

# Shipping Connector

for Microsoft Dynamics 365 Business Central

## Quick-Start Guide **Registration**

### Purpose of this document

This guide will walk you through the Shipping Connector registration steps.

### Notes:

After the trial period expires, registration is required to continue to use the product.

Trials always run to completion before registration is required.

A registration will subscribe to a recurring charge with amount dependent upon the Shipping Connector features selected.

#### Dynamics NAV Customers:

For customers upgrading from Dynamics NAV please contact us for upgrade options.

#### Business Central Partners:

For Partner direct purchase or Dynamics NAV upgrade options please contact us.

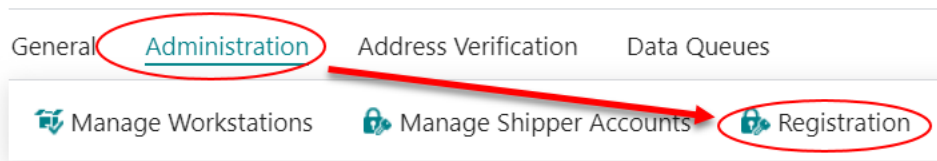
# 1. Installation

First, you will need to install the Shipping Connector extension app onto your Dynamics 365 Business Central system. You can find Shipping Connector in the Microsoft AppStore or (for on-prem environments) you can download it from our website at <https://shippingconnector365.com/download>.

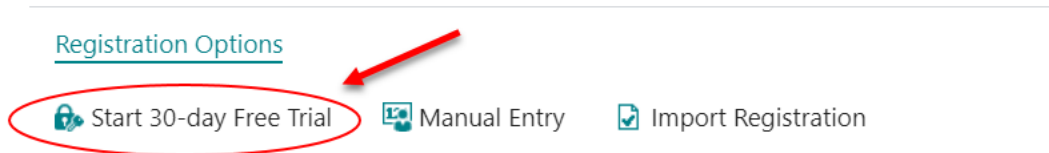
After installation, start a 30-day free trial prior to obtaining a registration:

- You must have SUPER permissions to access the Shipping Connector Registration page
- Open the Shipping Connector Setup page (type 'Shipping Connector Setup' in the Search box).
- Click on the Administration / Registration option and then select "Start 30-day Free Trial"

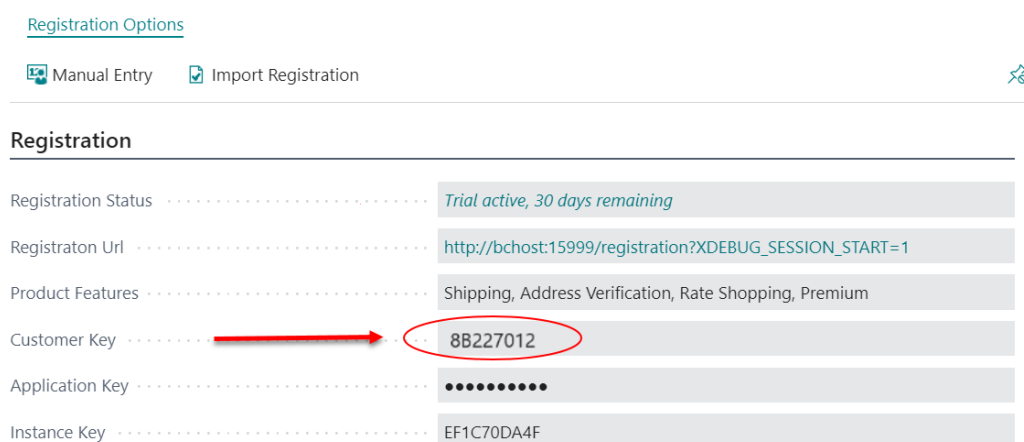
## Shipping Connector Setup



## Shipping Connector Registration



## Shipping Connector Registration



When you start a 30-day trial, Shipping Connector assigns a Customer Key, visible in the screen shot. You will need that Customer Key to register the product.

With Installation complete, and the Customer Key assigned, you can now register the product.

## 2. Registration

Open a web browser and navigate to <https://shippingconnector365.com/registration>

You will see this web page – enter the Customer Key from Part I.

Start

Payment

Checkout

Confirmation

**Thank you for choosing Shipping Connector!**

On this page you may purchase a new Shipping Connector registration.  
To modify an existing registration please login (top right) with your Customer credentials.  
After completing this page you will be taken to another where you may select your method of payment.  
Your purchase will not be complete and you will have no obligations until you have confirmed your purchase on the checkout page.

**Note to Partners:** You must login **before** registering new customers

### Customer Key

To begin please enter the Customer Key located on the Shipping Connector Registration page in Microsoft Dynamics 365 Business Central.  
This key is required in order to generate the registration for the tenant. [Show Me](#)

Customer Key:

Upgrade Key:

### Upgrading from Dynamics NAV

An Upgrade Key is required to process an upgrade from Dynamics NAV.

