OMNIVA PLUGIN
FOR SHOPIFY PLATFORM
manual

omniva

CONTENTS

omniva

LOGIN

Plugin download link: https://apps.shopify.com/omniva-shipping-1.

To login, fill in the login form:

- Web service URL

  (link: https://edixml.post.ee/epmx/services/messagesService),

- Web service key,

- Web service password

Click Login.

omniva

SETTINGS

To start using the plugin, you need to fill in your information in the Settings tab.
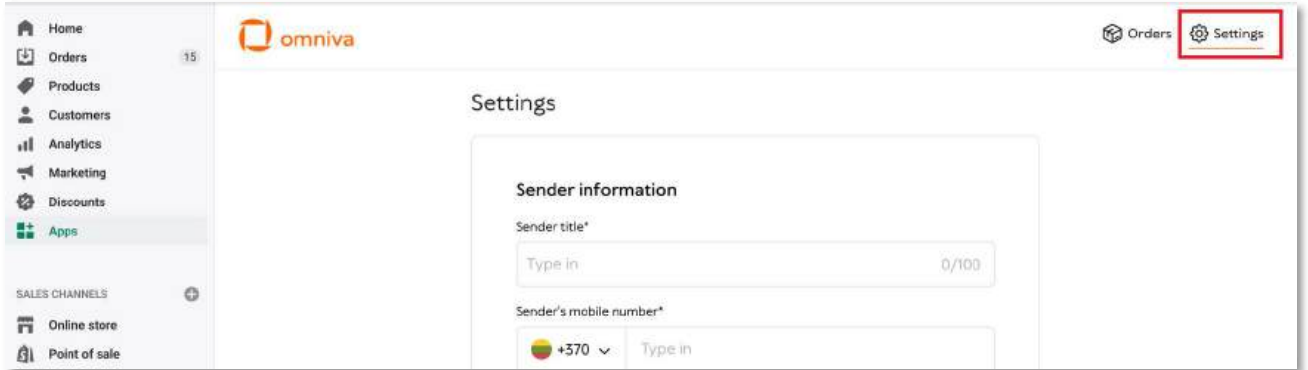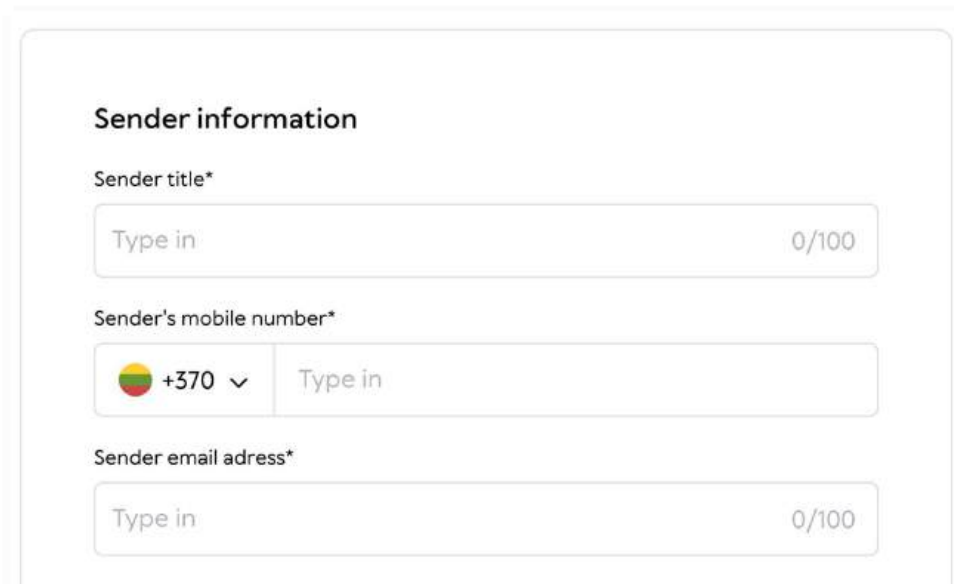

Senders' information:

- Sender title;
- Sender's mobile number;
- Sender email address.

omniva

Senders address:

- Country,
- City,
- Address,
- Post code.

SHIPPING AND DELIVERY SETTINGS

Shipping methods

You can choose how to ship your orders:

- By courier → the courier will come to pick up the package at the address specified by the sender, which was specified by you.
- By parcel machine → you will deliver the parcel yourself to the parcel machine.
- By sorting center → you will deliver the parcel to the sorting center yourself.

omniva

Price list after choosing a courier service:

- Courier name → OMNIVA courier is displayed in the Check-out window.
- Shipping cost → the price of the shipping service for the buyer.
- Minimum free shipping cost → the minimum price from which the delivery of the order will be free for the buyer.
  Depending on the country, you can disable/enable pricing. Active slider.

