

Shipping Central

USER GUIDE



Microsoft Dynamics 365
Business Central



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PURPOSE OF THIS DOCUMENT

This user guide describes how to setup the connection to the Unifaun REST API platform and how to Book a shipment, Track & Trace your parcels and how to Configure Carrier Services in Shipments.

The guide also includes some key usage scenarios to help getting started.



PREREQUISITE

In order to allow Microsoft Dynamics 365 Business Central to securely connect to Unifaun API, you need credentials.

If you're a new customer to Unifaun you need a Username, Key. This will be created in the Wizard onboarding process.

If you're an existing customer you need a Username, Key. This will be entered in the Wizard onboarding process.

If you only want to test the app there is an option to run the app in Demo Mode.



WIZARD

This step describes how to onboard and setup a connection to Unifaun and register for a 30 days trial.

1. Run Set up Shipping Central from Assisted Setup. Select Production if you want to set up the app in a production environment. For testing purposes select Sandbox. This will allow you to test creating shipments on certain carriers and to get prints from the service. In this Guide we assume you want to create a new Unifaun Online account in a Production environment.

SHIPPING CENTRAL SETUP WIZARD

WELCOME TO SHIPPING CENTRAL SETUP

This guide helps setting up the Shipping Central app for Business Central.

SET UP ENVIRONMENT

Please select your set up environment. For testing purposes select Sandbox, otherwise select Production.

Production ☒

Sandbox (Demo Mode) ☐

Back

Next

Finish

2. Select Production and Click on Next to continue.



SHIPPING CENTRAL SETUP WIZARD



UNIFAUN ACCOUNT

To send shipments using Business Central you need an Unifaun Online account. If you do not already have an Unifaun Online account, it can be set up in the next steps.

Set up a new Unifaun Online Ac... ☒

I already have an Unifaun Onlin... ☐

Back

Next

Finish

3. Select "Set up a new Unifaun Online Account" and Click on Next to continue. (If you already have a Unifaun Online Account select the other option to enter Username & Key).



SHIPPING CENTRAL SETUP WIZARD



To start set up Unifaun Online choose your region/language.

Language English 

Back

Next

Finish

4. Select your preferred Onboarding Language
5. Click Next



SHIPPING CENTRAL SETUP WIZARD



REGISTRATION

Enter your details to sign up for Unifaun Online

COMPANY

Company Name	Test Company AB
Org. No.	777777777
VAT No.	SE77777777701
Invoice Email	test@mail.se
Address	Testvägen 1
Postal Code	111 11
City	Teststaden

Back

Next

Finish

6. Registration step. Enter your company details and click Next to continue.



Onboarding information. Click Next to continue.

Unifaun Online Plus

Prices:

Fixed monthly fee

Unifaun Online Plus has a fixed fee of SEK 300 per month with support for one carrier of your choice. Additional carrier costs SEK 150 per month.

Volume based price

If you produce up to 100 shipments a calendar month, there is no volume based price. Do you produce more one calendar month you pay a fixed volume based price according to the table below.

7. Read the Onboarding information and click Next to continue.



SHIPPING CENTRAL SETUP WIZARD



Select carriers that you will use, this is for the initial setup and can be changed later.

Description		Selected
	Add support for Privpak (FI)	<input type="checkbox"/>
	Add support for Royal Mail	<input type="checkbox"/>
→	Add support for DB Schenker (FI)	<input checked="" type="checkbox"/>
	Add support for DB Schenker (NO)	<input checked="" type="checkbox"/>
	Add support for DB Schenker (SE)	<input checked="" type="checkbox"/>
	Add support for Skellefteå Lastbilsstation	<input type="checkbox"/>
	Add support for Småfrakt	<input type="checkbox"/>
	Add support for SDK Logistics	<input type="checkbox"/>

Back

Next

Finish

8. Select your products and click Next



SHIPPING CENTRAL SETUP WIZARD



If you have your customer numbers for selected carriers, you can enter them in the list. Otherwise, you can always add them afterwards.

Partner Code ↑		Description	Customer No.
	KL	DB SCHENKER domestic	
	SBTLFI	DB SCHENKER export	
	SBTLFIEXP	DB SCHENKER Parcel – domesti...	
	SBTLFIRREX	DB SCHENKER Parcel – Collecti...	
	SBTLNO	DB Schenker Norway	
→	SBTLNOINT	DB Schenker Norway (internati...	
	SBTL	DB Schenker	4444444

Back

Next

Finish

- If you have customer numbers for selected carriers, you can enter them in the list. This will be used in the app setup. If you don't have a customer number, you can add them manually later.



SHIPPING CENTRAL SETUP WIZARD



Review your details and approve terms for Unifaun Online by pressing finish.

Company

Test Company AB
Testvägen 1
123 45 Teststaden
SE

Org. No.: 777777777
VAT No.: SE77777777701
Invoice Email: test@mail.se

Contact Name: Test Testsson
Contact Email: test@mail.se
Contact Mobile Phone: 123

Application

Unifaun Online Plus and OrderConnect (Partner 00FM)

Product

Add support for DB Schenker (FI)
Add support for DB Schenker (NO)
Add support for DB Schenker (SF)

Back

Next

Finish

10. Review the onboarding details and click Next to continue

SHIPPING CENTRAL SETUP WIZARD



FINISH

Your account is now ready to be set up.

TIP!

Next step would be to configure a Carrier Service to use and start sending Shipments.

Back

Next

Finish



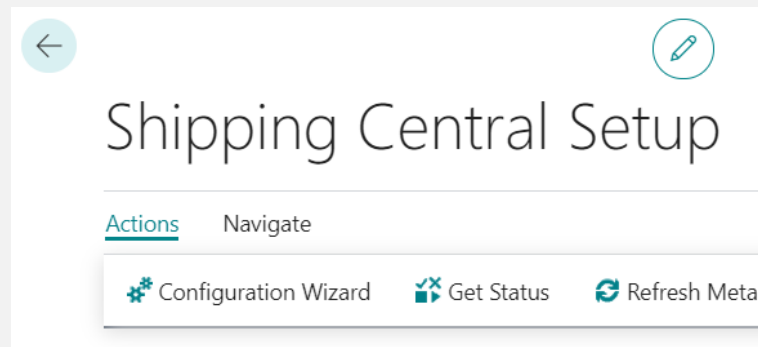
11. To complete the Onboarding click Finish.
12. The onboarding process will start. This can take a couple of minutes.



SETUP APP

This step describes how to setup the behavior of the app.



1. Search for Shipping Central Setup.
2. Click on Actions and Configuration Wizard. When the wizard is launched click on Next to continue. Follow these steps






3. General setup.

CONFIGURATION WIZARD





GENERAL

Enter General Setup.

Log Enabled

☒

Shipment Nos.

UF-SHIP

▼

Consolidation Nos.

UF-MERGE

▼

Package Creation

One Package (Default)

▼

Shipment Option

Shipment

▼

Customs Invoice Type

Automatic

▼

Customs Invoice Group Level

Tariff No. & Item No.

▼

Suggested Setup

Back

Next

Finish

- a. Log Enabled: Save request and response. Could be useful when setting up a new carrier service and testing to figure out why a service does not accept the request.
- b. Shipment Nos.: The Shipment number series.
- c. Consolidation Nos.: The Consolidation number series.
- d. Package Creation: How should packages be created on new shipments. The options are:
 - i. **No Package:** No package is added to the shipment. The number of packages must be manually entered before the request is sent

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- ii. **One Package (Default):** One package is automatically added to the shipment. A default package code must be added to the carrier service card. This package code is selected when the shipment is created. The installation setup automatically sets Package Codes PC (parcel) or PK (Package) as the default package code for all carrier services. Some carrier does not use package codes in these cases default package code on the carrier service card will be empty.
- iii. **One or Many (Based on All Measures):** On the Carrier Package card you can define a Max Weight (kg) and Max Volume (m2) per package. With this option one or more packages are added to the shipment depending on total weight and total volume defined in Business Central item card. Max Weight and Max Volume set to zero equals to no limit.
- iv. **One or Many (Based on Weight):** One or more packages based on weight.
- v. **One or Many (Based on Volume):** One or more packages based on volume.
- e. **Shipment Option:** Limits what type of shipment can be created. The options are:
 - i. "Blank": All combinations of standard, stored, and consolidated shipments can be created.
 - ii. Shipment: Only standard shipments can be created.
 - iii. Stored: Only stored shipments can be created.
 - iv. Consolidated: Only consolidated shipments can be created.
- f. **Customs Invoice Type:** Specifies if Customs invoice should be created automatically when the shipment is cross border or manual from the shipment card.
- g. **Customs Invoice Group Level:** Group the lines on the customs invoice by Tariff No. & Item No. or Tariff No.



