

# Itella Prestashop 1.7 module installation instructions

## Module implementation in PrestaShop administrative environment

### Module functionality:

- Parcel delivery service to Itella parcel shop pickup points (hereinafter referred to as “parcel shop“) located in Finland, Lithuania, Latvia, Estonia;
- Parcel delivery by the courier in Finland, Lithuania, Latvia, Estonia;
- Parcel collection from Itella 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 5.6 and higher PHP versions. Before installing the module it is important to find out whether 5.6 or higher PHP version is installed in the server.

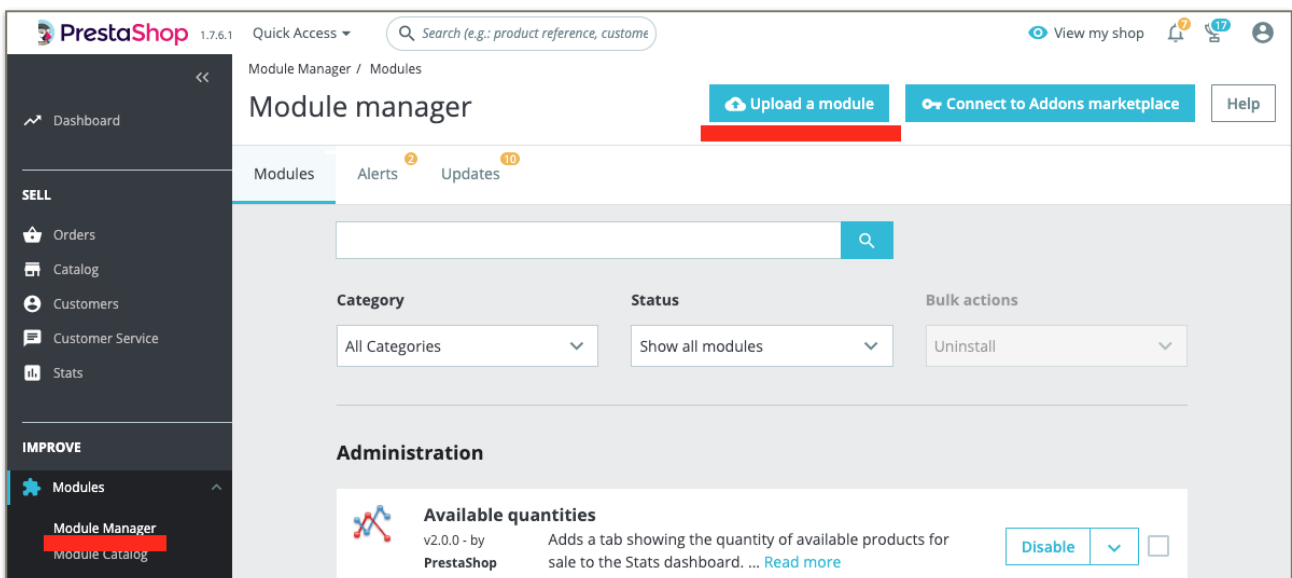
### Installation procedure

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

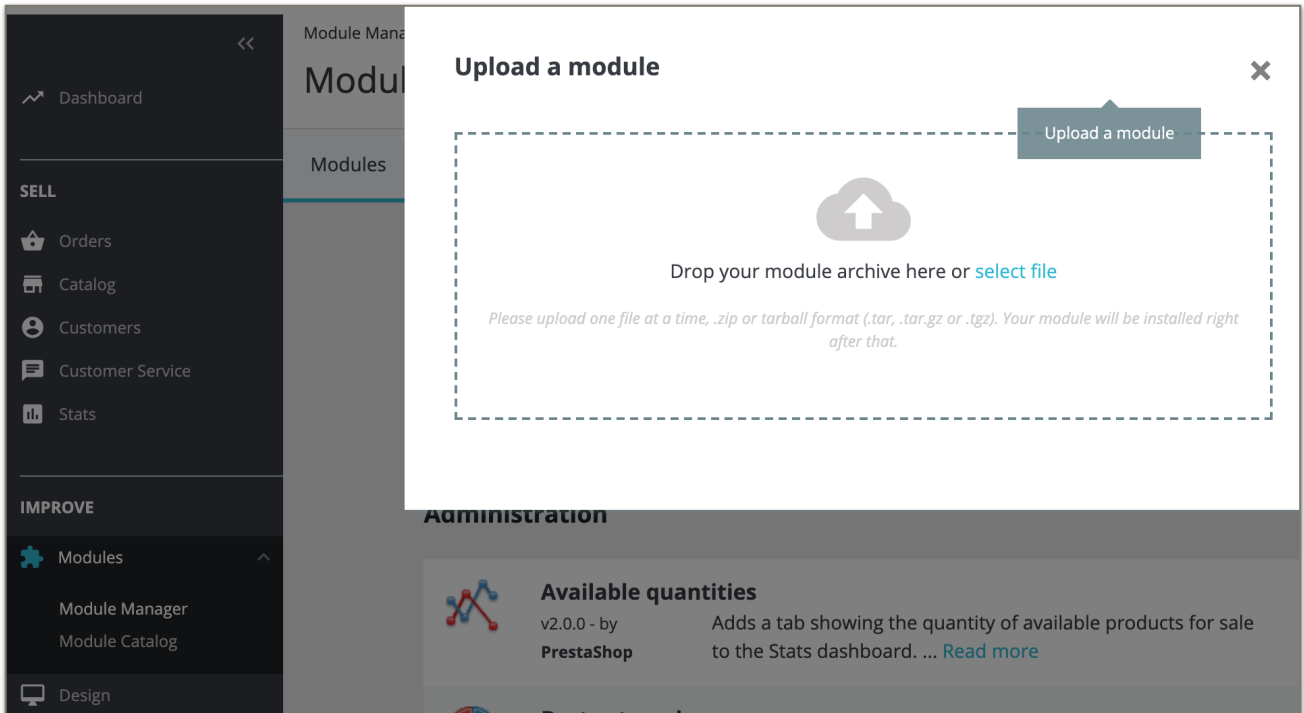
### Installing the Itella API Module

Before installing the Itella API module you need to download and unzip the previously mentioned module ZIP folder containing the directory named *itellashipping.zip*.

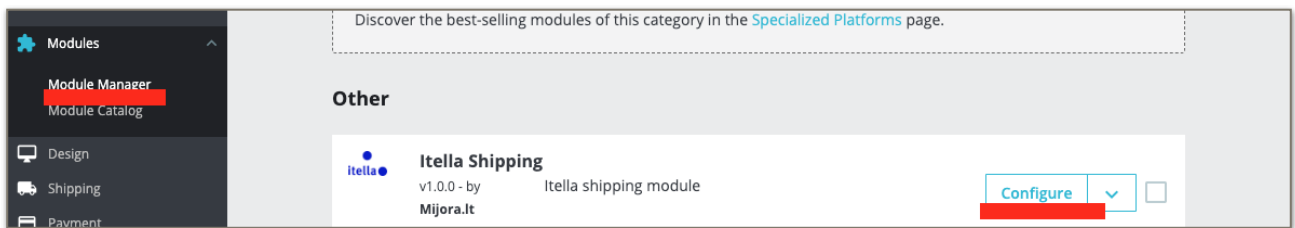
- After logging in to the Itella API administrative environment in the menu bar, on the left side of the page, in its' Modules section **Module manager** should be selected
- At the top-right corner of the page click the button named **Upload a module**



- When the window for module uploading is opened you need to upload the *itellashipping.zip* archive into the previously mentioned window or to click “**select file**” then navigate it to the mentioned ZIP archive and select it.



- After successfully uploading the Itella Shipping module it will appear in the list of modules. Then click the **Install** button on the right side of the window. After installing the module click the button named **Configure**. After successful module configuration the module settings window will be opened which will hold shop and login information.



## The explanation of settings window value and functionality

API SETTINGS

2317 Product Credentials

\* API user

\* API password

\* API contract

2711 Product Credentials

\* API user

\* API password

\* API contract

C.O.D. Modules  ps\_checkpayment  
 ps\_wirepayment  
 ps\_cashondelivery  
Select payment modules that are for C.O.D.

\* BIC

\* IBAN

Save

1 img. *General module settings*

**Module settings** - module settings requires you to enter information that will be applied to the entire module.

<b>API user</b>	Username
<b>API password</b>	Login password
<b>C.O.D modules</b>	This section is for using the Itella Shipping module with the C.O.D module. In this case, you must tick which of the provided modules for payment will belong to C.O.D settlement.

Will see two fields with separate Product credentials. 2711 products are associated with parcel shops/ pickup points whereas 2371 products with a courier.

