A blue and black logo

AI-generated content may be incorrect.

Latvijas Pasts PrestaShop Module Installation Instructions

# **Module Functionality**

* Parcel delivery to post offices in Latvia and Lithuania.
* Parcel delivery to parcel lockers (terminals) in Latvia, Lithuania and Estonia.
* Postal delivery by Pasts courier delivery both in Latvia and abroad.
* Letter and parcel post deliveries domestically and abroad.
* Option to print postal labels directly from the e-store administrator environment.
* Option to call a courier directly from the e-store administrator environment for handing over postal items.

# **Terms and Concepts Used**

COD — cash-on-delivery service.

# **E-store Requirements**

The module is compatible with PrestaShop versions 1.7.8.0 to 8.2.

# **Server Requirements**

The module is compatible with PHP 7.2 and later versions.

# **Necessary Tools**

To install the Latvijas Pasts module using the folder method, you will need an FTP client. You can use one of the following tools or another you are familiar with:

FileZilla Client <https://filezilla-project.org>

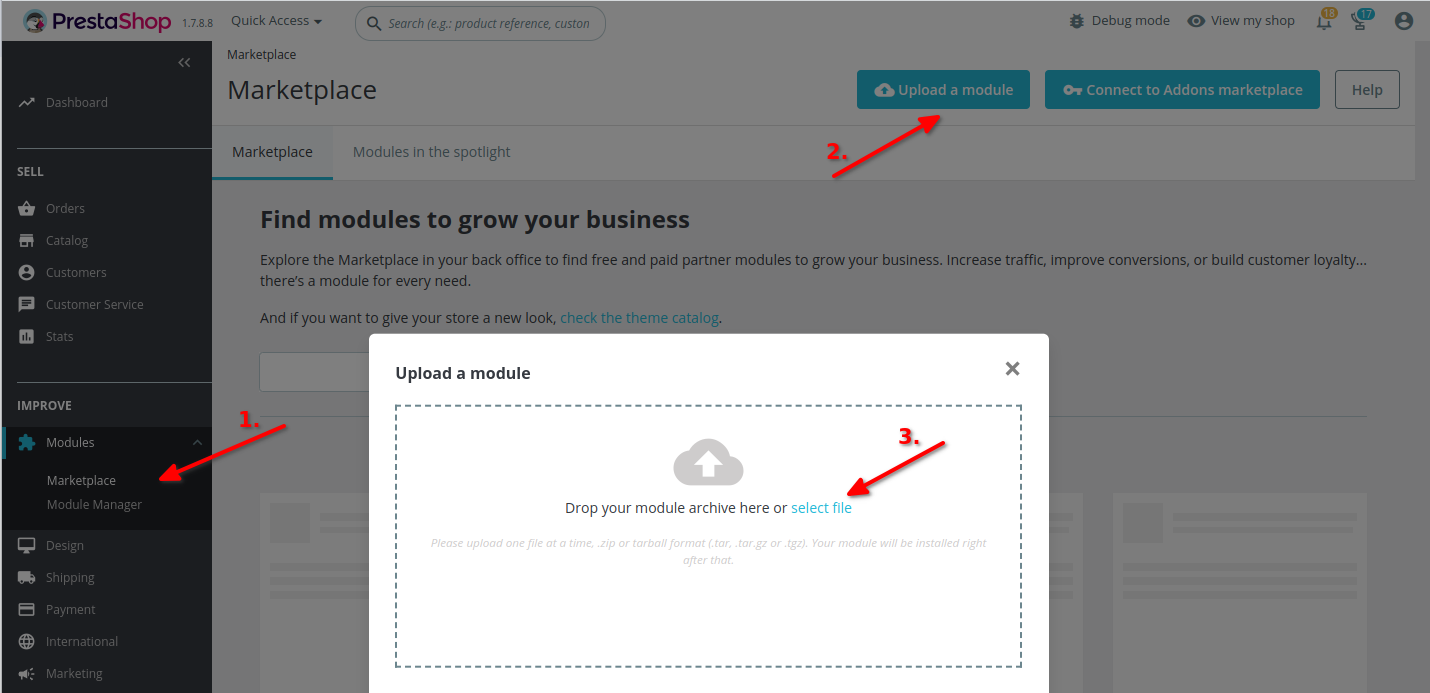
WinSCP <https://winscp.net/eng/download.php>

Cyberduck <https://cyberduck.io>

# **Latvijas Pasts Module Installation**

**Installation via ZIP File**

1. Log in to the e-store admin environment and go to *Improve >> Modules >> Marketplace* (1). Click the “Upload a module” button (2), then click “Select a file” (3). Install the relevant delivery module. The file may be too large. In this case, increase the PHP settings values for “upload\_max\_filesize” and “post\_max\_size”, or use the “Installation via Folder” method described below.



