Advania Póststoð

Setup and instructions





Advania Póststoð

There is a special Role Center for Poststod solution called Advania Poststod.

To set up Advania Poststod Role Center go to My Settings.



Drill down on *Role* field, chose *Advania Poststod* from *Available Roles* page, and click on *OK* button.

Edit - My Settings - ADVANIA					
Role	Advania Electronic Document Exchange				
Company	CRONUS IS				
Work Date · · · · · · · · · · · · · · · · · · ·	4/12/2021				
Region	English (United States)				
Language	English (United States)				
Time Zone · · · · · · · · · · · · · · · · · · ·	(UTC+01:00) Amsterdam, Berlin, Bern, Ro				
Notifications	Change when I receive notifications.				
Teaching Tips					
Security					
Your last sign in was on 09/21/21 03:1	9 PM.				
	OK	el			
N	ly Settings				



2 X

Available Roles 🛛 🔎 🗸 👘

	Display Name
	Advania Online Banking Service
	Company Hub
	Advania Electronic Document Exchange
\rightarrow	Advania Poststod
	Advania Basic Menu
	Advania Main Menu
	Test Role Center
	Accountant
	Business Manager
	Business Manager Evaluation
	Service Manager
	Sales Order Processor
	Manufacturing Manager
	Project Manager
	Sales and Relationship Manager
	OK Cancel

Available Roles

Advania Poststod Role Center will open.

CRONUS IS E	ss Shinments – Posted Transfer Shinments	7
Headline Good afternoon!	Actions > Setup > Shipments > Get Shipments By Date > Get Shipments By Referen	ce
● ○ Poststod Cue Card ~		
Active Shipments O > Shipments with Error O > Shipments with Error		
My Customers ~	My Items~	
Customer No. † Name Phone No. Balance (LCY)	Item No. † Description	Unit Price
10000 : Adatum Corporation -238,291	1896-S ATHENS-skrifborð	65,260
20000 Trey Research 1.024,773	1900-S PARIS-stóll, svartur	12,570
30000 School of Fine Art 3,509,240	1906-S ATHENS-laus fótstallur	28,270
40000 Alpine Ski House 598,510	1908-S LONDON-skrst.stóll, blár	12,390

Advania Poststod Role Center

1. Setup

Postod Setup can be accessed from the role center:

CRONUS IS =	
Sales Orders Transfer Orders Warehouse Shipments Posted Warehouse Shipments Poste	d Sales Shipments Posted Transfer Shipments
Headline	Actions
Want to learn more about	Setup > Shipments > Get Shipments By Date > Get Shipments By Keterence Poststod Setup
Business Central?	B Packages
	📾 Shipping Agents
0.0	🕄 Online Map Setup

Or from *Service Connections* page:

service connections		
Go to Pages and Tasks		
Go to Pages and Tasks		
Service Connections	Lists	

Tell me

On Service Connections page click on Advania – Poststod

\leftarrow	Service Connections				12
	🔎 Search 🛛 🧩 Setup			¢ 7	'≣
	Name Advania - Joakim Connection		Status Disabled		
	Advania - Poststod	÷	Disabled		
	Advania - Signet Connector		Enabled		

Service Connections

Poststod Setup page will open.



2 loggie Endpoints	🕏 Set or View Job Queue Entry	🗊 Set Google Map	🗒 Copyright Advania, Icelar	nd 🤅
-		Enabled · · · · ·		
General				
No. Series		✓ Cash on Delive	ry	
Shipping Agent Code		✓ Multiply of Gro	ss Weig	
Default Package		\sim		
Connection				
Service URL · · · · · · ·	https://api.mappan.is/wscm	Test Service UR	https://apitest.i	mappan.is/wscn
	¥	Tost API Kow	*	

Poststod Setup

In General tab we can find next fields:

- No. Series: No. series used for creation of Postdtod Shipment Data,
- *Shipping Agent Code:* Poststod Shipment Data can be created only from documents whit this Shipping Agent Code,
- *Default Package:* dimensions from this package will be used in Poststod Shipment Data,
- *Cash on Delivery:* if this is *true*, on all new Poststod Shipment Data *Cash on Delivery* field will be *true*,
- *Multiply of Gross Weight:* if the units of measurement of the items differ from Kg, this field is used to reduce the value of Weight field from Poststod Shipment Data to kilograms.

1.

In Connection tab we can find next fields:

- Service Url: base URL for the live server,
- API Key: key provided from Póststoð for the live server,
- Test Service URL: base URL for the test server,
- Test API Key: key provided from Póststoð for the test server,

2.