*Note: After filling all the required information be sure to click the **Save** button in the bottom right corner.*

SENDER SETTINGS

\* Name

\* Street


\* Postcode

\* City

Country Code

\* Mob. Phone

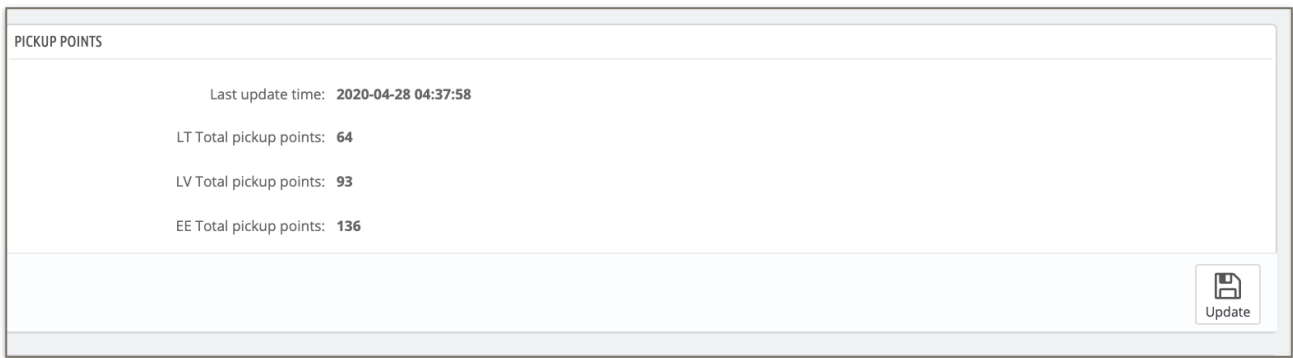
\* Email

 Save

2 img . *Sender settings*

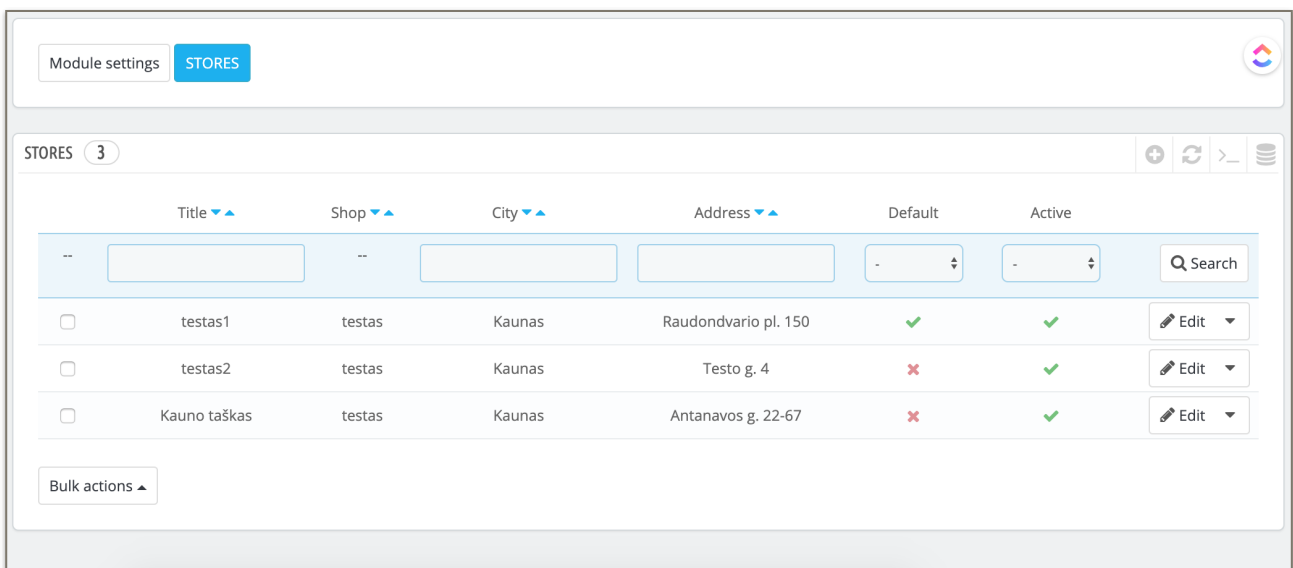
The sender settings window holds the information that will be displayed on the label in order to distinguish a specific sender:

<b>Name</b>	the name of the store
<b>Street</b>	the address of the store
<b>Postcode</b>	the shop location postal code
<b>City</b>	the city of the store location
<b>Country code</b>	The code of the country. Note: The country code is written in two letters such as LT, EE, LV, etc.
<b>Mob. Phone</b>	the cell phone of the store
<b>Email</b>	the email of the store



3 img. Pickup point information

The pickup points window provides information indicating when the information was updated and how many pickup points are in each country (LT, LV, EE).



