



XtensionIT

User guide:

Webshipper Shipment Connector by XtensionIT

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1. Webshipper Shipment Connector by XtensionIT

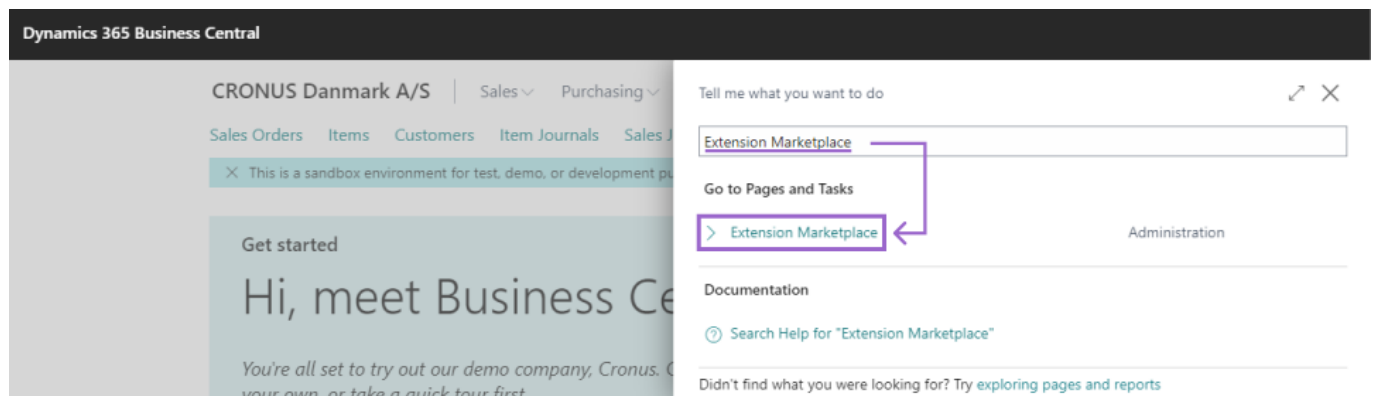
This guide contains information about the installation, setup and use of the extension **Webshipper Shipment Connector** by XtensionIT.

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 Webshippers's API. Track & Trace information is then returned via Webshipper's API and the necessary parcel labels are printed.

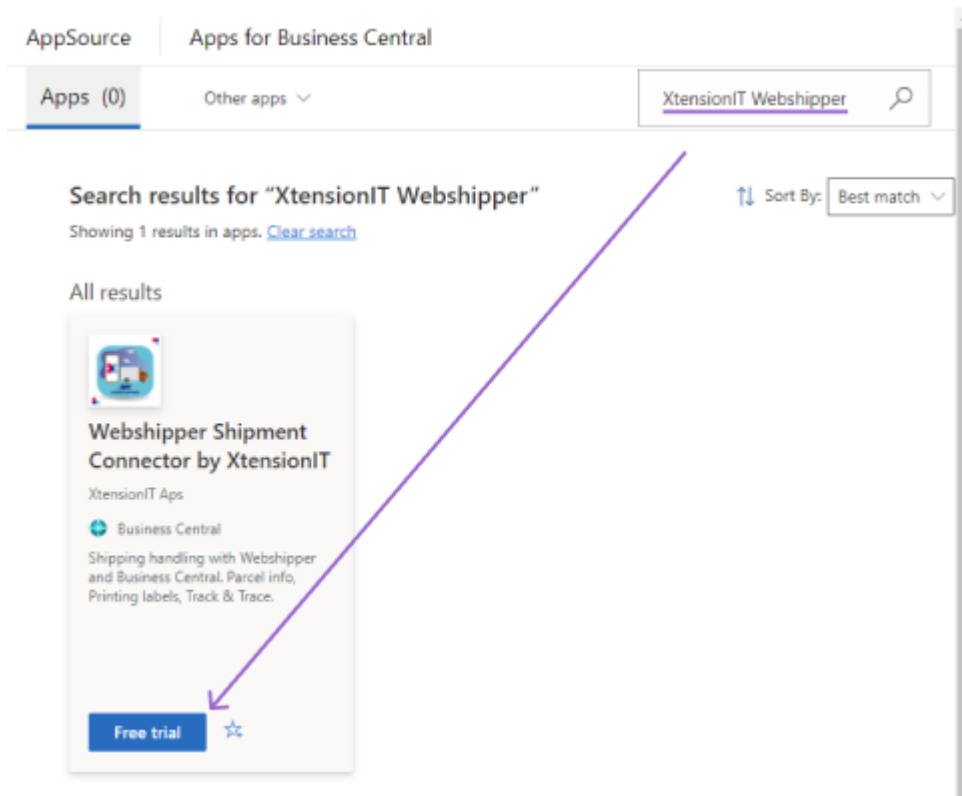
1.1 Installation of Webshipper Shipment Connector

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.

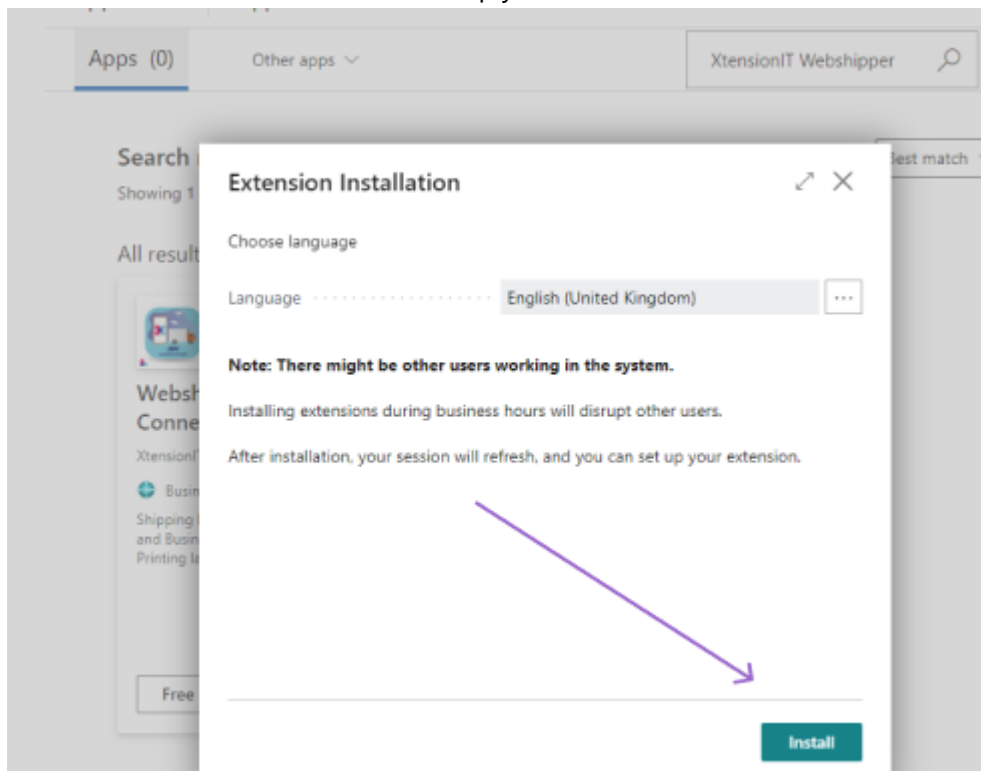
Webshipper Shipment Connector can be installed via the Extension Marketplace in Dynamics 365 Business Central. This can be found by searching for Extension Marketplace via the search icon in the top right corner of Business Central or by simply using the shortcut **Alt + Q**



