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.
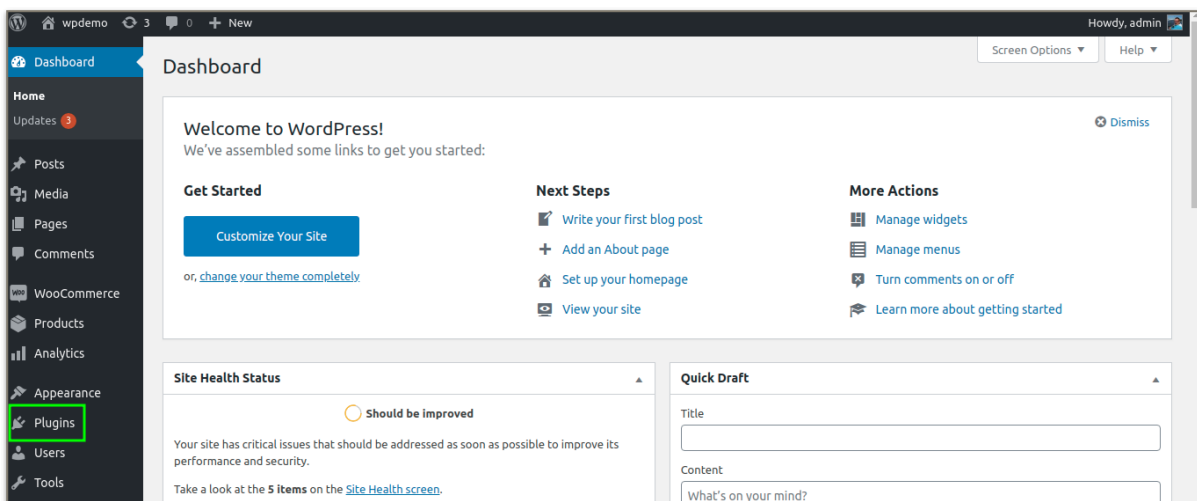
Installing the Itella COD Module

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**.
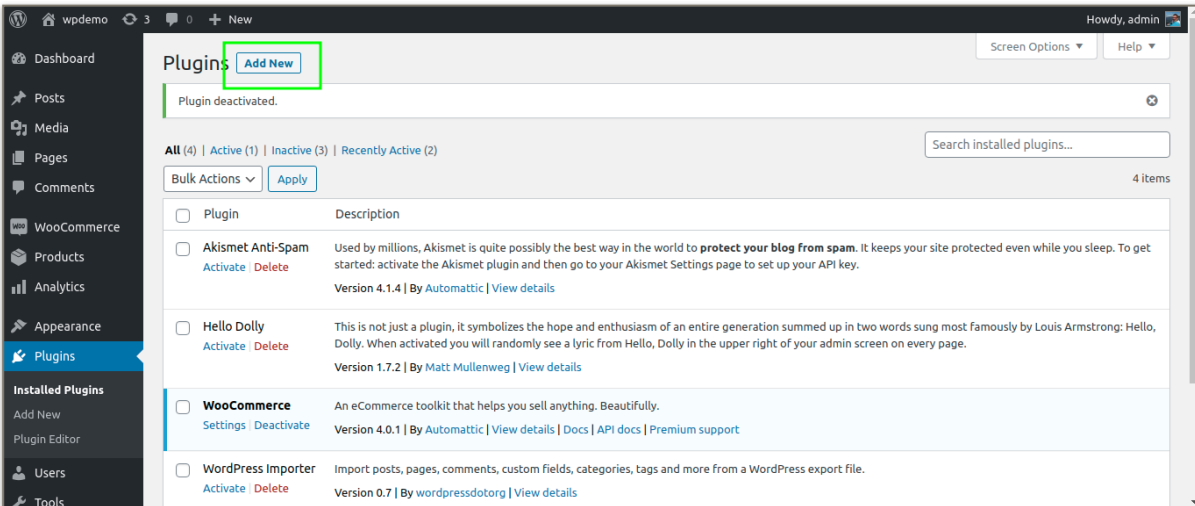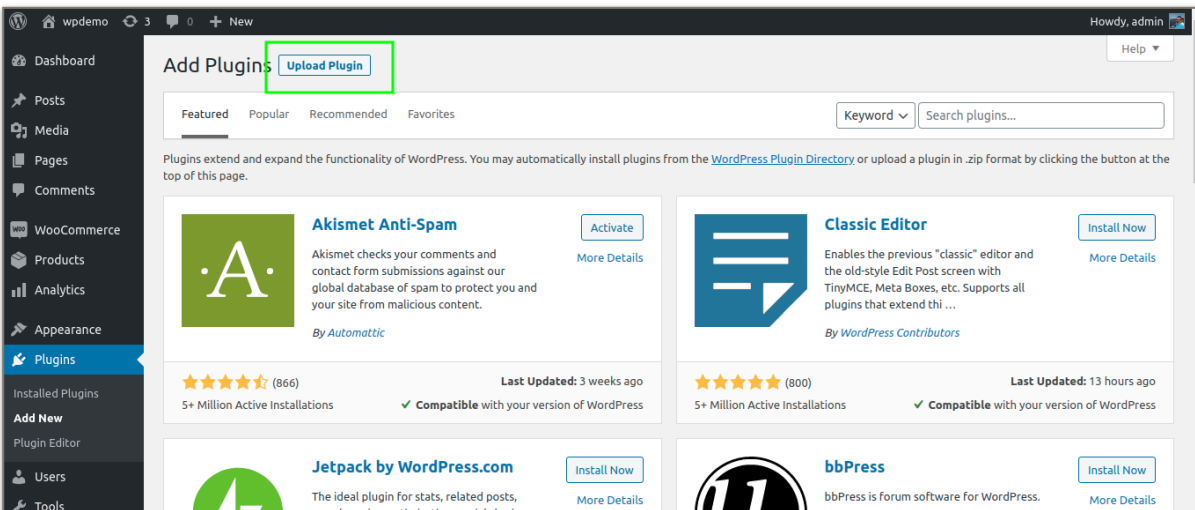
Click *itella-cod.zip* to download:
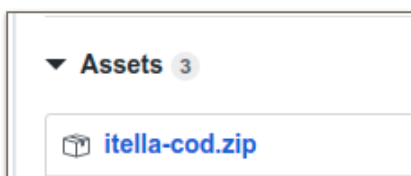
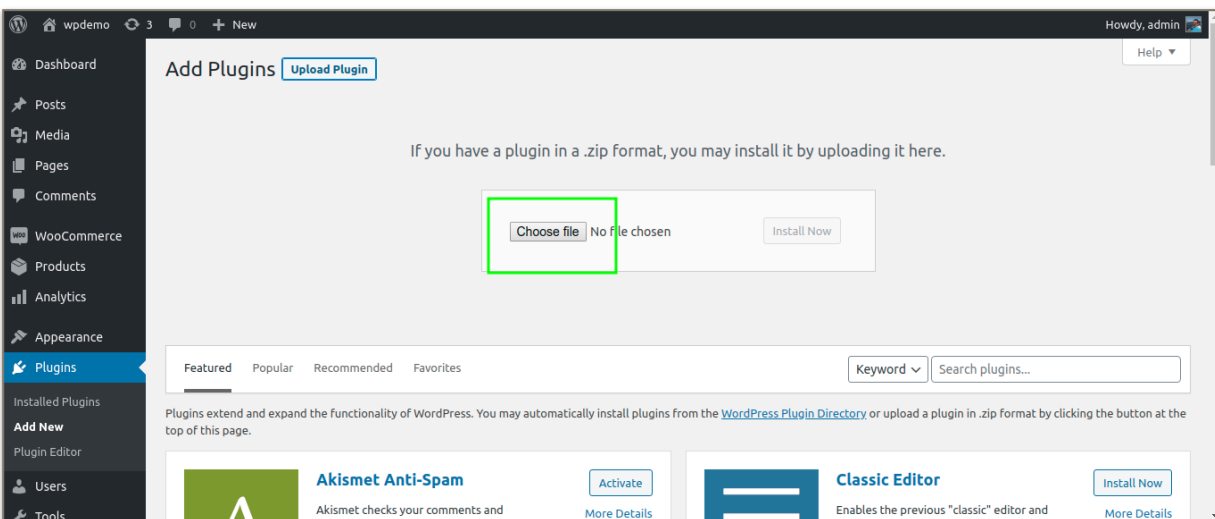Login in to your Wordpress admin area (dashboard) and click **Plugins**

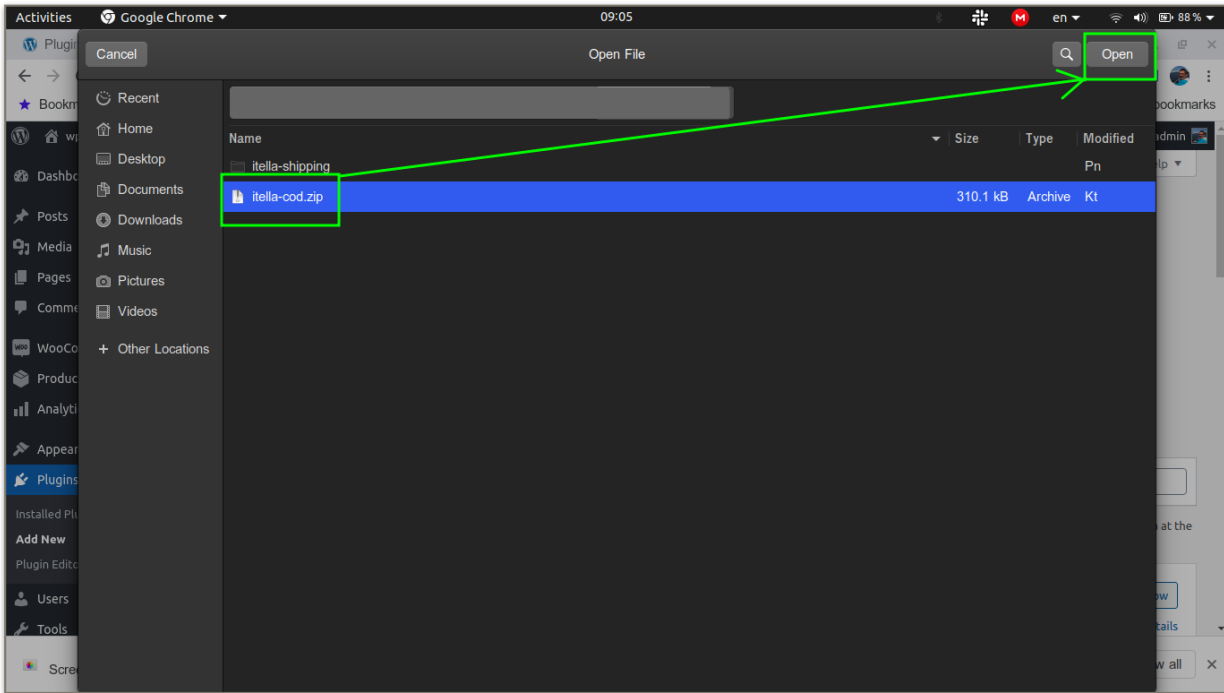Click **Add New** button, located on the top of the page
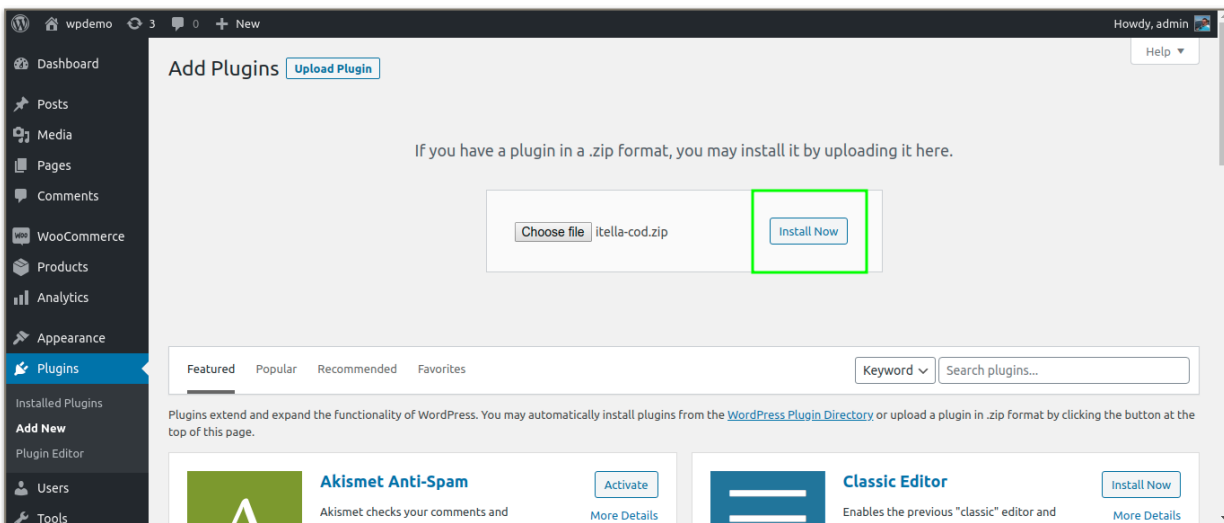

