



DG Digital: User Manual

April 2026 Edition

DG Digital: User Manual

Contents

Introduction	4
Digital transformation	4
Key Features of DG Digital and Benefits	5
Supply Chain data sharing process	6
User Journey examples	8
User Journey-1: Supply Chain e-DGD process	8
User Journey-2: Supply Chain e-DGD process with PRE-CHECK by Forwarder	8
User Journey-3: Forwarder direct e-DGD submission process	9
User Journey-4: Forwarder direct e-DGD submission process with PRE-CHECK	9
User Journey-5: Paper Submission Process	10
Registration and Account set up	11
Access the online registration form	11
Complete and submit registration request	11
Receive email to confirm submission details	14
Confirm submission details	14
Receive email notification with submission number	15
Receive DG Digital account approved email notification	16
Set up Login credentials of first Super User	17
Initial set up for DG Digital users	19
Create your first Office	19
Assign yourself to your first Office	22
Add Airport(s) and set up Airport contact(s)	24
Add Shipment Status notification contact(s)	27
Add new User(s)	31
Add more Office(s)	37
Initial set up for DG AutoCheck users	43
Enable DG Digital submissions	43
Enable multi-airport connection requests	45
Add Airport(s) and Airport contact(s)	48
Set up Shipment Status notification contact(s)	51
Set up Excluded Operators	54
Manage e-DGD connections	56
Send new connection request	56
Receive connection request Approved email notification	58
Access the Approved connection request	58
Receive new connection request email notification	59
Access the connection request	59
Approve the connection request	61
Create DGD	62
Create new DGD and save as Template	62

Adding Dangerous Goods Details.....	65
Adding a DG row	65
Adding an All Packed in One.....	69
Adding an Overpack	74
Adding an All Packed in One inside an Overpack.....	79
Add Rows Instantly.....	86
Additional Handling Information.....	87
Preview the DGD	88
Validate DGD	89
Save DGD as Template.....	90
Create a Radioactive DGD.....	91
Create Lithium Battery DGD	95
Create a Class 1 DGD	100
Templates	105
Save DGD as Template.....	105
Create DGD using Template.....	106
Create a new Template.....	107
Modify Template.....	108
Delete Template	110
Restore a deleted Template	111
Address Book	112
Create a new Address Book entry	112
Use Address Book to populate DGD	114
DGR Verify	117
How to run DGR Verify check	117
How to read/interpret the DGR Verify results	121
How to view previous DGR Verify results	127
Sign DGD.....	129
Self-Sign DGD.....	129
Request Signature by Email (for signatories without DG Digital account)	131
Request Signature from Office (for signatory with DG Digital account)	138
Submit DGD as Electronic Submission	145
Submit DGD as Paper Submission.....	148
Share DGD	151
Perform Acceptance Check when DGD is Submitted Electronically	153
Receive “DGD submitted” email notification.....	153
Access the DGD in DG AutoCheck.....	153
Access the Resources uploaded by Shipper/Forwarder	154
Start the Acceptance check	154
Upload Package photos as Resource (optional)	157
Sign off the Acceptance check.....	157
View/Download Acceptance Check Report PDF	158
Receive paper DGD	160
Locate and note the Submission number and Security code on the DGD	160

Use the Submission number and Security code to upload the DGD.....	160
Access the DGD in DG AutoCheck.....	162
Start the Acceptance check	163
Upload Package photos as Resource.....	163
Sign off the Acceptance check.....	164
View/Download Acceptance Check Report PDF	165
Perform Acceptance Check when DGD is Shared.....	166
Receive “DGD Shared” email notification	166
Access the DGD in DG AutoCheck.....	166
Access the Resources uploaded by your business partner	167
Start the Acceptance check	167
Package photos as Resource.....	170
Sign off the Acceptance check.....	170
View/Download Acceptance Check Report PDF	171
Perform Pre-Checks.....	173
Adding AWB and routing to a submitted DGD.....	177
Receive “DGD submitted” email notification.....	177
Access the DGD.....	177
Add AWB number and routing to the DGD	179
Re-submit a rejected DGD.....	182
Receive Acceptance check Failed email notification.....	182
Access DGD in DG Digital.....	182
Download the PDF Acceptance Check Report	183
Access the resources uploaded by Airline/GHA.....	184
Clone DGD	185
Return DGD without signature	186
Returned vs. Rejected (Failed)	192
PDF submission BEFORE verification.....	193
PDF submission AFTER verification.....	199
PDF submission AFTER Pre-Check.....	206
Create and Insert Scanned Signature.....	214
Create a scanned signature	214
Insert a scanned signature	214
COMAT process for Shippers/Airlines	218
COMAT process using DG AutoCheck Pre-Check account.....	218
COMAT process using DG Digital account (without Pre-Check).....	231
Tips and Tricks	239
Empty uncleaned and Reside Last Contained.....	239
Salvage Packaging	239
RQ for USG variations.....	240
Technical name not required.....	241
Radionuclide not listed in Table 10.3.A.....	241
Uploading a Resource	242
Void a DGD	244

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

The image shows a sample of a Shipper's Declaration for Dangerous Goods (DGD) form. The form is titled "SHIPPER'S DECLARATION FOR DANGEROUS GOODS" and includes fields for Shipper, Consignee, Transport Details, and a table for Dangerous Goods. The form is presented in a digital format with a red and white striped border.

DANGEROUS GOODS		Quantity	Class	Proper Shipping Name	UN Number	Special Provisions

DG Digital Benefits

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

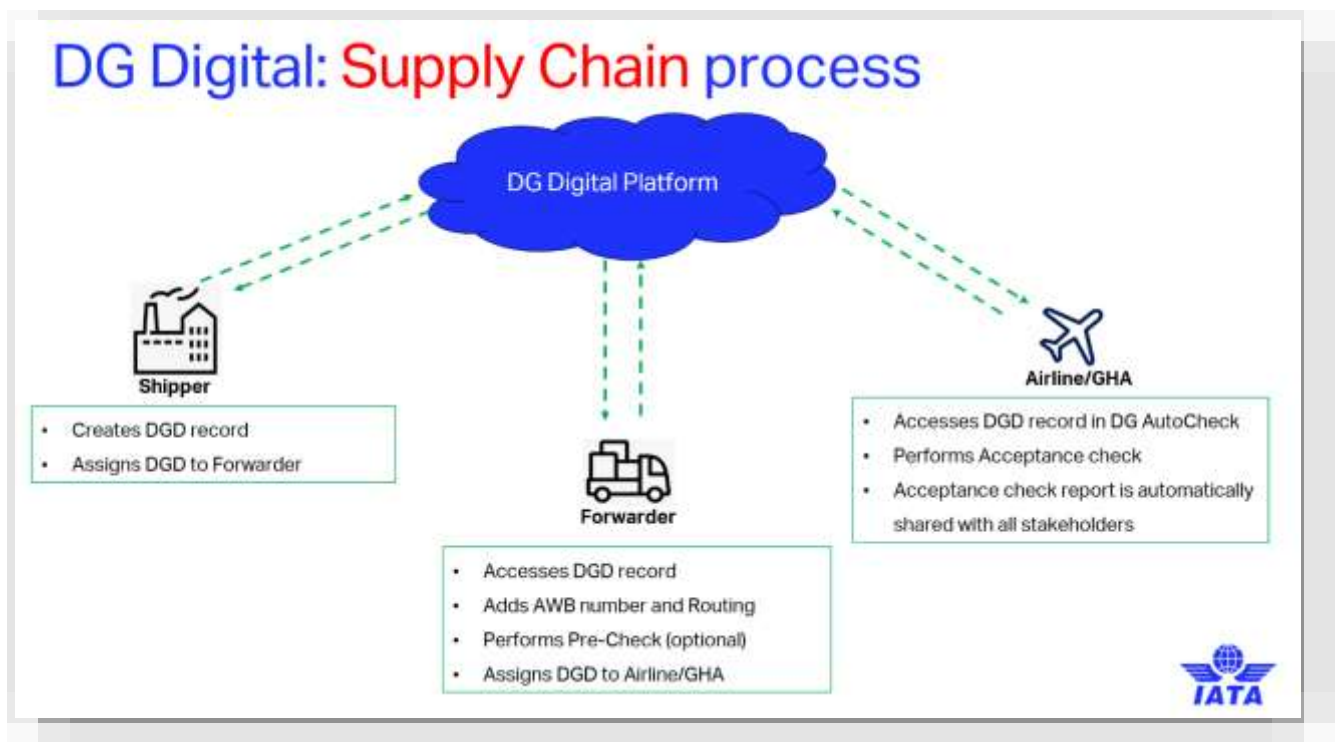
- 1 Faster and leaner DG process
- 2 Improved data quality
- 3 More transparency and immediate updates
- 4 Removal of paper in transport
- 5 Improved customer experience



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)

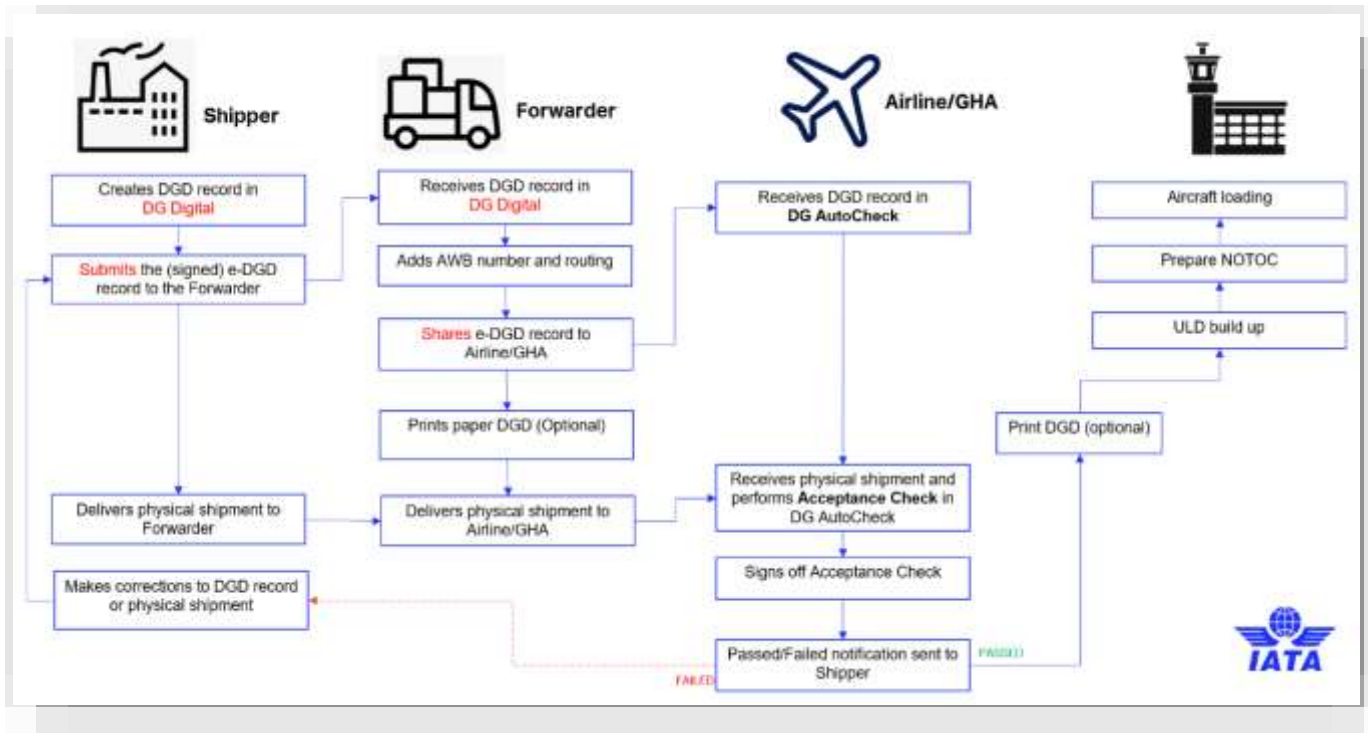
Implementation Guide



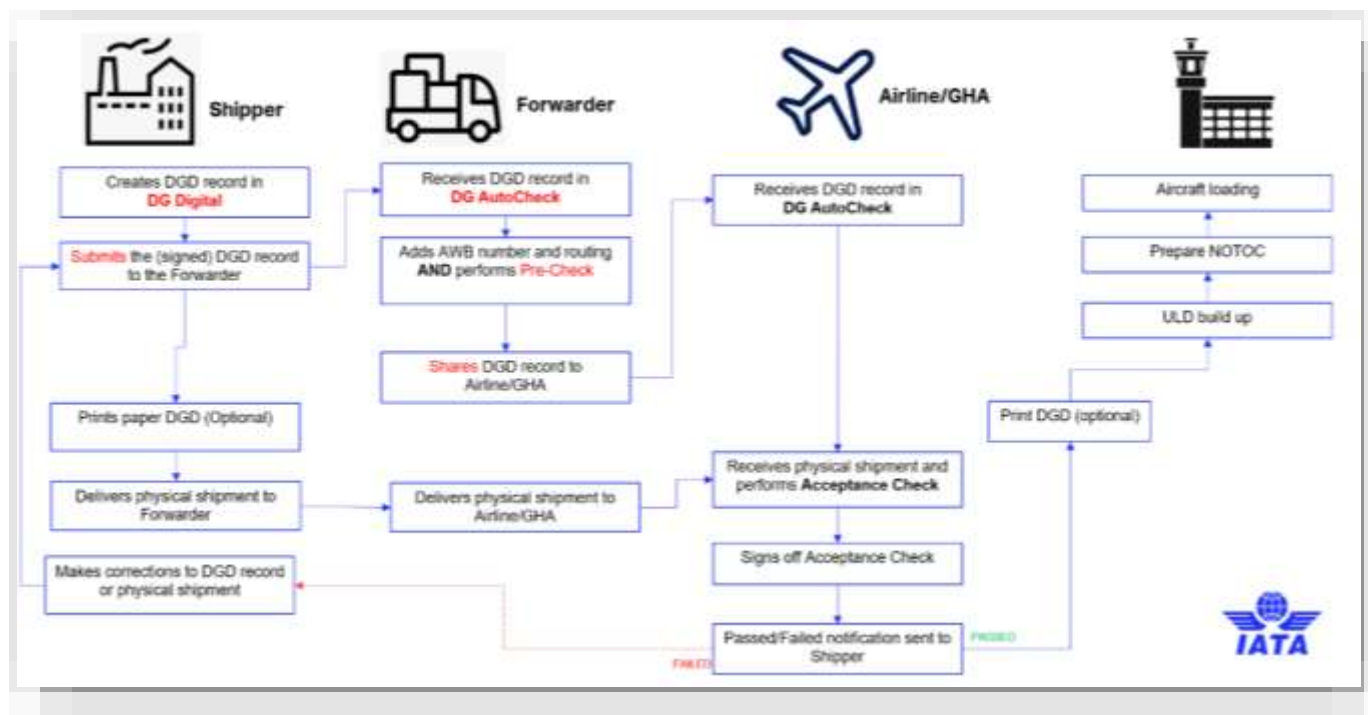
User Journey examples

DG Digital enables various user journeys.

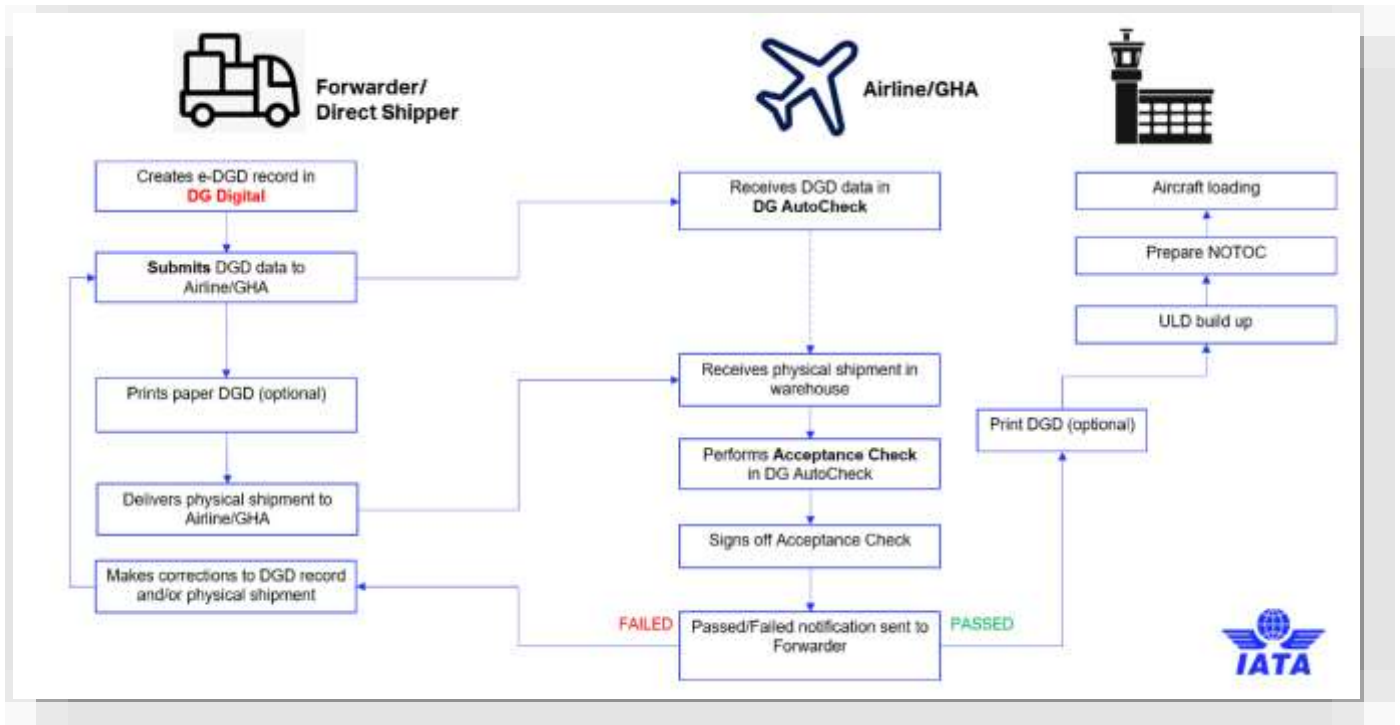
User Journey-1: Supply Chain e-DGD process



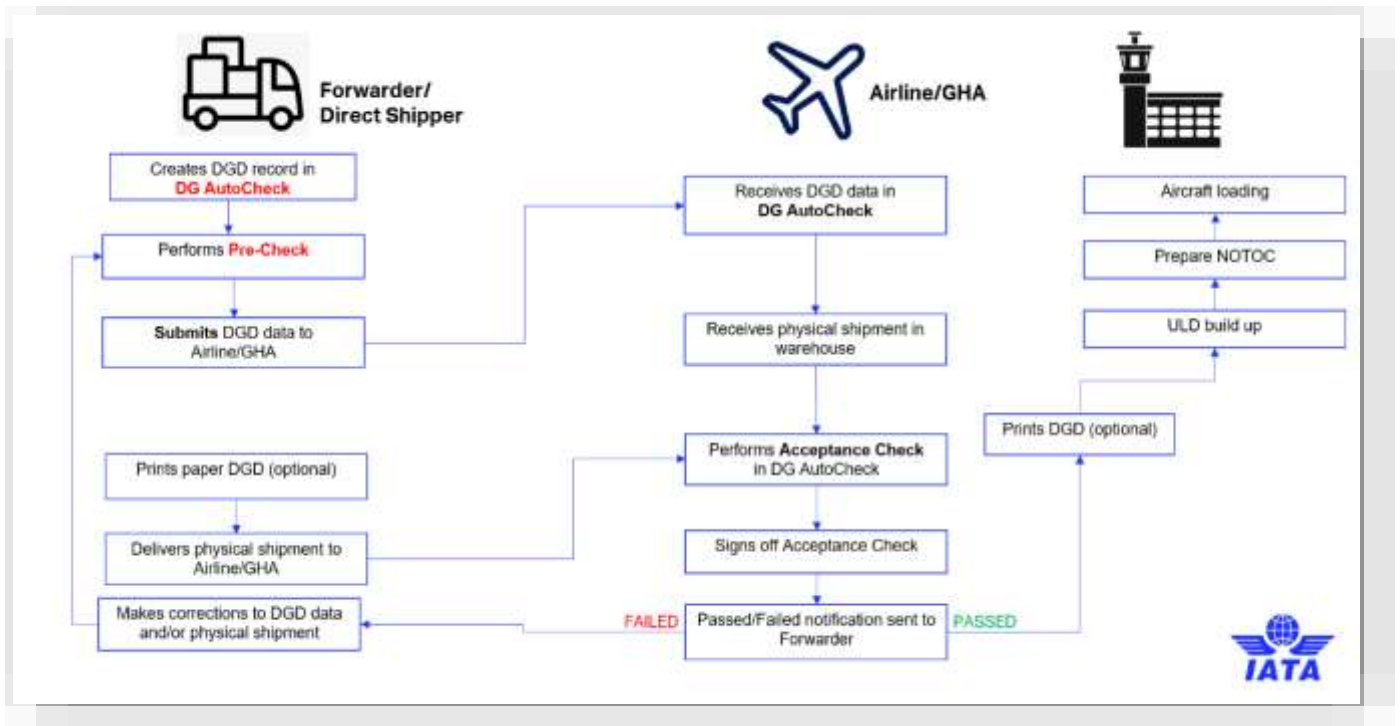
User Journey-2: Supply Chain e-DGD process with PRE-CHECK by Forwarder



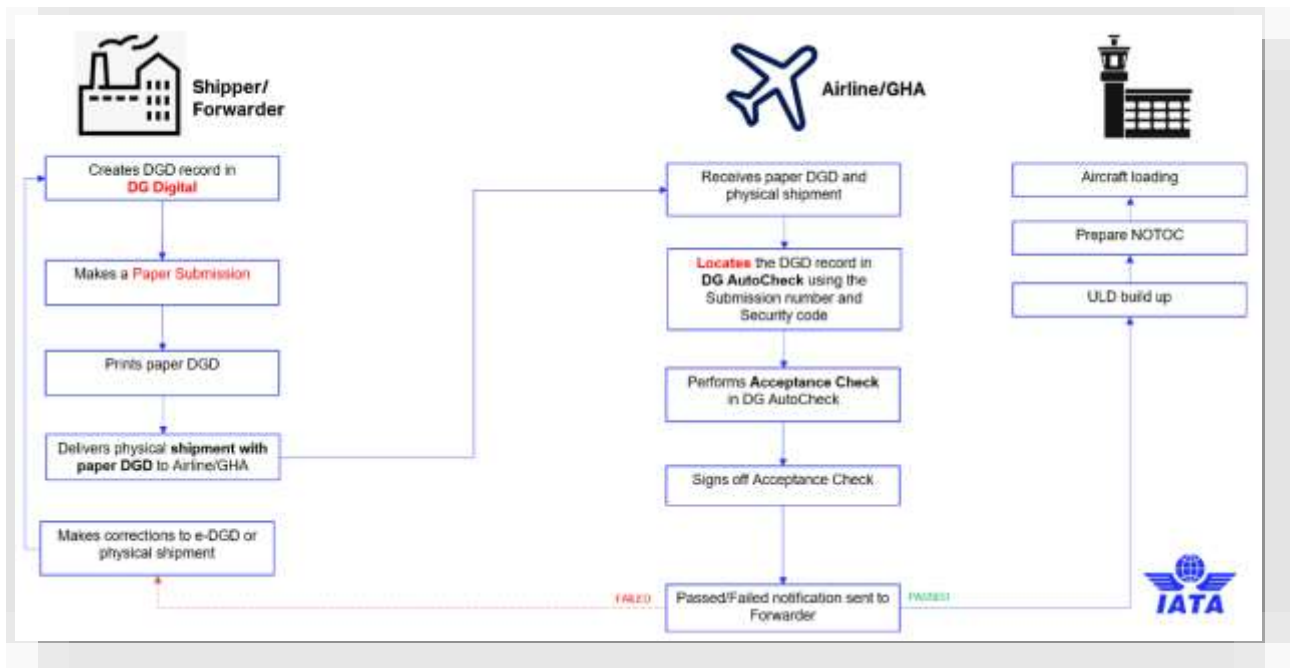
User Journey-3: Forwarder direct e-DGD submission process



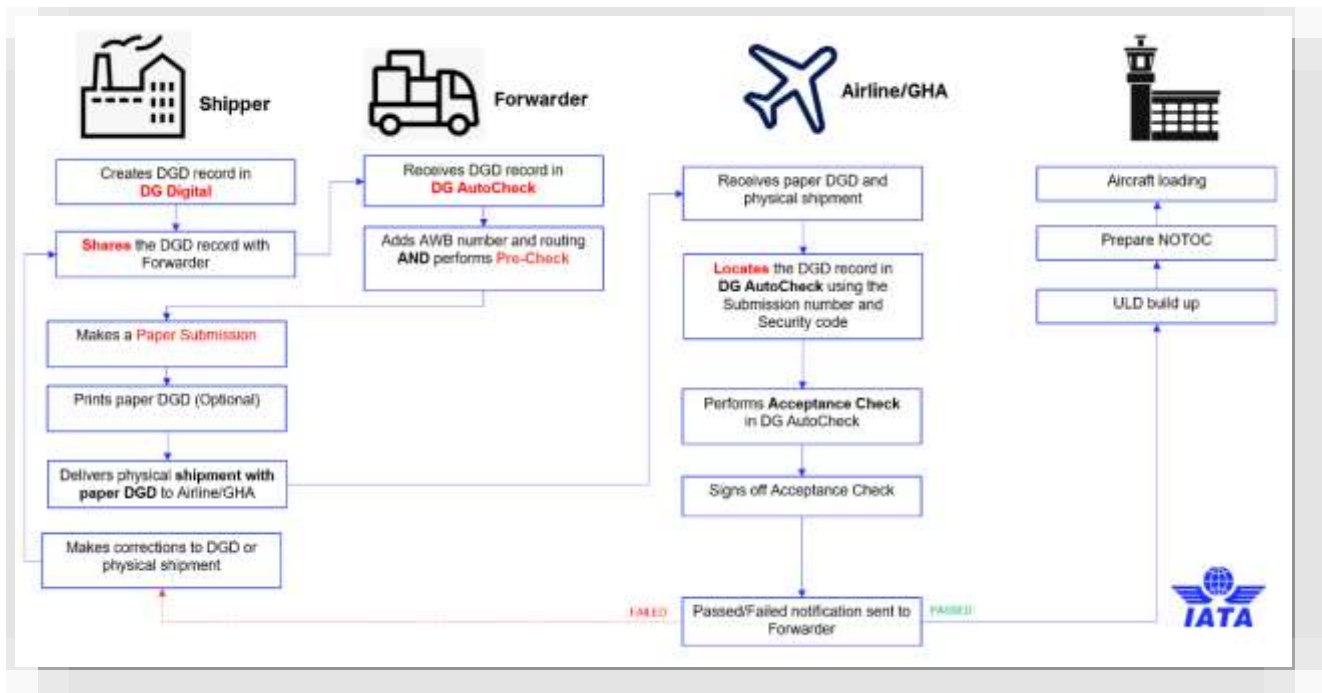
User Journey-4: Forwarder direct e-DGD submission process with PRE-CHECK



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.

DG Digital: Register

Submit request for DG Digital account

Company Name *

Address 1 *

Address 2

City *

Postal Code/ ZIP code

Country * Select a country

Company Type * Select below

Base Airport * Select an airport
Airport closest to your office location, or the Airport you use most frequently for sending DG shipments

Airlines Select airlines
Your top 3 airline partners for DG shipments

Instructions:

1. Please carefully review the details you entered before clicking **Submit**.
2. Upon clicking **Submit**, you will receive an automated email message requesting to confirm the submission details.
3. Once confirmed, you will receive a submission number and your request will be forwarded to IATA team for processing.
4. Your request will be processed by IATA in the next 5-7 business days.
5. If your request is approved, the designated Main User will receive an automated notification with instructions to set up the account login credentials.
6. If your request is declined, you will receive an automated notification with instructions for next steps.

DISCLAIMER

Your submission of this registration request will constitute your consent to the collection and use of this information for creation of a DG Digital account. Submission of this request does not guarantee that an account will be granted. IATA reserves the absolute right to reject any account request without providing any reason for such rejection. IATA shall not be liable for any loss caused as a result of any inaccuracy in the information provided to us by Submitter in connection with this registration request.

IF YOU DO NOT AGREE TO THE TERMS OF USE, PLEASE REFRAIN FROM SUBMITTING YOUR REGISTRATION REQUEST.

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@jata.org
Confirm Email *	dgd@jata.org

Request Submitter


Same as Main User.

First Name *

Last Name *

Email *

Confirm Email *

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@lata.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.



Please review the details below, and [click here to confirm your request](#).
Note: Unless confirmed, your request will not be 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)

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.



Please review the details below, and [click here to confirm your request](#).
Note: Unless confirmed, your request will not be forwarded to IATA.

Request submitted for: DG Digital account

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



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..**

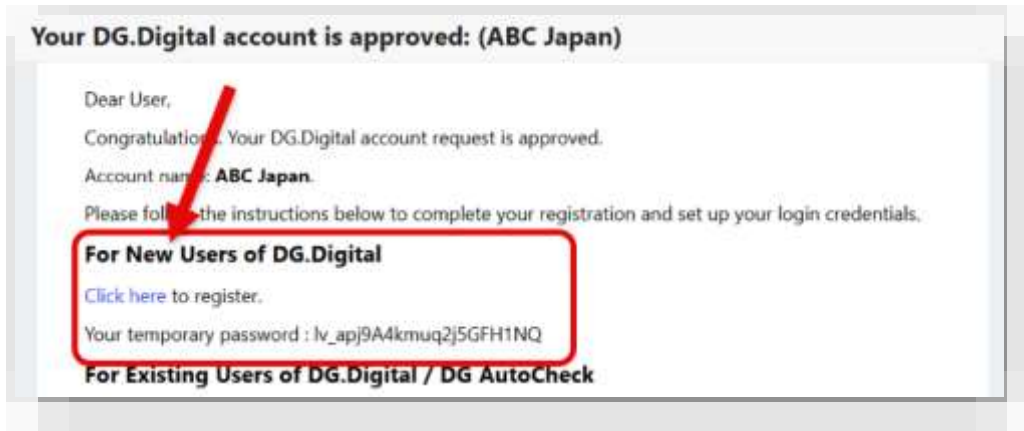
Next steps to complete the registration, including temporary login credentials (where applicable), have been sent to your company's main contact: ROBERT WEST (a2oud@e-record.com)

This is an automated message. Please do not reply.

Set up Login credentials of first Super User

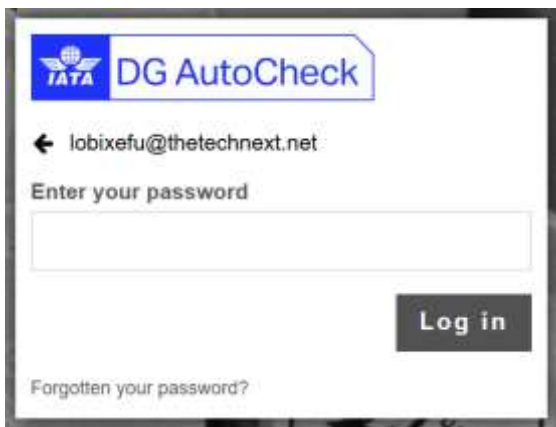
1. In the account approved message received by the Main User, under **New Users of DG Digital**, click **Click here** to launch the login page.



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



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



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
Robert

Last Name
West

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.

Configuration » Office Management

Office Management Create

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

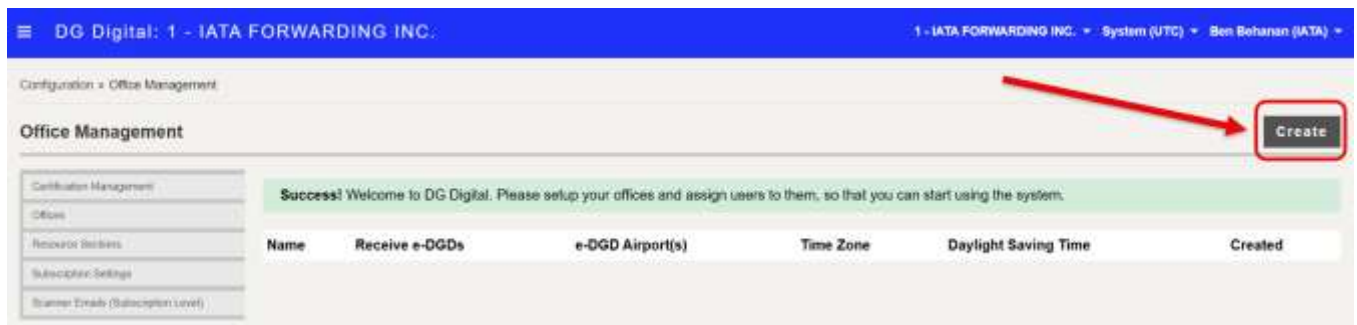
Create your first Office

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

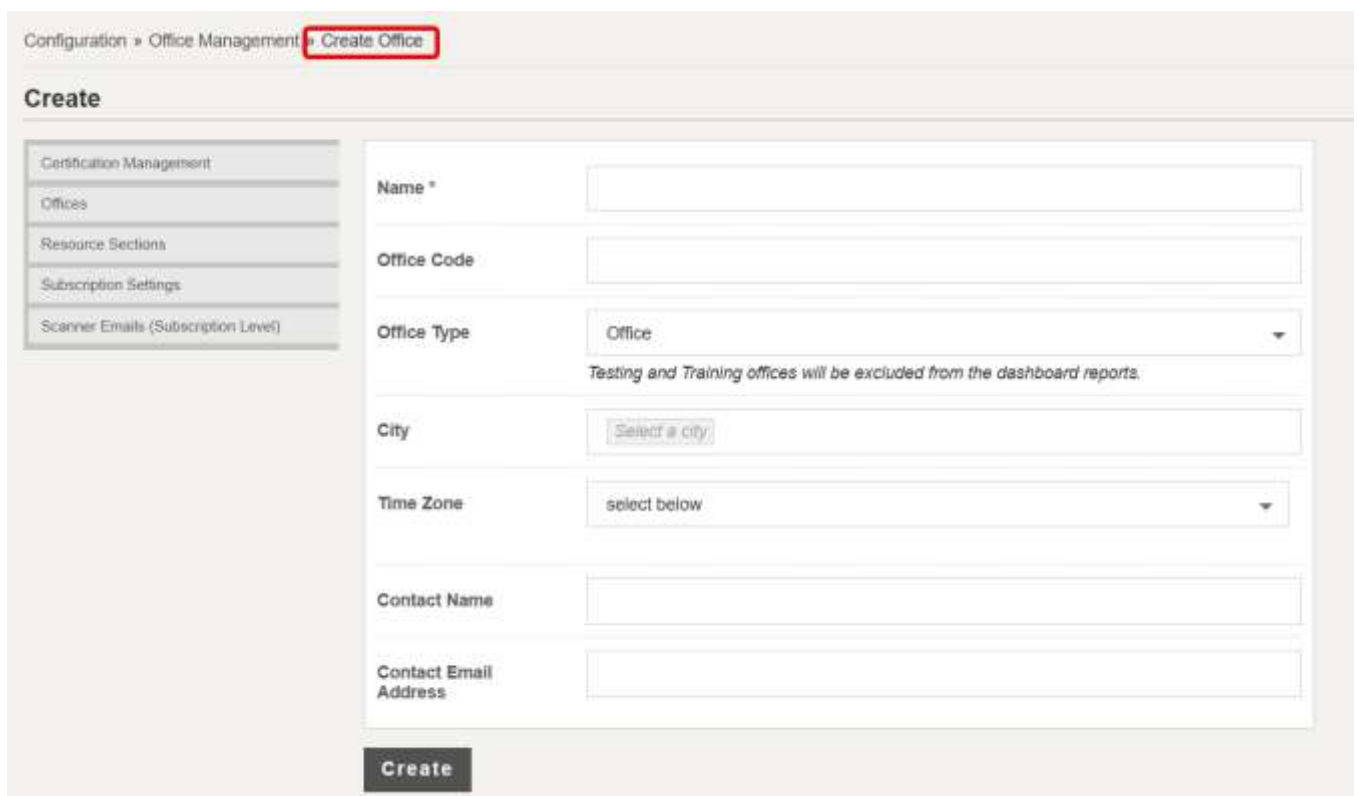


To create your first Office:

1. Click **Create**



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



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 *

Office Code

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

City

Time Zone

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

Contact Name

Contact Email Address

Delete **Save**

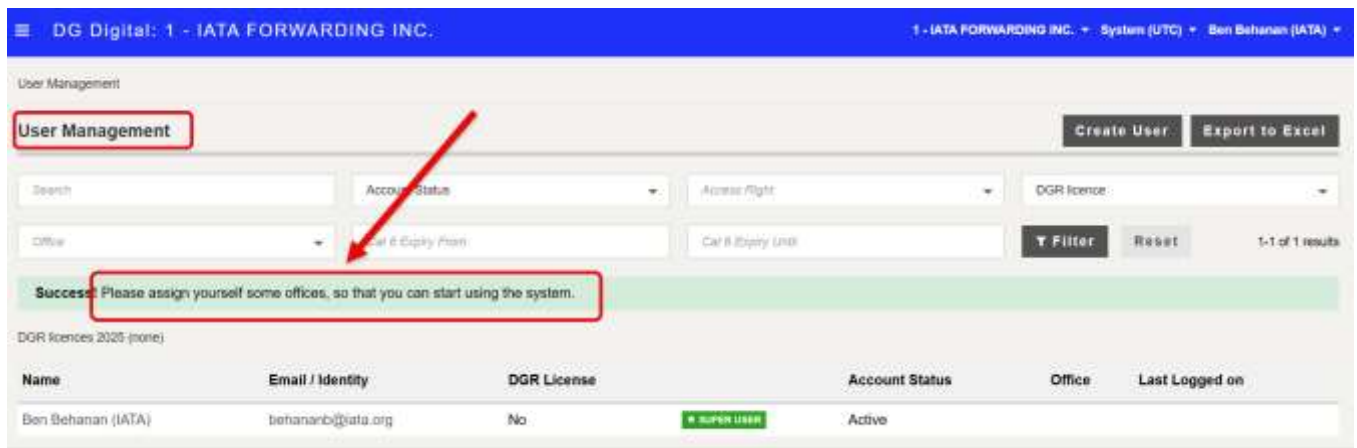
Assign yourself to your first Office

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

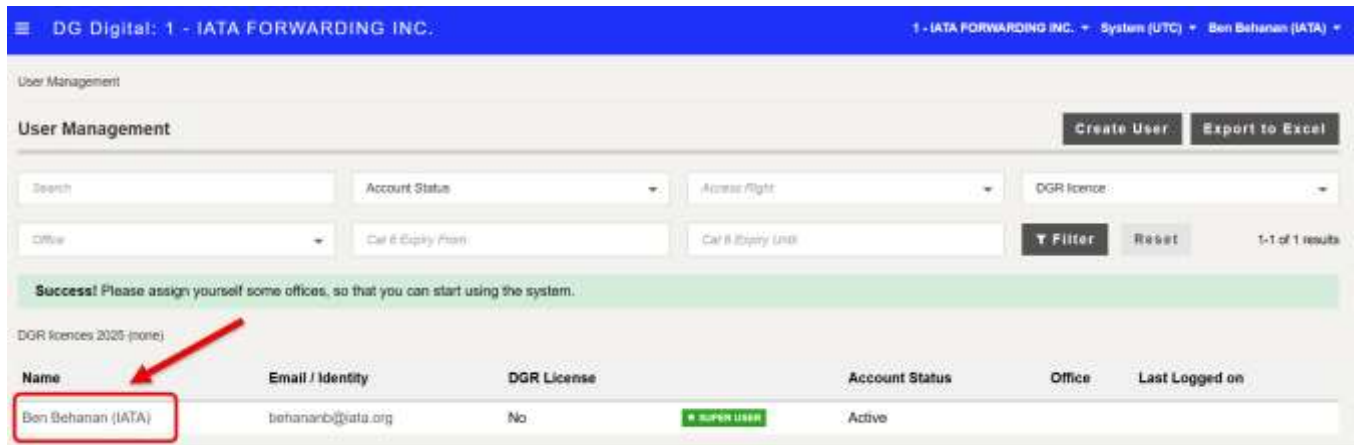
1. Click anywhere in the blue banner on the top.



2. The User Management screen is displayed.



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



4. The user profile is displayed.

DG Digital: 1 - IATA FORWARDING INC.

Edit Ben Behanan (IATA)

User details

Email Address: behananb@tata.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@tata.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.

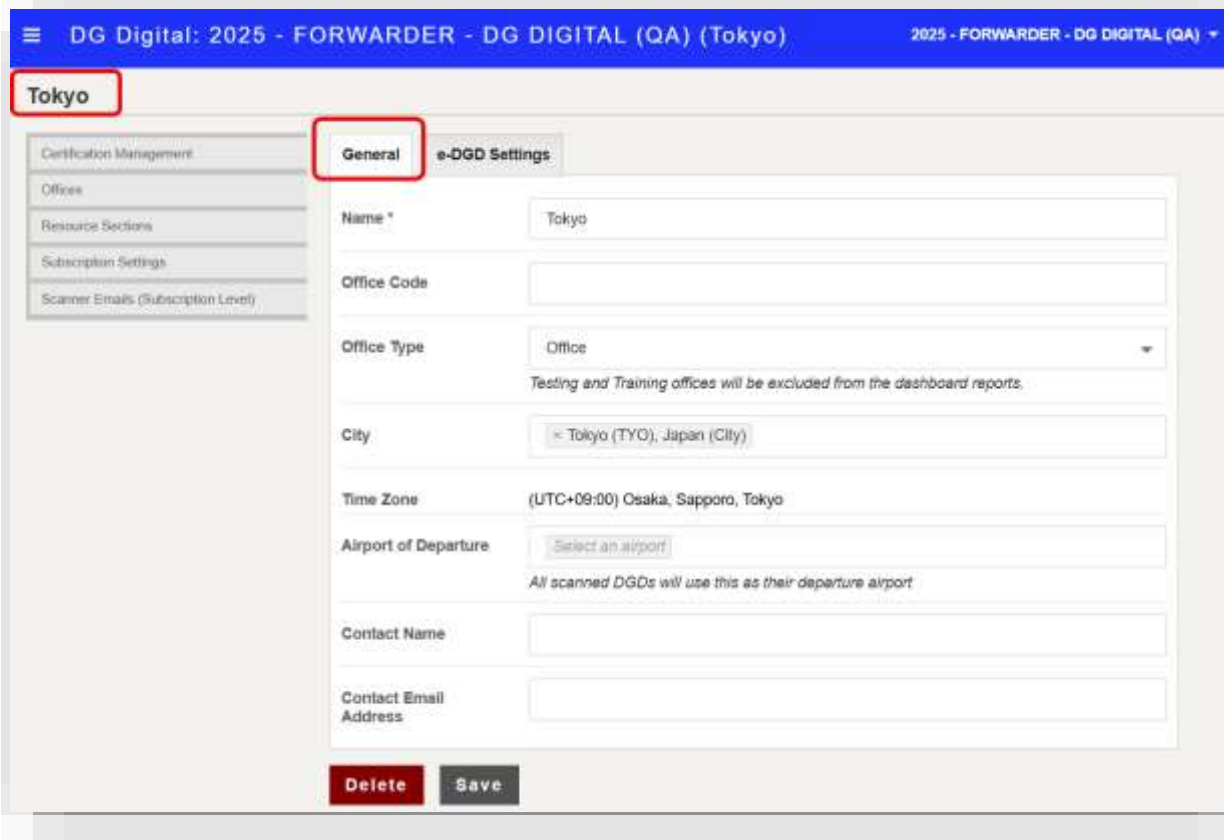
Add Airport(s) and set up Airport contact(s)

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.



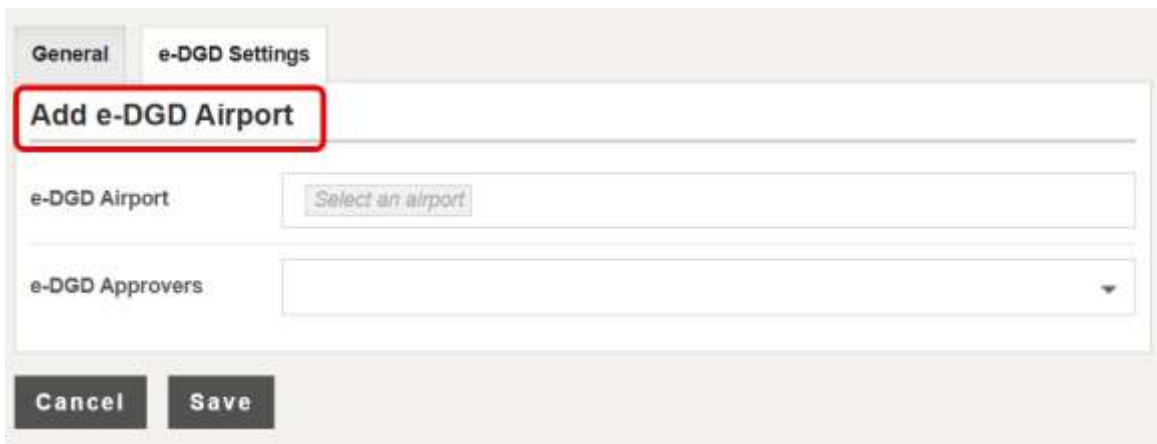
3. Click **e-DGD Settings** to open the e-DGD settings tab.

The screenshot shows a web interface with two tabs: "General" and "e-DGD Settings". The "e-DGD Settings" tab is selected and highlighted with a red box. A red arrow points to this tab. Below the tabs, there is a section titled "General notification settings for sending and receiving e-DGDs." This section contains two dropdown menus: "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" which is checked. A second section titled "Receive e-DGDs" contains a table with columns "e-DGD Airport" and "Contacts", and an "Add" button. Below the table is the text "Add an airport to start receiving e-DGD submission." At the bottom left of the interface is a "Save" button.

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

This screenshot is similar to the one above, but with additional red annotations. The "e-DGD Settings" tab is highlighted with a red box. A red arrow points to the "e-DGD Status Account Recipients" dropdown menu. In the "Receive e-DGDs" section, the "Add" button is highlighted with a red box, and a red arrow points to it. The "Save" button is visible at the bottom left.

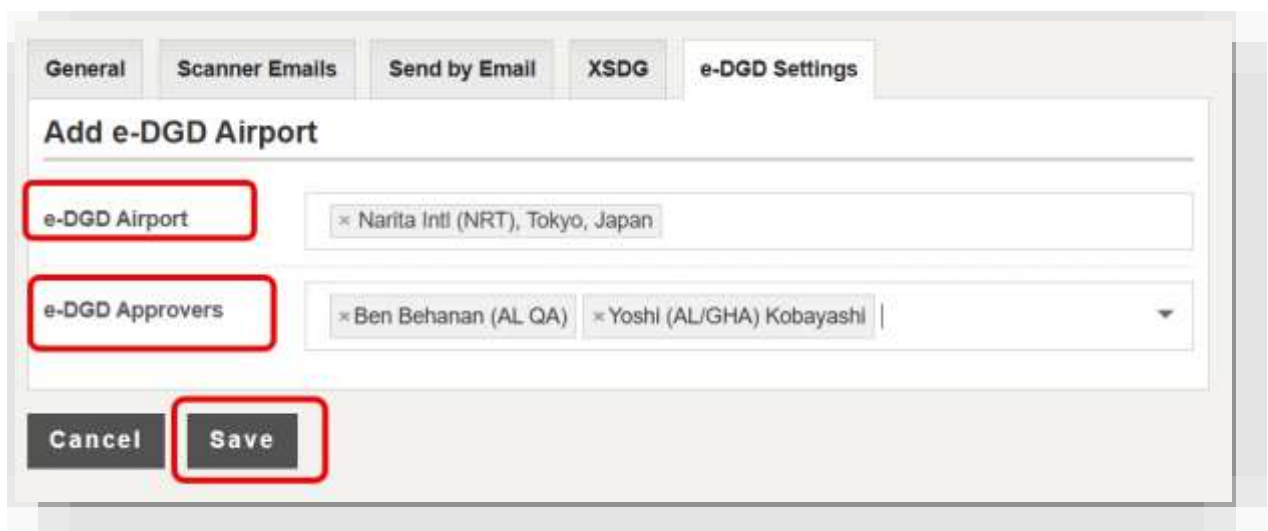
5. The **Add e-DGD Airport** window will be displayed.



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.



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:

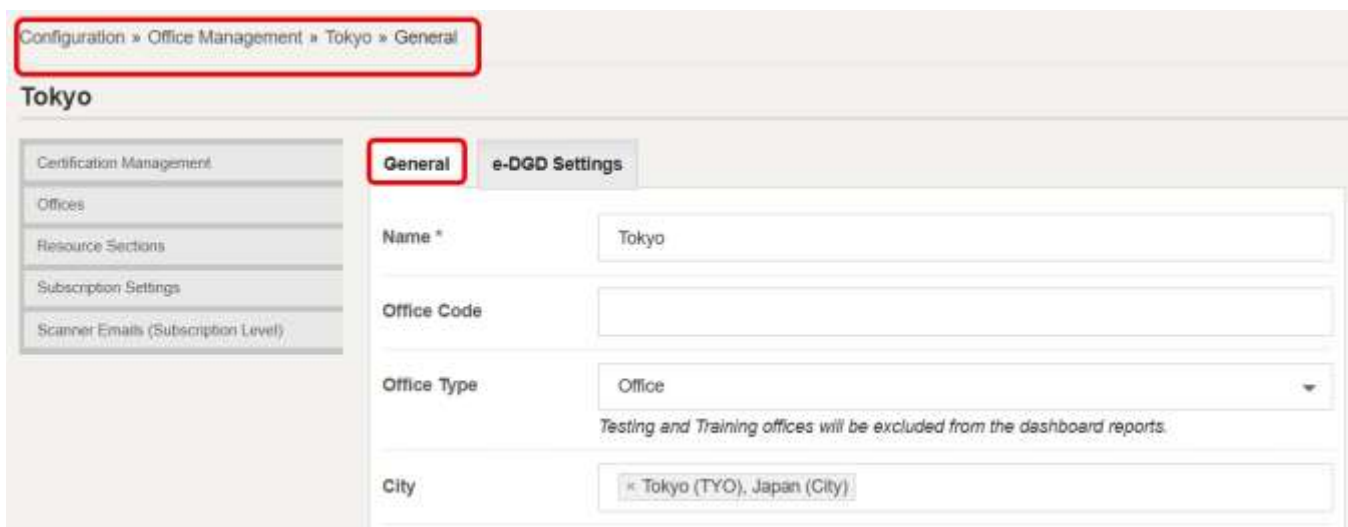
1. Acceptance Check Passed
2. Acceptance Check Failed

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
		<input type="button" value="Add"/>

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 » 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)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Excluded Operators
Do not accept e-DGD submissions for these operators

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

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.

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

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

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	
NRT	Ben Behanan (IATA)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Excluded Operators: ▼
Do not accept e-DGD submissions for these operators

7. A message is displayed confirming the operation.

General | **e-DGD Settings**

Success! Information Saved

General notification settings for sending and receiving e-DGDs.

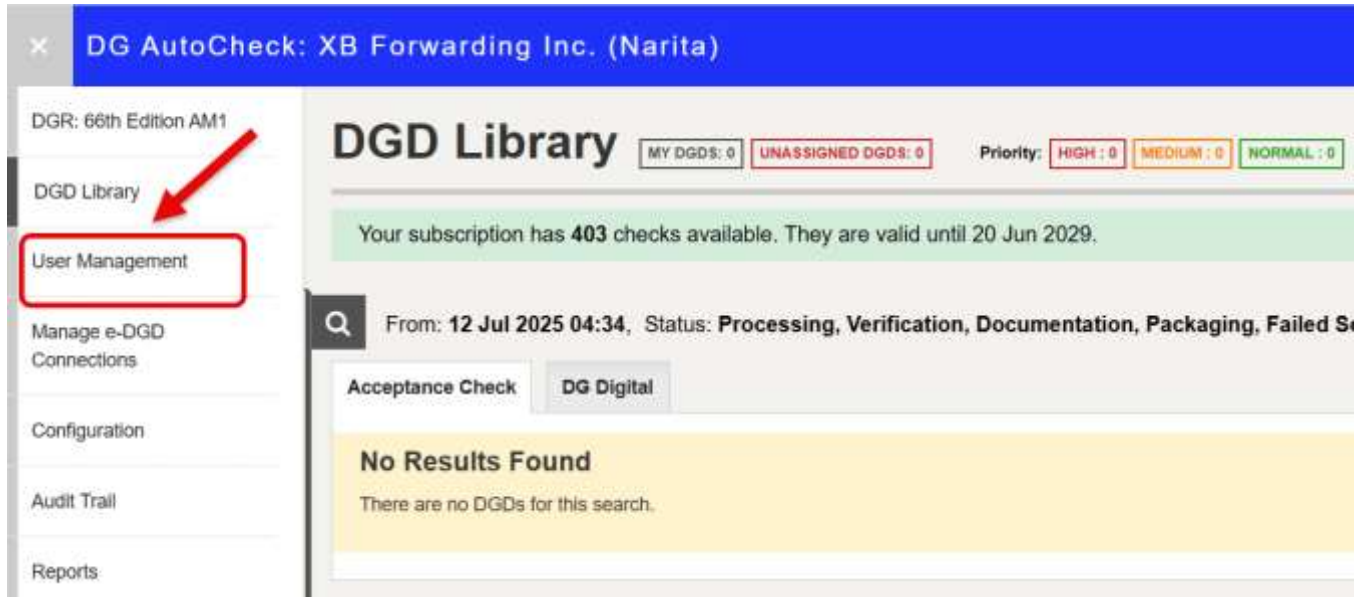
e-DGD Status Account Recipients: ▼
Users to be notified by email of e-DGD status updates

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

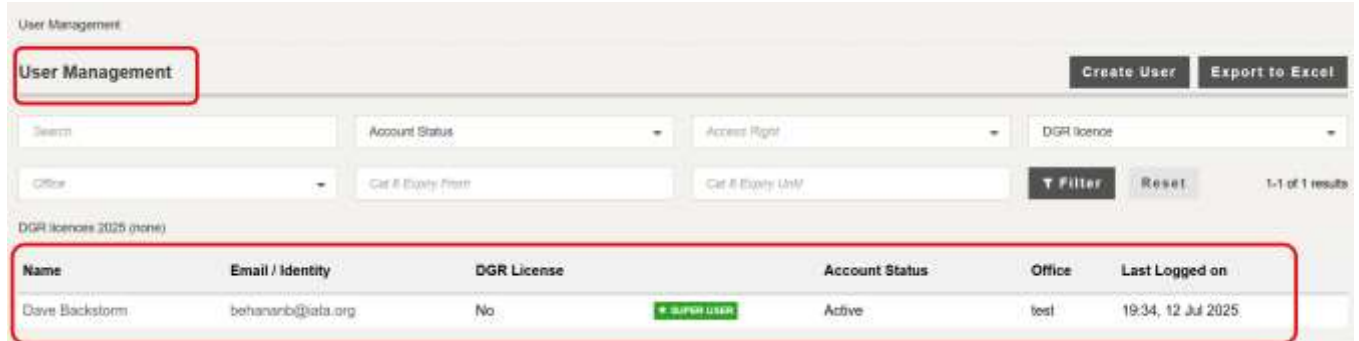
Add new User(s)

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

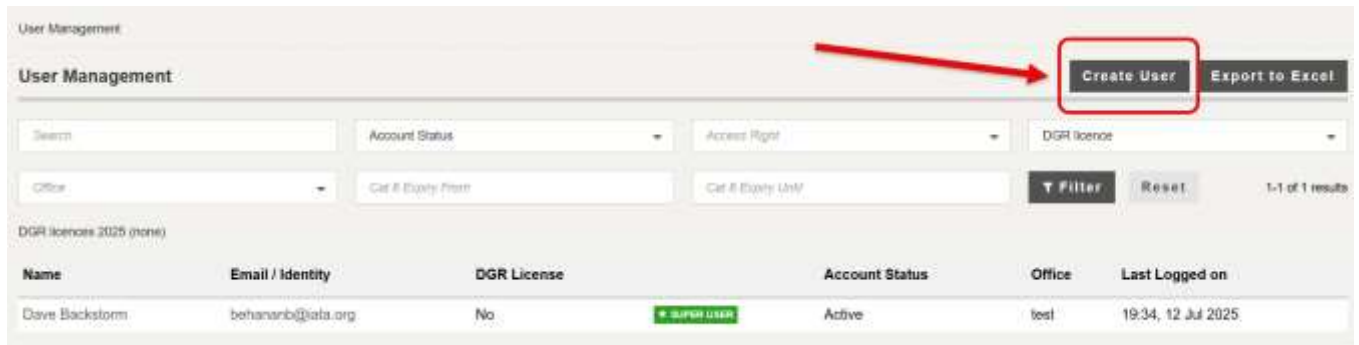
1. From the main menu, click **User Management**



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.

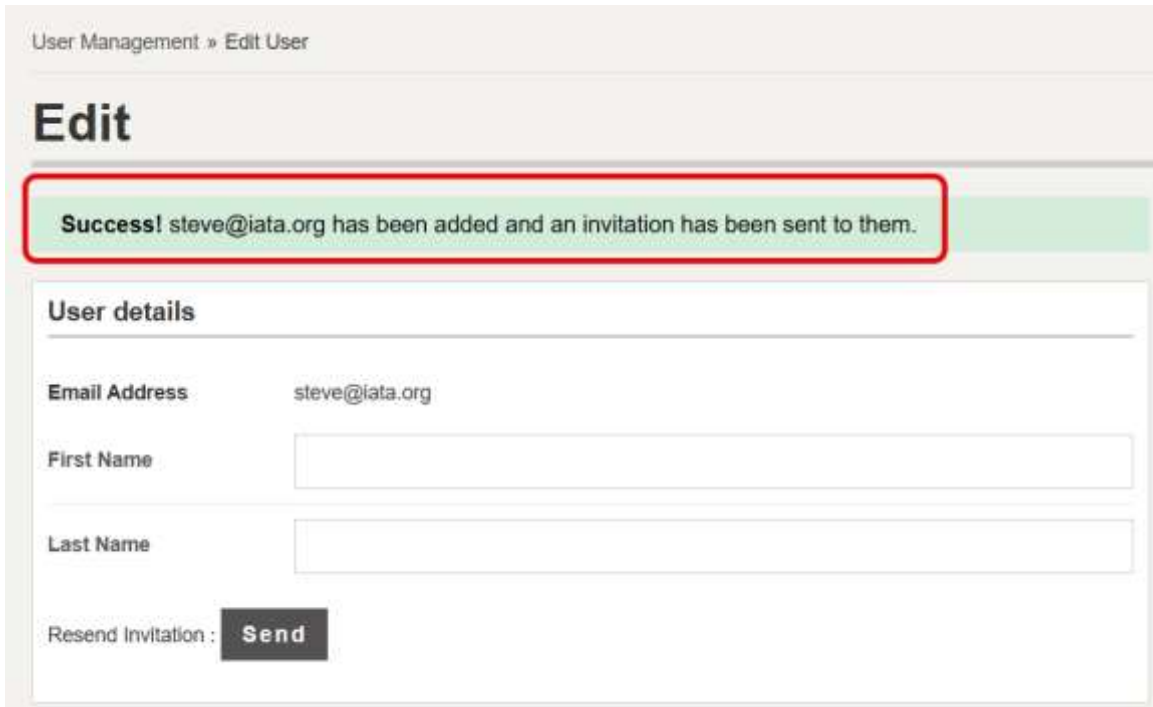
Subscription offices

test

Save

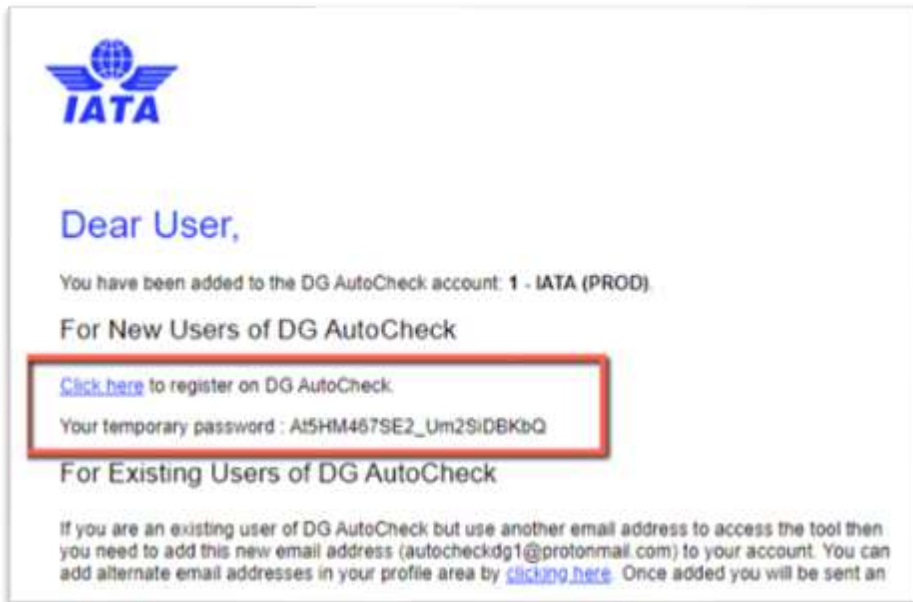
8. Click **Save**.

9. A confirmation message is shown



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.



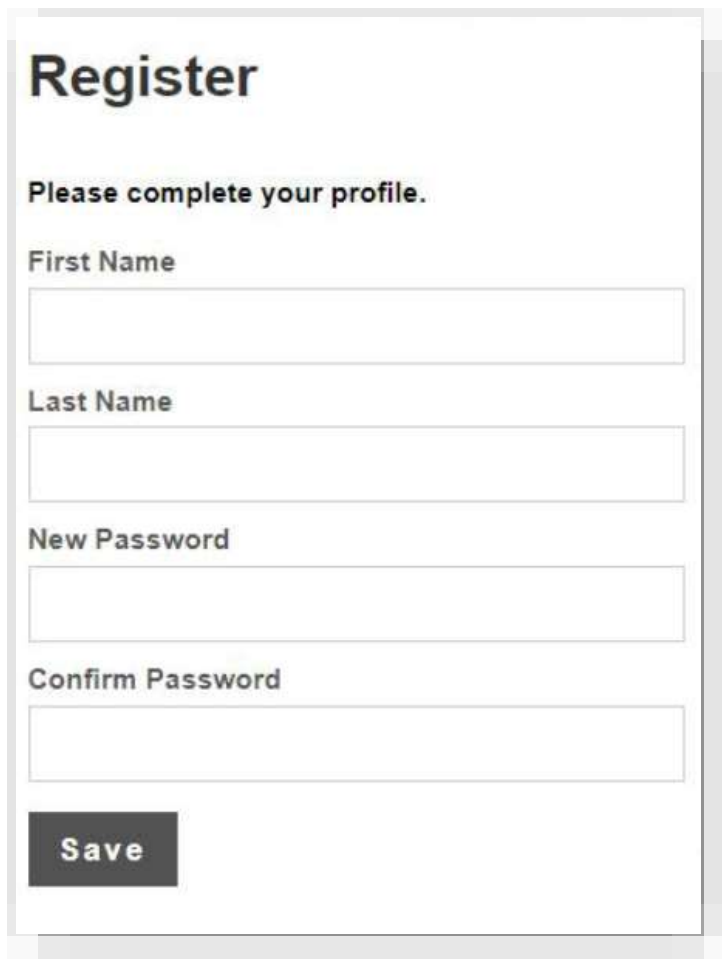
12. User should click the registration link and then user should enter their email address and the temporary password provided and then link **Log in**.



The first screenshot shows the 'DG AutoCheck' logo and the text 'Enter your email'. Below this is a text input field containing 'dgautocheck2@gmail.com' and a 'Next' button.

The second screenshot shows the 'DG AutoCheck' logo and the text 'Enter your password'. Above the password field is a back arrow and the email 'dgautocheck2@gmail.com'. The password field contains masked characters. Below the field is a 'Log in' button and a link for 'Forgotten your password?'.

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

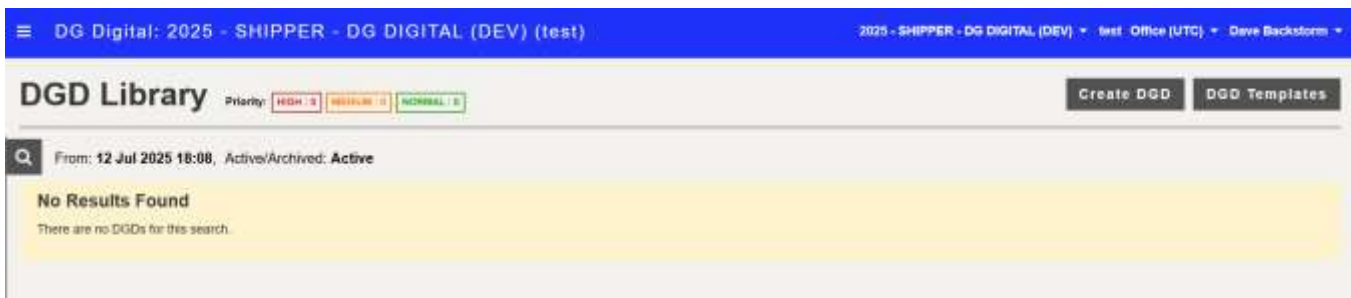


The 'Register' screen features the title 'Register' and the instruction 'Please complete your profile.'. It contains four input fields: 'First Name', 'Last Name', 'New Password', and 'Confirm Password'. A 'Save' button is located at the bottom left of the form.

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



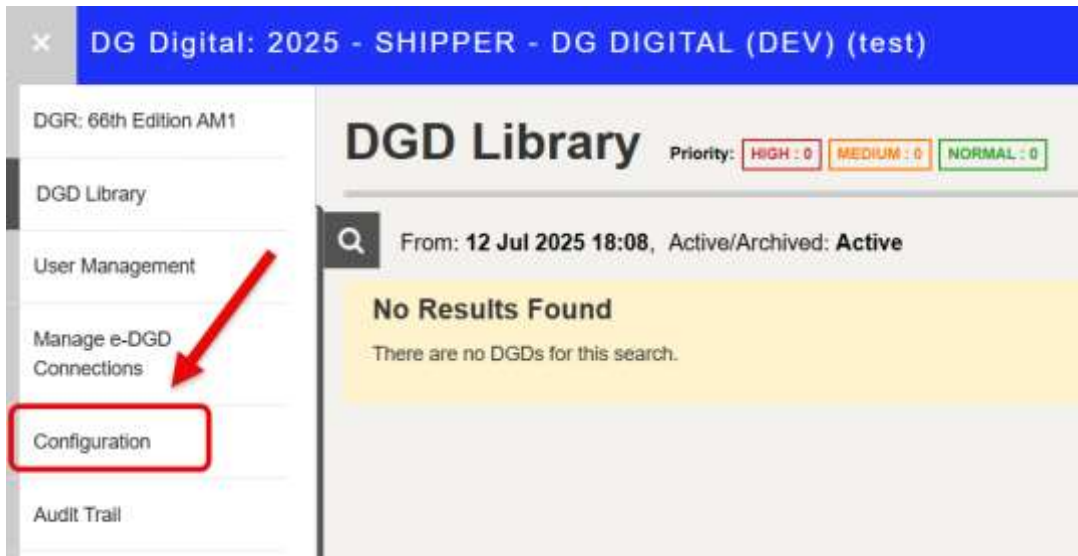
15. The DGD Library will be displayed.



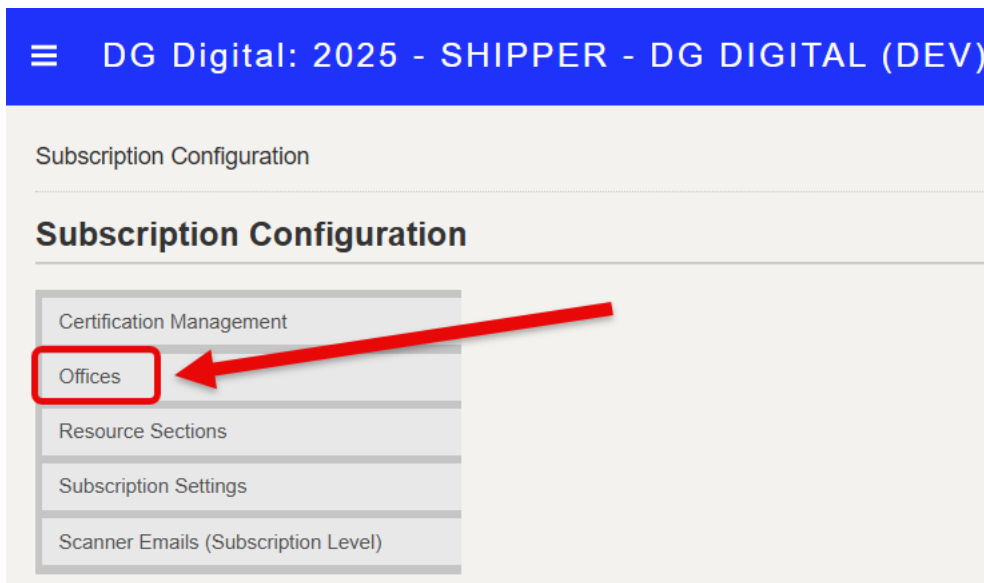
Add more Office(s)

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.

Configuration > Office Management > **Create Office**

Create

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

Name*

Office Code

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

City

Time Zone

Contact Name

Contact Email Address

Create

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.

