Itella Opencart 3.0 module installation instructions

Module functionality:

- Parcel delivery service to Itella parcel shop pickup points (hereinafter referred to as "pickup point") located in Finland, Lithuania, Latvia, Estonia;
- Parcel delivery by the courier in Finland, Lithuania, Latvia, Estonia;
- Parcel collection from 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 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 Itella API module make sure you have the login credentials (username and password) for the Itella API.
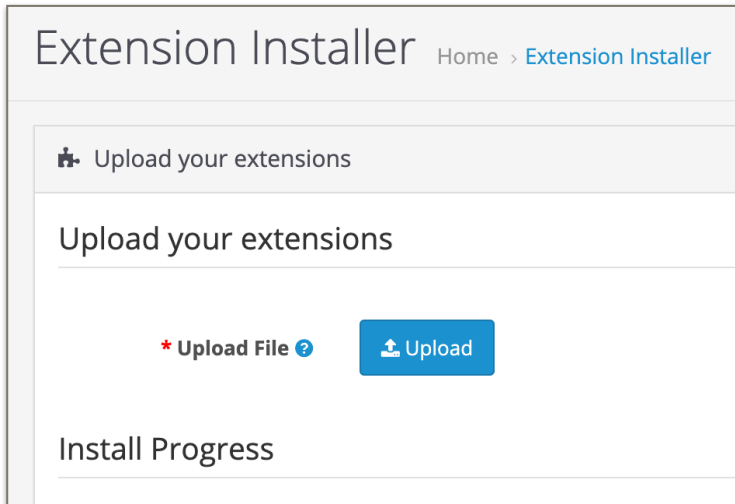
Installing the Itella API Module

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

- After logging in to the Itella API administrative environment in the menu bar, on the left side of the page, in its' Extensions section **Installer** should be selected;
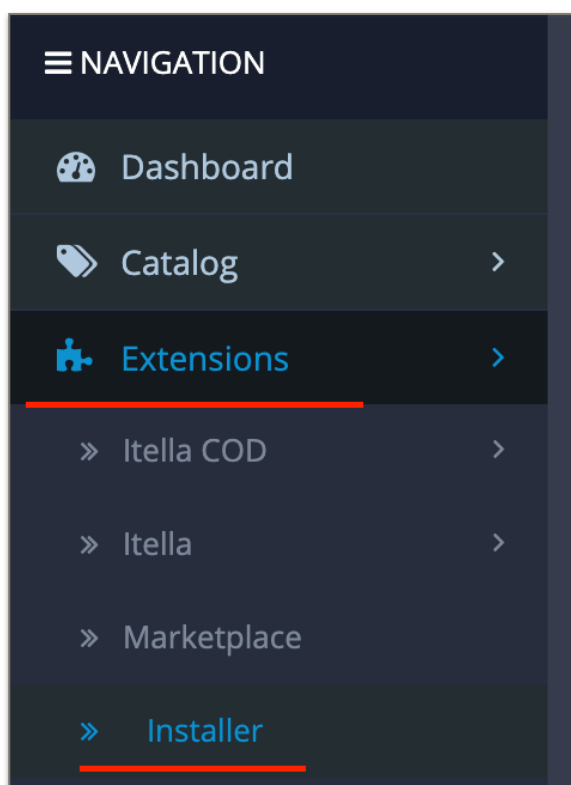
- At the right side of the page click the button named **Upload**

