

Smartposti Opencart 3.0 module installation instructions

Module functionality:

- Parcel delivery service to Smartposti parcel shop pickup points (hereinafter referred to as “pickup point“) located in Finland, Lithuania, Latvia, Estonia;
- Parcel delivery by the 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 the 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.

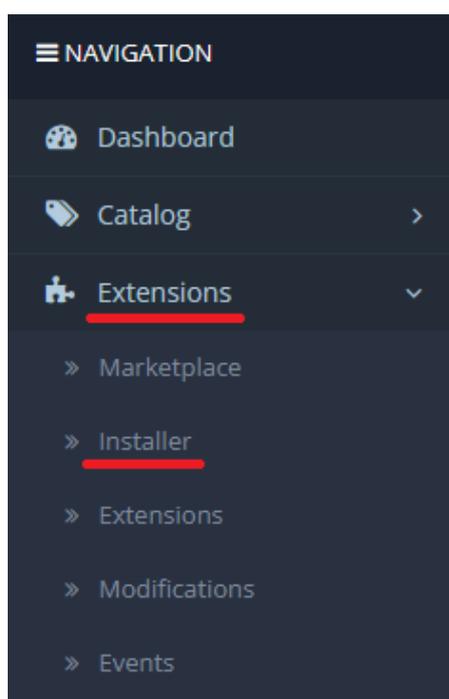
Installation procedure

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

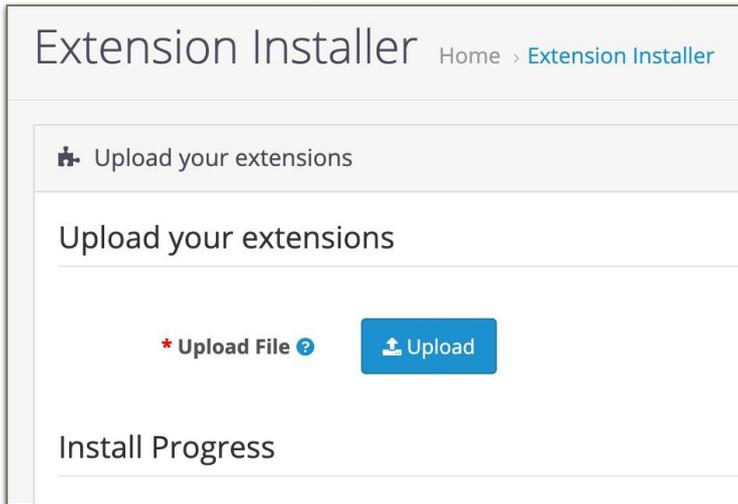
Installing the Smartposti Shipping Module

Before installing the Smartposti Shipping module you need to download and unzip the previously mentioned module ZIP folder containing the directory named *itella-shipping-opencart.ocmod.zip*.

- After logging in to the Website administrative environment in the menu bar, on the left side of the page, in its' Extensions section **Installer** should be selected;



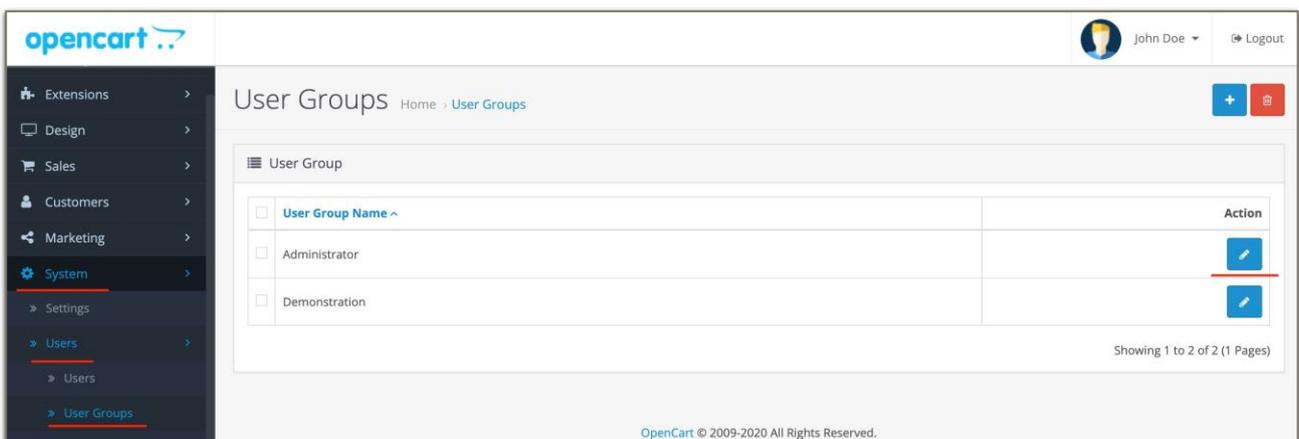
- At the right side of the page click the button named **Upload**



