

Smartposti Prestashop module installation instructions

Module implementation in PrestaShop administrative environment

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.

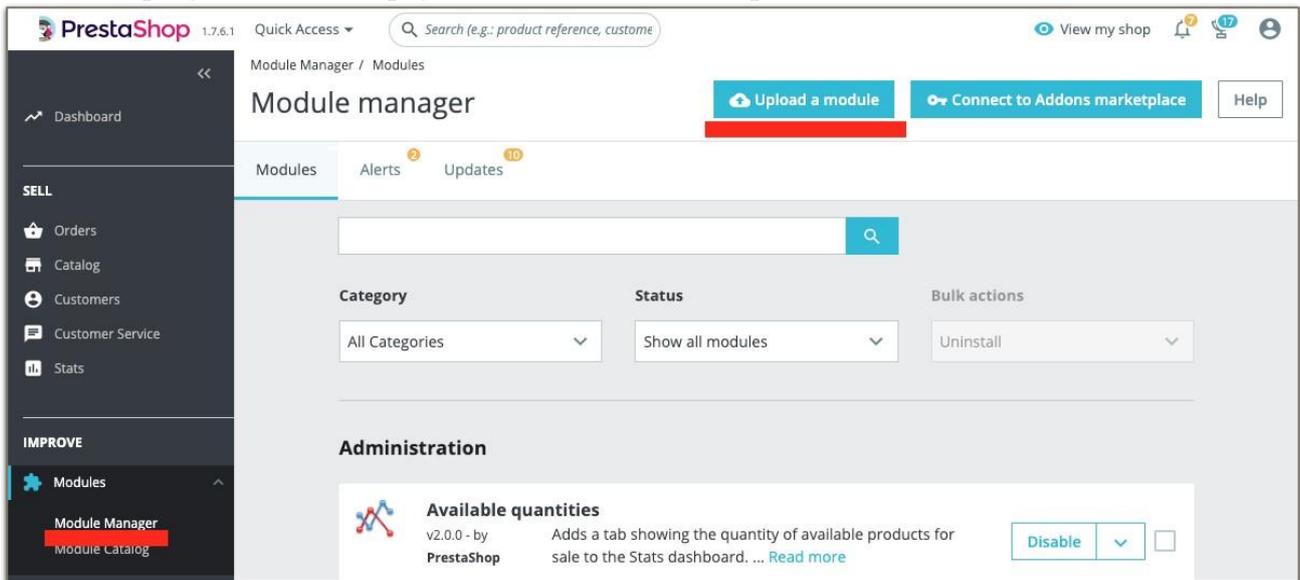
Installation procedure

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

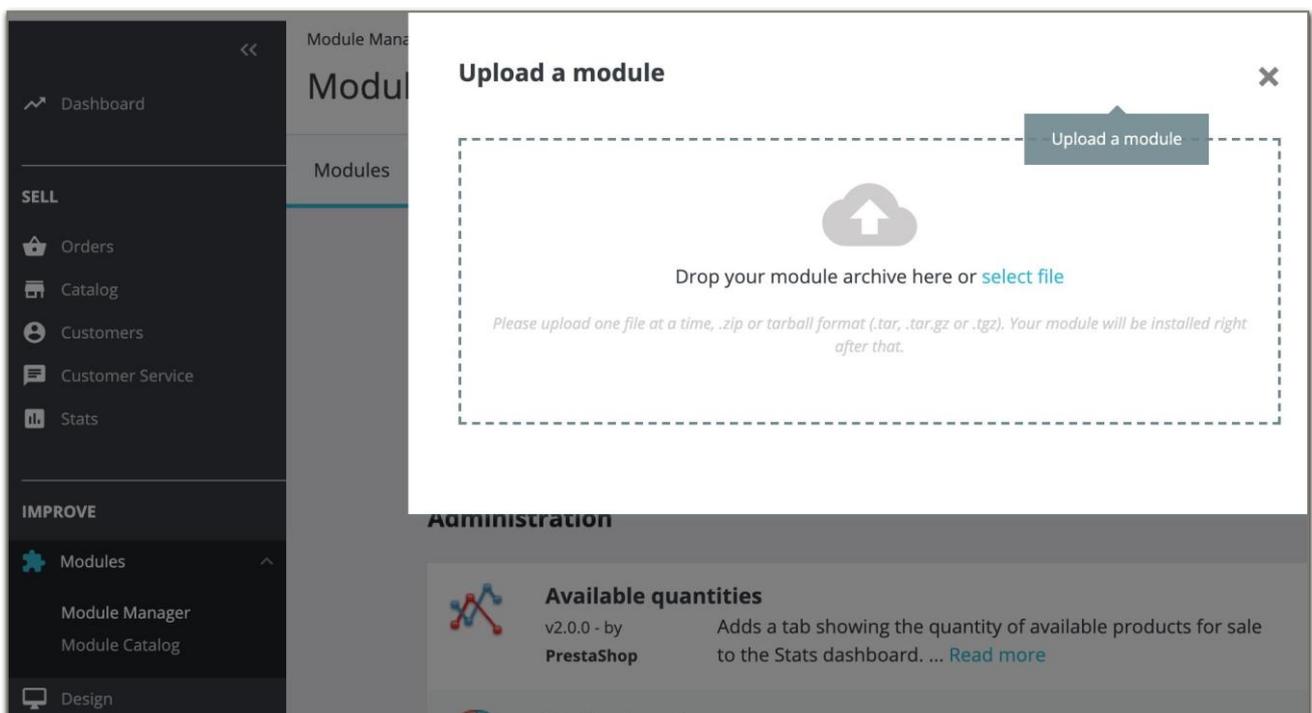
Installing the Smartposti Shipping module

