

<u>Setup & Usage for "CanadaPost</u> <u>AddressComplete Integration" App</u>

Setup

Visit <u>CanadaPost - AddressComplete</u> to obtain your API Key. If you do not already have an AddressComplete account, you may "Start Your Free Trial". You will receive access to the AddressComplete service for a free trial.
 Download the Canada Post Mobile App for: Apple | Blackberry® | Android

Address	Complete.	Learn More	Pricing	Support	Customers		My Account
	Capture Ma	e the ri ke the n	ght a nost of	ddres every	ss every customer.	time.	
	TRY IT OUT	Start typi	ng a stree	t address o	or postal code		<
		s	tart Your	Free Trial			



2. Once you have created your account, you will want to create a New Installation.

_	Addra		mlata	P 11			Ŧ		6 O
9	Addre	ss Com	piete	Dashbo	bard S	Settings & Billin	ng lopu	ip Support	Sign O
Tota		0			Ê	ti ti ti ti			Your Palanco
TULA	i Usay	e			L				Tour Dalarice
0.06 -									0
0.04									
0.02 -									
0 -	23	24	25	26	27	28	29		Estimated expiry: 11/07/2017
	Jun	Jun	Jun	Jun	Jun	Jun	Jun		
You	r Addre	essCom	plete In:	stallatio	ns				Create New Install
You ck "	r Addre	essCom e an api	plete In: key."	stallatio	ns	Settings & Billi	na Top	up Support	Create New Install Français
You ck "	r Addre create <i>Addre</i>	essCom e an api ess Com	plete In: key.″ plete.	stallatio _{Dashbo}	ns	Settings & Billi	ing Top	up Support	Create New Install Français CANADA DE C POST C Sign
You ck "	r Addre create <i>Addr</i> e	essCom e an api ess Com	plete In: key.″ plete.	stallatio Dashbo	INS Dard	Settings & Billi	ng Top	up Support	Create New Install
You ck " Set	r Addre create <i>Addre</i> up you	essCom e an api ess Com ur Addre	plete In: key." plete. ssComp	stallatio _{Dashbo}	ns ^{bard}	Settings & Billi	ng Top	up Support	Create New Install Français CANADA POST
You ck " Set	r Addre create <i>Addre</i> up you	essCom e an api ess Com ir Addre	plete In: key." plete. ssCom	Stallatio Dashbo	ns ^{bard}	Settings & Billi	ng Top	up Support	Create New Install
You ck " Set	r Addre create <i>Addre</i> up you . Enter	essCom e an api ess Com ur Addre your UF	plete In: key." plete ssComp	Stallatio Dashbo olete ins	ns pard stallatic	Settings & Billi	ng Top	up Support	Custom Installation
You ck " Set	r Addre create <i>Addre</i> up you . Enter is is the web	essCom e an api ess Com ur Addre your UF	plete In: key." plete ssComp RL dressComplete	stallatio Dashbo olete ins	ns pard stallatic	Settings & Billi	ng Top	up Support	Create New Install Français CANADA POST C Sign Sign C Custom Installation To implement a custom installation of
You ck " Set	r Addre create <i>Addre</i> up you . Enter is is the web	essCom e an api ess Com ur Addre your UF	plete In: key." plete. ssComp RL dressComplete	stallatio Dashbo olete ins	oard stallatic	Settings & Billi	ng Top	up Support	Create New Install Français CANADA prof Post Sign Sign Custom Installation To implement a custom installation of AddressComplete, skip th setup and create an API k
You ck " Set	r Addre create <i>Addre</i> up you . Enter is is the web	essCom e an api ess Com ur Addre your UF	plete In: key." plete ssComp RL dressComplete	stallatio Dashbo olete ins	ns pard stallatic	Settings & Billi	ng Top	up Support	Create New Install Français CANADA DO P POST DO P Sign Sign Custom Installation To implement a custom installation of AddressComplete, skip th setup and create an API k (for advanced users with programming experience).



4. Name your API key and press Next.



5. Your API key will be displayed in the general settings. Take note of your key as you will need it when setting up your CanadaPost AddressComplete integration application.



Settings

General Advanced	
Name Test1	Helps you identify where this installation is being used, e.g., Site A Checkout
Daily Limit (\$) \$200.00 Unlimited	Select the maximum spend allowed in a day.
Valid URLs Add	We strongly reccomend that you restrict your installation to the URLs on which you plan to use AddressComplete.
IP Limiter Off	Use this to restrict the number of requests from any IP address per day. Useful to stop abuse of your service.
API Key	



- 6. For additional options and information about the Canadapost AddressComplete application, please review the support information provided at: <u>CanadaPost</u> <u>Address Complete Support</u>
- 7. Assign User App Permissions by using the search function and typing "users" in the search field.