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 Webshipper**.



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**).

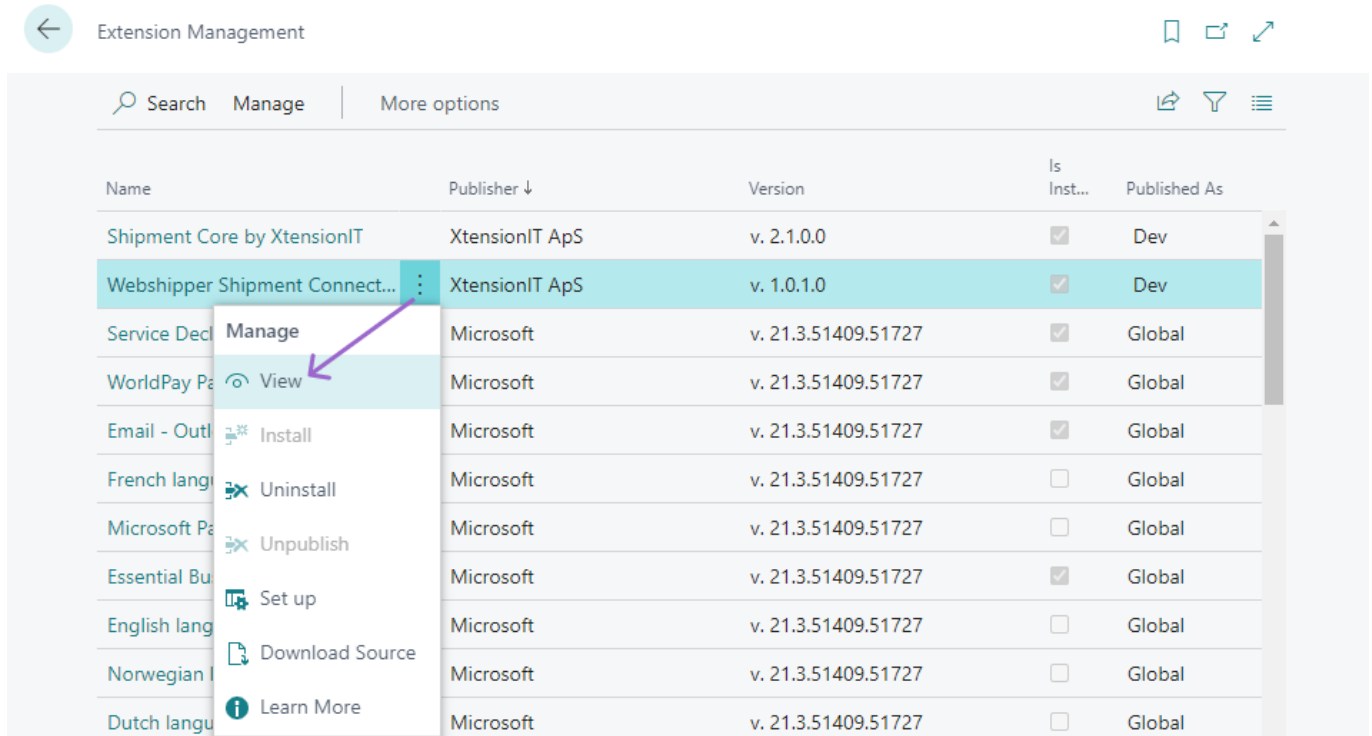
- Shipment Core by XtensionIT.
- Webshipper Shipment Connector by XtensionIT.

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

365 Business Central.

The extension **Webshipper 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 Webshipper. 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.



Extension Management

Name	Publisher ↓	Version	Is Inst...	Published As
Shipment Core by XtensionIT	XtensionIT ApS	v. 2.1.0.0	<input checked="" type="checkbox"/>	Dev
Webshipper Shipment Connect...	XtensionIT ApS	v. 1.0.1.0	<input checked="" type="checkbox"/>	Dev
Service Dec...	Microsoft	v. 21.3.51409.51727	<input checked="" type="checkbox"/>	Global
WorldPay Pa...	Microsoft	v. 21.3.51409.51727	<input checked="" type="checkbox"/>	Global
Email - Outl...	Microsoft	v. 21.3.51409.51727	<input checked="" type="checkbox"/>	Global
French lang...	Microsoft	v. 21.3.51409.51727	<input type="checkbox"/>	Global
Microsoft Pa...	Microsoft	v. 21.3.51409.51727	<input type="checkbox"/>	Global
Essential Bu...	Microsoft	v. 21.3.51409.51727	<input checked="" type="checkbox"/>	Global
English lang...	Microsoft	v. 21.3.51409.51727	<input type="checkbox"/>	Global
Norwegian I...	Microsoft	v. 21.3.51409.51727	<input type="checkbox"/>	Global
Dutch langu...	Microsoft	v. 21.3.51409.51727	<input type="checkbox"/>	Global



Extension Settings

Shipment Core by XtensionIT

Group

App ID b230c1aa-c3be-4178-9bd6-fb5...

