1. Check if the plugin is enabled and installed by opening the relevant menu displayed in the image below:

♣ Extensions →	Choose the extension type			
» Marketplace				
» Installer	Shipping (13)			✓ ¥ Filter
» Extensions	Advertising (1) Analytics (1)			
» Modifications	Captchas (2) Dashboard (8)			
➤ Events	Feeds (2)			
🖵 Design 🔷 🔸	Menu (0) Modules (24)			
≒ Sales →	Payments (53) Benorts (13)			
Label{eq: Customers →	Sh Shipping (13) Themes (1)			
◄ Marketing →	SI. Order Totals (11)			Action
System >	Australia Post	Disabled		• •
Laal Reports →	EC-Ship	Disabled		
Paysera >				
Orders Completed D%	Fedex	Disabled		<ul> <li>•</li> </ul>
Orders Processing 0%	Flat Rate	Enabled	1	•
Other Statuses 0%	Free Shipping	Disabled		× 0
	Per Item	Disabled		<ul> <li></li> </ul>
	Parcelforce 48	Disabled		<ul><li>✓</li></ul>
	Paysera Delivery	Enabled		2

- 2. Open the relevant menu item and fill in the project ID and password:
  - Click on Paysera in the menu
  - Click on the submenu Delivery

- Fill in the project ID (from Paysera payment collection project settings). If you do not see project settings, check to make sure you took all steps to turn on delivery: <u>https://developers.paysera.com/en/delivery/</u>

- Fill in the project password (from Paysera payment collection project settings)

opencart			John D	oe 👻 🕫 Logout
	Delivery			
🚯 Dashboard	2 0			
🏷 Catalog >	& Edit Delivery			
♣ Extensions >	General Settings Delivery Gatewar	List		
Design >				
≒ Sales →	* Project II	Project ID		
≜ Customers →				
✓ Marketing →	* Project Password	Project Password		
System >		. Disabled		
Laal Reports →	Test Mou	Disabled		
Paysera >				
» About			OpenCart © 2009-2024 All Rights Reserved.	
» Delivery			Version 3.0.3.7	
» Payments				
Orders Completed 0%				
Orders Processing 0%				
Other Statuses 0%				

## 3. Activate the courier:

- Pick which courier you want to activate and click on the button marked in the image below.

Delivery										
🖋 Edit Delivery	Edit Delivery									
General Settings	General Settings Delivery Gateway List									
Delivery Gateway	Description	Status	Enabled Shipping Methods	Action						
🗋 omniva	Omniva	Disabled		/ 0						
LINTUVOS PAŠTAS	LP Express	Disabled		<ul> <li>•</li> </ul>						
Venipak	Venipak	Disabled		<ul> <li></li> <li></li> </ul>						
itella	Itella	Disabled		<ul> <li>•</li> </ul>						
TNT	TNT	Disabled		/ 0						

4. Add a shipping method:

- After enabling the courier you will need to add it as a shipping method, by clicking on the edit icon in actions.

Delivery	r				
🖋 Edit Delive	ery				
General Setti	tings De	livery Gateway List			
Delivery Gate	eway	Description	Status	Enabled Shipping Methods	Action
🗋 on	nniva	Omniva	Enabled		•

- After clicking on "Add Shipping Method" you will be able to select between a Courier option and a Terminal option.

	Add Shipping Method	×	john Doe 👻 🖼 Logout
Delivery			Add Shipping Method
	Omniva Terminals	× .	
🖋 Edit Delivery	Omniva Courier		
	Omniva Terminals		
Title Descr		Add Shipping Method	Action

## 5. Configure the shipping method

- Configure the courier by clicking on the "edit" button marked in the image below.

Delivery				• Add Shipping Method
Edit Delivery				
	Title	Description	Sort Order	Action
🗋 omniva	Omniva Terminals	Omniva Terminals Allowed weight: 0-10kg Fee: 0 Fick-up Type: Courier		•

- You will see the following settings:
  - Method title (Title of the shipping method which is displayed on checkout)
  - Minimum weight (Minimum weight for the shipping method to be available)
  - Delivery Fee (Fee for the delivery method)
  - Preferred pickup type (Can be either Courier or Parcel locker)
  - Geo Zone (The available zone for the shipping method, documentation on how to manage and create Geo Zones in Opencart: <u>https://docs.opencart.com/en-gb/system/localisation/geo-zone/</u>)
  - Minimum order amount for free shipping (Minimum amount to qualify for free shipping)

		🚺 John Doe 👻	🕒 Logou
Paysera Delivery			
🖋 Edit Delivery			
Method title:	Omniva Terminals		
Minimum weight (kg):	0		
Maximum weight (kg):	10		
Delivery Fee (USD):	0		
Preferred pickup type:	Courier		~
Geo Zone	All Zones		~
Minimum order amount for free shipping (USD):	0		
Sort order:	0		

