Itella Woocommerce module installation instructions

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 a courier in Finland, Lithuania, Latvia, Estonia;
- Parcel collection from the 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 COD Module

Before installing the Itella API module make sure you have Woocommerce installed and enabled in a

Wordpress shop. Firstly, you need to download Itella-COD plugin. In an opened window click Assets.

Click *itella-cod.zip* to download:



Login in to your Wordpress admin area (dashboard) and click Plugins

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🖈 Posts	We've assembled some links to get you s	tarted:	Mara Astian	
9] Media	Get Started	Write your first blog	nost Manage widgets	
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WooCommerce	or, <u>change your theme completely</u>	🔏 Set up your homepag	ge 😝 Turn comments on	or off
Products		View your site	😤 Learn more about g	getting started
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🕹 Users	Your site has critical issues that should be addressed performance and security.	d as soon as possible to improve its		
۶۶۰ Tools	Take a look at the 5 items on the <u>Site Health screen</u>		What's on your mind?	

Click Add New button, located on the top of the page

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よ Users	WordPress Importer Activate Delete	Import posts, pages, comments, custom fields, categories, tags and more from a WordPress export file. Version 0.7 By wordpressdotorg View details	-								

Click Upload plugin button:



In an opened window will see a field with a button named **Choose file**. Click it and find previously downloaded zip file.

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🛓 Users	Akismet Anti-Spam Activate Classic Editor Install Now
Tools	Akismet checks your comments and More Details Enables the previous "classic" editor and More Details

Select *itella-cod.zip* file and click **Open** button on the top right corner of the page.

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Make sure that the file, appeared on the upload window, is correct and click **Install Now** button next to the file.

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Itella COD plugin is installed. If the process was successful then will see the message confirming about the installation.



Managing Itella COD

In order to activate plugin and setup click Activate Plugin button immediately after installation.



Then click on the link "Setup Itella COD here":

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

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

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

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

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

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

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

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

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 Appearance Plugins Users Tools 	Disable extra fee if cart amount is greater or equal than this limit.	Enter Amount				
Settings	Save changes					-

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.

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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.

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In the end, click Save Changes button located in the left bottom of the page.

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Itella shipping module installation

In the preinstallation stage in order to install Itella shipping module download the latest Itella Shipping plugin version and then click **Assets**. When the dropdown of assets extends click itella-shipping.zip to download:



Then login to the wordpress admin area (dashboard) and click Plugins section

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្វា Media	Get Started	Next Steps		More Actions		
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WooCommerce	or, <u>change your theme completely</u>	🖀 Set up your homep	age	Turn comments or	n or off	
Products		View your site		😤 Learn more about	getting started	
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In an opened window click the button Add New located on the top of the page

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Products	Akismet Anti-Spam	Used by millions, Akismet is quite possibly the best way in the world to protect your blog from spam . It keeps your s	site protected even while you sle	ep. To get
Analytics	Activate Delete	started: activate the Akismet pugin and then go to your Akismet settings page to set up your API key. Version 4.1.4 By Automattic View details		
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🖆 Plugins	Activate Delete	Dolly. When activated you will randomly see a lyric from Hello, Dolly in the upper right of your admin screen on every Version 1.7.2 By Matt Mullenweg View details	/ page.	
Installed Plugins Add New Plugin Editor	WooCommerce Settings Deactivate	An eCommerce toolkit that helps you sell anything. Beautifully. Version 4.0.1 By Automattic View details Docs API docs Premium support		
🚢 Users 🔎	WordPress Importer Activate Delete	Import posts, pages, comments, custom fields, categories, tags and more from a WordPress export file. Version 0.7 By wordpressdotorg View details		

Then click Upload Plugin button

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WooCommerce Products Analytics Appearance	Akismet Anti-Spam Akismet Anti-Spam Akismet checks your comments and contact form submissions against our global database of spam to protect you and your site from malicious content. By Automatic	Classic Editor Install Now Enables the previous "classic" editor and the old-style Edit Post screen with TirryMCE, Neta Boxes, etc. Supports all puigns that extended thi By WardPress Contributors
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Plugin Editor Lusers Tools	Jetpack by WordPress.com Install Now The ideal plugin for stats, related posts, More Details	bbPress Install Now bbPress is forum software for WordPress. More Details

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

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6 7	Akismet checks your comments and More Datails Enables the previous "classic" editor and More Datails	taile .