1. In section *Improve >> Modules >> Module Manager*, look for “latvijaspasts”. Click “Configure” and enter the required information. The data fields marked with a red asterisk (\*) are mandatory (for the current section). After entering the information at the bottom right, click the “Save” button.

**Installation via Folder**

1. Export the module files (you must have the “latvijaspasts” folder, containing subfolders such as “classes”, “config”, “controllers”, etc.
2. Connect to your FTP server using one of the tools specified above.
3. Drag the “latvijaspasts” folder into the “modules” folder of the PrestaShop system.
4. Log in to the e-store administrator environment and go to *IMPROVE >> Modules >> Marketplace*, look for “latvijaspasts”. Click “Install”.
5. In section *Improve >> Modules >> Module Manager*, look for “latvijaspasts”. Click “Configure” and enter the required information. The data fields marked with a red asterisk (\*) are mandatory (for the current section). After entering the information at the bottom right, click the “Save” button.

# **Module Configuration**

Data fields in the 1st section of the module configuration (ExpressPasts):

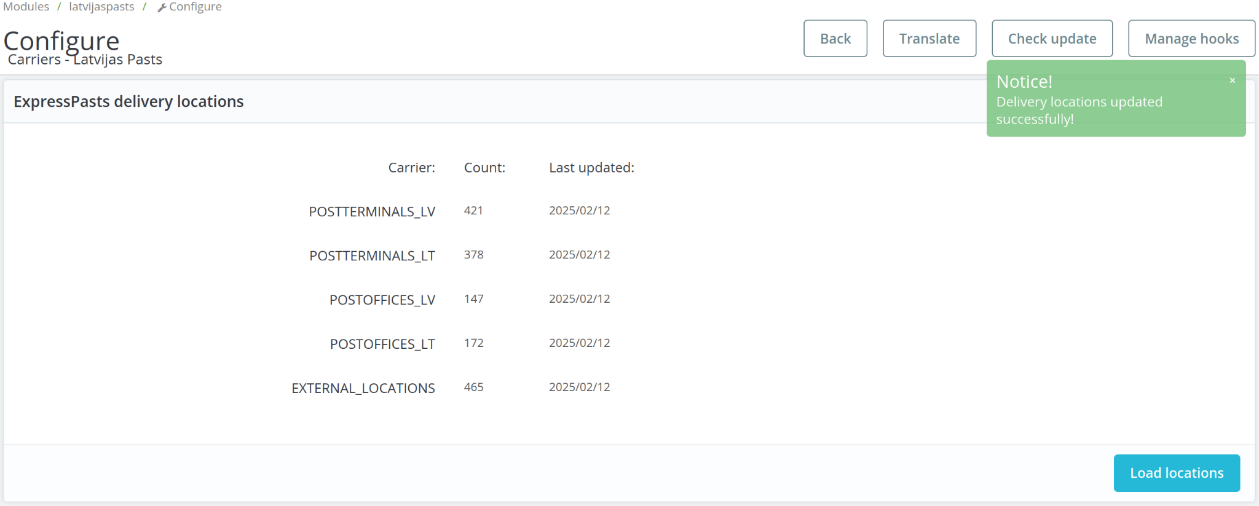
|  |  |  |
| --- | --- | --- |
| **Field name** | **Potential values** | **Field description** |
| Server | Test / Production | Indicates whether the module is in test or production environment. |
| TEST secret key LIVE secret key | Mixed number and letter value | ExpressPasts API secret key. |
| Carrier | On / Off | Indicates whether the respective carrier will be active. |

A screenshot of a computer

AI-generated content may be incorrect.

