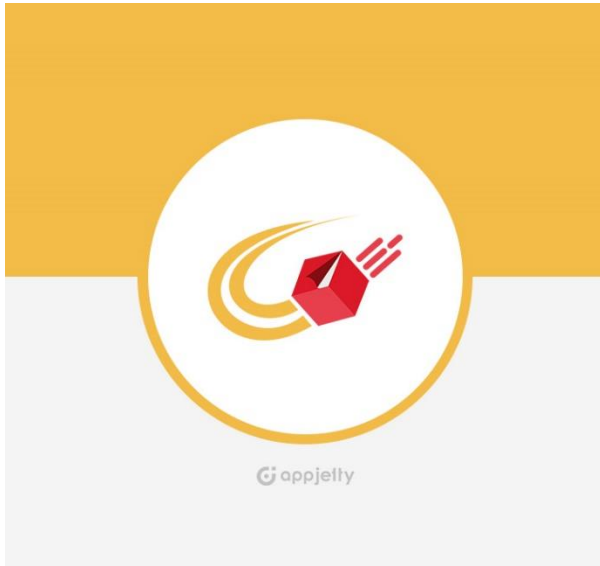


## USER MANUAL



# Australia Post Parcel Send

**Version: 1.0.8**

**Compatibility:**

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

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## Introduction

AppJetty provides effective solution in the form of Magento Australia Post Parcel Send Extension which 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 can choose shipping methods provided by admin and opt for the most suitable method. Admin can set charge codes for the defined methods along with setting up free shipping methods as well. Admin will have list of consignments and will be able to submit them to Parcel Send by creating Manifests. After creating the manifests, the admin will have detailed information about the manifests and can generate labels for printing. Using Magento Australia Post Parcel Send Extension, admin can reprint the labels without extra charge.

## Benefits of Australia Post Parcel Send

- Official Australia Post Partner
- Manage Shipping Methods
- Address Verification Facility
- Shipment Tracking with Parcel Send
- Custom articles for consignments
- Free Shipping Rules Management
- Manifest Summary Report
- Easily Generate Labels for Consignments

## Prerequisites

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

# Installation & Activation

## 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
  - Ausposteparcel

##### For Linux OS:

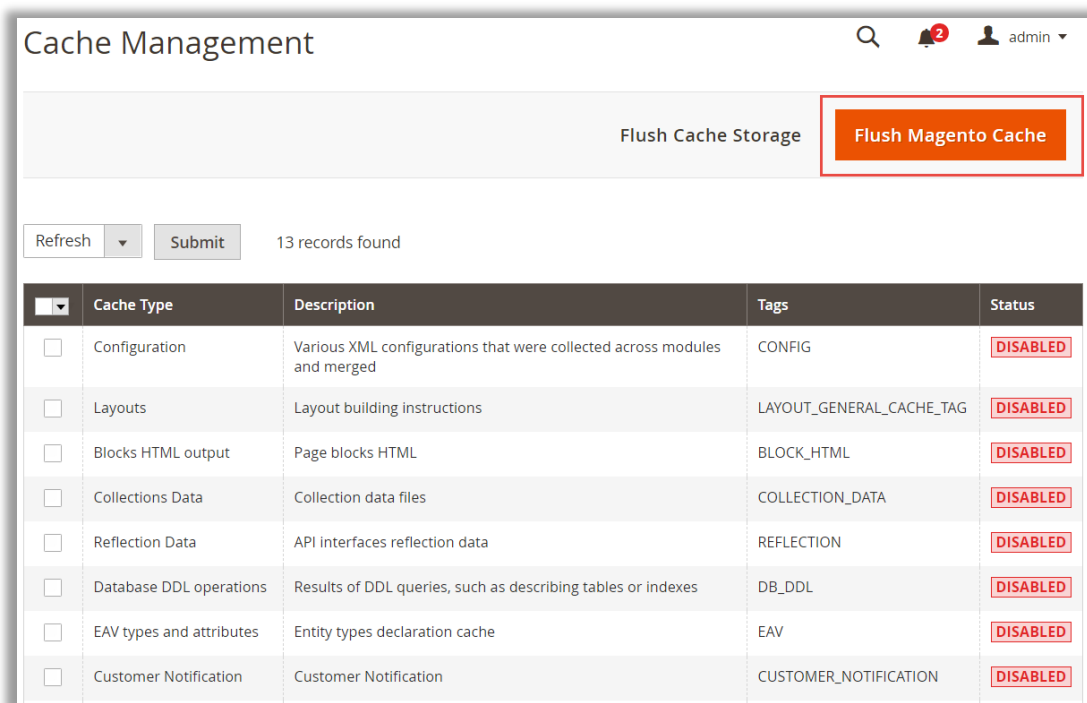
- Enter the following commands keeping their order:
  - `cd <your Magento install dir>/app/code`
  - `mkdir -p Biztech/ Ausposteparcel`
- After this, find the Download Zip and extract all files and folders in Biztech/Ausposteparcel.

**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 \*

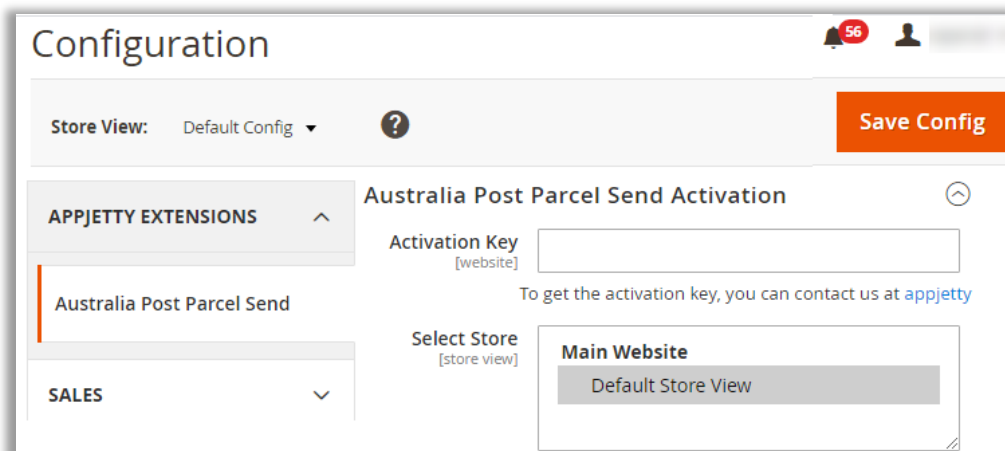
**Step 3:**

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



**Step 4:**

- After successful installation, you can see the ‘Australia Post Parcel Send’ under ‘APPJETTY extensions’ tab inside **STORES -> Configuration**.