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

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In order to finish installation procedure click button Install Now

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📕 Pages	IF you have a plugin in a .zip rormat, you may install it by uploading it here.
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🕹 Users	Akismet Anti-Spam Activate Classic Editor Install Now
🖋 Tools	Akismet checks your comments and More Details Enables the previous "classic" editor and More Details

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



Managing Itella Shipping module

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



Now Itella Shipping requires setup. Click on the link "Setup Itella Shipping here":

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😡 WooCommerce			Bulk Actions V Apply 10 items	
🗳 Products	C) Plugin	Description	
Analytics	C	Advanced Database Cleaner	Clean database by deleting unused data such as 'old revisions', 'old drafts', 'orphan options', etc. Optimize	database and more.
🔊 Appearance		Activate Delete	Version 3.0.0 By Younes JFR. View details	
💉 Plugins	C	Advanced WordPress Reset	Reset your WordPress database back to its first original status, just like if you make a fresh installation.	
Installed Plugins		Deactivate	Version 1.1.0 By Younes JFR. View details	
Add New	C	Akismet Anti-Spam	Used by millions, Akismet is quite possibly the best way in the world to protect your blog from spam. It k	eeps your site protected even
Plugin Editor		Activate Delete	while you sleep. To get started: activate the Akismet plugin and then go to your Akismet Settings page to	set up your API key.
👗 Users			Version 4.1.4 By Automattic View details	
🔎 Tools		Hello Dolly	This is not just a plugin, it symbolizes the hope and enthusiasm of an entire generation summed up in two	words sung most famously by

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

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🞝 Media											
Pages	General Products	Shipping	Payments	Accounts & Privacy	Emails	Integration	Advanced				
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WooCommerce	Itella Shipping										
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Will see API inputs with separate Product credentials (2711 product is related with parcel shops/ pickup points whereas 2371 product with the courier). Write down the username, password and contract number for both product sections. Contract number is a pricing which stands for automatic taxations.

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Pages	WooCommerce / Settings / Shipp	ng	Inbox	Orders	Stock	Reviews
Comments	Shipping zones Shipping options Sl	ipping classes Omniva Shipping Itella Shipping				
WooCommerce	Itella Shipping					
Dashboard	Plugin to use with Itella Shipping meth	ods				
Itella shipments Omniva manifest Orders	Enable	✓ Enable Enable this shipping.				
Coupons Customers Reports	API user (Product 2711)					
Settings	Api password (Product 2711)					
Extensions Products Analytics	Api contract number (Product 2711)					
Appearance	API user (Product 2317)					

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Omniva manifest Orders	WooCommerce / <u>Settings</u> / Shipping		Inbox	D rders	Stock	* Reviews
Coupons	API user (Product 2317)					_
Reports	Api password (Product 2317)					
Status						
Extensions Products	Api contract number (Product 2317)					
Analytics	Company name	-				
🔊 Appearance						
😰 Plugins	Bank account					
👗 Users						
F Tools	BIC					
G Settings						
Collapse menu	Shop name					-

Below will see shop's credentials input fields. Write down 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.

