



XtensionIT

User guide:

Shipmondo Shipment Connector by XtensionIT

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- 1. Shipmondo Shipment Connector by XtensionIT
 - 1.1. Installation of Shipmondo Shipment Connector
 - 1.2. Setup of Shipmondo Shipment Connector
 - 1.2.1. Shipmondo Web Portal
 - 1.2.2. Shipmondo Shipment Connector
 - 1.2.3. Setup of Recipient Countries
 - 1.2.4. Download of Data
 - 1.2.5. Shipping Agent & Shipping Agent Service
 - 1.2.6. Shipping Agent Service - Additional services
 - 1.2.7. Package types
 - 1.2.8. Pick-up points
 - 1.3. Shipping Quote Setup
- 2. Shipment & Preparation of Waybill
 - 2.1. Package & Colli System
 - 2.2. Edit Waybill from a Document list
 - 2.2.1 Posted Documents
 - 2.3. Send Shipment & Sales Order flow
 - 2.3.1 Sales Order Flow
 - 2.4. Customs
- 3. Confirmation Types
 - 3.1. Direct Print
 - 3.2. Confirm Shipment
 - 3.3. Confirm Packages
 - 3.4. Auto-Print label when Posting Document
- 4. Request Quote from Shipmondo
- 5. Track & Trace
 - 5.1. Reprint of Label

1 Shipmondo Shipment Connector by XtensionIT

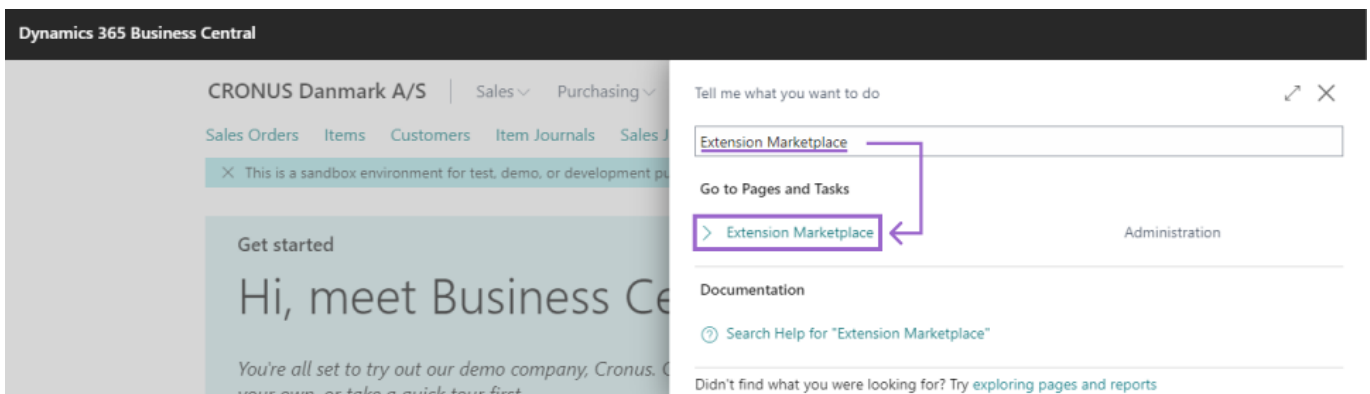
This guide contains information about the installation, setup and use of the extension **Shipmondo Shipment Connector** by XtensionIT.

The extension is compatible with Microsoft Dynamics 365 Business Central and enables the user to handle shipments in Dynamics 365 Business Central. The extension works by taking the shipment information that is inputted in Dynamics 365 Business Central and sending it to the Shipping Agent via Shipmondo's API. Track & Trace information is then returned via Shipmondo's API and the necessary parcel labels are printed.

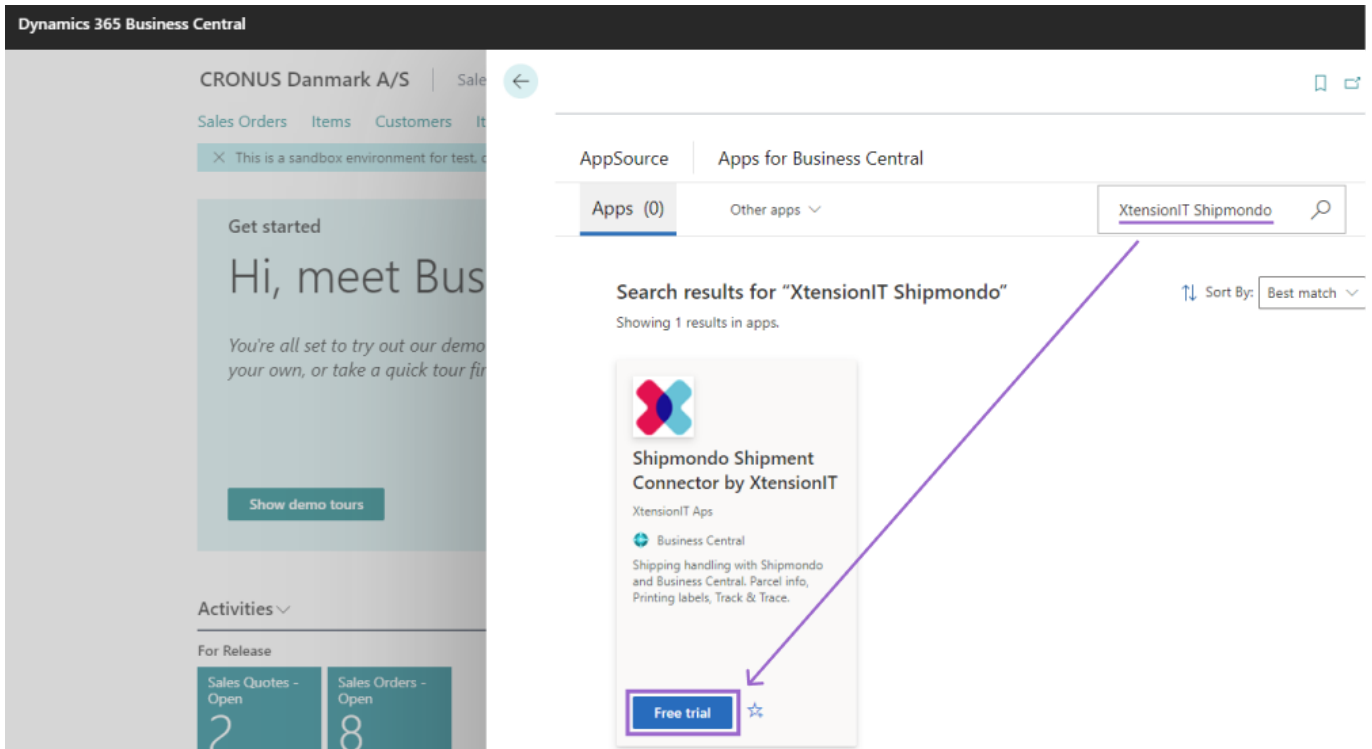
1.1 Installation of Shipmondo Shipment Connector

We recommend installing the extension in a test environment prior to installing it in production. A test environment can be created in Microsoft's administration center.

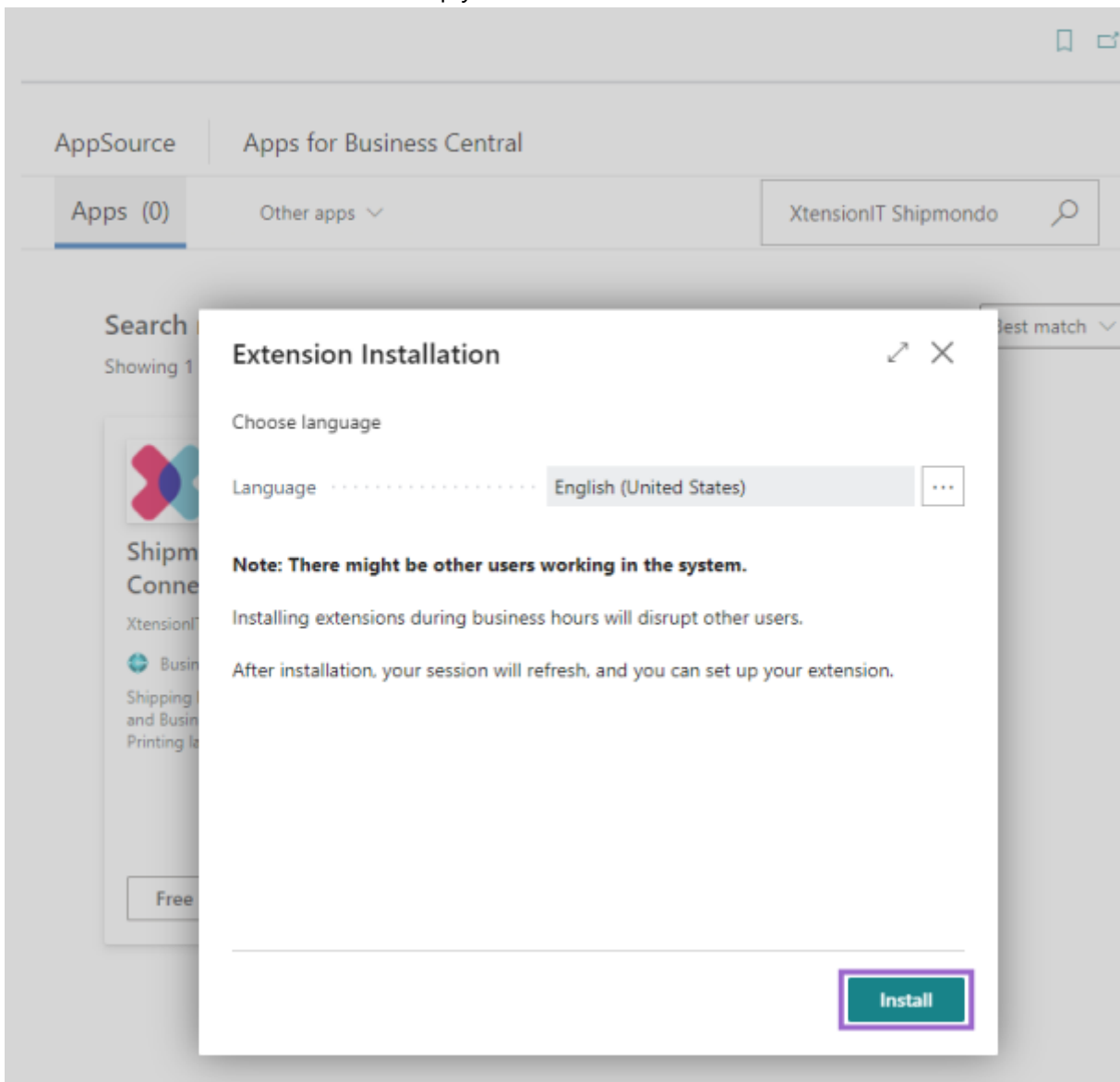
Shipmondo Shipment Connector can be installed via the Extension Marketplace in Dynamics 365 Business Central. This can be found by searching for Extension Marketplace via the search icon in the top right corner of Business Central or by simply using the shortcut **Alt + Q**



