

# Dangerous Goods User Guide Shipping Companies

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## Introduction

Tradegate's "Electronic Reporting of Dangerous Goods" has been developed to assist Shipping Lines, Exporters, AMSA and all interested parties to better share the information required to manage dangerous goods.

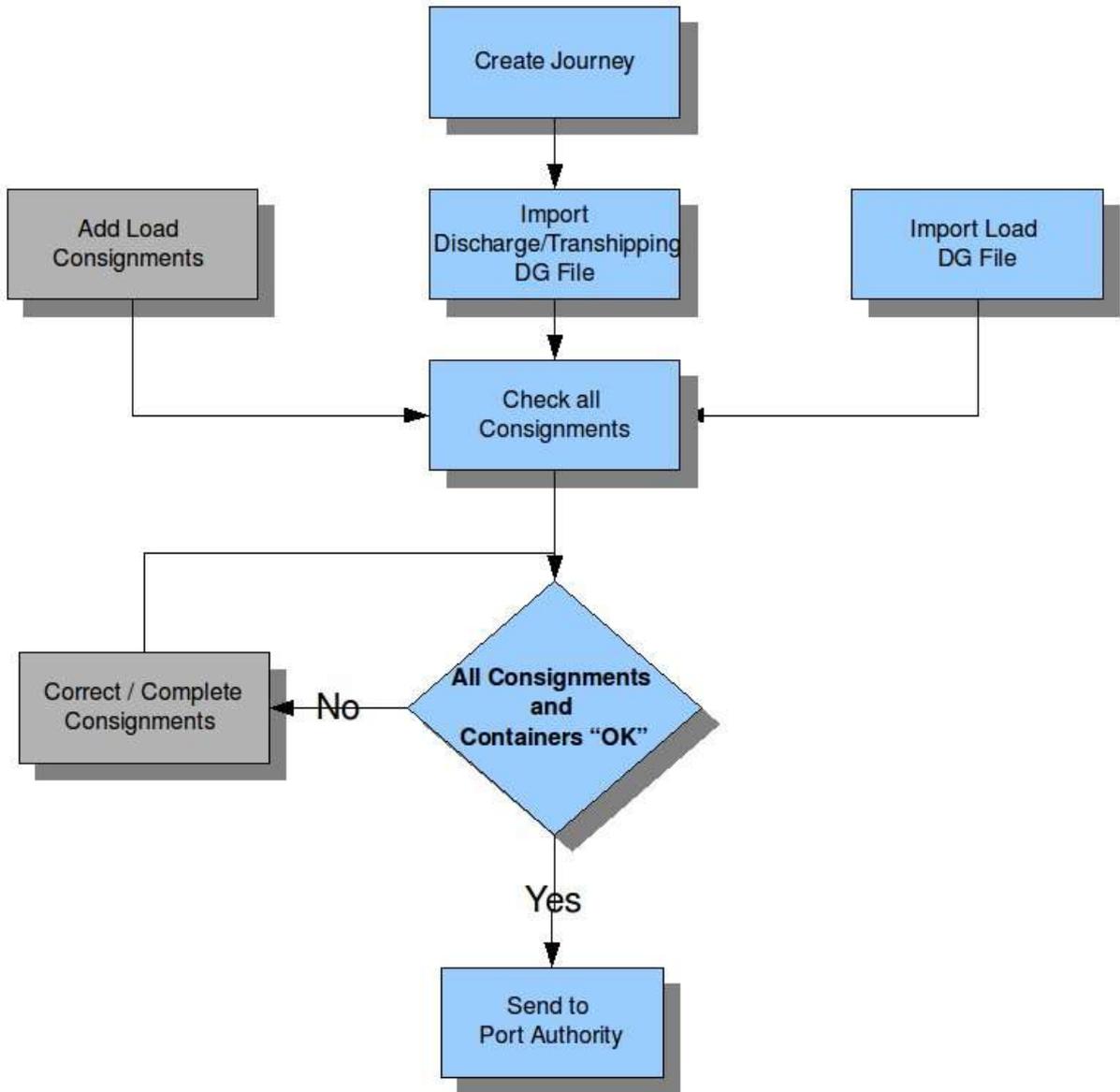
This web based service allows for:

- Sending EDI to each of the Port Authorities (where supported by the PA)
- Uploaded DG Manifest information to reduce data entry
- Sending draft MDGFs (MO41) to Shipping Lines
- Sharing or distributing information to interested parties, eg Transport or Packers
- Automating information flow from current port to next port

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### General Process Flow



## Accessing Electronic Dangerous Goods Reports

1. Go to [www.tradegate.org.au](http://www.tradegate.org.au)
2. Click on Dangerous Goods.
3. Enter your login details.



## Terminology used in Tradegate's DG Application

These are some common terms that may differ from the paper equivalent of the DG process.

Term	Meaning
<b>Journey</b>	Represents a single leg of a voyage. The Voyage No relates to the Inbound Voyage No therefore two Journeys will be required when Reporting Loop Voyages.
<b>Consignment</b>	A Dangerous Goods consignment often associated to a MDGF
<b>MDGF</b>	Multi Modal Dangerous Goods Form, often called a MO41
<b>IFTDGN</b>	An EDI version of a Dangerous Goods Manifest
<b>Report</b>	Used to represent the DG information supplied to a given party, typically Port Authorities. Up to 3 Reports / Modes are sent to a Port Authority for every Journey.
	Loading – Consignments being loaded on the vessel at that port Discharging – Consignments being discharged Transhipping / Transiting – Consignments on board vessel at port
<b>Mode</b>	Defines how a consignment is being reported to a Port Authority, e.g. Loading, Discharging, Transiting
<b>Load</b>	Also referred to as an Export Consignment
<b>Discharge</b>	Also referred to as Import Consignment
<b>Transhipping / Transiting</b>	Consignment is entering port however is not being discharged
<b>Status</b>	Defines the current state of the consignment/container.
	A consignment can have multiple statuses, one for the Journey, which indicates whether it passes content validation (COMPLETE / INCOMPLETE, etc). The consignment will also have status for each Report on that Journey (i.e. SENT, WITHDRAWN, etc)

These are the Status a Consignment or a Container can have:

Status	Location	Meaning
<b>INCOMPLETE</b>	Journey Report	The required information needed to lodge the DG consignment/container has not been entered
<b>OK / COMPLETE</b>	Journey	The required information needed to lodge the DG consignment/container has been entered and it can be sent to the PA
<b>UNLINKED</b>	Journey	Container lodged against a Journey (either manually or via the upload of BayPlan) that isn't linked to a Consignment
<b>CREATED</b>	Journey	A Consignment / Container has just been Created
<b>UPLOADED</b>	Journey	Consignment has just been uploaded
<b>QUEUED</b>	Report	A consignment in a Report has been queued for Sending. The status should change to 'SENT'
<b>SENT</b>	Report	A Consignment has been sent to Port Authority
<b>WITHDRAWN</b>	Report	A Consignment has been withdrawn from the Port Authority
<b>PENDING</b>	Report	A Consignment is valid but hasn't been sent to the Port Authority.
<b>ERROR</b>	Report	An Error has occurred when sending the Consignment to the Port Authority. Check the History

## Creating a Journey

As described previously a journey represents a single voyage where each port is visited only once. The first stage in starting your dangerous goods reporting process is to ensure that you have a journey that you are associating your consignments and containers to.

To create your journey;

1. Log on to the Electronic Dangerous Goods Reporting
2. Click on 'Journey' link on the top bar



### Tradegate Haz

Welcome to Tradegate's Hazardous goods reporting system.

#### 1. Create a journey

Click on the | Journey | menu listed above and create a new journey for the vessel / voyage.

#### 2. Upload Flat File Report

Upload the Hazardous flat file report for this voyage. The contents of the report can be validated against a previously uploaded Bay Plan if required.

#### 3. Review Consignments

Review the uploaded consignments, fill in missing data and create additional consignments as required.

