

Smartposti Woocommerce plugin installation instructions

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 the 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

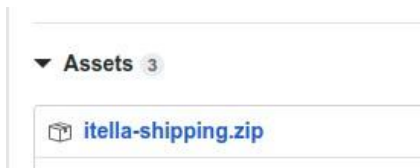
The plugin is compatible with 7.2 and higher PHP versions. Before installing the plugin it is important to find out whether 7.2 or higher PHP version is installed in the server.

Smartposti shipping plugin

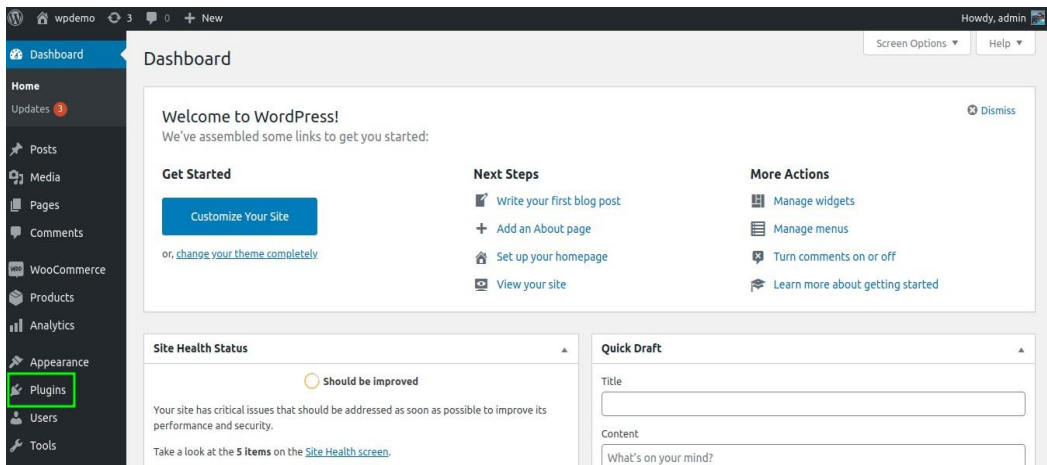
Before installing the Smartposti plugin make sure you have the login credentials (username and password) for the Smartposti API.

Installation

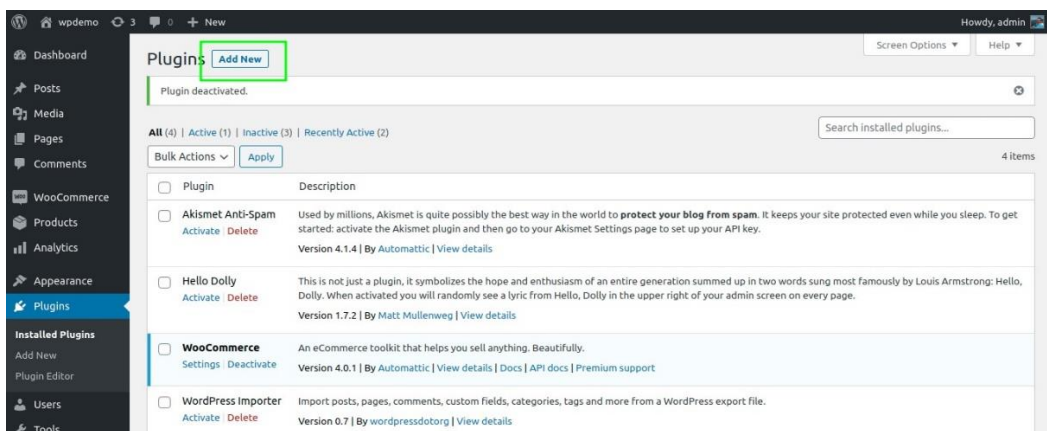
In the preinstallation stage in order to install Smartposti shipping plugin download the latest Smartposti Shipping plugin version. This can be done on the plugin version download page¹ by clicking on the **Assets** section. When the dropdown of assets extends click *itella-shipping.zip* to download.



Then login to the Wordpress admin area (dashboard) and click **Plugins** section from the menu.

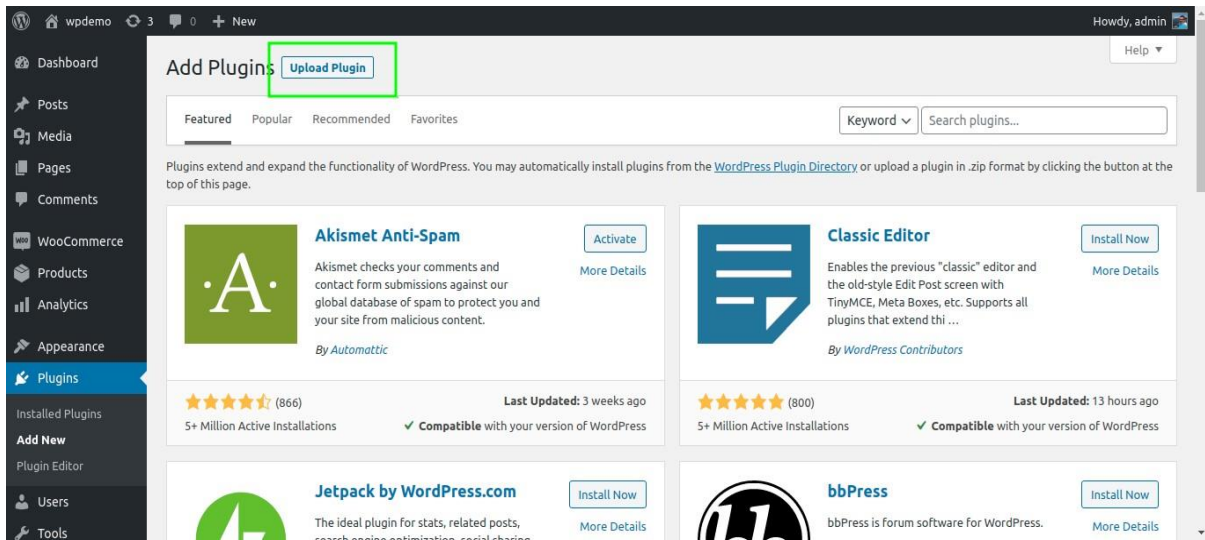


In an opened window click the button **Add New** located on the top of the page.

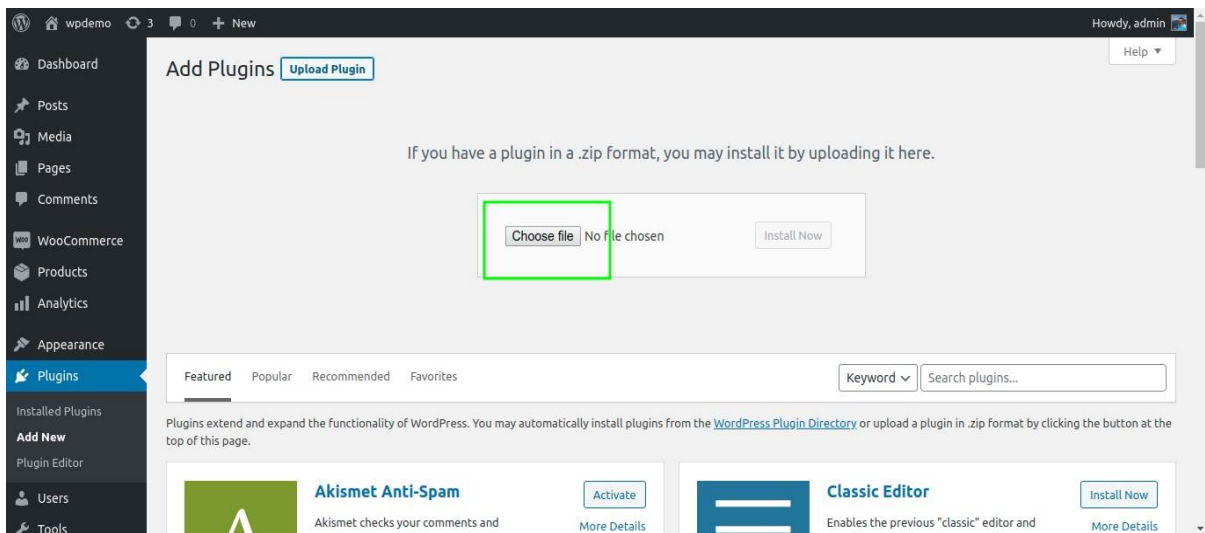


¹ <https://github.com/ItellaPlugins/itella-shipping-woocommerce/releases>

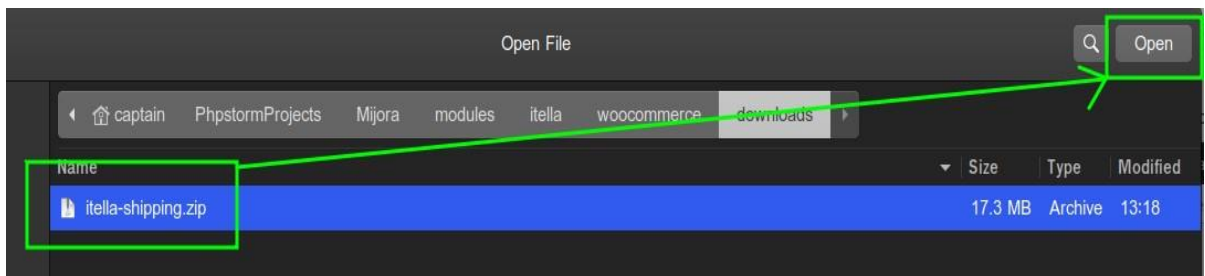
Then click **Upload Plugin** button.



