



eParcel Labeller Pro

For WooCommerce

Documentation V1.2

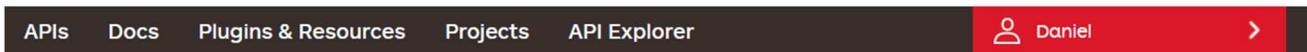
By: Daniel Kirton

Australia Post

Registering for use of the Australia Post API

If you haven't already done so, you will need to register your eParcel account to use the Shipping & Tracking API. This is easily achieved via: <https://developers.auspost.com.au/>

You will need to either login or register an account. Once you have successfully logged in, you will see a page similar to this:



Home > APIs

APIs

Resources and tools to help businesses integrate with Australia Post services



Shipping and Tracking

Use your own systems to lodge orders, print labels, estimate international landed costs, despatch your parcels, and track their progress from source to destination in a flexible and customisable way.

Once you're logged in and ready to register, you'll need to have your Australia Post or StarTrack billing account numbers and integration details ready.

[Register for a key](#)

[How to get started](#)

[Integrate with a platform partner or 3PL](#)

[What you need to know](#)

[Build your own in-house solution](#)

[What you need to know](#)

[Register for our testbed](#)

[How to register for production access](#)

[Add an account](#)

[Add an account to your existing API key](#)

Click on the **Register now for Key** link under Shipping & Tracking. This will take you to the registration process. Simply click on the **Complete Registration** button.



Home > APIs > Register for a Shipping & Tracking API key

Register for a Shipping & Tracking API key

Before we send you the API Key for the Shipping and Tracking API, we need some information to help get you started. As the Shipping and Tracking API is currently only available to Australia Post eParcel and StarTrack contract customers, to get a key you'll need your:

- Australia Post (eParcel) account number(s)
- StarTrack account number(s)
- Same Day service account number(s)
(If you don't have your Same Day account number yet, please provide your existing Australia Post or StarTrack account number.)

Simply complete the following form and we'll respond within 24hrs.

Note: If you're developing an integration on behalf of an Australia Post or StarTrack customer, please arrange for the customer to complete the registration form.

[Complete registration](#)

Once you have clicked the Complete Registration Button, the following popup will appear:

Shipping and Tracking API Registration

Complete the following fields to get a Shipping and Tracking API Key.

The Shipping and Tracking APIs enable you to lodge shipments and generate labels for printing, get an estimate of the delivery price for available products and track the progress for one or more consignments or articles.

Your contact details

Name	Company
<input type="text"/>	<input type="text"/>
Email address	Phone number
<input type="text" value="DANIEL@WEBDEV.NET.AU"/>	<input type="text"/>

Your accounts

Select the services you would like to access using the Shipping and Tracking APIs and provide your charge/billing account numbers (you can find these on your last invoice).

You can enter up to 20 account numbers, separated by commas.

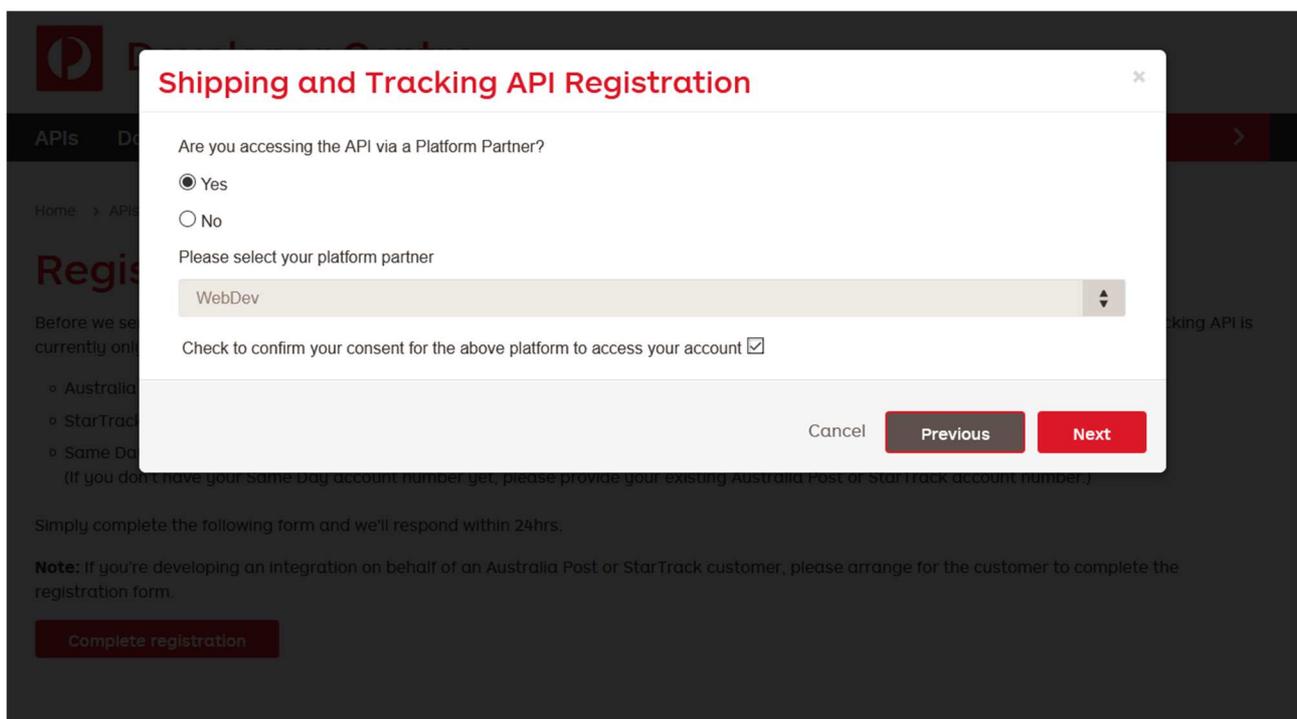
<input type="checkbox"/> Australia Post account(s)	<input type="text"/>
<input type="checkbox"/> StarTrack account(s)	<input type="text"/>
<input type="checkbox"/> Same Day / On Demand account(s)	<input type="text"/>

Cancel [Next](#)

Provide all your various eParcel details here, and then click the **next** button.

You will then be asked about whether you are accessing the API via a platform partner. WebDev is an official Australia Post Platform Partner, so please tick **Yes** and select **WebDev** from the list provided.

You will also need to check the box where it is asking for your consent to access your account.



