

Setup & Usage for "CanadaPost for Small Business" App

Setup

1. Assign User App Permissions by using the search function and typing "users" in the search field.

🗰 Dynamics 365 🗸 🛛 Bu	siness Central		ର ତ୍ର
CRONUS Canada, Inc.	SEARCH FOR PAGE OR REPORT	2	×
Customers Vendors Items	Type page or report name to start search:		<
HEADLINE	2 search results: All Lists		
Hi!	Search the help for 'users' ?		ash etaii
	NAME	DEPARTMENT	
		Administration/IT Administration/General	11
• 0	ADCS Users	Application Setup/Warehouse/ADCS	
Activities			
SALES THIS MONTH			
\$2,863	\$100,936 \$79,148		
> See more	> See more > See more		
ONGOING SALES	ONGOING PURCHASES	PAYMENTS INCOM	IING DOCL
SALES QUOTES SALES ORDER	S SALES PURCHASE ONGOING PUR PURCH. INVIDES	DI UNPROCESSED AVERAGE COL MY II	

2. Drill into user.

	Dynamics 365 🗸	Business Central	Users		
C H	HOME ACTIONS NAVIGATE	New Edit Manage	te List User Groups Groups User Permission Set by User Permission Set by User Process	Open in Excel Page	
	USER NAME	FULL N	AME	STATE	AL
	DEMOUSER			Enabled	



3. Add WS-CNDPOST permission set.

##	D	ynamics 365 🗸	Business Central	Users > User Card		م		۲.	۲	? ?	R
\times w	-	HOME									
C	HU	HOME									
	1	PERMISSION SET LOOP	KUP					5			
	1										
_		ROLEID		NAME	EXTENSION NAME						
	E	D365PREM SM	MG, EDIT	D365 Service Management Edit						~ ×	
	G	D365PREM SM	MG, SETUP	D365 Service Management Setup							
	U	D365PREM SM	MG, VIEW	D365 Service Management View						\sim	
	E	LOCAL		Country/region-specific func.							
	I.	SECURITY		Dynamics 365 User setup							
	V	SUPER		This role has all permissions.							
	C	ANONYM. DA	ATA SHARER	Anonymous Data Sharer	_Exclude_AnonymizedDataSharing_						
A	I.	QBDATAMIGE	RATION	QB Data Migration Permissions	QuickBooks Data Migration						
5	U	ESSENTIALBU	SINESSHEA	Essential Business Headlines	Essential Business Headlines						
	I.	LATE PAYMEN	NT PREDICT	Late payment predictor	_Exclude_Late Payment Predictor_						
(I.	QUICKBOOKS	DESKTOPSYN	QuickBooks Desktop Synchroniza	_Exclude_QuickBooksDesktopSynchronization_						
~	II.	WS-CNDPOST	Т	CanadaPost SB Integration	CanadaPost for Small Business						
	-	QBODATAMIC	GRATION	QBO Data Migration Permissions	QuickBooks Online Data Migration						
	I.	DYNAMICSGF	PDATAMIGRAT	Dynamics GP Data Migration	Dynamics GP Data Migration						
	L.	SALESANDIN	VENTORYFOR	Sales And Inventory Forecast	Sales and Inventory Forecast						
	I.	AZUREEVENT	EMITTER	AzureEventEmitter Permissions	_Exclude_AzureEventEmitter_						
- 1	I.	PAYPALSTAN	DARD	MSWallet Permissions	Microsoft Pay						
		IMAGE ANALY	YZER	Image Analyzer	Image Analyzer					~	
								OK	Cancel		
								UK	Cancer		
						_	-		_		

4. Navigate to Assisted Setup.

	Dynamics 365 ${\scriptstyle \lor}$	Business Central		Q	٢
(CRONUS Canada, Inc.	SEARCH FOR PAGE OR REPORT	2	×	
(Customers Vendors Ite	Type page or report name to start search: assisted			
	HEADLINE	2 search results: All Lists			
	Hi!	Search the help for 'assisted' ?			ash Flov etained
		NAME DEPARTMENT			
		Assisted Setup Setup & Extensions			
	0	Assisted Setup Administration/Application Setup/General			
/	Activities				
0	SALES THIS MONTH				
	\$2 863	\$100 936 \$79 148			



5. Launch CanadaPost Integration Setup

	Dynamics 365 🗸	Business Central	Assisted Setup	م
(HOME ACTIONS			
	VIEW - ASSISTED SETUP			
ŀ	NAME			STATUS
	Migrate business data			Not Completed
	Set up sales tax			Completed
	Set up cash flow forecast			Completed
	Set up approval workflows			Not Completed
0	Set up a customer approval v	workflow		Not Completed
A	Set up email			Not Completed
S	Set up email logging			Not Completed
(Set up your Business Inbox ir	n Outlook		Not Completed
	Set up reporting data			Not Completed
	Set up an item approval work	kflow		Not Completed
	Set up a payment approval w	workflow		Not Completed
	Set up Dynamics 365 for Sale	es connection		Not Completed
	Invite External Accountant			Not Completed
	Set up consolidation reportir	ng		Not Completed
	CanadaPost Integration Setu	qı		 Not Completed

6. Click Next to begin setup.

	Dynamics 365 v	Business Central	Assist	ed Setup		
C	HOME ACTIONS			WSI0001 CP SETUP WIZARD	×	
С	VIEW - ASSISTED SETUP			WELCOME TO THECANADAPOST INTEGRATION SETUP WIZARD FOR SMALL BU CUSTOMERS.	SINESS	
				To be able to use the CanadaPost integration you need to specify your setup info	mation.	
r	NAME					STATU
	Migrate business data			LET'S GO!		Not C
	Set up sales tax			Choose Next so you can specify your CanadaPost for small business setup inform	tion.	Comp
	Set up cash flow forecast					Comp
	Set up approval workflows					Not C
•	Set up a customer approval v	workflow				Not C
A						Not C
S						Not C
(Set up your Business Inbox ir	n Outlook				Not C
	Set up reporting data					Not C
-		kflow				Not C
	Set up a payment approval w	vorkflow		Back Next	Finish	Not C
0						Not C



7. Click the link to register for CanadaPost Developer Program.

	Dynamics 365 🗸	Business Central	Assisted Setup			
C	HOME ACTIONS		WSI0001 CP SETUP WIZ	ZARD	∠ ×	
	VIEW - ASSISTED SETUP		SPECIFY YOUR CANAL	DAPOST SETUP INFORMATION		
			CndPostDeveloper	Register for CanadaPost De	eveloper Program	
ŀ	NAME		Mode	Test	∽ STA	TUS
	Migrate business data				Not	Con
	Set up sales tax		Test User		Com	nple
	Set up cash flow forecast		Test Pwd		Com	nple
	Set up approval workflows		Production User		Not	Con
0	Set up a customer approval w	orkflow	Production Pwd		Not	Con
A	Set up email				Not	Con
S	Set up email logging				Not	Con
(Set up your Business Inbox in	Outlook			Not	Con
	Set up reporting data				Not	Con
-	Set up an item approval work	flow			Not	Con
	Set up a payment approval wo	orkflow		Back	Next Finish Not	Con
0	Set up Dynamics 365 for Sales				Not	Con



 This will launch the CanadaPost website where you will be provided instructions for signing up & joining the developer program. This will allow you to receive your API keys for calling CanadaPost services directly inside of Dynamics 365 Business Central.

🗲 🛞 🖻 https://www.canadapost.ca/cpo/mc/business/productsservices/develope 🔎 🛪 🔒 🖒	🔋 View - Assisted Setup - Dynam 📀 Canada Post Developer Pro 🗙
	및 CART SIGN IN FRANÇAIS
CANADA SPOSTES	Managing Mail Sending Business Solutions Tools Shop Support Q
Developer Program Solution Providers	Getting Started Print Ready to join the Canada Post Developer Program? Here's how to get started.
Service Directory Rating Contract Shipping Non-Contract Shipping	Sign in or sign up If you already have a Canada Post username and password, Sign in to the Canada Post website. Need a username and password? Sign up now.
Tracking Find a Post Office Deliver to Post Office Pickup Robume	2 Solor the Developer Program Once you've signed in to our website, select Join Now. Read and accept the terms and conditions of the Program to become a member.
Returns E-commerce Platforms AddressComplete Service Info	3 Set your API keys API keys are unique codes that identify your application each time it makes a call to one of our services. Once you're a member of our Developer Program and are signed in to the Canada Post website, your keys will be disclaved on the main Developer Program and
Getting Started Vise Cases Vise Case Vise	You will get 2 kivs: one for development and one for production. For specifics on how to use your keys refer to the REST Fundamentals of Canada Post Web Services or SOAP Fundamentals of Canada Post Web Services.

9. The API keys and customer number are displayed on the Developer program page. Please take note of the key number from your company name along with the username & password for both development & production. You will need to enter this information into the CanadaPost Setup in Dynamics 365.

Company: - WEBSAN SOLUTIONS INC- Select										
Statue	New Dasskov									
Active	Regenerate									
Active	Regenerate									
	Status Active Active									



10. The Development username and password are entered into the: Test User & Test Pwd fields in Dynamics 365. Note that the Development and Production username and password to be used are the key numbers outlined in the previous step (see screen above for reference). The Production username & password are entered into the: Product User & Production Pwd fields. Select the mode of operation. Test is used for testing the application. You will not be charged by CanadaPost while in this mode. In production, you are responsible for any charges generated. Select Next to continue.

	Dynamics 365 ${\scriptstyle \lor}$	Business Central	Sales Orders > Assisted Setup		
С	HOME ACTIONS		WSI0001 CP SETUP WIZARD		∠ ×
s	VIEW - ASSISTED SETUP		SPECIFY YOUR CANADAPOST	SETUP INFORMATION	
			CndPostDeveloper	Register for CanadaPost Develope	r Program
	NAME		Mode	Test	\sim
	Migrate business data				
	Set up sales tax		Test User	•••••	
	Set up cash flow forecast		Test Pwd	•••••	
	Set up approval workflows		Production User	•••••	
	Set up a customer approval v	vorkflow	Production Pwd	•••••	
	Set up email logging				- 1
	Set up your Business Inbox ir	Outlook			- 1
	Set up reporting data			$\overline{\}$	- 1
	Set up an item approval work	dlow			
	Set up a payment approval w	vorkflow		Back Next	Finish



11. Enter your CanadaPost Small Business Customer No. The combination of your unique API keys & customer number allows communication with CanadaPost services. The notification email is used by CanadaPost to send notifications based on the selected notify options. The shipping charge type and charge are used when adding the CanadaPost shipping charge back to an associated sales order. The Label options are used to specify if you want specific data to show on your shipping label depending on the selected options.

