

i.VAZ  
user guide

**2021 September**

**v1.0.0.6**

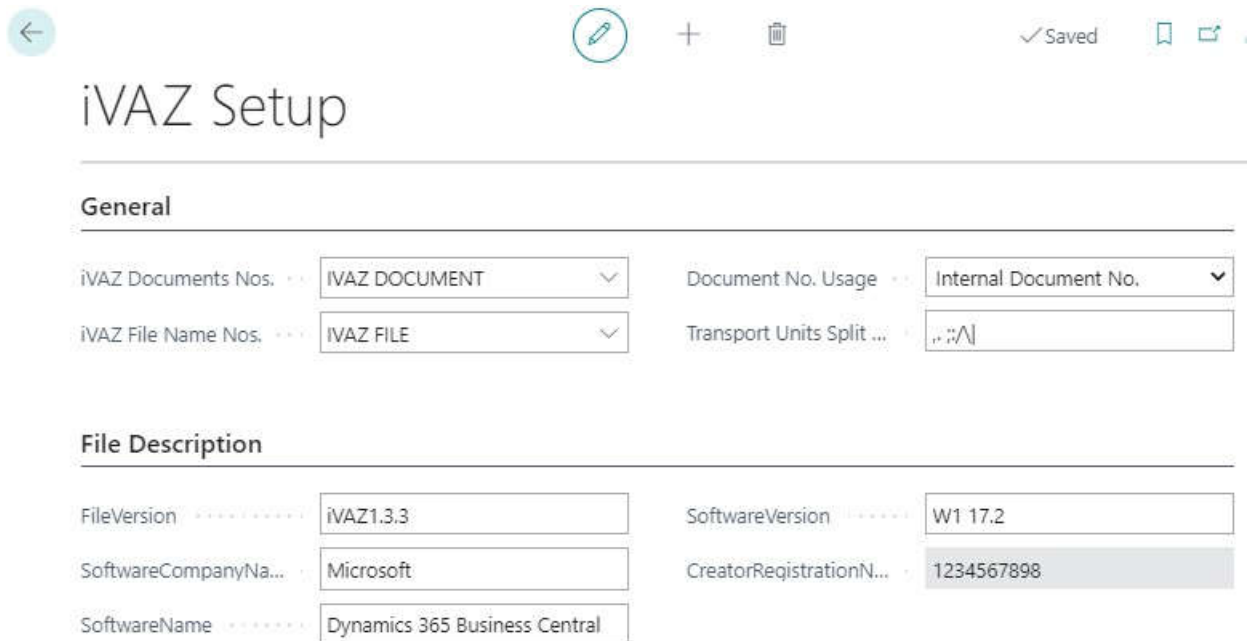
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## 1 iVAZ – How to start?

This user guide describes how to use the iVAZ functionality.

iVAZ basic settings are created automatically when iVAZ extension is installed or company is initialized.



**General**

iVAZ Documents Nos. : IVAZ DOCUMENT      Document No. Usage : Internal Document No.

iVAZ File Name Nos. : IVAZ FILE      Transport Units Split ... : ,.:;^|

**File Description**

FileVersion : iVAZ1.3.3      SoftwareVersion : W1 17.2

SoftwareCompanyNa... : Microsoft      CreatorRegistrationN... : 1234567898

SoftwareName : Dynamics 365 Business Central

Figure 1 iVAZ basic setup

- iVAZ Documents Nos. – specifies number of series for iVAZ documents.
- iVAZ File Name Nos. – specifies number of series for iVAZ file names.
- FileVersion – version of iVAZ XML data file.
- Document No.Usage – specifies what document number to use in the iVAZ documents.
- Transport Units Split Symbols – specifies separators used to split licence plate.
- SoftwareCompanyName – name of software company.
- SoftwareName – name of software.
- SoftwareVersion – version of software.
- CreatorRegistrationNumber – is filled in automatically from the "Registration No." field of the Company information page.