Name *

Office Code

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

City

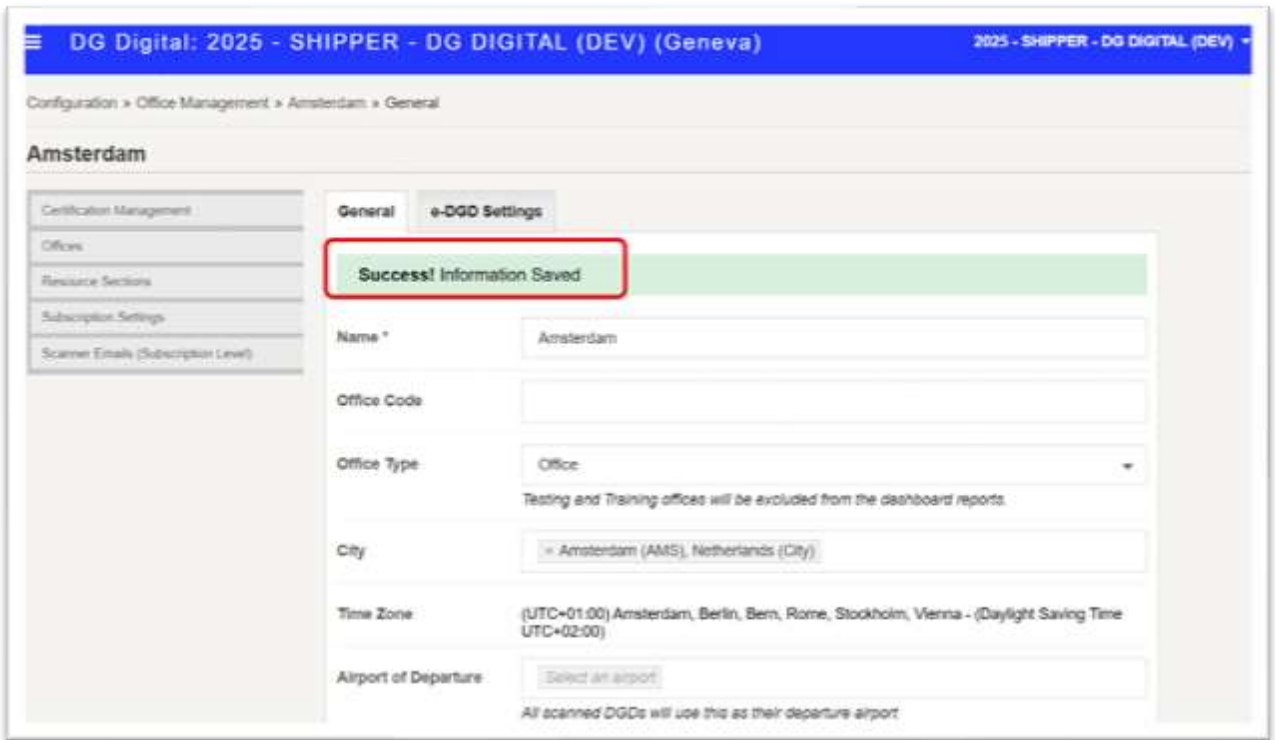
Time Zone (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Contact Name

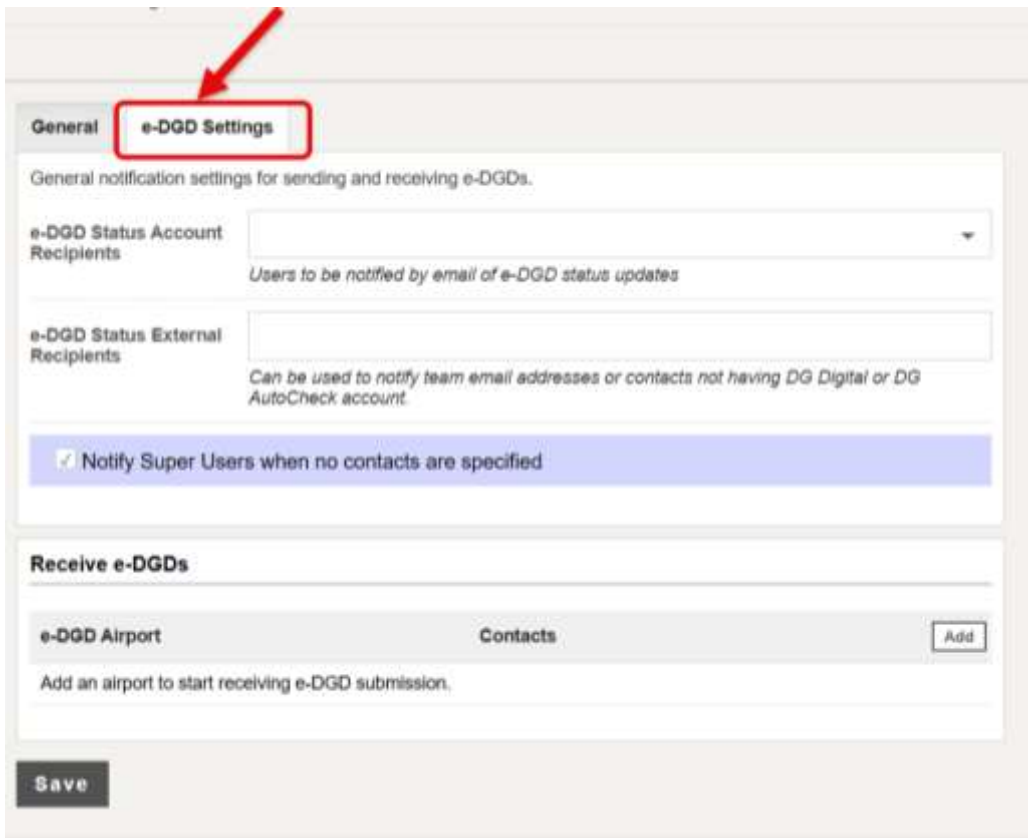
Contact Email Address

Create

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



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



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**

Add an airport to start receiving e-DGD submission.

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**

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

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

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

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.

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 software interface. It contains two main input fields: 'e-DGD Status Account Recipients' (a dropdown menu) and 'e-DGD Status External Recipients' (a text input field). Below the 'External Recipients' field is a checkbox labeled 'Notify Super Users when no contacts are specified', which is checked and highlighted with a red rectangular box. A red arrow points from the top of the 'External Recipients' field down to the checkbox. The interface also includes descriptive text for each field: 'Users to be notified by email of e-DGD status updates' for the account recipients and 'Can be used to notify team email addresses or contacts not having DG Digital or DG AutoCheck account.' for the external recipients.

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' form with the 'Notify Super Users when no contacts are specified' checkbox checked and highlighted with a red box. A red arrow points to the 'e-DGD Status External Recipients' field.

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

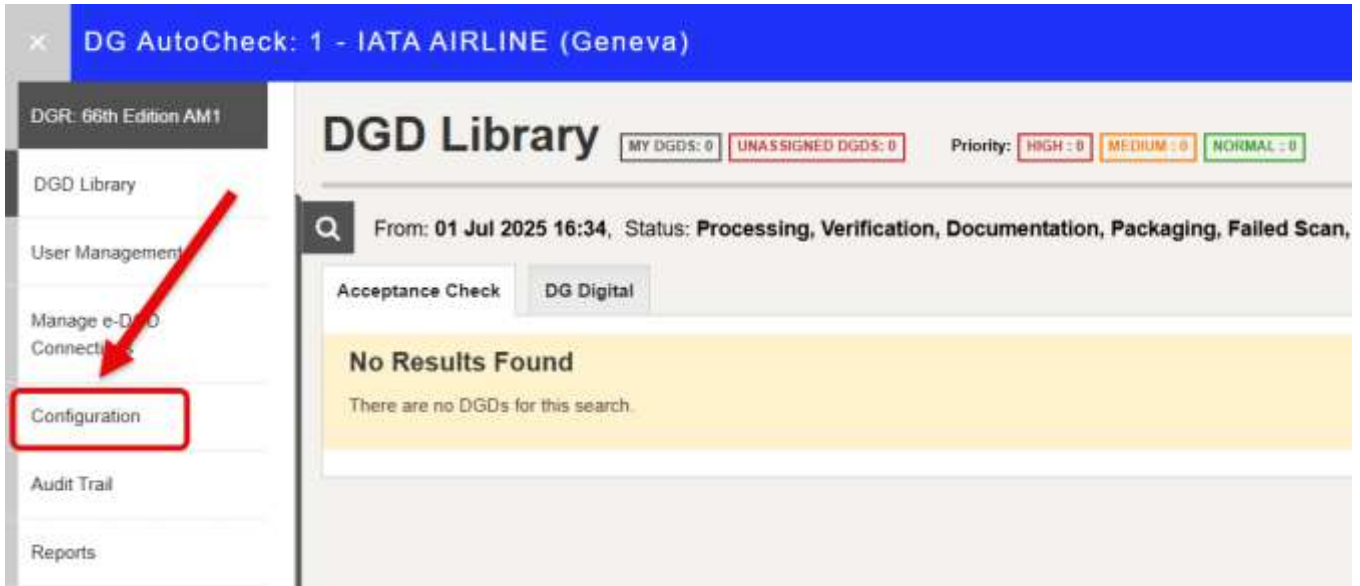
17. A message is displayed confirming the operation.

The screenshot shows the 'e-DGD Settings' form after the changes have been saved. A green banner at the top of the form area displays the message 'Success! Information Saved', which is highlighted with a red rectangular box. The 'e-DGD Status Account Recipients' dropdown menu is now populated with the text 'Ben Behanan (IATA)'. The 'e-DGD Status External Recipients' text input field is now populated with the email address 'operations@iata.org'. The rest of the form structure remains the same as in the previous screenshots.

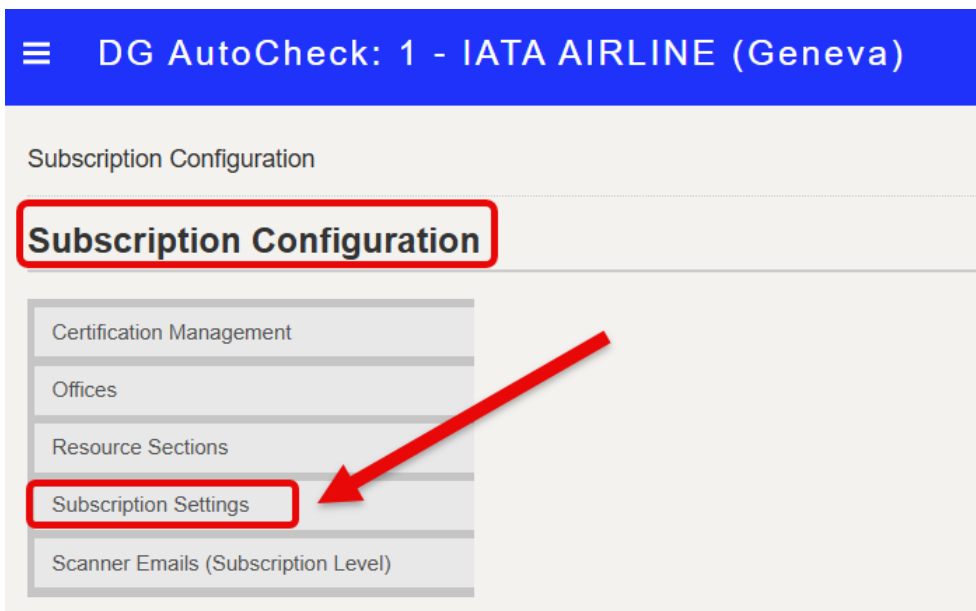
Initial set up for DG AutoCheck users

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:

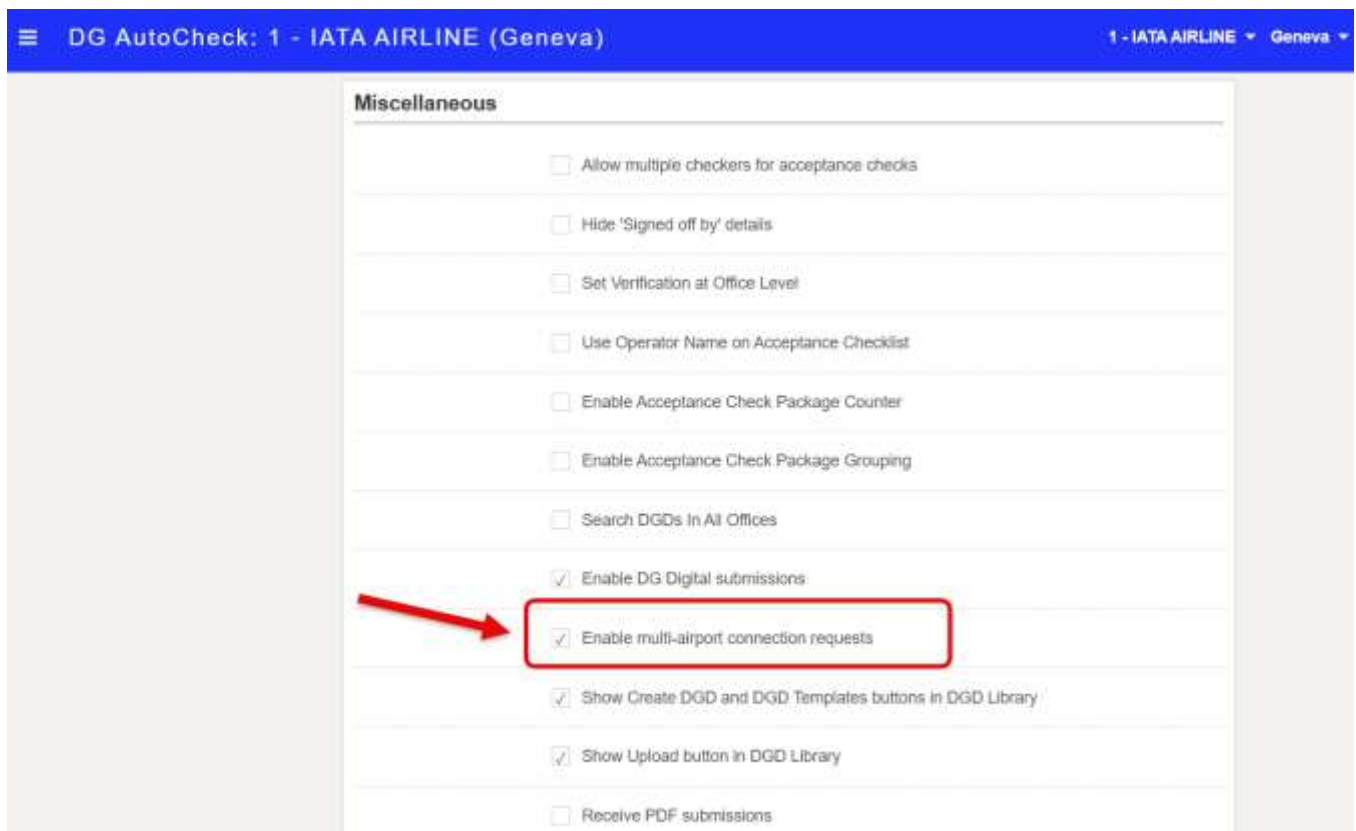
- **Option 1:** Receive a single connection request for ALL Airports i.e. once the connection request is approved, the requestor will be able to send e-DGDs to ALL your e-DGD enabled airports.
- **Option 2:** Receive one connection request per Airport, i.e. you will receive and approve connection requests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

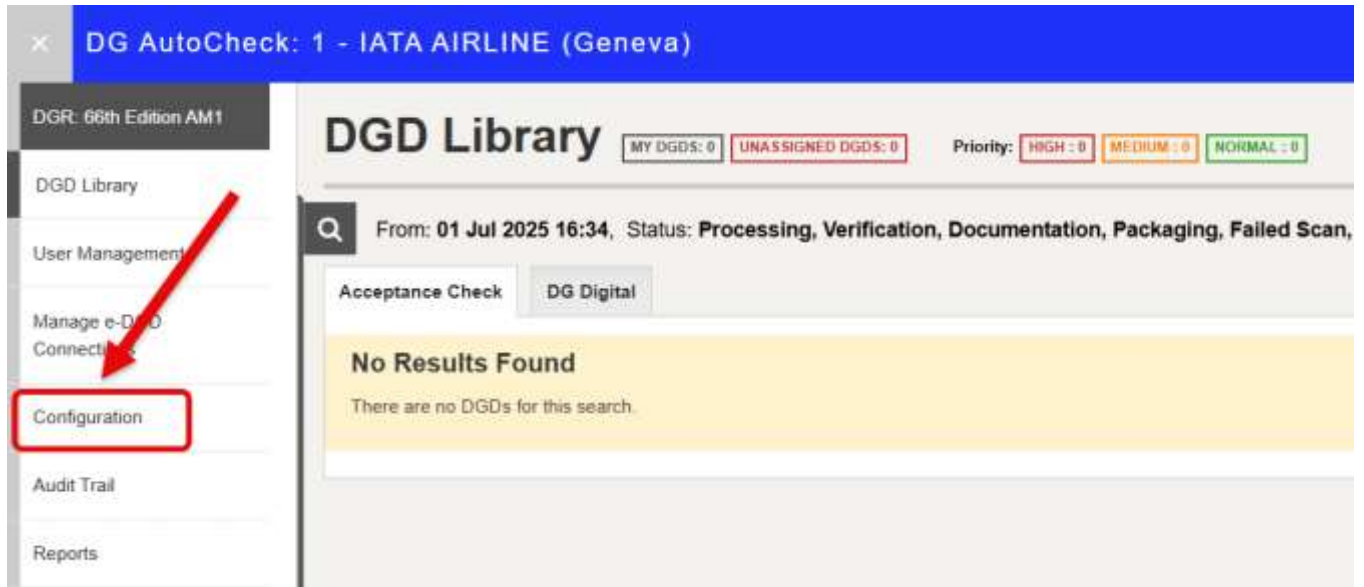


Using Option 2

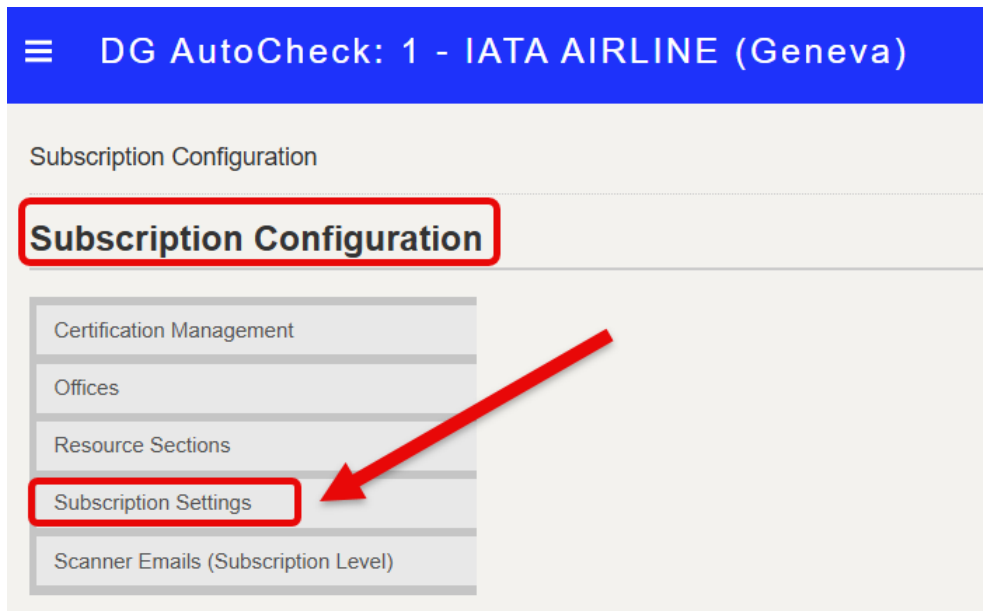
The advantage of option 2 i.e. connection request per airport, is more precise control over the e-DGD roll out.

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

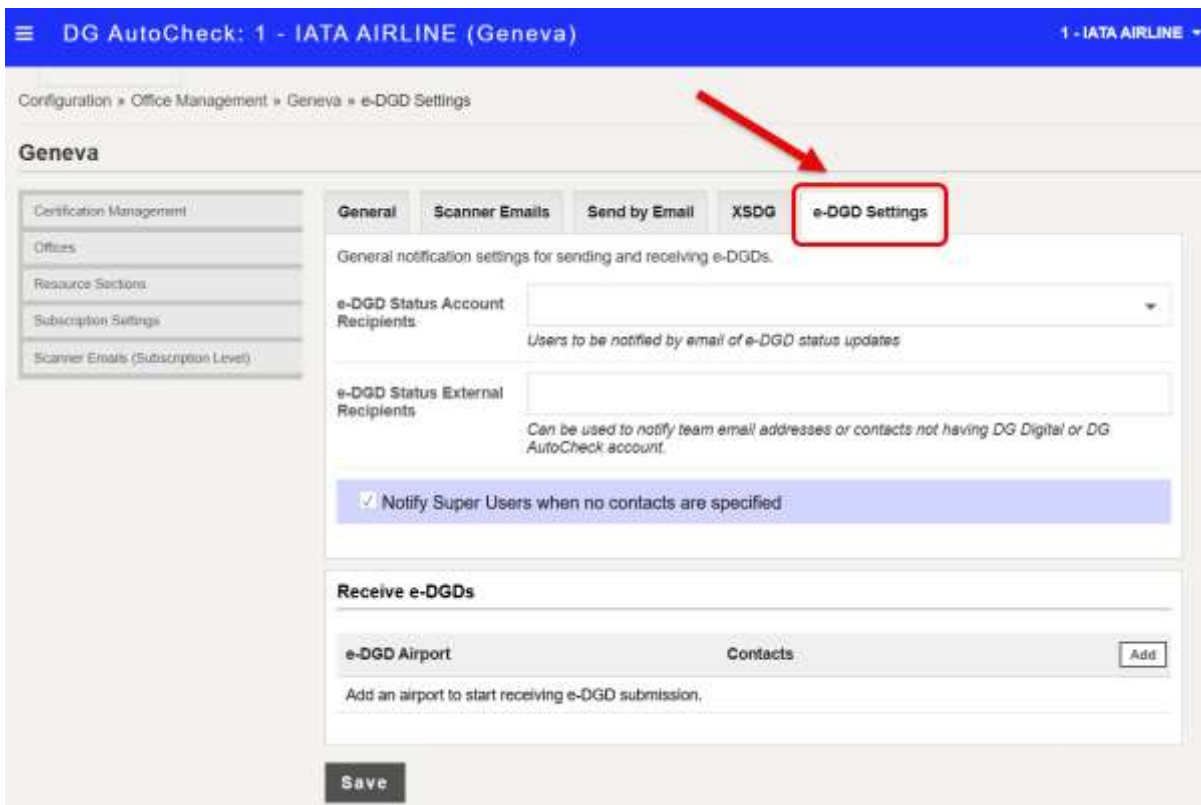
Name * Geneva

Office Code

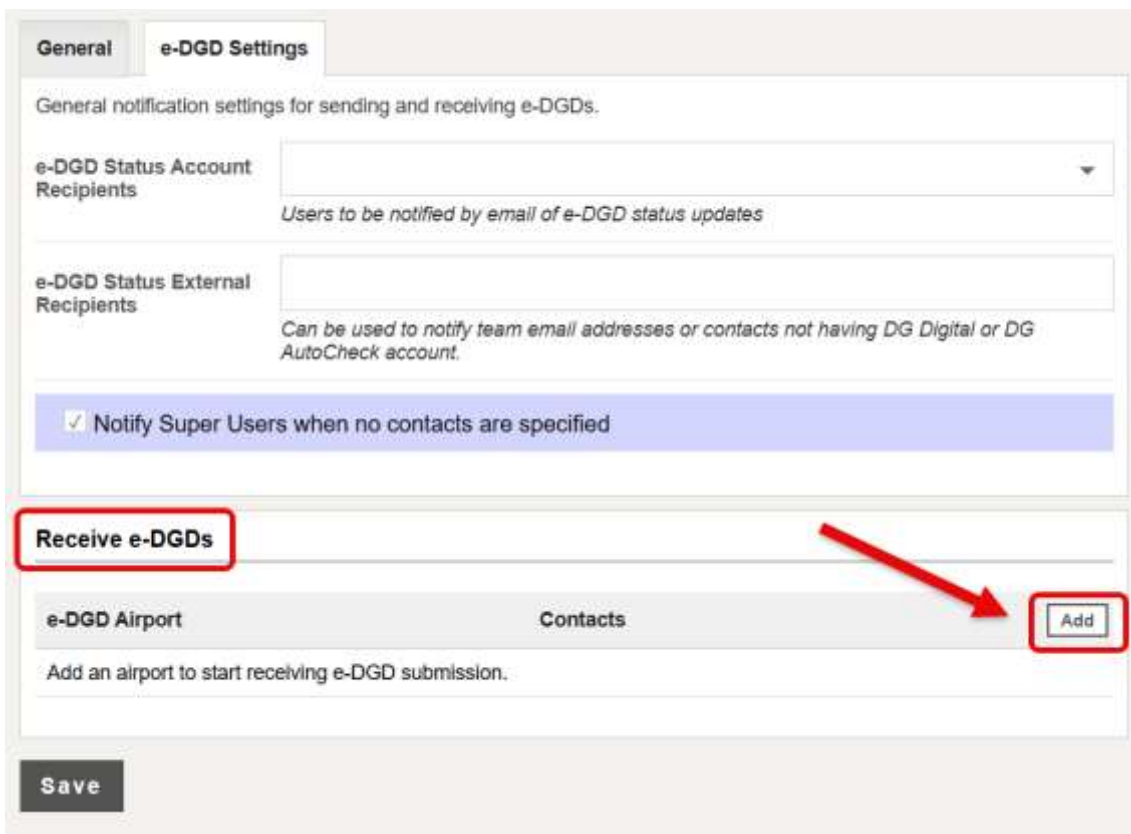
Office Type Office
Testing and Training offices will be excluded from the dashboard reports.

City Geneva (GVA), Switzerland (City)

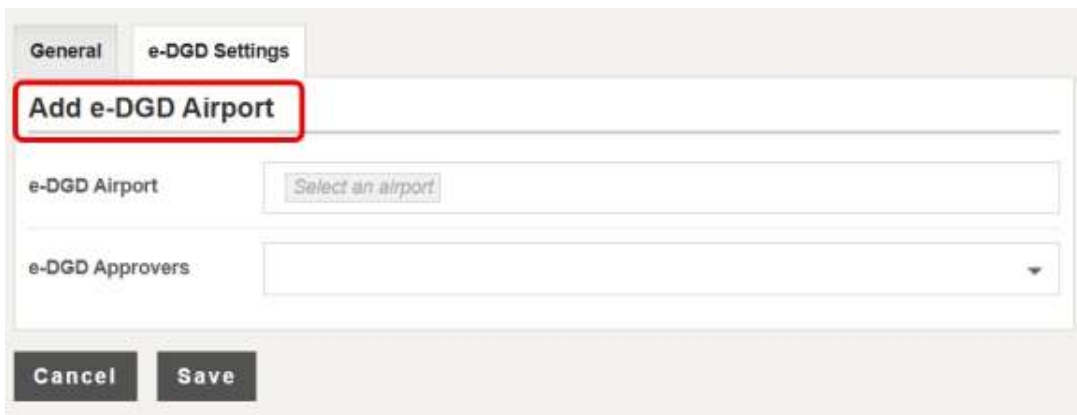
3. Click **e-DGD Settings** to open the e-DGD settings tab.



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



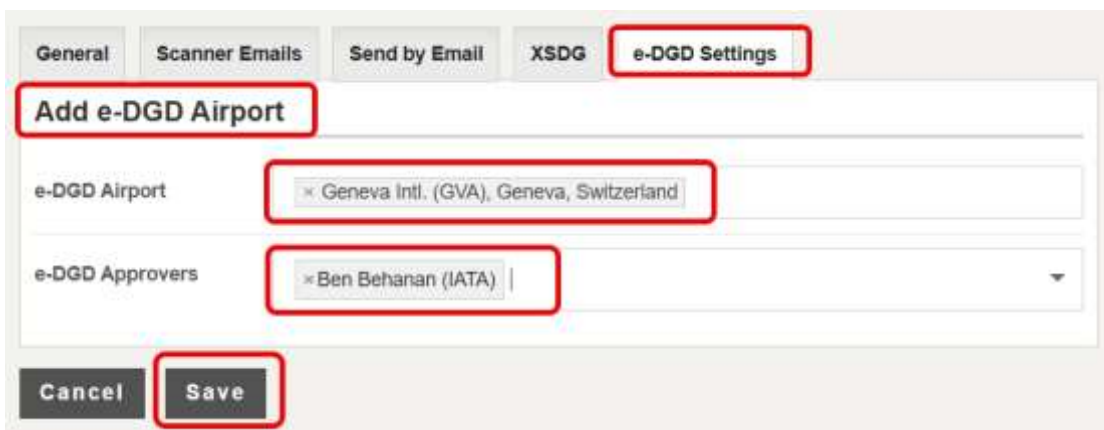
5. The **Add e-DGD Airport** window will be displayed.



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

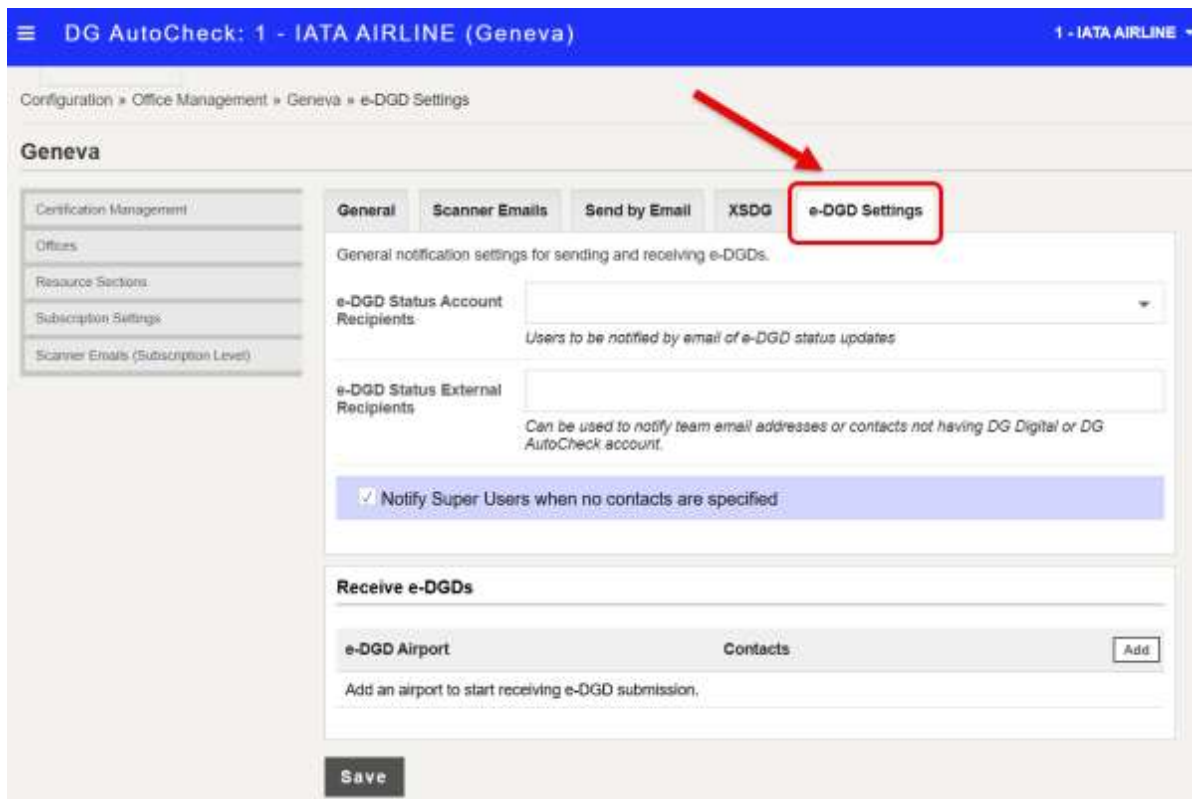
Name * Geneva

Office Code

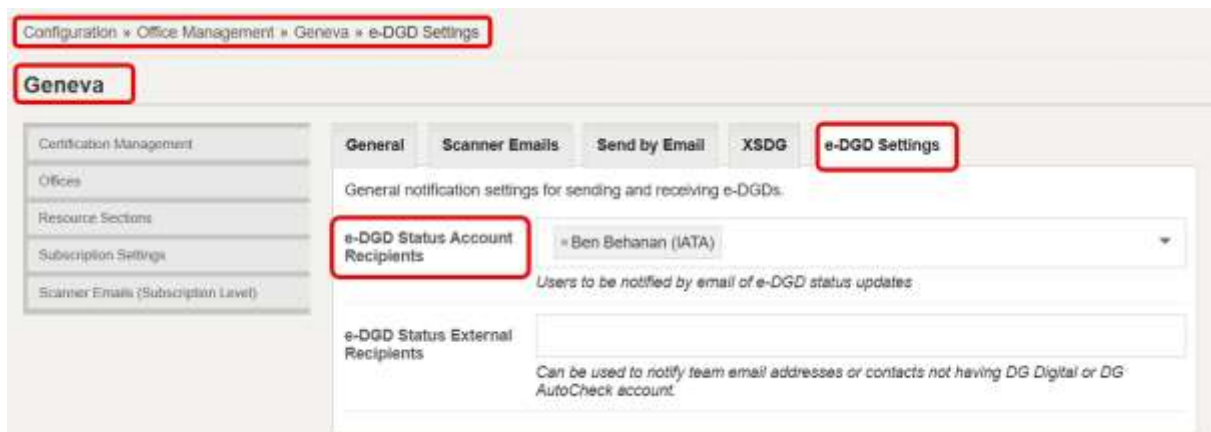
Office Type Office
Testing and Training offices will be excluded from the dashboard reports.

City Geneva (GVA), Switzerland (City)

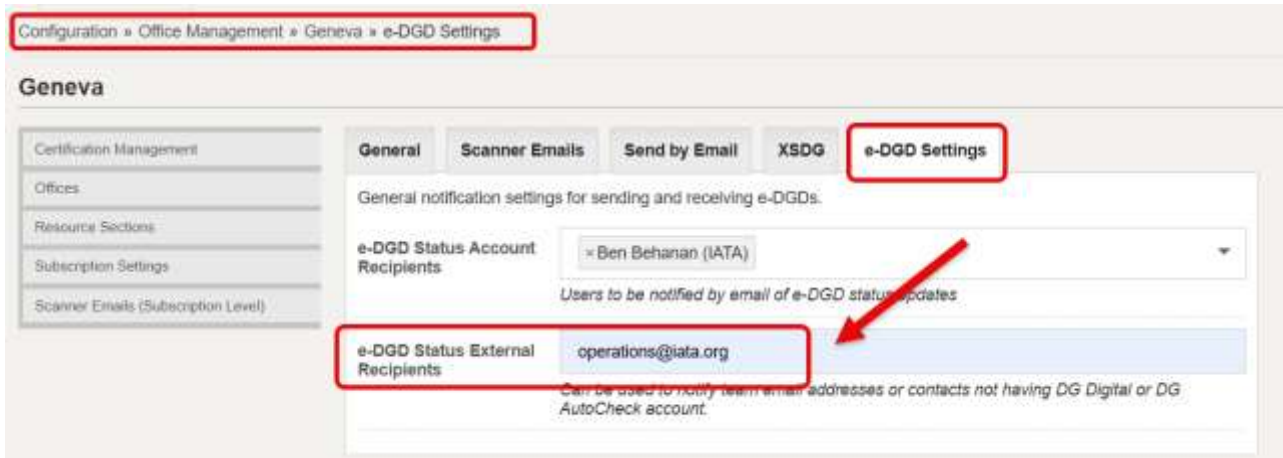
3. Click **e-DGD Settings** to open the e-DGD settings tab.



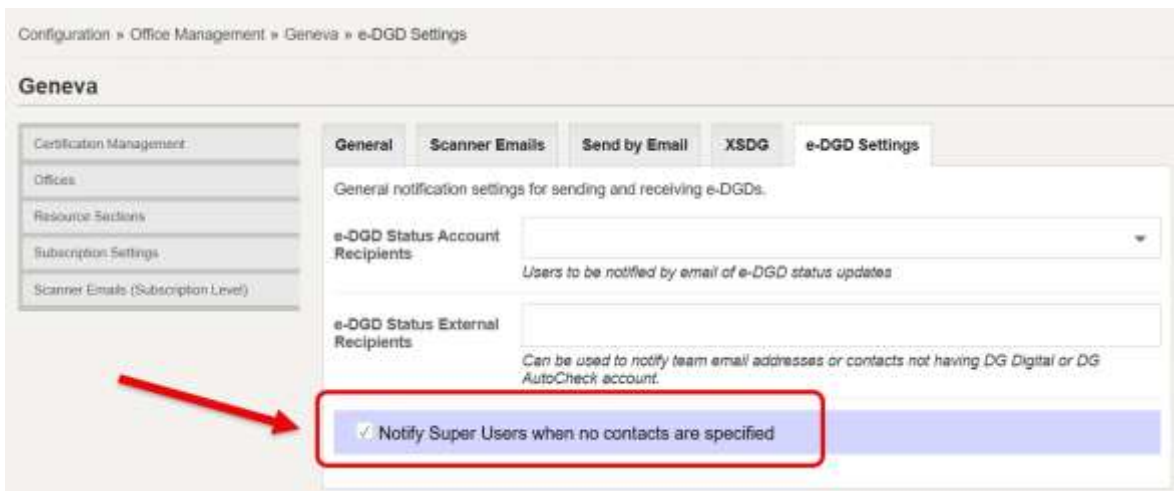
4. Under **e-DGD Status Account Recipients**, select the users to be notified of shipment status updates.



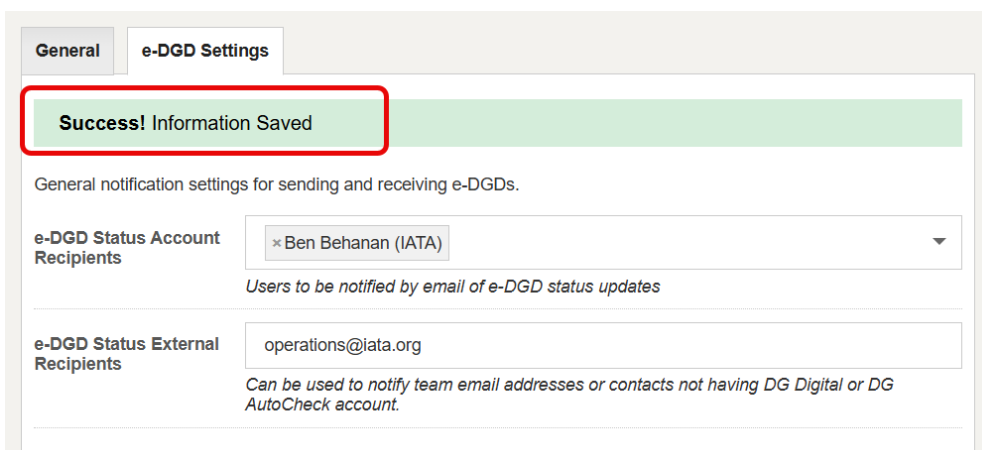
5. Under **e-DGD Status External Recipients**, you can enter any team or generic email address(es) who should receive the shipment status email notifications.



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



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



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.

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: 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.

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

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.

Receive e-DGDs

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

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

Excluded Operators: China Southern Airlines (CZ-784)
Do not accept e-DGD submissions for these operators

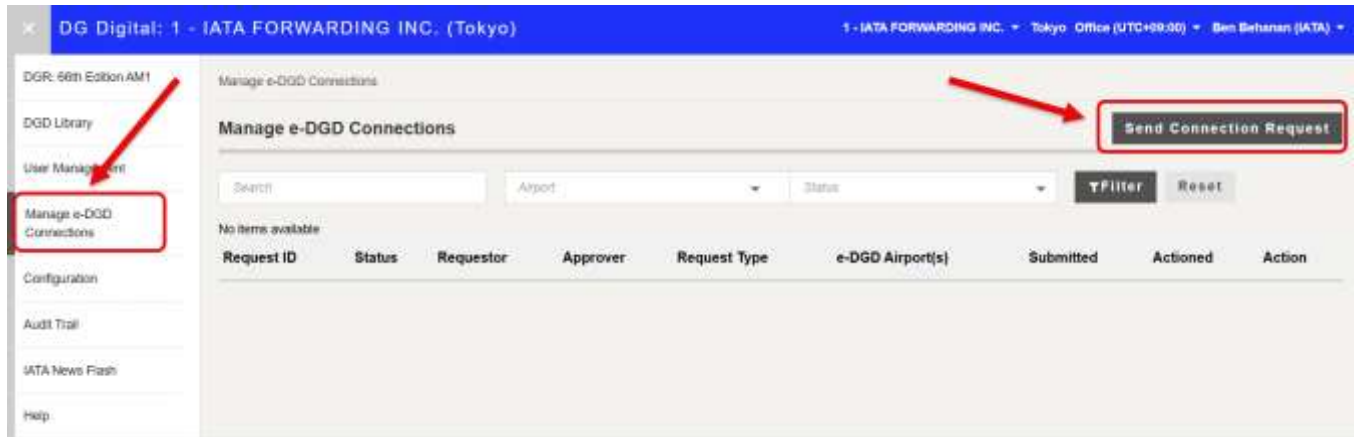
Save

5. Click **Save**.

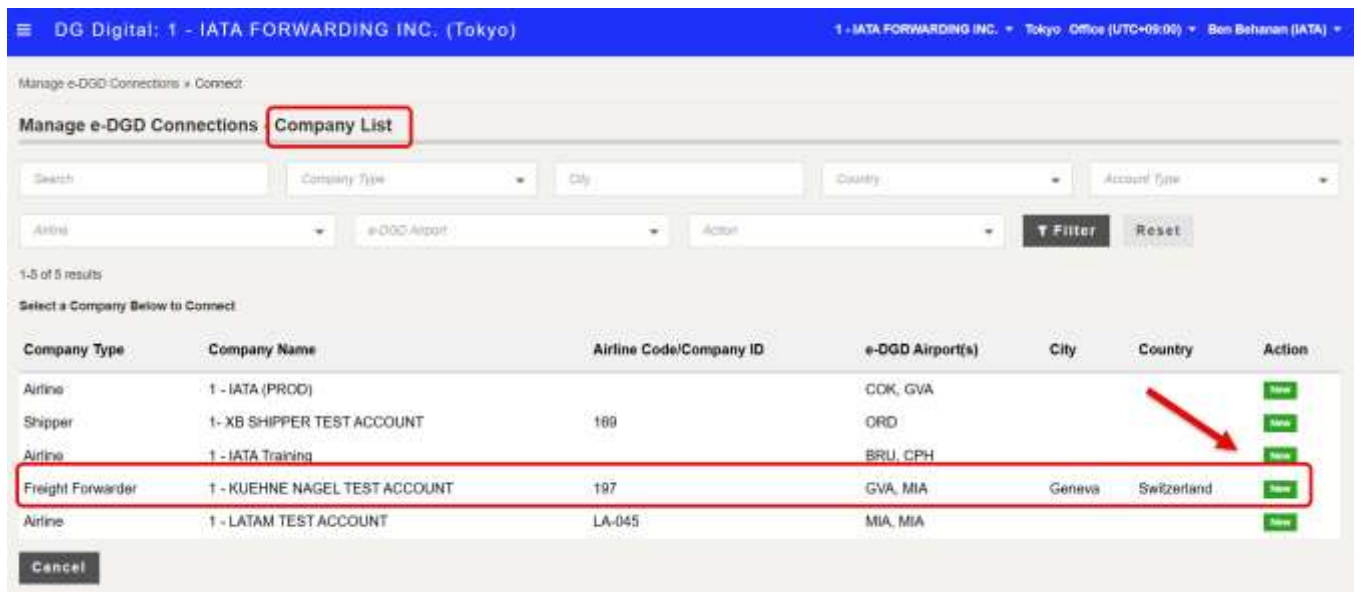
Manage e-DGD connections

Send new connection request

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



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



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			Send
Shipper's Agent	Aibox Pre-Check	170	CDG, LGW, LHR			Send
Shipper	2025 - LATAM COMAT (Shipper) - Pilot Testing	171	MIA, SCL			Send
Shipper	2025 - XB SHIPPING (QA)	172	GVA, KIX, LAX, NRT	Tokyo	Japan	Request
Freight Forwarder	2025 - XB FORWARDING - QA	176	NRT			Connected
Shipper	ABC Chemical Japan Co., Ltd.	178	HND, NRT, NRT	Kanagawa	Japan	Commented
Shipper	XYZ CHEMICALS CO., LTD.	177	HND, HND, KIX, KIX, NRT, NRT	TOKYO	Japan	Send
Ground Handler Agent	2025 - XB GROUND HANDLING (QA)	168	NRT			Send
Airline	2025 - XB AIRLINE (QA)	LX-724	BNE, GVA, LAX, MIA, NRT			Request
Airline	2025 - LATAM Cargo (Airline) - Pilot Testing	LA-045	MIA, SCL			Send
Shipper	2025 - IATA COMAT (Shipper) - Pilot Testing	198	BNE			Send
Freight Forwarder	2025 - Global Gate Mexico - Pilot Testing	204	MEX			Send

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

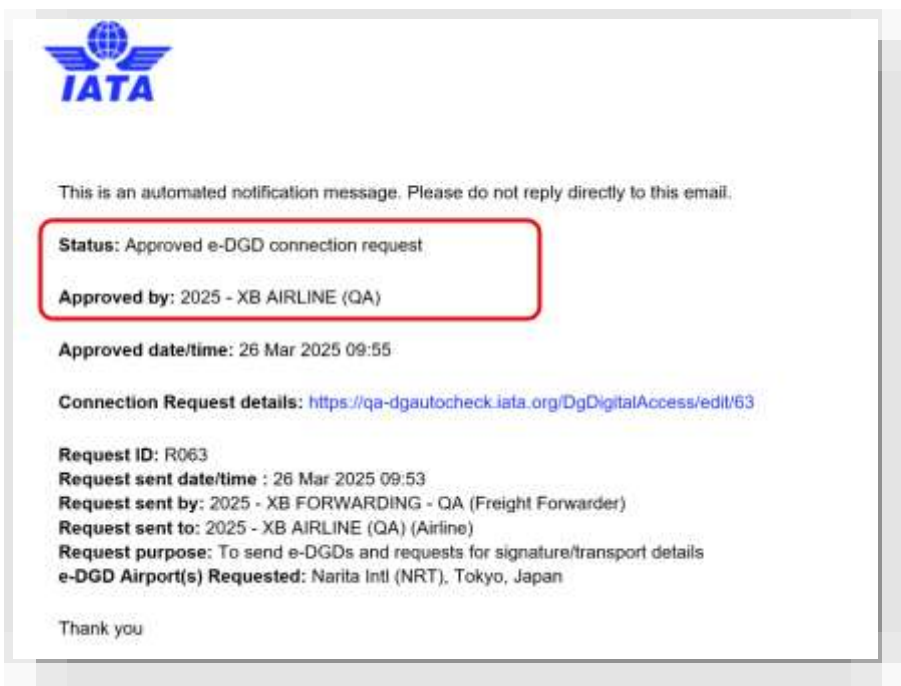
Airport(s) receiving e-DGD: Select an airport
 Select an airport
 O'Hare International (ORD), Chicago, USA

Comment: O'Hare International (ORD), Chicago, USA

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.



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.



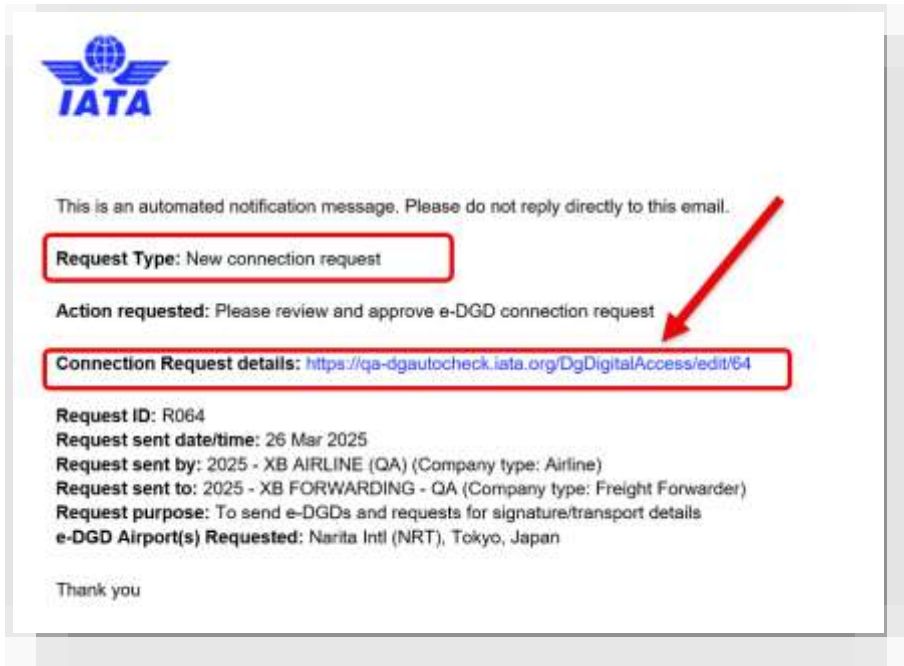
Receive new connection request email notification

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

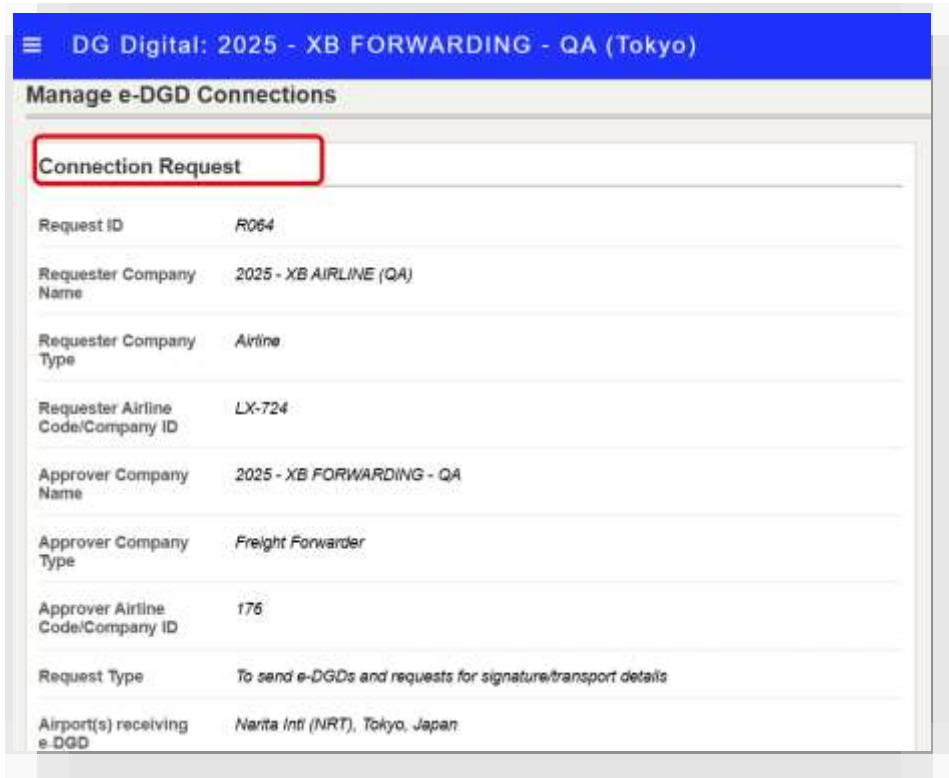


Access the connection request

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.



The Connection Request screen will be displayed.



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.

Manage e-DGD Connections

1-2 of 2 results

Request ID	Status	Requestor	Approver	Request Type	e-DGD Airport(s)	Submitted	Actioned	Action
R006	Pending	1 - IATA FORWARDING INC.	1 - LATAM TEST ACCOUNT	Send e-DGD	All	11 Jul 2025		[X] [W]
R003	Approved	1 - KUEHNE NAGEL TEST ACCOUNT	1 - LATAM TEST ACCOUNT	Send e-DGD	All	27 Jun 2025	27 Jun 2025	[X] [W]

Approve the connection request

From the **Status** field, select **Approved** and then click **Save**.

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: Natta Int (NRT), Tokyo, Japan

Status: Pending (dropdown menu open showing: Pending, **Approved**, On Hold, Pending, Rejected)

Comment: [empty]
 Submitted: [empty]
 Actioned: [empty]

Buttons: Cancel, Save

The connection request will be marked as “Approved” in the **Manage e-DGD Connections**.

Manage e-DGD Connections

1-2 of 2 results

Request ID	Status	Requestor	Approver	Request Type	e-DGD Airport(s)	Submitted	Actioned	Action
R006	Approved	1 - IATA FORWARDING INC.	1 - LATAM TEST ACCOUNT	Send e-DGD	All	11 Jul 2025	11 Jul 2025	[X] [W]
R003	Approved	1 - KUEHNE NAGEL TEST ACCOUNT	1 - LATAM TEST ACCOUNT	Send e-DGD	All	27 Jun 2025	27 Jun 2025	[X] [W]

Create DGD

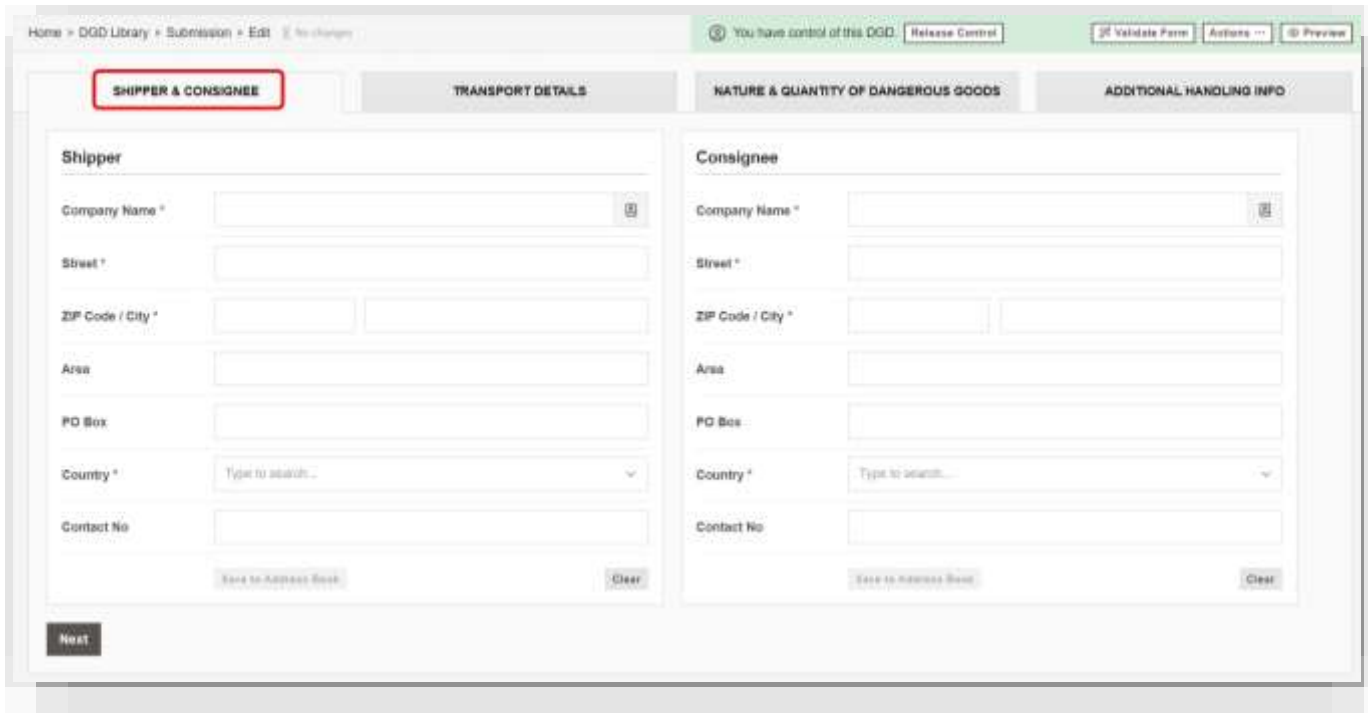
The DGD Builder is used to create DGDs.

Create new DGD and save as Template

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



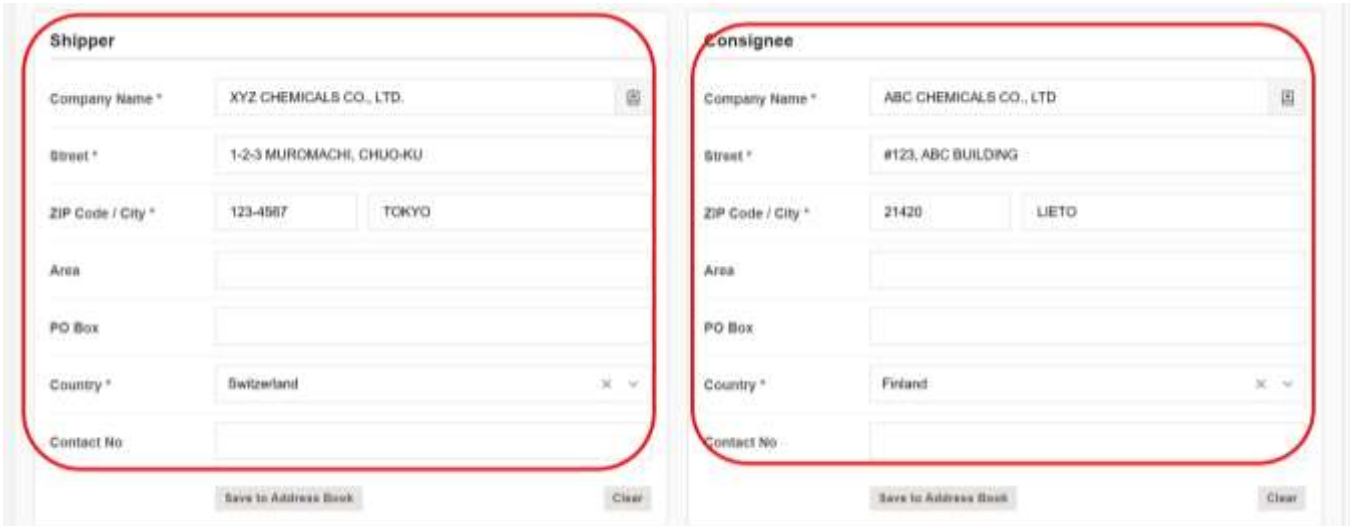
2. The DGD Builder is launched, and by default the **SHIPPER & CONSIGNEE** tab is displayed.



Adding Shipper and Consignee Details

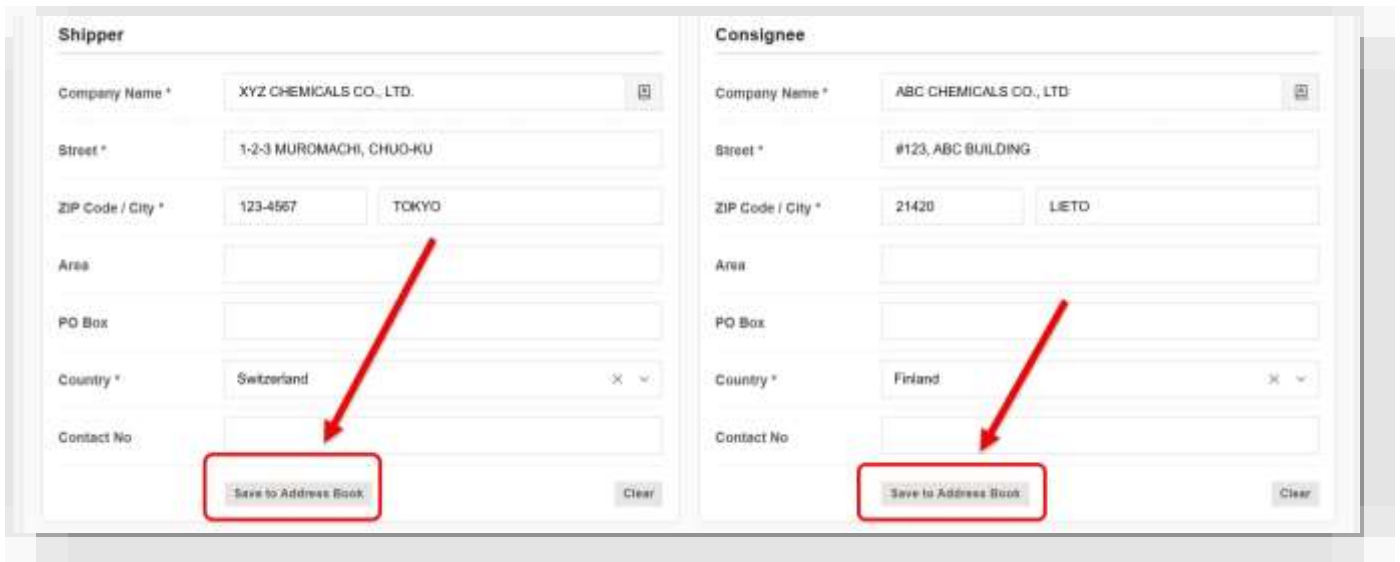
1. You can enter the Shipper and Consignee name and address details in the respective fields

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



The image shows two side-by-side form panels. The left panel is titled 'Shipper' and contains the following fields: 'Company Name *' with the value 'XYZ CHEMICALS CO., LTD.', 'Street *' with '1-2-3 MUROMACHI, CHUO-KU', 'ZIP Code / City *' with '123-4567' and 'TOKYO', 'Area', 'PO Box', 'Country *' with a dropdown menu showing 'Switzerland', and 'Contact No'. The right panel is titled 'Consignee' and contains: 'Company Name *' with 'ABC CHEMICALS CO., LTD.', 'Street *' with '#123, ABC BUILDING', 'ZIP Code / City *' with '21420' and 'LIETO', 'Area', 'PO Box', 'Country *' with a dropdown menu showing 'Finland', and 'Contact No'. Both panels have 'Save to Address Book' and 'Clear' buttons at the bottom.

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 identical to the one above, but with red arrows pointing from the 'Area' field of each form to the 'Save to Address Book' button at the bottom. The 'Save to Address Book' buttons are highlighted with red rounded rectangles.

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

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

PO Box []

Country * Switzerland [X] [v]

Contact No []

Save to Address Book Clear

Next

PO Box []

Country * Finland [X] [v]

Contact No []

Save to Address Book Clear

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.

Adding Dangerous Goods Details

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

Adding a DG row

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

2. The **Add Dangerous Goods** 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 Freight Authorization

Inferred No value(s)

Packing Group Packing Instruction Guide mode

Select...

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 RQ

1263

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 RD
UN1263 – Paint – 3 X v

Proper Shipping Name
Paint

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

Primary Hazard **Subsidiary Hazards** **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
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

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

Packing Guide mode

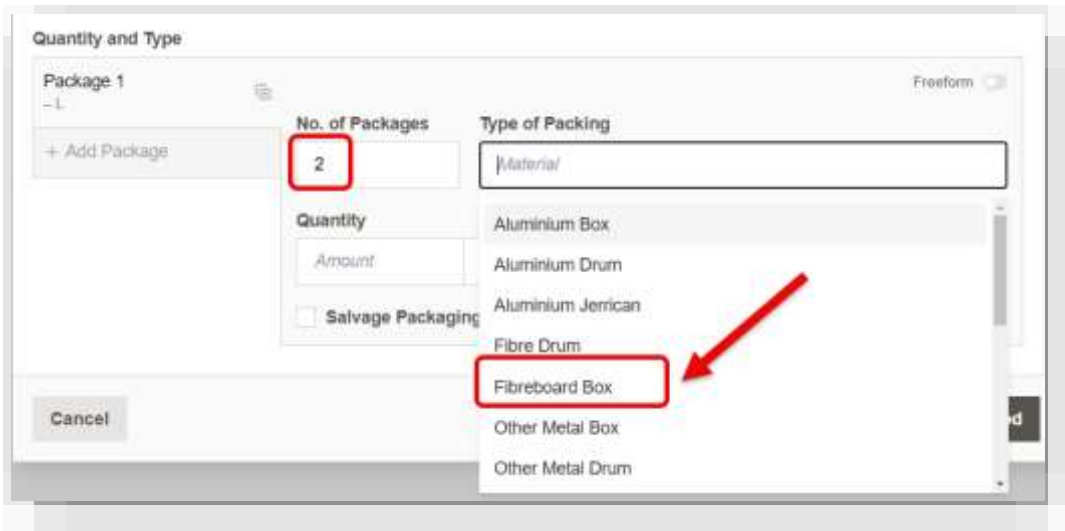
PG	LIMITED QUANTITY		PASSENGER & CARGO AIRCRAFT		CARGO AIRCRAFT ONLY	
	Pkg Inst	Max Qty	Pkg Inst	Max Qty	Pkg Inst	Max Qty
I	Forbidden		351 • 1 L		361 • 30 L	
II	Y341 • 1 L		353 • 5 L		364 • 60 L	
III	Y344 • 10 L		355 • 60 L		366 • 220 L	

6. Upon selection, the entry will be populated.

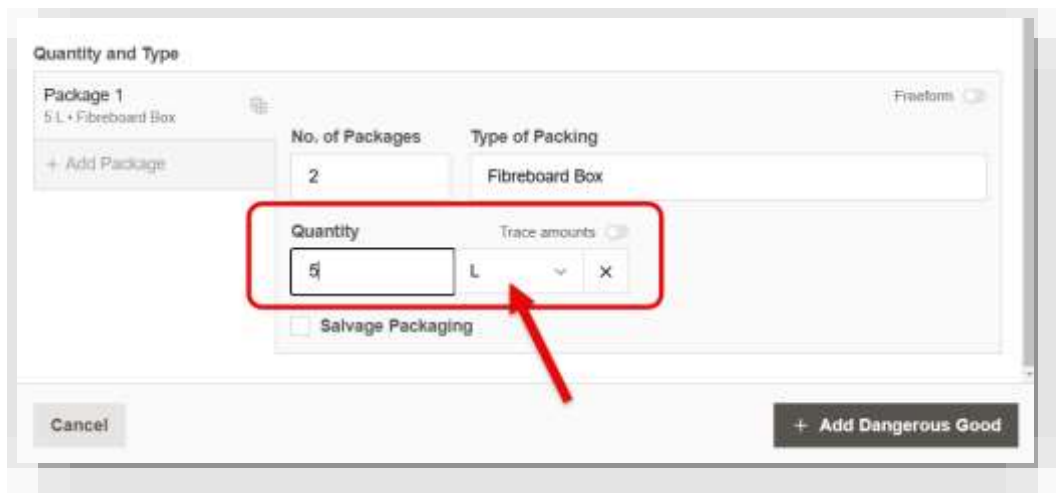
Primary Hazard **Subsidiary Hazards** **Freeform** **Authorization**

Packing Group **Packing Instruction** Guide mode

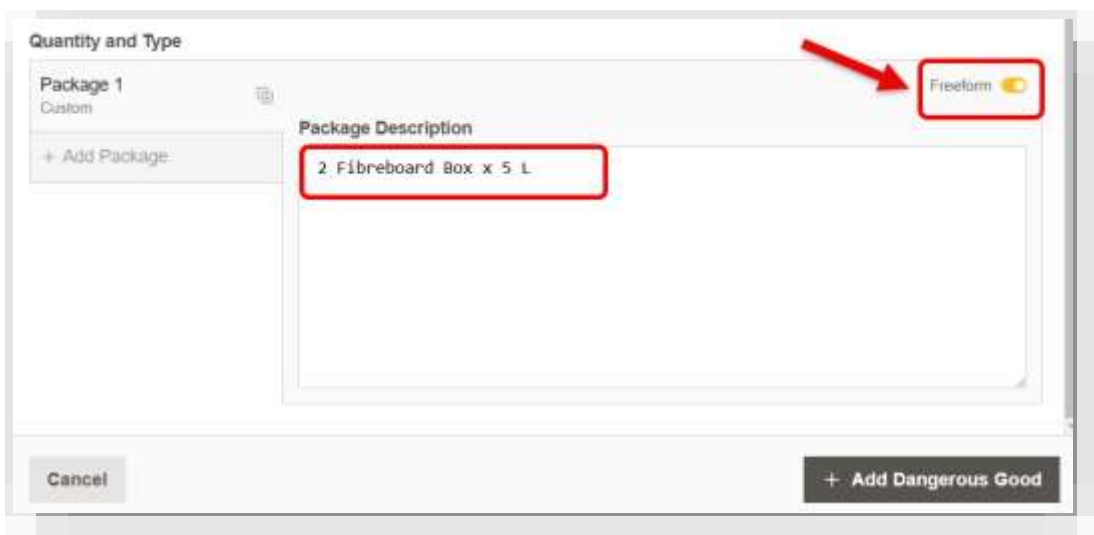
7. Next, enter the **No. of Packages**, and then select the **Packing Type** from the drop-down list.



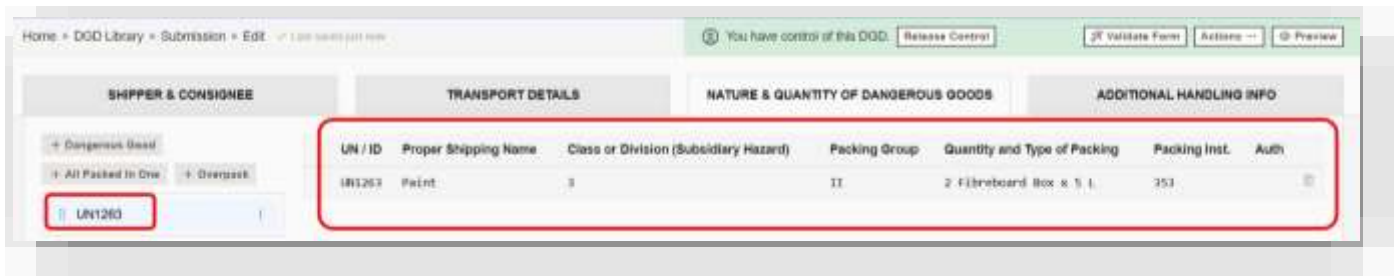
8. Next enter the **Quantity**. The Unit of Measure is automatically selected based on the Packing Instruction.



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

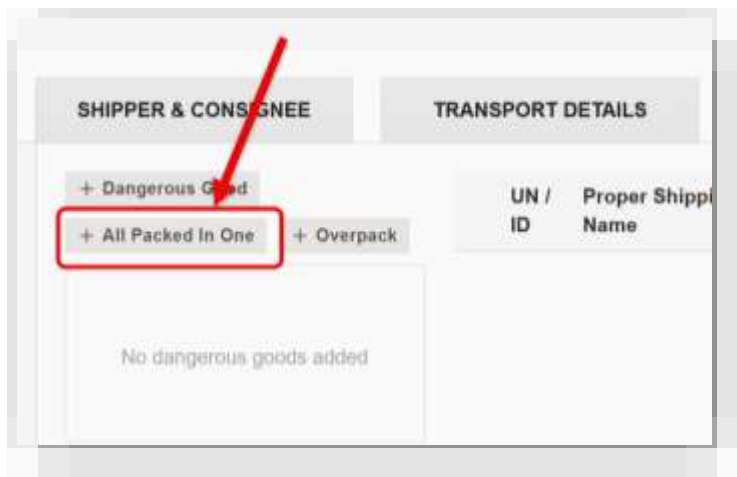


10. Click **Add Dangerous Good** to add the new UN row in the DG table.

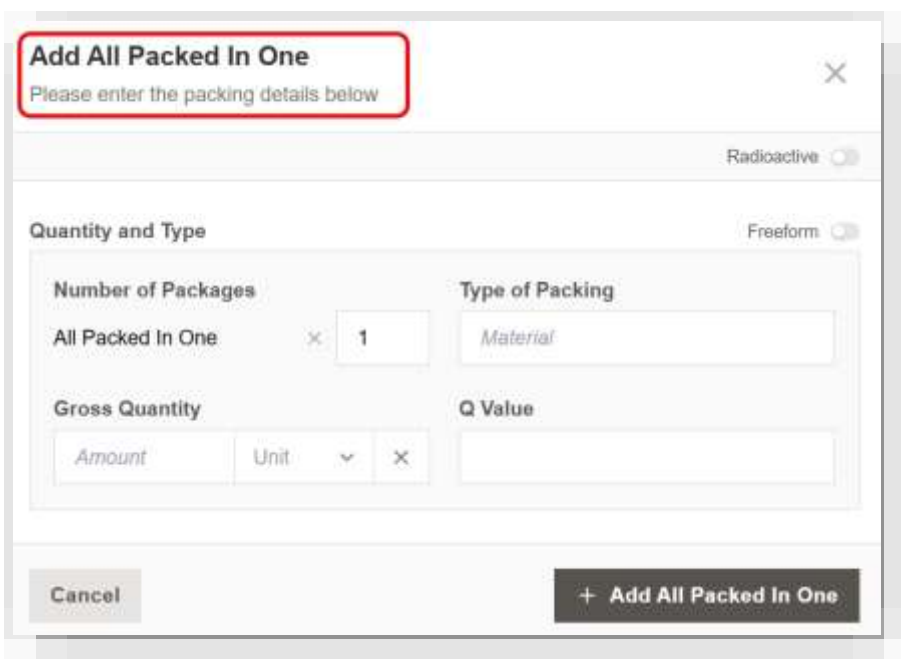


Adding an All Packed in One

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



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



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

Quantity and Type 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**

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

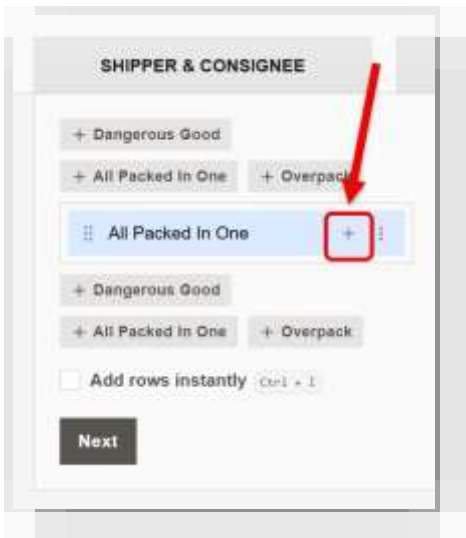
Quantity and Type Freeform

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.