	Dynamics 365 ${\scriptstyle \lor}$	Business Central	Sales	Orders > Assisted Setup		
C	HOME ACTIONS			WSI0001 CP SETUP WIZARD		∠ ×
S	VIEW - ASSISTED SETUP			SPECIFY YOUR CANADAPOST INTE	GRATION OPTIONS.	^
				Small Business Customer No.	123456789	
	NAME			Origin Postal Code	M2J4T1	
	Migrate business data					
	Set up sales tax			Notification E-Mail	test@cronus.com	
	Set up cash flow forecast			Notify On Shipment		
	Set up approval workflows			Notify On Exception	\checkmark	
	Set up a customer approval v	vorkflow		Notify On Delivery		
	Set up email			Shipping Charge Type	G/L Account	~
	Set up email logging			Shipping Charge	10.00	
	Set up your Business Inbox ir	n Outlook				
	Set up reporting data			Label - Show Packing		
	Set up an item approval worl	kflow				~
	Set up a payment approval w	vorkflow			Back Next	Finish
	Set up Dynamics 365 for Sale	es connection				_



12. Click Next to continue.

Dynamics 365 V	Business Central	Sales	Orders > Assisted Setup		
C HOME ACTIONS			WSI0001 CP SETUP WIZARD		ZX
S VIEW - ASSISTED SETUP			Origin Postal Code	M2J4T1	
NAME			Notification E-Mail	test@cronus.com	_
Migrate business data			Notify On Shipment		
Set up sales tax			Notify On Exception		
Set up cash flow forecast			Notify On Delivery		
Set up approval workflows					
Set up a customer approval wor	cflow		Shipping Charge Type	G/L Account	<u> </u>
Set up email			Shipping Charge	10.00	
Set up email logging			Label - Show Packing		
Set up your Business Inbox in Ou	ıtlook		Label - Show Rate		
Set up reporting data			Label - Show Insured		
Set up an item approval workflo	N				
Set up a payment approval work	flow			Back Next	Finish

You have completed the setup of the CanadaPost for Small Business app. Click Finish to exit the wizard.

	Dynamics 365 ${\scriptstyle \lor}$	Business Central	Sales	Orders > Assisted Setup				
C	HOME ACTIONS			WSI0001 CP SETUP WIZARI	D		\checkmark	\times
S	VIEW - ASSISTED SETUP	ACTIONS IEW - ASSISTED SETUP ME Igrate business data tup sales tax tup cash flow forecast tup approval workflows tup email tup email logging tup reporting data tup an item approval workflow		THAT'S IT! Choose Finish to complete	the Canadapc	ost integration setup.		
	NAME			HelpLbl		To learn more about the Can	adapost inte	egr
	Migrate business data							
	Set up sales tax							_
	Set up cash flow forecast							
	Set up approval workflows							_
	Set up a customer approval v	vorkflow						
	Set up email							_
	Set up email logging							
	Set up your Business Inbox in	n Outlook						
	Set up reporting data							_
	Set up an item approval work	kflow						_
	Set up a payment approval w	vorkflow				Back	ext Fi	nish



13. We want to setup a standard box size for our company. This can speed up the process of generating quote requests. Search for the CanadaPost Default Packages page.

 Dynamics	s 365 v	Business Central	Sales Orders			م	
CRONUS Ca	nada, Inc.	SEARCH FOR PAGE C	RREPORT		2	\times	
Sales Orders:	All	C S Type page or report	name to start search:	canadapost default			
		1 search results:	All Lists				l
NO.	SELL-TO C	USTC					
		Search the help for 'o	anadapost default' ?				wł
	Adatum Co	rpor	NAME	DEPARTMENT			se
	School of F	ine A	CanadaPost Default Packages	Departments/CanadaPost for Small Business			
	Alpine Ski	Hous					ic
							I
		_			_	_	

14. Click new to create a new default package. Click the X to save and close the new default package.

	Dynamics 365 🗸	Business Central	Sales Orders > DEFAULT SIZE			ά	٢	<pre>[]]</pre>	۲	?	8
S	NOME Law Delete Manage VIEW - CANADAPOST DEFA DEFAULT General	ultpackages SIZE							_	-	×
-	Package Name	DEFAU	LT SIZE		Unpackaged						
	Description				Coverage Amount						
	Length (cm)			30.00	Mailing Tube						
	Width (cm)			30.00	COD Amount						
	Height (cm)			30.00	COD includes shipping						



Usage

1. Let us create a new CanadaPost Quote request for an existing order. Navigate to Sales Orders.

 Dynamics	365 ~	Business Central	Sales Orders		٩	6
CRONUS Car	iada, Inc.	SEARCH FOR PAGE	OR REPORT		∠ ×	
Sales Orders:	All	Type page or report	name to start search:	sales orders	×	
		14 search results:	All Lists Reports and	Analysis Tasks		I.
NO.	SELL-TO C	USTC				
		Search the help for	sales orders' ?			vhil
	Adatum Co	orpor	NAME	DEPARTMENT		sen
	School of F	Fine A 🔲	Sales Orders	Home		
	Alpine Ski	Hous	Sales Orders	Sales		
	7 upine bid		Blanket Sales Orders	Sales		ICS
			Sales Return Orders	Sales		
			Sales Orders	Departments/Sales & Marketing/Order Processing	J	
			Blanket Sales Orders	Departments/Sales & Marketing/Order Processing	J	
			Sales Return Orders	Departments/Sales & Marketing/Order Processing	J	
			Inventory - Sales Back Orders	Sales & Marketing/Inventory & Pricing/Reports		

2. Choose the Sales Order you wish to create a quote request for.

 Dy	namics 3	65 ~	Business Ce	entral	Sales Orders	> Sales Orders					
C HOME	ACTIONS Edit Vi Mar	NAVIGATE	REPORT Sales Reservation Avail. Report	pprovals Order Page	an in el						
NO.	IN SALLS OF	SELL-TO	CUSTOMER NAME	EXTERNA DOCUME NO.	AL NI LOCATI CODE	ON DOCUME DATE	E COM Shippe	AMOUNT SHIPPED NOT INVOICED (LCY)	AMOUNT SHIPPED NOT INVOICED (LCY) INCL. VAT	AMOUNT	A
S-ORI	01010	Adatum C	orporation			4/2/201	B No	0.00	0.00	25,189.20	2
S-ORI	01010	Adatum C	orporation			5/1/201	B No	0.00	0.00	3,432.50	
S-ORI	01010	School of	Fine Art			4/22/20	18 No	0.00	0.00	7,785.60	
S-ORI	01010	Alpine Ski	House			5/13/20	18 No	0.00	0.00	856.50	



3. Choose the CanadaPost button.

	Dynamics :	365 ~	Busine	ess Centra	Sales C	rders > Sales O	rders > S-O	RD101001 · Ada	atum Corporatio
C S	HOME ACTIONS ACTIONS New Edit Delete	NAVIGATE	REPORT	Lir MANAGE L U ttachments Creat Put-a	INE ORDER	Email Confirmation Print Confirmation Statistics	Picking List by Order	Post Post and Send	Send Approval Car Request
	EDIT - SALES O	0rder - s-01	RD101001 · A	DATUM CORP Ada	DRATION	Corpo	Report	Posting	Re
-	General								
	Customer Nam	ie		Adat	um Corporat	on			Due Date
	Contact			Robe	ert Townes				Requested
	Posting Date			4/2/	2018				External Do
	Order Date			4/2/	2018				

4. This will create a new Quote Request for this Sales Order. The shipping data from the order is automatically pulled into the quote request for you to speed the quote creation process.

-	Dynamics 365 \vee 🛛 Business Ce	Sales Orders > Sales Orders > S-ORD10100	1 - Adatum Corporation > 1	Q 😳 🛡	• ?	8
C	HOME ACTIONS MANAGE					
S	Delete Edit Submit Rate Create Non-Contract. New Cr Manage Process	madaPost Rate Request				^
	EDIT - CANADAPOST RATE REQUEST - 1					× <
	1					î.
	General					
	Document No.	S-ORD101001	Deliver To Post Office			
-	Promotion Code		Deliver To Post Office ID			
	Expected Mailing Date		Client Voice No.	12345678		
	Signature		Client E-Mail	robert@adatum.com		
	Proof of Age Required - 18		Origin Postal Code	M2J4T1		
	Proof of Age Required - 19		Destination Country	Canada	~	
	Card for Pickup		Destination Code	R3C3Z3		
	Do not Safe Drop		Quote Total		0.00	
	Leave at door					
	Shipping					
	Ship-To Contact	Robert Townes	Ship-to City	Winnipeg		
	Ship-To Name	Adatum Corporation	Ship-to State	MB	1	



5. All shipping must originate in Canada. You can ship to US as well as ship international. The general and shipping tabs allow you to specify one shipment transaction. The options will be restricted depending on which options you choose to select. For example, you cannot request to "Leave at door" if you have selected the Signature option.

	Dynamics 365 V Busine	Sales Orders > Sales Orders > S-ORD1010	001 - Adatum Corporation > 1	Q (2)	II)	۲	?	8
	HOME ACTIONS MANAGE							
S	Delete Edit Manage	t. New CanadaPost Rate Request						^
	😵 The page has an error. Correct the erro	or or try to revert the change.						
	EDIT - CANADAPOST RATE REQUEST - 1	1					×	<
	1 General							
	Document No.	S-ORD101001	Deliver To Post Office	\checkmark				
	Promotion Code		Deliver To Post Office ID					
	Expected Mailing Date		Client Voice No.	12345678				
	Signature		Client E-Mail	robert@adatum.com				
	Proof of Age Required - 18		Origin Postal Code	M2J4T1				
	Proof of Age Required - 19		Destination Country	Canada			\sim	
	Card for Pickup		Destination Code	R3C3Z3				
	Do not Safe Drop		Quote Total				0.00	
	Leave at door	∞ ☑						
	Shipping	Validation Results You may not select "Leave at door"						
	Ship-To Contact	when "Signature" is selected.	Ship-to City	Winnipeg				

6. To submit a rate request, you need to define a package or packages for this shipment. Rate requests are determined per package. We have set up a predefined package previously. We will select it from the predefined package lookup. This defaults the package information.

