



SELF STUDY

LOGTRADE CONNECT

PART 1

LogTrade Connect for Microsoft Dynamics 365 Business Central





1 GENERAL

This document describes the *Self Study Part 1* for LogTrade Connect for Microsoft Dynamics 365 Business Central. A Self Study Part consists of different User Guides and Routine Descriptions and part 1 is focused on the most important User Guides that we think is important for every ERP consultant and super users.

The Self Study Material is a combination of written *User Guides, Routine Descriptions, Workflow Descriptions, Installation Guides* and *Movie Clips*.

After completing *Self Study Part 1* you should understand how LogTrade Connect is built up and the most important settings you must complete to be able to do consignments manually. In Self Study Part2 you will get deeper knowledge in how to automate different workflows.

2 VOCABULARY

It is important to know the most common expressions regarding LogTrade and LogTrade Connect to understand the documentation.

EXPRESSION	DESCRIPTION
CARRIER/SHIPPING AGENT	A carrier in LogTrade corresponds to a Shipping Agent in Dynamics 365 Business Central. Examples of carriers are DB Schenker, DHL, FedEx, PostNord, UPS and more.
CARRIER PRODUCT/SHIPPING AGENT SERVICE	A carrier product in LogTrade corresponds to a Shipping Agent Service in Dynamics 365 Business Central. A carrier has one or more products. A carrier product could for example be different delivery schedules or types. For example, Express, Standard or Parcel, Pallet, Part load, Full load etc.
CONSIGNMENT	A consignment is normally a shipment of one or more orders combined. A consignment is sent with one carrier product and could also have one or more services.
CUSTOMS INVOICE	A customs invoice is a document that travels with your package and contains information about the items inside your package. The customs invoice is required for customs clearance, and your shipment can't leave the country without one. If you are shipping to a country outside of the EU, you must fill out a customs invoice which specifically details about every item you are exporting. A customs invoice can also be sent electronically and then a printout is often not necessary.
DELIVERY NOTE	A document accompanying a shipment of goods that lists the description, and quantity of the goods in the consignment. The delivery note is normally printed by Dynamics 365 Business Central but LogTrade can also send a delivery note in e-mail advices. A delivery note is not a transport document so normally the carrier has no input on the design or data on it.
PACKAGE LABEL (LABEL)	For each package, pallet etc. a transport package label is printed. The label shows information about the carrier, product and services and also





	tracking numbers etc. If a consignment has 3 packages, 3 labels will be printed.
SERVICES	Additional services, called just services, can be assigned to a consignment. Example of services are Insurance, Advice, Heat, Cold etc.
TERMS OF DELIVERY/SHIPMENT METHOD	Terms of Delivery in LogTrade corresponds to Shipment Method in Dynamics 365 Business Central. A shipment method is a definition of who is responsible for the goods during the transport and also who will pay for the freight and additional fees like customs etc.
WAYBILL	Official shipping document that travels with a shipment, identifies its consignor, consignee, origin and destination, describes the goods, and shows their weight, volume and more information about the shipment.

3 RECOMMENDED DOCUMENTATION ORDER

Below is the recommended order to go through the documentation to get the most out of the self-study material. Recommended is to start with the movie clips since they are a little more “easy-going” and easier to understand and then continue to the written documentation for more details when needed.

Movie clips can be found on the Youtube channel *LogTrade Connect for Dynamics 365 Business Central*. We recommend that you subscribe to the channel since more videos are coming over time. The direct address to the channel is: <https://www.youtube.com/playlist?list=PLPF45P2YXCnr1nrHbLDjjTCN5SxVYLrl>

3.1 MOVIE CLIPS AND DOCUMENTATION

Documentation could be of four types. A *User Guide* describes one setup section in a detailed document where every field and possible setup is described. A *Routine Description* is going through one or several setup sections to describe how to combine and use these to reach wanted functionality. Often not that detailed descriptions, instead more of an overview of what it is used for and why and making it easier to understand a process. The third type is *Workflow Description* that shows a complete workflow for the user. The fourth type is *Installation Guide* which describes how to install software or apps.

TYPE	DESCRIPTION
INSTALLATION GUIDE	Install LogTrade Connect from Microsoft AppSource <i>Describes how to install LogTrade Connect from Microsoft AppSource when running the cloud version of Dynamics 365 Business Central.</i>
WORKFLOW DESCRIPTION	Print Labels from Sales Order <i>Describes a simple way on how to create consignments based on sales orders.</i>
WORKFLOW DESCRIPTION	Print Labels from Inventory Pick <i>Describes a simple way on how to create consignments based on inventory pick.</i>





USER GUIDE	Role Centers <i>This document goes through all role centers where LogTrade Connect is implemented.</i>
USER GUIDE	Assisted Setup <i>Describes all steps in the Assisted Setup. All implementation projects start with the Assisted Setup and after that it is possible to tweak detailed setup.</i>
USER GUIDE	LogTrade Users <i>How to setup different Dynamics 365 Business Central users in combination with LogTrade Connect.</i>
INSTALLATION GUIDE	Integrated Printing <i>Describes how to install LogTrade Integrated Printing to get automated and reliable printing.</i>
USER GUIDE	Printer Queues <i>Download and see your print queues.</i>
USER GUIDE	Delivery Setup <i>The main setup page Delivery Setup is explained in this document.</i>
USER GUIDE	Shipping Agents <i>Describes how to map Shipping Agents and Shipping Agent Services to LogTrade Carriers and Products. Also describes detailed settings about automatic goods lines, freight cost invoicing and more.</i>
USER GUIDE	Shipping Agent Customer Number <i>Register customer numbers to all the different carriers. Both for the sending company and recipients to make it possible for the recipient to pay for the freight.</i>
USER GUIDE	Shipment Methods <i>Describes how to map Shipment Methods in Dynamics 365 Business Central to LogTrade Terms of Deliveries. A Shipment Method defines who will pay for the freight and fees.</i>
USER GUIDE	Package Types <i>Define different package types and predefine sizes and weights for each packing type.</i>
USER GUIDE	Goods Types <i>Define what goods types that should be available.</i>

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INSTALLATION GUIDE

LOGTRADE CONNECT

APP INSTALLATION

LogTrade Connect for Microsoft Dynamics 365 Business Central

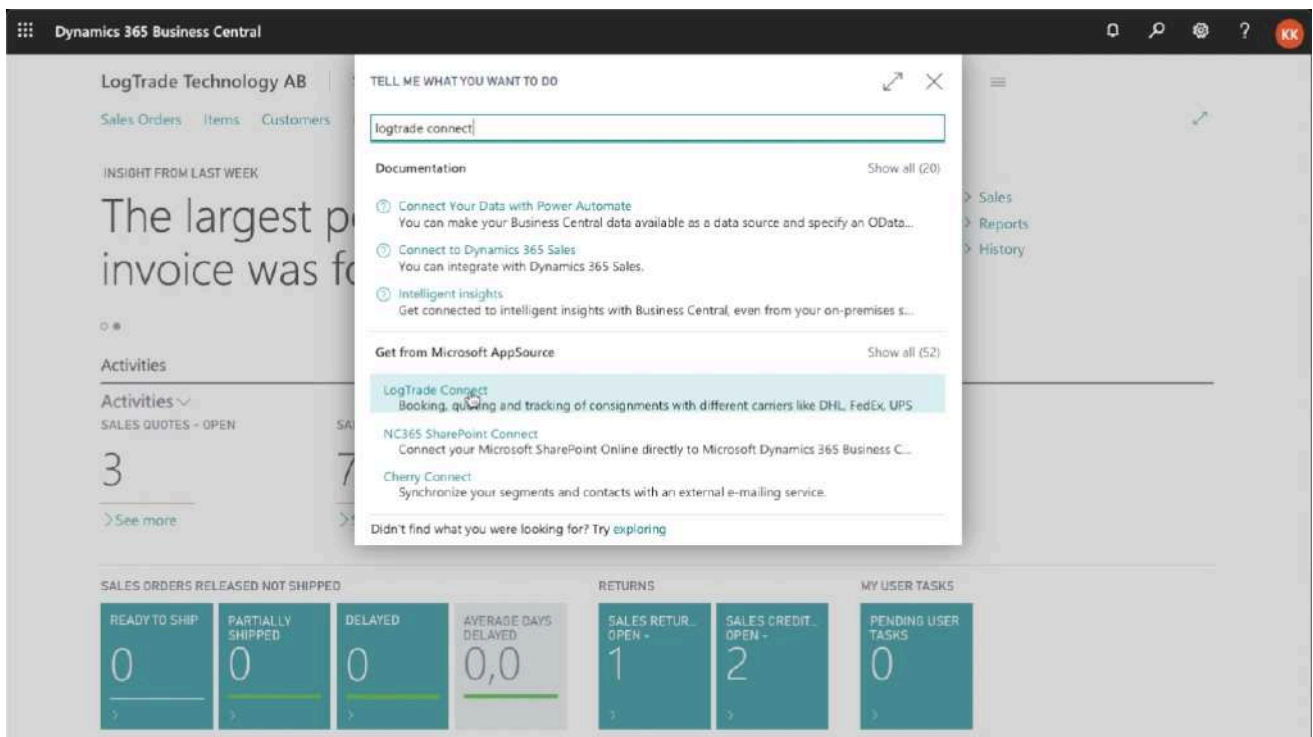


1 GENERAL

This document describes how to install and uninstall LogTrade Connect for Microsoft Dynamics 365 Business Central from Microsoft AppSource, that means that this guide is for the SaaS solution. If running an OnPrem solution the Dynamics 365 Business Central vendor will install the app as any other app.

2 INSTALLATION

There are several possible ways to install the app and this document describes one very easy option. Start by searching for *LogTrade Connect* with the standard search functionality. The top result under the section *Get from Microsoft AppSource* will be LogTrade Connect.



When you have found LogTrade Connect, click on it to open the app information.



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Microsoft | AppSource Apps Search Microsoft AppSource More

Apps > LogTrade Connect

LogTrade Connect [save for later](#)
LogTrade Technology AB
★★★★★ 5.0 (1)
Free trial

FREE TRIAL

Products
Dynamics 365 Business Central

Publisher
LogTrade Technology AB

Acquire Using
Work or school account

Version
15.0.0.0

Categories
Operations + supply chain

Industries
Distribution
Retail

Support
Support
Help

Legal
License Agreement

Booking, quoting and tracking of consignments with different carriers like DHL, FedEx, UPS and more.

LogTrade Connect

Simplify the daily work for your warehouse workers with printing of package labels and waybills directly from Sales Order, inventory Pick or any other warehouse workflow.

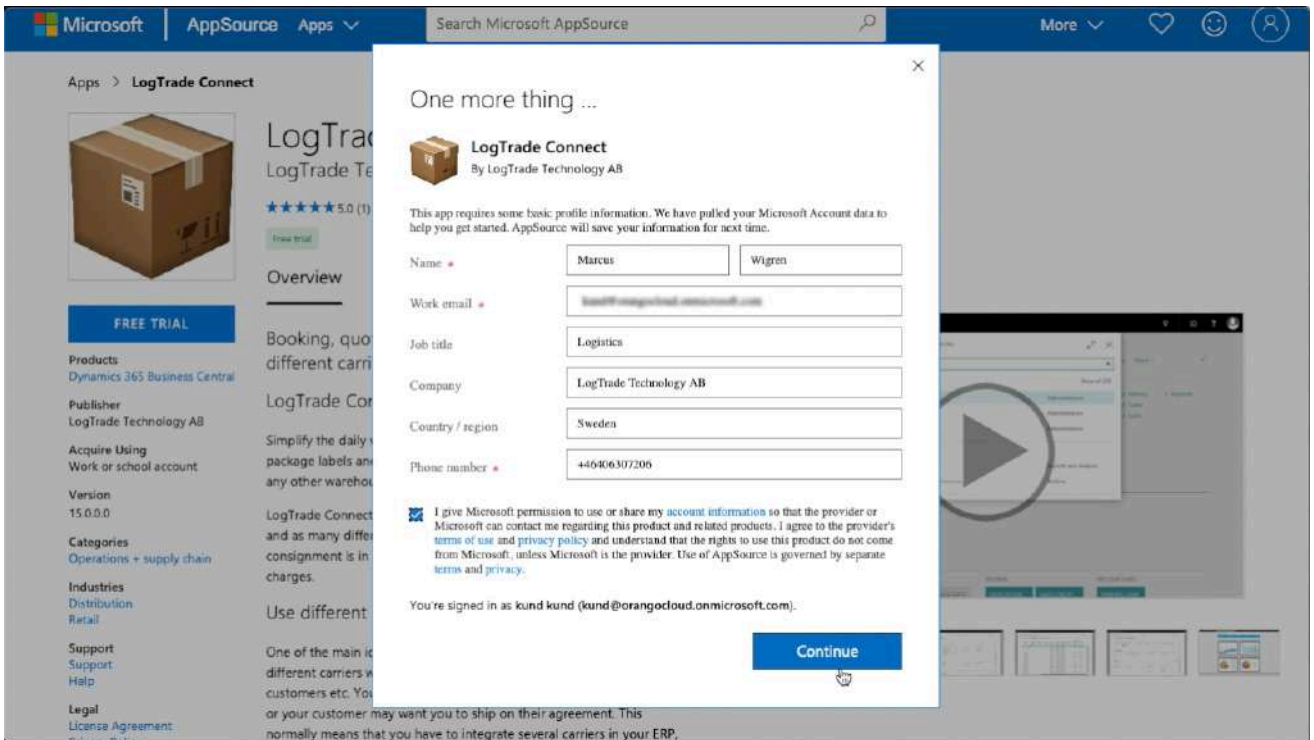
LogTrade Connect is a cloud solution with more than 3 000 customers and as many different carriers. The communication validates that the consignment is in line with the carrier agreement avoiding additional charges.

Use different carriers – in the same way

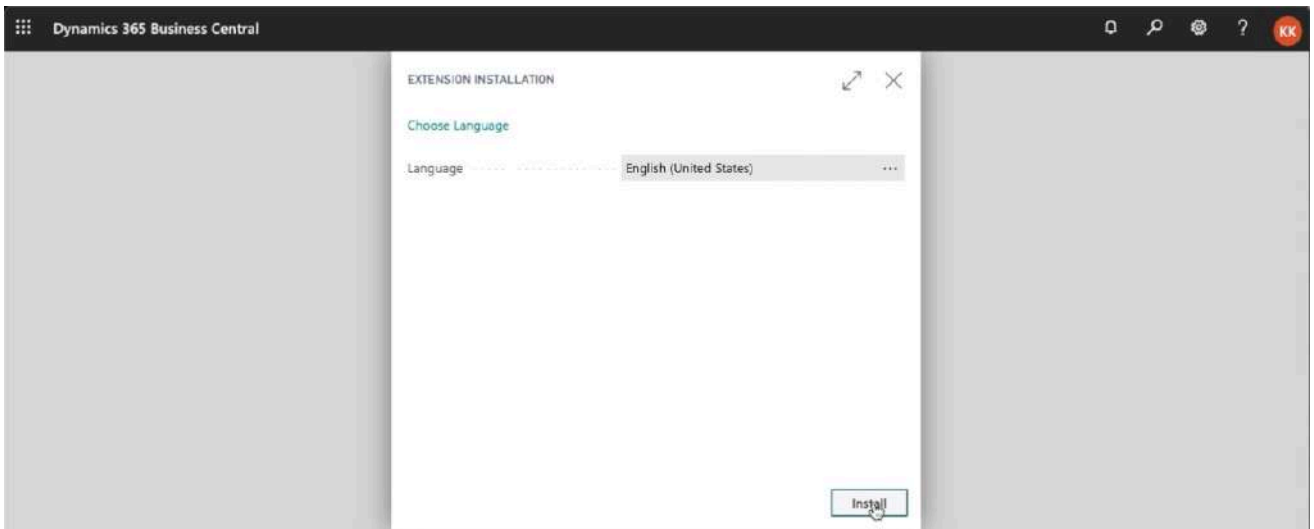
One of the main ideas with LogTrade Connect is to be able to use different carriers when you ship, depending on goods size, destinations, customers etc. You can have different agreements for different carriers, or your customer may want you to ship on their agreement. This

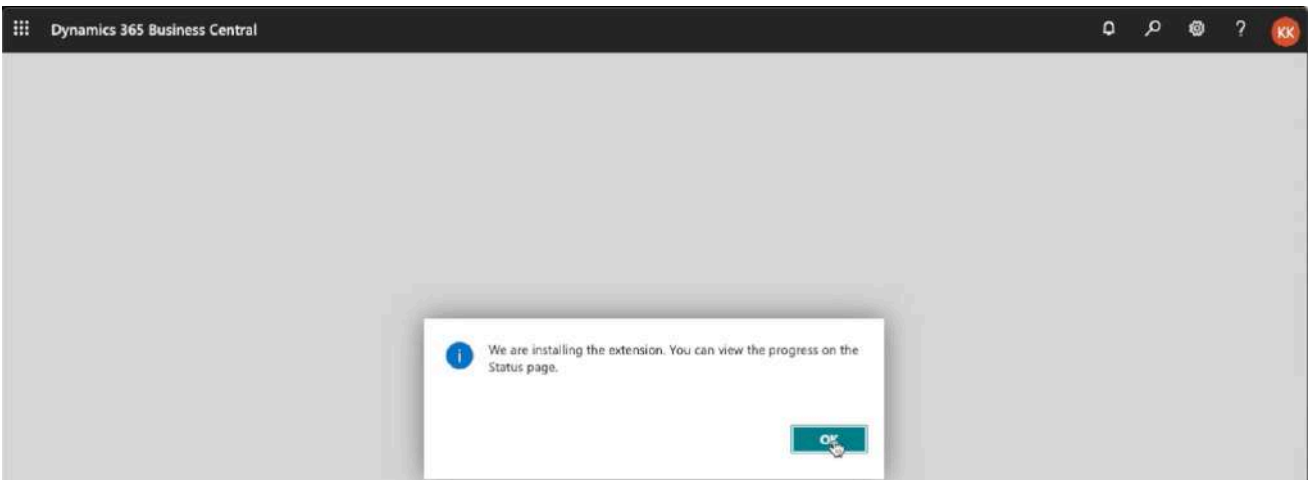
On the App Information you can read more about LogTrade Connect, you can see video demos, read documentation and other information. When ready just click on *Free Trial* in the upper left to start the installation process. If you are not already logged in you will be asked to do so.



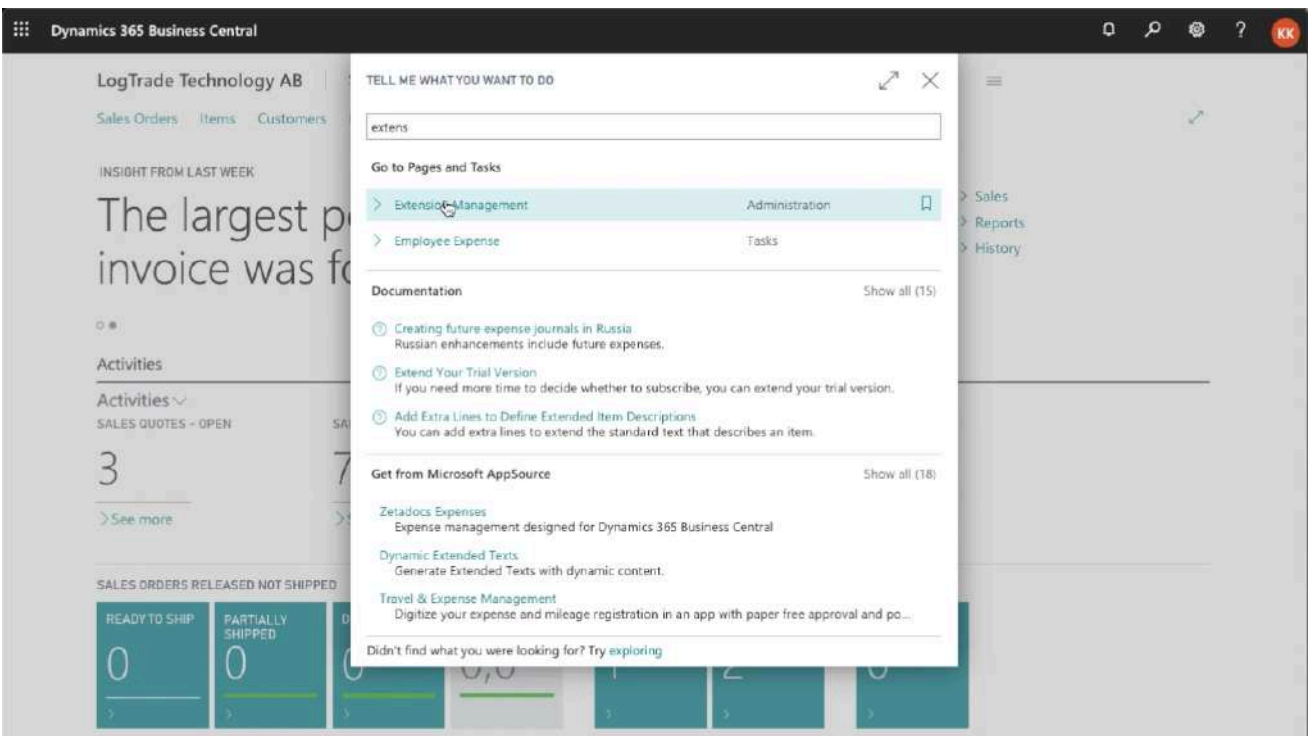


You will be asked to fill in some contact information to start the installation of LogTrade Connect in your Dynamics 365 Business Central. Click *Continue* to start the installation. After a short while you will be taken back to Dynamics 365 Business Central to finalize the installation.



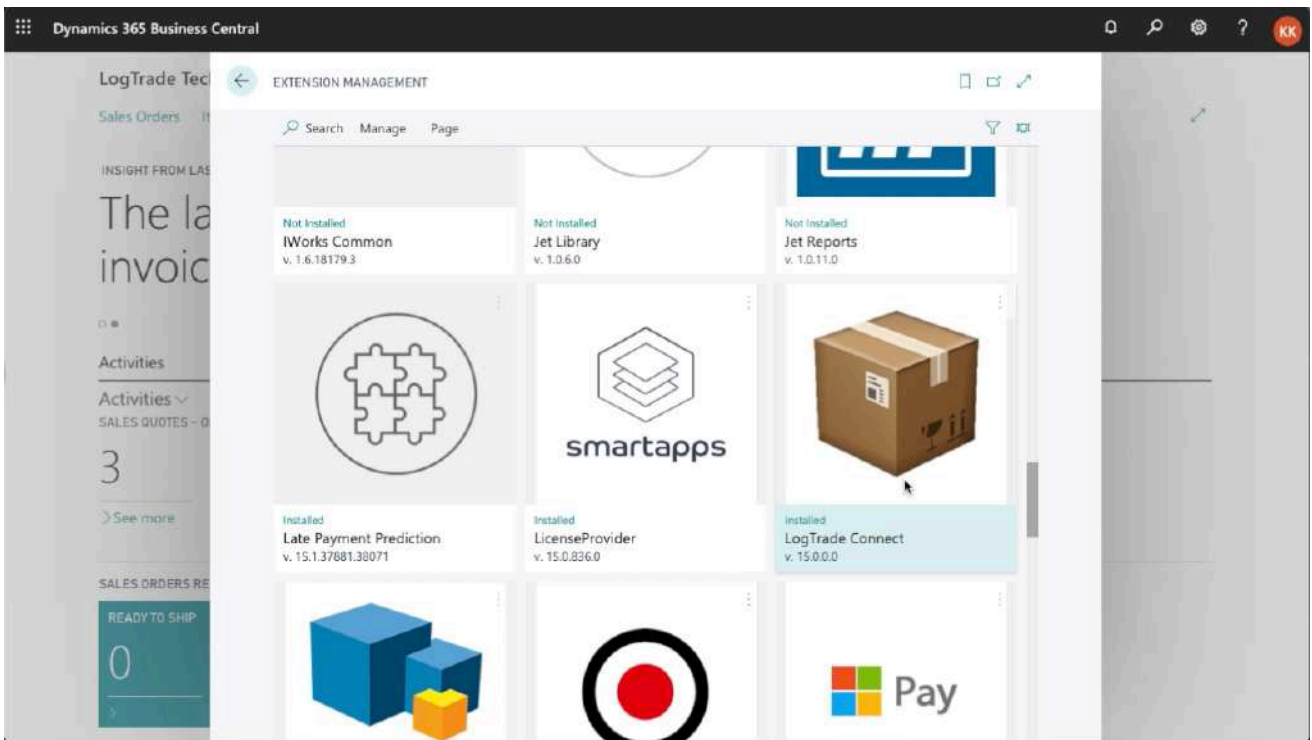


After installation you will get a message saying you can view the progress on the status page. Now you just sign out from Dynamics 365 Business Central and when you sign in again LogTrade Connect has been installed. You can verify the installation by opening *Extension Management*. Just search for *Extension Management* to open it.



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In *Extension Management* you see a list of published and installed apps in your Dynamics 365 Business Central. Scroll down to find LogTrade Connect and you should now see that it is installed and what version.

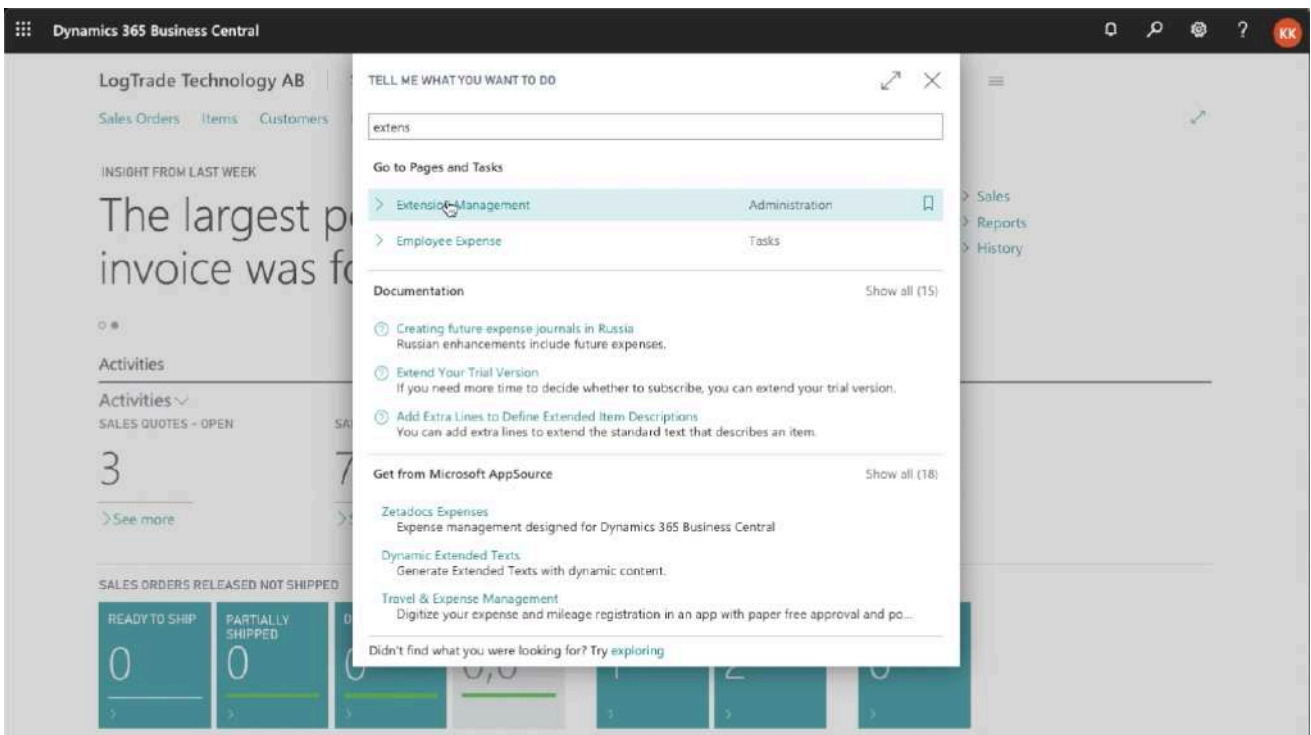


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3 UNINSTALLATION

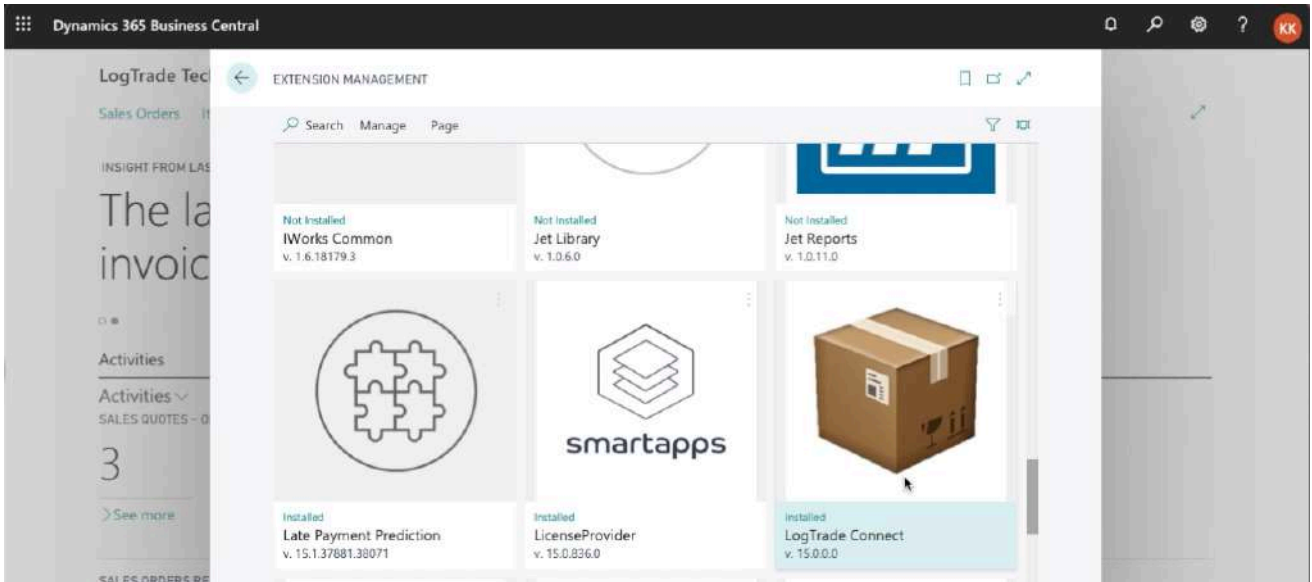
For some upgrades you might need to uninstall the app and then install the new version of the app to get the upgrade. In that case (or if you for any other reason want to uninstall the app) you start by opening *Extension Management*.

In that case just click on INSTALLED to open the uninstall page. Click uninstall and then sign out and after that you do the installation process again. Just search for *Extension Management* to open it.

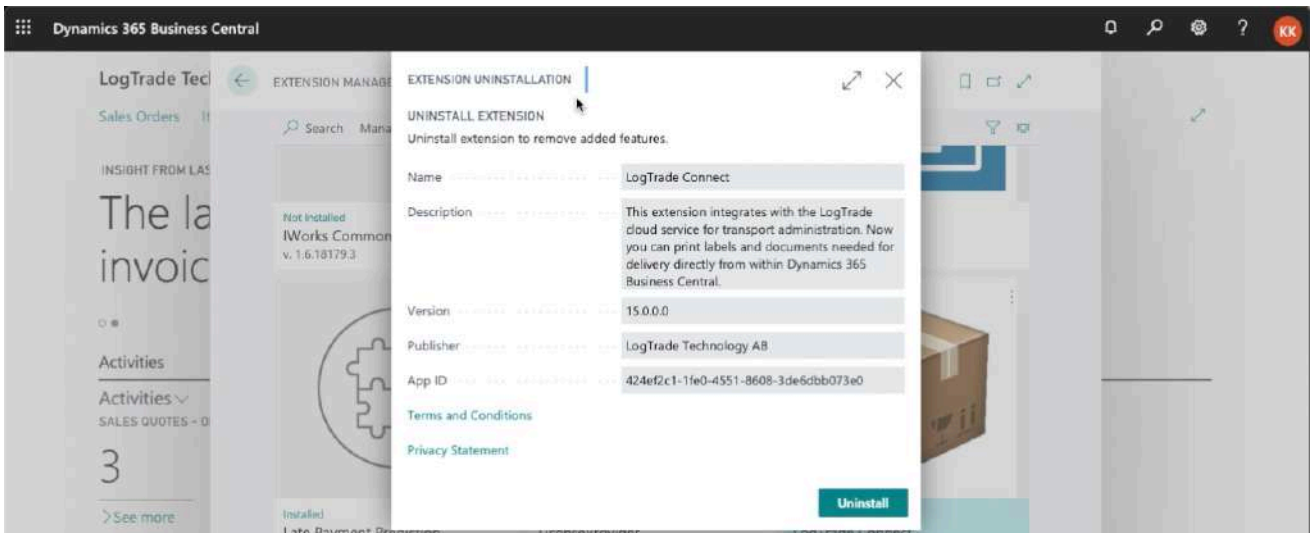


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In *Extension Management* you see a list of published and installed apps in your Dynamics 365 Business Central. Scroll down to find LogTrade Connect and you should now see that it is installed and what version.



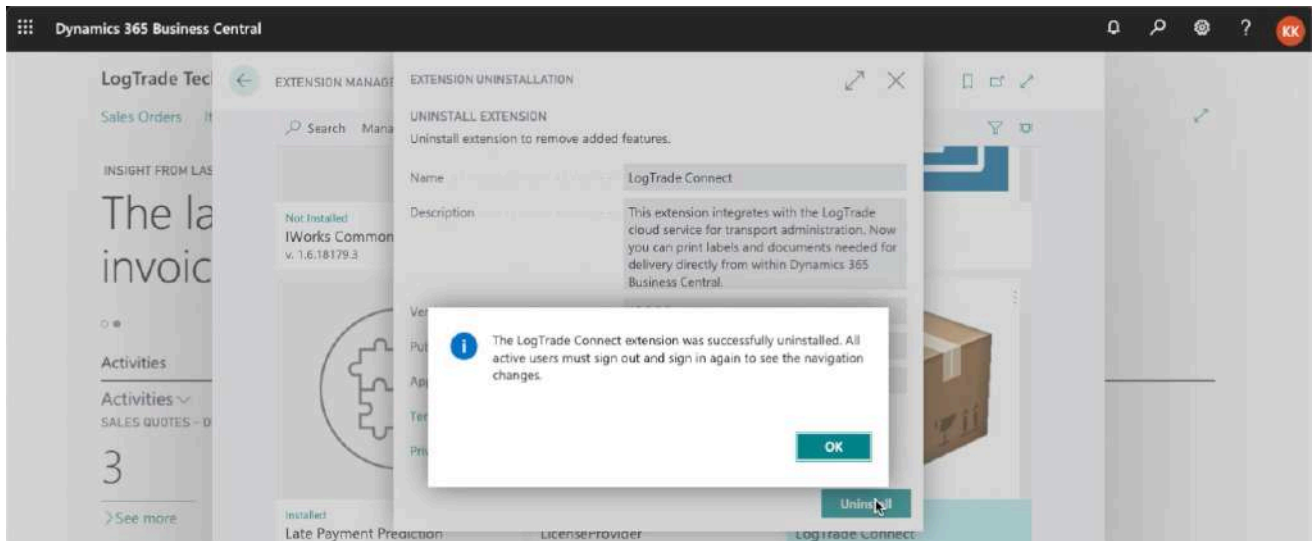
To uninstall the app just click on *Installed* under the icon to open a page that shows more information about the app.