 Dynami	cs 365 🗸	Business Central	Customers						
CRONUS C	Canada, Inc	SEARCH FOR PAGE O	SEARCH FOR PAGE OR REPORT						
Customers:		Searc Type page or report r	name to start search:	Users					
(Contraction of the second sec	00 atum Corpora pert Townes	2 search results:	All Lists						
		Search the help for 'u	isers' ?						
Rel Jess	l ecloud se Homer		NAME	DEPARTMENT					
			Users	Administration/IT Adm					
			ADCS Users	Application Setup/War					

8. Drill into user.

	Dynamics 365 ${\scriptstyle \lor}$	Business Cen	itral ^{Cu}	ustomers > Users								
C	C HOME ACTIONS NAVIGATE											
C	Get Users from Office Invite External Accountant	New Edit View	Delete	User Groups Permission Set by User Groups Process	Open in Excel							
	VIEW-USERS + New											
	USER NAME		FULL NAME	Ξ		STATE						
	DEMOUSER					Enabled						



9. Add WS-ADDRCOMP permission set.

	Dynamics 3	65 ~	Business Central	Custom	ers > Users > User Card					
(но номе									
(PERMISSION	N SET LOOK	CUP							
	E D30	LE ID 65PREM SN	ng, edit		NAME D365 Service Management Edit	EXTENSION NAME				
	D30	65PREM SN	AG, SETUP		D365 Service Management Setup					
	U D30	65PREM SN	/IG, VIEW		D365 Service Management View					
	F LOO	CAL			Country/region-specific func.					
	SEC	CURITY			Dynamics 365 User setup					
	V SUI	PER			This role has all permissions.					
	AN	ONYM. DA	TA SHARER		Anonymous Data Sharer	_Exclude_AnonymizedDataSharing_				
	QB	DATAMIGR	ATION		QB Data Migration Permissions	QuickBooks Data Migration				
	L ESS	SENTIALBUS	SINESSHEA		Essential Business Headlines	Essential Business Headlines				
	LAT	TE PAYMEN	IT PREDICT		Late payment predictor	_Exclude_Late Payment Predictor_				
	QU	ICKBOOKS	DESKTOPSYN		QuickBooks Desktop Synchroniza	_Exclude_QuickBooksDesktopSynchronization_				
	QB	ODATAMIC	GRATION		QBO Data Migration Permissions	QuickBooks Online Data Migration				
	DY	NAMICSGP	DATAMIGRAT		Dynamics GP Data Migration	Dynamics GP Data Migration				
	ws	ADDRCOM	MP		WS - AddressComplete	CanadaPost AddressComplete Integration				
	SAL	ESANDIN	/ENTORYFOR		Sales And Inventory Forecast	Sales and Inventory Forecast				
	AZI	UREEVENTE	EMITTER		AzureEventEmitter Permissions	_Exclude_AzureEventEmitter_				
	PA	YPALSTAN	DARD		MSWallet Permissions	Microsoft Pay				
	IMA	AGE ANALY	/ZER		Image Analyzer	Image Analyzer				



10. Navigate to Assisted Setup.

	Dynamics 365 ~	Business Central	Customers > Users > User Card	
C	HOME ACTIONS MANAGE	SEARCH FOR PAGE O)R REPORT	
C	Edit New	Type page or report	name to start search:	assisted
	Manage Process	2 search results:	All Lists	
	EDIT - USER CARD			
	General	Search the help for 'a	assisted' ?	
	User Name		NAME	DEPARTMENT
	Full Name		Assisted Setup	Setup & Extensions
	Web Service Access >		Assisted Setup	Administration/Application Setup/General
	Office 365 Authentica	tior		
	User Groups	_		
	CODE		NAME	СОМ



11. Launch AddressComplete Integration Setup

	Dynamics 365 V Business Central Cu	stomers > User > User Card > Assisted Setup		م	\odot	Ē						
C	C HOME ACTIONS											
c	VIEW - ASSISTED SETUP											
	NAME		STATUS									
	Migrate business data		Not Completed									
	Set up sales tax	Completed										
	Set up cash flow forecast	Completed	Completed									
	Set up approval workflows		Not Completed	Not Completed								
	Set up a customer approval workflow		Not Completed									
	Set up email		Not Completed									
	Set up email logging		Not Completed									
	Set up your Business Inbox in Outlook		Not Completed									
	Set up reporting data		Not Completed									
	Set up an item approval workflow		Not Completed									
	Set up a payment approval workflow		Not Completed									
	Set up Dynamics 365 for Sales connection		Not Completed									
	Invite External Accountant		Not Completed									
	Set up consolidation reporting		Not Completed									
	AddressComplete Integration Setup		··· Not Completed									



12. Click Next to begin setup.

WSI0004 SETUP WIZARD



WELCOME TO THE ADDRESS COMPLETE INTEGRATION SETUP WIZARD.

