



help@rootways.com

M2 CANADA POST SHIPPING MODULE

USER GUIDE

Table of Contents

1. Introduction.....	2
2. How to use and configure.....	3
2.1 Shipping Method Settings.....	3
2.2 Shipping Origin Settings.....	7
2.3 Store Information.....	8
3. Front-end	9
4. Admin	10

1. INTRODUCTION

Integrate Canada Post API with Magento 2 to provide your customers with the real time Canada Post shipping rates using our Magento 2 Canada Post Shipping extension. Our extension auto-calculates live shipping cost based on shipping source and delivery destination. Also, it imparts quick and the easiest way to get the shipping charges from the Canada Post APIs.

Let's take a look at its Features below:

Features:

- Get real time Canada Post shipping rates.
- Get shipping rates for the addresses within Canada and outside Canada also.
- Generate shipping labels from the Magento admin.
- Get a shipping tracking code.
- Display the expected delivery date along with the shipping method at the front-end.
- Add Handling Fees from the Magento admin.
- Set Free Shipping Methods.
- Get shipping rates including or excluding tax.
- Choose from the Magento admin whether you want to display all shipping methods or specific for your website.
- Enter default box dimensions from the Magento admin.
- Choose the reason for the export of products from the Magento admin.
- Choose the language of error messages from English or French.
- Display shipping rates including or excluding tax.
- Fully manageable from Magento admin.
- Easy to set up and use.
- Support by Rootways - any questions we are here to help you.

2. HOW TO USE AND CONFIGURE

This section will show you how to configure Rootways Canada Post shipping extension from the Magento admin.

2.1 Shipping Method Settings:

Log in to **Admin Panel** and then click **STORES > Configuration > SALES > Shipping Methods**.

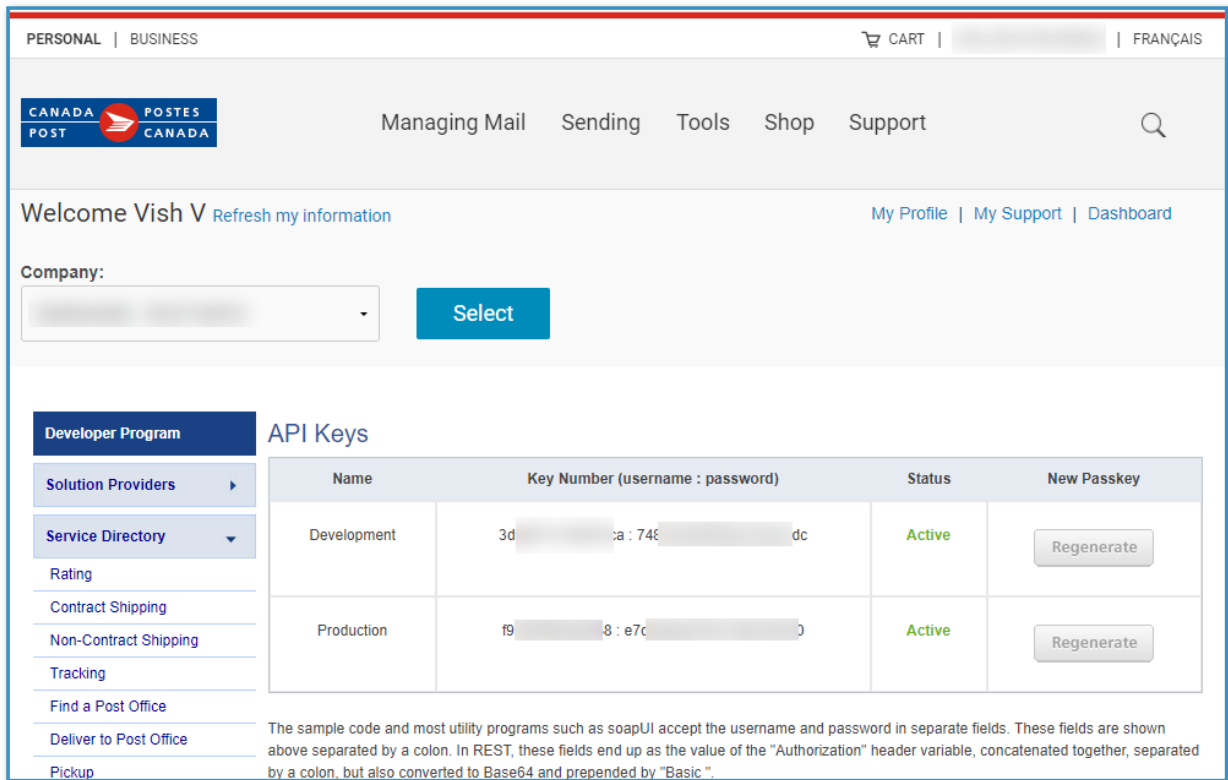
The screenshot shows the 'Configuration' page for the 'Canada Post Shipping by Rootways' extension. The left sidebar contains a navigation menu with categories like 'Sales Emails', 'PDF Print-outs', 'Tax', 'Checkout', 'Shipping Settings', 'Multishipping Settings', 'Google API', 'Payment Methods', '3D Secure', 'Fraud Protection', 'Address Validation', and 'Shipping Methods'. The main content area is titled 'Canada Post Shipping by Rootways' and includes a 'Save Config' button in the top right corner.