The screenshot shows a modal window titled "Shipping and Tracking API Registration" with a close button (X) in the top right corner. The form contains the following elements:

- A question: "Are you accessing the API via a Platform Partner?" with two radio button options: "Yes" (selected) and "No".
- A label: "Please select your platform partner" above a dropdown menu.
- The dropdown menu is open, showing "WebDev" as the selected option.
- A checkbox labeled "Check to confirm your consent for the above platform to access your account" which is checked.
- At the bottom right of the modal, there are three buttons: "Cancel", "Previous" (disabled), and "Next" (active).

Background text from the registration page is visible but partially obscured by the modal:

- Home > APIs > Shipping and Tracking API Registration
- Before we set up your account, we need to know how you are accessing the API. Currently, we only support access via a Platform Partner.
- Options: Australia Post, StarTrack, Same Day Delivery (if you don't have your Same Day account number yet, please provide your existing Australia Post or StarTrack account number).
- Simply complete the following form and we'll respond within 24hrs.
- Note: If you're developing an integration on behalf of an Australia Post or StarTrack customer, please arrange for the customer to complete the registration form.
- Complete registration button.

From this point forward, simply provide the various details and continue to click the next button until the wizard is completed.

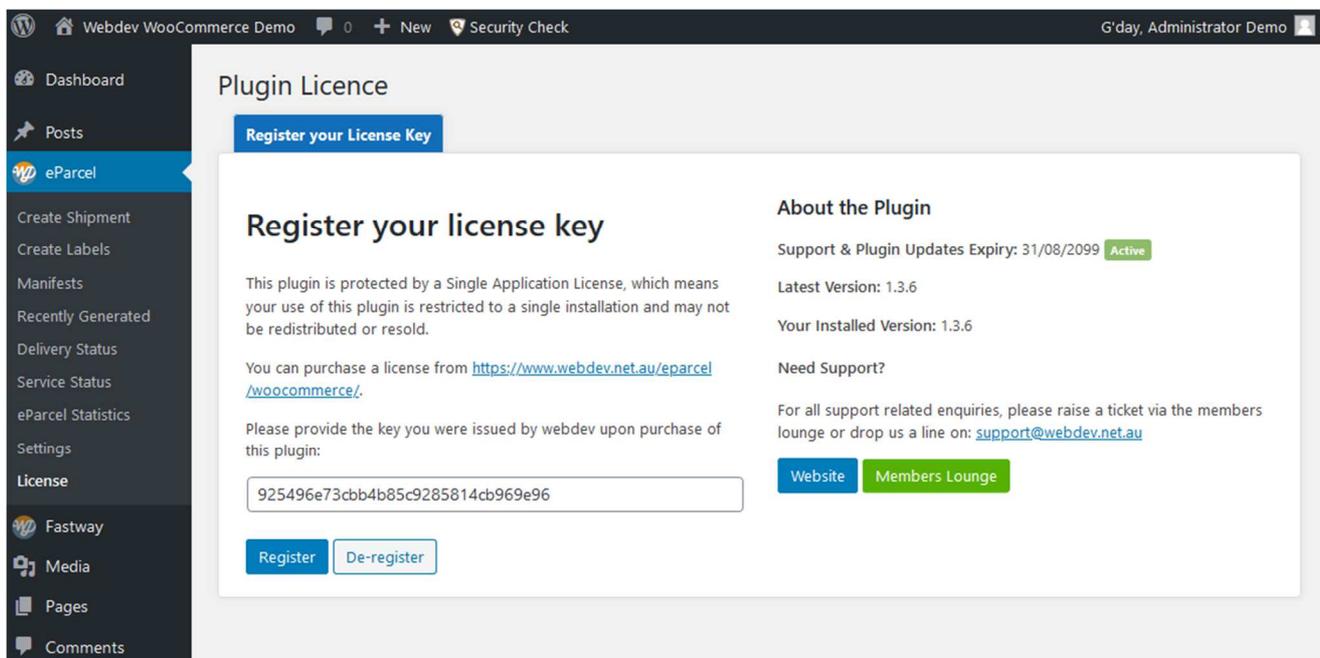
Once completed, you will need to wait until your application has been processed. You will receive an email with some documentation, when you are ready to proceed. This email is vital because it will contain not only the **API Account Number** but also the **API Key** and **API Secret**. These three ingredients form the requirements for our software to communicate to Australia Post on your behalf.

You are now ready to go!

Plugin Configuration / Operation

License Registration

Upon purchasing our eParcel plugin for WooCommerce, you would have received your license key in your email. Please copy-and-paste this key into the license registration page to enable the plugin.



The screenshot shows the 'Plugin Licence' page for the eParcel plugin. The page is titled 'Plugin Licence' and has a sub-header 'Register your License Key'. The main content area is divided into two columns. The left column is titled 'Register your license key' and contains the following text: 'This plugin is protected by a Single Application License, which means your use of this plugin is restricted to a single installation and may not be redistributed or resold.' Below this, it says 'You can purchase a license from <https://www.webdev.net.au/eparcel/woocommerce/>.' It then asks the user to 'Please provide the key you were issued by webdev upon purchase of this plugin:' and provides a text input field containing the license key '925496e73cbb4b85c9285814cb969e96'. At the bottom of this section are two buttons: 'Register' and 'De-register'. The right column is titled 'About the Plugin' and contains the following information: 'Support & Plugin Updates Expiry: 31/08/2099' with an 'Active' status indicator, 'Latest Version: 1.3.6', and 'Your Installed Version: 1.3.6'. Below this is a section titled 'Need Support?' which says 'For all support related enquiries, please raise a ticket via the members lounge or drop us a line on: support@webdev.net.au'. At the bottom of this section are two buttons: 'Website' and 'Members Lounge'. The page is part of a WordPress admin dashboard with a sidebar on the left containing various menu items like 'Dashboard', 'Posts', 'eParcel', 'Create Shipment', 'Create Labels', 'Manifests', 'Recently Generated', 'Delivery Status', 'Service Status', 'eParcel Statistics', 'Settings', 'License', 'Fastway', 'Media', 'Pages', and 'Comments'. The top of the dashboard shows 'Webdev WooCommerce Demo', '0' notifications, '+ New', 'Security Check', and 'G'day, Administrator Demo'.

I've changed my domain, what do I do?

In the event that your domain name changes in some way, and you experience domain related issues with the licensing of the plugin. Simply go to this page, enter your license key and click of 'De-register'. This will remove the current domain association. You can then 'Register' the license for the new domain.