Shipping												
Ship-To Cont	act	Robert Towne	s			Ship-to Cit	у		Winnipeg			
ihip-To Nam	e	Adatum Corpo	oration			Ship-to Sta	ate		MB			
hip-To Addı	ess	360 Main Stre	et, Suite 1150			Ship-to Co	untry/Region Code		CA			
hip-To Add	ress 2					Ship-to Zij	Code		R3C3Z3			
2ustoms > Pac	PACKAGE NAME									COD		
	L	Select from fu	ll list ()	WIDTH (CM)	HEIGHT (CM)	UNP	AMOUNT	TUBE	COD AMOUNT	SHIPP	DELIVERY	RESULTS
		Denote in orrigin						-		_		
		2.00	20.00	20.00	20.00		0.00		0.00			(
		2.00	20.00	20.00	20.00		0.00		0.00			l
		2.00	20.00	20.00	20.00		0.00		0.00			



7. Choosing a predefined package restricts the values for the package to be edited. If you wish to make changes to the package, you must remove the predefined package from the line. The values that were defaulted remain but can be modified. You must enter a parcel weight.

Dynamics 365 ${\scriptstyle \lor}$	Business Centra	al Sales Orders >	Sales Orders > S-O	RD101001 · Adatu	m Corporatio				Q	0	¢	9 ?	
HOME ACTIONS MANAGE													
Delete Edit Submit Rate Crea	te Non-Contract New Canada Shipment Reque	Post Rate Ist											
EDIT - CANADAPOST RATE	REQUEST - 1											>	×
Proof of Age Required - 19					Destinatio	n Country		Canada				~	
Card for Pickup					Destinatio	n Code		R3C3Z3					
Do not Safe Drop					Quote Tot	al						0.00	
Leave at door													
Shipping													
Ship-To Contact	Ro	bert Townes			Ship-to Ci	ty		Winnipeg					1
Ship-To Name	Ad	latum Corporation			Ship-to St	ate		MB					
Ship-To Address	36	0 Main Street, Suite 1150	0		Ship-to Co	ountry/Region Code	e	CA					
Ship-To Address 2					Ship-to Zi	p Code		R3C3Z3					
Customs >													
Packages													
PREDEFINED PACKAGE	PARCEL WEIGHT (KG)	LENGTH (CM)	WIDTH (CM)	HEIGHT (CM)	UNP	COVERAGE AMOUNT	MAI TUBE	COD AMOUNT	COD INCLU SHIPP	NON- DELIVERY	RE	RATE SULTS	
DEFAULT SIZE	2.00	30.00	30.00	30.00		0.00		0.00				0	

8. Press the action: Submit Rate Request to retrieve a list of CanadaPost services and rates applicable to your package. You will see the rate results change to show the number of services available.

	Dynamics 365 🗸	Business Centra	Sales Orders	> Sales Orders > S-	ORD101001	Adatum	Corporati				Q	. 🙂	Ð	۲	?	8
C	HOME ACTIONS MANAGE															
S	New CanadaPost Rate Request Actions	e Non-Contract Shipment Setup Setup	ıt													^
	EDIT - CANADAPOST RATE REG	QUEST-1													\times	<
	Proof of Age Required - 19						Destinatio	on Country		Canada						^
	Card for Pickup						Destinatio	on Code		R3C3Z3						
	Do not Safe Drop						Quote To	tal						(0.00	
	Leave at door															
	Shipping															
	Ship-To Contact	Rob	ert Townes				Ship-to C	ity		Winnipeg						
	Ship-To Name	Adat	tum Corporation				Ship-to S	tate		MB						
L	Ship-To Address	360	Main Street, Suite 11	50			Ship-to C	ountry/Region Code	9	CA						
	Ship-To Address 2						Ship-to Z	ip Code		R3C3Z3						
	Customs >															
	Packages															
	PREDEFINED PACKAGE	PARCEL WEIGHT (KG)	LENGTH (CM)	WIDTH (CM)	HEIG	HT (CM)	UNP	COVERAGE AMOUNT	MAI TUBE	COD AMOUNT	COD INCLU SHIPP	NON- DELIVER	RY	RA1 RESUL1	'E 'S	
	DEFAULT SIZE	5.00	30.00	30.00		30.00		0.00		0.00					1	



9. To view the rates for any given package, make sure you have selected the package line in question. Click the Packages-Manage: View Services Action.

Dynamics 365 v Busin	Sales Orders > Sales Orders > S-C	DRD101001 - Adatum Corporation > 1	م (ن	?
Packages HOME ACTIONS MANAGE				
New Line				
× Delete Line				
View Services General				
EDIT - CANADAPOST RATE REQUEST	-1			×
Proof of Age Required - 19		Destination Country	Canada	
Card for Pickup		Destination Code	R3C3Z3	
Do not Safe Drop		Quote Total		0.00
Leave at door				
Shipping				
Ship-To Contact	Robert Townes	Ship-to City	Winnipeg	
Ship-To Name	Adatum Corporation	Ship-to State	MB	
Ship-To Address	360 Main Street, Suite 1150	Ship-to Country/Region Code	CA	
Chin To Address 2		Chie to Zie Code	020272	

10. Services will be displayed along with the costs, shipping dates, taxes.

	Dynamics	365 ~	Business Cent	ral s Orders > S-OF	RD101001 · Adatu	m Corporatior	n ≻ CanadaF	ost Rate	Request List ≻ 1	> WSI0001 Canada	Post Results	<u>२</u> 🙂	¢	? 8
(HOME ACTION	s	. A R.	K Request Refund	×									
	Edit Create No List Ship Manage	on-Contract Shipp ment Lab	Ing Tracking Receipt	Get Signature Apply Charges to Document	Open in Excel Page									^
	VIEW - WSI00	01 CANADAPO	STRESULTS										1= 88	ъх
	SE	TRACKING-	SERVICE PIN CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU DELIV DAY	DUE	RE REQL	BASE COST	GST	PST	HST	AUTOMATION DISCOUNT	FUEL SURCHARGE
			DOM.EP	Expedited Parcel	3/21/2018		27.55		24.19	1.31	0.00	0.00	0.00	2.55
			DOM.PC	Priority	3/19/2018		96.42		89.35	4.59	0.00	0.00	0.00	9.47
			DOM.RP	Regular Parcel	3/22/2018		27.55		24.19	1.31	0.00	0.00	0.00	2.55
			DOM.XP	Xpresspost	3/20/2018		57.06		50.34	2.72	0.00	0.00	0.00	5.45

11. From this page, you can select the service that you are interested in purchasing and create a non-contract shipment. To create a non-contract shipment, you need to setup a valid payment option in your CanadaPost small business account. Otherwise you will receive an error message indicating specifically what the error is. Since we are in "TEST MODE", we can create a non-contract shipment without this restriction. Doing so will allow us to generate a shipping label and retrieve a receipt of the transaction.



12. Press the Create Non-Contract shipment option after choosing a service. You will only be able to select one service per package.

	Dynam	nics 365 🚿	~ Bus	iness Cen	tral s Orders > S-0	ORD101001 · Adatur	m Corporatio	on > Canada	Post Rate	Request List > 1 >	WSI0001 Canada	Post Results	<u>२</u> ः
(HOME AC	CTIONS ate Non-Contract Shipment	Shipping Trac Label Inform	cking Receipt	Request Refund Get Signature Apply Charges to Documer	Open in Excel							
	Manage	SI0001 CANAI	DAPOSTRES	Process		Page							
	SE	TRACK	ING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU DELIV DAY	DUE	RE REQL	BASE COST	GST	PST	н
		•••		DOM.EP	Expedited Parcel	3/21/2018		27.55		24.19	1.31	0.00	C
				DOM.PC	Priority	3/19/2018		96.42		89.35	4.59	0.00	C
				DOM.RP	Regular Parcel	3/22/2018		27.55		24.19	1.31	0.00	C
				DOM.XP	Xpresspost	3/20/2018		57.06		50.34	2.72	0.00	C

13. A tracking pin is generated and displayed. While in test mode, you will not be able to retrieve tracking information for a shipment. This feature will only work in production mode.

	C)ynan	nics	365 ~	Business Cer	s Orders > S-OF	RD101001 · Adatur	m Corporat	tion > Canadal	Post Rate	Request List > 1 >	WSI0001 Canada	Post Results	م	٢	Ð	۲	?	8
	HO	ME A	CTIONS																
S	Edi	Creat	ate Non Shipn	-Contract Shippi hent Labe	Tracking Receipt	X Request Refund Refused Refus	Open in Excel												
		DIT – WS		CANADAPOS															\times
				TRACKING-F	SERVICE PIN CODE		EXPECTED DELIVERY DATE			RE REQL			PST		HST	AUTON	ATION		FUEL CHARGE
					DOM.EP	Expedited Parcel					24.19	1.31					0.00		2.55
					DOM.PC	Priority	3/19/2018		96.42		89.35	4.59	0.00				0.00		9.47
					DOM.RP	Regular Parcel	Vour NonCe	ontract shin	ment was create	d success	fully	1.31					0.00		2.55
						Xpresspost	1	Sittaet Ship	ment mus create	a success	iany.	2.72							5.45
							_		_		ОК								

DME A	CTIONS													
dit ist Cre	eate Non-Cor Shipment	tract Shipping 1 Label In	Tracking formation Process	Request Refund Get Signature Apply Charges to Document	Open in Excel Page									
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						CU1								
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SE	TR	ACKING-PIN	SERVICE CODE DOM.EP	SERVICE NAME Expedited Parcel	DELIVERY DATE 3/21/2018		DUE 27.55	RE REQL	BASE COST 24.19	GST 1.31	PST 0.00	HST 0.00	AUTOMATION DISCOUNT	FI
SE	TR 	ACKING-PIN	SERVICE CODE DOM.EP DOM.PC	SERVICE NAME Expedited Parcel Priority	3/21/2018 3/19/2018		DUE 27.55 96.42	RE REQL	BASE COST 24.19 89.35	GST 1.31 4.59	PST 0.00 0.00	HST 0.00 0.00	AUTOMATION DISCOUNT 0.00 0.00	SURCHAP
SE	TR 	ACKING-PIN	SERVICE CODE DOM.EP DOM.PC DOM.RP	SERVICE NAME Expedited Parcel Priority Regular Parcel	3/21/2018 3/22/2018		DUE 27.55 96.42 27.55	RE REQL	BASE COST 24.19 89.35 24.19	GST 1.31 4.59 1.31	PST 0.00 0.00 0.00	HST 0.00 0.00 0.00	AUTOMATION DISCOUNT 0.00 0.00 0.00	FI SURCHAR



14. Retrieve a PDF of the shipping label by clicking the "Shipping Label" action from the ribbon. All the "label" options will be displayed when in "test" mode regardless of options selected in setup menu. Production shipping labels will generate per the selected options.

