



XtensionIT

User guide:

nShift Shipment Connector by XtensionIT

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1. nShift Shipment Connector by XtensionIT

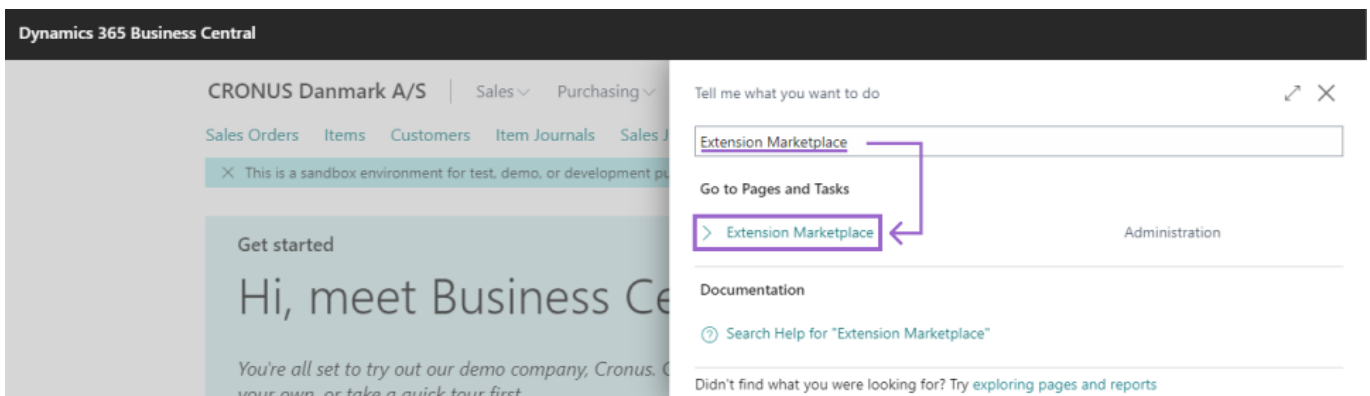
This guide contains information about the installation, setup and use of the extension **nShift Shipment Connector** by XtensionIT.

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

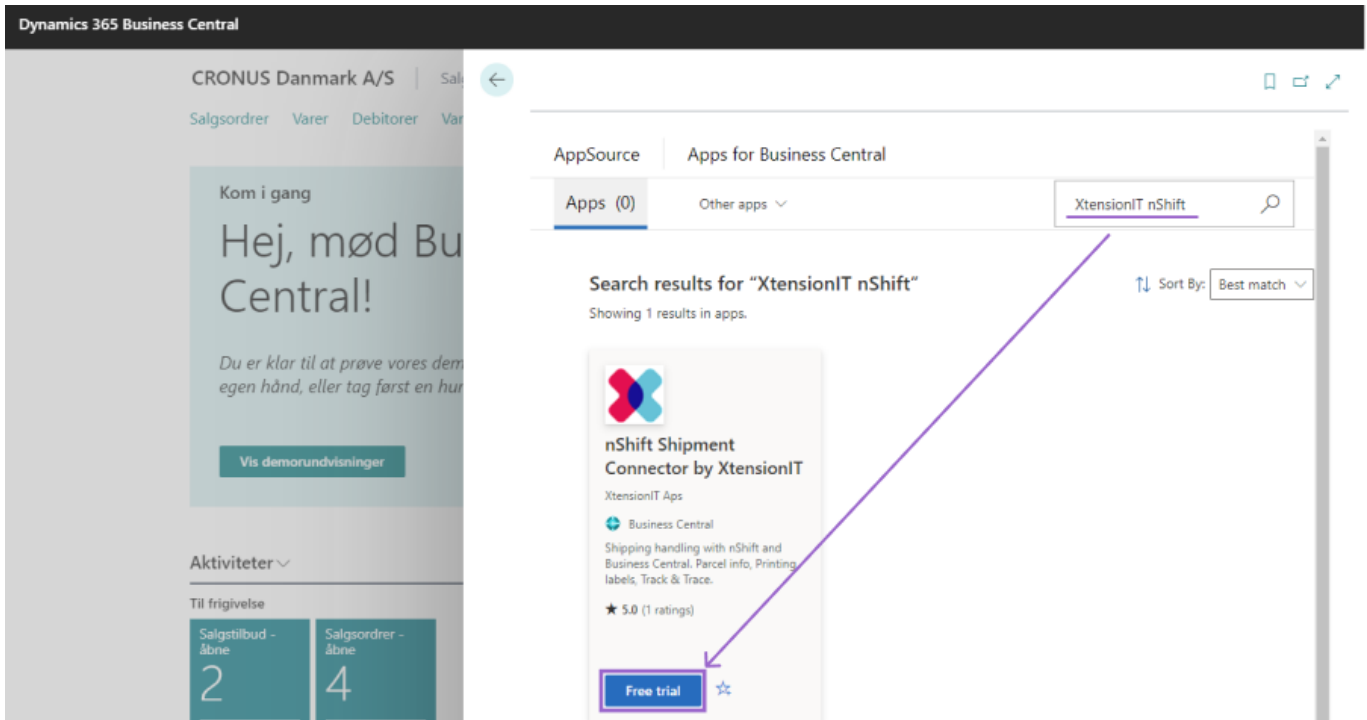
1.1. Installation of nShift Shipment Connector

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.

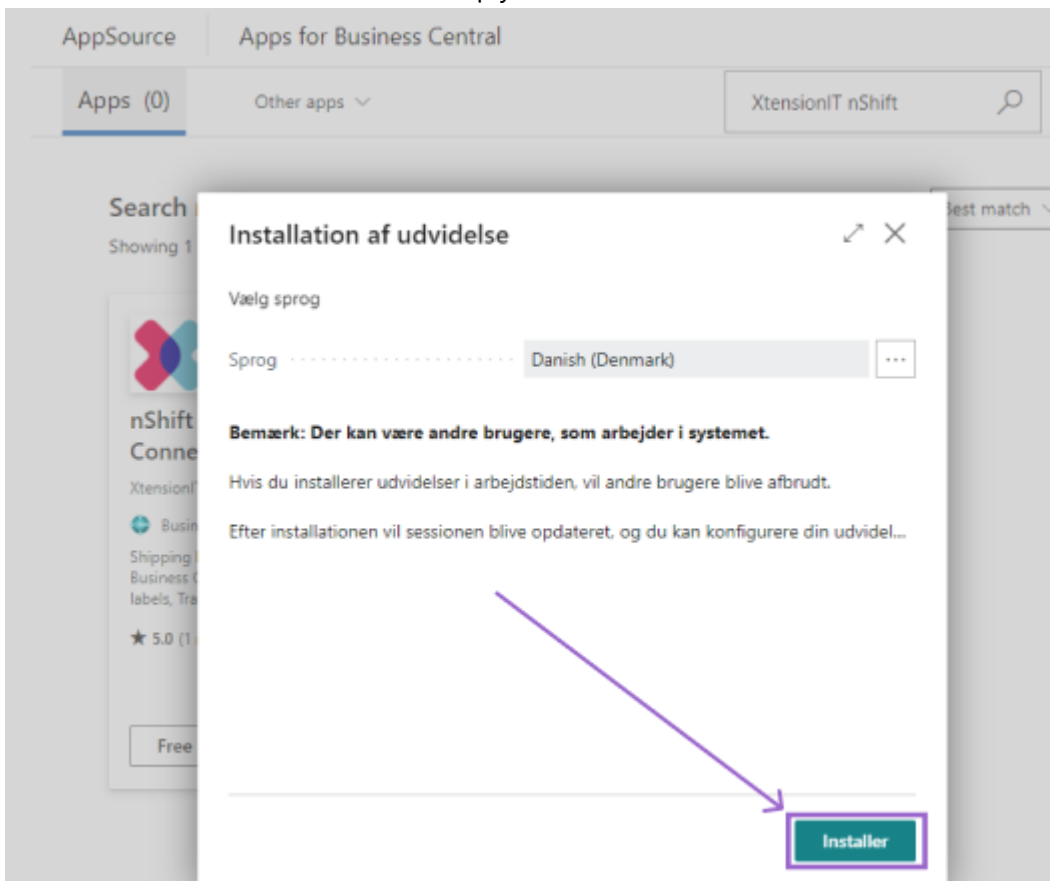
nShift Shipment Connector can be installed via the Extension Marketplace in Dynamics 365 Business Central. This can be found by searching for Extension Marketplace via the search icon in the top right corner of Business Central or by simply using the shortcut **Alt + Q**.



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 nShift**.