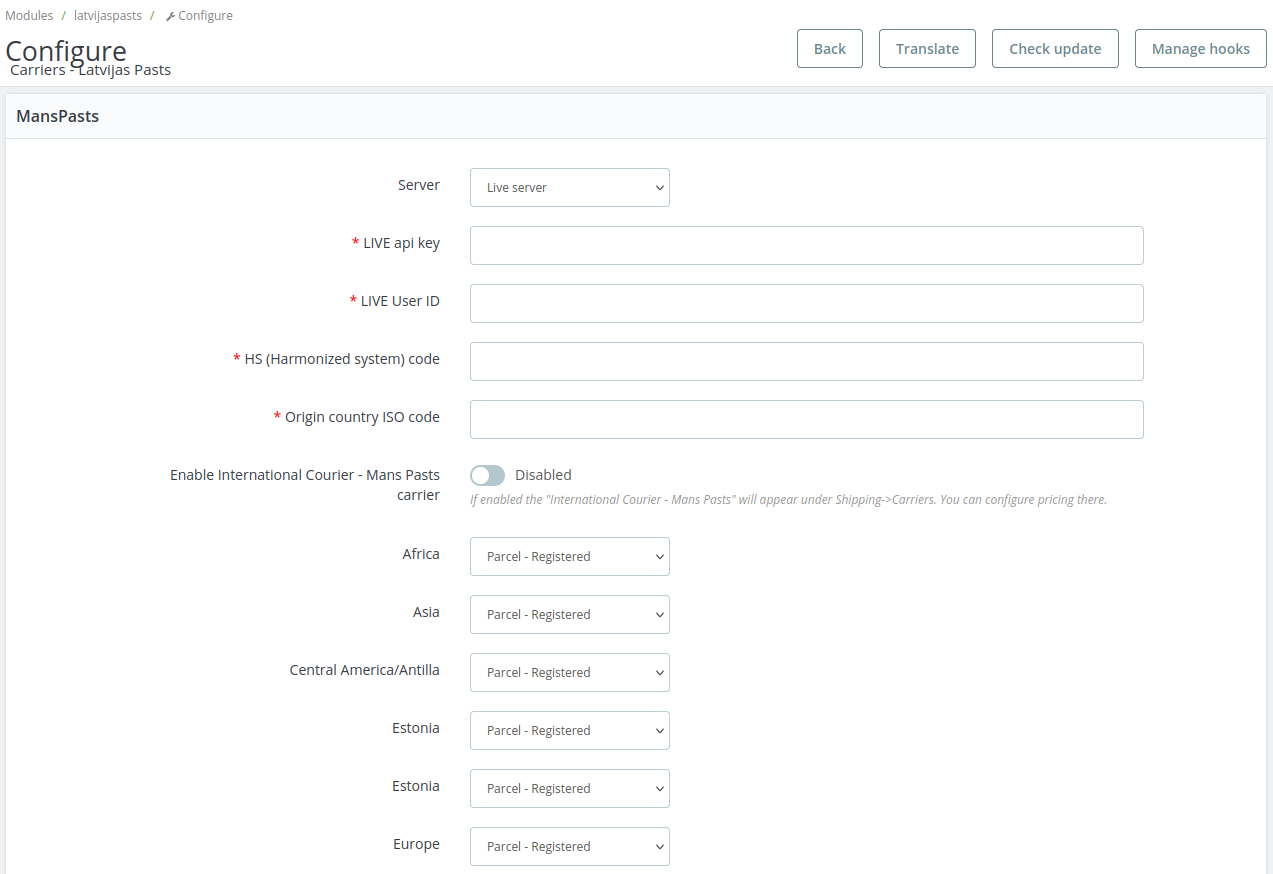
Data fields in the 2nd section of the module configuration (ExpressPasts delivery points):

|  |  |  |
| --- | --- | --- |
| **Field name** | **Potential values** | **Field description** |
| Load locations | - | Clicking the button will load delivery points for the active carriers. |