To be able to use the AddressComplete address validation service provided by CanadaPost, you need to supply your API key information.

LET'S GO!

Choose Next so you can configure your AddressComplete integration.





13. Enter API Key provided by CanadaPost Address complete.



Back	Next	Finish



Select your options and press next to continue.

WSI0004 SETUP WIZARD	\swarrow	\times					
SPECIFY YOUR ADDRESSCOMPLETE INTEGRATION OPTIONS.							
Maximum Suggestions		\sim					
Maximum Results	5		\sim				
Reuse Found							
Address Language	System		\sim				



Maximum Suggestions - The maximum number of autocomplete suggestions to return from the AddressComplete API.

Maximum Results - The maximum number of retrievable address results to return.

Reuse Found - This feature will re-use a previously found address if possible instead of making a new request to the AddressComplete service. This can save you money because you will not be charged for an API address lookup in this case.

Address Language - Address Language

This option will attempt to use the selected language option for the address information. If the chosen language is not available, the first language returned by the service will be used.



Complete the setup by selecting Finish.

WSI0004 SETUP WIZARD



THAT'S IT!

Choose Finish to complete the AddressComplete integration setup.

HelpLbl

To learn more about the AddressComplete i...





Usage

The AddressComplete integration will allow you to search for and validate addresses throughout Microsoft D365 Business Central.

Customer Address - Use the magnifying glass to search for Customers.

III Dynamics 365 🗸	Business Central		٩	0	۲	?	8
CRONUS Canada, Inc.	SEARCH FOR PAGE OR REPORT	Z	\times				
	Type page or report name to start search:	omers	×			R	
HEADLINE	6 search results: All Lists Tasks						
Good mor	Search the help for 'customers' ?			ish Flows stained Earnin			
	NAME	DEPARTMENT					
	Customers	Home					
0.0	Customers	Sales					
	Customers	Departments/Financial Management/Receivables					
Activities	Customers	Departments/Sales & Marketing/Sales					
SALES THIS MONTH	Customers	Departments/Sales & Marketing/Order Processing					
+	Create Contacts from Customers	Administration/II Administration/Contact Creation					
\$2,863	\$100,936 \$79,148						
	See more						

Drill into the Customer for which you would like to validate their address.

	Dyna	amics 365 ${\scriptstyle \lor}$	Busin	ess Central	Cus	stomers						Q	0	۲. ۱	۲	?	8
(HOME	ACTIONS NAVIGATE	REPORT														
C	New	Edit View Delete	Statement	Sales Sales	Sales S	ales Credit Reminder	Contact Appro	vals Open in									
1	New	Manage	Report	N	ew Docum	nent	Customer	Page									^
(VIEW -	CUSTOMERS + N	lew										I	jāt 🔡	Q	\times	<
		10000 Adatum Corpo Robert Townes	oration	0.00 0.00		20000 Trey Researc Helen Ray	h	4,908.72 4,908.72	6	30000 School of Fine Art Meagan Bond	85,401.00 85,401.00	40000 Alpine Ski House Ian Deberry		6,363.11 6,363.11			
•	8	50000 Relecloud Jesse Homer		14,026.43 14,026.43													
S																	

Press the Address Validate action. The current Address information will be fed into the AddressComplete address verification page for validation.



