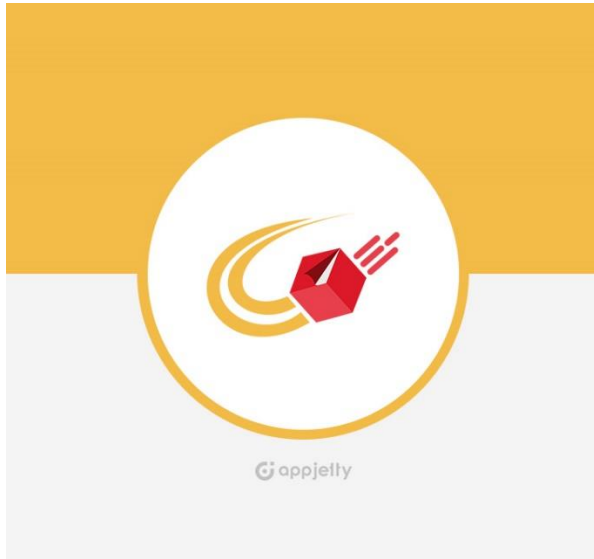# appjetty

USER MANUAL

Australia Post
Parcel Send

Version: 1.1.2

Compatibility:
Magento Community Edition 1.7.*.* to 1.9.*.*

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Introduction

AppJetty's Magento Australia Post Parcel Send Extension is an effective solution that helps store owners to submit consignment manifests to Parcel Send and generate labels for printing. Along with this, it also provides support for various Domestic and International shipping services under Australia Post Parcel Send.

Customers will be able to choose shipping methods provided by admin and opt for the best suitable method. Admin can set charge codes for the defined methods along with setting up free shipping methods. They can get a list of consignments and will be able to submit them to Parcel Send via creating Manifests. After creating the manifests, admin will get detailed information about the manifests and can generate labels for printing. With Magento Australia Post Parcel Send Extension admin can reprint the labels without any extra charge.

Benefits of Australia Post Parcel Send

- Australia Post Shipping Integration
- Custom articles for consignments
- Shipment Tracking with Parcel Send
- Free Shipping Rules Management
- Address Verification for customers
- Address Verification for admin
- Possible integration with Delivery Choice API
- Submit consignments to manifests
- Manifest summary report
- Generate Labels for Consignments
- Mass Generation of Consignments
- Mass Generation of Shipments
- Mass Generation of Labels

Prerequisites

- Admin should have an Australia Post account
- Admin should also hold a Business account
- Admin should also hold a Developer account

How it Works?

Back End Configuration

- Please follow the steps below to configure Magento 2 Australia Post Parcel Send extension.

- Go to **STORES -> Configuration -> AppJetty Extension.** Under that you will find the **Australia Post Parcel Send** activation option.

- Here you can insert the activation key and select the required store/s.
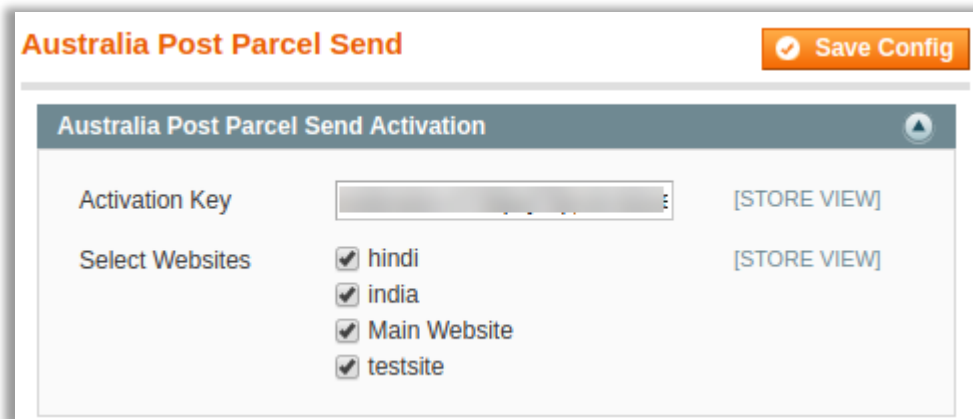
General Configurations

- Go to **System -> Configuration -> Sales -> Shipping Methods.**

- **Enable:** Select **'Yes'** to enable the extension. It is disabled by default.

