

# Venipak

## Prestashop module installation instructions



## 1. Module's functionality

- Parcel delivery service to Venipak pickup points located in Estonia, Lithuania, Latvia, Poland;
- Parcel delivery by a courier in Estonia, Lithuania, Latvia, Poland;
- Label and manifest printing;
- Shipment tracking;
- Carrier call service;
- Warehouse creation to designate the carrier call location;
- Ability to disable Venipak services for specific products;
- Pickup point search;

## 2. Server requirements

- PHP version 7.1 or higher. PHP version should not exceed the Prestashop maximum supported PHP version.
- Curl extension;
- Libxml extension;

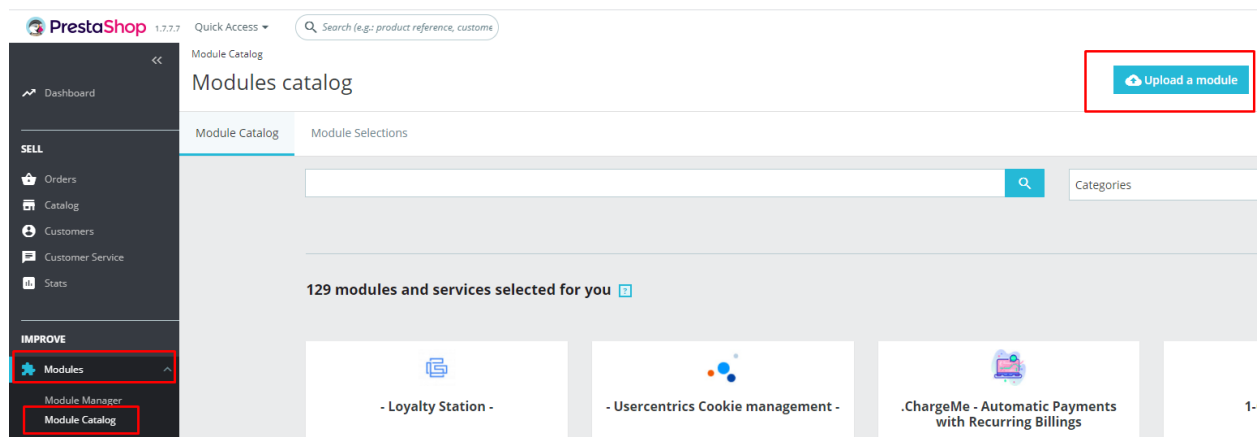
## 3. Installation

If you have been using previous Venipak module, you can either delete it and install the new one. Or you can leave the old module, but make sure to disable it and then install the new one following the instructions below.

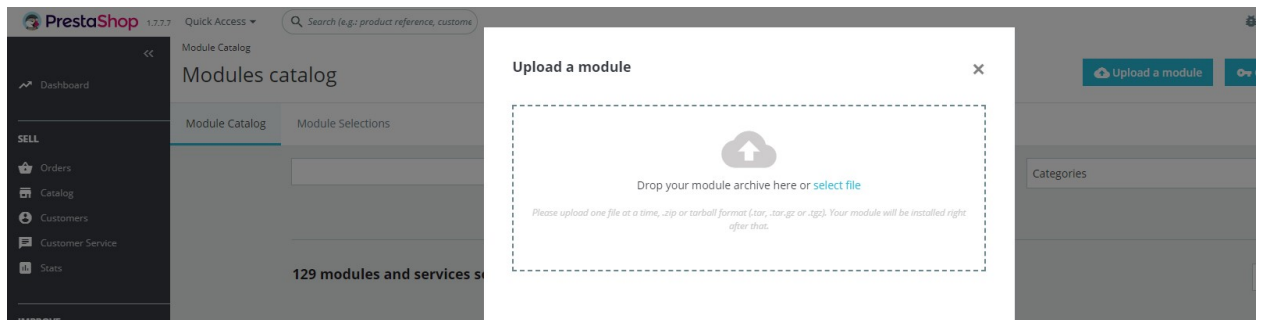
There are two installation options.