3. If your company doesn't have access to Póststoð, you can sign up for it through Pósturinn's business service desk. If you don't have an API key yet and you don't have access to the test environment, a key for testing purposes is: 4F/UEh52hA86NWTQyM6+ogYGEsOC1gD19jfrw14012E=

To switch between test and live server use *Toggle Endpoints* action, active service will become green.



	Edit - Poststod Setup		2	\times		
	🔡 Toggle Endpoints 🔹 Set or View Job Queue Entry 🛛 🤀 Set Google Map 🗮 Copyright Adv	vania, Iceland 🛛 …		()		
Poststod Setup						

To set Job Queue wich will retrieve and update all Poststod Shipments created in the past 30 days use *Set or View Job Queue Entry* action. This action will create (if it doesn't already exist) a *Job Queue* and open *Job Queue Entry Card* page.



To be able to show Recipient Address or Parcel Lockers from *Poststod Shipment Data* on the Google map, use *Set Google Map* action. This action will set Google map as default online map in Business Central. Bing map can also be used, for more about map setup check *Online Map Setup* page.

Edit - Poststod S	etup			2	\times
🛃 Toggle Endpoints	🗟 Set or View Job Queue Entry	🥞 Set Google Map	🗒 Copyright Advania, Iceland		í
	Postste	od Setup			

After all fields from *Poststod Setup* page are checked and populated, click on Enable field and close the page.



Toggle Endpoints	🛃 Set or View Job Queue Entry	😴 Set Google Map	📕 Copyright Advan	ia, Iceland ··· (i
You must disable the servic	e before you can make changes.	Enabled · · · · ·	····· •	
General				
No. Series	POSTSTOD	 Cash on Delive 	ery · · · · · ·	
Shipping Agent Code	POSTSTOD	 Multiply of Gro 	oss Weig	0,00
Default Package		\sim		
Connection				
Service URL · · · · · · · · ·	https://api.mappan.is/wscm	Test Service UF	RL ····· https://	apitest.mappan.is/wscn
API Key		Test API Key	••••••	

Poststod Setup



2. DOMESTIC SHIPMENT

Poststod Shipment Data can be created from Sales Order, Posted Sales Shipment, Transfer Order, Posted Transfer Shipment, Warehouse Shipment and Posted Whse. Shipment.

1. Fo	r testing p	ourpose, to create	ate Poststod Shipn	<i>nent Data</i> , Nav	vigate to Sale	es Orders.
CRONUS I	5 🛛 =					
Sales Orders	Transfer Orders	Warehouse Shipments	Posted Warehouse Shipments	Posted Sales Shipments	Posted Transfer Shipr	nents
Headline				Actions		
Good	d after	noon!		> Setu	up > Shipments	> Get Shipments By Date

Tell me

2. Choose the Sales Order with domestic Customer for which *Poststod Shipment Data* will be created.

Sales Orders:	A	רע ∠µ	Search 🕂 New 📋 Delete	Report \smallsetminus	Order \lor Rela	ease \lor Postin	g∨ Print/S	and \smallsetminus	Navigate \vee
No. ↑		Sell-to Customer No.	Sell-to Customer Name	External Document No.	Location Code	Assigned User ID	Document Date	Status	Compl Shipped
<u>101001</u>	÷	10000	Adatum Corporation				4/2/2021	Open	No
101002		10000	Adatum Corporation				5/1/2021	Open	No
101003		30000	School of Fine Art				4/22/2021	Open	No
101004		40000	Alpine Ski House				5/13/2021	Open	No



3. Sales Order card page will open, click on the Poststod Shipment action



Sales Order

If Agent field from Shipping and Billing tab on Sales Order is different than Shipping Agent Code from Poststod Setup, an error will occur.



(!)	Shipping Agent Code must be equal to 'POSTOD' in Sales Header: Document Type=Order, No.=101001. Current value is 'FEDEX'.
Detail	ed information >
	ОК

4. *Poststod Shipment Data Card* page will open. Shipping data from the order is automatically pulled into the *Poststod Shipment Data* to speed up the creation process.