4. Print Label step. Reference setup on printed labels per source document

SHIPPING CENTRAL CONFIGURATION WIZARD

PRINT LABEL

Enter Reference on Printed Labels per Source Document.

Sales Order Print Reference · · · · ·

Document No.

▼

Sales Shipment Print Reference · · ·

Order No.

▼

Purchase Return Print Reference · ·

Document No.

▼

Posted Return Shipment Print R... ·

Return Order No.

▼

Transfer Order Print Reference · · ·

Document No.

▼

Posted Transfer Shipment Print ... ·

Transfer Order No.

▼

Sales Return Print Reference · · · · ·

Document No.

▼

Posted Return Receipt Print Ref... ·

Return Order No.

▼

SUGGESTED SETUP.

Suggested Setup

Back



Next


Finish



5. Pre-Post step. Defines what happens when a shipment is created from the source document card. The options are:

SHIPPING CENTRAL CONFIGURATION WIZARD





PRE POST ACTIONS

Enter Pre Post Shipment Action per Source Document.

Sales Order Options	Create -> Show	▼
Purchase Return Options	Create -> Show	▼
Outbound Transfer Options	Create -> Show	▼
Sales Return Options	Create -> Show	▼
Warehouse Shipment Options	Create -> Show	▼
Warehouse Receipt Options	Create -> Show	▼

SUGGESTED SETUP.

Press Suggested Setup to let the system set up basic setup.

Suggested Setup

Back

Next



Finish


- a. **No Action:** No shipment should be created
- b. **Create ► Show:** Create a shipment based on the source document and show the shipment card
- c. **Create ► Shipment: Send & Save Print:** Create a shipment, send the request, and receive print labels, waybills, customs declaration, but don't open the shipment card
- d. **Create ► Show ► Shipment: Send & Save Print:** Create a shipment, open the shipment card, send the request, and receive prints.
- e. **Create ► Shipment: Send & Direct Print:** Create a shipment, send the request, and receive prints, and send the prints directly to a predefined printer. Direct Print requires a PrintNode integration API key, this is purchased separately.
- f. **Create ► Show ► Shipment: Send & Direct Print:** Create, show, send the request and receive prints, send prints to printer



- g. The other options are same but for consolidated or stored shipments
- 6. Post-Actions step. Defines what happens when a shipment is created when posting a source document. Same options as described above.

SHIPPING CENTRAL CONFIGURATION WIZARD





POST ACTIONS
Enter Post Shipment Action per Source Document.

Sales Order Post Options	No Action	▼
Purchase Return Post Options	No Action	▼
Outbound Transfer Post Options . .	No Action	▼
Sales Return Post Options	No Action	▼
Warehouse Shipment Post Opti... .	No Action	▼
Warehouse Receipt Post Options . .	No Action	▼

SUGGESTED SETUP.
Press Suggested Setup to let the system set up basic setup.

Suggested Setup

Back



Next


Finish



7. Posted-Actions step. Defined what happens when a shipment is created from a posted source document card. Same options as described above.

SHIPPING CENTRAL CONFIGURATION WIZARD





POSTED ACTIONS

Enter Posted Shipment Action per Posted Document.

Posted Sales Shipment Options	· · ·	Create -> Show	▼
Posted Purchase Return Shipm...	·	Create -> Show	▼
Posted Transfer Shipment Opti...	·	Create -> Show	▼
Posted Return Receipt Options	· · ·	Create -> Show	▼
Posted Warehouse Shipment O...	·	Create -> Show	▼
Posted Warehouse Receipt Opt...	·	Create -> Show	▼

SUGGESTED SETUP.

Press Suggested Setup to let the system set up basic setup.

Suggested Setup

Back



Next


Finish



8. Track & Trace step. Parameter setup when tracking a shipment with URL

CONFIGURATION WIZARD





TRACK & TRACE

Enter preferred Track & Trace settings. Note that Retail Central Shipping Track & Trace needs to be enabled before it can be used.

Region Option

se

▼

Language Option

se

▼

Search Reference

order

▼

Template ID

SUGGESTED SETUP.

Press Suggested Setup to let the system set up basic setup.

Suggested Setup

Back

Next

Finish



9. PrintNode Direct Printing: For direct printing sign up to PrintNode and generate credentials. Using PrintNode is an optional step

CONFIGURATION WIZARD↗✕

PRINTNODE DIRECT PRINTING

For Direct Printing, Connect any printer to your application with PrintNode. Print labels, waybills, customs declaration with either PDF or ZPL. If your printer is installed on your computer, it will work with PrintNode.

Browse to www.printnode.com and follow the instructions.

1. Sign up
2. Generate API Key
3. Download the PrintNode Client and install it on the computer your printer is connected to

PrintNode Endpoint

PrintNode API Key

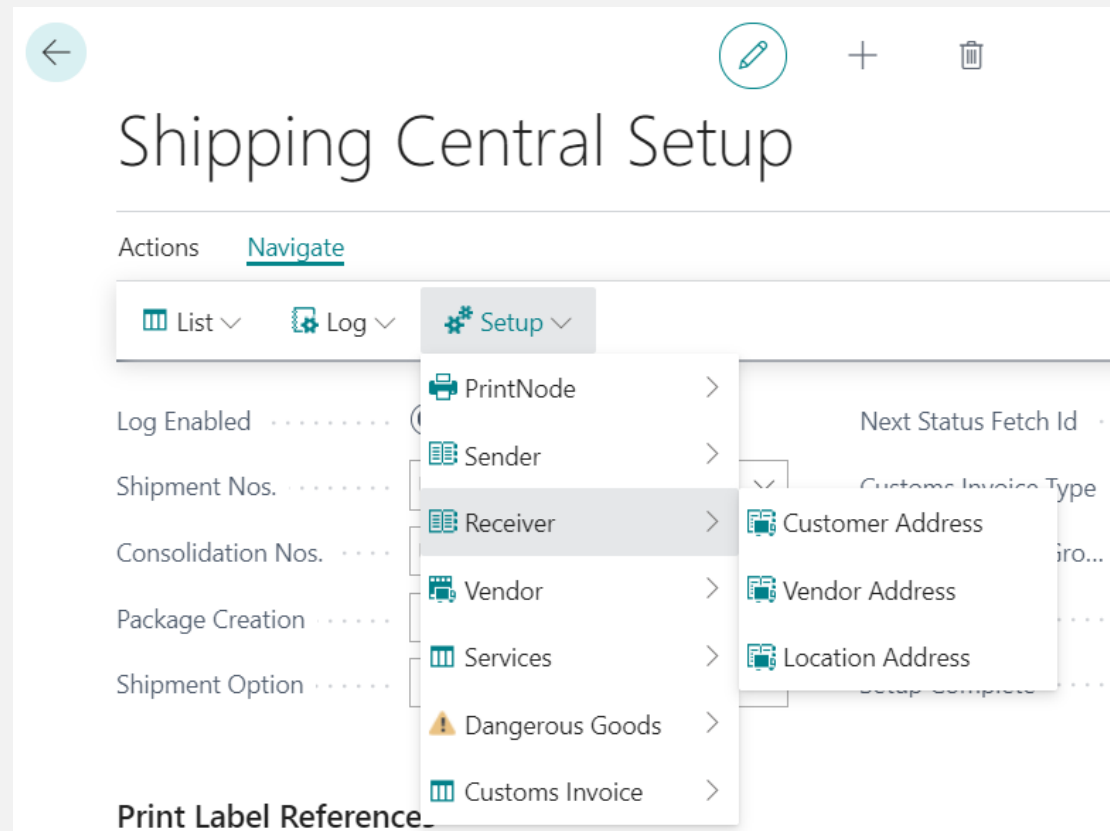
- a. PrintNode Endpoint:
 - b. PrintNode API Key:
10. Click Test Connection to check the API key and test the connection to PrintNode is ok
11. Click on Next to continue.
12. Click Finish to the configuration wizard
13. The new Setup will be applied immediately.



ADDRESS MANAGEMENT

This section describes how Sender & Receiver addresses are created in Shipping Central Shipping. There are other address types like Dispatch and Delivery addresses for instance that can be setup for certain services. But only Sender & Receiver is mandatory.

