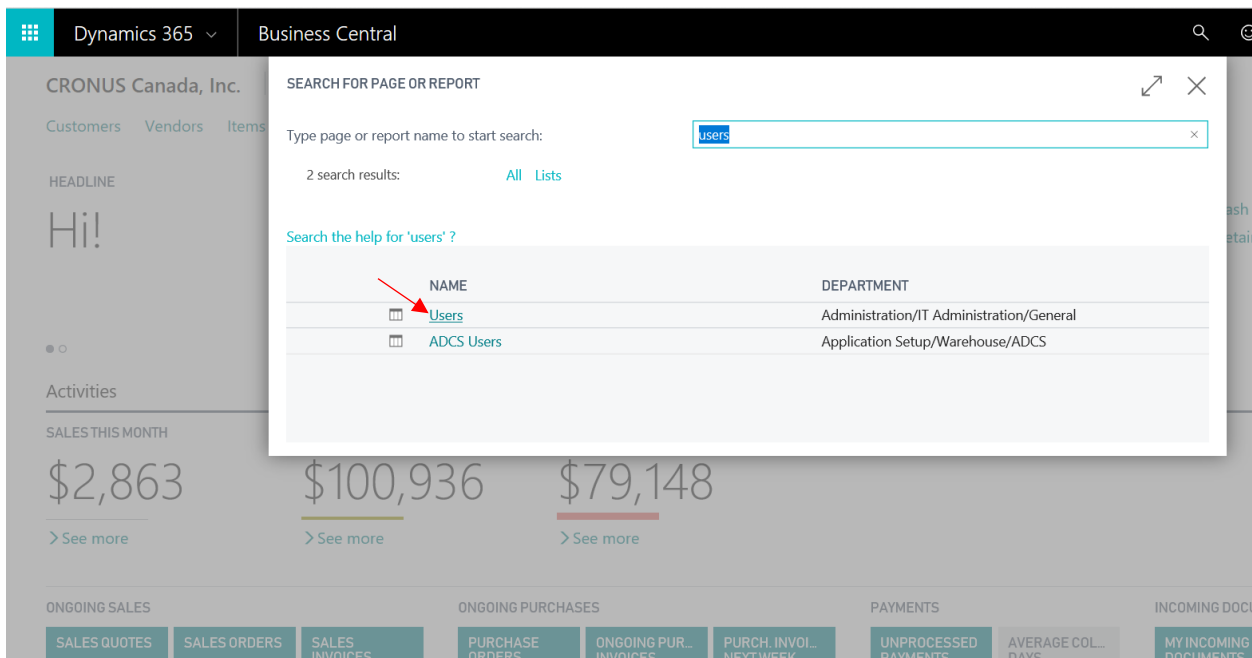


Setup & Usage for “CanadaPost for Small Business” App

If you would like to purchase our app, scroll to the bottom of the page.

Setup

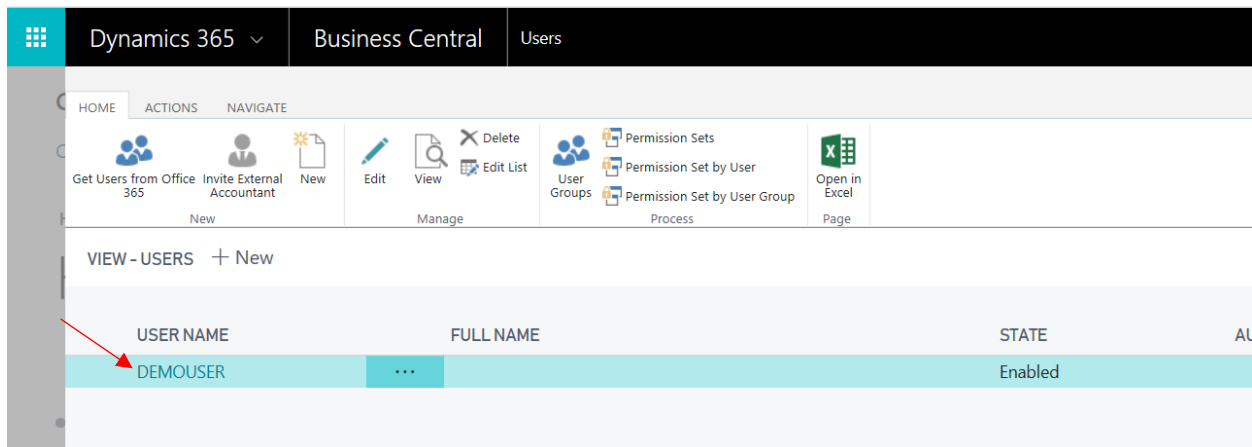
1. Assign User App Permissions by using the search function and typing “users” in the search field.



The screenshot shows the Dynamics 365 Business Central interface. A search bar at the top right contains the text "Users". Below the search bar, a list of search results is displayed. The first result is "Users" with a department of "Administration/IT Administration/General". The second result is "ADCS Users" with a department of "Application Setup/Warehouse/ADCS". A red arrow points to the "Users" result.

NAME	DEPARTMENT
Users	Administration/IT Administration/General
ADCS Users	Application Setup/Warehouse/ADCS

2. Drill into user.



The screenshot shows the Dynamics 365 Business Central "Users" page. The page has a header with "Dynamics 365" and "Business Central". Below the header, there is a navigation bar with "HOME", "ACTIONS", and "NAVIGATE". The "ACTIONS" bar contains several icons and labels: "Get Users from Office 365", "Invite External Accountant", "New", "Edit", "View", "Delete", "Edit List", "User Groups", "Permission Sets", "Permission Set by User", "Permission Set by User Group", "Open in Excel", and "Page". Below the navigation bar, there is a section titled "VIEW - USERS + New". This section contains a table with columns for "USER NAME", "FULL NAME", "STATE", and "AU". The first row of the table shows "DEMOUSER" in the "USER NAME" column, a menu icon in the "FULL NAME" column, and "Enabled" in the "STATE" column.

USER NAME	FULL NAME	STATE	AU
DEMOUSER	...	Enabled	



3. Add WS-CNDPOST permission set.

Dynamics 365 Business Central Users > User Card

HOME

PERMISSION SET LOOKUP

ROLE ID	NAME	EXTENSION NAME
D365PREM SMG, EDIT	D365 Service Management Edit	
D365PREM SMG, SETUP	D365 Service Management Setup	
D365PREM SMG, VIEW	D365 Service Management View	
LOCAL	Country/region-specific func.	
SECURITY	Dynamics 365 User setup	
SUPER	This role has all permissions.	
ANONYM. DATA SHARER	Anonymous Data Sharer	_Exclude_AnonymizedDataSharing_
QB DATAMIGRATION	QB Data Migration Permissions	QuickBooks Data Migration
ESSENTIALBUSINESSHEA	Essential Business Headlines	Essential Business Headlines
LATE PAYMENT PREDICT	Late payment predictor	_Exclude_Late Payment Predictor_
QUICKBOOKSDESKTOPSYN	QuickBooks Desktop Synchroniza	_Exclude_QuickBooksDesktopSynchronization_
WS-CNDPOST	CanadaPost SB Integration	CanadaPost for Small Business
QB DATAMIGRATION	QBO Data Migration Permissions	QuickBooks Online Data Migration
DYNAMICSGP DATAMIGRAT	Dynamics GP Data Migration	Dynamics GP Data Migration
SALESANDINVENTORYFOR	Sales And Inventory Forecast	Sales and Inventory Forecast
AZUREEVENTEMITTER	AzureEventEmitter Permissions	_Exclude_AzureEventEmitter_
PAYPALSTANDARD	MSWallet Permissions	Microsoft Pay
IMAGE ANALYZER	Image Analyzer	Image Analyzer

OK Cancel

4. Navigate to Assisted Setup.

Dynamics 365 Business Central

CRONUS Canada, Inc.

Customers Vendors Items

HEADLINE

Hi!

Activities

SALES THIS MONTH

\$2 863 \$100 936 \$79 148

SEARCH FOR PAGE OR REPORT

Type page or report name to start search:

2 search results: All Lists

Search the help for 'assisted' ?

NAME	DEPARTMENT
Assisted Setup	Setup & Extensions
Assisted Setup	Administration/Application Setup/General



5. Launch CanadaPost Integration Setup

Dynamics 365 ▾ Business Central Assisted Setup			
HOME ACTIONS			
VIEW - ASSISTED SETUP			
NAME	STATUS		
Migrate business data	Not Completed		
Set up sales tax	Completed		
Set up cash flow forecast	Completed		
Set up approval workflows	Not Completed		
Set up a customer approval workflow	Not Completed		
Set up email	Not Completed		
Set up email logging	Not Completed		
Set up your Business Inbox in Outlook	Not Completed		
Set up reporting data	Not Completed		
Set up an item approval workflow	Not Completed		
Set up a payment approval workflow	Not Completed		
Set up Dynamics 365 for Sales connection	Not Completed		
Invite External Accountant	Not Completed		
Set up consolidation reporting	Not Completed		
CanadaPost Integration Setup	...	Not Completed	

6. Click Next to begin setup.

Dynamics 365 ▾ Business Central Assisted Setup

HOME ACTIONS

VIEW - ASSISTED SETUP

NAME
Migrate business data
Set up sales tax
Set up cash flow forecast
Set up approval workflows
Set up a customer approval workflow
Set up email
Set up email logging
Set up your Business Inbox in Outlook
Set up reporting data
Set up an item approval workflow
Set up a payment approval workflow
Set up Dynamics 365 for Sales connection

WSI0001 CP SETUP WIZARD

WELCOME TO THE CANADAPOST INTEGRATION SETUP WIZARD FOR SMALL BUSINESS CUSTOMERS.

To be able to use the CanadaPost integration you need to specify your setup information.

LET'S GO!