Error Message

General Source No. 101001 Address 2			ereate roststod shipi	nent
Source No. 101001 Address 2	General			
Source Type Sales Order Parcel Locker Image: Comparison Recipient Name Adatum Corporation City Reykjavík Recipient Registratio Image: Country Code Is Attention Image: Country Code Is Address 1 Station Road, 21 Email alvaro.carrera@contoso.com Package Image: Country Service Id Image: Country Code Image: Country Code Veight Image: Country Code Image: Country Code Image: Country Code Address 1 Station Road, 21 Email Image: Country Code Package Image: Country Service Id Image: Country Code Image: Country Code Veight Image: Country Code Image: Country Code Image: Country Code Image: Country Code Package Image: Country Code Veight Image: Country Code Veight Image: Country Code Image: Country Code Image: Country Code Image: Country Code Image: Country Code	Source No.	101001	Address 2	
Recipient No. 10000 Post Code 810 Recipient Name Adatum Corporation City Reykjavík Recipient Registratio Country Code IS Attention Mobile Phone Is Address 1 Station Road, 21 Email alvaro.carrera@contoso.co Package Vidth Image: Charges Amount Image: Charges Amount Image: Charges Amount	Source Type	Sales Order	Parcel Locker	
Recipient Name Adatum Corporation City Reykjavík Recipient Registratio Country Code IS Attention Mobile Phone Is Address 1 Station Road, 21 Email alvaro.carrera@contoso.co Package Vidth Image: Charges Amount Image: Charges Amount Image: Charges Amount	Recipient No.	10000 ~	Post Code	810 .
Recipient Registratio IS Attention Mobile Phone Address 1 Station Road, 21 Email alvaro.carrera@contoso.co Package Delivery Service Id * Number Of Items 1 Height 0.96 Charges Amount IS	Recipient Name	Adatum Corporation	City · · · · · · · · · · · · · · · · · · ·	Reykjavík .
Attention Mobile Phone Address 1 Station Road, 21 Email alvaro.carrera@contoso.co Package Delivery Service Id * Number Of Items 1 Height 0.96 Charges Amount 0.96	Recipient Registratio		Country Code	IS
Address 1 Station Road, 21 Email alvaro.carrera@contoso.co Package Delivery Service Id X Number Of Items 1 Height 1 Weight 0.96 Charges Amount	Attention		Mobile Phone	
Package Delivery Service Id * Number Of Items 1 Height 0.96 Charges Amount 1	Address 1 · · · · · · · ·	Station Road, 21	Email · · · · · · · · · · · · · · · · · · ·	alvaro.carrera@contoso.com
Number Of Items 1 Height Image: Charges Amount Weight 0.96 Charges Amount	Package		146-Jah	
Number Of Items 1 Height Weight 0.96 Charges Amount			Width	
Weight	Number Of Items		Height	
	Weight	0.96	Charges Amount	
Length 0	Length	0		
Options				
	ptions	Poturo via airmail	Description	



5. Drill down on the *Delivery Service Id* field and a list of available delivery services which is generated from Póststoð web service will pop up. Which delivery service will be available depends on input parameters. Input parameters used are: *Country Code, Post Code, Weight, Length, Width and Height* field (If dimensions are used, make sure all three of them are populated).

Only the delivery services the webshop *has enabled* will show up in this call.

a. *Delivery Service List* page will open, to open *Delivery Service Card* page click on *Delivery Service Id* field of desired delive ry service from the list.

De	livery Servio	ce l	List P v ····		27	\times
	Delivery Service Id ↑ ▼		Long Name	Description	Description Words	Pric
	DPH		Pakki Heim	Sendingar eru almennt keyrðar	Keyrt heim, Tryggt að 22.500 kr,	
\rightarrow	DPP	÷	Pakki Pósthús	Fáðu sendinguna á pósthúsið n	Sækir á næsta Pósthús,Tryggt a	

Delivery Service List

b. Delivery Service Card page will open, this card includes information about selected delivery service.



Manage Page			
General			
Delivery Service Id · · · · ·	DPP	Description Words	Sækir á næsta Pósthús,Tryggt að.
Long Name	Pakki Pósthús	Weight · · · · · · · · · · · ·	1,0
Short Name	Pósthús	Weight Unit	KG
Description	Fáðu sendinguna á pósthúsið n	Estimated Delivery Time	
Price			
Currency Code	ISK	Netto Price	790,1
Price Weight	1,25	VAT Price	189,6
Brutto Price · · · · · · · · ·	980,00	VAT %	24,0
Optional Services			
Cash on delivery		Insurance	
Contract Attached		Large	
Deliver To Recipient O		Large Included	
Delivery Advice		Pallet · · · · · · · · · · · · · · · · · · ·	
Express		Recipient Pays Postage	
Fragile		Reference	
Fragile Included		Return Allowed	
Restrictions			
Max Number Of Items · · ·	99	Max Height	150
Max Length	3000	Max Weight	1
Max Width	1500	Max Weight Unit	KG
			Close

Delivery Service Card



There are several tabs on Delivery Service Card page:

- General tab: include some basic information about delivery service,
- Price tab: include price information calculated based on input parameters (*Country Code, Post Code,*
- Weight, Length, Width and Height) from Shipment Data Card page.
- Optional Services: shows which services are available by chosen delivery service.
- Restrictions tab: shows some limitation of chosen delivery service.
- a. Close *Delivery Service Card* page, select the desired delivery service on *Delivery Service List* page, and click on OK button.
- 6. If the selected delivery service is "Póstbox" or "Pakkaport" (aka DPO/DPT aka parcel lockers) then the Parcel Locker field should be updated to the Name of the selected parcel locker, and the recipient's *Post Code* field to the Post Code of the parcel locker, to do that drill down on the *Parcel Locker* field.