Click on *Uninstall* to start the uninstallation process.



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When the uninstallation process is completed you will get a message saying that you must sign out and the sign in again to see the changes.

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WORKFLOW DESCRIPTION

LOGTRADE CONNECT

PRINT PACKAGE LABELS

FROM SALES ORDERS

LogTrade Connect for Microsoft Dynamics 365 Business Central





1 GENERAL

This document describes how to 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 *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 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.

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. It is recommended to use general descriptions and can be set based on the initial settings.
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.

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.
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. Normally set based on a setting made earlier.
RECIPIENT EUR PALLET CUSTOMER NO.	Recipient EUR Pallet customer number for chosen Shipping Agent. Normally set based on a setting made earlier.
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.
SENDER EUR PALLET CUSTOMER NO.	Sender EUR Pallet customer number for chosen Shipping Agent. Normally set based on a setting made earlier.

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.

SALES ORDER | WORK DATE: 28/01/2021

1002 · The Cannon Group PLC

Process Release Posting Prepare Order Request Approval Print/Send Navigate Show Attached Actions Navigate Fewer options

Functions Plan Request Approval Warehouse Posting Print Order Confirmation Delivery

Delivery Show less

No. of Packages: 1
Package Type Code: PALLET
Weight: 10
Volume:
Load Meters:
No. of Pallet Places:
No. of EUR Pallets:
Freight Payer: Sender

Sender Customer: 345678
Recipient Customer:
Recipient EUR Pall...
Goods Type: MATERIAL
Note of Goods: 1002
Terms of Delivery: CPT
Terms of Delivery:
Sender EUR Pallet...

Customer Details

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

Sales Line Details

Item No. 70000
Required Quantity 2

ATTACHMENTS

Documents 0

6.1 PACKAGE LABEL EXAMPLE

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



26
8
1
2



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

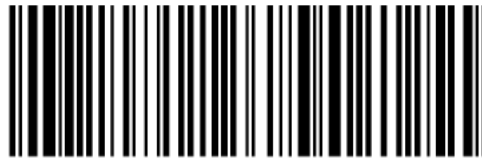
Shipment id 656 543 975 6 **1 / 1**
Sender ref 1002
Rec. ref.
Date 2019-06-17
Pay cust. # 345678

Weight 1000 / 1000 Kg

Contents MATERIAL
Ship. mark 1002



Shipment ID: 656 543 975 6



Package ID: (00) 3 73 40030 648280303 2

LogTrade version 19.3a.3 - Copyright © 2007-2019. LogTrade Technology AB.





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.

SALES ORDER | WORK DATE: 28/01/2021

1002 · The Cannon Group PLC

Process Release Posting Prepare Order Request Approval Print/Send Navigate Show Attached Actions Navigate Fewer options

Invoice Details > 1M(8D)

Shipping and Billing Show less

Ship-to Default (Sell-to Address) Bill-to Default (Customer)

Contact Mr. Andy Teal Location Code BLUE

E-mail Shipment Date 17/06/2019

Phone No. Shipping Advice Partial

Mobile Phone No. Outbound Whse...

Gate Code Shipping Time 1D

SHIPMENT METHOD Late Order Shipping Yes

Code CPT

Agent OWN LOG.

Agent Service TRANSPORT

Package Tracking... 6565439756

Delivery Show less

Customer Details >

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

Sales Line Details

Item No. 70000

Required Quantity 2

ATTACHMENTS

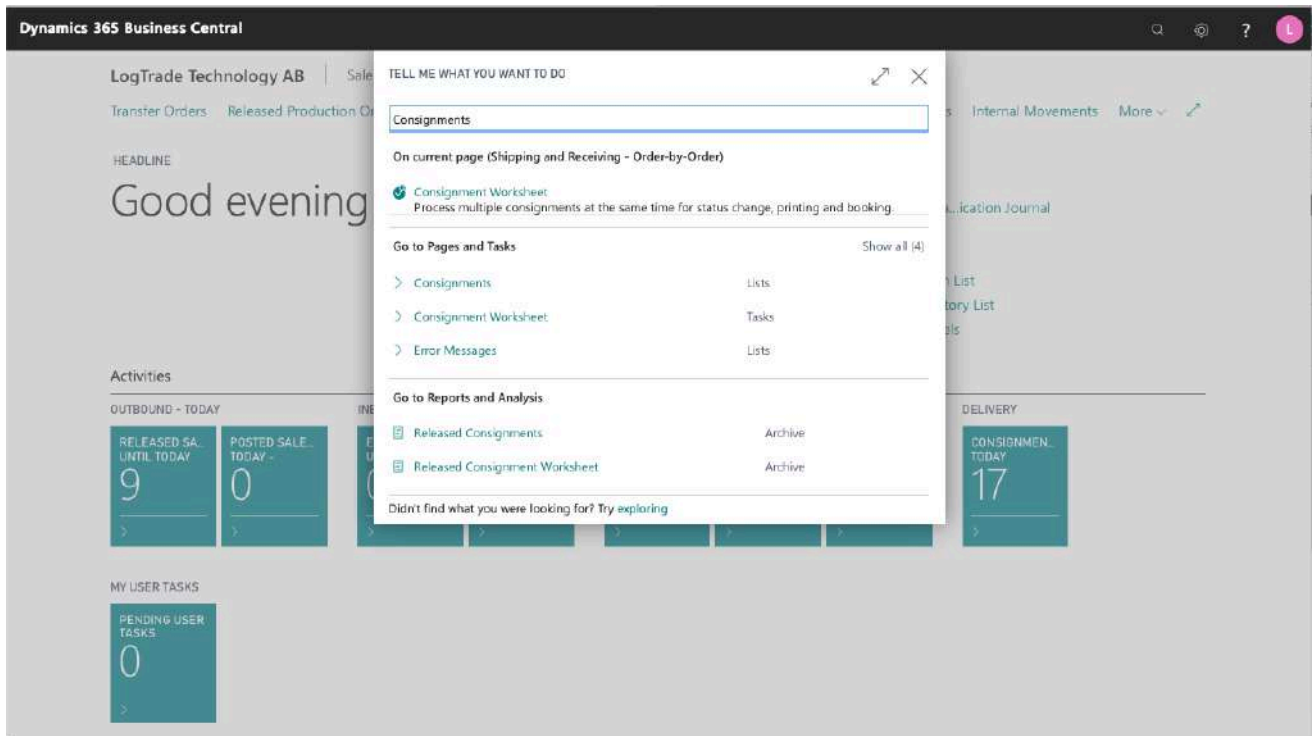
Documents 0





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.





Dynamics 365 Business Central

CONSIGNMENTS

Search + New Manage Prepare & Print Book Consignment Worksheet Open in Excel More options

No. 1	Status	Shipping Agent Code	Shipping Agent Service Code	Location Code	Shipment Date	Source Document Type	Source Document
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...	10205
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	BLUE	2019-12-10		
LTC123301...	Prepared	OWN LOG.	STANDARD	FICK	2019-12-22	Sales Order	1064

Details Attachments (0)

Totals

1	1	0
Packages	Weight	Volume
0	0	1
Load Meters	Pallet Places	Item Lines
3	0	0
Services	Linked Source Documents	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.

The screenshot shows the Dynamics 365 Business Central interface. At the top, the header reads "Dynamics 365 Business Central". Below the header, the user is logged in as "LogTrade Technology AB". A search bar is active, showing the search term "Consignment Worksheet". The search results are displayed in a list format under the heading "On current page (Shipping and Receiving - Order-by-Order)". The results include:

- Consignment Worksheet**: Process multiple consignments at the same time for status change, printing and booking.
- Released Consignment Worksheet**: Archive

The background of the screenshot shows a dashboard with various metrics and tasks. The "OUTBOUND - TODAY" section includes:

- RELEASED SA... UNTIL TODAY: 9
- POSTED SALE... TODAY: 0
- EXPECTED PUL... UNTIL TODAY: 0
- POSTED PURC... TODAY: 0
- INVENTORY PL... UNTIL TODAY: 4
- INVENTORY P... UNTIL TODAY: 0
- OPEN PHYS. L... ORDERS: 0
- CONSIGNMEN... TODAY: 17

The "MY USER TASKS" section shows "PENDING USER TASKS: 0".

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.



Dynamics 365 Business Central

CONSIGNMENT WORKSHEET

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

No. 1	Tracking No.	Status	Shipping Agent Code	Shipping Agent Service Code	Delivery Name	Delivery City
LTC12330081	6605662946	Prepared	OWN LOG.	STANDARD	The Cannon Grou...	Birmingham
LTC12330082	6605664215	Prepared	OWN LOG.	STANDARD	Green Warehouse	Liverpool
LTC12330083	6605664462	Prepared	OWN LOG.	STANDARD	The Cannon Grou...	Birmingham
LTC12330084	6605664926	Prepared	OWN LOG.	STANDARD	Sjeboden	Oslo
LTC12330094	6606005905	Prepared	OWN LOG.	STANDARD	Green Warehouse	Liverpool
LTC12330095	6606007976	Prepared	OWN LOG.	STANDARD	The Cannon Grou...	Birmingham
LTC12330096						
LTC12330103						
LTC12330104						
LTC12330114						

Details | Attachments (6)

Totals	Packages	Weight	Volume
	1	9,09	0
	0	0	2

Dynamics 365 Business Central

CONSIGNMENT WORKSHEET

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

No. 1	Tracking No.	Status	Shipping Agent Code	Shipping Agent Service Code	Delivery Name	Delivery City
LTC12330081	6605662946	Prepared	OWN LOG.	STANDARD	The Cannon Grou...	Birmingham
LTC12330082	6605664215	Prepared	OWN LOG.	STANDARD	Green Warehouse	Liverpool
LTC12330083	6605664462	Prepared	OWN LOG.	STANDARD	The Cannon Grou...	Birmingham
LTC12330084	6605664926	Prepared	OWN LOG.	STANDARD	Sjeboden	Oslo
LTC12330094	6606005905	Prepared	OWN LOG.	STANDARD	Green Warehouse	Liverpool
LTC12330095	6606007976	Prepared	OWN LOG.	STANDARD	The Cannon Grou...	Birmingham
LTC12330096	6606011002	Prepared	OWN LOG.	STANDARD	Marsholm Karmstol	Halmstad
LTC12330103	6606057609	Prepared	OWN LOG.	STANDARD	Marsholm Karmstol	Halmstad
LTC12330104	6606058953	Prepared	OWN LOG.	STANDARD	Marsholm Karmstol	Halmstad
LTC12330114	6609408528	Prepared	OWN LOG.	STANDARD	The Cannon Grou...	Birmingham

Action: Save, Prepare, Release, Archive

Yes No

Details | Attachments (6)

Totals	Packages	Weight	Volume
	1	9,09	0
	0	0	2

Load Meters	Pallet Places	Item Lines
0	0	0

Services	Linked Source Documents	Consolidated Commitments
0	0	0

Error Messages: 0

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:		Phone:	0666-666-6666	
Consignor:	CRONUS International Ltd.	Postal code:	W2 8HG	
Customer code:	345678	City:	London	
Shipment number	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				
LogTrade, version 19.3a.10 - Copyright© 2007-2019, LogTrade Technology AB.				



2.6
8 1/2

WORKFLOW DESCRIPTION

LOGTRADE CONNECT

PRINT PACKAGE LABELS

FROM INVENTORY PICK

LogTrade Connect for Microsoft Dynamics 365 Business Central





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.



Dynamics 365 Business Central

INVENTORY PICK

Inv. Pick · IPI000007

Process Print/Send Posting Actions Navigate Report Fewer options

Functions Postings Print Delivery

- Create Consignment
- Create & Print Consignment

Communication

E-mail mr.andyteal@contoso.com Mobile Phone No.

Phone No. +46406307206

Delivery Show less

No. of Packages 1	No. of Pallet Places
Package Type Code BOX	No. of EUR Pallets
Weight 10	Goods Type
Volume	Note of Goods
Load Meters	

10000
88 824.93
16 004.40
1 391.39
6.63
0.00
49.13
0.00
21-01-17
276.48
0.00
153.50
368.40
0.00

6.1 PACKAGE LABEL EXAMPLE

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



26
8
1
2

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

Services

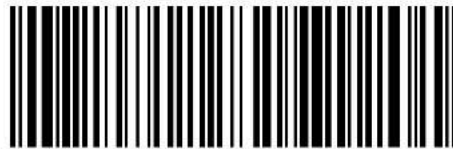
Shipment id 660 940 852 8 **1 / 1**
Sender ref 1064
Rec. ref.
Date 2019-12-22
Pay cust. #

Weight 10 / 10 Kg

Contents Goods
Ship. mark



Shipment ID: 660 940 852 8



Package ID: (00) 3 73 40030 662899220 0

LogTrade, version 19.6c.3 - Copyright© 2007-2019, LogTrade Technology AB.





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.

The screenshot displays the 'CONSIGNMENT' record for 'LTC12330114 · The Cannon Group PLC'. The interface includes a navigation bar with actions like 'Select Packages', 'Create Package', 'Print', 'Release', 'Add Service', 'Reopen', and 'Book'. The 'General' tab is active, showing fields for Warehouse, Inventory, Source Documents, and Delivery details. The 'Details' tab shows a 'Totals' table and 'Statistics'.

Package	Weight	Volume
1	10	0
0	0	0

Load Meters	Pallet Places	Item Lines
0	0	0

Services	Linked Source Documents	Consolidated Consignments
0	0	0

Statistics

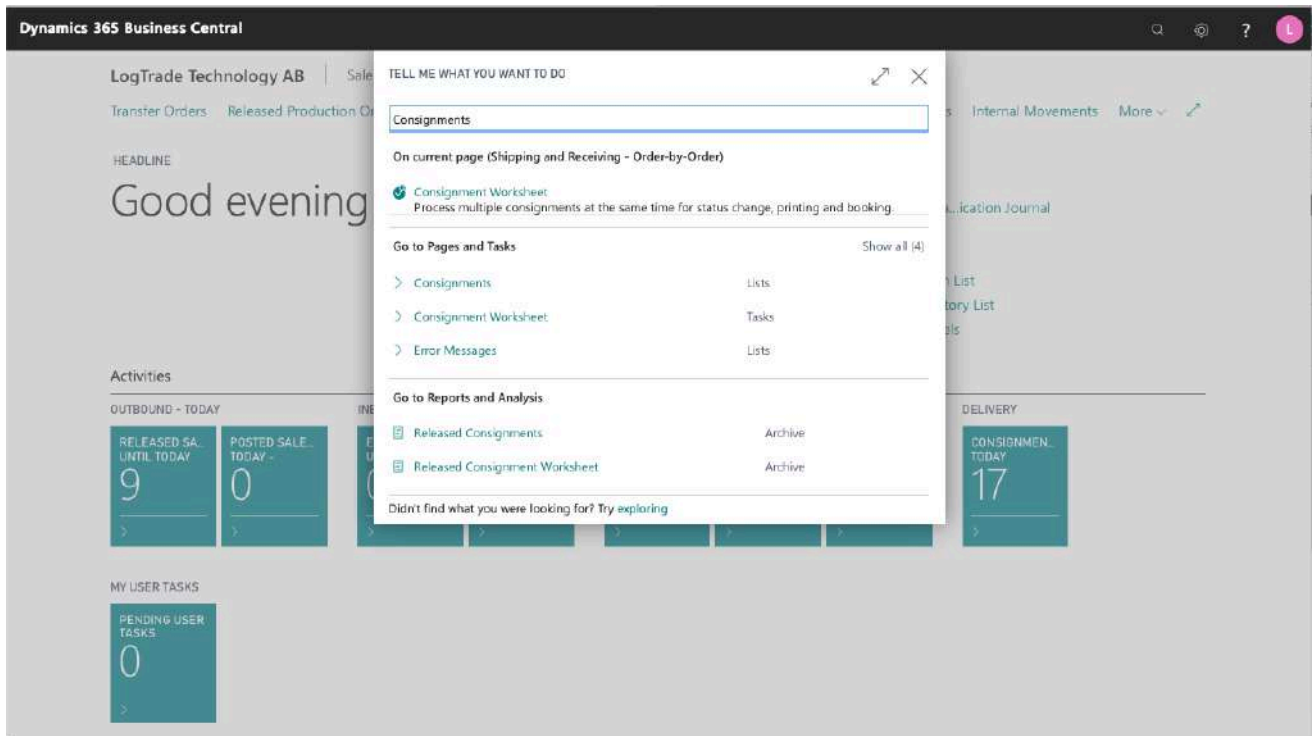
TRACKING Status: Prepared
Booking Status: Prepared
Tracking No.: 6609408528
Consolidated With No.: 6609408528





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. 1	Status	Shipping Agent Code	Shipping Agent Service Code	Location Code	Shipment Date	Source Document Type	Source Document
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...	10205
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	BLUE	2019-12-10		
LTC123301...	Prepared	OWN LOG.	STANDARD	FICK	2019-12-22	Sales Order	1064

Details Attachments (0)

Totals

1	1	0
Packages	Weight	Volume
0	0	1
Load Meters	Pallet Places	Item Lines
3	0	0
Services	Linked Source Documents	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.

The screenshot shows the Dynamics 365 Business Central interface. At the top, the header reads "Dynamics 365 Business Central". Below the header, the user is logged in as "LogTrade Technology AB". A search bar is active, showing the search term "Consignment Worksheet". The search results are displayed in a list format under the heading "On current page (Shipping and Receiving - Order-by-Order)". The results include:

- Consignment Worksheet**: Process multiple consignments at the same time for status change, printing and booking.
- Released Consignment Worksheet**: Archive

The background of the screenshot shows a dashboard with various metrics and tasks. The "OUTBOUND - TODAY" section includes:

- RELEASED SA... UNTIL TODAY: 9
- POSTED SALE... TODAY: 0
- EXPECTED PUL... UNTIL TODAY: 0
- POSTED PURC... TODAY: 0
- INVENTORY PL... TODAY: 4
- INVENTORY P... UNTIL TODAY: 0
- OPEN PHYS. L... ORDERS: 0
- CONSIGNMEN... TODAY: 17

The "MY USER TASKS" section shows "PENDING USER TASKS: 0".

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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Dynamics 365 Business Central

CONSIGNMENT WORKSHEET

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

No. 1	Tracking No.	Status	Shipping Agent Code	Shipping Agent Service Code	Delivery Name	Delivery City
LTC12330081	6605662946	Prepared	OWN LOG.	STANDARD	The Cannon Grou...	Birmingham
LTC12330082	6605664215	Prepared	OWN LOG.	STANDARD	Green Warehouse	Liverpool
LTC12330083	6605664462	Prepared	OWN LOG.	STANDARD	The Cannon Grou...	Birmingham
LTC12330084	6605664926	Prepared	OWN LOG.	STANDARD	Sjeboden	Oslo
LTC12330094	6606005905	Prepared	OWN LOG.	STANDARD	Green Warehouse	Liverpool
LTC12330095	6606007976	Prepared	OWN LOG.	STANDARD	The Cannon Grou...	Birmingham
LTC12330096						
LTC12330103						
LTC12330104						
LTC12330114						

Totals: Packages: 1, Weight: 9,09, Volume: 0

Dynamics 365 Business Central

CONSIGNMENT WORKSHEET

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

No. 1	Tracking No.	Status	Shipping Agent Code	Shipping Agent Service Code	Delivery Name	Delivery City
LTC12330081	6605662946	Prepared	OWN LOG.	STANDARD	The Cannon Grou...	Birmingham
LTC12330082	6605664215	Prepared	OWN LOG.	STANDARD	Green Warehouse	Liverpool
LTC12330083	6605664462	Prepared	OWN LOG.	STANDARD	The Cannon Grou...	Birmingham
LTC12330084	6605664926	Prepared	OWN LOG.	STANDARD	Sjeboden	Oslo
LTC12330094	6606005905	Prepared	OWN LOG.	STANDARD	Green Warehouse	Liverpool
LTC12330095	6606007976	Prepared	OWN LOG.	STANDARD	The Cannon Grou...	Birmingham
LTC12330096	6606011002	Prepared	OWN LOG.	STANDARD	Marsholm Karmstol	Halmstad
LTC12330103	6606057609	Prepared	OWN LOG.	STANDARD	Marsholm Karmstol	Halmstad
LTC12330104	6606058953	Prepared	OWN LOG.	STANDARD	Marsholm Karmstol	Halmstad
LTC12330114	6609408528	Prepared	OWN LOG.	STANDARD	The Cannon Grou...	Birmingham

Totals: Packages: 0, Weight: 0, Volume: 2

Load Meters: 0, Pallet Pkcs: 0, Item Lines: 0
Services: 0, Linked Source Documents: 0, Consolidated Consignments: 0
Error Messages: 0

Statistics

Action: Save, Prepare, Release, Archive





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 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				
LogTrade, version 19.3a.10 - Copyright© 2007-2019, LogTrade Technology AB.				



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USER GUIDE

LOGTRADE CONNECT

ROLE CENTERS

LogTrade Connect for Microsoft Dynamics 365 Business Central

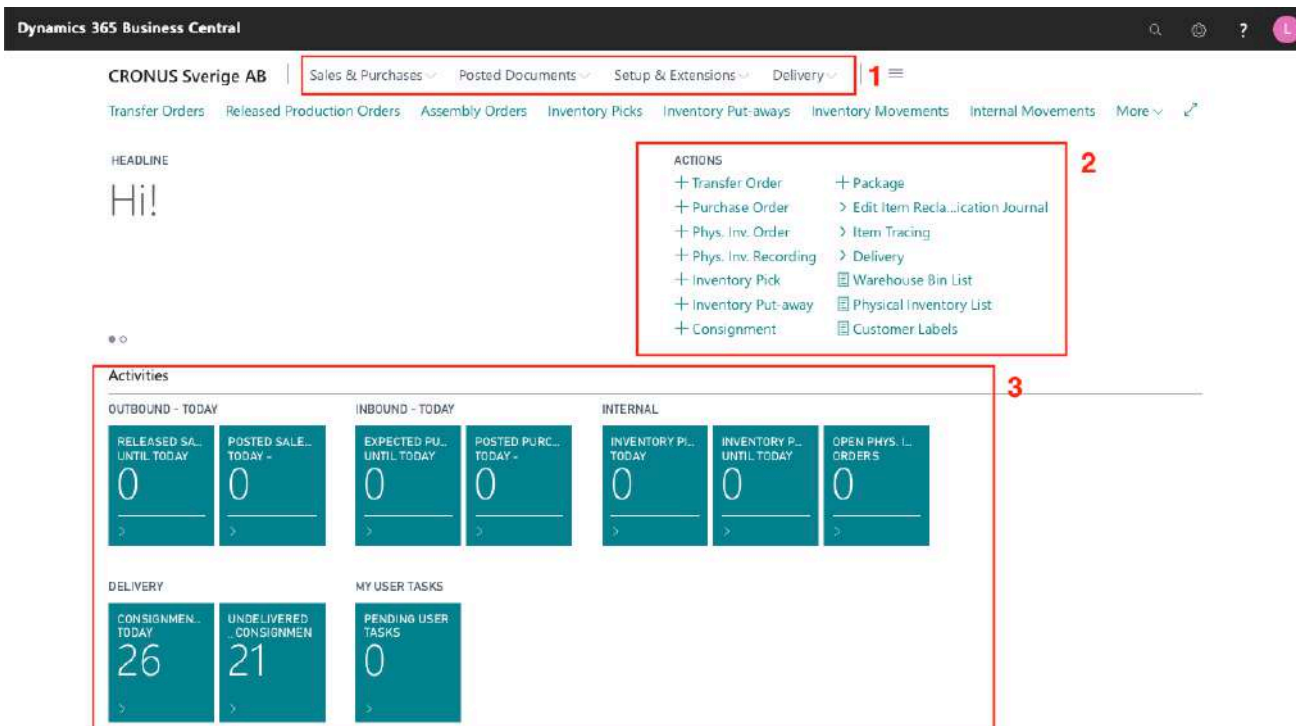


1 GENERAL

There are several different role centers in Microsoft Dynamics 365 Business Central depending on which roles and responsibilities each employee has. A role center is a dashboard for the user where his most common work tasks and information are collected on one page.

2 ROLE CENTER STRUCTURE

A role center is divided in different parts and LogTrade Connect has implemented information in several of the parts depending on the role centers. These parts are mentioned and described below and in following chapters each modified role center is described.

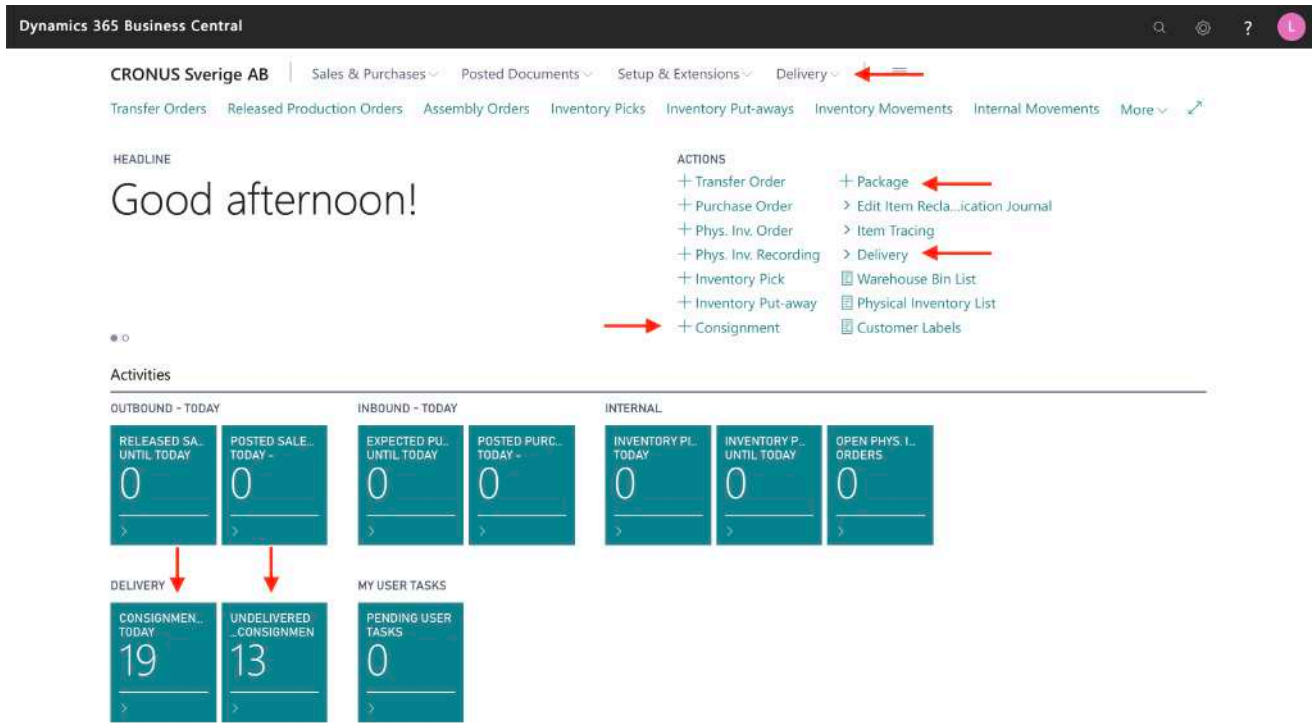


- 1) Navigation Menu - The top-level navigation consists of one or more root menu items that expand to display links to other pages.
- 2) Action bar - The actions bar provides links to pages, reports, and codeunits. The links can be displayed on the root-level or grouped in a sub-menu.
- 3) Activities Data Cues - Provide a visual representation of aggregated business data, such as the number of open sales invoices or the total sales for the month.



3 LOGTRADE CONNECT IN DIFFERENT ROLE CENTERS

3.1 SHIPPING AND RECEIVING – ORDER-BY-ORDER



3.1.1 NAVIGATION MENU



MENU NAME	DESCRIPTION
CONSIGNMENTS	Opens a list of all consignments that has not yet been released.
PACKAGES	Opens a list of all defined packages belonging to consignments that has not been released yet.
RELEASED CONSIGNMENTS	Opens a list of all released consignments. From this list it is possible to track goods, see costs etc.



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8 1/2

3.1.2 ACTION BAR

HEADLINE

Good afternoon!

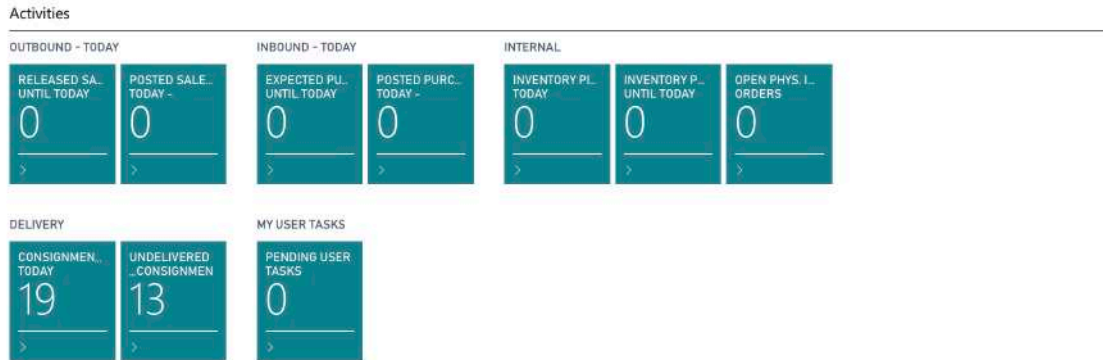
Activities

ACTIONS

- + Transfer Order
- + Purchase Order
- + Phys. Inv. Order
- + Phys. Inv. Recording
- + Inventory Pick
- + Inventory Put
- + Consignment
- + Package
- > Edit Item Reclamation Journal
- > Item Tracing
- > Delivery
- Consignment Worksheet in List
- Released Consignments Inventory List
- Consignments
- Packages

MENU NAME	DESCRIPTION
+CONSIGNMENT	This is used to create a new consignment without starting from a source document.
+PACKAGE	This is used to create a new package without starting from a consignment.
DELIVERY / CONSIGNMENT WORKSHEET	Opens the <i>Consignment Worksheet</i> where it is possible to release consignments that initiates EDI, advice e-mails etc.
DELIVERY / RELEASED CONSIGNMENTS	Opens a list of all released consignments. From this list it is possible to track goods, see costs etc.
DELIVERY / CONSIGNMENTS	Opens a list of all consignments that has not yet been released.
DELIVERY / PACKAGES	Opens a list of all defined packages belonging to consignments that has not been released yet.

3.1.3 ACTIVITIES DATA CUES



MENU NAME	DESCRIPTION
DELIVERY / CONSIGNMENTS TODAY	This cue shows the number of created Consignments today. Only non-released consignments are shown.
DELIVERY / UNDELIVERED CONSIGNMENTS	This cue shows how many Consignments that has not yet been delivered to the recipient. For this cue to show up the company has to be licensed for Push Tracking Status (additional cost may apply).



3.2 SHIPPING AND RECEIVING – WAREHOUSE MANAGEMENT SYSTEM

Dynamics 365 Business Central

LogTrade Technology AB | < erence Data | Journals | Worksheet | Posted Documents | Registered Documents | Setup & Extensions | Delivery

Warehouse Shipments | Warehouse Receipts | Transfer Orders | Physical Inventory Orders | Physical Inventory Recordings | Released Production Orders | More

HEADLINE
Good afternoon!

ACTIONS

- + Whse. Shipment
- + Transfer Order
- + Purchase Order
- + Whse. Receipt
- + Phys. Inv. Order
- + Phys. Inv. Recording
- + Consignment
- + Package
- > Put-away Worksheet
- > Pick Worksheet
- > Movement Worksheet
- > Whse. Item Journal
- > Whse. Phys. Invt. Journal
- > Item Tracing
- > Delivery
- ☰ Picking List
- ☰ Put-away List
- ☰ Movement List
- ☰ Whse. Shipment Status
- ☰ Warehouse Bin List
- ☰ Whse. Adjustment Bin
- ☰ Warehouse Physi... Inventory List
- ☰ Phys. Inventory List
- ☰ Customer - Labels

Activities

OUTBOUND - TODAY

RELEASED S. TODAY - 2	SHIPMENTS - TODAY - 0	PICKED SHIP. TODAY - 0	POSTED SHIP. TODAY - 0
-----------------------	-----------------------	------------------------	------------------------

INBOUND - TODAY

EXPECTED PU. ORDERS - 0	ARRIVALS - 0	POSTED RECE. TODAY - 0
-------------------------	--------------	------------------------

INTERNAL

PICKS - ALL - 0	PUT-AWAYS - ALL - 0	MOVEMENTS - ALL - 0	REGISTERED TODAY - 0
-----------------	---------------------	---------------------	----------------------

DELIVERY

CONSIGNMEN. TODAY - 26	UNDELIVERED CONSIGNME. - 2
------------------------	----------------------------

MY USER TASKS

PENDING USE. TASKS - 0

3.2.1 NAVIGATION MENU

Consignments | Packages | Released Consignments

MENU NAME	DESCRIPTION
CONSIGNMENTS	Opens a list of all consignments that has not yet been released.
PACKAGES	Opens a list of all defined packages belonging to consignments that has not been released yet.
RELEASED CONSIGNMENTS	Opens a list of all released consignments. From this list it is possible to track goods, see costs etc.

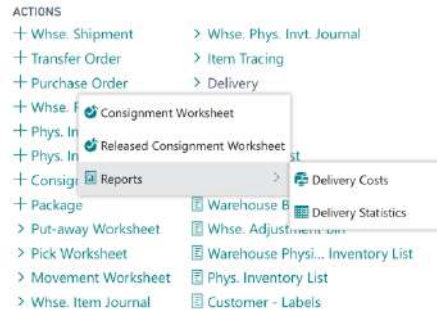


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8 1/2

3.2.2 ACTION BAR

HEADLINE

Good afternoon!

