



CMR consignment note for D365 F&O

User manual

Set up, print and keep CMR consignment notes from your Dynamics 365 F&O outbound loads

Product	CMR consignment note for D365 F&O, browser extension for Microsoft Edge and Google Chrome
Works with	Microsoft Dynamics 365 Finance & Operations and Supply Chain Management (reads only)
Version described	1.1.0
Publisher	PW Scan IT BV, trading as Scan It Labs
Support	support@pwscanit.com
Document date	15 October 2026

All screenshots in this manual were taken from the extension running on fictional sample data (Contoso, Demo Belgium NV, the test environment contoso-uat). They show the extension's own screens and a mock of the D365 load list.

Copyright (c) 2026 PW Scan IT BV, trading as Scan It Labs. All rights reserved.

Contents

1. Introduction.....	4
1.1 What CMR consignment note is.....	4
1.2 Who this manual is for	4
1.3 Feature overview.....	4
1.4 What is free and what needs a licence.....	5
1.5 Version covered.....	5
2. Installation and first start	6
2.1 Requirements	6
2.2 Install the extension	6
2.3 Update to a new version	6
2.4 Company-wide rollout (for IT)	6
2.5 What the extension may do	7
3. Licence and trial.....	8
3.1 How the licence works	8
3.2 Start the free trial	8
3.3 Activate a licence key	8
3.4 Sign in with email	9
3.5 The Licence tab.....	9
3.6 Buy and manage the subscription	10
3.7 Deactivate this browser.....	10
3.8 Working offline	10
3.9 What the licence check sends	10
3.10 Prices and support.....	10
4. Setting up	11
4.1 Add your D365 environment.....	11
4.2 Run the environment check	12
4.3 Sender profiles (box 1)	12
4.4 Carrier profiles (box 16).....	13
4.5 Packing wording (box 8)	13
4.6 Languages, dates and numbers	14
4.7 Printing and PDF	15
4.8 Share the setup with colleagues	16
5. Daily use	17
5.1 Open a CMR.....	17
5.2 Check the CMR	17
5.3 Change something.....	18
5.4 Languages of this CMR	18
5.5 After a change in D365	19

5.6 Print 19

5.7 Printing without the dialog..... 19

5.8 PDFs 20

5.9 Find or reprint an earlier CMR..... 20

6. The settings, tab by tab 21

6.1 Environments 21

6.2 Sender profiles 21

6.3 Carrier profiles..... 21

6.4 Packing wording 21

6.5 Goods rows..... 21

6.6 Templates & defaults 21

6.7 Printing & PDF 22

6.8 Share settings 22

6.9 CMR register 22

6.10 Environment check..... 22

6.11 Licence 22

7. Troubleshooting and FAQ..... 23

7.1 Making and printing CMRs 23

7.2 Licence..... 23

7.3 Frequently asked questions..... 24

7.4 Support 24

Appendix A. Where each box comes from 25

Appendix B. Glossary 27

Appendix C. Quick reference 28

If the page numbers or entries above are empty, right-click the table and choose Update field (Word asks to update fields when the document opens).

1. Introduction

1.1 What CMR consignment note is

CMR consignment note for D365 F&O is a browser extension for Microsoft Edge and Google Chrome. It turns an outbound load in **Microsoft Dynamics 365 Finance & Operations (D365 F&O)** into a printed CMR consignment note: the IRU model with 24 boxes and four coloured copies, on A4.

You open a load in D365 and click **Create CMR**. The extension reads the load, its sales or transfer orders, the delivery address, the carrier and the weights, and fills in the boxes. You check the CMR on screen, change what you need, and print. It can also save a PDF of each CMR.

The form text prints in up to four languages. Sender and carrier profiles, packing wording and text templates make every CMR look the same. Drafts keep your changes, and a register lists every CMR you printed, so you can open and print it again.

The extension **never changes anything in D365**. It reads D365 as you, through the D365 tab you are signed in to, so you see only what you may see in D365. D365 data stays in your browser.

The CMR is your transport document

The extension fills in the form from D365 and your settings, but you remain responsible for its content. Check every CMR before you print it: addresses, goods, number of packages, weights and the instructions in boxes 13, 14 and 19.

You, the carrier and the consignee sign the printed copies. A note or a coloured bar on screen is a help, not a check. Nothing on the CMR is verified against the goods on the truck.

1.2 Who this manual is for

Reader	Use these chapters
Key user or IT, who sets up the extension once	Chapters 2 to 4: install, licence, first setup and sharing the setup with colleagues. Chapter 6 for every settings tab.
Dispatch and warehouse staff, who print CMRs every day	Chapter 5 (daily use) and chapter 7 (when something goes wrong). Appendix C is a one-page summary.
Whoever buys and manages the licence	Chapter 3 (licence and trial).

1.3 Feature overview

Feature	What it does
Create CMR in D365	A button in the action pane of the load list and the load details. Select one load or several.
Popup	Type load IDs, or open every outbound load shipping on a date.
All 24 boxes	Filled from D365 and your settings. Every box can be changed on screen before printing.
Languages	Up to four of Dutch, French, German, English, Spanish, Italian, Polish, Portuguese, Czech, Slovak, Hungarian and Romanian. Per CMR you can choose other languages.
Profiles	Sender profiles for box 1 and carrier profiles for box 16, created from D365 and then edited.
Packing wording	Box 8 wording for every unit of measure, in each form language.
Drafts	Your changes to a CMR are kept in the browser for 30 days by default.
Print and PDF	Choose the copies, print, and save a PDF in Downloads or a folder you choose.

Feature	What it does
CMR register	Every CMR printed in this browser, with a search, a CSV export, and each CMR exactly as it printed.
Share settings	A settings file for colleagues, or a browser policy for the whole company.

1.4 What is free and what needs a licence

Installing the extension, the settings, profiles, drafts and the CMR register are free. **Making a CMR from D365 needs a licence**, or the free 5-day trial. A CMR printed earlier can always be opened again from the register, also without a licence. Chapter 3 explains the licence.

1.5 Version covered

This manual describes CMR consignment note for D365 F&O version 1.1.0. The version is shown on the extension card in [edge://extensions](#) or [chrome://extensions](#). Newer versions may add screens or options; the support address and the main steps stay the same.

2. Installation and first start

2.1 Requirements

- **Microsoft Edge or Google Chrome, version 120 or later**, on Windows or on a Mac.
- **Access to D365 F&O**, with read access to loads, sales orders and transfer orders in your company. The extension reads only what you may read in D365.
- **A D365 tab that is open and signed in** whenever you make a CMR. The extension works through that tab, and tells you when none is open.
- **A licence for your D365 environment**, or the free 5-day trial (chapter 3).

No app registration, service account, client ID or password is needed, and a tenant administrator does not have to do anything in Azure or D365.

2.2 Install the extension

From the store (recommended). Open the listing of CMR consignment note for D365 F&O in the Microsoft Edge Add-ons store or the Chrome Web Store, and click **Get** (Edge) or **Add to Chrome**. Confirm when the browser asks. The store keeps the extension up to date.

From a download we provide. If you received the extension as a zip file from Scan It Labs:

1. Unzip it to a folder that stays, for example `C:\Tools\CMR`. Do not unzip into Downloads or a temporary folder.
2. Open `edge://extensions` (Chrome: `chrome://extensions`).
3. Turn on **Developer mode** (Edge: on the left; Chrome: top right).
4. Click **Load unpacked** and select the folder from step 1, the one that holds `manifest.json`.

