USER MANUAL

AUSTRALIA POST SHIPPING

Australia MyPost Shipping

Version: 1.0.6

Compatibility:
Community Edition 2.2.*, 2.3.*, 2.4.*

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Introduction

Our Magento 2 extension in an ideal tool and a must have for all the e-store owners in Australia. You can easily manage bulk shipping orders by generating CSV and importing the same in MyPost panel. This extension seamlessly works and is easy to integrate without any hassle of API. You can add custom rates by simply uploading a CSV.

Benefits of Australia MyPost Shipping

- An extension that adds value to your customer experience by streamlining your shipping process.
- With this extension, you automate the tedious parts of your shipment process and control the necessary parts like rates, parcel creation, etc.
- You can add custom shipping rates from the backend keeping in mind variable costs. In this way, your customers pay reasonable charges for shipping.
- Keeps your customers informed about their orders with shipment tracking feature.

Pre-requisites

- The user should have an account with Australia MyPost, as the Australia Post API key is required to make the extension work.

Installation

Mandatory Instruction:

- Kindly ensure that Magento 2 is set up correctly. Enter developer mode before initiating the installation process. 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

    - o Mypost

For Linux OS:

- Enter the following commands keeping their order:

  - cd <your Magento install dir>/app/code

  - mkdir -p Biztech/Mypost

- After this, find the Download Zip and extract all files and folders in Biztech/ Mypost.

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) and run the following command:

  - cd [magento root directory] [var]

  - run the following command

  - $ chmod –R 777 *
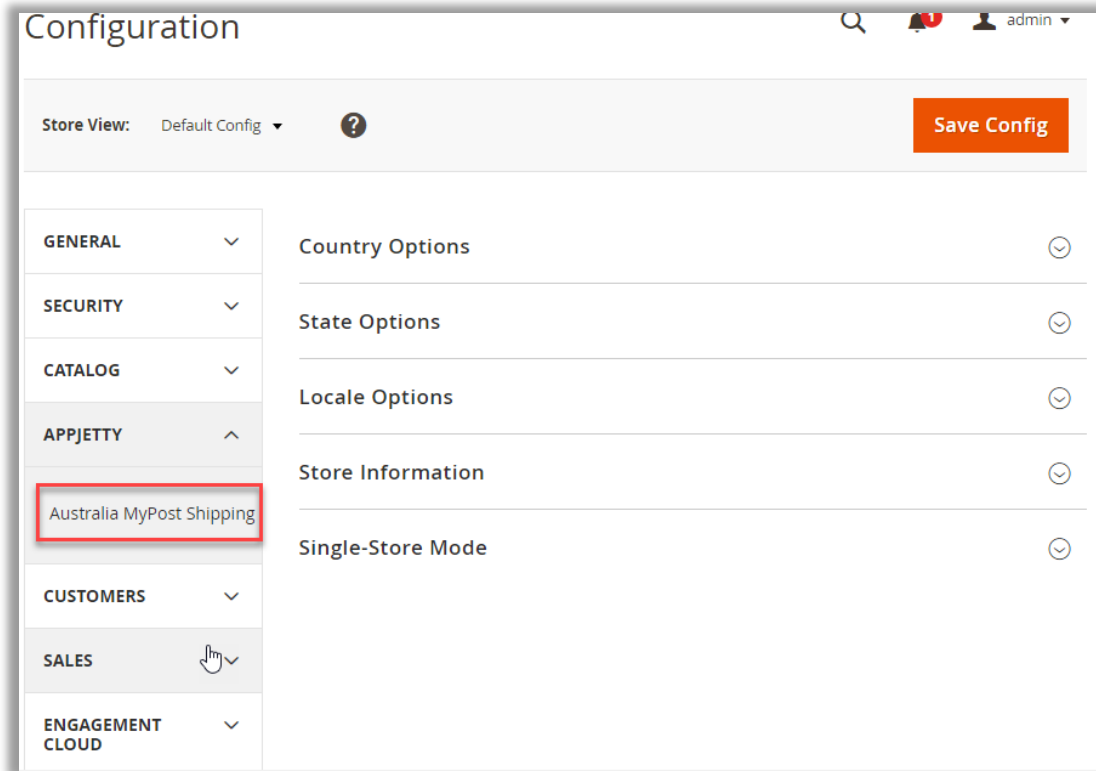
Step 3:

- After running the command, log into the admin panel and clear the Cache.

