

USER MANUAL



Australia Post Shipping

Version: 1.2.7

Compatibility:

Magento Community Edition 1.4.*.* to 1.9.*.*

TABLE OF CONTENTS

Introduction	1
Benefits of Australia Post Shipping	1
Installation & Activation.....	2
Installation Steps	2
Extension Activation	4
How it Works?	5
Back End Configuration	5
Extra Services Configuration.....	13
Points to Note	17
Contact Us	18

Introduction

Australia Post Shipping extension is helpful for Australian merchants provides functionality to post letters as well as parcels. They can use it for domestic as well as international purposes. Also, it automatically reflects any changes that take place in Australian Delivery Post rates. With the help of it, you can calculate the rates for domestic parcel and letters of Australia as well as international parcels and letters that are to be shipped from Australia to overseas.

Benefits of Australia Post Shipping

- Automatically updates rates according to Australia Post Shipping guidelines.
- Support for both domestic and international, parcel and letter packages.
- Increases shopping experience of customers.
- Allows customer to choose shipping method based on cost.
- Customers are charged reasonable rates according to products being ordered.

Installation & Activation

Installation Steps

Step 1: Check Permissions

- Make sure the “app” directories of your Magento and all directories inside it have full written permissions or set permissions on the each directory equal to 777 or 0777.

Important! Change all permissions back after installation.

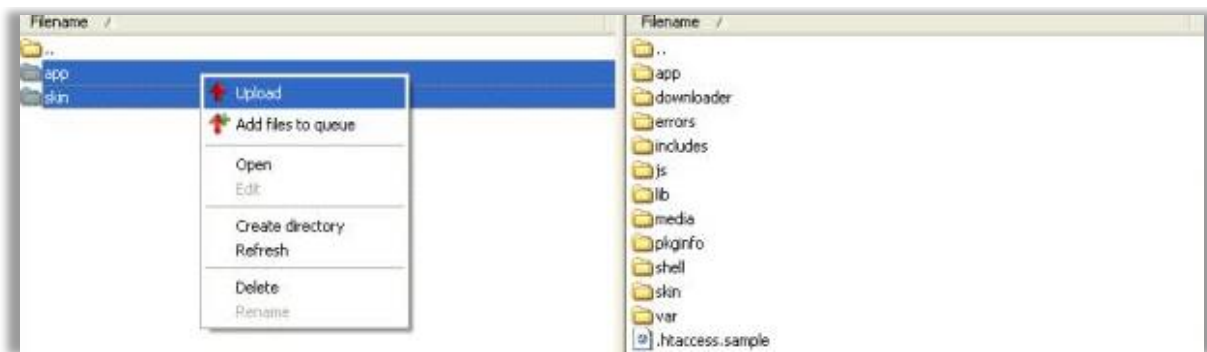
- Read more about permission at <http://www.magentoocommerce.com/wiki/magentofilesystempermissions>

Step 2: Disable Compilation

- Log into Magento **Admin Panel** and go to **System** → **Tools** → **Compilation** and disable the compilation. After **step 5** you can run the compilation process again.

Step 3: Upload Files

- Upload all folders from the extension package to the installation directory of your Magento software using an FTP client.