Establishing a connection to Australia Post

Remember all those Australia Post steps you followed before? This is where need to provide the 'API Key' and 'Secret' that you defined earlier; The Australia Post Account number would have been emailed to you from Australia Post when you registered to use the Shipping & Tracking API.

Once all the details have been entered, simply click on the 'Connect to Australia Post' button. The plugin will attempt to talk to Australia Post using the provided details and if successful, you will notice the plugin automatically retrieves details about your account and displays them to you.

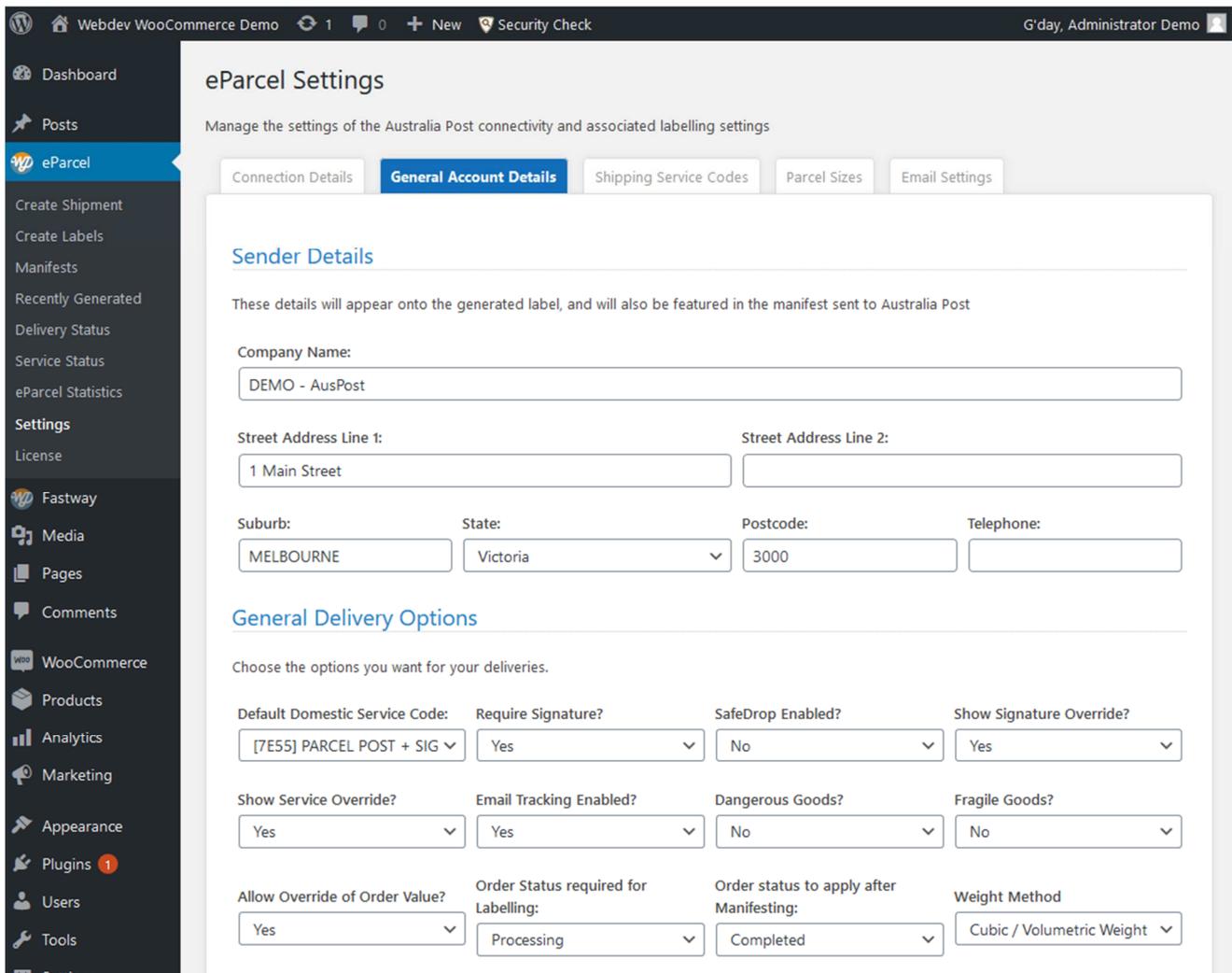
The displaying of your account details is a good sign! It means you've successfully connected your website to Australia Post and outside of some minor configuration tweaks, you can already start creating shipments and labelling your outgoing goods.

The screenshot shows the eParcel Settings page in a WordPress admin dashboard. The page is titled "eParcel Settings" and has a subtitle "Manage the settings of the Australia Post connectivity and associated labelling settings". The "Connection Details" tab is active, showing a "Mode" dropdown set to "Development". Below this are three input fields: "Aust. Post Account Number" (2001665545), "Aust. Post API key" (22b530d3-1147-427b-90eb-8d56ee95b5e9), and "Aust. Post Secret" (x33c0922d02cc75269e0). A "Connect to Australia Post" button is located below the fields. The page also displays "Australia Post Account Details" and "Postage Products Available".

Australia Post Account Details		Postage Products Available	
Account Number	2001665545	RPI8	INTL ECONOMY W SOD/ REGD POST
Account Name	DEMO - AusPost	PTI8	INTL STANDARD/PACK & TRACK
Email Address	daniel@webdev.net.au	IC6	APGL NZ EXPRESS W/SIGNATURE
Valid From	2017-11-01	IC5	APGL NZ EXPRESS
Mechant Location ID	111J	IC4	APGL WW WITH SIGNATURE
Address #1	1 Main Street MELBOURNE VIC 3000	IC3	APGL WW
		IC2	APGL CN EXPRESS WITH SIGNATURE
		IC1	APGL CN WITH SIGNATURE
		ECM8	INTL EXPRESS MERCH/ECI MERCH
		AIR8	INTL ECONOMY/AIRMAIL PARCELS
		7E55	PARCEL POST + SIGNATURE
		3K55	EXPRESS POST + SIGNATURE

General eParcel Settings

Within the settings of the plugin, there is a tab titled 'General Account Details'. This tab allows you to customise the logic of the plugin to suit your shipping needs and policies. It looks like this:



Webdev WooCommerce Demo 1 0 + New Security Check G'day, Administrator Demo

eParcel Settings

Manage the settings of the Australia Post connectivity and associated labelling settings

- Connection Details
- General Account Details**
- Shipping Service Codes
- Parcel Sizes
- Email Settings

Sender Details

These details will appear onto the generated label, and will also be featured in the manifest sent to Australia Post

Company Name:
DEMO - AusPost

Street Address Line 1: 1 Main Street Street Address Line 2:

Suburb: MELBOURNE State: Victoria Postcode: 3000 Telephone:

General Delivery Options

Choose the options you want for your deliveries.