Key configuration options visible include:

- Status:** Extension Activated.
- Enabled:** Yes
- Mode:** Development
- Locale:** English
- Method Name:** Canadapost Shipping by Rootways
- API Key:** [Redacted]
- Password:** [Redacted]
- Customer Number:** 0008940239
- Allowed Shipping Services:** Regular Parcel, Expedited Parcel, Library Materials/Books, Priority, Xpresspost
- Show Estimated Delivery Date:** Yes
- Handling Fee Type:** Fixed
- Handling Fee:** [Input field]
- Rates Price Type:** Including Tax
- Maximum Package Weight:** 30
- Default Box Length:** 1
- Default Box Width:** 1
- Default Box Height:** 1
- Enable Free Shipping Threshold:** Enable
- Free Shipping Amount Threshold:** 5
- Free Method For Canada:** Regular Parcel
- Free Method For US:** Expedited Parcel USA
- Free Method For International:** International Parcel Air
- Reason For Export:** Sale of Goods
- Ship to Applicable Countries:** All Allowed Countries
- Ship to Specific Countries:** Afghanistan, Åland Islands, Albania, Algeria, American Samoa
- Show Method if Not Applicable:** Yes
- Show Error Message From Canada Post Response:** Yes
- Displayed Error Message:** This shipping method is currently unavailable. If you would like to ship using this shipping method, please contact us.
- Sort Order:** 0

At the bottom of the page, there are sections for 'Free Shipping', 'Table Rates', and 'UPS'.

- **Status:** If extension is activated successfully then you will see “Extension Activated” here, if this message is not there then something is wrong with your extension license key. Please contact us at help@rootways.com for license key related issues.
- **Enable:** Enable/Disable this shipping method from here.
- **Mode:** If your Canada Post APIs details are of sandbox account then set it to “Development” otherwise set it to “Production”.
- **Local:** Choose in which language you want to display shipping label.
- **Method Name:** Title of shipping method which will be displayed on checkout page.
- **API Key:** Add your Canada Post account API **username** here. Check below screenshot for your reference. Also, check this link how you can get API Keys, <https://www.canadapost.ca/cpo/mc/business/productsservices/developers/services/gettingstarted.jsf>



- **Password:** Add Canada Post API password here, check above screenshot to know from where you can get Password.

- **Customer Number:** Add your Canada Post account customer number here.
- **Allowed Shipping Services:** Select Canada Post shipping methods which you want to display at checkout steps.
- **Show Estimated Delivery Date:** Choose whether you want to display estimated delivery date along with shipping method at the checkout or not. Check below screenshot for your reference.

The screenshot displays a checkout interface with two progress steps: 'Shipping' (active, marked with a checkmark) and 'Review & Payments' (marked with the number 2). The 'Shipping Address' section contains three address options. The first address, 'peter Rootways', is selected and highlighted with a red border and a checkmark. Below it is a '+ New Address' button. The 'Shipping Methods' section lists five options, with the first one, 'Free Shipping - Regular Parcel', highlighted in yellow and pointed to by a red arrow. A 'Next' button is located at the bottom right.

