

INSTRUCTIONS FOR USING THE DANGEROUS GOODS NOTIFICATION SYSTEM



REGISTERING AS A NEW USER OF THE SYSTEM

- Before starting the use of the system, you have to fill a registration form here.
- When the Port of Helsinki has processed your registration form, you will get an email that contains a username, personal registration code and a link to a site where you can activate your account.
- The link opens up the view below.

The screenshot shows the 'PORT OF HELSINKI' logo at the top left, followed by the title 'Dangerous goods notifications'. Below this is a note: 'NOTE! Registration requires personal registration code'. The main form is titled 'User registration' and contains four input fields: 'Username' (with the example 'teemu.erho@portofhelsinki.fi'), 'Password' (masked with dots), 'Password again' (also masked), and 'Registration code' (with the example '1234'). A blue 'Register' button is located at the bottom left of the form.

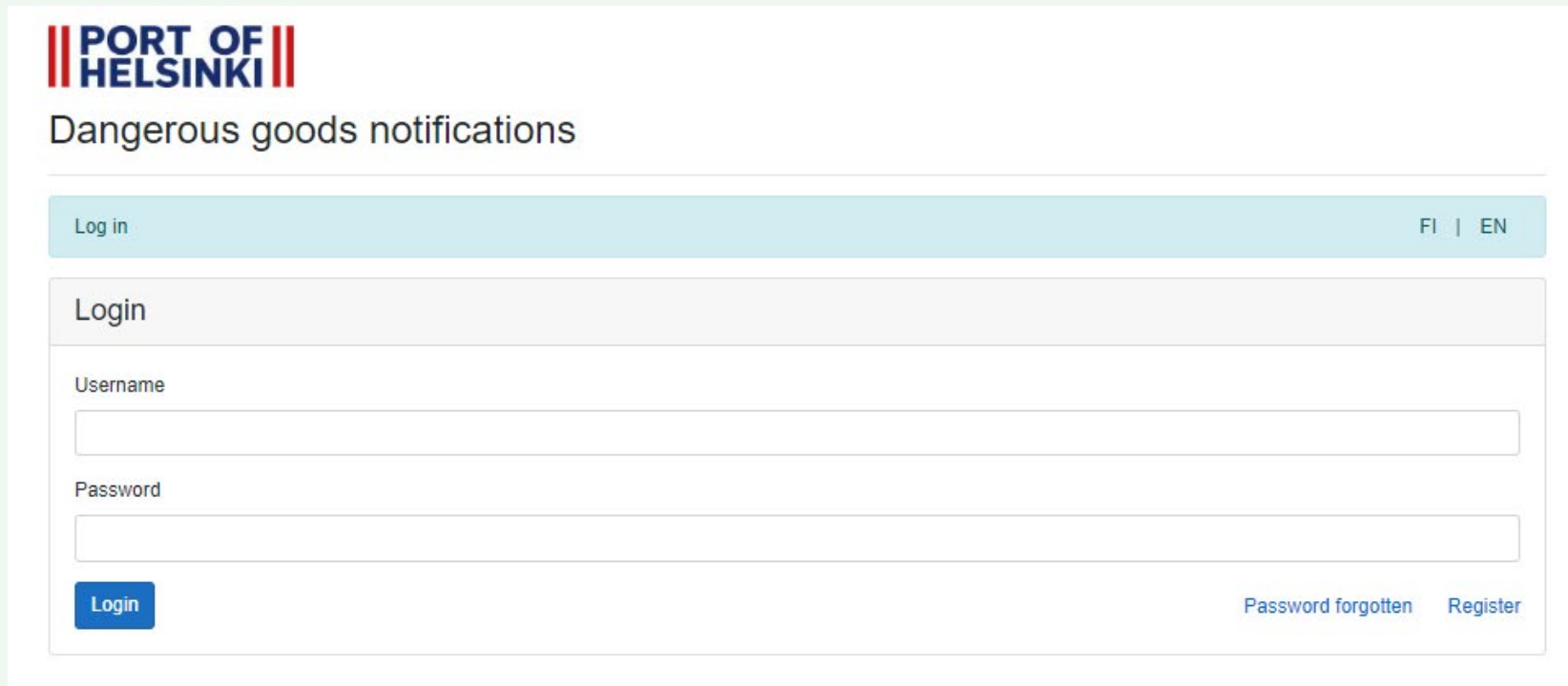
Choose a password here. The password must contain at least 12 characters, one special character, one number, one uppercase letter and one lowercase letter.