Pricing for courier

Courier title *

Type in

🟢 **Lithuania**   Active ⬤

Shipping price   Minimum price for free shipping

| Type in | € | Type in | € |

Leave blank if you want to disable free shipping

🔴 **Latvia**   Active ⬤

Shipping price   Minimum price for free shipping

| Type in | € | Type in | € |

Leave blank if you want to disable free shipping

🔵 **Estonia**   Active ⬤

Shipping price   Minimum price for free shipping

| Type in | € | Type in | € |

Leave blank if you want to disable free shipping

omniva

Price list after selecting the parcel machine service:

- Parcel machine name → OMNIVA mail machine, displayed in the Check-out window.
- Shipping cost → the price of the shipping service for the buyer.
- Minimum free shipping cost → the minimum price from which the delivery of the order will be free for the buyer.

    Depending on the country, you can disable/enable pricing. Active slider.

Pricing for parcel machine

Parcel machine title *

> Type in

🇱🇹 Lithuania   Active ⬤

Shipping price   Minimum price for free shipping

| Type in | € | Type in | € |

Leave blank if you want to disable free shipping

🇱🇻 Latvia   Active ⬤

Shipping price   Minimum price for free shipping

| Type in | € | Type in | € |

Leave blank if you want to disable free shipping

🇪🇪 Estonia   Active ⬤

Shipping price   Minimum price for free shipping

| Type in | € | Type in | € |

Leave blank if you want to disable free shipping

omniva

Standard package measurements

Default sizes

Package measurements ⓘ   Maximum size is 38x64x39 cm.

| Lenght | Width | Height | cm |

Weight ⓘ

| 0,56 | kg |

Pick-up addresses

Pickup addresses   ➕ Add new address

1 address

Country*

🇪🇪 Estonia

City*   Post code*

Tallinn   12345

Address*   Mobile number*

Stasiuko stasiaus g.   +37103201203

🔘 Use as a default   🗑 Delete

omniva

Labels:

If the checkbox is selected → Order is executed when manifest is generated (automatically order is executed when manifest is generated).

When the order is marked as Fulfilled, a notification is sent (by email to the buyer) that the goods are ready for shipment with a tracking link.

omniva

Select which page to open after clicking the tracking link (first box) →
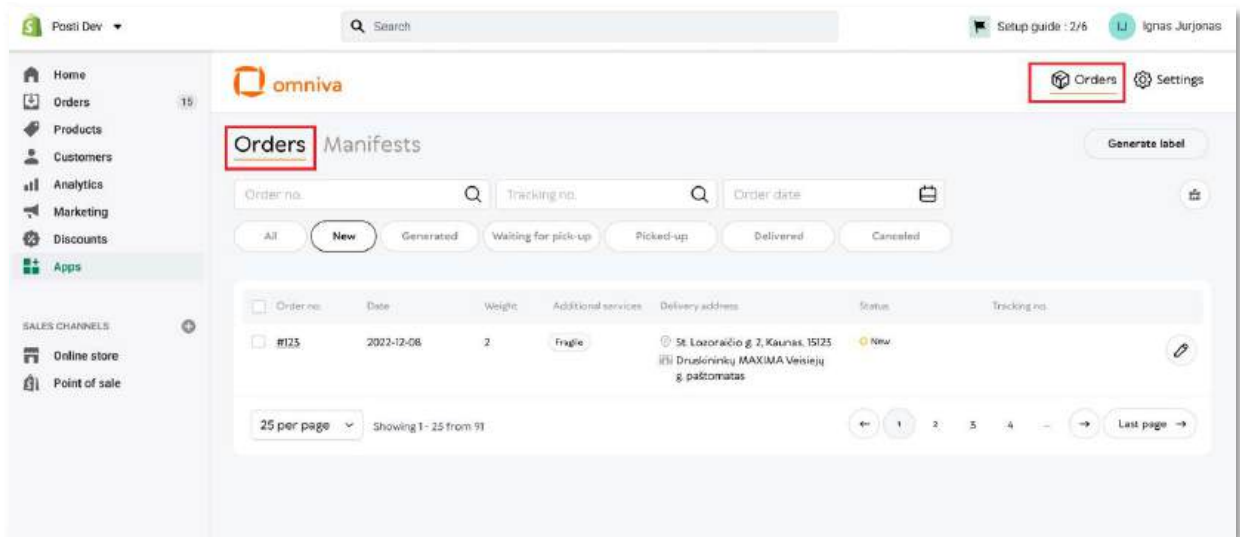select the language of the page where the shipment will be tracked:

Manifest (second box) → Select the language of the manifesto:
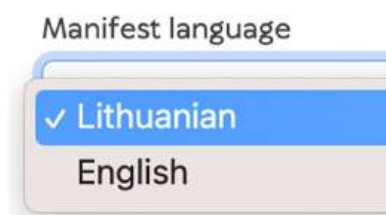
ORDERS

Orders preparation for shipment

You can view all orders by going to the Orders page and clicking on the Orders button in the upper right corner:

1. Select all orders in the page;

2. Order no. – order number;

3. Date – order creation date;

4. Weight - parcel's weight;

5. Additional services – COD (cashless on delivery), Fragile;

6. Delivery address - parcel's delivery address;

7. Status - Order status:

   o   New – New order;

   o   Generated – Generated labels;

   o   Waiting for Pick-up – Courier is called (manifest is done);

   o   Picked-up – Courier has Picked-Up the shipment;

   o   Delivered – Order is delivered;

   o   Cancel – Order is canceled.