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



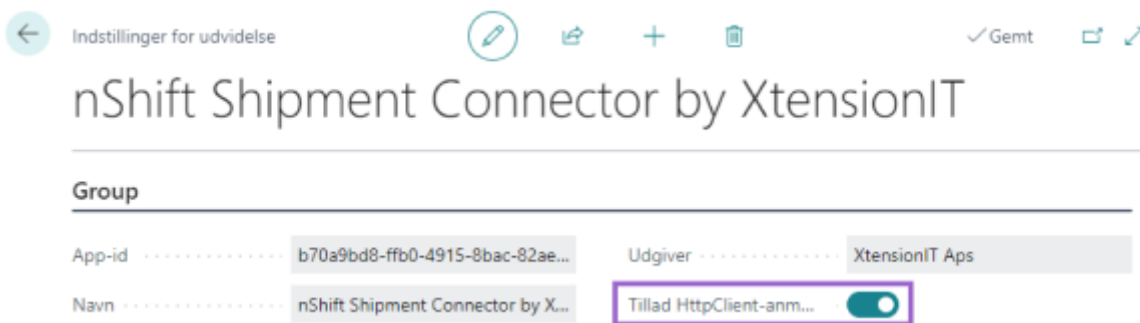
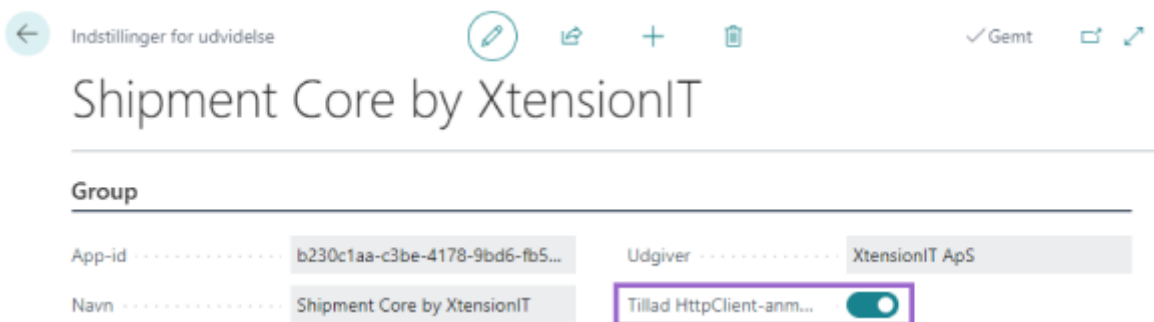
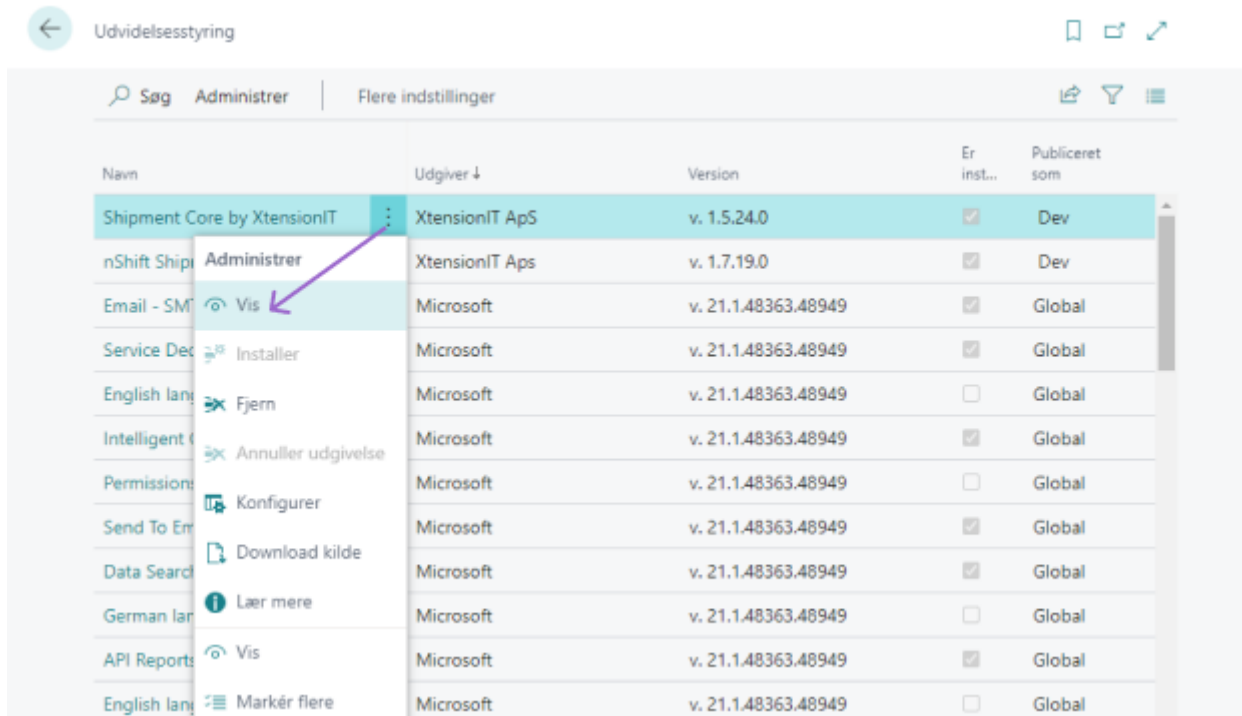
When installed the following extensions are visible in Dynamics 365 Business Central (Use Alt + Q to search for **Extension Management**).

- Shipment Core by XtensionIT.
- nShift Shipment Connector by XtensionIT.

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

The extension **nShift 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 nShift 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 nShift Shipment Connector

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

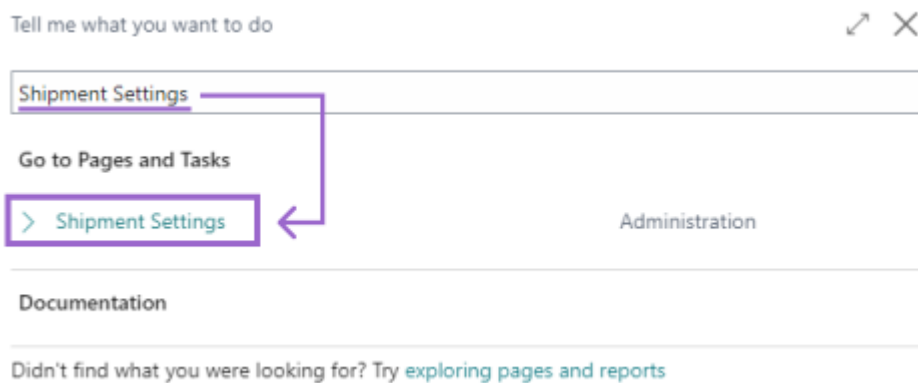
1.2.1. nShift Web Portal

Begin the setup with the nShift Web Portal.

1. Log into nShift Web Portal with the account information provided by nShift: [Welcome to nShift DeliveryHub](#)
2. Install the Dropzone Client: [nShift Dropzone Client](#)
3. Use the same account information previously used to log into the nShift Web Portal to log into the Dropzone Client.
4. Additional information about the setup of the Dropzone and nShift Web Portal can be found [here](#).

1.2.2 nShift Shipment Connector

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



1. Insert the **API User** & **API Key** information provided by nShift.

The API User is your nShift Actor ID. The API Key can be found on the consignor/ship Portal under the Actors/Carriers tab.

HOSTED BOOK & PRINT
Actors/Carriers

CARRIER SETTINGS
Client Track & Trace

CUSTOMIZATIONS
Shipment Viewer Profile
Public T&T URL

API CONFIGURATION
Clients

Activated Carriers			
Name	Country	Concept id	Activated products
TWS Logistics	Sweden	288	6
Danske Fragtmænd	Denmark	10	6
GLS Denmark A/S	Denmark	11	11
Dachser	International	27	3

Addresses

Time Zone

API Key

API key Copy

← Shipment Settings ✎ 📄 + 🗑️ ✓ Saved 🔖 📧 🔗

NSHIFT

Actions ▾ Related ▾ Automate ▾

Extension NSHIFT

Rest Log Confirm Type Direct Print ▾

Auto Post Shipments Default Printer Test_Printer ▾

Api Settings

<p>Access information (Production)</p> <p>Api User <input type="text"/></p> <p>Api Key <input type="text"/></p> <p>Activated <input type="checkbox"/></p>	<p>Access information (Test)</p> <p>Api User (Test) <input type="text"/></p> <p>Api Key (Test) <input type="text"/></p> <p>Test Mode <input checked="" type="checkbox"/></p>
---	--

2. Insert the **Dropzone Username & Dropzone Installation ID**

Dropzone / Printer integration

Dropzone username ← Enable auto-print

Dropzone Installation .. ←

3. Lastly, 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.

If you want to nShift to automatically print labels when you are shipping in Dynamics 365 Business Central it is necessary to activate the **Auto-print** function. If this function is deactivated you are still required to manually print your labels in the nShift Web Portal.

