G appjetty

USER MANUAL



Australia Post Shipping

Version: 2.0.5

Compatibility:

Community Edition 2.0. *, 2.1. *, 2.2.*, 2.3.*, 2.4.*

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Introduction

Australia Post Shipping is helpful for merchants as they can use it for domestic and international shipping purposes. It provides functionality to post letters as well as parcels and automatically reflects any changes that take place in Australian Delivery Post rates. One can also calculate the rates for domestic and international rates as well as letters that are to be shipped from Australia to overseas. Once you integrate it, your customers can track the shipments through a provided shipment tracking id. Australia Post Shipping also enables admin to generate labels for orders after generating shipment for store orders.

Benefits of Australia Post Shipping

- Enables Australian merchants to provide customers with an enhanced buying experience.
- Adds value to an online store and makes shipping process smooth.
- Shippers can make the most out of appropriate, high quality, and reasonable shipping solution.
- Generate Printing Labels for store orders after generating shipments.
- Facilitate your customers to track the shipment details of parcels.
- Automatically update rates according to Australia Post Shipping guidelines.
- Offer support for both domestic and international, parcel as well as letter packages.
- Allows customers to choose shipping methods based on cost.
- Set shipment handling charges and offer multiple shipping methods for shipments.
- Provide shipment tracking facility through emails.
- Generate and print labels for shipment with Australia Post logo
- Provides address validations for the shipping addresses.
- Get extra services like pre-defined satchels for parcel through Satchel Services.
- User can view the Shipping service having cheapest rates.
- Services like 'Signature on Delivery' and Extra Cover for the shipments.

Pre-requisites

- The user should have an account at Australia Post, as the Australia Post API key is required to make the extension work.
- To view the Live Rates, user must have PAC API key and in case you don't, you can obtained from here: <u>https://developers.auspost.com.au/apis/pacpcs-registration</u>.
- For Contract Rates, Shipment Generation, and Label Generation, user must have Shipping and Tracking API Key and in case you don't, you can obtained from here: <u>https://developers.auspost.com.au/apis/st-registration</u>. All the required details of the API key will be available on your email address.

Installation

Mandatory Instruction:

- Kindly ensure that Magento 2 is set up correctly. Enter developer mode before initiating the installation. You can achieve the mode by running the following command: bin/Magento deploy: mode: set developer –s.
- It will enable the developer mode and skip compilation. You can enter default mode after successful installation of the extension.

Installation Steps

Manual Installation (Installing Magento 2 extension by copying code)

Step 1:

For Windows OS:

- Go to <your Magento install dir>/app/code. Under that, create the folders using following hierarchy:
 - Biztech
 - Auspost

For Linux OS:

- Enter the following commands keeping their order:
 - cd <your Magento install dir>/app/code
 - mkdir -p Biztech/Auspost
- After this, find the Download Zip and extract all files and folders in Biztech/ Auspost.

Step 2:

- After the successful installation, you have to run the command on Magento2 root directory-"php bin/magento setup: upgrade".
- If you see blank page or permission error, go to Terminal (Linux)/ Command Prompt (Windows).
 - cd [magento root directory] [var]
 - run the following command
 - \$ chmod –R 777 *

Step 3:

- After running the command, log into the admin panel and clear the Cache.
- Go to **SYSTEM -> Tools (section) -> CACHE MANAGEMENT** to clear the cache.

| Cacl | Cache Management Q 💋 🕹 admin 🗸 | | | | | |
|---------------------|--------------------------------|---|--------------------------|----------|--|--|
| Flush Cache Storage | | | | | | |
| Refres | h 🔹 Submit | 3 records found | Tags | Status | | |
| | Configuration | Various XML configurations that were collected across modules and merged | CONFIG | DISABLED | | |
| | Layouts | Layout building instructions | LAYOUT_GENERAL_CACHE_TAG | DISABLED | | |
| | Blocks HTML output | Page blocks HTML | BLOCK_HTML | DISABLED | | |
| | Collections Data | Collection data files | COLLECTION_DATA | DISABLED | | |
| | Reflection Data | API interfaces reflection data | REFLECTION | DISABLED | | |
| | Database DDL operations | Results of DDL queries, such as describing tables or indexes | DB_DDL | DISABLED | | |
| | EAV types and attributes | Entity types declaration cache | EAV | DISABLED | | |
| | Customer Notification | Customer Notification | CUSTOMER_NOTIFICATION | DISABLED | | |

Step 4:

• After successful installation, you can see the 'Australia Post Shipping' under 'APPJETTY' tab inside STORES -> Configuration.

