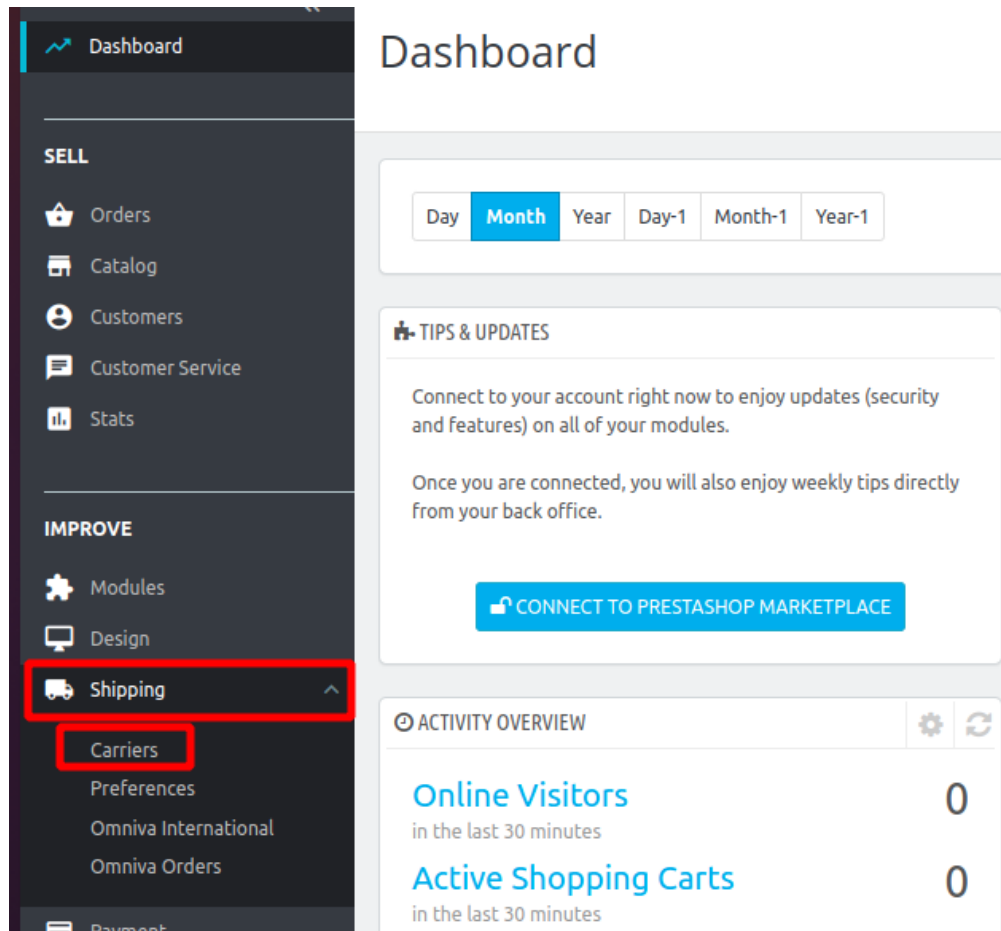


PRESTASHOP 1.6-1.7 OMNIVA MODULE INSTRUCTIONS



This manual is intended to explain how the Omniva PRESTASHOP plugin works. Also it will help you understand how basic plugin settings are performed and how Omniva shipment orders are administered.

OMNIVA SETTINGS

- To perform basic settings for the Omniva plug-in, navigate to the button labeled **Shipping** and select the box on the right called **Carriers**:



- In the new field that opens, select one of the delivery methods (courier or parcel terminal). Each of these options has an Omniva logo and an **Edit** button:

<input type="checkbox"/>	29	Parcel terminal		1-2 business days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	<input type="button" value="Edit"/>
<input type="checkbox"/>	31	Courier		1-2 business days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9	<input type="button" value="Edit"/>

- When a new window opens, you will see the first step to enter the following details:
 1. Courier Name: Enter the desired courier name.
 2. Delivery Time: Specify how long the shipments will be delivered to customers.
 3. Uploading the logo: Here you can upload the Omniva logo.
 4. Provide a link to track the shipment.
 5. After entering the data, click **Next**.

Courier

Cancel He

LOGO

omniva

1 General settings 2 Shipping locations and costs 3 Size, weight, and group access 4 Summary

* Carrier name Courier

* Transit time 1-2 business days It

Speed grade 0

Logo Choose a file

Format: JPG, GIF, PNG. Filesize: 8.00 MB max. Current size: undefined.

