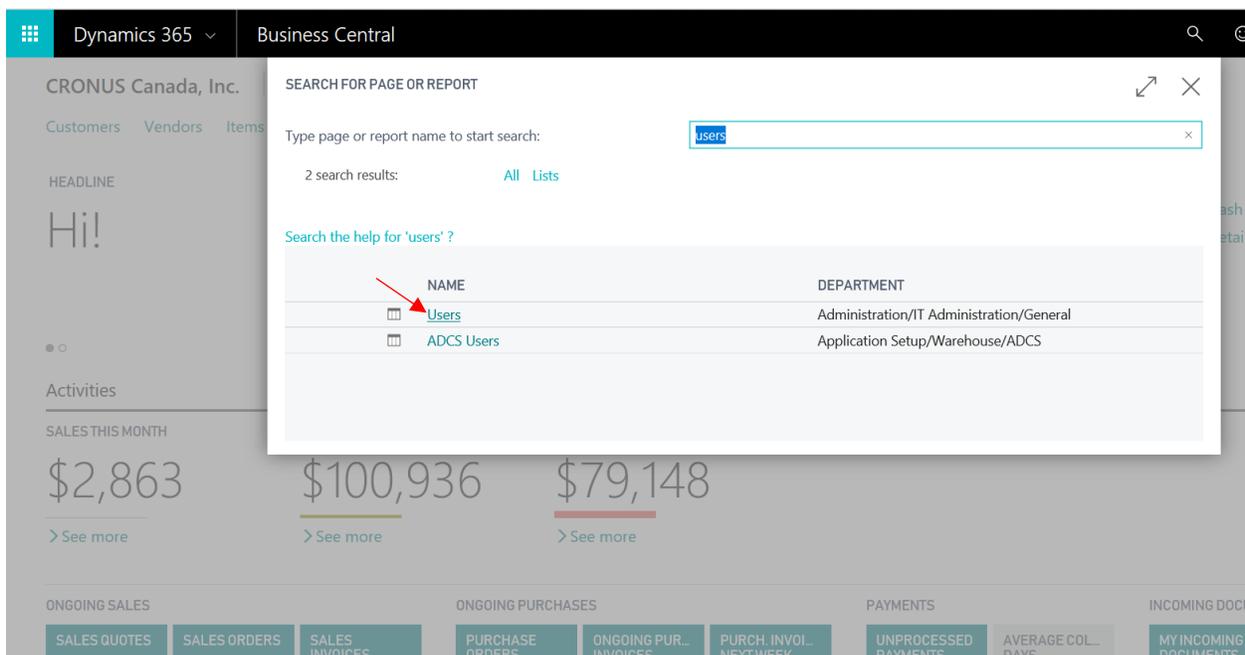


Setup & Usage for “CanadaPost for Small Business” App

Setup

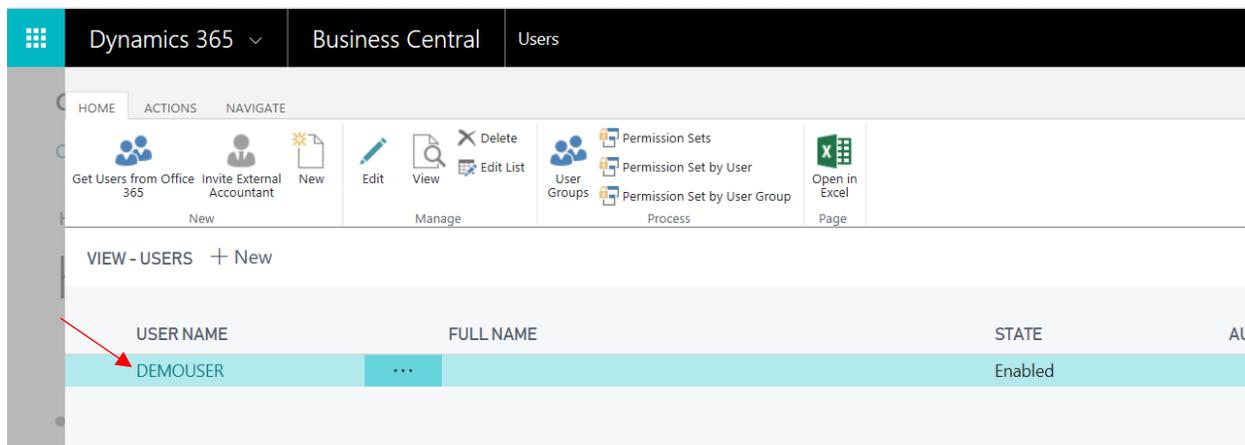
1. Assign User App Permissions by using the search function and typing “users” in the search field.



The screenshot shows the Dynamics 365 Business Central interface. A search window is open with the search term "Users". The search results are displayed in a table with columns for NAME and DEPARTMENT.

NAME	DEPARTMENT
Users	Administration/IT Administration/General
ADCS Users	Application Setup/Warehouse/ADCS

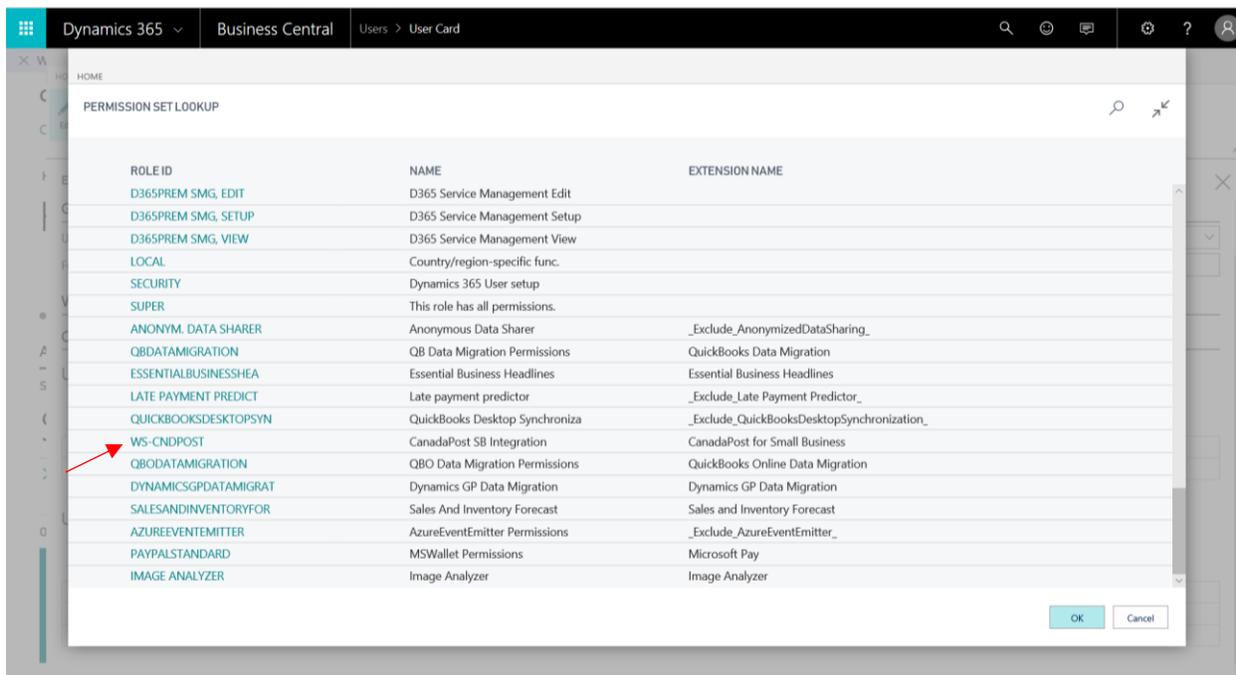
2. Drill into user.



The screenshot shows the Dynamics 365 Business Central interface with the "Users" view selected. The view displays a table of users with columns for USER NAME, FULL NAME, STATE, and AU. The user "DEMOUSER" is highlighted, and a red arrow points to the "DEMOUSER" entry in the USER NAME column.

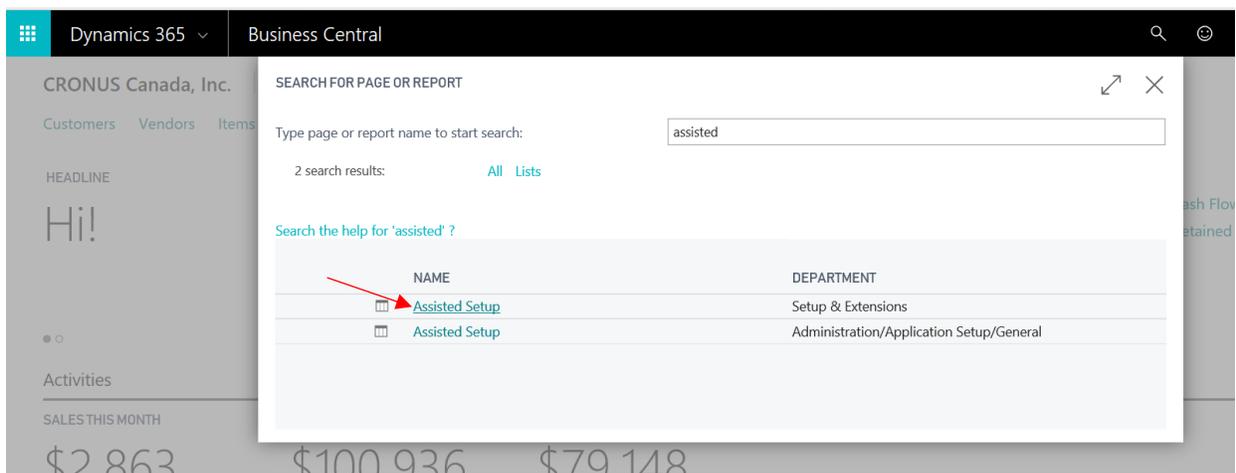
USER NAME	FULL NAME	STATE	AU
DEMOUSER	...	Enabled	

3. Add WS-CNDPOST permission set.



ROLE ID	NAME	EXTENSION NAME
D365PREM SMG, EDIT	D365 Service Management Edit	
D365PREM SMG, SETUP	D365 Service Management Setup	
D365PREM SMG, VIEW	D365 Service Management View	
LOCAL	Country/region-specific func.	
SECURITY	Dynamics 365 User setup	
SUPER	This role has all permissions.	
ANONYM. DATA SHARER	Anonymous Data Sharer	_Exclude_AnonymizedDataSharing_
QB DATAMIGRATION	QB Data Migration Permissions	QuickBooks Data Migration
ESSENTIALBUSINESSHEA	Essential Business Headlines	Essential Business Headlines
LATE PAYMENT PREDICT	Late payment predictor	_Exclude_Late Payment Predictor_
QUICKBOOKSDESKTOPSYN	QuickBooks Desktop Synchroniza	_Exclude_QuickBooksDesktopSynchronization_
WS-CNDPOST	CanadaPost SB Integration	CanadaPost for Small Business
QB DATAMIGRATION	QBO Data Migration Permissions	QuickBooks Online Data Migration
DYNAMICSGP DATAMIGRAT	Dynamics GP Data Migration	Dynamics GP Data Migration
SALESANDINVENTORYFOR	Sales And Inventory Forecast	Sales and Inventory Forecast
AZUREEVENTEMITTER	AzureEventEmitter Permissions	_Exclude_AzureEventEmitter_
PAYPALSTANDARD	MSWallet Permissions	Microsoft Pay
IMAGE ANALYZER	Image Analyzer	Image Analyzer

4. Navigate to Assisted Setup.



SEARCH FOR PAGE OR REPORT

Type page or report name to start search:

2 search results: [All Lists](#)

Search the help for 'assisted' ?

NAME	DEPARTMENT
Assisted Setup	Setup & Extensions
Assisted Setup	Administration/Application Setup/General

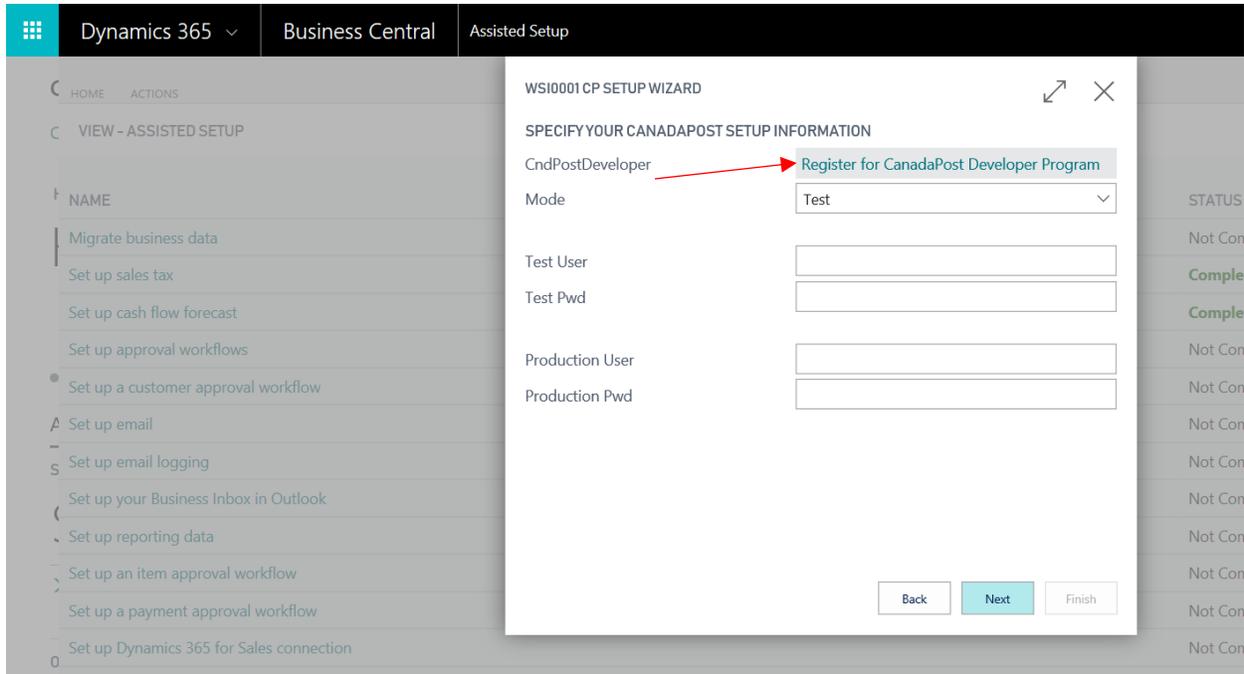
5. Launch CanadaPost Integration Setup

Dynamics 365 Business Central Assisted Setup		
VIEW - ASSISTED SETUP		
NAME		STATUS
Migrate business data		Not Completed
Set up sales tax		Completed
Set up cash flow forecast		Completed
Set up approval workflows		Not Completed
Set up a customer approval workflow		Not Completed
Set up email		Not Completed
Set up email logging		Not Completed
Set up your Business Inbox in Outlook		Not Completed
Set up reporting data		Not Completed
Set up an item approval workflow		Not Completed
Set up 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
CanadaPost Integration Setup	...	Not Completed

6. Click Next to begin setup.

Dynamics 365 Business Central Assisted Setup		
<p>WSI0001 CP SETUP WIZARD</p> <p>WELCOME TO THE CANADAPOST INTEGRATION SETUP WIZARD FOR SMALL BUSINESS CUSTOMERS.</p> <p>To be able to use the CanadaPost integration you need to specify your setup information.</p> <p>LET'S GO!</p> <p>Choose Next so you can specify your CanadaPost for small business setup information.</p> <p>Back Next Finish</p>		

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



The screenshot shows the Dynamics 365 Business Central interface with the Assisted Setup wizard open. The wizard is titled "WSI0001 CP SETUP WIZARD" and is currently on the "SPECIFY YOUR CANADAPOST SETUP INFORMATION" step. A red arrow points to the "CndPostDeveloper" field, which contains the text "Register for CanadaPost Developer Program". The "Mode" field is a dropdown menu with "Test" selected. The "Test User", "Test Pwd", "Production User", and "Production Pwd" fields are empty text boxes. At the bottom of the dialog box are "Back", "Next", and "Finish" buttons.

