MAGENTO 2 OMNIVA MODULE USAGE INSTRUCTIONS
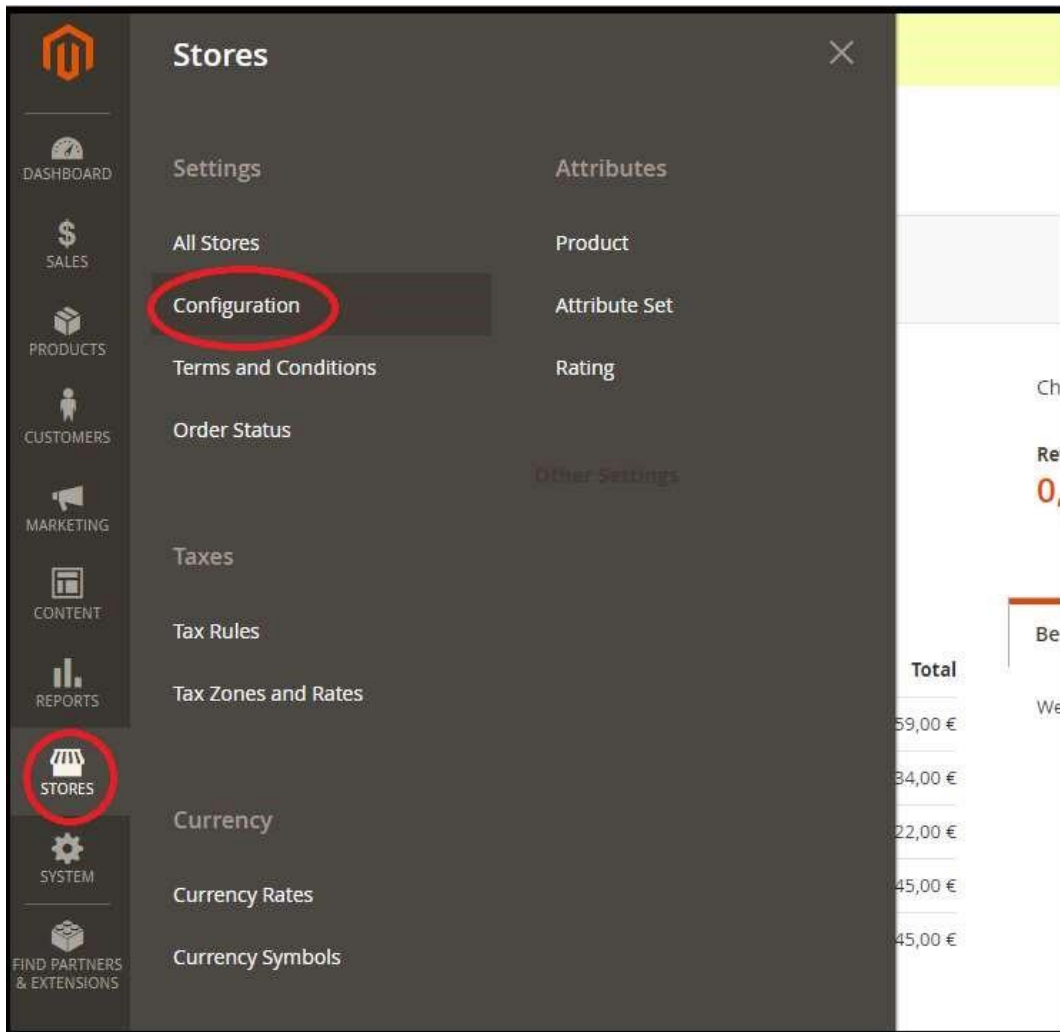