4 img. Store address settings

**Stores** - after selecting store settings, you need to enter store address information. It will be used to send the required orders so it is important to enter at least one address. To add the store, click the + button in the top right row. A bar with specific values will appear for entering store information:

<b>Title</b>	a name is used to identify the store or the retail store network
<b>Shop</b>	the specific name of the store
<b>City</b>	the city of the store
<b>Address</b>	the street and number of the shop
<b>Default</b>	the address that will be used to form the order label. In case of multi-stores the default value is assigned to only one store.
<b>Active</b>	intended for assigning a specific stores list and to refer at which address the courier should arrive to pick up the required shipment. If the value is assigned to inactive then the store will not be listed as a point from which the courier can pick up the required order.

STORE ADDRESS

\* Title

\* Address

\* Postcode

\* City

\* Country Code

\* Phone

Active  YES  NO

Cancel Save

5 img. Store address window / info

Setup window where the details / identification of the store address is entered. The information will be used for store address settings window explained above.

<b>Title</b>	the name of the store
<b>Address</b>	store address
<b>Postcode</b>	the shop location postal code
<b>City</b>	the city of the store
<b>Country Code</b>	The code of the country.
<b>Phone</b>	phone number of the store
<b>Active</b>	store status. By default YES

Store has advanced settings with two inputs where both LT, LV, EE and FI emails can be added

ADVANCED SETTINGS

\* Itella email subject

\* Itella LT email

\* Itella LV email

\* Itella EE email

\* Itella FI email

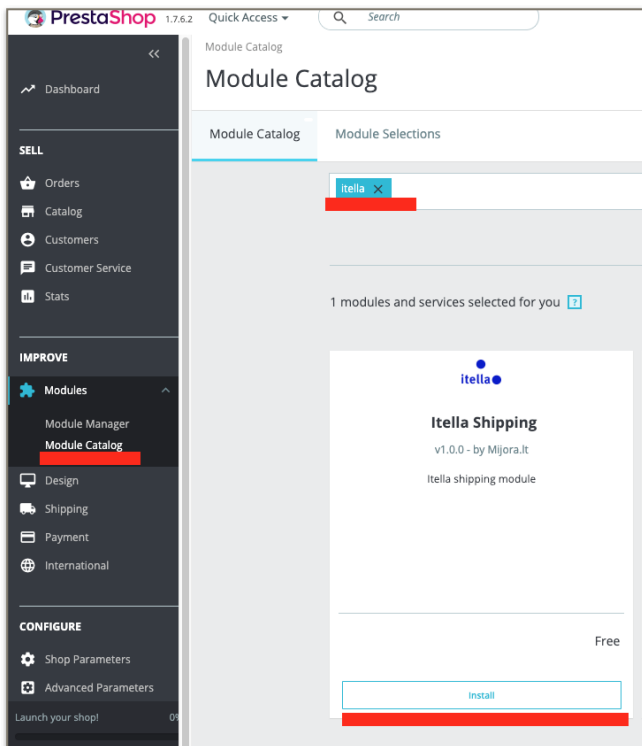
Save

6 img. Store advanced settings

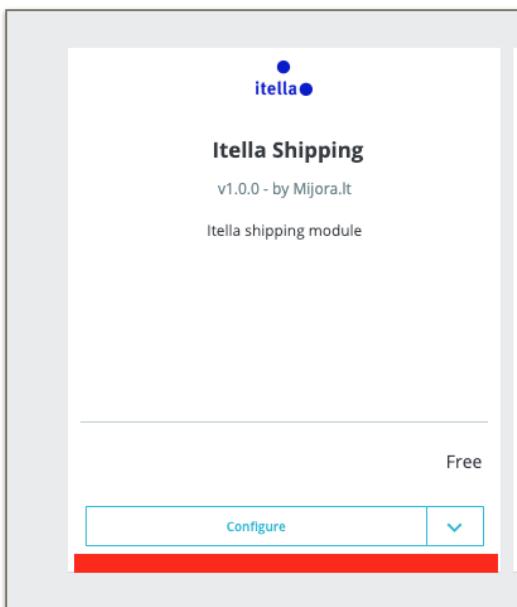
Note: After filling in the required information, be sure to click the **Save** button in the lower right corner.