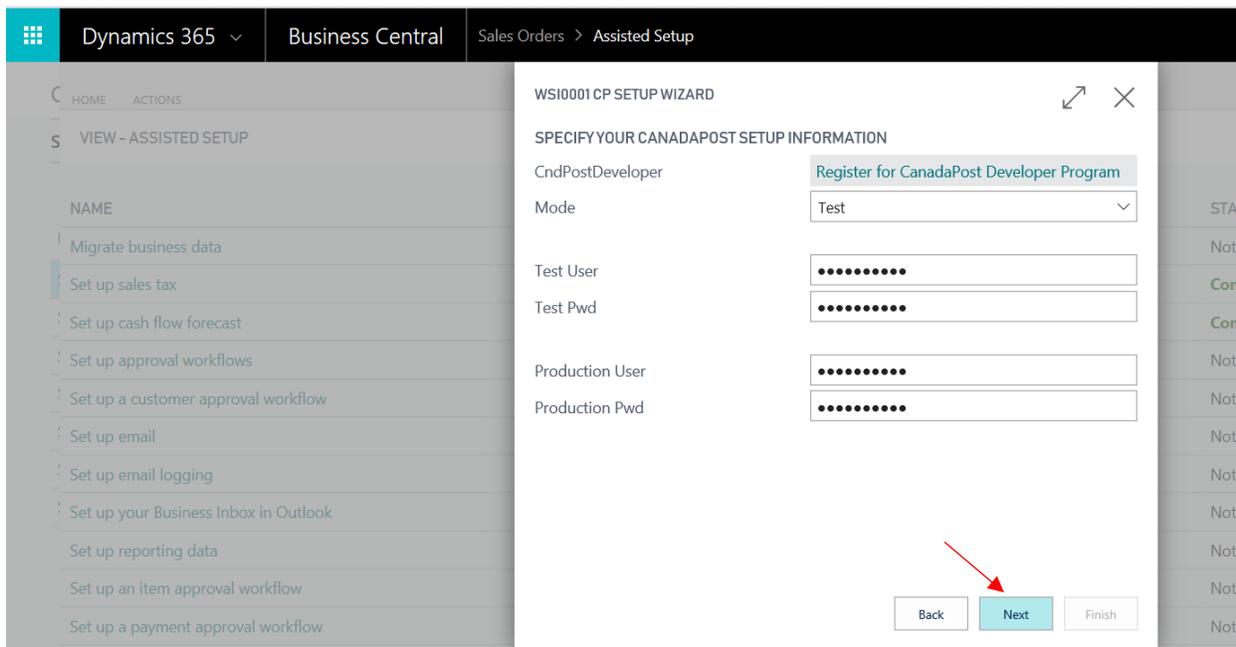


- This will launch the CanadaPost website where you will be provided instructions for signing up & joining the developer program. This will allow you to receive your API keys for calling CanadaPost services directly inside of Dynamics 365 Business Central.

- 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.

Name	Key Number (username : password)	Status	New Passkey
Development	[Redacted]	Active	Regenerate
Production	[Redacted]	Active	Regenerate

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.



The screenshot displays the Dynamics 365 Business Central interface for the 'WSI0001 CP SETUP WIZARD'. The breadcrumb trail shows 'Sales Orders > Assisted Setup'. The left-hand navigation pane lists various setup tasks, with 'Set up sales tax' currently selected. The main content area is titled 'SPECIFY YOUR CANADAPOST SETUP INFORMATION' and contains the following fields:

- CndPostDeveloper:** A button labeled 'Register for CanadaPost Developer Program'.
- Mode:** A dropdown menu set to 'Test'.
- Test User:** A text input field with masked characters (dots).
- Test Pwd:** A text input field with masked characters (dots).
- Production User:** A text input field with masked characters (dots).
- Production Pwd:** A text input field with masked characters (dots).

At the bottom of the wizard, there are three buttons: 'Back', 'Next', and 'Finish'. A red arrow points to the 'Next' button, indicating the next step in the process.



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.

The screenshot shows the Dynamics 365 Business Central interface. The breadcrumb trail is "Sales Orders > Assisted Setup". A modal dialog titled "WSI0001 CP SETUP WIZARD" is open, with the sub-header "SPECIFY YOUR CANADAPOST INTEGRATION OPTIONS." The dialog contains the following fields and options:

- Small Business Customer No.: 123456789
- Origin Postal Code: M2J4T1
- Notification E-Mail: test@cronus.com
- Notify On Shipment:
- Notify On Exception:
- Notify On Delivery:
- Shipping Charge Type: G/L Account (dropdown)
- Shipping Charge: 10.00
- Label - Show Packing:

At the bottom of the dialog are three buttons: "Back", "Next" (highlighted in blue), and "Finish".



12. Click Next to continue.

WSI0001 CP SETUP WIZARD

Origin Postal Code	M2J4T1
Notification E-Mail	test@cronus.com
Notify On Shipment	<input checked="" type="checkbox"/>
Notify On Exception	<input checked="" type="checkbox"/>
Notify On Delivery	<input checked="" type="checkbox"/>
Shipping Charge Type	G/L Account
Shipping Charge	10.00
Label - Show Packing	<input type="checkbox"/>
Label - Show Rate	<input type="checkbox"/>
Label - Show Insured	<input type="checkbox"/>

Back Next Finish

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

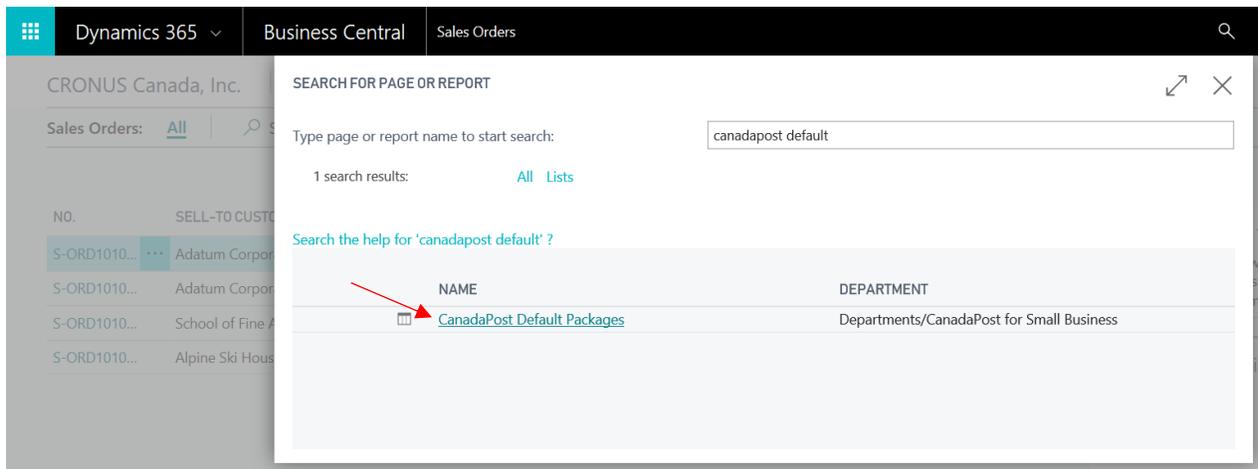
WSI0001 CP SETUP WIZARD

THAT'S IT!
Choose Finish to complete the Canadapost integration setup.

HelpLbl [To learn more about the Canadapost integr...](#)

Back Next Finish

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.

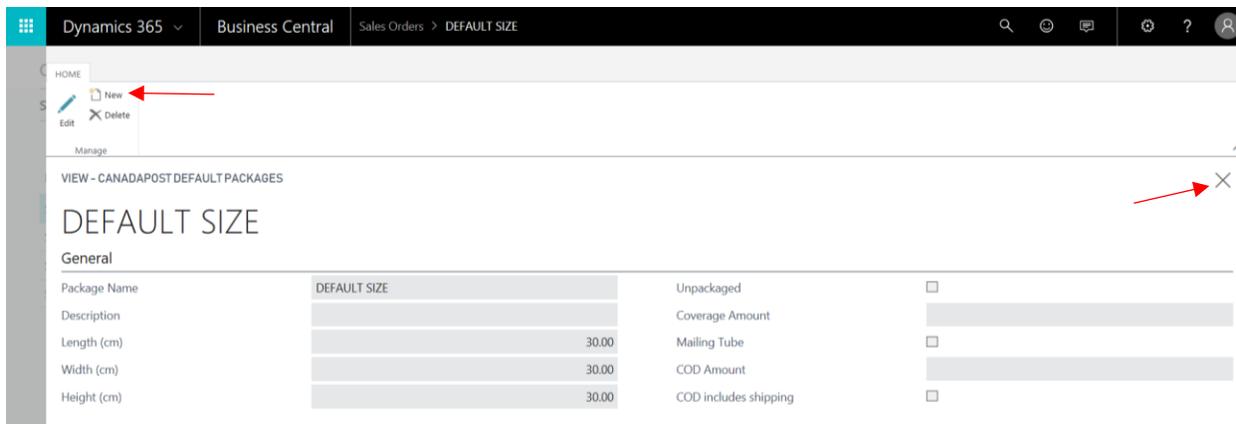


The screenshot shows the Dynamics 365 interface with a search window open. The search window title is "SEARCH FOR PAGE OR REPORT". The search criteria is "canadapost default". The results show one item:

NAME	DEPARTMENT
CanadaPost Default Packages	Departments/CanadaPost for Small Business

A red arrow points to the "CanadaPost Default Packages" link in the search results.

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



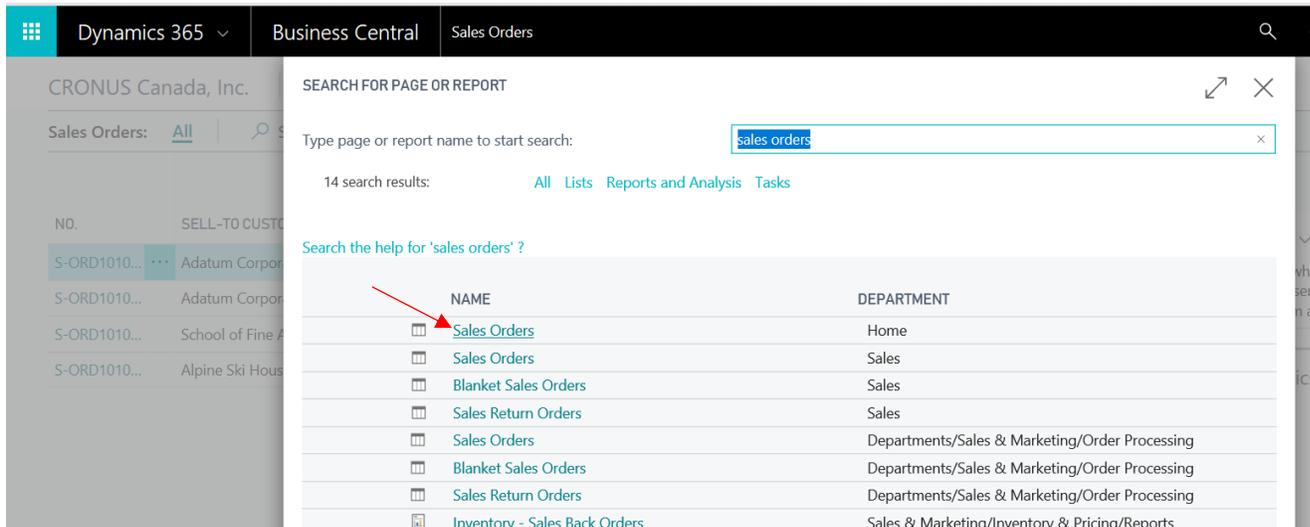
The screenshot shows the "DEFAULT SIZE" form in Dynamics 365. The form is titled "VIEW - CANADAPOST DEFAULT PACKAGES" and "DEFAULT SIZE". The form has a "General" section with the following fields:

Field	Value	Field	Value
Package Name	DEFAULT SIZE	Unpackaged	<input type="checkbox"/>
Description		Coverage Amount	
Length (cm)	30.00	Mailing Tube	<input type="checkbox"/>
Width (cm)	30.00	COD Amount	
Height (cm)	30.00	COD includes shipping	<input type="checkbox"/>

A red arrow points to the "New" button in the top left corner of the form. Another red arrow points to the "X" button in the top right corner of the form.