- Go to **SYSTEM -> Tools (section) -> CACHE MANAGEMENT** to clear the cache.

Step 4:

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

- You can also see MyPost in the drawer menu.
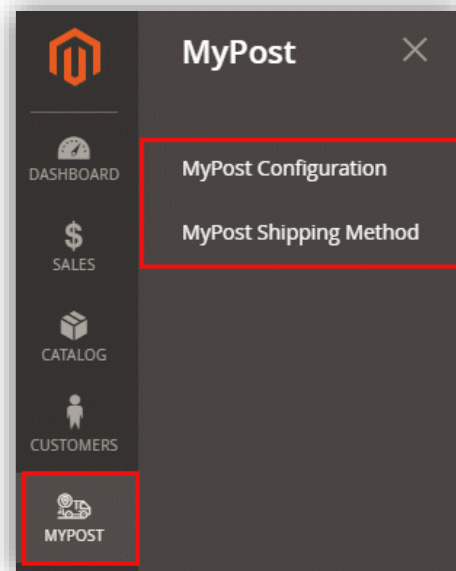
Installation via Composer

Step 1:

- Create a new folder on your preferable server path. Add Extension zip archive into the created folder.

Step 2:

- Use Your SSH details to connect to your server. After connecting to the SSH, change your working directory with the one of your Magento setup path using below command.
  cd /PATH/TO_YOUR_MAGENTO_SETUP_PATH

Step 3:

- Now you have to define the folder with the extension's archive as a repository for composer reference. For this, run the Composer command:

  composer config repositories.biztech artifact /ABSOLUTE_PATH_TO_ZIP_Archive_FOLDER/

- For Example:

  composer config repositories.biztech artifact /Packages/Biztech/

  After executing this command, it will automatically add Repository Details in composer.json file.

Step 4:

- Perform the following command for installation of the module:

  composer require biztech/Mypost

Step 5:

- After successful installation using the above command you can verify the module status using the below command:

  php bin/magento module:status

  You can check newly added module in the List of disabled modules.

Step 6:

- Now you can upgrade your setup using below command.

  php bin/magento setup:upgrade

It will enable the module and it should be doing the automated process required by Magento.

Step 7:

- You can now compile the modules using below command.

    php bin/magento setup:di:compile

Step 8:

- In case if you have to update our extension from a composer you can use the below command:

    composer update biztech/Mypost

    But before using that command you should have placed the latest Extension zip archive into the **/ABSOLUTE_PATH_TO_ZIP_Archive_FOLDER/**

- After executing the above command your module is updated and now you just have to run the upgrade command same as step 6 and compile command same as step 7.