| | Configurat | ion | | Q | 📫 💄 admin 👻 |
|-----------|---------------------|--------------|-------------------|---|-------------|
| dashboard | Store View: Defa | ult Config 🔻 | 0 | | Save Config |
| SALES | GENERAL | ~ | Country Options | | \odot |
| PRODUCTS | CATALOG | ~ | State Options | | \odot |
| | APPJETTY | ^ | Locale Options | | \odot |
| | Australia Post Ship | oping | Store Information | | \odot |
| | CUSTOMERS | ~ | Single-Store Mode | | \odot |
| REPORTS | SALES | ~ | | | |
| stores | SERVICES | ~ | | | |
| SYSTEM | ADVANCED | ~ | | | |
| | | | | | |

Installation via Composer

Step 1:

• Install composer from this link. If you already installed composer, skip this step.

Step 2:

• Go to **app -> code -> Biztech -> Auspost**, right click on composer.json and select use composer here.

| Name | | | Туре | Size |
|--------------------|---|--------------------------------------|-------------|------|
| Block | | | File folder | |
| i etc | | | File folder | |
| 🎳 Helper | | | File folder | |
| 🌗 Model | | | File folder | |
| Observer | | | File folder | |
| 퉬 Setup | | | File folder | |
| 퉬 vendor | | | File folder | |
| composer.json | | Open | le | 1 KB |
| composer.lock | 3 | Add to archive | le | 1 KB |
| i registration.php | 5 | Add to "composer.rar" | ipt file | 1 KB |
| | 5 | Compress and email | | |
| | 5 | Compress to "composer.rar" and email | | |
| | - | Restore previous versions | | |
| | | Composer Install | | |
| | | Composer Update | | |
| | | Composer Options | • | |
| | | Use Composer here | | |
| | | Send to | • | |
| | | Cut | | |
| | | Сору | | |
| | | Create shortcut | | |
| | | Delete | | |
| | | Rename | | |
| | | Properties | | |

Step 3:

- After that you can see command prompt where you have to run the following command:
 - composer update

Step 4:

• Now go to [magento root directory] and right click on use Composer here.

| Name | Date modified | Туре | Size |
|------------|--------------------------------------|------------------|--------|
| app | 22/02/2016 6:36 PM | File folder | |
| 🗼 bin | 22/02/2016 4:19 PM | File folder | |
| dev dev | 22/02/2016 4:19 PM | File folder | |
| 🌲 lib | 22/02/2016 4:19 PM | File folder | |
| phpserver | 22/02/2016 4:19 PM | File folder | |
| 🗼 pub | 22/02/2016 4:20 PM | File folder | |
| 🗼 setup | 22/02/2016 4:20 PM | File folder | |
| 📙 update | 22/02/2016 4:20 PM | File folder | |
| la var | 22/02/2016 5:42 PM | File folder | |
| vendor | 23/02/2016 12:37 | File folder | |
| .gitignore | 27/01/2016 8:11 PM | Text Document | 2 KB |
| .htaccess | 27/01/2016 8:13 PM | HTACCESS File | 8 KB |
| htacces | Open | SAMPLE File | 7 KB |
| .php_cs | Open with | PHP_CS File | 2 KB |
| travis.yi | Add to archive | YML File | 4 KB |
| 🖃 CHANG 🎦 | Add to "composer.rar" | MD File | 428 KB |
| 🖻 compos 🔚 | Compress and email | JSON File | 3 KB |
| compos 🎦 | Compress to "composer.rar" and email | LOCK File | 329 KB |
| CONTRI | Restore previous versions | MD File | 4 KB |
| CONTRI | p p | Firefox HTML Doc | 10 KB |
| COPYIN | Composer Install | TXT File | 1 KB |
| Gruntfile | Composer Update | JS File | 3 KB |
| index.pt | Composer Options | PHP script file | 2 KB |
| LICENSE | Use Composer here | TXT File | 11 KB |
| LICENSE | Send to . | TXT File | 11 KB |
| nginx.cc | | SAMPLE File | 5 KB |
| package | Cut | JSON File | 2 KB |
| php.ini. | Copy | SAMPLE File | 1 KB |
| READM | Create shortcut / | MD File | 5 KB |
| | Delete | | |
| | Rename | | |
| | Properties | | |
| | Properties | | |

Step 5:

• You can see the cmd window and run the following command here: **php bin/magento setup:upgrade**

Step 6:

- After running the command, log into the admin panel and clear the Cache.
- Go to **SYSTEM -> Tools (section) -> CACHE MANAGEMENT** to clear the cache.