	Dynamics 365 v	Business Centr	al Custom	ers > 20000 · Tre	ey Research			
		Special Prices	& Discounts					
C	HOME ACTIONS NAVIGATE	REPORT MAN	IAGE					
C	Edit New Address Sal Validate Validate Quo	es Sales Invoice Reminder New Document	Memo Send Ap Requ	proval Cancel Approva Request Request Appro	Create a Flow See my Flows Approvals	Bank Ship-te Accounts Address	Contact Attach	iments Account Detail
	EDIT - CUSTOMER CARD	~						
	20000 · Tr	ey Resea	rch					
	General							
	Name	Tre	ey Research				Total Sales	
	Dynamics 365 🗸 🛛 Bu	usiness Central	Customers > Us	ers > User Card >	Customers > 20	000 · Trey Researc	h	
C		Special Prices PORT MAN, HOME						
C	Edit Delete Address Sales a Manage Process	Sales Order Sales Credit Sales Credit Reminder New Document Manage	Refine Cancel Address Lookup A	Select ddress				~
	EDIT - CUSTOMER CARD	EDIT	- WSI0004 SEAR	CH - CA CP A 27681				2
	20000 · Trev	Resea sear	ch		1950 Mea	adowvale Blvd.		
	General	Cour	ntry		CA			
	Name	Tre	TEXT		DESCRIPTION		REFINE	
	Balance (LCY)		1950 Meadowva	le Blvd	Mississauga, ON	L 15N 819		
	Balance Due (LCY)		1000 meadonna		inississadga, eri			
	Credit Limit (LCY)							
	Blocked							
	Address & Contact							
	ADDRESS							Close
	Address	195						Close

If you are satisfied that the correct address has been selected and you wish to update the customer address information with the address information provided from this service, press the Select Address action.



	Dynamics 365 v	Business Central	Customers > l	Jsers ≻ User Card	> Custom	ners > 20000 · Trey Resear	rch	
C		Special Prices						
_	HOME ACTIONS NAVIGATE	REPORT MAN	HOME					
C		Sales Credit	là 🔢 🗙					
	Validate Quo	es Sales ote Invoice 📳 Reminder	Address Lookup	Address				
		New Document	Manage Process					
	EDIT - CUSTOMER CARD		EDIT - WSI0004 SEA	ARCH - CAICPAI276	81			2
	20000 . Tr	av Docoo						
	20000 . 116	ey kesea	Search			1950 Meadowvale Blvd.		
	General		Country			CA		
	Name	Tre						
	Balance (LCY)		TEXT		DESC	RIPTION	REFINE	
			1950 Meadow	vale Blvd	··· Missis	ssauga, ON, L5N 8L9		
	Credit Limit (LCV)							
	Placked							
	DIOCKEU							
	Address & Contact							
	ADDRESS							
	Address	195						Close

If you have an address selected and press close, you will be asked if you wish to use the selected address.

	Dynamics 365 🗸	Business Centra	Custom	ers > Users >	User Card	> Custon	ners > 20000 · Tre	ey Research	
C		Special Prices REPORT MAN	HOME						
C	Edit New Address Validate	les Sales Order Sales Credit Invoice Reminder	View Refin Addre	Cancel Select Lookup Address					
			Manage	Process					^
	EDIT - CUSTOMER CARD		EDIT - WSIC	004 SEARCH - (CAICPIAI276	81			2
	20000 · Tr	ey Resea	Search				1950 Meadowvale	e Blvd.	
	General	5	Country				CA		
	Name	Tre	TEYT			DESC	RIPTION	RECINE	
	Balance (LCY)					DESC		INC.	
	Balance Due (LCY)		1950 1	Aeadowvale Blv	d	···· Missi	ssauga, ON, L5N 81	L9	
	Credit Limit (LCY)								
	Blocked								
	Address & Contact								\mathbf{i}
	ADDRESS								
	Address	195							Close



	Dynamics 365 V Business Cen	tral Customers > Users > User Card >	Customers > 20000 · Trey Research	
C	HOME ACTIONS NAVIGATE REPORT M	ICES HOME		
C	Edit New Address Validate Validate	der edit View Refine Cancel Address Lookup Address		
	Manage Process New Document	Manage Process		~
	EDIT - COSTOMER CARD	EDIT - WSIUUU4 SEARCH - CAJCPJAJ2768		∠'
	20000 · Trey Rese	a Search	1950 Meadowvale Blvd	
	General	Country	CA	
	Name	Tre		
	Balance (LCY)		use the selected address?	
	Balance Due (LCY)			
	Credit Limit (LCY)			
	Blocked		Yes No	
	Address & Contact			
	ADDRESS			Close
	Address	195		

If you choose No, the address information will not be updated within D365 Business Central and your API key will not be charged for a lookup. Selecting Yes will update the address information in D365 Business Central based on the data provided from the CanadaPost AddressComplete API.

Revising Addresses

When you are on the AddressValidate page, you can adjust your search criteria. The Country is defaulted based on the address information provided by D365 Business Central. But, you can change this to any country code defined in your D365 Business Central environment. Let's try changing the Country on your previous example to "US".