## 2 Settings required for iVAZ functionality

We need to make settings to get started with iVAZ after installing extension or creating new company.

### 2.1 iVAZ setup

Insert „iVAZ setup“ in the search. Fill in the required settings on the "Source Document" and "Process" tabs in the iVAZ setup page.

The screenshot shows the iVAZ Setup interface. At the top, there is a navigation bar with a back arrow, a pencil icon, a plus sign, and a trash icon. Below the navigation bar, the title 'iVAZ Setup' is displayed. The interface is divided into sections: 'General >', 'File Description >', and 'Source Document'. The 'Source Document' section is highlighted with a blue border and contains two columns of settings. The first column includes 'Posting' (Auto Create iVAZ Document After Post Source Doc... - checked), 'Sales' (Allow Posted Sales Shipment - checked, Allow Posted Sales Invoice - unchecked), and 'Transfers' (Allow Posted Transfer Shipment - checked). The second column includes 'Purchases' (Allow Posted Return Shipment - unchecked, Allow Posted Purchase Cr.Memo - checked). Below the 'Source Document' section is the 'Process' section, also highlighted with a blue border. It contains two columns of settings. The first column includes 'iVAZ Document Process' (Auto Release After Create iVAZ Document - checked, Auto Create XML After Release iVAZ Document - checked), 'XML Create' (Auto Save XML After Create - unchecked, Mark as XML Sended after XML Export - unchecked, Auto Send XML After Create - checked), and 'XML Cancel Create' (Auto Save XML After Cancel - unchecked, Mark as XML Sended after XML Cancel Export - unchecked, Auto Send XML After Cancel - checked).

Figure 2 iVAZ setup

### Source Document

- Auto Create iVAZ Document After Post Source Document – iVAZ document will be created by posting primary document.

Here we specify the primary documents from which will be possible to create iVAZ documents:

- Posted Sales Shipment
- Posted Sales Invoice
- Posted Transfer Shipment
- Posted Return Shipment
- Posted Purchase Cr.Memo

### Process

- Auto Release After Create iVAZ Document – used when automatic iVAZ document creation by posting source document is enabled. iVAZ document is automatically released when it is created.
- Auto Create XML After Release iVAZ Document – XML file is created automatically when iVAZ document is released.
- Auto Save XML After Create – XML file is automatically downloaded to your device when it is created.
- Mark as XML Sended after XML Export – status is changed to „XML Sended“ when file is exported (this setup is not used with Webservice app).
- Auto Send XML After Create – status is changed to „XML Sended“ when file is created.
- Auto Save XML After Cancel – cancelation XML file is saved when it is created.
- Mark as XML Sended after XML Cancel Export – status is changed to „XML Cancelation Sended“ when file is exported (this setup is not used with Webservice app).

- Auto Send XML After Cancel – status is changed to „XML Cancelation Sended“ when file is created.

## 2.2 Customer card

Default value „Include in iVAZ“ can be set in customer’s card. This field value will be populated to documents where customer will be selected. Field „Include in iVAZ“ value can be changed in document also.

Customer Card | Work Date: 1/27/2022

C00020 · UAB Jmonė

New Document | Approve | Request Approval | Prices & Discounts | Navigate | Customer | More options

**General** Show more

No.	C00020	Blocked	
Name	UAB Jmonė	Total Sales	2,021.00
Balance (LCY)	2,526.25	Costs (LCY)	274.34
Balance Due (LCY)	0.00	Include in iVAZ	<input checked="" type="checkbox"/>
Credit Limit (LCY)	0.00		

Address & Contact >

Invoicing > DOMESTIC DOMESTIC

Payments > 1M(8D)

Figure 3 Customer card

## 2.3 Vendor card

Default value „Include in iVAZ“ can be set in vendor’s card. This field value will be populated to documents where vendor will be selected. Field „Include in iVAZ“ value can be changed in document also.

