



Woocommerce plugin – v2.1 Documentation

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A. Prerequisite

To use the bpost plugin for Woocommerce, you need to run the supported Wordpress and Woocommerce versions.

See online (URL's below) for more information about the supported versions.

A.1 How to get a bpost account?

A valid bpost shipping manager account is also required to use the plugin, as explained in the following article:

<https://bpost.freshdesk.com/support/solutions/articles/174847-account-id-and-passphrase>

The module affects your Woocommerce e-shop in the following areas:

- Frontend:
 - During checkout 1 new “bpost shipping” method will be available.
 - On order received page: besides “bpost delivery” block show a Map centered on the delivery address (Woocommerce plugin v2 only)
- Backend:
 - One extra menu item “Woocommerce > Settings menu > Shipping > bpost shipping” to manage your account configuration
 - Extra elements on “Woocommerce > Orders” allowing to generate and download labels (Woocommerce plugin v2 only)
 - Extra elements in “Woocommerce > Orders > Edit/view order ” allowing to generate and download labels (Woocommerce plugin v2 only)

For more references, please consult the following web resources

Online help regarding Woocommerce plugin

<http://bpost.freshdesk.com/support/solutions/folders/4000015009>

How to install

<http://bpost.freshdesk.com/support/solutions/articles/4000068589-how-to-install-the-bpost-plug-in-for-woocommerce>

Crucial configuration elements to check before using the plugin

<http://bpost.freshdesk.com/support/solutions/articles/4000070401-prerequisites-configuration-default-sender-address-and-price-range-configuration>

Location of the Woocommerce bpost plugin on Wordpress directory

<https://wordpress.org/plugins/bpost-shipping/>

User guide on Shipping Manager (existing in 3 languages: FR, NL & EN)

http://www.bpost.be/shippingmanager/pdf/userguide_en.pdf

http://www.bpost.be/shippingmanager/pdf/userguide_fr.pdf

http://www.bpost.be/shippingmanager/pdf/userguide_nl.pdf

bpost shipping manager backend online GUI:

<https://www.bpost.be>



Accédez à vos e-services bpost
en vous connectant au Portail Business.

[Nom d'utilisateur/Mot de passe oublié ?](#)

Se connecter

Cliquez ci-dessous pour accéder à vos e-services actifs.

 [e-Shipper bpost business](#)

 [e-Masspost](#)

 [Collect & Stamp / UVRD+](#)

 [Invoice Reporter](#)

 [Distripost](#)

 [e-Tracker bpost business](#)

 [e-Shipper bpost international](#)

 [Shipping Manager](#)

 [Franking Machine](#)

 [Validation des recommandés entrants](#)

 [User management](#)

news!