Default Domestic Service Code: [7E55] PARCEL POST + SIG	Require Signature? Yes	SafeDrop Enabled? No	Show Signature Override? Yes
Show Service Override? Yes	Email Tracking Enabled? Yes	Dangerous Goods? No	Fragile Goods? No
Allow Override of Order Value? Yes	Order Status required for Labelling: Processing	Order status to apply after Manifesting: Completed	Weight Method Cubic / Volumetric Weight

Labelling Options

These options control the various aspects of the labels produced.

Default Label Layout:	Show Branding on Label?	Label Consolidation?	Automatically sign international labels? ⓘ
A4 (4 Per Page) ▾	No ▾	Yes, print a single label for 1 ▾	No ▾
Signature X Pos (mm):	Signature Y Pos (mm):	Intl. Label Signature Image (PNG, JPG): ⓘ	Intl Label Sample to use (PDF): ⓘ
30	131	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Browse..."/> No file selected.
Date X Pos (mm):	Date Y Pos (mm):	<input type="button" value="View Sample Int'l Label"/>	
80	135		

International Deliveries

If you support international delivery of your products, all of these fields are required.

» [Click here](#) to search for a harmonized system code that applies generally to your products

Default Intl. Service Code:	Intl. Service Code (Non PTI):	General Product Description:	Tariff Code (Harmonised System Code):
[RPI8] INTL ECONOMY W ☾ ▾	[RPI8] INTL ECONOMY W ☾ ▾	Toys	45345345
Classification Type:			
SALE_OF_GOODS ▾			

Default Parcel Dimensions

These options apply where you have NOT defined set parcel sizes and there is more than a single item ordered. In the instance that only a single product has been ordered, the plugin will attempt to use the dimensions applied to the ordered product and default back to these dimensions (where this information is unavailable).

Parcel Length (cm):	Parcel Width (cm):	Parcel Height (cm):	Parcel Type:
28	0.5	200	Satchel ▾

Wordpress Settings

These options apply to how you may have configured or tightened security for wordpress.

Content Folder:
<input type="text" value="/wp-content"/>

Default Domestic Service Code

This is the service you want to establish as your default for all domestic shipments created. This can be overridden by special rules defined under the 'Shipping Service Codes' tab; however, it is very important for you to define this as it is the fallback option.

Require Signature

If you require a signature on all your deliveries, then simply select 'Yes' to this option.

SafeDrop Enabled?

This option is only available when you require signature. SafeDrop allows your customers to override the signature requirement and opt for signature for delivery if no-one is home. If you require signatures but set this option to no, then if no-one is home then the customer will be 'carded' and require pickup of goods from their local Australia Post branch.

Show Signature Override?

This option will modify the 'create shipment' page to allow you to choose which shipments require signature or not. The default selected option will be whatever you decide for the 'Require Signature' flag.

Email Tracking Enabled?

This lets Australia know whether to email the customer with updates regarding the delivery of customer orders.

Dangerous Goods?

This option lets Australia Post know whether you are shipping dangerous goods or not.

Default Label Layout

Depending on how you print your labels, this option simply pre-selects your default so you don't need to keep changing it on the 'Generate Labels' page.

Show Branding on Label

This is an important option which allows you to control whether the Australia Post label branding is printed when generating labels. If you are using pre-printed Australia Post label stock, then it's a good idea to set this to 'No'.

Label Consolidation

This option is a feature which has evolved over time, and provides a solution for different business models.

- **Print a single label**

This option will only ever print a single label for orders. This option can be used in conjunction with the 'Parcel Sizes' for those merchants who can confidently pack all ordered products into a single box or satchel.

- **Each ordered product needs a label**

For those merchants who deal with pre-packaged goods, and send them directly to the customer without any form of consolidation. Then this option will allow the plugin to generate a label for every product ordered (multiplied by quantity ordered).

- **Pack/Label by Parcel Quantity**

Perhaps you deal with a single product range which you pack by quantity because you know how many can fit into a set parcel. For e.g. Soap or Wine. If your products are packed by quantity (i.e. Wine packed into 6 / 12 packs), then this option will attempt to determine the best possible fit for your products based on quantity ordered.

Default International Service Code

This is the service you want to establish as your default for all international shipments created. This can be overridden by special rules defined under the 'Shipping Service Codes' tab; however, it is very important for you to define this as it is the fallback option.

Default International Service Code (Non PTI)

The pack and track service are not available in all overseas countries. This option allows you to establish the fallback option for those countries that do not support this service.

General Product Description

For international deliveries, this field is required. It provides the description of your products to customs.

Tariff Code

For international deliveries, this field is required. It provides the tariff code your international shipment will use. If you're not sure what this will be for your products, then you can use the following website to find a code which resembles the sort of product you deal with:

<https://www.foreigntrade.com/reference/hscodet.htm>

Default Parcel Dimensions

Whilst the plugin will attempt to retrieve dimensional data from either your products and/or defined parcel sizes. These fields will provide the plugin with some default dimensional data to apply to your shipments. If you only have a single sized carton/satchel that you use to deliver to customers, then simply provide it here.

Shipping Service Codes

These settings allow you to define rules for various shipping services which override the default settings previously defined. These are especially useful, if you offer express domestic or international services which the customer pays extra for. Or even if you have defined special shipping methods to cover the extra costs of those hard-to-reach countries. It's entirely up to you.

To change the type of Australia Post label which will print for a given shipping service, simply select the desired service from the list and click the Add button.

Once added to the list, use the drop downs to select the label you wish to use either domestically or internationally.

eParcel Settings

Manage the settings of the Australia Post connectivity and associated labelling settings

Connection Details
General Account Details
Shipping Service Codes
Parcel Sizes
Email Settings

Any Shipping Service defined below will use the appropriate domestic or international eParcel service code you specify. All others will default to the standard domestic or international codes you've defined as the defaults.

Shipping Service:

Domestic: Free Shipping ▾

Add

Service	Domestic Code	Default Intl. Code	PTI Intl. Code	Del?
Domestic: Express Shipping	▾	▾	▾	Remove
Domestic: Express Shipping	[3K55] EXPRESS POST + ▾	▾	▾	Remove
Domestic: Standard Delivery	[7E55] PARCEL POST + S ▾	▾	▾	Remove

Update

Remember – Not ALL countries support Pack & Track services, so be sure to define the non pack and track option under 'Default Intl. Code'.