	Dynamics 365		Busin	ess Centra	al Ci	ustomer	s > U	sers >	User Ca	rd > C	ustom	ers > 20000 ·	Trey Resea	rch		
C	HOME ACTIONS N	IAVIGATE	REPORT	Special Prices	HOME											
C	Edit New Addr	ress Sale Quot	s Sales Invoice	Sales Order	View	Refine Address	Cancel Lookup	Select Address								ext
	EDIT - CUSTOMER C	ARD			EDIT -	- WSI000	04 SEA	RCH - U	IS US EN	IG VA-R	ІСНМС	DNDBLVD-MI	EADOWDAL	.E-	 2	I
	20000 ·	Tre	ey R	lesea	Searc	h						1950 Meadow	vale Blvd			
	General		5		Coun	try						US				
	Name			Tre	1	TEXT					DESCI	RIPTION		REFINE		
	Balance (LCY)				I	Meadow	dale Bl	vd			Richm	iond VA 23234	- 1069 Ad	. >		
	Credit Limit (LCY)															
	Blocked															
	Address & Cont	tact														
	ADDRESS														Close	
	Address			195								7				
													1 1 N 1			

You are now presented with options to choose based on your Search string. Let's adjust the search string to be Queen Street.

Dynamics 365 🗸 🛛 Business Centr	Customers > Users > User Card > Customers > 20000 • Trey Research
C HOME ACTIONS NAVIGATE REPORT MAI	номе
C C C C C C C C C C C C C C C C C C C	View Refine Cancel Select Address Lookup Address Manage Process
EDIT - CUSTOMER CARD	EDIT - WSI0004 SEARCH - USIUSIENGIMA-WORCESTERST-QUEEN-
20000 · Trey Resea	Search Queen Street
Name	TEXT DESCRIPTION REFINE
	Queen St ··· Southington CT 06489 - 1593 > Queen St ··· Worrgeter M4 - 240 Addresses >
Credit Limit (LCY)	Queen Street Ext ··· Gorham ME 04038 - 296 Addre >
Blocked	Queen St ··· Northumberland PA 17857 - 1 >
Address & Contact	Queen Street Ext ···· Reedsville PA 1/084 - 50 Addre >
ADDRESS	
Address 19	
	Contact Name Helen Ray

Refine column becomes populated in this case. The refine column indicates that this address line displayed does not map to one specific address but a set of addresses. We will need to refine this information to get down to a single address. Choose the line that matches the address we want and press on the Refine Address action.



	Dynamics 365 v Business Cent	ral	Customers > Users 2	> User Card >	Custom	ners 🗧 20000 · Trey Resear	ch			
C	HOME ACTIONS NAVIGATE REPORT MA	N. HOME								
C 	Edit New Delete Address Sales Sales Reminder Reminder	it View	Refine Cancel Select Address Lookup Address	t ss				ext		
	Manage Process New Document	Manage	Process					^		
	EDIT - CUSTOMER CARD	EDIT	EDIT - WSI0004 SEARCH - USIUS ENG ME-GORHAMEXT-QUEEN_STREET-							
	20000 · Trey Resea) Sear	ch			Queen Street				
	General	Cou	ntry			US				
	Name	.e.	TEVT		DECO	NULTION	DEEINE			
			IEXI		DESU	RIPTION	REFINE			
			Queen St		South	nington CT 06489 - 1593	>			
			Queen St		Wore	ester MA - 240 Addresses	>			
			Queen Street Ext		• Gorha	am ME 04038 - 296 Addre	>			
	Blocked		Queen St		 North 	numberland PA 17857 - 1	>			
			Queen Street Ext		Reeds	sville PA 17084 - 50 Addre	>			
	Address & Contact									
	ADDRESS							Close		
	Address 1	95								
	Address 2				И	Contact Name		Helen Ray		