## Module installation using FTP access

- In order to successfully install the Itella API module you need to unzip the ZIP folder of the previously mentioned module. It will have a directory named itellashipping.
- Connect to your e-shop server;
- In the e-shop root directory the above-mentioned directory of the Itella API module, named “itellashipping”, must be loaded into the directory named **Modules** in the root directory of the e-shop.
- Entering the word Itella into the search box in the **Module Catalog** will bring up the *Itella Shipping module* which can be downloaded by clicking the **Install** button.

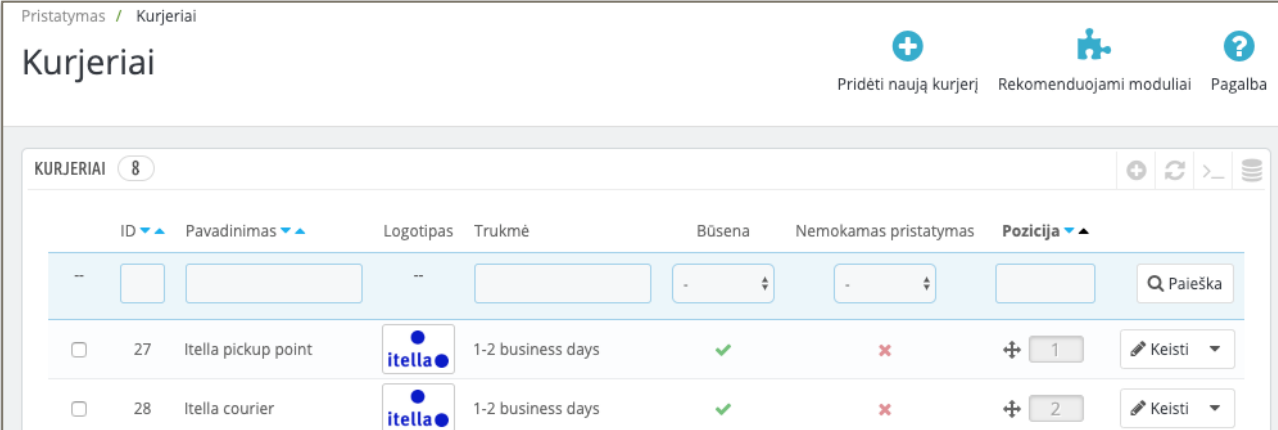




- After completing the step above you will see the *Itella Shipping module* window at the bottom of which you need to click the button called **Configure**. After completing the step above, you will be taken to the settings window.



## Part of the settings

Successful installation of the Itella Shipping module automatically creates two types of couriers (for configuring delivery methods and pricing), which can be found through the standard PrestaShop interface **Delivery -> Couriers**. One of them, **Itella pickup point**, is intended to display pickup points. It is displayed in the product billing section (a map is used for the display). Another type of courier, **Itella courier**, is Itella courier.



ID	Pavadinimas	Logotipas	Trukmė	Būsena	Nemokamas pristatymas	Pozicija
27	Itella pickup point		1-2 business days	✓	✗	1
28	Itella courier		1-2 business days	✓	✗	2

The two types of courier created by the Itella Shipping module are otherwise known as delivery options:

- **Itella pickup point** - delivery to the parcel shop;
- **Itella courier** - delivery is made through courier services.

All service settings are performed according to the usual PrestaShop manner related to the creation and adjustment of delivery methods.

*Note: the above mentioned delivery methods cannot be deleted otherwise Itella Shipping services will not be available.*



## COD (cash on delivery service)

API SETTINGS

\* API user (2317 Product)

\* API password (2317 Product)

\* API user (2711 Product)

\* API password (2711 Product)

C.O.D. Modules  ps\_checkpayment  
 ps\_wirepayment  
 ps\_cashondelivery  
*Select payment modules that are for C.O.D.*