Extension Activation

Copy an activation key

- Copy the activation key from the Order Confirmation Mail. **OR**

- Log into your account at **www.appjetty.com** 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 MyPost 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 store where you need to use the Australia Post extension. Click the **'Save Config'** button after making your selections.
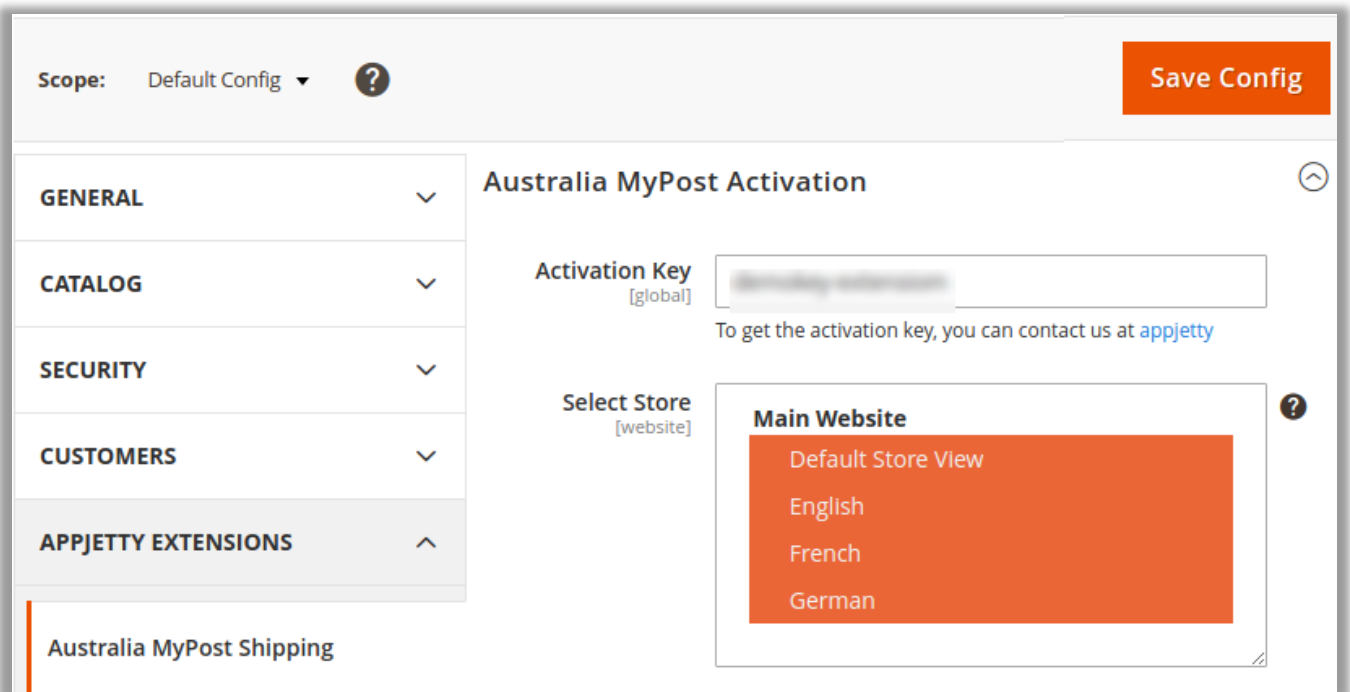
- Now, Australia MyPost Shipping Extension got activated! You just have to set configurations.

Configuration

Please follow below mentioned steps to configure the shipping method of Australia MyPost after activation.

- Go to **STORES -> Configuration**.

Note: Because of the 'Store Pickup' available, now onwards the Shipping Methods will be referred to as Delivery Methods in the 2.4 editions of the Magento2.

MyPost Configuration

- In the left panel under **Appjetty** tab, You can see Australia MyPost Shipping.
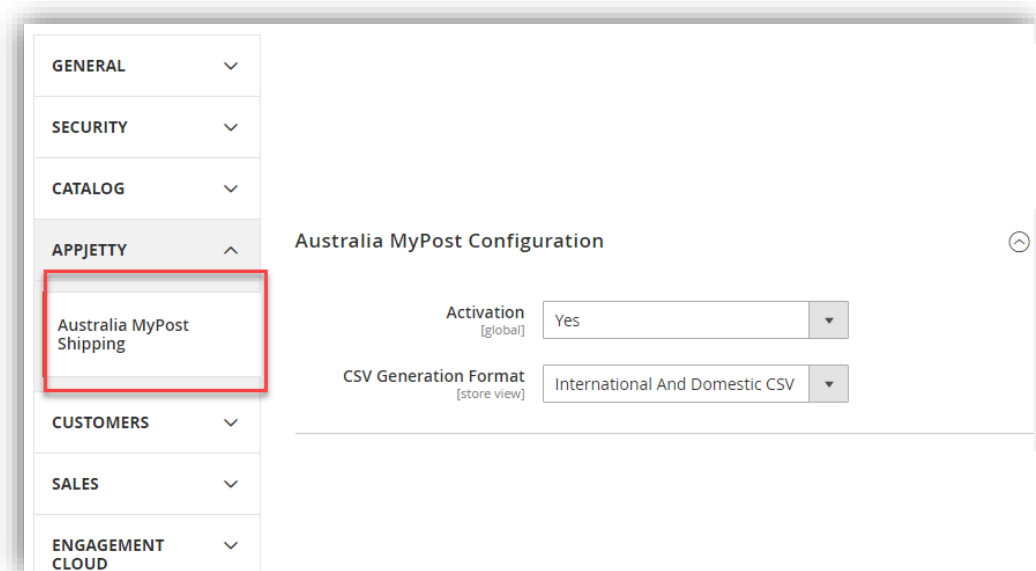
- **Activation**: Select '**Yes**' to enable extension.