Poststod Shipment Data C	ard	Ŕ	+	Ī		√ Saved	്
PO00000	1						
🐞 New 🛛 🗊 Apply Size	from Package 🛛 🝶 Calculate C	harges	🏅 Creat	e Poststod Ship	ment		
General							
Source No.	101001		Address 2				
Source Type	Sales Order		Parcel Loc	ker · · · · · · · ·			
Recipient No.	10000	~	Post Code		810		
Recipient Name	Adatum Corporation		City · · · ·		Reykjavík		
Recipient Registratio			Country C	ode · · · · · · ·	IS		\sim
Attention			Mobile Ph	one · · · · · · ·			



a) *Parcel Lockers* page will open, this is a list of the closest lockers to *Post Code* field value from *Shipment Data Card*. The list is generated from Póststoð web service. Parcels delivered to these lockers have a 20kg weight limit. To show *Parcel Locker* on map, select desired *Parcel Locker* and clik on *Show On Map* action



Pa	rcel Lockers -	Postbox / P ~						2 ×
			😭 Show	/ On Map				
	Parcel Locker ID	Name	🖽 Oper	n in Excel			Address	
\rightarrow	<u>IS110A</u>	Póstbox Húsgagnahöllin,	✓ Shov	v as menu	/kja	vík	Bíldshöfða 20	
	9511	Póstbox Hraunbæ við Or	kuna	110	ĸeykja	vík	Hraunbær 102	
	9529	Keba Póstbox 29		110	Reykja	vík	Höfðabakki 9 D	
	IS109A	Póstbox Nettó Mjódd		109	Reykja	vík	Mjódd	
	IS210A	Póstbox Spönginni við Ha	agkaup	112	Reykja	vík	Fossaleyni 6	
	IS104A	Póstbox Skeifan		108	Reykja	vík	Faxafen 7	
	9526	Póstbox Efstalandi		108	Reykja	vík	Efstalandi 26	
	IS201A	Póstbox Smáralind aðalir	ingangur	201	Kópavo	ogur	Hagasmára 1	
	9522	Póstbox Salavegi		201	Kópavo	ogur	Salavegi 2	
	IS101B	Póstbox Kringlan		103	Reykja	vík	PÓSTBOX KRINGLAN	
	IS220A	Póstbox Atlantsolía Kapla	akrika	220	Hafnar	fjörður	Kaplakrika	
	IS101A	Póstbox Granda		101	Reykja	vík	Fiskislóð 15-21	
	9524	Póstbox Engihjalla		200	Kópavo	ogur	Engihjalla 8	
	9528	Póstbox Dalvegi		200	Kópavo	ogur	Dalvegi 18	
	9533	Póstbox Hamraborg		200	Kópavo	ogur	Hamraborg	
	9502	Póstbox Rauðhellu		221	Hafnar	fjörður	Rauöhella 1	
							ОК	Cancel

Parcel Lockers



b) A selection dialog will pop-up, choose what should show on the map and click on *OK* button.

i Show map with:
O Parcel Locker address
○ Receipent address
$\ensuremath{}$ Direction from receipent address to parcel locker address
OK Cancel
Selection dialog

c) Depending on the *Online Map Setup*, Bing, Google or some other map web page will be opened.

■ •…• •	 E E É óó ± Fastland, Höfðabakki 9, 110, 110 Rey Bildshöfði 20, 110 Reykjavík Bæta við áfangastað 	× 	Beyki ef Tangathöfði Bílab Þjónustur	Article State Stat	ekni hf ♥	† Meindýravarnir	Reki ehf Versku með varahluti töla
		VALKOSTIR	B	Bíldshöfði	* 4 mín.	 CHOTO abakki) CHOTO abakki) 	Servislandsbanki
Ð	Senda leiðarlýsingu í símann þinn		úlla sar V Krór	nan 👽 🧧 Rúmfatalagerini Húsgagna- og heimilisvöruverslun	1 280m	Ť	
Ŕ	í gegnum Höfðabakki og Bíldshöfði NÁNARI UPPLÝSINGAR	4 mín. 280 m	Bíld	Ishöfði 20 🖸	Axiarhóf	Fastland O	Bako Ísberg Húsgagna-ög heimilisvöruverslun Smokehouse
Jafnsl	étta að mestu	~	siun Sture Stog	Axlarhðfði	Google, tagögn \$2021 ísland Skilr	A Dersónuvernd Senda áber	* +

Google map web page

d) Go back to *Parcel Lockers* page, select the desired Parcel Locker and click on *OK* button.