Vendor Card | Work Date: 1/27/2022

V00020 · UAB Tiekėjas

Process | Request Approval | New Document | Navigate | Vendor | More options

**General** Show more

No.	V00020	Balance (LCY)	0.00
Name	UAB Tiekėjas	Balance Due (LCY)	0.00
Blocked		Include in iVAZ	<input checked="" type="checkbox"/>

Address & Contact >

Invoicing >

Payments > CM

Figure 4 Vendor card

## 2.4 Location card

Default value „Include in iVAZ“ can be set in receiving location card. This field value will be populated to transfer order where location will be selected. Field „Include in iVAZ“ value can be changed in transfer order also.

Location Card | Work Date: 1/27/2022

YELLOW · Yellow Warehouse

Process Location | More options

**General**

Code ..... YELLOW

Name ..... Yellow Warehouse

Use As In-Transit .....

Include in iVAZ .....

Address & Contact

Figure 5 Location card

## 2.5 Vehicles

A resource card must be created for vehicle. Fill in the required fields:

- No. – insert vehicle registration number.
- Type – select – Machine.

Resource Card | Work Date: 1/27/2022

ZXC456

Process Report Resource Navigate Prices & Discounts Planning | More options

**General**

No. .... ZXC456

Name .....

Type ..... Machine

Base Unit of Measure .....

Search Name .....

Resource Group No. ....

Blocked .....

Last Date Modified ..... 2/25/2021

Use Time Sheet .....

Time Sheet Owner User ID .....

Time Sheet Approver User ID .....

Invoicing >

Personal Data >

Figure 6 Resource card

## 3 iVAZ document creation

### 3.1 From where iVAZ document can be created

iVAZ document can be created from posted primary documents:

- Posted Sales Shipment
- Posted Sales Invoice
- Posted Transfer Shipment
- Posted Return Shipment
- Posted Purchase Cr.Memo

Prerequisites for documents:

- The recipient's country matches the company's country code (company information field "Country/Region code").
- Items with type Inventory must be inserted in the document lines.

### 3.2 iVAZ document

iVAZ document can be created from posted primary documents manually by selecting function „Create iVAZ Document“ (Process → Create iVAZ Document):

- Posted Sales Shipment
- Posted Sales Invoice

- Posted Transfer Shipment
- Posted Return Shipment
- Posted Purchase Cr.Memo

Insert „iVAZ Document List“ in the search.

iVAZ Document No. ↑	Local Transport Document Number	Local Transport Document Date	Time Of Dispatch	Receiver No.	Receiver Name	Ship To City	Status	Document has Errors
VAZD000006	102038	1/27/2022	2/25/2021 12:00 PM	10000	The Cannon Group PLC	Birmingham	XML Sended	<input type="checkbox"/>
VAZD000007	102039	1/19/2022	2/25/2021 12:00 PM	10000	The Cannon Group PLC	Birmingham	XML Sended	<input type="checkbox"/>
VAZD000008	102013	1/8/2022	2/25/2021 12:00 PM	10000	The Cannon Group PLC	Birmingham	XML Sended	<input type="checkbox"/>
VAZD000009	102012	1/7/2022	2/25/2021 12:00 PM	10000	The Cannon Group PLC	Birmingham	XML Sended	<input type="checkbox"/>
VAZD000010	102001	1/6/2022	2/25/2021 12:00 PM	10000	The Cannon Group PLC	Birmingham	XML Sended	<input type="checkbox"/>
VAZD000011	102023	1/17/2022	2/25/2021 12:00 PM	20000	Selangorian Ltd.	Coventry	XML Sended	<input type="checkbox"/>

Figure 7 iVAZ Document list

iVAZ document includes:

VAZD000024

Process    Navigate

**General**

iVAZ Document No. : VAZD000024    Source Type : 112    Cancellation Reason :   
 Local Transport Document Number : 1030365    Source ID : 103036    Cancellation Reason Text :   
 Local Transport Document Date : 1/27/2022    Status : XML Sended   
 Time Of Dispatch : 1/27/2022 3:30 PM

