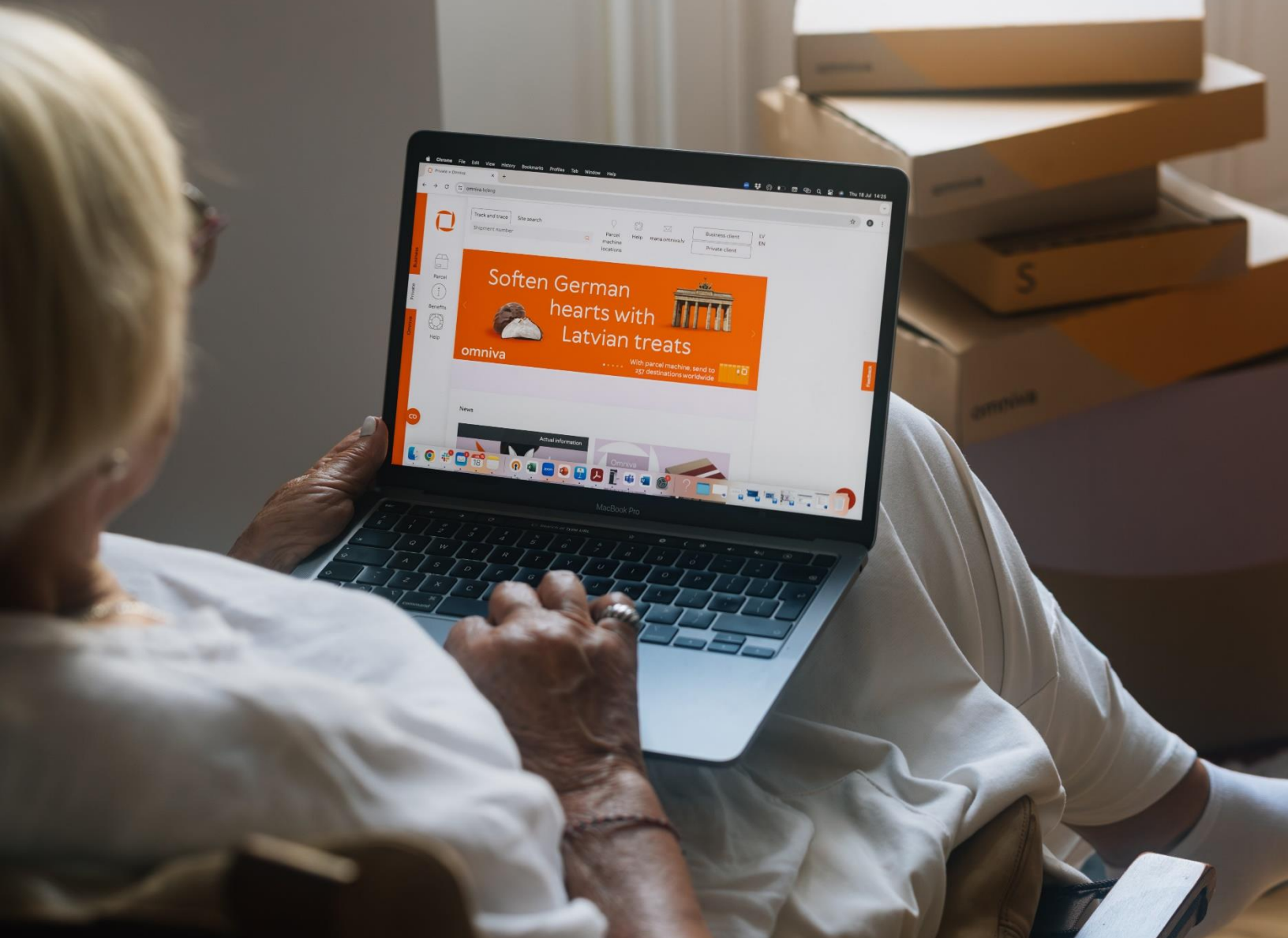




Omniva Manual:  
Installing and using  
Omniva Shipping  
plugin for  
WooCommerce



# Table of Contents

Installation .....	3
Configuration.....	5
API.....	5
Sender information.....	6
Shipping methods.....	7
Delivery countries and prices .....	8
International Service .....	9
Shipping methods settings.....	10
Design .....	11
Orders .....	11
Labels.....	12
Manifest .....	12
Shipment pickup.....	13
Debug.....	13
Product.....	14
Measurements .....	14
Additional Services.....	14
How to use .....	15
Generate labels .....	15
Regenerate labels .....	16
Printing labels .....	16
Calling for courier pickup.....	17
Support emails.....	18

## Installation

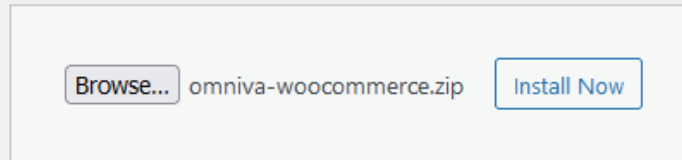
On the sidebar menu, click on “Plugins” -> “Add New Plugin”.

