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Elements of the DGOOffice suite

DGOOffice offers a complete set of tools to support organizations in all aspects of the management of dangerous goods. The modular design ensures that only the software modules required are used. When your needs change, expand at the mere click of a button. Each module offers a comprehensive set of functions, developed for a specific business or industry segment. All of them share the same promise: provision of adequate, error-free and up-to-date information and documentation against the smallest time-investment imaginable.

DG^{general}

Provides basic information and includes all basic functions, enabling the use and maintenance of DGOOffice.

DG^{transport}

Covers all requirements for transportation by air, sea, road, rail, inland waterways and Norwegian inland ferries.

DG^{handling}

Simplifies handling dangerous goods. There are separate modules for NOTOC and acceptance of goods.

DG^{storage}

Helps to calculate your classification and create safety reports based on the SEVESO Directive.

DG^{production}

Tools needed in the production process, like SDS creation, workplace instructions and GHS labeling.

DG^{support tools}

A comprehensive set of tools for a variety of tasks; from creating your own shipping labels to maintaining your own substance database and much more.

DG^{connectivity}

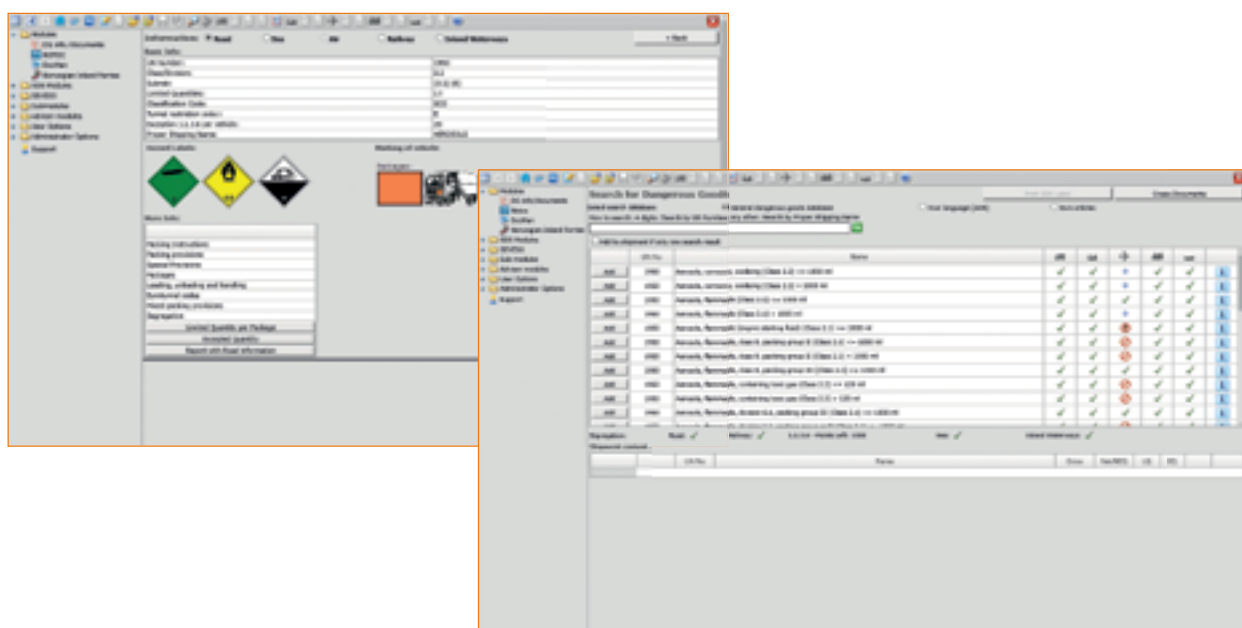
DGOOffice is designed to operate together with the most common administrative computer systems. Different automated solutions are available to connect DGOOffice with your own system.

The clear choice in Dangerous Goods Management

DG General is the core component that offers all the primary tools and functions to implement, run and manage the software solutions. The latest regulatory information is provided instantly. It let's you stay on top of what is happening.

DG General contains:

- **Dangerous goods information:** Includes the databases with information on dangerous goods as well as regulatory information;
- **Administration of business relations:** contains all details of a. o. shippers, consignees, transport companies, customers, and suppliers, which can only be viewed and edited by authorized users;
- **Administration of clients/users:** registration and maintenance of users, passwords, modules and roles for your company;
- **Ordering and license renewal:** provides an overview of which modules are included and how many licenses you have purchased and for whom. It allows you to add users, renew licenses and order new modules;
- **Company administration and information:** your company details are maintained in this section.
- **Communication:** with digitization rapidly developing, internal and external communication options are implemented to optimize data exchange with your partners.



Air | Care for safe flights

Since air transportation of dangerous goods involves many strict rules and regulations, the Air Module offers everything to be compliant. It simply enables to transport the goods in the correct way accompanied by accurate and compliant documentation. Prevent long delays and high fines.