**Sender**

Sender Type : Company    Sender Name : WIP iVAZ    Sender Registration No. : 1234567898   
 Sender No. :

**Receiver**

Receiver Type : Customer    Receiver Name : UAB imone    Receiver Registration No. :   
 Receiver No. : C00020

**Transporter**

Transporter Type : Shipping Agent    Transporter Name : DHL Systems, Inc.    Transporter Registration No. :   
 Transporter No. : DHL

Figure 8 iVAZ document (first part)

**Ship From**

Ship From Type : Location    Ship From Address : South East Street, 3, B27 4KT, Birmingham    Ship From City : Birmingham   
 Ship From No. : BLUE

**Ship To**

Ship To Type : Customer    Ship To Address : 18 Cumberland Street, CA-ON P78 5E2, Thunder Bay    Ship To City : Thunder Bay   
 Ship To No. : 01905693

**iVAZ Transport**    Manage

IdentifyOffTransportUnits
→ ZXC456

**iVAZ Document Products**    Manage

No.	Description	Unit Of Measure	Quantity
→ LSU-4	Tweeter speaker unit 4" 100W	PCS	1
1100	Front Wheel	PCS	2

Figure 9 iVAZ document (second part)

**Tab General**

- iVAZ Document No. – document number assigned automatically from numbers of series.
- Local Transport Document Number – primary document number.
- Local Transport Document Date – document date.
- Time Of Dispatch – date and time of dispatch. Filled in with values of “Waybill Load Date” field and “Waybill Load Time” field from primary document, if iVAZ document was created from primary document.
- Source Type – data table ID of primary document. This field will be empty if iVAZ document was created manually.
- Source ID – primary document number (e.g. Sales Invoice number).
- Status – shows status of iVAZ document. Possible values:
  - ✓ Open
  - ✓ Released
  - ✓ XML Created
  - ✓ XML Sended
  - ✓ XML Cancelation Created
  - ✓ XML Cancelation Sended
- Cancellation Reason – the reason for cancelation should be selected if iVAZ document is canceled.
- Cancellation Reason Text – another cancelation information can be specified.

#### **Tab Sender**

- Sender Type – specifies from where sender’s information will be used. Possible values: Company, Customer, Vendor, Location.
- Sender No. – specifies sender’s number depending on selected sender’s type: Customer, Vendor, Location.
- Sender name – sender’s name filled in automatically when sender type and sender number (if needed) is selected.
- Sender Registration No. – company code.

If iVAZ document is created from the primary document, the information is automatically populated as follows:

<b>Primary document</b>	<b>Fields are populated from</b>
Posted Sales Shipment	Company information
Posted Sales Invoice	Company information
Posted Transfer Shipment	Transfer-from Location card
Posted Return Shipment	Company information
Posted Purchase Cr.Memo	Company information

#### **Tab Receiver**

- Receiver Type – specifies from where receiver information will be used. Possible values: Company, Customer, Vendor, Location.
- Receiver No. – specifies receiver number depending on selected receiver’s type: Customer, Vendor, Location.



- Receiver Name – receiver name filled in automatically when receiver type and receiver number (if needed) is selected.
- Receiver Registration No. – company code.

If iVAZ document is created from the primary document, the information is automatically populated as follows:

Primary document	Fields are populated from
Posted Sales Shipment	Customer card
Posted Sales Invoice	Customer card
Posted Transfer Shipment	Transfer-to Location card
Posted Return Shipment	Vendor card
Posted Purchase Cr.Memo	Vendor card

#### **Tab *Transporter***

- Transporter Type – specifies from where transporter information will be used. Possible values: Shipping Agent, Company, Customer, Vendor, Location.
- Transporter No. – specifies transporter number depending on selected transporter type: Shipping Agent, Customer, Vendor, Location.
- Transporter Name – transporter name filled in automatically when transporter type and transporter number (if needed) is selected.
- Transporter Registration No. – company code.