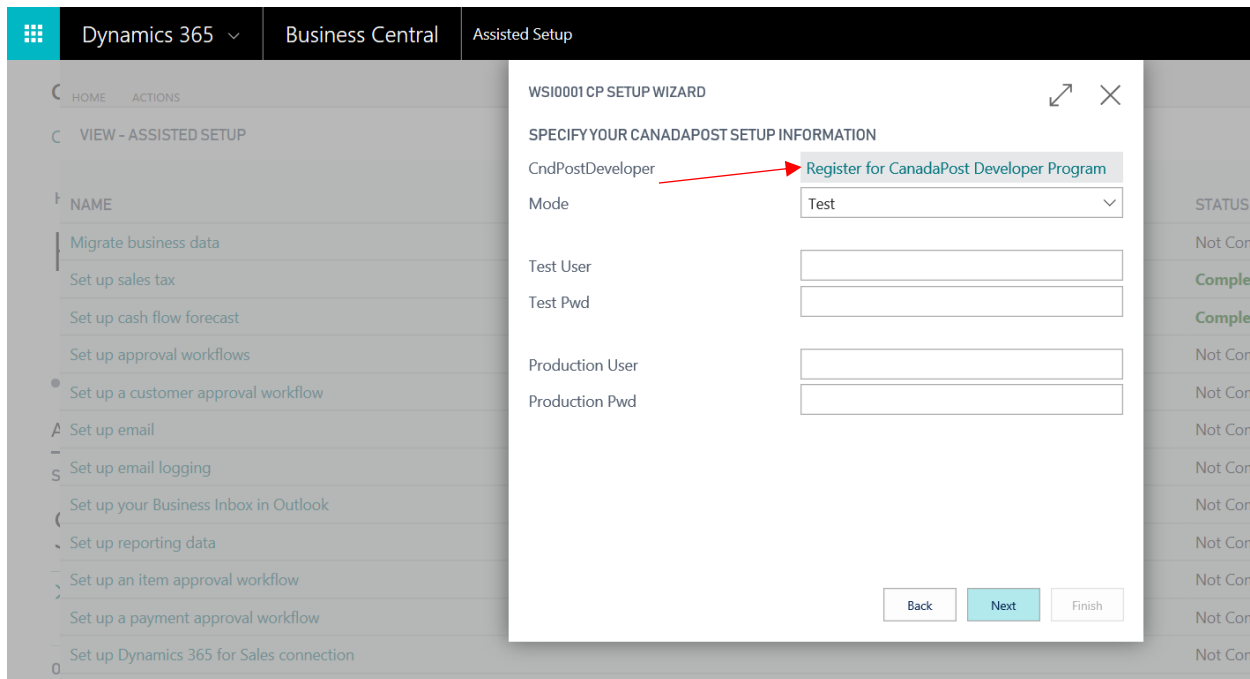
Choose Next so you can specify your CanadaPost for small business setup information.

Back

Next

Finish

7. Click the link to register for CanadaPost Developer Program.



The screenshot displays the Dynamics 365 Business Central interface. The top navigation bar shows 'Dynamics 365', 'Business Central', and 'Assisted Setup'. The left sidebar lists various setup tasks, including 'Migrate business data', 'Set up sales tax', 'Set up cash flow forecast', 'Set up approval workflows', 'Set up a customer approval workflow', 'Set up email', 'Set up email logging', 'Set up your Business Inbox in Outlook', 'Set up reporting data', 'Set up an item approval workflow', 'Set up a payment approval workflow', and 'Set up Dynamics 365 for Sales connection'. The main area shows the 'WSI0001 CP SETUP WIZARD' dialog box. The dialog box is titled 'SPECIFY YOUR CANADAPOST SETUP INFORMATION' and contains a link 'Register for CanadaPost Developer Program' which is highlighted with a red arrow. The dialog box also includes fields for 'Mode' (set to 'Test'), 'Test User', 'Test Pwd', 'Production User', and 'Production Pwd'. The dialog box has 'Back', 'Next', and 'Finish' buttons at the bottom.



- This will launch the CanadaPost website where you will be provided instructions for signing up & joining the developer program. This will allow you to receive your API keys for calling CanadaPost services directly inside of Dynamics 365 Business Central.

Canada Post Developer Program - Getting Started

Ready to join the Canada Post Developer Program? Here's how to get started.

- 1 > Sign in or sign up**
If you already have a Canada Post username and password, [Sign in](#) to the Canada Post website.
Need a username and password? [Sign up](#) now.
- 2 > Join the Developer Program**
Once you've signed in to our website, select [Join Now](#). Read and accept the terms and conditions of the Program to become a member.
- 3 > Get your API keys**
API keys are unique codes that identify your application each time it makes a call to one of our services. Once you're a member of our Developer Program and are signed in to the Canada Post website, your keys will be displayed on the main [Developer Program](#) page.
You will get 2 keys: one for development and one for production. For specifics on how to use your keys refer to the [REST Fundamentals of Canada Post Web Services](#) or [SOAP Fundamentals of Canada Post Web Services](#).

- The API keys and customer number are displayed on the Developer program page. Please take note of the **key number** from your company name along with the username & password for both development & production. You will need to enter this information into the CanadaPost Setup in Dynamics 365.

Welcome [User Name] [Refresh my information](#) [My Profile](#) | [My Support](#) | [Dashboard](#)

Company: [Company Name] - WEBSAN SOLUTIONS INC. [Select](#)

Developer Program - API Keys

Name	Key Number (username : password)	Status	New Passkey
Development	[Key Number]	Active	Regenerate
Production	[Key Number]	Active	Regenerate



10. The Development username and password are entered into the: Test User & Test Pwd fields in Dynamics 365. Note that the Development and Production username and password to be used are the key numbers outlined in the previous step (see screen above for reference). The Production username & password are entered into the: Product User & Production Pwd fields. Select the mode of operation. Test is used for testing the application. You will not be charged by CanadaPost while in this mode. In production, you are responsible for any charges generated. Select Next to continue.

The screenshot shows the Dynamics 365 Business Central interface. The top navigation bar includes "Dynamics 365", "Business Central", and "Sales Orders > Assisted Setup". The left sidebar lists various setup tasks, with "Set up sales tax" highlighted. The main window is titled "WSI0001 CP SETUP WIZARD" and contains the "SPECIFY YOUR CANADAPOST SETUP INFORMATION" section. This section includes a link to "Register for CanadaPost Developer Program", a "Mode" dropdown menu set to "Test", and input fields for "Test User", "Test Pwd", "Production User", and "Production Pwd", all masked with dots. At the bottom right, there are "Back", "Next", and "Finish" buttons. A red arrow points to the "Next" button.



11. Enter your CanadaPost Small Business Customer No. The combination of your unique API keys & customer number allows communication with CanadaPost services. The notification email is used by CanadaPost to send notifications based on the selected notify options. The shipping charge type and charge are used when adding the CanadaPost shipping charge back to an associated sales order. The Label options are used to specify if you want specific data to show on your shipping label depending on the selected options.

The screenshot shows the Dynamics 365 Business Central interface. The top navigation bar includes the Dynamics 365 logo, a dropdown menu, and the text "Business Central". Below this, a breadcrumb trail reads "Sales Orders > Assisted Setup". The left sidebar contains a list of setup tasks: "Migrate business data", "Set up sales tax", "Set up cash flow forecast", "Set up approval workflows", "Set up a customer approval workflow", "Set up email", "Set up email logging", "Set up your Business Inbox in Outlook", "Set up reporting data", "Set up an item approval workflow", "Set up a payment approval workflow", and "Set up Dynamics 365 for Sales connection". The "Set up email" task is currently selected. The main area displays the "WSI0001 CP SETUP WIZARD" dialog box. The dialog has a title bar with a maximize icon and a close button. The main content area is titled "SPECIFY YOUR CANADAPOST INTEGRATION OPTIONS." and contains the following fields: "Small Business Customer No." with the value "123456789", "Origin Postal Code" with the value "M2J4T1" and a search icon, "Notification E-Mail" with the value "test@cronus.com", "Notify On Shipment" with a checked checkbox, "Notify On Exception" with a checked checkbox, "Notify On Delivery" with a checked checkbox, "Shipping Charge Type" with a dropdown menu showing "G/L Account", "Shipping Charge" with the value "10.00" and a search icon, and "Label - Show Packing" with an unchecked checkbox. At the bottom of the dialog are three buttons: "Back", "Next" (highlighted in blue), and "Finish".



12. Click Next to continue.

The screenshot shows the 'WS10001 CP SETUP WIZARD' in Dynamics 365 Business Central. The wizard is titled 'WS10001 CP SETUP WIZARD' and has a close button (X) in the top right corner. The left sidebar shows the 'VIEW - ASSISTED SETUP' with a list of tasks: 'Migrate business data', 'Set up sales tax', 'Set up cash flow forecast', 'Set up approval workflows', 'Set up a customer approval workflow', 'Set up email', 'Set up email logging', 'Set up your Business Inbox in Outlook', 'Set up reporting data', 'Set up an item approval workflow', and 'Set up a payment approval workflow'. The main area contains the following fields and options:

- Origin Postal Code: M2J4T1
- Notification E-Mail: test@cronus.com
- Notify On Shipment: ☒
- Notify On Exception: ☒
- Notify On Delivery: ☒
- Shipping Charge Type: G/L Account
- Shipping Charge: 10.00
- Label - Show Packing: ☐
- Label - Show Rate: ☐
- Label - Show Insured: ☐

At the bottom, there are three buttons: 'Back', 'Next', and 'Finish'. A red arrow points to the 'Next' button.

You have completed the setup of the CanadaPost for Small Business app. Click Finish to exit the wizard.

The screenshot shows the 'WS10001 CP SETUP WIZARD' in Dynamics 365 Business Central. The wizard is titled 'WS10001 CP SETUP WIZARD' and has a close button (X) in the top right corner. The left sidebar shows the 'VIEW - ASSISTED SETUP' with a list of tasks: 'Migrate business data', 'Set up sales tax', 'Set up cash flow forecast', 'Set up approval workflows', 'Set up a customer approval workflow', 'Set up email', 'Set up email logging', 'Set up your Business Inbox in Outlook', 'Set up reporting data', 'Set up an item approval workflow', and 'Set up a payment approval workflow'. The main area contains the following text:

THAT'S IT!
Choose Finish to complete the Canadapost integration setup.

HelpLbl: [To learn more about the Canadapost integr...](#)

At the bottom, there are three buttons: 'Back', 'Next', and 'Finish'. A red arrow points to the 'Finish' button.



13. We want to setup a standard box size for our company. This can speed up the process of generating quote requests. Search for the CanadaPost Default Packages page.

