Dangerous Goods User Guide
Shipping Companies

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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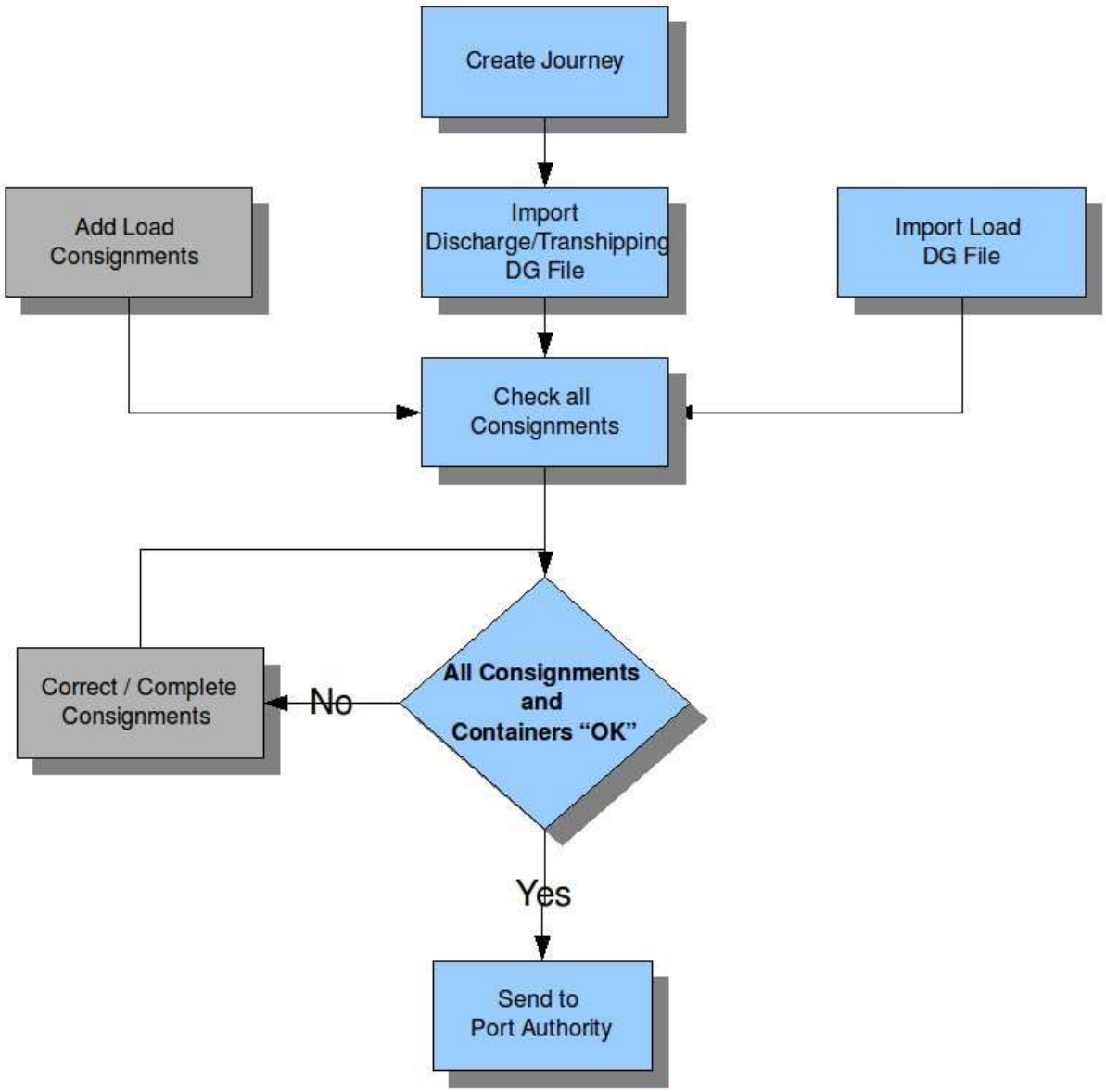
General Process Flow



Accessing Electronic Dangerous Goods Reports

1. Go to www.tradegate.org.au
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
Journey	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.
Consignment	A Dangerous Goods consignment often associated to a MDGF
MDGF	Multi Modal Dangerous Goods Form, often called a MO41
IFTDGN	An EDI version of a Dangerous Goods Manifest
Report	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
Mode	Defines how a consignment is being reported to a Port Authority, e.g. Loading, Discharging, Transiting
Load	Also referred to as an Export Consignment
Discharge	Also referred to as Import Consignment
Transhipping / Transiting	Consignment is entering port however is not being discharged
Status	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:

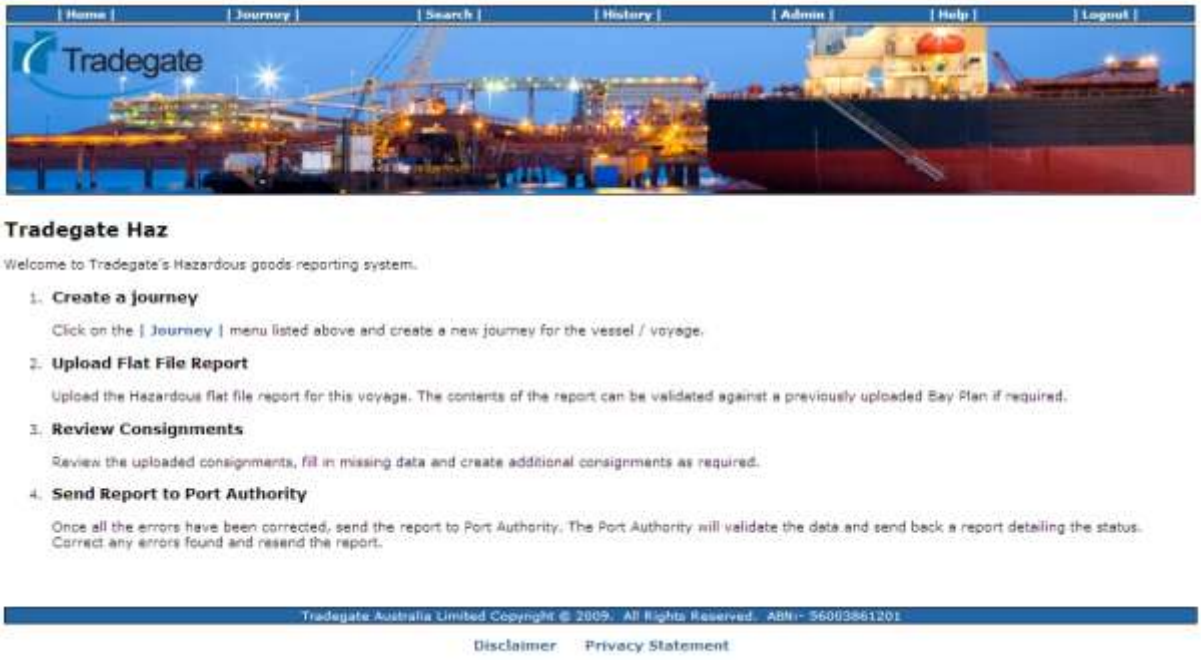
Status	Location	Meaning
INCOMPLETE	Journey Report	The required information needed to lodge the DG consignment/container has not be entered
OK / COMPLETE	Journey	The required information needed to lodge the DG consignment/container has be entered and it can be sent to the PA
UNLINKED	Journey	Container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WITHDRAWN	Report	A Consignment has been withdrawn from the Port Authority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



3. Click on Add if your Journey is not shown

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

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

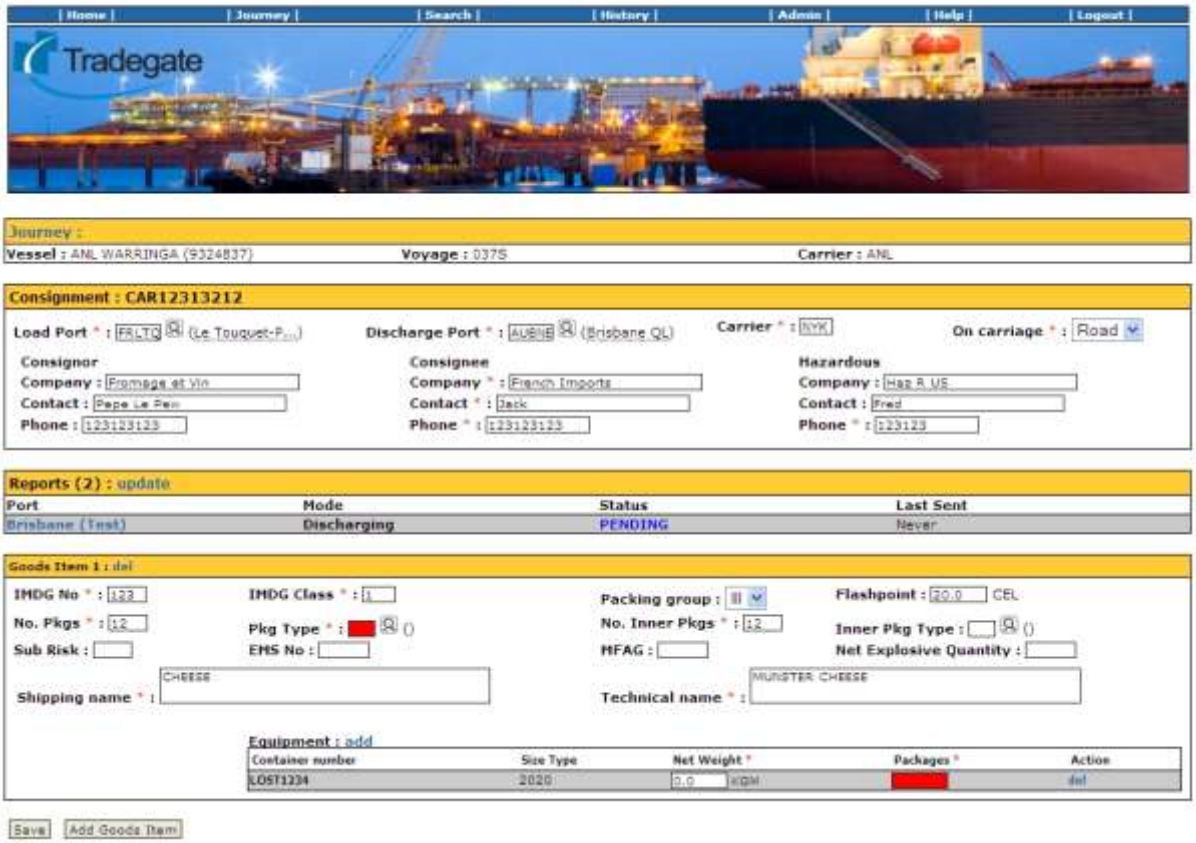
Within this product you are able to add or edit consignments associated with this Journey. If you uploaded a data file as much information as possible will have been completed however please ensure that:

- 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

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.



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.

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.

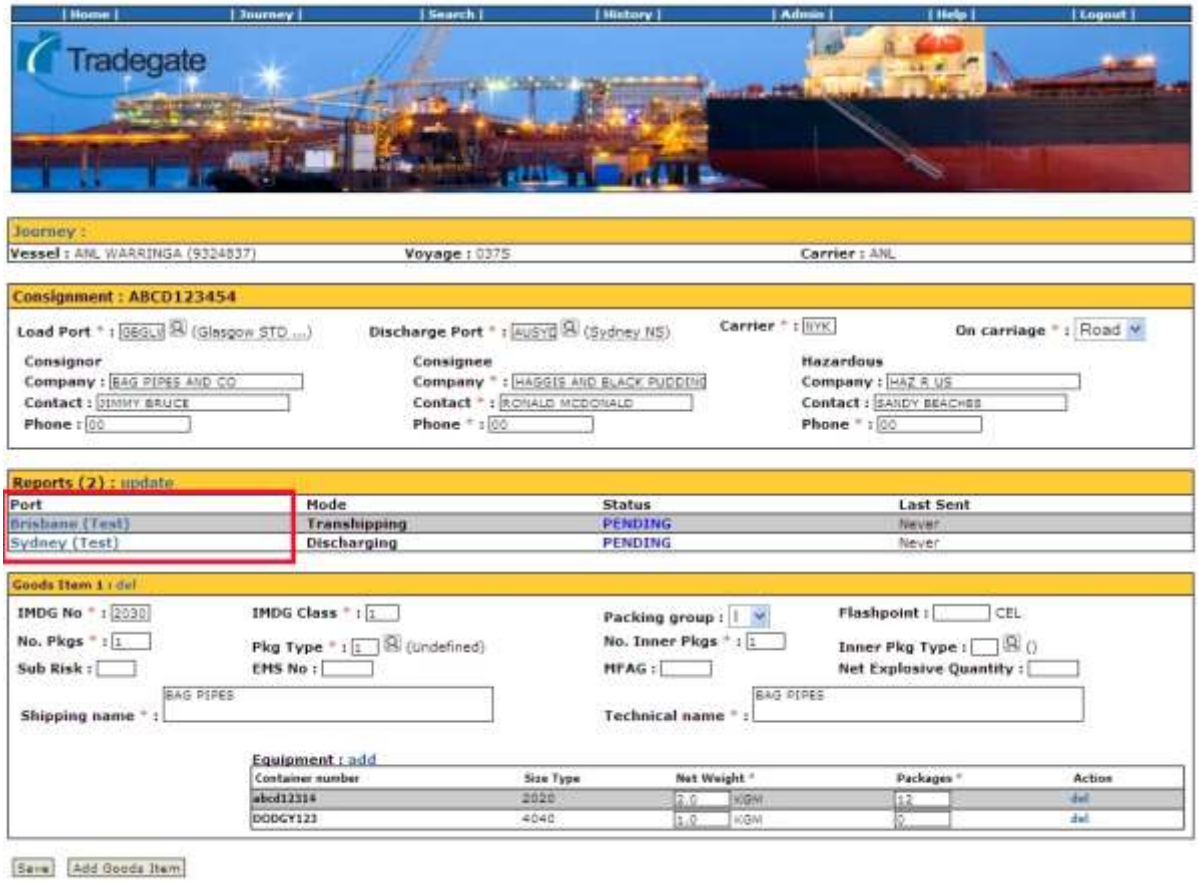
Reports

- 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



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

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.