



USER GUIDE

LOGTRADE CONNECT

PRINT PACKAGE LABELS

FROM SALES ORDERS

LogTrade Connect for Microsoft Dynamics 365 Business Central

V 2.0.0.0



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1 GENERAL

This document describes how you print package labels and waybills based on a *Sales Order* in Microsoft Dynamics 365 Business Central. It is possible to print labels for one order at the time or to deliver several orders in the same package/consignment.

2 PREREQUISITES

This document does not handle setup needed to be done before shipping. That is explained in the document describing the Assisted Setup Wizard.

3 RECOMMENDED SETUP

The following setup is recommended to have the fastest and most convenient process when shipping goods. Based on your specific demands it might be a good idea to change some of the settings in *Delivery Setup*.

Confirm Status – If set to *Release* the electronic information (often called EDI) will be sent automatically to the shipping agent when the documents are printed. If you often need to modify a shipment after printing or you want to combine several orders/shipments to the same recipient, it is recommended to set this to *Prepare* instead. The release process is then done from the worksheet *Manage Multiple Consignments*.

Shipment Date – If the goods normally leave your warehouse the same day as you print the labels you should set this to *Workdate*. Otherwise the order *Shipment Date* will be used.

4 PROCESS EXPLANATION

Before posting shipment from the sales order the package labels and waybills should be printed. That will ensure that your posted sales shipment will have correct shipping data like *Shipping Agent*, *Shipping Agent Service*, *Package Tracking No.*, *No. of Packages* etc. The labels and waybills will be printed automatically or downloaded and opened automatically as pdf files (if *Integrated printing* is not in use).

5 SHIPPING DATA ON SALES ORDER

On a sales order there are some fields in the standard Microsoft Dynamics 365 Business Central solution for shipping, for example *Shipping Agent Code*, *Shipping Agent Service Code*, *Shipment Method Code* and *Package Tracking No.*. With LogTrade Connect you get several more fields to handle the shipping of goods, for example *No. of Packages*, *Package Type*, *Weight*, *Volume*, *Load Meters*, *Freight Payer*, *Note of Goods* etc. Some fields can be considered mandatory, for example *No. of Packages*, *Package Type*, *Weight* and *Freight Payer* and most others are optional but can be mandatory for some services or for specific processes. The fields are explained after the picture below.

The screenshot displays the Microsoft Dynamics 365 Business Central interface for a Sales Order. The order is for 'The Cannon Group PLC' with a work date of 28/01/2021. The 'Delivery' section is expanded, showing various shipping-related fields. The 'Customer Details' section provides information about the customer, including their name, phone number, email, fax number, credit limit, available credit, payment terms code, and contact person. The 'Sales Line Details' section shows the item number, required quantity, and attachments. The 'Prepayment' section shows the prepayment amount and date.

5.1 MANDATORY FIELDS

These fields are always mandatory to fill in.





- *Shipping Agent Code* – This defines which shipping agent that you will use for the transport. During earlier setup this is connected to a shipping agent in LogTrade.
- *Shipping Agent Service Code* – This defines which service that you will use for the transport. During earlier setup this is connected to a shipping agent in LogTrade. For example, if it will be sent as a parcel shipment, a part load shipment or a full load shipment.
- *No. of Packages* – Total count of parcels, pallets or other types.
- *Package Type Code* – A predefined code for the package; parcels, pallets etc.
- *Weight* – Total gross weight for the packages
- *Sender Customer No.* – The customer number that will be sent to the shipping agent. Normally set based on a setting made earlier.

5.2 NON-MANDATORY FIELDS

These fields can be mandatory for some shipping agent services

- *Volume* – Total volume for the packages
- *Load Meters* – Total load meters for the packages
- *No. of Pallet Spaces* – Total number of pallet spaces
- *No. of EUR Pallets* – Total number of EUR pallets, used when member of EUR pallet pool.
- *Freight Payer* – Defines who will be invoiced from the shipping agent. This field will be set based on the payer settings for each Shipment Method. Always mandatory for domestic shipments.
- *Recipient Customer No.* – Recipient customer number for chosen shipping agent.
- *Recipient EUR Pallet Customer No.* - Recipient EUR Pallet customer number for chosen shipping agent.
- *Sender EUR Pallet Customer No.* - Sender EUR Pallet customer number for chosen shipping agent. Normally set based on a setting made earlier.
- *Goods Type* – Type of goods in the package. Recommended to use general descriptions and can be set based on the initial settings.
- *Note of Goods* – Often used as a description for the customer. Default it will be the order number.
- *Terms of Delivery Location* – Some terms of deliveries require a location where the goods will change owner from the sender to the recipient.