Step 4: Clear cache

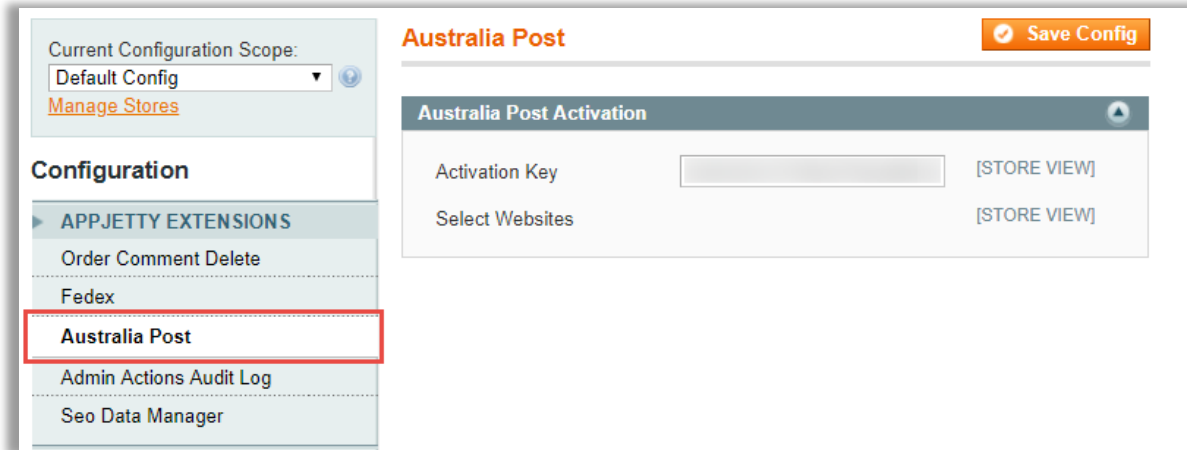
- Go to **System** -> **Cache Management**.
- Clear the store cache.

Step 5: Re-login

- Log out and log back into **Magento Admin Panel**.

Step 6: Use Extension

- Go to System -> Configuration.
- In the left column you will see the new tab – APPJETTY EXTENSIONS.



How it Works?

Back End Configuration

- Please follow the below steps to configure **Australia Post Shipping** extension.
- Go to **System -> Configuration**. In the left column under Sales tab click on **Shipping Methods** tab. Here, you can see **AppJetty Australia Post Shipping**.

General Configuration

- Click on **'AppJetty Australia Post'** to enable Australia Post Shipping Methods for your store. In this tab, you can set basic configurations of Australia Post Extension. Here is the brief description of the configuration.

Field	Value	Action
Enabled	Yes	[STORE VIEW]
Title	Australia Post	[STORE VIEW]
Use Contract Rates	Yes	[WEBSITE]
Enable Contract Services	INTL ECONOMY W SOD/ REGD POST INTL STANDARD/PACK & TRACK INTL EXPRESS MERCH/ECI MERCH INTL ECONOMY/AIRMAIL PARCELS PARCEL POST + SIGNATURE EXPRESS POST + SIGNATURE	[WEBSITE]
Ship to applicable countries	All Allowed Countries	[STORE VIEW]
Ship to Specific countries	Antigua and Barbuda Argentina Armenia Aruba Australia Austria Azerbaijan Bahamas Bahrain	[STORE VIEW]
Show Method if Not Applicable	Yes	[WEBSITE]
Displayed Error Message	This shipping method is currently unavailable. If you would like to ship using this shipping method, please contact us.	[STORE VIEW]
Sort Order		[STORE VIEW]

- **Enabled:** Select **'Yes'** to enable the Australia Post extension. The extension is disabled by default. After enabled extension you can see new shipping method in checkout process.
- **Title:** Defined Title which you want to get display in shipping method section.
- **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 methods.
- **Title:** Define the title you want to display in the shipping method section.
- **Ship to applicable country:** Specify **'All Allowed Countries / specific countries'** for **'Ship to specific country'**. (Note: If you select All Allowed Countries then Australia post shipping will be available for all the countries. And if you select specific country then shipping method will be available only for specified country which are defined in 'Ship to specific country')
- **Ship to Specific Countries:** Choose the specific countries for which you would like to enable the order shipment.
- **Show Method If Not Applicable:** If you select yes for it, it will show error message when shipping method is not applicable.
- **Display Error Message:** Enter the message which is to be displayed when there is any error in the shipping method or particular shipping method is unavailable.
- **Sort Order:** At which order you want to display Australia post shipping method.