For Testing Purposes Only À des fins de test uniquement					
Xpres	spost ^{™™}			For Testing Purposes Only À des fins de test uniquement	1
Tracking Number	Nu	iméro de repérage	- - -	Xpresspost ^{™™}	YWG
Instructions 1. Choose a box designed for shipping. 2. Wrap your items so that they are secure in the box	T ^{o:} ROBERT TOWNES Örder No.: N [°] d'commande: P123456789			TO: /A ROBERT TOWNES ADATUM CORPORATION 360 MAIN STREET, SUITE 1150 WINNIPEG MB R3C 3Z3	
and seal the box using proper shipping tape. 3. Cut the label on the dotted line and retain this half for tracking purposes.	Customer Credit Card Rece Reçu de carte de credit	eipt /	ERICI		SIGNATURE
 Tape the label so it appears squarely on the largest side of the box (do not bend it around sides or end of box). <u>Do not tape over any part</u> of the barcode on the label. 	The online values action ras been appri- card issue. / La transaction en lingüe par l'établissement émetteur de la car Transaction type: Type de transaction: Sale Card Type: / Type de carte:	a été approuvée te de crédit. e / Vente	DECOUPI	R3C 3Z3	
 Take the parcel to a Canada Post retail outlet for shipping. All items except PriorityTM may also be deposited in a Street Letter Box. 	VIS VIS VIS VIS Name on Card: / Nom sur la carte: John Doe Order Sub-Total: Total partiel de la commande: \$54.	.34 CAD	IERE /		
 Choisissez une boîte conçue pour l'expédition. Empaquetez solidement vos articles dans la boîte 	GST / TPS (#119321495): \$2.7 PST / TVP: \$0.0 HST / TVH: \$0.0	72 CAD 00 CAD 00 CAD	CUTH	TRACKING NUMBER	N° DE REPÉRAGE
et scellez le tout avec du ruban d'expédition. 3. Découpez l'étiquette le long du pointillé et	Total Transation Amount: \$57. Montant total de la transation: \$57. Authorization Code: 007!	.06 CAD	-	Sender warrants that this item does not contain no L'expéditeur garantit que cet envoi ne contient pas	on-mailable matter. s d'objet inadmissible.
conservez cette partie pour suivi. 4. Apposez l'étiquette pour qu'elle paraisse entièrement sur le côté le plus grand de la boîte (ne pas la replier sur les côtés). Ne recouvrez aucune partie du code à barres de l'étiquette.	Code d'autorisation: Date and Time: 2011 Date theure: Can Merchant Name: Pos Merchant Online Address: www Adresse Web du commerçant: www	8 03 16 10:42 EDT nada Post ites Canada w.canadapost.ca w.postescanada.ca		CRONUS Canada, Inc. 220 Yonge St Toronto ON M5E 155 ESTICIEE V1801.1.232 SPEC 3896 V2 PIN / NIP:	30x30x30cm 10.000 KG VE/V MANIFEST NOT REQ MANIFESTE NON REQ P/F: 8533148 CC
5. Apportez le colis à un comptoir postal de Postes Canada pour expédition. Tous les envois sauf ceux utilisant Priorité ^{MC} peuvent aussi être déposés dans une boîte aux lettres publique.				Order No.: / N° d'oommande: P123456 Auth Number / N° d'authorisation: 007564 In case of non-delivery, return at sender's expe En cas de non-livraison manquée, renvoyer au	789 Inse at counter rates. X frais de l'expéditeur aux tarifs du comptoir.
A barcode should be printed on the label because Deliv visible, please contact the help desk at 1-877-376-1212 Un code à barres devrait etre imprimé surfétiquette lors code à barres n'apparaît pas, veullez communiquer ave	very Confirmation is selected. If no bar c 2 for assistance. sque la confirmation de livraison est cho ac le service d'assistance au 1-877-378-	ode is isie. Si le 1212.			

-



15. Click the Receipt button to retrieve a .txt file of the details for this transaction.

Receipt - Notepad File Edit Format View Help RECEIPT Final Shipping Point (Postal Code): M3C1J9 Shipping Point: NORTH YORK DON MILLS PO Shipping Point ID: 3269 Customer Number: XXXXXXXXXXXXX Service Used: DOM.XP Rated Weight: 10.000 Base Amount: \$50.34 Pre Tax Amount: \$54.34 GST Amount: \$2.72 Option Code: DC Option Price: \$0 Option Code: SO Option Price: \$1.50 Adjustment Code: FUELSC Adjustment Amount: \$5.45 Adjustment Code: V1DISC Adjustment Amount: \$-2.95 Merchant Name: Canada Post Merchant URL: www.canadapost.ca Name on Card: John Doe Authorization Code: 007564 Authorization Timestamp: 2018-03-16T10:42:53-04:00 Card Type: VIS Charge Amount: 57.06 Currency: CAD TXN Type: Sale AM Delivery: NO Guaranteed Delivery: YES Expected Delivery Date: 2018-03-20



16. To cancel this non-contract shipment, we can Request a Refund by pressing the "Request Refund" action from the ribbon. If this shipment has not been scanned into CanadaPost's system, a refund will be granted.

2	Cuar	mics 365 🗸 🛛 E	usiness Cer	ntral s Orders > S-OF	RD101001 · Adatu	m Corporatio	n ≻ Canada	Post Rate	Request List > 1 >	WSI0001 Canadal	Post Results C	C)	¢ 0	? 8
	S Edit Cri	reate Non-Contract Shipping Label	Tracking formation Process	Request Refund Get Signature Apply Charges to Document	Open in Excel									^
	EDIT-W	/SI0001 CANADAPOST R											1= 69	, ×
	SE.	TRACKING-PIN		SERVICE NAME	EXPECTED DELIVERY DATE		DUE	RE REQL		GST	PST	HST	AUTOMATION DISCOUNT	FUEL
			DOM.EP	Expedited Parcel					24,19	1.31		0.00	0.00	2.55
			DOM.PC	Priority	211010010		00.00	17	00.35	4.59			0.00	9.47
			DOM.RP	Regular Parcel	? Are you su	re you wish to	submit a refu	nd request	t for tracking pin	1.31				2.55
	Dynar	mics 365 🗸 🕴 E	usiness Cer	ntral s Orders > S-OF	RD101001 · Adatu	m Corporatio	n ≻ Canada	Post Rate	Yes No	WSI0001 Canadal	Post Results	. 0		? 8
	C HOME													
		reate Non-Contract Shipping Shipment Label I	Tracking formation Process	K Request Refund	Open in Excel Page									^
	Manage EDIT – W	reate Non-Contract Shipping Shipment Label I	Tracking formation Process ESULTS	Request Refund Get Signature Apply Charges to Document	Open in Excel Page								1= 68	 ۲ م
	Manage EDIT - W	reate Non-Contract Shipping Shipment Label 1 /SI0001 CANADAPOST R	Tracking Tracking Process ESULTS SERVICE CODE	Request Refund Get Signature Apply Charges to Document SERVICE NAME	Copen in Page EXPECTED DELIVERY DATE			RE REQL		GST	PST	HST	AUTOMATION DISCOUNT	∧ × FUEL SURCHARGE
	Manage	reate Non-Contract Stapping Shipping //SI0001 CANADAPOST R TRACKING-PIN	Process ESULTS SERVICE CODE DOM.EP	Request Refund Refund	EXPECTED DELIVERY DATE 3/21/2018	GU DELI'I DAY	DUE 27.55	RE REQL	BASE COST 24.19	65T 1.31	PST 0.00	HST 0.00	AUTOMATION DISCOUNT 0.00	P X FUEL SURCHARGE 2.55
	Manage	/SIODOI CANADAPOST R TRACKING-PIN	Tracking Receipt Process ESULTS SERVICE CODE DOM.EP DOM.PC DOM.PC	Request Refund Reguest Refund Reguest Refund Apply Charges to Document SERVICE NAME Expedited Parcel Priority	Page EXPECTED DELIVERY DATE 3/21/2018	GU DELI DAY	DUE 27.55 aas been subm	RE REQL	BASE COST 24.19 ressfully.	65T 1.31 4.59	PST 0.00 0.00	HST 0.00 0.00	AUTOMATION DISCOUNT 0.00 0.00	PX FUEL SURCHARGE 2.55 9.47
	Manage	And A second sec	Tracking Process ESULTS SERVICE CODE DOM.EP DOM.PC DOM.RP DOM.XP	X Request Refund Get Signature Apply Charges to Document SERVICE NAME Expedited Parcel Priority Regular Parcel Xpresspost	Page EXPECTED DELIVERY J/21/2018 i Your reque Service Tid	GU DELI'I DAY st for refund h cet Date: 2018	DUE 27.55 aas been subn -03-16	RE REQL	BASE COST 24.19 ressfully.	65T 1.31 4.59 1.31 2.72	PST 0.00 0.00 0.00 0.00	HST 0.00 0.00 0.00 0.00	E 52 AUTOMATION DISCOUNT 0.00 0.00 0.00 0.00	P X FUEL SURCHARGE 2.55 9.47 2.55 5.45

List	Shipi	nent Label Inf	Ormation	Apply Charges to Document	Excel									^
EDIT - WS	51000	I CANADAPOST RE	SULTS		rage								1= 88	л X
SE		TRACKING-PIN	SERVICE	SERVICE NAME	EXPECTED DELIVERY DATE	GU DELI ^N DAY	DUE	RE REQL	BASE COST	GST	PST	HST	AUTOMATION DISCOUNT	FUEL SURCHARGE
			DOM.EP	Expedited Parcel	3/21/2018		27.55		24.19	1.31	0.00	0.00	0.00	2.55
	***		DOM.PC	Priority	3/19/2018		96.42		89.35	4.59	0.00	0.00	0.00	9.47
	***		DOM.RP	Regular Parcel	3/22/2018		27.55		24.19	1.31	0.00	0.00	0.00	2.55
		123456789012	DOM.XP	Xpresspost	3/20/2018		57.06		50.34	2.72	0.00	0.00	0.00	5.45



17. Use the Apply Charges to Document action to create a new shipping charge line on the associated sales order based on the Setup option chosen.