Then in the top left corner click “Upload Plugin”.

WordPress dashboard interface showing the "Add Plugins" page. The sidebar menu is visible on the left, with "Plugins" highlighted and "Add New Plugin" selected. The main content area displays the "Add Plugins" header, a notification about the site being registered on WPML.org as a development site, and a list of featured plugins. The "Classic Editor" plugin is prominently displayed, including its icon, title, description, and "Install Now" button.

An upload block will appear. Upload the “Omniva Shipping” plugin that you’ve downloaded from the [plugin download page](#).

If you have a plugin in a .zip format, you may install or update it by uploading it here.



Press “Install Now”. This can take a while, so don’t close the install window.

Once you do this, you will see a successful installation message and you will be able to activate the plugin. Click “Activate Plugin”.

## Installing plugin from uploaded file: omniva-woocommerce.zip

Unpacking the package...

Installing the plugin...

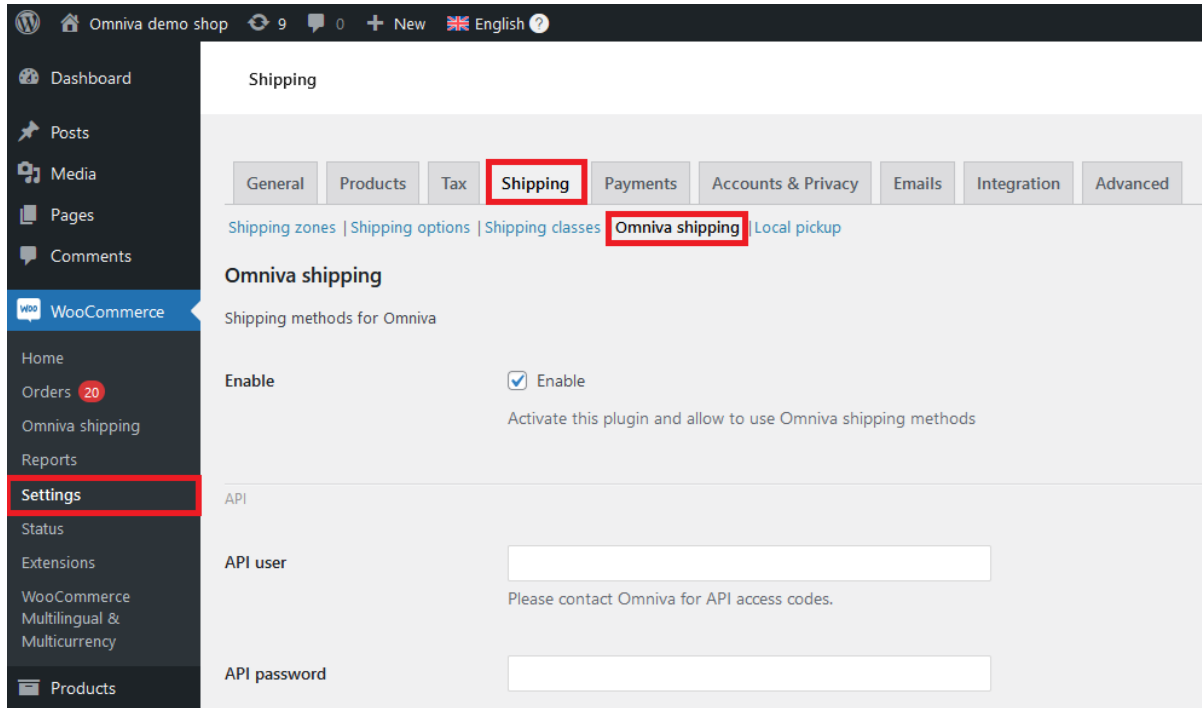
Plugin installed successfully.

[Activate Plugin](#)

[Go to Plugin Installer](#)