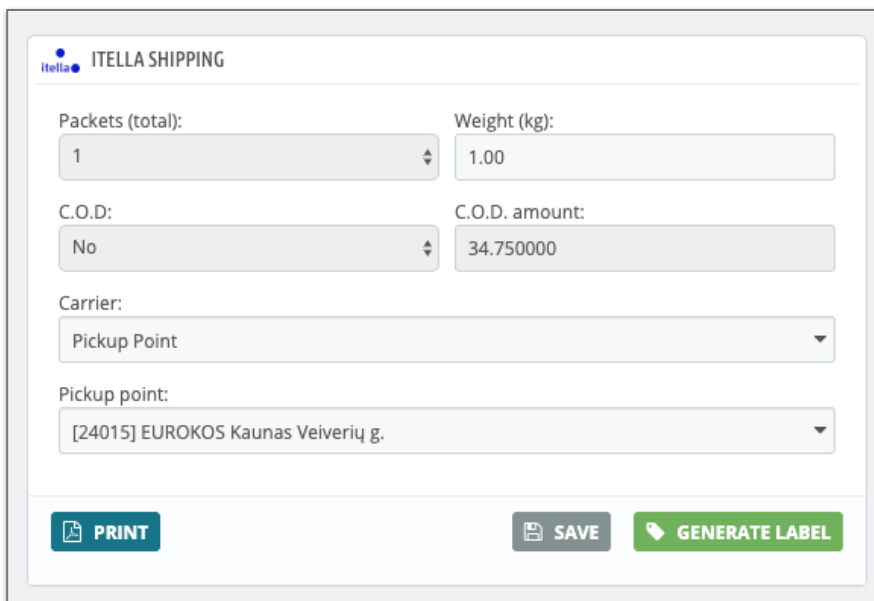
\* BIC

\* IBAN

In the API settings window in order to use Itella Shipping modules with C.O.D. the last ones that appear in the list of modules must be marked with a tick. Based on the fact that the ticked modules will be a part of the C.O.D billing process you need to enter:

<b>BIC</b>	Bank Identifier Code
<b>IBAN</b>	International Bank Account Number

## Itella Prestashop 1.7 module instructions for use



The following information is filled in the order editing section:

<b>Packets</b>	select how many packages are per order
<b>Weight</b>	the weight of the package
<b>C.O.D</b>	selected if cash on delivery service will be used
<b>C.O.D amount</b>	the amount of C.O.D is written
<b>Carrier</b>	Allows to select the shipping type of the order (Pickup Point or Courier)
<b>Pickup point</b>	if a pickup point is selected then the specific address of the pickup point is selected as well

After entering the required order information be sure to press the **Save** button.

The **Generate label** button is intended for generating an order label.

*Note: In the Itella Shipping order editing section the **Print** button in the lower left corner is only active when a sticker has been generated.*

It should be emphasised that in the **Packets** section if the selected value is more than one then the order is automatically assigned to the multi parcel category. In this case, in the additional services section, a multi-parcel field will appear which cannot be unchecked.

ITELLA SHIPPING

Packets (total): 5 Weight (kg): 1.00

C.O.D.: Yes C.O.D. amount: 23.140000

Carrier: Courier

**Extra services:**

Oversized  Call before delivery  Fragile  Multi parcel

**PRINT** **SAVE** **GENERATE LABEL**

In the **Carrier** section selecting the **Courier** as value opens additional service fields that are optional (all additional services have their own prices):