Regulatory information

DGOffice provides all necessary regulatory information to prepare your shipment. The packing instructions are formatted per UN number and information regarding special provisions, state & operator variations, excepted quantities, and labels & marks can be viewed on screen or can be printed. The printed document is formatted according to the IATA standard.

This module also supports the ESG-01 state variation, which requires the use of a Spanish/English document, and the Chinese IATA declaration.



Documentation

Documentation is crucial for shipping dangerous goods by air. Therefore, preparation of the Shipper's Declaration and other information requirements, such as approvals and authorizations, are highly automated in DGOffice. This dramatically reduces the time and error rate to a minimum.

Packing

Each UN number is listed per packing group to be able to determine the packing instruction and by that the allowed packaging types. DGOffice supports multiple substances in one package and has built-in segregation rules for each substance to determine if it can be packed together. Moreover, the Q-value is automatically calculated.

Radioactive materials and explosives

Radioactive materials and explosives have their own special requirements. DGOffice supports both by guiding you through different information requests.

Sea | Full ahead

Transport of dangerous goods by sea has to take place according to the International Maritime Dangerous Goods (IMDG) Code. This extensive set of rules and regulations was developed as a uniform international code, covering packing, container traffic, stowage and segregation of incompatible substances.



Different layouts, like SITPRO, Australian AMSA and bi-lingual documents, are supported.

Packing

DGOffice supports multiple substances in one package and has built-in segregation rules for each substance to determine if it can be packed together. Segregation of goods inside a container is checked automatically and the result is displayed on screen. This check takes place for every substance added to your transport. Some substances require the assignment of specific segregation groups, while others might need to be declared as marine pollutant.

Regulatory information

The IMDG Code provides detailed recommendations, such as advice on terminology, packing, labeling, stowage, segregation and handling, and emergency response action. DGOffice offers all necessary regulatory information to prepare your shipment. The information is displayed per UN number, which can be printed on a so-called Regulatory Information Sheet. Packing Instructions, Special Provisions, Stowage, EmS, and Limited and Excepted Quantities are all available.

Documentation

Preparation of the Shipper's Declaration and the Verified Gross Mass Declaration of dangerous goods in DGOffice is highly automated.

Printed documents comply with the Multimodal Dangerous Goods Form as shown in the IMDG Code, including the Container/ Vehicle Packing Certificate. DGOffice also supports completing shipment details like container number, type and size, next to seal identification, vehicle registrations, etc.

Radioactive materials and explosives

Radioactive materials and explosives have their own special requirements, which DGOffice supports.



Road | Stay on track

Road transport of dangerous goods and hazardous materials is subject to many rules and regulations. The Road Module is a highly efficient and accurate tool that helps plan your transportation, optimizes mixed loading and calculates maximum permissible masses. It contains comprehensive information on European ADR, USA 49 CFR, Canadian TDG, and Australian ADG regulations. The software provides all information and documentation at the push of a button. It guarantees cost-effective planning and operation as well as safe and secure transportation.

Quickly produce the transport documents you need. If goods are not compatible for combined transport, the software warns the user and provides suggestions to solve this issue. DGOOffice helps to be compliant and avoid expensive and time-consuming errors and omissions.



ADR

Often, the ADR regulation requires documentation in different languages the moment a transport crosses borders. DGOOffice takes care of this requirement automatically. The country settings of the shipper and consignee determine the languages used.

In case the transport vehicle used is not fully ADR equipped or if there is no ADR certified driver available, limits are set to carrying the goods. The Road Module facilitates to stay within these limits. Furthermore, the 1000 points check is calculated automatically.

Driver's checklist

The module gives you a complete and practical driver's checklist. This list provides detailed information on how to carry out a particular transport of dangerous goods. It contains information about required equipment on board, instructions for loading and stowage, as well as handling directions and other helpful tips to stay compliant.

Driver's Checklist	
DANGEROUS GOODS LOADED ON TRANSPORT UNIT:	
Load: UN 1950	Labeling of packages:
Mass: 5	
Loaded on: Vehicle	
EXEMPTIONS 1.1.3.6:	
LOAD DOES NOT EXCEED THE EXEMPTIONS IN 1.1.3.6. Some provisions take effect. Calculated value: 15	
CARRIAGE IN PACKAGES:	
Applies to: All Ref: 7.2.2 Packages made of materials sensitive to moisture shall be loaded on to closed or sheltered vehicles or containers.	
LOADING, UNLOADING AND HANDLING:	
Ref: 7.5.2 Mixed loading prohibition Applies to: UN 1950 Ref: 7.5.2.1 Not allowed together with label class: 1, 1.4 (except for compatibility group B), 1.5, 1.6, (UN 0510) = UN 1950 OR UN 1942, 2007 = UN 0011, 0082, 0084, 0241, 0331, 0332 OR	
Ref: 7.5.11 Additional provisions Applies to: UN 1950 Ref: 7.5.11 (DVG) Packages shall not be thrown or subject to impact. Packages shall be so stored in the vehicle or container that they cannot overturn or fall.	