Defined Parcel Sizes

If you have a set range of carton/satchel sizes that you use within your organization, you can define them here to make the labelling process that little bit faster. This interface also provides an opportunity to define the dimensional data of the carton/satchel sizes, which is especially important when your contract is volumetric based.

This page is also especially important when doing label consolidation by parcel quantity. By providing a ranged value within the Product Quantity column, you are defining the quantity of product the particular parcel size supports.

eParcel Settings

Manage the settings of the Australia Post connectivity and associated labelling settings

Connection Details
General Account Details
Shipping Service Codes
Parcel Sizes
Email Settings

Define your common parcel sizes here to allow quick selection of package dimensions when you are creating shipments.

Create Parcel Size

Size Description:

Package Type

Display Order

Length (cm)

Width (cm)

Height (cm)

Weight of Packaging (kg)

Product Quantity
 Create

NB: Only used when packing by quantity

Currently Defined Parcel Sizes

Default	Description	Type	Length	Width	Height	Weight	Prod. Qty*	Display Order	Delete?
<input type="radio"/>	kite	Satchel	95.00	15.00	5.00	0.30	1-1	1	Remove
<input checked="" type="radio"/>	Small	Satchel	95.00	15.00	5.00	0.25	1-1	2	Remove
<input type="radio"/>	Medium	Satchel	27.00	24.00	6.00	1.00	1-1	3	Remove
<input type="radio"/>	Large	Satchel	50.00	40.00	8.00	2.00	6-12	4	Remove

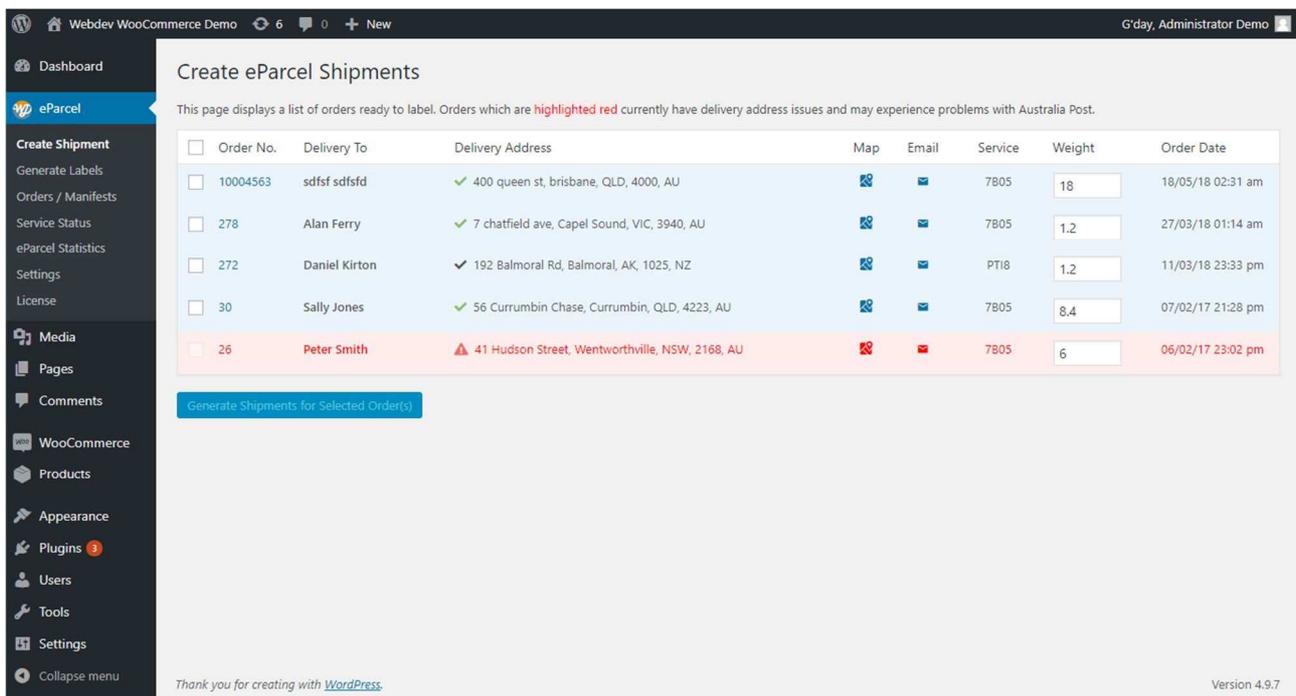
* Product Quantity only applies when packing by quantity

Update

Creating eParcel Shipments

In order to generate labels, a shipment must first be created. Don't worry, it's fairly straightforward.

When you click on the 'Create Shipment' link under 'eParcel', you should see a listing of orders similar to the below screenshot:



The screenshot shows the 'Create eParcel Shipments' page in a WordPress dashboard. The page displays a list of orders ready for shipment. The table has the following columns: Order No., Delivery To, Delivery Address, Map, Email, Service, Weight, and Order Date. One order (Order No. 26) is highlighted in red, indicating a delivery address issue. The other orders are highlighted in light blue, indicating they are valid.

Order No.	Delivery To	Delivery Address	Map	Email	Service	Weight	Order Date	
<input type="checkbox"/>	10004563	sdfs sdfsfd	✓ 400 queen st, brisbane, QLD, 4000, AU	📍	✉	7805	18	18/05/18 02:31 am
<input type="checkbox"/>	278	Alan Ferry	✓ 7 chatfield ave, Capel Sound, VIC, 3940, AU	📍	✉	7805	1.2	27/03/18 01:14 am
<input type="checkbox"/>	272	Daniel Kirton	✓ 192 Balmoral Rd, Balmoral, AK, 1025, NZ	📍	✉	PT18	1.2	11/03/18 23:33 pm
<input type="checkbox"/>	30	Sally Jones	✓ 56 Currumbin Chase, Currumbin, QLD, 4223, AU	📍	✉	7805	8.4	07/02/17 21:28 pm
<input type="checkbox"/>	26	Peter Smith	⚠ 41 Hudson Street, Wentworthville, NSW, 2168, AU	📍	✉	7805	6	06/02/17 23:02 pm

Generate Shipments for Selected Order(s)

Thank you for creating with [WordPress](#). Version 4.9.7

There are couple of key features to point out on this screen. Firstly, when the page loads, ALL domestic orders are immediately validated against Australia Post's postcode database to ensure the Suburb, State & Postcode for the orders are correct. In the above image, you can see that one is highlighted red. This particular order has had an issue with its address validation, and will need to be corrected before a shipment can be created.