Dropzone / Printer integration

Dropzone username

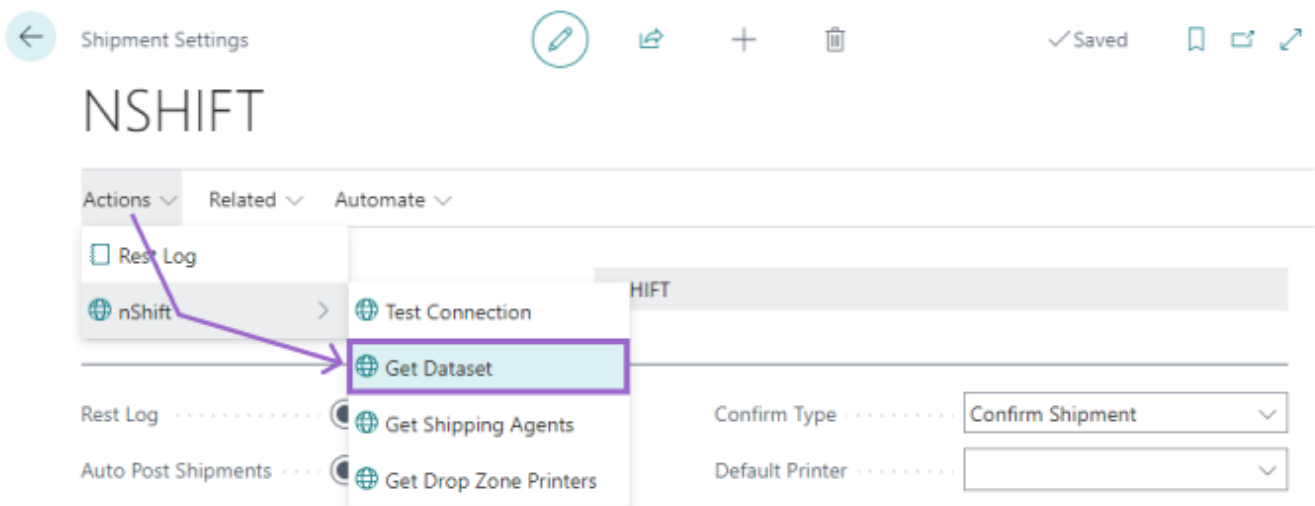
Enable auto-print

Dropzone Installation ...

1.2.3. Download of Data

The next step in the setup is to download the data from nShift. This is done by accessing the **Shipment Settings** page (Search via Alt + Q). In the ribbon of the setup access the following **Actions > nShift > 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 and Package types. It is also possible under the same tab to download the data step by step.

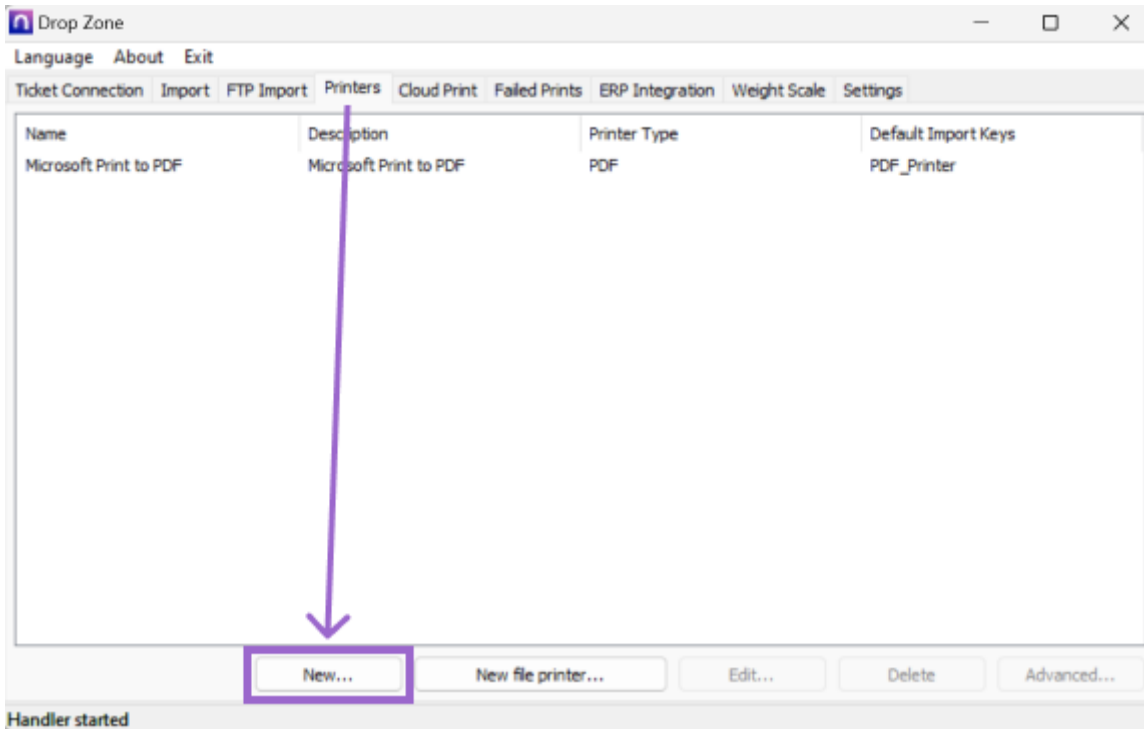
We recommend that you start with testing the connection via the **Test Connection** button under the same tab as **Get Dataset**.



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

1.2.4 Setup of Dropzone Printers

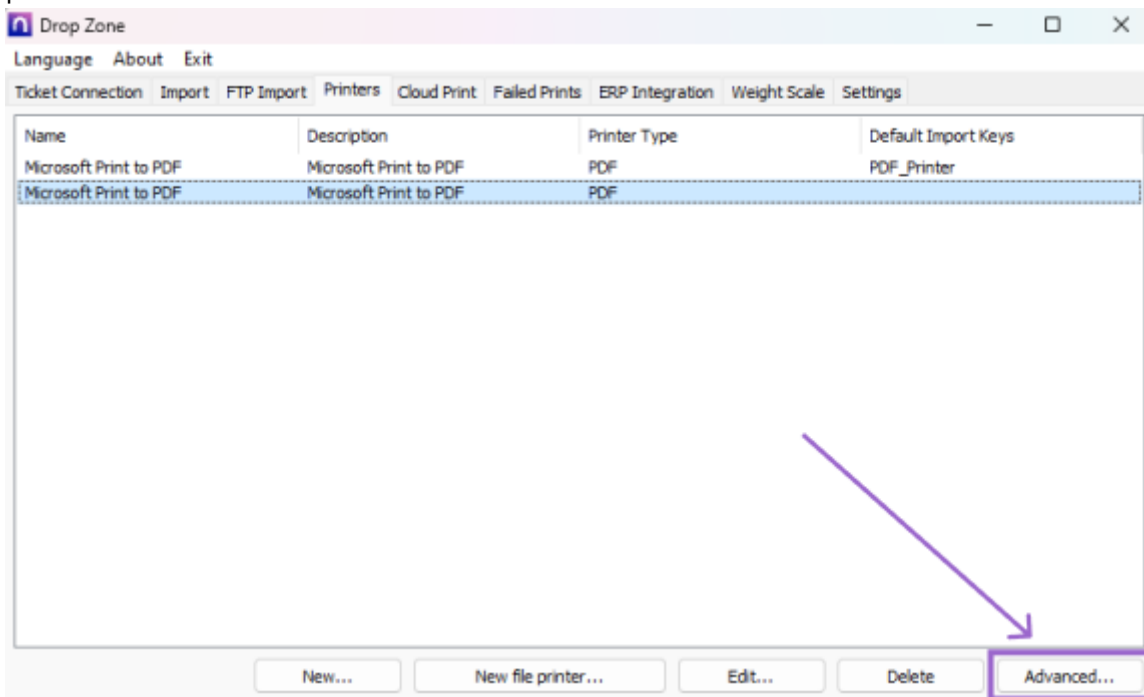
In the Dropzone Client it is required to register and create the printers that are used to print labels and waybills. This is firstly done by accessing **Printers** in the ribbon. In printers tab you can press the **New...** button which enables you to define the properties of the new printers.



Afterwards, it is possible to access a dropdown menu in order to view the various printers that are connected. Furthermore, it also possible to change the size of the print - Once finished with the set up on this page, press the **OK** button.

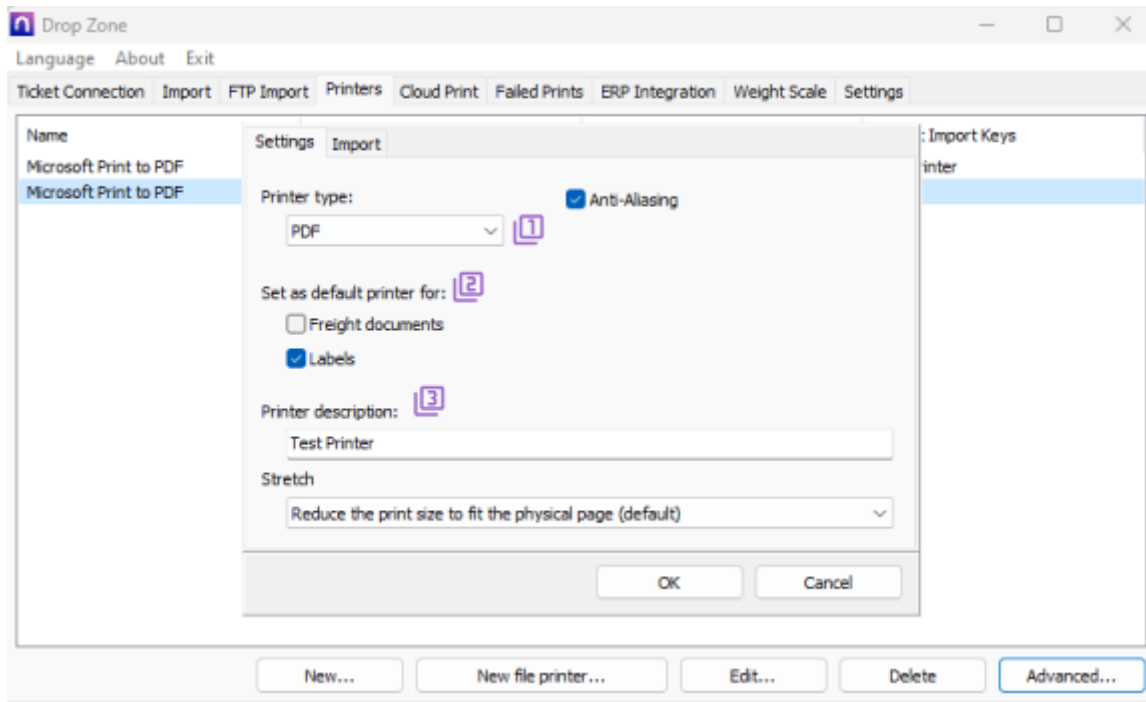
![[Indstil Printer](media/EN/1.2.4-DropzoneIndstilPrinter.png"Indstil Printer")

Afterwards select the newly created printer on the line and click **Advanced** in order to further configure the printer.