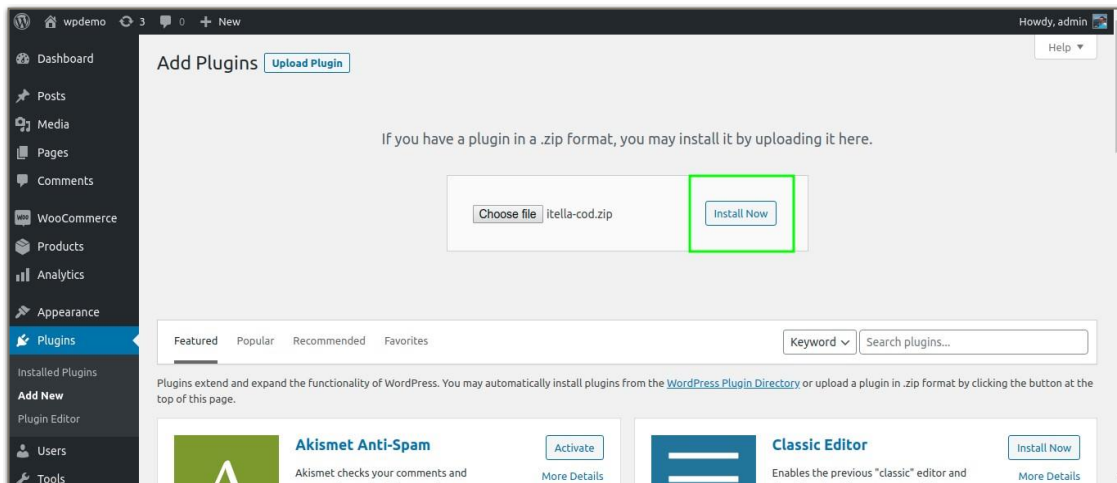
Will see the field intended for file upload. Click **Choose file** button.



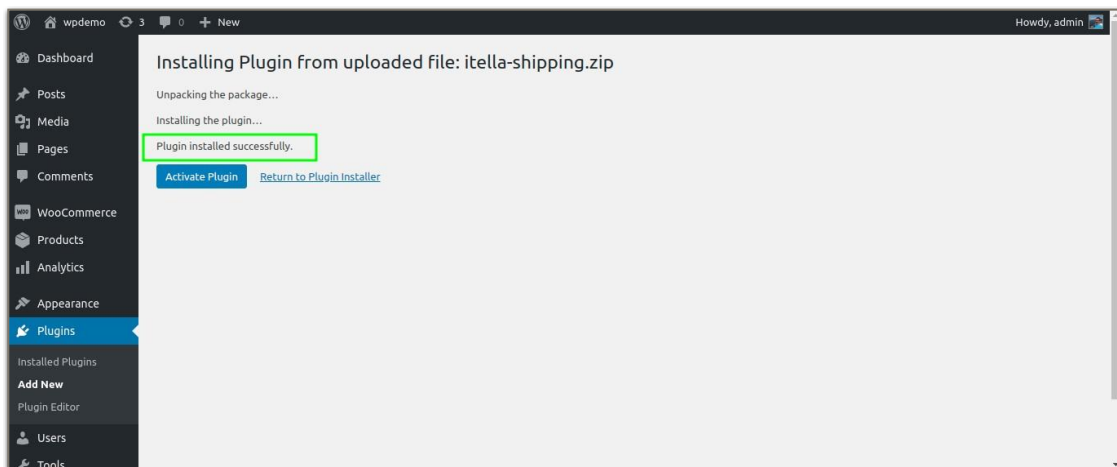
Select previously downloaded *itella-shipping.zip* file and click **Open** button.



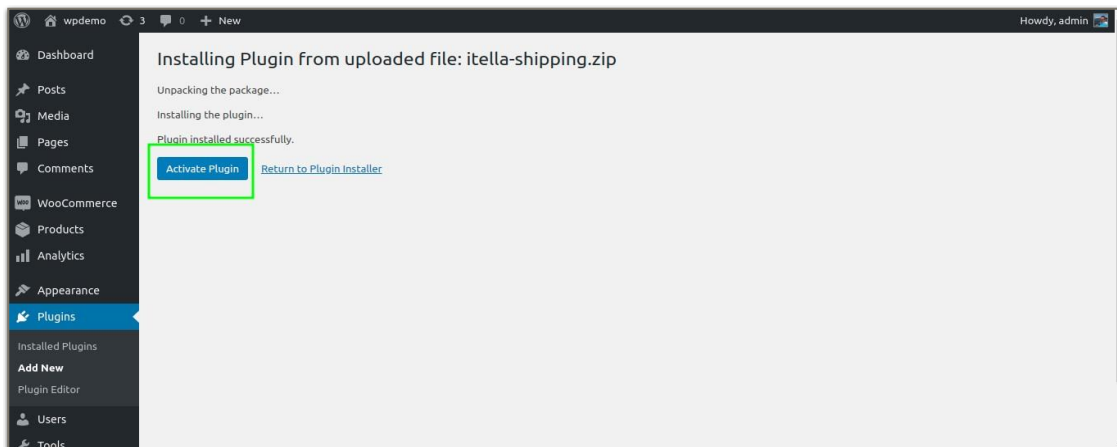
In order to finish installation procedure click button **Install Now**.



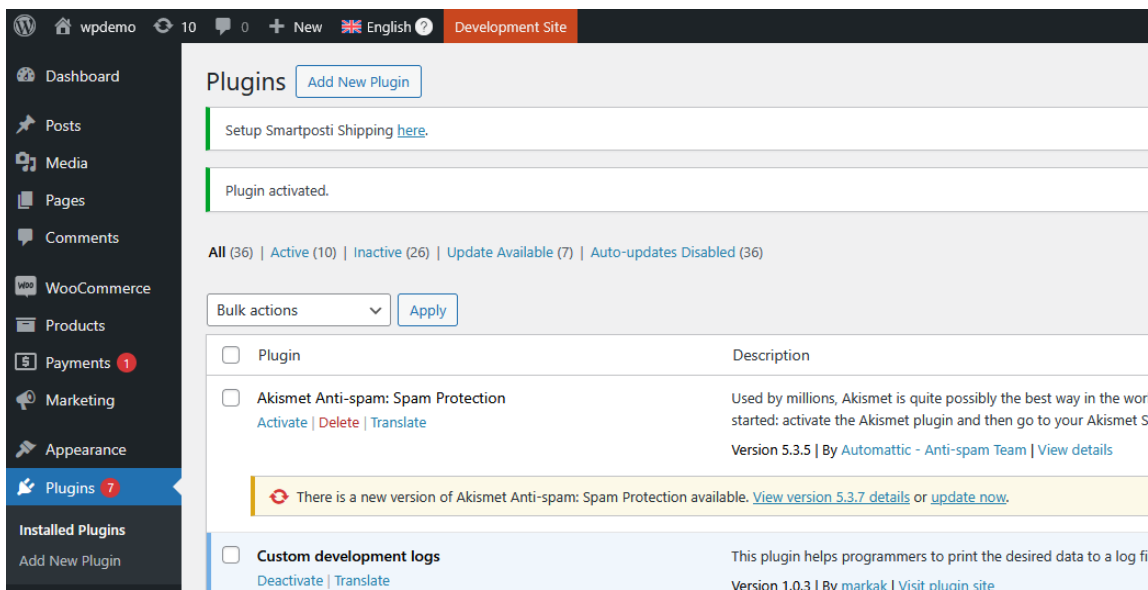
The Smartposti Shipping plugin should be now installed. The message of the successful installation will be visible in the window.



The plugin must be activated. In order to do that need to click **Activate Plugin** button immediately after installation.

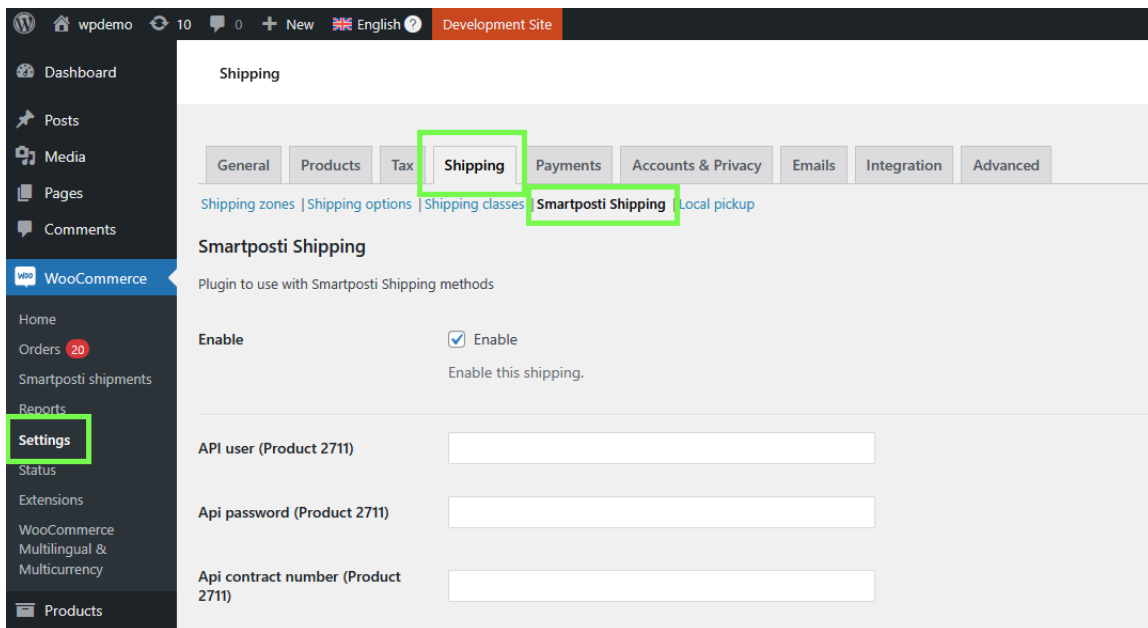


Now Smartposti Shipping requires setup. Click on the link “[Setup Smartposti Shipping here](#)”.

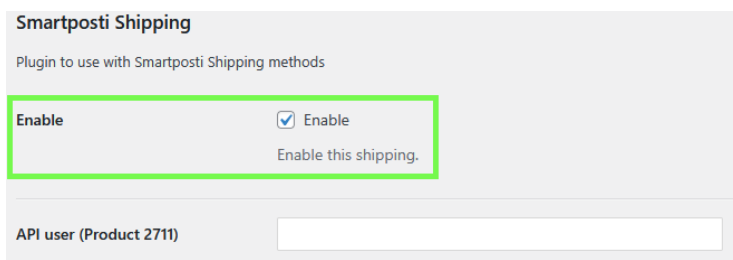


Configuration

The plugin settings are available in the admin by going to “Woocommerce” → “Settings” → “Shipping” → “Smartposti shipping”.



