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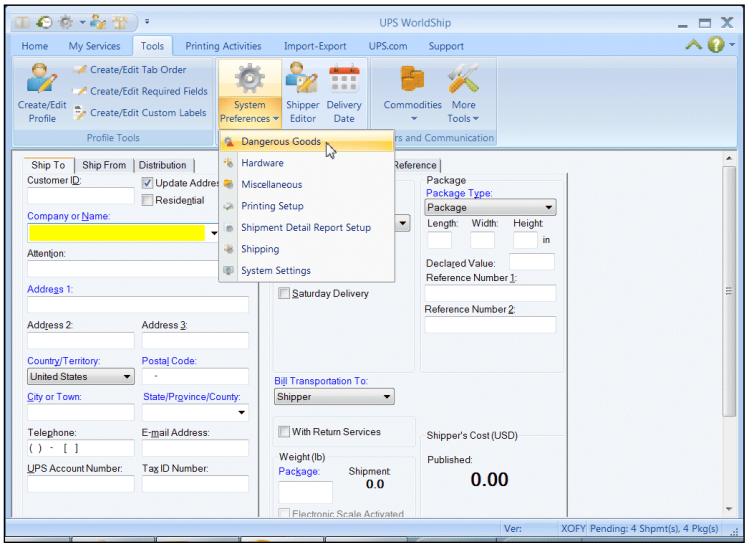
Dangerous Goods System Preferences

For Dangerous Goods shipments you may need to specify the following system preferences:

- Chemical Record data source (WorldShip software or an external source)
- Dangerous Goods documentation and printer options
- Export options for Dangerous Goods shipment information
- Custom label names for up to three record identifiers

To set the Dangerous Goods system preferences:

Step	Window
1. On the **Tools** tab, click **System Preferences** and then **Dangerous Goods**.	

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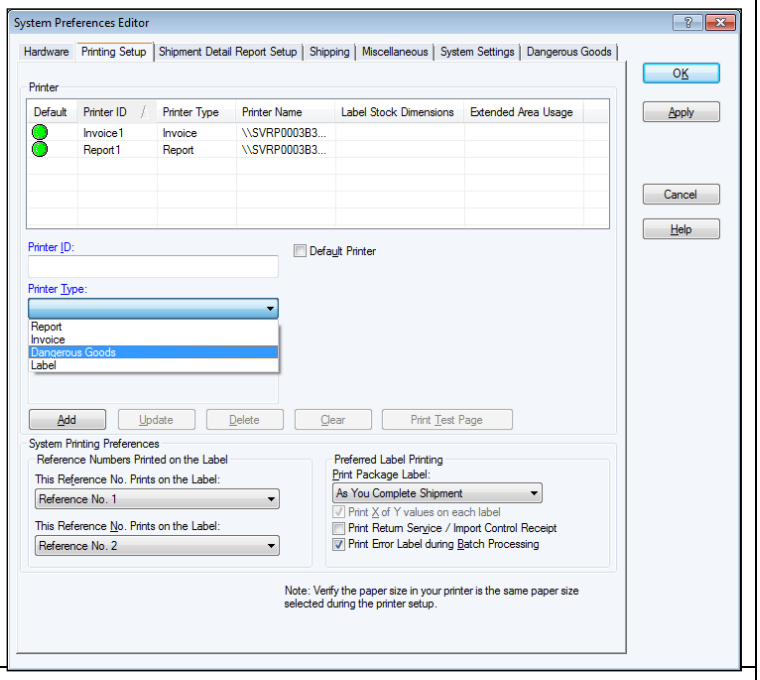
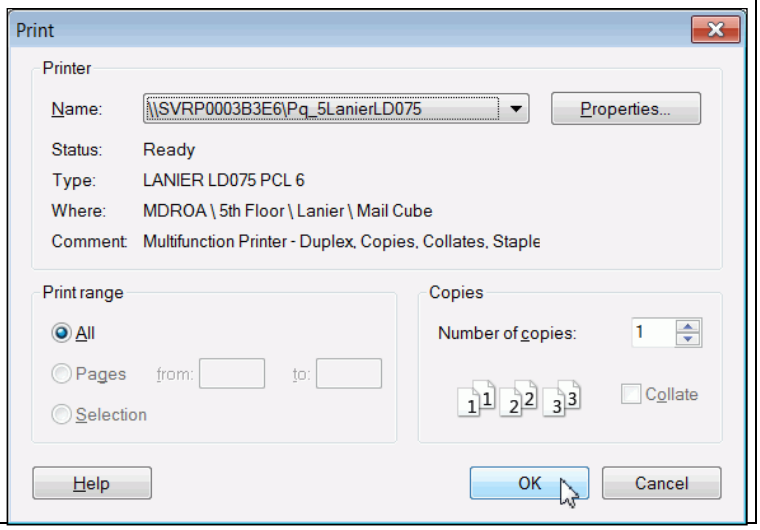
Dangerous Goods System Preferences

Step	Window
Select the **Printing Setup** tab. • In the **Printer ID** box, type the ID for the Dangerous Goods printer. • In the **Printer Type** list, click the down arrow and select **Dangerous Goods**. • Click **Add**.	
The **Print** window displays. • In the **Name** list, click the down arrow and select the printer that you want to use to print your Dangerous Goods documents. • Click **OK**.	

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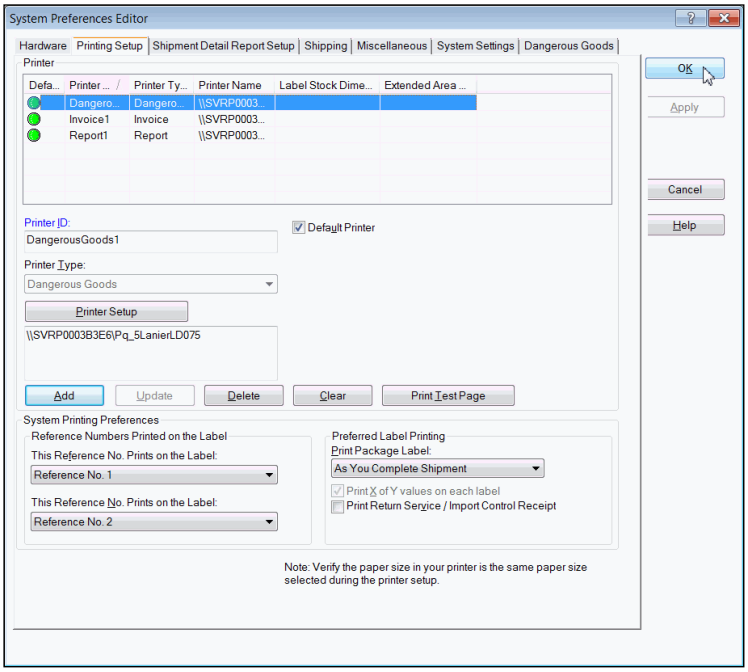
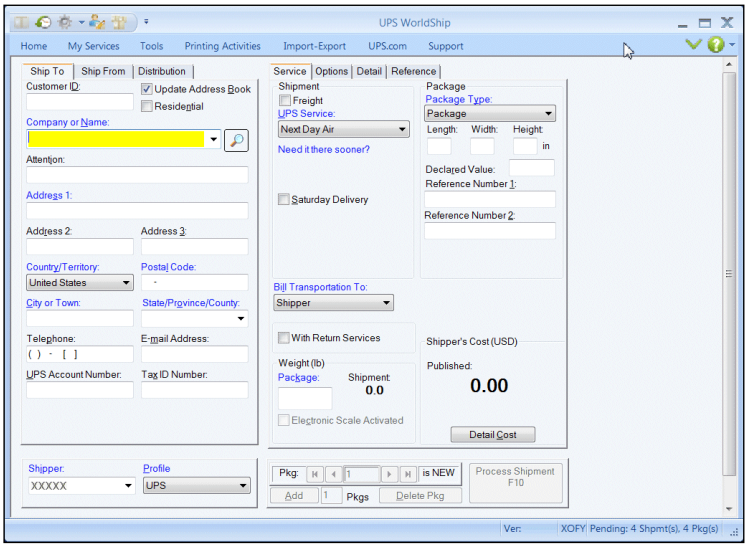
Dangerous Goods System Preferences

Step	Window
The **Printing Setup** tab in the **System Preferences Editor** window displays the Dangerous Goods printer in the **Printer** listing. Click **OK**.	
The **Shipping** window displays.	

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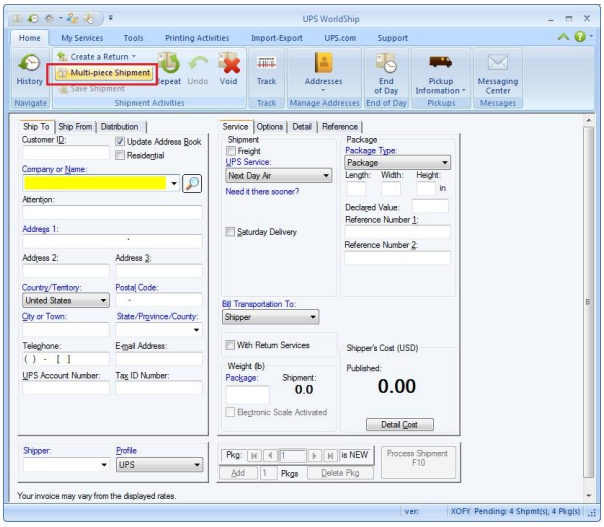
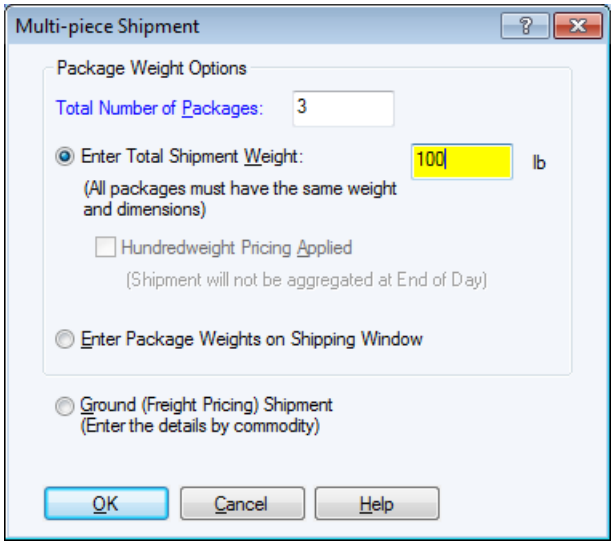
Dangerous Goods Shipment Processing

Note: You might need to set your system preferences before processing a Dangerous Goods shipment. See the Dangerous Goods System Preferences section of this document.

To process a Dangerous Goods shipment:

Step	Window
1. For a single piece shipment skip to step 3. On the ribbon click **Multi-piece Shipment** to create a Multi-piece shipment.	
2. In the **Multi-piece Shipment** window: • Enter the **Total Number of Packages**. **Enter Total Shipment Weight** is activated by default. Enter the Total Shipment Weight. • Click **OK**. **Note:** You have the option to select **Enter Package Weights on Shipping Window**.	