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

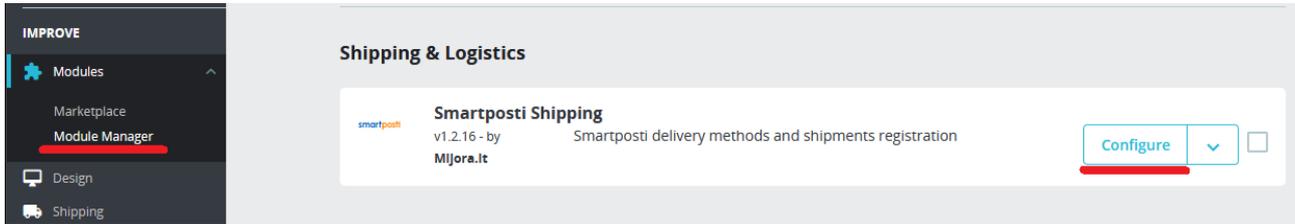
- After logging in to the website administrative environment in the menu bar, on the left side of the page, in its' Modules section **Module manager** should be selected
- At the top-right corner of the page click the button named **Upload a module**



- 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 Smartposti 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

1 img. General module settings

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

API user	Username
API password	Login password
Parcel locker service	Chosen service for deliveries to parcel lockers
Courier service	Chosen service for deliveries by courier
C.O.D modules	This section is for using the Smartposti 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.

The “API User”, “API Password” and “API Contract” fields are for the API logins you received from SmartPosti. You can choose what service is used for parcel locker and courier deliveries, respectively. Please choose the services that are in your agreement with SmartPosti. Contact SmartPosti sales team for more information.

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

Sender Settings

* Name

Company code
VAT code is also suitable

* Street

* Postcode

* City

* Country code

* Mob. phone

* Email

[Save](#)

2 Sender settings

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

Name	the name of the store
Company code	the VAT code of the company (not mandatory)
Street	the address of the store
Postcode	the shop location postal code
City	the city of the store location
Country code	The code of the country.
Mob. Phone	the cell phone of the store
Email	the email of the store

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

Pickup Points

Last update time: 2026-02-04 14:46:46

LT Total pickup points: 321

LV Total pickup points: 262

EE Total pickup points: 361

FI Total pickup points: 3117

[Update](#)

3 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, FI).

By clicking the Update button, can update the list of pickup points. Pickup points are automatically updated every 24 hours.