Usage

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



SEARCH FOR PAGE OR REPORT

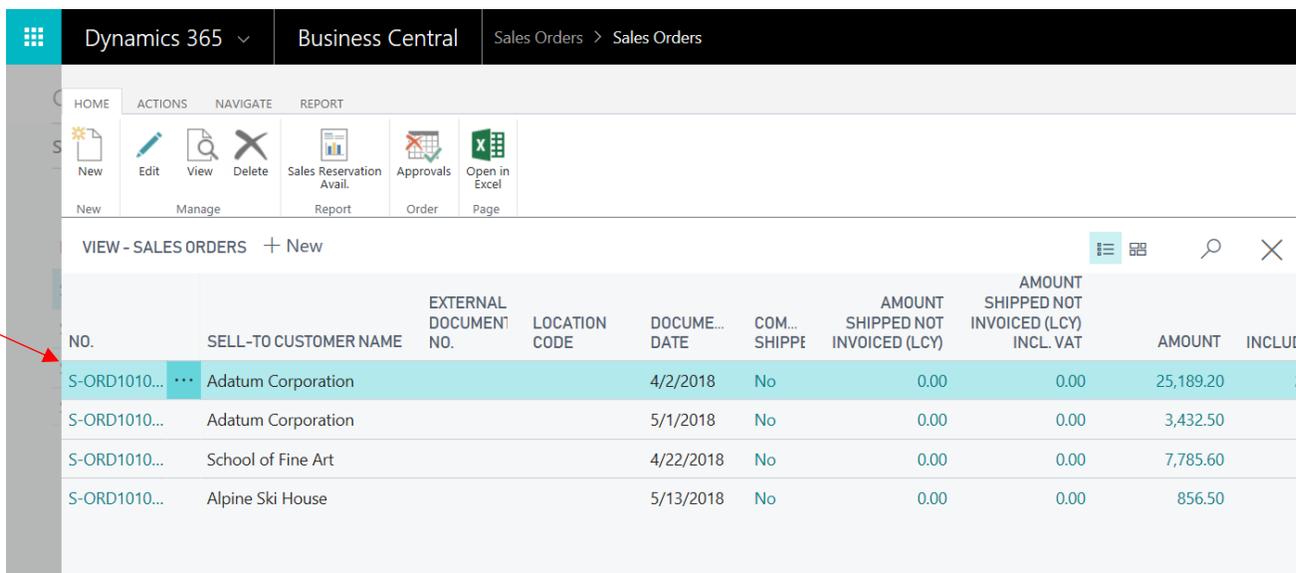
Type page or report name to start search:

14 search results: [All](#) [Lists](#) [Reports and Analysis](#) [Tasks](#)

Search the help for 'sales orders'?

NAME	DEPARTMENT
Sales Orders	Home
Sales Orders	Sales
Blanket Sales Orders	Sales
Sales Return Orders	Sales
Sales Orders	Departments/Sales & Marketing/Order Processing
Blanket Sales Orders	Departments/Sales & Marketing/Order Processing
Sales Return Orders	Departments/Sales & Marketing/Order Processing
Inventory - Sales Back Orders	Sales & Marketing/Inventory & Pricing/Reports

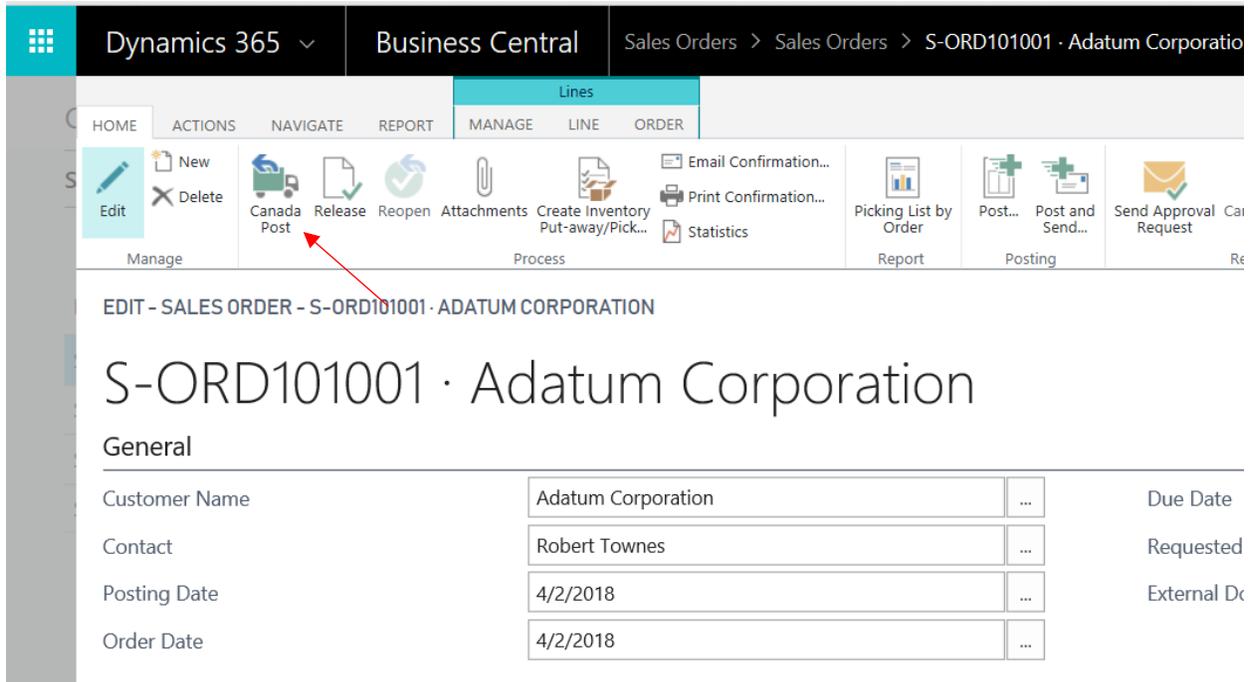
- Choose the Sales Order you wish to create a quote request for.



VIEW - SALES ORDERS + New

NO.	SELL-TO CUSTOMER NAME	EXTERNAL DOCUMENT NO.	LOCATION CODE	DOCUME... DATE	COM... SHIPPE	AMOUNT SHIPPED NOT INVOICED (LCY)	AMOUNT SHIPPED NOT INVOICED (LCY) INCL. VAT	AMOUNT	INCLUD
S-ORD1010...	Adatum Corporation			4/2/2018	No	0.00	0.00	25,189.20	2
S-ORD1010...	Adatum Corporation			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	

3. Choose the CanadaPost button.



Dynamics 365 Business Central Sales Orders > Sales Orders > S-ORD101001 · Adatum Corporation

HOME ACTIONS NAVIGATE REPORT MANAGE LINE ORDER

Manage Process Report Posting

Canada Post Release Reopen Attachments Create Inventory Put-away/Pick... Email Confirmation... Print Confirmation... Statistics Picking List by Order Post... Post and Send... Send Approval Request

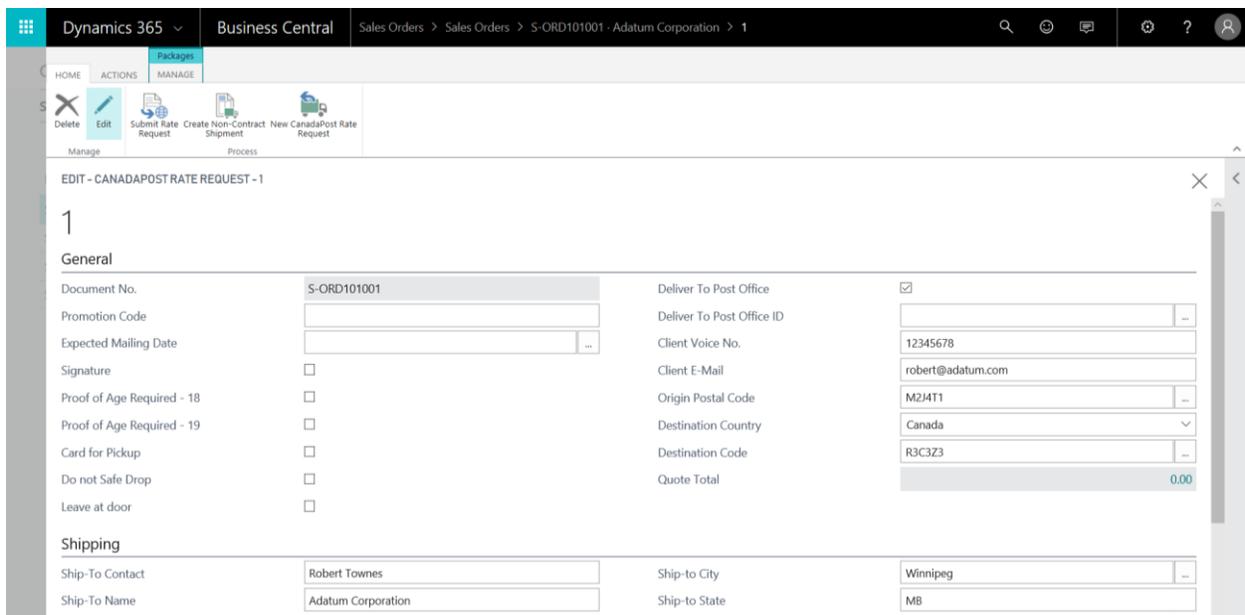
EDIT - SALES ORDER - S-ORD101001 · ADATUM CORPORATION

S-ORD101001 · Adatum Corporation

General

Customer Name	Adatum Corporation	...	Due Date
Contact	Robert Townes	...	Requested
Posting Date	4/2/2018	...	External Dc
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 Business Central Sales Orders > Sales Orders > S-ORD101001 · Adatum Corporation > 1

HOME ACTIONS MANAGE Packages

Delete Edit Submit Rate Request Create Non-Contract Shipment New CanadaPost Rate Request

Manage Process

EDIT - CANADAPOST RATE REQUEST - 1

1

General

Document No.	S-ORD101001	Deliver To Post Office	<input checked="" type="checkbox"/>
Promotion Code		Deliver To Post Office ID	
Expected Mailing Date		Client Voice No.	12345678
Signature	<input type="checkbox"/>	Client E-Mail	robert@adatum.com
Proof of Age Required - 18	<input type="checkbox"/>	Origin Postal Code	M2J4T1
Proof of Age Required - 19	<input type="checkbox"/>	Destination Country	Canada
Card for Pickup	<input type="checkbox"/>	Destination Code	R3C3Z3
Do not Safe Drop	<input type="checkbox"/>	Quote Total	0.00
Leave at door	<input type="checkbox"/>		

Shipping

Ship-To Contact	Robert Townes	Ship-to City	Winnipeg
Ship-To Name	Adatum Corporation	Ship-to State	MB



- 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 Business Central | Sales Orders > Sales Orders > S-ORD101001 - Adatum Corporation > 1

Home | Actions | Manage | Packages

Delete | Edit | Submit Rate Request | Create Non-Contract Shipment | New CanadaPost Rate Request

The page has an error. Correct the error or try to revert the change.

EDIT - CANADAPOST RATE REQUEST - 1

1

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 | **Validation Results** You may not select "Leave at door" when "Signature" is selected.

Shipping

Ship-to Contact | Ship-to City Winnipeg

- 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.

Leave at door

Shipping

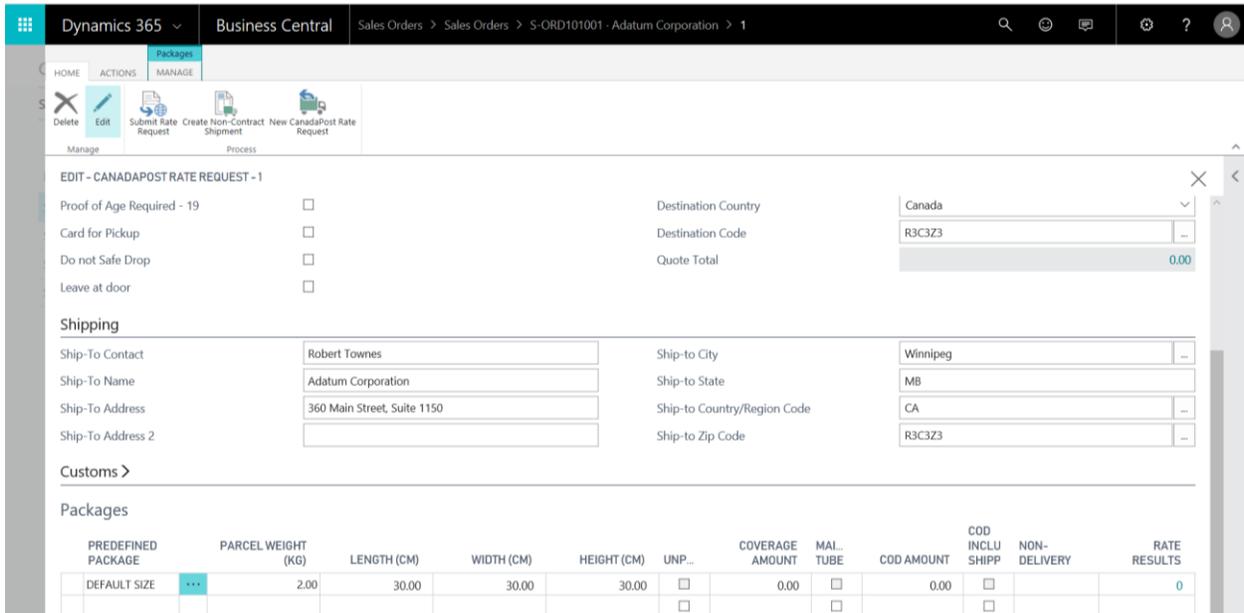
Ship-to Contact Robert Townes | Ship-to City Winnipeg | Ship-to Name Adatum Corporation | Ship-to State MB | Ship-to Address 360 Main Street, Suite 1150 | Ship-to Country/Region Code CA | Ship-to Address 2 | Ship-to Zip Code R3C3Z3

Customs >

Package Lookup

PACKAGE NAME	DEFAULT SIZE	WIDTH (CM)	HEIGHT (CM)	UNP...	COVERAGE AMOUNT	MAL... TUBE	COD AMOUNT	COD INCLU SHIPP	NON-DELIVERY	RATE RESULTS
Select from full list	2.00	20.00	20.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>		0
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		

- 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.



