type** from the drop-down list.

Quantity and Type

Package 1
- L

+ Add Package

No. of Packages: **2**

Type of Packing: Material

Quantity: Amount

☐ Salvage Packaging

Aluminium Box
Aluminium Drum
Aluminium Jerrican
Fibre Drum
Fibreboard Box
Other Metal Box
Other Metal Drum

Cancel

8. Next enter the **Quantity**. The Unit of Measure is automatically selected based on the Packing Instruction.

Quantity and Type

Package 1
5 L • Fibreboard Box

+ Add Package

No. of Packages: 2

Type of Packing: Fibreboard Box

Quantity: 5 L

Trace amounts ☐

☐ Salvage Packaging

Cancel

+ Add Dangerous Good

9. Tip: You may use the **Freeform** option to enter free text instead.

Quantity and Type

Package 1
Custom

+ Add Package

Package Description: 2 Fibreboard Box x 5 L

Freeform ☒

Cancel

+ Add Dangerous Good

10. Click **Add Dangerous Good** to add the new UN row in the DG table.

Home » DGD Library » Submission » Edit ✓ Last saved just now

You have control of this DGD. [Release Control](#) [Validate Form](#) [Actions ...](#) [Preview](#)

SHIPPER & CONSIGNEE		TRANSPORT DETAILS		NATURE & QUANTITY OF DANGEROUS GOODS		ADDITIONAL HANDLING INFO				
+ Dangerous Good + All Packed In One + Overpack UN1263				UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
				UN1263	Paint	3	II	2 Fibreboard Box x 5 L	353	

Adding an All Packed in One

1. Click **+ All Packed in One** on the left.

SHIPPER & CONSIGNEE

TRANSPORT DETAILS

+ Dangerous Good

+ All Packed In One

+ Overpack

UN / ID

Proper Shipping Name

No dangerous goods added

2. The **Add All Packed In One** window is displayed.

Add All Packed In One

Please enter the packing details below

Radioactive ☐

Quantity and Type Freeform ☐

Number of Packages

All Packed In One × 1

Type of Packing

Material

Gross Quantity

Amount Unit ×

Q Value

Cancel + Add All Packed In One

3. Enter the APIO details and then click **+ Add All Packed in One**

Add All Packed In One

Please enter the packing details below

Radioactive ☐

Freeform ☐

Quantity and Type

Number of Packages: All Packed In One x 1

Type of Packing: Fibreboard Box

Gross Quantity: Amount Unit x

Q Value: 0.8

Cancel + Add All Packed In One

4. A new All Packed In One row is added.

UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
				All Packed In One x 1 Fibreboard box Q = 0.8		

5. Optional: You can click **Free Form** to input text freely.

Add All Packed In One

Please enter the packing details below

Radioactive ☐

Freeform ☒

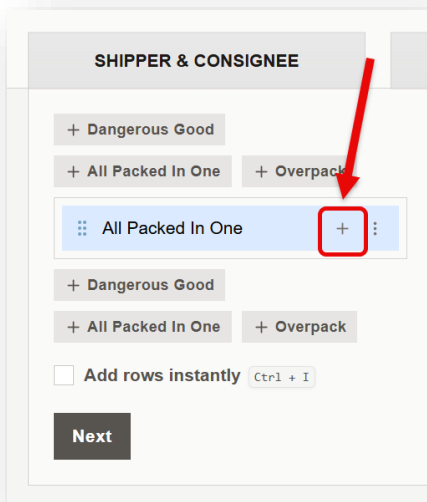
Quantity and Type

All Packed In One x 1
Fibreboard Box
Q = 0.8

This value will automatically update when the values in the guided view are changed.

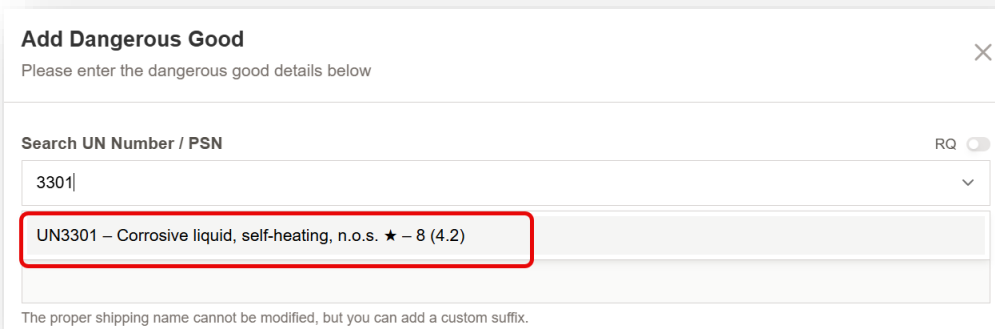
Cancel + Add All Packed In One

6. To add the first UN line in the APIO, click the **+** button as shown below.



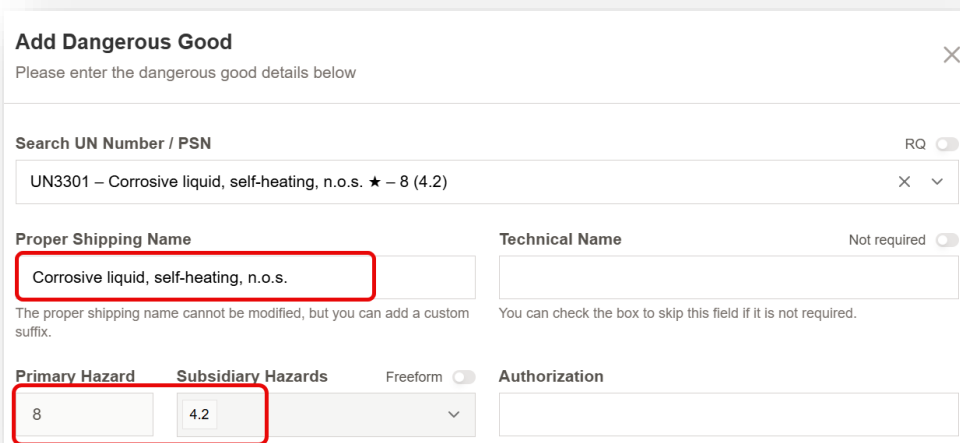
The screenshot shows a form titled "SHIPPER & CONSIGNEE". It contains several rows of buttons: "+ Dangerous Good", "+ All Packed In One", "+ Overpack", and another set of "+ Dangerous Good", "+ All Packed In One", "+ Overpack". A red arrow points to a red box around the "+" button in the "All Packed In One" row. Below these buttons is a checkbox labeled "Add rows instantly" with a keyboard shortcut "Ctrl + I". At the bottom is a "Next" button.

7. The **Add Dangerous Good** window is displayed.
8. In the **Search UN Number / PSN** field, enter a UN number.



The screenshot shows the "Add Dangerous Good" window. It has a title bar with a close button. Below the title is a subtitle "Please enter the dangerous good details below". There is a search field labeled "Search UN Number / PSN" with a dropdown arrow. The search field contains the text "3301". Below the search field is a list of results. The first result is "UN3301 – Corrosive liquid, self-heating, n.o.s. ★ – 8 (4.2)", which is highlighted with a red box. Below the list is a note: "The proper shipping name cannot be modified, but you can add a custom suffix."

9. The details from DGR Table 4.2 are automatically populated (as shown below).



The screenshot shows the "Add Dangerous Good" window with the search results populated. The search field now contains "UN3301 – Corrosive liquid, self-heating, n.o.s. ★ – 8 (4.2)". Below the search field are two input fields: "Proper Shipping Name" and "Technical Name". The "Proper Shipping Name" field contains "Corrosive liquid, self-heating, n.o.s." and is highlighted with a red box. Below the "Proper Shipping Name" field is a note: "The proper shipping name cannot be modified, but you can add a custom suffix." To the right of the "Proper Shipping Name" field is a "Technical Name" field with a "Not required" checkbox. Below the "Proper Shipping Name" field are two input fields: "Primary Hazard" and "Subsidiary Hazards". The "Primary Hazard" field contains "8" and is highlighted with a red box. The "Subsidiary Hazards" field contains "4.2" and is also highlighted with a red box. Below the "Primary Hazard" and "Subsidiary Hazards" fields is a "Freeform" checkbox. To the right of the "Primary Hazard" and "Subsidiary Hazards" fields is an "Authorization" field.

10. In the **Technical Name** field, enter the technical name.

Add Dangerous Good
Please enter the dangerous good details below

Search UN Number / PSN RQ ☐

UN3301 - Corrosive liquid, self-heating, n.o.s. X v

Proper Shipping Name Technical Name Not required ☐

Corrosive liquid, self-heating, n.o.s. Ascaridole solution

The proper shipping name cannot be modified, but you can add a custom suffix. You can check the box to ship this field if it is not required.

Primary Hazard Subsidiary Hazards Freeform ☐ Authorization

8 4.2 v

Cancel + Add Dangerous Good

11. Scroll down (if needed) and then select the **Packing Instruction** and **Quantity**.

Add Dangerous Good
Please enter the dangerous good details below

Packing Guide mode ☒

PG	LIMITED QUANTITY		PASSENGER & CARGO AIRCRAFT		CARGO AIRCRAFT ONLY	
	Pkg Inst	Max Qty	Pkg Inst	Max Qty	Pkg Inst	Max Qty
I	Forbidden		850 • 0.5 L		854 • 2.5 L	
II	Forbidden		851 • 1 L		855 • 30 L	

Quantity and Type Freeform ☐

Quantity Scroll bar

500 mL v X

Cancel + Add Dangerous Good

12. Click **+ Add Dangerous Good** to add the first UN inside the APIO

SHIPPER & CONSIGNEE		TRANSPORT DETAILS		NATURE & QUANTITY OF DANGEROUS GOODS		ADDITIONAL HANDLING INFO													
+ Dangerous Good + All Packed In One + Overpack UN3301 + All Packed In One + Dangerous Good + All Packed In One + Overpack		<table border="1"> <thead> <tr> <th>UN / ID</th> <th>Proper Shipping Name</th> <th>Class or Division (Subsidiary Hazard)</th> <th>Packing Group</th> <th>Quantity and Type of Packing</th> <th>Packing Inst.</th> <th>Auth</th> </tr> </thead> <tbody> <tr> <td>UN3301</td> <td>Corrosive liquid, self-heating, n.o.s. (Ascaridole solution)</td> <td>8 (4.2)</td> <td>II</td> <td>500 mL</td> <td>851</td> <td></td> </tr> </tbody> </table>		UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth	UN3301	Corrosive liquid, self-heating, n.o.s. (Ascaridole solution)	8 (4.2)	II	500 mL	851		All Packed In One x 1 Fibreboard Box Q = 0.8	
UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth													
UN3301	Corrosive liquid, self-heating, n.o.s. (Ascaridole solution)	8 (4.2)	II	500 mL	851														

13. To add the second UN number, first click + next to APIO

SHIPPER & CONSIGNEE

+ Dangerous Good

+ All Packed In One

+ Overpack

All Packed In One

+

+ Dangerous Good

+ All Packed In One

+ Overpack

☐ Add rows instantly Ctrl + I

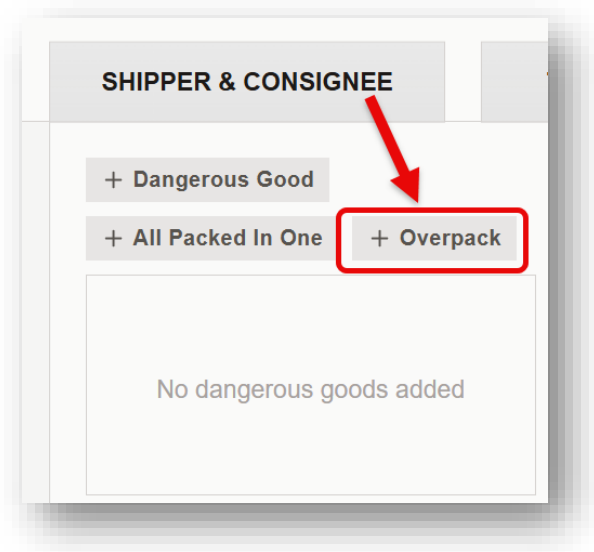
Next

14. You can repeat the same steps as above to add more UN rows.

SHIPPER & CONSIGNEE		TRANSPORT DETAILS		NATURE & QUANTITY OF DANGEROUS GOODS		ADDITIONAL HANDLING INFO																											
+ Dangerous Good + All Packed In One + Overpack UN3301 UN1888 UN1212 All Packed In One + Dangerous Good + All Packed In One + Overpack ☐ Add rows instantly Ctrl + I		<table border="1"> <thead> <tr> <th>UN / ID</th> <th>Proper Shipping Name</th> <th>Class or Division (Subsidiary Hazard)</th> <th>Packing Group</th> <th>Quantity and Type of Packing</th> <th>Packing Inst.</th> <th>Auth</th> </tr> </thead> <tbody> <tr> <td>UN3301</td> <td>Corrosive liquid, self-heating, n.o.s. (Ascaridole solution)</td> <td>8 (4.2)</td> <td>II</td> <td>500 mL</td> <td>851</td> <td></td> </tr> <tr> <td>UN1888</td> <td>Chloroform</td> <td>6.1</td> <td>III</td> <td>6 L</td> <td>680</td> <td></td> </tr> <tr> <td>UN1212</td> <td>Isobutanol</td> <td>3</td> <td>III</td> <td>9 L</td> <td>355</td> <td></td> </tr> </tbody> </table>		UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth	UN3301	Corrosive liquid, self-heating, n.o.s. (Ascaridole solution)	8 (4.2)	II	500 mL	851		UN1888	Chloroform	6.1	III	6 L	680		UN1212	Isobutanol	3	III	9 L	355		All Packed In One x 1 Fibreboard Box Q = 0.8	
UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth																											
UN3301	Corrosive liquid, self-heating, n.o.s. (Ascaridole solution)	8 (4.2)	II	500 mL	851																												
UN1888	Chloroform	6.1	III	6 L	680																												
UN1212	Isobutanol	3	III	9 L	355																												

Adding an Overpack

1. To add an Overpack, click **+ Overpack** on the left.



2. The **Add Overpack** window is displayed.

A screenshot of a modal window titled "Add Overpack" with a close button (X) in the top right corner. Below the title is the instruction "Please enter the overpack details below". There are two toggle switches: "Radioactive" (off) and "Freeform" (off). Under the "Quantity and Type" section, the "Number of Packages" is highlighted with a red box. It shows "Overpacks used" followed by a multiplier "x" and a numeric input field containing the number "2". Below this is an "Identifiers" section with a text input field and a note: "Only required if multiple overpacks are used." At the bottom, there are two buttons: "Cancel" and "+ Add Overpack".

3. Click **+ Add Overpack** to add the Overpack line.

TRANSPORT DETAILS		NATURE & QUANTITY OF DANGEROUS GOODS			ADDITIONAL HANDLING INFO	
UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
				Overpack used x 2		

4. On the left hand side, you will notice the Overpack line is added.

SHIPPER & CONSIGNEE

+ Dangerous Good

+ All Packed In One + Overpack

Overpack × 2

+

+ Dangerous Good

+ All Packed In One + Overpack

☐ Add rows instantly Ctrl + I

Next

5. Click the + sign next to the Overpack. A pop up appears. Click **Add Dangerous Good**.

SHIPPER & CONSIGNEE

TRANSPORT DETAILS

+ Dangerous Good

+ All Packed In One + Overpack

Overpack × 2

+

+ Dangerous Good

+ All Packed In One + Overpack

☐ Add rows instantly Ctrl + I

UN / ID

Proper Shipping Name

Add Dangerous Good

Add All Packed in One

6. The **Add Dangerous Good** window appears.

Add Dangerous Good

Please enter the dangerous good details below

Search UN Number / PSN RQ

e.g. UN 1234

Proper Shipping Name

The proper shipping name cannot be modified, but you can add a custom suffix.

Primary Hazard **Inferred**

Subsidiary Hazards **No value(s)**

Freeform ☐

Authorization

Packing Group

Packing Instruction Guide mode

Cancel **+ Add Dangerous Good**

7. Enter the UN number and details to add a new UN row, example shown as follows.

UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN3094	Corrosive liquid, water-reactive, n.o.s. (Stearoyl chloride)	8 (4.3)	II	1 Fibreboard Box x 1 L	851	
				Overpack used x 2		
				Total quantity per overpack:		
				UN3094: -		

8. Click the **+** sign next to the Overpack. Click **Add Dangerous Good** to add another UN row.

SHIPPER & CONSIGNEE **TRANSPORT DETAILS**

+ Dangerous Good

+ All Packed In One + Overpack

Overpack x 2

Add Dangerous Good

Add All Packed in One

☐ Add rows instantly Ctrl + I

9. The **Add Dangerous Good** window appears.

Add Dangerous Good

Please enter the dangerous good details below

Search UN Number / PSN

RQ

e.g. UN 1234

Proper Shipping Name

The proper shipping name cannot be modified, but you can add a custom suffix.

Primary Hazard

Subsidiary Hazards

Freeform

Authorization

Inferred

No value(s)

Packing Group

Packing Instruction

Guide mode

Cancel

+ Add Dangerous Good

10. Enter the UN number and details to add a new UN row, example shown as follows.

UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN3094	Corrosive liquid, water-reactive, n.o.s. (Stearyl chloride)	8 (4.3)	II	1 Fibreboard Box x 1 L	851	
UN1127	Chlorobutanes	3	II	4 Wood Box x 0.5 L	353	
				Overpack used x 2		
				Total quantity per overpack:		
				UN3094: -		
				UN1127: -		

11. Click the Overpack row. The **Edit Overpack** window is displayed

UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN3094	Corrosive liquid, water-reactive, n.o.s. (Stearyl chloride)	8 (4.3)	II	1 Fibreboard Box x 1 L	851	
UN1127	Chlorobutanes	3	II	4 Wood Box x 0.5 L	353	
				Overpack used x 2		
				Total quantity per overpack:		
				UN3094: -		
				UN1127: -		

Edit Overpack

Please enter the overpack details below

Number of Packages

Overpacks used

2

Identifiers

#OVP1, #OVP2

Only required if multiple overpacks are used.

Total per overpack

UN3094	1	L	▼	×
UN1127	2	L	▼	×

Cancel

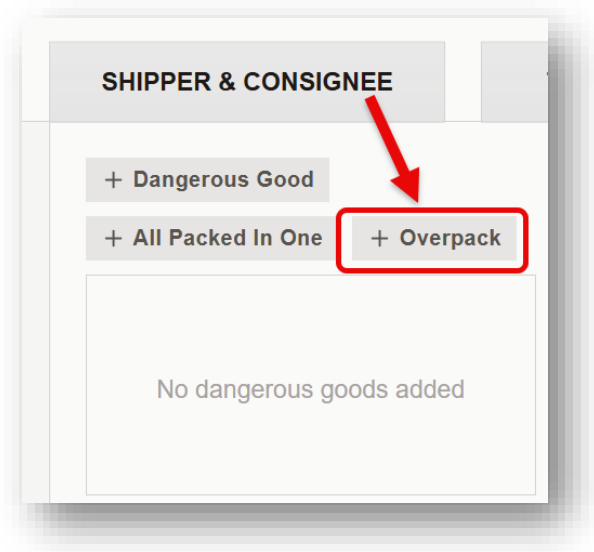
Save Overpack

12. Click **Save Overpack**. The overpack details are updated.

UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN3094	Corrosive liquid, water-reactive, n.o.s. (Steaoryl chloride)	8 (4.3)	II	1 Fibreboard Box x 1 L	851	
UN1127	Chlorobutanes	3	II	4 Wood Box x 0.5 L	353	
				Overpack used x 2 Identifiers: #OVP1, #OVP2 Total quantity per overpack: UN3094: 1 L UN1127: 2 L		

Adding an All Packed in One inside an Overpack

1. To add an Overpack, click + **Overpack** on the left.



2. The **Add Overpack** window is displayed.

A screenshot of a modal window titled "Add Overpack" with a close button (X) in the top right corner. Below the title is the instruction "Please enter the overpack details below". There are two toggle switches: "Radioactive" (off) and "Freeform" (off). Under the "Quantity and Type" section, there is a field for "Number of Packages" with the label "Overpacks used" and a multiplier "x" followed by a text input box containing the number "1". Below this is an "Identifiers" section with a large text input box and a note: "Only required if multiple overpacks are used." At the bottom of the window are two buttons: "Cancel" on the left and "+ Add Overpack" on the right.

3. Click + **Add Overpack** to add the Overpack line.

TRANSPORT DETAILS			NATURE & QUANTITY OF DANGEROUS GOODS		ADDITIONAL HANDLING INFO		
UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth	
				Overpack used x 1			

- On the left hand side, you will notice the Overpack line is added.

SHIPPER & CONSIGNEE

+ Dangerous Good

+ All Packed In One + Overpack

Overpack +

+ Dangerous Good

+ All Packed In One + Overpack

☐ Add rows instantly
 Ctrl + I

Next

- Click the **+** sign next to the Overpack. A pop up appears.

SHIPPER & CONSIGNEE

TRANSPORT DETAILS

+ Dangerous Good

+ All Packed In One + Overpack

Overpack × 2 +

+ Dangerous Good

+ All Packed In One + Overpack

☐ Add rows instantly
 Ctrl + I

UN / ID

Proper Shipping Name

Add Dangerous Good

Add All Packed in One

- Click **Add All Packed in One**

SHIPPER & CONSIGNEE

+ Dangerous Good

+ All Packed In One + Overpack

Overpack + ⋮

+ Dangerous Good

+ All Packed In One + Overpack

☐ Add rows instantly Ctrl + I

Next

UN / ID Pro Na

Add Dangerous Good

Add All Packed in One

7. The **All Packed In One** window appears.

Add All Packed In One

Please enter the packing details below

Radioactive ☐

Freeform ☐

Quantity and Type

Number of Packages

All Packed In One x 1

Type of Packing

Material

Gross Quantity

Amount Unit x

Q Value

Cancel + Add All Packed In One

8. Enter the details of the APIO and then click **+ Add All Packed in One**.

Add All Packed In One

Please enter the packing details below

Radioactive ☐

Freeform ☐

Number of Packages

All Packed In One × 1

Type of Packing

Fibreboard Box

Gross Quantity

Amount

Unit

×

Q Value

0.8

Cancel

+ Add All Packed In One

9. A new **All Packed In One** row is added inside the **Overpack**.

SHIPPER & CONSIGNEE	TRANSPORT DETAILS	NATURE & QUANTITY OF DANGEROUS GOODS	ADDITIONAL HANDLING INFO																					
+ Dangerous Good + All Packed In One + Overpack All Packed In One + Overpack + ☐ Add rows instantly Ctrl + I Next																								
		<table border="1"> <thead> <tr> <th>UN / ID</th> <th>Proper Shipping Name</th> <th>Class or Division (Subsidiary Hazard)</th> <th>Packing Group</th> <th>Quantity and Type of Packing</th> <th>Packing Inst</th> <th>Auth</th> </tr> </thead> <tbody> <tr> <td colspan="4"></td> <td>All Packed In One x 1 Fibreboard box Q = 0.8</td> <td></td> <td></td> </tr> <tr> <td colspan="4"></td> <td>Overpack used x 1</td> <td></td> <td></td> </tr> </tbody> </table>	UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst	Auth					All Packed In One x 1 Fibreboard box Q = 0.8							Overpack used x 1			
UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst	Auth																		
				All Packed In One x 1 Fibreboard box Q = 0.8																				
				Overpack used x 1																				

10. To add the first dangerous goods item in the APIO, click the **+** button as shown below.

SHIPPER & CONSIGNEE

+ Dangerous Good

+ All Packed In One + Overpack

- All Packed In One +
- Overpack +

+ Dangerous Good

+ All Packed In One + Overpack

☐ Add rows instantly Ctrl + I

Next

11. The **Add Dangerous Good** window is displayed.

Add Dangerous Good

Please enter the dangerous good details below

Search UN Number / PSN RQ ☐

e.g. UN 1234

Proper Shipping Name

The proper shipping name cannot be modified, but you can add a custom suffix.

Primary Hazard **Subsidiary Hazards** Freeform ☐ **Authorization**

Inferred No value(s)

Packing Group **Packing Instruction** Guide mode ☐

Select...

Quantity and Type Freeform ☐

Cancel **+ Add Dangerous Good**

12. In the **Search UN Number / PSN** field, enter the UN number.

Edit Dangerous Good

Please enter the dangerous good details below

Search UN Number / PSN RQ ☐

3301|

UN3301 – Corrosive liquid, self-heating, n.o.s. ★

The proper shipping name cannot be modified, but you can add a custom suffix.

13. You will notice that the details from DGR Table 4.2 are automatically populated (as shown below).

Add Dangerous Good

Please enter the dangerous good details below

Search UN Number / PSN RQ ☐

UN3301 - Corrosive liquid, self-heating, n.o.s.

Proper Shipping Name Technical Name Not required ☐

Corrosive liquid, self-heating, n.o.s.

The proper shipping name cannot be modified, but you can add a custom suffix.

Primary Hazard **Subsidiary Hazards** Freeform ☐ **Authorization**

8 4.2

Cancel + Add Dangerous Good

14. In the **Technical Name** field, enter the technical name.

Add Dangerous Good

Please enter the dangerous good details below

Search UN Number / PSN RQ ☐

UN3301 - Corrosive liquid, self-heating, n.o.s.

Proper Shipping Name Technical Name Not required ☐

Corrosive liquid, self-heating, n.o.s.

Ascaridole solution|

The proper shipping name cannot be modified, but you can add a custom suffix.

Primary Hazard **Subsidiary Hazards** Freeform ☐ **Authorization**

8 4.2

Cancel + Add Dangerous Good

15. Scroll down (if needed) and then add the **Packing Group**, **Packing Instruction**, and **Quantity**.

Add Dangerous Good

Please enter the dangerous good details below

Guide mode ☒

Packing

PG	LIMITED QUANTITY		PASSENGER & CARGO AIRCRAFT		CARGO AIRCRAFT ONLY	
	Pkg Inst	Max Qty	Pkg Inst	Max Qty	Pkg Inst	Max Qty
I	Forbidden		850 • 0.5 L		854 • 2.5 L	
II	Forbidden		851 • 1 L		855 • 30 L	

Quantity and Type

Quantity: 500 mL

Freeform ☐

Cancel + Add Dangerous Good

16. Click **+ Add Dangerous Good** to add the first UN inside the APIO

17. Repeat the steps above to add the second UN number.

SHIPPER & CONSIGNEE **TRANSPORT DETAILS** **NATURE & QUANTITY OF DANGEROUS GOODS** **ADDITIONAL HANDLING INFO**

+ Dangerous Good

+ All Packed In One **+ Overpack**

UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN3301	Corrosive liquid, self-heating, n.o.s. (Ascaridole)	8 (4.2)	II	500 mL	851	
UN1888	Chloroform	6.1	III	6 L	680	
				All Packed In One x 1 Fibreboard box Q = 0.8		
				Overpack used x 1		

☒ Add rows instantly Ctrl + I

Next

This is how you create an APIO inside an Overpack.

Add Rows Instantly

Select **Add rows instantly** option to add rows instantly without the modals.

The screenshot shows a modal titled "SHIPPER & CONSIGNEE". Inside, there are three buttons: "+ Dangerous Good", "+ All Packed In One", and "+ Overpack". Below these buttons, it says "No dangerous goods added". At the bottom, there is a checkbox labeled "Add rows instantly" with the keyboard shortcut "Ctrl + I" next to it. A red arrow points to the "Add rows instantly" checkbox, and a red rectangle highlights the checkbox and the "Next" button below it.

i.e. After selecting the option, when you add a Dangerous Good row, or APIO row, or Overpack row, then the row is added right away without the pop-up window.

The screenshot shows the "NATURE & QUANTITY OF DANGEROUS GOODS" section. On the left, there are buttons for "+ Dangerous Good", "+ All Packed In One", and "+ Overpack". Below these, there is a list of items: "Overpack", "All Packed In One", and "Unspecified item". At the bottom, there is a checkbox labeled "Add rows instantly" with the keyboard shortcut "Ctrl + I". A red rectangle highlights the "Add rows instantly" checkbox and the "Next" button below it. On the right, there is a table with columns: "UN / ID", "Proper Shipping Name", "Class or Division (Subsidiary Hazard)", "Packing Group", "Quantity and Type of Packing", "Packing Inst.", and "Auth". The table contains three rows: "Overpack used x 1", "All Packed In One x 1", and "1 - x -". A red rectangle highlights the table content.

Additional Handling Information

In the Special Handling Information box, you can enter any special handling instructions.

In the **Emergency Contact** (1 & 2) boxes, you can enter the Emergency contact details.

Example shown below.

SHIPPER & CONSIGNEE	TRANSPORT DETAILS	NATURE & QUANTITY OF DANGEROUS GOODS	ADDITIONAL HANDLING INFO
Handling Special Handling Information Packages must be protected from direct sunlight and all sources of heat and be placed in adequately ventilated areas			
Emergency Contact 1 Name 24-hour emergency telephone number: Additional Contact Information (Domestic) Contact Number + 31-787-109-7007			

Note: Under **Name**, you can select an entry from the drop-down list or alternately, you can type in the required text into the field.

Emergency Contact 1

Name

e.g. 24-HOUR EMERGENCY CONTACT

24-hour emergency response telephone number

24-hour emergency response number

24-hour emergency telephone number

24-hour number

Emergency Contact

EMERGENCY CONTACT

Emergency response number

Numéro de 24-heures

Additional Contact Information

Contact Number

Preview the DGD

In the DGD Creator, click **Preview** to view the PDF preview of the DGD.

ABC Japan Tokyo Office (UTC+09:00) Dave Backstrom

You have control of this DGD.

NATURE & QUANTITY OF DANGEROUS GOODS **ADDITIONAL HANDLING INFO**

Consignee

Company Name * CRI Chemicals

SHIPPER'S DECLARATION FOR DANGEROUS GOODS Submission Number: XB-#-#####

Shipper
XYZ CHEMICALS CO., LTD.
1-2-3 MUROMACHI, CHUO-KU
123-4567, TOKYO
Japan

Consignee
ABC CHEMICALS CO., LTD
#123, ABC BUILDING
21420, LIETO
Finland

Air Waybill No. 618-00000033 / User Journey-3g
(Approve Flow)
Page 1 of 1 Pages
Shipper's Reference No.
(optional)

Powered By:

Two completed and signed copies of this Declaration must be handed to the operator.

TRANSPORT DETAILS

This shipment is within the limitations prescribed for:
(delete non-applicable)

PASSENGER AND CARGO AIRCRAFT

Airport of Departure (optional):
Narita Intl (NRT)

Airport of Destination (optional):
Helsinki-Vantaa (HEL)

WARNING
Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.

Shipment type: (delete non-applicable)
NON-RADIOACTIVE

NATURE AND QUANTITY OF DANGEROUS GOODS

Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (subsidiary hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN3301	Corrosive liquid, self-heating, n.o.s. (Ascaridole)	8 (4.2)	II	500 mL	851	
UN1888	Chloroform	6.1	III	6 L All packed in one x 1 Fibreboard box Q = 0.8 Overpack used x 1	680	

Additional Handling Information
PLEASE KEEP AWAY FROM DIRECT SUNLIGHT.
Mike Smith, Emergency contact 24-hr number: 001 813-248-0585

Note: The PDF DGD will have a watermark “DRAFT – FOR PREVIEW ONLY”.

Validate DGD

You can click **Validate Form** to highlight any missing mandatory fields. Note this is only a basic validation of the form. It will not highlight missing information for the dangerous goods rows.

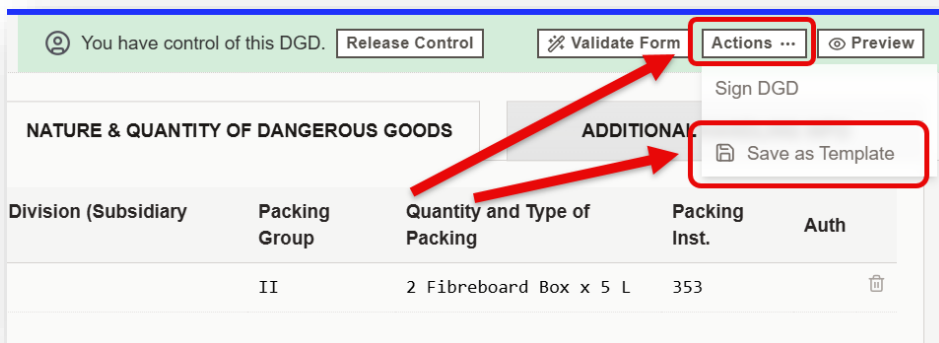
The screenshot shows the top section of the DGD form. At the top, there is a green bar with a user icon and the text "You have control of this DGD.". To the right of this bar are four buttons: "Release Control", "Validate Form" (highlighted with a red box and a red arrow), "Actions ...", and "Preview". Below the green bar are two tabs: "NATURE & QUANTITY OF DANGEROUS GOODS" (active) and "ADDITIONAL HANDLING INFO". Below the tabs is a table with the following columns: "Class or Division (Subsidiary hazard)", "Packing Group", "Quantity and Type of Packing", "Packing Inst.", and "Auth".

Any errors during the validation will be highlighted and the tab will have a warning triangle. Example shown below.

The screenshot shows the "SHIPPER & CONSIGNEE" tab, which is highlighted with a red box. The tab has a warning triangle icon. Below the tab are two sections: "Shipper" and "Consignee". The "Shipper" section has the following fields: "Company Name *" (filled with "XYZ CHEMICALS CO., LTD."), "Street *" (empty, highlighted with a red box and the error message "Street is required"), "ZIP Code / City *" (filled with "123-4567", highlighted with a red box and the error message "City is required"), and "Area" (empty). The "Consignee" section has the following fields: "Company Name *" (filled with "ABC CHEMICALS CO., LTD."), "Street *" (filled with "#123, ABC BUILDING"), "ZIP Code / City *" (filled with "21420" and "LIETO"), "Area" (empty), and "PO Box" (empty).

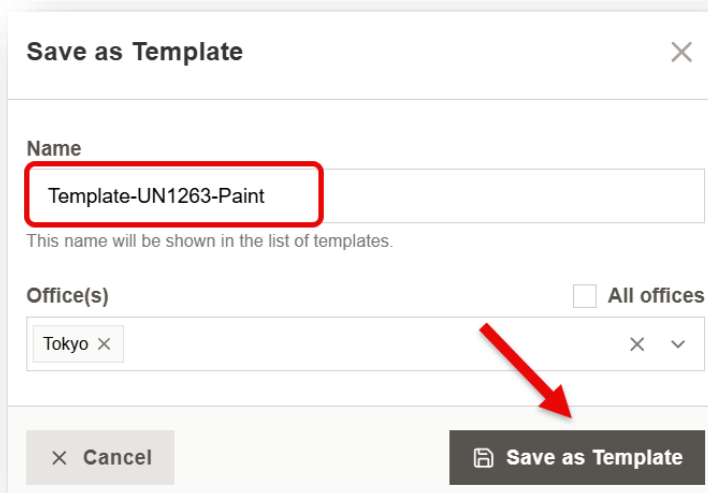
Save DGD as Template

To save a DGD as template, click **Actions** and then click **Save as Template**.



The screenshot shows the top of a DGD form. At the top, there is a green bar with a user icon and the text "You have control of this DGD." followed by buttons for "Release Control", "Validate Form", "Actions ...", and "Preview". Below this, the form is divided into sections: "NATURE & QUANTITY OF DANGEROUS GOODS" and "ADDITIONAL". The "Actions ..." button is highlighted with a red box, and a red arrow points to it. Another red arrow points from the "Actions ..." button to the "Save as Template" option in the dropdown menu. The "Save as Template" option is also highlighted with a red box. Below the sections, there is a table with columns: "Division (Subsidiary)", "Packing Group", "Quantity and Type of Packing", "Packing Inst.", and "Auth". The table contains one row with the following data: "II", "2 Fibreboard Box x 5 L", "353", and a trash icon.

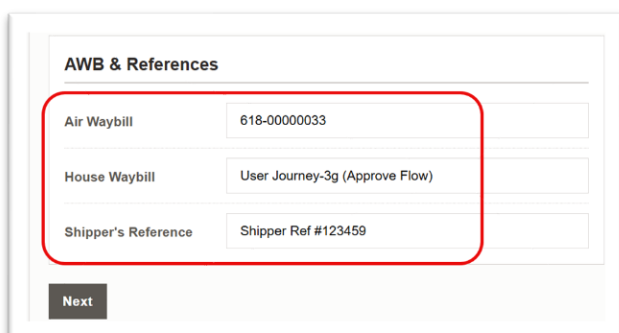
The **Save as Template** window is displayed. Enter a name for the template and select the Office (s) where this template should be available. By default, the current Office is selected.



The screenshot shows the "Save as Template" dialog box. It has a title bar with "Save as Template" and a close button (X). Inside, there is a "Name" field with the text "Template-UN1263-Paint" and a red box around it. Below the name field, there is a note: "This name will be shown in the list of templates." Below this, there is an "Office(s)" field with a dropdown menu showing "Tokyo" and a red arrow pointing to it. To the right of the "Office(s)" field, there is a checkbox labeled "All offices". At the bottom, there are two buttons: "Cancel" and "Save as Template".

Click **Save as Template** to complete the operation.

Note: The **AWB & References** details will not be saved in the Template.



The screenshot shows the "AWB & References" section of the form. It has a title bar with "AWB & References". Below the title bar, there are three rows of input fields: "Air Waybill" with the value "618-00000033", "House Waybill" with the value "User Journey-3g (Approve Flow)", and "Shipper's Reference" with the value "Shipper Ref #123459". A red box highlights these three rows. At the bottom, there is a "Next" button.

Create a Radioactive DGD

1. From the main menu, click **DGD Library**, then click **Create DGD**.

DGR: 66th Edition

DGD Library

User Management

DGD Library

From: 02 Feb 2025 08:26, Status: Processing, Verification, Documentation, Packaging, Completed, Failed Scan, O

No items available

2. The DGD Builder is launched, and by default the **SHIPPER & CONSIGNEE** tab is displayed. Select the Shipper and Consignee address from the **Address Book**.

SHIPPER & CONSIGNEE

TRANSPORT DETAILS

NATURE & QUANTITY OF DANGEROUS GOODS

ADDITIONAL HANDLING INFO

Shipper

Company Name * XYZ CHEMICALS CO., LTD.

Street * 1-2-3 MUROMACHI, CHUO-KU

ZIP Code / City * 123-4567 TOKYO

Consignee

Company Name * ABC CHEMICALS CO., LTD

Street * #123, ABC BUILDING

ZIP Code / City * 21420 LIETO

3. Click **Next** to go to the **TRANSPORT DETAILS** tab. Enter the Departure Airport and Destination Airport, and Air Waybill number. In the Shipment Type, select **Radioactive**.

SHIPPER & CONSIGNEE

TRANSPORT DETAILS

NATURE & QUANTITY OF DANGEROUS GOODS

ADDITIONAL HANDLING INFO

Departure

Departure Airport Narita Intl (NRT), Tokyo, Japan (Airport) × ▾

Destination

Destination Airport Helsinki-Vantaa (HEL), Helsinki, Finland (Airport) × ▾

AWB & References

Air Waybill 176-00000003

House Waybill

Shipper's Reference

Aircraft & Shipment Type

Aircraft Type Passenger and Cargo ▾

Shipment Type Radioactive ▾

Next

4. Click **Next** to move to the **NATURE & QUANTITY OF DANGEROUS GOODS** tab. `

The screenshot shows a tabbed interface with three tabs: 'SHIPPER & CONSIGNEE', 'TRANSPORT DETAILS', and 'NATURE & QUANTITY OF DANGEROUS GOODS'. The third tab is selected and highlighted with a red box. A red arrow points from the 'TRANSPORT DETAILS' tab to the selected tab. Below the tabs, there are buttons for '+ Dangerous Good', '+ All Packed In One', and '+ Overpack'. A table with the following headers is visible: 'UN / ID', 'Proper Shipping Name', 'Class or Division (Subsidiary Hazard)', 'Packing Group', 'Quantity and Type of Packing', 'Packing Inst.', and 'Auth'. The table body is empty, and a message 'No dangerous goods added' is displayed.

5. Click **+ Dangerous Good** on the left.

This screenshot is similar to the previous one, but the '+ Dangerous Good' button is highlighted with a red box. A red arrow points from the 'TRANSPORT DETAILS' tab to this button. The table headers are visible, but the body is empty.

6. The **Add Dangerous Goods** window is displayed. In the **Search UN Number / PSN** field, enter the UN number.

The screenshot shows the 'Add Dangerous Good' window. The title is 'Add Dangerous Good' and the subtitle is 'Please enter the dangerous good details below'. The 'Search UN Number / PSN' field is highlighted with a red box and contains the text 'UN3332 - Radioactive material, Type A package, special form'. Below this field, a message says 'This item is radioactive. The fields below have been adjusted accordingly.' The 'Proper Shipping Name' field is also highlighted with a red box and contains the text 'Radioactive material, Type A package, special form'. Below this field, a message says 'The proper shipping name cannot be modified, but you can add a custom suffix.' The 'Primary Hazard' field is highlighted with a red box and contains the value '7'. The 'Subsidiary Hazards' field is highlighted with a red box and contains the value 'No value(s)'. The 'Authorization' field is empty. The 'Quantity and type' section is visible, showing 'Package 1' and 'Freeform' selected. The 'Radionuclide' field is highlighted with a red box and contains the text 'e.g. Cs-137'. The 'Form' field is highlighted with a red box and contains the text 'e.g. Liquid'. The 'No. of Packages' field is highlighted with a red box and contains the value '1'. The 'Package Type' field is empty. At the bottom, there are 'Cancel' and '+ Add Dangerous Good' buttons.

7. Next in the **Radionuclide** field, enter the Radionuclide (example: Ir-192). In the **Form** field, enter the Form. In the **Package Type** field, select Package Type. In the **Quantity** field, enter the quantity.

Add Dangerous Good
Please enter the dangerous good details below

Quantity and Type

Package 1
443.87 GBq

+ Add Package

Radionuclide Not listed in Table 10.3.A ☐ **Form**
Ir-192 Special Form

No. of Packages **Package Type**
1 Type A Package

Quantity Trace amounts ☐
443.87 GBq

8. In the **Radioactive Category** field, select the package category, and in the **Dimensions** field, enter the package dimensions.

Packing Instructions Freeform ☐

Radioactive Category TI CSI
III-Yellow

Dimensions
L 38 x W 28 x H 33 cm

Cancel + Add Dangerous Good

9. In the **Authorization** field, you can enter details of any approvals, certificates, authorizations, etc.

Search UN Number / PSN RQ ☐
UN3332 - Radioactive material, Type A package, special form

This item is radioactive. The fields below have been adjusted accordingly.

Proper Shipping Name
Radioactive material, Type A package, special form
The proper shipping name cannot be modified, but you can add a custom suffix.

Primary Hazard **Subsidiary Hazards** Freeform ☐
7 No value(s)

Authorization
Special form certificate: D/0096/S-96 (Rev.3) attached

10. Click **+ Add Dangerous Good** to add the UN row in the dangerous goods table.

TRANSPORT DETAILS		NATURE & QUANTITY OF DANGEROUS GOODS			ADDITIONAL HANDLING INFO	
UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN3332	Radioactive material, Type A package, special form	7	-	Ir-192, Special Form 1 Type A Package x 443.87 GBq	III-Yellow (L)38 x (W)28 x (H)33 cm	Special form certificate: D/0096/S-96 (Rev.3) attached

11. Click **ADDITIONAL HANDLING INFO**, and then enter the **Special Handling Information** details.

SHIPPER & CONSIGNEE	TRANSPORT DETAILS	NATURE & QUANTITY OF DANGEROUS GOODS	ADDITIONAL HANDLING INFO
Handling Special Handling Information Radioactive material for human medical diagnosis Emergency Contact 1 Name 24-hour emergency response number: Additional Contact Information (Mr. Dave Peterman) Contact Number + 31-787-109-7007 Emergency Contact 2 Name e.g. CHEMTRONIC EMERGENCY CONTACT Additional Contact Information e.g. INTERNATIONAL Contact Number e.g. +31-787-109-7007			

12. Click **Preview** to preview the PDF DGD you created.

NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (subsidiary hazard)	Packing Group	Quantity and Type of Packing	Packing Instructions	Authorization
UN3332	Radioactive material, Type A package, special form	7	-	Ir-192, Special Form 1 Type A Package x 443.87 GBq	III-Yellow (L) 38 x (W) 28 x (H) 33 cm	Special form certificate: D/0096/S-96 (Rev. 3) attached

Create Lithium Battery DGD

1. From the main menu, click **DGD Library**, then click **Create DGD**.

DGR: 66th Edition

DGD Library

User Management

DGD Library

From: 02 Feb 2025 08:26, Status: Processing, Verification, Documentation, Packaging, Completed, Failed Scan, O

No items available

2. The DGD Builder is launched, and by default the **SHIPPER & CONSIGNEE** tab is displayed. Select the Shipper and Consignee address from the **Address Book**.

SHIPPER & CONSIGNEE

TRANSPORT DETAILS

NATURE & QUANTITY OF DANGEROUS GOODS

ADDITIONAL HANDLING INFO

Shipper

Company Name * XYZ CHEMICALS CO., LTD.

Street * 1-2-3 MUROMACHI, CHUO-KU

ZIP Code / City * 123-4567 TOKYO

Area

PO Box

Country * Japan

Consignee

Company Name * ABC CHEMICALS CO., LTD

Street * #123, ABC BUILDING

ZIP Code / City * 21420 LIETO

Area

PO Box

Country * Finland

3. Click **Next** to go to the **TRANSPORT DETAILS** tab is displayed. Enter the **Departure Airport** and **Destination Airport**, and **Air Waybill** number. Verify the **Aircraft Type** and the **Shipment Type** is selected.

SHIPPER & CONSIGNEE

TRANSPORT DETAILS

NATURE & QUANTITY OF DANGEROUS GOODS

ADDITIONAL HANDLING INFO

Departure

Departure Airport Narita Intl (NRT), Tokyo, Japan (Airport)

Destination

Destination Airport Helsinki-Vantaa (HEL), Helsinki, Finland (Airport)

AWB & References

Air Waybill 020-00000013

House Waybill

Shipper's Reference

Aircraft & Shipment Type

Aircraft Type Cargo Only

Shipment Type Non-Radioactive

Next

4. Click **Next** to move to the **NATURE & QUANTITY OF DANGEROUS GOODS** tab is displayed. `

SHIPPER & CONSIGNEE TRANSPORT DETAILS **NATURE & QUANTITY OF DANGEROUS GOODS** ADDITIONAL HANDLING INFO

+ Dangerous Good + All Packed In One + Overpack

No dangerous goods added

UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
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5. Click **+ Dangerous Good** on the left.

Home » DGD Library » Submission » Edit ✓ Last saved 28 minutes ago

SHIPPER & CONSIGNEE TRANSPORT DETAILS

+ Dangerous Good + All Packed In One + Overpack

UN / ID	Proper Shipping Name	Class or Division
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6. The **Add Dangerous Goods** window is displayed. In the **Search UN Number / PSN** field, enter UN number and under Packing Instruction, select the Packing instruction entry.

Add Dangerous Good
Please enter the dangerous good details below

Search UN Number / PSN RQ ☐

UN3480 - Lithium ion batteries X v

Proper Shipping Name
Lithium ion batteries
The proper shipping name cannot be modified, but you can add a custom suffix.

Primary Hazard **Subsidiary Hazards** Freeform ☐ **Authorization**

9 No value(s)

Packing Guide mode ☒

PG	LIMITED QUANTITY		PASSENGER & CARGO AIRCRAFT		CARGO AIRCRAFT ONLY	
	Pkg Inst	Max Qty	Pkg Inst	Max Qty	Pkg Inst	Max Qty
-	Forbidden		Forbidden		See 965	

Quantity and Type

Package 1 No. of Packages Type of Packing Freeform ☐

Cancel + Add Dangerous Good

- Enter the **Type of Packing** and **Quantity** as shown.

Add Dangerous Good

Please enter the dangerous good details below

Lithium ion batteries

The proper shipping name cannot be modified, but you can add a custom suffix.

Primary Hazard 9 **Subsidiary Hazards** No value(s) **Freeform** ☐ **Authorization**

Packing Group - **Packing Instruction** 965 **Guide mode** ☐

Quantity and Type

Package 1 5 kg • Fibreboard Box **Freeform** ☐

+ Add Package

No. of Packages 1 **Type of Packing** Fibreboard Box

Quantity 5 kg **Trace amounts** ☐ **Salvage Packaging** ☐

Cancel + Add Dangerous Good

- Click **+ Add Dangerous Good** to add the UN row to the dangerous goods table.

TRANSPORT DETAILS		NATURE & QUANTITY OF DANGEROUS GOODS			ADDITIONAL HANDLING INFO	
UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN3480	Lithium ion batteries	9	-	1 Fibreboard Box x 5 kg	965	

- Click **+ Dangerous Good** on the left.

Home » DGD Library » Submission » Edit ✓ Last saved 28 minutes ago

SHIPPER & CONSIGNEE **TRANSPORT DETAILS**

+ Dangerous Good + All Packed In One + Overpack

UN / ID Proper Shipping Name Class or Division

- The **Add Dangerous Goods** window is displayed. In the **Search UN Number / PSN** field, enter UN number and select the Packing Instruction.

Add Dangerous Good

×

Please enter the dangerous good details below

Search UN Number / PSN

UN3091 - Lithium metal batteries contained in equipment

RQ ☐

×

▼

Proper Shipping Name

Lithium metal batteries contained in equipment

The proper shipping name cannot be modified, but you can add a custom suffix.

