Configurable fields for ADR

This article shows how to activate and configure ADR fields so they can be used during order capture and when editing goods on a load.

Updated May 11, 2026

Carriers that haul hazardous materials (HazMat) often need additional criteria when creating orders. A hazardous materials (HazMat) section can be configured in both the **Create order** screen and the **Edit goods** (freight) screen. Once this section is fully configured, all enabled fields in the ADR section are available during **Create order** and **Edit goods**.
The **Edit columns** feature on the order list view lets users show dedicated ADR details on the list view page, giving better visibility of key data

This also applies to the customer portal. Restrictions are available so that customers who submit an order that includes hazardous materials can be required to complete the ADR fields before saving the order.

Terminology

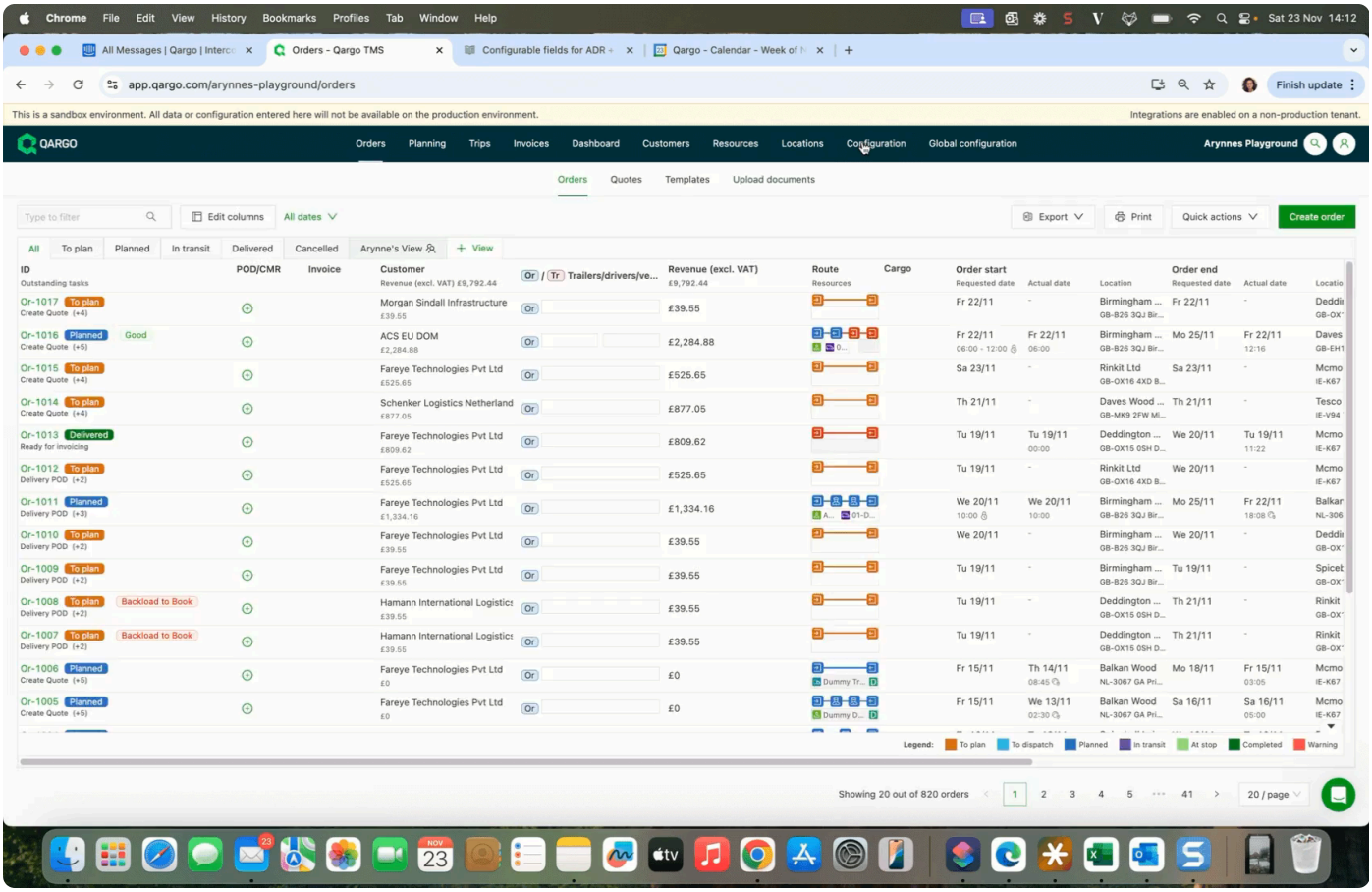
Term	Definition
ADR	The international agreement governing road transport of hazardous materials
UN number	A four-digit code assigned by the United Nations to identify a specific hazardous substance or article (e.g., UN 3082)
LQ (limited quantity)	A classification for hazardous materials transported in quantities below the threshold that triggers full ADR requirements
Packaged item	A line-level item within a good on an order, used to record detailed freight information including ADR data and custom fields
Customize panel	The column-selection interface on list views in Qargo, used to toggle which columns are visible