This page also provides you with the ability to override the automatically calculated weight for the order.

If you have defined parcel sizes, or allow for signature overriding, then these options will also be available in the list.

Simply tick the orders you wish to generate a shipment for, then click on the 'Generate Shipments for Selected Order(s)' button.

Upon successful generation of the shipments, you will be presented with a success message, such as below:

The screenshot displays the 'Create eParcel Shipments' page in a WordPress admin dashboard. The page title is 'Create eParcel Shipments'. Below the title, there is a message: 'This page displays a list of orders ready to label. Orders which are highlighted red currently have delivery address issues and may experience problems with Australia Post.' A green success message box states: 'Shipment(s) Created. Shipments for the selected order(s) have been created.' Below this, there is a 'Generate Labels' button. A table lists orders with columns: Order No., Delivery To, Delivery Address, Map, Email, Service, Weight, and Order Date. One order is highlighted in red, indicating a delivery address issue. Below the table, there is a 'Generate Shipments for Selected Order(s)' button. The footer of the page includes 'Thank you for creating with WordPress.' and 'Version 4.9.7'.

Webdev WooCommerce Demo 6 0 + New G'day, Administrator Demo

Dashboard

eParcel

Create Shipment

Generate Labels

Orders / Manifests

Service Status

eParcel Statistics

Settings

License

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Pages

Comments

WooCommerce

Products

Appearance

Plugins 3

Users

Tools

Settings

Collapse menu

Create eParcel Shipments

This page displays a list of orders ready to label. Orders which are highlighted red currently have delivery address issues and may experience problems with Australia Post.

Shipment(s) Created
Shipments for the selected order(s) have been created.

Generate Labels

<input type="checkbox"/>	Order No.	Delivery To	Delivery Address	Map	Email	Service	Weight	Order Date
<input type="checkbox"/>	26	Peter Smith	41 Hudson Street, Wentworthville, NSW, 2168, AU			7805	6	06/02/17 23:02 pm

Generate Shipments for Selected Order(s)

Thank you for creating with [WordPress](#).

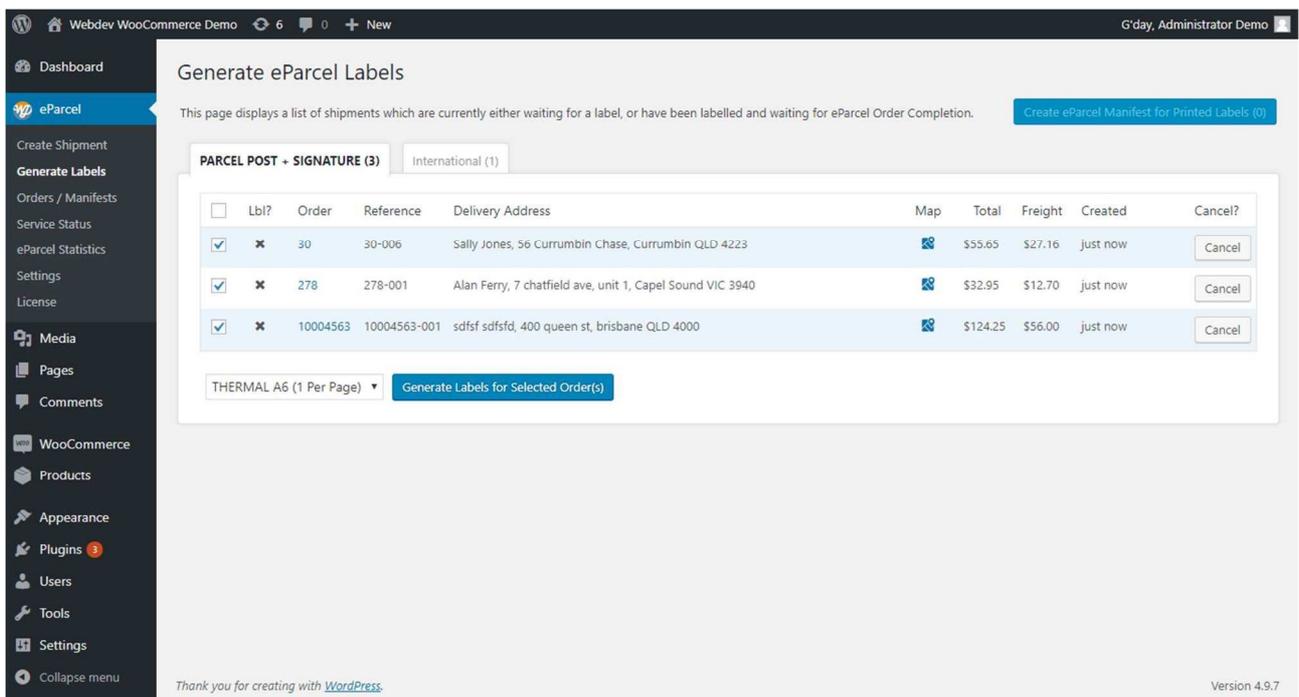
Version 4.9.7

Generating eParcel Labels

Once shipments for orders have been created, you will find the orders listed on the 'Generate Labels' page, found under the 'eParcel' menu.

The orders will be split by service on different tabs. This allows you to batch generate, all your international or express labels in one go, without having to manually sort through the list.

Simply click on the orders you want to generate labels for, select from the label layout you wish to use and click on the 'Generate Labels for Selected Order(s)' button.



The screenshot shows the 'Generate eParcel Labels' page in a WordPress admin dashboard. The page title is 'Generate eParcel Labels' and it includes a sub-header: 'This page displays a list of shipments which are currently either waiting for a label, or have been labelled and waiting for eParcel Order Completion.' There is a button 'Create eParcel Manifest for Printed Labels (0)'. The page is divided into two tabs: 'PARCEL POST + SIGNATURE (3)' (selected) and 'International (1)'. Below the tabs is a table with columns: Lbl?, Order, Reference, Delivery Address, Map, Total, Freight, Created, and Cancel?. The table contains three rows of data, all with the 'Lbl?' checkbox checked. Below the table is a dropdown menu set to 'THERMAL A6 (1 Per Page)' and a button 'Generate Labels for Selected Order(s)'. The dashboard sidebar on the left shows the 'eParcel' menu expanded, with 'Generate Labels' selected. The footer of the page includes 'Thank you for creating with WordPress' and 'Version 4.9.7'.