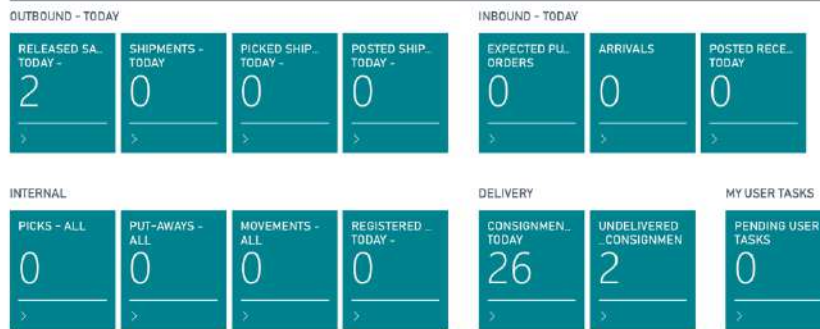


MENU NAME	DESCRIPTION
+CONSIGNMENT	This is used to create a new consignment without starting from a source document.
+PACKAGE	This is used to create a new package without starting from a consignment.
DELIVERY / CONSIGNMENT WORKSHEET	Opens the <i>Consignment Worksheet</i> where it is possible to release consignments that initiates EDI, advice e-mails etc.
DELIVERY / RELEASED CONSIGNMENT WORKSHEET	Opens the <i>Released Consignment Worksheet</i> where it is possible to print consignments again etc.
DELIVERY / REPORTS / DELIVERY COSTS	Opens a report that shows costs for consignments. Possible to filter on <i>Recipient, Shipping Agent</i> etc.
DELIVERY / REPORTS / DELIVERY STATISTICS	Opens a report that shows details of the delivery process for all consignments. With this report it is easy to follow-up on how long time each shipment has taken from pickup to delivery. Possible to filter on <i>Recipient, Shipping Agent</i> etc.



3.2.3 ACTIVITIES DATA CUES

Activities



MENU NAME	DESCRIPTION
DELIVERY / CONSIGNMENTS TODAY	This cue shows the number of created Consignments today. Only non-released consignments are shown.
DELIVERY / UNDELIVERED CONSIGNMENTS	This cue shows how many Consignments that has not yet been delivered to the Recipient. For this cue to show up the company has to be licensed for Tracking Push Status (additional cost may apply).



3.3 WAREHOUSE WORKER - WAREHOUSE MANAGEMENT SYSTEM

Dynamics 365 Business Central

LogTrade Technology AB | Reference Data | Journals | Worksheet | Registered Documents | **Delivery**

Picks | Put-aways | Movements | Warehouse Shipments | Warehouse Receipts | Transfer Orders | Assembly Orders | Bin Contents

HEADLINE
Good afternoon!

ACTIONS
+ Consignment
> Whse. Physical Inv. Journal
> Whse. Item Journal
> Pick Worksheet
> Put-away Worksheet
> Movement Worksheet

> Delivery
Warehouse Bin List
Warehouse Adjustment Bin
Whse. Phys. Inventory List
Prod. Order Picking List
Customer Labels

Activities

OUTBOUND | INBOUND | INTERNAL | DELIVERY

UNASSIGNED PICKS | MY PICKS | UNASSIGNED PUT-AWAYS | MY PUT-AWAYS | UNASSIGNED MOVEMENTS | MY MOVEMENTS | CONSIGNMENTS TODAY (26) | UNDELIVERED CONSIGNMENTS (2)

MY USER TASKS
PENDING USER TASKS

3.3.1 NAVIGATION MENU

LogTrade Technology AB | Reference Data | Journals | Worksheet | Registered Documents | **Delivery**

Consignments | Packages | Released Consignments

MENU NAME	DESCRIPTION
CONSIGNMENTS	Opens a list of all consignments that has not yet been released.
PACKAGES	Opens a list of all defined packages belonging to consignments that has not been released yet.
RELEASED CONSIGNMENTS	Opens a list of all released consignments. From this list it is possible to track goods, see costs etc.

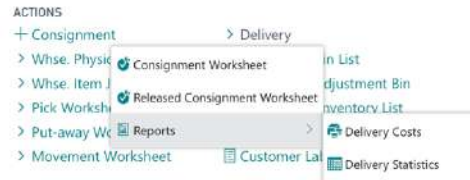


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8 1/2

3.3.2 ACTION BAR

HEADLINE

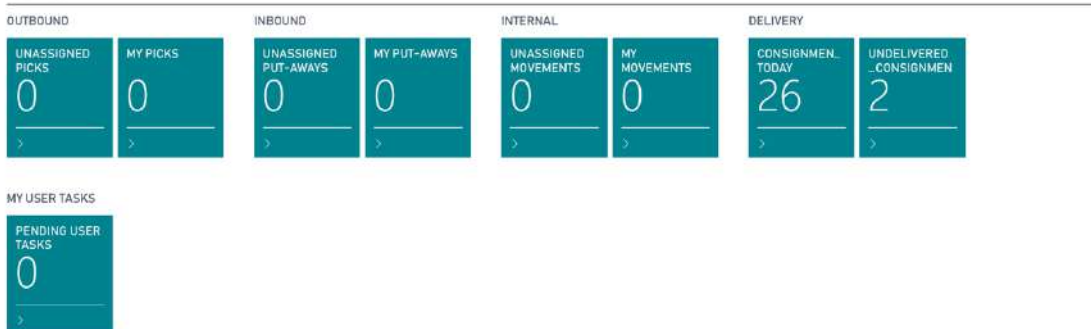
Good afternoon!



MENU NAME	DESCRIPTION
+CONSIGNMENT	This is used to create a new consignment without starting from a source document.
DELIVERY / CONSIGNMENT WORKSHEET	Opens the <i>Consignment Worksheet</i> where it is possible to release consignments that initiates EDI, advice e-mails etc.
DELIVERY / RELEASED CONSIGNMENT WORKSHEET	Opens the <i>Released Consignment Worksheet</i> where it is possible to print consignments again etc.
DELIVERY / REPORTS / DELIVERY COSTS	Opens a report that shows costs for consignments. Possible to filter on <i>Recipient, Shipping Agent</i> etc.
DELIVERY / REPORTS / DELIVERY STATISTICS	Opens a report that shows details of the delivery process for all consignments. With this report it is easy to follow-up on how long time each shipment has taken from pickup to delivery. Possible to filter on <i>Recipient, Shipping Agent</i> etc.

3.3.3 ACTIVITIES DATA CUES

Activities



MENU NAME	DESCRIPTION
DELIVERY / CONSIGNMENTS TODAY	This cue shows the number of created Consignments today. Only non-released consignments are shown.
DELIVERY / UNDELIVERED CONSIGNMENTS	This cue shows how many Consignments that has not yet been delivered to the Recipient. For this cue to show up the company has to be licensed for Tracking Push Status (additional cost may apply).





3.4 SALES ORDER PROCESSOR

Dynamics 365 Business Central

LogTrade Technology AB | Sales | Purchasing | Inventory | Posted Documents | Setup & Extensions | Delivery

SALES ORDERS - OPEN: 0

SALES ORDERS - OPEN: 47

SALES ORDERS RELEASED NOT SHIPPED

READY TO SHIP: 20	PARTIALLY SHIPPED: 5	DELAYED: 2	AVERAGE DAYS DELAYED: 3,0
-------------------	----------------------	------------	---------------------------

RETURNS

SALES RETUR., OPEN -: 0	SALES CREDIT., OPEN -: 1
-------------------------	--------------------------

DELIVERY

CONSIGNMEN., TODAY: 26	UNDELIVERED., CONSIGNMEN: 2
------------------------	-----------------------------

MY USER TASKS

3.4.1 NAVIGATION MENU

Consignments | Released Consignments

MENU NAME	DESCRIPTION
CONSIGNMENTS	Opens a list of all consignments that has not yet been released.
RELEASED CONSIGNMENTS	Opens a list of all released consignments. From this list it is possible to track goods, see costs etc.





3.4.2 ACTION BAR

HEADLINE

Good afternoon!

• ◦ ◦

HEADLINE

Good afternoon!

• ◦ ◦

Activities

Activities ▾

HEADLINE

Good afternoon!

• ◦ ◦

ACTIONS

+ Sales Quote + Sales Return Order > Tasks > History
+ Sales Invoice + Sales Credit Memo
+ Sales Order + Consignment

- Sales Journal
- Sales Price Worksheet
- Consignment Worksheet

ACTIONS

+ Sales Quote + Sales Return Order > Tasks > History
+ Sales Invoice + Sales Credit Memo > Sales
+ Sales Order + Consignment > Reports

- Customer >
- Sales >
- Delivery >
 - Delivery Costs
 - Delivery Statistics

ACTIONS

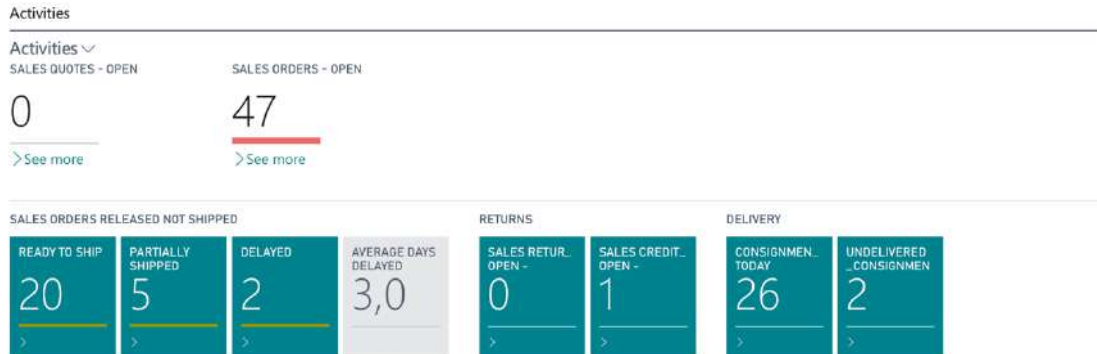
+ Sales Quote + Sales Return Order > Tasks > History
+ Sales Invoice + Sales Credit Memo
+ Sales Order + Consignment

- Navigate
- Released Consignment Worksheet

MENU NAME	DESCRIPTION
+CONSIGNMENT	This is used to create a new consignment without starting from a source document.
TASKS / CONSIGNMENT WORKSHEET	Opens the <i>Consignment Worksheet</i> where it is possible to release consignments that initiates EDI, advice e-mails etc.
REPORTS / DELIVERY / DELIVERY COSTS	Opens a report that shows costs for consignments. Possible to filter on <i>Recipient, Shipping Agent</i> etc.
REPORTS/ DELIVERY / DELIVERY STATISTICS	Opens a report that shows details of the delivery process for all consignments. With this report it is easy to follow-up on how long time each shipment has taken from pickup to delivery. Possible to filter on <i>Recipient, Shipping Agent</i> etc.
HISTORY / RELEASED CONSIGNMENT WORKSHEET	Opens the <i>Released Consignment Worksheet</i> where it is possible to print consignments again etc.



3.4.3 ACTIVITIES DATA CUES



MENU NAME	DESCRIPTION
DELIVERY / CONSIGNMENTS TODAY	This cue shows the number of created Consignments today. Only non-released consignments are shown.
DELIVERY / UNDELIVERED CONSIGNMENTS	This cue shows how many Consignments that has not yet been delivered to the Recipient. For this cue to show up the company has to be licensed for Tracking Push Status (additional cost may apply).



3.5 BUSINESS MANAGER

Dynamics 365 Business Central

LogTrade Technology AB | < ish Management | Sales | Purchasing | Setup & Extensions | Intelligent Cloud Insights | Delivery

Customers | Vendors | Items | Bank Accounts | Chart of Accounts

HEADLINE
Good afternoon!

ACTIONS
 + Sales Quote | + Purchase Order | > Payments | Excel Reports
 + Sales Order | + Purchase Invoice | > Reports
 + Sales Invoice | + Consignment | > Setup
 + Purchase Quote | > New | > Delivery

Activities

Activities > INTELLIGENT CLOUD

Learn More | Intelligent Cloud Insights

SALES THIS MONTH: 491£ > See more

OVERDUE SALES INVOICE AMOUNT: 77£ > See more

OVERDUE PURCH. INVOICE AMOUNT: 0£ > See more

ONGOING SALES: SALES QUOTES (0), SALES ORDERS (74), SALES INVOICES (1)

DELIVERY: CONSIGNMEN. TODAY (26), UNDELIVERED CONSIGNMEN (2)

ONGOING PURCHASES: PURCHASE ORDERS (21), ONGOING PUR... INVOICES (0), PURCH. INVOL. NEXT WEEK (35)

APPROVALS | PAYMENTS | INCOMING DOCUMENTS | MY USER TASKS | PRODUCT VIDEOS

3.5.1 NAVIGATION MENU

Consignments | Released Consignments

MENU NAME	DESCRIPTION
CONSIGNMENTS	Opens a list of all consignments that has not yet been released.
RELEASED CONSIGNMENTS	Opens a list of all released consignments. From this list it is possible to track goods, see costs etc.





3.5.2 ACTION BAR

HEADLINE

Good afternoon!

• ◦

HEADLINE

Good afternoon!

• ◦

ACTIONS

- + Sales Quote + Purchase Order > Payments Excel Reports
- + Sales Order + Purchase Invoice > Reports
- + Sales Invoice + Consignment > Setup
- + Purchase Quote > New > Delivery

- Consignment Worksheet
- Released Consignment Worksheet

ACTIONS

- + Sales Quote + Purchase Order > Payments Excel Reports
- + Sales Order + Purchase Invoice > Reports
- + Sales Invoice + Consignm > Financial Statements >
- + Purchase Quote > New > Delivery > Delivery Costs

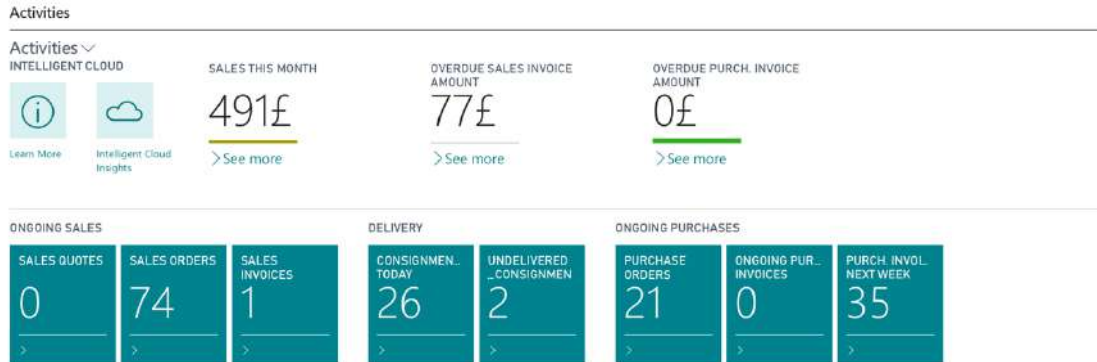
- Delivery Statistics

MENU NAME	DESCRIPTION
+CONSIGNMENT	This is used to create a new consignment without starting from a source document.
DELIVERY / CONSIGNMENT WORKSHEET	Opens the <i>Consignment Worksheet</i> where it is possible to release consignments that initiates EDI, advice e-mails etc.
DELIVERY / RELEASED CONSIGNMENT WORKSHEET	Opens the <i>Released Consignment Worksheet</i> where it is possible to print consignments again etc.
REPORTS / DELIVERY / DELIVERY COSTS	Opens a report that shows costs for consignments. Possible to filter on <i>Recipient, Shipping Agent</i> etc.
REPORTS/ DELIVERY / DELIVERY STATISTICS	Opens a report that shows details of the delivery process for all consignments. With this report it is easy to follow-up on how long time each shipment has taken from pickup to delivery. Possible to filter on <i>Recipient, Shipping Agent</i> etc.





3.5.3 ACTIVITIES DATA CUES



MENU NAME	DESCRIPTION
DELIVERY / CONSIGNMENTS TODAY	This cue shows the number of created Consignments today. Only non-released consignments are shown.
DELIVERY / UNDELIVERED CONSIGNMENTS	This cue shows how many Consignments that has not yet been delivered to the Recipient. For this cue to show up the company has to be licensed for Tracking Push Status (additional cost may apply).



ROUTINE DESCRIPTION

LOGTRADE CONNECT

ASSISTED SETUP

LogTrade Connect for Microsoft Dynamics 365 Business Central



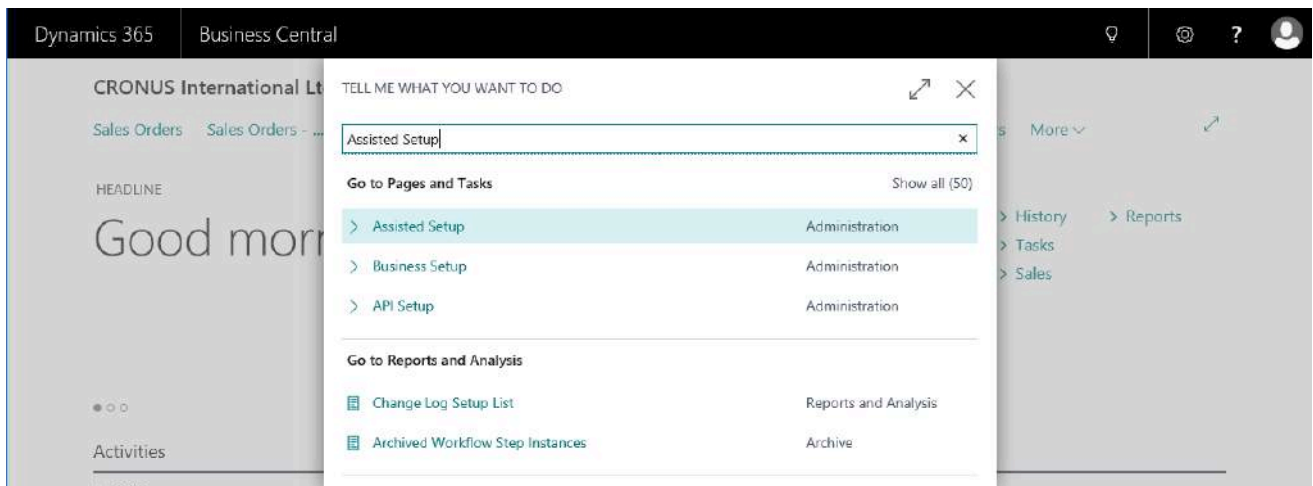
1 GENERAL

This document describes how to do assisted setup in LogTrade Connect for Microsoft Dynamics 365 Business Central. After the assisted setup is completed the system is ready for creating transport documents or you can do more advanced setup. During the setup process necessary codes and values are downloaded from LogTrade. For example, carrier product codes, package types and more. A carrier product is a service the carrier has, for example part load, full load, agent delivery, home delivery, business package service etc.

It is recommended to use LogTrade Integrated Printing for high performance printing, but pdf download is also available. More information and Setup Guide about LogTrade Integrated Printing can be found as a separate user guide.

2 ASSISTED SETUP

Open *Assisted Setup* by searching with the search functionality.





Dynamics 365 Business Central Assisted Setup

← ASSISTED SETUP

Search Open in Excel Actions Less options

NAME	STATUS
Set up cash flow forecast	Not 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 Azure Active Directory	Not Completed
Set up a payment approval workflow	Not Completed
Set up Dynamics 365 for Sales connection	Not Completed
Set up VAT	Not Completed
Set up consolidation reporting	Not Completed
Set up Intelligent Cloud	Not Completed
Set up LogTrade Connect	Not Completed

Click on *Set up LogTrade Connect* to start the setup process.

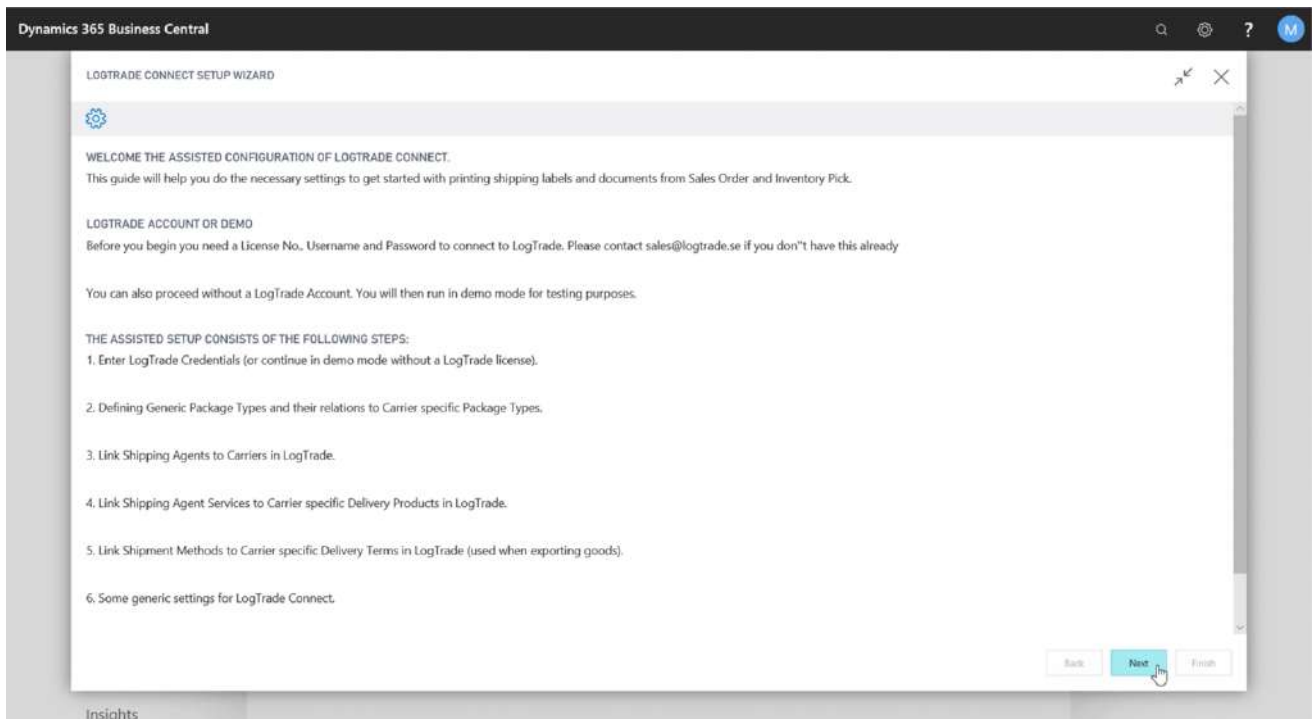




2.1 INTRODUCTION

The first step is an introduction to the setup process. Each step is briefly explained. The *Assisted Setup* process is divided into 6 steps. The steps are:

- LogTrade credentials
- General package types
- Linking shipping agents to LogTrade carriers
- Linking shipping agent services to LogTrade carrier products
- Linking shipment methods to carrier specific shipment methods
- Other setup





2.2 LOGTRADE CREDENTIALS

To communicate with LogTrade you need to specify your credentials. The credentials are generated from LogTrade after an agreement is signed and sent to the agreement contact person e-mail address. The credentials needed are your license number, e-mail address and password.

2.2.1 DEMO MODE

To run in demo mode, simply just leave all credentials fields blank. Note that your web browser might have filled in your login in name already and in that case you need to remove it.

When running demo mode, you will use a preconfigured environment just for test purposes so you can try the workflows in Microsoft Dynamics 365 Business Central.

Dynamics 365 Business Central

LOGTRADE CONNECT SETUP WIZARD

LOGTRADE CREDENTIALS

Please enter your credentials for LogTrade. We will verify these against LogTrade and fetch settings for Carriers, packages types etc. when you click Next.

License No. LTD8102814

User ID demo_bc_eu@logtradeconnect.se

Password *****

DEMO ACCOUNT

You can also proceed without specifying credentials. You will then use a demo account that can be used for testing purposes.

THIS CAN TAKE A WHILE

When you click next a number of settings will be downloaded from LogTrade. Just relax and be patient and we will continue with the next step.

Back Next Finish

Once you have entered your credentials, some base data information is downloaded to Microsoft Dynamics 365 Business Central from LogTrade. For each carrier necessary information such as product codes, package types and shipment methods (Terms of delivery) are downloaded for later use in linking Microsoft Dynamics 365 Business Central with LogTrade.

Depending on the content in the LogTrade license this can be a lengthy operation. Be prepared for this step to take several minutes.





Dynamics 365 Business Central

LOGTRADE CONNECT SETUP WIZARD

LOGTRADE CREDENTIALS
Please enter your credentials for LogTrade. We will verify these against LogTrade and fetch settings for Carriers, packages types etc. when you click Next.

License No. LTD8102814
User ID demo_bc_eu@logtradeconnect.se
Password *****

DEMO ACCOUNT
You can also proceed without specifying credentials. You will then use a demo account.

THIS CAN TAKE A WHILE
When you click next a number of settings will be downloaded from LogTrade. *just relax and be patient and we will continue with the next step.*

Working on it...
Updating Carrier: DHL Express, Europa

Next
Back Finish

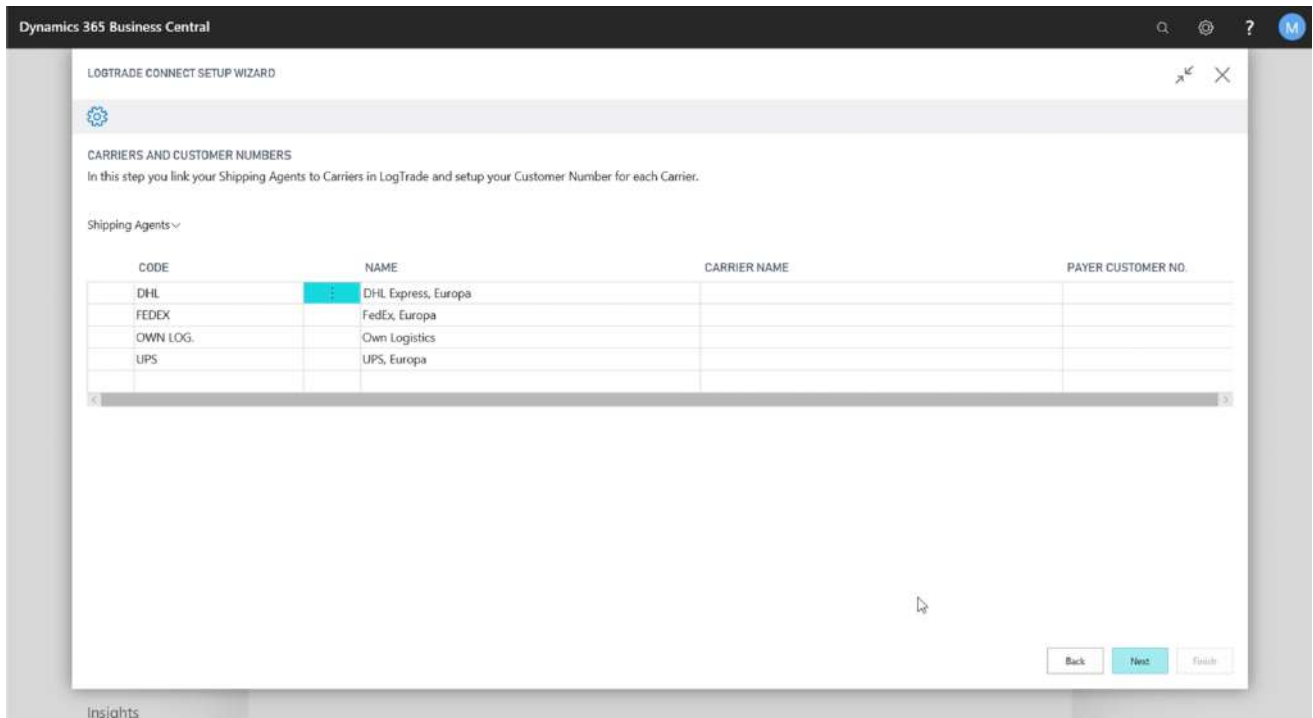
Insights





2.3 PACKAGE TYPES

For each carrier product, there are different package types available. For some carriers it can be hundreds of allowable package type codes. To make it easier for the end user LogTrade Connect defines general package types with relations to carrier product specific codes. Out of the box a predefined setup is used but it is possible to change for each company.



It is possible to add or remove general package types by clicking *Manage / New Line* or *Manage / Delete Line*. To create or change relations to specific carrier products you click *Manage / Relations*. This will open a window with all linked carrier product package codes for the selected general package type, see picture below.



Dynamics 365 Business Central

PACKAGE | WORK DATE: 28/01/2021

Package Type Relations

Search + New Edit List Delete Open in Excel

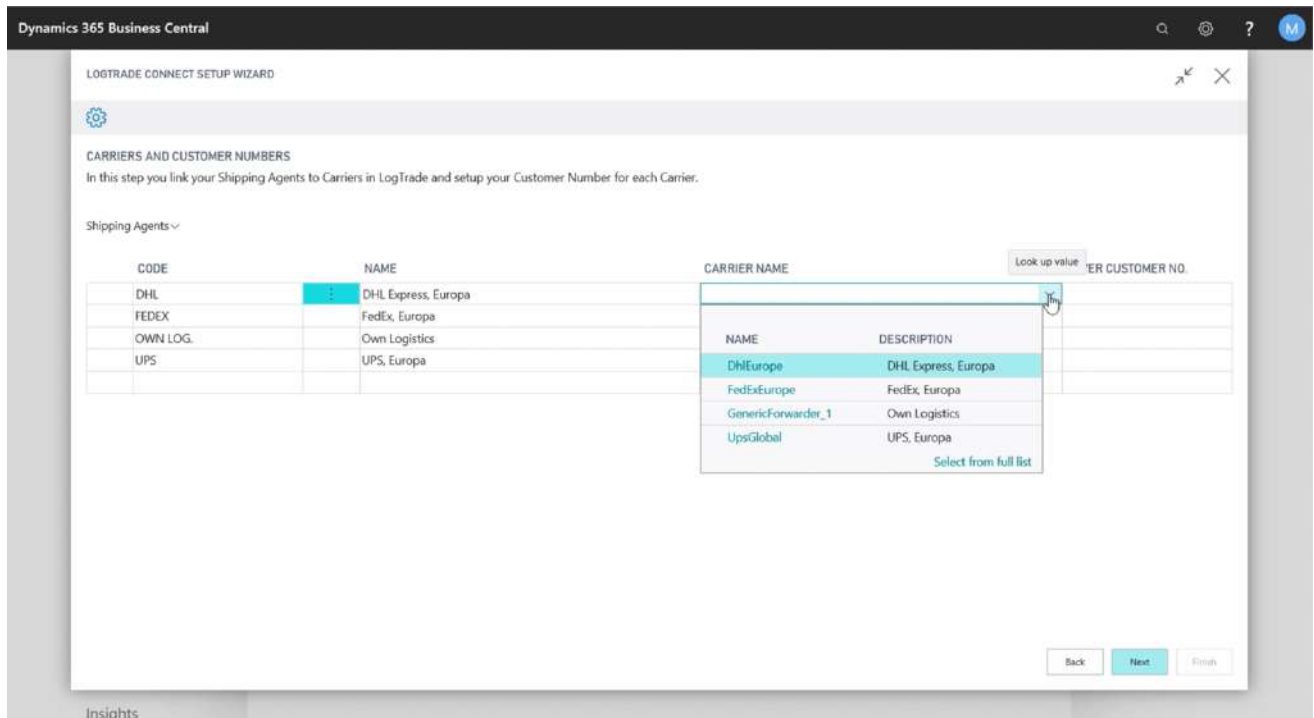
CARRIER	CARRIER PRODUCT	PRODUCT PACKAGE TYPE CODE
DhlEurope	DhlEurope_B2C	CP
DhlEurope	DhlEurope_DomesticExpress	CP
DhlEurope	DhlEurope_DomesticExpress0900	CP
DhlEurope	DhlEurope_DomesticExpress1200	CP
DhlEurope	DhlEurope_DomExpress1030	CP
DhlEurope	DhlEurope_EconomySelect	CP
DhlEurope	DhlEurope_Express0900	CP
DhlEurope	DhlEurope_Express1030	CP
DhlEurope	DhlEurope_Express1200	CP
DhlEurope	DhlEurope_ExpressEnvelope	CP
DhlEurope	DhlEurope_ExpressWorldwide	CP
DhlEurope	DhlEurope_GlobalmailBusiness	CP
DhlEurope	DhlEurope_MedicalExpress	CP
DhlGermany	DhlGermany_DhlPaket	PK
DhlGermany	DhlGermany_DhlPaketReturn	PK
DhlGermany	DhlGermany_Euroconnect	PA
DhlGermany	DhlGermany_EuroconnectB2C	PA
DhlGermany	DhlGermany_Europaket	PA
DhlGermany	DhlGermany_Weltpaket	PK
DhlSweden	DhlSweden_DhlEconomySelect	PA
DhlSweden	DhlSweden_DhlFashion	CRT
DhlSweden	DhlSweden_DhlPaket	PC





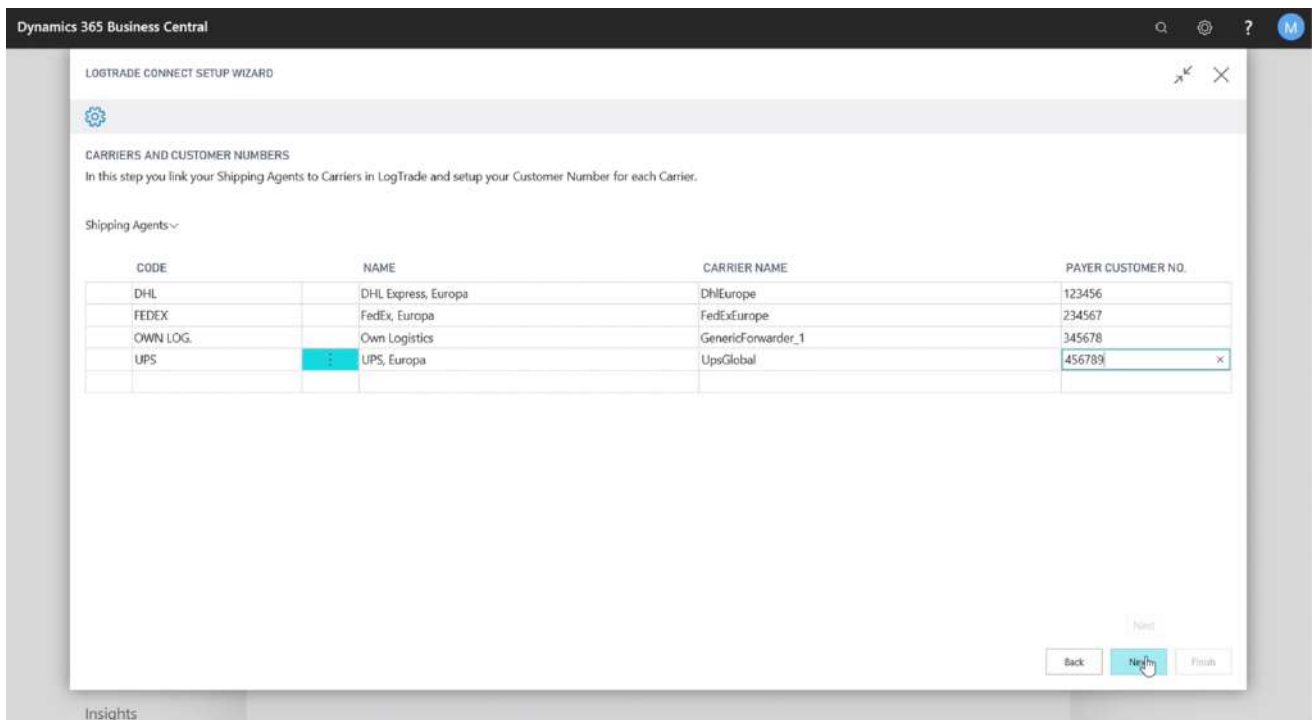
2.4 CARRIERS AND CUSTOMER NUMBERS

In next step it is time to link shipping agents with carriers from LogTrade. Each carrier in LogTrade is represented by a carrier code, for example DhIEurope and UpsGlobal. By linking these codes Microsoft Dynamics 365 Business Central still uses shipping agents but communicates carrier codes to LogTrade. For each shipping agent you must also specify your carrier customer number.