	Dynan	nics	365 ~	Business Cer	ntral is Orders > S	-ORD101001 · Adat	um Corpor	ation ≻ Canadaf	Post Rate	Request List > 1	> WSI0001 Can	adaPost Results	Q (9	₽
S	HOME A Edit List Creation EDIT - WS	ate Nor Shipn	CANADAPOST	Process RESULTS	Kequest Refund Get Signature	Open in Excel Page									
	SE		TRACKING-PI	SERVICE N CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU DELIV DAY	DUE	RE REQL	BASE COST	GST	PST		HST	AUTOMATI DISCOU
				DOM.EP	Expedited Parcel	3/21/2018	\checkmark	27.55		24.19	1.31	0.00		0.00	0
				DOM.PC	Priority	3/19/2018	\checkmark	96.42		89.35	4.59	0.00		0.00	0
				DOM.RP	Regular Parcel	3/22/2018		27.55		24.19	1.31	0.00		0.00	0
			123456789012	2 DOM.XP	Xpresspost	3/20/2018		57.06		50.34	2.72	0.00		0.00	C

Number Process Proge EDIT - WS10001 CANADAPOST RESULTS EXPECTED GU DELIVERY RE DELIVERY RE DATE RE	Edit List Cre	eate Nor Shipr	n-Contract Shipping ment Label In	Tracking formation	Request Refund Refund Refund Apply Charges to Document	Open in Excel						
SE. TRACKING-PIN SERVICE NAME EXPECTED DATE DUI REUL BASE COST GST I ··· DOM.EP Expedited Parcel 3/21/2018 Image: Comparing the service of the service	EDIT - W		1 CANADAPOST RE	SULTS								
Image: Constraint of the system DOM.EP Expedited Parcel 3/21/2018 27.55 24.19 1.31 00 Image: Constraint of the system DOM.PC Priority 2000000000000000000000000000000000000	SE		TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU DELI ¹ DAY		RE REQL	BASE COST	GST	PS
Image:				DOM.EP	Expedited Parcel	3/21/2018		27.55		24.19	1.31	
DOM.RP Regular Parcel Are you sure you wish to apply non-contract shipment charges to 1.31 0.				DOM.PC	Priority	214012040		00.40		00.25	4.59	
				DOM.RP	Regular Parcel	Are you sur	re you wish to	apply non-co	ntract ship	ment charges to	1.31	
Image: International Content of			123456789012	DOM.XP	Xpresspost	Document	Type:Order Do	ocument No:S	ORD1010	101	2.72	





18. Review charges on Order. Close the CanadaPost Results and close the CanadaPost Quote Page. You will see the charge has been applied to the order based on your selected Setup Options from the CanadaPost Setup.

	Dy	namics 365 🗸		Business Ce	ntral Sales Orders > S-G	ORD101001 · Ada	tum Corp	oration					م	٢	۹	☺ ?
C	HOME	ACTIONS NAVIGAT	TE	REPORT MANAG	Lines SE LINE ORDER											
S	Edit	New Canada Re Post	elease	Reopen Attachment	s Create Inventory Put-away/Pick	ion on Picking List by Order	Post Posti	Post and Send	Send Approval Cancel A Request Request	ppproval	Previous N	ext				
	EDIT	- SALES ORDER - S-	ORD	01001 · ADATUM	CORPORATION											
	S. _{Ger}	-ORD10´ ^{neral}	10	01 · Ac	datum Corp	oratio	n									Show more
	Cust	omer Name			Adatum Corporation				Due Date			5/2/2018				
	Con	tact			Robert Townes				Requested Deli	very Date		4/3/2018				
	Post	ing Date			4/2/2018				External Docum	ient No.						
	Ord	er Date			4/2/2018											
	Lin	es				LOCATION			RESERVED	UNIT OF MEASURE	UNITPRICE	TAX GROUP		LINE	Ξ.,	LINE
		TYPE	_	N0.	DESCRIPTION	CODE	QUA	NTITY	QUANTITY	CODE	EXCL. VAT	CODE	DISC	COUNT 9	6 E	(CL. VAT
		Item		1996-S	ATLANTA Whiteboard, base			12		PCS	2,099.1	D TAXABLE				25,189.20
		G/L Account	••••	67400	Miscellaneous			1			54.3	4 TAXABLE				54.34

United States Shipping

 US shipping is like domestic shipping with a few additional conditions that must be met. Let's go through an example. Create an order that has a ship-to address in the US by first selecting new.

Dynamics	365 ~	Business Ce	entral	Sales Orders					
CRONUS Ca	nada, Inc.	Finance	Cash	Management \vee	$Sales \lor$	Purchasir	ng ~ Approvals	 Self-Service 	e – Setup & Exte
Sales Orders:	All		New	lanage 💛 🛛 Repo	ort 🗸 🛛 Orde	r∨ Pag	e 🗸 🕴 Actions 🗸	Navigate 🗸	Report ∽ Show
N0.	SELL-TO C	CUSTOMER NAME	EXTERNA DOCUMEI NO.	L VI LOCATION CODE	DOCUME DATE	COM SHIPPE	AMOUNT SHIPPED NOT INVOICED (LCY)	AMOUNT SHIPPED NOT INVOICED (LCY) INCL. VAT	AMOUNT
S-ORD1010 ••	Adatum Co	orporation			4/2/2018	No	0.00	0.00	25,243.54
S-ORD1010	Adatum Co	orporation			5/1/2018	No	0.00	0.00	3,432.50
S-ORD1010	School of	Fine Art			4/22/2018	No	0.00	0.00	7,785.60
S-ORD1010	Alpine Ski	House			5/13/2018	No	0.00	0.00	856.50



2. Select a customer

Dynamics 365	- Business	Central Sales	Orders > Sales O	rder						୯ 🙂 🖷	•
HOME ACTIONS NAV	IGATE REPORT										
Edit New Canada Post	Release Reopen Attachm	nents Create Inventory Put-away/Pick	 Email Confirmation Print Confirmation Statistics 	Picking List by Order	Post Post and Send	Send Approval Cancel Ap Request Reque	proval	Flows Previous N	ext		
Manage		Process		Report	Posting	Request	Approval	Page			
NEW - SALES ORDER											
Sales Or	der										
Juics Of	uci										
General											Sho
Customer Name		*				Due Date	_				
Contact							ry Date				
Posting Date		N0.	NAME		CITY	PHONE NO.	nt No.	Γ			
0 1 0 1		<u>10000</u>	Adatum Corpo	ation	Winnipeg			L			
Order Date		20000	Trey Research		Missisauga						
Lines		30000	School of Fine	Art	Ottawa						
LINCS		40000	Alpine Ski Hous	e	Calgary		INITOF				LIN
		50000	Relectoud		Vancouver		IEASURE	UNIT PRICE	TAX GROUP	LINE	AMOUN
TYPE	NO.	<)	ODE	EXCL. VAT	CODE	DISCOUNT %	EXCL. VA
Item		+ New				Select from full list					

3. Add an Item.

Dynamics 365	~ Business	Central	Sales C	Orders > S-ORD	01005 · Scho	ol of Fine Art					<u>२</u> ः	
	AVIGATE REPORT M	Line ANAGE LII	s IE ORDER									
Edit New Cana Rose	da Release Reopen Attach	ments Create Put-av	Inventory ay/Pick	Email Confirmation Print Confirmation Statistics	Picking List by Order	Post Post and Send	Send Approval Cancel Ag Request Requ	proval	Flow Flows Is Previous N	ext		
NEW - SALES ORDE	R - S-ORD101005 · SCH	00L OF FIN	EART									
	10100E .	Cchc		f Eino	∧ rt							
S-ORD	101005 • .	SCHC		FINE	Art							
General												
Customer Name		Sc				BASE UNIT OF				4/30/2018		
Contact		M	NO.	DESCRIPTIO	N	MEASURE	UNITPRICE	ry Date				
Posting Date		4/	<u>1896-S</u>	ATHENS De:	sk	PCS	1,503.40	nt No.				
Order Date		4/	1900-S	PARIS Guest	Chair, black	PCS	289.60					
order bute			1906-S	ATHENS Mc	bile Pedestal	PCS	651.40					
Lines			1908-S	LONDON SV	vivel Chair, blu	ue PCS	285.50					
Lines			1920-S	ANTWERP C	onference Tal	ble PCS	973.20	JNIT OF				
TYPE	N0.	DE _	1925-W ⊢ New	Conference	Bundle 1-6	PCS	283.60	/IEASURE	UNIT PRICE EXCL. VAT	TAX GROUP CODE	LINE DISCOUNT %	: ; ; ;
Item	*	*										