Address	Country	Phone	Shipping Method	Price	Est. Delivery
peter Rootways Test Mississauga, Ontario L4T 2Z2 Canada 4043981888	United States	9999999999	Free Shipping - Regular Parcel	\$0.00	Est. Delivery Jul 3, 2020
John Doe 123 Main Atlanta, Georgia 99999	United States	9999999999	Expedited Parcel	\$8.64	Est. Delivery Jul 2, 2020
RWTEST ROOT 37 Middlewich Road Manchester, London M1 1DN United Kingdom 078 5681 5579	United Kingdom	078 5681 5579	Xpresspost	\$10.23	Est. Delivery Jul 2, 2020
			Priority	\$20.96	Est. Delivery Jul 2, 2020
			Fixed	\$5.00	

- **Handling Fee Type:** If you want to add extra fees to shipping rates then you can do it with our module, select whether you want to add fees as “Fixed” amount or in “Percentage”
- **Handling Fee:** Add amount of fees here, this amount will be added in the shipping cost.
- **Rates Price Type:** Choose whether you want to display shipping rate with or without tax at the front-end.
- **Maximum Package Weight:** Set maximum weights for shipment, any order total weight more than this will not display shipping rates at the front-end.
- **Default Box Length:** Add default box length here, this will be passed while fetching shipping rates at the front-end. If this value is blank, then shipping rate are retrieved based on weight only.
- **Default Box Width:** Add default box width here, this will be passed while fetching shipping rates at the front-end. If this value is blank, then shipping rate are retrieved based on weight only.
- **Default Box Height:** Add default box height here, this will be passed while fetching shipping rates at the front-end. If this value is blank, then shipping rate are retrieved based on weight only.
- **Enable Free Shipping Threshold:** If you want to give free shipping then set it “Enable”.
- **Free Shipping Amount Threshold:** Enter amount (subtotal) here for free shipping method, if subtotal is equal or grater than this amount then you can see free shipping method at the front-end.
- **Free Method for Canada:** Select shipping method that you want to display as free shipping method at the front-end. This method is displayed as free only when customer shipping address is in Canada.
- **Free Method for US:** Select shipping method that you want to display as free shipping method at the front-end. This method is displayed as free only when customer shipping address is in USA.
- **Free Method for International:** Select shipping method which you want to display as free shipping method at the front-end. This method is displayed as free only when customer shipping address is other than Canada and US.
- **Reason for Export:** If you are shipping outside Canada then please select reason for your export here.

- **Ship to Applicable Countries:** Choose from here whether you want to display this shipping method for all countries or for specific countries.
- **Ship to Specific Countries:** If above option is set to “Specific Counties” then you must select counties here in which you want to display this shipping method.
- **Show Method if Not Applicable:** Set to “Yes” if you want to display error message at the front-end when this shipping method is not applicable for the customer current cart items.
- **Show Error Message from Canada Post Response:** If set to “Yes” then you can see error message exactly send by Canada Post response API. This error message may not be user friendly, so we recommended to set it to "Yes" on the development website only. If it set to "No" then the error message entered in below "Displayed Error Message" text area will be displayed at the front-end when no shipping method is available.
- **Displayed Error Message:** Write error message that you want to display at the front-end when shipping method is not applicable.
- **Sort Order:** Enter sort order of this shipping method at checkout page.

2.2 Shipping Origin Settings:

Log in to **Admin Panel** and then click **STORES > Configuration > SALES > Shipping Settings**.

Add address from where you will ship your products to customers. This address must be valid Canadian address only.

Configuration Save Config

CUSTOMERS ▼ Origin ⊞

SALES ▲

Sales

Sales Emails

PDF Print-outs

Tax

Checkout

Shipping Settings ⊞

Multishipping Settings

Google API

Payment Methods

Country [website] ▼ Use system value

Region/State [website] ▼ Use system value

ZIP/Postal Code [website] Use system value

City [website]

Street Address [website]

Street Address Line 2 [website]

Shipping Policy Parameters ⊞

Apply custom Shipping Policy [website] ▼

2.3 Store Information:

Log in to **Admin Panel** and then click **STORES > Configuration > GENERAL > General**

Enter your store information here. Without this detail, our extension cannot generate shipment rates from the admin.

The screenshot shows the 'Configuration' page with a sidebar on the left and a main content area on the right. The sidebar has a 'GENERAL' section expanded, showing sub-items: General, Web, Currency Setup, Store Email Addresses, Contacts, Reports, Content Management, New Relic Reporting, and Advanced Reporting. Below these are CATALOG, SECURITY, CUSTOMERS, and SALES. The main content area has a 'Save Config' button in the top right. Below it are three expandable sections: 'State Options', 'Locale Options', and 'Store Information'. The 'Store Information' section is expanded and contains the following fields:

- Store Name [store view]: Rootways Demo
- Store Phone Number [store view]: 4168798623
- Store Hours of Operation [store view]:
- Country [website]: Canada
- Region/State [website]: Ontario
- ZIP/Postal Code [website]: L4T 0A6
- City [website]: Mississauga
- Street Address [website]: 2970 Drew Rd
- Street Address Line 2 [website]: Suite 211
- VAT Number [website]:

At the bottom of the 'Store Information' section is a 'Validate VAT Number' button.