Use cases

- Operations teams managing hazardous materials transport can isolate all ADR orders at a glance with the ADR yes/no filter, without opening each order individually.
- Teams handling multiple ADR classes can filter by a specific UN number to locate orders with a particular substance.
- Companies tracking waste or compliance-sensitive data at the packaged item level can show those custom fields as columns on the **Orders** list.

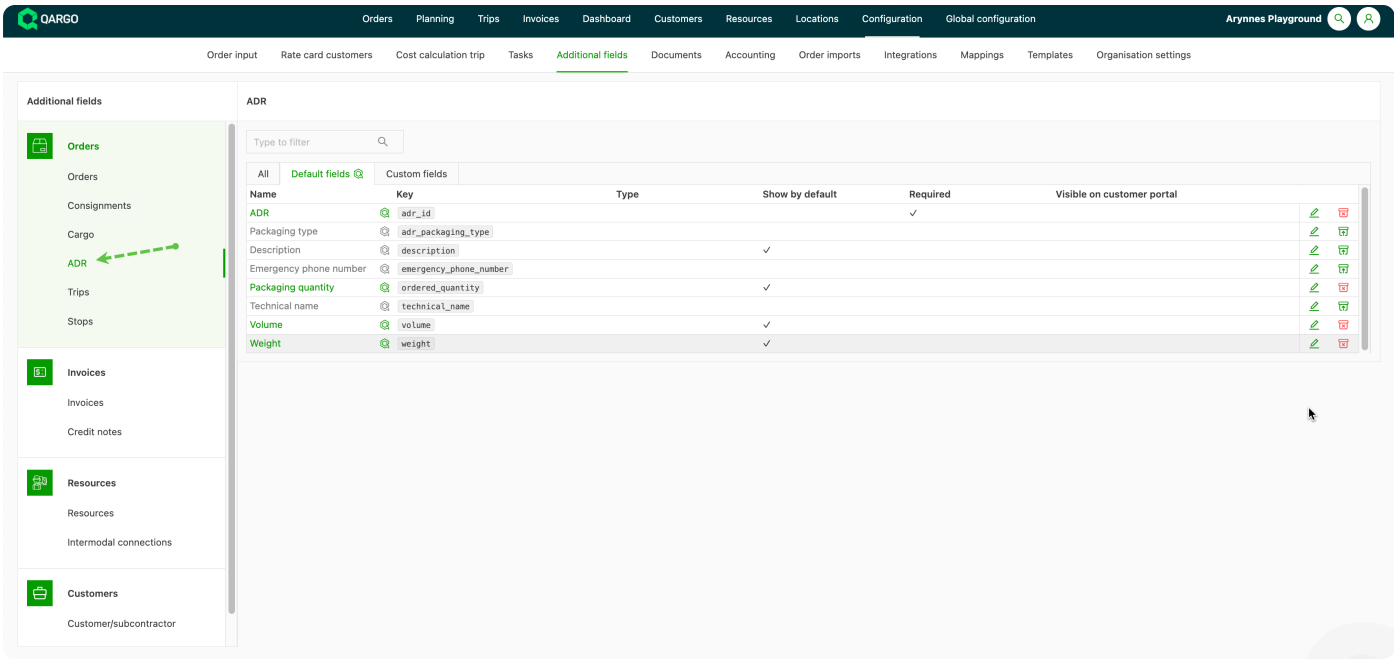
Step 1: Activation of the ADR field

- Navigate to **Configuration**
- **Additional fields**
- Select **Freight** in the left-hand menu
- Click the edit icon (pencil) next to **ADR** and set it to **Active**.
- Include the transportation services that ADR should show on.
- Toggle whether ADR fields are always visible on the order
- Toggle whether ADR is required as a mandatory field, if selected.