Instructions in Writing

Emergency instructions to the driver, known as Instructions in Writing, contain all information needed in case of incidents and accidents involving dangerous goods. With this module, the instructions are available in at least 33 languages. It is fully compatible with the requirements specified in the ADR regulations.

49CFR and TDG

A bill of lading is quickly produced, can be personalized, and includes emergency response guides (ERG). For Canada, the bill of lading is in English and French. The module guides you through specific information requirements, like the Reportable Quantities (RQ) in US 49CFR, or the Emergency Response Assistance Plan (ERAP) for TDG.

ADG - Emergency procedure guide

Besides the declaration of dangerous goods, the system produces applicable emergency procedure guides (EPG) as well, while following the ADG regulations.

To determine if placardable load is transported, the module offers a calculation method which indicates if you are exceeding the limits or not.

INSTRUCTIONS IN WRITING ACCORDING TO ADR
<u>Actions in the event of an accident or emergency</u>
In the event of an accident or emergency that may occur or arise during carriage, the members of the vehicle crew shall take the following actions where safe and practicable to do so:
<ul style="list-style-type: none"> Apply the braking system, stop the engine and isolate the battery by activating the master switch where available; Avoid sources of ignition, in particular, do not smoke, use electronic cigarettes or similar devices or switch on any electrical equipment; Inform the appropriate emergency services, giving as much information about the incident or accident and substances involved as possible; Put on the warning vest and place the self-standing warning signs as appropriate; Keep the transport documents readily available for responders on arrival; Do not walk into or touch spilled substances and avoid inhalation of fumes, smoke, dusts and vapours by staying up wind; Where appropriate and safe to do so, use the fire extinguishers to put out small initial fires in tyres, brakes and engine compartments; Fires in load compartments shall not be tackled by members of the vehicle crew;



Rail | Rail away

Based on the European RID regulation, this module contains the regulatory data like the dangerous goods list, the packing instructions, variations and provisions which allow you to manage your shipments via rail. The 'piggyback' option as well as connections to the multimodal options on road and sea transport are included.



Inland waterways | Follow the stream

The ADN regulation is the basis for this module and it contains tables A and B from the list of dangerous goods, as well as table C, which is dedicated to transport in tank vessels. Like with the other transport modules in DGOOffice, regulatory data is available for information to the user and to generate all the necessary paperwork for transporting dangerous goods on inland waterways in both packaging and bulk.

8

Norwegian inland ferries | Stay afloat

Norway consists of many islands, which make ferries a valuable mode of transport. Since it involves not only the ferry as transport unit, but road transport units as well, both ADR and IMDG are involved. Other important factors are the type of ferry and the number of passengers allowed on the ferry. This module informs if it is allowed to transport dangerous goods while taking these influentials into consideration.



NOTOC | NOTification TO Captain

Air-freight involves strict rules and regulations as well as severe safety precautions. In case of dangerous goods, the captain of the aircraft must be notified of the placement of these shipments in the aircraft.

The NOTOC module produces the proper notification to the pilot in command. With the import function for complete Shippers' Declarations, or via manual entry with help of the wizard, the whole process does not take longer than just a few minutes.

The wizard

The wizard completes proper shipping names and other details by itself to ensure that the correct details are entered. Next to this, 'All Packed in Ones' and 'Overpacks' can be created in the NOTOC module. Needless to say that calculation of the Q-value is taken care of as well.



Key features of the NOTOC module:

- History of your NOTOCs can be kept in accordance with the regulatory requirements;
- Complete software program with ready solutions for adequate management and control of NOTOCs;
- Complete database of dangerous goods;
- Easy production of NOTOCs;
- Create your own technical/chemical name database;
- Import option for Shippers' Declarations and NOTOCs;
- Export to other DGOOffice users and as PDF or XML;
- User friendly interface;
- Display your company logo on NOTOC;
- Additional information sheets and emergency procedures printed automatically.

Acceptance | Proper clearance of goods

An important part of the entire air transport process is the acceptance of shipments by the ground handling agent or airline.

Collection list and checklist

The Acceptance Module is a great tool in filling in the required data and making sure the shipment is accompanied by all required documents. It adds significant options to the NOTOC Module. First, it allows you to activate the collection list. This is an overview of all incoming dangerous goods and other special loads shipments in your warehouse. You 'receive' all offered shipments in your warehouse without the need to immediately add them to a flight NOTOC.

Secondly, during the entry procedures of the shipments in the collection list, you can immediately check the content of the document. The wizard shows you the information to be reproduced on the Shipper's Declaration based on UN number, packing group and type of aircraft. It supports 'All Packed in Ones', 'Overpacks' and Q-value calculations.

Moreover, after the entry of the declaration lines you can activate and print a warehouse acceptance checklist to see if the delivered cargo matches the information given on the declaration. When correct, the lines can be marked as accepted in DGOOffice. Finally, these lines are available to fill Unit Loading Devices (ULDs) by using the ULD wizard.

ULD wizard

In the ULD wizard you can select lines from the checked cargo list only and load them into a ULD. The whole line or just part of it can be loaded. After the ULDs have been

created or loaded into DGOOffice, they can be assigned to a flight by placing them on the flight NOTOC and assigning a position onboard the aircraft. Automatic checks will prevent loading multiple ULDs at one position.