Tracking URL https://www.omniva.it/verslo/siuntos_sekimas?barcode=@

for example: 'http://example.com/track.php?num=@' with '@' where the tracking number should appear.

Previous Next Finish

- In the second step, make the following settings:
 1. Add additional costs, if any.
 2. Determine if the customer can choose free shipping.
 3. Payment method: price or weight.
 4. If there are additional charges, they must also be set.
 5. Mark your bidding options by country.
 6. Click **Next**.

Courier

Cancel Help

The screenshot shows the 'Shipping locations and costs' configuration step. The interface includes a progress bar at the top with four steps: 1. General settings, 2. Shipping locations and costs (current step), 3. Size, weight, and group access, and 4. Summary. On the left, there is a logo placeholder for 'omniva'. The main content area contains several settings:

- Add handling costs:** YES (selected), NO
- Free shipping:** YES, NO (selected)
- Billing:** According to total price, According to total weight (selected)
- Tax:** No tax (selected)
- Out-of-range behavior:** Apply the cost of the highest (selected)
- Ranges:**

Will be applied when the weight is	>=	kg	0.000000
Will be applied when the weight is	<	kg	1000.000000

- In the third step, provide the following information:
 1. Enter the maximum allowable pack sizes.
 2. Select the maximum allowable package weight.
 3. Next to GROUP RIGHTS: Do not change anything, leave the original settings.
 4. Click **Next**.

The screenshot shows the 'Size, weight, and group access' configuration step. The progress bar at the top highlights step 3. The main content area includes:

- Maximum package width (cm):** 0
- Maximum package height (cm):** 0
- Maximum package depth (cm):** 0
- Maximum package weight (kg):** 0.000000
- Group access:**

<input type="checkbox"/>	ID	Group name
<input checked="" type="checkbox"/>	1	Visitor
<input checked="" type="checkbox"/>	2	Guest
<input checked="" type="checkbox"/>	3	Customer

At the bottom right, there are three buttons: 'Previous', 'Next' (highlighted with a red box), and 'Finish'.

- In the fourth step, you will see a summary of all the settings you have made:
1. Click **Finish** and the settings will be made.

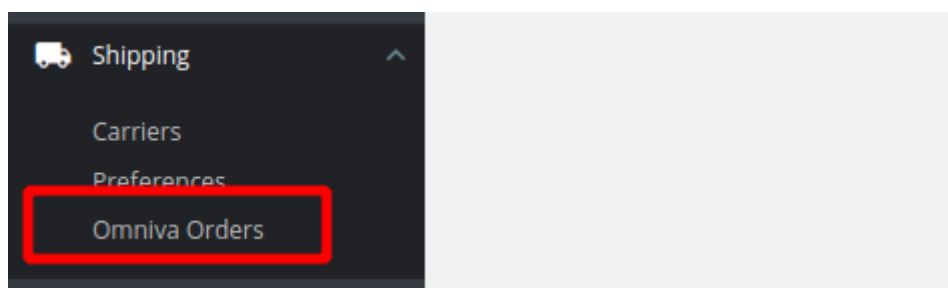
The screenshot shows the 'Summary' step of a carrier configuration process. At the top, there are four progress indicators: '1 General settings', '2 Shipping locations and costs', '3 Size, weight, and group access', and '4 Summary'. The main content area is titled 'CARRIER NAME: COURIER' and contains the following text:

This carrier is not free and the transit time is **1-2 business days**.
Shipping costs are calculated according to the weight and the tax rule No tax will be applied.
This carrier can deliver orders from **0.000000 kg** to **1000.000000 kg**. If the order is out of range, the behavior is to **apply the cost of the highest defined range**.
This carrier will be proposed for those delivery zones:
Africa
Asia
Central America/Antilla
Europe
Europe (non-EU)
North America
Oceania
South America
And it will be proposed for those client groups:
Visitor
Guest
Customer

