

Using the WooCommerce Plugin

Our WooCommerce plugin can be installed on any WooCommerce Wordpress site. It provides two basic functions: rating customer shipments and producing waybills.

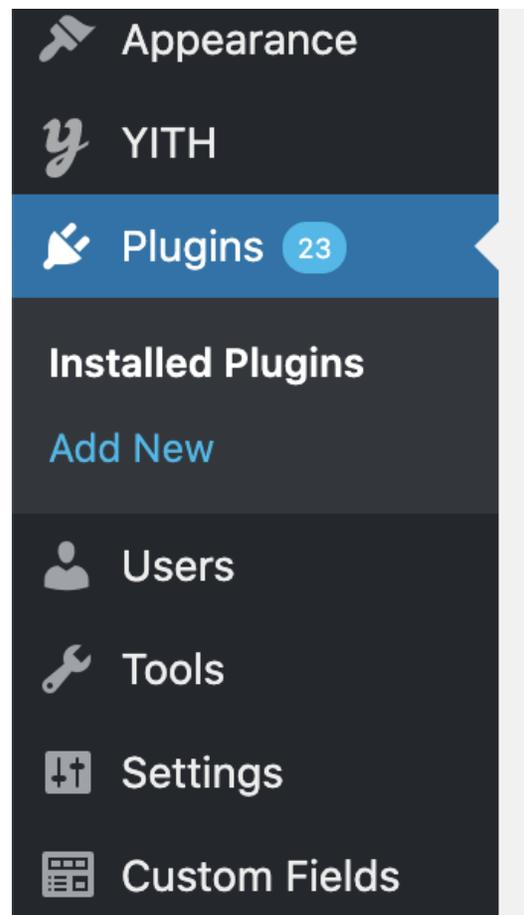
Setting up the Plugin

This section will explain how the plugin is installed. At this time it is provided as a file that the site operator must manually upload in to their site.

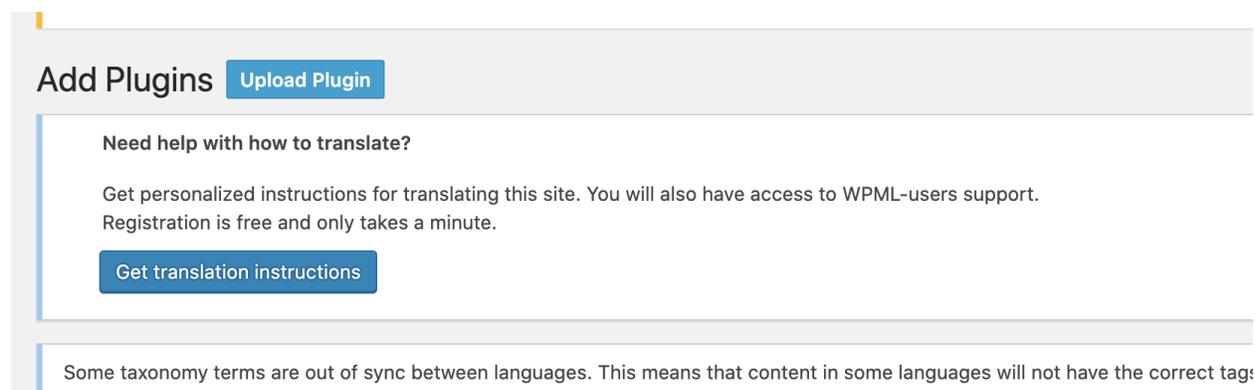
Uploading the Plugin

The plugin is provided as a .zip file which you can e-mail to the site operator.

Go to the WordPress Administration site and find the **Plugins** section on the left menu.



From here click on **Add New** and then find and click on the **Upload Plugin** button