Inside the module there are different options and settings, as well as reporting functions to tailor the module to your needs and to enhance the efficiency of your cargo warehouse procedures. The system prevents loading unchecked cargo in ULDs or assignment of tasks by unauthorized staff.

Package Checklist
DANGEROUS GOODS CHECKLIST FOR A RADIOACTIVE SHIPMENT

Shipper Declaration Number: 00-01
Shipper Declaration: 121-1212121
Number of packages: 1

OVERPACK
RADIOACTIVE MATERIAL, TYPE A PACKAGE, SPECIAL FORM, FISSIONABLE, UN 2923

Conservation packages and overpacks with liquid, on two opposite sides.

	Yes	No	NA
PACKAGES (S) AND OVERPACKS			
29. Same number and type of packages and overpacks delivered as shown on NOTOC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Unchecked transportation used (19.4.2.4.1.2) and package in proper condition for carriage (1.1.3, 9.1.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Markings			
31. The UN Number (18.7.1.3.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. The Proper Shipping Name (18.7.1.3.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. The full Name and Address of the Shipper and Consignee (18.7.1.3.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. The package gross weight (1.1.3.1.1) and net weight (1.1.3.1.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Type A packages, marked as per 18.7.1.3.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Type B packages, marked as per 18.7.1.3.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Type C packages, Industrial Packages and packages containing fluids, marked as per 18.7.1.3.3, 18.7.1.3.4 or 18.7.1.3.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labels			
38. Two correctly completed Radioactive transport labels are attached (18.7.1.3.6, 18.7.1.3.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Appropriate labels covering the Secondary (18.7.1.3.2, 18.7.1.3.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Two (Large Aircraft Only) labels, if required, on the same surface near the transport labels (18.7.1.3.4, 18.7.1.3.5, 18.7.1.3.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General			
41. For Radioactive materials, two correctly completed Compatibility Index (CI) labels on the same surface as the hazard labels (18.7.1.3.4, 18.7.1.3.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. All displayed labels correctly affixed and not damaged, and labels retained (18.7.1.3.5, 18.7.1.3.6, 18.7.1.3.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Overpacks			
43. Packaging markings as required must be clearly visible or reproduced on the outside of the overpack (18.7.1.3.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Where there is an overpack in use, identification marks shown (18.7.1.3.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. Hazard labels reflect label for overpack (18.7.1.3.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General			
46. State and Operator variations complied with (2.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Cargo secured (18.7.1.3.1), in large aircraft operations on all aircraft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Packages containing Class 7 (radioactive) materials (18.7.1.3.4, 18.7.1.3.5, 18.7.1.3.6, 18.7.1.3.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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SEVESO | Protect people and the environment

The Seveso Module has been added to DGOOffice as the total documentation and information solution for warehousing and handling dangerous goods and chemicals. It simplifies implementation and helps to comply with the criteria stated in the Seveso III Directive. Required information and documentation is provided, based on CLP classifications, including detailed instructions on how to store and handle dangerous goods. Withal, the module confirms whether your products are considered dangerous according to the directive.

Compliance is imminent

To ensure better protection to people and the environment, the directive applies to all types of business, not only to those in the chemical sector. Our Seveso software helps to become compliant within a few easy steps.

The Seveso Module is designed to provide the operator with basic reports a Seveso establishment may need, in order to demonstrate compliance to the directive's requirements.

Seveso check

Based on the input of the substances' CAS, EC or index number; the system confirms if the entered substances in your chemical inventory are classified as dangerous or not according to the directive. Multiple items can be added manually or imported via a template at once, thus saving a lot of time, resources and costs.

Seveso calculation

Here, CLP classification, quantities and the products' physical status (e.g. liquid or gas) can be entered. In case you have the SDS modules activated in your account, you can select the information from the SDSs. The system will present the Seveso classification at that moment.

Safety report

The module provides a report that follows the Seveso III Directive reporting guidelines. This report contains information about the products that fall under the scope of the Seveso Directive, if the quantity of any of the products is Upper-tier or Lower-tier; if the establishment is either an Upper-tier or Lower-tier establishment, and the applicable regulations.

SEVESO



SDS | Safety Data Sheet

The SDS Module is the indispensable tool that helps implement all information prerequisites and comply with the Globally Harmonized System of classification and labeling of chemicals (GHS) requirements in an easy manner. This module is seamlessly integrated with the Chemicals Labeling Module (CLM) as well as the Own Articles Module.

Regulations

SDSs can be made in the regulation of choice, such as CLP for European countries and HazCom for the USA. In one system you get a tool which makes it easy to adapt language, regulation and many necessary updates.

Essential and industry broad functionality

For chemical production plants, third party warehouses, importers and (international) trading organizations this module is a must-have. It comprises two key elements, Basic and Editor, and several related add-ons.