You should setup all your shipping agents with carrier codes and customer numbers. A carrier code that starts with GenericForwarder means that it is a self-defined carrier in LogTrade, normally smaller carrier companies or your own carrier capacity. A generic carrier must first be configured in LogTrade web platform before it will be available in Microsoft Dynamics 365 Business Central.





When you have linked all of your shipping agents you should also link their corresponding shipping agent services. A shipping agent service corresponds to a carrier product like part load, full load, agent delivery, business parcel, home delivery etc.

A shipping agent service has to be linked to a product code. In this setup it is also possible to predefine a default package type for current shipping agent service code.





Dynamics 365 Business Central

LOGTRADE CONNECT SETUP WIZARD

In this step you link your Shipping Agent Services to Carrier Products in LogTrade. On each Shipping Agent Service you can also setup a default Package Type Code

Shipping Agent Services | Manage

SHIPPING AGENT CODE	CODE	PRODUCT NAME	DEFAULT PACKAGE TYPE CODE
DHL	ECOSELECT	DHLEurope_EconomySelect	PACKAGE
FEDEX	INTECO	FedExEurope_InternationalEconomy	PACKAGE
FEDEX	INTECOFR	FedExEurope_InternationalEconomyFreight	PALLET
OWN LOG.	TRANSPORT	GenericForwarder_1_0	PALLET
UPS	EXPEDITED	UpsGlobal_Expedited	PACKAGE
UPS	EXPRESS	UpsGlobal_Express	PACKAGE
UPS	STANDARD	UpsGlobal_Standard	PACK

CODE	DESCRIPTION
PACKAGE	Package
+ New	Select from full list

Back Next Finish

Insights

When product name is defined you might get a question about adding terms of delivery setup linked to shipment methods. This is to predefine terms of delivery setup based on existing shipment methods.





2.5 TERMS OF DELIVERY

For international deliveries it is normally mandatory to use Terms of Delivery codes. Depending on the carriers you use the terms of delivery codes can be different. Unfortunately, the different carriers might have different Terms of Delivery codes in their integration specifications. That's why it is important to link shipment methods in Microsoft Dynamics 365 Business Central to terms of deliveries in LogTrade.

LOGTRADE CONNECT SETUP WIZARD

Here you specify who pays for the freight.
For each Shipping Term you can view/create relations to Carrier specific Delivery Terms.

Shipment Methods | Manage

CODE	DESCRIPTION	NO. OF TERMS OF DELIVERY RELATIONS
DEQ	Delivered ex Quay	1
DES	Delivered ex Ship	1
EXW	Ex Warehouse	8
FAS	Free Alongside Ship	3
FCA	Free Carrier	3
FOB	Free on Board	3
PICKUP	Pickup at Location	-

Back Next Finish

The form shows the automatic Terms of Delivery setup done based on your shipment methods. It is necessary to define who is the freight payer for each shipment method since that is used in the communication to the carrier, so they invoice the right company.

It is possible to change, add and delete terms of deliveries by clicking on *Manage* in the menu above the lines.



2,6
8 1/2

Dynamics 365 Business Central

TERMS OF DELIVERY RELATIONS | WORK DATE: 28/01/2021

Search + New Edit List Delete Open in Excel

SHIPMENT METHOD CODE	SHIPPING AGENT CODE	SHIPPING AGENT SERVICE CODE	TERMS OF DELIVERY CODE	DESCRIPTION	OVERR. PAYER
EXW	DHL	DOMEXPRESS	EXW	Ex Works	<input type="checkbox"/>
EXW	DHL	ECOSELECT	EXW	Ex Works	<input type="checkbox"/>
EXW	FEDEX	INTECO	EXW	Ex Works	<input type="checkbox"/>
EXW	FEDEX	INTECOFR	EXW	Ex Works	<input type="checkbox"/>
EXW	OWN LOG.	TRANSPORT	EXW	Ex Works	<input type="checkbox"/>
EXW	UPS	EXPEDITED	EXW	Ex Works	<input type="checkbox"/>
EXW	UPS	EXPRESS	EXW	Ex Works	<input type="checkbox"/>
EXW	UPS	STANDARD	EXW	Ex Works	<input type="checkbox"/>





2.6 OTHER SETUP

The last page in the *Assisted Setup* is called *Other Setup*. This is settings that predefine specific values, number series etc. Some fields are not enabled when running in demo mode. Each field is explained below:

The screenshot shows the 'LOGTRADE CONNECT SETUP WIZARD' in Dynamics 365 Business Central. The 'Other Setup' section includes the following fields:

- Consignment Nos.: LOGTRADE
- LogTrade Action: Prepare
- Integrated Printing:
- Default Print Queue: (empty)
- Default Goods Type: MATERIAL
- LogTrade Locale: English
- Default Shipment Date: Workdate
- Test Mode:
- Remove Country Code from Post Code:

MENU NAME	DESCRIPTION
CONSIGNMENT NOS.	Number series used as identification between Microsoft Dynamics 365 Business Central and LogTrade for each shipment.
LOGTRADE ACTION	Defines if a shipment should be sent directly to the Shipping Agent (Released) or first be prepared and released later on, normally when the Shipping Agent picks up the goods.
INTEGRATED PRINTING ACTIVE	Defines if the software LogTrade Integrated Printing is installed and used for fastest and most convenient printing. If not, the system is intended to use pdf files instead.
DEFAULT PRINT QUEUE	Used only if <i>Integrated Printing</i> is active. This field defines which print queue the transport documents should be printed on by default if not changed on the consignment.
GOODS TYPE	Default Goods Type Code for the content in the package, on the pallet etc.
LOGTRADE LOCALE	Available options: <ul style="list-style-type: none">• Swedish• English





	Defines the language used in the integration between Microsoft Dynamics 365 Business Central and LogTrade to show messages, carrier names etc. in correct language.
SHIPMENT DATE	Available options: <ul style="list-style-type: none">• Work Date• Source Document Shipment Date• Warehouse Shipment Shipment Date This is the default date used as the date to pick up goods. The source document date can be used if you prepare shipments ahead in time, before the actual shipping date when the carrier picks up the goods.
TEST MODE	This is used when testing LogTrade Connect. No external communication from LogTrade will be done to the Shipping Agents, no advice e-mails or SMS messages will be sent. This is very convenient when testing your setup, printing software etc. All printed documents will have a water mark printed with the text <i>TEST</i> .
REMOVE COUNTRY CODE FROM POST CODE	This means that any country code in the beginning of the <i>post code</i> will be removed before sent to the Shipping Agent. The country code should normally not be in the post code since it is also sent in a specific field to LogTrade.

26
8 1/2

USER GUIDE

LOGTRADE CONNECT

LOGTRADE USERS

LogTrade Connect for Microsoft Dynamics 365 Business Central

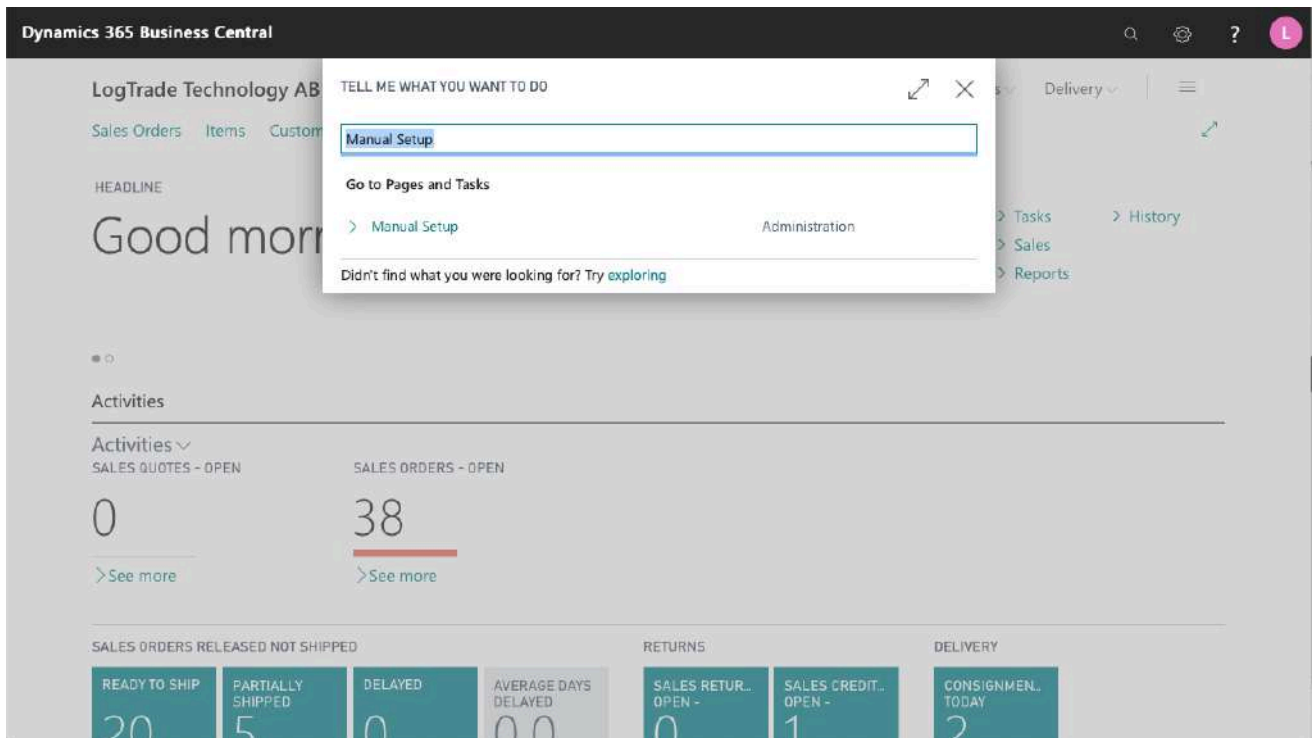


1 GENERAL

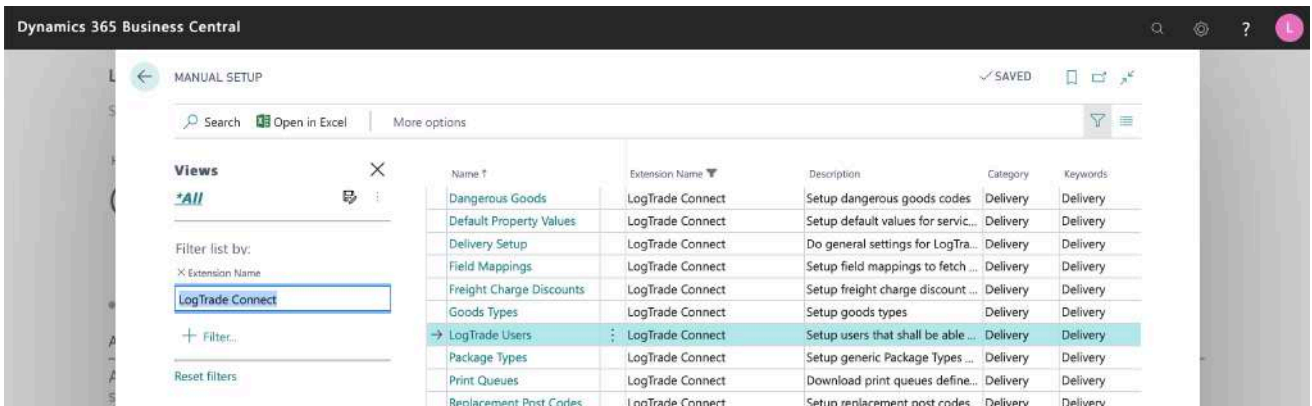
This document describes the *LogTrade User Setup* in LogTrade Connect for Microsoft Dynamics 365 Business Central. After the assisted setup is completed the system is ready for creating transport documents or you can do more advanced setup by either searching for a specific setup or using *Manual Setup*. This means that before going through this document you should have run *Assisted Setup* for *LogTrade Connect*.

2 MANUAL SETUP

Open *Manual Setup* by searching with the search functionality.



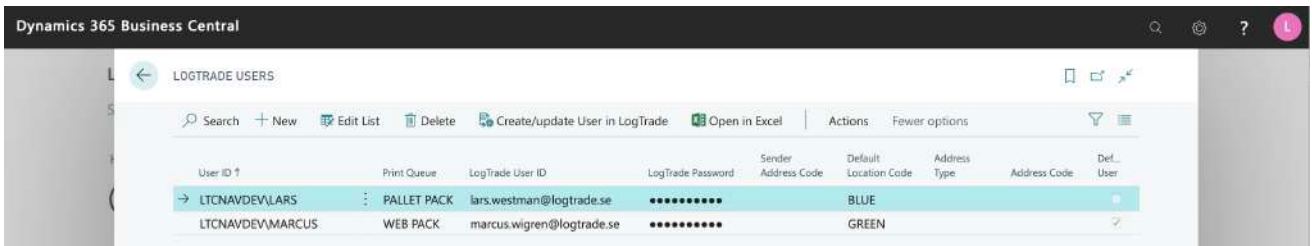
You can filter on "Extension Name" = "LogTrade Connect" to see all setup related to LogTrade Connect.



Scroll down to and click on *LogTrade User* to open the page.

3 USER SETUP

LogTrade User Setup is where you administrate existing users and add more users communicating with LogTrade. All users in Dynamics 365 Business Central must have a personal *LogTrade User ID* to be able to create consignments. Other operations such as goods tracking, price quoting does not require a personal login and can use the default login.



FIELD NAME	DESCRIPTION
USER ID	The Dynamics 365 Business Central User ID
PRINT QUEUE	The Print Queue that shall be default on consignments created by the user. This setting overrules default print queue setup on location.
LOGTRADE USER ID	The User ID to use when communicating with LogTrade.
LOGTRADE PASSWORD	The LogTrade password for the <i>LogTrade User ID</i>
SENDER ADDRESS CODE	The <i>Sender Address Code</i> that shall be default on a new consignment unless other settings overwrite based on higher priority.
DEFAULT LOCATION CODE	The <i>Location Code</i> that shall be default on a new consignment (will be overwritten by location code from address source or source document if such are used on the consignment).





ADDRESS TYPE	Available options: <ul style="list-style-type: none">• Salesperson• Employee• Location• Responsibility Center• Company Information Defines together with <i>Address Code</i> where sender name and e-mail address shall be fetched when sending e-mail from LogTrade Connect.
ADDRESS CODE	Defines which source , based on <i>Address Type</i> , to use when sending e-mails from LogTrade Connect.
DEFAULT USER	For Dynamics 365 Business Central users that does not have a personal <i>LogTrade User ID</i> this account will be used instead. Can be used for communications that does not require personal <i>LogTrade User ID</i> .

3.1 CREATE/UPDATE USER IN LOGTRADE

If you want to update or create a new *LogTrade User ID*, it can be done from inside Dynamics 365 Business Central. Enter *LogTrade User ID* and *LogTrade Password* or select an existing user and then click *Create/Update user in LogTrade* top open the page below.

FIELD NAME	DESCRIPTION
USER ID	The <i>LogTrade User ID</i> that shall be created or updated.
PASSWORD	The LogTrade password for the <i>LogTrade User ID</i> .
NAME	The Name for the <i>LogTrade User ID</i> .
E-MAIL	The e-mail for the <i>LogTrade User ID</i> , normally same as the LogTrade User ID.
PHONE NO.	The Phone No. for the <i>LogTrade User ID</i> .





VIEW SHIPMENTS	The user will be allowed to view existing consignments in LogTrade and/or get information through LogTrade API. This is not a Dynamics 365 Business Central permission.
EDIT SHIPMENTS	The user will be allowed to edit and create existing consignments in LogTrade and/or get information through LogTrade API. This is not a Dynamics 365 Business Central permission but is reflected when creating or changing consignments.
EDIT SETTINGS	The user will be allowed to edit settings in LogTrade and/or get settings information through LogTrade API. This is not a Dynamics 365 Business Central permission.
VIEW FINANCIAL INFORMATION	The user will be allowed to view financial information for consignments in LogTrade and/or get information through LogTrade API. For example, <i>Price Quote</i> This is not a Dynamics 365 Business Central permission but is reflected when creating or changing consignments.
ONLY WEB SERVICE	The user will only be allowed communicate with LogTrade through LogTrade API. This means that the user cannot login to LogTrade web interface.



INSTALLATION GUIDE

INTEGRATED PRINTING

LogTrade

2020-01-13





1 GENERAL

To enable high speed automated printing of package labels, waybills and other documents LogTrade Technology has developed a printing software called *LogTrade Integrated Printing*, running as a Windows service. This software is installed on any computer (server or work station) that has access to the printers that should be used.

A printing station is normally a combination of a label printer and a laser A4 printer but can be limited to only one of them is applicable in your setup. Each printing station is called a *print queue* in LogTrade.

One print queue shall only be setup in one installation of *Integrated Printing*, that means that even if you have 10 different work stations that uses the same printers the software should only be installed once. If you have for example 3 different print queues you can decide to install the software on one central server and handle all three queues or install on up to 3 different computers that handles one queue each.

The activation and installation process can be done before or after the setup is done in Dynamics. If you have more than one print queue it is recommended to do the activation and setup in LogTrade first since Dynamics then takes advantage of the queues that are already setup then.

2 ACTIVATION

To open the LogTrade web portal you should login from the address www.logtrade.se.

Go to *Settings / System settings / Integrated Printing*. On the tab Settings you fill in the checkbox *Activate Integrated Printing*. By default, a print queue called *Standard* is already created. If you want more than one print queue it is recommended to delete this queue and create new queues with more descriptive names.

Print queue	Description
Standard	Standard

3 INSTALLING LOGTRADE PRINTER

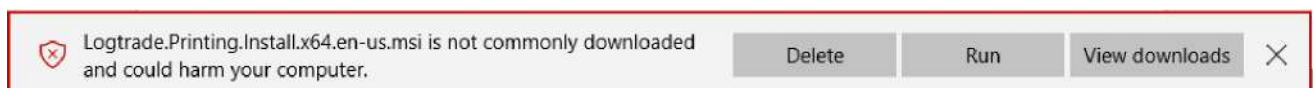
The next step is to install the LogTrade Printer. Before starting installation make sure you are *logged in on the computer with the user account that will run the Windows service for LogTrade Printer*. Choose Help -> Download on LogTrade web portal.



Choose the version that suits your operating system.

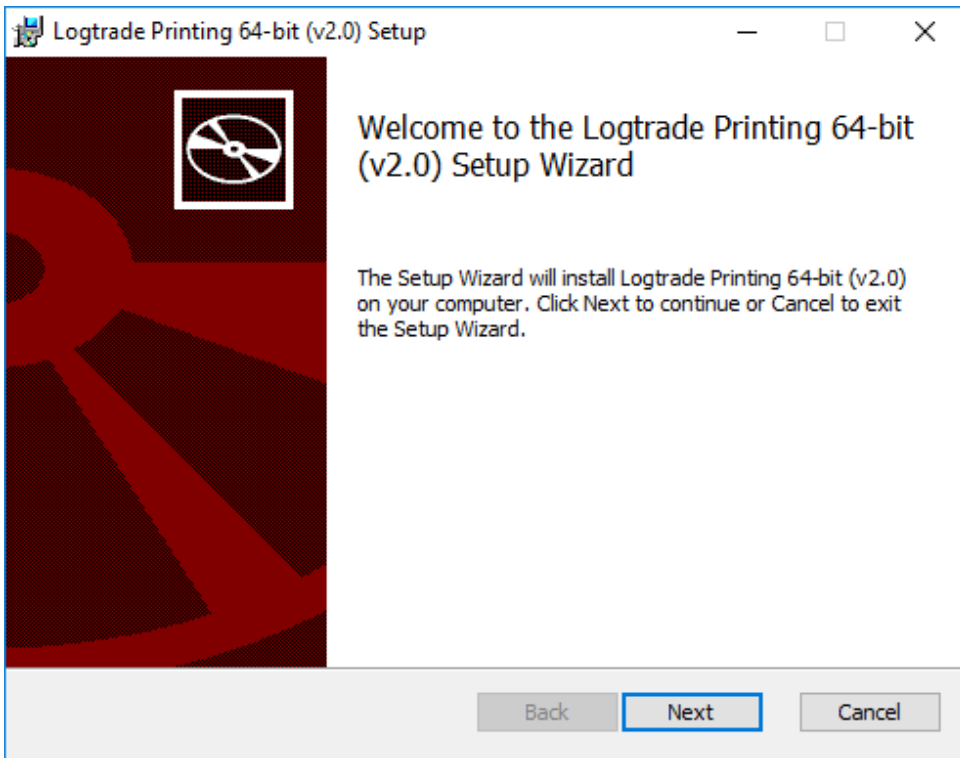


The following pictures shows the installation of LogTrade Printer executed from a web browser. The security related screenshots in the beginning might be different in various browsers. These screenshots are shown since the installation program is not signed and that is why Internet Explorer consider this as a potential security issue. It is not a security issue.



Choose *Run* to continue installation and the following dialog is shown.

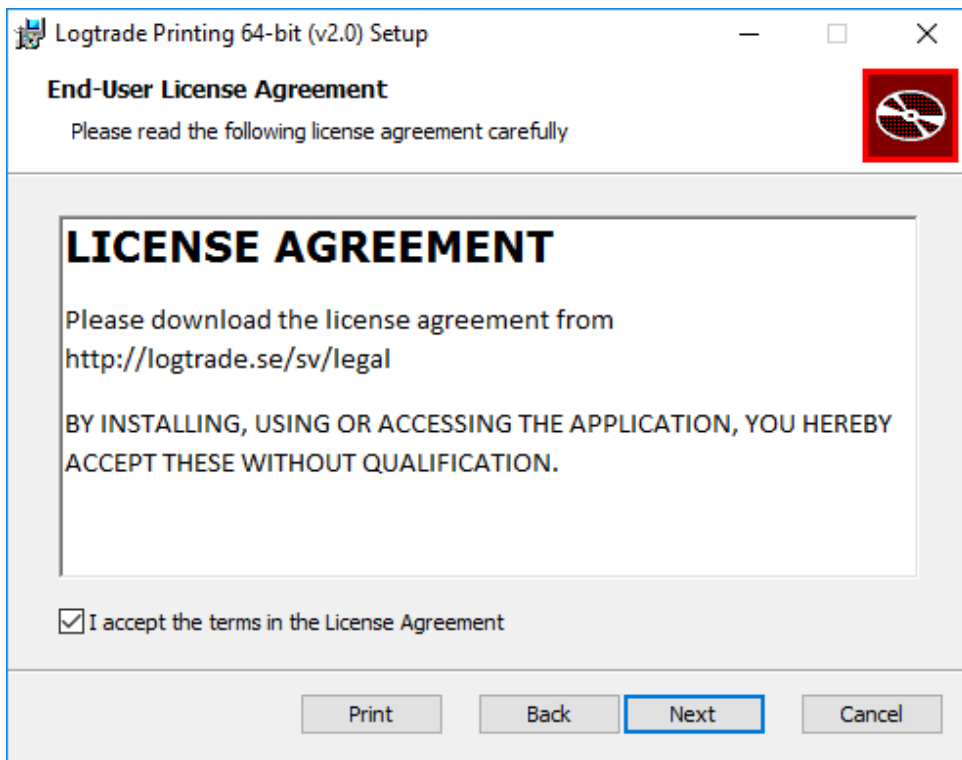
2,6
8 1/2



Click *Next*.



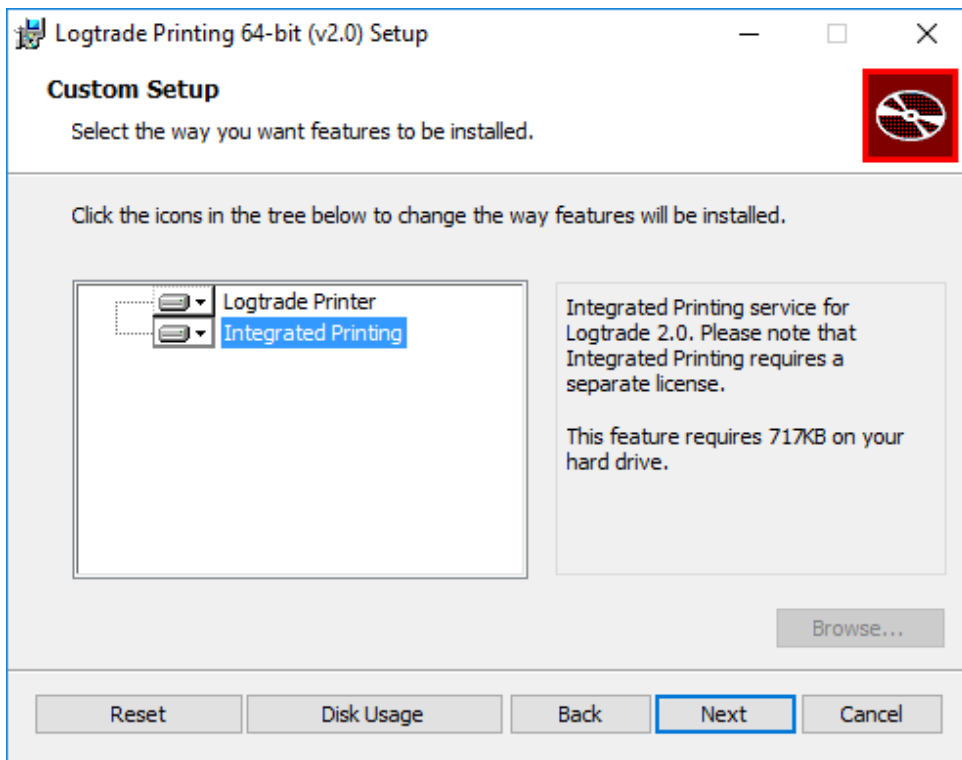
2,6
8 1/2



Accept the *license agreement* and click *Next*.



2,6
8 1/2



Make sure that you select *Integrated Printing* here and click *Next* to continue.

2,6
8 1/2

Logtrade Printing 64-bit (v2.0) Setup

Service account
Enter service account details.

Specify the logon account for the Integrated Printing service. This is the user you use to login with to setup printer settings.

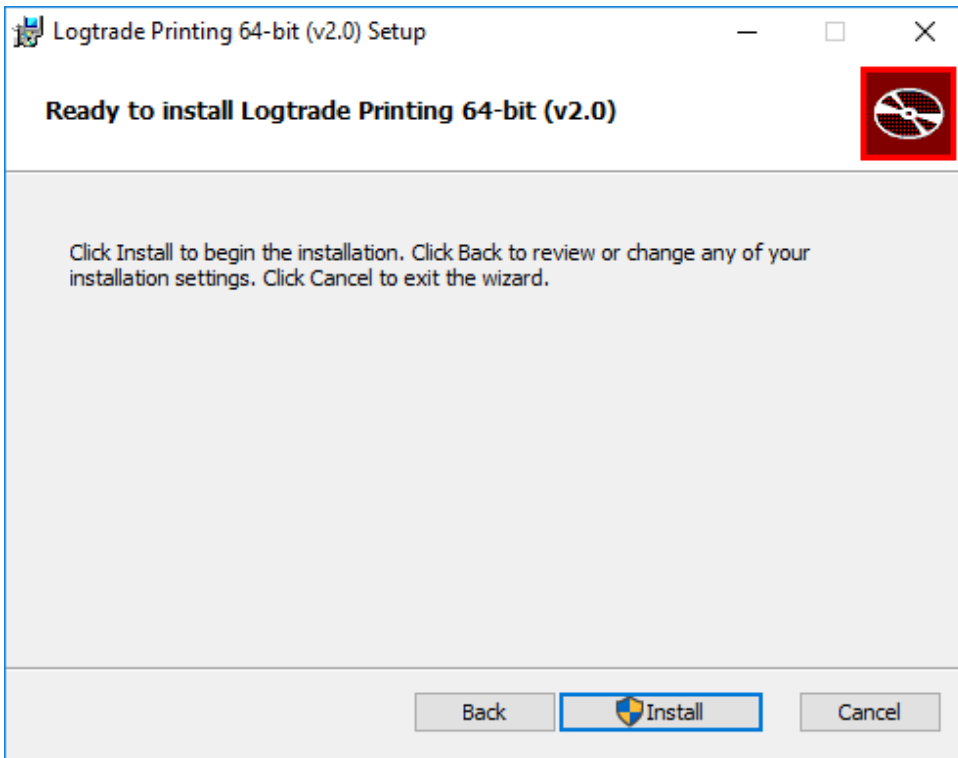
Account name (Example: domain\user or computername\user):

Password:

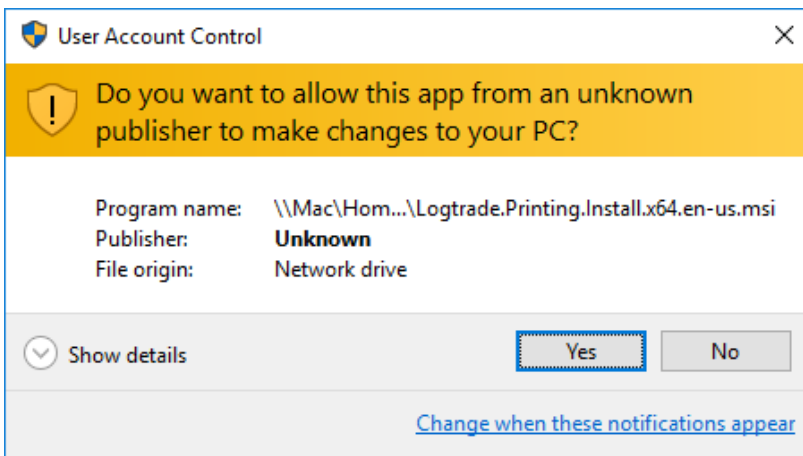
Please contact your network administrator for correct account settings.

Fill in login details. Make sure to be logged in as this user when doing installation and setup. Then click *Next* to continue.

2,6
8 1/2



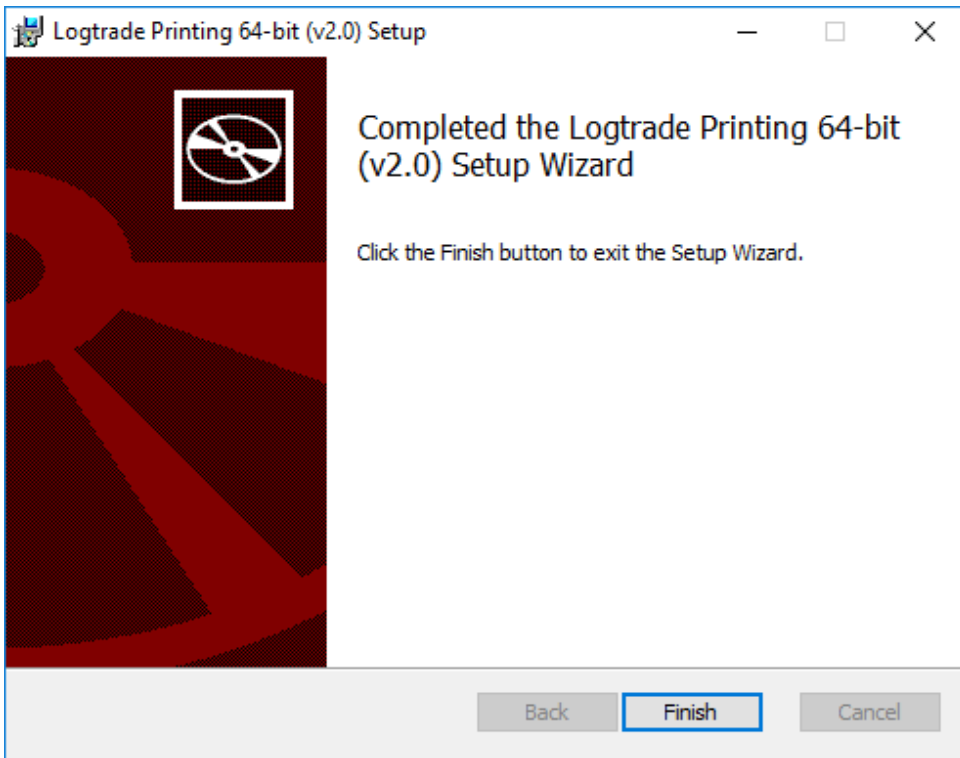
Click on *Install* to start the installation.



Click Yes if you are prompted by this message.