#### 4. Send Report to Port Authority

Once all the errors have been corrected, send the report to Port Authority. The Port Authority will validate the data and send back a report detailing the status. Correct any errors found and resend the report.

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3. Click on Add if your Journey is not shown



**Create Journey**

Vessel IMO \* :

Inb Voyage \* :

Carrier \* :

4. Enter Vessel, Voyage and Carrier
5. Click Create

## Uploading DG Manifest data from Internal Application to DG

To assist shipping lines in process dangerous goods and minimize data entry Tradegate is able to import a number of file formats including;

- IFTDGN (EDI)
- Bayplan (EDI)
- Inhouse file format (XML, CSV, etc)

To upload your data files you;

1. Create the Journey
2. Click on Journey
3. Scroll to the bottom of the page



The screenshot shows the Tradegate web application interface. At the top, there is a navigation bar with links for Home, Journey, Search, History, Admin, Help, and Logout. Below the navigation bar is a banner image of a ship at a port. The main content area is divided into several sections:

- Journey :** A summary section showing Vessel: ANL WARRINGA (9324837), Voyage: 037S, and Carrier: ANL.
- Reports : update** table:
 

Port	Inb Voyage	Outb Voyage	Schedule	Consignments
Brisbane (Test)	037S	037N	ETA: 2009-11-27 07:00:00	2
Sydney (Test)	037S	037N	ETA: 2009-11-29 14:30:00	1
- Consignments (2) : add** table:
 

Master Bill	Carrier	Load Port	Discharge Port	Containers	Status	Action
CAR12312312	NYK	FRLTQ	AUBNE	1	INCOMPLETE	n/a
ABCD123454	NYK	GBGLW	AUSYD	2	OK	n/a
- Containers (4) : add** table:
 

Container No	Type	Full/Empty	Stowage Cell	Status	Action
DODGY123	4040	Full		OK	n/a
LOST1234	2020	Full		OK	n/a
abcd12314	2020	Full		OK	n/a
LOST12131	2020	Empty		UNLINKED	del
- Report Upload :** A form with a "Filename:" label, a text input field, a "Browse..." button, and an "Upload" button.

1. Click Browse and find file to upload for Discharge and Transshipping consignments
2. Click on upload
3. Click Browse and find file to upload for load consignments
4. Click on upload
5. All the containers and consignments will be now see on the journey.

At this point you will see all the information that could be exported from the data supplied.

## Maintaining Consignments in DG

Within this product you are able to add or edit consignments associated with this Journey. If you uploaded a data file as much information as possible will have been completed however please ensure that:

- Double check the information before submitting to the Port Authorities
- Confirm all consignments / containers are listed - read more about Orphaned Containers
- The journey information is correct

### Adding a Consignment

1. Select a Journey from the 'Journey' page
2. Click on 'Add' next to the Consignment heading



The screenshot displays the Tradegate web interface. At the top, there is a navigation bar with links for Home, Journey, Search, History, Admin, Help, and Logout. Below this is a banner image of a port at night. The main content area shows a 'Journey' summary with the following details: Vessel: ANL WARRINGA (9324837), Voyage: 0375, and Carrier: NYK. Below the summary is a 'Create Consignment' form with three input fields: 'MasterBill \*' containing 'ABCD123454', 'Load Port \*' containing 'ERGLW', and 'Discharge Port \*' containing 'RUEYD'. A 'Create' button is located at the bottom of the form.

3. Enter 'Master Bill', 'Load Port' and 'Discharge Port'.
4. Click the 'Create' button. You will be directed to the 'Edit Consignment' screen.
5. The details of the Hazardous contact will be taken from those defined in the 'Admin' Page.
6. Refer to the 'Editing a Consignment' section for help on completing the Consignment.