### 1. Installation with .zip file.

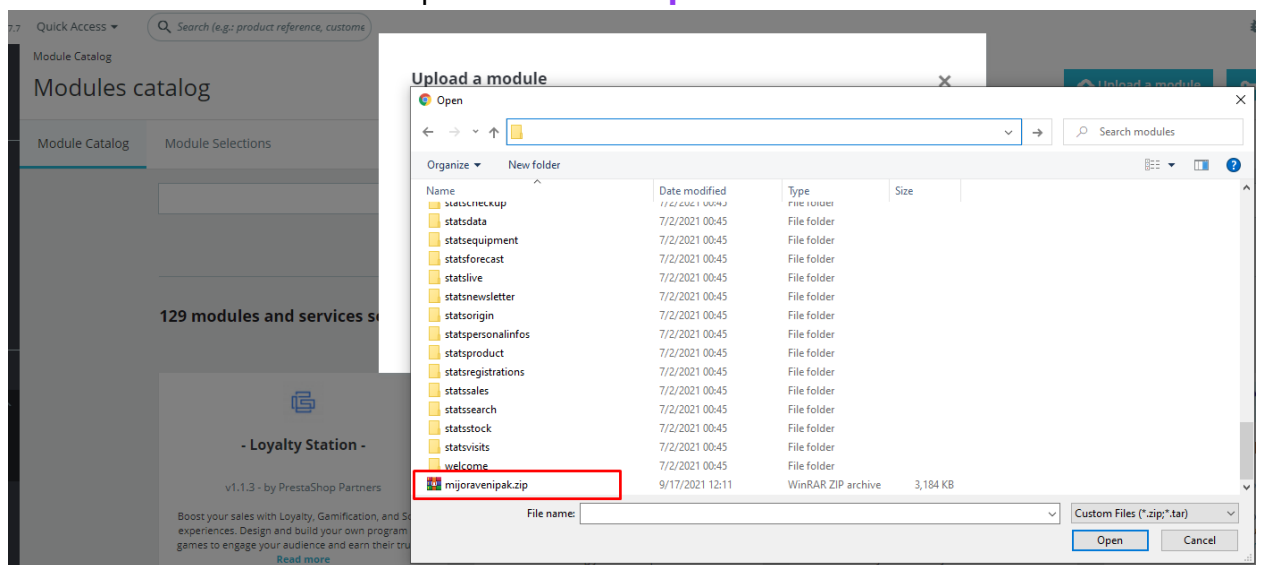
#### 1.1. Navigate to **Modules** -> **Module Catalog** and press **Upload a module**:



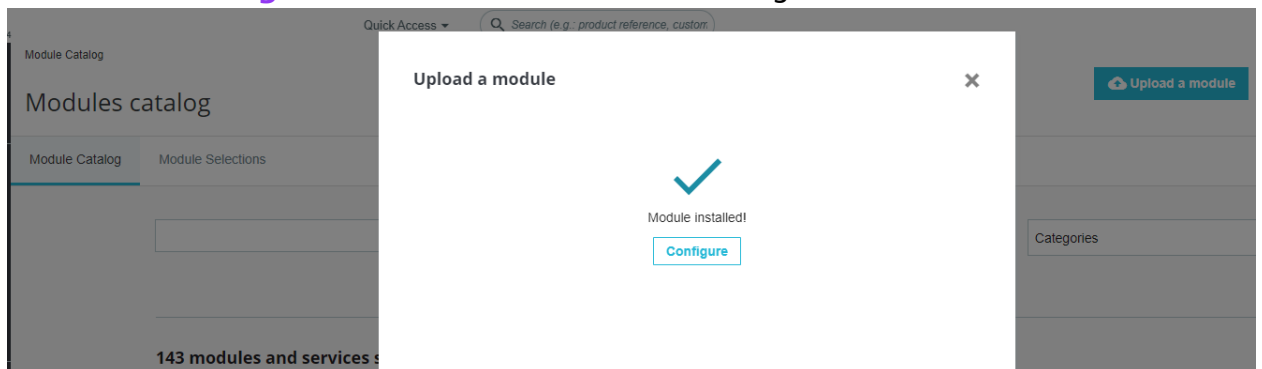
- 1.2. On the opened module, either drag and drop the **.zip** file, or click **Select file**:



- 1.3. Locate the module **.zip** file and click **Open**:



- 1.4. Click **Configure** after installation to start using the module:



2. Installation by uploading module's folder to FTP server.

2.1. With FTP client of your choice, upload the module's folder into your site's public\_html/module directory:

Remote site: /domains/venipakpresta.mijora.lt/public_html/modules					
Filename	Filesize	Filetype	Last modified	Permissions	Owner/Group
mijoravenipak		File folder			
followup		File folder	8/30/2021 2:48:...	0755	1019 1019
ps_emailalerts		File folder	8/30/2021 2:48:...	0755	1019 1019
referralprogram		File folder	8/30/2021 2:48:...	0755	1019 1019

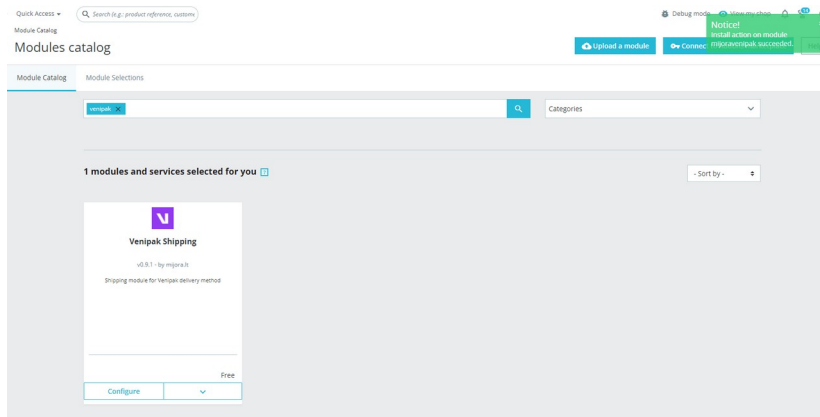
2.2. Navigate to **Modules -> Module Catalog**, type **“venipak”** in the search bar and press **Enter**.

2.3. If module was uploaded to your site correctly, you should see the following result:

The screenshot shows the PrestaShop Module Catalog interface. On the left is a sidebar with navigation menus: 'Dashboard', 'SELL' (Orders, Catalog, Customers, Customer Service, Stats), 'IMPROVE' (Modules, Module Manager, Module Catalog), 'Design' (Design, Shipping, Payment, International, Marketing), and 'CONFIGURE' (Shop Parameters, Advanced Parameters). The main area is titled 'Module Catalog' and 'Module Selections'. A search bar at the top contains the text 'venipak'. Below the search bar, it states '1 modules and services selected for you'. A card for the 'Venipak Shipping' module is displayed, featuring a purple 'V' logo. The card text includes 'v0.9.1 - by mijora.lt' and 'Shipping module for Venipak delivery method'. At the bottom right of the card, it says 'Free' and there is an 'Install' button.

2.4. Press **Install**

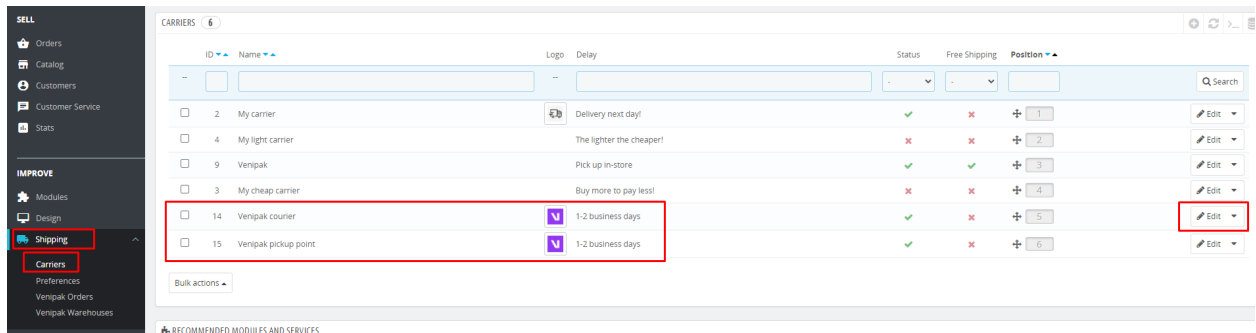
2.5. Click **configure** to start using the module:



## 4. Configuration

### 4.1 Carriers

After successful installation, you should see two new carriers in **Shipping -> Carrier** tab:



Press **Edit** next to the desired carrier to setup carrier name, transit time, price and weight ranges, zones and customer group access:

## Venipak courier

LOGO

1 General settings 2 Shipping locations and costs 3 Size, weight, and group access

Add handling costs YES NO

Free shipping YES NO

Billing ☐ According to total price. ☒ According to total weight.