Dynamics 365 v Business Centra	Customers > Users > L	Jser Card > Customers > 20000 · Trey Resear	h
HOME ACTIONS NAVIGATE REPORT MAN	HOME		
C New Address Sales Credit	View Refine Cancel Address		ext
EDIT - CUSTOMER CARD	EDIT - WSI0004 SEARCH - US	USIENGIME-GORHAMEXT-QUEEN_STREET-	2
20000 · Trey Resea	Search	Queen Street	
General	Country	US	
Name Tre	TEXT	DESCRIPTION	REFINE
Balance (LCY)	104 Queen Street Ext	···· Gorham ME 04038	
Balance Due (LCY)	106 Queen Street Ext	··· Gorham ME 04038	
Credit Limit (LCY)	108 Queen Street Ext	···· Gorham ME 04038	
Blocked	110 Queen Street Ext	···· Gorham ME 04038	
	112 Queen Street Ext	···· Gorham ME 04038	
Address & Contact	114 Queen Street Ext	···· Gorham ME 04038	
ADDRESS	116 Queen Street Ext	···· Gorham ME 04038	
Address 195	118 Queen Street Ext	Gorham ME 04038	
Address 2	120 Queen Street Ext	Gorham ME 04038	n B
City	122 Queen Street Ext	Gornam ME 04038	
City	124 Queen Street Ext	Gorbam ME 04038	
State ON	120 Queen Street Ext	Gorban ME 04038	~ ^{1.ra}
Post Code L5N			
Country/Region Code CA			Close
Show on Map	_		

You will be presented with all address options that are available for the previously selected address. Either adjust the search parameter to begin a new address search or select the correct address. Press either the Select Address option to choose this address or click the Cancel Lookup to cancel your address search.



Dynamics 365 \vee 🛛 Business Centra	Customers > Users > 1	User Card ≻ C	Customers > 20000 · Trey Re	esearch	
C HOME ACTIONS NAVIGATE REPORT MAN	HOME				
C New Edit Delete Address Sales Sales Sales Credit Sales Credit Quote Invoice Reminder Manage Process New Document	View Refine Cancel Address Select				ext
EDIT - CUSTOMER CARD	EDIT - WSI0004 SEARCH - US	5 US ENG ME-0	GORHAMEXT-QUEEN_STRE	EET- 2	2
20000 · Trey Resea	Search		Queen Street		~
General	Country		US		
Name	TEXT		DESCRIPTION	REFINE	- 1
Balance (LCY)	104 Queen Street Ext		Gorham ME 04038		
Balance Due (LCY)	106 Queen Street Ext		Gorham ME 04038		
Credit Limit (LCY)	108 Queen Street Ext		Gorham ME 04038		
Blocked	110 Queen Street Ext		Gorham ME 04038		
	112 Queen Street Ext		Gorham ME 04038		
Address & Contact	114 Queen Street Ext		Gorham ME 04038		
ADDRESS	116 Queen Street Ext		Gorham ME 04038		- 1
Address 195	118 Queen Street Ext		Gorham ME 04038		- 1
Addross 2	120 Queen Street Ext		Gorham ME 04038		n P
	122 Queen Street Ext	•••	Gorham ME 04038		
City	124 Queen Street Ext	•••	Gorham ME 04038		
State ON	126 Queen Street Ext		Gorham ME 04038		∩. ra
Post Code					
Country/Region Code CA					Close
Show on Map					_

Note: You will not be able to click the close button if you have a "refine" address selected. If you want to close the page without looking up an address press the Cancel Lookup action. Otherwise, press refine address to refine the address.



Address & Contact

- 888 -	Dynamics 365 \vee 🛛 Business Centr	Customers > Users > User Card > Customers > 20000 · Trey Research
	Special Price	
C		
С	New Sales Orde	
	Edit Address Sales Sales Sales Reminder	View Refine Cancel Select Address Lookup Address
-		Manage Process
	EDIT - CUSTOMER CARD	EDIT - WSI0004 SEARCH - USIUSIENGIME-GORHAMEXT-QUEEN_STREET-I2
	20000 Tray Deces	
	20000 · Trey Resea	Search Queen Street
	General	Country US
	Name	
	Balance (LCY)	TEXT
	Balance Due (LCY)	104 Queer 1 The selected address must be refined.
	Credit Limit (LCY)	108 Quee
	Blocked	110 Queer ОК
		112 Queen
	Address & Contact	114 Queen Street Ext ···· Gorham ME 04038
	ADDRESS	116 Queen Street Ext ··· Gorham ME 04038
	Dynamics 365 V Business Central	Customers > Users > User Card > Customers > 20000 · Trey Research
0	Special Prices	
-	HOME ACTIONS NAVIGATE REPORT MAN	
C	Zdit X Delete	
	Validate Quote Invoice Reminder	Address Lookup Address
-	manage Process New Document	
	EDIT-COSTOMER CARD	EUII - WSIUUU4 SEARCH - USIUSIENGICI - NEWIUWN SI - QUEEN-
	20000 · Trev Resea	Search Queen St
	Conoral	Country US
	General	

DESCRIPTION

···· Newtown CT 06470 - 126 Addr... >

 ····
 Southington CT 06489 - 1593...
 >

 ····
 Honolulu HI - 11754 Addresses
 >

···· Worcester MA - 240 Addresses >

···· Northumberland PA 17857 - 1... >

REFINE

Close

TEXT

Queen St Ste Queen St

Queen St

Queen St

Queen St



Ship-to Address – Press the ship-to Addresses action for the customer.