After installing, pin the extension so its icon is always in the toolbar: click the puzzle piece, then the pin next to **CMR consignment note for D365 F&O**. Reload the D365 tabs that were already open (F5), so the **Create CMR** button appears.

2.3 Update to a new version

A store installation updates itself. With a download, unzip the new version into the same folder, replacing the files, then click the reload icon on the extension card in `edge://extensions` or `chrome://extensions`, and reload your D365 tabs. Your settings, drafts and register are kept.

2.4 Company-wide rollout (for IT)

IT can install the extension for everyone with the browser's own policies, through Intune, Group Policy or the Google Admin console: force-install it from the Edge Add-ons store or the Chrome Web Store with the usual extension install policy.

IT can also set the extension's settings for everyone. The extension supports one managed setting, `settings`: the text of a settings file exported from the extension (section 4.8). Under **Settings > Share settings**, click **Copy as policy value** to get that text on one line, and set it as the extension's managed setting `settings`. The parts in the policy apply to every user and cannot be changed on their settings page; parts that are not in the policy stay with each user.

The licence is not part of the policy

Each user activates the licence in their own browser, with the same licence key or with **Sign in with email** (chapter 3). Up to 10 users can use one team licence.

2.5 What the extension may do

Permission	Why it is needed
Read and change data on Microsoft's D365 sites	Shows the Create CMR button in D365 and reads the load through D365's own data service, with your session. It never writes to D365.
Storage	Keeps your settings, drafts and the register in the browser, and reads settings your company sets by policy.
Scripting	Adds the button to a D365 tab that was open before the extension was installed, and to a D365 on another domain once you allowed that site.
Alarms	Checks the licence again about once a day.
Downloads (optional)	Asked only when you choose to save PDFs in a folder inside Downloads.
Other sites (optional)	Never granted as a whole. You allow one site at a time, only for a D365 that is not on a Microsoft dynamics.com address.

D365 data never leaves your browser. The only server the extension talks to is the licence server of Scan It Labs, to check the licence (section 3.9). There is no tracking and no analytics.

3. Licence and trial

3.1 How the licence works

- **One licence covers one D365 environment.** It is a team licence, bound to the D365 environment (its host name, for example `contoso-uat.sandbox.operations.eu.dynamics.com`) at its first activation. A test and a production environment each need their own licence.
- **Up to 10 users.** Colleagues who print CMRs in the same environment use the same licence, each in their own browser.
- **What needs it:** making a CMR from D365 (the feature "print"). Settings, profiles, drafts and the register are free, and a CMR printed earlier always opens again from the register.
- **Without a licence,** the CMR page shows only the licence panel. Nothing is read from D365 until there is a licence or a trial.

3.2 Start the free trial

The trial runs for 5 days, starts at once and needs no payment details. You start it in the extension:

1. Open a CMR (click **Create CMR** in D365). The page says **CMR consignment note needs a licence or a free trial**.
2. Click **Start free trial**.
3. Type your work email and click **Start trial**.

Figure 1. The licence panel on the CMR page, after Start free trial.

The trial is for the D365 environment of that CMR. You also get the trial key by email, so you can use the trial in another browser. A trial can be used once per email address and once per D365 environment. During the trial, a line at the top of the CMR page shows the days left, with a link to **Buy a licence**.

3.3 Activate a licence key

After the purchase you receive a licence key by email. It starts with `SIL-`. To activate it:

1. Open a CMR from D365, or go to **Settings > Licence**.
2. Click **Enter licence key**, paste the key, and click **Activate** (on the CMR page) or **Continue** (in the settings).

The first activation binds the licence to that D365 environment. Colleagues enter the same key in their own browser.

3.4 Sign in with email

Lost the key, or setting up a new colleague? Under **Settings > Licence**, click **Sign in with email** and type the email address the licence was bought with. If that address has a licence, a 6-digit code is sent to it. Type the code and click **Continue**. The licence is then active in this browser, as with the key.

3.5 The Licence tab

Open the extension icon, then **Settings**, then the **Licence** tab. It shows the state of the licence in this browser:

CMR settings

These settings are stored in this browser profile. Box 1 prints a sender profile from here, and box 16 a carrier profile when the load has no carrier vendor. You can create both from D365 and then edit them.

Environments Sender profiles Carrier profiles Packing wording Goods rows Templates & defaults Printing & PDF

Share settings CMR register Environment check **Licence**

Licence: CMR consignment note

Status Not active

Last check never

D365 environment

contoso-uat.sandbox.ope

[Start free trial](#) [Enter licence key](#) [Sign in with email](#) [Refresh now](#)

[Deactivate this browser](#) [Pricing](#) [Report a problem](#)

Sent to the licence server: email, licence key or code, product, extension version, a random install id, a one-way hash of your D365 user id, and the D365 environment name. Never any D365 data.

Figure 2. The Licence tab in the settings, before a licence is activated.

Line	What it shows
Status	Active , Trial , Active (offline grace) or Not active , with the reason when it is not active.
Plan	The plan and the number of seats (users).
Licensed to	The email address of the licence.
Environment	The D365 environment the licence is bound to.
Trial ends / Checked until	When the trial ends, or until when the last check is valid.
Last check	When the licence server was last reached.
Licence key	The key saved in this browser, with Copy and Forget .
D365 environment	The host name to activate for. It is filled in from your default environment; change it only if you work in another one.

Button	What it does
Start free trial	Starts the 5-day trial for the environment shown, with your work email.
Enter licence key	Activates the licence with the key from your email.
Sign in with email	Activates the licence with a 6-digit code sent to the licence email.
Refresh now	Checks the licence with the licence server now, for example after a renewal.
Manage subscription	Shown with a paid licence. Opens the customer portal for invoices, payment details, users and cancelling.
Deactivate this browser	Frees this browser's place on the licence.
Activate again	Shown after a deactivation when the key is still saved: one click activates this browser again.

Button	What it does
Buy / Pricing	Buy during a trial, Pricing otherwise. Opens the product page with the prices.
Report a problem	Opens an email to support in your own mail program.

3.6 Buy and manage the subscription

During the trial, click **Buy** on the Licence tab (or **Buy a licence** on the CMR page). It opens the product page, pwscanit.com/cmr-consignment-note/, with the current prices. After the purchase, the licence key arrives by email; enter it as in section 3.3.

With a paid licence, **Manage subscription** opens the customer portal of our payment provider, Stripe. There you find your invoices, change payment details or the number of users, and cancel the subscription.

3.7 Deactivate this browser

Each browser that uses the licence takes one of its places. Before you hand a computer to someone else, or when a colleague leaves, click **Deactivate this browser** on the Licence tab. The place becomes free at once. The key stays saved in this browser, so **Activate again** brings it back; click **Forget** next to the key to remove it as well.

3.8 Working offline

The licence is checked again about once a day. When the licence server cannot be reached, for example on a computer without internet, the extension keeps working for up to 14 days. The status then reads **Active (offline grace)**, and the CMR page shows how many days are left. Connect once within that time and the licence is up to date again.