**Oversized**

**Call before delivery**

**Fragile**

ITELLA SHIPPING

Packets (total): 1 Weight (kg): 1.00

C.O.D.: No C.O.D. amount: 34.750000

Carrier: Courier

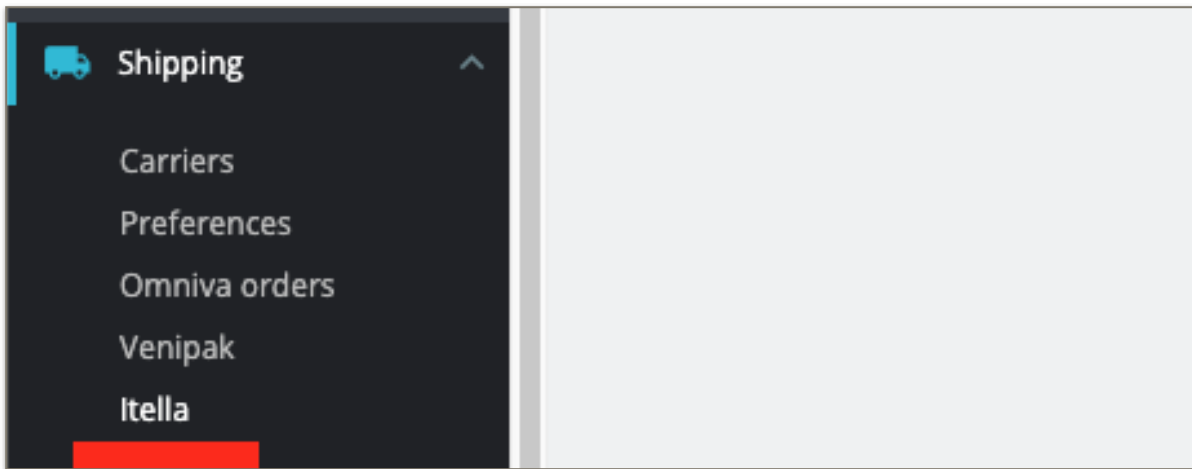
**Extra services:**

Oversized  Call before delivery  Fragile

**PRINT** **SAVE** **GENERATE LABEL**

## Manifest generation part

Selecting **Shipping-> Itella** opens a manifest generation window where all Itella orders can be viewed. Each is assigned to the specific shipment tracking number.



In order to assign a shipment tracking number to a specific order it must be successfully registered in Itella servers. In order to make sure that the order is successfully registered in the system it is necessary to ensure that the process of generating the label goes smoothly. You can check it by clicking the **Generate label** button (no error should occur in the process). If the process described above went smoothly an image of the Itella manifest generation window with the ready orders will be seen.

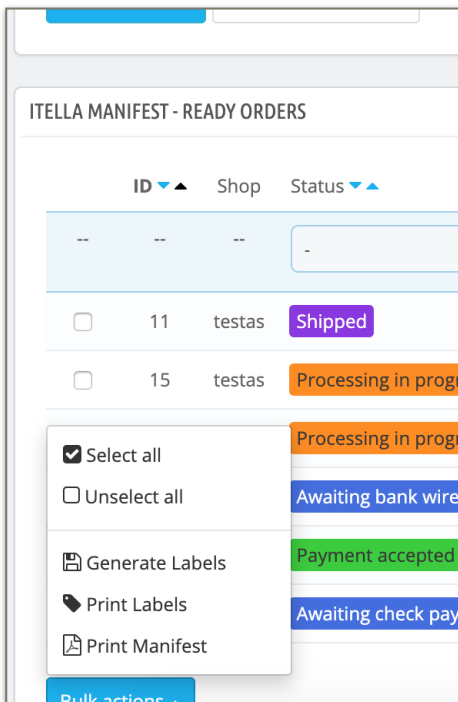
ID	Shop	Status	Customer	Tracking number	PDF
--	--	--			--
11	testas	Shipped	T. Testutis	JJFI6546170000000233	Label Manifest
15	testas	Processing in progress	T. Testutis		Generate Label
16	testas	Processing in progress	T. Testutis	JJFI6546170000000152	Label Manifest
17	testas	Awaiting bank wire payment	E. Banner	JJFI6546170000000259	Label Manifest
19	testas	Payment accepted	I. Jurjonas	JJFI6546170000000246	Label Manifest
20	testas	Awaiting check payment	T. Testutis	00264300487150000266	Label Manifest

The Itella manifest generation window contains the following information:

<b>ID</b>	An unique order id that is assigned when the new order is saved for the first time.
<b>Shop</b>	The name of the shop
<b>Status</b>	order status

<b>Customer</b>	the ordering customer who formed the order
<b>Tracking number</b>	tracking number received after registration of the shipment (obtained when the <b>Generate label</b> button was pressed in the order part)
<b>Generate manifest</b>	button which is visible in the presence of a single order in the Itella manifest generation table intended to print the generated order manifest

The manifest printing process is manipulated through the **Bulk actions** filter button which is intended for filtering.



After successfully generating the prepared orders will see in the Itella generated manifest window:

<b>ID</b>	manifest id
<b>Shop</b>	
<b>Date</b>	the date when the manifest was generated
<b>Orders in manifest</b>	how many orders are in total in the manifest
<b>Print manifest</b>	

Itella generated manifests

Itella generated manifests

Ready Orders **GENERATED MANIFESTS** CALL ITELLA COURIER

ITELLA GENERATED MANIFESTS

ID	Shop	Date	Orders in manifest	Print manifest
--	--	From <input type="text"/> <input type="calendar"/> To <input type="text"/> <input type="calendar"/>	--	--
3	testas	2020-02-03 15:39:12	0	<input type="button" value="Print"/>
2	testas	2020-02-03 01:08:56	0	<input type="button" value="Print"/>
1	testas	2020-02-03 01:03:51	0	<input type="button" value="Print"/>

Q Search

If you print the label of the selected order which doesn't have a tracking number an error will be displayed:

## Itella Manifest - Ready Orders

**!** There are 2 warnings:

Order(s) needs label(s): 15  
 Press this link to generate labels: [Generate Label\(s\)](#)

The same message will be seen while printing manifest with the chosen order which do not have a tracking number as well.