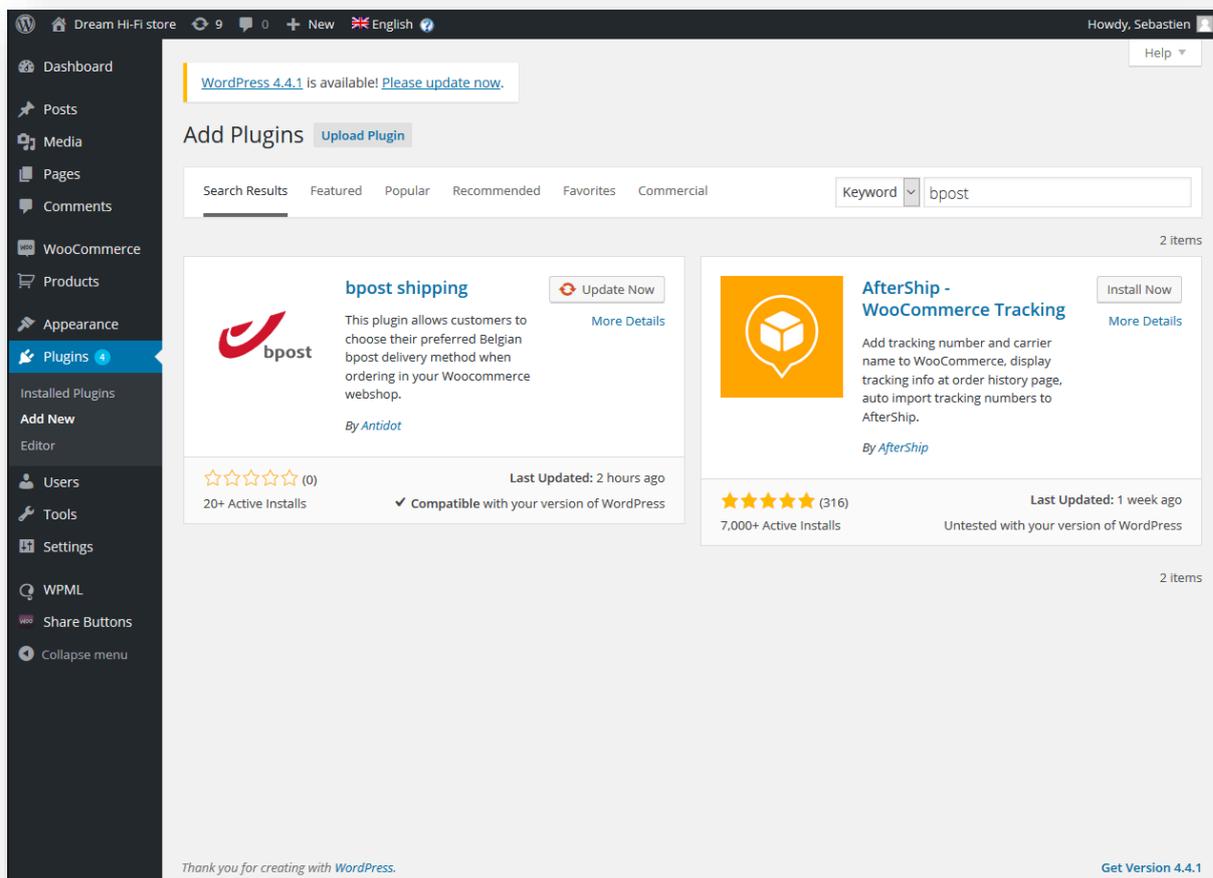
› 11/02/15 - Mise à jour de la politique des mot de passe

[lire plus](#)

