

OMNIVA PLUGIN
FOR SHOPIFY PLATFORM
manual

omniva

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LOGIN

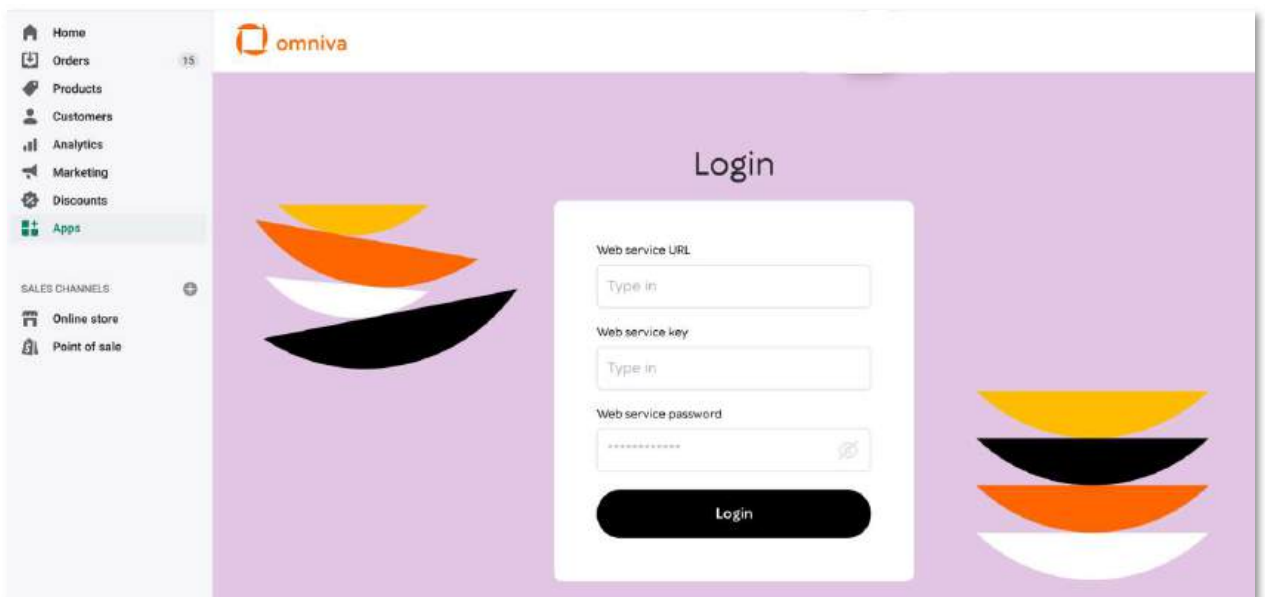
First step, login into Your Shopify account <https://shopify.com/>.

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.

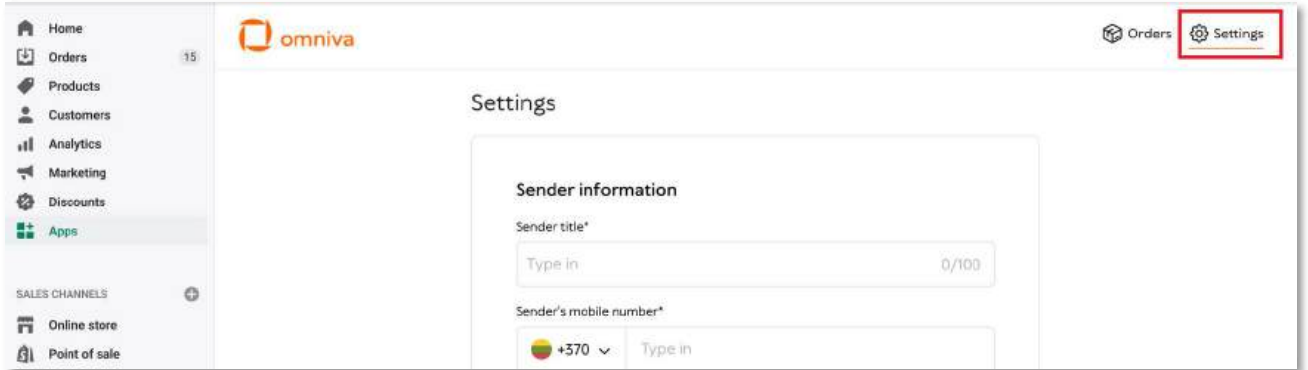


The screenshot shows the Omniva login interface within a Shopify app. On the left is a navigation sidebar with icons for Home, Orders (15), Products, Customers, Analytics, Marketing, Discounts, and Apps. Below this are 'SALES CHANNELS' for Online store and Point of sale. The main content area has a purple background with the Omniva logo (a stylized sun with yellow, orange, and black segments) on the left and right. In the center, the word 'Login' is displayed above a white form. The form contains three input fields: 'Web service URL' (with 'Type in' placeholder), 'Web service key' (with 'Type in' placeholder), and 'Web service password' (with a masked field and an eye icon). A black 'Login' button is at the bottom of the form.