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

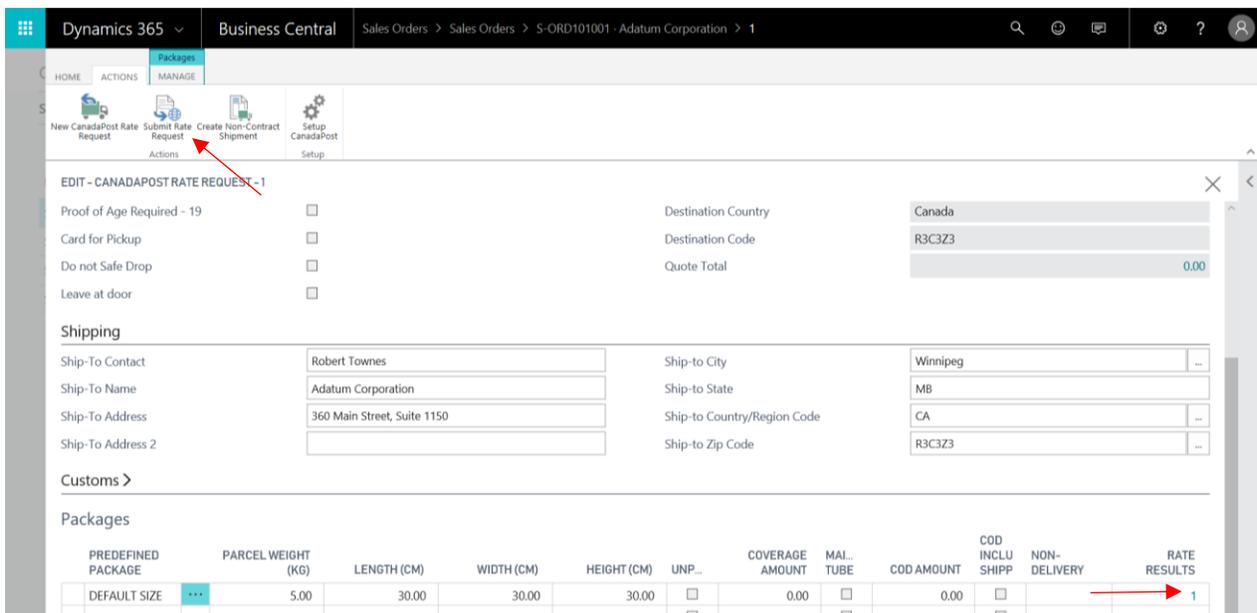
Ship-To Address 2: Ship-to Zip Code: R3C3Z3

Customs >

Packages

PREDEFINED PACKAGE	PARCEL WEIGHT (KG)	LENGTH (CM)	WIDTH (CM)	HEIGHT (CM)	UNP...	COVERAGE AMOUNT	MAL... TUBE	COD AMOUNT	COD INCLU SHIPP	NON-DELIVERY	RATE RESULTS
DEFAULT SIZE	2.00	30.00	30.00	30.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>	0

- 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.



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

Ship-To Address 2: Ship-to Zip Code: R3C3Z3

Customs >

Packages

PREDEFINED PACKAGE	PARCEL WEIGHT (KG)	LENGTH (CM)	WIDTH (CM)	HEIGHT (CM)	UNP...	COVERAGE AMOUNT	MAL... TUBE	COD AMOUNT	COD INCLU SHIPP	NON-DELIVERY	RATE RESULTS
DEFAULT SIZE	5.00	30.00	30.00	30.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>	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.

The screenshot shows the Dynamics 365 Business Central interface. The breadcrumb trail is: Sales Orders > Sales Orders > S-ORD101001 - Adatum Corporation > 1. The 'Packages' section is active, and the 'View Services' action is highlighted with a red arrow. Below the navigation bar, the 'EDIT - CANADAPOST RATE REQUEST - 1' form is visible. It includes fields for 'Proof of Age Required - 19', 'Card for Pickup', 'Do not Safe Drop', and 'Leave at door', each with a checkbox. There are also fields for 'Destination Country' (Canada), 'Destination Code' (R3C3Z3), and 'Quote Total' (0.00). The 'Shipping' section contains fields for 'Ship-To Contact' (Robert Townes), 'Ship-To Name' (Adatum Corporation), 'Ship-To Address' (360 Main Street, Suite 1150), 'Ship-To Address 2', 'Ship-to City' (Winnipeg), 'Ship-to State' (MB), 'Ship-to Country/Region Code' (CA), and 'Ship-to Zip Code' (R3C3Z3).

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

The screenshot shows the Dynamics 365 Business Central interface displaying a table of CanadaPost results. The breadcrumb trail is: Orders > S-ORD101001 - Adatum Corporation > CanadaPost Rate Request List > 1 > WS10001 CanadaPost Results. The table is titled 'VIEW - WS10001 CANADAPOST RESULTS' and contains the following data:

SE_	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU. DELI ¹ DAY	DUE	RE_ REQL	BASE COST	GST	PST	HST	AUTOMATION DISCOUNT	FUEL SURCHARGE
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input checked="" type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input type="checkbox"/>		DOM.PC	Priority	3/19/2018	<input checked="" type="checkbox"/>	96.42	<input type="checkbox"/>	89.35	4.59	0.00	0.00	0.00	9.47
<input type="checkbox"/>		DOM.RP	Regular Parcel	3/22/2018	<input type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input type="checkbox"/>		DOM.XP	Xpresspost	3/20/2018	<input checked="" type="checkbox"/>	57.06	<input type="checkbox"/>	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.

The screenshot shows the Dynamics 365 Business Central interface. The breadcrumb trail is: Orders > S-ORD101001 - Adatum Corporation > CanadaPost Rate Request List > 1 > WSI0001 CanadaPost Results. The 'ACTIONS' bar contains several options, with 'Create Non-Contract Shipment' highlighted by a red arrow. Below the actions bar, a table titled 'VIEW - WSI0001 CANADAPOST RESULTS' is displayed.

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI ¹ DAY	DUE	RE... REQU	BASE COST	GST	PST	H
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input checked="" type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	C
<input type="checkbox"/>		DOM.PC	Priority	3/19/2018	<input checked="" type="checkbox"/>	96.42	<input type="checkbox"/>	89.35	4.59	0.00	C
<input type="checkbox"/>		DOM.RP	Regular Parcel	3/22/2018	<input type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	C
<input type="checkbox"/>		DOM.XP	Xpresspost	3/20/2018	<input checked="" type="checkbox"/>	57.06	<input type="checkbox"/>	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.

The screenshot shows the Dynamics 365 Business Central interface with a success message dialog box overlaid on the table. The dialog box contains the text: 'Your NonContract shipment was created successfully.' and an 'OK' button. The table below shows the same data as the previous screenshot, but with a tracking pin '123456789012' now visible in the 'TRACKING-PIN' column for the 'Xpresspost' service.

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI ¹ DAY	DUE	RE... REQU	BASE COST	GST	PST	HST	AUTOMATION DISCOUNT	FUEL SURCHARGE
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input checked="" type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input type="checkbox"/>	...	DOM.PC	Priority	3/19/2018	<input checked="" type="checkbox"/>	96.42	<input type="checkbox"/>	89.35	4.59	0.00	0.00	0.00	9.47
<input type="checkbox"/>	...	DOM.RP	Regular Parcel	3/22/2018	<input type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input checked="" type="checkbox"/>	123456789012	DOM.XP	Xpresspost	3/20/2018	<input checked="" type="checkbox"/>	57.06	<input type="checkbox"/>	50.34	2.72	0.00	0.00	0.00	5.45

The screenshot shows the Dynamics 365 Business Central interface with the 'Xpresspost' row highlighted in the table. The tracking pin '123456789012' is clearly visible in the 'TRACKING-PIN' column for this row.

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI ¹ DAY	DUE	RE... REQU	BASE COST	GST	PST	HST	AUTOMATION DISCOUNT	FUEL SURCHARGE
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input checked="" type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input type="checkbox"/>	...	DOM.PC	Priority	3/19/2018	<input checked="" type="checkbox"/>	96.42	<input type="checkbox"/>	89.35	4.59	0.00	0.00	0.00	9.47
<input type="checkbox"/>	...	DOM.RP	Regular Parcel	3/22/2018	<input type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input checked="" type="checkbox"/>	123456789012	DOM.XP	Xpresspost	3/20/2018	<input checked="" type="checkbox"/>	57.06	<input type="checkbox"/>	50.34	2.72	0.00	0.00	0.00	5.45



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

Xpresspost^{TMMC}

Tracking Number

Numéro de repérage

Instructions

1. Choose a box designed for shipping.
2. Wrap your items so that they are secure in the box and seal the box using proper shipping tape.
3. Cut the label on the dotted line and retain this half for tracking purposes.
4. Tape the label so it appears squarely on the largest side of the box (do not bend it around sides or end of box). Do not tape over any part of the barcode on the label.
5. Take the parcel to a Canada Post retail outlet for shipping. All items except PriorityTM may also be deposited in a Street Letter Box.

1. Choisissez une boîte conçue pour l'expédition.
2. Embalquez solidement vos articles dans la boîte et scellez le tout avec du ruban d'expédition.
3. Découpez l'étiquette le long du pointillé et 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.
5. Apportez le colis à un comptoir postal de Postes Canada pour expédition. Tous les envois sauf ceux utilisant Priority^{MC} peuvent aussi être déposés dans une boîte aux lettres publique.

To: ROBERT TOWNES
A: Order No.: P123456789
N° d'commande:

**Customer Credit Card Receipt /
Reçu de carte de crédit**

The online transaction has been approved by the credit card issuer. / La transaction en ligne a été approuvée par l'établissement émetteur de la carte de crédit.

Transaction type: Sale / Vente
Type de transaction:
Card Type: / Type de carte: VIS
Name on Card: / Nom sur la carte: John Doe
Order Sub-Total: \$54.34 CAD
Total partiel de la commande:
GST / TPS (#119321495): \$2.72 CAD
PST / TVP: \$0.00 CAD
HST / TVH: \$0.00 CAD

Total Transaction Amount: \$57.06 CAD
Montant total de la transaction:
Authorization Code: 007564
Date and Time: 2018 03 16 10:42 EDT
Date et heure: Canada Post
Merchant Name: Postes Canada
Nom du commerçant: www.canadapost.ca
Merchant Online Address: www.postescanada.ca
Adresse Web du commerçant:

A barcode should be printed on the label because Delivery Confirmation is selected. If no bar code is visible, please contact the help desk at 1-877-376-1212 for assistance. Un code à barres devrait être imprimé sur l'étiquette lorsque la confirmation de livraison est choisie. Si le code à barres n'apparaît pas, veuillez communiquer avec le service d'assistance au 1-877-376-1212.

CUT HERE / DÉCOUPER ICI

For Testing Purposes Only
À des fins de test uniquement

1

Xpresspost^{TMMC}

YWG

TO: / A:
ROBERT TOWNES
ADATUM CORPORATION
360 MAIN STREET, SUITE 1150
WINNIPEG MB R3C 3Z3

R3C 3Z3

SIGNATURE

TRACKING NUMBER N° DE REPÉRAGE

Sender warrants that this item does not contain non-mailable matter.
L'expéditeur garantit que cet envoi ne contient pas d'objet inadmissible.

FROM: / DE CRONUS Canada, Inc. 220 Yonge St Toronto ON M5E 1G5	30x30x30cm 10.000 KG VE/ÉV MANIFEST NOT REQ MANIFESTE NON REQ
EST/OEE V1801.1.232 SPEG 3696 V2 PIN / NIP:	P/F: 8533148 CC

Order No.: / N° d'commande: P123456789
Auth Number: / N° d'autorisation: 007564

In case of non-delivery, return at sender's expense at counter rates.
En cas de non-livraison manquée, renvoyer aux frais de l'expéditeur aux tarifs du comptoir.



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

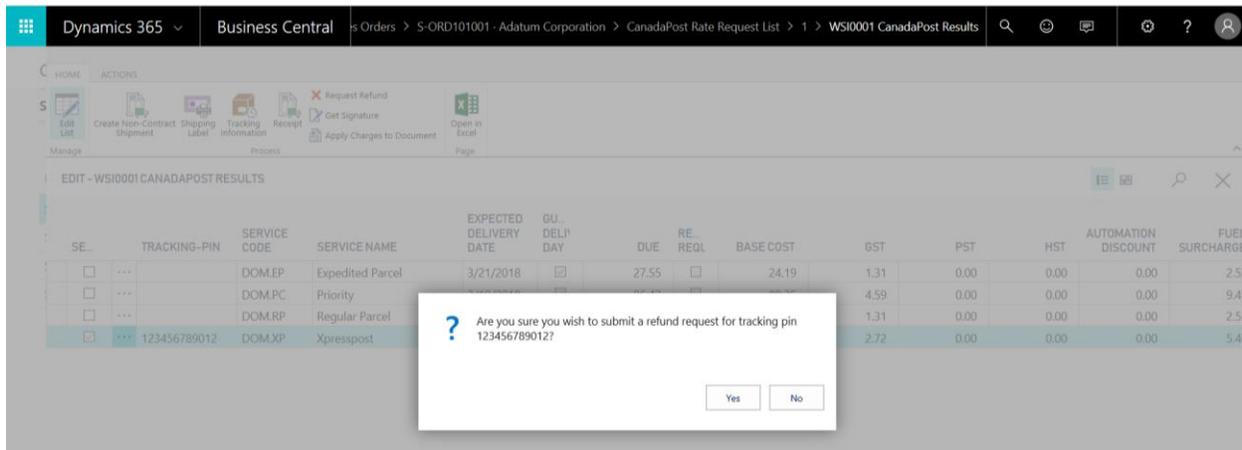
Receipt - Notepad

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: XXXXXXXXXXXX|
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.

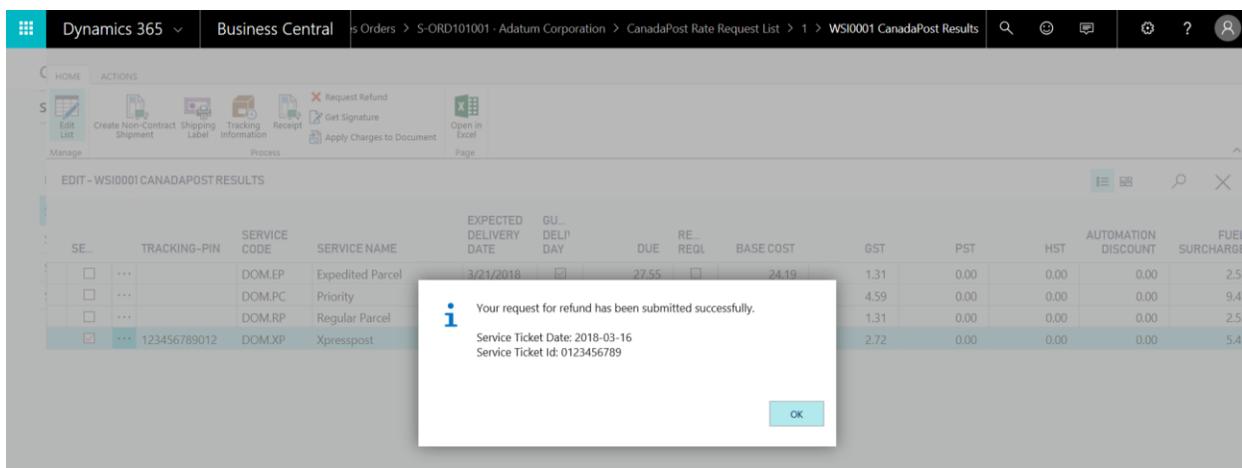


The screenshot shows the Dynamics 365 Business Central interface. The ribbon includes an 'X Request Refund' button. A dialog box is displayed with the following text:

? Are you sure you wish to submit a refund request for tracking pin 123456789012?