Enter your personal registration code here

When you have entered your personal info and chosen a valid password, confirm the registration here. After the registration is done, you can log in to the system.

GETTING STARTED WITH THE SYSTEM

- The URL address for the Dangerous Goods Notification (VA) System: <https://pds.portofhelsinki.fi/pdsva>. The link will open the login view below.
- Before logging in for the first time, make sure that you have registered as a user of the system following the instructions on the previous site!



The screenshot shows the login interface for the Port of Helsinki's Dangerous Goods Notifications system. At the top left is the Port of Helsinki logo, consisting of three vertical bars followed by the text "PORT OF HELSINKI". Below the logo is the text "Dangerous goods notifications". A light blue horizontal bar contains the text "Log in" on the left and "FI | EN" on the right. Below this bar is a white box with a grey header labeled "Login". Inside this box, there are two input fields: "Username" and "Password". Below the "Password" field is a blue "Login" button. To the right of the "Login" button are two links: "Password forgotten" and "Register".

CREATING A NEW NOTIFICATION

- On the front page of the system, you can see
 - notifications, which are not targeted for a vessel yet
 - inquiries waiting to be processed by the safety inspector

PORT OF HELSINKI DG notifications

Teemu Erho

Dangerous goods notifications

FI | EN Log out

Create a new notification here

Untargeted notifications

	Number	I / E date	Vessel
E	0000179		Untargeted vessel/visit
E	0000174		Untargeted vessel/visit
E	0000171		Untargeted vessel/visit
E	0000164		Untargeted vessel/visit
E	0000163		Untargeted vessel/visit

1 2 3 4 5 ... 6

Open inquiries

	Number	I / E date	Vessel
I	0000056	24.07.2022 18:45	Finbo Cargo
E	0000119	14.06.2022 09:00	Finlandia
I	0000044	04.07.2022 09:15	Amorella
E	0000014	30.06.2022 07:00	Finbo Cargo
E	0000170	05.07.2022 10:30	Gabriella

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FILLING IN THE INFO OF A SHIPPING AND A UNIT

- This view opens up when you press the "New notification" button.
- Fill in the info for the shipping and the unit. The mandatory fields have been marked with a red asterisk. **Remember to select the vessel/visit!**

The screenshot shows the 'Dangerous goods notifications' page for user Teemu Erho. The notification number is 0000173. The form includes fields for Export/Import (Export), Transshipment (Finbo Cargo / 23.06.2022), Transport type (Auto), Harbour (Vuosaari), Operator (Eckerö Line Ab Oy), and Info (asq). A 'Select vessel / visit' button is highlighted in red. A 'Unit amount' of 1 is shown, with an 'Add unit' button. Below, a unit card for 123456789 DC is shown with a 'Delete' button. A 'Safety instructions' link is also visible.

PORT OF HELSINKI DG notifications

Teemu Erho

Dangerous goods notifications

FI | EN Log out

Notification number: 0000173

Dangerous substance notification

Helsingin Satama Oy
Teemu Erho
teemu.erho@portofhelsinki.fi

Export/Import: Export

Transshipment: Finbo Cargo / 23.06.2022

Transport type: Auto

Harbour: Vuosaari

Operator: Eckerö Line Ab Oy

Info: asq

Unit amount: 1

123456789 DC 02.06.2022 02.06.2022 100 kg

Safety instructions Delete

Unit number: 123456789

Unit type: DC - Dry container

Empty, uncleaned unit:

ETA: 02.06.2022

ETD: 02.06.2022

Reference:

Location at vessel:

Front page

Notifications

New notification

Vuosaari Harbour

Dangerous Goods

Vuosaari Harbour Today

Port of Helsinki

Instructions for the DGN

System

Terms for The Advance inquiry

Online service terms on use

Select vessel / visit

Every notification must be targeted to a visit of a vessel. More precise instructions on the next page!

