WORKFLOW DESCRIPTION

LOGTRADE CONNECT PRINT PACKAGE LABELS FROM INVENTORY PICK

LogTrade Connect for Microsoft Dynamics 365 Business Central

LogTrade | WE ❤️ 📦

1 GENERAL

This document describes how you print package labels and waybills based on a *Sales Order* from *Inventory Pick* 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 *Consignment Worksheet* and explained in the end of this document.

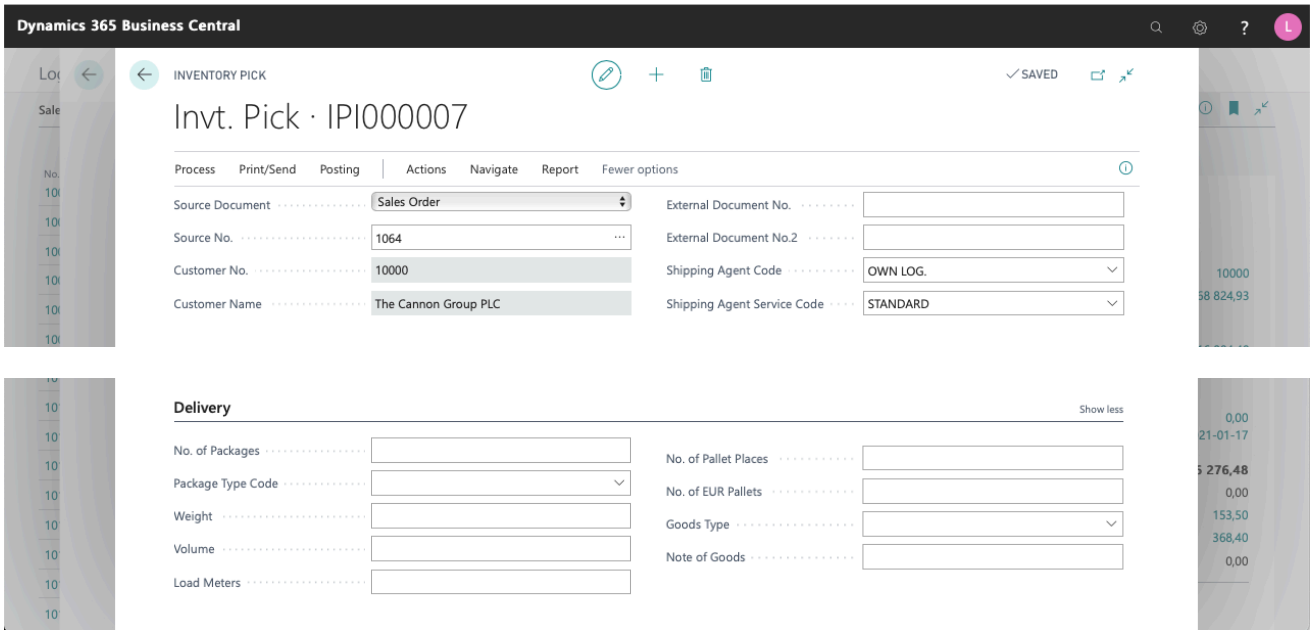
Shipment Date – If the goods normally leave your warehouse the same day as you print the labels you should set this to *Workdate*. Otherwise the order *Shipment Date* will be used.

4 PROCESS EXPLANATION

Before posting shipment from the inventory pick 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 INVENTORY PICK

With LogTrade Connect you get several fields to handle the shipping of goods on the inventory pick, for example *Shipping Agent Code, Shipping Agent Service Code, Shipment Method Code, 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 pictures below.



5.1 MANDATORY FIELDS

These fields are always mandatory to fill in.

FIELD NAME	DESCRIPTION
SHIPPING AGENT CODE	This defines which Shipping Agent that you will use for the transport.
SHIPPING AGENT SERVICE	This defines which service that you will use for the transport. 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
GOODS TYPE	Type of goods in the package. Recommended to use general descriptions and can be set based on the initial settings.