Pickup point selector type

Exclude outdoors pickup points Disabled
In the Checkout page dont show pickup points that have "Outdoors" parameter

Courier call note
A message related to the pickup of shipments is sent to the courier when the courier is called

* Smartposti email subject

* Smartposti LT email

* Smartposti LV email

* Smartposti EE email

* Smartposti FI email

Save

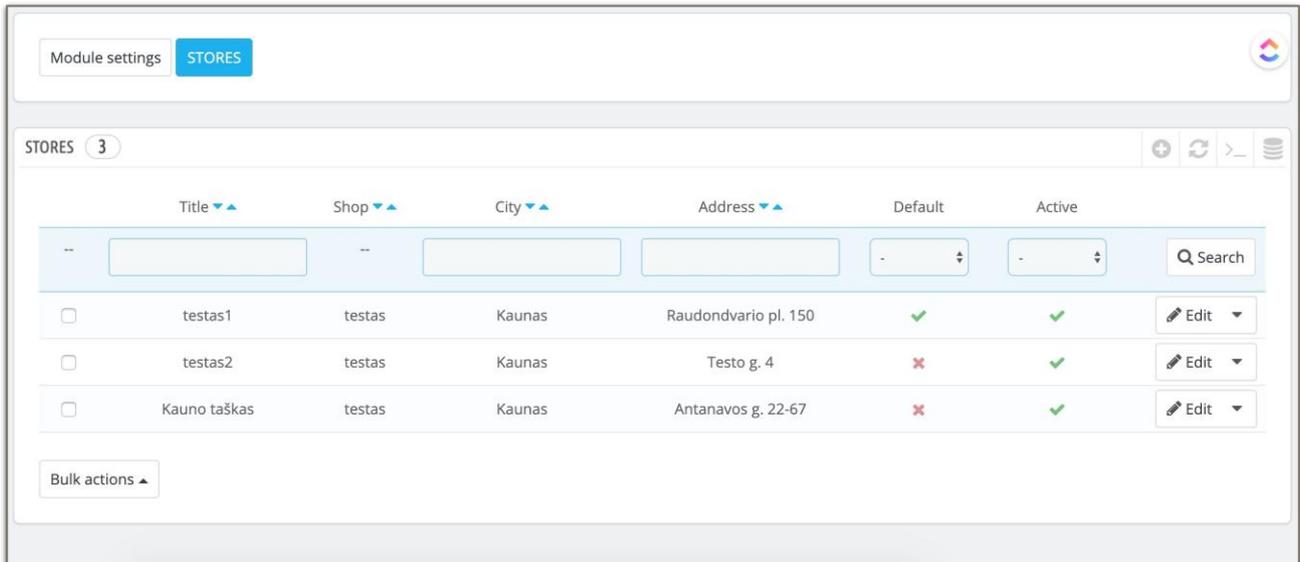
4 img. Advanced settings

The Advanced settings window contains other module parameters.

Pickup point selector type	specifies how the pickup point will be selected on the Checkout page. The <i>Map</i> value allows to select a pickup point on the map, and the <i>Select with search</i> value allows to select a pickup point from a dropdown list.
Exclude outdoors pickup points	does not show pickup points that have the <i>Outdoors</i> parameter

The “Smartposti XX email” fields must contain the Smartposti email address to which the courier invitation is sent.

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



5 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:

Title	a name is used to identify the store or the retail store network
Shop	the specific name of the store
City	the city of the store
Address	the street and number of the shop
Default	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.
Active	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