In an opened window will see *Enable/Disable* option, leave checkbox checked to enable plugin.



Will see API inputs with separate Product credentials (2711 product is related with parcel shops/ pickup points whereas 2317 product with the courier). Enter the username, password and contract number for both product sections.

API user (Product 2711)	<input type="text"/>
Api password (Product 2711)	<input type="text"/>
Api contract number (Product 2711)	<input type="text"/>
API user (Product 2317)	<input type="text"/>
Api password (Product 2317)	<input type="text"/>
Api contract number (Product 2317)	<input type="text"/>

Below are the shop's information input fields. Enter Company name, Bank account, BIC (bank identifier code), the name of the shop, city and address where the shop is located. Also, will need to add an information related with shop's postal and country codes as well as the phone number of the store and email.

Company name	<input type="text"/>
Bank account	<input type="text"/>
BIC	<input type="text"/>
Shop name	<input type="text"/>
Shop city	<input type="text"/>
Shop address	<input type="text"/>
Shop postcode	<input type="text"/>
Shop country code	<input type="text" value="LT - Lithuania"/>
Shop phone number	<input type="text"/>
Shop email	<input type="text"/>

Enable Pickup Point, Enable Courier. Check to show shipping methods in checkout.

Enable Parcel locker	<input checked="" type="checkbox"/> Enable Parcel locker
	Show parcel locker shipping method in checkout.
Enable Courier	<input checked="" type="checkbox"/> Enable Courier
	Show courier shipping method in checkout.

Below are the delivery methods settings for each country.

Country	Method	Price type	Price	Prices by class	Free from	Custom name	Description
Lithuania	Courier	Fixed price	3	-	100		Test method for LT courier delivery.
	Parcel locker	Fixed price	2.99	-	120		Test method for LT parcel terminal delivery.
Latvia	Courier	Price by cart weight		Table with 2 columns: Weight (kg), Price	150	LV Smartposti courier	Test method for LV courier delivery.
	Parcel locker	Fixed price	6	Table with 2 columns: Testine klase, Price	200		Test method for LV parcel terminal delivery.

Each country block has blocks of possible delivery methods, which have the following parameters:

Price type – it is indicated how the price of the delivery method is calculated;

Prices – delivery prices determined according to the selected type;

Prices by class – allows to specify a different price if the products in the cart have a certain shipping class;

Free from – the amount of the cart from which the delivery method becomes free regardless of the prices indicated;

Custom name – allows to change the name of the delivery method;

Description – shows additional text next to the delivery method.

Latvia

Courier

Price type: Price by cart weight

Weight (kg)	Price	
0.000 - 1	1.01	X
1.001 - 2	1.02	X
2.001 - 3	1.03	X
3.001 - 5	1.05	X
5.001 -	1.10	X

Add row

Prices by class: Testinē klasē 2.58 X

Add row

Free from: 150

Custom name: LV Itella courier

Description: Test method for LV courier delivery.

The next parameters are for displaying delivery methods and parcel locker selection on the Checkout page.

Parcel locker selection style: Dropdown
Choose what the parcel locker selection in the checkout will look like.

Exclude outdoors parcel lockers: Exclude outdoors parcel lockers
In the Checkout page dont show parcel lockers that have "Outdoors" parameter

Show logo in Checkout: Show logo in Checkout
On the checkout page, display the logo next to the shipping method

Courier max size: Length × Width × Height cm
Weight kg
The maximum size of the cart above which the delivery method will not be shown. Leave all dimension fields or weight field empty to disable checking by that parameter. Preliminary cart size is calculated by trying to fit all products by taking their dimensions (boxes) indicated in their settings.

Parcel locker max size: Length × Width × Height cm
30 kg
The maximum size of the cart above which the delivery method will not be shown. Leave all dimension fields or weight field empty to disable checking by that parameter. Preliminary cart size is calculated by trying to fit all products by taking their dimensions (boxes) indicated in their settings.

There are also parameters for registering shipments and downloading labels.

In the “... *label comment*” fields, you can use variables that are written below the field on a darker background. After the dash, it is explained what will be inserted in place of the variable. This text will be displayed on the label.

Courier label comment	<input type="text" value="Testing order #{order_id}."/> Add custom comment to label. {order_id} - Order ID
Parcel locker label comment	<input type="text" value="Testing order #{order_id}."/> Add custom comment to label. {order_id} - Order ID

And finally, the parameters for calling a courier.

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

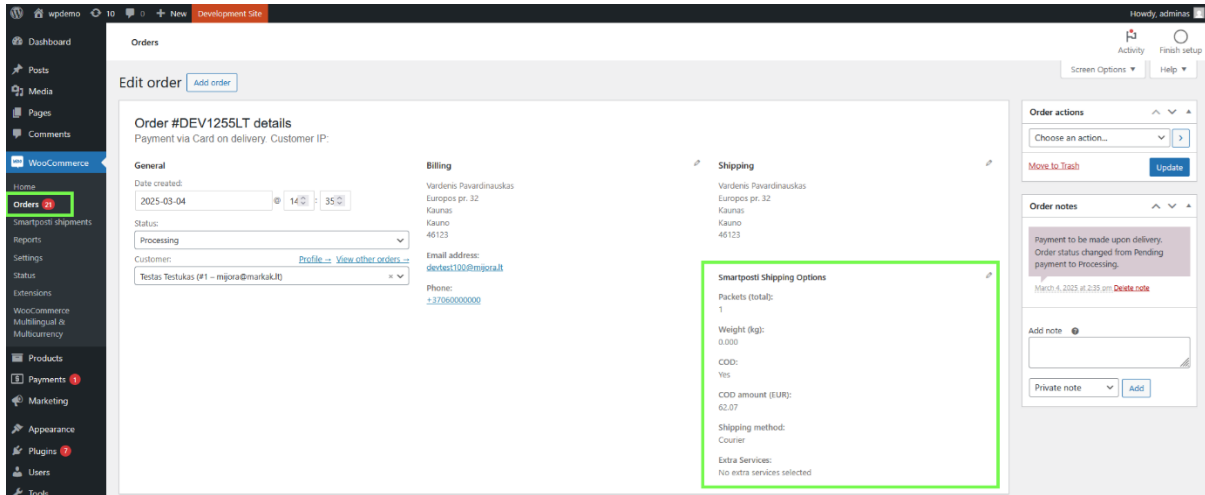
Smartposti email subject – the title of the email sent to Smartposti when calling a courier.

Smartposti LT email	<input type="text" value="smartship.routing.lt@itella.com"/>
Smartposti LV email	<input type="text" value="smartship.routing.lv@itella.com"/>
Smartposti EE email	<input type="text" value="smartship.routing.ee@itella.com"/>
Smartposti FI email	<input type="text" value="smartship.routing.fi@itella.com"/>
Smartposti email subject	<input type="text" value="E-com order booking"/>

After making any changes to the parameters, you must click the *Save changes* button.

Editing order's shipping settings

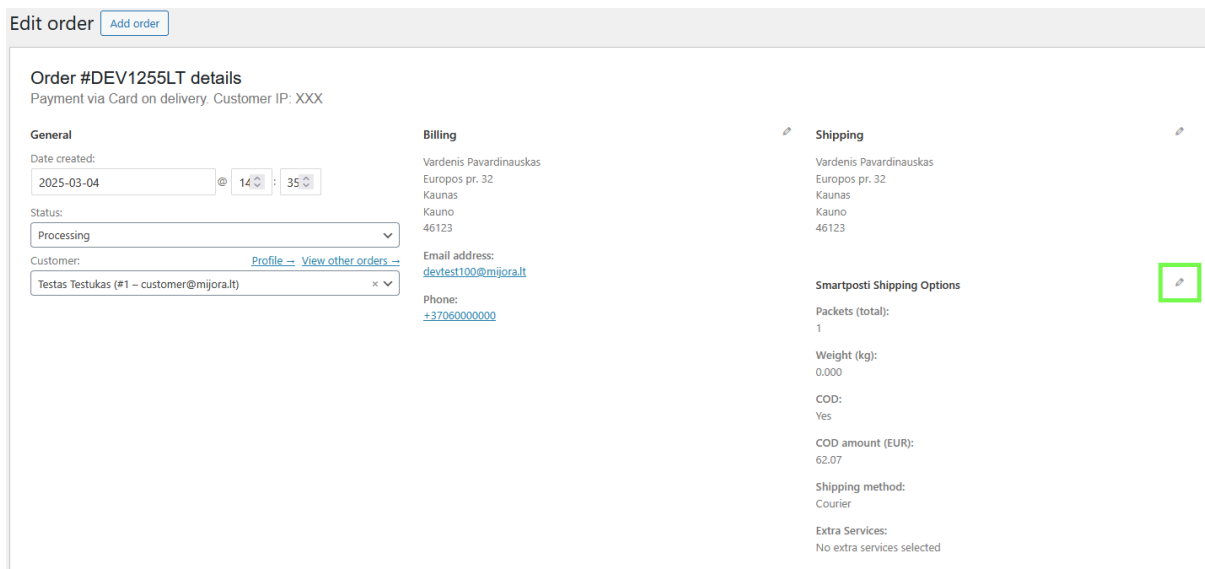
When receiving the order, go to “WooCommerce” → “Orders” and click on the concrete order that needs editing or want simply view order related information. Below will see an example of the order in edit mode. Only orders that made with Smartposti Shipping method can be edited as well as the order related information/details can be seen.



The screenshot shows the 'Edit order' page for order #DEV1255LT. The page is divided into three main sections: General, Billing, and Shipping. The 'Smartposti Shipping Options' block is highlighted with a green border. The 'Order actions' and 'Order notes' sections are visible on the right side.

