## Magento 2.x module installation instructions

#### **Module functionality:**

- Parcel delivery service to Smartposti parcel shop pickup points (hereinafter referred to as "parcel shop") located in Finland, Lithuania, Latvia, Estonia;
- Parcel delivery by a courier within the European Union;
- Parcel collection from Smartposti parcel shops in Lithuania;
- It is possible to print out either parcel labels and manifest from the e-shop's administrative environment;
- It is possible, from the administrative e-shop environment, to call a courier for parcel collection;
- COD (cash on delivery service).

#### **Server requirements**

The module is compatible with 7.0 and higher PHP versions. Before installing the module it is important to find out whether 7.0 or higher PHP version is installed in the server.

#### **Installation procedure**

Before installing the Smartposti Shipping module make sure you have the login credentials (username and password) for the Smartposti API.

## **Installing the Smartposti Shipping module**

When the Smartposti Shipping module is extracted it needs to be loaded into magento root directory.

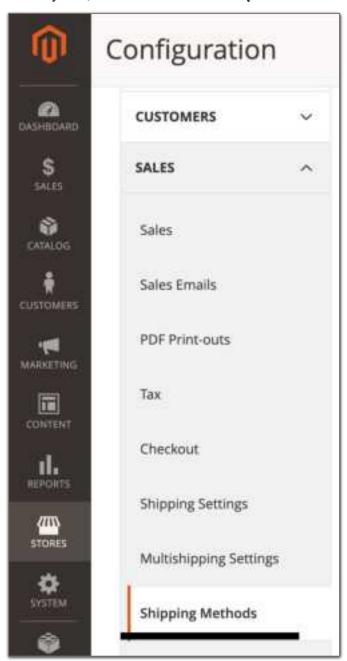
You need to connect to the server using SSH access. This can be done by going to the root folder and running such commands:

```
composer require mijora/itella-api
rm -rf pub/media/catalog/product/cache/*
rm -rf var/cache/*
php bin/magento setup:upgrade php -d memory_limit=2G
php bin/magento setup:di:compile
php bin/magento setup:static-content:deploy --language lt_LT
php bin/magento setup:static-content:deploy --language en_US
php bin/magento indexer:reindex
php bin/magento cache:flush
```

root@648562:~# rm -rf pub/media/catalog/product/cache/\*

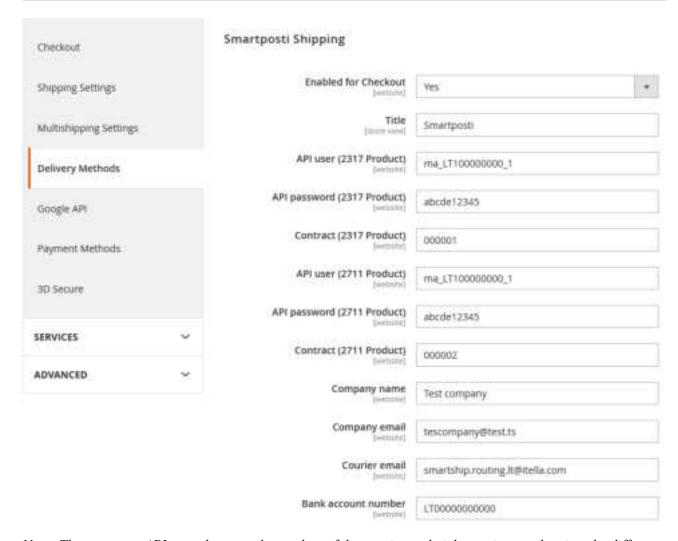


To perform basic Smartposti Shipping module settings go to **Stores** -> **Configuration**. On the left side of the menu find the block named **Sales** and then select the item named **Shipping Methods**. In newer versions of the system, this item is called **Delivery Methods**.



On the page that opens, the Smartposti Shipping section will be visible, which contains all the module settings:

Enabled for Checkout	Default option YES. This allows the shipping method to be visible in the billing cart
Title	A title/ name that will appear in the possible shipping methods
API user	User intended for logging into administrative environment
API password	Password intended for logging into administrative environment
Contract	Smartposti service contract number received with API logins
Company name	The name of your company
Company email	The email of your company
Courier email	Smartposti email address to which the courier call email is sent
Bank account number	Account number that will be used for COD (cash on delivery) payment



Note: There are two API users because the product of the courier and pickup point may be given by different users.