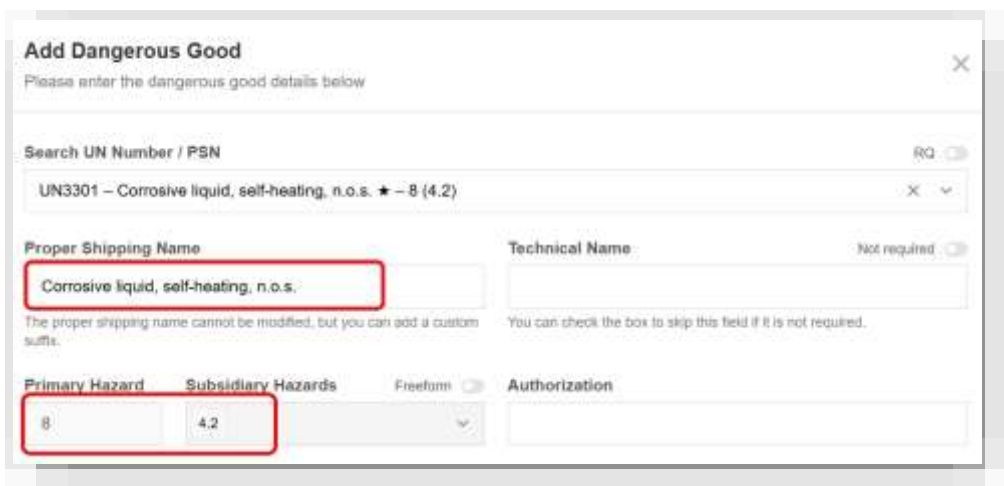


7. The **Add Dangerous Good** window is displayed.

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



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



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

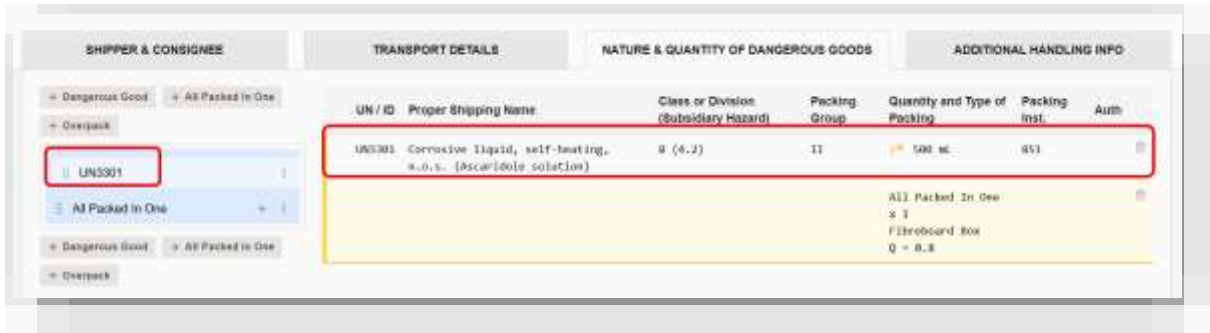
The screenshot shows the 'Add Dangerous Good' form. The 'Search UN Number / PSN' field contains 'UN3301 - Corrosive liquid, self-heating, n.o.s.'. The 'Proper Shipping Name' field contains 'Corrosive liquid, self-heating, n.o.s.'. The 'Technical Name' field is highlighted with a red box and contains 'Ascaridole solution'. The 'Primary Hazard' is '8' and 'Subsidiary Hazards' is '4.2'. The 'Authorization' field is empty. The 'Cancel' and '+ Add Dangerous Good' buttons are visible at the bottom.

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

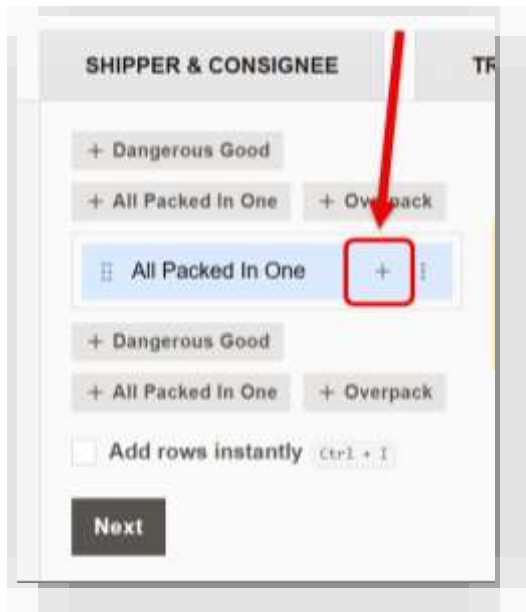
The screenshot shows the 'Add Dangerous Good' form with the 'Packing' section expanded. The 'Packing' table has three columns: 'LIMITED QUANTITY', 'PASSENGER & CARGO AIRCRAFT', and 'CARGO AIRCRAFT ONLY'. The 'PASSENGER & CARGO AIRCRAFT' column is highlighted with a red box. The 'Quantity and Type' field is also highlighted with a red box and contains '500 mL'. The 'Cancel' and '+ Add Dangerous Good' buttons are visible at the bottom.

LIMITED QUANTITY			PASSENGER & CARGO AIRCRAFT		CARGO AIRCRAFT ONLY	
PG	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

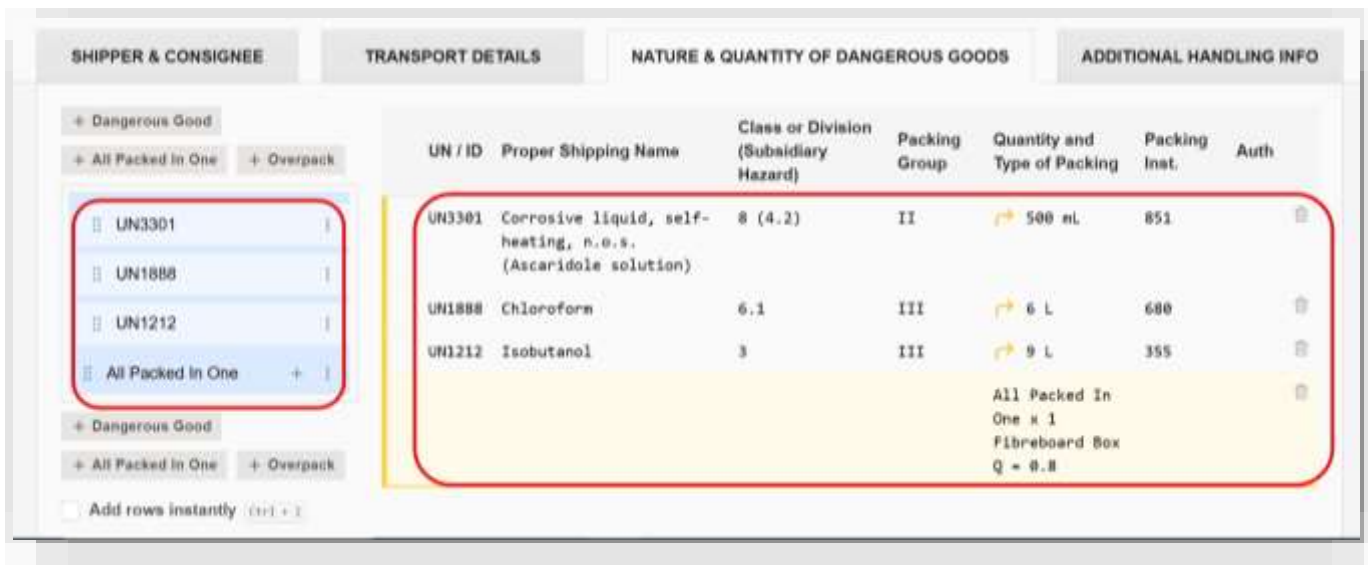
12. Click **+ Add Dangerous Good** to add the first UN inside the APIO



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

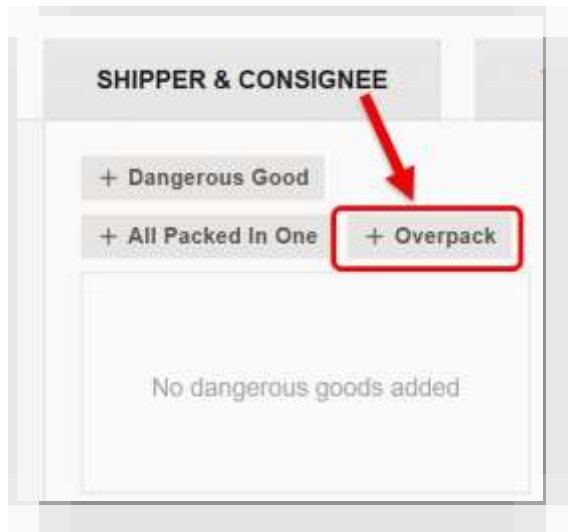


14. You can repeat the same steps as above to add more UN rows.

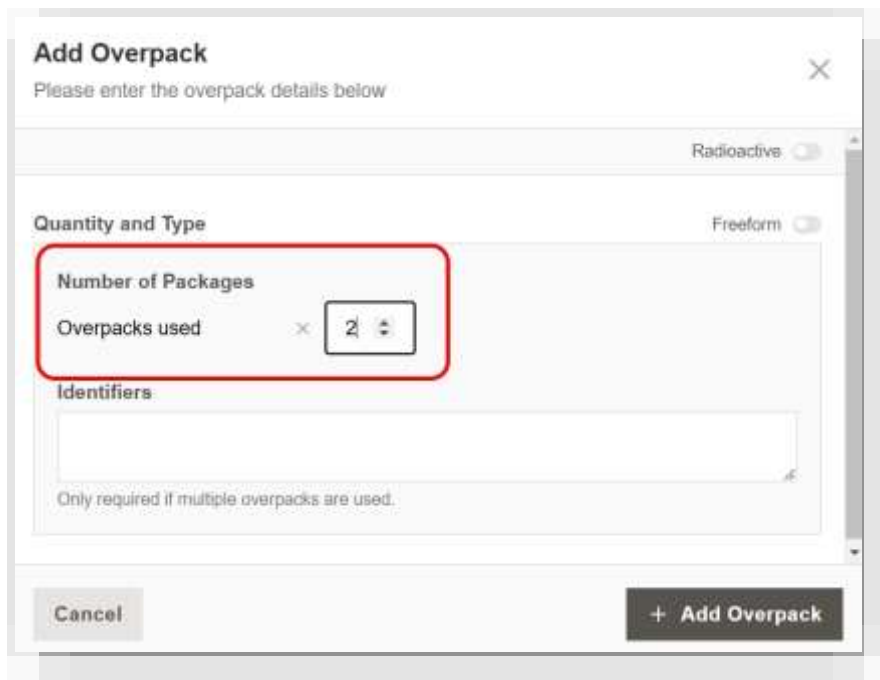


Adding an Overpack

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



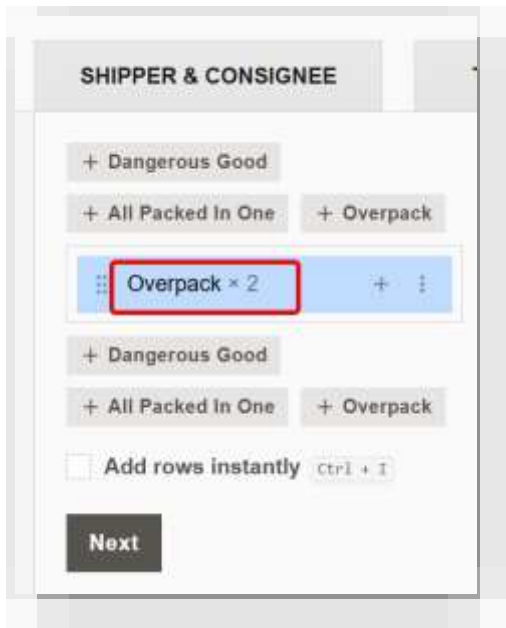
2. The **Add Overpack** window is displayed.



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.



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



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.

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
UN3894	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 Box x 0.5 L	353	
	Overpack used x 2			Total quantity per overpack:		
				UN3894: -		
				UN1127: -		

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

Edit Overpack

Please enter the overpack details below

Number of Packages

Overpacks used

Identifiers

Only required if multiple overpacks are used.

Total per overpack

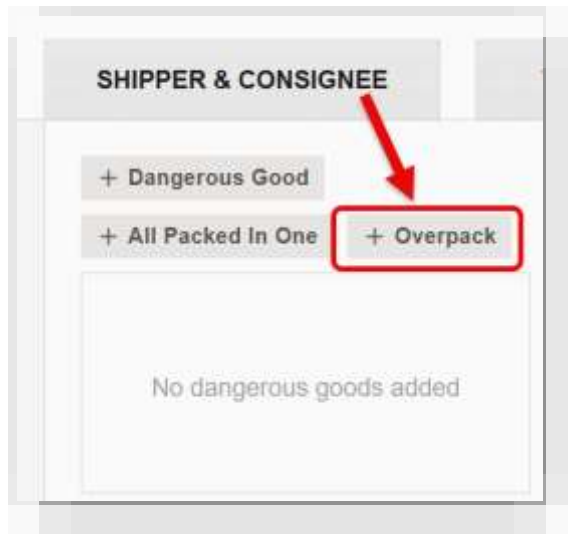
UN3094	1	L	▼	✕
UN1127	2	L	▼	✕

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

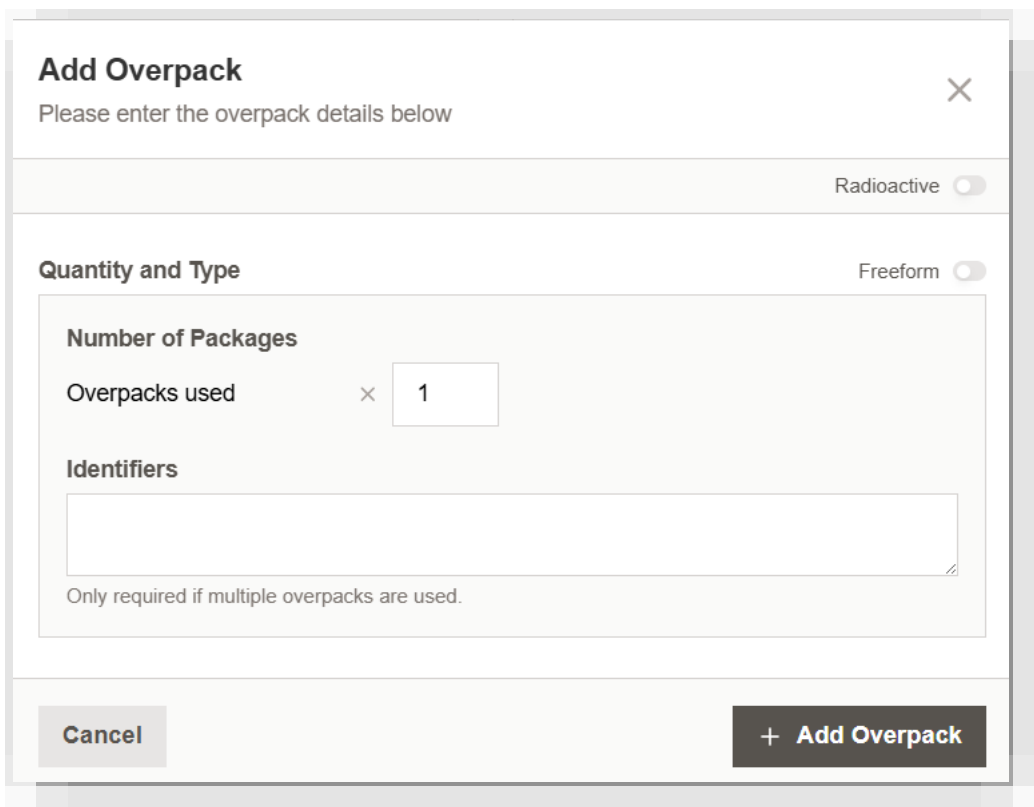
UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN3094	Corrosive liquid, water-reactive, n.o.s. (Stearyl chloride)	8 (4.3)	II	1 Fibreboard Box x 1 L	851	🗑️
UN1127	Chlorobutanes	3	II	4 Wood Box x 8.5 L	353	🗑️
				Overpack 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.



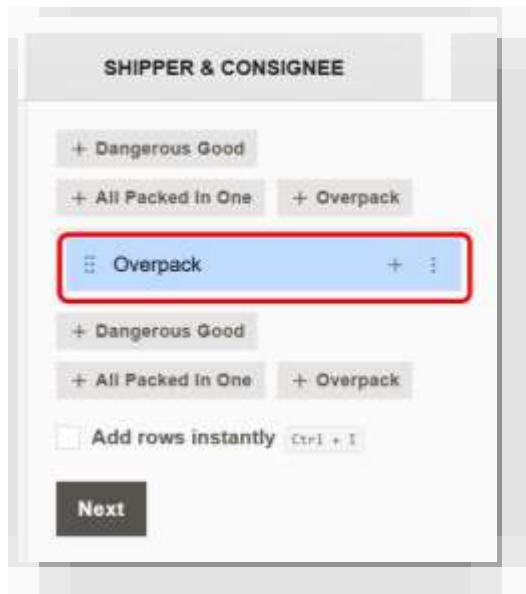
2. The **Add Overpack** window is displayed.

A screenshot of the "Add Overpack" dialog box. The title is "Add Overpack" with a close button (X) in the top right. 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 area and a note: "Only required if multiple overpacks are used." At the bottom, there 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			

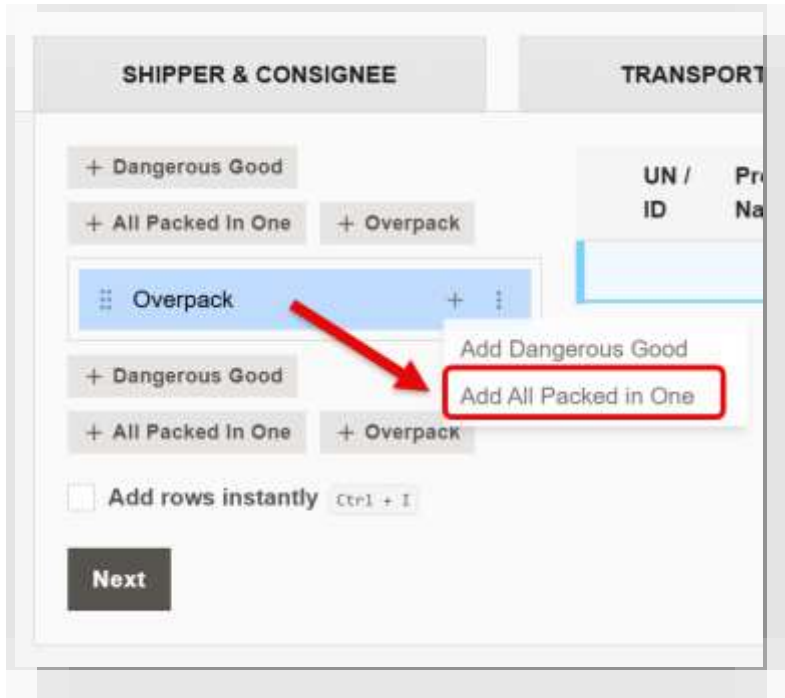
4. On the left hand side, you will notice the Overpack line is added.



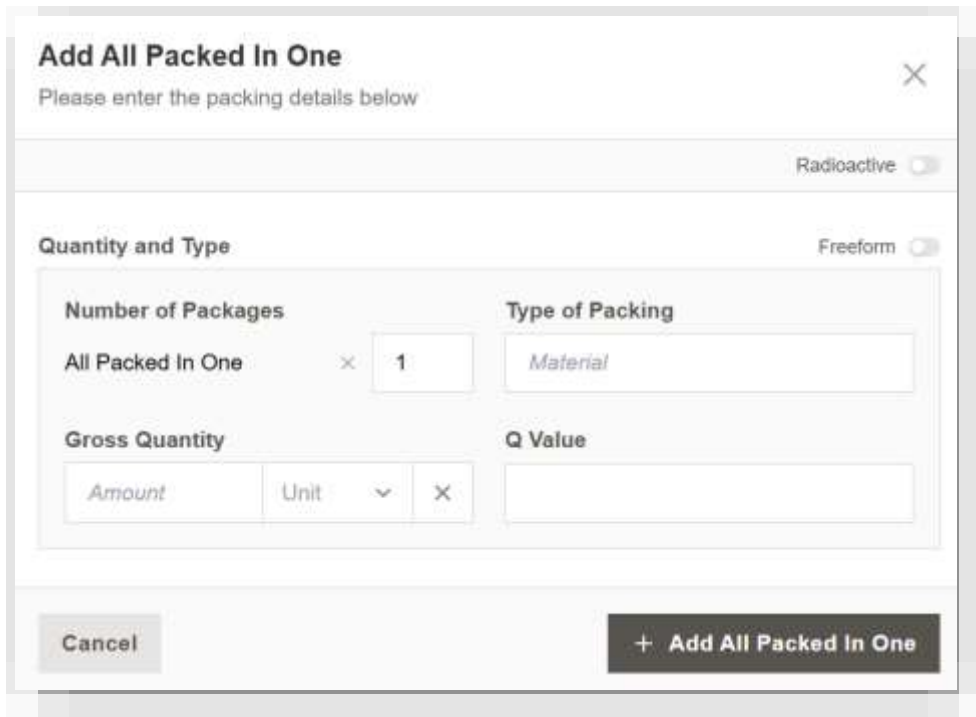
5. Click the + sign next to the Overpack. A pop up appears.



6. Click **Add All Packed in One**



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



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

Quantity and Type Freeform

Number of Packages
 All Packed In One × 1

Type of Packing
 Fibreboard Box

Gross Quantity
 Amount Unit ×

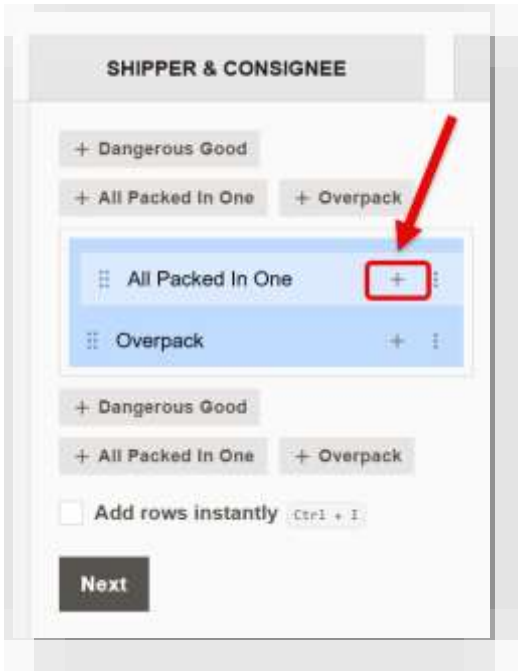
Q Value
 0.8

Cancel + Add All Packed In One

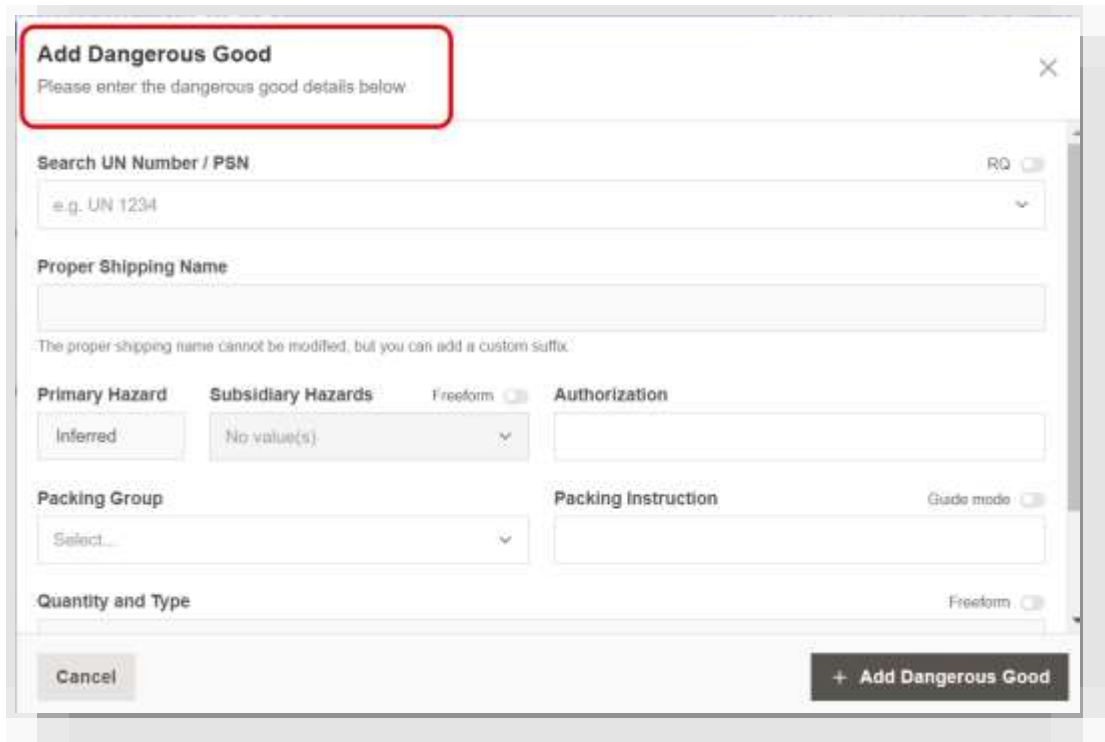
9. A new **All Packed In One** row is added inside the **Overpack**.

SHIPPER & CONSIGNEE	TRANSPORT DETAILS	NATURE & QUANTITY OF DANGEROUS GOODS	ADDITIONAL HANDLING INFO																					
<div style="border: 1px solid red; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> + Dangerous Good + All Packed In One + Overpack </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> All Packed In One + - </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Overpack + - </div> <div style="margin-top: 10px;"> + Dangerous Good + All Packed In One + Overpack </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Add rows instantly <small>Ctrl + I</small> </div> <div style="margin-top: 5px;"> Next </div> </div>																								
		<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 style="background-color: #fff9c4;"> <td></td> <td></td> <td></td> <td></td> <td>All Packed In One x 1 Fibreboard box Q = 0.8</td> <td></td> <td></td> </tr> <tr style="background-color: #e1f5fe;"> <td></td> <td></td> <td></td> <td></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.



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



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. You can check the box to skip this field if it is not required.

Primary Hazard Subsidiary Hazards Freight 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.

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.

Primary Hazard Subsidiary Hazards Freight 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

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		850 • 0.5 L		854 • 2.5 L	
II	Forbidden		851 • 1 L		855 • 30 L	

Quantity and Type Freeform

Quantity: 500 mL

Buttons: 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
UN3381	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: One x 1 Fibreboard box Q = 0.8

Overpack used x 1

+ Dangerous Good: + All Packed In One + Overpack

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 the 'SHIPPER & CONSIGNEE' section of a form. It contains two identical sets of controls. Each set includes a '+ Dangerous Good' button, a '+ All Packed In One' button, and a '+ Overpack' button. Below these buttons is a text area that says 'No dangerous goods added'. At the bottom of the form is a 'Next' button. A red box highlights the 'Add rows instantly' checkbox, which is checked, and the text 'Ctrl + I' next to it. A red arrow points from the top set of controls down to the highlighted checkbox.

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 of a form. It features a table with the following 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 of data. A red box highlights the 'Add rows instantly' checkbox, which is checked, and the text 'Ctrl + I' next to it. Another red box highlights the table content.

UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
				Overpack used x 1		
				All Packed In One x 1		
				1 - X -		

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.

The screenshot shows the 'ADDITIONAL HANDLING INFO' tab. It is divided into two main sections: 'Handling' and 'Emergency Contact'. The 'Handling' section has a 'Special Handling Information' field containing the text: 'Packages must be protected from direct sunlight and all sources of heat and be placed in adequately ventilated areas.' Below this are two 'Emergency Contact' sections. 'Emergency Contact 1' has fields for 'Name' (24-hour emergency telephone number), 'Additional Contact Information' ((Domestic)), and 'Contact Number' (+ 31-787-109-7007). 'Emergency Contact 2' has fields for 'Name' (e.g. CHEMTRONIC EMERGENCY CONTACT), 'Additional Contact Information' (e.g. INTERNATIONAL), and 'Contact Number' (e.g. +31-707-109-7007).

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.

This is a close-up of the 'Emergency Contact 1' section. The 'Name' field is highlighted with a red box and contains the text 'e.g. 24-HOUR EMERGENCY CONTACT'. A red rounded rectangle highlights a dropdown menu with the following options: '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', and 'Numéro de 24-heures'.

Preview the DGD

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

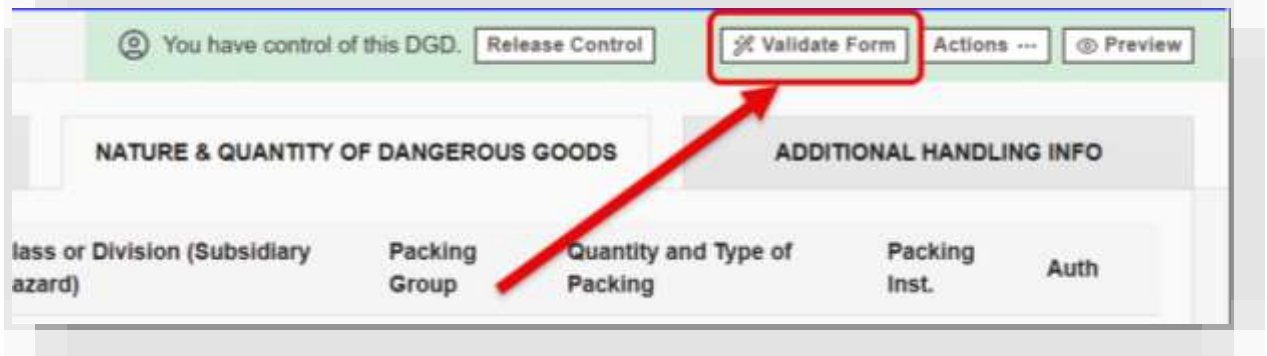
The screenshot shows the top navigation bar with the user's name 'Dave Backstrom' and office location 'Tokyo Office (UTC+09:00)'. Below the navigation bar, there are several buttons: 'Release Control', 'Validate Form', 'Actions', and 'Preview'. The 'Preview' button is highlighted with a red box, and a red arrow points from the 'Consignee' section below towards it. The 'Consignee' section shows 'Company Name * CRI Chemicals'.

The screenshot shows a 'SHIPPER'S DECLARATION FOR DANGEROUS GOODS' form. The form is titled 'SHIPPER'S DECLARATION FOR DANGEROUS GOODS' and has a 'Submission Number: XB-######'. The form is divided into several sections: 'Shipper', 'Consignee', 'Transport Details', 'NATURE AND QUANTITY OF DANGEROUS GOODS', and 'Additional Handling Information'. A large blue watermark reading 'FOR DRAFT - FOR PREVIEW ONLY' is overlaid on the form. The 'Shipper' section includes 'XYZ CHEMICALS CO., LTD.' and '1-2-3 NERONAKI, CHOO-KU, 123-4567, TOKYO, Japan'. The 'Consignee' section includes 'ABC CHEMICALS CO., LTD' and '1123, ABC BUILDING, 21420, LIEDO, Finland'. The 'Transport Details' section includes 'Airport of Departure (optional): Narita Intl (NRT)' and 'Airport of Destination (optional): Helsinki-Vantaa (HEL)'. The 'NATURE AND QUANTITY OF DANGEROUS GOODS' section includes a table with columns for 'UN or ID No.', 'Proper Shipping Name', 'Class, Division, and Subdivision (where applicable)', 'Packing Group', 'Quantity and Type of Packing', 'Packing Intc.', and 'Auth.'. The table contains two rows of data: one for 'UN1301 Corrosive liquid, acid-reacting, s.l.s.l. (Acidic)' and one for 'UN1998 Chloroform'. The 'Additional Handling Information' section includes 'PLEASE KEEP AWAY FROM DIRECT SUNLIGHT.' and 'Mike Smith, Emergency contact 24-hr number: 001 813-248-0585'.

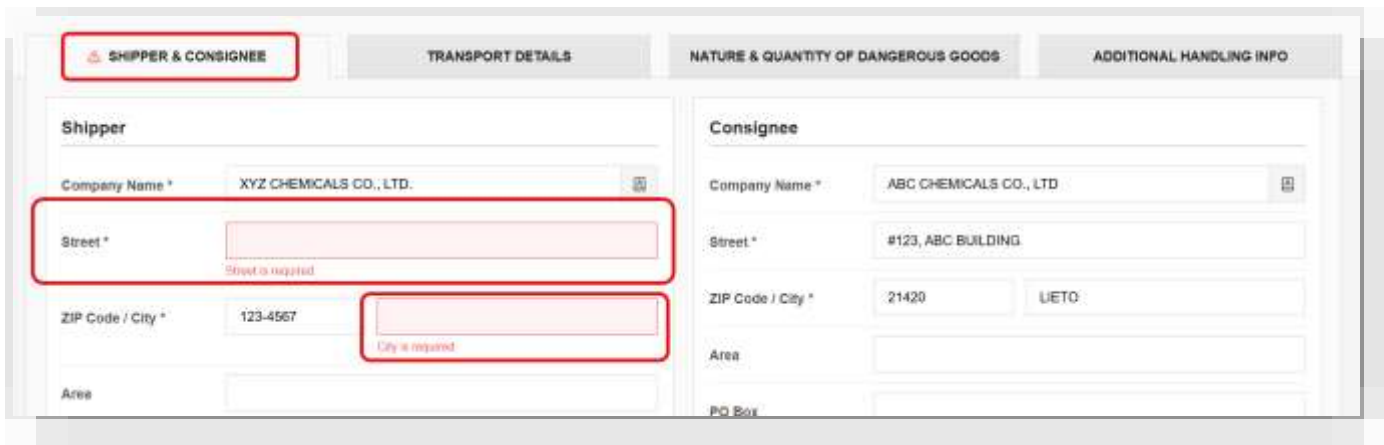
Note: The PDF DGD will have a watermark “DRAFT – FOR PREVIEW ONLY”.

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.

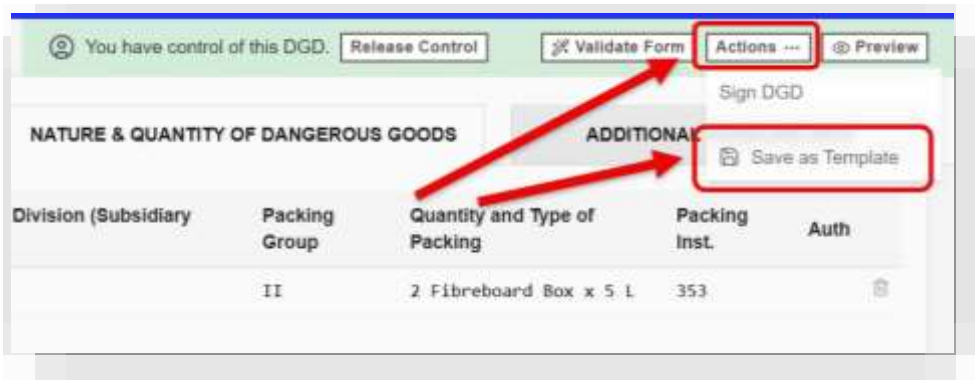


Any errors during the validation will be highlighted and the tab will have a warning triangle. Example shown below.

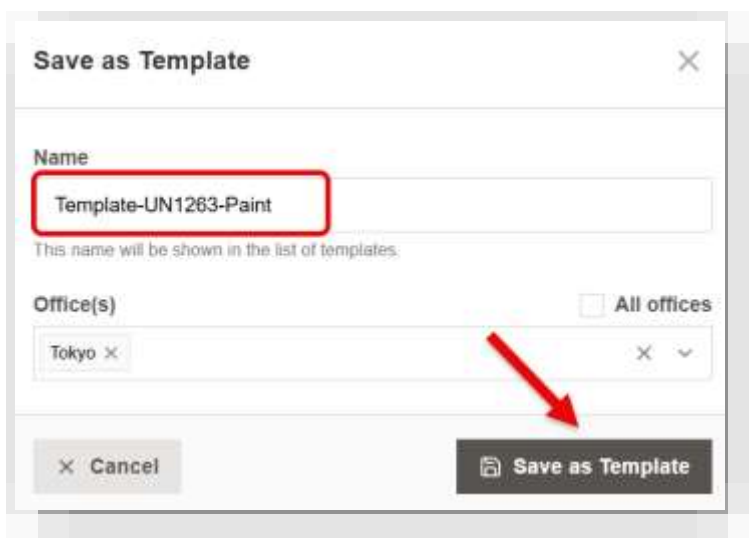


Save DGD as Template

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

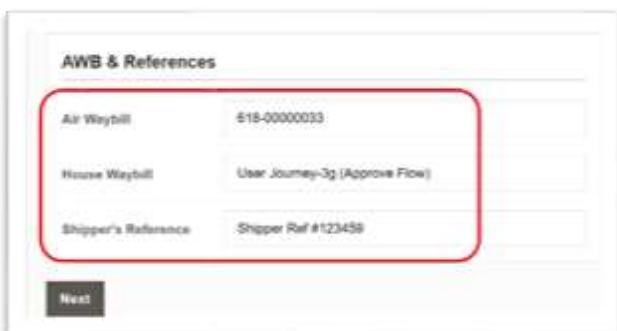


The **Save as Template** window is displayed. Enter a name for the template and select the Office (s) where this template should be available. By default, the current Office is selected.



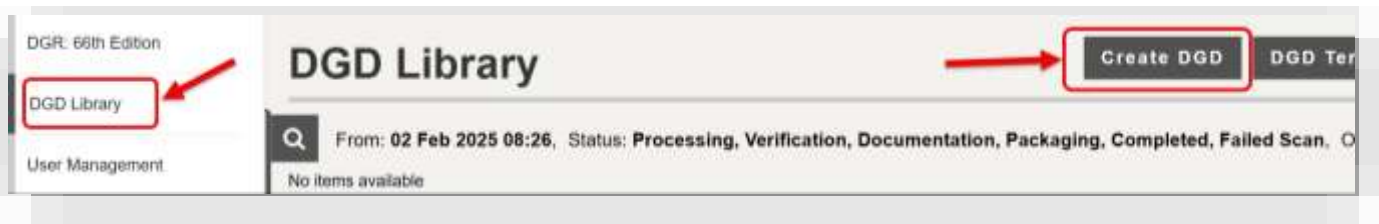
Click **Save as Template** to complete the operation.

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



Create a Radioactive DGD

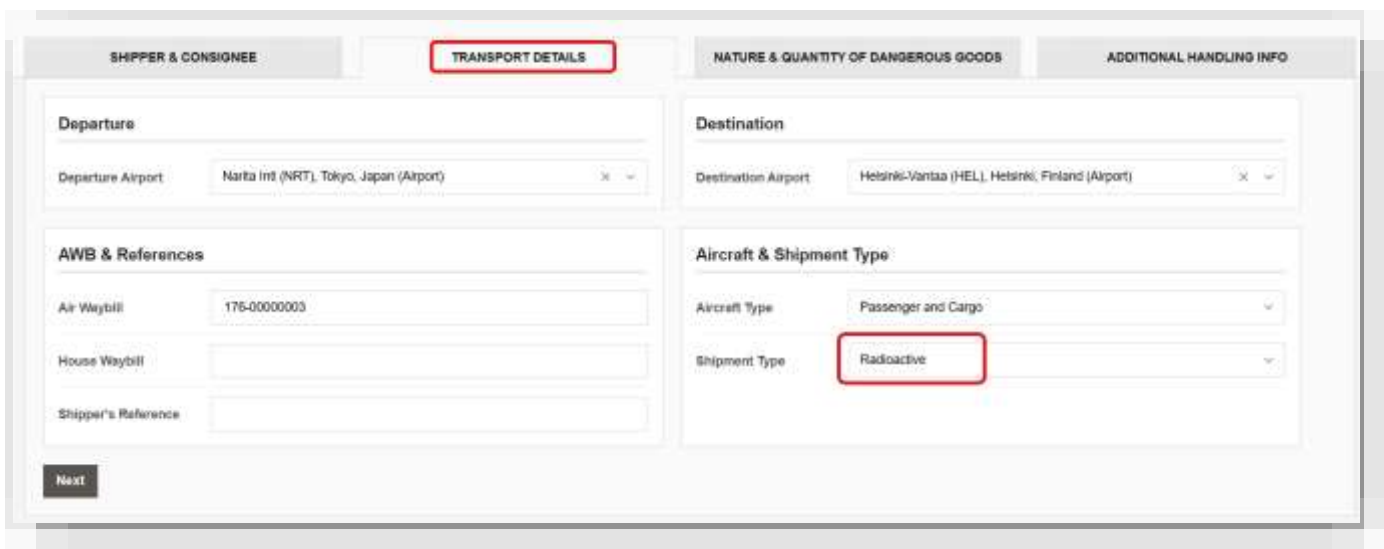
1. From the main menu, click **DGD Library**, then click **Create DGD**.



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



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**.



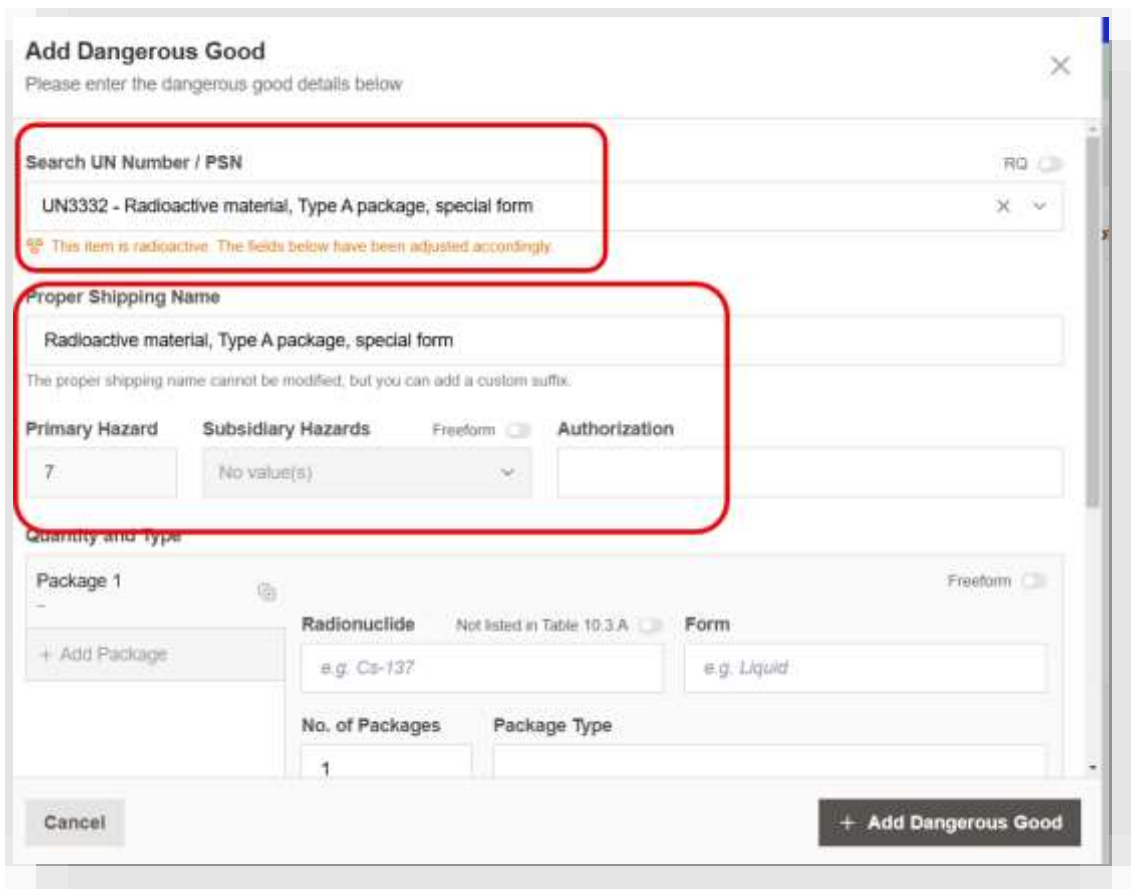
4. Click **Next** to move to the **NATURE & QUANTITY OF DANGEROUS GOODS** tab.



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



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



- 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

Freeform

Radionuclide Not listed in Table 10.3.A
Ir-192

Form
Special Form

No. of Packages
1

Package Type
Type A Package

Quantity Trace amounts
443.87 GBq

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

Packing Instructions

Freeform

Radioactive Category
III-Yellow

TI

CSI

Dimensions
L: 38 × W: 28 × H: 33 cm

Cancel

+ Add Dangerous Good

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

Search UN Number / PSN

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
7

Subsidiary Hazards
No value(s)

Freeform

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/8096/S-96 (Rev.3) attached

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

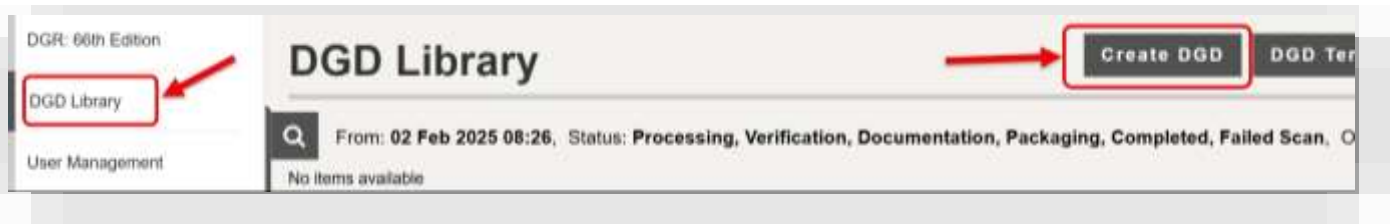
SHIPPER & CONSIGNEE	TRANSPORT DETAILS	NATURE & QUANTITY OF DANGEROUS GOODS	ADDITIONAL HANDLING INFO
Handling Special Handling Information: <input type="text" value="Radioactive material for human medical diagnosis"/>		Emergency Contact 1 Name: <input type="text" value="24-hour emergency response number"/> Additional Contact Information: <input type="text" value="(M: Dave Peiserman)"/> Contact Number: <input type="text" value="+31-787-108-7007"/>	
		Emergency Contact 2 Name: <input type="text" value="e.g. CHEMTRONIC EMERGENCY CONTACT"/> Additional Contact Information: <input type="text" value="e.g. INTERNATIONAL"/> Contact Number: <input type="text" value="e.g. +31-787-108-7007"/>	

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

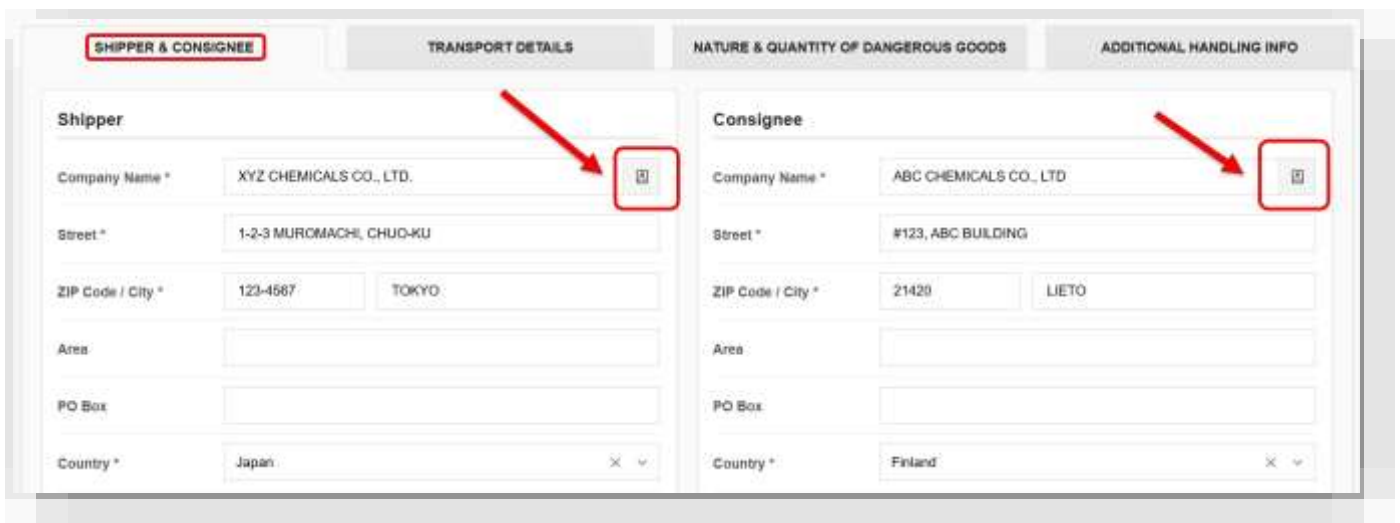
NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary hazard)	Packing Group	Quantity and Type of Packing	Packing Instructions	Authorization
UN3332	Radioactive material, type A package, special form			Ir-192, Special 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

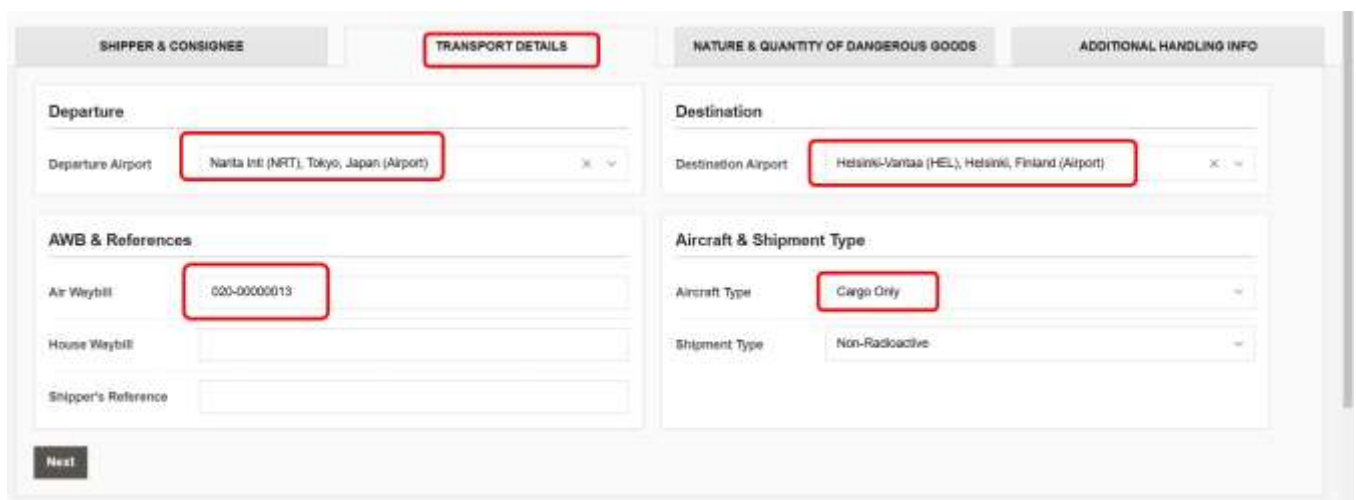
1. From the main menu, click **DGD Library**, then click **Create DGD**.



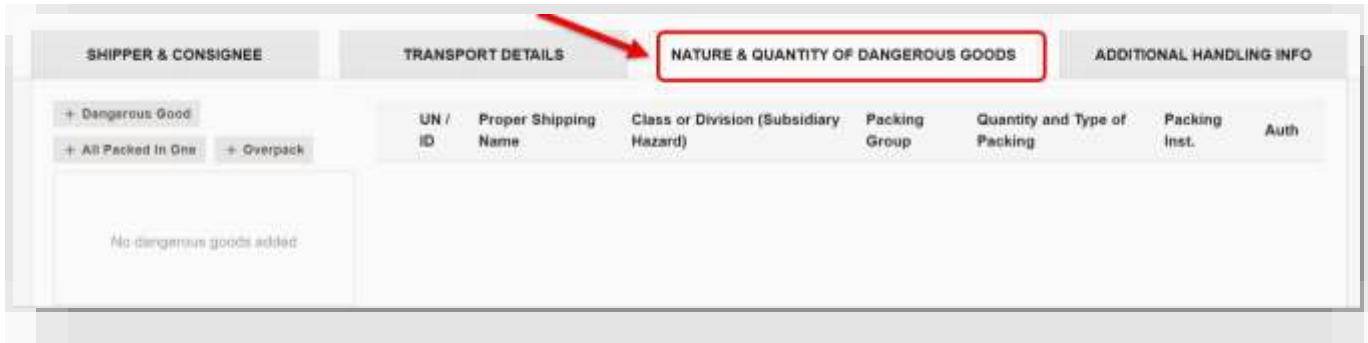
2. The DGD Builder is launched, and by default the **SHIPPER & CONSIGNEE** tab is displayed. Select the Shipper and Consignee address from the **Address Book**.



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.



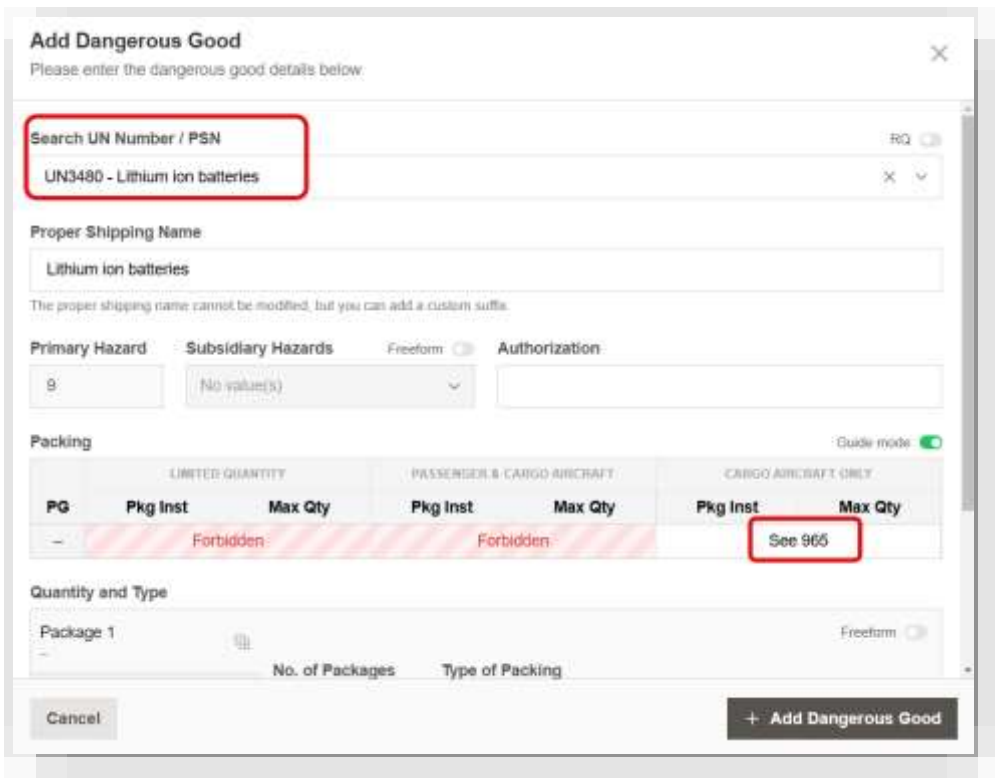
4. Click **Next** to move to the **NATURE & QUANTITY OF DANGEROUS GOODS** tab is displayed. `



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



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.



7. 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

8. 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	

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

Home » DGD Library » Submission » Edit Last saved 38 minutes ago

SHIPPER & CONSIGNEE

+ Dangerous Good + All Packed In One + Overpack

TRANSPORT DETAILS

UN / ID Proper Shipping Name Class or Division

10. 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 RD

UN3091 - Lithium metal batteries contained in equipment X ✓

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)
Freight:
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 Freight:

+ Add Package

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

Quantity: 7 kg Trace amounts: X

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						
UN or ID No.	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	

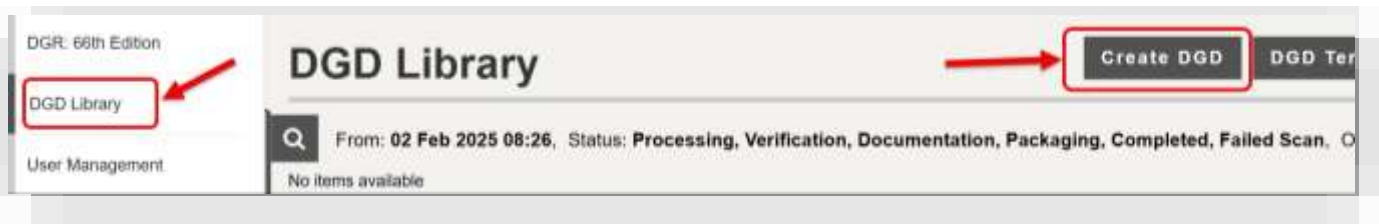
15. To save this DGD as template for future use, click **Actions** and then click **Save as Template**.

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

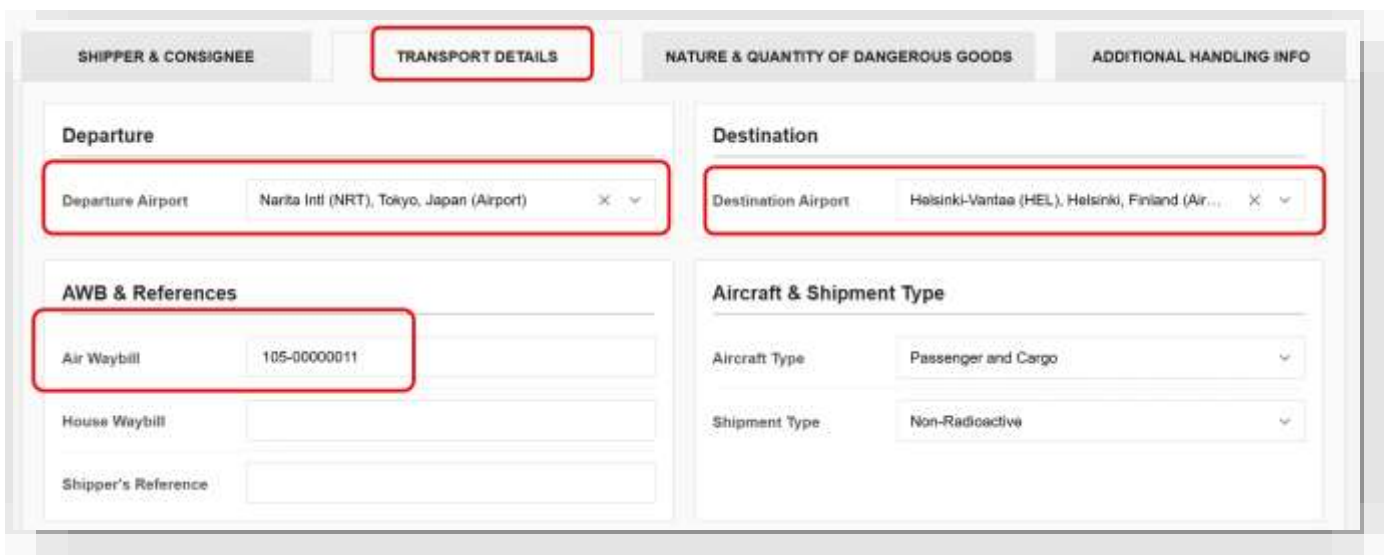
1. From the main menu, click **DGD Library**, then click **Create DGD**.



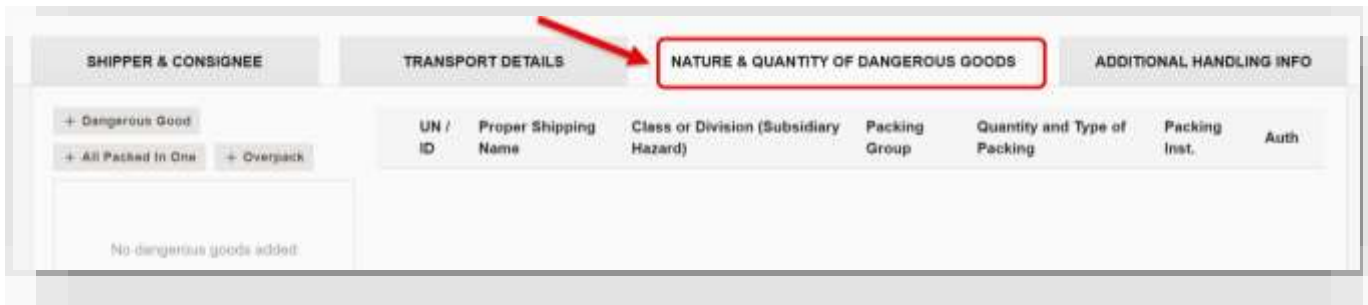
2. The DGD Builder is launched, and by default the **SHIPPER & CONSIGNEE** tab is displayed. Select the Shipper and Consignee address from the **Address Book**.



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.



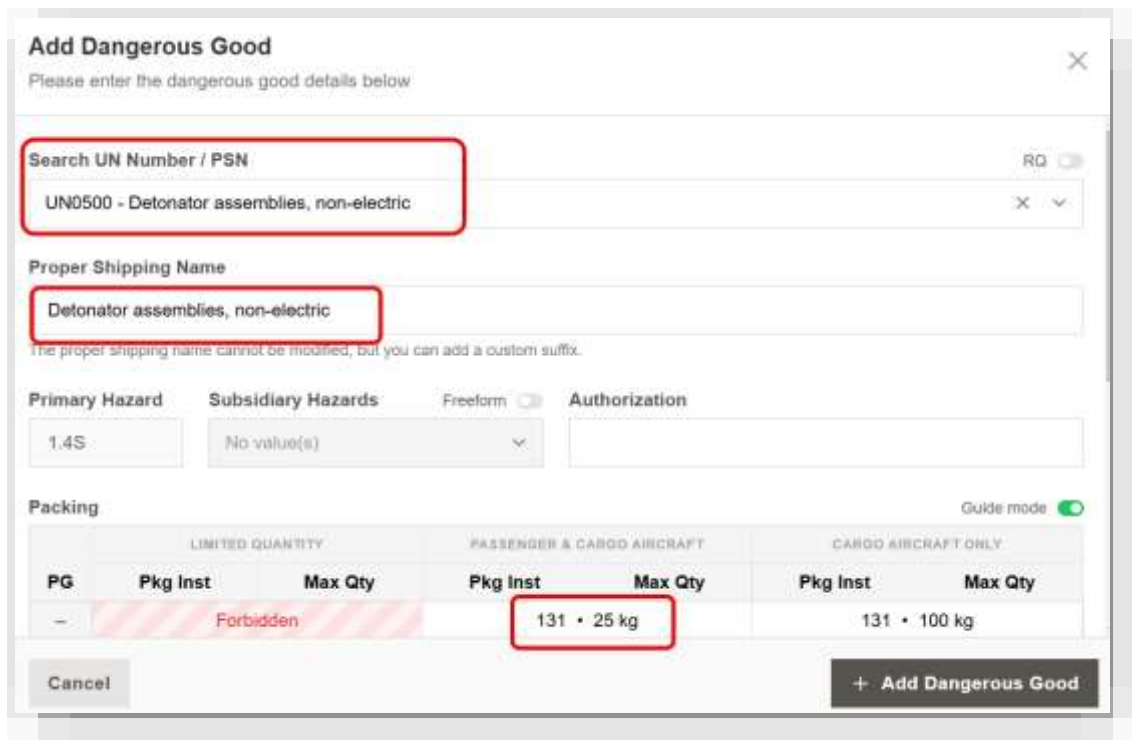
4. Click **Next** to move to the **NATURE & QUANTITY OF DANGEROUS GOODS** tab.



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



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



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

Quantity and Type

Package 1
4.5 kg - Fibreboard box Freeform

+ Add Package

No. of Packages: Type of Packing:

Quantity: Trace amounts

Salvage Packaging

Net Explosive Mass:

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 Freeform

+ Add Package

No. of Packages: Type of Packing:

Quantity: Trace amounts

Salvage Packaging

Net Explosive Mass:

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.

The screenshot shows a form titled "Quantity and Type" with three package entries. Package 3 is selected, and its details are shown in a modal window. The fields are:

- No. of Packages:** 12
- Type of Packing:** Fibreboard Box
- Quantity:** 3.8 kg
- Net Explosive Mass:** NEQ 0.0279 kg

Buttons for "Cancel" and "Save Dangerous Good" are visible at the bottom.

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

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	

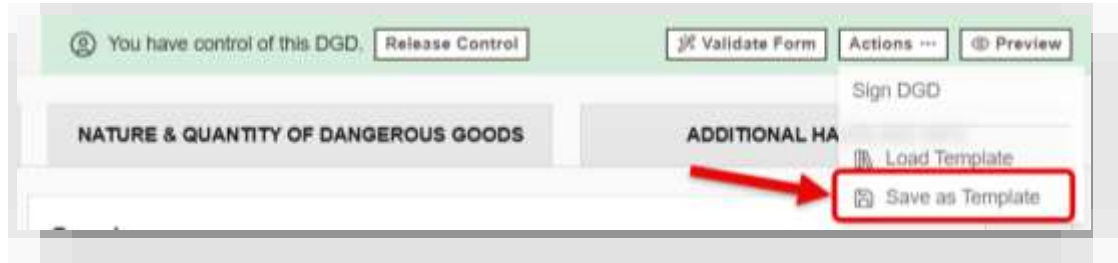
13. Click **Preview** to preview the DGD that you created.

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

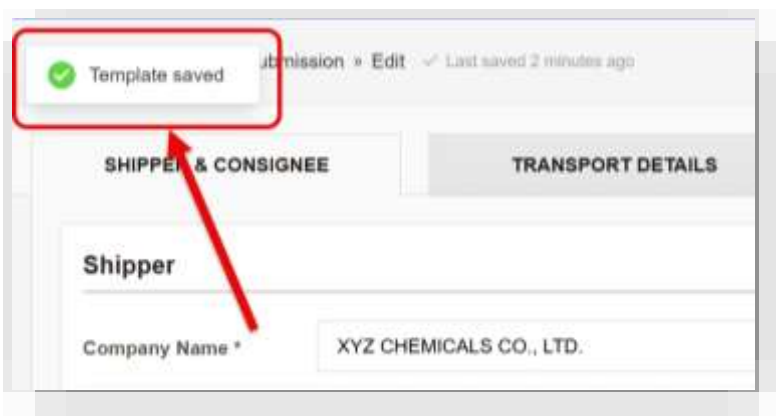
1. After you create a DGD record, click **Actions**, then click **Save as Template**.



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



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



Create DGD using Template

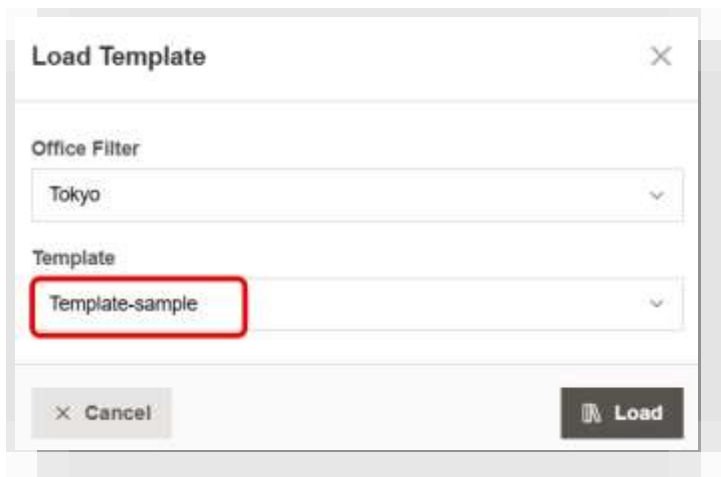
1. In the DGD Library, click **Create DGD**.



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.

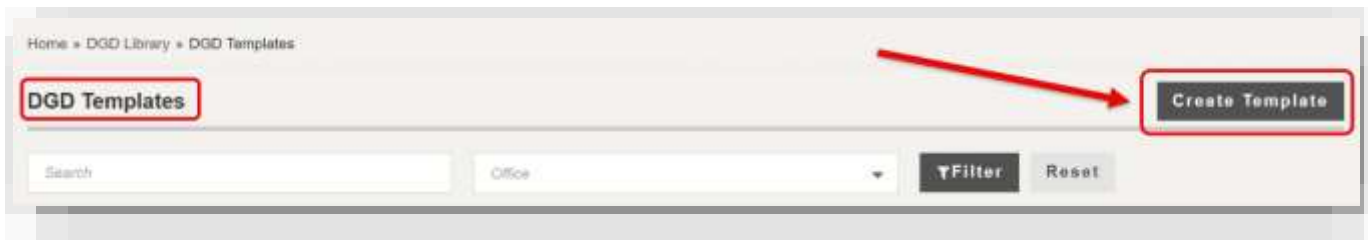


Create a new Template

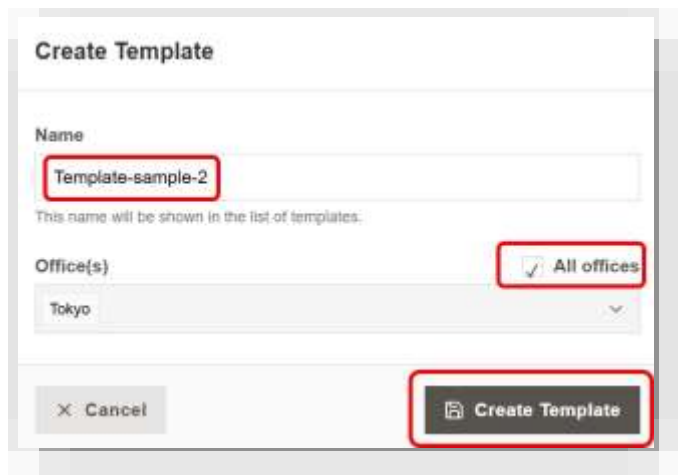
1. In the DGD Library, click **DGD Templates**.



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.

A screenshot of the 'Create Template' form. The form has a title 'Create Template'. Below the title, there is a 'Name' field containing the text 'Template-sample-2'. Below the name field, there is a note: 'This name will be shown in the list of templates.' Below the note, there is an 'Office(s)' dropdown menu with 'Tokyo' selected. To the right of the dropdown menu, there is a checkbox labeled 'All offices' which is checked. At the bottom of the form, there are two buttons: 'Cancel' and 'Create Template'. The 'Create Template' button is highlighted with a red rectangular box.

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



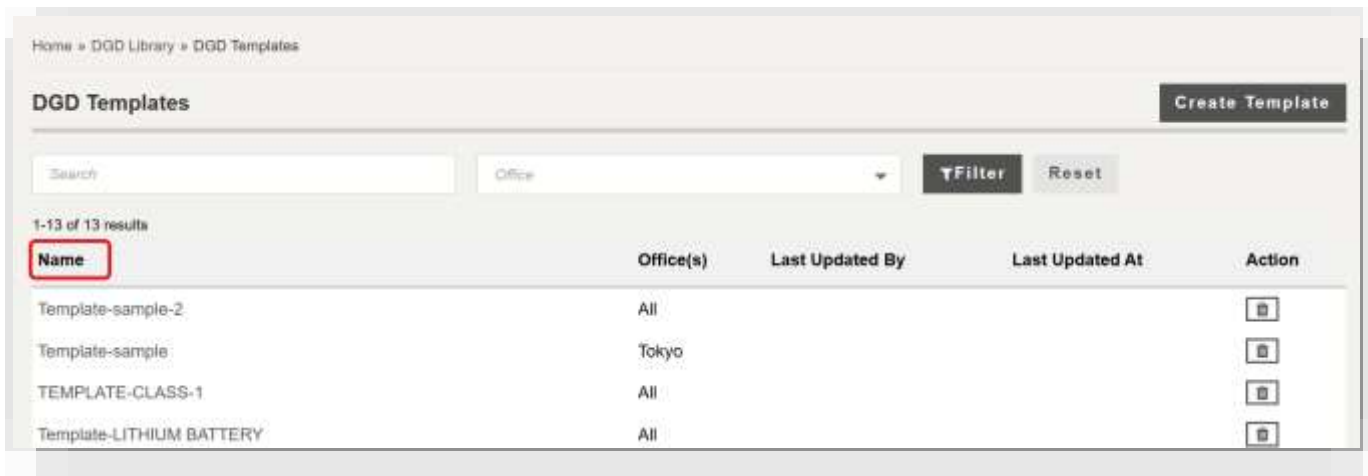
5. Then you can fill in the details that you want to be saved in the template.