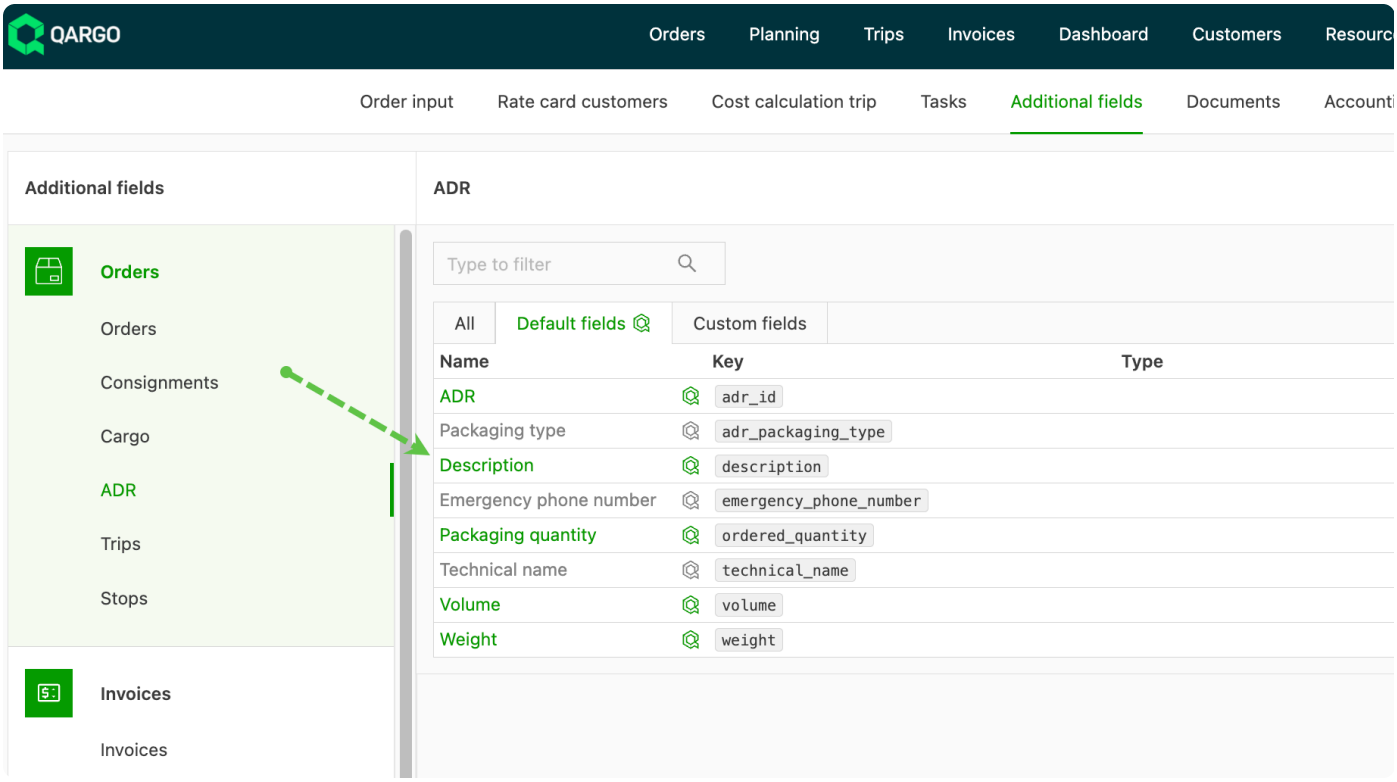
Step 2: Configure additional ADR order capture fields.

Once the ADR option is set to active under **Freight**, a second section titled **ADR** appears in the left-hand menu. This is where additional specific fields can be configured to show in the ADR section on the order.