General	Billing	Shipping
Date created: 2025-03-04 @ 14:35 Status: Processing Customer: Testas Testukas (#1 - mijora@markak.lt)	Vardenis Pavardinauskas Europos pr. 32 Kaunas Kauno 46123 Email address: devtest100@mijora.lt Phone: +37060000000	Vardenis Pavardinauskas Europos pr. 32 Kaunas Kauno 46123 Smartposti Shipping Options Packets (total): 1 Weight (kg): 0.000 COD: Yes COD amount (EUR): 62.07 Shipping method: Courier Extra Services: No extra services selected

Will see a block containing order information named *Smartposti Shipping Options*. Click *edit* button located on the top right corner of the previously mentioned order information block.



The screenshot shows the 'Smartposti Shipping Options' block in the WooCommerce admin interface. The block is highlighted with a green border. It shows details for the shipping method, including the number of packets, weight, COD status, COD amount, shipping method, and extra services.

Smartposti Shipping Options
Packets (total): 1 Weight (kg): 0.000 COD: Yes COD amount (EUR): 62.07 Shipping method: Courier Extra Services: No extra services selected

Will see following information:

Packets – select how many packages are per order.

Multi Parcel – if in the Packets section selected value is more than one, then the order is automatically assigned to the multi parcel category. In this case, this field will appear which cannot be unchecked.

Weight – the weight of the packages. In the case of multi parcel, this value is divided by the number of packets.

COD – selected if cash on delivery service will be used.

COD amount – the amount of C.O.D. in euro.

Carrier – allows to select the shipping type of the order.

Parcel locker – if a parcel locker is selected then the specific address of the parcel locker is selected as well. *In the example the Parcel locker input cannot be edited because in the Carrier section the courier was selected.*

Extra Services – 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.*

Smartposti Shipping Options

Packets (total):

Multi Parcel

If more than one packet is selected, then a multi parcel service is mandatory

Weight (kg)

COD:

COD amount (EUR):

Carrier:

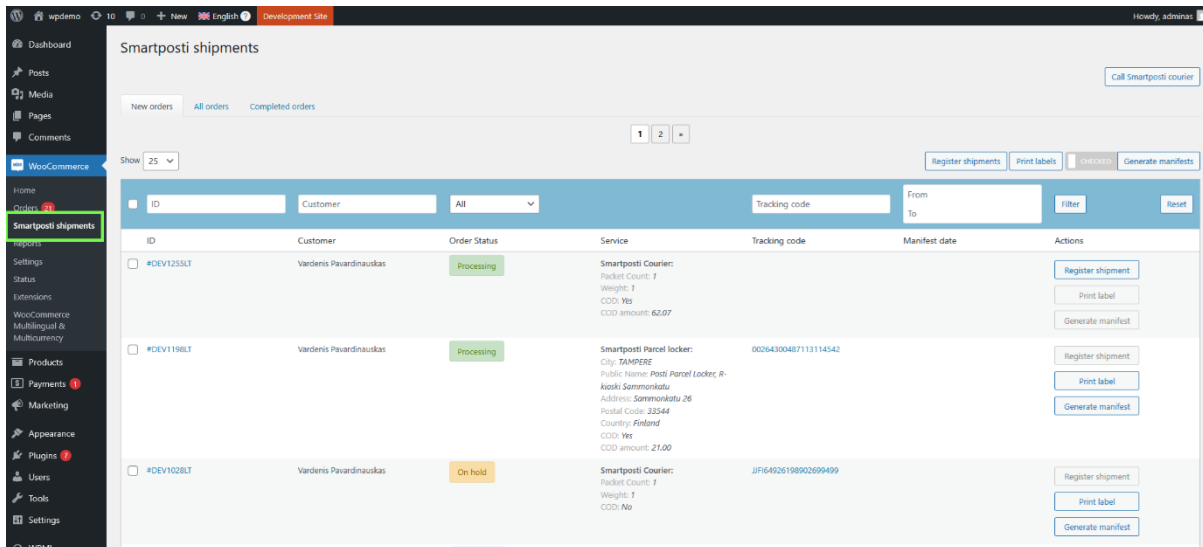
Select Parcel locker:

Extra Services

- Oversized
- Call before delivery
- Fragile

Register shipment and download label

In order to view all Smartposti orders go to “Woocommerce” → “Smartposti Shipments”. On this page can be seen the tracking numbers of registered shipments for each order.



ID	Customer	Order Status	Service	Tracking code	Manifest date	Actions
#DEV1255LT	Vardenis Pavardinauskas	Processing	Smartposti Courier: Packet Count: 1 Weight: 1 COD: Yes COD amount: 62.07			Register shipment Print label Generate manifest
#DEV1198LT	Vardenis Pavardinauskas	Processing	Smartposti Parcel locker: City: TAMPERE Public Name: Posti Parcel Locker, R-kioski Sammonkatu Address: Sammonkatu 26 Postal Code: 33544 Country: Finland COD: Yes COD amount: 21.00	00264300487113114542		Register shipment Print label Generate manifest
#DEV1028LT	Vardenis Pavardinauskas	On hold	Smartposti Courier: Packet Count: 1 Weight: 1 COD: No	JIF64926198902699499		Register shipment Print label Generate manifest

The Smartposti orders table contains the following information:

ID – the unique order number that is assigned when the new order is saved for the first time.

Customer – the ordering customer who formed the order.

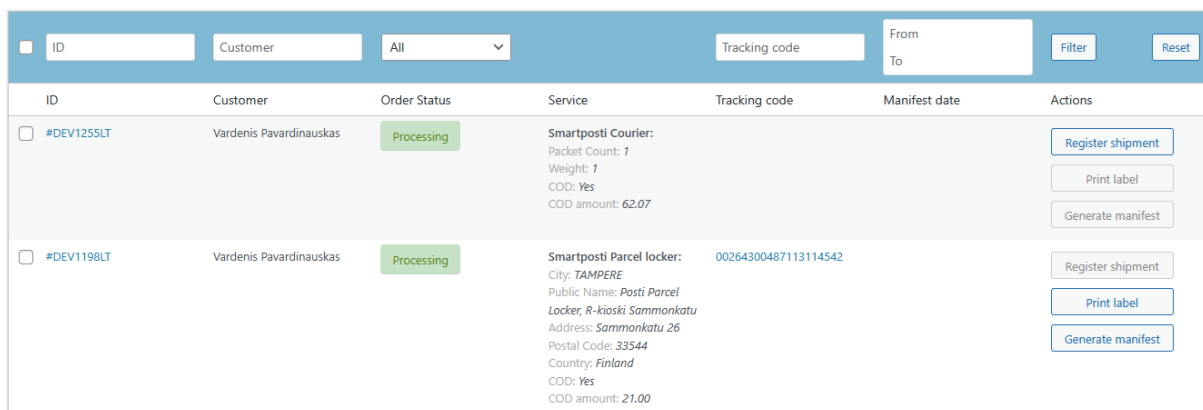
Order Status – Woocommerce order status.

Service – method of shipment delivery and delivery-related information. In the case of a parcel locker, the name and address of the parcel locker are indicated.

Tracking code – tracking number received after registration of the shipment (obtained when the *Register shipment* button was pressed in the order part).

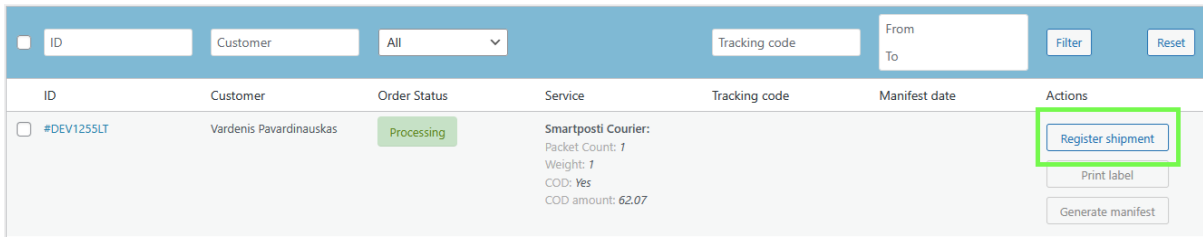
Manifest date – the date when the manifest was generated.

Actions – actions required for shipment registration and send.



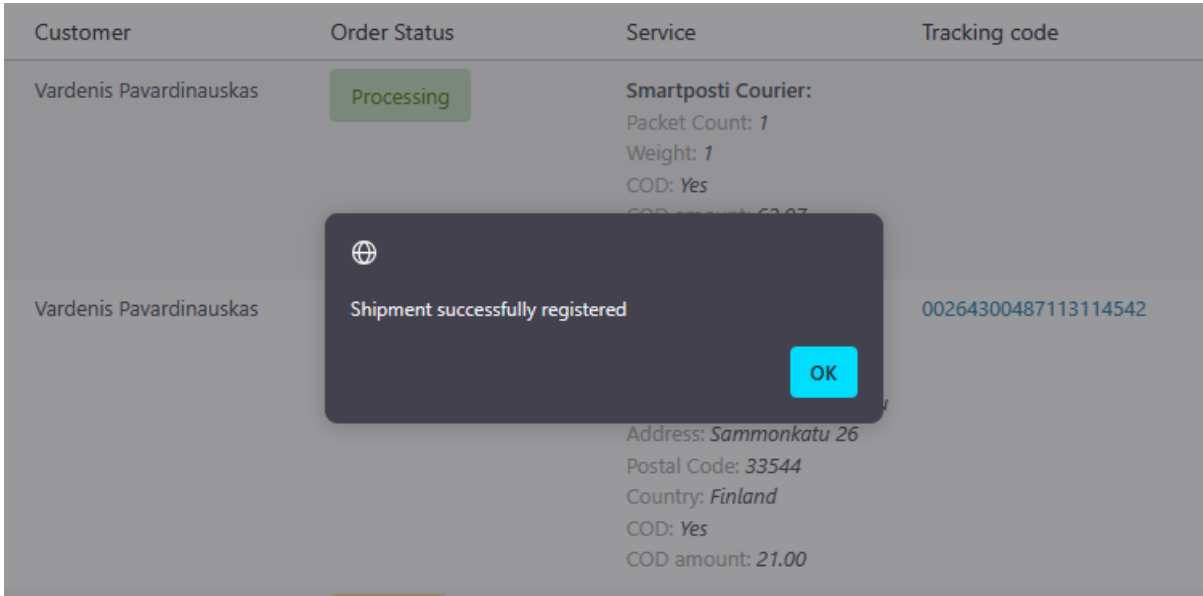
ID	Customer	Order Status	Service	Tracking code	Manifest date	Actions
#DEV1255LT	Vardenis Pavardinauskas	Processing	Smartposti Courier: Packet Count: 1 Weight: 1 COD: Yes COD amount: 62.07			Register shipment Print label Generate manifest
#DEV1198LT	Vardenis Pavardinauskas	Processing	Smartposti Parcel locker: City: TAMPERE Public Name: Posti Parcel Locker, R-kioski Sammonkatu Address: Sammonkatu 26 Postal Code: 33544 Country: Finland COD: Yes COD amount: 21.00	00264300487113114542		Register shipment Print label Generate manifest

If want to register the shipment press *Register shipment* button located on the right side of the table.