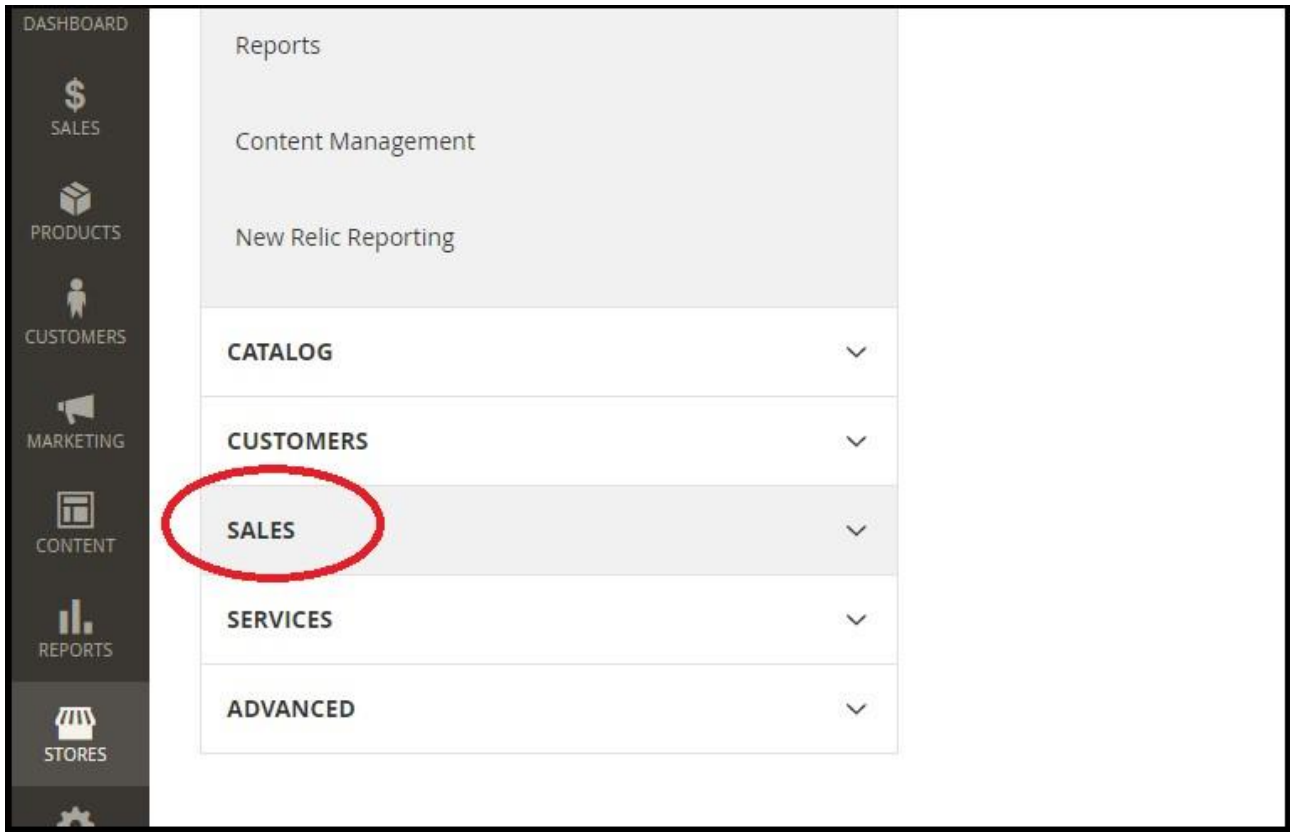
Content