Add Plugins **Upload Plugin**

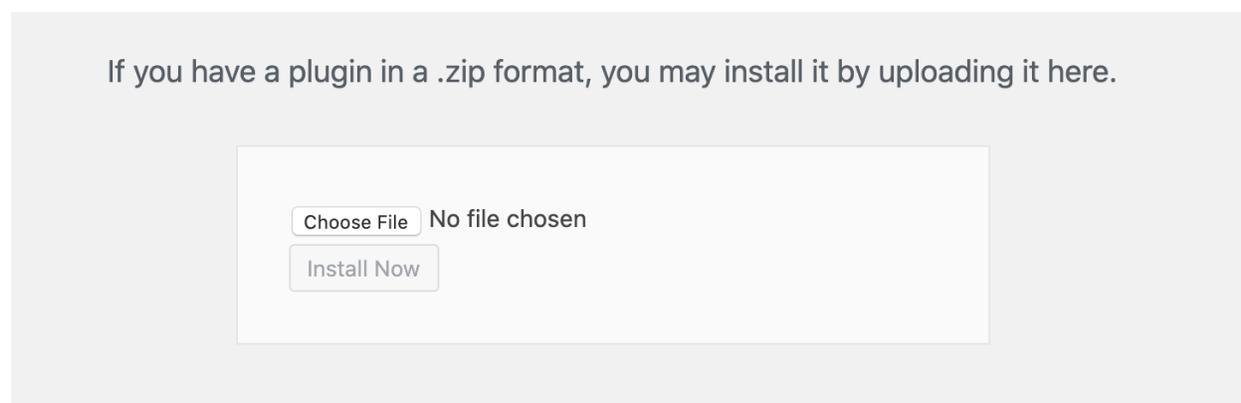
Need help with how to translate?

Get personalized instructions for translating this site. You will also have access to WPML-users support. Registration is free and only takes a minute.

Get translation instructions

Some taxonomy terms are out of sync between languages. This means that content in some languages will not have the correct tags

Find the upload section and click **Choose File** to select the plugin .zip. Then click **Install Now**

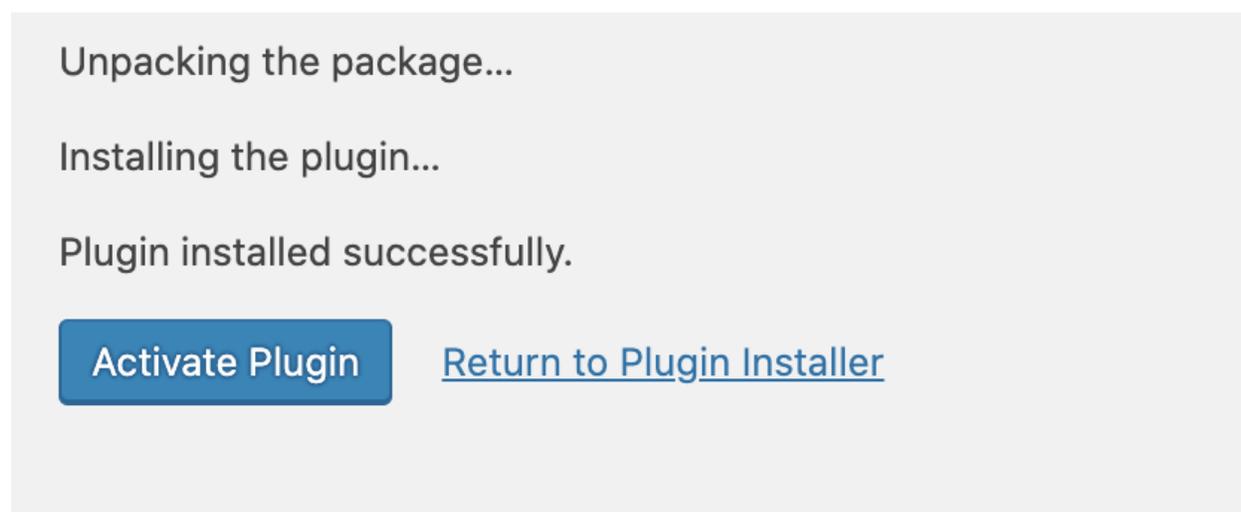


If you have a plugin in a .zip format, you may install it by uploading it here.

Choose File No file chosen

Install Now

After clicking **Install Now** you should see the installation process complete with this message



Unpacking the package...

Installing the plugin...

Plugin installed successfully.