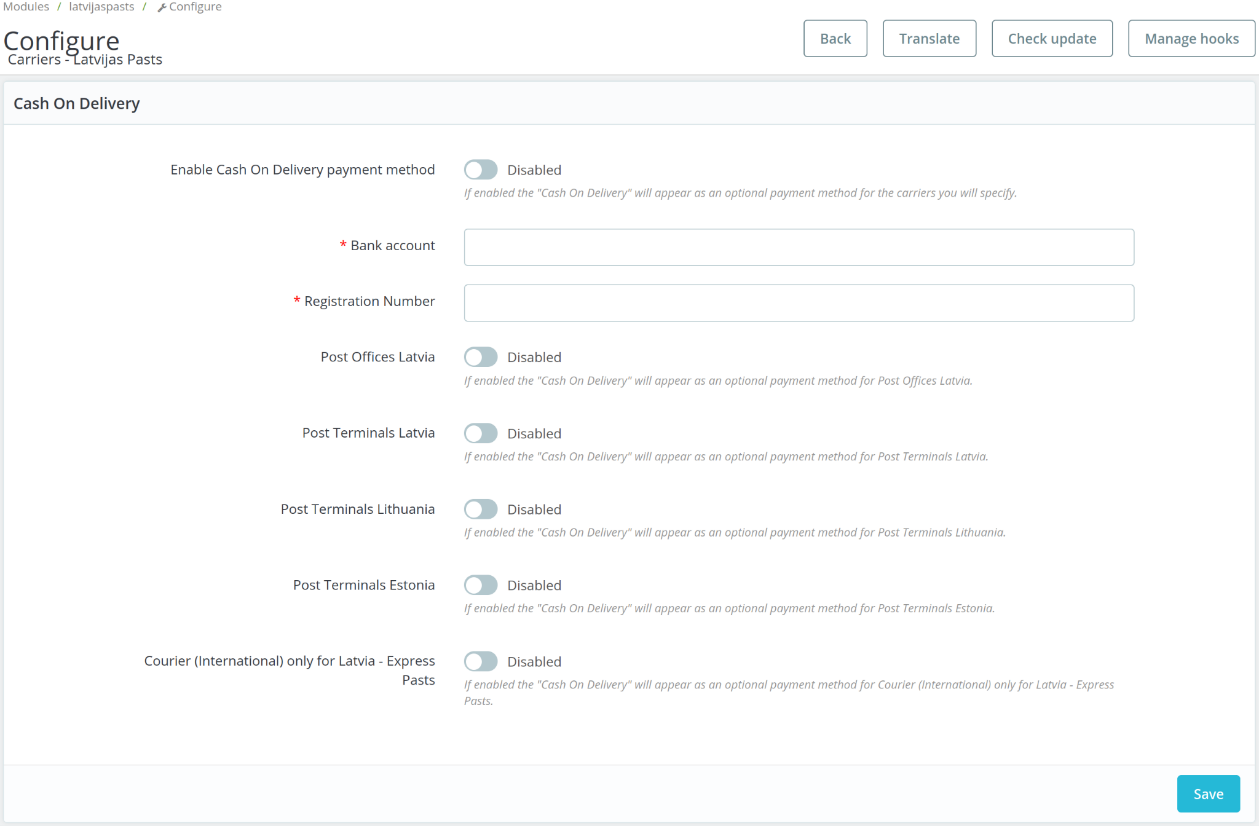
Data fields in the 3rd section of the module configuration (MansPasts):

|  |  |  |
| --- | --- | --- |
| **Field name** | **Potential values** | **Field description** |
| Server | Test / Production | Indicates whether the module is in test or production environment. |
| TEST API key LIVE API key | Mixed number and letter value | MansPasts API key. |
| TEST User ID LIVE User ID | Mixed number and letter value | MansPasts API user ID. |
| HS (Harmonized system) code | Number value | HS Code for international shipments. |
| Origin country ISO code | ISO 3166-2 code | The ISO code of the country of origin for international shipments. |
| Carrier | On / Off | Indicates whether the respective carrier will be active. |
| Delivery zone | “Parcel - registered”  “Letter - registered”  “Letter - ordinary”  “Letter - with tracking” | Breakdown of delivery types by zone. |



Data fields in the 4th section of the module configuration (COD):

|  |  |  |
| --- | --- | --- |
| **Field name** | **Potential values** | **Field description** |
| Enable Cash On Delivery payment method | On / Off | Indicates whether COD is on. |
| Bank account | Bank account number | Bank account number for payment transfer. |
| Registration Number | Company registration number | Company registration number. |
| Carrier | On / Off | Indicates whether COD will be possible for the respective carriers. |