Step 7:

- After successful installation, you can see the "Australia Post Shipping" under Biztech tab inside STORES -> CONFIGURATION.
- The installation is successful! Scroll down to activate the extension.

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Extension Activation

Copy an activation key

- Copy the activation key from the Order Confirmation Mail. OR
- Log into your account at <u>www.appjetty.com</u> using the email and password you have provided at checkout process.
- Go to Downloadable Options and copy the activation key for the Australia Post Shipping extension.

Activate the extension

 Log into Magento Admin Panel and go to STORES -> CONFIGURATION -> APPJETTY -> Australia Post Shipping Activation and enter the activation key in the 'Activation Key' field for the Australia Post extension then click the 'Save Config' button.

Select Websites

• When you enter and save the key it will be verified and you can select the websites where you need to use the Australia Post extension. Click the **'Save Config'** button after making your selections.

| GENERAL | ~ | Australia Post Activation | \bigcirc |
|---------------------|---|---|------------|
| CATALOG | ~ | Activation Key [website] | |
| SECURITY | ~ | To get the activation key, you can contact us at appjetty | |
| CUSTOMERS | ~ | [store view] Main Website Default Store View | • |
| APPJETTY EXTENSIONS | ^ | English French | |
| Australia Post | | German | |
| SALES | ~ | | 1 |

• Now, Australia Post Shipping Extension got activated! You just have to set configurations.

Configuration

- Please follow below mentioned steps to configure the shipping method of Australia post.
- Go to **STORES -> Configuration**.

General Configuration

• Go to STORES -> SALES -> Shipping Methods tab. Here you can see AppJetty Australia Post Shipping.

<u>Note</u>: Because of the 'Store Pickup' available, now onwards the **Shipping Methods** referred to as **Delivery Methods** in the **2.4 editions** of the Magento2.

| AppJetty - Australia Post | Shipping $igodot$ | | | |
|---|---|--|--|--|
| Enabled [store view] | Yes 🔻 | | | |
| Use Contract Rates [website] | No | | | |
| Show Method if Not Applicable [website] | Yes 🔻 | | | |
| Displayed Error Message [store view] | This shipping method is not available. To use this shipping method, please contact us | | | |
| Shipping Method Con | figuration | | | |
| Shipping Services Configuration | | | | |
| ⊙ Other Configuration | | | | |
| Product Configuration | | | | |
| Australia Post Authentication Configuration | | | | |
| ⊘ Address Configuration | | | | |
| ⊙ Article Configuration | | | | |
| S Label Configuration | | | | |

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- In this tab, you can set basic configurations of Australia Post Shipping Extension. Here is the detailed description of the configuration.
 - Enabled: Select 'Yes' to enable the Australia Post Shipping extension. The extension is disabled by default. By enabling the extension, you can see new shipping methods in checkout process.
 - Use Contract Rates: Select 'Yes' to use the Contract Service Rates in the shipping methods during the checkout process.
 - Enable Contract Services: Choose the shipping methods to be enabled for the Contract Services.
 Note: On enabling the Contract Services admin will not be able to use other shipping services.
 - Show Method If Not Applicable: Select 'Yes' to show error message when shipping method is not applicable.
 - Displayed Error Message: Enter the error message which is to be displayed in frontend when shipping method is unavailable.

| AppJetty - Australia Post Shipping | | | | |
|--|---|--|--|--|
| Enabled [store view] | Yes 💌 | | | |
| Use Contract Rates [website] | No | | | |
| Enable Contract Services | INTL ECONOMY W SOD/ REGD POST | | | |
| [website] | INTL STANDARD/PACK & TRACK | | | |
| | INTL EXPRESS MERCH/ECI MERCH | | | |
| | INTL ECONOMY/AIRMAIL PARCELS | | | |
| | PARCEL POST + SIGNATURE | | | |
| | EXPRESS POST + SIGNATURE | | | |
| | | | | |
| | Choose the shipping methods to be enabled for the Contract 👔 Services. | | | |
| Show Method if Not Applicable [website] | Yes 🔹 | | | |
| Displayed Error Message [store view] | This shipping method is not available. To use this shipping method, please contact us | | | |
| | | | | |