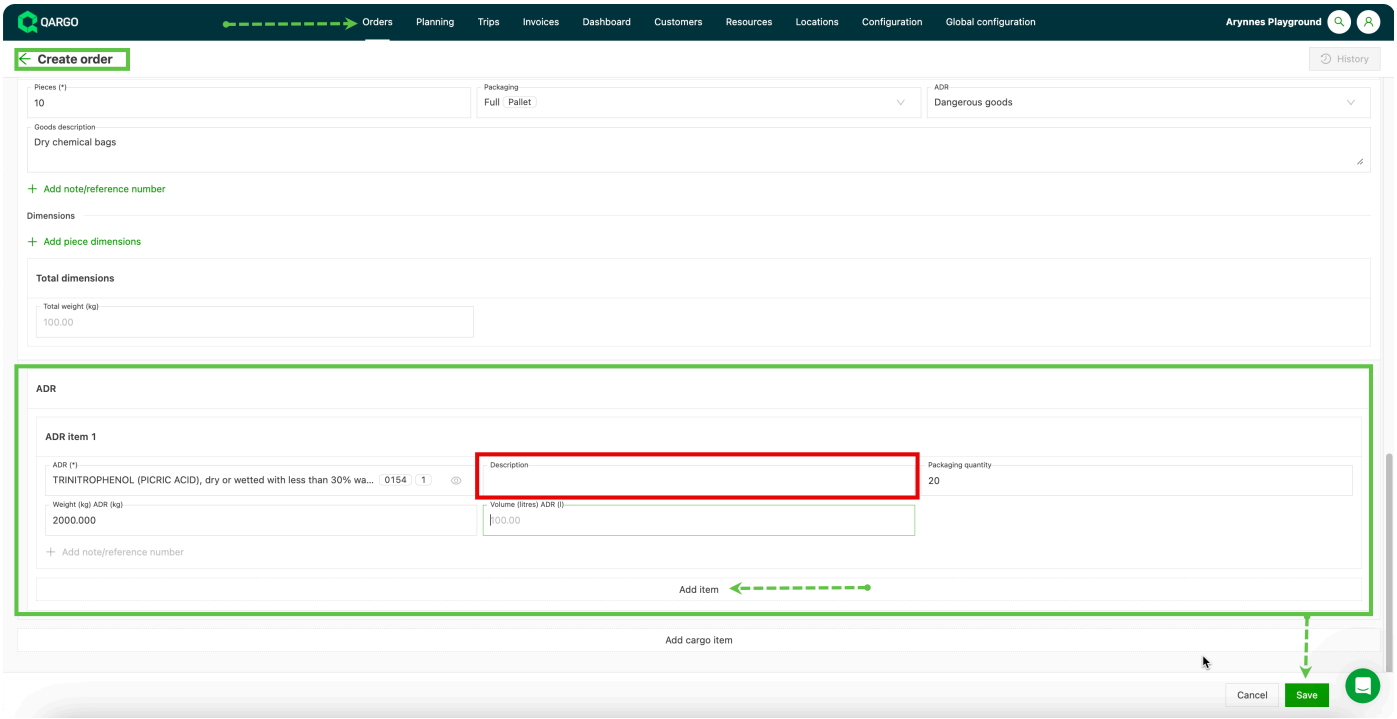


Select the additional fields that are required on the order. Available options include:

- ADR
- Packaging type
- Description
- Emergency phone number
- Packaging quantity
- Technical name
- Volume
- Weight