3. FRONT-END

You can see Canada Post shipping rates at front-end based on your origin address and shipping address entered by customer on checkout page. Shipping address entered on the checkout page must be correct address to get shipping rates from the Canada Post.

The screenshot shows the checkout process. At the top, there are two progress indicators: 'Shipping' (checked) and 'Review & Payments' (2). Below this, the 'Shipping Address' section is divided into two columns. The left column shows the origin address: 'peter Rootways, Test, Mississauga, Ontario L4T 2Z2, Canada, 4043981888'. The right column shows the destination address: 'John Doe, 123 Main, Atlanta, Georgia 99999, United States, 9999999999'. There are 'Ship Here' buttons for each. To the right is the 'Order Summary' showing two items: 'Bruno-Compete-Hoodie1' for \$1.00 and 'Elisa EverCool™ Tee' for \$29.00. Below the shipping address is the 'Shipping Methods' section, which is highlighted with a red box. It lists several options: 'Free Shipping - Regular Parcel - Est. Delivery Jun 24, 2020', '\$10.42 Expedited Parcel - Est. Delivery Jun 23, 2020', '\$14.09 Xpresspost - Est. Delivery Jun 23, 2020', '\$23.73 Priority - Est. Delivery Jun 23, 2020', and '\$10.00 Fixed'. A yellow callout box with a red arrow points to the shipping methods, containing the text: 'Canada Post Shipping Method Along with "Estimated Delivery Time" You can also see one "Free Shipping" method, This one is configured from the extension settings at the admin side.'

The screenshot shows the shopping cart page. The main area displays a table with one item: 'Portia Capri' priced at \$49.00 with a quantity of 1. To the right is a 'SUMMARY' section. Under 'ESTIMATE SHIPPING AND TAX', there are dropdown menus for 'Country' (Canada), 'State/Province' (Ontario), and 'Zip/Postal Code' (L4T 2Z2). Below this, there are radio button options for shipping: 'Flat Rate' (Fixed \$5.00), 'Free Shipping' (Free \$0.00), and 'Canada Post Shipping By Rootways'. The 'Canada Post Shipping By Rootways' section is highlighted with a red box and lists: 'expedited parcel \$10.61', 'xpresspost \$11.49', 'regular parcel \$13.15', and 'priority \$22.58'. At the bottom of the summary, the 'Subtotal' is \$49.00, 'Tax' is \$6.37, and the 'Order Total' is \$55.37. A 'Proceed to Checkout' button is at the bottom right.

4. ADMIN

You can generate shipment (shipping label) directly from the Magento admin order. You can see “Create Shipping Label” checkbox while you are generating shipment from the admin, just check that check box and you can generate shipping label along with the Magento shipment. Check below screenshots for more clarification.

New Shipment ← Back Reset

Inventory
Source: Default Source

Items to Ship

Product	Qty	Qty to Ship
Bruno-Compete-Hoodie1 SKU: Bruno-Compete-Hoodie	Ordered 1	<input type="text" value="1"/>

Shipment Total

Shipment Comments
Comment Text

Shipment Options

- Create Shipping Label
- Append Comments
- Email Copy of Shipment

Create Packages [Close]

Package 1

Type	Total Weight	Length	Width	Height
<input type="text" value="2"/>	<input type="text" value="1"/> lb	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/> in

Product Name	Weight	Qty Ordered	Qty	Action
<input checked="" type="checkbox"/> Bruno-Compete-Hoodie1	2.0000	1	<input type="text" value="1"/>	Delete

#300000007 ← Back Print

Address Information

Billing Address [Edit](#)

peter Rootways
Test
Mississauga, Ontario, L4T 2Z2
Canada
T: 4043981888

Shipping Address [Edit](#)

peter Rootways
Test
Mississauga, Ontario, L4T 2Z2
Canada
T: 4043981888

Payment & Shipping Method

Payment Information
Check / Money order
The order was placed using USD.

Shipping and Tracking Information

[Track this shipment](#)

Canadapost Shipping by Rootways - Expedited Parcel - Est. Delivery Jul 6, 2020
Total Shipping Charges: \$9.10

Carrier	Title	Number	Action
Canada Post Shipping By Rootways	Canada Post Shipping By Rootways	123456789012	<input type="button" value="Delete"/>

Feel free to contact us at help@rootways.com if you need any further help of us. We will be happy to assist you 😊

----- THANK YOU -----