Once you have navigated your way to the Extension Marketplace page, it is possible to search for the desired extension. In order to find the Shipment Connector extension you can search for **XtensionIT Shipmondo**.



Afterwards, all there is left to do is simply install the extension as illustrated below.



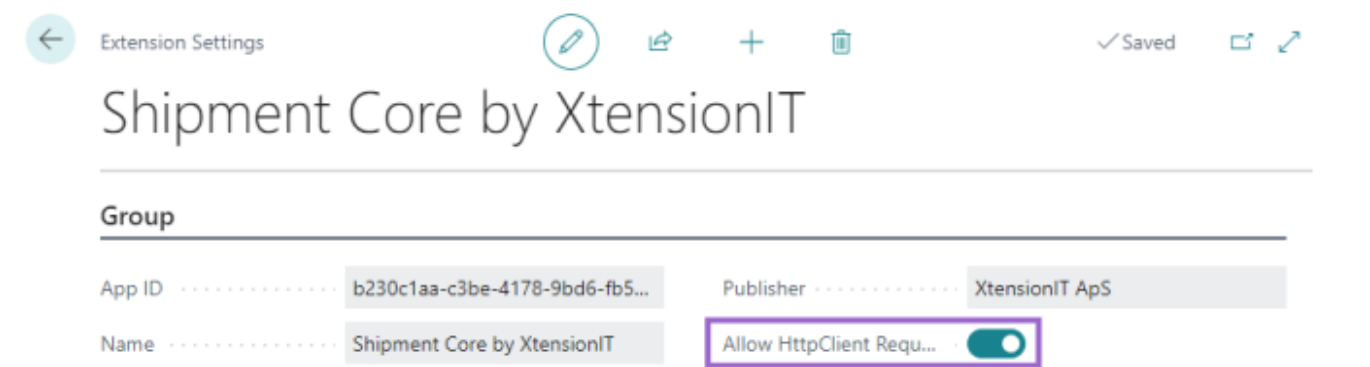
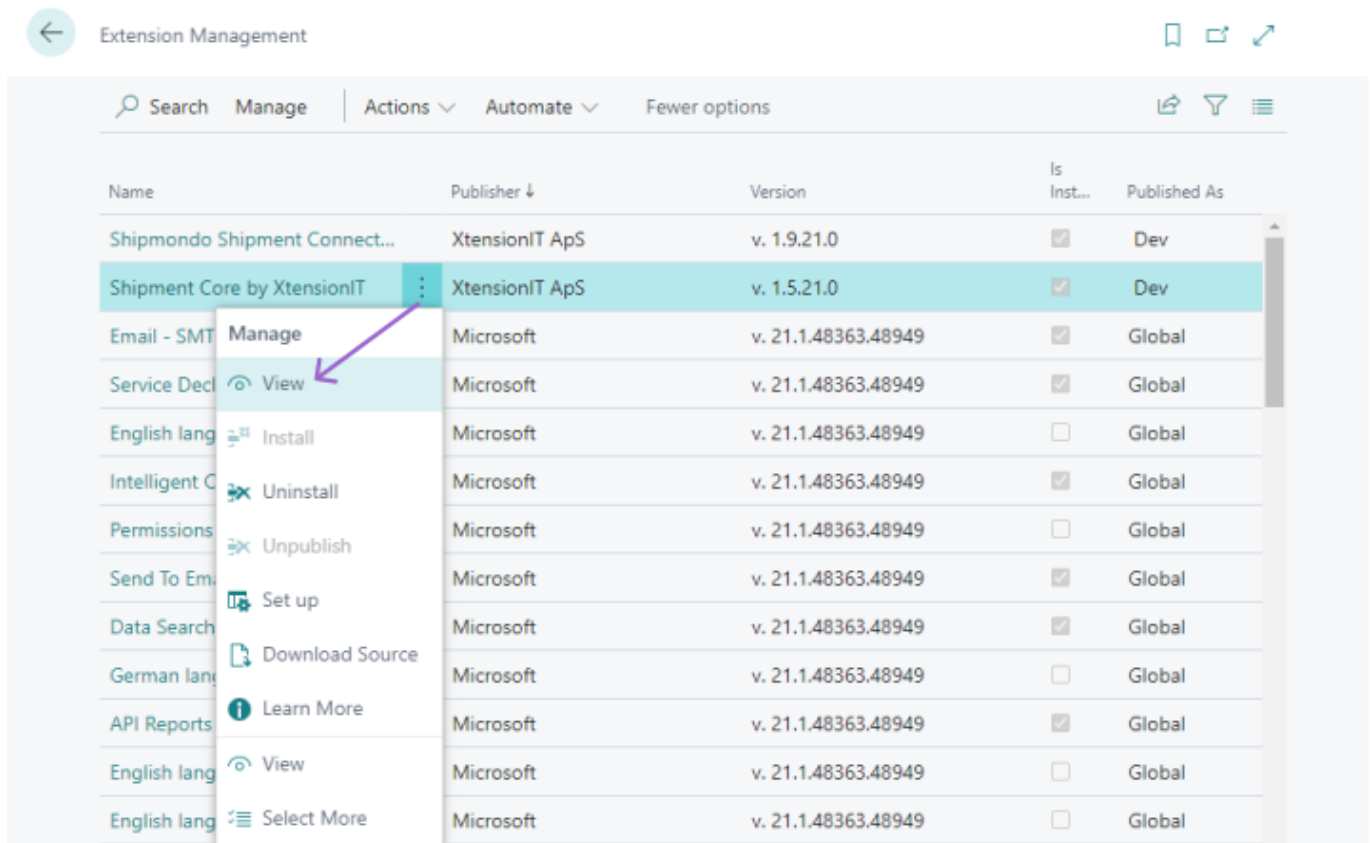
When installed the following extensions are visible in Dynamics 365 Business Central (Use Alt + Q to search for **Extension Management**).

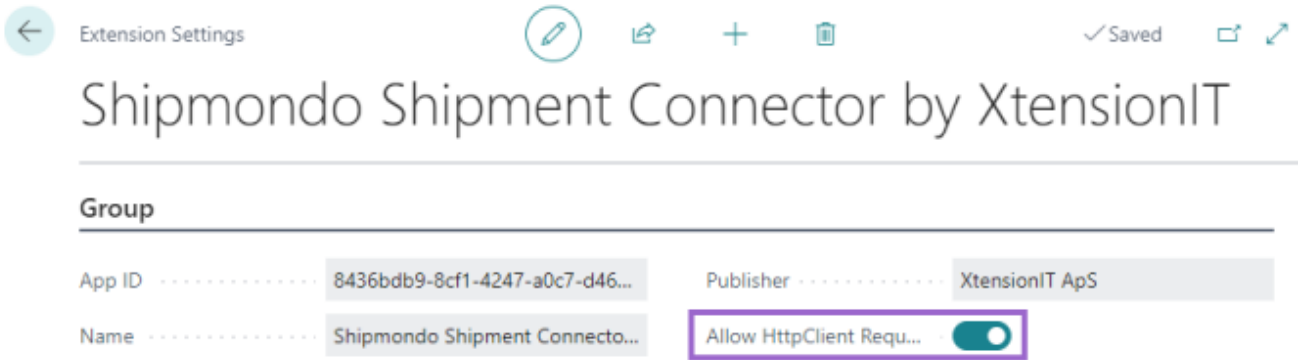
- Shipment Core by XtensionIT.
- Shipmondo Shipment Connector by XtensionIT.

The extension **Shipment Core**, handles the communication between Dynamics 365 Business Central and The Shipmondo Web Portal. The communication to Shipmondo's API is completed via REST calls from Dynamics 365 Business Central.

The extension **Shipmondo Shipment Connector**, is utilised in order to handle the processes and logic surrounding shipments in Dynamics 365 Business Central.

It is vital to ensure that **Allow HttpClient Requests** is activated on each extension. This allows for Dynamics 365 Business Central to send the relevant data to Shipmondo This can be accessed via the Extension Management where at the top there is a field called **Publisher**. Filter the field by Descending - afterwards the newly installed extensions will be shown at the top.