Pai	rcel Lockers -	Postbox P ~ …				2 X
	Parcel Locker ID	Name	Post Code	City	Address	
	IS110A	Póstbox Húsgagnahöllin, Bíldshö	110	Reykjavík	Bíldshöfða 20	
	9511	Póstbox Hraunbæ við Orkuna	110	Reykjavík	Hraunbær 102	
	9529	Keba Póstbox 29	110	Reykjavík	Höfðabakki 9 D	
	IS109A	Póstbox Nettó Mjódd	109	Reykjavík	Mjódd	
\rightarrow	<u>IS210A</u>	Póstbox Spönginni við Hagkaup	112	Reykjavík	Fossaleyni 6	
	IS104A	Póstbox Skeifan	108	Reykjavík	Faxafen 7	
	9526	Póstbox Efstalandi	108	Reykjavík	Efstalandi 26	
	IS201A	Póstbox Smáralind aðalinngangur	201	Kópavogur	Hagasmára 1	
	9522	Póstbox Salavegi	201	Kópavogur	Salavegi 2	
	IS101B	Póstbox Kringlan	103	Reykjavík	PÓSTBOX KRINGLAN	
	IS220A	Póstbox Atlantsolía Kaplakrika	220	Hafnarfjörður	Kaplakrika	
	IS101A	Póstbox Granda	101	Reykjavík	Fiskislóð 15-21	
	9524	Póstbox Engihjalla	200	Kópavogur	Engihjalla 8	
	9528	Póstbox Dalvegi	200	Kópavogur	Dalvegi 18	
	9533	Póstbox Hamraborg	200	Kópavogur	Hamraborg	
	9502	Póstbox Rauðhellu	221	Hafnarfjörður	Rauõhella 1	
					ОК	Cancel

Parcel Lockers

e) After that, *Parcel Locker* and *Post Code* fields from Shipment Data Card page will be updated.

Poststod Shipment Data C	Card		Ŕ	+	Ĩ		✓ Saved	ď	2
🐞 New 🗊 Apply Size	from Package	📑 Calculate Cha	rges	🚺 Create	Poststod Ship	ment ···			
General									I
Source No.	101001			Address 2					
Source Type	Sales Order			Parcel Locke	er · · · · · · · · ·	Póstbox Spöngi	nni við Hagka		
Recipient No.	10000	\sim]	Post Code		112			

Shipment Data Card

7. To change dimension fields (*Length*, *Width*, *Height*) from Shipment Data click on *Apply Size from Package* action.



	20000	1	\bigcirc		
POL	00000				
р New	🗊 Apply Size	from Package	💼 Calculate Charges	🕻 Create Poststod Shipment	
Comorel					
General	/				
General	1/				
Package	e				
Package	e				
Package	e iervice Id · · · · ·	DPP		Width	0
Package Delivery S Number C	e ervice Id · · · · ·	DPP		Width	0
Package Delivery S Number C Weight	e ervice Id · · · · ·	DPP	 1 0.96	Width · · · · · · · · · · · · · · · · · · ·	0 0 0

Shipment Data Card

8. *Poststod Packages* page will open. Create new package or select existing one and click on *OK* button. Dimensions from selected package will apply to dimensions from Shipment Data.

Poststod Packages	。 ・ ハッ ・ + New	🖶 Edit List 🛛 …		2 X
Code 1	Description	Height (cm)	Length (cm)	Width (cm)
\rightarrow <u>LARGE</u>	Large box	20	35	25
MEDIUM	Medium box	15	30	20
SMALL	Small box	10	25	15
			ок	Cancel

Poststod Packages

Package										
Delivery Service Id · · · · ·	DPO	Width	25							
Number Of Items	1	Height · · · · · · · · · · · · · · · · · · ·	20							
Weight · · · · · · · · · · · · · · · · · · ·	0,96	Charges Amount	0							
Length · · · · · · · · · · · · · · · · · · ·	35									

Shipment Data Card – Package tab

9. To send Shipment Data and create Shipment through Póststoð web service, click on *Create Poststod Shipment* action.



\leftarrow	Poststod S	Shipment Data C	ard		Ŀ	+	Ē			ď	
	New 🗊 Apply Size from Package		💼 Calculate (Charges	🕌 Create Poststod Shipment						
	Source No)	101001			Address 2					