3.9 What the licence check sends

To check the licence, the extension talks to the licence server of Scan It Labs, licence.pwscanit.com, and sends only:

- the email address you type to start a trial or to sign in with a code;
- the licence key you type, or the 6-digit code from the email;
- the product (CMR consignment note) and the extension version;
- a random install id, created once for this browser, which identifies the browser and not you;
- optionally a one-way hash of your D365 user id, to count users on a team licence; it cannot be turned back into your user id;
- the host name of your D365 environment, because a licence is for one environment;
- the signed licence (token) the server issued earlier, when it is renewed.

Never any D365 data: no loads, orders, customers, addresses, company names, page addresses or user names. Your network must allow licence.pwscanit.com.

3.10 Prices and support

Prices and plans are on pwscanit.com/cmr-consignment-note/. Questions about the licence, invoices or a licence bound to the wrong environment: support@pwscanit.com. We answer within one business day.

4. Setting up

Setting up is done once, usually by a key user in logistics or IT. Then share the setup with colleagues (section 4.8), so everyone prints the same CMR.

4.1 Add your D365 environment

The quickest way: open D365, go to **Warehouse management > Loads > All loads**, select a load and click **Create CMR** in the action pane. The first time, the extension asks whether to add this D365 site. Say yes. The company in the address becomes the default company.

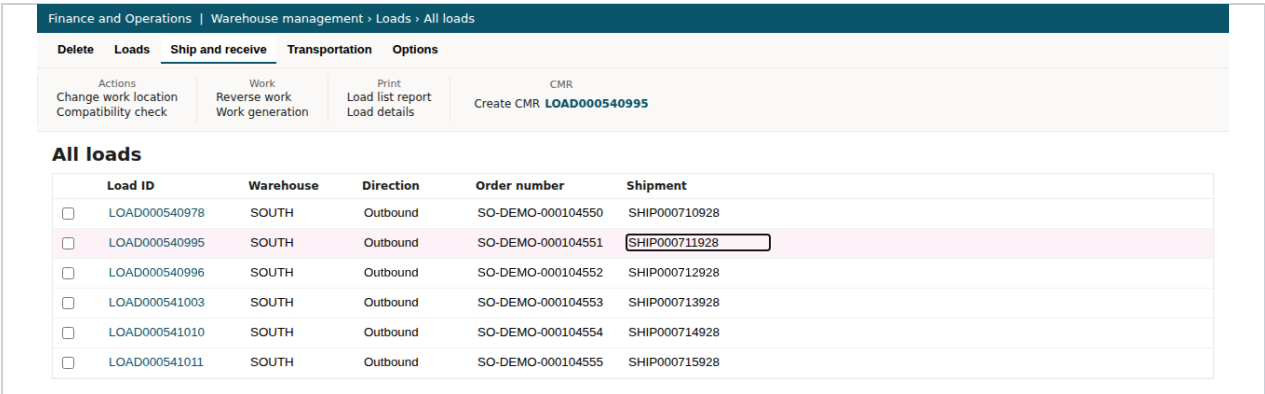


Figure 3. The Create CMR button in the action pane of All loads (mock of the D365 page).

You can also open the extension's popup on a D365 tab and click **Add this site**, or add it by hand under **Settings > Environments** with **Add an environment**.

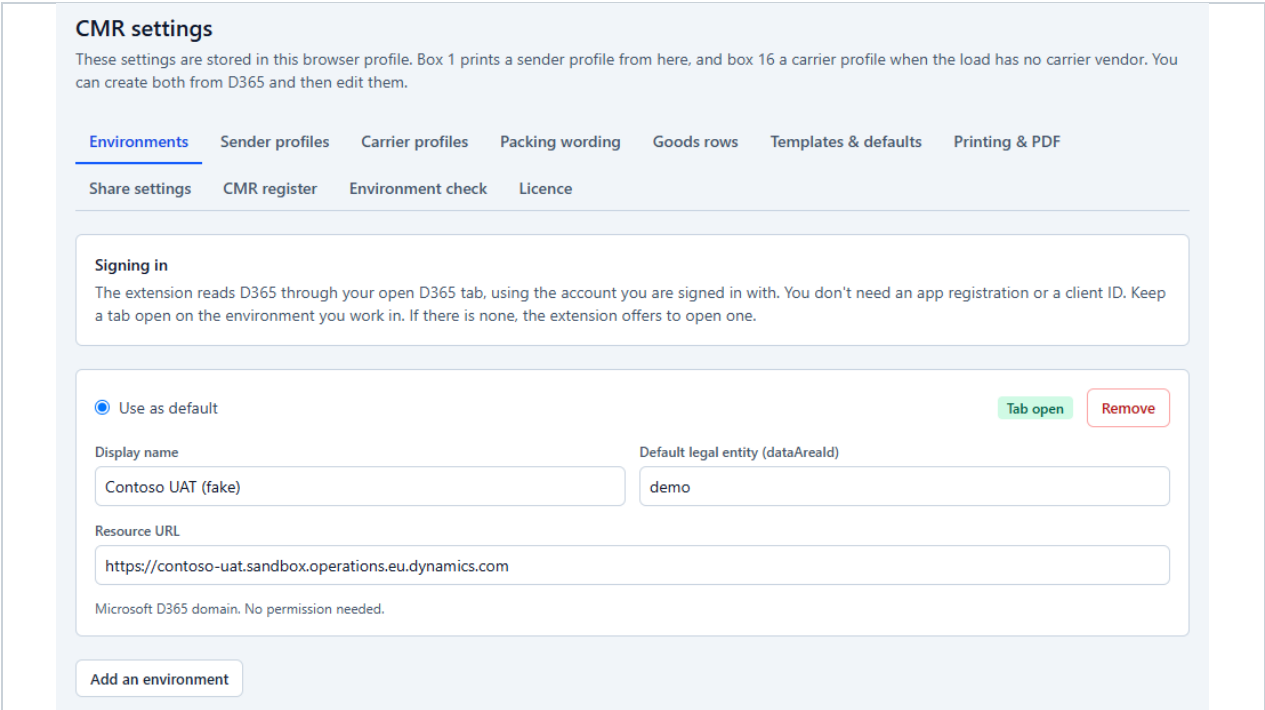


Figure 4. Settings > Environments, with the fictional test environment contoso-uat.

If your D365 is not on a Microsoft **dynamics.com** address, click **Allow this site** next to it under **Environments**. The browser then asks permission for that one site.

4.2 Run the environment check

Open the settings: click the extension icon, then **Settings**. Go to **Environment check** and click **Run the check**.