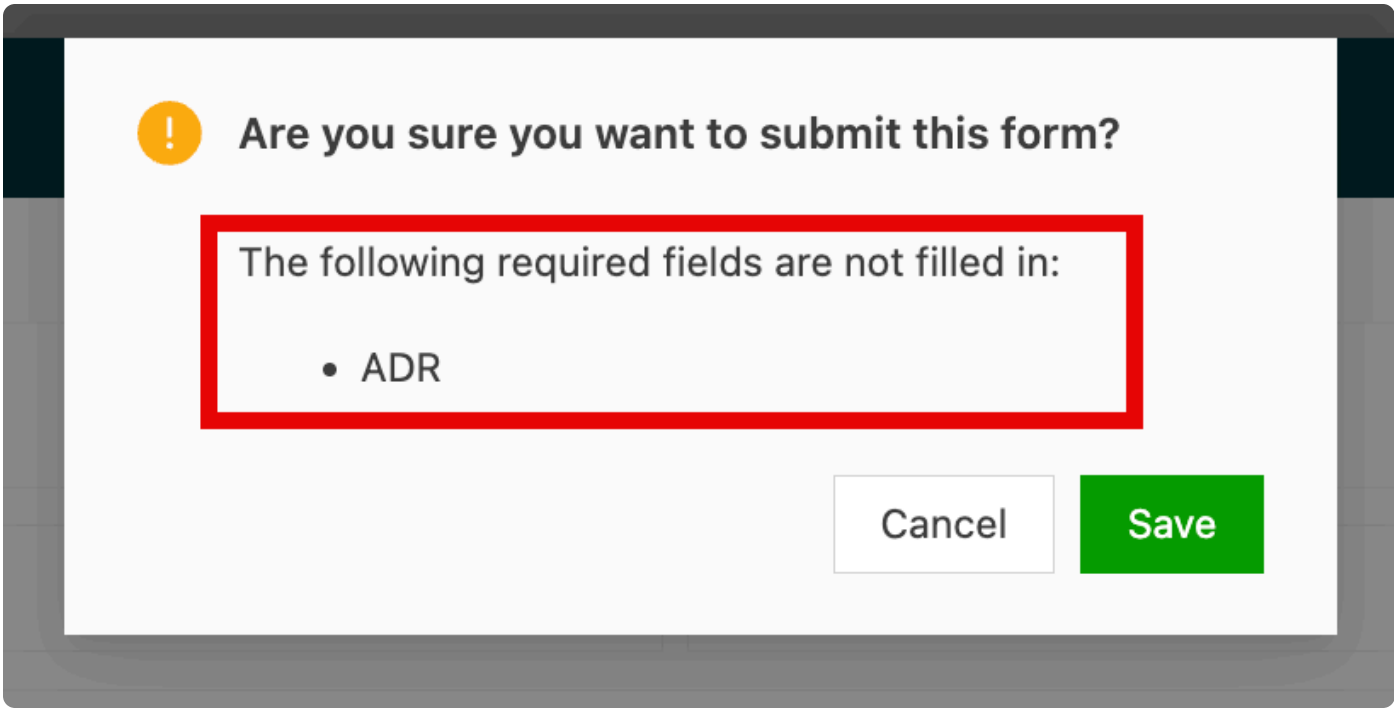
These fields show in the ADR section that appears on the **Create order** / **Edit goods** screens.



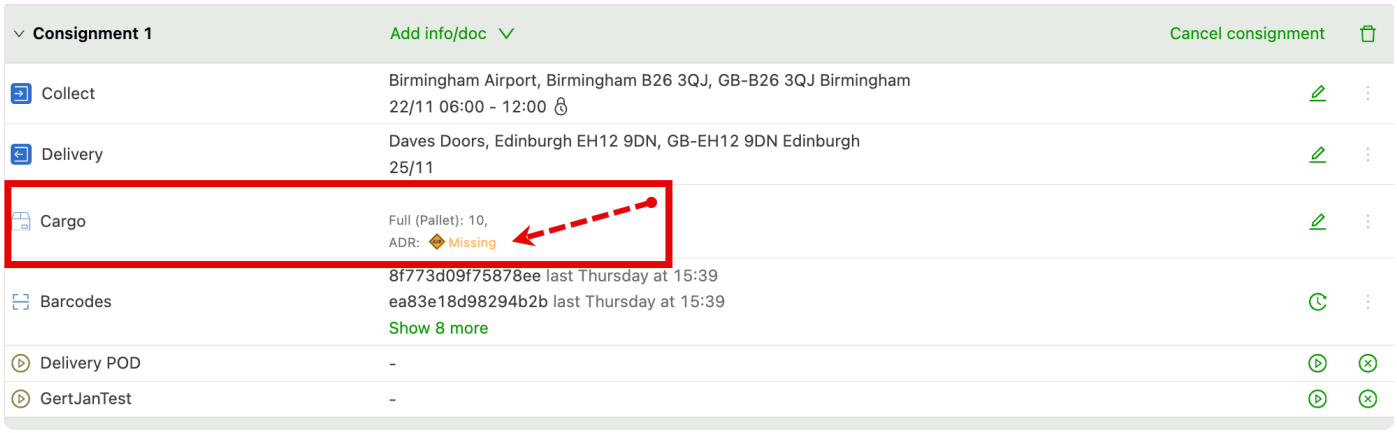
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Optional / required field settings {#h_dd71007630}

When **Set field as required** is toggled on, users creating orders in the system get a warning if required fields are **not** filled in, but **can** still **save** orders.