1.2. Setup of Shipmondo Shipment Connector

After the installation of the extensions is completed, the setup of the Shipmondo Shipment Connector can commence. Firstly, ensure that connection is established to the Shipmondo Web Portal. Afterwards, setup the integration between The Shipmondo Web Portal and the Shipmondo Shipment Connector.

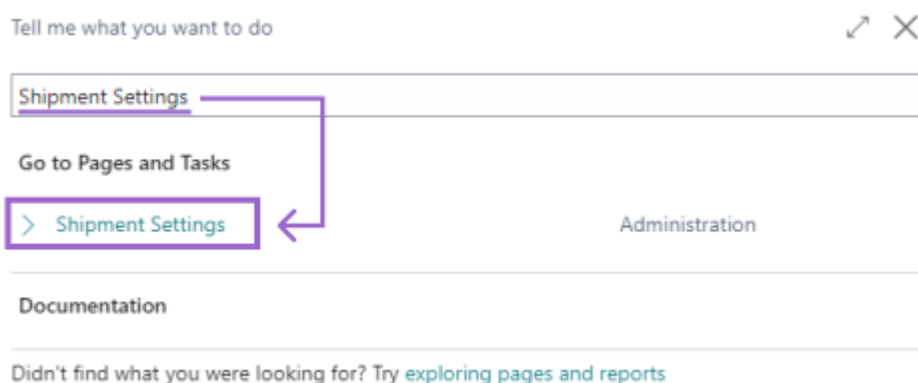
1.2.1 Shipmondo Web Portal

Begin the setup with the use of the Shipmondo Web Portal.

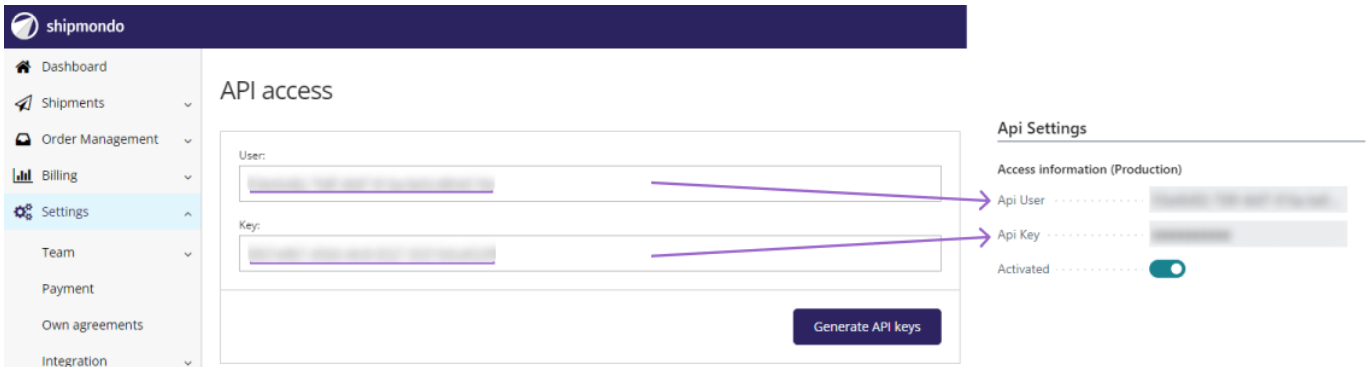
1. Create a free account at Shipmondo [Welcome to Shipmondo](#)
2. Create [API Access](#)
3. Install [Shipmondo Print client](#)
4. Setup [Shipmondo printers](#)

1.2.2 Shipmondo Shipment Connector

Utilise the search function (Alt + Q) in order to find **Shipment Settings**.



1. Insert **API User**, **API Key** from the Shipmondo Web Portal.



2. Secondly, you are going to enable **activate** and **Test Mode**

Api Settings

Access information (Production)

Api User [Redacted]

Api Key [Redacted]

Activated 2.

Access information (Test)

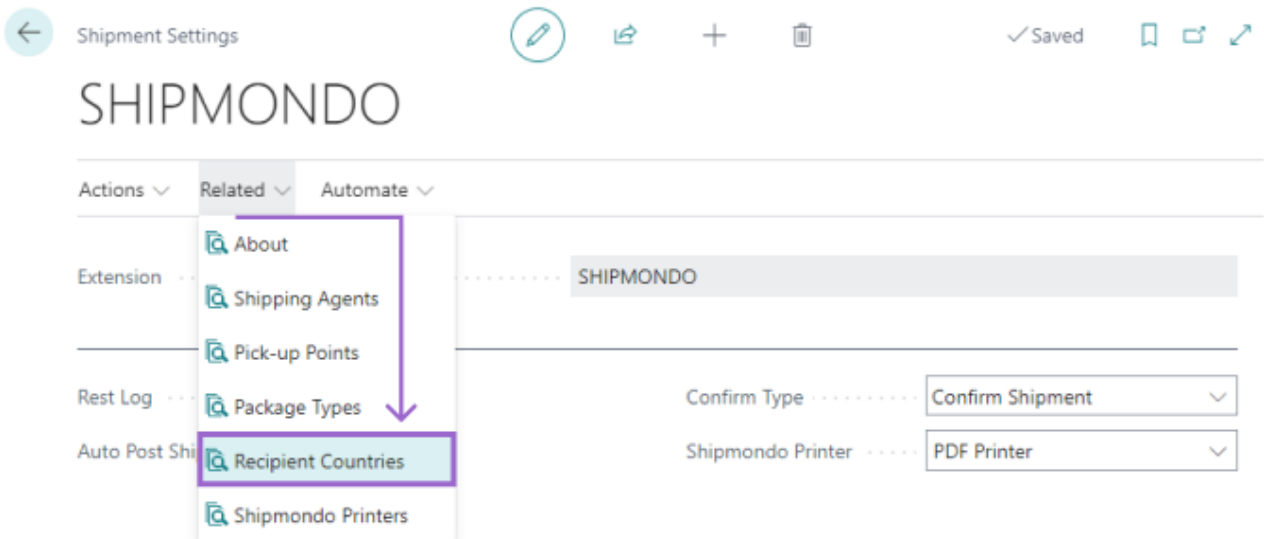
Api User (Test) [Redacted]

Api Key (Test) [Redacted]

Test Mode 1.

1.2.3 Setup of Recipient Countries

Before the process of retrieving data from Shipmondo begins, it is essential that the recipient countries we would like to ship within is setup correctly. This is done by opening **Shipment Settings** (Search via Alt + Q) and then accessing the following in the ribbon **Related > Recipient Countries**.



Afterwards, the desired recipient countries are added by pressing the "**+ New**" button in the ribbon and inputting the various Country Codes, such as "DK for Denmark.

Country Code ↑	Country Name
→ DK	Danmark
NO	Norge
SE	Sverige

1.2.4 Download of Data

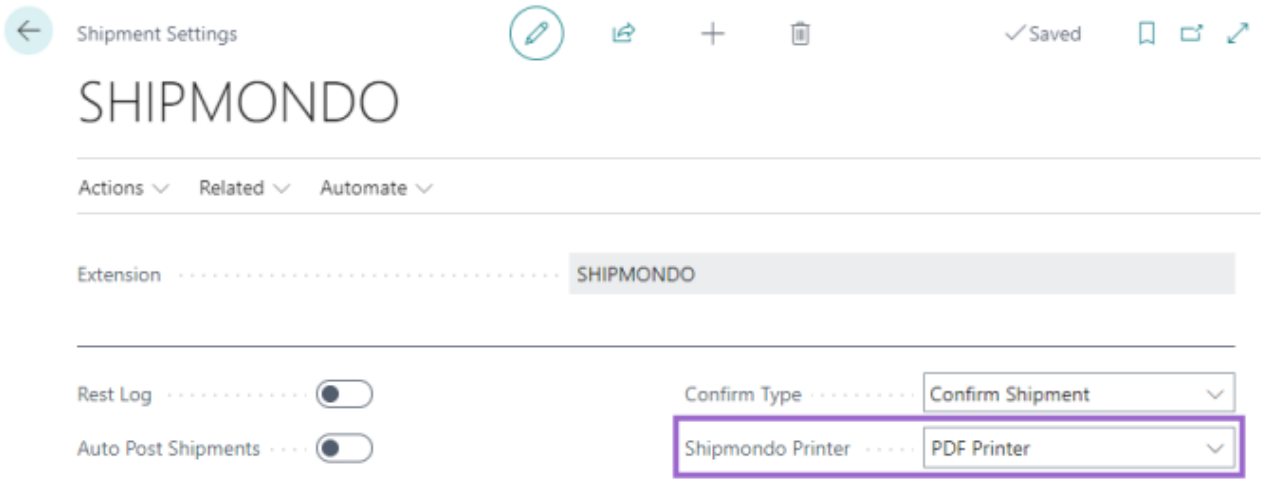
The next step in the setup is to download the data from Shipmondo. This is done by accessing the **Shipment Settings** page (Search via Alt + Q). In the ribbon of the setup access the following **Actions > Shipmondo > Get Dataset**. This function will download the data that is attributed to Shipmondo. When **Get Dataset** is used the following is retrieved: Shipping Agent, Shipping Agent Services, Package types and Printers. It is also possible under the same tab to download the data step by step.

We recommend that you start with testing the connection via the **Test Connection** button under the same tab as **Get Dataset**.