- **Title:** Add title for the shipping methods.

- **Enable Contract Rate Services**: Enabled services rates will be shown to customer.

- **Ship to applicable countries:** Select from below options to ship the consignment in applicable countries.

  - **All Allowed Countries:** This will allow you to ship the consignment in all countries.

  - **Specific Countries:** This will allow you to ship the consignment only in specified countries.

- **Show method if not applicable:** Choose if method will be displayed or not if it is unavailable. Possible options are: Yes or No.

- **Displayed Error Message:** Set message which will be displayed when method is not applicable.

- **Hide Australia Post Shipping Method From Customer:** If enabled, rates will not show up to customer.

Shipping Method Configuration

- **Account Number:** Enter your Australia Post Parcel Send account number for the shipments.

- **API Key:** Enter your Australia Post Parcel Send API Key.

- **Password:** Enter password for your Australia post Parcel Send account.

- **Operation Mode:** Test mode enables admin to use and test all features of the Australia Post Parcel Send for Magento module without actually submitting orders to Parcel Send. Live mode will upload your orders to Australia Post Parcel Send system. Possible options are:

  - Test

  - Live

Note: This configuration is only available for label printing and shipment tracking.

Parcel Send Authentication:
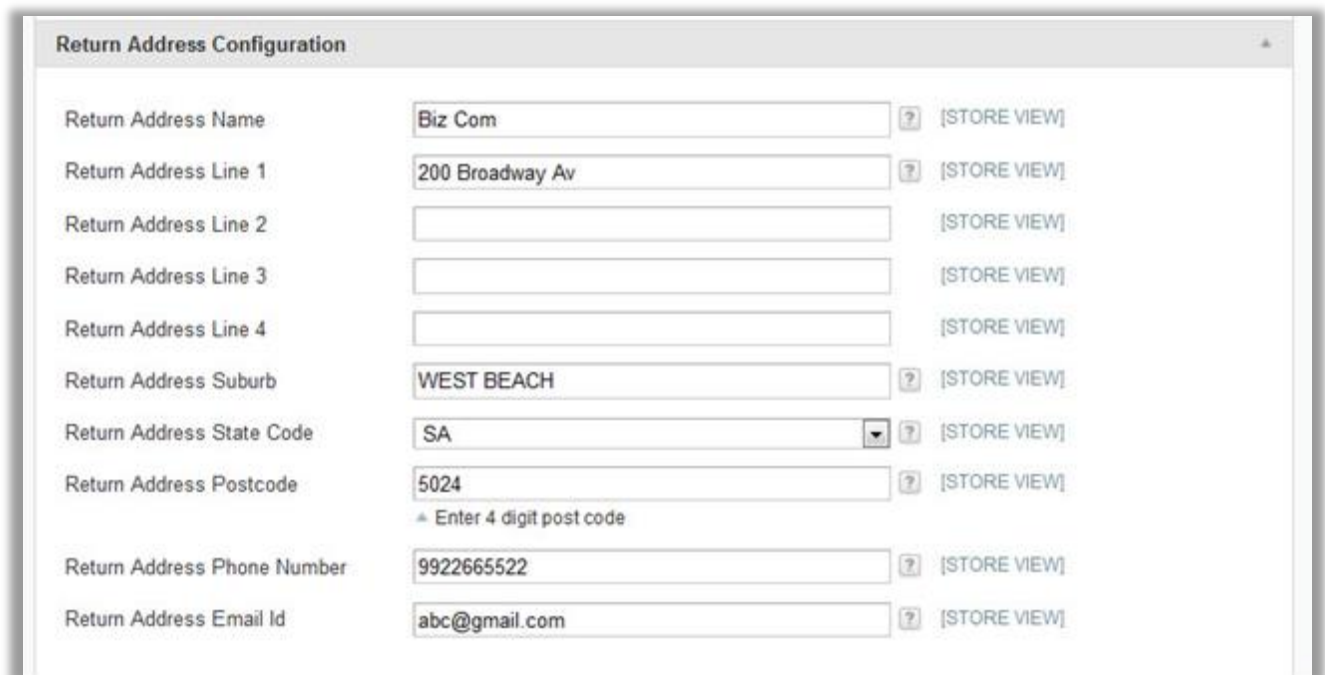
- **Biztech Application ID:** Enter your valid Biztech Application ID provided by AppJetty.