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9; Media			_	Inbox	Orders	Stock	Reviews
📕 Pages	Company name						
Comments							
🚾 WooCommerce 🔇	Bank account						
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Itella shipments	віс						
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Orders	Shan name						
Coupons	Shop hame						
Customers							
Reports	Shop city						
Settings							
Status	Shan address						
Extensions	Shop address						
Products							
Analytics	Shop postcode						

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👐 WooCommerce	WooCommerce / Settings / Shippir	ig			Inbox	Orders	Stock	* Reviews
Dashboard Itella shipments	Shop city)					
Omniva manifest Orders	Shop address							
Coupons Customers Reports								
Settings Status	Shop postcode							
Extensions	Shop country code							
• Analytics	Shop phone number							
 Appearance Plugins 	Shop email]					
📥 Users								

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

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	WooCommerce / <u>Settings</u> / Shipp	ing		Orders	5tock	Re
Itella shipments			in bon	010015	5000	
Orders	Enable Pickup Point	✓ Enable Pickup Point				
Coupons		Show pickup point shipping method in checkout.				
Customers						
Sottings	Enable Courier	✓ Enable Courier				
Status		Show courier shipping method in checkout.				
Products	LT. Pickup Point price	2				
Analytics						
	LT. Courier price					
Appearance		2				
🖌 Plugins						
Lusers	LT. Disable pickup point fee if cart amount is greater or	100				
🗲 Tools	equal than this limit					
🖪 Settings						

LT/LV/EE/FI. Pickup Point price. Set price for using pickup point shipping method.

LT/LV/EE/FI. *Courier price*. Set price for using courier shipping method.

LT/LV/EE/FI. Disable *pickup point fee* if cart amount is greater or equal than this limit.

LT/LV/EE/FI. Disable Courier fee if cart amount is greater or equal than this limit.

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Dashboard	WooCommerce / Settings / Shipp	ing			D rders	1	Reviews
Itella shipments	Lindble Courier			IIID0X	010013	Stock	THE HE HE
Omniva manifest		Show courier shipping method in checkout.					
Orders			7				
Coupons	LT. Pickup Point price	2					
Customers		2					
Reports							
Settings	LT. Courier price	2					
Status							
Extensions	LT. Disable pickup point fee if						
Products	cart amount is greater or equal than this limit	100					
Analytics							
🔊 Appearance	LT. Disable courier fee if cart amount is greater or equal	100					
🖆 Plugins	than this limit						
👗 Users							
🖋 Tools	LV. PICKUP Point price	2					
Settings							

*	Posts		
Q,	Media	LV. Courier price	2
	Pagas		
	Pages	LV. Disable pickup point fee	
•	Comments	if cart amount is greater or equal than this limit	100
Woo	WooCommerce		
Das	shboard	LV. Disable courier fee if	100
Itel	la shipments	equal than this limit	
Orc	lers 4		
Со	upons	EE. Pickup Point price	1
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Ext	ensions	EE. Disable pickup point fee	100
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al	Analytics		
•		EE. Disable courier fee if	
×	Appearance	cart amount is greater or equal than this limit	100
Ń	Plugins		
4	Users	FI. Pickup Point price	2
ىكى	Tools		
	Settings	FL Coursier print	
		FI. Courier price	2
Ŵ	Duplicator		
0	Collapse menu	FI. Disable pickup point fee	100
		equal than this limit	



Note: click Save Changes button located in the left bottom of the page.

Editing order's shipping settings

When receiving the order, go to **Woocommerce->Orders** and <u>click on the concrete order</u> 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 Itella Shipping method can be edited as well as the order related information/ details can be seen.