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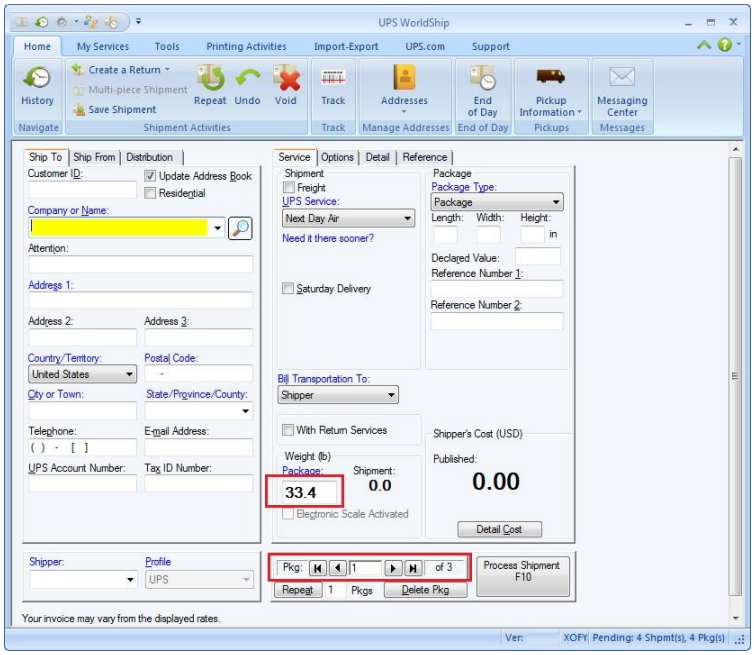
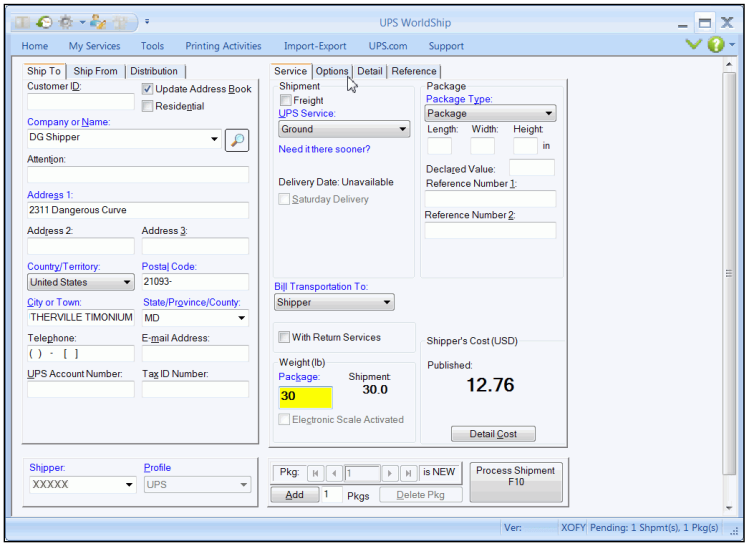
Dangerous Goods Shipment Processing

Step	Window
• The **Shipping** window displays the distributed package weight and multi package information to the left of **Process Shipment F10**.	
3. In the **Shipping** window: • On the **Ship To** tab, enter the destination address information. • On the **Service** tab, specify the **Shipment** service. • Enter the **Weight** if this is not a **Multi-piece Shipment.** • Click the **Options** tab. **Note:** Blue label text indicates required items.	

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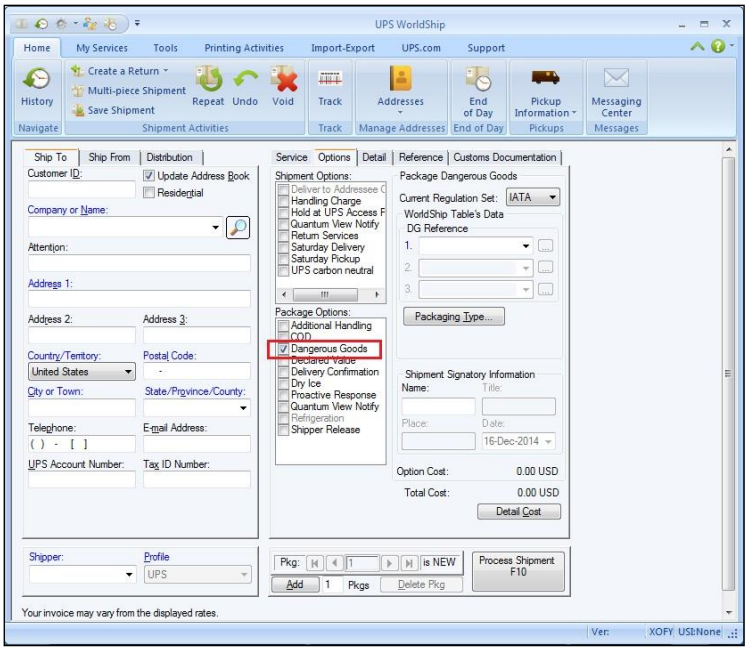
Dangerous Goods Shipment Processing

Step	Window
4. Select **Dangerous Goods** under **Package Options**. To process an **International Dangerous Goods** (**IDG**) shipment, you must be shipping between approved **IDG** lanes. If you have questions regarding approved **IDG** shipping lanes or go to the approved countries list at: http://www.ups.com/content/us/en/resources/ship/idg/information/acl.html	

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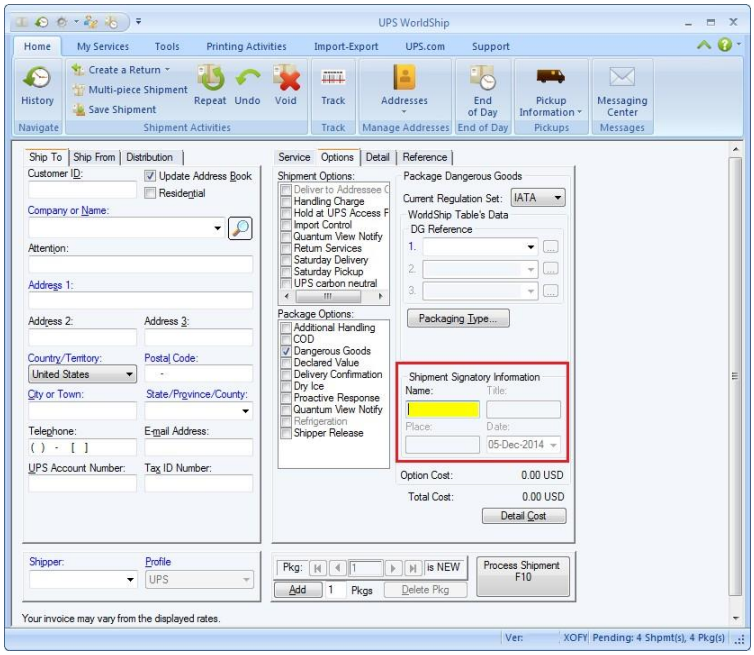
Dangerous Goods Shipment Processing

Step	Window
5. The **Shipment Signatory Information** fields display after selecting the **Dangerous Goods** option. The fields that display depend on the regulation set. For 49CFR and TDG regulation sets, WorldShip shipping system prints the Dangerous Goods Shipping Paper; only the **Name** and **Date** can be entered/printed on the form. For the IATA regulation set, WorldShip shipping system prints the Shipper's Declaration for Dangerous Goods; **Name**, **Title**, **Place** and **Date** fields can be entered/printed on this form. WorldShip shipping system prints the **Shipment Signatory Information** when the Shipper provides it. **Note:** The Name and Date are required fields for TDG ground movements between CA to CA; CA to US and US to CA. You can set a Dangerous Goods System Preference with a default Signatory Name. WorldShip shipping system pre-populates the Signatory Name only for ground movements between CA to CA; CA to US and US to CA.	

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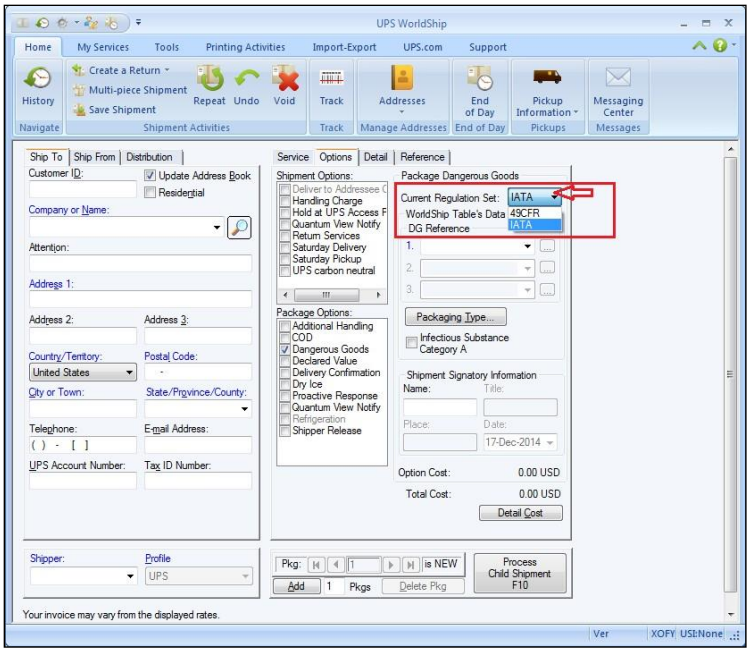
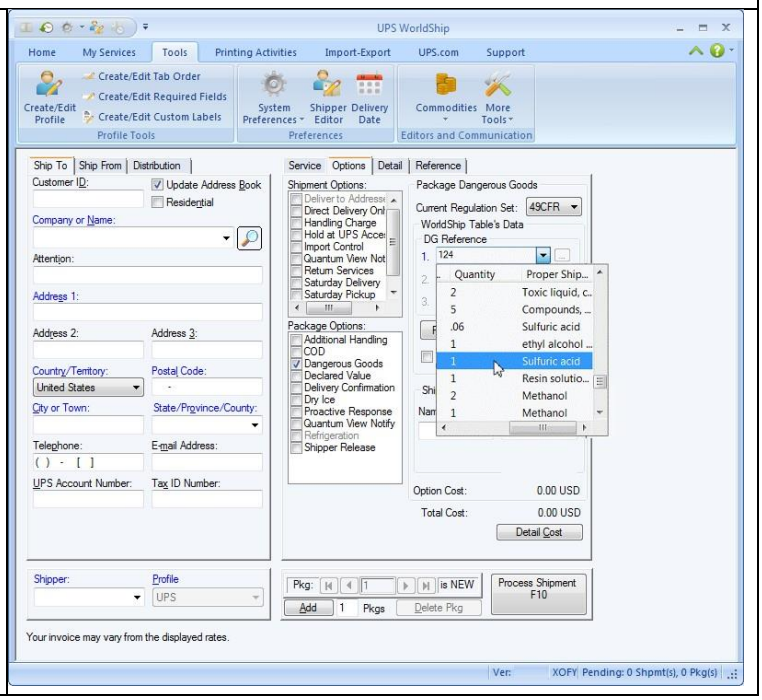
Dangerous Goods Shipment Processing

Step	Window
6. In the **Current Regulation Set**, click the down arrow and select a regulation set.	
7. In **DG Reference 1**, enter the first dangerous goods commodity in your shipment by selecting the Dangerous Goods record from your **Chemical Record Data Source**.	