The screenshot shows the Dynamics 365 Business Central interface. The top navigation bar includes 'Dynamics 365', 'Business Central', and 'Sales Orders'. A search bar on the right contains the text 'canadapost default'. Below the search bar, a table displays the search results. A red arrow points to the 'CanadaPost Default Packages' link in the table.

NAME	DEPARTMENT
CanadaPost Default Packages	Departments/CanadaPost for Small Business

14. Click new to create a new default package. Click the X to save and close the new default package.

The screenshot shows the Dynamics 365 Business Central interface. The top navigation bar includes 'Dynamics 365', 'Business Central', and 'Sales Orders > DEFAULT SIZE'. On the left, a 'NEW' button is highlighted with a red arrow. On the right, a close button (X) is highlighted with a red arrow. The main content area displays the 'DEFAULT SIZE' form, which includes a 'General' tab and a table for package details.

Package Name	DEFAULT SIZE	Unpackaged	Coverage Amount
Description			
Length (cm)	30.00		
Width (cm)	30.00		
Height (cm)	30.00		



Usage

1. Let us create a new CanadaPost Quote request for an existing order. Navigate to Sales Orders.

The screenshot shows the Dynamics 365 Business Central interface. The top navigation bar includes 'Dynamics 365', 'Business Central', and 'Sales Orders'. A search bar is open with the text 'sales orders'. Below the search bar, it says '14 search results: All Lists Reports and Analysis Tasks'. A table of results is displayed with columns 'NAME' and 'DEPARTMENT'. A red arrow points to the first result, 'Sales Orders'.

NAME	DEPARTMENT
Sales Orders	Home
Sales Orders	Sales
Blanket Sales Orders	Sales
Sales Return Orders	Sales
Sales Orders	Departments/Sales & Marketing/Order Processing
Blanket Sales Orders	Departments/Sales & Marketing/Order Processing
Sales Return Orders	Departments/Sales & Marketing/Order Processing
Inventory - Sales Back Orders	Sales & Marketing/Inventory & Pricing/Reports

2. Choose the Sales Order you wish to create a quote request for.

The screenshot shows the Dynamics 365 Business Central interface. The top navigation bar includes 'Dynamics 365', 'Business Central', and 'Sales Orders > Sales Orders'. The 'VIEW - SALES ORDERS' section is active. A table of sales orders is displayed with columns: NO., SELL-TO CUSTOMER NAME, EXTERNAL DOCUMENT NO., LOCATION CODE, DOCUME... DATE, COM... SHIPPE, AMOUNT SHIPPED NOT INVOICED (LCY), AMOUNT SHIPPED NOT INVOICED (LCY) INCL. VAT, AMOUNT, and INCLUD. A red arrow points to the first row of the table.

NO.	SELL-TO CUSTOMER NAME	EXTERNAL DOCUMENT NO.	LOCATION CODE	DOCUME... DATE	COM... SHIPPE	AMOUNT SHIPPED NOT INVOICED (LCY)	AMOUNT SHIPPED NOT INVOICED (LCY) INCL. VAT	AMOUNT	INCLUD
S-ORD1010...	Adatum Corporation			4/2/2018	No	0.00	0.00	25,189.20	2
S-ORD1010...	Adatum Corporation			5/1/2018	No	0.00	0.00	3,432.50	
S-ORD1010...	School of Fine Art			4/22/2018	No	0.00	0.00	7,785.60	
S-ORD1010...	Alpine Ski House			5/13/2018	No	0.00	0.00	856.50	



3. Choose the CanadaPost button.

The screenshot shows the Dynamics 365 Business Central interface. The top navigation bar includes 'Dynamics 365', 'Business Central', and a breadcrumb trail: 'Sales Orders > Sales Orders > S-ORD101001 · Adatum Corporation'. Below this is a ribbon with tabs: 'HOME', 'ACTIONS', 'NAVIGATE', 'REPORT', 'MANAGE', 'LINE', and 'ORDER'. The 'MANAGE' tab is active, showing a group of icons. A red arrow points to the 'Canada Post' icon, which is part of the 'Process' group. Other icons in the 'Process' group include 'Release', 'Reopen', 'Attachments', 'Create Inventory Put-away/Pick...', 'Email Confirmation...', 'Print Confirmation...', and 'Statistics'. To the right of the ribbon are three more groups of icons: 'Report' (Picking List by Order), 'Posting' (Post..., Post and Send...), and 'Request' (Send Approval Request). Below the ribbon, the page title is 'EDIT - SALES ORDER - S-ORD101001 · ADATUM CORPORATION'. The main content area shows the order details for 'S-ORD101001 · Adatum Corporation' under the 'General' tab. The details are as follows:

General	
Customer Name	Adatum Corporation
Contact	Robert Townes
Posting Date	4/2/2018
Order Date	4/2/2018

4. This will create a new Quote Request for this Sales Order. The shipping data from the order is automatically pulled into the quote request for you to speed the quote creation process.

The screenshot shows the Dynamics 365 Business Central interface for a 'CanadaPost Rate Request'. The top navigation bar includes 'Dynamics 365', 'Business Central', and a breadcrumb trail: 'Sales Orders > Sales Orders > S-ORD101001 · Adatum Corporation > 1'. Below this is a ribbon with tabs: 'HOME', 'ACTIONS', 'NAVIGATE', 'REPORT', 'MANAGE', 'LINE', and 'ORDER'. The 'MANAGE' tab is active, showing a group of icons. A red arrow points to the 'CanadaPost Rate Request' icon, which is part of the 'Process' group. Other icons in the 'Process' group include 'Delete', 'Edit', 'Submit Rate Request', and 'Create Non-Contract Shipment'. To the right of the ribbon are three more groups of icons: 'Report' (Picking List by Order), 'Posting' (Post..., Post and Send...), and 'Request' (Send Approval Request). Below the ribbon, the page title is 'EDIT - CANADAPOST RATE REQUEST - 1'. The main content area shows the details for the rate request under the 'General' tab. The details are as follows:

General	
Document No.	S-ORD101001
Promotion Code	
Expected Mailing Date	
Signature	<input type="checkbox"/>
Proof of Age Required - 18	<input type="checkbox"/>
Proof of Age Required - 19	<input type="checkbox"/>
Card for Pickup	<input type="checkbox"/>
Do not Safe Drop	<input type="checkbox"/>
Leave at door	<input type="checkbox"/>
Deliver To Post Office	<input checked="" type="checkbox"/>
Deliver To Post Office ID	
Client Voice No.	12345678
Client E-Mail	robert@adatum.com
Origin Postal Code	M2J4T1
Destination Country	Canada
Destination Code	R3C3Z3
Quote Total	0.00

Below the 'General' tab is the 'Shipping' section:

Shipping	
Ship-To Contact	Robert Townes
Ship-To Name	Adatum Corporation
Ship-to City	Winnipeg
Ship-to State	MB



5. All shipping must originate in Canada. You can ship to US as well as ship international. The general and shipping tabs allow you to specify one shipment transaction. The options will be restricted depending on which options you choose to select. For example, you cannot request to "Leave at door" if you have selected the Signature option.

Dynamics 365 Business Central Sales Orders > Sales Orders > S-ORD101001 - Adatum Corporation > 1

HOME ACTIONS MANAGE

Delete Edit Submit Rate Request Create Non-Contract Shipments New CanadaPost Rate Request

Manage Process

The page has an error. Correct the error or try to revert the change.

EDIT - CANADAPOST RATE REQUEST - 1

1

General

Document No. S-ORD101001 Deliver To Post Office ☒

Promotion Code

Expected Mailing Date

Signature ☒ Deliver To Post Office ID

Proof of Age Required - 18 ☐ Client Voice No. 12345678

Proof of Age Required - 19 ☐ Client E-Mail robert@adatum.com

Card for Pickup ☐ Origin Postal Code M2J4T1

Do not Safe Drop ☐ Destination Country Canada

Leave at door ☒ Destination Code R3C3Z3

Quote Total 0.00

Validation Results

You may not select "Leave at door" when "Signature" is selected.

Shipping

Ship-To Contact Ship-To City Winnipeg

6. To submit a rate request, you need to define a package or packages for this shipment. Rate requests are determined per package. We have set up a predefined package previously. We will select it from the predefined package lookup. This defaults the package information.

Leave at door ☐

Shipping

Ship-To Contact Robert Townes Ship-To City Winnipeg

Ship-To Name Adatum Corporation Ship-To State MB

Ship-To Address 360 Main Street, Suite 1150 Ship-To Country/Region Code CA

Ship-To Address 2 Ship-To Zip Code R3C3Z3

Customs >

Package

PACKAGE NAME	WIDTH (CM)	HEIGHT (CM)	UNP...	COVERAGE AMOUNT	MAL... TUBE	COD AMOUNT	COD INCLU SHIPP	NON-DELIVERY	RATE RESULTS
DEFAULT SIZE	2.00	20.00	20.00	20.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>	0
Select from full list					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	



7. Choosing a predefined package restricts the values for the package to be edited. If you wish to make changes to the package, you must remove the predefined package from the line. The values that were defaulted remain but can be modified. You must enter a parcel weight.

Dynamics 365 Business Central Sales Orders > Sales Orders > S-ORD101001 - Adatum Corporation > 1

PACKAGES

Manage: Delete, Edit, Submit Rate Request, Create Non-Contract Shipment, New CanadaPost Rate Request

Process: Submit Rate Request, Create Non-Contract Shipment, New CanadaPost Rate Request

EDIT - CANADAPOST RATE REQUEST - 1

Proof of Age Required - 19 ☐ Destination Country: Canada

Card for Pickup ☐ Destination Code: R3C3Z3

Do not Safe Drop ☐ Quote Total: 0.00

Leave at door ☐

Shipping

Ship-To Contact: Robert Townes Ship-to City: Winnipeg

Ship-To Name: Adatum Corporation Ship-to State: MB

Ship-To Address: 360 Main Street, Suite 1150 Ship-to Country/Region Code: CA

Ship-To Address 2: Ship-to Zip Code: R3C3Z3

Customs >

Packages

PREDEFINED PACKAGE	PARCEL WEIGHT (KG)	LENGTH (CM)	WIDTH (CM)	HEIGHT (CM)	UNP...	COVERAGE AMOUNT	MAL... TUBE	COD AMOUNT	COD INCLU SHIPP	NON-DELIVERY	RATE RESULTS
DEFAULT SIZE	2.00	30.00	30.00	30.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>		0
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		

8. Press the action: Submit Rate Request to retrieve a list of CanadaPost services and rates applicable to your package. You will see the rate results change to show the number of services available.