This guide is intended to explain how the Omniva plugin works in Magento 2.1 - 2.4. Also, help you understand how to perform basic plugin settings and how to manage Omniva shipment orders.
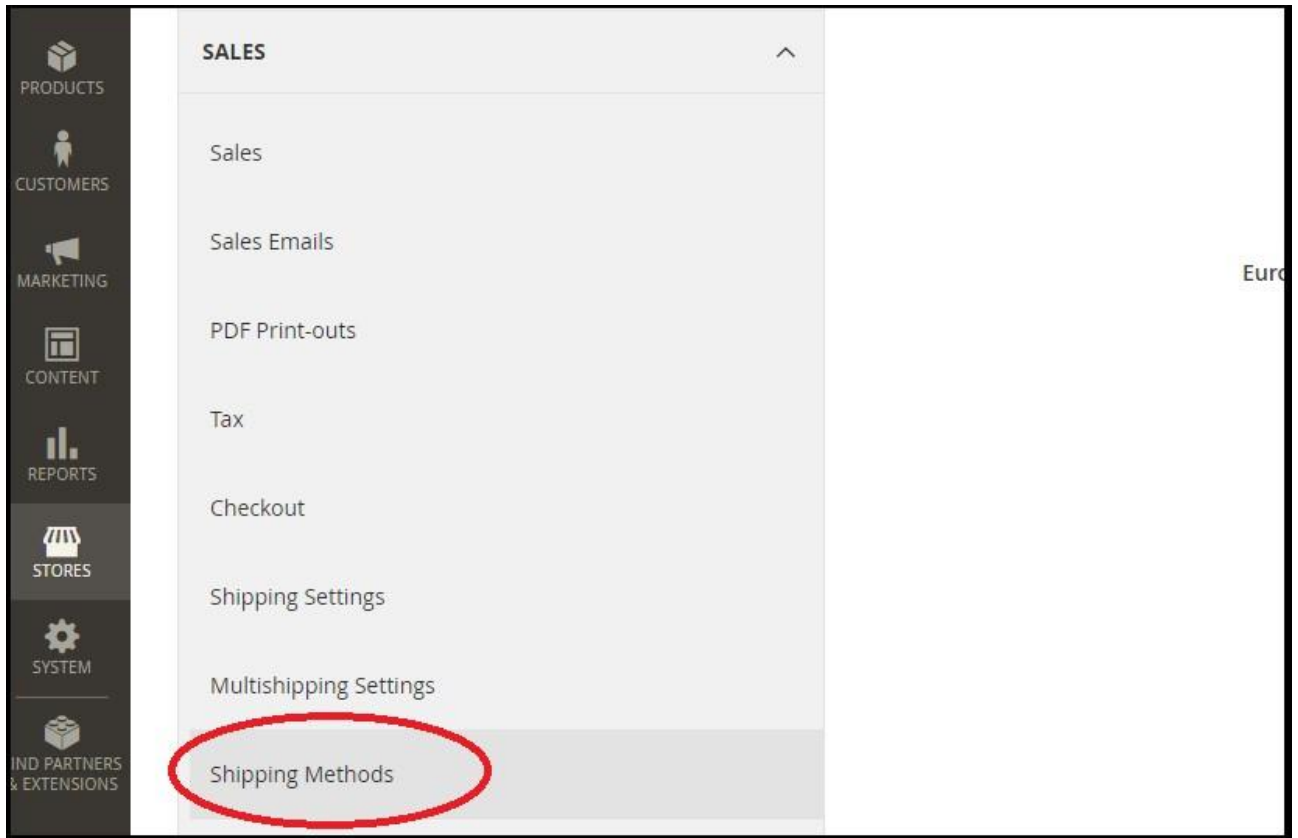
Omniva plugin settings