Click **Upload plugin** button:

In an opened window will see a field with a button named **Choose file**. Click it and find previously downloaded zip file.
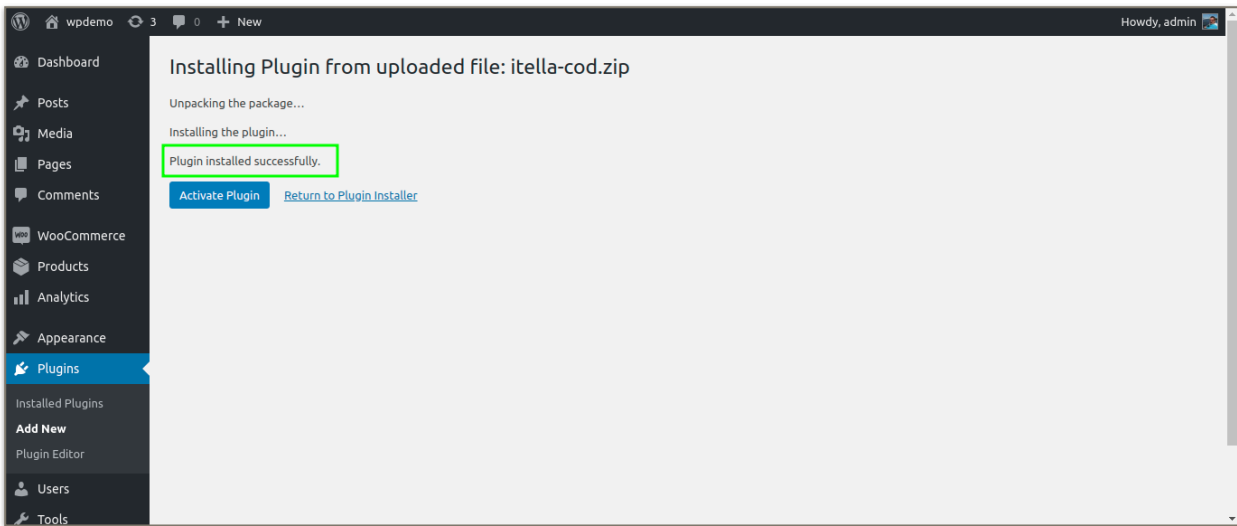
Select *itella-cod.zip* file and click **Open** button on the top right corner of the page.

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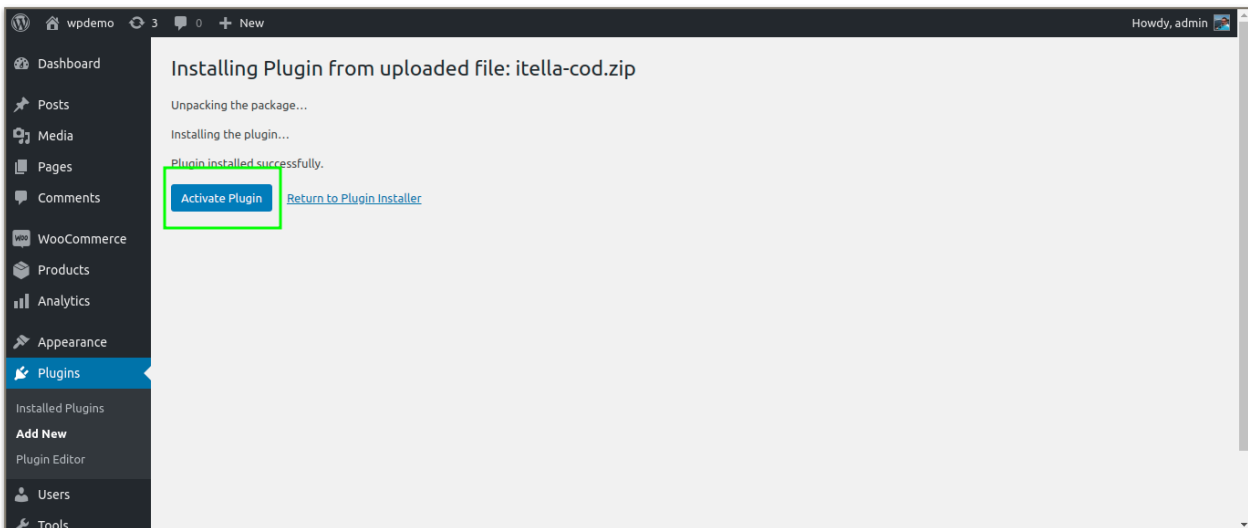

Itella COD plugin is installed. If the process was successful then will see the message confirming about the installation.
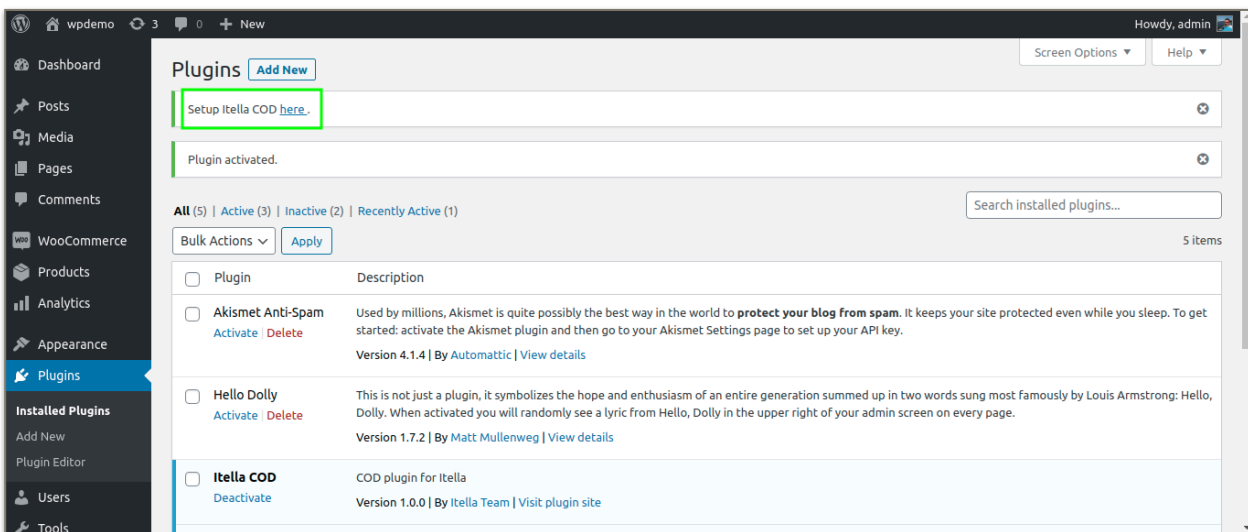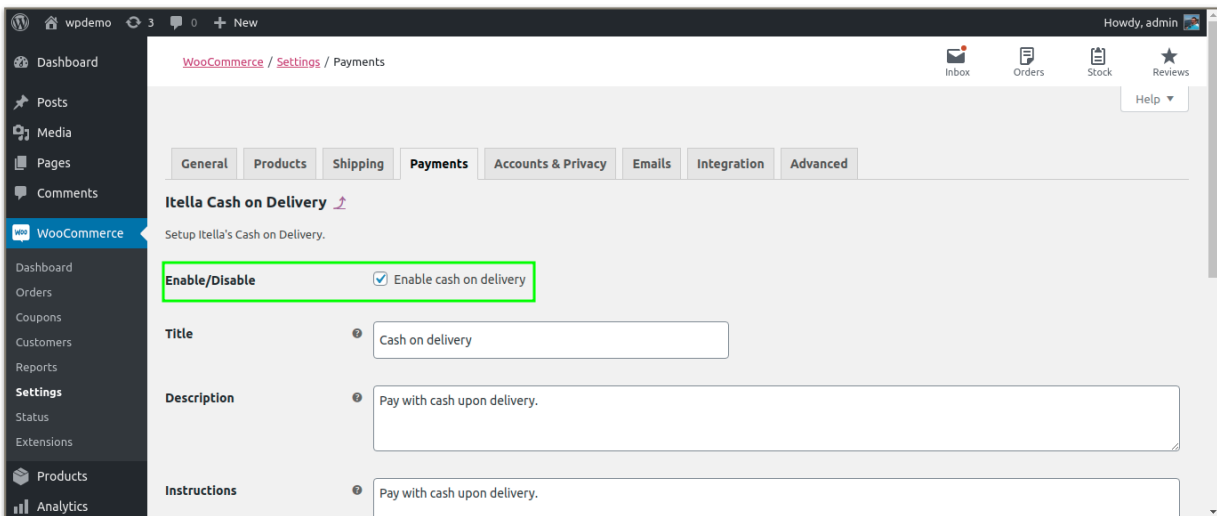
Managing Itella COD