Primary Hazard

9

Subsidiary Hazards

No value(s) ▼

Freeform ☐

Authorization

Packing

Guide mode ☒

PG	LIMITED QUANTITY		PASSENGER & CARGO AIRCRAFT		CARGO AIRCRAFT ONLY	
	Pkg Inst	Max Qty	Pkg Inst	Max Qty	Pkg Inst	Max Qty
-	Forbidden		970	5 kg	970	35 kg

11. Click **+ Add Dangerous Good** to add the UN row to the dangerous goods table.

12. Enter the **Type of Packing** and **Quantity**.

Quantity and Type

Package 1

7 kg • Fibreboard Box

Freeform ☐

+ Add Package

No. of Packages

1

Type of Packing

Fibreboard Box

Quantity

7

kg

×

Trace amounts ☐

Salvage Packaging ☐

Cancel

+ Add Dangerous Good

13. Click **+ Add Dangerous Good** to add the UN row to the dangerous goods table.

TRANSPORT DETAILS		NATURE & QUANTITY OF DANGEROUS GOODS			ADDITIONAL HANDLING INFO	
UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN3480	Lithium ion batteries	9	-	1 Fibreboard Box x 5 kg	965	
UN3091	Lithium metal batteries contained in equipment	9	-	1 Fibreboard Box x 7 kg	970	

14. Click **Preview** to view preview of PDF DGD you created.

NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification				Quantity and Type of Packing	Packing Inst.	Auth
UN or ID No.	Proper Shipping Name	Class or Division (subsidiary hazard)	Packing Group			
UN3480	Lithium ion batteries	9		1 Fibreboard Box x 5 kg	965	
UN3091	Lithium metal batteries contained in equipment	9		1 Fibreboard Box x 7 kg	970	

15. To save this DGD as template for future use, click **Actions** and then click **Save as Template**.

16. The **Save as Template** window is displayed. Enter a name for the template and select “All Offices”.

17. Click **Save as Template** to complete the operation.

Create a Class 1 DGD

1. From the main menu, click **DGD Library**, then click **Create DGD**.

DGR: 66th Edition

DGD Library

Create DGD DGD Ter

From: 02 Feb 2025 08:26, Status: Processing, Verification, Documentation, Packaging, Completed, Failed Scan, O

No items available

2. The DGD Builder is launched, and by default the **SHIPPER & CONSIGNEE** tab is displayed. Select the Shipper and Consignee address from the **Address Book**.

SHIPPER & CONSIGNEE TRANSPORT DETAILS NATURE & QUANTITY OF DANGEROUS GOODS ADDITIONAL HANDLING INFO

Shipper

Company Name * XYZ CHEMICALS CO., LTD.

Street * 1-2-3 MUROMACHI, CHUO-KU

ZIP Code / City * 123-4567 TOKYO

Consignee

Company Name * ABC CHEMICALS CO., LTD

Street * #123, ABC BUILDING

ZIP Code / City * 21420 LIETO

3. Click **Next** to go to the **TRANSPORT DETAILS** tab is displayed. Enter the Departure Airport and Destination Airport, and Air Waybill number. Verify the Aircraft Type and Shipment Type selected.

SHIPPER & CONSIGNEE **TRANSPORT DETAILS** NATURE & QUANTITY OF DANGEROUS GOODS ADDITIONAL HANDLING INFO

Departure

Departure Airport Narita Intl (NRT), Tokyo, Japan (Airport) × ▾

Destination

Destination Airport Helsinki-Vantaa (HEL), Helsinki, Finland (Air... × ▾

AWB & References

Air Waybill 105-00000011

House Waybill

Shipper's Reference

Aircraft & Shipment Type

Aircraft Type Passenger and Cargo ▾

Shipment Type Non-Radioactive ▾

4. Click **Next** to move to the **NATURE & QUANTITY OF DANGEROUS GOODS** tab.

SHIPPER & CONSIGNEE	TRANSPORT DETAILS	NATURE & QUANTITY OF DANGEROUS GOODS	ADDITIONAL HANDLING INFO							
+ Dangerous Good + All Packed In One + Overpack No dangerous goods added	<table border="1"> <thead> <tr> <th>UN / ID</th> <th>Proper Shipping Name</th> <th>Class or Division (Subsidiary Hazard)</th> <th>Packing Group</th> <th>Quantity and Type of Packing</th> <th>Packing Inst.</th> <th>Auth</th> </tr> </thead> </table>	UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth		
UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth				

- Click **+ Dangerous Good** on the left, to add the 1st package.

Home » DGD Library » Submission » Edit ✓ Last saved 28 minutes ago

SHIPPER & CONSIGNEE	TRANSPORT DETAILS			
+ Dangerous Good + All Packed In One + Overpack	<table border="1"> <thead> <tr> <th>UN / ID</th> <th>Proper Shipping Name</th> <th>Class or Division</th> </tr> </thead> </table>	UN / ID	Proper Shipping Name	Class or Division
UN / ID	Proper Shipping Name	Class or Division		

- The **Add Dangerous Goods** window is displayed. In the **Search UN Number / PSN** field, enter UN number and select Packing Instruction.

Add Dangerous Good

Please enter the dangerous good details below

Search UN Number / PSN
UN0500 - Detonator assemblies, non-electric

Proper Shipping Name
Detonator assemblies, non-electric

Primary Hazard
1.4S

Subsidiary Hazards
No value(s)

Freeform

Authorization

Packing

Guide mode

PG	LIMITED QUANTITY		PASSENGER & CARGO AIRCRAFT		CARGO AIRCRAFT ONLY	
	Pkg Inst	Max Qty	Pkg Inst	Max Qty	Pkg Inst	Max Qty
-	Forbidden		131 • 25 kg		131 • 100 kg	

Cancel
+ Add Dangerous Good

- Enter **No of Packages**, **Type of Packing**, **Quantity**, and **NEQ** for the 1st package.

Quantity and Type

Package 1
4.5 kg • Fibreboard box

+ Add Package

No. of Packages: 20

Type of Packing: Fibreboard box

Quantity: 4.5 kg

Trace amounts: ☐

☐ Salvage Packaging

Net Explosive Mass: NEQ 0.0466 kg

Cancel + Add Dangerous Good

8. Click **Add Package** (as shown) to add the next package.

Note: This option can be used to add multiple packages when they all have same UN, PSN, Packing Group, and Packing Instruction.

Quantity and Type

Package 1
4.5 kg • Fibreboard box

+ Add Package

No. of Packages: 20

Type of Packing: Fibreboard box

Quantity: 4.5 kg

Trace amounts: ☐

☐ Salvage Packaging

Net Explosive Mass: NEQ 0.0466 kg

Cancel + Add Dangerous Good

9. Enter **No of Packages**, **Type of Packing**, **Quantity**, and **NEQ** for the 2nd package.

Quantity and Type

Package 1
4.5 kg • Fibreboard box

Package 2
3.5 kg • Fibreboard Box

+ Add Package

No. of Packages: 28

Type of Packing: Fibreboard Box

Quantity: 3.5 kg

Trace amounts: ☐

☐ Salvage Packaging

Net Explosive Mass: NEQ 0.0279 kg

Freeform ☐

Cancel + Add Dangerous Good

10. Click **+ Add Package** to add the 3rd package.

Quantity and Type

Package 1
4.5 kg • Fibreboard box

Package 2
3.5 kg • Fibreboard Box

+ Add Package

No. of Packages: 20

Type of Packing: Fibreboard box

Quantity: 4.5 kg

Trace amounts: ☐

☐ Salvage Packaging

Net Explosive Mass: NEQ 0.0466 kg

Freeform ☐

Cancel Save Dangerous Good

11. Enter **No of Packages**, **Type of Packing**, **Quantity**, and **NEQ** for the 3rd package.

Quantity and Type

Package 1
4.5 kg • Fibreboard box

Package 2
3.5 kg • Fibreboard Box

Package 3
3.8 kg • Fibreboard Box

+ Add Package

Freeform ☐

No. of Packages 12 **Type of Packing** Fibreboard Box

Quantity 3.8 kg **Trace amounts** ☐

☐ **Salvage Packaging**

Net Explosive Mass

NEQ 0.0279 kg

12. Click **Save Dangerous Good** to save the packages.

TRANSPORT DETAILS		NATURE & QUANTITY OF DANGEROUS GOODS			ADDITIONAL HANDLING INFO	
UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN0500	Detonator assemblies, non-electric	1.4S	-	20 Fibreboard box x 4.5 kg NEQ = 0.0466 kg 28 Fibreboard Box x 3.5 kg NEQ = 0.0279 kg 12 Fibreboard Box x 3.8 kg NEQ = 0.0279 kg	131	x

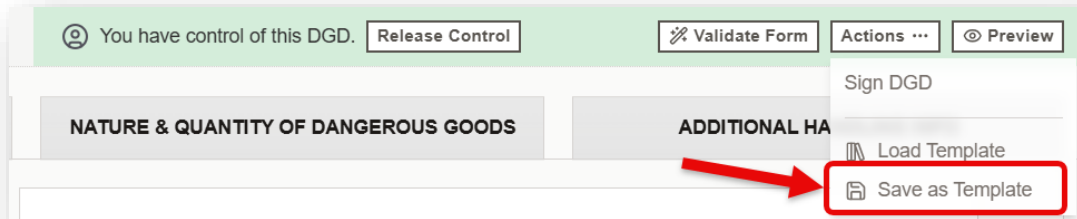
13. Click **Preview** to preview the DGD that you created.

NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (subsidiary hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN0500	Detonator assemblies, non- electric	1.4S		20 Fibreboard box x 4.5 kg NEQ 0.0466 kg 28 Fibreboard Box x 3.5 kg NEQ 0.0279 kg 12 Fibreboard Box x 3.8 kg NEQ 0.0279 kg	131	

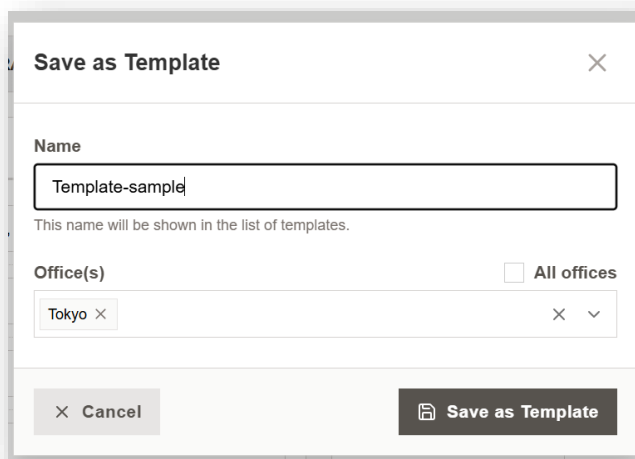
Templates

Save DGD as Template

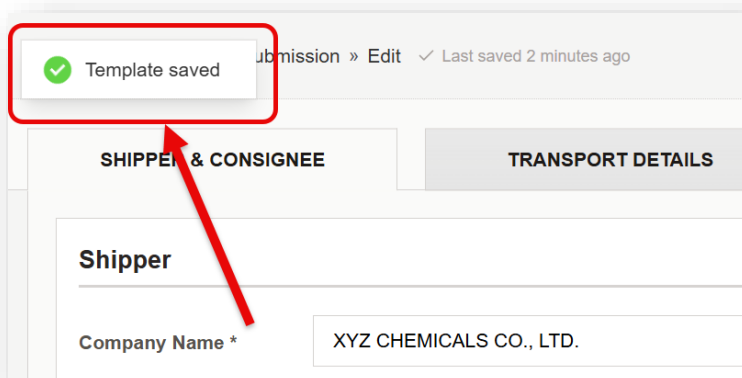
1. After you create a DGD record, click **Actions**, then click **Save as Template**.



2. Enter the template name as "Template sample" and click **Save as Template**.

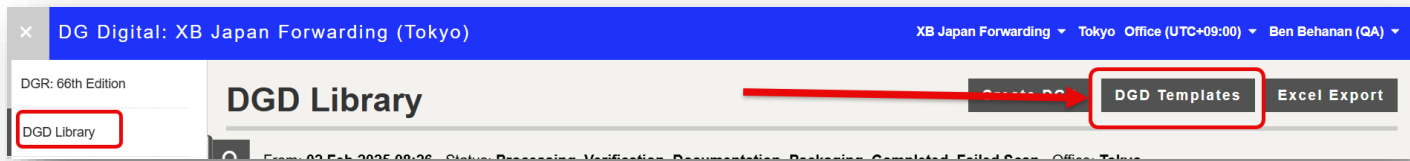
A screenshot of a 'Save as Template' dialog box. It has a title bar with a close button (X). Inside, there's a 'Name' field with the text 'Template-sample' and a note below it: 'This name will be shown in the list of templates.' Below the name field is an 'Office(s)' section with a checkbox for 'All offices' and a dropdown menu showing 'Tokyo' with a close (X) and expand (v) button. At the bottom, there are two buttons: 'Cancel' and 'Save as Template'.

3. After saving, a "Template Saved" notification will appear as a pop-up in the top-left corner.

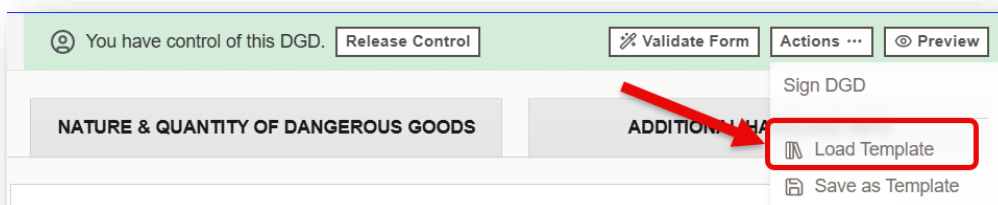


Create DGD using Template

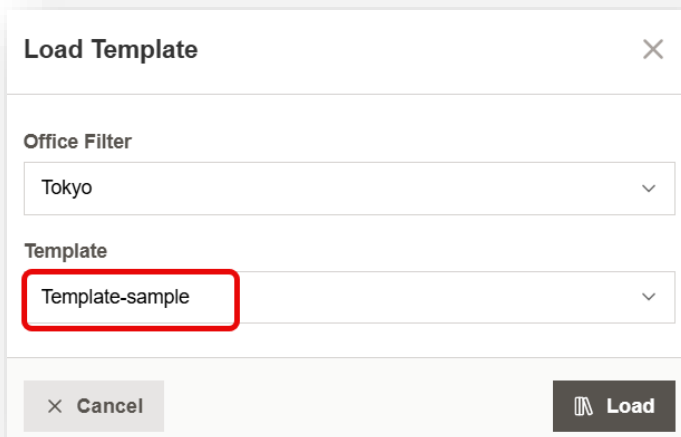
1. In the DGD Library, click **Create DGD**.



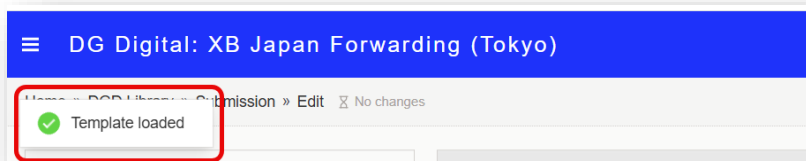
2. Then, click **Actions** and **Load Template**. You must have previously saved templates in your account to be able to use this option.



3. Choose the "Template-sample" and click **Load**.

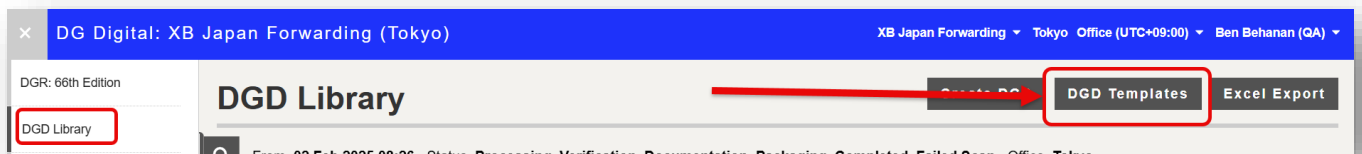


4. A "Template Loaded" notification will appear as a pop-up in the top-left corner.

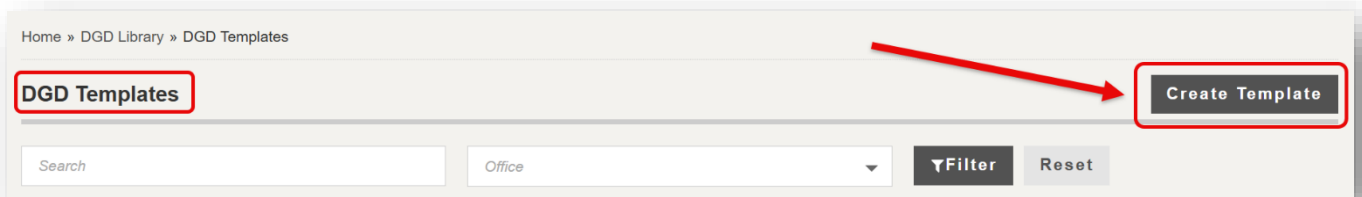


Create a new Template

1. In the DGD Library, click **DGD Templates**.



2. Then click **Create Template**.



3. Enter the template name and click **Create Template**. You can select “All Offices” to make the template available for users of all offices.

Create Template

Name

Template-sample-2

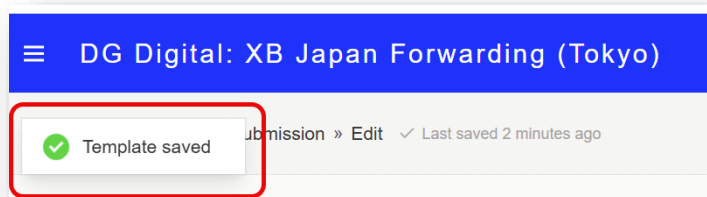
This name will be shown in the list of templates.

Office(s)

☒ All offices

Tokyo

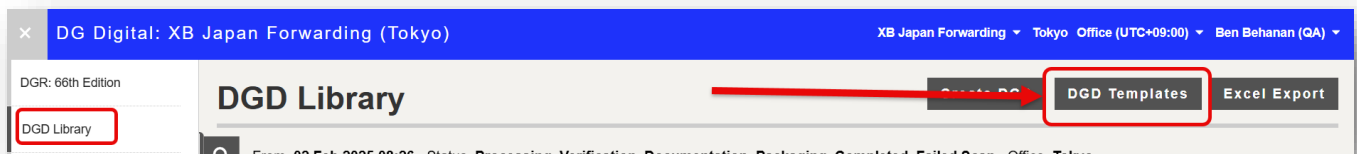
4. A **Template saved** message appears.



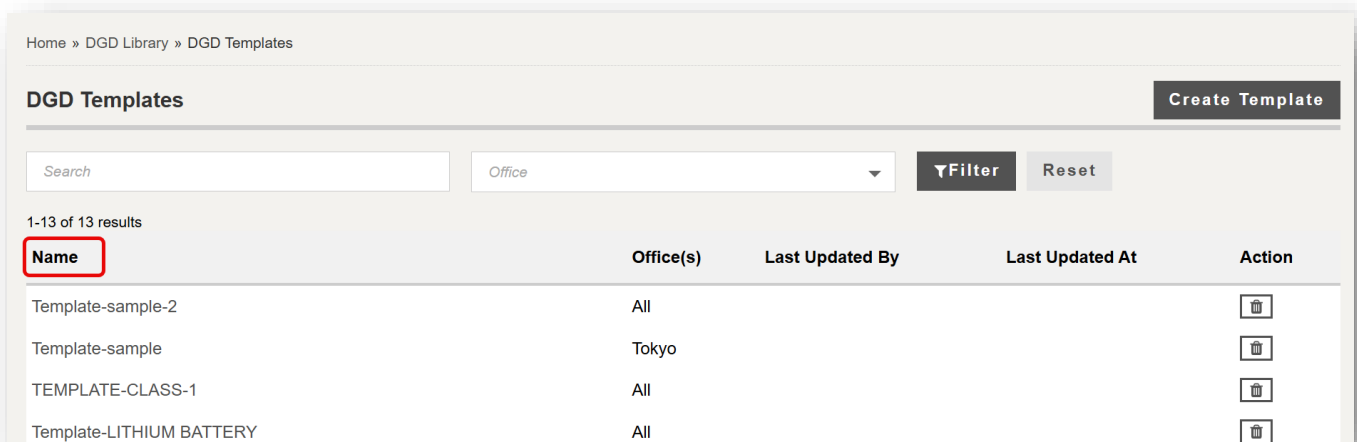
5. Then you can fill in the details that you want to be saved in the template.

Modify Template

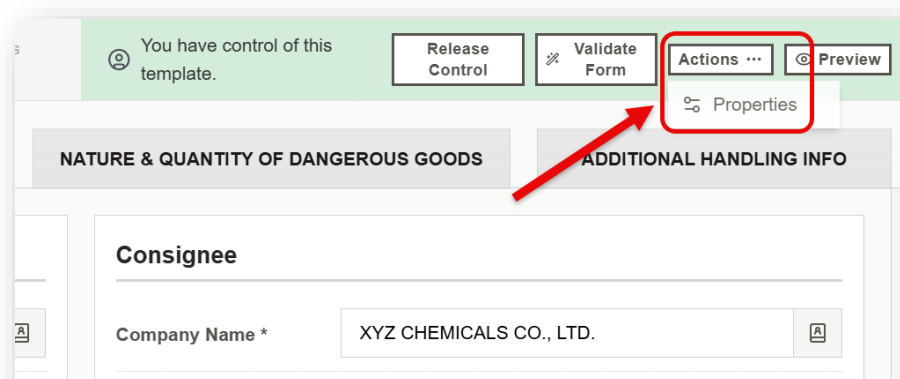
1. In the DGD Library, click **DGD Templates**.



2. Under **Name**, click a template to open it.



3. Make some changes you want to the template. The changes will be automatically saved.
4. In order to save the template under a new name, click **Actions** and click **Properties**.



5. The **Edit Template** window is displayed. Enter a new name for the modified template.

Edit Template

Name

Template-sample-3

This will be name shown in the list of declarations.

Office(s)

☒ All offices

Tokyo

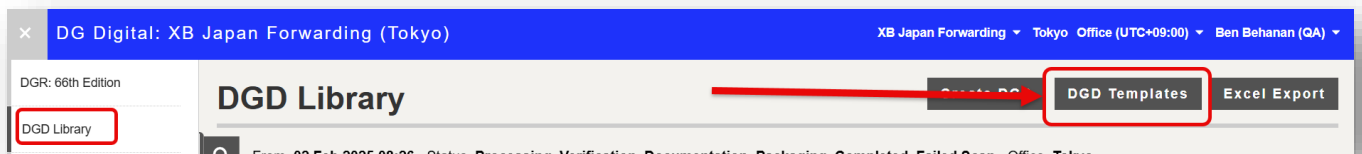
× Close

Save

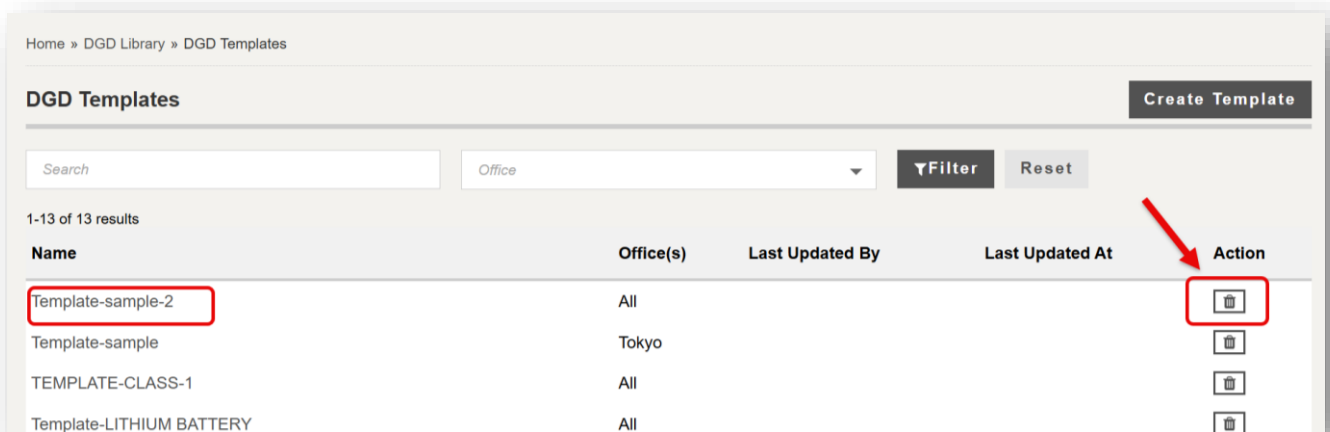
- Click **Save** to complete the operation.

Delete Template

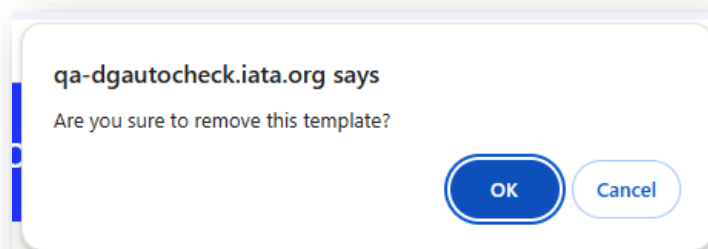
1. In the DGD Library, click **DGD Templates**.



2. Under **Name**, the list of templates is shown.
3. Under **Action**, click the trash bin icon corresponding to the template you want to delete.



4. A pop-up message appears. Confirm the deletion by clicking **OK**.

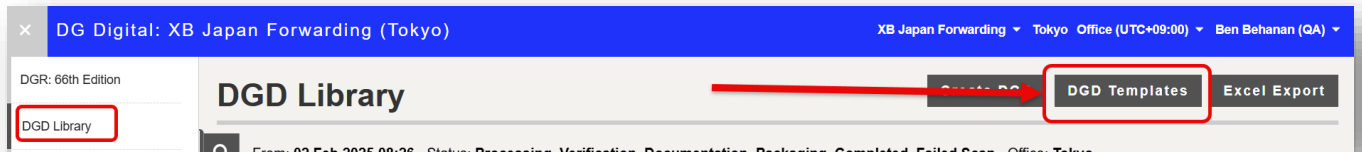


5. The template will be deleted.

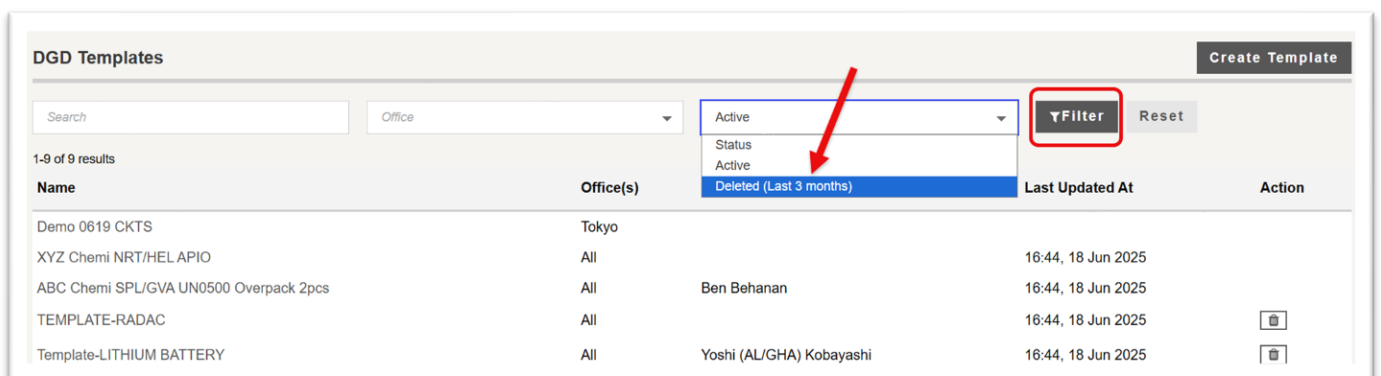
Restore a deleted Template

If you accidentally deleted a Template, you can use the following steps to retrieve it.

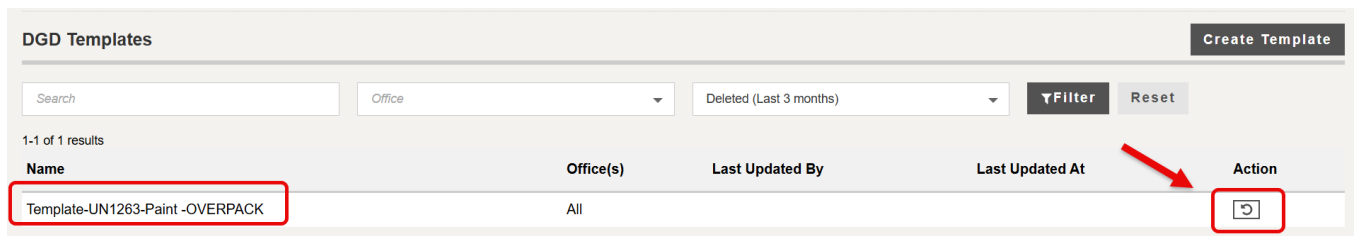
1. In the DGD Library, click **DGD Templates**.



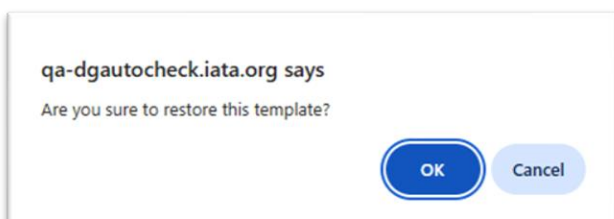
2. Under **Status**, select **Deleted (Last 3 months)** and then click **Filter**.



3. The list of delete templates is shown. Under **Action**, click the restore button.



4. A confirmation window is displayed.

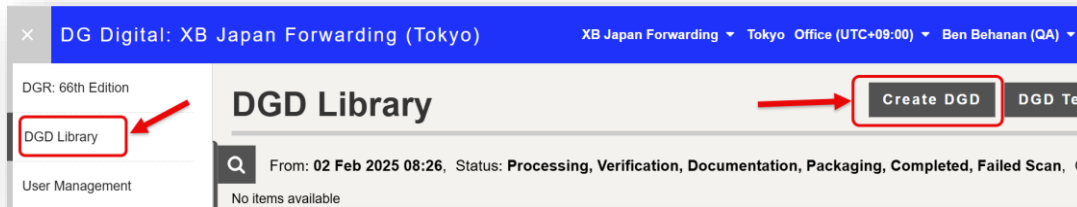


5. Click **OK** to continue
6. The template will be restored to the Active view.

Address Book

Create a new Address Book entry

1. Create a new DGD by clicking **Create DGD**.



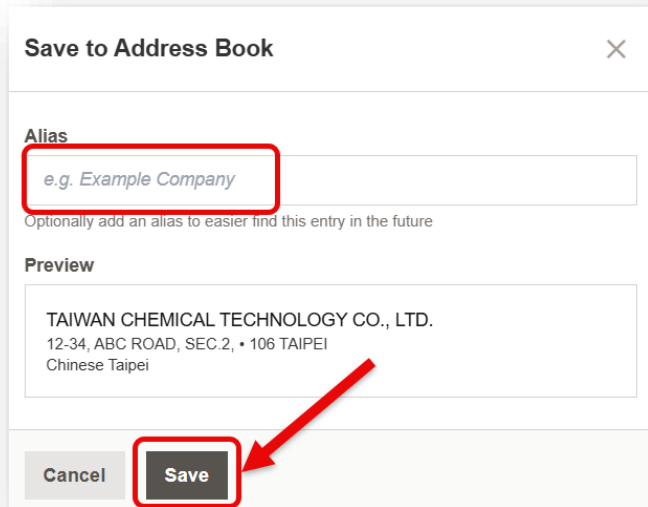
2. Enter the Shipper name and address and then click **Save to Address Book**.

A screenshot of the 'SHIPPER & CONSIGNEE' form in the application. The form is divided into two tabs: 'SHIPPER & CONSIGNEE' (active) and 'TRANSPORT DETAILS'. The 'Shipper' section contains several input fields: 'Company Name *' (TAIWAN CHEMICAL TECHNOLOGY CO., LTD.), 'Street *' (12-34, ABC ROAD, SEC.2), 'ZIP Code / City *' (106, TAIPEI), 'Area', 'PO Box', 'Country *' (Chinese Taipei), and 'Contact No'. A red arrow points from the 'Save to Address Book' button (highlighted with a red box) to the 'Country *' field. A 'Clear' button is located at the bottom right of the form. A 'Next' button is at the bottom left.

3. The **Save to Address Book** window is displayed.

A screenshot of the 'Save to Address Book' dialog box. The dialog has a title bar with a close button (X). It contains an 'Alias' input field with a placeholder 'e.g. Example Company' and a note 'Optionally add an alias to easier find this entry in the future'. Below this is a 'Preview' section showing the shipper information: 'TAIWAN CHEMICAL TECHNOLOGY CO., LTD.', '12-34, ABC ROAD, SEC.2, • 106 TAIPEI', and 'Chinese Taipei'. At the bottom are 'Cancel' and 'Save' buttons.

4. You may add an **Alias** (nickname) for the contact, if you wish. Otherwise, you can leave it blank and click **Save**.



Save to Address Book ×

Alias

e.g. Example Company

Optionally add an alias to easier find this entry in the future

Preview

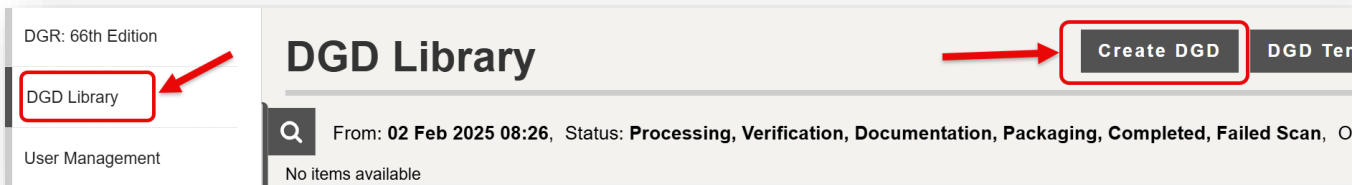
TAIWAN CHEMICAL TECHNOLOGY CO., LTD.
12-34, ABC ROAD, SEC.2, • 106 TAIPEI
Chinese Taipei

Cancel **Save**

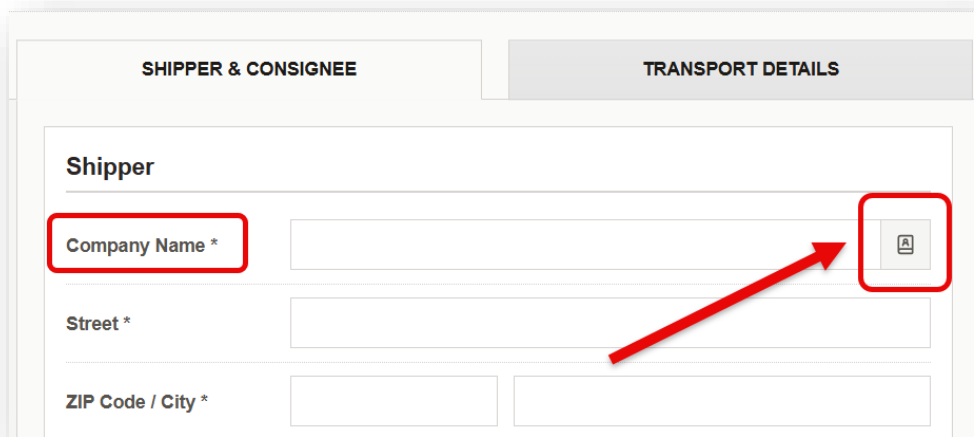
5. The shipper contact is added to the Address Book.
6. Similarly, you can add a Consignee address entry to the Address Book,

Use Address Book to populate DGD

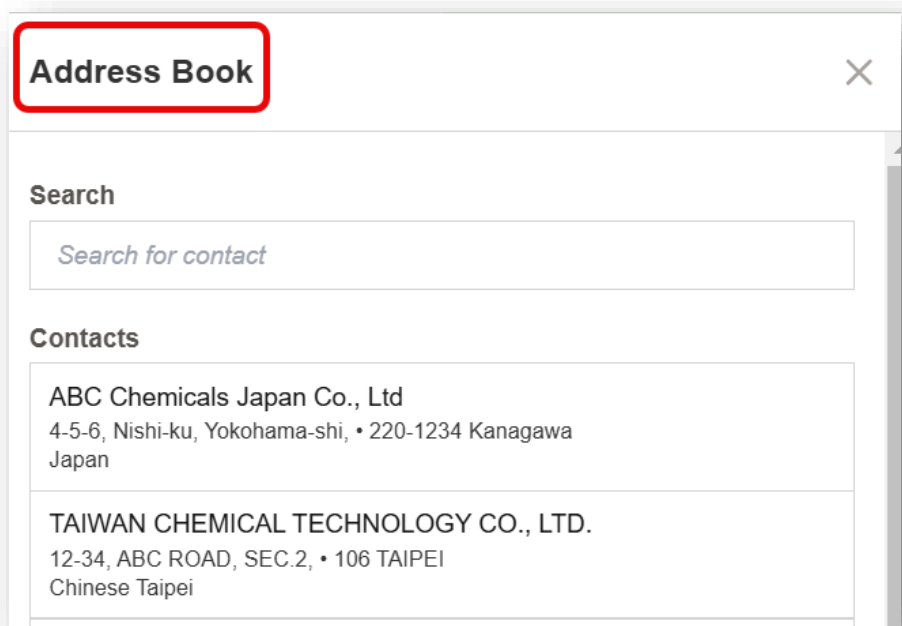
- 1. Create a new DGD by clicking **Create DGD**.



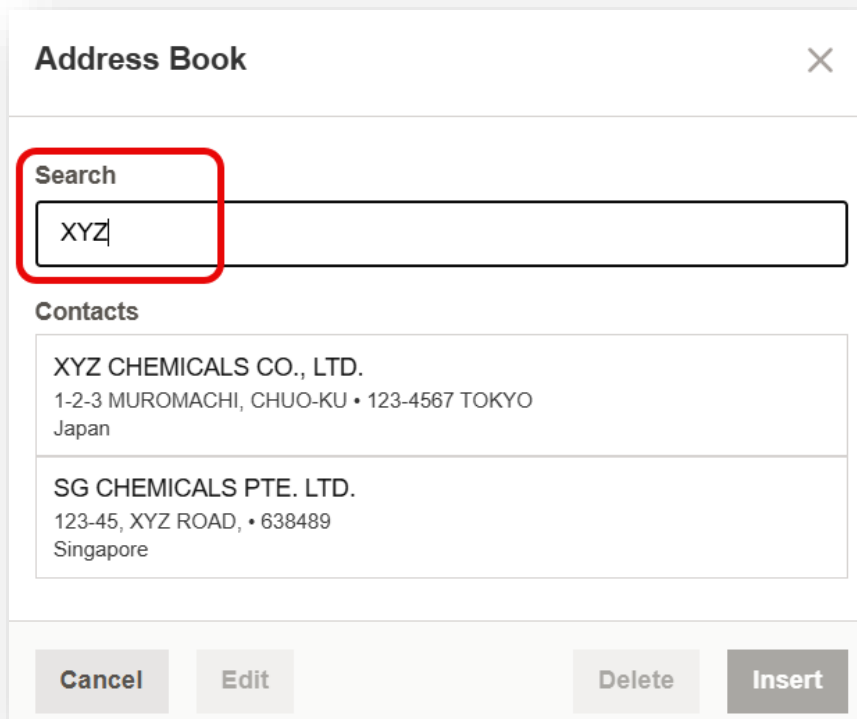
- 2. To open the Address Book, click the icon on the right side of the **Company Name** under **Shipper**.



- 3. The **Address Book** window is displayed.

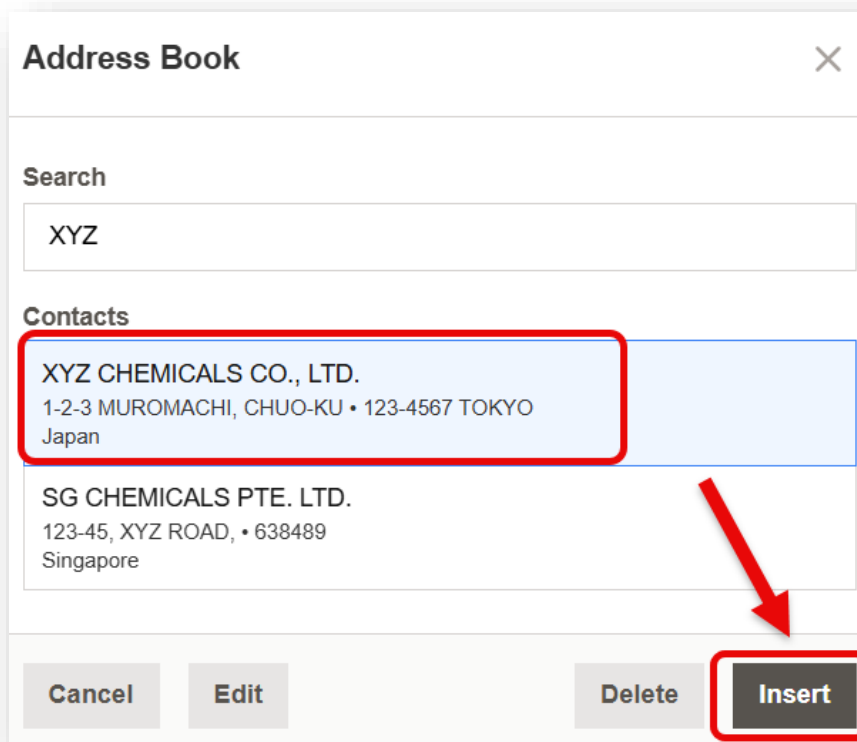


4. In the **Search** field, enter a company name. Then, the matching Address Book entries are displayed.



The screenshot shows the 'Address Book' dialog box. At the top, there is a 'Search' label and a text input field containing 'XYZ'. Below the search field, under the 'Contacts' section, two entries are listed: 'XYZ CHEMICALS CO., LTD.' with address '1-2-3 MUROMACHI, CHUO-KU • 123-4567 TOKYO Japan' and 'SG CHEMICALS PTE. LTD.' with address '123-45, XYZ ROAD, • 638489 Singapore'. At the bottom of the dialog, there are four buttons: 'Cancel', 'Edit', 'Delete', and 'Insert'.

5. Select the entry and then click **Insert**. (Alternately, you can select the entry and double-click to insert the entry)



This screenshot shows the 'Address Book' dialog box with the first entry, 'XYZ CHEMICALS CO., LTD.', selected and highlighted with a blue background. A red rectangle highlights the selection. A red arrow points from the selected entry to the 'Insert' button at the bottom right of the dialog, which is also highlighted with a red rectangle. The other elements, including the search field and the 'Cancel', 'Edit', and 'Delete' buttons, remain the same as in the previous screenshot.

6. The Address Book entry will be populated in the Shipper address.

SHIPPER & CONSIGNEE

TRANSPORT DETAILS

Shipper

Company Name *

XYZ CHEMICALS CO., LTD.

Street *

1-2-3 MUROMACHI, CHUO-KU

ZIP Code / City *

123-4567

TOKYO

Area

PO Box

Country *

Japan

×

▼

Contact No

Save to Address Book

Clear

DGR Verify

Note: This feature is available for DG Digital accounts only upon purchasing a Check Package.

DGR Verify enables you to do a quick validation of the DGD data against the rules in the IATA DGR when creating a DGD using DG Digital. Upon running a DGR Verify check, system will display:

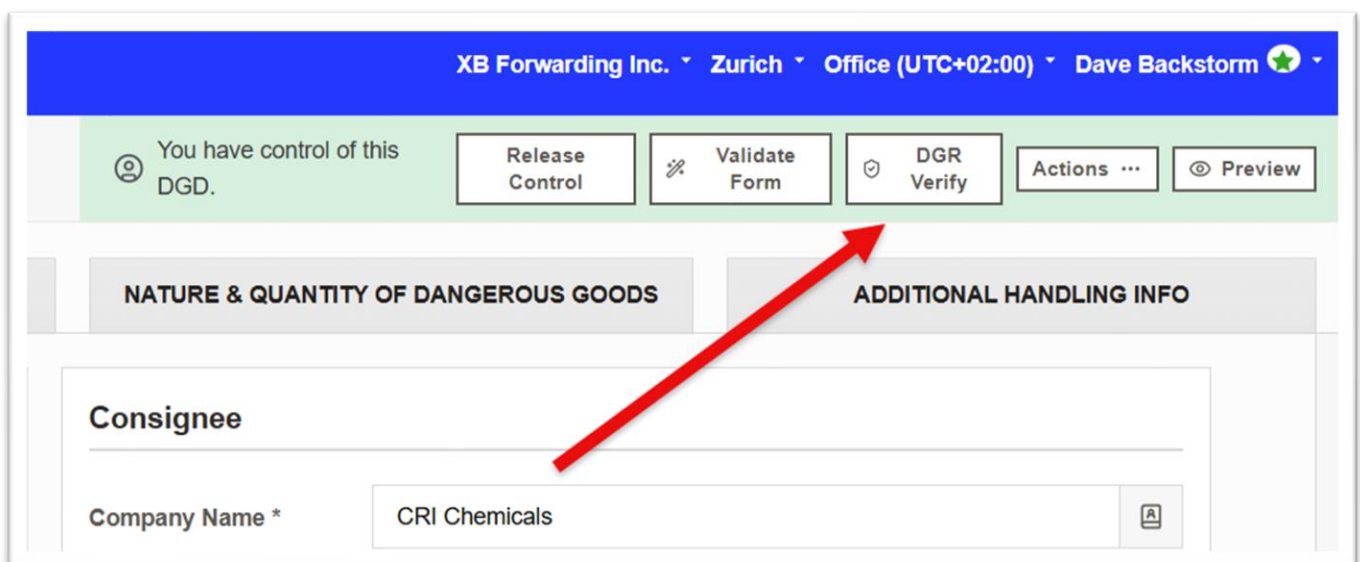
- Compliance errors found based on automated check
- Operator and State Variations applicable
- Special Provisions applicable
- Package Preview(s) with required marks and labels

Important:

1. DGR Verify is NOT a Full compliance check. It is only a quick automated check using the DGD data. You will not be able to complete and/or generate an acceptance checklist. For performing a Full compliance check using an acceptance checklist, you must use the **Pre-Check DGD** option.
2. Each time you run a DGR Verify check, one (1) check credit will be deducted from your purchased Check Package.
3. DGR Verify is available by default for DG AutoCheck subscriptions, which have enabled DG Digital.

How to run DGR Verify check

1. After creating the DGD, click **DGR Verify**.



The screenshot displays the DG Digital interface for a Dangerous Goods Declaration (DGD). At the top, a blue header bar shows the user's company (XB Forwarding Inc.), location (Zurich), time zone (Office (UTC+02:00)), and name (Dave Backstorm). Below this, a green bar contains a message 'You have control of this DGD.' and several buttons: 'Release Control', 'Validate Form', 'DGR Verify', 'Actions ...', and 'Preview'. A red arrow points to the 'DGR Verify' button. Below the green bar, there are two tabs: 'NATURE & QUANTITY OF DANGEROUS GOODS' and 'ADDITIONAL HANDLING INFO'. The 'ADDITIONAL HANDLING INFO' tab is selected, showing a 'Consignee' section with a 'Company Name *' field containing 'CRI Chemicals'.

2. The DGR Verify window will be displayed.

DGR Verify

×

Run a quick check against the DGR rules using the settings below

Operators

Search and select airlines...

...

Transit Points

Search and select transit points...

...

Checklist *

Non-Radioactive (IATA Official)

▼

⚠ Running the check will consume one check credit from your package.

Previous results (8)

▶ **Run Check**

3. Enter the Operator(s) and Transit point(s), if applicable, and then click **Run Check**.

DGR Verify

×

Run a quick check against the DGR rules using the settings below

Operators

Japan Airlines Co., Ltd. (JL-131) ×
All Nippon Airways Co. Ltd. (NH-205) ×

×

...

Transit Points

Dubai Intl. (DXB), Dubai, Utd.Arab Emir. (Airport) ×

×

...

Checklist *

Non-Radioactive (IATA Official)

▼

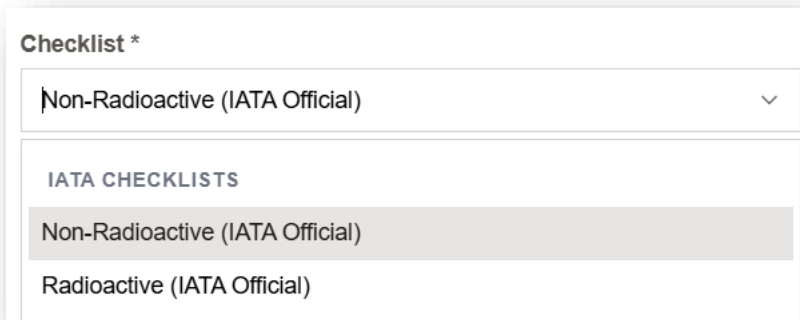
⚠ Running the check will consume one check credit from your package.

Previous results (8)

▶ **Run Check**

Note: By default, the IATA checklist will be selected based on the Shipment Type in the DGD. If you have set up custom checklists in your subscription, then you may select one of the custom checklists also.

