

# User Guide for Microsoft Dynamics 365 Business Central

**Product:** SD Interface Courier

Release: D365 BC V23+

**Revision: February 2024** 





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# 2 Getting Started

SD Interface Courier communicates with DHL, DPD, GLS and Scurri in real-time using their published APIs. There is also a manual option for non-integrated couriers.

Using SD Interface Courier, you can automatically book a courier against your sales order, direct from your Dynamics 365 Business Central client in as little as one click.

Labels and parcel tracking codes are automatically returned into the linked Dynamics 365 Business Central record from the Couriers APIs.

You can also track costs and notify clients by email during the shipping cycle.

SD Interface Courier is flexible and scalable – you can view all your shipments from a central information hub; easily re-set or cancel your booking; and track your bookings.

Using SD Interface Courier you can manage the cost of courier expenses easily – either adding shipment charges automatically to the order or prompting the user that a courier charge is due.

From the SD Interface Courier Booking Activity page, you can drill through on the cues to process a booking from Booking Pending through to Booking Archived.

SD Interface Courier is configured to book packages through DHL, DPD, GLS and Scurri APIs and you can also use SD Interface Courier to handle manual courier bookings.





# 3 Installing SD Interface Courier

**SD Interface Courier**, is available to download from AppSource or you can install the app from within Business Central using Extension Marketplace.

## 3.1 Security Setup

We have provided the following permission sets for SD Interface Courier: SDY UC ADMIN, SDY UC USER and SDY UC VIEW (*Figure 3-1*).

	rmission Set Lookup	@	*sdy uc* X		
	Role ID †		Name	Extension Name	Scope †
$\rightarrow$	SDY UC ADMIN	÷	SD Interface Courier - Admin	SD Interface Courier	System
	SDY UC USER		SD Interface Courier - User	SD Interface Courier	System
	SDY UC VIEW		SD Interface Courier - View	SD Interface Courier	System



We have also created extensions on the following standard Microsoft Dynamics 365 Business Central Permissions:

- Exten. Mgt. Admin includes SDY UC ADMIN permissions.
- D365 BUS FULL ACCESS includes SDY UC USER permissions.
- D365 BASIC includes SDY UC VIEW permissions.

**Note:** Users creating, releasing, and posting Sales Orders will need to have SDY UC USER permissions as SD Interface Courier subscribes to standard Dynamics 365 events on order creation, release, and post.





## 3.2 Choosing the SD Interface Courier Role

We have provided a Role Centre for **SD Interface Courier**. To choose the Role Centre follow the steps below:

1. From your Dynamics 365 Business Central Web Client, in the app bar, select the **Settings** icon and then select **My Settings** (*Figure 3-2*).

						۵	Q	٢	?	
nventory	sions∨ 🛛 🚍					Personalise				- 8
ales Journals Cash Receipt Journals Transfer Orc	ers					Design				
						My Settings				
	ACTIONS					Company info	rmation			
	+ Sales Quote + Sales Invoice	+ Sales Order + Sales Return Order	+ Sales Credit Memo	<ul> <li>Sales</li> <li>Reports</li> </ul>	> His	Assisted setup	)			- 82
		,	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, nopono		Advanced sett	tings			- 82
254										- 82
										- 10

Figure 3-2

Role	Sales Order Processor	•••
Company	CRONUS International Ltd.	
Work Date	30/03/2022	
Region	English (United Kingdom)	
Language	English (United Kingdom)	
Time Zone	(UTC+00:00) Dublin, Edinburgh, Lisbon, L	
Notifications	Change when I receive notifications.	
Teaching Tips		
Security		
Your last sign in was on 30/03/22 09:-	43.	
	OK Can	-
	OK Cane	cel

2. In the My Settings page, on the Role field, select the AssistEdit icon (Figure 3-3).





3. You should see **SD Interface Courier** in the list of Roles (*Figure 3-4*).

	Display Name	
	SD BI Sales Cockpit Manager	A
	SD BI Sales Cockpit User	_
	SD Bulk Mailer	
$\rightarrow$	SD Interface Courier	÷
	Company Hub	
	SD Document Pack	
	Accountant	
	Business Manager	
	Business Manager Evaluation	
	Service Manager	
	Sales Order Processor	
	Manufacturing Manager	
	Project Manager	
	Sales and Relationship Manager	
	A destable with a state of the second s	•
	OK	Cancel



4. Choose SD Interface Courier and click OK.

ole · · · · · · · · · · · · · · · · · · ·	SD Interface Courier	
ompany	CRONUS International Ltd.	
Vork Date	28/06/2022	Ħ
egion · · · · · · · · · · · · · · · · · · ·	English (United Kingdom)	
anguage	English (United Kingdom)	
ime Zone	(UTC+00:00) Dublin, Edinburgh, Lisbon, L	
lotifications	Change when I receive notifications.	
eaching Tips		
ecurity		
our last sign in was on 28/06/22 14:4	40.	
	OK Cano	ol

5. The **SD Interface Courier** Role should now be displayed in the **Role** field (*Figure 3-5*).





# 3.3 Accessing the SD Interface Courier Pages

Use the **Tell Me** to search for SD Interface Courier pages. Begin typing **SD** or **Interface** to see a list of the SD Interface Courier pages (*Figure 3-6*).

sd inter		
Go to Pages and Tasks	Show les	5 (3)
> SD Interface Courier	Tasks	
> SD Interface Courier Setup	Tasks	
> SD Interface Courier Services	Lists	
> SD Interface Courier Activities	Tasks	
> SD Interface Courier Label List	Lists	
> SD Interface Courier Booking Errors	Lists	
> SD Interface Courier Booking History	Lists	

Figure 3-6





## 3.4 Activating the SD Interface Courier Licence

To use **SD Interface Courier**, you must activate the licence.

1. From the **Tell Me**, search for and select the **SD Interface Courier Setup** card. When the **SD Interface Courier Setup** card opens, you will be prompted that "Your SD Interface Courier license needs to be validated." Choose **Yes** (*Figure 3-7*).

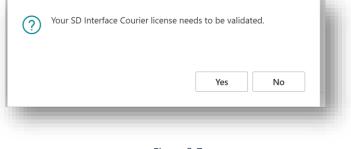


Figure 3-7

2. You will then see the Activate your product page (Figure 3-8).

Shop				<b>^</b>
				_
Company Name	*			
Email · · · · · · · · · · · · ·	*			
Product Key				
Valid · · · · · · · · · · · · · · · ·				
License Type				
Expiry Date				
The Product Key for t				onger
be used. Please contac reactivate vour licence		nics for a new Produ	ct Key to	-
	Free Trial	Request Subscri	ption A	ctivate

Figure 3-8





#### 3.4.1 Activating the SD Interface Courier Licence with a Product Key

If you have received a Product Key from Simply Dynamics Ltd., in the **Activate your product** page (*Figure 3-9*):

- 1. Enter your company name in **Company Name**
- 2. Enter your company email in Email
- 3. Paste the supplied product key into the **Product Key** field. **Tab off the Product Key field to validate the contents of the field and to enable the Activate key**. Choose **Activate**.

mpany Name	
nail · · · · · · · · · · · · · · · · · · ·	
nail · · · · · · · · · · · · · · · · · · ·	
oduct Key	
lid · · · · · · · · · · · · · · · · · · ·	
	- 1
ense Type	
piry Date	
	- 1
Free Trial Request Subscription Ac	tivate
Free Inal Request Subscription AC	tivate

4. The **Activate your product** page will update to display a message that the activation was successful. The expiry date will depend on the date that you activated your free trial.





#### 3.4.2 Activating the SD Interface Courier Licence with a Free Trial

If you have not received a Product Key from Simply Dynamics Ltd. and want to avail of a free trial, in the **Activate your Product** page (*Figure 3-10*):

- 1. Enter your company name in Company Name
- 2. Enter your company email in Email
- 3. Choose Free Trial

<b>Dynamics</b>			
Shop			_
	44		_
Company Name			_
Email • • • • • • • • • • •	****		
Product Key			
			_
Valid			
License Type			
Expiry Date			
The Product Key for	this product has expired and	the product can no long	er
	act Simply Dynamics for a new		
	Free Trial Request	Subscription Activ	vate
	incquest		

Figure 3-10

4. You are then prompted to choose **Yes** to activate your free trial. Choose **Yes** (*Figure 3-11*).

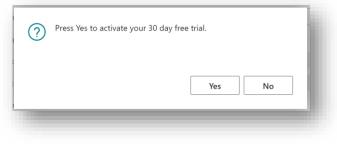


Figure 3-11





5. The **Activate your product page** will update to display a message that the activation was successful. The expiry date will depend on the date that you activated your free trial (*Figure 3-12*).

Activate your product	:	$\mathbb{Z}$ $\times$
Dynamics Shop		<b>^</b>
Company Name	- Institution	
Email		
Product Key		
Valid		
License Type	trial	
Expiry Date	28/07/2022	
Activation successful! Thank y Interface Courier! Your license expires on 7/28/2	rou for using SAAS-SIMP-SDUTCR	- SD
Free	Trial Request Subscription	Activate

Figure 3-12

- 6. Choose **Finish** to exit the page.
- 7. When your Free Trial has expired, choose **Request Subscription** to request a Product Key from Simply Dynamics.





## 3.5 Allowing HttpClient Requests in SD Interface Courier

Switching on the **Allow HttpClient Requests** option allows SD Interface Courier to call an API that sends and returns licence key information to activate the product licence. The **Allow HttpClient Requests** option is automatically switched-on during installation of SD Interface Courier.

- 1. Open your Dynamics 365 Business Central Web Client and use the **Tell Me** to search for **Extension Management**.
- 2. In the Extension Management list, you should see the SD Interface Courier App installed (*Figure 3-13*).