Tax No tax

Out-of-range behavior Apply the cost of the highest

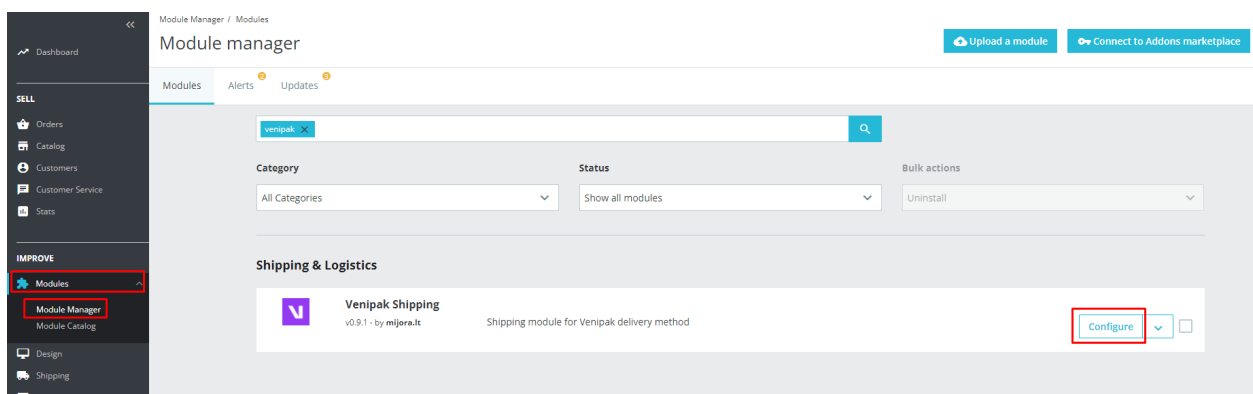
Ranges

Will be applied when the weight is	>=	kg	0.000000
Will be applied when the weight is	<	kg	1000.000000

All	<input type="checkbox"/>	€	
Africa	<input checked="" type="checkbox"/>	€	0.000000
Asia	<input checked="" type="checkbox"/>	€	0.000000
Central America/Antilla	<input checked="" type="checkbox"/>	€	0.000000
Europe	<input checked="" type="checkbox"/>	€	0.000000
Europe (non-EU)	<input checked="" type="checkbox"/>	€	0.000000
North America	<input checked="" type="checkbox"/>	€	0.000000
Oceania	<input checked="" type="checkbox"/>	€	0.000000
South America	<input checked="" type="checkbox"/>	€	0.000000

## 4.2 Module configuration

To configure the module, navigate to **Modules -> Module manager**, find the Venipak module and press **Configure**:



There are 5 module settings sections.

## 4.3 Api Settings

API SETTINGS

\* API username

\* API password

\* API ID

This is the information that is provided to you by Venipak. It is required to use Venipak shipping services.

## 4.4 Shop Settings

SHOP SETTINGS

\* Sender Name

\* Company code

\* Address

\* City

\* Country Code

LT - Lithuania

\* Postcode

\* Contact person

\* Mob. Phone

\* Email

Use as sender's address.

YES

NO

Use shop settings as sender's address. Otherwise information from your Venipak account will be used.

This section is used to enter the address and contact information of the shop/sender. They are not required to use the module, unless you do not have any Venipak warehouses created or if you want to use this address as sender's address, instead of the one that you have provided in your Venipak account.

## 4.5 Courier settings

COURIER SETTINGS

Door code

☒ YES ☐ NO

Add input for customers to enter their door code, when selected courier.

Cabinet number

☐ YES ☒ NO

Allow customers to input cabinet number.

Warehouse number

☒ YES ☐ NO

Allow customers to select warehouse.

Enable carrier call before delivery

☐ YES ☒ NO

Enable this option, if you want courier to call a consignee before shipment delivery

Enable delivery time selection

☒ YES ☐ NO

Allow customers to select delivery time.

Enable/Disable delivery times

☐ Anytime

☒ Until 10:00

☒ Until 12:00

☒ 8:00-14:00

☒ 14:00-17:00

☐ 18:00-22:00

With these settings you can enable/disable additional fields that you can allow your customer to specify, when they select the Venipak carrier delivery method. Each setting is explained below the corresponding button.

If you enable delivery time selection, you can additionally select the delivery times that you want your customers to be able to select (the **Enable/Disable delivery times** setting).