Publisher XtensionIT ApS

Name Shipment Core by XtensionIT

Allow HttpClient Requ... ☒



Extension Settings

Webshipper Shipment Connector by XtensionIT

Group

App ID de2258f6-4073-4ee3-8a73-8f4f...

Publisher XtensionIT ApS

Name Webshipper Shipment Connect...

Allow HttpClient Requ... ☒

1.2. Setup of Webshipper Shipment Connector

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

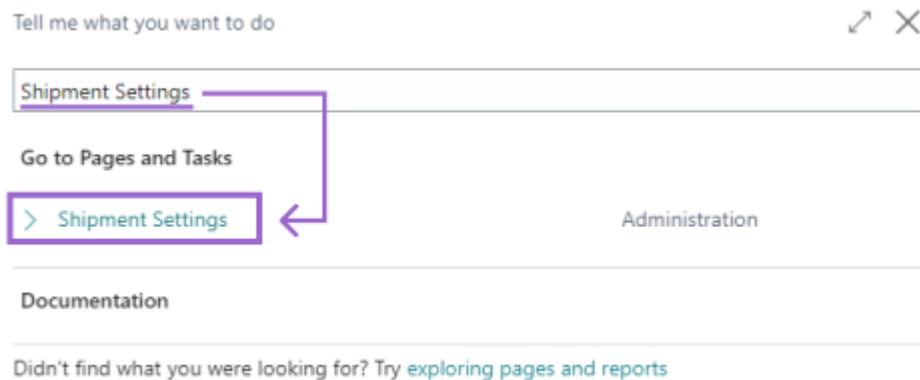
1.2.1. Webshipper Web Portal

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

1. Create a free account at Webshipper: [Webshipper Free-trial](#)
2. Install [Webshipper Printer Client](#)
3. Login to the [Webshipper Web Portal](#) - Users will receive the login information in an e-mail once signed up for Webshipper.
4. Setup your [Webshipper Printers](#)
5. Select your [Workstation](#)
6. Connect to the [Carriers of your choice](#)

1.2.2. Webshipper Shipment Connector

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



1. Firstly, you are going to insert the account information related to your company account in Webshipper. [If you have not yet created any users in webshipper click here](#)

WEBSHIPPER

Actions ▾ Related ▾ Automate ▾

Extension WEBSHIPPER

Rest Log ☒

Auto Post Shipments ... ☒

Allow Mobile Device ... ☐

Confirm Type Confirm Shipment ▾

Default Printer JLA-WIN11 ▾

Skip Shipment Code ... ▾

Webshipper user e-mail and password

Api Settings

Access information (Production)

Api User

Api Key

Activated ☐

Access information (Test)

Api User (Test)

Api Key (Test)

Test Mode ☐

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

Api Settings

Access information (Production)

Api User

Api Key

Activated ☒ 2.

Access information (Test)

Api User (Test)

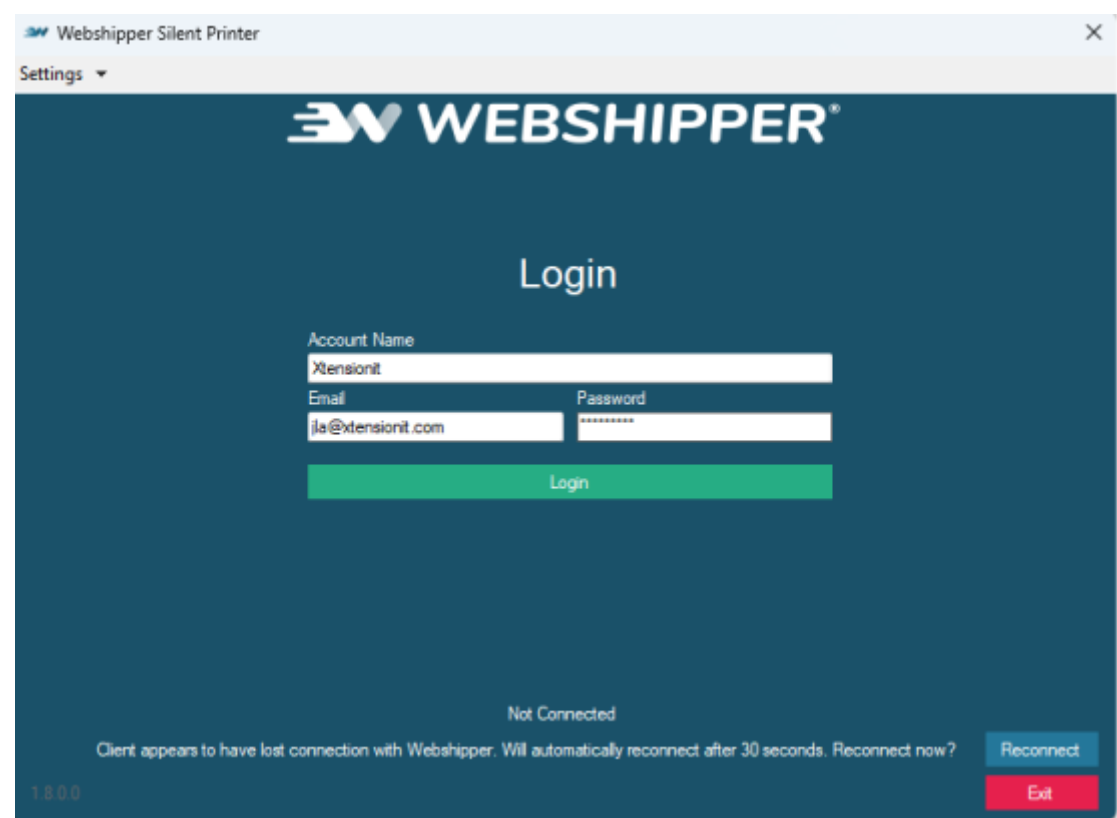
Api Key (Test)

Test Mode ☐ 1.