Yes No

SE.	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU. DELI' DAY	DUE	RE. REQL	BASE COST	GST	PST	HST	AUTOMATION DISCOUNT	FUEL SURCHARGE
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input type="checkbox"/>	...	DOM.PC	Priority						4.59	0.00	0.00	0.00	9.47
<input type="checkbox"/>	...	DOM.RP	Regular Parcel						1.31	0.00	0.00	0.00	2.55
<input checked="" type="checkbox"/>	123456789012	DOM.XP	Xpresspost						2.72	0.00	0.00	0.00	5.45

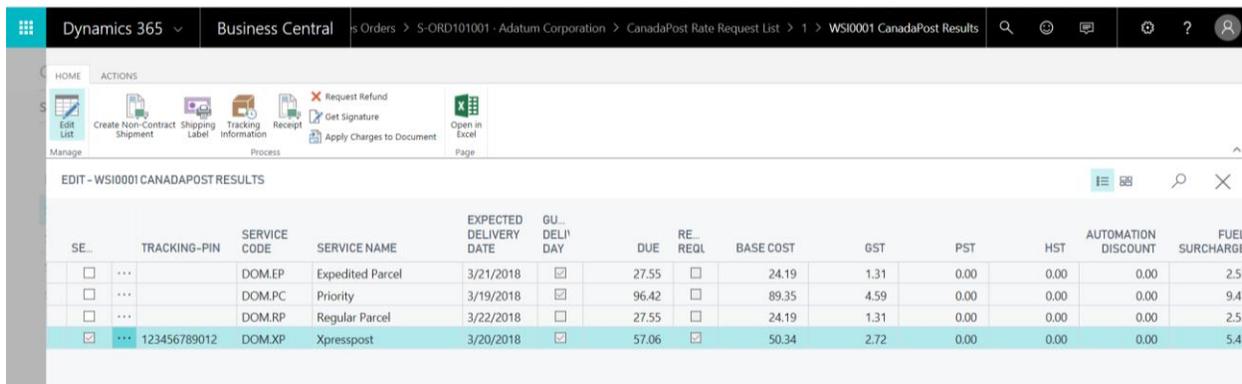


The screenshot shows the Dynamics 365 Business Central interface. A success message dialog box is displayed with the following text:

i Your request for refund has been submitted successfully.
Service Ticket Date: 2018-03-16
Service Ticket id: 0123456789

OK

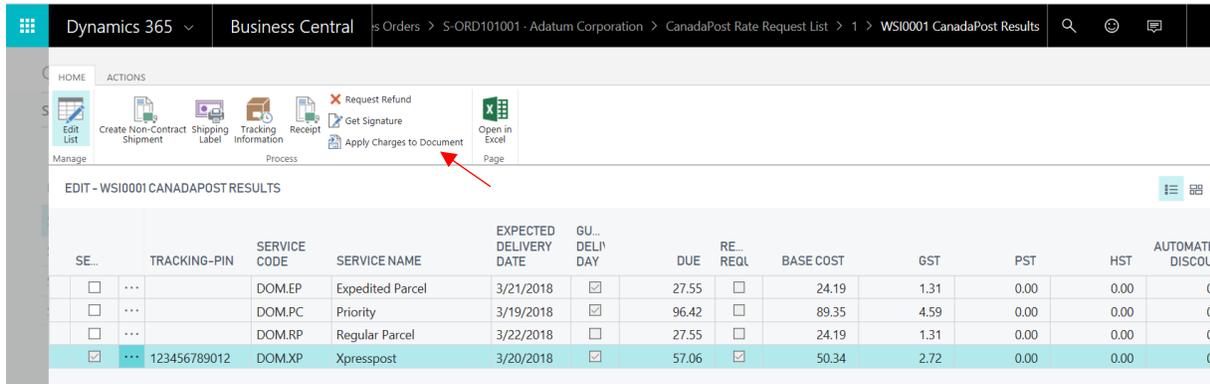
SE.	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU. DELI' DAY	DUE	RE. REQL	BASE COST	GST	PST	HST	AUTOMATION DISCOUNT	FUEL SURCHARGE
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input type="checkbox"/>	...	DOM.PC	Priority						4.59	0.00	0.00	0.00	9.47
<input type="checkbox"/>	...	DOM.RP	Regular Parcel						1.31	0.00	0.00	0.00	2.55
<input checked="" type="checkbox"/>	123456789012	DOM.XP	Xpresspost						2.72	0.00	0.00	0.00	5.45



The screenshot shows the Dynamics 365 Business Central interface. The table is updated with the 'Request Refund' action checked for the Xpresspost shipment.

SE.	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU. DELI' DAY	DUE	RE. REQL	BASE COST	GST	PST	HST	AUTOMATION DISCOUNT	FUEL SURCHARGE
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input checked="" type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input type="checkbox"/>	...	DOM.PC	Priority	3/19/2018	<input checked="" type="checkbox"/>	96.42	<input type="checkbox"/>	89.35	4.59	0.00	0.00	0.00	9.47
<input type="checkbox"/>	...	DOM.RP	Regular Parcel	3/22/2018	<input type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0.00	2.55
<input checked="" type="checkbox"/>	123456789012	DOM.XP	Xpresspost	3/20/2018	<input checked="" type="checkbox"/>	57.06	<input checked="" type="checkbox"/>	50.34	2.72	0.00	0.00	0.00	5.45

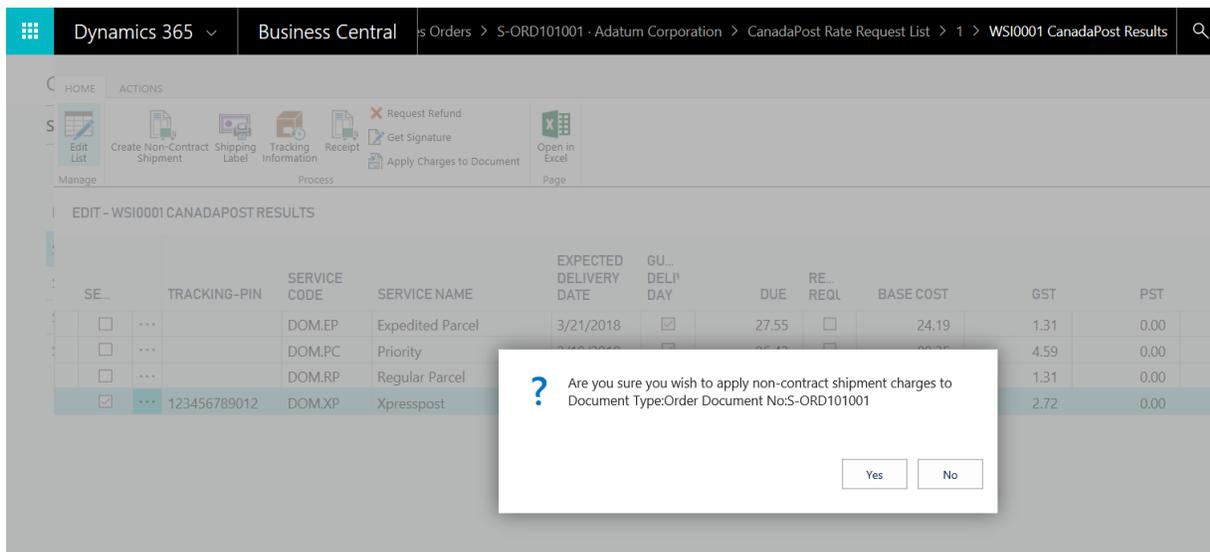
17. Use the Apply Charges to Document action to create a new shipping charge line on the associated sales order based on the Setup option chosen.



Navigation: Dynamics 365 > Business Central > Orders > S-ORD101001 - Adatum Corporation > CanadaPost Rate Request List > 1 > WSI0001 CanadaPost Results

Actions: Edit List, Create Non-Contract Shipment, Shipping Label, Tracking Information, Receipt, Request Refund, Get Signature, Apply Charges to Document, Open in Excel

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI' DAY	DUE	RE... REQL	BASE COST	GST	PST	HST	AUTOMATI DISCOU
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input checked="" type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0
<input type="checkbox"/>	...	DOM.PC	Priority	3/19/2018	<input checked="" type="checkbox"/>	96.42	<input type="checkbox"/>	89.35	4.59	0.00	0.00	0
<input type="checkbox"/>	...	DOM.RP	Regular Parcel	3/22/2018	<input type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0.00	0
<input checked="" type="checkbox"/>	123456789012	DOM.XP	Xpresspost	3/20/2018	<input checked="" type="checkbox"/>	57.06	<input checked="" type="checkbox"/>	50.34	2.72	0.00	0.00	0



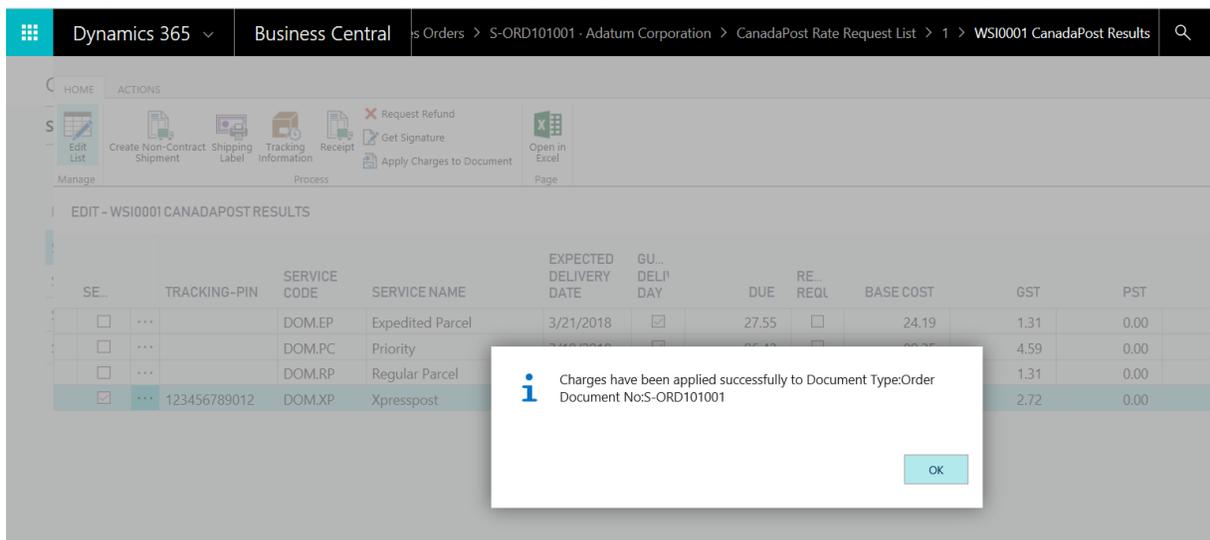
Navigation: Dynamics 365 > Business Central > Orders > S-ORD101001 - Adatum Corporation > CanadaPost Rate Request List > 1 > WSI0001 CanadaPost Results

Actions: Edit List, Create Non-Contract Shipment, Shipping Label, Tracking Information, Receipt, Request Refund, Get Signature, Apply Charges to Document, Open in Excel

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI' DAY	DUE	RE... REQL	BASE COST	GST	PST	AUTOMATI DISCOU
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input checked="" type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0
<input type="checkbox"/>	...	DOM.PC	Priority	3/19/2018	<input checked="" type="checkbox"/>	96.42	<input type="checkbox"/>	89.35	4.59	0.00	0
<input type="checkbox"/>	...	DOM.RP	Regular Parcel	3/22/2018	<input type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0
<input checked="" type="checkbox"/>	123456789012	DOM.XP	Xpresspost	3/20/2018	<input checked="" type="checkbox"/>	57.06	<input checked="" type="checkbox"/>	50.34	2.72	0.00	0

Dialog Box: ? Are you sure you wish to apply non-contract shipment charges to Document Type:Order Document No:S-ORD101001

Buttons: Yes, No



Navigation: Dynamics 365 > Business Central > Orders > S-ORD101001 - Adatum Corporation > CanadaPost Rate Request List > 1 > WSI0001 CanadaPost Results

Actions: Edit List, Create Non-Contract Shipment, Shipping Label, Tracking Information, Receipt, Request Refund, Get Signature, Apply Charges to Document, Open in Excel

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI' DAY	DUE	RE... REQL	BASE COST	GST	PST	AUTOMATI DISCOU
<input type="checkbox"/>	...	DOM.EP	Expedited Parcel	3/21/2018	<input checked="" type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0
<input type="checkbox"/>	...	DOM.PC	Priority	3/19/2018	<input checked="" type="checkbox"/>	96.42	<input type="checkbox"/>	89.35	4.59	0.00	0
<input type="checkbox"/>	...	DOM.RP	Regular Parcel	3/22/2018	<input type="checkbox"/>	27.55	<input type="checkbox"/>	24.19	1.31	0.00	0
<input checked="" type="checkbox"/>	123456789012	DOM.XP	Xpresspost	3/20/2018	<input checked="" type="checkbox"/>	57.06	<input checked="" type="checkbox"/>	50.34	2.72	0.00	0

Dialog Box: i Charges have been applied successfully to Document Type:Order Document No:S-ORD101001

Button: OK



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.