5.2 NON-MANDATORY FIELDS

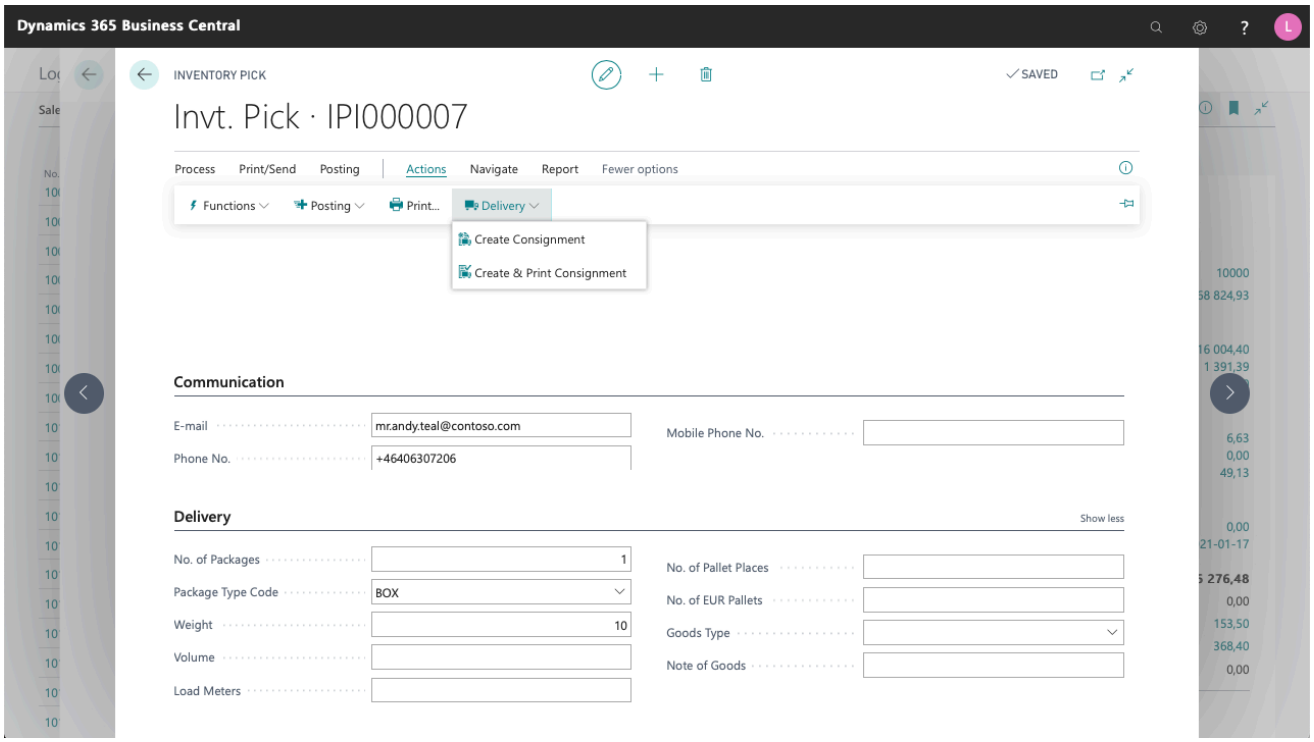
These fields can be mandatory for some Shipping Agent services

FIELD NAME	DESCRIPTION
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.
NOTE OF GOODS	Often used as a description for the customer. Default it will be the order number.

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 and configured 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.



6.1 PACKAGE LABEL EXAMPLE

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

SIS - Transport

From:
LogTrade Technology AB
Marcus Wigren
Propellergatan 2

SE-21115 MALMÖ
Sweden
Phone: 040-6307206

To:
The Cannon Group PLC
Mr. Andy Teal
192 Market Square

GB-B27 4KT Birmingham
United Kingdom
Phone: +46406307206

TEST

Services

Shipment id	660 940 852 8	**1 / 1**
Sender ref	1064	
Rec. ref.		
Date	2019-12-22	
Pay cust. #		
Weight	10 / 10 Kg	
Contents	Goods	
Ship. mark		