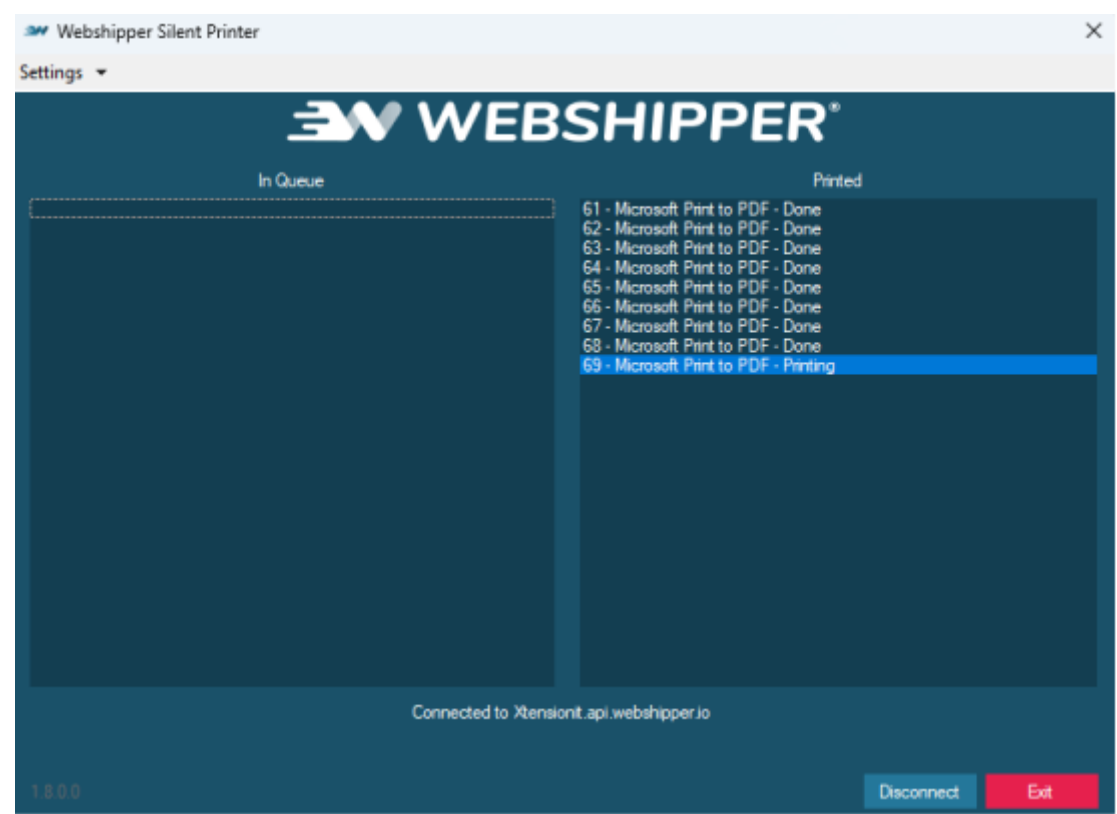
While Test Mode is enabled any data sent to Webshipper will be labelled as test hence you will not be billed for any test shipment you create. However, it allows you to test the system and the work flow at your leisure.

1.2.3. Setup of Webshipper Silent Printclient

The Webshipper Silent Printer-client should be downloaded on either a print server computer or the warehouse computer as this is required to be active at any given time that shipment labels need to be printed. Secondly, it has to be connected to your webshipper account. In the **Account Name** field you insert the company the same one used to log into the webshipper Web Portal. In the **Email & Password** field you insert the related email and password of one of the company's users that have been created in the Webshipper Web Portal.



Once Connected you will be able to see the print jobs and if any are stuck in a queue.

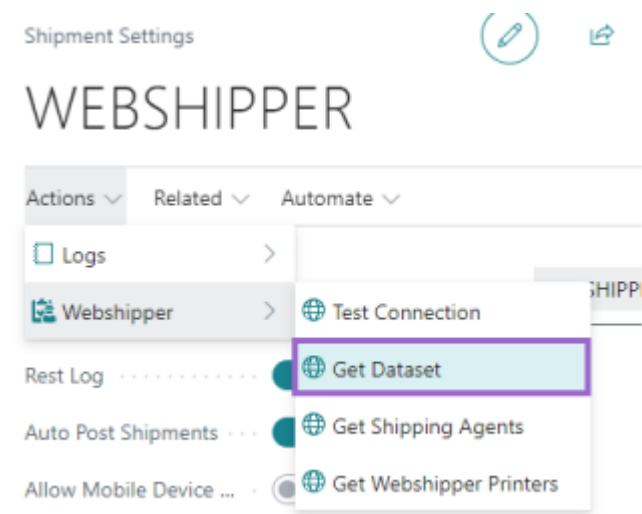


1.2.4 Download of Data

The next step in the setup is to download the data from Webshipper. This is done by accessing the **Shipment Settings** page (Search via Alt + Q). In the ribbon of the setup access the following **Actions > Webshipper > Get Dataset**. This function will download the data that is attributed to nShift. When **Get Dataset** is used the

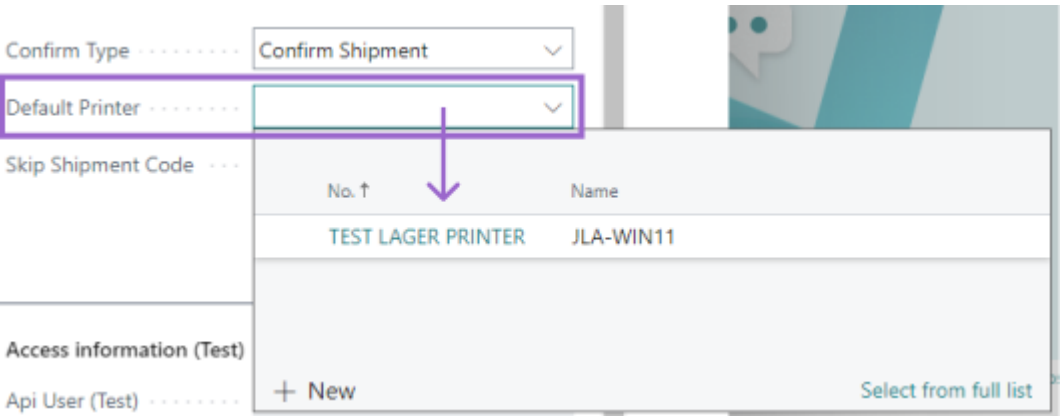
following is retrieved: Shipping Agent, Shipping Agent Services, Package types and Webshipper printers. It is also possible under the same tab to download the data step by step.