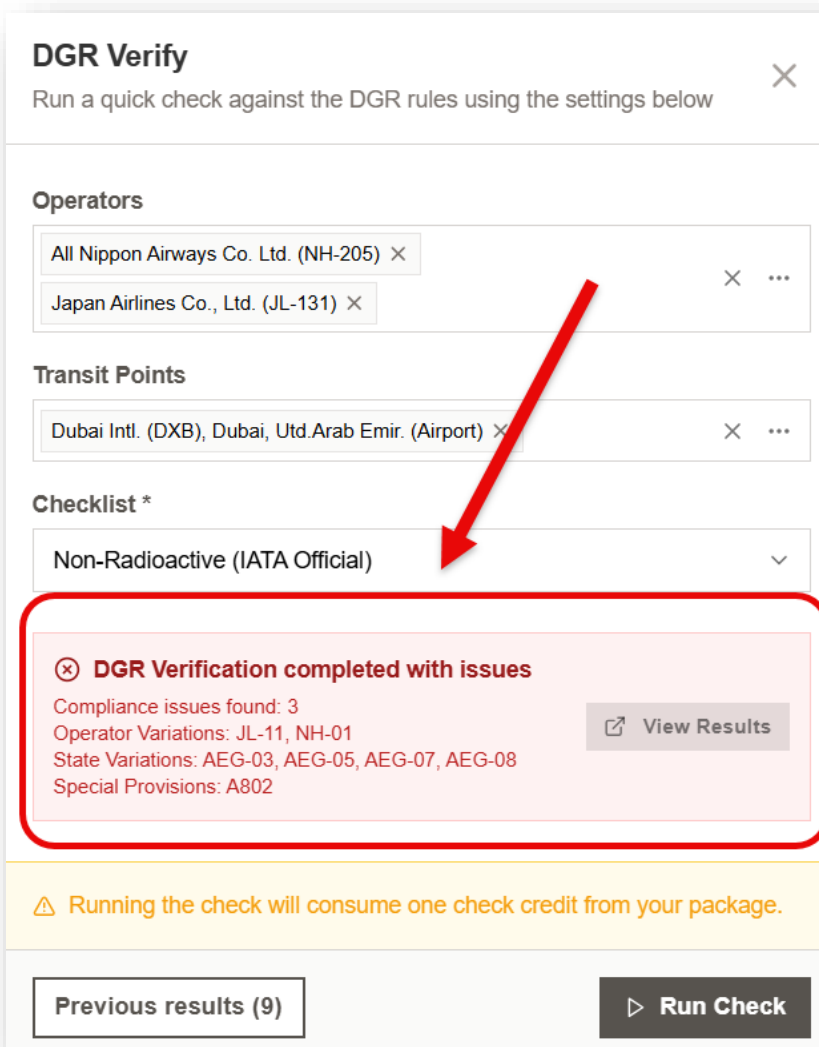
By default, the IATA checklists are available.



The screenshot shows a dropdown menu titled "Checklist *". The selected option is "Non-Radioactive (IATA Official)". Below the dropdown, a list of available checklists is shown under the heading "IATA CHECKLISTS". The list includes "Non-Radioactive (IATA Official)" and "Radioactive (IATA Official)".

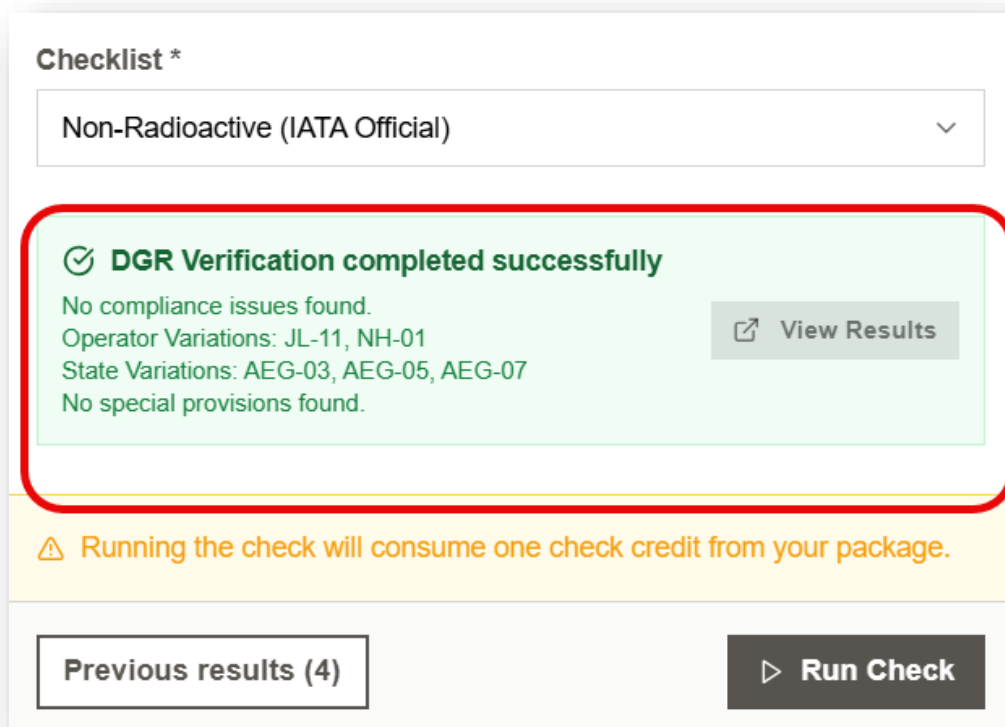
4. A summary of the findings is displayed.

Example 1: when compliance issues are found by DGR Verify.



The screenshot shows the "DGR Verify" interface. It includes sections for "Operators" (All Nippon Airways Co. Ltd. (NH-205) and Japan Airlines Co., Ltd. (JL-131)), "Transit Points" (Dubai Intl. (DXB), Dubai, Utd.Arab Emir. (Airport)), and "Checklist *" (Non-Radioactive (IATA Official)). A red arrow points to the "Checklist *" dropdown. Below the settings, a red box highlights a message: "DGR Verification completed with issues". The message states: "Compliance issues found: 3", "Operator Variations: JL-11, NH-01", "State Variations: AEG-03, AEG-05, AEG-07, AEG-08", and "Special Provisions: A802". A "View Results" button is next to the message. At the bottom, a yellow banner states: "Running the check will consume one check credit from your package." Below the banner, there are buttons for "Previous results (9)" and "Run Check".

Example 2: when no (zero) compliance issues are found by DGR Verify.



Checklist *

Non-Radioactive (IATA Official) ▼

✓ **DGR Verification completed successfully**

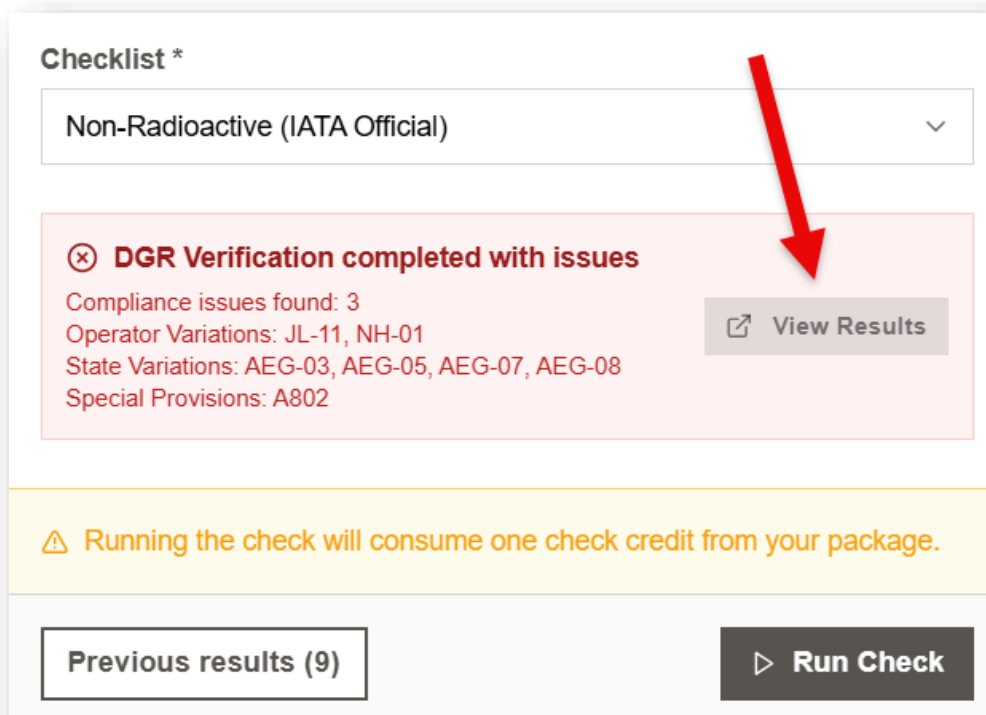
No compliance issues found.
Operator Variations: JL-11, NH-01
State Variations: AEG-03, AEG-05, AEG-07
No special provisions found.

[View Results](#)

⚠ Running the check will consume one check credit from your package.

[Previous results \(4\)](#) [▶ Run Check](#)

5. Click **View Results** to view a read-only checklist.



Checklist *

Non-Radioactive (IATA Official) ▼

⊗ **DGR Verification completed with issues**

Compliance issues found: 3
Operator Variations: JL-11, NH-01
State Variations: AEG-03, AEG-05, AEG-07, AEG-08
Special Provisions: A802

[View Results](#)

⚠ Running the check will consume one check credit from your package.

[Previous results \(9\)](#) [▶ Run Check](#)

6. A read-only checklist will be displayed.

Back to DGD

DGR Verify - Executed just now by Dave Backstorm

Check Type Pre-Check Checklist Non-Radioactive (IATA Official) States NL, AE, CH, JP Operator NH, JL Aircraft type Passenger and Cargo Shipment type Non-Radioactive

DGD DOCUMENTATION (1 / 4) PACKAGING (0 / 2)

Settings Form UN0367 UN0257 All packed in one x 1 Fibreboard box Q=0.1

Header & Footer Additional Handling Air Waybill Form Variations / Special Provisions

1 Two copies in English and in the IATA format including the air certification statement. This question may be indicated as not applicable "N/A" only when the Shipper's Declaration data is submitted electronically Yes No N/A

2 Full name and address of Shipper 8.1.6.1 Show on DGD

3 Full name and address of Consignee 8.1.6.2 Show on DGD

How to read/interpret the DGR Verify results

Compliance issues: Look for red/orange icons in the Documentation/ Packaging check sections. These are the failed questions, and they will be answered as **No**. You need to navigate to the question from the main sections shown on the left side of the screen. Click on the red/orange icon on the left and it will open the sub-sections, and there you can look for the sub-section(s) with a red/orange icon, which contains has the failed question (with the compliance error).

Examples:

DGD DOCUMENTATION (1 / 4) PACKAGING (0 / 2)

UN / ID	Proper Shipping Name	Class / Division	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN0367	Fuzes, detonating	1.4S		1.45kg	141	
UN0257	Fuzes, detonating	1.4B		1.5kg	141	

All packed in one x 1 Fibreboard box Q=0.1

Quantity and Type of Packing All Packed In One

23 Number and Type of Packages Yes No

UN0257 Fuzes, detonating is forbidden

8.1.6.9.2 Step 6

DGD

DOCUMENTATION (1 / 4)

Settings

Form

UN0367

UN0257

All packed in one x 1
Fibreboard box
Q=0.1

UN / ID	Proper Shipping Name	Class / Division
UN0367	Fuzes, detonating	1.4S
UN0257	Fuzes, detonating	1.4B

Quantity and Type of Packing

All Packed In One

23 Number and Type of Packages

UN0257 Fuzes, detonating is forbidden

8.1.6.9.2 Step 6

Check Type Pre-Check

Checklist Non-Radioactive (IATA Official)

States NL, AE, CH, JP

Operator NH, JL

Aircraft type Passenger and Cargo

Shipment type Non-

DGD

DOCUMENTATION (1 / 4)

PACKAGING (0 / 2)

Settings

Form

UN0367

UN0257

All packed in one x 1
Fibreboard box
Q=0.1

UN / ID	Proper Shipping Name	Class / Division	Packing Group	Quantity and Type of Packing	Packing Inst.
UN0257	Fuzes, detonating	1.4B		1.5kg	141

Identification

Quantity and Type of Packing

Packing Instructions & Authorizations

Row Variations / Special Provisions

24 Quantity and unit of measure (net, or gross followed by "G", as applicable) within per package limit

Forbidden

8.1.6.9.2 Step 6

25 For Class 1 (Explosives), the net quantity supplemented with the net explosive mass followed by unit of measurement

Yes

No

N/A

8.1.6.9.2 Step 6

Settings

Form

UN0367

UN0257

All packed in one x 1
Fibreboard box
Q=0.1

UN / ID	Proper Shipping Name
UN0257	Fuzes, detonating

Identification

Quantity and Type of Packing

24 Quantity and unit of measure (net, or gross follo

Forbidden

8.1.6.9.2 Step 6

Settings
Form
UN0367
UN0257
All packed in one x 1 Fibreboard box Q=0.1

UN / ID	Proper Shipping Name	Class / Division	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN0257	Fuzes, detonating	1.4B		1.5kg	141	

Identification
Quantity and Type of Packing
Packing Instructions & Authorizations
Row Variations / Special Provisions

26 Packing Instruction Number
Invalid packing instruction
8.1.6.9.3 Step 8

Settings
Form
UN0367
UN0257
All packed in one x 1 Fibreboard box Q=0.1

UN / ID	Proper Shipping Name	Class / Division	Packing Group	Quantity
UN0257	Fuzes, detonating	1.4B		1.5kg

Identification
Quantity and Type of Packing
Packing Instructions & Authorizations

26 Packing Instruction Number
Invalid packing instruction
8.1.6.9.3 Step 8

Operator and State variations: Look under “Form Variations/ Special Provisions” tab and “Row Variations/ Special Provisions” tab in the Documentation/ Packaging check sections.

Examples

Settings
Form
UN0367
UN0257
All packed in one x 1 Fibreboard box Q=0.1

UN / ID	Proper Shipping Name	Class / Division	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN0367	Fuzes, detonating	1.4S		1.45kg	141	

Identification
Quantity and Type of Packing
Packing Instructions & Authorizations
Row Variations / Special Provisions

AEG-08: For shipments of arms, ammunitions, explosives and all other Class 1 dangerous goods into the UAE, the consignee must apply to the Ministry of Interior to obtain import or transit approval 15 working days before the scheduled arrival date of the shipment. For shipments of arms and ammunition from the UAE, the Shipper must apply to the Ministry of Defense to obtain...
AEG-08

UN / ID	Proper Shipping Name	Class / Division	Packing Group	Quantity and Type of Packing	Packing Inst.
UN0367	Fuzes, detonating	1.4S		1.45kg	141

Identification
Quantity and Type of Packing
Packing Instructions & Authorizations
Row Variations / Special Provisions

AEG-08: For shipments of arms, ammunitions, explosives and all other Class 1 dangerous goods into the UAE, the consignee must apply to the Ministry of Interior to obtain import or transit approval 15 working days before the scheduled arrival date of the shipment. For shipments of arms and ammunition from the UAE, the Shipper must apply to the Ministry of Defense to obtain...
AEG-08

DGD

DOCUMENTATION (1 / 4)

PACKAGING (0 / 2)

Settings

Form

UN0367

UN0257

All packed in one x 1 Fibreboard box Q=0.1

UN / ID	Proper Shipping Name	Class / Division	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN0257	Fuzes, detonating	1.4B		1.5kg	141	

Identification

Quantity and Type of Packing

Packing Instructions & Authorizations

Row Variations / Special Provisions

AEG-08: For shipments of arms, ammunitions, explosives and all other Class 1 dangerous goods into the UAE, the consignee must apply to the Ministry of Interior to obtain import or transit approval 15 working days before the scheduled arrival date of the shipment. For shipments of arms and ammunition from the UAE, the Shipper must apply to the Ministry of Defense to obtain...

Yes No

AEG-08

UN / ID	Proper Shipping Name	Class / Division	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN0257	Fuzes, detonating	1.4B		1.5kg	141	

Identification

Quantity and Type of Packing

Packing Instructions & Authorizations

Row Variations / Special Provisions

AEG-08: For shipments of arms, ammunitions, explosives and all other Class 1 dangerous goods into the UAE, the consignee must apply to the Ministry of Interior to obtain import or transit approval 15 working days before the scheduled arrival date of the shipment. For shipments of arms and ammunition from the UAE, the Shipper must apply to the Ministry of Defense to obtain...

Yes No

AEG-08

DGD

DOCUMENTATION (1 / 4)

PACKAGING (0 / 2)

Settings

Form

UN0367

UN0257

All packed in one x 1 Fibreboard box Q=0.1

Header & Footer

Additional Handling

Air Waybill

Form Variations / Special Provisions

17 Check all verifiable special provisions. The Special Provision Number A1, A2, A4, A5, A51, A81, A88, A99, A130, A176, A190, A191, A201, A202, A211, A212, A224, A225, A331, A334 if used

8.1.6.9.4 Step 9

AEG-03: The request to obtain GCAA approval or exemption to carry dangerous goods shall be at the discretion of the GCAA. If accepted, the request to obtain GCAA approval or exemption must be submitted to GCAA by the air operator on which the dangerous goods will be carried, regardless of whether the dangerous goods consignment is from, to or via UAE. The request must...

Yes No N/A

AEG-03

AEG-05: The Shipper's Declaration for Dangerous Goods required by these Regulations must include a 24-hour emergency response telephone number, which must include the international code and area code for use in the event of an incident or accident involving dangerous good(s). The number must be monitored by an individual who can be contacted in case of an emergency and...

Yes No

AEG-05

Header & Footer

Additional Handling

Air Waybill

Form Variations / Special Provisions

17 Check all verifiable special provisions. The Special Provision Number A1, A2, A4, A5, A51, A81, A88, A99, A130, A176, A190, A191, A201, A202, A211, A212, A224, A225, A331, A334 if used

8.1.6.9.4 Step 9

AEG-03: The request to obtain GCAA approval or exemption to carry dangerous goods shall be at the discretion of the GCAA. If accepted, the request to obtain GCAA approval or exemption must be submitted to GCAA by the air operator on which the dangerous goods will be carried, regardless of whether the dangerous goods consignment is from, to or via UAE. The request must...

Yes No N/A

AEG-03

Special Provisions: Look under “Form Variations/ Special Provisions” tab and “Row Variations/ Special Provisions” tab in the Documentation/ Packaging check sections.

DGD

DOCUMENTATION (1 / 4)

PACKAGING (0 / 2)

Search

Overview

All packed in one x 1
Fibreboard box
Q=0.1

UN / ID	Proper Shipping Name	Class / Division	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN0367	Fuzes, detonating	1.4S		1.45kg	141	
UN0257	Fuzes, detonating	1.4B		1.5kg	141	

Required Marks

Required Labelling

Row Variations / Special Provisions

A802: Notwithstanding the absence of a packing group in column E, substances and articles assigned to these entries must be packed in UN Specification packagings that meet packing group II performance standards. This does not apply when aerosols are prepared for transport in accordance with the limited quantity provisions or for lithium batteries prepared in accordance...

YesNoN/A

A802

DOCUMENTATION (1 / 4)

PACKAGING (0 / 2)

UN / ID	Proper Shipping Name	Class / Division	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN0367	Fuzes, detonating	1.4S		1.45kg	141	
UN0257	Fuzes, detonating	1.4B		1.5kg	141	

All packed in one x 1
Fibreboard box
Q=0.1

Required Marks

Required Labelling

Row Variations / Special Provisions

A802: Notwithstanding the absence of a packing group in column E, substances and articles assigned to these entries must be packed in UN Specification packagings that meet packing group II performance standards. This does not apply when aerosols are prepared for transport in accordance with the limited quantity provisions or for lithium batteries prepared in accordance...

YesNoN/A

A802

Package Preview: Look in the Package Preview in the **Packaging** check section to see the required marks and labels for each package. You need to click on each package on the left side to display the related sub-sections and then click the **Package Preview** button. Note that the Package Preview is not available for the Overview section.

Examples

Check Type

Pre-Check

Checklist

Non-Radioactive (IATA Official)

States

NL, AE, CH, JP

Operator

NH, JL

DGD

DOCUMENTATION (1 / 4)

Search

Overview

All packed in one x 1
Fibreboard box
Q=0.1

UN / ID	Proper Shipping Name	Class / Division	Packing Group
UN0367	Fuzes, detonating	1.4S	
UN0257	Fuzes, detonating	1.4B	

Required Marks

Required Labelling

Row Variations / Special Provisions

A802: Notwithstanding the absence of a packing group in column E, substances and mixtures in Specification packagings that meet packing group II performance standards. This does not apply in accordance with the limited quantity provisions or for lithium batteries prepared in accordance with IBC 300.

A802

Package Preview

Resources

Support

Packages & Markings

Fibreboard

1 x

4G / [X,Y]### / ###S / YY / STATE / MANUFACTURER

UN0367 Fuzes, detonating

UN0257 Fuzes, detonating

Shipper

ABC Chemicals

Evert van de Beekstraat 200

1118 CP, Schiphol

Netherlands

Consignee

CRI Chemicals

Route de l'aéroport, 33

1215, Geneva

Switzerland

Hazard Labels

1.4

Compatibility Group: S, B

Handling Labels

CARGO AIRCRAFT ONLY

FORBIDDEN IN PASSENGER AIRCRAFT

TATA

DG AutoCheck

PACKAGING (0 / 2)

Package Preview

Resources

Support

Packages & Markings

Fibreboard

1 x

4G / [X,Y]### / ###S / YY / STATE / MANUFACTURER

UN0367 Fuzes, detonating

UN0257 Fuzes, detonating

Shipper

ABC Chemicals

Evert van de Beekstraat 200

1118 CP, Schiphol

Netherlands

Consignee

CRI Chemicals

Route de l'aéroport, 33

1215, Geneva

Switzerland

Hazard Labels

1.4

Compatibility Group: S, B

Handling Labels

CARGO AIRCRAFT ONLY

FORBIDDEN IN PASSENGER AIRCRAFT

king up

Package Preview

Resources

Support

Packages & Markings

Fibreboard

1 x

U

H

4G / [X,Y]### / ###S / YY / STATE / MANUFACTURER

UN0367 Fuzes, detonating

UN0257 Fuzes, detonating

Shipper

ABC Chemicals

Evert van de Beekstraat 200

1118 CP, Schiphol

Netherlands

Consignee

CRI Chemicals

Route de l'aéroport, 33

1215, Geneva

Switzerland

Hazard Labels

Compatibility

Group: S, B

Handling Labels

How to view previous DGR Verify results

You can click **Previous results** to view the results of the previous DGR Verifications.

⊗ DGR Verification completed with issues

Compliance issues found: 3

Operator Variations: JL-11, NH-01

State Variations: AEG-03, AEG-05, AEG-07, AEG-08

Special Provisions: A802

View Results

⚠ Running the check will consume one check credit from your package.

Previous results (16)

Run Check

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The previous results will be displayed as follows.

Previous DGR Verifications

View and access your previous DGR verification runs

Latest Verification

Compliance issues found: 3

Operator Variations: JL-11, NH-01

State Variations: AEG-03, AEG-05, AEG-07, AEG-08

Special Provisions: A802

Checklist: Non-Radioactive (IATA Official)

Airlines: All Nippon Airways Co. Ltd. (NH-205), Japan Airlines Co., Ltd. (JL-131)

Transit Points: Dubai Intl. (DXB), Dubai, Utd.Arab Emir. (Airport)

12 hours ago by Dave Backstorm

Previous Verifications

Compliance issues found: 3

No operator variations found.

No state variations found.

Special Provisions: A802

Checklist: Non-Radioactive (IATA Official)

12 hours ago by Dave Backstorm

Compliance issues found: 3

Running the check will consume one check credit from your package.

Back

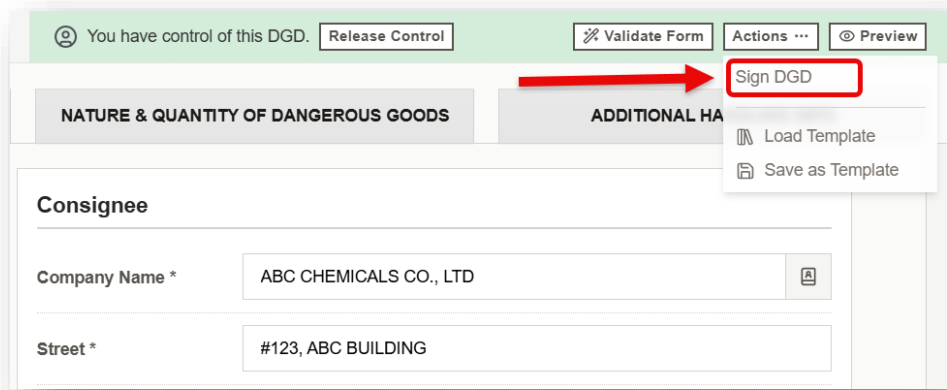
Click **Back** to return to the DGR Verify screen.

Sign DGD

Self-Sign DGD

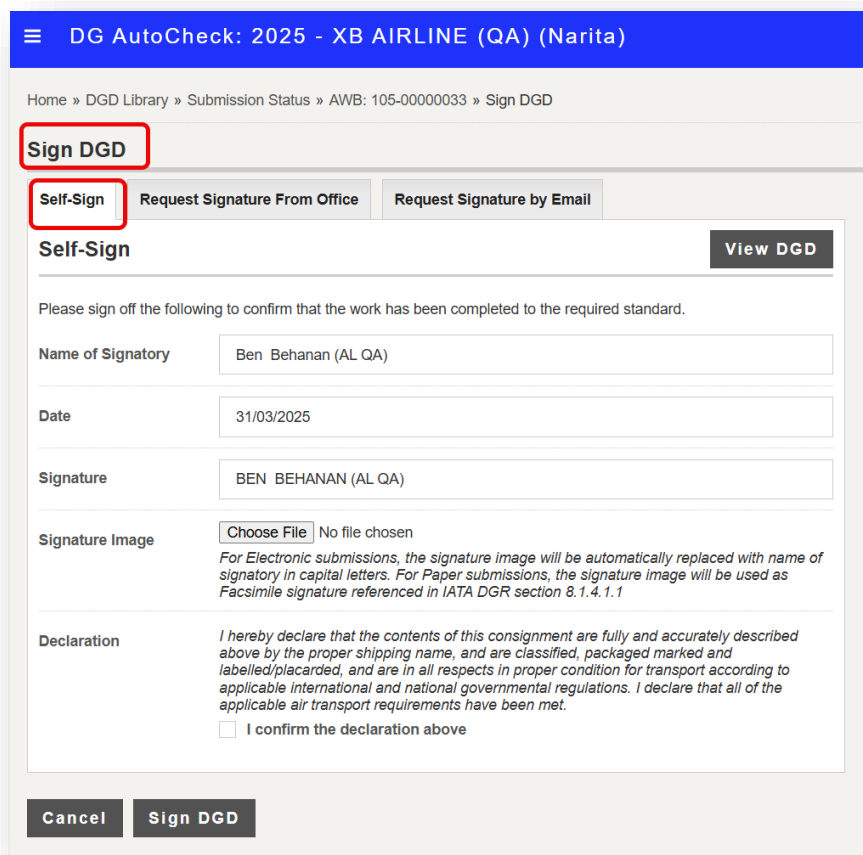
This option can be used when you wish to self-sign the DGD.

- 1. Click **Actions**, and then click **Sign DGD**.



The screenshot shows a web interface for a Dangerous Goods Declaration (DGD). At the top, there is a green status bar with a user icon and the text "You have control of this DGD." followed by buttons for "Release Control", "Validate Form", "Actions ...", and "Preview". Below this, the form is divided into two main sections: "NATURE & QUANTITY OF DANGEROUS GOODS" and "ADDITIONAL HAZARD INFORMATION". The "Actions ..." button is highlighted with a red box, and a red arrow points to the "Sign DGD" option in the dropdown menu. Other options in the menu are "Load Template" and "Save as Template". The "Consignee" section is visible below, with fields for "Company Name *" (ABC CHEMICALS CO., LTD) and "Street *" (#123, ABC BUILDING).

- 2. The **Sign DGD** screen will be displayed, and by default the Self-Sign tab will be displayed.



The screenshot shows the "Sign DGD" screen. The top navigation bar is blue with the text "DG AutoCheck: 2025 - XB AIRLINE (QA) (Narita)". Below this, a breadcrumb trail reads "Home » DGD Library » Submission Status » AWB: 105-00000033 » Sign DGD". The "Sign DGD" tab is highlighted with a red box. Below the tabs, there are three options: "Self-Sign", "Request Signature From Office", and "Request Signature by Email". The "Self-Sign" tab is selected and highlighted with a red box. To the right of the tabs is a "View DGD" button. The "Self-Sign" section contains a message: "Please sign off the following to confirm that the work has been completed to the required standard." Below this are fields for "Name of Signatory" (Ben Behanan (AL QA)), "Date" (31/03/2025), and "Signature" (BEN BEHANAN (AL QA)). There is a "Signature Image" section with a "Choose File" button and the text "No file chosen". Below this is a "Declaration" section with a text area containing a declaration statement and a checkbox labeled "I confirm the declaration above". At the bottom, there are "Cancel" and "Sign DGD" buttons.

3. The **Name of Signatory** field will be automatically populated with your name (from your user profile). The **Date** field will be automatically populated with the current date. The **Signature** field will be automatically populated with your name in CAPITALS.
4. You may optionally insert a scanned signature image. For **Paper** submissions, the signature image will be used as Facsimile signature (referenced in IATA DGR section 8.1.4.1.1) and printed on the DGD. For **Electronic** submissions, the signature image will be automatically replaced with name of signatory in CAPITAL letters.
5. To sign the DGD, **confirm** the declaration statement and then click **Sign DGD**.

Sign DGD

Self-Sign Request Signature From Office Request Signature by Email

Self-Sign View DGD

Please sign off the following to confirm that the work has been completed to the required standard.

Name of Signatory Ben Behanan (AL QA)

Date 31/03/2025

Signature BEN BEHANAN (AL QA)

Signature Image Choose File No file chosen

For Electronic submissions, the signature image will be automatically replaced with name of signatory in capital letters. For Paper submissions, the signature image will be used as Facsimile signature referenced in IATA DGR section 8.1.4.1.1

Declaration

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 labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.

☒ I confirm the declaration above

Cancel Sign DGD

6. The Submission Status screen will be displayed. The Timeline is updated.

Submission Status

Timeline

Ben Behanan (AL QA) self-signed DGD

31 Mar 2025 16:01 - IP Address: 163.116.175.110 - Company: 2025 - XB AIRLINE (QA), Office: Narita

Ben Behanan (AL QA) created DGD in office Narita

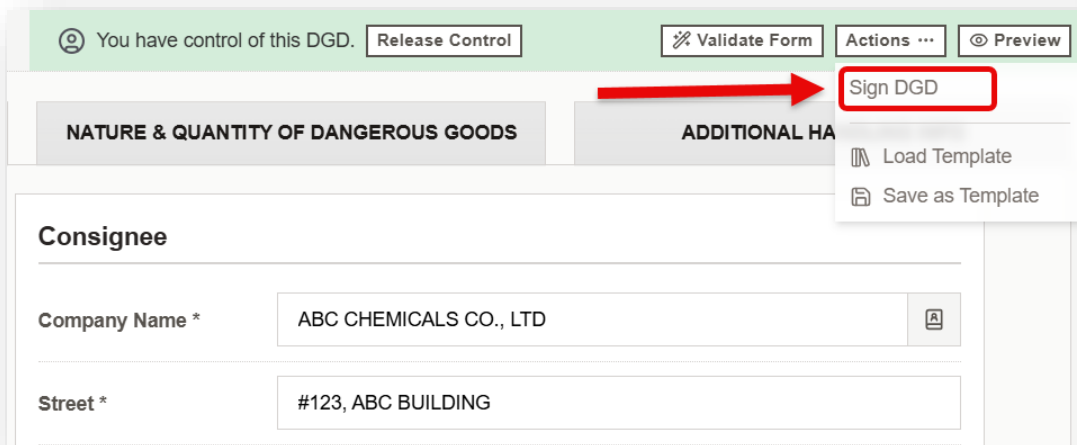
31 Mar 2025 15:44 - Company: 2025 - XB AIRLINE (QA), Office: Narita

Request Signature by Email (for signatories without DG Digital account)

This option can be used when the signatory does not have a DG Digital/DG AutoCheck account.

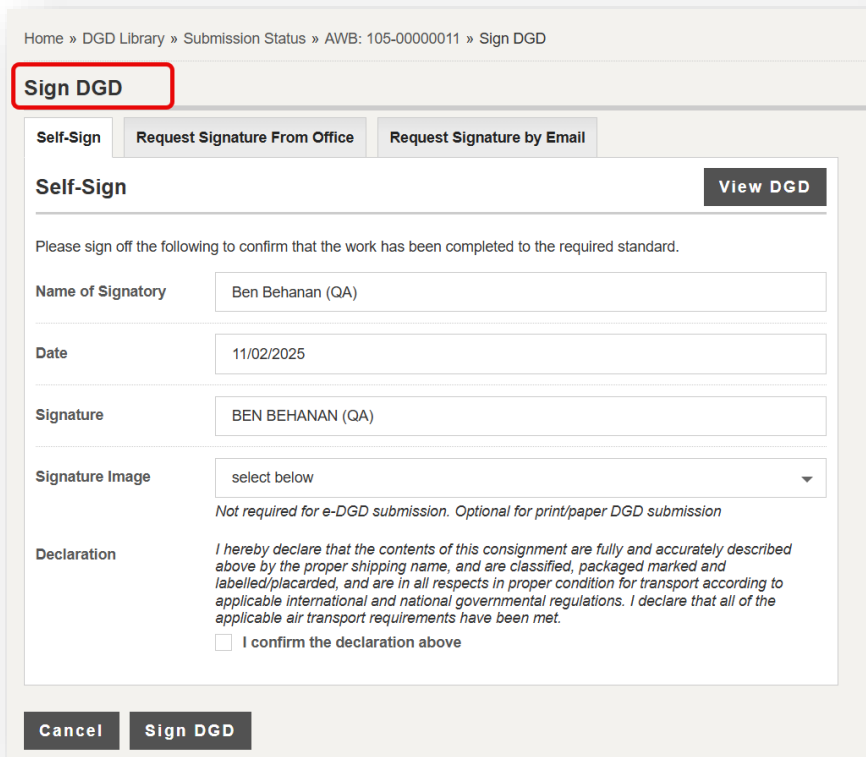
To send the DGD for signature by email:

1. Click **Actions**, and then click **Sign DGD**.



The screenshot shows the top section of a DGD form. At the top, there is a green bar with a user icon and the text "You have control of this DGD." followed by buttons for "Release Control", "Validate Form", "Actions ...", and "Preview". Below this, there are two main sections: "NATURE & QUANTITY OF DANGEROUS GOODS" and "ADDITIONAL HAZARD INFORMATION". The "Actions ..." button is highlighted with a red box, and a red arrow points to it. A dropdown menu is open from the "Actions ..." button, showing options: "Sign DGD", "Load Template", and "Save as Template". The "Sign DGD" option is highlighted with a red box. Below the sections, there is a "Consignee" section with fields for "Company Name *" (ABC CHEMICALS CO., LTD) and "Street *" (#123, ABC BUILDING).

2. The Sign DGD screen is displayed.



The screenshot shows the "Sign DGD" screen. At the top, there is a breadcrumb trail: "Home » DGD Library » Submission Status » AWB: 105-00000011 » Sign DGD". Below this, there is a red box around the "Sign DGD" header. There are three tabs: "Self-Sign", "Request Signature From Office", and "Request Signature by Email". The "Self-Sign" tab is active. Below the tabs, there is a "View DGD" button. The main content area contains a form with the following fields: "Name of Signatory" (Ben Behanan (QA)), "Date" (11/02/2025), "Signature" (BEN BEHANAN (QA)), and "Signature Image" (select below). Below the "Signature Image" field, there is a note: "Not required for e-DGD submission. Optional for print/paper DGD submission". There is also a "Declaration" section with a checkbox and text: "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 labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met." Below the declaration, there is a checkbox and text: "I confirm the declaration above". At the bottom, there are two buttons: "Cancel" and "Sign DGD".

3. Click **Request Signature by Email**.

Home » DGD Library » Submission Status » AWB: 001-00000022 » Sign DGD

Sign DGD

Self-Sign
Request Signature From Office
Request Signature by Email

Request Signature By Email

[View DGD](#)

Ask an external party without DG Digital/DG AutoCheck account to sign the DGD via email using the form below. The receiver of the email will be able to access the signature page using a OTP (One Time Password) to sign the DGD.

Email

Enter an email address to send this DGD for signature

Comment

Cancel
Send Request

- Enter the email address of the signatory (mandatory) and enter any notes/comments for the signatory (optional) and then click **Send Request**.

Sign DGD

Self-Sign
Request Signature From Office
Request Signature by Email

Request Signature By Email

[View DGD](#)

Ask an external party without DG Digital/DG AutoCheck account to sign the DGD via email using the form below. The receiver of the email will be able to access the signature page using a OTP (One Time Password) to sign the DGD.

Email

Enter an email address to send this DGD for signature

Comment

Cancel
Send Request

- The Submission status screen is shown.

Submission Status

⚠ DGD is not owned by anyone. [Take control](#)

Timeline

Dave Backstorn requested signature by email from edgtesting1@gmail.com
11 Jul 2025 21:41 - Company: ABC Japan, Office: Tokyo

Dave Backstorn created DGD in office Tokyo
11 Jul 2025 21:00 - Company: ABC Japan, Office: Tokyo

Resources

No resources have been uploaded yet.

Summary

Status	Signature Requested
Signature comment	Note for Shipper: Please note the DGD has been updated as per the MSDS.

Actions

Sign DGD
Share DGD

Note: You may cancel the pending request any time, before the signatory completes the signature. To cancel a signature request, on the Submission Status screen, click **Sign DGD**. The **Request Signature by Email** screen will be displayed. By sending a new request, the previous request will be cancelled. If you just want to cancel a pending request without sending a new one, click **Cancel**. You will be asked to confirm the operation.

Sign DGD

Self-Sign

Request Signature From Office

Request Signature by Email

Request Signature By Email

View DGD

Ask an external party without DG Digital/DG AutoCheck account to sign the DGD via email using the form below. The receiver of the email will be able to access the signature page using a OTP (One Time Password) to sign the DGD.

Email

Enter an email address to send this DGD for signature

Comment

There is a pending signature request for this DGD. If you send a new one it will cancel the pending request.

If you just want to cancel the pending request please click

Cancel

Email Address	Sent By	Sent On	Status
edgtesting1@gmail.com	Dave Backstorm	11 Jul 2025 23:00	Sent

Cancel

Send Request

6. The signatory will receive the signature request in their inbox. Example as follows.

The screenshot shows a Gmail interface. On the left, the 'Inbox' label is highlighted with a red box. The main inbox area shows three emails from 'dgautocheck'. The first email, 'e-DGD: Request for signature XB Japan Forwarding 105-00000011', is highlighted with a red box. The other two emails are 'e-DGD: Submitted XB-P-0000415 074-00000011 - Plain text not available.' and 'e-DGD: Signature completed: 074-00000011 - Plain text not available.', both dated 'Feb 7'.

7. The email message will contain the URL link to sign the DGD.

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8. Upon clicking on the link, signatory is taken to a login page asking for OTP passcode.

Sign DGD

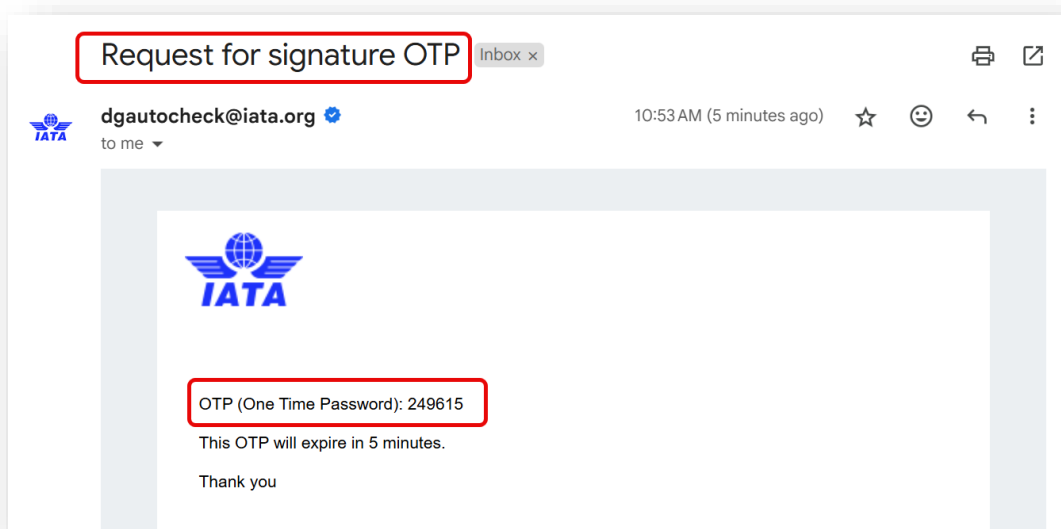
Request Signature By Email

An OTP (One Time Password) has been sent yo your email address. Please enter below to continue.

Passcode

Submit

9. Signatory will receive a new email with the OTP



10. Signatory will enter the OTP and click **Submit**.

Sign DGD

Request Signature By Email

An OTP (One Time Password) has been sent to your email address. Please enter below to continue.

Passcode

Submit

Note: The OTP will expire after 5 mins. When expired, a new OTP will be automatically sent upon clicking Submit.

Sign DGD

Request Signature By Email

Passcode

Passcode is incorrect or expired.
New Passcode has been emailed.

Submit

11. Upon successful authentication, signatory will be taken to the Sign DGD page. Signatory can click View DGD to see the PDF DGD Preview.

Sign DGD

Signature

Please review the DGD before signing, with optional signature image, or if you are not happy to sign please provide a reason in the Return Reason field before returning to sender.

Name of Signatory

Date

Signature

View DGD

Return without signature

Return Reason

+ Return to Sender

12. Signatory will enter their Full Name. The Signature field will be automatically populated with the signatory name in CAPITALS. Signatory may optionally insert a scanned signature image.

13. To sign the DGD, signatory will confirm the declaration statement and then click **Sign DGD**.

Sign DGD

Signature

View DGD

Please review the DGD before signing, with optional signature image, or if you are not happy to sign please provide a reason in the Return Reason field before returning to sender.

Name of Signatory

John Appleton

Date

11/02/2025

Signature

JOHN APPLETON

Signature Image

Choose File

Dave.jpg

Not required for e-DGD submission. Optional for print/paper DGD submission

Declaration

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 labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.

☒ I confirm the declaration above

Sign DGD

14. A message appears confirming that the DGD has been signed and the signed DGD has been returned to the sender. Signatory may click **View DGD** to see the PDF DGD preview with signature.

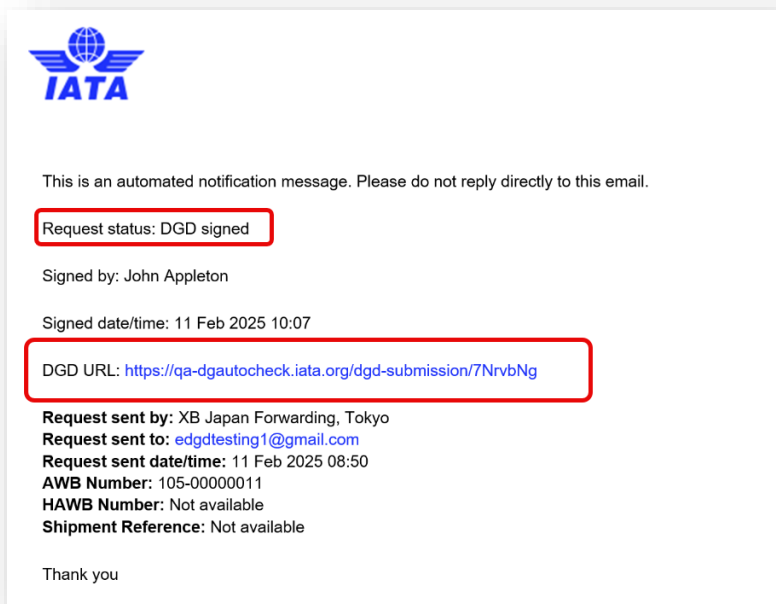
Sign DGD

Signature

View DGD

Thank you for signing this DGD, it has been sent back to the requester.

15. You will receive an email notification that the DGD is signed. It will contain the status as DGD signed and a URL to go directly to the DGD.

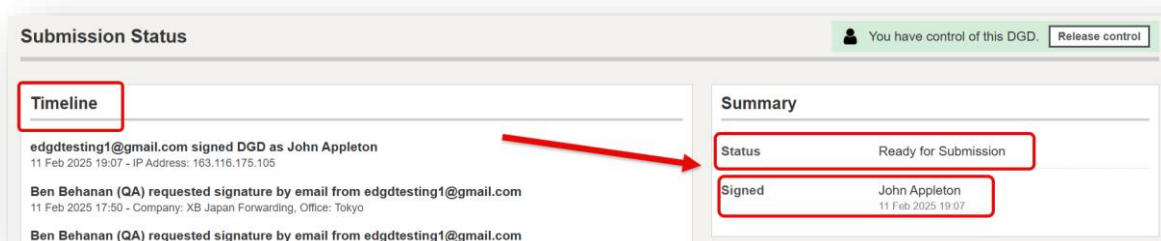


16. In the email notification message, click the **DGD URL** to go directly to the DGD record.

Note: You will be asked to sign in if you are logged out currently.



17. The **DGD Submission Status** page will be displayed. The **Status** will show as “Ready for Submission”. The **Signed** field will be shown with the signature details. The **Timeline** will show the audit history.



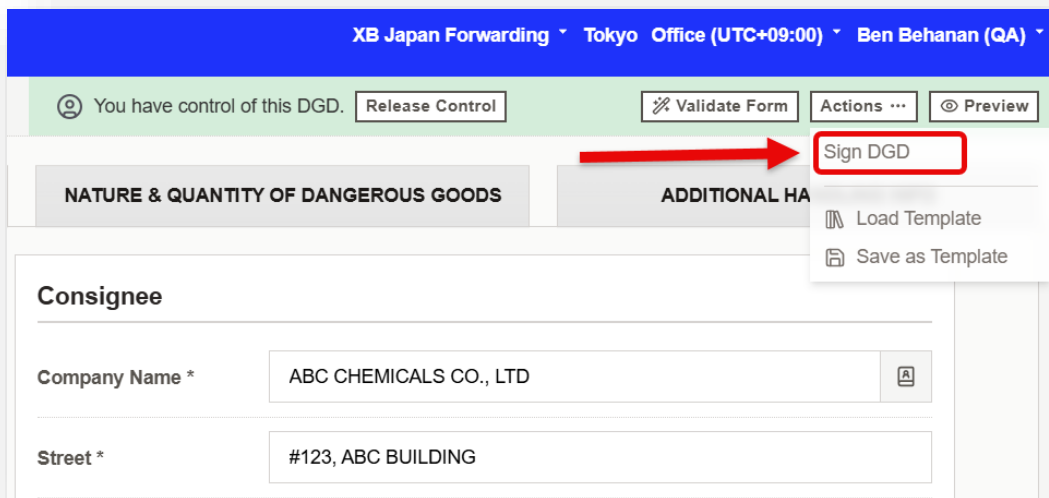
Request Signature from Office (for signatory with DG Digital account)

This option can be used when the signatory has a DG Digital/DG AutoCheck account.

Pre-requisite: You need to have an active/approved e-DGD connection request with signatory's Office to be able to use this option.

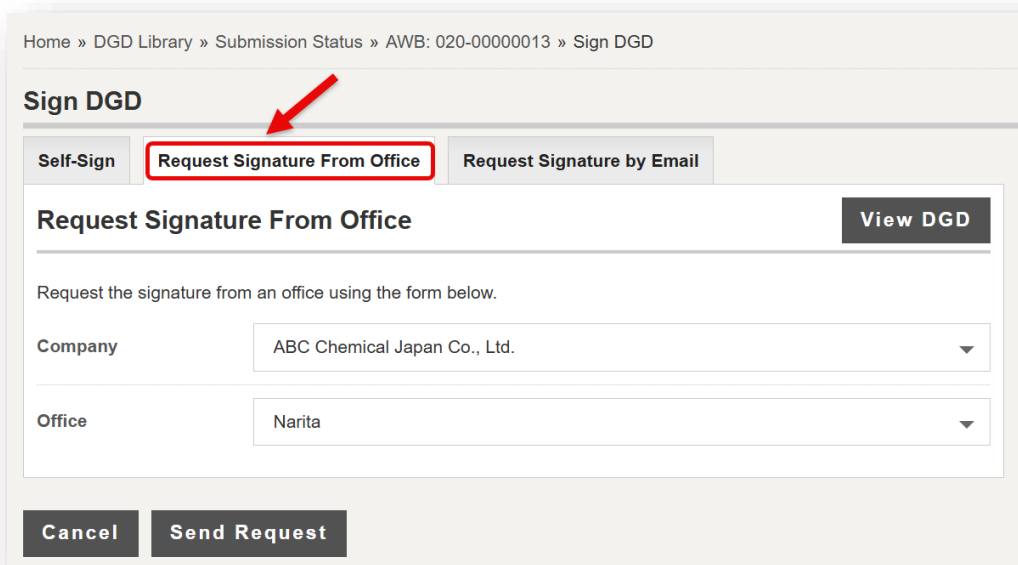
To send the DGD to shipper for signature:

1. Click **Actions**, and then click **Sign DGD**.



The screenshot shows the top navigation bar with 'XB Japan Forwarding', 'Tokyo Office (UTC+09:00)', and 'Ben Behanan (QA)'. Below the bar, a green status bar indicates 'You have control of this DGD.' with buttons for 'Release Control', 'Validate Form', 'Actions ...', and 'Preview'. The 'Actions ...' button is highlighted with a red box, and a red arrow points to the 'Sign DGD' option in the dropdown menu. Other options in the menu are 'Load Template' and 'Save as Template'. Below the menu, the 'NATURE & QUANTITY OF DANGEROUS GOODS' and 'ADDITIONAL HAZARD' sections are visible. The 'Consignee' section contains fields for 'Company Name *' (ABC CHEMICALS CO., LTD) and 'Street *' (#123, ABC BUILDING).