The number of the notification in the system

If you want to include multiple units in the notification, it can be done here

Add unit

This button deletes the unit and the consignments in it from the notification

TARGETING THE NOTIFICATION TO A VESSEL VISIT

- To ensure the validity of the arrival and departure information, **every** DG(Dangerous Goods) notification has to be targeted to the correct vessel visit.
- If the shipping takes place far away in the future, the visiting schedule of the vessels is unavailable. In that case, the notification must be targeted closer to the actual departure/arrival date.
- **If the schedule of the shipping changes, e.g. due to a delay, the targeting must be done again BEFORE the departure/arrival of the original vessel visit!**

Choose a departure/arrival date first

The vessel visits can also be filtered by the port area or the name of the vessel

Eventually, save the targeting by pressing here

After the departure/arrival date has been chosen, the system automatically shows the vessel visits that will take place on that particular date. Choose the right visit from the list.

Dangerous goods notifications

Tuula Söderholm-Pynnönen

New notification

Dangerous substance notification

Vessel visit

Departure date: 20.11.2023

Port area: -

Vessel

Vessel name

<Aluksen nimi>

<Aluksen nimi>

A La Marine

A2B Independent

Adelina D

Ahtela

Aila

Akranes

Vessel visits

Finnbreeze	20.11.2023 15:00	Vuosaari
Finlandia	20.11.2023 09:00	Länsisatama
Viking XPRS	20.11.2023 10:30	Eteläsatama
MyStar	20.11.2023 10:30	Länsisatama
Finbo Cargo	20.11.2023 13:00	Vuosaari
Finnmaid	20.11.2023 15:00	Vuosaari
Silja Symphony	20.11.2023 17:00	Eteläsatama
Megastar	20.11.2023 13:30	Länsisatama

20.11.2023

Choose Cancel

FILLING IN THE INFO OF A CONSIGNMENT

- Fill in the rest of the information regarding a consignment in a unit, such as the flash point, parcel class/amount and net weight.
- If one or more of the consignments in a unit contains a dangerous good that requires an [inquiry](#), the system will automatically save the notification as an inquiry. From the user's point of view, creating an inquiry doesn't differ in any way from creating a basic notification.

PORT OF HELSINKI DG notifications | Teemu Erho | FI | EN | Log out

Dangerous goods notifications

Unit number * 123456789 | Unit type * DC - Dry container | Empty, uncleaned unit

ETA 02.06.2022 | ETD 02.06.2022 | Reference

Location at vessel

1115 FLAMMABLE LIQUID, N.O.S., Class: 3, PG II, vapour pressure at 50°C more than 110 kPa (640C) 100 kg | Safety instructions | Delete

UN number * 1115 | Technical name FLAMMABLE LIQUID, N.O.S., Class: 3, PG II, vapour pressure at 50°C more than 110 kPa (640C)

DGM material name FLAMMABLE LIQUID, N.O.S., Class: 3, PG II, vapour pressure at 50°C more than 110 kPa (640C)

IMO class * 3 - Palavat nesteet | 2nd IMO class - | Package group II - Vaaralliset aineet | Flash point (°C)

Parcel class CAN - Container | Parcel amount 4 | Net weight (kg) 100 | Explosive weight (kg) 0

LQ | EQ | Marine pollutant

Info

Total: Consignments 4 pcs, 100 kg | Add consignment

Add unit

Teemu_ilmottaja / 02.06.2022 13:44

Save notification

When the UN number of the consignment has been entered, press Enter. After that, the system will automatically fill the following information:

- Technical name (if there's multiple names under the same UN number, choose the right one from the list)
- IMO classes
- Package group

When the form is complete, the notification/inquiry can be saved by pressing here

Removing the consignment from the notification

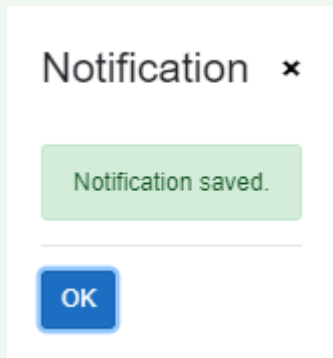
Downloading the safety instructions for the dangerous good in the consignment as a .pdf file

If there are multiple consignments in the unit, a new one can be added from here

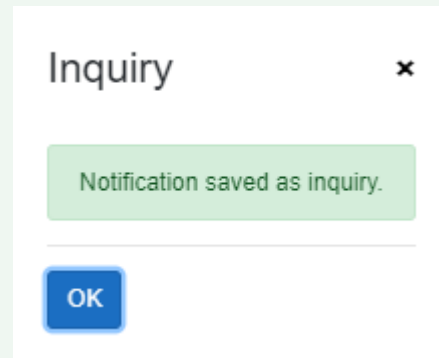
SAVING THE NOTIFICATION

- The system automatically concludes from the consignments' info whether the notification is saved as a notification or as an inquiry.
- From the user's point of view, the only difference between submitting a notification and an inquiry is the pop-up window below which emerges after the user has saved the notification.