* Phone

* Shipments pickup time start

* Shipments pickup time finish

Active Enabled

Cancel Save

6 img. Store address window / info

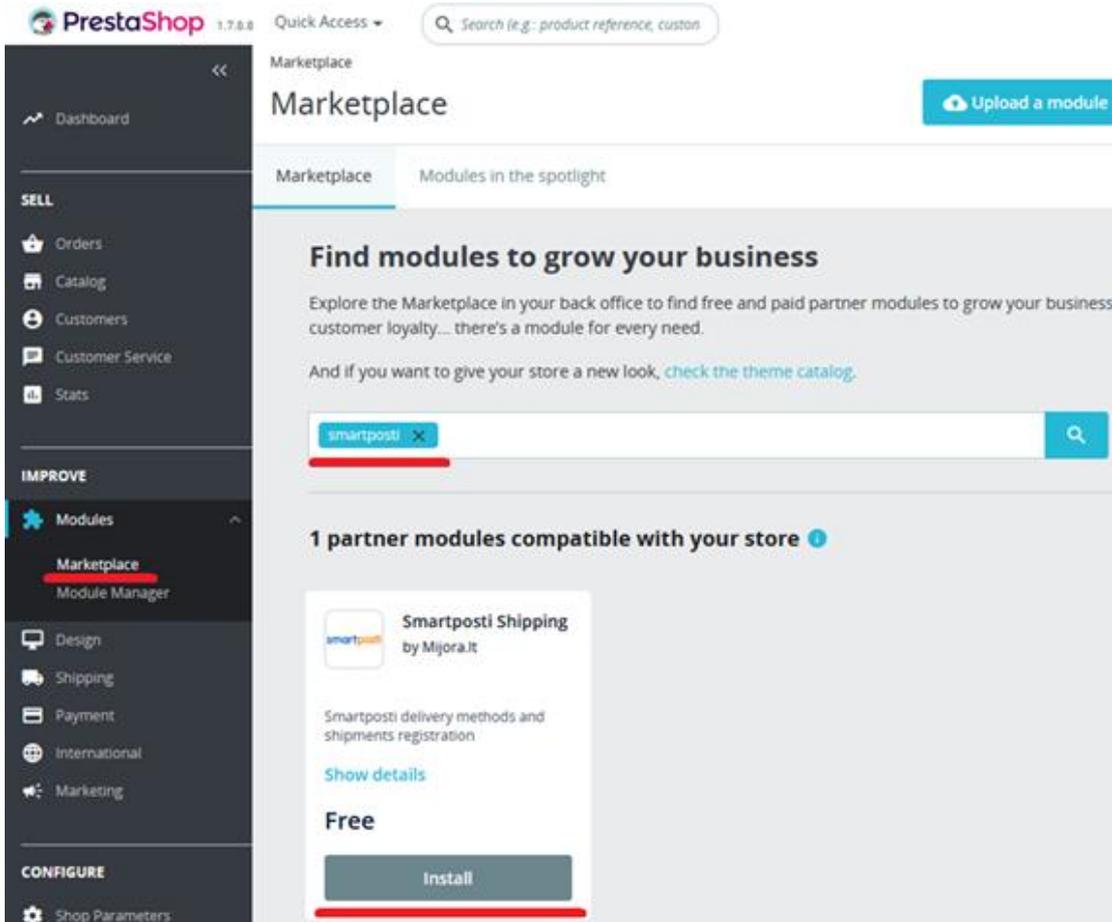
Setup window where the details / identification of the store address is entered. The information will be used for store address settings window explained above.

Title	the name of the store
Address	store address
Postcode	the shop location postal code
City	the city of the store
Country Code	the code of the country. Note: The country code is written in two letters such as LT, EE, LV, FI, etc.
Phone	phone number of the store
Shipments pcikup time start	the desired starting time of when the courier could arrive
Shipments pickup time finish	the desired ending time of when the courier could arrive
Active	store status. By default YES

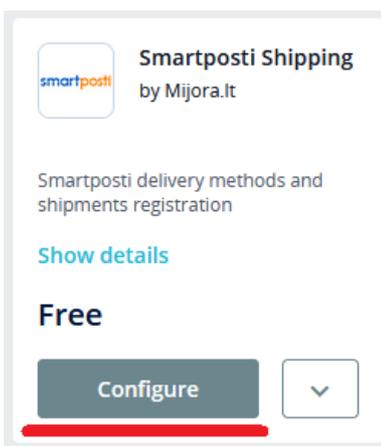
*Note: After filling in the required information, be sure to click the **Save** button in the lower right corner.*

Module installation using FTP access

- In order to successfully install the Smartposti Shipping 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 Smartposti Shipping module, named “itellashipping”, must be loaded into the directory named **Modules** in the root directory of the e-shop.
- In the administration environment entering the word *Smartposti* into the search box in the **Marketplace** will bring up the Smartposti Shipping module which can be downloaded by clicking the **Install** button.



- After completing the step above you will see the Smartposti 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 Smartposti Shipping module automatically creates two types of couriers (for configuring delivery methods and pricing), which can be found through the standard PrestaShop interface **Delivery -> Carriers**. One of them, **Smartposti 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, **Smartposti courier**, is Smartposti courier.

Shipping / Carriers

Carriers

[+ Add new carrier](#)

[Help](#)

ID	Name	Logo	Delay	Status	Free Shipping	Position	
111	Smartposti courier		1-2 business days	✓	✗	1	Edit
112	Smartposti pickup point		1-2 business days	✓	✗	2	Edit

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

- **Smartposti pickup point** - delivery to the parcel shop;
- **Smartposti 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 Smartposti Shipping services will not be available.