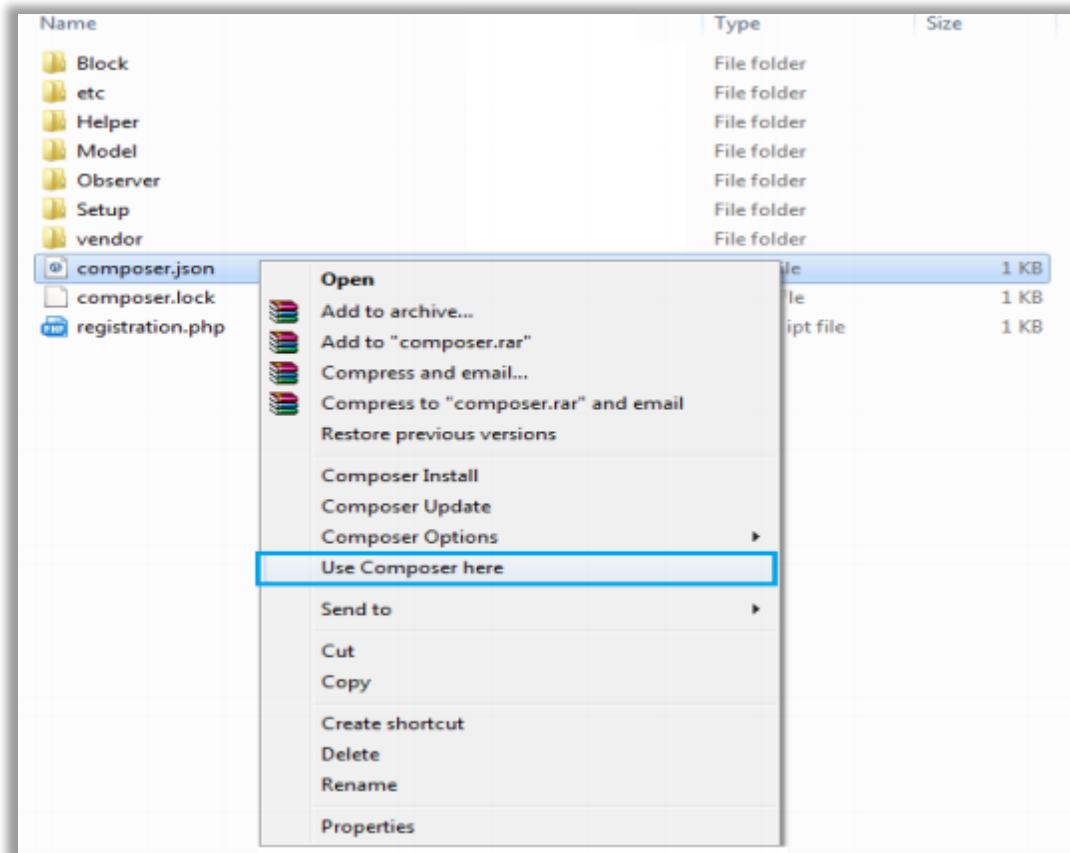
## Installation via Composer

### Step 1:

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

### Step 2:

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

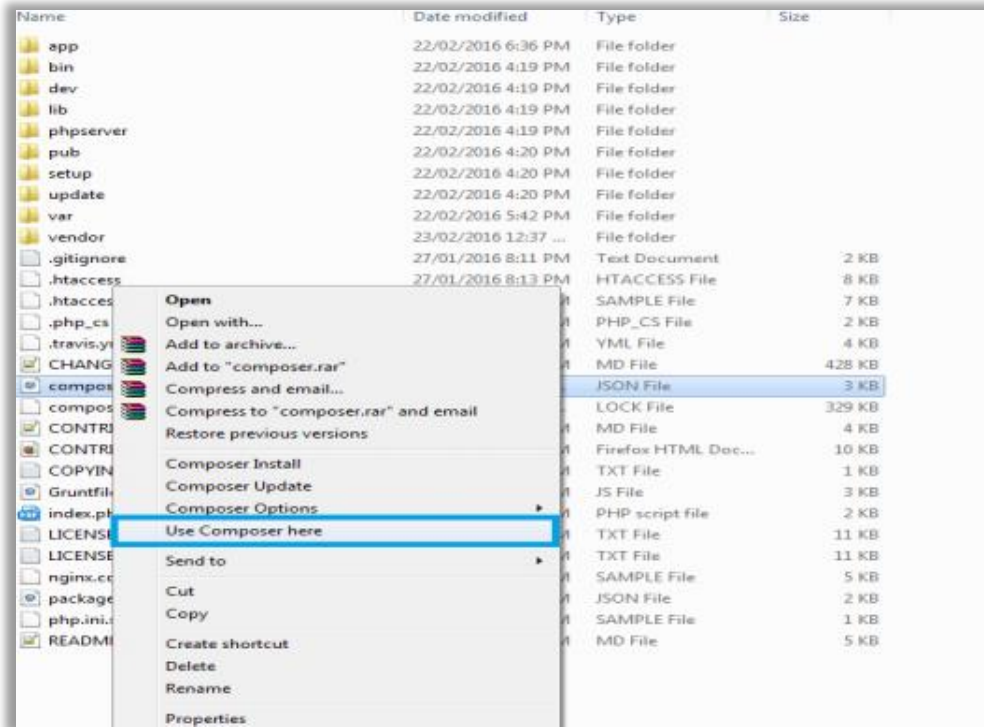


### Step 3:

- 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.

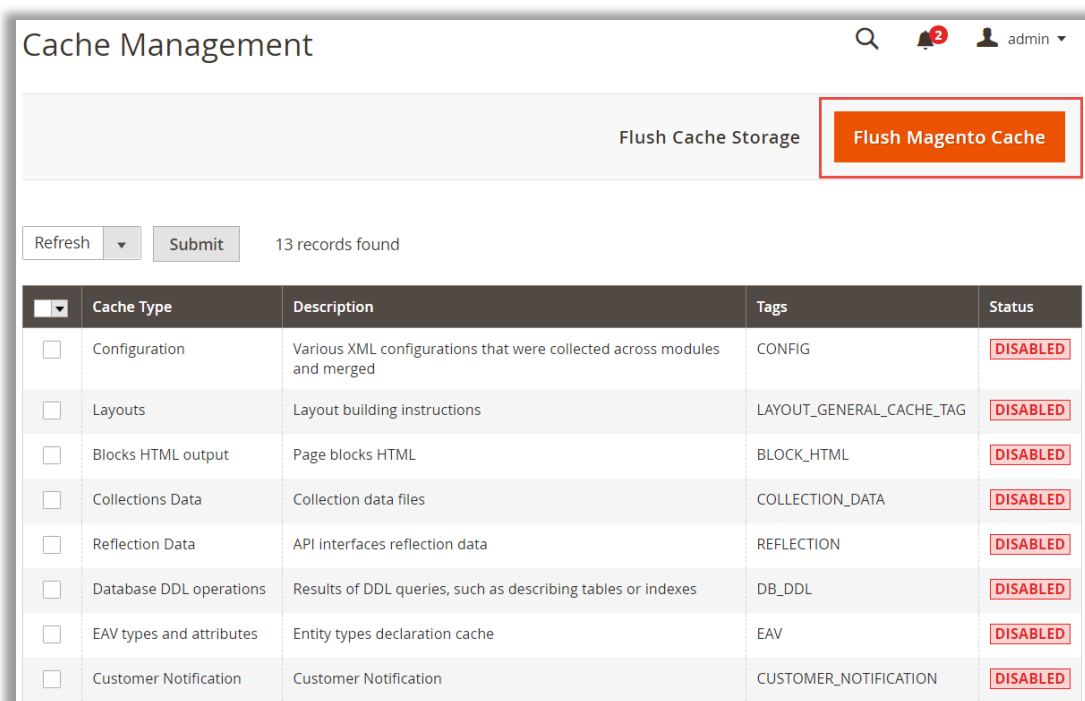


Step 5:

- 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 Parcel Send” under Biztech tab inside **STORES -> CONFIGURATION**.
- The installation is successful! Scroll down to activate the extension.

**Extension Activation**

**Copy an activation key**

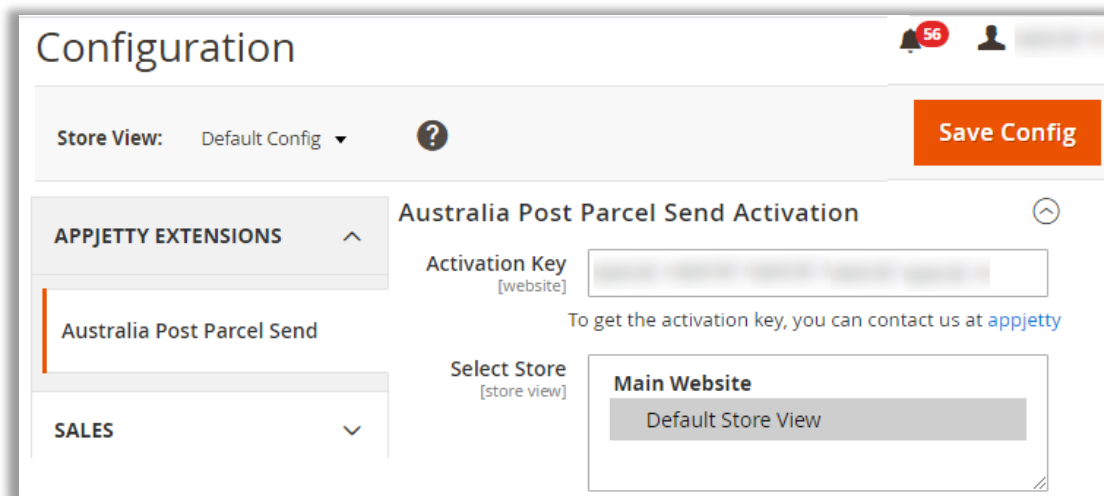
- Copy the activation key from the Order Confirmation Mail. **OR**
- Log into your account at [www.appjetty.com](http://www.appjetty.com) using the email and password you have provided at checkout process.
- Go to Downloadable Options and copy the activation key for the ‘Australia Post Parcel Send’ extension.