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

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Omniva manifest Orders 1	WooCommerce / Orders / Edit Order			Inbox Orders S	Stock Reviews
Coupons Customers Reports Settings Status Extensions Products I Analytics	On hold ▼ Customer: <u>Profile → View other orders →</u> admin (#1 – mantas.tarutis@gmai × ▼	Email address: mantas.tarutis@gmail.com Phone: 867517063	Itella Shipping Options Packets(total): 1 Weight(kg): 0.00 COD: No Carrier:	Add note Private note	ete note
 Appearance Plugins Users Tools Settings 			Chosen Pickup Point Chosen Pickup Point ALYTUS - Pulko g. 51, 62135 (Rimi Pulko) Extra Services: No extra services selected		
Collapse menu	Item		Cost Qty Total		

Will see following information:

Packets	select how many packages are per order
Weight	the weight of the package
COD	selected if cash on delivery service will be used
COD amount(EUR)	the amount of C.O.D in eur
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. In the example the Pickup point 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): <i>Oversized; Call before delivery; Fragile</i>

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Comments WooCommerce / Orders / Edit Order		Inbox	Orders	Stock .	* Reviews
🗤 WooCommerce 🖌	Itella Shipping Options				_
Dashboard	Packets(total):				
Itella shipments	2 ~				
Omniva manifest	Multi Parcel				
Orders 1	If more than one packet is selected, then a multi parcel service is mandatory				
Coupons	Weight(kg)				
Customers	0.00				
Reports	COD:				
Settings	No v				
Status	COD amount(EUR):				
Extensions	20.00				
Products	Carrier:				
II Analytics	Courier 🗸				
Appearance	Select Pickup Point:				
🕼 Plugins	· • •				
≜ likers	Extra Services				
	✓ Oversized				
Jools de la loois	Call before delivery				
🖸 Settings	🗌 Fragile				
Collapse menu					-

Note: 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.

Manifest generation part

In order to view all Itella shipments go to **Woocommerce->Itella Shipmnets.** All Itella orders can be viewed in previously mentioned section.



Each is assigned to the specific shipment tracking number.

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🍘 Dashboard	Itella shipments						
 ৵ Posts ✿ Media @ Pages ♥ Comments 	All orders New orders Cor	npleted orders				(Call Itella courier Generate manifests Print labels
WooCommerce Dashboard	D	Customer	All 🗸		Tracking code	From To	Filter Reset
Itella shipments	ID	Customer	Order Status	Service	Tracking code	Manifest date	Actions
Omniva manifest Orders (1) Coupons Customers Reports	#64	Test Testavičius	On hold	Itella Pickup Point: City: ALYTUS Public Name: Rimi Pulko Address: Pulko g. 51 Postal Code: 62135			Register shipment Print label Generate manifest
Settings Status Extensions Products	☐ #63	Test Testavičius	Processing	Itella Pickup Point: City: ALYTUS Public Name: Rimi Pulko Address: Pulko g. 51 Postal Code: 62135			Register shipment Print label Generate manifest
 Analytics Appearance Plugins 	#60	Test Testavičius	On hold	Itella Pickup Point: City: ALYTUS Public Name: Rimi Pulko Address: Pulko g. 51 Postal Code: 62135	00264300487150000648	2020-04-28 10:20:22	Register shipment Print label

The Itella manifest generation window contains the following information:

ID	The unique order id that is assigned when the new order is saved for the first time.
Customer	the ordering customer who formed the order
Order Status	order status
Service	can be pickup point or the courier. In the example below all services are visible as pickup points. Each of them hold information related with city where the concrete pickup point is located, actual public name, address and postal code
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	Register shipment, Print label or Generate manifest can be chosen

If want to register the shipment check the concrete order with a thick and press **Register shipment** button located on the right side of the table

D ID	Customer	All ~		Tracking code	From To	Filter
ID	Customer	Order Status	Service	Tracking code	Manifest date	Actions
♥ #64	Test Testavičius	On hold	Itella Pickup Point: City: ALYTUS Public Name: Rimi Pulko Address: Pulko g. 51 Postal Code: 62135			Register shipment Print label Generate manifest

Will see the message that the order was registered successfully and it will have its unique tracking code.