Search for Shipping Central Setup. Under Navigate you will find both Sender and Receiver Address Setup





SENDER ADDRESS

Mandatory to setup. The location code from the source document will be used to look up the sender address and add this to the shipment. The sender address list contains all addresses per location. The list of sender address needs to be filled in. Scroll from left to right and enter all sender addresses.

EDIT - SENDER ADDRESS					
Type ↑	Location Code ↑	Quick Search Value	Name	Address1	Address 2
→ Sender ▾			Retail Central AB	Klarabergsviadukten 63	
Sender	EGEN LOG.		Egen logistik		
Sender	HUVUD		BaseCloud AB	Klarabergsviadukten 63	

RECEIVER ADDRESS

1. Receiver: Customer address per customer (optional to setup). When creating a shipment from a sales order or a posted sales shipment the Receiver address is chosen in this order
 - a. Receiver ► Customer Address. Add to this list only if the customer should Receive the shipment to another address than the one defined on customer card (ship-to or sell-to address).

EDIT - CUSTOMER RECEIVER ADDRESS					
Type ↑	Customer No. ↑	Quick Search Value	Name	Address1	Address 2
→ Receiver ▾					

- b. From the Ship-to Code address on the Sales order or Posted Sales Shipment
 - c. From Sell-to Customer address on the Sales order or Posted Sales Shipment



2. Receiver: Vendor address per vendor (optional to setup). When creating a shipment from a purchase return order or a posted return shipment the Receiver address is chosen in this order:
 - a. Receiver Address ► Vendor. Add to this list only if the vendor should Receive the shipment to another address than the one defined on vendor card
 - b. From the Buy-from address on the Purchase Return Order or Posted Return Shipment

Search + New Edit List Delete Edit View Page

EDIT - VENDOR RECEIVER ADDRESS

Type ↑	Vendor No. ↑	Quick Search Value	Name	Address1
→ Receiver ▼				

3. Receiver: Location address per location. Mandatory to setup a to-location address when creating a shipment from a transfer order or a posted transfer shipment.

Search + New Edit List Delete Edit View Page

EDIT - LOCATION RECEIVER ADDRESS

Type ↑	Location Code ↑	Quick Search Value	Name	Address1	Address 2
Receiver			Basecloud AB	Klarabergsviadukten 63	
Receiver	EGEN LOG.		Egen logistik		

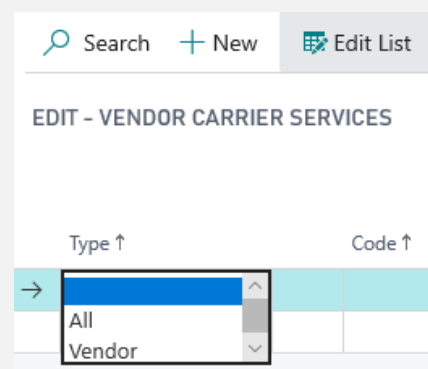
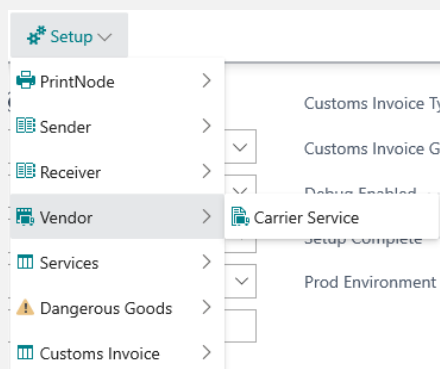


VENDOR SERVICE

This section describes which carrier service should be selected when creating a shipment from Purchase Return Order.

Search for Shipping Central Setup. Under Navigate you will find Vendor Service.

For each vendor map to correct carrier and carrier service code or add a line for that apply for All Vendors



Single Vendor

EDIT - VENDOR CARRIER SERVICES				
Type ↑	Code ↑	Description	Carrier Code	Carrier Service Code
→ Vendor	: 10000	Fabrikam, Inc.	SBTL	BHP

All vendors

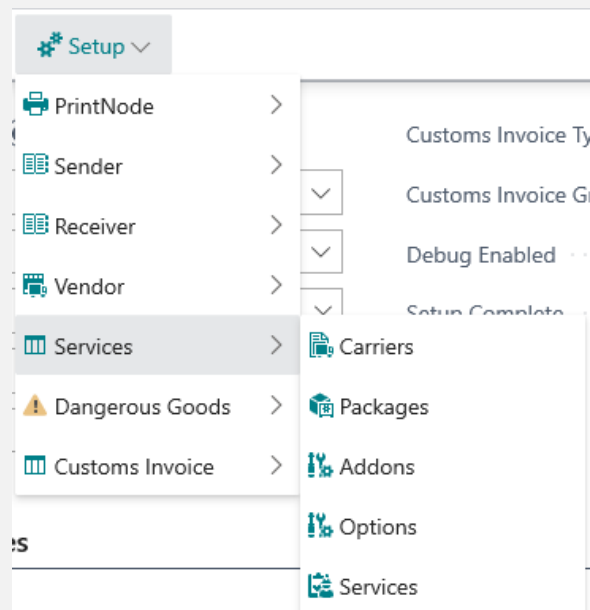
EDIT - VENDOR CARRIER SERVICES				
Type ↑	Code ↑	Description	Carrier Code	Carrier Service Code
→ All	: ALL	Vendors	SBTL	BHP



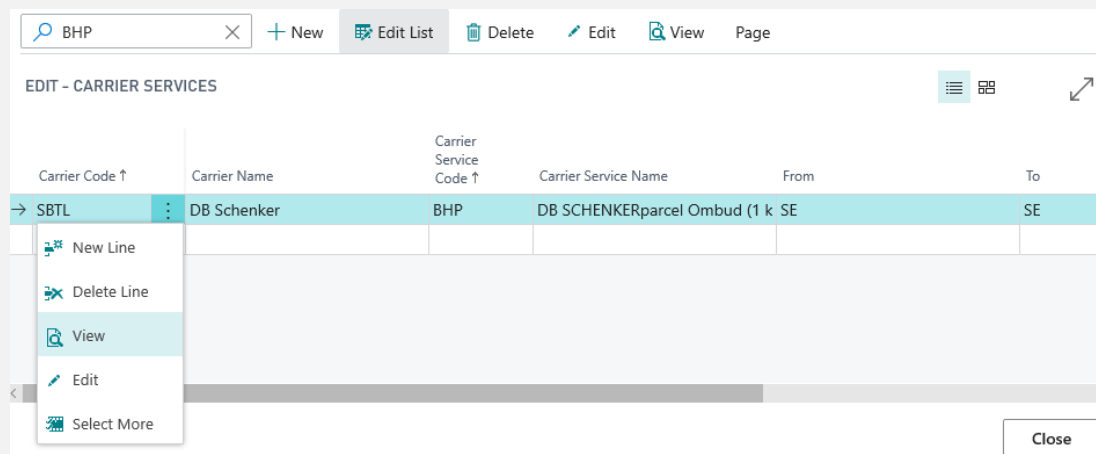
SETUP CARRIER SERVICE

This section describes how to setup the carrier service you have agreement with.

Search for Shipping Central Setup. Under Navigate & Setup you will find Services. Click on Services and the Carrier Services list is opened.



1. Search for the carrier service you plan to use
2. Open the Carrier Service card by selecting View





3. If your carrier has many Package types, then verify that the correct Default Package Code is selected on the Carrier Service card.

←

CARRIER SERVICE | WORK DATE: 4/8/2020

+

SBTL · BHP

Navigate

General

Carrier Code ······

SBTL

Carrier Name ······

DB Schenker

Carrier Service Code ·····

BHP

Carrier Service Name ·····

DB SCHENKERparcel Ombud (1 ...