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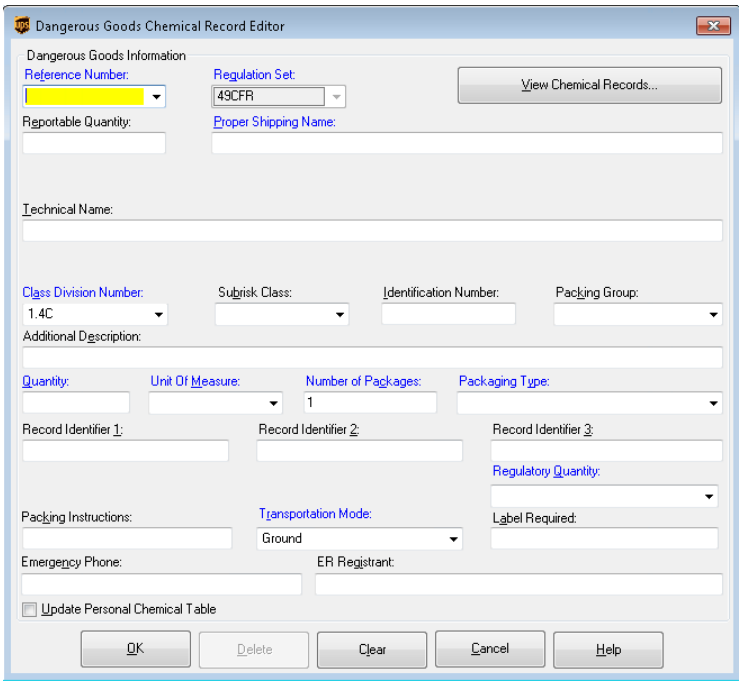
Dangerous Goods Shipment Processing

Step	Window
8. The **Dangerous Goods Chemical Record Editor** window displays. • If your **Chemical Record Date Source** preference is **WorldShip** system, type the required information and click **OK**. • If your **Chemical Record Data Source** system preference is **External Source**, this window shows the details for the selected reference number. Review the information and click **OK**. For information on this form, see the Dangerous Goods Chemical Record Editor section of this document.	

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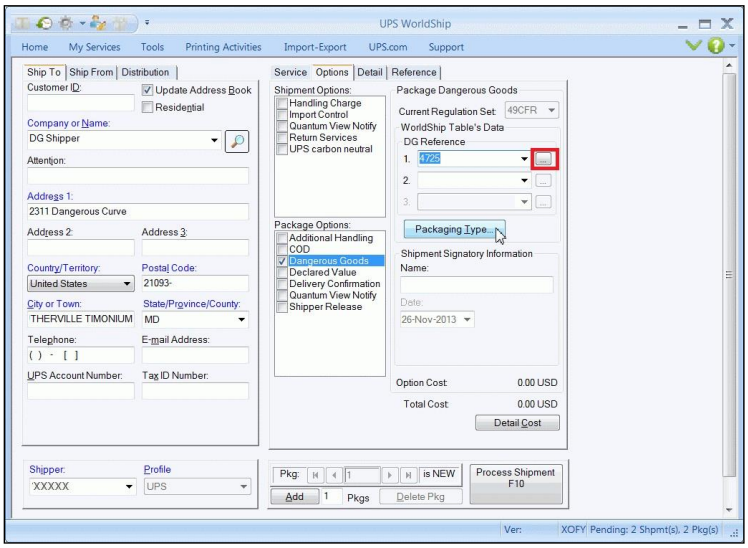
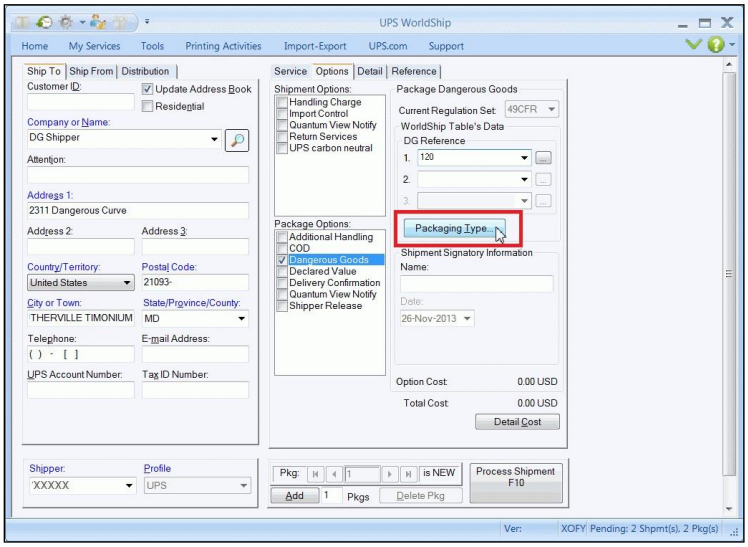
Dangerous Goods Shipment Processing

Step	Window
• The **Shipping** window displays with your selection in the **DG Reference 1** box. **Note: Details** becomes active. Click ... to review the details for the selected reference number. • Return to step 7 to enter additional dangerous goods commodities to the package in the **DG Reference 2** and **DG Reference 3** boxes as needed.	
• Click **Packaging Type** when there are two or three DG References added to the package. If there is only one DG Reference then skip to step 10.	

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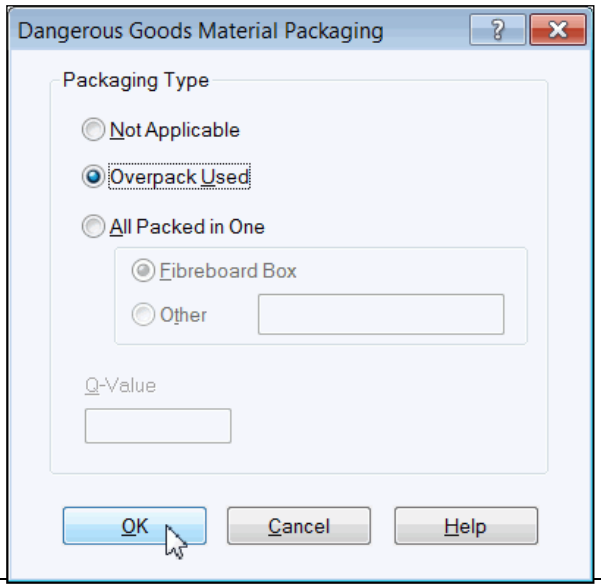
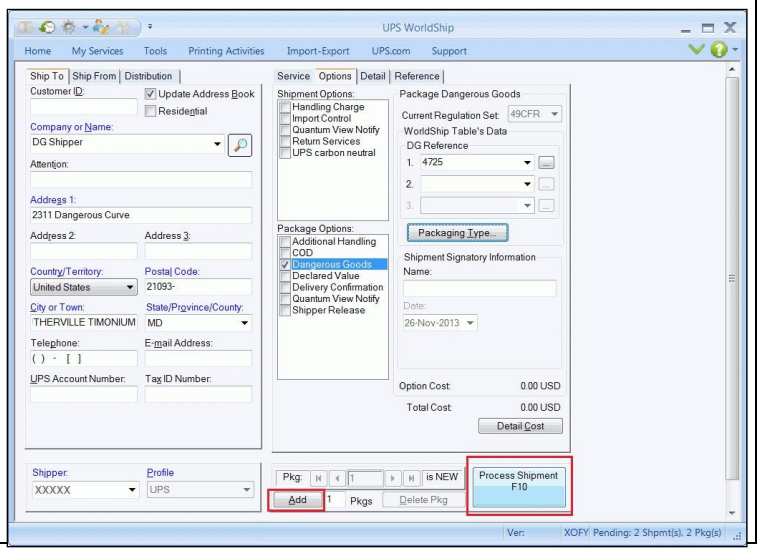
Dangerous Goods Shipment Processing

Step	Window
9. The **Dangerous Goods Material Packaging** window displays. • Select the appropriate packaging type for your shipment. If you select **All Packed in One**, then select either **Fiberboard Box** or **Other** and enter a description. • Type the **Q-Value** as needed. • Click **OK**.	
10. If you started with a single piece shipment and would like to add another package, click **Add** and go to step 4. 11. Click **Process Shipment F10**.	

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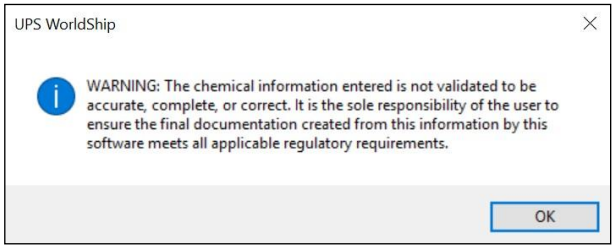
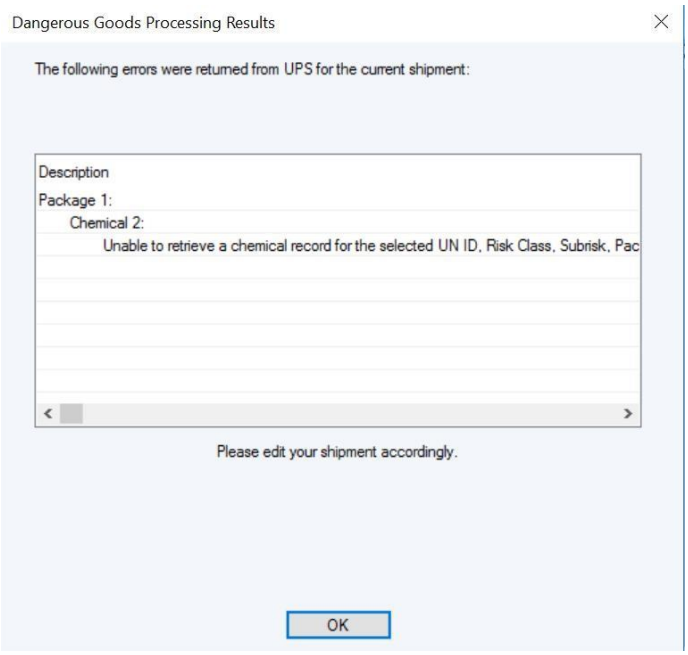
Dangerous Goods Shipment Processing

Step	Window
12. After the first Dangerous Goods shipment is processed for the day, a warning message displays. WARNING: The chemical information entered is not validated to be accurate, complete, or correct. It is the sole responsibility of the user to ensure the final documentation created from this information by this software meets all applicable regulatory requirements. Click **OK**.	
13. **Note:** Dangerous Goods shipments will be validated when the shipment is processed, Dangerous Goods data elements provided will be verified to ensure compliance with current regulations and acceptable for UPS to carry for the service selected. Any errors will be displayed for corrections.	