Home | Journey | Search | History | Admin | Help | Logout



**Journey :**

Vessel : ANL WARRINGA (9324837) Voyage : 0375 Carrier : ANL

**Consignment : CAR12313212**

Load Port \* :  (Le Touquet-Pic) Discharge Port \* :  (Brisbane QL) Carrier \* :  On carriage \* :

Consignor Company :  Contact :  Phone :

Consignee Company \* :  Contact \* :  Phone \* :

Hazardous Company :  Contact :  Phone \* :

**Reports (2) : update**

Port	Mode	Status	Last Sent
Brisbane (Test)	Discharging	PENDING	Never

**Goods Item 1 : del**

IMDG No \* :  IMDG Class \* :  Packing group :  Flashpoint :  CEL

No. Pkgs \* :  Pkg Type \* :  EHS No :  No. Inner Pkgs \* :  Inner Pkg Type :  Net Explosive Quantity :

Sub Risk :  MFAG :  Shipping name \* :  Technical name \* :

**Equipment : add**

Container number	Size Type	Net Weight *	Packages *	Action
LOST1234	2020	0.0 SQM		del

## Editing a Consignment

This will be more common as most consignments will be added.

1. Click on 'Journey' from Journey screen
2. Click on 'Master Bill'
3. Fill in all the required fields; a red star "\*" shows mandatory fields.
4. Click down on Container (under Equipment) and add required information.
5. Whenever the Load or Discharge Ports are change, the system will recalculate the routing of the consignment. The Reports to the Port Authorities may need to be resent if the consignment has already been reported to the Port Authority
6. The 'Reports' section of the page details how the Consignment will be reported to each of the Port Authorities based on the Vessel Schedule. Click on 'Update' to update the routing based on the latest version of the Schedule.

Home | Journey | Search | History | Admin | Help | Logout



**Journey :**  
 Vessel : ANL WARRINGA (9324837) Voyage : 0375 Carrier : ANL

**Consignment : ABCD123454**

Load Port \* :  (Glasgow STD\_10) Discharge Port \* :  (Sydney NS) Carrier \* :  On carriage \* :

Consignor Company :  Consignee Company \* :  Hazardous Company :   
 Contact :  Contact \* :  Contact :   
 Phone :  Phone \* :  Phone \* :

**Reports (2) : update**

Port	Mode	Status	Last Sent
Brisbane (Test)	Transshipping	PENDING	Never
Sydney (Test)	Discharging	PENDING	Never

**Goods Item 1 : del**

IMDG No \* :  IMDG Class \* :  Packing group :  Flashpoint :  CEL  
 No. Pkgs \* :  Pkg Type \* :  (Undefined) No. Inner Pkgs \* :  Inner Pkg Type :  ()  
 Sub Risk :  EHS No :  HFAG :  Net Explosive Quantity :   
 Shipping name \* :  Technical name \* :

**Equipment : add**

Container number	Size Type	Net Weight *	Packages *	Action
abcd1234	2020	2.0 KGM	12	del
D00G123	4040	2.0 KGM	0	del

## Hints on Completing the DG Consignment

### General Notes

- A red star "\*" shows mandatory fields
- A cell highlighted in red means that a mandatory field is missing.
- Mandatory fields vary depending on the Port Authorities the consignment is being reported to.
- When adding equipment/containers remember to check for Unlinked containers.
- Clicking the magnifying glass next to certain fields (Load Port, etc) pops up a window allowing you to search for the appropriate code.

### Consignment Header

- Port of Fremantle requires that the Hazardous contact is not a 1300 or 13 number.

### Reports

- This section lists the port authorities that the consignment will be reported, mode and current status.

## View and Send DG Reports

Once you have completed the following you are ready to send to the Port Authority:

1. Confirmed Journey is correct
2. Confirmed that all consignments have been lodged with the system (load, discharge and transship consignments)
3. Confirmed all Consignments and Container information is correct
4. All Consignments and Container have an OK or SENT status

Home | Journey | Search | History | Admin | Help | Logout


**Journey :**  
**Vessel :** ANL WARRINGA (9324837)      **Voyage :** 0375      **Carrier :** ANL

**Consignment : ABCD123454**  
**Load Port \* :**  (Glasgow STD....)      **Discharge Port \* :**  (Sydney NS)      **Carrier \* :**       **On carriage \* :**