🔎 Search	Manage Actions Few	ver options		ß '
ls Inst	Name † 🗸 🗸	Publisher	Version	Published
Yes	Payment Links to PayPal	Microsoft	v. 20.0.37253.39101	Global
No	Performance Toolkit	Microsoft	v. 20.0.37253.39101	Global
No	Permissions Mock	Microsoft	v. 20.0.37253.39101	Global
Yes	Recommended Apps	Microsoft	v. 20.0.37253.39101	Global
Yes	Sales and Inventory Forecast	Microsoft	v. 20.0.37253.39101	Global
Yes	SD BI Sales Cockpit	Simply Dynamics Ltd	v. 3.3.0.0	Global
Yes	SD Bulk Mailer	Simply Dynamics Ltd	v. 9.1.14.0	Global
Yes	SD Credit Controller	Simply Dynamics Ltd	v. 10.0.0.0	Global
Yes	SD Data Export	Simply Dynamics Ltd.	v. 1.1.0.0	Global
Yes	SD Document Pack	Simply Dynamics Ltd	v. 3.6.0.0	Global
Yes	SD Interface Courier	Simply Dynamics Ltd	v. 4.0.0.0	Global
Yes	Send remittance advice by email	Microsoft	v. 20.0.37253.39101	Global
Yes	Send To Email Printer	Microsoft	v. 20.0.37253.39101	Global
Yes	Simplified Bank Statement Imp	Microsoft	v. 20.0.37253.39101	Global
Yes	System Application	Microsoft	v. 20.0.37253.39101	Global

Figure 3-13





3. Select the **SD Interface Courier** record and from the menu, select the **Manage** group, and choose **Configure** (*Figure 3-14*).

Extension	Management			
✓ Searce	h Manage Actions Few	er options		E S
🔡 Exter	ision Marketplace 💿 Deploymen	t Status 🛛 🛪 Uninstall	📌 Configure 🕕 Learn M	Nore
🔓 Uploa	ad Extension 📑 🗮 Install	😽 Unpublish	🕒 Download Source 🛛 😂 Refresh	I
ls Inst	Name †	Publisher	Version	Published .
Yes	Payment Links to PayPal	Microsoft	v. 20.0.37253.39101	Global
No	Performance Toolkit	Microsoft	v. 20.0.37253.39101	Global
No	Permissions Mock	Microsoft	v. 20.0.37253.39101	Global
Yes	Recommended Apps	Microsoft	v. 20.0.37253.39101	Global
Yes	Sales and Inventory Forecast	Microsoft	v. 20.0.37253.39101	Global
Yes	SD BI Sales Cockpit	Simply Dynamics Ltd	v. 3.3.0.0	Global
Yes	SD Bulk Mailer	Simply Dynamics Ltd	v. 9.1.14.0	Global
Yes	SD Credit Controller	Simply Dynamics Ltd	v. 10.0.0.0	Global
Yes	SD Data Export	Simply Dynamics Ltd.	v. 1.1.0.0	Global
Yes	SD Document Pack	Simply Dynamics Ltd	v. 3.6.0.0	Global
Yes	SD Interface Courier	Simply Dynamics Ltd	v. 4.0.0.0	Global
Yes	Send remittance advice by email	Microsoft	v. 20.0.37253.39101	Global
Yes	Send To Email Printer	Microsoft	v. 20.0.37253.39101	Global

Figure 3-14

4. Choose to allow the Allow HttpClient Requests option (Figure 3-15).

Extension Settings		Ŀ	+	۱.		✓ Saved	ď	2
SD Interfac	ce Courier							
Group								
App ID	07c19542-5e75		Publisher		Simply Dyna	mics Ltd		
Name ·····	SD Interface Courier		Allow Htt	pClient Requ				

Figure 3-15





# 4 Using SD Interface Courier

#### 4.1 Setup

The SD Interface Courier Setup page is accessed by searching for the SD Interface Courier Setup page in the Tell Me or by drilling through on the Setup action cue in the SD Inventory Courier Manager Role Centre (*Figure 4-1*).

	r Active Booking Act				irier Historical Booking Activiti	es
ooking Pending	Booking Errors	Booking Shipment	All Active	Booking History	y Booking Archive	
	1	3	11	1	32	
		>	>	>		
			,			
+ (	$\sim$	in the second				
	$\mathcal{I}$	રડ્ડ				
New Entries Archi	ive Entries Courier Services	Setup				

Figure 4-1

In the **SD Interface Courier Setup** page, expand the **General** FastTab. The **General** FastTab contains the following field (*Figure 4-2*):

SD Interface Courier Setup
Process About <u>Definition File</u> Email
General
Default Email Account · · · · · Current User · · · ·

Figure 4-2





• **Default Email Account** – Enter the Email Account to use as the default email account for SD Interface Courier to send email notifications of parcels booked and/or shipped with the courier services.

In the **Data Retention** FastTab you define how long to keep API Logs, Labels, Email Logs, and Customs Documents in SD Interface Courier (*Figure 4-3*):

SD Interface Co	ourier Seti	Jp			
Process About Definition File	tion File Email				
General >				Current User	
General > Data Retention				Current User	
	~	Delete Email Logs After	1 Month	Current User	



- Delete API Logs After Applicable if API logging has been enabled in SD Interface Courier. Select how long you want to retain the obsolete API Logs that are generated in SD Interface Courier. These logs are stored in the database. Choose from an option of 1 Month, 3 Months, 6 Months, 1 Year or Do Not Delete.
- Delete Labels After Select how long you want to retain the obsolete Label records that are stored in SD Interface Courier. Choose from an option of 1 Month, 3 Months, 6 Months, 1 Year or Do Not Delete.
- Delete Email Logs After Select how long you want to retain the Email Logs that are generated in SD Interface Courier. Choose from an option of 1 Month, 3 Months, 6 Months, 1 Year or Do Not Delete.
- Delete Custom Documents After Select how long you want to retain the Paperless Trading Logs for DHL and the Customs Documents for GLS that are stored in SD Interface Courier. Choose from an option of 1 Month, 3 Months, 6 Months, 1 Year or Do Not Delete.





There are several actions available from the **Definition File** menu group (Figure 4-4):

	<ul> <li>Ø</li> <li>Ø</li> <li>Ø</li> <li>Ø</li> </ul>	√ Saved	
(	SD Interface Courier Setup		
_	Process About Definition File Email		
	🌐 Update Definition 🛛 🖡 Import Definition File 🛛 🖡 Export Definition File		Ś



- Update Definition On install of SD Interface Courier a .json definition file is created. This definition file contains definitions and values of certain SD Interface Courier tables and fields such as the Barcode Types, Courier Services, Live and Test Configuration records for the Courier Services supported by SD Interface Courier. Choose this action to issue a call to load the latest definition file from our servers.
- Import Definition File This action allows you to import a new custom SD Interface Courier Definition file.
- **Export Definition File** This action allows you to export the existing SD Interface Courier Definition file.

From the **Email** menu group choose the following action (*Figure 4-5*):

$\leftarrow$		
	SD Interface Courier Setup	- 1
	Process About Definition File <u>Email</u>	- 1
	E Email Accounts	Ŕ



• **Email Accounts** – Choose this action to open the standard Dynamics 365 Business Central Email Accounts page.





# 4.2 Courier Services

The **SD Interface Courier Service** list, is accessed from the **SD Interface Courier Role Centre**, or from the **Tell Me**. To initially populate this list with all available Shipping Agent Code and Shipping Service Code combinations in your database, from the **General** menu group choose **Populate Courier Services.** The **SD Interface Courier Service** list contains the following fields (*Figure 4-6*):

	ew Manage General	Logs Report					r 🖉 🗉
Entry No. †	Shipping Agent Code	Shipping Agent Name	Shipping Agent Service Code	Shipping Agent Service Name	Enabled	Courier Service Provider	Service Type
1	DHL	DHL Systems, Inc.	DOM	Domestic		TEST DHL DOM	API
2	OWN LOG.	Own Logistics	NEXT DAY	Next day delivery			Manual
3	GLS	GLS	STD	Standard Courier Service		TEST GLS DOM	API
4	DHL	DHL Systems, Inc.	EXP EU	Express EU		TEST DHL ECX	API
5	FEDEX	Federal Express Corporation	NEXT DAY	Next day delivery			Manual
6	FEDEX	Federal Express Corporation	STANDARD	Standard delivery			Manual
7	GLS	GLS	INT	International with Customs Docs		TEST GLS INT	API
8	FASTWAY	Fastway Couriers	STD	Fastway		TEST SCURRI FASTWAY	API
9	DHL	DHL Systems, Inc.	ECON EU	Economy EU		TEST DHL ESU	API
<u>10</u>	DHL	DHL Systems, Inc.	INT	International with Documents		TEST DHL INT	API

Figure 4-6

- Shipping Agent Code Displays the shipping agent code used for the courier.
- Shipping Agent Name Displays the name of the shipping agent in Shipping Agent Code.
- Shipping Agent Service Code Displays the shipping agent service code for the shipping agent entered in Shipping Agent Code.
- Shipping Agent Service Name Displays the name of the shipping agent service chosen in Shipping Agent Service Code.
- **Enabled** Indicates if the setup for the courier is enabled.
- **Configuration** Displays the code of the **Service Configuration** that was loaded from the **Load Service Configuration** action in the **Courier Service Card**.
- Service Type Displays API or Manual. Choosing a Service Type of Manual allows you to manually track bookings for a courier.





To access an existing courier service setup from the **SD Interface Courier Service** list, from the **Manage** menu group select **View** or **Edit** (*Figure 4-7*).

$\leftarrow$ s	SD Interface Courier Services	l
		I
[		I



To create a new courier service setup, from the menu select New (Figure 4-8).

$\leftarrow$	SD Interface Courier Servi	ces			
	✓ Search + New ✓ Edit  ⊙ View		General Lo	ogs Report	- 1
	C Edit '6' View	Delete	-	_	

Figure 4-8

The **SD Interface Courier Service** list also contains the following actions on the on the **General** menu group (*Figure 4-9*).

Q	Search	+ New	Manage	General	Logs	Report
8	Populate	e Courier Se	rvices 👔	Courier Zip	Codes	1
_						-
	Entry	No. 1	Shipping	Agent Code		Shipping Agent Name



- **Populate Courier Services** Choose this option to populate SD Interface Courier Services with all available Shipping Agent Code and Shipping Service Code combinations in your database.
- Courier Zip Codes Choose this action to setup new, or view existing, Courier Zip Codes for the shipping agent. The Courier Zip Codes setup is used for the GLS shipping agent.





