

Unifaun / Pacsoft user guide

We recommend that you first install the module on your development server before trying on your live site. Usually the installation goes smooth with no issues.

Contact us at:
support@nordicwebteam.se

Reading guide

I will mark all buttons like this: "This is a button"
Important marks will be highlighted in yellow text. This is important

1.0. Installation

1. Extract the files in unifaun.rar. These should have been received from NWTs support team.
2. Login to your FTP server. Go to the root folder of Magento, for example: (example.com/) Move all files over your files to that folder.
3. Login to the Magento admin section www.yoursite.com/admin
4. Navigate to System -> Cache Management, then select all and then Submit (Refresh Cache)
5. Logout from the adminpanel and login again.

2.0. Basic configuration

1. In the adminpanel, navigate to Nordic Web Team → NWT Unifaun / Pacsoft → Module Settings
2. To activate the module, choose “Yes” in the “Module active?” field.
3. Choose what service you will use in the field “Unifaun or Pacsoft?”
4. Enter your username and password in the fields. (Beware of extra whitespaces) Enter the Sender ID (It's often 1)

2.1 Order statuses

1. Choose the order status you wish that an order shall have to be sent to Unifaun/ in the field: “Automatically send order to Unifaun/Pacsoft when status is:”

Automatically send order to Unifaun/Pacsoft when status is: [STORE VIEW]

2. If you want orders with a special payment method you want to be sent to Unifaun with another order status then you could add it in the option “Payment method/Status Exception”. Click on the button “Add Exception”. In the fields, choose the payment method, and what status you want the order to get before being sent to Unifaun/Pacsoft.

Payment method/Status Exception [GLOBAL]

Payment Method	Status	
Klarna Checkout (via NordicWeb)	Processing	<input type="button" value="Delete"/>
Check / Money order	Processing	<input type="button" value="Delete"/>
		<input type="button" value="+ Add Exception"/>

2.2 Additional settings

In these settings, you'll be able to add fields/columns to the order grid (sales → orders)
 See the first picture displaying the settings, and the second displaying its result.

Additional settings			
Order Grid Settings		[GLOBAL]	
Display "Product names" column?	Yes	[GLOBAL]	#1
Display "Transporter" column?	Yes	[GLOBAL]	#2
Display "Payment method" column?	Yes	[GLOBAL]	#3
Display "Order history" column?	Yes	[GLOBAL]	#4

Select Visible Unselect Visible 0 items selected									
Order History	Order #	Purchased From (Store)	Purchased On	Bill to Name	Ship to Name	Payment Method	Transporter	Product Names	
Any	#4		From: To:			#3	#2	#1	
<input type="checkbox"/>	<ul style="list-style-type: none"> ✖ Invoiced ✔ Sent to PACSOFT ✖ Printed Packing List ✖ Printed Invoice ✖ Shipped 	145000040	Main Website Madison Island Sweden	Dec 12, 2014 4:14:37 PM	Testperson-se Approved	Testperson-se Approved	Klarna Checkout (via NordicWebTeam) (nwtcco)	Service Point Eligible	Linen Blazer

3.0 Setting up Shipping Methods

In this section you must configure your shipping methods. The 10 most common shipping methods are already configured, if you use any of them, you will just need to enable them and enter some default settings. If your shipping method doesn't exist, then you got 5 custom shipping methods which you may configure. The different between the custom methods and the already configured methods is that, on the configured one, two fields are already added. These two fields are called “carrier (partner) id” and “Service ID”.

In this guide, we will be using a custom shipping method. If your shipping method already exists, then use it instead of a custom shipping method.

Unifaun Services (Methods)

Posten - MyPack
Posten - Brev
Posten - DPD
Posten - Postpaket Utrikes
DHL Service Point
DB Schenker Parcel
DB Schenker Privpak Ombud Standard
UPS
Privpak Sverige (Privpak Tur)
Bring Express Home Delivery Indoor Light
Custom 1
Custom 2
Custom 3
Custom 4
Custom 5

1. Navigate to Nordic Web Team → NWT Unifaun / Pacsoft → Shipping Methods
2. For this example, expand the column “Custom 1”.
3. Enable the module (do not save until you have configured it completely if your site is live)
4. If you got a favourite print configured on Unifaun, you could enter it in the field “Favourite print”.
5. If you do not got a favourite print, then you will need to enter the right codes in the fields “carrier

(partner) id” and “Service ID”.