- To perform basic settings for the Omniva plugin, navigate to the button named STORES and select the box to the right named CONFIGURATION:

In the new field that opens, select the section named SALES:

- Click the SALES button to select SHIPPING METHODS:

- When a new window opens, you will see the OMNIVA section next to all other existing couriers. This section is just below the bottom of the window. Here are the key adjustments to the Omniva plugin:

Omniva

Enabled for Checkout [website]	Yes ☐ Use system value
Title [store view]	Omniva ☑ Use system value
User ID [website]	******
Password [website]	******
Gateway URL [website]	https://edixml.post.ee ☑ Use system value
Company name [website]	Test Mijora
Bank account number [website]	LT***********
Company street address [website]	Test str.
Company city [website]	Test city
Company postcode [website]	41001
Company country code [website]	LT
Company phone [website]	+37060000000

- In the first four fields, the system will ask you to enter the URL, user ID, and password. You should obtain the following information from the Omniva manager:

Title [store view]	Omniva
User ID [website]	******
Password [website]	******
Gateway URL [website]	https://edixml.post.ee

- Enter your company details in the lines below:

Company name [website]	Test Mijora
Bank account number [website]	LT************
Company street address [website]	Test str.
Company city [website]	Test city
Company postcode [website]	41001
Company country code [website]	LT
Company phone [website]	+37060000000

- Once you have entered the above information, you will need to enter the following information in the other fields:
1. The name of the courier that will be displayed on the website.
2. Shipping cost by courier.
3. Shipping price using shipping terminals.
4. Earliest pick-up time.
5. Latest pick-up time.
6. Choose a pick-up method from your company. There are two options: on arrival by courier or via the parcel terminal.
7. Identify shipping methods. Again: courier and / or parcel terminal.

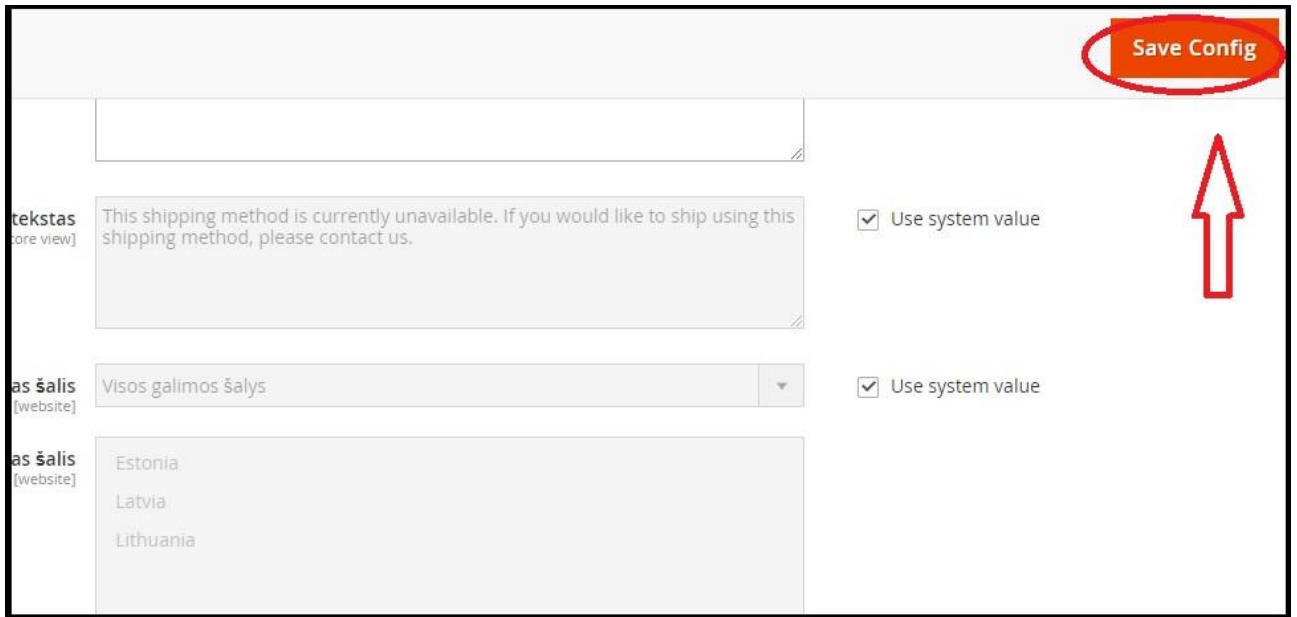|			
Pick up from store type [website]	Courier	▼	☑ Use system value
Maximum Package Weight [website]	150		☑ Use system value
Free Shipping Amount Threshold [website]	Disable	▼	
LT Courier shipping price [store view]	2		
LT Parcel terminal shipping price [store view]	2		
LV Courier shipping price [store view]	2		
LV Parcel terminal shipping price [store view]	2		
EE Courier shipping price [store view]	2		
EE Parcel terminal shipping price [store view]	2		
EE Courier Plus shipping price [store view]			
Combine labels [store view]	Yes	▼	
Allowed Methods [website]	Courier Parcel terminal Courier Plus		☑ Use system value

- The last window will automatically mark the three active countries: Lithuania, Latvia and Estonia. If you have online stores in these countries, these settings apply equally.