2. The Sign DGD screen is displayed.
3. Click **Request Signature From Office**.



The screenshot shows the 'Sign DGD' screen with a breadcrumb trail: 'Home » DGD Library » Submission Status » AWB: 020-00000013 » Sign DGD'. The 'Sign DGD' title is at the top. Below it, three tabs are visible: 'Self-Sign', 'Request Signature From Office' (highlighted with a red box and a red arrow), and 'Request Signature by Email'. The 'Request Signature From Office' tab is active, showing a 'Request Signature From Office' section with a 'View DGD' button. Below this, a message states: 'Request the signature from an office using the form below.' The form contains two dropdown menus: 'Company' (ABC Chemical Japan Co., Ltd.) and 'Office' (Narita). At the bottom, there are 'Cancel' and 'Send Request' buttons.

4. Select the **Company** to which you wish to send the DGD for signature.

Sign DGD

Self-Sign **Request Signature From Office** Request Signature by Email

Request Signature From Office [View DGD](#)

Request the signature from an office using the form below.

Company ABC Chemical Japan Co., Ltd. (selected)
ABC Chemical Japan Co., Ltd.
XB AIRLINE-1
XYZ CHEMICALS CO., LTD.

Office

[Cancel](#) [Send Request](#)

5. Select the **Office** to which you wish to send the DGD for signature and click **Send Request**.

Sign DGD

Self-Sign **Request Signature From Office** Request Signature by Email

Request Signature From Office [View DGD](#)

Request the signature from an office using the form below.

Company ABC Chemical Japan Co., Ltd.

Office Narita (selected)
Narita
Tokyo HQ

[Cancel](#) [Send Request](#)

6. The **Timeline** is updated and **Status** shows as Signature Requested.

Submission Status [Take control](#)

Timeline

Ben Behanan (QA) requested signature from: ABC Chemical Japan Co., Ltd., Office: Narita
11 Feb 2025 20:20 - Company: XB Japan Forwarding, Office: Tokyo

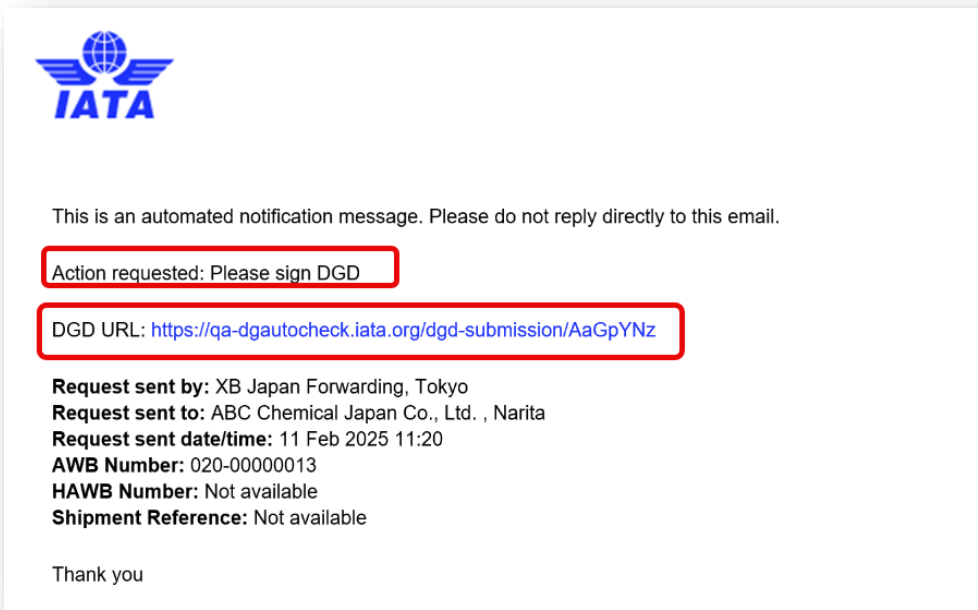
Ben Behanan (QA) created DGD in office Tokyo
11 Feb 2025 20:11 - Company: XB Japan Forwarding, Office: Tokyo

Summary

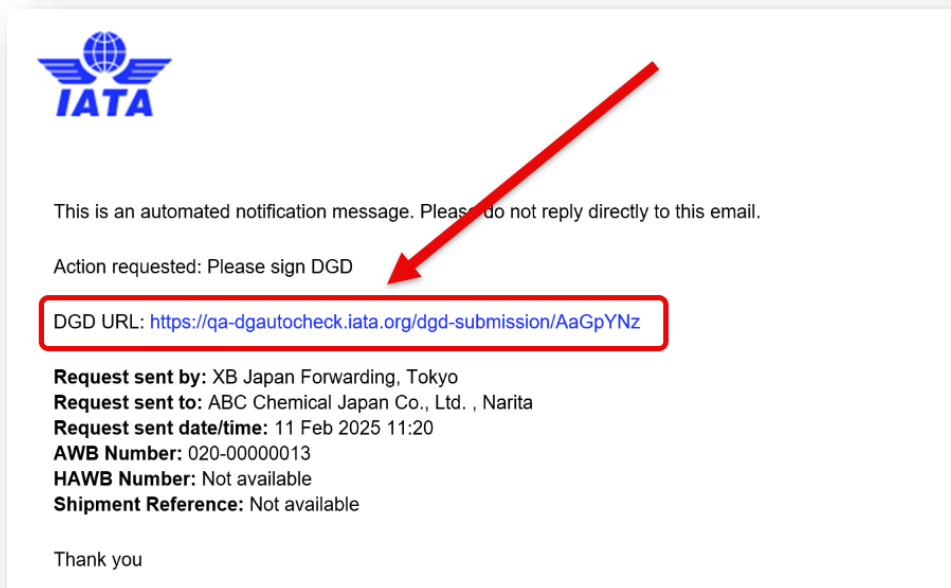
Status Signature Requested

Actions

7. An email notification is sent to signatory.



8. Signatory will click on the **DGD URL** in the email notification message.



9. Signatory will be taken directly to the Submission Status page of the DGD record. The **Status** will show as Signature Requested. The Timeline will show the audit history.

Note: Signatory will be prompted to sign in to their DG Digital account if logged out currently.

Submission Status

DGD is not owned by anyone.

Take control

Timeline

Ben Behanan (QA) requested signature from: ABC Chemical Japan Co., Ltd. , Office: Narita

11 Feb 2025 20:20 - Company: XB Japan Forwarding, Office: Tokyo

Ben Behanan (QA) created DGD in office Tokyo

11 Feb 2025 20:11 - Company: XB Japan Forwarding, Office: Tokyo

Summary

Status

Signature Requested

Actions

Sign DGD

Preview DGD

Access

- XB Japan Forwarding - Tokyo (Creator) 11 Feb, 20:11
- ABC Chemical Japan Co., Ltd. - Narita (Signature Request) 11 Feb, 20:20

10. Signatory will click **Sign DGD** to take control of the DGD and sign the DGD.

Submission Status

DGD is not owned by anyone.

Take control

Timeline

Ben Behanan (QA) requested signature from: ABC Chemical Japan Co., Ltd. , Office: Narita

11 Feb 2025 20:20 - Company: XB Japan Forwarding, Office: Tokyo

Ben Behanan (QA) created DGD in office Tokyo

11 Feb 2025 20:11 - Company: XB Japan Forwarding, Office: Tokyo

Summary

Status

Signature Requested

Actions

Sign DGD

Preview DGD

11. A confirmation message is shown. Click **Take control** and **Sign DGD**.

Take Ownership

Current status

Signature Requested

Current owner

No-one

Cancel

Take control and Sign DGD

12. Signatory will be taken to the **Sign DGD** page.

Home » DGD Library » Submission Status » AWB: 020-00000013 » Sign DGD

Sign DGD

Signature

View DGD

Please review the DGD before signing, with optional signature image, or if you are not happy to sign please provide a reason in the Return Reason field before returning to sender.

Name of Signatory Ben Behanan (QA)

Date 11/02/2025

Signature BEN BEHANAN (QA)

Signature Image select below

Not required for e-DGD submission. Optional for print/paper DGD submission

Declaration
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 labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.
☐ I confirm the declaration above

Sign DGD

Return without signature

Return Reason

+ Return to Sender

13. Signatory name will be automatically populated from their user profile. The Signature field will be automatically populated with the signatory's name in CAPITALS. Signatory may optionally insert a scanned signature image.

14. To sign the DGD, signatory will confirm the declaration statement and then click **Sign DGD**.

Sign DGD

Signature

View DGD

Please review the DGD before signing, with optional signature image, or if you are not happy to sign please provide a reason in the Return Reason field before returning to sender.

Name of Signatory John Appleton

Date 11/02/2025

Signature JOHN APPLETON

Signature Image Choose File Dave.jpg

Not required for e-DGD submission. Optional for print/paper DGD submission

Declaration
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 labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.
☒ I confirm the declaration above

Sign DGD

15. Signatory will be taken to the DGD Submission Status screen. Signatory may click **Preview DGD** to see the PDF DGD preview with signature.

The screenshot shows the 'DG Digital: ABC Chemical Japan Co., Ltd. (Narita)' interface. The 'Submission Status' section is highlighted with a red box. It contains a 'Timeline' section with four entries: 'Ben Behanan (QA) signed DGD' (11 Feb 2025 21:28), 'Ben Behanan (QA) signed DGD' (11 Feb 2025 21:28), 'Ben Behanan (QA) requested signature from: ABC Chemical Japan Co., Ltd. , Office: Narita' (11 Feb 2025 20:20), and 'Ben Behanan (QA) created DGD in office Tokyo' (11 Feb 2025 20:11). A red arrow points from the first entry to the 'Preview DGD' button in the 'Actions' section. The 'Summary' section shows 'Status: Ready for Submission' and 'Signed: Ben Behanan (QA) 11 Feb 2025 21:28'. The 'Access' section lists 'XB Japan Forwarding - Tokyo (Creator) 11 Feb, 20:11' and 'ABC Chemical Japan Co., Ltd. - Narita (Signature Request) 11 Feb, 20:20'.

Home » DGD Library » AWB: 020-00000013

Submission Status

Timeline

- Ben Behanan (QA) signed DGD**
11 Feb 2025 21:28 - IP Address: 163.116.175.14 - Company: ABC Chemical Japan Co., Ltd. , Office: Narita
- Ben Behanan (QA) signed DGD**
11 Feb 2025 21:28 - IP Address: 163.116.175.14 - Company: ABC Chemical Japan Co., Ltd. , Office: Narita
- Ben Behanan (QA) requested signature from: ABC Chemical Japan Co., Ltd. , Office: Narita**
11 Feb 2025 20:20 - Company: XB Japan Forwarding, Office: Tokyo
- Ben Behanan (QA) created DGD in office Tokyo**
11 Feb 2025 20:11 - Company: XB Japan Forwarding, Office: Tokyo

Summary

Status	Ready for Submission
Signed	Ben Behanan (QA) 11 Feb 2025 21:28

Actions

- Submit
- Remove Signature
- Preview DGD**

Access

- XB Japan Forwarding - Tokyo (Creator) 11 Feb, 20:11
- ABC Chemical Japan Co., Ltd. - Narita (Signature Request) 11 Feb, 20:20

16. You will receive an email notification that the DGD is signed. It will contain the **Status** as DGD signed and a **DGD URL** to go directly to the DGD record.

The screenshot shows an email notification from IATA. The header includes the IATA logo and the text 'This is an automated notification message. Please do not reply directly to this email.' The body contains the following information: 'Request status: DGD signed', 'Signed by: Ben Behanan (QA), Company: ABC Chemical Japan Co., Ltd. Office: Narita', 'Signed date/time: 11 Feb 2025 12:28', and 'DGD URL: https://qa-dgautocheck.iata.org/dgd-submission/AaGpYNz'. Below this, it lists 'Request sent by: XB Japan Forwarding, Tokyo', 'Request sent to: ABC Chemical Japan Co., Ltd. , Narita', 'Request sent date/time: 11 Feb 2025 11:20', 'AWB Number: 020-00000013', 'HAWB Number: Not available', and 'Shipment Reference: Not available'. The email ends with 'Thank you'.

IATA

This is an automated notification message. Please do not reply directly to this email.

Request status: DGD signed

Signed by: Ben Behanan (QA), Company: ABC Chemical Japan Co., Ltd. Office: Narita

Signed date/time: 11 Feb 2025 12:28

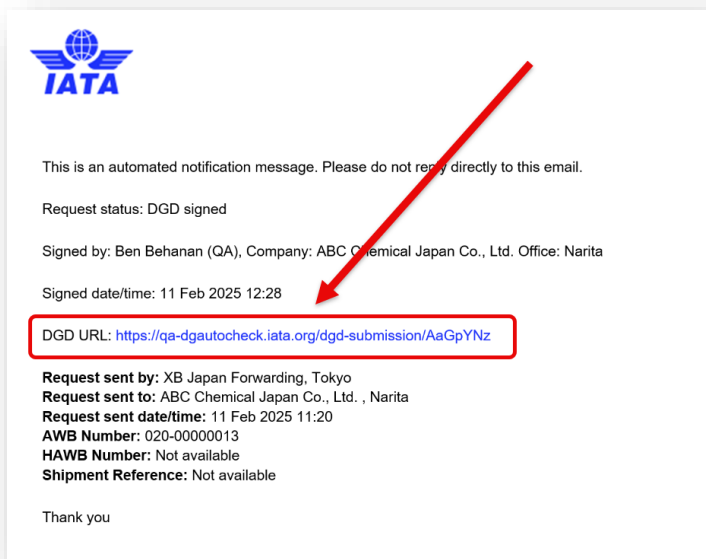
DGD URL: https://qa-dgautocheck.iata.org/dgd-submission/AaGpYNz

Request sent by: XB Japan Forwarding, Tokyo
Request sent to: ABC Chemical Japan Co., Ltd. , Narita
Request sent date/time: 11 Feb 2025 11:20
AWB Number: 020-00000013
HAWB Number: Not available
Shipment Reference: Not available

Thank you

17. In the email notification message, click the **DGD URL** to go directly to the DGD record.

Note: You will be asked to sign in if you are logged out currently.



18. The **DGD Submission Status** page will be displayed. The **Status** will show as “Ready for Submission”. The **Signed** field will be shown with the signature details. The **Timeline** will show the audit history.

Submission Status
DGD is not owned by anyone. [Take control](#)

Timeline

- Ben Behanan (QA) signed DGD**
11 Feb 2025 21:28 - IP Address: 163.116.175.14 - Company: ABC Chemical Japan Co., Ltd. , Office: Narita
- Ben Behanan (QA) signed DGD**
11 Feb 2025 21:28 - IP Address: 163.116.175.14 - Company: ABC Chemical Japan Co., Ltd. , Office: Narita
- Ben Behanan (QA) requested signature from: ABC Chemical Japan Co., Ltd. , Office: Narita**
11 Feb 2025 20:20 - Company: XB Japan Forwarding, Office: Tokyo
- Ben Behanan (QA) created DGD in office Tokyo**
11 Feb 2025 20:11 - Company: XB Japan Forwarding, Office: Tokyo

Summary

Status	Ready for Submission
Signed	Ben Behanan (QA) 11 Feb 2025 21:28

Actions

Submit

Remove Signature

Preview DGD

Note: The DGD record may be also accessed from the DGD Library.

DGD Library

Create DGDDGD TemplatesExcel Export

Q From: 02 Feb 2025 08:26, Status: Processing, Verification, Documentation, Packaging, Completed, Failed Scan, Office: Tokyo

No items available

Reference	Last updated	Assigned to	Owned by	Shipment type	Dep.	Arr.	Via	Op.	Status	Actions
AWB: 020-00000013 Status: Ready for Submission	11 Feb, 21:19	unassigned	-	Non-Radioactive	NRT	HEL			SIGNED	

Submit DGD as Electronic Submission

- 1. Go to **Submission Status** page.
- 2. Click **Submit**.

DG Digital: 2025 - XB FORWARDING - QA (Tokyo)

2025 - XB FORWARDING - QATokyoSystem (UTC)Ben Behanan (FF QA TESTER)

Home » DGD Library » AWB: 105-00000011

Submission Status

DGD is not owned by anyone. Take control

Timeline

Ben Behanan (FF QA TESTER) signed DGD
26 Mar 2025 13:12 - IP Address: 163.116.175.17 - Company: ABC Chemical Japan Co., Ltd. , Office: Narita

Ben Behanan (FF QA TESTER) requested signature from: ABC Chemical Japan Co., Ltd. , Office: Narita
26 Mar 2025 12:58 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Ben Behanan (FF QA TESTER) created DGD in office Tokyo
26 Mar 2025 12:19 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Resources

e-DGD Resources

MSDS-new.jpg (129.9 KB)

UN TEST REPORT.pdf (3.7 MB)

Summary

Status

Ready for Submission

Signed

Ben Behanan (FF QA TESTER)
26 Mar 2025 13:12

Actions

Submit

Edit Air Waybill & Routing

Remove Signature

- 3. The **Take Ownership** window will be displayed. Click **Take control** and **Submit** to proceed.
- 4. The **Submit DGD** screen will be displayed.

Submit DGD

View DGD

Upon submitting, the DGD will be finalized. Once finalized, no more changes will be allowed to the DGD, except that the receiving Office can add the AWB number and Routing, until the Final Acceptance check is done.

Submission Type

Electronic Submission (e-DGD)

Submit this DGD to:

Company

Select a company

Airport of Acceptance

Select an airport

Office/ Acceptance Point/ Drop-off Point

Select an office

PURSUANT TO IATA DGR SECTION 8.1.4.1.2, WHEN A DGD IS PRESENTED ELECTRONICALLY, THE SHIPPER'S DECLARATION MUST INDICATE "ORIGINAL RECEIVED ELECTRONICALLY" AND THE NAME OF THE SIGNATORY MUST BE SHOWN IN CAPITAL LETTERS. ACCORDINGLY, UPON SUBMISSION OF THIS DGD, THIS STATEMENT WILL BE AUTOMATICALLY ADDED TO THE ADDITIONAL HANDLING INFORMATION FIELD AND THE NAME OF SIGNATORY WILL BE ADDED TO THE SIGNATURE FIELD OF THE DGD.

Back

Submit DGD

- Under **Submit this DGD** to select the Airline/GHA company name and select the Airport of Acceptance and then select the Office.

Submit DGD

View DGD

Upon submitting, the DGD will be finalized. Once finalized, no more changes will be allowed to the DGD, except that the receiving Office can add the AWB number and Routing, until the Final Acceptance check is done.

Submission Type

Electronic Submission (e-DGD)

Submit this DGD to:

Company

XB Airline Company

Airport of Acceptance

Tokyo Intl (Haneda)

Office/ Acceptance Point/ Drop-off Point

HND

PURSUANT TO IATA DGR SECTION 8.1.4.1.2, WHEN A DGD IS PRESENTED ELECTRONICALLY, THE SHIPPER'S DECLARATION MUST INDICATE "ORIGINAL RECEIVED ELECTRONICALLY" AND THE NAME OF THE SIGNATORY MUST BE SHOWN IN CAPITAL LETTERS. ACCORDINGLY, UPON SUBMISSION OF THIS DGD, THIS STATEMENT WILL BE AUTOMATICALLY ADDED TO THE ADDITIONAL HANDLING INFORMATION FIELD AND THE NAME OF SIGNATORY WILL BE ADDED TO THE SIGNATURE FIELD OF THE DGD.

Back

Submit DGD

- Click **Submit DGD**. The Submission Status screen will be displayed. The Timeline and Summary will be updated with the submission details.

DG Digital: 2025 - XB FORWARDING - QA (Tokyo)

2025 - XB FORWARDING - QATokyo System (UTC)Ben Behanan (FF QA TESTER)

Home » DGD Library » AWB: 105-00000011

Submission Status

DGD with 2025 - XB AIRLINE (QA) - Narita.

Timeline

Ben Behanan (FF QA TESTER) submitted e-DGD to 2025 - XB AIRLINE (QA), Office: Narita at Airport: Narita Intl

26 Mar 2025 16:28 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Ben Behanan (FF QA TESTER) signed DGD

26 Mar 2025 13:12 - IP Address: 163.116.175.17 - Company: ABC Chemical Japan Co., Ltd., Office: Narita

Ben Behanan (FF QA TESTER) requested signature from: ABC Chemical Japan Co., Ltd., Office: Narita

26 Mar 2025 12:58 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Ben Behanan (FF QA TESTER) created DGD in office Tokyo

26 Mar 2025 12:19 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Resources

e-DGD Resources

MSDS-new.jpg (129.9 KB)

UN TEST REPORT.pdf (3.7 MB)

Summary

Status

Submitted

Signed

Ben Behanan (FF QA TESTER)

26 Mar 2025 13:12

Submitted

Electronic Submission by Ben Behanan (FF QA TESTER) to Narita Intl (NRT)

XB-D-0000414

26 Mar 2025 16:28

Actions

View DGD

Send By Email

Clone DGD

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In the **Submission Status** screen, click **View DGD**.

≡

DG Digital: 2025 - XB FORWARDING - QA (Tokyo)

2025 - XB FORWARDING - QA ▾ Tokyo System (UTC) ▾ Ben Behanan (FF QA TESTER) ▾

Home » DGD Library » AWB: 105-00000011

Submission Status

⚠ DGD with 2025 - XB AIRLINE (QA) - Narita.

Timeline

Ben Behanan (FF QA TESTER) submitted e-DGD to 2025 - XB AIRLINE (QA), Office: Narita at Airport: Narita Intl
27 Mar 2025 09:41 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Ben Behanan (FF QA TESTER) signed DGD
27 Mar 2025 09:40 - IP Address: 163.116.188.101 - Company: ABC Chemical Japan Co., Ltd. , Office: Narita

Ben Behanan (FF QA TESTER) requested signature from: ABC Chemical Japan Co., Ltd. , Office: Narita
27 Mar 2025 09:14 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Ben Behanan (FF QA TESTER) created DGD in office Tokyo
27 Mar 2025 08:23 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Resources

e-DGD Resources

MSDS-new.jpg (129.9 KB)

UN TEST REPORT.pdf (3.7 MB)

Summary

Status

Submitted

Signed

Ben Behanan (FF QA TESTER)
27 Mar 2025 09:40

Submitted

Electronic Submission by Ben Behanan (FF QA TESTER) to Narita Intl (NRT)
XB-D-0000417
27 Mar 2025 09:41

Actions

View DGD

Send By Email

Clone DGD

The PDF DDG will be displayed **without** the DRAFT watermark. Upon Submission, the DGD is finalized and so the DRAFT watermark is removed.

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Submission Number: XB-D-0000417

Shipper

XYZ CHEMICALS CO., LTD.
1-2-3 MUROMACHI, CHUO-KU
123-4567, TOKYO
Switzerland

Air Waybill No. 105-00000011 / Hser Journey-3c
(Reject Flow)
Page 1 of 1 Pages
Shipper's Reference No.
(optional)

Powered By:

DG AutoCheck

Consignee

ABC CHEMICALS CO., LTD
#123, ABC BUILDING
21420, LIETO
Finland

Two completed and signed copies of this Declaration must be handed to the operator.

WARNING

Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.

TRANSPORT DETAILS

This shipment is within the limitations prescribed for:
(delete non-applicable)

PASSENGER AND CARGO AIRCRAFT

Airport of Departure (optional):
Narita Intl (NRT)

Airport of Destination (optional):
Helsinki-Vantaa (HEL)

Shipment type: (delete non-applicable)
NON-RADIOACTIVE

NATURE AND QUANTITY OF DANGEROUS GOODS

Dangerous Goods Identification				Quantity and Type of Packing	Packing Inst.	Auth
UN or ID No.	Proper Shipping Name	Class or Division (subsidiary hazard)	Packing Group			
UN1263	Paint	3	II	1 Fibreboard Box x 20 L	353	

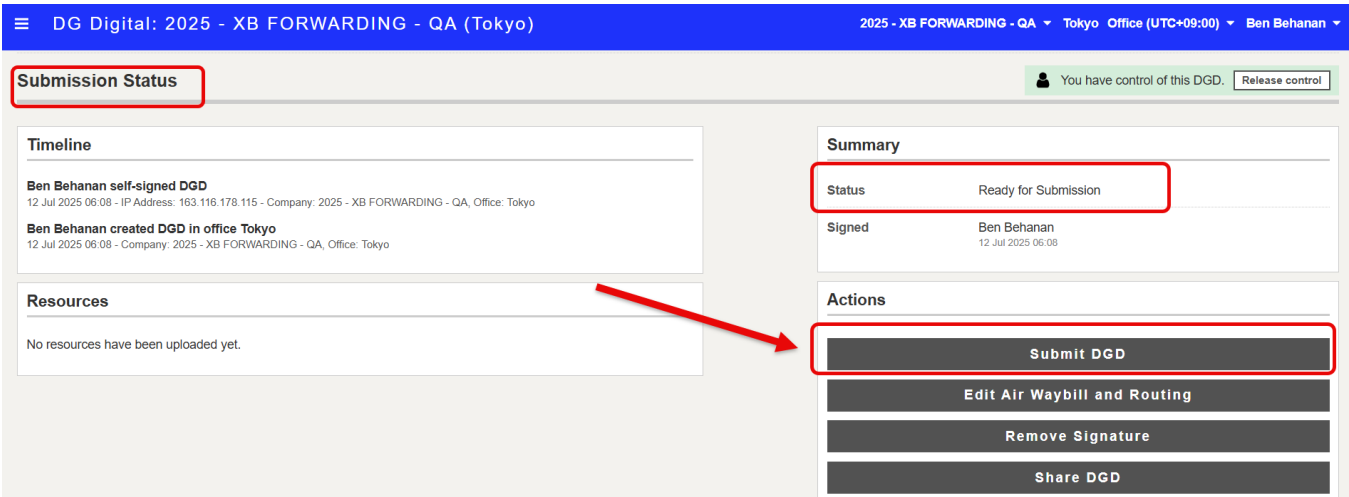
DG Digital: User Manual 1st Release October 2025 version 0.2

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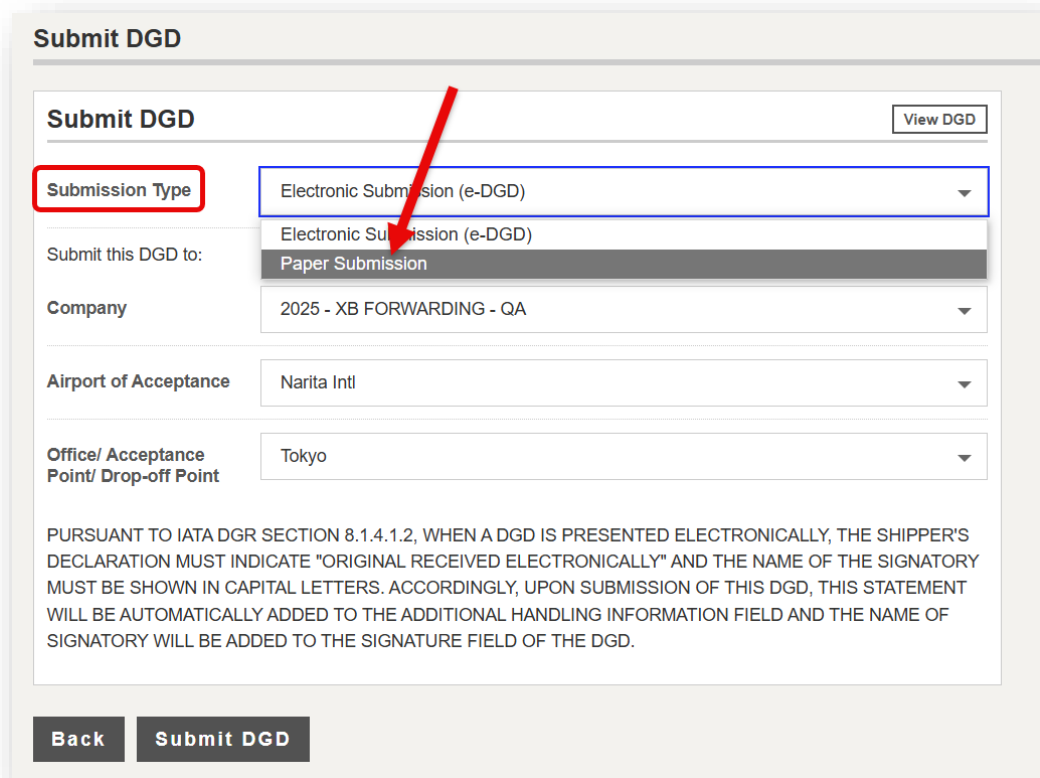
Submit DGD as Paper Submission

To make a Paper submission:

- 1. Go the **Submission Status** page.
- 2. Click **Submit DGD**.



- 3. The Submit DGD screen is displayed. Select **Paper Submission**.



- 4. The Paper Submission screen is displayed. Click **Submit DGD** to complete the submission.

5. The Submission status screen is displayed.

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6. Click **View DGD**. The finalized PDF without the “Draft” watermark is displayed. You will notice it has a submission number and a security code.

SHIPPER'S DECLARATION FOR DANGEROUS GOODS				Submission Number: XB-P-0000048		
Shipper XYZ CHEMICALS CO., LTD. 1-2-3 MUROMACHI, CHUO-KU 123-4567, TOKYO Japan				Air Waybill No. 020-00000013 Page 1 of 1 Pages Shipper's Reference No. (optional)		
Consignee ABC CHEMICALS CO., LTD #123, ABC BUILDING 21420, LIETO Finland				Powered By: 		
Two completed and signed copies of this Declaration must be handed to the operator.				WARNING Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.		
TRANSPORT DETAILS This shipment is within the limitations prescribed for: (delete non-applicable)  CARGO AIRCRAFT ONLY				Airport of Departure (optional): Narita Intl (NRT)		
Airport of Destination (optional): Helsinki-Vantaa (HEL)				Shipment type: (delete non-applicable) NON-RADIOACTIVE 		
NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification				Quantity and Type of Packing	Packing Inst.	Auth
UN or ID No.	Proper Shipping Name	Class or Division (subsidiary hazard)	Packing Group			
UN3480	Lithium ion batteries	9		1 Fibreboard Box x 5 kg	965	
UN3091	Lithium metal batteries contained in equipment	9		1 Fibreboard Box x 7 kg	970	
Additional Handling Information						
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 labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.				Name of Signatory Ben Behanan (QA) Date 11 Feb 2025 Signature (See warning above) 		
(c) Copyright 2025. All rights reserved. IATA DG AutoCheck https://www.iata.org/dg-autocheck						Security Code: 841290

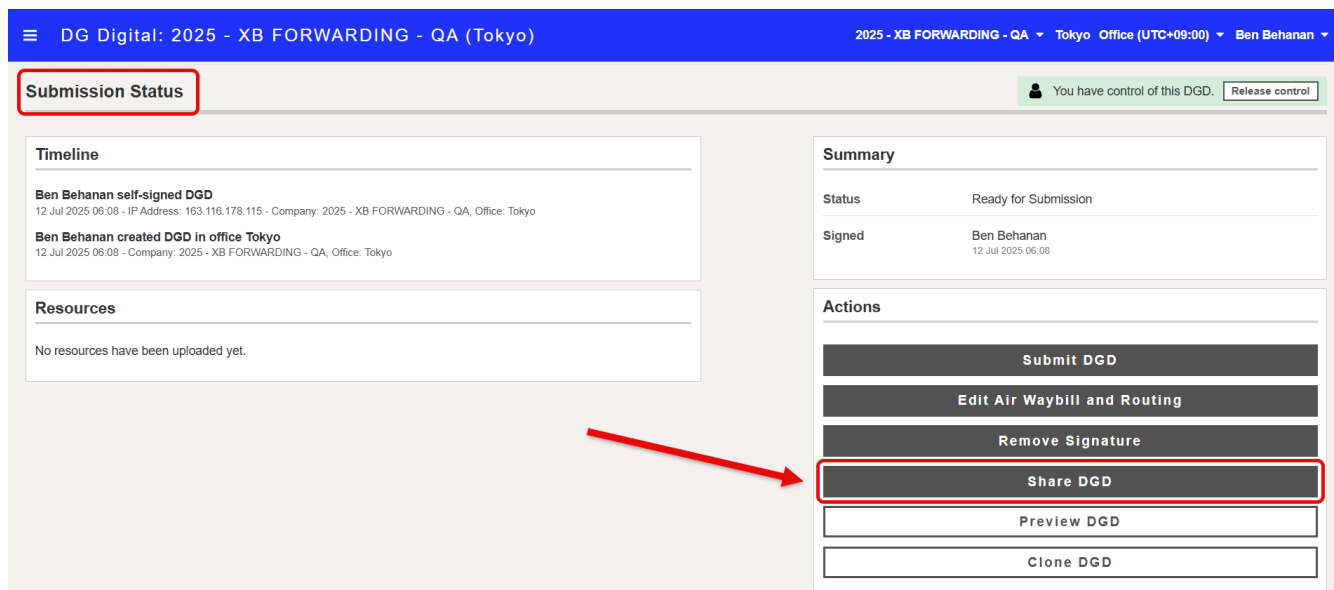
Share DGD

You can use the Share DGD feature BEFORE A DGD IS SUBMITTED to share a draft DGD (before it is finalized) to another Office in your own subscription (no connection request required), or to another Office in another subscription (requires an approved connection request).

You can also use the Share DGD feature AFTER A DGD IS SUBMITTED to share the finalized DGD with next party in the supply chain. This is because a DGD can be submitted only once. Once submitted, the only way to send the DGD to another party in the chain is to use the Share DGD feature.

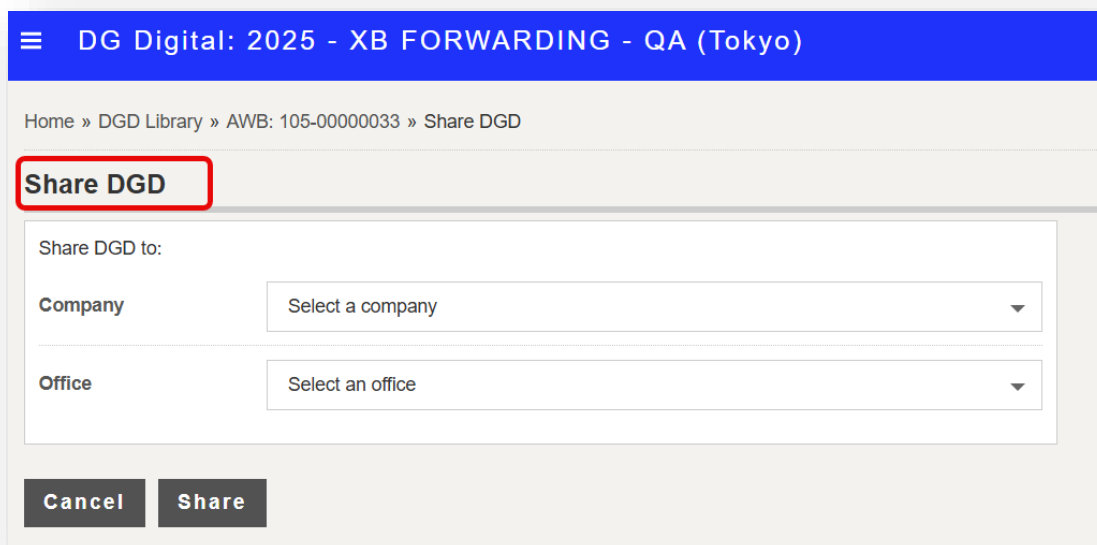
To share a DGD:

1. Go to the **Submission Status** page and click **Share DGD**.



The screenshot shows the 'Submission Status' page for a DGD. The page has a blue header with the text 'DG Digital: 2025 - XB FORWARDING - QA (Tokyo)' and a user profile 'Ben Behanan'. A red box highlights the 'Submission Status' tab. The main content area is divided into two columns. The left column contains a 'Timeline' section with two entries: 'Ben Behanan self-signed DGD' and 'Ben Behanan created DGD in office Tokyo'. Below this is a 'Resources' section with the text 'No resources have been uploaded yet.' The right column contains a 'Summary' section with 'Status: Ready for Submission' and 'Signed: Ben Behanan'. Below the summary is an 'Actions' section with five buttons: 'Submit DGD', 'Edit Air Waybill and Routing', 'Remove Signature', 'Share DGD', 'Preview DGD', and 'Clone DGD'. A red arrow points from the 'Share DGD' button in the Actions section to the 'Share DGD' button in the next screenshot.

2. The **Share DGD** window will be displayed.



The screenshot shows the 'Share DGD' window. The window has a blue header with the text 'DG Digital: 2025 - XB FORWARDING - QA (Tokyo)'. Below the header is a breadcrumb trail: 'Home » DGD Library » AWB: 105-00000033 » Share DGD'. A red box highlights the 'Share DGD' tab. The main content area contains a form with two dropdown menus: 'Company' and 'Office'. The 'Company' dropdown has the text 'Select a company' and the 'Office' dropdown has the text 'Select an office'. At the bottom of the form are two buttons: 'Cancel' and 'Share'.

3. Select the **Company** and **Office** and then click **Share**. Note: You need to have an Approved connection request to be able to Share DGD.

Home » DGD Library » AWB: 105-00000033 » Share DGD

Share DGD

Share DGD to:

Company 2025 - XB AIRLINE (QA) ▼

Office Narita ▼

Cancel **Share**

4. The DGD will be shared with recipient and the **Timeline** will be updated.

Home » DGD Library » AWB: 105-00000033

Submission Status

2025 - XB FORWARDING - QA ▼ Tokyo System (UTC) ▼ Ben Behanan (FF QA TESTER) ▼

⚠ DGD with 2025 - XB AIRLINE (QA) - Narita.

Timeline

Ben Behanan (FF QA TESTER) shared DGD to 2025 - XB AIRLINE (QA), Office: Narita
27 Mar 2025 14:56 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Ben Behanan (FF QA TESTER) provided AWB & Routing details
AWB: 105-00000033
Departure: Narita Intl (NRT)
Destination: Helsinki-Vantaa (HEL)
27 Mar 2025 14:15 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Ben Behanan (SHP QA) submitted e-DGD to 2025 - XB FORWARDING - QA, Office: Tokyo at Airport: Narita Intl
27 Mar 2025 14:09 - Company: 2025 - XB SHIPPING (QA), Office: Tokyo

Ben Behanan (SHP QA) self-signed DGD
27 Mar 2025 14:09 - IP Address: 163.116.188.102 - Company: 2025 - XB SHIPPING (QA), Office: Tokyo

Ben Behanan (SHP QA) created DGD in office Tokyo
27 Mar 2025 14:08 - Company: 2025 - XB SHIPPING (QA), Office: Tokyo

Resources

No resources have been uploaded yet.

Summary

Status	Submitted
Signed	Ben Behanan (SHP QA) 27 Mar 2025 14:09
Submitted	Electronic Submission by Ben Behanan (SHP QA) to Narita Intl (NRT) XB-D-0000424 27 Mar 2025 14:09

Actions

View DGD

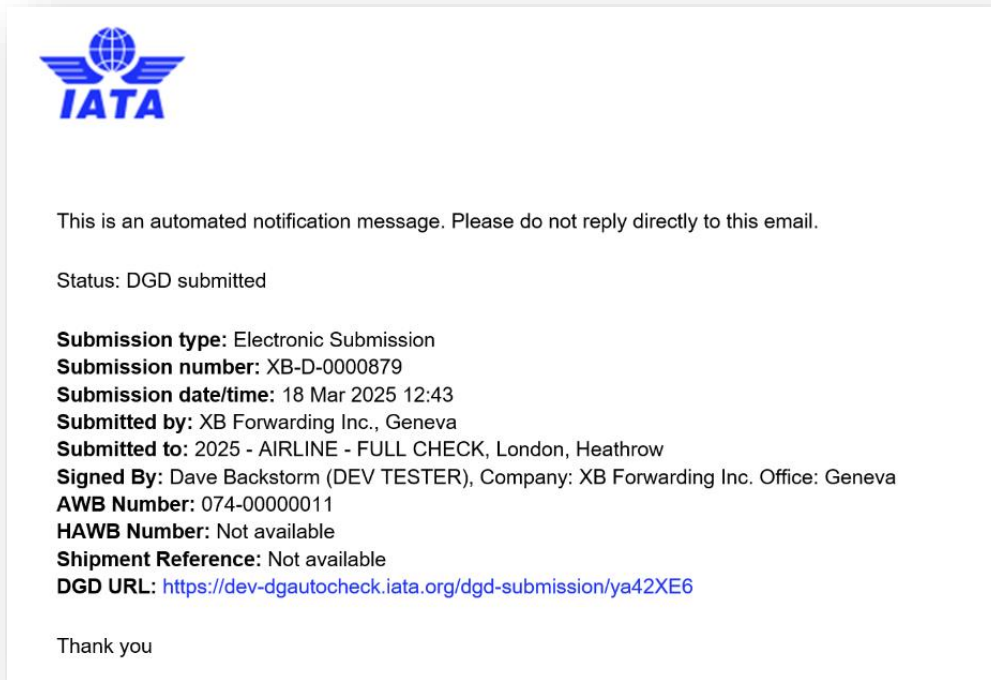
Send By Email

Clone DGD

Perform Acceptance Check when DGD is Submitted Electronically

Receive “DGD submitted” email notification

Once a DGD is submitted by your freight forwarder partner, you will receive an email notification.



Access the DGD in DG AutoCheck

From the main menu, go to **DGD Library** and then click the **DG Digital** tab to view the DGDs submitted electronically by Freight Forwarders.

The screenshot displays the 'DG AutoCheck: 2025 - AIRLINE - FULL CHECK (DEV) (London)' interface. At the top, there's a navigation bar with user information and a 'DGD Library' section. Below this, a status bar indicates 'Your subscription has 709 checks available. They are valid until 27 Jan 2777.' A search bar shows 'From: 01 Jun 2025 00:00, Active/Archived: Active'. Two tabs are visible: 'Acceptance Check (42)' and 'DG Digital (24)'. A red arrow points to the 'DG Digital (24)' tab. Below the tabs, a table lists 1-20 of 24 results. The table has columns for Reference, Last updated, Submission type, Submission number, Received From, Shipper, Consignee, Dep. Arr., Submission Status, and Actions. The first four rows show submission details, including AWB numbers, submission status, and submission dates. The 'Submission Status' column contains status indicators like 'ELECTRONIC SUBMISSION' and 'FINAL CHECK - PASSED'.

Reference	Last updated	Submission type	Submission number	Received From	Shipper	Consignee	Dep. Arr.	Submission Status	Actions
AWB: 074-00000011 Submission Status: Submitted	11 Jul, 14:00	Electronic	XB-D-0000100	XB Forwarding Inc.	ABC Chemicals	CRI Chemicals	AMS GVA	ELECTRONIC SUBMISSION	[Icon]
AWB: 099-1234567 Submission Status: Acceptance Check - Passed	08 Jul, 12:59	Electronic	XB-D-0000086	XB SHIPPER JAPAN	TAM LINHAS AEREAS S.	TAM LINHAS AEREAS S.	GVA LHR	FINAL CHECK - PASSED	[Icon]
AWB: 011-00000017 Submission Status: Acceptance Check - Passed	04 Jul, 10:48	DGD Scan	XB-S-0000075	ABC FORWARDER (PRE CHECK)	-	-	MDE DFW	FINAL CHECK - PASSED	[Icon]
AWB: 123123123 Submission Status: Submitted	04 Jul, 10:36	DGD Scan	XB-S-0000074	2025 - FORWARDER - PRE CHECK (DEV)	-	-	AZP NRT	ELECTRONIC SUBMISSION	[Icon]

Access the Resources uploaded by Shipper/Forwarder

The resources uploaded by the Shipper/Forwarder can be found in the **Submission Status** page, and also the same can be found in the **Resources** tab of the Acceptance check.

Home » DGD Library » AWB: 074-00000011

Submission Status ⚠ DGD is not owned by anyone. [Take control](#)

Timeline

- Dave Backstorm (DEV TESTER) submitted e-DGD to 2025 - AIRLINE - FULL CHECK (DEV), Office: London at Airport: Heathrow
20 Mar 2025 14:50 - Company: XB Forwarding Inc., Office: Geneva
- Dave Backstorm (DEV TESTER) self-signed DGD
20 Mar 2025 14:50 - IP Address: 163.116.188.48 - Company: XB Forwarding Inc., Office: Geneva
- Dave Backstorm (DEV TESTER) created DGD in office Geneva
20 Mar 2025 14:47 - Company: XB Forwarding Inc., Office: Geneva

Resources

e-DGD Resources

- MSDS-new.jpg (129.9 KB)
- UN TEST REPORT.pdf (3.7 MB)

Summary

Status	Submitted
Signed	Dave Backstorm (DEV TESTER) 20 Mar 2025 14:50
Submitted	Electronic Submission by Dave Backstorm (DEV TESTER) to Heathrow (LHR) XB-D-0000914 20 Mar 2025 14:50

Actions

- Start Acceptance Check
- Edit Air Waybill & Routing
- Return to Sender
- Share
- View DGD

Start the Acceptance check

In the **Submission Status** page, click **Start Acceptance Check**.

Home » DGD Library » AWB: 074-00000013

Submission Status 👤 You have control of this DGD. [Release control](#)

Timeline

- IATA DG AutoCheck provided AWB & Routing details
AWB: 074-00000013
Departure: El Dorado Intl (BOG)
Destination: Kochi Intl. (COK)
07 Mar 2025 05:50 - Company: 2025 - AIRLINE - FULL CHECK, Office: London
- Dave Backstorm submitted e-DGD to 2025 - AIRLINE - FULL CHECK, Office: London at Airport: Heathrow
07 Mar 2025 05:46 - Company: XB Forwarding Inc., Office: Geneva
- Dave Backstorm self-signed DGD
07 Mar 2025 05:46 - IP Address: 163.116.188.100 - Company: XB Forwarding Inc., Office: Geneva
- Dave Backstorm created DGD in office Geneva
07 Mar 2025 05:46 - Company: XB Forwarding Inc., Office: Geneva

Summary

Status	Submitted
Signed	Dave Backstorm 07 Mar 2025 05:46
Submitted	Electronic Submission by Dave Backstorm to Heathrow (LHR) XB-D-0000703 07 Mar 2025 05:46

Actions

- Start Acceptance Check
- Edit Air Waybill & Routing
- Return to Sender
- Share
- View DGD
- Send By Email

If the **Take Ownership** window is displayed, click **Take control** and **Start Acceptance Check**.

Home » DGD Library » Submission » AWB: 105-00000033

States JP, FI Operator AY Aircraft type P

DGD **DOCUMENTATION**

Shipper:
XYZ CHEMICALS CO., LTD.
1-2-3 MUROMACHI, CHUO-KU
123-4567, TOKYO
Japan

Consignee:
ABC CHEMICALS CO., LTD
#123, ABC BUILDING
21420, LIETO
Finland

Departure: Narita Intl (NRT), Tokyo, Japan (Airport)

Destination: Helsinki-Vantaa (HEL), Helsinki, Finland (Airport)

UN / ID	Proper Shipping Name	Class / Division	Packing Group	
UN1263	Paint	3	II	2 F

Additional Handling Information:

Emergency Contacts:
Mike Smith, Emergency contact 24-hr number: 001 813-248-0585

Submit
AWB: 105-00000033
HWB: 105-00000033
Shipper: XYZ CHEMICALS CO., LTD.
Consignee: ABC CHEMICALS CO., LTD.
Name: BEN
Date: 31 M
Signature: BEN

Download

SHIPPER'S DECLARATION FOR DANGEROUS GOODS Submission Number: XB-P-0000471

Shipper:
XYZ CHEMICALS CO., LTD.
1-2-3 MUROMACHI, CHUO-KU
123-4567, TOKYO
Japan

Consignee:
ABC CHEMICALS CO., LTD
#123, ABC BUILDING
21420, LIETO
Finland

Air Waybill No.: 105-00000033 / User Journey-3g (Approve Flow)
Page 1 of 1 Pages
Shipper's Reference No. (optional):

Powered By:
TATA DG AutoCheck

WARNING
Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.

TRANSPORT DETAILS
This document is to be used in the locations prescribed for:
(delete non-applicable) **Passenger and Cargo Aircraft**
Airport of Departure (optional): **Narita Intl (NRT)**
Airport of Destination (optional): **Helsinki-Vantaa (HEL)**
Shipment type: (delete non-applicable) **NON-RADIOACTIVE**

NATURE AND QUANTITY OF DANGEROUS GOODS

Dangerous Goods Identification				Quantity and Type of Packing	Packing Inst.	Auth
UN or ID No.	Proper Shipping Name	Class or Division (including hazard)	Packing Group			
UN1263	Paint	3	II	2 Fibreboard Box x 5 L	353	

Click the **Documentation** tab.

In the **Documentation** tab, review the settings and then click **Save & Start Check** to start the Acceptance check.

Home » DGD Library » Submission » AWB: 074-00000011

States NL, CH Operator KL Aircraft type Passenger and Cargo Shipment type Non-Radioactive

DGD **DOCUMENTATION** **PACKAGING** **SIGN OFF**

Settings

Air Waybill & Operator

Air Waybill: 074-00000011

Operator: Search by name or code
KLM (KL-074) ✈️ 🗑️

Route

Departure: Schiphol Airport (AMS), Amsterdam, Netherlands (Airport) 🗑️

Destination: Geneva Intl. (GVA), Geneva, Switzerland (Airport) 🗑️

DGD **Resources** **Support**

Complete and sign off the Document check in DG AutoCheck.

More information: <https://dgautocheck.iata.org/help/DocumentationTab.html>

Upload Package photos as Resource (optional)

You can attach resources (for example: package photos) to an Acceptance check. Click the **Resources** tab and then click **Create Resource** and then upload the resources.

More information: <https://dgautocheck.iata.org/help/Addresourcesdocuments.html>

The screenshot shows the DG AutoCheck interface for a submission. The top navigation bar includes the title 'DG AutoCheck: 2025 - AIRLINE - FULL CHECK (DEV) (London)' and various system settings. The main content area is divided into several tabs: 'Checklist', 'Non-Radioactive (IATA Official)', 'States JP, TH, NL', and 'Operator KL'. The 'Resources' tab is active, displaying a list of 'e-DGD Resources' including 'MSDS-new (129.9KB)' and 'UN TEST REPORT (3.7MB)'. A red box highlights the 'Create Resource' button in the top right corner of the Resources tab. Another red box highlights the 'Resources' tab itself. A red arrow points from the 'Resources' tab to the 'Create Resource' button.