2,6
8 1/2



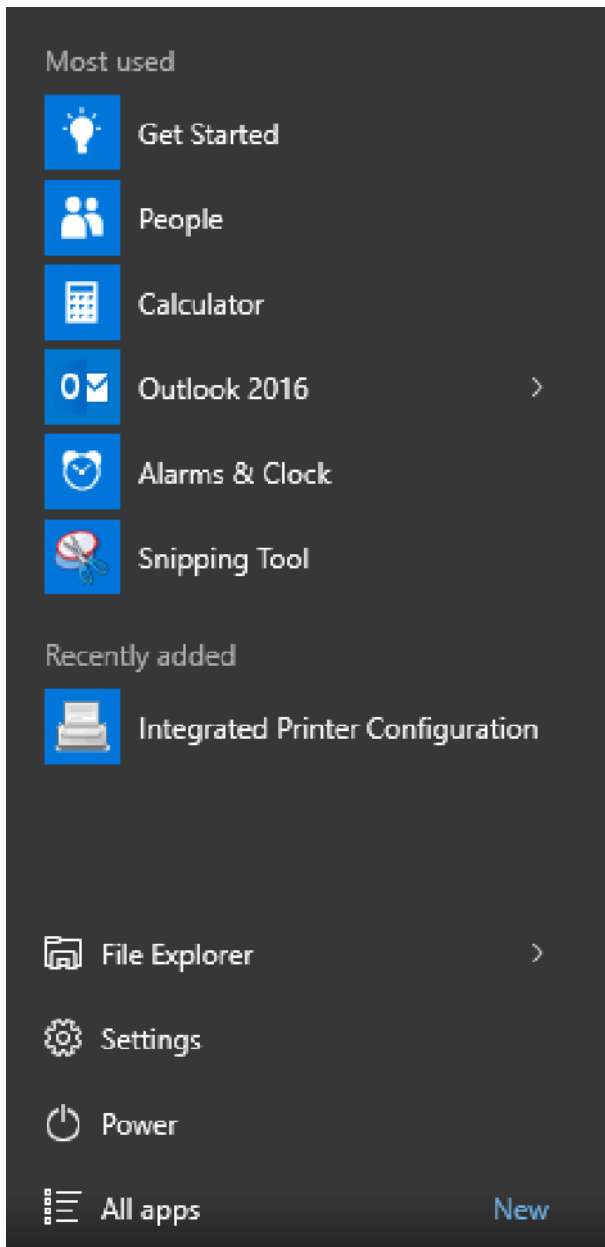
Click *Finish* and you are done.

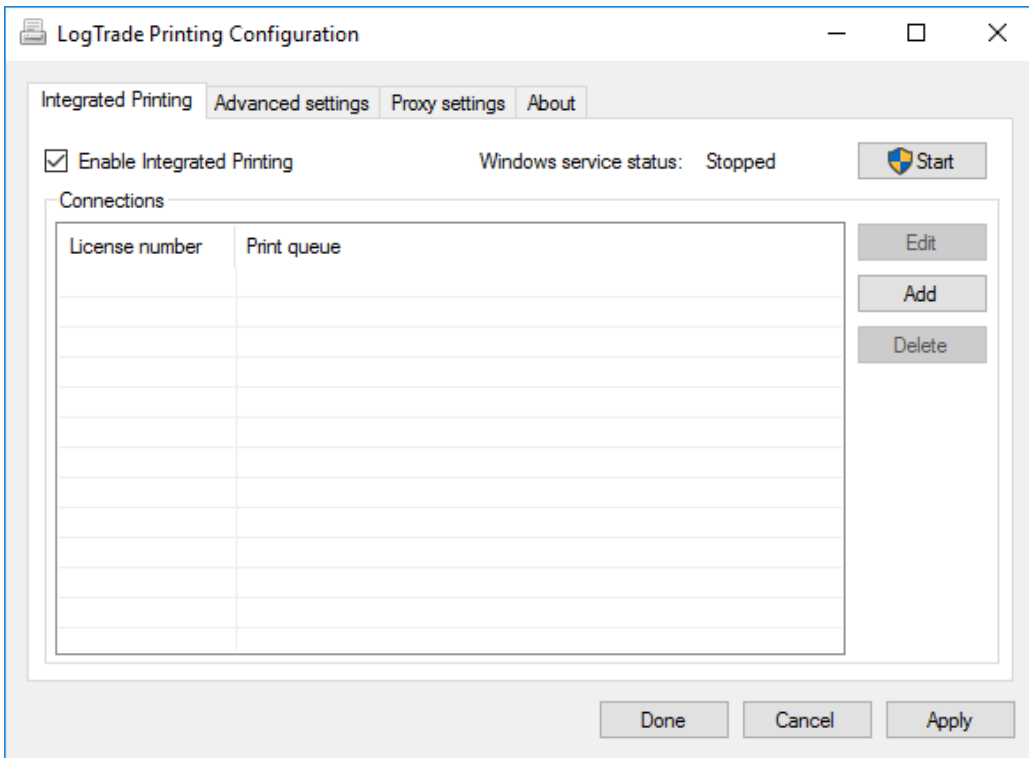


2,6
8 1/2

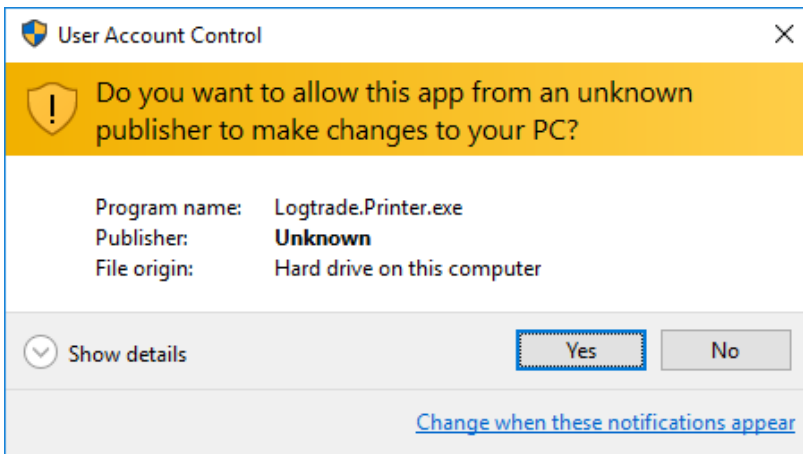
4 PARAMETER SETUP FOR INTEGRATED PRINTING

Open Integrated Printer Configuration from Windows Start Menu. Make sure you are opening "Integrated Printer Configuration" and NOT "LogTrade Printer".





LogTrade Printing Configuration is used to setup which printers that should be used for each *print queue*. Make sure to check *Enable Integrated Printing* and then click *Start* to start the Windows service.



Click Yes to continue configuration.

Click Add to start adding a new printer queue. Fill in your login credentials you have got from LogTrade and then click *Connect*. That will bring up possible *Print Queues* to select.





After you have chosen Print Queue you must select which printers to use for each document.

STD – Printer for waybills, CMR, invoices, delivery notes.

STE – Printer for package labels, normally a label printer.

STL – Printer for Manifest Lists. Often same printer as for STD.

STV – Not used for automated printing.

Integrated Printing

Connection settings

Use account settings for Logtrade 2.0

User

Password License number

Connection succeeded

Print Queue

Selected print queue

Printer settings

Name	Settings
STD	Windows default printer, Default paper bin, A4 plain paper
STE	Windows default printer, Default paper bin, STE label with r...
STL	Windows default printer, Default paper bin, A4 plain paper
STV	Select at print time, Default paper bin, A4 plain paper

For each printer name click *Edit* and select printer.



Printer Setup

Printer Setup

Name STE - STE Label

Printer Zebra LP2844-Z

Paper source Default paper bin

Paper type STE label with receipt

Comment Standard label

X Offset 0 mm

Y Offset 0 mm

OK Cancel Apply

Choose printer and correct paper source, make sure you choose the correct label paper size. Then click *OK* to finish setup for each printer.

Integrated Printing

Connection settings

Use account settings for Logtrade 2.0

User loginname@company.com

Password ***** License number LTD810xxxx

Connect

Connection succeeded

Print Queue

Selected print queue Standard - Standard

Printer settings

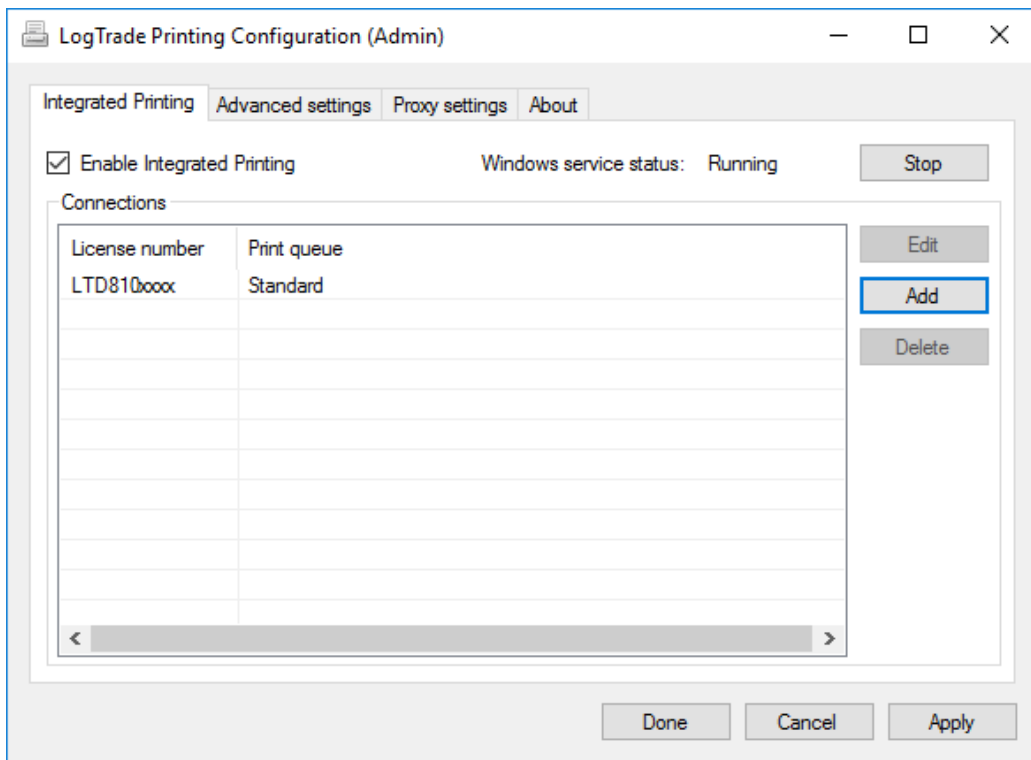
Name	Settings	
STD	Windows default printer, Default paper bin, A4 plain paper	Edit
STE	Windows default printer, Default paper bin, STE label with r...	Add
STL	Windows default printer, Default paper bin, A4 plain paper	Delete
STV	Select at print time, Default paper bin, A4 plain paper	

Done Cancel Apply

Click *Done* when completed.



2,6
8 1/2



Click *Done* to close the window.



5 STATUS ON PRINT QUEUES

To be able to see status for each Print Queue choose *Settings* -> *System Settings* -> *Integrated Printing* and then the page *Active print queues*. Here you can see if a print queue is connected or not.

Integrated Printing					
Settings	Active print queues	Logical printer names			
Connected clients					
Print queue	Client version	Local user	Connected	Waiting printjobs	Clear queue
Standard	2.0.12.0	LOGTRADESE\marwig		0	

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8 1/2

USER GUIDE

LOGTRADE CONNECT

PRINT QUEUES

LogTrade Connect for Microsoft Dynamics 365 Business Central





1 GENERAL

This document describes the *Print Queue Setup* in LogTrade Connect for Microsoft Dynamics 365 Business Central. After the assisted setup is completed the system is ready for creating transport documents or you can do more advanced setup by either searching for a specific setup or using *Manual Setup*. This means that before going through this document you should have run *Assisted Setup* for *LogTrade Connect*.

2 WHAT IS INTEGRATED PRINTING?

To enable high speed automated printing of package labels, waybills and other documents LogTrade Technology has developed a printing software called *LogTrade Integrated Printing*, running as a Windows service. This software is installed on any computer (server or workstation) that has access to the printers that should be used. Another option would be to use pdf files downloaded each time a transport document/label should be printed but this is only recommended in a low volume situation or on a temporary location/site.

A printing station is normally a combination of a label printer and a laser A4 printer but can be limited to only one of them if this is applicable in your setup. Each printing station is called a *Print Queue* in LogTrade.

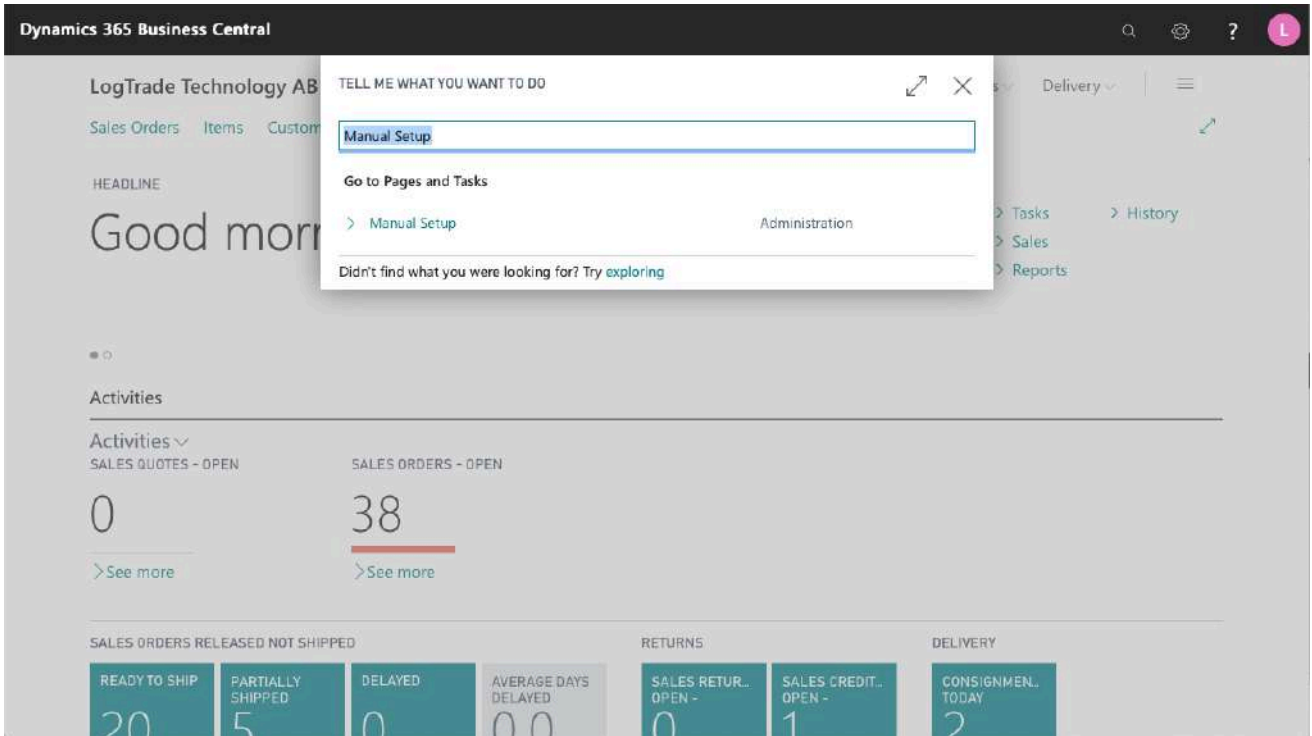
One *Print Queue* shall only be setup in one installation of *Integrated Printing*, that means that even if you have 10 different workstations that uses the same printers the software should only be installed once. If you have for example 3 different *Print Queues* you can decide to install the software on one central server and handle all three queues or install on up to 3 different computers that handles one queue each.

The activation and installation process can be done before or after the setup is done in Dynamics. If you have more than one *Print Queue* it is recommended to do the activation and setup in LogTrade first since Dynamics, then takes advantage of the queues that are already setup then.

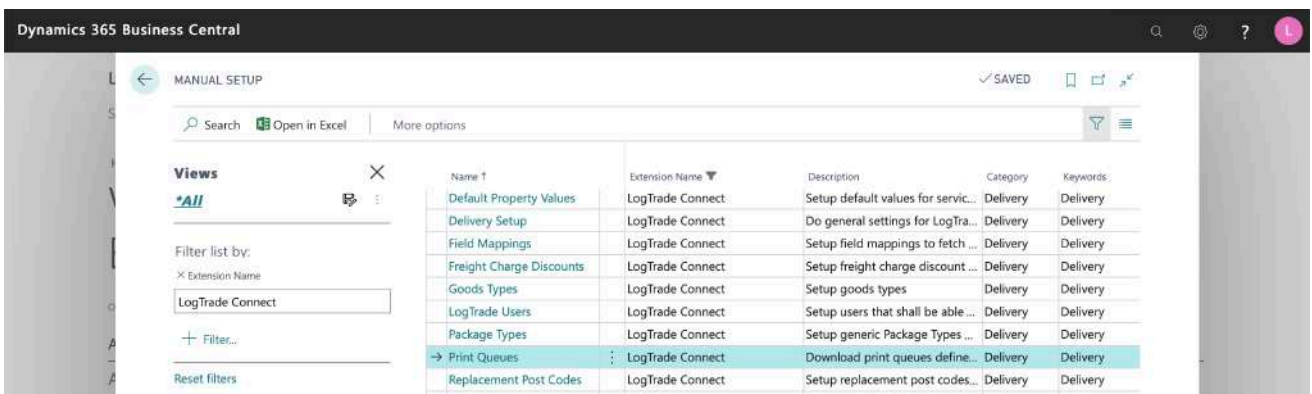
This document covers how to see and create available *Print Queues* and how to control which *Print Queue* that should be used based on different settings. Before reading this document, it is recommended to have read and understood the document *Installation Guide Integrated Printing*.

3 MANUAL SETUP

Open *Manual Setup* by searching with the search functionality.



You can filter on "Extension Name" = "LogTrade Connect" to see all setup related to LogTrade Connect.



Scroll down to and click on *Print Queues* to see available print queues from LogTrade.

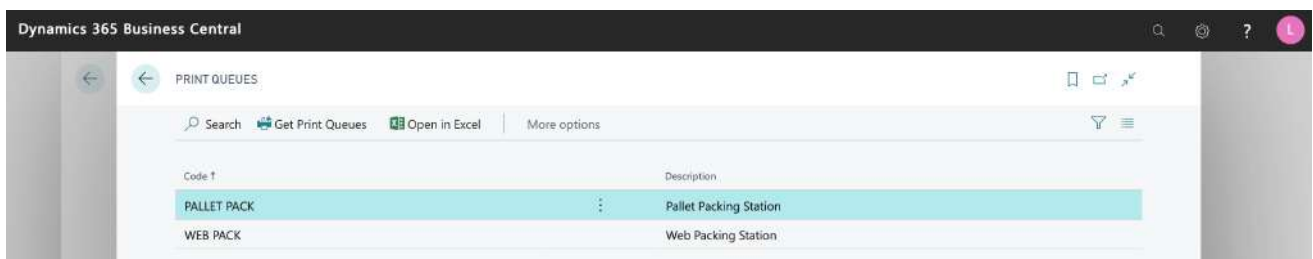




4 PRINT QUEUES

The *Print Queues* contains all available print queues. If you have one and only one print station (one document and one label printer) for printing transport documents, you can use the default created *Print Queue* called *Standard*. If you have two or more print stations, you must first define these in LogTrade web interface, see document *Installation Guide Integrated Printing*.

Click on *Get Print Queues* to download available *Print Queues* for your LogTrade license. This has already been done in the *Assisted Setup* and a default *Print Queue* might have been setup on the last page of that wizard.

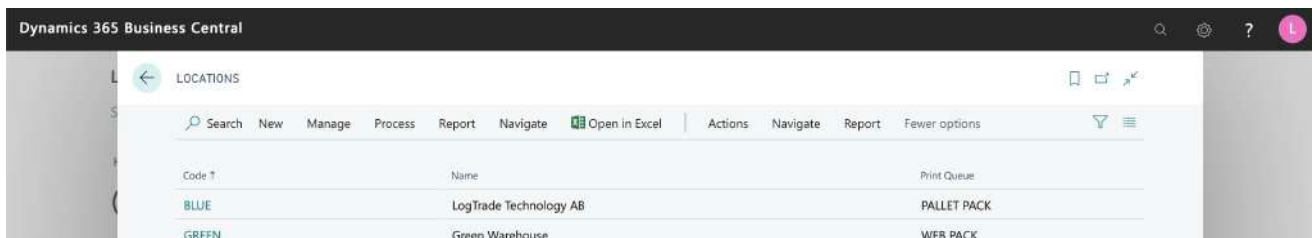


FIELD NAME	DESCRIPTION
CODE	This is the code that is communicated to LogTrade for each time a consignment document should be printed.
DESCRIPTION	A description of the <i>Print Queue</i> for example to explain where it is located physically.

5 LOCATIONS

If only one *Print Queue* is used for a specific location it is possible to define a default print queue for that location. This will override the default queue in *Delivery Setup*. If you only have one location this step is unnecessary.

This is done in *Locations*, see list below.



Click on *Code* to open the card for that specific location and on the *Delivery* fast tab it is possible to define the default *Print Queue* for that location.





Delivery

Print Queue PALLET PACK

6 LOGTRADE USER SETUP

If more than one *Print Queue* is used for each location it is instead possible to define a default *Print Queue* for each Dynamics 365 Business Central User ID. Open *LogTrade Users* to see the list below. In the field *Print Queue*, you define the default *Print Queue* for that specific user. This will override any default queues in *Delivery Setup* or on *Locations*.

User ID ↑	Print Queue	LogTrade User ID	LogTrade Password	Sender Address Code	Default Location Code	Address Type	Address Code	Def... User
LTCNAVDEVLARS	PALLET PACK	lars.westman@logtrade.se	*****		BLUE			
→ LTCNAVDEVMARCUS	WEB PACK	marcus.wigren@logtrade.se	*****		GREEN			✓





USER GUIDE

LOGTRADE CONNECT

DELIVERY SETUP

LogTrade Connect for Microsoft Dynamics 365 Business Central





1 GENERAL

This document describes the *Delivery Setup* in LogTrade Connect for Microsoft Dynamics 365 Business Central. After the assisted setup is completed, the system is ready for creating transport documents. More advanced setup is possible, by either searching for a specific setup or using *Manual Setup*. This means that before going through this document you should have run *Assisted Setup* for *LogTrade Connect*.

Delivery Setup is the main setup page for setup regarding LogTrade Connect overall.

2 MANUAL SETUP

Open *Manual Setup* by searching with the search functionality.

The screenshot shows the Dynamics 365 Business Central interface. A search bar is open with the text "Manual Setup" entered. Below the search bar, a list of results is displayed under the heading "Go to Pages and Tasks". The results include "Manual Setup" and "Administration". A message at the bottom of the search results says "Didn't find what you were looking for? Try exploring". The background of the interface shows various business metrics and activity counts.

SALES ORDERS RELEASED NOT SHIPPED				RETURNS		DELIVERY
READY TO SHIP	PARTIALLY SHIPPED	DELAYED	AVERAGE DAYS DELAYED	SALES RETUR. OPEN -	SALES CREDIT. OPEN -	CONSIGNMEN. TODAY
20	5	0	0.0	0	1	2





You can filter on "Extension Name" = "LogTrade Connect" to see all setup related to LogTrade Connect.

Dynamics 365 Business Central

LogTrade Technology AB | Sales | Purchasing | Inventory | Posted Documents | Setup & Extensions | Delivery

Manual Setup: Custom filtered | Search | Open in Excel | More options

Views: All

Filter list by: Extension Name
LogTrade Connect

Name ↑	Extension Name ▼	Description	Category	Keywords
Address Rules	LogTrade Connect	Setup rules that decides how a...	Delivery	Delivery
Booking Rules	LogTrade Connect	Setup rules for booking of tran...	Delivery	Delivery
Carriers	LogTrade Connect	Download Carriers from LogTra...	Delivery	Delivery
Confirm Status	LogTrade Connect	Setup rules for the status that s...	Delivery	Delivery
Consignment Creation Ru...	LogTrade Connect	Setup rules for automatic creat...	Delivery	Delivery
Costs	LogTrade Connect	Setup cost codes that can be u...	Delivery	Delivery
Custom Addresses	LogTrade Connect	Setup custom addresses that c...	Delivery	Delivery
Dangerous Goods	LogTrade Connect	Setup dangerous goods codes	Delivery	Delivery
Default Property Values	LogTrade Connect	Setup default values for service...	Delivery	Delivery
Delivery Setup	LogTrade Connect	Do general settings for LogTra...	Delivery	Delivery
Field Mappings	LogTrade Connect	Setup field mappings to fetch ...	Delivery	Delivery
Freight Charge Discounts	LogTrade Connect	Setup freight charge discount r...	Delivery	Delivery
Goods Types	LogTrade Connect	Setup goods types	Delivery	Delivery
LogTrade Users	LogTrade Connect	Setup users that shall be able t...	Delivery	Delivery
Package Types	LogTrade Connect	Setup generic Package Types w...	Delivery	Delivery

Scroll down and click on *Delivery Setup* to open the page for the main setup for LogTrade Connect.



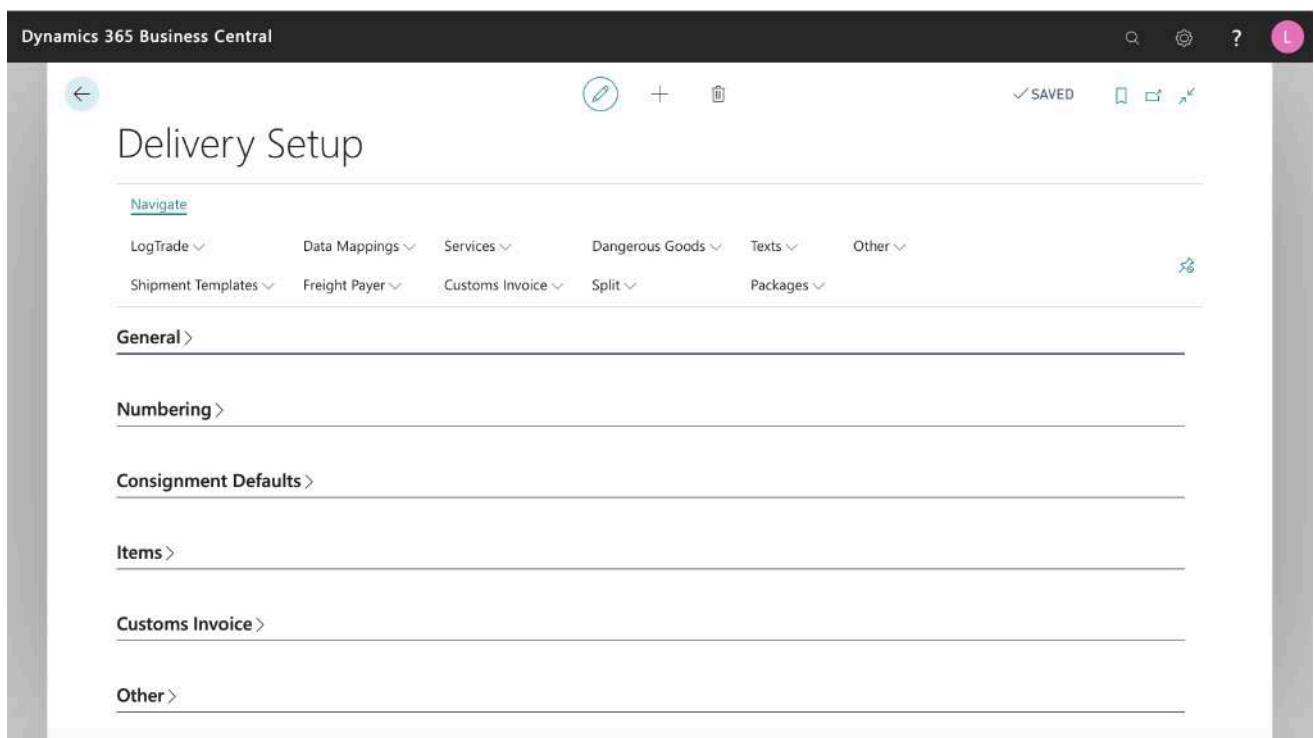


3 DELIVERY SETUP

The *Delivery Setup* contains the basic settings. After finishing the Assisted Setup many of the settings are already done. The different fast tabs are described in the following chapters.

3.1 NAVIGATE

The *Navigate* menu is a collection of all setup, that also can be reached from *Manual Setup*. This document will not cover these menu items, since they are explained in other more specific documentation, except for *Other / Advanced Setup* last in this document.





3.2 GENERAL

The *General* fast tab covers license information and values for communication.

General

LogTrade License No.	<input type="text" value="LTD8102879"/>	Default Language Code	<input type="text" value="ENU"/>
LogTrade Locale	<input type="text" value="English"/>	Test Mode	<input type="checkbox"/>
Domestic Country Code	<input type="text" value="SE"/>	Version No.	<input type="text" value="15.1.0.0"/>

FIELD NAME	DESCRIPTION
LOGTRADE LICENSE NO.	License No. used when communicating with LogTrade.
LOGTRADE LOCALE	Available options: <ul style="list-style-type: none">• Swedish• English Defines the language used in the integration between Microsoft Dynamics 365 Business Central and LogTrade to show messages, carrier names etc. in correct language.
DOMESTIC COUNTRY CODE	Consignments which otherwise would have a blank country code will use the Domestic Country Code since LogTrade doesn't allow blank country code.
DEFAULT LANGUAGE CODE	Specifies which language that should be used for translating descriptions etc.
TEST MODE	This is used when testing LogTrade Connect. No external communication from LogTrade will be done to the Shipping Agents, no advice e-mails or SMS messages will be sent. This is very convenient when testing your setup, printing software etc. All printed documents will have a water mark printed with the text <i>TEST</i> .
VERSION NO.	The version no. of LogTrade Connect.

3.3 NUMBERING

The *Numbering* fast tab has different No.-series that are used as key values.

Numbering

Consignment Nos.	<input type="text" value="CONS"/>	SSCC Company No.	<input type="text"/>
Customs Invoice Nos.	<input type="text" value="CUST-INV"/>	SSCC Nos.	<input type="text"/>
SSCC Leading Digit	<input type="text"/>		





FIELD NAME	DESCRIPTION
CONSIGNMENTS NOS.	Number series for consignments.
CUSTOMS INVOICE NO.	Number series for customs invoices.
SSCC LEADING DIGIT	Leading digit when an SSCC number shall be generated for a package.
SSCC COMPANY NO.	Company number to use in SSCC numbers.
SSCC NOS.	The number series to use for SSCC numbers. Is used together with SSCC Leading Digit, SSCC Company No. and at the end a calculated number to create a valid SSCC number.

3.4 CONSIGNMENT DEFAULTS

In *Consignment Defaults* you specify default values for new consignments.

Consignment Defaults

Note of Goods (outgoing)	<input type="text" value="Recipient Reference"/>	Confirm Status	<input type="text" value="Prepare"/>
Note of Goods (incoming)	<input type="text" value="Sender Reference"/>	Shipment Date	<input type="text" value="Workdate"/>
Goods Type	<input type="text" value="ELECTRONICS"/>	Source Document Type	<input type="text" value="Sales Order"/>
Print Queue	<input type="text" value="Standard"/>		

FIELD NAME	DESCRIPTION
NOTE OF GOODS (OUTGOING)	Available options: <ul style="list-style-type: none">• [blank] (Taken from field <i>Note of Goods</i> on source document)• Recipient Reference• Sender Reference• Delivery Contact• Recipient Contact Can be used to automatically set "Note of Goods" on Consignment lines for outbound consignments.
NOTE OF GOODS (INCOMING)	Available options: <ul style="list-style-type: none">• [blank] (Taken from field <i>Note of Goods</i> on source document)• Recipient Reference• Sender Reference• Delivery Contact• Recipient Contact Can be used to automatically set "Note of Goods" on Consignment lines for inbound consignments.
GOODS TYPE	Default Goods Type Code for the content in the package, on the pallet etc.
PRINT QUEUE	The print queue to use if no other print queue has been defined on the location, user or physical computer.



CONFIRM STATUS	<p>Available options:</p> <ul style="list-style-type: none">• Save• Prepare• Release• Validate (i.e. ValidateOnly, consignment will not be saved) <p>Defines which action that shall be default for consignments. This setting can be overruled with ruled based settings by Shipping Agent, Shipping Agent Service etc. in the <i>Confirm Status Rules</i> page.</p>
SHIPMENT DATE	<p>Available options:</p> <ul style="list-style-type: none">• Work Date• Source Document Shipment Date• Warehouse Shipment Shipment Date <p>This is the default date used as the date to pick up goods. The source document date can be used if you prepare shipments ahead in time, before the actual shipping date when the carrier picks up the goods.</p>
SOURCE DOCUMENT TYPE	<p>Available options:</p> <ul style="list-style-type: none">• [blank]• Sales Order• Sales Return Order• Transfer Order• Purchase Order• Purchase Return Order• Service Order• Sales Shipment• Transfer Shipment• Purchase Return Shipment• Service Shipment <p>Defines a default Source Document Type when creating a new consignment.</p>

3.5 ITEMS

The *Items* fast tab defines how to calculate default values based on the shipped items.

Items

Calculate Weight Warehouse Quantity Calculati...

Calculate Volume Items as Free Text

FIELD NAME	DESCRIPTION
CALCULATE WEIGHT	Defines if weight shall be calculated based on source documents and be given as suggested values on consignment lines.





CALCULATE VOLUME	Defines if volume shall be calculated based on source documents and be given as suggested values on consignment lines.
WAREHOUSE QUANTITY CALCULATION	Available options: <ul style="list-style-type: none">• Quantity to Ship• Quantity to Pick• Quantity Defines which value to use when creating consignments from warehouse shipments.
ITEMS AS FREE TEXT	Defines if free text lines shall be created based on the source documents item lines.

3.6 CUSTOMS INVOICE

The *Customs Invoice* fast tab defines values used on the Customs Invoice header and other defaults.

Customs Invoice

Use Customs Invoice	<input checked="" type="checkbox"/>	Declaration	I hereby certify that the information on this i
Invoice Type	Commercial	Signee	John Doe
Export Type	Permanent	Signee Position	CEO
Reason for Export	Permanent / Sold	Zero Value Replacement	Item Customs Unit Price

FIELD NAME	DESCRIPTION
USE CUSTOMS INVOICE	Customs invoices will be created automatically. The sender and recipient must also be on either side of the EU border or both outside of the EU border (based on the field <i>EU Country Code</i> in the Country/Regions table). Other toll-free relations between countries and regions can also be specified.
INVOICE TYPE	Available options: <ul style="list-style-type: none">• [blank]• Commercial• Proforma Sets the default value of the field <i>Type</i> on the customs invoice.
EXPORT TYPE	Available options: <ul style="list-style-type: none">• Permanent• Temporary• Re-export Sets the default value of the field <i>Export Type</i> on the customs invoice.
REASON FOR EXPORT	Sets the default value of the field <i>Reason for Export</i> on the customs invoice.