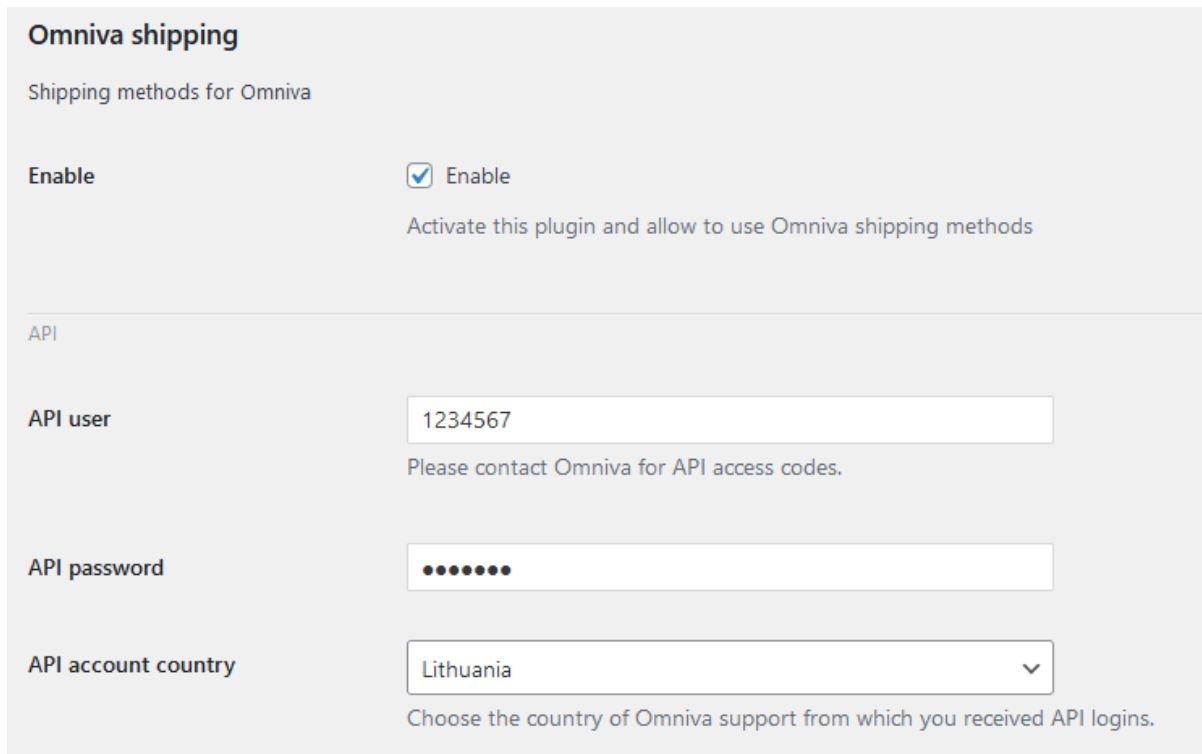
# Configuration

Open Omniva Shipping settings.



## API

Enter API credentials that were provided by your Omniva account manager.



## Sender information

Enter the sender's details.

Sender information

Company name	<b>a</b>	<input testuva"="" type="text" value="UAB "/>
Bank account	<b>b</b>	<input type="text" value="LT121000011101001000"/>
Shop name	<b>c</b>	<input type="text" value="Demo shop"/>
Shop city	<b>d</b>	<input type="text" value="Kaunas"/>
Shop address	<b>e</b>	<input type="text" value="Testo g. 1"/>
Shop postcode	<b>f</b>	<input type="text" value="12345"/> <small>Example for Latvia: LV-0123 . Example for other countries: 01234 .</small>
Shop country code	<b>g</b>	<input type="text" value="LT - Lithuania"/>
Shop phone number	<b>h</b>	<input type="text" value="+37037000000"/> <small>The value of this field is used only if the mobile number is not entered.</small>
Shop mobile number	<b>i</b>	<input type="text" value="+37060000000"/>
Shop email	<b>j</b>	<input type="text" value="address@email.com"/>
Pick up time start	<b>k</b>	<input type="text" value="09:00"/> <small>Allowed formats: 07:00, 7:00, 7. Default time is 08:00, if incorrect value is entered or field is empty.</small>
Pick up time end	<b>l</b>	<input type="text" value="14:30"/> <small>Allowed formats: 09:00, 9:00, 9. Default time is 17:00, if incorrect value is entered or field is empty.</small>
Send off type	<b>m</b>	<input type="text" value="Courier"/>

Send from store type.

- (a) Company name – your company name.
- (b) Bank account – if you're planning on using COD (cash on delivery).
- (c) Shop name – this name will be displayed on the shipping label.
- (d) Shop city – city name where shop is located.
- (e) Shop address – address of the shop.
- (f) Shop postcode – zip code of the address.
- (g) Shop country code – select your country where the shop is located.

- (h) Shop phone number – landline phone.
- (i) Shop mobile number – mobile phone number of the shop.
- (j) Shop email – shop email address.
- (k) Courier pick-up time (start) – time from when the courier can come pick up the shipments.
- (l) Courier pick-up time (end) – time till when the courier can come pick up the shipments.
- (m) Send off type – Select how you will send your shipments.

## Shipping methods

Select what shipping services you will be providing. Some services may be disabled depending on the selected “API account country”.