The screenshot shows the 'SHIPMONDO' settings page. The 'Actions' menu is open, and the 'Shipmondo' sub-menu is expanded. The 'Get Dataset' option is highlighted. The page also shows 'Api Settings' and 'Access information (Test)' fields.

You will receive an acknowledgement when the Data is correctly transferred.

When the data has been downloaded you should select the Shipmondo Printer which is going be used as the default label printer.



1.2.5 Shipping Agent & Shipping Agent Services

Below is shown an overview of the various Shipping Agents that have now been downloaded. The overview can be found by searching for **Shipping Agent** in the search field (Use Alt + Q).

Code ↑	Name	Package Tracking URL	Account No.	Shopify Tracking Company
10	Danske Fragtmaend			
11	DHL Express			
16	Unspecified carrier			
→ 6	PostNord (DK)			
7	GLS Denmark			
8	dao			
9	Bring			
DHL	DHL Systems, Inc.	www.dhl.com/en/express/tracking...		
EGEN LOG.	Egen logistik			
FEDEX	Federal Express Corporation	www.fedex.com/apps/fedextrack/?...		
UPS	United Parcel Service of Ame...	wwwapps.ups.com/tracking/tracki...		

If you have any **Own Agreements** with Shipping Agents in the Shipmondo Web portal then they need to be inputted in the field **Account No.** for the Shipping Agent in question. If it is desired to use Package tracking from Business Central, then the field **Package Tracking URL** must contain a valid url (see ToolTip for instructions)

Every Shipping Agent have various services associated with them. The Shipping Agent Services specify the "Product" which is ordered to the handle the parcel. Note that there can be different Shipping Agent Services depending on which countries you are shipping to. Select a Shipping Agent on the line e.g. "PostNord (DK)" and select the following in the ribbon **Shipping Agent > Shipping Agent Service.**

Shipping Agents ✓ Saved

Search + New Edit List Delete Shipping Agent Actions Automate

Shipping Agent Services

Code ↑	Name	Package Tracking URL	Account No.	Company
10	Danske Fragtmænd			
11	DHL Express			
16	Unspecified carrier			
→ 6	PostNord (DK)			
7	GLS Denmark			
8	dao			
9	Bring			
DHL	DHL Systems, Inc.	www.dhl.com/en/express/tracking...		
EGEN LOG.	Egen logistik			
FEDEX	Federal Express Corporation	www.fedex.com/apps/fedextrack/?...		
UPS	United Parcel Service of Ame...	wwwapps.ups.com/tracking/tracki...		

Illustrated below is what the overview looks like for the associated **Shipping Agent Services** for a given Shipping Agent.

← 6 - PostNord (DK) ✓ Saved

Shipping Agent Services Search + New Edit List Delete Actions Related Automate Fewer options

Code	Description	Shipping Time	Base Calendar Code	Customized Calendar	Country Code ↑	Default	LDM Factor
→ 50	MyPack Home			No	DK	<input type="checkbox"/>	0,00
51	MyPack Collect			No	DK	<input type="checkbox"/>	0,00
52	Return Drop Off			No	DK	<input type="checkbox"/>	0,00
53	Parcel			No	DK	<input type="checkbox"/>	0,00
261	MyPack Home			No	NO	<input type="checkbox"/>	0,00
98	MyPack Collect			No	NO	<input type="checkbox"/>	0,00
189	MyPack Home			No	SE	<input type="checkbox"/>	0,00
487	Parcel			No	SE	<input type="checkbox"/>	0,00
96	MyPack Collect			No	SE	<input type="checkbox"/>	0,00

The following fields exist in the Shipping Agent Service overview.

Code : This code is used when selecting a Shipping Agent Service in Business Central. Shipping Agent and Shipping Agent Service is specified e.g. on a sales Order or Sales Shipment. It is possible to rename the code to a name for the code that is more descriptive for the user.

Country Code : The Country Code is used by the Shipmondo Web Portal to define which Shipping Agent Services that are available for shipping in that particular Country. **(DO NOT DELETE OR RENAME THIS)**

Default : Select a default Shipping Agent Service which is automatically inserted onto the waybill line when the Shipping Agent is selected, this can be overruled on the Waybill lines.

LDM (Loadmeter) Factor : If you are booking with Loadmeter it is necessary to define an LDM Factor. Normally, this factor is 2.4. If the field is otherwise left blank, Loadmeter will not be enabled on the service. Consult the tooltip for additional information. **Include Customs** : Check this field if you want to include Customs when using the Shipping Agent Service. This is required if you want to ship with customs, however, you can still ship without customs as per usual.

1.2.6 Shipping Agent Service - Addons, Additional services & notifications

Every Shipping Agent have various supplementary services associated to them. It is possible to assign optional services to a Shipping Agent Service.

The options available differ from Shipping Agent to Shipping Agent but also from Shipping Agent Service to Shipping Agent Service. However, SMS and E-mail notifications are universally available. It is possible to select multiple addons, services and notification types.

An example of an optional service is **e-mail Notification** where the receiver of the shipment will receive an e-mail notification containing the status of their parcel. There can be multiple optional services added to a Shipping Agent Service.

The optional services for a Shipping Agent Service can be found in the Shipping Agent Service tab. In the tab find **Related > Services**.

Code	Description	Shipping Time	B.	C
→ 50	MyPack Home			
51	MyPack Collect			
52	Return Drop Off		No	DK
53	Parcel		No	DK
261	MyPack Home		No	NO
98	MyPack Collect		No	NO
189	MyPack Home		No	SE
487	Parcel		No	SE
96	MyPack Collect		No	SE

If you select multiple optional services it may require you to insert additional information in Business Central If you e.g. select the optional service "**e-mail Notification**" it is required to specify the receivers e-mail address in Business Central on the related Waybill.

Name	Activated
→ Personalized SMS	<input type="checkbox"/>
Personalized e-mail	<input type="checkbox"/>
Non-signature delivery (sender's liability)	<input type="checkbox"/>
E-mail notification	<input checked="" type="checkbox"/>
SMS notification	<input checked="" type="checkbox"/>

An overview of the selected optional Shipping agent services is also available on the Sales Order. This is found in a fact-box at the bottom right of the sales order.

Services ▾

Name	Activ...
E-mail notification	<input checked="" type="checkbox"/>
SMS notification	<input checked="" type="checkbox"/>

It is possible to acquire insurance for ones shipment. This is done by choosing the equivalent 'Insurance' addon for a given shipping Agent service. A similar function exists for Cash on Delivery. Once The addons/additional services are activated you can select the a 'Service Type'.

← 0 · LIABILITY_SERVICE · GLS DK · GLS PDELIV ✓ Saved ↗

Services

Name	Activated	Service Type	Parameter
email_notification	<input checked="" type="checkbox"/>		
is_return	<input type="checkbox"/>		
→ Liability service	<input checked="" type="checkbox"/>	Insurance	
sms_notification	<input checked="" type="checkbox"/>		

Once these criteria are met, it is possible to specify the insurance or cash on delivery amount in their respective fields on the waybill. Once activated the fields are also editable which enables users to manually insert an amount. At default the insurance amount will be the purchase price excluding VAT whereas the Cash on Delivery amount will be the purchase price including VAT.

Waybill Lines | [Manage](#) ↗

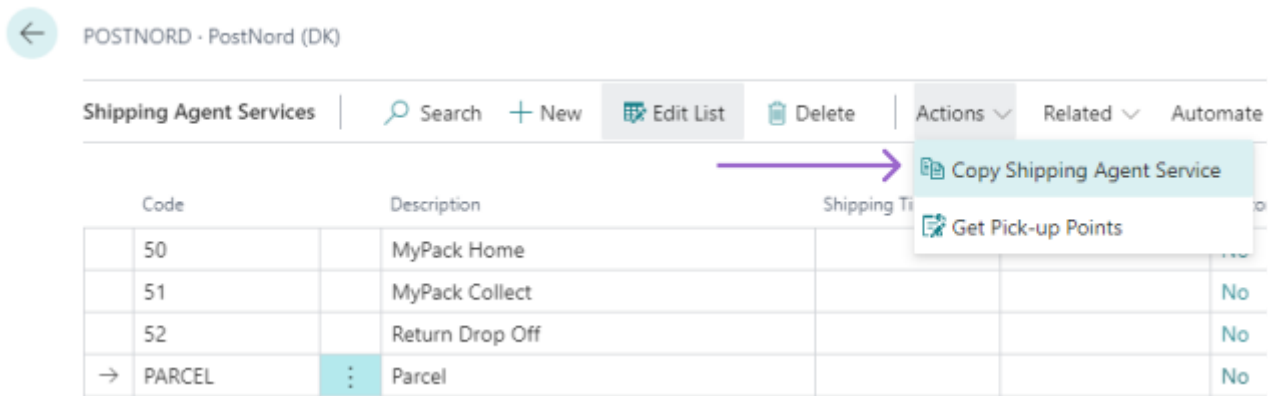
➕ New Line
✖ Delete Line
📄 Get shipping agent
🔢 Recalculate Weight
🏠 Customs
🔍

Shipment Status	Package type	Package Tracking No.	Weight (kg)	Contains Customs	Insurance Amount	Length (cm)	Width (cm)	Height (cm)	Volume (m3)
→ Open	PE		39.79	<input type="checkbox"/>	5,560.00	120	80	12	0.115

Be aware that if you add an addon or an additional service to a shipping agent it will update on every open posts. We recommend that you create a new shipping agent service named appropriately for its purpose.

For instance, the Shipping Agent PostNord (DK) have a shipping agent service named **Parcel** there may be occasions where you would like to add an SMS or Email notification for the receiver of the shipment so they are notified of the status of their order. The best practice we suggest is to copy the current Parcel service and name it appropriately for the context such as in this case where it could be "Parcel with SMS & Email notification".