Itella shipments						
Order 64 - Shipment registered s	successfully.					
Order 64 - Tracking number: 002	264300487150000662					
All orders New orders	Completed orders					Call Itella courier
						Generate manifests Print labels
ID ID	Customer	All 🗸		Tracking code	From To	Filter Reset
ID	Customer	Order Status	Service	Tracking code	Manifest date	Actions
#64	Test Testavičius	On hold	Itella Pickup Point: City: ALYTUS Public Name: Rimi Pulko Address: Pulko g. 51 Postal Code: 62135	00264300487150000662		Register shipment Print label Generate manifest

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

	Customer	All ~		Tracking code	From To	Filter Reset
ID.	Customer	Order Status	Service	Tracking code	Manifest date	Actions
♥ #64	Test Testavičius	On hold	Itella Pickup Point: City: ALYTUS Public Name: Rimi Pulko Address: Pukko g. 51 Postal Code: 62135	00264300487150000662		Print label Generate manifest

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Comments									Generate manifests Print labels
wooCommerce < Dashboard			Customer	All	~		Tracking code	From To	Filter Reset
Itella shipments	ID		Customer	Order Status		Service	Tracking code	Manifest date	Actions
Orminia manuresc Orders 1 Coupons Customers Reports	✓ #64		Test Testavičius	On hold		Itella Pickup Point: City: ALYTUS Public Name: Rimi Pulko Address: Pulko g. 51 Postal Code: 62135	00264300487150000662		Register shipment Print label Generate manifest
Settings Status Extensions Products	#63		Test Testavičius	Processing		Itella Pickup Point: City: ALYTUS Public Name: Rimi Pulko Address: Pulko g. 51 Postal Code: 62135			Register shipment Print label Generate manifest
Appearance Plugins Users	☐ #60		Test Testavičius	On hold		Itella Pickup Point: City: ALYTUS Public Name: Rimi Pulko Address: Pulko g. 51 Postal Code: 62135	00264300487150000648	2020-04-28 10:20:22	Register shipment Print label Generate manifest
 Tools Settings Collapse menu 	Thank you for	creating with <u>WordPress</u> .							Version 5.4
itella_labels_2.	pdf	~							Show all X

Will get label pdf version downloaded

In oder to generate whole manifest do the same actions as explained on labels above

D	Customer	All 🗸		Tracking code	From To	Filter Reset
ID	Customer	Order Status	Service	Tracking code	Manifest date	Actions
	Test Testavičius	On hold	Itella Pickup Point: City: ALYTUS Public Name: Rimi Pulko Address: Pulko g. 51 Postal Code: 62135	00264300487150000662		Register shipment Print label Generate manifest

Can also generate manifest and print labels for multiple orders:

🚯 🏠 woocommerce	0	• • •	Naujas						Sveiki, admin 📝 ᅌ
🖚 Skydelis	Ite	ella ship	ments						
 ✔ Įrašai ♀ Failai ₽uslapiai ♥ Komentarai 		New orders	All orders	Completed orders					Call Itelia courier Cenerate manifests Print labels
WooCommerce < Skydelis	C	D		Customer	All ~		Tracking code	From To	Filter Reset
Itella shipments		ID		Customer	Order Status	Service	Tracking code	Manifest date	Actions
Užsakymai 🥝 Užsakymai 🥝 Nuolaidos Pirkėjai Ataskaitos	6	#85		Test Testio	Sustabdytas	Itella Courier: Packet Count: 1 Weight: 1.00 COD: Ne	JJFI6579330000000084		Register shipment Print label Generate manifest
Nustatymai Statusas Plėtiniai Produktai	۲	#84		Test Testio	Sustabdytas	Itella Courier: Packet Count: 2 Weight: 1.00 COD: Taip COD amount: 110.00 Extra consister:	JJFI6579330000000055		Register shipment Print label Generate manifest
II Analytics						- Multi Parcel - Call before delivery			
🔊 Išvaizda 🖌 Įskiepiai 2	6	#70		Test Testio	Sustabdytas	Itella Pickup Point: City: ŠIAULIAI Public Name: Šiauliu			Register shipment

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



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