Return Address Configuration:

- Enter your warehouse address which is registered with Parcel Send and will be used when any order is returned.

Product Configuration:

- **Select Attribute for Length:** Choose the attribute for the product's length.

- **Select Attribute for Height / Thickness:** Choose the attribute for the product's height / thickness.

- **Select Attribute for Width:** Choose the attribute for the product's width.

- **Default Weight Unit:** Choose the default weight unit for the product. Possible options are:

  - **KG:** For weight in Kilograms

  - **GM:** For weight in Grams

- **Allow Default Value for Dimension:** Select **'Yes'** to allow default values of dimensions height, width and length.

  - **Default Length (cm):** Enter the default value for length

  - **Default Height (cm):** Enter the default value for height

  - **Default Width (cm):** Enter the default value for width

Article Configuration:

- **Signature Required:** Default setting for **'Signature Required'** on consignments. This default can be overridden when creating consignments.

Note: if set to **'No'**, customers will be prompted to confirm that they authorize their delivery to be left if no one is available to sign for it, and then be required to enter special instructions. E.g. 'leave at side door' - these instructions will show on labels associated with the consignment for the order. Possible options are: Yes or No.

- **Print Return Labels:** Default setting for printing returns labels for consignments. This default can be overridden when creating consignments. Possible options are: Yes or No.

- **Partial Delivery Allowed:** Default setting for specifying if partial delivery is allowed for consignments. This default can be overridden when creating consignments. Possible options are: Yes or No.

- **Use Order Total Weight:** If your products in Magento have weights associated with them, admin can use this option to use the total weight of the combined items on an order as the weight for the consignment. Possible options are: Yes or No.

- **Packaging Allowance Type:** Using this option, admin can add additional weight to the order total and allow it for packaging. Use **'Fixed'** if admin want to add a set weight to each order or use Percentage to add an allowance based on a percentage of the total weight for each order. Possible options are: Fixed or Percent.

- **Packaging Allowance Value:** Depending on the option admin choose for 'Packaging Allowance Type', this value will determine what value to add to the total weight of the combined items on an order. If admin select Fixed, then input the additional weight admin want to add in KG. E.g. .25 for .25 kg/250 grams. If admin select percentage, then input the percentage admin want to add to an order E.g. 5 for 5%. Leave this field empty if admin don't want to apply a packaging allowance to orders.

- **Apply Parcel Send Shipping to All AU Orders:** Select this option if admin want to apply Parcel Send shipping and management to all your existing Magento shipping rules and options, including orders via M2E Pro. If admin would like to apply different Parcel Send shipping types to the different shipping methods admin offer, we recommend admin use our **'Assign Shipping Types'** option instead.

Label Configuration:

General Label Printing:

- **Australia Post Branding:** Choose whether the Australia Post branding should be included on the labels. If admin is using purchased stationary from Australia Post, then the generated labels should not include the branding. Default is 'False'. Possible options are: Yes or No.

- **Label Left Margin:** Use this field to adjust the left margin of the page. Default is '0'.

- **Label Top Margin:** Use this field to adjust the right margin of the page. Default is '0'.

- **Displayed Description in Label:** Enter the description to be displayed in label.

Domestic Label Printing:

- **Label Layout for Parcel Post:** Label layout for Parcel Post specifies the number of labels per page and the size of the page. The layout must be valid for the product types of the items in the shipment. Valid Layouts are: A4-3pp, A4-4pp & Thermal-Label-A6-1pp.

- **Label Layout for Express Post**: Label layout for Express Post specifies the number of labels per page and the size of the page. The layout must be valid for the product types of the items in the shipment. Valid Layouts are: A4-3pp A4-4pp & Thermal-Label-A6-1pp.

International Label Printing:

- **Label Layout for International:** The layout specifies the number of labels per page and the size of the page. The layout must be valid for the product types of the items in the shipment. Valid Layouts are: A4-1pp A4-3pp A4-4pp & Thermal-Label-A6-1pp.

- **Enable Commercial Value:** Whether the item has commercial value (i.e. the goods are for resale). This is generated by the merchant and will be shown on the customers form and label. Possible options are:

  - **Yes:** On selecting **'Yes'** you need to provide the description regarding the commercial value of the consignment in the **'Enter Description'** field.