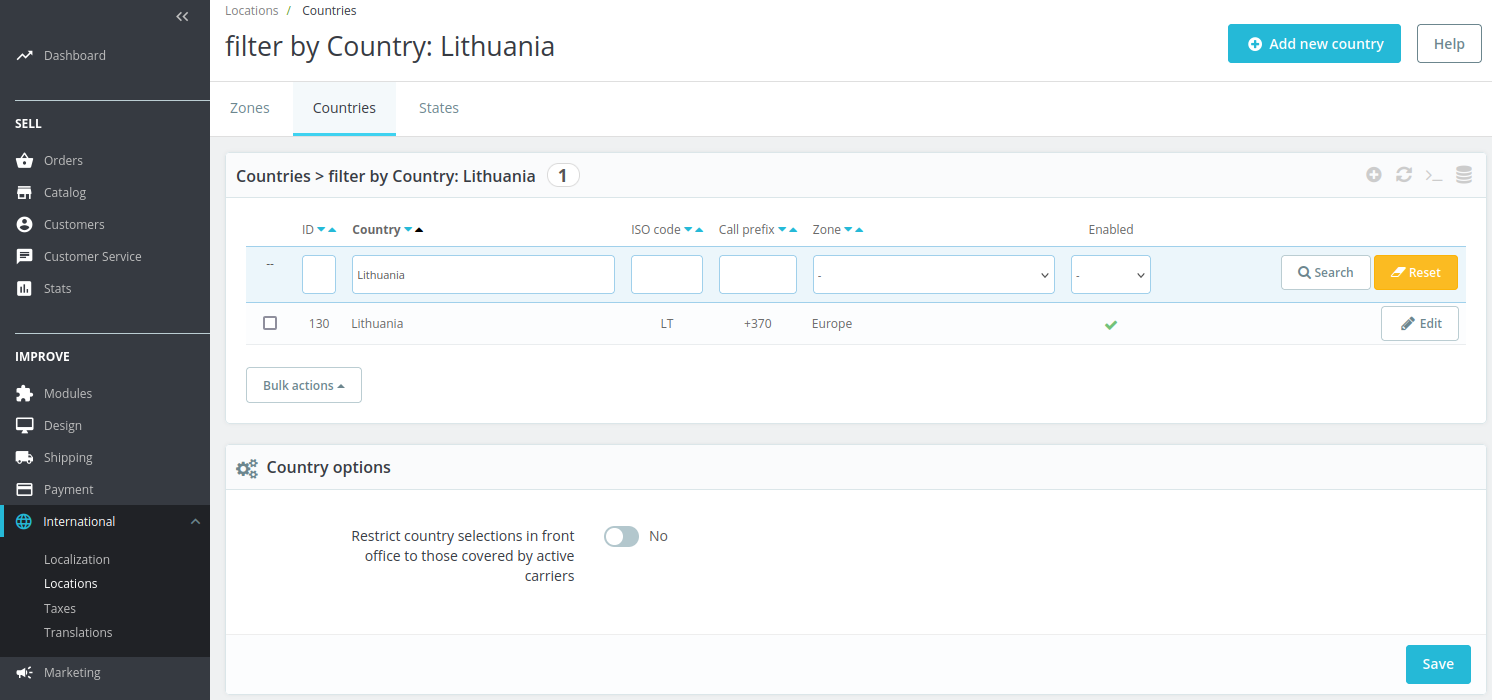


# **Carrier Zones**

Instructions for configuring shipping zones in PrestaShop:

In IMPROVE >> International >> Locations >> Zones, click the “Add new zone” button and create a zone with a name of your choice. In the bottom right corner, click the “Save” button.

1. In International >> Locations >> Countries, enter the country name in the Filter field and click EDIT. Select the appropriate zone in the “Zone” input field. The “Active” input field should be set to “Yes”. In the bottom right corner, click the “Save” button.



1. When you activate the carriers on the configuration page, go to *Shipping >> Carriers*, find your preferred carrier in the List, and click “Edit”. In section 2 “Shipping locations and costs” of the editing page, select the delivery zones and prices. In the bottom right corner, click the “Finish” button.