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

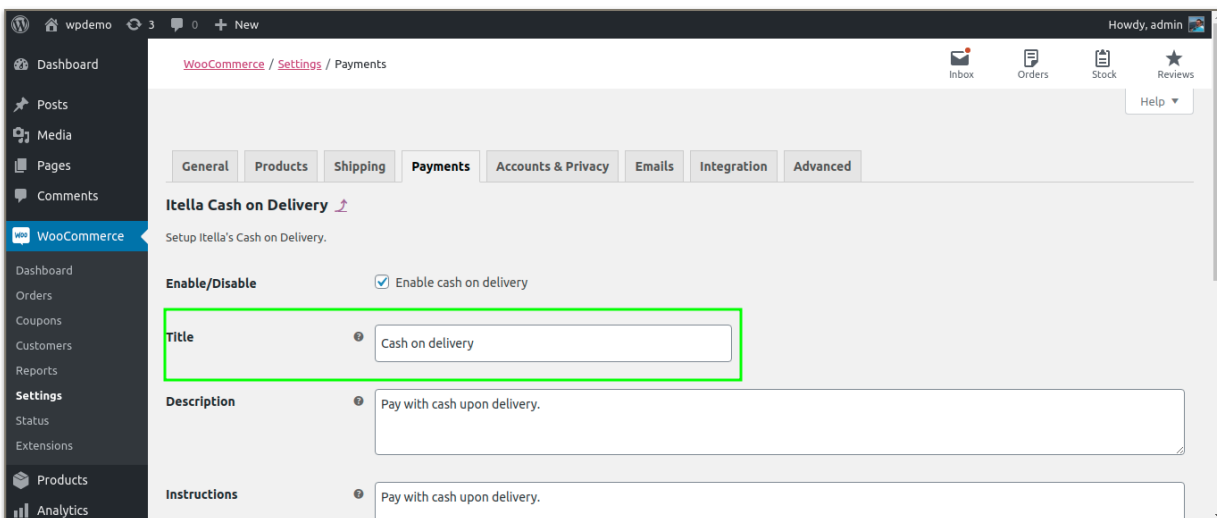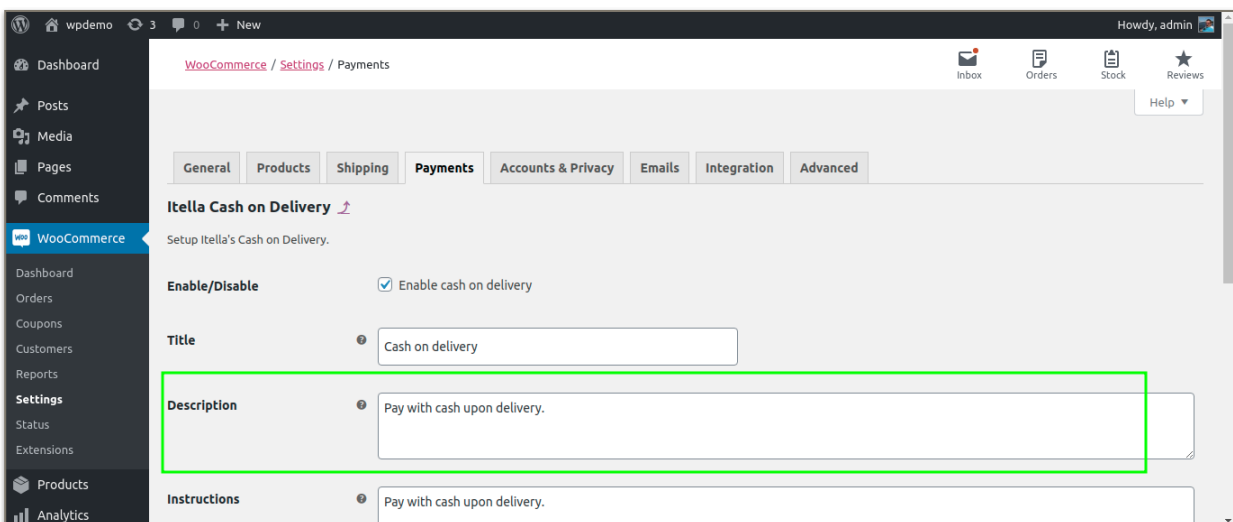Then click on the link "Setup Itella COD here":

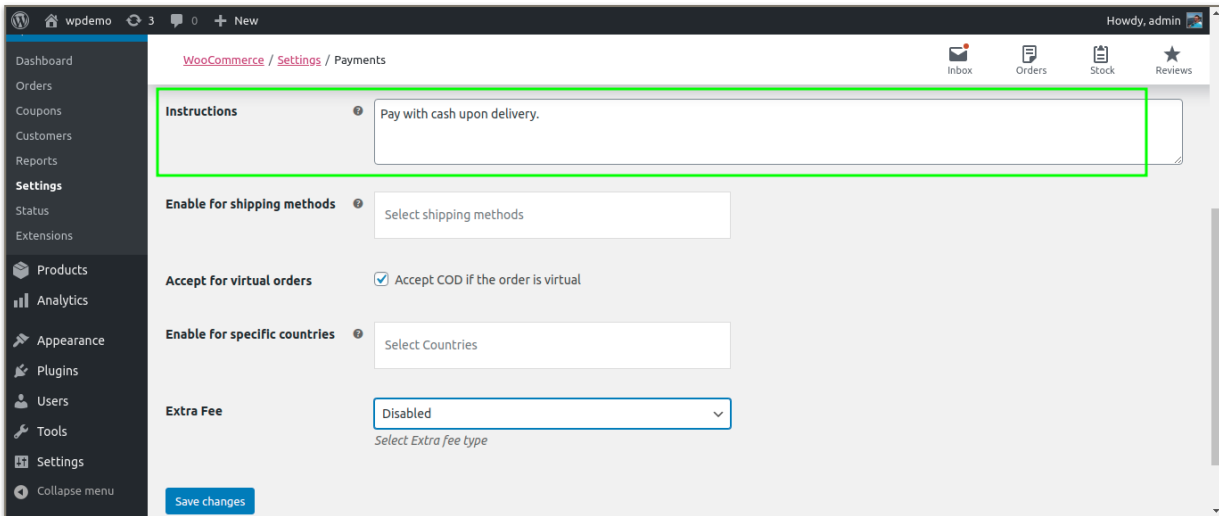In an opened window will see Enable/Disable option, leave checkbox checked to enable plugin.

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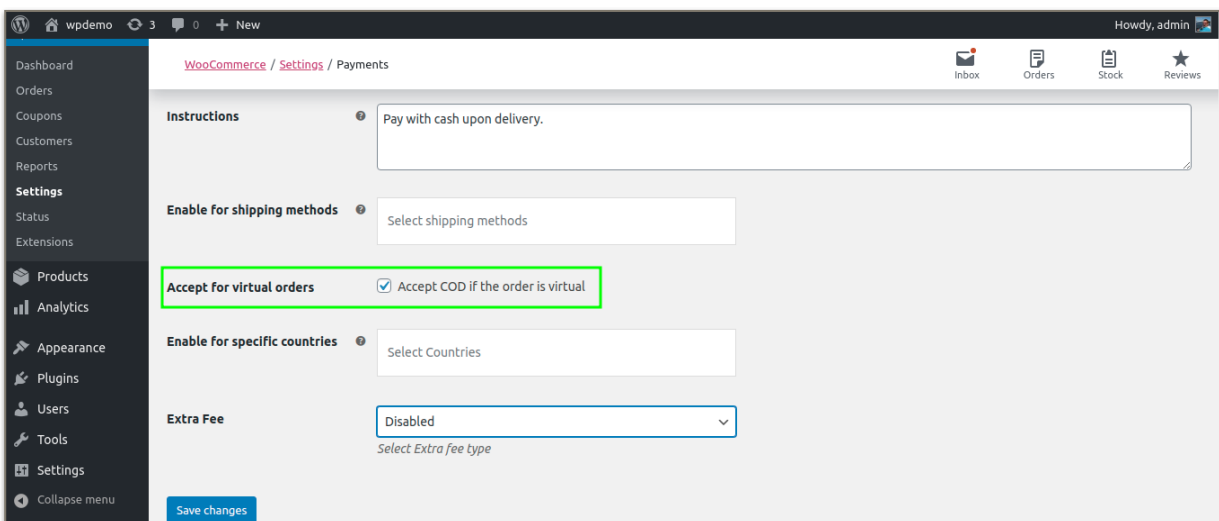
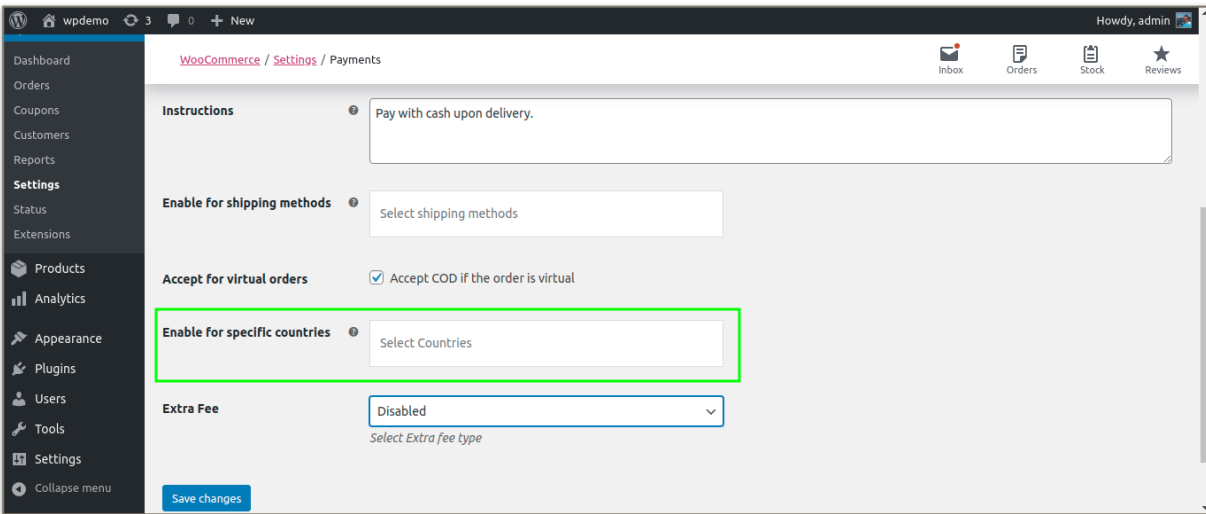**Instructions** that will be added to the Thank You page.

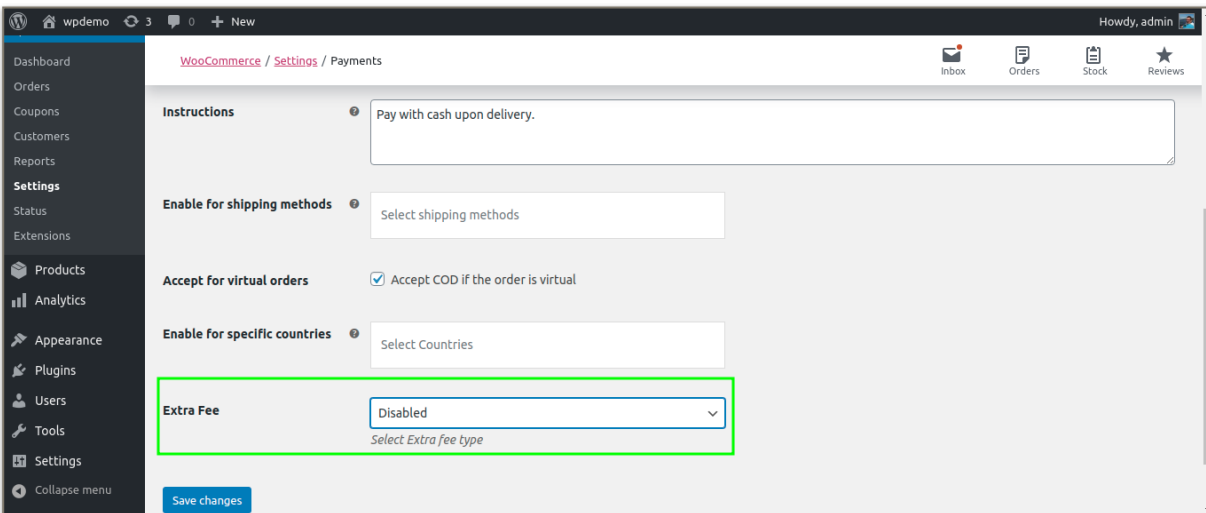**Enable for shipping methods** field is for Itella methods selection which are eligible for Itella COD.
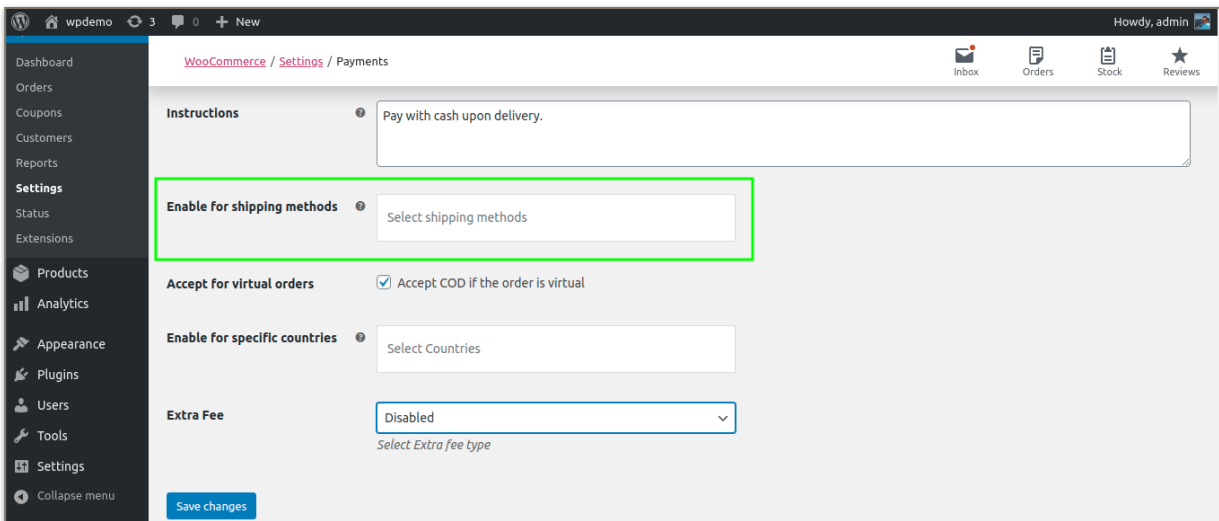
**Accept for virtual orders** - accept COD if the order is virtual.