    - **Enter Description:** Enter the description to be displayed in international label.

  - **No:** On selecting **'No'** admin needs to select the type of the consignment from **'Choose Classification Type for International Label Printing'** field.

    - **Choose Classification Type for International Label Printing:** This will be a dropdown list for selecting type of the consignment. Consignment type can be "Gift", "Sample", "Document", or "Return".

Consignment Configuration:

- **Display Order Status on Consignment View:** Set this option to **'Yes'** if admin wants the Magento order status for all orders to be displayed in the consignment view. Possible options are:

  - Yes

  - No

- **Choose the status to show in the consignment view:** By default, orders that have a status of 'Pending', 'Processing' or an open consignment against them are displayed in the Consignment View. If you'd like to choose different order statuses to display in the Consignment View then set this option to Yes. Possible options are:

  - Yes

  - No

- **Change Order Status on Dispatch of Manifest:** Use this option to change the order status when a manifest is dispatched.

Manifest and Other Configuration:

- **Notify Customers on Dispatch of Manifest:** Use this option to notify customers of tracking numbers when a manifest is dispatched. This default can be overridden when creating consignments. Possible options are:

    - Yes

    - No

- **Australia Post Email Notification:** Default setting for using Australia Post's email notification service on consignments. This default setting can be overridden when creating consignments. Possible options are:

    - Yes

    - No

- **From Email Address:** The 'from' email address is to be used for notifying customers of tracking information when a manifest is dispatched.

- **Customer Email Template:** Admin can use the [TrackingNumber], [OrderNumber], and [CustomerFirstname] dynamic variables and can edit email template from Transactional Emails Section. Possible options are:

    - Default Template from Locale

    - AusPost Parcel Send Track Email Template

- **Change order shipping option:** Select this option if you want to change the order's current shipping option to other shipping options. Possible options are:

  - Yes

  - No

- **Allow Front End Suggestions for Address:** It will allow you to display the city suggestions on in checkout page and multi shipping address.

Consignment Management

- Go to **Australia Post Parcel Send Management -> Consignment Management**

- In this tab admin will get a list of consignment with following details:

  - **Order #:** The order Number of the Consignment.

  - **Ship to Name:** Customer name who has placed the order.

  - **Weight (Kgs):** Weight of the shipment.

  - **Is Valid Address?** Address set by customer for delivery is valid or not.

  - **Consignment #:** If consignment for the order is already created then it's number.

  - **Shipping Method:** The shipping method with which order was generated.

  - **Is Labels Created?** Is label for the consignment generated from the Parcel Send or not.

  - **Is Labels Printed?** If label is generated then it is printed or not.

Consignments — Dispatch

Page 1 of 1 pages | View 20 per page | Total 17 records found — Reset Filter | Search

Select Visible | Unselect Visible | 0 items selected — Actions [ ] Submit

Order # ↓	Ship to Name	Weight (Kgs)	Is Valid Address ?	Consignment #	Shipping Method	Is Labels Created ?	Is Labels Printed ?	Is Return Labels Printed ?
			▼		▼	▼	▼	▼
100000032	Mike Jim	0.1	✓	JDQ0000001	Flat Rate - Fixed - 7D55	✓	✗	
100000031	Mike Jim	10	✓	JDQ0000002	Flat Rate - Fixed - 7D55	✓	✗	
100000030	Martin Rawshan	10.2	✓	JDQ0000003	Flat Rate - Fixed - 7D55	✓	✓	
100000029	Martin Rawshan	0.1	✓	JDQ0000004	Flat Rate - Fixed - 7D55	✓	✗	
100000028	Shane Bond	0.1	✓	JDQ0000005	Flat Rate - Fixed - 7D55	✓	✗	
100000027	Shane Micheal	20	✓	JDQ0000006	Flat Rate - Fixed - 7D55	✓	✗	

- **Is Return Labels Printed?** If return order request is placed then its return label is printed or not.

- **Is Under Current Manifest?** It will display if the consignment is under current manifest or not.

- **No. of Articles:** Number of articles under this consignment.

- **Created On:** Date of Consignment creation.

- **Modified On:** Modification date of the consignment.