Shipment Data Card

10. To see created *Poststod Shipments* for source document click on *Poststod Shipments* action.

\leftarrow	Poststod Shipment Data C	ard		Ŀ	+	Ŵ		√ Saved	ď
	PO000007	1							
	imes Poststod Shipment C	F883315639IS is	created from thi	is Shipm	ent Data	а.			
	🎒 New 🛛 🗊 Apply Size	arges	🕌 Cre	Create Poststod Shipment					
	General					🖺 Poststod Shipme	nts		
						🎹 Get Label			
	Source No.	101001			Addres	🍸 Get Signature			
	Source Type	Sales Order			Parcel	🖵 Drint Shinmant			
	Recipient No	10000			Post Ca	e Print Snipment	810		
			Shipr	nent D	ata Co	ard			

11. To download shipment label for created Poststod Shipment click on Get Label action.

Poststod Shipment Data Ca	ard		Ŕ	+	Ū		√ Saved
PO000001							
imes Poststod Shipment C	F883315639IS i	s created from th	nis Shipme	ent Dat	a.		
🏠 New 🛛 🗐 Apply Size	from Package	a Calculate C	harges	🕌 Cr	eate Poststod Shipr	ment ···	
General					🛱 Poststod Shipm	nents	
					💷 Get Label		
Source No.	101001			Addre:	📝 Get Signature		
Source Type	Sales Order			Parcel	🖶 Print Shipment		
Recipient No.	10000			Post Co	ode ·····	810	
		Shipm	ent Dat	a Car	d		



a) To see downloaded file click on *Open file* in downloads part from browser, or open download folder from browser settings.



Downloads part of Edge browser

Viðtakandi: ADATUM CORPORATION HÖFÐABAKKA 9; 112 REYKJAVÍK	Sendandi: TEST-VERSLUN FYRIR WSC SKJÖLUN TESTFANG 5 110 PÓSTURIN
Pakki Pósthús	Fjöldi pakka: 1
	www.postur
Pásthús	
Fyllist út af starfsmanni Póstsins: □ FE F F NM KE Ath	CF883260201IS

Downloaded PDF file of shipment label

- b) Close the file and go back to *Poststod Shipment Data Card* page.
- 12. To create new *Shipment Data* and new *Poststod Shipment* for the same source document, click on the *New* action.



\leftarrow	Poststod Shipment Data C	ard		Ŕ	+	Ī		√ Saved	
	PO00000	1							
	imes Poststod Shipment C	CF883315639IS i	s created from this	s Shipn	nent Data.				
	🎒 New 🗐 Apply Size from Package 🛛 着 Calculate Charges 🛛 👫 Creat					e Poststod Shipm	ent ···		
	General								
	Source No.	101001			Address 2				
	Source Type	Sales Order			Parcel Loo	cker · · · · · · · ·			
			Shipmer	nt Date	a Card				

New Shipment Data Card page will be opened.

Poststod Shipment Data C	ard		+	۱.		√ Saved	ď
PO00000	2						
🏠 New 🛛 🗐 Apply Size	from Package 📲 Calco	ulate Charges	🅌 Create	Poststod Shipr	nent …		
General							
Source No.	101001		Address 2				
Source Type	Sales Order		Parcel Lock	er · · · · · · · · ·			
Recipient No.	10000	\sim	Post Code		810		
Recipient No.							

Shipment Data Card



3. INTERNATIONAL SHIPMENT

In case of an international customer, everything is the same except there is additional tab in *Shipment Data Card* page.

New 🗊 Apply Size	from Package 🛛 🚽 🖥 Calculate Charge	es 🛛 ី Create Poststod Shipr	ment ···	
General				
Source No.	101004	Address 2		
Source Type	Sales Order	Parcel Locker		
Recipient No.	40000 ~	Post Code	DE-80807	
Recipient Name	Alpine Ski House	City	München	
Recipient Registratio	40000	Country Code	DE	,
Attention		Mobile Phone		
Address 1 · · · · · · · ·	Walter-Gropius-Strasse 5	Email · · · · · · · · · · · · · · · ·	ian.deberry@contoso.com	
* Package >				
Options >				
Options > International				
Options > International Export Customs Decl ·	•	Value For Customs C Ӿ		

Shipment Data Card

International shipments can have only one parcel per shipment, and for international shipments Email address of recipient is required. If it is not known, use your own email address instead.