5.3 NON-EDITABLE FIELDS

- *Terms of Delivery Code* – For international shipments this field is normally mandatory and defines the shipment method code for that specific shipping agent. Will be set based on the shipment method mapping done during setup.

6 PRINTING SHIPPING DOCUMENTS

When you have filled in all the shipping data needed for your shipment you select *Actions/Delivery/Create & Print Consignment*. If you have installed the Integrated Printing software from LogTrade the documents will be printed on the printers at once. Otherwise a pdf will be downloaded. If you use pdf it is recommended to check the setting to always allow the pdf to open automatically.

Based on the shipping agent service different documents can be printed. That is predefined in LogTrade based on each shipping agent specifications. Normally package labels are needed for all shipments but waybills are not needed for parcel shipments.

The screenshot displays the Dynamics 365 Business Central interface for a Sales Order. The main header shows the order number '1002' and the customer 'The Cannon Group PLC'. The 'Delivery' tab is selected, showing various fields for shipment details. A 'Customer Details' panel on the right provides additional information about the customer, and a 'Sales Line Details' panel shows the item and quantity. The 'Prepayment' section at the bottom indicates a balance of 0.





6.1 PACKAGE LABEL EXAMPLE

The picture below shows an example of a package label for a shipping agent called *Own Logistics*.

	Own Logistics - Transport
From: CRONUS International Ltd. 5 The Ring Westminster GB-W2 8HG London United Kingdom	
CustNo: 345678 Phone: 0666-666-6666	
To: The Cannon Group PLC Mr. Andy Teal 192 Market Square GB-B27 4KT Birmingham United Kingdom	
Services [Redacted]	
Shipment id	656 543 975 6
Sender ref	1002
Rec. ref.	
Date	2019-06-17
Pay cust. #	345678
Weight 1000 / 1000 Kg	
Contents	MATERIAL
Ship. mark	1002
	
Shipment ID: 656 543 975 6	
Package ID: (00) 3 73 40030 648280303 2	

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7 AFTER PRINT

When the shipping documents have been printed you will see some updated information in Microsoft Dynamics 365 Business Central. *Package Tracking No.* is filled in on the order. That is the tracking number that can be used to track the shipment on the way to the recipient.

The screenshot displays the Microsoft Dynamics 365 Business Central interface for a sales order. The browser address bar shows the URL: <https://ltcnave/ltc2-08c14w1Web/?company=CRONUS%20International%20Ltd.&page=42&dc=0>. The page title is "Dynamics 365 Business Central". The main header shows "SALES ORDER | WORK DATE: 28/01/2021" and "1002 · The Cannon Group PLC". The "Invoice Details" section is expanded, showing "Shipping and Billing" information. The "SHIPMENT METHOD" section shows "CPT" as the code and "OWN LOG." as the agent. The "Package Tracking No." is filled in as "6565439756". The "Customer Details" section shows "Customer No. 10000", "Name The Cannon Group PLC", "Phone No.", "Email", "Fax No.", "Credit Limit (LCY) 0.00", "Available Credit (LCY) 0.00", "Payment Terms Code 1M(8D)", and "Contact Mr. Andy Teal". The "Sales Line Details" section shows "Item No. 70000" and "Required Quantity 2". The "Attachments" section shows "Documents 0".

Field	Value
Ship-to	Default (Sell-to Address)
Contact	Mr. Andy Teal
E-mail	
Phone No.	
Mobile Phone No.	
Gate Code	
SHIPMENT METHOD Code	CPT
Agent	OWN LOG.
Agent Service	TRANSPORT
Package Tracking No.	6565439756
Bill-to	Default (Customer)
Location Code	BLUE
Shipment Date	17/06/2019
Shipping Advice	Partial
Outbound Whse.	
Shipping Time	1D
Late Order Shipping	Yes
Customer No.	10000
Name	The Cannon Group PLC
Phone No.	
Email	
Fax No.	
Credit Limit (LCY)	0.00
Available Credit (LCY)	0.00
Payment Terms Code	1M(8D)
Contact	Mr. Andy Teal
Item No.	70000
Required Quantity	2
Attachments Documents	0



8 CONSIGNMENT LIST

All the consignments made during the day can be found in the *Consignment List*. Search for *Consignments* and open the list. This is consignments that has not been released yet, see more information below about releasing consignments.