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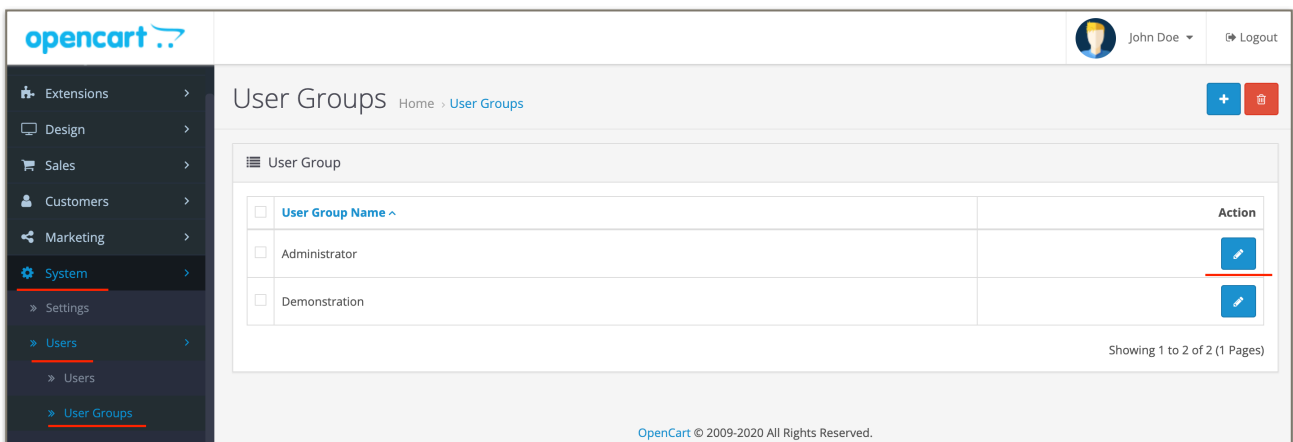
In the opened window will see two *Access* and *Modify permission* blocks. For both mentioned blocks need to click **select all** option and press **save** button located in the top-right corner of the page.
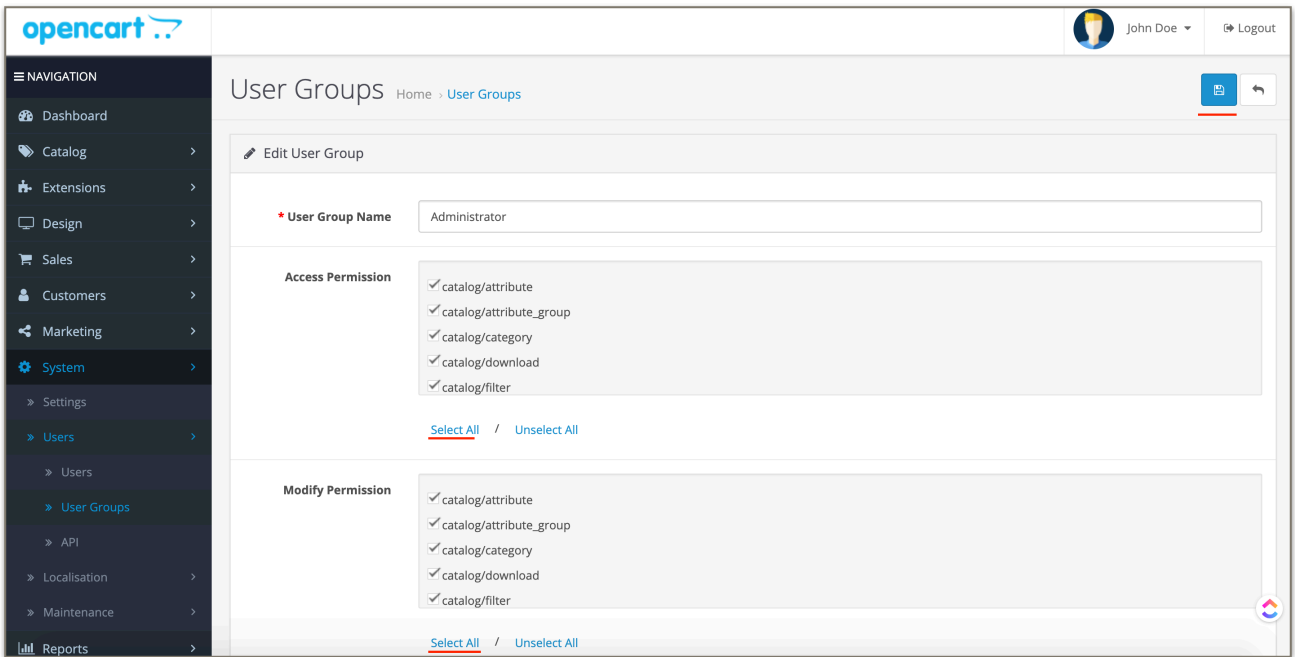
**The explanation of the settings window value and functionality**