Dynamics 365 Business Central Sales Orders > Sales Orders > S-ORD101001 - Adatum Corporation > 1

PACKAGES

Manage: New CanadaPost Rate Request, Submit Rate Request, Create Non-Contract Shipment, Setup CanadaPost

Process: Submit Rate Request, Create Non-Contract Shipment, Setup CanadaPost

EDIT - CANADAPOST RATE REQUEST - 1

Proof of Age Required - 19 ☐ Destination Country: Canada

Card for Pickup ☐ Destination Code: R3C3Z3

Do not Safe Drop ☐ Quote Total: 0.00

Leave at door ☐

Shipping

Ship-To Contact: Robert Townes Ship-to City: Winnipeg

Ship-To Name: Adatum Corporation Ship-to State: MB

Ship-To Address: 360 Main Street, Suite 1150 Ship-to Country/Region Code: CA

Ship-To Address 2: Ship-to Zip Code: R3C3Z3

Customs >

Packages

PREDEFINED PACKAGE	PARCEL WEIGHT (KG)	LENGTH (CM)	WIDTH (CM)	HEIGHT (CM)	UNP...	COVERAGE AMOUNT	MAL... TUBE	COD AMOUNT	COD INCLU SHIPP	NON-DELIVERY	RATE RESULTS
DEFAULT SIZE	5.00	30.00	30.00	30.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>		1
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		



9. To view the rates for any given package, make sure you have selected the package line in question. Click the Packages-Manage: View Services Action.

The screenshot shows the Dynamics 365 Business Central interface. The top navigation bar includes 'Dynamics 365', 'Business Central', and a breadcrumb trail: 'Sales Orders > Sales Orders > S-ORD101001 - Adatum Corporation > 1'. The left sidebar has a 'Packages' section with 'View Services' highlighted by a red arrow. The main area displays 'EDIT - CANADAPOST RATE REQUEST - 1' with fields for 'Proof of Age Required - 19', 'Card for Pickup', 'Do not Safe Drop', 'Leave at door', 'Destination Country' (Canada), 'Destination Code' (R3C3Z3), and 'Quote Total' (0.00). Below this is a 'Shipping' section with fields for 'Ship-To Contact' (Robert Townes), 'Ship-To Name' (Adatum Corporation), 'Ship-To Address' (360 Main Street, Suite 1150), 'Ship-To Address 2', 'Ship-to City' (Winnipeg), 'Ship-to State' (MB), 'Ship-to Country/Region Code' (CA), and 'Ship-to Zip Code' (R3C3Z3).

10. Services will be displayed along with the costs, shipping dates, taxes.

The screenshot shows the Dynamics 365 Business Central interface with the 'VIEW - WS10001 CANADAPOST RESULTS' table. The table has columns for SE, TRACKING-PIN, SERVICE CODE, SERVICE NAME, EXPECTED DELIVERY DATE, GU. DELI. DAY, DUE, RE. REQL, BASE COST, GST, PST, HST, AUTOMATION DISCOUNT, and FUEL SURCHARGE. The table contains four rows of data for different shipping services.

SE	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU. DELI. DAY	DUE	RE. REQL	BASE COST	GST	PST	HST	AUTOMATION DISCOUNT	FUEL SURCHARGE
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input checked="" type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input type="checkbox"/>		DOM.PC	Priority	3/19/2018	<input checked="" type="checkbox"/>	96.42	<input type="checkbox"/>	89.35	4.59	0.00	0.00	0.00	9.47
<input type="checkbox"/>		DOM.RP	Regular Parcel	3/22/2018	<input type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input type="checkbox"/>		DOM.XP	Xpresspost	3/20/2018	<input checked="" type="checkbox"/>	57.06	<input type="checkbox"/>	50.34	2.72	0.00	0.00	0.00	5.45

11. From this page, you can select the service that you are interested in purchasing and create a non-contract shipment. To create a non-contract shipment, you need to setup a valid payment option in your CanadaPost small business account. Otherwise you will receive an error message indicating specifically what the error is. Since we are in "TEST MODE", we can create a non-contract shipment without this restriction. Doing so will allow us to generate a shipping label and retrieve a receipt of the transaction.

12. Press the Create Non-Contract shipment option after choosing a service. You will only be able to select one service per package.

Dynamics 365 Business Central Orders > S-ORD101001 - Adatum Corporation > CanadaPost Rate Request List > 1 > WSI0001 CanadaPost Results

HOME ACTIONS

Manage Process

VIEW - WSI0001 CANADAPOST RESULTS

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI ¹ DAY	DUE	RE... REQL	BASE COST	GST	PST	H
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input checked="" type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	C
<input type="checkbox"/>		DOM.PC	Priority	3/19/2018	<input checked="" type="checkbox"/>	96.42	<input type="checkbox"/>	89.35	4.59	0.00	C
<input type="checkbox"/>		DOM.RP	Regular Parcel	3/22/2018	<input type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	C
<input type="checkbox"/>		DOM.XP	Xpresspost	3/20/2018	<input checked="" type="checkbox"/>	57.06	<input type="checkbox"/>	50.34	2.72	0.00	C

13. A tracking pin is generated and displayed. While in test mode, you will not be able to retrieve tracking information for a shipment. This feature will only work in production mode.

Dynamics 365 Business Central Orders > S-ORD101001 - Adatum Corporation > CanadaPost Rate Request List > 1 > WSI0001 CanadaPost Results

HOME ACTIONS

Manage Process

EDIT - WSI0001 CANADAPOST RESULTS

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI ¹ DAY	DUE	RE... REQL	BASE COST	GST	PST	HST	AUTOMATION DISCOUNT	FUEL SURCHARGE
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input checked="" type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input type="checkbox"/>	...	DOM.PC	Priority	3/19/2018	<input checked="" type="checkbox"/>	96.42	<input type="checkbox"/>	89.35	4.59	0.00	0.00	0.00	9.47
<input type="checkbox"/>	...	DOM.RP	Regular Parcel	3/22/2018	<input type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input checked="" type="checkbox"/>	...	DOM.XP	Xpresspost	3/20/2018	<input checked="" type="checkbox"/>	57.06	<input type="checkbox"/>	50.34	2.72	0.00	0.00	0.00	5.45

Your NonContract shipment was created successfully.

OK

Dynamics 365 Business Central Orders > S-ORD101001 - Adatum Corporation > CanadaPost Rate Request List > 1 > WSI0001 CanadaPost Results

HOME ACTIONS

Manage Process

EDIT - WSI0001 CANADAPOST RESULTS

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI ¹ DAY	DUE	RE... REQL	BASE COST	GST	PST	HST	AUTOMATION DISCOUNT	FUEL SURCHARGE
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input checked="" type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input type="checkbox"/>	...	DOM.PC	Priority	3/19/2018	<input checked="" type="checkbox"/>	96.42	<input type="checkbox"/>	89.35	4.59	0.00	0.00	0.00	9.47
<input type="checkbox"/>	...	DOM.RP	Regular Parcel	3/22/2018	<input type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input checked="" type="checkbox"/>	123456789012	DOM.XP	Xpresspost	3/20/2018	<input checked="" type="checkbox"/>	57.06	<input type="checkbox"/>	50.34	2.72	0.00	0.00	0.00	5.45



14. Retrieve a PDF of the shipping label by clicking the “Shipping Label” action from the ribbon. All the “label” options will be displayed when in “test” mode regardless of options selected in setup menu. Production shipping labels will generate per the selected options.

For Testing Purposes Only
À des fins de test uniquement

Xpresspost™/MC

Tracking Number

Numéro de repérage

Instructions

1. Choose a box designed for shipping.
2. Wrap your items so that they are secure in the box and seal the box using proper shipping tape.
3. Cut the label on the dotted line and retain this half for tracking purposes.
4. Tape the label so it appears squarely on the largest side of the box (do not bend it around sides or end of box). Do not tape over any part of the barcode on the label.
5. Take the parcel to a Canada Post retail outlet for shipping. All items except Priority™ may also be deposited in a Street Letter Box.

1. Choisissez une boîte conçue pour l'expédition.
2. Embalquez solidement vos articles dans la boîte et scellez le tout avec du ruban d'expédition.
3. Découpez l'étiquette le long du pointillé et conservez cette partie pour suivi.
4. Apposez l'étiquette pour qu'elle paraisse entièrement sur le côté le plus grand de la boîte (ne pas la replier sur les côtés). Ne recouvrez aucune partie du code à barres de l'étiquette.
5. Apportez le colis à un comptoir postal de Postes Canada pour expédition. Tous les envois sauf ceux utilisant Priority™ peuvent aussi être déposés dans une boîte aux lettres publique.

To: ROBERT TOWNES
A: Order No.: P123456789
N° d'commande: P123456789

Customer Credit Card Receipt / Reçu de carte de crédit

The online transaction has been approved by the credit card issuer. / La transaction en ligne a été approuvée par l'établissement émetteur de la carte de crédit.

Transaction type: Sale / Vente

Type de transaction:

Card Type: / Type de carte:

VIS

Name on Card: / Nom sur la carte:

John Doe

Order Sub-Total: \$54.34 CAD

Total partiel de la commande:

GST / TPS (#119321495): \$2.72 CAD

PST / TVP: \$0.00 CAD

HST / TVH: \$0.00 CAD

Total Transaction Amount: \$57.06 CAD

Montant total de la transaction:

Authorization Code: 007564

Code d'autorisation:

Date and Time: 2018 03 16 10:42 EDT

Date et heure: Canada Post

Merchant Name: Postes Canada

Nom du commerçant: www.canadapost.ca

Merchant Online Address: www.postescanada.ca

Adresse Web du commerçant:

A barcode should be printed on the label because Delivery Confirmation is selected. If no bar code is visible, please contact the help desk at 1-877-376-1212 for assistance.
Un code à barres devrait être imprimé sur l'étiquette lorsque la confirmation de livraison est choisie. Si le code à barres n'apparaît pas, veuillez communiquer avec le service d'assistance au 1-877-376-1212.