Shipment ID: **660 940 852 8**

Package ID: **(00) 3 73 40030 662899220 0**

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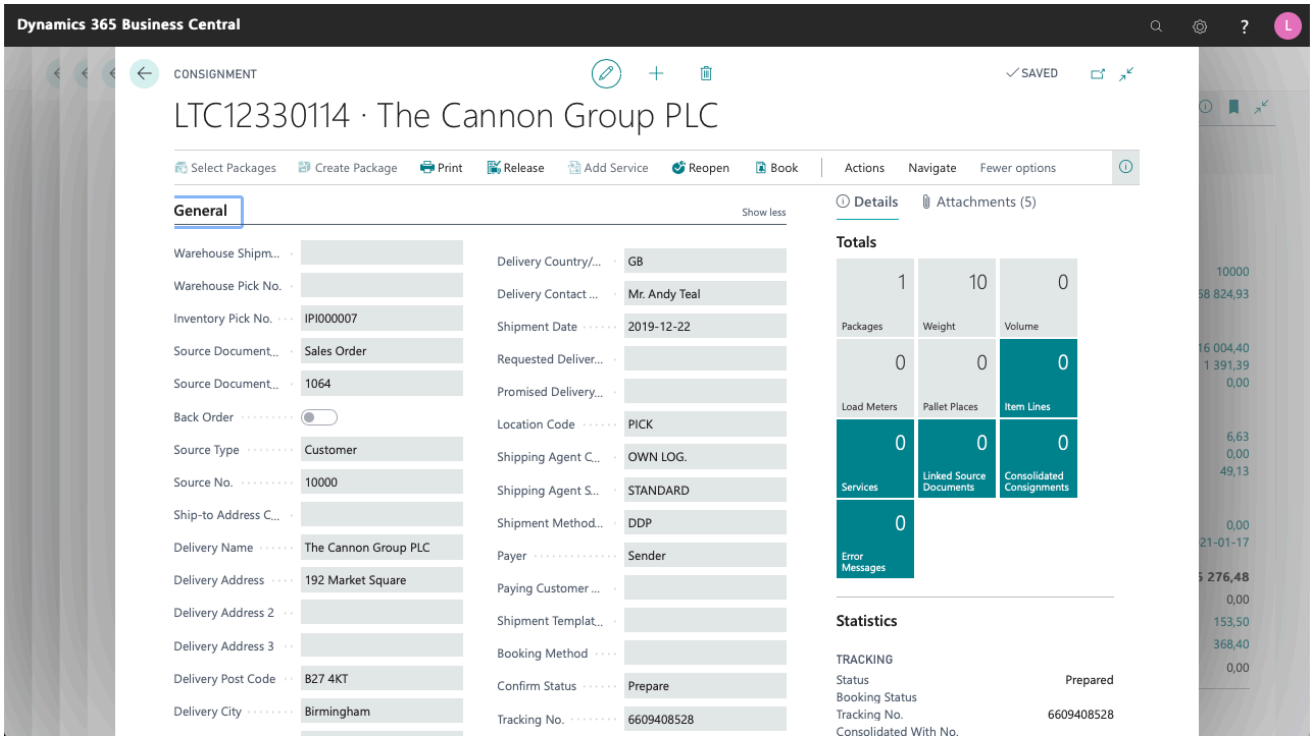
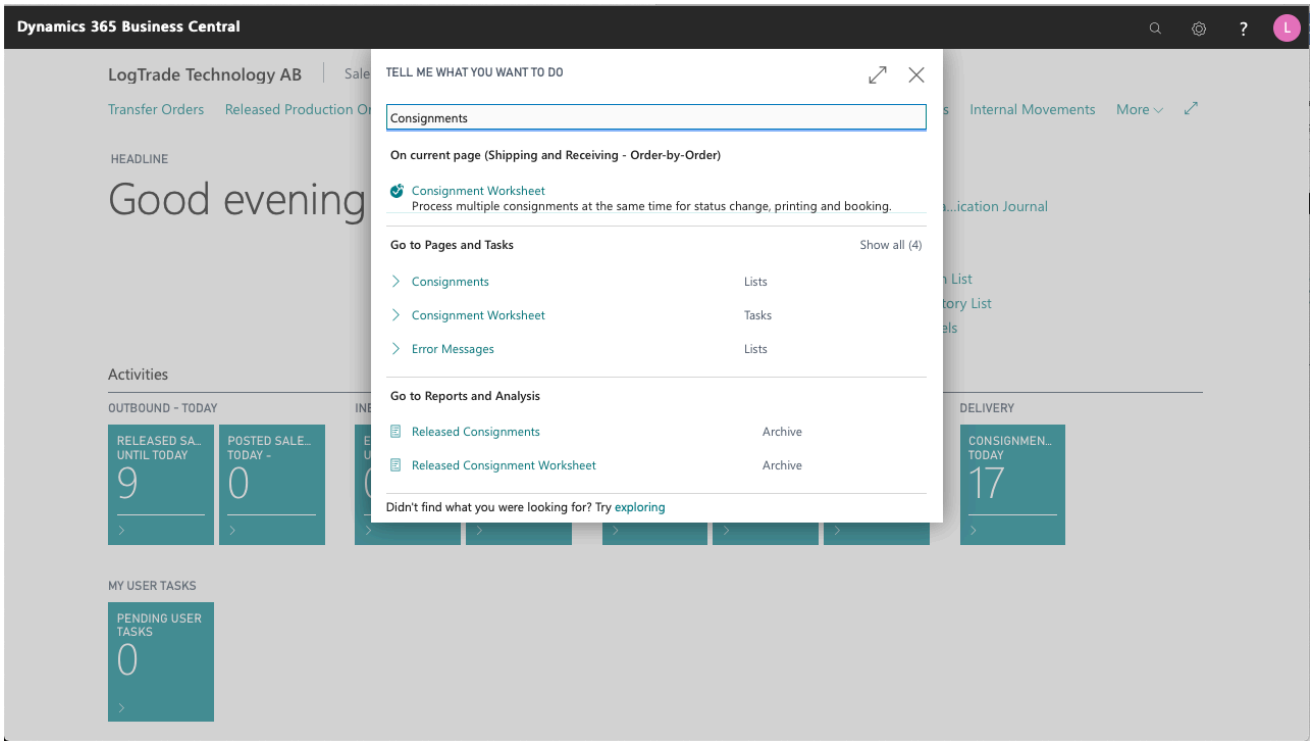
7 AFTER PRINT