Shipping Method Configuration:

Shipping Method Configuration		
Title	<input type="text" value="Australia Post"/>	[STORE VIEW]
Method name	<input type="text" value="Australia Post"/>	[STORE VIEW]
API Key	<input type="text"/>	[STORE VIEW]
Handling Applied	<input type="text" value="Per Package"/>	[WEBSITE]
Calculate Handling Fee	<input type="text" value="Fixed"/>	[WEBSITE]
Handling Fee	<input type="text" value="10"/>	[WEBSITE]
Enable Cash on Delivery	<input type="text" value="Yes"/> <small>▲ If enable then cash on delivery charges will be added to shipping charges.</small>	[STORE VIEW]
Warehouse Postcode	<input type="text" value="2000"/> <small>▲ In order to query delivery options</small>	[STORE VIEW]
Enter Cash on Delivery Charges	<input type="text" value="10"/> <small>▲ Enter cash on delivery charges</small>	[WEBSITE]
Enable Prepaid Satchels Services	<input type="text" value="Yes"/>	[STORE VIEW]

- **Title:** Enter the title name for the Shipping Method which is to be displayed on the store website.
- **Method name:** Specify method name for shipping method.
- **API key:** You have to do registration on Australia Post. It will provide API key that should be defined here to get the specific rates of Australia guideline. You can generate Australia Post API Key from below url: <https://auspost.com.au/forms/pacpcs-registration.html>
- **Handling Fee:** Handling Fee will be added with shipping charges. It can also be added per order if needed.
- **Enable Cash on Delivery:** If you enable this option, cash on delivery charges will be added to shipping charges.
- **Enter Cash on Delivery Charges:** Enter cash on delivery charges that will be applied if enabled.
- **Warehouse Postcode:** You have to enter the relevant postal code 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.
- **Enable Prepaid Satchels Service:** Select 'Yes' to enable the Satchels Service for the order shipments.

Shipping Services Configurations

- Click on ‘**Shipping Services Configurations**’ to configure shipping services for International & Domestic Parcel & Letter Services.
- **Domestic services:** Enable one or more domestic services. (These methods will get enable when customer postal code relevant to the warehouse postcode).

Shipping Services Configuration		
Enable Domestic services for Parcel	<div style="border: 1px solid #ccc; padding: 2px;"> Standard Express Courier </div>	[STORE VIEW]
Enable International services for Parcel	<div style="border: 1px solid #ccc; padding: 2px;"> Courier Express Standard Economy Air Economy Sea </div>	[STORE VIEW]
Enable Domestic services for Letter	<div style="border: 1px solid #ccc; padding: 2px;"> Regular Letter Small Regular Letter Medium Regular Letter Large Express Post Small Envelope Express Post Medium Envelope Express Post Large Envelope Small Priority Letter </div>	[STORE VIEW]
Enable International services for Letter	<div style="border: 1px solid #ccc; padding: 2px;"> Courier Express Registered Post DL Registered Post B4 Economy Air </div>	[STORE VIEW]

- **International Services:** Enable one or more international services (These methods will get enable when customer postal code does not relevant to the warehouse postcode).
- Admin can also manage Extra Services like Extra Cover Price from here.

Disable Signature on Delivery services	<input type="text" value="No"/>	[STORE VIEW]
Add Extra Cover Price for Domestic services	<input type="text" value="Yes"/>	[STORE VIEW]
Add Extra Cover Price for International services	<input type="text" value="Yes"/>	[STORE VIEW]
Ship every item separately	<input type="text" value="Yes"/>	[STORE VIEW]
▲ If enable will create different packages for every items if cart weight exceeds Australia Post Weight limit. We do not recomend it as it doubles the rate		

- **Disable Signature on Delivery services:** If you want to disable Signature on Delivery methods from frontend then you can do it here.
- **Add Extra Cover Price for Domestic services:** Select ‘Yes’ to add extra cover (insurance) charge for Australia
- **Add Extra Cover Price for International services:** Select ‘Yes’ to add extra cover (insurance) charge for International countries.

Other Configurations

- **Allow Front End Suggestions for Address:** Choose ‘Yes’ to display address suggestions in the front end of your store. Moreover, this option will only be valid for the ‘Australia’ Country.