<b>Consignor</b>	<b>Consignee</b>	<b>Hazardous</b>
Company : <input type="text" value="BAG PIPES AND CO"/>	Company * : <input type="text" value="HAGGIS AND BLACK PUDDING"/>	Company : <input type="text" value="HAZ R US"/>
Contact : <input type="text" value="JIMMY BRUCE"/>	Contact * : <input type="text" value="RONALD McDONALD"/>	Contact : <input type="text" value="SANDY BEACHES"/>
Phone : <input type="text" value="00"/>	Phone * : <input type="text" value="00"/>	Phone * : <input type="text" value="00"/>

**Reports (7) : update**

Port	Mode	Status	Last Sent
<a href="#">Brisbane (Test)</a>	Transshipping	PENDING	Never
<a href="#">Sydney (Test)</a>	Discharging	PENDING	Never

**Goods Item 1 : del**  

IMDG No * : <input type="text" value="2030"/>	IMDG Class * : <input type="text" value="1"/>	Packing group : <input type="text" value="I"/>	Flashpoint : <input type="text" value=""/> CEL
No. Pkgs * : <input type="text" value="1"/>	Pkg Type * : <input type="text" value=""/> (Undefined)	No. Inner Pkgs * : <input type="text" value="1"/>	Inner Pkg Type : <input type="text" value=""/> ()
Sub Risk : <input type="text" value=""/>	ENS No : <input type="text" value=""/>	MFAG : <input type="text" value=""/>	Net Explosive Quantity : <input type="text" value=""/>
Shipping name * : <input type="text" value="BAG PIPES"/>	Technical name * : <input type="text" value="BAG PIPES"/>		

**Equipment : add**

Container number	Size Type	Net Weight *	Packages *	Action
abcd12314	2020	2.0 KGM	12	del
DODGY123	4040	2.0 KGM	12	del

5. Click on port that you wish to report on.

Home | Journey | Search | History | Admin | Help | Logout



**Journey :**  
**Vessel :** ANL WARRINGA (9324837)      **Voyage :** 0375      **Carrier :** ANL

**Report : Sydney (Test)**

Inbound Voyage \* :   
 Inbound Berth \* :   
 Outbound Voyage \* :   
 Outbound Berth \* :

**Discharging (1 / 2) :**

Master Bill	Carrier	Load Port	Discharge Port	Containers	Status	Last Sent	Select
ABCD123454	NYK	GBGLW	AUSYD	2	PENDING	Never	<input checked="" type="checkbox"/>

**Transshipping (0 / 0) :**

Master Bill	Carrier	Load Port	Discharge Port	Containers	Status	Last Sent	Select
No Consignments Found							

**Loading (0 / 0) :**

Master Bill	Carrier	Load Port	Discharge Port	Containers	Status	Last Sent	Select
No Consignments Found							

**Disabled (1 / 1) :**

Master Bill	Carrier	Load Port	Discharge Port	Containers	Status	Last Sent	Select
CAR12313212	NYK	FRLTQ	AUSNE	1		Never	

6. Update the header information required by the Port Authority (e.g. Inbound and Outbound Voyage Numbers). Missing fields will be highlighted in red.
7. Consignments will be split into the appropriate Reporting Mode. Consignments not reported are shown in the 'Disabled' section at the bottom of the page.
8. For each reporting Mode:
  - a. Nominate the Report Action. In most cases the system will set this correctly
    - Original – Send Report that hasn't been lodged before
    - Replace – Send update of Report that has already been lodged.  
Note: Any changes made to the Report via the Port Authorities website will be lost!!
    - Withdraw – Sending request to Withdraw report from Port Authority
  - b. Confirm consignments you wish to send. Consignments that have passed validation will be automatically selected.
  - c. Click on the 'Send Selected' button to send report to Port Authority
  - d. The status of the reported consignment will be changed to 'SENT'

**Please note that in most cases the error messages from the Port Authority will be emailed directly to you.**