Dynamics 365 Business Central Sales Orders > S-ORD101001 · Adatum Corporation

EDIT - SALES ORDER - S-ORD101001 · ADATUM CORPORATION

S-ORD101001 · Adatum Corporation

General

Customer Name: Adatum Corporation Due Date: 5/2/2018
 Contact: Robert Townes Requested Delivery Date: 4/3/2018
 Posting Date: 4/2/2018 External Document No.:
 Order Date: 4/2/2018

Lines

TYPE	NO.	DESCRIPTION	LOCATION CODE	QUANTITY	RESERVED QUANTITY	UNIT OF MEASURE CODE	UNIT PRICE EXCL. VAT	TAX GROUP CODE	LINE DISCOUNT%	LINE AMOUNT EXCL. VAT
Item	1996-S	ATLANTA Whiteboard, base		12		PCS	2,099.10	TAXABLE		25,189.20
G/L Account	67400	Miscellaneous		1			54.34	TAXABLE		54.34

United States Shipping

1. 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 Central Sales Orders

CRONUS Canada, Inc. Finance Cash Management Sales Purchasing Approvals Self-Service Setup & Extensions

Sales Orders: All Search + New Manage Report Order Page Actions Navigate Report Show filters

NO.	SELL-TO CUSTOMER NAME	EXTERNAL DOCUMENT NO.	LOCATION CODE	DOCUME... DATE	COM... SHIPPE	AMOUNT SHIPPED NOT INVOICED (LCY)	AMOUNT SHIPPED NOT INVOICED (LCY) INCL. VAT	AMOUNT
S-ORD1010...	Adatum Corporation			4/2/2018	No	0.00	0.00	25,243.54
S-ORD1010...	Adatum Corporation			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 Order

NEW - SALES ORDER

Sales Order

General

Customer Name * [Field] Due Date [Field]

Contact [Field] Party Date [Field]

Posting Date [Field] Print No. [Field]

Order Date [Field]

Lines

NO.	NAME	CITY	PHONE NO.
10000	Adatum Corporation	Winnipeg	
20000	Trey Research	Mississauga	
30000	School of Fine Art	Ottawa	
40000	Alpine Ski House	Calgary	
50000	Relecloud	Vancouver	

TYPE	NO.	UNIT OF MEASURE	EXCL. VAT	TAX GROUP CODE	LINE DISCOUNT%	LINE AMOUNT EXCL. VAT
Item						

3. Add an Item.

Dynamics 365 Business Central Sales Orders > S-ORD101005 · School of Fine Art

NEW - SALES ORDER - S-ORD101005 · SCHOOL OF FINE ART

S-ORD101005 · School of Fine Art

General

Customer Name [Field] Sc 4/30/2018

Contact [Field] Mi

Posting Date 4/30/2018 Party Date [Field]

Order Date 4/30/2018 Print No. [Field]

Lines

NO.	DESCRIPTION	BASE UNIT OF MEASURE	UNIT PRICE
1896-S	ATHENS Desk	PCS	1,503.40
1900-S	PARIS Guest Chair, black	PCS	289.60
1906-S	ATHENS Mobile Pedestal	PCS	651.40
1908-S	LONDON Swivel Chair, blue	PCS	285.50
1920-S	ANTWERP Conference Table	PCS	973.20
1925-W	Conference Bundle 1-6	PCS	283.60

TYPE	NO.	DE	UNIT OF MEASURE	EXCL. VAT	TAX GROUP CODE	LINE DISCOUNT%	LINE AMOUNT EXCL. VAT
Item		*					

4. Use Quantity of 1.

Dynamics 365 Business Central Sales Orders > S-ORD101005 · School of Fine Art

NEW - SALES ORDER - S-ORD101005 - SCHOOL OF FINE ART

S-ORD101005 · School of Fine Art

General

Customer Name	School of Fine Art	Due Date	4/30/2018
Contact	Meagan Bond	Requested Delivery Date	
Posting Date	4/9/2018	External Document No.	
Order Date	4/9/2018		

Lines

TYPE	NO.	DESCRIPTION	LOCATION CODE	QUANTITY	RESERVED QUANTITY	UNIT OF MEASURE CODE	UNIT PRICE EXCL. VAT	TAX GROUP CODE	LINE DISCOUNT %
Item	1896-S	ATHENS Desk		1		PCS	1,503.40	TAXABLE	

5. Use a Custom Address

Dynamics 365 Business Central Sales Orders > S-ORD101005 · School of Fine Art

NEW - SALES ORDER - S-ORD101005 - SCHOOL OF FINE ART

Customergroup Code

Shipping and Billing

Ship-to	Custom Address	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 Business Central Sales Orders > S-ORD101005 · School of Fine Art

HOME ACTIONS NAVIGATE REPORT MANAGE LINE ORDER

Manage Process Report Posting Request Approval Page

NEW - SALES ORDER - S-ORD101005 · SCHOOL OF FINE ART

Shipping and Billing

Ship-to	Custom Address	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 Business Central Sales Orders > S-ORD101005 · School of Fine Art

HOME ACTIONS NAVIGATE REPORT MANAGE LINE ORDER

Manage Process Report Posting Request Approval Page

NEW - SALES ORDER - S-ORD101005 · SCHOOL OF FINE ART

Shipping and Billing

Ship-to	Custom Address	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 Business Central Sales Orders > S-ORD101005 - School of Fine Art > 4

HOME ACTIONS MANAGE Packages

Delete Edit Submit Rate Request Create Non-Contract Shipment New CanadaPost Rate Request

EDIT - CANADAPOST RATE REQUEST - 4

4

General

Document No.	S-ORD101005	Deliver To Post Office	<input type="checkbox"/>
Promotion Code		Deliver To Post Office ID	
Expected Mailing Date		Client Voice No.	
Signature	<input type="checkbox"/>	Client E-Mail	
Proof of Age Required - 18	<input type="checkbox"/>	Origin Postal Code	M2J4T1
Proof of Age Required - 19	<input type="checkbox"/>	Destination Country	United States
Card for Pickup	<input type="checkbox"/>	Destination Code	11010
Do not Safe Drop	<input type="checkbox"/>	Quote Total	
Leave at door	<input type="checkbox"/>		

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 Central Sales Orders > S-ORD101005 - School of Fine Art > 4

HOME ACTIONS MANAGE Packages

Delete Edit Submit Rate Request Create Non-Contract Shipment New CanadaPost Rate Request

EDIT - CANADAPOST RATE REQUEST - 4

Proof of Age Required - 18	<input type="checkbox"/>	Origin Postal Code	M2J4T1
Proof of Age Required - 19	<input type="checkbox"/>	Destination Country	United States
Card for Pickup	<input type="checkbox"/>	Destination Code	11010
Do not Safe Drop	<input type="checkbox"/>	Quote Total	0.00
Leave at door	<input type="checkbox"/>		

Shipping

Ship-To Contact	Meagan Bond	Ship-to City	New York
Ship-To Name	School of Fine Art	Ship-to State	NY
Ship-To Address	123 Somewhere	Ship-to Country/Region Code	US
Ship-To Address 2		Ship-to Zip Code	11010

Customs >

Packages

PREDEFINED PACKAGE	PARCEL WEIGHT (KG)	LENGTH (CM)	WIDTH (CM)	HEIGHT (CM)	UNP..	COVERAGE AMOUNT	MAL. TUBE	COD AMOUNT	COD INCLU SHIPP	NON-DELIVERY	RATE RESULTS
DEFAULT SIZE	2.00	30.00	30.00	30.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>		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.

Dynamics 365 Business Central | Sales Orders > S-ORD101005 - School of Fine Art > 4

Home | Packages | ACTIONS | MANAGE

EDIT - CANADAPOST RATE REQUEST - 4

Shipping

Ship-To Contact	Meagan Bond	Ship-to City	New York
Ship-To Name	School of Fine Art	Ship-to State	NY
Ship-To Address	123 Somewhere	Ship-to Country/Region Code	US
Ship-To Address 2		Ship-to Zip Code	11010

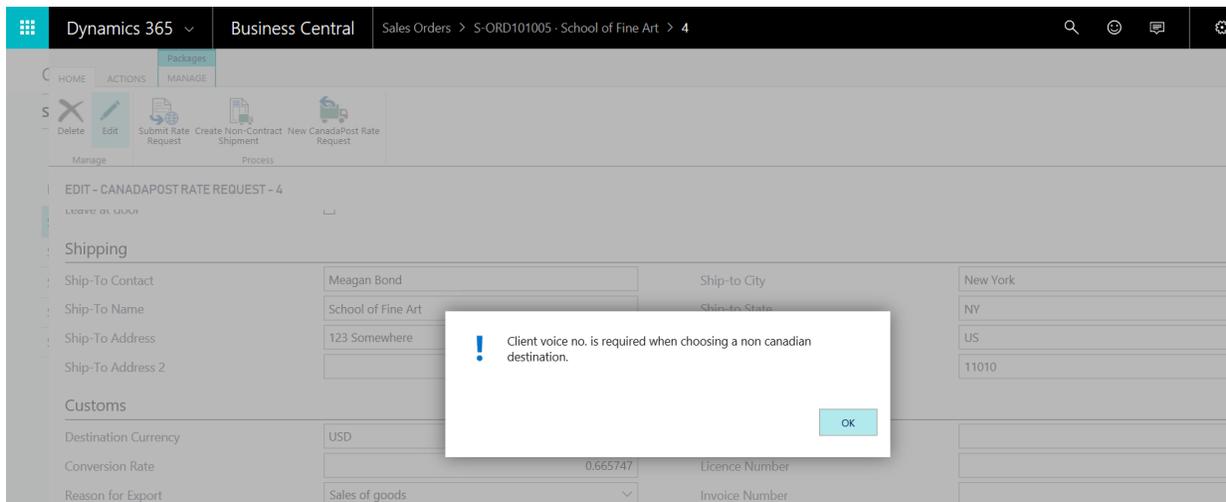
Customs

Destination Currency	USD	Certificate Number	
Conversion Rate	0.665747	Licence Number	
Reason for Export	Sales of goods	Invoice Number	
Reason for Export Desc			

Packages

PREDEFINED PACKAGE	PARCEL WEIGHT (KG)	LENGTH (CM)	WIDTH (CM)	HEIGHT (CM)	UNP...	COVERAGE AMOUNT	MAL... TUBE	COD AMOUNT	COD INCLU SHIPP	NON-DELIVERY
DEFAULT SIZE	2.00	30.00	30.00	30.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

- 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.

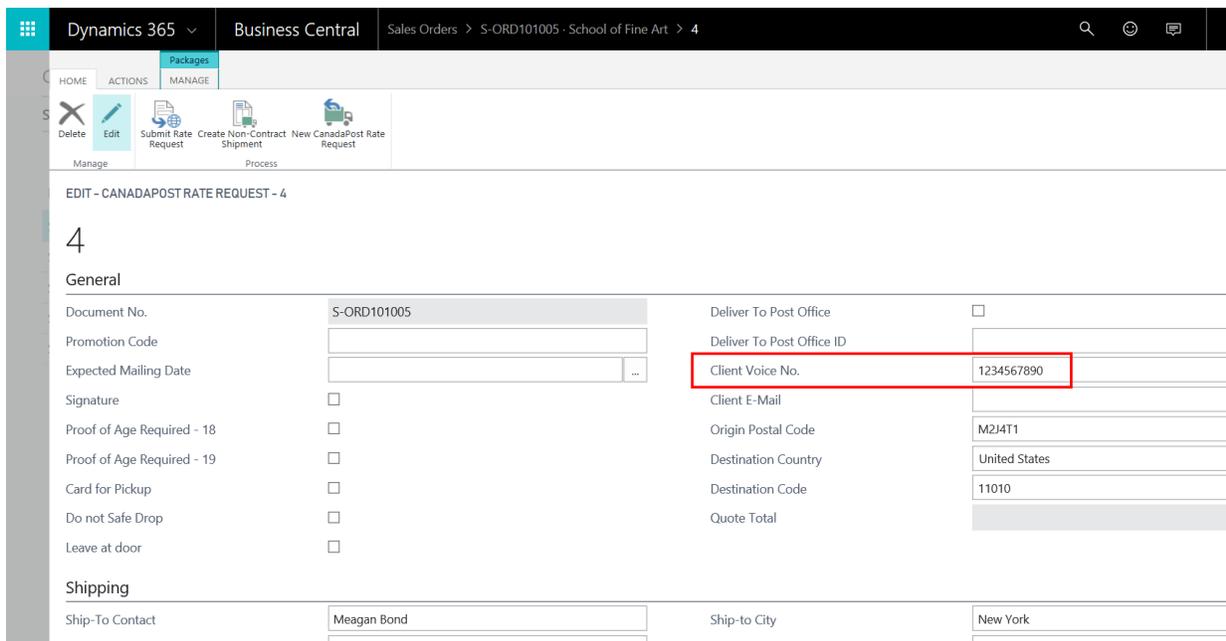


The screenshot shows the Dynamics 365 Business Central interface for a 'CANADAPOST RATE REQUEST - 4'. A modal dialog box is displayed with the following text:

! Client voice no. is required when choosing a non canadian destination.

OK

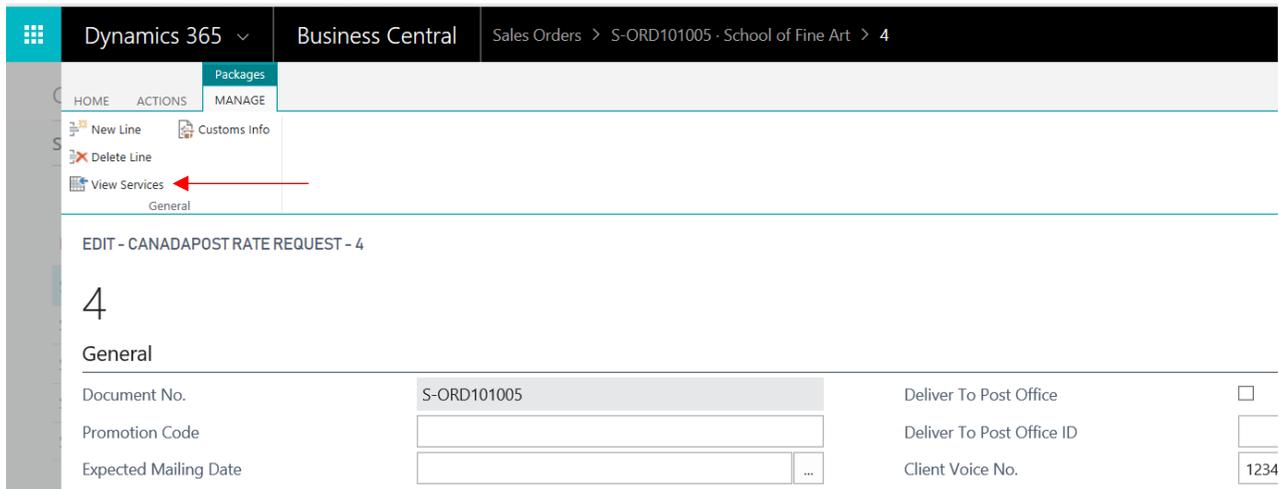
The background form shows shipping details for 'Meagan Bond' at 'School of Fine Art', with a destination of 'New York, NY, US, 11010'.



The screenshot shows the 'General' tab of the 'CANADAPOST RATE REQUEST - 4' form. The 'Client Voice No.' field is highlighted with a red box and contains the value '1234567890'.