The **Logs** menu group contains actions to view email confirmations sent from SD Interface Courier and API request logs (*Figure 4-10*).

SD Interface Courier Services	
4 Email Confirmations 🗄 API Requests	



- Email Confirmations Choose this action to view details of the emails sent from SD Interface Courier for the selected Courier Service.
- **API Requests** Select this action to view the details of the API requests made and responses received from the various Courier APIs.

The **SD Courier Service Setup Card** contains the following fields in the **General** FastTab (*Figure 4-11*):

GLS · STD				
General Worldwide GLS	Scurri Logs Repor	t		
General				
Service Type	API	$\sim$	Configuration	
Shipping Agent Code	GLS	$\sim$	GLS	
Shipping Agent Service Co	STD	$\sim$	Standard Courier Service	
Enabled · · · · · · · · · · · · · · · · · · ·			Shipment Date Today \cdots 💽	



- Service Type Enter a service type for the courier. Options are API or Manual. For a shipping agent code of DHL, GLS, Scurri or DPD choose a Service Type of API. Choosing a Service Type of Manual allows you to manually track bookings for a courier.
- **Configuration** Displays the code for the loaded courier service configuration. Choose the **Load Service Configuration** action to populate the Courier Service record with the relevant setup values.





- **Shipping Agent Code** Enter the shipping agent code for the courier. Select from a list of existing shipping agent codes in your Dynamics 365 Business Central database.
- Shipping Agent Name Displays the name of the shipping agent chosen in Shipping Agent Code.
- Shipping Agent Service Code Enter the service code for the shipping agent entered in Shipping Agent Code.
- Shipping Agent Service Name Displays the name of the shipping agent service chosen in Shipping Agent Service Code.
- Enabled Select this option to enable the courier setup.
- Shipment Date Today Choose this option if you want to set the Shipment Date on the Booking Card to today's date. This will update the Shipment Date on the associated order.

The **SD Interface Courier Setup Card** contains the following fields in the **Service Setup** FastTab (*Figure 4-12*):

GLS · STD								
General Worldwide GLS	Scurri	Logs Repor	t					
General >							API GL	S STE
Service Setup								
	GLS			Tracking UR	۲	https://gls-grou	up.eu/IE/en/par	cel-track
	GLS		43006865	Tracking UR Update GLS		https://gls-grou	up.eu/IE/en/par	cel-track
Courier Implementation			43006865	Update GLS			up.eu/IE/en/par	cel-track

Figure 4-12

• Courier Implementation – Choose the Courier Service to use. Options are Manual, DHL, GLS, Scurri or DPD.

If you choose Scurri as the Courier Implementation you will need to enter a value in the **Location Code** on the **Sales Order** page in the Shipping and Billing FastTab when





booking parcels. This Location Code must be defined as the **ERP Location** in the **SD Interface Courier Scurri Warehouses** list.

• **Tracking URL** – Enter the tracking URL to use to track the booking. This field is populated if you have loaded a service configuration by choosing the **Load Service Configuration** action.

For example, for GLS enter https://gls-group.eu/EU/en/parcel-tracking/%1 and for DHL enter http://www.dhl.com/en/express/tracking.html?AWB=%1&brand=DHL The **/%1** is also used as a placeholder to display the package tracking number in the confirmation emails generated in SD Interface Courier and sent on booking the package.

 Booking Form – This is the page ID to use as the Booking Form for the selected courier service. Select from a list of SD Interface Courier pages. This field is populated if you have loaded a service configuration by choosing the Load Service Configuration action.

For a DHL courier choose Page ID **43006864**, **Update DHL**, for a GLS courier choose Page ID **43006865**, **Update GLS**, for a Scurri courier (such as Fastway or An Post) choose Page ID **43006867**, **Update Scurri**, for a DPD courier choose Page ID **43006889**, **Update DPD**, and for a courier that you've defined as a Service Type of Manual choose Page ID **43006863**, **Update Manual**.

- Booking Form Name Displays the name of the form entered in Booking Form.
- **Print Label After Booking** Choosing this option allows users to print the label directly (without prompting) from the Booking Update page to a printer. The **Label Type** must have a **Label Extension** of .pdf for this option to be enabled.
- **Download Label After Booking** –If chosen, the browser will automatically download the label after successfully booking a parcel.

The various **XML Service** FastTabs are enabled only for those couriers with a **Service Type** of **API**. The fields displayed are dependent on the value chosen in the **Courier Implementation** field.





The following fields are displayed in the **GLS XML Service** FastTab (*Figure 4-13*):

eneral	API Details
abel Type · · · · · · · · one_label_on_a4_lt_pdf	···· User Id
dit Consignor Details	Password
	Service URL · · · · · · · https://icontrol-test.gls-ireland.com/adep
	Log Requests



Label Type – This field is populated if you have loaded a service configuration by choosing the Load Service Configuration. The label type chosen will determine the label template to use when creating and printing the label received from the courier. The label is requested from the courier when the package has been booked.

These label types will be provided to you by your courier. You will need to set up labels for each shipping agent code/shipping agent service code combination.

- Edit Consignor Details Choose this action to open the SD Interface Courier Consignor Details page for the shipping agent code/shipping agent service code combination. These details are used for customs documents for the courier service and to determine from where the parcel is being shipped.
- User ID Enter your User ID. This will be provided to you by your Courier Service.
- **Password** Enter your password. This will be provided to you by your Courier Service.
- Service URL Enter the Service URL for the Courier Service. This field is populated if you have loaded a service configuration by choosing the Load Service Configuration.
- Log Requests Select this option to log API requests to and responses from the Courier Services API.





The following fields are displayed in the DHL XML Service FastTab (Figure 4-14):

General	API Details
Account No.	API Region ····· EU ····
Global Product	 User ID · · · · · · · ·
Local Product	 Password
Label Type 6X4_A4_PDF	 Service URL
Edit DHL Worldwide	Log Requests
Edit Consignor Details	



- Account No. Enter your user account number. This will be provided to you by your courier service.
- Global Product Enter the global product code. The combination of global and local product codes determines which DHL service will be used when booking parcels. This field is populated if you have loaded a service configuration by choosing the Load Service Configuration. Your courier service can advise what value to enter.
- Local Product Enter the local product code. The combination of global and local product codes determines which DHL service will be used when booking parcels. This field is populated if you have loaded a service configuration by choosing the Load Service Configuration. Your courier service can advise what value to enter.
- Label Type This field is populated if you have loaded a service configuration by choosing the Load Service Configuration. The label type chosen will determine the label template to use when creating and printing the label received from the courier service. The label is requested from the courier when the package has been booked. These label types will be provided to you by your courier. You will need to set up labels for each shipping agent code/shipping agent service code combination.
- Edit Consignor Details Choose this action to open the SD Interface Courier Consignor Details page for the shipping agent code/shipping agent service code combination. These details are used for customs documents for the courier service and to determine from where the parcel is being shipped.





- **API Region** Enter the API Region for the DHL API. This field is populated if you have loaded a service configuration by choosing the **Load Service Configuration**. Your courier service can advise what value to enter.
- User ID Enter your User ID. This will be provided to you by your Courier Service.
- **Password** Enter your password. This will be provided to you by your Courier Service.
- **Service URL** Enter the Service URL for the Courier Service. This field is populated if you have loaded a service configuration by choosing the **Load Service Configuration**.
- Log Requests Select this option to log API requests to and responses from the Courier Services API.

The following fields are displayed in the **Scurri Service** FastTab (*Figure 4-15*):

General	API Details
Scurri Company	User Id
Label Type	··· Password · · · · · · · · · · · · · · · · · · ·
Carriers Supporting ZPL Label Format	Service URL https://sandbox.scurri.co.uk/api/
Edit Consignor Details	Scurri Carrier Service National Parce
	Log Requests



- Scurri Company. Enter your Scurri company. This will be provided to you by your courier service.
- Label Type This field is populated if you have loaded a service configuration by choosing the Load Service Configuration. The label type chosen will determine the label template to use when creating and printing the label received from the courier service. The label is requested from the courier when the package has been booked. These label types will be provided to you by your courier. You will need to set up labels for each shipping agent code/shipping agent service code combination.
- **Carriers Supporting ZPL Label Format** This field is an explanation/information link to display a list of couriers that support the ZPL Label Format.





- Edit Consignor Details Choose this action to open the SD Interface Courier Consignor Details page for the shipping agent code/shipping agent service code combination. These details are used for customs documents for the courier service and to determine from where the parcel is being shipped.
- User ID Enter your User ID. This will be provided to you by your Courier Service.
- **Password** Enter your password. This will be provided to you by your Courier Service.
- **Service URL** Enter the Service URL for the Courier Service. This field is populated if you have loaded a service configuration by choosing the **Load Service Configuration**.
- Scurri Carrier Service Code Select a value for the field from a list populated by running the Get Scurri Services action from the Scurri Courier Services page. Your courier service can advise what value to enter.
- Log Requests Select this option to log API requests to and responses from the Courier Services API.

General		API Details
Service Option · · · · · · 5 - N (normal)		User ID
Service Type · · · · · · · 6 - 2 day service		Password · · · · · · · · ·
Label Required		Basic Token
Label Type · · · · · · · .pdf		Service URL https://pre-prod-papi.dpd.ie
Delivery Depot (Opti	0	Log Requests

The following fields are displayed in the **DPD Service** FastTab (*Figure 4-16*):



- Service Option Choose the service option from a list of available DPD service options. Service Options implemented in SD Interface Courier are options 1, 2 and 5.
- Service Type Choose the service type from a list of available DPD service types.
- Label Required You need to contact DPD and ask them to enable labels so that labels can be downloaded from DPD. When labels are enabled by DPD, set the Label Required option to yes.





- **Label Type** The label type chosen will determine the label template to use when creating and printing the label received from the courier service. The label is requested from the courier when the package has been booked.
- User ID Enter your User ID. This will be provided to you by your Courier Service.
- **Password** Enter your password. This will be provided to you by your Courier Service.
- **Basic Token** Enter the basic token provided to you by your Courier Service.
- Service URL Enter the Service URL for the Courier Service. This field is populated if you have loaded a service configuration by choosing the Load Service Configuration.
- Log Requests Select this option to log API requests to and responses from the Courier Services API.