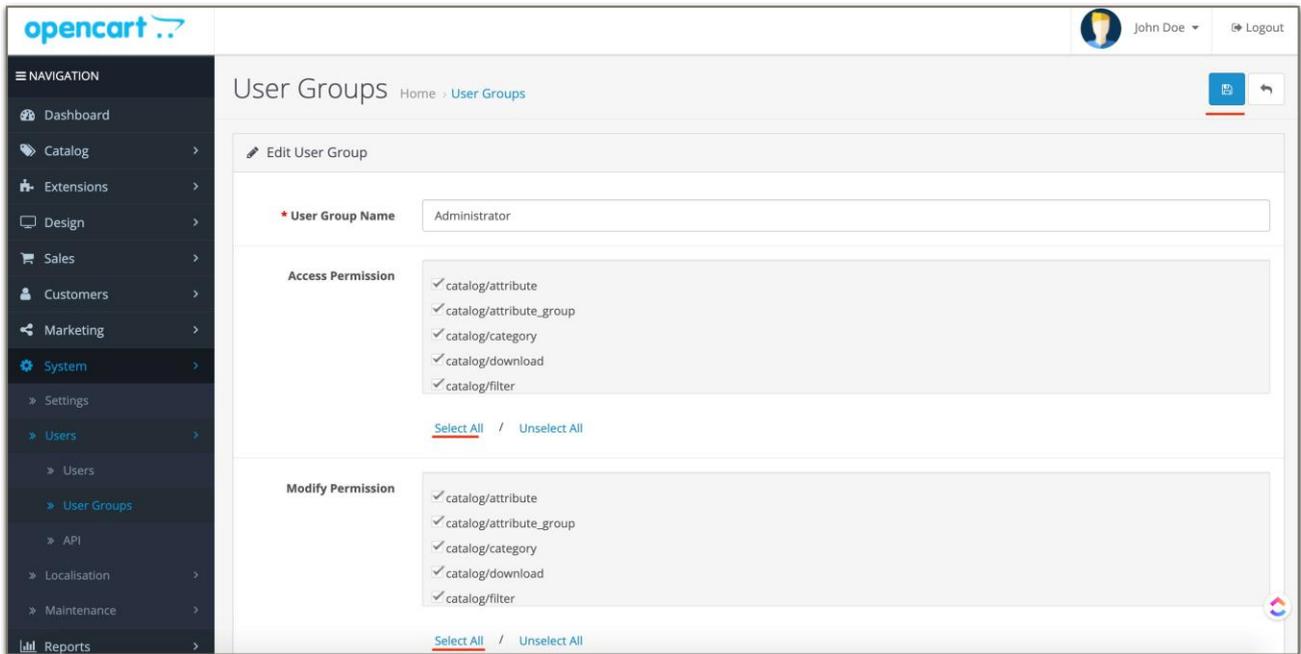
- When the window for module uploading opens upload the *itellashipping.zip* archive into the previously mentioned window or to click **“select file”** then navigate it to the mentioned ZIP archive and select it.

Module installation using FTP access

- A module can be installed through ftp access as well. 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 **Upload** in the root directory of the e-shop.
- After all steps described above administrator permissions should be provided. In order to do that in *System* section find **Users** and choose **User Groups**. In User Groups window open Administrator in the edit mode by choosing a button on the right side of the table.



In the opened window will see two *Access* and *Modify permission* blocks. For both mentioned blocks need to click **select all** option and press **save** button located in the top-right corner of the page.