General			
Document No.	S-ORD101005	Deliver To Post Office	<input type="checkbox"/>
Promotion Code		Deliver To Post Office ID	
Expected Mailing Date		Client Voice No.	1234567890
Signature	<input type="checkbox"/>	Client E-Mail	
Proof of Age Required - 18	<input type="checkbox"/>	Origin Postal Code	M2J4T1
Proof of Age Required - 19	<input type="checkbox"/>	Destination Country	United States
Card for Pickup	<input type="checkbox"/>	Destination Code	11010
Do not Safe Drop	<input type="checkbox"/>	Quote Total	
Leave at door	<input type="checkbox"/>		
Shipping			
Ship-To Contact	Meagan Bond	Ship-to City	New York

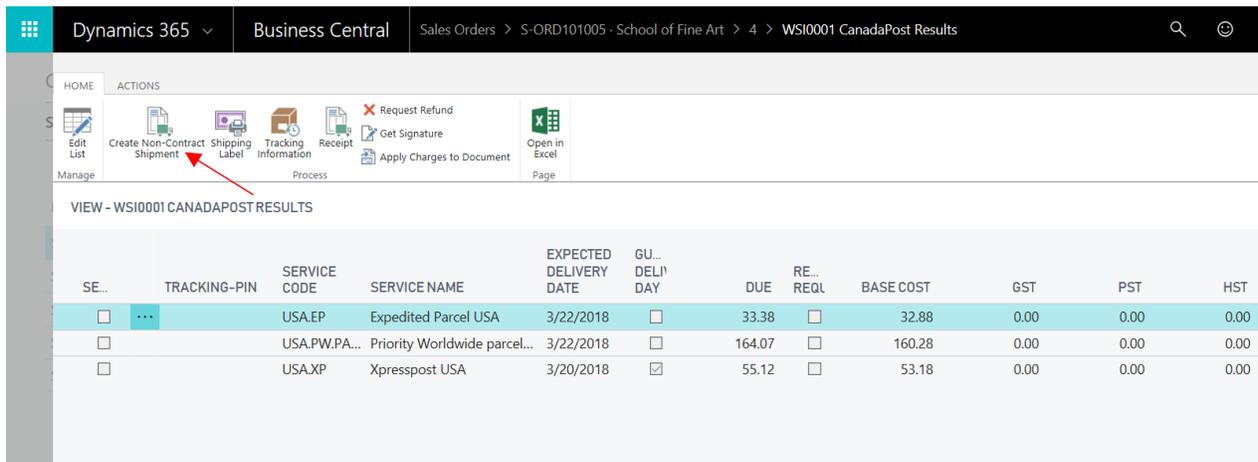
12. Select to view services under the packages ribbon.



The screenshot shows the Dynamics 365 Business Central interface. The breadcrumb trail is 'Sales Orders > S-ORD101005 - School of Fine Art > 4'. The 'Packages' ribbon is active, and the 'View Services' button is highlighted with a red arrow. Below the ribbon, the page title is 'EDIT - CANADAPOST RATE REQUEST - 4' and the quantity '4' is displayed. The 'General' section contains the following fields:

Document No.	S-ORD101005	Deliver To Post Office	<input type="checkbox"/>
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.



The screenshot shows the Dynamics 365 Business Central interface. The breadcrumb trail is 'Sales Orders > S-ORD101005 - School of Fine Art > 4 > WSI0001 CanadaPost Results'. The 'Manage' ribbon is active, and the 'Create Non-Contract Shipment' button is highlighted with a red arrow. Below the ribbon, the page title is 'VIEW - WSI0001 CANADAPOST RESULTS'. The table below shows the results:

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI ¹ DAY	DUE	RE... REQU	BASE COST	GST	PST	HST
<input type="checkbox"/>	...	USAEP	Expedited Parcel USA	3/22/2018	<input type="checkbox"/>	33.38	<input type="checkbox"/>	32.88	0.00	0.00	0.00
<input type="checkbox"/>		USA.PW.PA...	Priority Worldwide parcel...	3/22/2018	<input type="checkbox"/>	164.07	<input type="checkbox"/>	160.28	0.00	0.00	0.00
<input type="checkbox"/>		USAXP	Xpresspost USA	3/20/2018	<input checked="" type="checkbox"/>	55.12	<input type="checkbox"/>	53.18	0.00	0.00	0.00

Dynamics 365 Business Central Sales Orders > S-ORD101005 · School of Fine Art > 4 > WSI0001 CanadaPost Results

EDIT - WSI0001 CANADAPOST RESULTS

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI... DAY	DUE	RE... REQL	BASE COST	GST	PST
<input checked="" type="checkbox"/>	...	USA.EP	Expedited Parcel USA	3/22/2018	<input type="checkbox"/>	33.38	<input type="checkbox"/>	32.88	0.00	0.00
<input type="checkbox"/>	...	USA.PW.PA...	Priority Worldwide parcel	3/22/2018	<input type="checkbox"/>	164.07	<input type="checkbox"/>	160.28	0.00	0.00
<input type="checkbox"/>	...	USA.XP	Xpresspost USA						0.00	0.00

Please define custom lines for this package.

OK

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

Dynamics 365 Business Central Sales Orders > S-ORD101005 · School of Fine Art > 4

Packages MANAGE

New Line Customs Info (indicated by a red arrow)

Delete Line

View Services

General

EDIT - CANADAPOST RATE REQUEST - 4

Shipping

Ship-To Contact	Meagan Bond	Ship-to City
Ship-To Name	School of Fine Art	Ship-to State
Ship-To Address	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 · School of Fine Art > 4 > WSI0001 CP Customs Lines

VIEW - WSI0001 CP CUSTOMS LINES + New

ITEM NO.	ITEM DESCRIPTION	QUANTITY	ITEM TARIFF NO.	ITEM NET WEIGHT	ITEM UNIT PRICE	ITEM UNIT OF MEASURE	CUSTOM DESCRIPTION
1896-S	ATHENS Desk	1		34.60	1,503.40	PCS	



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

Browser tabs: Edit - WS10001 CP Cust... Meet Finance and Operatio... ShippingLabel.PDF HS Code search engine HTS

Address bar: Certificate error https://docker01-49213/nav/Default?bookmark=24%3B3J5YBACHBAAAAAACHCCAAACHCC%3D&page=70096424&filter=%27WS10001%20CP%20Customs%20lines%27.%27WS10001%20%4D%20Entry%20No%27%27

Navigation: Dynamics 365 Business Central Sales Orders > S-ORD101005 - School of Fine Art > 4 > WS10001 CP Customs Lines

Page Title: EDIT - WS10001 CP CUSTOMS LINES + New

ITEM NO.	ITEM DESCRIPTION	QUANTITY	ITEM TARIFF NO.	ITEM NET WEIGHT	ITEM UNIT PRICE	ITEM UNIT OF MEASURE	CUSTOM DESCRIPTION
1896-S	ATHENS Desk	1	9999.99.99.99	34.60	1,503.40	PCS	Package

Navigation: Dynamics 365 Business Central Sales Orders > S-ORD101005 - School of Fine Art > 4 > WS10001 CP Customs Lines

Page Title: EDIT - WS10001 CP CUSTOMS LINES + New

ITEM NO.	ITEM DESCRIPTION	QUANTITY	ITEM TARIFF NO.	ITEM NET WEIGHT	ITEM UNIT PRICE	ITEM UNIT OF MEASURE	CUSTOM DESCRIPTION
1896-S	ATHENS Desk	1	9999.99.99.99	34.60	1,503.40	PCS	Package

Navigation: Dynamics 365 Business Central Sales Orders > S-ORD101005 - School of Fine Art > 4 > WS10001 CanadaPost Results

Page Title: VIEW - WS10001 CANADAPOST RESULTS

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI ¹ DAY	DUE	RE... REQL	BASE COST	GST	PST	HST	AL
<input checked="" type="checkbox"/>	...	USA.EP	Expedited Parcel USA	3/22/2018	<input type="checkbox"/>	33.38	<input type="checkbox"/>	32.88	0.00	0.00	0.00	
<input type="checkbox"/>		USA.PW.PA...	Priority Worldwide parcel...	3/22/2018	<input type="checkbox"/>	164.07	<input type="checkbox"/>	160.28	0.00	0.00	0.00	
<input type="checkbox"/>		USA.XP	Xpresspost USA	3/20/2018	<input checked="" type="checkbox"/>	55.12	<input type="checkbox"/>	53.18	0.00	0.00	0.00	

Dynamics 365 Business Central | Sales Orders > S-ORD101005 - School of Fine Art > 4 > WSI0001 CanadaPost Results

VIEW - WSI0001 CANADAPOST RESULTS

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI' DAY	DUE	RE... REQL	BASE COST	GST
<input checked="" type="checkbox"/>		USA.EP	Expedited Parcel US						0.00
<input type="checkbox"/>		USA.PW.PA...	Priority Worldwide						0.00
<input type="checkbox"/>		USA.XP	Xpresspost USA						0.00

!

ErrorReturnCode: 8716
This product requires a valid value for Non-Delivery Handling.

OK

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

Dynamics 365 Business Central | Sales Orders > S-ORD101005 - School of Fine Art > 4

EDIT - CANADAPOST RATE REQUEST - 4

Shipping

Ship-To Contact: Meagan Bond | Ship-to City: New York
 Ship-To Name: School of Fine Art | Ship-to State: NY
 Ship-To Address: 123 Somewhere | Ship-to Country/Region Code: US
 Ship-To Address 2: | Ship-to Zip Code: 11010

Customs

Destination Currency: USD | Certificate Number:
 Conversion Rate: 0.665747 | Licence Number:
 Reason for Export: Sales of goods | Invoice Number:
 Reason for Export Desc:

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	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	Abandon	3
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		

18. Create non-contract shipment.

Dynamics 365 Business Central | Sales Orders > S-ORD101005 - School of Fine Art > 4

Home | ACTIONS | MANAGE | Packages

EDIT - CANADAPOST RATE REQUEST - 4

Shipping

Ship-To Contact: Meagan Bond
 Ship-To Name: School of Fine Art
 Ship-To Address: 123 Somewhere
 Ship-To Address 2:
 Ship-to City: New York
 Ship-to State: NY
 Ship-to Country/Region Code: US
 Ship-to Zip Code: 11010

Customs

Destination Currency: USD
 Conversion Rate: 0.665747
 Reason for Export: Sales of goods
 Reason for Export Desc:
 Certificate Number:
 Licence Number:
 Invoice Number:

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	<input type="checkbox"/>	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	Abandon	3

Dynamics 365 Business Central | Sales Orders > S-ORD101007 - School of Fine Art > 9 > WSI0001 CanadaPost Results

Home | ACTIONS | Manage | Process | Page

EDIT - WSI0001 CANADAPOST RESULTS

SE...	TRACKING-PIN	SERVICE CODE	SERVICE NAME	EXPECTED DELIVERY DATE	GU... DELI' DAY	DUE	RE... REQU	BASE COST	GST	PST
<input checked="" type="checkbox"/>	...	USA.EP	Expedited Parcel USA	2018-03-27	<input type="checkbox"/>	33.38	<input type="checkbox"/>	32.88	0.00	0.00
<input type="checkbox"/>	...	USA.PW.PA...	Priority Worldwide						0.00	0.00
<input type="checkbox"/>	...	USA.XP	Xpresspost USA						0.00	0.00

i Your NonContract shipment was created successfully.

Additional Features

1. 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.

NO.	SELL-TO CUSTOMER NAME	EXTERNAL DOCUMENT NO.	LOCATION CODE	DOCUME... DATE	COM... SHIPPE	AMOUNT SHIPPED NOT INVOICED (\$)	AMOUNT SHIPPED NOT INVOICED (\$) INCL. TAX	AMOUNT
S-ORD1010...	Adatum Corporation			2018-04-02	No	0.00	0.00	25,243.54
S-ORD1010...	Adatum Corporation			2018-05-01	No	0.00	0.00	3,531.27
S-ORD1010...	School of 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 Fine Art			2018-04-09	No	0.00	0.00	1,503.40
S-ORD1010...	School of Fine Art			2018-04-09	No	0.00	0.00	1,503.40
S-ORD1010...	School of Fine Art			2018-04-09	No	0.00	0.00	1,503.40

Dynamics 365 Business Central Sales Orders > S-ORD101003 · School of Fine Art

Lines

HOME ACTIONS NAVIGATE REPORT MANAGE LINE ORDER

Edit New Delete Canada Post Release Reopen Attachments Create Inventory Put-away/Pick... Print Confirmation... Statistics Picking List by Order Post... Post and Send... Send Approval Request Cancel Approval Request Approvals Create a Flow See my Flows Previous Next

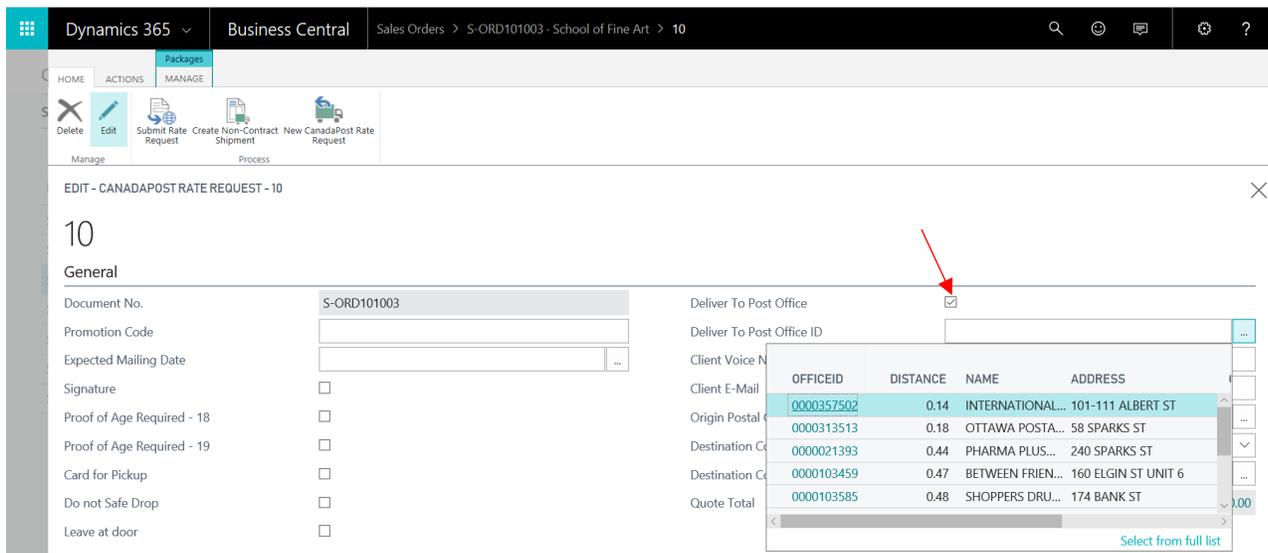
EDIT - SALES ORDER - S-ORD101003 · SCHOOL OF FINE ART

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		

- 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.