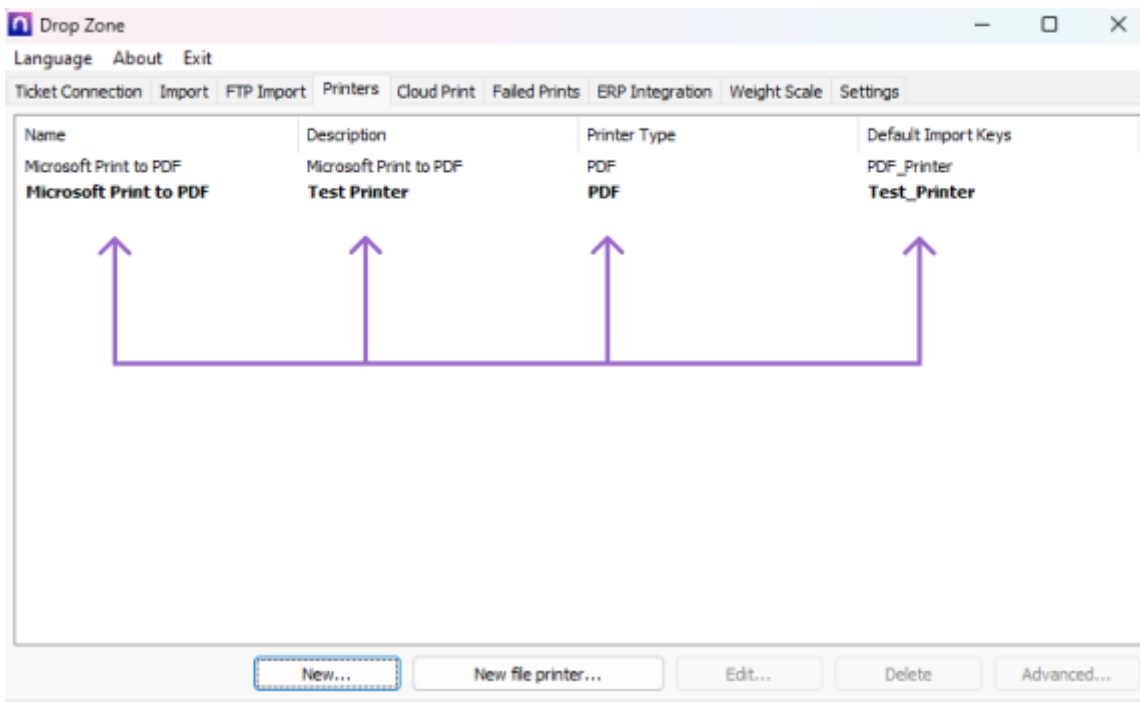
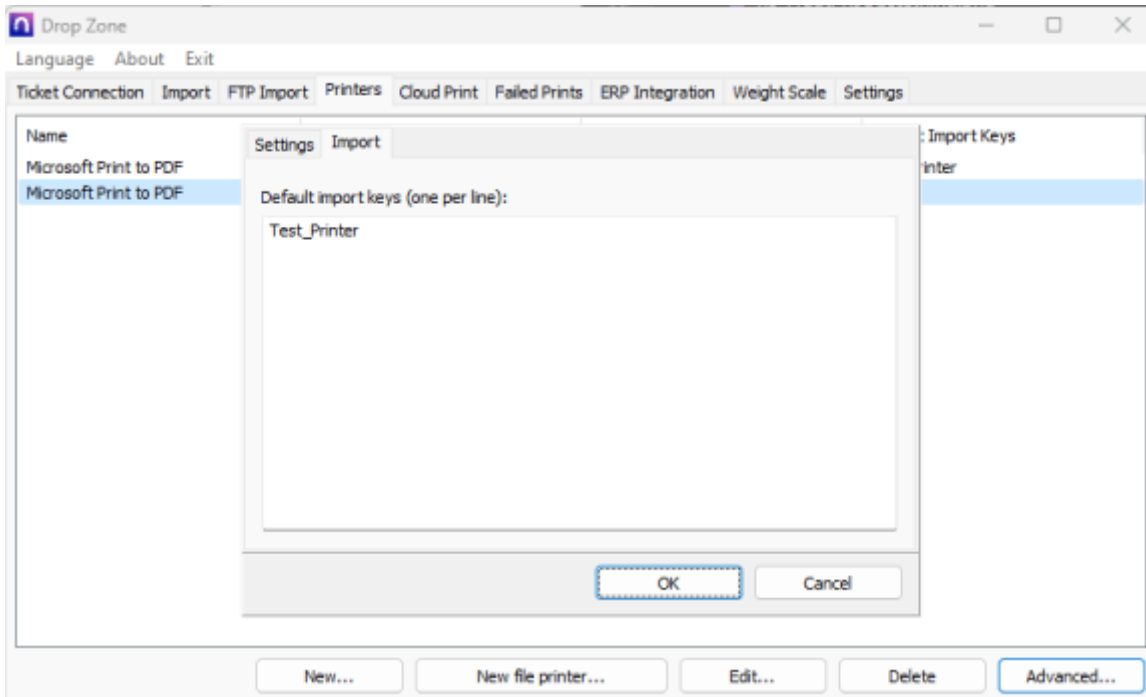
This opens a new window where the following options, which are illustrated in the below image, are available:

1. Select your printer type: PDF, ZPG et cetera.
2. Enables the user to select the printer as the default printer for labels.
3. Enables the user to give a description for the printer. It is recommended that the printer is given a description which is relevant for its function.

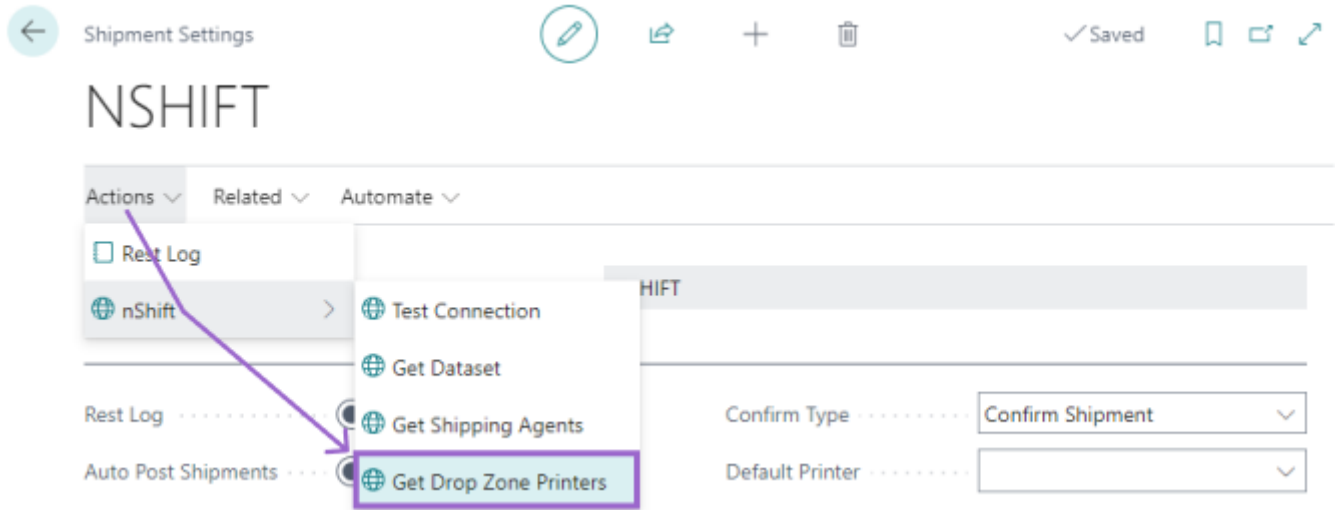


Click on **Import** in order to access the page where it is possible to create a Import key for the printer. All printers that are utilised should be given an import key, since this makes the printers created in the Dropzone Client accessible for download directly into the users Dynamics 365 Business Central.