Other Configuration ▲		
Allow Front End Suggestions for Address	<input type="text" value="Yes"/> ▼	[STORE VIEW]
▲ This is only valid for "Australia" country		
Product Configuration ▼		
Australia Post Authentication Configuration ▼		
Address Configuration ▼		
Article Configuration ▼		
Label Configuration ▼		

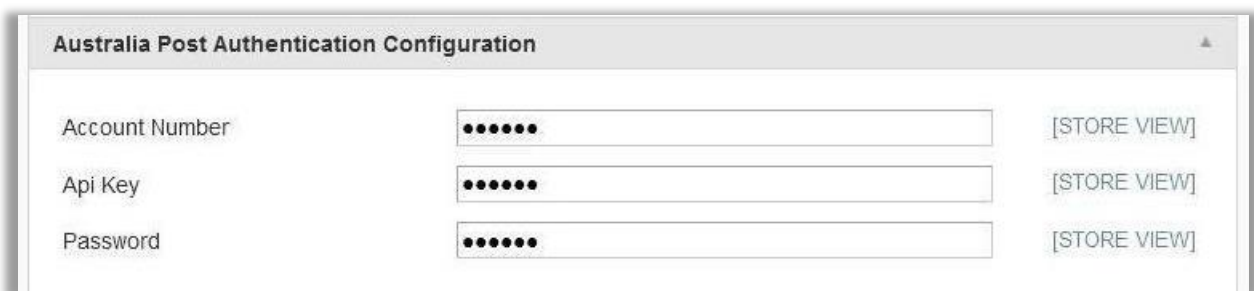
Product Configuration:

Product Configuration ▲		
Select Attribute for Length	<input type="text" value="length"/> ▼	[STORE VIEW]
▲ Select length attribute.		
Select Attribute for Height/Thickness	<input type="text" value="height"/> ▼	[STORE VIEW]
▲ Select height / thickness attribute.		
Select Attribute for Width	<input type="text" value="width"/> ▼	[STORE VIEW]
▲ Select width attribute.		
Default Weight Unit	<input type="text" value="KG"/> ▼	[STORE VIEW]
▲ Product weight unit		
Allow Default Value for Dimension	<input type="text" value="Yes"/> ▼	[STORE VIEW]
▲ If product dimensions are empty , will use following global values.		
Default Length (cm)	<input type="text" value="10"/>	[STORE VIEW]
Default Height (cm)	<input type="text" value="10"/>	[STORE VIEW]
Default Width (cm)	<input type="text" value="10"/>	[STORE VIEW]

- To manage Product configurations, go to **Product Configurations**.
- **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 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.



The screenshot shows a configuration window titled "Australia Post Authentication Configuration". It contains three input fields, each with a "[STORE VIEW]" button to its right. The fields are labeled "Account Number", "Api Key", and "Password", and each contains a series of black dots representing masked text.

Field Name	Value (Masked)	Action
Account Number	••••••	[STORE VIEW]
Api Key	••••••	[STORE VIEW]
Password	••••••	[STORE VIEW]

- **Account Number & Password:** Add your Australia Post Account Number and Password here.
- **API Key:** Add API Key provided by Australia Post here.

Address Configuration

- To configure address for Australia Post, Admin can go to **Address Configuration**.

The screenshot shows a form titled "Address Configuration" with the following fields and values:

Address Name	QA Test Address	[?]	[STORE VIEW]
Address Line 1	1/3 New Hair Street	[?]	[STORE VIEW]
Address Line 2			[STORE VIEW]
Address Line 3			[STORE VIEW]
Address Suburb	New York	[?]	[STORE VIEW]
Address State Code	VIC	[?]	[STORE VIEW]
Address Postcode	2000	[?]	[STORE VIEW]

▲ Enter 4 digit post code

Article Configuration

- Admin can set Delivery related Configurations from **Article Configurations** tab.