B. Plugin setup

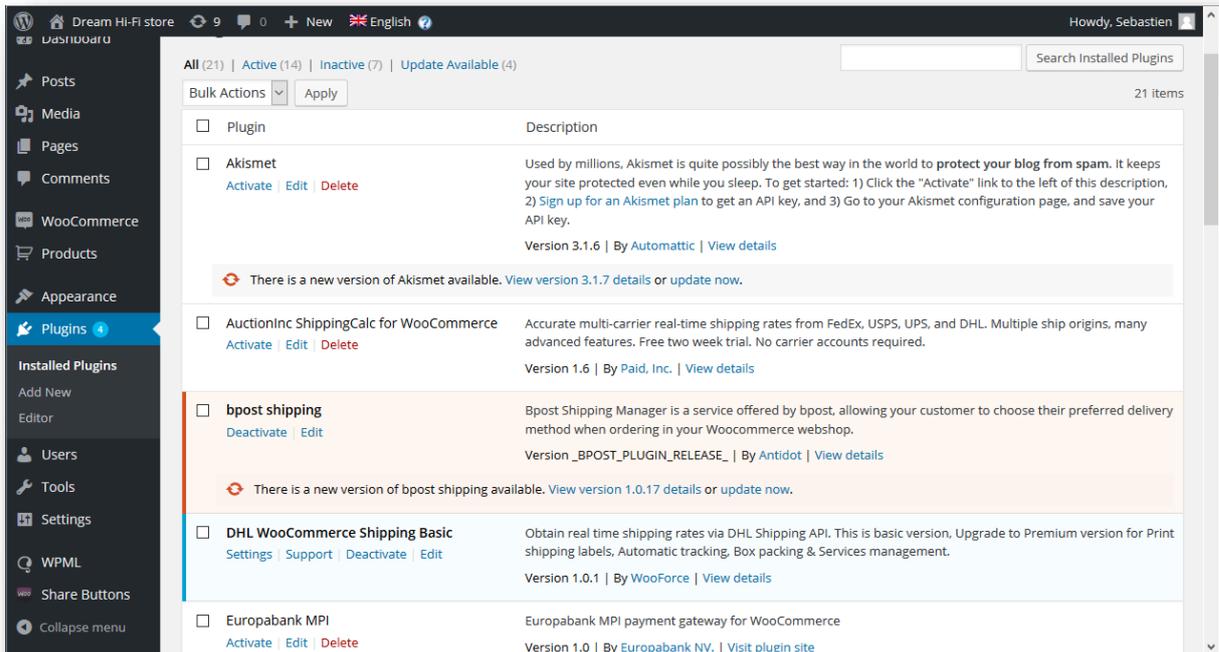
B.1 Install

Install the bpost plugin from the WordPress Plugin Directory.



From your Wordpress admin, go into “plugin” section and select “Add New” – simply search for “bpost” and the system will display the plugin list corresponding the keyword entered – click then on the “install” button beside the “bpost shipping” plugin item.

Make sure it is set to “active”.



Once the plugin is installed, in order to use it, you need to activate it and to configure as explained further in this document.

B.2 Uninstall

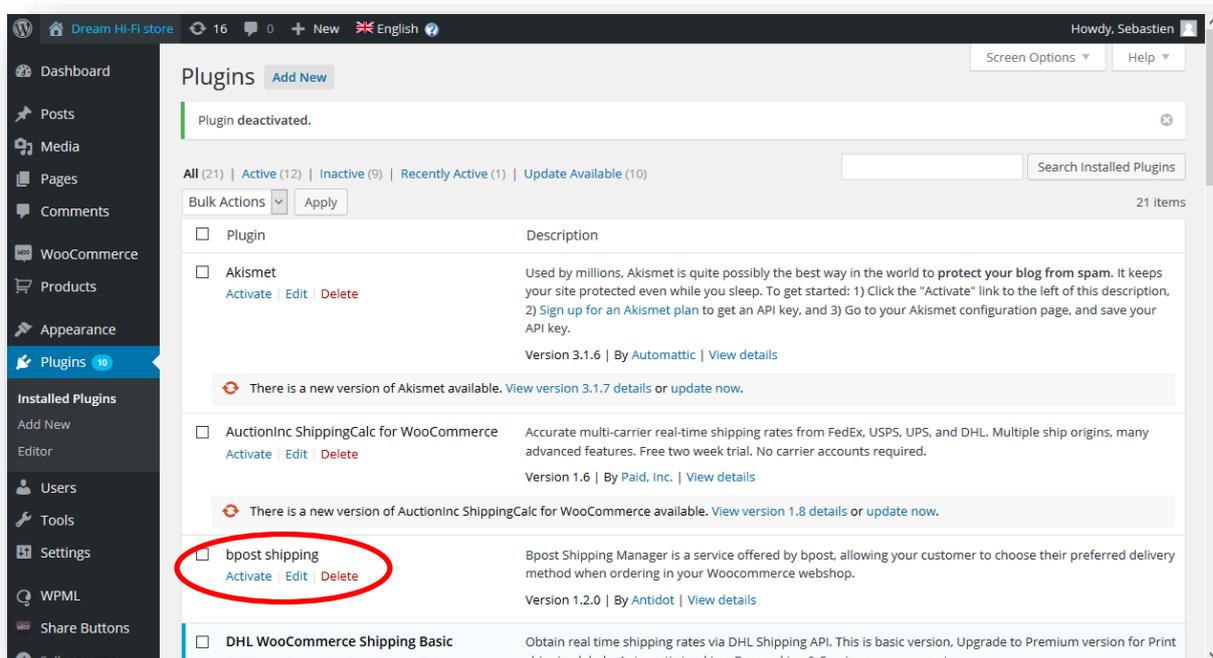
Bpost plugin removal works like any other Woocommerce / Wordpress plugin removal.