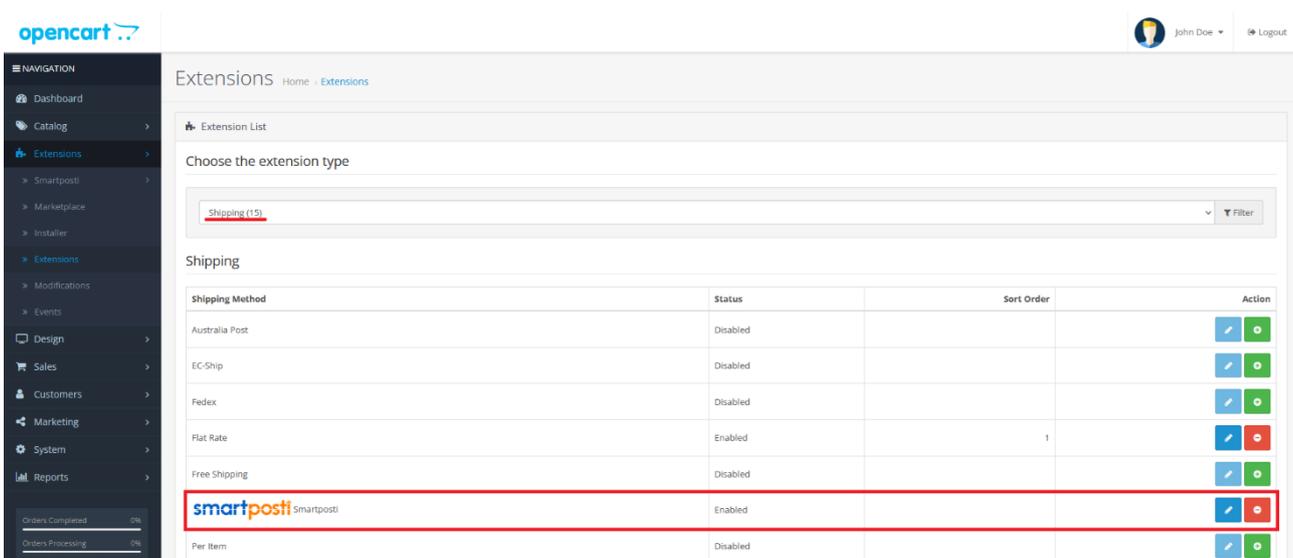


The explanation of the settings window value and functionality

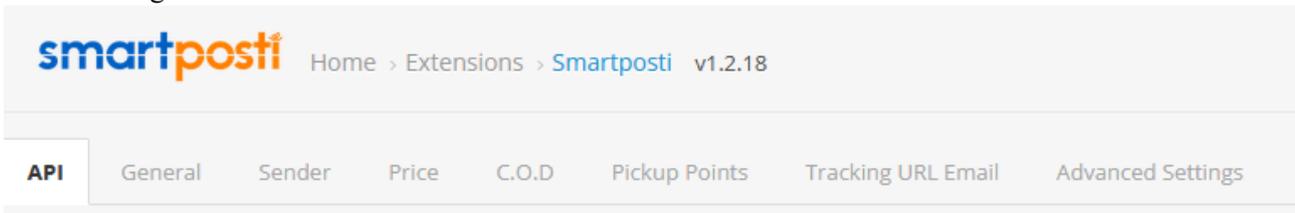
In **Extensions** block choose *Extensions* section. In the input select Shipping and will see a list of shipping methods below. Smartposti will be visible on the list. In order to install the module, on the right side of the table, press green button.



After installation, the previously mentioned button will turn red with its ability to delete a module. Blue button is intended for editing settings.



In the settings window will see 8 tabs:



API tab

The information in API tab is required to be entered in order to generate and print labels.

API User	Username
API Password	Login password
API Contract #	Contract number is a pricing intended for automatic taxations

Enter the API username, API password and API contract provided by SmartPosti.

The screenshot shows the 'API Settings' form. At the top left is a gear icon and the text 'API Settings'. Below this is a section titled 'Credentials'. Inside this section are three rows of input fields. The first row is labeled 'API User' and contains a text input field with 'API User' entered. The second row is labeled 'API Password' and contains a text input field with 'API Password' entered. The third row is labeled 'API Contract #' and contains a text input field with 'API Contract #' entered.

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.