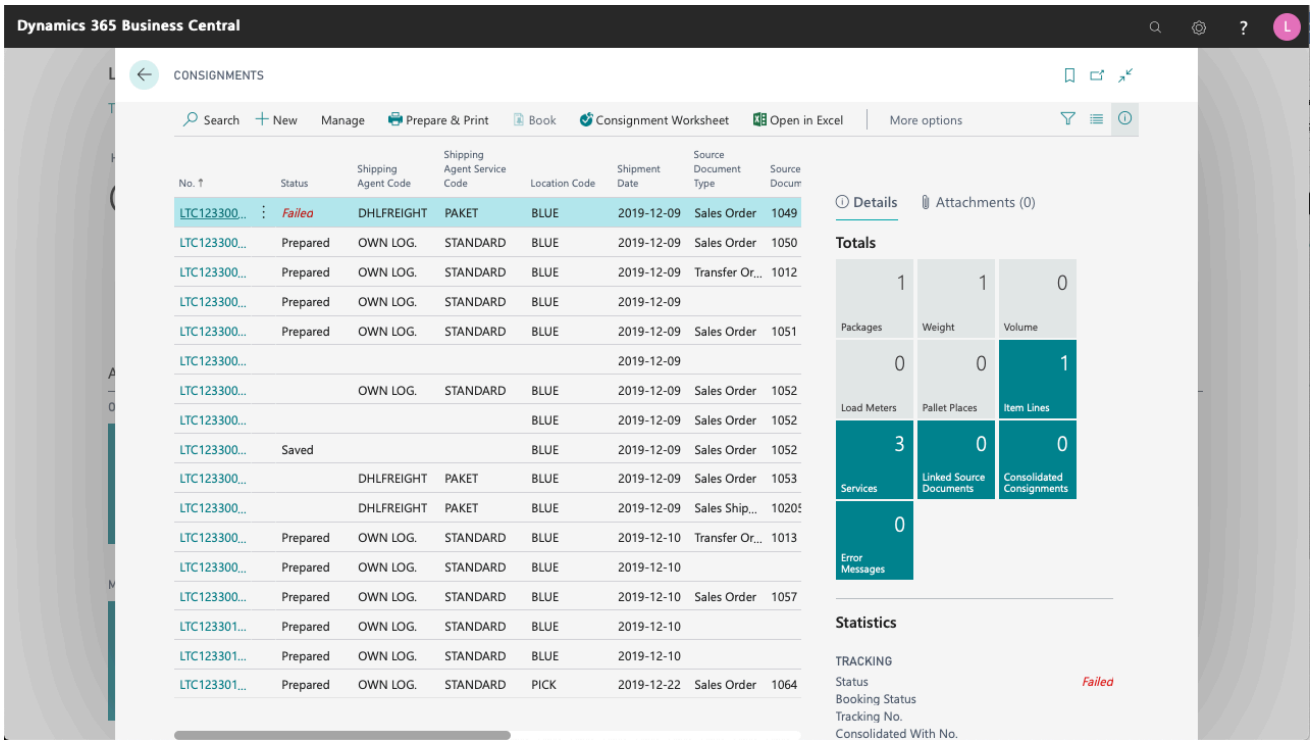
When the shipping documents have been printed you will see some updated information in Microsoft Dynamics 365 Business Central. *Package Tracking No.* is filled in on the sales order for example. That is the tracking number that can be used to track the shipment on the way to the recipient. Below is a picture of the created consignment with all values.