The **Manual Instructions** FastTab is enabled only for those couriers with a **Service Type** of **Manual** and contains the shipping instructions field (*Figure 4-17*):

anual Courier Label	43006850 🗸	SDY UC Label	
arcode Type code1	28	Shipping Instruction	This is a manual shipment.
acking No. Mandatony			
cking No. Mandatory \cdots 💽			



- Manual Courier Label Choose a label to print for you manual courier. SD Interface Courier comes with a report, Report ID 43006850, SD Courier Label, that you can use to print labels for manual couriers.
- **Barcode Type** Choose the barcode type to print on the label chosen in **Manual Courier Label**.
- **Tracking No Mandatory** Choose this option to force users to enter a Tracking No on the Manual Booking Card.
- Shipping Instructions Enter the Shipping Instructions that you want to display on the Manual Booking Card.





In the **Auto Booking Setup** FastTab (*Figure 4-18*) you can switch on the option to automate the Courier Booking Process. A new procedure, AutoBookEntry, was created to allow booking of a sales order by calling custom code in a PTE App and without having to show the booking entry page.

Allow Auto Booking	
Auto Booking Default Values	
Default Gross Weight	1.00



- Allow Auto Booking Switch this option on if you want to book a courier for a sales order by calling custom code rather than choosing the Book Package action, from the Booking Pending list, which then calls the booking entry page. When this option is switched on the AutoBookEntry procedure can be called from outside SD Interface Courier. For example, a PTE extension can be created to call the AutoBookEntry procedure when the sales order is shipped.
- **Default Gross Weight** If Allow Auto Booking is switched on, the value entered in the Default Gross Weight is passed to the AutoBookEntry procedure.

In the **Courier Charges** FastTab (*Figure 4-19*) you can specify if additional charges should apply to bookings based on certain criterion.

Test for Courier Charge \cdots 💽		Shipping Charge Value	5.00
Free Ship If Late		Create Sales Charge Li	
Free Ship Min Value	100.00	Shipping Charge Item S-FREIGHT	$\sim$



• **Test for Courier Charge** – Select this option if you want to check if a courier charge should be applied to the sales order.





- Free Ship if Late Select this option if a courier charge should not be applied if the shipment is late. The shipment is determined to be late if the Late Order Shipping checkbox has been set on the Sales Order page.
- Free Ship Min Value Enter an order amount below which a courier charge should be applied.

If the Late Order Shipping option has been selected on the Sales Order page and the Free Ship if Late option is selected on the Courier Setup page, then a charge will not be applied.

- Shipping Charge Value If a courier charge is applicable on the orders, enter the value to auto insert as an extra charge line onto the sales order. The action taken here is determined by the option you have selected in Create Sales Charge Lines.
- **Create Sales Charge Lines** Select this option if you would like SD Interface Courier to create and auto insert a sales charge line for the extra courier charge, if applicable, on the sales order.

If this option is not selected, then SD Interface Courier will display a message to notify the user that a charge should be applied to the order.

• Shipping Charge Item – Select the charge item number to be used when auto inserting the courier charge, if applicable, onto the sales order. Select from a list of existing item charges in your Dynamics 365 Business Central database.

From the **General** menu group choose the following actions (*Figure 4-20*):

~	Courier Service DHL · EXP EU		+ 🛍
	General Worldwide GLS	Scurri Logs Report	- 1
	Load Service Configuration	E Consignor Details Email Settings	



• Load Service Configuration – Select this action to populate certain fields in the Courier Services card with pre-defined values based on the chosen Courier Service Configuration. You are prompted to select Live Services or Test Services.





- **Consignor Details** Choose this action to open the Consignor Details for the Courier Service. These fields are used for customs declaration documents and to determine from where the parcel is being shipped.
- **Email Settings** Choose this action to open the Email Settings page. Here you can choose to use SD Interface Courier email functionality in addition to any email notifications that may be sent by the individual courier services (*Figure 4-21*):

Email Settings	Ø	Ŀ	+ 🛍	✓ Saved	Ľ
GLS · STD					
III Email Templates					
Confirmation Email					
Use SD Interface Cou			Send-From Email Add		
Email Account					
Recipients					
Recipient Email Document & Sp	ecific	$\sim$	Specific Email		
Booking Confirmed E 🔹 🦲			Booking Confirmed T GLS	BOOKED	$\sim$
Order Shipped Event			Order Shipped Templ GLS	SHIPPED	$\sim$

Figure 4-21

In the Confirmation Email FastTab:

- Use SD Interface Courier Email Choose this option to generate an email from within SD Interface Courier. Note: when switched on, this option will not turn off the email notifications from the individual courier services.
- Email Account Choose the Email Account from which to send the emails.
- Send From Email Address Enter the email address from which to send the email.

In the **Recipients** FastTab:

• **Recipient Email** – Choose the email to send a notification of package booking and/or shipping to. Options are **Document, Specific, Document & Specific**.

If the **Recipient Email** is set to **Document**, then the email address on the Ship-to Address of the Sales Order is used. If a Ship-to Address email is not found, then the Sell-to Email on the Sales Order is used.





If the **Recipient Email** is set to **Specific** or then email address in **Specific Email** is used.

If the **Recipient Email** is set to **Document & Specific,** then the email address on the Ship-to Address of the Sales Order and the email address in **Specific Email** is used. If a Ship-to Address email is not found, then the Sell-to Email on the Sales Order is used.

- **Specific Email** If the Recipient Email is set to **Specific** or to **Document & Specific**, enter a specific email address.
- Booking Confirmed Event Choose this option to send an email from SD Interface Courier when the booking entry has been confirmed by the Courier Service or in the case of a Manual Service Type when the booking entry moves from Booking Pending to Booking Shipment.
- Booking Confirmed Template Choose the Email Template to use for the email sent from SD Interface Courier when the booking entry has been confirmed by the Courier Service or in the case of a Manual Service Type when the booking entry moves from Booking Pending to Booking Shipment.
- **Order Shipped Event** Choose this option to send an email from SD Interface Courier when the sales order linked to a booking entry has been shipped.
- Order Shipped Template Choose the Email Template to use for the email sent from SD Interface Courier when the sales order linked to a booking entry has been shipped.

$\leftarrow$	Courier Service					Ŕ	+	Ŵ	
	$DHL\cdotEXP\;EU$								
	General <u>Worldwide</u>	GLS	Scurri	Logs	Report				
	Worldwide Options								

From the **Worldwide** menu group choose the following action (Figure 4-22):



• Worldwide Options – Chose this option to set the various options for the courier service if sending parcels internationally. These fields are populated if you have loaded





a service configuration by choosing the **Load Service Configuration**. For GLS you can choose to use an invoice report from your reports in Dynamics 365 Business Central to use for customs declarations documentation. For DHL you can specify various options and fields that are passed from SD Interface Courier to the DHL API such as whether to add insurance to the booking and the invoice report to use for paperless trading. You can also choose to use DHL's own invoice layout with options to upload your logo and signature.

From the **GLS** menu group choose the following actions (*Figure 4-23*):

GLS	· STD					
Genera	l Worldwid	e <u>GLS</u>	Scurri	Logs	Report	
🖻 All (	Capabilities	🌡 Your Ca	apabilities	() Mo	ore Information	

Figure 4-23

- All Capabilities Select this action to view the services/capabilities available for GLS.
- Your Capabilities Select this action to view the services/capabilities available for your GLS account.

From the **Scurri** menu group choose the following actions (*Figure 4-24*):

Courier Service
FASTWAY · STD
General Worldwide GLS <u>Scurri</u> Logs Report
📑 Courier Services 🛛 🚥 Courier Warehouse



• **Courier Services** - Choose this action to view records in the **Scurri Carriers and Services** list. These Scurri Carriers and Services actions are populated by choosing the **Get Scurri Services** action (*Figure 4-25*).





-	Scurri Carr	iers and Services	
	Manage	📮 Get Scurri Services	

 Courier Warehouse – Choose this action to define the Scurri Warehouse Code and Scurri Warehouse Name. Your courier will provide you with these details. If you are using Scurri as the Courier Implementation you need to enter a value in the Location Code on the Sales Order page in the Shipping and Billing FastTab. This Location Code must be defined as the ERP Location in the SD Interface Courier Scurri Warehouses list (Figure 4-26).

	Scurri Warehouses Manage				√Saved ⊑', ⊯ `	7
	Service Entry No. ↑ <b>▼</b>		ERP Location 1	Scurri Warehouse Code	Scurri Warehouse Name	
$\rightarrow$	11	:	EAST			



From the **Logs** menu group choose the following actions (*Figure 4-27*):

← courier Service FASTWAY · STD	+ 🖻
General Worldwide GLS Scurri Logs Report	- 1
Email Confirmations  API Requests	 



• **Email Confirmations** – Choose this action to view the Email Confirmations that have been generated by the SD Interface Courier emailing functionality.





• **API Requests** - – Choose this action to view the requests and responses that have been sent to and received from the Courier's API. This is useful when investigating if an error is raised when booking a courier.





## 4.3 Booking Pending

Drilling through on the Booking Pending cue or searching for **Booking Pending** in the Tell Me brings you to the **Booking Pending** list (*Figure 4-28*).

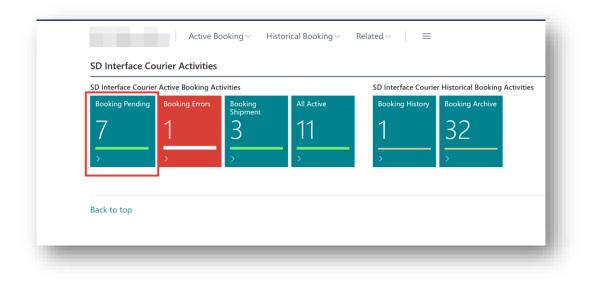


Figure 4-28

The **Booking Pending** list checks, on every open of the page, for new entries to insert into the Booking Entry table. Released sales orders that have a shipping agent code enabled on the **Courier Services Setup**, which have a blank package tracking no., and that are not completely shipped, are inserted into the **SD Interface Courier Booking Entry** table with an initial **Booking Status** of **Pending**. If the Booking Status is that of Pending, then the style of the record is set to Ambiguous.