Shipping methods

Parcel terminal	<input checked="" type="checkbox"/> Parcel terminal	Activate this service, when you want to send parcels to parcel terminals.
Courier Baltic	<input checked="" type="checkbox"/> Courier Baltic	Activate this service, when you want to send parcels within Latvia and Lithuania.
Courier	<input type="checkbox"/> Courier	Activate this service, when your e-shop customers would like to receive parcels in Estonia. Available for Estonian customers only.
Private customer	<input type="checkbox"/> Private customer	Activate this service, when you want to send parcels to private persons in Finland. Available for Estonian customers only.
Nearest post office	<input type="checkbox"/> Nearest post office	Activate this service, when you want to send parcels to nearest post office.
Specific post office	<input type="checkbox"/> Specific post office	Activate this service, when you want to send parcels to specific post office.
Letter (Courier)	<input type="checkbox"/> Letter (Courier)	Activate this service, when you want to send letters. Available for Estonian customers only.
Letter (Post office)	<input type="checkbox"/> Letter (Post office)	Activate this service, when you want to send letters. Available for Estonian customers only.
Returns		Please contact Omniva about parcels returns.

## Delivery countries and prices

Enable the display of Omniva delivery methods in Order creation page, set delivery method prices and other parameters.

**Lithuania**

**Parcel terminal**

Price type: By cart weight

Weight (kg)	Price (€)
0.000 - 2	1.01
2.001 - 4	1.02
4.001 - 7	1.00
7.001 - 10	1.04
10.001 - ..	1.05

**Courier Baltic**

Price type: Simple

Price: 3.55

Free from: -

Free with coupon: -

Custom label: Vietinis kurjeris

Description: -

---

**Latvia**

**Parcel terminal**

Price type: By box size

Box size	Price
Small Max 9x38x64 cm	2.01
Medium Max 19x38x64 cm	2.02
Large Max 39x38x64 cm	2.03

NOTE: If at least one item in the cart does not have the specified size, then this shipping method will not be displayed.

**Courier Baltic**

Price type: Simple

Price: 2

Free from: -

Free with coupon: -

Custom label: Vietinis kurjeris

Description: -

---

**Estonia**

**Parcel terminal**

Price type: By cart amount

Cart amount	Price
0.00 - 3	1.99
3.01 - 6	3.99
6.01 - 8	5
8.01 - ..	7

**Courier Baltic**

Price type: By cart amount

Cart amount	Price
0.00 - 5	2.99
5.01 - 10	3.49
10.01 - 20	4
20.01 - 30	4.59
30.01 - 50	6
50.01 - 100	10

Price types:

- 1) Simple – one fixed rate that is always the same (e.g. 3.55€ for courier in LT).
- 2) By Box Size – price will be depended on the item measurements in the cart (Note: that if at least one product in the cart will not have measurements set, this rate will not work and shipping method will not be displayed).
- 3) By Cart Weight – price will change depending on the weight of the total products in the cart.
- 4) By Cart Amount – price will change depending on the price amount of the cart.



## International Service

For shipping to other countries.

<b>P</b> International: Premium	
European Union <span style="float: right;"><input checked="" type="checkbox"/></span>	
Price:	2.03
<input type="checkbox"/> Free from:	100.08
<input checked="" type="checkbox"/> Free with coupon:	TEST04
Custom label:	Send via Omniva Premium
Description:	Testing Premium shipping method

<b>S</b> International: Standard	
European Union <span style="float: right;"><input type="checkbox"/></span>	
Price:	2
<input type="checkbox"/> Free from:	
<input type="checkbox"/> Free with coupon:	-
Custom label:	
Description:	

<b>E</b> International: Economy	
European Union <span style="float: right;"><input checked="" type="checkbox"/></span>	
Price:	2.01
<input type="checkbox"/> Free from:	
<input type="checkbox"/> Free with coupon:	-
Custom label:	
Description:	

Only "simple" price is available for international shipping methods.

## Shipping methods settings

Conditions for displaying and verifying shipping methods.

Shipping methods settings

**Max cart weight (kg) for parcel terminal**  Maximum allowed all cart products weight for parcel terminal.

**Max cart size (cm) for terminal**  x  x  cm Maximum cart size for parcel terminals. Leave all empty to disable. Preliminary cart size is calculated by trying to fit all products by taking their dimensions (boxes) indicated in their settings.

**Disable for specific categories**  Select categories for which you want to disable the Omniva method

**Disable for specific shipping classes**  Select shipping classes for which you want to disable the Omniva method

**Automatic terminal selection**  Automatic terminal selection Automatically select terminal by postcode.

**Check phone format**  Check phone format On the checkout page, check if the entered mobile phone number format is correct.

You can specify a maximum weight and measurements, above which the shipping method will not be displayed.

You can specify categories for which all Omniva shipping methods will not be displayed when the products are in the cart.

You can specify shipping classes that, when selected in the product settings, will not display Omniva delivery methods when that product is in the cart.

You can enable automatic parcel terminal selection, which will be selected based on the buyer's post code. The buyer will be able to change the selection.