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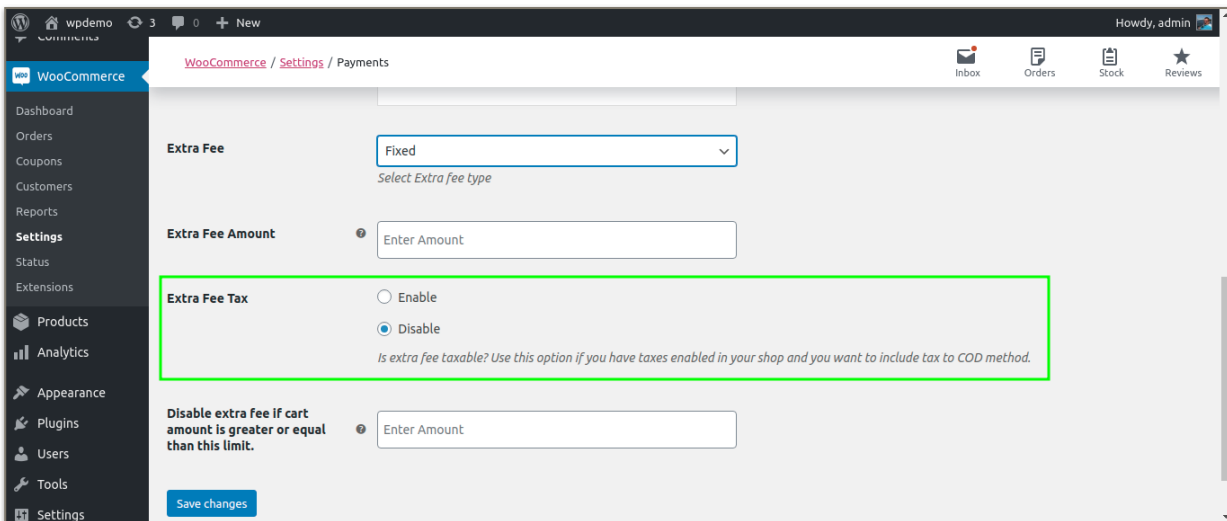

In **Extra Fee** input have to choose whether it is Disabled, Fixed or Percentage.

In **Extra Fee Amount** field can charge for cash on delivery service. The same principle is either for Fixed and Percentage extra fees type.
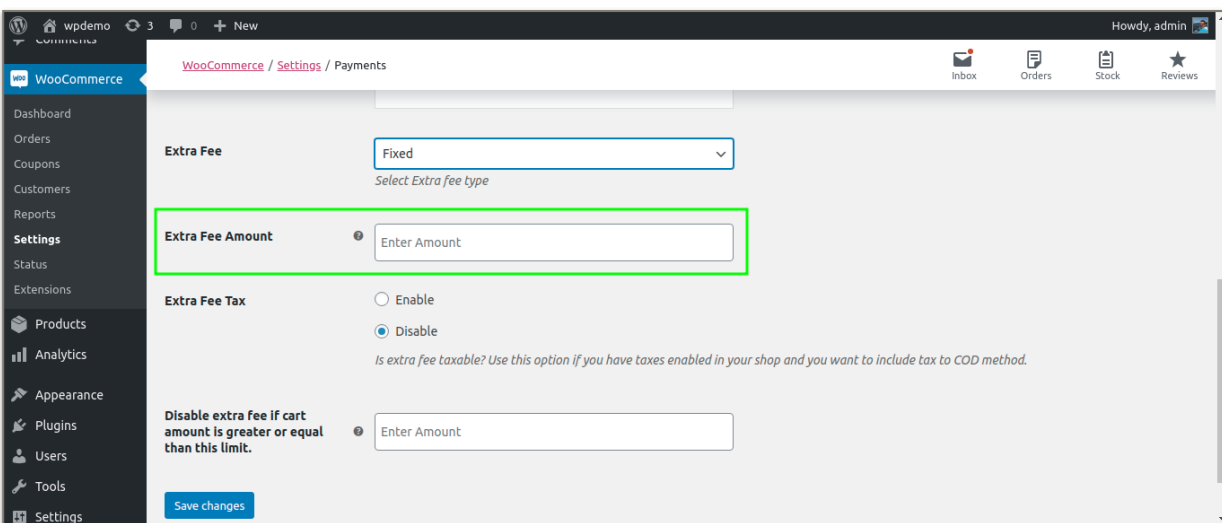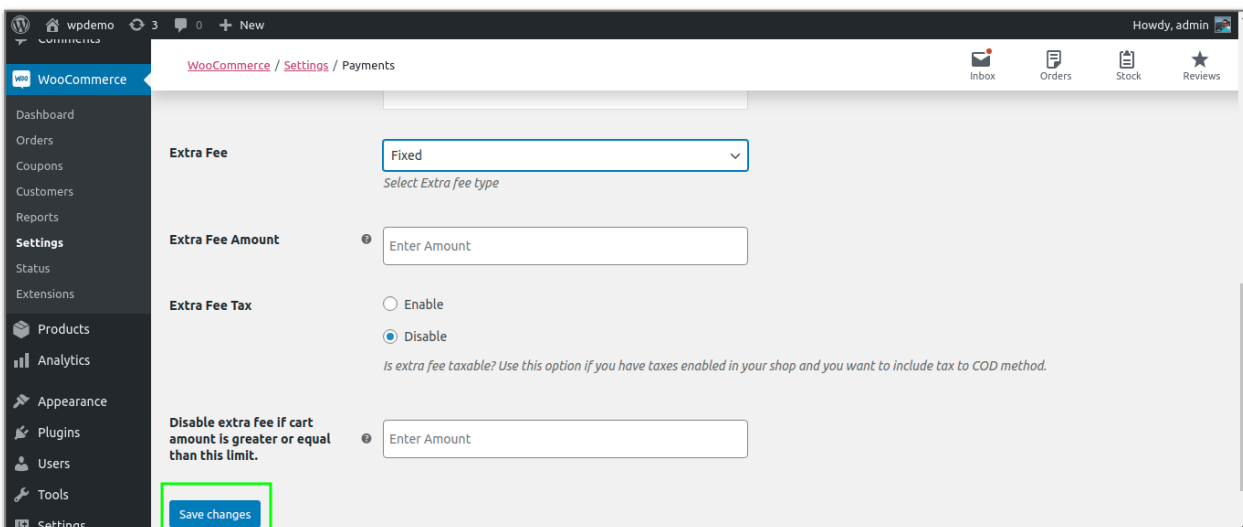
Extra Fee Tax. In order to make extra fee taxable use option to enable taxes in the shop. The tax will be also included to COD method well.

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.
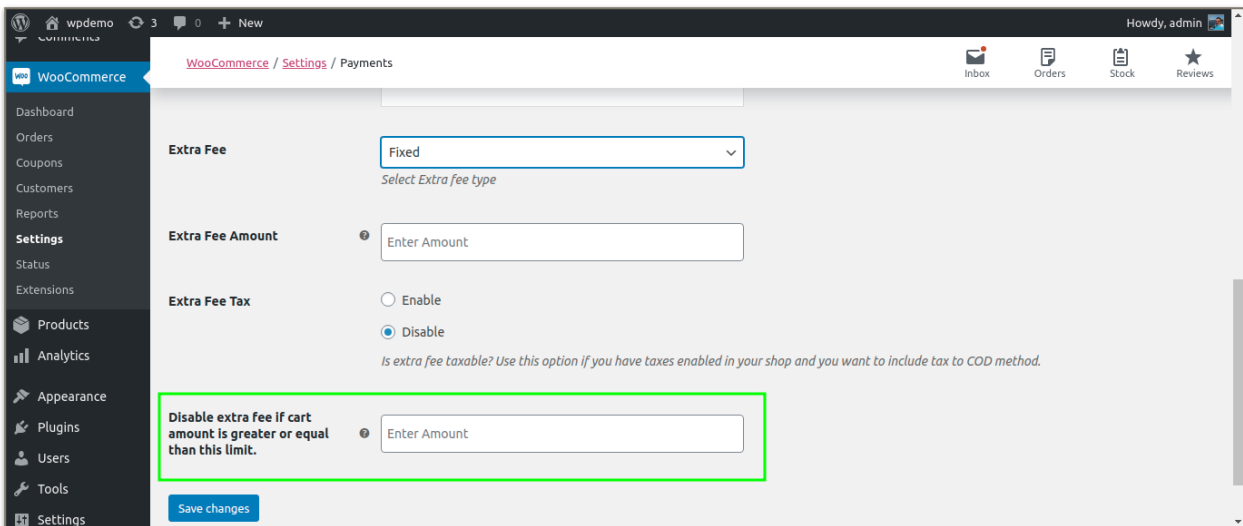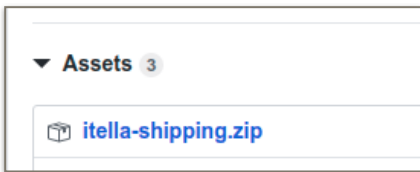