**Activate the extension**

- Log into Magento Admin Panel and go to **STORES -> CONFIGURATION -> APPJETTY EXTENSIONS -> Australia Post Parcel Send Activation** and enter the activation key in the ‘**Activation Key**’ field for the extension. Click the ‘**Save Config**’ button.

**Select Store**

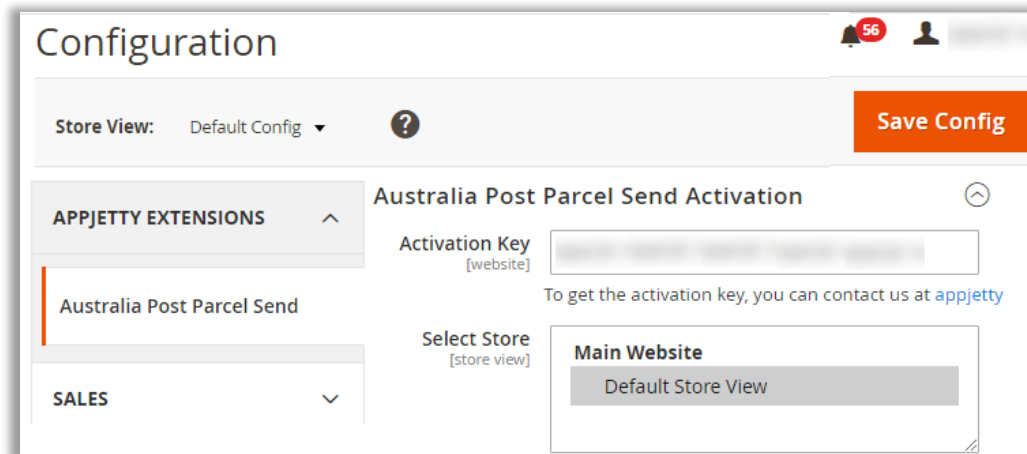
- When you enter and save the key it will be verified, and you can select the ‘Stores’ where you need to use the Australia Post extension. Click the ‘**Save Config**’ button after making your selections.



- Now, “Australia Post Parcel Send” extension got activated! You can configure the modules as per your requirement.

## Back End Configuration

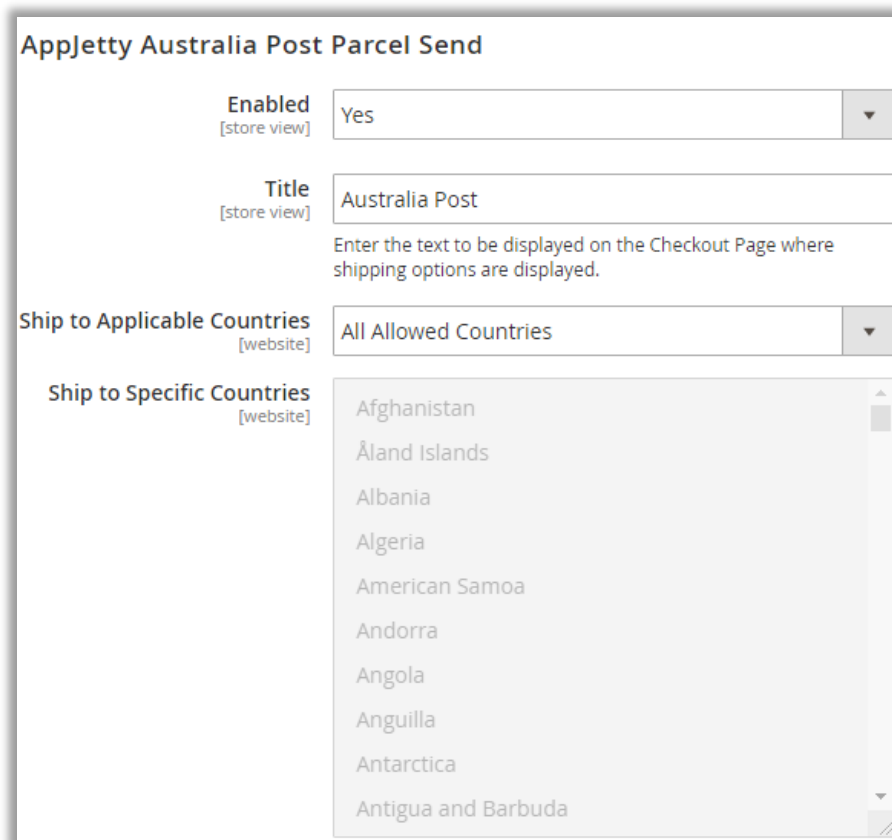
- Please follow the steps below to configure Magento 2 Australia Post Parcel Send extension.
- Go to **STORES -> Configuration -> AppJetty Extension**. Under that you will find the ‘Australia Post Parcel Send’ activation options.
- Here you can insert the activation key and select the required store/s.



### General Configurations

- For the General Configuration, go to **STORES -> Configuration -> SALES -> Shipping Methods**.

**Note:** Because of the ‘Store Pickup’ available, now onwards the Shipping Methods referred to as Delivery Methods in the 2.4 editions of the Magento2.



- **Enable:** Select ‘Yes’ to enable the extension. The extension will be disabled by default.



## USER MANUAL: Magento 2 Australia Post Parcel Send

- **Title:** Enter the title to be displayed for the Shipping Methods.
- **Ship to applicable countries:** Select from below options to ship the consignment in applicable countries.
  - **All Allowed Countries:** This allows admin to ship the consignment in all countries.
  - **Specific Countries:** This allows admin to ship the consignment only in specified countries.
- **Sort Order:** Choose shipping methods that you need to be show at front end for the contract services.

The screenshot shows the configuration page for the shipping method. It includes several sections:

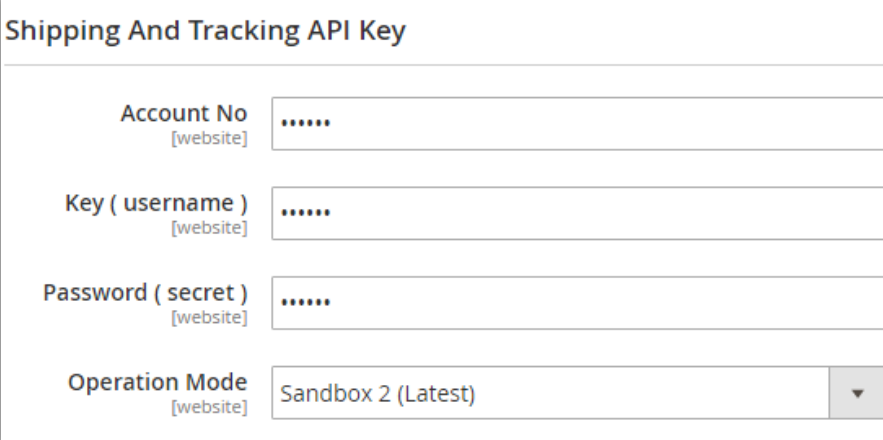
- Sort Order:** A text input field with the label "Sort Order" and a small "[website]" tag below it.
- Configure to display shipping method:** A dropdown menu with the label "Configure to display shipping method" and a small "[website]" tag below it. The dropdown is open, showing a list of shipping methods: INTL ECONOMY W SOD/ REGD POST, INTL STANDARD/PACK & TRACK, INTL EXPRESS MERCH/ECI MERCH, INTL ECONOMY/AIRMAIL PARCELS, PARCEL POST + SIGNATURE, and EXPRESS POST + SIGNATURE.
- Enable Free Shipping:** A dropdown menu with the label "Enable Free Shipping" and a small "[website]" tag below it. The dropdown is set to "Yes".
- Select the free shipping method:** A dropdown menu with the label "Select the free shipping method" and a small "[website]" tag below it. The dropdown is open, showing the same list of shipping methods as above.
- Define Minimum Subtotal for Order to be applicable for free shipping:** A text input field with the label "Define Minimum Subtotal for Order to be applicable for free shipping" and a small "[store view]" tag below it.
- Hide Australia Post Shipping Method From Customer:** A dropdown menu with the label "Hide Australia Post Shipping Method From Customer" and a small "[website]" tag below it. The dropdown is set to "No".
- Show Method if Not Applicable:** A dropdown menu with the label "Show Method if Not Applicable" and a small "[website]" tag below it. The dropdown is set to "Yes".
- Displayed Error Message:** A text input field with the label "Displayed Error Message" and a small "[store view]" tag below it. The text inside the field is: "This shipping method is currently unavailable. If you would like to ship using this shipping method, please contact us."