You can enable mobile phone format checking.

## Design

Design of displayed shipping methods.

Design

**Map**  Map  
Show map of terminals.

**Label design**   
Choose what the shipping method label will be displayed on the Cart and Checkout pages.

**Positions**

<b>Parcel terminal</b>	<b>Courier Baltic</b>	<b>Courier</b>	<b>Private customer</b>	<b>Nearest post office</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Specific post office</b>	<b>Letter (Courier)</b>	<b>Letter (Post office)</b>		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Position of each Omniva shipping method in shipping methods list on Checkout page.  
Leave empty to not change position. A higher number means a lower position (1 - top of the list).  
NOTE: Positioning may be affected by other plugins or functions used in the theme.

Map – select a parcel terminal on the map or in the dropdown list (if map disabled).

Label design – can select how Omniva shipping method will look like in cart/checkout.

Positions – can set positions for specific shipping method (e.g. you want Omniva parcel machine service always be at the top, in “Parcel terminal” field you will write “1”).

## Orders

Once the order is created.

Orders

**Show tracking information in emails**  Show tracking information in emails  
Show tracking information in WooCommerce Order emails.

Show tracking information in emails – add the tracking link and number to emails sent to the buyer.

## Labels

Conditions for registering a shipment and receiving shipment labels.

Labels

**Labels print type**

How many labels to print per page.

**Note on label**

Show note or other comment on label. You can use this variables:  
{order\_id} - Order ID  
{order\_number} - Order number

**Send email when a label is created**  Send email when a label is created

Send an email to customer with tracking code, when the label is generated.  
To override email template, copy template file from `wp-content/plugins/omniva-woocommerce/templates/emails` to your theme `wp-content/themes/theme-name/omniva/emails` directory.

Custom email subject (this field value not translating into other languages).

**Send email on shipment arrive**  Send email on shipment arrive

Send email to customer from Omniva, when the shipment arrives at the terminal.

**Send return code**

Choose how to send the return code to the customer

Labels print type - you can choose how the shipping labels are displaying in the PDF file:

- 4 labels on A4 sheet.
- 1 label per sheet, which is the original size without gaps at the edges.

Note on label – you can set a comment on the label, for example your order number.

Send email when a label is crated – an email with the tracking number and link is sent to the recipient immediately after the shipment is registered.

Send return code – if enabled this will send a return code to the recipient once the shipment has been delivered.

## Manifest

List of packages being prepared for shipment.

Manifest

**Enable manifest print**  Enable manifest print

Allow print manifest. Disable this option will hide table manifest column and manifest generation buttons.

**Show barcode in manifest**  Show barcode in manifest

Show barcode image in manifest.

Enable manifest print – This will allow you to print manifests.

Show barcode in manifest – This will show barcodes in manifests.

## Shipment pickup

Sending prepared packages.

Shipment pickup

**Comment to the courier**

A comment that will be sent with the courier call request

Comment to the courier – comment to the courier who comes to pick up the shipments.

## Debug

When there are problems with the functionality of the plugin or the registration of shipments. Parameters are for programmers. It is advisable not to use if the purpose of the parameter is not understood.

Debug

**Enable debug mode**  Enable debug mode  
Enable request and response logging. Log files are stored for 30 days.  
Allow to use other debug parameters.

**Show debug data in WP notice**  Show debug data in WP notice  
Display debug information via WP notice at the top of the web page after some action

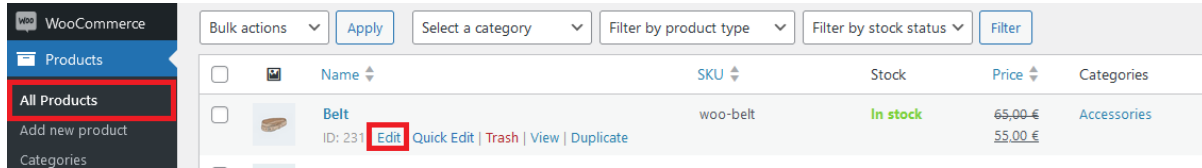
**Show debug data in Checkout**  Show debug data in Checkout  
Display Javascript debug information in the console of the Checkout page

**Log the received Checkout data**  Log the received Checkout data  
Save the data in the logs, that is received during the creation of the Order. Sensitive information will not be stored. Intended for use when there is a problem that the delivery method of Omniva is not recognized or the parcel terminal is not added to the Order.