COD (cash on delivery service)

API Settings

* API user

* API password

* API contract

* Parcel locker service

* Courier service

C.O.D. Modules

ps_cashondelivery

ps_wirepayment

ps_checkpayment

Select payment modules that are for C.O.D.

* BIC

* IBAN

[Save](#)

In the API settings window in order to use Smartposti 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:

BIC	Bank Identifier Code
IBAN	International Bank Account Number

Module instructions for use

Shipment registration and label download are available in the Smartposti Shipping block in the order view page.

The screenshot shows the PrestaShop interface for an order. The order ID is #100 EDLWPPYAT, originating from Test Smartposti, with a value of €14.40 and a date of 03/18/2025 at 10:49:43. The Smartposti Shipping configuration block is active, showing the following details:

- Packets (total):** 1
- Weight (kg):** 0.30
- C.O.D.:** No
- C.O.D. amount:** 14.400000
- Carrier:** Pickup Point
- Pickup point:** KAUNAS - Karaliaus Mindaugo pr. 49, 44333 (Smarpost Kauno Akropolis)
- Comment:** (empty field)

Buttons for 'Print', 'Save', and 'Generate label' are located at the bottom of the configuration block.

The following information is filled in this block:

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

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 Smartposti Shipping order editing section the **Print** button in the lower left corner is only active when a label 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 multiparcel field will appear which cannot be unchecked.

The screenshot shows the 'Smartposti Shipping' form. It includes the following fields and controls:

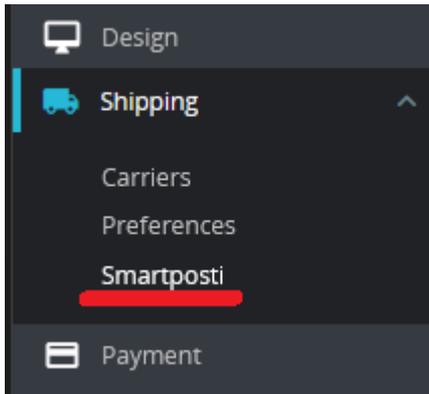
- Packets (total):** A dropdown menu with the value '2' selected.
- Weight (kg):** A text input field containing '0.30'.
- C.O.D.:** A dropdown menu with the value 'No' selected.
- C.O.D. amount:** A text input field containing '14.400000'.
- Carrier:** A dropdown menu with the value 'Courier' selected.
- Extra services:** A section with four checkboxes: 'Oversized' (unchecked), 'Call before delivery' (unchecked), 'Fragile' (unchecked), and 'Multi parcel' (checked).
- Comment:** A large empty text area.
- Buttons:** At the bottom, there are three buttons: 'Print' (teal), 'Save' (grey), and 'Generate label' (green).

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

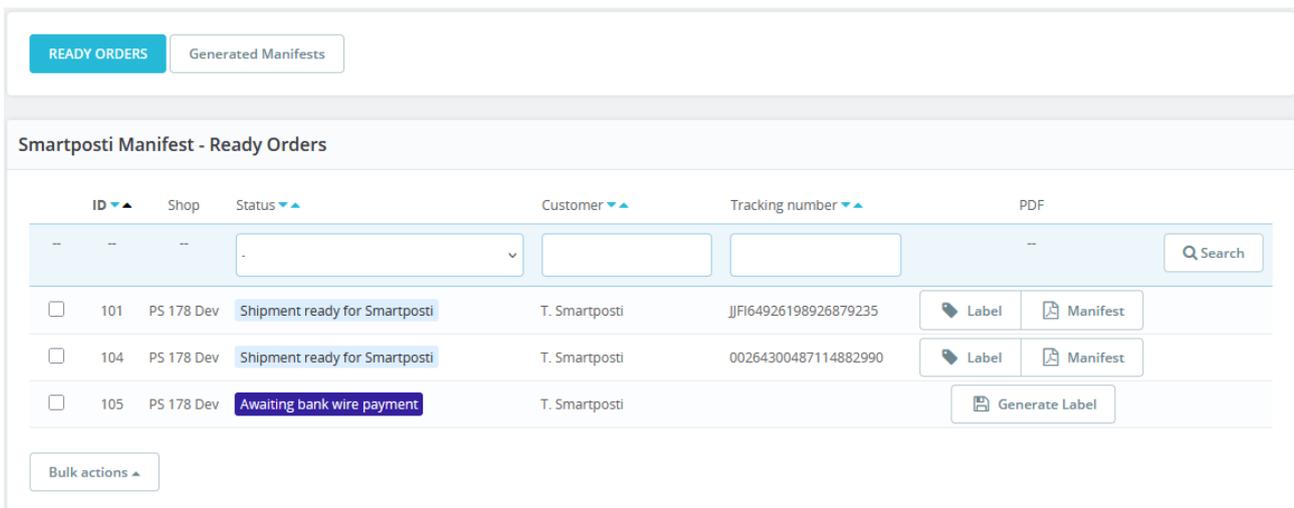
- Oversized
- Call before delivery
- Fragile