	Dynamics 365 v Business C	entral Customers > Users > User Card > Custom	ers > 20000 · Trey Research							
C	HOME ACTIONS NAVIGATE REPORT	Prices & Discounts MANAGE								
C	New Image: Sale solution of the solut	Order Credit Memo Ader Accel Approval Request Credit Approval Request	RK Ship-to Contact Attachments Account Detail Previous Next							
	Manage Process New Documer	t Request Approval	Customer Page							
	EDIT - CUSTOMER CARD									
	20000 · Trev Res	earch								
	General									
	Name	Trey Research	Total Sales							
	Balance (LCY)	4,908.72	Costs (LCY)							
	Balance Due (LCY)	4,908.72	CFDI Purpose							
	Credit Limit (LCY)	0.00	CFDI Relation							
	Blocked	· · · · · · · · · · · · · · · · · · ·								
	Address & Contact									
	ADDRESS		CONTACT							
	Address	1950 Meadowvale Blvd	Primary Contact Code							

Create a new ship-to address

-	Dynamics 365 V Business Central		Business Central	Customers > Users > User Card > Customers > 20000 · Trey Research > 20000 · Trey Research	Q	3	₽.	٢	?	8
(HOME	NAVIGATE								
C	New	Edit View Delete	Open in Excel							
	New	Manage	Page							^
	VIEW	- SHIP-TO ADDRESS I	LIST - 20000 · TREY RESEARC	CH + New			I≡	88	Q	\times



Enter a code for your ship-to address and press the Address Validate action.

	Dynamics 365 ${\scriptstyle \lor}$	Business Cen	tral	rs ≻ User Card ≻ Customers	> 20000 · Trey	Resear	rch > 20000 · Trey Research > 20000 Trey Resea
C	HOME NAVIGATE						
C	Edit New Address Validate Process	vious Next					
	NEW - SHIP-TO ADDRESS						
	20000 Tre	y Resea	rch	Trey Resea	rch		
	General						
	Code	*	Test			×	Contact
	Name		Trey Research				Location Code
	Address		1950 N	1eadowvale Blvd			
	Address 2						
	City		Missisa	uga			
	State / ZIP Code		ON				
	Post Code		L5N 8L9				
	Country/Region Code		CA				

Search for and update your ship-to address as required.

 Dynamics 365 v Business Centra	rs > User Card > Customers > 20000 · Trey Research > 20000 · Trey Research > 20000 · Trey Research Tr	ey Research
HOME NAVIGATE HOME NAVIGATE Manage Process Page NEW - SHIP-TO ADDRESS 200000 Trey Researce General Code TI Name Address 2	Home Home View Refine Cancel Select Address Description Search 1950 Meadowvale Blvd TEXT DESCRIPTION REFINE 1950 Meadowvale Blvd 1950 Mississauga, ON, L5N 8L9	Helen Ray
City M State / ZIP Code O Post Code LE Country/Region Code C Show on Map	Close	



Vendor Address – Search using the magnifying glass for vendors.

 Dyna	amics 365 🗸	Business Central	Customers			Q	¢
CRONU	JS Canada, Inc.	SEARCH FOR PAGE O	RREPORT		\swarrow	\times	
Custome	rs: 🛛 🔎 S	earc Type page or report	name to start search:	vendors		×	fe
6	10000 Adatum Corpora Robert Townes	6 search results: tion	All Lists Tasks				
		Search the help for '	vendors' ?				
	Soooo Relecloud Jesse Homer		NAME	DEPARTMENT			l
			<u>Vendors</u>	Home			
			Vendors	Purchasing			
			Vendors	Departments/Financial Management/Payables			
			Vendors	Departments/Purchasing/Planning			
			Vendors	Departments/Purchasing/Order Processing			
		Ú.	Create Contacts from Vendors	Administration/IT Administration/Contact Creation	on		
					-		

Press the vendor you are interested in.