**Logs list** **Logged communications with API**

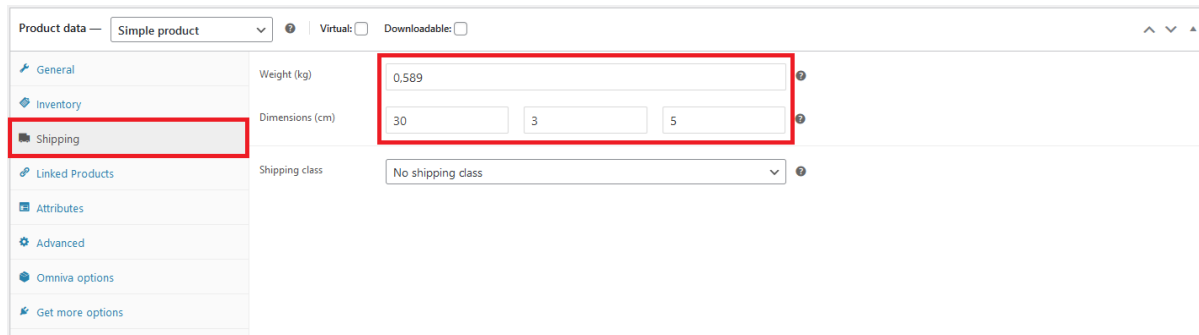
## Product

To make the registration of shipments more automated, it is possible to specify parameters on the product edit page that will be automatically applied when registering shipments.



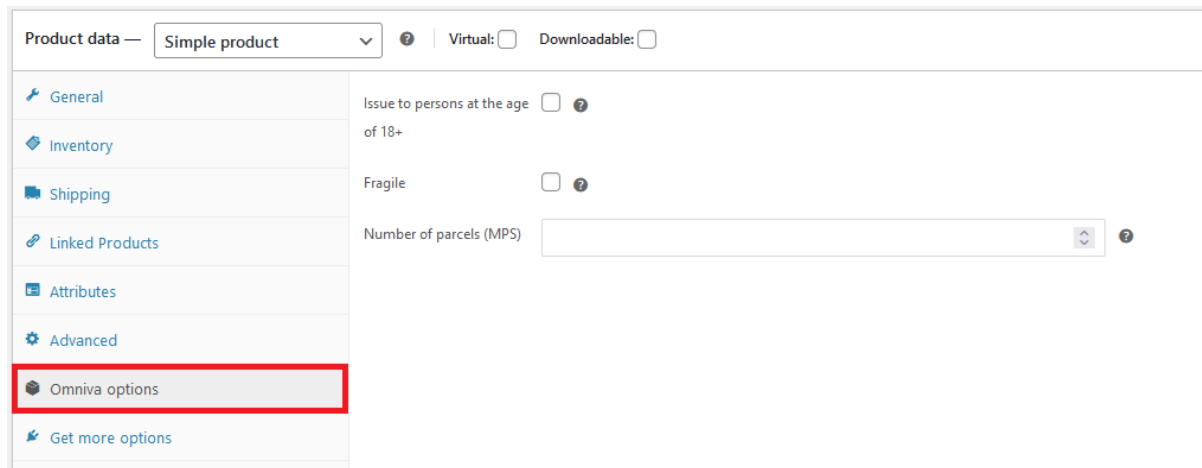
## Measurements

It is advisable to specify the measurements and weight of each product, based on which plugin will more accurately display shipping methods and register shipments.



## Additional Services

You can enable additional services that will automatically activate when the product is in the Order.



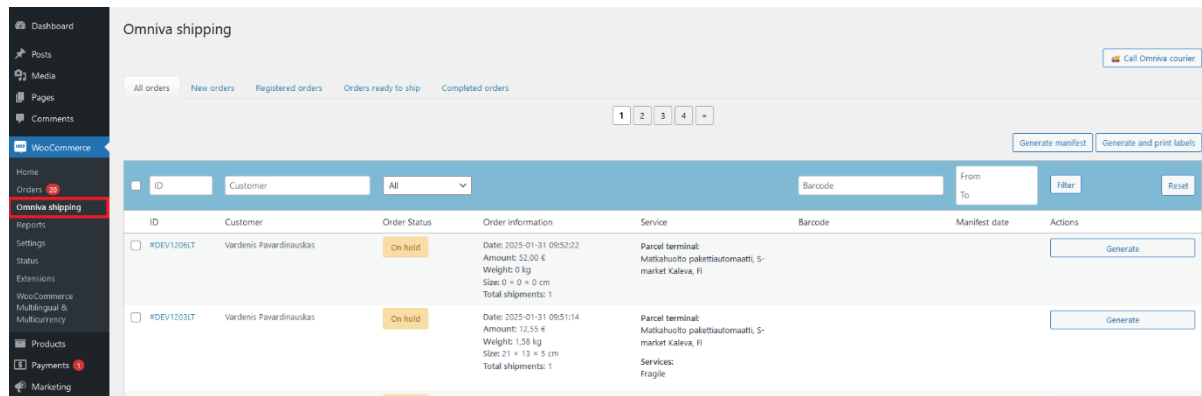
You can set up automatic service add when the product is fragile or intended for adults only.

You can enable the MPS service if the product is always shipped in multiple packages.