$\leftarrow$	BOOKING PENDING										7 <sup>4</sup>
		General	Open in Excel	Actions Fewer	options						
	BOOKING STATUS	NO.	SELL-TO CUSTOMER NO.	SHIPPING AGENT CODE	SHIPPING AGENT SERVICE CODE	SHIPMENT DATE †	SHIP-TO NAME	COMPLE SHIPPED	NO. OF PARCELS	GROSS WEIGHT	POSTED SHIPMENTS
	Booking Pending	104010	60000	DHL	W	4/16/2020	Blanemark Hifi Shop	No	1	0.00	0
	Booking Pending	104011	10000	DHL	OVERNIGHT	4/16/2020	The Cannon Group PLC	No	0	0.00	0
	Booking Pending	104021	60000	DHL	W	4/16/2020	Blanemark Hifi Shop	No	0	0.00	0
	Booking Pending	104016	60000	GLS	BP	4/16/2020	Blanemark Hifi Shop	No	0	0.00	0
	Booking Pending	104017	61000	OWN LOG.	NEXT DAY	4/16/2020	Fairway Sound	No	0	0.00	0
	Booking Pending	104015	61000	OWN LOG.	NEXT DAY	4/16/2020	Fairway Sound	No	0	0.00	0

The Booking Pending list contains the following fields (Figure 4-29):





- Booking Status Displays the Booking Status as Booking Pending.
- No. Displays the Sales Order No.
- External Document No. Displays the External Document No. from the sales order.
- Sell-To Customer No. Displays the sell-to customer from the sales order.
- Shipping Agent Code Displays the shipping agent code from the sales order.
- Shipping Agent Service Code Displays the shipping agent service code for the booking entry as entered on the sales order.
- Shipment Date Displays the shipment date for the booking entry. Defaults to the shipment date from the sales header but can be amended on the Booking Update page.
- Ship-to Name Displays the ship-to name from the sales order.
- **Completely Shipped** Displays the value of the Completely Shipped field from the Sales Header.
- No. of Parcels Displays the number of parcels on the sales order. The no. of parcels for the booking entry is manually entered when the package is booked using the Booking Update page.
- **Gross Weight** Displays the gross weight of the booking. The gross weight of the parcels is calculated from the lines on the sales order taking the gross weight of the item from the item card times the quantity (base) on the sales line. You can overtype this field when booking the package.
- **Posted Shipments** Displays a flowfield count of the shipments for the sales order. Drilling down on this flowfield allows you to view the courier tracking number for the shipments linked to the sales order.
- Attached Documents Displays a flowfield count of the documents that have been attached to the booking request. This is the Invoice Report that you specified in the Worldwide options for GLS and DHL for customs documents and paperless trading.





The **Booking Pending list** contains the following actions on the **Booking** menu group (*Figure 4-30*):

Search Booking	Navigate Logs		
📲 Book Package 🛛 🗙 🗘	Cancel 🛛 🔨 Skip and Archive	e 🛛 🐻 Attach Sales Document	🏹 Check for New Entries



- Book Package Choose this action to book the sales order package with a courier. The
  page displayed when the Book Package action is selected is dependent on the courier
  on the sales order DHL, DPD, GLS, Scurri or Manual. See below in this section for
  details of the fields displayed when the Book Package action is selected for the
  different courier implementations.
- Cancel Choose this action to clear all SD Interface Courier related information (labels and package tracking number if it exists) for the order. The booking entry is removed from the Booking Pending list but can be added again by choosing the Check for New Entries action.
- Skip and Archive Choose this action if you do not want to book the sales order package with a courier. The booking entry for the order is set to a status of cancelled and moved to the Booking Archive table.
- Attach Sales Document Choose this action to upload any documents you want to submit to the Couriers API.
- **Check for New Entries** Choose this action to check for any newly entered sales orders and to insert the records into the Booking Entry table.

The **Booking Pending list** also contains the following action on the **Navigate** menu group (*Figure 4-31*):

$\leftarrow$	Booking Pending	ŧ.
	<ul> <li>Search Booking <u>Navigate</u> Logs</li> <li>View Sales Order</li> </ul>	l
-		ť.





• View Sales Order – Choose this Action to view the sales order.

The **Booking Pending list** contains the following actions on the **Logs** menu group (*Figure 4-32*):

🔎 Search	Booking	g Navigate	Logs		
🔠 Requests	Log	🕙 Email Confi	rmations	Attached Documents	

- Requests Log - Choose this action to view the requests and responses that have been sent to and received from the Courier's API. This is useful when investigating if an error is raised when booking a courier. In the SD Interface Courier API Request Log page, click on the Request File Name or the Response File Name to download the log file. View the contents of the file using a text editor such as Notepad or Notepad++.
- **Email Confirmations** Choose this action to view the Email Confirmations that have been generated by the SD Interface Courier emailing functionality.
- Attached Documents Choose this action to view the documents attached to the booking entry.





Choosing the **Book Package** action for a **Manual** booking displays the **Update Manual** page with the following fields (*Figure 4-33*):

Edit - Update Manual		2 ×
Shipping Instruction	This is a manual shipment.	Î
Package Tracking No.	101050 04/07/22	
Order No.	101050	
Sell-To Customer No.	50000	
Sell-to Customer Name	Relectoud	
Shipping Agent Code	OWN LOG.	~
Shipment Date	04/07/2022	
No. of Parcels		1
Gross Weight		15.99
Confirmation Email		
Ship-to Name	Relectoud	
Ship-to Address	Occam Court, 1	
Ship-to Address 2	Surrey	
Ship-to City	Guildford	~ -
	ОК	Cancel



- Shipping Instruction Displays the shipping instructions as specified in the setup for the courier with a Service Type of Manual.
- **Package Tracking No.** Enter the package tracking no. for the manual booking.
- **Order No.** Displays the sales order no. of the package being booked.
- Sell-to Customer No. Displays the customer on the sales order.
- Sell-to Customer Name Displays the sell-to customer name on the sales order.
- Shipping Agent Code Displays the shipping agent code on the Sales Order.





- **Shipment Date** Displays the shipment date on the sales order. This field can be updated.
- **No. of Parcels** Enter the number of parcels to book.
- **Gross Weight** The gross weight of the parcel is calculated from the lines on the sales order taking the gross weight of the item from the item card times the quantity (base) on the sales line. You can overtype this field.
- Confirmation Email Defaults to the Confirmation Email as specified in the Courier Services Setup. In standard Dynamics 365 Business Central, when the default sell-to address is chosen as the ship-to address, the ship-to code is not populated on the order and therefore the email address on the ship-to code field on the sales header is not populated. In this instance, the Document email address is displayed on the Booking Update page.
- Ship-to Name Defaults to the ship-to name on the sales order. This field is editable.
- Ship-to Address Defaults to the ship-to address on the sales order. This field is editable.
- Ship-to Address 2 Defaults to the ship-to address 2 on the sales order. This field is editable.
- Ship-to City Defaults to the ship-to city on the sales order. This field is editable.
- Ship-to Post Code Defaults to the ship-to post code on the sales order. This field is editable.
- Ship-to Country/Region Code Defaults to the ship-to country/region code on the sales order. This field is editable.
- Ship-to Contact Defaults to the ship-to contact on the sales order. This field is editable.
- Ship-to Phone No. Defaults to the ship-to phone no. on the sales order. This field is editable.
- **Special Instructions** Enter any special instructions that you have for the delivery. These instructions will print on the courier label.





Choose **OK** to book the package. If the booking is successful, the booking entry moves to a status of **Booking Shipment**. If you have chosen the option to **Use SD Interface Courier Mail** in the **Courier Service Setup** for this manual courier, then an email is generated and sent from within Microsoft Dynamics NAV when the package is successfully booked. If the booking is unsuccessful, the booking entry moves to a status of **Booking Errors**.

Choosing the **Book Package** action for a **DHL** booking displays the **Update DHL** page with the following fields in the **General** FastTab (*Figure 4-34*).

General			
Order No.	101049	Ship-to Name	School of Fine Art
ell-To Customer No.	30000	Ship-to Address	10 High Tower Green
ell-to Customer Name	School of Fine Art	Ship-to Address 2	
hipping Agent Code	DHL 🗸	Ship-to City · · · · · · · · · · · · · · · · · · ·	~
hipping Agent Service Code	INT	Ship-to Post Code	US-FL 37125 🗸
hipment Date	01/07/2022	Ship-to County	FL
Confirmation Email		Ship-to Country/Region Code	US 🗸
xtra Insurance		Ship-to Contact	Meagan Bond
mount	221.80	Ship-to Phone No.	555 123
erms of Trade	DDP	Special Instructions	Leave at reception.
Declared Currency			
OHL Worldwide			



- Order No. Displays the sales order no. of the package being booked.
- **Customer No.** Displays the customer on the sales order.
- Sell-to Customer Name Displays the Sell-to Customer Name on the sales order.
- Shipping Agent Code Displays the Shipping Agent Code on the sales order.
- Shipping Agent Service Code Displays the Shipping Agent Service Code on the sales order.
- Shipment Date Displays the Shipment Date on the sales order. This field can be updated.
- Confirmation Email Defaults to the Confirmation Email as specified in the Courier Services Setup. In standard Dynamics 365 Business Central, when the default sell-to address is chosen as the ship-to address, the ship-to code is not populated on the





order and therefore the email address on the ship-to code field on the sales header is not populated. In this instance, the contact email address is displayed on the Booking Update page.

- **Extra Insurance** Select this option to indicate to the courier that this parcel needs extra insurance.
- **Insured Amount** Enter the amount that the parcel is insured for.
- **Terms of Trade** Displays the Terms of Trade as specified on the Courier Service card.
- **Declared Currency** Displays the Declared Currency as specified on the Courier Service card.
- Ship-to Name Defaults to the ship-to name on the sales order. This field is editable.
- Ship-to Address Defaults to the ship-to address on the sales order. This field is editable.
- Ship-to Address 2 Defaults to the ship-to address 2 on the sales order. This field is editable.
- Ship-to City Defaults to the ship-to city on the sales order. This field is editable.
- **Ship-to Post Code** Defaults to the ship-to post code on the sales order. This field is editable.
- Ship-to County Defaults to the ship-to county on the sales order. This field is editable.
- Ship-to Country/Region Code Defaults to the ship-to country/region code on the sales order. This field is editable.
- **Ship-to Contact** Defaults to the ship-to contact on the sales order. This field is editable.
- Ship-to Phone No. Defaults to the ship-to phone no. on the sales order. This field is editable.
- **Special Instructions** Enter any special instructions needed when delivering or handling the parcel. These instructions are printed on the courier label.