In the end, click **Save Changes** button located in the left bottom of the page.
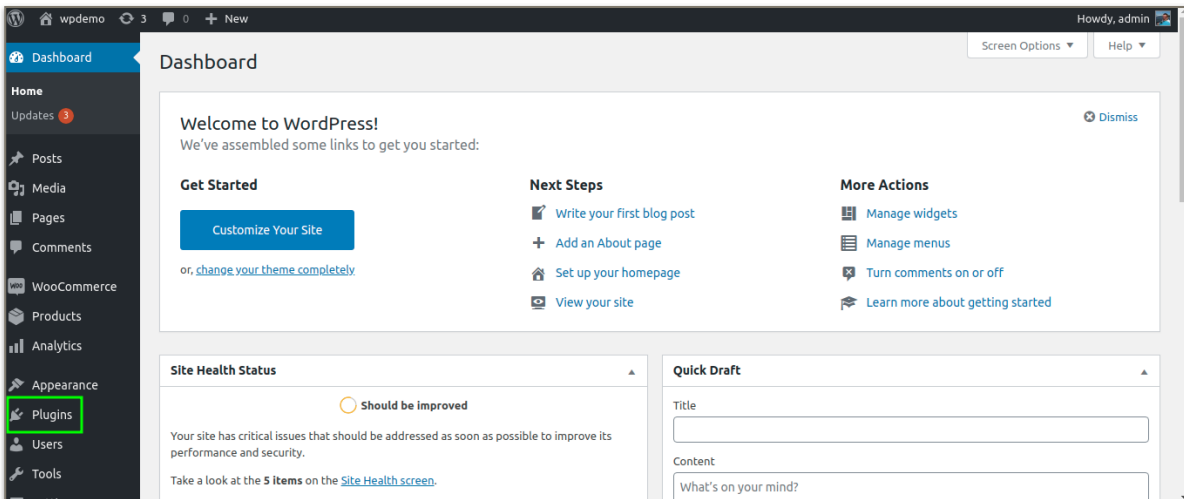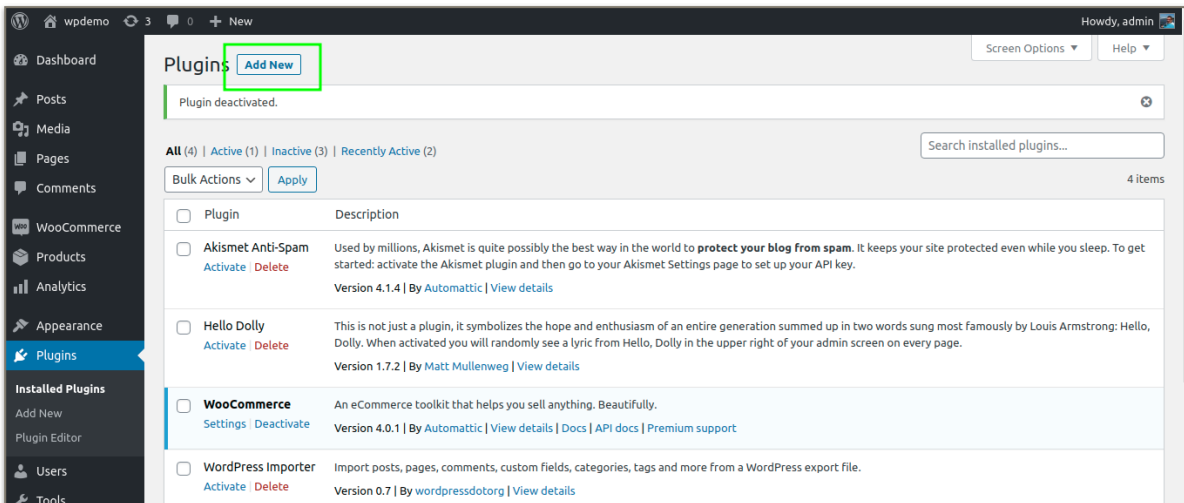
Itella shipping module installation

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:
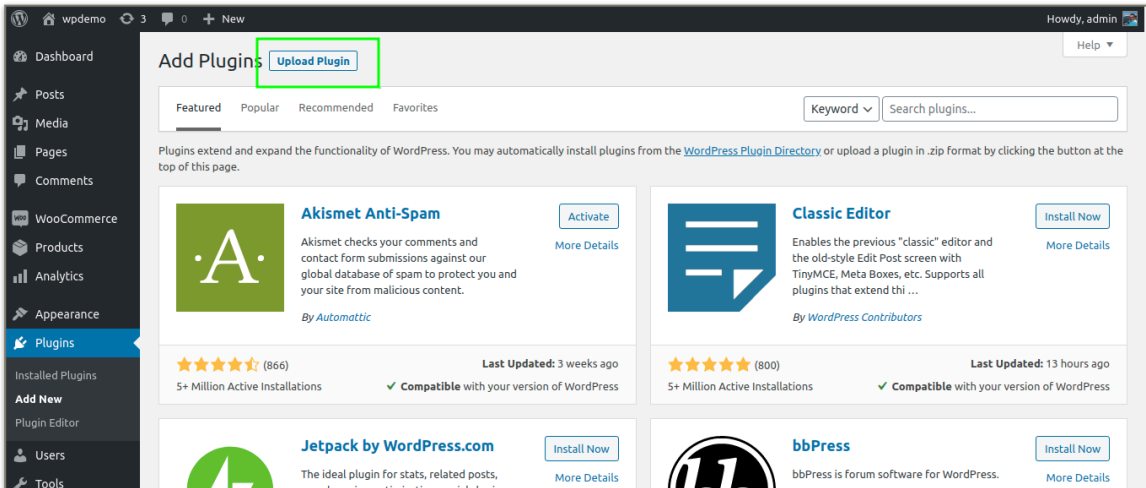

Then login to the wordpress admin area (dashboard) and click **Plugins** section
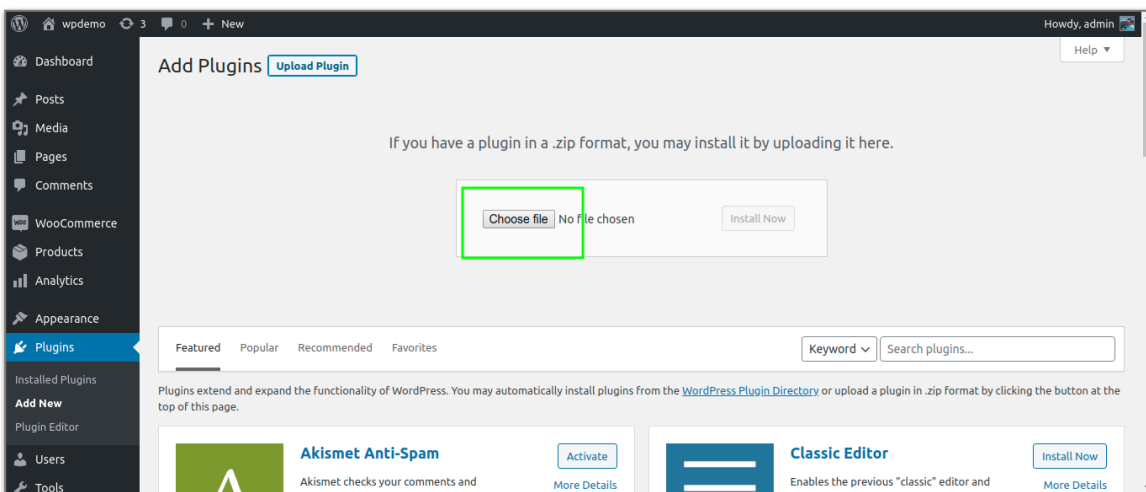

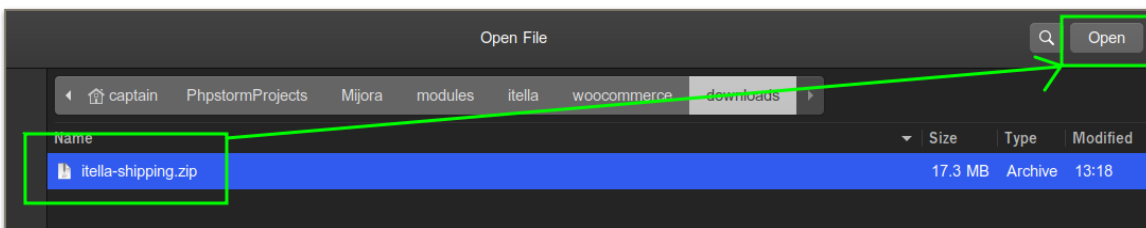In an opened window click the button **Add New** located on the top of the page

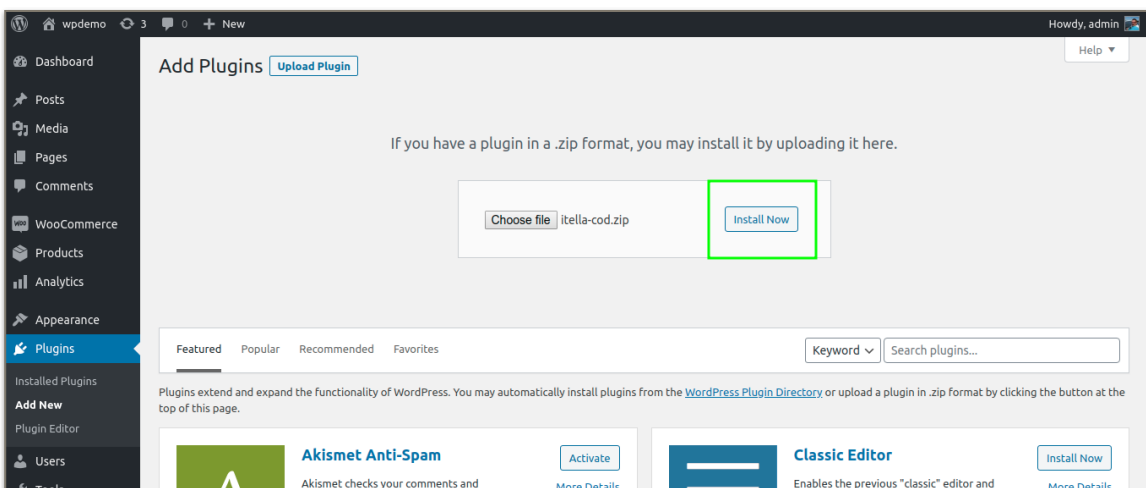Then click **Upload Plugin** button

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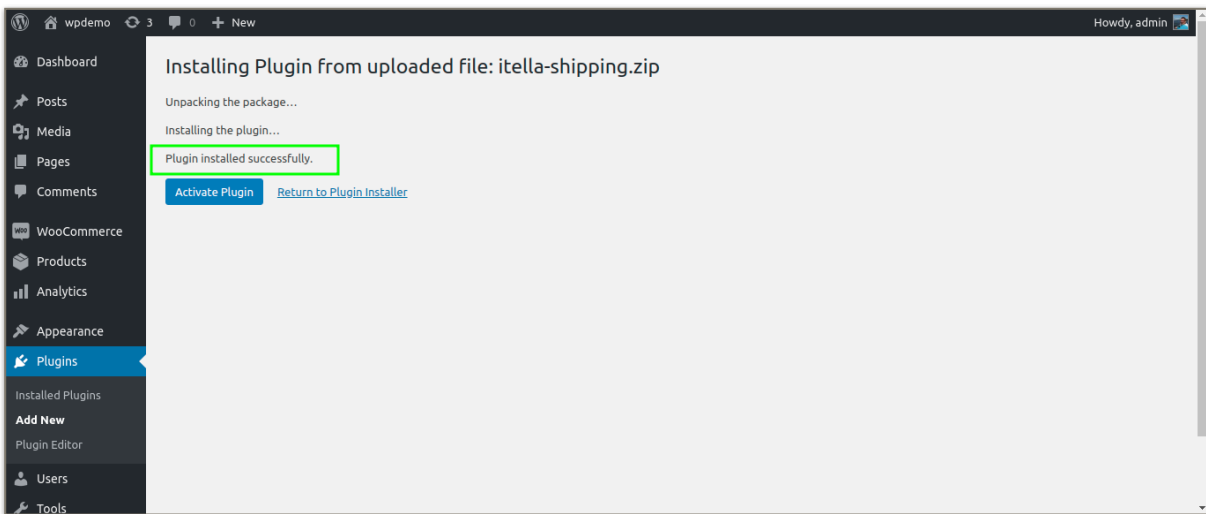

Select previously downloaded *itella-shipping.zip* file and click **Open** button

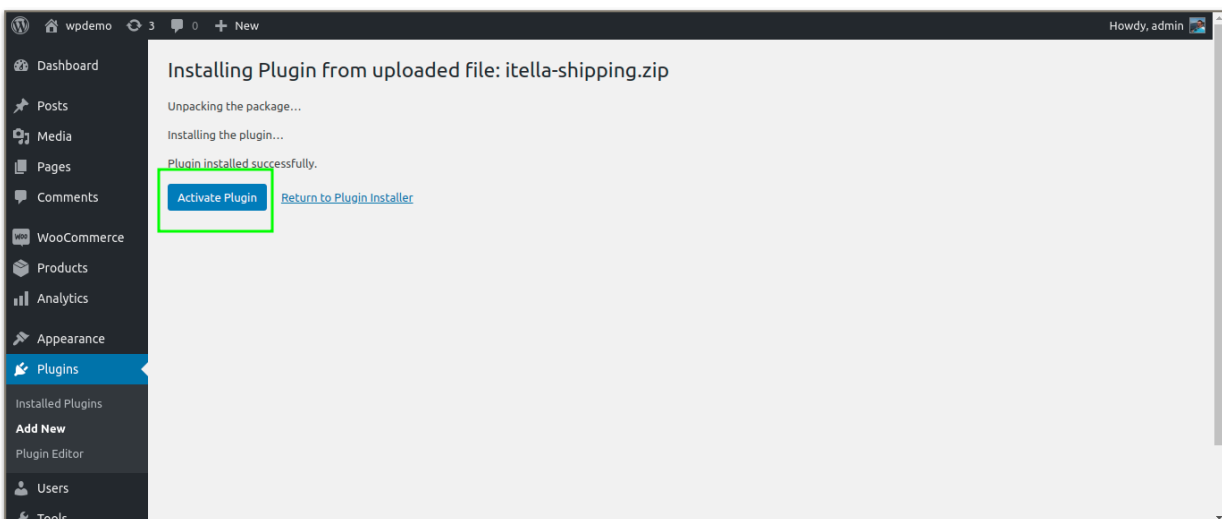In order to finish installation procedure click button **Install Now**