4. POSTSTOD SHIPMENTS

1. To see created Poststod Shipments navigate to Poststod Shipments.



CRONUS IS \equiv	
Sales Orders Transfer Orders Warehouse Shipments Posted Warehouse Shipments	Posted Sales Shipments Posted Transfer Shipments
Good afternoon!	Actions Setup Setup Get Shipments By Date Get Shipments By Reference
	Tell me

Poststod Shipments page will be opened.

2. To see more information about the shipment, click on *Shipment Id* field of the desired *Poststod Shipment*.

\leftarrow	Poststod Shipr	tod Shipments									1 2
	🔎 Search	Mai	nage	🚑 Update Shij	oment	💷 Get Label	📝 Get Signature	🖶 Print Shipment		<i>è</i> 7	'≣
	Shipment Id ↑	hipment Id Acti Status Code Stat		Status Te	xt	n	Status Date Time D				
	<u>CF8833156</u>	÷		100	Væntan	llegt frá sendand	а		9/21/202	21 3:52	РM

Poststod Shipments

3. Poststod Shipment page will open.

 \leftarrow



Update Shipment	🔟 Get Label 🛛 🔀 Get Signature	🖶 Print Shipment 🛛 💽 Ope	n Source Document		
General					
Shipment Id	CF883315639IS	Dues Unpaid			0
Source Type	Sales Order	Dues Total			C
Source No.	101001	Dues Currency			
Status Code	100	Dues Unknown			
Status Text	Væntanlegt frá sendanda	Error Text			
Status Location		Order Creation Date	9/21/2021 3:52 PM		
Status Date Time	9/21/2021 3:52 PM	Posting Date Time			
Customer Id	101302559	Delivery Date Time			
Registration Key	j8Ou2TmnUz	Active			
Payment Status		Printed			
Recipient >					
Itoma				IA I	51

Poststod Shipment

Guðrúnartún 10 I 105 Reykjavík I sími: 440 9000 I advania@advania.is I www.advania.is



4. To update the status of opened Shipment click on *Update Shipment* action. This action will update Poststod Shipment record according to latest information from the Póststoð web service.

\leftarrow	Poststod Shipment		Ø	Ŕ	+	Ŵ	
	CF88331	5639IS					
	📮 Update Shipment	💷 Get Label	🖹 Get Signature	🖶 P	rint Shipm	ient	Cen Source Document



5. To get the list of created Poststod Shipments in some period with latest information from the Póststoð web service, navigate to *Get Poststod Shipments by Date*.

CRONUS IS	5 ≡						
Sales Orders	Transfer Orders	Warehouse Shipments	Posted Warehouse Shipments	Posted Sales Shipments	Posted Transfer Ship	ments	
Headline GOO(d afteri	noon!		Actions > Setu	p > Shipments	> Get Shipments By Date	> Get Shipments By Reference

Tell me

6. *Get Poststod Shipments by Date* request page will open. Insert start and end date and click on OK button.

Get Poststod Shipments k	by Date	2 X
Retrieves all shipments by start/end of the past 30 days are returned.	late. If no dates are specified, shipments cre	eated in
Start Date	5/7/2019	
End Date · · · · · · · · · · · · · · · · · · ·	7/7/2019	
Advanced >		
	Schedule OK	Cancel

Get Poststod Shipments by Date request page

7. Poststod Shipments page with updated and filtered records by date will be opened.



\leftarrow	Poststod Shipn	nent	5							ď	2
	🔎 Search	Mar	nage	🚑 Update Ship	oment 🛛 🔟 Get Label	🖹 Get Signature	🖶 Print Shipment		¢	∇	≣
	Shipment Id ↑		Acti	Status Code	Status Text	Status Locatio	n	Status [Date Tir	ne	De:
	<u>CF0831123</u>	÷		100	Expected from sender			5/16/2	2019 1	2:58 .	
	CF0831133			100	Expected from sender			6/19/2	019 6	:00 PI	M
	CF0831133			100	Expected from sender			6/19/2	019 6	:03 PI	M
	CF0831133			100	Expected from sender			6/19/2	019 6	:03 PI	M
	CF0831137			100	Expected from sender			7/4/20)19 4:1	4 PM	1
	CF0831137			100	Expected from sender			7/5/20)19 11	:19 A	М
	CG0020145			100	Expected from sender			7/4/20)19 4:1	IS PM	l Cc
	CG0020145			100	Expected from sender			7/5/20	19 11	:20 A	M Cc
	SM000325			100	Expected from sender			5/20/2	019 6	:18 PI	M

Poststod Shipments

8. To get the list of created Poststod Shipments with latest information from the Póststoð web service filtered by the supplied Reference (if it is supplied), navigate to *Get Poststod Shipments by Reference*.