omniva

| 1.	2.	3.	4.	5.	6.	7.
☐	Order no.	Date	Weight	Additional services	Delivery address	Status
☐	#123	2022-12-08	2		⊙ St. Lozoraičio g. 2, Kaunas, 15123 ⊞ Druskininkų MAXIMA Veisiejų g. paštomatas	◯ Generated

Filtering

1. Order number;
2. Tracking number;
3. Order date;
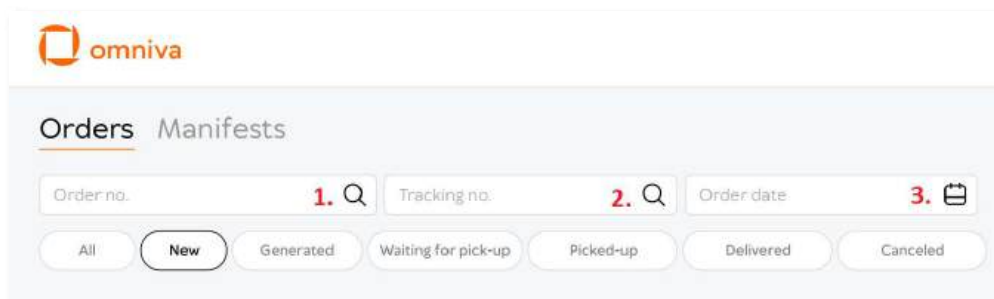
You can filter orders based on their status:

1. For all orders, click the All button;

2. For orders with a status of New, click the New button;

3. For orders with a generated manifest/label (Generated), click the Generated button;

4. For orders that waiting for the arrival of the courier (Waiting for pick-up), press the Waiting for pick-up button;

5. Orders that are picked up by the courier (Picked-up), click the Picked-up button;

6. Delivered orders, press the Delivered button;
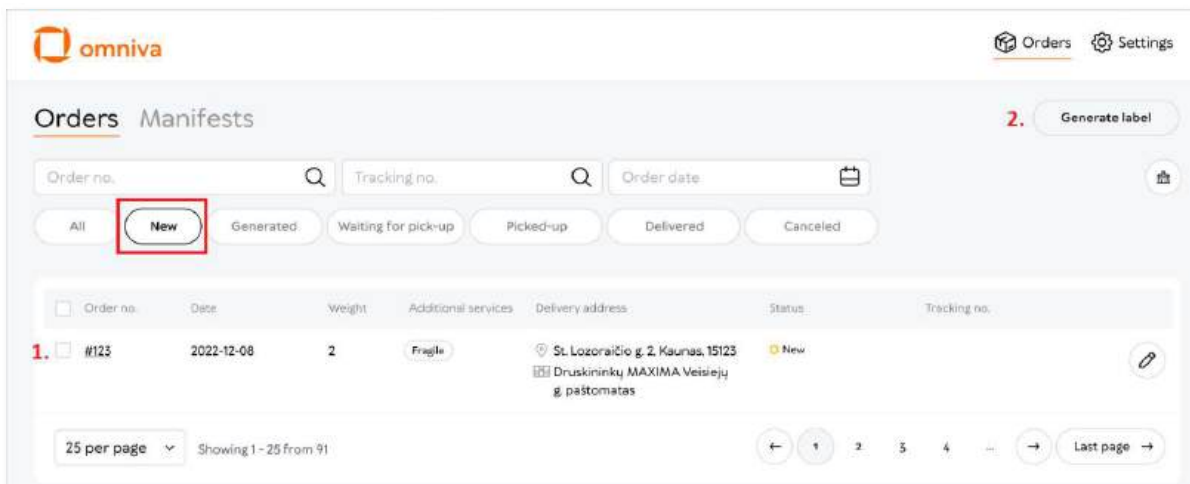
7. Canceled orders, press the Canceled button.

omniva
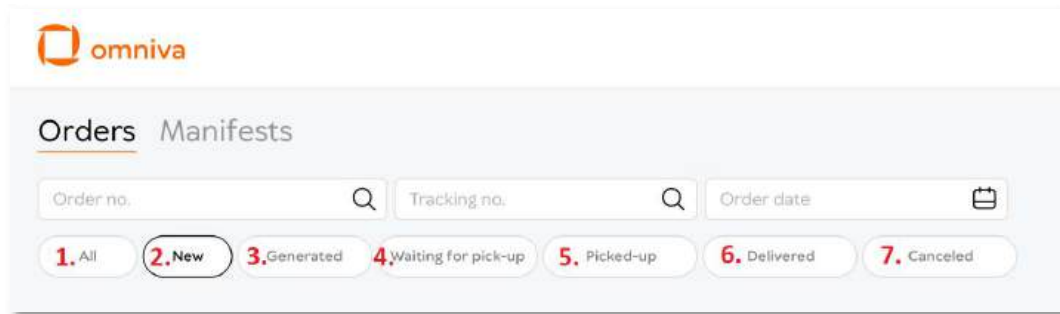
To clear the selected filters, click the button on the right:
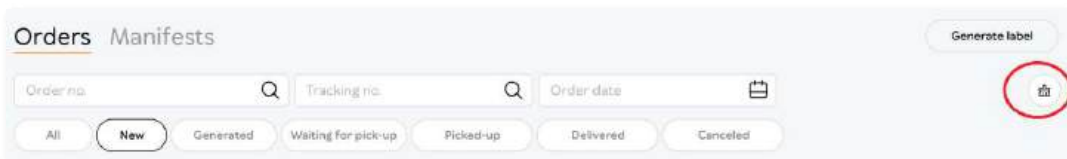
Orders management