ID	Customer	Order Status	Service	Tracking code	Manifest date	Actions
<input type="checkbox"/> #DEV125SLT	Vardenis Pavardinauskas	Processing	Smartposti Courier: Packet Count: 7 Weight: 7 COD: Yes COD amount: 62.07			Register shipment Print label Generate manifest

Once the shipment has been successfully registered, a confirmation message is displayed.

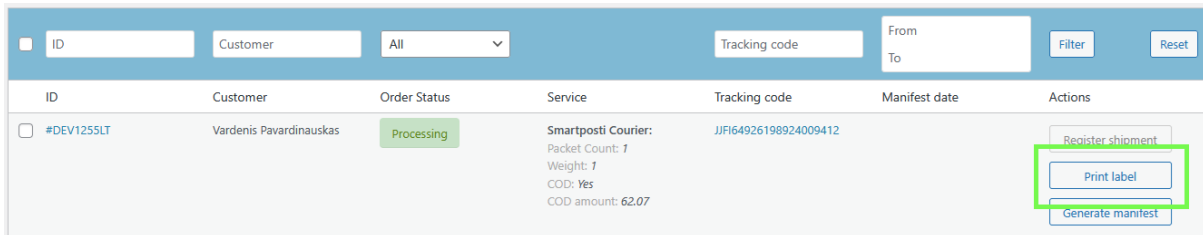


Customer	Order Status	Service	Tracking code
Vardenis Pavardinauskas	Processing	Smartposti Courier: Packet Count: 7 Weight: 7 COD: Yes COD amount: 62.07	
Vardenis Pavardinauskas		Address: Sammonkatu 26 Postal Code: 33544 Country: Finland COD: Yes COD amount: 21.00	00264300487113114542

Shipment successfully registered

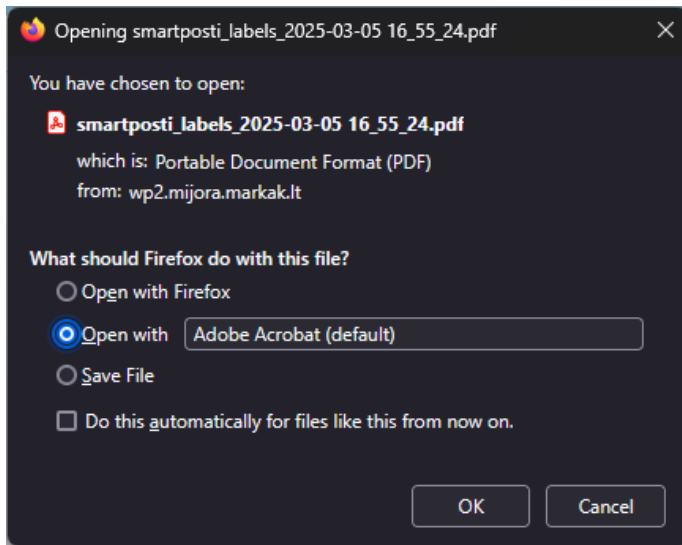
OK

Label printing action can be performed as well. Make sure that the concrete order has its own registered tracking number press *Print label* button on the right side of the table.



ID	Customer	Order Status	Service	Tracking code	Manifest date	Actions
<input type="checkbox"/> #DEV125SLT	Vardenis Pavardinauskas	Processing	Smartposti Courier: Packet Count: 7 Weight: 7 COD: Yes COD amount: 62.07	JJF164926198924009412		Register shipment Print label Generate manifest

A label will be downloaded after clicking (how and where it is downloaded depends on the browser used and its settings).



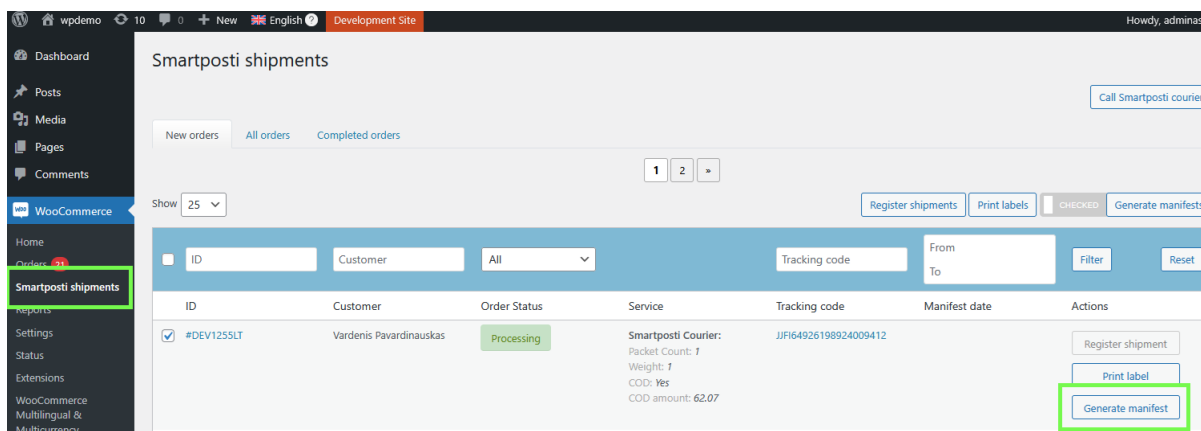
Can also register shipments and print labels for multiple orders. Need to mark the desired orders and click the bulk button above the table.

The image shows a screenshot of an order management interface. At the top, there are tabs for "New orders", "All orders", and "Completed orders". Below the tabs, there are pagination controls (1, 2, >) and a "Show 25" dropdown. On the right side, there are buttons for "Register shipments", "Print labels", "CHECKED", and "Generate manifests". Below these buttons is a search and filter section with fields for "ID", "Customer", "All", "Tracking code", "From", and "To", along with "Filter" and "Reset" buttons. The main part of the interface is a table with columns: "ID", "Customer", "Order Status", "Service", "Tracking code", "Manifest date", and "Actions". The table contains three rows of orders. The first two rows are checked, and the third row is not. The "Register shipments" and "Print labels" buttons are highlighted in green in the original image.

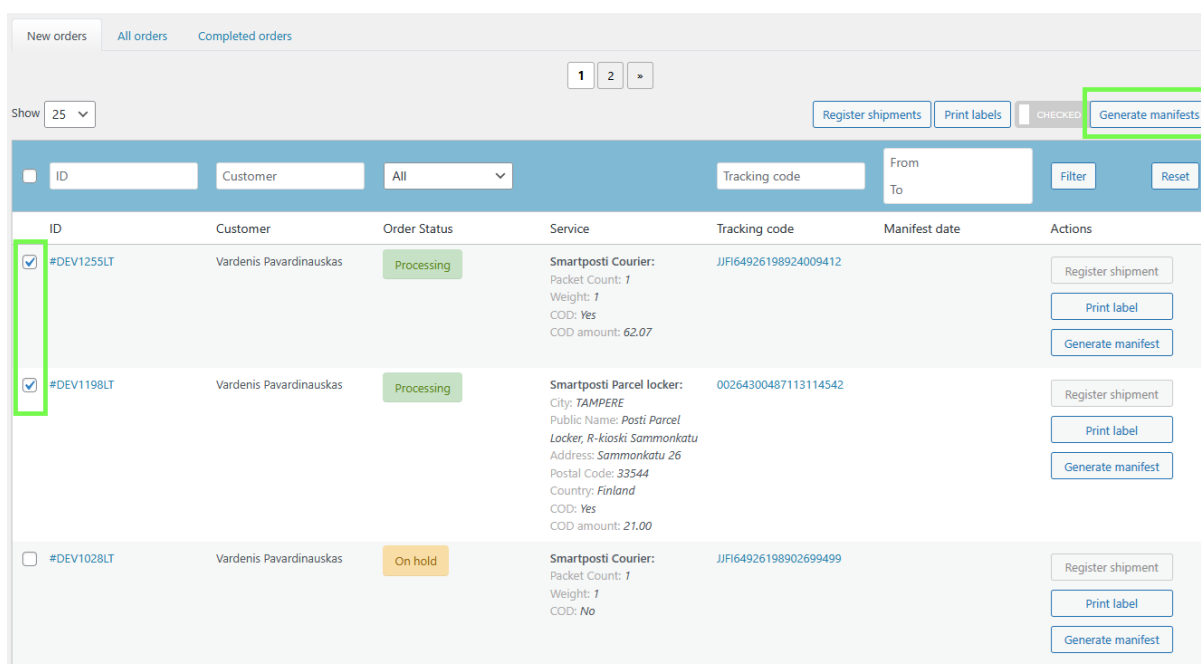
ID	Customer	Order Status	Service	Tracking code	Manifest date	Actions
<input checked="" type="checkbox"/> #DEV1255LT	Vardenis Pavardinauskas	Processing	Smartposti Courier: Packet Count: 7 Weight: 7 COD: Yes COD amount: 62.07	JJF164926198924009412		Register shipment Print label Generate manifest
<input checked="" type="checkbox"/> #DEV1198LT	Vardenis Pavardinauskas	Processing	Smartposti Parcel locker: City: TAMPERE Public Name: Posti Parcel Locker, R-kioski Sammonkatu Address: Sammonkatu 26 Postal Code: 33544 Country: Finland COD: Yes COD amount: 21.00	00264300487113114542		Register shipment Print label Generate manifest
<input type="checkbox"/> #DEV1028LT	Vardenis Pavardinauskas	On hold	Smartposti Courier: Packet Count: 7 Weight: 7 COD: No	JJF164926198902699499		Register shipment Print label Generate manifest

Generate manifest

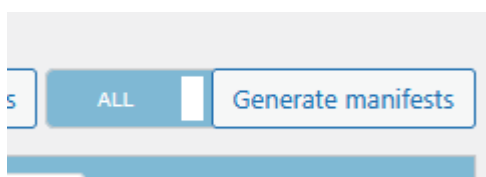
On the “WooCommerce” → “Smartposti Shipments” page, in the orders table, click the *Generate manifest* button.