Go to the “Plugins” section of the admin, then the “Installed plugins” list.

Under “bpost shipping”, click on “Deactivate”.

A “Delete” option appears then.

Click on it to remove the plugin from your Woocommerce / Wordpress website



Note that plugin removal does not erase plugin config settings: account_ID, passphrase, API URL ... are kept. If you reinstall the plugin, those parameters will automatically be retrieved from previous installation.

B.3 Update

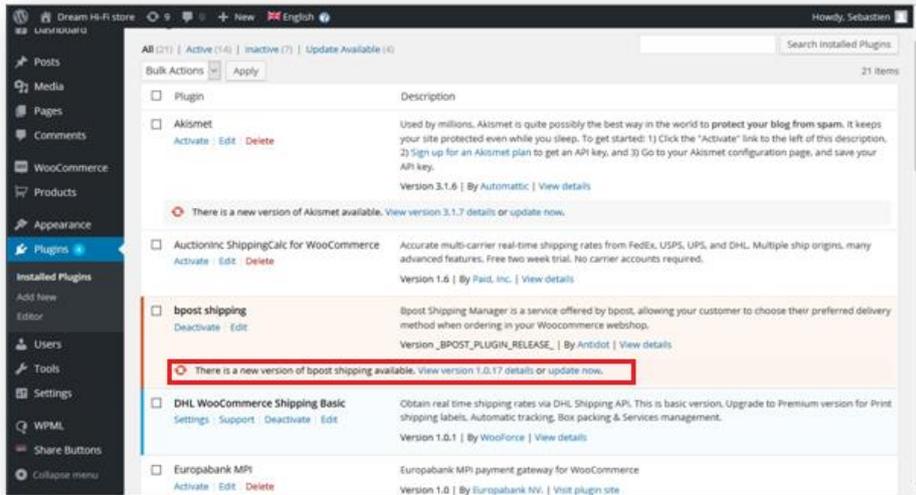
When a new version of the plugin is issued on the Wordpress directory, this is automatically notified when you connect to your Wordpress admin GUI.

First at dashboard level.

Second: on the left hand menu.

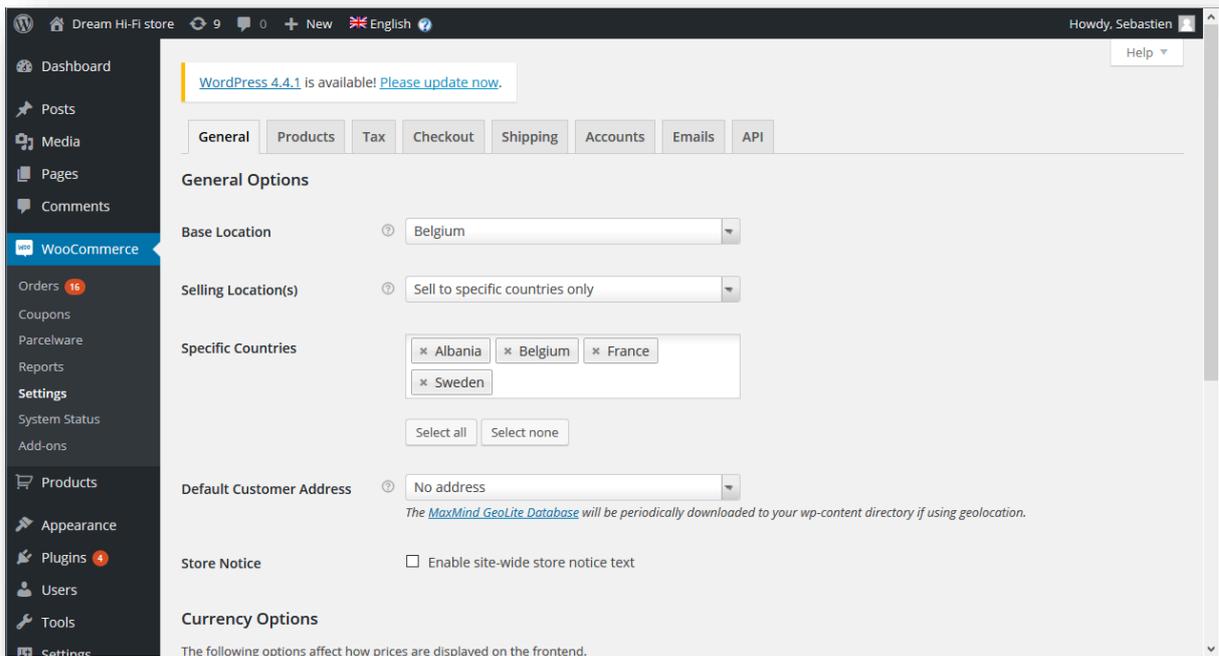
Third in the “Plugin” section.