4. Use Quantity of 1.

 Dyn	namics 365 🗸		Busine	ess Cer	itral	Sales C	Orders > S-C	RD101005 · Sch	ool of Fi	ine Art							Q	٢	Ê
Номе	ACTIONS NAVIGA	TE	REPORT	MANAGE	Lines LINE	ORDER													
Edit	New Delete Canada Re Post	elease	Reopen A	U Attachments	Create Inve Put-away/F	ntory Pick	Email Confirmatio Print Confirmatio Statistics	n Picking List by Order	Post	Post and Send	Send Approva Request	I Cancel Ap Reque	proval	a Flow Flows Pl	Page	xt			
NEW	- SALES ORDER - S	-ORD	101005 - 1	SCHOOL	F FINE A	RT													
5-		10	05	. ς _C	hor		of Fine	⊃ Art											
Gen	eral	10	00	50	1100			<i>,</i> , , , , , , , , , , , , , , , , , ,											
Custo	omer Name			[School of	f Fine Art	t				Due Da	te			4	/30/2018			
Conta	act			[Meagan	Bond					Reques	ted Deliv	ery Date						
Postir	ng Date			[4/9/2018						Externa	l Docum	ent No.						
Order	r Date			[4/9/2018														
Line	20																		
1	TYPE		NO.		DESCRIP	TION		LOCATION CODE	QL	JANTITY	RESE	RVED NTITY	UNIT OF MEASURE CODE	UNI	IT PRICE (CL. VAT	TAX GROUP CODE	DIS	LIN	IE %
P	tem		1896-S		ATHENS D	Desk				1			PCS		1,503.40	TAXABLE			

5. Use a Custom Address

	Dynamics 365 🗸 🛛 Business Ce	entral Sales Orders > S-ORD1	101005 · School of Fine	Art	Q 😳 🖻
C	HOME ACTIONS NAVIGATE REPORT MANAG	Lines GE LINE ORDER			
S	Edit Delete Manage	Email Confirmation Create Inventory Put-away/Pick Statistics	Picking List by Order Post Po Signature Signature Sig	tst and Request Request Reques	Next
	NEW - SALES ORDER - S-ORD101005 · SCHOOL	OF FINE ART		,,, ,,,,,	-
				1	L
				Customergroup Code	
-	Shipping and Billing				
_	Ship-to	Custom Address	\checkmark	Location Code	
	Code			Shipment Date	4/9/2018
	Name	School of Fine Art		Outbound Whse. Handling Time	
	Address	100 Queen Street, Suite 500			
	Address 2				
	City	Ottawa			
	State	ON			
	Post Code	K1P 1J9			
	Country/Region	CA			
	Contact	Meagan Bond			
	SHIPMENT METHOD				
	Code				
	Agent				
	Agent Service				



6. Change country to US. Set a valid State and Zip code.

Dynamics 365 V Business Ce	ntral Sales Orders > S-ORD101005 · Sc	nool of Fine Art		م
HOME ACTIONS NAVIGATE REPORT MANAG	Lines SE LINE ORDER			
Edit New Canada Release Reopen Attachment	Email Confirmation Create Inventory Put-awayPick Statistics	Post Post and Send	Send Approval Cancel Approval Request Request To Approval Sensitive Previo	us Next
Manage	rocess Report	Posting	Request Approval	Page
NEW - SALES ORDER - S-ORDI01005 · SCHOOL Shipping and Billing	OF FINE ART			
Ship-to	Custom Address	\sim	Location Code	
Code			Shipment Date	4/9/2018
Name	School of Fine Art		Outbound Whse. Handling Time	
Address	123 Somewhere			
Address 2				
City	New York			
State	NY			
Post Code	11010			
Country/Region	US			
Contact	Meagan Bond			
SHIPMENT METHOD	,			
Code				
Agent				
Agent Service				

7. Click the CanadaPost action from the ribbon.

	Dynamics 365 v Business Ce	ntral Sales Orders > S-ORD1	01005 · School of Fine	Art	Q
C	HOME ACTIONS NAVIGATE REPORT MANAG	Lines E LINE ORDER			
S	Edit New Canada Release Reopen Attachments	Create Inventory Put-away/Pick	Picking List by Order	Dest and Request Request Reque	Previous Next
	Manage Pr	rocess	Report Postin	g Request Approval	Page
	NEW - SALES ORDER - S-ORD101005 · SCHOOL	OF FINE ART			
	Shipping and Billing				
-	Ship-to	Custom Address	\sim	Location Code	
-	Code			Shipment Date	4/9/2018
-	Name	School of Fine Art		Outbound Whse. Handling Time	
	Address	123 Somewhere			
	Address 2				
	City	New York			
	State	NY			
	Post Code	11010			
	Country/Region	US			
	Contact	Meagan Bond			
	SHIPMENT METHOD				
	Code				



8. The destination country will default to United States along with defaulting the destination code.

	Dynamics 365 v Business C	entral Sales Orders > S-ORD101005 - School of Fine Art	> 4		Q (
C	Packages HOME ACTIONS MANAGE					
S	Delete Edit Submit Rate Create Non-Contract New Shipmen Manage Process	CanadaPost Rate Request				
	EDIT - CANADAPOST RATE REQUEST - 4					
	4					
_	General					
	Document No.	S-ORD101005	Deliver To Post Office			
_	Promotion Code		Deliver To Post Office ID			
	Expected Mailing Date		Client Voice No.			
	Signature		Client E-Mail			
	Proof of Age Required - 18		Origin Postal Code	M2J4T1		
	Proof of Age Required - 19		Destination Country	United States		
	Card for Pickup		Destination Code	11010		
	Do not Safe Drop		Quote Total			
	Leave at door					
	Shipping					
	Ship-To Contact Meagan Bond		Ship-to City	New York		
	Ship-To Name	School of Fine Art	Ship-to State	NY		

9. Add a package, set the Parcel weight.

	Dynamics 365 🗸	Business Centra	al Sales Orders	S-ORD101005 · Sch	ool of Fine Art > 4					Q	. © .	₽ © ?
C	HOME ACTIONS MANAGE											
S	Delete Edit Submit Rate Create Request S	Non-Contract New CanadaP hipment Reque) lost Rate st									
	EDIT - CANADAPOST RATE RI	EQUEST - 4										>
	Proot of Age Required - 18					Origin Pos	stal Code		M2J411			
	Proof of Age Required - 19					Destinatio	n Country		United Stat	les		\sim
	Card for Pickup					Destinatio	n Code		11010			
	Do not Safe Drop					Quote Tot	al					0.00
	Leave at door											
	Shipping											
	Ship-To Contact	Me	agan Bond			Ship-to Ci	ty		New York			
	Ship-To Name	Sch	nool of Fine Art			Ship-to St	ate		NY			
	Ship-To Address	123	3 Somewhere			Ship-to Co	ountry/Region Code		US			
	Ship-To Address 2					Ship-to Zi	p Code		11010			
	Customs >											
	Packages											
	PREDEFINED PACKAGE	PARCEL WEIGHT (KG)	LENGTH (CM) ~	WIDTH (CM)	HEIGHT (CM)	UNP	COVERAGE AMOUNT	MAI TUBE	COD AMOUNT	COD INCLU SHIPP	NON- DELIVERY	RATE RESULTS
	DEFAULT SIZE	2.00	30.00	30.00	30.00		0.00		0.00			0



10. Since this is a package with destination of United States, you will need to define the customs information. Customs information is defined at both the quote request and package levels. The destination currency along with conversion rate will automatically default for you based on your Navision currency setup.

Uynamics 365 V Business Ce	ntral Sales Orders > S-ORD101005 · School of Fine	e Art > 4				Q	٢	₽
HOME ACTIONS MANAGE								
S Keiter Edit Submit Rate Create Non-Contract New Ca Manage Process	badaPost Rate equest							
EDIT - CANADAPOST RATE REQUEST - 4								
Ship-To Contact	Meagan Bond	Ship-te	o City		New York			
Ship-To Name	School of Fine Art	Ship-te	State		NY			
Ship-To Address	123 Somewhere	Ship-te	Country/Region Code	5	US			
Ship-To Address 2		Ship-te	Zip Code		11010			
Customs								
Destination Currency	USD	Certifie	ate Number					
Conversion Rate	0.665747	Liceno	Number					
Reason for Export	Sales of goods V	Invoice	Number					
Reason for Export Desc]						
Packages								
PREDEFINED PARCEL WEIGH PACKAGE (KG	T LENGTH (CM) ~ WIDTH (CM) HE	GHT (CM) UNP.	COVERAGE AMOUNT	MAI TUBE CI	CO INI OD AMOUNT SH	id CLU IIPP	NON- DELIVERY	I
DEFAULT SIZE	.00 30.00 30.00	30.00	0.00		0.00			



11. Click the Submit Rate Request Action. You will receive warnings for missing required information. A quote will not be submitted successfully until you correct all warning messages.





12. Select to view services under the packages ribbon.

	Dynamics 365 ${\scriptstyle \lor}$	Business Central	Sales Orders > S-ORD101005 · School of Fine	Art > 4	
	Packages				
C	HOME ACTIONS MANAGE				
-	🚔 New Line 🛛 🔓 Customs Info				
5	🔆 Delete Line				
	Tiew Services				
	General				
	EDIT - CANADAPOST RATE I	REQUEST - 4			
	General				
	Document No.	S-ORD1	101005	Deliver To Post Office	
	Promotion Code			Deliver To Post Office ID	
	Expected Mailing Date			Client Voice No.	1234

13. Select the Service you wish to generate a non-contract shipment for and press the Create Non-Contract shipment action from the ribbon.