Shipping Configuration

• Click on **Shipping Method Configuration** to configure basic configuration of Australia Post Shipping. You can configure following configurations:

| ○ Shipping Method Configuration | |
|---|--|
| | |
| Title [store view] | Australia Post |
| Method Name [store view] | Australia Post |
| API Key [store view] | |
| Handling Applied [website] | Per Package |
| Calculate Handling Fee [website] | Fixed • |
| Handling Fee [store view] | 5 |
| Enter Cash on Delivery Charges [website] | 50 |
| Enable Cash on Delivery [website] | Yes If enable then cash on delivery charges will be added to shipping charges. |
| Warehouse Postcode [store view] | 2000 In order to query delivery options |
| Enable Prepaid Satchels Service [store view] | Yes 🔻 |

- **Title**: Define Title which you want to get displayed in shipping method section.
- Method name: Enter method name for shipping method.
- API Key: Specify API Key provided by Australia Post Shipping (you can generate API key from https://developers.auspost.com.au/apis/pacpcs-registration).
- **Calculate Handling Fee**: Admin can decide handling fee type either fixed or percentage wise.
- Handling Fee: Enter the Handling Fee to be added with shipping charges. If needed it can also be added per order.
- Enable Cash on Delivery: Select 'Yes' to enable the cash on delivery charges for the shipment charges.
- Enter Cash on Delivery Charges: Enter cash on delivery charges to be added with the shipment charges if cash on delivery is enabled.
- Warehouse Postcode: Enter the relevant postal code from where the product gets dispatched to various destinations.
 Note: For Contract Services Warehouse details will not be used instead Address details provided in the Address Configurations will be used.
- Enable Prepaid Satchels Service: Select 'Yes' to enable the Satchels Service for the order shipments.

Shipping Services Configuration

| 🔗 Shipping Services Configur | ation | | |
|--|---|---------|--|
| Enable Domestic services for Parcel | Please Select | | |
| [Menarc] | Standard | | |
| | Express | | |
| | Courier | | |
| | | 1 | |
| Enable International services for Parcel | Please Select | | |
| [website] | Courier | | |
| | Express | | |
| | Standard | | |
| | Economy Air | | |
| | Economy Sea | | |
| | | ן: ר | |
| Enable Domestic services for Letter [website] | Please Select | | |
| | Regular Letter Small | | |
| | Regular Letter Medium | | |
| | Regular Letter Large | | |
| | Express Post Small Envelope | | |
| | Express Post Medium Envelope | | |
| | Express Post Large Envelope | | |
| | Large Letter | | |
| | Large Priority Letter | | |
| | Small Priority Letter | 2 | |
| Enable International services for | Please Select |] | |
| Letter | Courier | | |
| [website] | Express | | |
| | Registered Post DI | | |
| | Registered Post B4 | | |
| | Economy Air | | |
| | | | |
| Disable Signature on Delivery | No | • | |
| services | | | |
| Add Extra Cover Price for Domestic | Yes | • | |
| SerVICES [website] | | | |
| Add Extra Cover Price for | Yes | • | |
| International services [website] | | | |
| Ship every item separately | No | • | |
| [website] | If enable will create different packages for every it | tems | |
| | if cart weight exceeds Australia Post Weight limit. do not recommend it as it doubles the rate | We | |
| | | | |

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- Click on 'Shipping Services Configurations' to configure shipping services for International & Domestic Parcel & Letter Services.
 - **Enable Domestic services for Parcel**: Domestic service for parcel can be configured from here either standard/express by selecting the domestic services to be enabled for the parcel.
 - **Enable International services for Parcel:** International service for parcel can be configured from here by selecting the international services to be enabled for the parcel.
 - Enable Domestic services for Letter: Domestic service for letter can be configured from here either Regular/Express by selecting the domestic services to be enabled for the letter.
 - Enable International services for Letter: International service for letter can be configured from here by selecting the international services to be enabled for the letter.
 - Disable Signature on Delivery services: Select 'Yes' to disable Signature on Delivery Services.
 - Add Extra Cover Price for Domestic services: Select 'Yes' to add extra cover (insurance) charge for Australia (Domestic Services).
 - Add Extra Cover Price for International services: Select 'Yes' to add extra cover charges for International countries (insurance).
 - Ship every Item separately: Select 'Yes' to ship every item separately.
 Note: Cart weight must be greater than 22KG then every item will be Shipped in different packages.