If the order is saved with missing ADR details, a **Missing** note appears next to the ADR icon in the shipment on the order page.

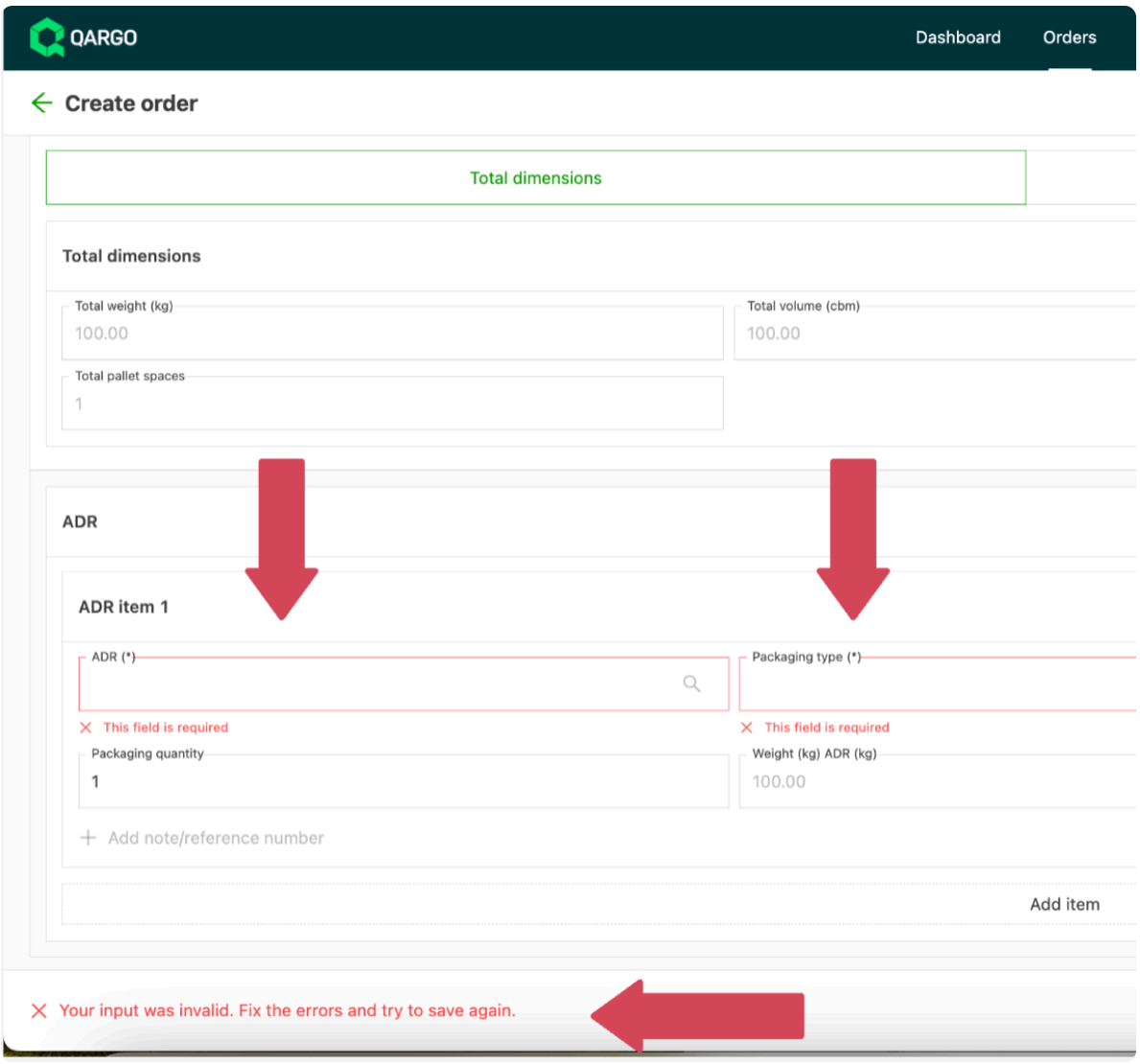


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Customer portal {#h_d521d764ce}

If ADR fields are required on the order, customers submitting an order via the customer portal must enter the details before the order can be saved. If required data is missing, the portal user sees an error indicating what needs to be completed.