Manifest generation part

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



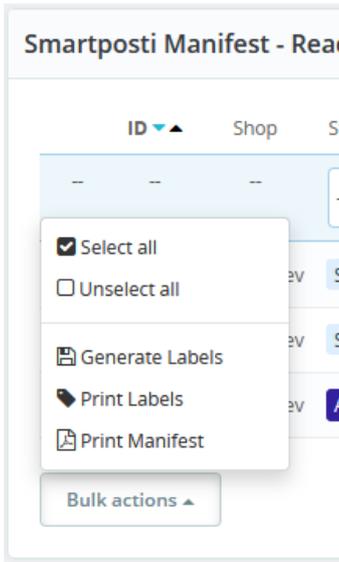
In order to assign a shipment tracking number to a specific order it must be successfully registered in Smartposti servers. In order to make sure that the order is successfully registered in the system it is necessary to ensure that the process of generating the label goes smoothly. You can check it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



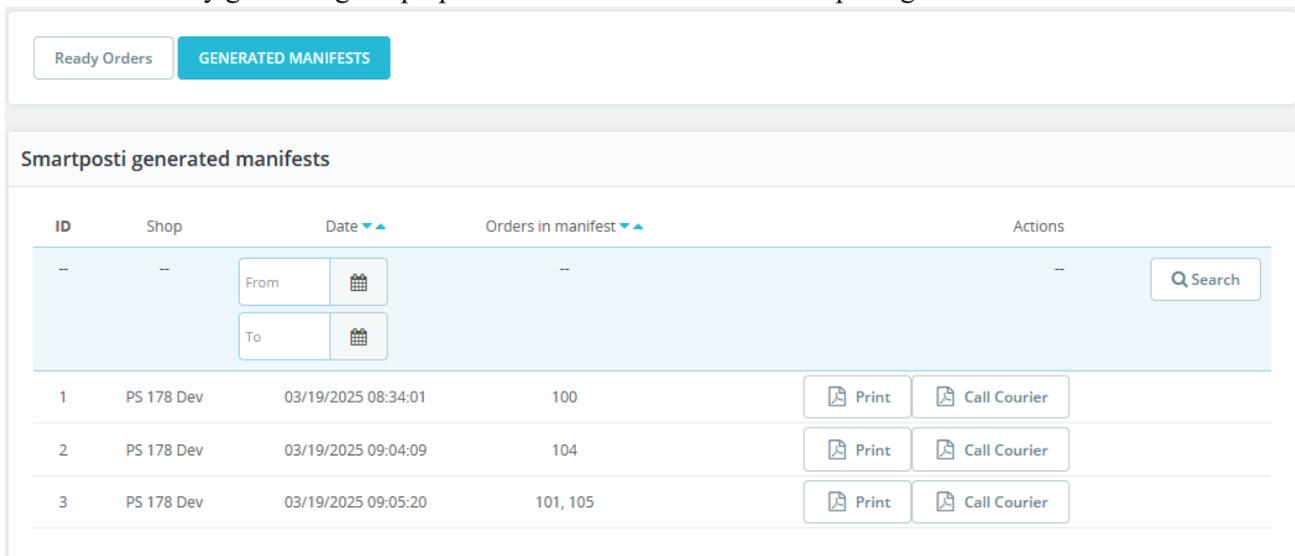
The Smartposti manifest generation window contains the following information:

ID	an unique order id that is assigned when the new order is saved for the first time.
Shop	the name of the shop
Status	order status
Customer	the ordering customer who formed the order
Tracking number	tracking number received after registration of the shipment (obtained when the Generate label button was pressed in the order part)
Generate manifest	button which is visible in the presence of a single order in the Smartposti 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 Smartposti generated manifest window.