In **Extensions** block choose *Extensions* section. In the input select Shipping and will see a list of shipping methods below. Smartpost Itella 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.
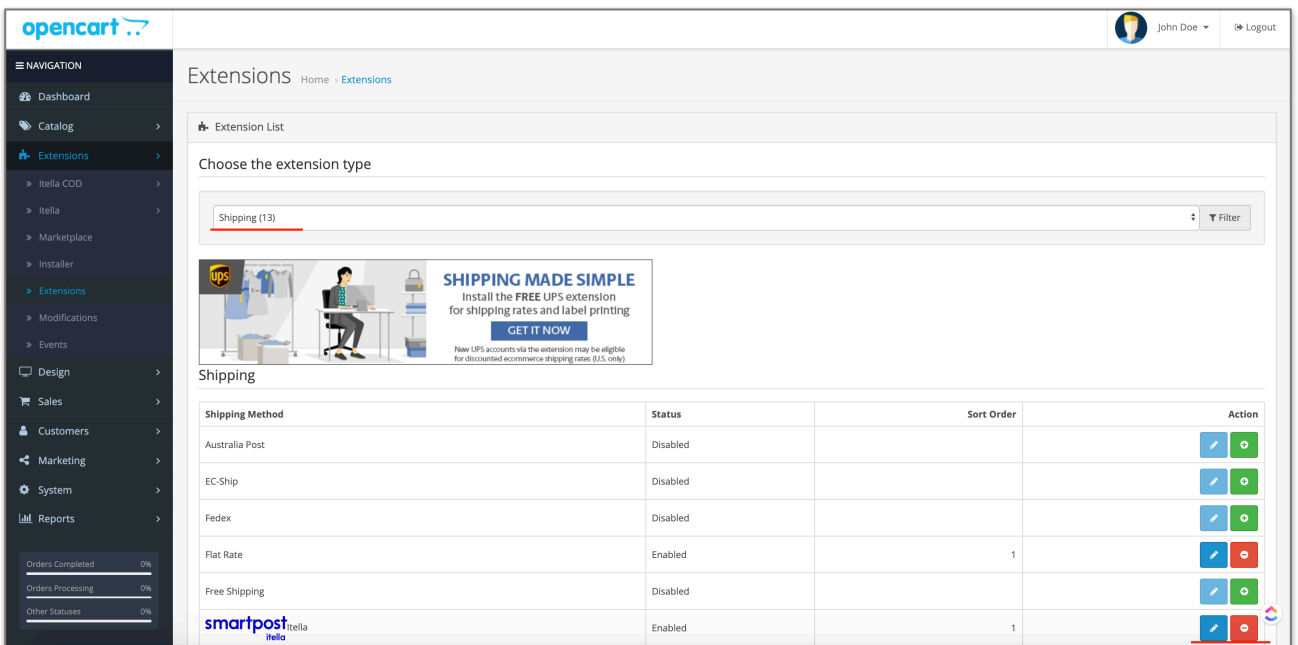
In the settings window will see 6 tabs:
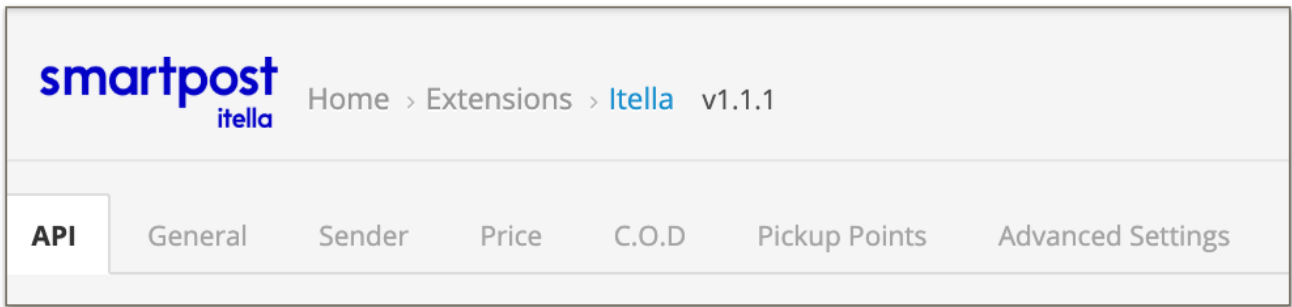
API tab