<input type="checkbox"/>	Lbl?	Order	Reference	Delivery Address	Map	Total	Freight	Created	Cancel?
<input checked="" type="checkbox"/>	✘	30	30-006	Sally Jones, 56 Currumbin Chase, Currumbin QLD 4223		\$55.65	\$27.16	just now	<input type="button" value="Cancel"/>
<input checked="" type="checkbox"/>	✘	278	278-001	Alan Ferry, 7 chatfield ave, unit 1, Capel Sound VIC 3940		\$32.95	\$12.70	just now	<input type="button" value="Cancel"/>
<input checked="" type="checkbox"/>	✘	10004563	10004563-001	sdfsdf sdfsdf, 400 queen st, brisbane QLD 4000		\$124.25	\$56.00	just now	<input type="button" value="Cancel"/>

Upon successfully generating labels, you will be presented with a success message (as seen below), and clicking on the 'Download Labels' button will open a new window containing a PDF view of the labels you need to print and affix to your cartons/satchels.

The screenshot shows the 'Generate eParcel Labels' page in a WordPress dashboard. The page displays a success message: 'Label(s) Created. Label(s) for the selected order(s) have been successfully generated.' Below this is a 'Download Label(s)' button. The main content area shows a table of generated labels with the following data:

<input type="checkbox"/>	Lbl?	Order	Reference	Delivery Address	Map	Total	Freight	Created	Cancel?
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10004563	10004563-001	sdfsf sdfsf, 400 queen st, brisbane QLD 4000		\$124.25	\$56.00	just now	Cancel
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30	30-006	Sally Jones, 56 Currumbin Chase, Currumbin QLD 4223		\$55.65	\$27.16	just now	Cancel
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	278	278-001	Alan Ferry, 7 chatfield ave, unit 1, Capel Sound VIC 3940		\$32.95	\$12.70	just now	Cancel

Below the table, there is a dropdown menu set to 'THERMAL A6 (1 Per Page)' and a 'Generate Labels for Selected Order(s)' button. The page footer includes 'Thank you for creating with WordPress.' and 'Version 4.9.7'.

You will also notice the 'Lbl?' column in the list change from a cross to a tick for the shipments you've generated labels for.

Oops! I generated labels using the wrong label layout, what do I do?

Don't worry, you can regenerate labels using any label format at any time. Just tick the order(s) and click on the desired label layout and generate once more.

When you are done labelling for the day, simply click on the 'Create eParcel Manifest for Printed Labels' button. All generated labels will be made final with Australia Post and you will then be able to generate the hardcopy of the manifest to supply to either the Australia Post driver or local branch staff member.

In the event that you need to make changes to a submitted manifest, you will need to contact your lodgement facility (as per your contract) and manually request changes to the manifest with them. Orders can also then be manually changed back to 'Processing' and another shipment/label can be generated.

Manifests / Australia Post Orders

All manifests which are submitted to Australia Post are available to view within the 'Orders / Manifests' screen found within the 'eParcel' menu.

When you submit a manifest, you will need to create an order summary in order to download the hardcopy of the manifest. Click on the 'Create Order Summary' button to the right of the manifest you created, and then you will be able to 'View Order Summary'. The order summary needs to be printed and supplied to the Australia Post driver upon pickup, or to an Australia Post staff member if the orders are dropped directly to your local branch.

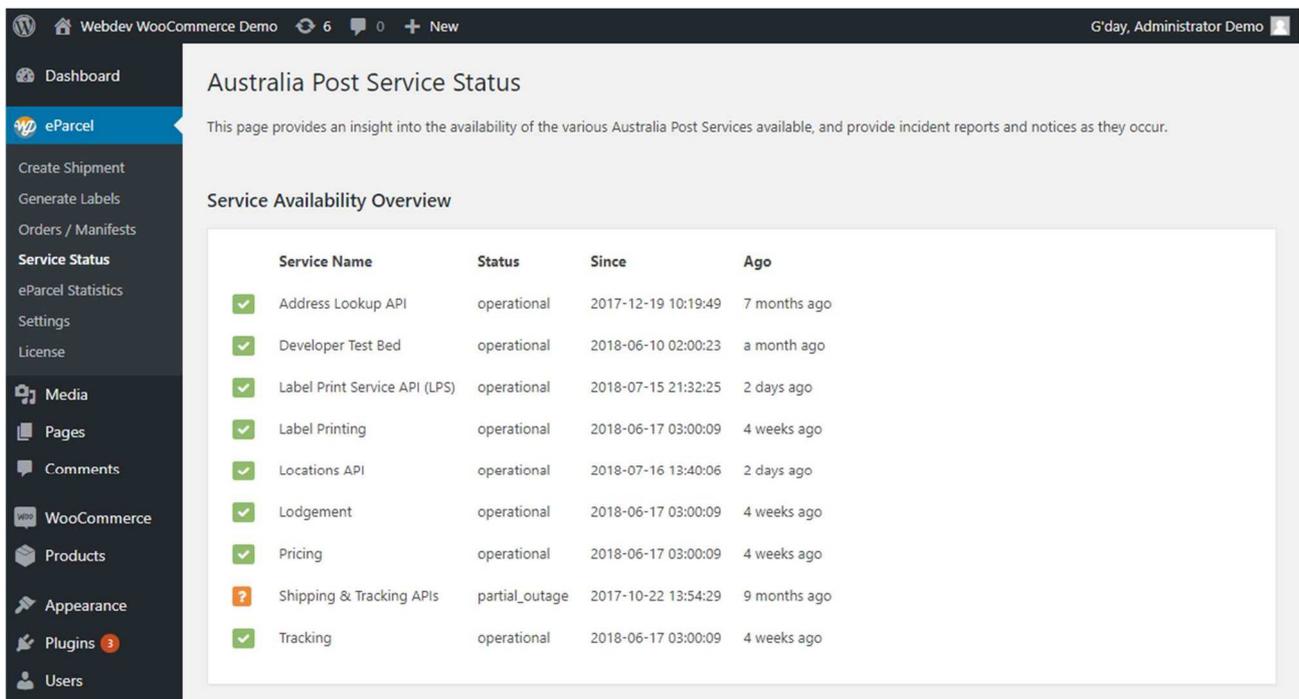
The screenshot shows the 'eParcel Orders' page in a WordPress admin dashboard. The page title is 'eParcel Orders' and it includes a sub-header: 'This page displays a list of consignment orders which have been manifested to Australia Post.' The main content is a table with the following columns: ID, Reference, Aust. Post Order, Total Cost, GST, Time Ago, Created, and Actions. The table contains 17 rows of data. The 'Actions' column for each row contains either a 'Create Order Summary' button (for rows 17, 9, 8, 7, 6, 5, 4, and 3) or a 'View Order Summary' button (for rows 16 and 15). The interface also features a left-hand sidebar with various menu items like 'Create Shipment', 'Generate Labels', 'Orders / Manifests', 'Service Status', 'eParcel Statistics', 'Settings', 'License', 'Media', 'Pages', 'Comments', 'WooCommerce', 'Products', 'Appearance', 'Plugins', 'Users', 'Tools', and 'Settings'. At the bottom of the page, there is a pagination control showing '17 items' and 'Page 1 of 2', and a footer with the text 'Thank you for creating with WordPress.' and 'Version 4.9.7'.