	Dynamic	cs 365 🗸	Business Cen	tral Sales Orders > S-	ORD101005 · 9	School of F	Fine Art > 4 >	WSI0001	CanadaPost Results			α	\odot
S	HOME ACTION Edit List Create SI Manage	Non-Contract Ship hipment	ping Tracking Information Process	X Request Refund C Get Signature Apply Charges to Document	ypen in Excel Page								
	SE	TRACKING	SERVICE PIN CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU DELI ^N DAY	DUE	RE REQL	BASE COST	GST	PST		HST
	· .		USA.EP	Expedited Parcel USA	3/22/2018		33.38		32.88	0.00	0.00		0.00
			USA.PW.PA	Priority Worldwide parcel	3/22/2018		164.07		160.28	0.00	0.00		0.00
			USA.XP	Xpresspost USA	3/20/2018		55.12		53.18	0.00	0.00		0.00



	Dyna	mics	365 ~	Business Cent	ral Sales Orders > S	-ORD101005 · S	chool of F	ine Art > 4 >	WSI0001	CanadaPost Results		م
(
S					K Request Refund	×						
			n-Contract Shippir ment Label	ng Tracking Receipt I Information Process	Apply Charges to Document	Open in Excel Page						
	EDIT - \	/SI000	1CANADAPOS	TRESULTS								
			TRACKING-P	SERVICE PIN CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU DELI [\] DAY	DUE	RE REQL	BASE COST	GST	PST
					Expedited Parcel USA							
				USA.PW.PA	Priority Worldwide parcel	3/22/2018		164.07		160.28	0.00	0.00
				USA.XP	Xpresspost USA	Please defir	ne custom	lines for this pack	age.		0.00	0.00
								·	5	ОК		

14. Close the CanadaPost Results and select the Customs Info from the Packages option of the ribbon.

	Dynamics 365 ${\scriptstyle \lor}$	Business Central	Sales Orders > S-ORD101005 · School of Fine	Art > 4				
C	HOME ACTIONS MANAGE							
-	📑 New Line 🛛 😭 Customs Info	K						
- 5	🔆 Delete Line							
	View Services							
	EDIT - CANADAPOST RATE F	REQUEST - 4						
	Ship-To Contact	Meaga	n Bond	Ship-to City				
	Ship-To Name	School	of Fine Art	Ship-to State				
:	Ship-To Address	123 Sol	123 Somewhere Ship-to Country/Region Code					

15. To ease entry of items in the package, select the "Create Items from Order" option which will add a line for each item on the associated sales order.

	Dynamics 365 🗸	Business Central	Sales Orders > S-ORD101005 · Schoo	I of Fine Art ≥ 4	> WSI0001 CP Customs Lines		م	٢	Image: A start of the start	۲	?	8
S	HOME ACTIONS	ens from Open in Excel										
	New Manage Proc	s LINES + New							I	52	Q	×
	ITEM NO.	ITEM DESCRIPTION	QUANTITY	ITEM TARIF NO.	ITEM NET WEIGHT	ITEM UNIT PRICE	ITEM UNIT OF MEASURE	С	USTOM DE	ESCRIPTIO	N	
	1896-S	··· ATHENS Desk	1		34.60	1,503.40	PCS					



16. The item tarif no. is mandatory for an item being shipped. Populate the Item Tarif No. and customs description. Also, the sum net weight of items must be less than or equal to package weight.

6 0	Edit - WSI0001 CP Cust	X X Meet Finance and Operatio	3 ShippingLabel.PDF 🔠 HS C	ode search engin	e HTS + ~		CTN 100-01-				- 0	×
	Dynamics 365	Business Centra	Sales Orders > S-ORD10	1005 · Schoo	ol of Fine Art > 4	> WSI0001 CP Custo	oms Lines	ms/982011185/027-396779/340001/96	Q		?	8
s	HOME ACTIONS	Create Items from Open in Excel										
	EDIT - WSI0001 CP (CUSTOMS LINES + New								I= 88	Q	×
	ITEM NO.	ITEM DESCRIPTION	4	QUANTITY	ITEM TARIF NO.	ITEM NET WE	IGHT	ITEM UNIT PRICE	ITEM UNIT OF MEASURE	CUSTOM DESCRIPTI	ON	
	1896-S	··· ATHENS Desk			9999.99.99.99		34.60	1,503.40	PCS	Package		
	Dynamics 365	Business Centra	Sales Orders > S-ORD10	1005 - Schoo	I of Fine Art > 4	> WSI0001 CP Cust	oms Lines		٩	0 e 3	?	8
	New Manage	Process Page								1= 68	Q	$\hat{\times}$
	ITEM NO.	ITEM DESCRIPTION	4	QUANTITY	ITEM TARIF NO.	ITEM NET WE	IGHT	ITEM UNIT PRICE	ITEM UNIT OF MEASURE	CUSTOM DESCRIPTI	ON	
	1896-S	··· ATHENS Desk		1	9999.99.99.99		34.60	1,503.40	PCS	Package		
_												
	Dynamics 3	B65 ~ Business C	entral Sales Orders	S-ORD10	1005 · School of	Fine Art $>$ 4 $>$	WSI0001	CanadaPost Results		۹	\odot	
(È
-	HOME ACTIONS											È
-	HOME ACTIONS	Contract Shipping Tracking Receipting Receipting Process	Request Refund	Open in Excel								
-	HOME ACTIONS Edit List Manage VIEW - WSI0001	Contract Shipping Label Information Process CANADAPOST RESULTS	Request Refund Get Signature Apply Charges to Document	Open in Excel Page								
-	HOME ACTIONS Edit List Manage VIEW - WSI0001	Contract shipping Tracking Recent Label Information Process CANADAPOST RESULTS	Request Refund Get Signature Apply Charges to Document SERVICE NAME	Open in Excel Page	ECTED GU VERY DELI' VAY	חווב	RE	BASECOST	T28	PST	НСТ	
	HOME ACTIONS Edit User VIEW - WS10001 SE	Contract Shipping Tracking CANADAPOST RESULTS CANADAPOST RESULTS TRACKING-PIN SERVICE USA.EP	Request Refund Get Signature Apply Charges to Document SERVICE NAME Expedited Parcel USA	Page EXPE DELL DATE 3/22	ECTED GU VERY DELI'I E DAY /2018	DUE 33.38	RE REQL	BASE COST 32.88	GST 0.00	PST 0.00	HST 0.00	
	HOME ACTIONS Edit List Manage	Contract Shipping Tracking Recent Label Information Process CANADAPOST RESULTS TRACKING-PIN SERVICE USA.EP USA.PW.P	Request Refund Get Signature Apply Charges to Document SERVICE NAME Expedited Parcel USA A Priority Worldwide parce	Copen in Excel Page EXPE DELI DATE 3/22, ccel 3/22	CTED GU VERY DELI' 2018 [/2018 _	DUE 33.38 164.07	RE REQL	BASE COST 32.88 160.28	GST 0.00 0.00	PST 0.00 0.00	HST 0.00 0.00	AL



	Dyna	mics	365 ~	Business Cen	tral Sales Orders 2	S-ORD101005 · School of Fine Art > 4 > WSI0001 CanadaPost Results	
C							
S	Edit List Manage	Create Nor Ship	n-Contract Shippi ment Labe	ing Tracking Receipt Information	X Request Refund Get Signature	Open in Excel Page	
	VIEW -	WSIOOO)1 CANADAPO	STRESULTS			
:	SE		TRACKING-I	SERVICE PIN CODE	SERVICENAME	EXPECTED GU DELIVERY DELIN RE DATE DAY DUE REQL BASE COST	GST
-				USA.EP	Expedited Parcel US		0.00
-				USA.PW.PA	Priority Worldwide		0.00
				USA.XP	Xpresspost USA	ErrorReturnCode: 8716 This product requires a valid value for Non-Delivery Handling.	0.00

17. Select a value for Non-delivery handling as required for United States shipping.

	Dynamics 365 ${\scriptstyle\lor}$	Business Cer	ntral Sales Orders >	S-ORD101005 · Scho	ool of Fine	Art > 4					(२ 😳 ा			?
C	HOME ACTIONS MANAGE														
3	📲 New Line 🛛 🕌 Customs Info														
	× Delete Line														
	View Services General														
	EDIT - CANADAPOST RATE	REQUEST - 4													>
1	Shipping														_
Ł	Ship-To Contact		Meagan Bond				Ship-to Cit	ty		New York	:				
ł.	Ship-To Name		School of Fine Art				Ship-to St	ate		NY					
ł.	Ship-To Address		123 Somewhere				Ship-to Co	ountry/Region Code	9	US					
	Ship-To Address 2						Ship-to Zij	o Code		11010					
L	Customs														
L	Destination Currency		USD				Certificate	Number							
L	Conversion Rate				0.665747		Licence Nu	umber							
L	Reason for Export		Sales of goods		\sim		Invoice Nu	imber							
	Reason for Export Desc														
l	Packages												/		
l	PREDEFINED PACKAGE	PARCEL WEIGHT (KG)	LENGTH (CM)	WIDTH (CM)	HEIGI	HT (CM)	UNP	COVERAGE AMOUNT	MAI TUBE	COD AMOUNT	COD INCLU SHIPP	NON-		RATE RESULTS	
	DEFAULT SIZE	2.0	0 30.00	30.00		30.00		0.00		0.00		Abandon	\sim	3	\$



18. Create non-contract shipment.

Dynamics 365 ${\scriptstyle \lor}$	Business Cent	ral Sales Orders	> S-ORD101005 · Scho	ol of Fine	Art > 4						ৎ 😳	Ē	۲	?
HOME ACTIONS MANAGE														
New CanadaPost Rate Submit Rate C Request Actions	reate Non-Contract Shipment	up aPost ip												
EDIT - CANADAPOST RATE	REQUEST - 4													
Shipping														
Ship-To Contact	Ν	Neagan Bond				Ship-to Ci	ity		New York					
Ship-To Name	5	chool of Fine Art				Ship-to St	tate		NY					
Ship-To Address	1	23 Somewhere				Ship-to Co	ountry/Region Cod	de	US					
Ship-To Address 2						Ship-to Zi	ip Code		11010					
Customs														
Destination Currency	l	ISD				Certificate	Number							
Conversion Rate			(0.665747		Licence N	umber							
Reason for Export	5	ales of goods		\sim		Invoice N	umber							
Reason for Export Desc														
Packages														
							COVERAGE	MAI		COD INCLU	NON-		RATE	
PREDEFINED PACKAGE	PARCEL WEIGHT (KG)	LENGTH (CM)	WIDTH (CM)	HEIGH	HT (CM)	UNP	AMOUNT	TUBE	COD AMOUNT	SHIPP	DELIVERY		RESULTS	

 C	Dynam	nics	365 ~ E	usiness Cen	tral Sales Orders >	S-ORD101007 · S	chool of Fir	ne Art > 9 >	WSI0001	CanadaPost Results		
Сно												
S Ed Lis	it tt age	te Nor Shipr	-Contract Shipping nent Label I	Tracking formation Process	X Request Refund Get Signature Apply Charges to Document	Open in Excel						
I EI	DIT – WS		CANADAPOSTR	ESULTS								
	SE		TRACKING-PIN	SERVICE	SERVICE NAME	EXPECTED DELIVERY DATE	GU DELI ¹ DAY	DUE	RE REQL	BASE COST	GST	PST
				USA.EP	Expedited Parcel USA	2018-03-27		33.38		32.88		
				USA.PW.PA	Priority Worldwide	Your NonCo	ontract shini	ment was create	d success	fully	0.00	0.00
						1				ОК		



Additional Features

 Ship-to Post Office Option – This feature allows a delivery of package to a CanadaPost post office of the customer's choosing instead of attempting delivery to the customer's address. The customer will be notified by email when the package is available at the selected post office. Choose an order and create a new quote request.