SDS Basic

Enables users to connect SDSs provided by their suppliers to their product inventory and offers the core SDS functionality. You can distribute chemical information inside your organization and grant users access based on their group rights. Optionally, substitute management can be added.

SDS Editor

Allows users to create the 16-chapter SDSs from scratch, translate them into other languages and publish them. SDSs can be made for mixtures and single substances. Step-by-step the user is guided through all the sections. Generated or selected data is automatically reused in other sections. Correct entries are selected with the help of wizards. If regulatory changes influence section 14, the true power of DGOOffice becomes visible when searching for transport details.



Substance and information database

At the heart of the SDS Module is the substance & phrase database. It contains a large substance- and a phrase library with standard phrases in all common languages. Besides that, standard phrases for editing purposes can be copied to suit individual needs or, alternatively, create your own phrases in the languages required.

User and group management

Not all users are chemists and not all users should have access to all available data. For that purpose, the SDS Module comes with extensive administration tools. Group Management is one of them. Organizational user groups can be defined utilizing location management, functional limitations and tailored access rights for each user. A user can be assigned to a group profile, resulting in instant propagation of all assigned rights and limitations.

Location tree

Countries, organizations and departments are easily created with exactly the user access required. Each individual only has access to information relevant to him/her, without compromising the advantages of a highly automated large-scale operation. The powerful search function makes it easy and fast to find exactly the information you are looking for.

Work Place Instructions and Action Cards

Occupational Health and Safety (OHS) regulations are applicable to almost every activity where chemicals are involved. The OHS related modules in DGOOffice enable to comply by creating different forms and reports based on your SDSs, like an Action Card or Work Place Instruction (WPI). By using clear symbols and location related instructions, employees are equipped with effective information on how to handle chemicals and how to respond to accidents and incidents in their work environment. All of this should result in enhanced safety for everyone involved.

With the SDS CLP Calculation Module you can make automatic CLP calculations based on the data you entered in the Recipe Module. It uses the percentage of each component in the recipe, together with the entered threshold values, physical state and other characteristics of each substance, to determine the calculated classification of the total mixture of components in the product. Besides CLP, the module can calculate volatile organic content.

Reporting options

DGOOffice comes with the option to generate reports from existing SDSs. Reports are made exactly the way you want them, based on many filtering

Archive

In the archive, all earlier published versions of an SDS are saved. Archived documents cannot be reactivated or removed.

Risk matrix

The risk matrix shows the risk of using a certain product whereby the user's exposure is considered. The module provides a standard advice for each single R and H phrase, but it can be overwritten manually. There are three types of risk in the matrix: health, safety and environment.

Calculation module

The recipe functionality provides collections of substances and/or premixes, constituting a finished product, which can be transferred to SDSs. Recipes are primarily used to calculate an overall CLP for an SDS. Premixes are collections of one or more substances and/or premixes with additional information. Where a recipe is bound to the SDS, premixes can act like a 'new attached SDS' allowing reuse of the same collection of substances/premixes over many recipes.

options. Pre-defined reports are available as well, e.g. REACH candidate lists, RNNP reports and exposure scenarios reports. All reports can be exported in a spreadsheet format.

Order SDS

If there is no SDS available for a specific product, or if it is available but not in the language required, an internal order can be placed. The person responsible within the organization for SDS creation, must act once an order is placed. Orders can be placed and monitored via this tool, and status updates can be given.

Master SDS

Create a standardized/Master SDS for certain products and link it to other SDSs of products that are almost the same, e.g. paint in different colors. Use the Master SDS to create a new child SDS, and all details will be automatically copied from the Master SDS. If the Master SDS is changed, all linked child SDSs will be updated via the system as well.

CLM | Chemicals Labeling Module

Implementing GHS made easy

With the Chemicals Labeling module, chemicals can be distributed with properly identified labels. It helps to comply with the Globally Harmonized System of classification and labeling of chemicals (GHS) requirements in an easy manner.



Functionality includes pictograms, signal words, hazard statements, precautionary statements and supplier identification.

Where needed, the software provides translations in all common languages. Labels are translated automatically when changing the country of distribution but can also be printed as multi-language labels

Standard label designs are available, or own layouts can be created via the design wizard. This module is seamlessly integrated with the Safety Datasheets Module as well as the Own Articles Module. For example, when used in combination with SDS Basic and SDS Editor, label details are taken directly from the SDSs.

Fundamental component

All features and data to generate the required labeling according to the DPD, DSD, CLP, HazCom 2012 and GHS regulations are included. It is a must have for chemical production plants, third party warehouses, importers and (international) trading organizations.



The easy way to stay compliant

DGOffice has several support modules available to tailor the software to your needs.



Product shipping labels

The Product Labels Module connects to the shipping information from the declarations and prints the shipping labels required per packaging.

Own articles

The Own Articles Module creates a personalized database of substances. Classify your own products and use your own product names or article numbers to create documents or view regulatory information. Also, the specification of packaging and content can be given on article level if known. If all required information is specified on article level, simply select the article and the number of packaging to complete a declaration.