EDIT - CANADAPOST RATE REQUEST - 10

10

General

Document No. S-ORD101003

Promotion Code

Expected Mailing Date

Signature

Proof of Age Required - 18

Proof of Age Required - 19

Card for Pickup

Do not Safe Drop

Leave at door

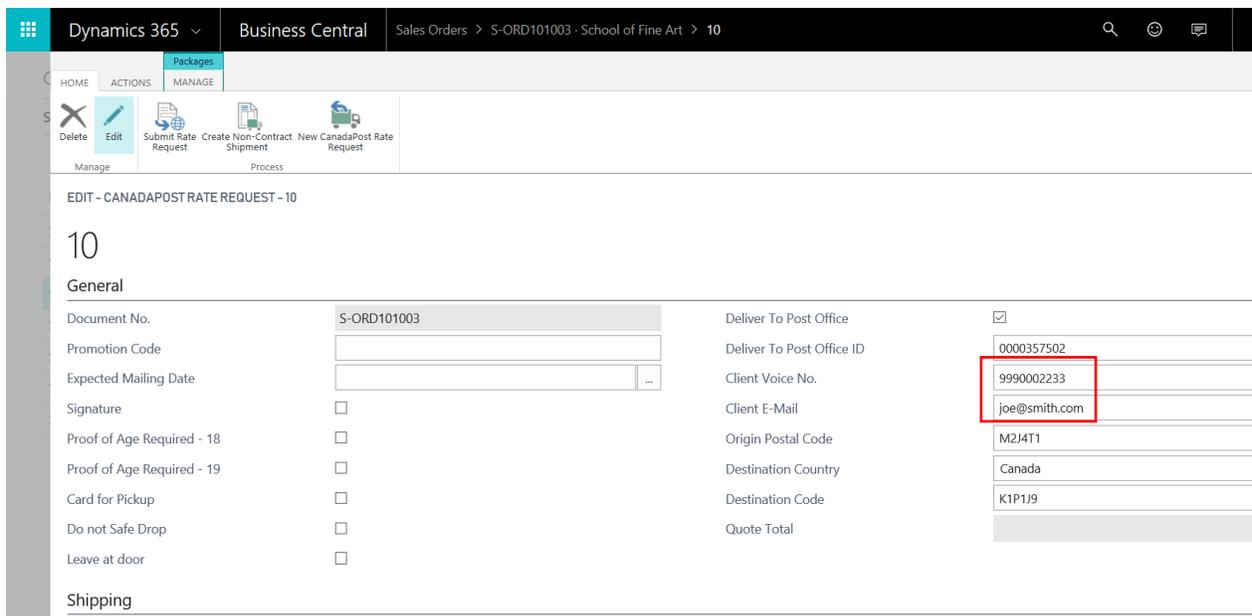
Deliver To Post Office

Deliver To Post Office ID

OFFICEID	DISTANCE	NAME	ADDRESS
0000357502	0.14	INTERNATIONAL...	101-111 ALBERT ST
0000313513	0.18	OTTAWA POSTA...	58 SPARKS ST
0000021393	0.44	PHARMA PLUS...	240 SPARKS ST
0000103459	0.47	BETWEEN FRIEN...	160 ELGIN ST UNIT 6
0000103585	0.48	SHOPPERS DRU...	174 BANK ST

Select from full list

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



EDIT - CANADAPOST RATE REQUEST - 10

10

General

Document No. S-ORD101003

Promotion Code

Expected Mailing Date

Signature

Proof of Age Required - 18

Proof of Age Required - 19

Card for Pickup

Do not Safe Drop

Leave at door

Deliver To Post Office

Deliver To Post Office ID 0000357502

Client Voice No. 9990002233

Client E-Mail joe@smith.com

Origin Postal Code M2J4T1

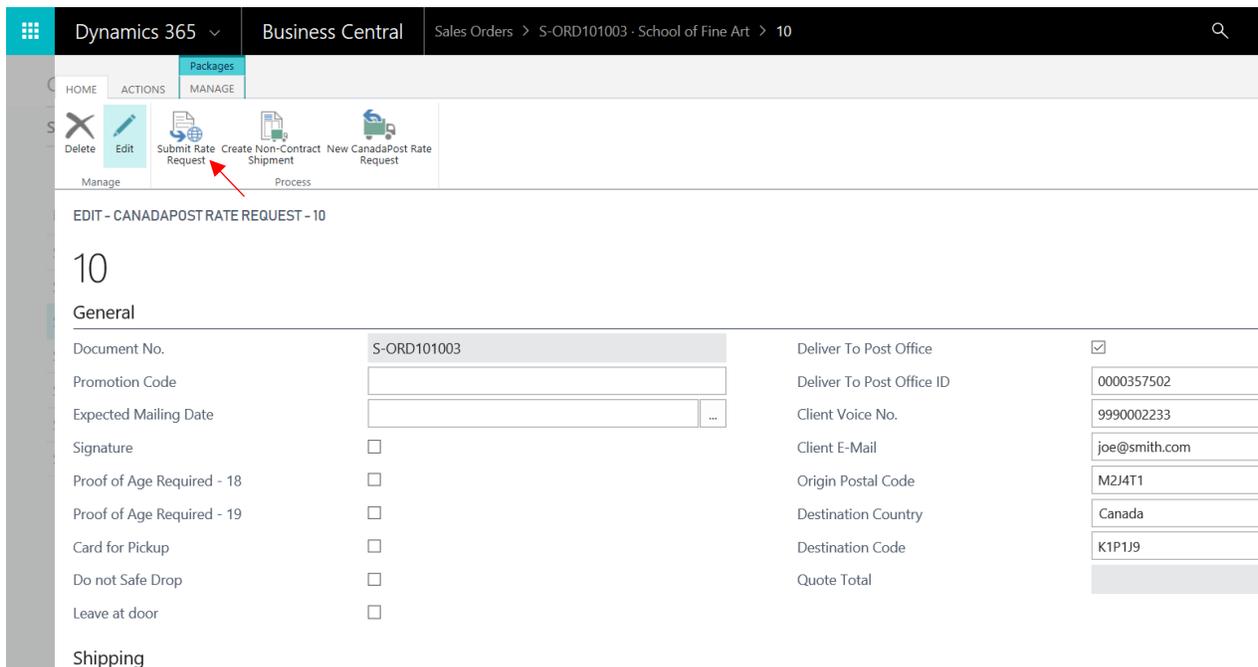
Destination Country Canada

Destination Code K1P1J9

Quote Total

Shipping

4. Add a package and submit a rate request.



Dynamic 365 Business Central Sales Orders > S-ORD101003 - School of Fine Art > 10

PACKAGES

Manage Process

EDIT - CANADAPOST RATE REQUEST - 10

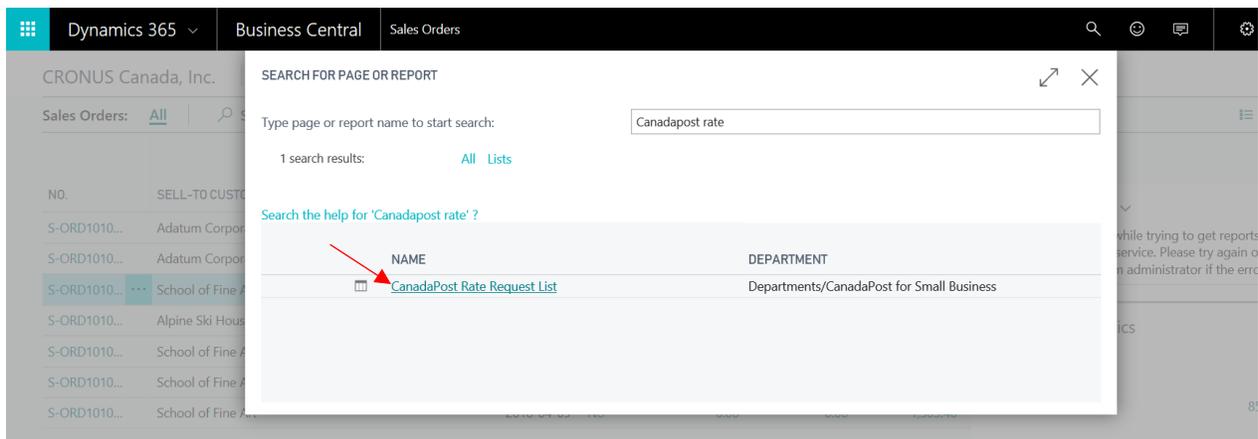
10

General

Document No.	S-ORD101003	Deliver To Post Office	<input checked="" type="checkbox"/>
Promotion Code		Deliver To Post Office ID	0000357502
Expected Mailing Date		Client Voice No.	9990002233
Signature	<input type="checkbox"/>	Client E-Mail	joe@smith.com
Proof of Age Required - 18	<input type="checkbox"/>	Origin Postal Code	M2J4T1
Proof of Age Required - 19	<input type="checkbox"/>	Destination Country	Canada
Card for Pickup	<input type="checkbox"/>	Destination Code	K1P1J9
Do not Safe Drop	<input type="checkbox"/>	Quote Total	
Leave at door	<input type="checkbox"/>		

Shipping

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



Dynamic 365 Business Central Sales Orders

CRONUS Canada, Inc.

Sales Orders: All

SEARCH FOR PAGE OR REPORT

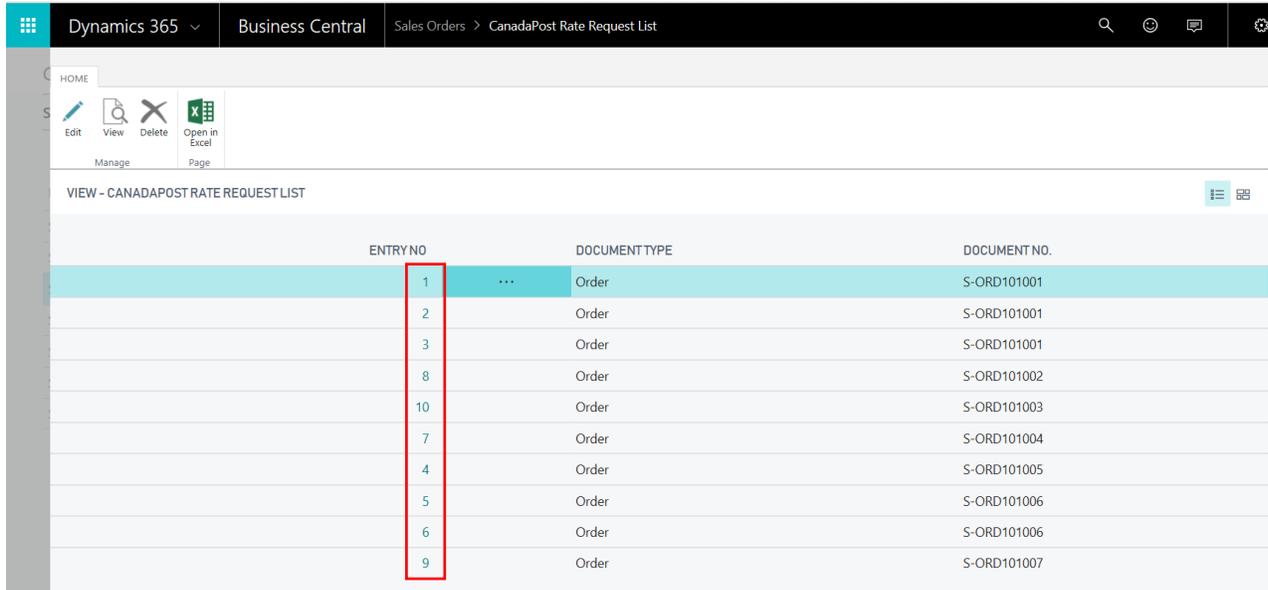
Type page or report name to start search: Canadapost rate

1 search results: All Lists

Search the help for 'Canadapost rate' ?

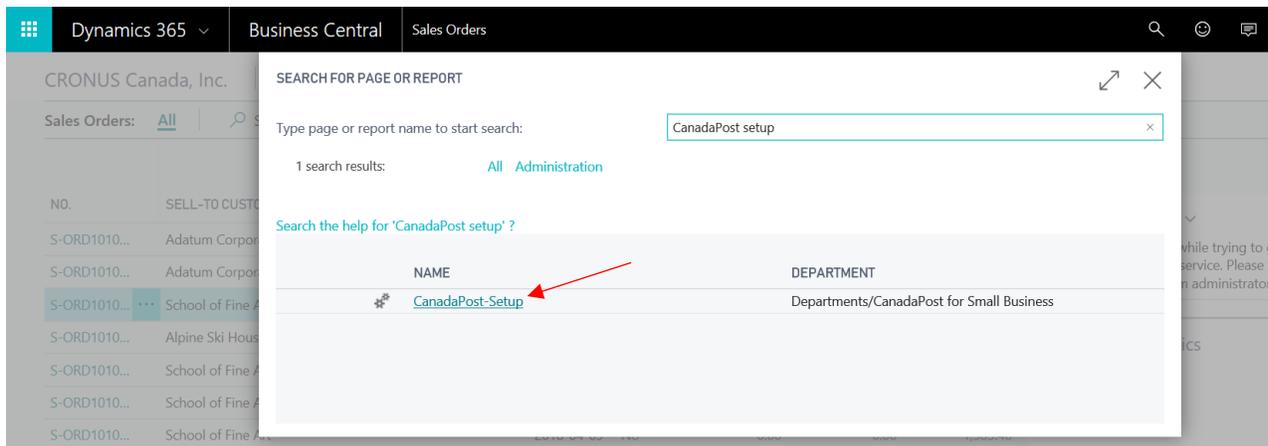
NAME	DEPARTMENT
CanadaPost Rate Request List	Departments/CanadaPost for Small Business

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



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.



SEARCH FOR PAGE OR REPORT

Type page or report name to start search:

1 search results: [All Administration](#)

[Search the help for 'CanadaPost setup' ?](#)

NAME	DEPARTMENT
CanadaPost-Setup	Departments/CanadaPost for Small Business

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

Dynamics 365 Business Central Sales Orders > CanadaPost-Setup

HOME ACTIONS

Manage Edit Predefined Packages Process

EDIT - CANADAPOST-SETUP

CanadaPost-Setup

General

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
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Notification

Notification E-Mail	test@cronus.com	Notify On Exception	<input checked="" type="checkbox"/>
Notify On Shipment	<input checked="" type="checkbox"/>	Notify On Delivery	<input checked="" type="checkbox"/>

Label Preferences

Label - Show Packing	<input type="checkbox"/>	Label - Show Insured	<input type="checkbox"/>
Label - Show Rate	<input type="checkbox"/>		