



Instruction for use of Omniva local shipments – **PrestaShop 1.6-1.7 module**

Contents

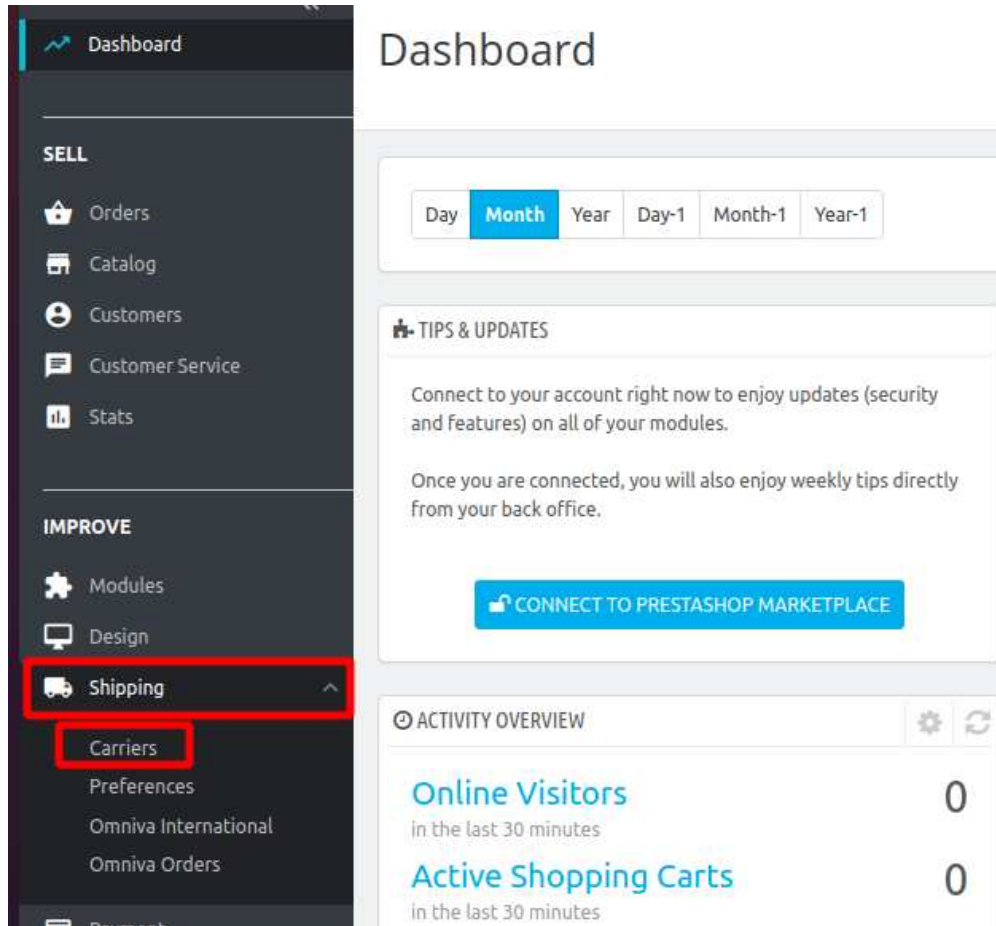
1. OMNIVA SETTINGS	2
2. VIEWING OMNIVA ORDERS	4
3. OMNIVA SHIPMENT	6



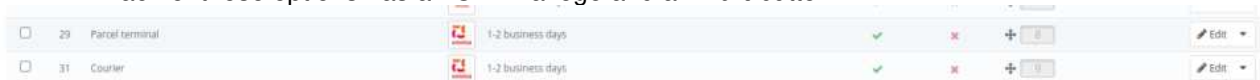
This manual is intended to explain how the Omniva PRESTASHOP plugin works. Also it will help you understand how basic plugin settings are performed and how Omniva shipment orders are administered.