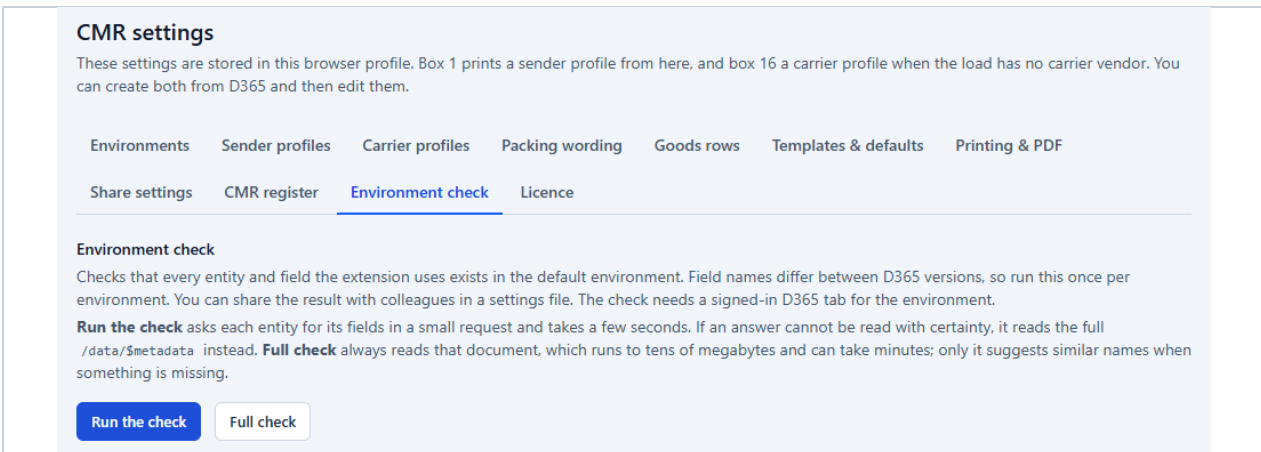


Figure 5. Settings > Environment check.

The check looks at which fields your D365 version has, because field names differ between versions. It takes a few seconds. The result is kept, so this happens once per environment, and again after a D365 update. If you skip it, it runs by itself on the first CMR.

- A **required** field missing means the extension cannot make a CMR on that environment yet. Open **Plain-text report** under the result and send that text to support@pwscanit.com.
- A missing **optional** field only means one box or feature is not filled from D365.
- If the check cannot read an answer with certainty, it reads the full list of D365 fields instead. That can take a few minutes; leave the page open. **Full check** does this on purpose, when support asks for it.

4.3 Sender profiles (box 1)

Box 1 always comes from a sender profile, so every CMR shows your company as you want it shown.

1. Go to **Settings > Sender profiles** and click **Create from D365**.
2. The extension proposes one profile for each warehouse that ships, and one for the company's main address. Tick the ones you want and add them.
3. Check each profile: company name, address, VAT number.
4. Add your logo under **Logo** if you want it printed at the top left. D365 does not provide it.
5. Mark one profile as **Default profile**. It is used for loads from a warehouse that has no profile of its own.

CMR settings

These settings are stored in this browser profile. Box 1 prints a sender profile from here, and box 16 a carrier profile when the load has no carrier vendor. You can create both from D365 and then edit them.

Environments Sender profiles Carrier profiles Packing wording Goods rows Templates & defaults Printing & PDF

Share settings CMR register Environment check

Create from D365

Proposes a profile for each warehouse that ships, with the company name, VAT number and contact from the legal entity DEMO. You choose which ones to add.

Create from D365

Sender profiles (box 1)

The profile is chosen from the load's site and warehouse. Mark one profile as the default for loads that match none.

Kortrijk warehouse Remove

Match InventSiteId DEMO Match InventLocationId DEMOMAIN ☒ Default profile

Company name Demo Belgium NV

Address lines (one per line) Industrielaan 12

Postcode 8500 City Kortrijk Country (ISO-2) BE

Figure 6. Settings > Sender profiles, with the fictional sender Demo Belgium NV.

A profile is chosen by the load's site and warehouse (**Match InventSiteId**, **Match InventLocationId**). Leave a match empty to mean "any". For transfer orders, the profile of the receiving warehouse is printed as the consignee in box 2, so add a profile for every warehouse that receives transfers too.

4.4 Carrier profiles (box 16)

Box 16 is filled from the load's carrier vendor in D365 when there is one. A carrier profile is only needed for a carrier code that has no vendor account.

1. Go to **Settings > Carrier profiles** and click **Create from D365**.
2. Carriers linked to a vendor come with their address. Carriers without one come with their name only: add the address, which the CMR needs.
3. **Collection (customer pickup)** is there already: when the customer collects, box 16 says so and the license plates are left for the driver to fill in.

Better in the long run

Link each carrier to its vendor account in D365. Then the address lives in one place, and no carrier profile is needed.

4.5 Packing wording (box 8)

Box 8 describes the packing, for example "Doos / Carton / Box". The extension needs a wording for each unit of measure your loads use.

- Common units (box, carton, pallet, piece, bag and a few more) come with wording in every language.
- A new unit is worded from its description in D365 the first time it appears. The CMR shows a note so you can check it once.
- For units that encode the packaging in their name, such as **BAG10KG** and **BAG25KG**, one rule covers them all: add a unit **BAG*** with its wording.

- **Fill from D365** on this tab words every unit still waiting at once.

Method of packing (box 8)
 Box 8 uses the wording for the load line's unit of measure, in each of the form's languages. New units are added here the first time a load uses them. Until a unit has wording, box 8 prints the unit code and the form shows a note.
 A code ending in * is a prefix rule: BAG* words every unit that starts with BAG (BAG10KG, BAG12.5KG and so on). A unit's own wording wins over a rule, and a longer prefix wins over a shorter one.
 A CMR fills a new unit from its descriptions in D365 when D365 has them. You can switch that off under Templates & defaults, where the form's languages are set too.

2 units need wording. They are listed first.

Fill from D365 Fills the empty fields of the units listed here from their descriptions in D365. Text already there stays.

Unit code	Printed wording			
BAG5KG	NL Doos	FR Carton	EN Box	Remove
ZZBAG	NL Doos	FR Carton	EN Box	Remove
BAG10KG	NL Zak	FR Sac	EN Bag	Remove
PAL	NL Pallet	FR Palette	EN Pallet	Remove

New unit code or prefix rule
 BAG10KG or BAG*

Figure 7. Settings > Packing wording: two units still need wording and are listed first.

A unit without any wording prints its code, and is listed at the top of this tab until someone words it.

4.6 Languages, dates and numbers

Under **Settings > Templates & defaults**:

- **Languages on the printed form:** up to four, in the order they print. The first is the main language: it is printed large in the title and sets the date and number format. The first CMR suggests the languages of your company's country. You can change them any time.
- **Also print in the language of the sales order:** adds the customer's language to a CMR when there is room for it.
- **Date format, decimal separator, CSV separator:** leave them on **Like the main language** unless you need something else.
- **Text templates** for boxes 5, 13 and 19: see section 6.6.

Defaults

Languages on the printed form

1. Dutch x 2. French ↑ x 3. English ↑ x Add a language... ▾

Box titles, the CMR statement and the copy names print in these languages, in this order. The first is the main language of the title. Box 1 then reads: Afzender (naam, adres, land) / Expéditeur (nom, adresse, pays) / Sender (name, address, country). Box 8 wording read from D365 and the packing, goods and pallet wording print in these languages too.

☐ Also print in the language of the sales order (the customer's language in D365), when the form does not print it yet and has room for it

Box 14: payment for carriage

Carriage paid (vrachtvrij / franco de port) ▾

Date format on the printed form

Like the main language (31-12-2026) ▾

Decimal separator in boxes 11 and 12

Like the main language (12,5) ▾

Separator in the register export (CSV)

Like the main language (semicolon) ▾

Excel expects a semicolon where the comma is the decimal separator.

Product name language (box 9 on transfer orders)

Like the main language (nl)

A D365 language such as en-US or nl-BE. Leave it empty to follow the form's main language. If a product has no name in it, another name is used.

Copies to print by default

☒ Red ☒ Blue ☒ Green ☒ Black

☒ Suggest box 14 from the sales order delivery terms (EXW/FCA: carriage forward, CPT/CIP/DAP/DDP: carriage paid). You choose whether to apply the suggestion.