## How to use

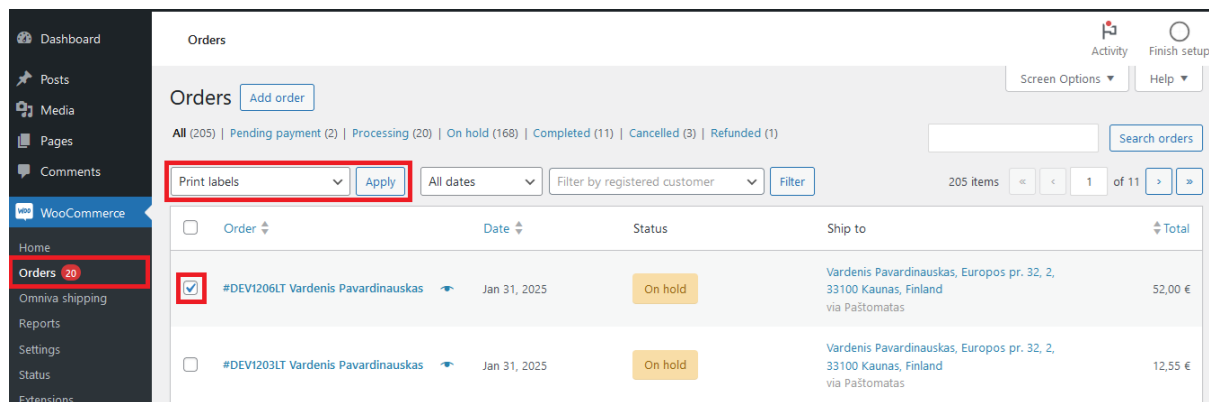
### Generate labels

Once the orders are placed, they can be found under “WooCommerce” → “Omniva Shipping”.



To generate a label, click on “Generate” button.

You can also generate labels from “Orders” page, by using “bulk actions”.



Select the order(-s), select “Print labels” form “bulk action” menu and click “Apply”.

Once the label is generated, it will be automatically downloaded to your device in PDF format file.



## Regenerate labels

If the received label has a mistake and is not suitable for shipping, you can regenerate the label after making changes to the Order.

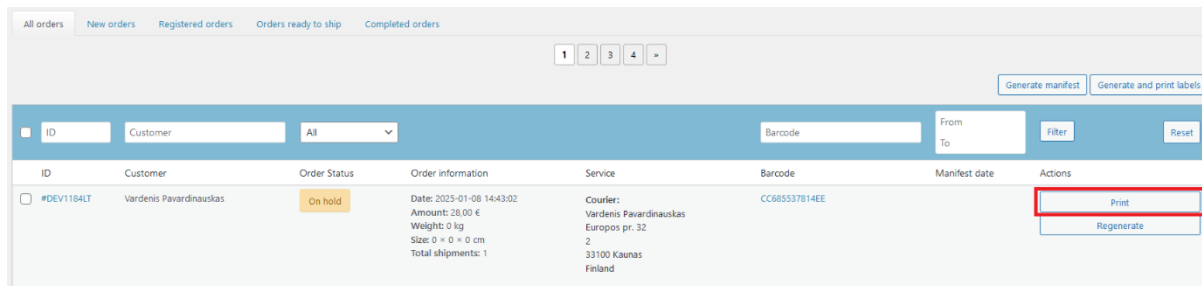
By going to “WooCommerce” → “Omniva Shipping”, you can click on “Regenerate” button.



This will provide you with a new shipping label.

## Printing labels

By going to “WooCommerce” → “Omniva Shipping”, you can click on “Print” button, if you want to download one specific label.



Or on the same page you can select multiple orders and press “Generate and print labels” button, this will provide you with a single file with all the labels you have selected.



All orders | New orders | Registered orders | Orders ready to ship | Completed orders

Selected: #1184 X #1172 X #1162 X

Generate manifest | **Generate and print labels**

ID	Customer	Order Status	Order information	Service	Barcode	Manifest date	Actions
<input checked="" type="checkbox"/> #DEV1184LT	Vardenis Pavardinauskas	On hold	Date: 2025-01-08 14:43:02 Amount: 28,00 € Weight: 0 kg Size: 0 x 0 x 0 cm Total shipments: 1	Courier: Vardenis Pavardinauskas Europos pr. 32 2 33100 Kaunas Finland	CC685537814EE		Print Regenerate
<input checked="" type="checkbox"/> #DEV1172LT	Vardenis Pavardinauskas	On hold	Date: 2025-01-07 17:13:17 Amount: 23,00 € Weight: 0 kg Size: 0 x 0 x 0 cm Total shipments: 1	Parcel terminas: Matahuolto pakettipiste, K-Market Domus, FI	CC685540209EE		Print Regenerate
<input checked="" type="checkbox"/> #DEV1162LT	Vardenis Pavardinauskas	On hold	Date: 2024-12-19 17:20:02 Amount: 17,36 € Weight: 0 kg Size: 0 x 0 x 0 cm Total shipments: 1	Letter (Post office): Kotilla-lärvė postkontor, Ida-Viru maakond, EE	RR750344351EE		Print Regenerate

## Generating manifest

Select your orders that have barcodes and click “Generate manifest” button.