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.



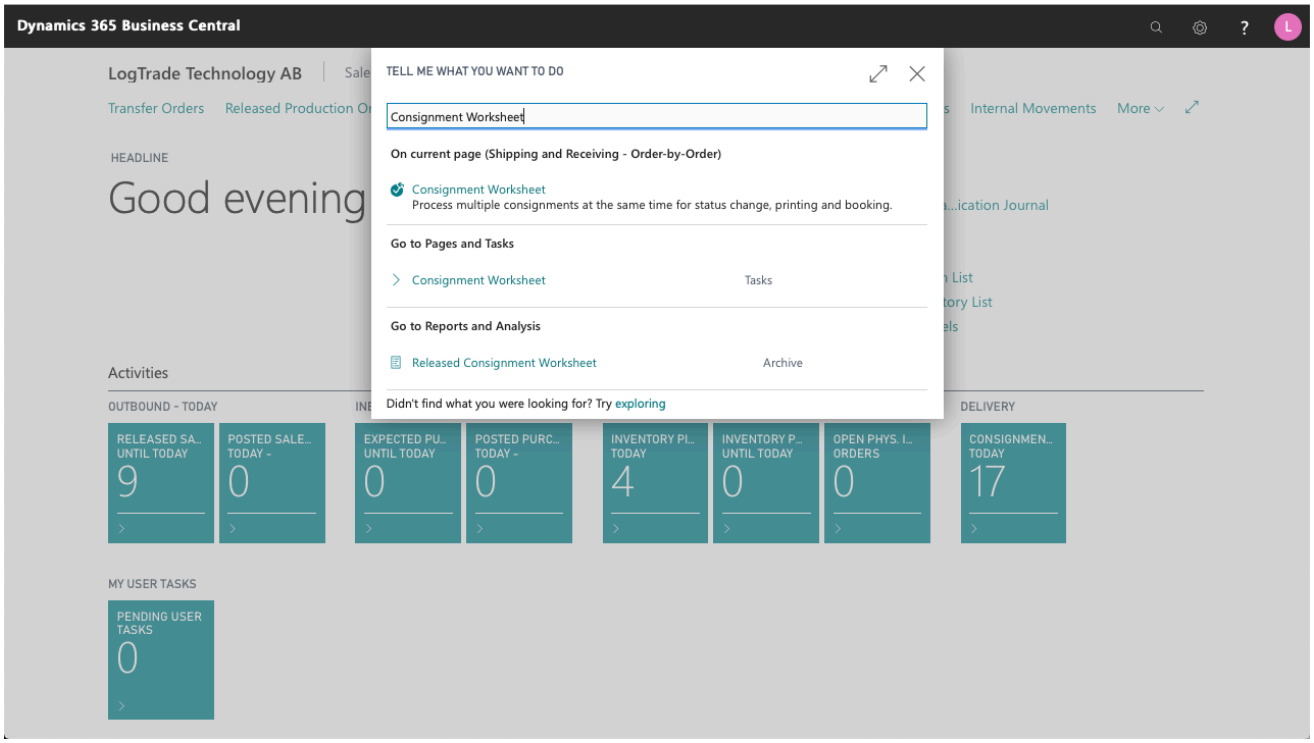

Dynamics 365 Business Central
CONSIGNMENTS
Search
New
Manage
Prepare & Print
Book
Consignment Worksheet
Open in Excel
More options
No.
Status
Shipping Agent Code
Shipping Agent Service Code
Location Code
Shipment Date
Source Document Type
Source Docum
LTC123300... Failed DHLFREIGHT PAKET BLUE 2019-12-09 Sales Order 1049
LTC123300... Prepared OWN LOG. STANDARD BLUE 2019-12-09 Sales Order 1050
LTC123300... Prepared OWN LOG. STANDARD BLUE 2019-12-09 Transfer Or... 1012
LTC123300... Prepared OWN LOG. STANDARD BLUE 2019-12-09
LTC123300... Prepared OWN LOG. STANDARD BLUE 2019-12-09 Sales Order 1051
LTC123300... 2019-12-09
LTC123300... OWN LOG. STANDARD BLUE 2019-12-09 Sales Order 1052
LTC123300... BLUE 2019-12-09 Sales Order 1052
LTC123300... Saved BLUE 2019-12-09 Sales Order 1052
LTC123300... DHLFREIGHT PAKET BLUE 2019-12-09 Sales Order 1053
LTC123300... DHLFREIGHT PAKET BLUE 2019-12-09 Sales Ship... 1020
LTC123300... Prepared OWN LOG. STANDARD BLUE 2019-12-10 Transfer Or... 1013
LTC123300... Prepared OWN LOG. STANDARD BLUE 2019-12-10
LTC123300... Prepared OWN LOG. STANDARD BLUE 2019-12-10 Sales Order 1057
LTC123301... Prepared OWN LOG. STANDARD BLUE 2019-12-10
LTC123301... Prepared OWN LOG. STANDARD BLUE 2019-12-10
LTC123301... Prepared OWN LOG. STANDARD PICK 2019-12-22 Sales Order 1064
Details
Attachments (0)
Totals
1 Packages
1 Weight
0 Volume
0 Load Meters
0 Pallet Places
1 Item Lines
3 Services
0 Linked Source Documents
0 Consolidated Consignments
0 Error Messages
Statistics
TRACKING
Status Failed
Booking Status
Tracking No.
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.