When the **Set field as required** option is toggled on, **customer portal** users are **blocked** from creating orders with ADR items if the required fields are not filled in.



Viewing ADR information

Three options on the **Orders** list:

- A dedicated *ADR + UN number* column displaying the ADR status, the limited quantity flag and the UN number(s) per order.
- New *ADR* filters: filter orders by ADR yes/no or by one or more specific UN numbers.
- *Packaged item custom fields* available as toggleable columns and filters on the **Orders** list.

Operations and compliance teams handling hazardous materials, waste shipments or compliance-sensitive workflows can check ADR status or packaged item details for each order right from the **Orders** list.

- Enable the *ADR + UN number* column via the *Customize* panel.
- Use the filter panel to filter by ADR presence or UN number.
- Add packaged item custom field columns via the *ADR & packaged items* section in *Customize*.

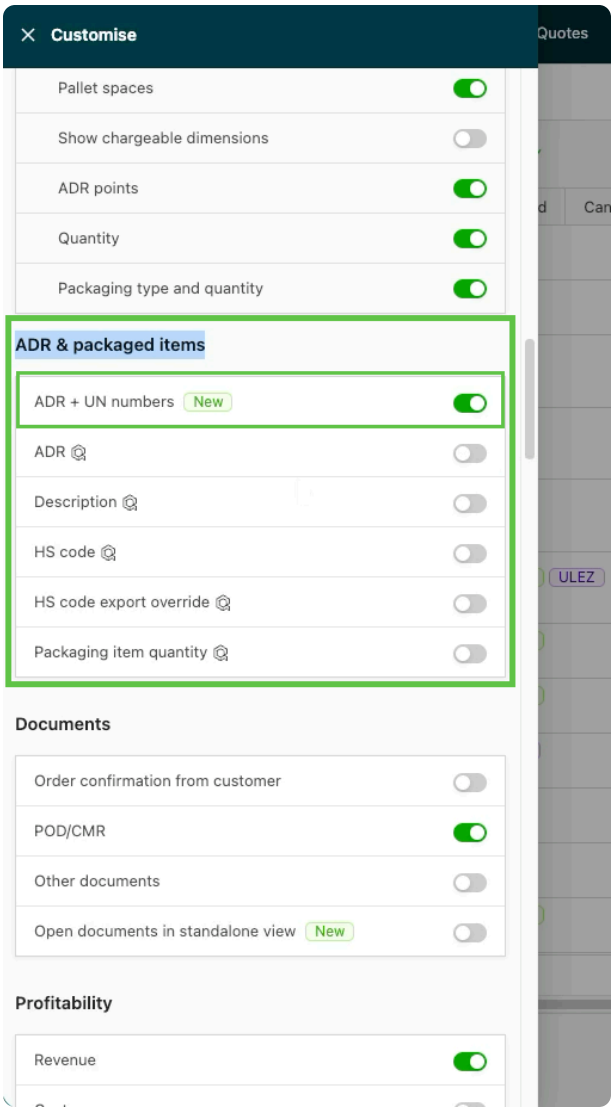
Edit columns structure

The **Edit columns** panel on the **Orders** list has been restructured into grouped sections:

- **Goods**: contains *Product* and *Goods description*.
- **Freight dimensions**: contains *Quantity*, *Packaging type and quantity*, and freight dimension fields.
- **ADR & packaged items**: contains *ADR + UN nr* and any packaged item custom fields.