Modify Template

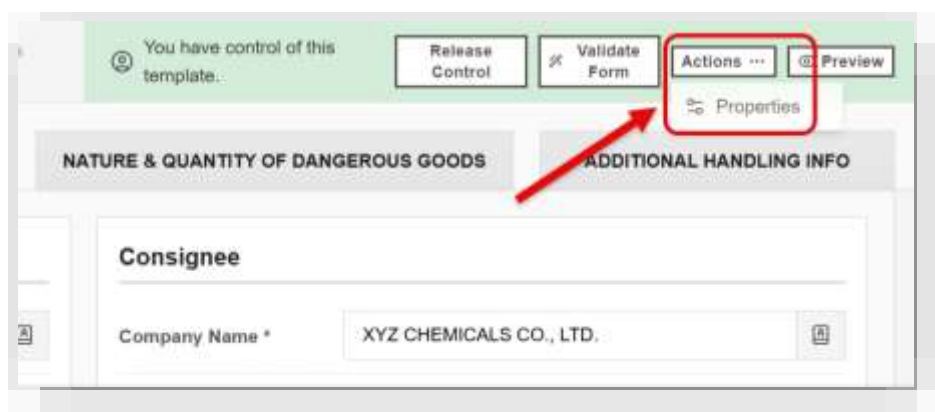
1. In the DGD Library, click **DGD Templates**.



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

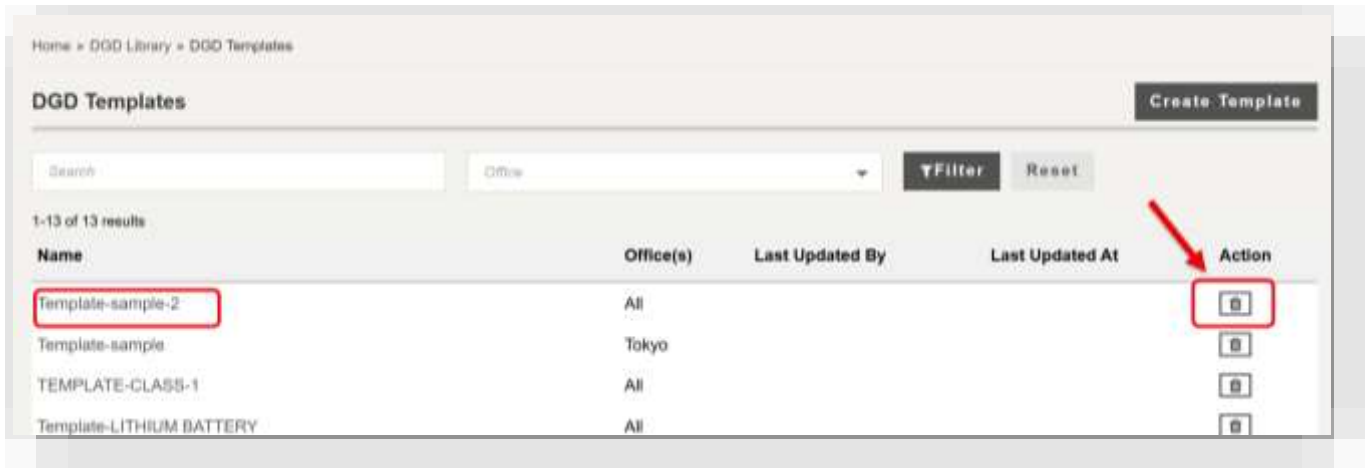
6. Click **Save** to complete the operation.

Delete Template

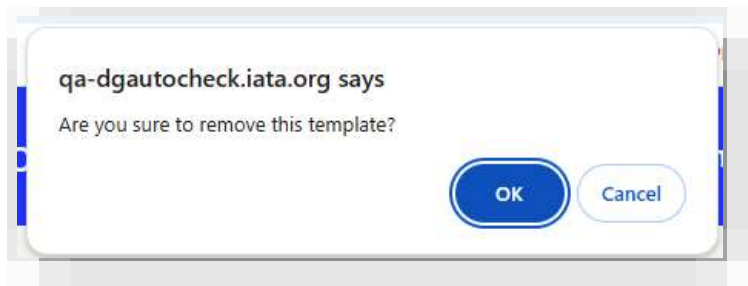
1. In the DGD Library, click **DGD Templates**.



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.

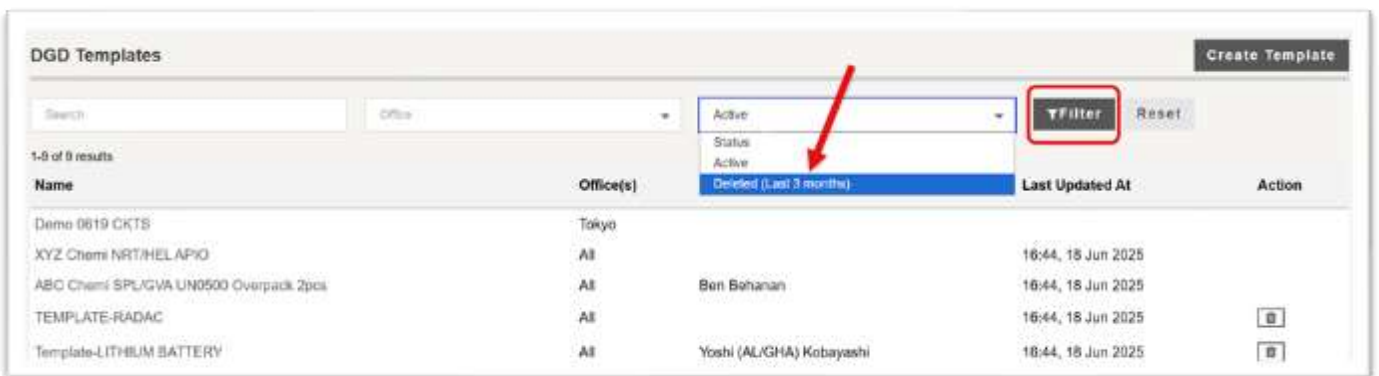
Restore a deleted Template

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

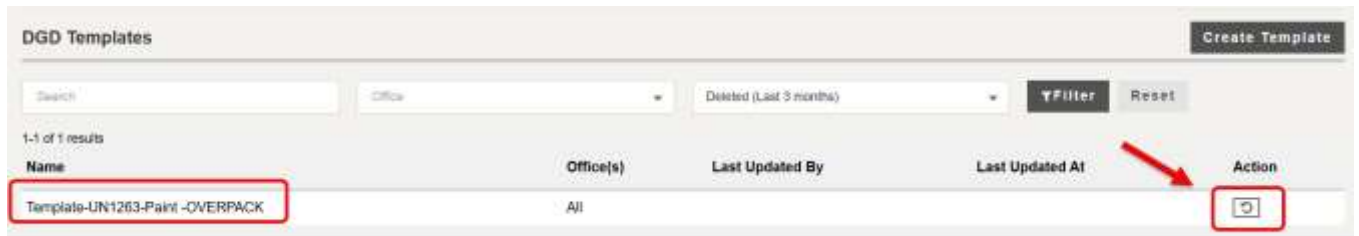
1. In the DGD Library, click **DGD Templates**.



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**.



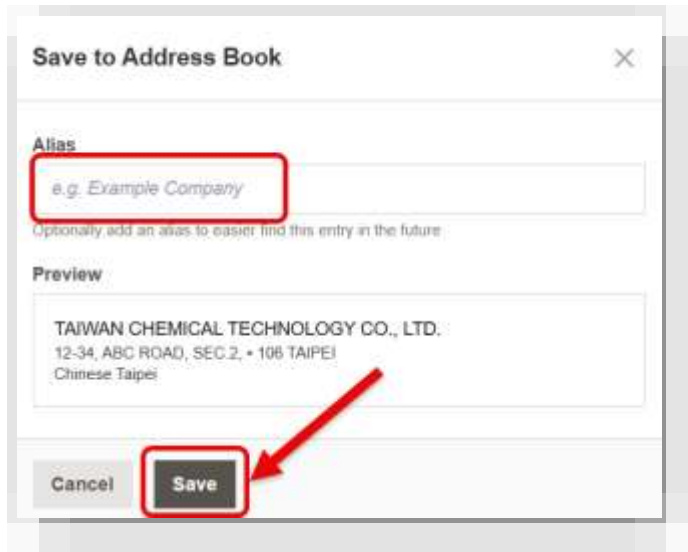
2. Enter the Shipper name and address and then click **Save to Address Book**.

The screenshot shows the 'SHIPPER & CONSIGNEE' form. The 'Shipper' section is active. The form fields are filled with the following information: Company Name: TAIWAN CHEMICAL TECHNOLOGY CO., LTD.; Street: 12-34, ABC ROAD, SEC.2; ZIP Code / City: 106, TAIPEI; Country: Chinese Taipei. The 'Save to Address Book' button is highlighted with a red box and an arrow. There is also a 'Clear' button and a 'Next' button at the bottom left.

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

The screenshot shows the 'Save to Address Book' dialog box. It has a title bar with a close button (X). The 'Alias' field contains 'e.g. Example Company' with a note below it: 'Optionally add an alias to easier find this entry in the future'. The 'Preview' section shows the following information: TAIWAN CHEMICAL TECHNOLOGY CO., LTD., 12-34, ABC ROAD, SEC.2, + 106 TAIPEI, Chinese Taipei. At the bottom, there 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 [X]

Alias
e.g. Example Company
Optionally add an alias to easier find this entry in the future

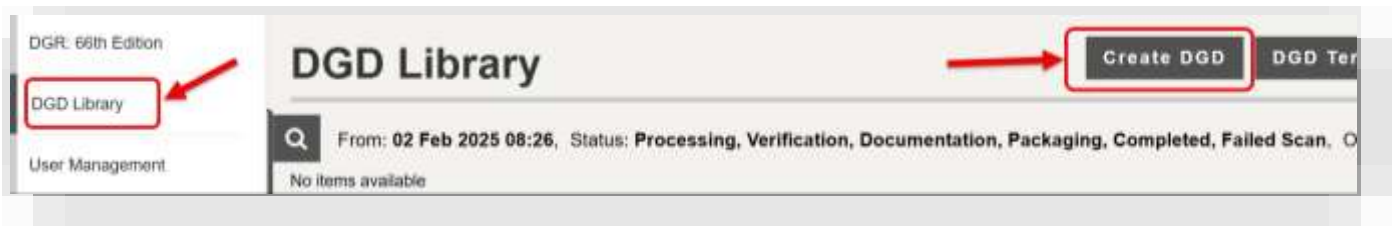
Preview
TAIWAN CHEMICAL TECHNOLOGY CO., LTD.
12-34, ABC ROAD, SEC.2, + 108 TAIPEI
Chinese Taipei

Cancel Save

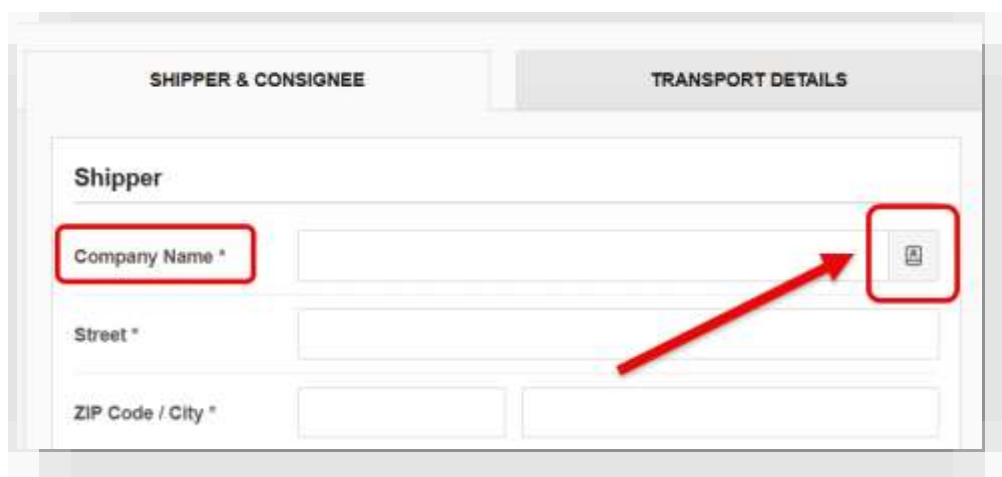
5. The shipper contact is added to the Address Book.
6. Similarly, you can add a Consignee address entry to the Address Book,

Use Address Book to populate DGD

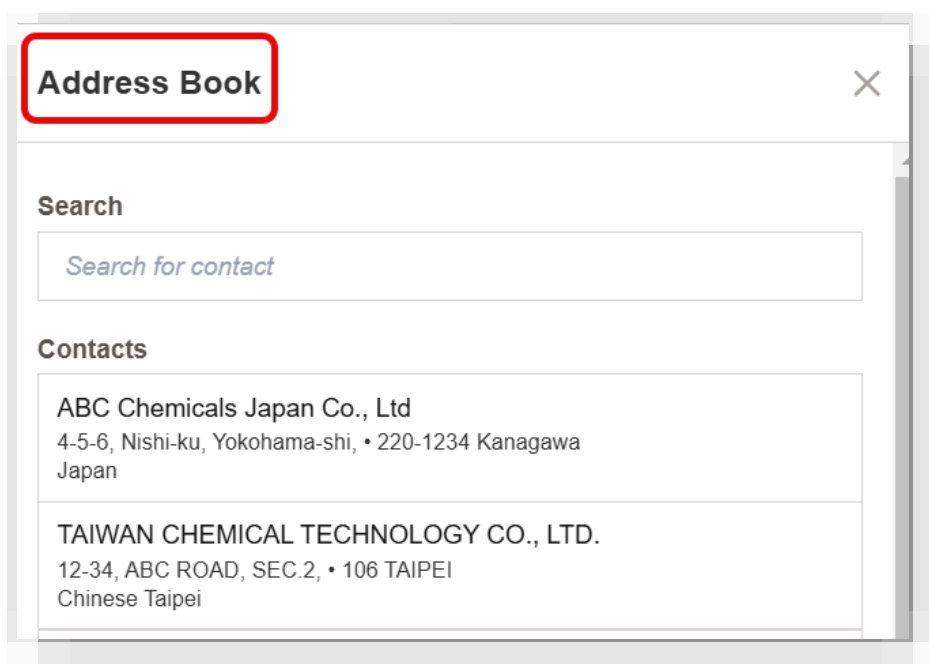
1. Create a new DGD by clicking **Create DGD**.



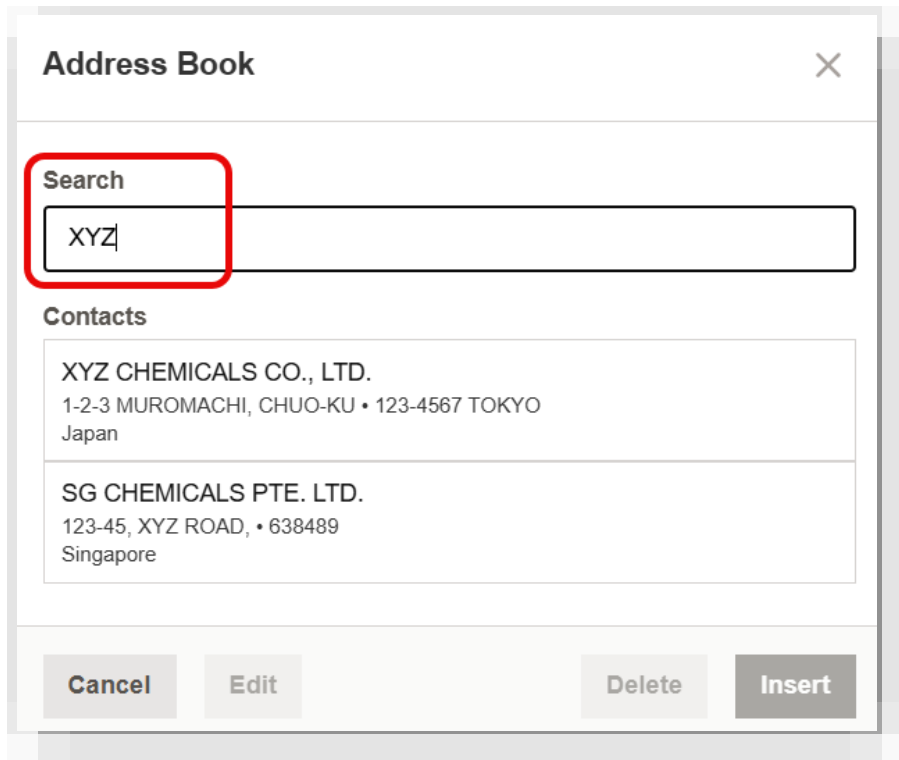
2. To open the Address Book, click the icon on the right side of the **Company Name** under **Shipper**.



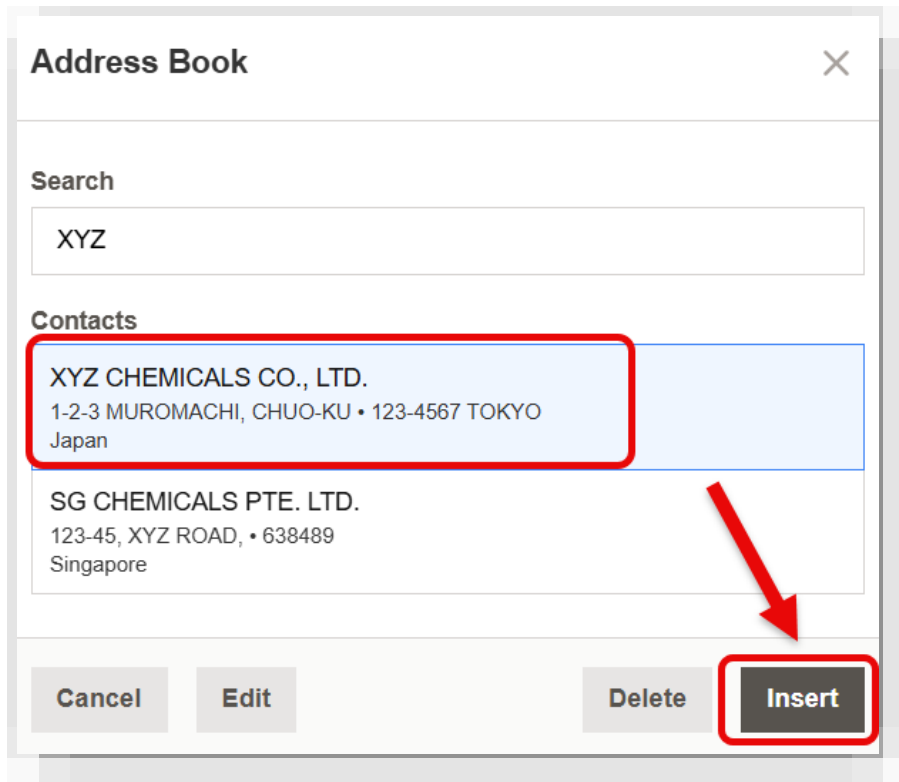
3. The **Address Book** window is displayed.



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



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



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

The screenshot shows a web form with two tabs: 'SHIPPER & CONSIGNEE' (active) and 'TRANSPORT DETAILS'. The 'Shipper' section is highlighted with a red rounded rectangle. It contains the following fields:

- Company Name ***: XYZ CHEMICALS CO., LTD. (with a search icon)
- Street ***: 1-2-3 MUROMACHI, CHUO-KU
- ZIP Code / City ***: 123-4567 (ZIP Code) and TOKYO (City)
- Area**: (empty)
- PO Box**: (empty)
- Country ***: Japan (with a dropdown arrow)
- Contact No**: (empty)

At the bottom of the form, there are two buttons: 'Save to Address Book' and 'Clear'.

DGR Verify

The DGR Verify option is available only for DG AutoCheck users. It will help you do a quick validation of the DGD data against the DGR rules. It will display:

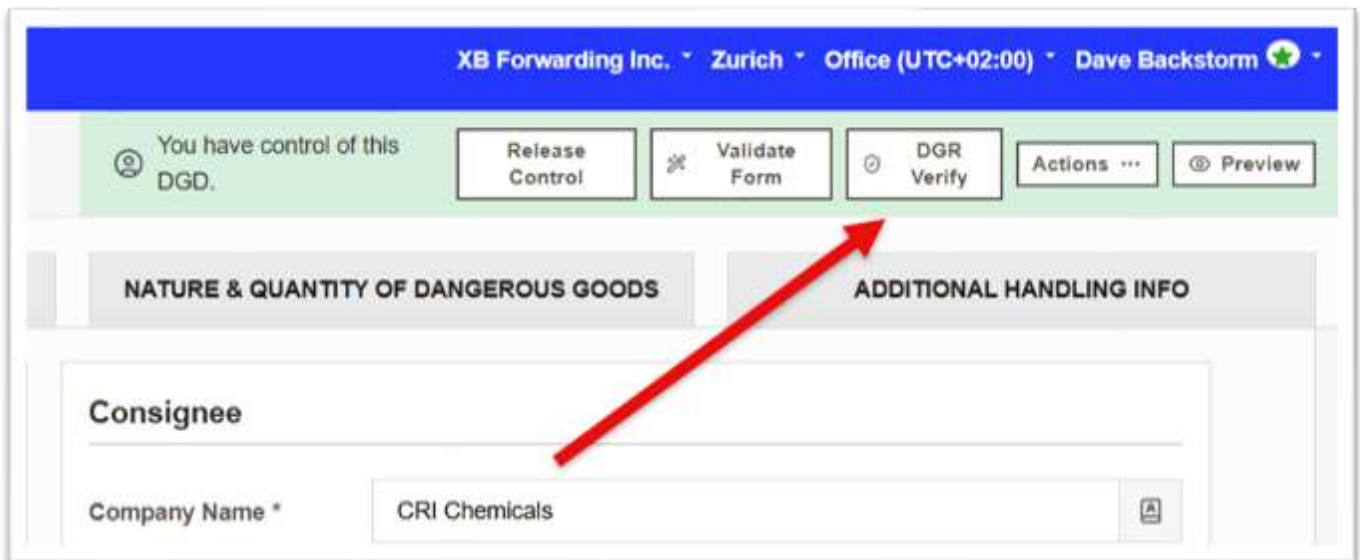
- Compliance errors found based on automated check
- Operator and State Variations applicable
- Special Provisions applicable
- Package Preview(s) with required marks and labels

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) acceptance check credit will be used/deducted from your purchased Check Package.

How to run DGR Verify check

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



The screenshot displays the user interface for DGR Verify. At the top, a blue navigation bar shows the user's organization (XB Forwarding Inc.), location (Zurich), time zone (Office (UTC+02:00)), and name (Dave Backstorm). Below this, a green status bar indicates 'You have control of this DGD.' and contains buttons for 'Release Control', 'Validate Form', 'DGR Verify', 'Actions ...', and 'Preview'. A red arrow points to the 'DGR Verify' button. The main content area has 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 *

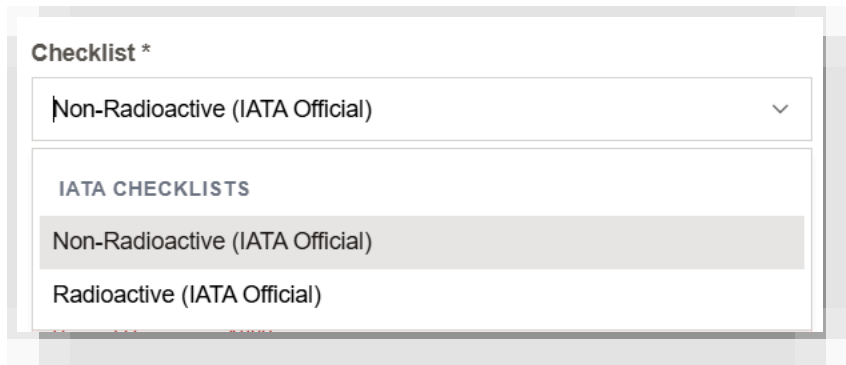
Non-Radioactive (IATA Official) ▾

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

[Previous results \(8\)](#) ▶ Run Check

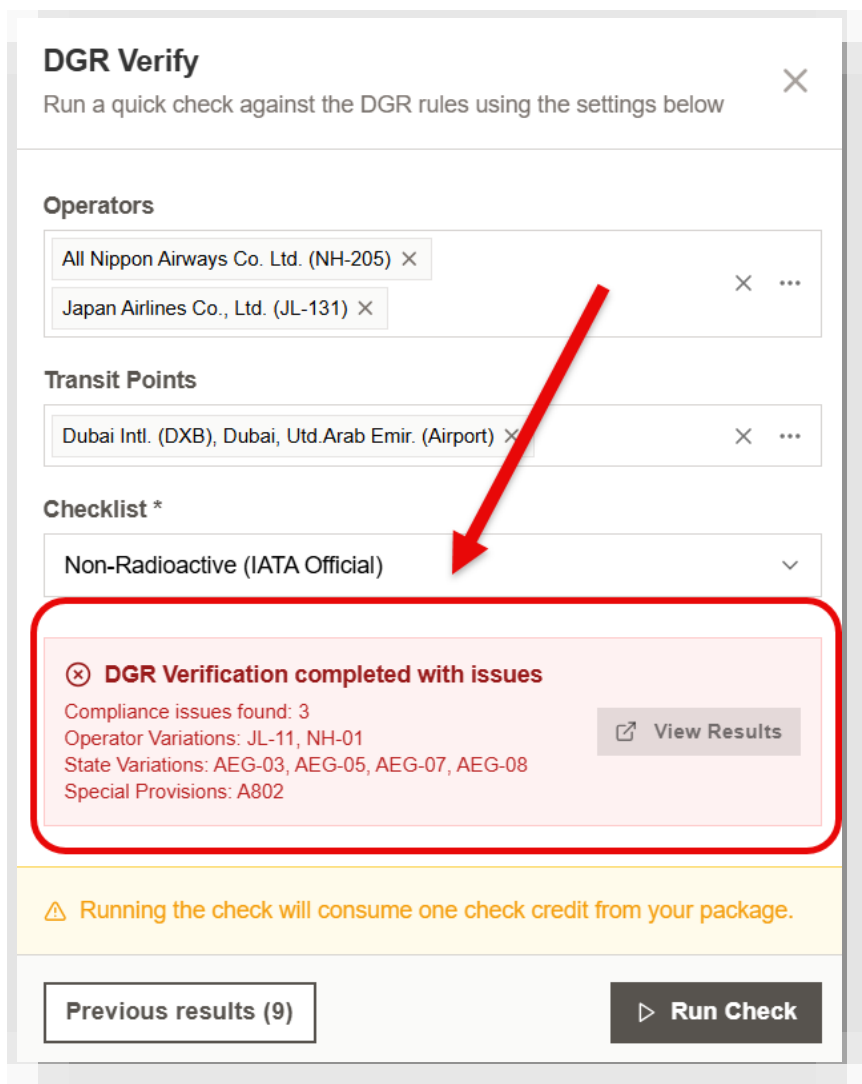
Note: By default, the IATA checklist will be selected based on the Shipment Type in the DGD. If you have set up custom checklists in your subscription, then you may select one of the custom checklists also.

By default, the IATA checklists are available.



4. A summary of the findings is displayed.


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



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**

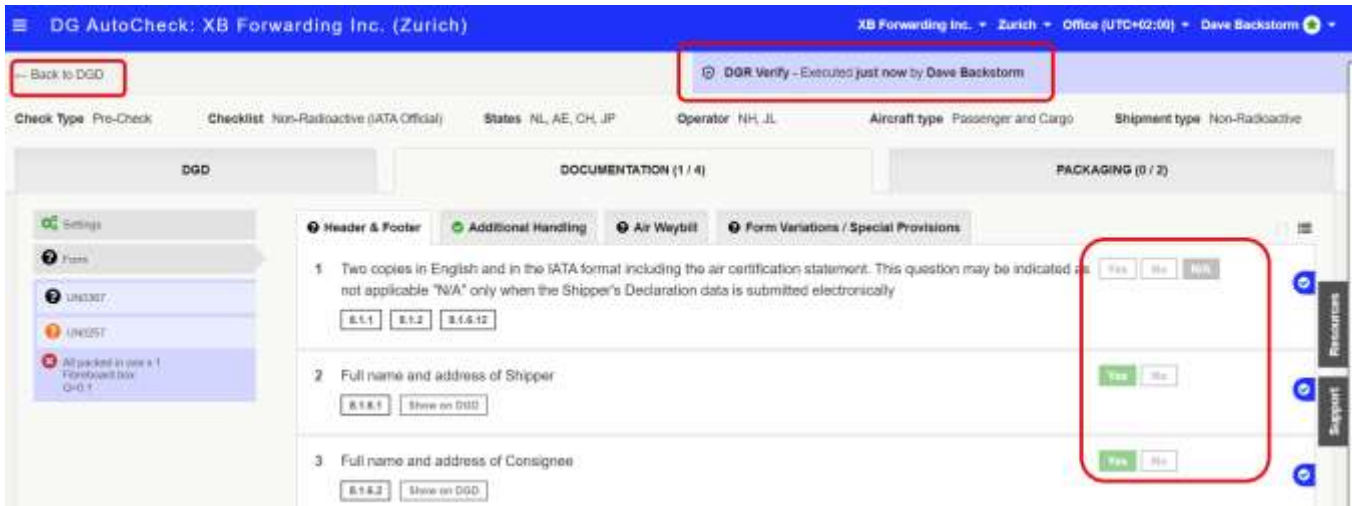
Compliance issues found: 3
Operator Variations: JL-11, NH-01
State Variations: AEG-03, AEG-05, AEG-07, AEG-08
Special Provisions: A802

[View Results](#)

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

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

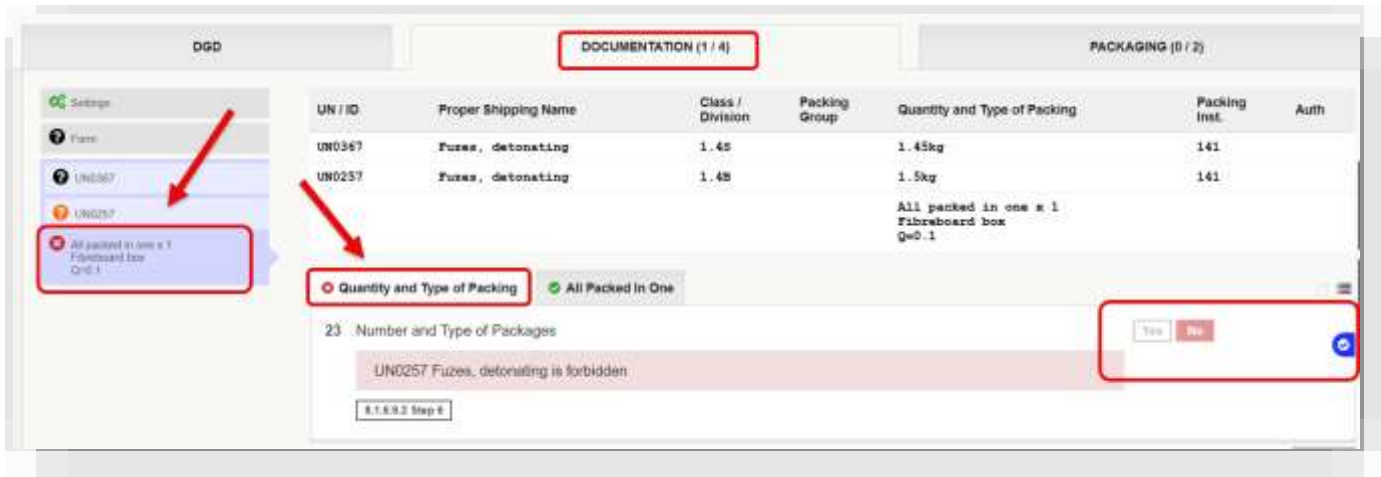
6. A read-only checklist will be displayed.



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)

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 (ATA 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 Yes No

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

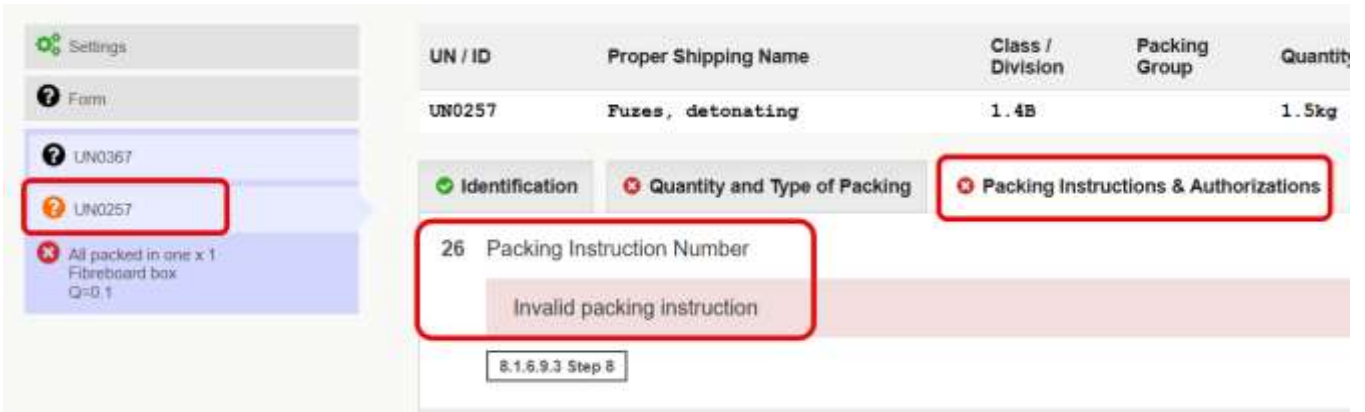
UN / ID	Proper Shipping Name
UN0257	Fuzes, detonating

Identification Quantity and Type of Packing

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

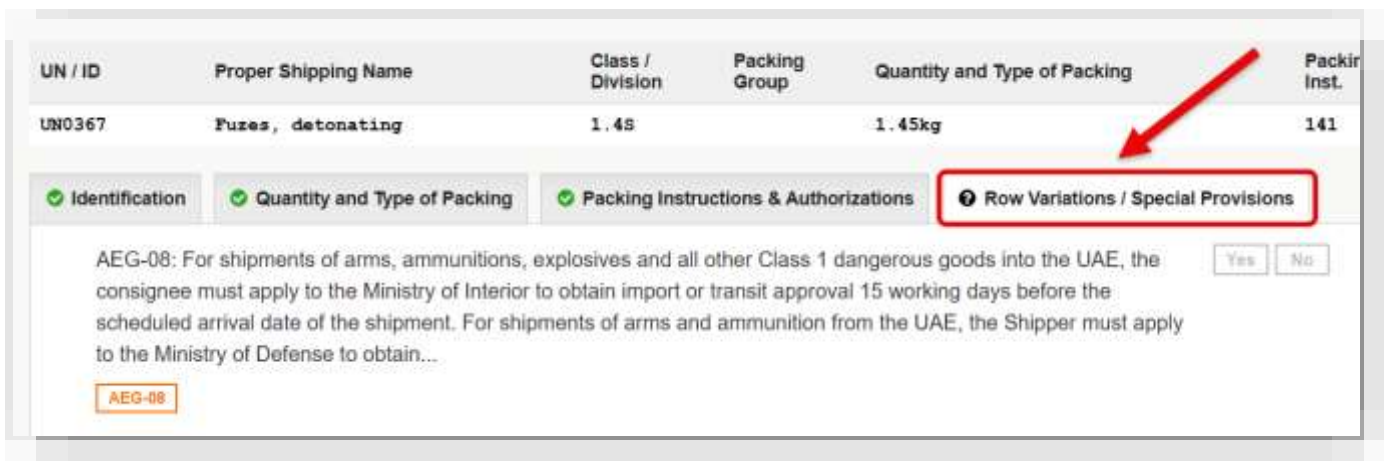
Forbidden

8.1.6.9.2 Step 6



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

Examples



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

Settings Form UN0257 UN0257 All packed in one x 1 Flatboard box Q20.1

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...

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...

AEG-08

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

Settings Form UN0807 UN0257 All packed in one x 1 Flatboard box Q20.1

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

8.1.6.8.4 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...

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...

AEG-05

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

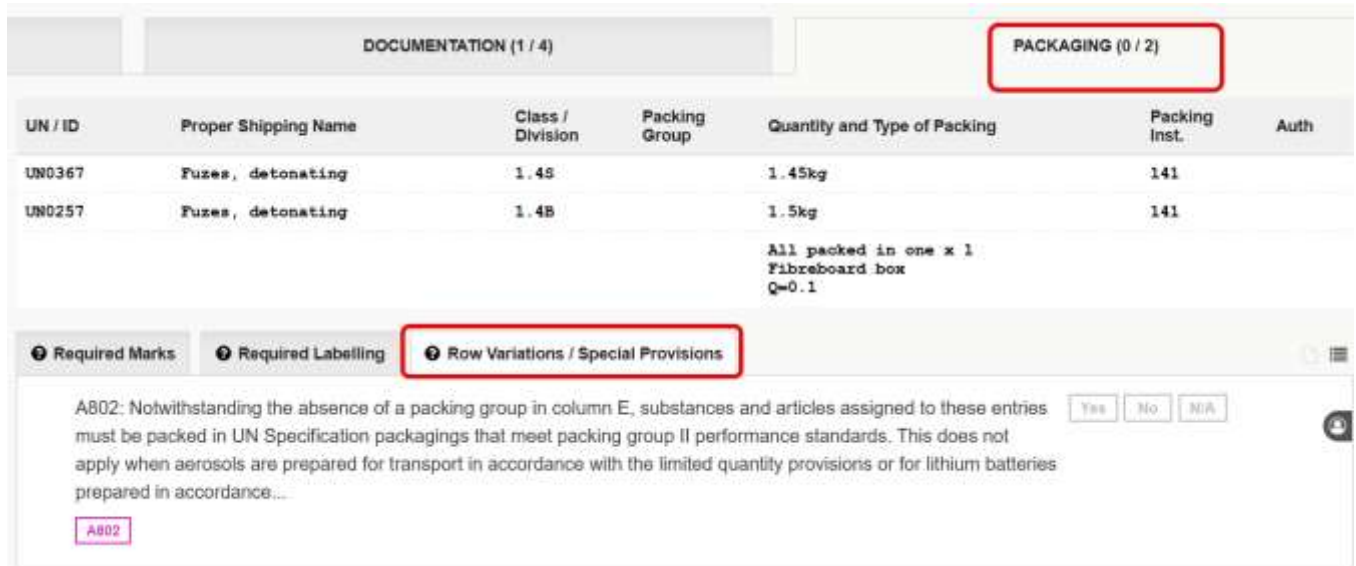
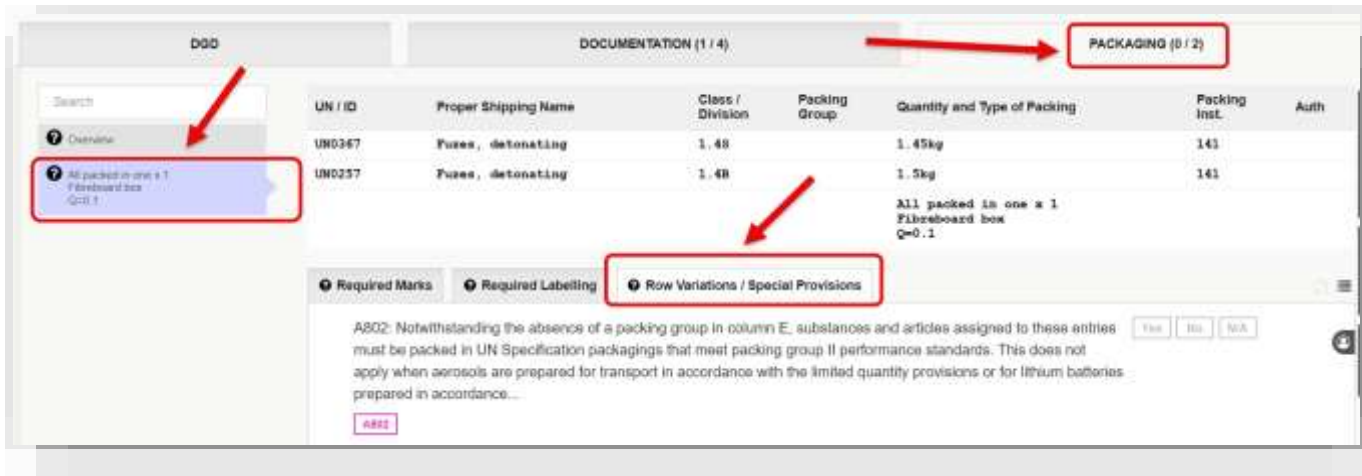
17 Check all verifiable special provisions. The Special Provision Number A1, A2, A4, A5, A51, A81, A88, A99, A130, A176, A190, A191, A201, A202, A211, A212, A224, A225, A331, A334 if used

8.1.6.8.4 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...

AEG-03

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



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 (ATA Official) Status: NL, AG, OR, JP Operator: NH, JL

DGD DOCUMENTATION (1 / 4)

Search: []

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

Required Marks
 Required Labelling
 Row Variations / Special Provisions

AM02: 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 ICAO Technical Instructions, Chapter 7.7.2.1.

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

 Compatibility Group: S, B

Handling Labels

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

 Compatibility Group: S, B

Handling Labels

Packages & Markings

king up

Package Preview

Resources

Support

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

Compatibility Group: **S, B**

Handling Labels

Minimum dimension 110 mm

FORBIDDEN IN PASSENGER AIRCRAFT

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

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

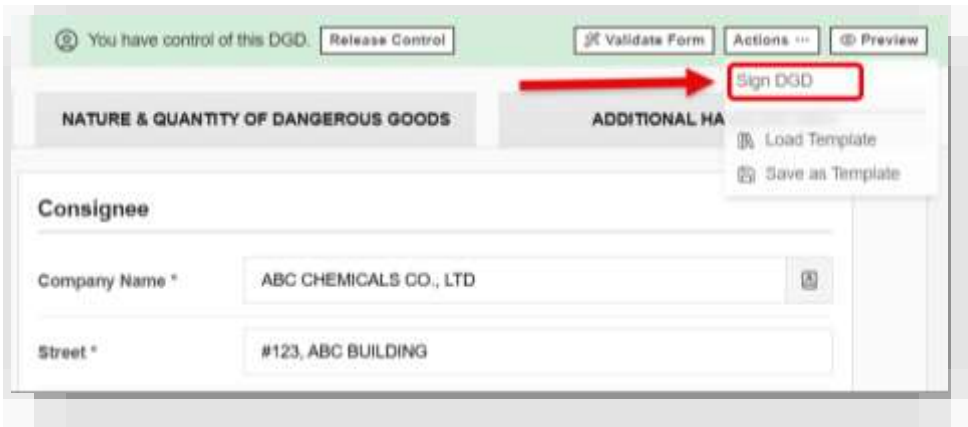
Click **Back** to return to the DGR Verify screen.

Sign DGD

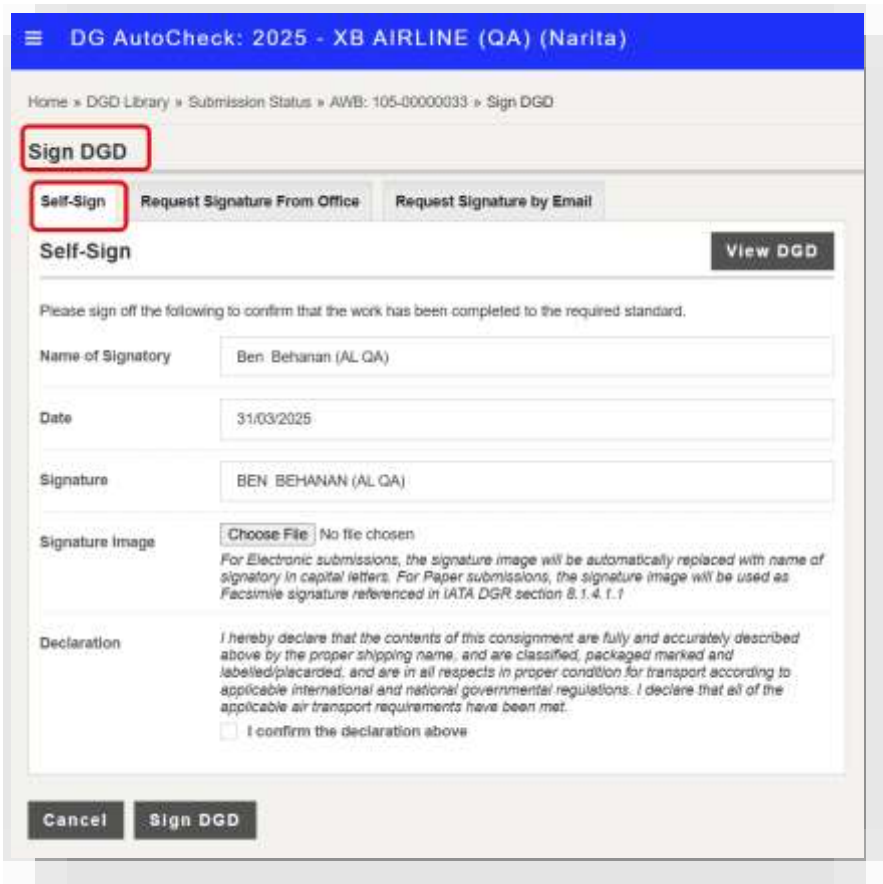
Self-Sign DGD

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

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



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



- 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.
- 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.
- 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

- 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: 193.116.175.110 - Company: 2025 - XB AIRLINE (QA), Office: Narita

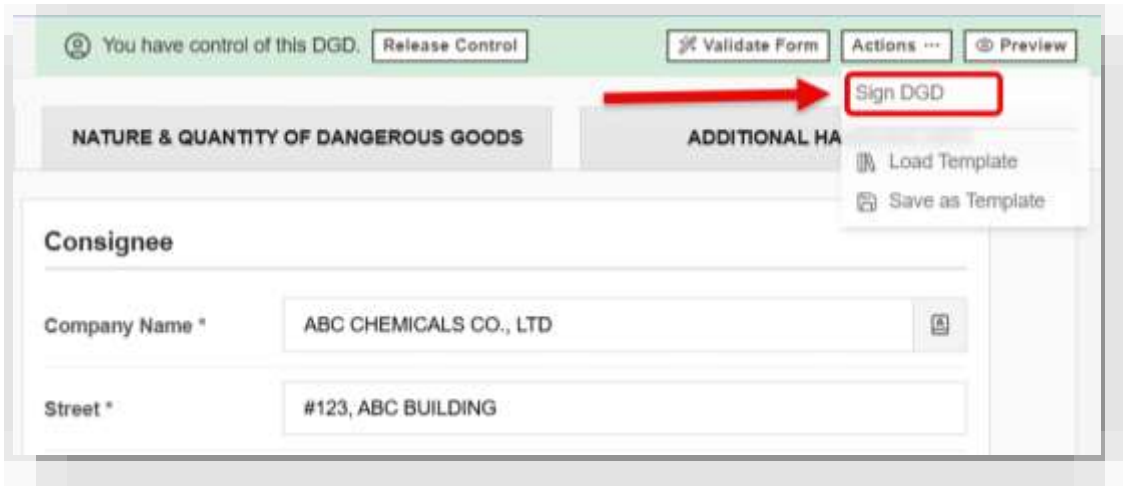
Ben Behanan (AL QA) created DGD in office Narita
 31 Mar 2025 15:44 - Company: 2025 - XB AIRLINE (QA), Office: Narita

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

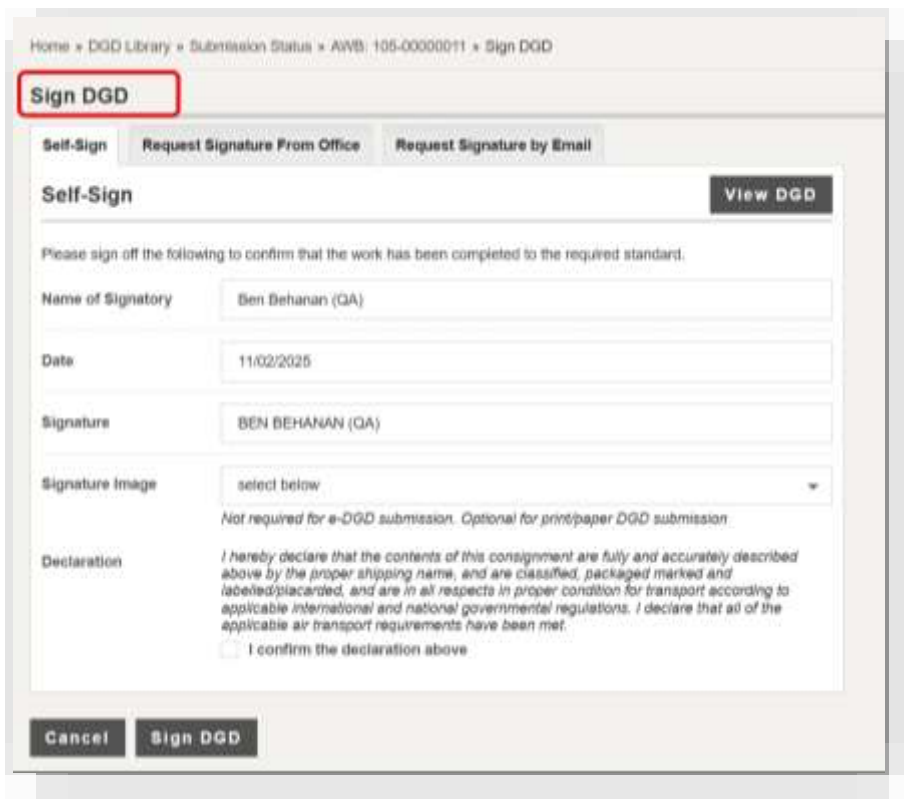
This option can be used when the signatory does not have a DG Digital/DG AutoCheck account.

To send the DGD for signature by email:

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



2. The Sign DGD screen is displayed.



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

Home » DGD Library » Submission Status » AWB: 001-0000022 » 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**

4. 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**

5. The Submission status screen is shown.

Submission Status

⚠ DGD is not owned by anyone. Take control

Timeline

- Dave Backstrom requested signature by email from edgtesting1@gmail.com**
 11 Jul 2025 21:45 - Company: ABC Japan, Office: Tokyo
- Dave Backstrom 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

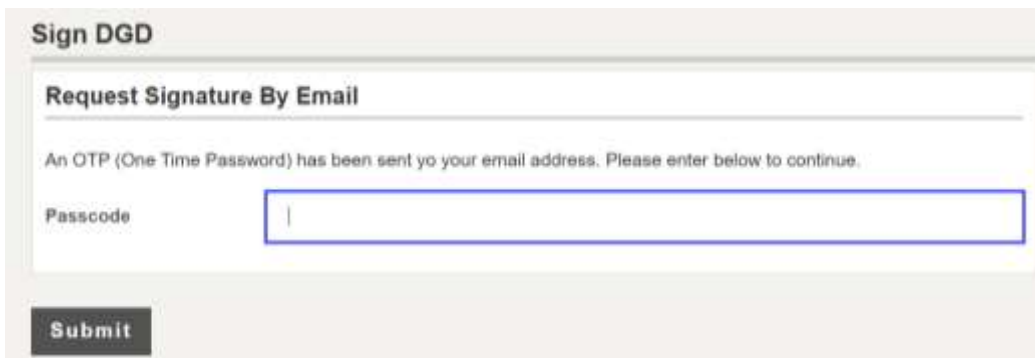
6. The signatory will receive the signature request in their inbox. Example as follows.



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



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



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: 249615

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: 249615

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: [Text Field]

Date: 11/02/2025

Signature: [Text Field]

View DGD

Return without signature

Return Reason: [Text Field]

+ 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:

Date:

Signature:

Signature Image: 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.



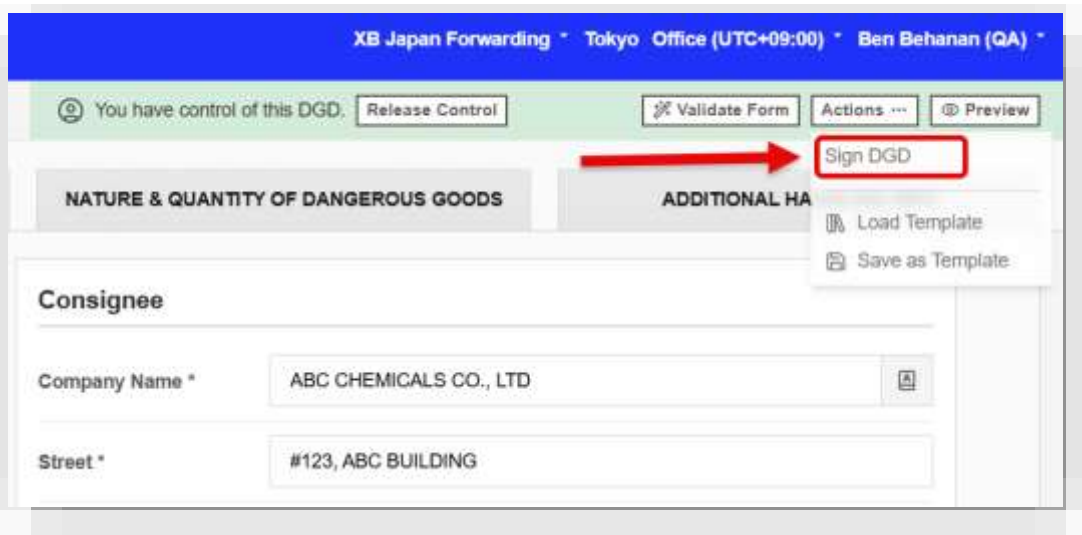
Request Signature from Office (for signatory with DG Digital account)

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

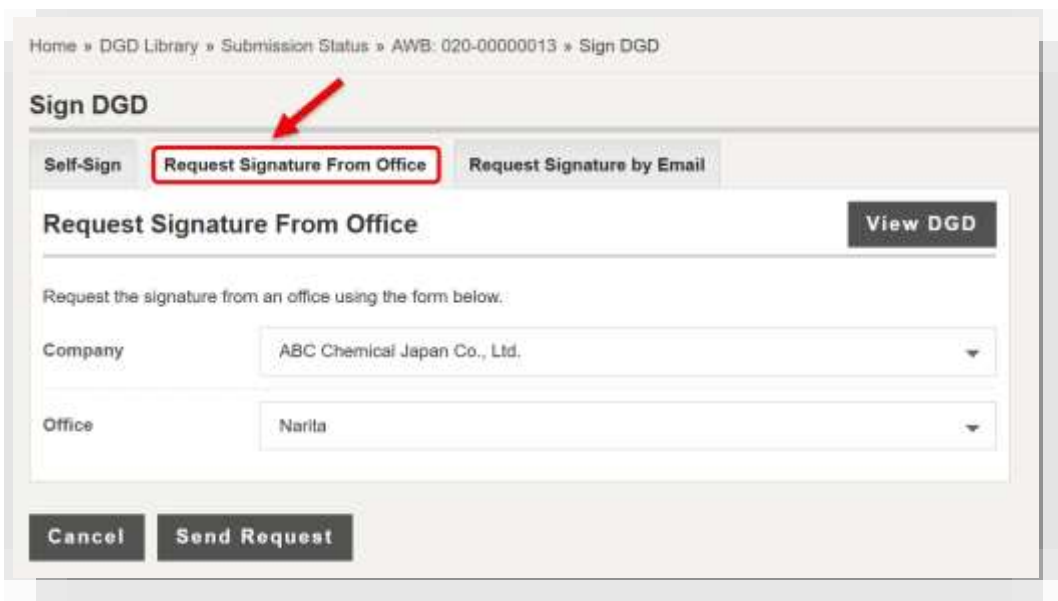
Pre-requisite: You need to have an active/approved e-DGD connection request with signatory's Office to be able to use this option.

To send the DGD to shipper for signature:

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



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



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.

Home » DGD Library » AWB: 020-00000013

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

Timeline

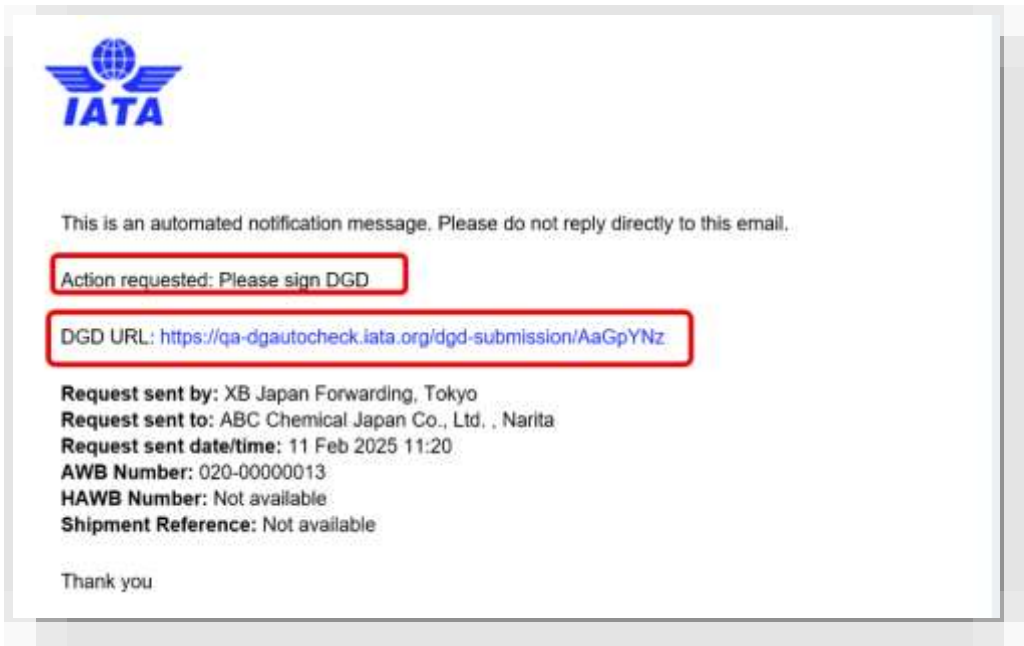
- Ben Behanan (QA) requested signature from: ABC Chemical Japan Co., Ltd., Office: Narita
11 Feb 2025 20:20 - Company: XB Japan Forwarding, Office: Tokyo
- Ben Behanan (QA) created DGD in office Tokyo
11 Feb 2025 20:11 - Company: XB Japan Forwarding, Office: Tokyo

Summary

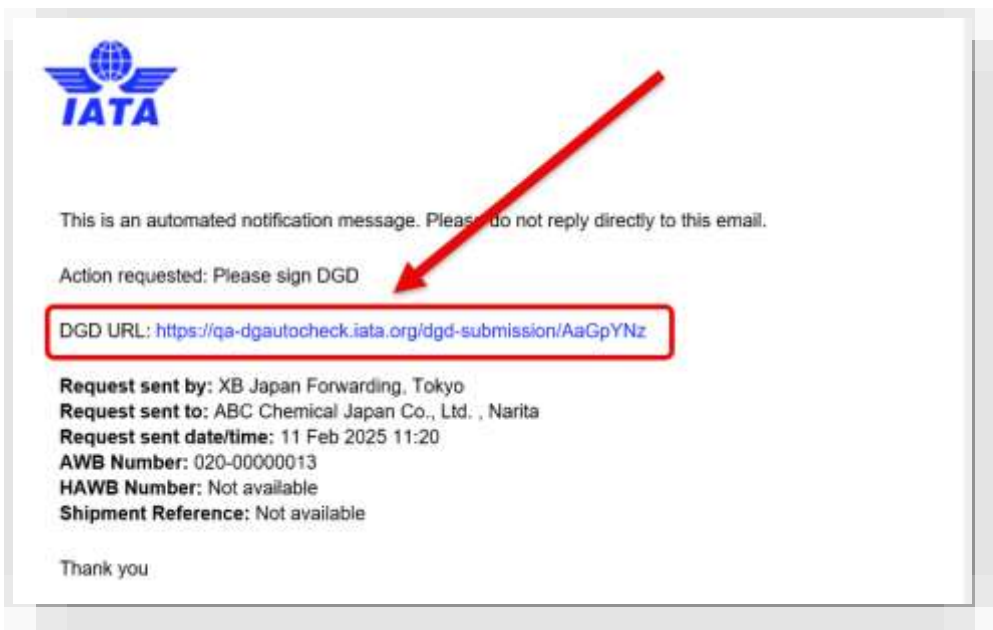
Status: Signature Requested

Actions

7. An email notification is sent to signatory.

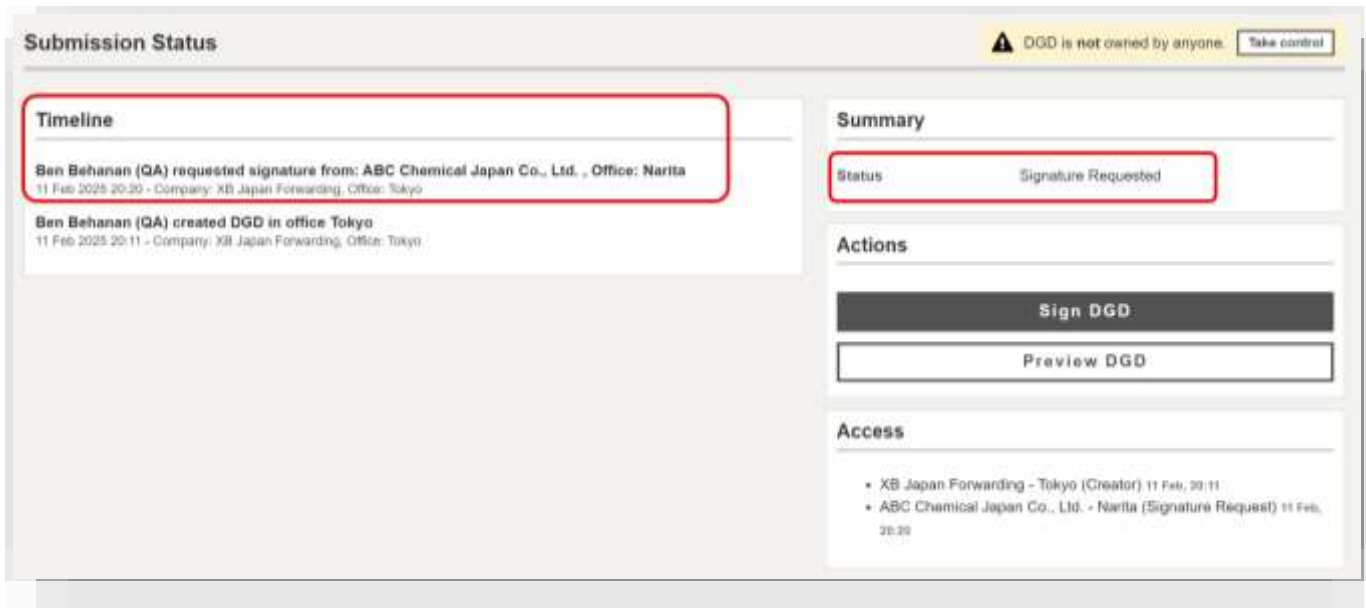


8. Signatory will click on the **DGD URL** in the email notification message.

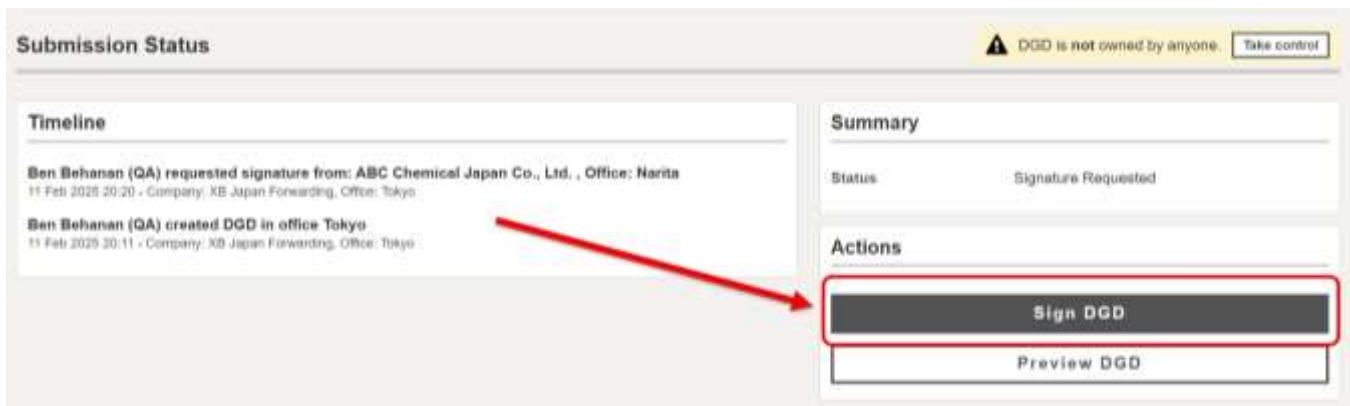


9. Signatory will be taken directly to the Submission Status page of the DGD record. The **Status** will show as Signature Requested. The Timeline will show the audit history.

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



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



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



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

Home » DGD Library » Submission Status » AWB: 020-0000013 » 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: selected 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

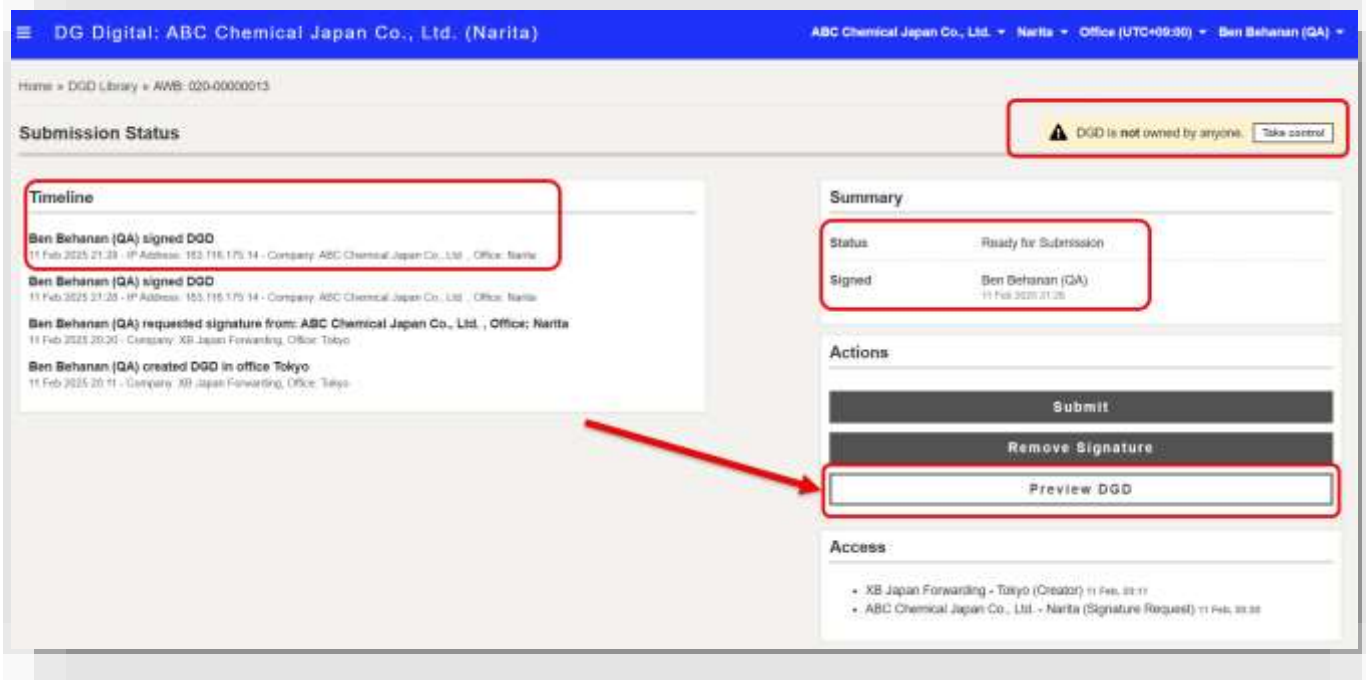
Not required for e-DGD submission. Optional for print/paper DGD submission

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.



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.

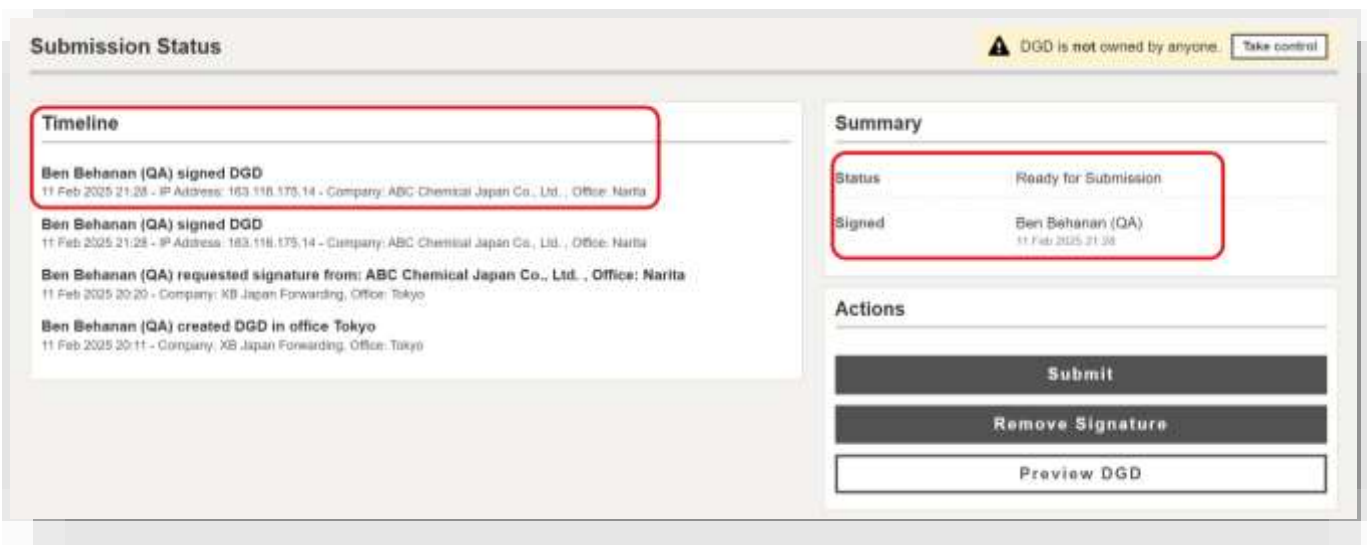


17. In the email notification message, click the **DGD URL** to go directly to the DGD record.

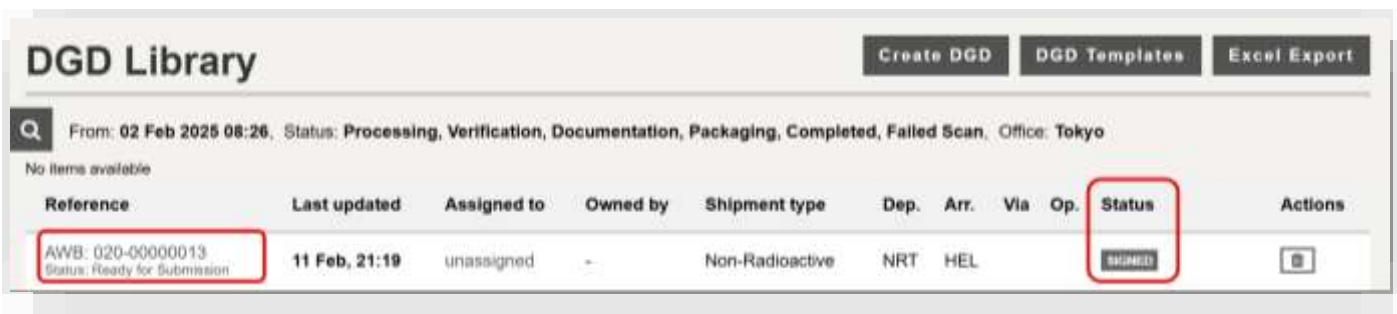
Note: You will be asked to sign in if you are logged out currently.