The screenshot shows the 'Services' form. It has a section titled 'Services'. Below this are two rows of dropdown menus. The first row is labeled 'Parcel locker service' and has a dropdown menu with 'Parcel Connect' selected. The second row is labeled 'Courier service' and has a dropdown menu with 'Express Business Day Parcel' selected.

*Note: Below each tab table will find blue **save** button. Do not forget to press it when finished editing necessary information.*



General tab

Tax class	A tax class created by Opencart. Don't use it if do not want to apply any tax
Geo zone	Geo zone created by Opencart. This setting will limit for which countries new prices can be created (more information in Price tab section)
Status	Intended for specifying if Smartposti module is active or not (enabled/ disabled)
Sort order	Sorting order by its priority.
Methods title	Can specify the name of the delivery method for each website language.

smartposti Home > Extensions > Smartposti v1.2.18

API **General** Sender Price C.O.D Pickup Points Tracking URL Email Advanced Settings

Module settings

Tax Class --- None ---

Geo Zone All Zones

Status Enabled

Sort Order Sort Order

Language **Pickup point title in checkout** **Courier title in checkout**

Smartposti Pickup point Smartposti Courier

Sender tab

Name	The name of the sender company/ shop
Street	The street where the sender shop locates
Postcode	the shop location postal code
City	the city of the store location
Country	The country where the shop is
Mob. phone	phone number of the store
E-mail	the email of the store

API General **Sender** Price C.O.D Pickup Points Advanced Settings

 Sender Information

Name

Street

Postcode

City

Country

Mob. phone

E-mail

Price tab

In mentioned tab different prices can be set for parcel shops and courier according to a country. In order to set a price need to choose the country and edit the price or from which amount 0 price will be applied (leave it blank if the price is always paid). If negative price is edited for a concrete country, during checkout the selection between parcel shops and courier won't be visible, for example, if want for a concrete country to apply only courier services.

Price Settings

Set -1 (negative price) in price field to disable that option for particular country.

Country: Afghanistan
Selection is limited to set Geo Zone

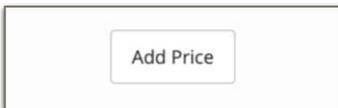
Pickup Point price: Pickup Point price free from: free from

Courier price: Courier price free from: free from

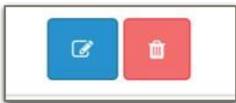
Add Price

Country	Pickup Point price	free from	Courier price	free from	Actions
Estonia	4.99		7		 
Finland	5.99		9.99		 
Latvia	3.99		5.5		 
Lithuania	2.99		4		 

Press **Add Price** button to add a price into the table located below.



Blue button on the right side of the table is intended for editing/ correcting information whereas red button is for deleting.



COD tab

Status	Enables or disables recognition
COD options	Need to check which payment methods are related with COD
BIC	Bank Identifier Code (required if COD is enabled)
IBAN	International Bank Account Number (required if COD is enabled)

In this section can set COD (cash on delivery) to be recognised automatically.

API	General	Sender	Price	C.O.D	Pickup Points	Advanced Settings
-----	---------	--------	-------	--------------	---------------	-------------------

C.O.D Settings

Status Enabled

C.O.D Options

- Bank Transfer
- Cash On Delivery
- Free Checkout
- Itella COD

Select payment options that are for C.O.D

BIC habalt

IBAN It000000000000000000

📄
↶

Pickup Points tab

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

This section holds information about pickup points/ parcel shops location according/ related to the concrete country. Shows when was the last time when locations were updated.

CRON URL - a unique link which can be used together with cron for periodical locations update.

The blue button, located in the bottom right side of the page, is intended for instant manual location update.

📍 Pickup points settings

Exclude outdoors

Enabled

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



📍 Pickup points information

Last update: **2024-07-31 14:10:45**

Total pickup points (LT): **385**

Total pickup points (LV): **271**

Total pickup points (EE): **346**

Total pickup points (FI): **2931**

CRON URL: <https://website.lt/index.php?route=extension/module/itellshipping/ajax&action=updateLocations&secret=66a90c05cfe5f>

Use this link to setup automated pickup points update (Cron Job)



Tracking URL Email tab

Status	Enables or disables email
Email subject	Title of the email
Email template	The content of the email, which can use the variables specified below the field

In this section you can set up a letter to be sent to the customer with the shipment tracking number.