				Dispatch
				Reset Filter Search
			Actions ▼	Submit
Is Under Current Manifest?	**No. of Articles**	**Created On**	**Modified On**	
▼		From: ☐ To : ☐	From: ☐ To : ☐	
✅	1	09/28/2016 14:25:22		
✅	4	09/28/2016 14:26:43	09/28/2016 14:29:29	
✅	1	09/28/2016 14:30:12		Submit Consignment
✅	1	09/28/2016 14:38:16		Submit Consignment
✅	1	09/28/2016 14:41:24		Submit Consignment
✅	1	09/28/2016 15:20:41		Submit Consignment

Create Parcel Send Labels

- Go to **Australia Post Parcel Send Management -> Consignment Management**

- Now click on **'Submit Consignment'** to submit the consignment and generate the label for the consignment.

- After clicking on **'Submit Consignment'** label will be generated.

Note: After generating the label for the order a tick mark will appear under **'Is Label Created?'** Column for particular order.

- Now click on the **'PDF'** icon to download the label generated for the order.

Note: After downloading label for the order a tick mark will appear under **'Is Label Printed?'** Column for particular order.

Create a Consignment for the Order

- Go to **Australia Post Parcel Send Management -> Consignment Management**

- For any order, whose consignment is not created admin will have option to create consignment for it.

- Click on **'Create Consignment'** and admin will be able to choose number of articles in the consignment along with article type and the unit value for the consignment. Admin can choose article type from types of articles that admin have created or admin can also create a custom article type for the consignment.
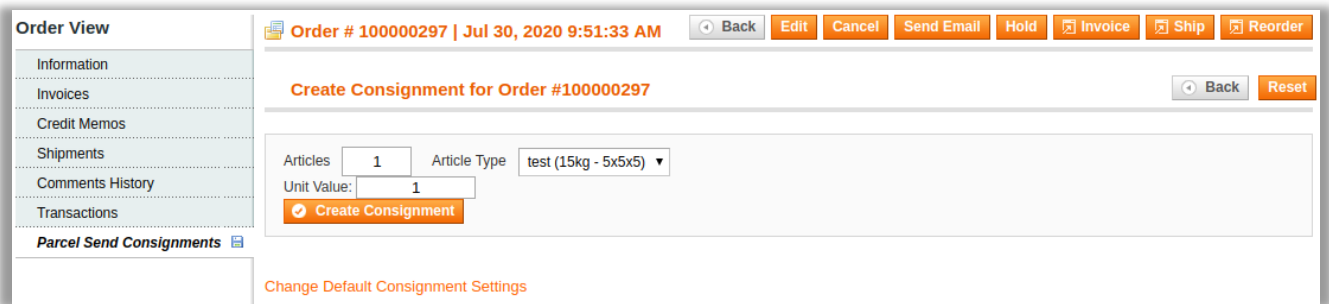
- While creating the consignment for the custom article type product attributes and dimensions (i.e. Length, Width, Height and Weight) will be as per the default product attributes and dimensions. If the values are empty, default article values will be used. Along with this attributes and dimensions value can be changes manually.
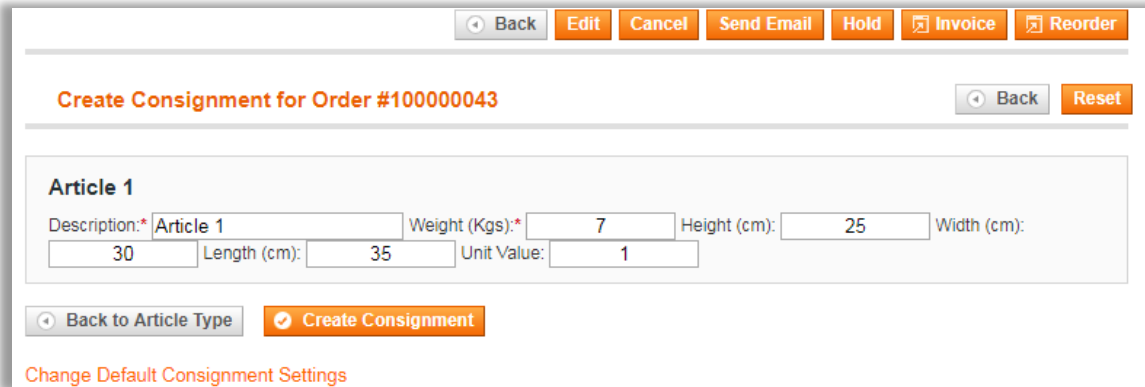
- For any specific consignment admin can also change default consignment settings by clicking on Change **'Change Default Consignment Settings'.**

- After setting article type admin can click on '**Create Consignment'** to create a consignment.