1. OMNIVA SETTINGS

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

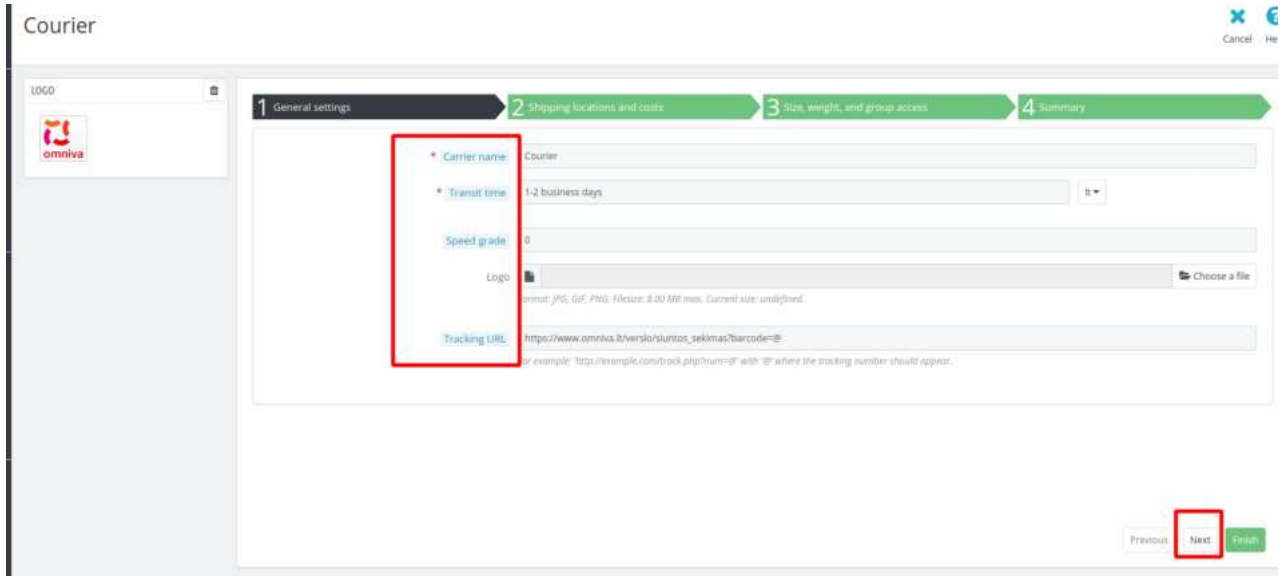


1.2. In the new field that opens, select one of the delivery methods (courier or parcel terminal). Each of these options has an Omniva logo and an **Edit** button:



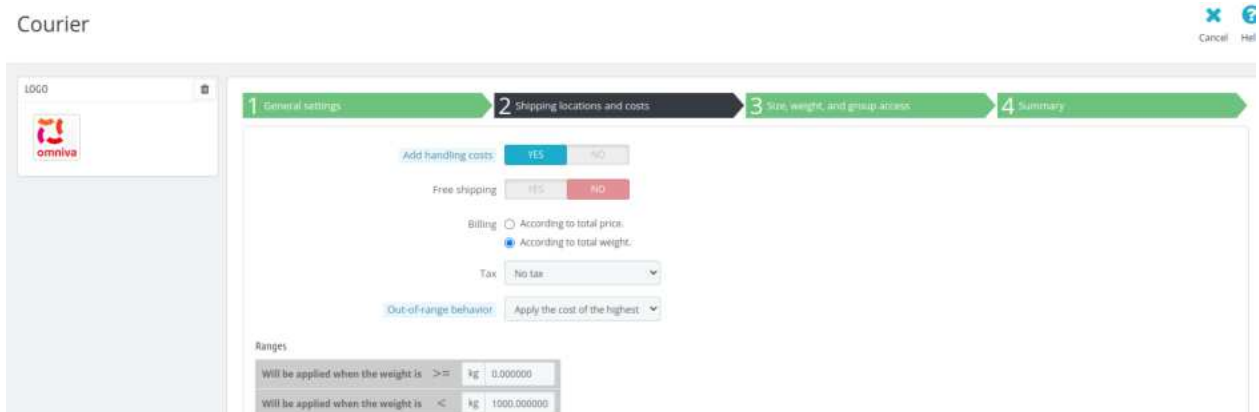
1.3. When a new window opens, you will see the first step to enter the following details:

- 1.3.1. Courier Name: Enter the desired courier name.
- 1.3.2. Delivery Time: Specify how long the shipments will be delivered to customers.
- 1.3.3. Uploading the logo: Here you can upload the Omniva logo.
- 1.3.4. Provide a link to track the shipment.
- 1.3.5. After entering the data, click **Next**.