 Tracking URL email

Status Disabled ▼

Email subject Email subject

Email template You can track your shipment here:
{{ tracking_url }}

{{ tracking_url }} - key where to insert tracking URL, to insert just tracking number please use {{ tracking_number }}



Advanced Settings tab

 Advanced settings

Email subject E-com order booking

LT Courier email smartship.routing.lt@itella.com

LV Courier email smartship.routing.lv@itella.com

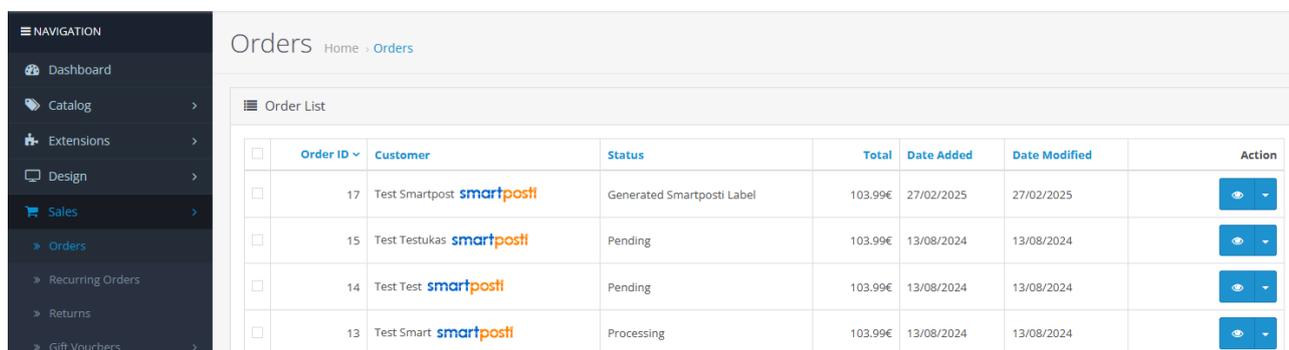
EE Courier email Courier email

FI Courier email Courier email



Order information part

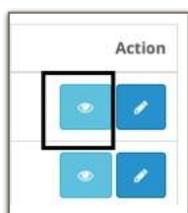
To view all available orders in a dashboard select **Sales -> Orders**. The orders performed with Smartposti will be marked with Smartposti logo in the list of orders. The order list can be sorted, filtered as well as the required orders can be found.



The screenshot shows a dashboard with a navigation menu on the left and an 'Orders' section on the right. The 'Orders' section contains an 'Order List' table with the following data:

Order ID	Customer	Status	Total	Date Added	Date Modified	Action
17	Test Smartpost smartposti	Generated Smartposti Label	103.99€	27/02/2025	27/02/2025	[View]
15	Test Testukas smartposti	Pending	103.99€	13/08/2024	13/08/2024	[View]
14	Test Test smartposti	Pending	103.99€	13/08/2024	13/08/2024	[View]
13	Test Smart smartposti	Processing	103.99€	13/08/2024	13/08/2024	[View]

Press View button in order to view a concrete order in edit mode.



Module instructions for use

When viewing the order in edit mode will see the Smartposti table in which additional services can be applied (orders related with the courier) or change the pickup point.

The following information is filled in the order editing section:

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
Shipment comment	the comment is written on a label

smartposti Smartposti

Packets (total): **Weight (kg):**

C.O.D.: **C.O.D. amount:**

Carrier:

Changing carrier here will not recalculate order shipping cost!

Pickup point:

Shipment comment:

Note: when changing Carrier, for example, from pickup point to courier, the delivery price won't change. If want to recalculate given price it can be changed while editing the concrete order.

Print button - only active when the order has already generated tracking number.



Save button - press after entering the required order information.

Important: after saving the changes the tracking number (the label) must be generated again.



Generate label button - generates the tracking number (the label) based on existing data. If successfully generated - **Print** button will become active.



The table below is related with the Courier carrier (2317 product).