Other Configuration

• To manage other configurations like country related shipping configurations, go to **Other Configurations**.

| ○ Other Configuration | |
|---|--|
| Ship to Applicable Countries [website] | All Allowed Countries |
| Ship to Specific Countries [website] | Afghanistan Åland Islands Albania Algeria American Samoa Andorra Angola |
| Sort Order [website] | |
| Allow Front End Suggestions for Address [website] | Yes Select "Yes" to enable address suggestions for customers in front end. Note: This will only be applicable for 'Australia' |

- Ship to Applicable Countries: Select the countries where the shipping service will be applicable.
 Possible Options are:
 - All Allowed Countries
 - Specific Countries
- Ship to Specific Countries: On selecting 'Specific Countries', you can select the specific countries where shipping will be available.
- **Sort Order**: At which order wants to display Australia post shipping method.
- Allow Front End Suggestions for Address: Select 'Yes' to enable address suggestions for customers in front end.

Note: This will only be applicable for 'Australia'.

Product Configuration

• In this tab, admin can set default configurations for every product dimension and can also decide product weight unit to be considered.

| Product Configuration | | |
|--|---|---|
| Select Attribute for Length [website] | length Select length attribute | • |
| Select Attribute for Height/Thickness [website] | height Select height / thickness attribute. | · |
| Select Attribute for Width [website] | width Select width attribute. | * |
| Default Weight Unit [website] | KG Product weight unit | • |
| Allow Default Value for Dimension [website] | Yes If product dimensions are empty , will use following global values. | • |
| Default Length (cm) [website] | 10 | |
| Default Height (cm) [website] | 10 | |
| Default Width (cm) [website] | 10 | |

- Select Attribute for Length: Choose the default attribute for length.
- Select Attribute for Height / Thickness: Choose the default attribute for height/ thickness.
- Select Attribute for Width: Choose the default attribute for width.
- **Default weight Unit**: Choose the default weight unit.
- Allow default value for dimension: Australia Post works on product dimension and entering dimension is compulsory for every user, now if you want to set default dimensions for all products it can be done from here.
- Default Length (in C.M): Set the default length for the shipments in cm (centimeter) from here.

- Default Height (in C.M): Set the default height for the shipments in cm (centimeter) from signature here.
- Default Width (in C.M.): Set the default width for the shipments in cm (centimeter) from here.

Authentication Configuration

• For Australia Post Authentication Configuration go to Australia Post Authentication Configuration.

| 🔗 Australia Post Authenticatio | on Configuration | |
|--------------------------------|---|---|
| | | |
| Operation Mode | Live 🔹 | ? |
| [website] | Select the mode of operation. | |
| Account Number | | |
| [website] | Enter the account number provided by Australia Post | |
| | Shipping for Shipment Tracking. | |
| 101// | | |
| [website] | | |
| | Enter the API Key provided by Australia Post Shipping. | |
| Password | | |
| [website] | Enter the password provided by Australia Post Shipping. | |

- **Operation Mode:** Select the mode of operation.
- Account Number: Enter the account number provided by Australia Post Shipping for Shipment Tracking.
- **API Key:** Enter the API Key provided by Australia Post Shipping.
- **Password:** Enter the password provided by Australia Post Shipping.

Address Configuration

- To configure address for Australia Post Shipping, go to **Address Configuration** and enter following address details:
 - Auto Save Address
 - Sender Name
 - Address Name
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - Address Suburb
 - Address State Code
 - Address Postcode

| ○ Address Configuration | | | ٦ |
|---------------------------------|--|---|---|
| Auto Save Address [website] | Yes Select "Yes" to enable the auto address save. | • | 8 |
| Sender Name [website] | Mike Ross | | |
| Address Name [website] | Mike Inc. | | |
| Address Line 1 [website] | 1 Main Street | | |
| Address Line 2 [website] | Melbourne | | |
| Address Line 3 [website] | | | |
| Address Suburb [website] | MELBOURNE | | |
| Address State Code [website] | VIC | • | |
| Address Postcode [website] | 3000 | | |

Note: On enabling the Auto Save Address, the address will automatically be saved as per the provided account details. With Testing Credentials, Auto Save Address won't work.

Article Configuration

• You can set delivery related configurations from Article Configurations tab.

| ⊘ Article Configuration | | |
|---|---|---|
| Partial Delivery Allowed [website] | Yes Select "Yes" to enable the partial delivery. | 0 |
| Authority to Leave [website] | Yes Select "Yes" to let Australia Post Shipping deliver the parcel without signature. | 0 |
| Email Tracking for Customers [website] | Yes Select "Yes" to send email notification to customers for their parcels. | 0 |

- Partial Delivery Allowed: Select 'Yes' to enable the partial delivery of the shipment. For Ex. If customer has ordered 10 items but only 5 are available, with Allowed Partial Delivery these 5 available items can be shipped to Customer.
- Authority to Leave: Select 'Yes' to let Australia Post Shipping deliver the parcel to another person and without signature.
- Email Tracking for Customer: Select 'Yes' to send email notification to customers for their parcels or shipments.