☒ Show colour bars for where each value comes from

☒ Word new units from their descriptions in D365 (box 8), instead of printing the unit code

Keep drafts for (days, 0 = keep forever)

30

Figure 8. Settings > Templates & defaults: languages, formats and other defaults.

Wording that waits for a native speaker

The form wording in Dutch, French and English is checked. The wording in the other languages still waits for a native speaker's check. Compare it with a printed CMR form of that country before you rely on it.

4.7 Printing and PDF

Under **Settings > Printing & PDF**:

- **Print as soon as a CMR page opens:** saves a click. It only prints when no box is empty.
- **Printing without the print dialog:** on a dispatch PC, the browser can print straight to the default printer (section 5.7).
- **PDF of each printed CMR:** saved in a folder inside Downloads, or in a folder you choose (section 5.8).

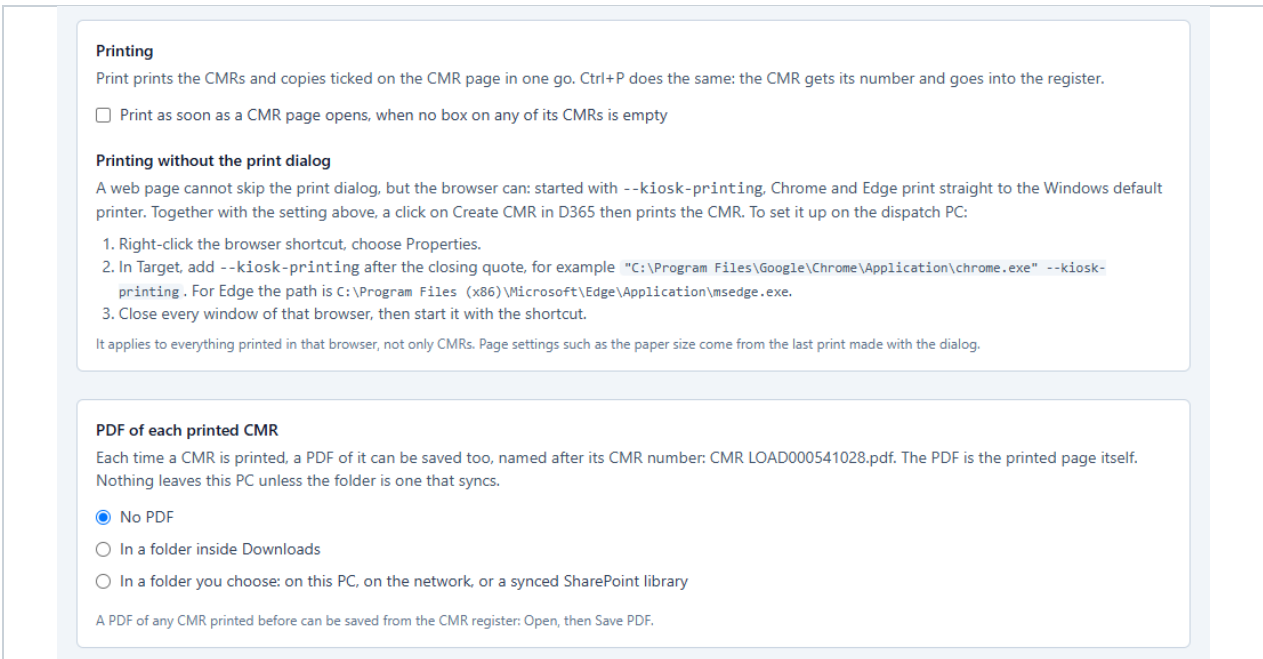


Figure 9. Settings > Printing & PDF.

4.8 Share the setup with colleagues

Set it up once, then share it, so every colleague prints the same CMR:

1. Go to **Settings > Share settings**.
2. Under **Export settings**, tick what to share: environments, sender profiles (with logos), carrier profiles, wording, goods rows, templates and defaults, and the environment check result.
3. Click **Download settings file** and send the file to your colleagues.
4. They open **Share settings**, choose the file under **Import settings**, and tick which parts to take.

With the environment check result in the file, colleagues skip the check. For a company-wide setup by IT, see section 2.4.

5. Daily use

5.1 Open a CMR

From D365 (the usual way):

- 1. Go to **Warehouse management > Loads > All loads** (or open a load).
- 2. Select one load, or several.
- 3. Click **Create CMR** (or **Create CMRs**) in the action pane.

From the extension's popup (click the extension icon):

- Type one or more load IDs, separated by commas, and click **Create CMR**.
- Or, under **A day's dispatch**, choose a date and optionally a warehouse, and click **Open the day's CMRs** to open every outbound load shipping that day.

Figure 10. The popup: load IDs, or a day's dispatch.

A load going to several delivery addresses gives one CMR per address. With several CMRs open, switch between them with the buttons at the top, or with **Alt + ←** and **Alt + →**.

5.2 Check the CMR

The CMR is shown at A4 size, as it will print (figure 11).

- **An amber warning at the top** lists empty required boxes. You can still print, but check them first.
- **Notes in a box** (small italic text) explain where a value came from or what to check, for example "taken from the customer's delivery address". Notes are never printed.
- **Coloured bars** on the left of each box show where the value came from. Turn them on or off with **Show sources**.

Colour	Meaning
Blue	Read from D365
Purple	Calculated, or a fallback

Colour	Meaning
Teal	From the settings
Amber	Changed by hand

LOAD000541028 DEMO · Contoso UAT (fake)
no changes

☒ Show sources Settings Discard draft Refresh from D365 Print

From D365 Derived From settings Edited by hand

Languages of this CMR 1. Dutch × 2. French ↑ × 3. English ↑ × Add a language... ▾

For this shipment only. Changing them reads the load from D365 again and rewrites the texts, keeping your edits.