-	Dynan	nics 365 🗸	Business Central	Customers >	Vendors					Q	٢	₽.	۲	?	8
0	HOME A		REPORT		2 ₽	×.									
	New E	dit View Delete Manage	Apply Template Purchase Purchase Invoice Order Process New Do	e Purchase Credit Assi Memo A cument	gn Tax Cross rea References Vendor	Approvals Open i Excel Page	n								^
	VIEW - V	ENDORS + New									IE	101 88	Q	\times	<
	9	10000 <u>Fabrikam, Inc.</u> Krystal York	 3,317.00 3,317.00	20000 First Up Evan Mcl	Consultants	7,853.84 7,853.84	9	30000 Graphic Design Bryce Jasso	Institu11,180.11 11,180.11	40000 Wide World Im Toby Rhode	porters	29,135.92 29,135.92			
		50000 Nod Publishers Raymond Hillard	27,661.39 27,661.39												

Press the Address validate action to validate the vendor address.



	Dynamics 365 🗸 🛛 Bus	Dynamics 365 🗸 🛛 Business Central		ners > Vendo	rs > 20000 · Firs	Customers > Vendors > 20000 · First Up Consultants						
C												
C	Actions NAVIGATE Actions NAVIGATE Apply Address Atta Manage Process	chments Ope E	n Vendor intries send Appi Reques	roval Cancel Approv t Request Request Appr	Create a Flow Create a Flow See my Flows Approvals	Purchase Invoice	Purchase Purchase Credit Order Memo	Previous Page				
	EDIT - VENDOR CARD	\backslash										
	20000 · First I	Јр С	onsult	ants								
	General											
	Name		First Up Consulta	ants			Balance (l	_CY)				
	Blocked					\sim	Balance Due (LCY					
	Address & Contact											
	ADDRESS						CONTACT					
	Address		et, Suite 2100		Primary C	Primary Contact Co						
	Address 2					Contact						
	City		Edmonton			Phone No.						
	State		AB				Email					
	Dynamics 365 V Business Cel	ntral Cust	omers > Vendors >	20000 · First Up C	onsultants							
C .	ACTIONS NAVIGATE	HOME N Ver intrie Manage	efine Cancel Select Lookup Address					^				
	EDIT - VENDOR CARD	EDIT - W	/SI0004 SEARCH - CA	CP A 5793253				2				
	20000 · First Up C	Search			10155 - 102 Street 9	Suite 2100		_				
	General	Country			CA							
	Name	Fire					л					
	Blocked	TEX	(T	DES	CRIPTION	REF	INE	- 11				
	Address & Contact	210	0-10155 102 50 1444	Edin	UITUII, AD, 155 408							
	ADDRESS											
	Address	10										
	Address 2							an McI				
	City	Edi					Close					
	Post Code	T5J 4G8			Home I	Page		minici				



Sales Quote, Sales Order, Sales Invoice, Sales Credit Memo & Purchase Order, Purchase Invoice, Purchase Credit Memo.

When validating addresses on a Sales Document, you have three options depending on the document. By pressing the appropriate action, you will validate the address just on the document you are on.





	Dynamics 36	5 ~ Bu	siness Cer	iness Central		ders >	106001 · Fabrikam, Inc.		
			l	ines					
P	HOME ACTIONS Ledit New Celit Delete P Manage	NAVIGATE MAI	NAGE LINE	Addres	S ORDER ss Validate BuyFr ss Validate PayTo ss Validate ShipT rocess	rom 💽 o <table-cell></table-cell>	Release Copy Document Create Inventory Put-away/Pick	Reopen Release	Send Approv Request
		ORDER - 10600	FABRIKAM, I	NC.	_				
	IUOUU I General	·Fabi	IKam	, 1110					
	Vendor Name		Fabrikam, II	nc.			Document Da	te	
	Contact		Krystal York	(Vendor Invoic	e No.	
	Lines								
	Dynamics 365 🗸	Business Cer	ntral Purchas	e Orders ゝ	106001 · Fabrika	m, Inc.			
C +		MANAGE LINE	FU HOME						
P 	Edit New Post Post Manage	and Statistics Attachment	View Manage	Cancel Seles Lookup Add	ect ress				,
	EDIT - PURCHASE ORDER -	106001 · FABRIKAM,	NC. EDIT - WSIO	004 SEARCH	I - CA CP A 11910	760			2
	106001 · Fa	abrikam	, Search				222 Bay Street, Suite 1201		
	Vendor Name	Fabrikam, I	nc			l			
	Contact	Krystal Yor	TEXT	Debineen Ct		DESC	RIPTION REFIN	IE	
	Lines		¥-120	Rodinson St		Markh	iam, UN, LSP TPT		
	TYPE	NO.	DES						
	Item	••• 1896-S	ATH						
									Close