Document archive

Keep records of your shipments and documents, to comply with regulatory requirements, via the Document Archive Module. Also, templates for your regular shipments can be created.

Document management

In combination with the DocMan Module, documents can be connected to your articles. It enables to link documents to your articles that are outside of your DGOffice environment. It ensures that your customers

have the latest version of the belonging SDS or handling instructions.

Transfer documents

Publish any created document in DGOffice, such as an SDS, on your website or anywhere else you want it to be visible. This module allows you to share your documents without the need to sign in to a system. For example, if you want to add an SDS, which you created in DGOffice, to the product information on your website, visitors can click on an embedded link published on your website and view the SDS directly.

Statistics and reports

The additional Statistics Module provides valuable insights in all your dangerous goods activities. It enables you to generate reports, e.g. the yearly DGSA report, or export shipment history details.

Synchronization

DGOffice is accessible via internet, but internet is not always available or can be very slow. In that case, DGOffice can be installed locally on a personal computer so that all work can be done offline. Once internet can be accessed again, the offline version will be synchronized with the online version.

Safety and security courses

In this module, the training status of users can be monitored. Manage access to certain modules by connecting the training status to module access. Course schemas can be defined, system modules can be attached to a course and users can be connected to the training moments.

E-Freight | Electronic streamlining

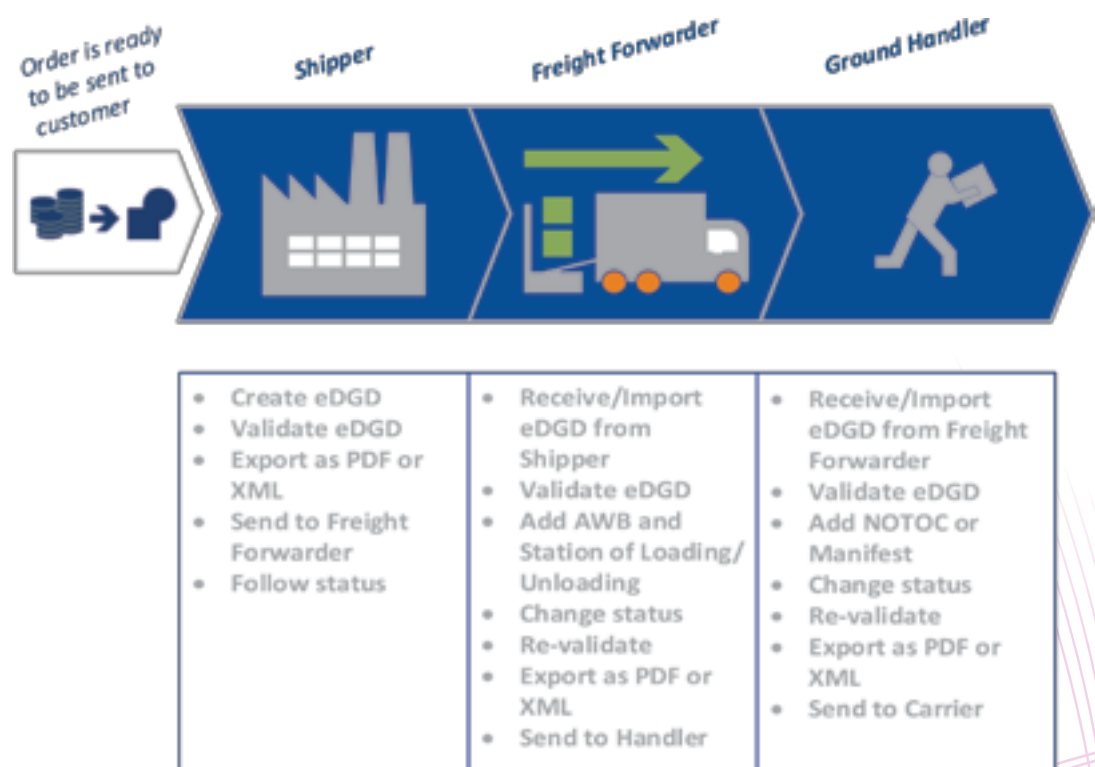
Via the E-Freight module, electronic data sharing of transport documents is made possible, from the creation point to the receiving point in a logistics chain. Users can distribute shipment information to other parties at the single push of a button, without the need to manually enter information into different systems. Regulations and customer specifications are considered continuously.

Along the transportation chain, multiple parties are involved, whom all have a different need for certain information. With the E-Freight module, data is validated and reproduced automatically at all relevant places on a transport document or label. It can be used for any mode of transport, including multimodal shipments.

Company role

Different types of company roles can be assigned to your business. Depending on the role selected, certain functionalities become available. In short:

- Shipper: distribute shipments to other parties within DGOOffice.net and follow the status of exported shipments.
- Ground Handler: receive shipment information from shippers and distribute shipments to other parties within DGOOffice.net.
- Forwarder: declarations sent to you in DGOOffice.net are displayed. Change shipment status and add an AWB and station of Loading/Unloading. Updated declarations can be sent to other parties in DGOOffice.net.