For Testing Purposes Only
À des fins de test uniquement

1

Xpresspost™/MC

YWG

TO: / À:

ROBERT TOWNES
ADATUM CORPORATION
360 MAIN STREET, SUITE 1150
WINNIPEG MB R3C 3Z3

R3C 3Z3

SIGNATURE

TRACKING NUMBER

N° DE REPÉRAGE

Sender warrants that this item does not contain non-mailable matter.
L'expéditeur garantit que cet envoi ne contient pas d'objet inadmissible.

FROM: / DE

CRONUS Canada, Inc.
220 Yonge St
Toronto ON M5E 1G5

30x30x30cm

10.000

KG VE/VE

MANIFEST NOT REQ

MANIFESTE NON REQ

ESTIOEE V1801.1.232 SPEC 3696 V2

PIN / NIP:

P/F: 8533148

CC

Order No.: / N° d'commande: P123456789
Auth Number / N° d'autorisation: 007564

In case of non-delivery, return at sender's expense at counter rates.
En cas de non-livraison manquée, renvoyer aux frais de l'expéditeur aux tarifs du comptoir.



15. Click the Receipt button to retrieve a .txt file of the details for this transaction.

Receipt - Notepad

File Edit Format View Help

RECEIPT

Final Shipping Point (Postal Code): M3C1J9
Shipping Point: NORTH YORK DON MILLS PO
Shipping Point ID: 3269
Customer Number: XXXXXXXXXXXX|
Service Used: DOM.XP
Rated Weight: 10.000
Base Amount: \$50.34
Pre Tax Amount: \$54.34
GST Amount: \$2.72
Option Code: DC
Option Price: \$0
Option Code: SO
Option Price: \$1.50
Adjustment Code: FUELSC
Adjustment Amount: \$5.45
Adjustment Code: V1DISC
Adjustment Amount: \$-2.95
Merchant Name: Canada Post
Merchant URL: www.canadapost.ca
Name on Card: John Doe
Authorization Code: 007564
Authorization Timestamp: 2018-03-16T10:42:53-04:00
Card Type: VIS
Charge Amount: 57.06
Currency: CAD
TXN Type: Sale
AM Delivery: NO
Guaranteed Delivery: YES
Expected Delivery Date: 2018-03-20

16. To cancel this non-contract shipment, we can Request a Refund by pressing the “Request Refund” action from the ribbon. If this shipment has not been scanned into CanadaPost’s system, a refund will be granted.

Dynamics 365 Business Central Orders > S-ORD101001 - Adatum Corporation > CanadaPost Rate Request List > 1 > WSI0001 CanadaPost Results

HOME ACTIONS

Manage Process Page

EDIT - WSI0001 CANADAPOST RESULTS

SE	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU. DELI. DAY	DUE	RE. REQL	BASE COST	GST	PST	HST	AUTOMATION DISCOUNT	FUEL SURCHARGE
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input checked="" type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input type="checkbox"/>	...	DOM.PC	Priority						4.59	0.00	0.00	0.00	9.47
<input type="checkbox"/>	...	DOM.RP	Regular Parcel						1.31	0.00	0.00	0.00	2.55
<input checked="" type="checkbox"/>	123456789012	DOM.XP	Xpresspost						2.72	0.00	0.00	0.00	5.45

Are you sure you wish to submit a refund request for tracking pin 123456789012?

Yes No

Dynamics 365 Business Central Orders > S-ORD101001 - Adatum Corporation > CanadaPost Rate Request List > 1 > WSI0001 CanadaPost Results

HOME ACTIONS

Manage Process Page

EDIT - WSI0001 CANADAPOST RESULTS

SE	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU. DELI. DAY	DUE	RE. REQL	BASE COST	GST	PST	HST	AUTOMATION DISCOUNT	FUEL SURCHARGE
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input checked="" type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input type="checkbox"/>	...	DOM.PC	Priority						4.59	0.00	0.00	0.00	9.47
<input type="checkbox"/>	...	DOM.RP	Regular Parcel						1.31	0.00	0.00	0.00	2.55
<input checked="" type="checkbox"/>	123456789012	DOM.XP	Xpresspost						2.72	0.00	0.00	0.00	5.45

Your request for refund has been submitted successfully.

Service Ticket Date: 2018-03-16
Service Ticket id: 0123456789

OK

Dynamics 365 Business Central Orders > S-ORD101001 - Adatum Corporation > CanadaPost Rate Request List > 1 > WSI0001 CanadaPost Results

HOME ACTIONS

Manage Process Page

EDIT - WSI0001 CANADAPOST RESULTS

SE	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU. DELI. DAY	DUE	RE. REQL	BASE COST	GST	PST	HST	AUTOMATION DISCOUNT	FUEL SURCHARGE
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input checked="" type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input type="checkbox"/>	...	DOM.PC	Priority	3/19/2018	<input checked="" type="checkbox"/>	96.42	<input type="checkbox"/>	89.35	4.59	0.00	0.00	0.00	9.47
<input type="checkbox"/>	...	DOM.RP	Regular Parcel	3/22/2018	<input type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input checked="" type="checkbox"/>	123456789012	DOM.XP	Xpresspost	3/20/2018	<input checked="" type="checkbox"/>	57.06	<input checked="" type="checkbox"/>	50.34	2.72	0.00	0.00	0.00	5.45



17. Use the Apply Charges to Document action to create a new shipping charge line on the associated sales order based on the Setup option chosen.

Dynamics 365 Business Central | Orders > S-ORD101001 - Adatum Corporation > CanadaPost Rate Request List > 1 > WSI0001 CanadaPost Results

ACTIONS

- Manage: Edit List, Create Non-Contract Shipment, Shipping Label, Tracking Information, Receipt
- Process: Request Refund, Get Signature, **Apply Charges to Document** (highlighted with a red arrow), Open in Excel

EDIT - WSI0001 CANADAPOST RESULTS

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI' DAY	DUE	RE... REQL	BASE COST	GST	PST	HST	AUTOMATI DISCOU
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input checked="" type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0
<input type="checkbox"/>	...	DOM.PC	Priority	3/19/2018	<input checked="" type="checkbox"/>	96.42	<input type="checkbox"/>	89.35	4.59	0.00	0.00	0
<input type="checkbox"/>	...	DOM.RP	Regular Parcel	3/22/2018	<input type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0
<input checked="" type="checkbox"/>	123456789012	DOM.XP	Xpresspost	3/20/2018	<input checked="" type="checkbox"/>	57.06	<input checked="" type="checkbox"/>	50.34	2.72	0.00	0.00	0

Dynamics 365 Business Central | Orders > S-ORD101001 - Adatum Corporation > CanadaPost Rate Request List > 1 > WSI0001 CanadaPost Results

ACTIONS

- Manage: Edit List, Create Non-Contract Shipment, Shipping Label, Tracking Information, Receipt
- Process: Request Refund, Get Signature, **Apply Charges to Document** (highlighted with a red arrow), Open in Excel

EDIT - WSI0001 CANADAPOST RESULTS

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI' DAY	DUE	RE... REQL	BASE COST	GST	PST	HST	AUTOMATI DISCOU
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input checked="" type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0
<input type="checkbox"/>	...	DOM.PC	Priority	3/19/2018	<input checked="" type="checkbox"/>	96.42	<input type="checkbox"/>	89.35	4.59	0.00	0.00	0
<input type="checkbox"/>	...	DOM.RP	Regular Parcel	3/22/2018	<input type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0
<input checked="" type="checkbox"/>	123456789012	DOM.XP	Xpresspost	3/20/2018	<input checked="" type="checkbox"/>	57.06	<input checked="" type="checkbox"/>	50.34	2.72	0.00	0.00	0

?

Are you sure you wish to apply non-contract shipment charges to Document Type:Order Document No:S-ORD101001

Yes No

Dynamics 365 Business Central | Orders > S-ORD101001 - Adatum Corporation > CanadaPost Rate Request List > 1 > WSI0001 CanadaPost Results

ACTIONS

- Manage: Edit List, Create Non-Contract Shipment, Shipping Label, Tracking Information, Receipt
- Process: Request Refund, Get Signature, **Apply Charges to Document** (highlighted with a red arrow), Open in Excel

EDIT - WSI0001 CANADAPOST RESULTS

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI' DAY	DUE	RE... REQL	BASE COST	GST	PST	HST	AUTOMATI DISCOU
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input checked="" type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0
<input type="checkbox"/>	...	DOM.PC	Priority	3/19/2018	<input checked="" type="checkbox"/>	96.42	<input type="checkbox"/>	89.35	4.59	0.00	0.00	0
<input type="checkbox"/>	...	DOM.RP	Regular Parcel	3/22/2018	<input type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0
<input checked="" type="checkbox"/>	123456789012	DOM.XP	Xpresspost	3/20/2018	<input checked="" type="checkbox"/>	57.06	<input checked="" type="checkbox"/>	50.34	2.72	0.00	0.00	0

i

Charges have been applied successfully to Document Type:Order Document No:S-ORD101001

OK



- Review charges on Order. Close the CanadaPost Results and close the CanadaPost Quote Page. You will see the charge has been applied to the order based on your selected Setup Options from the CanadaPost Setup.

Dynamics 365 | **Business Central** | Sales Orders > S-ORD101001 · Adatum Corporation

EDIT - SALES ORDER - S-ORD101001 · ADATUM CORPORATION

S-ORD101001 · Adatum Corporation

General

Customer Name: Adatum Corporation | Due Date: 5/2/2018
 Contact: Robert Townes | Requested Delivery Date: 4/3/2018
 Posting Date: 4/2/2018 | External Document No.:
 Order Date: 4/2/2018

Lines

TYPE	NO.	DESCRIPTION	LOCATION CODE	QUANTITY	RESERVED QUANTITY	UNIT OF MEASURE CODE	UNIT PRICE EXCL. VAT	TAX GROUP CODE	LINE DISCOUNT %	LINE AMOUNT EXCL. VAT
Item	1996-S	ATLANTA Whiteboard, base		12		PCS	2,099.10	TAXABLE		25,189.20
G/L Account	67400	Miscellaneous		1			54.34	TAXABLE		54.34

United States Shipping

- US shipping is like domestic shipping with a few additional conditions that must be met. Let's go through an example. Create an order that has a ship-to address in the US by first selecting new.