ID	Reference	Aust. Post Order	Total Cost	GST	Time Ago	Created	Actions
17	1531861280	AP03464638	95.86	8.71	one minute ago	17/07/18 @ 2:10pm	Create Order Summary
16	1526002037	AP02783036	12.70	1.15	2 months ago	11/05/18 @ 01:27am	View Order Summary
15	1526001564	AP02782919	109.76	9.96	2 months ago	11/05/18 @ 01:19am	View Order Summary
14	1523931333	AP02551330	16.49	0.00	3 months ago	17/04/18 @ 02:15am	
13	1521431081	AP02297626	16.49	0.00	4 months ago	19/03/18 @ 03:44am	
12	1521431068	AP02297620	59.01	5.36	4 months ago	19/03/18 @ 03:44am	
11	1521430987	AP02297576	43.65	2.47	4 months ago	19/03/18 @ 03:43am	
10	1521430958	AP02297562	31.85	2.89	4 months ago	19/03/18 @ 03:42am	
9	1521430665	AP02297446	43.65	2.47	4 months ago	19/03/18 @ 03:37am	Create Order Summary
8	1521430572	AP02297404	31.85	2.89	4 months ago	19/03/18 @ 03:36am	Create Order Summary
7	1521430371	AP02297344	20.30	1.84	4 months ago	19/03/18 @ 03:32am	Create Order Summary
6	1521430179	AP02297270	52.04	3.22	4 months ago	19/03/18 @ 03:29am	Create Order Summary
5	1520933450	AP02250372	16.49	0.00	4 months ago	13/03/18 @ 09:30am	Create Order Summary
4	1520933415	AP02250367	16.49	0.00	4 months ago	13/03/18 @ 09:30am	Create Order Summary
3	1520933352	AP02250361	16.49	0.00	4 months ago	13/03/18 @ 09:29am	Create Order Summary

Australia Post Service Status

Like all systems, they need to be maintained. To provide you with as much information as possible, there is a 'Service Status' page available within the 'eParcel' menu. This page is updated constantly and reports not only on the current status of the various Australia Post API's but also lists any outages, updates or maintenance events.

If you experience difficulties generating shipments, labels or manifests. It is a good idea to check this page to make sure that Australia Post is not currently experiencing an outage.



The screenshot shows the 'Australia Post Service Status' page within the eParcel admin interface. The page title is 'Australia Post Service Status' and it includes a sub-header: 'This page provides an insight into the availability of the various Australia Post Services available, and provide incident reports and notices as they occur.'

The main content is a 'Service Availability Overview' table with the following data:

Service Name	Status	Since	Ago
✓ Address Lookup API	operational	2017-12-19 10:19:49	7 months ago
✓ Developer Test Bed	operational	2018-06-10 02:00:23	a month ago
✓ Label Print Service API (LPS)	operational	2018-07-15 21:32:25	2 days ago
✓ Label Printing	operational	2018-06-17 03:00:09	4 weeks ago
✓ Locations API	operational	2018-07-16 13:40:06	2 days ago
✓ Lodgement	operational	2018-06-17 03:00:09	4 weeks ago
✓ Pricing	operational	2018-06-17 03:00:09	4 weeks ago
? Shipping & Tracking APIs	partial_outage	2017-10-22 13:54:29	9 months ago
✓ Tracking	operational	2018-06-17 03:00:09	4 weeks ago

eParcel Statistics

As shipments, labels and manifests are generated within the plugin, it collects valuable reporting statistics to display. This interface will be able to give you the information you need on your deliveries, as well as providing a state by state breakdown on shipments.

The screenshot shows the eParcel Settings page in a WordPress admin dashboard. The page title is "eParcel Settings" and it includes a sidebar with navigation options like "Create Shipment", "Generate Labels", "Orders / Manifests", "Service Status", "eParcel Statistics", "Settings", "License", "Media", "Pages", "Comments", "WooCommerce", "Products", "Appearance", "Plugins", "Users", "Tools", "Settings", and "Collapse menu".

The main content area displays the following statistics:

- Average Shipments Per Day:** 2
- Average Shipment Weight:** 3.35 kg
- Total Domestic Shipments:** 23
- Total Intl. Shipments:** 8

Below the statistics, there are three tables providing detailed breakdowns:

Domestic Deliveries (by State)

State	No. Cons	Percentage	Weight (kg)	Freight Total	Order Total
New South Wales	14	61%	30.90	\$199.85	\$752.50
Queensland	7	30%	68.40	\$218.96	\$458.15
Victoria	2	9%	6.00	\$25.40	\$69.75
Totals:	23.00	100%	105.30	\$444.21	\$1280.40

Domestic Deliveries (by Service)

Code	Description	No. Cons	Percentage	Weight (kg)	Freight Total	Order Total
7B05	PARCEL POST + SIGNATURE	23	74%	105.30	\$444.21	\$1280.40
PT18	INTL STANDARD/PACK & TRACK	8	26%	9.60	\$131.92	\$63.60
Totals:		31.00	100%	114.90	\$576.13	\$1,344.00

Deliveries (by Country)

State	No. Cons	Percentage	Weight (kg)	Freight Total	Order Total
Australia	23	74%	105.30	\$444.21	\$1280.40
New Zealand	8	26%	9.60	\$131.92	\$63.60
Totals:	31.00	100%	114.90	\$576.13	\$1,344.00

At the bottom of the page, there is a footer that says "Thank you for creating with [WordPress](#)" and "Version 4.9.7".