The following pop-up window when the user submits a notification that doesn't need an inquiry



The following pop-up window when the user submits a notification that needs an inquiry before being shipped



NOTIFICATIONS

- On this page you can review already existing notifications and their possible handling status. The page is separated to different sections, where the notifications are categorised by their type and status of handling.
- The Waiting for handling, Accepted and Rejected sections are ONLY for inquiries and are empty, if your company hasn't submitted any notifications that require an inquiry!

The screenshot shows the 'DG notifications' page for Teemu Erho. The interface includes a sidebar with navigation options like 'Front page', 'Notifications', and 'New notification'. The main content area features a 'Notifications' section with filter tabs: 'All', 'Advance', 'Untargeted vessel', 'In port', 'Waiting for handling', 'Accepted', and 'Rejected'. A search bar is present with the text 'Unit number / reference'. Below the filters is a table of notifications with columns: Number, State, Created, Sender, Company, I / E date, Vessel, Operator, and Units. The table contains 10 rows of data. Callouts provide additional context: 'Ordinary notifications and accepted inquiries that have transformed into notifications' points to the 'Advance' filter; 'Inquiries that are still waiting to be handled' points to the 'Waiting for handling' filter; 'Already handled inquiries, categorised by the outcome of the handling' points to the 'Accepted' and 'Rejected' filters; 'Notifications that haven't been targeted to a vessel yet. Every notification must be targeted before the departure/arrival time of the vessel!' points to the 'Untargeted vessel' filter and the first row of the table; 'Notifications regarding units that have already arrived at the port or are waiting their departure in the port' points to the 'In port' filter and the last row of the table.

Teemu Erho

Dangerous goods notifications

FI | EN Log out

Notifications

All Advance Untargeted vessel In port Waiting for handling Accepted Rejected

Unit number / reference

Number	State, Created	Sender	Company	I / E date	Vessel	Operator	Units
0000179	Advance 01.06.2022 14:48	Teemu Erho	Helsingin Satama Oy			Multi-Link Terminals Ltd Oy	1
0000177	Advance 25.05.2022 10:39	Teemu Erho	Helsingin Satama Oy	01.06.2022 17:00	Silja Serenade	Multi-Link Terminals Ltd Oy	0
0000173	Advance 23.05.2022 11:41	Teemu Erho	Helsingin Satama Oy	23.06.2022 18:00	Finbo Cargo	Eckerö Line Ab Oy	1
0000175	Advance 23.05.2022 15:28	Teemu Erho	Helsingin Satama Oy	08.06.2022 11:00	Finbo Cargo	STEVECO OY	0
0000166	Advance 20.05.2022 10:07	Teemu Erho	Helsingin Satama Oy	20.05.2022 21:30	Megastar	FINNSTEVE OY AB	1
0000170	Advance 20.05.2022 12:36 Waiting for handling	Teemu Erho	Helsingin Satama Oy	05.07.2022 10:30	Gabriella	Viking Line Abp	1
0000172	Advance 20.05.2022 13:26	Teemu Erho	Helsingin Satama Oy	22.06.2022 09:00	Finlandia	STEVECO OY	1
0000165	Advance 19.05.2022 14:45	Teemu Erho	Helsingin Satama Oy	01.06.2022 22:00	Regal Star	Multi-Link Terminals Ltd Oy	1

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SEARCHING AND EDITING NOTIFICATIONS

- On the Notifications tab, you can also view, search and edit already existing notifications.
- In addition to its basic info, the notification can also be searched by the number/reference of a unit it contains.