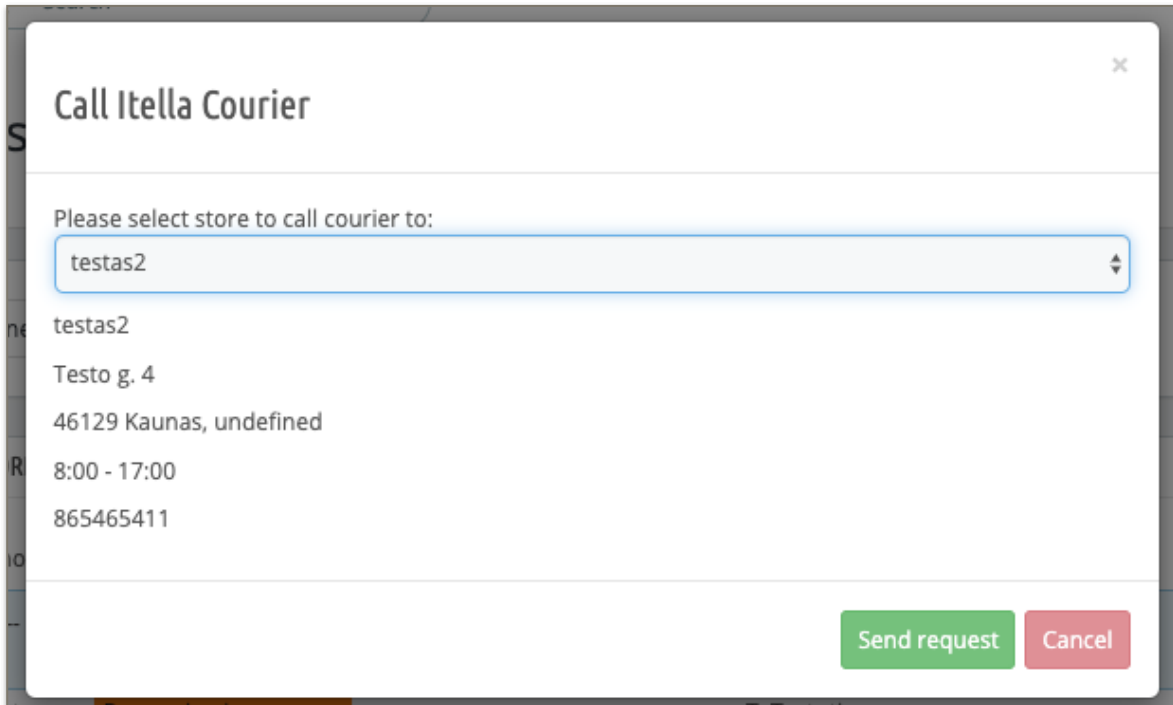
When choosing Generate labels from bulk actions filtering button it will try to register only those orders who doesn't have tracking number. Orders, who have, will go through automatically. The message is informative:

## Itella Manifest - Ready Orders

**?** Trying to register orders: 16, 19  
 Skipped orders (already registered): 16, 19  
 Saved orders:  
 Registered orders:

*Note: after transferring the orders to the manifest (print manifest) the only way to print the label is to open each order separately.*

When all the steps listed above are completed it is possible to call a courier for parcel collection. This can be done by clicking on the button in the top right corner named **Call Itella Courier**. In an opened window select the store from which In. When selection is made the information of the specific store name, address, postal code, city, start and end time of the shipment, phone number will be seen.



Call Itella Courier

Please select store to call courier to:

testas2

testas2

Testo g. 4

46129 Kaunas, undefined

8:00 - 17:00

865465411

Send request Cancel

If displayed information is correct click **Send request** button to confirm the courier call.

When you successfully call the courier the confirmation message will be seen. Otherwise, you will be notified of the error.