## 4.6 Label settings

LABELS SETTINGS

Label size

☒ A4 ☐ 100 X 150

Paper size of printing labels

Last pack number

748

This field allows to change the last package number that is included in the label code (label code always must be unique). This value must be a number and not longer than 7 characters.

- **Label size** - select the format that will be used when printing labels;
- **Last pack number** - this field allows to change the last package number that is included in the label code (label code always must be unique). This value must be a number and not longer than 7 characters.



## 4.7 Advanced settings

ADVANCED SETTINGS

Carrier disable passphrase 

Venipak disbaled

Carriers will not be used for the cart, if cart contains any product, whose description contains this passphrase.

This setting is used if you want to disable Venipak delivery services for specific products, without having to select all the allowed carriers for the product. If product's description contains the value that is specified here, Venipak delivery services will not be available for the cart, which contains this product.

## 4.8 Venipak Warehouses

Venipak warehouses will be used to specify the location, to which you want carriers to arrive. If you do not specify any warehouse, carrier will be called to the address that is specified in module's **Shop Settings**.

Navigate to **Shipping** -> **Venipak Warehouses** to manage your warehouses:

ID	Warehouse name	Company code	Full name of contact person	Country code	City	Warehouse address	Zip code of warehouse	Contact phone number	Default	Carrier arrival	
1	Pirmas Sandelys	565656155	Moderr	LT	Kaunas	Kings avenue	65555	37069587412	✓	No arrival today.	Edit
2	Antras sandelys	41541441	Imierth	LT	LOVISA	Savanorių pr.	47812	37069587412	✗	No arrival today.	Edit

## 4.9 Venipak Orders

This page contains all orders that were placed with Venipak delivery service as carrier option. You can do various here print/generate labels, change shipment info, track orders, execute bulk actions. There is also a link to manifests page, which is

marked on the screenshot above.

Shipping / Venipak Orders

Venipak Orders

Help

READY ORDERS

Generated Manifests

Link to manifest creation and printing page

Refresh the tracking status for all undelivered orders

Track all orders

VENIPAK ORDERS

ID

Shop

Status

Customer

Tracking numbers

Actions

Tracking status

24

Mijora Venipak

Venipak siurta paruošta

J. Doe

V17417E0000386

Print label(s)

Change Shipment Info

Shipment Tracking

Shipping label created

25

Mijora Venipak

Awaiting bank wire payment

J. Doe

--

Generate label

Change Shipment Info

--

Shipping label not created

26

Mijora Venipak

Delivered

M. Saksnivils

V00010E2521185

Print label(s)

Change Shipment Info

Shipment Tracking

Delivered

Bulk actions

Bulk actions to generate and print labels

Print label for specific order

Change shipment information

Track specific shipment

Tracking status of each order

## 4.10 Generated Manifests.

This page contains all manifests that were created. You can print, close manifests and call courier for manifests.

Venipak Manifests

Ready Orders **GENERATED MANIFESTS**

VENIPAK MANIFESTS

ID	Shop	Creation Date	Orders in manifest	Carrier arrival	Warehouse	Closed		
17417210903010	Mijora Venipak	09/03/2021 12:00:36	6, 9	2021-09-25 00:00:00 - 2021-09-25 11:00:00	Antras sandelys	Yes		--
17417210903011	Mijora Venipak	09/03/2021 12:00:36	7, 8	2021-09-08 14:00:00 - 2021-09-08 16:00:00	Pirmas Sandelys	Yes		--
17417210906001	Mijora Venipak	09/06/2021 16:18:44	12	2021-09-12 00:00:00 - 2021-09-12 10:00:00	Pirmas Sandelys	Yes		--
17417210908001	Mijora Venipak	09/08/2021 12:46:43	13, 14		Pirmas Sandelys	Yes		
17417210917001	Mijora Venipak	09/17/2021 11:02:14	15		Pirmas Sandelys	No		

All order ID's are listed, that are included in the manifest

Carrier arrival date

If manifest is closed, no more orders will be added to it

Call carrier, if it wasn't called for this manifest yet

Call courier.