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.

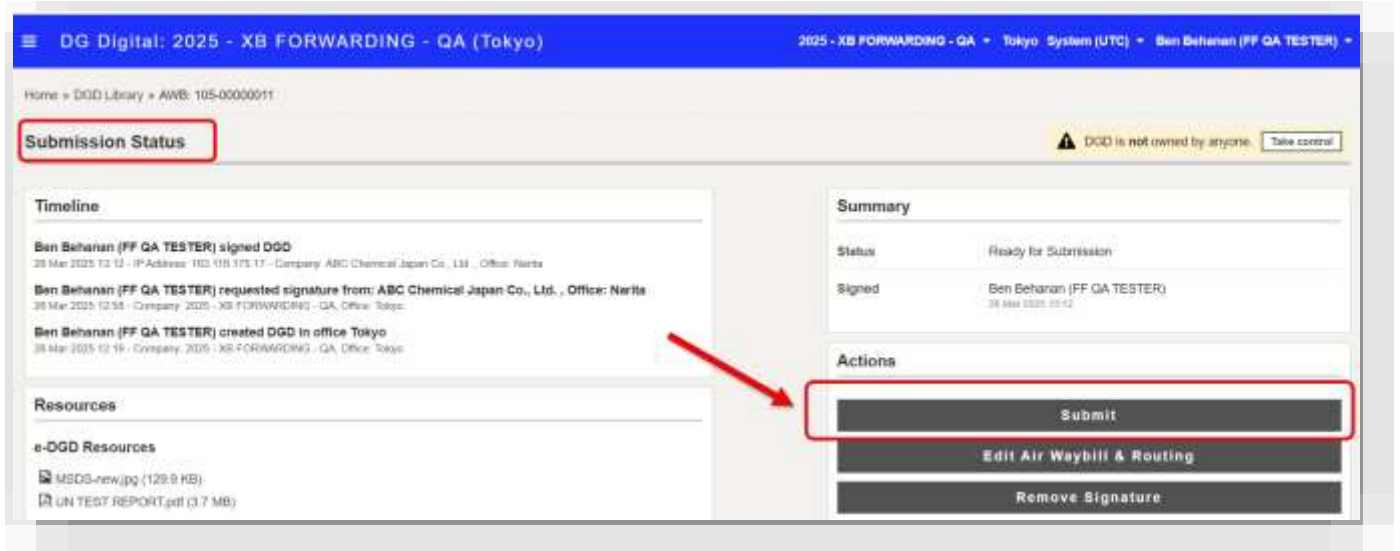


Note: The DGD record may be also accessed from the DGD Library.



Submit DGD as Electronic Submission

1. Go to **Submission Status** page.
2. Click **Submit**.



3. The **Take Ownership** window will be displayed. Click **Take control and Submit** to proceed.
4. The **Submit DGD** screen will be displayed.

The 'Submit DGD' screen displays a yellow warning box: "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." Below this, there are four dropdown menus: 'Submission Type' (Electronic Submission (e-DGD)), 'Submit this DGD to:' (Company, Airport of Acceptance, Office/ Acceptance Point/ Drop-off Point), and a 'Back' button.

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.

- 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 - QA - Tokyo System (UTC) - Ben Behanan (FF QA TESTER)

Home » DGD Library » AWB: 105-0000011

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 16:25 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Ben Behanan (FF QA TESTER) signed DGD
26 Mar 2025 13:12 - IP Address: 103.116.175.17 - 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

Summary

Status	Submitted
Signed	Ben Behanan (FF QA TESTER) <small>26 Mar 2025 13:12</small>
Submitted	Electronic Submission by Ben Behanan (FF QA TESTER) to Narita Intl (NRT) XB-D-0000414 <small>26 Mar 2025 16:25</small>

Actions

View DGD

Send By Email

Close DGD

Resources

e-DGD Resources

- MSDS-new.jpg (129.9 KB)
- LN TEST REPORT.pdf (3.7 MB)

In the **Submission Status** screen, click **View DGD**.

Submission Status

Timeline

- Ben Behanon (FF QA TESTER) submitted e-DGD to 2025 - XB AIRLINE (QA), Office: Narita at Airport: Narita Int'l
- Ben Behanon (FF QA TESTER) signed DGD
- Ben Behanon (FF QA TESTER) requested signature from: ABC Chemical Japan Co., Ltd., Office: Narita
- Ben Behanon (FF QA TESTER) created DGD in office Tokyo

Resources

e-DGD Resources

- MSDS-new.jpg (129.9 KB)
- UN TEST REPORT.pdf (3.7 MB)

Summary

Status: Submitted

Signed: Ben Behanon (FF QA TESTER)

Submitted: Electronic Submission by Ben Behanon (FF QA TESTER) to Narita Int'l (NRT) XB-D-0000417

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.

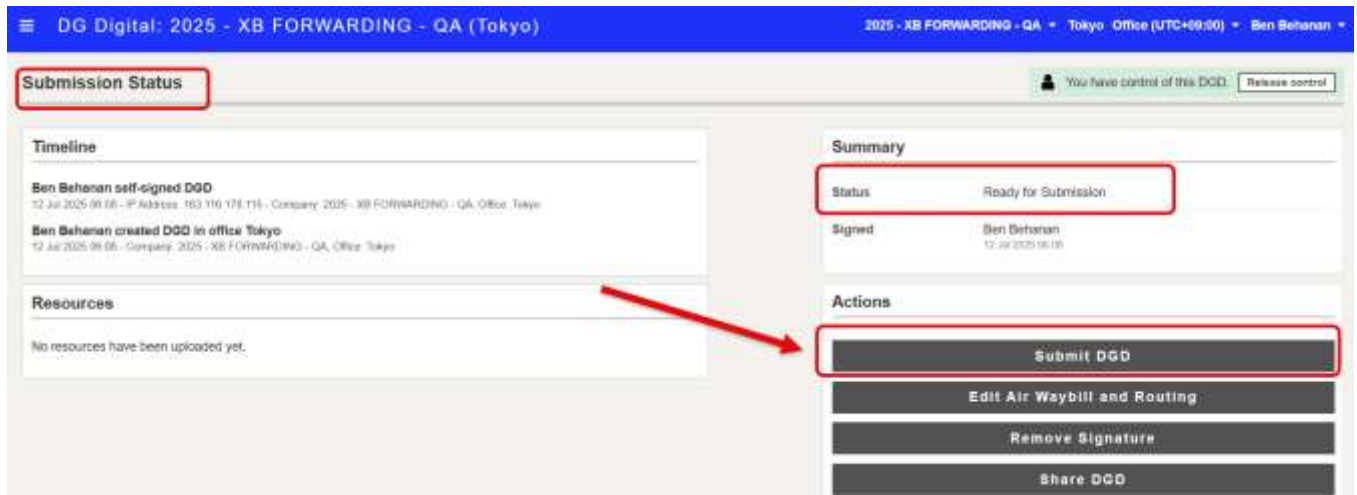
SHIPPER'S DECLARATION FOR DANGEROUS GOODS Submission Number: XB-D-0000417

Shipper XYZ CHEMICALS CO., LTD. 1-2-3 NIJOMACHI, CHUO-KU 123-4567, TOKYO Switzerland		Air Waybill No. 105-00000001 - Over Journey-3c (Reject Flow) 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)				
Airport of Destination (optional): Helsinki-Vantaa (HEL)		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.
091243	Paint	3	II	1 Fibreboard Box x 20 L	353	

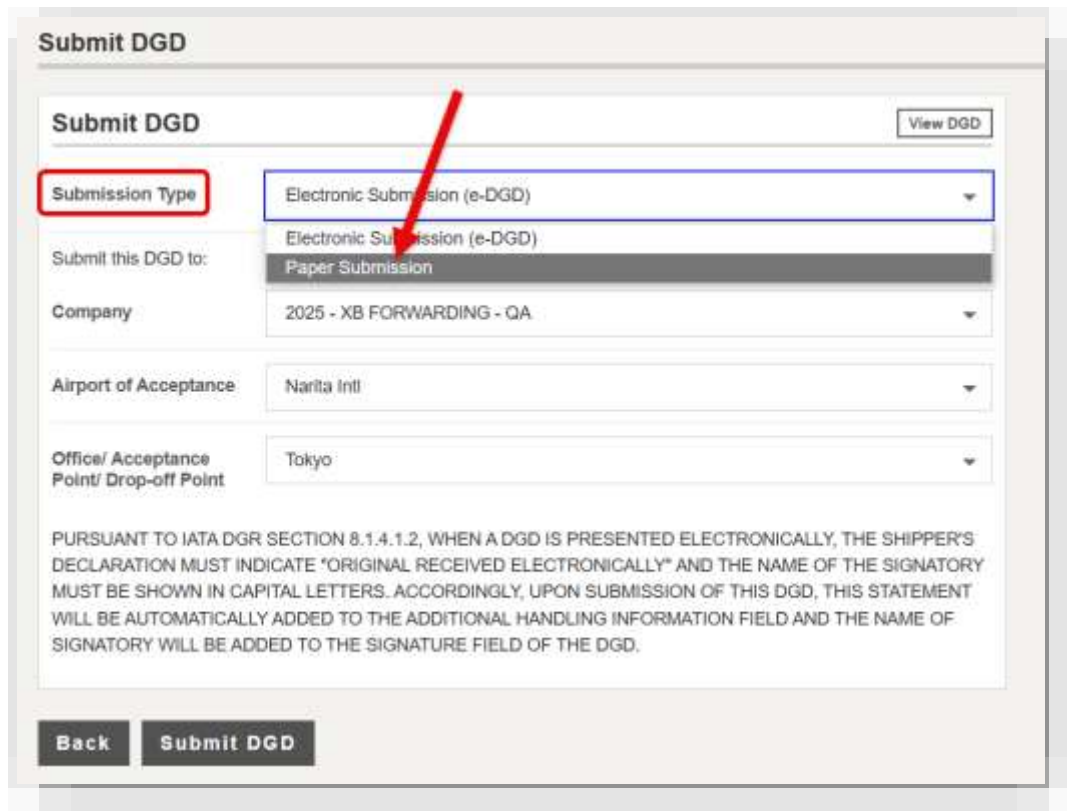
Submit DGD as Paper Submission

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.

Submit DGD View DGD

Upon submitting, the DGD will be finalized. Once finalized, no more changes will be allowed to the 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. IN ORDER TO TRANSMIT THE FINALIZED DGD TO ANY PARTY, THE PDF DGD MUST BE PRINTED AND TWO SIGNED COPIES MUST BE HANDED OUT TO THE OPERATOR (PURSUANT TO IATA DGR SECTION 8.1.2.3.1 AND SECTION 8.1.1.1.1).
4. IATA DG AUTOCHECK SUBSCRIBERS WHO ARE HANDED OUT THE PRINTED PAPER DGD MAY ACCESS ELECTRONICALLY THE SUBMITTED DGD RECORD, FOR THE PURPOSE OF PERFORMING THE DANGEROUS GOODS ACCEPTANCE CHECKS OF THE CONSIGNMENT, AND ANY RELATED FUNCTION(S).
5. SIGNATURE WILL BE AUTOMATICALLY APPLIED TO THE PDF DGD.
6. 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.
7. 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.
8. IF YOU DO NOT AGREE WITH ANY OF THE TERMS ABOVE, PLEASE REFRAIN FROM SUBMITTING THIS DGD.

Back **Submit DGD**

5. The Submission status screen is displayed.

☰ DG AutoCheck: 2025 - XB AIRLINE (QA) (Narita) 2025 - XB AIRLINE (QA) Narita Office (UTC) Ben Behanan (AL QA) 🌱

Submission Status ⚠️ DGD is not owned by anyone. Take control

Timeline

- 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	Paper Submission
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

Actions

- Start Acceptance Check
- View DGD
- Send By Email
- Clone DGD

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: 			
<small>Two completed and signed copies of this Declaration must be handed to the operator.</small>			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 <small>This shipment is within the limitations prescribed for:</small> <small>(delete non-applicable)</small>						
<input checked="" type="checkbox"/> CARGO <input type="checkbox"/> AIRCRAFT ONLY		Airport of Departure (optional): Narita Intl (NRT)				
Airport of Destination (optional): Helsinki-Vantaa (HEL)						
Shipment type: (delete non-applicable) <input checked="" type="checkbox"/> 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.
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 <small>(See warning above)</small> 		
(c) Copyright 2025. All rights reserved. IATA DG AutoCheck https://www.iata.org/dg-autocheck						Security Code: 841290

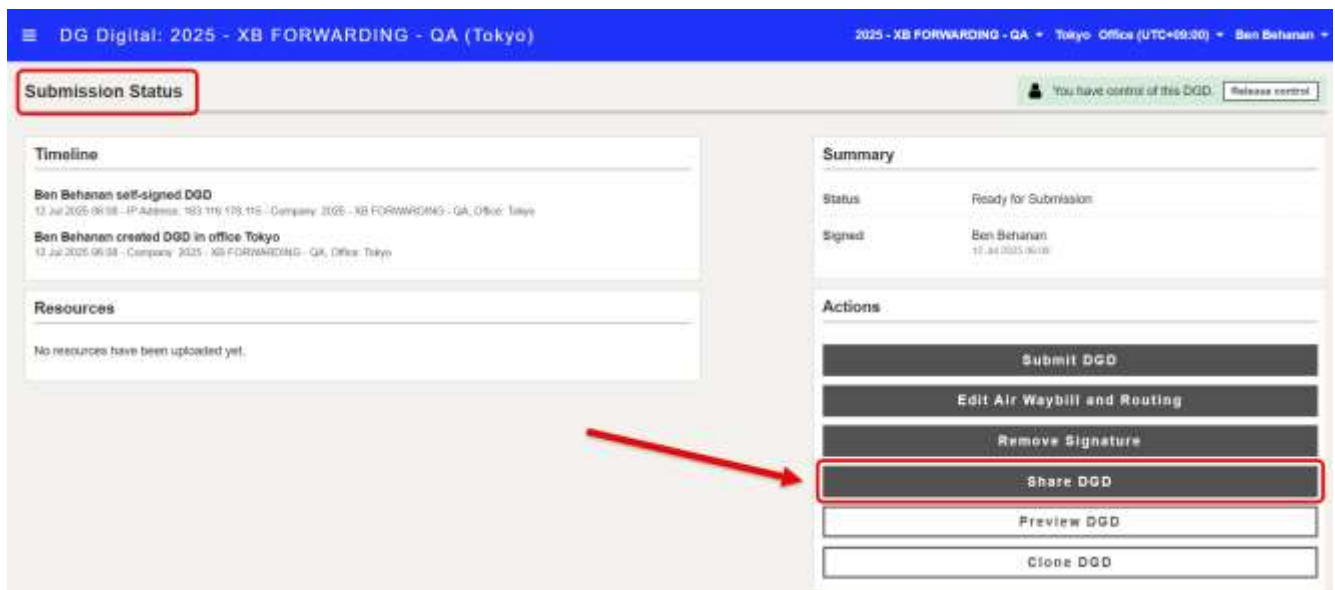
Share DGD

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**.



2. The **Share DGD** window will be displayed.



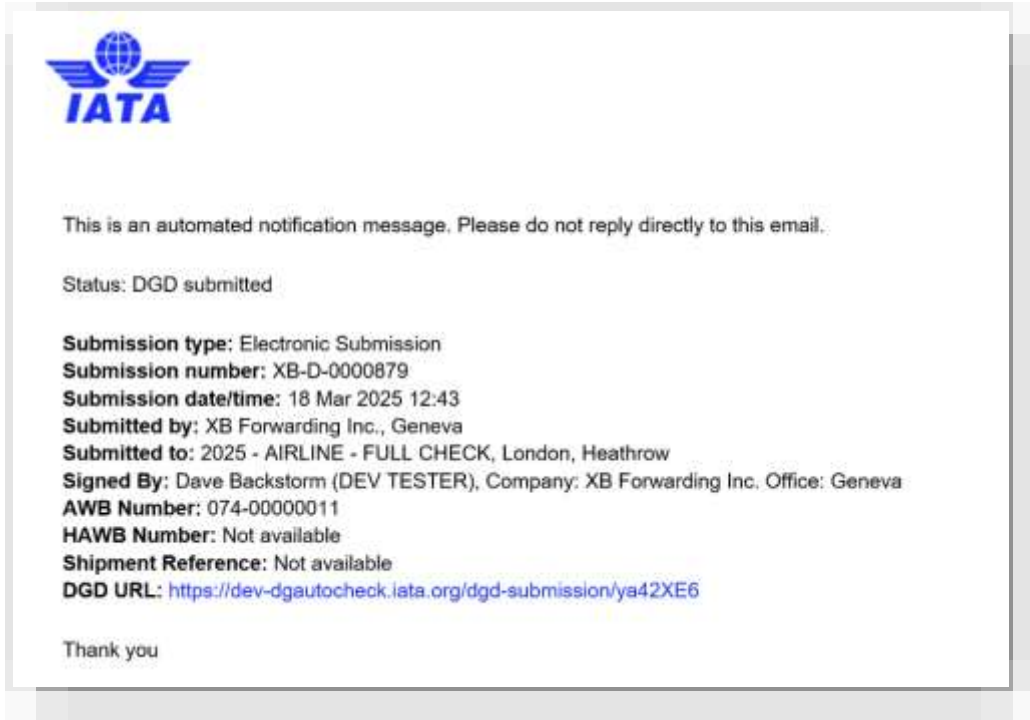
- Select the **Company** and **Office** and then click **Share**. Note: You need to have an Approved connection request to be able to Share DGD.

- The DGD will be shared with recipient and the **Timeline** will be updated.

Perform Acceptance Check when DGD is Submitted Electronically

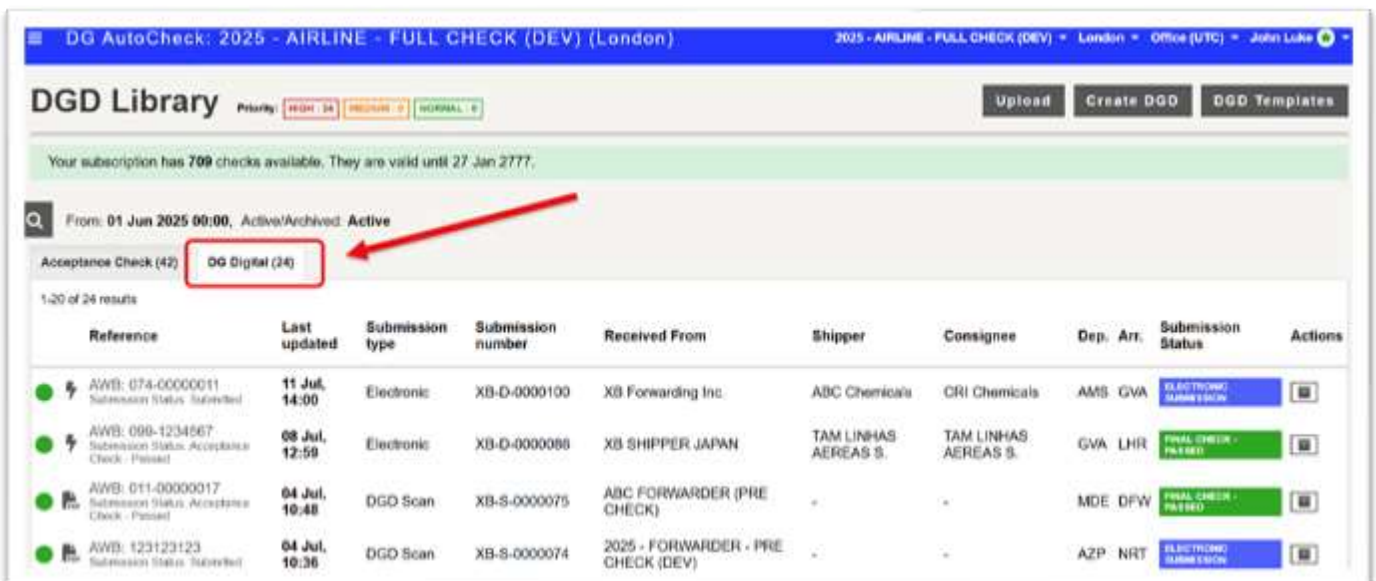
Receive “DGD submitted” email notification

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.



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.

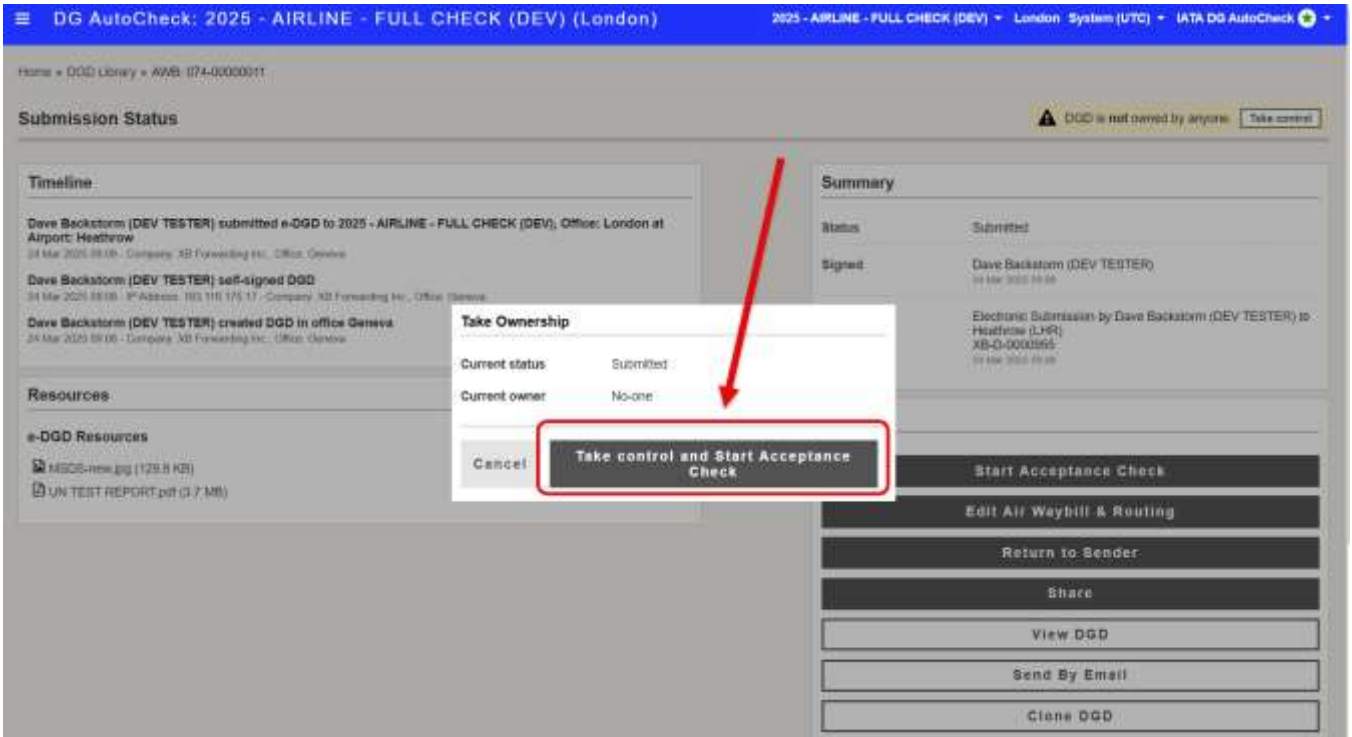
The screenshot shows the 'Submission Status' page for a DGD. The 'Resources' section is highlighted with a red box and a red arrow pointing to it. The 'Resources' section lists 'e-DGD Resources' including 'MSDS-new.jpg (129.8 KB)' and 'UN TEST REPORT.pdf (3.7 MB)'. The 'Actions' section includes buttons for 'Start Acceptance Check', 'Edit Air Waybill & Routing', 'Return to Sender', 'Share', and 'View DGD'.

Start the Acceptance check

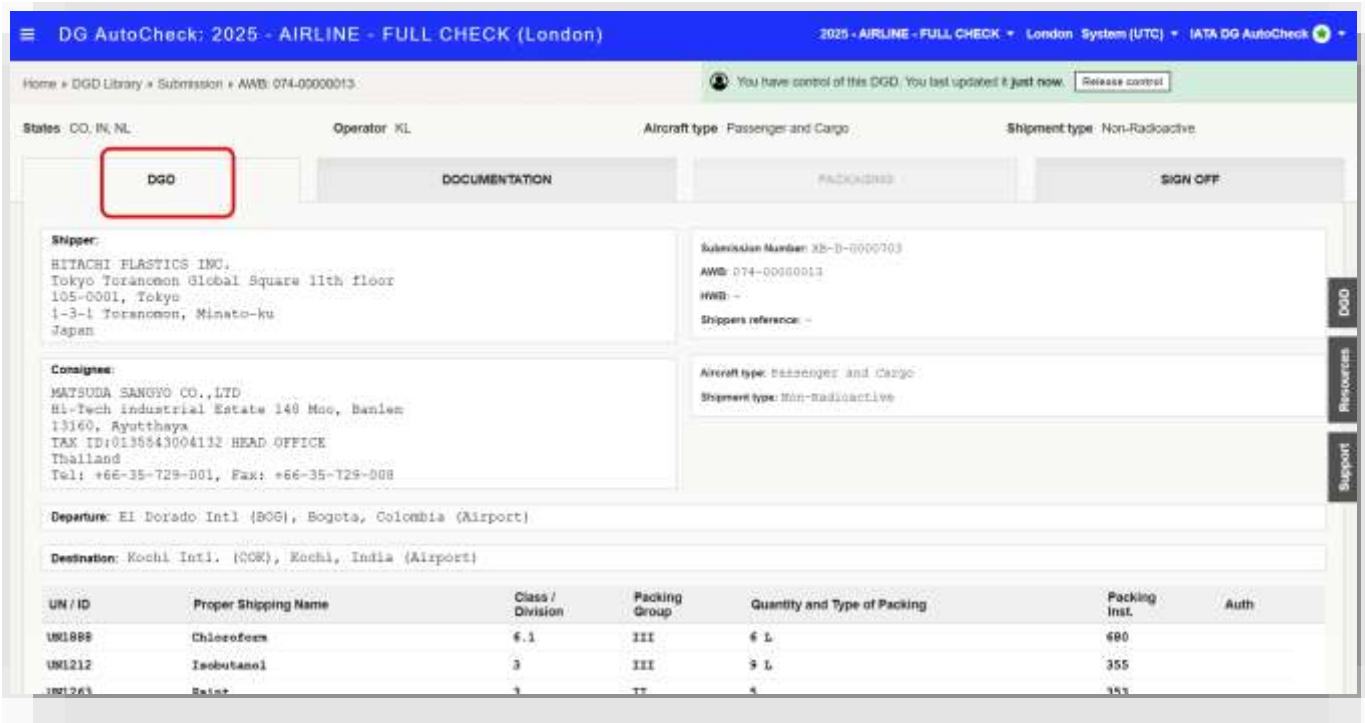
In the **Submission Status** page, click **Start Acceptance Check**.

The screenshot shows the 'Submission Status' page for a DGD. The 'Start Acceptance Check' button in the 'Actions' section is highlighted with a red box and a red arrow pointing to it. The 'Actions' section includes buttons for 'Start Acceptance Check', 'Edit Air Waybill & Routing', 'Return to Sender', 'Share', 'View DGD', and 'Send By Email'.

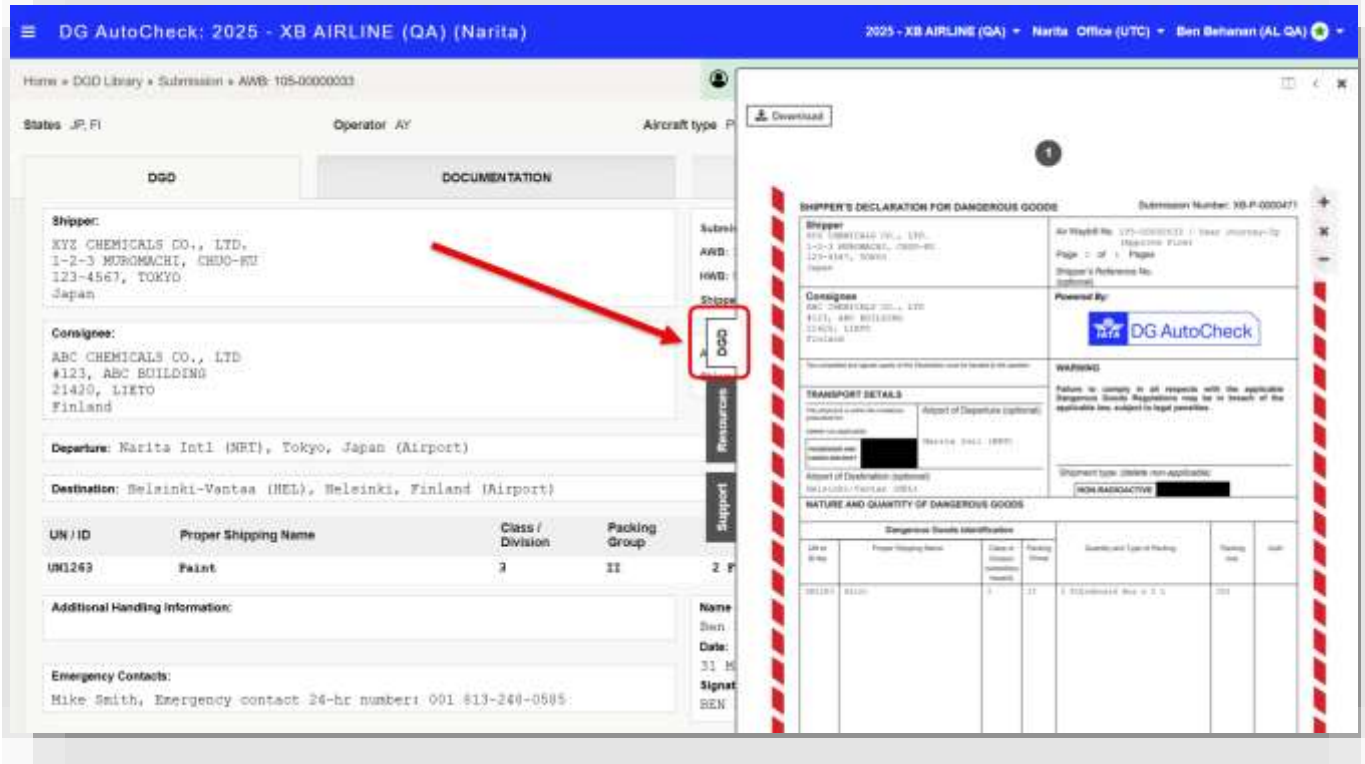
If the **Take Ownership** window is displayed, click **Take control** and **Start Acceptance Check**.



The 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.

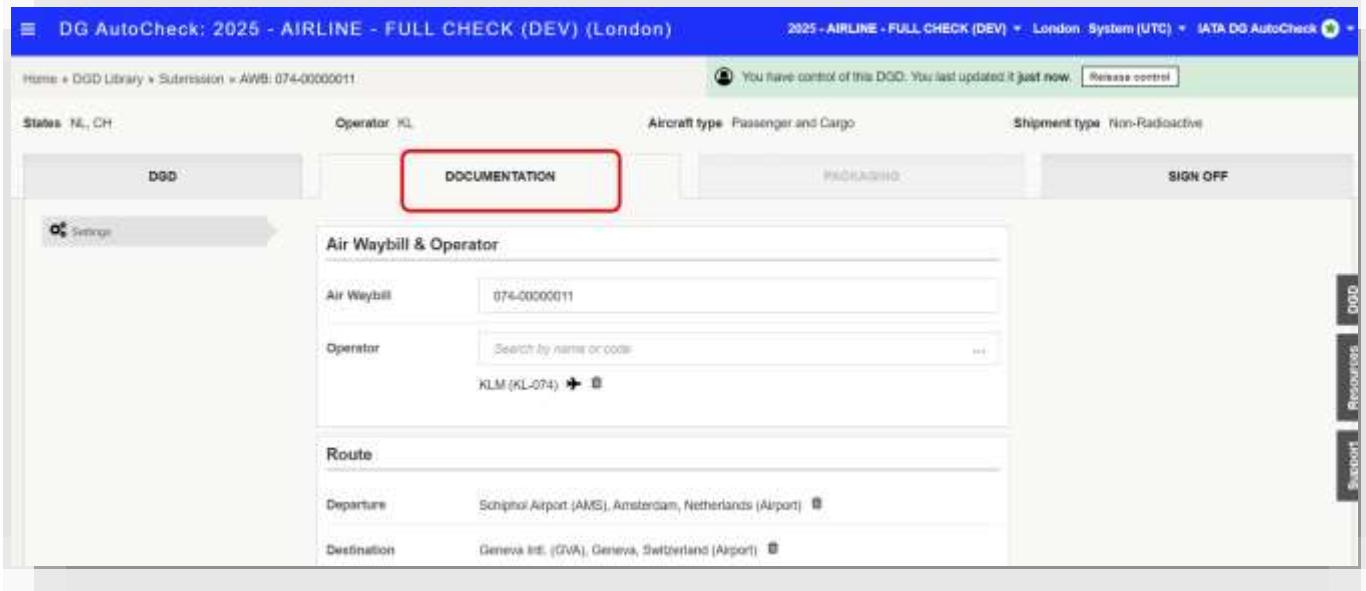


You can click **DGD** to view the DGD preview.



Click the **Documentation** tab.

In the **Documentation** tab, review the settings and then click **Save & Start Check** to start the Acceptance check.



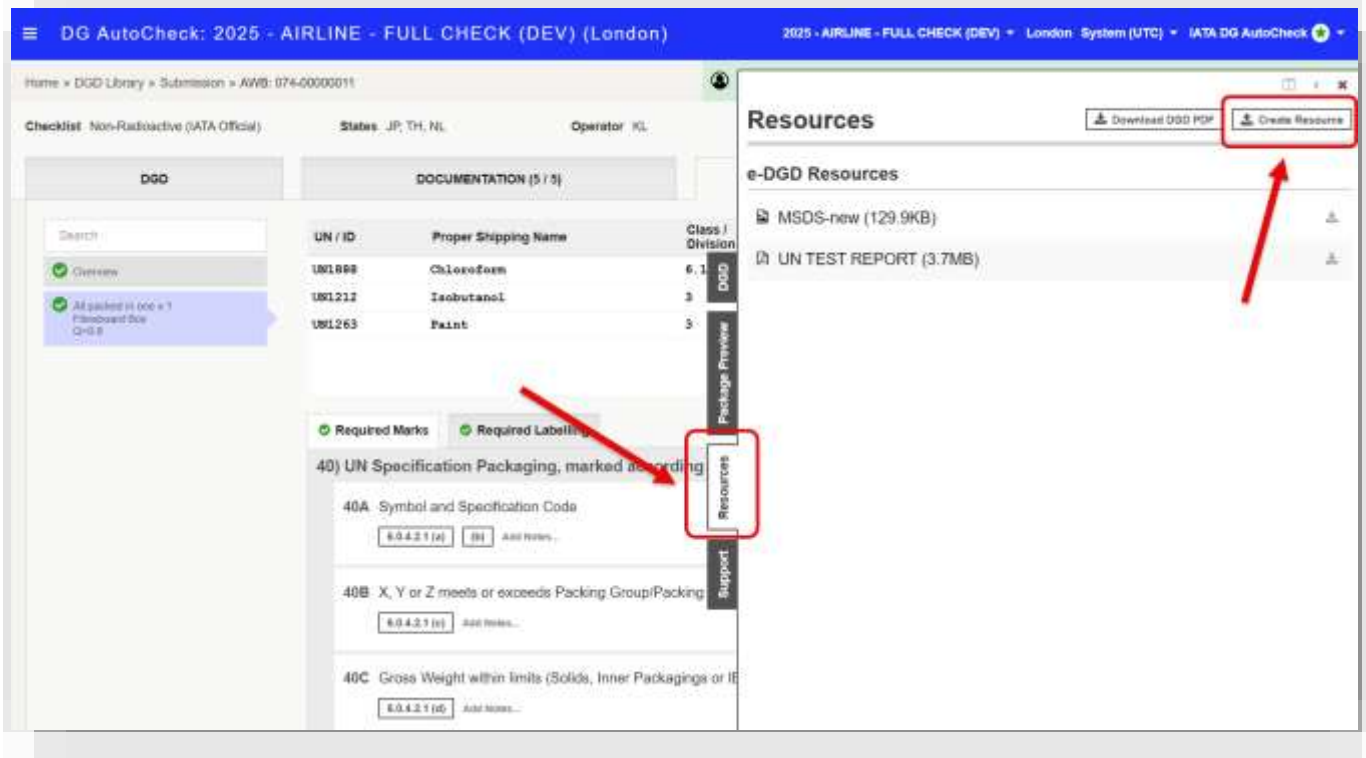
Complete and sign off the Document check in DG AutoCheck.

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.

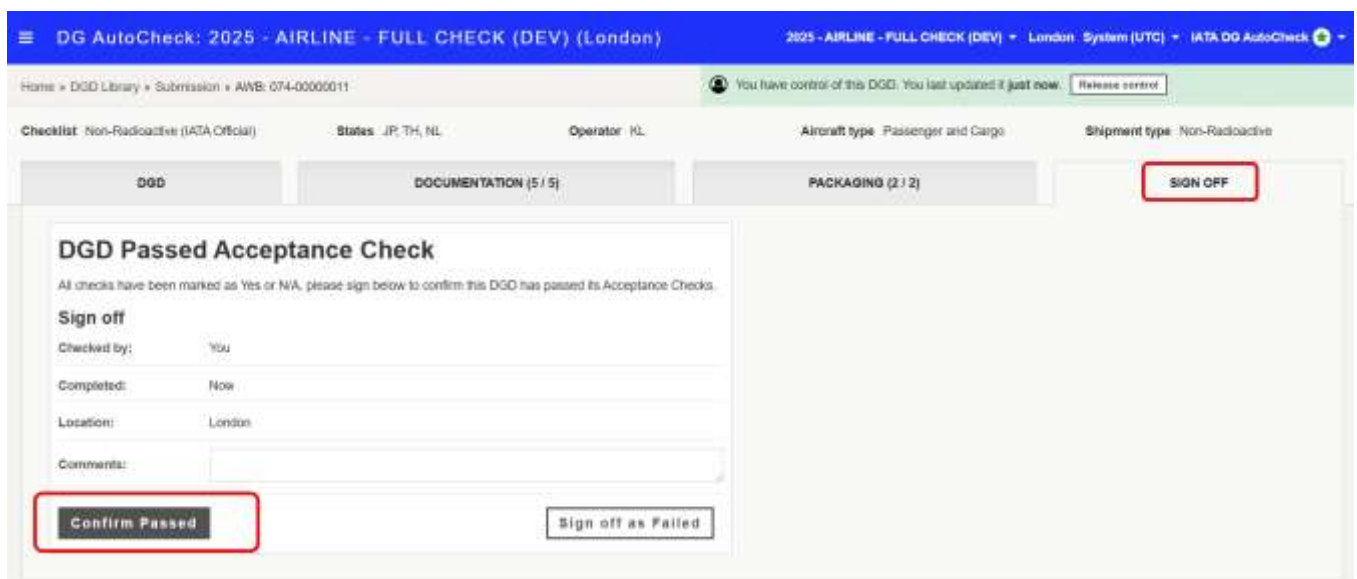
More information: <https://dgautocheck.iata.org/help/Addressourcesdocuments.html>



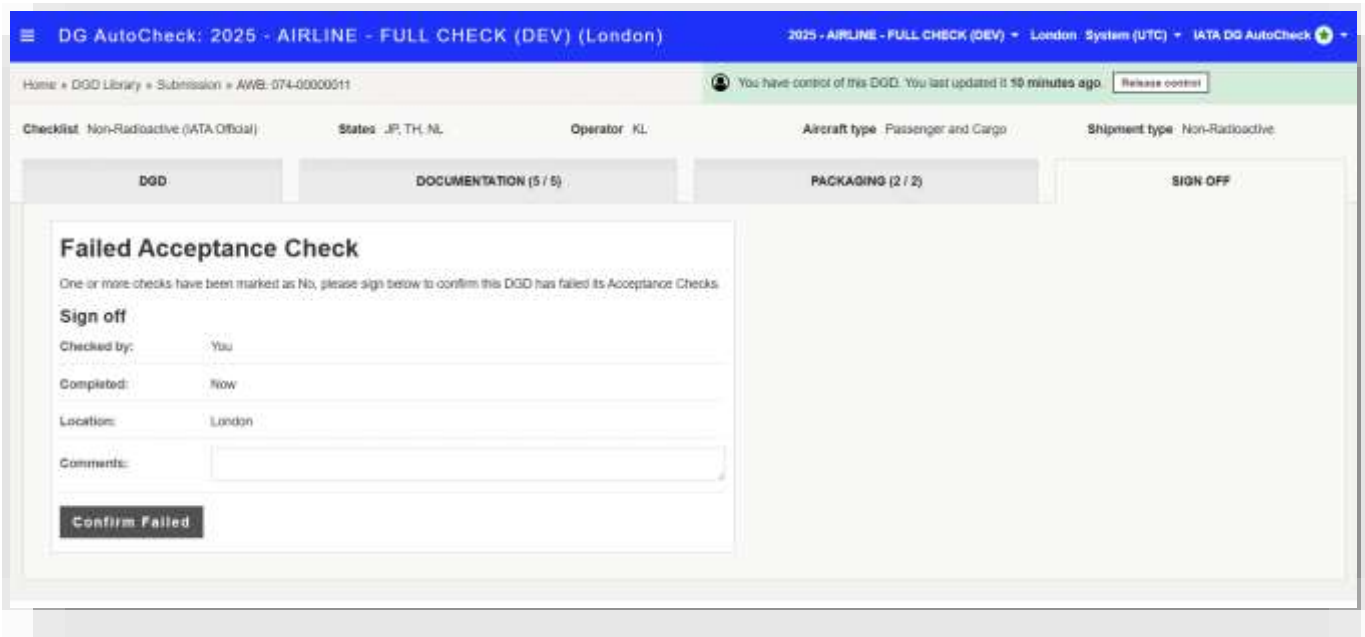
Sign off the Acceptance check

Complete the check and go to the **Sign Off** tab.

If the check is Passed, click **Confirm Passed**.

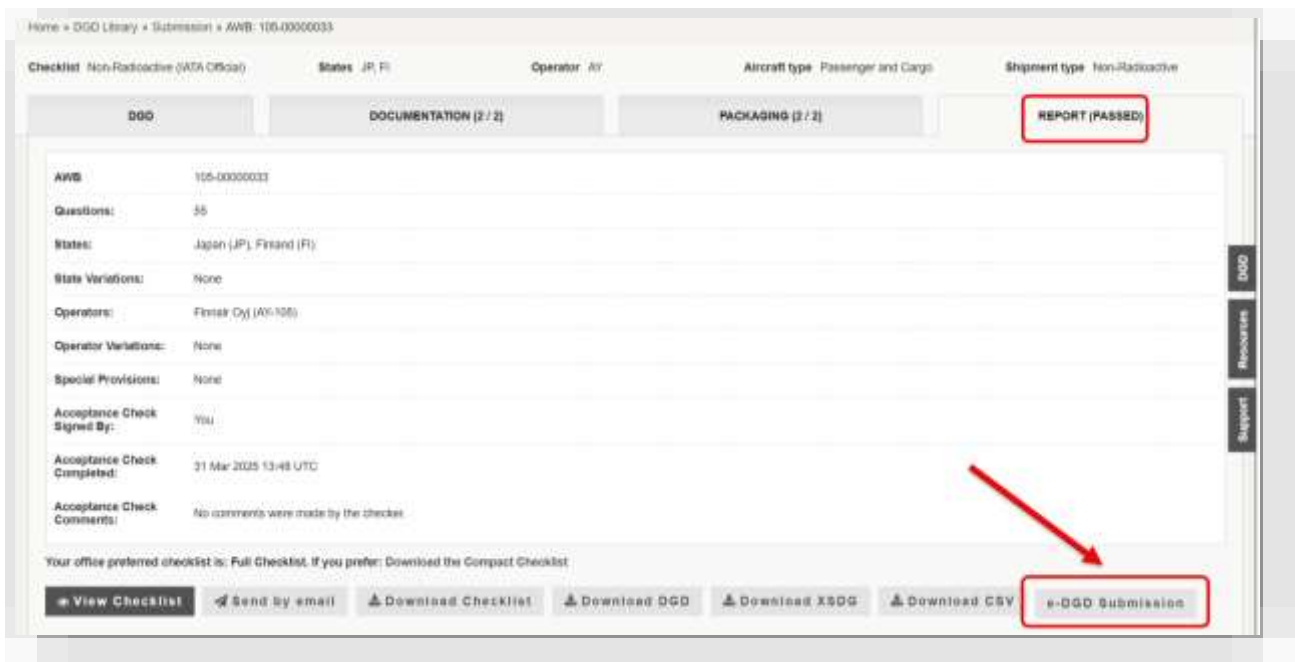


If the check is Failed, click **Confirm Failed**.



View/Download Acceptance Check Report PDF

In the **Report** screen, click **e-DGD Submission**.



The **Submission Status** page will be displayed. Click **View Acceptance Check Report PDF** to view the checklist report.

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**
- Ben Behanan (AL QA) started Acceptance Check
- Ben Behanan (AL QA) submitted a paper DGD (XB-P-0000471)
- Ben Behanan (AL QA) self-signed DGD
- Ben Behanan (AL QA) created DGD in office Narita

Resources

No resources have been uploaded yet.

Summary

Status: Acceptance Check - Passed

Signed: Ben Behanan (AL QA)

Submitted: Paper Submission by Ben Behanan (AL QA)

Acceptance Check: Passed

Actions

View Acceptance Check Report PDF

View DGD

Send By Email

Clone DGD

The PDF Acceptance Check Report will be displayed.

DG AutoCheck

2025 - XB AIRLINE (QA)

DG Acceptance Check Report: PASSED

Shipper	Consignee
XYZ CHEMICALS CO., LTD. 1-2-3 MUROMACHI, CHUO-KU 123-4567, TOKYO Japan	ABC CHEMICALS CO., LTD #123, ABC BUILDING 21420, LIETO Finland

AWB	105-00000033
Aircraft Type	Passenger and Cargo Aircraft
Shipment Type	Non-Radioactive
Departure	Narita Intl (NRT), Tokyo, Japan (Airport)
Destination	Helsinki-Vantaa (HEL), Helsinki, Finland (Airport)
States	Japan (JP), Finland (FI)
Operators	Finnair Oyj (AY-105)
Checklist used	Non-Radioactive (IATA Official)
Acceptance Check Signed By	Ben Behanan (AL QA)
Acceptance Check Completed	31 Mar 2025 13:48 UTC


Perform Acceptance Check when DGD is Submitted as Paper Submission

Receive paper DGD

Shipper/Forwarder provides paper DGD together with the physical shipment.

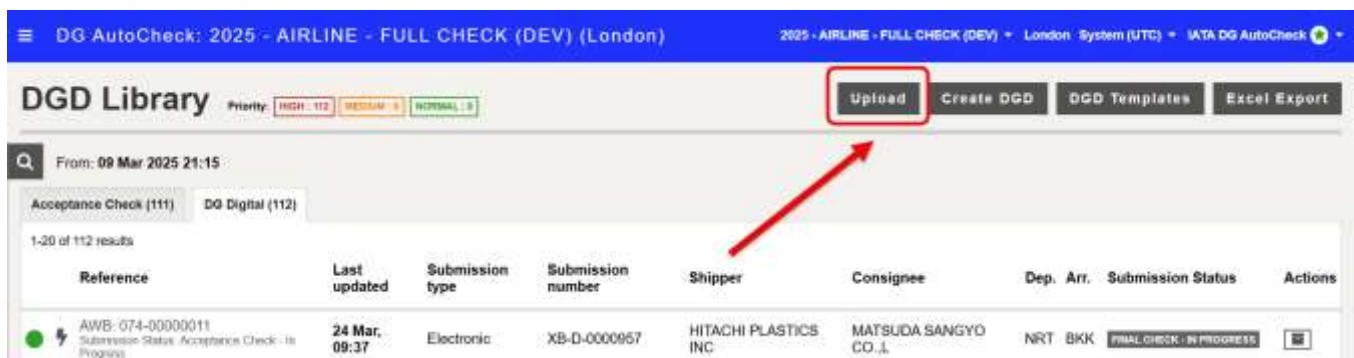
Locate and note the Submission number and Security code on the DGD

Locate the Submission Number on the top right corner of the DGD, and the Security Code on the bottom right corner of the DGD.

SHIPPER'S DECLARATION FOR DANGEROUS GOODS		Submission Number: XB-P-0000720
Shipper ABC Chemicals Evert van de Beekstraat 200 1118 CP, Schiphol Netherlands	Air Waybill No. 074-00000011 Page 1 of 1 Pages Shipper's Reference No. (optional)	
Consignee CRI Chemicals Route de l'aeroport, 33 1215, Geneva Switzerland	Powered By: 	
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 Yuhan Bi Date 07 Mar 2025 Signature (See warning above) YUHAN BI
(c) Copyright 2025. All rights reserved. IATA DG AutoCheck https://www.iata.org/dg-autocheck		Security Code: 334716

Use the Submission number and Security code to upload the DGD

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



The screenshot shows the 'DGD Library' interface. At the top, there are navigation tabs for 'Acceptance Check (111)' and 'DG Digital (112)'. Below the tabs, there is a search bar and a table of DGD entries. The 'Upload' button is highlighted with a red box, and a red arrow points to it from the table area. The table has columns for Reference, Last updated, Submission type, Submission number, Shipper, Consignee, Dep. Arr., Submission Status, and Actions.

Reference	Last updated	Submission type	Submission number	Shipper	Consignee	Dep. Arr.	Submission Status	Actions
AWB: 074-00000011 Submission Status: Acceptance Check - In Progress	24 Mar 09:37	Electronic	XB-D-0000957	HITACHI PLASTICS INC	MATSUDA SANGYO CO.,L	NRT BKK	FINAL CHECK - IN PROGRESS	

2. Then click the **Paper Submission** tab.

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.

🔍 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

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.

Home » DGD Library » Submission » AWB: 074-0000013

States: CO, IN, NL Operator: KL Aircraft type: Passenger and Cargo Shipment type: Non-Radioactive

DGD DOCUMENTATION PACKAGES SIGN OFF

Shipper: HITACHI PLASTICS INC, Tokyo Toranomon Global Square 11th floor, 105-0001, Tokyo, Japan

Consignee: MATSUDA SANGYO CO., LTD, Hi-Tech Industrial Estate 140 Moo, Banien 13160, Ayutthaya, Thailand

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
UN1898	Chloroform	6.1	III	6 L	690	
UN1212	Isobutanol	3	III	9 L	355	
UN1263	Paint	3	II	4	143	

You can click **DGD** to view the DGD preview.

Home » DGD Library » Submission » AWB: 105-0000003

States: JP, FI Operator: AY Aircraft type: P

DGD DOCUMENTATION

Shipper: KYE 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 P

Additional Handling Information:

Emergency Contacts: Mike Smith, Emergency contact 24-hr number: 001 613-240-0595

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

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

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

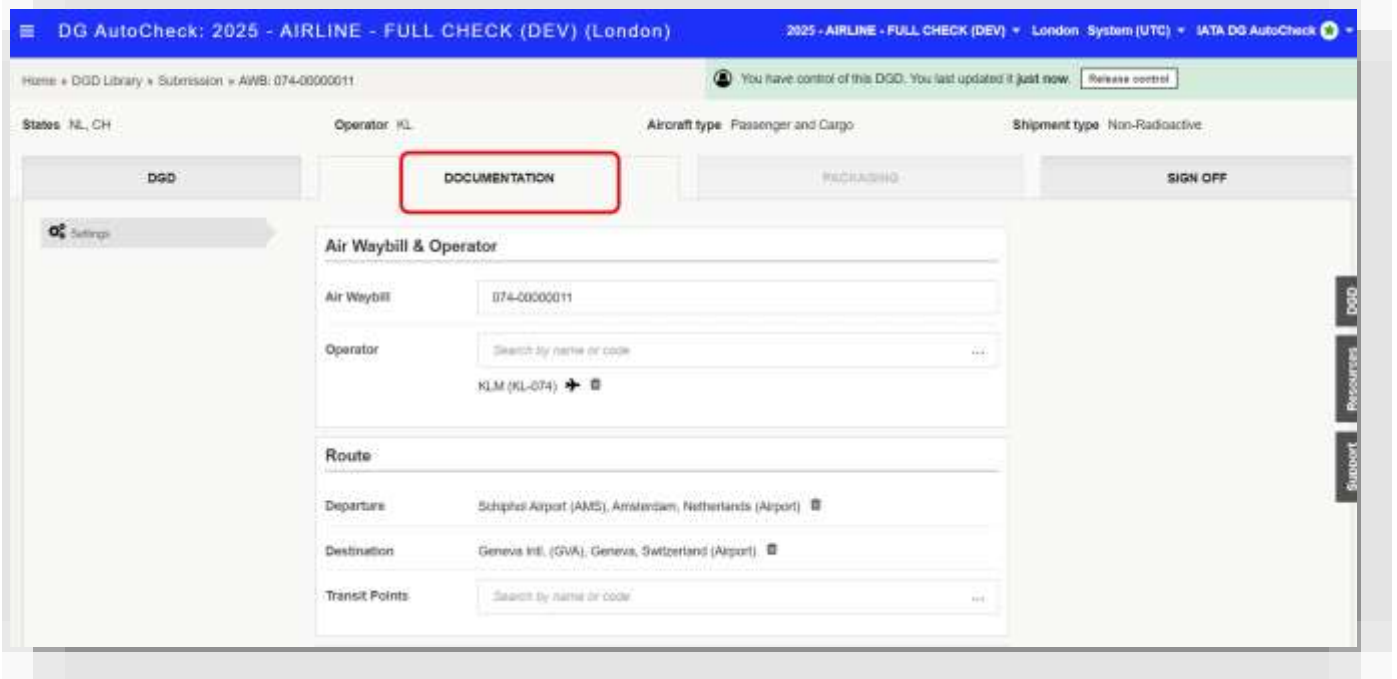
Transport Details: Aircraft of Departure (optional): B737-800 (N12345)

NATURE AND QUANTITY OF DANGEROUS GOODS

UN ID	Proper Shipping Name	Class or Division (including hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN1263	PAINT	3	II	4 EQUIPPED DRUMS	143	

Start the Acceptance check

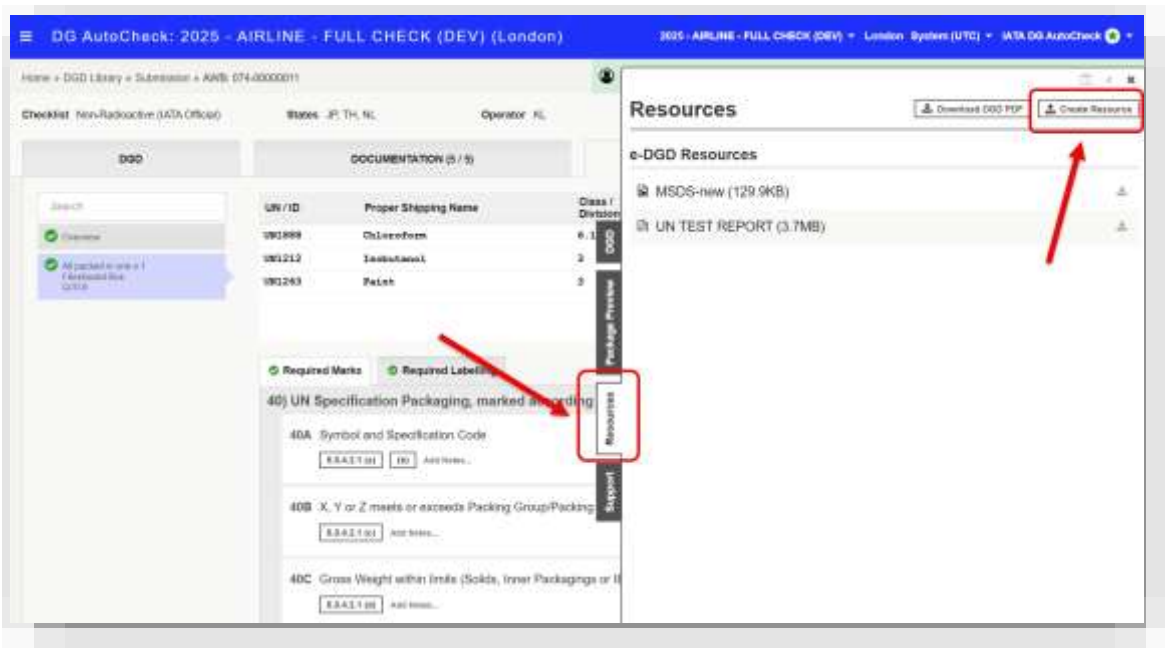
Click the **Documentation** tab and then click **Save & Start Check** to start the Document check.



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.



Sign off the Acceptance check

Complete the check and go to the **Sign Off** tab.

If the check is Passed, click **Confirm Passed**.

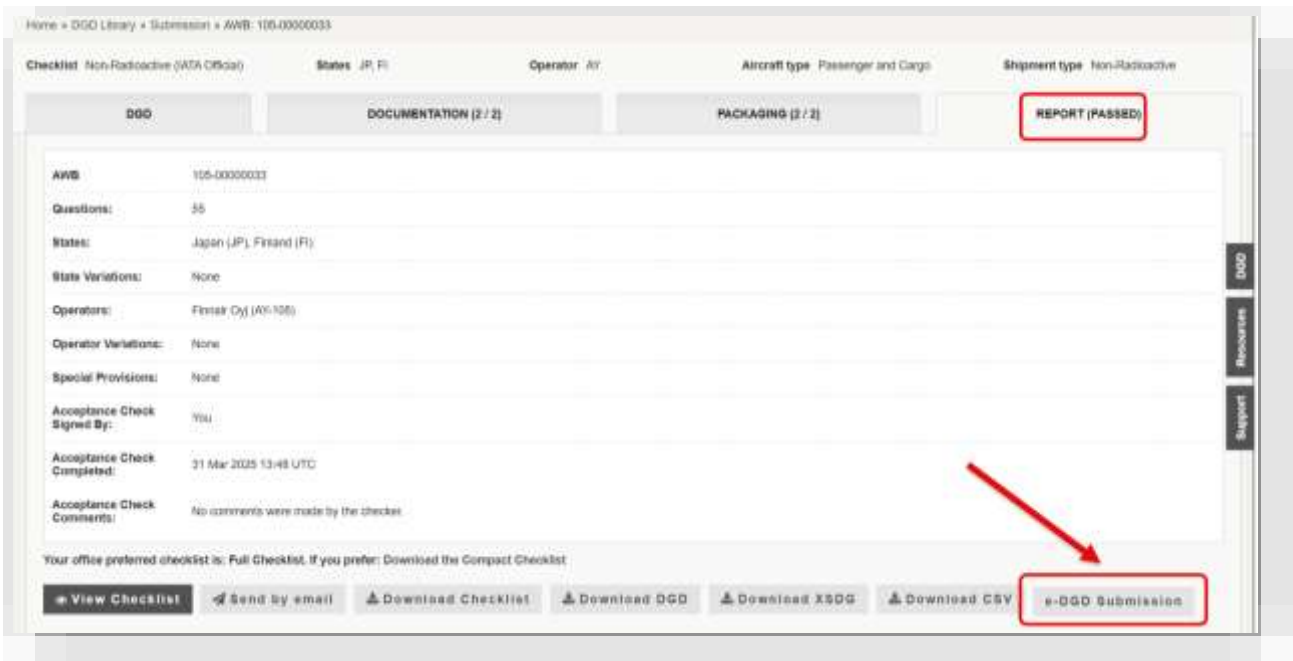
The screenshot shows the DG AutoCheck interface for a submission with ANB: 074-00000011. The top navigation bar includes the title 'DG AutoCheck: 2025 - AIRLINE - FULL CHECK (DEV) (London)' and system information. Below the navigation, there is a status bar indicating 'You have control of this DGD. You last updated it just now.' and a 'Release control' button. The main content area displays the submission details: Checklist: Non-Radioactive (IATA Official), States: JP, TH, NL, Operator: KL, Aircraft type: Passenger and Cargo, and Shipment type: Non-Radioactive. A tabbed interface at the top shows 'DGD', 'DOCUMENTATION (5 / 5)', 'PACKAGING (2 / 2)', and 'SIGN OFF' (highlighted in red). The 'SIGN OFF' tab contains a 'DGD Passed Acceptance Check' section with the message: 'All checks have been marked as Yes or N/A, please sign below to confirm this DGD has passed its Acceptance Checks.' Below this is a 'Sign off' form with fields for 'Checked by: You', 'Completed: Now', 'Location: London', and 'Comments:'. At the bottom of the form, there are two buttons: 'Confirm Passed' (highlighted in red) and 'Sign off as Failed'.

If the check is Failed, click **Confirm Failed**.

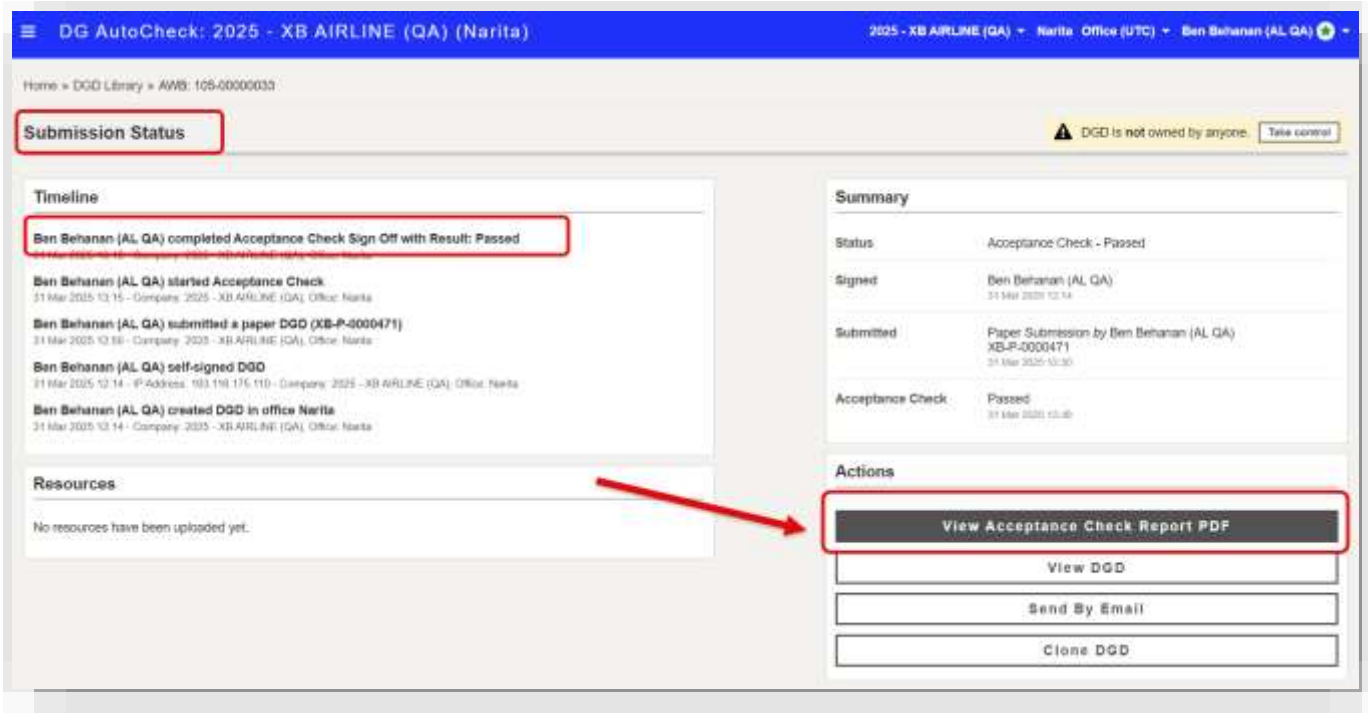
The screenshot shows the DG AutoCheck interface for the same submission as above. The 'SIGN OFF' tab is highlighted in red. The main content area displays a 'Failed Acceptance Check' section with the message: 'One or more checks have been marked as No, please sign below to confirm this DGD has failed its Acceptance Checks.' Below this is a 'Sign off' form with fields for 'Checked by: You', 'Completed: Now', 'Location: London', and 'Comments:'. At the bottom of the form, there is a 'Confirm Failed' button (highlighted in red).

View/Download Acceptance Check Report PDF

In the **Report** screen, click **e-DGD Submission**.



The **Submission Status** page will be displayed. Click **View Acceptance Check Report PDF** to view the checklist report.

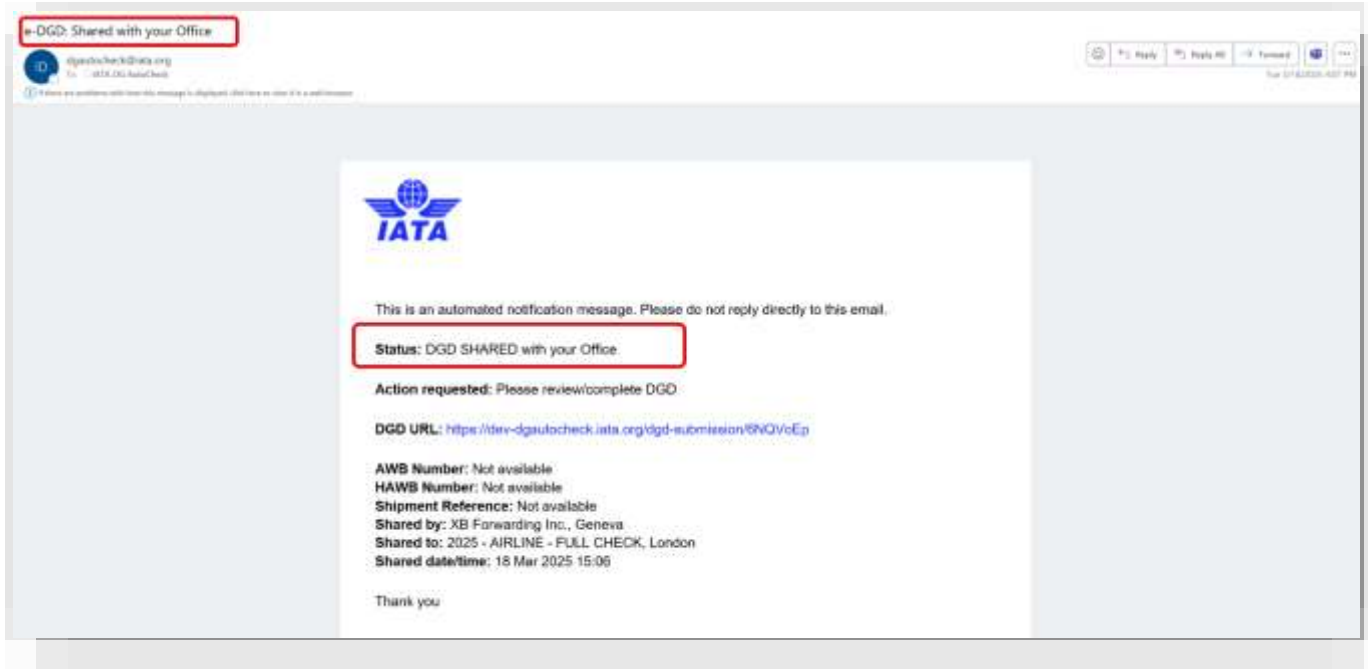


The PDF Acceptance Check Report will be displayed.

Perform Acceptance Check when DGD is Shared

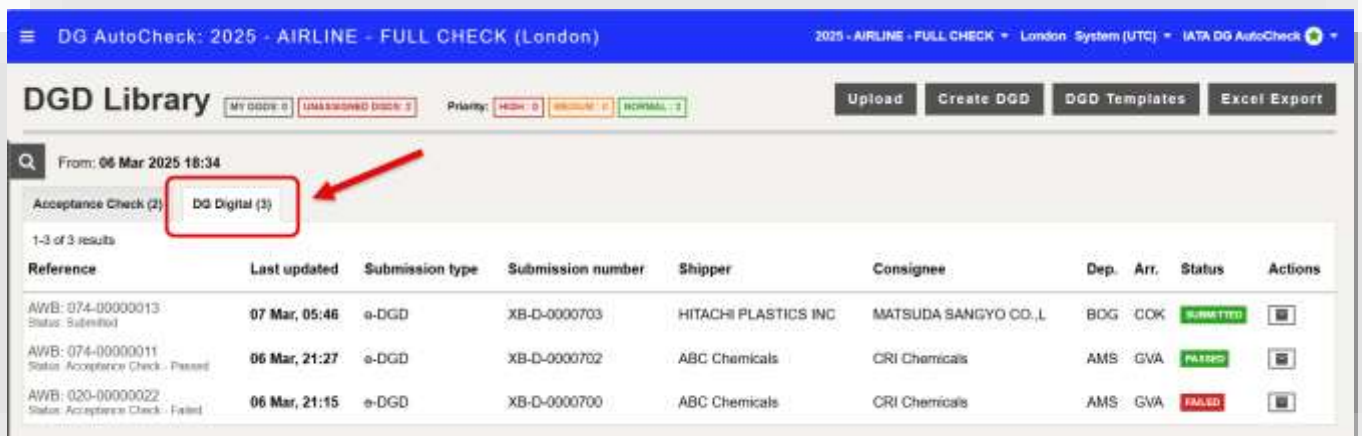
Receive “DGD Shared” email notification

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.