Default Package Code ·····

PK

From

From ···········

SE

To

To ···········

SE

Map

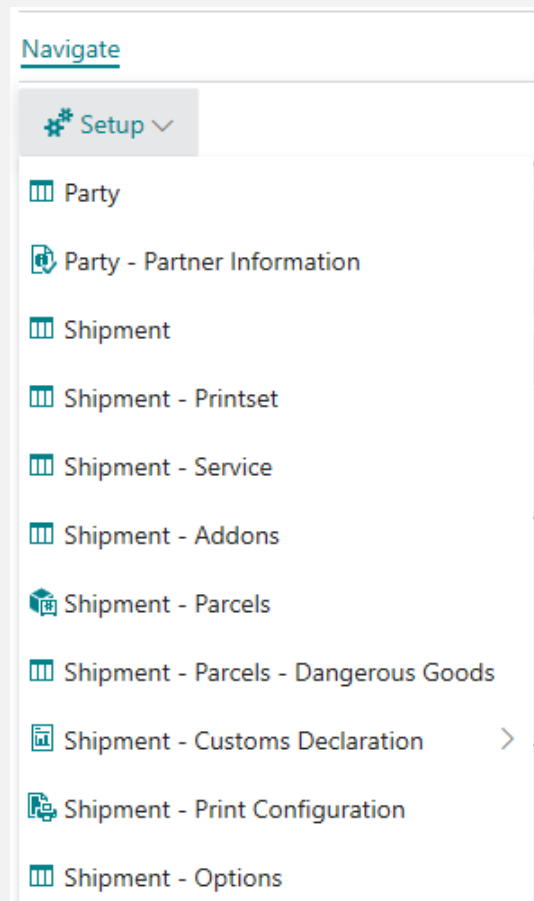
Shipping Agent Code ·····

Shipping Agent Servic... ·····

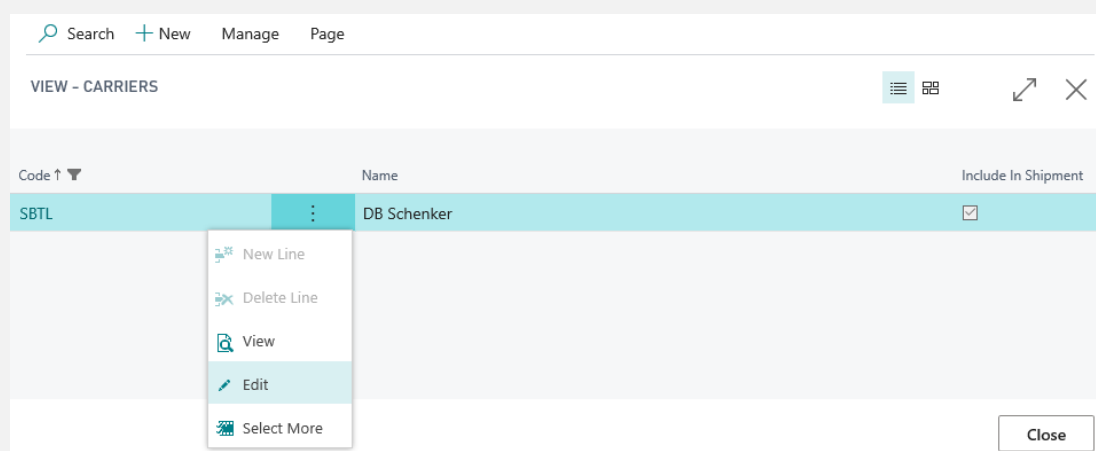
4. If you want to use a Shipping Agent Code and Shipping Agent Services Code different than the Carrier Code and Carrier Service Code in Shipping Central app then under Map fast tab you need to map this carrier code and carrier service code to corresponding shipping agent code and shipping agent service code from Business Central.



5. From Navigate & Setup you will find all parts that build up the request. This is a template that make up the request, and can be configured, and is applied to the shipment when created.



6. Select Party – Partner information and select Edit.





7. Locate the **custNo** key and under Value you will add your carrier customer number. Verify that the Include in Shipment flag is set to True for the Key.

←

CARRIER | WORK DATE: 4/8/2020

+

✓ SAVED

SBTL

General

Code

SBTL

Include In Shipment

Name

DB Schenker

Lines

Manage

Key	Filter Type	Value	Data Type	Include In Ship...
→ id	⋮ Const	SBTL	Text	<input checked="" type="checkbox"/>
agentNo	Const		Text	<input type="checkbox"/>
custNo	Const	4444444	Text	<input checked="" type="checkbox"/>
custNoIssuerCode	Const		Text	<input type="checkbox"/>
palletRegNo	Const		Text	<input type="checkbox"/>
ediAddress	Const		Text	<input type="checkbox"/>
senderId	Const		Text	<input type="checkbox"/>
bookingId	Const		Text	<input type="checkbox"/>
bookingOffice	Const		Text	<input type="checkbox"/>
bookingEmail	Const		Text	<input type="checkbox"/>
sourceCode	Const		Text	<input type="checkbox"/>
ediUserId	Const		Text	<input type="checkbox"/>
ediPassword	Const		Text	<input type="checkbox"/>
ediKey	Const		Text	<input type="checkbox"/>
externalIdentifier	Const		Text	<input type="checkbox"/>

8. The app comes preconfigured to work with most of the carrier services, basic settings. Your carrier customer number always need to be set up manually per carrier. Any special setup is performed by configuration of the templates for each request part.
9. Close the Carrier Service page.

CARRIER AGREEMENTS

WAREHOUSE

Carrier customer number can either be setup on the service as described above. If you have different carrier agreements for your warehouse, customer agreements can be configured on the Sender Address.



1. Open Sender Address on the Shipping Central Setup card.
2. Select the location and click Actions & Carrier Agreement
3. Enter Carrier and Carrier Customer Number

EDIT - CARRIER AGREEMENTS

Carrier Code ↑		Carrier Name	Carrier Customer No.
→ SBTL	:	DB Schenker	4444444

Carrier customer number on the sender location will override the customer number on the service.

CUSTOMER

If your customer wants to use their carrier customer number when you send shipments, this is possible by assigning a carrier agreement on the Customer Address.

1. Open Customer Address on the Shipping Central Setup card.
2. Enter the customer number and address. Then click Actions & Carrier Agreement
3. Enter Carrier and Carrier Customer Number

EDIT - CARRIER AGREEMENTS

Carrier Code ↑		Carrier Name	Carrier Customer No.
→ SBTL	:	DB Schenker	4444444

Carrier customer number on the customer address will override the customer number on the service.



CREATE SHIPMENTS

This section describes the different ways to create a shipment. For a more detailed test case please check out the scenarios section.

FROM SHIPMENT CARD

This section describes how to create a shipment manually from the shipment card.

1. Search for Shipping Central Shipments
2. Click New end Enter. This will create a new Shipment number

RETAIL CENTRAL SHIPPING SHIPMENTS WORK DATE: 4/8/2020							
Search + New Manage Page More options							
Shipment No. ↑	Source Document Type	Source Document No	Status	Carrier Code	Carrier Service Code	Document Date	Wareho Shipme
UF00000276	Sales Order	101046	PRINTED	SBTL	BHP	5/27/2020	
UF00000277	Posted Sale...	102233	PRINTED	SBTL	BHP	5/27/2020	
UF00000278	Posted Sale...	102233	PRINTED	SBTL	BHP	5/27/2020	

3. Select Source Document Type from which you want to create a shipment



4. When you select a Source Document No. from which you create a shipment then Carrier Code, Carrier Service Code will be filled in
- a. Shipping Agent Code mapped to a Carrier Code and Shipping Agent Service Code mapped to a Carrier Service Code from a Sales Order or Posted Sales Shipment.
 - b. Shipping Agent and Shipping Agent Service Code from a Transfer Order or a Posted Transfer Shipment
 - c. Carrier and Carrier Service Code from Vendor Service setup when you create from Purchase Return order or Purchase Return shipment

←

SHIPMENT | WORK DATE: 4/8/2020

UF00000279

Actions Navigate

General

SHIPMENT

Shipment No. UF00000279

Document Date 5/27/2020

Consolidation No. ▾

Warehouse Shipment No. ▾

Posted Whse Shipment No. ▾

Source Document Type Sales Order

Source Document No ▾

Carrier Code ▾

Carrier Service Code ▾

INFO

Status ▾

Shipment Option ▾

Id ▾

Print Reference ▾

Sender Location ▾

Currency Code ▾

Shipment Method Code ▾

Carrier Code ▾

Carrier Service Code ▾

Lines Manage

No. ↑	Sell-to Customer Name	Amount	Amount Including VAT
101044	Albert Einstein	0.00	0.00
101046	Albert Einstein	0.00	0.00
101048	Albert Einstein	0.00	0.00
101049	Albert Einstein	0.00	0.00
101050	Albert Einstein	0.00	0.00

Select from full list

No. of Packages Package Code Goods Weight (kg)

→	0		0.00



5. All Request and Response parts will be created and located next to Shipment Statistics. From this step you can see how many records per part that was created and manually change something before sending the request. For instances if you want to change the Address then open No. of Addresses and make the changes.