In case of new orders in the New section, you can create manifests/label.
Mark the orders in the check boxes and then click the Generate Label
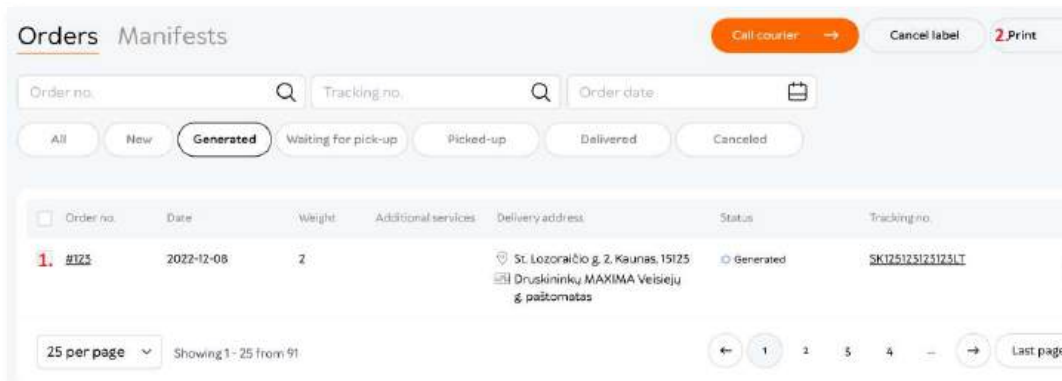button:

Once the manifest/label is created, the status of the order changes from
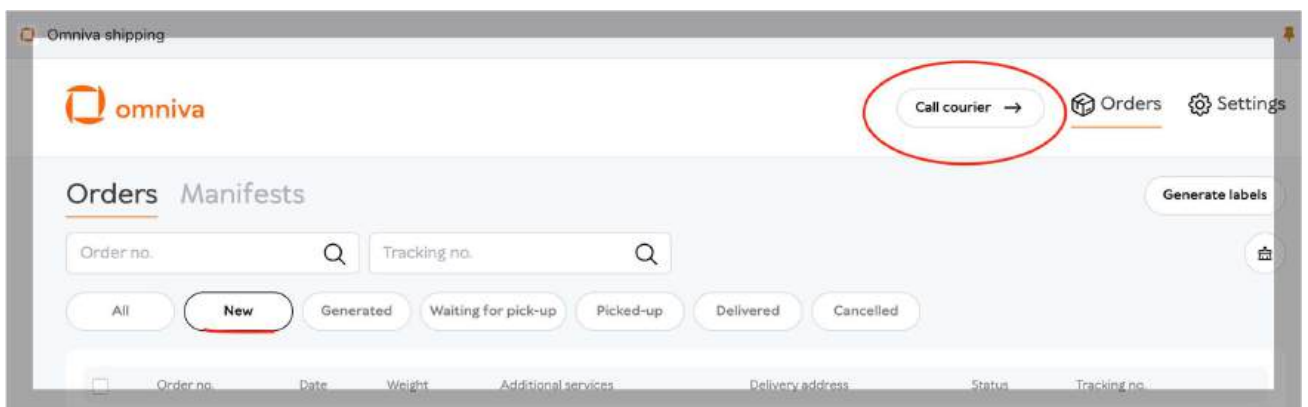New to Generated.