- After creating a consignment admin will be able to submit consignment to Parcel Send to get the labels from '**Parcel Send System'**. In response Parcel Send will return labels and tracking details. Admin will be able to print the labels and the labels will also be saved in our gateway for re-printing.

- With **'Dispatch'** admin will be able to dispatch all the consignments of the current manifest in to Parcel Send System. In the response admin will get Manifest Summary report from Parcel Send.

- The admin is also facilitated with the facility of updating the already created consignments, as well as update the shipping address and submit the updated value again in Parcel Send and create the updated labels based on the updated value and submitting it again with the updated data.

- The consignment can only be updated if the consignment is submitted not dispatched.

Mass Actions

- From the Consignment Management admin can easily perform following Mass Actions:

  - **Create Consignments:** To create multiple consignments for multiple orders at once. While creating consignments in bulk as well admin is provided with the option of choosing the article type from predefined or custom.

  - **Change Shipping Methods:** Admin can assign similar shipping methods to selected multiple orders.

  - **Delete Consignments:** To delete multiple consignments for multiple orders before the generate shipment.

  - **Mass Generate Shipments:** To generate shipments for multiple consignments at once.

  - **Mass Generate Labels:** To generate labels for multiple consignments at once.

  - **Add to Current Manifest:** To add multiple consignments to the current manifest.

  - **Remove from Current Manifest:** To remove multiple consignments from current manifest.

  - **Download Multiple Labels:** To download multiple labels of the consignments at once.
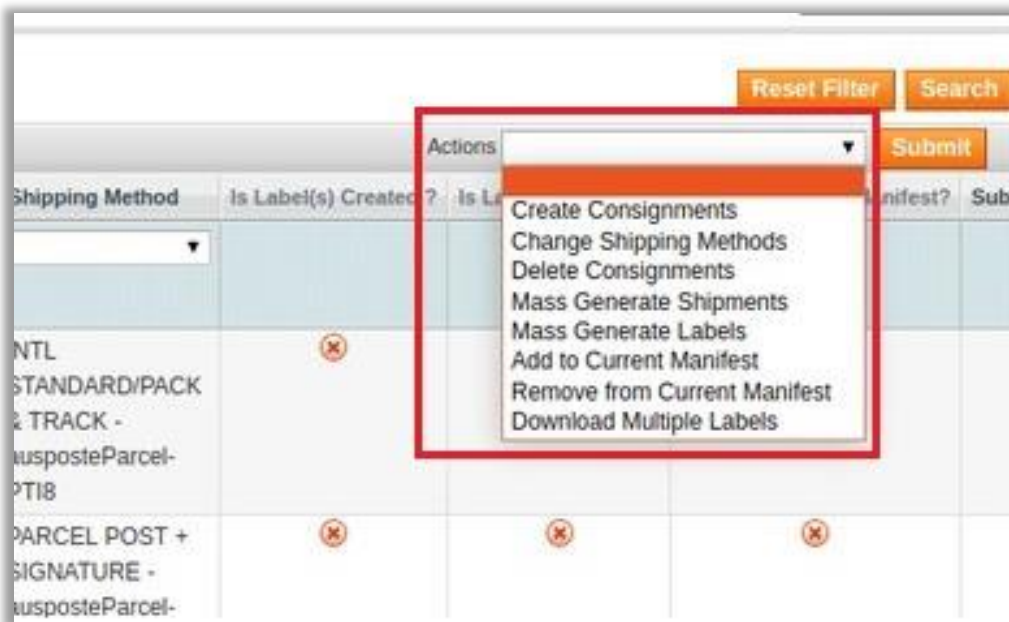
Manifest Management

- Go to **Australia Post Parcel Send Management -> Manifest Management**

- Admin can get the list of manifests that are associated with the store. Admin will be able to see Manifest Code along with Date of Manifest Dispatch, No. of Consignments in the manifest & No. of articles in it as well.

Manifests

	Manifest #	Dispatched On	No. of Consignments		Print
		From:		Generate Manifest Summary	
		To :			
☐	M000000001		9	13	

Page 1 of 1 pages | View 20 per page | Total 1 records found

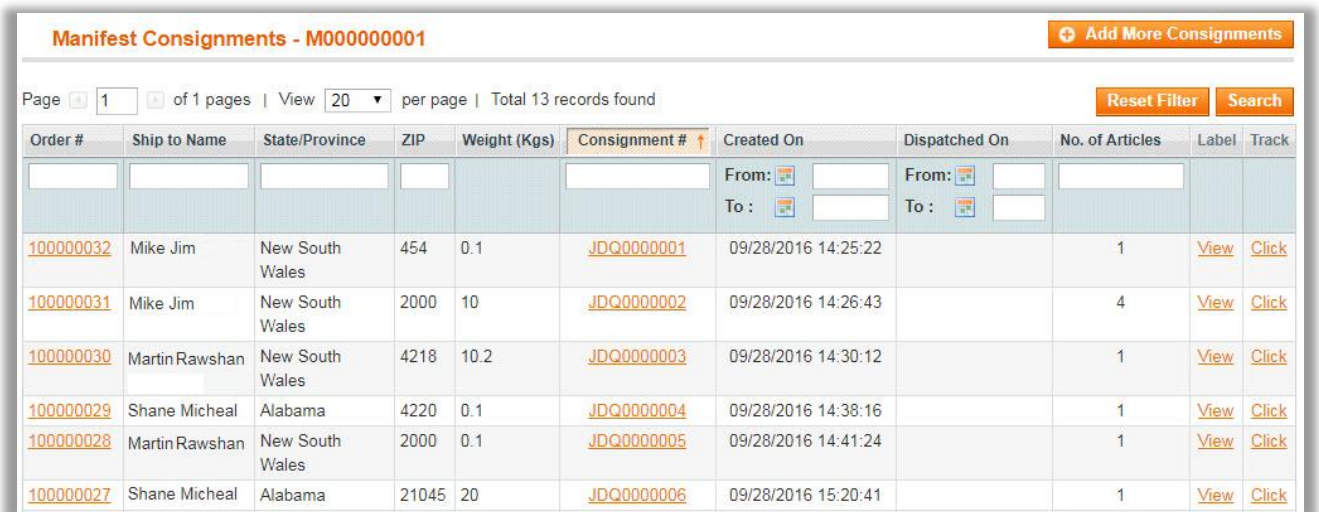Select Visible | Unselect Visible | 0 items selected   Actions [Generate Manifest Summary ▼] Submit

- Admin can also generate Manifest Summary from the list. By clicking on any manifest, admin will be able to see Manifest Details.

- From manifest details, admin can add more consignments to the manifest as well as pre-added consignment details along with Label & Tracking details for the consignments.

Manifest Consignments - M000000001   ⊕ Add More Consignments

Page 1 of 1 pages | View 20 per page | Total 13 records found

Order #	Ship to Name	State/Province	ZIP	Weight (Kgs)	Consignment # ↑	Created On	Dispatched On	No. of Articles	Label	Track
						From: To :	From: To :			
100000032	Mike Jim	New South Wales	454	0.1	JDQ0000001	09/28/2016 14:25:22		1	View	Click
100000031	Mike Jim	New South Wales	2000	10	JDQ0000002	09/28/2016 14:26:43		4	View	Click
100000030	Martin Rawshan	New South Wales	4218	10.2	JDQ0000003	09/28/2016 14:30:12		1	View	Click
100000029	Shane Micheal	Alabama	4220	0.1	JDQ0000004	09/28/2016 14:38:16		1	View	Click
100000028	Martin Rawshan	New South Wales	2000	0.1	JDQ0000005	09/28/2016 14:41:24		1	View	Click
100000027	Shane Micheal	Alabama	21045	20	JDQ0000006	09/28/2016 15:20:41		1	View	Click