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



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

Afterwards select the Webshipper printer (Workstation) that is used as the primary label printer.



1.2.5 Shipping Agent & Shipping Agent Service

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).

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...		

It is possible to rename the code to a name which is more descriptive for the user.

Every Shipping Agent have various services associated with them. The Shipping Agent Services specify the "Product" which is ordered to handle the parcel. Note that there can be different Shipping Agent Services depending on which countries you are shipping to. Select on the line a Shipping Agent 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 ...

Package Tracking URL Account No. Shopify Tracking Company

Code ↑	Name	Package Tracking URL	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....		
EGEN LOG.	Egen logistik			
FEDEX	Federal Express Corporation	www.fedex.com/apps/fedextrack/?...		
UPS	United Parcel Service of Ame...	wwwapps.ups.com/tracking/tracki...		

The below image illustrates what the overview of the connected **Shipping Agent Services** look like for a

given Shipping Agent.

6 - PostNord Danmark

Shipping Agent Services							
Search + New Edit List Delete Actions Related Automate Fewer options							
Code ↑	Description	Shipping Time	Base Calendar Code	Default	LDM Factor	Include Customs	
1	Return Drop Off			<input type="checkbox"/>	0.00	<input type="checkbox"/>	
10	MyPack Collect Samsending (CO waybill barcode)			<input type="checkbox"/>	0.00	<input type="checkbox"/>	
11	Parcel Samsending			<input type="checkbox"/>	0.00	<input type="checkbox"/>	
12	Parcel Samsending (CO waybill barcode)			<input type="checkbox"/>	0.00	<input type="checkbox"/>	
13	Pallet Samsending			<input type="checkbox"/>	0.00	<input type="checkbox"/>	
14	Pallet Samsending (CO waybill barcode)			<input type="checkbox"/>	0.00	<input type="checkbox"/>	
→ 15	⋮ MyPack Home			<input type="checkbox"/>	0.00	<input type="checkbox"/>	
16	MyPack Collect (Drop point)			<input type="checkbox"/>	0.00	<input type="checkbox"/>	
17	MyPack Collect			<input type="checkbox"/>	0.00	<input type="checkbox"/>	
18	MyPack Home Economy			<input type="checkbox"/>	0.00	<input type="checkbox"/>	
19	MyPack Parcel Economy			<input type="checkbox"/>	0.00	<input type="checkbox"/>	
2	Return Pickup			<input type="checkbox"/>	0.00	<input type="checkbox"/>	
20	PostNord Groupage			<input type="checkbox"/>	0.00	<input type="checkbox"/>	
21	Groupage Return			<input type="checkbox"/>	0.00	<input type="checkbox"/>	
22	Parcel			<input type="checkbox"/>	0.00	<input type="checkbox"/>	
23	Pallet			<input type="checkbox"/>	0.00	<input type="checkbox"/>	

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.

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

In Webshipper you have the option to add Addons, additional services and notifications to your shipments. 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.

In Webshipper it looks like the following images:

Check out

← Fast Check out

CARRIER

PostNord Denmark

SERVICES

Parcel

Add-ons

☐ Værdi

☐ Driver notification

☐ Retur straks

☐ Pakke med omtanke

☐ ID Check

☐ Underskriftsgaranti

☐ Flexlevering

☐ Julemærkefonden

☐ Before 9.00

☐ Farligt indhold i begrænset mængde

☐ Before 12.00

INVOICE TYPE FOR CUSTOMS

Proforma

Label contents information

INCLUDE SENDER CONTACT INFORMATION IN EDI

No

Create shipment

PHONE

E-MAIL

☒ Use the same phonenumber for customer parcel SMS notifications

☒ Use the same email for customer parcel email notifications

Send custom tracking e-mail based on template:

Tracking Mail

In order to find the overview of the addons, services & notifications in Business Central navigate to the Shipping Agent Service page and select the following in the ribbon **Related > Services**.

6 - PostNord Denmark

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

Code ↑	Description	Shipp	da
1	Return Drop Off		
10	MyPack Collect Samsending (CO waybill barcode)		
11	Parcel Samsending		
12	Parcel Samsending (CO waybill barcode)		
13	Pallet Samsending		
14	Pallet Samsending (CO waybill barcode)		
→ 15	⋮ MyPack Home		

Services

Package Types

Pick-up Points

← 13 · SMS_PNT · 10 · 242

✓ Saved



Services

	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 addons, additional services and notifications is also available on the Order. This is found in a fact-box at the bottom right of the sales order.

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

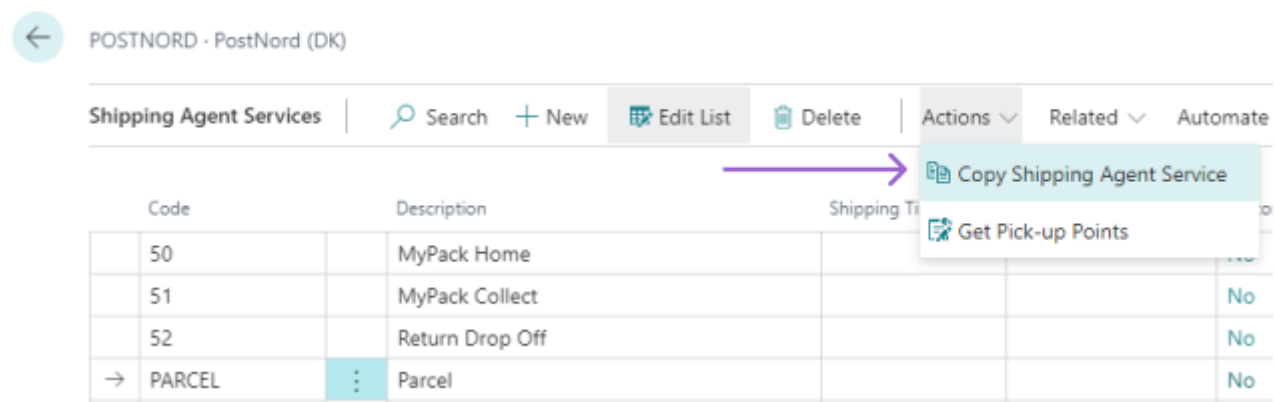
Shipment Status	Package type	Package Tracking No.	Weight (kg)	Contains Customs	Insurance Amount	Length (cm)	Width (cm)	Height (cm)	Volume (m3)
→ Open	⋮ PE		39.79	<input type="checkbox"/>	5.560.00	120	80	12	0.115

