



USER GUIDE

LOGTRADE CONNECT

PRINT PACKAGE LABELS

FROM SALES ORDERS

LogTrade Connect for Microsoft Dynamics 365 Business Central

V 1.0.0.0



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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 off course.

LogTrade Action – 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 in the LogTrade web portal or on a timer setting.

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 downloaded automatically as pdf files or printed directly to the printer if *Integrated Printing* is used.





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 shows the 'SALES ORDER' form in Microsoft Dynamics 365 Business Central. The form is for '1004 · The Cannon Group PLC'. The 'Delivery' section contains the following fields:

- No. of Packages: 1
- Package Type Code: PACKAGE
- Weight: 10
- Volume:
- Load Meters:
- No. of Pallet Places:
- Freight Payer: Sender
- Freight Payer Customer No.:
- Goods Type: Spareparts
- Note of Goods: 1004
- Terms of Delivery Code:
- Terms of Delivery Location:
- Consignment No.: -
- LogTrade Status:
- Delivery with Order No.:

The 'Foreign Trade' section is partially visible below the 'Delivery' section.

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

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
- *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.
- *Freight Payer Customer No.* – The paying customer number that will be sent to the shipping agent.
- *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 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.
- *Terms of Delivery Location* – Some terms of deliveries require a location where the goods will change owner from the sender to the recipient.
- *Delivery with order No.* – In this field it is possible to point out that this will be shipped with another order. This makes it possible to save freight costs by combining shipments to the same recipient.



5.3 NON-EDITABLE FIELDS

- *Consignment No.* – A document number to connect a shipment in LogTrade with the shipment in Microsoft Dynamics 365 Business Central. Taken from a number series based on initial setup.
- *LogTrade Status* – After the shipping data has been sent to LogTrade this field will indicate the status of the shipment in LogTrade. A shipment that has not been *Released* can be modified and printed again since the communication to the carrier is normally not done yet.



6 PRINTING SHIPPING DOCUMENTS

When you have filled in all the shipping data needed for your shipment you select *Actions/Delivery/Print Labels and Documents*. 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 that you always allot 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 is not needed for parcel shipments.

The screenshot shows the Dynamics 365 Business Central interface for a Sales Order. The top navigation bar includes 'Dynamics 365', 'Business Central', and '1004 · The Cannon Group PLC'. The main header displays 'SALES ORDER' and '1004 · The Cannon Group PLC'. Below the header, a tab bar shows 'Release', 'Prepare', 'Order', 'Documents', 'Order Confirmation', 'Posting', 'Request Approval', 'Show Attached', and a dropdown menu. The 'Delivery' section is active, showing fields for 'No. of Packages' (1), 'Package Type Code' (PACKAGE), 'Weight' (10), 'Volume', 'Load Meters', 'No. of Pallet Places', 'Freight Payer' (Sender), and 'Freight Payer Customer No.'. The 'Actions' menu is open, showing options like 'Release', 'Functions', 'Plan', 'Warehouse', 'Posting', 'Print', 'Order Confirmation', and 'Delivery'. The 'Print Labels and Documents' option is highlighted.



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: Green Warehouse Chris Preston Main Liverpool Street, 5 GB-L18 6SA Liverpool United Kingdom Phone: +44-(0)30 9874 1299	
To: The Cannon Group PLC Mr. Andy Teal 192 Market Square GB-B27 4KT Birmingham United Kingdom	
Services [Redacted]	
Shipment id	652 679 327 5 1 / 1
Sender ref	1004
Rec. ref.	
Date	2018-12-18
Pay cust. #	
Weight	10 / 10 Kg
Contents	Spareparts
Ship. mark	1004
	
	
Shipment ID: 652 679 327 5	
	
Package ID: (00) 3 73 40030 634836512 4	

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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. The *Consignment No.* and *LogTrade Status* have been updated. You will also see that *Package Tracking No.* is filled in. That is the tracking number that can be used to track the shipment on the way to the recipient.

The image displays two screenshots of the Microsoft Dynamics 365 Business Central interface, showing a sales order for '1004 · The Cannon Group PLC'.

Top Screenshot: Delivery Section

Field	Value
No. of Packages	1
Package Type Code	PACKAGE
Weight	10
Volume	
Load Meters	
No. of Pallet Places	
Freight Payer	Send
Freight Payer Customer No.	
Goods Type	Spareparts
Note of Goods	1004
Terms of Delivery Code	
Terms of Delivery Location	
Consignment No.	CON500004
LogTrade Status	Prepared

Bottom Screenshot: Shipping and Billing Section

Field	Value
Ship-to	Default (Sell-to Address)
Contact	Mr. Andy Teal
Ship-to E-mail	mr.andy.teal@contoso.com
Ship-to Phone No.	
Ship-to Mobile Phone No.	
SHIPMENT METHOD Code	DDP
Agent	OWN LOG.
Agent Service	NEXT DAY
Package Tracking No.	6526793275
Bill-to	Default (Customer)
Location Code	GREEN
Shipment Date	2018-12-16
Shipping Advice	Partial
Outbound Whse. Handling TL	1D
Shipping Time	1D
Late Order Shipping	Yes



8 SALES ORDER STATUS

In the list of sales orders it is possible to see the shipping status for each order.

Dynamics 365 Business Central Sales Orders										
CRONUS International Ltd. Sales Purchasing Inventory Posted Documents Self-Service										
Sales Orders: All Search + New X Delete Release Posting Documents Order Confirmation ...										
NO.	SELL-TO CUSTOMER NO.	SELL-TO CUSTOMER NAME	EXTERNAL DOCUMENT NO.	LOCATION CODE	ASSIGNED USER ID	STATUS	LOGTRADE STATUS	SALESPERS... CODE	CAMPAIGN NO.	CURRENCY CODE
1001	10000	The Cannon Group PLC		BLUE		Open	Released	PS		
1002	20000	Selangorian Ltd.				Open	Released	PS		
1003	10000	The Cannon Group PLC		BLUE		Open	Prepared	PS		
1004	10000	The Cannon Group PLC		GREEN		Open	Prepared	PS		
101005	30000	John Haddock Insurance Co.				Released		PS		
101009	38128456	MEMA Ljubljana d.o.o.		RED		Released		JR		EUR
101011	43687129	Designstudio Gmunden		RED		Released		JR		EUR
101013	46897889	Englunds Kontorsmöbler AB		YELLOW		Released		JR		SEK
101015	49633663	Autohaus Mielberg KG		GREEN		Released		JR		EUR
101016	10000	The Cannon Group PLC		BLUE		Released		PS		
101017	20000	Selangorian Ltd.				Open		PS		
101018	01454545	New Concepts Furniture		YELLOW		Open		JR		USD
101019	31987987	Candoxy Nederland BV		YELLOW		Released		JR		EUR
101020	32789456	Lovaina Contractors		YELLOW		Open		JR		EUR