If iVAZ document is created from the primary document, the information is automatically populated as follows:

Primary document	Fields are populated from
Posted Sales Shipment	Shipping Agent list
Posted Sales Invoice	Shipping Agent list
Posted Transfer Shipment	Shipping Agent list
Posted Return Shipment	Shipping Agent list
Posted Purchase Cr.Memo	Shipping Agent list

#### **Tab *Ship from***

- Ship From Type – specifies from where information of dispatch place will be used. Possible values: Company, Customer, Vendor, Location.
- Ship From No. – specifies number depending on selected „Ship From Type“ value: Customer, Vendor, Location.
- Ship From Address – specifies the address of dispatch (street, house number).
- Ship From City – specifies the city of dispatch.

If iVAZ document is created from the primary document, the information is automatically populated as follows:

Primary document	Fields are populated from
Posted Sales Shipment	Location card
Posted Sales Invoice	Location card

Posted Transfer Shipment	primary document tab "Transfer-from"
Posted Return Shipment	Location card
Posted Purchase Cr.Memo	Location card

#### **Tab Ship To**

- Ship To Type – specifies from where information of delivery place will be used. Possible values: Company, Customer, Vendor, Location.
- Ship To No. – specifies number depending on selected „Ship To Type“ value: Customer, Vendor, Location.
- Ship To Address – specifies the address of delivery (street, house number).
- Ship To City – specifies the city of delivery.

If iVAZ document is created from the primary document, the information is automatically populated as follows:

Primary document	Fields are populated from
Posted Sales Shipment	Primary document tab Shipping
Posted Sales Invoice	Primary document Ship-to of tab "Shipping and Billing"
Posted Transfer Shipment	Primary document tab "Transfer to"
Posted Return Shipment	Primary document tab Shipping
Posted Purchase Cr.Memo	Primary document Ship-to of tab "Shipping and Payment"

#### **Tab iVAZ Transport**

Vehicle registration numbers are listed.

The information is automatically populated from the „Waybill Vehicle Code“ field, and if it is blank from the „Waybill Vehicle name“ field if iVAZ document is created from the primary document.

#### **Tab iVAZ Document Products**

All transported items and their quantities are listed.

The information is automatically populated from primary document lines (only inventory type items are included) if iVAZ document is created from primary document.

### **3.3 Automatical iVAZ document creation**

iVAZ document will be created automatically during posting primary document if automatic creation of iVAZ documents is enabled in iVAZ setup (setup field „Auto Create iVAZ Document After Post Source Document“) and „Include in iVAZ“ field set Yes in primary document header.

What document was created and what its status can be seen in the header fields of the posted document:

- iVAZ Document No.
- iVAZ Document Status

Posted Sales Invoice | Work Date: 1/27/2022

103036 · UAB Jmonė

Process Invoice Correct Print/Send Navigate More options

General > 103036 UAB Jmonė 1/27/2022 2/27/2022 1006 No

Lines >

Invoice Details > 1/27/2022 1M(8C)

Shipping and Billing > UAB Jmonė

**Waybill Information**

Waybill Document Date		Waybill Vehicle Name		Waybill Items Accepted Code	
Waybill Document Time		Waybill Driver Code		Waybill Items Accepted Name	
Waybill Load Date	1/27/2022	Waybill Driver Name	Vairas Vairuotojas	Include in iVAZ	<input checked="" type="checkbox"/>
Waybill Load Time	3:30:00 PM	Waybill Issued By Code		iVAZ Document No.	VAZD000024
Waybill Unload Date		Waybill Issued By Name		iVAZ Document Status	XML Sented
Waybill Unload Time		Waybill Items Given Code			
Waybill Vehicle Code	ZXC456	Waybill Items Given Name			

Figure 10 iVAZ document information in primary document

### 3.4 How to create an iVAZ document once the primary document has been posted?

To create iVAZ document do following steps:

1. Open primary document.
2. Select function „Create iVAZ Document“ (button Process → Create iVAZ Document).

Posted Sales Invoice | Work Date: 1/27/2022

103044 · LT PIRKEJAS

Process Invoice Correct Print/Send Navigate More options

Create iVAZ Document Do not include to LT i.SAF register

Track Package Include to LT i.SAF issued register

Customer LT PIRKEJAS Quote No.