Can also generate manifest for multiple orders. Need to mark the desired orders and click the bulk button above the table.

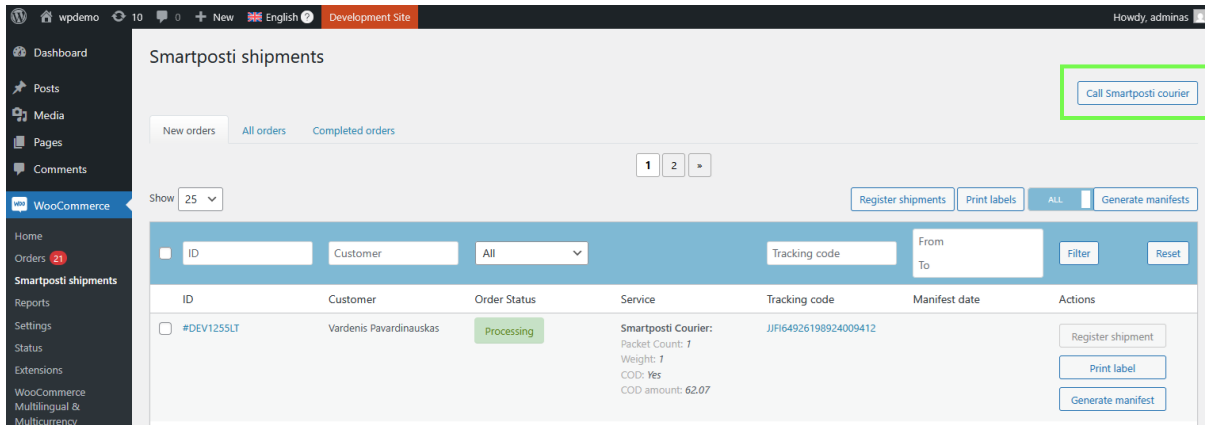


Alternatively, a manifest can be generated at once for all orders visible on the page that have registered shipments. Next to the *Generate manifests* button above the table, need to toggle the switch to the *All* state and click the *Generate manifests* button.



Call courier

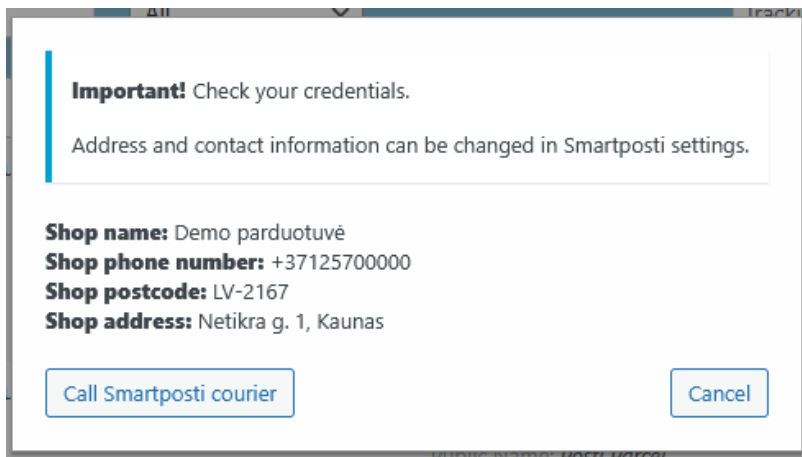
When everything related with the label and manifest generation is done call Smartposti courier.



The screenshot shows the 'Smartposti shipments' management page. At the top right, a button labeled 'Call Smartposti courier' is highlighted with a green rectangular box. Below this, there are tabs for 'New orders', 'All orders', and 'Completed orders'. A 'Show' dropdown is set to '25'. On the right, there are buttons for 'Register shipments', 'Print labels', 'ALL', and 'Generate manifests'. Below these are search filters for 'ID', 'Customer', 'Order Status', 'Tracking code', and 'From To'. A table lists shipment details:

ID	Customer	Order Status	Service	Tracking code	Manifest date	Actions
<input type="checkbox"/> #DEV1255LT	Vardenis Pavardinauskas	Processing	Smartposti Courier: Packet Count: 7 Weight: 7 COD: Yes COD amount: 62.07	JJF64926198924009412		<input type="button" value="Register shipment"/> <input type="button" value="Print label"/> <input type="button" value="Generate manifest"/>

Make sure that all necessary credentials are correct and simply press *Call Smartposti courier* button for shipment collection.



Important! Check your credentials.
Address and contact information can be changed in Smartposti settings.

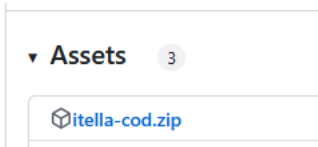
Shop name: Demo parduotuvė
Shop phone number: +37125700000
Shop postcode: LV-2167
Shop address: Netikra g. 1, Kaunas

Smartposti COD plugin

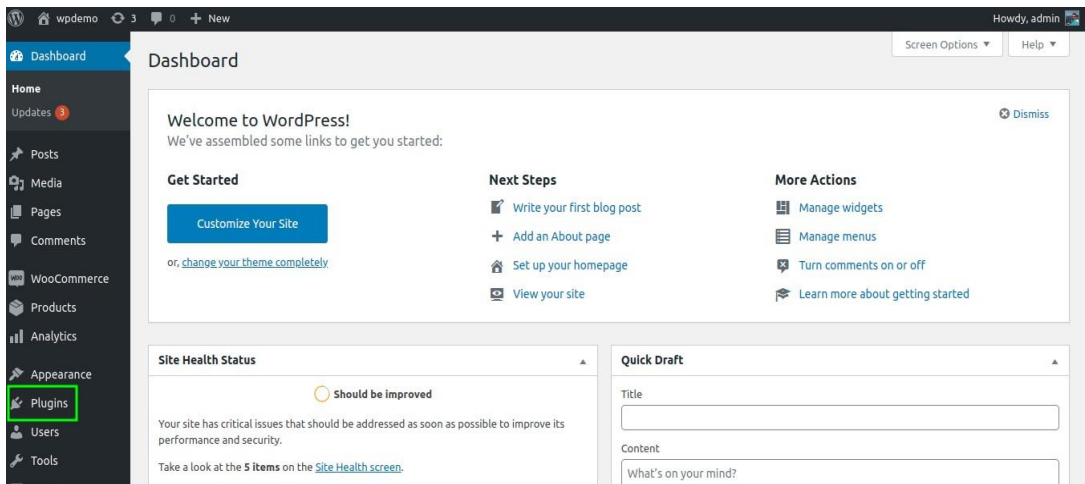
The plugin is designed to be used together with the Smartposti Shipping plugin when want to have Card On Delivery (COD) payment method.

Installation

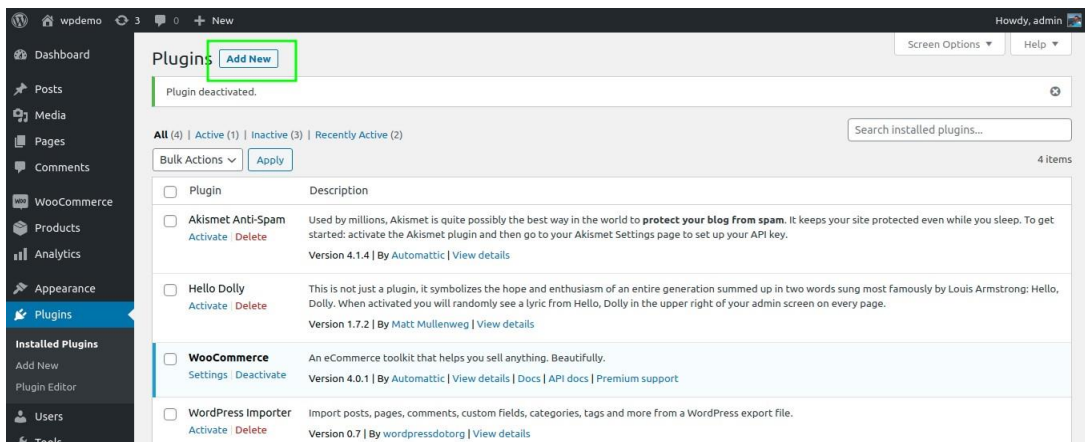
In the preinstallation stage in order to install Smartposti COD plugin download the latest Smartposti COD plugin version. This can be done on the plugin version download page² by clicking on the Assets section. When the dropdown of assets extends click *itella-cod.zip* to download.



Then login to the Wordpress admin area (dashboard) and click **Plugins** section from the menu.