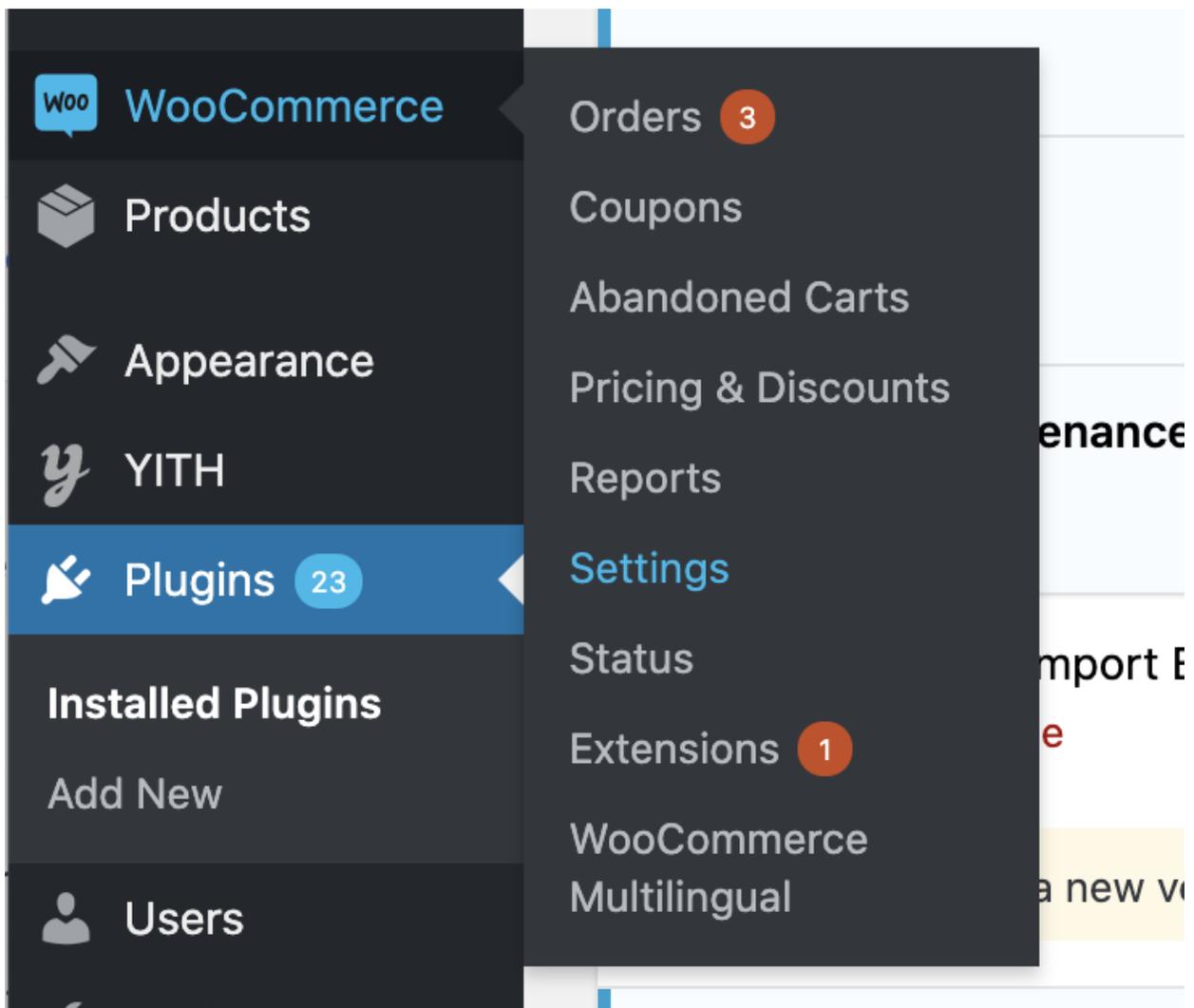
Activate Plugin [Return to Plugin Installer](#)

Now click **Activate Plugin**

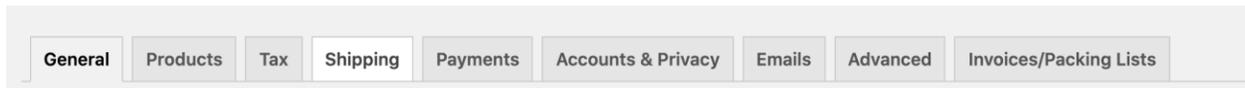
Confirm the plugin is active by looking for it in the installed plugin list. Note that the plugin name may vary according to your branding agreement:



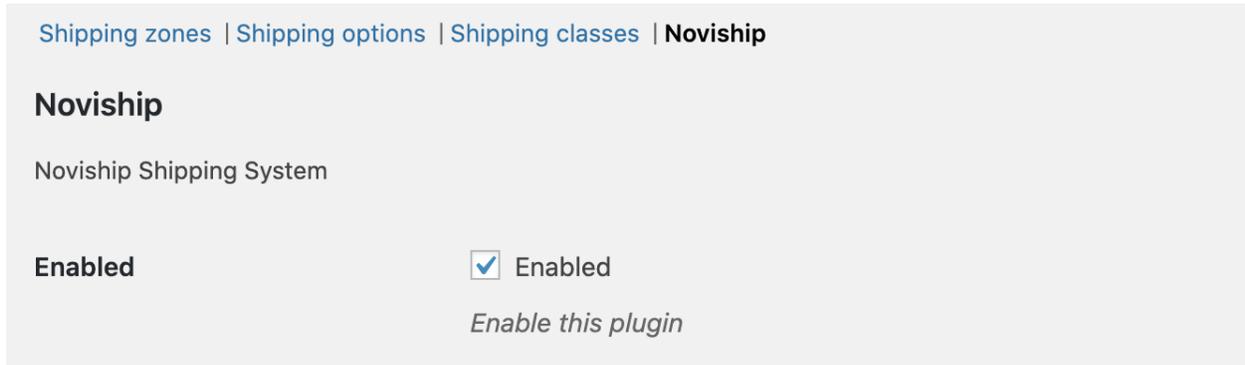
To configure the plugin find the WooCommerce section on the left menu and go to Settings



In the WooCommerce settings page click Shipping



You will find a sub-menu with the shipping plugin listed. Click on it to open the configuration page



You can now configure your plugin

Plugin Configuration

The plugin configuration page has various settings

Enabled	<input checked="" type="checkbox"/> Enabled <i>Enable this plugin</i>
User Name	<input type="text" value="username"/> <i>Your Noviship User Name</i>
Password	<input type="password" value="....."/> <i>Your Noviship Account Password</i>
Enable Commercial Invoices	<input checked="" type="checkbox"/> Enable Commercial Invoices <i>Create a Commercial Invoice for International Shipments</i>
Notify Shipper by Email	<input checked="" type="checkbox"/> Notify Shipper by Email <i>Send a notification email to the shipment sender including labels and other documents</i>
Notify Consignee by Email	<input checked="" type="checkbox"/> Notify Consignee by Email <i>Send a notification email to the consignee including a link to track the shipment</i>
Include Tax in Shipping Price	<input type="checkbox"/> Include Tax in Shipping Price <i>Select this option to have the shipping price include taxes.</i>
Percentage to add to shipping price	<input type="text"/> <i>Optionally enter an amount (percentage) to add to the shipping price as it appears in the customer shopping cart.</i>
Add Dry Ice to each shipment	<input type="text"/> <i>Optionally enter a weight (in your selected units) representing dry ice to be added to each shipment. Note that not all carriers will accept dry ice shipments.</i>
Enable Multiple Packages	<input type="checkbox"/> Enable Multiple Packages <i>Select this option to have each cart item in a separate package</i>
Include Estimated Delivery Date	<input checked="" type="checkbox"/> Include Estimated Delivery Date <i>Select this option to include the estimated delivery date (if available) in the service label</i>

Shipment Rating

When the plugin is active, customers will see one or more shipping choices after they have entered their shipping address.

Subtotal		\$20.50
Shipping	FedEx Ground (2020-04-29):	\$17.31
GST		\$1.90
QST		\$3.77
Total		\$43.48

If more than one choice is available, the customer must select which service they wish to use. When the shipping address is changed, WooCommerce sends a request to the system for pricing and this in turn consults the carriers. As a result this process can take a little time - typically between 5 and 10 seconds.

Managing Orders

When an order is received it will appear in the WooCommerce orders page. Viewing an order will result in a page similar to the one below.

Order #2530 details
Payment via BeanStream. Paid on March 28, 2019 @ 3:52 pm. Customer IP: 74.56.125.191

General
Date created: 2019-03-28 @ 15:52
Status: Completed
Customer: Guest
Invoice number: 2530

Billing
1994 Shawn Williamson
2638 Rue Edmond-Lefebvre
Deux-Montagnes QC J1R 9V4
Email address: williamson.shawn94@gmail.com
Phone: 14384293102

Shipping
1994 Shawn Williamson
2638 Rue Edmond-Lefebvre
Deux-Montagnes QC J1R 9V4
Shipment ID: 462566316
Service: Purolator Ground
Shipping Labels: Label #1
Tracking Number: 331747708891

Order actions
Choose an action...
Move to trash Update

Order notes
État de la commande modifié de En cours à Terminé.
April 1, 2019 at 4:35 pm by Valérie Michaud Delete note
Purolator Ground: Successfully Manifested Shipment (PIN 331747708891)
April 1, 2019 at 4:34 pm Delete note
Shipment 462566316 submitted (Purolator Ground) Tracking #
April 1, 2019 at 4:34 pm Delete note
État de la commande modifié de Attente paiement à En cours.
March 28, 2019 at 3:52 pm Delete note
BeanStream Payment Approved. The BeanStream Transaction Id is 10004928 Authorization Code is 087161
March 28, 2019 at 3:52 pm Delete note