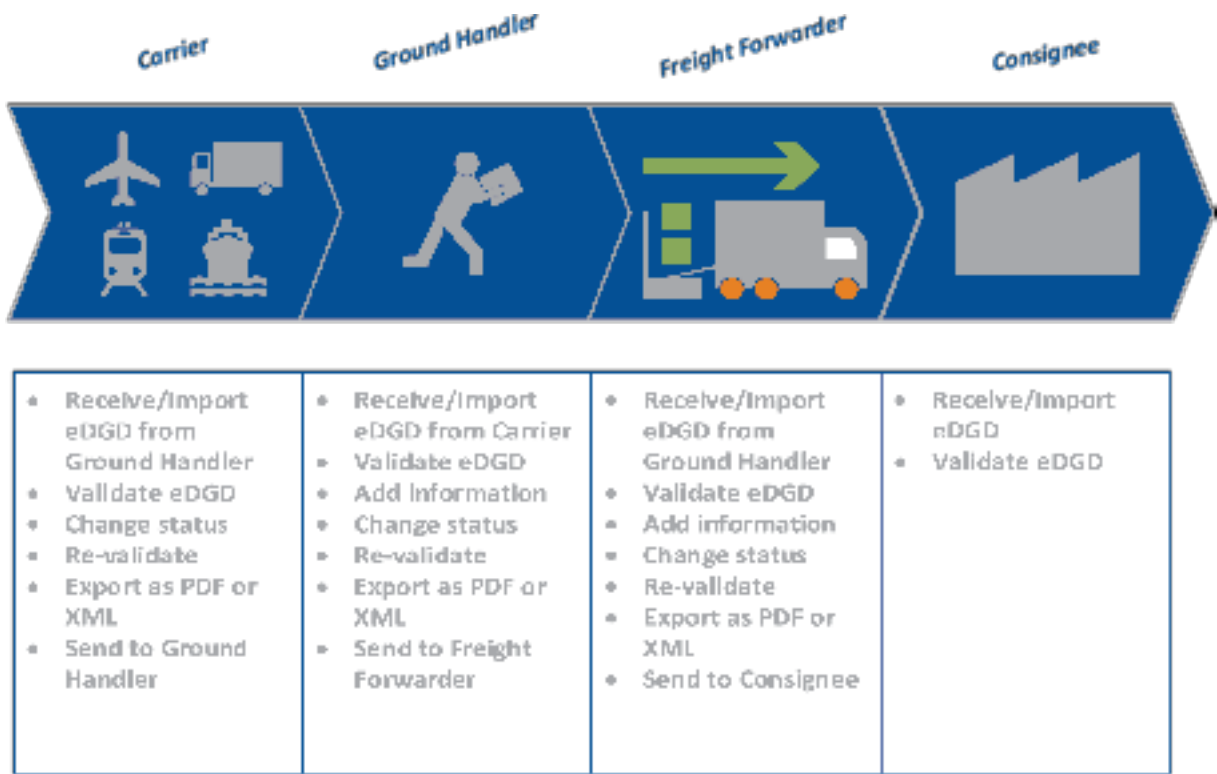
Import and export XML

In case a party in the logistics chain does not have the E-Freight module activated, it is possible to import or export the validated data as a DGXML or other standards like the IATA Cargo XML file. DGXML is the message standard for any mode of transport, that can be used as alternative or extension to share data without the need to copy information. Next to printing a PDF of the transport documents, import or export shipment information as XML file via DGOoffice.net.

- Import: the XML can be edited and will be validated by the system during import. If all data is correct, it will be re-used by the system automatically.
- Export: if all data is validated, a version-controlled XML file will be exported. This can be used to send to other parties.

Example

Below figure illustrates an example of the E-Freight process. At each step in the process, instances are bulleted of how the DGOoffice E-Freight solution can contribute to your system.



Databases | Smart data

DGOffice develops, maintains and distributes data related to dangerous goods production, storage, handling and transport. All data is based on (inter)national rules, regulations and laws. It is available for integration in existing applications or as extension of our web services.