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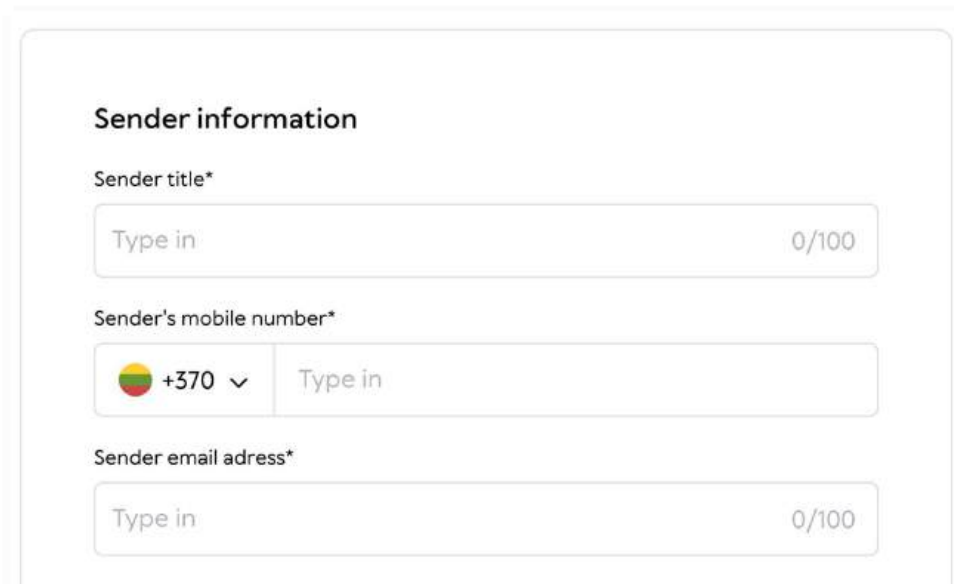
SETTINGS

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.

A close-up view of the 'Sender information' form. It features three input fields. The first is 'Sender title*' with a 'Type in' placeholder and a '0/100' character count. The second is 'Sender's mobile number*' with a dropdown menu showing '+370' and a 'Type in' field. The third is 'Sender email adress*' with a 'Type in' placeholder and a '0/100' character count.

Senders address:

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

Sender 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.

Available services

Send by*

omniva

Shipping service rates


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 *

 Lithuania Active

Shipping price €

Minimum price for free shipping €


Leave blank if you want to disable free shipping

 Latvia Active

Shipping price €

Minimum price for free shipping €

Leave blank if you want to disable free shipping

 Estonia Active

Shipping price €

Minimum price for free shipping €

Leave blank if you want to disable free shipping

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 *

 **Lithuania** Active

Shipping price €

Minimum price for free shipping €


Leave blank if you want to disable free shipping

 **Latvia** Active

Shipping price €

Minimum price for free shipping €

Leave blank if you want to disable free shipping

 **Estonia** Active

Shipping price €

Minimum price for free shipping €

Leave blank if you want to disable free shipping

Standard package measurements

Default sizes

Maximum size is 38x64x39 cm.

Package measurements ⓘ

Lenght	Width	Height	cm
--------	-------	--------	----

Weight ⓘ

0,56	kg
------	----

Pick-up addresses

Pickup addresses + Add new address

1 address

Country*

City*

Post code*

Address*

Mobile number*

Use as a default Delete

Additional settings

Additional settings

Labels

Fulfill the order when a label is generated
Automatically fulfill orders when a label is generated. This option does not work if the 'Allow terminal changes after fulfillment' option is enabled.

Choose which page to open when clicked on the tracking link

Omniva.lt (LT) ▼

Manifest

Manifest language

Lithuanian ▼

Labels:

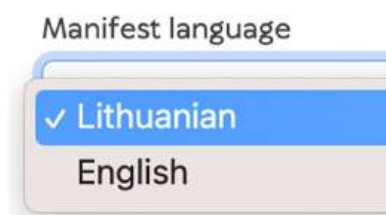
If the checkbox is selected → Order is executed when manifest is generated (automatically order is executed when manifest is generated).

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.

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



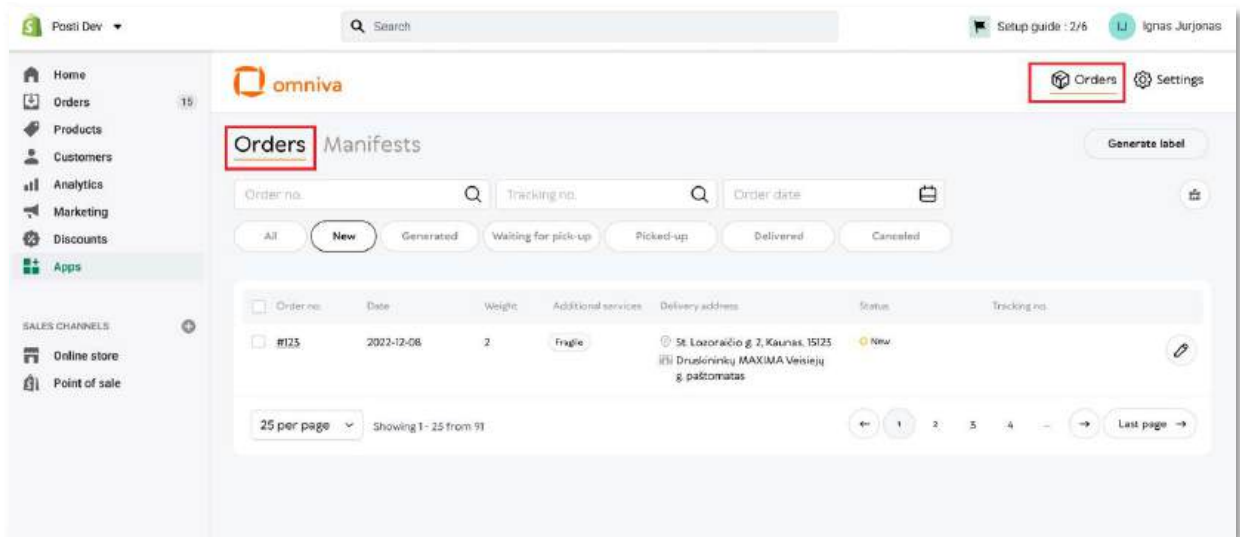
Manifest (second box) → Select the language of the manifesto:



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:

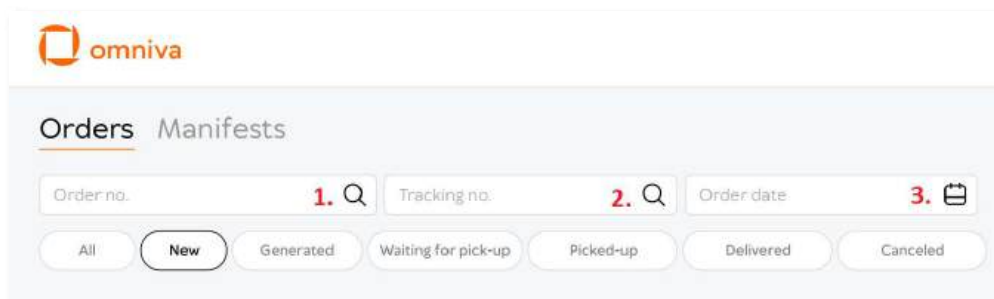


1. Select all orders in the page;
2. Order no. – order number;
3. Date – order creation date;
4. Weight - parcel's weight;
5. Additional services – COD (cashless on delivery), Fragile;
6. Delivery address - parcel's delivery address;
7. Status - Order status:
 - New – New order;
 - Generated – Generated labels;
 - Waiting for Pick-up – Courier is called (manifest is done);
 - Picked-up – Courier has Picked-Up the shipment;
 - Delivered – Order is delivered;
 - Cancel – Order is canceled.

1.	2.	3.	4.	5.	6.	7.
<input type="checkbox"/>	Order no.	Date	Weight	Additional services	Delivery address	Status
<input type="checkbox"/>	#123	2022-12-08	2		St. Lozoraičio g. 2, Kaunas, 15123 Druskininkų MAXIMA Veisiejų g. paštomatas	Generated

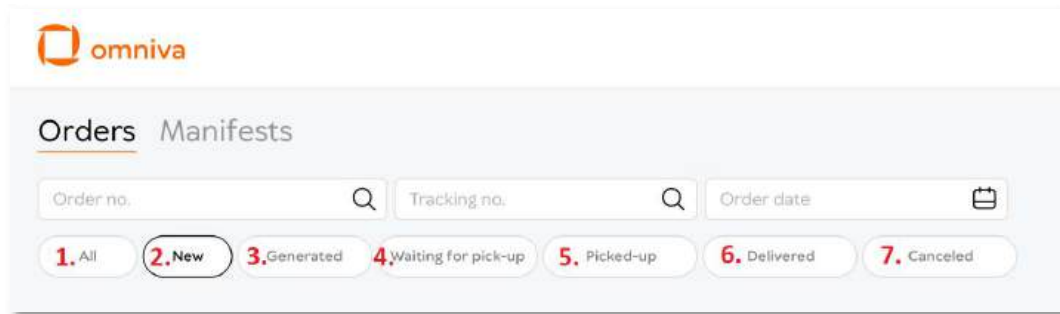
Filtering

1. Order number;
2. Tracking number;
3. Order date;

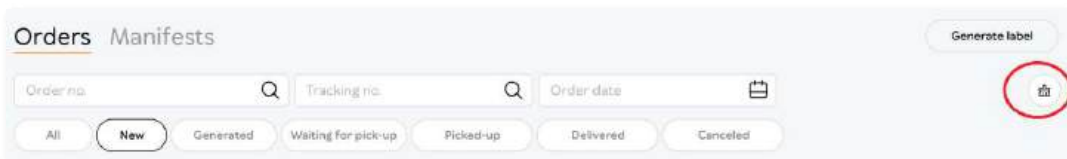


You can filter orders based on their status:

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.