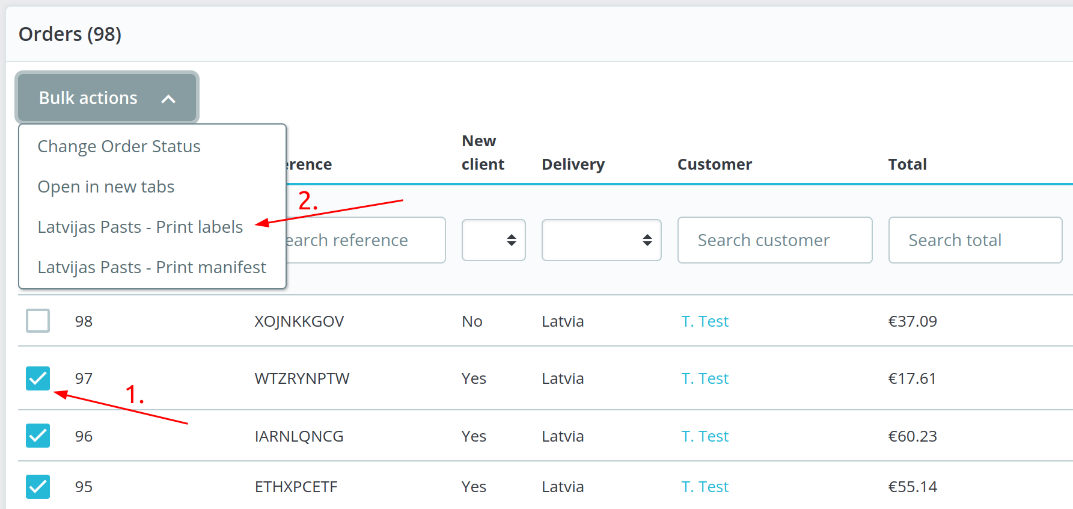
**A screenshot of a computer

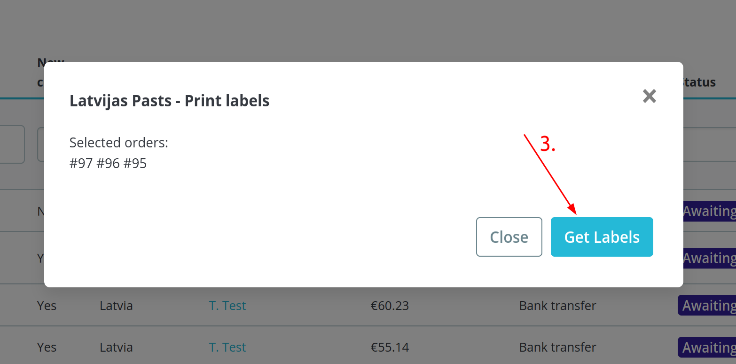
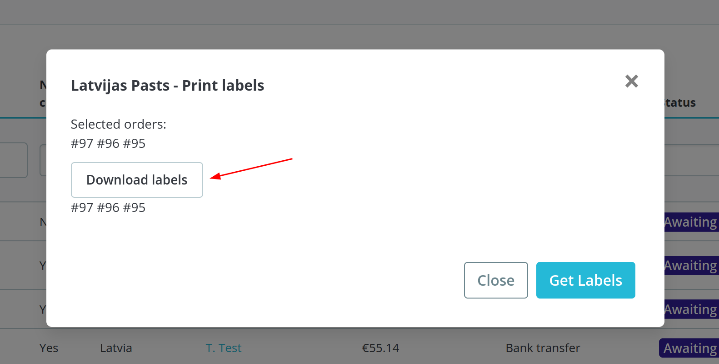
AI-generated content may be incorrect.**

# Order processing

1. To print a postage label for an order, go to the order section *SELL >> Orders >> Orders* and open the order. If the order is placed with one of the carriers supported by the “latvijaspasts” module, the “Shipment actions” section and the “Register Order” button to generate the label will be available on the left. The parcel size should also be selected for Lithuanian and Estonian parcel locker deliveries. This can be done in the adjacent “Select size” input field. Once the label is successfully generated, the “Download label” button will appear, and you can click it to download the label.
2. If the order has already been registered, the “Print Parcel Label” button will appear for generating the label, along with the “Re-Register” button for generating a new label.  
   A screenshot of a computer