Shipment Statistics

REQUEST

No. of Addresses	2
No. of Shipment	1
No. of Printset	0
No. of Addons	0
No. of Packages	1
No. of Partners	1
No. of Service	1
No. of Dangerous Goods	0
No. of Customs Declaration	0
No. of Customs Declaration Tariff No.	0
No. of Customs Declaration Printset	0
No. of Print Configuration	2
No. of Options	0

RESPONSE

No. of Parcels	0
No. of Prints	0
No. of Status	0
No. of Results	0

API

No. of Log Records	0
--------------------	---



6. When the shipment is ready to be sent click on Actions & WS and select one of the following options:
- a. Shipment – Standard shipment. Create prints and sends EDI to carrier
 - i. Send & Save Print – Send and receive prints from carrier
 - ii. Send & Direct Print – Send, receive prints from carrier and send print directly to a predefined printer
 - iii. Cancel – Cancel a printed shipment
 - b. Store Shipment – Stores the shipment, does not create prints or sends EDI
 - i. Send – Store shipment
 - ii. Save Print – Send and receive prints from carrier
 - iii. Direct Print – Send, receive prints, and send directly to printer
 - iv. Cancel – Cancel a send shipment
 - v. Delete – Delete a shipment that is stored
 - c. Consolidated Shipment – Sends a shipment as part of a consolidated shipment. The shipment field Consolidation No. needs to be entered as a key to group several shipments. Closing a Consolidated shipment will send the final EDI request to the carrier
 - i. Send & Save Print – Send and receive prints from carrier
 - ii. Send & Direct Print – Send, receive prints, and sent them directly to printer

SHIPMENT | WORK DATE: 4/8/2020

UF00000279

Actions Navigate

WS Customs Invoice Track & Trace

- Shipment > Send & Save Print
- Stored Shipment > Send & Direct Print
- Consolidated Shipment > Cancel

Consolidation No.

Warehouse Shipment No.

Posted Whse Shipment No.

Source Document Type Sales Order

Source Document No 101050

Carrier Code SBTL

Carrier Service Code BHP



FROM SOURCE DOCUMENT

This section describes how to create a shipment from a source document.

1. Sales Order Card: Select Actions, Functions, Shipping Central & Create Shipment. This will create a shipment from the Sales order if carrier service is setup and the shipping agent services on the Sales order maps to a carrier service in Shipping Central

SALES ORDER | WORK DATE: 4/8/2020

101004 · Unifaun AB

Process Release Posting Prepare Order Request Approval Print/Send Navigat

Functions Plan Request Approval Warehouse Posting

- Create Purchase Document
- Calculate Invoice Discount
- Get Recurring Sales Lines...
- Copy Document...
- Move Negative Lines...
- Archive Document
- Send IC Sales Order
- Incoming Document
- Shipping Central

Create Shipment

Description	Location Code
...	...
...	...
019	...
019	...

Due Date ...

Requested Delivery Date ...

External Document No. ...

Status ...

2. Purchase Return Order Card: Select Actions, Functions, Shipping Central & Create. This will create a shipment from the Purchase Return order if the carrier service is setup and the shipping agent services from the Vendor Service setup is mapped to a carrier service.
3. Transfer Order Card: Select Actions, Functions, Shipping Central & Create Shipment. This will create a shipment from the Transfer order if the carrier service is setup and the shipping agent service on the Transfer order maps to a carrier service in Shipping Central



POSTING FROM SOURCE DOCUMENT

This section describes how to create a shipment when posting a source document.

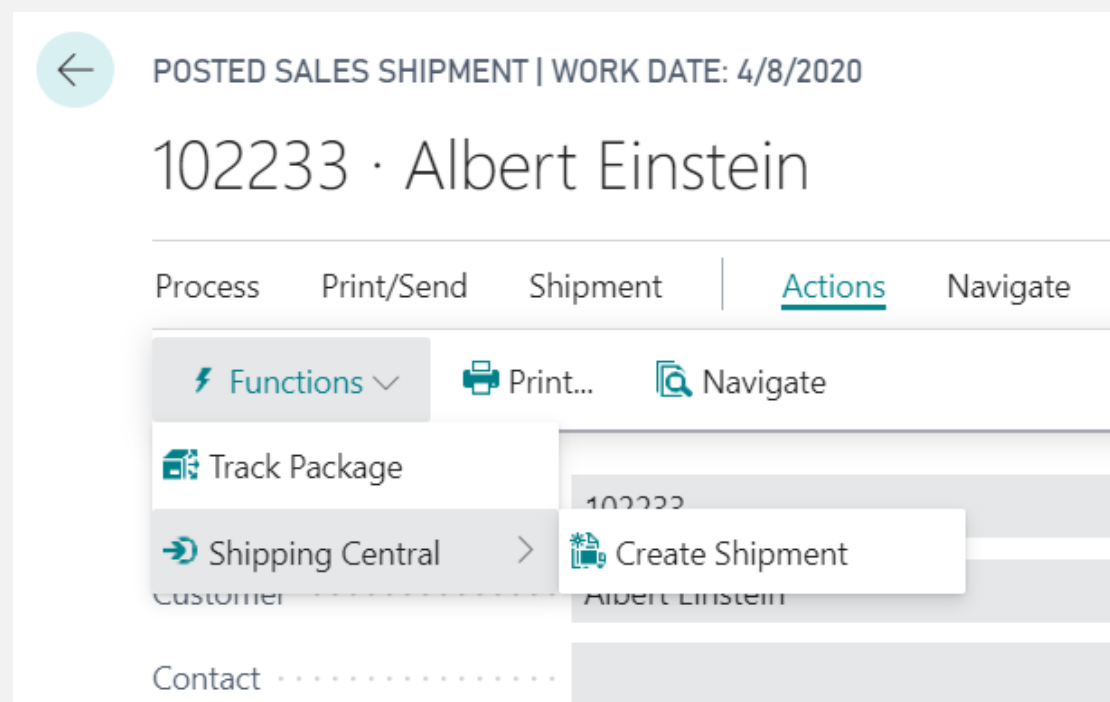
1. Open Shipping Central Setup and verify that the setup for Post Actions per Source Document has the correct setting.
2. Select a Source document and Post
3. The Shipment will be created according the setup from Shipping Central Setup

FROM POSTED SOURCE DOCUMENT

This section describes how to create a shipment from a posted source document

To create a shipment from a posted source document is the same as when you create a shipment from a normal source document. Open the Posted Card and Select Actions, Create Shipment

1. Posted Sales Shipment Card: Select Actions, Functions, Shipping Central & Create Shipment.



2. Posted Return Shipment: Select Actions, Shipping Central & Create Shipment
3. Posted Transfer Shipment Card: Select Actions, Shipping Central & Create Shipment



FROM WAREHOUSE SHIPMENT

This section describes how to create one or more shipments from a warehouse shipment. Depending on how many source documents the warehouse shipment contains this will generate one or more shipments.

1. Create Source Documents
2. Add the Source Documents to the Warehouse Shipment
3. If the Location Code, Required Pick is set to true, then first register the pick
4. Select Actions, Functions, Shipping Central & Create Shipment(s). This will create one or more shipments based on the setup for each source document type under Retail Shipping Setup

POSTING FROM WAREHOUSE SHIPMENT

1. Open Shipping Central Setup and verify that the setup for Post Actions per Source Document has the correct setting.
2. Select a Warehouse Shipment document and Post
3. The Shipment(s) will be created according the setup from Shipping Central Setup

FROM POSTED WAREHOUSE SHIPMENT

To create a shipment from a posted warehouse shipment document is the same as when you create a shipment from a warehouse shipment. Open the Posted Warehouse Shipment Card and Select Actions, Create Shipment

WORKSHEET

If you want a more flexible way to work with orders and create shipments then you can use the Worksheet. By using the Worksheet you can add one or more orders into the worksheet and then make changes before a shipment is created. The worksheet can be found here.

TELL ME WHAT YOU WANT TO DO

shipping central worksheet

Go to Pages and Tasks

> [Shipping Central Worksheet](#)

The Worksheet uses Batches in order for users to work in parallel.



From Shipping Central Setup select Setup, Worksheet, Users. From here assign a user to a Batch.