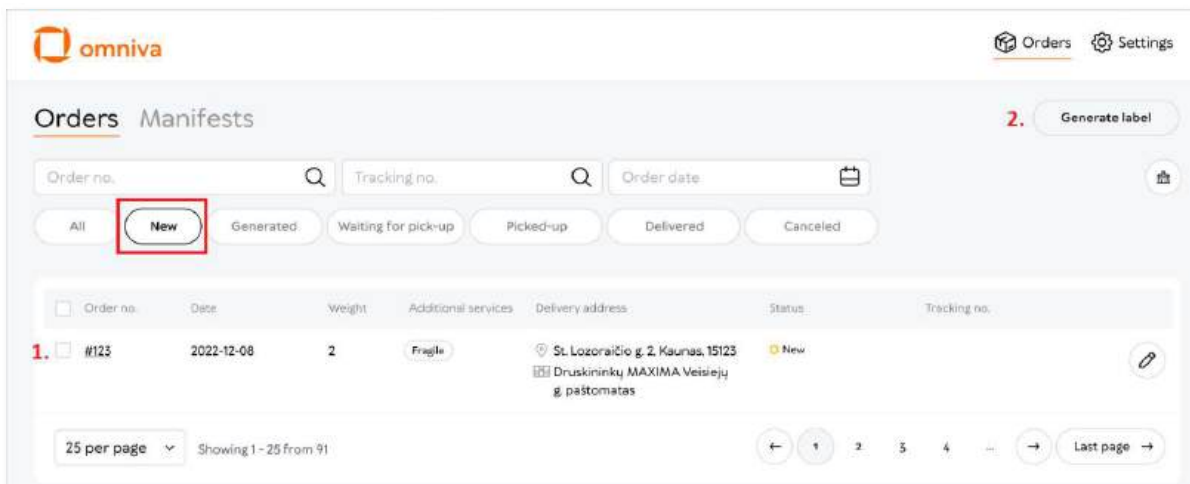


To clear the selected filters, click the button on the right:



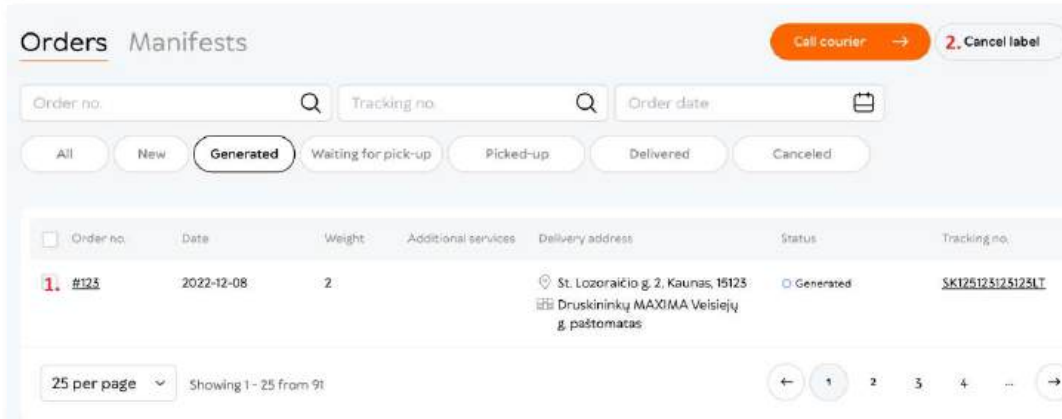
Orders management

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:

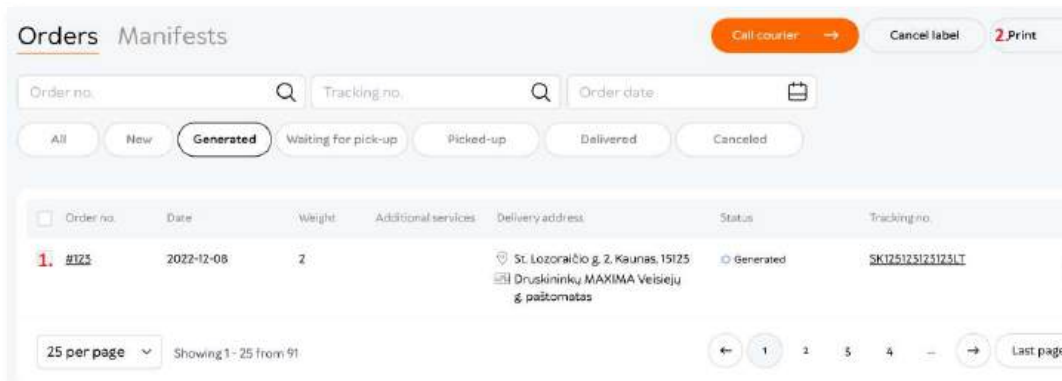


Once the manifest/label is created, the status of the order changes from New to Generated.

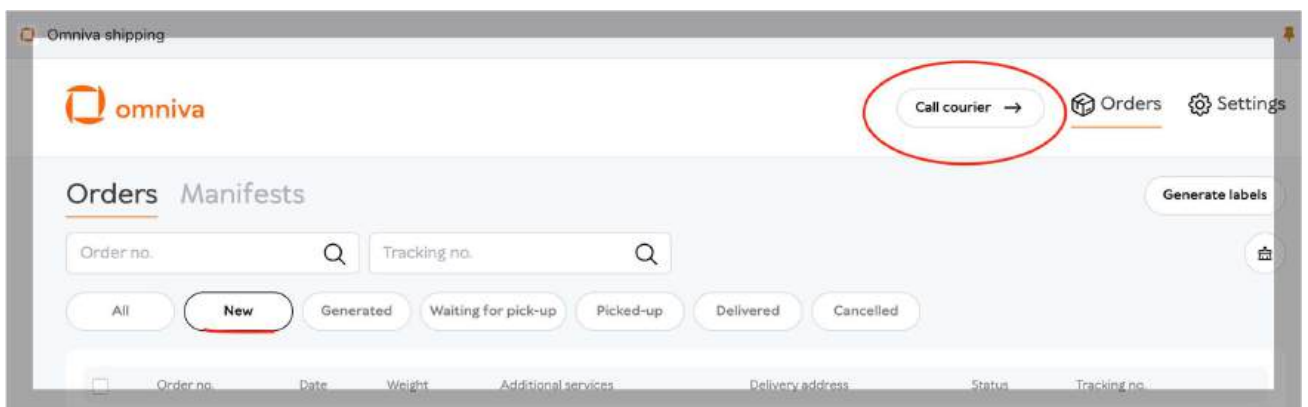
To cancel orders, select the orders in the checkboxes and click the Cancel label button.