1.4. In the second step, make the following settings:

- 1.4.1. Add additional costs, if any.
- 1.4.2. Determine if the customer can choose free shipping.
- 1.4.3. Payment method: price or weight.
- 1.4.4. If there are additional charges, they must also be set.
- 1.4.5. Mark your bidding options by country.
- 1.4.6. Click **Next**.



1.5. In the third step, provide the following information:

- 1.5.1. Enter the maximum allowable pack sizes.
- 1.5.2. Select the maximum allowable package weight.
- 1.5.3. Next to GROUP RIGHTS: Do not change anything, leave the original settings.
- 1.5.4. Click **Next**.

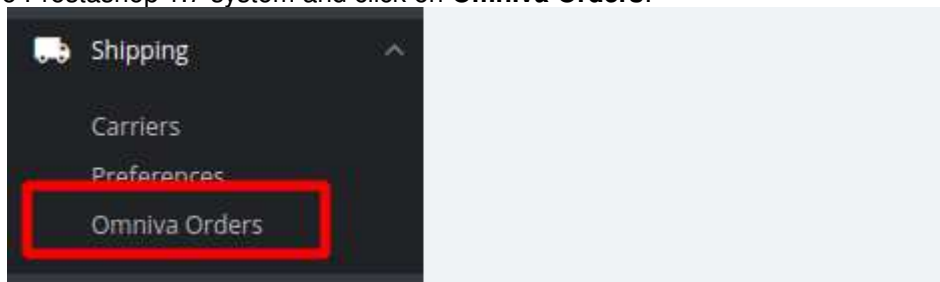


1.6. In the fourth step, you will see a summary of all the settings you have made:

1.6.1. Click **Finish** and the settings will be made.

2. VIEWING OMNIVA ORDERS

2.1. 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**:





2.2. In the new window that opens, you will see the history of all orders broken down by:

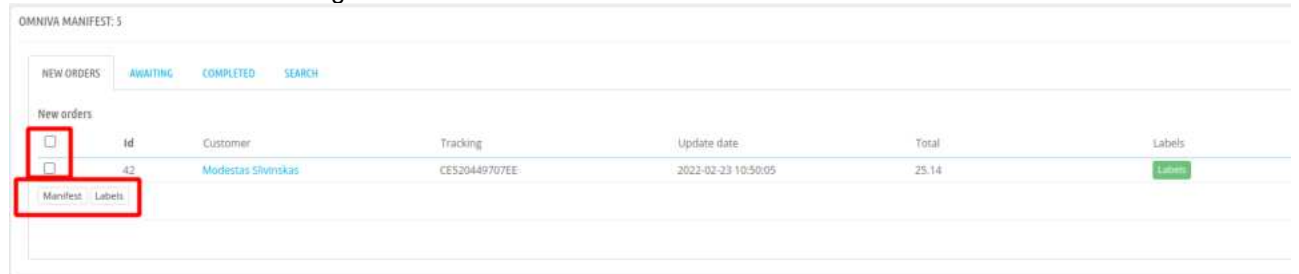
2.2.1. New Orders - all newly generated customer orders.