Label Configuration

• You can manage configurations for the labels to be printed from 'Label Configuration' tab.



- Label Layout for Parcel Post: Select size of the label layout for Parcel Post from following:
 - A4-1pp
 - A4-4pp
 - THERMAL-LABEL-A6-1PP
- Label Layout for Express Post: Select size of the label layout for Express Post from following:
 - A4-1pp
 - A4-3pp
 - THERMAL-LABEL-A6-1PP
- Australia Post Branding: Select 'Yes' to enable Australia Post Branding on the label.
- Label Left Margin: Enter the value by which you want to set the Left Margin of label.
- Label Top Margin: Enter the value by which you want to set the top margin of label.

Select Package type

- Go to **Catalog -> Products** and open any product in edit view.
- You will find a new attribute 'Australia Post Package Type'. It will have two options:
 - Parcel
 - Letter
- Select the most appropriate one, according to the weight of the product.
- Be careful here, any wrong selection will not display rate at front end!



Generate Shipment and Download Label

• To generate and download label for any order, navigate to **SALES** -> **Orders** and select the order from the list of orders.

| Ŵ | Ord | ers | | | | | | Q | "O 1 a | dmin 👻 |
|-------------------|--------|--------------|--|------------------------------|-------------------|-------------------|-----------------------|----------------------------|---------------|---------|
| DASHBOARD | | | | | | | | Crea | ate New Or | der |
| \$ SALES | Searcl | h by keyword | | Q | Filters | • De | fault View 🔻 | Columns | • ± B | xport 👻 |
| PRODUCTS | Action | ns 🔻 | 40 records fou | ind | | 20 | ▼ per page | < | 1 of 2 | > |
| | V | ID 1 | Purchase Point | Purchase Date | Bill-to Name | Ship-to Name | Grand Total (Base) | Grand Total (Purchased) | Status | Action |
| MARKETING | | 00000040 | Main Website Main Website Store Default Store View | Dec 01, 2017, 11:23:08 AM | Harvey Specter | Harvey Specter | \$20.00 | \$20.00 | Processing | View |
| REPORTS STORES | | 00000039 | Main Website Main Website Store Default Store View | Nov 10, 2017, 8:01:26 AM | Mike Ross | Mike Ross | \$106.40 | \$106.40 | Complete | View |
| SYSTEM | | 00000038 | Main Website Main Website Store Default Store View | Nov 10, 2017, 5:16:02 AM | Mike Ross | Mike Ross | \$106.20 | \$106.20 | Complete | View |

- Now, click on **'View'** icon besides the particular order. By clicking on **'View'** icon you will be redirected to the **'ORDER VIEW'** of that particular order.
- Thereafter generate invoice and generate shipping for the particular order click on **'Invoice'** and **'Ship'** button simultaneously from the detail page of that particular order.

Now to generate shipment, navigate to 'Australia Post Shipping' tab and click on 'Generate shipment' button from 'ORDER VIEW' section. By clicking on it if there are any errors in generating shipments it will be displayed as shown below:

| #00000012 | | | Q 🌲 | 👤 admin 🗸 |
|-----------------------------|-------------------|----------------------|---------------------------------------|---------------------|
| | ← Back | Send Email | Credit Memo | Reorder |
| X Provided combination of S | uburb, State & Po | ostcode doesn't mate | :h. Please <mark>click here</mark> to | correct the address |
| ORDER VIEW | P | DF | | |
| Australia Post Shipping | | L | | |
| Information | | | | |
| Invoices | Gener | ate Shipment | | |
| Credit Memos | | | | |
| Shipments | | | | |
| Comments History | | | | |

 Once you have corrected the address error click on 'Generate Shipment' to generate shipment and by generating the shipment, you will be notified with 'Shipment has been generated to Australia Post Shipping.' Notification. Thereafter 'Get Shipping Label' button will be displayed besides the 'Generate shipment' button.