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

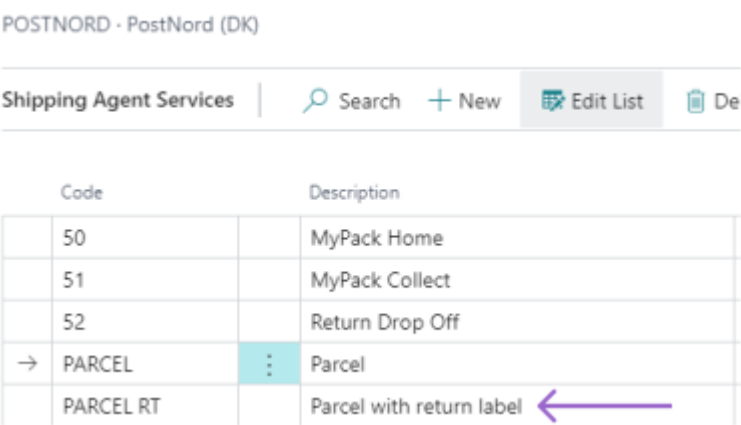
Parcel with return label

Schedule...

OK

Cancel

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**.

← 6 - PostNord (DK)

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

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

Services
Package Types
Pick-up Points

Afterwards, you will be shown the aforementioned overview.

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"/>	
→ 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**.

Package Types

Search + New Edit List Delete Actions Automate

Copy Package Type

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	<input type="text"/>

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 🔍 Filter

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 ... 🔗 🔍 ☰

Get Services
Get Pick-up Points

Code ↑	Name	P	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...	

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

Services
Package Types
Pick-up Points

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	

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	Hjeriting 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).

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"/>	Reference	<input type="text" value="101050"/>
Shipping Agent Service Code	*	<input type="text"/>	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"/>		

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 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

2.2 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](#) ▾

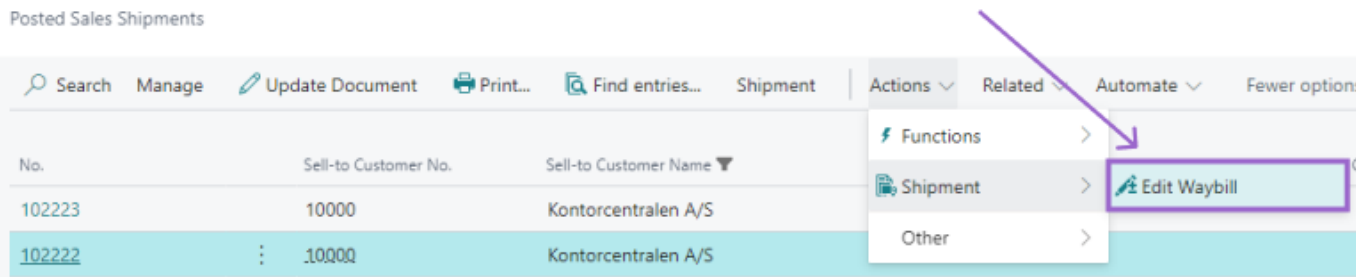
No. ↑	Sell-to Customer No.	Sell-to Customer Name	External Document No.	Location Code	Assigned User ID	Document Date	Status ▾	Compl... Shipped	N	ppped (LCY) I. VAT	Amor
101003	30000	Lauritzen Kontormøbler A/S				22-04-2023	Open	No		0.00	28.792
101009	30000	Lauritzen Kontormøbler A/S	123			10-04-2023	Open	No		0.00	
101014	D00010	XtensionIT ApS				10-04-2023	Open	No	0.00	0.00	305
101016	30000	Lauritzen Kontormøbler A/S				10-04-2023	Open	No	0.00	0.00	16.680
101017	D00010	XtensionIT ApS				10-04-2023	Open	No	0.00	0.00	3.168
101019	30000	Lauritzen Kontormøbler A/S				10-04-2023	Open	No	0.00	0.00	5.560
101036	D00020	Schweiz Kunde				10-04-2023	Open	No	0.00	0.00	5.560
101037	D00020	Schweiz Kunde				10-04-2023	Open	No	0.00	0.00	5.560
101046	10000	Kontorcentralen A/S				10-04-2023	Open	No	0.00	0.00	5.560
101047	D00020	Schweiz Kunde				10-04-2023	Open	No	0.00	0.00	5.560
101048	10000	Kontorcentralen A/S	2			10-04-2023	Open	No	0.00	0.00	5.560
101049	10000	Kontorcentralen A/S	#101049			10-04-2023	Open	No	0.00	0.00	305
101050	10000	Kontorcentralen A/S	#00012			10-04-2023	Open	No	0.00	0.00	16.680