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

Will see two fields with separate Product credentials. 2711 products are associated with parcel shops/ pickup points whereas 2371 products with the courier.
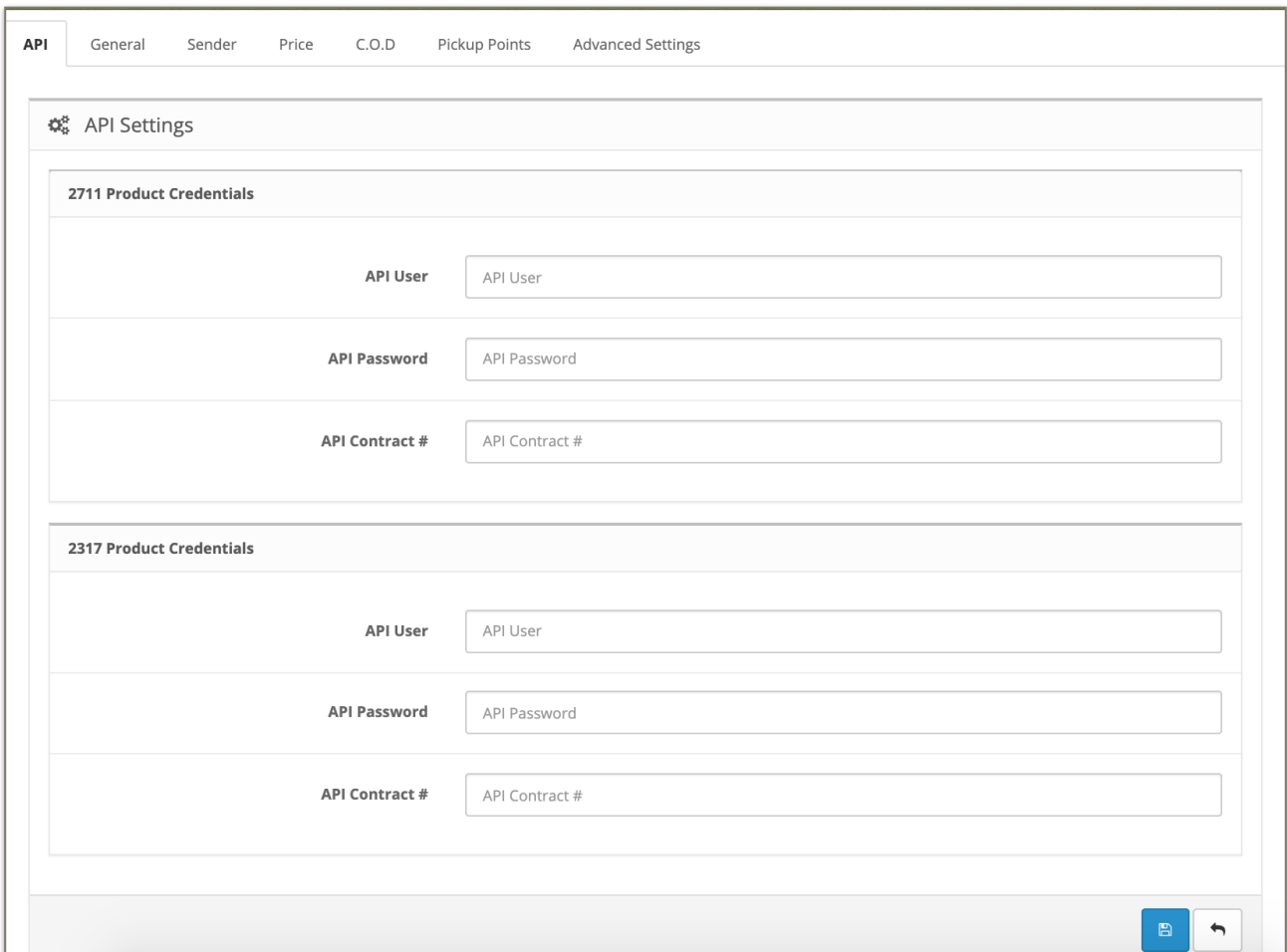
*Note: Below each tab table will find blue **save** button. Do not forget to press it when finished editing necessary information.*

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 Itella module is active or not (enabled/ disabled)
Sort order	Sorting order by its priority.

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	Biruliškės, Kauno r.
Country	Lithuania ▾
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.

Press **Add Price** button to add a price into the table located below.
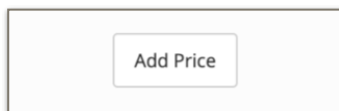
Blue button on the right side of the table is intended for editing/ correcting information whereas red button is for deleting.
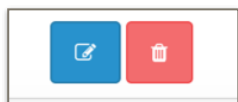
COD tab

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.

Pickup Points tab

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.

