MAGENTO 2 OMNIVA MODULE USAGE INSTRUCTIONS

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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:

(Stores		×		
DASHBOARD	Settings	Attributes			
\$ SALES	All Stores	Product			
*	Configuration	Attribute Set			
PRODUCTS	Terms and Conditions	Rating			Ch
CUSTOMERS	Order Status				Re
					0,
	Taxes				
CONTENT	Tax Rules			720	Be
REPORTS	Tax Zones and Rates			Total	We
STORES				53,00 € 84,00 €	
*	Currency			22,00 €	
SYSTEM	Currency Rates			45,00 €	
FIND PARTNERS & EXTENSIONS	Currency Symbols			45,00€	
					3

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

DASHBOARD	Reports		
D SALES	Content Management		
PRODUCTS	New Relic Reporting		
	CATALOG	~	
MARKETING	CUSTOMERS	~	
	SALES	~	
REPORTS	SERVICES	~	
	ADVANCED	~	
*			

• Click the SALES button to select SHIPPING METHODS:

PRODUCTS	SALES	^	
	Sales		
	Sales Emails		E
	PDF Print-outs		
	Tax		
	Checkout		
STORES	Shipping Settings		
SYSTEM	Multishipping Settings		
ID PARTNERS EXTENSIONS	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:

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	+3706000000	

• 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:

Omniva

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]	+3706000000

- 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]		✓ 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.

[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:

			Save Config
tekstas core view]	This shipping method is currently unavailable. If you would like to ship using this shipping method, please contact us.	Use system value	Â
as šalis [website]	Visos galimos šalys	Use system value	
as šalis [website]	Estonia Latvia Lithuania		

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.



2022-02-04 09:49

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

MARKETING CONTENT	▼ ID	Purchase Point	Purchase ↑ Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Allocated sources	Signifyd Guarantee Decision
	Actions 💌	4 record	ls found				20 🔻	per page	<	1	of 1 >
	Search by keyword		Q		•	Filters	● Defa	ult View 🔻	🔅 Colur	nns 🗸 🔤	🛓 Export 🔻
SALES								Create Ne	w Order	Call	Omniva
DASHBOARD											
	Orders								Q	#3	👤 admin 🗸

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 €