Functions ▾
Request Approval ▾
Posting ▾
Shipment ▾
Edit Waybill

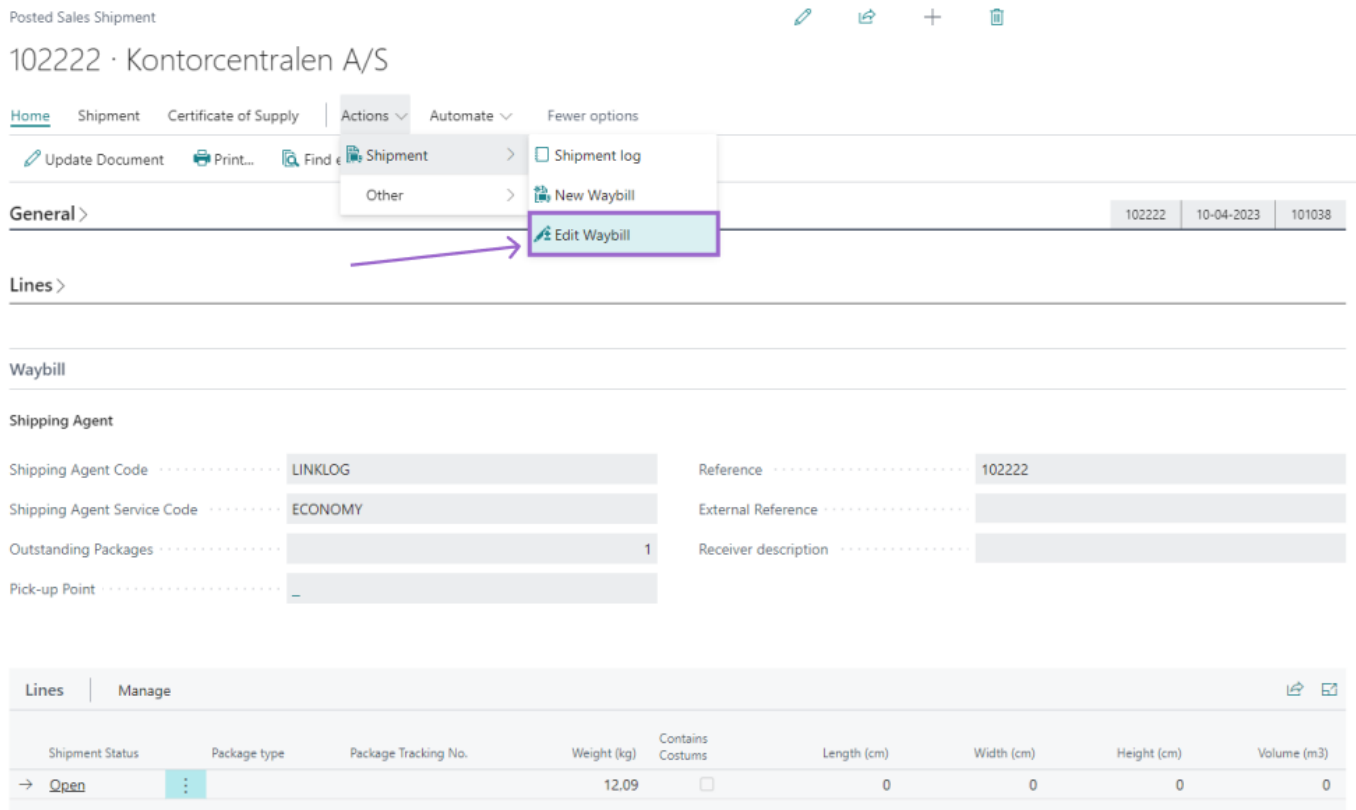
By using the **Alt + P** short cut key open the waybill and with the same short cut key send the shipment once the waybill is adequately filled out.

2.2.1 Posted Documents

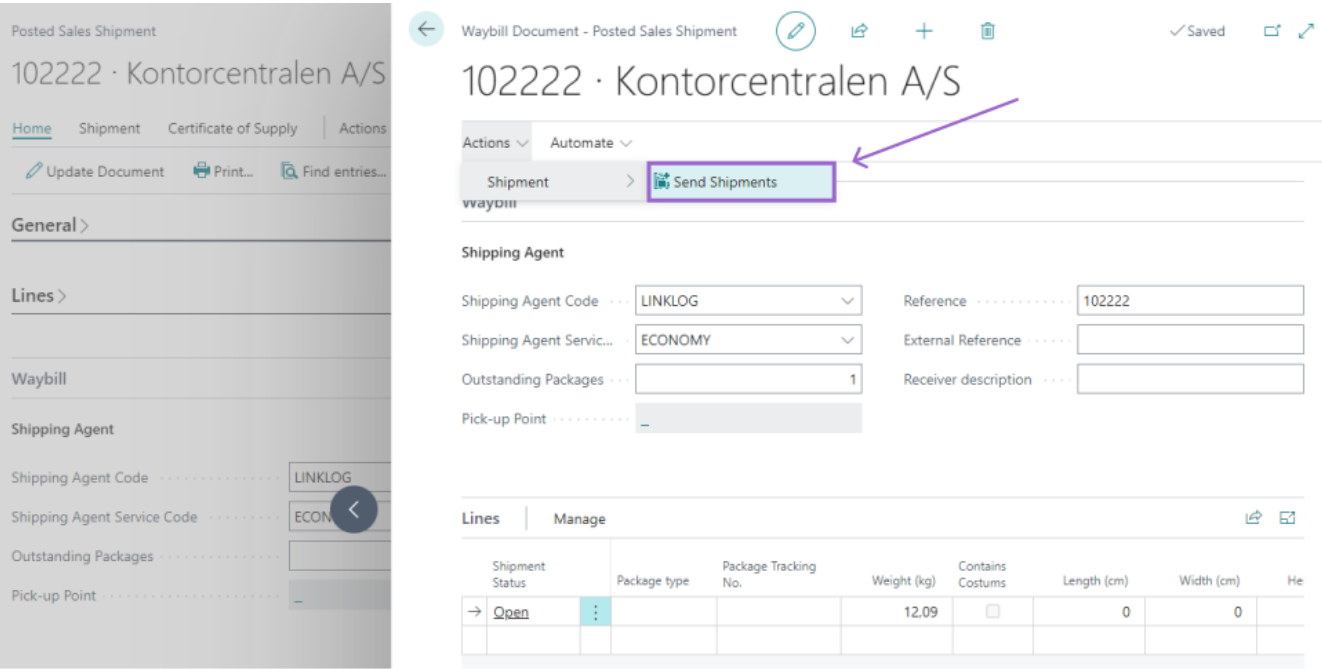
In cloud versions of Business Central it is not possible to edit fields on posted documents - so in order to create or edit a waybill and send shipments from a posted document such as a Posted Sales Shipment it is necessary to do so either from the posted documents list or the individual document itself. 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**.



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 naviagte 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

EU 3-Party Trade

Waybill

Shipping Agent

Shipping Agent Code

Shipping Agent Service Code

Outstanding Packages

Pick-up Point

Functions

Plan

Request Approval

Posting

Shipment

Other

Way/Pick...

Archive Document

Direct Debit Mandate ID

Shipment log

New Waybill

Send Shipments

LINKLOG

ECONOMY

3

101050

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.