- **CSV Generation Format**: Select format to generate csv. It has two options: domestic csv and international and domestic csv. Select according to your requirements.

Sender Address Configuration

- To configure address for Australia MyPost shipping, go to **Sender address Configuration** and enter following details.

    - **Sender Name**
    - **Business Name**
    - **Address Line 1**
    - **Address Line 2**
    - **Address Line 3**
    - **Suburb (City)**
    - **State**
    - **Postcode**
    - **Phone Number**
    - **Email Address**

Sender Address Configuration

Sender Name [store view]	KQA test	☐ Use Default
Business Name [store view]	KQA test from business	☐ Use Default
Address Line 1 [store view]	C-501,Magento Office,Open Iskon Bric	☐ Use Default
Address Line 2 [store view]	Below Jack N jones showroom,	☐ Use Default
Address Line 3 [store view]	Melbourne-360 001.	☐ Use Default
Suburb(City) [store view]	Perth	☐ Use Default
State [store view]	Western Australia ▾	☐ Use Default
Postcode [store view]	4000	☐ Use Default
Phone Number [store view]		☐ Use Default
Email Address [store view]		☐ Use Default

Order Shipping Configuration

- **Domestic Item Default Packaging**: Select default item packaging method for domestic shipments. For domestic shipment, three services are available: '**Own Packaging**', '**Australia Post Satchels**', '**Australia Post Box**'. Own Packaging allows maximum 22 kg weight, Australia Post satchels allows 5 kg and Australia Post Box allows 10 kg weight per item.

- **International Item Default Packaging**: Select default item packaging method for international shipments. For international shipment '**Own Packaging**' is available which allows maximum 22 kg weight per item.

- **Domestic Item Default Delivery Service**: Select default delivery service for domestic item shipment. Here two services are available '**Parcel Post**' and '**Express Post**'.

- **International Item Default Delivery Service**: Select default delivery service for international item shipment. Here three services are available '**Standard**', '**Express**' or '**Economy Air**'.

Note: Here we do not support air economy service for auto parcel generation because maximum weight for it is 2 kg and for that parcel order is to be generated manually.

- **Weight Unit For Products:** Select weight unit for product. It can be Kilogram(kg), Grams or LBS (pound).

- **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.

- **Enable Default Weight and Dimensions Attribute for Length:** Australia MyPost works on product weight and dimension in which entering dimension is compulsory for every user, now if you want to set default dimensions and weight for all products it can be done from here.

- **Default weight**: Enter the default weight unit based on selected unit in configuration.

- **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.

- **Default Item Description**: Enter description for item.

- **Additional Label Information**: Enter additional instructions or information that will be visible on the parcel's label.

- **Signature On Delivery**: Select **'Yes'** to enable Signature on Delivery Services.

- **Add Extra Cover Amount**: Select **'Yes'** to add extra cover (insurance) charge for parcel.

- **Add Extra Cover Attribute**: Select attribute for extra cover amount.

- **Cannot Be delivered**: If parcel is not delivered, admin can decide what is to be done with the parcel.

Note: If admin selects Return to sender, it will be done at sender's expense.

- **Enable Custom Declaration- commercial Values**: Select 'Yes' to enable custom declaration in which shipping contents have commercial value.

- **Default Parcel Contents - Item Description**: Define the default description for declaring the contents of parcel.

- **Default Country of Origin**: Define the country where goods that are being sent were manufactured, produced or grown.

- **Default HS Tariff**: Define harmonized system tariff code for books.

- **Default Custom Declarations**: Define reason for exporting the goods.

Note: This field is mandatory if you enter OTHER in the Customs Declaration - Reason For Export field.

- **Export Declaration Number**: If your parcel's contents are over AUD 2000 in value. You'll need to enter your Export Declaration Number (formerly known as an Export Clearance Number) here. Export declarations provide Customs with details about the goods being sent.