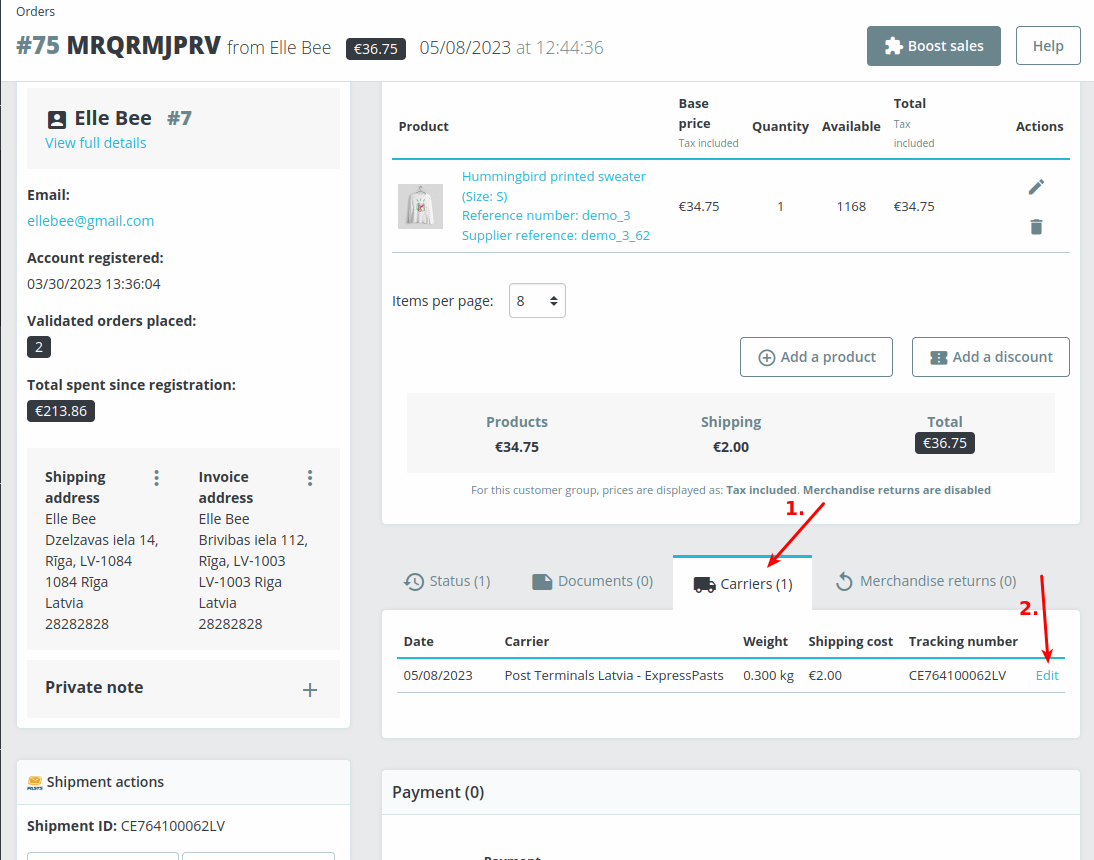
   AI-generated content may be incorrect.  
   Bulk printing of order labels is also possible. This feature is available from module version 1.0.3 onwards. To do this, go to *SELL >> Orders >> Orders*. Then select the purchases.
3. Above the order filtering options, click “Bulk actions” (1) and then select “Latvijas Pasts - Print labels” (2) from the dropdown. Information about selected orders will open in the modal.
4. After clicking the “Get Labels” button (3), the system will process the data and generate the labels. The generation process may take more than a minute if multiple orders are selected. Orders with a delivery method other than Latvijas Pasts are omitted. If the labels are generated successfully, the “Download labels” button will appear.