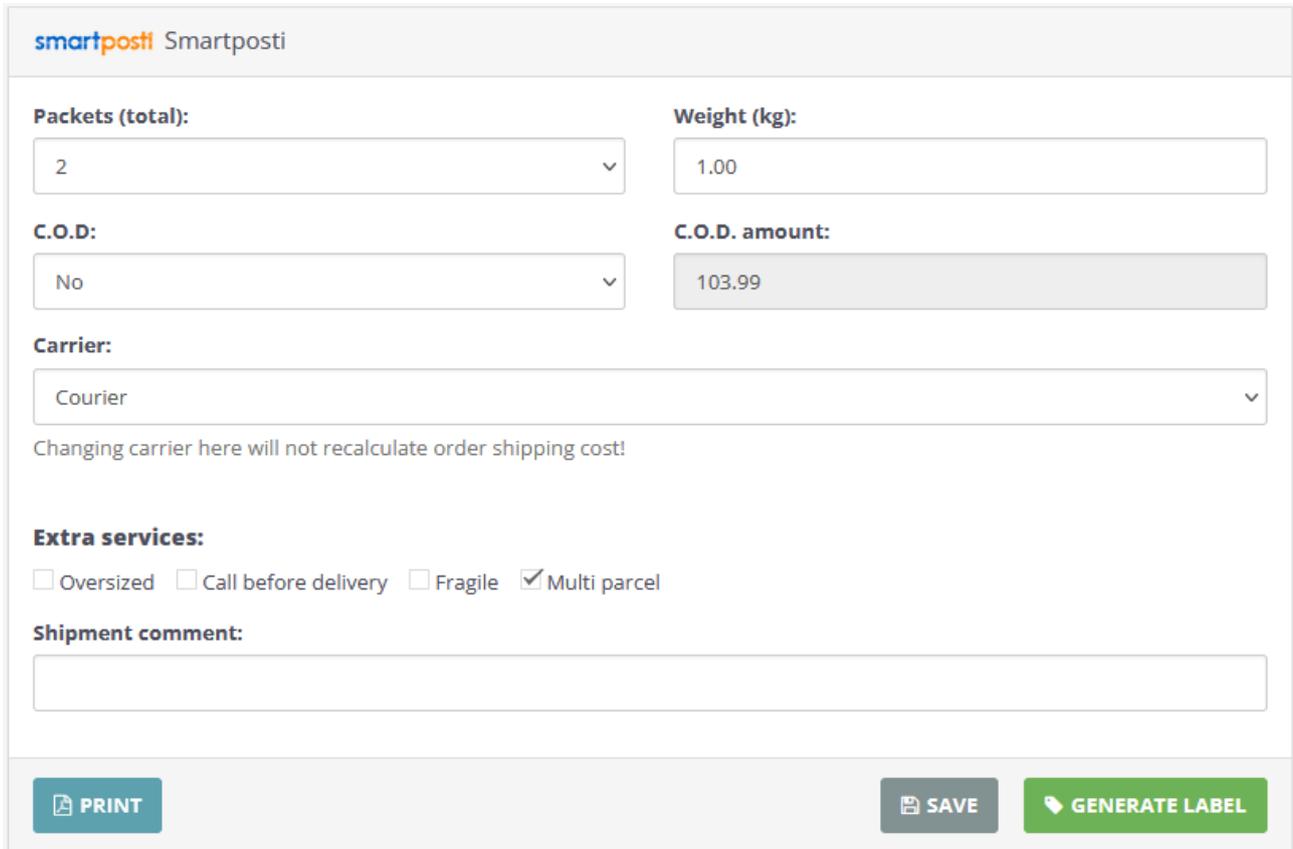
In the **Carrier** section selecting the **Courier** as value opens additional service fields that are optional (all additional services have their own prices):

Oversized

Call before delivery

Fragile

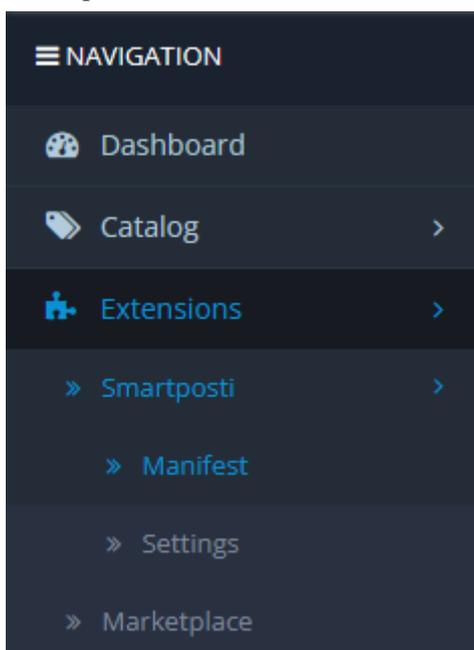
It should be emphasised that in the **Packets** input if the selected value is *more than one* then the order is automatically assigned to the *multi parcel category*. In this case, in the Extra services section, the multiparcel field will appear which cannot be unchecked.