This window contains the following information:

ID	manifest id
Shop	the name of the shop
Date	the date when the manifest was generated
Orders in manifest	list of orders in the manifest
Actions	buttons for printing the manifest and calling the courier

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

Smartposti Manifest - Ready Orders



There are 2 warnings:

Order(s) needs label(s): 106, 107

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

READY ORDERS

Generated Manifests

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:

Smartposti Manifest - Ready Orders



Trying to register orders: 106, 107, 108

Skipped orders (already registered): 107

Saved orders: 106, 108

Registered orders:

106: Order ID: 106 registered. 00264300487114885113

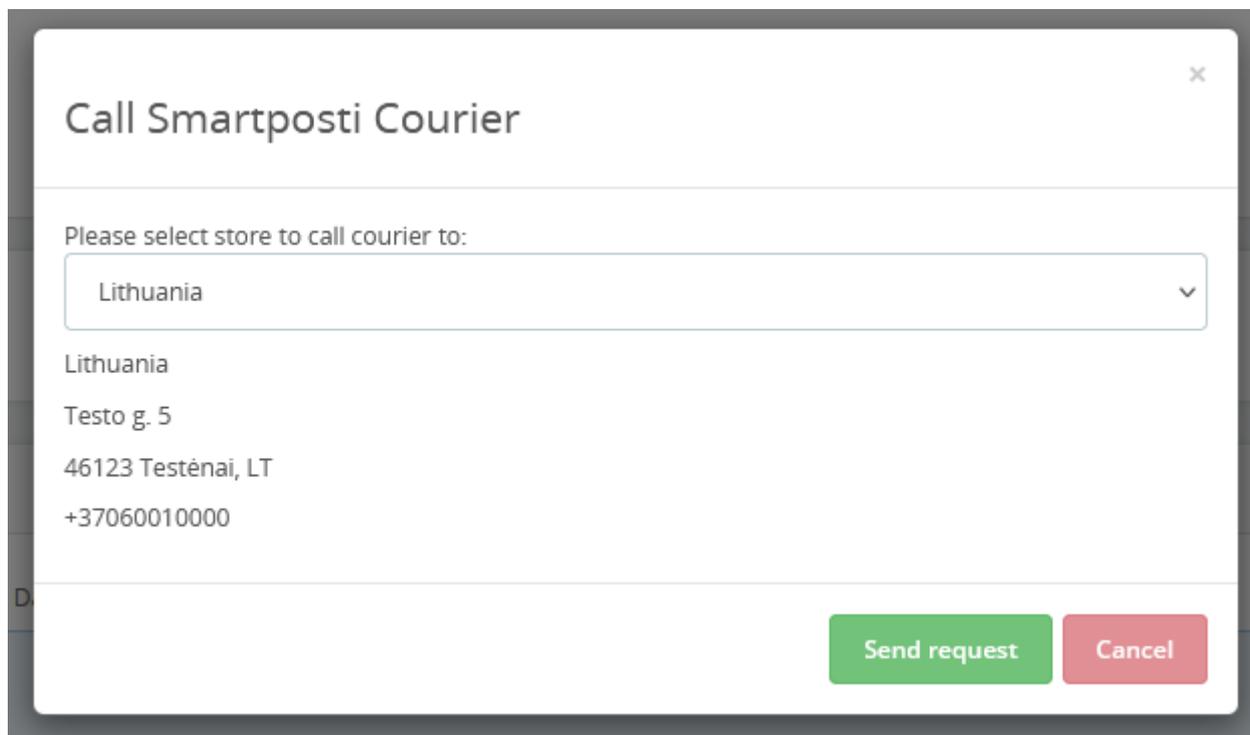
108: Order ID: 108 registered. JJFI64926198926888459

READY ORDERS

Generated Manifests

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 named **Call 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 Smartposti Courier

Please select store to call courier to:

Lithuania

Lithuania
Testo g. 5
46123 Testėnai, LT
+37060010000

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.