6. To find the codes you need to login to unifaunonline.se or po.unifaun.se, then navigate to: **Help -> Code Lists -> Choose [Services (ERP-connection XML)] -> Click on "Show"** (If you can't find the links, click on “English” at the bottom of the navigation). A list with shipping methods should then show up. Find your shipping method in the list and click on the orange button with the 4 dashes to view it. For this guide, I will use “Posten Brev – normal“, when I click on it I will get the following information:

srvid= BREV

parid =PBREV

Look at the following image:

Basic Information	
Name	Posten Brev - normal
srvid=	BREV
Carrier	
parid=	PBREV
	Partner Parid is the carrier code and can be used in sender and receiver data

7. Back to magento. We should now add the parid= PBREV in the field “Carrier (partner) ID” and srvid= BREV in the field “Service ID”. It would look like this:

Carrier (partner) ID	<input type="text" value="PBREV"/>	[GLOBAL]
	▲ REQUIRED if Agent is used (even the Service is defined in Favourite). The agent list is generated based on this code.	
Service ID	<input type="text" value="BREV"/>	[GLOBAL]
	▲ REQUIRED if not defined in Favourite. Please note that this settings will be ignored by UNIFAUN if Service is defined in Favourite and is marked as Locked	

8. The other settings in the should be straightforward, some of them like “Cellphone notification type”, “Allow agent selection” and “Return Label” could be confusing. The values can also be found in the in the code lists as in step 6. Following picture will display the settings that could be confusing:

Cellphone notification type	<input type="text" value="NOT"/>	[GLOBAL]
	<p>▲ NOT, NOTSMS etc. (check Unifaun online for applicable notification). Use comma to separate multiple addons, ex.: PRENOT,DLVNOT. Let empty if you define this in UNIFAUN/Favourite print settings</p>	
Allow agent selection	<input type="text" value="No"/>	[GLOBAL]
	<p>▲ Check Unifaun if selected partner allow "pick up from Agent" service. Requires contract.</p>	
Return Label	<input type="text" value="No"/>	[GLOBAL]
	<p>▲ If YES, in Unifaun system both NORMAL & RETURN shipment will be generated. Check with Unifaun online if Returnlabel could have the value: BOTH</p>	

9. "Shipping method configuration". This section is the easiest, just enter the name and description of the shipping method. This is what will be shown for your visitors. Choose a default price (excl. tax).

10. If you wish to use promotions on the shipping method, like free shipping, then choose "Yes". To set a promotion, you add a promotion as you usually do in magento, in "Promotions → Shopping Cart Price Rules"

11. If you want different prices on the shipping method according to the weight of the items being shipped, then continue to read the following text, if not just skip this:

In the field "Use tablerate set # for price", choose the field you've configured, for instance "Set #2".

(Read next page for a guide how to setup these rules, called table rates)

4.0 Configuring table rates

If you want to be able to use different prices for different weights, then this is the function you will need to use.

You can import and export your rules if needed.

1. Navigate to Nordic Web Team → NWT Unifaun / Pacsoft → Table Rates
2. For this example we use “Set #2”. In top of the table, there is a header named “**Manage TableRate Set #**” Choose “2”.
3. An empty table should show up. Click on “**Add Shipping Rule**”. Then we will start entering the values, we start with the weight which in this case will be 0 and all weight above that will have a price of 149. Look at the following picture:

Rule Information	
Tablerate Set *	<input type="text" value="#2"/>
Weight (and above) *	<input type="text" value="0.0000"/>
Price *	<input type="text" value="149.00"/>
Price per KG above weight	<input type="text" value="0.00"/>
Country code(s)	<input type="text" value="*"/>
<small>▲ ISO/2 code, comma separated, use * for ANY</small>	

4. Click on “**Save**”.
5. Now we should add another rule, so click on the button “**Add Shipping Rule**” again. Then enter the weight, in this case it's 10, and all weight above that will have a price of 286. Look at the following picture:

Rule Information	
Tablerate Set *	<input type="text" value="#2"/>
Weight (and above) *	<input type="text" value="10.0000"/>
Price *	<input type="text" value="286.00"/>
Price per KG above weight	<input type="text" value="0.00"/>
Country code(s)	<input type="text" value="*"/>
<small>▲ ISO/2 code, comma separated, use * for ANY</small>	

6. Click on "Save".

7. Now repeat the step 5 and 6 until you are satisfied with the weight and it's prices.

5.0 Manually using the Unifaun/Pacsoft module

Using the module is very easy, most of the work will be automatically be done if you've configured the module correctly. You could send orders to Unifaun manually in the order grid. Here is how you are able to to it.

1. Navigate to “Sales → Orders”
2. If you want to send multiple orders to Unifaun/Pacsoft, mark the orders you want to send and choose in the “Actions” field “+ Send to UNIFAUN/PACSOFT”. You could also set “Force” to “Yes” if the order already exists in Unifaun/Pacsoft. And you are able to choose a default weight if you wish. Then click on **“Submit”**. Following picture demonstrates it:



3. If you wish for more options, click on the specific order. In the left navigation, click on “Unifaun / Pacsoft”.
4. In this place you have the option to change shipping method, and also cellphone number for SMS notification. If you wish to do so, then do it.
5. Then in the column “Export Order Manually to PACSOFT”, you will need to choose “Yes” on “Regenerate XML” if you choosed to change anything in the order.
6. Then in the field, “Click to upload XML file to PACSOFT.” there is a button called “Upload” (or “Upload again” if you have already uploaded it once) Click on this button when you wish to manually upload it to Unifaun/Pacsoft
7. If you want to print the order directly, then you can click on the button **“Direct Print”**.

 **Direct Print** (or [Open in new window](#))

Notice, if you get any errors, please make sure you've entered right username and password in the module settings. Beware of extra whitespaces in the password or username.