Contact Shipping Connector Support to request the Upgrade Key.




### Select Options

Select options for your purchase:

Standard Shipping	required, desktop shipping option
Web Shipping	optional, Business Central in-app shipping features
Premium Shipping	optional, Business Central Premium shipping

Options

Please select options for your purchase.  
For option details please visit the [Pricing page](#).

Standard Shipping 	<input checked="" type="checkbox"/>	\$99/mo (ship with desktop shipping applications)
Web Shipping 	<input type="checkbox"/>	\$149/mo (Standard Shipping + Business Central in-app shipping features)
Premium Shipping 	<input type="checkbox"/>	\$199/mo (all options + Unlimited Companies + Business Central Premium support)
Total (monthly)		\$99

## Agree to Purchase



### Agree to Purchase

You are preparing to purchase a registration for Shipping Connector for Microsoft Dynamics 365 Business Central. With the registration, you will be entitled to use the product with up to three instances/databases in your Dynamics 365 Business Central tenant.

Purchase of the registration will subscribe you to a recurring billing plan for a monthly charge in the amount of your order. A one time, 30-day free trial period is granted each new customer. Your payment will be due at the end of the free trial period. You may cancel your order prior to the first payment with no charges incurred. Subsequent to the first payment, you may cancel your subscription at any time whereupon the product will remain operational until the date of the next payment due. There will be no refunds for payments already processed.

In order to proceed please consent to the above payment terms.



I agree to the payment terms

## Enter Contact Information



### Contact Credentials

Please enter your contact details. The e-mail address will only be used to communicate with you regarding details of your subscription -- it will not be distributed nor used for any other purpose.

Note: The password that you enter will be needed should you decide to modify or terminate this subscription at a later date.

Company Name: End User Company Name

Contact Name: Customer Service Contact

E-Mail Address: youremail@company.com

Confirmation Code: d11b84

Password: .....

Confirm Password: .....

On the next screen, you will select your method of payment.

Enter the Company Name of the end user (i.e., the company using the product).

Enter the Contact Name of the contact point for customer related issues.

Enter the Email Address of the contact point.

Press the Verify button, a confirmation email will be sent to the email address.







Retrieve the confirmation code and enter it into the dialog.

Enter and confirm a password – this will allow you to login to the website to manage your account.  
(Partners: You may enter your Shipping Connector Partner account password into this dialog)

Press the *Proceed to Payment Options* button.

### 3. Payment

Select your method of payment – Credit Card or PayPal are currently available.


 **Payment Method**     


We now need to identify how you wish to pay for the monthly service.

On the following page you will have the final option to confirm your purchase. Absolutely no charges will be issued to your account until after you have confirmed your purchase and the first payment becomes due.

Please enter credit card details or select "PayPal" to pay using PayPal.  
When complete press the "Proceed to Checkout" button.

Choose a way to pay

 Card


 PayPal






Please note: **No credit card information is visible to nor retained by this site.** All information is directly and securely transacted via our credit card processing provider, [Braintree](#), a [PayPal Service](#).

On the next screen, you will finalize your order and checkout.


Proceed to Checkout >>

Enter your Credit Card or PayPal information, then press the *Submit* button

 Pay with card

Card Number

3782 822463 10005 

Expiration Date (MM/YY)


02 / 24

CVV (4 digits)

3421

Choose another way to pay

Submit



Press the *Proceed to Checkout* button

Please note: ***No credit card information is visible to nor retained by this site.*** All information is directly and securely transacted via our credit card processing provider, [Braintree](#), a [PayPal Service](#).

On the next screen, you will finalize your order and checkout.

[Proceed to Checkout >>](#)

## 4. Payment


Verify that the options and amount are correct, then press the *Place Order* button.

Start


Payment

Checkout

Confirmation

 **Verified**

Authorization for your order has been verified.  
Please review your order details below then press the 'Place Order' button to submit.  
Order confirmation details will be provided on the next page.

 **Selected Options**

Shipping Connector:

☒

99/mo

Address Validation:


☒

\$25/mo

Total (monthly):

\$124


[<< Return to Previous](#)

 **Billing**

A recurring monthly charge of \$124 will be billed to your account beginning 2021-07-16.

More Billing Options

+

 **Place Order**

[Place Order](#)

## 5. Confirmation

Your order is now complete.

A confirmation will display.

A confirmation email with order details will be sent to the contact email entered in Part 1.

● Start

—


● Payment

—

● Checkout

—

● Confirmation



## Order Complete

Thank you for choosing Shipping Connector -- your order has been placed.  
A confirmation email has been sent to your inbox.

Shipping Connector will automatically update your registration when your trial period expires.

We hope that Shipping Connector meets your Business Central shipping requirements.  
If it does not, please let us know why and we will address any product shortcomings.

For a quick primer please visit the [Getting Started](#) instructions.  
For additional information or support visit the [FAQ](#) or [Support](#) pages.

Please return to this website for assistance should any issues arise.

**Happy Shipping!**

**End-of-Document**