Sign off the Acceptance check

Complete the check and go to the **Sign Off** tab.

If the check is Passed, click **Confirm Passed**.

The screenshot shows the DG AutoCheck interface for a submission, now on the 'Sign Off' tab. The top navigation bar is the same. The main content area shows the 'Sign Off' tab selected, with a red box highlighting the 'SIGN OFF' button. Below the tab, there is a section titled 'DGD Passed Acceptance Check' with a message: 'All checks have been marked as Yes or N/A, please sign below to confirm this DGD has passed its Acceptance Checks.' This section includes fields for 'Checked by:', 'Completed:', 'Location:', and 'Comments:'. At the bottom of this section, there are two buttons: 'Confirm Passed' (highlighted with a red box) and 'Sign off as Failed'.

If the check is Failed, click **Confirm Failed**.

The screenshot shows the 'Failed Acceptance Check' screen in the DG AutoCheck system. The header bar is blue and contains the text 'DG AutoCheck: 2025 - AIRLINE - FULL CHECK (DEV) (London)' and '2025 - AIRLINE - FULL CHECK (DEV) London System (UTC) IATA DG AutoCheck'. Below the header, there is a navigation bar with 'Home » DGD Library » Submission » AWB: 074-00000011'. A green banner indicates 'You have control of this DGD. You last updated it 10 minutes ago. Release control'. The main content area has tabs for 'DGD', 'DOCUMENTATION (5 / 5)', 'PACKAGING (2 / 2)', and 'SIGN OFF'. The 'DOCUMENTATION (5 / 5)' tab is active, showing a 'Failed Acceptance Check' form. The form includes a title 'Failed Acceptance Check', a message 'One or more checks have been marked as No, please sign below to confirm this DGD has failed its Acceptance Checks.', a 'Sign off' section with fields for 'Checked by: You', 'Completed: Now', 'Location: London', and 'Comments:'. A 'Confirm Failed' button is at the bottom of the form.

[View/Download Acceptance Check Report PDF](#)

In the **Report** screen, click **e-DGD Submission**.

The screenshot shows the 'REPORT (PASSED)' screen in the DG AutoCheck system. The header bar is blue and contains the text 'DG AutoCheck: 2025 - AIRLINE - FULL CHECK (DEV) (London)' and '2025 - AIRLINE - FULL CHECK (DEV) London System (UTC) IATA DG AutoCheck'. Below the header, there is a navigation bar with 'Home » DGD Library » Submission » AWB: 105-00000033'. A green banner indicates 'You have control of this DGD. You last updated it 10 minutes ago. Release control'. The main content area has tabs for 'DGD', 'DOCUMENTATION (2 / 2)', 'PACKAGING (2 / 2)', and 'REPORT (PASSED)'. The 'REPORT (PASSED)' tab is active, showing a 'REPORT (PASSED)' form. The form includes a title 'REPORT (PASSED)', a message 'One or more checks have been marked as No, please sign below to confirm this DGD has failed its Acceptance Checks.', a 'Sign off' section with fields for 'Checked by: You', 'Completed: Now', 'Location: London', and 'Comments:'. A 'Confirm Failed' button is at the bottom of the form. A red arrow points to the 'e-DGD Submission' button in the bottom right corner.

The **Submission Status** page will be displayed. Click **View Acceptance Check Report PDF** to view the checklist report.

The PDF Acceptance Check Report will be displayed.

DG Digital: User Manual 1st Release October 2025 version 0.2

≡

DG AutoCheck: 2025 - AIRLINE - FULL CHECK (DEV) (London)

DGD Library » Paper Submission

Paper Submission

Upload

Paper Submission

Complete the form below using the details found on your DG Digital paper submission.

Please note: Upon uploading a Paper Submission DGD, the Office which made the Paper Submission will be alerted of the action. When an Acceptance check/Pre-Check is performed on the DGD, the Office will be notified, and upon Sign off, the Office will be able to access/ download the Acceptance Check Report PDF. Additionally, they may receive automated email notification of the the check result, if the Office is set up to receive such notifications.

Submission Number

XB-P-#####

Found top right of the DGD

Security Code

Found bottom right of the DGD

Add to DGD Library

3. Enter the Submission Number and Security Code, then click **Add to the DGD Library**.

4. Once the DGD is added to the library, a success message in green is displayed and the DGD will be added to the top of the DGD Library.

≡

DG AutoCheck: XB-2 AIRLINE COMPANY (GVA)

DGD Library

MY DGDS: 1

UNASSIGNED DGDS: 4

Priority:

HIGH: 0

MEDIUM: 0

NORMAL: 4

Success! DGD: XB-P-0000720 (AWB: 074-00000011) has been added.

Q

From: 06 Mar 2025 10:57, Status: Processing, Verification, Documentation, Packaging, Failed Scan, Co

Acceptance Check (4)

DG Digital (3)

1-4 of 4 results

Reference	Last updated	Assigned to	Owned by
AWB: 074-00000011 Submission: XB-P-0000720	07 Mar, 10:57	unassigned	Yuhan Bi

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Page 161 of 244

Access the DGD in DG AutoCheck

Click the AWB number to open the **DGD** tab. **Note:** the DGD will not be available in the **DG Digital** tab of your DGD Library.

2025 - AIRLINE - FULL CHECK (London)

2025 - AIRLINE - FULL CHECKLondon System (UTC)IATA DG AutoCheck

Home » DGD Library » Submission » AWB: 074-00000013

You have control of this DGD. You last updated it just now.

Release control

StatesCO, IN, NLOperatorKLAircraft typePassenger and CargoShipment typeNon-Radioactive

DGD

DOCUMENTATION

PACKAGING

SIGN OFF

Shipper:
HITACHI PLASTICS INC.
Tokyo Toranomon Global Square 11th floor
105-0001, Tokyo
1-3-1 Toranomon, Minato-ku
Japan

Submission Number: XB-D-0000703
AWB: 074-00000013
HWB: -
Shippers reference: -

Consignee:
MATSUDA SANGYO CO.,LTD
Hi-Tech industrial Estate 148 Moo, Banlen
13160, Ayutthaya
TAX ID:0135543004132 HEAD OFFICE
Thailand
Tel: +66-35-729-001, Fax: +66-35-729-008

Aircraft type: Passenger and Cargo
Shipment type: Non-Radioactive

Departure: El Dorado Intl (BOG), Bogota, Colombia (Airport)

Destination: Kochi Intl. (COK), Kochi, India (Airport)

UN / ID	Proper Shipping Name	Class / Division	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN1888	Chlorofozm	6.1	III	6 L	680	
UN1212	Isobutanol	3	III	9 L	355	
UN1263	Paint	3	II	5	353	

You can click **DGD** to view the DGD preview.

2025 - XB AIRLINE (QA) (Narita)

2025 - XB AIRLINE (QANarita Office (UTC)Ben Behanan (AL QA)

Home » DGD Library » Submission » AWB: 105-00000033

Download

1

StatesJP, FIOperatorAYAircraft typeP

DGD

DOCUMENTATION

Shipper:
XYZ CHEMICALS CO., LTD.
1-2-3 MUROMACHI, CHUO-KU
123-4567, TOKYO
Japan

Submission Number: XB-P-0000471
Air Waybill No. 105-00000033 / User Journey-3g
(Approve Flow)
Page 1 of 1 Pages
Shipper's Reference No.
(optional)

Consignee:
ABC CHEMICALS CO., LTD
#123, ABC BUILDING
21420, LIETO
Finland

Powered By:

Departure: Narita Intl (NRT), Tokyo, Japan (Airport)

Destination: Helsinki-Vantaa (HEL), Helsinki, Finland (Airport)

UN / ID

Proper Shipping Name

Class / Division

Packing Group

Quantity and Type of Packing

Packing Inst.

Auth

UN1263

Paint

3

II

2 F

Additional Handling Information:

Emergency Contacts:
Mike Smith, Emergency contact 24-hr number: 001 813-248-0585

Name

Date:

31 M

Signat

BEN

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper
XYZ CHEMICALS CO., LTD.
1-2-3 MUROMACHI, CHUO-KU
123-4567, TOKYO
Japan

Airport of Departure (optional):
Narita Intl (NRT)

Passenger and Cargo Aircraft?

Airport of Destination (optional):
Helsinki-Vantaa (HEL)

NATURE AND QUANTITY OF DANGEROUS GOODS

Dangerous Goods Identification

UN or ID No.

Proper Shipping Name

Class or Division (subsidiary hazard)

Packing Group

Quantity and Type of Packing

Packing Inst.

Auth

UN1263

Paint

3

II

2 Fibreboard Box x 5 L

353

Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.

Shipment type: (delete non-applicable)
NON-RADIOACTIVE

Start the Acceptance check

Click the **Documentation** tab and then click **Save & Start Check** to start the Document check.

The screenshot shows the 'DG AutoCheck: 2025 - AIRLINE - FULL CHECK (DEV) (London)' interface. The top navigation bar includes the title and system status. Below the header, the breadcrumb trail reads 'Home » DGD Library » Submission » AWB: 074-00000011'. A green status bar indicates 'You have control of this DGD. You last updated it just now.' with a 'Release control' button. The main content area has tabs for 'DGD', 'DOCUMENTATION' (highlighted with a red box), 'PACKAGING', and 'SIGN OFF'. The 'DOCUMENTATION' tab contains sections for 'Air Waybill & Operator' and 'Route'. The 'Air Waybill & Operator' section includes fields for 'Air Waybill' (074-00000011) and 'Operator' (KLM (KL-074)). The 'Route' section includes fields for 'Departure' (Schiphol Airport (AMS), Amsterdam, Netherlands (Airport)) and 'Destination' (Geneva Intl. (GVA), Geneva, Switzerland (Airport)).

Complete and sign off the Document check.

Upload Package photos as Resource

You can attach resources (for example: package photos) to an Acceptance check. During the Packaging check, click the **Resources** tab and then click **Create Resource** and then upload the resources.

The screenshot shows the 'DG AutoCheck: 2025 - AIRLINE - FULL CHECK (DEV) (London)' interface. The top navigation bar includes the title and system status. Below the header, the breadcrumb trail reads 'Home » DGD Library » Submission » AWB: 074-00000011'. A green status bar indicates 'You have control of this DGD. You last updated it just now.' with a 'Release control' button. The main content area has tabs for 'DGD', 'DOCUMENTATION (5 / 5)', and 'Resources' (highlighted with a red box). The 'Resources' tab contains a 'Resources' section with a 'Download DGD PDF' button and a 'Create Resource' button (highlighted with a red box). Below the 'Resources' section, there is a table of 'e-DGD Resources' with columns for 'UN / ID', 'Proper Shipping Name', and 'Class / Division'. The table lists three resources: UN1888 Chloroform (Class 6.1), UN1212 Isobutanol (Class 3), and UN1263 Paint (Class 3). A red arrow points to the 'Resources' tab, and another red arrow points to the 'Create Resource' button.

Sign off the Acceptance check

Complete the check and go to the Sign Off tab.

If the check is Passed, click Confirm Passed.

☰ DG AutoCheck: 2025 - AIRLINE - FULL CHECK (DEV) (London)

2025 - AIRLINE - FULL CHECK (DEV) ▾ London System (UTC) ▾ IATA DG AutoCheck ★ ▾

Home » DGD Library » Submission » AWB: 074-00000011

You have control of this DGD. You last updated it just now.

Release control

Checklist Non-Radioactive (IATA Official)

States JP, TH, NL

Operator KL

Aircraft type Passenger and Cargo

Shipment type Non-Radioactive

DGD

DOCUMENTATION (5 / 5)

PACKAGING (2 / 2)

SIGN OFF

DGD Passed Acceptance Check

All checks have been marked as Yes or N/A, please sign below to confirm this DGD has passed its Acceptance Checks.

Sign off

Checked by: You

Completed: Now

Location: London

Comments:

Confirm Passed

Sign off as Failed

If the check is Failed, click Confirm Failed.

☰ DG AutoCheck: 2025 - AIRLINE - FULL CHECK (DEV) (London)

2025 - AIRLINE - FULL CHECK (DEV) ▾ London System (UTC) ▾ IATA DG AutoCheck ★ ▾

Home » DGD Library » Submission » AWB: 074-00000011

You have control of this DGD. You last updated it 10 minutes ago.

Release control

Checklist Non-Radioactive (IATA Official)

States JP, TH, NL

Operator KL

Aircraft type Passenger and Cargo

Shipment type Non-Radioactive

DGD

DOCUMENTATION (5 / 5)

PACKAGING (2 / 2)

SIGN OFF

Failed Acceptance Check

One or more checks have been marked as No, please sign below to confirm this DGD has failed its Acceptance Checks.

Sign off

Checked by: You

Completed: Now

Location: London

Comments:

Confirm Failed

View/Download Acceptance Check Report PDF

In the **Report** screen, click **e-DGD Submission**.

Home » DGD Library » Submission » AWB: 105-00000033

Checklist

Non-Radioactive (IATA Official)

States JP, FI

Operator AY

Aircraft type Passenger and Cargo

Shipment type Non-Radioactive

DGD

DOCUMENTATION (2 / 2)

PACKAGING (2 / 2)

REPORT (PASSED)

AWB

105-00000033

Questions:

55

States:

Japan (JP), Finland (FI)

State Variations:

None

Operators:

Finnair Oyj (AY-105)

Operator Variations:

None

Special Provisions:

None

Acceptance Check Signed By:

You

Acceptance Check Completed:

31 Mar 2025 13:48 UTC

Acceptance Check Comments:

No comments were made by the checker.

Your office preferred checklist is: Full Checklist. If you prefer: Download the Compact Checklist

View Checklist

Send by email

Download Checklist

Download DGD

Download XSDG

Download CSV

e-DGD Submission

The **Submission Status** page will be displayed. Click **View Acceptance Check Report PDF** to view the checklist report.

DG AutoCheck: 2025 - XB AIRLINE (QA) (Narita)

2025 - XB AIRLINE (QA) ▾ Narita Office (UTC) ▾ Ben Behanan (AL QA) 🟢 ▾

Home » DGD Library » AWB: 105-00000033

Submission Status

DGD is not owned by anyone. Take control

Timeline

Ben Behanan (AL QA) completed Acceptance Check Sign Off with Result: Passed

31 Mar 2025 13:48 - Company: 2025 - XB AIRLINE (QA), Office: Narita

Ben Behanan (AL QA) started Acceptance Check

31 Mar 2025 13:15 - Company: 2025 - XB AIRLINE (QA), Office: Narita

Ben Behanan (AL QA) submitted a paper DGD (XB-P-0000471)

31 Mar 2025 12:50 - Company: 2025 - XB AIRLINE (QA), Office: Narita

Ben Behanan (AL QA) self-signed DGD

31 Mar 2025 12:14 - IP Address: 163.116.175.110 - Company: 2025 - XB AIRLINE (QA), Office: Narita

Ben Behanan (AL QA) created DGD in office Narita

31 Mar 2025 12:14 - Company: 2025 - XB AIRLINE (QA), Office: Narita

Resources

No resources have been uploaded yet.

Summary

Status

Acceptance Check - Passed

Signed

Ben Behanan (AL QA)

31 Mar 2025 12:14

Submitted

Paper Submission by Ben Behanan (AL QA)

XB-P-0000471

31 Mar 2025 12:50

Acceptance Check

Passed

31 Mar 2025 13:48

Actions

View Acceptance Check Report PDF

View DGD

Send By Email

Clone DGD

The PDF Acceptance Check Report will be displayed.

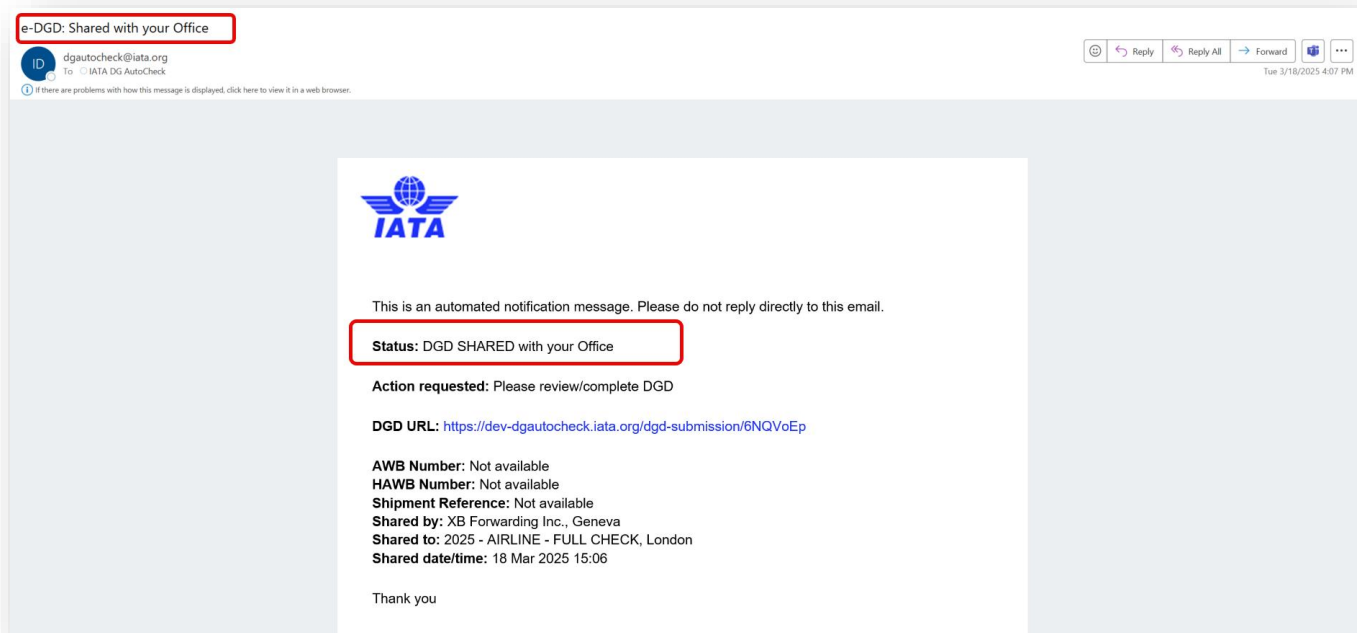
DG Digital: User Manual 1st Release October 2025 version 0.2

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Perform Acceptance Check when DGD is Shared

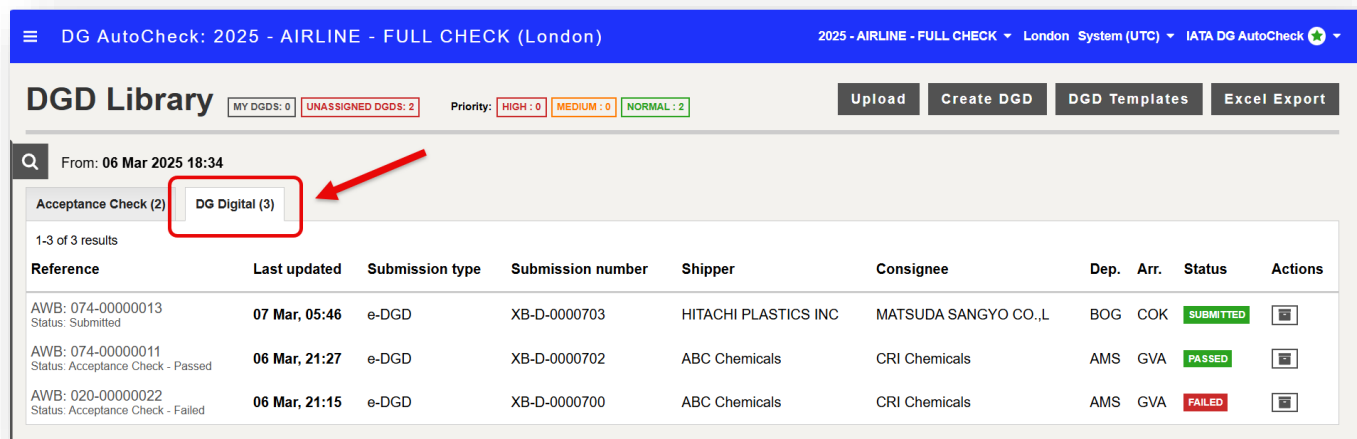
Receive “DGD Shared” email notification

Once a DGD is shared by your business partner, you will receive an email notification.



Access the DGD in DG AutoCheck

From the main menu, go to **DGD Library** and then click the **DG Digital** tab to view the DGDs submitted electronically by Freight Forwarders.



Access the Resources uploaded by your business partner

The resources uploaded by your business partner can be found in the **Submission Status** page, and also the same can be found in the **Resources** tab of the Acceptance check.

Home » DGD Library » AWB: 074-00000011

Submission Status

⚠ DGD is not owned by anyone. [Take control](#)

Timeline

Dave Backstorm (DEV TESTER) submitted e-DGD to 2025 - AIRLINE - FULL CHECK (DEV), Office: London at Airport: Heathrow
20 Mar 2025 14:50 - Company: XB Forwarding Inc., Office: Geneva

Dave Backstorm (DEV TESTER) self-signed DGD
20 Mar 2025 14:50 - IP Address: 163.116.188.48 - Company: XB Forwarding Inc., Office: Geneva

Dave Backstorm (DEV TESTER) created DGD in office Geneva
20 Mar 2025 14:47 - Company: XB Forwarding Inc., Office: Geneva

Resources

e-DGD Resources

- MSDS-new.jpg (129.9 KB)
- UN TEST REPORT.pdf (3.7 MB)

Summary

Status	Submitted
Signed	Dave Backstorm (DEV TESTER) 20 Mar 2025 14:50
Submitted	Electronic Submission by Dave Backstorm (DEV TESTER) to Heathrow (LHR) XB-D-0000914 20 Mar 2025 14:50

Actions

- Start Acceptance Check
- Edit Air Waybill & Routing
- Return to Sender
- Share
- View DGD

Start the Acceptance check

Click **Start Acceptance Check**.

Home » DGD Library » AWB: 074-00000013

Submission Status

👤 You have control of this DGD. [Release control](#)

Timeline

IATA DG AutoCheck provided AWB & Routing details
AWB: 074-00000013
Departure: El Dorado Intl (BOG)
Destination: Kochi Intl. (COK)
07 Mar 2025 05:50 - Company: 2025 - AIRLINE - FULL CHECK, Office: London

Dave Backstorm submitted e-DGD to 2025 - AIRLINE - FULL CHECK, Office: London at Airport: Heathrow
07 Mar 2025 05:46 - Company: XB Forwarding Inc., Office: Geneva

Dave Backstorm self-signed DGD
07 Mar 2025 05:46 - IP Address: 163.116.188.100 - Company: XB Forwarding Inc., Office: Geneva

Dave Backstorm created DGD in office Geneva
07 Mar 2025 05:46 - Company: XB Forwarding Inc., Office: Geneva

Summary

Status	Submitted
Signed	Dave Backstorm 07 Mar 2025 05:46
Submitted	Electronic Submission by Dave Backstorm to Heathrow (LHR) XB-D-0000703 07 Mar 2025 05:46

Actions

- Start Acceptance Check
- Edit Air Waybill & Routing
- Return to Sender
- Share
- View DGD
- Send By Email

If the **Take Ownership** window is displayed, click **Take control** and **Start Acceptance Check**.

Home » DGD Library » Submission » AWB: 105-00000033

States JP, FI Operator AY Aircraft type P

DGD **DOCUMENTATION**

Shipper:
XYZ CHEMICALS CO., LTD.
1-2-3 MUROMACHI, CHUO-KU
123-4567, TOKYO
Japan

Consignee:
ABC CHEMICALS CO., LTD
#123, ABC BUILDING
21420, LIETO
Finland

Departure: Narita Intl (NRT), Tokyo, Japan (Airport)

Destination: Helsinki-Vantaa (HEL), Helsinki, Finland (Airport)

UN / ID	Proper Shipping Name	Class / Division	Packing Group	
UN1263	Paint	3	II	2 F

Additional Handling Information:

Emergency Contacts:
Mike Smith, Emergency contact 24-hr number: 001 813-248-0585

Submission:
AWB: 105-00000033
HWB: 105-00000033
Shipper: XYZ CHEMICALS CO., LTD.
Consignee: ABC CHEMICALS CO., LTD.

Download

SHIPPER'S DECLARATION FOR DANGEROUS GOODS Submission Number: XB-P-0000471

Shipper:
XYZ CHEMICALS CO., LTD.
1-2-3 MUROMACHI, CHUO-KU
123-4567, TOKYO
Japan

Consignee:
ABC CHEMICALS CO., LTD
#123, ABC BUILDING
21420, LIETO
Finland

Air Waybill No.: 105-00000033 / User Journey-3g (Approve Flow)
Page 1 of 1 Pages
Shipper's Reference No. (optional):

Powered By:
TATA DG AutoCheck

WARNING
Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.

TRANSPORT DETAILS
This shipment is within the locations prescribed for:
(delete non-applicable) **Passenger and Cargo Aircraft**
Passenger and Cargo Aircraft Narita Intl (NRT)
Airport of Departure (optional):
Helsinki-Vantaa (HEL)
Airport of Destination (optional):
Helsinki-Vantaa (HEL)
Shipment type: (delete non-applicable)
NON-RADIOACTIVE

NATURE AND QUANTITY OF DANGEROUS GOODS

Dangerous Goods Identification				Quantity and Type of Packing	Packing Inst.	Auth
UN or ID No.	Proper Shipping Name	Class or Division (including hazard)	Packing Group			
UN1263	Paint	3	II	2 Fibreboard Box x 5 L	353	

Name: Ben
Date: 31 May 2025
Signature: BEN

Click the **Documentation** tab.

In the **Documentation** tab, review the settings and then click **Save & Start Check** to start the Acceptance check.

Home » DGD Library » Submission » AWB: 074-00000011

States NL, CH Operator KL Aircraft type Passenger and Cargo Shipment type Non-Radioactive

DGD **DOCUMENTATION** **PACKAGING** **SIGN OFF**

Settings

Air Waybill & Operator

Air Waybill: 074-00000011

Operator: Search by name or code ...
KLM (KL-074) ✈️ 🗑️

Route

Departure: Schiphol Airport (AMS), Amsterdam, Netherlands (Airport) 🗑️

Destination: Geneva Intl. (GVA), Geneva, Switzerland (Airport) 🗑️

Transit Points: Search by name or code ...

You have control of this DGD. You last updated it just now. **Release control**

DGD **Resources** **Support**

Complete and sign off the Document check.

Package photos as Resource

You can attach resources (for example: package photos) to an Acceptance check. During the Packaging check, click the **Resources** tab and then click **Create Resource** and then upload the resources.

More information: <https://dgautocheck.iata.org/help/Addresourcesdocuments.html>

The screenshot shows the DG AutoCheck interface for a submission with AWB: 074-00000011. The 'Resources' tab is active, displaying a list of e-DGD Resources: 'MSDS-new (129.9KB)' and 'UN TEST REPORT (3.7MB)'. A red box highlights the 'Create Resource' button in the top right corner. A red arrow points from the 'Resources' tab in the left sidebar to the 'Create Resource' button. Another red arrow points from the 'Resources' tab in the left sidebar to the '40) UN Specification Packaging, marked according to' section in the main content area.

Sign off the Acceptance check

Complete the check and go to the **Sign Off** tab.

If the check is Passed, click **Confirm Passed**.

The screenshot shows the DG AutoCheck interface for the same submission. The 'Sign Off' tab is active, displaying a 'DGD Passed Acceptance Check' message. Below the message, there is a 'Sign off' section with fields for 'Checked by:', 'Completed:', 'Location:', and 'Comments:'. The 'Checked by:' field is filled with 'You', 'Completed:' with 'Now', and 'Location:' with 'London'. A red box highlights the 'Confirm Passed' button in the bottom left corner. Another red box highlights the 'SIGN OFF' button in the top right corner.

If the check is Failed, click **Confirm Failed**.

The screenshot shows the 'Failed Acceptance Check' screen in the DG AutoCheck system. The header bar is blue and contains the text 'DG AutoCheck: 2025 - AIRLINE - FULL CHECK (DEV) (London)' and '2025 - AIRLINE - FULL CHECK (DEV) London System (UTC) IATA DG AutoCheck'. Below the header, there is a navigation bar with 'Home » DGD Library » Submission » AWB: 074-00000011'. A green status bar indicates 'You have control of this DGD. You last updated it 10 minutes ago.' with a 'Release control' button. The main content area has tabs for 'DGD', 'DOCUMENTATION (5 / 5)', 'PACKAGING (2 / 2)', and 'SIGN OFF'. The 'DOCUMENTATION' tab is active, showing a 'Failed Acceptance Check' form. The form includes a title 'Failed Acceptance Check', a description 'One or more checks have been marked as No, please sign below to confirm this DGD has failed its Acceptance Checks.', a 'Sign off' section with fields for 'Checked by: You', 'Completed: Now', 'Location: London', and 'Comments:'. A 'Confirm Failed' button is at the bottom of the form.

[View/Download Acceptance Check Report PDF](#)

In the **Report** screen, click **e-DGD Submission**.

The screenshot shows the 'REPORT (PASSED)' screen in the DG AutoCheck system. The header bar is blue and contains the text 'DG AutoCheck: 2025 - AIRLINE - FULL CHECK (DEV) (London)' and '2025 - AIRLINE - FULL CHECK (DEV) London System (UTC) IATA DG AutoCheck'. Below the header, there is a navigation bar with 'Home » DGD Library » Submission » AWB: 105-00000033'. A green status bar indicates 'You have control of this DGD. You last updated it 10 minutes ago.' with a 'Release control' button. The main content area has tabs for 'DGD', 'DOCUMENTATION (2 / 2)', 'PACKAGING (2 / 2)', and 'REPORT (PASSED)'. The 'REPORT (PASSED)' tab is active, showing a table with submission details. A red arrow points to the 'e-DGD Submission' button in the bottom right corner.

Field	Value
AWB	105-00000033
Questions:	55
States:	Japan (JP), Finland (FI)
State Variations:	None
Operators:	Finnair Oyj (AY-105)
Operator Variations:	None
Special Provisions:	None
Acceptance Check Signed By:	You
Acceptance Check Completed:	31 Mar 2025 13:48 UTC
Acceptance Check Comments:	No comments were made by the checker.

Your office preferred checklist is: Full Checklist. If you prefer: Download the Compact Checklist

[View Checklist](#) [Send by email](#) [Download Checklist](#) [Download DGD](#) [Download XSDG](#) [Download CSV](#) [e-DGD Submission](#)

The **Submission Status** page will be displayed. Click **View Acceptance Check Report PDF** to view the checklist report.

2025 - XB AIRLINE (QA) ▾ Narita Office (UTC) ▾ Ben Behanan (AL QA) 🌟 ▾

Home » DGD Library » AWB: 105-00000033

Submission Status

Ben Behanan (AL QA) completed Acceptance Check Sign Off with Result: Passed

01 Mar 2025 12:15 - Company: 2025 - XB AIRLINE (QA), Office: Narita

Ben Behanan (AL QA) started Acceptance Check

31 Mar 2025 13:15 - Company: 2025 - XB AIRLINE (QA), Office: Narita

Ben Behanan (AL QA) submitted a paper DGD (XB-P-0000471)

31 Mar 2025 12:50 - Company: 2025 - XB AIRLINE (QA), Office: Narita

Ben Behanan (AL QA) self-signed DGD

31 Mar 2025 12:14 - IP Address: 163.116.175.110 - Company: 2025 - XB AIRLINE (QA), Office: Narita

Ben Behanan (AL QA) created DGD in office Narita

31 Mar 2025 12:14 - Company: 2025 - XB AIRLINE (QA), Office: Narita

Resources

No resources have been uploaded yet.

Summary

Status	Acceptance Check - Passed
Signed	Ben Behanan (AL QA) 31 Mar 2025 12:14
Submitted	Paper Submission by Ben Behanan (AL QA) XB-P-0000471 31 Mar 2025 12:50
Acceptance Check	Passed 31 Mar 2025 13:48

Actions

View Acceptance Check Report PDF

View DGD

Send By Email

Clone DGD

The PDF Acceptance Check Report will be displayed.

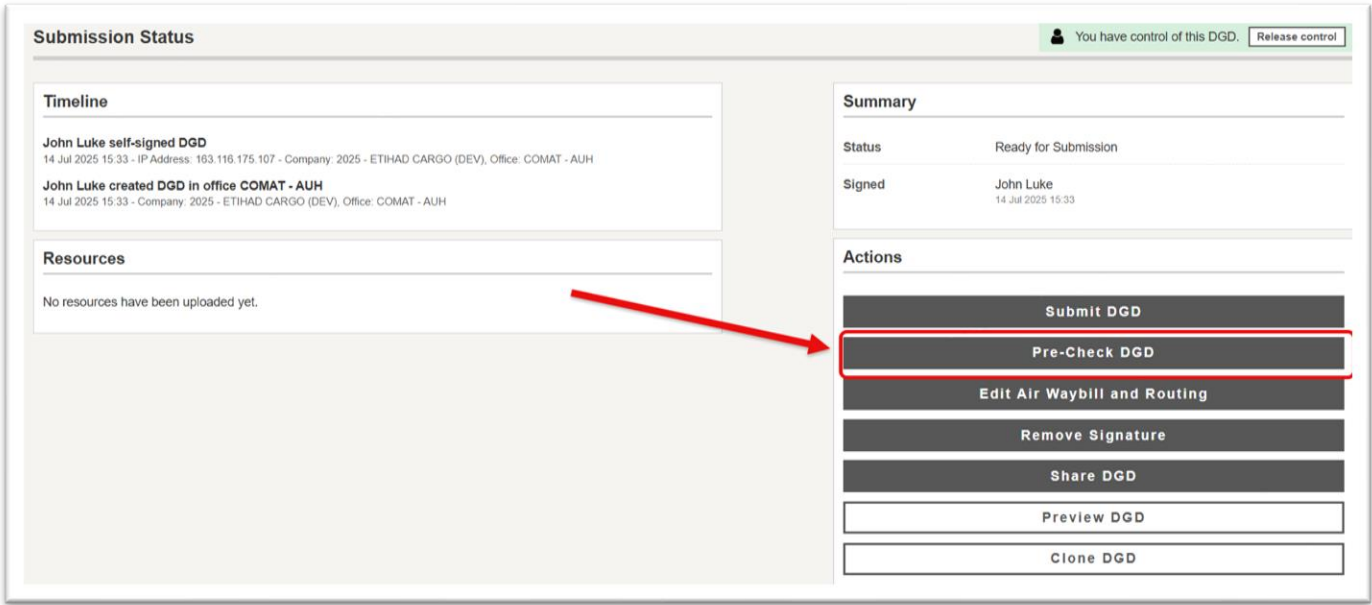
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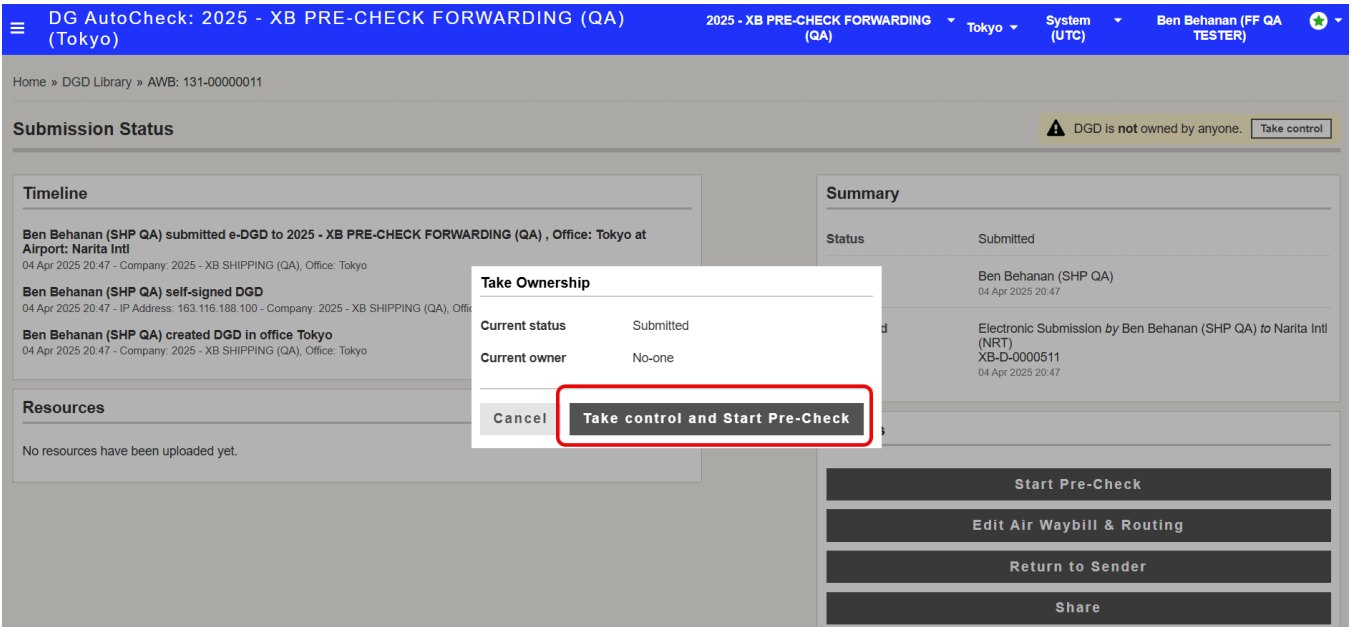
Perform Pre-Checks

Pre-Checks can be done on DGDs created by Pre-Check accounts, as well as DGDs that are submitted or shared to Pre-Check accounts.

Go to the Submission Status page. Click **Pre-Check DGD**.



If the **Take Ownership** window is displayed, click **Take control and Start Acceptance Check**.



If the **Finalize DGD and Pre-Check** screen is displayed, click **Start Pre-Check**.

☰

DG AutoCheck: 2025 - XB PRE-CHECK FORWARDING (QA)
(Geneva)

Home » DGD Library » AWB: 131-00000011 » Finalize DGD and Pre-Check

Finalize DGD and Pre-Check

To do a Pre-Check, the DGD must be finalized. Once finalized, no more changes will be allowed, except to add the AWB number and Routing.

Cancel

Start Pre-Check

An Acceptance Check is created and the **DGD** tab is displayed.

Note: from this point forward, the DGD will also be available in the **Acceptance Check** tab of your DGD Library also.

☰

DG AutoCheck: 2025 - XB PRE-CHECK FORWARDING (QA)
(Geneva)

2025 - XB PRE-CHECK FORWARDING (QA) Geneva System (UTC) Ben Behanan (FF QA TESTER)

Home » DGD Library » Submission » AWB: 131-00000011

You have control of this DGD. You last updated it just now. Release control

States JP, US Operator JL Aircraft type Passenger and Cargo Shipment type Non-Radioactive

DGD

DOCUMENTATION

PACKAGING

SIGN OFF

Submit DGD

Shipper:
2025-QA-SHIPPER - DG DIGITAL Co., Ltd.
1-2-3 MUROMACHI, CHUO-KU
TOKYO 123-4567,
Japan

AWB: 131-00000011
HWB: -
Shippers reference: -

Consignee:
ABC HEALTHCARE CORPORATION
33 HEARTWALL AVENUE, LEXINGTON,
MA 12345
USA

Aircraft type: Passenger and Cargo
Shipment type: Non-Radioactive

Departure: Narita Intl (NRT), Tokyo, Japan (Airport)

Destination: O'Hare International (ORD), Chicago, USA (Airport)

UN / ID	Proper Shipping Name	Class / Division	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN3094	Corrosive liquid, water-reactive, n.o.s. (Stearoyl chloride)	8 (4.3)	II	1 Fibreboard Box x 1 L	851	
UN1127	Chlorobutanes	3	II	4 Wood Boxes x 0.5 L	353	

DGDResourcesSupport

You can click **DGD** tab to view the DGD preview.

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Home » DGD Library » Submission » AWB: 131-00000011

States JP, US Operator JL Aircraft type Pa

DGD DOCUMENTATION

Submit DGD

Shipper:
2025-QA-SHIPPER - DG DIGITAL Co., Ltd.
1-2-3 MUROMACHI, CHUO-KU
TOKYO 123-4567,
Japan

Consignee:
ABC HEALTHCARE CORPORATION
33 HEARTWALL AVENUE, LEXINGTON,
MA 12345
USA

Departure: Narita Intl (NRT), Tokyo, Japan (Airport)

Destination: O'Hare International (ORD), Chicago, USA (Airport)

UN / ID	Proper Shipping Name	Class / Division	Packing Group	Qua
UN3094	Corrosive liquid, water-reactive, n.o.s. (Stearoyl chloride)	8 (4.3)	II	1 F
UN1127	Chlorobutanes	3	II	4 Wood Boxes x 0.5 L

Download

1

SHIPPER'S DECLARATION FOR DANGEROUS GOODS Submission Number: XB-#-#####

Shipper
2025-QA-SHIPPER - DG DIGITAL Co., Ltd.
1-2-3 MUROMACHI, CHUO-KU
TOKYO 123-4567,
Japan

Air Waybill No. 131-00000011
Page 1 of 1 Pages
Shipper's Reference No.
(optional)

Consignee
ABC HEALTHCARE CORPORATION
33 HEARTWALL AVENUE, LEXINGTON,
MA 12345
USA

Powered By:
IATA DG AutoCheck

Two completed and signed copies of this Declaration must be handed to the operator.

TRANSPORT DETAILS
This document is within the limitations prescribed for:
(delete non-applicable)
PASSENGER AND CARGO AIRCRAFT
Airport of Departure (optional):
Narita Intl (NRT)
Airport of Destination (optional):
O'Hare International (ORD)
Shipment type: (delete non-applicable)
NON-RADIOACTIVE

WARNING
Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.

NATURE AND QUANTITY OF DANGEROUS GOODS

UN or ID No.	Proper Shipping Name	Class or Division (if applicable)	Packing Group	Quantity and Type of Packing	Packing Int.	Auth
UN3094	Corrosive liquid, water-reactive, n.o.s. (Stearoyl chloride)	8 (4.3)	II	1 Fibreboard Box x 1 L	851	
UN1127	Chlorobutanes	3	II	4 Wood Boxes x 0.5 L	353	

Click the **Documentation** tab.

In the **Documentation** tab, review the settings and then click **Save & Start Check** to start the Pre-Check.

Home » DG AutoCheck: 2025 - XB PRE-CHECK FORWARDING (QA) (Geneva)

2025 - XB PRE-CHECK FORWARDING (QA) Geneva System (UTC) Ben Behanan (FF QA TESTER)

States JP, US Operator JL Aircraft type Passenger and Cargo Shipment type Non-Radioactive

DGD **DOCUMENTATION** PACKAGING SIGN OFF

Settings

Air Waybill & Operator

Air Waybill 131-00000011

Operator Search by name or code
Japan Airlines Co., Ltd. (JL-131) ✈️

Route

Departure Narita Intl (NRT), Tokyo, Japan (Airport) 🗑️

Destination O'Hare International (ORD), Chicago, USA (Airport) 🗑️

Transit Points Search by name or code ...

Checklist

DGD Resources Support

Complete the Documentation and Packaging check.

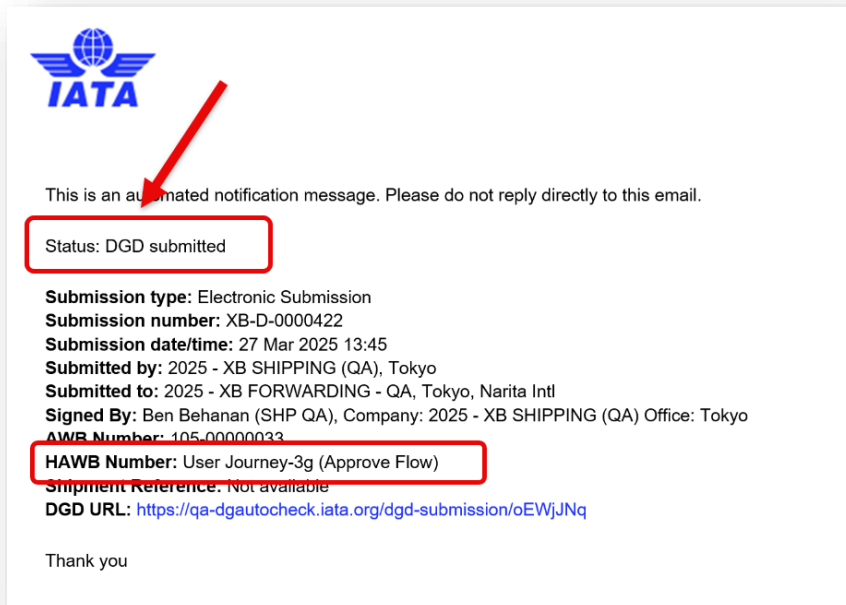
Sign off the check as Passed or Failed.

After sign off, in the Report tab, click **e-DGD Submission**

Adding AWB and routing to a submitted DGD

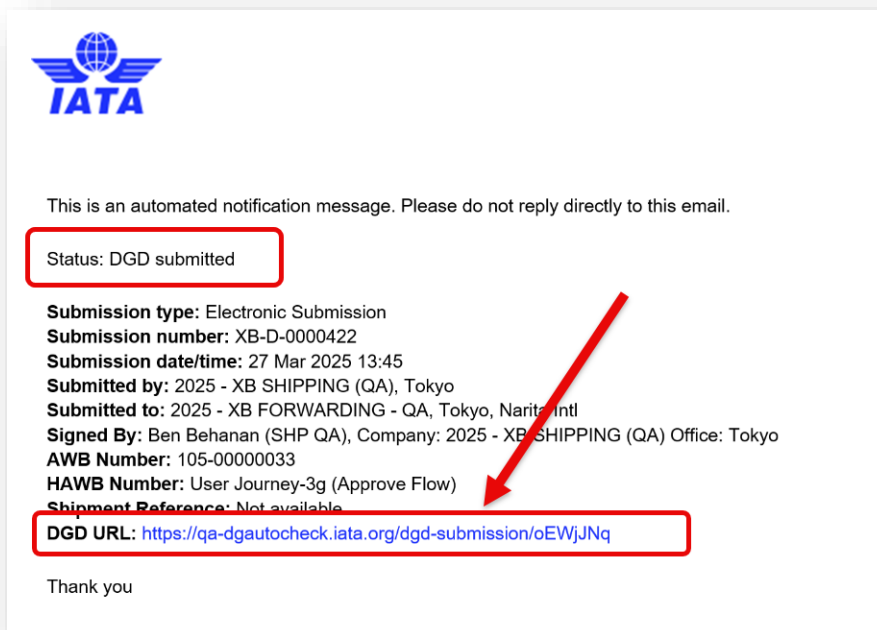
Receive “DGD submitted” email notification

When a DGD is submitted to your account, you will receive an email notification. Example as follows.



Access the DGD

In the email notification, click the **DGD URL** link to go directly to the submitted DGD. You will be taken to the Submission Status page.



You can also find the DGD in the DGD Library with Status as Submitted.

DG Digital: 2025 - XB FORWARDING - QA (Tokyo)							2025 - XB FORWARDING - QA Tokyo System (UTC) Ben Behanan (FF QA TESTER)	
DGD Library							Priority: HIGH: 18 MEDIUM: 0 NORMAL: 0	Create DGD DGD Templates Excel Export
From: 20 Mar 2025 13:47								
1-19 of 19 results								
Reference	Last updated	Submission type	Submission number	Shipper	Consignee	Dep. Arr.	Submission Status	Actions
 HWB: User Journey-3g (Approve Flow) Submission Status: Submitted	27 Mar, 14:08	Electronic	XB-D-0000424	XYZ CHEMICALS CO., L	ABC CHEMICALS CO., L		SUBMITTED	

Upon viewing the DGD, you will notice it does not contain the AWB and routing information.

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Submission Number: XB-D-0000422

Shipper

XYZ CHEMICALS CO., LTD.

1-2-3 MUROMACHI, CHUO-KU

123-4567, TOKYO

Japan

Consignee

ABC CHEMICALS CO., LTD

#123, ABC BUILDING

21420, LIETO

Finland

TRANSPORT DETAILS

This shipment is within the limitations prescribed for:

(delete non-applicable)

PASSENGER AND CARGO AIRCRAFT

Airport of Departure (optional):

Airport of Destination (optional):

Air Waybill No. User Journey-3g (Approve Flow)

Page 1 of 1 Pages

Shipper's Reference No. (optional)

Powered By:



DG AutoCheck

WARNING

Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.

Shipment type: (delete non-applicable)

NON-RADIOACTIVE

Add AWB number and routing to the DGD

1. In the Submission Status page, click Edit Air Waybill & Routing.

DG Digital: 2025 - XB FORWARDING - QA (Tokyo)2025 - XB FORWARDING - QA TokyoSystem (UTC)Ben Behanan (FF QA TESTER)

Submission Status

DGD is not owned by anyone. Take control

Timeline

Ben Behanan (SHP QA) submitted e-DGD to 2025 - XB FORWARDING - QA, Office: Tokyo at Airport: Narita Intl

27 Mar 2025 13:45 - Company: 2025 - XB SHIPPING (QA), Office: Tokyo

Ben Behanan (SHP QA) self-signed DGD

27 Mar 2025 13:44 - IP Address: 163.116.188.102 - Company: 2025 - XB SHIPPING (QA), Office: Tokyo

Ben Behanan (SHP QA) created DGD in office Tokyo

27 Mar 2025 13:40 - Company: 2025 - XB SHIPPING (QA), Office: Tokyo

Resources

No resources have been uploaded yet.