EDIT - WORKSHEET USERS

User ID	Batch Name
→ BCADMIN	DEFAULT

Add orders one at a time to the Worksheet either from the Source Document

SALES ORDER | WORK DATE: 4/8/2020



101004 · Unifaun AB

Process	Release	Posting	Prepare	Order	Request Approval	Print/Send	Navigate	Actions
⚡ Functions	📊 Plan	✉ Request Approval	🏠 Warehouse	➕ Posting	🖨 Print			
📄 Create Purchase Document	📄 Calculate Invoice Discount	📄 Get Recurring Sales Lines...	📄 Copy Document...	📄 Move Negative Lines...	📄 Archive Document	📄 Send IC Sales Order	📄 Incoming Document	➡ Shipping Central
				📄 Create Shipment	📄 Worksheet			
Phone No.	+46834			Order Date	5/13/2019			
Email	email2@example.com			Due Date	5/5/2020			
				Requested Delivery Date ...	5/14/2019			
				Promised Delivery Date				
				External Document No.	SBTL-BHP			
				Your Reference	OPEN			
				Salesperson Code				
				Campaign No.				
				Opportunity No.				
				Responsibility Center				

Or from the Worksheet by Add, Sales Orders



Batch Name DE

Actions Navigate

Shipment ▾

WS ▾

Worksheet ▾

+ Add >

Move >

Delete >

Sales Orders

There is nothing to show in this view)

ADD SALES ORDER



Filter: Sales Header

× No. 101074|101075

× Shipping Agent Code ▾

× Shipping Agent Service ... ▾

+ Filter...

Filter based on document number or shipping agent.

Batch Name DEFAULT

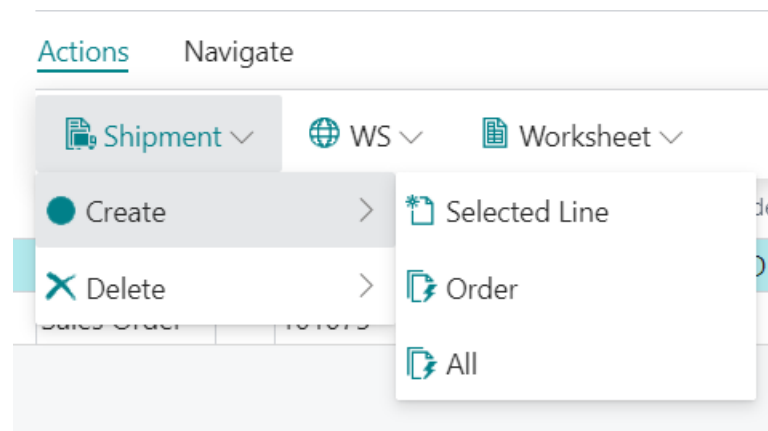
Actions Navigate

Source Document Type	Shipment Document No.	Line No. ↑	Carrier Code	Carrier Service Code	No. of Packages	Weight	Total Weight	Shipment No.	Status
→ Sales Order	101074	10000	DHLROAD	ASPO	1	15.99	15.99	-	
Sales Order	101075	20000	BEST	BESTHLEM	1	35.66	35.66	-	

From the Worksheet you can change carrier, service, no of packages and weight before the shipment is created. You can also merge orders. For instance if you want to deliver by pallet and not by parcel.

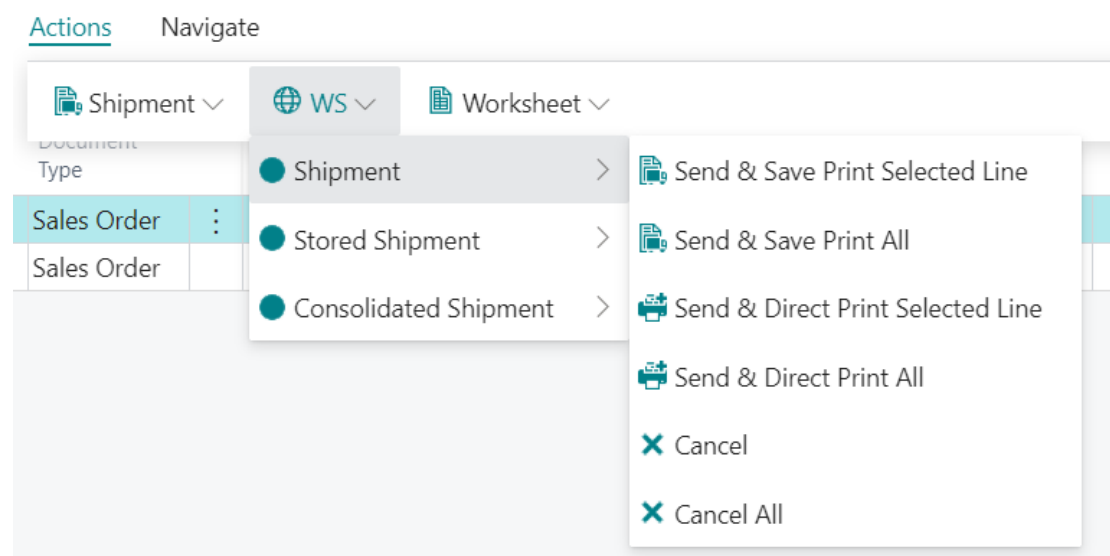


When you have prepared your worksheet you can select Actions, Shipment, Create to create one or more shipments based on the lines in the Worksheet.



When the lines have created Shipment No. you can send the Shipments to Unifaun

			Worksheet Details	
ht	Shipment No.	Status		
99	UF00000843		No. of Items	1
56	UF00000844		No. of Orders	1
			No. of Prints	0



There are several options when sending a Shipment.

- Send one line or all lines
- Send and save the print



- Send, save the print and send direct to the printer.
- Cancel one or more line

Merge orders

Actions Navigate

Shipment ▾ WS ▾ Worksheet ▾

Document Type	Document No.	Carrier Service Code	No. of Packages	Weight
Sales Order	101074		1	15
Sales Order	101075		1	35

+ Add >

Move >

Delete >

Move Up

Move To

Move Down

To Merge orders select the line to merge. Then click Actions, Worksheet, Move. Then select how to move. Either move one step up, one step down or the a selected order.



PALLET SHIPMENT

Scenario. You have a warehouse in Sweden and one distribution warehouse in Norway. The warehouse in Sweden prints all labels on the parcels with sender address Warehouse NO and receiving address customer NO. Then all parcels are added onto a pallet and sent from Warehouse SE to Warehouse NO. When the warehouse in Norway receives the pallet they send the parcels out the customers in Norway.

This can be achieved by using the Pallet Shipment in Shipping Central.

TELL ME WHAT YOU WANT TO DO

Go to Pages and Tasks

> [Shipping Central Pallets](#)

Create a new Pallet

Pallet

Actions Navigate

General

Pallet No.	<input type="text" value="UFP0000018"/>	Created Date	<input type="text" value="10/8/2020"/>
Carrier Code	<input type="text" value="BEST"/> ▼	Shipment No.	<input type="text"/> ▼ ...
Carrier Service Code	<input type="text" value="BESTHEM"/> ▼	Total Weight	<input type="text" value="0.00"/>
Status	<input type="text" value="Open"/> ▼		

Lines Manage

	Shipment No. ↑	Status	Total Weight
→			0.00

Create one or more Parcels by connect it to the Pallet by using the




SHIPPING CENTRAL SHIPMENT | WORK DATE: 4/8/2020

UF00000845

Actions Navigate

General

SHIPMENT

Shipment No.	<input type="text" value="UF00000845"/>
Document Date	<input type="text" value="10/8/2020"/> 
Consolidation No.	<input type="text" value="..."/>
Pallet No.	<input type="text" value="UFP0000018"/> ...
Warehouse Shipment No. . .	<input type="text" value=""/> ▼
Posted Whse Shipment	<input type="text" value=""/> ▼
Source Document Type	<input type="text" value="Sales Order"/> ▼
Source Document No	<input type="text" value="101077"/> ▼
Carrier Code	<input type="text" value="BP"/> ▼
Carrier Service Code	<input type="text" value="BPSP"/> ▼

Select Pallet No. on Shipment 1

Send the Shipment and then continue with the next Shipment

When you are ready to send the Pallet open the Shipment Pallet



PALLET | WORK DATE: 4/8/2020



✓ SAVED



UFP0000018

Actions Navigate

General

Pallet No.	<input type="text" value="UFP0000018"/>	Created Date	<input type="text" value="10/8/2020"/>	
Carrier Code	<input type="text" value="BEST"/>	Shipment No.	<input type="text"/>	
Carrier Service Code	<input type="text" value="BESTHLEM"/>	Total Weight	<input type="text" value="35.66"/>	
Status	<input type="text" value="Open"/>			

Lines Manage

	Shipment No. ↑	Status	Total Weight
→	UF00000845	PRINTED	15.99
	UF00000846	PRINTED	19.67

On the Lines all individual shipments have been added in the previous step.