In order to create/copy a new shipping agent service access the ribbon and select the following: **Actions > Copy shipping agent service.**



Afterwards you will be prompted with a wizard where you can enter the new Shipping Agent Service code, as well as a name/description for the service e.g. "Parcel with SMS & Email notification"

Copy Shipping Agent Services ↗ ✕

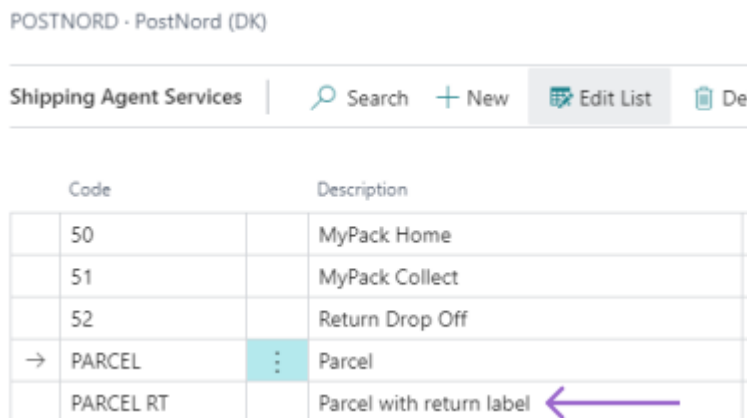
GroupName

Current Service Code PARCEL

New Shipping Agent Code PARCEL RT ←

Name Parcel with return label ←

Once finished select the **OK** button and the service will be available in the overview.



Lastly, select the newly created shipping agent service and add the desired addons and extra services.

1.2.7 Package Types

Every Shipping Agent Service has one or more related Package Types. The Package Types have a number which can not be altered and a description which may be changed - additionally, it is possible to adjust the dimensions of the package; Length(cm), Width(cm) and height (cm).

The description of the package, as well as the dimensions are automatically inserted onto the waybill lines when the package type is selected. It is also possible to define Pallet Exchange and select a package type as the default package type for the Shipping Agent Service - this in turn will insert the package type automatically when the Shipping Agent Service is selected.

In order to access the overview for a given Shipping Agent's package types you have to navigate onto the given Shipping Agent and afterwards select a Shipping Agent service on the line and then access the following in the ribbon **Related > Package Types**.

The screenshot shows the 'Shipping Agent Services' ribbon with a dropdown menu open under 'Related'. The menu items are 'Services', 'Package Types', and 'Pick-up Points'. A purple arrow points from the 'Related' dropdown to the 'Package Types' option.

Code	Description
→ 50	MyPack Home
51	MyPack Collect
52	Return Drop Off
53	Parcel

<

Afterwards, you will be shown the aforementioned overview.

The screenshot shows the 'Package Types' overview table with columns: No. ↑, Shipping Agent Service Code ↑ ▼, Description, Length (cm), Width (cm), Height (cm), Default, and Pallet Exchange.

No. ↑	Shipping Agent Service Code ↑ ▼	Description	Length (cm)	Width (cm)	Height (cm)	Default	Pallet Exchange
CT	50	Carton	20	20	0	<input type="checkbox"/>	
EN	50	Envelope	10	15	0	<input type="checkbox"/>	
→ PC	50	Parcel	30	30	0	<input checked="" type="checkbox"/>	

It is also a possibility to make a new Package type for the Shipping Agent Service. This is done by selecting a package type on the line and access the following in the ribbon **Actions > Copy Package Type**.

The screenshot shows the 'Package Types' ribbon with a dropdown menu open under 'Actions'. The menu item 'Copy Package Type' is highlighted. A purple arrow points from the 'Actions' dropdown to the 'Copy Package Type' option.

No. ↑	Shipping Agent Service Code ↑ ▼	Description
→ CT	50	Carton
EN	50	Envelope
PC	50	Parcel

Afterwards, you will be prompted by a new window which is where the setup of the new package type takes place. When the new package type has been named and given a unique number then press the **OK** button to

continue.

Copy Package Type ↗ ✕

GroupName

Current Package No CT

Current Shipping Agent Service ... 50

New Package Type No FP

Name Full Pallet

Pallet Exchange ▼

Schedule...
OK
Cancel

The new package type is now found in the overview and can henceforth be selected as a package type when shipping.

← Package Types ✓ Saved ↗ ✕

🔍 Search + New 📝 Edit List 🗑 Delete Actions ▾ Automate ▾ Fewer options 🔗 🔍 ☰

No. ↑	Shipping Agent Service Code ↑ ▾	Description	Length (cm)	Width (cm)	Height (cm)	Default	Pallet Exchange
→ CT	50	Carton	20	20	0	<input type="checkbox"/>	
EN	50	Envelope	10	15	0	<input type="checkbox"/>	
FP	50	Full Pallet	120	80	0	<input type="checkbox"/>	
PC	50	Parcel	30	30	0	<input checked="" type="checkbox"/>	

1.2.8 Pick-up Points

It is possible to select a Shipping Agent Services where the parcel is delivered to a Pick-up Point (e.g. Parcel Shop). The Overview of the Pick-up Points is continuously updated - the update occurs each time the page is opened in order to select a Pick-up Point for a shipment. In order to download the Pick-up Points for a Shipping Agent, you must go to the overview for Shipping Agents then select a given Shipping Agent on the line and access the following the ribbon

Actions > Get Pick-up Points.

Shipping Agents ✓ Saved

Search + New Edit List Delete Shipping Agent Actions Automate ...

Code ↑	Name	Account No.	Shopify Tracking Company
10	Danske Fragtmænd		
11	DHL Express		
16	Unspecified carrier		
6	PostNord (DK)		
→ 7	GLS Denmark		
8	dao		
9	Bring		
DHL	DHL Systems, Inc.	www.dhl.com/en/express/tracking...	
FEDEX	Federal Express Corporation	www.fedex.com/apps/fedextrack/?...	
OWN LOG.	Own Logistics		
UPS	United Parcel Service of Ame...	wwwapps.ups.com/tracking/tracki...	

Note: A purple arrow points from the 'Actions' dropdown to 'Get Pick-up Points'.

Afterwards, access the overview for the Pick-up Points by selecting a **Shipping Agent Service** on the line and open the following in the ribbon **Related > Pick-up Points**.

7 - GLS Denmark

Shipping Agent Services | Search + New Edit List Delete Actions Related Automate

Code ↑	Description	Shipping
103	Private Delivery Parcel	
128	Shop Delivery	
3030	Private Delivery Parcel	
3384	Shop Delivery	
→ 54	Shop Delivery	
55	Business Parcel	
56	Shop Return Service	
83	Euro Business Parcel	
84	Euro Business Parcel	
939	Pick & Ship Service	

Note: A purple arrow points from the 'Related' dropdown to 'Pick-up Points'.

Afterwards the image below appears which provides an overview of all of the Pick-up Points available for the given Shipping Agent Service.

Pick-up Point ✓ Saved

Search + New Edit List Delete

No. ↑	Carrier Code ↑	Name	Country/Region Code	Post Code	City	Address
→ 95002	gls	DSB 7-Eleven Vordingborg station	DK	4760	Vordingborg	Banegårdspladsen 4
95003	gls	DSB 7-Eleven Nyborg Station	DK	5800	Nyborg	Banegårdsalléen 100
95005	gls	DSB 7-Eleven Jernbanegade	DK	8900	Randers C	Jernbanegade 29
95006	gls	DSB Stationsstuen Holstebro	DK	7500	Holstebro	Stationsvej 15
95007	gls	Hjerting Kiosken	DK	6710	Esbjerg V	Bytoften 26
95008	gls	Spar Hasle	DK	3790	Hasle	Storegade 47
95010	gls	Meny Skibby	DK	4050	Skibby	Hovedgaden 34

In the overview it is possible to see the Name, Country/region Code, Zip code, City and Address for the Pick-up Point. It is also possible to sort the overview to your liking by pressing the sort icon in the top right corner (Highlighted in a purple box).

1.3 Shipment Quote Setup

At the bottom of the **Shipment Settings** page there is a setup for the Shipping price.

Shipping Price Setup

Type	<input type="text" value="Item"/>	Multiplier	<input type="text" value="1.2"/>
Item No.	<input type="text" value="1896-S"/>	Rounding Method	<input type="text" value="AF"/>

In the setup it is possible to change the shipping price of a specific item, G/L account et cetera. You can adjust four parameters:

1. Type: Refers to the type which is affected by the setup e.g. Item or G/L account.
2. Number: Refers to e.g. the item or type of G/L account affected by the setup.
3. Factor: Refers to how much is added or subtracted of the shipping price for the given type and number.
4. Rounding Method: In this field it possible to define Rounding Methods.

2. Shipment & Preparation of Waybill

The Webshipper Shipment Connector utilises a Waybill to store the information that is forwarded to the Shipping Agent/Carrier. The relationship between Waybills and orders are 1 to 1. For each order one waybill is created.

It is also on the waybill that the parcel information which is forwarded to the shipping agent is entered.

The Waybill consists of a Shipping Agent/Carrier, an associated Shipping Agent Service, order reference no. and optionally a pick-up point ID, and receiver description.

In Business Central these fields are filled out in the Waybill Header - it is essential that we specify a shipping agent and a shipping agent service that we have set up properly on the order that is being handled otherwise it is not possible to forward the relevant information to Webshipper and the Shipping Agent.