Dynamics 365 | **Business Central** | Sales Orders

CRONUS Canada, Inc. | Finance | Cash Management | **Sales** | Purchasing | Approvals | Self-Service | Setup & Extensions

Sales Orders: [All](#) | Search | **+ New** | Manage | Report | Order | Page | Actions | Navigate | Report | Show filters

NO.	SELL-TO CUSTOMER NAME	EXTERNAL DOCUMENT NO.	LOCATION CODE	DOCUME... DATE	COM... SHIPPE	AMOUNT SHIPPED NOT INVOICED (LCY)	AMOUNT SHIPPED NOT INVOICED (LCY) INCL. VAT	AMOUNT
S-ORD1010...	Adatum Corporation			4/2/2018	No	0.00	0.00	25,243.54
S-ORD1010...	Adatum Corporation			5/1/2018	No	0.00	0.00	3,432.50
S-ORD1010...	School of Fine Art			4/22/2018	No	0.00	0.00	7,785.60
S-ORD1010...	Alpine Ski House			5/13/2018	No	0.00	0.00	856.50



2. Select a customer

Dynamics 365 Business Central Sales Orders > Sales Order

HOME ACTIONS NAVIGATE REPORT

Manage Process Report Posting Request Approval Page

NEW - SALES ORDER

Sales Order

General

Customer Name * Due Date

Contact

Posting Date

Order Date

Lines

TYPE	NO.	NAME	CITY	PHONE NO.	UNIT OF MEASURE	UNIT PRICE EXCL. VAT	TAX GROUP CODE	LINE DISCOUNT %	LINE AMOUNT EXCL. VAT
Item									

+ New Select from full list

NO.	NAME	CITY	PHONE NO.
10000	Adatum Corporation	Winnipeg	
20000	Trey Research	Mississauga	
30000	School of Fine Art	Ottawa	
40000	Alpine Ski House	Calgary	
50000	Relecloud	Vancouver	

3. Add an Item.

Dynamics 365 Business Central Sales Orders > S-ORD101005 · School of Fine Art

HOME ACTIONS NAVIGATE REPORT MANAGE LINE ORDER

Manage Process Report Posting Request Approval Page

NEW - SALES ORDER - S-ORD101005 · SCHOOL OF FINE ART

S-ORD101005 · School of Fine Art

General

Customer Name * Sc 4/30/2018

Contact

Posting Date

Order Date

Lines

TYPE	NO.	DESCRIPTION	BASE UNIT OF MEASURE	UNIT PRICE	UNIT OF MEASURE	UNIT PRICE EXCL. VAT	TAX GROUP CODE	LINE DISCOUNT %	LINE AMOUNT EXCL. VAT
Item									

+ New Select from full list

NO.	DESCRIPTION	BASE UNIT OF MEASURE	UNIT PRICE
1896-S	ATHENS Desk	PCS	1,503.40
1900-S	PARIS Guest Chair, black	PCS	289.60
1906-S	ATHENS Mobile Pedestal	PCS	651.40
1908-S	LONDON Swivel Chair, blue	PCS	285.50
1920-S	ANTWERP Conference Table	PCS	973.20
1925-W	Conference Bundle 1-6	PCS	283.60



4. Use Quantity of 1.

Dynamics 365 Business Central Sales Orders > S-ORD101005 · School of Fine Art

NEW - SALES ORDER - S-ORD101005 · SCHOOL OF FINE ART

S-ORD101005 · School of Fine Art

General

Customer Name	School of Fine Art	Due Date	4/30/2018
Contact	Meagan Bond	Requested Delivery Date	
Posting Date	4/9/2018	External Document No.	
Order Date	4/9/2018		

Lines

TYPE	NO.	DESCRIPTION	LOCATION CODE	QUANTITY	RESERVED QUANTITY	UNIT OF MEASURE CODE	UNIT PRICE EXCL. VAT	TAX GROUP CODE	LINE DISCOUNT %
Item	1896-S	ATHENS Desk		1		PCS	1,503.40	TAXABLE	

5. Use a Custom Address

Dynamics 365 Business Central Sales Orders > S-ORD101005 · School of Fine Art

NEW - SALES ORDER - S-ORD101005 · SCHOOL OF FINE ART

Customergroup Code

Shipping and Billing

Ship-to	Custom Address	Location Code	
Code		Shipment Date	4/9/2018
Name	School of Fine Art	Outbound Whse. Handling Time	
Address	100 Queen Street, Suite 500		
Address 2			
City	Ottawa		
State	ON		
Post Code	K1P 1J9		
Country/Region	CA		
Contact	Meagan Bond		
SHIPMENT METHOD			
Code			
Agent			
Agent Service			



6. Change country to US. Set a valid State and Zip code.

Dynamics 365 Business Central Sales Orders > S-ORD101005 · School of Fine Art

NEW - SALES ORDER - S-ORD101005 · SCHOOL OF FINE ART

Shipping and Billing

Ship-to	Custom Address	Location Code	
Code		Shipment Date	4/9/2018
Name	School of Fine Art	Outbound Whse. Handling Time	
Address	123 Somewhere		
Address 2			
City	New York		
State	NY		
Post Code	11010		
Country/Region	US		
Contact	Meagan Bond		
SHIPMENT METHOD			
Code			
Agent			
Agent Service			

7. Click the CanadaPost action from the ribbon.

Dynamics 365 Business Central Sales Orders > S-ORD101005 · School of Fine Art

NEW - SALES ORDER - S-ORD101005 · SCHOOL OF FINE ART

Shipping and Billing

Ship-to	Custom Address	Location Code	
Code		Shipment Date	4/9/2018
Name	School of Fine Art	Outbound Whse. Handling Time	
Address	123 Somewhere		
Address 2			
City	New York		
State	NY		
Post Code	11010		
Country/Region	US		
Contact	Meagan Bond		
SHIPMENT METHOD			
Code			



8. The destination country will default to United States along with defaulting the destination code.

Dynamics 365 Business Central Sales Orders > S-ORD101005 · School of Fine Art > 4

PACKAGES

EDIT - CANADAPOST RATE REQUEST - 4

4

General

Document No.	S-ORD101005	Deliver To Post Office	<input type="checkbox"/>
Promotion Code		Deliver To Post Office ID	
Expected Mailing Date		Client Voice No.	
Signature	<input type="checkbox"/>	Client E-Mail	
Proof of Age Required - 18	<input type="checkbox"/>	Origin Postal Code	M2J4T1
Proof of Age Required - 19	<input type="checkbox"/>	Destination Country	United States
Card for Pickup	<input type="checkbox"/>	Destination Code	11010
Do not Safe Drop	<input type="checkbox"/>	Quote Total	
Leave at door	<input type="checkbox"/>		

Shipping

Ship-To Contact	Meagan Bond	Ship-to City	New York
Ship-To Name	School of Fine Art	Ship-to State	NY

9. Add a package, set the Parcel weight.

Dynamics 365 Business Central Sales Orders > S-ORD101005 · School of Fine Art > 4

PACKAGES

EDIT - CANADAPOST RATE REQUEST - 4

Proof of Age Required - 18	<input type="checkbox"/>	Origin Postal Code	M2J4T1
Proof of Age Required - 19	<input type="checkbox"/>	Destination Country	United States
Card for Pickup	<input type="checkbox"/>	Destination Code	11010
Do not Safe Drop	<input type="checkbox"/>	Quote Total	0.00
Leave at door	<input type="checkbox"/>		

Shipping

Ship-To Contact	Meagan Bond	Ship-to City	New York
Ship-To Name	School of Fine Art	Ship-to State	NY
Ship-To Address	123 Somewhere	Ship-to Country/Region Code	US
Ship-To Address 2		Ship-to Zip Code	11010

Customs

Packages

PREDEFINED PACKAGE	PARCEL WEIGHT (KG)	LENGTH (CM)	WIDTH (CM)	HEIGHT (CM)	UNP..	COVERAGE AMOUNT	MAL. TUBE	COD AMOUNT	COD INCLU SHIPP	NON-DELIVERY	RATE RESULTS
DEFAULT SIZE	2.00	30.00	30.00	30.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>		0



10. Since this is a package with destination of United States, you will need to define the customs information. Customs information is defined at both the quote request and package levels. The destination currency along with conversion rate will automatically default for you based on your Navision currency setup.

Dynamics 365 Business Central Sales Orders > S-ORD101005 - School of Fine Art > 4

PACKAGES

Manage: Delete, Edit, Submit Rate Request, Create Non-Contract Shipment, New CanadaPost Rate Request

Process: Submit Rate Request, Create Non-Contract Shipment, New CanadaPost Rate Request

EDIT - CANADAPOST RATE REQUEST - 4

Leave at origin

Shipping

Ship-To Contact	Meagan Bond	Ship-to City	New York
Ship-To Name	School of Fine Art	Ship-to State	NY
Ship-To Address	123 Somewhere	Ship-to Country/Region Code	US
Ship-To Address 2		Ship-to Zip Code	11010

Customs

Destination Currency	USD	Certificate Number	
Conversion Rate	0.665747	Licence Number	
Reason for Export	Sales of goods	Invoice Number	
Reason for Export Desc			

Packages

PREDEFINED PACKAGE	PARCEL WEIGHT (KG)	LENGTH (CM)	WIDTH (CM)	HEIGHT (CM)	UNP...	COVERAGE AMOUNT	MAL... TUBE	COD AMOUNT	COD INCLU SHIPP	NON-DELIVERY
DEFAULT SIZE	2.00	30.00	30.00	30.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	



11. Click the Submit Rate Request Action. You will receive warnings for missing required information. A quote will not be submitted successfully until you correct all warning messages.