PORT OF HELSINKI DG notifications

Teemu Erho

Dangerous goods notifications

FI | EN Log out

Notifications

All Advance Untargeted vessel In port Waiting for handling Accepted Rejected

Unit number / reference Search Clear

Number	State, Created	Sender	Company	I / E date	Vessel	Operator	Units
E 0000179	Advance 01.06.2022 14:48	Teemu Erho	Helsingin Satama Oy			Multi-Link Terminals Ltd Oy	1
E 0000177	Advance 25.05.2022 10:39	Teemu Erho	Helsingin Satama Oy	01.06.2022 17:00	Silja Serenade	Multi-Link Terminals Ltd Oy	0
I 0000173	Advance 23.05.2022 11:41	Teemu Erho	Helsingin Satama Oy	23.06.2022 18:00	Finbo Cargo	Eckerö Line Ab Oy	1
E 0000175	Advance 23.05.2022 15:28	Teemu Erho	Helsingin Satama Oy	08.06.2022 11:00	Finbo Cargo	STEVECO OY	0
I 0000166	Advance 20.05.2022 10:07	Teemu Erho	Helsingin Satama Oy	20.05.2022 21:30	Megastar	FINNSTEVE OY AB	1
E 0000170	Advance 20.05.2022 12:36 Waiting for handling	Teemu Erho	Helsingin Satama Oy	05.07.2022 10:30	Gabriella	Viking Line Abp	1
E 0000172	Advance 20.05.2022 13:26	Teemu Erho	Helsingin Satama Oy	22.06.2022 09:00	Finlandia	STEVECO OY	1
I 0000165	Advance 19.05.2022 14:45	Teemu Erho	Helsingin Satama Oy	01.06.2022 22:00	Regal Star	Multi-Link Terminals Ltd Oy	1

1 2 3 4 5 ... 15

Write the search criterion of your choice in the right field and press Search

Unit number / reference Search Clear

Untargeted vessel/visit

Waiting for handling

The notification can be opened up for review/editing by pressing its notification number

The notification can also be targeted to a vessel visit by pressing here. The targeting view will open up right after pressing.

LOGIN INFORMATION AND THE SIDE BAR

- On the side bar, there are links which contain additional info about the Dangerous Goods system, dangerous goods in general and Vuosaari Harbour.
- There are also separate buttons for logging out and changing the password which are located on the top of the page.

The screenshot shows the user interface of the Port of Helsinki Dangerous Goods system. The top navigation bar includes the user name 'Teemu Erho', the title 'Dangerous goods notifications', and language options 'FI | EN' with a 'Log out' button. The left sidebar contains navigation links for 'Front page', 'Notifications', 'New notification', and a list of information links including 'Vuosaari Harbour', 'Dangerous Goods', 'Vuosaari Harbour Today', 'Port of Helsinki', 'Instructions for the DGN', 'System', 'Terms for The Advance inquiry', and 'Online service terms on use'. The main content area is divided into two sections: 'Untargeted notifications' and 'Open inquiries'. The 'Untargeted notifications' table lists five entries with columns for 'Number', 'I / E date', and 'Vessel'. Each entry has a status icon (green 'E') and a yellow 'Untargeted vessel/visit' label. The 'Open inquiries' table lists five entries with columns for 'Number', 'I / E date', and 'Vessel', each with a status icon (blue 'I' or green 'E'). A yellow callout box points to the user name 'Teemu Erho' with the text: 'The password can be changed by pressing one's own name. The changing view opens up after pressing.' A red callout box points to the 'Log out' button with the text: 'When you're finished using the system, remember to log out before closing the browser!' A yellow callout box points to the bottom of the sidebar with the text: 'Links for additional info'.

PORT OF HELSINKI DG notifications

Teemu Erho

Dangerous goods notifications

FI | EN Log out

Front page

Notifications

New notification

Vuosaari Harbour

Dangerous Goods

Vuosaari Harbour Today

Port of Helsinki

Instructions for the DGN

System

Terms for The Advance inquiry

Online service terms on use

Untargeted notifications

	Number	I / E date	Vessel
E	0000179		Untargeted vessel/visit
E	0000174		Untargeted vessel/visit
E	0000171		Untargeted vessel/visit
E	0000164		Untargeted vessel/visit
E	0000163		Untargeted vessel/visit

1 2 3 4 5 ... 6

Links for additional info

Open inquiries

	Number	I / E date	Vessel
I	0000056	24.07.2022 18:45	Finbo Cargo
E	0000119	14.06.2022 09:00	Finlandia
I	0000044	04.07.2022 09:15	Amorella
E	0000014	30.06.2022 07:00	Finbo Cargo
E	0000170	05.07.2022 10:30	Gabriella

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