Summary

Status	Submitted
Signed	Ben Behanan (SHP QA) 27 Mar 2025 13:44
Submitted	Electronic Submission by Ben Behanan (SHP QA) to Narita Intl (NRT) XB-D-0000422 27 Mar 2025 13:45

Actions

Edit Air Waybill & Routing

Return to Sender

2. The Take Ownership window will be displayed. Click Take control and Edit Air Waybill & Routing.

Take Ownership

Current status

Submitted

Current owner

No-one

Cancel

Take control and Edit Air Waybill & Routing

3. The Edit Air Waybill & Routing screen will be displayed.

4. Enter the AWB and Routing details. Example as follows:

- Air Waybill: 105-00000033
- Departure Airport: NRT
- Destination Airport: HEL

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DG Digital: 2025 - XB FORWARDING - QA (Tokyo)
2025 - XB FORWARDING - QA

Home » DGD Library » HWB: User Journey-3g (Approve Flow) » Edit Air Waybill & Routing

Edit Air Waybill & Routing

You may update the Air Waybill and/or the Departure and Destination at any point up until an Acceptance Check has begun.

Air Waybill

105-00000033

Departure Airport

Narita Intl (NRT), Tokyo, Japan (Airport)

Destination Airport

Helsinki-Vantaa (HEL), Helsinki, Finland (Airport)

Cancel

Update

5. Click **Update** to confirm the operation. The Timeline will show the details added.

DG Digital: 2025 - XB FORWARDING - QA (Tokyo)
2025 - XB FORWARDING - QA
Tokyo
System (UTC)
Ben Behanan (FF QA TESTER)

Submission Status

You have control of this DGD.
Release control

Timeline

Ben Behanan (FF QA TESTER) provided AWB & Routing details
AWB: 105-00000033
Departure: Narita Intl (NRT)
Destination: Helsinki-Vantaa (HEL)
27 Mar 2025 14:15 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Ben Behanan (SHP QA) submitted e-DGD to 2025 - XB FORWARDING - QA, Office: Tokyo at Airport: Narita Intl
27 Mar 2025 14:09 - Company: 2025 - XB SHIPPING (QA), Office: Tokyo

Ben Behanan (SHP QA) self-signed DGD
27 Mar 2025 14:09 - IP Address: 163.116.188.102 - Company: 2025 - XB SHIPPING (QA), Office: Tokyo

Ben Behanan (SHP QA) created DGD in office Tokyo
27 Mar 2025 14:08 - Company: 2025 - XB SHIPPING (QA), Office: Tokyo

Resources

No resources have been uploaded yet.

Summary

Status	Submitted
Signed	Ben Behanan (SHP QA) 27 Mar 2025 14:09
Submitted	Electronic Submission by Ben Behanan (SHP QA) to Narita Intl (NRT) XB-D-0000424 27 Mar 2025 14:09

Actions

Edit Air Waybill & Routing

Return to Sender

Share

The AWB number and routing information will be updated in the DGD Library.

≡

DG Digital: 2025 - XB FORWARDING - QA (Tokyo)

2025 - XB FORWARDING - QA Tokyo System (UTC) Ben Behanan (FF QA TESTER)

DGD Library

Priority:

HIGH: 19

MEDIUM: 0

NORMAL: 0

Create DGD

DGD Templates

Excel Export

🔍

From: 20 Mar 2025 13:47

1-19 of 19 results

Reference	Last updated	Submission type	Submission number	Shipper	Consignee	Dep. Arr.	Submission Status	Actions
AWB: 105-00000033, User Journey-3g (Approve Flow) Submission Status: Submitted	27 Mar, 14:08	Electronic	XB-D-0000424	XYZ CHEMICALS CO., L	ABC CHEMICALS CO., L	NRT HEL	SUBMITTED	

The PDF DGD will also be updated with the AWB number and routing.

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Submission Number: XB-D-0000424

Shipper

XYZ CHEMICALS CO., LTD.

1-2-3 MUROMACHI, CHUO-KU

123-4567, TOKYO

Japan

Air Waybill No.

105-00000033

/ User Journey-3g (Approve Flow)

Page 1 of 1 Pages

Shipper's Reference No. (optional)

Consignee

ABC CHEMICALS CO., LTD

#123, ABC BUILDING

21420, LIETO

Finland

Powered By:



DG AutoCheck

Two completed and signed copies of this Declaration must be handed to the operator.

TRANSPORT DETAILS

This shipment is within the limitations prescribed for:

(delete non-applicable)

PASSENGER AND CARGO AIRCRAFT

Airport of Departure (optional):

Narita Intl (NRT)

Airport of Destination (optional):

Helsinki-Vantaa (HEL)

WARNING

Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.

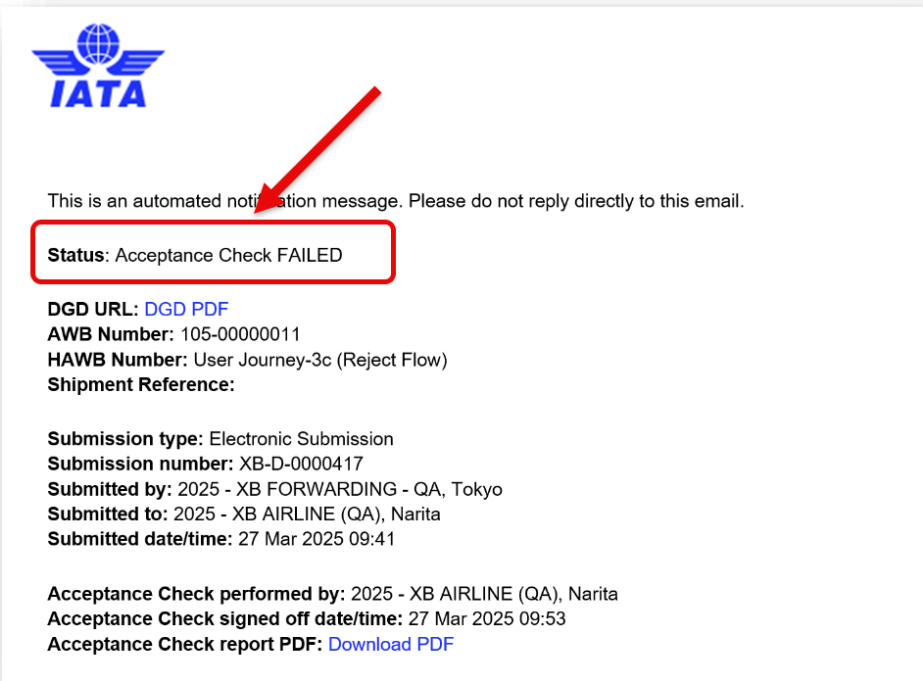
Shipment type: (delete non-applicable)

NON-RADIOACTIVE

Re-submit a rejected DGD

Receive Acceptance check Failed email notification

Once the Airline completes the Acceptance Check, you will receive an email notification. Example shown below.



Access DGD in DG Digital

The Status of the DGD will be updated in the DGD Library with result of the Acceptance Check.

Click AWB number to access the DGD. The **Submission Status** screen will be displayed.

DG Digital: 2025 - XB FORWARDING - QA (Tokyo)									
2025 - XB FORWARDING - QA Tokyo System (UTC) Ben Behanan (FF QA TESTER)									
DGD Library									
Priority: HIGH: 13 MEDIUM: 0 NORMAL: 0									
Create DGD DGD Templates Excel Export									
From: 20 Mar 2025 13:47									
1-13 of 13 results									
Reference	Last updated	Submission type	Submission number	Shipper	Consignee	Dep. Arr	Submission Status	Actions	
AWB: 105-00000011, User Journey-3c (Reject Flow) Submission Status: Acceptance Check - Failed	27 Mar, 08:23	Electronic	XB-D-0000417	XYZ CHEMICALS CO., L	ABC CHEMICALS CO., L	NRT HEL	FINAL CHECK - FAILED		
AWB: 105-00000011, User Journey-3c Submission Status: Acceptance Check - Passed	26 Mar, 21:37	Electronic	XB-D-0000415	XYZ CHEMICALS CO., L	ABC CHEMICALS CO., L	NRT HEL	FINAL CHECK - PASSED		

Download the PDF Acceptance Check Report

In the Submission Status screen, click **View Acceptance Check Report PDF**.

⌵ DG Digital: 2025 - XB FORWARDING - QA (Tokyo)

2025 - XB FORWARDING - QA Tokyo System (UTC) Ben Behanan (FF QA TESTER)

Submission Status

DGD is not owned by anyone. Take control

Timeline

Ben Behanan (AL QA) completed Acceptance Check Sign Off with Result: Failed

27 Mar 2025 09:53 - Company: 2025 - XB AIRLINE (QA), Office: Narita

Ben Behanan (AL QA) started Acceptance Check

27 Mar 2025 09:52 - Company: 2025 - XB AIRLINE (QA), Office: Narita

Ben Behanan (FF QA TESTER) submitted e-DGD to 2025 - XB AIRLINE (QA), Office: Narita at Airport: Narita Intl

27 Mar 2025 09:41 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Ben Behanan (FF QA TESTER) signed DGD

27 Mar 2025 09:40 - IP Address: 163.116.188.101 - Company: ABC Chemical Japan Co., Ltd., Office: Narita

Ben Behanan (FF QA TESTER) requested signature from: ABC Chemical Japan Co., Ltd., Office: Narita

27 Mar 2025 09:14 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Ben Behanan (FF QA TESTER) created DGD in office Tokyo

27 Mar 2025 08:23 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Resources

Acceptance Check - 2025 - XB AIRLINE (QA), Office: Narita

Package leak (42 KB)

Missing label (83.1 KB)

e-DGD Resources

MSDS-new.jpg (129.9 KB)

UN TEST REPORT.pdf (3.7 MB)

Summary

Status

Acceptance Check - Failed

Signed

Ben Behanan (FF QA TESTER)

27 Mar 2025 09:40

Submitted

Electronic Submission by Ben Behanan (FF QA TESTER) to Narita Intl (NRT)

XB-D-0000417

27 Mar 2025 09:41

Acceptance Check

Failed

27 Mar 2025 09:53

Actions

Share

View Acceptance Check Report PDF

View DGD

Send By Email

Clone DGD

The PDF report will be displayed.

RMaz

1 / 6 100% +

1

2

3

4

DG AutoCheck

2025 - XB AIRLINE (QA)

DG Acceptance Check Report: FAILED

Shipper

XYZ CHEMICALS CO., LTD.

1-2-3 MUROMACHI, CHUO-KU

123-4567, TOKYO

Switzerland

Consignee

ABC CHEMICALS CO., LTD

#123, ABC BUILDING

21420, LIETO

Finland

AWB

105-00000011

Aircraft Type

Passenger and Cargo Aircraft

Shipment Type

Non-Radioactive

Departure

Narita Intl (NRT), Tokyo, Japan (Airport)

Destination

Helsinki-Vantaa (HEL), Helsinki, Finland (Airport)

Result

Failed Questions: 2

States

Japan (JP), Finland (FI)

Operators

Finnair Oyj (AY-105)

Checklist used

Non-Radioactive (ATA Official)

Acceptance Check Signed By

Ben Behanan (AL QA)

Acceptance Check Completed

27 Mar 2025 09:53 UTC

Failed Check Questions

Documentation

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Access the resources uploaded by Airline/GHA

In the Submission Status screen, click the resource to view them.

⌵

DG Digital: 2025 - XB FORWARDING - QA (Tokyo)

2025 - XB FORWARDING - QATokyoSystem (UTC)Ben Behanan (FF QA TESTER)

Submission Status

⚠ DGD is not owned by anyone.

Take control

Timeline

Ben Behanan (AL QA) completed Acceptance Check Sign Off with Result: Failed

27 Mar 2025 09:53 - Company: 2025 - XB AIRLINE (QA), Office: Narita

Ben Behanan (AL QA) started Acceptance Check

27 Mar 2025 09:52 - Company: 2025 - XB AIRLINE (QA), Office: Narita

Ben Behanan (FF QA TESTER) submitted e-DGD to 2025 - XB AIRLINE (QA), Office: Narita at Airport: Narita Intl

27 Mar 2025 09:41 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Ben Behanan (FF QA TESTER) signed DGD

27 Mar 2025 09:40 - IP Address: 163.116.188.101 - Company: ABC Chemical Japan Co., Ltd., Office: Narita

Ben Behanan (FF QA TESTER) requested signature from: ABC Chemical Japan Co., Ltd., Office: Narita

27 Mar 2025 09:14 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Ben Behanan (FF QA TESTER) created DGD in office Tokyo

27 Mar 2025 08:23 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Resources

Acceptance Check - 2025 - XB AIRLINE (QA), Office: Narita

📎 Package leak (42 KB)

📎 Missing label (83.1 KB)

e-DGD Resources

📎 MSDS-new.jpg (129.9 KB)

📎 UN TEST REPORT.pdf (3.7 MB)

Summary

Status

Acceptance Check - Failed

Signed

Ben Behanan (FF QA TESTER)

27 Mar 2025 09:40

Submitted

Electronic Submission by Ben Behanan (FF QA TESTER) to Narita Intl (NRT)

XB-D-0000417

27 Mar 2025 09:41

Acceptance Check

Failed

27 Mar 2025 09:53

Actions

Share

View Acceptance Check Report PDF

View DGD

Send By Email

Clone DGD

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Clone DGD

When the Acceptance check is “Failed”, then in the Submission Status screen, click **Clone DGD** to replicate the DGD so that you can make the corrections needed.

Timeline

- Ben Behanan (AL QA) completed Acceptance Check Sign Off with Result: Failed**
27 Mar 2025 09:53 - Company: 2025 - XB AIRLINE (QA), Office: Narita
- Ben Behanan (AL QA) started Acceptance Check**
27 Mar 2025 09:52 - Company: 2025 - XB AIRLINE (QA), Office: Narita
- Ben Behanan (FF QA TESTER) submitted e-DGD to 2025 - XB AIRLINE (QA), Office: Narita at Airport: Narita Intl**
27 Mar 2025 09:41 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo
- Ben Behanan (FF QA TESTER) signed DGD**
27 Mar 2025 09:40 - IP Address: 163.116.188.101 - Company: ABC Chemical Japan Co., Ltd. , Office: Narita
- Ben Behanan (FF QA TESTER) requested signature from: ABC Chemical Japan Co., Ltd. , Office: Narita**
27 Mar 2025 09:14 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo
- Ben Behanan (FF QA TESTER) created DGD in office Tokyo**
27 Mar 2025 08:23 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Resources

Acceptance Check - 2025 - XB AIRLINE (QA), Office: Narita

- Package leak (42 KB)
- Missing label (83.1 KB)

e-DGD Resources

- MSDS-new.jpg (129.9 KB)
- UN TEST REPORT.pdf (3.7 MB)

Summary

Status	Acceptance Check - Failed
Signed	Ben Behanan (FF QA TESTER) 27 Mar 2025 09:40
Submitted	Electronic Submission by Ben Behanan (FF QA TESTER) to Narita Intl (NRT) XB-D-0000417 27 Mar 2025 09:41
Acceptance Check	Failed 27 Mar 2025 09:53

Actions

- Share
- View Acceptance Check Report PDF
- View DGD
- Send By Email
- Clone DGD**

A message will be displayed. If there are resources associated with the record, and if you wish to also copy these resources also, then select the **Copy e-DGD resources (xx) to new DGD** option.

Clone DGD

A cloned DGD will include the data from the original DGD, however it will not include the signature.

The DGD will start in the Draft state, where you will be able to edit the cloned DGD again.

Include Resources ☒ Copy e-DGD resources (2) to new DGD

Cancel **Clone DGD**

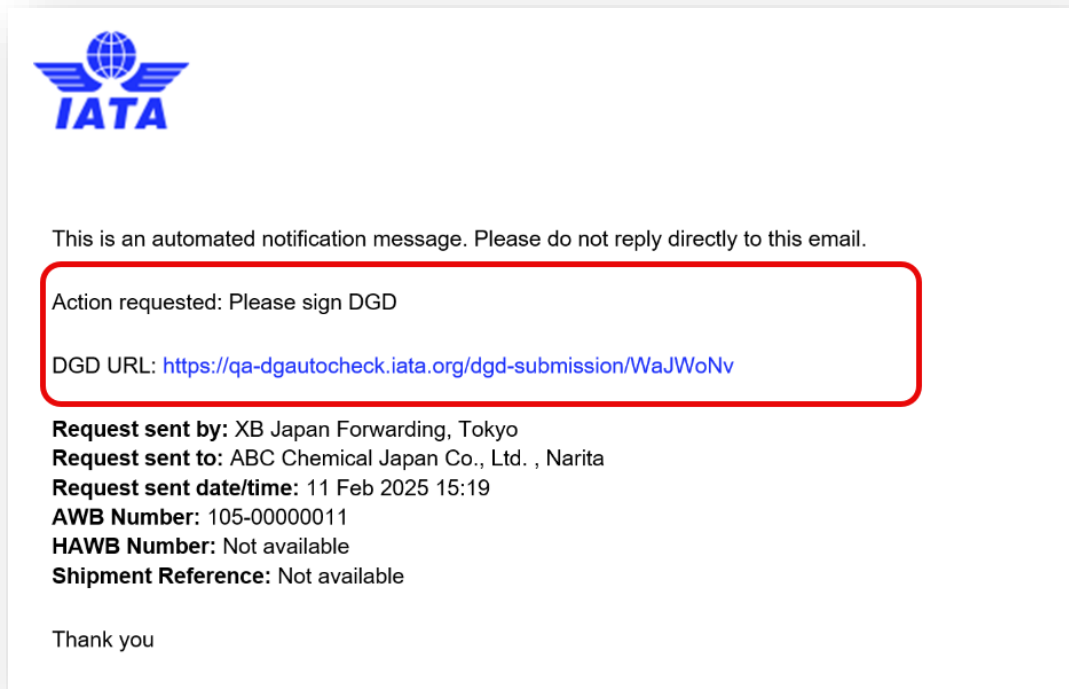
Then click **Clone DGD**. The DGD Builder screen will be displayed.

Use the DGD Builder to make the required corrections. Then, re-sign and re-submit the DGD.

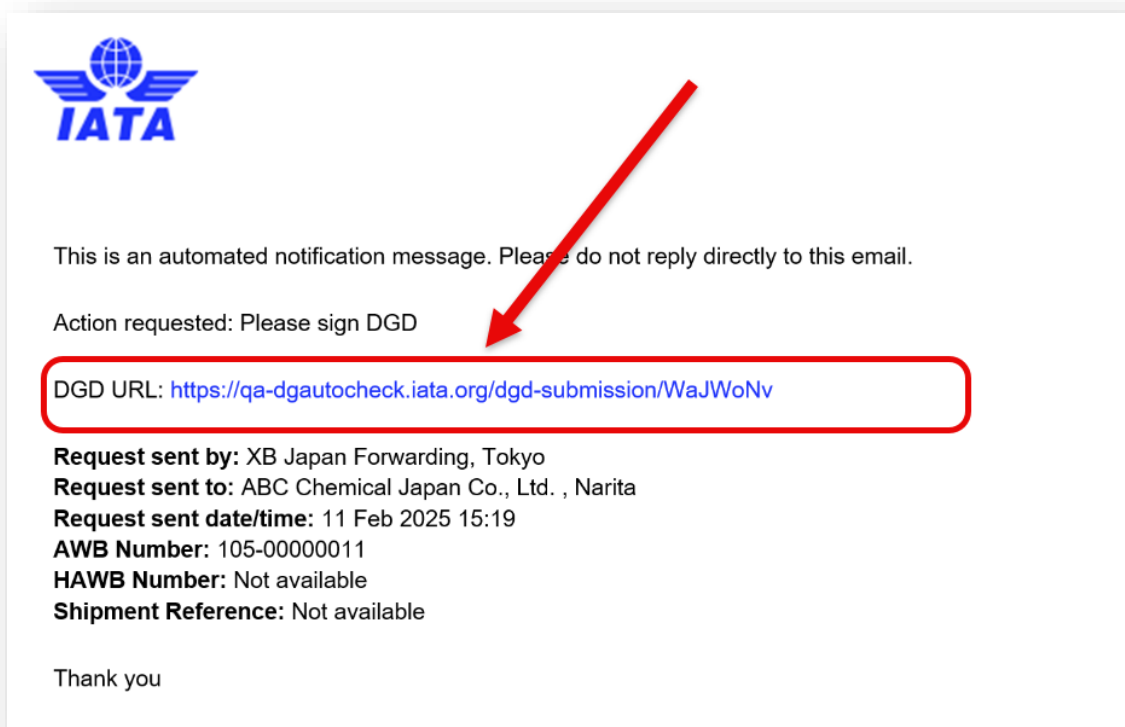
Return DGD without signature

You can return a DGD back to sender without sender, when needed.

1. Receive email notification for signature.



2. Click on the **DGD URL** in the email notification message.



3. You will be taken directly to the **Submission Status** page of the DGD record. The **Status** will show as Signature Requested. The Timeline will show the audit history.

Home » DGD Library » AWB: 105-00000011

Submission Status

Timeline

- Ben Behanan (QA) requested signature from: ABC Chemical Japan Co., Ltd. , Office: Narita**
12 Feb 2025 00:19 - Company: XB Japan Forwarding, Office: Tokyo
- Ben Behanan (QA) created DGD in office Tokyo**
11 Feb 2025 23:52 - Company: XB Japan Forwarding, Office: Tokyo

Summary

Status: Signature Requested

Actions

Sign DGD

Preview DGD

Access

- XB Japan Forwarding - Tokyo (Creator) 11 Feb, 23:52
- ABC Chemical Japan Co., Ltd. - Narita (Signature Request) 12 Feb, 00:19

4. Click **Sign DGD** to take control of the DGD.

Home » DGD Library » AWB: 105-00000011

Submission Status

Timeline

- Ben Behanan (QA) requested signature from: ABC Chemical Japan Co., Ltd. , Office: Narita**
12 Feb 2025 00:19 - Company: XB Japan Forwarding, Office: Tokyo
- Ben Behanan (QA) created DGD in office Tokyo**
11 Feb 2025 23:52 - Company: XB Japan Forwarding, Office: Tokyo

Summary

Status: Signature Requested

Actions

Sign DGD

Preview DGD

Access

- XB Japan Forwarding - Tokyo (Creator) 11 Feb, 23:52
- ABC Chemical Japan Co., Ltd. - Narita (Signature Request) 12 Feb, 00:19

5. A confirmation message is shown. Click **Take control** and **Sign DGD**.

6. You will be taken to the **Sign DGD** page.

7. Click **View DGD** to open the PDF DGD.

DG Digital: User Manual 1st Release October 2025 version 0.2

8. Go to **Return without signature** section and Shipper will enter the **Return Reason** as shown below.

The screenshot shows the 'Sign DGD' form. On the left, there is a 'Signature' section with a 'View DGD' button. A red arrow points from this button to the 'Return without signature' section on the right. The 'Return without signature' section is highlighted with a red border and contains a 'Return Reason' text area with the text 'Testing rejection of DGD without signature.' and a '+ Return to Sender' button.

Home » DGD Library » Submission Status » AWB: 105-00000011 » Sign DGD

Sign DGD

Signature

Please review the DGD before signing, with optional signature image, or if you are not happy to sign please provide a reason in the Return Reason field before returning to sender.

Name of Signatory: Ben Behanan (QA)

Date: 11/02/2025

[View DGD](#)

Return without signature

Return Reason: Testing rejection of DGD without signature.

[+ Return to Sender](#)

9. Click **Return to Sender**.

This is a close-up of the 'Return without signature' section. A red arrow points from the 'Return Reason' text area to the '+ Return to Sender' button.

Return without signature

Return Reason: Testing rejection of DGD without signature.

[+ Return to Sender](#)

10. The DGD will be removed from your DGD Library.

The screenshot shows the 'DGD Library' table. The table has columns for Reference, Last updated, Assigned to, Owned by, Shipment type, Dep., Arr., Via, Op., Status, and Actions. A single entry is shown with Reference 'AWB: 020-00000013', Status 'PAPER SUBMISSION', and a trash icon in the Actions column.

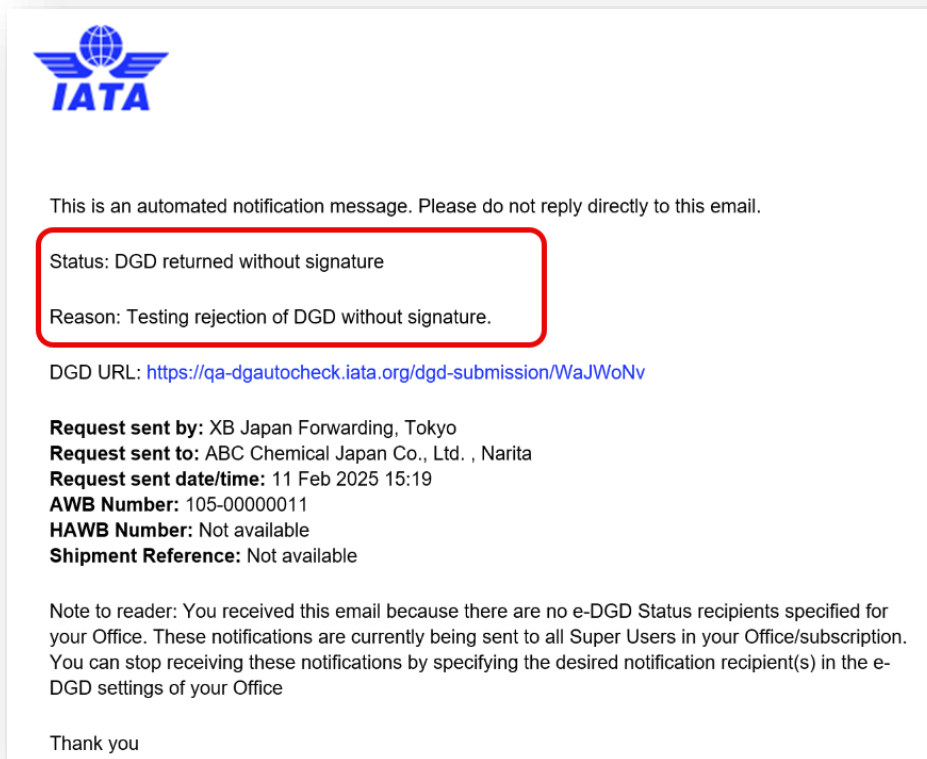
From: 02 Feb 2025 08:26, Status: Processing, Verification, Documentation, Packaging, Completed, Failed Scan, Office: Narita

No items available

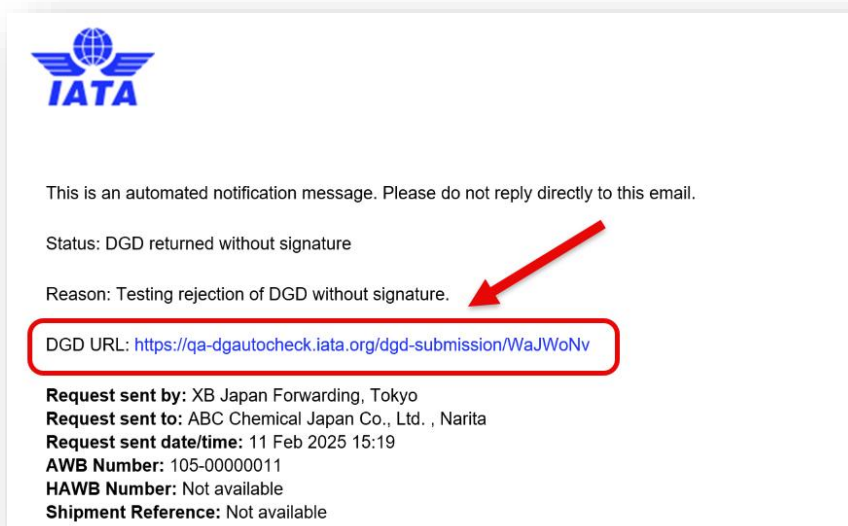
Reference	Last updated	Assigned to	Owned by	Shipment type	Dep.	Arr.	Via	Op.	Status	Actions
AWB: 020-00000013 Status: Paper Submission	11 Feb, 22:22	unassigned	-	Non-Radioactive	NRT	HEL			PAPER SUBMISSION	

“Signature request rejected” email notification

If the party you sent the DGD for signature rejects the signature request and returns the DGD without signature, then you will receive an email notification that the DGD is returned. It will contain the **Status** as “DGD returned without signature” and the **Reason** for the rejection.



In the email notification message, click the **DGD URL** to go directly to the DGD record.



The **DGD Submission Status** page will be displayed. The **Status** will show as “Returned”. The **Reason for Return** will be shown. The **Timeline** will show the audit history.

Home » DGD Library » AWB: 105-00000011

Submission Status

 DGD is not owned by anyone. [Take control](#)

Timeline

- Ben Behanan (QA) returned DGD**
Reason: Testing rejection of DGD without signature.
12 Feb 2025 00:55 - IP Address: 163.116.175.17 - Company: ABC Chemical Japan Co., Ltd. , Office: Narita
- Ben Behanan (QA) requested signature from: ABC Chemical Japan Co., Ltd. , Office: Narita**
12 Feb 2025 00:19 - Company: XB Japan Forwarding, Office: Tokyo
- Ben Behanan (QA) created DGD in office Tokyo**
11 Feb 2025 23:52 - Company: XB Japan Forwarding, Office: Tokyo

Summary

Status	Returned
Reason for return	Testing rejection of DGD without signature.

Actions

- Sign DGD
- Edit DGD
- Preview DGD

Returned vs. Rejected (Failed)

- **Rejected** is when a Pre-Check or Full Acceptance check is Failed.
- **Returned** is when the DGD is returned back to the submitter, to give an opportunity to edit and re-submit the same record (without creating a new record).
- When a record is “Rejected”, no party will be able to make any changes to the DGD record, not even the submitter.
- The only way they can make changes is to clone the DGD and re-sign and then re-submit the record.
- However, when a record is “Returned”, it may be unlocked and edited and then re-signed and re-submitted by the Submitting Office.
- After a record is submitted, if any errors are found by a party down the stream, it can be “Returned” to the Submitting Office for making the corrections.
- However, a record can be “Returned” only until the first check (Pre-Check or Full check) is completed.
- Once the first check is completed/signed off, then the record cannot be “Returned”, it can only be Rejected/Failed if any errors are found.

Return DGD process

- After a DGD is submitted, and before the very first check is completed (either Pre-Check or Full check), the DGD can be “returned” to the submitter, by the party who is currently assigned the DGD.
- When a DGD is “Returned”, only the Submitting Office will be able to take control of the DGD and remove the signature and edit the DGD.
- Once edited, then the record needs to be re-signed, and then it can be re-submitted.
- The party returning the DGD will click the **Return DGD** button and add a reason for return.
- For purposes of clarity, in instances, when the Office submitting the record is different from the Office who signed the record, then the “Returned” record can be unlocked and edited only by the Submitting Office; it cannot be unlocked by the Office who signed the record.
- After a Pre-Check is started, then the record can be “Returned” before the Pre-Check is completed/signed off.
- After the Pre-Check is signed off, the “Return DGD” option will not be available anymore.
- For purpose of clarity, if a Pre-Check is not done, and the first check to be done is the Full Acceptance check, then the record can be “Returned” before the first Full Acceptance check is completed/signed off.
- Once the first “Full Check” is completed/signed off, the record is FULLY LOCKED, and then NO further changes/additions are allowed to ANY details, not even the AWB and/or routing details.

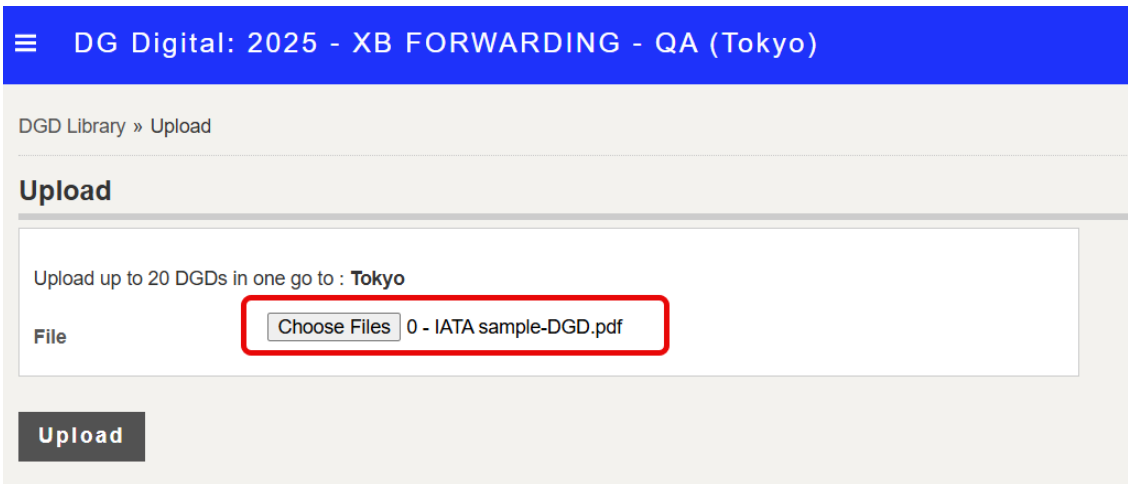
PDF submission BEFORE verification

This is applicable for DG Digital and DG AutoCheck users who receive a paper DGD, and they scan and upload the PDF DGD to DG AutoCheck, and after upload they wish to share the PDF DGD together with OCR captured data with another party, without performing the Verification step in DG AutoCheck.

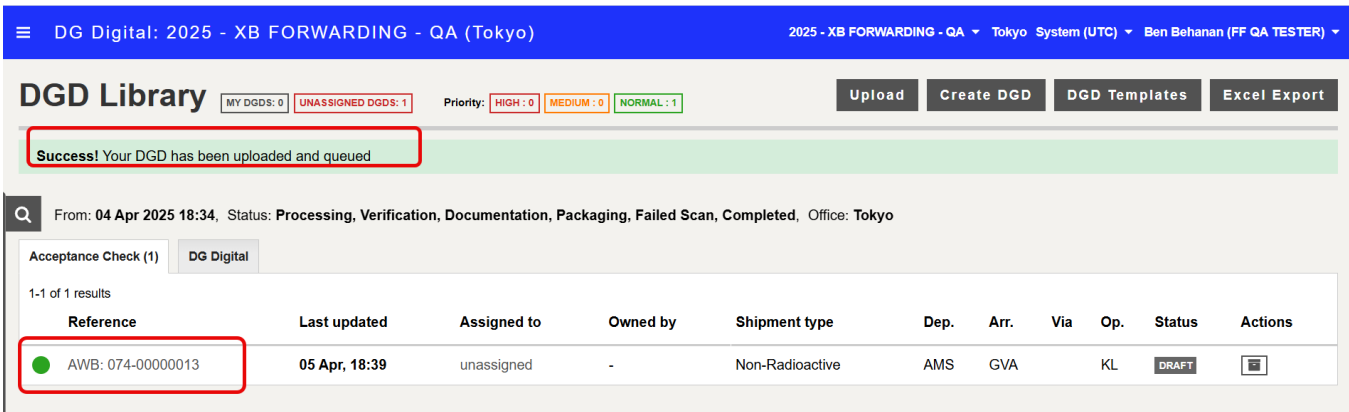
- 1. Login to DG AutoCheck and go to **DGD Library**.
- 2. Click **Upload**



- 3. Select the DGD to be uploaded.



- 4. The DGD is uploaded to the DGD Library.



2. Click the AWB number/Reference. The Verification screen is displayed.

DG Digital: 2025 - XB FORWARDING - QA (Tokyo) 2025 - XB FORWARDING - QA Tokyo System (UTC) Ben Behanan (FF QA TESTER)

VERIFICATION (0 / 10)

Start wizard **Submit DGD**

Shipper:
ABC Chemicals
Evert van de Beekstraat 200
1118 CP Schiphol
The Netherlands

Consignee:
CRI Chemicals
Route de l'aéroport, 33
1215 Geneva
Switzerland

AWB: 074-00000013
HWB: -
Shippers reference: -

Aircraft type: Passenger and Cargo
Shipment type: Non-Radioactive

Departure: Schiphol Airport (AMS), Amsterdam, Netherlands (Airport)
Destination: Geneva Intl. (GVA), Geneva, Switzerland (Airport)

Re-order rows **+ Add Row(s)**

UN / ID	Proper Shipping Name	Class / Division	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN1263	Paint	3	II	1 Fibreboard box x 6 L	353	
UN3301	Corrosive liquid, self-heating, n.o.s. (Ascaridole)	8 (4.2)	II	500 mL	851	
UN1888	Chloroform	6.1	III	12 L	680	

3. Click **Submit DGD**

DG Digital: 2025 - XB FORWARDING - QA (Tokyo) 2025 - XB FORWARDING - QA Tokyo System (UTC) Ben Behanan (FF QA TESTER)

VERIFICATION (0 / 10)

Start wizard **Submit DGD**

Shipper:
ABC Chemicals
Evert van de Beekstraat 200
1118 CP Schiphol
The Netherlands

Consignee:
CRI Chemicals
Route de l'aéroport, 33
1215 Geneva
Switzerland

AWB: 074-00000013
HWB: -
Shippers reference: -

Aircraft type: Passenger and Cargo
Shipment type: Non-Radioactive

Departure: Schiphol Airport (AMS), Amsterdam, Netherlands (Airport)
Destination: Geneva Intl. (GVA), Geneva, Switzerland (Airport)

Re-order rows **+ Add Row(s)**

4. Click **Start Verification** to continue.

Acceptance Check Status

Current status	Verification Required
Current owner	No owner
Last updated	5 minutes ago
Last updated by	You

Cancel

Start Verification

5. The Submit DGD screen will be displayed.

DG Digital: 2025 - XB FORWARDING - QA (Tokyo)

Home » DGD Library » AWB: 074-00000013 » Submit DGD

Submit AWB: 074-00000013

Submit this DGD to:

Company

Select a company

Airport of Acceptance

Select an airport

Office/ Acceptance Point/ Drop-off Point

Select an office

PURSUANT TO IATA DGR SECTION 8.1.4.1.2, WHEN A DGD IS PRESENTED ELECTRONICALLY, THE SHIPPER'S DECLARATION MUST INDICATE "ORIGINAL RECEIVED ELECTRONICALLY" AND THE NAME OF THE SIGNATORY MUST BE SHOWN IN CAPITAL LETTERS. ACCORDINGLY, UPON SUBMISSION OF THIS DGD, THIS STATEMENT WILL BE AUTOMATICALLY ADDED TO THE ADDITIONAL HANDLING INFORMATION FIELD AND THE NAME OF SIGNATORY WILL BE ADDED TO THE SIGNATURE FIELD OF THE DGD.

Cancel

Submit

6. Select the Company, Airport of Acceptance, and Office and then click **Submit**.

≡ DG Digital: 2025 - XB FORWARDING - QA (Tokyo)

Submit AWB: 074-00000013

Company

2025 - XB AIRLINE (QA)

Airport of Acceptance

Narita Intl

Office/ Acceptance
Point/ Drop-off Point

Narita

PURSUANT TO IATA DGR SECTION 8.1.4.1.2, WHEN A DGD IS PRESENTED ELECTRONICALLY, THE SHIPPER'S DECLARATION MUST INDICATE "ORIGINAL RECEIVED ELECTRONICALLY" AND THE NAME OF THE SIGNATORY MUST BE SHOWN IN CAPITAL LETTERS. ACCORDINGLY, UPON SUBMISSION OF THIS DGD, THIS STATEMENT WILL BE AUTOMATICALLY ADDED TO THE ADDITIONAL HANDLING INFORMATION FIELD AND THE NAME OF SIGNATORY WILL BE ADDED TO THE SIGNATURE FIELD OF THE DGD.

Cancel

Submit

7. The **Submission Status** page is updated.

≡ DG Digital: 2025 - XB FORWARDING - QA (Tokyo)

2025 - XB FORWARDING - QA ▾ Tokyo System (UTC) ▾ Ben Behanan (FF QA TESTER) ▾

[Home](#) » [DGD Library](#) » [AWB: 074-00000013](#)

Submission Status

 DGD with 2025 - XB AIRLINE (QA) - Narita.

Timeline

Ben Behanan (FF QA TESTER) submitted DGD Scan to 2025 - XB AIRLINE (QA), Office: Narita at Airport: Narita Intl

05 Apr 2025 18:52 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Ben Behanap (EE QA TESTER) uploaded DGD in office Tokyo

Ben Behanan (FF QA TESTER) uploaded DGD in office Tokyo

05 Apr 2025 18:39 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Resources

No resources have been uploaded yet.

Summary

Status

Submitted

Submitted

DGD Scan Submission by Ben Behanan (FF QA TESTER) to Norita Intl (NRT)

Narita Intl (NRT)
YB S 0000513

XB-S-0000512
05 Apr 2025 18:52

Actions

[View DGD](#)

[Send by Email](#)

Access

- 2025 - XB FORWARDING - QA - Tokyo (Creator) 05 Apr, 18:52
- 2025 - XB AIRLINE (QA) - Narita (Submitted) 05 Apr, 18:52

Note: The following steps are for the Airline/GHA who receives the PDF DGD.

8. The Airline/GHA receives the DGD in their DG AutoCheck subscription. The PDF DGD submission will be found in the **DG Digital** tab, and there will be a **PDF** icon next to the AWB number.

DG AutoCheck: 2025 - **XB AIRLINE (QA) (Narita)**
2025 - XB AIRLINE (QA) ▾ Narita Office (UTC) ▾ Ben Behanan (AL QA) ⚙ ▾

DGD Library Priority: HIGH: 1 MEDIUM: 0 NORMAL: 0

Upload Create DGD DGD Templates Excel Export

From: 04 Apr 2025 18:55

Acceptance Check **DG Digital (1)**

1-1 of 1 results

Reference	Last updated	Submission type	Submission number	Shipper	Consignee	Dep.	Arr.	Submission Status	Actions
 AWB: 074-00000013 Submission Status: Submitted	05 Apr, 18:52	DGD Scan	XB-S-0000512	-	-	GVA	AMS	SUBMITTED	

9. Click the AWB number/Reference. The Submission Status screen will be displayed.

DG AutoCheck: 2025 - XB AIRLINE (QA) (Narita)
 2025 - XB AIRLINE (QA) ▾ Narita Office (UTC) ▾ Ben Behanan (AL QA) ⚙ ▾

Home » DGD Library » AWB: 074-00000013

Submission Status ⚠ DGD is not owned by anyone. Take control

Timeline

Ben Behanan (FF QA TESTER) submitted DGD Scan to 2025 - XB AIRLINE (QA), Office: Narita at Airport: Narita Intl
 05 Apr 2025 18:52 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Ben Behanan (FF QA TESTER) uploaded DGD in office Tokyo
 05 Apr 2025 18:39 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Resources

No resources have been uploaded yet.

Summary

Status Submitted

Submitted DGD Scan Submission by Ben Behanan (FF QA TESTER) to Narita Intl (NRT) XB-S-0000512 05 Apr 2025 18:52

Actions

Start Acceptance Check

Return to Sender

Share

View DGD

10. Click **Start Acceptance Check**

DG AutoCheck: 2025 - XB AIRLINE (QA) (Narita)
 2025 - XB AIRLINE (QA) ▾ Narita Office (UTC) ▾ Ben Behanan (AL QA) ⚙ ▾

Home » DGD Library » AWB: 074-00000013

Submission Status ⚠ DGD is not owned by anyone. Take control

Timeline

Ben Behanan (FF QA TESTER) submitted DGD Scan to 2025 - XB AIRLINE (QA), Office: Narita at Airport: Narita Intl
 05 Apr 2025 18:52 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Ben Behanan (FF QA TESTER) uploaded DGD in office Tokyo
 05 Apr 2025 18:39 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Resources

No resources have been uploaded yet.

Summary

Status Submitted

Submitted DGD Scan Submission by Ben Behanan (FF QA TESTER) to Narita Intl (NRT) XB-S-0000512 05 Apr 2025 18:52

Actions

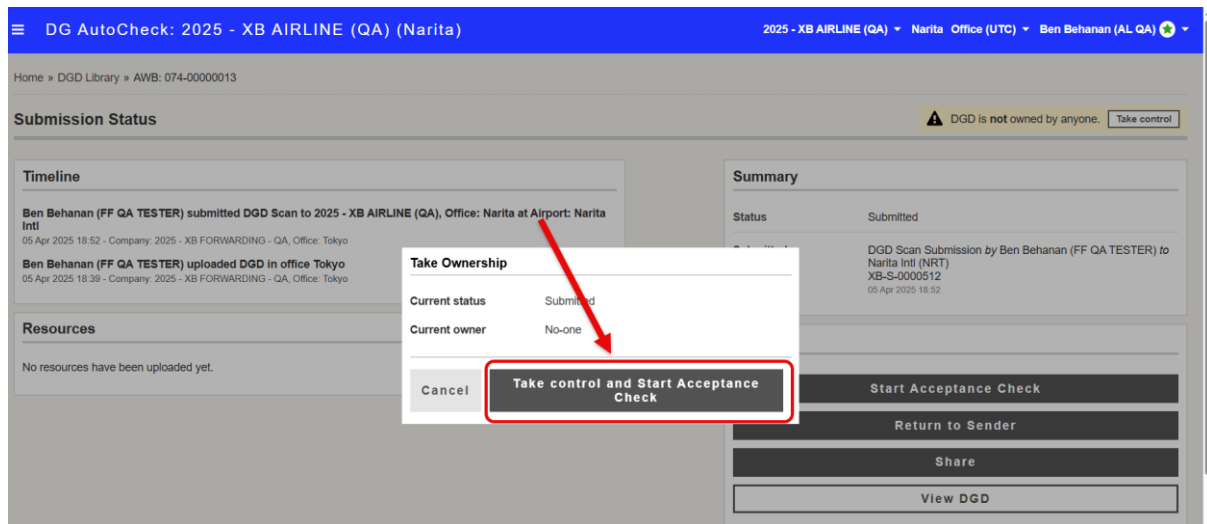
Start Acceptance Check

Return to Sender

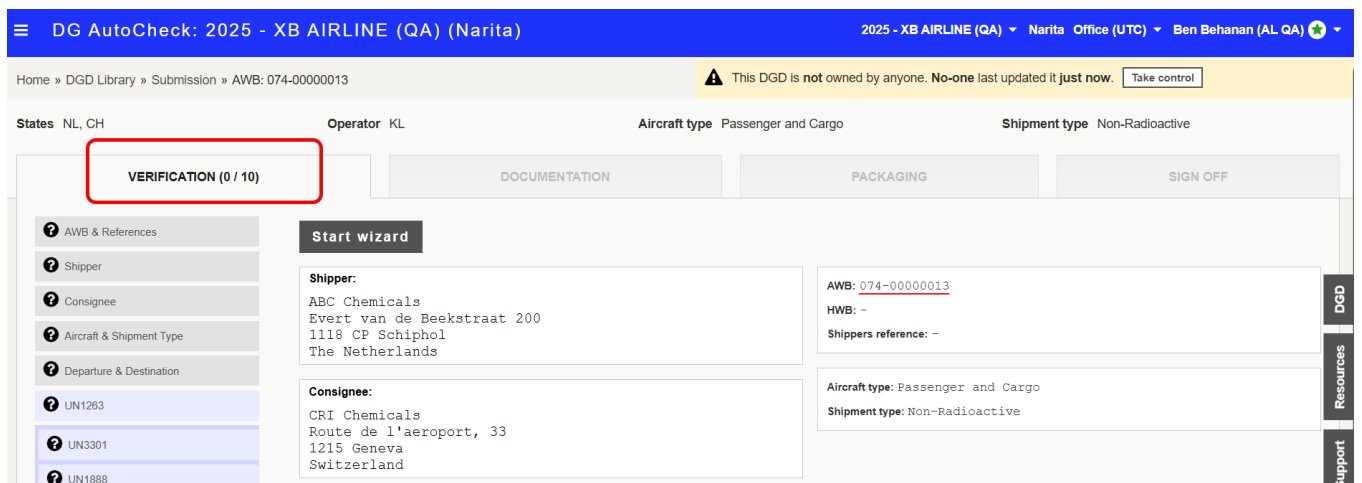
Share

View DGD

11. The **Take Ownership** window will be displayed. Click **Take control** and **Start Acceptance Check**.



12. The Verification screen is displayed.



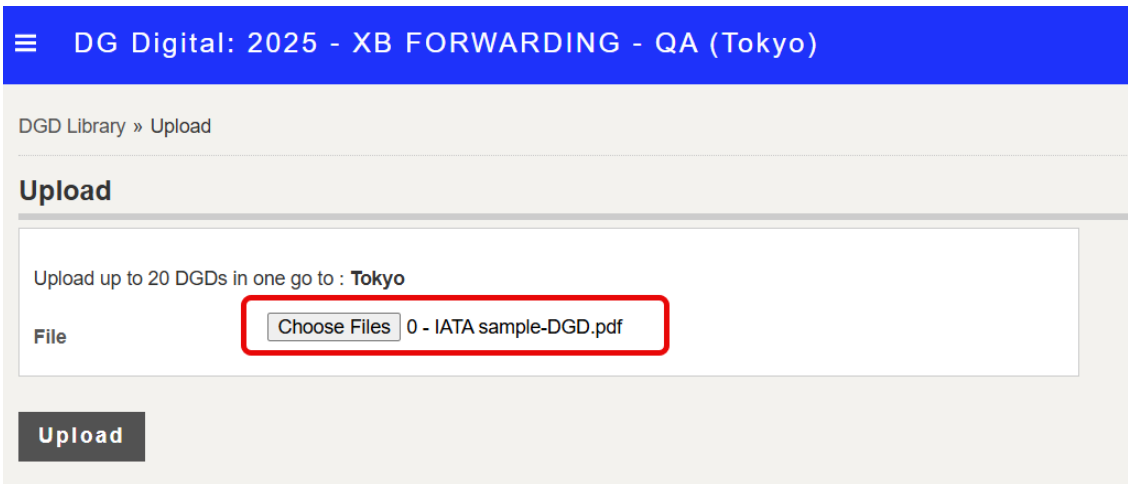
PDF submission AFTER verification

This is applicable for DG Digital and DG AutoCheck users who receive a paper DGD, and they scan and upload the PDF DGD to DG AutoCheck, and after upload they wish to share the PDF DGD together with OCR captured data with another party, after performing the Verification step in DG AutoCheck.