All orders | New orders | Registered orders | Orders ready to ship | Completed orders

Selected: #1184 X #1172 X #1162 X

Generate manifest | Generate and print labels

ID	Customer	Order Status	Order information	Service	Barcode	Manifest date	Actions
<input checked="" type="checkbox"/> #DEV1184LT	Vardenis Pavardinauskas	On hold	Date: 2025-01-08 14:43:02 Amount: 28,00 € Weight: 0 kg Size: 0 x 0 x 0 cm Total shipments: 1	Courier: Vardenis Pavardinauskas Europos pr. 32 2 33100 Kaunas Finland	CC685537814EE		Print Regenerate
<input checked="" type="checkbox"/> #DEV1172LT	Vardenis Pavardinauskas	On hold	Date: 2025-01-07 17:13:17 Amount: 23,00 € Weight: 0 kg Size: 0 x 0 x 0 cm Total shipments: 1	Parcel terminas: Matahuolto pakettipiste, K-Market Domus, FI	CC685540209EE		Print Regenerate
<input checked="" type="checkbox"/> #DEV1162LT	Vardenis Pavardinauskas	On hold	Date: 2024-12-19 17:20:02 Amount: 17,36 € Weight: 0 kg Size: 0 x 0 x 0 cm Total shipments: 1	Letter (Post office): Kotilla-lärvė postkontor, Ida-Viru maakond, EE	RR750344351EE		Print Regenerate

## Calling for courier pickup

In the top right corner click on “Call Omniva courier” button.

Omniva shipping

All orders | New orders | Registered orders | Orders ready to ship | Completed orders

Selected: #1184 X #1172 X #1162 X

Generate manifest | Generate and print labels | **Call Omniva courier**

ID	Customer	Order Status	Order information	Service	Barcode	Manifest date	Actions
<input checked="" type="checkbox"/> #DEV1184LT	Vardenis Pavardinauskas	On hold	Date: 2025-01-08 14:43:02 Amount: 28,00 € Weight: 0 kg Size: 0 x 0 x 0 cm Total shipments: 1	Courier: Vardenis Pavardinauskas Europos pr. 32 2 33100 Kaunas Finland	CC685537814EE		Print Regenerate
<input checked="" type="checkbox"/> #DEV1172LT	Vardenis Pavardinauskas	On hold	Date: 2025-01-07 17:13:17 Amount: 23,00 € Weight: 0 kg Size: 0 x 0 x 0 cm Total shipments: 1	Parcel terminas: Matahuolto pakettipiste, K-Market Domus, FI	CC685540209EE		Print Regenerate
<input checked="" type="checkbox"/> #DEV1162LT	Vardenis Pavardinauskas	On hold	Date: 2024-12-19 17:20:02 Amount: 17,36 € Weight: 0 kg Size: 0 x 0 x 0 cm Total shipments: 1	Letter (Post office): Kotilla-lärvė postkontor, Ida-Viru maakond, EE	RR750344351EE		Print Regenerate

A modal popup will appear.

**Important!** Latest call for same day pickup is until 3 pm.  
Address and contact information can be changed in Omniva settings.

**Shop name:** UAB "Dev shop"  
**Shop phone number:** +37258010000  
**Shop postcode:** 50409  
**Shop address:** Juhan Liivi 30, Tartu  
**Comment:** -

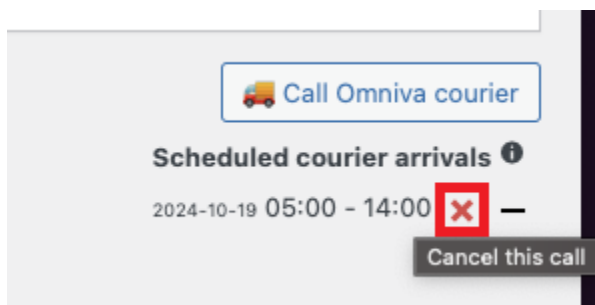
**Number of parcels:** 3

**Shipments is heavy:**  Shipments weight exceeds 30 kg  
**Need two man:**  2 people are needed to pick up the shipments

[Call Omniva courier](#) [Cancel](#)

Courier will come to the mention address (Shop address) and on the timeframe mention in the settings (page 7, points (k) (l)).

To cancel a courier pickup click on the X button.



## Support emails

EE: ariklient@omniva.ee

LV: sales@omniva.lv

LT: integracijos@omniva.lt