DECLARATION	Sets the default value of the field <i>Declaration</i> on the customs invoice.
SIGNEE	Sets the default value of the field <i>Signee</i> on the customs invoice.
SIGNEE POSITION	Sets the default value of the field <i>Signee Position</i> on the customs invoice.
ZERO VALUE REPLACEMENT	<p>Available options:</p> <ul style="list-style-type: none"> • [Blank] • Item Customs Unit Price • Item Unit Price • Item Unit Cost • Item Standard Cost • Item Last Direct Cost <p>All items on a customs invoice must have a <i>Unit Price</i>. If the item is sold with 100% discount or a zero unit price the customs value will be calculated based on this setting.</p>

3.7 OTHER

Other

Sender ID mandatory <input checked="" type="checkbox"/>	Internal Weight Unit <input type="text" value="Kilogram"/>
Consignment Duplicate Action <input type="text" value="Ask User"/>	Automatic Printing <input checked="" type="checkbox"/>
Open Source Doc. After Confirm <input type="text"/>	Use Delivery Note <input checked="" type="checkbox"/>
Close Consignment after Confir... <input checked="" type="checkbox"/>	Price On Delivery Note <input type="checkbox"/>
Update Lines/Packages from C... <input checked="" type="checkbox"/>	Integrated Printing <input checked="" type="checkbox"/>
Remove Country Code from Po... <input checked="" type="checkbox"/>	Automatic Dangerous Goods <input checked="" type="checkbox"/>
Internal Measure Unit <input type="text" value="Meter/Cubic Meter"/>	

FIELD NAME	DESCRIPTION
SENDER ID MANDATORY	Defines if sender ID shall be mandatory or not when sending a consignment to LogTrade. If using <i>Sender ID</i> you must first defines senders in LogTrade.
CONSIGNMENT DUPLICATE ACTION	<p>Available options:</p> <ul style="list-style-type: none"> • [blank] • Ask User • Block • Open Existing <p>Defines what will happen if more than one consignment is created for the same source document.</p>
OPEN SOURCE DOC. AFTER CONFIRMATION	<p>Available options:</p> <ul style="list-style-type: none"> • [blank] • Ask User





	<ul style="list-style-type: none">• Always <p>Defines if/how the source document shall be opened after sending the consignment to LogTrade.</p>
CLOSE CONSIGNMENT AFTER CONFIRMATION	<p>Defines if the consignment page shall be closed automatically after the consignment has been sent to LogTrade.</p>
UPDATE LINES/PACKAGES FROM CONTROL TOWER	<p>Defines if the function that fetch status from LogTrade also shall fetch consignment lines from LogTrade Control Tower. This is useful when a consignment is amended in the web GUI after it has been sent to LogTrade.</p>
REMOVE COUNTRY CODE FROM POST CODE	<p>Defines if Country Code (and any trailing "-") shall be removed from the post code when the consignment is sent to LogTrade. This means that post codes like "SE-105 06" and "SE105 06" will be sent as "105 06".</p>
INTERNAL MEASURE UNIT	<p>Available options:</p> <ul style="list-style-type: none">• Meter/Cubic Meter• Decimeter/Cubic Decimeter <p>Used to calculate measures and volumes correctly depending on the unit measure of the values in Dynamics 365 Business Central.</p>
INTERNAL WEIGHT UNIT	<p>Available options:</p> <ul style="list-style-type: none">• Kilogram• Gram <p>Used to calculate weights correctly depending on the weight unit of the values in Dynamics 365 Business Central.</p>
AUTOMATIC PRINTING	<p>Defines whether printing should be done automatically or not. If <i>Use Integrated Printing</i> is <i>No</i> and the LogTrade license has pdf functionality, a pdf with transport documents will open automatically.</p>
USE DELIVERY NOTE	<p>Defines if item information should be sent to LogTrade to be used as delivery note. Often only as a pdf link in e-mail advice instead of printing.</p>
PRICE ON DELIVERY NOTE	<p>Show prices on the document <i>Delivery Note</i>. For internal and purchase consignments the amount is calculated based on item costs and on sales documents it is calculated on unit prices.</p>
INTEGRATED PRINTING	<p>This states that <i>Integrated Printing</i> should be used, and all documents are printed automatically. If <i>No</i> but <i>Automatic Printing</i> is <i>Yes</i>, a pdf with transport documents will open instead.</p>
UPDATE POST CODE ON ADDRESS SOURCE	<p>Available options:</p> <ul style="list-style-type: none">• Never• Ask User• Always <p>Defines if/how manual change of post code shall update the underlying source document (and in turn its underlying customer/vendor etc. if it carries the same post code as the document).</p>



DEFAULT SEND ACTION	<p>Available options:</p> <ul style="list-style-type: none"> • Save • Prepare • Release <p>Defines which action that shall be default for consignments. This setting can be overruled with ruled based settings by forwarder, product etc. in the Send Action Setup page.</p>
AUTOMATIC DANGEROUS GOODS	<p>Defines if and how dangerous goods lines shall be created based on Dangerous Goods Item Setup in combination with items on source document lines.</p>

3.8 ADVANCED SETUP

3.8.1 URLS

This fast tab covers all URLs user in communication with LogTrade and Google maps.

URLs

SOAP Base URL	<input type="text" value="http://services.logtrade.info/Logtr"/>	Control Tower SOAP ...	<input type="text" value="http://services.logtrade.info/Logtr"/>
Logtrade ERP Interfac...	<input type="text" value="https://webservices.logtrade.info/"/>	Control Tower ERP Int...	<input type="text" value="https://webservices.logtrade.info/"/>
Distribution GUI URL	<input type="text" value="http://distribution.logtrade.info"/>	Map URL	<input type="text" value="https://maps.google.com/maps?q"/>

FIELD NAME	DESCRIPTION
SOAP BASE URL	SOAP-address to the LogTrade web service.
LOGTRADE ERP INTERFACE URL	The http address to the LogTrade service endpoint.
DISTRIBUTION GUI URL	The http address to the LogTrade web GUI.
CONTROL TOWER SOAP BASE URL	The SOAP address to the LogTrade Control Tower web service.
CONTROL TOWER ERP INTERFACE URL	The http address to the LogTrade Control Tower service endpoint.
MAP URL	The http address to the map service used to show where an agent is located





3.8.2 DEBUGGING

Debugging

Log Messages Last Date Checked M...

Message Entry Log a... Keep Error Messages

FIELD NAME	DESCRIPTION
LOG MESSAGES	Available options: <ul style="list-style-type: none"> • Never • On Error • Always Defines if and when messages (web service calls) shall be tracked in the Message Log table.
MESSAGE ENTRY LOG AGE LIMIT (DAYS)	Defines how many days messages shall be kept in the message log.
LAST DATE CHECK MESSAGE LOG	The last date the message log was checked for deletion of old messages. If this date is passed when a message of some kind is sent to LogTrade, then any messages older then the specified limit are deleted.
SAVE ERROR MESSAGES	If this setting is enabled messages with an error will not be deleted automatically.

3.8.3 OTHER

Other

HTTP Connect timeo... Default User Address ...

Batch Status Query In... Batch Size Change St...

Last Batch Status Query Batch Size Get Status

FIELD NAME	DESCRIPTION
HTTP CONNECT TIMEOUT (SEC)	These four timeout values are used when communicating with LogTrade.
BATCH STATUS QUERY INTERVAL	Defines how often it shall be allowed to fetch status for consignment without using a filter. The purpose of this setting is to avoid extensive queries to LogTrade.
LAST BATCH STATUS QUERY	The date and time for the last status query without filter. This (and the setting above) is important when using codeunit 12057538 from the Job Queue to automate status updates of consignments.





DEFAULT USER ADDRESS TYPE

Available options:

- Company Information
- Location
- Salesperson = User
- Employee = User

This setting defines where the sender address for e-mail shall be fetched. *Salesperson = User* implies that the salesperson is setup using the same code as the logged in user. The same rule applies for *Employee = User*.

BATCH SIZE CHANGE STATUS

The maximum number of consignments to send in one single request to LogTrade when using the function *Set status* in the Consignment Worksheet. If this parameter is not set a default limit of 1 000 consignments will be used.

BATCH SIZE GET STATUS

The maximum number of consignments to send in one single request to LogTrade when using the function *Get status* in the Consignment Worksheet. If this parameter is not set a default limit of 1 000 consignments will be used.



USER GUIDE

LOGTRADE CONNECT

SHIPPING AGENTS

LogTrade Connect for Microsoft Dynamics 365 Business Central

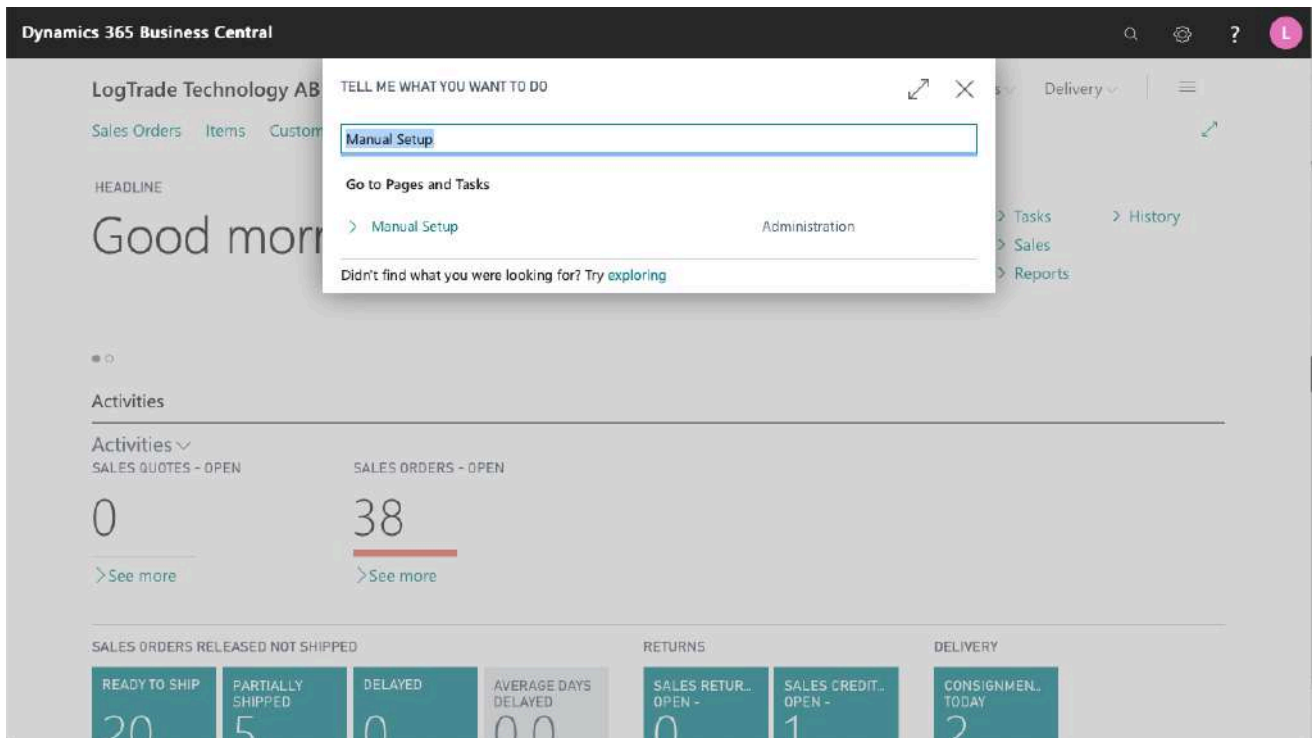


1 GENERAL

This document describes the *Shipping Agent Setup* in LogTrade Connect for Microsoft Dynamics 365 Business Central. After the assisted setup is completed the system is ready for creating transport documents or you can do more advanced setup by either searching for a specific setup or using *Manual Setup*. This means that before going through this document you should have run *Assisted Setup* for *LogTrade Connect*.

2 MANUAL SETUP

Open *Manual Setup* by searching with the search functionality.





You can filter on “Extension Name” = “LogTrade Connect” to see all setup related to LogTrade Connect.

Name	Extension Name	Description	Category	Keywords
Default Property Values	LogTrade Connect	Setup default values for servic...	Delivery	Delivery
Delivery Setup	LogTrade Connect	Do general settings for LogTra...	Delivery	Delivery
Field Mappings	LogTrade Connect	Setup field mappings to fetch ...	Delivery	Delivery
Freight Charge Discounts	LogTrade Connect	Setup freight charge discount ...	Delivery	Delivery
Goods Types	LogTrade Connect	Setup goods types	Delivery	Delivery
LogTrade Users	LogTrade Connect	Setup users that shall be able ...	Delivery	Delivery
Package Types	LogTrade Connect	Setup generic Package Types ...	Delivery	Delivery
Print Queues	LogTrade Connect	Download print queues define...	Delivery	Delivery
Replacement Post Codes	LogTrade Connect	Setup replacement post codes...	Delivery	Delivery
Sea Transport Definitions	LogTrade Connect	Setup post code intervals and...	Delivery	Delivery
Sender Address Codes	LogTrade Connect	Download sender address cod...	Delivery	Delivery
Service Rules	LogTrade Connect	Setup rules that define when s...	Delivery	Delivery
Services	LogTrade Connect	Setup generic services with rel...	Delivery	Delivery
Shipment Methods	LogTrade Connect	Setup shipment methods and ...	Delivery	Delivery
Shipment Template Rules	LogTrade Connect	Setup rules for when to apply ...	Delivery	Delivery
Shipment Templates	LogTrade Connect	Download shipment template...	Delivery	Delivery
Shipping Agent Custome...	LogTrade Connect	Setup shipping agent custome...	Delivery	Delivery
Shipping Agents	LogTrade Connect	Setup shipping agents and lin...	Delivery	Delivery

Scroll down to and click on *Shipping Agents* to open the list of all shipping agents.

3 SHIPPING AGENTS

In the page *Shipping Agents*, you define a relation between *Shipping Agent Code* and *Carrier Name*. Carrier Name is a code in LogTrade for each carrier. This means that warehouse employees work with the ordinary Shipping Agents and Shipping Agent Services while LogTrade get the correct codes for each carrier and carrier product. The *Carrier Names* are downloaded from LogTrade automatically when running *Assisted Setup* and if any carriers are added after the initial setup a refresh can be done from the page *Carriers* before mapping Shipping Agents.

Code	Name	Internal Address	Carrier Name
DHL-EXPRESS	DHL, Express, Europe	https://www.dhl.com/en/express/tracking.html?AWB=%1&brand...	DhlEurope
DHL-FREIGHT	DHL, Freight, Sweden	https://activetracking.dhl.com/DatPublic/search.do?search=consig...	DhlSweden
FEDEX	FedEx, Europe	https://www.fedex.com/apps/fedextrack/?tracknumbers=%1	FedExEurope
OWN LOG.	SIS	https://www.cronus.com/tracking=%1	GenericForwarder_1
UPS	UPS, Europe	https://wwwapps.ups.com/WebTracking/OnlineTool?typeOfInqul...	UpsGlobal

FIELD NAME	DESCRIPTION
CODE	The Shipping Agent Code in Dynamics 365 Business Central.
NAME	The name for the Shipping Agent. This will be updated automatically when <i>Carrier Name</i> is filled in.



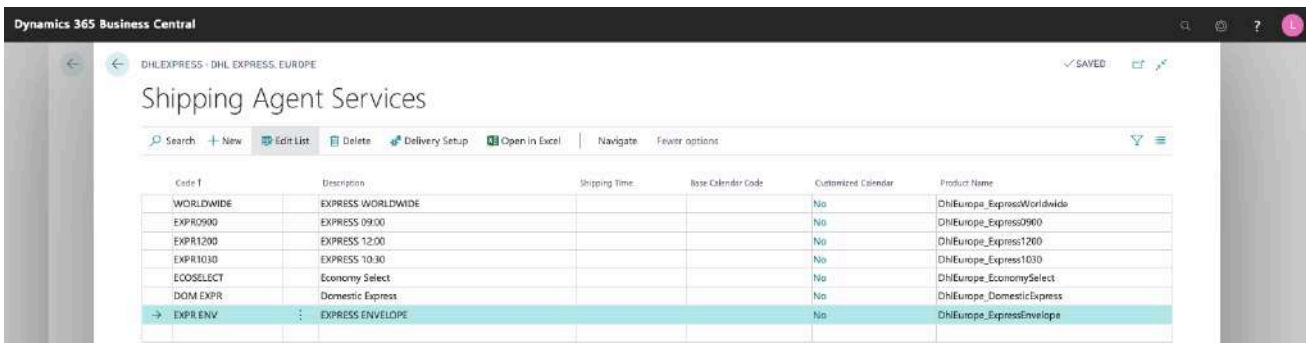


INTERNET ADDRESS	Standard field in Dynamics 365 Business Central, used for package tracking.
CARRIER NAME	The carrier name in LogTrade. This field will update <i>Name</i> automatically when with the carrier name.

3.1 SHIPPING AGENT SERVICES

The *Shipping Agent Services* are opened with the button *Shipping Agent Services* on the Shipping Agent page. A Shipping Agent Service is equal to what is also called Carrier Product like for example *DB Schenker-System*, *DHL Express-Express Worldwide*, *DHL Freight-Parcel*, *DSV Road-e-Parcel*, *FedEx-International Economy*, *PostNord-MyPack Collect* and *UPS-Express Saver*.

The *Product Names* are downloaded from LogTrade automatically when running *Assisted Setup* and if any Carrier Product are added after the initial setup a refresh can be done from the page *Carriers* before mapping Shipping Agents Services.



FIELD NAME	DESCRIPTION
CODE	The Shipping Agent Service Code in Dynamics 365 Business Central.
DESCRIPTION	The description for the Shipping Agent Service. This will be updated automatically when <i>Product Name</i> is filled in.
SHIPPING TIME	Standard field in Dynamics 365 Business Central.
BASE CALENDAR CODE	Standard field in Dynamics 365 Business Central.
CUSTOMIZED CALENDAR	Standard field in Dynamics 365 Business Central.
PRODUCT NAME	The product name in LogTrade. This field will update <i>Description</i> automatically when with the product description.

3.2 SHIPPING AGENT SERVICE DELIVERY SETUP

For each *Shipping Agent Service*, it is possible to do a lot of customized settings on how to handle pickup times, default goods lines and freight costs. This is to make the process in Dynamics 365 Business Central as automatic as possible.





3.2.1 GENERAL

General

Pickup Time 14:00:00 Reconfirm Status

Calculate Declared Value Automatic Time Table For Pick... -

FIELD NAME	DESCRIPTION
PICKUP TIME	If specified, any consignment created after the pickup time will have its delivery date pushed forward to the next day (or the next working day based on the base calendar defined on the Shipping Agent, Location or the Company Information).
CALCULATE DECLARED VALUE	Automatically calculate the total value of the consignment based on the shipped items.
RECONFIRM STATUS	Available options: <ul style="list-style-type: none"> • [blank] • New/Added Packages • Replace Consignment <p>This controls how changes on consignments are handled. Option [blank] means that the consignment needs to be opened before any changes can be done. With <i>New/Add Packages</i> you can add more packages to the same consignment and with <i>Replace Consignment</i> the consignment goods lines will be replaced.</p>
AUTOMATIC TIMETABLE FOR PICKUP & DELIVERY	Specifies if an automatic timetable question should be asked every time a consignment is created. This can be used to follow up on delivery times later.

3.2.2 PACKAGE

This fast tab defines if and how automatic goods lines should be created.

Package

Default Package Type Code BOX Default No. of Packages 1

Create Consignment Line Split Package Nos. as Free Text ...

FIELD NAME	DESCRIPTION
DEFAULT PACKAGE	The default Package Type Code to use on consignment lines.
CREATE CONSIGNMENT LINE	If enabled, a consignment line will be automatically created when using the product.
DEFAULT NO. OF PACKAGES	The number of packages to use for an automatically inserted consignment line.





SPLIT PACKAGES NOS. AS FREE TEXT

If enabled, the package/tracking numbers from connected split consignments will be inserted as free text on the consignment containing the "split children".

3.2.3 TRACKING

This fast tab specifies how to handle

Tracking

Package No. Assignment Cons. Tracking No. Serie

Cons. Tracking No. Assignment ...

FIELD NAME	DESCRIPTION
PACKAGE NO. ASSIGNMENT	Available options: <ul style="list-style-type: none"> • Automatic • SSCC • Manual Defines how package numbers shall be assigned on the consignment.
CONSIGNMENT TRACKING NO. ASSIGNMENT	Available options: <ul style="list-style-type: none"> • Automatic • No. Serie • Manual Defines how the tracking numbers shall be assigned on the consignment.
CONS. TRACKING NO. SERIE	The number series to use as tracking number on a consignment (if the above setting is "No. Serie")

3.2.4 FREIGHT COST

On this fast tab you specify how you want to automate cost calculation. Both for statistics purposes and for invoicing to recipient.

Freight Cost

Automatic Calculation No.

Charge Freight Cost Item Charge Distribution

Line Type Supplementary Charge %

FIELD NAME	DESCRIPTION
AUTOMATIC CALCULATION	Defines if an automatic freight calculation should be done and presented on the consignment.
CHARGE FREIGHT COST	Defines if the calculated freight cost should be charged to the recipient.
LINE TYPE	Available options:



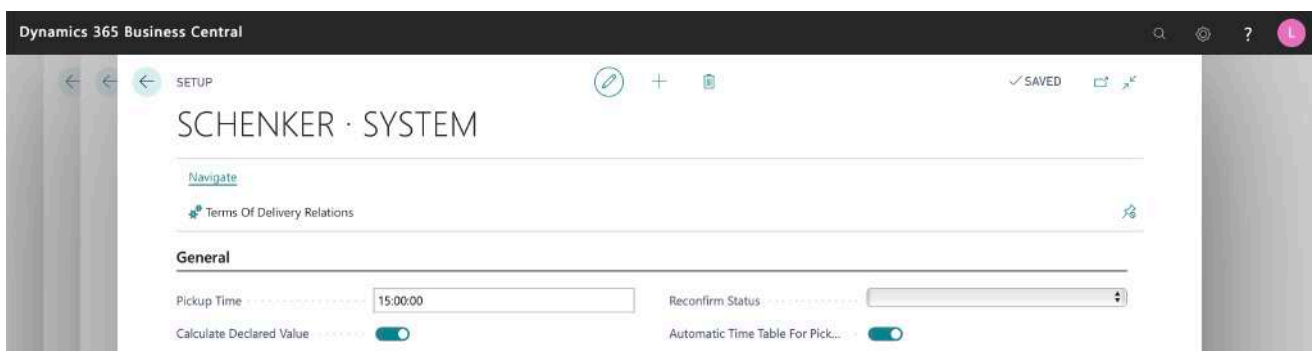


	<ul style="list-style-type: none">• [blank]• G/L Account• Item• Charge (Item) <p>The line type that shall be used when a freight line is charged on the source document. If using Inventory Pick or Warehouse documents, it is recommended to use items to make the posting process better.</p>
NO.	The number to use on the freight line on the source document, dependent on the <i>Line Type</i> .
ITEM CHARGE DISTRIBUTION	Available options: <ul style="list-style-type: none">• [blank]• Equally• Amount <p>If Line Type is <i>Charge (Item)</i> this setting will define how the charge amount shall be distributed on the source document lines.</p>
SUPPLEMENTARY CHARGE %	With this setting it is possible to increase the cost inserted on the source document to add an additional profit margin before invoicing the recipient.

3.2.5 TERMS OF DELIVERY RELATIONS

For each *Shipping Agent Service* that are used for international shipments it is normally important to specify *Terms of Delivery Relations*. Each Shipping Agent might have different allowable *Shipment Methods* (called Terms of Delivery in LogTrade) and therefore it is important to map a Dynamics 365 Business Central *Shipment Method* with corresponding LogTrade *Terms of Delivery*. Read more in documentation about *Terms of Deliveries*.

Terms of Delivery Relations are found on the *Navigate* menu.



During the *Assisted Setup* all available *Terms of Deliveries* have been downloaded and a suggested mapping can have been done based on that the *Shipment Method Code* in Dynamics 365 Business Central is found as a *Terms of Delivery Code* from LogTrade.





The purpose of this relations mapping is that the user at the warehouse doesn't need to be concerned about the specific code for each carrier, just as for example *Package Types* work.

Shipment Method Code	Shipping Agent Code	Shipping Agent Service Code	Terms of Delivery Code	Description	Override Payer
→ EXW	SCHENKER	SYSTEM	0001	EXW Ex Works (named place of delivery)	<input type="checkbox"/>
FCA	SCHENKER	SYSTEM	0002	FCA Free Carrier	<input type="checkbox"/>
CPT	SCHENKER	SYSTEM	0004	CPT Carriage Paid To	<input type="checkbox"/>
CIP	SCHENKER	SYSTEM	0009	CIP Carriage and Insurance Paid	<input type="checkbox"/>
DDP	SCHENKER	SYSTEM	0021	DDP Delivered Duty Paid	<input type="checkbox"/>
→ DDU	SCHENKER	SYSTEM	019	DDU Delivered Duty Unpaid (named terminal)	<input type="checkbox"/>

FIELD NAME	DESCRIPTION
SHIPMENT METHOD CODE	Shipment Method Code from Dynamics 365 Business Central.
SHIPPING AGENT CODE	Shipping Agent Code from Dynamics 365 Business Central.
SHIPPING AGENT SERVICE CODE	Shipping Agent Service Code from Dynamics 365 Business Central.
TERMS OF DELIVERY CODE	Available <i>Terms of Deliveries</i> from LogTrade for selected Shipping Agent Service.
DESCRIPTION	The description for selected <i>Terms of Delivery Code</i> from LogTrade.





USER GUIDE

LOGTRADE CONNECT

SHIPPING AGENT

CUSTOMER NUMBERS

LogTrade Connect for Microsoft Dynamics 365 Business Central



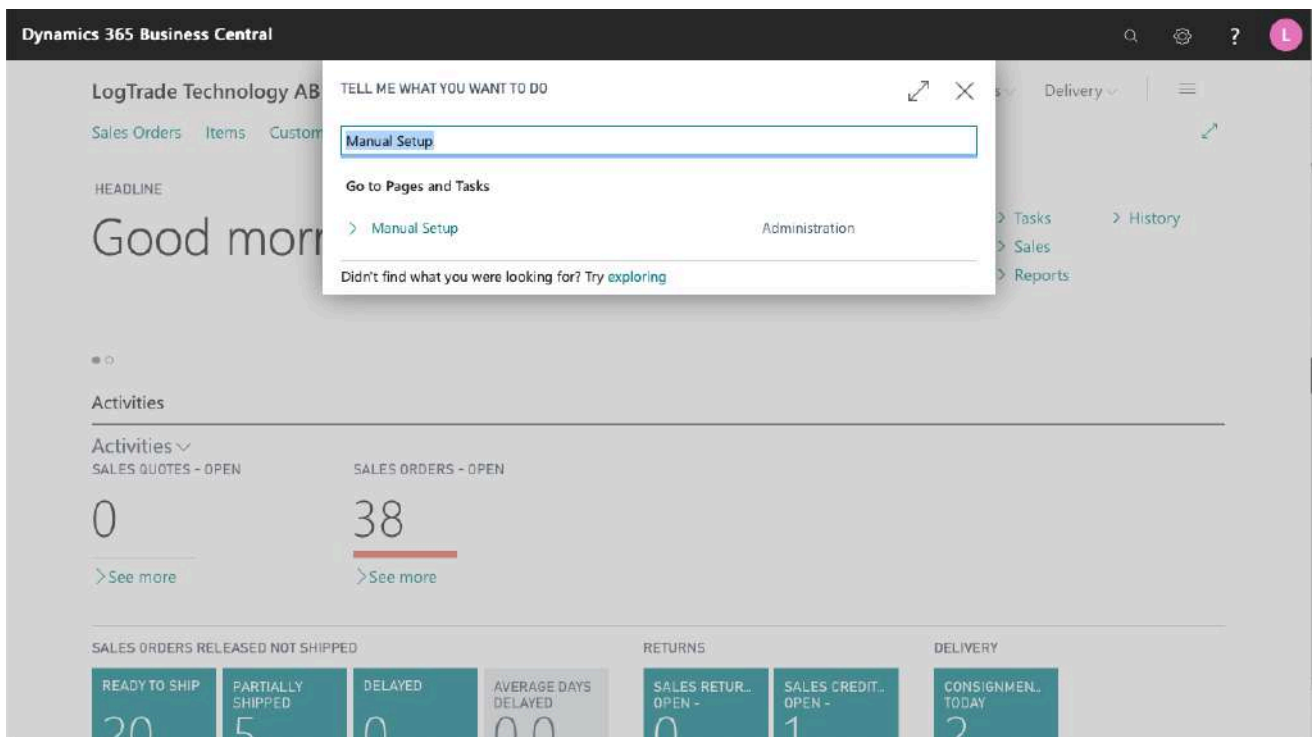


1 GENERAL

This document describes how to setup customer numbers for each carrier in LogTrade Connect for Microsoft Dynamics 365 Business Central, both for the sender and for recipients. After the assisted setup is completed the system is ready for creating transport documents or you can do more advanced setup by either searching for a specific setup or using *Manual Setup*. This means that before going through this document you should have run *Assisted Setup* for *LogTrade Connect*.

2 MANUAL SETUP

Open *Manual Setup* by searching with the search functionality.





You can filter on “Extension Name” = “LogTrade Connect” to see all setup related to LogTrade Connect.

The screenshot shows the Dynamics 365 Business Central interface. The page title is 'MANUAL SETUP'. There is a search bar and an 'Open in Excel' button. A filter is applied to 'Extension Name' with the value 'LogTrade Connect'. The table below lists various setup items, all of which are associated with 'LogTrade Connect'.

Name	Extension Name	Description	Category	Key
Dangerous Goods	LogTrade Connect	Setup dangerous goods codes	Delivery	Del
Default Property Values	LogTrade Connect	Setup default values for servic...	Delivery	Del
Delivery Setup	LogTrade Connect	Do general settings for LogTra...	Delivery	Del
Field Mappings	LogTrade Connect	Setup field mappings to fetch ...	Delivery	Del
Freight Charge Discounts	LogTrade Connect	Setup freight charge discount ...	Delivery	Del
Goods Types	LogTrade Connect	Setup goods types	Delivery	Del
LogTrade Users	LogTrade Connect	Setup users that shall be able ...	Delivery	Del
Package Types	LogTrade Connect	Setup generic Package Types ...	Delivery	Del
Print Queues	LogTrade Connect	Download print queues define...	Delivery	Del
Replacement Post Codes	LogTrade Connect	Setup replacement post codes...	Delivery	Del
Sea Transport Definitions	LogTrade Connect	Setup post code intervals and...	Delivery	Del
Sender Address Codes	LogTrade Connect	Download sender address cod...	Delivery	Del
Service Rules	LogTrade Connect	Setup rules that define when s...	Delivery	Del
Services	LogTrade Connect	Setup generic services with rel...	Delivery	Del
Shipment Methods	LogTrade Connect	Setup shipment methods and ...	Delivery	Del
Shipment Template Rules	LogTrade Connect	Setup rules for when to apply ...	Delivery	Del
Shipment Templates	LogTrade Connect	Download shipment template...	Delivery	Del
Shipping Agent Customer Numbers	LogTrade Connect	Setup shipping agent custome...	Delivery	Del
Shipping Agents	LogTrade Connect	Setup shipping agents and lin...	Delivery	Del

Scroll down to and click on *Shipping Agent Customer Numbers* to administrate customer numbers for each Shipping Agent in combination with customers, vendors etc.

3 SHIPPING AGENT CUSTOMER NUMBERS

Each sender needs a customer number for the Shipping Agent they are using and any other part that should pay for the freight also needs a customer number for the specific Shipping Agent. This can be defined completely in Dynamics 365 Business Central for both the sender and recipient. If you are using *Sender Address Templates* from LogTrade the sending customer number is specified in LogTrade instead.

It is possible to have one customer number for an entire Shipping Agent or do more detailed setup with different numbers for different Shipping Agent Services, different source documents, customers, vendors, ship-to addresses, receiving country etc.

This list defines how sender and recipient customer numbers shall be populated. It is also possible to setup an EUR pallet customer number.





Dynamics 365 Business Central

SHIPPING AGENT CUSTOMER NUMBERS

Search + New Edit List Delete Open in Excel

Shipping Agent Code T	Shipping Agent Service Code T	Source Type T	Source No. T	Source Address Code T	Source Document Type T	Country/Region Code T	Customer No.	EUR Pallet Customer No.
DHLEXPRESS	ECOSELECT	Company					879843	
DHLEXPRESS	ECOSELECT	Company			Sales Return O...		349817	349817
DHLEXPRESS	WORLDWIDE	Company					646832	
DHLFREIGHT		Customer	20000				937845	937845
DHLFREIGHT		Customer	20000	EAST ACTON			164758	164758
DHLFREIGHT		Vendor	10000		Purchase Retu...		192837	
DHLFREIGHT		Company					123456	123456
DHLFREIGHT		Company				NO	236745	236745
FEDEX		Location	BLUE				223344	
FEDEX		Location	YELLOW				334455	
FEDEX		Company			Sales Order/-S...		112233	
SCHENKER		Customer	20000				9019506	9019506

Examples from screenshot above for the company CRONUS.

- 1) (Marked in red) CRONUS has three different customer numbers for *Shipping Agent* DHL Express. One number for *Shipping Agent Service* ECOSELECT and one for WORLDWIDE. The third customer number is used on all *Sales Return Orders* sent with ECOSELECT. The company also has two customer numbers for DHL Freight, one only used when shipping to Norway. Finally, the company also has customer number for FedEx used only for Sales Orders-/Shipments.
- 2) (Marked in yellow) CRONUS also has two different customer number for FedEx when shipping from specific locations, RED and YELLOW.
- 3) (Marked in blue) Customer 20000 have two different customer numbers for DHL Freight. One number for *Ship-to Address* EAST ACTON and one for all other addresses. Customer 20000 also has one customer number for all Schenker services.
- 4) (Marked in black) Vendor 10000 has a customer number for DHLFREIGHT for all Purchase Return Orders.

FIELD NAME	DESCRIPTION
SHIPPING AGENT CODE	It is mandatory to specify for which <i>Shipping Agent</i> a customer number belongs to since a customer number is given by the <i>Shipping Agent</i> .
SHIPPING AGENT SERVICE CODE	If a customer number is different for different services, this field needs to be filled in. Otherwise it can be left blank.
SOURCE TYPE	Available options: <ul style="list-style-type: none">• [blank]• Customer• Vendor• Contact• Employee• Resource• Responsibility Center





	<ul style="list-style-type: none">• Location• Job• Company <p>It is mandatory to specify if a customer number is for the whole company, a location, customer etc. Customer is mostly used to define the customer number when the customer pays for the freight.</p>
SOURCE NO.	Depending on <i>Source Type</i> it is possible to define exactly which part the customer number belongs to. For internal parts like <i>Location</i> it is possible to leave this field blank.
SOURCE ADDRESS CODE	It is also possible to specify specific customer numbers for different <i>Ship-to Addresses</i> or <i>Buy-from Addresses</i> for different customers and vendors.
SOURCE DOCUMENT TYPE	Available options: <ul style="list-style-type: none">• [blank]• Sales Order/-Shipment• Sales Return Order• Transfer Order/-Shipment• Purchase Order• Purchase Return Order/-Shipment• Service Order/-Shipment <p>It is possible to have different customer numbers for different source document. It is for example common to have a specific customer number for returns.</p>
COUNTRY/REGION CODE	It is also possible to specific unique customer numbers for goods sent to a specific country.
CUSTOMER NO.	The customer number for the current Shipping Agent.
EUR PALLET CUSTOMER NO.	For some Shipping Agent Services it is possible to be a part of the "EUR Pallet pool" which means that a central organization keeps tracks of EUR Pallets sent between different companies.