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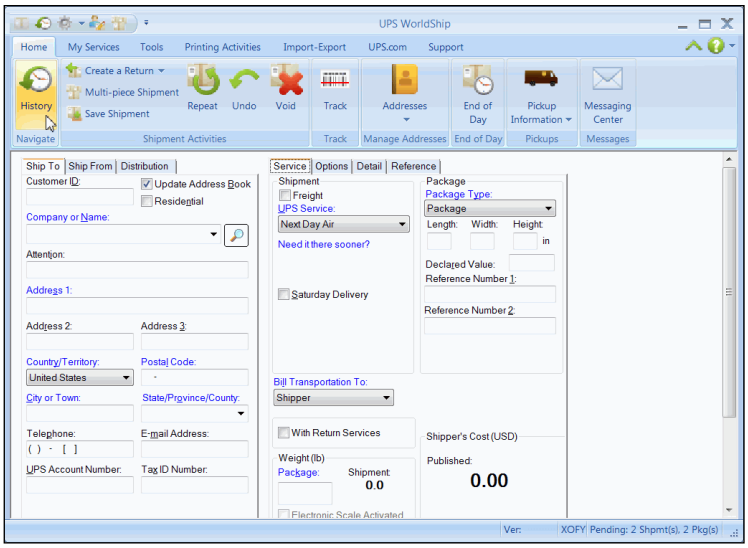
Dangerous Goods Shipment Processing

Step	Window
14. The package labels and the Dangerous Goods documentation (if you selected the appropriate system preference) print and the **Shipping** window displays. • Click **OK** in the various **Print Completed** message windows. • On the **Home** tab, select **History** or press F3.	

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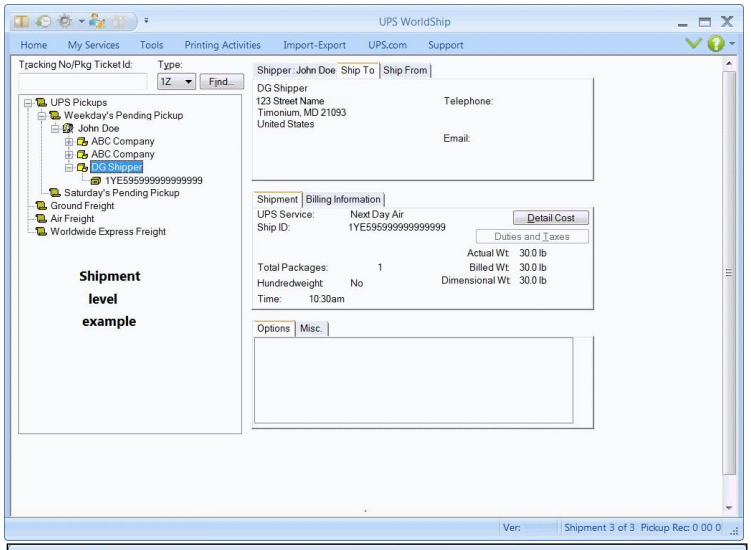
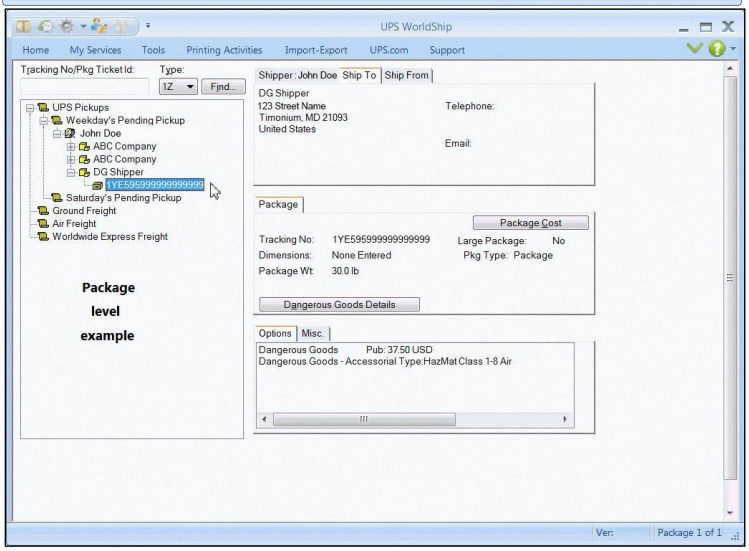
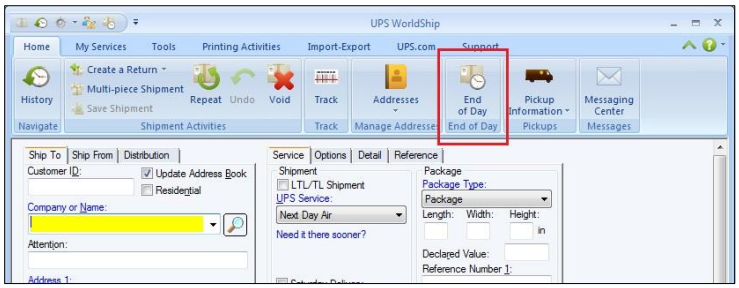
Dangerous Goods Shipment Processing

Step	Window
15. The **Shipment History** window displays. • Select either the shipment or package level folder to see related information on the right.	 
16. Run **End of Day** when all shipments are processed. For more information, see the *Run the End of Day Process* document.	

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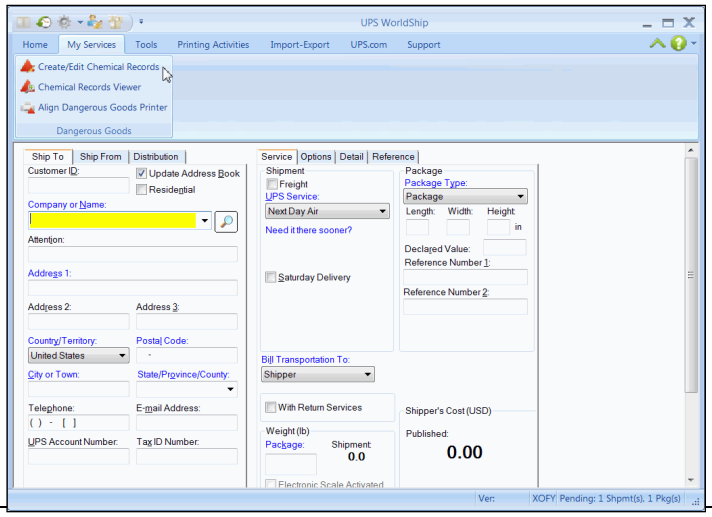
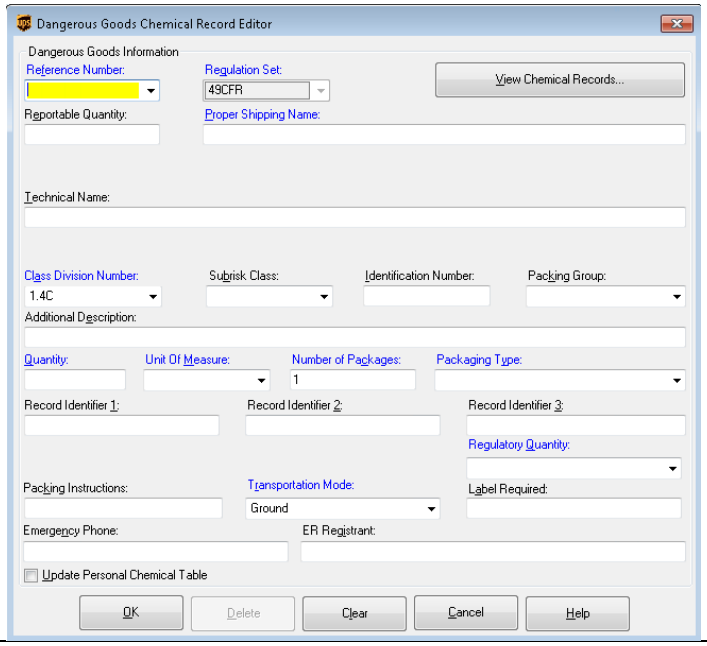
Dangerous Goods Chemical Record Editor

You can create new chemical records, or you can base new records on existing ones in the **Personal Chemical Table** or the **UPS Chemical Table**.

To use the Dangerous Goods Chemical Record Editor:

Step	Window
1. On the **My Services** tab, click **Create/Edit Chemicals Record**.	
2. The **Dangerous Goods Chemical Record Editor** window displays. • If you want to create a new chemical record, continue with step 3. • If you want to create a new chemical record based on an existing chemical record, click **View Chemical Records** and then skip to step 2 in the Dangerous Goods Chemical Record Viewer section.	

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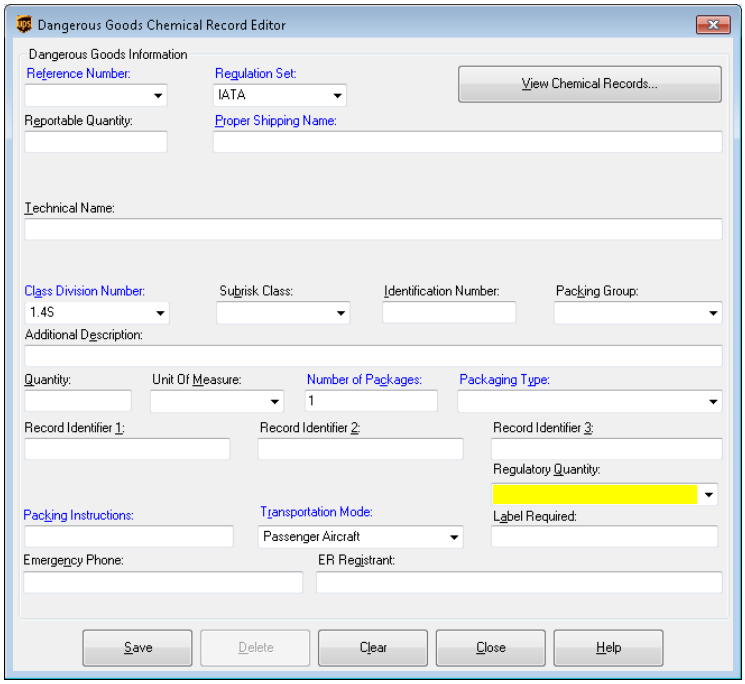
Dangerous Goods Chemical Record Editor

Step	Window
3. The **Dangerous Goods Chemical Record Editor** window displays. **Note:** If you selected a chemical record in the **Dangerous Goods Chemical Record Viewer** window, some fields may contain an entry. All fields can be edited as follows: • **Reference Number** – the Reference Number field is used to make it easy to retrieve a Chemical Record from your personal or the UPS chemical table. Type a number or click the down arrow and select a number to identify the Dangerous Goods. • **Regulation Set** – click the down arrow and select one of the following: **49CFR** – for US domestic or US 48 to Canada (Standard service only) Dangerous Goods shipments. **ADR** – for Europe to Europe Dangerous Goods shipments. **IATA** – for international and domestic Dangerous Goods shipments. **TDG** – for Canada to US 48 or Canada to Canada (Standard service only) Dangerous Goods shipments. • **Reportable Quantity** – either leave blank or type RQ to represent the quantity at which the listed chemical could become a hazardous substance. • **Proper Shipping Name** – type the name assigned to each regulated good listed in 49CFR Part 172.101 or IATA Section 4.2 List of Dangerous Goods. • **Technical Name** – type a recognized chemical name currently used in scientific handbooks, journals and texts. Some generic or NOS proper shipping names require the addition of a technical name.	