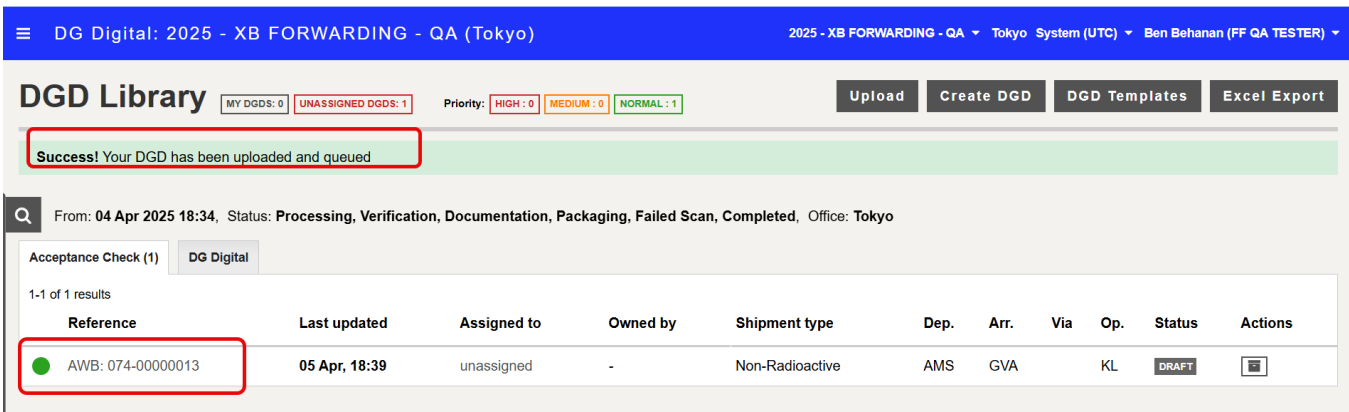
- 1. Login to DG AutoCheck and go to **DGD Library**.
- 2. Click **Upload**



- 3. Select the DGD to be uploaded



- 4. The DGD is uploaded to the DGD Library.



5. Click the AWB number/Reference. The Verification screen is displayed.

The screenshot shows the DG Digital interface for 2025 - XB FORWARDING - QA (Tokyo). The top navigation bar includes the system name and user information. The main area is titled 'VERIFICATION (0 / 10)'. On the left, a sidebar lists various options, with 'UN1263' selected. The main content area contains a 'Start wizard' button (highlighted with a red box) and a 'Submit DGD' button. Below these buttons, there are fields for 'Shipper' (ABC Chemicals, Evert van de Beekstraat 200, 1118 CP Schiphol, The Netherlands), 'Consignee' (CRI Chemicals, Route de l'aéroport, 33, 1215 Geneva, Switzerland), 'Departure' (Schiphol Airport (AMS), Amsterdam, Netherlands (Airport)), and 'Destination' (Geneva Intl. (GVA), Geneva, Switzerland (Airport)). To the right, there are fields for 'AWB: 074-00000013', 'HWB: -', 'Shippers reference: -', 'Aircraft type: Passenger and Cargo', and 'Shipment type: Non-Radioactive'. At the bottom, there is a table with columns: UN / ID, Proper Shipping Name, Class / Division, Packing Group, Quantity and Type of Packing, Packing Inst., and Auth. The table contains one row: UN1263, Paint, 3, II, 1 Fibreboard box x 6 L, 353, and a trash icon.

6. Click **Start wizard**

This screenshot is identical to the previous one, showing the 'VERIFICATION (0 / 10)' screen. The 'Start wizard' button is highlighted with a red box, and a red arrow points to it from the left.

7. Click **Start Verification** to continue.

The screenshot shows a dialog box titled 'Acceptance Check Status'. It contains the following information: 'Current status' is 'Verification Required', 'Current owner' is 'No owner', 'Last updated' is '5 minutes ago', and 'Last updated by' is 'You'. At the bottom, there are two buttons: 'Cancel' and 'Start Verification' (highlighted with a red box). A red arrow points to the 'Start Verification' button.

8. The first step of the Verification wizard will be displayed.

Home » DGD Library » AWB: 074-00000013

2025 - XB FORWARDING - QA Tokyo System (UTC) Ben Behanan (FF QA TESTER)

States NL, CH Operator KL Aircraft type Passenger and Cargo Shipment type Non-Radioactive

VERIFICATION (0 / 10)

Step 1 of 10 : AWB & References Not yet verified.

Air Waybill Characters in yellow are suspicious, the highlighting will be removed upon save.
074-00000013

House Waybill

Shipper's reference

Cancel Previous Next Close

Scanned Image View DGD

Air Waybill No. 074-00000013

9. Complete all the steps of the Verification wizard.

Home » DGD Library » AWB: 074-00000013

2025 - XB FORWARDING - QA Tokyo System (UTC) Ben Behanan (FF QA TESTER)

States NL, CH Operator KL Aircraft type Passenger and Cargo Shipment type Non-Radioactive

VERIFICATION (10 / 10)

DGD was verified by You

Release control and return to DGD Library Submit DGD

Shipper:
ABC Chemicals
Evert van de Beekstraat 200
1118 CP Schiphol
The Netherlands

Consignee:
CRI Chemicals
Route de l'aéroport, 33
1215 Geneva
Switzerland

AWB: 074-00000013
HWB: -
Shippers reference: -

Aircraft type: Passenger and Cargo
Shipment type: Non-Radioactive

Departure: Schiphol Airport (AMS), Amsterdam, Netherlands (Airport)

Destination: Geneva Intl. (GVA), Geneva, Switzerland (Airport)

Re-order rows Add Row(s)

10. Click **Submit DGD**.

Home » DGD Library » AWB: 074-00000013

2025 - XB FORWARDING - QA (Tokyo) System (UTC) Ben Behanan (FF QA TESTER)

States NL, CH Operator KL Aircraft type Passenger and Cargo Shipment type Non-Radioactive

VERIFICATION (10 / 10)

DGD was verified by You

Release control and return to DGD Library **Submit DGD**

Shipper:
ABC Chemicals
Evert van de Beekstraat 200
1118 CP Schiphol
The Netherlands

AWB: 074-00000013
HWB: -
Shippers reference: -

Consignee:
CRI Chemicals
Route de l'aéroport, 33
1215 Geneva
Switzerland

Aircraft type: Passenger and Cargo
Shipment type: Non-Radioactive

Departure: Schiphol Airport (AMS), Amsterdam, Netherlands (Airport)

Destination: Geneva Intl. (GVA), Geneva, Switzerland (Airport)

Re-order rows + Add Row(s)

11. The Submit DGD screen will be displayed.

Home » DGD Library » AWB: 074-00000013 » Submit DGD

Submit AWB: 074-00000013

Submit this DGD to:

Company

Airport of Acceptance

Office/ Acceptance Point/ Drop-off Point

PURSUANT TO IATA DGR SECTION 8.1.4.1.2, WHEN A DGD IS PRESENTED ELECTRONICALLY, THE SHIPPER'S DECLARATION MUST INDICATE "ORIGINAL RECEIVED ELECTRONICALLY" AND THE NAME OF THE SIGNATORY MUST BE SHOWN IN CAPITAL LETTERS. ACCORDINGLY, UPON SUBMISSION OF THIS DGD, THIS STATEMENT WILL BE AUTOMATICALLY ADDED TO THE ADDITIONAL HANDLING INFORMATION FIELD AND THE NAME OF SIGNATORY WILL BE ADDED TO THE SIGNATURE FIELD OF THE DGD.

Cancel Submit

12. Select the Company, Airport of Acceptance, and Office and then click **Submit**.

Submit this DGD to:

Company 2025 - XB AIRLINE (QA)

Airport of Acceptance Narita Intl

Office/ Acceptance Point/ Drop-off Point Narita

PURSUANT TO IATA DGR SECTION 8.1.4.1.2, WHEN A DGD IS PRESENTED ELECTRONICALLY, THE SHIPPER'S DECLARATION MUST INDICATE "ORIGINAL RECEIVED ELECTRONICALLY" AND THE NAME OF THE SIGNATORY MUST BE SHOWN IN CAPITAL LETTERS. ACCORDINGLY, UPON SUBMISSION OF THIS DGD, THIS STATEMENT WILL BE AUTOMATICALLY ADDED TO THE ADDITIONAL HANDLING INFORMATION FIELD AND THE NAME OF SIGNATORY WILL BE ADDED TO THE SIGNATURE FIELD OF THE DGD.

Cancel **Submit**

13. The **Submission Status** page is updated.

Submission Status

Timeline

Ben Behanan (FF QA TESTER) submitted DGD Scan to 2025 - XB AIRLINE (QA), Office: Narita at Airport: Narita Intl
05 Apr 2025 21:59 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Ben Behanan (FF QA TESTER) completed OCR Verification
05 Apr 2025 21:54 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Ben Behanan (FF QA TESTER) uploaded DGD in office Tokyo
05 Apr 2025 21:50 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Resources

No resources have been uploaded yet.

Summary

Status Submitted

Submitted DGD Scan Submission by Ben Behanan (FF QA TESTER) to Narita Intl (NRT) XB-S-0000513 05 Apr 2025 21:59

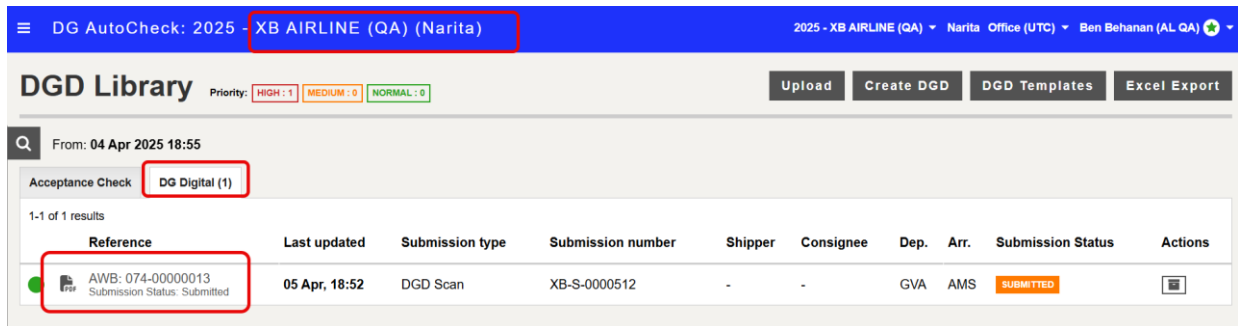
Actions

View DGD

Send by Email

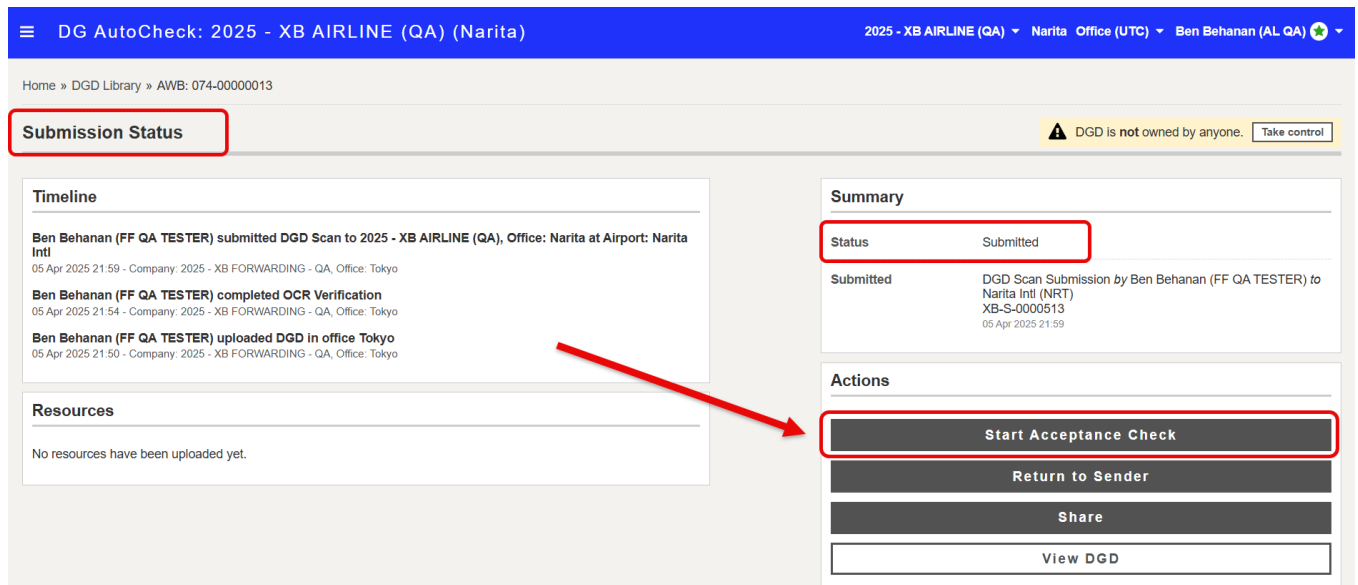
Note: The following steps are for the Airline/GHA who receives the PDF DGD.

14. The Airline/GHA receives the DGD in their DG AutoCheck subscription. The PDF DGD submission will be found in the **DG Digital** tab, and there will be a **PDF** icon next to the AWB number.

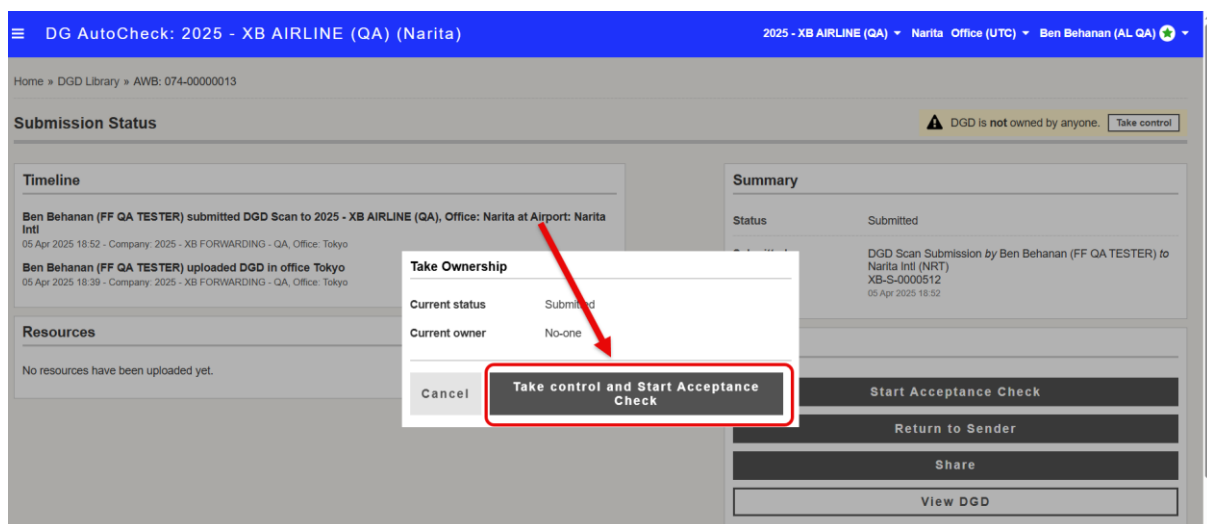


15. Click the AWB number/Reference. The Submission Status screen will be displayed.

16. Click **Start Acceptance Check**.



17. The **Take Ownership** window will be displayed. Click **Take control** and **Start Acceptance Check**.



18. The Verification screen is displayed.

2025 - XB AIRLINE (QA) (Narita)

2025 - XB AIRLINE (QA) ▾ Narita Office (UTC) ▾ Ben Behanan (AL QA) ★ ▾

Home » DGD Library » Submission » AWB: 074-00000013

This DGD is not owned by anyone. No-one last updated it just now.

Take control

States NL, CH Operator KL Aircraft type Passenger and Cargo Shipment type Non-Radioactive

VERIFICATION (10 / 10)

DOCUMENTATION

PACKAGING

SIGN OFF

✓ AWB & References

✓ Shipper

✓ Consignee

✓ Aircraft & Shipment Type

✓ Departure & Destination

✓ UN1263

✓ UN3301

✓ UN1888

✓ UN1212

✓ All packed in one fibreboard box Q=0.8

DGD was verified by previous parties. Please review the below before starting the check, take control of the DGD to make any changes.

Shipper:
ABC Chemicals
Evert van de Beekstraat 200
1118 CP Schiphol
The Netherlands

AWB: 074-00000013
HWB: -
Shippers reference: -

Consignee:
CRI Chemicals
Route de l'aéroport, 33
1215 Geneva
Switzerland

Aircraft type: Passenger and Cargo
Shipment type: Non-Radioactive

Departure: Schiphol Airport (AMS), Amsterdam, Netherlands (Airport)

Destination: Geneva Intl. (GVA), Geneva, Switzerland (Airport)

Re-order rows

Add Row(s)

UN / ID	Proper Shipping Name	Class / Division	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN1263	Paint	3	II	1 Fibreboard box x 6 L	353	

19. The following message will be displayed.

“DGD was verified by previous parties. Please review the below before starting the check, take control of the DGD to make any changes.”

20. Take control of the DGD

B AIRLINE (QA) (Narita)

2025 - XB AIRLINE (QA) ▾ Narita Office (UTC) ▾ Ben Behanan (AL QA) ★ ▾

-00000013

This DGD is not owned by anyone. No-one last updated it 5 minutes ago.

Take control

Operator KL Aircraft type Passenger and Cargo Shipment type Non-Radioactive

DOCUMENTATION

PACKAGING

SIGN OFF

DGD was verified by previous parties. Please review the below before starting the check, take control of the DGD to make any changes.

Shipper:
ABC Chemicals
Evert van de Beekstraat 200
1118 CP Schiphol
The Netherlands

AWB: 074-00000013
HWB: -
Shippers reference: -

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21. Click **Take Control**

☰

DG AutoCheck: 2025 - XB AIRLINE (QA) (Narita)

2025 - XB AIRLINE (QA) ▾ Narita Office (UTC) ▾ Ben Behanan (AL QA) ★ ▾

Home » DGD Library » Submission » AWB: 074-00000013

⚠ This DGD is not owned by anyone. No-one last updated it 5 minutes ago.

Take control

States NL, CH

Operator KL

Aircraft type Passenger and Cargo

Shipment type Non-Radioactive

VERIFICATION (10 / 10)

DOCUMENTATION

PACKAGING

SIGN OFF

✓ AWB & References

✓ Shipper

✓ Consignee

✓ Aircraft & Shipment Type

✓ Departure & Destination

✓ UN1263

✓ UN3301

✓ UN1888

✓ UN1212

✓ All packed in one fibreboard box Q=0.8

DGD was verified by previous parties. Please review the below before starting the check, take control of the DGD to make any changes.

Shipper:
ABC Chemicals
Evert van de Beek
1118 CP Schiphol
The Netherlands

Consignee:
CRI Chemicals
Route de l'aéroport, 33
1215 Geneva
Switzerland

Departure: Schiphol Airport (AMS), Amsterdam, Netherlands (Airport)

Destination: Geneva Intl. (GVA), Geneva, Switzerland (Airport)

Re-order rows Add Row(s)

UN / ID	Proper Shipping Name	Class / Division	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN1263	Paint	3	II	1 Fibreboard box x 6 L	353	

Acceptance Check Status

Current status

Awaiting Document Check

Current owner

No owner

Last updated

5 minutes ago

Last updated by

No changes made

Cancel

Take Control

DGD

Resources

Support

22. Make sure to confirm the Verification before starting the Documentation check.

☰

DG AutoCheck: 2025 - XB AIRLINE (QA) (Narita)

2025 - XB AIRLINE (QA) ▾ Narita Office (UTC) ▾ Ben Behanan (AL QA) ★ ▾

Home » DGD Library » Submission » AWB: 074-00000013

👤 You have control of this DGD. You last updated it just now.

Release control

States NL, CH

Operator KL

Aircraft type Passenger and Cargo

Shipment type Non-Radioactive

VERIFICATION (10 / 10)

DOCUMENTATION

PACKAGING

SIGN OFF

✓ AWB & References

✓ Shipper

✓ Consignee

✓ Aircraft & Shipment Type

✓ Departure & Destination

✓ UN1263

✓ UN3301

✓ UN1888

✓ UN1212

✓ All packed in one fibreboard box Q=0.8

DGD was verified by previous parties. Please review the below before starting the check, take control of the DGD to make any changes.

Shipper:
ABC Chemicals
Evert van de Beekstraat 200
1118 CP Schiphol
The Netherlands

Consignee:
CRI Chemicals
Route de l'aéroport, 33
1215 Geneva
Switzerland

Departure: Schiphol Airport (AMS), Amsterdam, Netherlands (Airport)

Destination: Geneva Intl. (GVA), Geneva, Switzerland (Airport)

Re-order rows Add Row(s)

UN / ID	Proper Shipping Name	Class / Division	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN1263	Paint	3	II	1 Fibreboard box x 6 L	353	

AWB: 074-00000013

HWB: -

Shippers reference: -

Aircraft type: Passenger and Cargo

Shipment type: Non-Radioactive

DGD

Resources

Support

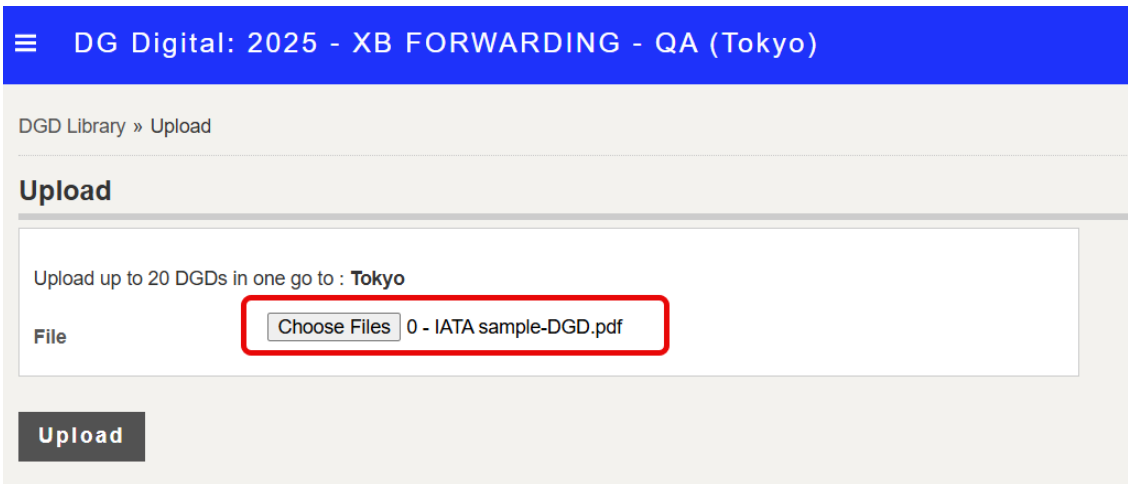
PDF submission AFTER Pre-Check

This is applicable **only for DG AutoCheck** users. The DG AutoCheck user receives a paper DGD, which they scan and upload as PDF DGD to DG AutoCheck. After upload the PDF DGD, they perform the Pre-Check and then share the PDF DGD together with the OCR data with another party.

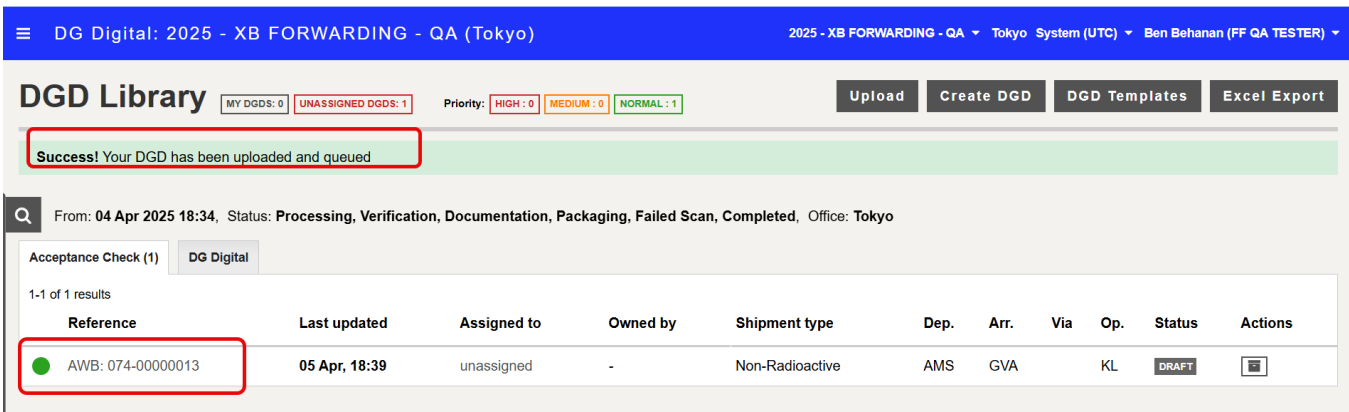
- 1. Login to DG AutoCheck and go to **DGD Library**.
- 2. Click **Upload**



- 3. Select the DGD to be uploaded



- 4. The DGD is uploaded to the DGD Library.



5. Click the AWB number/Reference. The Verification screen is displayed.

The screenshot shows the 'DG Digital: 2025 - XB FORWARDING - QA (Tokyo)' interface. At the top, there's a header with navigation links and user information. Below the header, a 'VERIFICATION (0 / 10)' status is shown. On the left, a sidebar lists various options like 'AWB & References', 'Shipper', 'Consignee', etc. The main area contains a 'Start wizard' button (highlighted with a red box) and a 'Submit DGD' button. Below these buttons, there are fields for 'Shipper' (ABC Chemicals, Evert van de Beekstraat 200, 1118 CP Schiphol, The Netherlands), 'Consignee' (CRI Chemicals, Route de l'aéroport, 33, 1215 Geneva, Switzerland), 'Departure' (Schiphol Airport (AMS), Amsterdam, Netherlands (Airport)), and 'Destination' (Geneva Intl. (GVA), Geneva, Switzerland (Airport)). There are also fields for 'AWB: 074-00000013', 'HWB: -', 'Shippers reference: -', 'Aircraft type: Passenger and Cargo', and 'Shipment type: Non-Radioactive'. At the bottom, there's a table with columns: 'UN / ID', 'Proper Shipping Name', 'Class / Division', 'Packing Group', 'Quantity and Type of Packing', 'Packing Inst.', and 'Auth'. The table contains one row: 'UN1263', 'Paint', '3', 'II', '1 Fibreboard box x 6 L', '353', and an 'Auth' icon.

6. Click **Start wizard**

This screenshot is identical to the previous one, showing the 'DG Digital: 2025 - XB FORWARDING - QA (Tokyo)' interface. The 'Start wizard' button is highlighted with a red box, and a red arrow points to it from the left.

7. Click **Start Verification** to continue.

The screenshot shows a dialog box titled 'Acceptance Check Status'. It contains the following information: 'Current status: Verification Required', 'Current owner: No owner', 'Last updated: 5 minutes ago', and 'Last updated by: You'. At the bottom, there are two buttons: 'Cancel' and 'Start Verification' (highlighted with a red box). A red arrow points to the 'Start Verification' button.

8. The first step of the Verification wizard will be displayed.

The screenshot shows the 'DG Digital: 2025 - XB FORWARDING - QA (Tokyo)' interface. The top navigation bar includes the title and user information: '2025 - XB FORWARDING - QA', 'Tokyo System (UTC)', and 'Ben Behanan (FF QA TESTER)'. The breadcrumb trail is 'Home » DGD Library » AWB: 074-00000013'. A status bar indicates 'You have control of this DGD. You last updated it just now.' with a 'Release control' button. The main header shows 'States NL, CH', 'Operator KL', 'Aircraft type Passenger and Cargo', and 'Shipment type Non-Radioactive'. The 'VERIFICATION (0 / 10)' tab is highlighted. Below it, 'Step 1 of 10 : AWB & References' is selected. The form contains fields for 'Air Waybill' (074-00000013), 'House Waybill', and 'Shipper's reference'. A 'Cancel' button is at the bottom left, and 'Previous', 'Next', and 'Close' buttons are at the bottom right. A 'Scanned Image' section shows a placeholder for the Air Waybill No. 074-00000013. A vertical sidebar on the right contains 'DGD', 'Resources', and 'Support' links.

9. **Complete** all the steps of the Verification wizard. The **Documentation** tab will be displayed.

The screenshot shows the 'DG AutoCheck: XB Forwarding Inc. (Narita)' interface. The top navigation bar includes the title and user information: 'XB Forwarding Inc.', 'Narita', 'Office (UTC+09:00)', and 'Dave Backstorm'. The breadcrumb trail is 'Home » DGD Library » AWB: 074-00000013'. A status bar indicates 'You have control of this DGD. You last updated it just now.' with a 'Release control' button. The main header shows 'States JP, CH, NL', 'Operator KL', 'Aircraft type Passenger and Cargo', and 'Shipment type Non-Radioactive'. The 'VERIFICATION (11 / 11)' tab is selected, and the 'DOCUMENTATION' tab is highlighted. The form contains fields for 'Air Waybill & Operator' (Air Waybill: 074-00000013, Operator: KLM (KL-074)) and 'Route' (Departure: Narita Intl (NRT), Tokyo, Japan (Airport), Destination: Geneva Intl. (GVA), Geneva, Switzerland (Airport), Transit Points: ...). A vertical sidebar on the right contains 'DGD', 'Resources', and 'Support' links.

10. Complete the Documentation check and the Packaging Check and then sign off.

11. If the check is Passed, click **Submit DGD**.

Note: If the AWB number was not available/entered at the time of doing the Pre-Check, you will be provided with an option to enter the AWB number at the time of submission. The AWB entered will then be reflected in the Acceptance check record.

≡

DG AutoCheck: XB Forwarding Inc. (Narita)

Home » DGD Library » REF: Q5L3 » Submit DGD

Submit REF: Q5L3

Submit this DGD to:

Company

Select a company

Airport of Acceptance

Select an airport

Office/ Acceptance Point/ Drop-off Point

Select an office

Air Waybill Number

PURSUANT TO IATA DGR SECTION 8.1.4.1.2, WHEN A DGD IS PRESENTED ELECTRONICALLY, THE SHIPPER'S DECLARATION MUST INDICATE "ORIGINAL RECEIVED ELECTRONICALLY" AND THE NAME OF THE SIGNATORY MUST BE SHOWN IN CAPITAL LETTERS. ACCORDINGLY, UPON SUBMISSION OF THIS DGD, THIS STATEMENT WILL BE AUTOMATICALLY ADDED TO THE ADDITIONAL HANDLING INFORMATION FIELD AND THE NAME OF SIGNATORY WILL BE ADDED TO THE SIGNATURE FIELD OF THE DGD.

Cancel

Submit

12. Select the Company, Airport of Acceptance, and Office and then click **Submit**.

≡

DG Digital: 2025 - XB FORWARDING - QA (Tokyo)

Home » DGD Library » AWB: 074-00000013 » Submit DGD

Submit AWB: 074-00000013

Submit this DGD to:

Company

2025 - XB AIRLINE (QA)

Airport of Acceptance

Narita Intl

Office/ Acceptance Point/ Drop-off Point

Narita

PURSUANT TO IATA DGR SECTION 8.1.4.1.2, WHEN A DGD IS PRESENTED ELECTRONICALLY, THE SHIPPER'S DECLARATION MUST INDICATE "ORIGINAL RECEIVED ELECTRONICALLY" AND THE NAME OF THE SIGNATORY MUST BE SHOWN IN CAPITAL LETTERS. ACCORDINGLY, UPON SUBMISSION OF THIS DGD, THIS STATEMENT WILL BE AUTOMATICALLY ADDED TO THE ADDITIONAL HANDLING INFORMATION FIELD AND THE NAME OF SIGNATORY WILL BE ADDED TO THE SIGNATURE FIELD OF THE DGD.

Cancel

Submit

13. The **Submission Status** page is updated.

Home » DGD Library » AWB: 074-00000013

Submission Status

DGD with 2025 - XB AIRLINE (QA) - Narita.

Timeline

- Ben Behanan (FF QA TESTER) submitted DGD Scan to 2025 - XB AIRLINE (QA), Office: Narita at Airport: Narita Intl
05 Apr 2025 21:59 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo
- Ben Behanan (FF QA TESTER) completed OCR Verification
05 Apr 2025 21:54 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo
- Ben Behanan (FF QA TESTER) uploaded DGD in office Tokyo
05 Apr 2025 21:50 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Resources

No resources have been uploaded yet.

Summary

Status Submitted

Submitted DGD Scan Submission by Ben Behanan (FF QA TESTER) to Narita Intl (NRT)
XB-S-0000513
05 Apr 2025 21:59

Actions

View DGD

Send by Email

Note: The following steps are for the Airline/GHA who receives the PDF DGD.

14. The Airline/GHA receives the DGD in their DG AutoCheck subscription. The PDF DGD submission will be found in the **DG Digital** tab, and there will be a **PDF** icon next to the AWB number.

Home » DG AutoCheck: 2025 - XB AIRLINE (QA) (Narita)

2025 - XB AIRLINE (QA) Narita Office (UTC) Ben Behanan (AL QA)

DGD Library Priority: HIGH: 1 MEDIUM: 0 NORMAL: 0

Upload Create DGD DGD Templates Excel Export

From: 04 Apr 2025 18:55

Acceptance Check **DG Digital (1)**

1-1 of 1 results

Reference	Last updated	Submission type	Submission number	Shipper	Consignee	Dep.	Arr.	Submission Status	Actions
AWB: 074-00000013 Submission Status: Submitted	05 Apr, 18:52	DGD Scan	XB-S-0000512	-	-	GVA	AMS	SUBMITTED	

15. Click the AWB number/Reference. The Submission Status screen will be displayed.

16. Click **Start Acceptance Check**.

Home » DGD Library » AWB: 074-00000013

Submission Status

DGD is not owned by anyone. Take control

Timeline

- Ben Behanan (FF QA TESTER) submitted DGD Scan to 2025 - XB AIRLINE (QA), Office: Narita at Airport: Narita Intl
05 Apr 2025 21:59 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo
- Ben Behanan (FF QA TESTER) completed OCR Verification
05 Apr 2025 21:54 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo
- Ben Behanan (FF QA TESTER) uploaded DGD in office Tokyo
05 Apr 2025 21:50 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Resources

No resources have been uploaded yet.

Summary

Status Submitted

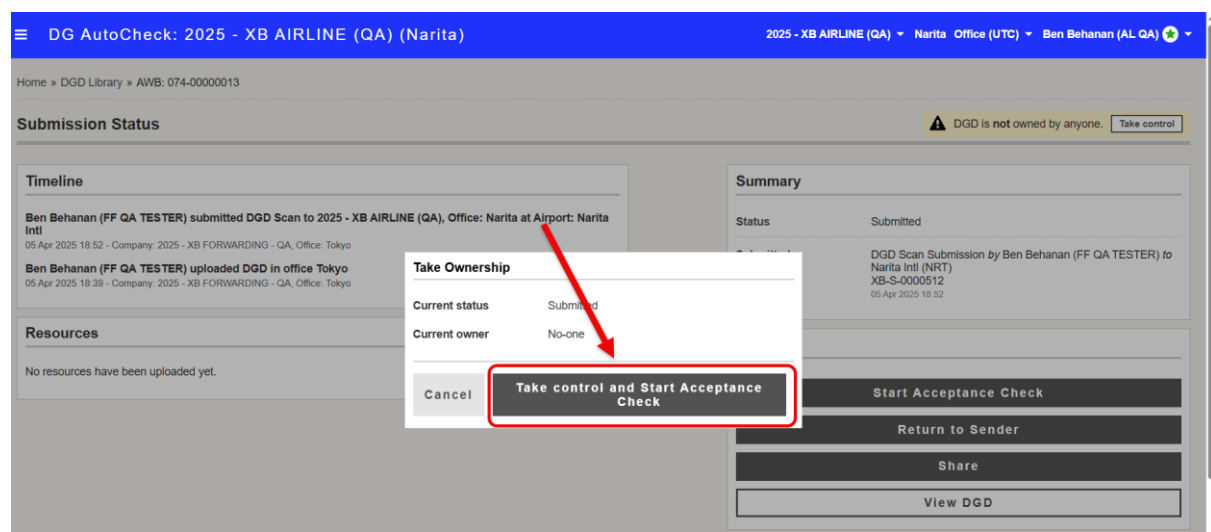
Submitted DGD Scan Submission by Ben Behanan (FF QA TESTER) to Narita Intl (NRT)
XB-S-0000513
05 Apr 2025 21:59

Actions

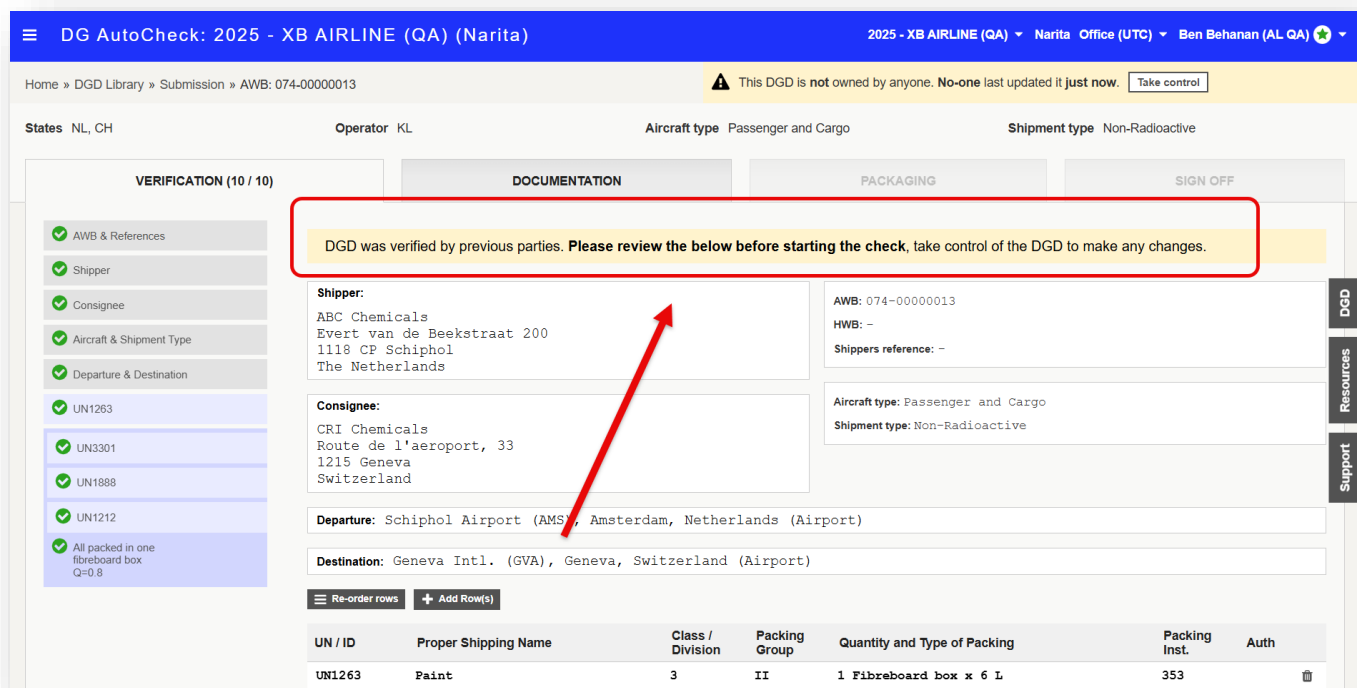
Start Acceptance Check

Return to Sender

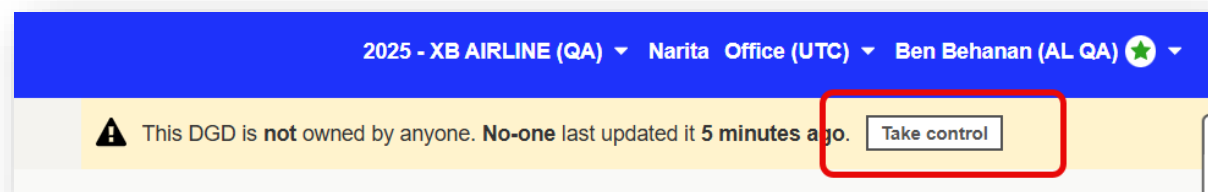
17. The **Take Ownership** window will be displayed. Click **Take control and Start Acceptance Check**.



18. The Verification screen is displayed.



19. Click **Take Control**



20. Click **Take Control**

☰

DG AutoCheck: 2025 - XB AIRLINE (QA) (Narita)

2025 - XB AIRLINE (QA) ▾ Narita Office (UTC) ▾ Ben Behanan (AL QA) ⚙

Home » DGD Library » Submission » AWB: 074-00000013

⚠ This DGD is not owned by anyone. No-one last updated it 5 minutes ago. Take control

States NL, CH

Operator KL

Aircraft type Passenger and Cargo

Shipment type Non-Radioactive

VERIFICATION (10 / 10)

DOCUMENTATION

PACKAGING

SIGN OFF

✓ AWB & References

✓ Shipper

✓ Consignee

✓ Aircraft & Shipment Type

✓ Departure & Destination

✓ UN1263

✓ UN3301

✓ UN1888

✓ UN1212

✓ All packed in one fibreboard box Q=0.8

DGD was verified by previous parties. Please review the below before starting the check, take control of the DGD to make any changes.

Shipper:
ABC Chemicals
Evert van de Beek
1118 CP Schiphol
The Netherlands

Consignee:
CRI Chemicals
Route de l'aéroport, 33
1215 Geneva
Switzerland

Departure: Schiphol Airport (AMS), Amsterdam, Netherlands (Airport)

Destination: Geneva Intl. (GVA), Geneva, Switzerland (Airport)

Re-order rows

Add Row(s)

UN / ID

Proper Shipping Name

Class / Division

Packing Group

Quantity and Type of Packing

Packing Inst.

Auth

UN1263

Paint

3

II

1 Fibreboard box x 6 L

353

Acceptance Check Status

Current status

Awaiting Document Check

Current owner

No owner

Last updated

5 minutes ago

Last updated by

No changes made

Cancel

Take Control

DGD

Resources

Support

21. Perform the Verification before starting the Documentation check.

☰

DG AutoCheck: 2025 - XB AIRLINE (QA) (Narita)

2025 - XB AIRLINE (QA) ▾ Narita Office (UTC) ▾ Ben Behanan (AL QA) ⚙

Home » DGD Library » Submission » AWB: 074-00000013

👤 You have control of this DGD. You last updated it just now. Release control

States NL, CH

Operator KL

Aircraft type Passenger and Cargo

Shipment type Non-Radioactive

VERIFICATION (10 / 10)

DOCUMENTATION

PACKAGING

SIGN OFF

✓ AWB & References

✓ Shipper

✓ Consignee

✓ Aircraft & Shipment Type

✓ Departure & Destination

✓ UN1263

✓ UN3301

✓ UN1888

✓ UN1212

✓ All packed in one fibreboard box Q=0.8

DGD was verified by previous parties. Please review the below before starting the check, take control of the DGD to make any changes.

Shipper:
ABC Chemicals
Evert van de Beekstraat 200
1118 CP Schiphol
The Netherlands

Consignee:
CRI Chemicals
Route de l'aéroport, 33
1215 Geneva
Switzerland

Departure: Schiphol Airport (AMS), Amsterdam, Netherlands (Airport)

Destination: Geneva Intl. (GVA), Geneva, Switzerland (Airport)

Re-order rows

Add Row(s)

UN / ID

Proper Shipping Name

Class / Division

Packing Group

Quantity and Type of Packing

Packing Inst.

Auth

UN1263

Paint

3

II

1 Fibreboard box x 6 L

353

AWB: 074-00000013

HWB: -

Shippers reference: -

Aircraft type: Passenger and Cargo

Shipment type: Non-Radioactive

DGD

Resources

Support

22. Perform the Documentation check, Packaging Check and then Sign off.

Create and Insert Scanned Signature

Create a scanned signature

1. **Write your signature:**
On a clean, white piece of paper, write your signature as you normally would.
2. **Scan the signature:**
Use a scanner to create a high-resolution scan of your signature.
If your scanner has options, set it for the highest resolution (dots per inch or DPI).
Save the scanned image in a common format like .JPG, .PNG, or .GIF.
3. **Crop the image:**
In the scanning software or a photo editor, crop the image to remove excess whitespace, focusing only on the signature. Size of the image should be below 20KB.
4. **Save the image:**
Save the image on your PC or accessible location. Size of the image should be below 20KB.

Insert a scanned signature

1. Go to the **Self-Sign** screen.
2. Under **Signature Image**, select **New signature**

≡ DG Digital: 2025 - XB FORWARDING - QA (Tokyo)

Sign DGD

Self-Sign | Request Signature From Office | Request Signature by Email

Self-Sign View DGD

Please sign off the following to confirm that the work has been completed to the required standard.

Name of Signatory

Date

Signature

Signature Image

- select below
- Use existing signature
- New signature**
- Exclude signature
- Exclude and remove signature

Declaration

applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.

☐ I confirm the declaration above

Cancel **Sign DGD**

3. The **Choose File** box is shown. Select the scanned signature image file from your PC or location.

The screenshot shows the 'Self-Sign' tab of a web form. The 'Signature Image' section is highlighted with a red box. It contains a dropdown menu with 'New signature' selected, a text input field with 'sample-sign.jpg', and a 'Choose File' button. Below this is a declaration section with a checkbox for 'I confirm the declaration above'. The 'Sign DGD' button is at the bottom right.

Self-Sign Request Signature From Office Request Signature by Email

Self-Sign View DGD

Please sign off the following to confirm that the work has been completed to the required standard.

Name of Signatory Ben Behanan (FF QA TESTER)

Date 06/04/2025

Signature BEN BEHANAN (FF QA TESTER)

Signature Image New signature

For Electronic submissions, the signature image will be automatically replaced with name of signatory in capital letters. For Paper submissions, the signature image will be used as Facsimile signature referenced in IATA DGR section 8.1.4.1.1

Choose File sample-sign.jpg

Declaration 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 labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.

☐ I confirm the declaration above

Cancel Sign DGD

4. Confirm the declaration and click **Sign DGD**

The screenshot shows the 'Self-Sign' tab of a web form. The 'Signature Image' section is highlighted with a red box. It contains a dropdown menu with 'New signature' selected, a text input field with 'sample-sign.jpg', and a 'Choose File' button. Below this is a declaration section with a checkbox for 'I confirm the declaration above'. The 'Sign DGD' button is at the bottom right.

Self-Sign Request Signature From Office Request Signature by Email

Self-Sign View DGD

Please sign off the following to confirm that the work has been completed to the required standard.

Name of Signatory Ben Behanan (FF QA TESTER)

Date 06/04/2025

Signature BEN BEHANAN (FF QA TESTER)

Signature Image New signature

For Electronic submissions, the signature image will be automatically replaced with name of signatory in capital letters. For Paper submissions, the signature image will be used as Facsimile signature referenced in IATA DGR section 8.1.4.1.1

Choose File sample-sign.jpg

Declaration 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 labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.

☐ I confirm the declaration above

Cancel Sign DGD

5. The **Submission Status** screen is displayed. Click **Preview DGD**.

Home » DGD Library » AWB: 074-00000013

Submission Status You have control of this DGD. [Release control](#)

Timeline

- Ben Behanan (FF QA TESTER) self-signed DGD**
06 Apr 2025 06:36 - IP Address: 183.116.175.139 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo
- Ben Behanan (FF QA TESTER) created DGD in office Tokyo**
06 Apr 2025 06:13 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Resources

No resources have been uploaded yet.

Summary

Status	Ready for Submission
Signed	Ben Behanan (FF QA TESTER) 06 Apr 2025 06:36

Actions

- Submit
- Edit Air Waybill & Routing
- Remove Signature
- Share
- Preview DGD**
- Clone DGD

6. The PDF is displayed with the signature image inserted in the signature field.

Additional Handling Information
Emergency contact 24-hr number: +358 32 983 123

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 labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.

Name of Signatory
Ben Behanan (FF QA TESTER)

Date
06 Apr 2025

Signature
(See warning above) *John Doe*

(c) Copyright 2025. All rights reserved. IATA DG AutoCheck <https://www.iata.org/dg-autocheck>

7. To use the same signature for next DGD, in the Signature screen, under Signature Image, select **Use existing signature**

Date
06/04/2025

Signature
BEN BEHANAN (FF QA TESTER)

Signature Image

- select below
- select below
- Use existing signature**
- New signature
- Exclude signature
- Exclude and remove signature

Declaration

applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.

☐ I confirm the declaration above

Cancel **Sign DGD**

8. The preview of the scanned signature image will be shown.

Self-Sign View DGD

Please sign off the following to confirm that the work has been completed to the required standard.

Name of Signatory Ben Behanan (FF QA TESTER)

Date 06/04/2025

Signature BEN BEHANAN (FF QA TESTER)

Signature Image Use existing signature ▼

For Electronic submissions, the signature image will be automatically replaced with name of signatory in capital letters. For Paper submissions, the signature image will be used as Facsimile signature referenced in IATA DGR section 8.1.4.1.1

Declaration 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 labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.

☐ I confirm the declaration above

Cancel **Sign DGD**

9. You can proceed to use this signature image to sign the DGD.
10. Alternately, you can exclude the use of the signature image for the current DGD, or you can exclude the signature from the current DGD AND also remove the scanned signature image.