- **Default Send Tracking Notifications Setting**: Select '**Yes**' to make deliver to email address required.

- **Default SMS Tracking Notifications**: Select '**Yes**' to enable SMS tracking notifications.

- **SMS Tracking Mobile Phone**: Define mobile number on which you want to receive tracking messages.

- **Delivery Instructions**: Define additional message for parcel to deliver.

- **License Numbers**: Define license number. In case of multiple license numbers, separate them by comma (,).

- **Certificate Numbers**: Define certificate number. In case of multiple certificate numbers, separate them by comma (,).

- **Comments**: Define comments for parcel.

MyPost Shipping Configuration

- Go to **STORES -> SALES -> Shipping Methods** tab. Here you can see Australia MyPost Shipping.

- In this tab, you can set basic configurations of Australia MyPost Shipping Extension. Here is the detailed description of the configuration.

- **Enabled**: Select **'Yes'** to enable the Australia MyPost Shipping extension. The extension is disabled by default. By enabling the extension, you can see new shipping methods in checkout process.

- **Title**: Define the title which you want to display in shipping method section.

- **Method Name**: Enter method name for shipping method.

- **Calculate Handling On**: Admin can decide to charge handling fee on either order or number of parcels.

- **Export**: Admin can export csv file by clicking on **Export CSV** button. CSV file will download in user's system.

- **Import**: Admin can also import the csv file by clicking on Choose File button. After clicking button user need to choose file to import. Here rates get imported which are reflected to user in the front.

- **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.

- **Ship To Applicable Countries**: Admin can select countries to ship either all countries or some specific countries as per their requirement.

- **Ship To Specific Countries**: Select specific countries from the list

- **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.

- **Allow Dangerous Good For Rate Calculation**: Admin can manage unidentified goods by displaying detailed rates. It provides an option to allow the Dangerous goods in the rates calculation. Dangerous goods will be set on the product level.

- **Sort Order**: Enter numeric value to determine sequence in which shipping method appears when listed with other shipping method during checkout.

- **Debug:** Admin can manage log of all communications within store and shipping method.

Creating Parcel For MyPost Shipping

- To create Parcel, go to **Sales -> Orders**. Here you can see list of orders with different statuses. Select **Action-> View.**

- It will open Order and Account Information page that contains Order view. After generation of Invoice and Shipment**,** user can create parcel.

- To create parcel, on left side of the order view, select **MyPost Shipment** tab. Here you can view information like package maximum size, order items information.

- Select if auto generated parcel is to be used or not. It has two values: Yes and No.

- Select Item packaging Type.

- Enter number of parcels to be created. It is enabled only if Auto Generated Parcel is set to No.

- Click on **Create Parcel** button.

- Clicking on Create Parcel button, parcels get created based on configurations as entered by the store user/admin.

- More items can also be created by clicking on **Add New Item**.

- To add new item details in the parcel, click on A**dd New Item** under **Parcel Contents**.

- Now click on **Create Parcel** button on top right to complete parcel creation.

- All generated parcels can be viewed from Orders -> MyPost Shipment. Here list of parcels created are shown. Click on **View More** to view parcel details.

Parcel Id 119 Details ✕

Parcel Packaging Type	Own Packaging
Parcel Delivery Service	Standard (STD)
Parcel Height	10
Parcel Width	10
Parcel Length	10
Parcel Weight(KG)	1
Items 1	
Items 1 Parcel Contents - Description	Default Parcel Contents -
Items 1 Parcel Contents - Weight	1.00
Items 1 Parcel Contents - Value	45.00
Items 1 Parcel Contents - Quantity	1
Items 1 Parcel Contents - Country of Origin	Australia (AU)
Items 1 Parcel Contents - HS Tariff	123456

Edit Parcel   Delete Parcel

CSV Generation For Single Order

- To create CSV for single order, go to **Sales** -> **Order -> MyPost Shipment**. Select parcel for which you want to generate csv.

- After clicking on **Create CSV** button. It will show you pop up box for confirmation.

- By clicking Ok, a CSV will be generated and downloaded in your system. User will find it in Downloads folder.
- Here, in **Order View** page under **CSV Generated** tab, status will change 'Yes' after csv generation.