The following fields are displayed in the **Line Items** FastTab and the **Parcels** FastTab (*Figure 4-35*):

inc	Items	Manage										e e
	tem No.	Description	Content Description	Amount Inc. VAT	Quantity	Quantity Unit	Weight	Weight Unit	Gross Weight	Gross Weight Unit	Commodity Code	Manufacture Country Code
→ .	1969-W	: Conference Package 1	FURNITURE	221.8	1	BOX	5	К	5	К	1234567	-
	1925-W	Conference Bundle 1-6	FURNITURE	122.5	1	BOX	0	К	0	к	-	-
arco	els M	lanage										ය ව
arco	els N	lanage			Line No. †							년 E Weight
arco	els In →	lanage			Line No. 1	÷						

Figure 4-35

- **Content Description** Enter a value for the Line Items.
- **Gross Weight** The gross weight of the parcels is calculated from the lines on the sales order taking the gross weight of the item from the item card times the quantity (base) on the sales line. You can overtype this field.

In the **Parcels** FastTab you can enter additional parcels to book by creating a new parcel line.

Choose **OK** to book the package. If the booking is successful, the booking entry moves to a status of **Booking Shipment**, a courier tracking number and labels are received back from DHL. If the booking is unsuccessful the booking entry moves to a status of **Booking Errors**.

**Note:** For DHL labels, the reference field on the label is populated from the Sales Order Document Number.





Choosing the **Book Package** action for a **GLS** booking displays the **Update GLS** page, choosing the action for a **DPD** booking displays the **Update DPD** page, and choosing the **Book Package** action for a **Scurri** booking displays the **Update Scurri** page. All three pages have the following fields (*Figure 4-36*):

Order No.	101057	
Sell-To Customer No.	10000	
Sell-to Customer Name	Adatum Corporation	
Shipping Agent Code	GLS	^
Shipment Date	07/07/2022	ŧ
No. of Parcels		1
Gross Weight	15.5	9
Courier Post Code		/
Confirmation Email		-
Ship-to Name	Adatum Corporation	
Ship-to Address	Station Road, 21	
Ship-to Address 2		
Ship-to City	Dublin	/
Ship-to Post Code	and the second se	
Ship-to Country/Region Code	IE	/
Ship-to Contact	Robert Townes	
Ship-to Phone No.		
Special Instructions	Fragile. Handle with care.	
	OK Cancel	



- **Order No.** Displays the sales order no. of the package being booked.
- Sell-to Customer No. Displays the customer on the sales order.
- Sell-to Customer Name Displays the Sell-to Customer Name on the sales order.
- Shipping Agent Code Displays the Shipping Agent Code on the sales order.
- Shipment Date Displays the Shipment Date on the sales order.





- No. of Parcels Enter the number of parcels to book.
- **Gross Weight** The gross weight of the parcels is calculated from the lines on the sales order taking the gross weight of the item from the item card times the quantity (base) on the sales line. You can overtype this field.
- Confirmation Email Defaults to the Confirmation Email as specified in the Courier Service Setup. In standard Dynamics 365 Business Central, when the default sell-to address is chosen as the ship-to address, the ship-to code is not populated on the order and therefore the email address on the ship-to code field on the sales header is not populated. In this instance, the contact email address is displayed on the Booking Update page.
- Ship-to Name Defaults to the Ship-to Name on the sales order. This field is editable.
- Ship-to Address Defaults to the Ship-to Address on the sales order. This field is editable.
- Ship-to Address 2 Defaults to the Ship-to Address 2 on the sales order. This field is editable.
- Ship-to City Defaults to the Ship-to City on the sales order. This field is editable.
- Ship-to Post Code Defaults to the Ship-to Post Code on the sales order. This field is editable.
- Ship-to Country/Region Code Defaults to the Ship-to Country/Region Code on the sales order. This field is editable.
- Ship-to Contact Defaults to the Ship-to Contact on the sales order. This field is editable.
- Ship-to Phone No. Defaults to the Ship-to Phone No. on the sales order. This field is editable.
- **Special Instructions** Enter any special instructions needed when delivering or handling the parcel. These instructions are printed on the courier label.

Choose **OK** to book the package. If the booking is successful, the booking entry moves to a status of **Booking Shipment**, courier tracking numbers and labels are received back from GLS,





DPD or Scurri. If the booking is unsuccessful the booking entry moves to a status of **Booking Errors**.

For orders that have **multiple shipments**, you can:

- 1. **Book** the courier in the **Booking Pending List** using the **Book Package** action for the shipment. The package tracking number is stamped on the sales order header and the booking entry table.
- 2. From the **Booking Shipment** list, partially **ship** the order (the package tracking number is stamped on the sales shipment as per standard Microsoft Dynamics 365 Business Central) and then choose the **Reset to Awaiting Booking** action in the **Booking Shipment List** to reset the order to **Booking Pending**.
- 3. From the **Booking Pending** list, book the courier for the subsequent shipment. The new package tracking number is stamped on the sales order header and the booking entry table.
- 4. From the **Booking Shipment** list, ship another part of the order. The new package tracking number is stamped on the sales shipment as per standard Microsoft Dynamics 365 Business Central.





### 4.4 Booking Errors

Drilling through on the Booking Errors cue or searching for **Booking Errors** in the Tell Me brings you to the **Booking Errors** list (*Figure 4-37*).

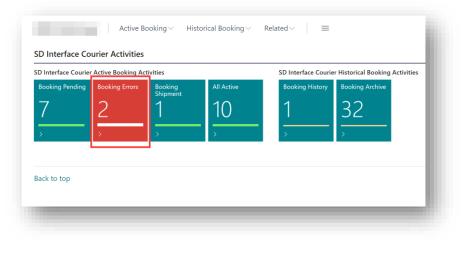


Figure 4-37

The **Booking Errors** list displays unsuccessful bookings and allows you to review and fix the error, reset the error, and book the package again. If the Booking Status is Error, then the style of the record is set to Attention. The Booking Errors list contains the following fields *(Figure 4-38)*:

🔎 Search	Correct	tion Naviga	te <u>Logs</u>								Ŀ
🔠 Requests	Log	🕙 Email Conf	irmations	🦫 Attached Do	cuments						
Entry	√o.	Booking Status <b>T</b>	No.	External Document No.	Sell-To Customer No.	Shipping Agent Code	Shipping Agent Service Code	Gross Weight	Booking Error	Posted Shipments	Attached Documents
	<u>50</u>	Error	101046		10000	DHL.	DOW	0.00	The system could not verify you	0	0

Figure 4-38

- Booking Status Displays the Booking Status as Error.
- No. Displays the sales order no.
- External Document No. Displays the External Document No. on the Sales Header.
- Sell-To Customer No. Displays the sell-to customer from the sales order.





- Shipping Agent Code Displays the shipping agent code from the sales order.
- Shipping Agent Service Code Displays the shipping agent service code as entered on the Booking Update page.
- Shipment Date Displays the shipment date as entered on the Booking Update page.
- Ship-to Name Displays the ship-to name as entered on the Booking Update page.
- **Completely Shipped** Displays the value of the Completely Shipped field from the Sales Header.
- No. of Parcels Displays the number of parcels as entered on the Booking Update page.
- **Gross Weight** Displays the gross weight as entered on the Booking Update page.
- **Booking Error** Displays the error that was raised when attempting to book the package.
- **Posted Shipments** Displays a flowfield count of the shipments for the sales order. Drilling down on this flowfield allows you to view the courier tracking number for the shipments linked to the Sales Order.
- Attached Documents Displays a flowfield count of the documents that have been attached to the booking request. This is the Invoice Report that you specified in the Worldwide options for GLS and DHL for customs documents and paperless trading.

The **Booking Errors** list contains the following action in the **Correction** menu group (*Figure 4-39*):

Booking Errors	
Search Correction Navigate Logs	
S Reset Error	

Figure 4-39





• **Reset Error** – Choose this action to reset the booking entry from a status of error back to a status of booking pending. The booking entry moves back to the **Booking Pending** list and you can choose to book the package again.

You can also choose the following action in Navigate menu group (Figure 4-40):

← Bookin	ng Errors				
	earch Correction	<u>Navigate</u>	Logs		
-		-	-	Evternal	



• View Sales Order – Choose this action to view the Sales Order that the booking is for.

The Booking Errors list contains the following actions on the Logs menu group (Figure 4-41):

Search Correction Navigate Logs	ng Errors		
	Search Correction	Navigate L	ogs
🔠 Requests Log 🛛 🕙 Email Confirmations 🛛 🦻 Attached Documen	Requests Log 🛛 🔨 Er	nail Confirmatio	ns 🛛 🖗 Attached Documents



- Requests Log - Choose this action to view the requests and responses that have been sent to and received from the Courier's API. This is useful when investigating if an error is raised when booking a courier. In the SD Interface Courier API Request Log page, click on the Request File Name or the Response File Name to download the log file. View the contents of the file using a text editor such as Notepad or Notepad++.
- Email Confirmations Choose this action to view the Email Confirmations that have been generated by the SD Interface Courier emailing functionality.
- Attached Documents Choose this action to view the documents attached to the booking entry.





#### 4.5 Booking Shipment

Drilling through on the Booking Shipment cue or searching for **Booking Errors** in the Tell Me brings you to the **Booking Shipment** list (*Figure 4-42*).

O Interface Courie	r Active Booking Act	tivities	-	SD Interface Courie	r Historical Booking Activities
Booking Pending	Booking Errors	Booking Shipment	All Active	Booking History	Booking Archive
8	1	2	11	1	32
>	>	>	>	>	>
			-		
	$\sim$	in the second se			
		Sec.			