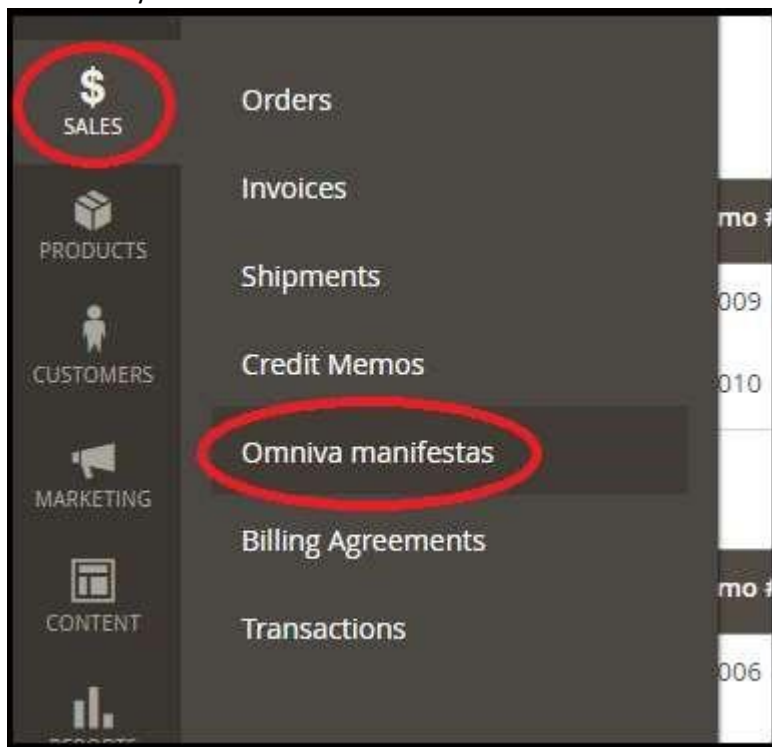|	
Ship to Specific Countries [website]	Estonia Latvia Lithuania

- After making all the settings, click the Save config button in the right corner of the screen. Clicking this button will save all updated information and settings:

Review orders

- To view all orders for Omniva Courier, select the SALES button in the main window of the Magento 2 system and click on the **Omniva Manifest**:

- In the new window that opens, you will see the history of all orders broken down by date. This will make it easier for you to process Omniva shipment orders. In this window you can:

1. To print each label individually or to print all at once, click the Print Labels button below. Clicking Generate Labels will re-generate new shipment labels and assign new tracking numbers.

2. Also, a daily manifest can be printed, which must be signed by the courier. You can print it by clicking the button labeled Print Manifest below.

Omniva manifest

New orders

	Order #	Shipping method	Tracking	Label history	Manifest generation date
☐	000000003	Parcel terminal: Kelmés MAXIMA Vytauto Didžiojo paštomatas, Kelmés r. sav., LT	-	-	

2022-02-04 09:49

	Order #	Shipping method	Tracking	Label history	Manifest generation date
☐	000000004	Parcel terminal: Naujosios Akmenés ELIMART paštomatas, Akmenés r. sav., LT	CE517016935EE	CE517016935EE PU 2022-02-18 12:00:31	2022-02-04 09:49:08

Print manifest   Print labels   Generate labels

Calling a courier

You can call the courier by going to the list of all orders and clicking Call Omniva

Order review

When you open an Omniva order, you can view the selected parcel terminal and change it (if the order is not closed). You can also see the history of sticker generation.

Payment Information

Check / Money order

The order was placed using EUR.

Omniva siuntų terminalas: Pasvalio MAXIMA Avižonio paštomatas, Pasvalio r. sav., LT

Omniva lipdukų istorija

Barkodas	Paslauga	Generavimo data
CE509085055EE	PU	2022-02-07 14:25:24

Shipping & Handling Information

Track Order

Omniva - Parcel terminal 2,00 €