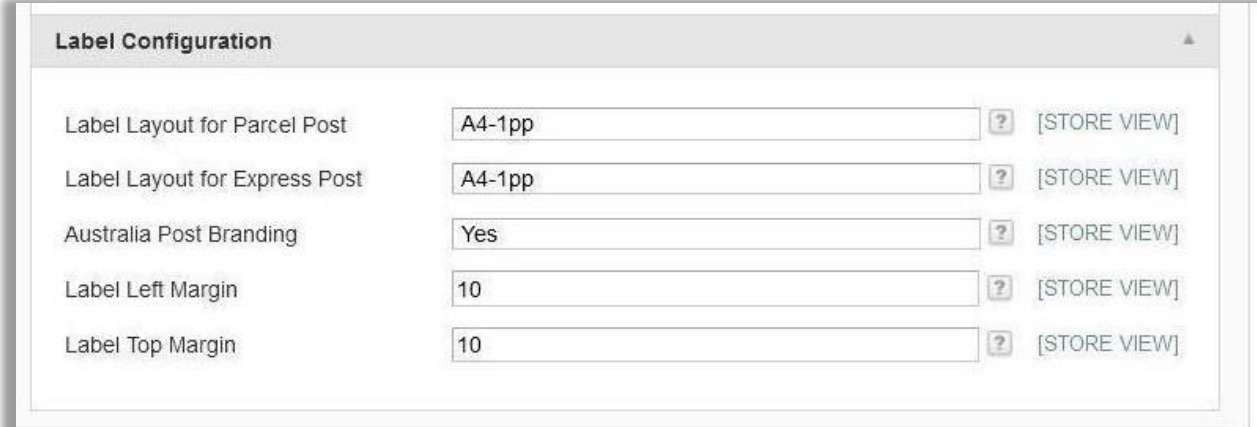
The screenshot shows a form titled "Article Configuration" with the following fields and values:

Partial Delivery Allowed	Yes	[?]	[STORE VIEW]
Authority to Leave	Yes	[?]	[STORE VIEW]
Email Tracking for Customers	Yes	[?]	[STORE VIEW]

- **Partial Delivery Allowed:** Admin can allow partial delivery of a shipment. For Eg. 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:** If admin has allowed authority to leave, the shipment can be handed over to other person (who has not ordered the shipment) at the time of delivery.
- **Email Tracking for Customer:** Admin can allow/disallow Email tracking for the customers with this option.

Label Configuration

- Admin can manage configurations for Labels to be printed.



The screenshot shows a 'Label Configuration' window with the following settings:

Configuration Item	Value	Help Icon	Action
Label Layout for Parcel Post	A4-1pp	?	[STORE VIEW]
Label Layout for Express Post	A4-1pp	?	[STORE VIEW]
Australia Post Branding	Yes	?	[STORE VIEW]
Label Left Margin	10	?	[STORE VIEW]
Label Top Margin	10	?	[STORE VIEW]

- **Label Layout for Parcel Post:** Admin can set size of the label for Parcel Post with this option. Possible Options are:
 - A4-1pp
 - A4-4pp
- **Label Layout for Express Post:** Admin can set size of the label for Express Post with this option. Possible Options are:
 - A4-1pp
 - A4-3pp
- **Australia Post Branding:** Admin can enable / disable Australia post branding on label with this option.
- **Label Left Margin & Label Top Margin:** Admin can set Left & Top Margins for Labels.

Extra Services Configuration

Label Generation Configurations

- Go to **Sales -> Orders** and click on any pending order and generate invoice for it.