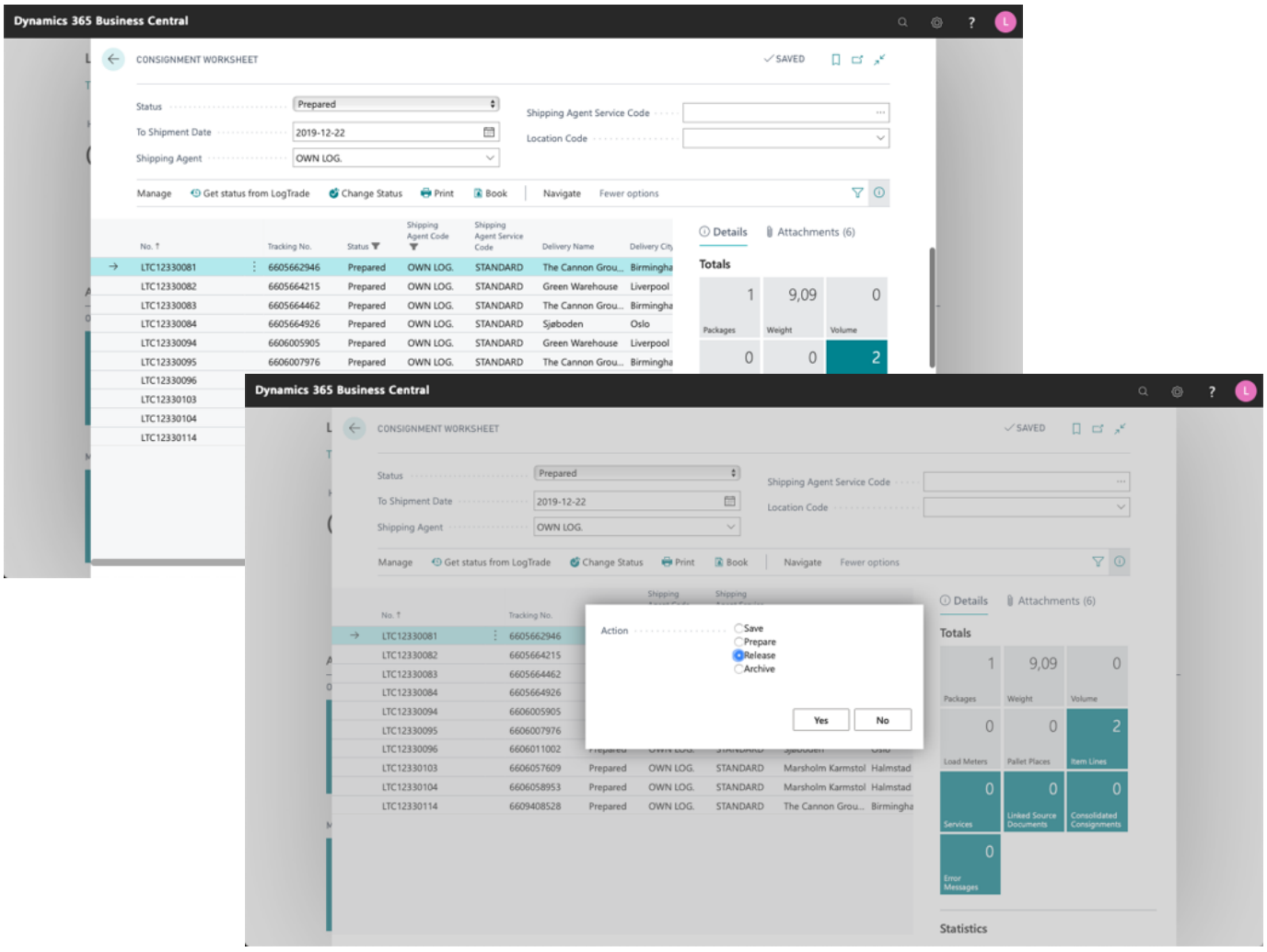
With settings it is possible to send consignments to the status *Release* already when creating the consignment. If that setting is done this task does not need to be done.

Search for *Consignment Worksheet* to open the page from where you release consignments.



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.

2,6
8 1/2


Dynamics 365 Business Central
CONSIGNMENT WORKSHEET
SAVED
Status
Prepared
To Shipment Date
2019-12-22
Shipping Agent
OWN LOG.
Shipping Agent Service Code
Location Code
Manage
Get status from LogTrade
Change Status
Print
Book
Navigate
Fewer options
Details
Attachments (6)
Totals
Action
Save
Prepare
Release
Archive
Yes
No
Statistics

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:
Consignor: CRONUS International Ltd.
Customer code: 345678
Phone: 0666-666-6666
Postal code: W2 8HG
City: London

Shipment number / Phone / Fax	Consignee name / Address / Postal address	Sender reference / Recipient reference / Paying customer number	Number of packages / Weight / Volume / Loading meters
6565439756	The Cannon Group PLC 192 Market Square B27 4KT Birmingham GB	1002 345678	1 1000,0 kg
373400306482803032			
6565440119	New Concepts Furniture 705 West Peachtree Street GA 31772 Atlanta US	101018 345678	1 10,0 kg
373400306482805401			
6565440135	Selangorian Ltd. 153 Thomas Drive CV6 1GY Coventry GB	104007 345678	2 46,0 kg
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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TEST