Figure 4-42

The **Booking Shipment** list displays details of successful bookings and enables you to view and print the booking labels and track the booking. You can also view the sales order. If the Booking Status is Booking Shipment, then the style of the record is set to Favourable. The Booking Shipment list contains the following fields (*Figure 4-43*):

Search Booking	Tracking Navigat	e Logs					
S Reset To Awaiting I	Booking						
			External Document		Shipping	Shipping Agent Service	Shipment
	Booking Status 🝸	No.	No. 🗸	Sell-To Customer No.	Agent Code	Code	Date ↓
Entry No.	booking status .						
Entry No.	Booking Shipment	TCSO0005		C00010	FASTWAY	STD	01/07/2022

Figure 4-43

• Booking Status – Displays the Booking Status as Booking Shipment.





- No. Displays the sales order no.
- External Document No. Displays the External Document No. on the Sales Header.
- Sell-To Customer No. Displays the sell-to customer from the sales order.
- Shipping Agent Code Displays the shipping agent code from the sales order.
- Shipping Agent Service Code Displays the shipping agent service code from the sales order.
- Shipment Date Displays the shipment date from the sales order or as entered on the Booking Update page.
- Ship-to Name Displays the ship-to name from the sales order or as entered on the Booking Update page.
- **Courier Tracking Number** Displays the courier tracking number for the booked package. For couriers with a **Service Type** of **API** the courier returns the tracking number back to SD Interface Courier.
- **Completely Shipped** Displays the value of the Completely Shipped field from the Sales Header.
- No. of Parcels Displays the number of parcels as entered on the Booking Update page.
- **Gross Weight** Displays the gross weight of the Booking. The gross weight of the parcels is calculated from the lines on the sales order taking the gross weight of the item from the item card times the quantity (base) on the sales line. You can overtype this field when booking the package.
- **Delivery Depot** Shows the number of the DPD Delivery Depot.
- **Posted Shipments** Displays a flowfield count of the Shipments for the Sales Order. Drilling down on this flowfield allows you to view the courier tracking number for the shipments linked to the Sales Order.
- Attached Documents Displays a flowfield count of the documents that have been attached to the booking request. This is the Invoice Report that you specified in the Worldwide options for GLS and DHL for customs documents and paperless trading.





The **Booking Shipment** list contains the following action in the **Booking** menu group (*Figure* 4-44):

~	Booking Shipr	nent			
	🔎 Search	Booking	Tracking	Navigate	Logs
	<table-cell-rows> Reset To</table-cell-rows>	Awaiting Bo	ooking		
	-				-
		Fig	ure 4-44		

• Reset to Awaiting Booking – Choose this action to reset the booking entry from a Status of Booking Shipment back to a Status of Booking Pending.

Note: For orders that have multiple shipments, you can:

- 1. **Book** the courier in the **Booking Pending** list using the **Book Package** action for the shipment. The package tracking number is stamped on the sales order header and the booking entry table.
- 2. From the **Booking Shipment** list, partially **ship** the order (the package tracking number is stamped on the sales shipment as per standard Microsoft Dynamics 365 Business Central) and then choose the **Reset to Awaiting Booking** action in the **Booking Shipment** list to reset the order to **Booking Pending**.
- 3. From the **Booking Pending** list, book the courier for the subsequent shipment. The new package tracking number is stamped on the sales order header and the booking entry table.
- 4. From the **Booking Shipment** list, ship another part of the order. The new package tracking number is stamped on the sales shipment as per standard Microsoft Dynamics 365 Business Central.





The **Booking Shipment** list contains the following actions on the **Tracking** menu group (*Figure* 4-45):

🔎 Search	Booking	g <u>Tracking</u>	Navigate	Logs		
Track B	ooking	🖶 Print Label	O Down	load Label	🔟 Labels	⊥ Download DHL Invo



- **Track Booking** Choose this action to track the booking. A **Tracking URL Root** must be specified on the **Courier Service** card.
- Print Label Choose this action to view and/or print the booking labels. For couriers with a Service Type of API the courier API returns the labels for the booking back to SD Interface Courier. For couriers with a Service Type of Manual SD Interface Courier generates the label.
- Download Label Choose this action to download the booking labels. For couriers with a Service Type of API the courier API returns the labels for the booking back to SD Interface Courier. For couriers with a Service Type of Manual SD Interface Courier generates the label.
- Labels Choose this action to view and/or print the booking labels associated with the order. For couriers with a Service Type of API the courier API returns the labels for the booking back to SD Interface Courier. For couriers with a Service Type of Manual SD Interface Courier generates the label.
- Download DHL Invoice If you have chosen to use the DHL Invoice in the Worldwide options in the Courier Service Card, you can download the invoice that has been generated by DHL.



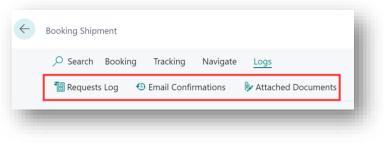


The **Booking Shipment List** contains the following action in the **General** menu group (*Figure 4-46*):

🔎 Search	Booking	Tracking	Navigate	Logs	
🛅 Ship Sale	es Order				

• Ship Sales Order – Choose this Action to view the Sales Order.

The **Booking Shipment** list contains the following actions on the **Logs** menu group (*Figure 4-47*):





- Requests Log - Choose this action to view the requests and responses that have been sent to and received from the Courier's API. This is useful when investigating if an error is raised when booking a courier. In the SD Interface Courier API Request Log page, click on the Request File Name or the Response File Name to download the log file. View the contents of the file using a text editor such as Notepad or Notepad++.
- Email Confirmations Choose this action to view the Email Confirmations that have been generated by the SD Interface Courier emailing functionality.
- Attached Documents Choose this action to view the documents attached to the booking entry.





#### 4.6 Booking History

Drilling through on the **Booking History** cue or searching for **Booking History** in the Tell Me brings you to the **Booking History List** (*Figure 4-48*).

5D Interface Courie	r Active Booking Ac	tivities		SD Interface Courie	r Historical Booking Activitie
Booking Pending	Booking Errors	Booking Shipment	All Active	Booking History	Booking Archive
8	1	2	11	1	32
	<u> </u>			· · · · · · · · · · · · · · · · · · ·	
	>	>	>	>	>

Figure 4-48

The **Booking History List** displays details of successful bookings for orders that have been completely shipped and contains the following fields (*Figure 4-49*):

	anage	Tracking	Navigate	Logs						
4 Archive Processing	cessec	Lines								
Entry No.		Booking Status <b>T</b>	No.	External Document No.	Sell-To Customer No.	Shipping Agent Code	Shipping Agent Service Code	Shipment Date↓	Ship-to Name	Compl Shipped
33	3	Completed	101045		40000	GLS	STD	27/06/2022	Alpine Ski House	Yes



- **Booking Status** Displays the Booking Status as **Booking Completed**.
- No. Displays the sales order no.
- External Document No. Displays the External Document No. on the Sales Header.
- Sell-To Customer No. Displays the sell-to customer from the sales order.
- Shipping Agent Code Displays the shipping agent code from the sales order.





- **Shipping Agent Service Code** Displays the shipping agent service code from the sales order or as entered on the Booking Update page.
- Shipment Date Displays the shipment date from the sales order or as entered on the Booking Update page.
- **Ship-to Name** Displays the ship-to name from the sales order or as entered on the Booking Update page.
- **Completely Shipped** Displays the value of the Completely Shipped field from the Sales Header.
- No. of Parcels Displays the number of parcels as entered on the Booking Update page.
- **Gross Weight** Displays the gross weight or as entered on the Booking Update page.
- **Courier Tracking Number** Displays the courier tracking number for the booked package. For couriers with a service type of API the courier returns the tracking number back to SD Interface Courier.
- **Posted Shipments** Displays a flowfield count of the Shipments for the Sales Order. Drilling down on this flowfield allows you to view the courier tracking number for the shipments linked to the Sales Order.
- Attached Documents Displays a flowfield count of the documents that have been attached to the booking request. This is the Invoice Report that you specified in the Worldwide options for GLS and DHL for customs documents and paperless trading.

The **Booking History** list contains the following action on the **Manage** menu group (*Figure 4-50*):

Booking History
Search Manage Tracking Navigate Logs
Archive Processed Lines

Figure 4-50





• Archive Processed Lines – Choose this Action to move completed booking entries to the booking archive table.

The **Booking History** list contains the following actions on the **Tracking** menu group (*Figure* 4-51):

🔎 Sear	rch Bool	king <u>Tr</u>	acking	Navigate	Logs			
🚰 Trac	k Booking	🖶 Pri	nt Label	⊙ Downl	load Label	III Labels	$ m rac{1}{2}$ Download DH	IL Invoice



- **Track Booking** Choose this action to track the booking. A **Tracking URL Root** must be specified on the **Courier Service** card.
- Print Label Choose this action to view and/or print the booking labels. For couriers with a Service Type of API the courier API returns the labels for the booking back to SD Interface Courier. For couriers with a Service Type of Manual SD Interface Courier generate the label.
- Download Label Choose this action to download the booking labels. For couriers with a Service Type of API the courier API returns the labels for the booking back to SD Interface Courier. For couriers with a Service Type of Manual SD Interface Courier generates the label.
- Labels Choose this action to view and/or print the booking labels associated with the order. For couriers with a Service Type of API the courier API returns the labels for the booking back to SD Interface Courier. For couriers with a Service Type of Manual SD Interface Courier generates the label.
- **Download DHL Invoice** If you have chosen to use the DHL Invoice in the Worldwide options in the Courier Service Card, you can download the invoice that has been generated by DHL.





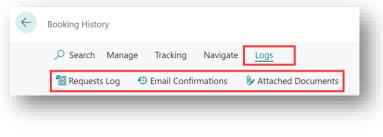
The **Booking History** list contains the following actions on the **Navigate** menu group (*Figure* 4-52):

$\leftarrow$	Booking Shipment
	Search Booking Tracking Navigate Logs
	🛅 Ship Sales Order



• Ship Sales Order – Choose this action to view the Sales Order.