- **Enable Free Shipping:** Enable/Disable free shipping option to be displayed on the front end. You enable this option by selecting “Yes” for the same.
- On enabling free shipping option, select the free shipping methods to be displayed on the frontend. Along with that, define minimum subtotal for order to be applicable for free shipping.

## USER MANUAL: Magento 2 Australia Post Parcel Send

- **Hide Australia Post Shipping Method From Customer:** Select this option to Yes if shipping method other than Australia Post Shipping is to be used. Possible options are: Yes or No.
- **Show method if not applicable:** Choose whether to display the method if that particular method is not applicable or unavailable. Possible options are: “Yes” or “No”
- **Displayed Error Message:** Set message which you want to display when method is not applicable.

### Shipping Method Configuration



The screenshot shows a configuration form titled "Shipping And Tracking API Key". It contains four fields:

- Account No** [website]: A text input field with a masked value of ".....".
- Key ( username )** [website]: A text input field with a masked value of ".....".
- Password ( secret )** [website]: A text input field with a masked value of ".....".
- Operation Mode** [website]: A dropdown menu currently set to "Sandbox 2 (Latest)".

- **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 submitting orders to Parcel Send. Live mode will upload orders to Australia Post Parcel Send system. Possible options are: “Test” or “Live”

**Note:** This configuration is only available for Label Printing and Shipment Tracking.

**Return Address Configuration:**

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

**Return Address Configuration**

<b>Name</b> <small>[website]</small>	Abc
<b>Address Line 1</b> <small>[website]</small>	1 Main Street
<b>Address Line 2</b> <small>[website]</small>	MORNINGTON
<b>Address Line 3</b> <small>[website]</small>	
<b>Address Line 4</b> <small>[website]</small>	
<b>City ( Suburb )</b> <small>[website]</small>	MORNINGTON
<b>State Code</b> <small>[website]</small>	VIC
<b>Postcode</b> <small>[website]</small>	3931
	Enter 4 digit post code
<b>Phone Number</b> <small>[website]</small>	0312345678
<b>Email Id</b> <small>[website]</small>	abcxyz_DONOTUSE@abcxyz.com.au

**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
- **Define Default Weight:** Using this feature you can define the default product weight which will be taken into consideration when product weight is not defined.
- **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.

### Product Configuration

---

**Select Attribute for Length** [website]  ▼  
 Select length attribute

**Select Attribute for Height/Thickness** [website]  ▼  
 Select height / thickness attribute.

**Select Attribute for Width** [website]  ▼  
 Select width attribute.

**Default Weight Unit** [website]  ▼  
 Product weight unit

**Define Default Weight** [website]   
 If product weight are empty or not define, this field value will be used.

**Allow Default Value for Dimension** [website]  ▼  
 If product dimensions are empty , global values mentioned below will be used.

**Default Length (cm)** [website]

**Default Height (cm)** [website]

**Default Width (cm)** [website]

**Article Configuration:**

- **Signature Required:** Default setting for 'Signature Required' on consignments. This default setting can be overridden while creating consignments. Possible options are: “Yes” or “No”.  
**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.
- **Safe Drop Enabled:** If you select ‘Yes’, then your customer can request that the parcel be left in a safe place at the delivery address if they are not home to sign for their delivery.
- **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”.
- **Enable Transit Cover Amount:** It lets you enable transit cover amount on the parcels. Select yes to enable it.
- **Transit Cover Amount:** Enter the cover amount that you wish to provide.

### Article Configuration

<b>Signature Required</b> <small>[store view]</small>	<input type="text" value="No"/>	▼	
<b>Safe Drop Enabled</b> <small>[store view]</small>	<input type="text" value="No"/>	▼	
<b>Print Return Labels</b> <small>[store view]</small>	<input type="text" value="No"/>	▼	
<b>Partial Delivery Allowed</b> <small>[store view]</small>	<input type="text" value="No"/>	▼	?
<b>Enable Transit Cover Amount</b> <small>[store view]</small>	<input type="text" value="Yes"/>	▼	
<b>Transit Cover Amount</b> <small>[store view]</small>	<input type="text" value="100"/>		
<b>Use Order Total Weight</b> <small>[store view]</small>	<input type="text" value="Yes"/>	▼	
<b>Packaging Allowance Type</b> <small>[store view]</small>	<input type="text" value="Fixed"/>	▼	?
<b>Packaging Allowance Value</b> <small>[store view]</small>	<input type="text" value="1"/>		?
<b>Apply Parcel Send Shipping to All AU Orders</b> <small>[store view]</small>	<input type="text" value="No"/>	▼	?
<b>Transportable By Air</b> <small>[store view]</small>	<input type="text" value="Yes"/>	▼	?
<b>Dangerous Goods Declaration</b> <small>[website]</small>	<input type="text" value="UN3481_Lithium_IonOrPolymer_contained_in_eqt"/>	▼	?

- **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:** Use this option to add additional weight to order total for allowing packaging. Possible options are:
  - **Fixed:** To add a fixed weight to each order.
  - **Percent:** To add an allowance based on the percentage of the total weight for each order.
- **Packaging Allowance Value:** Depending on the options, admin can 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 selects fixed, then they will be able to input the additional weight in KG. E.g. .25 for .25 kg/250 grams. If they select percentage, they would be able to input the percentage to an order. For E.g. 5 for 5%. Admin can leave this field empty if they do not want to apply a packaging allowance to orders.
- **Apply Parcel Send Shipping to All AU Orders:** Admin can select this option if they want to apply Parcel Send shipping and management to all the existing Magento shipping rules and options; including orders via M2E Pro. If admin wants to apply different Parcel Send shipping types to the different shipping methods they want to offer, we recommend them to use our 'Assign Shipping Types' option instead.
- **Transportable By Air:** Select ‘Yes’ if the goods being sent are dangerous but are permitted to be transported by air.
- **Dangerous Goods Declaration:** If the goods being sent are dangerous and the `transportable_by_air` is selected ‘Yes’, then the DG Declaration becomes mandatory.

**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, 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.

**General Label Printing**

Australia Post Branding [website] Yes ?

Label Left Margin [website] ?

Label Top Margin [website]

Displayed Description in Label [store view] Wallcann

**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: A4-4pp, A4-1pp and 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: A4-1pp, A4-3pp and Thermal-Label-A6-1pp.

**Domestic Label Printing**

Label Layout for Parcel Post [website] A4-4pp ?

Label Layout for Express Post [website] 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 A4-4pp 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' admin needs 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.

The screenshot shows the 'International Label Printing' configuration interface. It features three main sections: 1. 'Label Layout for International' with a dropdown menu set to 'A4-1pp' and a help icon. 2. 'Enable Commercial Value' with a dropdown menu set to 'Yes' and a help icon. 3. 'Enter Description' with a text area containing the text 'The Commercial value the Consignment'.

- **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".

The screenshot shows the 'International Label Printing' configuration interface with different settings. It features three main sections: 1. 'Label Layout for International' with a dropdown menu set to 'THERMAL-LABEL-A6-1PP' and a help icon. 2. 'Enable Commercial Value' with a dropdown menu set to 'No' and a help icon. 3. 'Choose Classification Type For International Label Printing' with a dropdown menu set to 'Gift' and a help icon.

Consignment Configuration:

**Consignment Configuration**

Display Order Status on Consignment Grid [store view] Yes ?

Choose the status to show in the consignment view [store view] Yes ?

Select the Status [store view]

- Select Order Status
- Canceled
- Closed
- Complete
- Suspected Fraud
- On Hold
- Payment Review
- PayPal Canceled Reversal
- PayPal Reversed
- Pending

Change Order Status on dispatch of Manifest [store view] Complete ?

- **Display Order Status on Consignment Grid:** Set this option to 'Yes' to display the Magento order statuses for all the orders in the consignment view. Select: "Yes" or "No".
  - **Choose the status to show in the consignment view:** By default, orders that have a status of 'Pending', 'Processing' or have 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, set this option to 'Yes' Possible options are: "Yes" or "No".

Manifest Configuration:

**Manifest Configuration**

Notify Customers on dispatch of Manifest [store view] Yes ?

Australia Post Email Notification [store view] Yes ?



- **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” or “No”.
- **Australia Post Email Notification:** Default setting for using Australia Post's email notification service on consignments. This default can be overridden when creating consignments. Possible options are: “Yes” or “No”.

**Other Configuration**

**Other Configuration**

**Change order shipping option**  
[store view] Yes [?] [v]

**Allow Front End Suggestions for Address**  
[store view] Yes [v]  
This is only valid for "Australia" country

- **Change order shipping option:** Select this option to change the order's current shipping option to other shipping options. Possible options are: “Yes” or “No”.
- **Allow Front End Suggestions for Address:** It will allow admin to display the city suggestions on in checkout page and multi shipping address.

**Handling Fees Configuration**

**Handling Fees Configuration**

**Calculate Handling Fee**  
[website] Fixed [v]

**Handling Fee**  
[store view] 0

- **Calculate Handling Fee:** This option lets admin add additional cost on the top of the original shipping rates. It can be set to Fixed or Percentage.
- **Handling Fee:** Enter the handling fee to be added to shipping charges. When the percentage option is selected, the amount entered in the “Handling Fee” will be considered as a percentage.

# Australia Post Parcel Send

## Place Order

- The customer will be able to place the order by inserting required details and selecting shipping method according to their requirements:

Shipping Review & Payments

Payment Method:

Check / Money order

My billing and shipping address are the same

Kimbell Cho  
345 Sugar Blvd.  
sydney, New South Wales 2000  
Australia  
+61 47855874

[Place Order](#)

- Once the customer places the order, Admin will be able to see the placed order from **Sales → Orders** tab.

Actions	ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Signifyd Guarantee Decision
<input type="checkbox"/>	00000076	Main Website Main Website Store Default Store View	Apr 17, 2020 6:51:37 AM	Test Rob	Test Rob	\$64.00	\$64.00	Complete	<a href="#">View</a>	
<input type="checkbox"/>	00000075	Main Website Main Website Store Default Store View	Apr 17, 2020 6:37:00 AM	Test WC	Test WC	\$64.00	\$64.00	Complete	<a href="#">View</a>	

## Consignment Management

- First, admin need to 'Create Shipment of Order' manually.
- For that, go to AUSTRALIA POST PARCEL SEND → 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.
  - **Status:** Status of the consignment.
  - **Consignment Weight (Kgs):** Weight of the Consignment.
  - **Order Weight (Kgs):** Weight of the order
  - **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.

	Order #	Purchase Date	Ship to Name	Status	Consignment Weight (Kgs)	Order Weight (Kgs)	Is Valid Address ?	Consignment #	Shipping Method	Is Lable Created	Is Label Printed	Is Under Current Manifest?
<input type="checkbox"/>	000000018	Dec 3, 2019, 10:27:01 AM	Kimbell Cho	Pending		3.0000	⊗	Create Shipment of order	PARCEL POST + SIGNATURE - ausposteParcel-7E55			⊗
<input type="checkbox"/>	000000017	Dec 3, 2019, 9:59:29 AM	Kimbell Cho	Processing	2	2.0000	⊗	111JD5431983 (0000017) Dispatched	EXPRESS POST + SIGNATURE - ausposteParcel-3K55	✓	✓	⊗

- **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.
  - **Is Return Labels Printed?** If return order request is placed, then its return label is printed or not.
  - **No. of Articles:** Number of articles under this consignment.
  - **Created On:** Date of Consignment creation.
  - **Modified On:** Modification date of the consignment.
- Click on **Create Shipment of Order** to generate Shipment Order.

**Submit Shipment**

- By clicking on **Create Shipment of Order**, the ‘Payment & Shipping Method’ page will be opened.

### Payment & Shipping Method

<p><b>Payment Information</b></p> <p>Check / Money order The order was placed using USD.</p>	<p><b>Shipping Information</b></p> <p><b>Australia Post - PARCEL POST + SIGNATURE</b> Total Shipping Charges: <b>\$27.71</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Carrier</th> <th style="width: 25%;">Title</th> <th style="width: 25%;">Number</th> <th style="width: 25%;">Action</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center; padding: 5px;"> <input type="button" value="Add Tracking Number"/> </td> </tr> </tbody> </table>	Carrier	Title	Number	Action	<input type="button" value="Add Tracking Number"/>			
Carrier	Title	Number	Action						
<input type="button" value="Add Tracking Number"/>									

### Items to Ship

Product	Qty	Qty to Ship
Hero Hoodie SKU: MH07-M-Gray Size: M Color: Gray	Ordered 1	<input style="width: 40px;" type="text" value="1"/>
Fusion Backpack SKU: 24-MB02	Ordered 1	<input style="width: 40px;" type="text" value="1"/>
Radiant Tee SKU: WS12-M-Purple Size: M Color: Purple	Ordered 1	<input style="width: 40px;" type="text" value="1"/>
Radiant Tee SKU: WS12-M-Blue Radiant Tee SKU: WS12-M-Blue Size: M Color: Blue	Ordered 1  Ordered 1	<input style="width: 40px;" type="text" value="1"/>  <input style="width: 40px;" type="text" value="1"/>

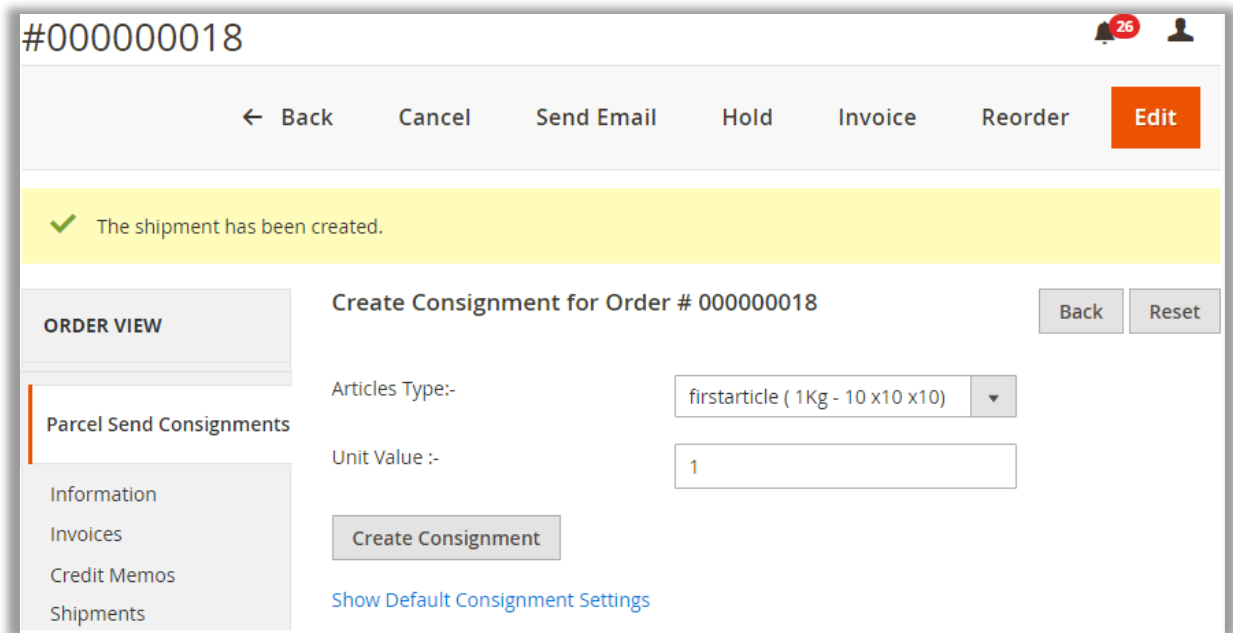
### Shipment Total

<p><b>Shipment Comments</b></p> <p>Comment Text</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<p><b>Shipment Options</b></p> <p><input type="checkbox"/> Append Comments</p> <p><input type="checkbox"/> Email Copy of Shipment</p>
--	---

- Here, admin can edit the shipment details if required. Once everything is proper, click on **Submit Shipment** button to submit shipment.

### Create Consignment

- Once the shipment is created, Admin will be able to see 'Parcel Send Consignment' tab for the order. In this tab, admin can create a consignment for the order.



- After selecting 'Article Type' and 'Unit Value', Admin can click on 'Create Consignment' to create a consignment for the order.

**Note:** Article Type option will be displayed as per the Article Types created from the **AUSTRALIA POST PARCEL SEND → Article Types** configuration.

- For any specific consignment settings, admin can change default consignment settings by clicking on change 'Change Default consignment settings.' Now click on 'Create Consignment' button.
- Now consignment is created. Admin can check all the details and edit if required.

**Create Consignment for Order # 000000018** Back Reset

Articles Type:-

Unit Value :-

[Show Default Consignment Settings](#)

Consignment: 000000018 Add Article Submit Consignment Delete Consignment

Allow Partial Delivery	No
Enable Delivery Signature	No
Is Shipment Contains Dangerous Goods?	No
Print Return Labels	No
Australia Post Email Notification	No
Notify Customers on dispatch of Manifest	No
Delivery Instructions	N/A

Article Number	Description	Weight (Kgs)	Height (cm)	Width (cm)	Length (cm)	Transit Cover	Transit Value	Unit Value	Action
01382600001	secondarticle	2.00	10	10	10	N	\$0.00	\$1.00	<span>Edit</span> <span>Delete</span>

- Admin can also add a custom article type. Click on **Add Article** button.
- While creating the consignment for the custom Article Type, the 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.
- If you want to edit the default values of attributes and dimensions, you can be change them manually.

**Add Article for Consignment # 000000018**

**Article 1**

Description:\*

Weight (Kgs):\*

Height (cm):

Width (cm):

Length (cm):

Unit Value:

Add Article

[Show Default Consignment Settings](#)

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

**Create Consignment for Order # 000000018** Back Reset

Articles Type:-

Unit Value :-

[Show Default Consignment Settings](#)

Consignment: 000000018 Add Article Submit Consignment Delete Consignment

- After checking all consignment details, Admin will be able to **Submit Consignment** to Parcel Send for getting the labels from ‘Parcel Send System’.
- **Note:**
  - The admin is facilitated with the option of updating the already created consignments and shipping address. Thereafter, they can 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.
  - One can update the consignment if it is neither submitted nor dispatched.

**Mange Consignment**

- Once the shipment is generated (Consignment is submitted), the consignment number that generated from the Australia post will be displayed under the consignment column.
- To manage consignments, Go to: AUSTRALIA POST PARCEL SEND → Consignment Management

	Order #	Purchase Date	Ship to Name	Status	Consignment Weight (Kgs)	Order Weight (Kgs)	Is Valid Address ?	Consignment #
<input type="checkbox"/>	000000019	Dec 3, 2019, 10:44:59 AM	Roni Costa	Processing	2	2.2000	⊗	111JD5432044 (0000018)
<input type="checkbox"/>	000000018	Dec 3, 2019, 10:27:01 AM	Kimbell Cho	Processing	2	3.0000	⊗	111JD5432042 (0000019)

**Get Label**

- When the consignment is submitted, Admin can generate the label.

Consignment: 111JD5432042 Track **Get Label** Update Address

Allow Partial Delivery	No
Enable Delivery Signature	No
Is Shipment Contains Dangerous Goods ?	No
Print Return Labels	No
Australia Post Email Notification	No
Notify Customers on dispatch of Manifest	No
Delivery Instructions	N/A

Article Number	Description	Weight (Kgs)	Height (cm)	Width (cm)	Length (cm)	Transit Cover	Transit Value	Unit Value	Action
111JD543204201000931504	secoundarticle	2.00	10	10	10	N	\$0.00	\$1.00	N/A

- To generate the label, click on **Get Label** button. Admin will be able to print or download the labels and the labels will also be saved in gateway for re-printing.



- **Note:** After **generating** the label and after **downloading** the label for the order, a 'tick mark' will appear under 'Is Label Created?' column and 'Is Label Printed?' respectively for particular order.



Order #	Purchase Date	Ship to Name	Status	Consignment Weight (Kgs)	Order Weight (Kgs)	Is Valid Address ?	Consignment #	Shipping Method	Is Lable Created	Is Label Printed
000000018	Dec 3, 2019, 10:27:01	Kimbell Cho	Processing	2	3.0000	⊗	111JD5432042 ( 0000019 ) <a href="#">Dispatched</a>	PARCEL POST + SIGNATURE - ausposteParcel-	✓	✓

**Add to Current Manifest**

- After generating and printing the labels, admin can add the order in to Manifest. Here the multiple orders can be added.
- Admin should be able to add or remove the order to the manifest. Admin can add the order in the current manifest which was not dispatched.

Actions		19 records found (2 selected)									
to e	Status	Consignment Weight (Kgs)	Order Weight (Kgs)	Is Valid Address ?	Consignment #	Shipping Method	Is Lable Created	Is Label Printed	Is Under Current Manifest?		
<ul style="list-style-type: none"> <li>Change Shipping Methods</li> <li>Mass Generate Shipments</li> <li>Mass Generate Labels</li> <li><b>Add to Current Manifest</b></li> <li>Remove from Current Manifest</li> <li>Download Multiple Labels</li> </ul>	Processing	2	2.2000	⊗	111JD5432044 ( 0000018 ) <a href="#">Dispatched</a>	EXPRESS POST + SIGNATURE - ausposteParcel-3K55	✓	✓	⊗		
<input checked="" type="checkbox"/>	Processing	2	3.0000	⊗	111JD5432042 ( 0000019 ) <a href="#">Dispatched</a>	PARCEL POST + SIGNATURE - ausposteParcel-7E55	✓	✓	⊗		


- For that, select multiple consignments and click on ‘Actions’ dropdown. Admin will get the list of options, click on **Add to Current Manifest** option.
- After processing for seconds, the success message will be displayed.
- After adding consignment in the Manifest, a ‘tick mark’ will appear in the ‘Under Current Manifest?’ column.

**Manage Consignment**

Manage Consignment																	
													Dispatch				
Actions		19 records found (2 selected)										20	per page	<	1	of 1	>
Order #	Purchase Date	Ship to Name	Status	Consignment Weight (Kgs)	Order Weight (Kgs)	Is Valid Address ?	Consignment #	Shipping Method	Is Lable Created	Is Label Printed	Is Under Current Manifest?	Submit Consignment/ Download Label					
<input checked="" type="checkbox"/>	000000019	Dec 3, 2019, 10:44:59 AM	Roni Costa	Processing	2	2.2000	⊗	111JD5432044 ( 0000018 ) <a href="#">Dispatched</a>	EXPRESS POST + SIGNATURE - ausposteParcel-3K55	✓	✓	✓					
<input checked="" type="checkbox"/>	000000018	Dec 3, 2019, 10:27:01 AM	Kimbell Cho	Processing	2	3.0000	⊗	111JD5432042 ( 0000019 ) <a href="#">Dispatched</a>	PARCEL POST + SIGNATURE - ausposteParcel-7E55	✓	✓	✓					

- By clicking on the ‘**Dispatch**’ button, admin can dispatch all the consignments of the current. In the response, admin will get Manifest Summary report from Parcel Send.


- Admin can check the Manifest's Order Summary and the Manifest list from here.


[Download Submitted Manifest's Order Summary from Here](#)

### Order Summary Report

**Australia Post Order Summary for Biztech CS**  
**Customer's Address:**  
**Order Created Date:**  
**Order Number:**  
**Australia Post Account Number:**  
**Merchant Location ID:**  
**Merchant ID:**  
**Lodgement Facility:**

Tue, 03 Dec 2019 11:22 PM  
 TB00160934  
 1012048839  
 111JD  
 1000000000  
 MELBOURNE PARCEL FACILITY DWS




Charge Zone	Charge Code Description	Total Consignments	Total Articles	Total Actual Weight (kg)	Total Cubic Weight (kg)	Total Chargeable Weight (kg)	Declared Charges Ex. GST(\$)	Declared Charges Inc. GST(\$)
AU	EXPRESS POST + SIGNATURE	1	1	2.00	0.00	2.00	27.80	30.58
AU	PARCEL POST + SIGNATURE	1	1	2.00	0.25	2.00	22.63	22.63
<b>Totals</b>		<b>2</b>	<b>2</b>	<b>4.00</b>	<b>0.25</b>	<b>4.00</b>	<b>50.43</b>	<b>53.21</b>

These charges are estimates only. This is not an invoice requesting payment. Your tax invoice will be forwarded to you after your parcels are lodged and recorded centrally. GST, fuel surcharge and any other calculation shown above is an estimate only. The Tax Invoice, issued in accordance with your contract, will display the value of the taxable supplies, GST, fuel surcharge and any other applicable fees or surcharges.

---

**Australia Post Order Summary for Biztech CS**  
**Customer's Address:**  
**Order Created Date:**  
**Order Number:**  
**Australia Post Account Number:**  
**Merchant Location ID:**  
**Merchant ID:**  
**Lodgement Facility:**

Tue, 03 Dec 2019 11:22 PM  
 TB00160934  
 1012048839  
 111JD  
 1000000000  
 MELBOURNE PARCEL FACILITY DWS



Charge Zone	Charge Code Description	Total Consignments	Total Articles	Total Actual Weight (kg)	Total Cubic Weight (kg)	Total Chargeable Weight (kg)
AU	EXPRESS POST + SIGNATURE	1	1	2.00	0.00	2.00
AU	PARCEL POST + SIGNATURE	1	1	2.00	0.25	2.00
<b>Totals</b>		<b>2</b>	<b>2</b>	<b>4.00</b>	<b>0.25</b>	<b>4.00</b>

We, the senders, certify carriage. We acknowledge that all of the articles indicated as not containing dangerous goods may be carried by air and declare that they do not contain any dangerous goods or prohibited goods eg. Explosives, Flammables, Corrosives, Aerosols etc. All of the articles indicated as containing Dangerous Goods are clearly labelled with "Not for Carriage by Air" and have been packaged according to "Acceptance of Consumer Commodities Dangerous Goods classified as ID8000" under the IATA regulations for air and as per Exempted Quantity guidelines published by Australia Post.

Sender's Signature: \_\_\_\_\_

- For manifest summary, Go to **AUSTRALIA POST PARCEL SEND** → **Manifests** Management option.
- Here the new Manifest is added and by clicking on the 'View' option, admin can view its details and print it if needed.

### Manifests Management

Search [Reset Filter](#)

Actions  4 records found 20 per page 1 of 1

<input type="checkbox"/>	Manifest #	Dispatched On	No. of Consignments	No. of Articles	Print
Any	<input type="text"/>	From <input type="text"/> To <input type="text"/>			
<input type="checkbox"/>	M000000004	12/03/2019 12:22:24	2	2	<a href="#">View</a>
<input type="checkbox"/>	M000000003	12/03/2019 10:07:48	2	2	<a href="#">View</a>
<input type="checkbox"/>	M000000002	12/02/2019 12:39:13	4	4	<a href="#">View</a>
<input type="checkbox"/>	M000000001	11/28/2019 09:33:38	8	10	<a href="#">View</a>

### Mass Actions

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

#### Change Shipping Methods

- Click on ‘Action’ dropdown option, here admin can find ‘Change Shipping Methods’ option.

The screenshot shows a table with 28 records found (2 selected). A dropdown menu is open over the 'Actions' column, listing several options. The 'Change Shipping Methods' option is highlighted in blue. Below the dropdown, two rows of data are visible, both with their checkboxes selected.

<input type="checkbox"/>	Manifest #	Dispatched On	Location	Status	Consignment Weight (Kgs)
<input checked="" type="checkbox"/>	000000028	Dec 4, 2019, 8:57:24 AM	Kimbell Cho	Processing	1
<input checked="" type="checkbox"/>	000000027	Dec 4, 2019, 8:56:04 AM	Van Pelt	Processing	1

- Admin can assign similar shipping methods to selected multiple orders.

- By selecting the 'Change Shipping Methods', the dropdown list of shipping methods will appear. Now select the required Shipping Methods and click on **Submit** button, the shipping methods will be changed.

**Mass Generate Shipments**

- When the Consignment is created, Admin will see a "Submit Consignment" button under the 'Submit Consignment/Download Label' column.

- Using **Mass Generate Shipment** option, admin can select the multiple orders and generate their combine shipment.
- Admin will get the below message after generating the shipments.

✔ Shipment has been generated successfully for consignment(s) number 0000027,0000028

**Mass Generate Labels**

- Using **Mass Generate Label** option, Admin can generate a **combined label** for the selected orders based on the shipping method which was selected by the user at the time of inserting the shipment details and the label layout.

Actions	to	Status	Consignment Weight (Kgs)	Order Weight (Kgs)	Is Valid Address ?	Consignment #	Shipping Method	Is Lable Created	Is Label Printed	Is Under Current Manifest?	
<input checked="" type="checkbox"/>	000000023	Dec 3, 2019, 1:01:32 PM	Wayne Rigsby	Processing	2	0.0000	111JD5432117 (0000022)	PARCEL POST + SIGNATURE - ausposteParcel-7E55	⊗	⊗	⊗
<input checked="" type="checkbox"/>	000000022	Dec 3, 2019, 12:59:34 PM	Kimbell Cho	Processing	2	3.1000	111JD5432118 (0000023)	EXPRESS POST + SIGNATURE - ausposteParcel-3K55	⊗	⊗	⊗

- Admin will get the pdf of **combined label** of the selected orders.



**Note:** To mass generate label you must install library in your site root directory using the below command:

**composer require clegginabox/pdf-merger:dev-master**

### Remove from Current Manifest

- Remove the consignment from the Current Manifest by clicking on 'Remove from Current Manifest' option.

The screenshot shows a table with 28 records, 2 selected. The table has columns: Order ID, Date, Name, Status, Consignment Weight (Kgs), Order Weight (Kgs), Is Valid Address?, Consignment #, Shipping Method, Is Label Created, Is Label Printed, and Is Under Current Manifest?. The 'Actions' dropdown menu is open, showing options: Change Shipping Methods, Mass Generate Shipments, Mass Generate Labels, Add to Current Manifest, Remove from Current Manifest (highlighted), and Download Multiple Labels.

Order ID	Date	Name	Status	Consignment Weight (Kgs)	Order Weight (Kgs)	Is Valid Address?	Consignment #	Shipping Method	Is Label Created	Is Label Printed	Is Under Current Manifest?
<input checked="" type="checkbox"/> 000000028	Dec 4, 2019, 8:57:24 AM	Kimbell Cho	Processing	1	2.0000	✘	111JD5432759 (0000027)	EXPRESS POST + SIGNATURE - ausposteParcel-3K55	✔	✔	✔
<input checked="" type="checkbox"/> 000000027	Dec 4, 2019, 8:56:04 AM	Van Pelt	Processing	1	2.0000	✘	111JD5432760 (0000028)	EXPRESS POST + SIGNATURE - ausposteParcel-3K55	✔	✔	✔

Note: Admin can remove the order from the Current Manifest only if the Consignment is not dispatched yet.

### Download Multiple Labels

- Admin can download multiple Labels by selecting the orders in one pdf.

The screenshot shows a table with 28 records. The 'Actions' dropdown menu is open, showing options: Change Shipping Methods, Mass Generate Shipments, Mass Generate Labels, Add to Current Manifest, Remove from Current Manifest, and Download Multiple Labels (highlighted).

Order ID	Date	Name	Status
<input checked="" type="checkbox"/> 000000028	Dec 4, 2019, 8:57:24 AM	Kimbell Cho	Processing
<input checked="" type="checkbox"/> 000000027	Dec 4, 2019, 8:56:04 AM	Van Pelt	Processing

## Manifest Management

- Go to **AUSTRALIA POST PARCEL SEND -> Manifests Management**.
- Admin can have a 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.

The screenshot shows the 'Manifests Management' page. At the top, there is a search bar with 'Search' and 'Reset Filter' buttons. Below the search bar, there is a dropdown menu for 'Actions' and a status '8 records found'. To the right, there is a pagination control showing '20 per page' and '1 of 1'. The main content is a table with the following columns: Manifest #, Dispatched On, No. of Consignments, No. of Articles, and Print. The table contains four rows of manifest data.

	Manifest #	Dispatched On	No. of Consignments	No. of Articles	Print
Any		From To			
<input type="checkbox"/>	M000000004	12/03/2019 12:22:24	2	2	<a href="#">View</a>
<input type="checkbox"/>	M000000003	12/03/2019 10:07:48	2	2	<a href="#">View</a>
<input type="checkbox"/>	M000000002	12/02/2019 12:39:13	4	4	<a href="#">View</a>
<input type="checkbox"/>	M000000001	11/28/2019 09:33:38	8	10	<a href="#">View</a>

- Admin can search the Manifests by inserting Manifest number or the Dispatch dates.
- By clicking on any Manifest, admin will be able to view manifest details along with Label & Tracking details for the consignments.
- By clicking on 'View' option, the pdf will open of that Manifest.
- Admin can download the Manifest Summary from the list. By choosing 'Download Manifest Summary' option from the 'Actions' dropdown list.

This screenshot is similar to the previous one but shows the 'Actions' dropdown menu open. The 'Download Manifest Summary' option is highlighted in blue. The rest of the interface, including the search bar, pagination, and table, remains the same.

## Article Type Management

- Go to **AUSTRALIA POST PARCEL SEND** -> **Article Types**.
- Now, a list of Article types that are created for the consignments can be viewed.

ID	Article Types	Status	Action
2	Small Article (1kg - 5x5x5)	Enabled	<a href="#">Edit</a>
1	Medium Article (5kg - 10x10x10)	Enabled	<a href="#">Edit</a>

- To add a new Article Type, click on **'Add New Article Type'** button. Now enter the Article Type Name, Article Weight, Height, Width & Length along with the status of the Article Type.

**ARTICLE TYPE**

Article Type Information

Name \* AusPost75

Weight (Kgs) \* 50

Height (cm) \* 10

Width (cm) \* 4

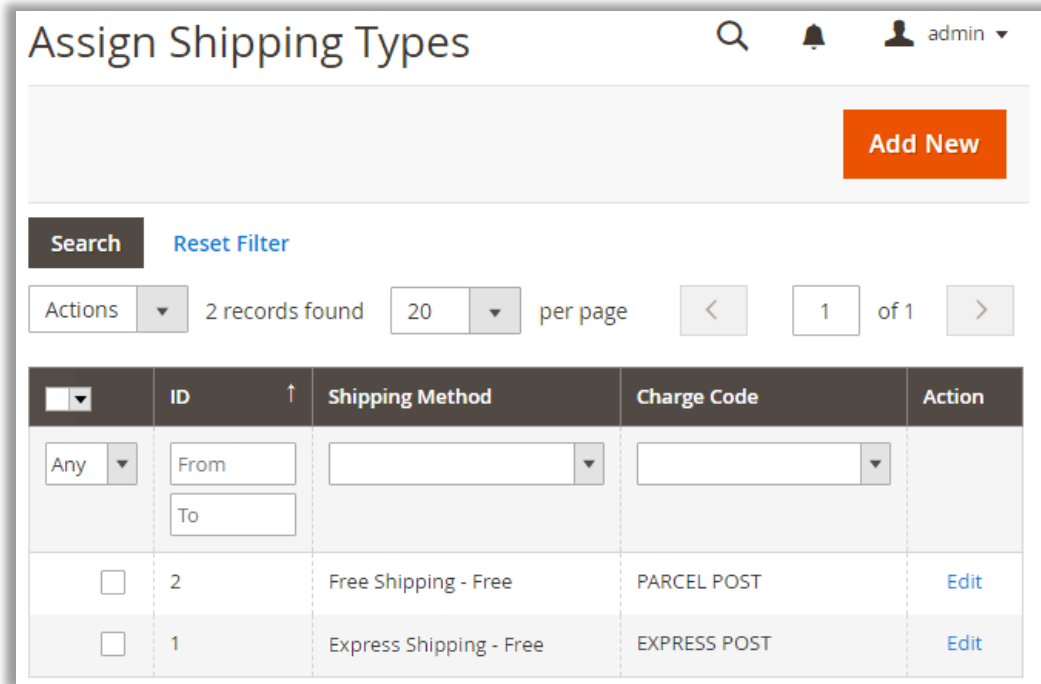
Length (cm) \* 10

Status Enabled

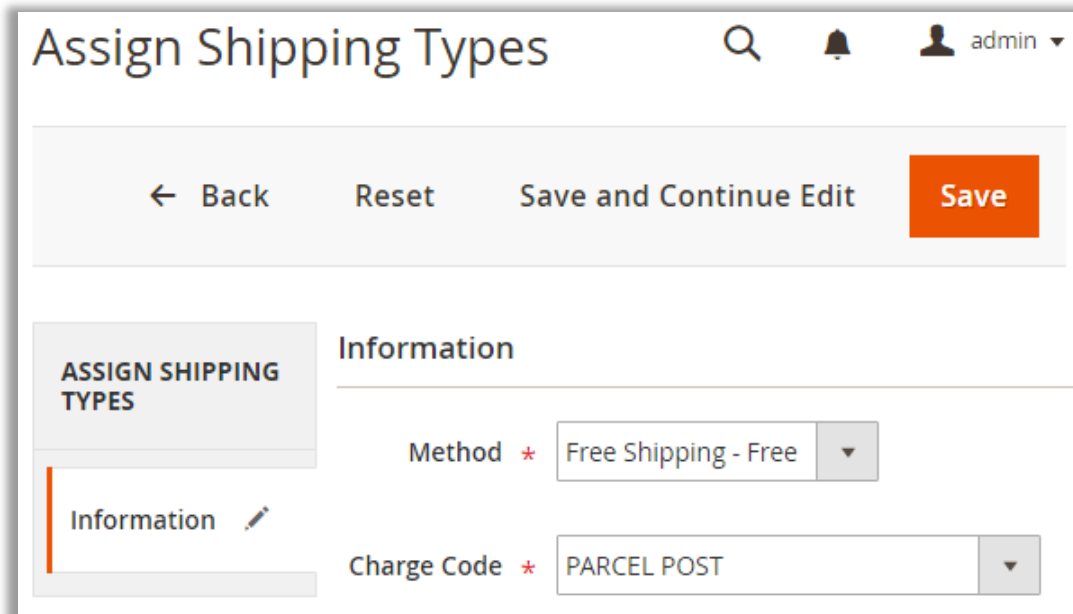


### Assign Shipping Types to Charge Codes

- Go to AUSTRALIA POST PARCEL SEND -> Assign Shipping Types. Now a complete list of Shipping Type can be viewed. From this module, admin will be able to assign the Shipping Types.



- To add a new shipping type, click on 'Add New' button. By clicking on it admin will be redirected to the 'Assign Shipping Types' page from where Shipping method is to be selected and the Charge Code of the Shipping Type is to be selected. Lastly, click on 'Save' button to save the particular Shipping Type.



## 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
- 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 necessary details.

## Contact Us

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



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



- Raise tickets for your specific question!
- Send an email to [support@appjetty.com](mailto:support@appjetty.com) or you can login to your account @ [www.appjetty.com](http://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](mailto:sales@appjetty.com)