Free Shipping Rule Management
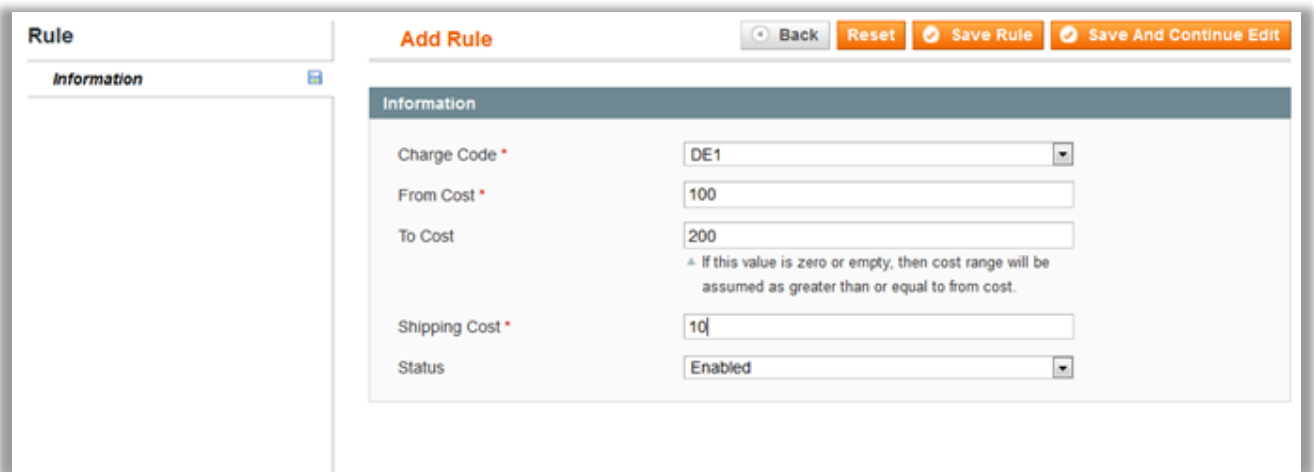
- Go to **Australia Post Parcel Send Management -> Free Shipping Rule Management**

- Admin will be able to set free shipping rules management based on which consignments will be shipped for free. On this screen admin will be able to see Charge Code, Cost Range, Shipping Cost and Rule Status.

- Admin can add new shipping rule by clicking on '**Add New Rule'.**
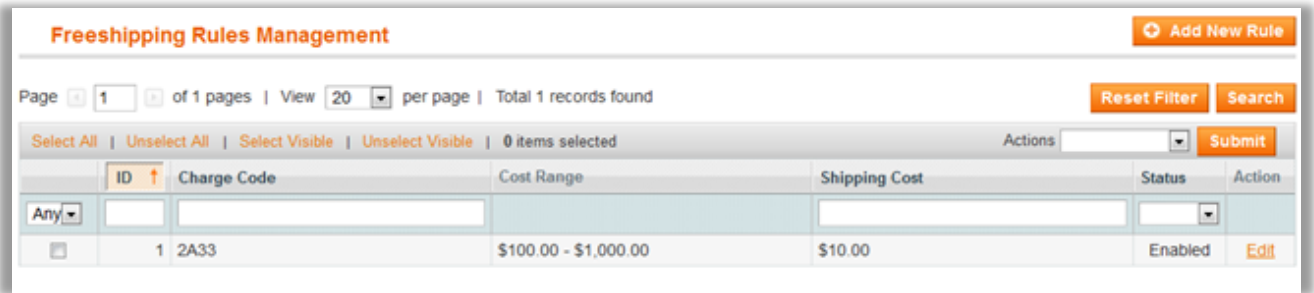
- While adding a new rule, admin can choose charge code, From and To Cost for which rule will be used, Shipping cost & Status of the rule.

Article Type Management

- Go to **Australia Post Parcel Send Management -> Article Types**

- Admin will have list of Article types that are created for the consignments. Admin will be able to add new article type by clicking on '**Add New'.**

- Admin will be able to set Article Type name, Article Weight, Height, Width & Length along with the status of the Article Type.

Adding Shipping Methods and Assigning Shipping Types to Charge Codes

- Go to **Australia Post Parcel Send Management -> Assign Shipping Types**

- Admin can assign the enabled shipping methods to Parcel Send Charge codes from here. Admin can also select the Shipping method & assign a charge code to it.

Points to Note

- Configuration settings like address, API Key Username and Password must be valid as per Parcel Send Account.

- Submit consignment to Parcel Send system after verifying all the consignments details

- One article weight must not exceed weight limit (for domestic 22 kg and for International 20 kg)

- To get contract rates, required services must be enabled in Merchant's Australia Post Business Account.

- We will be using an intermediate database on our server to store the required details.

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-parcel-send.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 Parcel Send**, please write to sales@appjetty.com