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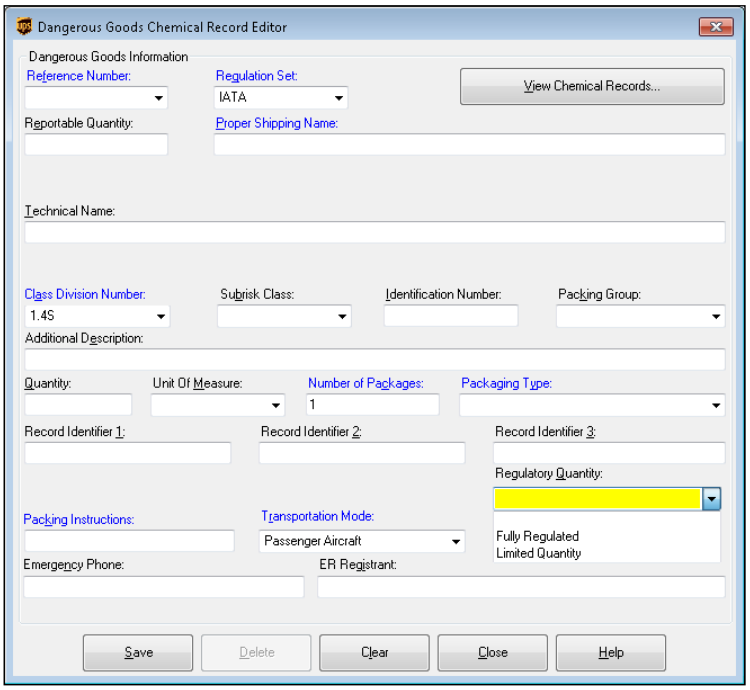
Dangerous Goods Chemical Record Editor

Step	Window
• **Class Division Number** – click the down arrow and select the class or division number assigned to the proper shipping name. • **Subrisk Class** – click the down arrow and select the class if the good has an associated subrisk class. Some chemicals have multiple subrisks. • **Identification Number** – type the number assigned to the proper shipping name. The ID is listed in 49CFR Part 172.101 or IATA Section 4.2 List of Dangerous Goods. • **Packing Group** – click the down arrow and select the group level that reflects the potential degree of danger represented by the regulated good. • **Additional Description** – type any additional information that may be required by regulation. • **Quantity** – type the number of regulated goods in the package. • **Unit Of Measure** – click the down arrow and select the unit of measure used in association with the quantity of goods in the package. • **Number of Packages** – type the number of inner packages used to contain the regulated material. • **Packaging Type** – click the down arrow and select the type of outer package used to contain the regulated good. • **Record Identifier 1, Record Identifier 2, and Record Identifier 3** – Data entered in these fields is used when searching for records in the Personal Chemical Table. Custom record identifier captions can be created for Record Identifier 1, Record Identifier 2, and Record Identifier 3 fields.	

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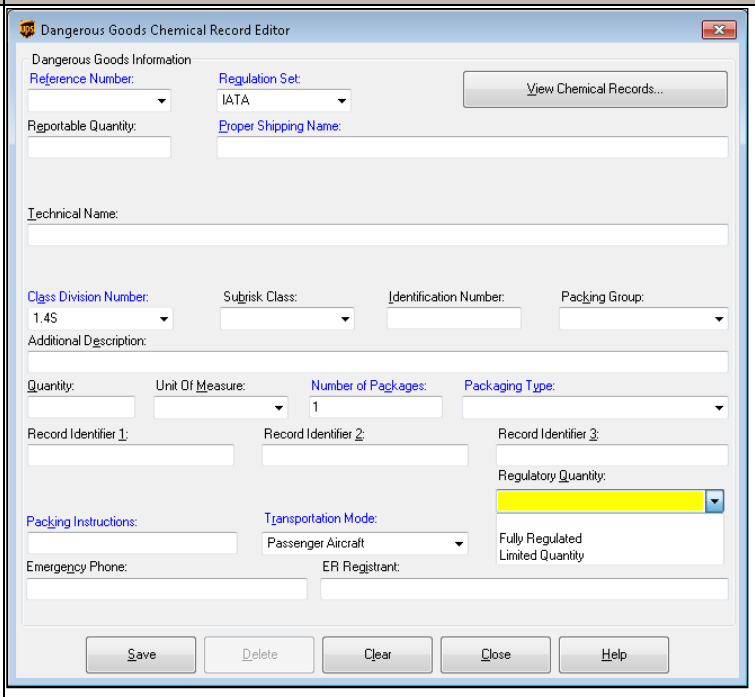
Dangerous Goods Chemical Record Editor

Step	Window
• **Packing Instructions** – type the Packing Instruction number or Limited Quantity Packing Instruction number used to prepare the package. This applies to IATA shipments only. • **Transportation Mode** – click the down arrow and select the mode of transportation associated with the shipment. • **Label Required** – type the name of the labels required for the package. • **Emergency Phone** – type the emergency response telephone number to use while the goods are in transportation. Only numbers; periods "."; parentheses "()"; dashes "-"; plus sign "+"; and alpha characters 'EXT' and 'OPT' in lower or upper case are allowed. • **ER Registrant** – type the contact name or number associated with the **Emergency Phone** entry. Data entered cannot match the Emergency Phone number. • **Regulatory Quantity** – – **Limited Quantity** – indication that the quantity of the Dangerous Goods commodity is within the Limited Quantities range. Limited Quantities is available for ADR, IATA and 49CFR regulation sets. – **Fully Regulated** – indication that the Dangerous Goods commodity is a fully regulated Dangerous Good. Fully Regulated shipments must be prepared, packed, marked, labelled and documented in full compliance with the regulations. Shippers are responsible for these activities and must consult the regulations to ensure compliance	

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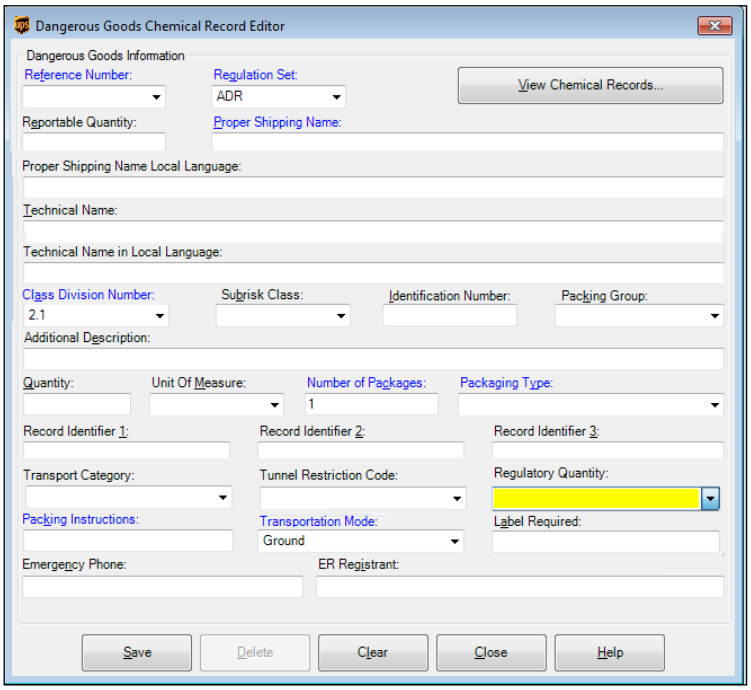
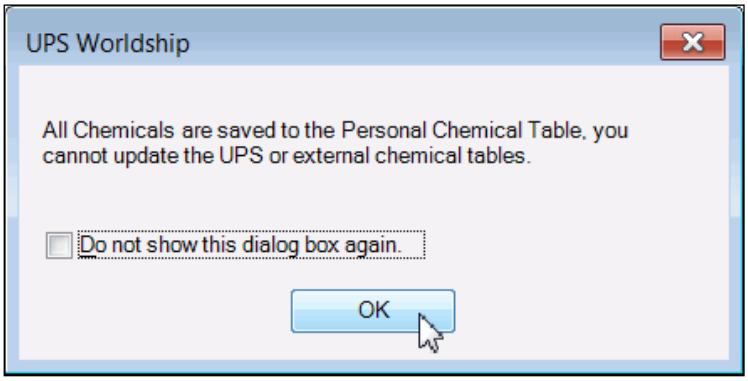
Dangerous Goods Chemical Record Editor

Step	Window
Note: The following fields will be available only for the **ADR Regulation Set**: • **Proper Shipping Name in Local Language:** • **Technical Name in Local Language:** • **Transport Category:** A category that ranges from 0 to 4 in the ADR regulation set which indicates the amount of points assigned to a dangerous goods package to be in compliance with the fully regulated vehicle load exemption (ADR 1.1.3.6). • **Tunnel Restriction Code:** A code which indicates the degree of hazard that the transport of a dangerous goods package presents to road tunnels if an accident were to occur (ADR 8.6.3.1).	
4. A message warns that the chemical record will be saved to the **Personal Chemical Table**. Click **OK**.	

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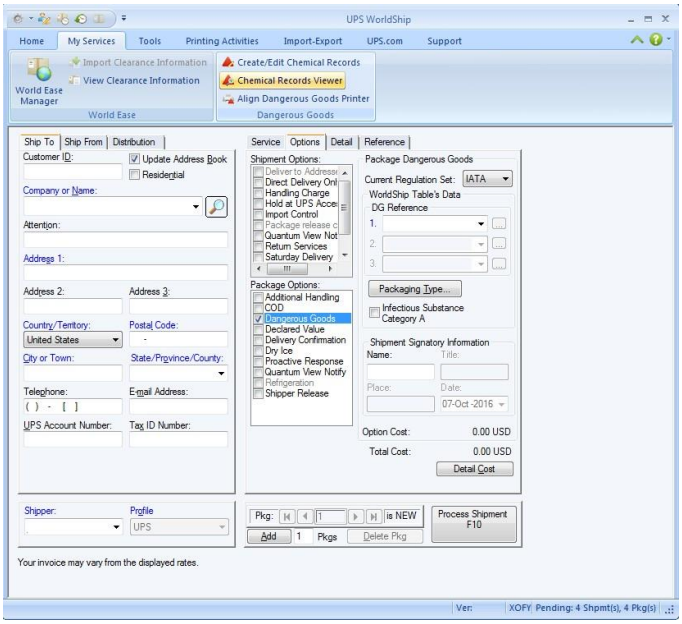
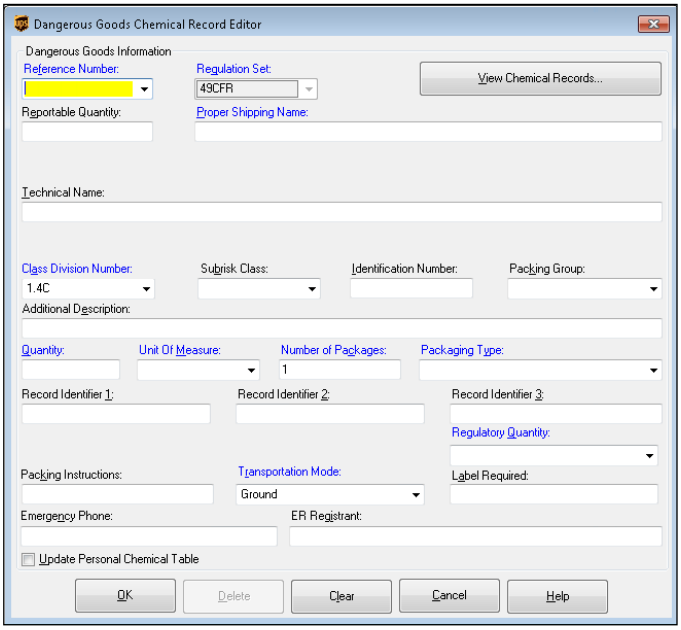
Dangerous Goods Chemical Record Viewer

You can view or search for chemical records in the **Personal Chemical Table** and the **UPS Chemical Table**. Once you find a particular record, you can select and modify it in the **Dangerous Goods Chemical Record Editor**.