COPIES ☒ Red ☒ Blue ☒ Green ☒ Black 4 A4 pages to print

Demo Belgium NV Industrielaan 12, 8500 Kortrijk		INTERNATIONALE VRACHTBRIEF LETTRE DE VOITURE INTERNATIONALE · INTERNATIONAL CONSIGNMENT NOTE Valiken 1 tot 15 in te vullen door de afzender, valiken 16 tot 19 door de vervoerder · Cases 1 à 15 à remplir par l'expéditeur, cases 16 à 19 par le transporteur · Boxes 1 to 15 are completed by the sender, boxes 16 to 19 by the carrier.		Nr. / N° / No., assigned when printed Load: LOAD000541028 Order(s): SO-2026-0091 DEMO · Contoso UAT (fake)	
1 Afzender (naam, adres, land) / Expéditeur (nom, adresse, pays) / Sender (name, address, country) Demo Belgium NV Industrielaan 12 8500 Kortrijk BE BE 0123.456.789		16 Vervoerder (naam, adres, land) / Transporteur (nom, adresse, pays) / Carrier (name, address, country) Athaling door klant / Enlèvement par le client / Collection by consignee <i>Street and number</i> <i>Postcode City COUNTRY</i> Kortrijk 1-ABC-123 / 1-XYZ-789			
2 Goederenontvanger (naam, adres, land) / Destinataire (nom, adresse, pays) / Consignee (name, address, country) DE ZEEMEER Voorbeeldstraat 69 8300 Knokke-Heist BE		3 Plaats bestemming voor de aflevering van de goederen / Lieu prévu pour la livraison de la marchandise / Place of delivery of the goods 8300 Knokke-Heist, BE		17 Opvallende vervoerders (naam, adres, land) / Transporteurs successifs (nom, adresse, pays) / Successive carriers (name, address, country)	
4 Plaats en datum van voortvangsingreping der goederen / Lieu et date de la prise en charge de la marchandise / Place and date of taking over the goods Kortrijk, BE 12-03-2026		5 Bijgevoegde documenten / Documents annexes / Documents attached Pakbon / Bon de livraison / Packing list: SO-2026-0091 Load: LOAD000541028 Ref. klant / ref. client / customer ref.: PO-88213		18 Voorbehoud en opmerkingen van de vervoerder / Réserves et observations du transporteur / Carrier's reservations and observations	
6 Merken en nummers / Marques et numéros / Marks and numbers LOAD000541028 SO-2026-0091 Ref. PO-88213	7 Aantal colli / Nombre de colis / Number of packages 10	8 Wijze van verpakking / Mode d'emballage / Method of packing Zak / Sac / Bag	9 aard der goederen / Nature de la marchandise / Nature of the goods Diepvriesvrieten 10/10, 10 x 2,5 kg	10 Statistieknummer / N° statistique / Statistical number	11 Bruto gewicht in kg / Poids brut, kg / Gross weight in kg 100

Figure 11. A CMR ready to print, made from the fictional load LOAD000541028.

5.3 Change something

Click in any box and type. The box turns amber. **D365** puts the D365 value back. Your changes are saved in the browser as a draft, so they survive closing the page.

Goods rows can be changed, added (+), removed (x) and moved (↑ ↓). This changes the CMR only, never D365. A goods row that is too tall for the printed sheet shows as cut off, with a warning. Shorten the text or split the row.

5.4 Languages of this CMR

Languages of this CMR, above the sheet, prints this one CMR in other languages, for example German first for a German customer. The CMR is rebuilt in the new languages; text you typed yourself stays as you typed it. **Use the languages from the settings** goes back to the usual languages.

LOAD000541028 DEMO · Contoso UAT (fake)
draft saved 25/09/2026, 12:30

☒ Show sources Settings Discard draft Refresh from D365 Print

From D365 Derived From settings Edited by hand

Languages of this CMR 1. German × 2. Dutch ↑ × 3. French ↑ × 4. English ↑ × Use the languages from the settings

For this shipment only. Changing them reads the load from D365 again and rewrites the texts, keeping your edits.

COPIES ☒ Red ☒ Blue ☒ Green ☒ Black 4 A4 pages to print

Demo Belgium NV Industrielaan 12, 8500 Kortrijk 1. Absender (Name, Anschrift, Land) / Absender (naam, adres, land) / Expéditeur (nom, adresse, pays) / Sender (name, address, country) Demo Belgium NV Industrielaan 12 8500 Kortrijk BE BE 0123.456.789	INTERNATIONALER FRACHTBRIEF INTERNATIONALE VRACHTBRIEF · LETTRE DE VOITURE INTERNATIONALE · INTERNATIONAL CONSIGNMENT NOTE Felder 1 bis 15 sind vom Absender auszufüllen, Felder 16 bis 19 vom Frachtführer. · Velden 1 tot 15 in te vullen door de afzender, velden 16 tot 19 door de vervoerder. · Cases 1 à 15 à remplir par l'expéditeur, cases 16 à 19 par le transporteur. · Rows 1 to 15 are completed by the sender, rows 16 to 19 by the carrier. 2. Empfänger (Name, Anschrift, Land) / Geadresseerde (naam, adres, land) / Destinataire (nom, adresse, pays) / Consignee (name, address, country) DE ZEEMEER Voorbeeldstraat 69 8300 Knokke-Heist BE 3. Auslieferungsort des Gutes / Plaats bestemd voor de aflevering van de goederen / Lieu prévu pour la livraison de la marchandise / Place of delivery of the goods 8300 Knokke-Heist, BE 4. Ort und Tag der Übernahme des Gutes / Plaats en datum van inontvangstneming der goederen / Lieu et date de la prise en charge de la marchandise / Place and date of taking over the goods Kortrijk, BE 12.03.2026 5. Beigefügte Dokumente / Bijgevoegde documenten / Documents annexes / Documents attached Lieferscheijn / Pakbon / Bon de livraison / Packing list: SO-2026-0091 Load: LOAD000541028 Kundenref. / Ref. klant / ref. client / customer ref.: PO-88213 6. Beschreibung und Nummer / Beschrijving en nummer / Description et numéro / Description and number LOAD000541028 SO-2026-0091 Ref. PO-88213 7. Anzahl der Packstücke / Aantal stuks / Nombre de colis / Number of packages 10 8. Art der Verpackung / Type van verpakking / Type d'emballage / Method of packing Plastiksack 10 kg / Zak / Sac / Bag 9. Beschreibung des Gutes / Beschrijving van de goederen / Nature de la marchandise / Nature of the goods Diepvriesfretten 10/10, 10 x 2,5 kg 10. Gewichtskennwert / Gewichtskennwaarde / Poids nominal / Weight 100 11. Nettogewicht in kg / Nettogewicht in kg / Poids net, kg / Gross weight in kg 100 12. Lading in col / Lading in col / Colonne de col / Column of col	Nr. / N° / No., assigned when printed Load: LOAD000541028 Order(s) (SO-2026-0091) DEMO · Contoso UAT (fake) 16. Frachtführer (Name, Anschrift, Land) / Vervoerder (naam, adres, land) / Transporteur (nom, adresse, pays) / Carrier (name, address, country) Abholung durch den Empfänger / Afhalen door klant / Enlèvement par le client / Collection by consignee Postcode City COUNTRY 1-ABC-123 / 1-XYZ-789 17. Nachfolgende Frachtführer (Name, Anschrift, Land) / Opvolgende vervoerders (naam, adres, land) / Transporteurs successeurs (nom, adresse, pays) / Successed carriers (name, address, country) 18. Vorbehalte und Bemerkungen der Frachtführer / Voorbehoud en opmerkingen van de vervoerder / Réserves et observations du transporteur / Carrier's reservations and observations
--	---	--

Figure 12. The same CMR with German as the main language, for this shipment only.

5.5 After a change in D365

- **Refresh from D365** reads the loads again and shows what changed. Your own changes stay, with the new D365 value listed next to them.
- **Discard draft** throws away your changes to this load and starts again from D365.

Drafts are deleted after 30 days without a change (you can change this under **Templates & defaults**). The popup lists them under **Recent drafts**, where you can also delete them.

5.6 Print

1. Under **Copies**, tick the copies to print: red (sender), blue (consignee), green (carrier), black (administration).
2. With several CMRs open, tick which ones to print.
3. Click **Print** (or press Ctrl+P).
4. In the print dialog, turn on **Background graphics** (under **More settings**) so the coloured copy strips print. The browser remembers this.

Each copy prints on its own page. A load with more than seven goods rows continues on a next sheet, with the totals on the last one.

The first print gives the CMR its number: the load ID, with **-1**, **-2** for a load going to several addresses. It keeps that number from then on, also when it is printed again.