Contact Order No.

Figure 11 Function "Create iVAZ Document"

3. iVAZ document is created.

iVAZ Document Create.

Created iVAZ Document: 1

OK

Figure 12 Message after iVAZ document was created

4. To open created iVAZ document answer Yes to the question “Do you want to open created document?”.

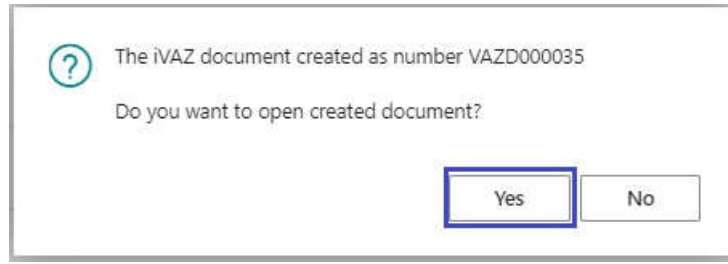


Figure 13 Second message after iVAZ document was created

### 3.5 iVAZ document verification

iVAZ document is created with status Open. Created document will be released automatically if „Auto Release After Create iVAZ Document“ is enabled in iVAZ.

To generate and send XML file, the status of the iVAZ document must be „Released“.

Release function can be initiated in iVAZ document list (will be released all selected documents) or from iVAZ document card.

Document No.	Source ID	Date	Time	Code	Sender	Location	Status
VAZD000036	103046	1/27/2022	1/27/2022 11:25 AM	C00020	UAB Imone	London	Open
VAZD000035	103045	1/27/2022	1/27/2022 11:20 AM	C00010	LT PIRKEIAS	London	Open
VAZD000034	103044	1/27/2022	1/27/2022 10:55 AM	C00010	LT PIRKEIAS	London	XML Sented
VAZD000033	102053	1/27/2022	7/1/2021 12:00 AM	32789456	Lovina Contractors	Leuven	XML Sented

Figure 14 Release from the iVAZ document list

During release it will be checked that all the fields required to create the XML file have been filled. If there are errors, they can be found in the iVAZ Document Errors data box of document.

**iVAZ Document Errors**

- The Time Of Dispatch field must be filled.
- The Ship To Address field must be filled.
- Identity Of Transport Units not found.

Figure 15 iVAZ Document Errors

Released document can be reopened and edit document information. Function „Open“ is used to reopen document. It is available both in the document list and in the card.

iVAZ Document | Work Date: 1/27/2022

VAZD000036

Process Navigate

Release Open Create XML Create XML Cancel

iVAZ Document No. ....	VAZD000036	Source Type .....	112
Local Transport Docu...	103046	Source ID .....	103046

Figure 16 Released iVAZ document reopen

Automatic iVAZ document release when it is created can be set by enabling „Auto Release After Create iVAZ Document“ setting in iVAZ setup.

### 3.6 XML file created

XML file can be created when iVAZ document is released. File can be created for each document separately or common for selected documents.

Select Process → Create XML.

iVAZ Document | Work Date: 1/27/2022

VAZD000036

Process Navigate

Release Open Create XML Create XML Cancel

iVAZ Document No. ....	VAZD000036	Source Type .....	112
Local Transport Docu...	103046	Source ID .....	103046
Local Transport Docu...	1/27/2022	Status .....	Released
Time Of Dispatch .....	1/27/2022 11:25 AM	Cancellation Reason ...	

Figure 17 Function "Create XML"

iVAZ document status is changed to „XML Created“ when XML file is created.

iVAZ Transfer Register record is created for each XML creation. XML file can be exported from this record.

Open „iVAZ Transfer Registers“ page.