Dynamics 365 Business Central Sales Orders > S-ORD101005 · School of Fine Art > 4

HOME ACTIONS MANAGE

Delete Edit Submit Rate Request Create Non-Contract Shipment New CanadaPost Rate Request

Manage Process

EDIT - CANADAPOST RATE REQUEST - 4

Shipping

Ship-To Contact	Meagan Bond	Ship-to City	New York
Ship-To Name	School of Fine Art	Ship-to State	NY
Ship-To Address	123 Somewhere		US
Ship-To Address 2			11010

Customs

Destination Currency	USD		
Conversion Rate	0.665747	Licence Number	
Reason for Export	Sales of goods	Invoice Number	

Client voice no. is required when choosing a non canadian destination.

OK

Dynamics 365 Business Central Sales Orders > S-ORD101005 · School of Fine Art > 4

HOME ACTIONS MANAGE

Delete Edit Submit Rate Request Create Non-Contract Shipment New CanadaPost Rate Request

Manage Process

EDIT - CANADAPOST RATE REQUEST - 4

4

General

Document No.	S-ORD101005	Deliver To Post Office	<input type="checkbox"/>
Promotion Code		Deliver To Post Office ID	
Expected Mailing Date		Client Voice No.	1234567890
Signature	<input type="checkbox"/>	Client E-Mail	
Proof of Age Required - 18	<input type="checkbox"/>	Origin Postal Code	M2J4T1
Proof of Age Required - 19	<input type="checkbox"/>	Destination Country	United States
Card for Pickup	<input type="checkbox"/>	Destination Code	11010
Do not Safe Drop	<input type="checkbox"/>	Quote Total	
Leave at door	<input type="checkbox"/>		

Shipping

Ship-To Contact	Meagan Bond	Ship-to City	New York
Ship-To Name	School of Fine Art	Ship-to State	NY
Ship-To Address	123 Somewhere		US
Ship-To Address 2			11010

12. Select to view services under the packages ribbon.

Dynamics 365 Business Central Sales Orders > S-ORD101005 · School of Fine Art > 4

PACKAGES

HOME ACTIONS MANAGE

New Line Customs Info

Delete Line

View Services ←

General

EDIT - CANADAPOST RATE REQUEST - 4

4

General

Document No. S-ORD101005 Deliver To Post Office ☐

Promotion Code Deliver To Post Office ID

Expected Mailing Date Client Voice No. 1234

13. Select the Service you wish to generate a non-contract shipment for and press the Create Non-Contract shipment action from the ribbon.

Dynamics 365 Business Central Sales Orders > S-ORD101005 · School of Fine Art > 4 > WSI0001 CanadaPost Results

HOME ACTIONS

Edit List Create Non-Contract Shipment Shipping Label Tracking Information Receipt Request Refund Get Signature Apply Charges to Document Open in Excel

VIEW - WSI0001 CANADAPOST RESULTS

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI ⁿ DAY	DUE	RE... REQU	BASE COST	GST	PST	HST
<input type="checkbox"/>	...	USAEP	Expedited Parcel USA	3/22/2018	<input type="checkbox"/>	33.38	<input type="checkbox"/>	32.88	0.00	0.00	0.00
<input type="checkbox"/>		USA.PW.PA...	Priority Worldwide parcel...	3/22/2018	<input type="checkbox"/>	164.07	<input type="checkbox"/>	160.28	0.00	0.00	0.00
<input type="checkbox"/>		USAXP	Xpresspost USA	3/20/2018	<input checked="" type="checkbox"/>	55.12	<input type="checkbox"/>	53.18	0.00	0.00	0.00

Dynamics 365 Business Central Sales Orders > S-ORD101005 · School of Fine Art > 4 > WSI0001 CanadaPost Results

HOME ACTIONS

Manage Process

EDIT - WSI0001 CANADAPOST RESULTS

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI... DAY	DUE	RE... REQL	BASE COST	GST	PST
<input checked="" type="checkbox"/>	...	USAEP	Expedited Parcel USA	3/22/2018	<input type="checkbox"/>	33.38	<input type="checkbox"/>	32.88	0.00	0.00
<input type="checkbox"/>	...	USA.PW.PA...	Priority Worldwide parcel	3/22/2018	<input type="checkbox"/>	164.07	<input type="checkbox"/>	160.38	0.00	0.00
<input type="checkbox"/>	...	USAXP	Xpresspost USA						0.00	0.00

Please define custom lines for this package.

OK

14. Close the CanadaPost Results and select the Customs Info from the Packages option of the ribbon.

Dynamics 365 Business Central Sales Orders > S-ORD101005 · School of Fine Art > 4

HOME ACTIONS Packages

MANAGE

New Line Customs Info

Delete Line

View Services

General

EDIT - CANADAPOST RATE REQUEST - 4

Shipping

Ship-To Contact	Meagan Bond	Ship-to City
Ship-To Name	School of Fine Art	Ship-to State
Ship-To Address	123 Somewhere	Ship-to Country/Region Code

15. To ease entry of items in the package, select the "Create Items from Order" option which will add a line for each item on the associated sales order.

Dynamics 365 Business Central Sales Orders > S-ORD101005 · School of Fine Art > 4 > WSI0001 CP Customs Lines

HOME ACTIONS

New Delete Edit List Create Items from order Open in Excel

VIEW - WSI0001 CP CUSTOMS LINES + New

ITEM NO.	ITEM DESCRIPTION	QUANTITY	ITEM TARIFF NO.	ITEM NET WEIGHT	ITEM UNIT PRICE	ITEM UNIT OF MEASURE	CUSTOM DESCRIPTION
1896-S	ATHENS Desk	1		34.60	1,503.40	PCS	

Dynamics 365
Business Central
Sales Orders > S-ORD101005 - School of Fine Art > 4 > WSI0001 CanadaPost Results

HOME
ACTIONS

Edit List
Create Non-Contract Shipment
Shipping Label
Tracking Information
Receipt
Request Refund
Get Signature
Apply Charges to Document
Open in Excel

Manage
Process
Page

VIEW - WSI0001 CANADAPOST RESULTS

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DEL ¹ DAY	DUE	RE... REQL	BASE COST	GST	PST	HST
<input checked="" type="checkbox"/>	...	USAEP	Expedited Parcel USA	3/22/2018	<input type="checkbox"/>	33.38	<input type="checkbox"/>	32.88	0.00	0.00	0.00
<input type="checkbox"/>		USA.PW.PA...	Priority Worldwide parcel...	3/22/2018	<input type="checkbox"/>	164.07	<input type="checkbox"/>	160.28	0.00	0.00	0.00
<input type="checkbox"/>		USA.XP	Xpresspost USA	3/20/2018	<input checked="" type="checkbox"/>	55.12	<input type="checkbox"/>	53.18	0.00	0.00	0.00

Dynamics 365 | **Business Central** | Sales Orders > S-ORD101005 - School of Fine Art > 4 > WSI0001 CanadaPost Results

HOME ACTIONS

Manage: Edit List, Create Non-Contract Shipment, Shipping Label, Tracking Information, Receipt, Request Refund, Get Signature, Apply Charges to Document, Open in Excel

VIEW - WSI0001 CANADAPOST RESULTS

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI... DAY	DUE	RE... REQL	BASE COST	GST
<input checked="" type="checkbox"/>	...	USA.EP	Expedited Parcel US						0.00
<input type="checkbox"/>		USA.PW.PA...	Priority Worldwide						0.00
<input type="checkbox"/>		USA.XP	Xpresspost USA						0.00

!

ErrorReturnCode: 8716
This product requires a valid value for Non-Delivery Handling.

OK

17. Select a value for Non-delivery handling as required for United States shipping.

Dynamics 365 | **Business Central** | Sales Orders > S-ORD101005 - School of Fine Art > 4

HOME ACTIONS MANAGE

General: New Line, Delete Line, View Services, Customs Info

EDIT - CANADAPOST RATE REQUEST - 4

Shipping

Ship-To Contact	Meagan Bond	Ship-to City	New York
Ship-To Name	School of Fine Art	Ship-to State	NY
Ship-To Address	123 Somewhere	Ship-to Country/Region Code	US
Ship-To Address 2		Ship-to Zip Code	11010

Customs

Destination Currency	USD	Certificate Number	
Conversion Rate	0.665747	Licence Number	
Reason for Export	Sales of goods	Invoice Number	
Reason for Export Desc			

Packages

PREDEFINED PACKAGE	PARCEL WEIGHT (KG)	LENGTH (CM)	WIDTH (CM)	HEIGHT (CM)	UNP...	COVERAGE AMOUNT	MAI... TUBE	COD AMOUNT	COD INCLU SHIPP	NON-DELIVERY	RATE RESULTS
DEFAULT SIZE	2.00	30.00	30.00	30.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	Abandon	3
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		



18. Create non-contract shipment.

Dynamics 365 | **Business Central** | Sales Orders > S-ORD101005 - School of Fine Art > 4

PACKAGES

HOME ACTIONS MANAGE

New CanadaPost Rate Request Submit Rate Request Create Non-Contract Shipment Setup CanadaPost

EDIT - CANADAPOST RATE REQUEST - 4

Shipping

Ship-To Contact	Meagan Bond	Ship-to City	New York
Ship-To Name	School of Fine Art	Ship-to State	NY
Ship-To Address	123 Somewhere	Ship-to Country/Region Code	US
Ship-To Address 2		Ship-to Zip Code	11010

Customs

Destination Currency	USD	Certificate Number	
Conversion Rate	0.665747	Licence Number	
Reason for Export	Sales of goods	Invoice Number	
Reason for Export Desc			

Packages

PREDEFINED PACKAGE	PARCEL WEIGHT (KG)	LENGTH (CM)	WIDTH (CM)	HEIGHT (CM)	UNP...	COVERAGE AMOUNT	MAI... TUBE	COD AMOUNT	COD INCLU SHIPP	NON-DELIVERY	RATE RESULTS
DEFAULT SIZE	2.00	30.00	30.00	30.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	Abandon	3

Dynamics 365 | **Business Central** | Sales Orders > S-ORD101007 - School of Fine Art > 9 > WSI0001 CanadaPost Results

HOME ACTIONS

Edit List Create Non-Contract Shipment Shipping Label Tracking Information Receipt Request Refund Get Signature Apply Charges to Document Open in Excel

EDIT - WSI0001 CANADAPOST RESULTS

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI' DAY	DUE	RE... REQL	BASE COST	GST	PST
<input checked="" type="checkbox"/>	...	USA.EP	Expedited Parcel USA	2018-03-27	<input type="checkbox"/>	33.38	<input type="checkbox"/>	32.88	0.00	0.00
<input type="checkbox"/>	...	USA.PW.PA...	Priority Worldwide						0.00	0.00
<input type="checkbox"/>	...	USA.XP	Xpresspost USA						0.00	0.00

i Your NonContract shipment was created successfully.