The screenshot shows the Dynamics 365 Business Central interface for 'CRONUS International Ltd.'. A search bar at the top right is open, displaying 'Consignments'. Below the search bar, a list of results is shown under the heading 'On current page (Sales Order Processor)'. The results include 'Consignments' and 'Released Consignments'. Below this, there are sections for 'Go to Pages and Tasks' and 'Go to Reports and Analysis'. The 'Go to Pages and Tasks' section lists 'Manage Multiple Consignments' (Tasks) and 'Consignments' (Lists). The 'Go to Reports and Analysis' section lists 'Released Consignments' (Archive) and 'Manage MultipleReleased Consignments' (Archive). The background of the interface shows a dashboard with various metrics: 'SALES ORDERS RELEASED NOT SHIPPED' (READY TO SHIP: 6, PARTIALLY SHIPPED: 0, DELAYED: 14, AVERAGE DAYS DELAYED: 0.0), 'RETURNS' (SALES RETUR... OPEN: 0, SALES CREDIT... OPEN: 1), and 'MY USER TASKS' (PENDING USER TASKS: 0).



View - Consignments - D

https://ltnav.se/LTC2-08C14W1Web/?company=CRONUS%20International%20Ltd.&bookmark=31%3bsfu3AAJ7%2f0wAVABDADAAMAAwADAAMA%3d&page=12057523&d

Dynamics 365 Business Central

CONSIGNMENTS

Search + New Manage Print Release Book Manage Multiple Consignments Show Attached Open in Excel

NO.	STATUS	SHIPPING AGENT CODE	SHIPPING AGENT SERVICE CODE	LOCATION CODE	SHIPMENT DATE	SOURCE DOCUMENT TYPE	SOURCE DOCUMENT NO.
LTC0000001	Prepared	OWN LOG.	TRANSPORT	BLUE	17/06/2019	Sales Order	1002
LTC0000002	Prepared	OWN LOG.	TRANSPORT	BLUE	17/06/2019	Sales Order	101018
LTC0000003	Prepared	OWN LOG.	TRANSPORT	BLUE	17/06/2019	Sales Order	104007

Statistics

TRACKING

Sent to LogTrade
Status
Tracking No.
Booking Status

17/06/19 12:09
Prepared
6565439756

COSTS

Freight Cost (LCY)
Suppl. Charge %
Discount %
Freight Charge (LCY)
Other Costs (LCY)
Total Charge (LCY)

Packages
Weight
Volume
Load Meters
Pallet Places
Item Lines
Services

1
1,000

1
—

Linked Source Documents
Consolidated Consignments
Consolidated With No.