CRONUS IS	=						
Sales Orders	Transfer Orders	Warehouse Shipments	Posted Warehouse Shipments	Posted Sales Shipments	Posted Transfer Ship	ments	
Want Busin	to lea less Ce	rn more ntral?	about	Actions > Setu	ıp > Shipments	> Get Shipments By Date	> Get Shipments By Reference

Tell me

9. *Get Poststod Shipments by Reference* request page will open. Insert reference and click on OK button.



Get Poststod Shipments	s by Reference	2 X
Retrieves all shipments by the refe shipment registration.	erence you supplied (if you supplied	one) upon
Reference	ORD156768	
Advanced >		
	Schedule OK	Cancel
Get Poststod Sk	ninments by Reference request page	0

10. Poststod Shipments page with updated and filtered records by reference will open.

\leftarrow	Poststod Ship	ment	S								ď	2
	🔎 Search	Mar	nage	🚑 Update Shi	pment	💷 Get Label	📝 Get Signature	🖶 Print Shipment		¢	7	=
	Shipment Id ↑		Acti	Status Code	Status Te	xt	Status Locatio	n	Status D	ate Tin	ne	De:
	CF8832605	÷		100	Expecte	ed from sender			8/5/202	21 3:0	0 PM	
						Destated Ch						

11. If there is more than one Item in *Poststod Shipment*, each item represents a parcel. Domestic shipments can contain more than one parcel, but international shipments can only contain one. If domestic shipments contain x amount of parcels, x amount of labels are printed out for the shipment. One of the labels will be printed with the 'parent' shipment ID and the others will be printed with almost the same ID, except the 2 last letters will be changed into sequential numbers. To see more information for items with non 'parent' shipment ID drill down on *Item Id* field from *Items* part of *Poststod Shipment* page.



Source Type	ted from sender 021 3:00 PM 2559 A7Sz	Dues Total Dues Currency Dues Unknown Error Text Order Creation Date Posting Date Time Delivery Date Time Active	 	o vi
Source No	ted from sender 121 3:00 PM 2559 A7Sz	Dues Currency · · · · · · Dues Unknown · · · · · Error Text · · · · · · Order Creation Date Posting Date Time · · · Delivery Date Time · · · Active · · · · · · · ·	 8/5/2021 3:00 PM 	N
Status Code	ted from sender 021 3:00 PM 2559 A7Sz	Dues Unknown Error Text Order Creation Date Posting Date Time Delivery Date Time Active	 *** *** *** *** *** *** 	И
Status Text	ted from sender 021 3:00 PM 2559 A7Sz	Error Text Order Creation Date Posting Date Time Delivery Date Time Active	8/5/2021 3:00 PM 	И
Status Location 8/5/2 Status Date Time 8/5/2 Customer Id 1013 Registration Key fxL76 Payment Status 9 Recipient >	021 3:00 PM 2559 A7Sz	Order Creation Date Posting Date Time ··· Delivery Date Time ··· Active ····	 8/5/2021 3:00 PN 	N
Status Date Time 8/5/2 Customer Id 1013 Registration Key fxL76 Payment Status Recipient >	021 3:00 PM 2559 A7Sz	Posting Date Time · · · Delivery Date Time · · · Active · · · · · · ·	· · · · · ·	
Customer Id 1013 Registration Key fxL76 Payment Status Recipient >	2559 A7Sz	Delivery Date Time		
Registration Key fxL76 Payment Status	A7Sz	Active		
Payment Status · · · · · · · · · · · · · · · · · · ·		Printed		
Recipient >		Filited		
Items				IP E
				2 11
Line No.↑ Item Id	Description	Weight	Height	Length
→ <u>1</u> : CF88326	0515	0	0	0
2 CF88326)515	0	0	0

Poststod Shipment



12. New Postod Shipment page will be opened.

Manage 🛛 🏼 😫 Update Sh	ipment 🛛 💽 Open Source Docur	nent Page	
General			
Shipment Id	CF88326051500	Dues Unpaid	0,00
Source Type	Sales Order	Dues Total	0,00
Source No.	101001	Dues Currency	
Status Code	100	Dues Unknown	
Status Text	Expected from sender	Error Text	
Status Location		Order Creation Date T 5.8.2021 1	3:00
Status Date Time	5.8.2021 13:00	Posting Date Time	
Customer Id	101302559	Delivery Date Time	
Registration Key	fxL76JA7Sz	Active	
Payment Status		Printed	
Recipient >			5
Line No. 1 Ite	em Id Descrip	tion Weight	Height
\rightarrow <u>1</u> : C	F88326051500	0,00	0,00

Poststod Shipment