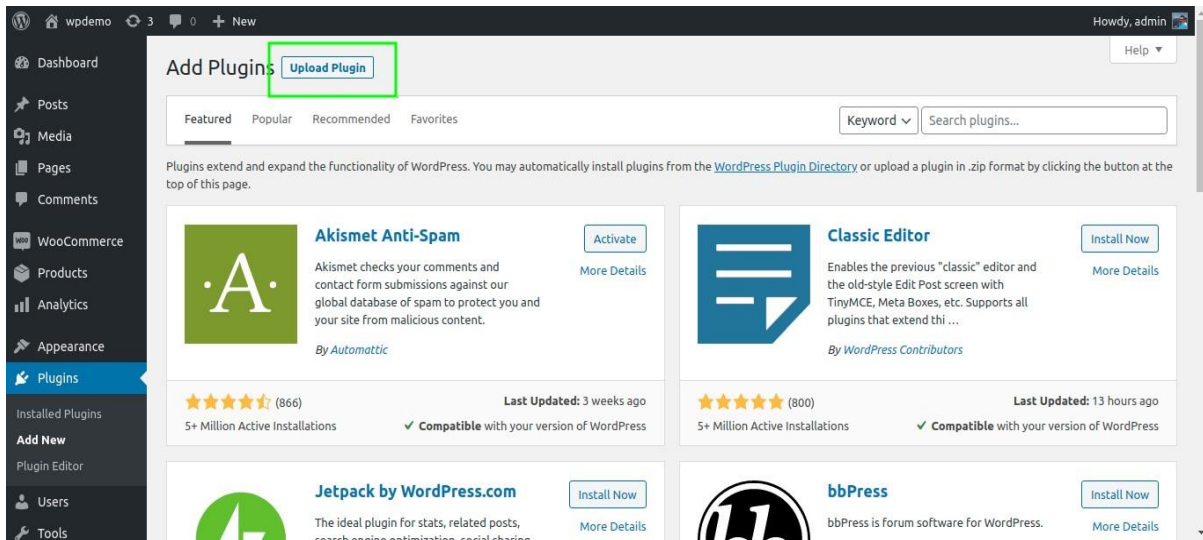


In an opened window click the button **Add New** located on the top of the page.

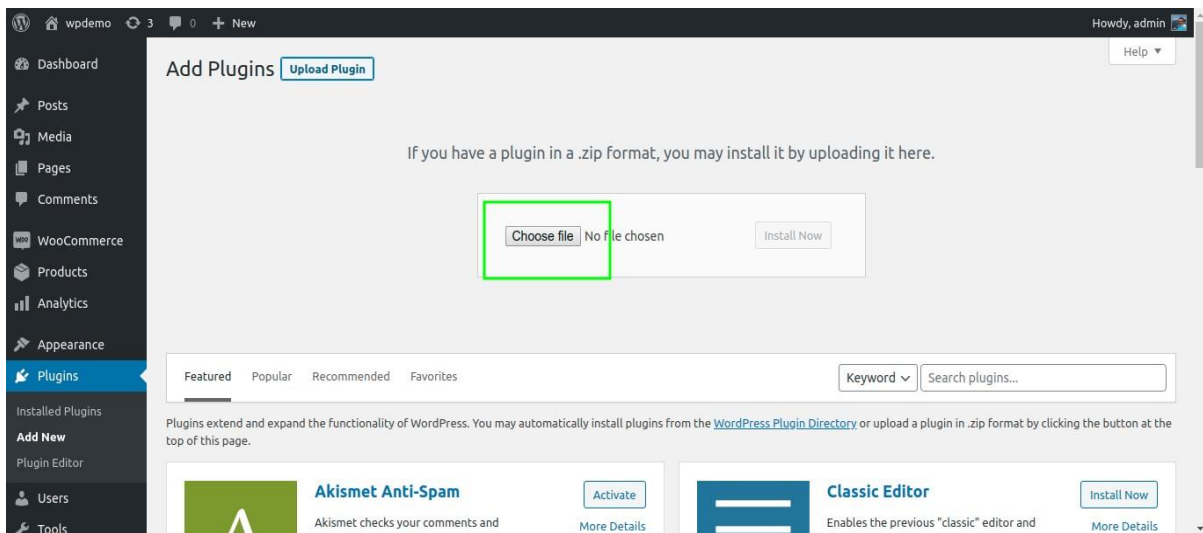


² <https://github.com/ItellaPlugins/itella-cod-woocommerce/releases>

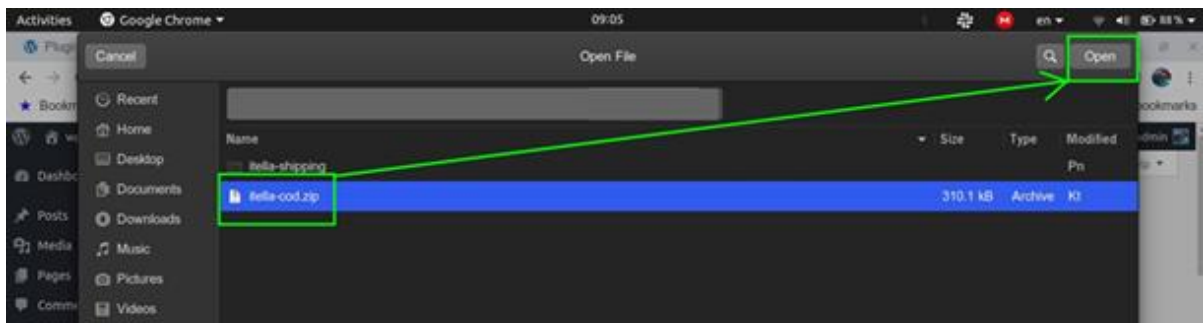
Then click **Upload Plugin** button.



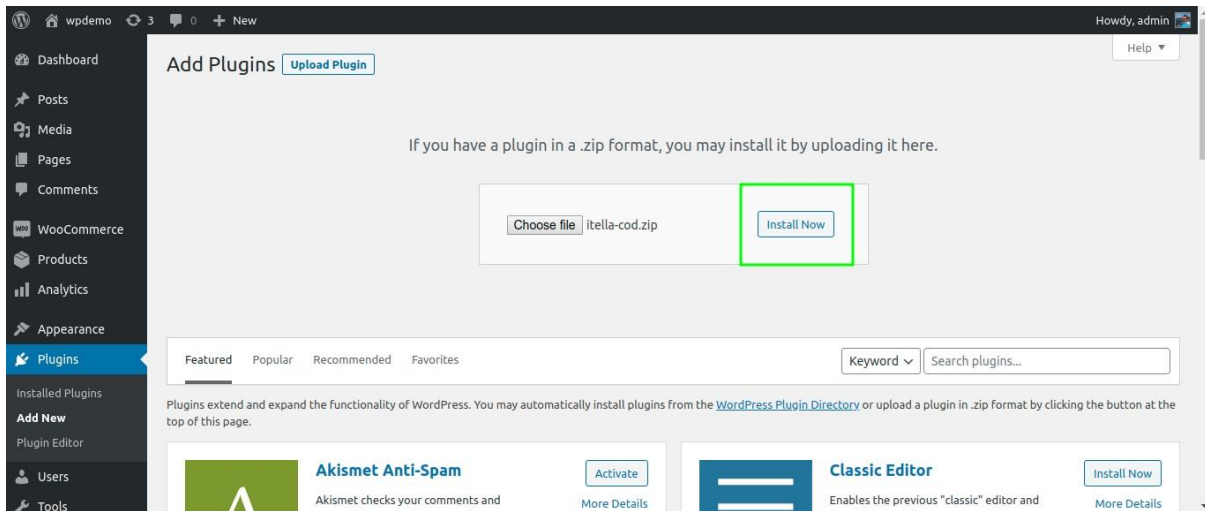
Will see the field intended for file upload. Click **Choose file** button.



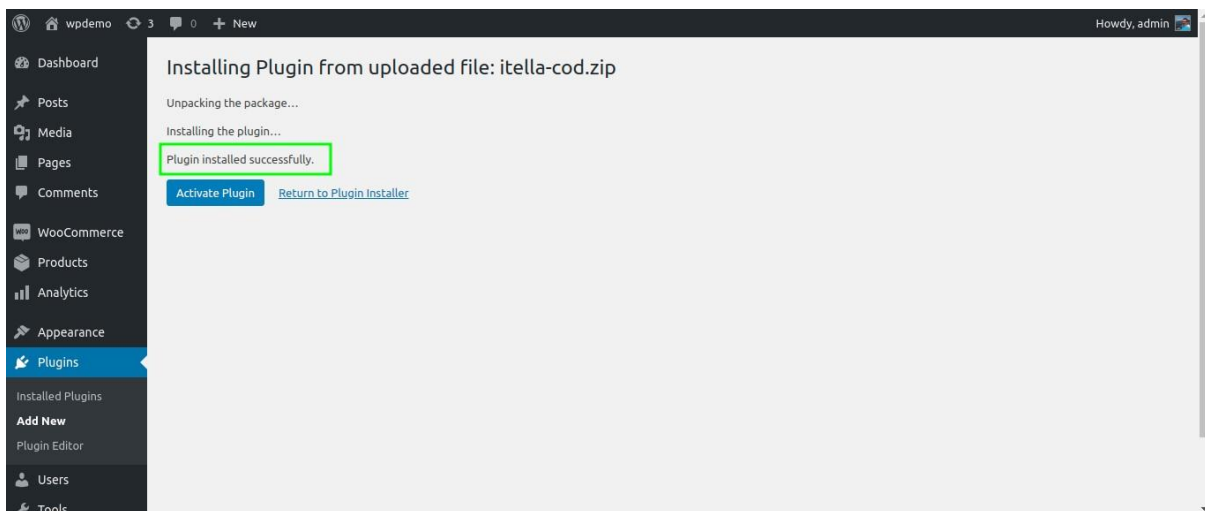
Select previously downloaded *itella-cod.zip* file and click **Open** button.