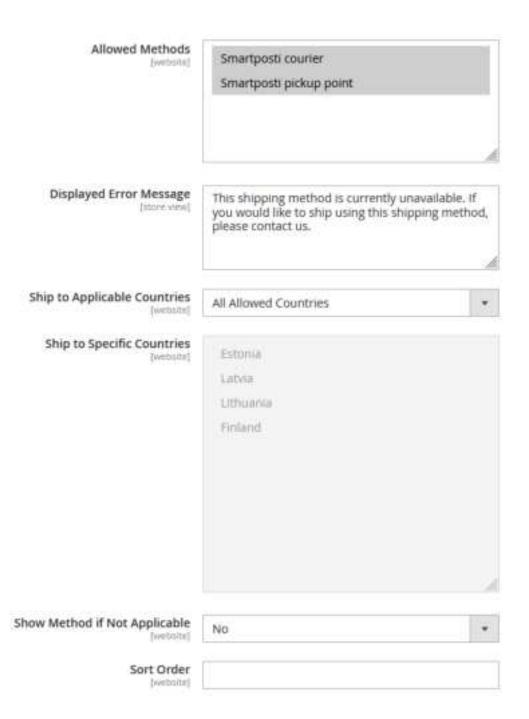
Company street address	Enter the address of the company or warehouse to which the courier should arrive to pick up the required shipment. Shipments will be returned to the same address
Company city	The city where the shop/ company is located
Company postcode	The shop location postal code
Company country code	The code of the country. Note: The country code is written in two letters such as LT, EE, LV, etc.
Company phone	The phone of the shop
Maximum Package Weight	Maximum permissible weight (kg)

Company street address [website]	Test street
Company city [website]	Kaunas
Company postcode [website]	46123
Company country code [website]	LT
Company phone [website]	+37061212345
Maximum Package Weight [website]	150

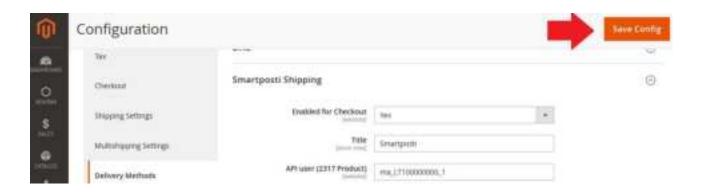
LT Courier shipping price	The courier shipping price in Lithuania
LT Parcel terminal shipping price	Parcel terminal / parcel shop shipping price in Lithuania
LV Courier shipping price	The courier shipping price in Latvia
LV Parcel terminal shipping price	Parcel terminal / parcel shop shipping price in Latvia
EE Courier shipping price	The courier shipping price in Estonia
EE Parcel terminal shipping price	Parcel terminal / parcel shop shipping price in Estonia
FI Courier shipping price	The courier shipping price in Finland
FI Parcel terminal shipping price	Parcel terminal / parcel shop shipping price in Finland
Free Shipping Amount Threshold	Which amount is needed in order for free shipping to be applied
Enable Free Shipping Threshold	Amount above which delivery is free. The field is only displayed when the value of the "Free Shipping Amount Threshold" field is "Yes".
Use map to select a pickup point	Switch the display of the pickup point selection between map or dropdown list
Exclude pickup points with "Outdoors" parameter	Do not show pickup points that have the "Outdoors" parameter

LT Courier shipping price [store view]	2
LT Parcel terminal shipping price [store view]	2
LV Courier shipping price [store view]	2
LV Parcel terminal shipping price [store view]	2
EE Courier shipping price [store view]	2
EE Parcel terminal shipping price [store view]	2
FI Courier shipping price	2
FI Parcel terminal shipping price [store view]	2
Free Shipping Amount Threshold	Enable +
Enable Free Shipping Threshold	100
Use map to select a pickup point	Yes •
[store view]  Exclude pickup points with "Outdoors"	
parameter [store view]	No +

Allowed methods	There are two possible options: courier, parcel terminal. Such ways of receiving shipments will be seen by customers
Displayed Error Message	An error message that client sees when didn't or couldn't select sending method
Ship to Applicable Countries	Select from all the countries on the list for which sending settings will be set
Ship to Specific Countries	Choose to which specific countries will want to send shipments while using Smartposti Shipping module. Four active countries will be automatically marked: Estonia, Latvia, Lithuania, Finland.
Show Method if not Applicable	Select if display sending method when not selected
Sort Order	Intended for sorting the orders