Select Shipment, Close

PALLET | WORK DATE: 4/8/2020

UFP0000018

Actions Navigate

Shipment ▾

Close

Delete

This created a new Shipment for the Pallet based on selected carrier service. The sender address is created from the sender location on the first shipment. The receiver address is created from the sender address on the first shipment.



PALLET | WORK DATE: 4/8/2020



✓ SAVED



UFP0000018

Actions Navigate

General

Pallet No.	<input type="text" value="UFP0000018"/>	Created Date	<input type="text" value="10/8/2020"/>
Carrier Code	<input type="text" value="BEST"/> ▼	Shipment No.	<input type="text" value="UF00000847"/> ▼ ...
Carrier Service Code	<input type="text" value="BESTHLEM"/> ▼	Total Weight	<input type="text" value="35.66"/>
Status	<input type="text" value="Closed"/> ▼		

Select the Shipment No,

A shipment is created based on the content in the Pallet Shipment

General

SHIPMENT	INFO		
Shipment No.	<input type="text" value="UF00000847"/>	Status	<input type="text"/>
Document Date	<input type="text" value="10/8/2020"/>	Shipment Option	<input type="text"/>
Consolidation No.	<input type="text" value="..."/>	Id	<input type="text"/>
Pallet No.	<input type="text" value="..."/>	Print Reference	<input type="text" value="UFP0000018"/>
Warehouse Shipment No.	<input type="text" value="..."/> ▼	Sender Location	<input type="text"/>
Posted Whse Shipment No.	<input type="text" value="..."/> ▼	Receiver Location	<input type="text"/>
Source Document Type	<input type="text" value="Pallet"/> ▼	Currency Code	<input type="text"/>
Source Document No	<input type="text" value="UFP0000018"/> ▼	Shipment Method Code	<input type="text"/>
Carrier Code	<input type="text" value="BEST"/> ▼	No. Series	<input type="text" value="UF-SHIP"/>
Carrier Service Code	<input type="text" value="BESTHLEM"/> ▼		
		MEASURE	
		Total Goods Weight	<input type="text" value="35.66"/>
		Total Goods Volume	<input type="text" value="0.00"/>



← ADDRESSES | WORK DATE: 4/8/2020

Search + New Edit List Delete Edit View			
Type ↑	Location	Quick Search Value	Name
→ Sender	:		Warehouse SE
Receiver			Warehouse NO

In this case since it's a cross border shipment Custom Declaration data are created based on the tariffs.

Shipment Statistics

REQUEST

No. of Addresses	2
No. of Shipment	1
No. of Printset	0
No. of Addons	0
No. of Packages	1
No. of Partners	1
No. of Service	1
No. of Dangerous Goods	0
No. of Customs Declaration	1
No. of Customs Declaration ...	2
No. of Customs Declaration ...	1
No. of Print Configuration	2
No. of Options	0

RESPONSE



CONSOLIDATED SHIPMENT

This section describes how to create a consolidated shipment. Consolidated shipments are used to group a collection of shipments and saving sending the final EDI request to the carrier when all shipments are printed.

A consolidated shipment can be created manually or automatically. If you create the consolidated shipment manually search for Shipping Central Consolidations.

TELL ME WHAT YOU WANT TO DO



shipping central

Go to Pages and Tasks

> Shipping Central Setup	Administration
> Shipping Central Shipments	Lists
> Shipping Central Consolidations	Lists

Select new and connect it to a carrier code and carrier service code.







← SHIPPING CENTRAL CONSOLIDATIONS | WORK DATE: 4/8/2020

 Search  New Manage Page

Consolidation No. ↑	Carrier Code	Carrier Service Code	Created Date	Status	Id
------------------------	--------------	-------------------------	--------------	--------	----

(There is nothing to show in this view)



✓ SAVED

Consolidation

Actions

General

Consolidation No. UFC0000010


Carrier Service Code BHP

Carrier Code SBTL

Status Open




Created Date 5/27/2020

Lines

Manage 


	Shipment No. ↑	Status
→		


From the Shipment card select the Consolidation No. before entering Source Document Type and Source Document No. When the shipment is sent the Consolidation Card will contain a list of all shipments connected to the Consolidation. When done open the Consolidation Card select Close to finalize the Consolidation by sending the EDI request to the carrier.





Consolidation

Actions

 WS ▾

 Shipment >

 Close

 Delete

Consolidation No.

Carrier Code SBTL

Carrier Service Code BHP

St

Cr



STORED SHIPMENT

This section describes how to create a stored shipment.

The process of creating a stored shipment is the same as creating a normal shipment. Either create manually from the shipment card, from the source document, when posting or from a posted source document. The setup from Shipping Central setup decide which shipment type should be used.

A stored shipment can either be created or created and shown depending on the setup.

To receive the actual prints, select Actions, WS, Stored, Save Print or Direct Print from the Shipment Card



DIRECT PRINTING WITH PRINTNODE

This section describes how to setup and configure direct printing using PrintNode.

For Direct Printing, Connect any printer to your application with PrintNode. Print labels, waybills, customs declaration with either PDF or ZPL.

If your printer is installed on your computer, it will work with PrintNode.

INSTALL PRINTNODE

Browse to www.printnode.com and follow the instructions.

1. Sign up
2. Generate API Key
3. Download the PrintNode Client and install it on the computer your printer is connected to.
4. Sign-in to the PrintNode application. This send your local printers to your PrintNode service account in the cloud.
5. Open the Shipping Central Setup and enter API Key from PrintNode

PrintNode

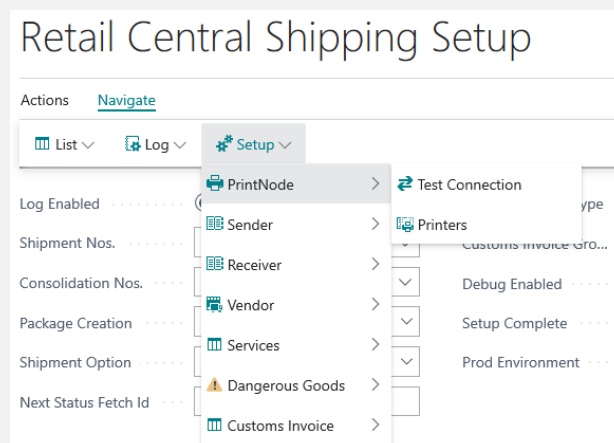
PrintNode Endpoint

https://api.printnode.com

PrintNode API Key

Your API Key

6. Select Setup, PrintNode and Test Connection to verify the connection to PrintNode is working.





7. Select Setup, PrintNode, Printers, Test Connection to validate your key
8. Select Setup, PrintNode, Printers to list all printers sent to PrintNode. The first time this list will be empty, and you need to get all printers from PrintNode and populate this list

Search + New Edit List Delete Page | Actions Fewer options

Get Printer IDs

	Printer Id ↑	Printer Name	Printer Description
→	0		

9. Click Actions, Get, Prinert IDs. This will download all printers that was sent to PrintNode cloud and return a list with your printers and a Printer Id.

Search + New Edit List Delete Page | Actions Fewer options

EDIT - PRINTNODE PRINTERS

	Printer Id ↑	Printer Name	Printer Description	Content Description	Content Type	User ID
	69363075	HP ENVY 5000 series	HP ENVY 5000 series PCL-3			—
	69363076	FollowMe	Xerox AltaLink C8045 PS			—
	69363078	Microsoft XPS Document Writer	Microsoft XPS Document Writer v4			—
	69363079	Dell V520 Series (kopia 1)	Dell V520 Series			—
	69363080	ZDesigner GK420d	ZDesigner GK420d			—
	69363081	Fax	Microsoft Shared Fax Driver			—
	69363082	Microsoft Print to PDF	Microsoft Print To PDF			—
	69363497	Fax	Microsoft Shared Fax Driver			—
	69363498	Microsoft Print to PDF	Microsoft Print To PDF			—
	69363499	Microsoft XPS Document Writer	Microsoft XPS Document Writer v4			—
	69363501	FollowMe (kopia 1)	Xerox AltaLink C8045 PS			—
	69428111	OneNote for Windows 10	Microsoft Software Printer Driver			—
	69431235	Send To OneNote	Send to Microsoft OneNote 16 Driver			—
	69453536	OneNote for Windows 10	Microsoft Software Printer Driver			—



CONFIGURE PRINTNODE

This section describes how to control print output based on print document type, print extension (pdf, zpl) and users.