Waybill			
Shipping Agent			
Shipping Agent Code	<input type="text" value="*"/>	Reference	<input type="text" value="101050"/>
Shipping Agent Service Code	<input type="text" value="*"/>	External Reference	<input type="text" value="00012"/>
Outstanding Packages	<input type="text" value="0"/>	Receiver description	<input type="text"/>
Pick-up Point	<input type="text" value="-"/>		

In the Waybill Header the fields **Shipping Agent & Shipping Agent Service** are mandatory. The field **Pick-up Point** is left empty by default this causes Webshipper to select the nearest and best suited pick-up point for the given shipment. For non-parcel shop shipments or the like the field is uneditable.

2.1 Package & Colli System

An integral part of the Webshipper shipment Connector is the package & Colli System. In the waybill header the **Outstanding Packages** field is found. In this field the user specifies the amount of collis or packages they want shipped to the given order. The amount inserted in the field will also define how many waybill lines are created. It is still possible to manually create a waybill line if this is preferred - this is done by clicking on an empty waybill line and then inserting the necessary information. The weight of the shipment is automatically split out evenly between the amount of collis/waybill lines generated.

Once a colli line has been generated users should ensure to specify a package type (if required by the shipping agent), weight and dimensions of the package (length, width, height (cm)). As mentioned previously in section [1.2.7 Package Types](#) it is possible to automate via the Shipment settings page - regardless of setup it is always a possibility to overwrite the fields with new data if necessary. Be aware that some Shipping Agents, such as Danske Fragtmænd require a package type to be specified whilst others, such as GLS Danmark does not require neither package type nor dimensions to be specified only the weight of shipment.

A Label will be printed for each open waybill line created once the Shipment is sent

Waybill

Shipping Agent

Shipping Agent Code LINKLOG	Reference 101050
Shipping Agent Service Code ECONOMY	External Reference 00012
Outstanding Packages 3	Receiver description
Pick-up Point -	

Waybill Lines | [Manage](#) 🔗 📄

➕ New Line
✖ Delete Line
🔍 Get shipping agent
🔢 Recalculate Weight
🛒 Customs
🔗

Shipment Status	Package type	Package Tracking No.	Weight (kg)	Contains Costums	Length (cm)	Width (cm)	Height (cm)	Volume (m3)
→ Open	PE		20	<input type="checkbox"/>	120	80	12	0,115
Open	PE		20	<input type="checkbox"/>	120	80	12	0,115
Open	PE		20	<input type="checkbox"/>	120	80	12	0,115

2.2 Edit Waybill from a Document list

Users can also open a waybill from an order view such as for the Sales Order without having open individual orders up. This allows for the possibility to create or edit existing waybills and when the mandatory fields referenced in the former sections [2. Shipment & preparation of Waybill](#) and [2.1 Package & Colli System](#) are filled then it is possible from the same wizard to send your shipments.

CRONUS Danmark A/S | Sales | Purchasing | Inventory | Posted Documents | Shopify | XtensionIT | Shipment Connector

Sales Orders: Sales Orders - Open | Search | + New | Delete | Process | Release | Post... | Print/Send | Order | Actions | Related | Reports

No. ↑	Sell-to Customer No.	Sell-to Customer Name	External Document No.	Location Code	Assigned User ID	Document Date	Status ▼	Compl... Shipped	Amount	Amor
101003	30000	Lauritzen Kontormøbler A/S				22-04-2023	Open	No		
101009	30000	Lauritzen Kontormøbler A/S	123			10-04-2023	Open	No		
101014	D00010	XtensionIT ApS				10-04-2023	Open	No	0.00	305
101016	30000	Lauritzen Kontormøbler A/S				10-04-2023	Open	No	0.00	16.680
101017	D00010	XtensionIT ApS				10-04-2023	Open	No	0.00	3.168
101019	30000	Lauritzen Kontormøbler A/S				10-04-2023	Open	No	0.00	5.560
101036	D00020	Schweiz Kunde				10-04-2023	Open	No	0.00	5.560
101037	D00020	Schweiz Kunde				10-04-2023	Open	No	0.00	5.560
101046	10000	Kontorcentralen A/S				10-04-2023	Open	No	0.00	5.560
101047	D00020	Schweiz Kunde				10-04-2023	Open	No	0.00	5.560
101048	10000	Kontorcentralen A/S	2			10-04-2023	Open	No	0.00	5.560
101049	10000	Kontorcentralen A/S	#101049			10-04-2023	Open	No	0.00	305
101050	10000	Kontorcentralen A/S	#00012			10-04-2023	Open	No	0.00	16.680

Actions menu: Functions, Request Approval, Posting, Shipment, Edit Waybill

By using the **Alt + P** short cut key open the waybill and with the same short cut key send the shipment once the waybill is adequately filled out.

2.2.1 Posted Documents

In cloud versions of Business Central it is not possible to edit fields on posted documents - so in order to create or edit a waybill and send shipments from a posted document such as a Posted Sales Shipment it is necessary to do so either from the posted documents list or the individual document itself. To create or edit a waybill from a Posted document access the following in the ribbon: **Actions > Shipment > Edit Waybill** or via the shortcut key **Alt + P**.

Posted Sales Shipments

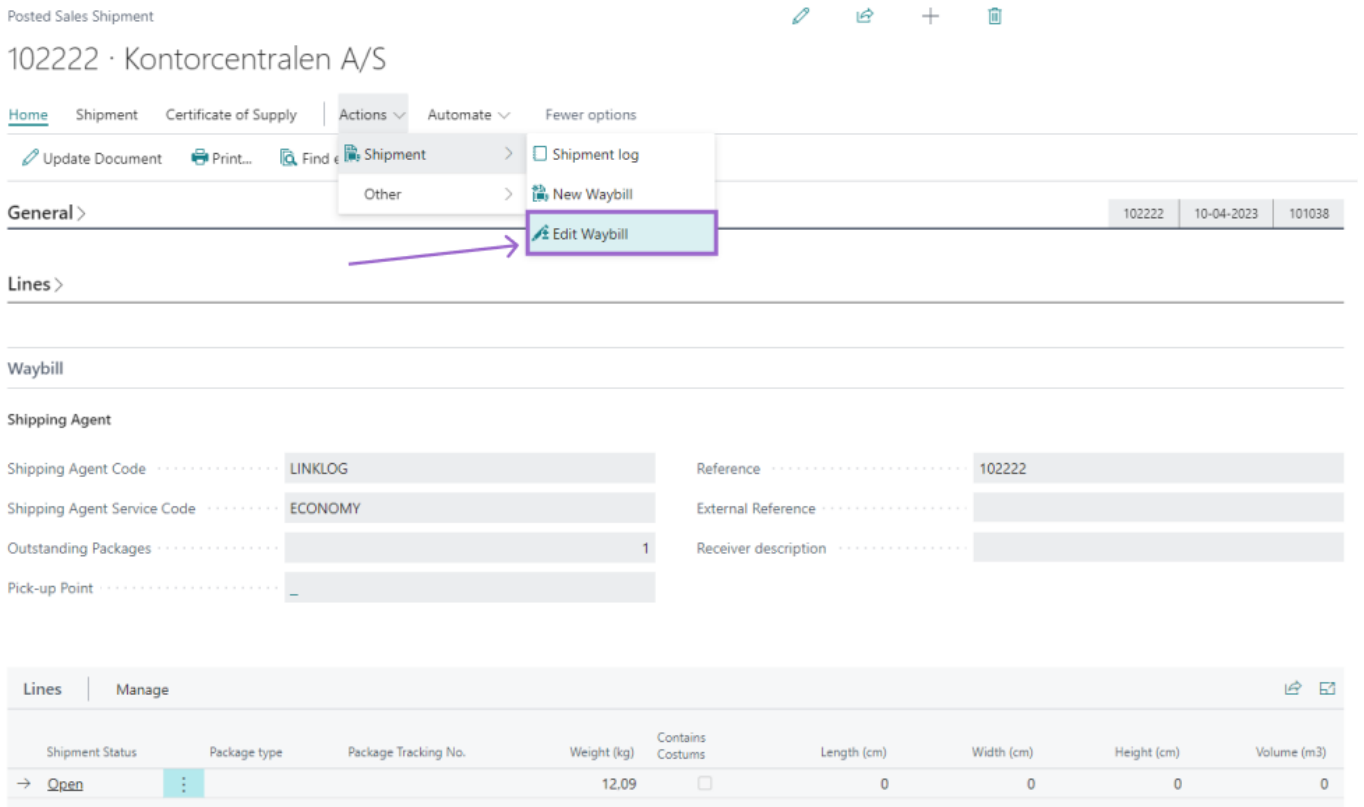
Search | Manage | Update Document | Print... | Find entries... | Shipment | Actions | Related | Automate | Fewer options

No.	Sell-to Customer No.	Sell-to Customer Name ▼
102223	10000	Kontorcentralen A/S
102222	10000	Kontorcentralen A/S