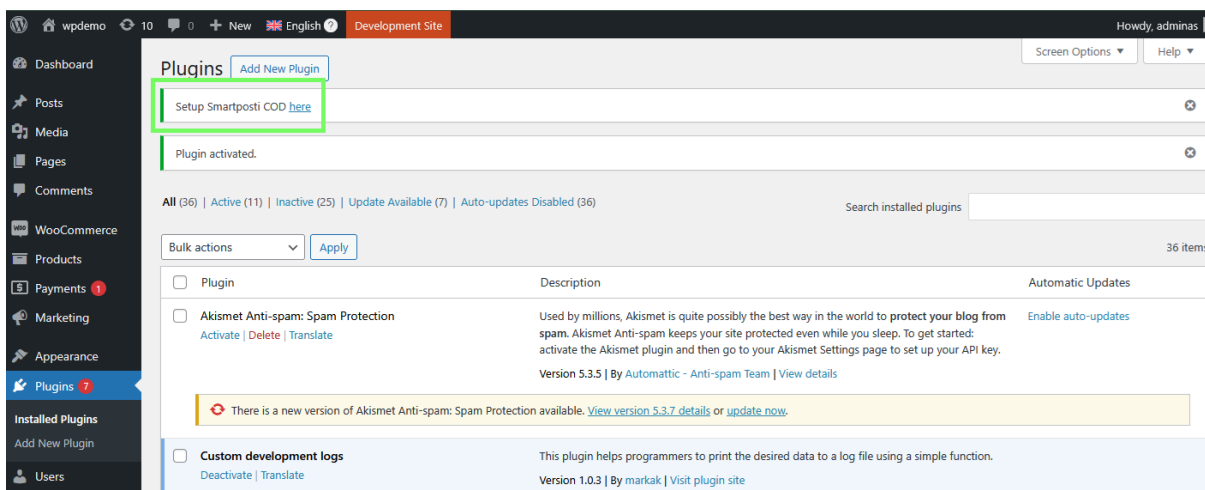
In order to finish installation procedure click button **Install Now**.



The Smartposti COD plugin should be now installed. The message of the successful installation will be visible in the window.

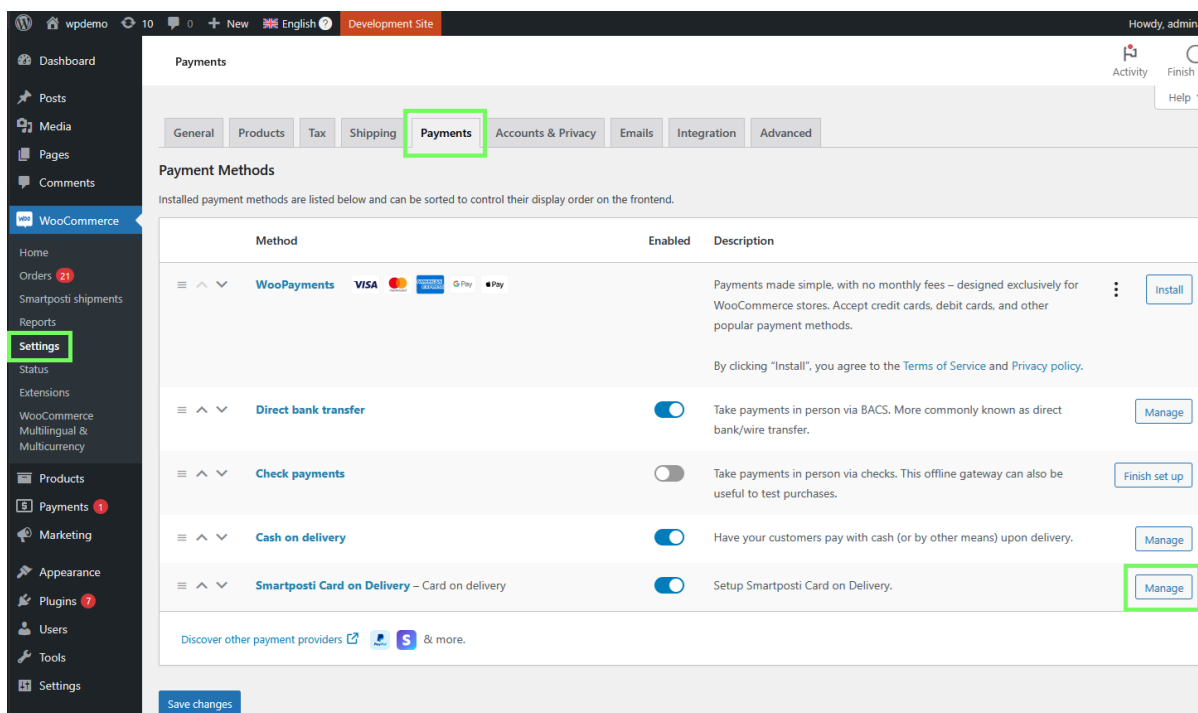


Now Smartposti COD requires setup. Click on the link *“Setup Smartposti COD here”*.

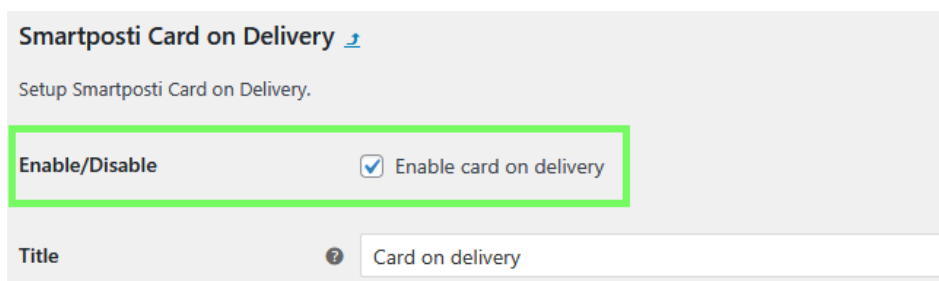


Configuration

The plugin settings are available in the admin by going to “WooCommerce” → “Settings” → “Payments” → “Smartposti Card on Delivery” → “Manage”.



In an opened window will see *Enable/Disable* option, leave checkbox checked to enable plugin.



Title field is intended to show a customer the title of the payment method on the checkout.

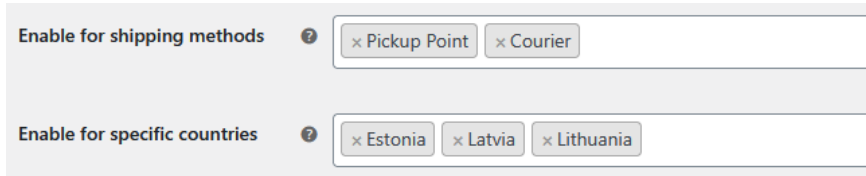
Description field is intended to show the customer the description of the payment method which is visible on checkout.

Instructions that will be added to the *Thank You* page.

Title	<input type="text" value="Card on delivery"/>
Description	<input type="text" value="Pay with card upon delivery."/>
Instructions	<input type="text" value="Pay with card upon delivery."/>

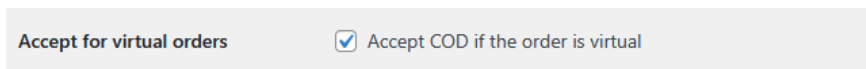
Enable for shipping methods field is for Smartposti methods selection which are eligible for Smartposti COD.

Enable for specific countries field is for country selection in which the Itella COD method will be enabled.



The image shows two configuration fields. The first field, labeled "Enable for shipping methods", contains two buttons: "x Pickup Point" and "x Courier". The second field, labeled "Enable for specific countries", contains three buttons: "x Estonia", "x Latvia", and "x Lithuania".

Accept for virtual orders – accept COD if the order is virtual.



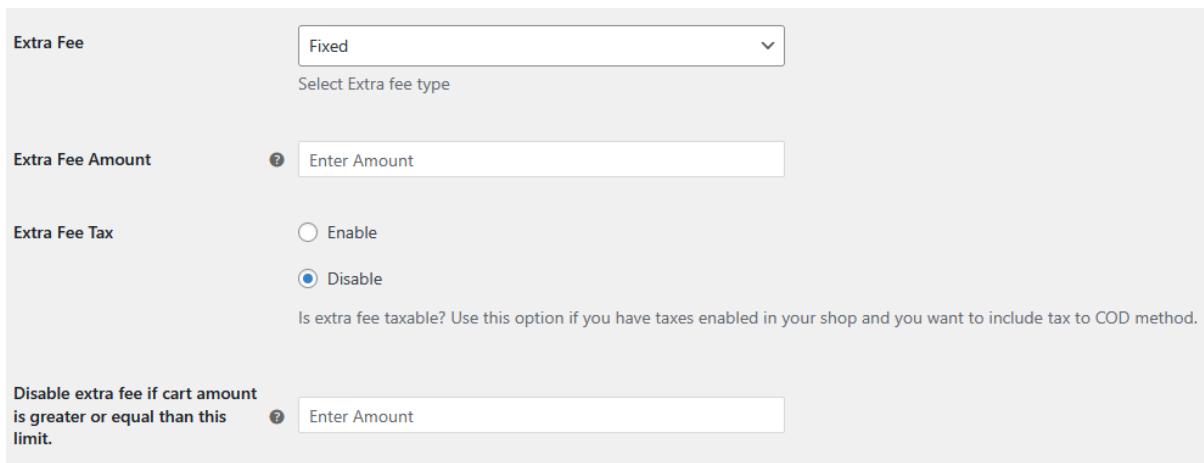
The image shows a checkbox labeled "Accept for virtual orders" which is checked, with the text "Accept COD if the order is virtual" next to it.

In *Extra Fee* field have to choose whether it is Disabled, Fixed or Percentage.

In *Extra Fee Amount* field can charge for cash on delivery service. The same principle is either for Fixed and Percentage extra fees type.

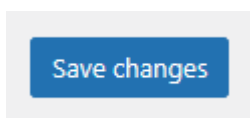
Extra Fee Tax – in order to make extra fee taxable use option to enable taxes in the shop. The tax will be also included to COD method well.

Disable extra fee if the cart amount is greater or equal than this limit – leave blank or zero if want to charge for any amount.



The image shows a configuration form for "Extra Fee". It includes a dropdown menu for "Extra Fee" set to "Fixed", a text input for "Extra Fee Amount" with the placeholder "Enter Amount", radio buttons for "Extra Fee Tax" (with "Disable" selected), and another text input for "Disable extra fee if cart amount is greater or equal than this limit" with the placeholder "Enter Amount". A note below the radio buttons reads: "Is extra fee taxable? Use this option if you have taxes enabled in your shop and you want to include tax to COD method."

After making any changes to the parameters, you must click the *Save changes* button.



The image shows a blue button with the text "Save changes" in white.