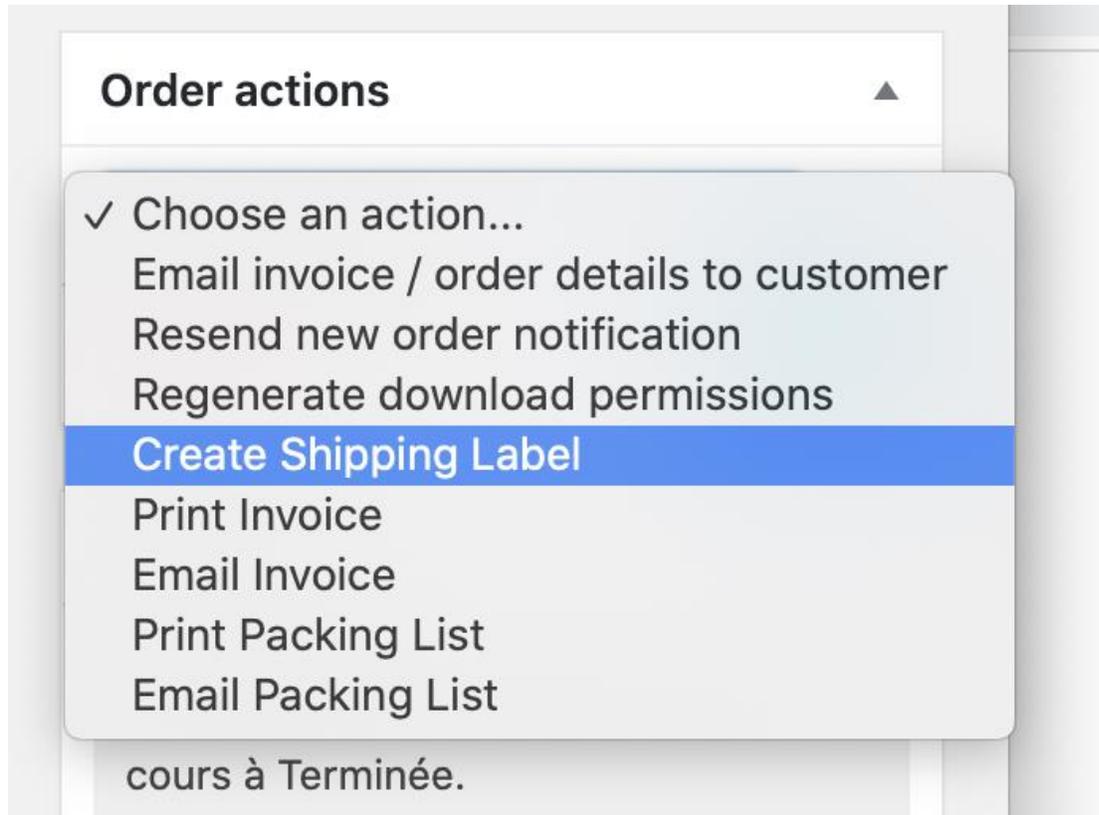
Item	Cost	Qty	Total	GST	QST
Primegrid Roofing Trowel - 2 inch by 5.5 inch with round edges SKU: 099135	\$12.25	x 1	\$12.25	\$0.61	\$1.22
Purolator Ground	\$8.93		\$0.45	\$0.89	

Shipping Actions are logged here

Shipping:	\$8.93
GST:	\$1.06
QST:	\$2.11
Total:	\$24.35

Creating a Shipping Label

To print a label, in the **Order actions** section click the **Choose an action** dropdown and select **Create Shipping Label**



This will result in the shipment data being submitted to Noviship and a label will be requested. This is only possible if the shipment was rated for the customer and they chose a shipping method.

Updating the Plugin

To update the plugin to a new version, the existing plugin must first be de-activated and removed.

Find the plugin in the list and click **Deactivate**.



Then click **Delete**

Noviship
[Activate](#) | [Delete](#)

Noviship Shipping Plugin
Version 1.27 | By [Noviship Inc](#) | [Visit plugin site](#)

Confirm it was deleted

Noviship was successfully deleted.

And you can then install the new file by starting at the beginning of this tutorial.