5.7 Printing without the dialog

On a dispatch PC that always prints to the same printer, the browser can skip the print dialog:

Reads D365, never writes · © 2026 PW Scan IT BV

Page 19 of 28

1. Right-click the browser shortcut and choose **Properties**.
2. In **Target**, add `--kiosk-printing` after the closing quote, for example `"C:\Program Files\Google\Chrome\Application\chrome.exe" --kiosk-printing` (for Edge: `...\Microsoft\Edge\Application\msedge.exe`).
3. Close every window of that browser, and start it again with this shortcut.

Everything printed in that browser then goes straight to the Windows default printer, with the paper settings of the last print made with the dialog. With **Print as soon as a CMR page opens** also on, one click on **Create CMR** in D365 prints the CMR.

5.8 PDFs

With a PDF folder set under **Settings > Printing & PDF**, every print also saves a PDF of the CMR, named after its number, for example `CMR_LOAD000541028.pdf`, in a folder per month.

- **In a folder inside Downloads:** the browser asks once to let the extension manage downloads. Allow it, or the PDFs land straight in Downloads.
- **In a folder you choose:** click **Choose folder** and pick it. It can be on your PC, on the network (through its drive letter), or a SharePoint library. For SharePoint, open the library in the browser, click **Sync**, and choose the synced folder; OneDrive uploads the PDFs.
- Once per browser session, the browser asks to allow writing to the folder at your first print. Choose **Allow on every visit** to stop that question.

The PDF looks exactly like the print, and its text can be searched and copied.

5.9 Find or reprint an earlier CMR

Settings > CMR register lists every CMR printed in this browser: number, time, consignee, orders and copies. **Find** searches it. **Export CSV** gives the list for Excel.



CMR register
Every CMR printed from this browser. The CMR number is the load ID. When a load goes to several addresses, each CMR gets a suffix (-1, -2 and so on). A reprint keeps its number. The browser cannot see whether printing was cancelled, so cancelled prints are listed too. **Open** shows a CMR exactly as it printed, to print it again or save it as a PDF.

Find

CMR number, load, order or consignee Export CSV (1)

CMR number	Printed	Consignee	Order(s)	Copies	
LOAD000541028	15/10/2026, 12:20	DE ZEEMEEUW	SO-2026-0091	4	Open

Figure 13. Settings > CMR register, with one printed CMR.

Open shows a CMR exactly as it was printed, even if D365 or the settings changed since. From there, **Print again** or **Save PDF**. A reprint keeps its number and is added to the register as a reprint. Each browser keeps its own register; the browser cannot see whether printing was cancelled, so cancelled prints are listed too.

6. The settings, tab by tab

Open the settings with the extension icon, then **Settings**, or right-click the icon and choose **Options**. Settings are kept in this browser profile. Parts your company sets by policy are shown but cannot be changed.

6.1 Environments

Each D365 environment: its name, address, and default company (used when the D365 address names no company). A badge shows whether a signed-in tab for it is open. **Allow this site** is needed only for a D365 that is not on a Microsoft `dynamics.com` address.

6.2 Sender profiles

Box 1, and the consignee of a transfer order. See section 4.3.

6.3 Carrier profiles

Box 16 for carrier codes without a vendor account, and customer pickup. See section 4.4.

6.4 Packing wording

Box 8 for each unit of measure, one field per form language, and rules such as `BAG*`. See section 4.5.

6.5 Goods rows

Both options are off until you turn them on:

- **Box 7 counts pallets** instead of the load line quantity, from the warehouse work. A pallet with several items is counted once. A line not yet picked keeps its own quantity.
- **Group load lines into fewer rows**, always or only when they would not fit on one sheet. Group by item group, a warehouse filter code or filter group, the item, or the pallet. Each group value gets its own box 9 wording here.

Dangerous goods (ADR)

The extension cannot see which goods are dangerous. ADR needs one row per UN number. Only group loads with ADR goods if each UN number has a group of its own.

6.6 Templates & defaults

- **Text templates** for box 5 (documents attached), box 13 (sender's instructions) and box 19 (special agreements). Placeholders such as `{orderNumbers}` and `{sealNumber}` are filled per CMR, and phrases such as `{label:seal}` print in the form's languages. The page lists them all.
- **Languages** on the printed form, and whether to add the customer's language.
- **Box 14:** carriage paid or forward by default. The CMR suggests the other when the delivery terms point to it; you decide.
- **Date format, decimal separator, CSV separator.**
- **Product name language** for box 9 on transfer orders; empty follows the main language.
- **Time zone** of the load dates.

- **Copies** ticked by default.
- **Show colour bars**, **Word new units from D365**, and **Keep drafts for** a number of days.

6.7 Printing & PDF

Print as the page opens, printing without the dialog, and where PDFs go. See sections 5.6 to 5.8.

6.8 Share settings

Export and import settings, and what your organisation has set. See sections 2.4 and 4.8.

6.9 CMR register

Every CMR printed in this browser. See section 5.9.

6.10 Environment check

See section 4.2. **Full check** reads the complete list of D365 fields; use it when support asks for it. It can take minutes.

6.11 Licence

Status, trial, licence key and subscription. See chapter 3.

7. Troubleshooting and FAQ

7.1 Making and printing CMRs

What you see	What to do
There is no Create CMR button in D365.	It shows on All loads (with a load selected) and on a load opened from there, nowhere else. Reload the D365 page after installing or updating the extension. If it still does not show, check that the D365 site is added under Environments , and allowed if it is not on a dynamics.com address.
"No D365 tab is open" or "Open D365 and sign in".	Open D365 in a tab and sign in, then try again. Keep that tab open while you work.
"Your session has expired".	Go to the D365 tab, sign in again, and click Refresh from D365 .
The check or the CMR page waits a long time.	The D365 tab may be asleep. Click on the D365 tab once, then try again. To prevent it, add your D365 address under Never put these sites to sleep (Edge: Settings > System and performance; Chrome: Settings > Performance).
A box shows a note like "field not available in this environment".	Your D365 version does not have that field. Fill the box by hand for now, and run the environment check again after a D365 update.
Box 8 prints a unit code such as BAG10KG .	That unit has no wording yet. Add it under Packing wording , or a rule such as BAG* .
Box 1 or 16 is empty.	Box 1: add a sender profile for the load's warehouse, or mark one as default. Box 16: the load has no carrier vendor and no carrier profile matches its carrier code; add one under Carrier profiles .
Box 2 or 16 shows a three-letter country code such as BEL .	Your D365 has no ISO code on that address. Type the two-letter code in the box; for profiles, change it under the profile.
The coloured copy strips do not print.	Turn on Background graphics in the print dialog, under More settings .
No PDF was saved.	The notice on the CMR page says why. Usually the browser needs permission for the folder: click Print again and allow it, or choose Allow on every visit . With printing as the page opens, the browser cannot ask, so the first print of a session may have no PDF.
The environment check stops with "the message channel closed".	Update the extension. If it still happens, send the text of the error to support.