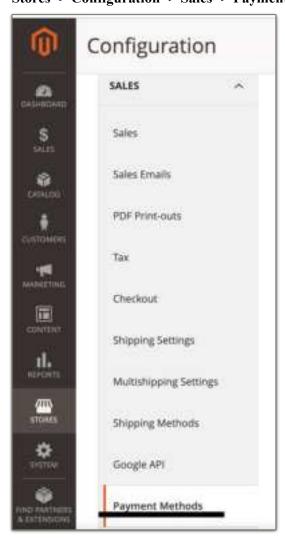


When the required information is entered click the button named **Save Config** in the upper right corner.



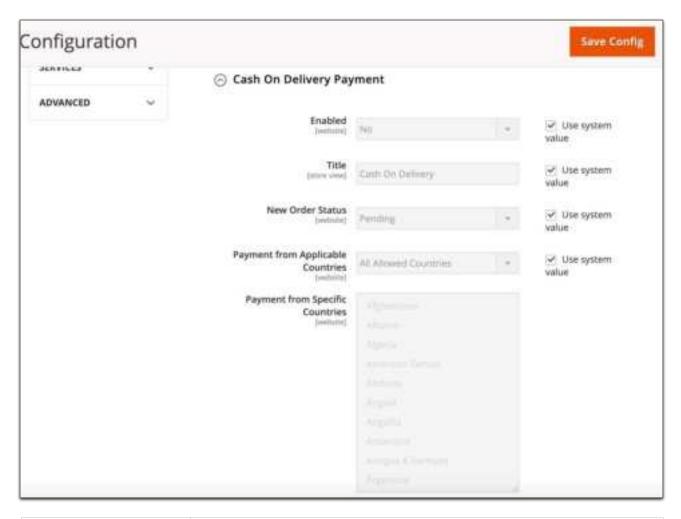
# COD (cash on delivery)

Smartposti Shipping module is compatible with Magento COD module. To enable COD you need to select Stores -> Configuration -> Sales -> Payment methods

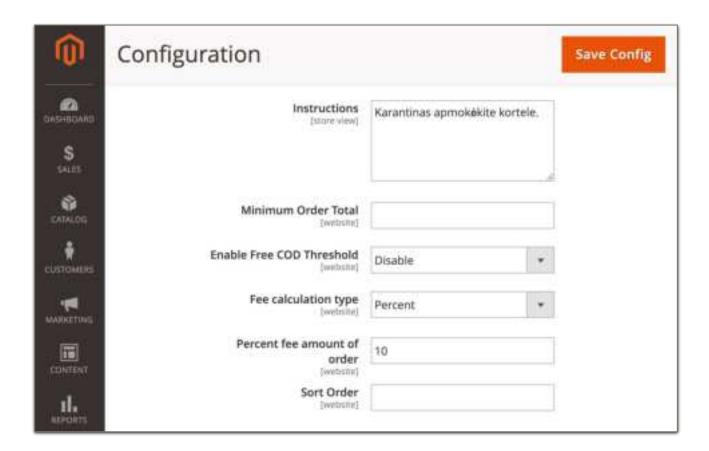


Then find Cash On Delivery Payment select it and enter the following information:

Enabled	When YES option is selected the COD module will be activated
Title	The name of the displayed payment method
New Order Status	Select the status of the new order which will be assigned to after selecting the payment method above
Payment from Applicable Countries	Choose from several: All allowed countries and Specific countries
Payment from Specific countries	Will be active once Specific countries are selected



Instructions	Information that will be seen by a customer who selected COD
Minimum Order Total	Enter the minimum cart amount from which the COD payment option will be displayed
Enable Free COD Threshold	Choose to enable or disable the function
Fee calculation type	Choose fixed or percent price type of fee calculation
Percent/ fixed fee amount of order	Depends on a fee calculation type selection explained above
Sort Order	Intended for sorting orders

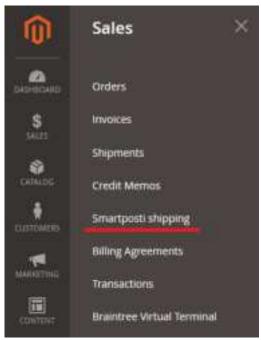


When the required information is entered click the button named **Save Config** in the upper right corner.