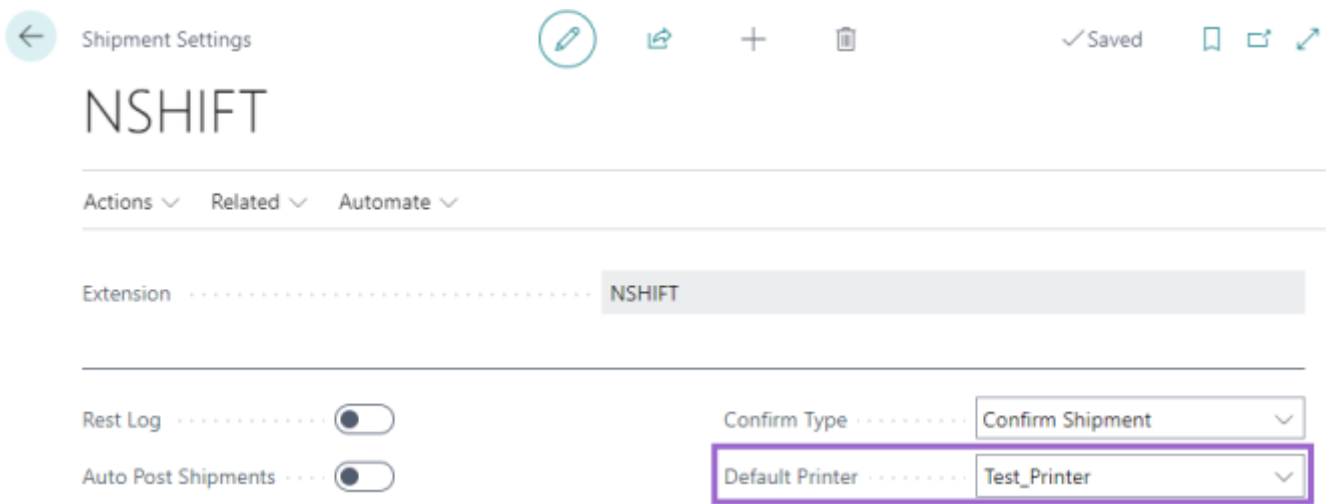
This makes it very accessible and user friendly to select and switch between the various printers. It is recommended to name the Import keys after the printer itself so they are easily identifiable in the overview of the Dropzone printers. Furthermore, it is recommended to avoid the use of space in the name of the import keys and instead use an "Underscore"(_) or similar e.g. "**Test_Printer**".



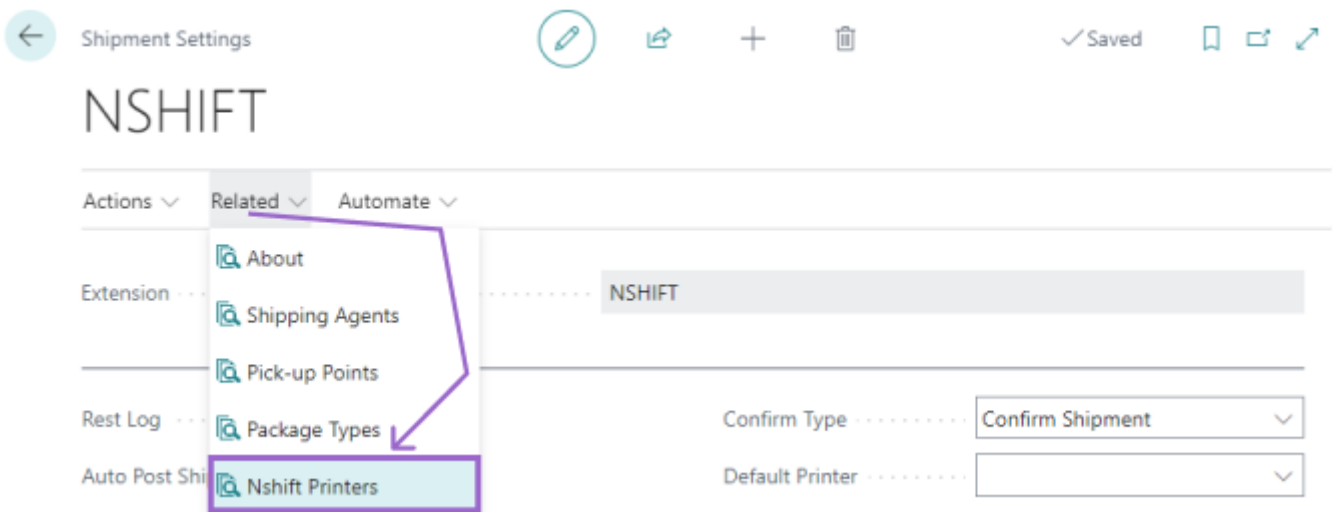
Once this setup is completed and all the printers are regularly used are created with related import keys, the process of downloading to your Business Central can begin. This can be started by accessing **Shipment Settings** (Utilise the search function via Alt + Q). From this page access the following in the ribbon **Actions > nShift > Get nShift Dropzone Printers**.



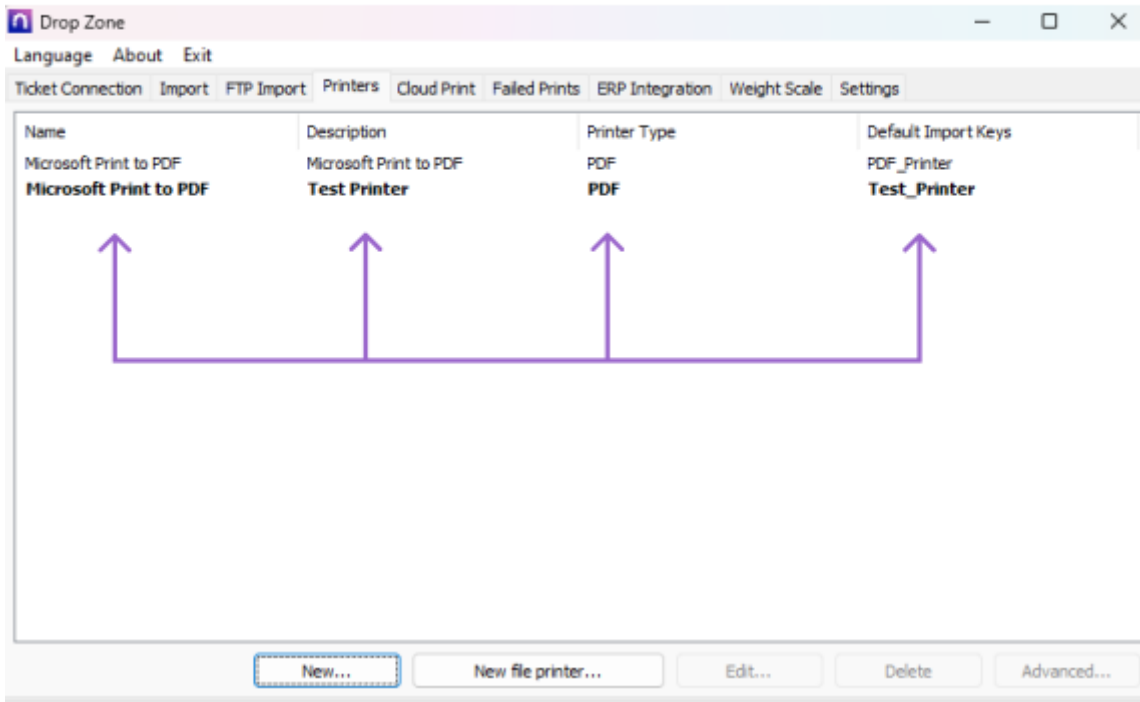
This function downloads the printers that are setup with a valid import key in the Dropzone Client into your Business Central. The printers are then available to be selected in the field **Default Printer** on the page for **Shipment Settings**.



It is also possible to access an overview of all the downloaded printers from the Dropzone Client. This is also found on the Shipment Settings page - In the ribbon access the following **Related > nShift Printers**.