7.2 Licence

What you see	What to do
"Your trial has ended" or "Your licence has expired".	Buy a licence on pwscanit.com/cmr-consignment-note/ , or renew it under Settings > Licence > Manage subscription . Then enter the key, or click Refresh now .
"Your team licence is for another D365 environment" or "This team licence belongs to another D365 environment".	The licence was activated in another environment, for example production instead of a test environment. Each environment needs its own licence. Ask support@pwscanit.com if it was activated in the wrong one.
"All seats on this licence are in use."	Deactivate a browser that no longer needs it (Deactivate this browser in that browser), or ask whoever bought the licence for more users.
"A trial was already used for this email address or this D365 environment."	A trial runs once per email and per environment. Buy a licence, or activate the key you already have.
"That key or code is not valid."	Copy the key again from the email, all of it, starting with SIL- . If a sign-in code does not work, ask for a new one with Sign in with email .
"Open a D365 page first".	The licence is checked against the D365 environment. Open the CMR from D365, or fill in the D365 environment on the Licence tab.

What you see	What to do
The licence page says the licence could not be checked.	The extension keeps working offline for up to 14 days. Check that your network allows licence.pwscanit.com , then click Refresh now under Settings > Licence .

7.3 Frequently asked questions

Does the extension change anything in D365?

No. It only reads, with your own D365 session and permissions. Changes you make on the CMR stay on the CMR.

Where is my data kept?

In your browser: settings, drafts and the register. D365 data is never sent to us or to anyone else. Removing the extension deletes all of it.

Can two colleagues give out the same CMR number?

No. The number is the load ID, which is unique in D365, with **-1**, **-2** for a load going to several addresses.

Do we see each other's register?

No. Each browser keeps its own register. Save PDFs in a shared folder (section 5.8) if colleagues need to find each other's CMRs.

Can we use the licence on our test and production environment?

A licence covers one environment. Each environment where you make CMRs needs its own licence.

Does the extension check the CMR for us?

It flags empty required boxes and adds notes, but it does not check the content against the goods or the law. You check and sign the CMR (section 1.1).

7.4 Support

Send an email to support@pwscanit.com, or click **Report a problem** on the Licence tab. We answer within one business day. To help us help you quickly, include:

- a screenshot of the CMR page or the message;
- the load ID and what you expected to see;
- the extension version, and the **Plain-text report** of the environment check when a field is missing.

The notes on the CMR usually tell us where to look. Do not send us D365 data you may not share; a screenshot with the problem is enough.

Appendix A. Where each box comes from

This table shows how the extension fills each box of the IRU-model CMR for a load with sales orders. Every box can be changed on screen before printing. Field names are the names of D365's data entities, for whoever looks it up in D365.

Box	Title on the form (English)	Filled from
1	Sender	Sender profile from the settings, chosen by the load's site and warehouse.
2	Consignee	Delivery address of the sales order; an address on the order line wins over the header. If there is none, the customer's delivery address, with a note.
3	Place of delivery of the goods	Postcode, city and country of that address.
4	Place and date of taking over the goods	City of the sender profile. Date from the load's ETD , or else its scheduled ship date, in the time zone from the settings.
5	Documents attached	Text template from the settings, with the order numbers, load ID and customer reference.
6	Marks and numbers	Load ID, sales order number, customer reference.
7	Number of packages	Load line quantity, or the number of pallets when box 7 counts pallets.
8	Method of packing	Wording for the load line's unit of measure, or the pallet wording when box 7 counts pallets.
9	Nature of the goods	Sales order line description, or the item number if there is none. A grouped row shows its group's wording.
10	Statistical number	Left blank on purpose.
11	Gross weight in kg	Net weight of the item times the quantity, plus the tare weight, per row. A load that makes one CMR uses the load's total.
12	Volume in m ³	The load's actual volume, when the load makes one CMR.
13	Sender's instructions	Text template from the settings.
14	Payment for carriage	Default from the settings (carriage paid or forward). A suggestion from the delivery terms is offered; you decide.
15	Cash on delivery	Blank, filled in by hand.
16	Carrier	The load's carrier vendor with its address; otherwise a carrier profile for the carrier code; otherwise blank. License plates when known.
17, 18, 20	Successive carriers, carrier's reservations, to be paid by	Blank, filled in by hand.
19	Special agreements	Text template from the settings.
21	Established in ... on ...	Sender city and the date of printing.
22 to 24	Signatures	Blank, for the sender, the carrier and the consignee.

Transfer orders (goods moved between your own warehouses) are filled differently:

Box	For a transfer order
2	A sender profile set up for the receiving warehouse; without one, the receiving address of the transfer order.
3	The same address, with its ISO country code.
5, 6	The transfer order number where a sales order number would be. There is no customer reference.
7	Load line quantity, or the pallets of the transfer pick work.

Box	For a transfer order
9	The product name in the language set under Templates & defaults , or another name it has, or the item number, with a note.
14	Default from the settings, with a suggestion from the transfer order's delivery terms.

Two rules worth knowing. **A load going to several addresses** makes one CMR per address, and each CMR adds up its own weights instead of using the load's total. **Lines share a CMR** when the name, street, postcode, city and country in box 2 are the same.

Appendix B. Glossary

Term	Meaning
CMR	Consignment note for international road transport under the CMR convention (Convention on the Contract for the International Carriage of Goods by Road).
IRU model	The standard layout of the CMR form with 24 numbered boxes, published by the International Road Transport Union.
Copies	The four colours of the CMR: red for the sender, blue for the consignee, green for the carrier, black for administration.
D365 F&O	Microsoft Dynamics 365 Finance & Operations, including Supply Chain Management.
Environment	One D365 installation with its own address, for example a test or a production environment. A licence covers one environment.
Load	A D365 warehouse load: the goods that leave together on one truck. One CMR is made per delivery address on the load.
Sender profile	Your company's name, address, VAT number and logo as printed in box 1, per warehouse.
Carrier profile	Name and address for box 16, for a carrier code without a vendor account in D365.
Packing wording	The words printed in box 8 for a unit of measure, in each form language.
Draft	Your changes to a CMR, kept in the browser until you print, discard them, or they expire.
CMR register	The list of every CMR printed in this browser, with a copy of each CMR as it printed.
Environment check	A check of which D365 fields your environment has, run once per environment and after a D365 update.
Licence key	The key from your purchase email, starting with SIL- .
Seat	One place on a team licence. Each browser that uses the licence takes one; a team licence has up to 10.
Offline grace	The time the extension keeps working when the licence server cannot be reached: up to 14 days.
ADR	The European agreement on the transport of dangerous goods by road.

Appendix C. Quick reference

I want to	Do this
Make a CMR	D365: Warehouse management > Loads > All loads , select the load, Create CMR .
Make CMRs for a whole day	Extension icon, A day's dispatch , choose the date, Open the day's CMRs .
Change a box	Click in the box and type.  D365 puts the D365 value back.
Print in other languages once	Languages of this CMR above the sheet.
Get new data from D365	Refresh from D365 (your changes stay), or Discard draft to start again.
Print	Tick the copies, Print or Ctrl+P, Background graphics on.
Find or reprint a CMR	Settings > CMR register , Find , Open , Print again or Save PDF .
Start the trial	Start free trial on the CMR page or under Settings > Licence .
Activate the licence	Enter licence key , or Sign in with email under Settings > Licence .
Free this computer's place	Settings > Licence > Deactivate this browser .
Invoices, users, cancel	Settings > Licence > Manage subscription .
Share the setup	Settings > Share settings > Download settings file .
Get help	support@pwscanit.com, answer within one business day.

CMR consignment note for D365 F&O 1.1.0. Copyright (c) 2026 PW Scan IT BV, trading as Scan It Labs. All rights reserved. Prices and terms: pwscanit.com/cmr-consignment-note/.