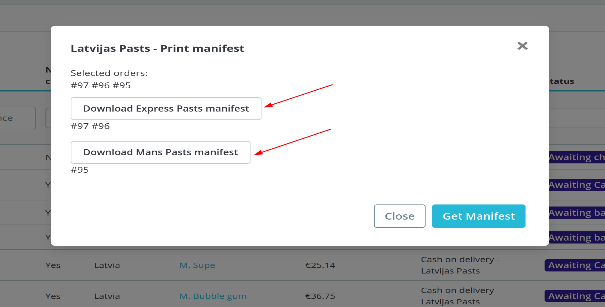
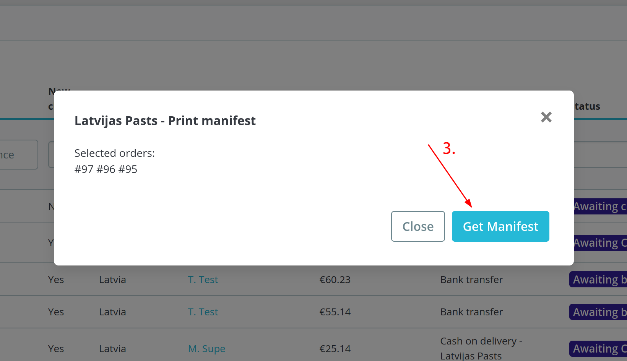
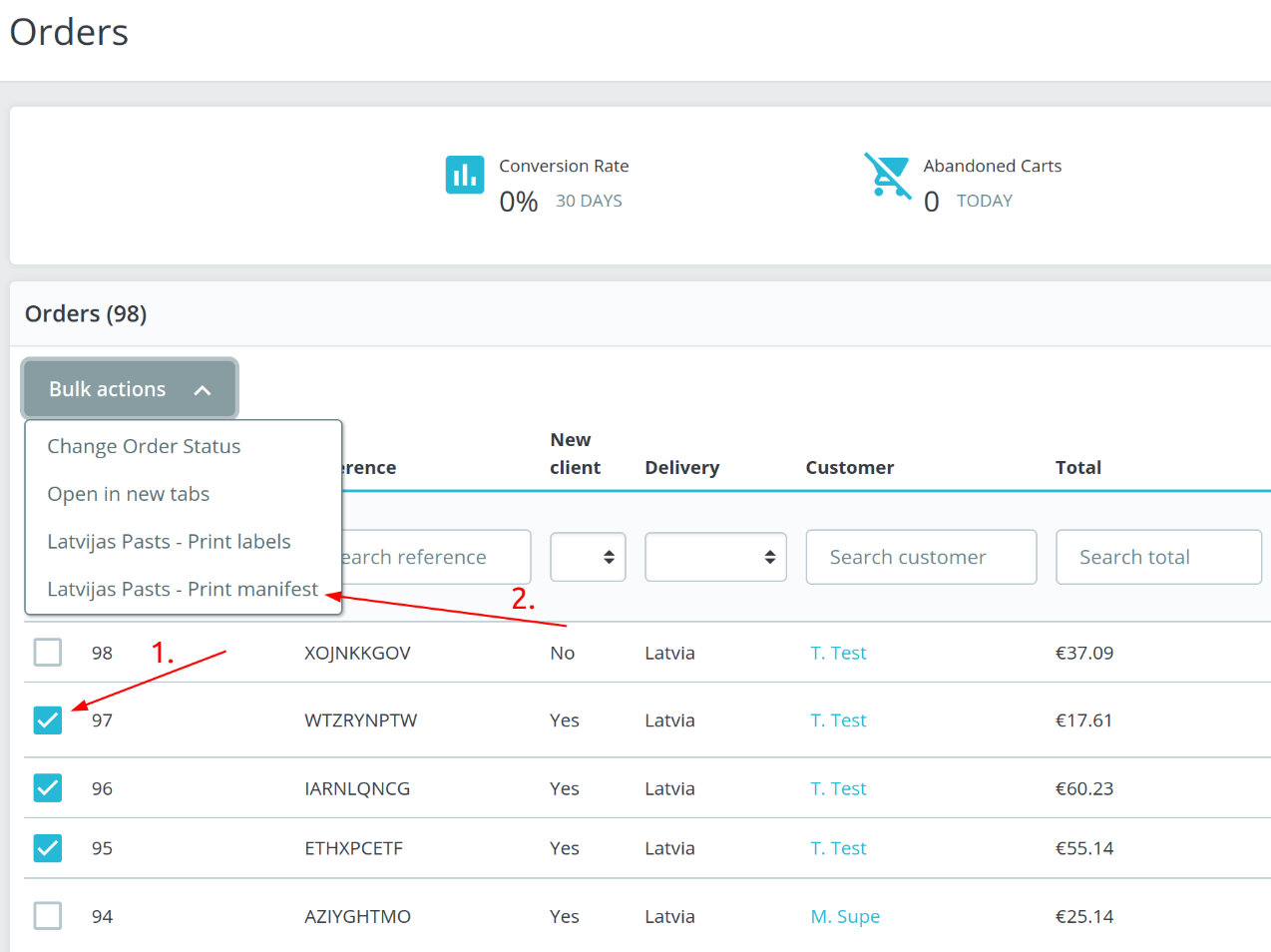
# Changing the Delivery Methods and Addresses

To change the delivery method or address, go to “Carriers” and click “Edit”. This will open a modal where the delivery method and address can be selected from the list.



# **Shipment Manifest Generation**

1. To generate order manifests, go to the order section *SELL >> Orders >> Orders*. It is important to note that order manifests can only be generated after delivery labels have been created for the respective orders.
2. To print the current manifests, select the orders (MansPasts and ExpressPasts orders can be selected together), click “Bulk actions” (1) above the order filtering options, and then click “Latvijas Pasts - Print manifest” (2). The modal that opens will display information about the selected orders.
3. After clicking the “Get Manifest” (3) button, the system will process the data and generate the labels. If the manifest is generated successfully, the “Download ExpressPasts/MansPasts manifest” button(s) will appear.



# 

# **Courier Request**

1. To make a courier request, go to *CONFIGURE >> Latvijas Pasts or LATVIJAS PASTS >> Courier Request*.
2. In the request template, provide the mandatory information marked with a red asterisk (\*). In the ADDRESS section: company name, telephone, city/town, district, postal code, date: in the PARCEL section: date and time of receipt. The optional data fields can be filled in as needed. After entering the data, click the “Request Courier” button to submit a courier request.

Courier request form:

