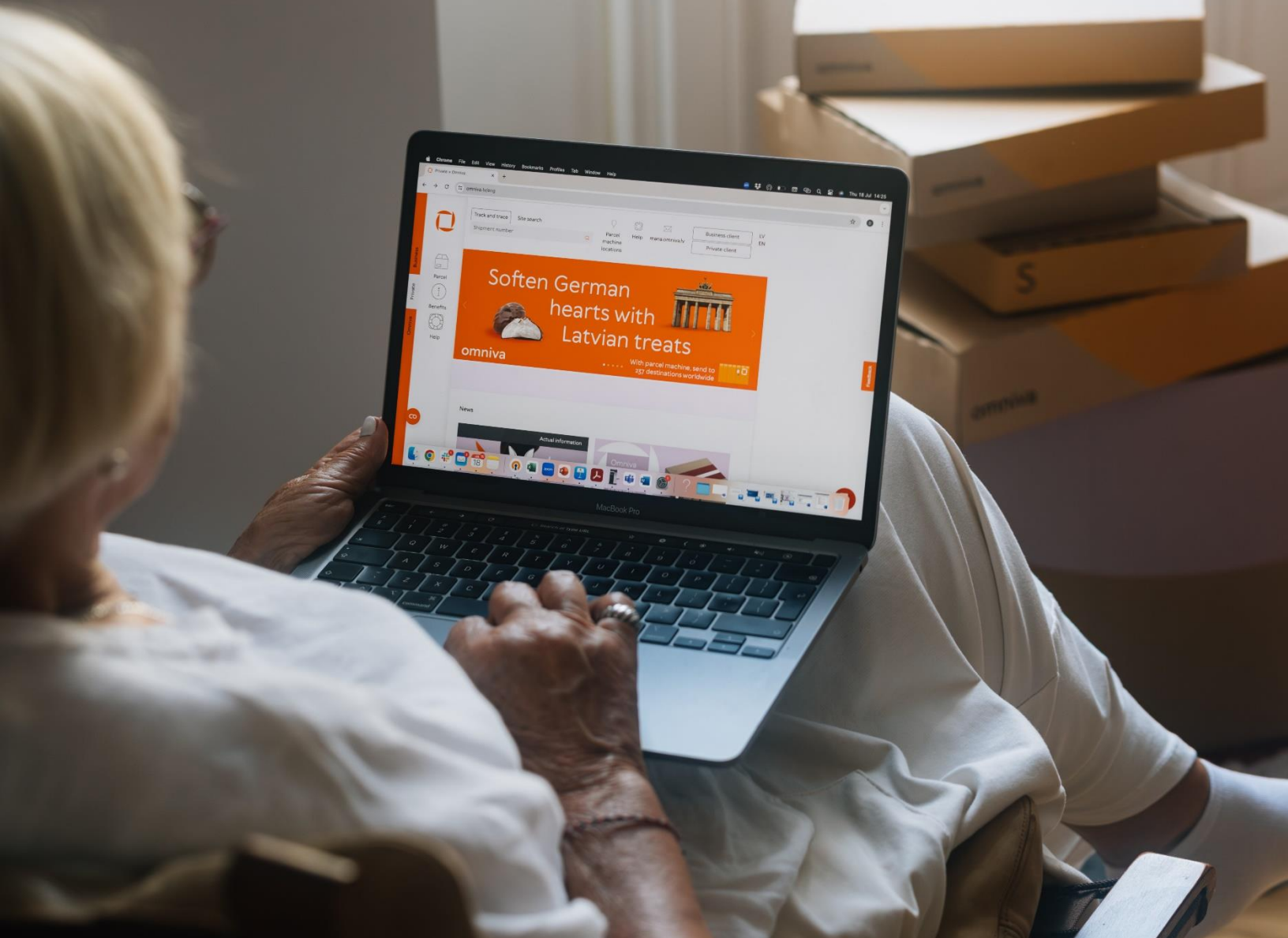


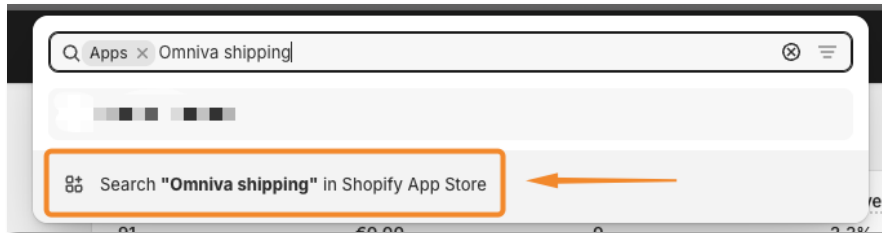


Omniva Manual:
Shopify shipping
plugin for Shopify
platform installation
and user manual

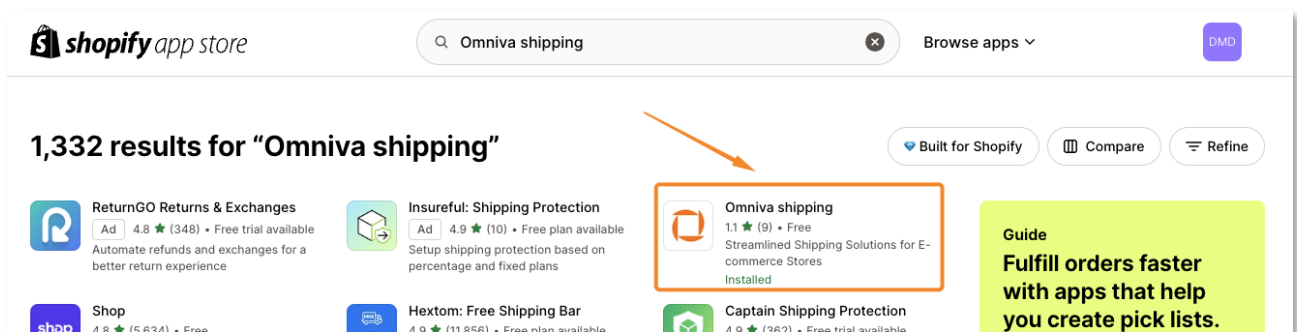


Plugin installation

1. Log in to Your Shopify account (<https://shopify.com/login>).
2. Go to section „Apps“ at left-side menu.
3. In opened window's search field type „Omniva shipping“.
4. Click on:



5. Shopify App Store's window will be opened:



6. Click on „Omniva shipping“ at visible search results list.
7. You will see a window with a summary of a plugin, click on button „Install“:

Omniva shipping

Pricing
Free

Highlights
✓ Popular with businesses in Lithuania
✓ Use directly in Shopify admin

Rating
1.1 ★ (9)

Developer
UAB Mijora

Install

We deliver joy
Way of Your order delivery.

- Order Tracking and Configuration
- Effortless Order Status Preview
- Different Pickup Locations Availability

Omniva courier delivery app, for shipments delivery by courier and parcel terminals

Your all-in-one solution for order tracking, label printing, manifest generation and warehouse management. Simplify your fulfillment process and ensure accurate order placement with our app's seamless integration of

8. Later, You'll be returned to Your e-shop settings panel, where once again need to click on „Install“:

Install app

Omniva shipping
UAB Mijora

This app needs access to:

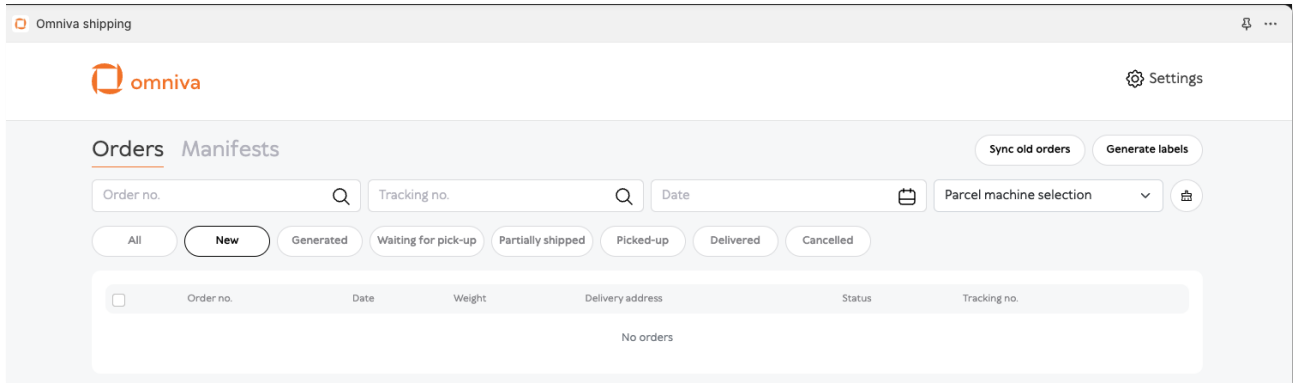
- View personal data**
Customers, store owner
- View and edit store data**
Products, orders

Why does Omniva shipping need data access? Check their [Privacy Policy](#).

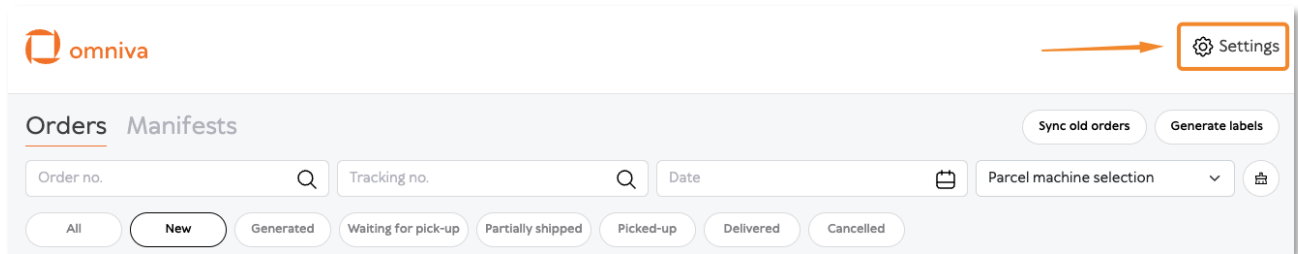
Users of this app may have access to all the data requested by this app, even if it is not shown in the app's UI.

Cancel **Install**

9. After installation, You will see plugin's empty dashboard (it is normal):



10. Click on „Settings“ to add necessary configuration:



Plugin configuration

1. Add Your Web service credentials (it should be ordered before from Omniva's business customer service or assigned manager):

- a) select country of Your agreement origin;
- b) enter web service key (a.k.a. „web API user“);
- c) enter web service password (a.k.a. „web API password“);

Settings

Web service details

Contract country

Lithuania a)

Latvia

Estonia

Web service key



b)



Web service password

c)



Leave blank if you do not want to change the password

2. Fill up **all fields**, to provide information about Yours enterprise as a sender:

Sender information

Sender title* ✓

Sender's mobile number* ✓

Sender email address* ✓

Sender address

Country* ✓ ▾

Sender city* ✓

Address* ✓

Post code* ✓

3. Mark which way a first mile will be for shipping:

Shipping and delivery management

Available services

Send by*

Courier

Parcel machine

Sorting center

- Courier – Omniva's courier will arrive to Your place and pick-up prepared parcels;
- Parcel machine – You will bring parcels by Your own to Omniva's parcel machine to send it;
- Sorting center – You will bring parcels by Your own to Omniva's nearest sorting center to send it.

4. For those, who have subscription plans: “Shopify” and “Advanced”, or separately ordered “Third-party app rate calculation” service, shipping rates should be set in Omniva shipping plugin, for courier and parcel machine delivery:

Pricing for courier
*Available if you have paid shopify plan

Courier title *

Type in

Lithuania Inactive d)

Shipping price Minimum price for free shipping

Type in a) € Type in c) €

Leave blank if you want to disable free shipping

Max available order weight

30.0 b) ✓ kg

Max. available weight 70kg.

Latvia Inactive

Shipping price Minimum price for free shipping

Type in € Type in €

Leave blank if you want to disable free shipping

Max available order weight

30.0 ✓ kg

Max. available weight 70kg.

Courier title – give a name for service, which will be visible at checkout for buyer;
Click on “Inactive” switcher (d) to enable it, then – set service’s price (a) and max weight (b). If You would like to offer free delivery, at (c) enter minimal cart’s amount.

Same step can be done if You'll user service for parcels delivery to the parcel machines:

Parcel machine title – give a name for service, which will be visible at checkout for buyer;

Click on “Inactive” switcher (d) to enable it, then – set service’s price (a) and max weight (b). If You would like to offer free delivery, at (c) enter minimal cart’s amount.

5. By same logic shipping rates can be set for international delivery (at this moment for EU countries only):

Pricing for International shipping

Economy

*Available if you have paid shopify plan. Currently available for ES countries

International economy title *

Shipping price € Inactive

Minimum price for free shipping €

Leave blank if you want to disable free shipping

Max available order weight kg ✓

Max. available weight 2kg.

Note, there is three services – “Economy”, “Standard” and “Premium”. Keep in mind that these rates are “flat” type. Price didn’t depend on how far a destination by country is – same price will be for, example, Germany, Finland or Spain.

6. For “Starter”, “Basic” subscribers and who didn’t separately have “third-party calculated rates” function, Shipping rates should be set in Shopify -> Settings -> Shipping and delivery -> Shipping -> General shipping rates:

The screenshot shows the Shopify admin interface for 'Internetinė Parduotuvė'. The left sidebar contains navigation options: General, Plan, Billing, Users, Payments, Checkout, and Customer accounts. The 'Shipping and delivery' option is highlighted with an orange box and a '1' next to it. The main content area is titled 'Shipping and delivery' and contains a 'Shipping' section with a dropdown arrow and a '2' next to it. Below this, there are two tabs: 'General shipping rates' (selected) and 'Rates for Domestic'. The 'General shipping rates' tab has a right arrow highlighted with an orange box and a '3' next to it. At the bottom right, there is a 'Calculate rates' button.

7. At section “Shipping zone” need create a geolocation zone, to where parcel will be delivered. In zone can be added one country, or many as You need, if delivery price will be same.

But if for each country delivery prices are different, then to each of country a separate zone should be created. It is actually for international delivery too. Example:

The screenshot displays a 'Shipping zones' configuration page. At the top right, there is a link 'Add shipping zone'. The page is divided into two main sections, one for Belgium and one for Lithuania.

Belgium • Belgium

- OMNIVA International Economy (Orders 0kg–2kg) with a rate of €7.00
- OMNIVA International Standard (Orders 2.01kg–4.99kg) with a rate of €10.00
- OMNIVA International Standard (Orders 5kg–6.99kg) with a rate of €15.00
- Omniva (Rates provided by app) with a calculated transit time of 0 services and a carrier rate.
- Shipping (Rates provided by app) with a calculated transit time of 0 services and a carrier rate.

A 'Show all rates' link is visible below the Belgium section. An 'Add rate' button is located at the bottom of the Belgium section.

Domestic • Lithuania

- Bet kuris Omniva paštomatas pasirinktinai with a rate of €3.00
- (Rates provided by app) with a calculated transit time of 0 services and a carrier rate.
- Omniva (Rates provided by app) with a calculated transit time of 0 services and a carrier rate.
- Shipping (Rates provided by app) with a calculated transit time of 0 services and a carrier rate.
- Shipping (Rates provided by app) with a calculated transit time of 0 services and a carrier rate.

8. Adding a manual rate.

Click on “(+)
Add rate”, a window will pop-up.

At “Custom rate name” enter title for delivery service, which will be visible for buyer at checkout;

In “Price” field enter service’s charge amount.

If needed, You can click on “Add conditional pricing”, to set some exceptions:

there You can set option of free delivery depending of cart amount (or weight).

9. If You are using “Shopify” or “Advanced” subscription or have separately ordered “third-party calculated rates” function, at previous pop-up window, in “Rate type” select “Use carrier or app to calculate rates”. Pop-up window will be reloaded. Then in second field pick “Omniva (Rates provided by app)”. These rates setup was described above (see page 6).

Rate type

Use carrier or app to calculate rates

Omniva (Rates provided by app)

10. After adding manual rates in Shopify settings (not “Rates provided by app), You need to return to Omniva Shipping plugin and click on “Settings”. Then scroll a bit down, to find a mapping:

Map shopify shipping settings with Omniva services

*Required if you need to show Omniva terminals map after checkout

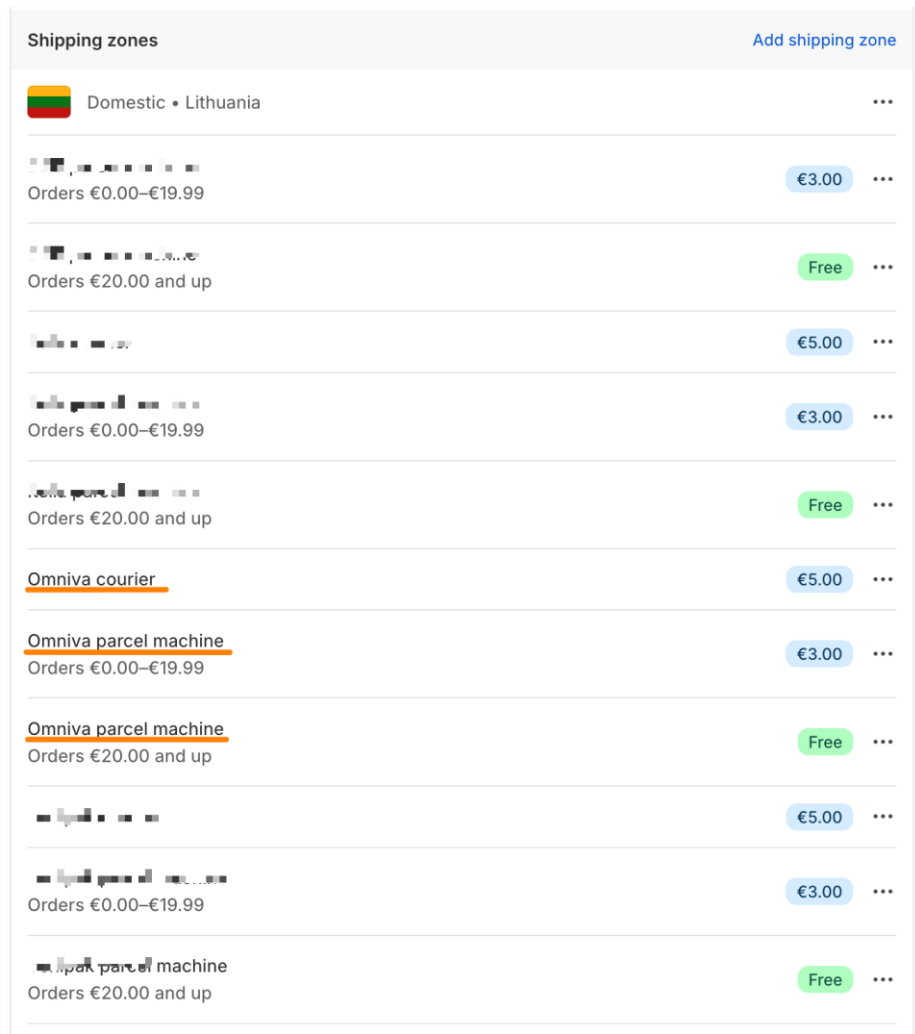
Carrier title

× Omniva couri...

Parcel machine title

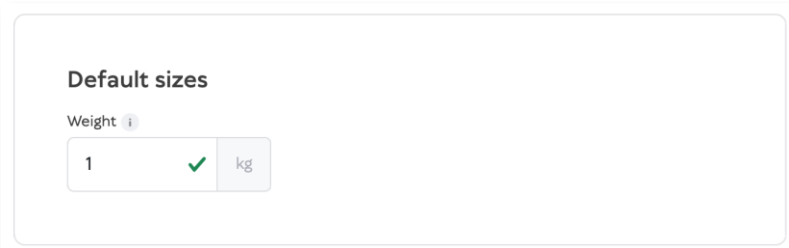
× Omniva parcel...

Important: Omniva’s service name must be same as it was maned in “Shipping zone”:



It is needed to correct map Omniva's service with Shopify settings, and allow buyers to pick needed parcel machine, as a delivery destination place at "Thank you" page.

11. In plugin can be set one default parcel's weight:



12. If You'll planning to use courier's pick-up service, Your location's address need to be entered:

Pickup addresses + Add new address

1 address

Country *

Lithuania ✓

City *

Kaunas ✓

Post code *

48 ✓

Address *

Vėtrungės g. ✓

Phone number *

+370 ✓

Use as a default

There can be added many locations as You needed, but only one can be marked “Use as a default”.

13. Last settings part is “Additional settings”:

Additional settings

Labels

Fulfill the order when a manifest is generated
Automatically fulfill order when a manifest is generated.

Choose which page to open when clicked on the tracking link

Omniva.lt (LT) ✓

Choose the method for sending the return code to the customer

None

Manifest

Manifest language

Lithuanian ✓

Show barcode in manifest

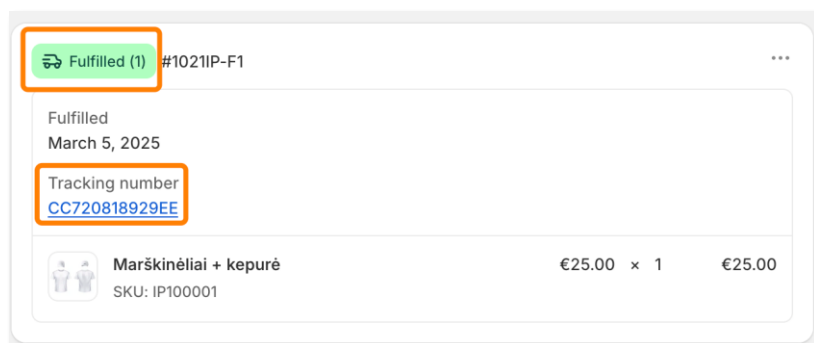
COD (Cash on delivery)

IBAN number

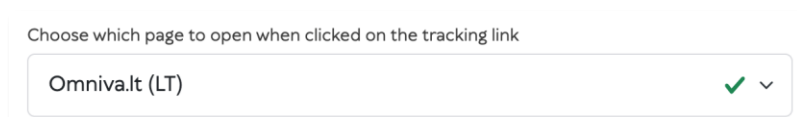
Type in

14. Option “Fulfill the order when a manifest is generated”, if marked, Omniva shipping will send data to Shopify -> Orders and closes current order as fulfilled and add parcel’s tracking number in it.

Example:



15. Additionally, there can be set option to which Omniva’s web page buyer will be redirected if clicks on tracking number, received by e-mail. Possible languages is: EE, LV, LT and EN.



16. If You would like to provide possibility to return parcel back to You as a seller, from buyer, enable this option:



By selecting “Add to SMS and email”.

17. Next, You can chose in which language manifest will be generated (EE, LV, LT or EN), and if need, a parcel’s no. barcode can be added in it.



COD service will work properly if in dedicated field bank's IBAN number will be entered:

COD (Cash on delivery)

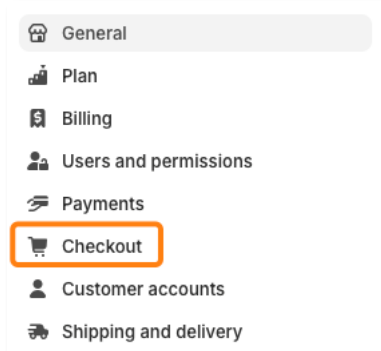
IBAN number

To fully active COD service, don't forget to enable it at Shopify -> Setting -> Payments -> Manual payments method.

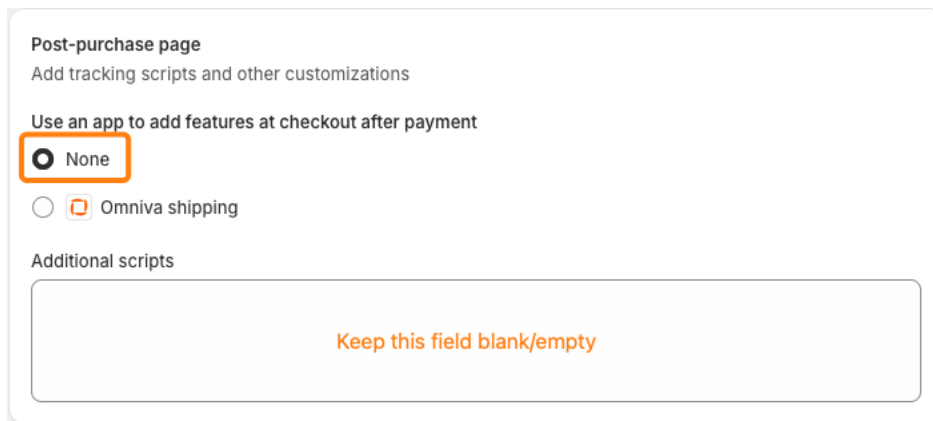
18. Please, don't forget to click on "Save" after any made changes.

Enabling selection of parcel machine (at “Thank You” page)

1. Got to the Shopify -> Settings -> Checkout:



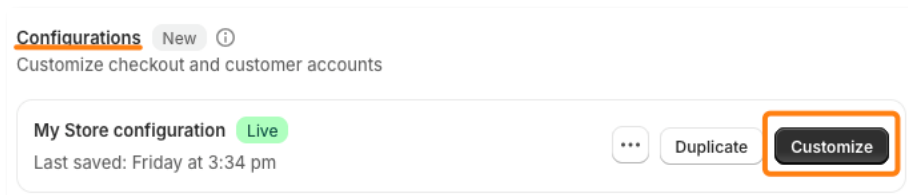
2. At block “Post-purchase page” move the dot to select “None”



3. And click “Save” at the top of page:

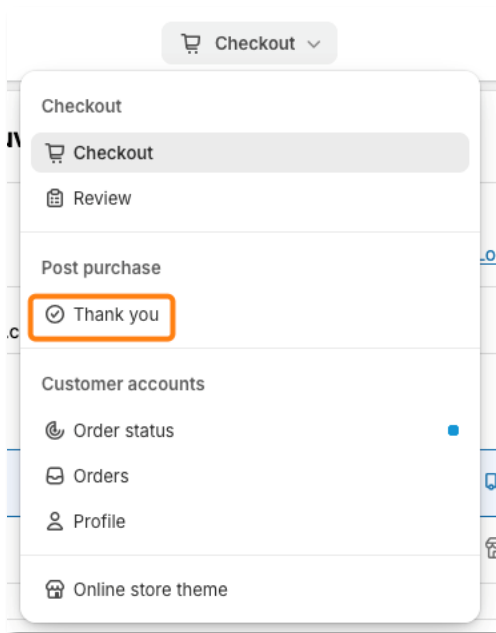


4. At “Checkout’s” section find block “Configurations”, and click on “Customize”:

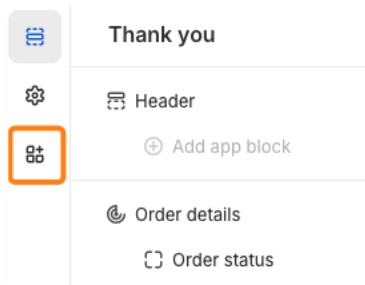


5. When next window opens – at the top-center, from a drop-down list pick “Thank you”:

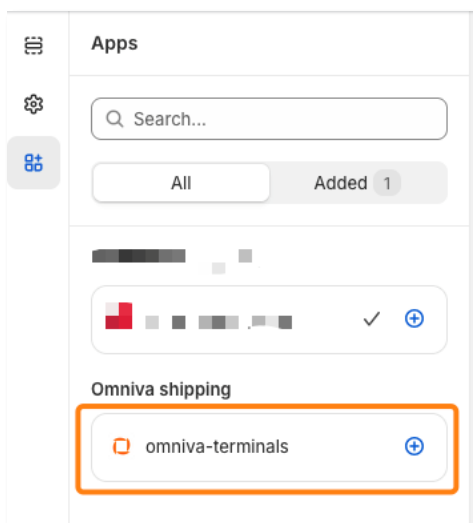




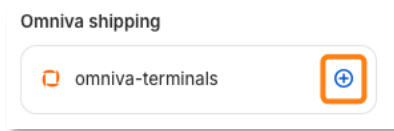
6. Then, go to the left-side thin icon menu and click on “Apps”:



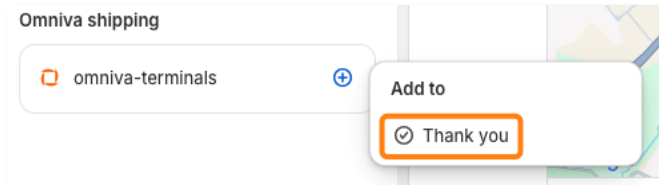
7. Then, in same place, at a bit right, find application, named “omniva-terminals”:



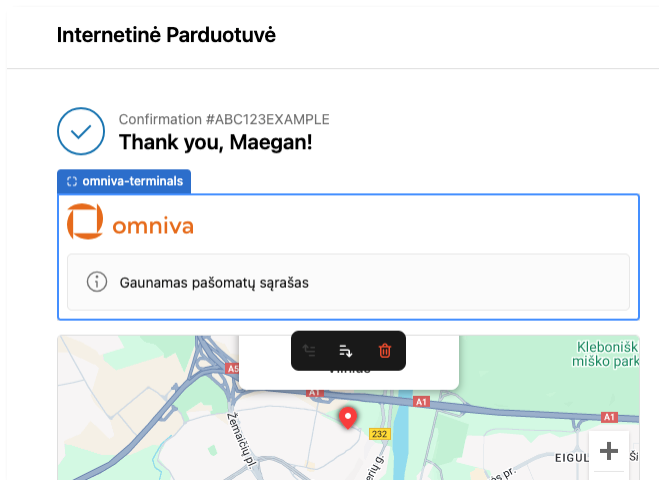
8. And click on “plus” sign:



9. Later, pick “Thank you”:



10. In page’s center preview area, a new block will be added:

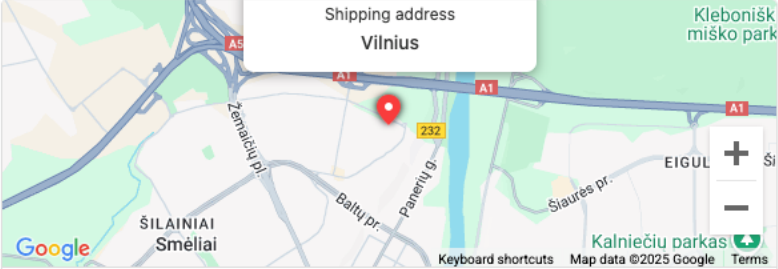


11. New block can be placed at any position by clicking on:



12. Recommended to place block above another “Order details” block, example:

Confirmation #ABC123EXAMPLE
Thank you, Maegan!



Shipping address
Vilnius

Your order is confirmed
You'll receive a confirmation email with your order number shortly.

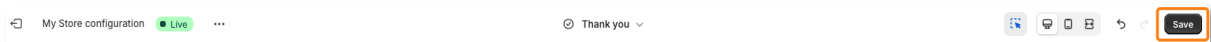
omniva

Gaunamas pašomatų sąrašas

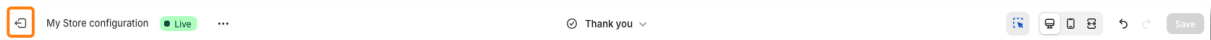
Order details

Contact information maegan ██████@example.com	Payment method VISA •••• 4242 • €32.00
Shipping address Maegan ██████ Arsenalų g. ██████ 01143 Vilnius Lithuania +370 ██████	Billing address Maegan ██████ Arsenalų g. ██████ 01143 Vilnius Lithuania +370 ██████
Shipping method Standard (Example)	

13. When settings are applied, please, click “Save” (page’s top-right corner):



14. Then press “Exit”:



Omniva shipping plugin's dashboard overview

When accessing Your e-shop admin panel to reach “Omniva shipping”, click on left-side menu’s point “Apps”, then from a list pick “Omniva shipping”.

You will see plugin’s main dashboard “Orders”:

The screenshot shows the Omniva shipping plugin dashboard. At the top, there's a navigation bar with 'Call courier', 'Orders', and 'Settings'. Below that, there are tabs for 'Orders' and 'Manifests'. A search bar contains 'Order no.', 'Tracking no.', and 'Date'. Below the search bar are status filters: 'All', 'New', 'Generated', 'Waiting for pick-up', 'Partially shipped', 'Picked-up', 'Delivered', and 'Cancelled'. A table lists orders with columns: Order no., Date, Weight, Delivery address, Status, and Tracking no. Each row has edit and search icons. The table contains 8 rows of order data.

Order no.	Date	Weight	Delivery address	Status	Tracking no.
#1529	2025-02-25	1.0	Baltijos g. 21, Kaunas, Kaunas, 48295, Lithuania Kauno ŽALIA STOTELĖ Baltijos paštomatas	New	
#1528	2025-02-25	1.0	Baltijos g. 21, Kaunas, Kaunas, 48295, Lithuania Kauno ŽALIA STOTELĖ Baltijos paštomatas	New	
#1527	2025-02-21	1.0	Baltijos g. 21-8, Kaunas, 48295, Lithuania Kauno ŽALIA STOTELĖ Baltijos paštomatas	New	
#1526	2025-02-21	1.0	Baltijos g. 21-8, Kaunas, 48295, Lithuania Kauno ŽALIA STOTELĖ Baltijos paštomatas	New	
#1525	2025-02-21	1.0	Baltijos g. 21-8, Kaunas, 48295, Lithuania Kauno ŠILAS Baltų paštomatas	New	
#1524	2025-02-21	1.0	Baltijos g. 21-8, Kaunas, 48295, Lithuania Kauno ŽALIA STOTELĖ Baltijos paštomatas	New	
#1525	2025-02-21	1.0	Baltijos g. 21-8, Kaunas, 48295, Lithuania Kauno ŽALIA STOTELĖ Baltijos paštomatas	New	

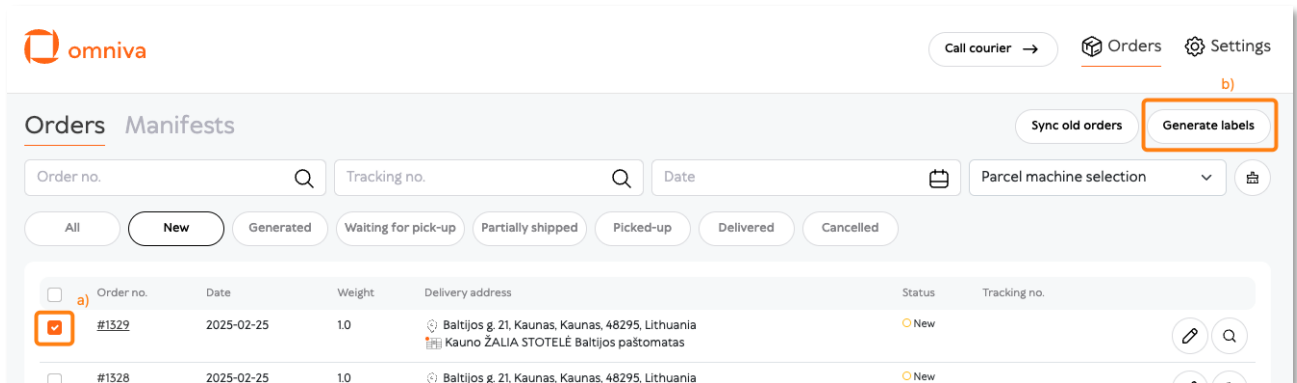
- General tabs “Orders” and “Manifests”;
- Filter’s search fields (by current order no., current tracking no., order’s creation data, by what method parcel machine was assigned to order);
- Tab’s “Orders” sections:
 - “All” – all orders with all possible statuses;
 - “New” freshly received and not processed orders;
 - “Generated” – orders with shipping labels, but without generated manifests;
 - “Waiting for pick-up” – orders who have generates shipping labels and manifests and is ready for shipping;
 - “Partially shipped” – orders which are partially fulfilled (some order’s items are shipped, another ones items are awaiting to ship it);
 - “Picked up” – orders were picked by courier or seller bring them to parcel machine by their own to send it;
 - “Delivered” – orders successfully reached buyers (example – collected from parcel machine);
 - “Canceled” – orders which had shipping labels, but canceled by e-shop administrator.
- “Sync all orders” are processed manually if in some rare technical reason synchronization didn’t process automatically;
-

- f) "Generate labels" is in use for bulk action, when at the same time need to generate more than one label, for selected orders in section's "New" table (but not more than up to 25 entries/selection);
- g) "Call courier" – send request to Omniva and order couriers arrive to pick-up prepared shipments;
- h) "Settings" – here can be made changes for "Omniva shipping" module;
- i) Table of orders list (visible on all sections, described in point c)).
- j) Symbol "pen" – allows make changes in current order;
- k) Symbol "magnifier" – opens current order's review window.

Work with orders in “Omniva shipping” module

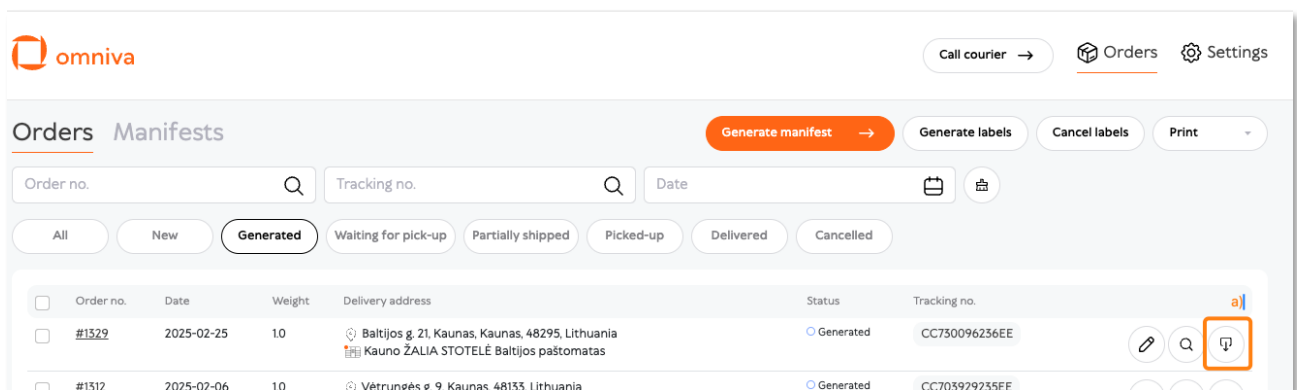
Label generation.

1. At “Orders” table select (a) needed order and click on button “Generate labels” (b):



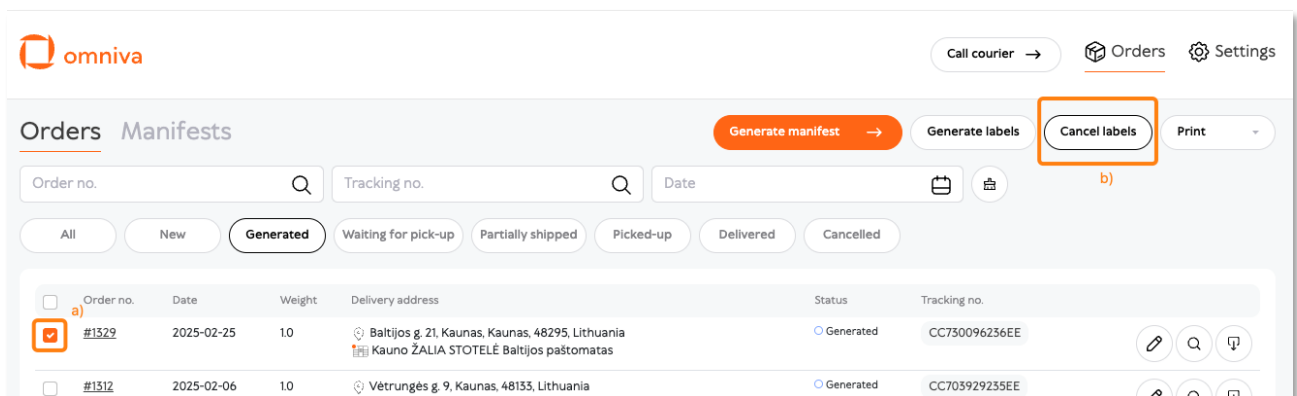
The screenshot shows the Omniva shipping module interface. At the top, there is a navigation bar with the Omniva logo, a 'Call courier' button, and tabs for 'Orders' and 'Settings'. Below the navigation bar, there are tabs for 'Orders' and 'Manifests'. A 'Sync old orders' button and a 'Generate labels' button (highlighted with a red box and labeled 'b)') are visible. Below these are search fields for 'Order no.', 'Tracking no.', and 'Date', along with a 'Parcel machine selection' dropdown. A filter bar contains buttons for 'All', 'New', 'Generated', 'Waiting for pick-up', 'Partially shipped', 'Picked-up', 'Delivered', and 'Cancelled'. The main table displays order details with columns for 'Order no.', 'Date', 'Weight', 'Delivery address', 'Status', and 'Tracking no.'. The first row is selected (checkbox checked and labeled 'a)') and shows order #1529, dated 2025-02-25, with a weight of 1.0. The delivery address is 'Baltijos g. 21, Kaunas, Kaunas, 48295, Lithuania' and 'Kauno ŽALIA STOTELĖ Baltijos paštomatas'. The status is 'New'.

2. After label generation current entry from section “New” will be moved to “Generated”, we You be able download label for printing:



The screenshot shows the Omniva shipping module interface after label generation. The 'Generate labels' button is now highlighted with a red box. The 'Generated' filter button is selected. The table shows the order #1529 with a status of 'Generated' and a tracking number 'CC750096236EE'. A download icon (highlighted with a red box and labeled 'a)') is visible next to the tracking number. Other buttons like 'Generate manifest', 'Cancel labels', and 'Print' are also visible.

3. If needed, generated label for order can be canceled. Select order (a) and click on button “Cancel labels” (b):



The screenshot shows the Omniva shipping module interface with the 'Cancel labels' button highlighted by a red box and labeled 'b)'. The 'Generated' filter button is selected. The table shows the order #1529 with a status of 'Generated' and a tracking number 'CC750096236EE'. The download icon is now disabled. Other buttons like 'Generate manifest', 'Generate labels', and 'Print' are also visible.

4. And entry will be moved to section “Cancelled”:

The screenshot shows the Omniva Orders management interface. At the top, there is a navigation bar with the Omniva logo, a 'Call courier' button, and links for 'Orders' and 'Settings'. Below this, the 'Orders Manifests' section is visible. A search bar contains fields for 'Order no.', 'Tracking no.', and 'Date'. A filter menu is open, showing various status options: 'All', 'New', 'Generated', 'Waiting for pick-up', 'Partially shipped', 'Picked-up', 'Delivered', and 'Cancelled'. The 'Cancelled' filter is highlighted with an orange box. Below the filter menu, a table lists orders. The first row, with order number '#1529', is highlighted with an orange box. The second row, with order number '#1201', is marked as 'Cancelled'.

Order no.	Date	Weight	Delivery address	Status	Tracking no.
#1529	2025-02-25	1.0	Baltijos g. 21, Kaunas, Kaunas, 48295, Lithuania Kauno ŽALIA STOTELE Baltijos paštomatas	Generated	CC730096236EE
#1201	2024-05-14	1.0	Laisvės al. 10, Kaunas, 44215, Lithuania	Cancelled	CC535076595EE

5. From section “Cancelled” orders can be moved back to “Generated”, when selecting needed order (a) and clicking on button “Restore” (b):

This screenshot shows the same Omniva Orders interface as the previous one, but with the 'Cancelled' filter selected. In the table, the first row (order #1529) is selected, indicated by a checked checkbox and an orange box labeled 'a)'. In the top right corner, the 'Restore' button is highlighted with an orange box and labeled 'b)'. The second row (order #1201) remains in the 'Cancelled' status.

Order no.	Date	Weight	Delivery address	Status	Tracking no.
a) #1529	2025-02-25	1.0	Baltijos g. 21, Kaunas, Kaunas, 48295, Lithuania Kauno ŽALIA STOTELE Baltijos paštomatas	Generated	CC730096236EE
#1201	2024-05-14	1.0	Laisvės al. 10, Kaunas, 44215, Lithuania	Cancelled	CC535076595EE

3. There You can change parcel's delivery type (a), weight (b), quantity of packages count (c), possibility set pickup from shop (d), change destination (e) – pick other parcel machine) point, updates buyer's e-mail or phone data.

4. In second part of editing, You can set how many items will be send of ordered ones (a), and if needed, add some additional extra service (b):

Undispatched items

<input checked="" type="checkbox"/>	Title	SKU	Quantity
a) <input checked="" type="checkbox"/>	Marškinėliai (1 kg)	12345	1 / 1

b) Extra service

Additional services are not working with International Economy, International Standard and International Premium services

- COD**
Payment will be made when goods are delivered
- Fragile**
The parcel contains fragile goods
- Send return code**
The return code will be sent to the receiver through both SMS and email
- Adult**
The parcel contains goods for adults

5. After applied changes don't forget to click on button "Save".

Partially order shipping.

1. For example, if in stock there isn't enough quantity of ordered items, it can be sent partially. Open order's editing, and at "Undispatched item" block enter quantity of item You are sending now (a), and click "Save" (b), then – "Generate label" (c):

Undispatched items

<input checked="" type="checkbox"/>	Title	SKU	Quantity
<input checked="" type="checkbox"/>	Marškinėliai (1 kg)	12345	<input type="text" value="3"/> / 5

a)

Extra service
Additional services are not working with International Economy, International Standard and International Premium services

COD
Payment will be made when goods are delivered

Fragile
The parcel contains fragile goods

Send return code
The return code will be sent to the receiver through both SMS and email

Adult
The parcel contains goods for adults

c) b)

2. View will be changed, a “Generated labels” block appears:

Generated labels

Tracking no.
CC730129455EE

Undispatched items

<input checked="" type="checkbox"/>	Title	SKU	Quantity
<input checked="" type="checkbox"/>	Marškinėliai (1 kg)	12345	<input type="text" value="3"/> / 5

Extra service
Additional services are not working with International Economy, International Standard and International Premium services

COD
Payment will be made when goods are delivered

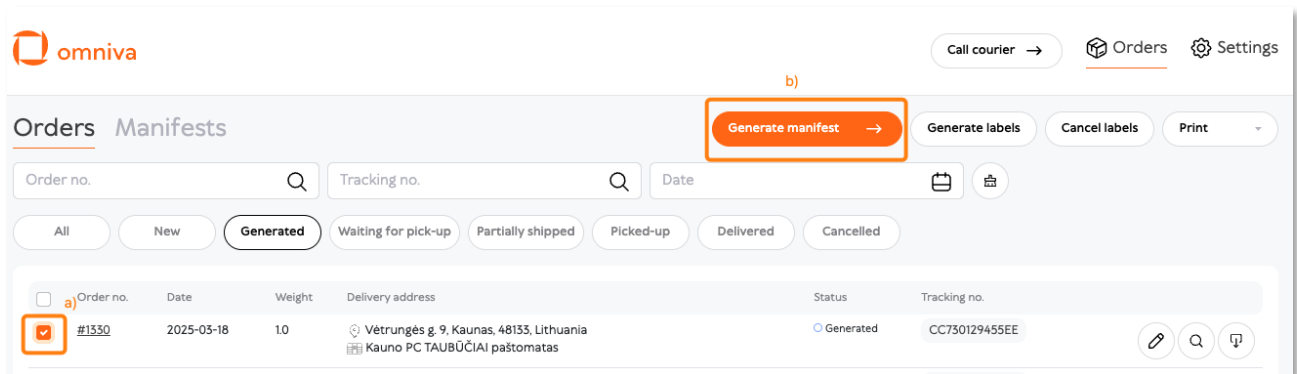
Fragile
The parcel contains fragile goods

Send return code
The return code will be sent to the receiver through both SMS and email

Adult
The parcel contains goods for adults

3. At this example, You are sending 3 items of 5 ordered.

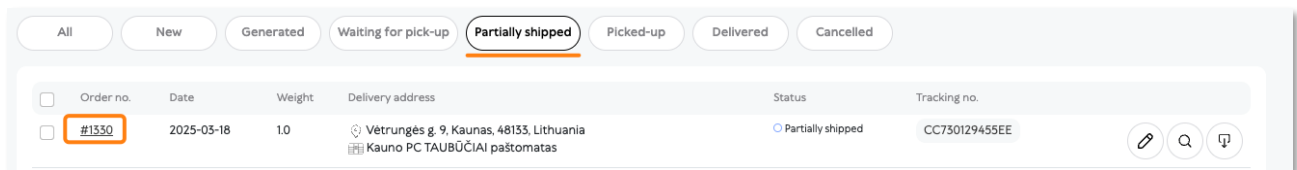
Now a manifest is needed to be generated. Select order (a) and click on “Generate manifest” button (b).



The screenshot shows the Omniva web interface. At the top left is the Omniva logo. On the top right, there are navigation links for 'Call courier', 'Orders', and 'Settings'. Below the navigation, there are tabs for 'Orders' and 'Manifests'. A search bar is present with fields for 'Order no.', 'Tracking no.', and 'Date'. Below the search bar are filter buttons: 'All', 'New', 'Generated', 'Waiting for pick-up', 'Partially shipped', 'Picked-up', 'Delivered', and 'Cancelled'. The 'Generated' filter is currently selected. A table lists orders with columns: Order no., Date, Weight, Delivery address, Status, and Tracking no. The first row is selected, and its 'Order no.' is highlighted with a red box and labeled 'a)'. The 'Status' for this order is 'Generated'. A red box labeled 'b)' highlights the 'Generate manifest' button in the top right corner of the table area.

Order no.	Date	Weight	Delivery address	Status	Tracking no.
#1330	2025-05-18	1.0	Vėtrungės g. 9, Kaunas, 48133, Lithuania Kauno PC TAUBŪČIAI paštomatas	Generated	CC730129455EE

4. Current order will be moved to section “Partially shipped”.



The screenshot shows the same Omniva web interface as above, but the 'Partially shipped' filter is now selected. The table shows the same order, but its status is now 'Partially shipped'. The 'Order no.' in the first row is highlighted with a red box.

Order no.	Date	Weight	Delivery address	Status	Tracking no.
#1330	2025-05-18	1.0	Vėtrungės g. 9, Kaunas, 48133, Lithuania Kauno PC TAUBŪČIAI paštomatas	Partially shipped	CC730129455EE

5. Later, when You be ready sent last's two items – open order's editing, and click on “Generate label”.

Undispatched items

<input checked="" type="checkbox"/>	Title	SKU	Quantity
<input checked="" type="checkbox"/>	Marškinėliai (1 kg)	12345	2 / 2

Extra service

Additional services are not working with International Economy, International Standard and International Premium services

- COD
Payment will be made when goods are delivered
- Fragile
The parcel contains fragile goods
- Send return code
The return code will be sent to the receiver through both SMS and email
- Adult
The parcel contains goods for adults

Generate labels
Save

6. And after it – generate manifest as it was described above. You'll see that order was moved to section “Waiting for pick-up” (a) and it has two tracking numbers (b):

The screenshot shows the Omniva web interface. At the top, there are navigation links for 'Call courier', 'Orders', and 'Settings'. Below that, the 'Orders Manifests' section is active. A search bar is present with fields for 'Order no.', 'Tracking no.', and 'Date'. A filter menu is open, showing various order statuses: 'All', 'New', 'Generated', 'Waiting for pick-up' (highlighted with a red circle and labeled 'a)'), 'Partially shipped', 'Picked-up', 'Delivered', and 'Cancelled'. Below the filter menu, a table lists orders. The first order is highlighted with a red circle and labeled 'b)'. It has the following details:

Order no.	Date	Weight	Delivery address	Status	Tracking no.
#1330	2025-03-18	1.0	Vėtrungės g. 9, Kaunas, 48133, Lithuania Kauno PC TAUBŪČIAI paštomatas	Waiting for pick-up	CC730129455EE CC730138355EE

3. At order's preview (when clicked on “magnifier” symbol) You'll see what quantity which shipping label was sent:

Shipped items

Item	SKU	Total QTY
Marškinėliai (1 kg)	12345	5

Tracking no.	Sent QTY
CC730129455EE	3 QTY
CC730138355EE	2 QTY

Manifests generation

When You have prepared orders for shipping, recommended to generate manifest for it, even if it will be sent by parcel machine, not only by courier pick-up.

At section “Generated” (a), select needed entries ((b) – up to 25 only), and click on “Generate manifest (c):

The screenshot shows the Omniva web interface. At the top, there are navigation links for 'Call courier', 'Orders', and 'Settings'. Below that, the 'Orders Manifests' section is active. A search bar is present with fields for 'Order no.', 'Tracking no.', and 'Date'. Below the search bar, there are filter buttons: 'All', 'New', 'Generated' (selected), 'Waiting for pick-up', 'Partially shipped', 'Picked-up', 'Delivered', and 'Cancelled'. A table of orders is displayed with columns: Order no., Date, Weight, Delivery address, Status, and Tracking no. Five entries are checked with red checkmarks. To the right of the table, there are buttons for 'Generate manifest', 'Generate labels', 'Cancel labels', and 'Print'. The 'Generate manifest' button is highlighted with an orange box and labeled 'c)'. The 'Generated' filter is labeled 'a)' and the checked entries are labeled 'b)'.

Order no.	Date	Weight	Delivery address	Status	Tracking no.
#1329	2025-02-25	1.0	Baltijos g. 21, Kaunas, Kaunas, 48295, Lithuania Kauno ŽALIA STOTELĖ Baltijos paštomatas	Generated	CC730096236EE
#1312	2025-02-06	1.0	Vėtrungės g. 9, Kaunas, 48133, Lithuania Kauno KURŠIŲ paštomatas	Generated	CC703929235EE
#1311	2025-01-30	1.0	8 Cranmer Lane, Ballsbridge, D04 A7N9,	Generated	LL001023246EE
#1310	2025-01-30	1.0	8 Cranmer Lane, Ballsbridge, 04,	Generated	LL001022841EE
#1257	2025-01-15	1.0	Jotvingių g. 110, Kaunas, 48141, Lithuania	Generated	CC690172833EE
#1256	2025-01-15	1.0	Jotvingių g. 1, Kaunas, 48141, Lithuania	Generated	CC690141853EE

Selected entries will be moved to section “Waiting for pick-up”.

Manifests dashboard

Omniva shipping

omniva

Call courier → Orders Settings

Orders Manifests

a) Tracking no. [] Date []

Date	Tracking no.	Order no.
2025-03-18 15:26:08	CC730138355EE	#1330
2025-03-18 15:18:54	CC730129455EE	#1330
2025-01-24 09:06:18	CC695806095EE CC695806215EE CC695806263EE CC695806232EE CC695806303EE CC695806569EE CC695806572EE CC695806590EE CC695806555EE	#1291 #1292 #1296 #1298 #1301 #1302 #1305 #1304 #1305
2025-01-24 08:27:59	CC695764461EE	#1290
2025-01-20 10:50:29	CC695034181EE	#1259

b)

c)

There You can see search fields (a), where it can be proceeded by current tracking number or date. In main view (b) – table of earlier generated manifests. It shows manifest generation date, and which tracking numbers (with it's orders no.) are included in it. If needed, manifest can be downloaded (c) for printing.

Call courier function

If Your agreement with Omniva offers courier arrive, You can order it by clicking on button “Call courier”:

omniva

Call courier → Orders Settings

Orders Manifests

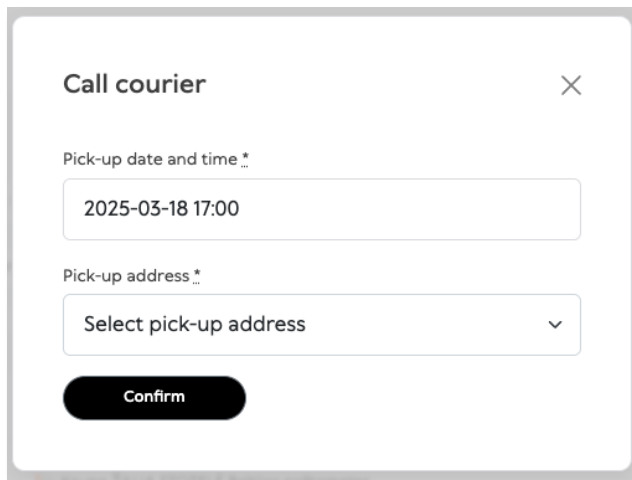
Sync old orders Generate labels

Order no. [] Tracking no. [] Date [] Parcel machine selection []

All New Generated Waiting for pick-up Partially shipped Picked-up Delivered Cancelled

Order no.	Date	Weight	Delivery address	Status	Tracking no.
#1328	2025-02-25	1.0	Baltijos g. 21, Kaunas, Kaunas, 48295, Lithuania Kauno ŽALIA STOTELĖ Baltijos paštomatas	New	

At opened window provide date, time and location information, then click “Confirm”:



Call courier ✕

Pick-up date and time *

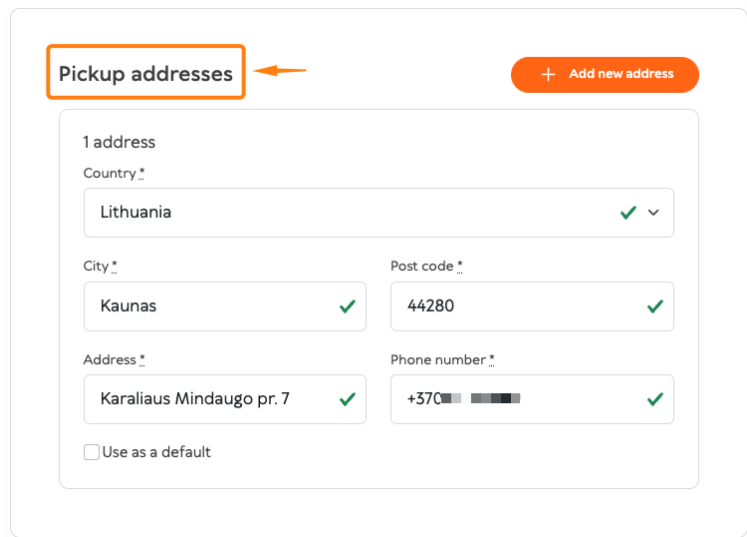
2025-03-18 17:00

Pick-up address *

Select pick-up address ▼

Confirm

Note: "Pick-up address" are preset in Omniva shipping "Settings":



Pickup addresses ← + Add new address

1 address

Country *

Lithuania ✓ ▼

City *

Kaunas ✓

Post code *

44280 ✓

Address *

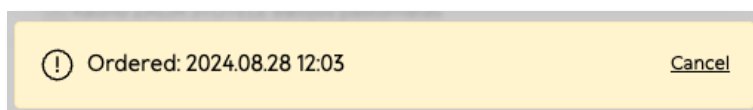
Karaliaus Mindaugo pr. 7 ✓

Phone number *

+370 ✓

Use as a default

After courier order confirmation a notification appears:



! Ordered: 2024.08.28 12:03 Cancel

There is possibility to cancel courier's arrive by just clicking on "Cancel".