Prints can be sent to different printers depending on these filtered options:

1. Content Description:

- a. "Blank": Use this printer for all document types
- b. Label: Send print labels to this printer
- c. CustomsDoc: Print Customs declaration to this printer
- d. Doc: Print waybills and other docs to this printer

EDIT - PRINTNODE PRINTERS						
	Printer Id ↑		Printer Name	Printer Description	Content Description	User ID
→	69363075	:	HP ENVY 5000 series	HP ENVY 5000 series PCL-3	Label	—
	69363076		FollowMe	Xerox AltaLink C8045 PS	CustomsDoc	—
	69363078		Microsoft XPS Document Writer	Microsoft XPS Document Writer v4	Doc	—

2. Content Type:

- a. Send all print extensions to this printer
- b. Send all pdf to this printer
- c. Send all zpl to this printer

EDIT - PRINTNODE PRINTERS						
	Printer Id ↑		Printer Name	Printer Description	Content Description	User ID
→	69363075	:	HP ENVY 5000 series	HP ENVY 5000 series PCL-3	pdf	—
	69363076		FollowMe	Xerox AltaLink C8045 PS	zpl	—



3. User ID: Setup if you want one user to use a different set of printers than another user. Leave empty if all users use the same printers.

EDIT - PRINTNODE PRINTERS						
Printer Id ↑	Printer Name	Printer Description	Content Description	Content Type	User ID	
69363075	HP ENVY 5000 series	HP ENVY 5000 series PCL-3			—	
69363076	FollowMe	Xerox AltaLink C8045 PS			—	
69363078	Microsoft XPS Document Writer	Microsoft XPS Document Writer v4			—	
69363079	Dell V520 Series (kopia 1)	Dell V520 Series			—	
69363080	ZDesigner GK420d	ZDesigner GK420d	Label	zpl	BCADMIN	
69363081	Fax	Microsoft Shared Fax Driver			—	
69363082	Microsoft Print to PDF	Microsoft Print To PDF			—	
69363497	Fax	Microsoft Shared Fax Driver			—	
69363498	Microsoft Print to PDF	Microsoft Print To PDF			—	
69363499	Microsoft XPS Document Writer	Microsoft XPS Document Writer v4			—	
→ 69363501	FollowMe (kopia 1)	Xerox AltaLink C8045 PS		pdf	BCADMIN	
69428111	OneNote for Windows 10	Microsoft Software Printer Driver			—	
69431235	Send To OneNote	Send to Microsoft OneNote 16 Driver			—	
69453536	OneNote for Windows 10	Microsoft Software Printer Driver			—	

Close

In this example Print Labels (zpl) will be sent to printer Id 69363080 and all other documents, extension pdf, like waybills and customs declarations etc., will be send to printer Id 69363501

This step is optional and can be completed later if Direct Printing is needed.



CARRIER SERVICE CONFIGURATION

This section describes how to configure the carrier service. The carrier service configuration is a template that is applied to the Shipment during create shipment.

The template contains several parts that build up the request message. All these parts can be configured individually per carrier service. The lines of each part contain a key and a value. The Key can be for example custNo and Value would then be your carrier customer number.

The screenshot shows the 'CARRIER | WORK DATE: 4/8/2020' configuration page for 'SBTL'. The 'General' tab is active, showing fields for 'Code' (SBTL) and 'Name' (DB Schenker). The 'Include In Shipment' toggle is turned on. Below the general settings is a table with columns: Key, Filter Type, Value, Data Type, and Include In Ship... The table contains four rows of configuration data.

Key	Filter Type	Value	Data Type	Include In Ship...
→ id	Const	SBTL	Text	<input checked="" type="checkbox"/>
agentNo	Const		Text	<input type="checkbox"/>
custNo	Const	4444444	Text	<input checked="" type="checkbox"/>
custNoIssuerCode	Const		Text	<input type="checkbox"/>

Each key and value combination has a flag called Include in Shipment. This flag must be set to true to be included in the shipment.

The value for a key can be either a static value (Const) or a dynamic value (Custom). An example of a static value could be the carrier customer number described above. This will be applied for all shipments using this carrier service and will not change.

A Custom value is a value that either lookup up a value from another table or a sum that sum lines from another table. An example of a Custom value with lookup is the Print label references, another example of a Custom value with sum is Package weight where one or more lines are summed.



←

INFO | WORK DATE: 4/8/2020

+

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SBTL · BHP

General

Carrier Code

SBTL

Description

Shipment

Carrier Service Code

BHP

Include In Shipment

Lines

Manage

Key	Filter Type	Value	Data Type	Include In Ship...
→ favorite	Const		Text	<input type="checkbox"/>
profileGroup	Const		Text	<input type="checkbox"/>
note	Const		Text	<input type="checkbox"/>
route	Const		Text	<input type="checkbox"/>
printer	Const		Text	<input type="checkbox"/>
test	Const		Boolean	<input type="checkbox"/>
linkPrintKey	Const		Text	<input type="checkbox"/>
orderNo	Custom	[custom]	Text	<input checked="" type="checkbox"/>
merged	Const		Text	<input type="checkbox"/>
freeText1	Const		Text	<input type="checkbox"/>
freeText2	Const		Text	<input type="checkbox"/>
freeText3	Const		Text	<input type="checkbox"/>
freeText4	Const		Text	<input type="checkbox"/>
senderReference	Custom	[custom]	Text	<input checked="" type="checkbox"/>
receiverReference	Custom	[custom]	Text	<input checked="" type="checkbox"/>
goodsDescription	Const		Text	<input type="checkbox"/>
bulkId	Const		Text	<input type="checkbox"/>
totalEurPallets	Const		Integer	<input type="checkbox"/>
totalHalfPallets	Const		Integer	<input type="checkbox"/>
totalQuarterPallets	Const		Integer	<input type="checkbox"/>
totalWeight	Custom	[custom]	Decimal	<input checked="" type="checkbox"/>

When using a Custom filter type the configuration is setup per Source Document Type.

There are two Filter Types. Const or Custom.

linkPrintKey	Const	
→ orderNo	Custom	[custom]
merged	Const	

Const you can use a static value to be used when creating a shipment for this carrier service. Select Custom if you want a dynamic value that will look up a value from another table. When selecting Custom then Value is set to [custom].



1. Select Lookup value.

→ senderReference ⋮ Custom [custom] ... T

2. The lookup for senderReference contains one line per Source Document Type.

Search + New Manage Page

VIEW - LINES

Source Document Type ↑	Method	From Table No.	From Table Name	From Field No.	From Field Name	Table Filter
Sales Order	Lookup	12087133	Shipment	16	Print Reference	
Posted Sales Shipment	Lookup	12087133	Shipment	16	Print Reference	
Purchase Return Order	Lookup	12087133	Shipment	16	Print Reference	
Posted Return Shipment	Lookup	12087133	Shipment	16	Print Reference	
Outbound Transfer	Lookup	12087133	Shipment	16	Print Reference	
Posted Transfer Shipment	Lookup	12087133	Shipment	16	Print Reference	

Close

3. For instance, when creating a shipment from a Sales order then add a Lookup (or sum) from the Sales Order to a value (field) in another table. The lookup table can also include a Table filter to filter for instance line type Item.
4. In this example a lookup is made to the Shipment table. The field in From Field Name is copied from the Shipment to the shipment information request part.

General

Source Document Type	Sales Order	From Field No.	16
Method	Lookup	From Field Name	Print Reference
From Table No.	12087133	Table Filter	
From Table Name	Shipment		



TRACK & TRACE

Track & Trace setup is found on the Shipping Central Setup page

Track & Trace			
Region Option	<input type="text" value="Sweden"/>	Search Reference	<input type="text" value="order"/>
Language Option	<input type="text" value="Swedish"/>	Template ID	<input type="text"/>

Here you can set preferred region and language code to be included in the Tracking URL. Search Reference is the search parameter. Order equals the Shipment number and reference is the Print Label reference on the Shipment.

Optional a Template Id can be set to make the Tracking URL company specific.



APPENDIX

RELEASES

VERSION 1.0.0.1

- Create Shipments
- Direct Print
- Onboarding
- Localization Sweden

VERSION 1.0.0.2

- Localization Norway, Denmark and Finland

VERSION 1.0.0.3

- Pallet Shipment
- Worksheet

VERSION 1.0.0.4

- Customer Agreements

Retail Central Shipping

USER GUIDE



Microsoft Dynamics 365 Business Central