If you press the **Call courier** button specified above, the following modal will be displayed:

Quick Access ▾ Search

Venipak Manifests

Venipak Manifests

Ready Orders **GENERATED MANIFESTS**

VENIPAK MANIFESTS

ID	Shop	Creation Date	Orders in manifest	Carrier arrival	Warehouse	Closed
17417210903010	Mijora Venipak	09/03/2021 12:00:36	6, 9	2021-09-25 00:00:00 - 2021-09-25 11:00:00	Antras sandelys	Yes
17417210903011	Mijora Venipak	09/03/2021 12:00:36	7, 8	2021-09-08 14:00:00 - 2021-09-08 16:00:00	Pirmas Sandelys	Yes
17417210906001	Mijora Venipak	09/06/2021 16:18:44	12	2021-09-12 00:00:00 - 2021-09-12 10:00:00	Pirmas Sandelys	Yes
17417210908001	Mijora Venipak	09/08/2021 12:46:43	13, 14	--	Pirmas Sandelys	Yes
17417210917001	Mijora Venipak	09/17/2021 11:02:14	15	--	Pirmas Sandelys	No

CALL VENIPAK COURIER

Coment to courier (optional)

Must be at least 2 hours difference between TIME FROM and TIME TO  
Minutes should be indicated quarterly: 15, 30, 45, 00

Carrier arrival time (from)

Carrier arrival time (to)

Send request Cancel

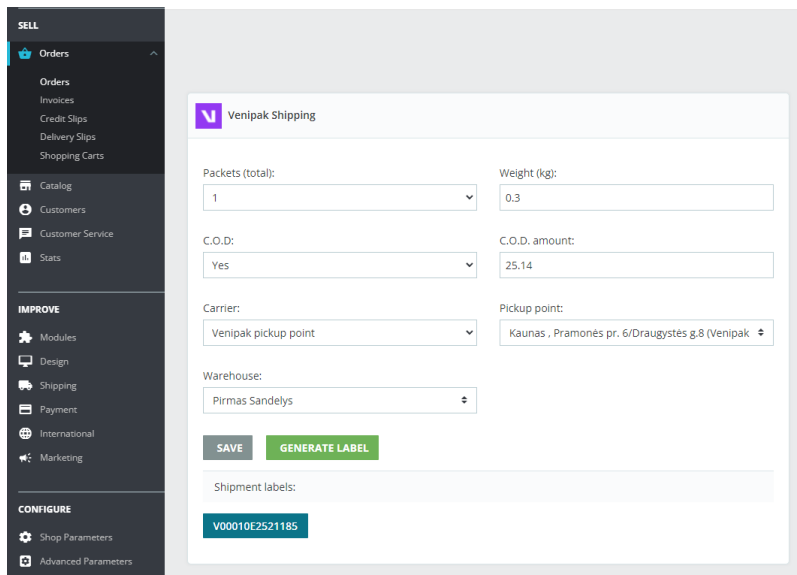
Simply select the carrier arrival date in accordance to the specified rules, add the comment if you need to and send the carrier call request to Venipak.

## 5 Venipak order settings

After order is placed with Venipak shipping service, you have ability to enter Venipak shipping settings on order edit page or in Venipak orders page.

### 5.1 Order page

On order, the Venipak Shipping block will be displayed at the bottom:



The screenshot shows the Venipak Shipping configuration form within the Magento 2 admin interface. The left sidebar contains navigation menus for 'SELL' (Orders, Invoices, Credit Slips, Delivery Slips, Shopping Carts), 'IMPROVE' (Modules, Design, Shipping, Payment, International, Marketing), and 'CONFIGURE' (Shop Parameters, Advanced Parameters). The main content area displays the 'Venipak Shipping' form with the following fields:

- Packets (total):** A dropdown menu set to '1'.
- Weight (kg):** A text input field containing '0.3'.
- C.O.D.:** A dropdown menu set to 'Yes'.
- C.O.D. amount:** A text input field containing '25.14'.
- Carrier:** A dropdown menu set to 'Venipak pickup point'.
- Pickup point:** A text input field containing 'Kaunas , Pramonės pr. 6/Draugystės g.8 (Venipak)'.
- Warehouse:** A dropdown menu set to 'Pirmas Sandėlys'.

Below the form are two buttons: 'SAVE' (grey) and 'GENERATE LABEL' (green). Under the 'Shipment labels:' section, a blue button displays the label number 'V00010E2521185'.

Here you can change all the information related to the shipment: packet count, weight, carrier service, pickup, warehouse, etc.