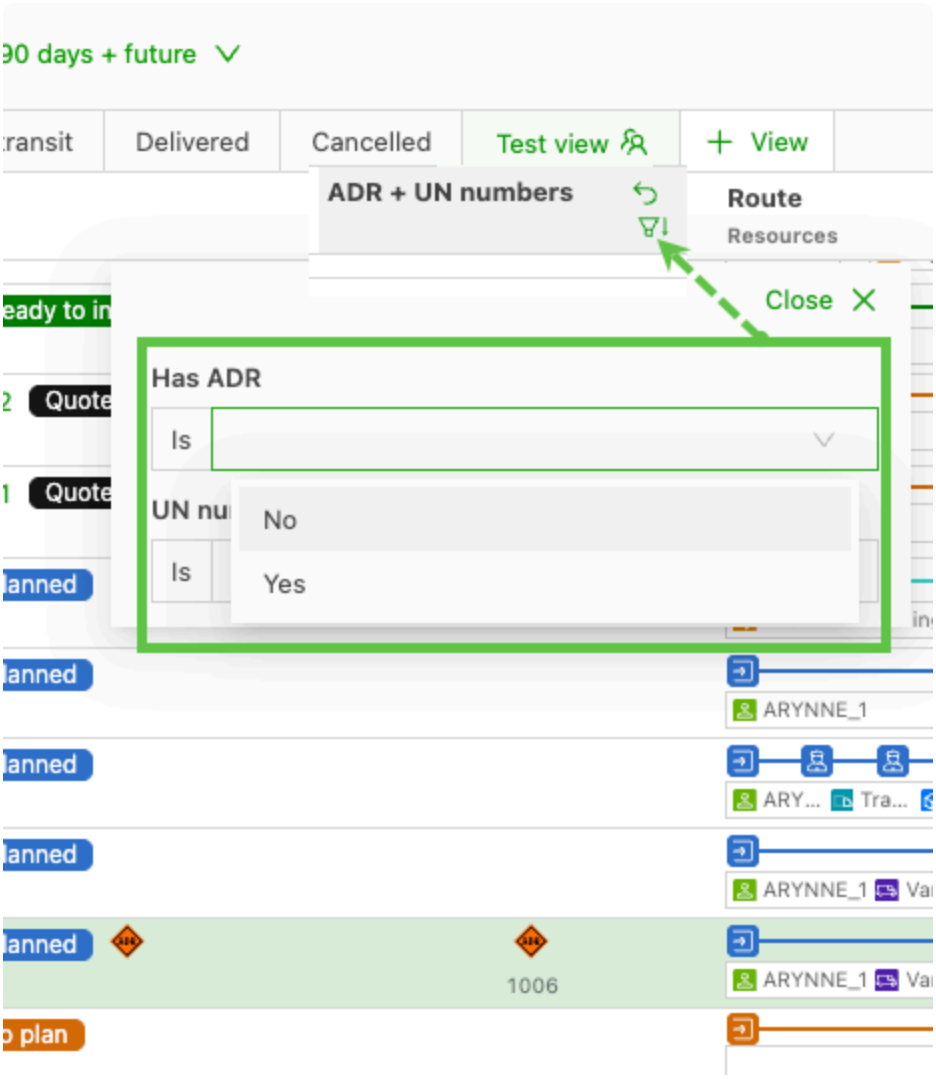
Enabling the ADR + UN number column

- Navigate to **Orders > Orders**
- Open the **Edit columns** icon
- Locate the **ADR & packaged items** section in the panel
- Enable the **ADR + UN nr** toggle
- View the new column on the **Orders** list. Each order displays the ADR icon (◇), the LQ icon where applicable, and the associated UN number(s).
    - Hovering over the icon shows the full ADR details: class, UN number, packing group and HazMat points.
    - When an order has multiple packaged items with different UN numbers, all UN numbers are shown comma-separated (e.g., ◇ 3082, 1993, 1263).



Filtering by ADR

- Select the **ADR** filter to filter orders by ADR yes/no. This quickly isolates all orders containing hazardous materials.
- Select the **ADR number** filter to filter by one or more specific UN numbers.
- Apply the filter. The **Orders** list updates to show only matching orders.



Adding packaged item custom field columns

- Open the **Edit columns** icon.
- Locate the **ADR & packaged items** section.
- Enable the custom field columns relevant to the workflow. These must first be configured as custom fields at the packaged item level in **Configuration**.
- View the values on the **Orders** list. When an order has multiple packaged items with different values for the same custom field, the values are shown comma-separated.

Troubleshooting

Issue	Possible cause	Solution
Packaged item custom field columns not visible in the Customize panel	*Packaged items* feature flag not enabled on the tenant	Contact a Qargo admin to enable the *Packaged items* feature flag
ADR column not showing UN numbers	No packaged items with ADR data exist on the order	Check that ADR information is entered at the packaged item level on the order
Multiple UN numbers shown for one order	Order has packaged items with different ADR substances	Expected behavior: each distinct UN number is listed comma-separated
LQ icon visible but no standalone LQ filter available	LQ filter not included in this release	The LQ icon is visible in the ADR column but cannot be filtered on directly in v1
ADR filter not available in the filter panel	Page may need a refresh	Refresh the page and check the filter panel again