To use the Dangerous Goods Chemical Record Viewer:

Step	Window
1. On the **My Services** tab, select **Chemical Records Viewer** or from the **Dangerous Goods Chemical Record Editor** window, click **View Chemical Records**.	 

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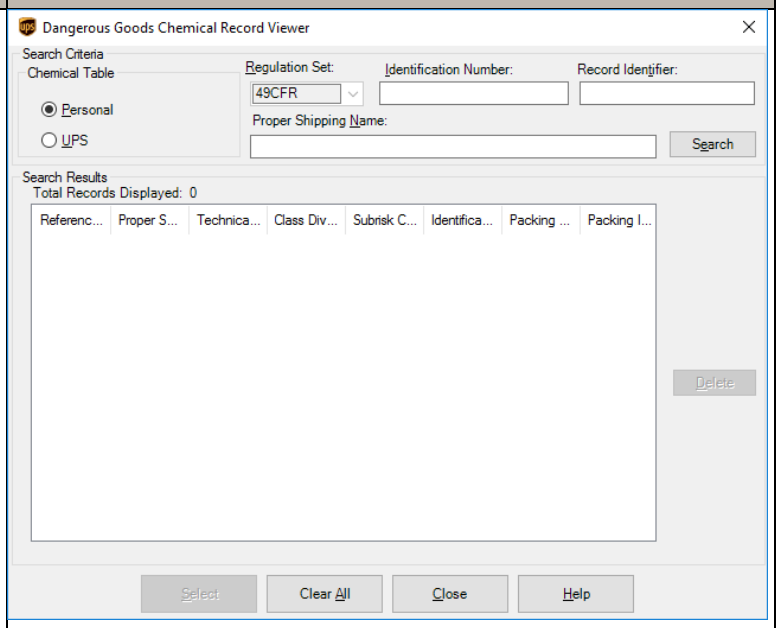
Dangerous Goods Chemical Record Viewer

Step	Window
2. The **Dangerous Goods Chemical Record Viewer** window displays. Under **Chemical Table**, select **Personal** to view chemical records from your **Personal Chemical Table** or select **UPS** to view chemical records from the **UPS Chemical Table**. **Note:** The UPS Chemical Table contains entries by Regulation Set that are acceptable to UPS in fully regulated quantities. If shipping ADR Regulation Set, Limited Quantity, certain commodities are not listed that UPS will accept in Limited Quantity (as published by the ADR regulations). Enter those commodities manually and consider saving them to your Personal Chemical Table.	

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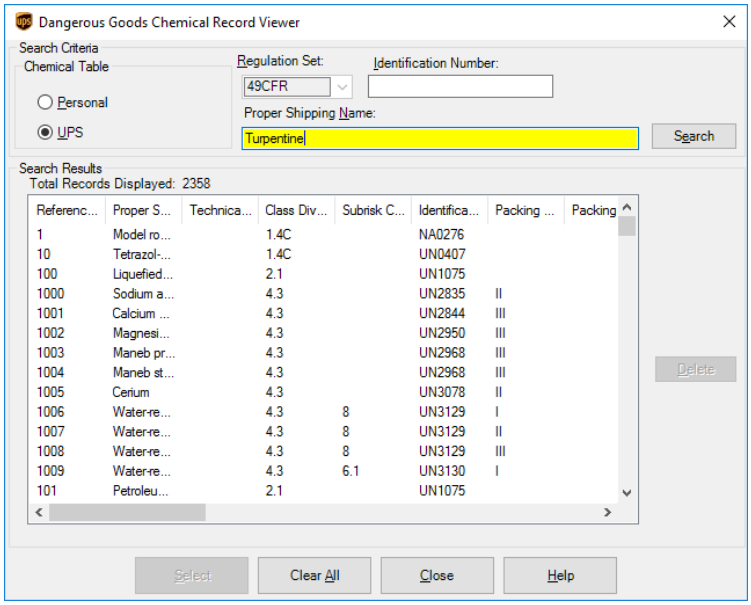
Dangerous Goods Chemical Record Viewer

Step	Window
The chemical records for the chemical table you selected display under **Search Results**. To search for specific chemical records: **Tip:** Complete only the fields needed to run your specific search. • Click the **Regulation Set** down arrow and select one of the following: **49CFR** – for US domestic or US 48 to Canada (Standard service only) Dangerous Goods shipments. **ADR** – for Europe to Europe Dangerous Goods shipments. **IATA** – for international and domestic Dangerous Good shipments. **TDG** – for Canada to US 48 or Canada to Canada (Standard service only) Dangerous Goods shipments. • Type the alphabetic prefix (UN, ID, NA), and the four digit number in the **Identification Number** box. • Type a name in the **Proper Shipping Name** box. • Click **Search**.	

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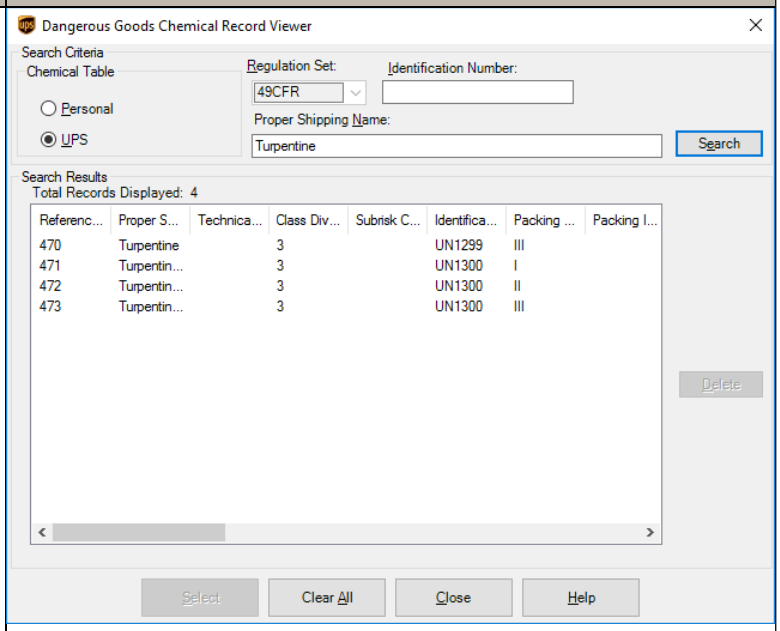
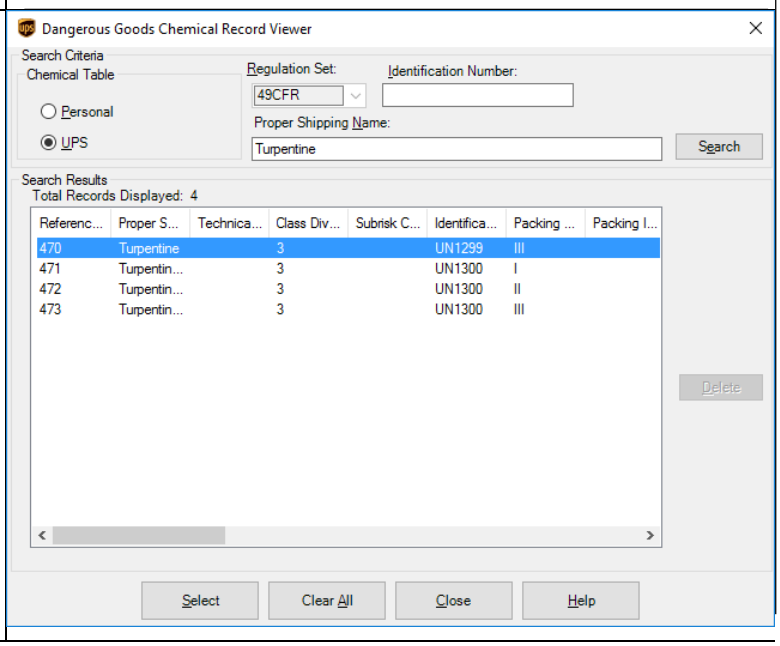
Dangerous Goods Chemical Record Viewer

Step	Window
The chemical records based on your search criteria display under **Search Results**. To see the details for a particular chemical record, use the horizontal scroll bar. **Note**: If shipping ADR Regulation Set, Limited Quantity, certain commodities are not listed that UPS will accept in Limited Quantity (as published by the ADR regulations). Enter those commodities manually and consider saving them to your Personal Chemical Table.	
Note: If you selected a chemical record from your **Personal Chemical Table**, you can click **Delete** to delete the record. If you selected a chemical record from the **UPS Chemical Table**, **Delete** is not active, and you cannot delete the record. To create a chemical record for your **Personal Chemical Table** based on a current chemical record: • Select the record under **Search Results** for which you want to base your new chemical record. • Click **Select**.	

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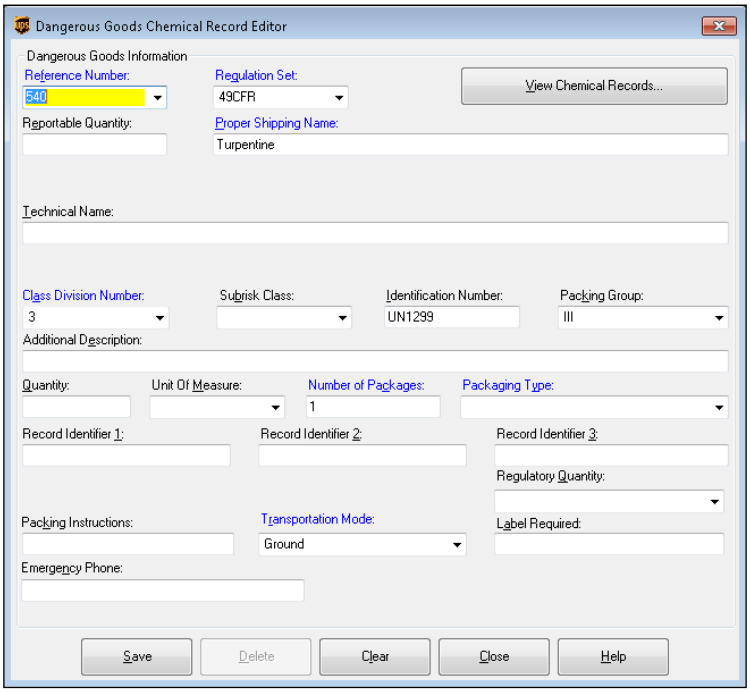
Dangerous Goods Chemical Record Viewer

Step	Window
The **Dangerous Goods Chemical Record Editor** window displays and shows the chemical record you selected in the **Dangerous Goods Chemical Record Viewer** window. Refer to step 3 in the Dangerous Goods Chemical Record Editor section of this document for instructions on creating a new chemical record in your **Personal Chemical Table** based on an existing chemical record. Click **Save**.	