If you update any information, you have to press **Save** before generating a label. Only then click **Generate label**:

**V** Venipak Shipping

Packets (total): 1	Weight (kg): 0.3
C.O.D.: Yes	C.O.D. amount: 25.14
Carrier: Venipak pickup point	Pickup point: Kaunas , Pramonės pr. 6/Draugystės g.8 (Venipak
Warehouse: Pirmas Sandelys	

**SAVE** **GENERATE LABEL**

1. Click "SAVE" to update the shipment information  
2. Click this button to generate label(s)

If you have specified more than one packet, label for each packet will be generated and link to each label will be displayed:

**V** Venipak Shipping

Packets (total): 3	Weight (kg): 0.3
C.O.D.: No	C.O.D. amount: 23.14
Carrier: Venipak pickup point	Pickup point: Grigaliūnų k., prienų raj. , Grigaliūnų k. (Venipak P
Warehouse: Antras sandelys	

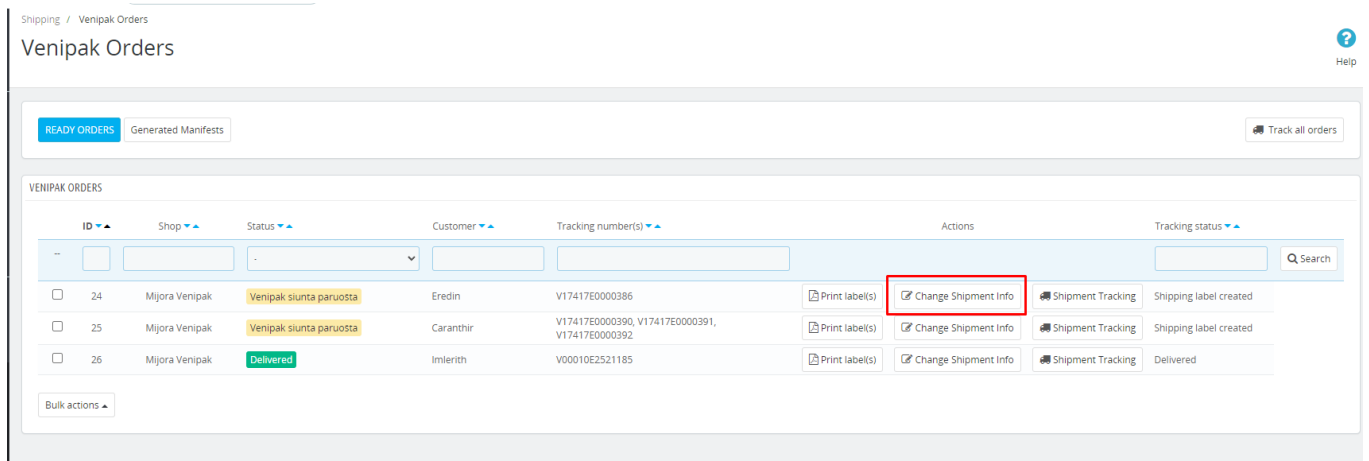
**SAVE** **GENERATE LABEL**

Shipment labels:

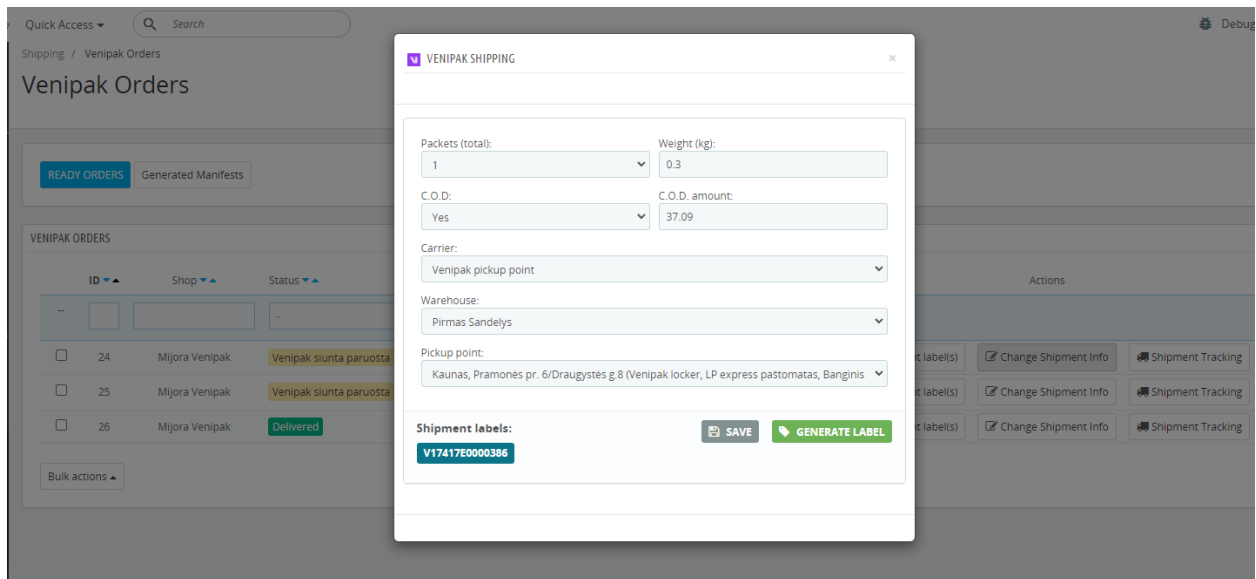
V17417E0000390 V17417E0000391 V17417E0000392