- 6. Now when making an order you will see the selected delivery method, you can make a test delivery order in the eshop.
  - Fill in the billing details
  - Check if you see the shipping option Omniva Terminals
  - Pick a terminal from the dropdown menu
  - Complete the order

Step 4: Delivery Method -	
Please select the preferred shipping method to use on this order.	
Flat Rate	
○ Flat Shipping Rate - \$5.00	
Paysera	
Omniva Omniva Terminalai - \$0.00	
Choose Terminal	
Terminal country	
Lithuania	•
Terminal city	
Kauno apskr.	•
Terminal location	
Kauno m. sav., Kauno IKI Jonavos paštomatas	*
	1
	ontinue

7. When you confirm the order, all shipping data will be shown on the orders page:

opencart											
	Orde	Prs Home ord	ors								
Dashboard											
🏷 Catalog >	Succe	ss: You have modified	i orders!								
ሱ Extensions >		der List									
⊊ Design →		uer List									
🐂 Sales 🛛 >		Order ID 🗸	Customer	Status	Total	Date Added	Date Modified	Action			
» Orders		9	Test Test	Pending	\$103.00	25/06/2024	25/06/2024	• •			
» Recurring Orders		8	Test Test	Canceled	\$103.00	21/06/2024	21/06/2024	• •			
» Gift Vouchers >		7	Test Test	Canceled	\$103.00	21/06/2024	21/06/2024	• •			
Customers >		6	Test Test	Pending	\$103.00	21/06/2024	21/06/2024	•			
✓ Marketing >								Showing 1 to 4 of 4 (1 Pages)			
System >											
Lull Reports >											
P Paysera >											

- You can see all of the details by clicking the "view" button

opencart									0	John Doe 🔻	🕒 Logou	ıt
■ NAVIGATION	Orders	Home > Orders								a a	2 5	
🚳 Dashboard											_	
📎 Catalog >	🏋 Order De	tails		Lustomer	Details			Options				
♣ Extensions >	Your Stor	re		Test Test				Involce			۰	
🖵 Design 🛛 >	25/06/20	24		Default				Reward Points			0 0	
📜 Sales 🛛 🔶	😑 Paysera	payment methods		🖾 test@tes	t.test			Affiliate		1	\$0.00	
» Orders		omniva Omniva Termi	nals	8666666	66							
» Recurring Orders												
» Returns	Order (#9	)										
» Gift Vouchers >	Payment Ad	dress				Shipping Address						
占 Customers >	Test Test					Test Test						
< Marketing >	Test Test 50000					Test Test 50000						
🏟 System >	Lithuania					Lithuania						
Laal Reports >	Product		Model			Quantity		Unit Price			Total	
₽ Paysera >	iPhone		product 11			1		\$101.00			\$101.00	
								Sub-Total			\$101.00	
Orders Completed 0% Orders Processing 0%							D	omniva Omniva Terminals			\$2.00	
Other Statuses 0%								Total			\$103.00	

8. After the order is complete a Delivery will be created:

♀ Order Histo	○ Order History							
History A	ditional							
Date Added	Comment	Status	Customer Notified					
25/06/2024		Complete	No					
25/06/2024	Delivery order created - D407101983031	Complete	No					
25/06/2024	Paysera Delivery: Omniva, Courier - Parcel locker, Kauno r. sav., Kauno Karmélavos EXPRESS MARKET paštomatas, Order created - D407101983031	Pending	No					
25/06/2024		Processing	No					
25/06/2024		Pending	No					
			Showing 1 to 5 of 5 (1 Pages)					

9. The order data will also be sent to your bank.paysera.com Delivery page, where you can confirm the order, print a label, call the courier, and manage the delivery order:
Video: How to confirm the order (In Lithuanian):

https://www.youtube.com/watch?v=WHUxj0ML6rk

Accounts and Cards	>	Delivery orders					Create new order
➔ Transfers	>	Created (1) Co	nfirmed Collected	Returned Delivered	Deleted All (1)		
Templates	>	Recipient's name, surn	ame / company name:	Recipient's phone:		Recipient's address:	
€ Currency	>						
© Financing	>	Created on:		Courier:		Project:	
Projects and Activities	>	E-shop order ID:		Delivery ID:	•	Tracking number:	, v
Delivery	v						
Deliveries	_						Search
Documents							
Address Book Settings		Confirm delivery orde	er				
Settings	>	□ Status	Method	Recipient	Order		Actions
Log out     Financial Service Provider     PAYSERA LT, UAB		Draft 2024-06-25 12:59:17	Omniva LT - LT Courier - Parcel locker Kauno r. sav, Kauno Karmelavos EXPRESS MARKET paštomatas 1 ahipment(s), 4.00 EUR Via API Merchant API	Test Test 86666666 test@test.test Kauno apskr.	E-shop c Project Delivery	rder ID: 9 Cr	:
				Prices   Company Details	s   +442 08 099 6963		