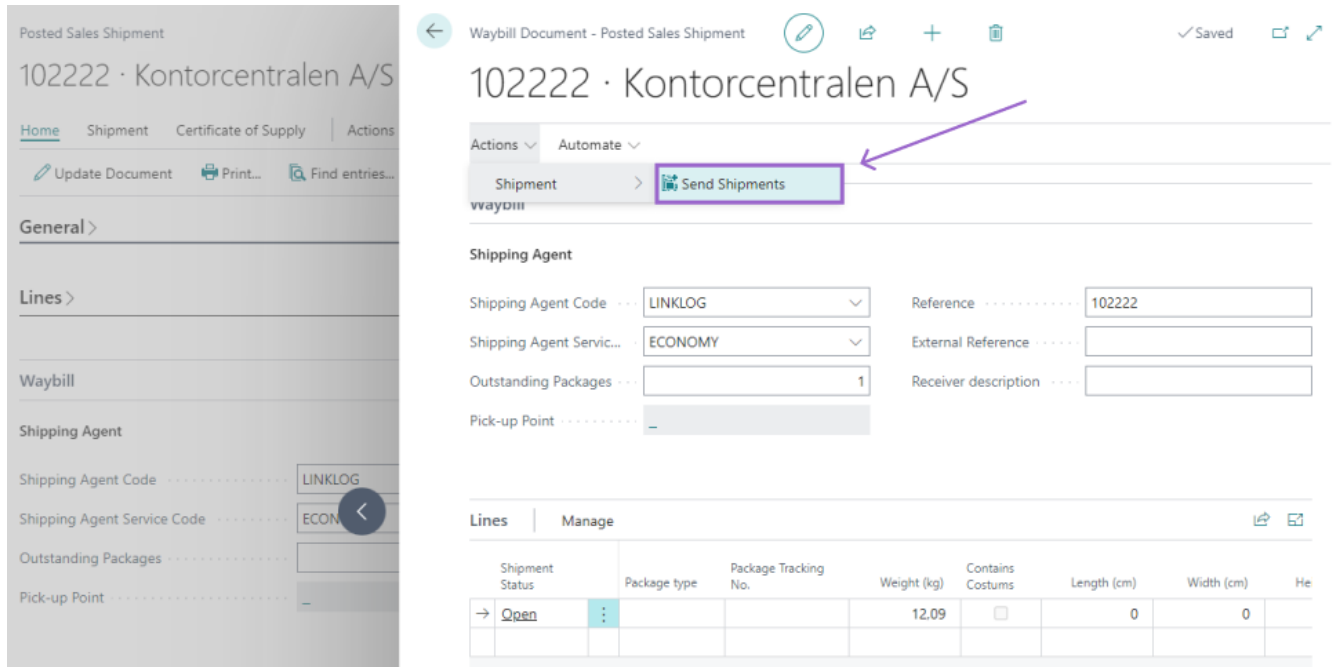
Actions menu: Functions, Shipment, Other

Shipment sub-menu: Edit Waybill

Afterwards the Waybill will open where it is possible to fill out or change the Waybill's fields and lines.



Once the user is satisfied with the data entered navigate to the Send shipment function under **Actions > Shipment > Send Shipments**



2.3 Send Shipment & Sales Order flow

Users can send their shipments from the following order types and pages:

- Sales Order
- Warehouse Shipment
- Transfer Order
- Service Order

- Posted Sales Shipment

The following segment will use Sales Order as an example of how users would typically create and fill out a Waybill and when finished send their shipment.

2.3.1 Sales Order Flow

The Sales Order list is opened and a Sales Order is selected or created from scratch. Hereafter the user inputs the sales order data according to their normal procedure.

The user should then access the Waybill segment on the order and proceed to fill out the necessary details as indicated in section [Package & Colli System](#) - fill out Shipping Agent, Shipping Agent Service, number of Colli for shipment, along with the weight and, if applicable, the dimensions of the colli.

When you have finished your order and are ready to send it, access the following in the ribbon: **Actions > Shipment > Send Shipments** or use the shortcut key **Alt + P**. Upon sending the shipment, the status of the shipment changes from open to reserved. Additionally, the corresponding label and delivery note will be printed.

Sales Order

101050 · Kontorcentralen A/S

Home Prepare Print/Send Request Approval Order Actions Related Automate Fewer options

Post... Release Create Warehouse Shipment Functions away/Pick... Archive Document

EU 3-Party Trade Plan Request Approval Posting Shipment Shipment log New Waybill Send Shipments

Other

Waybill

Shipping Agent

Shipping Agent Code LINKLOG

Shipping Agent Service Code ECONOMY

Outstanding Packages 3

Pick-up Point

Direct Debit Mandate ID

External Reference 101050

Receiver description 00012

Waybill Lines Manage

New Line Delete Line Get shipping agent Recalculate Weight Customs

Shipment Status	Package type	Package Tracking No.	Weight (kg)	Contains Customs	Length (cm)	Width (cm)	Height (cm)	Volume (m3)
→ Open	PE		20	<input type="checkbox"/>	120	80	12	0.115
Open	PE		20	<input type="checkbox"/>	120	80	12	0.115
Open	PE		20	<input type="checkbox"/>	120	80	12	0.115

2.4 Customs

In order to attach customs to your shipment you must select a waybill line and click the **Customs** button.

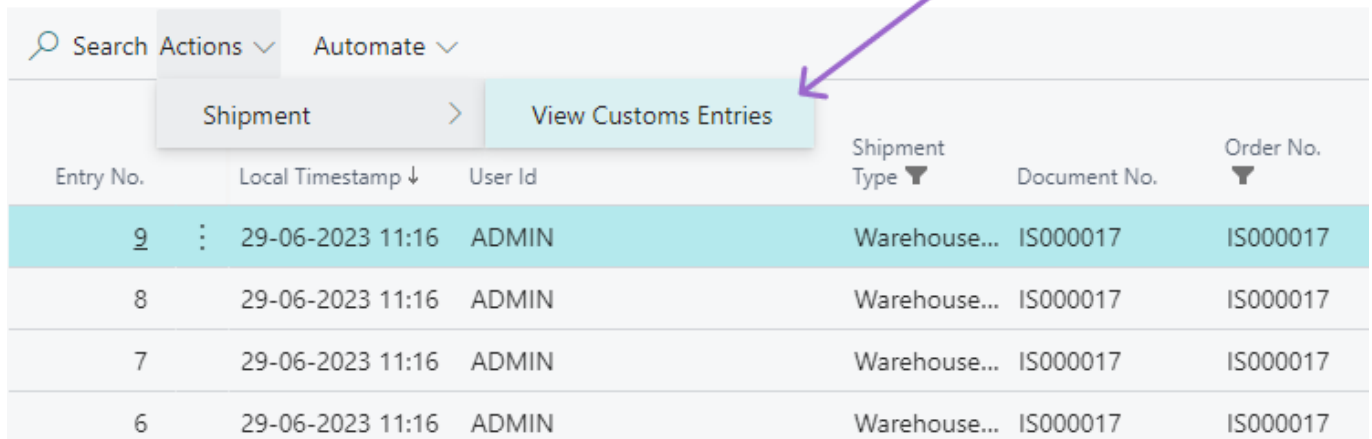
Once the Customs paged has open you can retrieve all of the item lines on the document via the **Create Customs Lines** button.

When the document lines have been retrieved and saved, the waybill line which you have created customs for will have a visible marker for containing customs.

Once the Customs is filled out you can send your shipment and in the shipment log you will be able to find the customs entries created for a given order.

Navigate to the Shipment log page then access the following in the ribbon: **Actions > Shipment > View Customs Entries**.

Shipment Log



The screenshot shows the 'Shipment Log' interface. At the top, there is a search bar and two dropdown menus: 'Actions' and 'Automate'. Below these, a ribbon contains a 'Shipment' dropdown and a 'View Customs Entries' button, which is highlighted with a purple arrow. Below the ribbon is a table with the following columns: 'Entry No.', 'Local Timestamp ↓', 'User Id', 'Shipment Type ▼', 'Document No.', and 'Order No. ▼'. The table contains five rows of data, with the first row highlighted in light blue.

Entry No.	Local Timestamp ↓	User Id	Shipment Type ▼	Document No.	Order No. ▼
9	29-06-2023 11:16	ADMIN	Warehouse...	IS000017	IS000017
8	29-06-2023 11:16	ADMIN	Warehouse...	IS000017	IS000017
7	29-06-2023 11:16	ADMIN	Warehouse...	IS000017	IS000017
6	29-06-2023 11:16	ADMIN	Warehouse...	IS000017	IS000017

On this page you will have an overview of all the Customs Entries that have been made for the shipment.

76 - 10000 - IS000017 - Warehouse Shipment

Customs Entries



The screenshot shows the 'Customs Entries' table. The table has the following columns: 'Source No. ↑', 'Source Type ↑', 'Item No.', 'Description', 'Quantity', 'Unit Weight', 'Unit Value', 'Tariff No.', 'Country/Region of Origin Code', and 'Currency Code'. The table contains 16 rows of data, with the first row highlighted in light blue.