Order View | Order # 145000030 | Jan 23, 2017 9:39:06 PM | Back | Send Email | Credit Memo | Reorder

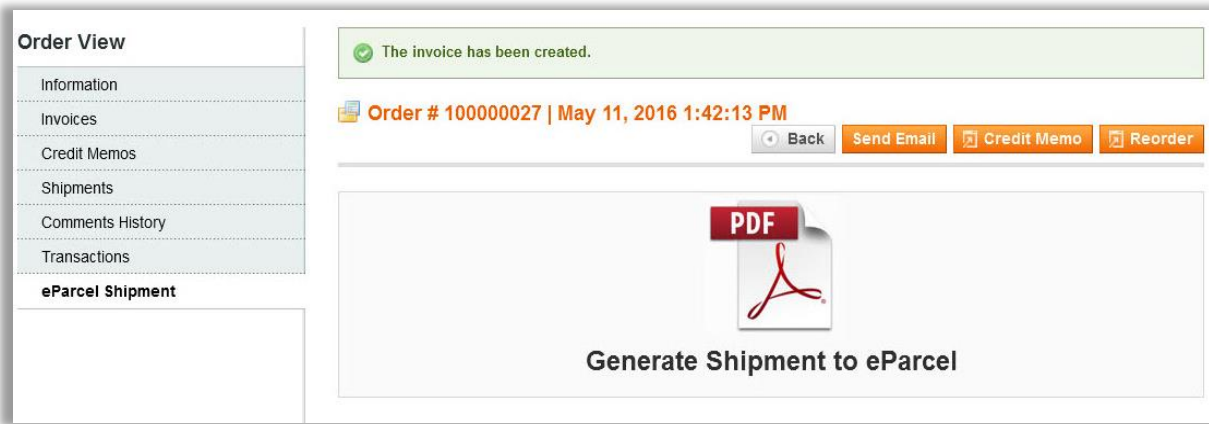
Information	Order # 145000030 (the order confirmation email was sent)	Account Information
Invoices	Order Date: Jan 23, 2017 9:39:06 PM	Customer Name: Matthew John
Credit Memos	Order Status: Complete	Email: matthew.john@gmail.com
Shipments	Purchased From: Main Website Madison Island English	Customer Group: General
Comments History	Placed from IP: 88.198.101.130 (27.109.16.251)	
Transactions		
	Billing Address Edit	Shipping Address Edit
	Matthew John Mics.co 100 Nickerson RD demo Marlborough, Colorado, 01752 United States T: 9409292076	Matthew John Mics.co 100 Nickerson RD demo Marlborough, Colorado, 01752 United States T: 9409292076
	Payment Information	Shipping & Handling Information
	Cash On Delivery Order was placed using USD	Federal Express - Standard Overnight \$68.76

- After generating invoice, Ship the Order to concerned shipping address. If the shipping address doesn't belong to Australia Post Standards, it will show error while creating shipment for the order. Possible match for the erroneous data will also be provided to the admin.
- After Shipment is generated a new tab eParcel Shipment in the Left Panel will be displayed. Click on it to generate Shipment to eParcel.

Order View | Order # 145000030 | Jan 23, 2017 9:39:06 PM | Back | Send Email | Credit Memo | Reorder

Information	Order # 145000030 (the order confirmation email was sent)	Account Information
Invoices	Order Date: Jan 23, 2017 9:39:06 PM	Customer Name: Matthew John
Credit Memos	Order Status: Complete	Email: matthew.john@gmail.com
Shipments	Purchased From: Main Website Madison Island English	Customer Group: General
Comments History	Placed from IP: 88.198.101.130 (27.109.16.251)	
Transactions		
	Billing Address Edit	Shipping Address Edit
	Matthew John Mics.co 100 Nickerson RD demo Marlborough, Colorado, 01752 United States T: 9409292076	Matthew John Mics.co 100 Nickerson RD demo Marlborough, Colorado, 01752 United States T: 9409292076
	Payment Information	Shipping & Handling Information
	Cash On Delivery Order was placed using USD	Federal Express - Standard Overnight \$68.76

- After Shipment is generated to eParcel click on eParcel Shipment tab to generate Shipping Label.



Note: If shipment is generated to eParcel and Shipping Label is generated once, when admin will again go to eParcel Shipment tab admin can only get shipment label and won't be able to generate Shipment to eParcel. Thus, it will save money for generating Shipment to eParcel again.



Shipment Tracking Configurations

- You need to submit these orders to eParcel. Go to **Australia Post** -> **Submit** orders to eParcel. Here, you will find the list of orders whose shipment has been generated to eParcel and the label has been downloaded to your system.