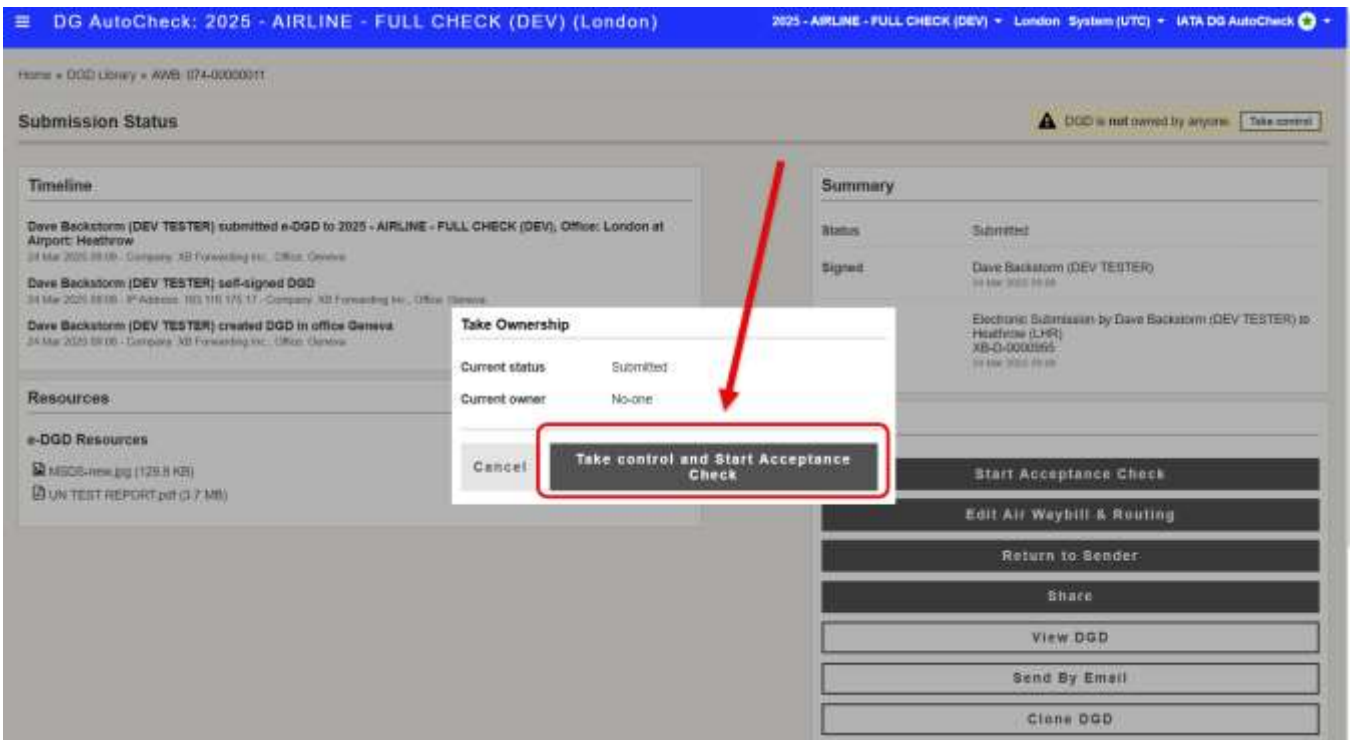
The screenshot shows the 'Submission Status' page for a DGD. The page is titled 'DG AutoCheck: 2025 - AIRLINE - FULL CHECK (DEV) (London)'. The 'Submission Status' tab is selected and highlighted with a red box. A red arrow points to the 'Resources' section, which is also highlighted with a red box. The 'Resources' section lists 'e-DGD Resources' and includes two files: 'MSDS-new.jpg (129.8 KB)' and 'UN TEST REPORT.pdf (3.7 MB)'. The 'Summary' section shows the status as 'Submitted', signed by 'Dave Backstrom (DEV TESTER)', and submitted on '23 Mar 2025 14:30'. The 'Actions' section includes buttons for 'Start Acceptance Check', 'Edit Air Waybill & Routing', 'Return to Sender', 'Share', and 'View DGD'. A warning message at the top right states 'DGD is not owned by anyone. Take control'.

Start the Acceptance check

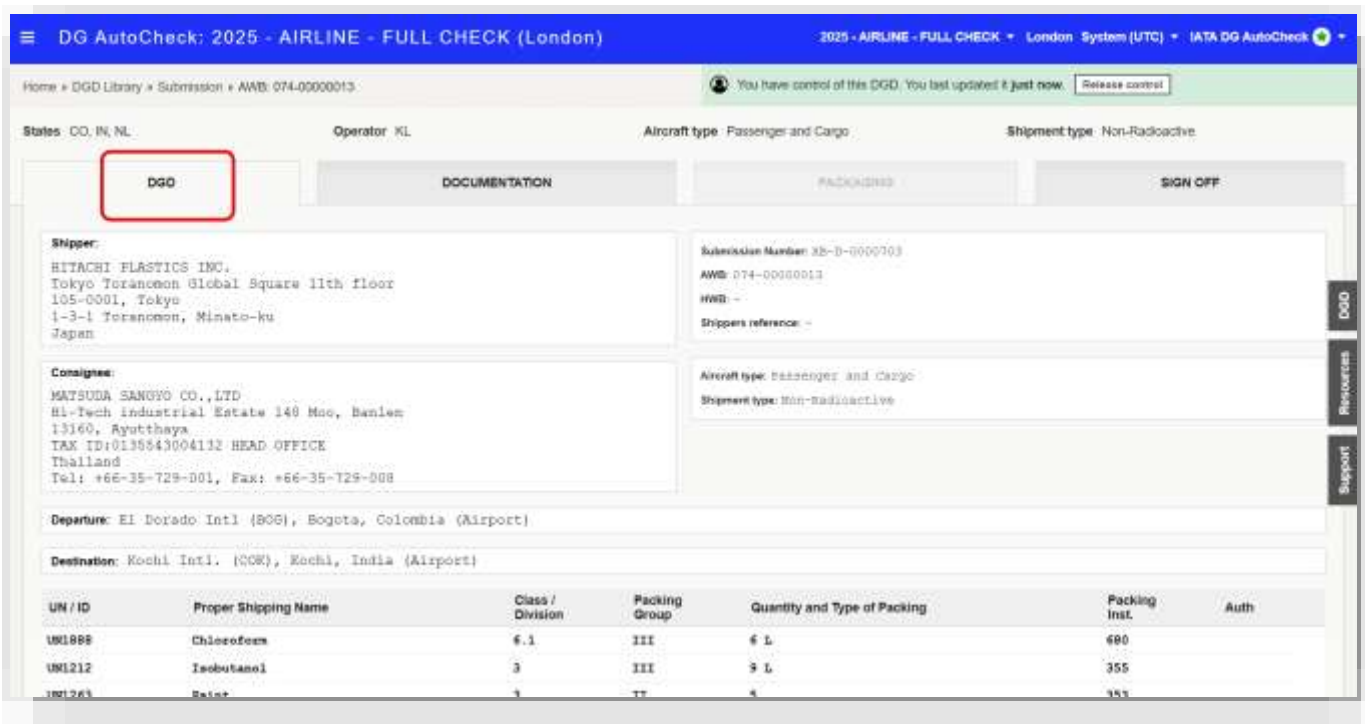
Click **Start Acceptance Check**.

The screenshot shows the 'Submission Status' page for a DGD. The page is titled 'DG AutoCheck: 2025 - AIRLINE - FULL CHECK (London)'. The 'Submission Status' tab is selected and highlighted with a red box. A red arrow points to the 'Start Acceptance Check' button in the 'Actions' section, which is also highlighted with a red box. The 'Summary' section shows the status as 'Submitted', signed by 'Dave Backstrom', and submitted on '07 Mar 2025 05:46'. The 'Actions' section includes buttons for 'Start Acceptance Check', 'Edit Air Waybill & Routing', 'Return to Sender', 'Share', 'View DGD', and 'Send By Email'. A message at the top right states 'You have control of this DGD. Release control'.

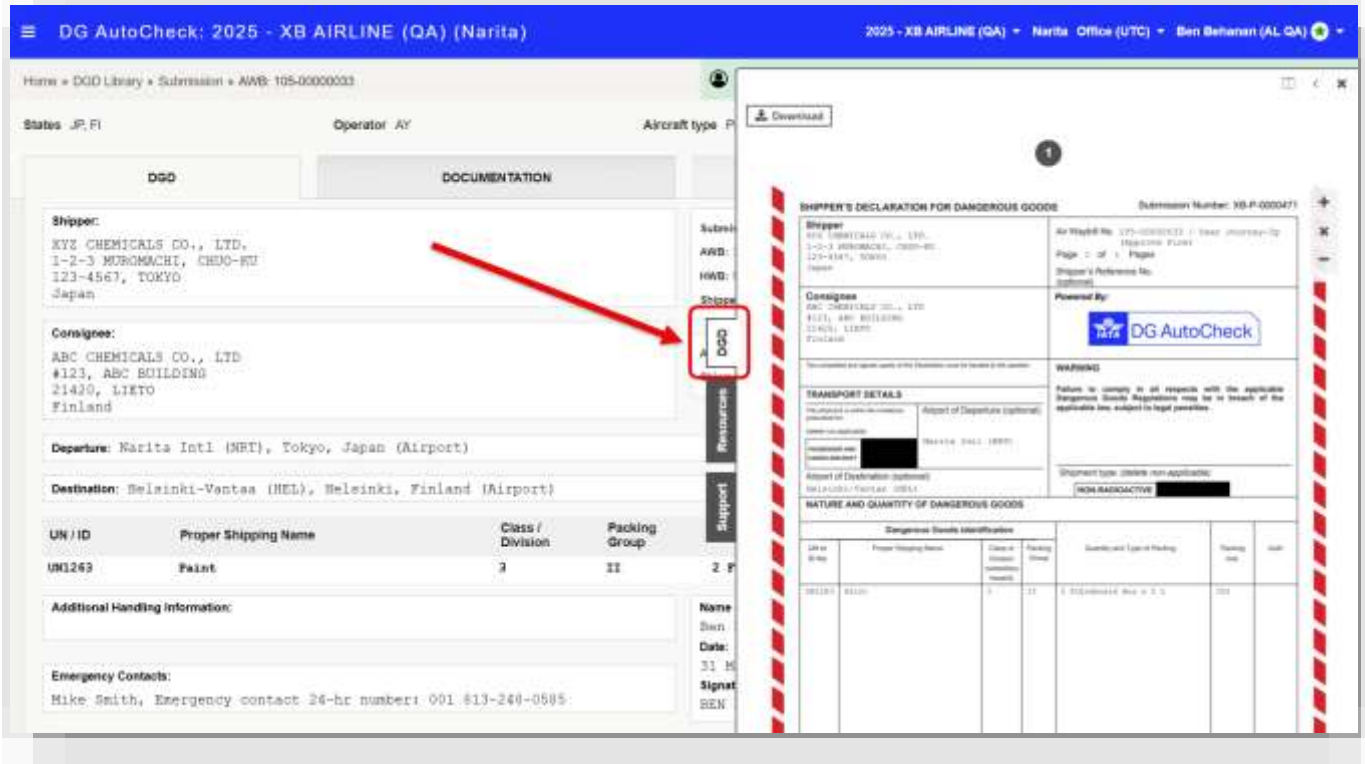
If the **Take Ownership** window is displayed, click **Take control** and **Start Acceptance Check**.



The 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.

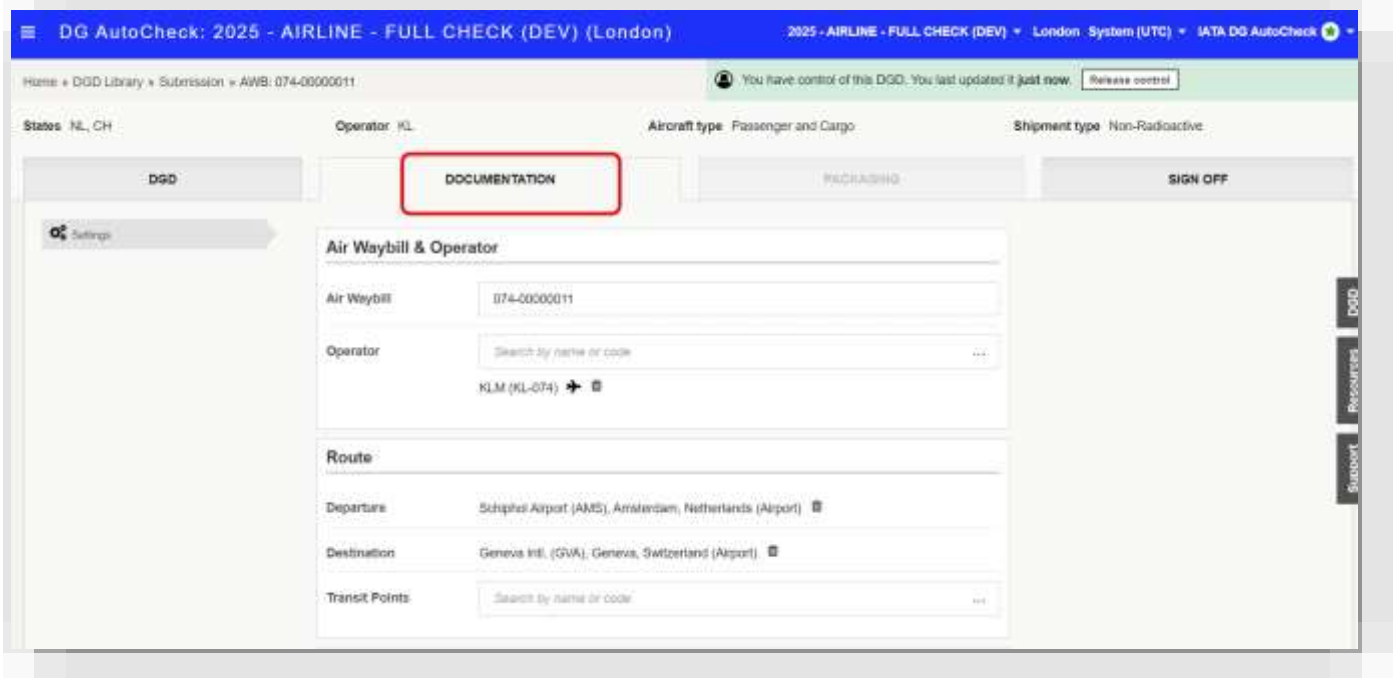


You can click **DGD** to view the DGD preview.



Click the **Documentation** tab.

In the **Documentation** tab, review the settings and then click **Save & Start Check** to start the Acceptance check.

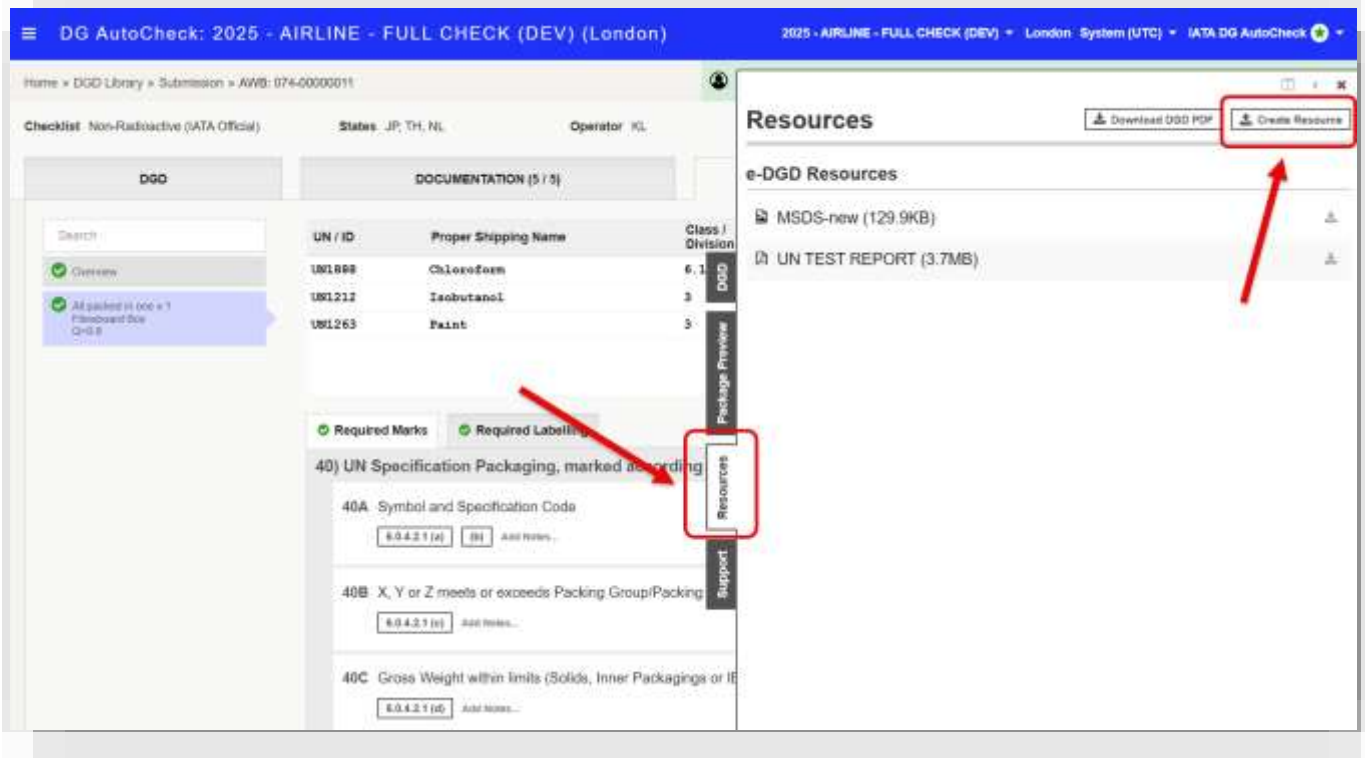


Complete and sign off the Document check.

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.

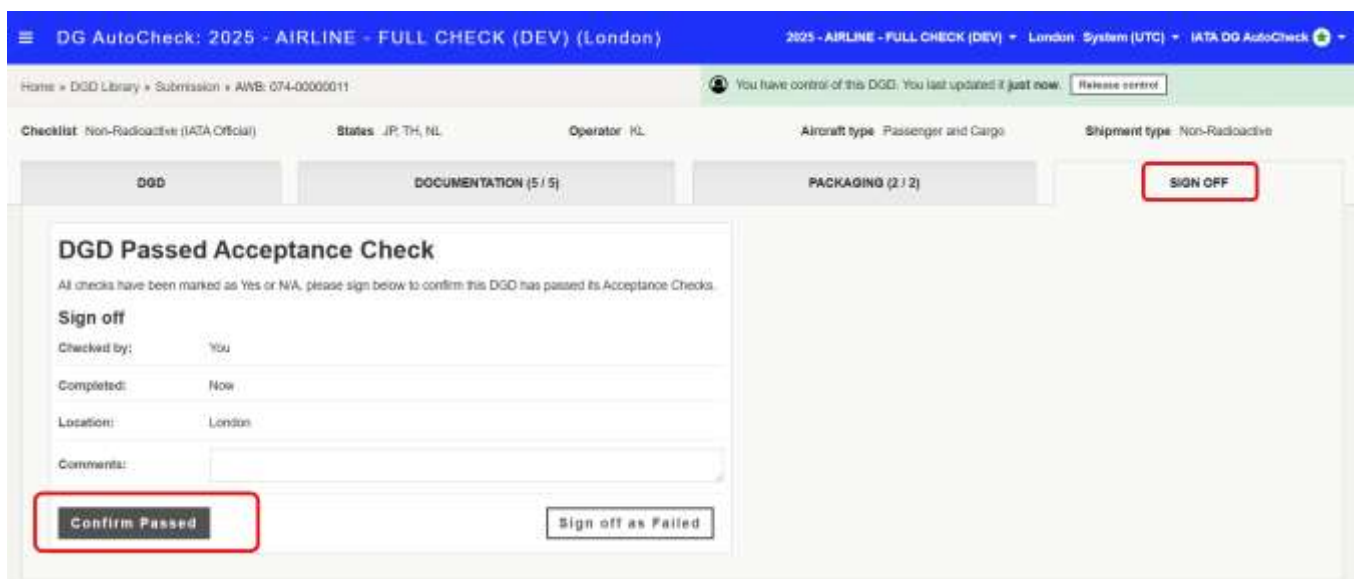
More information: <https://dgautocheck.iata.org/help/Addressourcesdocuments.html>



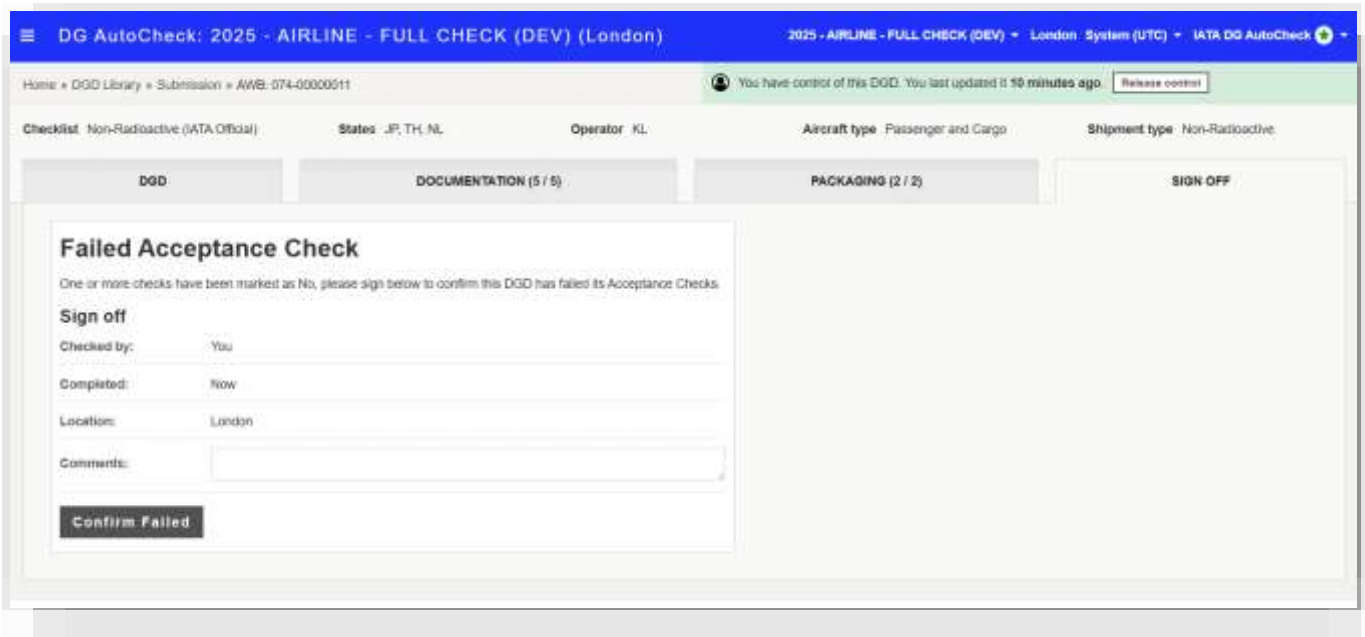
Sign off the Acceptance check

Complete the check and go to the **Sign Off** tab.

If the check is Passed, click **Confirm Passed**.

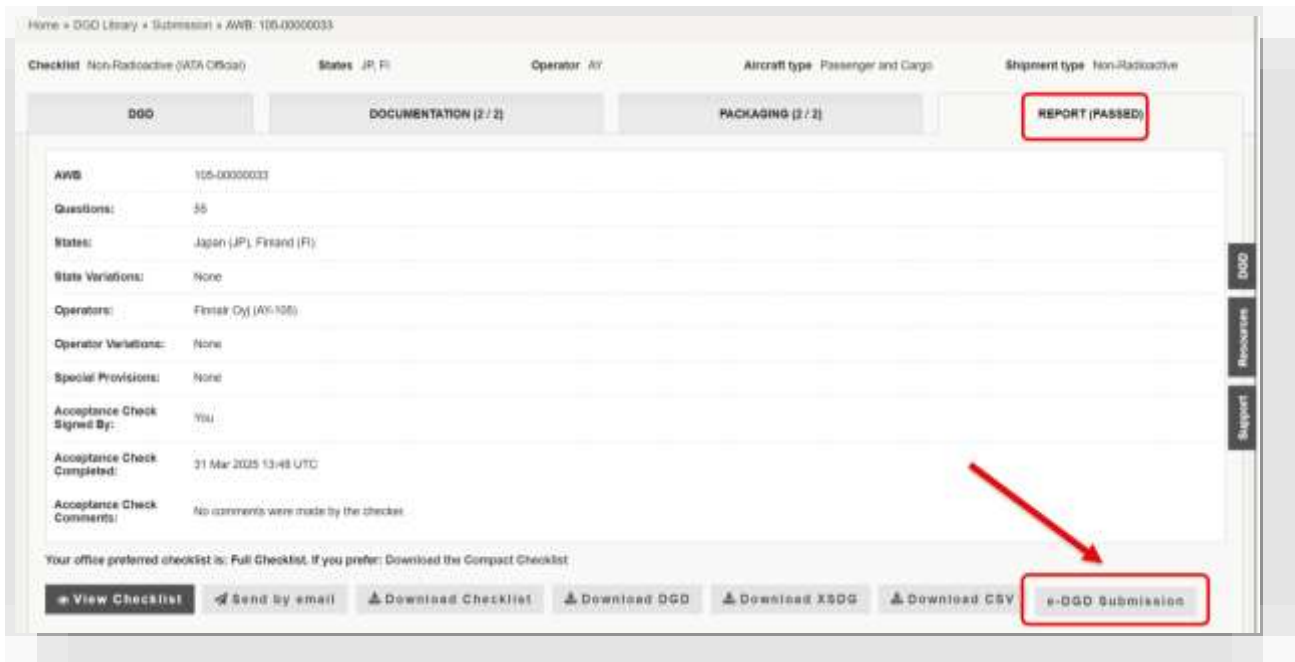


If the check is Failed, click **Confirm Failed**.



View/Download Acceptance Check Report PDF

In the **Report** screen, click **e-DGD Submission**.



The **Submission Status** page will be displayed. Click **View Acceptance Check Report PDF** to view the checklist report.

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**
- Ben Behanan (AL QA) started Acceptance Check**
31 Mar 2025 12:15 - Company: 2025 - XB AIRLINE (QA), Office: Narita
- Ben Behanan (AL QA) submitted a paper DGD (XB-P-0000471)**
31 Mar 2025 12:16 - Company: 2025 - XB AIRLINE (QA), Office: Narita
- Ben Behanan (AL QA) self-signed DGD**
31 Mar 2025 12:14 - IP Address: 103.191.175.110 - 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 12:30
Acceptance Check	Passed 31 Mar 2025 12:30

Actions

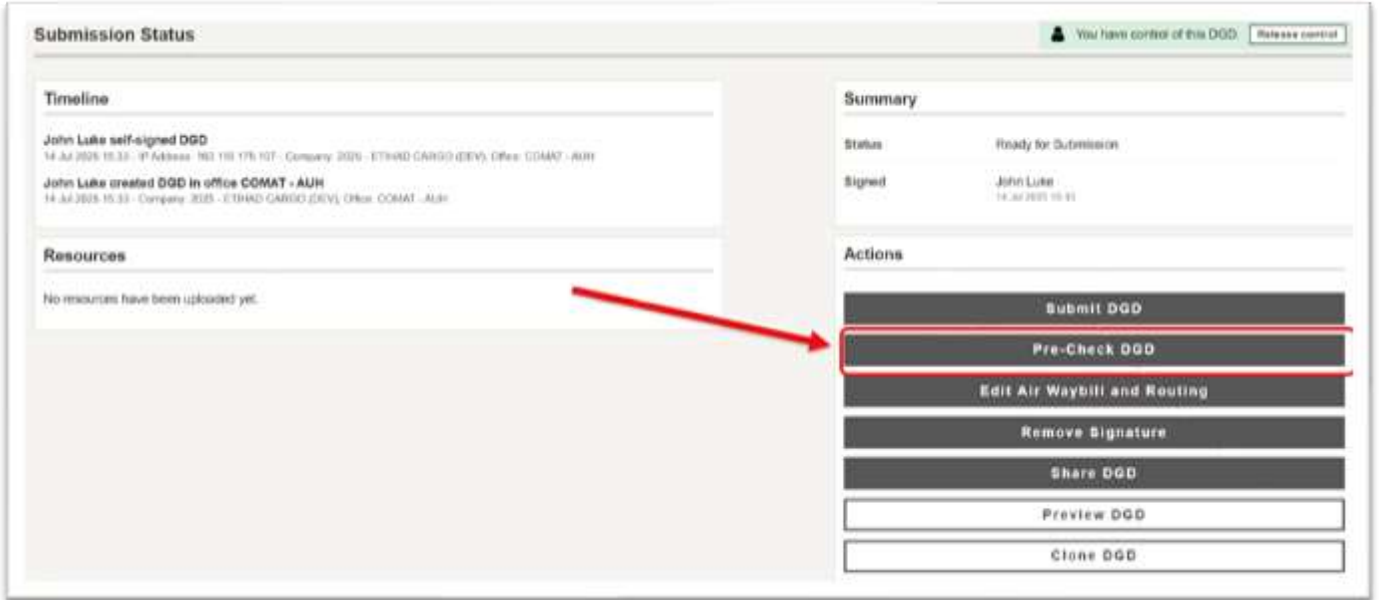
- View Acceptance Check Report PDF**
- View DGD
- Send By Email
- Clone DGD

The PDF Acceptance Check Report will be displayed.

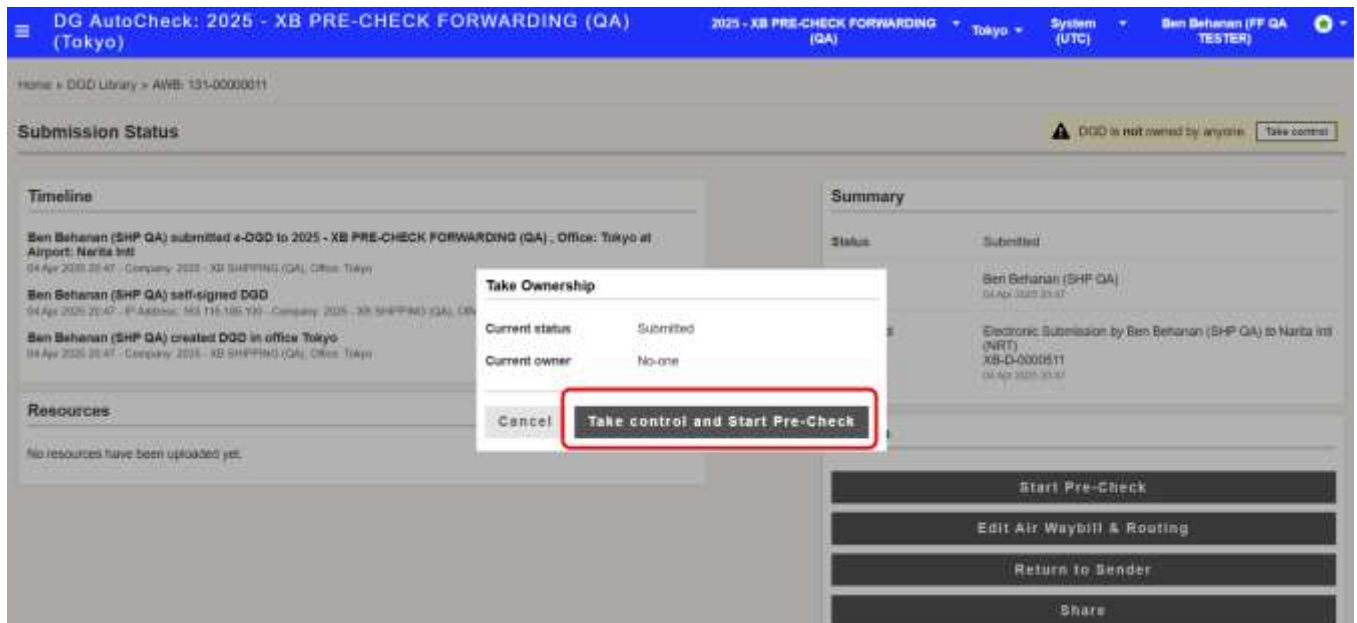
Perform Pre-Checks

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.

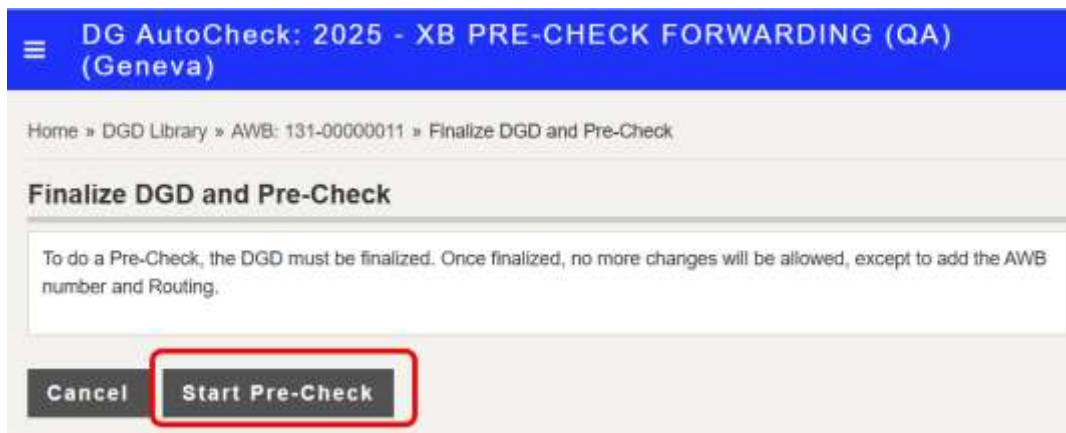
Go to the Submission Status page. Click **Pre-Check DGD**.



If the **Take Ownership** window is displayed, click **Take control and Start Acceptance Check**.

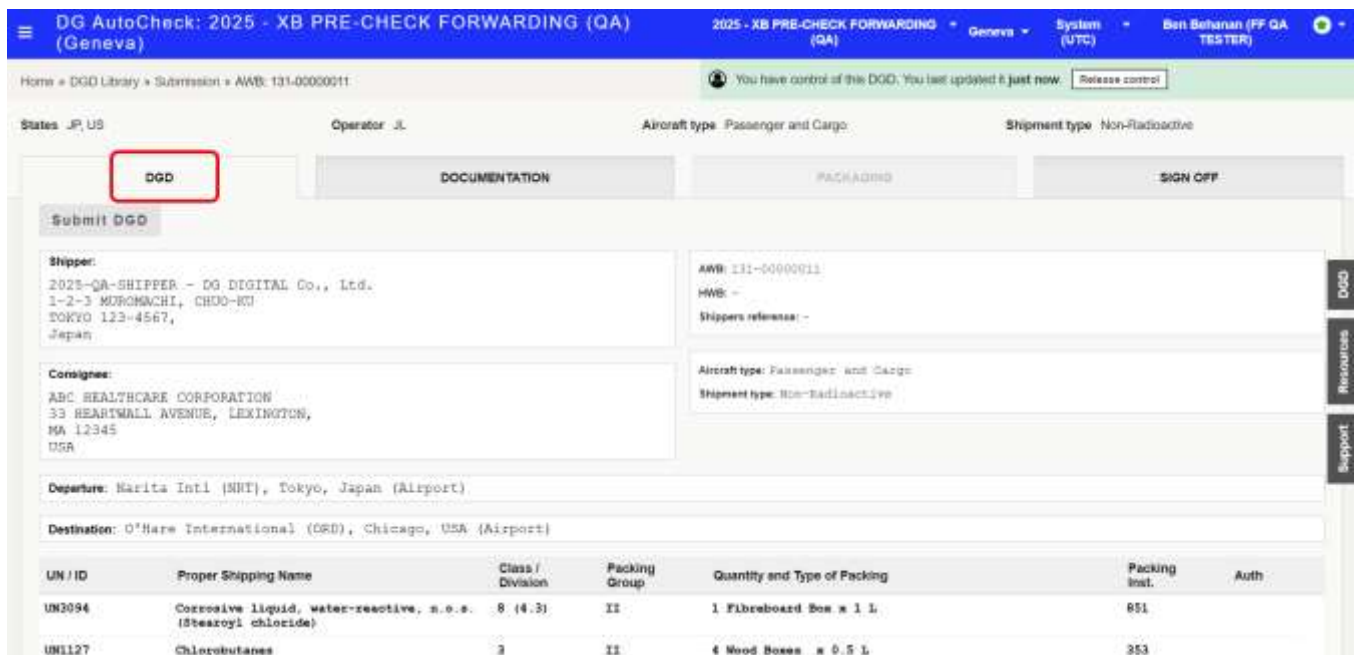


If the **Finalize DGD and Pre-Check** screen is displayed, click **Start Pre-Check**.

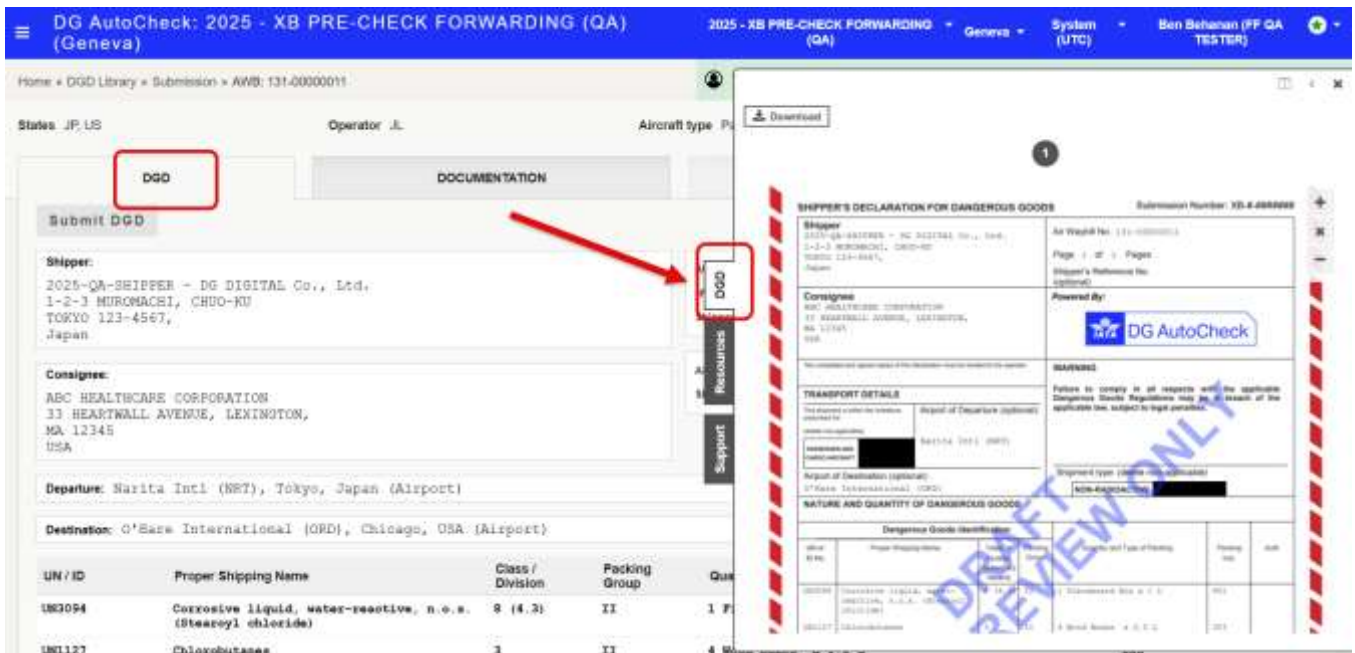


An Acceptance Check is created and the **DGD** tab is displayed.

Note: from this point forward, the DGD will also be available in the **Acceptance Check** tab of your DGD Library also.

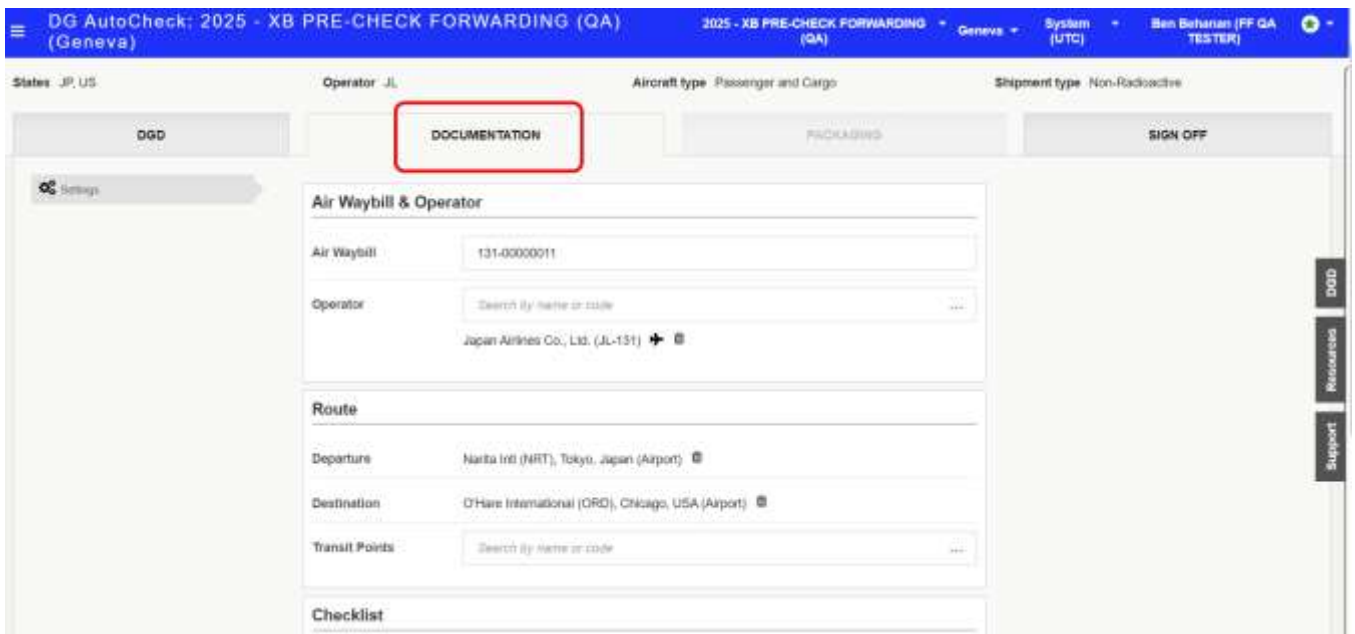


You can click **DGD** tab to view the DGD preview.



Click the **Documentation** tab.

In the **Documentation** tab, review the settings and then click **Save & Start Check** to start the Pre-Check.



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**

DG AutoCheck: 2025 - XB PRE-CHECK FORWARDING (QA) (Geneva) 2025 - XB PRE-CHECK FORWARDING (QA) Geneva System (UTC) Ben Behanan (FF QA TESTER)

DGD DOCUMENTATION (4 / 4) PACKAGING (2 / 2) **REPORT (PASSED)**

AWB: 131-00000011
 Questions: 60
 States: Japan (JP), USA (US)
 State Variations: USG-04, USG-12, USG-13
 Operators: Japan Airlines Co., Ltd. (JL-131)
 Operator Variations: JL-11
 Special Provisions: None
 Acceptance Check Signed By: You
 Acceptance Check Completed: 04 Apr 2025 15:18 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** screen will be displayed. The various options will be displayed under **Actions**.

DG AutoCheck: 2025 - XB PRE-CHECK FORWARDING (QA) (Geneva) 2025 - XB PRE-CHECK FORWARDING (QA) Geneva System (UTC) Ben Behanan (FF QA TESTER)

Submission Status You have control of this DGD. Release control

Timeline

- Ben Behanan (FF QA TESTER) completed Pre-Check with Result: Passed
04 Apr 2025 15:18 - Company: 2025 - XB PRE-CHECK FORWARDING (QA) - Office: Geneva
- Ben Behanan (FF QA TESTER) started Pre-Check
04 Apr 2025 15:53 - Company: 2025 - XB PRE-CHECK FORWARDING (QA) - Office: Geneva
- Ben Behanan (FF QA TESTER) self-signed DGD
04 Apr 2025 17:22 - IP Address: 163.178.188.47 - Company: 2025 - XB PRE-CHECK FORWARDING (QA) - Office: Geneva
- Ben Behanan (FF QA TESTER) created DGD in office Geneva
04 Apr 2025 17:52 - Company: 2025 - XB PRE-CHECK FORWARDING (QA) - Office: Geneva

Resources
No resources have been uploaded yet.

Summary

Status: Pre-Check - Passed
 Signed: Ben Behanan (FF QA TESTER) 04 Apr 2025 17:22
 Pre-Check: Passed 04 Apr 2025 15:18

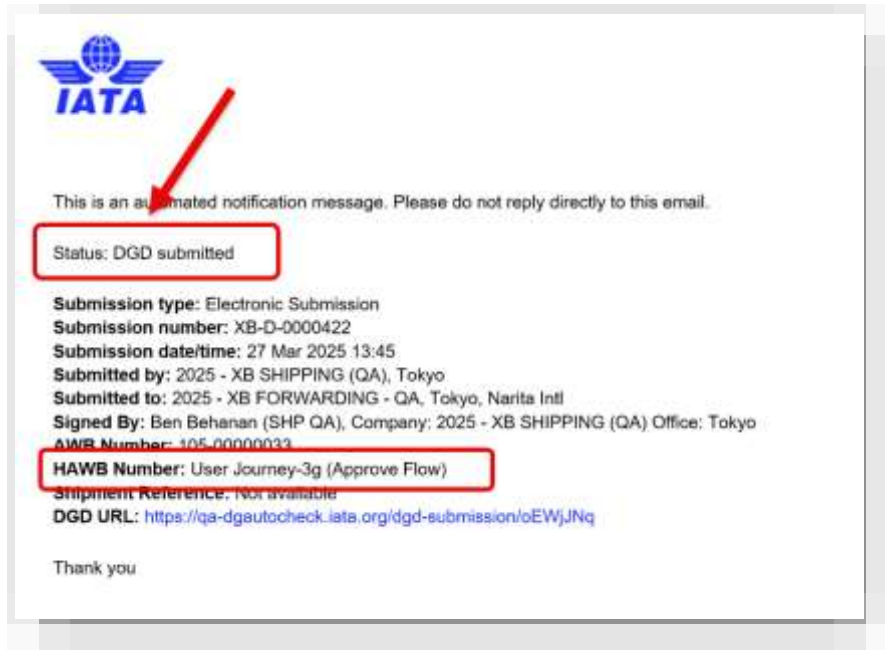
Actions

- Submit
- Edit Air Waybill & Routing
- Share
- View Pre-Check Report PDF
- Preview DGD
- Clone DGD

Adding AWB and routing to a submitted DGD

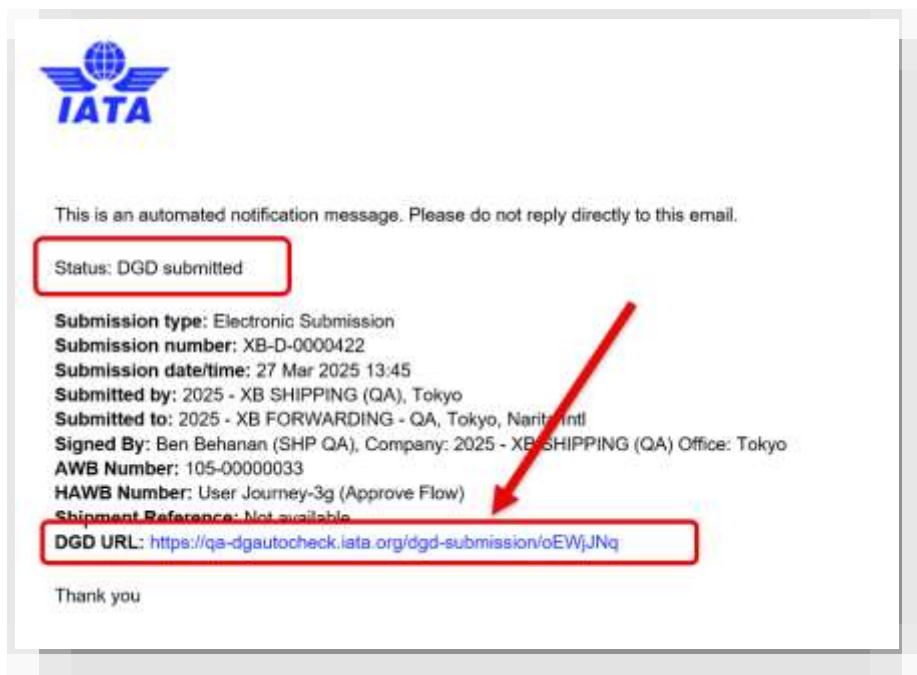
Receive “DGD submitted” email notification

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 (PF QA TESTER)

DGD Library

Priority: HIGH (1) MEDIUM (2) NORMAL (3)
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. Air	Submission Status	Actions
● HNB: User Journey-3g (Approve Flow) <small>Submission Status: Submitted</small>	27 Mar, 14:08	Electronic	XB-D-000424	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.

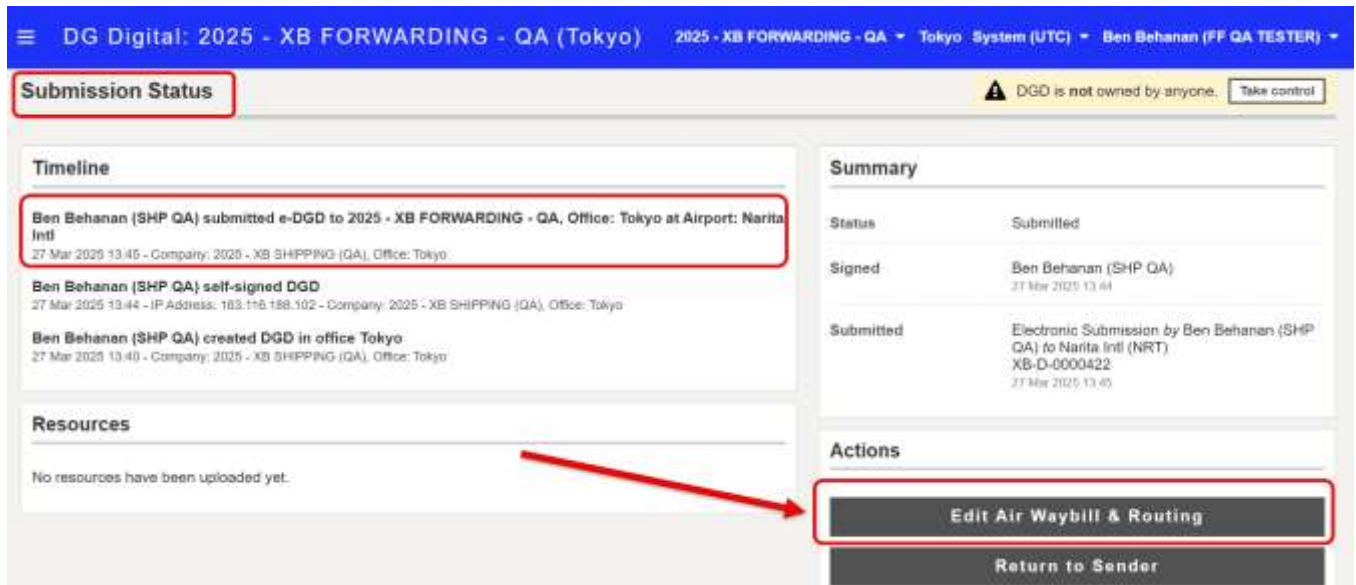
Submission Number: XB-D-000422

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper XYZ CHEMICALS CO., LTD. 1-2-3 MUROMACHI, CHUO-KU 123-4567, TOKYO Japan	<div style="border: 1px solid red; padding: 2px;">Air Waybill No. User Journey-3g (Approve Flow)</div> Page 1 of 1 Pages Shipper's Reference No. (optional)
Consignee ABC CHEMICALS CO., LTD #123, ABC BUILDING 21420, LIETO Finland	Powered By: <div style="text-align: center;"> </div>
<small>Two completed and signed copies of this Declaration must be handed to the operator.</small> TRANSPORT DETAILS <small>This agreement is within the limitations prescribed for:</small> <small>(delete non-applicable)</small> PASSENGER AND CARGO AIRCRAFT	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.
<div style="border: 1px solid red; padding: 2px;">Airport of Departure (optional):</div> <div style="border: 1px solid red; padding: 2px;">Airport of Destination (optional):</div>	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**.



2. The **Take Ownership** window will be displayed. Click **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

☰ 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:

Departure Airport:

Destination Airport:

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.

Timeline

Ben Behanan (FF QA TESTER) provided AWB & Routing details
 AWB: 105-0000033
 Departure: Narita Intl (NRT)
 Destination: Helsinki-Vantaa (HEL)
 27 Mar 2025 14:10 - 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: 163.118.188.102 - 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

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 10 MEDIUM 5 NORMAL 3

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.

Submission Number: XB-D-0000424

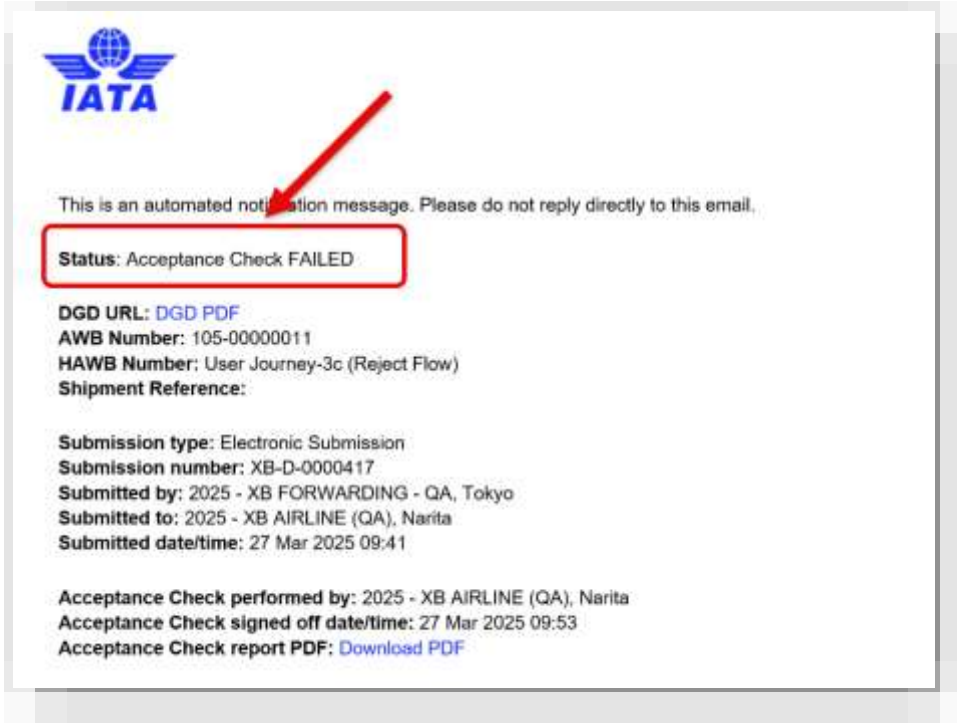
SHIPPER'S DECLARATION FOR DANGEROUS GOODS

<p>Shipper XYZ CHEMICALS CO., LTD. 1-2-3 MUROMACHI, CHUO-KU 123-4567, TOKYO Japan</p>	<p>Air Waybill No. 105-00000033 / User Journey-3g (Approve Flow) Page 1 of 1 Pages Shipper's Reference No. (optional)</p>
<p>Consignee ABC CHEMICALS CO., LTD #123, ABC BUILDING 21420, LIETO Finland</p>	<p>Powered By:</p> <div style="text-align: center;"> </div>
<p>Two completed and signed copies of this Declaration must be handed to the operator.</p>	
<p>TRANSPORT DETAILS</p> <p>This shipment is within the limitations prescribed for: (delete non-applicable)</p> <p><input type="checkbox"/> PASSENGER AND CARGO AIRCRAFT</p> <p>Airport of Departure (optional): Narita Intl (NRT)</p> <p>Airport of Destination (optional): Helsinki-Vantaa (HEL)</p>	
<p>WARNING</p> <p>Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.</p> <p>Shipment type: (delete non-applicable) <input type="checkbox"/> NON-RADIOACTIVE</p>	

Re-submit a rejected DGD

Receive Acceptance check Failed email notification

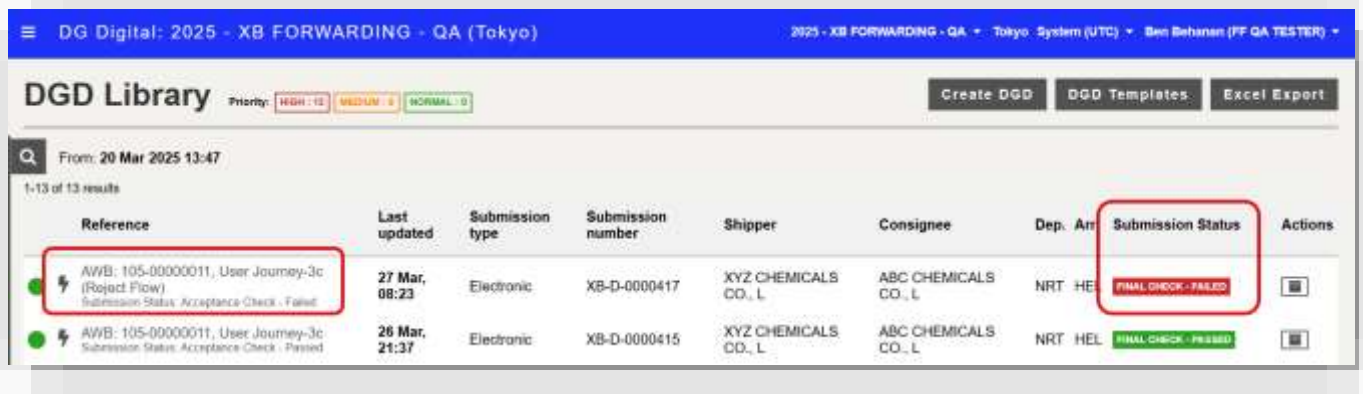
Once the Airline completes the Acceptance Check, you will receive an email notification. Example shown below.



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.



Download the PDF Acceptance Check Report

In the Submission Status screen, click **View Acceptance Check Report PDF**.

Submission Status 3025 - XB FORWARDING - QA Tokyo System (UTC) Ben Behanan (FF QA TESTER) DGD is not owned by anyone. Take control

Timeline

- Ben Behanan (AL QA) completed Acceptance Check Sign Off with Result: Failed**
27 Mar 2025 08:10 - Company: 2025 - XB AIRLINE (QA), Office: Narita
- Ben Behanan (AL QA) started Acceptance Check**
27 Mar 2025 08:02 - 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 Int'l**
27 Mar 2025 08:41 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo
- Ben Behanan (FF QA TESTER) signed DGD**
27 Mar 2025 08:40 - IP Address: 183.148.188.521 - 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 08:14 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo
- Ben Behanan (FF QA TESTER) created DGD in office Tokyo**
27 Mar 2025 08:25 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Resources

Acceptance Check - 2025 - XB AIRLINE (QA), Office: Narita

- Package list (42 KB)
- Missing label (83.1 KB)

e-DGD Resources

- MSCS-new.jpg (129.9 KB)
- UN TEST REPORT.pdf (3.7 MB)

Summary

Status	Acceptance Check - Failed
Signed	Ben Behanan (FF QA TESTER) 07 Mar 2025 08:41
Submitted	Electronic Submission by Ben Behanan (FF QA TESTER) to Narita Int'l (NRT) XB-D-0000417 07 Mar 2025 08:41
Acceptance Check	Failed 07 Mar 2025 08:10

Actions

- Share
- View Acceptance Check Report PDF**
- View DGD
- Send By Email
- Clone DGD

The PDF report will be displayed.

DG AutoCheck

2025 - XB AIRLINE (QA)

DG Acceptance Check Report: FAILED

Shipper XYZ CHEMICALS CO., LTD. 1-2-3 MURAWACHI, CHOD-80 123-4567, TOKYO Switzerland	Consignee ABC CHEMICALS CO., LTD #123, ABC BUILDING 21426, LAKEO Poland
---	--

AWB 125-0000011

Aircraft Type Passenger and Cargo Aircraft

Shipment Type Non-Hazardous

Departure Narita Int'l (NRT), Tokyo, Japan (Airport)

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

Result Failed Questions: 2

Status Japan (JP), Finland (FI)

Operator Finnair Oyj (FI-100)

Checklist used Non-Hazardous (ATA Official)

Acceptance Check Signed By Ben Behanan (AL QA)

Acceptance Check Completed 27 Mar 2025 08:53 UTC

Failed Check Questions

Documentation

Access the resources uploaded by Airline/GHA

In the **Submission Status** screen, click the resource to view them.

Submission Status 2025 - XB FORWARDING - QA - Tokyo System (UTC) - Ben Behanan (FF QA TESTER)

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: 163.116.168.101 - 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 09:23 - Company: 2025 - XB FORWARDING - QA, Office: Tokyo

Resources

- Acceptance Check - 2025 - XB AIRLINE (QA), Office: Narita**
 - Package leak (42 KB)
 - Missing label (85.1 KB)

e-DGD Resources

- MSDS-www.jpg (129.9 KB)
- LN 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 09:50

Actions

- Share
- View Acceptance Check Report PDF
- View DGD
- Send By Email
- Clone DGD

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.

The screenshot shows the 'Submission Status' screen for a failed acceptance check. The 'Timeline' section shows a failed acceptance check. The 'Resources' section lists files like 'Package Inak' and 'Missing label'. The 'Actions' section includes buttons for 'Share', 'View Acceptance Check Report PDF', 'View DGD', 'Send By Email', and 'Clone DGD'. A red arrow points from the 'Clone DGD' button in the actions section to the 'Copy e-DGD resources (xx) to new DGD' option in the 'Clone DGD' dialog box shown in the next screenshot.

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.

The screenshot shows the 'Clone DGD' dialog box. The dialog box contains the text: "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." Below this text is a checkbox labeled "Include Resources" which is checked, and the text "Copy e-DGD resources (2) to new DGD" is displayed next to it. At the bottom of the dialog box are two buttons: "Cancel" and "Clone DGD".

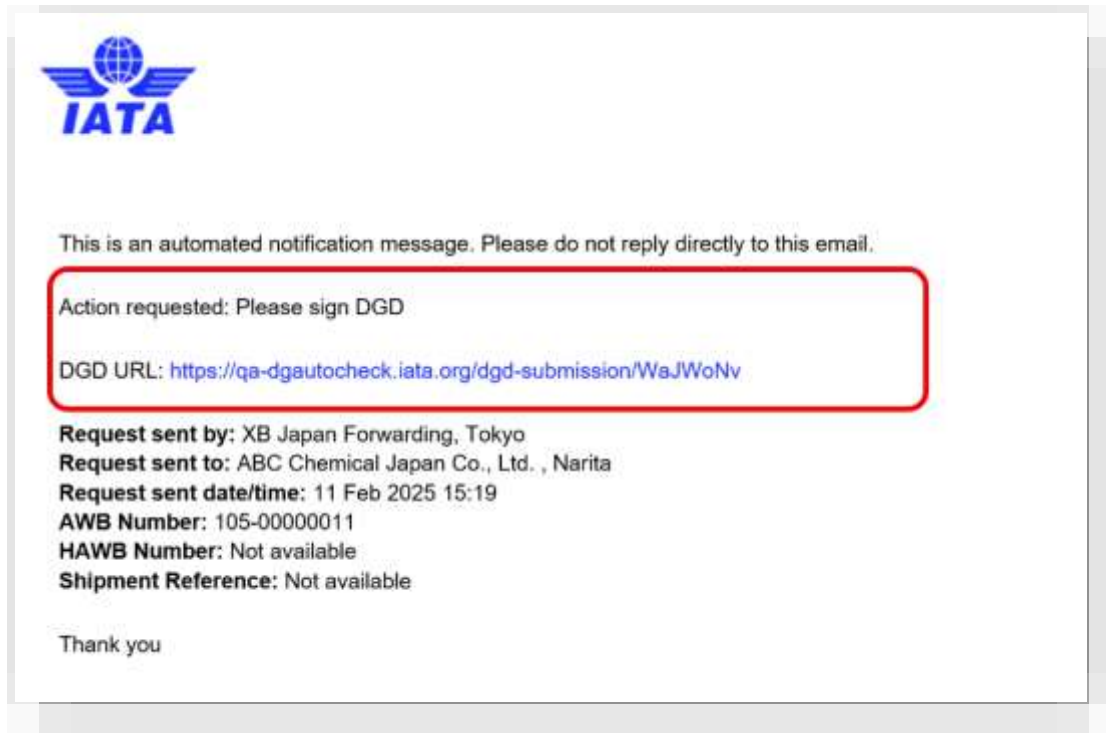
Then click **Clone DGD**. The DGD Builder screen will be displayed.

Use the DGD Builder to make the required corrections. Then, re-sign and re-submit the DGD.

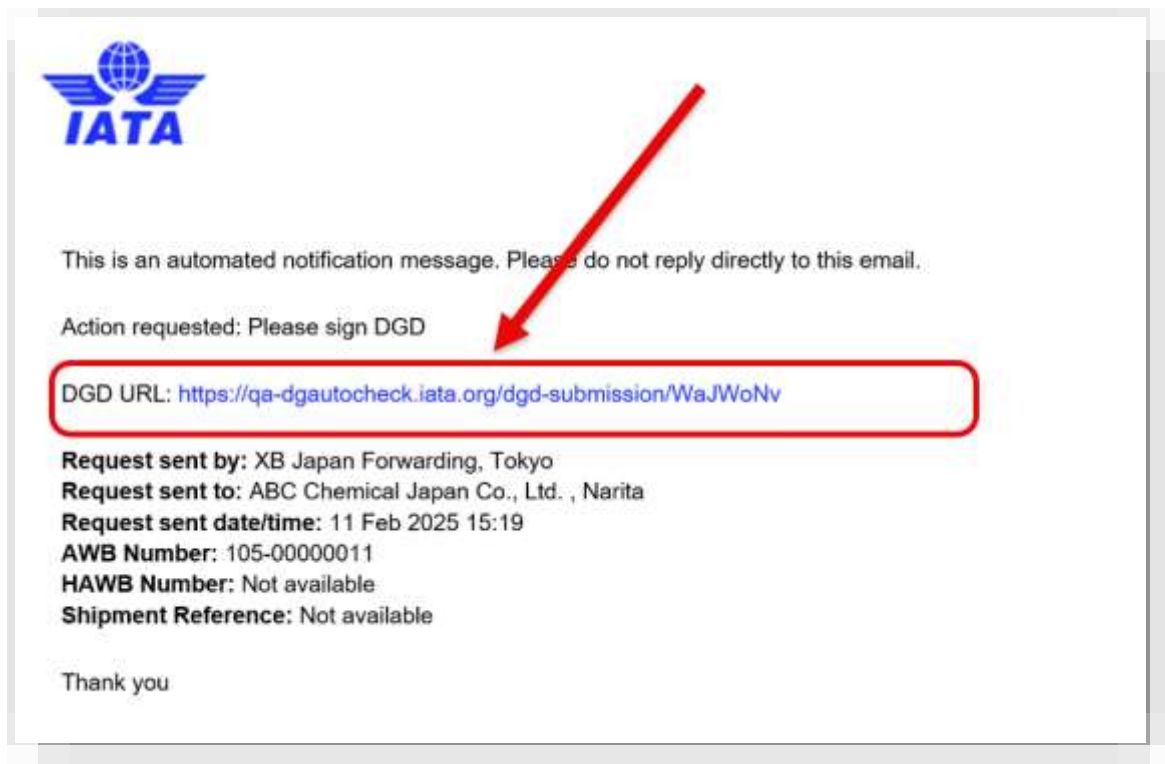
Return DGD without signature

You can return a DGD back to sender without signature, 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.

The screenshot displays the 'Submission Status' page for a DGD record. The breadcrumb navigation at the top reads: Home » DGD Library » AWB: 105-00000011. The page title is 'Submission Status'. A warning icon indicates 'DGD is not owned by anyone.' with a 'Take control' button. The 'Timeline' section shows two events: 'Ben Behanan (QA) requested signature from: ABC Chemical Japan Co., Ltd., Office: Narita' (12 Feb 2025 00:19) and 'Ben Behanan (QA) created DGD in office Tokyo' (11 Feb 2025 23:52). The 'Summary' section shows the status as 'Signature Requested'. The 'Actions' section contains two buttons: 'Sign DGD' (highlighted with a red box) and 'Preview DGD'. The 'Access' section lists two users: 'XB Japan Forwarding - Tokyo (Creator)' and 'ABC Chemical Japan Co., Ltd. - Narita (Signature Request)'. The 'Sign DGD' button is highlighted with a red box.

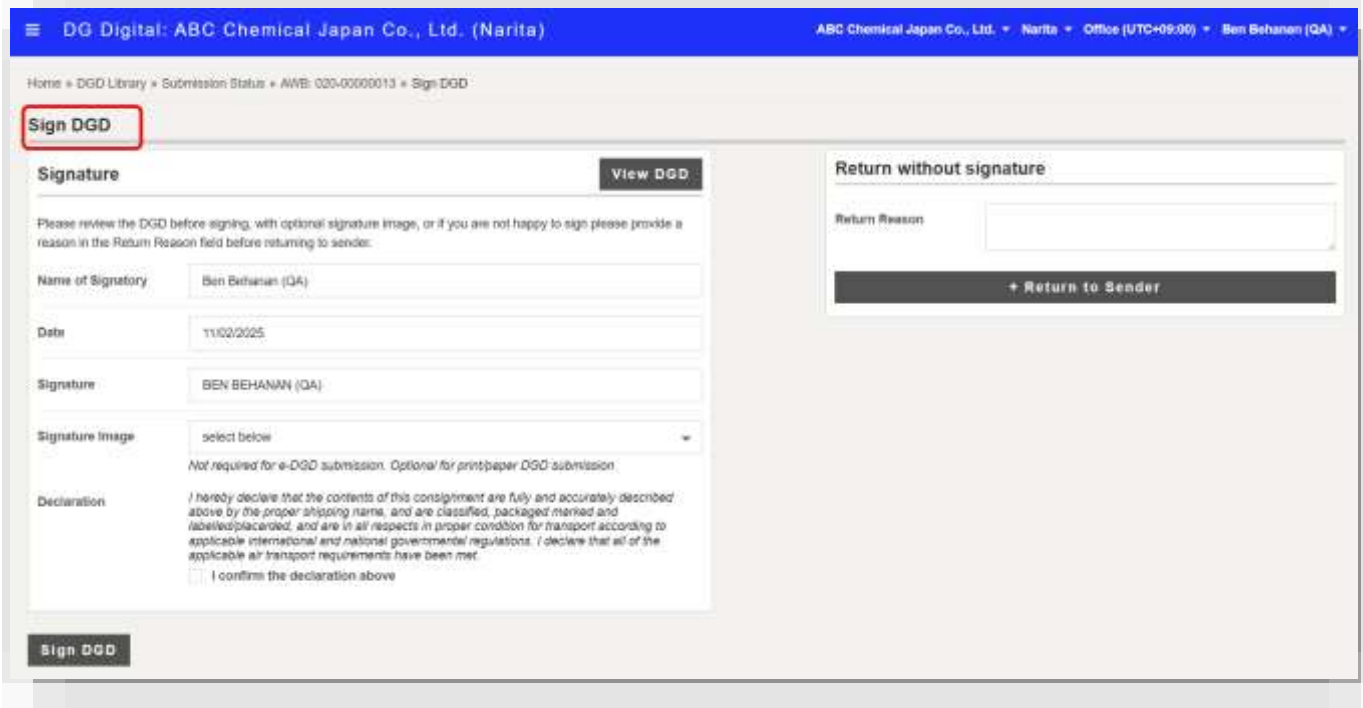
4. Click **Sign DGD** to take control of the DGD.

This screenshot is identical to the previous one, showing the 'Submission Status' page. A red arrow points from the 'Sign DGD' button in the 'Actions' section to the 'Sign DGD' button in the 'Actions' section, indicating the next step in the process.

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



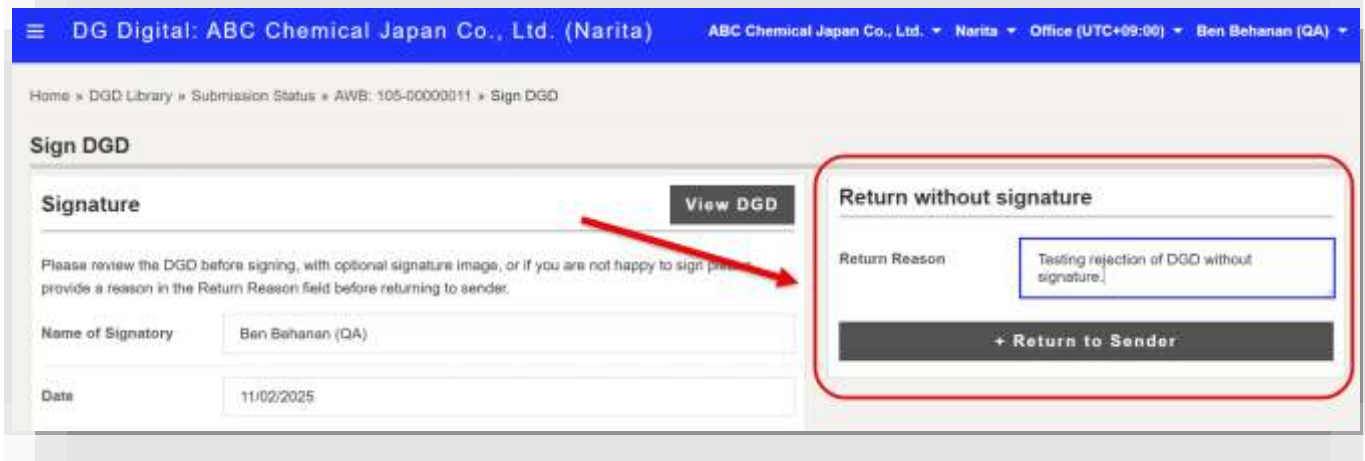
6. You will be taken to the **Sign DGD** page.



