

SOP – Reprinting Dangerous Goods (DG) Forms

Purpose

To outline the steps for reprinting DG forms when the original was lost, damaged, or not printed during packing.

1. Locate the Order & Consignment Number

1. Go to the **Sales Order Dashboard** in Phoenix:
http://phoenix.svs.co.nz:9080/erp/oe/i_order/i_order.php?from=menu
 2. Search for the order using any of the following:
 3. **Consignment Number** (preferred if available)
 4. **Order Number (SVS Invoice #)**
 5. **Customer Order #**
 6. Click the **blue order hyperlink** to open the order in **Sales Order Maintenance**.
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2. Confirm the Order Contains DG

1. Check for the **Yellow Triangle Icon** in the Allocation Dashboard.
2. Open **Item Information** for the product and go to the **DG Info** tab to confirm it is a Dangerous Good.

Note: (17188) Diff Quik Stain Lab Set may or may not generate a DG form. If it doesn't, that's okay — do not pack it as a DG.

3. Reprint the DG Form

1. Copy the **SVS Order Number** from the order.
 2. Go to the DG reprint page in Phoenix:
http://phoenix.svs.co.nz:9080/erp/oe/op_dangerous_goods/op_dangerous_goods.php?from=menu
 3. In the **Order Doc** field, paste or type the SVS Order Number.
 4. Click **Submit** — the DG form will generate as a PDF.
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4. Print the DG Form

1. When the PDF opens, select the **Toshiba Paper Printer** from the printer list.
2. Collect the printed DG form and attach it to the relevant carton(s).