## 5.2 Venipak orders page.

You can edit order information Venipak orders page. Navigate to **Shipping -> Venipak Orders**. In the order list, click on the **Change shipment button** on the order that you want to edit:



The modal to edit the shipment information will appear in the modal:



Here you can execute all operations that were described in the [order page](#) section.

## 6 Venipak Cash on Delivery

### 6.1 Module installation

Module's installation is straightforward. Just follow the basic module installation instructions provided in [Venipak installation instructions section](#).

### 6.2 Module overview

The Venipak Cash on Delivery (C.O.D) module is a payment module, which allows you charge extra fee when C.O.D payment method is selected. The fee can be flat or percentage from order total. The extra fee will be added to the order shipping value. You can also specify the minimum and maximum order total ranges, when this module will apply the fee. Module can be used for all carriers or only for the specified ones. Please check out the following picture for more detailed information:

The screenshot shows the 'Configure Venipak Cash on Delivery (COD)' interface. It includes a sidebar with 'Modules / venipakcod / Configure' and a top bar with 'Back', 'Translate', and 'Check update' buttons. The main area is titled 'MODULE SETTINGS' and contains several sections:

- Fee:** This section has a 'Use % fee type?' toggle set to 'NO'. A red box highlights this toggle, with an annotation: 'Enable the % fee type, enter the percent and module will calculate fee depending on order's total value'. Below the toggle are input fields for 'Flat fee' (set to 2) and '% fee' (set to 0). A red box highlights the 'Flat fee' field, with an annotation: 'Fee will be fixed and will not depend on order total value'.
- Order total:** This section has input fields for 'MIN' and 'MAX', both set to 0. A red box highlights these fields, with an annotation: 'You can specify the minimum and maximum order value, which will determine if module will apply the an additional fee'. Below these fields is a small text: 'MIN MAX defines range where fee is active'.
- Shipping carriers:** This section has a list of checkboxes: 'My carrier', 'My light carrier', 'Venipak', 'My cheap carrier', 'Venipak courier', and 'Venipak pickup point'. The 'Venipak pickup point' checkbox is checked. A red box highlights this section, with an annotation: 'Select the carrier, for whic COD payment method will be available. Select none and method will be available to all carriers.' Below the checkboxes is a small text: 'Select shipping carriers to use Venipak COD with. Select none to enable for all.'

### 6.3 Venipak COD and Venipak Pickup Service


Venipak COD module offers unique functionality, when used together with Venipak Pickup service. Sometimes customer may want to use the Cash/Card on Delivery payment method with pickup that does not allow the COD payment method. Luckily, this payment method adapts to this situation and allows customer to select another pickup point, which supports the COD payment method:

✓ PERSONAL INFORMATIONedit

✓ ADDRESSESedit

✓ SHIPPING METHODedit

4 PAYMENT

☒ Pay with cash on delivery (COD) 

You will be able to pay with bank cash on delivery.

Your selected terminal does not support C.O.D payment method. Please select another terminal

Select a pickup point

☐ Pay by Check

☐ Pay by bank wire

☐ Pay by Cash on Delivery

☐ I agree to the [terms of service](#) and will adhere to them unconditionally.

PLACE ORDER

Additionally, the module will provide only those pickup points for selection that support COD payment method.