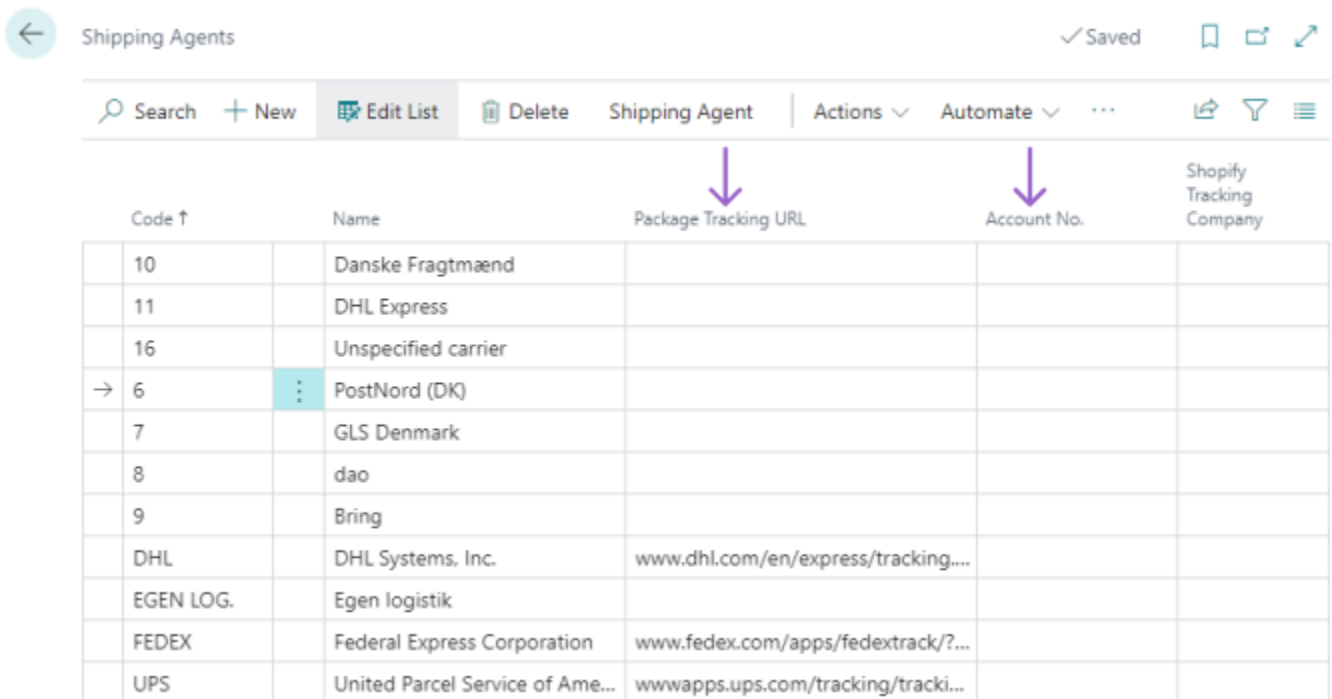


If the above is selected in the ribbon you will be prompted with the below image.



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).



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 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 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

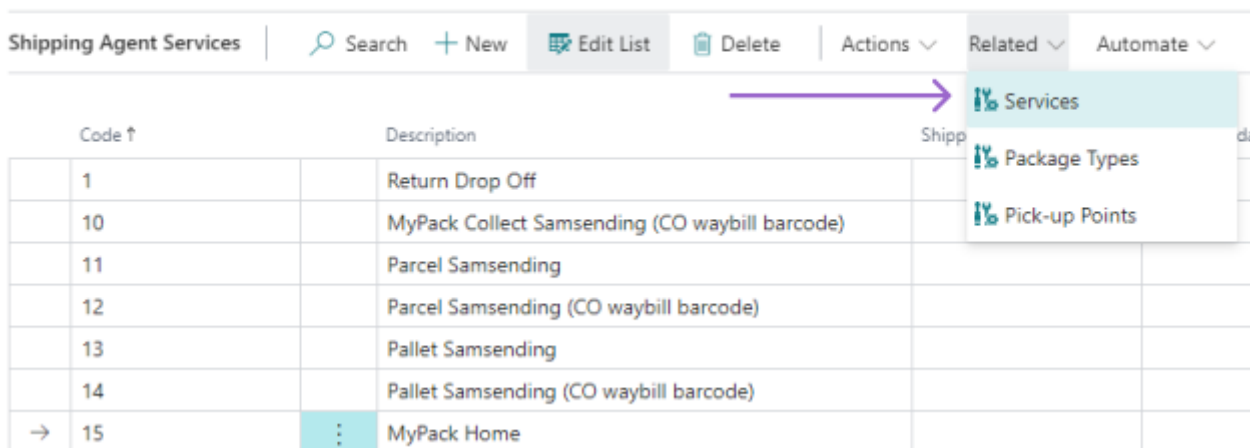
Every Shipping Agent have various supplementary services associated to them. It is possible to assign optional services to a Shipping Agent Service.

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**.

6 · PostNord Danmark



The screenshot shows the 'Shipping Agent Services' interface. At the top, there is a navigation bar with 'Shipping Agent Services', a search icon, '+ New', 'Edit List', 'Delete', 'Actions', 'Related', and 'Automate'. Below this is a table with columns 'Code ↑', 'Description', and 'Shipp'. The table contains the following rows:

Code ↑	Description	Shipp
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	

A purple arrow points from the 'Related' dropdown menu to the 'Services' option in the dropdown menu. The dropdown menu also shows 'Package Types' and 'Pick-up Points'.

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 receiver's e-mail address in Business Central on the related Waybill.

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 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'.

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.

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 add-on 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.**

← POSTNORD · PostNord (DK)

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

Code	Description	Shipping Ti
50	MyPack Home	
51	MyPack Collect	No
52	Return Drop Off	No
→ PARCEL	Parcel	No

Copy Shipping Agent Service
Get Pick-up Points

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.

POSTNORD · PostNord (DK)

Shipping Agent Services		Search	+ New	Edit List	De
Code	Description				
50	MyPack Home				
51	MyPack Collect				
52	Return Drop Off				
→ PARCEL	Parcel				
PARCEL RT	Parcel with return label ←				

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**.

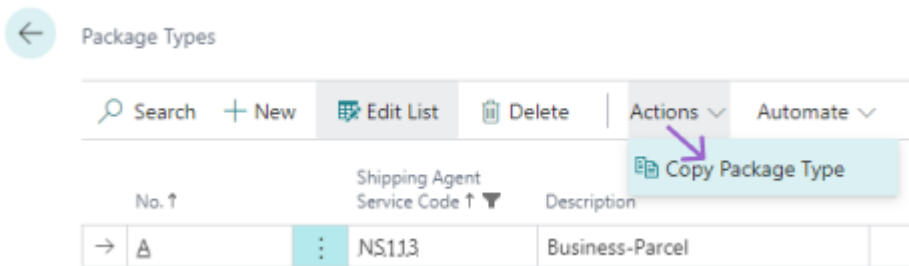
Shipping Agent Services		Search	+ New	Edit List	Delete	Actions	Related	Automate
Code ↑	Description						Shipping Time	
→ NS113	Normal erhvervspakke							
NS114	10.00-Service							

- Services
- Package Types
- Pick-up Points

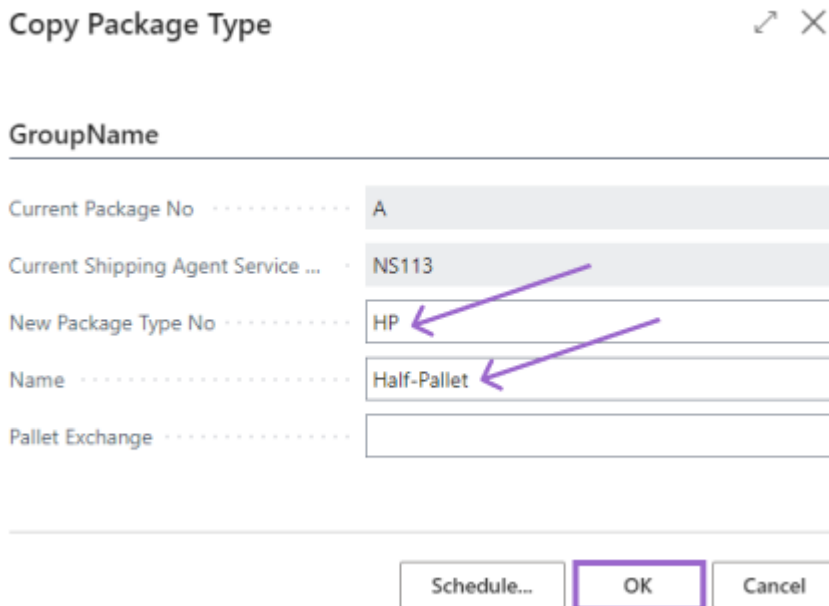
Afterwards, you will be shown the aforementioned overview.

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		
→ A	NS113	Business-Parcel	20	20	0	<input checked="" type="checkbox"/>			
P	NS113	Business Pallet-Solution	120	80	0	<input 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**.

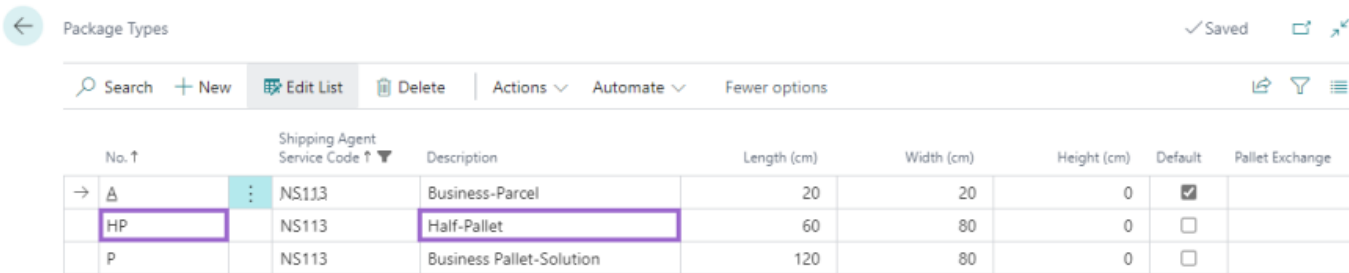


Afterwards, you will be prompted by a new window which is where the setup of the new package type takes place. When the new package type has been named and given a unique number then press the **OK** button to



continue.

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



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...	

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	

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).

2. Shipment & Preparation of Waybill

The nShift 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 nShift and the Shipping Agent.