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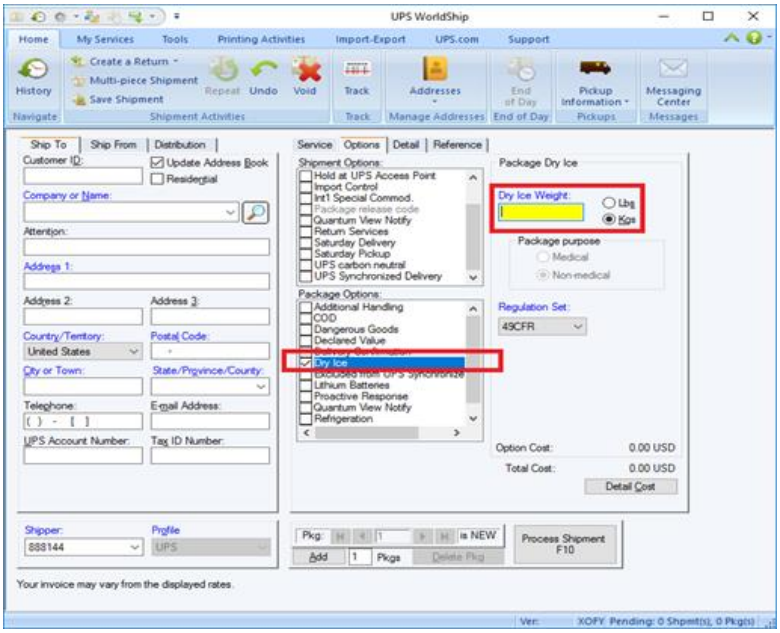
Dry Ice

How you process a Dry Ice shipment depends on if it is being used to cool other Dangerous Goods or non-Dangerous Goods.

If used to cool Dangerous Goods, Dry Ice (UN1845) should be selected as one of the three commodities in the package (see step 7 of Dangerous Goods Shipment Processing).

If used to cool non-Dangerous Goods, Dry Ice (UN1845) select the Dry Ice Package Option.

Processing a Dry Ice package cooling non-Dangerous Goods:

Step	Window
1. Select the Dry Ice Package Option when shipping Dry Ice used to cool non-Dangerous Goods. 2. Enter the Dry Ice Weight and select Lbs or Kgs.	

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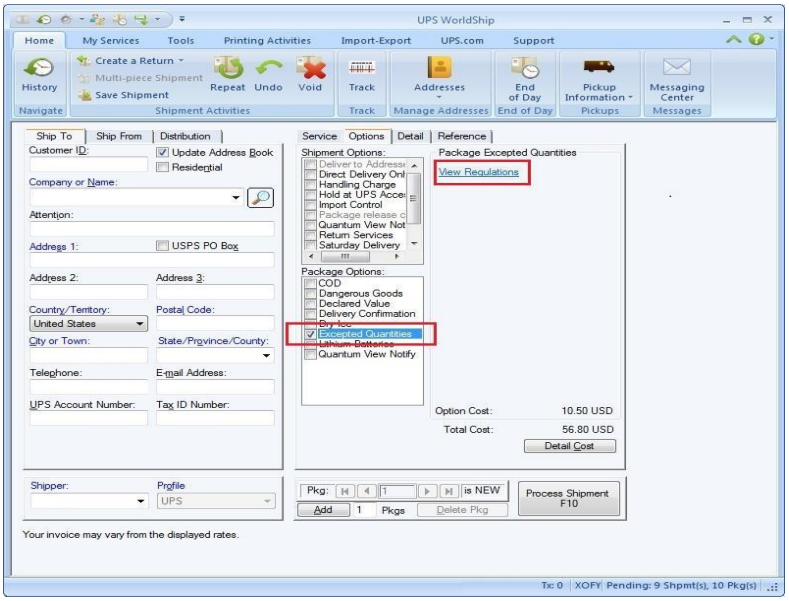
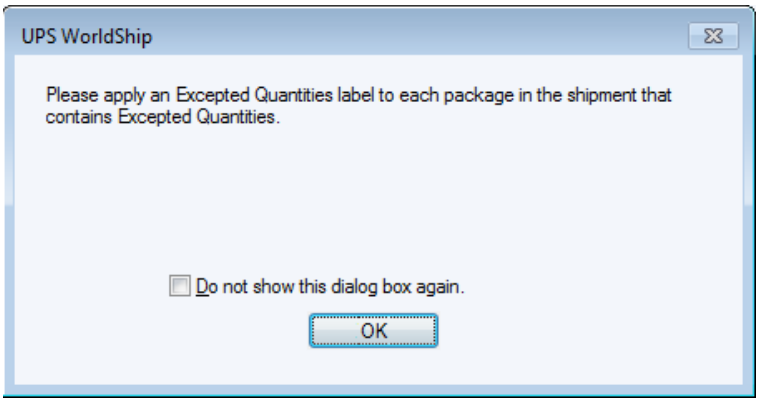
Excepted Quantities

You can indicate if a package contains Excepted Quantities of Dangerous Goods. WorldShip shipping system will display the Excepted Quantities package option to Dangerous Goods shippers in Europe origin countries.

To indicate if a package contains Excepted Quantities of Dangerous Goods:

Step	Window
3. On the **Shipping** window, click the **Options** tab. 4. Under **Package Options**, select **Excepted Quantities**. 5. Click **View Regulations** to display a web page describing the regulations for shipping Excepted Quantities.	
Note: When a shipment containing Excepted Quantities is processed, a message will display reminding you that an Excepted Quantities label needs to be applied to every Excepted Quantities package.	

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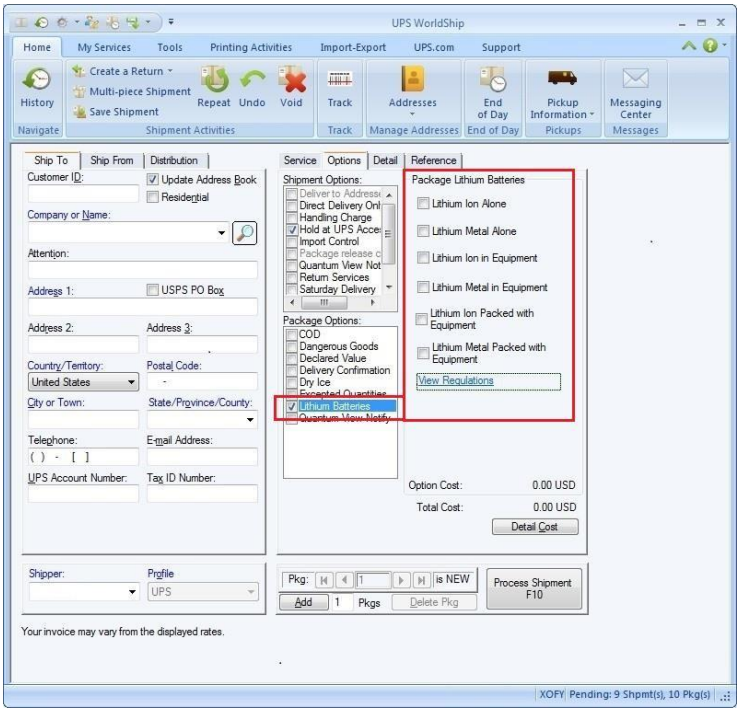
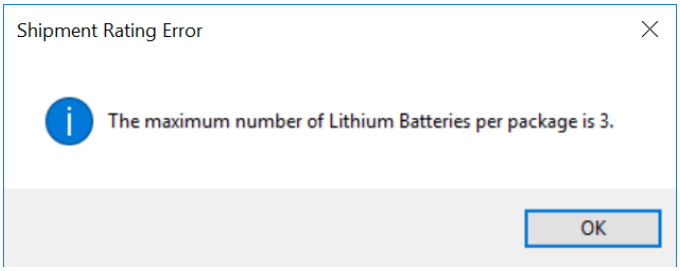
Lithium Batteries

You can indicate if a package contains lightly regulated Lithium Batteries. WorldShip shipping system will display the Lithium Batteries package option for all origin countries.

To indicate if a package contains Lithium Batteries:

Step	Window
1. On the **Shipping** window, click the **Options** tab. 2. Under **Package Options**, select **Lithium Batteries**. 3. Select the **Package Lithium Batteries** option for your shipment. • Lithium Ion Alone • Lithium Metal Alone • Lithium Ion in Equipment • Lithium Metal in Equipment • Lithium Ion Packed with Equipment • Lithium Metal Packed with Equipment 4. Click **View Regulations** to display a web page describing the regulations for shipping Lithium batteries. **Note:** Lightly Regulated Lithium Ion Alone and Lithium Metal Alone can only be shipped by Ground Service. If an Air Service is selected, you will be instructed to process these types as Fully Regulated Dangerous Goods.	
Note: The maximum number of Lithium Batteries per package is 3.	

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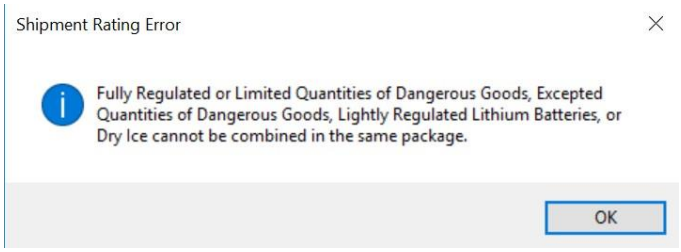
Lithium Batteries

Note: Lithium Batteries are not allowed with Fully Regulated or Limited Quantities of Dangerous Goods, Excepted Quantities of Dangerous Goods or Dry Ice.	