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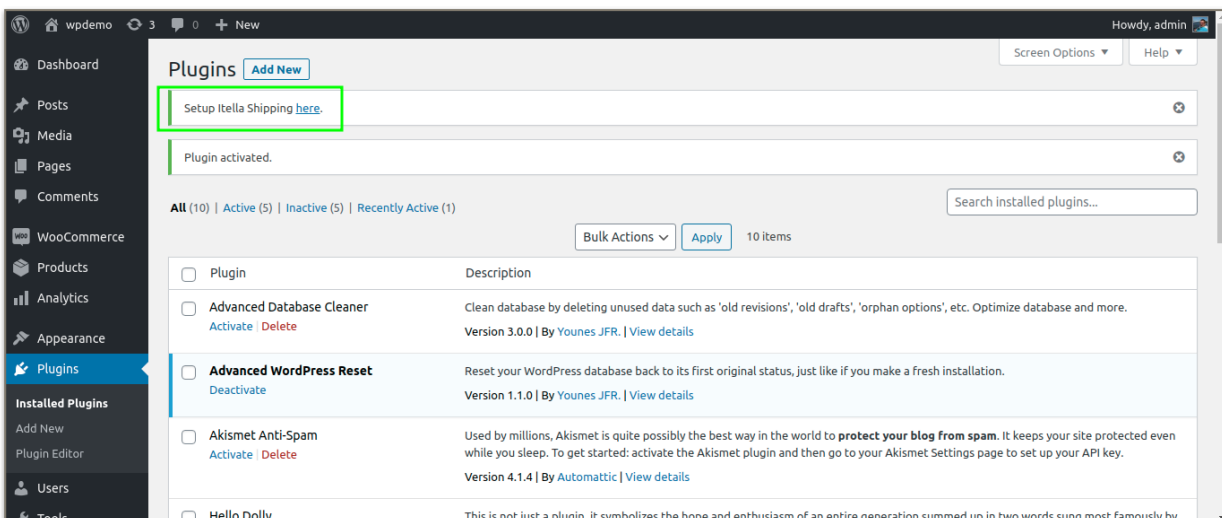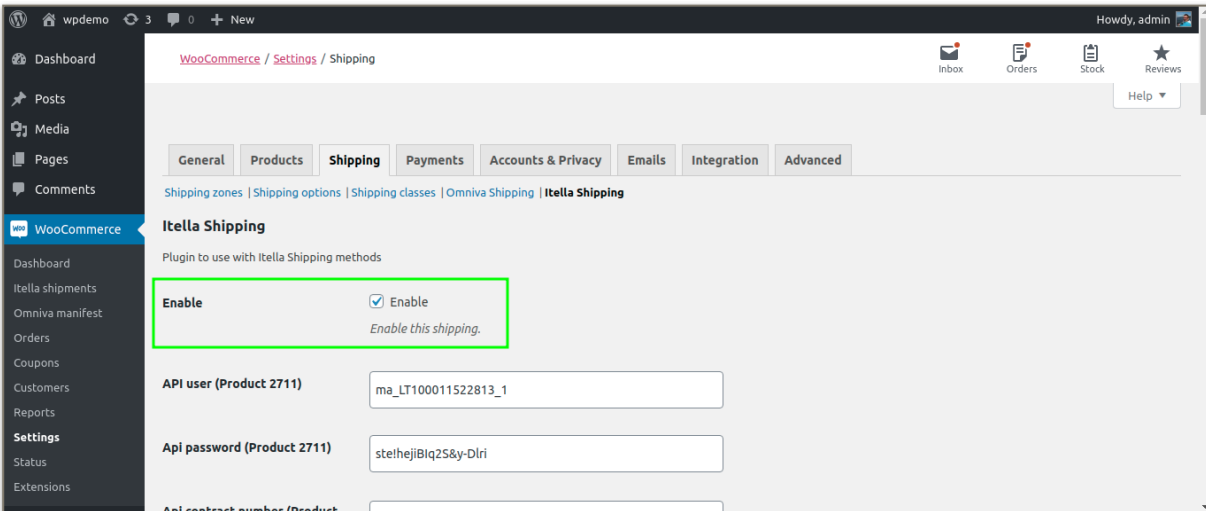

Managing Itella Shipping module

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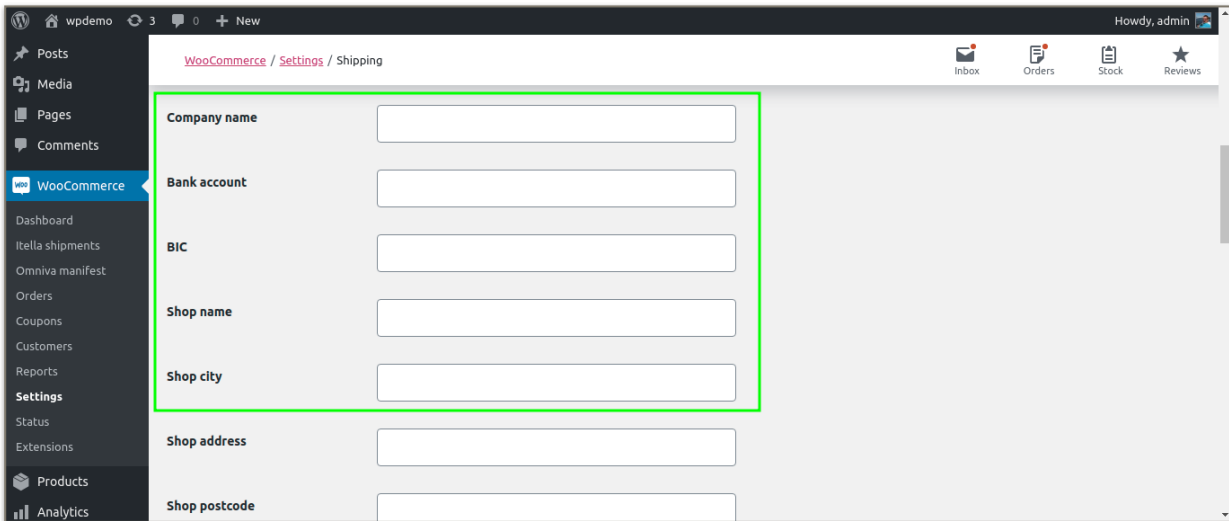
In an opened window will see **Enable/Disable** option, leave checkbox checked to enable plugin.

Will see API inputs with separate Product credentials (2711 product is related with parcel shops/ pickup points whereas 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.
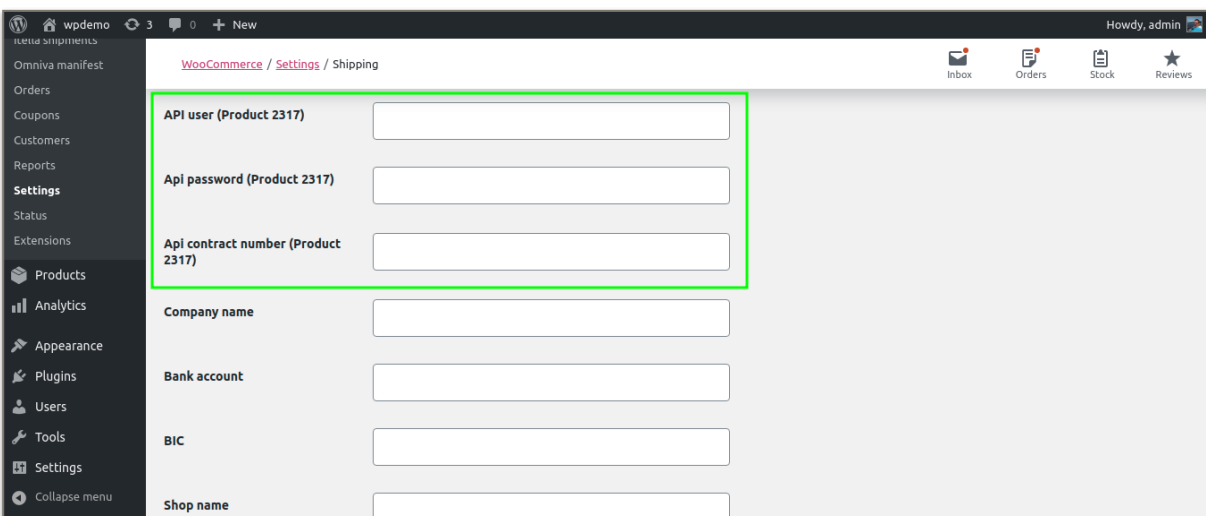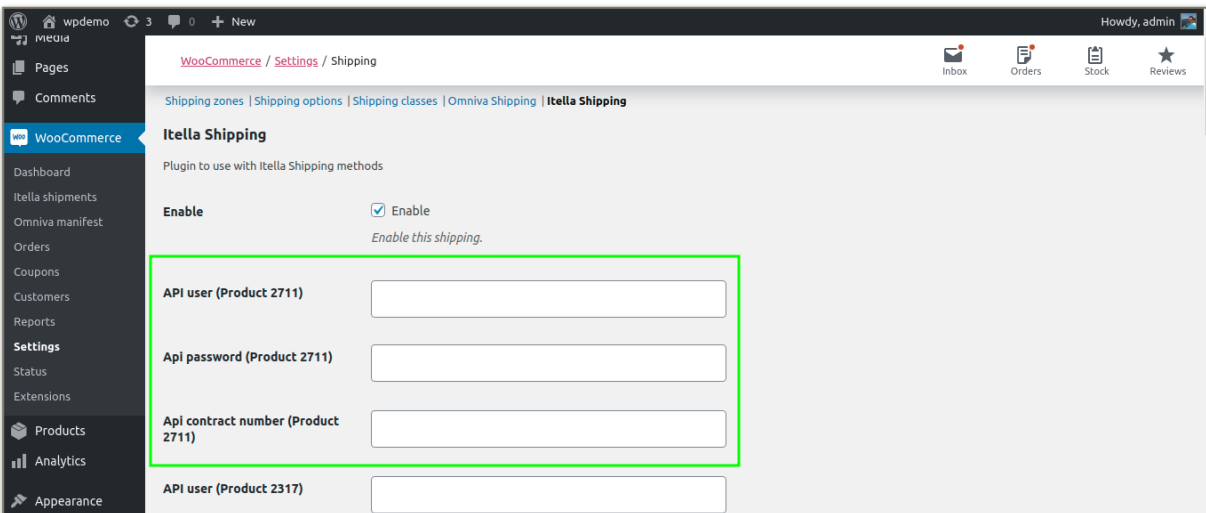
Below will see shop's credentials input fields. Write down Company name, Bank account, BIC (bank identifier code), the name of the shop, city and address where the shop is located. Also, will need to add an information related with shop's postal and country codes as well as the phone number of the store and email.
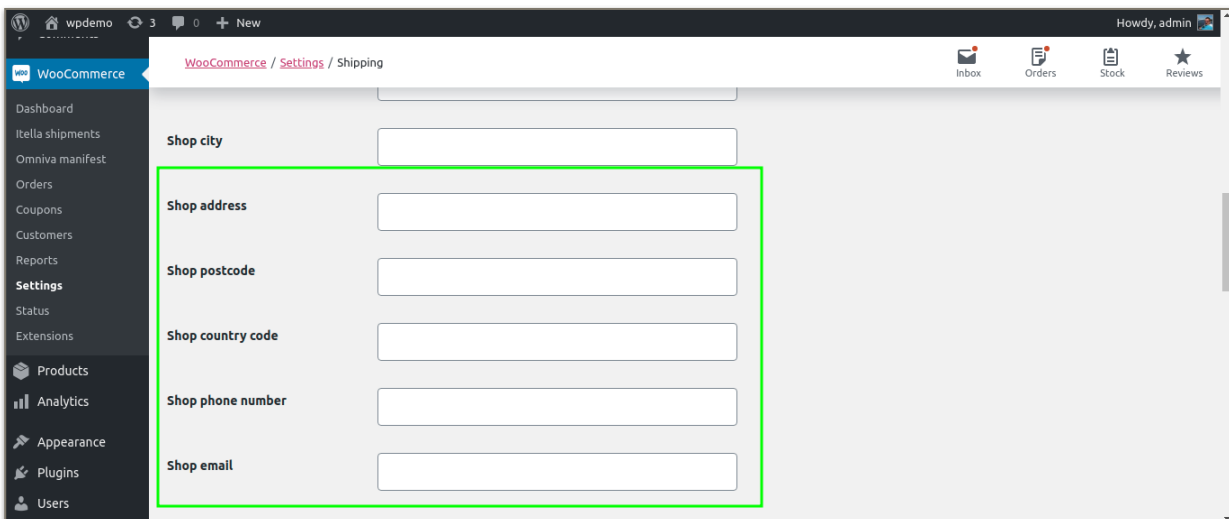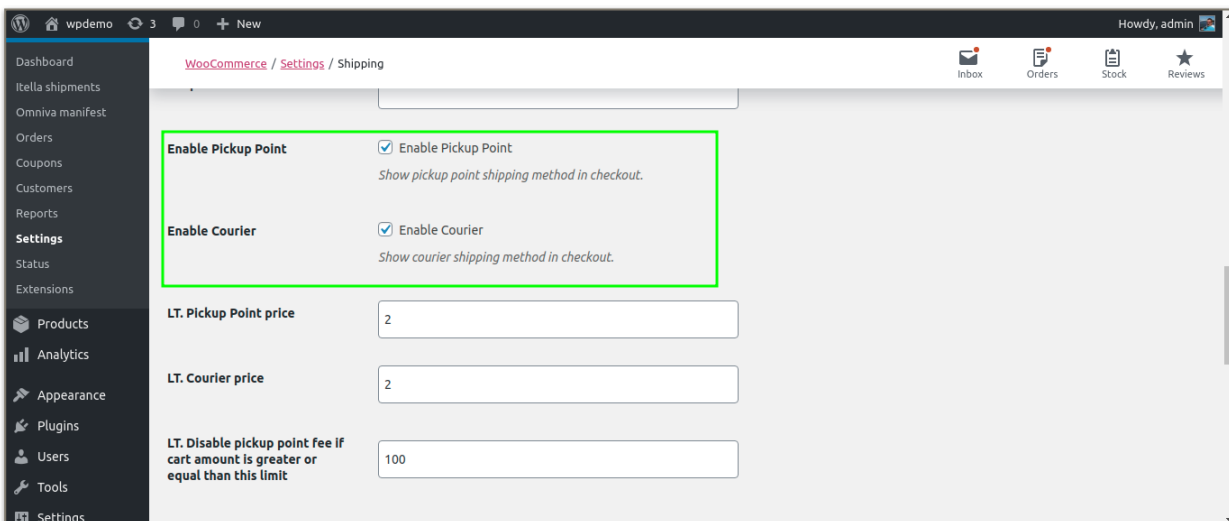
Enable Pickup Point, Enable Courier. Check to show shipping methods in checkout.