Waybill	
Shipping Agent	
Shipping Agent Code	<input type="text"/> *
Shipping Agent Service Code	<input type="text"/> *
Outstanding Packages	<input type="text" value="0"/>
Pick-up Point	<input type="text" value="-"/>
Reference	<input type="text" value="101050"/>
External Reference	<input type="text" value="00012"/>
Receiver description	<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 nShift 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 nShift 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	ipped (LCY)	L. 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		305
101014	D00010	XtensionIT ApS				10-04-2023	Open	No	0.00	0.00		16.680
101016	30000	Lauritzen Kontormøbler A/S				10-04-2023	Open	No	0.00	0.00		3.168
101017	D00010	XtensionIT ApS				10-04-2023	Open	No	0.00	0.00		5.560
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		305
101049	10000	Kontorcentralen A/S	#101049			10-04-2023	Open	No	0.00	0.00		16.680
101050	10000	Kontorcentralen A/S	#00012			10-04-2023	Open	No	0.00	0.00		16.680

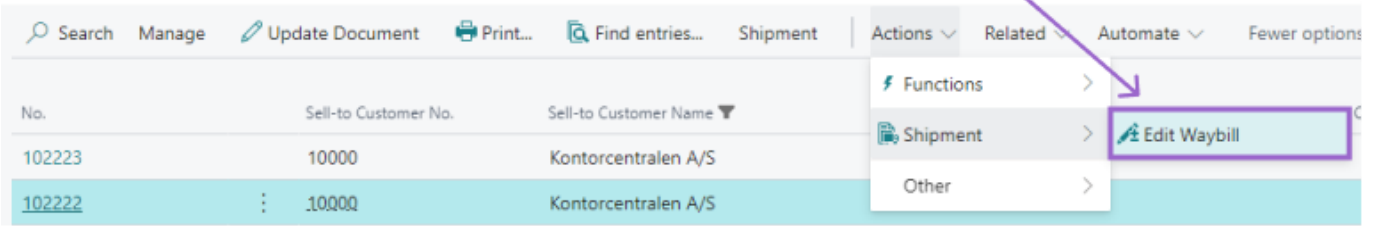
Functions ▾
Request Approval ▾
Posting ▾
Shipment ▾
Edit Waybill

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.

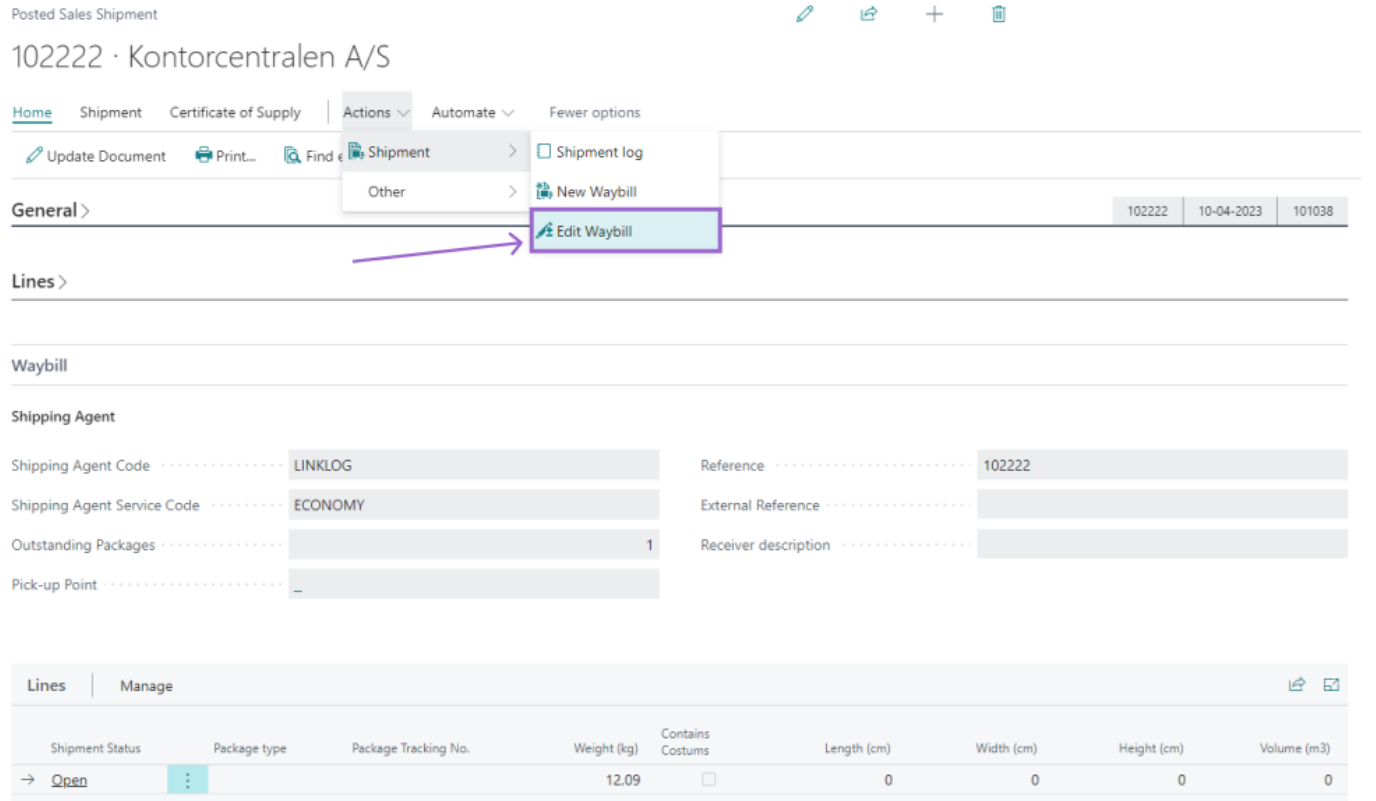
2.2.1 Posted Documents

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**.