omniva

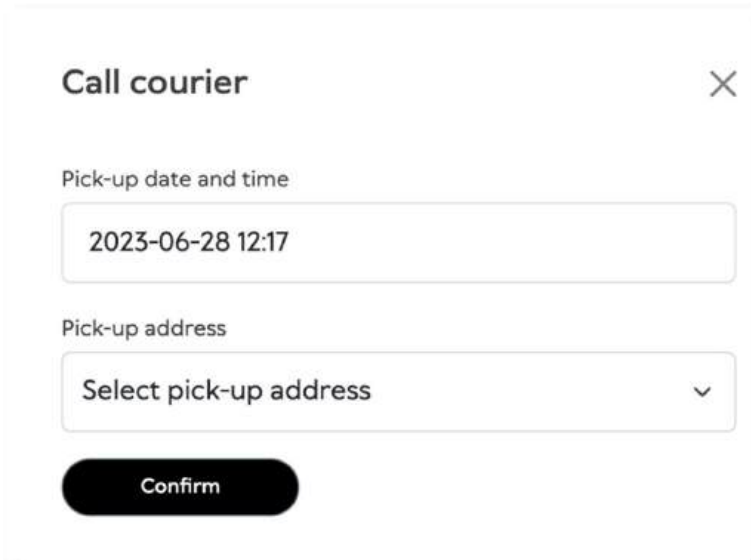To cancel orders, select the orders in the checkboxes and click the Cancel label button.
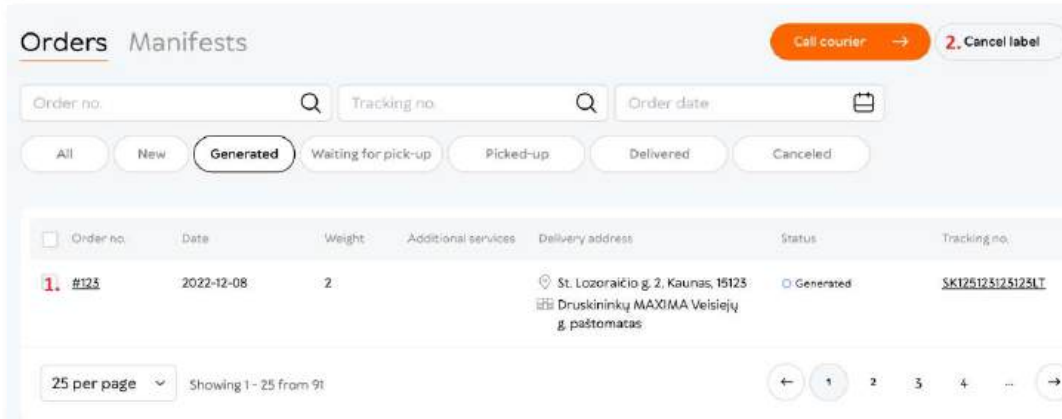
Print the sticker after selecting the orders in the check boxes by pressing the Print button:

To call a courier, you need to select orders in the marked boxes and press the Call Courier button:

omniva

You have the opportunity to choose the date and time of picking up the parcels, to confirm the call, press the Confirm button:
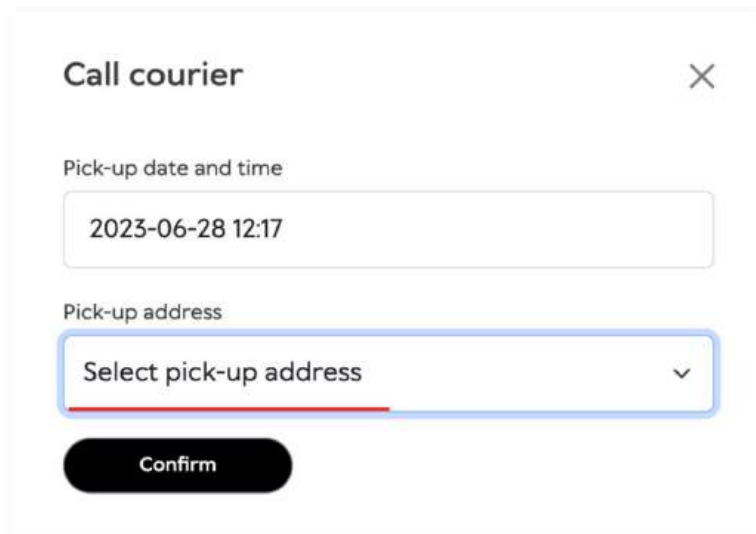
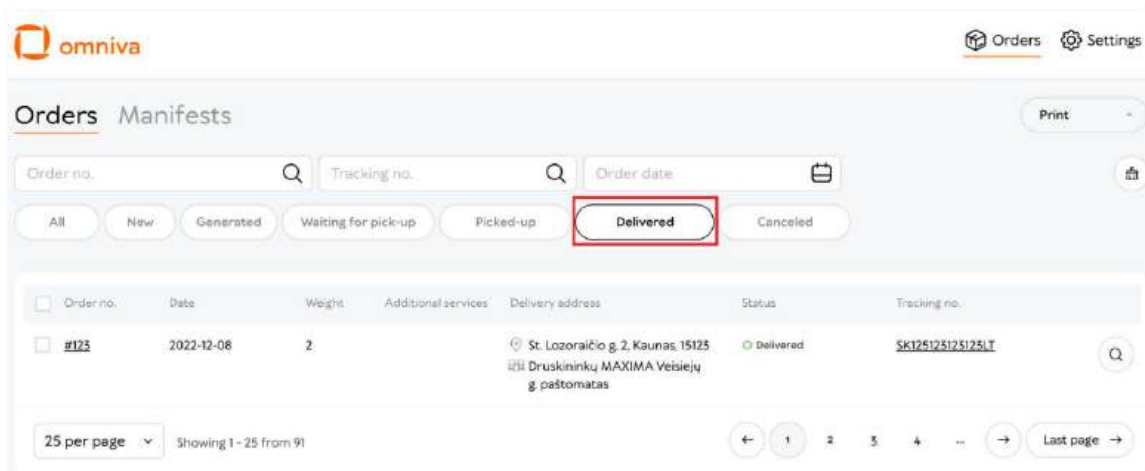Possibility to choose the sender's Pick-up address:

omniva

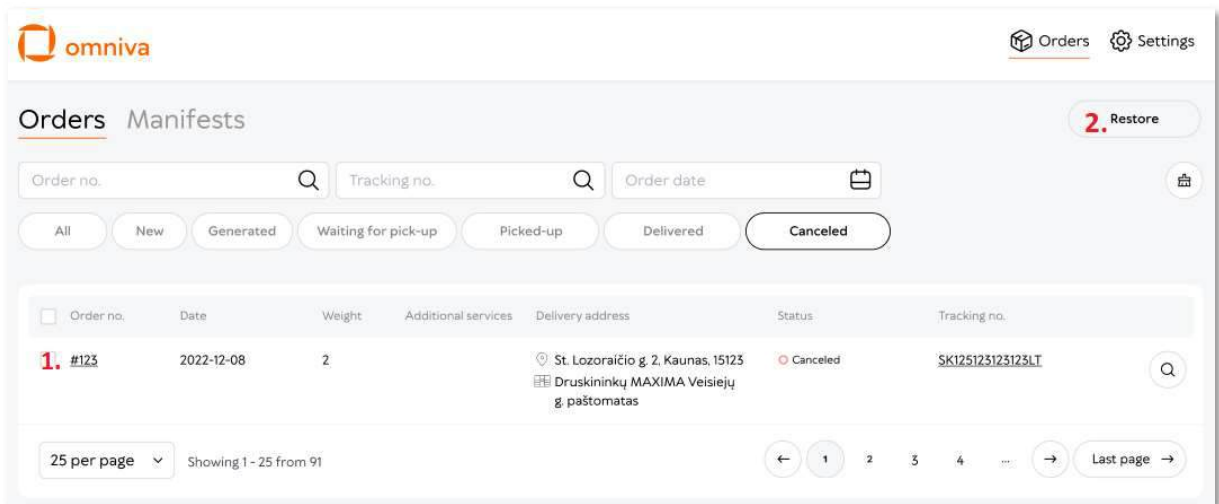After calling the courier, the order status changes to Waiting for pick-up:
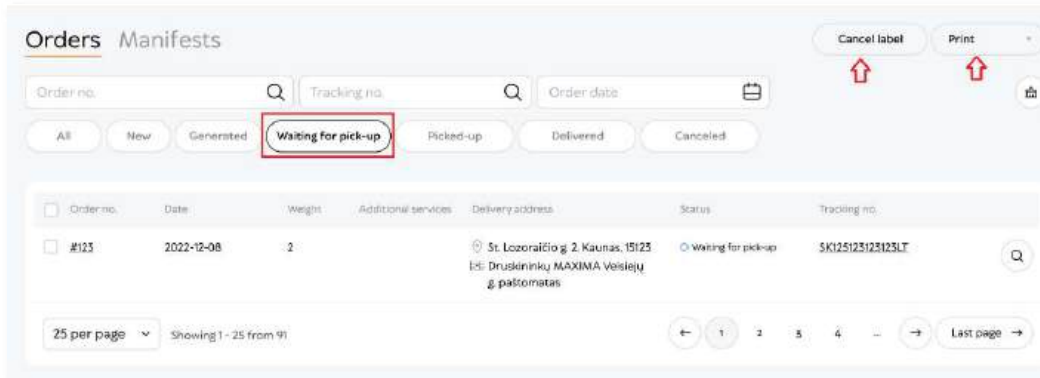
After the courier picks up the package, the order status changes to Picked-up:
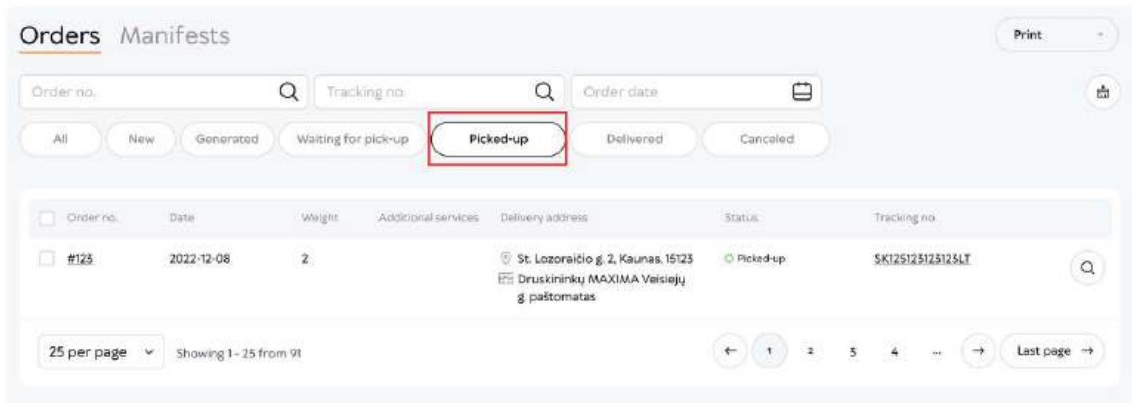
When the shipment is delivered, the order status changes to Delivered:

omniva

In the Canceled column, you will see all canceled orders that were canceled by clicking the Cancel Label button. In this section you can restore orders (eg: if the order had a New status before it was canceled, after the restore step it will also have a New status and will be in the new orders section). You can restore orders by selecting the checkboxes and clicking the Restore button:
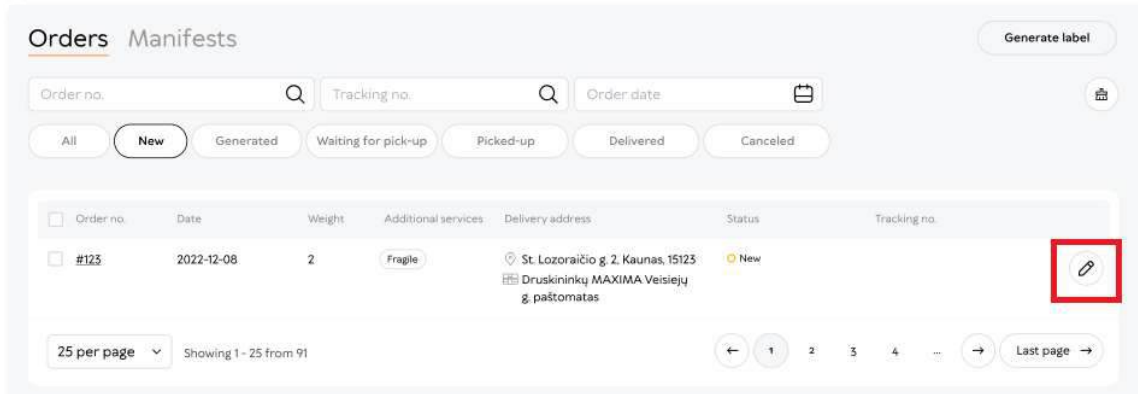
EDITING ORDERS

You can edit orders with New status:

If the delivery of the order is by courier, after clicking the Pencil button, you will see an editing form with fields:

1. Delivery type;
2. Order weight;
3. Quantity;
4. Pick-up address;
5. E-mail - buyer's e-mail;
6. Phone number – buyer's phone number;
7. COD (cashless on delivery) - pay on delivery.

After completing the editing steps, press the Save button (Save, 8) to save the order data. Click the [<] (Back, 9) button to return to the orders page.

omniva

If the delivery method of the order is by mail, after pressing the Pencil button you will see an editing form with fields:

1. Delivery type;
2. Order weight;
3. Delivery address;
4. Parcel machine address;
5. E-mail - buyer's e-mail;
6. Phone number – buyer's phone number;
7. COD (cashless on delivery) - pay on delivery.

omniva

After completing the editing steps, press the Save button (8) to save the order data. Click the [<] (Back, 9) button to return to the orders page.

omniva

View orders

<u>You can view an order when the status is:</u>
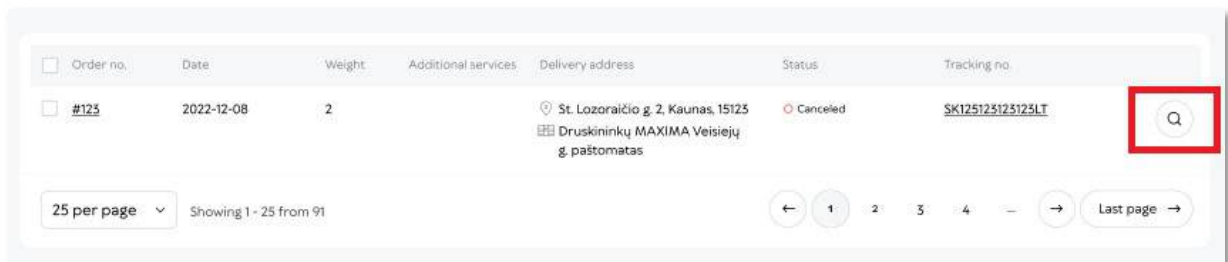
Generated (Label created);

Waiting for pick-up (Awaiting courier pick-up);

Picked-up (Order taken);

Delivered (The shipment has been delivered);

Cancelled;

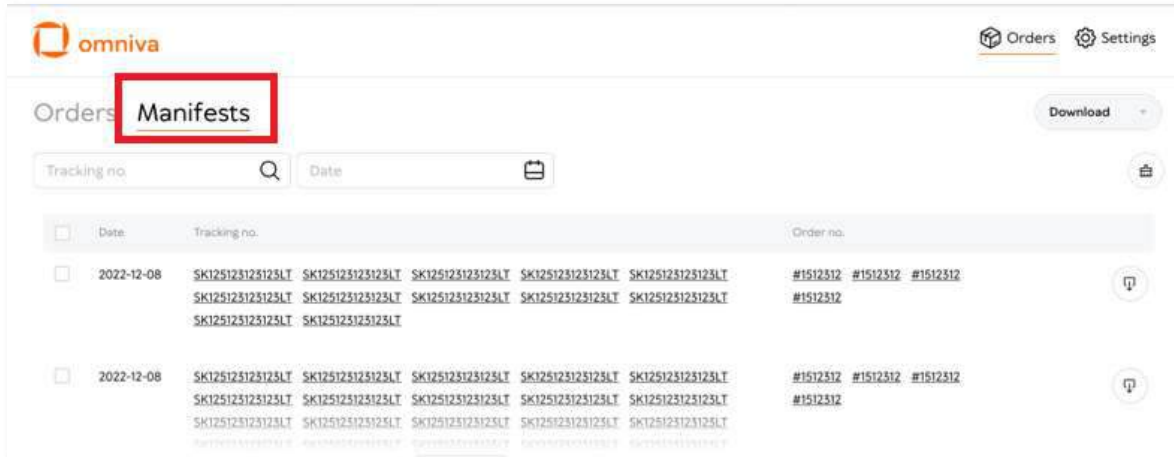And click the Magnifying glass sign button on the right:

omniva

MANIFESTS

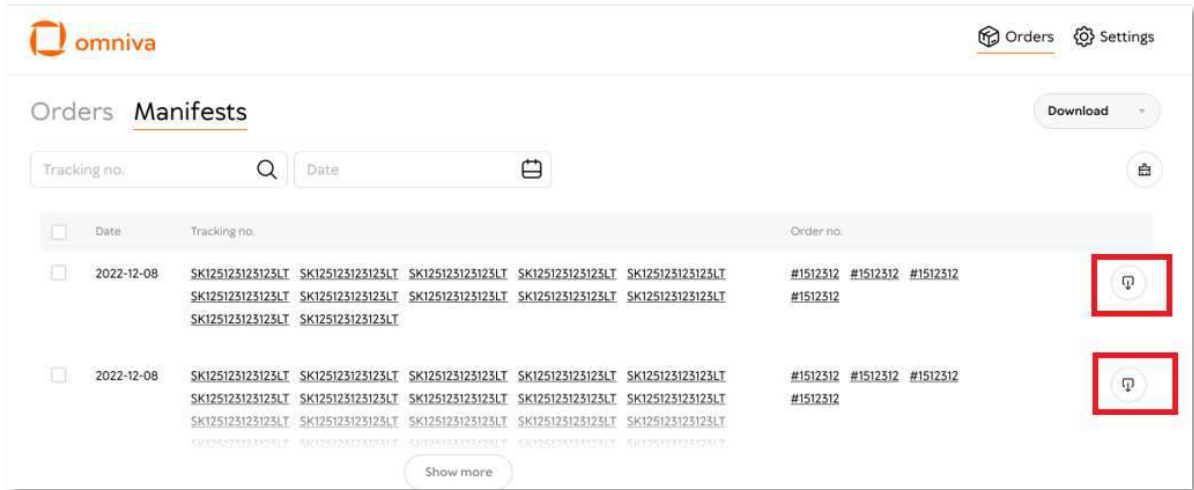When the courier is invoked, the manifest is automatically created at the same time:

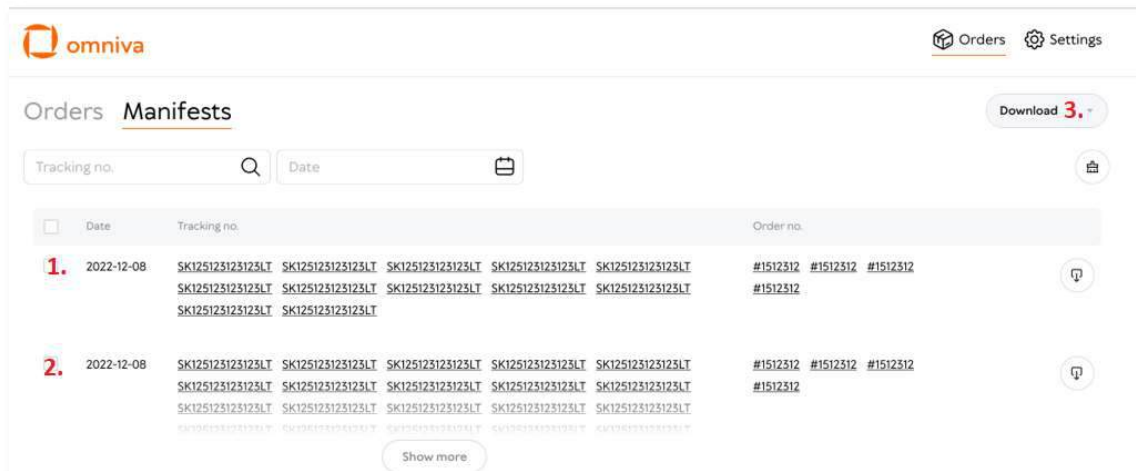

You can filter manifests by:

1. By tracking number – according to the tracking number of the shipment;
2. By Date.

omniva

You can download one manifesto at a time by clicking the button on the right:

You can also download several manifestos by checking them in the checkboxes (1) and pressing the Download button (3):

Support by e-mail:
LT – integracijos@omniva.lt
LV – sales@omniva.lv
EE – ariklient@omniva.ee

omniva