## Manifest generation part

In order to generate all available order labels and manifest select  $Sales \rightarrow Smartposti$  shipping in the system window.



In the opened window the history of all orders with the dates of each of them will be seen. Each order can be printed separately (when the specific order is marked with a tick) or printed all at once.



To print all labels at once click **Print labels** button at the bottom of the window.

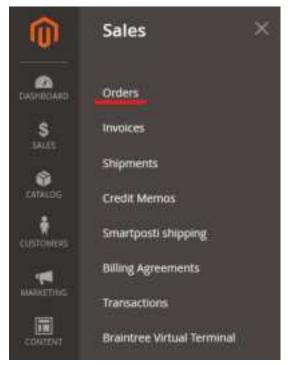
Alternatively, in order to print the daily manifest select the button named **Generate manifest**.



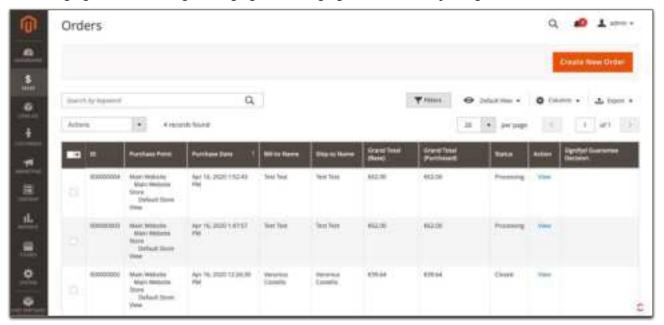
Note: the courier is called automatically so all that remains is to print the labels and manifest.

## Order information part

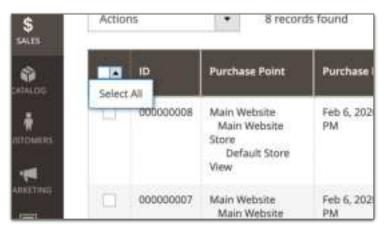
To view all available orders select **Sales** -> **Orders**. The order list can be sorted, filtered as well as the required orders can be found. Also, other specific actions can be applied to selected orders while using standard controls.



Can view existing orders and create new ones. The tabs above the pagination button are for filtering the order list, changing the default image, changing or rearranging columns and exporting data as CSV or Excel files.



You can select one order at a time in the order table or all at once by choosing the **Select All** option in the selection control on the column header. Also, marked orders can be deselected as well.



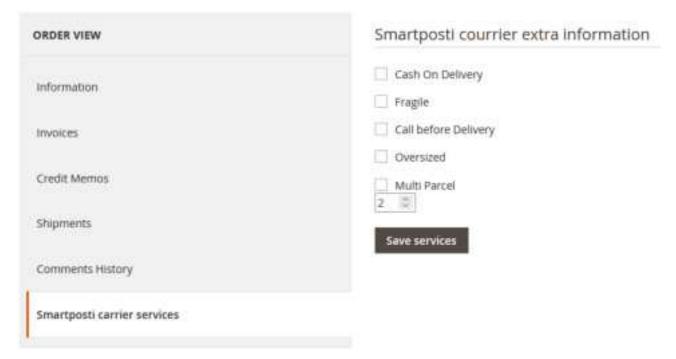
Action - Press View to view the order in edit mode.



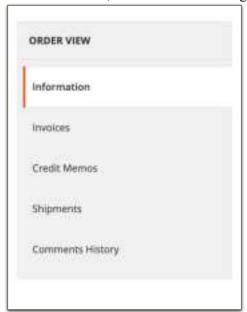
If the order is formed by choosing a courier, when selecting the order view will see section named *Smartposti* courier services with optional additional service fields. A charge will be applied for each additional service.

#### Additional services:

- Cash On Delivery the payment only available by credit card
- Multi Parcel also need to specify how many shipments there will be
- Fragile
- Call before Delivery
- Oversized



At the same time, the order review is segregated into the following sections:



Information	Details of the order and account are provided, including billing and delivery addresses, payment and delivery methods, order items, amounts, and notes
Invoices	Each invoice related to the order is presented
Credit Memos	A list for each credit that is associated with the order is provided
Shipments	A list of shipments related to the specific order is provided
<b>Comments History</b>	Provides all notes related with the order