Dynamic	s 365 🗸	Business C	entral	Sales Orders					
CRONUS Ca	anada, Inc.	Finance	 Cash 	Management	✓ Sales ∨	Purchasing	g \lor Approvals \lor	Self-Service	e∨ Setup & Ex
Sales Orders:	All		New N	1anage 🔨 🛛 Re	eport 🗸 🛛 Order	- V Page	e∼ Actions∨	Navigate $^{\smallsetminus}$	Report 🗸 Sho
N0.	SELL-TO C	USTOMER NAME	EXTERNA DOCUMEI NO.	L NI LOCATION CODE	DOCUME DATE	COM SHIPPE	AMOUNT SHIPPED NOT INVOICED (\$)	AMOUNT SHIPPED NOT INVOICED (\$) INCL. TAX	AMOUNT
S-ORD1010	Adatum Co	orporation			2018-04-02	No	0.00	0.00	25,243.54
S-ORD1010	Adatum Co	orporation			2018-05-01	No	0.00	0.00	3,531.27
S-ORD1010 •	·· School of F	Fine Art 🚽			2018-04-22	No	0.00	0.00	7,785.60
S-ORD1010	Alpine Ski	House			2018-05-13	No	0.00	0.00	856.50
S-ORD1010	School of F	Fine Art			2018-04-09	No	0.00	0.00	1,503.40
S-ORD1010	School of F	ine Art			2018-04-09	No	0.00	0.00	1,503.40
S-ORD1010	School of F	ine Art			2018-04-09	No	0.00	0.00	1,503.40

	Dyr	Dynamics 365 V Business Central					Sales Or	ders > S-ORD	101003 · Scho	ol of Fi	ne Art				
						Lines									
C	HOME	ACTIONS	NAVIGATE	REPORT	MANAGE	LINE	ORDER								
S	Edit	°⊡ New ➤ Delete	Canada Releas	se Reopen A	Attachments C	reate Inve ut-away/F	ntory	mail Confirmation rint Confirmation tatistics	Picking List by Order	Post	Post and Send	Send Approval Request	Cancel Approval Request	of Create a Flow of See my Flows Mathematical Approvals	Previous
	Ma	nage			Proc	ess			Report	Pos	sting		Request Approv	/al	Page

EDIT - SALES ORDER - S-ORD101003 · SCHOOL OF FINE ART

S-ORD101003 · School of Fine Art

General

Customer Name	School of Fine Art	 Due Date
Contact	Meagan Bond	 Requested Delivery Date
Posting Date	2018-04-22	 External Document No.
Order Date	2018-04-22	

linac



2. Select "Delivery to Post Office" option and use the drill down option on the "Delivery to Post Office ID" field to choose a post office. The top 10 options closest to the Destination Code will be shown.

	Dynamics 365 🗸 🛛 Business Ce	Sales Orders > S-ORD101003 - School of Fin	e Art > 10		٩	☺ 🛡	• ?
C	HOME ACTIONS MANAGE						
S	Delete Edit Submit Rate Create Non-Contract New C Request Shipment	CanadaPost Rate Request					
	EDIT - CANADAPOST RATE REQUEST - 10						\times
	10			X			
	General						
	Document No.	S-ORD101003	Deliver To Post Office]		
-	Promotion Code		Deliver To Post Office I	ID			
-	Expected Mailing Date		Client Voice N				
-	Signature		Client E-Mail	FICEID DISTANCE	NAME AD	DRESS	(
	Proof of Age Required - 18		Origin Postal	0357502 0.14	INTERNATIONAL 10	1-111 ALBERT ST	î
	Proof of Age Required - 19		Destination Co	00313513 0.18	DHAPMA POSTA 58	SPARKS ST	\sim
	Card for Pickup		Destination C 000	0103459 0.47	BETWEEN FRIEN., 16	0 ELGIN ST UNIT	6
	Do not Safe Drop		Quote Total 000	0103585 0.48	SHOPPERS DRU 17	4 BANK ST	
	Leave at door		<			Select from	> full list

3. Populate the Client Voice No. and client e-mail as they are mandatory for using the "Deliver to Post office" option.

HOME ACTIONS MANAGE			
Delete Edit Manage Submit Rate Create Non-Cont Request Shipment Proces	act New Canada Post Rate Request		
10	- IU		
General			
Document No.	S-ORD101003	Deliver To Post Office	
Promotion Code		Deliver To Post Office ID	0000357502
Expected Mailing Date		Client Voice No.	9990002233
Signature		Client E-Mail	joe@smith.com
Proof of Age Required - 18		Origin Postal Code	M2J4T1
Proof of Age Required - 19		Destination Country	Canada
Card for Pickup		Destination Code	K1P1J9
Do not Safe Drop		Quote Total	
Leave at door			
Shipping			



4. Add a package and submit a rate request.

	Dynamics 365 ${\scriptstyle\lor}$	Business Central	Sales Orders > S-ORD101003 · School of Fine	Art > 10	Q (
C	HOME ACTIONS MANAGE				
S	Delete Edit Submit Rate Creat Request	te Non-Contract New CanadaPost Ra Shipment Request Process	ate		
	EDIT - CANADAPOST RATE I	REQUEST - 10			
	10				
	General				
	Document No.	S-ORD1	101003	Deliver To Post Office	
	Promotion Code			Deliver To Post Office ID	0000357502
	Expected Mailing Date			Client Voice No.	9990002233
	Signature			Client E-Mail	joe@smith.com
	Proof of Age Required - 18			Origin Postal Code	M2J4T1
	Proof of Age Required - 19			Destination Country	Canada
	Card for Pickup			Destination Code	К1Р1Ј9
	Do not Safe Drop			Quote Total	
	Leave at door				
	Shipping				

5. To view all CanadaPost rate requests, you can use the CanadaPost Rate request list page. Search for CanadaPost Rate.

	Dynamics	365 ~	Business Central	Sales Orders			α	:	۲
С	RONUS Car	nada, Inc.	SEARCH FOR PAGE (DR REPORT		\swarrow	\times		
Sa	ales Orders:	All	Type page or report	name to start search:	Canadapost rate				I
			1 search results:	All Lists					
٢	NO.	SELL-TO CU	ISTC					U.	
		Adatum Co	por	Canadapost rate' ?				vhile trvina to ae	et reports
		Adatum Co	rpor	NAME	DEPARTMENT			service. Please try	y again c
			ne A	CanadaPost Rate Request List	Departments/CanadaPost for Sma	all Business			
		Alpine Ski H	lous					ics	
		School of Fi	ne A						
		School of Fi	ne A						
		School of Fi	ne Aut	2010 04 05	NO 0.00 0.00 1,00	5.40			



6. From this page, you can drill into any of your quote requests by clicking the entry no.

	Dynamics 365 V Business Central Sa	les Orders > CanadaPost I	Rate Request List		۹	٢	È	٥
	HOME							
5	Edit View Delete Copen in Excel							
	VIEW - CANADAPOST RATE REQUEST LIST						1=	- 88
	ENTRY	NO	DOCUMENTTYPE	DOCUMENT NO.				
		1	Order	S-ORD101001				
		2	Order	S-ORD101001				
		3	Order	S-ORD101001				
		8	Order	S-ORD101002				
		10	Order	S-ORD101003				
		7	Order	S-ORD101004				
		4	Order	S-ORD101005				
		5	Order	S-ORD101006				
		6	Order	S-ORD101006				
		9	Order	S-ORD101007				

7. To change any of your CanadaPost setup options, search for CanadaPost Setup.

	Dynamics	365 ~	Business Central	Sales Orders			α	:	₽.
(CRONUS Car	nada, Inc.	SEARCH FOR PAGE (DR REPORT		2	\times		
S	Sales Orders:	All	O s Type page or report	name to start search:	CanadaPost setup		×		
			1 search results:	All Administration					
	NO.	SELL-TO CU	JSTC						
		Adatum Co	Search the help for '	CanadaPost setup' ?				vhile tr	ving to g
		Adatum Co	rpor	NAME	DEPARTMENT			service n admi	. Please tr inistrator
			ne A 🌾	CanadaPost-Setup	Departments/CanadaPost for Small Business				
		Alpine Ski H	lous					ics	
		School of F	ne A						
		School of F	ne A						
		School of F	ne Aux	2010/07/03 110	0.00 0.00 1,000.40	-	-		



8. From this page, you can switch the Mode to production or make changes to any of your setup options.

	Dynamics 365 v Business Co	entral Sales Orders > CanadaPost-Setup		< ☺ ♥ ♥ ?			
C	HOME ACTIONS						
S	Edit Predefined Packages						
	Manage Process						
-	EDIT - CANADAPOST-SETUP			>			
-	CanadaPost-Setu	qL					
	General	1					
	Small Business Customer No.	0008533148 ×	Production UserID	•••••			
	Mode	Test 🗸	Production Password	•••••			
	Test UserId	•••••	Origin Postal Code	M2J4T1			
-	Test Password	•••••]				
	Shipping Charge Setup						
	Shipping Charge Type	G/L Account	Shipping Charge	67400			
	Notification						
	Notification E-Mail	test@cronus.com	Notify On Exception				
	Notify On Shipment		Notify On Delivery				
	Label Preferences						
	Label - Show Packing		Label - Show Insured				
	Label - Show Rate						