—
—

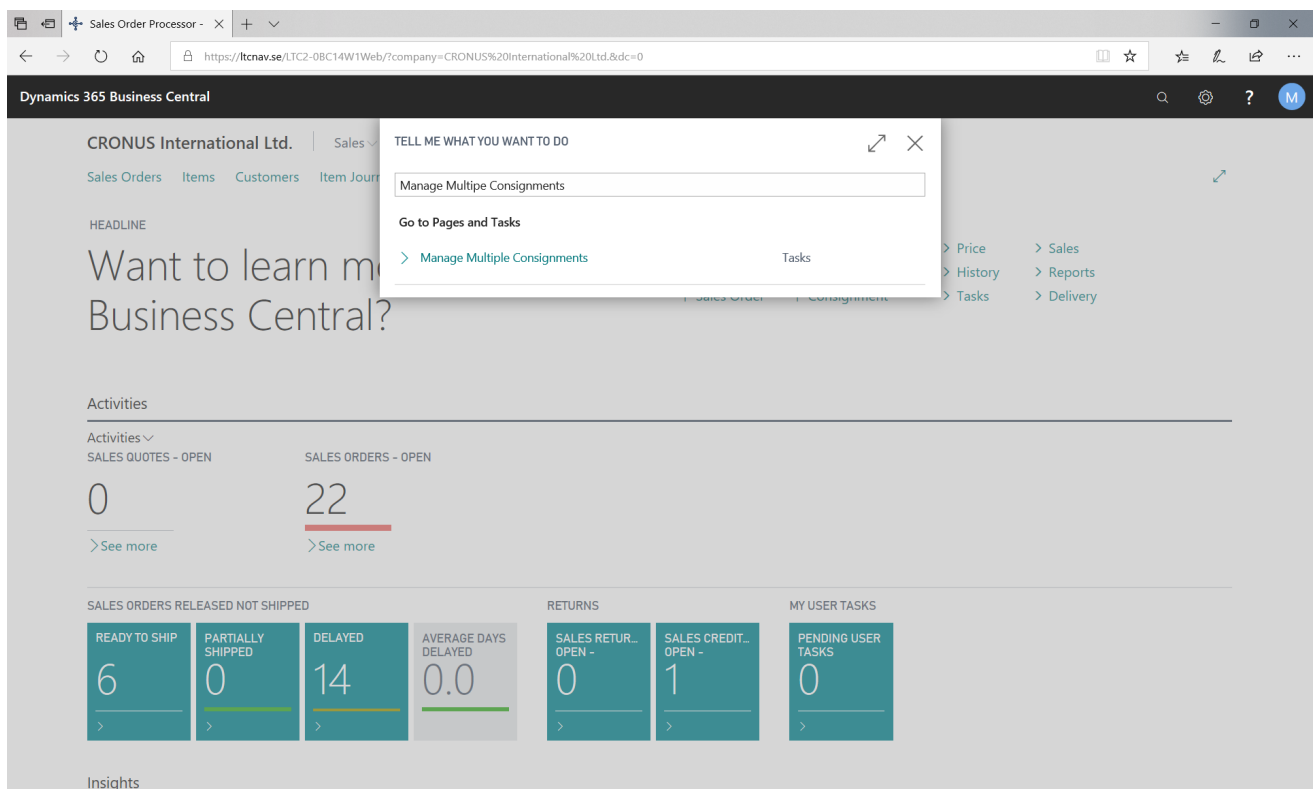


9 RELEASE CONSIGNMENTS

It is important to release consignments. This is the moment when shipping instructions (often just called EDI) are sent to the shipping agent and if you use LogTrade advice services this is also when e-mails and/or SMS are sent. Until the consignment is released it is possible to change it.

With settings it is possible to send consignments to the status *Release* already when creating the consignment. If that setting is done this task does not need to be done.

Search for *Manage Multiple Consignments* to open a *Worksheet*.



It is possible to filter the worksheet on different shipping agents etc. Normally you want to filter on only consignments with status *Prepared*. Click on *Change Status* and a dialog will open that is prepared for changing status to *Released*. The *Print Queue* is also set based on the settings for this user. The *Print Queue* is used to print a *Manifest List* of all consignments for this pickup by the shipping agent.



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8 1/2

Manage Multiple Consignments

Status: Prepared Shipping Agent Service Code: Location Code: To Shipment Date: 17/06/2019 Shipping Agent: OWN LOG.

Manage Get status from LogTrade Change Status Print Book More options

NO.	TRACKING NO.	STATUS	SHIPPING AGENT CODE	DELIVERY NAME	DELIVERY CITY	SH DA
LTC0000001	6565439756	Prepared	OWN LOG.	TRANSPORT	The Cannon Grou...	Birmingham 17
LTC0000002	6565440119	Prepared	OWN LOG.	TRANSPORT	New Concepts Fur...	Atlanta 17
LTC0000003	6565440135	Prepared	OWN LOG.	TRANSPORT	Selanganian Ltd.	Coventry 17

Statistics

TRACKING
Sent to LogTrade Status 17/06/19 12:09
Tracking No. Prepared 6565439756
Booking Status

Change Status

Action: Save Prepare Release Archive Print Queue: Standard

Yes No

Statistics

TRACKING
Sent to LogTrade Status 17/06/19 12:09
Tracking No. Prepared 6565439756
Booking Status

COSTS
Freight Cost (LCY)
Suppl. Charge %
Discount %
Freight Charge (LCY)
Other Costs (LCY)
Total Charge (LCY)
Packages 1
Weight 1,000
Volume
Load Meters
Pallet Places
Item Lines 1
Services





9.1 MANIFEST LIST EXAMPLE

The picture below shows an example of a *Manifest List* for a shipping agent called *Own Logistics*.

Manifest list					Page: 1
Own Logistics Transport			Shipment date: 2019-06-17		
Consignor code:		Phone: 0666-666-6666			
Consignor: CRONUS International Ltd.		Postal code: W2 8HG			
Customer code: 345678		City: London			
Shipment number	Consignee name	Sender reference	Number of packages		
Phone	Address	Recipient reference	Weight		
Fax	Postal address	Paying customer number	Volume		
			Loading meters		
6565439756	The Cannon Group PLC	1002	1		
	192 Market Square	345678	1000,0 kg		
	B27 4KT Birmingham GB				
373400306482803032					
6565440119	New Concepts Furniture	101018	1		
	705 West Peachtree Street	345678	10,0 kg		
	GA 31772 Atlanta US				
373400306482805401					
6565440135	Selangorian Ltd.	104007	2		
	153 Thomas Drive	345678	46,0 kg		
	CV6 1GY Coventry GB				
373400306482805609	373400306482805616				
TOTALS					
Number of packages	Gross weight	Volume	Loading meters	Number of shipments	
4	1056,0 kg			3	
Consignments cleared for shipping					
Date	Drivers signature	Car registration			
END OF LIST					
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