Prepare Orders

Page 1 of 2 pages | View 20 per page | Total 22 records found [Reset Filter](#) [Search](#)

Select All | Unselect All | Select Visible | Unselect Visible | 1 items selected Actions [Submit](#)

	Order #	Ship to Name	Is Submitted to eParcel ?
Any			
<input type="checkbox"/>	145000098	Andrew	✓
<input checked="" type="checkbox"/>	145000087	Mike Ross	✗
<input type="checkbox"/>	145000058	James Andrew	✓
<input type="checkbox"/>	145000057	Dev Roy	✓
<input type="checkbox"/>	145000056	Jason Kevin	✓
<input type="checkbox"/>	145000055	Mike Ross	✓
<input type="checkbox"/>	145000054	Scott Ray	✓
<input type="checkbox"/>	145000050	Micheal James	✓

- After Shipment is generated to eParcel and Label is printed, Admin can send Email with Tracking Information to the by Clicking on **'Send Tracking Information'** Button.

Shipping Address
Mike Ross
Mike Inc. Manhattan Street
Sydney, New South Wales 2000
Australia
T: 989753610

Billing Address
Mike Ross
Mike Inc. Manhattan Street
Sydney, New South Wales 2000
Australia
T: 989753610

Items Ordered | [Track your order](#)

Product Name
Test Product

Shipping Method
Australia Post - Parcel Post - Standard Service - Extra

Tracking Information [Close Window](#)

Shipment #10000029

Australia Post eParcel: ABC000128

[Click here to track your shipment](#)

This link will redirect to Australia Post website

[Close Window](#)

Share

Shipping & Handling \$21.55
Grand Total \$121.55

- User will get the option of Address validation with Shipment Tracking service. For this, if user enters incorrect address, address validation service will provide matching addresses based on Pin code.

The screenshot shows a form for address validation. The 'City' field contains 'hobri'. A message box states: 'Please enter valid city/suburb for this address. Relative suggestion are as below: Sydney South, The Rocks, Haymarket, Millers Point, Parliament House, Sydney, Barangaroo, Dawes Point'. A 'City Suggestions' dropdown is open, listing: Sydney South, The Rocks, Haymarket, Millers Point, Parliament House, Sydney, Barangaroo, Dawes Point. Other fields include State/Province (New South Wales), Zip (2000), Country (Australia), Telephone (9409292076), and Fax. At the bottom, there are options: 'Save in address book', 'Ship to this address' (selected), and 'Ship to different address'. 'APPLY' and 'CLOSE' buttons are visible on the right.

Points to Note

- API key is must to 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 to use in our extension are below: Weight: kg/grams as per configured by admin.
 - **Length:** cm
 - **Width:** cm
 - **Height:** 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 compulsorily define product’s weigh for product as it is required to get Australia Post services.

Length (in CM)	<input type="text"/>
Width (in CM)	<input type="text"/>
Height (in CM)	<input type="text"/>

- Go to **Catalog -> Manage Products** and fill the value of **weight**, apart from **height, width and length** of the attribute, individually for each product.
- If you select yes for adding Cover price, extension will consider cart subtotal price for Extra Cover price.
- If cart subtotal is greater than extra cover max value, it will consider max value of extra cover of 5000.
- While checking for Australia Post rates, please follow guidelines from below URL.
<http://auspost.com.au/parcels-mail/size-and-weight-guidelines.html>
<http://auspost.com.au/parcels-mail/prepaid-satchels.html>
- For Bundle items that are set ‘false’ to ship separately from backed and if the weight is greater than 22KG (Not applicable for Contract Rates) then it will not be shown in the services list.
- It supports domestic shipments only.

Contact Us

We simplify your business, offer unique business solution in digital web and IT landscapes.



Live Chat

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



Tickets

- Raise tickets for your specific question!
- Send an email to support@appjetty.com or you can login to your account @ www.appjetty.com 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 sales@appjetty.com