The screenshot shows the 'iVAZ Transfer Registers' interface with a work date of 1/27/2022. The interface includes a search bar and several action buttons: 'Export File', 'Send File', 'TEST Send File', 'Show Entries', and 'Open in Excel'. Below these is a table with the following columns: No. (with a downward arrow), Identifier, Created Date-Time, Created by User, Status, No. of Documents, iVAZ File Type, and Http S (partially visible). The table contains six rows of data:

No. ↓	Identifier	Created Date-Time	Created by User	Status	No. of Documents	iVAZ File Type	Http S
30	VAZF000030	9/29/2021 5:02 PM	CLT\ELBI	File Sented	1	Cancellation	
29	VAZF000029	9/29/2021 4:20 PM	CLT\ELBI	File Created	1	Transport Document	
28	VAZF000028	9/29/2021 3:57 PM	CLT\ELBI	File Sented	1	Transport Document	
27	VAZF000027	9/29/2021 11:00 ...	CLT\ELBI	File Sented	1	Transport Document	
26	VAZF000026	7/27/2021 3:16 PM	CLT\BNU	File Sented	1	Transport Document	
25	VAZF000025	7/9/2021 11:33 AM	CLT\BNU	File Sented	1	Transport Document	

Figure 18 iVAZ Transfer Registers

File status can be seen in column „Status“. Possible values:

- File Created – when XML file is created.
- File Sented – when XML file is sent to i.VAZ system.
- Error – when file creation or sending has failed.

What type file was created/sent can be seen in column „iVAZ File Type“. Possible values:

- Transport Document
- Cancellation

To view list of iVAZ documents that are included in register record (file) select „Show Entries“.

To export XML file select „Export File“. iVAZ document status is changed to „XML Sented“ when XML file is exported.

### 3.7 iVAZ document cancellation

iVAZ document can be canceled when its status is „XML Sented“. To cancel iVAZ document do following steps:

1. Select „Cancellation Reason“. You must specify „Cancellation Reason Text“ if you had selected 6-Other in “Cancellation Reason“. You may specify return address in “Cancellation Reason Text” if it differs from the ship from address in iVAZ document.