Advanced Settings tab

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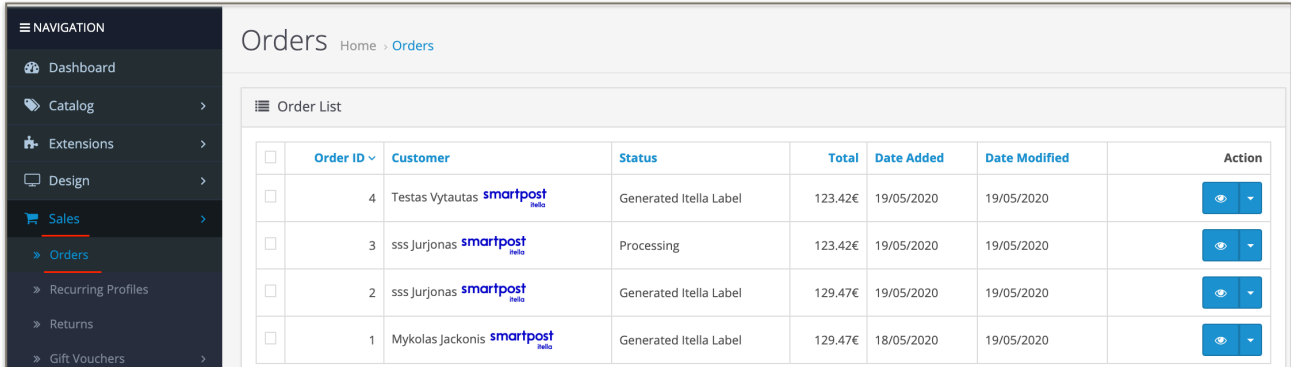
✏ Advanced settings

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

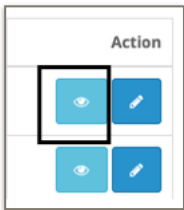To view all available orders in a dashboard select **Sales -> Orders**. The orders performed with Itella will be marked with Itella logo in the list of orders. The order list can be sorted, filtered as well as the required orders can be found.

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

Itella Opencart 3.0 module instructions for use

When viewing the order in edit mode will see the Itella 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

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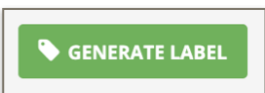
The table below is related with the Courier carrier (2317 product).

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 multi-parcel field will appear which cannot be unchecked.
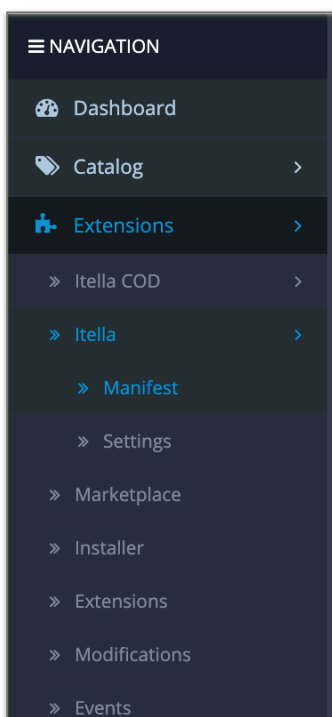

Manifest generation part

Select **Extensions-> Itella-> Manifest** in order to view manifest generation window where all Itella orders can be viewed.

In order to assign the shipment tracking number to the specific order it must be successfully registered in Itella 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.
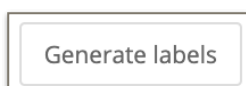
Print labels button - is intended to print selected labels
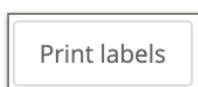
Generate manifest button - generates whole manifest

Generate manifest

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

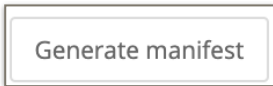| ID	manifest id
Total orders	how many orders are in total in the manifest
Date added	The date when the manifest was generated/ formed
Actions	Can either *Print* the manifest or *Call courier*

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

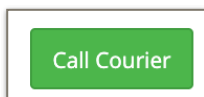| Name	The name of the shop
Address	store address
Contact mob. phone	phone number of the store (located in sender information settings)
Manifest ID to attach	Manifest ID

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:

ID	Customer	Tracking #	Status	Date added	Date modified	Actions
10			Itella Error	28/04/2020	28/04/2020	

Generate labels   Print labels   Generate manifest

"Print labels", "Generate manifest" will ignore orders without tracking number

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

smartpost itella Itella

Status: 401 Error: Unauthorized Message: Bad credentials

Packets (total):

1

Weight (kg):

1.00

C.O.D:

No

C.O.D. amount:

124.63

Carrier:

Pickup Point

Changing carrier here will not recalculate order shipping cost!

Pickup point:

ALYTUS - Pulko g. 51, 62135 (Rimi Pulko)

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