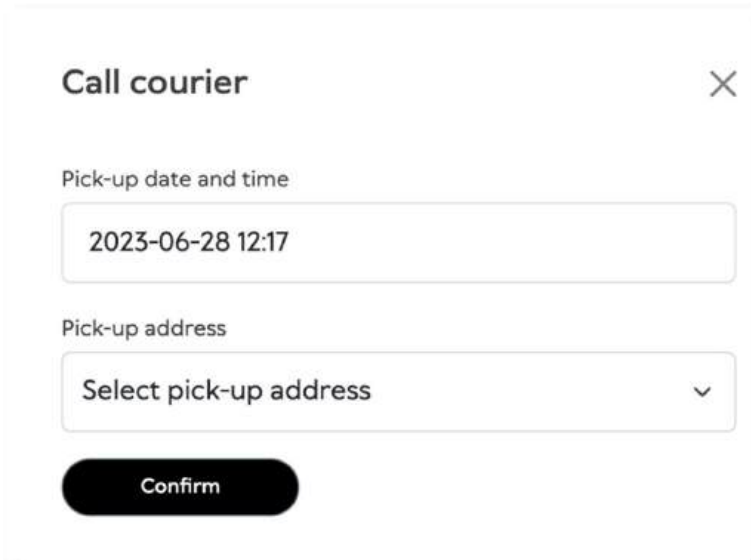
Print the sticker after selecting the orders in the check boxes by pressing the Print button:



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



You have the opportunity to choose the date and time of picking up the parcels, to confirm the call, press the Confirm button:



Call courier ✕

Pick-up date and time

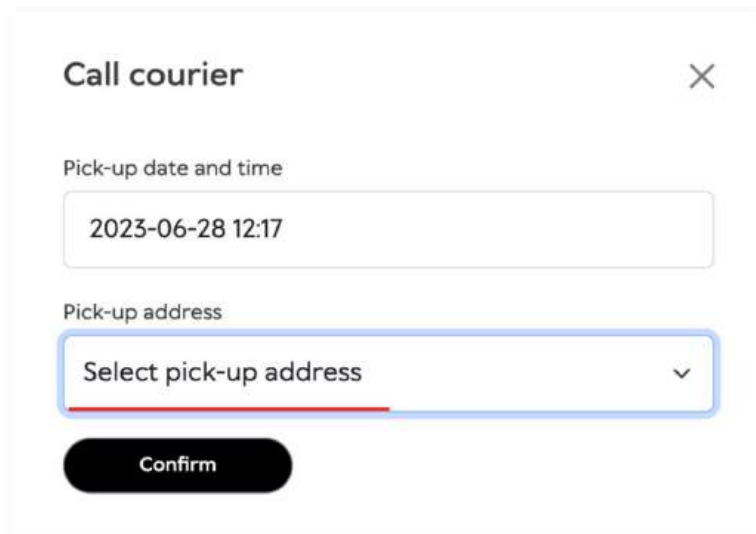
2023-06-28 12:17

Pick-up address

Select pick-up address ▼

Confirm

Possibility to choose the sender's Pick-up address:



Call courier ✕

Pick-up date and time

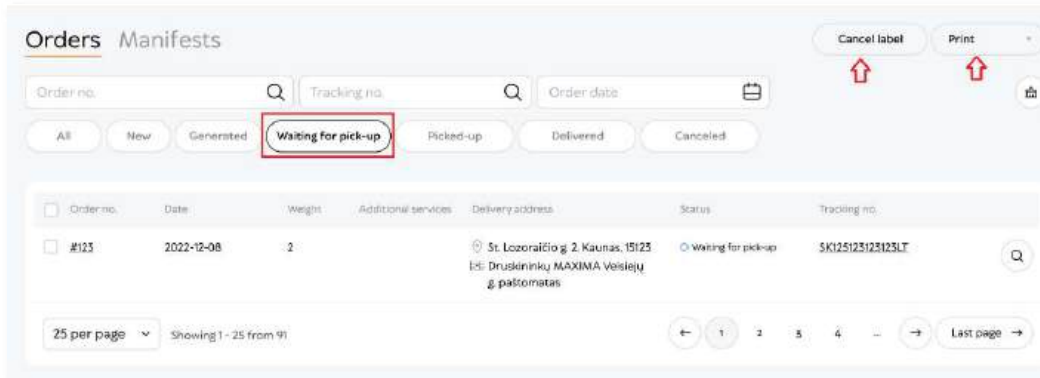
2023-06-28 12:17

Pick-up address

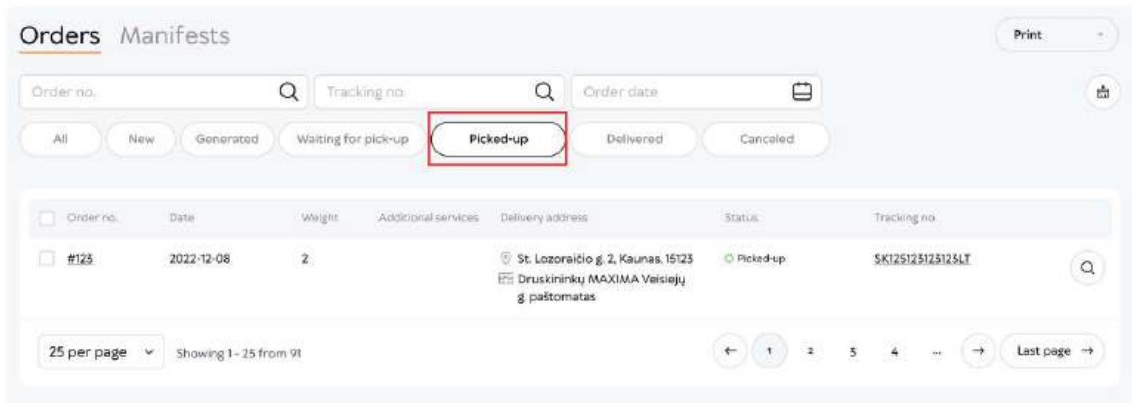
Select pick-up address ▼

Confirm

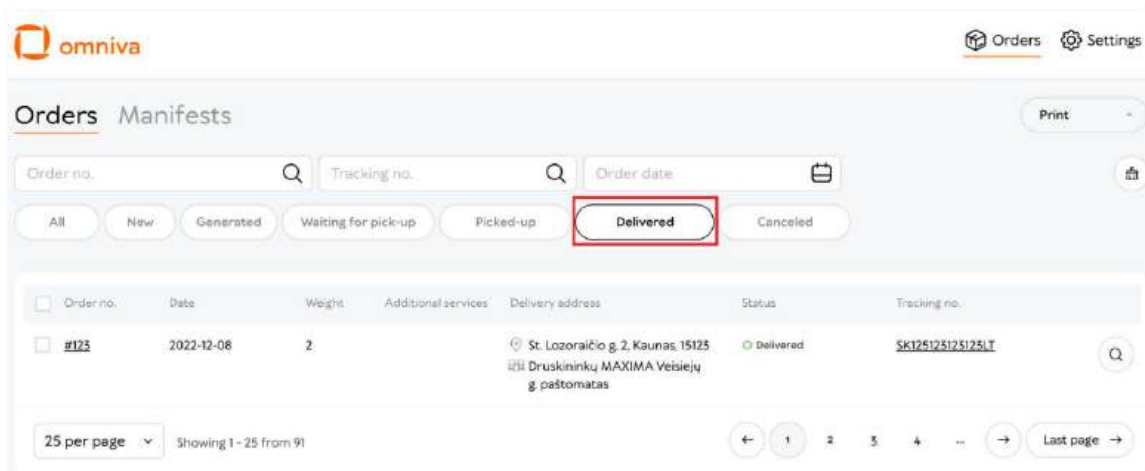
After calling the courier, the order status changes to Waiting for pick-up:



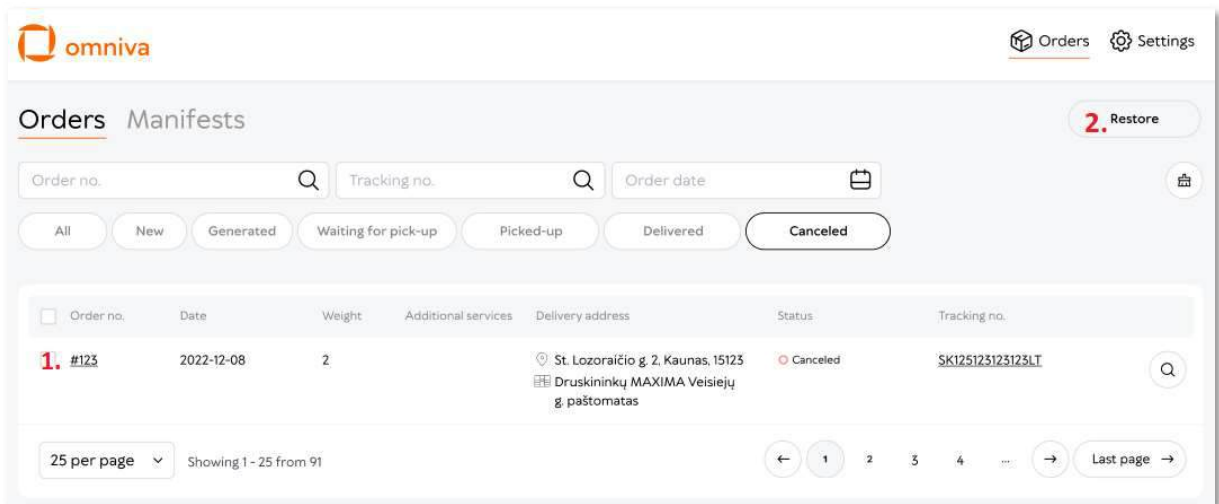
After the courier picks up the package, the order status changes to Picked-up:



When the shipment is delivered, the order status changes to Delivered:



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:



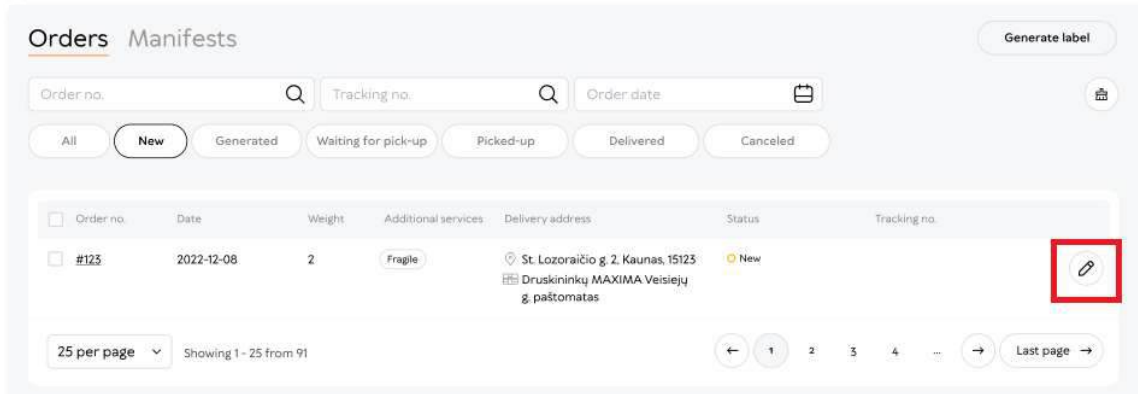
The screenshot shows the Omniva Orders management interface. At the top left is the Omniva logo. On the top right, there are links for 'Orders' and 'Settings'. Below the logo, there are tabs for 'Orders' and 'Manifests'. A 'Restore' button with a red '2' is visible in the top right corner. Below the tabs, there are search fields for 'Order no.', 'Tracking no.', and 'Order date'. A row of filter buttons includes 'All', 'New', 'Generated', 'Waiting for pick-up', 'Picked-up', 'Delivered', and 'Canceled'. The main area contains a table with the following data:

<input type="checkbox"/>	Order no.	Date	Weight	Additional services	Delivery address	Status	Tracking no.
<input type="checkbox"/>	1. #123	2022-12-08	2		St. Lozoraičio g. 2, Kaunas, 15123 Druskininkų MAXIMA Veisiejų g. paštomatas	Canceled	SK125123123123LT

At the bottom, there is a pagination control showing '25 per page' and 'Showing 1 - 25 from 91'. The page navigation includes buttons for '←', '1', '2', '3', '4', '...', '→', and 'Last page →'.

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.

9. < Edit order #123

Delivery type

1. Courier

Weight

2. 2.20 kg

Quantity

3. 30 vnt

Pickup adress

4. Kaunas, Stasio stasiuko g. 5, 12345

Email

5. test@test.lt

Phone number

6. +36541131232

Extra service

7. COD
Payment will be made when goods are delivered

Save 8.

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.

After completing the editing steps, press the **Save** button (8) to save the order data. Click the [

9. < Edit order #123

Delivery type
1. Parcel machine

Weight
2. 2.20 kg

Quantity
1 qty

Delivery address
3. St. Lozoraičio g. 2, Kaunas, 15123

Parcel machine address
4. Alytaus IKI Juozapavičiaus paštomatas

Email
5. test@test.lt

Phone number
6. +36541131232

Extra service
7. COD
Payment will be made when goods are delivered

8. Save

View orders

You can view an order when the status is:

Generated (Label created);

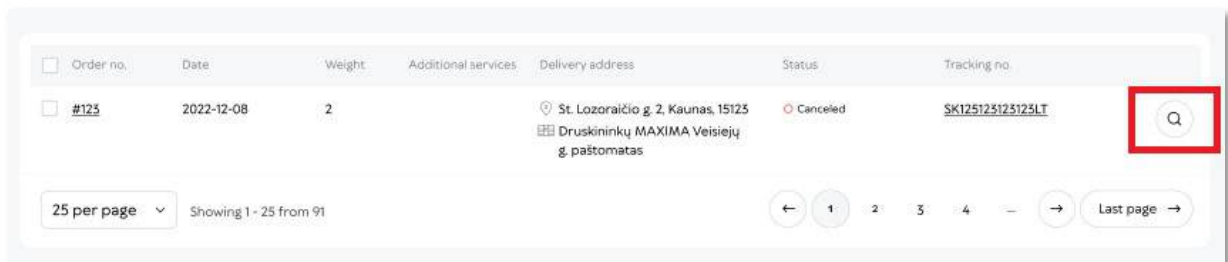
Waiting for pick-up (Awaiting courier pick-up);

Picked-up (Order taken);

Delivered (The shipment has been delivered);

Cancelled;

And click the Magnifying glass sign button on the right:



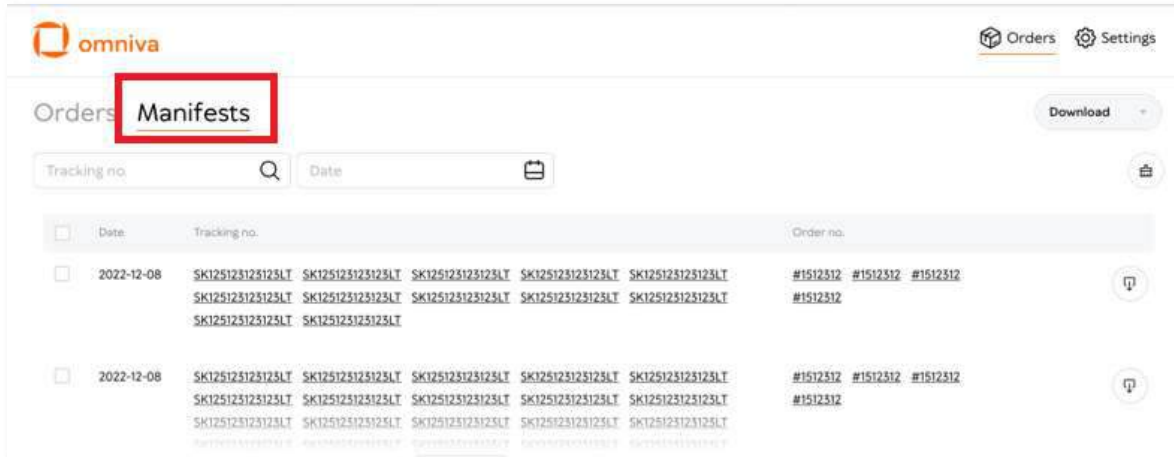
<input type="checkbox"/>	Order no.	Date	Weight	Additional services	Delivery address	Status	Tracking no.	<input type="checkbox"/>
<input type="checkbox"/>	#125	2022-12-08	2		St. Lozoraičio g. 2, Kaunas, 15125 Druskininkų MAXIMA Veisiejų g. paštomatas	Cancelled	SK125125123125LT	<input type="checkbox"/>

25 per page Showing 1 - 25 from 91

← 1 2 3 4 → Last page →

MANIFESTS

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

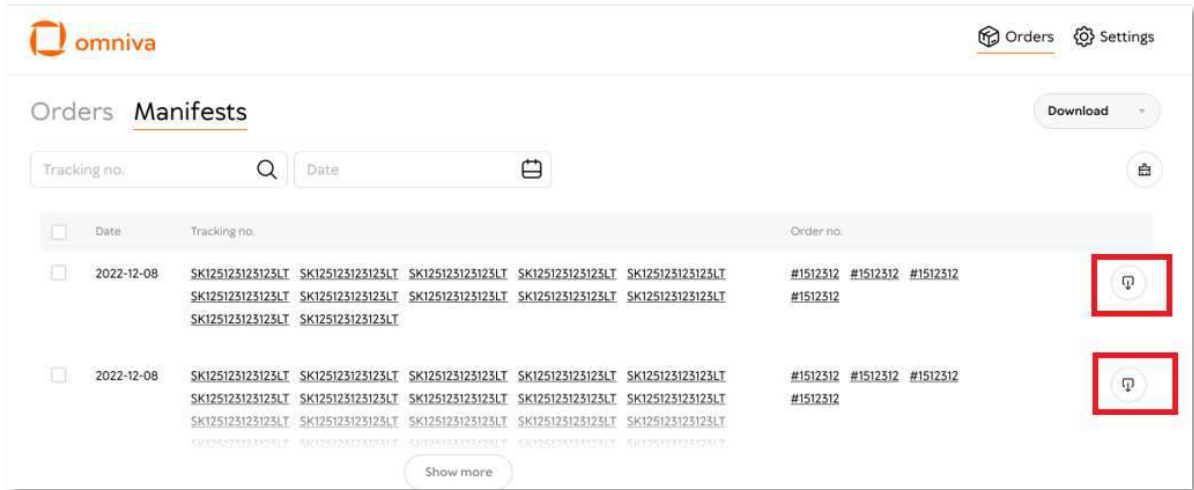


You can filter manifests by:

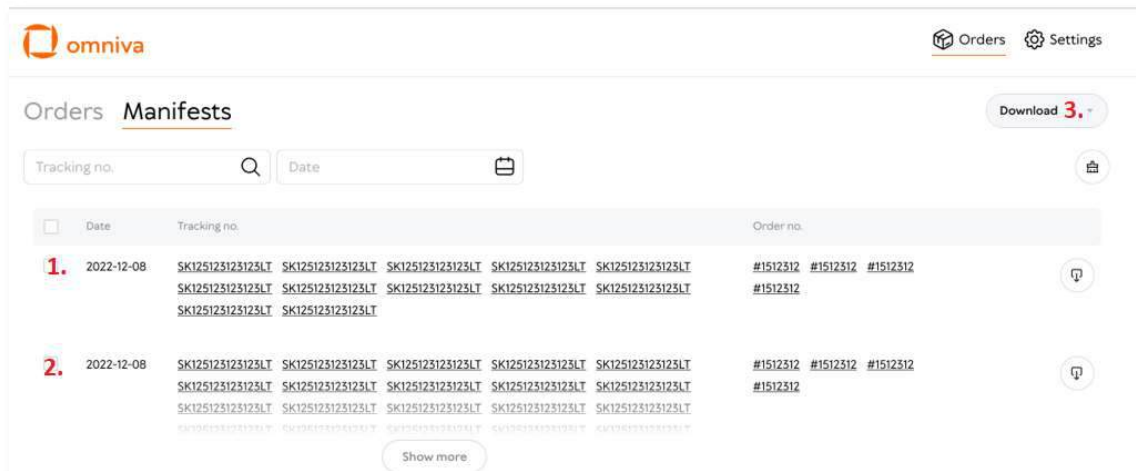
1. By tracking number – according to the tracking number of the shipment;
2. By Date.



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



You can also download several manifests by checking them in the checkboxes (1) and pressing the Download button (2):



Support by e-mail:

LT – integracijos@omniva.lt

LV – sales@omniva.lv

EE – ariklient@omniva.ee