Source No. ↑	Source Type ↑	Item No.	Description	Quantity	Unit Weight	Unit Value	Tariff No.	Country/Region of Origin Code	Currency Code
IS000017	Warehouse Shipm...	1928-S	AMSTERDAM Lampe	1	4.03	305	94052000	NL	DKK
IS000017	Warehouse Shipm...	1996-S	ATLANTA Whiteboard, basis	12	963.24	7.763	96100000	US	DKK
IS000017	Warehouse Shipm...	1968-S	MEXICO Drejestol, sort	10	159.9	1.056	94013000	MX	DKK
IS000017	Warehouse Shipm...	1928-S	AMSTERDAM Lampe	7	28.21	305	94052000	NL	DKK
IS000017	Warehouse Shipm...	1928-S	AMSTERDAM Lampe	3	12.09	305	94052000	NL	DKK
IS000017	Warehouse Shipm...	1928-S	AMSTERDAM Lampe	3	12.09	305	94052000	NL	DKK
IS000017	Warehouse Shipm...	1928-S	AMSTERDAM Lampe	1	4.03	305	94052000	NL	DKK
IS000017	Warehouse Shipm...	1906-S	ATHEN Skuffemodul	1	19.67	2.409	94039080	EL	DKK
IS000017	Warehouse Shipm...	1928-S	AMSTERDAM Lampe	1	4.03	305	94052000	NL	DKK
IS000017	Warehouse Shipm...	1896-S	ATHEN Skrivebord	1	39.79	5.560	94033000	EL	DKK
IS000017	Warehouse Shipm...	1928-S	AMSTERDAM Lampe	1	4.03	305	94052000	NL	DKK
IS000017	Warehouse Shipm...	1928-S	AMSTERDAM Lampe	5	20.15	305	94052000	NL	DKK
IS000017	Warehouse Shipm...	1900-S	PARIS Gaestestol, sort	3	28.65	1.071	94017100	FR	DKK
IS000017	Warehouse Shipm...	1928-S	AMSTERDAM Lampe	3	12.09	305	94052000	NL	DKK
IS000017	Warehouse Shipm...	1928-S	AMSTERDAM Lampe	3	12.09	305	94052000	NL	DKK

3. Confirmation types

In the setup page you have a choice of three different confirmation types for shipments. The three confirmation types will be elaborated and illustrated in this section. Furthermore, the **Auto-Print when posting** function will also be briefly elaborated.

3.1. Direct Print

If Direct Print is selected as the confirm type the shipments will be sent directly without any confirmation box.

3.2. Confirm Shipment

If Confirm Shipment is selected as the confirm type, you will prior to the shipment being shipped be given a confirmation box with information about the entire shipment. It is possible in the confirmation box to change the choice of printers.

Confirmation box for "Confirm Shipment":

Confirm Shipment



GroupName

Shipping agent	GLS Denmark
Service code	Business Parcel
No of Packages	1
Total Weight	50.00
Printer	PDF Printer

3.3. Confirm Packages

If Confirm Package is selected as the confirm type, you will prior to the shipment being shipped be given a confirmation box with information about the each Package for the shipment. It is possible in the confirmation box to change the choice of printers and weight of the packages.

Confirmation box for "Confirm Package":

Confirm Packages



GroupName

Shipping agent	GLS Denmark
Service code	Business Parcel
Line No.	10000
Total Weight	50,00
Printrername	PDF Printer

3.4. Auto-Print label when Posting Document

Furthermore, it is possible at the setup page to enable a function called **Auto Post Shipments** which enables you to post and ship a document in a singular click. The Shipment will be automatically sent when the document is posted. The system will still provide a confirmation box depending on which of the three aforementioned confirm types that have been selected. If mass-posting is utilised, it is recommended to use Direct Print as your confirm type.

Extension

Rest Log

Auto Post Shipments

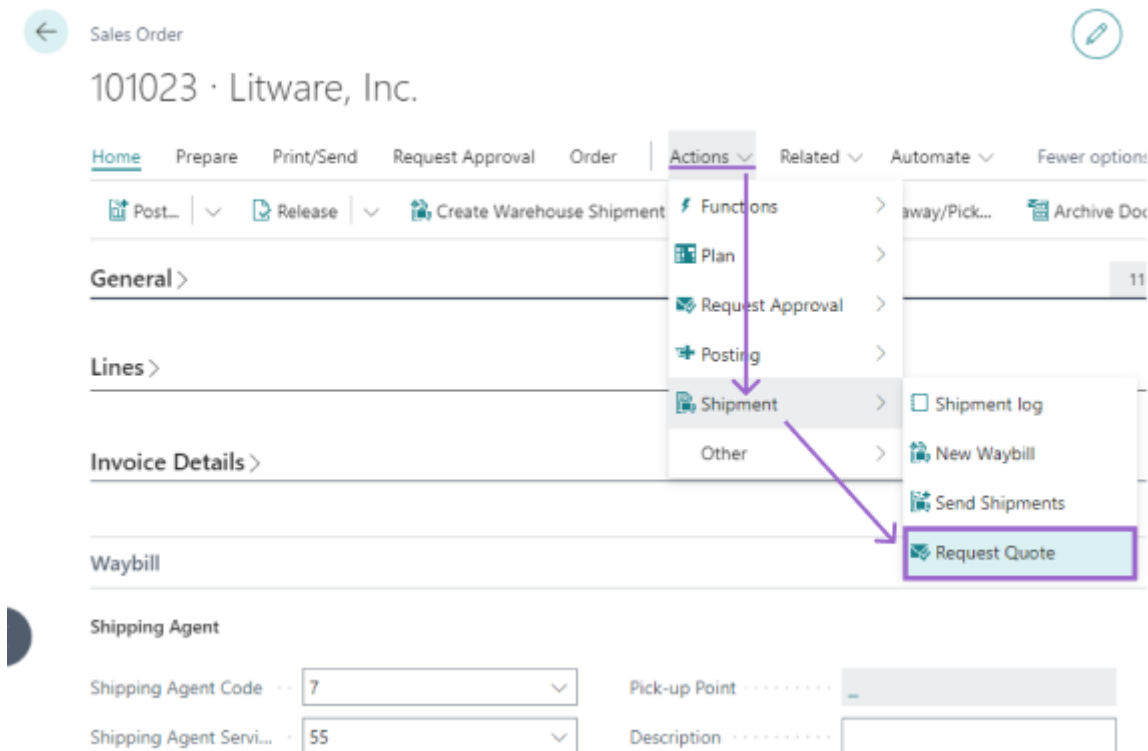
Auto Post Shipments

Enabling this will automatically send all open Waybills when posting the document.

[Learn more](#)

4 Request Quote from Shipmondo

If you want a price calculation for the shipment, it is possible to request a quote from Shipmondo - this can be accessed via the ribbon under **Actions > Shipment > Request Quote** or by using the shortcut key **Alt + R**.



When you have requested a quote from Shipmondo the below informationbox will open.

Confirm Quote



Quote for the Shipment

Shipping Agent	"gls"
Shipping Agent Service	"BusinessParcel"
Currency Code	"DKK"
Price	52.2
Price Incl. VAT	65.25
Rounding Method	<input type="text"/>
Multiply With	1.20
Shipping Price	62,64

5. Track & Trace

On the Track & Trace page it is possible to see shipments that have been sent during the day. It is also possible to see the tracking number of the related orders along with other relevant information about the shipment.

Local Timestamp	Track & Trace Number	Shipment Type	Document No.	Order No.	Shipment No.	Invoice No.	External Document No.	Shipping Agent
27-07-2023 13:53	00357128520166718651	Sales Order	101069	101069			321	POSTNORD
10-07-2023 13:40	00357128520165020441	Sales Order	101069	101069			321	6
28-06-2023 10:22	00357128520163672215	Sales Order	101069	101069			321	6
28-06-2023 10:22	00357128520163672215	Warehouse Shipment	IR000006	IR000006			321	6
28-06-2023 09:12	00357128520163652460	Sales Order	101066	101066			123	6
28-06-2023 09:12	00357128520163652460	Sales Order	101066	101066			123	6
28-06-2023 09:04	058060989100	Sales Order	101050	101050				7
27-06-2023 15:41	00357128520163613775	Sales Order	101065	101065			123	6

Shipment Info

Shipping Agent: PostNord (DK)
 Shipping Agent Service: PARCEL
 Weight: 5.00
 Length: 25.00
 Width: 25.00
 Height: 25.00

Shipment Receiver

Pick-up Point
 Receiver Name: LEGOLAND ApS
 Receiver Name 2
 Address: Åstvej 10
 Address 2
 Post Code: 7190
 City: Billund
 Country: DK
 Contact Name: Emmet Brickowski

It is also possible to follow the shipments progress via the shipping agents tracking page which we reference via the function **Track Package** which can be accessed via the ribbon: **Actions > Track Package**.

Local Timestamp ▼	Track & Trace Number ↑	Shipment Type	Actions
<u>28-06-2023 09:12</u>	00357128520163652460	Sales Order	<ul style="list-style-type: none"> View current day View last week View last month Track Package Print Shipment
28-06-2023 09:12	00357128520163652460	Sales Order	
28-06-2023 10:22	00357128520163672215	Warehouse Shipment	
28-06-2023 10:22	00357128520163672215	Sales Order	

The only thing that is required is to insert the tracking page of the shipping agent and follow it up with a **%1** at the end of the url-string. Such as the following for GLS: **https://gls-group.com/DK/da/find-pakke.html?match=%1**. This setup is carried out on the Shipping Agent page.

Shipping Agents

Code ↑	Name	Package Tracking URL
10	Danske Fragtmaend	
11	DHL Express	
16	Unspecified carrier	
18	UPS	
→ 8	dao	
9	Bring	
GLS DK	GLS Denmark	https://gls-group.com/DK/da/find-pakke.html?match=%1
POSTNORD	PostNord (DK)	https://www.postnord.dk/varkoerjer/track-trace?shipmentId=%1

5.1 Reprint of Label

If you wish to reprint a label in case the label is unusable or has gone missing, you can access the **Track & Trace** page. Reprinting can be done by accessing the following in the ribbon: **Actions > Reprint Label**.

Afterwards, you will be presented with an information box where it is possible to change the printer.

Local Timestamp ▼	Track & Trace Number ↑	Shipment Type	Actions
<u>28-06-2023 09:12</u>	00357128520163652460	Sales Order	<ul style="list-style-type: none"> View current day View last week View last month Track Package Print Shipment
28-06-2023 09:12	00357128520163652460	Sales Order	
28-06-2023 10:22	00357128520163672215	Warehouse Shipment	
28-06-2023 10:22	00357128520163672215	Sales Order	