Remote Server | Connect with your back-office system

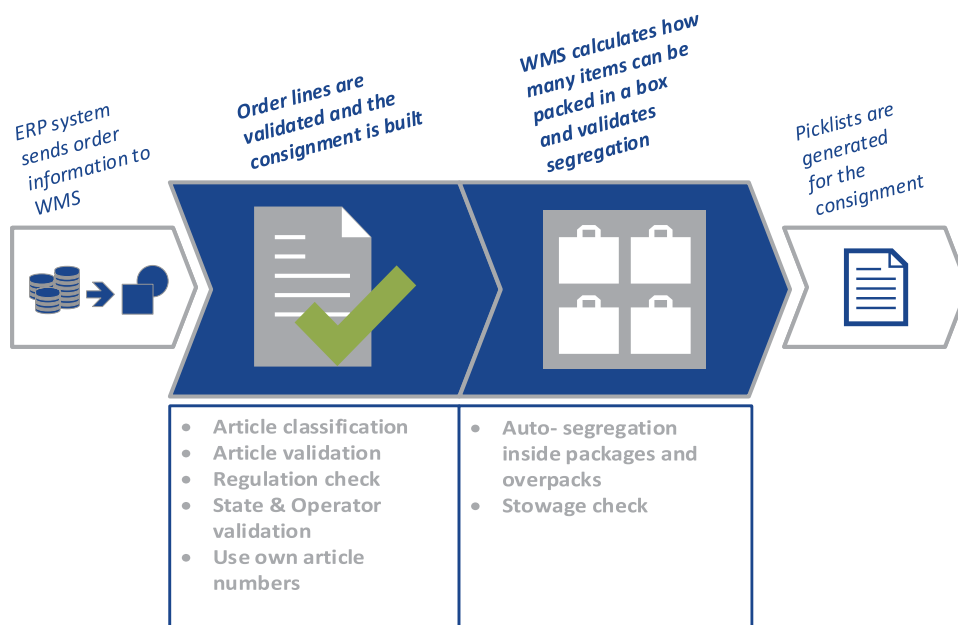
DGOffice develops, maintains and distributes data related to dangerous goods production, storage, handling and transport. All data is based on (inter)national rules, regulations and laws.

It is available for integration in existing applications or as extension of our web services.

- Automatic generation of dangerous goods declarations for any mode of transport;
- Printing the declarations on any printer defined in the user's network;
- Preparation of the declarations in PDF or XML (E-Freight)
- Adding documents like SDS or Handling Instruction to declarations based on customer requirements;
- Instant or batch order processing.

Web Services | Interfacing systems

The DGOffice Web Services can be used to interface with your existing back-office system, such as your Enterprise Resource Planning solution, Warehouse Management System and Customer Relation Management solution. In general, the web services run on the background of a back-office system and provide relevant information at different steps throughout the working process. Regulations and customer specifications are considered continuously.

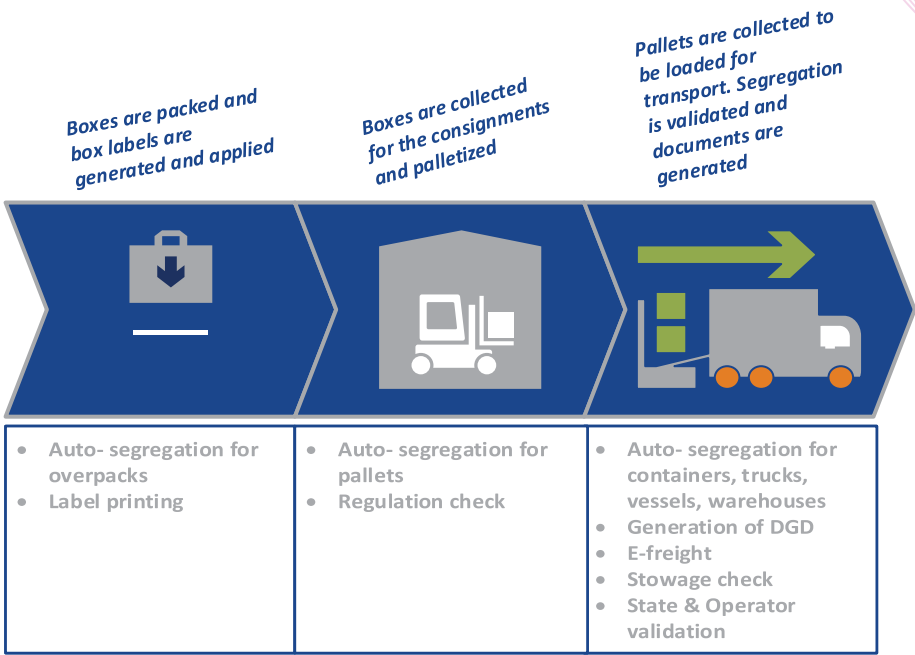


Interface

With web services, documents, data, calculations, classifications, validation and much more can be obtained directly from DGOOffice. Users can perform their activities as usual, without noticing that your back-office system communicates with DGOOffice on the background. The content provided is always up-to-date.

Example

Depending on your wants and needs, different solutions can be offered. Below figure illustrates an example of a WMS process. At each step in the WMS process, instances are bulleted of how the DGOOffice web services can contribute to your system.





DGOOffice.net is the online software solution that contains everything to manage your dangerous goods related activities. Retrieve information relevant to your activities and create and share your documents in the easiest and most efficient way. In one system you get a powerful set of tools that makes it easy to adapt languages, regulations and the many inevitable amendments. DGOOffice is designed to operate together with the most common administrative computer systems and can be connected with your own back office system. To ensure continuous compliance with the applicable rules and regulations, DGOOffice is updated constantly.

DGOOffice B.V. is headquartered in the Netherlands and has more than 30 years of experience in developing software solutions and services. Development offices are located in the Netherlands, Denmark and Norway, whereas sales and support representatives can be found throughout the world. Across the globe, thousands of users benefit from DGOOffice, supporting their transportation, handling, storage, production and trading of dangerous goods.