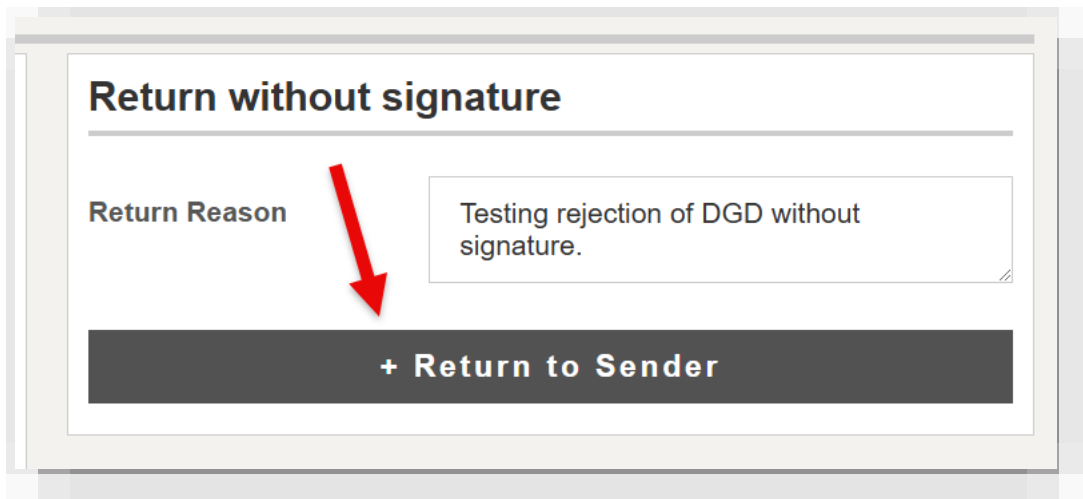
7. Click **View DGD** to open the PDF DGD.



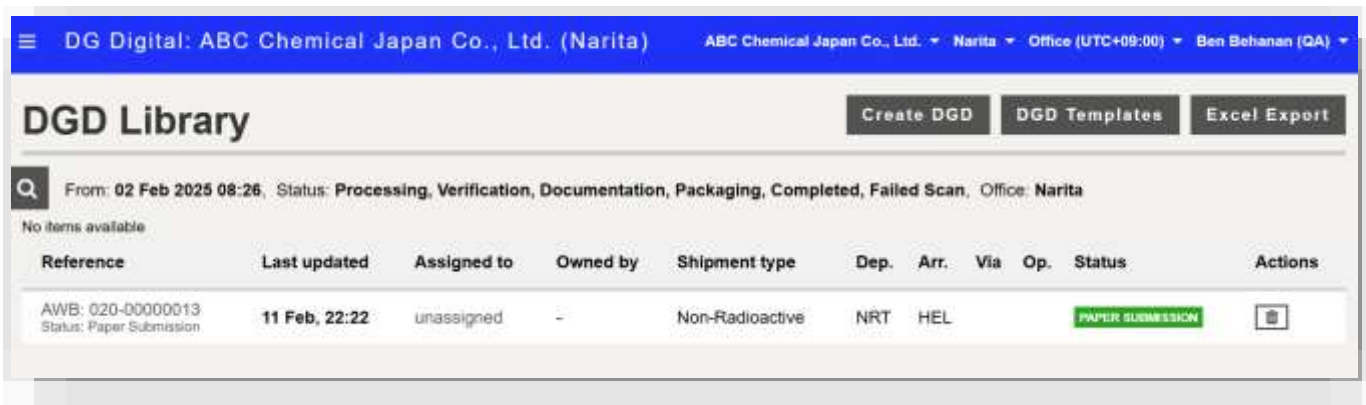
8. Go to **Return without signature** section and Shipper will enter the **Return Reason** as shown below.



9. Click **Return to Sender**.

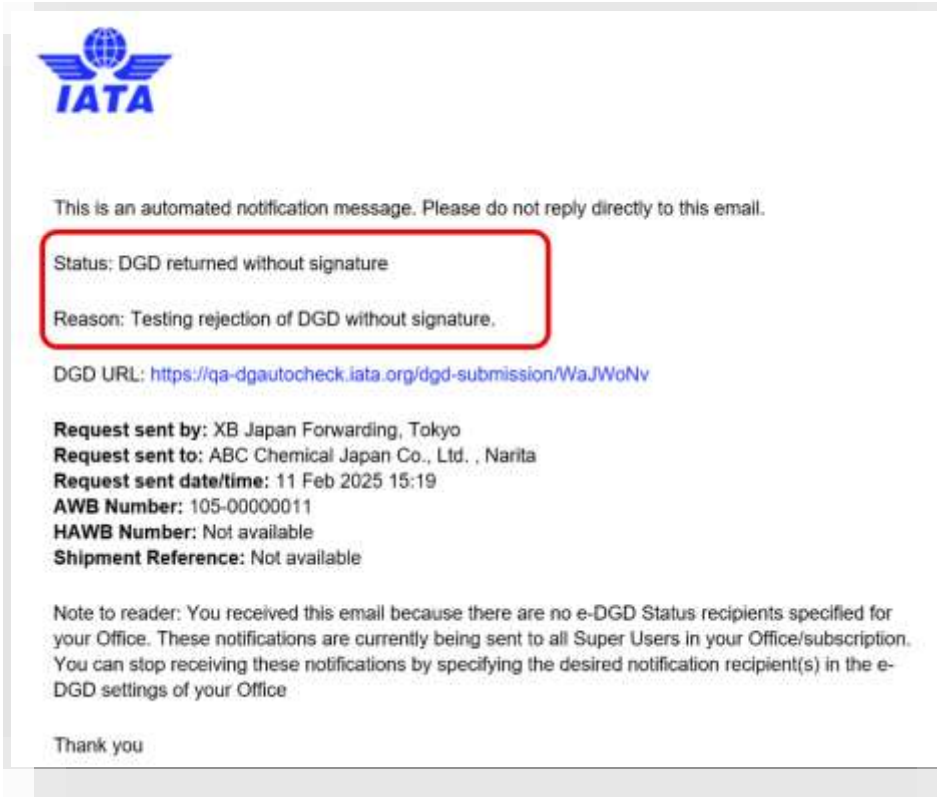


10. The DGD will be removed from your DGD Library.



“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: 183.116.175.17 - 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.

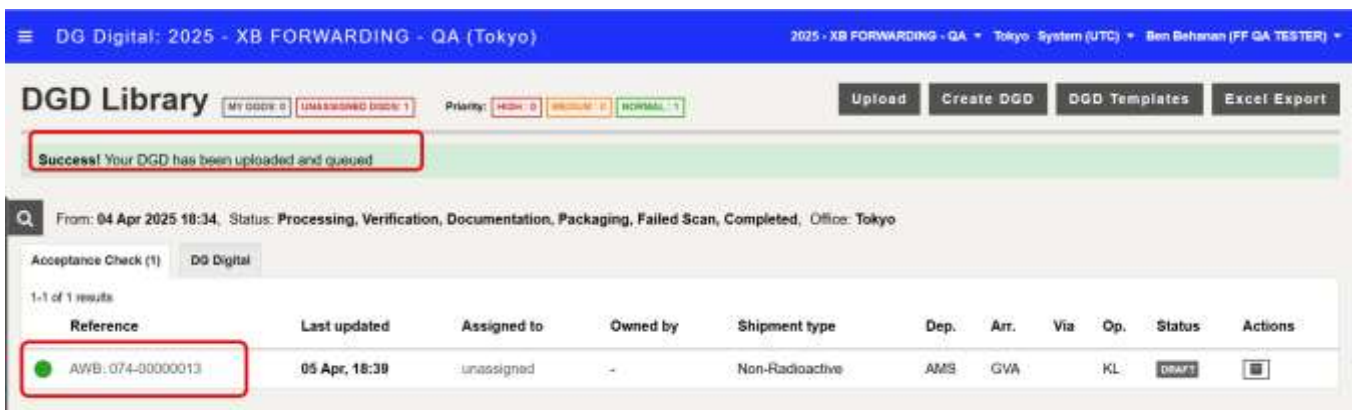
1. Login to DG AutoCheck and go to **DGD Library**.
2. Click **Upload**



3. Select the DGD to be uploaded.



4. The DGD is uploaded to the DGD Library.



5. Click the AWB number/Reference. The Verification screen is displayed.

The screenshot shows the 'Verification (0 / 10)' screen in the DG Digital system. The interface includes a sidebar with navigation options, a main content area with a 'Start wizard' and 'Submit DGD' button, and a table of shipping items. The 'Submit DGD' button is highlighted with a red box.

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)

AWB: 074-00000013
HRB: -
Shippers reference: -

Aircraft type: Passenger and Cargo
Shipment type: Non-Radioactive

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	☐
UN2301	Corrosive liquid, self-heating, n.o.s. (Ascoridole)	8 (4.2)	II	500 ml.	451	☐
UN1908	Chloroform	6.1	III	12 L	400	☐

6. Click **Submit DGD**

The screenshot shows the 'Verification (0 / 10)' screen in the DG Digital system. The 'Submit DGD' button is highlighted with a red box and a red arrow pointing to it.

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)

AWB: 074-00000013
HRB: -
Shippers reference: -

Aircraft type: Passenger and Cargo
Shipment type: Non-Radioactive

7. 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

8. 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

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.

9. 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**

10. 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 Behanan (FF QA TESTER) uploaded DGD in office Tokyo
05 Apr 2025 18:38 - 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-00000012 05 Apr 2025 18:52

Actions

[View DGD](#)

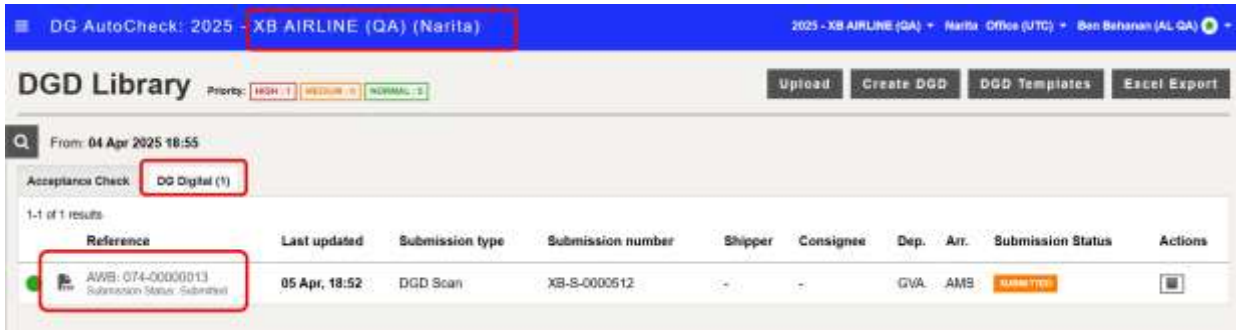
[Send by Email](#)

Access

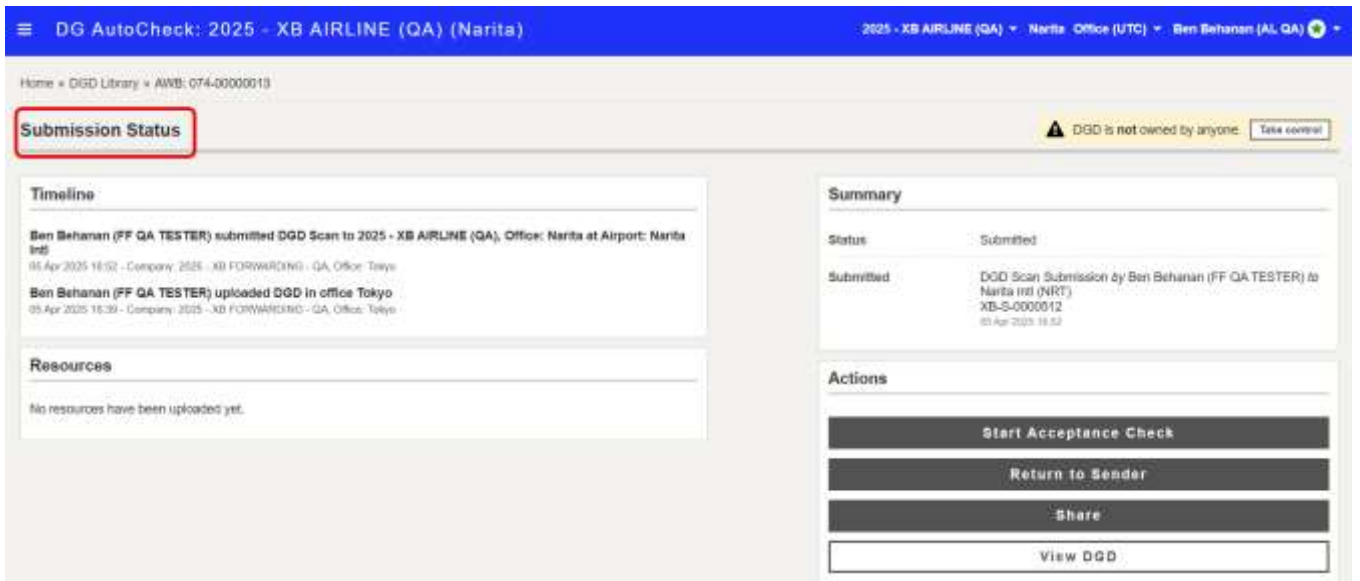
- 2025 - XB FORWARDING - QA - Tokyo (Creator) 05 Apr 18:52
- 2025 - XB AIRLINE (QA) - Narita (Submitted) 05 Apr 18:52

Note: The following steps are for the Airline/GHA who receives the PDF DGD.

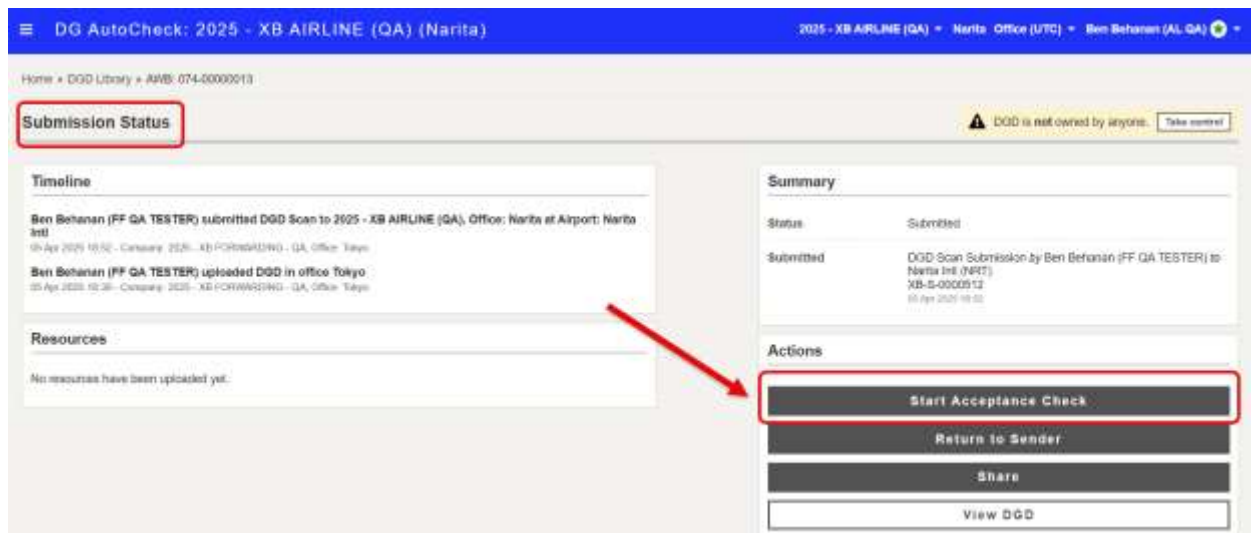
11. The Airline/GHA receives the DGD in their DG AutoCheck subscription. The PDF DGD submission will be found in the **DG Digital** tab, and there will be a **PDF** icon next to the AWB number.



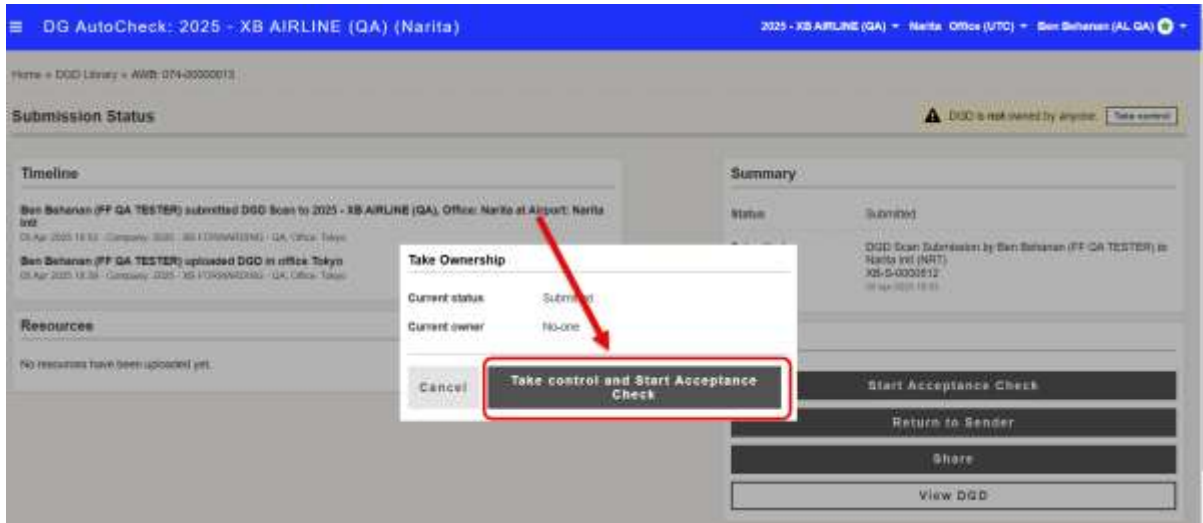
12. Click the AWB number/Reference. The Submission Status screen will be displayed.



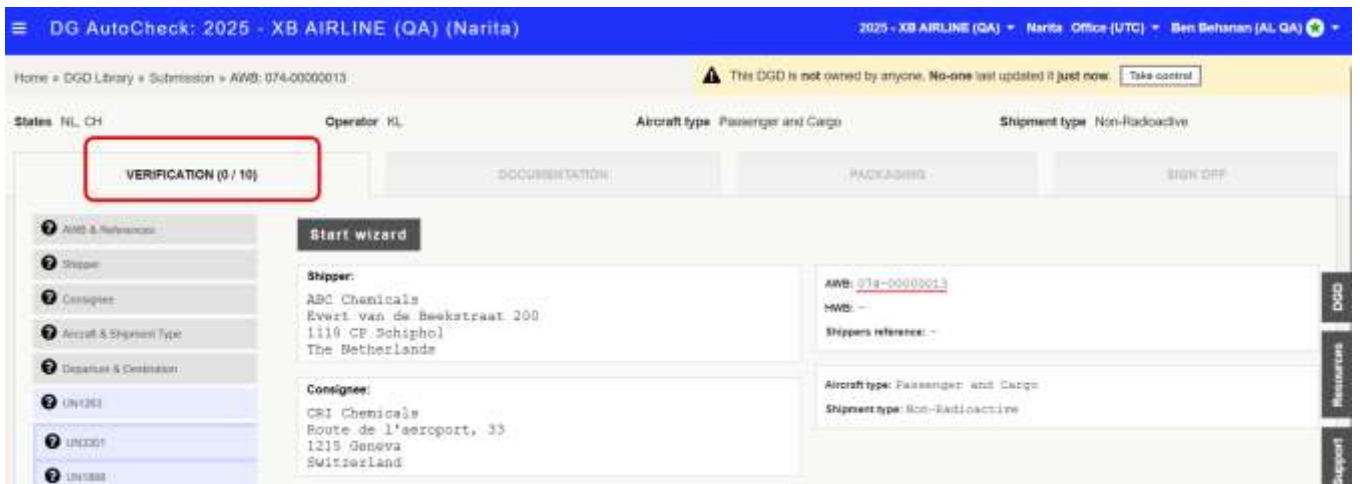
13. Click **Start Acceptance Check**



14. The **Take Ownership** window will be displayed. Click **Take control** and **Start Acceptance Check**.



15. 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.

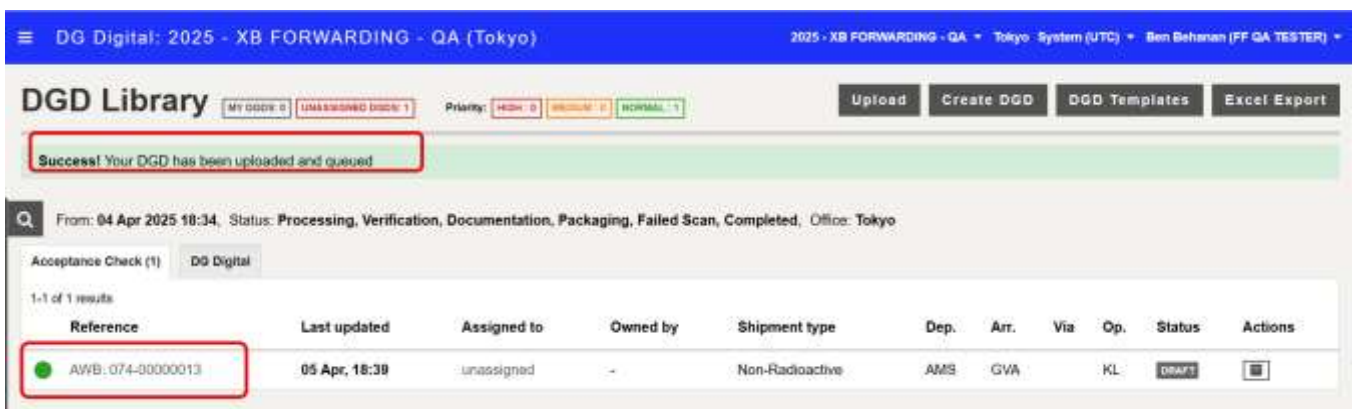
1. Login to DG AutoCheck and go to **DGD Library**.
2. Click **Upload**



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: 2025 - XB FORWARDING - QA (Tokyo)' interface. At the top, there is a navigation bar with the user's name 'Ben Behanan (FF QA TESTER)'. The main content area is titled 'VERIFICATION (0 / 10)'. On the left, there is a sidebar with a list of items, including 'UN1263'. The main area contains a form with the following details:

- Shipper:** ABC Chemicals, Evert van de Beekstraat 200, 1116 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)
- AWB:** 014-00000013
- IRB:** -
- Shippers reference:** -
- Aircraft type:** Passenger and Cargo
- Shipment type:** Non-Radioactive

At the bottom, there is a table with the following data:

UN / ID	Proper Shipping Name	Class / Division	Packing Group	Quantity and Type of Packing	Packing Inst.	Auth
UN1263	Pallet	3	II	1 Fibreboard box x 6 L	353	

6. Click **Start wizard**

This screenshot is identical to the previous one, but with a red box around the 'Start wizard' button and a red arrow pointing to it from the left.

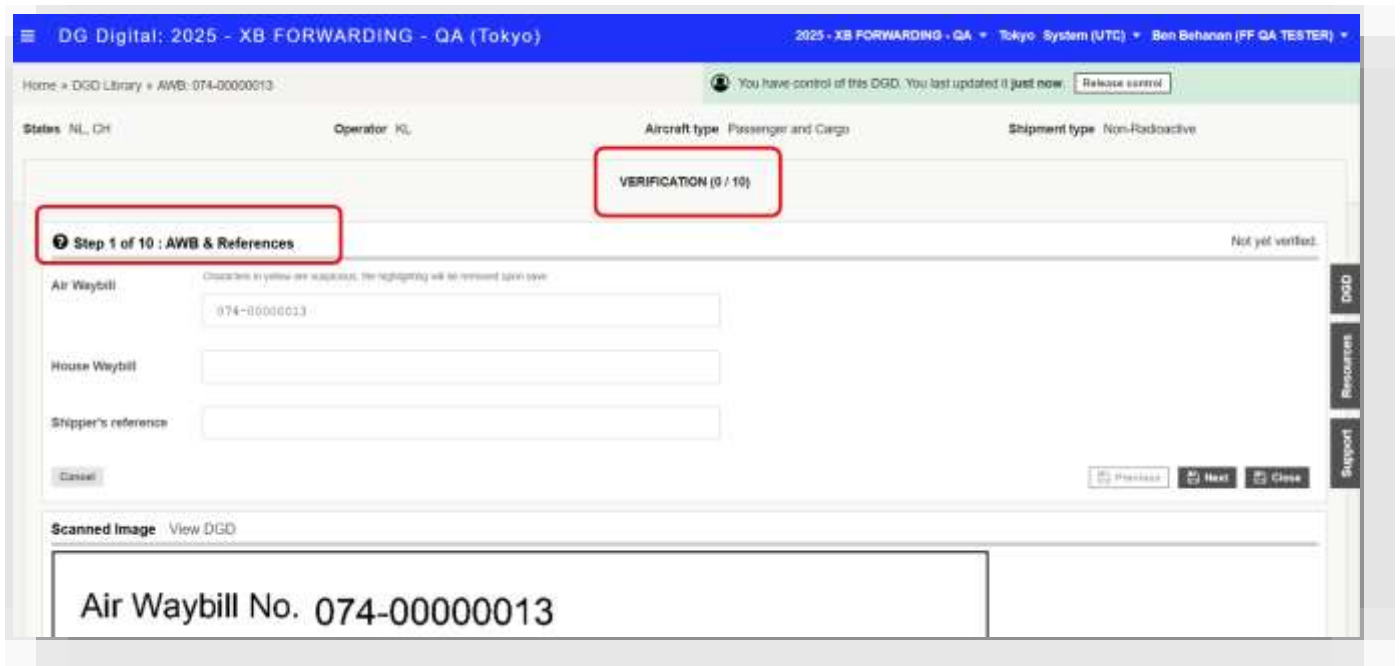
7. Click **Start Verification** to continue.

The screenshot shows a dialog box titled 'Acceptance Check Status' with the following information:

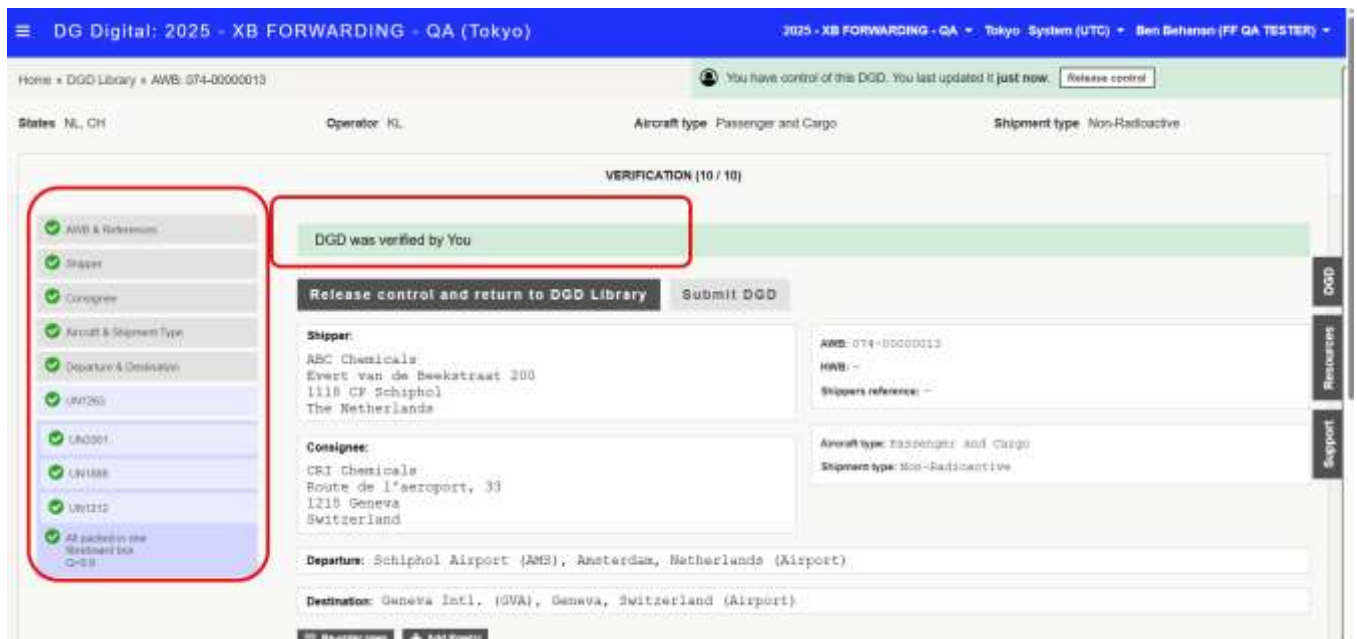
- Current status:** Verification Required
- Current owner:** No owner
- Last updated:** 5 minutes ago
- Last updated by:** You

At the bottom of the dialog, there are two buttons: 'Cancel' and 'Start Verification'. The 'Start Verification' button is highlighted with a red box and a red arrow pointing to it from the right.

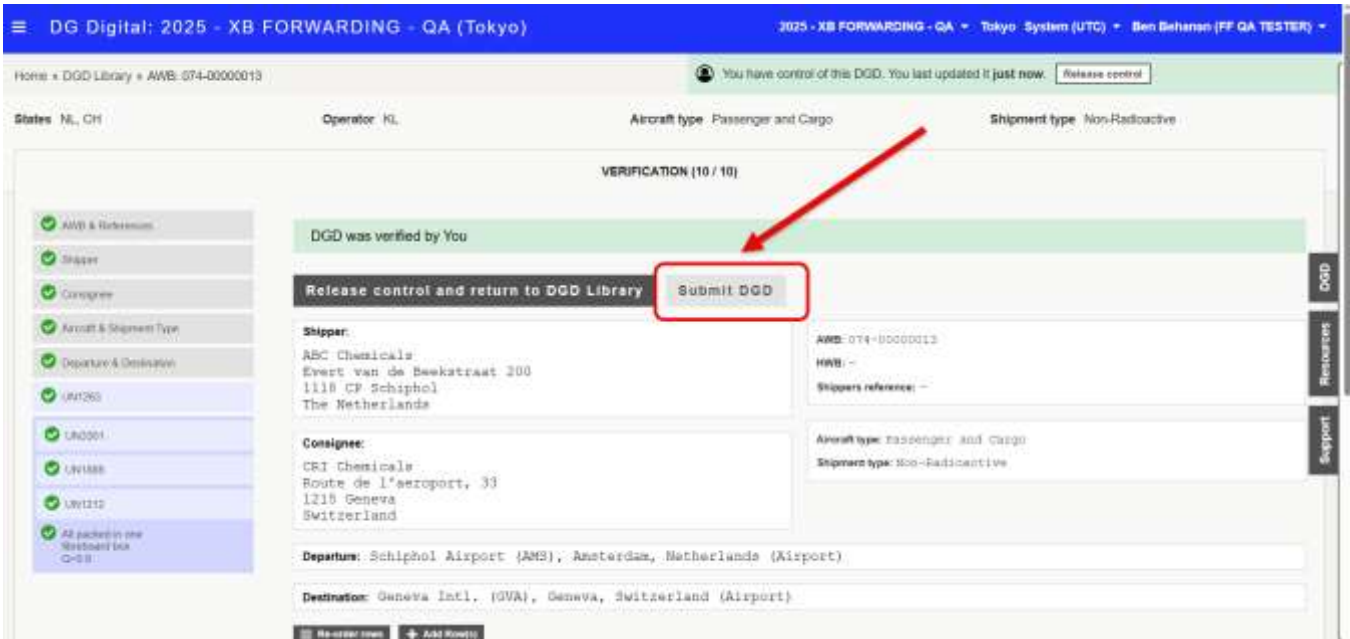
8. The first step of the Verification wizard will be displayed.



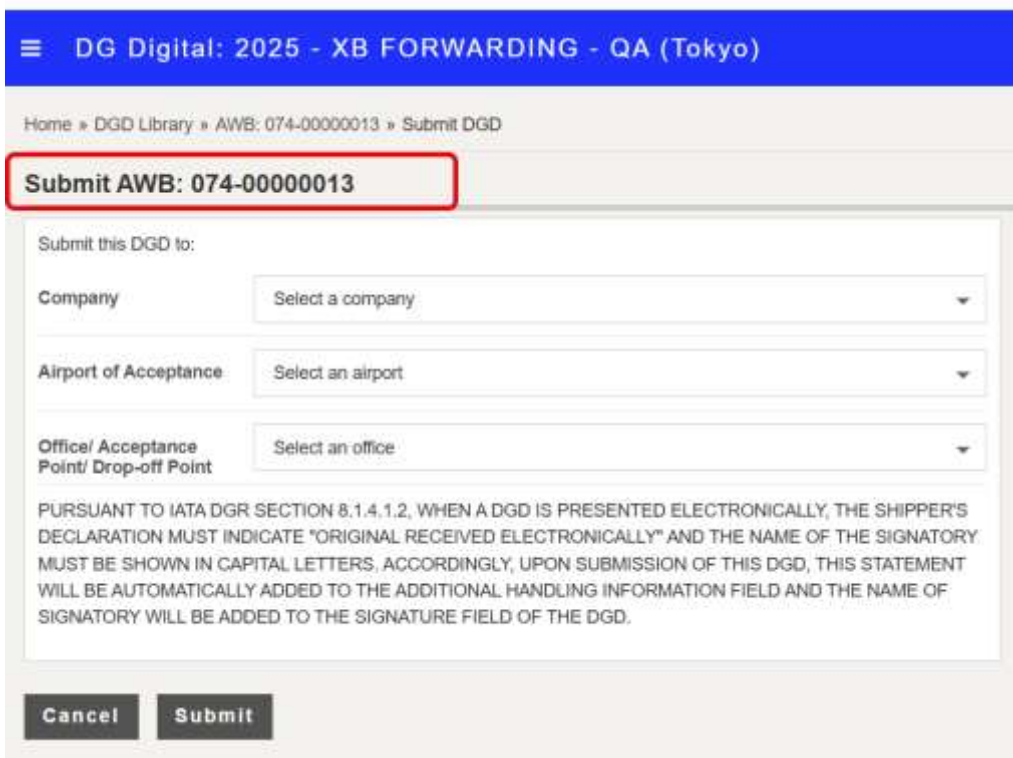
9. Complete all the steps of the Verification wizard.



10. Click **Submit DGD**.



11. The Submit DGD screen will be displayed.



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
- Ben Behanan (FF QA TESTER) completed CCR Verification
- Ben Behanan (FF QA TESTER) uploaded DGD in 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 21:58

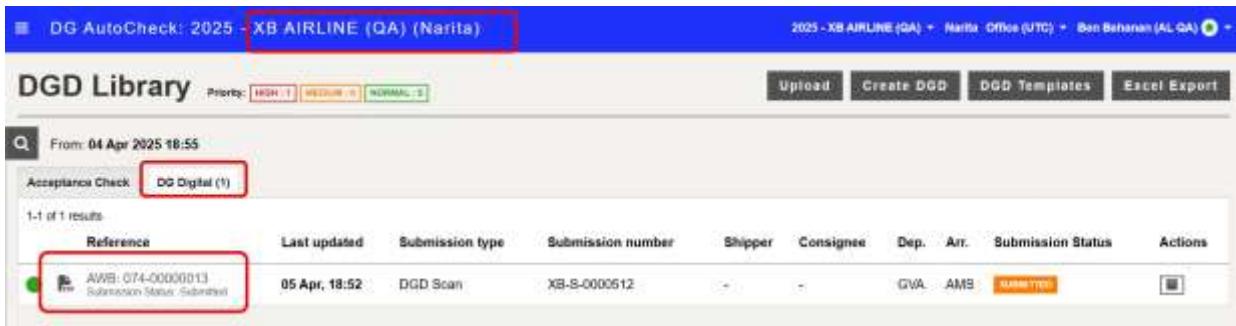
Actions

View DGD

Send by Email

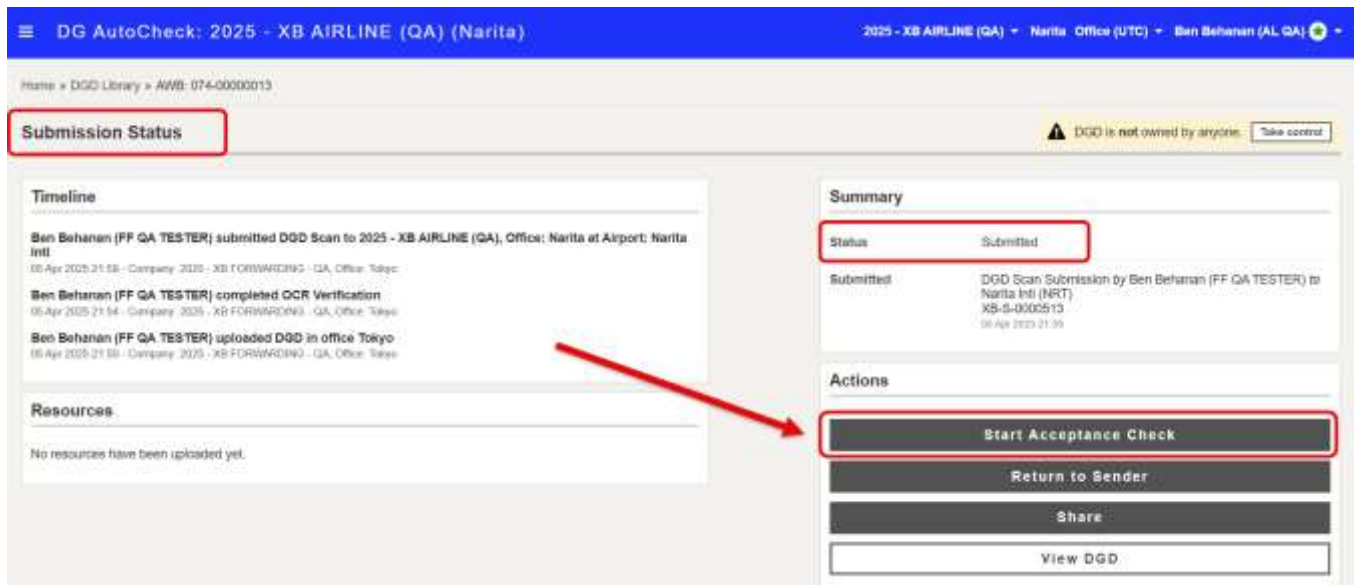
Note: The following steps are for the Airline/GHA who receives the PDF DGD.

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.

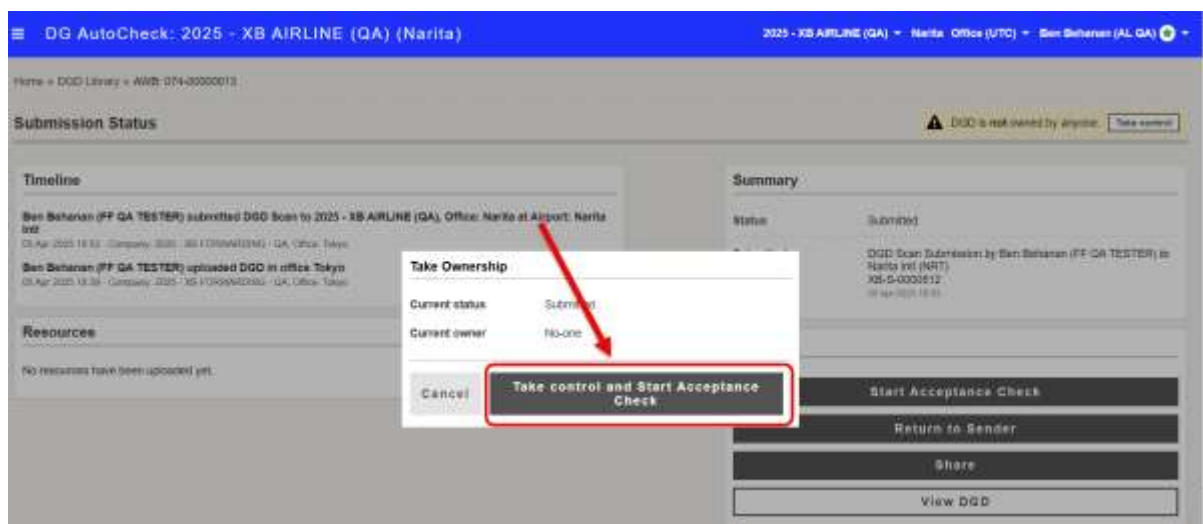


15. Click the AWB number/Reference. The Submission Status screen will be displayed.

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.

Check Type: Pre-Check States: NL, CH Operator: KL Aircraft type: Passenger and Cargo Shipment type: Non-Radioactive

VERIFICATION (0 / 6)

ADD & REFERENCES

- Shipper
- Consignee
- Aircraft & Shipment Type
- Departure & Destination
- UN1263 - 6L

Start wizard

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)

AWB: 674-0000013
AWB: -
Shippers reference: -

Aircraft type: Passenger and Cargo
Shipment type: Non-Radioactive

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	

Confirm all items verified

19. Take control of the DGD

2025 - XB AIRLINE (QA) Narita Office (UTC) Ben Behanan (AL QA) [Star icon]

⚠ This DGD is not owned by anyone. No-one last updated it 5 minutes ago. **Take control**

type Passenger and Cargo **Shipment type** Non-Radioactive

PACKAGING SIGN OFF

20. Start the **Verification** of the DGD, and then proceed with the **Documentation** check and **Packaging** check and **Sign off**.

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.

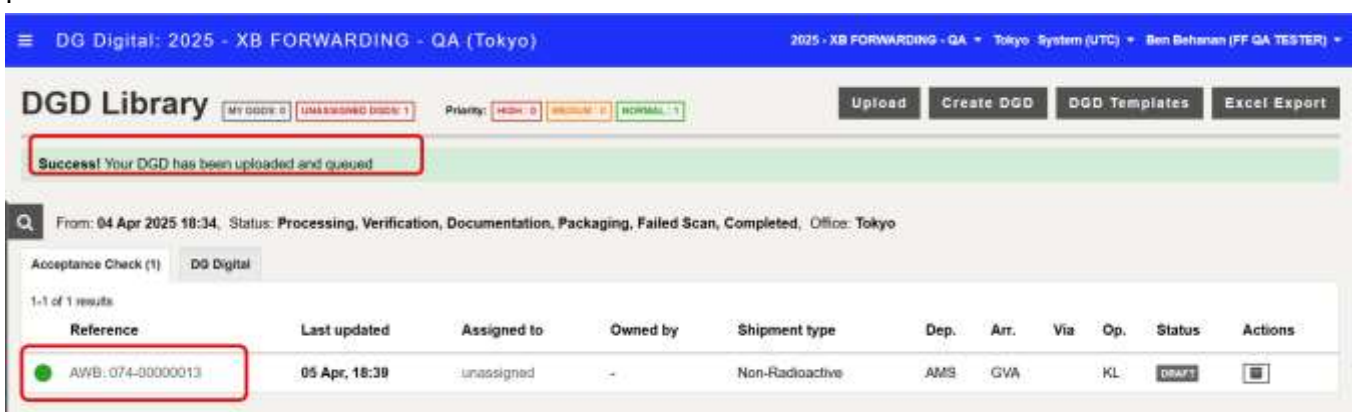
1. Login to DG AutoCheck and go to **DGD Library**.
2. Click **Upload**



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.

Home » DGD Library » AWB: 074-0000013 ⚠ This DGD is not owned by anyone. You last updated it just now. [Take control](#)

Check Type: Pre-Check States: NL, CH Operator: NL Aircraft type: Passenger and Cargo Shipment type: Non-Radioactive

VERIFICATION (0 / 6) DOCUMENTATION PACKAGING SIGN OFF

Start wizard **Submit DGD**

Shipper:
ABC Chemicals
Evert van de Beekstraat 200
1118 CF 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)

AWB: 074-0000013
IRB: -
Shippers reference: -

Aircraft type: Passenger and Cargo
Shipment type: Non-Radioactive

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	

Confirm all items verified

6. Click **Start wizard**

Home » 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 CF Schiphol
The Netherlands

Consignee:
CRI Chemicals
Route de l'aéroport, 33
1215 Geneva
Switzerland

Departure: Schiphol Airport (AMS), Amsterdam, Netherlands (Airport)

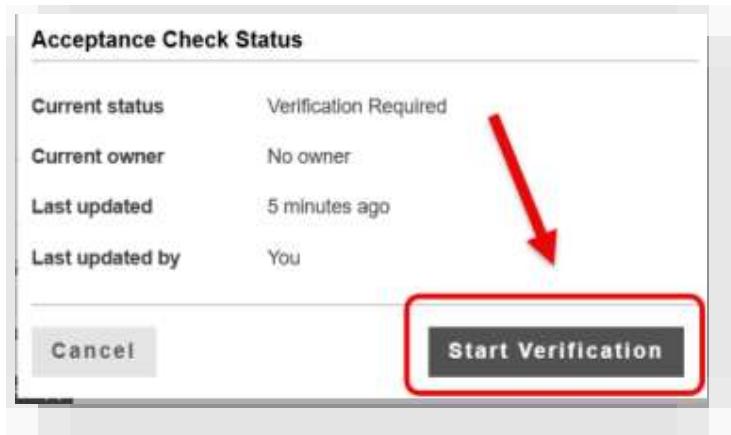
Destination: Geneva Intl. (GVA), Geneva, Switzerland (Airport)

AWB: 074-0000013
IRB: -
Shippers reference: -

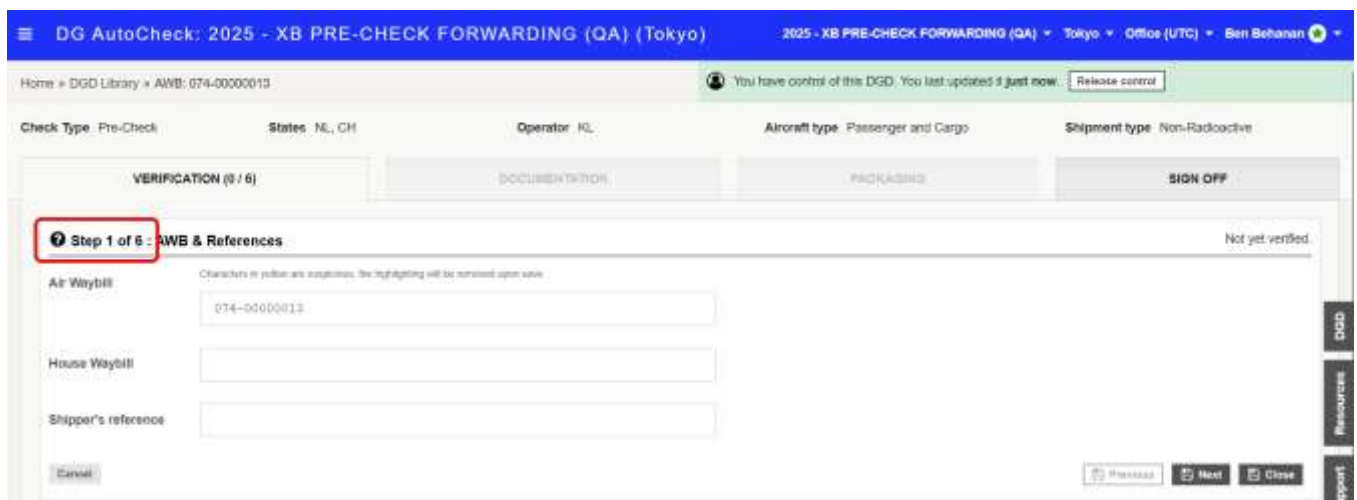
Aircraft type: Passenger and Cargo
Shipment type: Non-Radioactive

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	

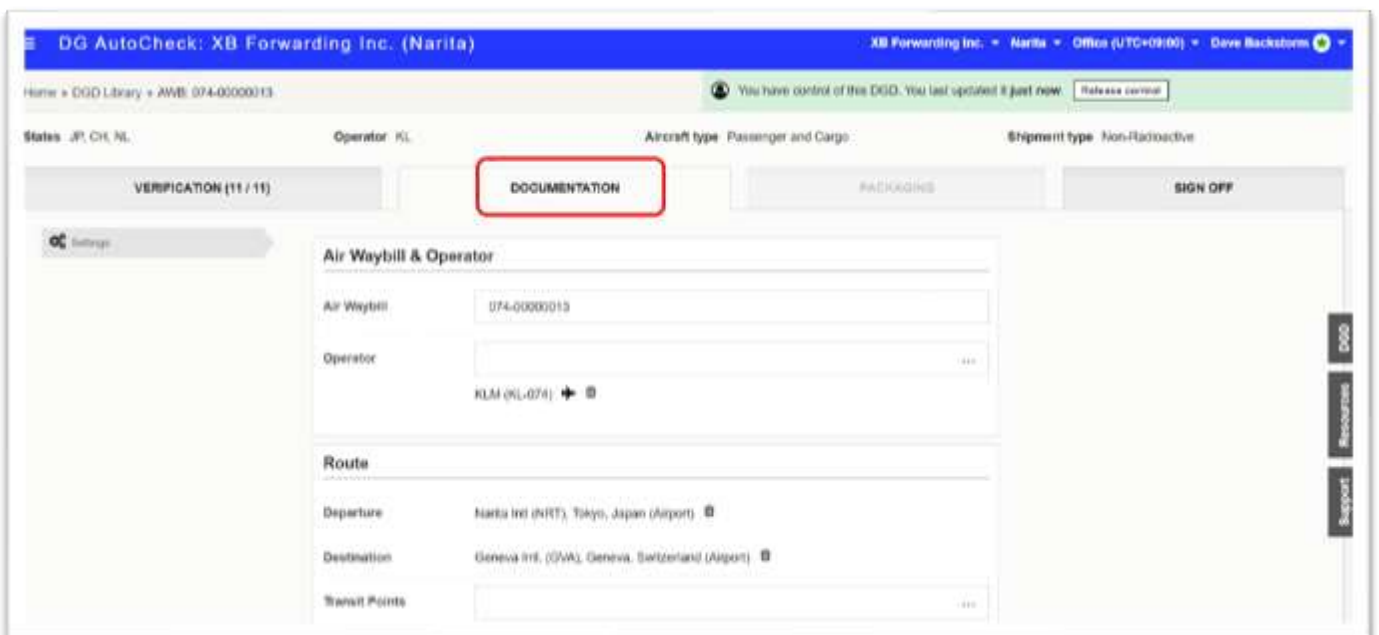
7. Click **Start Verification** to continue.



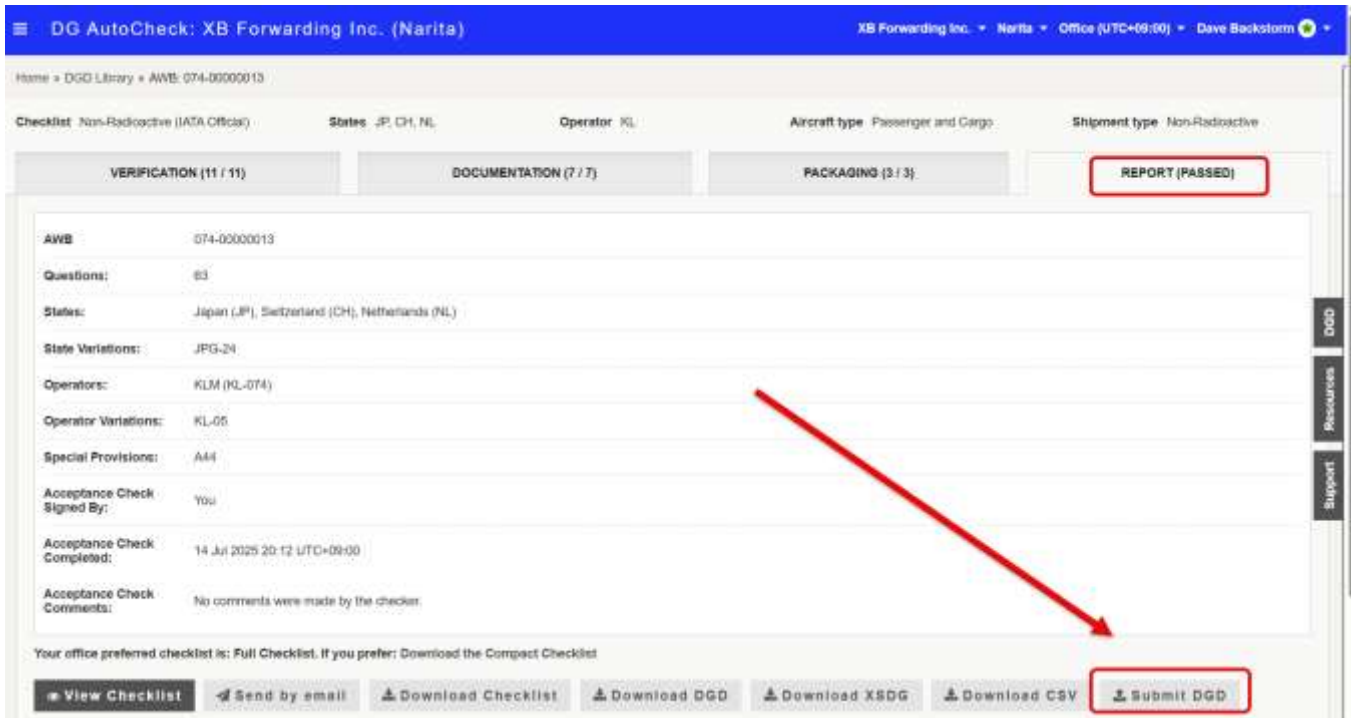
8. The first step of the Verification wizard will be displayed.



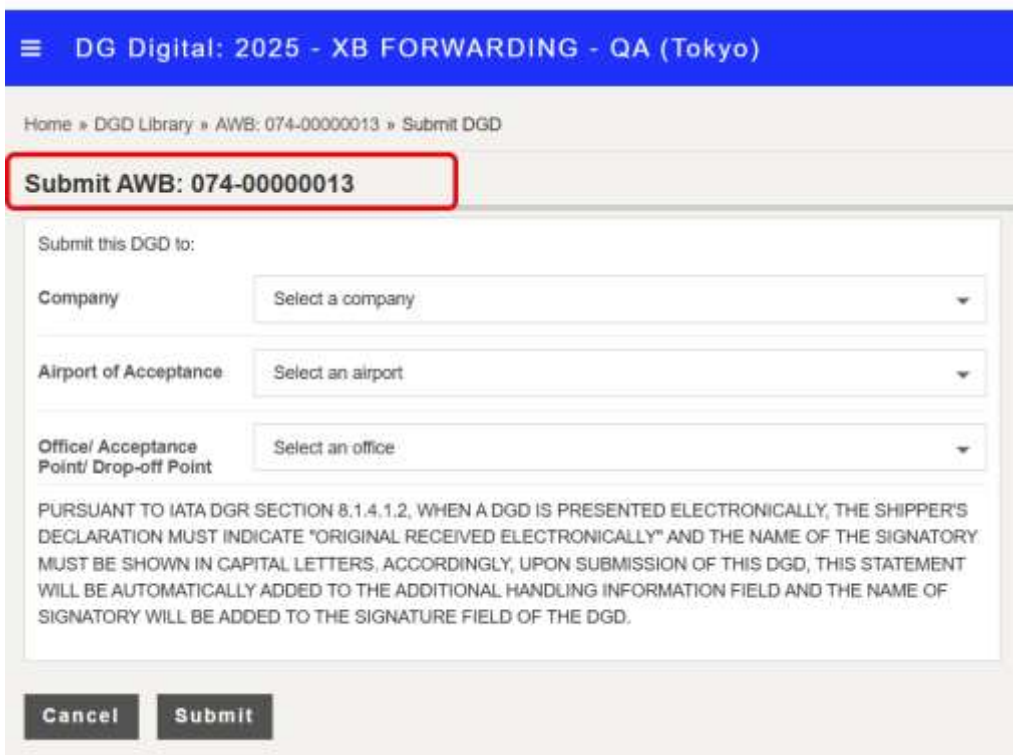
9. Complete all the steps of the Verification wizard. The **Documentation** tab will be displayed.



10. Complete the **Documentation** check and the **Packaging** Check and then **Sign off**.
11. If the check is Passed, click **Submit DGD**.



11. The Submit DGD screen will be displayed. Only the Electronic submission option will be available.



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.

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.

☰ DG AutoCheck: 2025 - XB PRE-CHECK FORWARDING (QA) (Tokyo) 2025 - XB PRE-CHECK FORWARDING (QA) Tokyo Office (UTC) Ben Behanan

Home » DGD Library » AWB: 074-00000013

Submission Status

⚠ DGD with 2025 - XB AIRLINE (QA) - Narita

Timeline

- Ben Behanan submitted DGD Scan to 2025 - XB AIRLINE (QA), Office: Narita at Airport: Narita Intl
10 Dec 2025 12:41 - Company: 2025 - XB PRE-CHECK FORWARDING (QA), Office: Tokyo
- Ben Behanan completed Pre-Check with Result: Passed
10 Dec 2025 12:38 - Company: 2025 - XB PRE-CHECK FORWARDING (QA), Office: Tokyo
- Ben Behanan completed OCR Verification
10 Dec 2025 12:34 - Company: 2025 - XB PRE-CHECK FORWARDING (QA), Office: Tokyo
- Ben Behanan uploaded DGD in office Tokyo
10 Dec 2025 12:33 - Company: 2025 - XB PRE-CHECK FORWARDING (QA), Office: Tokyo

Resources

No resources have been uploaded yet.

Summary

Status	Submitted
Submitted	DGD Scan Submission by Ben Behanan to Narita Intl (NRT) XB-S-0000494 10 Dec 2025 12:41
Pre-Check	Passed by Company: 2025 - XB PRE-CHECK FORWARDING (QA), Office: Tokyo 10 Dec 2025 12:38

Actions

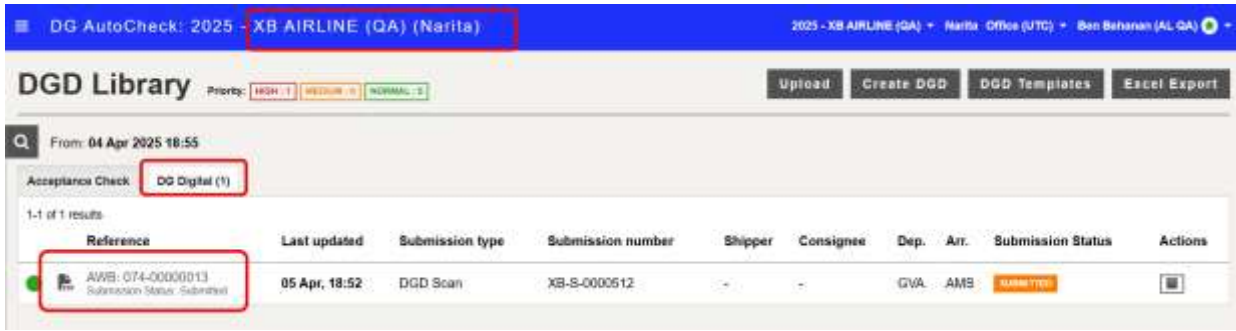
View Pre-Check Report PDF

View DGD

Send by Email

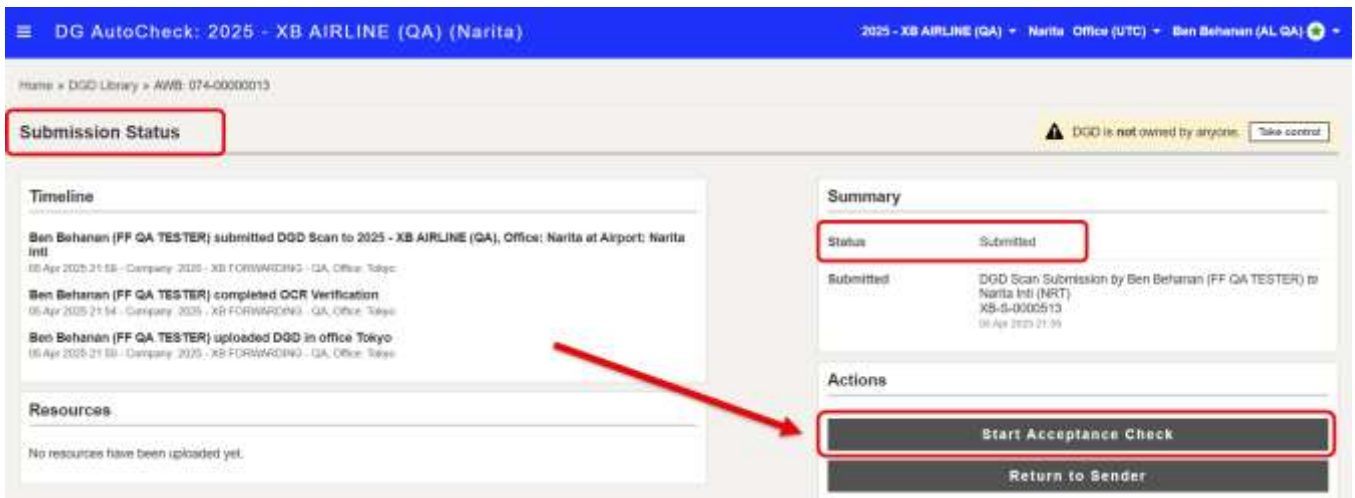
Note: The following steps are for the Airline/GHA who receives the PDF DGD.

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.

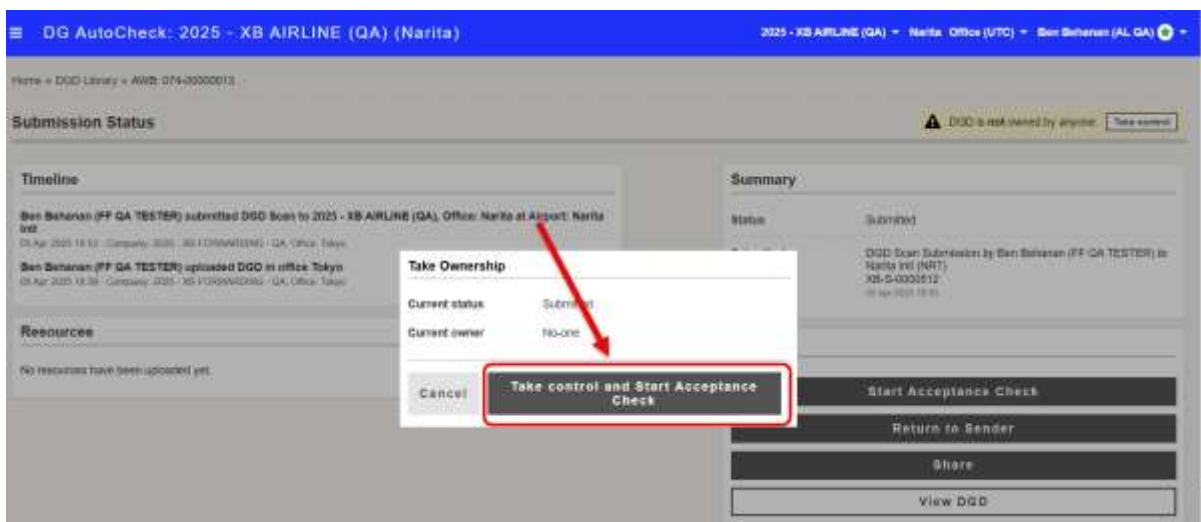


15. Click the AWB number/Reference. The Submission Status screen will be displayed.

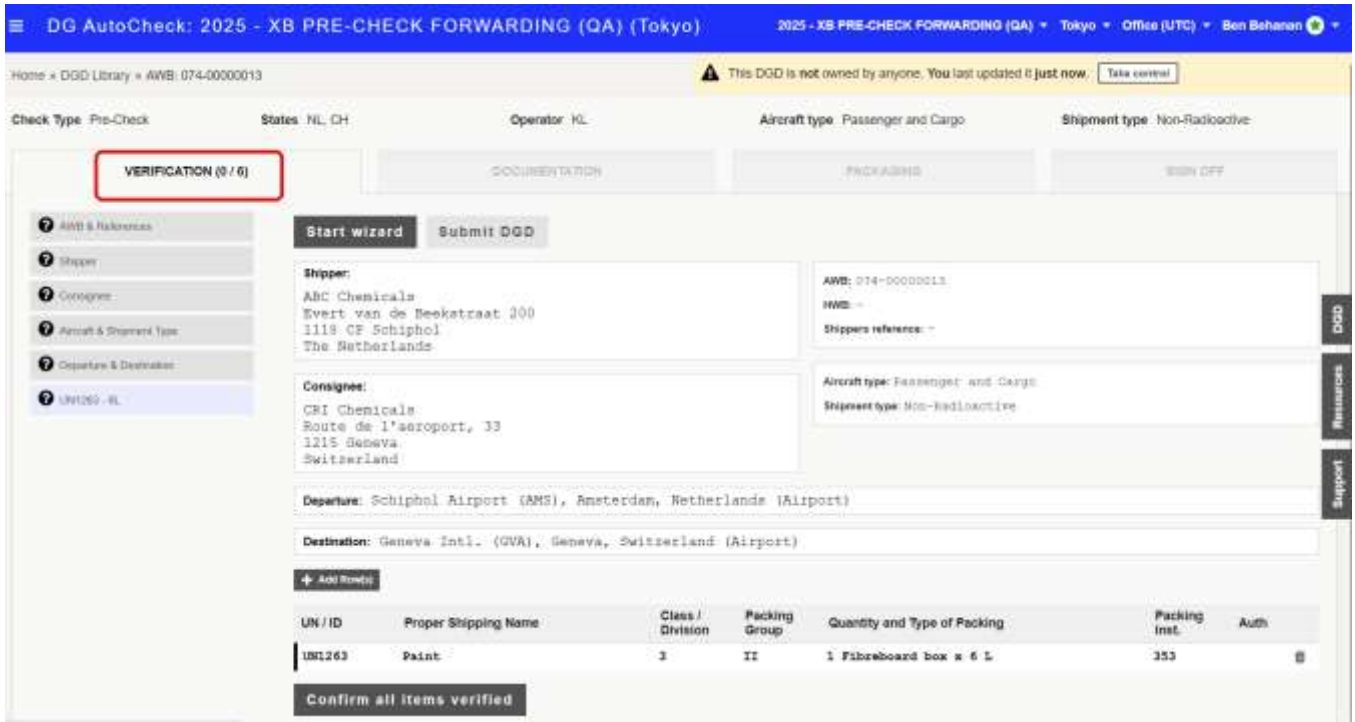
16. Click **Start Acceptance Check**.



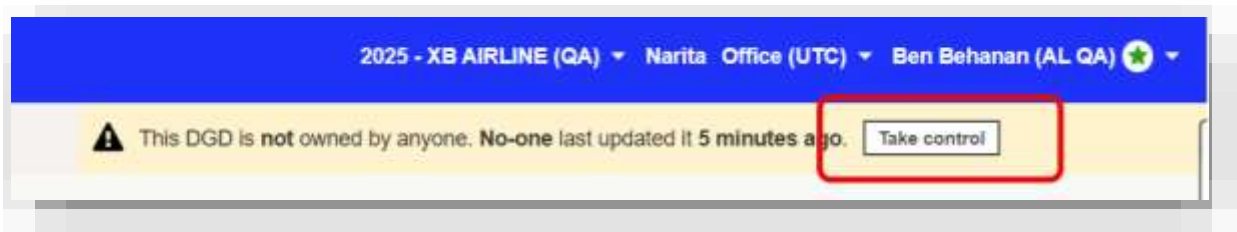
17. The **Take Ownership** window will be displayed. Click **Take control and Start Acceptance Check**.



18. The Verification screen is displayed.



19. Take Control of the DGD



21. Start the **Verification** and then complete the **Documentation** check, **Packaging** Check and then **Sign off**.

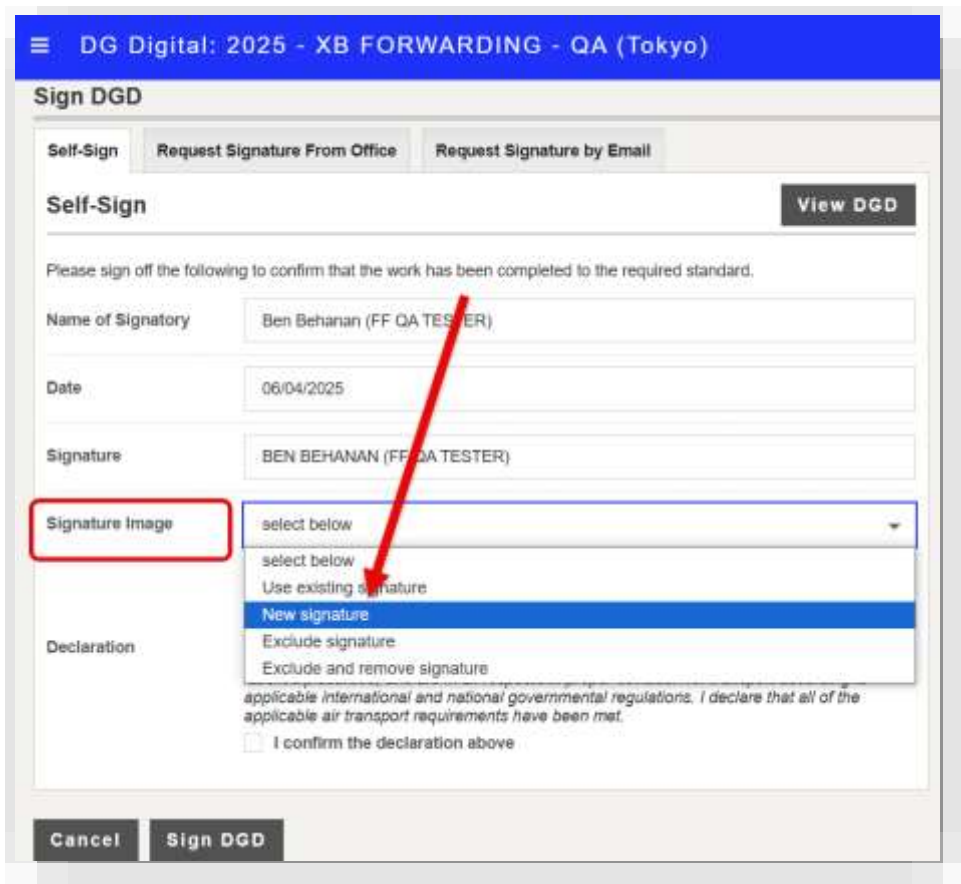
Create and Insert Scanned Signature

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**



The screenshot shows the 'Sign DGD' interface. At the top, there is a blue header with a menu icon and the text 'DG Digital: 2025 - XB FORWARDING - QA (Tokyo)'. Below the header, the title 'Sign DGD' is displayed. There are three tabs: 'Self-Sign', 'Request Signature From Office', and 'Request Signature by Email'. The 'Self-Sign' tab is active. A 'View DGD' button is located to the right of the 'Self-Sign' tab. Below the tabs, there is a text prompt: 'Please sign off the following to confirm that the work has been completed to the required standard.' The form contains several input fields: 'Name of Signatory' with the value 'Ben Behanan (FF QA TESTER)', 'Date' with '06/04/2025', and 'Signature' with 'BEN BEHANAN (FF QA TESTER)'. The 'Signature Image' field is highlighted with a red box, and its dropdown menu is open, showing options: 'select below', 'select below', 'Use existing signature', 'New signature' (highlighted in blue), 'Exclude signature', and 'Exclude and remove signature'. A red arrow points to the 'New signature' option. Below the dropdown, there is a 'Declaration' section with a checkbox and the text: 'I confirm the declaration above'. At the bottom of the form, there are 'Cancel' and 'Sign DGD' buttons.