2.2.2. Pending - orders waiting for confirmation to be sent by courier.

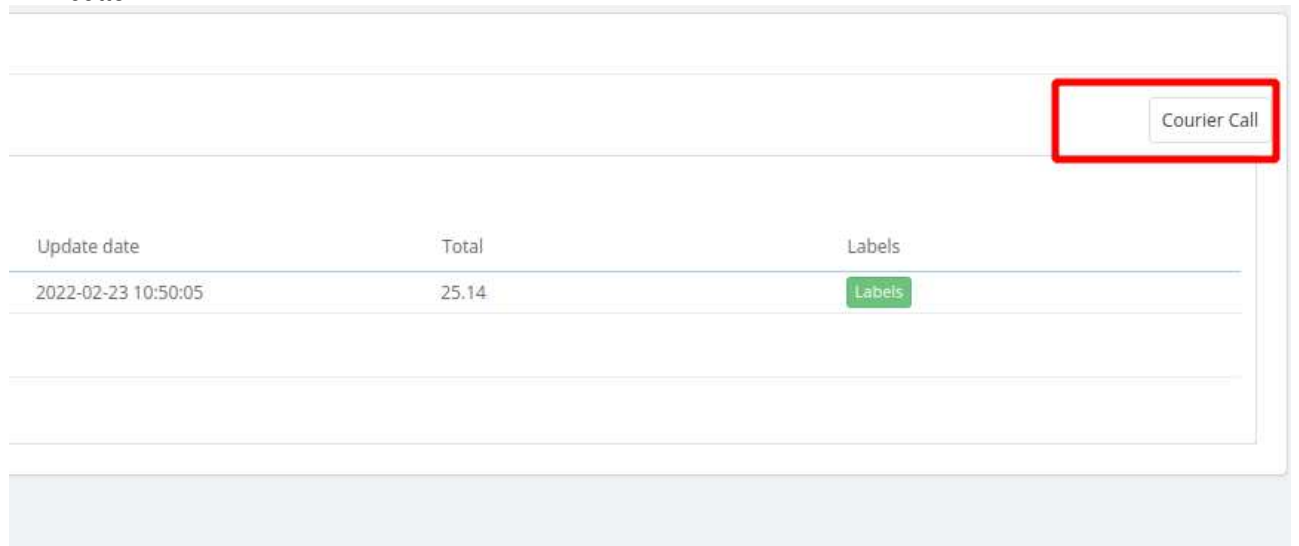
2.2.3. Finished - orders that have been processed and handed over to the courier.

2.2.4. Search - this section allows you to search for orders by: date, tracking number and customer name.

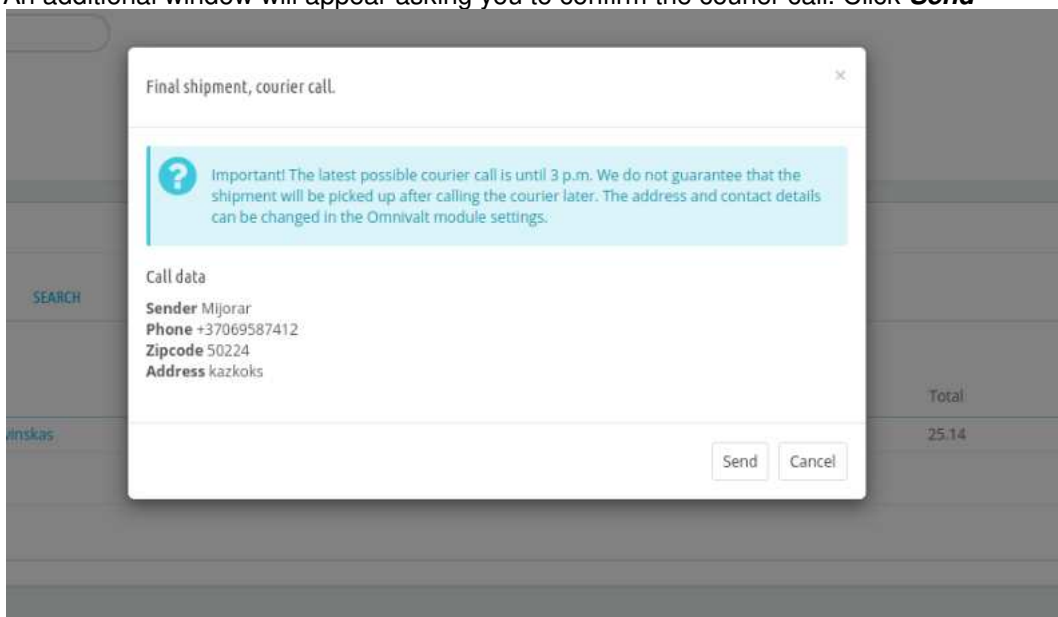
2.3. Next to the **NEW ORDERS** You can print the stickers one by one or all together by checking the box. You can also generate a manifest.



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



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





3. OMNIVA SHIPMENT

3.1. 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 MXLTHKTB from Modestas Silivinskas €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

3.2. 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

3.3. 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":

Tracking numbers	Service Code	Date
CES18909682EE	PA	2022-02-21 11:48:30
CES18938644EE	PA	2022-02-21 12:11:50
CES20449707EE	PA	2022-02-23 10:50:05

Label printing

Print labels

Print labels

Print labels