• Now by clicking on 'Get Shipping Label' button, shipping label for the particular will be downloaded as shown below:



Thereafter you need to submit these orders to Australia Post Shipping. Go to APPJETTY AUSTRALIA
POST SHIPPING -> Submit orders Australia Post. Here, you will find the list of orders whose
shipment has been generated to Australia Post Shipping and the label has been downloaded to the
system.

| Sub | mit Orders to | Australia Post | 🔍 🌲 上 admin 🗸 |
|--------|----------------|----------------|----------------------------------|
| Action | s 🔹 20 records | s found | 20 • per page < 1 of 1 > |
| | Order 1 | Ship to Name | Is Submitted to Australia Post ? |
| | 00000043 | Harvey Specter | ۲ |
| | 00000035 | william donald | Ø |
| | 00000034 | william donald | e |
| | 00000033 | william donald | Ø |
| | 00000032 | Harvey Specter | ۲ |
| | 00000031 | william donald | ۲ |
| | 00000030 | william donald | 8 |
| | 00000029 | william donald | Ø |
| | 00000028 | test developer | 8 |

• Lastly to track shipment navigate to the particular order's details page by clicking on 'Information' tab in 'ORDER VIEW' and click on 'Track Order' link.

| #00000012 | ÷ | Back | Send Email | Credit Memo | Reorder |
|------------------|---|--------|---|--|---------|
| Comments History | Address Information | | | | |
| | Billing Address Edit Harvey Specter C - 108 Manhattan Towers Sydney, New South Wales, 2000 Australia T: 9898786545 | | Shippir Harvey S C - 108 M Sydney, N Australia T: 989878 | ng Address Edit Decter anhattan Towers Iew South Wales, 2000 86545 | |
| | Payment & Shipping M | lethod | | | |
| | Payment Information | | Shippir | ng & Handling Info | rmation |
| | Check / Money order | | Track Ord | er Bost Chinning David | Bost |
| | The order was placed using USD |). | Standard | l Service - Extra Cover | \$78.45 |

• By clicking on it, you can view the tracking information from **'Tracking Information'** window.

| () Tracking Information | | × |
|--------------------------------|---|---|
| 0 | | |
| Tracking Inf | rmation | |
| Shipment #000000012 | | _ |
| ABC000128: | ABC000128 | |
| Click here to track your shipm | t | |
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Front End Configurations

Live Rates

• Once your customer has added the products in the cart, he/she can view the live shipping rates from the checkout page.

| | ЛА | | |
|--|--|---|---|
| (| 2 | | |
| Snip Shinnin | α Addroses | | |
| suppin | g Address | | |
| irst Name 🔺 | | City * | |
| Harvey | | Sydney | |
| ast Name * | | New South Wales | ~ |
| Specter | | Zip/Postal Code * | • |
| ompany | | 2000 | |
| treet Addres | 55 * | Country * | |
| C - 108 Man | hattan Street | Australia | ~ |
| | | Phone Number * | |
| | | 5578961245 | ? |
| Shippir | ng Methods | | |
| Shippir ◎ \$5.00 | ng Methods Fixed | | Flat Rate |
| Shippir • \$5.00 • \$65.00 | ng Methods Fixed Large Letter - Standard Service | | Flat Rate Australia Post Shipping |
| Shippir \$5.00 \$65.00 \$66.40 | ng Methods Fixed Large Letter - Standard Service Express Post Small Envelope - Stand | ard Service | Flat Rate Australia Post Shipping Australia Post Shipping |
| Shippir \$5.00 \$65.00 \$66.40 \$67.90 | ng Methods Fixed Large Letter - Standard Service Express Post Small Envelope - Standard Express Post Small Envelope - Standard | ard Service ard Service - Extra Cover | Flat Rate Australia Post Shipping Australia Post Shipping Australia Post Shipping |
| Shippir \$5.00 \$65.00 \$66.40 \$67.90 \$69.00 | ng Methods Fixed Large Letter - Standard Service Express Post Small Envelope - Stand Express Post Small Envelope - Stand Large Letter - Registered Post | ard Service ard Service - Extra Cover | Flat Rate Australia Post Shipping Australia Post Shipping Australia Post Shipping Australia Post Shipping |
| Shippir \$5.00 \$65.00 \$66.40 \$67.90 \$69.00 \$69.35 | ng Methods Fixed Large Letter - Standard Service Express Post Small Envelope - Standard Express Post Small Envelope - Standard Large Letter - Registered Post Express Post Small Envelope - Signat | ard Service ard Service - Extra Cover ure On Delivery | Flat Rate Australia Post Shipping Australia Post Shipping Australia Post Shipping Australia Post Shipping |
| Shippir \$5.00 \$65.00 \$66.40 \$67.90 \$69.00 \$69.35 \$70.50 | ng Methods Fixed Large Letter - Standard Service Express Post Small Envelope - Standa Express Post Small Envelope - Standa Large Letter - Registered Post Express Post Small Envelope - Signat Large Letter - Registered Post - Extra | ard Service ard Service - Extra Cover ure On Delivery Cover | Flat Rate Australia Post Shipping Australia Post Shipping Australia Post Shipping Australia Post Shipping Australia Post Shipping |
| Shippir \$5.00 \$65.00 \$66.40 \$67.90 \$69.00 \$69.35 \$70.50 \$70.85 | ng Methods Fixed Large Letter - Standard Service Express Post Small Envelope - Stand Express Post Small Envelope - Stand Large Letter - Registered Post Express Post Small Envelope - Signat Large Letter - Registered Post - Extra Express Post Small Envelope - Signat | ard Service ard Service - Extra Cover ure On Delivery Cover ure On Delivery - Extra Cover | Flat Rate Australia Post Shipping Australia Post Shipping Australia Post Shipping Australia Post Shipping Australia Post Shipping Australia Post Shipping |