The **Booking Shipment** list contains the following actions on the **Logs** menu group (*Figure 4-53*):





- Requests Log - Choose this action to view the requests and responses that have been sent to and received from the Courier's API. This is useful when investigating if an error is raised when booking a courier. In the SD Interface Courier API Request Log page, click on the Request File Name or the Response File Name to download the log file. View the contents of the file using a text editor such as Notepad or Notepad++.
- **Email Confirmations** Choose this action to view the Email Confirmations that have been generated by the SD Interface Courier emailing functionality.
- Attached Documents Choose this action to view the documents attached to the booking entry.





## 4.7 Booking Archive

Drilling through on the **Booking Archive** cue or searching for **Booking Archive** in the Tell Me brings you to the **Booking Archive** list (*Figure 4-54*).

	g Activities		SD	Interface Courie	r Historical Booking	Activities
	rs Booking Shipment	All Active	Во	ooking History	Booking Archive	
	2	11	1		32	
	>	>	>		>	
						1
	<b>~</b>					
J	j s					

Figure 4-54

The **Booking Archive List** displays details of archived bookings for orders and contains the following fields (*Figure 4-55*):

2	Search Track	ing	Labels	Logs									
	Entry No.		Booking Status	No.	Shipping Agent Code	Shipping Agent Service Code	Service Entry No.		Confirmation Email	Shipment Date	Ship-to Code	Ship-to Name	Ship-t
	<u>26</u>	3	Completed	101040	QWN LQG.	NEXT, DAY	2	ABC2	meagan.bond@contoso.com;a	23/06/2022		School of Fine Art	
	23		Completed	101039	OWN LOG.	NEXT DAY	2	ABC	jesse.homer@contoso.com;agr	23/06/2022		Relectoud	
	4		Completed	101029	OWN LOG.	NEXT DAY	2	3		08/06/2022		Alpine Ski House	
	43		Completed	101045	GLS	INT	3	21560026428	ian.deberry@contoso.com;agra.	. 05/07/2022		Alpine Ski House	
	31		Completed	101043	GLS	STD	з	21560026425	robert.townes@contoso.com;a	27/06/2022		Adatum Corporati.	
	29		Completed	101038	GLS	INT	7	2156002642321560026424	ian.deberry@contoso.com;agra.	. 24/06/2022		Alpine Ski House	
	27		Completed	101041	GLS	STD	3	21560026422	robert.townes@contoso.com;a	23/06/2022		Adatum Corporati.	



- Booking Status Displays the Booking Status as Completed or Cancelled.
- No. Displays the no. of the sales order.





- Shipping Agent Code Displays the shipping agent code from the sales order.
- **Shipping Agent Service Code** Displays the shipping agent service code from the sales order or as entered on the Booking Update page.
- Service Entry No. The entry number of the Courier Service on the SD Interface Courier Services table.
- **Courier Tracking Number** Displays the courier tracking number for the booked package. For couriers with a service type of API the courier returns the tracking number back to SD Interface Courier.
- **Confirmation Email** Displays the confirmation email for the booking.
- Shipment Date Displays the shipment date from the sales order or as entered on the Booking Update page.
- **Ship-to Code** Displays the ship-to code from the sales order or as entered on the Booking Update page.
- Ship-to Name Displays the ship-to name from the sales order or as entered on the Booking Update page.
- Ship-To Name 2 Displays the ship-to name 2 from the sales order.
- Ship-to Address Displays the ship-to address from the sales order or as entered on the Booking Update page.
- Ship-to Address 2 Displays the ship-to address 2 from the sales order.
- Ship-to City Displays the ship-to city from the sales order or as entered on the Booking Update page.
- Ship-to Contact Displays the ship-to contact from the sales order or as entered on the Booking Update page.
- Ship-to Post Code Displays the ship-to post code from the sales order or as entered on the Booking Update page.
- Ship-to County Displays the ship-to county from the sales order or as entered on the Booking Update page.





- Ship-to Country/Region Code Displays the ship-to country/region code from the sales order or as entered on the Booking Update page.
- Shipment Method Code Displays the shipment method code from the sales order.
- **External Document No.** Displays the external document no. from the sales order.
- **Courier Confirmed Date** Displays the date on which the courier confirmed the booking.
- **Courier Confirmed Time** Displays the time at which the courier confirmed the booking.
- **Courier Post Code** Displays the courier's post code.
- No. of Parcels Displays the number of parcels as entered on the Booking Update page.
- **Gross Weight** Displays the gross weight of the booking.
- Late Order Shipping Displays as checked if the late order shipping field on the sales header was selected at the time of booking the package.
- **Booking Cancelled** Displays if the booking was cancelled.
- Booking Cancelled User Displays the user who cancelled the booking.
- **Booking Cancelled Date** Displays the date the booking was cancelled.
- **Booking Cancelled Time** Displays the time the booking was cancelled.
- **Tracking URL** Displays the tracking URL for the booking.
- **Booking Charge** Displays the booking charge if any.
- **Posted Shipments** Displays a flowfield count of the Shipments for the Sales Order.





The **Booking Archive** list contains the following action in the **Tracking** menu group (*Figure 4-56*):

$\leftarrow$	Booking Archive
	♀ Search Tracking Labels Logs
	🚰 Track Booking
	Figure 4-56

• **Track Booking** – Choose this Action to track the booking. A **Tracking URL Root** must be specified on the **Courier Setup**.

The **Booking Archive** list contains the following action in the **Labels** menu group (*Figure 4-57*):

$\leftarrow$	Booking Archive
	View/Print Booking Label
	Figure 4-57

• View/Print Booking Labels – Choose this Action to view and/or print the booking labels. For couriers with a Service Type of API the courier API returns the labels for the booking back to SD Interface Courier.

The **Booking Archive** list contains the following action in the **Logs** menu group (*Figure 4-58*):

🔎 Search	Tracking	Labels	Logs		
🐻 API Log	🕚 Email	Confirmat	ion Log	Attached Documents	⊥ Download DHL Invoice



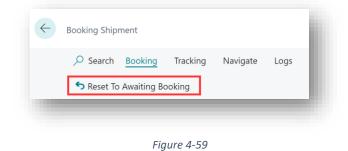




- API Log - Choose this action to view the requests and responses that have been sent to and received from the Courier's API. This is useful when investigating if an error is raised when booking a courier. In the SD Interface Courier API Request Log page, click on the Request File Name or the Response File Name to download the log file. View the contents of the file using a text editor such as Notepad or Notepad++.
- **Email Confirmation Log** Choose this action to view the Email Confirmations that have been generated by the SD Interface Courier emailing functionality.
- Attached Documents Choose this action to view the documents attached to the booking entry.
- **Download DHL Invoice** If you have chosen to use the DHL Invoice in the Worldwide options in the Courier Service Card, you can download the invoice that has been generated by DHL.

#### 4.8 Cancelling a Booking

To cancel a booking, from the **Booking Shipment** list choose the **Reset to Awaiting Booking** action from the Booking menu group (*Figure 4-59*).



• Reset to Awaiting Booking – Choose this action to reset the booking entry from a Status of Booking Shipment back to a Status of Booking Pending.





## 5 SD Interface Courier and Zebra Printers

For sites that use Zebra printers we can provide you with a PowerShell script that will detect if a file is created in a folder and then executes logic to print or to copy the file to the Zebra printer.

## 6 SD Interface Courier and Exposed Events for Scurri

We have published the following events before json is written to the payload to allow for modifications, if needed, to book parcels with Couriers through the Scurri API (*Figure 6-1*):

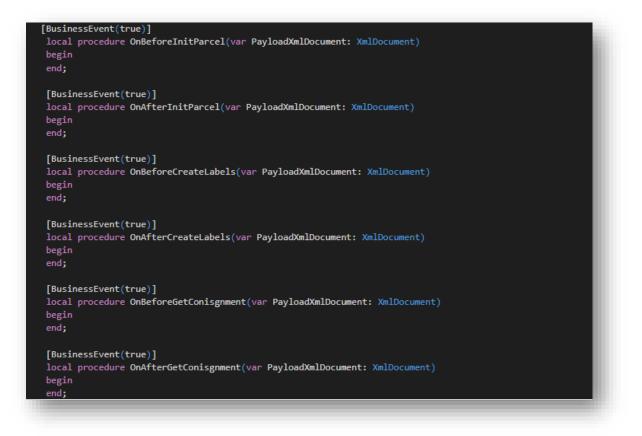


Figure 6-1





## 7 Uninstalling SD Interface Courier

To uninstall SD Interface Courier:

1. Open your Dynamics 365 Business Central Web Client and use the **Tell Me** to search for **Extension Management** (*Figure 7-1*).

								٩	Q	Ø	?	
nt	TELL ME WHAT YOU WANT TO DO		2	$\times$								
ł	extension			×				2				
L	Go to Pages and Tasks											
L	> Extension Management	Administration		П	+ Sales Credit Memo ≻ Tasks	<ul><li>Sales</li><li>Reports</li></ul>	> History					
	Didn't find what you were looking for? Try exploring			_	7 10585	> Reports						
) Z	+											
			_	-		_	_	_	-	_		

Figure 7-1

- 2. In Extension Management, you should see the SD Interface Courier App installed.
- 3. Select the **SD Interface Courier** App and choose the **Uninstall** Action (*Figure 7-2*).

✓ Search Details	Manage III Open in Exce	el Actions Fewer	r options	$\nabla$	≣
📲 Install 🔭 Uninsta	ill 🔹 Configure 🛛 🗋 D	ownload Source 🛛 🕕 Lear	rn More 🛛 🔀 Refresh		珍
Description	Nam		Version		

Figure 7-2



# IT Simply Makes Business Sense with Microsoft Dynamics 365



Simply Dynamics has been delivering complex and custom Dynamics 365 Projects and Support since 2007. Now servicing clients in over 18 countries.



DynamicsShop delivers Dynamics 365 enhancements through App's and as SAAS solutions to bring next level automation to your Dynamics 365 Solution.



DynAzure delivers cloud only, low cost & standardised model rapid deployment Dynamics 365 Projects and support utilising standard features and enhanced Apps.

## **Dublin Location**

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 Citywest Business Campus,
 Dublin, D24 H972, Ireland
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