OK



Additional Features

1. Ship-to Post Office Option – This feature allows a delivery of package to a CanadaPost post office of the customer's choosing instead of attempting delivery to the customer's address. The customer will be notified by email when the package is available at the selected post office. Choose an order and create a new quote request.

Dynamics 365 Business Central Sales Orders								
CRONUS Canada, Inc. Finance Cash Management Sales Purchasing Approvals Self-Service Setup & Ex								
Sales Orders: All Search + New Manage Report Order Page Actions Navigate Report Shc								
NO.	SELL-TO CUSTOMER NAME	EXTERNAL DOCUMENT NO.	LOCATION CODE	DOCUME... DATE	COM... SHIPPE	AMOUNT SHIPPED NOT INVOICED (\$)	AMOUNT SHIPPED NOT INVOICED (\$) INCL. TAX	AMOUNT
S-ORD1010...	Adatum Corporation			2018-04-02	No	0.00	0.00	25,243.54
S-ORD1010...	Adatum Corporation			2018-05-01	No	0.00	0.00	3,531.27
S-ORD1010...	School of Fine Art			2018-04-22	No	0.00	0.00	7,785.60
S-ORD1010...	Alpine Ski House			2018-05-13	No	0.00	0.00	856.50
S-ORD1010...	School of Fine Art			2018-04-09	No	0.00	0.00	1,503.40
S-ORD1010...	School of Fine Art			2018-04-09	No	0.00	0.00	1,503.40
S-ORD1010...	School of Fine Art			2018-04-09	No	0.00	0.00	1,503.40

Dynamics 365 Business Central		Sales Orders > S-ORD101003 · School of Fine Art	
Lines			
HOME	ACTIONS	NAVIGATE	REPORT
MANAGE LINE ORDER			
Edit New Delete Canada Post Release Reopen Attachments Create Inventory Put-away/Pick... Email Confirmation... Print Confirmation... Picking List by Order Post... Post and Send... Send Approval Request Cancel Approval Request Create a Flow See my Flows Approvals Previous Next			
Manage Process Report Posting Request Approval Approvals Page			
EDIT - SALES ORDER - S-ORD101003 · SCHOOL OF FINE ART			
S-ORD101003 · School of Fine Art			
General			
Customer Name	School of Fine Art	Due Date	
Contact	Meagan Bond	Requested Delivery Date	
Posting Date	2018-04-22	External Document No.	
Order Date	2018-04-22		
Lines			



2. Select “Delivery to Post Office” option and use the drill down option on the “Delivery to Post Office ID” field to choose a post office. The top 10 options closest to the Destination Code will be shown.

Dynamics 365 Business Central Sales Orders > S-ORD101003 - School of Fine Art > 10

EDIT - CANADAPOST RATE REQUEST - 10

10

General

Document No. S-ORD101003

Promotion Code

Expected Mailing Date

Signature

Proof of Age Required - 18

Proof of Age Required - 19

Card for Pickup

Do not Safe Drop

Leave at door

Deliver To Post Office ☒

Deliver To Post Office ID

Client Voice No.

Client E-Mail

Origin Postal Code

Destination Country

Destination Code

Quote Total

OFFICEID	DISTANCE	NAME	ADDRESS
0000357502	0.14	INTERNATIONAL...	101-111 ALBERT ST
0000313513	0.18	OTTAWA POSTA...	58 SPARKS ST
0000021393	0.44	PHARMA PLUS...	240 SPARKS ST
0000103459	0.47	BETWEEN FRIEN...	160 ELGIN ST UNIT 6
0000103585	0.48	SHOPPERS DRU...	174 BANK ST

Select from full list

3. Populate the Client Voice No. and client e-mail as they are mandatory for using the “Deliver to Post office” option.

Dynamics 365 Business Central Sales Orders > S-ORD101003 - School of Fine Art > 10

EDIT - CANADAPOST RATE REQUEST - 10

10

General

Document No. S-ORD101003

Promotion Code

Expected Mailing Date

Signature

Proof of Age Required - 18

Proof of Age Required - 19

Card for Pickup

Do not Safe Drop

Leave at door

Deliver To Post Office ☒

Deliver To Post Office ID 0000357502

Client Voice No. 9990002233

Client E-Mail joe@smith.com

Origin Postal Code M2J4T1

Destination Country Canada

Destination Code K1P1J9

Quote Total

Shipping



4. Add a package and submit a rate request.

Dynamics 365 Business Central Sales Orders > S-ORD101003 · School of Fine Art > 10

PACKAGES

HOME ACTIONS MANAGE

Delete Edit Submit Rate Request Create Non-Contract Shipment New CanadaPost Rate Request Process

EDIT - CANADAPOST RATE REQUEST - 10

10

General

Document No.	S-ORD101003	Deliver To Post Office	<input checked="" type="checkbox"/>
Promotion Code		Deliver To Post Office ID	0000357502
Expected Mailing Date		Client Voice No.	9990002233
Signature	<input type="checkbox"/>	Client E-Mail	joe@smith.com
Proof of Age Required - 18	<input type="checkbox"/>	Origin Postal Code	M2J4T1
Proof of Age Required - 19	<input type="checkbox"/>	Destination Country	Canada
Card for Pickup	<input type="checkbox"/>	Destination Code	K1P1J9
Do not Safe Drop	<input type="checkbox"/>	Quote Total	
Leave at door	<input type="checkbox"/>		

Shipping

5. To view all CanadaPost rate requests, you can use the CanadaPost Rate request list page. Search for CanadaPost Rate.

Dynamics 365 Business Central Sales Orders

CRONUS Canada, Inc.


Sales Orders: All

SEARCH FOR PAGE OR REPORT

Type page or report name to start search: Canadapost rate

1 search results: All Lists

Search the help for 'Canadapost rate' ?

NAME	DEPARTMENT
 CanadaPost Rate Request List	Departments/CanadaPost for Small Business



6. From this page, you can drill into any of your quote requests by clicking the entry no.

VIEW - CANADAPOST RATE REQUEST LIST

ENTRY NO.	DOCUMENT TYPE	DOCUMENT NO.
1	Order	S-ORD101001
2	Order	S-ORD101001
3	Order	S-ORD101001
8	Order	S-ORD101002
10	Order	S-ORD101003
7	Order	S-ORD101004
4	Order	S-ORD101005
5	Order	S-ORD101006
6	Order	S-ORD101006
9	Order	S-ORD101007

7. To change any of your CanadaPost setup options, search for CanadaPost Setup.

SEARCH FOR PAGE OR REPORT

Type page or report name to start search:

1 search results: [All](#) [Administration](#)

[Search the help for "CanadaPost setup" ?](#)

NAME	DEPARTMENT
CanadaPost-Setup	Departments/CanadaPost for Small Business



8. From this page, you can switch the Mode to production or make changes to any of your setup options.

Dynamics 365 ▾ **Business Central** Sales Orders > CanadaPost-Setup 🔍 ☺ 💬 ⚙️ ?

HOME ACTIONS

Manage Process

EDIT - CANADAPOST-SETUP >

CanadaPost-Setup

General

Small Business Customer No.	<input type="text" value="0008533148"/>	Production UserID	<input type="text" value="....."/>
Mode	<input type="text" value="Test"/>	Production Password	<input type="text" value="....."/>
Test UserID	<input type="text" value="....."/>	Origin Postal Code	<input type="text" value="M2J4T1"/>
Test Password	<input type="text" value="....."/>		

Shipping Charge Setup

Shipping Charge Type	<input type="text" value="G/L Account"/>	Shipping Charge	<input type="text" value="67400"/>
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Notification

Notification E-Mail	<input type="text" value="test@cronus.com"/>	Notify On Exception	<input checked="" type="checkbox"/>
Notify On Shipment	<input checked="" type="checkbox"/>	Notify On Delivery	<input checked="" type="checkbox"/>

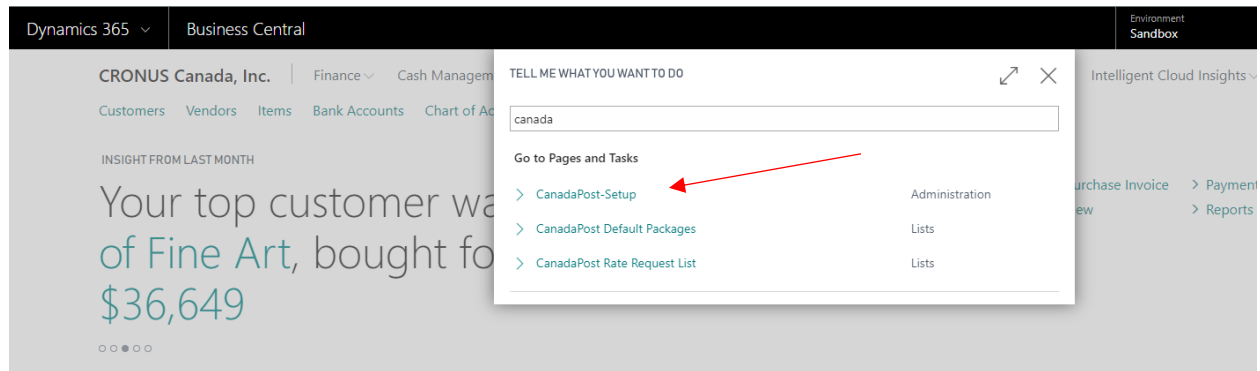
Label Preferences

Label - Show Packing	<input type="checkbox"/>	Label - Show Insured	<input type="checkbox"/>
Label - Show Rate	<input type="checkbox"/>		



How to purchase our CanadaPost for Small Business app.

You will get access to our CanadaPost for Small Business app for Dynamics 365 free for 30 days. If you would like to view the free trial expire date, search for CanadaPost for Small Business in the search bar.



Contact accounting@websan.com or 416-499-1235, when you're ready to purchase our app.