The image shows a shipping form for Smartposti. At the top left is the logo 'smartposti Smartposti'. The form contains several input fields: 'Packets (total):' with a dropdown menu showing '2'; 'Weight (kg):' with a text input field showing '1.00'; 'C.O.D.' with a dropdown menu showing 'No'; 'C.O.D. amount:' with a text input field showing '103.99'; and 'Carrier:' with a dropdown menu showing 'Courier'. Below the carrier field is a note: 'Changing carrier here will not recalculate order shipping cost!'. Under the heading 'Extra services:', there are four checkboxes: 'Oversized', 'Call before delivery', 'Fragile', and 'Multi parcel' (which is checked). Below this is a 'Shipment comment:' text area. At the bottom of the form are three buttons: 'PRINT', 'SAVE', and 'GENERATE LABEL'.

Manifest generation part

Select **Extensions** → **Smartposti** → **Manifest** in order to view manifest generation window where all Smartposti orders can be viewed.



In order to assign the shipment tracking number to the 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 labels** button (no error should occur in the process). In each order status will see if the label was successfully generated.

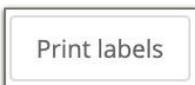
The following information will be seen:

ID	an unique order id that is assigned when the new order is saved for the first time.
Customer	the ordering customer who formed the order
Tracking #	tracking number received after registration of the shipment (obtained when the Generate label button was pressed in the order part)
Status	order status
Date added	the date when the order was placed/ formed
Date modified	the date when the concrete order was edited
Actions	generate label action can be performed

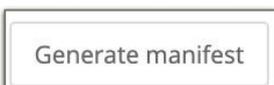
Generate labels button - intended for label generation when actually tracking number is assigned to each order.



Print labels button - is intended to print selected labels



Generate manifest button - generates whole manifest



After successfully generating the prepared orders they will be seen in the Smartposti generated manifest window:

ID	manifest id
Total orders	how many orders are in total in the manifest
Date added	the date when the manifest was generated/ formed
Actions	can either <i>Print</i> the manifest or <i>Call courier</i>

ID	Total orders	Date added	Actions
2	2 Show	24/03/2025	Print Call courier
1	0 Show	27/02/2025	Print Call courier

Press **Call courier** button and will see the window with following information where the courier will be called to:

smartposti Call Smartposti courier

Courier will be called to

Name: UAB Testukas

Address: Pardavėnų g. 1, 49225 Testėnai, LT

Contact mob. phone: +37060010000

Manifest ID to attach: 2

[Call Courier](#) [Cancel](#)

Name	the name of the shop
Address	store address
Contact mob. phone	phone number of the store (located in sender information settings)
Manifest ID to attach	manifest ID

If sure that the visible information is correct press **Call Courier** button by which the courier will collect the shipment. The button is intended to confirm the courier call.

Call Courier

Note: if the manifest has the order with an error it will be marked with a red colour:

<input type="checkbox"/> ID	Customer	Tracking #	Status	Date added	Date modified	Actions
13	Test Smartposti		Smartposti Error	13/08/2024	24/03/2025	
14	Test Smartposti		Smartposti Error	13/08/2024	24/03/2025	

Generate labels

Print labels

Generate manifest

When fixing an error open the order and see what error is displayed in the table.

smartposti Smartposti

Error: 500, Pickup point with this id doesn't exist in database!

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

C.O.D.: No **C.O.D. amount:** 103.99

Carrier: Pickup Point

Changing carrier here will not recalculate order shipping cost!

Pickup point: ALYTUS - Topolių g. 1, 63411 (Parcel Shop EUROKOS)

Shipment comment:

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

After correcting the error in the order click **Save** button to update the information (in case of the order, the error text will be removed only when page is refreshed after saving)

SAVE