3.1 CUSTOMER

A customer's relations with each *Shipping Agent* is normally defined from the customer card. Select *Navigate / Delivery / Shipping Agent Customer Numbers* to open a list filtered for this specific customer. Here you can edit, add or delete different customer numbers.

The screenshot shows the 'CUSTOMER CARD' for '20000 · Selangorian Ltd.' in Dynamics 365 Business Central. The interface includes a top navigation bar with 'Process', 'New Document', 'Request Approval', 'Navigate', 'Customer', 'Actions', 'Navigate', 'Report', and 'Fewer options'. Below this is a menu with 'Customer', 'History', 'Prices and Discounts', 'Sales', 'Documents', 'Service', and 'Delivery'. The main area contains fields for 'No.' (20000), 'Name' (Selangorian Ltd.), 'Balance (LCY)' (96 049.99), and 'Balance Due (LCY)' (0.00). There are also fields for 'Credit Limit (LCY)', 'Blocked', 'Total Sales', and 'Costs (LCY)'. A 'Show more' link is visible. Below the main fields is the 'Address & Contact' section, with 'ADDRESS' (153 Thomas Drive) and 'CONTACT' (Mr. Mark McArthur). A 'Sell-to Customer Sales History' chart is partially visible on the right. A navigation menu is open over the 'Delivery' option, showing 'Consignments', 'Released Consignments', 'Shipping Agent Customer Numbers', 'Consignment Services', and 'Field Mappings'. A profile picture of a man is also visible.

The screenshot shows the 'Shipping Agent Customer Numbers' list view in Dynamics 365 Business Central. The table has the following columns: Shipping Agent Code, Shipping Agent Service Code, Source Type, Source No., Source Address Code, Source Document Type, Country/Region Code, Customer No., and EUR Pallet Customer No. The data is as follows:

Shipping Agent Code	Shipping Agent Service Code	Source Type	Source No.	Source Address Code	Source Document Type	Country/Region Code	Customer No.	EUR Pallet Customer No.
DHLFREIGHT		Customer	20000				937845	937845
DHLFREIGHT		Customer	20000	EAST ACTON			164758	164758
SCHENKER		Customer	20000				9019506	9019506



3.2 VENDOR

A vendor's relations with each *Shipping Agent* is normally defined from the vendor card. Select *Navigate / Delivery / Shipping Agent Customer Numbers* to open a list filtered for this specific vendor. Here you can edit, add or delete different customer numbers.

VENDOR CARD
10000 · London Postmaster

Process: Request Approval | New Document | Navigate | Vendor | Actions: **Navigate** | Report | Fewer options

Vendor | Purchases | Documents | History | **Delivery**

No.: 10000 | Name: London Postmaster | Blocked: [Dropdown]

Address & Contact

ADDRESS: 10 North Lake Avenue | Address 2: | Country/Region: GB

CONTACT: Primary Contact Code: CT000129 | Contact: Mrs. Carol Philips | Phone No.: [Field]

Vendor Picture
[Photo of a woman]

Vendor Statistics
Balance (LCY): 114 096.40

Shipping Agent Customer Numbers

Search | + New | Edit List | Delete | Open in Excel

Shipping Agent Code ↑	Shipping Agent Service Code ↑	Source Type ↑	Source No. ↑	Source Address Code ↑	Source Document Type ↑	Country/Region Code ↑	Customer No.	EUR Pallet Customer No.
DHLFREIGHT		Vendor	10000		Purchase Return		192837	



USER GUIDE

LOGTRADE CONNECT

SHIPMENT METHODS

LogTrade Connect for Microsoft Dynamics 365 Business Central

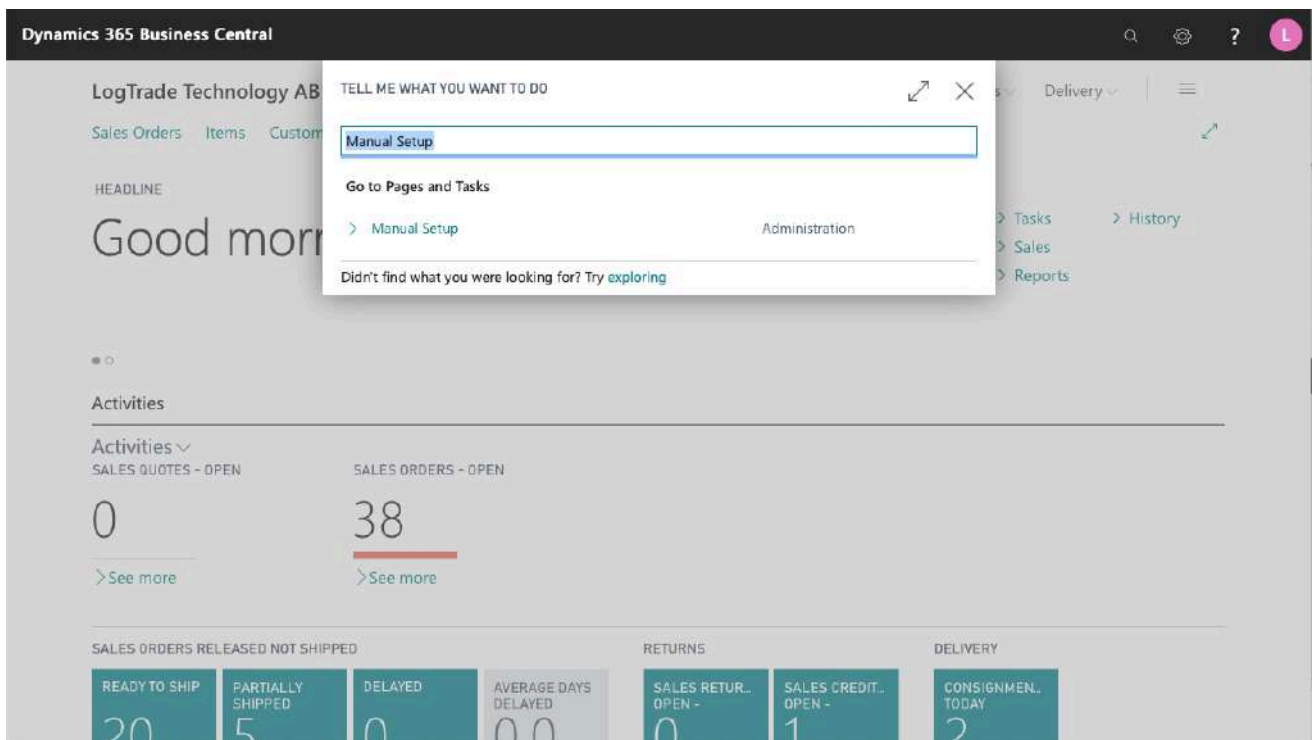


1 GENERAL

This document describes *Shipment Methods* in LogTrade Connect for Microsoft Dynamics 365 Business Central. After the assisted setup is completed the system is ready for creating transport documents or you can do more advanced setup by either searching for a specific setup or using *Manual Setup*. This means that before going through this document you should have run *Assisted Setup* for *LogTrade Connect*.

2 MANUAL SETUP

Open *Manual Setup* by searching with the search functionality.





You can filter on “Extension Name” = “LogTrade Connect” to see all setup related to LogTrade Connect.

The screenshot shows the Dynamics 365 Business Central interface. The main area displays a table of settings for the 'LogTrade Connect' extension. The table has columns for Name, Extension Name, Description, Category, and Key. The 'Extension Name' column is filtered to show only 'LogTrade Connect'. The 'Name' column lists various setup areas, and the 'Description' column provides brief details for each. The 'Shipment Methods' row is highlighted with a blue arrow pointing to it.

Name	Extension Name	Description	Category	Key
Dangerous Goods	LogTrade Connect	Setup dangerous goods codes	Delivery	Del
Default Property Values	LogTrade Connect	Setup default values for servic...	Delivery	Del
Delivery Setup	LogTrade Connect	Do general settings for LogTra...	Delivery	Del
Field Mappings	LogTrade Connect	Setup field mappings to fetch ...	Delivery	Del
Freight Charge Discounts	LogTrade Connect	Setup freight charge discount ...	Delivery	Del
Goods Types	LogTrade Connect	Setup goods types	Delivery	Del
LogTrade Users	LogTrade Connect	Setup users that shall be able...	Delivery	Del
Package Types	LogTrade Connect	Setup generic Package Types ...	Delivery	Del
Print Queues	LogTrade Connect	Download print queues define...	Delivery	Del
Replacement Post Codes	LogTrade Connect	Setup replacement post codes...	Delivery	Del
Sea Transport Definitions	LogTrade Connect	Setup post code intervals and...	Delivery	Del
Sender Address Codes	LogTrade Connect	Download sender address cod...	Delivery	Del
Service Rules	LogTrade Connect	Setup rules that define when s...	Delivery	Del
Services	LogTrade Connect	Setup generic services with rel...	Delivery	Del
→ Shipment Methods	LogTrade Connect	Setup shipment methods and ...	Delivery	Del

Scroll down to and click on *Shipment Methods* to open the list of all shipping methods to begin configuration.

3 SHIPMENT METHODS

Shipment methods, also called incoterms and combiterms, often depend on agreement made with the customers and vendors. For example, if the customer lives on an island, they can choose to have items always shipped by air or always by sea. Some customers may require next day delivery. Some may want to pick up the order and some others want to pay for the freight since they have better agreements with the carriers than you do. On the customer and vendor cards, you can specify what sort of delivery is desired. You set up the description and code for each shipment method on the *Shipment Methods* page.

Different *Shipping Agents* (and even *Shipping Agent Services*) might support different Shipment Methods. To keep it simple for the user of Dynamics 365 Business Central it is important to do a general mapping between the *Shipment Method Code* in Dynamics 365 Business Central and the code for each *Shipping Agent Service* in LogTrade, called *Terms of Delivery*. With this setup it is possible to use one *Shipment Method* in Dynamics 365 Business Central that means different *Terms of Deliveries* for different Shipping Agents. For some *Terms of Deliveries*, it is also mandatory to specify a location where the risk of loss or damage to the goods is transferred from the seller to the buyer, called *Terms of Delivery Location*.





Dynamics 365 Business Central

SHIPMENT METHODS

SEARCH + NEW EDIT LIST DELETE TRANSLATION OPEN IN EXCEL ACTIONS NAVIGATE FEWER OPTIONS

Code T	Description	Terms of Delivery Location	No. of Terms of Delivery Relations
CFR	Cost and Freight		1
CIF	Cost Insurance and Freight		1
CIP	Carriage and Insurance Paid	Delivery City	2
CPT	Carriage Paid to	Delivery City	2
DAF	Delivered at Frontier		5
DDP	Delivered Duty Paid	Delivery City	2
DDU	Delivered Duty Unpaid		1
DEQ	Delivered ex Quay		-
DES	Delivered ex Ship		-
EXW	Ex Warehouse		7
FAS	Free Alongside Ship		1
FCA	Free Carrier		2
FOB	Free on Board		1
PICKUP	Pickup at Location	Pickup City	-

FIELD NAME	DESCRIPTION
CODE	Standard field in Dynamics 365 Business Central representing the Shipment Method.
DESCRIPTION	Standard field with the description for the Shipment Method.
TERMS OF DELIVERY LOCATION	Available options: <ul style="list-style-type: none">• [blank]• Sender City• Recipient City• Pickup City• Delivery City If the location where the risk for loss or damage corresponds to the alternatives above this can be setup as a default.
NO. OF TERMS OF DELIVERY RELATIONS	A number that shows how many related <i>Terms of Deliveries</i> that has been setup for this Shipment Method.

3.1 TERMS OF DELIVERY RELATION

This is where you specify relations for a specific *Shipment Method Code* to a LogTrade *Terms of Delivery Code*. When setting up a Shipping Agent Service you get a question if you want to generate suggested mapping based on the code naming. That means that if you have a *Shipment Method Code* in Dynamics 365 Business Central with the code DDP and the Shipping Agent Service also has one (and only one) *Terms of Delivery Code* called DDP this will be set up automatically. The same if the *Terms of Delivery Description* starts with DDP.





Dynamics 365 Business Central

SHIPMENT METHODS

Search + New Edit List Delete Translation Open in Excel Actions Navigate Fewer options

Terms Of Delivery Relations Freight Payers

Define relations between the shipment method code and terms of delivery by shipping agent and shipping agent service. Terms of delivery is used for international consignments.

Shipment Method Code	Shipping Agent Code	Shipping Agent Service Code	Terms of Delivery Code	Description	Override Payer
CPT	DHLEXPRESS	ECOSELECT	CPT	Carriage Paid To (named place of destination)	<input type="checkbox"/>
DAF	DHLFREIGHT	STYCKE	006	CPT Fraktfritt (angiven gränspunkt i avsändarlan...	<input type="checkbox"/>
DDP	SCHENKER	SYSTEM	0004	CPT Carriage Paid To	<input type="checkbox"/>

Dynamics 365 Business Central

TERMS OF DELIVERY RELATIONS

Search + New Edit List Delete Open in Excel

Shipment Method Code	Shipping Agent Code	Shipping Agent Service Code	Terms of Delivery Code	Description	Override Payer
CPT	DHLEXPRESS	ECOSELECT	CPT	Carriage Paid To (named place of destination)	<input type="checkbox"/>
CPT	DHLFREIGHT	STYCKE	006	CPT Fraktfritt (angiven gränspunkt i avsändarlan...	<input type="checkbox"/>
CPT	SCHENKER	SYSTEM	0004	CPT Carriage Paid To	<input type="checkbox"/>

FIELD NAME	DESCRIPTION
SHIPMENT METHOD CODE	Standard field <i>Shipment Method</i> in Dynamics 365 Business Central.
SHIPPING AGENT CODE	Standard field <i>Shipping Agent</i> in Dynamics 365 Business Central.
SHIPPING AGENT SERVICE CODE	Standard field <i>Shipping Agent Service</i> in Dynamics 365 Business Central.
TERMS OF DELIVERY CODE	This is the relation to a Terms of Delivery in LogTrade for the specific Shipment Method.
DESCRIPTION	Description for the Terms of Delivery from LogTrade
OVERRIDE PAYER	For international consignments the freight payer is defined by the Terms of Delivery/Shipment Method. On exception it could be a combination of Terms of Delivery and Freight Payer when the costs are split up in freight costs and fees with different payers.

3.2 FREIGHT PAYERS

The Shipment Method defines who will pay for the freight. For international consignments the *Shipment Method Code* is used instead of the field *Freight Payer* but for domestic consignments the *Freight Payer* is used. So, for domestic consignments the Shipment Method is only used to set the value for *Freight Payer*.





Dynamics 365 Business Central

SHIPMENT METHODS

Search + New Edit List Delete Translation Open in Excel Actions Navigate Fewer options

Terms Of Delivery Relations Freight Payers

	Cost an	Define who pays for the delivery of goods.			
CFR					1
CIF		Cost Insurance and Freight			1
CIP		Carriage and Insurance Paid	Delivery City		2
→ CPT		Carriage Paid to	Delivery City		3
DAF		Delivered at Frontier			6
DDP		Delivered Duty Paid	Delivery City		2

Dynamics 365 Business Central

CPT - CARRIAGE PAID TO

Freight Payer Rules

Search + New Edit List Delete Open in Excel

Shipment Method Code ↓	Source Document Type ↑	Payer
→ CPT	Sales Order/-Shipment	Sender
CPT	Transfer Order/-Shipment	Sender
CPT	Service Order/-Shipment	Sender
CPT	Sales Return Order	Recipient
CPT	Purchase Order	Sender
CPT	Purchase Return Order/-Shipment	Recipient

FIELD NAME	DESCRIPTION
SHIPMENT METHOD CODE	Standard field <i>Shipment Method</i> in Dynamics 365 Business Central.
SOURCE DOCUMENT TYPE	Available options: <ul style="list-style-type: none">• [blank]• Sales Order/-Shipment• Sales Return Order• Transfer Order/-Shipment• Purchase Order• Purchase Return Order/-Shipment• Service Order/-Shipment Defines the <i>Source Document</i> this payer setup is used for.
PAYER	Available options: <ul style="list-style-type: none">• Sender• Recipient• Other Defines the value for <i>Freight Payer</i> for a consignment based on the combination of <i>Shipment Method</i> and <i>Source Document Type</i> .

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8 1/2

USER GUIDE

LOGTRADE CONNECT

PACKAGE TYPES

LogTrade Connect for Microsoft Dynamics 365 Business Central



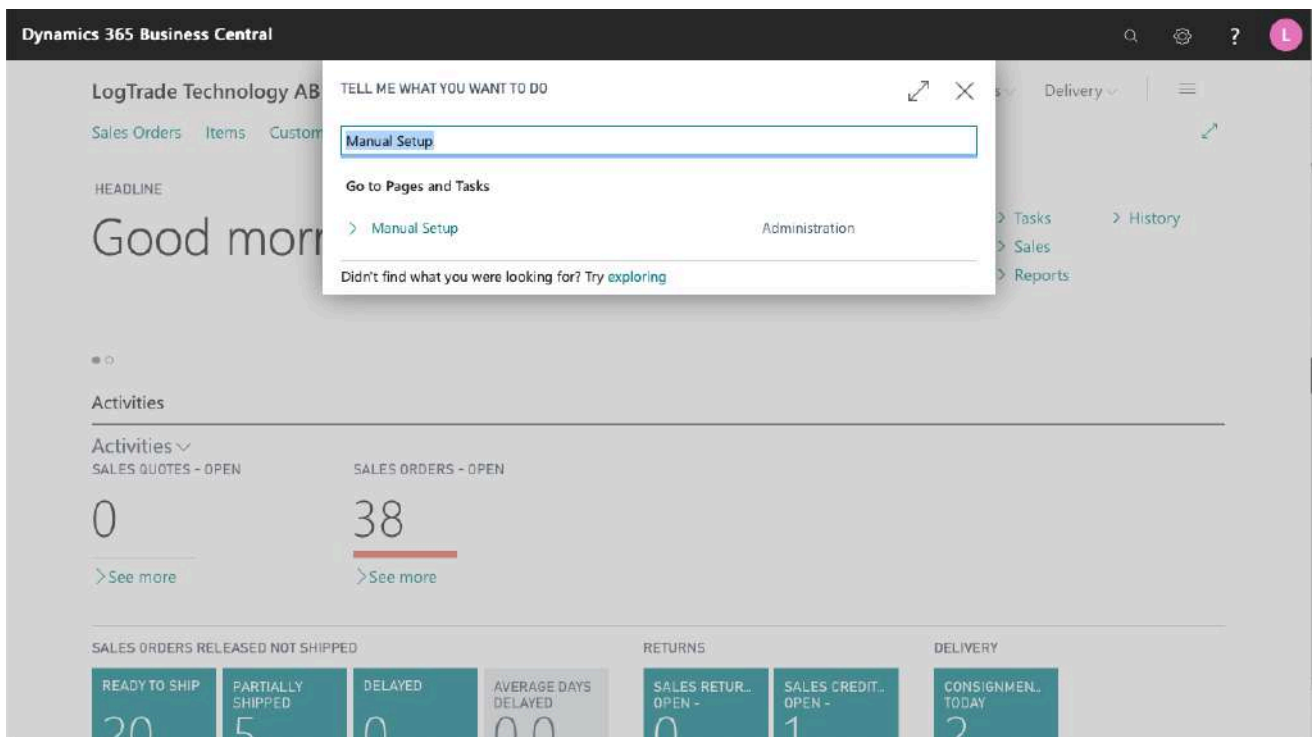


1 GENERAL

This document describes how to setup different package types and do relation mapping for each carrier in LogTrade Connect for Microsoft Dynamics 365 Business Central. After the assisted setup is completed the system is ready for creating transport documents or you can do more advanced setup by either searching for a specific setup or using *Manual Setup*. This means that before going through this document you should have run *Assisted Setup* for *LogTrade Connect*.

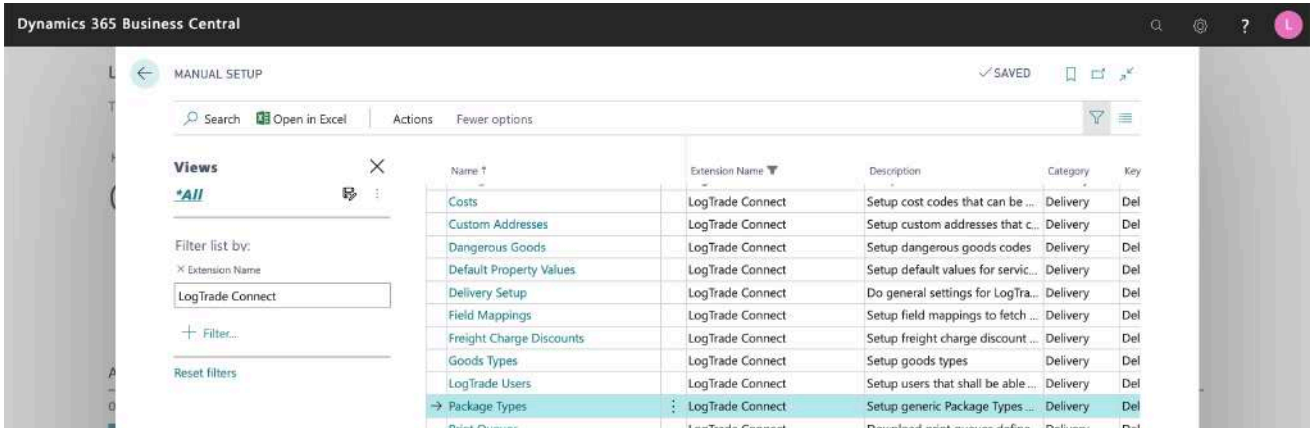
2 MANUAL SETUP

Open *Manual Setup* by searching with the search functionality.





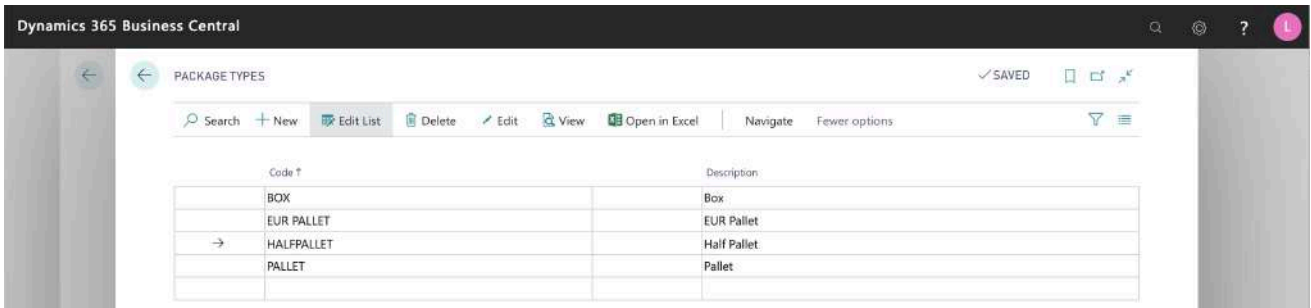
You can filter on "Extension Name" = "LogTrade Connect" to see all setup related to LogTrade Connect.



Scroll down to and click on *Package Types* to open settings for package types.

3 PACKAGE TYPES

Package Types are used to describe how the goods are packed. This to make it easier for drivers to find the goods. In some cases, the Package Type also defines billing options for the Shipping Agent.



FIELD NAME	DESCRIPTION
CODE	The code used when selecting Package Type on the consignment line.
DESCRIPTION	The description of the package type, makes it easier to choose correct.

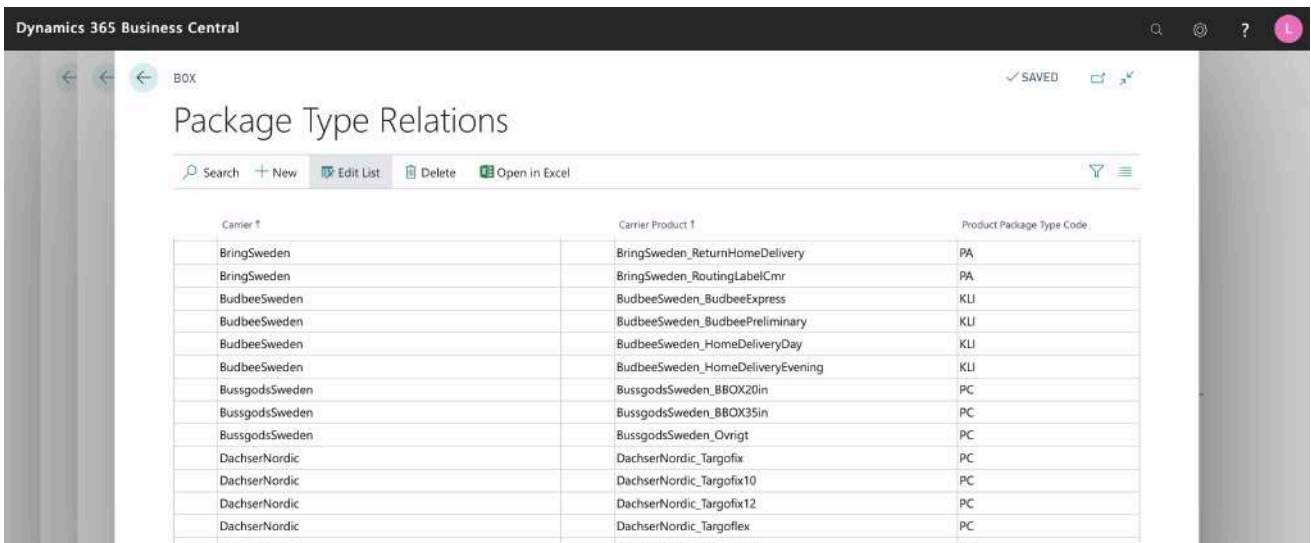
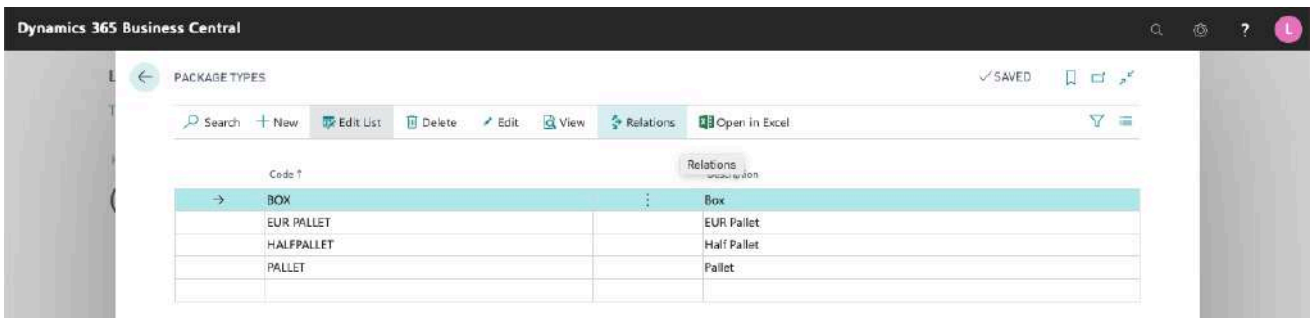




3.1 RELATIONS

Each package type should have mapping relations to a code for the Shipping Agent Services that are used. The mapped relation code is sent to LogTrade. Click on menu button *Relations* to open a list of relations for that package type. When running *Assisted Setup*, a predefined list of relation mappings is created.

For example, If you only use PALLET when shipping with DB Schenker you don't have to map relations for other Shipping Agents but if you want to start shipping PALLET with another Shipping Agent that mapping needs to be done before that. So, it is recommended to do complete relation mapping from the beginning if possible.



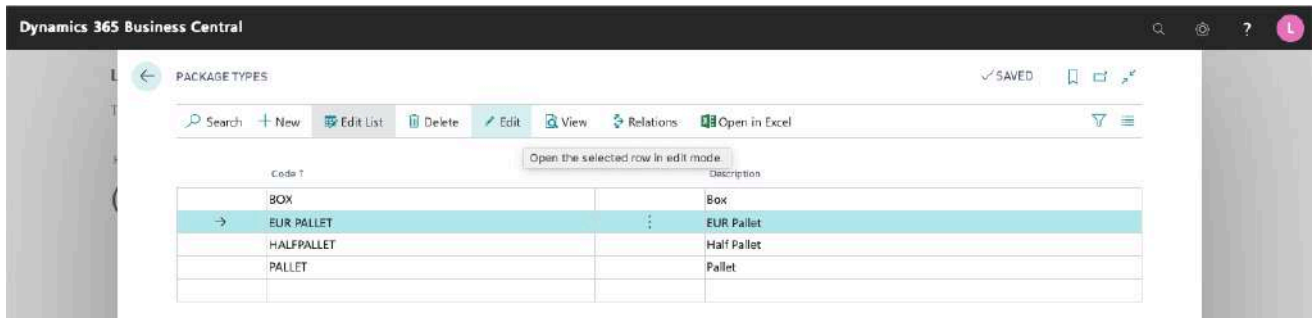
FIELD NAME	DESCRIPTION
CODE	The carrier code form LogTrade.
CARRIER PRODUCT	The carrier product code form LogTrade.
PRODUCT PACKAGE TYPE CODE	The code for the package type that will be sent to LogTrade.





3.2 SETTINGS

For each package type it is possible to do additional setup regarding default weights, measurements and classifications. Click *Edit* in the menu to open additional setup for the package type.



3.2.1 GENERAL

General Show less

Code	EUR PALLET	Width	0,80
Description	EUR Pallet	Height	0,15
Weight	25,00	Volume	0,14
Weight Type	Goods Excluded	Volume Type	Goods Excluded
Load Meters		Circumference	
No. of Pallet Places	1,00	EUR Pallet Type	Full
Length	1,20		

FIELD NAME	DESCRIPTION
CODE	The shortcut code
DESCRIPTION	The shortcut description
WEIGHT	The package weight to insert on the consignment line as packaging weight that together with the net weight will sum up to the total weight.
WEIGHT TYPE	Available options: <ul style="list-style-type: none">• Goods Excluded• Goods Included Defines how Gross Weight for the consignment should be calculated. If <i>Goods Included</i> is selected the consignment line will not use the weight from the items, only from the package type.
LOAD METERS	The number of load meters for a package. Will be used as default value on the consignment line.



NO. OF PALLET PLACES	The number of pallet places for a package. Will be used as default value on the consignment line.
LENGTH	The package length. Is used as default value on new packages.
WIDTH	The package width. Is used as default value on new packages.
HEIGHT	The package height. Is used as default value on new packages.
VOLUME	The package volume. Is used as default value on new packages.
VOLUME TYPE	Available options: <ul style="list-style-type: none">• Goods excluded• Goods included Defines how the volume shall be calculated. <i>Goods excluded</i> means that the volume of the package will be added to the calculated volume based on the items. <i>Goods included</i> means that the volume on the consignment line will equal the volume setup on the package type shortcut and the item volume is disregarded.
CIRCUMFERENCE	The package circumference. Is used as default value on new packages.
EUR PALLET TYPE	The pallet type will decide how the default value of the three EUR-pallet type fields on the consignment line will be populated.

3.2.2 INVOICING

A cost code can be used by linking them to package types. For example, the cost of a pallet or pallet accessories like pallet collars or just administration fees.

Invoicing

Cost Code EUR PALLET

FIELD NAME	DESCRIPTION
COST CODE	Decides if the package material shall be invoiced to the customer. If a cost code is setup the cost will be automatically be inserted on the sales order.

3.2.3 DANGEROUS GOODS

Dangerous Goods

Foreign Description EUR Pallet

FIELD NAME	DESCRIPTION
FOREIGN DESCRIPTION	The description for dangerous goods on international consignments when the shortcut is used in Dangerous Goods Setup.



USER GUIDE

LOGTRADE CONNECT

GOODS TYPES

LogTrade Connect for Microsoft Dynamics 365 Business Central

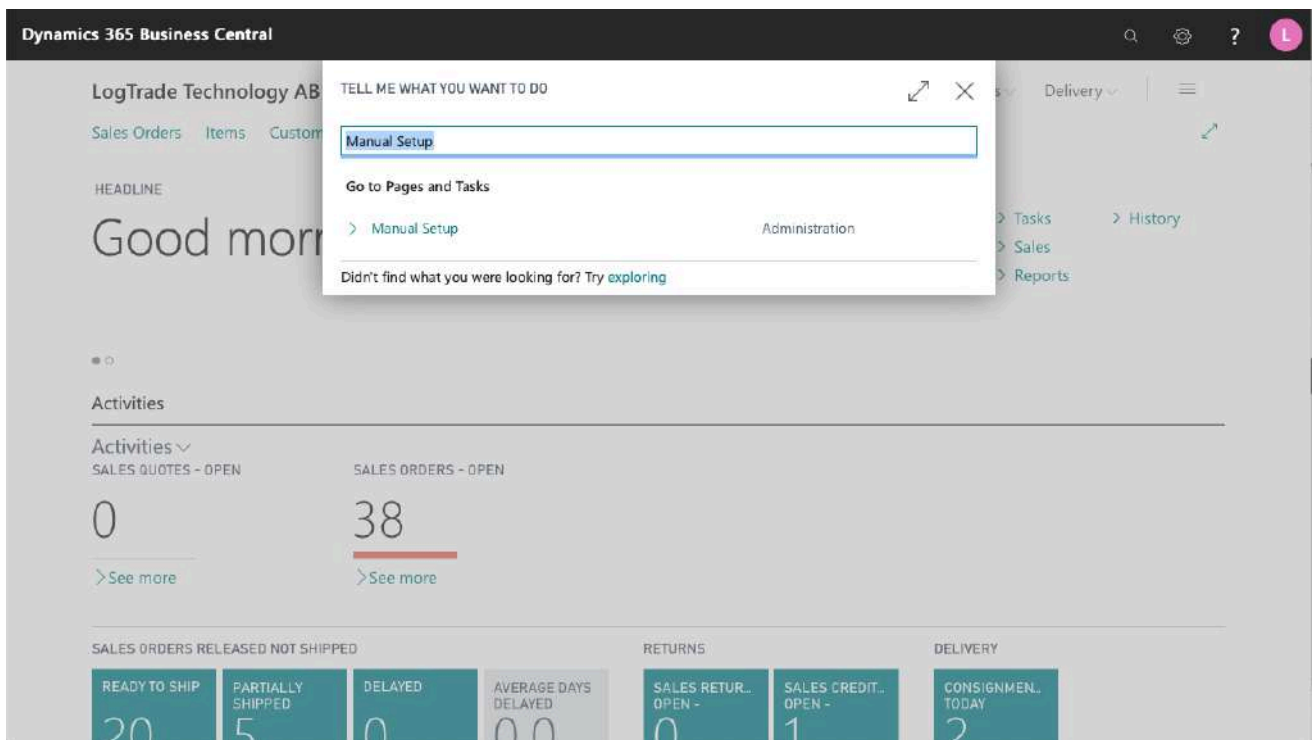


1 GENERAL

This document describes how to setup different goods in LogTrade Connect for Microsoft Dynamics 365 Business Central. After the assisted setup is completed the system is ready for creating transport documents or you can do more advanced setup by either searching for a specific setup or using *Manual Setup*. This means that before going through this document you should have run *Assisted Setup* for *LogTrade Connect*.