Note: Shipping rates can be displayed as per the shipping configurations configured by admin from backend. Only cheapest shipping rate will be displayed if admin has enabled "Cheapest delivery rate".

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Shipment Tracking

• Once the admin has generated shipment for customer's order, the customer can view tracking id and track shipment of particular order from the order's page.

| Order # 0 |)00000 | 012 СОМРЬЕТЕ | |
|-----------------------------|--|---|--|
| December 1, 2017 Reorder | | | Print Order |
| Items Ordered | Invoices | Order Shipments | |
| Track All Shinments P | rint All Shipments | | |
| Shipment #0 | 00000012 | Print Shipment | Track this shipment |
| Tracking Number(s): | ABC000128 | | |
| Product Name | | SKU | Qty Shipped |
| Letter | | Letter | 2 |
| | | | |
| | Order # 0 December 1, 2017 Reorder Items Ordered Track All Shipments P Shipment #0 Tracking Number(s): Product Name Letter | Order # 000000 December 1, 2017 Reorder Items Ordered Invoices Track All Shipments Print All Shipments Shipment #00000012 Tracking Number(s): ABC000128 Product Name Letter | COMPLETE COMPLETE December 1, 2017 Reorder Items Ordered Invoices Order Shipments Track All Shipments Print All Shipments Shipment #000000012 Print Shipment Tracking Number(s): ABC000128 SKU Letter Letter |

• Thereafter, customers can view the tracking information by clicking on **'Track this Shipment'** link.

| Tracking I | formation |
|--------------------------------|---|
| 0 | |
| Shipment #000000012 ABC000128: | ABC000128 |
| Click here to track your | ipment |
| Close Window | |
| | |
| | |
| | |
| | |
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Points to Note

- API key is a must define for automatically reflection of changes that takes place in Australia Delivery Post rates.
- Merchant has to manually bind the three major attributes (properties) length, width, and height used in this extension with the relevant length, width and height that the admin has given to different products for their identification.
- Units of measurement that has to be used in our extension are below:
 - Weight: Kg/grams as per configured by admin.
 - Length: cm
 - Height: cm
 - Width: cm
- The admin can configure height, width and length of the attribute for Australia post method, if not set for product. In addition, the admin has to enter the relevant warehouse postcode to get the shipping rates for various destination locations, where the parcels have to be delivered.
- Admin needs to compulsory define product's weight for each product as it is required to get Australia Post services.
- Go to Products -> Catalog and fill the value of weight, apart from height, width and length of the attribute, individually for each product.
- If you select "yes", for add Cover price, extension will consider cart subtotal price as for Extra Cover price.
- If cart subtotal is greater than extra cover max value, it will consider max value, which is 5000, then it will consider max value of extra cover i.e. 5000.
- To check Australia Post size and weight guidelines please follow guidelines from below URL. http://auspost.com.au/parcels-mail/size-and-weight-guidelines.html
- If the Bundle items that are set to 'false' are to ship separately from backed and if the weight is greater than 22KG it will not be displayed in the services list. (Not applicable for Contract Rates)

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- Get instant support with our Live Chat.
- Visit our product page at: <u>https://www.appjetty.com/magento2-</u> <u>australia-post-shipping.htm</u> and click on the Live Chat button for instant support.



- Raise tickets for your specific question!
- Send an email to <u>support@appjetty.com</u> or you can login to my account <u>www.appjetty.com</u> and click on My Support Tickets on your account dashboard, to get answers to your specific questions.

Customization:

If you would like to customize or discuss about additional feature for **Australia Post Shipping**, please write to <u>sales@appjetty.com</u>