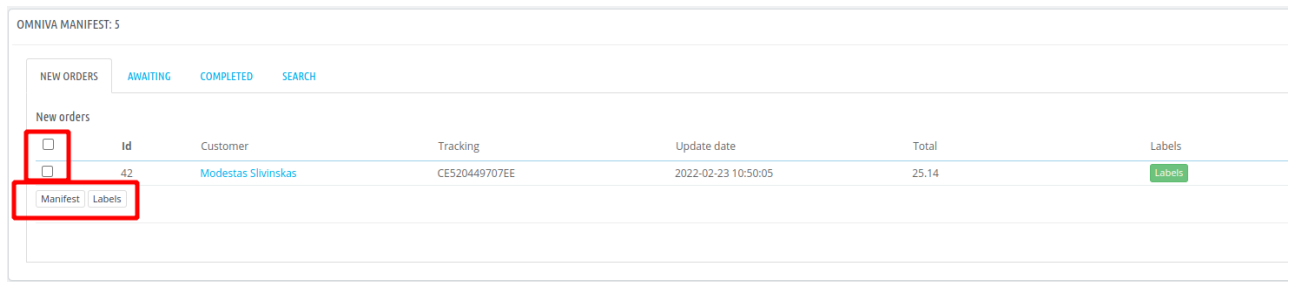
Below the text, there is a control panel with an 'Enabled' label and three buttons: 'YES' (highlighted with a red box), 'NO', and 'Enabled'. At the bottom right, there are three buttons: 'Previous', 'Next', and 'Finish'.

VIEWING OMNIVA ORDERS

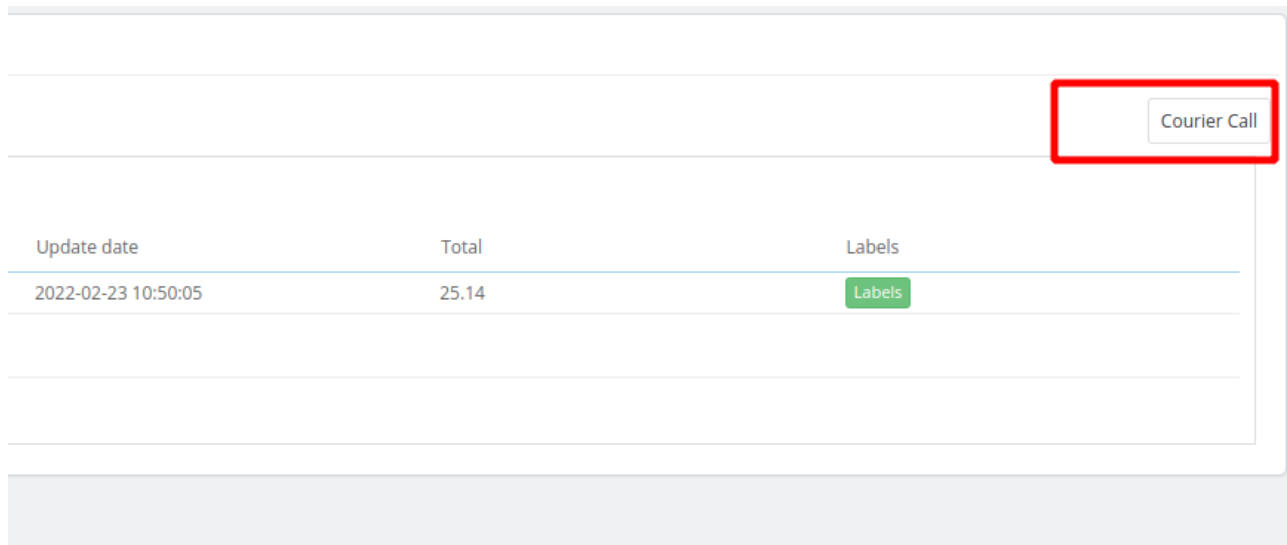
- To view all orders for an Omniva courier, select the DELIVERY button in the main window of the Prestashop 1.7 system and click on **Omniva Orders**:



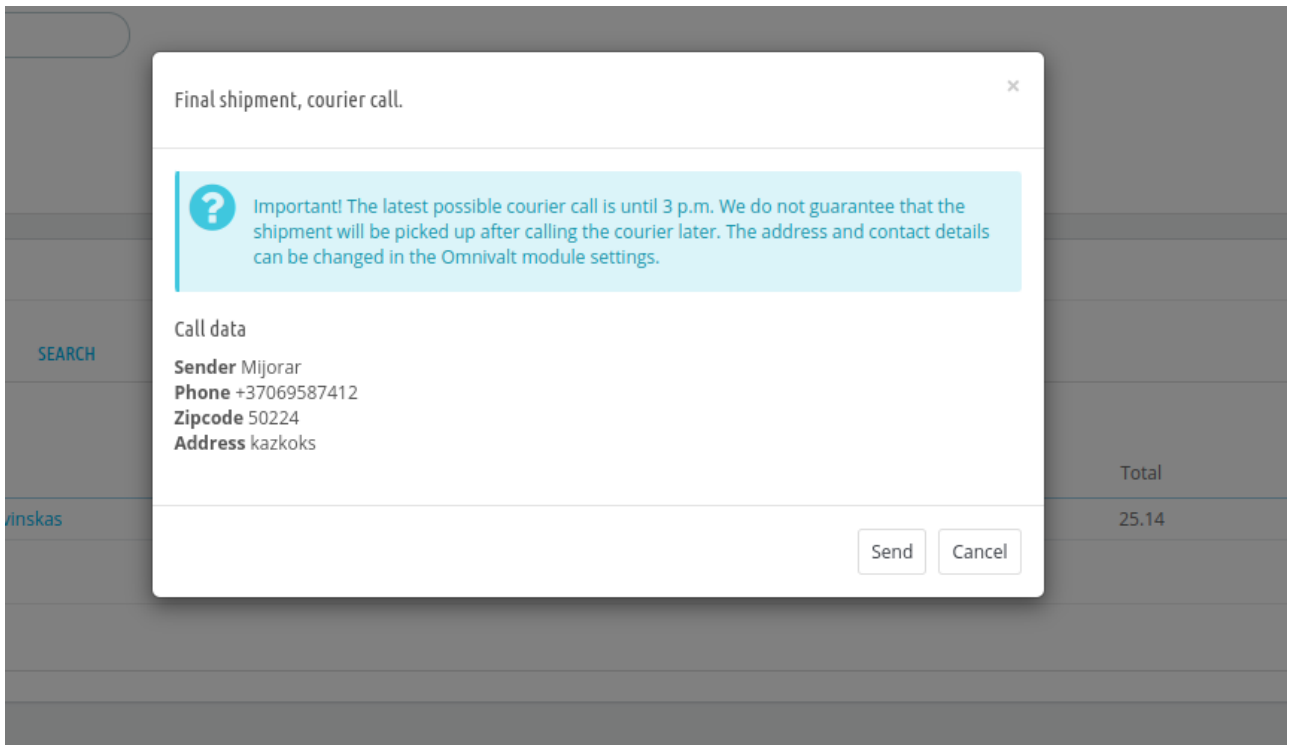
- In the new window that opens, you will see the history of all orders broken down by:
 1. New Orders - all newly generated customer orders.
 2. Pending - orders waiting for confirmation to be sent by courier.
 3. Finished - orders that have been processed and handed over to the courier.
 4. Search - this section allows you to search for orders by: date, tracking number and customer name.
- Next to the *NEW ORDERS* You can print the stickers one by one or all together by checking the box . You can also generate a manifest.



- After generating labels and manifest, you can call the courier by pressing the **Courier Call** button:



- An additional window will appear asking you to confirm the courier call. Click **Send**



OMNIVA SHIPMENT

First you need to find the order that was placed by delivery by selecting one of the Omniva couriers. At the bottom of the order page you will find the Omniva shipment table. You should check the information entered and if you need to change anything, click **Save** after the changes:

Orders
#42 MXLTWHKT from Modestas Silvinskas €25.14 02/21/2022 at 11:46:29

Recommended Modules and Services Help

1200 Add

Send message

Omniva Shipping

Packets: 1 Weight: 0.3

C.O.D.: No C.O.D. amount: 25.14

Carrier: Parcel terminal

Parcel terminal: Kauno MAXIMA Krėvės 108 paštomatas (Kauno m. sav. V. Krėvės pr. 108)

Save

After saving the information, you can generate labels by clicking "Generate label":

Omniva Shipping

Packets: 1 Weight: 0.3

C.O.D.: No C.O.D. amount: 25.14

Carrier: Parcel terminal

Parcel terminal: Kauno MAXIMA Krėvės 108 paštomatas (Kauno m. sav. V. Krėvės pr. 108)

Save

Generate label

After generating the labels, an additional table "**Omniva labels history**" will appear next to this table, where you will see information about each label generation for this order and you will be able to print the labels of the respective generation by clicking "**Print labels**":

Packets: 1 Weight: 0.3

C.O.D.: No C.O.D. amount: 25.14

Carrier: Parcel terminal

Parcel terminal: Kauno MAXIMA Krėvės 108 paštomatas (Kauno m. sav. V. Krėvės pr. 108)

Save

Omniva Labels History

Tracking numbers	Service Code	Date
CE518909682EE	PA	2022-02-21 11:46:30
CE518938644EE	PA	2022-02-21 12:11:50
CE520449707EE	PA	2022-02-23 10:50:05

Label printing

Print labels

Print labels

Print labels