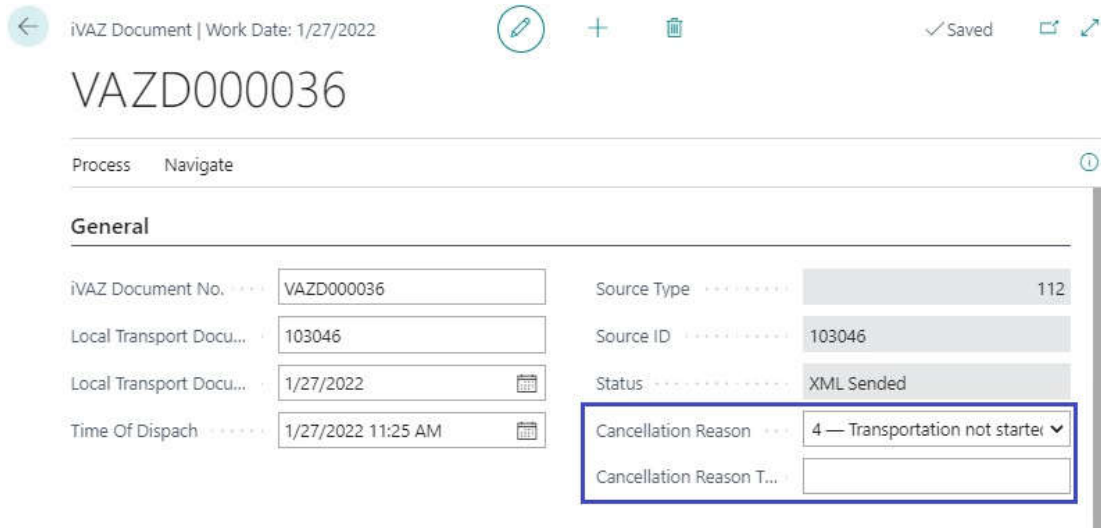


Figure 19 Cancellation information in iVAZ document

2. Select Process → Create XML Cancel

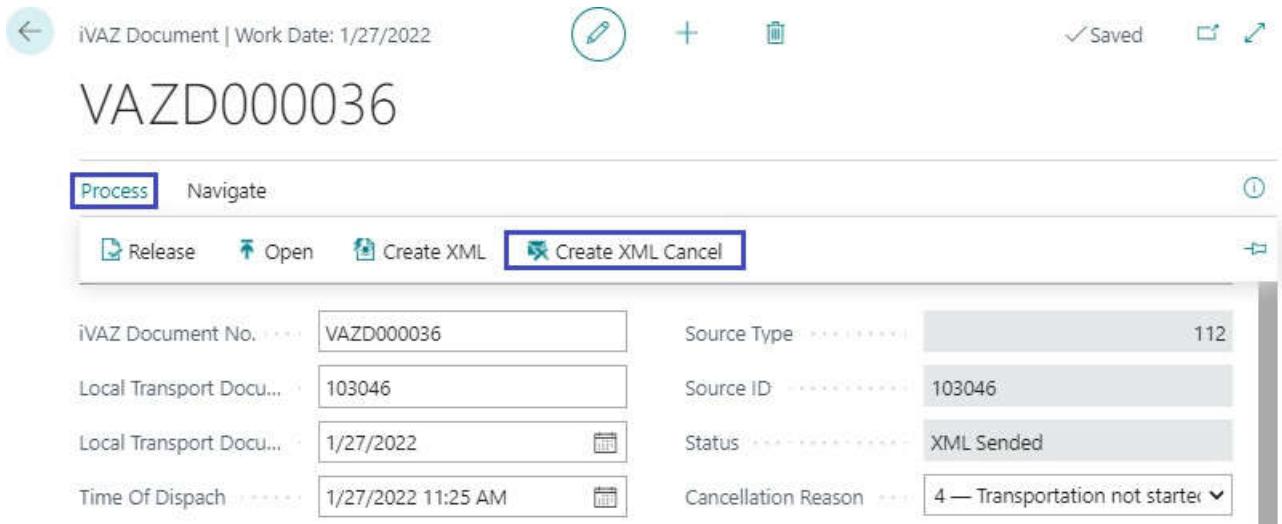


Figure 20 Function "Create XML cancel"

iVAZ document status is changed to „XML Cancellation Created“ and record with type „Cancellation“ is created in iVAZ Transfer Register when cancellation file is created.

To export XML file select „Export File“ in iVAZ Transfer Register. iVAZ document status is changed to „XML Cancellation Sended“ when XML file is exported.

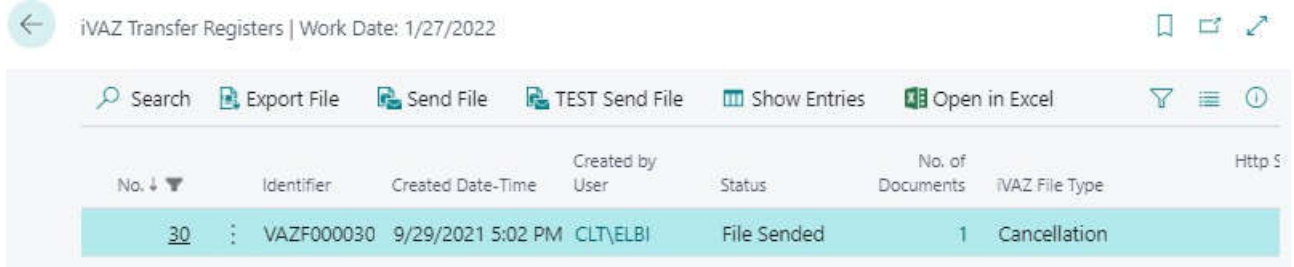


Figure 21 iVAZ Transfer Registers record with file type "Cancellation"