CSV Generation For Multiple Order

- Here, in **Order View** page select multiple orders for which you want to generate csv. Under **Action** tab select **Generate MyPost CSV.**
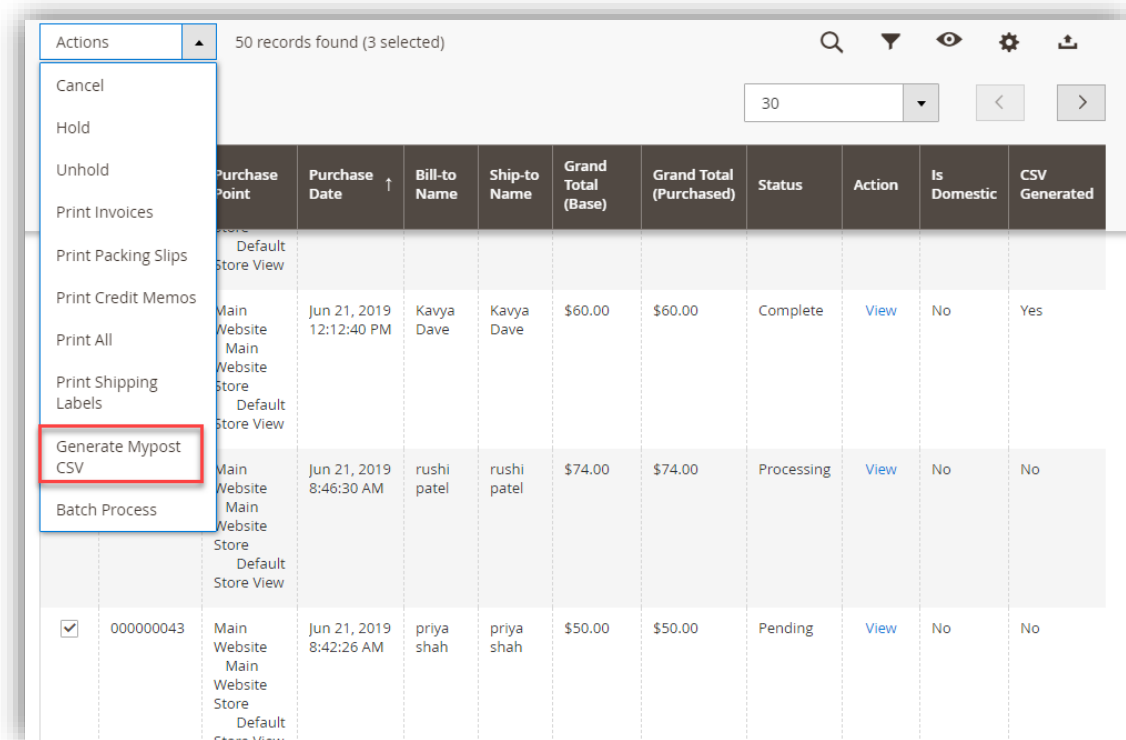
- It will display a popup box for confirmation. After submitting that, **Bulk Operation** page will open with **Item Packaging Type** option.

- By clicking on **Generate CSV** button, csv file will download in your system. User may find it from Download folder.

Front End Configurations

Live Rates

- Once your customer has added the products in the cart, they can view the live shipping rates from the checkout page.

Note: Shipping rates will be displayed based on rates CSV imported.

Points to Note

- API key is a must 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 destinations, 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 backend and if the weight is greater than 22KG, it will not be displayed in the services list. (Not applicable for Contract Rates)

- For more information on services like Satchel Service, Shipment Tracking and Label Printing, you can contact us at: support@appjetty.com

Contact Us

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

Live Chat	**Tickets**

- Get instant support with our Live Chat.

- Visit our product page at: https://www.appjetty.com/magento2-australia-mypost-shipping.htm and click on the Live Chat button for instant support.

- Raise tickets for your specific question!

- Send an email to support@appjetty.com or you can login to my account www.appjetty.com and click on My Support Tickets on your account dashboard, to get answers to your specific questions.

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Customization:

If you would like to customize or discuss about additional feature for **Australia MyPost Shipping**, please write to sales@appjetty.com