Signature Image

Use existing signature ▼

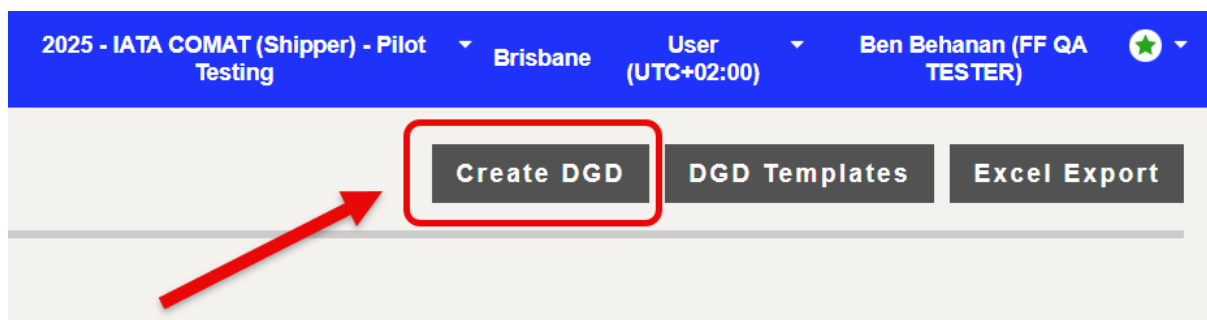
select below

Use existing signature

New signature

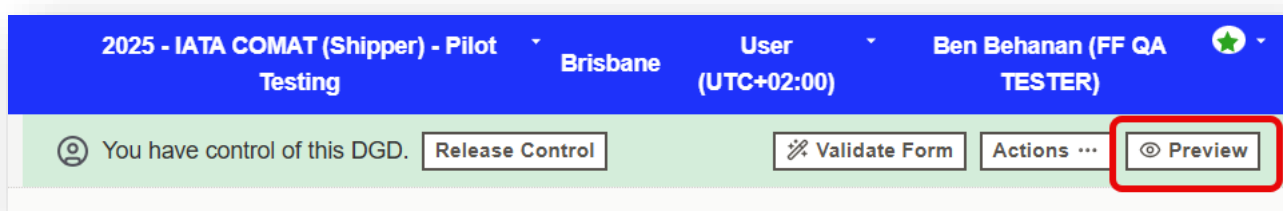
Exclude signature

Exclude and remove signature



3. Enter the required DGD details into the 4 tabs.

4. After entering all the details, click **Preview** to preview the DGD



5. To sign the DGD, click **Actions > Sign DGD**. The signature screen will be displayed.

2025 - IATA COMAT (Shipper) - Pilot Testing Brisbane User (UTC+02:00) Ben Behanan (FF QA TESTER)

You have control of this DGD. Release Control Validate Form Actions ... Preview

NATURE & QUANTITY OF DANGEROUS GOODS

Consignee

Finalize DGD and Pre-Check
Sign DGD
 Share
 Resources
 Save as Template

6. Complete the DGD signature.

≡ DG AutoCheck: 2025 - IATA COMAT (Shipper) - Pilot Testing (Brisbane)

Self-Sign Request Signature From Office Request Signature by Email

Self-Sign View DGD

Please sign off the following to confirm that the work has been completed to the required standard.

Name of Signatory Ben Behanan (FF QA TESTER)

Date 05/05/2025

Signature BEN BEHANAN (FF QA TESTER)

Signature Image Use existing signature

For Electronic submissions, the signature image will be automatically replaced with name of signatory in capital letters. For Paper submissions, the signature image will be used as Facsimile signature referenced in IATA DGR section 8.1.4.1.1



Declaration *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 labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.*

☒ I confirm the declaration above

Cancel **Sign DGD**

7. The Submission Status screen will be displayed.
8. To start the Pre-Check, click **Actions > Pre-Check DGD**

Submission Status

You have control of this DGD. [Release control](#)

Timeline

John Luke self-signed DGD
14 Jul 2025 15:33 - IP Address: 163.116.175.107 - Company: 2025 - ETIHAD CARGO (DEV), Office: COMAT - AUH

John Luke created DGD in office COMAT - AUH
14 Jul 2025 15:33 - Company: 2025 - ETIHAD CARGO (DEV), Office: COMAT - AUH

Resources

No resources have been uploaded yet.

Summary

Status: Ready for Submission

Signed: John Luke
14 Jul 2025 15:33

Actions

Submit DGD

Pre-Check DGD

Edit Air Waybill and Routing

Remove Signature

Share DGD

Preview DGD

Clone DGD

9. A confirmation screen will be displayed.
10. Click **Start Pre-Check** to confirm the operation.

Finalize DGD and Pre-Check

To do a Pre-Check, the DGD must be finalized. Once finalized, no more changes will be allowed, except to add the AWB number and Routing.

Cancel **Start Pre-Check**

11. The Pre-Check screen will be displayed.

DETAILS		Failure to comply in all respects with the Dangerous Goods Regulations may be in breach of applicable law, subject to legal penalties.	
Consignor:	Airport of Departure (optional):		
	Narita Intl (NRT)		
Destination (optional):		Shipment type: (delete non-applicable)	
aa (HEL)		☒ NON-RADIOACTIVE	
QUANTITY OF DANGEROUS GOODS			
Dangerous Goods Identification			
Proper Shipping Name	Class of Division (mandatory)	Packing Group	Packing Inst.
	8	21	353
		2 Fibreboard Box x 5 L	

12. Start the Documentation Check.

Save & Start Check

13. Sign off the Documentation Check

Checklist

Non-Radioactive (IATA Official)

States

JP, FI

Operator

AY

Aircraft type

Passenger and Cargo

Shipment type

Non-Radioactive

DGD

DOCUMENTATION (2 / 2)

PACKAGING

SIGN OFF

Settings

Form

UN1263 - 2 x 5L

Documentation Complete

UN / ID	Proper Shipping Name	Class / Division	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN1263	Paint	3	II	2 Fibreboard Box x 5 L	353	

Identification

Quantity and Type of Packing

Packing Instructions & Authorizations

26

Packing Instruction Number

8.1.6.9.3 Step 8

Add Notes...

Yes No

27

For lithium batteries in compliance with Section IB, "IB" follows the packing instruction

8.1.6.9.3 Step 8

Add Notes...

Yes No N/A

28

Indication that governmental authorization is attached, including a copy in English and additional approvals for other items under

8.1.6.9.4 Step 9

Add Notes...

Yes No N/A

Documentation Complete

14. Complete the **Packaging Check** and then **Sign off** the Pre-Check.

DGD

DOCUMENTATION (2 / 2)

PACKAGING (2 / 2)

SIGN OFF

DGD Passed Acceptance Check

All checks have been marked as Yes or N/A, please sign below to confirm this DGD has passed its Acceptance Checks.

Sign off

Checked by:

You

Completed:

Now

Location:

Brisbane

Comments:

Confirm Passed

Sign off as Failed

15. The **Report** screen will be displayed. Click **e-DGD Submission**.

DGD	DOCUMENTATION (2 / 2)	PACKAGING (2 / 2)	REPORT (PASSED)
AWB	105-00000011		
Questions:	55		
States:	Japan (JP), Finland (FI)		
State Variations:	None		
Operators:	Finnair Oyj (AY-105)		
Operator Variations:	None		
Special Provisions:	None		
Acceptance Check Signed By:	You		
Acceptance Check Completed:	05 May 2025 18:13 UTC+10:00		
Acceptance Check Comments:	No comments were made by the checker.		

Your office preferred checklist is: Full Checklist. If you prefer: Download the Compact Checklist

[View Checklist](#)
[Send by email](#)
[Download Checklist](#)
[Download DGD](#)
[Download XSDG](#)
[Download CSV](#)
[e-DGD Submission](#)

[Submit DGD](#)

16. The **Submission Status** screen will be displayed. Click **View Pre-Check Report PDF** to view the Acceptance Check report PDF.

Submission Status
You have control of this DGD. [Release control](#)

Timeline

John Luke completed Pre-Check with Result: Passed
14 Jul 2025 15:35 - Company: 2025 - ETIHAD CARGO (DEV), Office: COMAT - AUH

John Luke started Pre-Check
14 Jul 2025 15:34 - Company: 2025 - ETIHAD CARGO (DEV), Office: COMAT - AUH

John Luke self-signed DGD
14 Jul 2025 15:33 - IP Address: 163.116.175.107 - Company: 2025 - ETIHAD CARGO (DEV), Office: COMAT - AUH

John Luke created DGD in office COMAT - AUH
14 Jul 2025 15:33 - Company: 2025 - ETIHAD CARGO (DEV), Office: COMAT - AUH

Resources

No resources have been uploaded yet.

Summary

Status	Pre-Check - Passed
Signed	John Luke 14 Jul 2025 15:33
Pre-Check	Passed 14 Jul 2025 15:35

Actions

Submit DGD
Edit Air Waybill and Routing
Share DGD
View Pre-Check Report PDF
Preview DGD
Clone DGD

If the Pre-Check is passed, then you can proceed with the Electronic submission.

- Submission Status

Timeline

Ben Behanan (FF QA TESTER) completed Pre-Check with Result: Passed

05 May 2025 10:13 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) started Pre-Check

05 May 2025 10:12 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) self-signed DGD

05 May 2025 10:11 - IP Address: 163.116.175.17 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) shared DGD to 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

05 May 2025 10:01 - Company: 2025 - XB FORWARDING - QA, Office: Geneva

Ben Behanan (FF QA TESTER) created DGD in office Geneva

05 May 2025 10:01 - Company: 2025 - XB FORWARDING - QA, Office: Geneva

Resources

No resources have been uploaded yet.

You have control of this DGD. [Release control](#)

Summary

Status	Pre-Check - Passed
Signed	Ben Behanan (FF QA TESTER) 05 May 2025 10:11
Pre-Check	Passed 05 May 2025 10:13

Actions

Submit

Edit Air Waybill & Routing

Return to Sender

Share

View Pre-Check Report PDF

Preview DGD

Clone DGD

- Submit DGD**

Submit DGD

[View DGD](#)

Submission Type

Electronic Submission (e-DGD)

Submit this DGD to:

- DG Digital: User Manual 1st Release October 2025 version 0.2

Submit DGD

Submit DGD

[View DGD](#)

Submission Type

Electronic Submission (e-DGD) ▼

Submit this DGD to:

Company

2025 - XB AIRLINE (QA) ▼

Airport of Acceptance

Brisbane Intl. ▼

Office/ Acceptance
Point/ Drop-off Point

Brisbane ▼

PURSUANT TO IATA DGR SECTION 8.1.4.1.2, WHEN A DGD IS PRESENTED ELECTRONICALLY, THE SHIPPER'S DECLARATION MUST INDICATE "ORIGINAL RECEIVED ELECTRONICALLY" AND THE NAME OF THE SIGNATORY MUST BE SHOWN IN CAPITAL LETTERS. ACCORDINGLY, UPON SUBMISSION OF THIS DGD, THIS STATEMENT WILL BE AUTOMATICALLY ADDED TO THE ADDITIONAL HANDLING INFORMATION FIELD AND THE NAME OF SIGNATORY WILL BE ADDED TO THE SIGNATURE FIELD OF THE DGD.

[Back](#)

[Submit DGD](#)

4. The Submission Status screen will be displayed.

Submission Status

⚠ DGD is not owned by anyone. [Take control](#)

Timeline

Ben Behanan (FF QA TESTER) submitted e-DGD to 2025 - XB AIRLINE (QA), Office: Brisbane at Airport: Brisbane Intl.

05 May 2025 10:50 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) completed Pre-Check with Result: Passed

05 May 2025 10:42 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) started Pre-Check

05 May 2025 10:37 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) self-signed DGD

05 May 2025 10:36 - IP Address: 163.116.175.17 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) created DGD in office Brisbane

05 May 2025 10:30 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Resources

No resources have been uploaded yet.

Summary

Status	Submitted
Signed	Ben Behanan (FF QA TESTER) 05 May 2025 10:36
Submitted	Electronic Submission by Ben Behanan (FF QA TESTER) to Brisbane Intl. (BNE) XB-D-0000992 05 May 2025 10:50
Pre-Check	Passed 05 May 2025 10:42

Actions

[Start Acceptance Check](#)

[Edit Air Waybill & Routing](#)

[Return to Sender](#)

[Share](#)

[View Pre-Check Report PDF](#)

Pre-Check PASSED workflow: Paper submission

If the pre-Check is passed, you also have the option to do a Paper Submission.

- 1. In the **Submission Status** screen, click **Submit**.

Submission Status

You have control of this DGD. [Release control](#)

Timeline

Ben Behanan (FF QA TESTER) completed Pre-Check with Result: Passed

05 May 2025 10:13 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) started Pre-Check

05 May 2025 10:12 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) self-signed DGD

05 May 2025 10:11 - IP Address: 163.116.175.17 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) shared DGD to 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

05 May 2025 10:01 - Company: 2025 - XB FORWARDING - QA, Office: Geneva

Ben Behanan (FF QA TESTER) created DGD in office Geneva

05 May 2025 10:01 - Company: 2025 - XB FORWARDING - QA, Office: Geneva

Resources

No resources have been uploaded yet.

Summary

Status

Pre-Check - Passed

Signed

Ben Behanan (FF QA TESTER)

05 May 2025 10:11

Pre-Check

Passed

05 May 2025 10:13

Actions

Submit

Edit Air Waybill & Routing

Return to Sender

Share

View Pre-Check Report PDF

Preview DGD

Clone DGD

- 2. The **Submit DGD** screen will be displayed. Select **Paper Submission** as submission Type.

Submit DGD

Submit DGD

[View DGD](#)

Submission Type

Paper Submission

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3. Click **Submit DGD**.

Submission Type

Paper Submission

YOU ARE MAKING A PAPER SUBMISSION. PLEASE READ CAREFULLY THE FOLLOWING TERMS BEFORE PROCEEDING.

1. UPON CLICKING SUBMIT DGD, THE DGD WILL BE FINALIZED, AND NO FURTHER CHANGES WILL BE PERMITTED.
2. THE FINALIZED DGD WILL NOT BE AUTOMATICALLY TRANSMITTED TO ANY PARTY. A PDF DGD WILL BE GENERATED AND MADE AVAILABLE FOR DOWNLOAD.
3. THE PDF DGD MUST BE PRINTED AND TWO SIGNED COPIES MUST BE PRESENTED TO THE OPERATOR (PURSUANT TO IATA DGR SECTION 8.1.2.3.1 AND SECTION 8.1.4.1.1).
4. The PDF DGD (AND THE PRINTED PAPER DGD) WILL INCLUDE A SUBMISSION NUMBER AND SECURITY CODE.
5. IATA DG AUTOCHECK SUBSCRIBERS WHO RECEIVE THE PRINTED PAPER DGD MAY USE THE SUBMISSION NUMBER AND SECURITY CODE ON THE DGD, TO ACCESS THE SUBMITTED DGD RECORD, FOR THE PURPOSE OF PERFORMING THE DANGEROUS GOODS ACCEPTANCE CHECKS OF THE CONSIGNMENT, AND ANY RELATED FUNCTION(S).
6. SIGNATURE WILL BE AUTOMATICALLY APPLIED TO THE PDF DGD.
7. IF A SCANNED SIGNATURE IMAGE (FACSIMILE SIGNATURE) WAS INCLUDED BY SIGNATORY, THIS SIGNATURE IMAGE WILL BE APPLIED IN THE SIGNATORY FIELD OF THE PDF DGD. FACSIMILE SIGNATURES ARE ACCEPTABLE WHERE APPLICABLE LAWS AND REGULATIONS RECOGNIZE THEIR LEGAL VALIDITY.
8. IF A SCANNED SIGNATURE IMAGE (FACSIMILE SIGNATURE) WAS NOT INCLUDED BY SIGNATORY, THEN THE FULL NAME OF THE SIGNATORY IN CAPITAL LETTERS WILL BE PRINTED IN THE SIGNATORY FIELD OF THE PDF DGD. THIS MAY BE SUPERSCRIBED BY A WET-INK SIGNATURE, OR A (NON-ELECTRONICALLY) STAMPED SIGNATURE, AS REQUIRED.
9. IF YOU DO NOT AGREE WITH ANY OF THE TERMS ABOVE, PLEASE REFRAIN FROM SUBMITTING THIS DGD.

Back

Submit DGD

4. The Submission Status screen will be displayed. Click **View DGD**.

Submission Status

DGD is not owned by anyone. Take control

Timeline

Ben Behanan (FF QA TESTER) submitted a paper DGD (XB-P-0000993)
05 May 2025 10:59 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) completed Pre-Check with Result: Passed
05 May 2025 10:55 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) started Pre-Check
05 May 2025 10:54 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) self-signed DGD
05 May 2025 10:54 - IP Address: 163.116.175.17 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) created DGD in office Brisbane
05 May 2025 10:54 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Resources

No resources have been uploaded yet.

Summary

Status	Paper Submission
Signed	Ben Behanan (FF QA TESTER) 05 May 2025 10:54
Submitted	Paper Submission by Ben Behanan (FF QA TESTER) XB-P-0000993 05 May 2025 10:59
Pre-Check	Passed 05 May 2025 10:55

Actions

View Pre-Check Report PDF

View DGD

Send By Email

Clone DGD

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5. The PDF DGD will be displayed. Print the DGD and tender to Forwarder/Airline.

SHIPPER'S DECLARATION FOR DANGEROUS GOODS				Submission Number: XB-P-0000993		
Shipper XYZ CHEMICALS CO., LTD. 1-2-3 MUROMACHI, CHUO-KU 123-4567, TOKYO Japan				Air Waybill No. 105-00000011 Page 1 of 1 Pages Shipper's Reference No. (optional)		
Consignee ABC CHEMICALS CO., LTD #123, ABC BUILDING 21420, LIETO Finland				Powered By: 		
Two completed and signed copies of this Declaration must be handed to the operator.				WARNING Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.		
TRANSPORT DETAILS						
This shipment is within the limitations prescribed for: (delete non-applicable)		Airport of Departure (optional): Narita Intl (NRT)				
PASSENGER AND CARGO AIRCRAFT				Shipment type: (delete non-applicable) NON-RADIOACTIVE		
NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (subsidiary hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN1263	Paint	3	II	2 Fibreboard Box x 5 L	353	
Additional Handling Information						
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 labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.				Name of Signatory Ben Behanan (FF QA TESTER) Date 05 May 2025 Signature (See warning above) 		

(c) Copyright 2025. All rights reserved. IATA DG AutoCheck <https://www.iata.org/dg-autocheck> Security Code: 921190

Pre-Check FAILED workflow

If the Pre-Check is failed, then you can clone the DGD and make changes and then re-do the check.

1. In the **Submission Status** screen, click **Clone DGD**.

The screenshot shows the 'Submission Status' page for a DGD with AWB: 105-00000011. The page header indicates the user is Ben Behanan (FF QA TESTER) and the system is in Pilot Testing mode. The 'Timeline' section lists several events, with the most recent being 'completed Pre-Check with Result: Failed'. The 'Summary' section shows the status as 'Pre-Check - Failed'. The 'Actions' section contains several buttons, with 'Clone DGD' highlighted by a red box and a red arrow pointing to it.

2. A confirmation screen will be displayed.
3. Click **Clone DGD** to confirm the operation.

The screenshot shows the 'Clone DGD' confirmation screen. The page title is 'Clone DGD'. It contains a message: 'A cloned DGD will include the data from the original DGD, however it will not include the signature. The DGD will start in the Draft state, where you will be able to edit the cloned DGD again.' At the bottom, there are two buttons: 'Cancel' and 'Clone DGD'. A red arrow points to the 'Clone DGD' button.

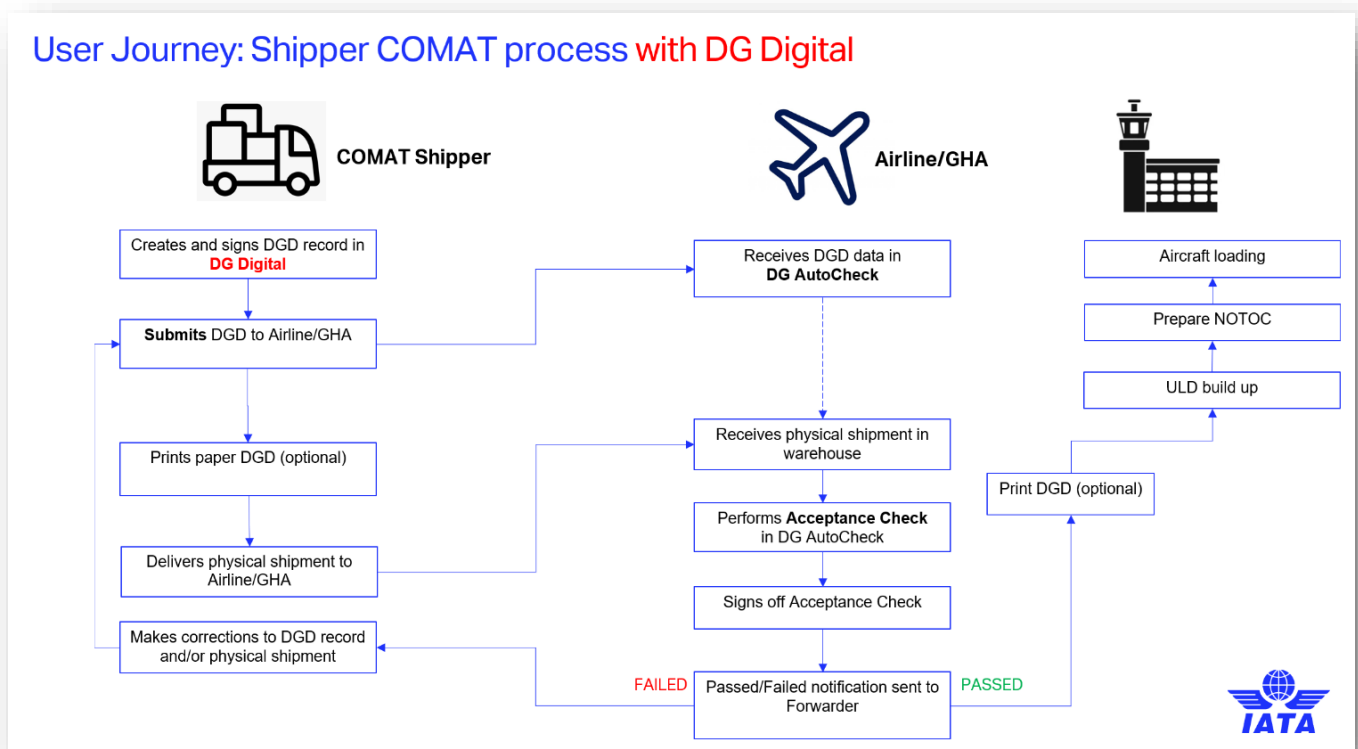
4. The DGD will be available for editing in the DGD Builder. You can make the required changes and then sign the DGD, and then Pre-Check the DGD. and then re-submit the DGD.

COMAT process using **DG Digital** account (without Pre-Check)

You can use DG Digital to prepare your COMAT DGDs and then submit them to your Airline/GHA partner for performing the Acceptance check. Following are the top-level steps:

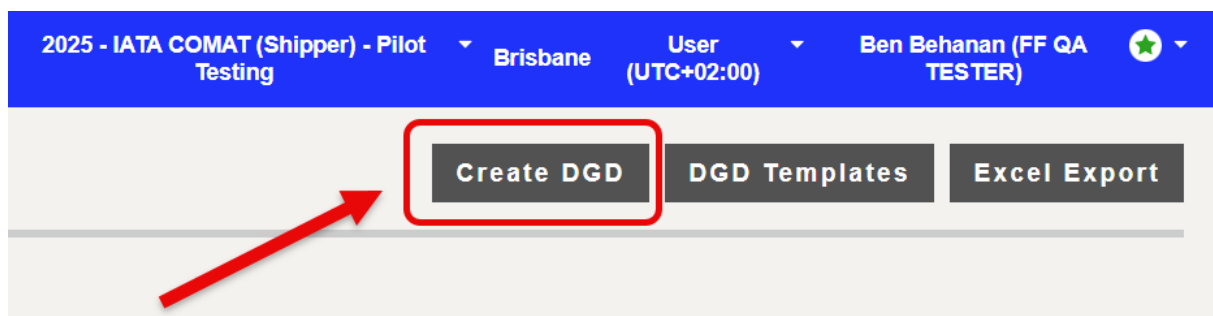
1. Create DGD
2. Sign DGD
3. Submit DGD

The process flow is as follows.



Detailed Steps

1. Login to DG Digital and go to **DGD Library**.
2. Click **Create DGD**



3. Enter the required DGD details into the 4 tabs.

SHIPPER & CONSIGNEE	TRANSPORT DETAILS	NATURE & QUANTITY OF DANGEROUS GOODS	ADDITIONAL HANDLING INFO
Shipper Company Name * XYZ CHEMICALS CO., LTD. Street * 1-2-3 MUROMACHI, CHUO-KU ZIP Code / City * 123-4567 TOKYO Area PO Box Country * Japan Contact No. Save to Address Book Clear		Consignee Company Name * ABC CHEMICALS CO., LTD. Street * #123, ABC BUILDING ZIP Code / City * 21420 LIETO Area PO Box Country * Finland Contact No. Save to Address Book Clear	
Next			

- After entering all the details, click **Preview** to preview the DGD

2025 - IATA COMAT (Shipper) - Pilot Testing		Brisbane	User (UTC+02:00)	Ben Behanan (FF QA TESTER)
You have control of this DGD.		Release Control	Validate Form	Actions ... Preview

- To sign the DGD, click **Actions** > **Sign DGD**. The signature screen will be displayed.

2025 - IATA COMAT (Shipper) - Pilot Testing		Brisbane	User (UTC+02:00)	Ben Behanan (FF QA TESTER)
You have control of this DGD.		Release Control	Validate Form	Actions ... Preview
NATURE & QUANTITY OF DANGEROUS GOODS Consignee		Finalize DGD and Pre-Check Sign DGD Share Resources Save as Template		

- Complete the DGD signature.

DG AutoCheck: 2025 - IATA COMAT (Shipper) - Pilot Testing (Brisbane)

Self-Sign

Request Signature From Office

Request Signature by Email

Self-Sign

View DGD

Please sign off the following to confirm that the work has been completed to the required standard.

Name of Signatory

Ben Behanan (FF QA TESTER)

Date

05/05/2025

Signature

BEN BEHANAN (FF QA TESTER)

Signature Image

Use existing signature

For Electronic submissions, the signature image will be automatically replaced with name of signatory in capital letters. For Paper submissions, the signature image will be used as Facsimile signature referenced in IATA DGR section 8.1.4.1.1

John Doe

Declaration

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 labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.

☒ I confirm the declaration above

Cancel

Sign DGD

7. The Submission Status screen will be displayed. You are ready for submission to your business partner.

Submission Status

You have control of this DGD.

Release control

Timeline

Ben Behanan (FF QA TESTER) self-signed DGD

15 May 2025 00:21 - IP Address: 163.116.175.23 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) created DGD in office Brisbane

15 May 2025 00:18 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Resources

No resources have been uploaded yet.

Summary

Status

Ready for Submission

Signed

Ben Behanan (FF QA TESTER)

15 May 2025 00:21

Actions

Submit

Edit Air Waybill & Routing

Remove Signature

Share

Preview DGD

Clone DGD

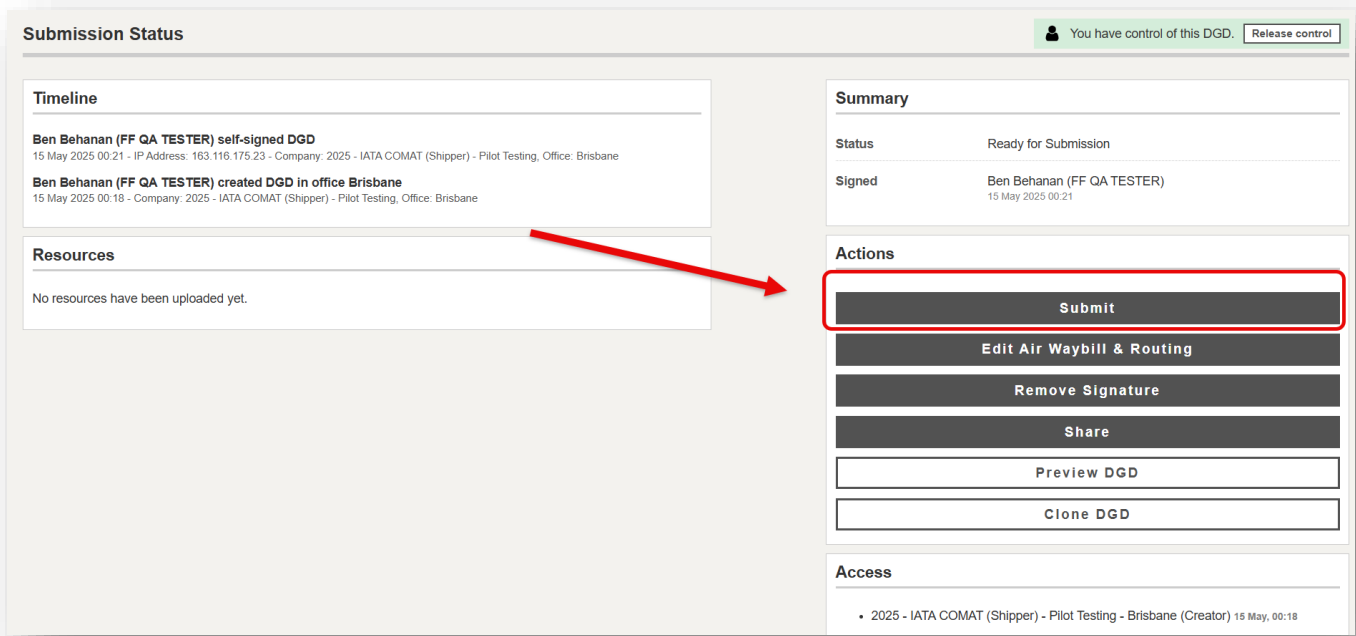
Access

2025 - IATA COMAT (Shipper) - Pilot Testing - Brisbane (Creator) 15 May, 00:18

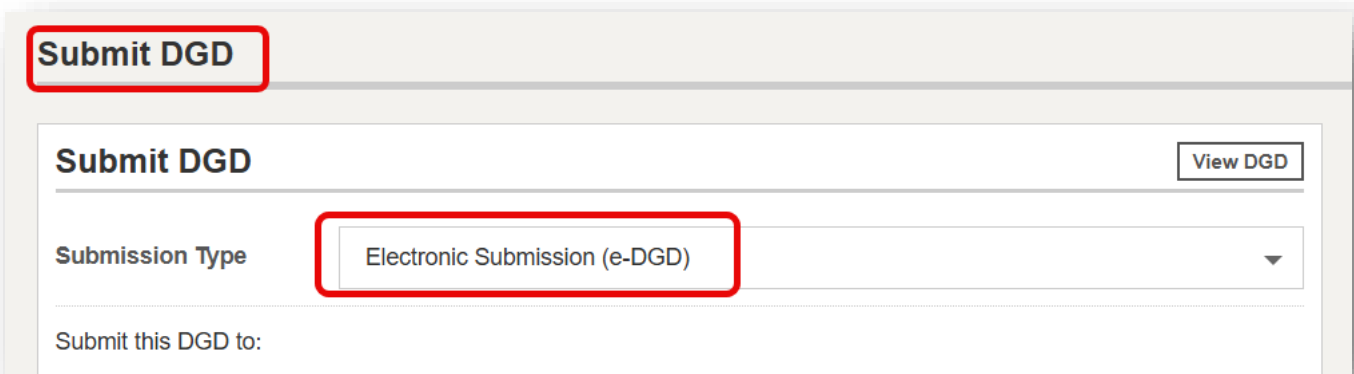
Electronic submission

If you have an approved connection with your business partner (see Manage e-DGD connections section), you can make an electronic submission as follows.

- 1. In the **Submission Status** screen, click **Submit**.



- 5. The **Submit DGD** screen will be displayed. By default, **Electronic Submission** will be selected as Submission Type.



- 6. Select the **Company**, **Airport**, and **Office** and then click **Submit DGD**.

Submit DGD

Submit DGD

[View DGD](#)

Submission Type

Electronic Submission (e-DGD) ▼

Submit this DGD to:

Company

2025 - XB AIRLINE (QA) ▼

Airport of Acceptance

Brisbane Intl. ▼

Office/ Acceptance
Point/ Drop-off Point

Brisbane ▼

PURSUANT TO IATA DGR SECTION 8.1.4.1.2, WHEN A DGD IS PRESENTED ELECTRONICALLY, THE SHIPPER'S DECLARATION MUST INDICATE "ORIGINAL RECEIVED ELECTRONICALLY" AND THE NAME OF THE SIGNATORY MUST BE SHOWN IN CAPITAL LETTERS. ACCORDINGLY, UPON SUBMISSION OF THIS DGD, THIS STATEMENT WILL BE AUTOMATICALLY ADDED TO THE ADDITIONAL HANDLING INFORMATION FIELD AND THE NAME OF SIGNATORY WILL BE ADDED TO THE SIGNATURE FIELD OF THE DGD.

[Back](#)

[Submit DGD](#)

7. The Submission Status screen will be displayed. Your DGD is now submitted to your business partner.

Submission Status

⚠ DGD is not owned by anyone. [Take control](#)

Timeline

Ben Behanan (FF QA TESTER) submitted e-DGD to 2025 - XB AIRLINE (QA), Office: Brisbane at Airport: Brisbane Intl.

15 May 2025 00:26 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) self-signed DGD

15 May 2025 00:21 - IP Address: 163.116.175.23 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) created DGD in office Brisbane

15 May 2025 00:18 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Resources

No resources have been uploaded yet.

Summary

Status Submitted

Signed Ben Behanan (FF QA TESTER)

15 May 2025 00:21

Submitted Electronic Submission by Ben Behanan (FF QA TESTER) to Brisbane Intl., (BNE)
XB-D-0001057
15 May 2025 00:26

Actions

[Start Acceptance Check](#)

[Edit Air Waybill & Routing](#)

[Return to Sender](#)

[Share](#)

[View DGD](#)

[Send By Email](#)

[Clone DGD](#)

Paper submission

If the Electronic submission is not possible, for any reason, you can use the Paper submission process.

- 1. In the **Submission Status** screen, click **Submit**.

Submission Status

You have control of this DGD. [Release control](#)

Timeline

Ben Behanan (FF QA TESTER) completed Pre-Check with Result: Passed

05 May 2025 10:13 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) started Pre-Check

05 May 2025 10:12 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) self-signed DGD

05 May 2025 10:11 - IP Address: 163.116.175.17 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) shared DGD to 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

05 May 2025 10:01 - Company: 2025 - XB FORWARDING - QA, Office: Geneva

Ben Behanan (FF QA TESTER) created DGD in office Geneva

05 May 2025 10:01 - Company: 2025 - XB FORWARDING - QA, Office: Geneva

Resources

No resources have been uploaded yet.

Summary

Status	Pre-Check - Passed
Signed	Ben Behanan (FF QA TESTER) 05 May 2025 10:11
Pre-Check	Passed 05 May 2025 10:13

Actions

Submit

Edit Air Waybill & Routing

Return to Sender

Share

View Pre-Check Report PDF

Preview DGD

Clone DGD

- 6. The **Submit DGD** screen will be displayed. Select **Paper Submission** as submission Type.

Submit DGD

View DGD

Submit DGD

Submission Type

Paper Submission

DG Digital: User Manual 1st Release October 2025 version 0.2

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7. Click **Submit DGD**.

Submission Type

Paper Submission

YOU ARE MAKING A PAPER SUBMISSION. PLEASE READ CAREFULLY THE FOLLOWING TERMS BEFORE PROCEEDING.

1. UPON CLICKING SUBMIT DGD, THE DGD WILL BE FINALIZED, AND NO FURTHER CHANGES WILL BE PERMITTED.
2. THE FINALIZED DGD WILL NOT BE AUTOMATICALLY TRANSMITTED TO ANY PARTY. A PDF DGD WILL BE GENERATED AND MADE AVAILABLE FOR DOWNLOAD.
3. THE PDF DGD MUST BE PRINTED AND TWO SIGNED COPIES MUST BE PRESENTED TO THE OPERATOR (PURSUANT TO IATA DGR SECTION 8.1.2.3.1 AND SECTION 8.1.4.1.1).
4. The PDF DGD (AND THE PRINTED PAPER DGD) WILL INCLUDE A SUBMISSION NUMBER AND SECURITY CODE.
5. IATA DG AUTOCHECK SUBSCRIBERS WHO RECEIVE THE PRINTED PAPER DGD MAY USE THE SUBMISSION NUMBER AND SECURITY CODE ON THE DGD, TO ACCESS THE SUBMITTED DGD RECORD, FOR THE PURPOSE OF PERFORMING THE DANGEROUS GOODS ACCEPTANCE CHECKS OF THE CONSIGNMENT, AND ANY RELATED FUNCTION(S).
6. SIGNATURE WILL BE AUTOMATICALLY APPLIED TO THE PDF DGD.
7. IF A SCANNED SIGNATURE IMAGE (FACSIMILE SIGNATURE) WAS INCLUDED BY SIGNATORY, THIS SIGNATURE IMAGE WILL BE APPLIED IN THE SIGNATORY FIELD OF THE PDF DGD. FACSIMILE SIGNATURES ARE ACCEPTABLE WHERE APPLICABLE LAWS AND REGULATIONS RECOGNIZE THEIR LEGAL VALIDITY.
8. IF A SCANNED SIGNATURE IMAGE (FACSIMILE SIGNATURE) WAS NOT INCLUDED BY SIGNATORY, THEN THE FULL NAME OF THE SIGNATORY IN CAPITAL LETTERS WILL BE PRINTED IN THE SIGNATORY FIELD OF THE PDF DGD. THIS MAY BE SUPERSCRIBED BY A WET-INK SIGNATURE, OR A (NON-ELECTRONICALLY) STAMPED SIGNATURE, AS REQUIRED.
9. IF YOU DO NOT AGREE WITH ANY OF THE TERMS ABOVE, PLEASE REFRAIN FROM SUBMITTING THIS DGD.

Back

Submit DGD

8. The Submission Status screen will be displayed. Click **View DGD**.

Submission Status

DGD is not owned by anyone. Take control

Timeline

Ben Behanan (FF QA TESTER) submitted a paper DGD (XB-P-0001059)

15 May 2025 00:35 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) self-signed DGD

15 May 2025 00:35 - IP Address: 163.116.175.23 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Ben Behanan (FF QA TESTER) created DGD in office Brisbane

15 May 2025 00:35 - Company: 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane

Resources

No resources have been uploaded yet.

Summary

Status

Paper Submission

Signed

Ben Behanan (FF QA TESTER)

15 May 2025 00:35

Submitted

Paper Submission by Ben Behanan (FF QA TESTER)

XB-P-0001059

15 May 2025 00:35

Actions

View DGD

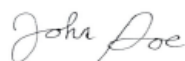
Send By Email

Clone DGD

Access

• 2025 - IATA COMAT (Shipper) - Pilot Testing - Brisbane (Creator) 15 May, 00:35

9. The PDF DGD will be displayed. Print the DGD and tender to Forwarder/Airline.

SHIPPER'S DECLARATION FOR DANGEROUS GOODS				Submission Number: XB-P-0000993		
Shipper XYZ CHEMICALS CO., LTD. 1-2-3 MUROMACHI, CHUO-KU 123-4567, TOKYO Japan				Air Waybill No. 105-00000011 Page 1 of 1 Pages Shipper's Reference No. (optional)		
Consignee ABC CHEMICALS CO., LTD #123, ABC BUILDING 21420, LIETO Finland				Powered By: 		
Two completed and signed copies of this Declaration must be handed to the operator.				WARNING Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.		
TRANSPORT DETAILS This shipment is within the limitations prescribed for: (delete non-applicable) PASSENGER AND CARGO AIRCRAFT Airport of Departure (optional): Narita Intl (NRT)				Shipment type: (delete non-applicable) NON-RADIOACTIVE		
Airport of Destination (optional): Helsinki-Vantaa (HEL)						
NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (subsidiary hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN1263	Paint	3	II	2 Fibreboard Box x 5 L	353	
Additional Handling Information						
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 labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.				Name of Signatory Ben Behanan (FF QA TESTER) Date 05 May 2025 Signature (See warning above) 		

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Tips and Tricks

Empty uncleaned and Reside Last Contained

Under Quantity, select the **Trace amounts** option (as shown below) and then select the desired option.

Quantity and Type

Package 1

+ Add Package

No. of Packages

1

Type of Packing

Material

Quantity

Select...

Trace amounts

Empty Uncleaned

Residue Last Contained

Cancel

+ Add Dangerous Good

The notation will be added to the UN row. Example as follows.

TRANSPORT DETAILS			NATURE & QUANTITY OF DANGEROUS GOODS		ADDITIONAL HANDLING INFO	
UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN1263	Paint	3	II	1 Fibreboard Box Empty Uncleaned	353	

Salvage Packaging

Under **Quantity**, select **Salvage Packaging** (as shown below).

Quantity and Type

Package 1
5 L • Fibreboard Box

+ Add Package

No. of Packages: 1

Type of Packing: Fibreboard Box

Quantity: 5

Trace amounts: L

☒ Salvage Packaging

Freeform ☐

Cancel Save Dangerous Good

The notation will be added to the UN row. Example as follows.

TRANSPORT DETAILS			NATURE & QUANTITY OF DANGEROUS GOODS		ADDITIONAL HANDLING INFO		
UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth	
UN1263	Paint	3	II	1 Fibreboard Box x 5 L SALVAGE PACKAGING	353		

RQ for USG variations

Above the UN number/PSN field, select RQ (as shown below).

Edit Dangerous Good

Please enter the dangerous good details below

Search UN Number / PSN

UN3077 – Environmentally hazardous substance, solid, n.o.s. ★ – 9

Proper Shipping Name: Environmentally hazardous substance, solid, n.o.s.

Technical Name: Technoflurane

Not required ☐

The proper shipping name cannot be modified, but you can add a custom suffix. You can check the box to skip this field if it is not required.

RQ ☒

The notation will be added to the UN row. Example as follows.

TRANSPORT DETAILS		NATURE & QUANTITY OF DANGEROUS GOODS		ADDITIONAL HANDLING INFO		
UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
RQ UN3077	Environmentally hazardous substance, solid, n.o.s.	9	III	1 Steel Drum x 5 L	956	

Technical name not required

If Technical name is required as per Table 4.2, however if it may be excluded due to Special Provision or other reasons, then select the “Not required” option above **Technical Name**.

Edit Dangerous Good

Please enter the dangerous good details below

Search UN Number / PSN

UN3077 – Environmentally hazardous substance, solid, n.o.s. ★ – 9

Proper Shipping Name

Environmentally hazardous substance, solid, n.o.s.

The proper shipping name cannot be modified, but you can add a custom suffix.

Technical Name

Not required ☒

You can check the box to skip this field if it is not required.

Radionuclide not listed in Table 10.3.A

Under **Radionuclide**, select “Not listed in Table 10.3.A” and under **Unknown Radionuclide**, select the applicable option from Table 10.3.B, as shown below.

Quantity and Type

Package 1

+ Add Package

Radionuclide

Not listed in Table 10.3.A ☒

e.g. Cs-137

Unknown Radionuclide

Select...

Neutron emitting nuclides are known to be present or no relevant data available

Alpha emitting nuclides but no neutron emitters are known to be present

Only beta or gamma emitting nuclides are known to be present

Form

e.g. Liquid

No. of Packages

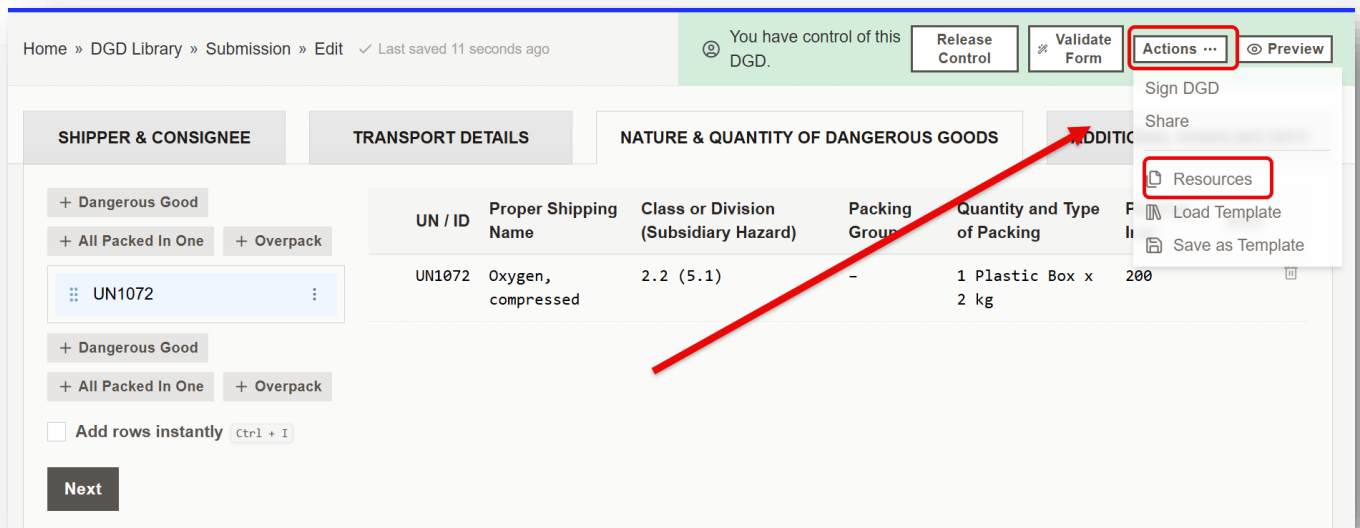
1

Package Type

Uploading a Resource

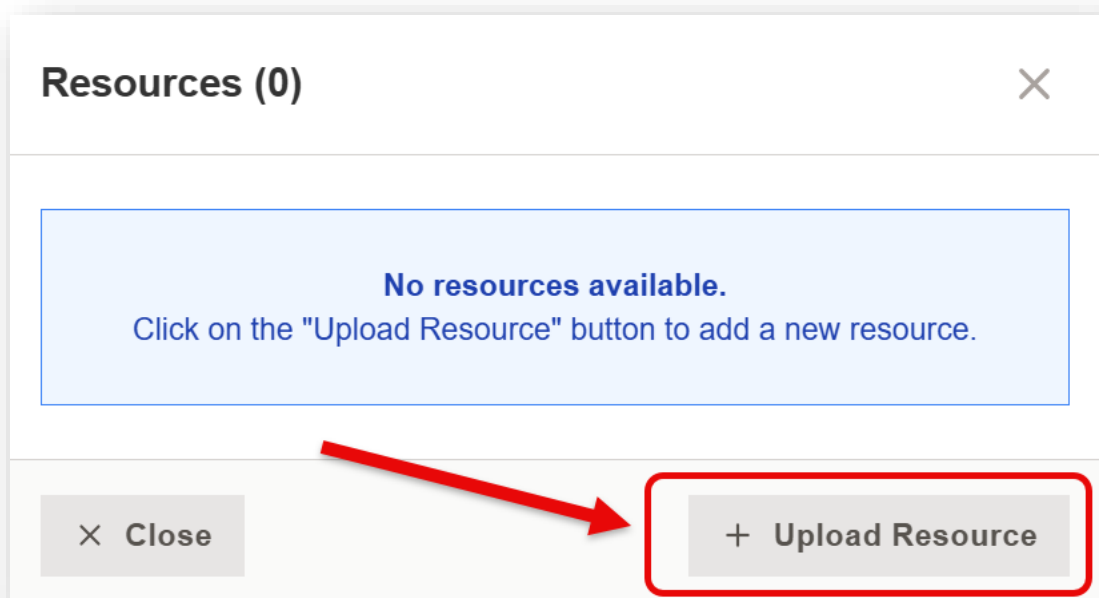
You can upload related documents (such as approvals, test summary, etc) as resource to the DGD, and this will be visible to all the parties down the chain.

1. When creating a DGD, under **Actions**, click **Resources**.



The screenshot shows the 'Submission » Edit' page in the DGD Library. The top navigation bar includes 'Home » DGD Library » Submission » Edit' and a status bar indicating 'You have control of this DGD.' with buttons for 'Release Control', 'Validate Form', 'Actions ...', and 'Preview'. The 'Actions ...' button is highlighted with a red box. A dropdown menu is open from 'Actions ...', showing options: 'Sign DGD', 'Share', 'Resources' (highlighted with a red box), 'Load Template', and 'Save as Template'. A red arrow points from the 'Resources' option in the dropdown to the 'NATURE & QUANTITY OF DANGEROUS GOODS' tab. The main content area shows a table with columns: 'UN / ID', 'Proper Shipping Name', 'Class or Division (Subsidiary Hazard)', 'Packing Group', 'Quantity and Type of Packing', and 'F'. A row is visible with 'UN1072', 'Oxygen, compressed', '2.2 (5.1)', '-', '1 Plastic Box x 2 kg', and '200'. The left sidebar has tabs for 'SHIPPER & CONSIGNEE' and 'TRANSPORT DETAILS', and a section for 'NATURE & QUANTITY OF DANGEROUS GOODS' with buttons for '+ Dangerous Good', '+ All Packed In One', and '+ Overpack'. A 'Next' button is at the bottom left.

2. Click **Upload Resource**



The screenshot shows a dialog box titled 'Resources (0)' with a close button (X) in the top right corner. The main content area is a light blue box with the text: 'No resources available. Click on the "Upload Resource" button to add a new resource.' At the bottom left is a 'Close' button with an 'X' icon. At the bottom right is a '+ Upload Resource' button, which is highlighted with a red box. A red arrow points from the 'Upload Resource' button to the main content area.

3. Select the resource file and click **Upload**

Upload Resource [X]

File

[Choose File] approval certificate.jpg

Name

Comment

< Back [✓ Upload]

4. The uploaded resource will be shown, and then click **Upload Resource** to add more resources, or just click **Close** to close the window.

Resources (1) [X]

[Image Icon] approval certificate.jpg [Download] [Edit] [Delete]

[X Close] [+ Upload Resource]