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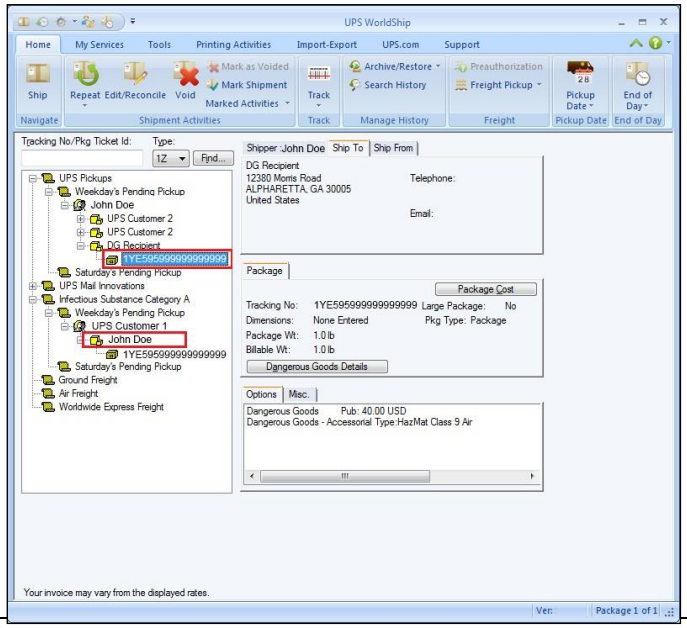
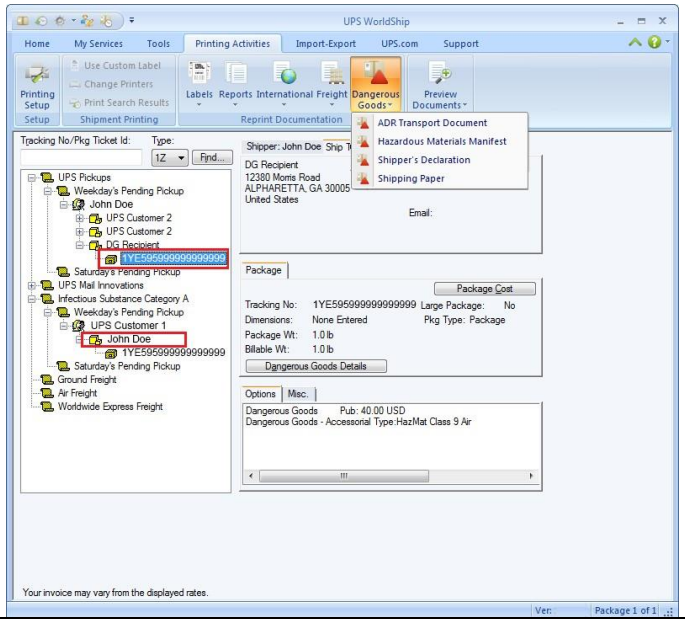
Reprint Dangerous Goods Documents

You can reprint Dangerous Goods (DG) documentation from Printing Activities tab in Shipment History window.

To reprint a DG document:

Step	Window
1. In the **Shipment History** window, select the recipient or tracking number of the shipment for which you want to reprint documents	
The information about the shipment displays on the right. 2. On the **Printing Activities** tab, select **Dangerous Goods** and then select the document you want to reprint: • ADR Transport Document • Hazardous Materials Manifest • Shipper's Declaration • Shipping Paper The selected document prints.	

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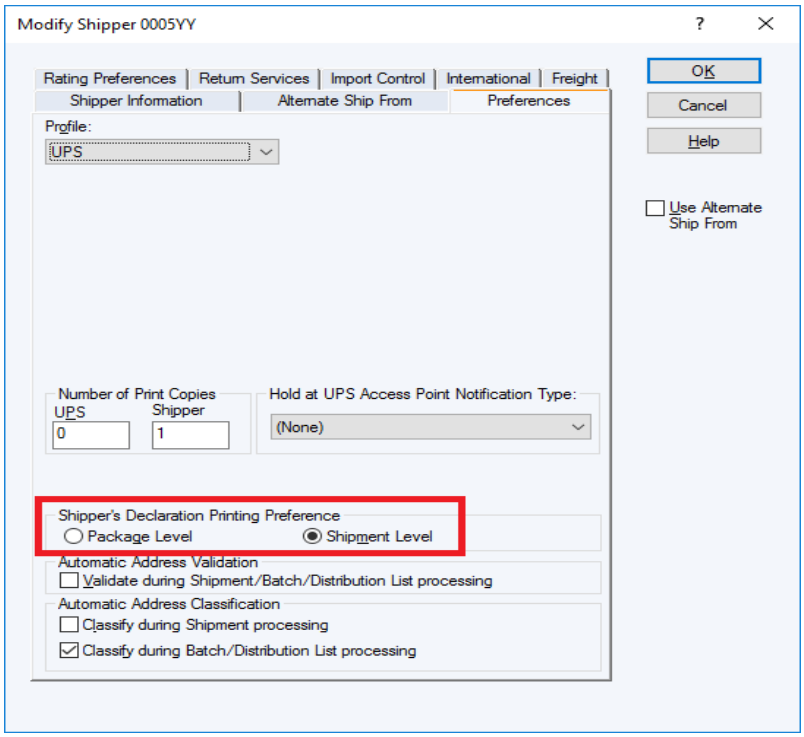
Package or Shipment-Level Dangerous Goods Declaration (Preference)

For the IATA Regulation Set, WorldShip shipping system can either print the IATA Shipper's Declaration at the package level (default), or at the shipment level. Regardless, for multi-package Dangerous Goods shipments, each package containing Dangerous Goods needs to have the commodity detail provided as described in Dangerous Goods Shipment Processing (Steps 4+).

Step	Window
1. To modify the Shipper's Declaration aggregation preference, select "Tools", then Shipper Editor, then choose account, then modify 2. Under Shipper's Declaration Printing Preference, select Package Level or Shipment Level and then click OK.	

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Import and Export Mapping Definitions

Table Legend:

- The **Length** column indicates the maximum number of characters you can type for the field.
- The **Type** column indicates **A** for alphabetic characters, **N** for numeric characters, and **S** for special characters (such as press the Shift and 4 keys to type $). For example, **A/N/S** means that you can type alphabetic, numeric and special characters.
- The **I/E** column indicates if the field applies to import (**I**), export (**E**), or both import and export (**I/E**) maps.
- The **Exceptions and Notes** column provides additional information, such as valid values, field formats or links to additional information.

Category/Field	Length	Type	I/E	Exceptions and Notes
Reference Number	15	A/	E	
Regulation Set	5	N	E	
Reportable Quantity	2	N	E	
Proper Shipping Name	15	A/N/S	E	0-9; A-Z; special characters.
Technical Name	20	A/N/S	E	0-9; A-Z; special characters.
Class Division Number	7	N	E	
Subrisk Class	7	N	E	
Identification Number	6	N	E	
Packing Group	5	N	E	
Additional Description	25	A/N/S	E	0-9; A-Z; special characters.
Quantity	5	N	E	
Unit of Measure	10	N	E	
Packaging Type	35	A/N	E	The package types available depend on the shipment origin and any custom package types that you have
Record Identifier 1	30	N	E	
Record Identifier 2	30	N	E	
Record Identifier 3	30	N	E	
Packing Instructions	4	A/N	E	
Transportation Mode	30	A/N	E	
Label Required	50	A/N	E	
Emergency Phone	25	A/N	E	Only numbers; periods “.”; parentheses “( )”; dashes “-”; plus sign “+”; and alpha characters “EXT” and “OPT” in lower or upper case are allowed
ER Registrant	24	A/N	E	Data entered cannot match the Emergency Phone number.

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Category/Field	Length	Type	I/E	Exceptions and Notes
Number of Packages	3	N	E	1-999 (default is 1)
Transport Category	1	N	I/E	WS 2017 or higher Required for ADR Regulation Set. Values are 0,1,2,3,4.
Tunnel Restriction Code	6	A/N	I/E	WS 2017 or higher Required for ADR Regulation Set. Values are -----, (B), (B/D), (B/E), (C), (C/D), (C/E), (D), (D/E), (E).
Technical Name In Local Language	200	A/N/S	I/E	WS 2017 or higher ADR Regulation Set only: A required field when the Technical name field is populated and it is a non-English installation.
Proper Shipping Name In Local Language	150	A/N/S	I/E	WS 2017 or higher ADR Regulation Set only: Required for non-English installations.
Regulatory Quantity	2	A	I/E	WS 2017 or higher Required values are FR or LQ.

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Using a Dangerous Goods Chemical Table from an External Source

To use a Dangerous Goods Chemical Table from an external source, you must follow the steps below.

1. Change the Dangerous Goods Chemical Record Data Source
   a) Click on the **Tools** tab
   b) Click on **System Preferences**
   c) Select the **Dangerous Goods** tab
   d) Select **External Source**
   e) Click **Apply**

2. Configure an ODBC data source
   a) Go to Control Panel
   b) Open Administrative Tools
   c) Open Data Sources (ODBC)
   d) Click the **System DSN** tab
   e) Click **Add Select Microsoft Access Driver**
   f) Click **Finish**
   g) Enter HAZMAT for the **Data Source Name**
   h) Click **Select** under **Database**
   i) Browse to the database
   j) Click **OK** to create the data source

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Using a Dangerous Goods Chemical Table from an External Source

3. The External Source Dangerous Goods Chemical Table needs to be an Access Database. The table name should be "UPSWorldShipDG" and the primary key for the table is the "IDGReferenceNumber" field. The external source chemical table needs to be set up with the following column names:

Category/Field	Type	Maps to in WS	Exceptions and Notes
IDGReferenceNumber	Char	Reference Number	**Primary Key
RegulationSet	Char	Regulation Set	
ReportableQuantity	Char	Reportable Quantity	
HazmatShipping Name	Char	Proper Shipping Name	
TechnicalName	Char	Technical Name	
HazmatClassNumber	Char	Class Division Number	
SubriskClass	Char	Sub Risk Class	
HazmatId	Char	Identification Number	
PackingGroupNumber	Char	Packing Group	
HazmatAdditionalDesc	Char	Additional Description	
HazmatQuantity	Char	Quantity	
HazmatUnit	Char	Unit of Measure	
HazmatPackageType	Char	Packaging Type	
HazmatPackingInstructions	Char	Packing Instructions	
TransportationMode	Char	Transportation Mode	
LabelRequired	Char	Label Required	
EmergencyPhone	Char	Emergency Phone	Only numbers; periods "."; parentheses "( )"; dashes "-"; plus sign "+"; and alpha characters "EXT" and "OPT" in lower or upper case are allowed
ER_Registrant	Char	ER Registrant	Data entered cannot match the Emergency Phone number
NumOfPkgs	Char	Number of Packages	WS 2014 or higher

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Category/Field	Type	Maps to in WS	Exceptions and Notes
HazmatShippingNameIn LocalLanguage	Char	Proper Shipping Name In Local Language	ADR Regulation Set optional ADR Regulation Set only: Required for non-English installations.
TechnicalNameIn LocalLanguage	Char	Technical Name in Local Language	ADR Regulation Set optional ADR Regulation Set only: A required field when the Technical name field is populated and it is a non-English installation.
TransportCategory	Char	Transport Category	WS 2017 or higher Required for ADR Regulation Set. Values are 0,1,2,3,4.
TunnelRestrictionCode	Char	Tunnel Restriction Code	WS 2017 or higher Required for ADR Regulation Set. Values are -----, (B), (B/D), (B/E), (C), (C/D), (C/E), (D), (D/E), (E).
RegulatoryQuantity	Char	Regulatory Quantity	WS 2017 or higher Required values are FR or LQ.

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Using a Dangerous Goods Chemical Table from an External Source

4. WorldShip shipping system is configured properly when "External Table's Data" displays on the Dangerous Goods Option tab.
5. Process a test shipment to ensure you are able to access chemical record information using the reference number.

Note: If you receive the No Record Found message, check your external data source for the correct column names (Refer to the *Using a Dangerous Goods Chemical Table from an External Source*). If you need additional assistance, call UPS Technical Support at 1-888-553-1118.

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