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 C*ourier fee* if cart amount is greater or equal than this limit.
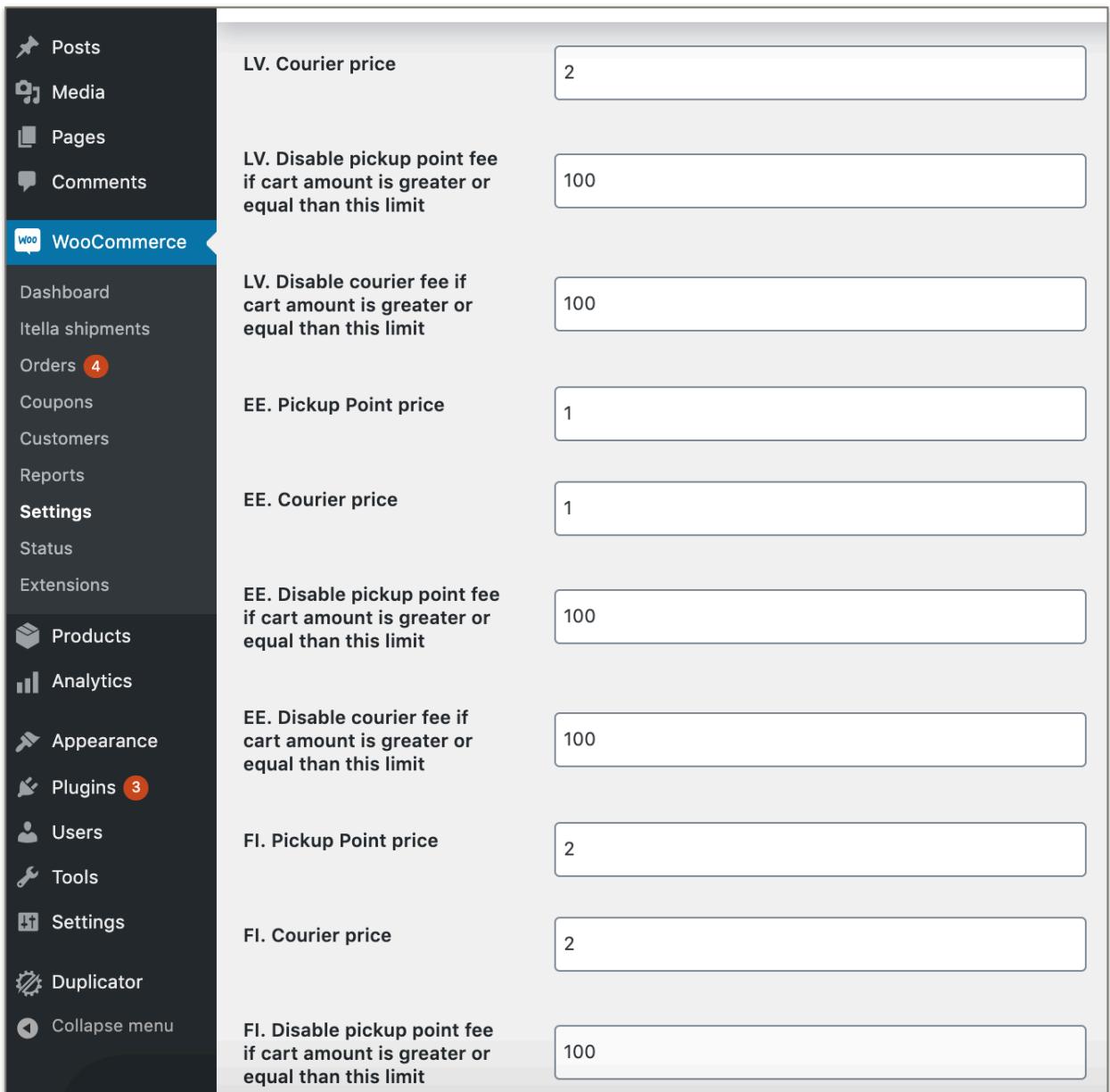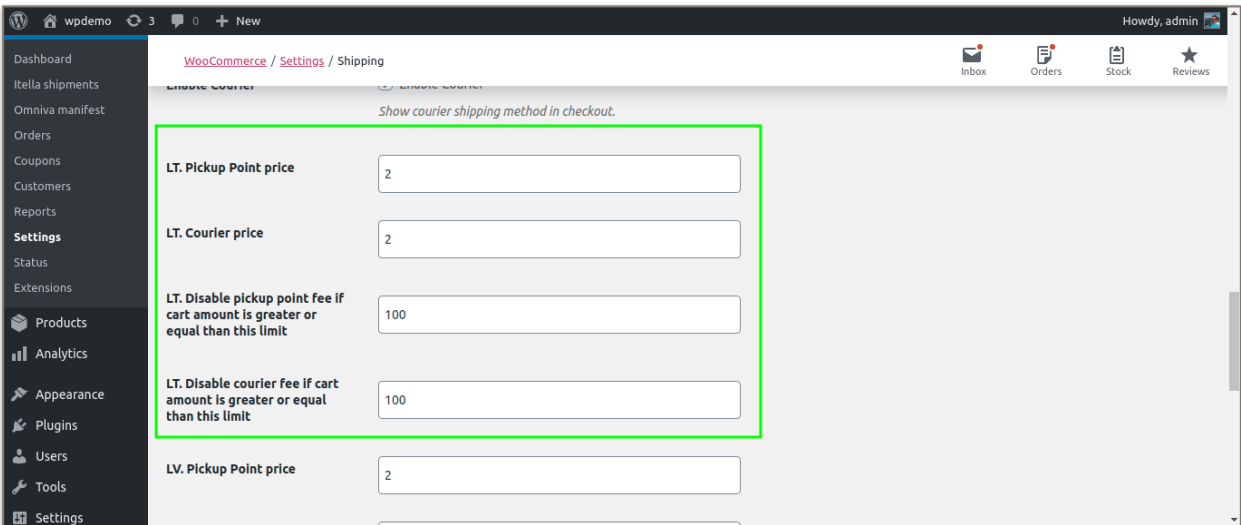
*Note: click **Save Changes** button located in the left bottom of the page.*

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.
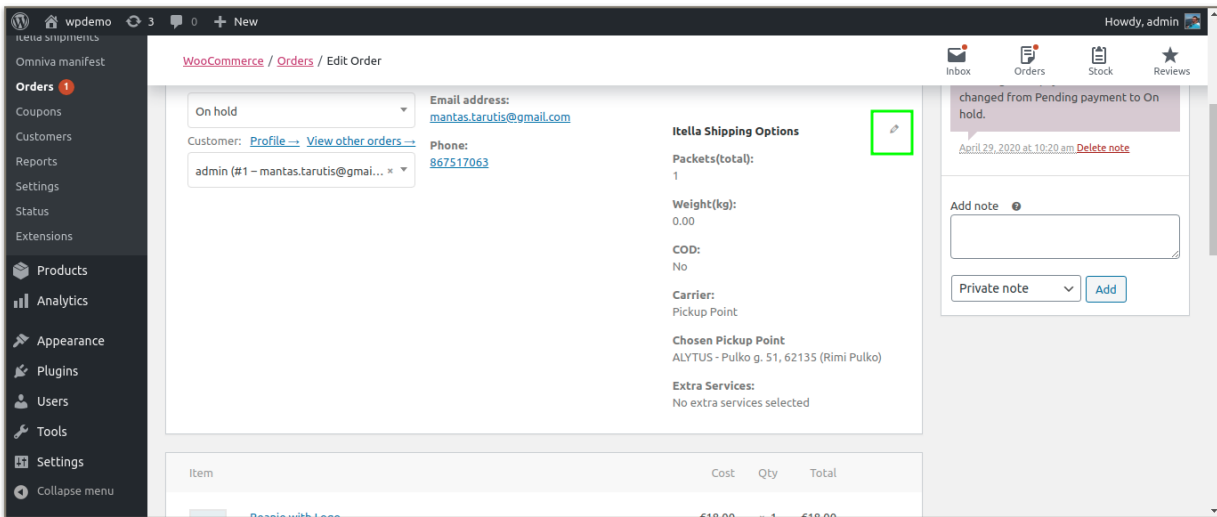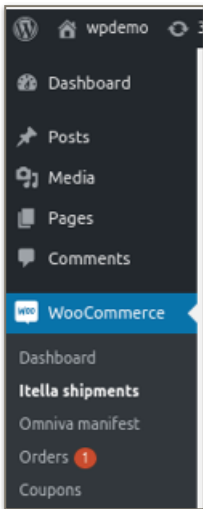
Will see following information:

| 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): *Oversized; Call before delivery; Fragile*
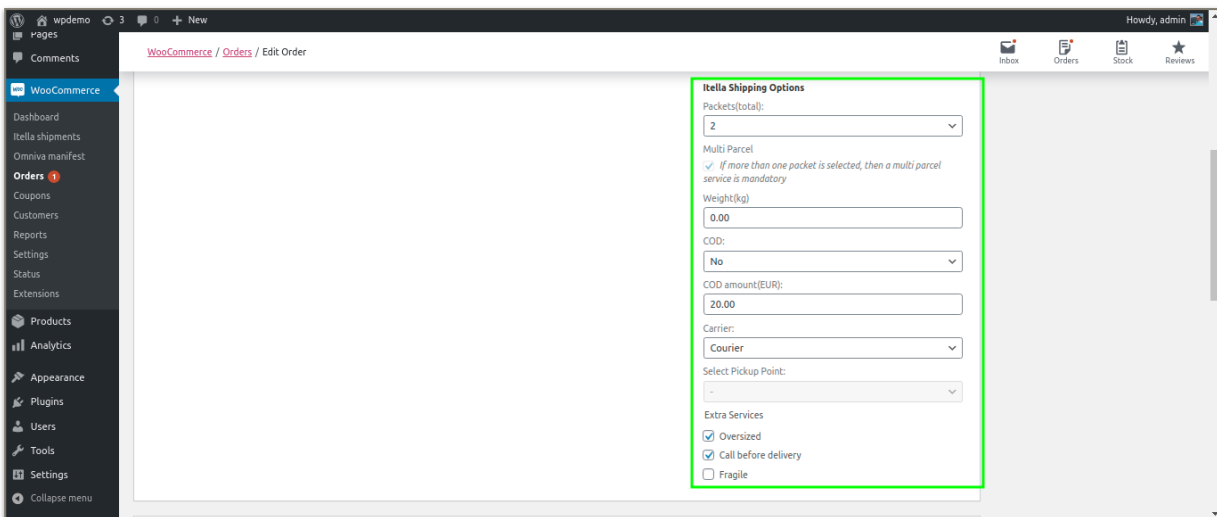
*Note: it should be emphasised that in the **Packets** section if the selected value is more than one then the order is automatically assigned to the multi parcel category. In this case, in the additional services section, a multi-parcel field will appear which cannot be unchecked.*

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.
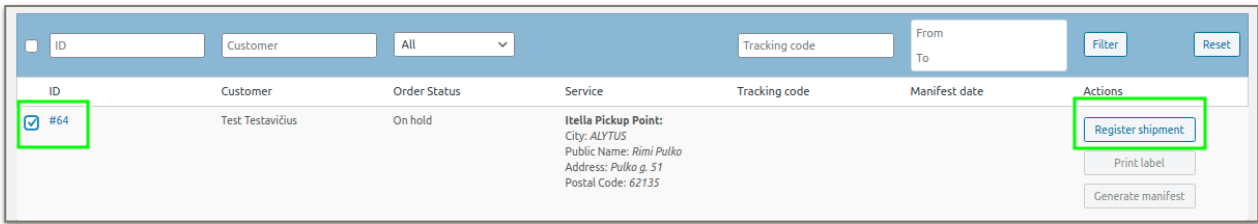

Each is assigned to the specific shipment tracking number.
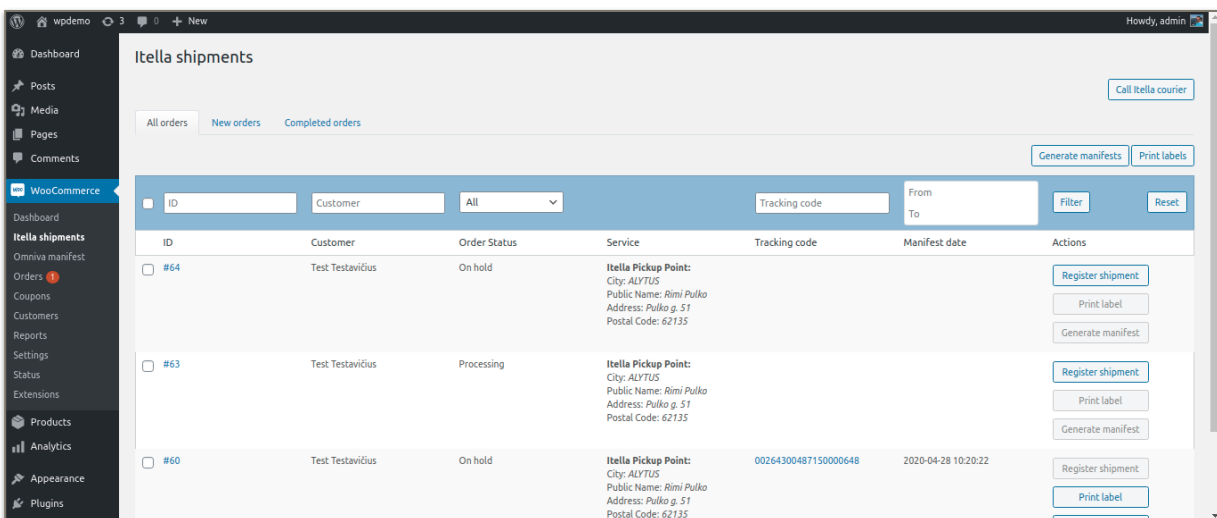
The Itella manifest generation window contains the following information:
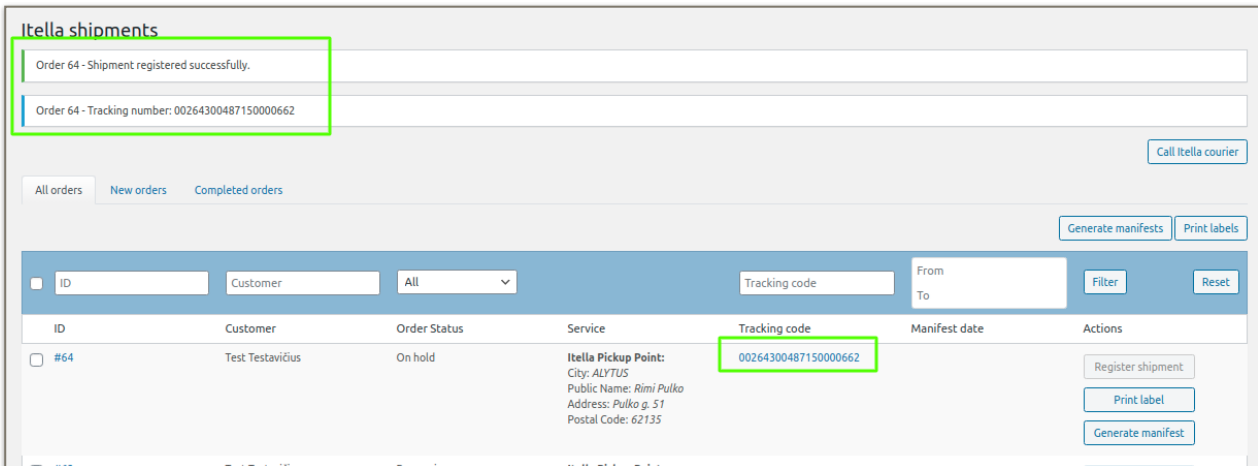
ID	The unique order id that is assigned when the new order is saved for the first time.
Customer	the ordering customer who formed the order
Order Status	order status
Service	can be pickup point or the courier. *In the example below all services are visible as pickup points. Each of them hold information 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

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

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

Will get label pdf version downloaded
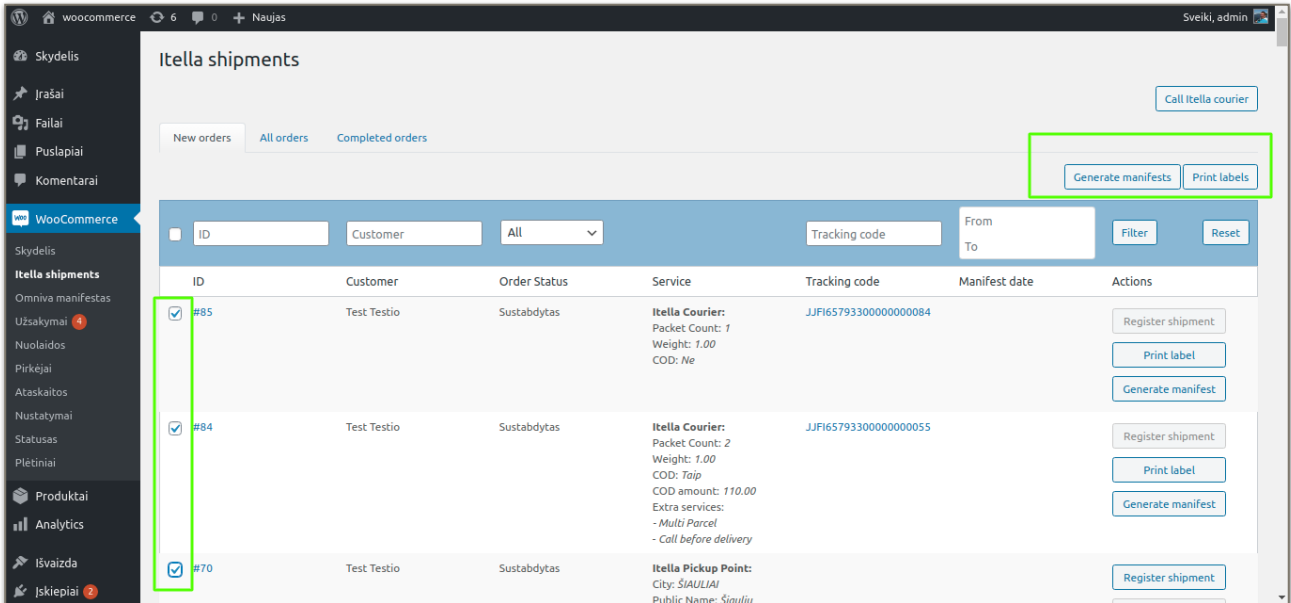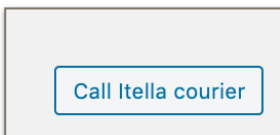
In oder to generate whole manifest do the same actions as explained on labels above
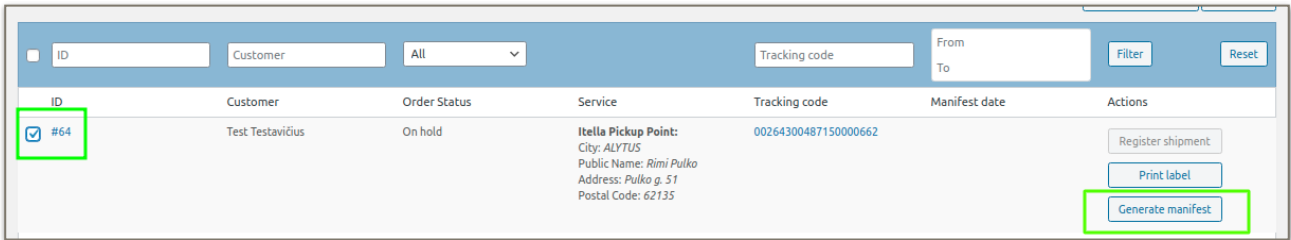
Can also generate manifest and print labels for multiple orders:

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.