3. The **Choose File** box is shown. Select the scanned signature image file from your PC or location.

The screenshot shows the 'Self-Sign' form with the following fields and elements:

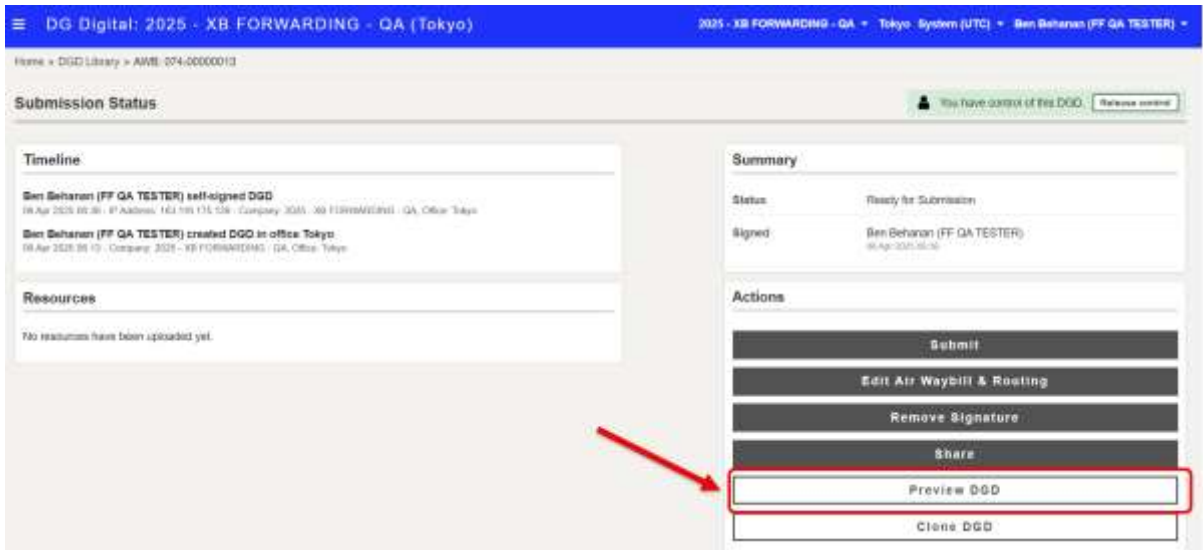
- Navigation tabs: Self-Sign (selected), Request Signature From Office, Request Signature by Email
- Section: Self-Sign (with a View DGD button)
- Text: Please sign off the following to confirm that the work has been completed to the required standard.
- Name of Signatory: Ben Behanan (FF QA TESTER)
- Date: 06/04/2025
- Signature: BEN BEHANAN (FF QA TESTER)
- Signature Image: A dropdown menu showing 'New signature'. Below it is a 'Choose File' button with 'sample-sign.jpg' selected. A red box highlights the 'Choose File' button.
- Declaration: A paragraph of text followed by a checkbox labeled 'I confirm the declaration above'.
- Buttons: Cancel and Sign DGD.

4. Confirm the declaration and click **Sign DGD**

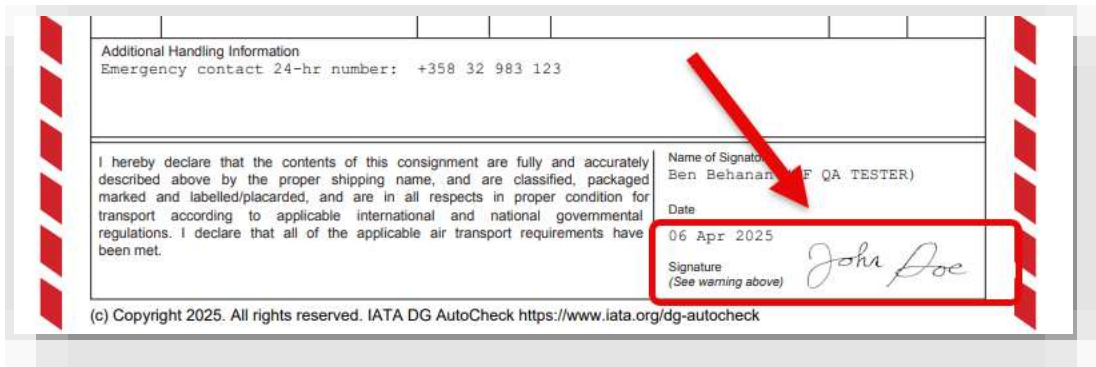
This screenshot is identical to the previous one, but with additional red annotations:

- A red box highlights the checkbox labeled 'I confirm the declaration above'.
- A red arrow points from the left towards the checkbox.
- A red box highlights the 'Sign DGD' button.
- A red arrow points from the right towards the 'Sign DGD' button.

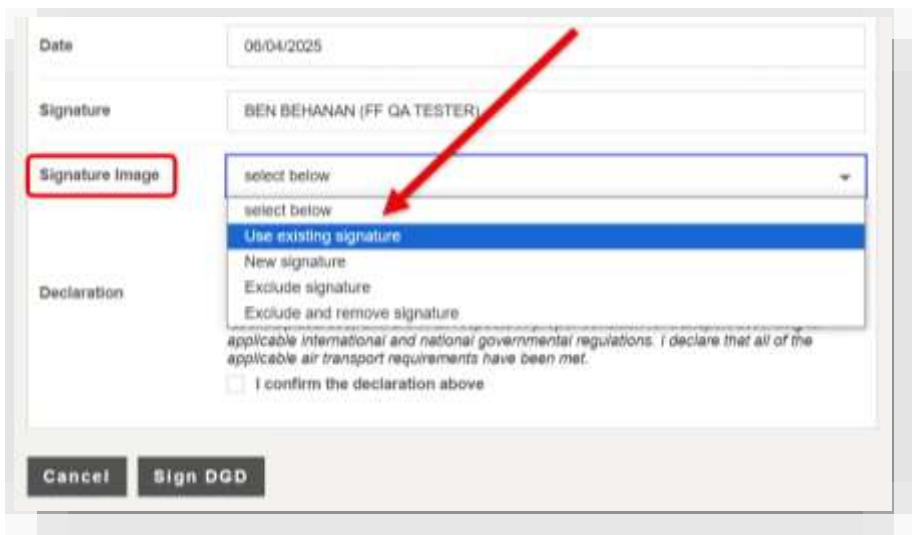
5. The **Submission Status** screen is displayed. Click **Preview DGD**.



6. The PDF is displayed with the signature image inserted in the signature field.



7. To use the same signature for next DGD, in the Signature screen, under Signature Image, select **Use existing signature**



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

Date

Signature

Signature Image

*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 reference** in (ATA 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

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

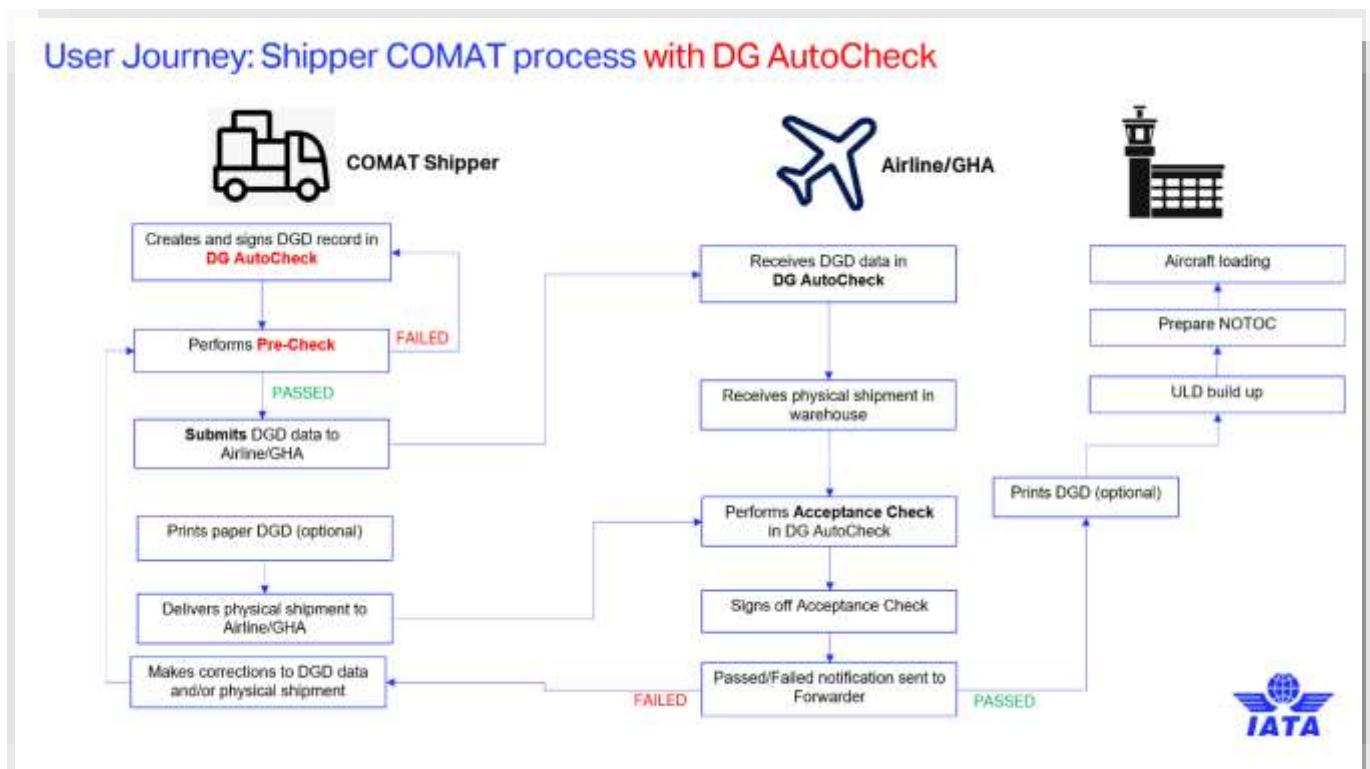
COMAT process for Shippers/Airlines

COMAT process using DG AutoCheck Pre-Check account

You can use the DG Digital feature **in DG AutoCheck** to prepare your COMAT DGDs and then perform the Pre-Checks on those DGDs and then submit the DGD to your business partner. Following are the steps:

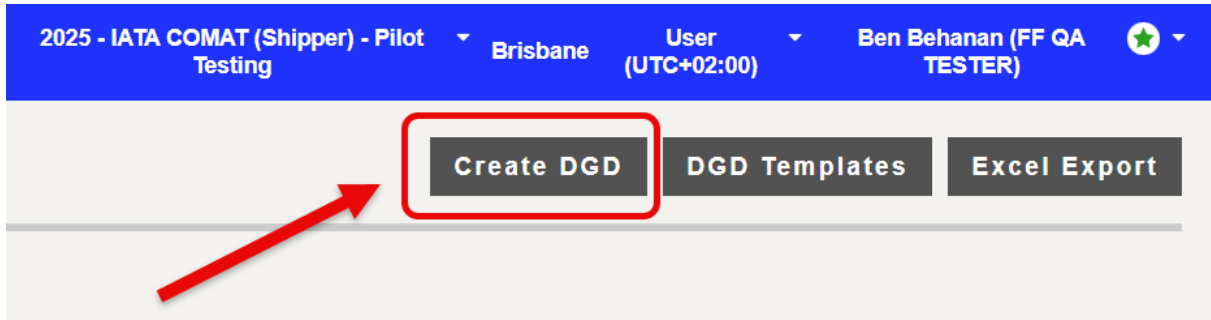
1. Create DGD
2. Sign DGD
3. Start Pre-Check
4. Sign off Pre-Check
5. Submit DGD

An example of the process flow is as follows.



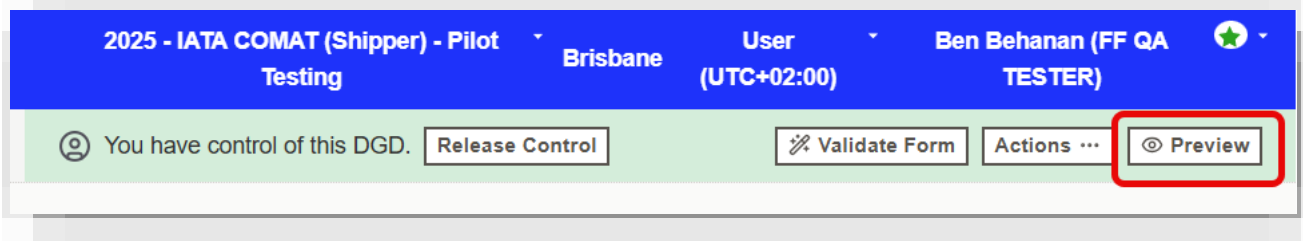
Detailed Steps

1. Login to DG AutoCheck and go to **DGD Library**.
2. Click **Create DGD**

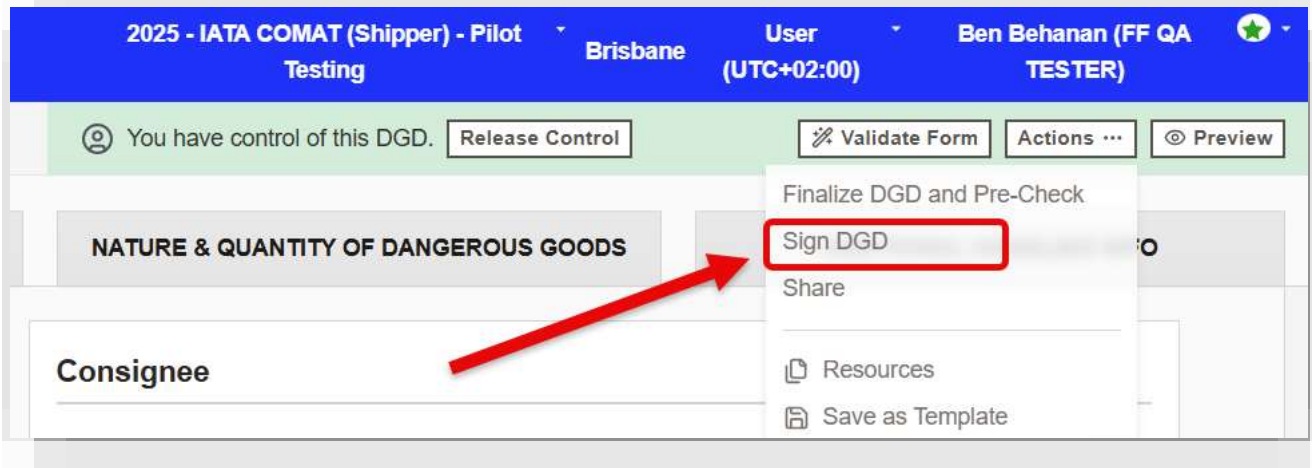


3. Enter the required DGD details into the 4 tabs.

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.



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

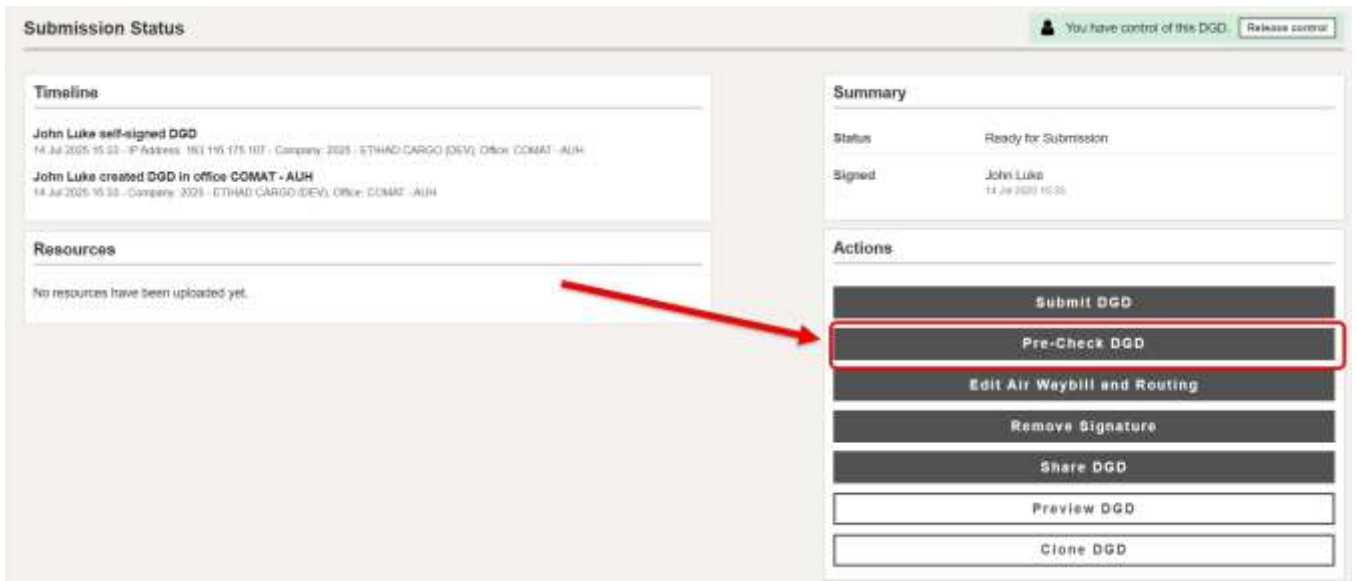


Declaration: *I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.*

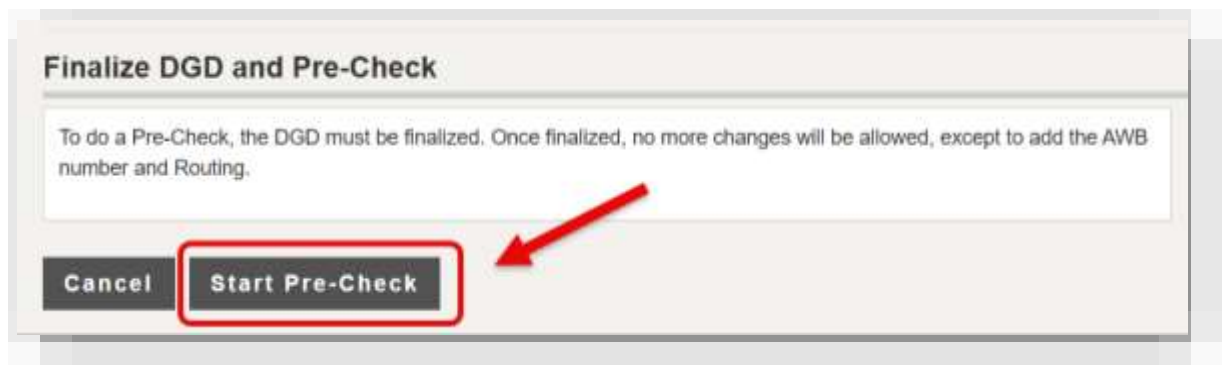
I confirm the declaration above

Cancel **Sign DGD**

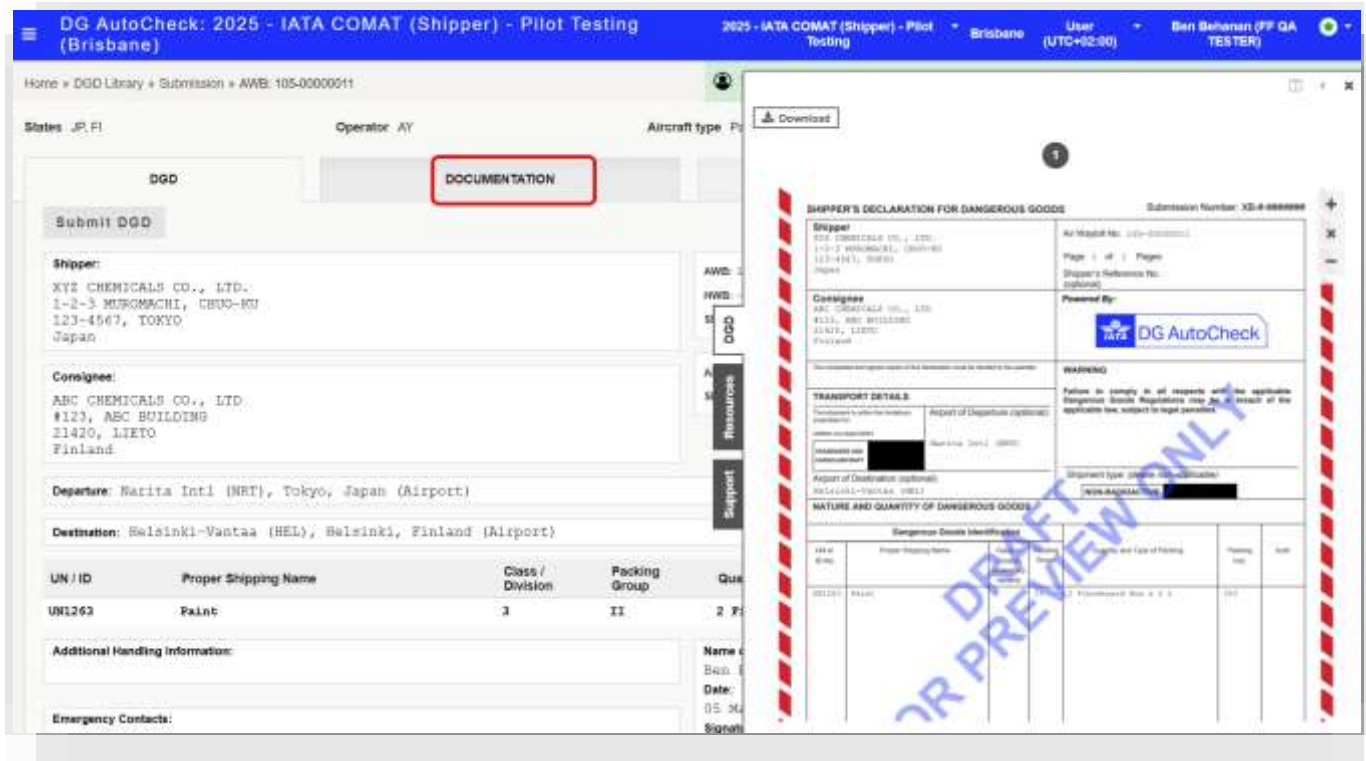
- The Submission Status screen will be displayed.
- To start the Pre-Check, click **Actions > Pre-Check DGD**



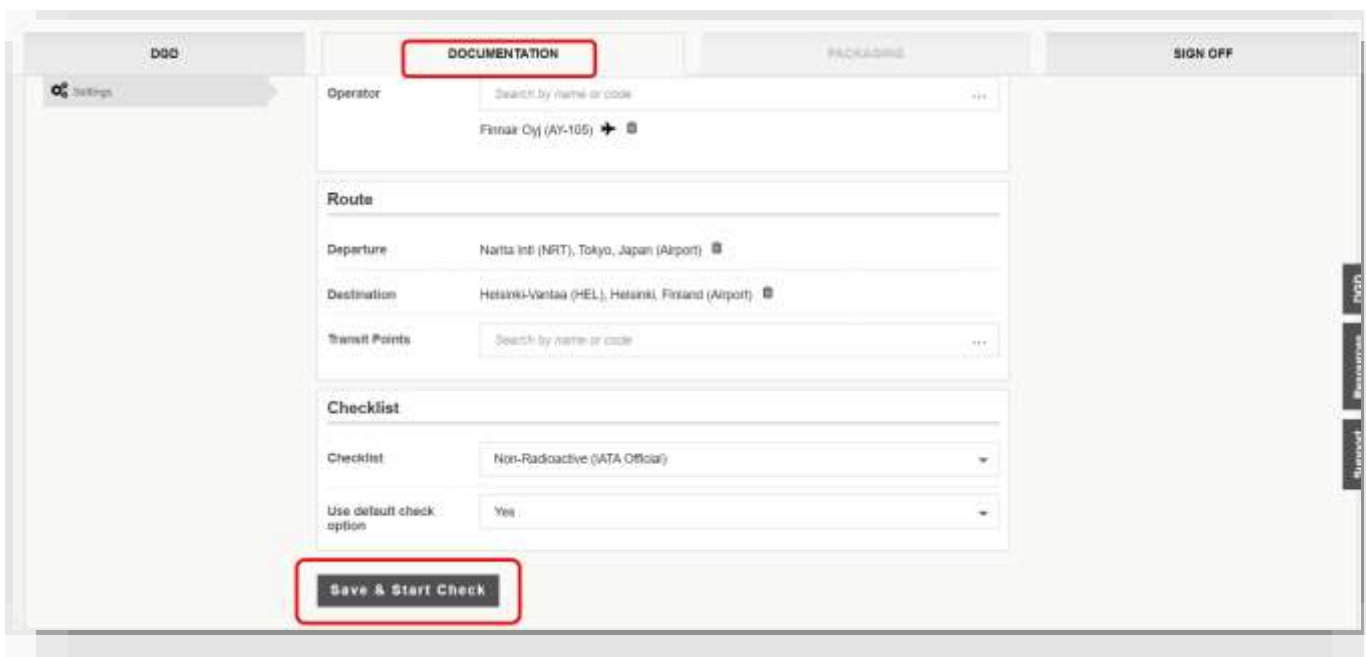
- A confirmation screen will be displayed.
- Click **Start Pre-Check** to confirm the operation.



- The Pre-Check screen will be displayed.



12. Start the Documentation 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

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	

Settings
 Flare
 UN1263 - 2 x 3
Documentation Complete

Identification
 Quantity and Type of Packing
 Packing Instructions & Authorizations

26 Packing Instruction Number Yes No

Add notes...

27 For lithium batteries in compliance with Section 8B, "IB" follows the packing instruction Yes No N/A

Add notes...

28 Indication that governmental authorization is attached, including a copy in English and additional approvals for other items under Yes No N/A

Add notes...

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:

Completed:

Location:

Comments:

SIGN OFF

15. The **Report** screen will be displayed. Click **e-DGD Submission**.

DGD	DOCUMENTATION (2 / 2)	PACKAGING (2 / 2)	REPORT (PASSED)
AWB	105-00000011		
Questions:	56		
States:	Japan (JP), Finland (FI)		
State Variations:	None		
Operators:	Finnair Oy (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.

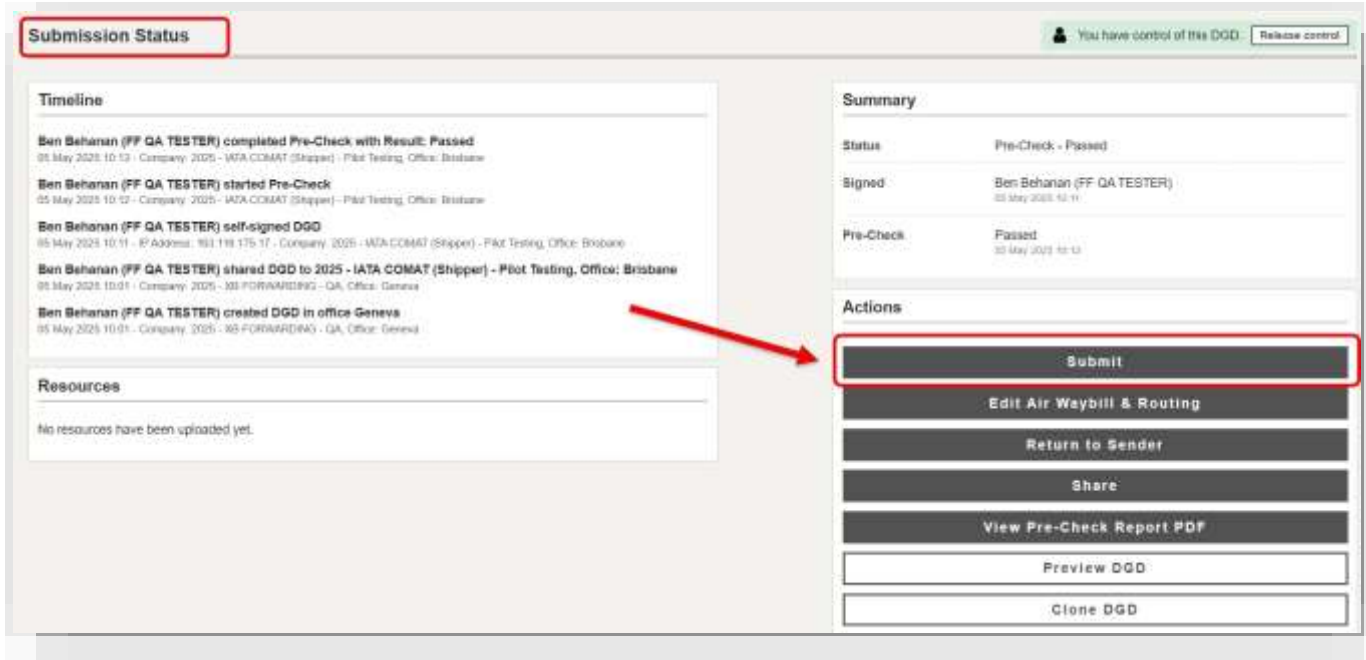
Submission Status You have control of this DGD [Release control](#)

Timeline	Summary
<p>John Luke completed Pre-Check with Result: Passed 14 Jul 2025 15:25 - Company: 2025 - ETHAD CARGO (DEV), Office: COMAT - AUH</p> <p>John Luke started Pre-Check 14 Jul 2025 15:34 - Company: 2025 - ETHAD CARGO (DEV), Office: COMAT - AUH</p> <p>John Luke self-signed DGD 14 Jul 2025 15:33 - IP Address: 193.118.175.197 - Company: 2025 - ETHAD CARGO (DEV), Office: COMAT - AUH</p> <p>John Luke created DGD in office COMAT - AUH 14 Jul 2025 15:33 - Company: 2025 - ETHAD CARGO (DEV), Office: COMAT - AUH</p>	<p>Status Pre-Check - Passed</p> <p>Signed John Luke 14 Jul 2025 15:33</p> <p>Pre-Check Passed 14 Jul 2025 15:33</p>
Resources	Actions
No resources have been uploaded yet.	<p>Submit DGD</p> <p>Edit Air Waybill and Routing</p> <p>Share DGD</p> <p>View Pre-Check Report PDF</p> <p>Preview DGD</p> <p>Clone DGD</p>

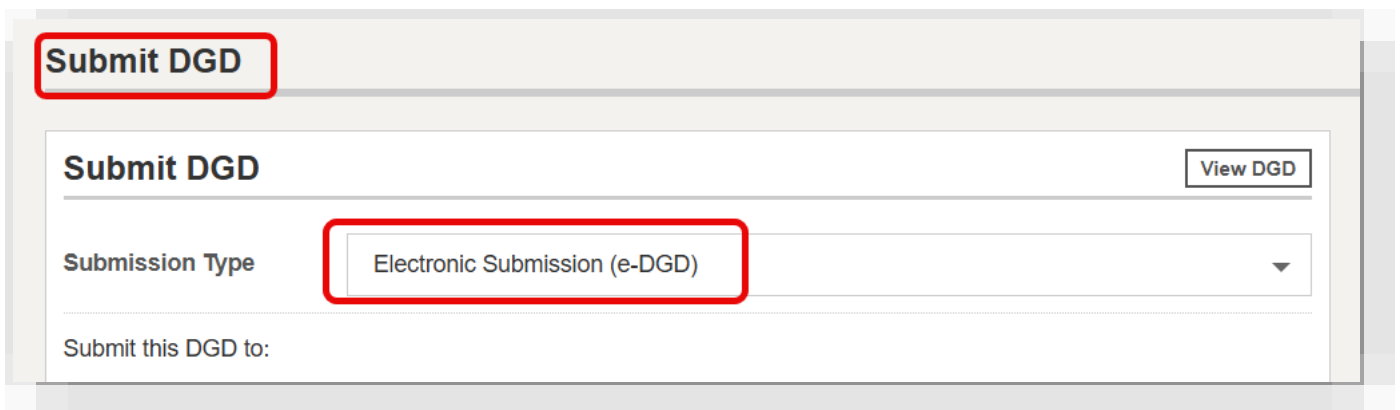
Pre-Check PASSED workflow: Electronic submission

If the Pre-Check is passed, then you can proceed with the Electronic submission.

1. In the **Submission Status** screen, click **Submit**.



2. The **Submit DGD** screen will be displayed. By default, **Electronic Submission** will be selected as Submission Type (if you have an approved connection; if not, **Paper Submission** will be the default).



3. Select the **Company**, **Airport**, and **Office** and then click **Submit DGD**.

Submit DGD

[View DGD](#)

Submit 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: 103.110.175.17 - 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 10:30
Submitted	Electronic Submission by Ben Behanan (FF QA TESTER) to Brisbane Intl. (BNE) XB-D-0000892 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**.

The screenshot shows the 'Submission Status' interface. On the left, a 'Timeline' section lists several events: 'Ben Behanan (FF QA TESTER) completed Pre-Check with Result: Passed', 'Ben Behanan (FF QA TESTER) started Pre-Check', 'Ben Behanan (FF QA TESTER) self-signed DGD', 'Ben Behanan (FF QA TESTER) shared DGD to 2025 - IATA COMAT (Shipper) - Pilot Testing, Office: Brisbane', and 'Ben Behanan (FF QA TESTER) created DGD in office Geneva'. A red arrow points from the 'created DGD in office Geneva' entry to the 'Submit' button in the 'Actions' section. The 'Actions' section contains several buttons: 'Submit' (highlighted with a red box), 'Edit Air Waybill & Routing', 'Return to Sender', 'Share', 'View Pre-Check Report PDF', 'Preview DGD', and 'Clone DGD'. The 'Summary' section on the right shows 'Status: Pre-Check - Passed', 'Signed: Ben Behanan (FF QA TESTER)', and 'Pre-Check: Passed'. A 'Resources' section at the bottom left states 'No resources have been uploaded yet.'

2. The **Submit DGD** screen will be displayed. Select **Paper Submission** as submission Type.

The screenshot shows the 'Submit DGD' screen. At the top, there is a 'View DGD' button. Below it, the 'Submit DGD' title is displayed. The main section is a form with a 'Submission Type' label and a dropdown menu. The dropdown menu is open, showing 'Paper Submission' as the selected option, which is highlighted with a red box. A blue box highlights the entire dropdown menu area.

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-0000963)
06 May 2025 10:56 - Company: 2025 - IATA.COMM (Shipper) - Pilot Testing, Office: Brisbane
- Ben Behanan (FF QA TESTER) completed Pre-Check with Result: Passed
06 May 2025 10:55 - Company: 2025 - IATA.COMM (Shipper) - Pilot Testing, Office: Brisbane
- Ben Behanan (FF QA TESTER) started Pre-Check
06 May 2025 10:54 - Company: 2025 - IATA.COMM (Shipper) - Pilot Testing, Office: Brisbane
- Ben Behanan (FF QA TESTER) self-signed DGD
06 May 2025 10:54 - IP Address: 103.119.175.17 - Company: 2025 - IATA.COMM (Shipper) - Pilot Testing, Office: Brisbane
- Ben Behanan (FF QA TESTER) created DGD in office Brisbane
06 May 2025 10:54 - Company: 2025 - IATA.COMM (Shipper) - Pilot Testing, Office: Brisbane

Resources

No resources have been uploaded yet.



Summary

Status	Paper Submission
Signed	Ben Behanan (FF QA TESTER) 06 May 2025 10:54
Submitted	Paper Submission by Ben Behanan (FF QA TESTER) XB-P-0000963 06 May 2025 10:55
Pre-Check	Passed 06 May 2025 10:55

Actions

- View Pre-Check Report PDF
- View DGD**
- Send By Email
- Clone DGD

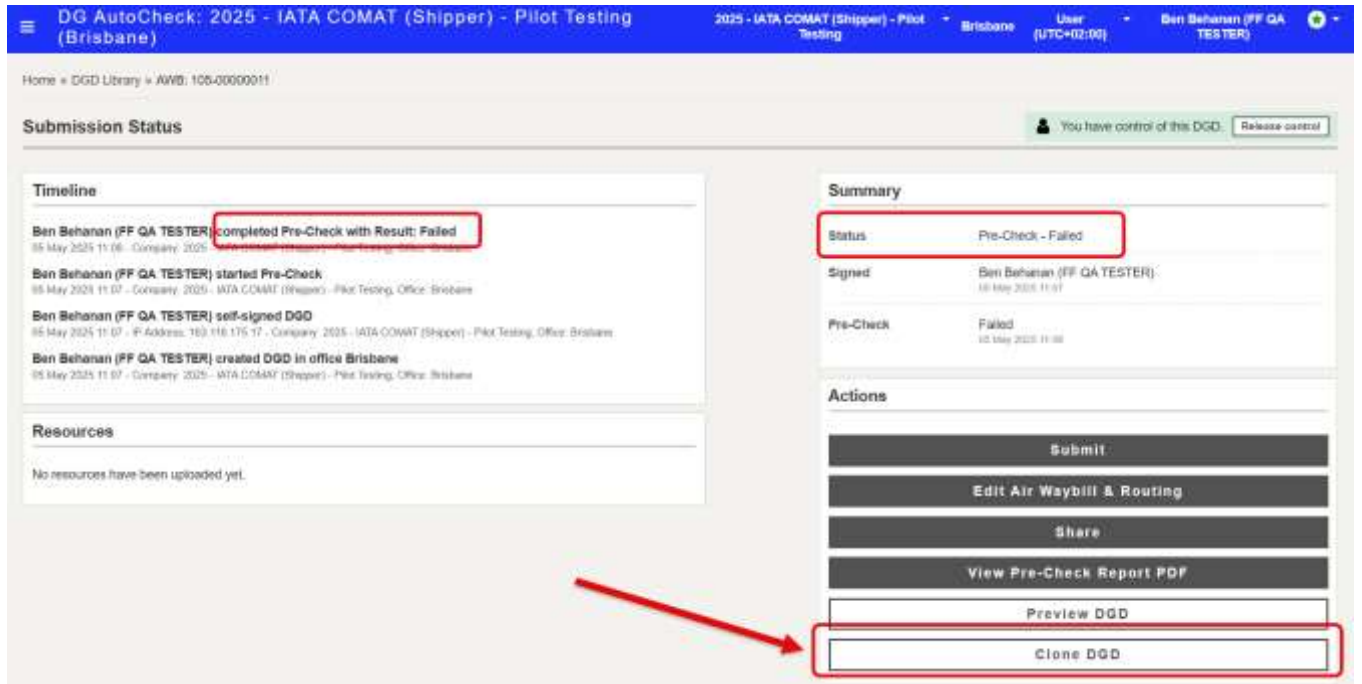
5. The PDF DGD will be displayed. Print the DGD and tender to Forwarder/Airline.

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: 		
<small>Two completed and signed copies of this Declaration must be handed to the operator.</small>				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						
<small>This shipment is within the limitations prescribed for:</small> <small>(delete non-applicable)</small>		Airport of Departure (optional): Narita Intl (NRT)				
PASSENGER AND CARGO AIRCRAFT		Airport of Destination (optional): Helsinki-Vantaa (HEL)				
<small>Shipment type: (delete non-applicable)</small> 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	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 <small>(See warning above)</small> 		
<small>(c) Copyright 2025. All rights reserved. IATA DG AutoCheck https://www.iata.org/dg-autocheck</small>				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**.



2. A confirmation screen will be displayed.
3. Click **Clone DGD** to confirm the operation.



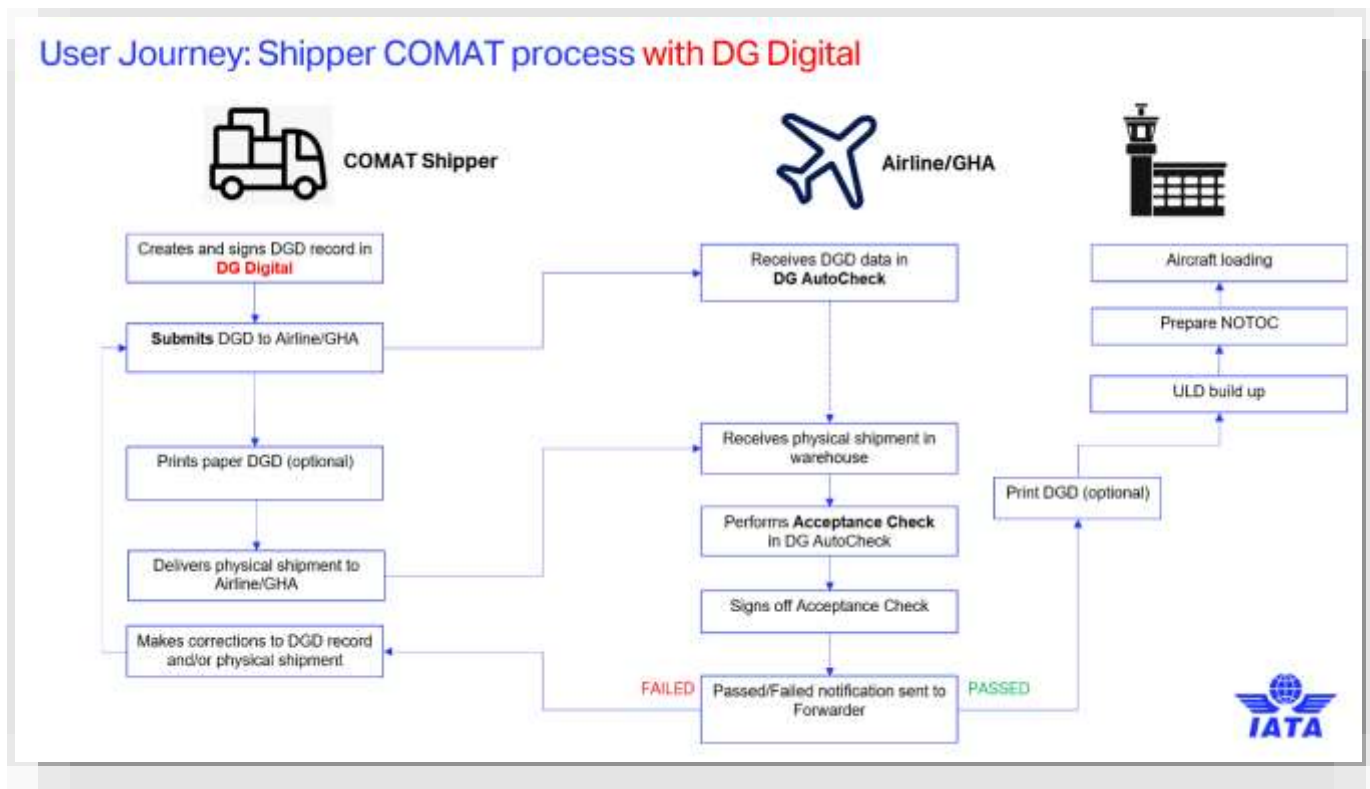
4. The DGD will be available for editing in the DGD Builder. You can make the required changes and then sign the DGD, and then Pre-Check the DGD, and then re-submit the DGD.

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:

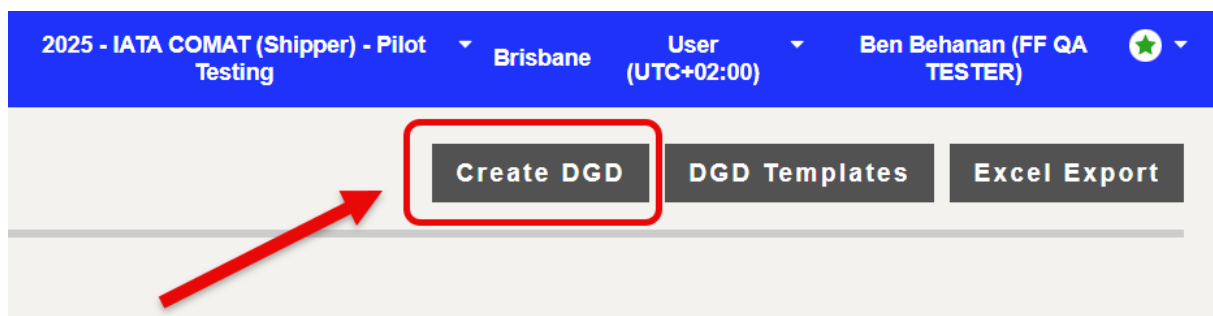
1. Create DGD
2. Sign DGD
3. Submit DGD

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.

The screenshot displays a web form with four tabs: SHIPPER & CONSIGNEE, TRANSPORT DETAILS, NATURE & QUANTITY OF DANGEROUS GOODS, and ADDITIONAL HANDLING INFO. The SHIPPER & CONSIGNEE tab is active, showing two columns: Shipper and Consignee. The Shipper column contains fields for Company Name (XYZ CHEMICALS CO., LTD.), Street (1-2-3 MURCUMACHI, CHUO-KU), ZIP Code / City (123-4567, TOKYO), Area, PO Box, Country (Japan), and Contact No. The Consignee column contains fields for Company Name (ABC CHEMICALS CO., LTD.), Street (#123, ABC BUILDING), ZIP Code / City (21420, LIETO), Area, PO Box, Country (Finland), and Contact No. Both columns have 'Save to Address Book' and 'Clear' buttons. A 'Next' button is located at the bottom left.

4. After entering all the details, click **Preview** to preview the DGD

The screenshot shows the top navigation bar and a control area. The navigation bar includes '2025 - IATA COMAT (Shipper) - Pilot Testing', 'Brisbane', 'User (UTC+02:00)', and 'Ben Behanan (FF QA TESTER)'. Below this, a green bar contains a user icon, the text 'You have control of this DGD.', and buttons for 'Release Control', 'Validate Form', 'Actions ...', and 'Preview'. The 'Preview' button is highlighted with a red rectangle.

5. To sign the DGD, click **Actions > Sign DGD**. The signature screen will be displayed.

This screenshot shows the same DGD form as in step 4, but with the 'Actions ...' button clicked. A dropdown menu is visible, containing options: 'Finalize DGD and Pre-Check', 'Sign DGD', 'Share', 'Resources', and 'Save as Template'. The 'Sign DGD' option is highlighted with a red rectangle, and a red arrow points to it from the left.

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. 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 00:31 - IP Address: 160.116.176.25 - 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

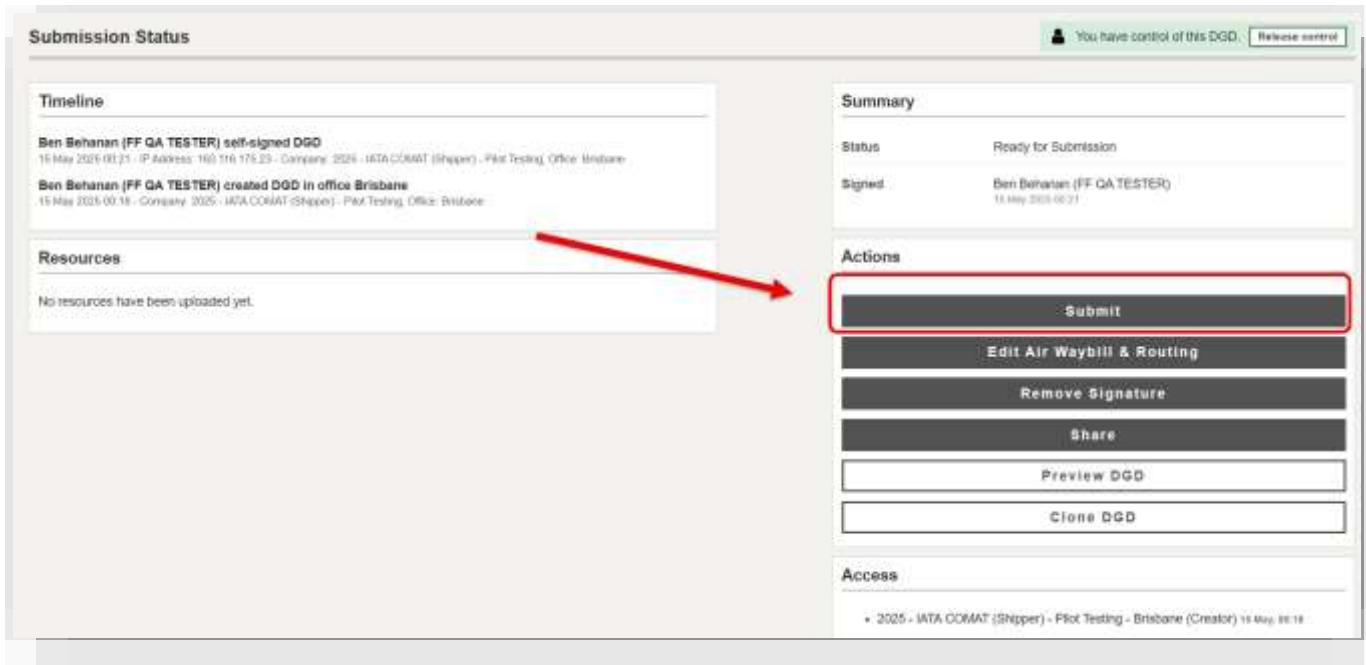
Access

2025 - IATA COMAT (Shipper) - Pilot Testing - Brisbane (Creator) 15 May 00:18

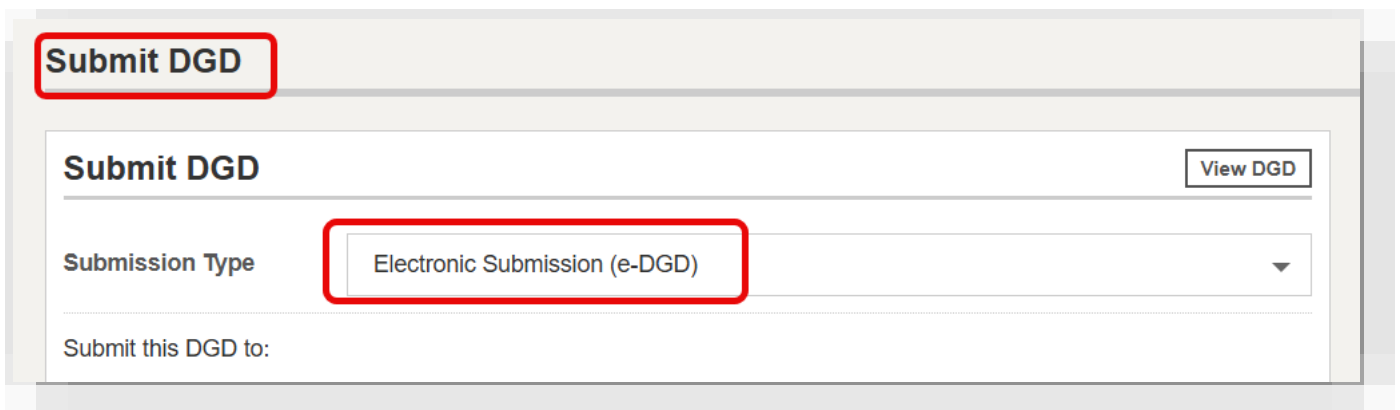
Electronic submission

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

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 00:28 - Company: 2025 - IATA.COM.AU (Shipper) - Pilot Testing, Office: Brisbane
- Ben Behanan (FF QA TESTER) self-signed DGD
15 May 2025 00:21 - IP Address: 185.116.175.23 - Company: 2025 - IATA.COM.AU (Shipper) - Pilot Testing, Office: Brisbane
- Ben Behanan (FF QA TESTER) created DGD in office Brisbane
15 May 2025 00:18 - Company: 2025 - IATA.COM.AU (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 00:28

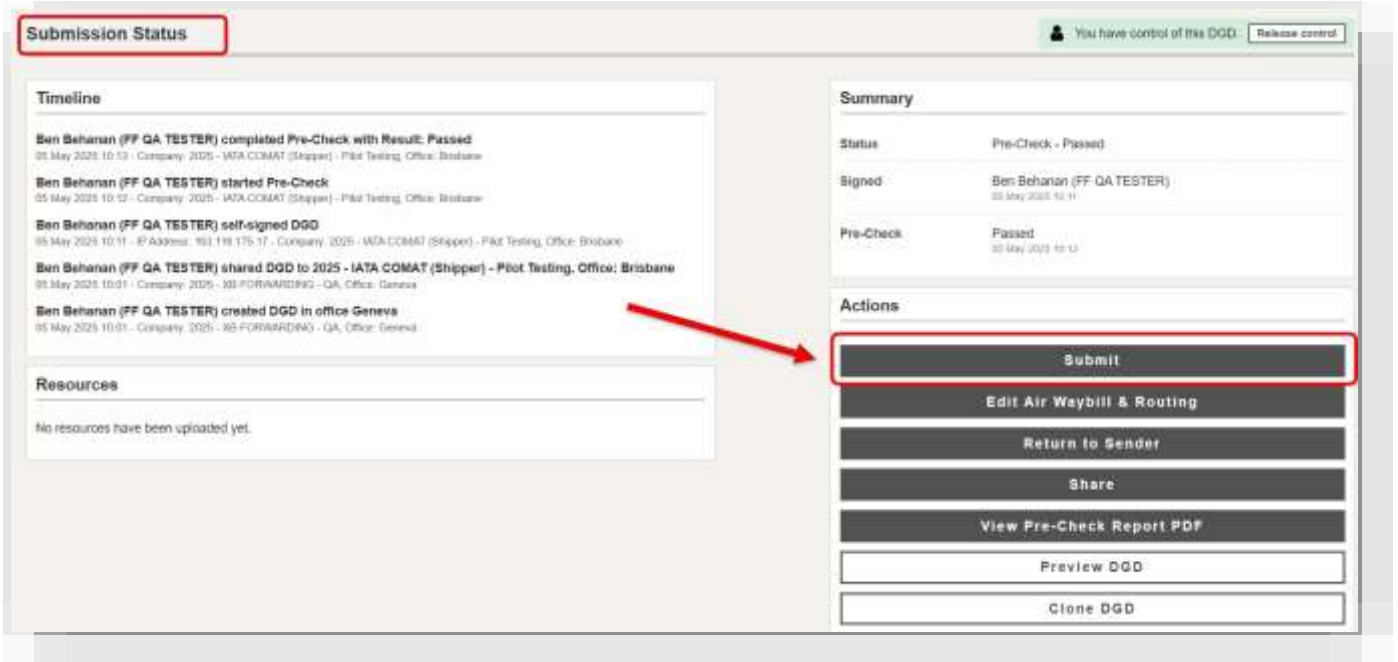
Actions

- Start Acceptance Check
- Edit Air Waybill & Routing
- Return to Sender
- Share
- View DGD
- Send By Email
- Clone DGD

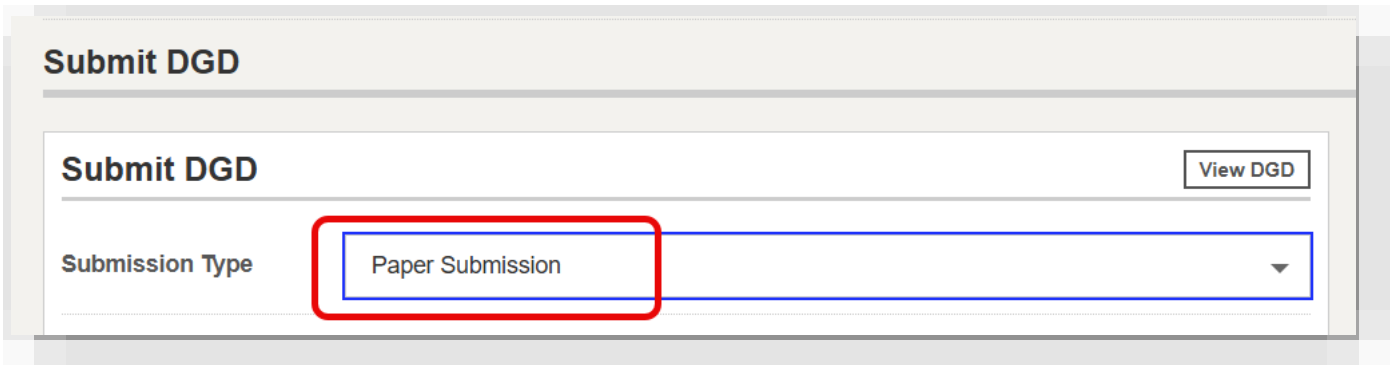
Paper submission

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**.



6. The **Submit DGD** screen will be displayed. Select **Paper Submission** as submission Type.



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: 193.118.175.25 - 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, 00:28

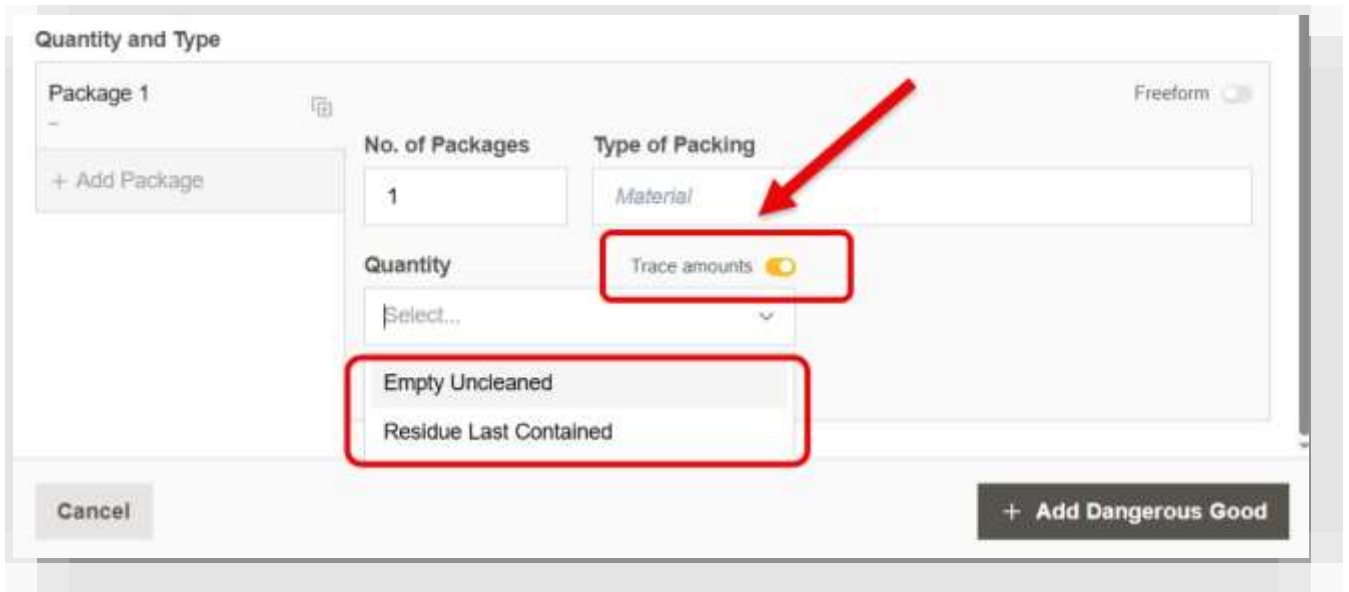
9. The PDF DGD will be displayed. Print the DGD and tender to Forwarder/Airline.

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)				Airport of Departure (optional): Narita Intl (NRT)		
(delete non-applicable)				Airport of Destination (optional): Helsinki-Vantaa (HEL)		
PASSENGER AND CARGO AIRCRAFT				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	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		

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.



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 Freemove

+ Add Package

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

Quantity: 5 Trace amounts: L X

Salvage Packaging

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 ✕ ▾

RQ

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.

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 RQ

UN3077 – Environmentally hazardous substance, solid, n.o.s. ★ – 9 X ▾

Proper Shipping Name Technical Name 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.

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 Freight

+ Add Package

Radionuclide Not listed in Table 10.3.A Unknown Radionuclide

e.g. Cs-137 Select...

Form Neutron emitting nuclides are known to be present or no relevant data available

e.g. Liquid

No. of Packages Package Type

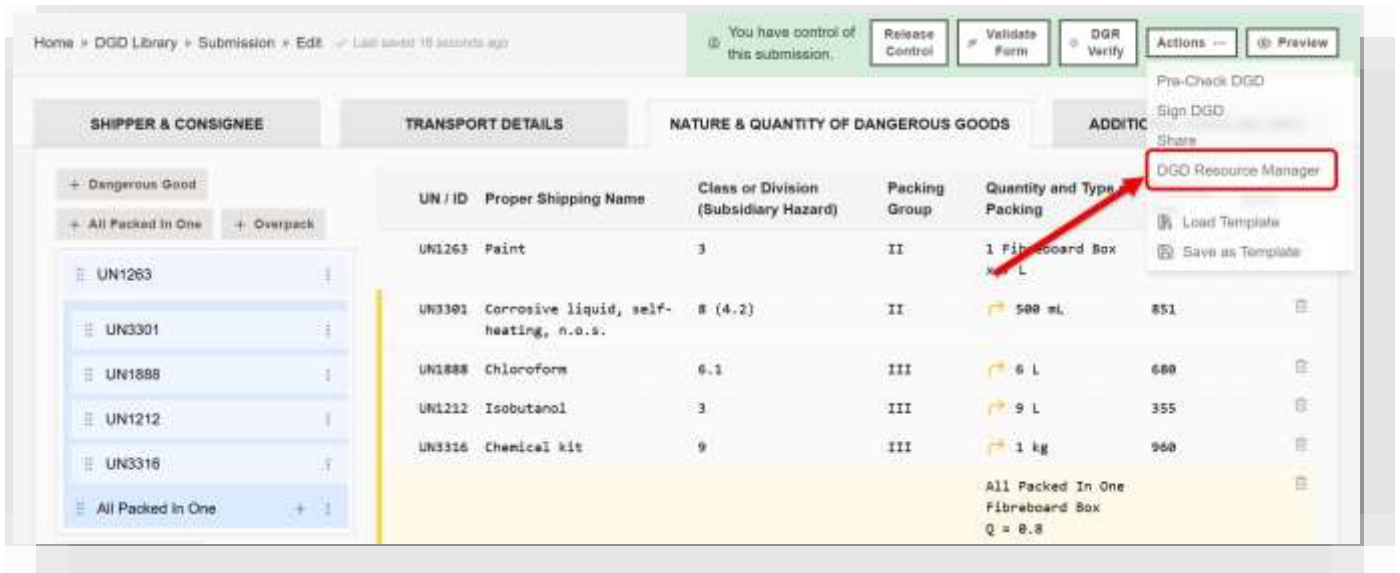
Alpha emitting nuclides but no neutron emitters are known to be present

Only beta or gamma emitting nuclides are known to be present

Uploading a Resource

You can upload related documents (such as approvals, MSDS, AWB, test summary, etc) as resource to the DGD, and this will be visible to all the parties down the chain.

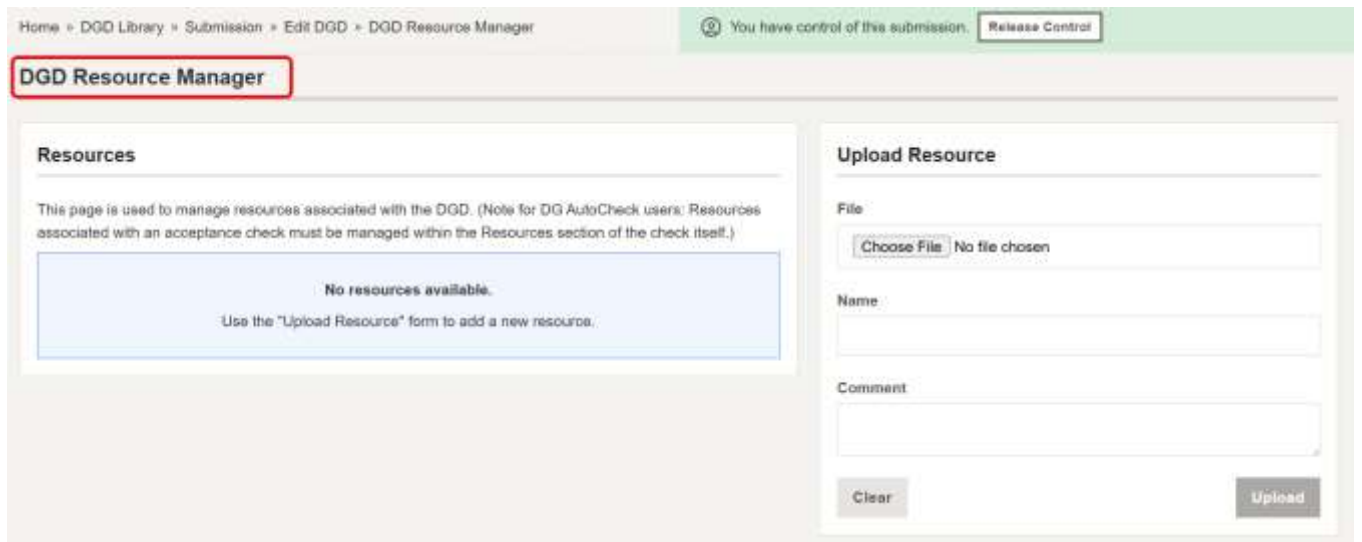
1. When creating a DGD, under **Actions**, click **DGD Resource Manager**.



The screenshot shows the 'DGD Resource Manager' option highlighted in the 'Actions' dropdown menu. The main table displays the following data:

UN / ID	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type	Packing
UN1263	Paint	3	II	1	Fibreboard Box
UN3301	Corrosive liquid, self-heating, n.o.s.	8 (4.2)	II	500 mL	851
UN1888	Chloroform	6.1	III	6 L	600
UN1212	Isobutanol	3	III	9 L	355
UN3316	Chemical kit	9	III	1 kg	960
				All Packed In One	Fibreboard Box
				Q = 0.8	

2. The **DGD Resource Manager** will be displayed



The screenshot shows the 'DGD Resource Manager' page. The 'Resources' section displays a message: 'No resources available. Use the "Upload Resource" form to add a new resource.' The 'Upload Resource' form includes the following fields:

- File: Choose File (No file chosen)
- Name: [Text input field]
- Comment: [Text input field]
- Buttons: Clear, Upload

This page is used to manage resources associated with the DGD.

Note for DG AutoCheck users: Resources associated with an acceptance check must be managed within the Resources section of the check itself.

3. Select the resource file and click **Upload**

Upload Resource

File
Choose File MSDS.png

Name
MSDS

Comment

Clear Upload

4. The uploaded resource will be displayed. You can download, rename, or delete the uploaded resources.

DGD Resource Manager

Resources

This page is used to manage resources associated with the DGD. (Note for DG AutoCheck users: Resources associated with an acceptance check must be managed within the Resources section of the check itself.)

MSDS	
AWB	
Package leak	

Void a DGD

After a DGD has been “submitted” to another party, if you want to make changes, you can “Void” (i.e. Cancel) the DGD and then issue a new DGD with the corrected data. The DGD shall be marked as “Voided/Cancelled” in the PDF DGD and the DGD Library will show the status as VOIDED. The data will still exist in the system, but the receiving party will not be able to perform any further actions on the DGD, once it has been voided by the submitting party.

1. After a DGD is submitted, click **Void DGD**

Submission Status ⚠ DGD with 2025 - XB AIRLINE (QA) - GVA - Cargo Gate

Timeline

- Ben Behanan submitted e-DGD to 2025 - XB AIRLINE (QA), Office: GVA - Cargo Gate at Airport: Geneva Int. 31 Oct 2025 18:57 - Company: 2025 - XB PRE-CHECK FORWARDING (QA) - Office: Geneva
- Ben Behanan self-signed DGD 31 Oct 2025 18:58 - IP Address: 193.116.188.47 - Company: 2025 - XB PRE-CHECK FORWARDING (QA) - Office: Geneva
- Ben Behanan created DGD in office Geneva 31 Oct 2025 18:58 - Company: 2025 - XB PRE-CHECK FORWARDING (QA) - Office: Geneva

Resources

No resources have been uploaded yet.

Summary

Status	Submitted
Signed	Ben Behanan 31 Oct 2025 18:58
Submitted	Electronic Submission by Ben Behanan to Geneva Int., (GVA) XB-Q-0000389 31 Oct 2025 18:57

Actions

- View DGD
- Send By Email
- Clone DGD
- Void DGD**

2. Enter the reason for voiding the DGD and click **Void DGD**

Home » DGD Library » REF: B3qpeEb » Void DGD

Void DGD

Reason

Please enter a reason (at least 10 characters long) of why the DGD is being void

Back **Void DGD**

3. The Timeline will be updated with the void action, including the reason for voiding the DGD.

Submission Status

Timeline

Ben Behanan voided DGD

Reason: We are cancelling this DGD as we will be sending a new DGD instead.

31 Oct 2025 19:00 - Company: 2025 - XB AIRLINE (QA), Office: GVA - Cargo Gate

Ben Behanan submitted e-DGD to 2025 - XB AIRLINE (QA), Office: GVA - Cargo Gate at Airport: Geneva Intl.

31 Oct 2025 18:57 - Company: 2025 - XB PRE-CHECK FORWARDING (QA), Office: Geneva

Ben Behanan self-signed DGD

31 Oct 2025 18:56 - IP Address: 163.116.188.47 - Company: 2025 - XB PRE-CHECK FORWARDING (QA), Office: Geneva

Ben Behanan created DGD in office Geneva

31 Oct 2025 18:58 - Company: 2025 - XB PRE-CHECK FORWARDING (QA), Office: Geneva

4. The DGD Library will be updated with the Submission Status as VOIDED”.

The screenshot shows the 'DGD Library' interface. At the top, there are navigation tabs for 'Acceptance Check (50)' and 'DG Digital (50)'. Below this, a table lists submission details. The first row is highlighted with a red box around the 'VOIDED' status in the 'Submission Status' column. A red arrow points from the 'VOIDED' status to the 'Submission Status' header.

Reference	Last updated	Submission type	Submission number	Received From	Shipper	Consignee	Dep. Arr.	Submission Status	Actions
REF: B3opeEb Submission Status: Voided	31 Oct, 18:56	Electronic	XB-D-0000388	-	ABC Chemical Japan C	ABC HEALTHCARE CORPO	NRT JFK	VOIDED	[Icon]
REF: JEMnG3q Submission Status: Submitted	31 Oct, 18:45	Electronic	XB-D-0000388	-	ABC Chemical Japan C	ABC HEALTHCARE CORPO	NRT JFK	ELECTRONIC SUBMISSION	[Icon]

5. An email notification will be sent to all parties.

The screenshot shows an email notification from IATA DG AutoCheck. The subject is 'Status: DGD voided'. The body contains the following information:

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

Status: DGD voided

Reason: We are cancelling this DGD as we will be sending a new DGD instead.

Submission type: Electronic Submission
Submission number: XB-D-0000388
Submission date/time: 31 Oct 2025 19:00
Voided by: 2025 - XB PRE-CHECK FORWARDING (QA), Geneva
Submitted to: 2025 - XB AIRLINE (QA), GVA - Cargo Gate, Geneva Intl.
Signed By: Ben Behanan, Company: 2025 - XB PRE-CHECK FORWARDING (QA) Office: Geneva
AWB Number: Not available
HAWB Number: Not available
Shipment Reference: Not available
DGD URL: <https://qa-dgautocheck.iata.org/dgd-submission/B3opeEb>

Thank you

6. Click **View DGD** to view the PDF DGD. The PDF DGD will be marked as Voided.

Consignee ABC HEALTHCARE CORPORATION, 33 HEARTWALL AVENUE, LEXINGTON,, MA 12345, USA		Shipper's Reference No. (optional)				
Two completed and signed copies of this Declaration must be handed to the operator.		Powered By: 				
TRANSPORT DETAILS This shipment is within the limitations prescribed for: (delete non-applicable)		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.				
Airport of Departure (optional): Narita Intl (NRT)		Shipment type: (delete non-applicable) NON-RADIOACTIVE				
Airport of Destination (optional): John F Kennedy Intl (JFK)						
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	1 Fibreboard Box x 7 L	353	
UN3301	Corrosive liquid, self-heating, n.o.s.	8 (4.2)	II	500 mL	851	
UN1888	Chloroform	6.1	III	6 L	680	
UN1212	Isobutanol	3	III	9 L	355	
UN3316	Chemical kit	9	III	1 kg	960	
				All packed in one Fibreboard Box Q = 0.8		
Additional Handling Information 24-hour emergency telephone number +41 79 772 70 10				ORIGINAL RECEIVED ELECTRONICALLY. ELECTRONIC SIGNATURE USED PURSUANT TO IATA DGR SECTION 8.1.4.1.2.		