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		132,409	<input type="checkbox"/>	120	80	50	0.48
Open	PE		132,409	<input type="checkbox"/>	120	80	50	0.48

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

Package Customs

36e539bc-5a16-ee11-9fb7-b3f5d11e5676 · 10000

Create Customs lines Automate Fewer options

General

Document Info

Source Type Warehouse Shipment

Source No. IS000017

Waybill Info

Shipping Agent Code 11

Shipping Agent Service Code 24

Waybill line no. 10000

Package Customs Manage

New Line Delete Line

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

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.

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		132.409	<input checked="" type="checkbox"/>	120	80	50	0.48
Open	PE		132.409	<input type="checkbox"/>	120	80	50	0.48
Open	PE		132.409	<input type="checkbox"/>	120	80	50	0.48
Open	PE		132.409	<input type="checkbox"/>	120	80	50	0.48
Open	PE		132.409	<input type="checkbox"/>	120	80	50	0.48
Open	PE		132.409	<input type="checkbox"/>	120	80	50	0.48
Open	PE		132.409	<input type="checkbox"/>	120	80	50	0.48
Open	PE		132.409	<input type="checkbox"/>	120	80	50	0.48
Open	PE		132.409	<input type="checkbox"/>	120	80	50	0.48

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

<div> <div>Search</div> <div>Actions</div> <div>Automate</div> </div>						
Shipment			View Customs Entries			
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

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

OK

Cancel

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

Printrname

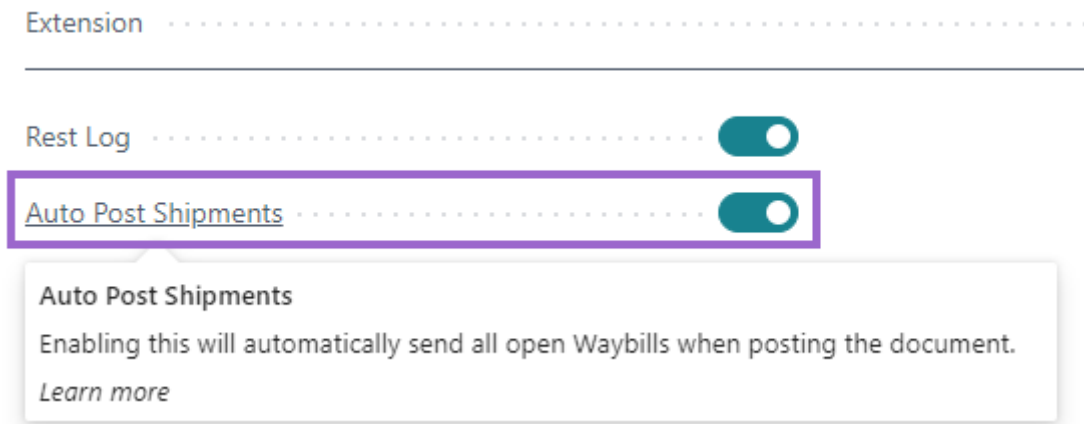
PDF Printer

OK

Cancel

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.



4. Track & Trace

On the Track & Trace page it is possible to see shipments that have 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.

CRONUS Danmark A/S Sales ▾ Purchasing ▾ Inventory ▾ Posted Documents ▾ Shopify ▾ XtensionIT ▾ Shipment Connector ▾ ≡									
Track And Trace List: All ▾ Search + New Delete Edit List Actions ▾ Automate ▾ Fewer options									
Local Timestamp ▼	Track & Trace Number	Shipment Type ↑	Document No. ↑	Order No.	Shipment No.	Invoice No.	External Document No.	Shipping Agent	
11-07-2023 08:58	477	Sales Order	101051	101051				3	
11-07-2023 09:14	478	Sales Order	101051	101051				3	
16-06-2023 10:51	323	Sales Order	80000	101036				11	
19-06-2023 13:48	327	Sales Order	20000	101038	102222			6	
19-06-2023 13:50	330	Sales Order	50000	101038	102222			6	
19-06-2023 15:19	332	Sales Order	20000	101039	102223			3	
20-06-2023 13:36	337	Sales Order	20000	101040				11	
20-06-2023 13:44	339	Sales Order	40000	101040				11	
22-06-2023 11:50	347	Sales Order	20000	101042				11	
22-06-2023 11:52	352	Sales Order	70000	101042				11	
29-06-2023 11:16	407	Warehouse S...	IS000017	IS000017				11	
29-06-2023 11:16	407	Sales Order	101001	101001				11	
29-06-2023 11:16	407	Sales Order	101002	101002				11	
29-06-2023 11:16	407	Sales Order	101005	101005				11	

Shipment Info

Shipping Agent: GLS DK
 Shipping Agent Service: GLS Private delivery
 Weight: 12.09
 Length: 0.00
 Width: 0.00
 Height: 0.00

Shipment Receiver

Pick-up Point
 Receiver Name: XtensionIT ApS
 Receiver Name 2
 Address: Gasværksvej 4
 Address 2
 Post Code: 9000
 City: Ålborg
 Country: DK
 Contact Name: Jesper Lohse

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**.

Track And Trace List: All ▾			Search	+ New	Delete	Edit List	Actions ▾	Automate ▾
Local Timestamp ▾	Track & Trace Number ↑	Shipment Type						
28-06-2023 09:12	00357128520163652460	Sales Order						
28-06-2023 09:12	00357128520163652460	Sales Order						
28-06-2023 10:22	00357128520163672215	Warehouse Shipment						
28-06-2023 10:22	00357128520163672215	Sales Order						

View current day
View last week
View last month
Track Package
Print Shipment

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

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

4.1 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.

Track And Trace List: All ▾			Search	+ New	Delete	Edit List	Actions ▾	Automate ▾
Local Timestamp ▾	Track & Trace Number ↑	Shipment Type						
28-06-2023 09:12	00357128520163652460	Sales Order						
28-06-2023 09:12	00357128520163652460	Sales Order						
28-06-2023 10:22	00357128520163672215	Warehouse Shipment						
28-06-2023 10:22	00357128520163672215	Sales Order						

View current day
View last week
View last month
Track Package
Print Shipment