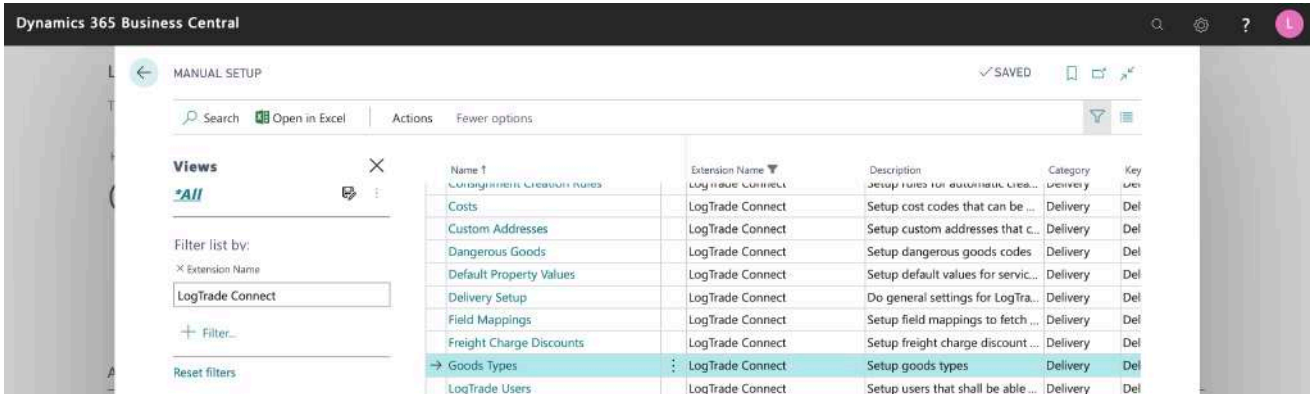
2 MANUAL SETUP

Open *Manual Setup* by searching with the search functionality.





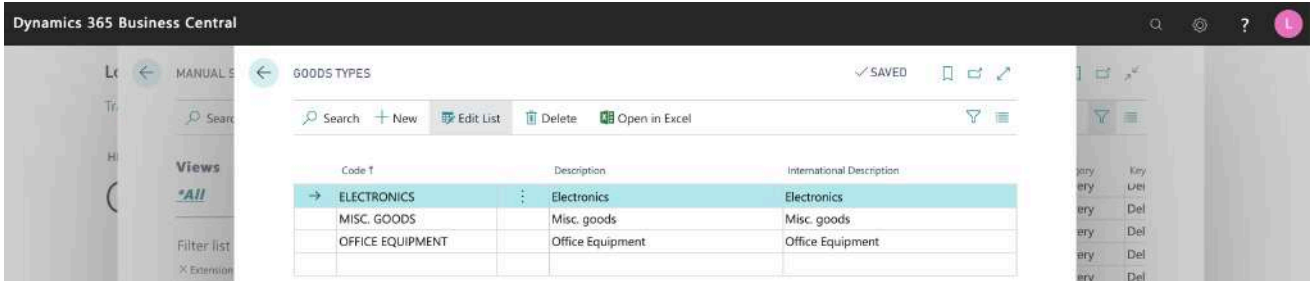
You can filter on “Extension Name” = “LogTrade Connect” to see all setup related to LogTrade Connect.



Scroll down to and click on *Goods Types* to open settings for goods types.

3 GOODS TYPES

The goods type page is a list of different goods types you can select when creating a consignment. Every consignment line (goods line) can have different goods types.



FIELD NAME	DESCRIPTION
CODE	The code used when selecting Goods Type on the consignment line.
DESCRIPTION	The description sent to LogTrade for domestic consignments.
INTERNATIONAL DESCRIPTION	The description sent to LogTrade for international consignments.



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INSTALLATION GUIDE

LOGTRADE CONNECT

APP INSTALLATION

LogTrade Connect for Microsoft Dynamics 365 Business Central

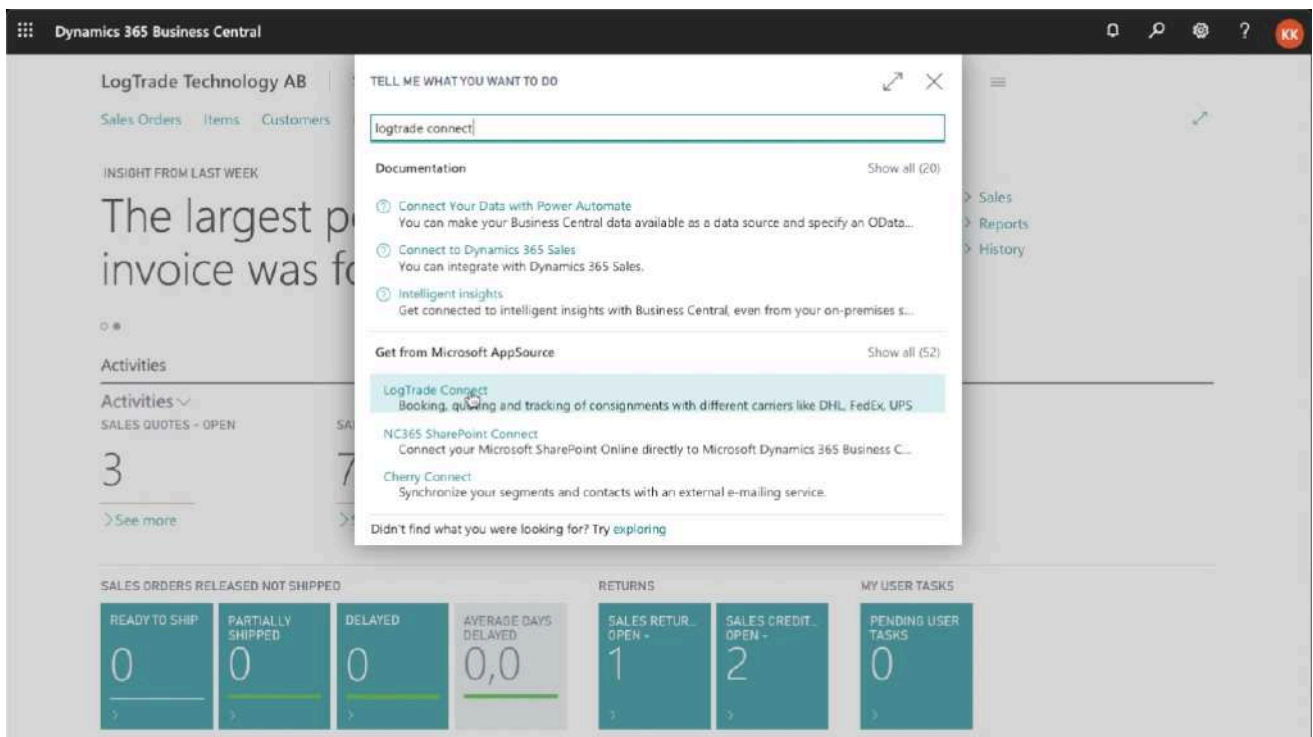


1 GENERAL

This document describes how to install and uninstall LogTrade Connect for Microsoft Dynamics 365 Business Central from Microsoft AppSource, that means that this guide is for the SaaS solution. If running an OnPrem solution the Dynamics 365 Business Central vendor will install the app as any other app.

2 INSTALLATION

There are several possible ways to install the app and this document describes one very easy option. Start by searching for *LogTrade Connect* with the standard search functionality. The top result under the section *Get from Microsoft AppSource* will be LogTrade Connect.



When you have found LogTrade Connect, click on it to open the app information.



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Microsoft | AppSource Apps Search Microsoft AppSource More

Apps > LogTrade Connect

LogTrade Connect [save for later](#)
LogTrade Technology AB
★★★★★ 5.0 (1)
Free trial

FREE TRIAL

Products
Dynamics 365 Business Central

Publisher
LogTrade Technology AB

Acquire Using
Work or school account

Version
15.0.0.0

Categories
Operations + supply chain

Industries
Distribution
Retail

Support
Support
Help

Legal
License Agreement

Overview [Reviews](#)

Booking, quoting and tracking of consignments with different carriers like DHL, FedEx, UPS and more.

LogTrade Connect

Simplify the daily work for your warehouse workers with printing of package labels and waybills directly from Sales Order, inventory Pick or any other warehouse workflow.

LogTrade Connect is a cloud solution with more than 3 000 customers and as many different carriers. The communication validates that the consignment is in line with the carrier agreement avoiding additional charges.

Use different carriers – in the same way

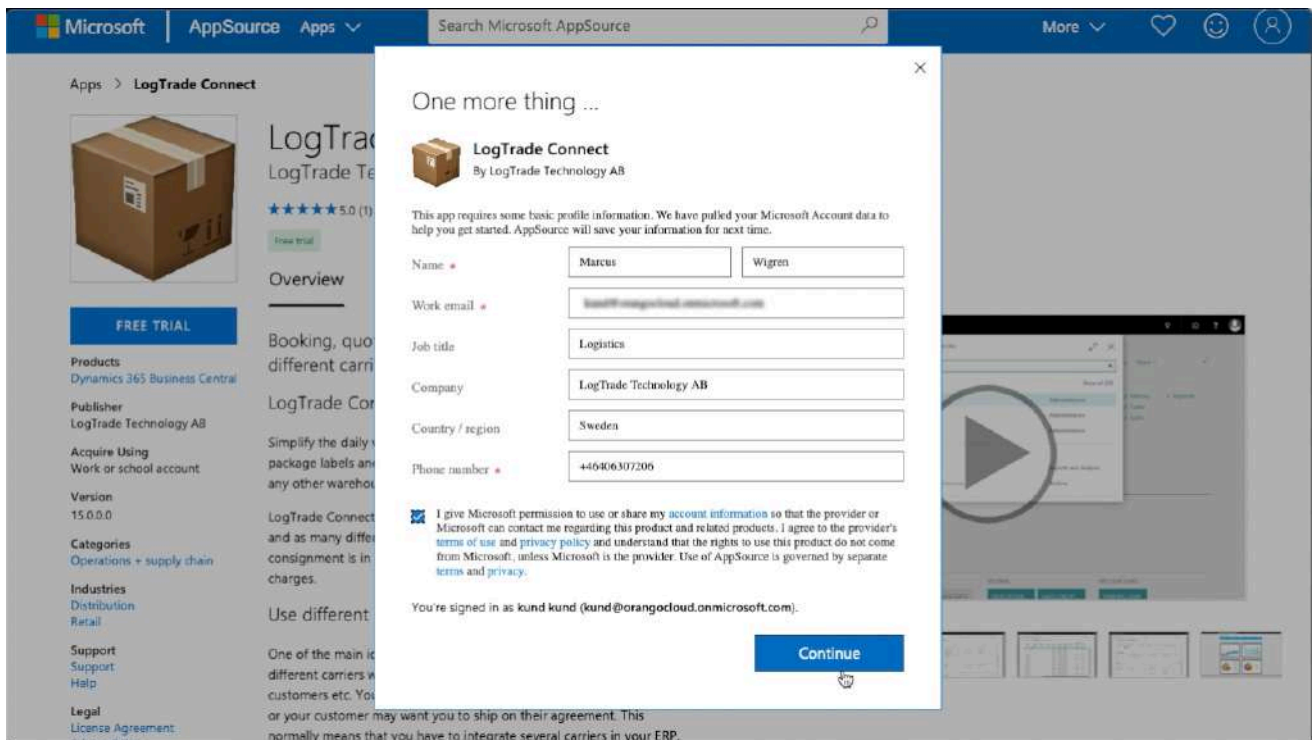
One of the main ideas with LogTrade Connect is to be able to use different carriers when you ship, depending on goods size, destinations, customers etc. You can have different agreements for different carriers, or your customer may want you to ship on their agreement. This

Good morning
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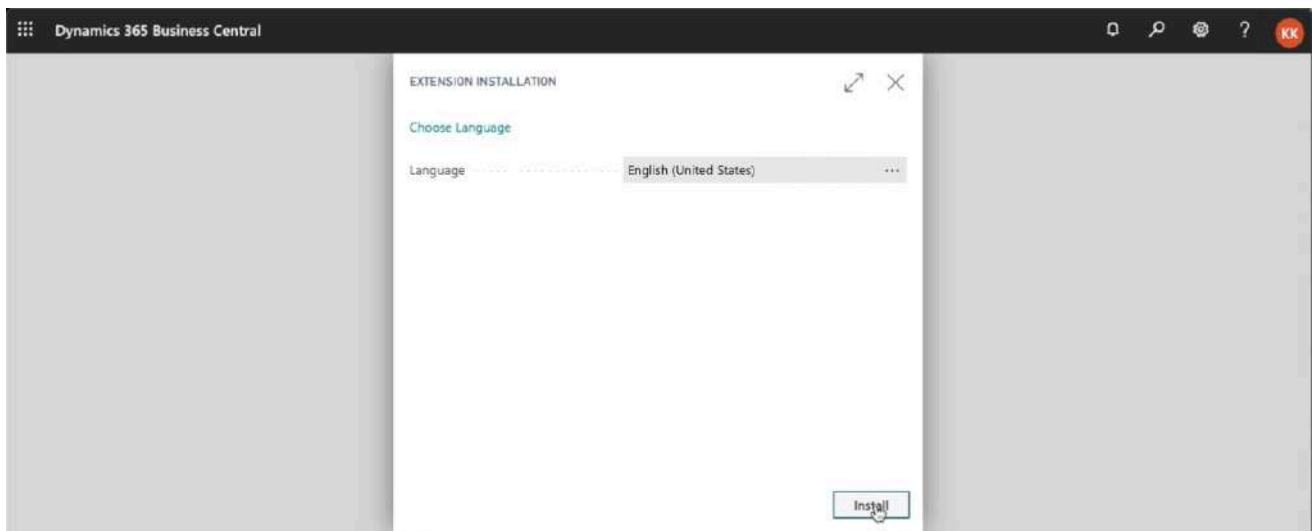
On the App Information you can read more about LogTrade Connect, you can see video demos, read documentation and other information. When ready just click on *Free Trial* in the upper left to start the installation process. If you are not already logged in you will be asked to do so.

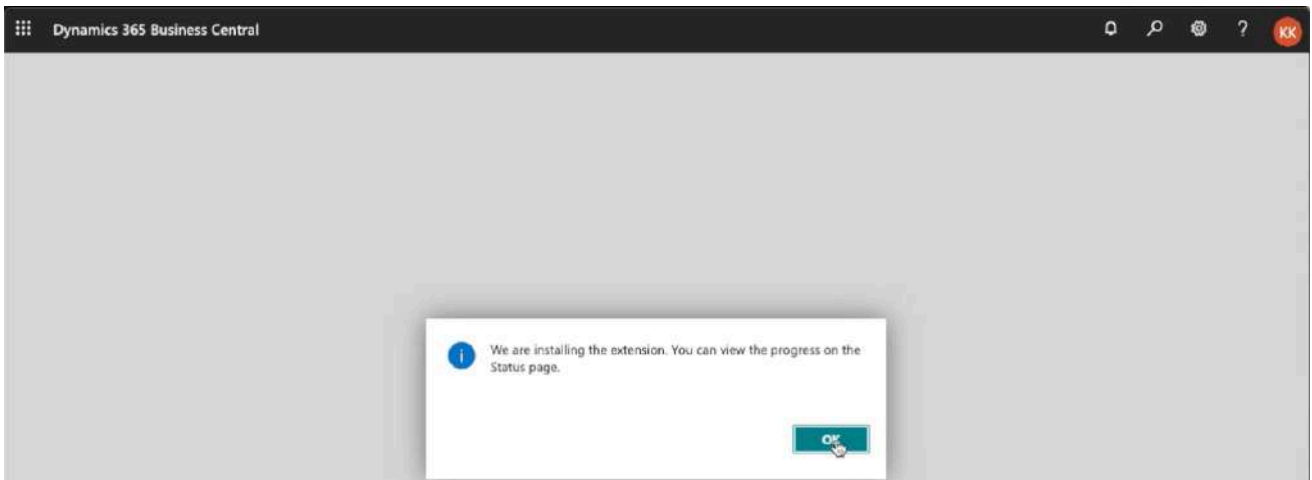


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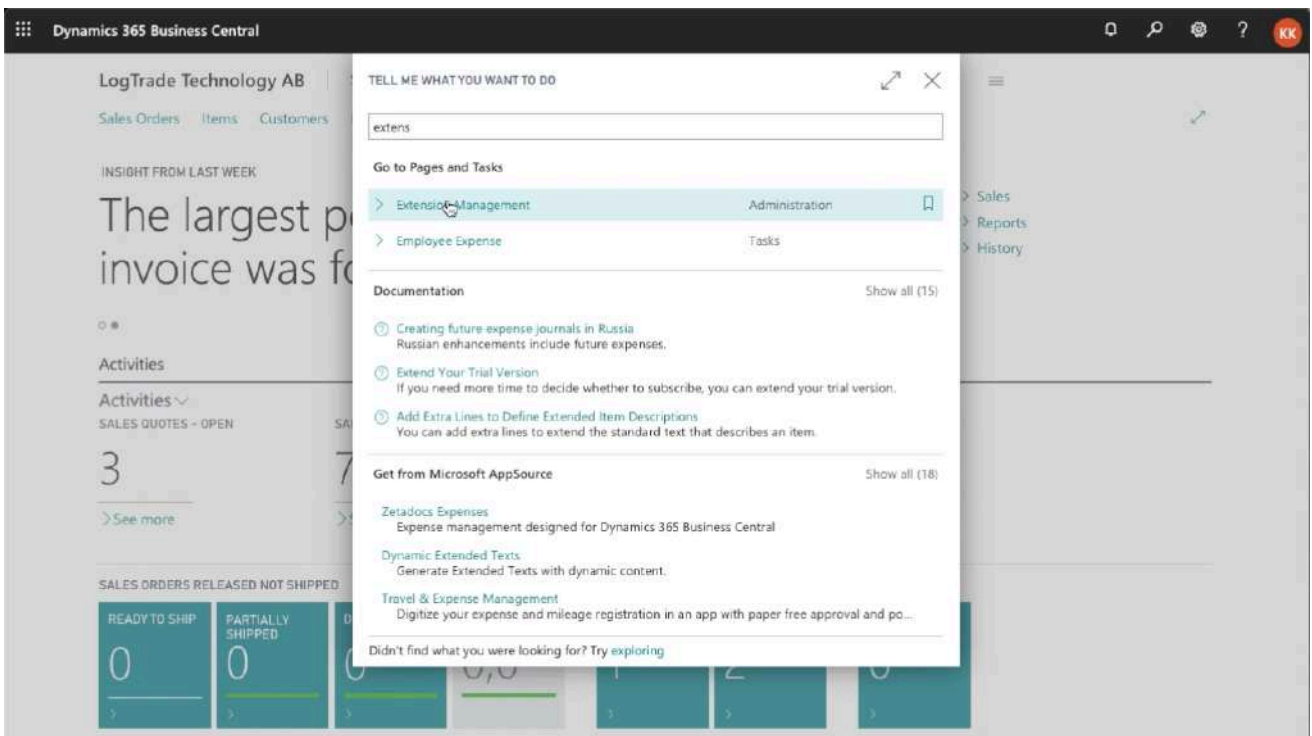


You will be asked to fill in some contact information to start the installation of LogTrade Connect in your Dynamics 365 Business Central. Click *Continue* to start the installation. After a short while you will be taken back to Dynamics 365 Business Central to finalize the installation.



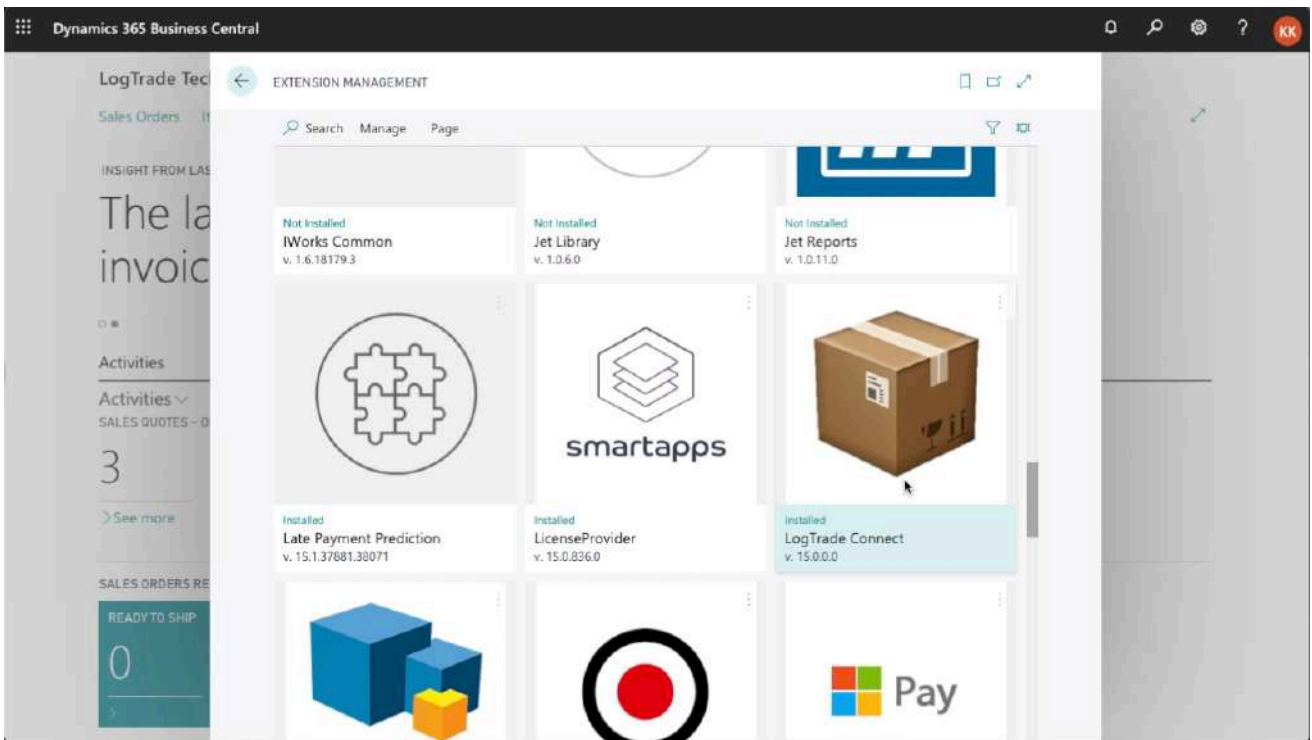


After installation you will get a message saying you can view the progress on the status page. Now you just sign out from Dynamics 365 Business Central and when you sign in again LogTrade Connect has been installed. You can verify the installation by opening *Extension Management*. Just search for *Extension Management* to open it.



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In *Extension Management* you see a list of published and installed apps in your Dynamics 365 Business Central. Scroll down to find LogTrade Connect and you should now see that it is installed and what version.

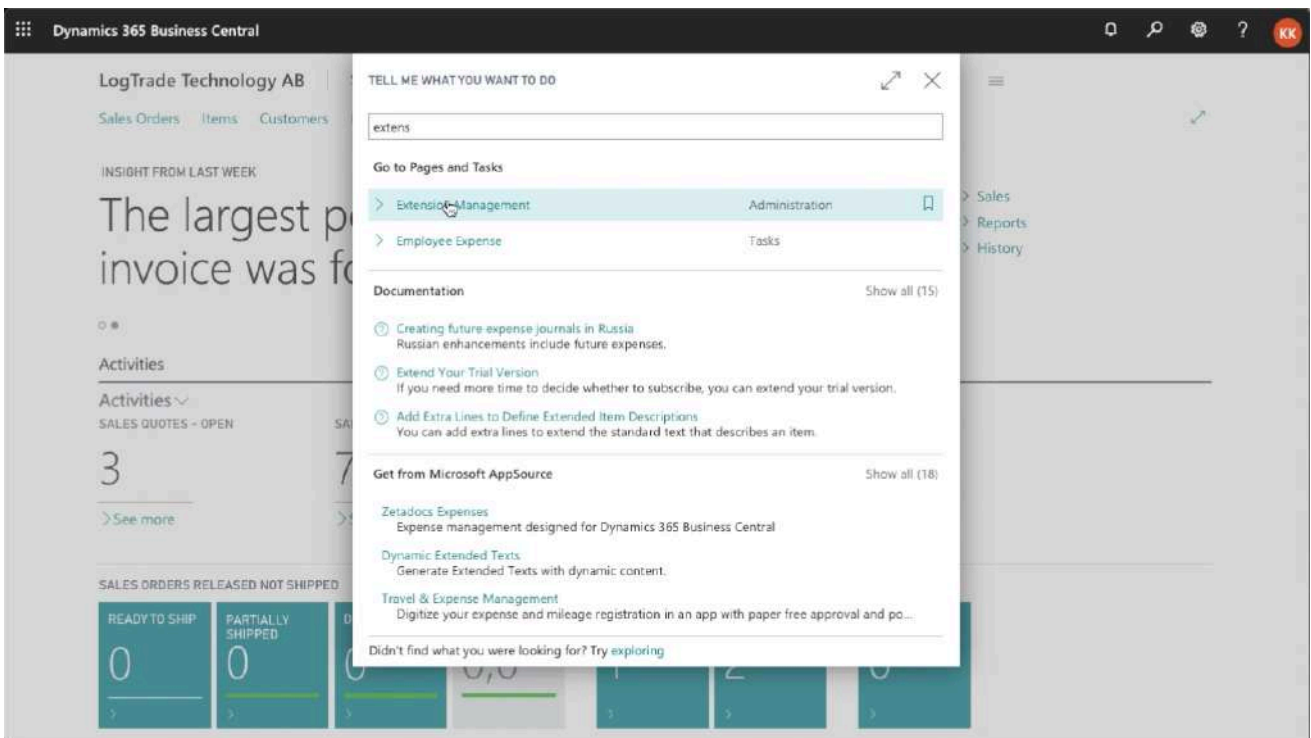


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3 UNINSTALLATION

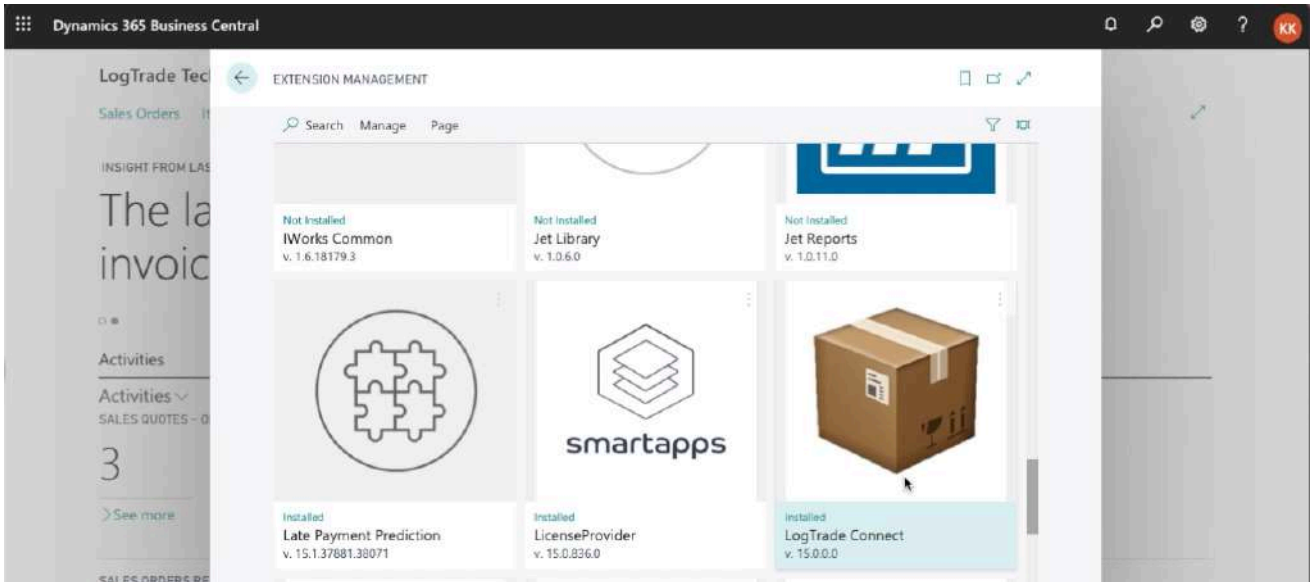
For some upgrades you might need to uninstall the app and then install the new version of the app to get the upgrade. In that case (or if you for any other reason want to uninstall the app) you start by opening *Extension Management*.

In that case just click on INSTALLED to open the uninstall page. Click uninstall and then sign out and after that you do the installation process again. Just search for *Extension Management* to open it.

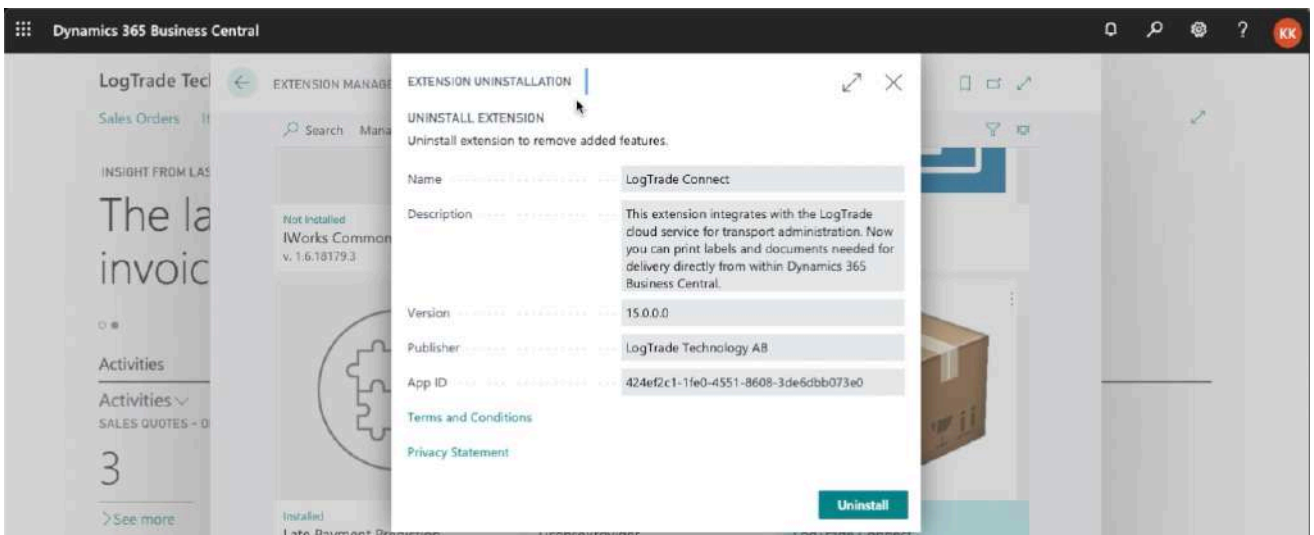


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In *Extension Management* you see a list of published and installed apps in your Dynamics 365 Business Central. Scroll down to find LogTrade Connect and you should now see that it is installed and what version.



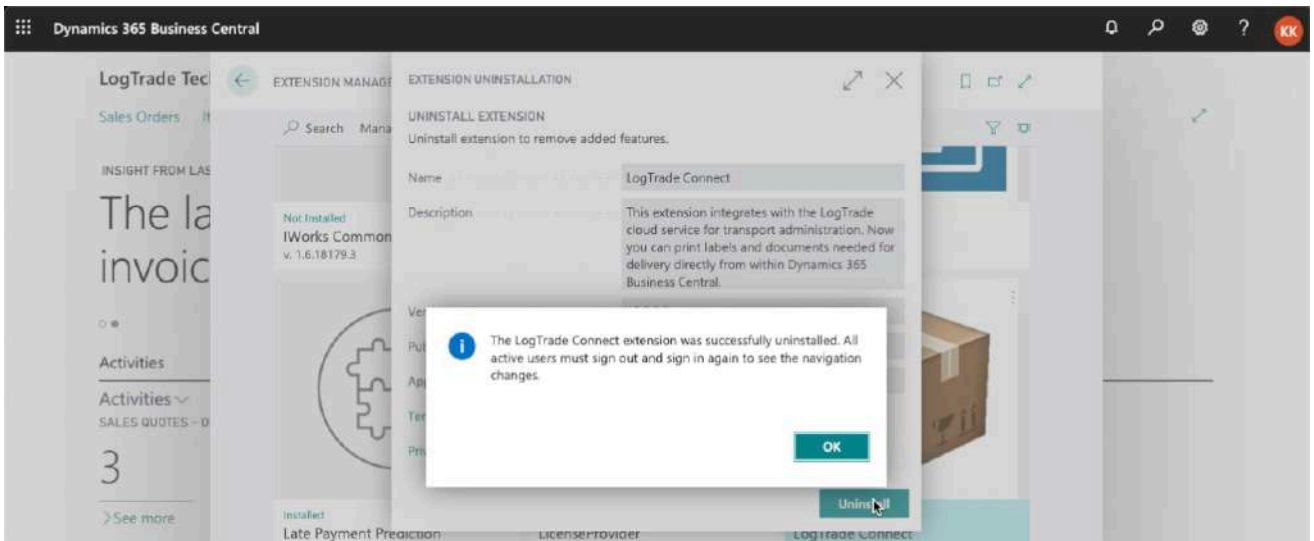
To uninstall the app just click on *Installed* under the icon to open a page that shows more information about the app.



Click on *Uninstall* to start the uninstallation process.



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When the uninstallation process is completed you will get a message saying that you must sign out and the sign in again to see the changes.