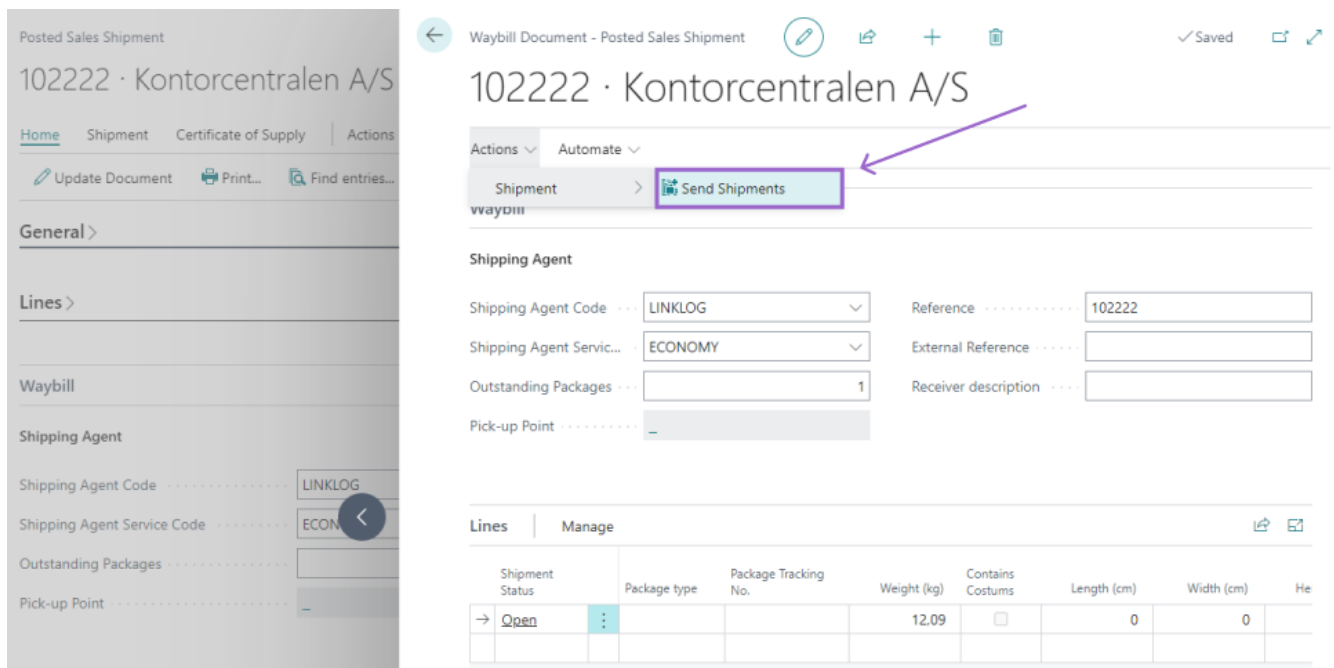
Posted Sales Shipments



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 Payment Discount

Request Approval Direct Debit Mandate ID

Posting

Waybill Shipment Shipment log

Other New Waybill

Shipping Agent Send Shipments

Shipping Agent Code LINKLOG 101050

Shipping Agent Service Code ECONOMY External Reference 00012

Outstanding Packages 3 Receiver description

Pick-up Point

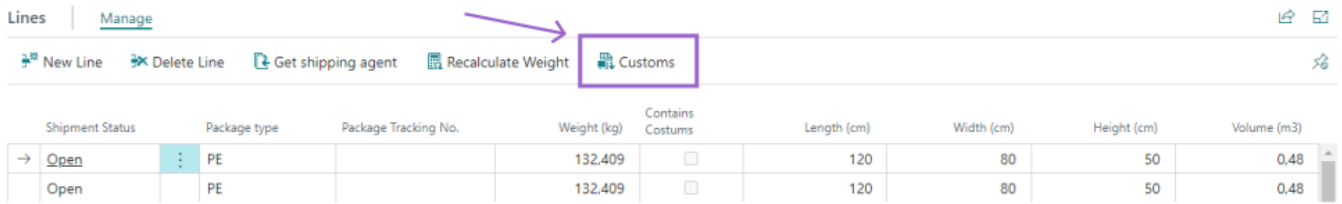
Waybill Lines Manage

New Line Delete Line Get shipping agent Recalculate Weight Customs

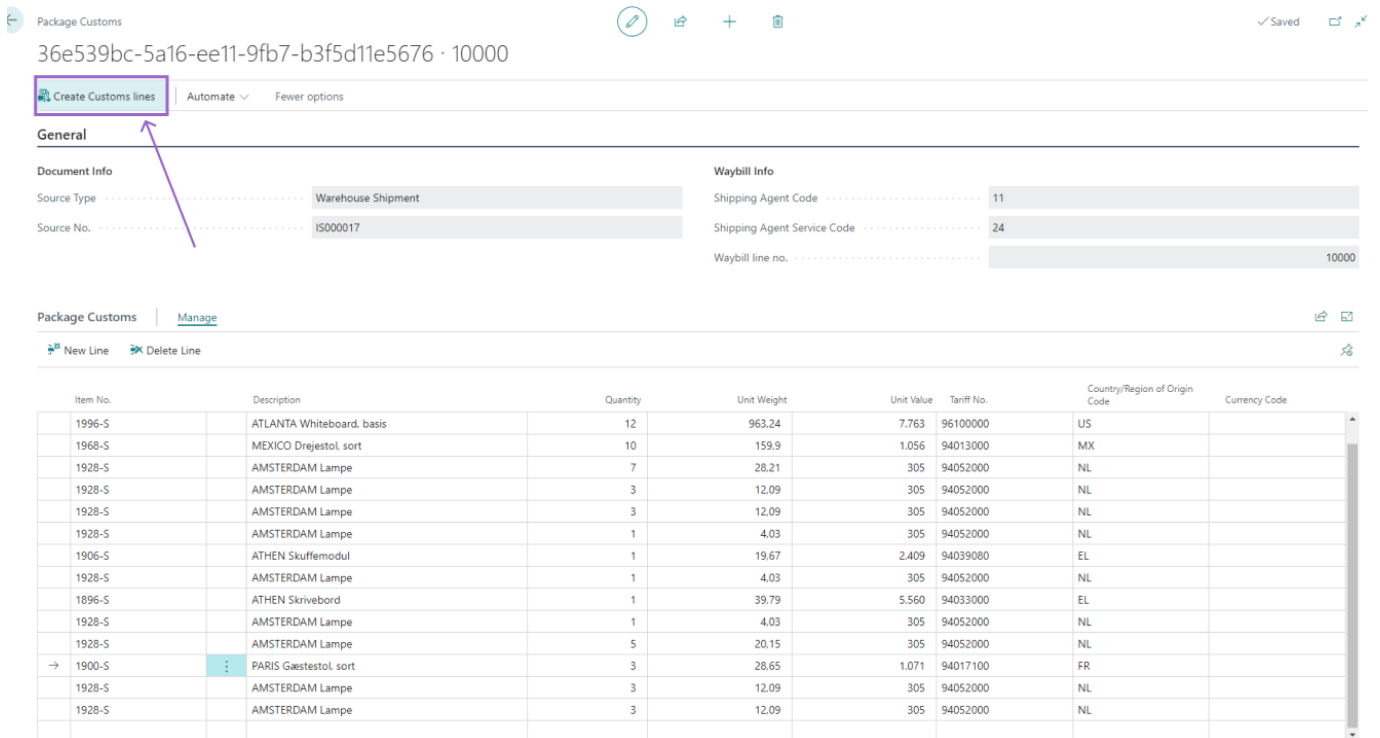
Shipment Status	Package type	Package Tracking No.	Weight (kg)	Contains Customs	Length (cm)	Width (cm)	Height (cm)	Volume (m3)
→ Open	PE		20	<input type="checkbox"/>	120	80	12	0.115
Open	PE		20	<input type="checkbox"/>	120	80	12	0.115
Open	PE		20	<input type="checkbox"/>	120	80	12	0.115

2.4 Customs

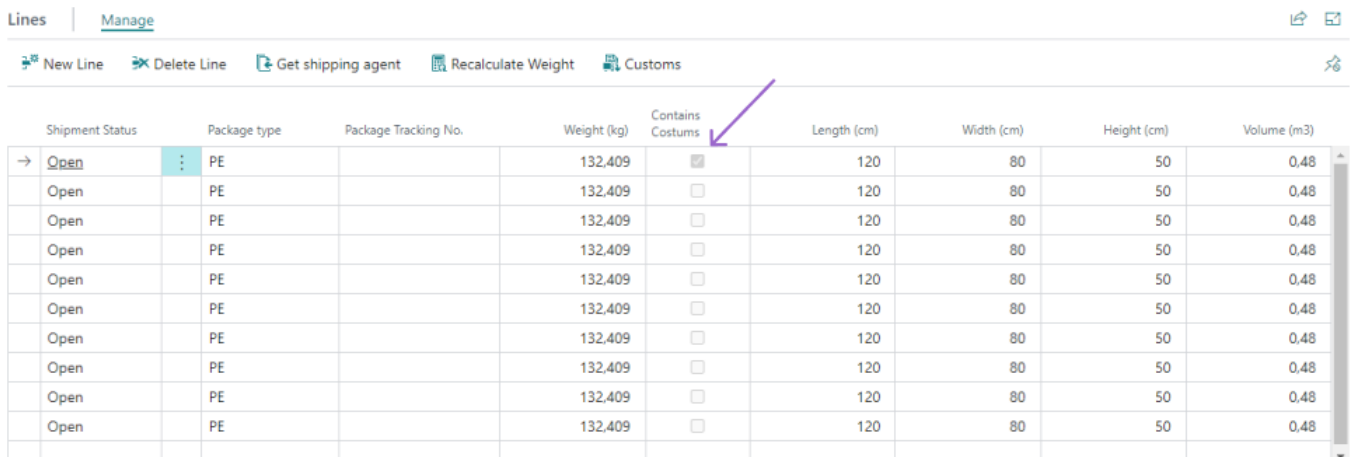
In order to attach customs to your shipment you must select a waybill line and click the **Customs** button.



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



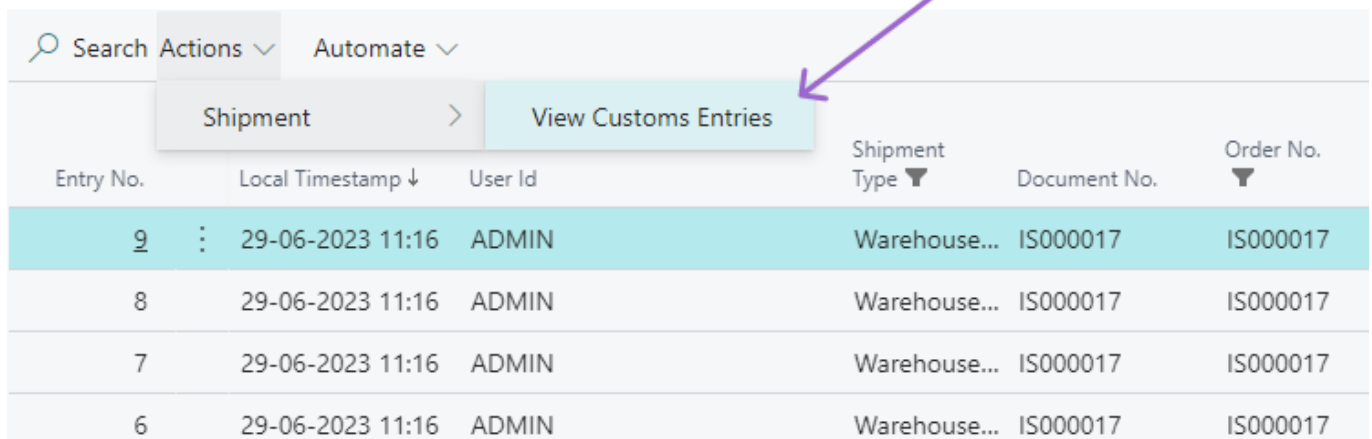
When the document lines have been retrieved and saved, the waybill line which you have created customs for will have a visible marker for containing customs.



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



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 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 Gæstestol, 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 A/S
Service code	Normal erhvervspakke
No of Packages	1
Total Weight	12.09
Printer	Test_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 A/S
Service code	Normal erhvervspakke
Line No.	10000
Total Weight	12.09
Printrername	Test_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.

Extension

Rest Log

Auto Post Shipments

Auto Post Shipments

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

[Learn more](#)

4. 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: Emmit 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
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

Actions ▾

- 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?%1**

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/varktojer/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.

Local Timestamp ▼	Track & Trace Number ↑	Shipment Type	Actions
28-06-2023 09:12	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	