Simply click on “update now” or “update plugins” (depending on the case) to get the latest plugin version installed in your e-shop.

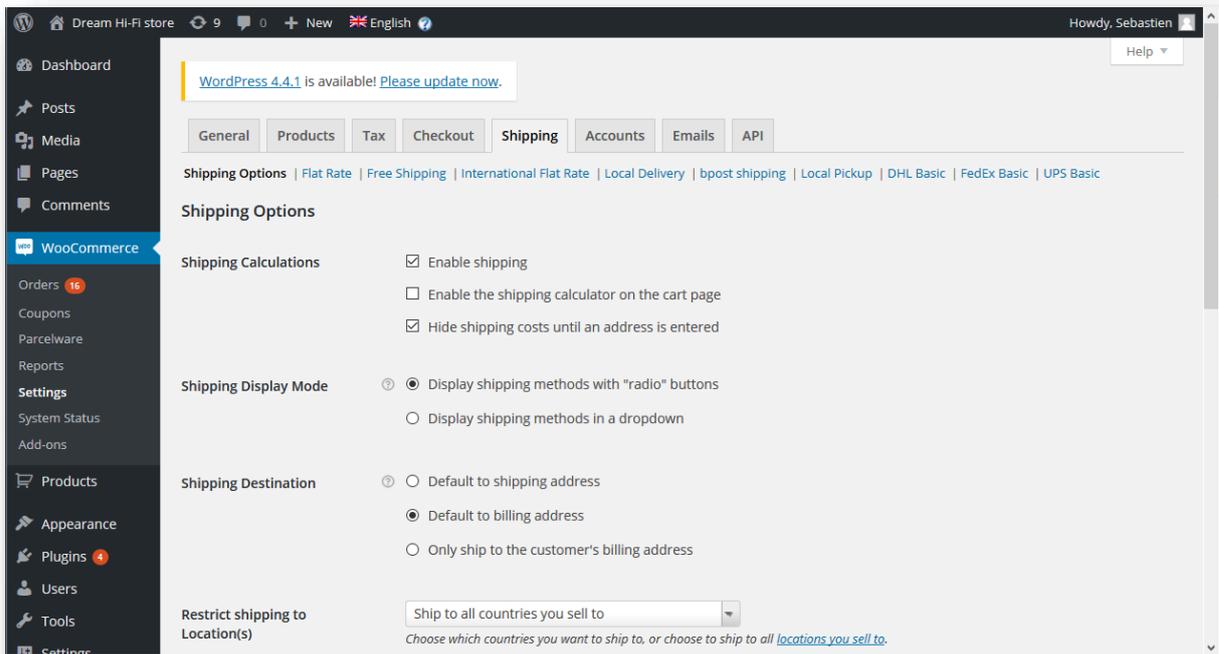


B.4 Connection

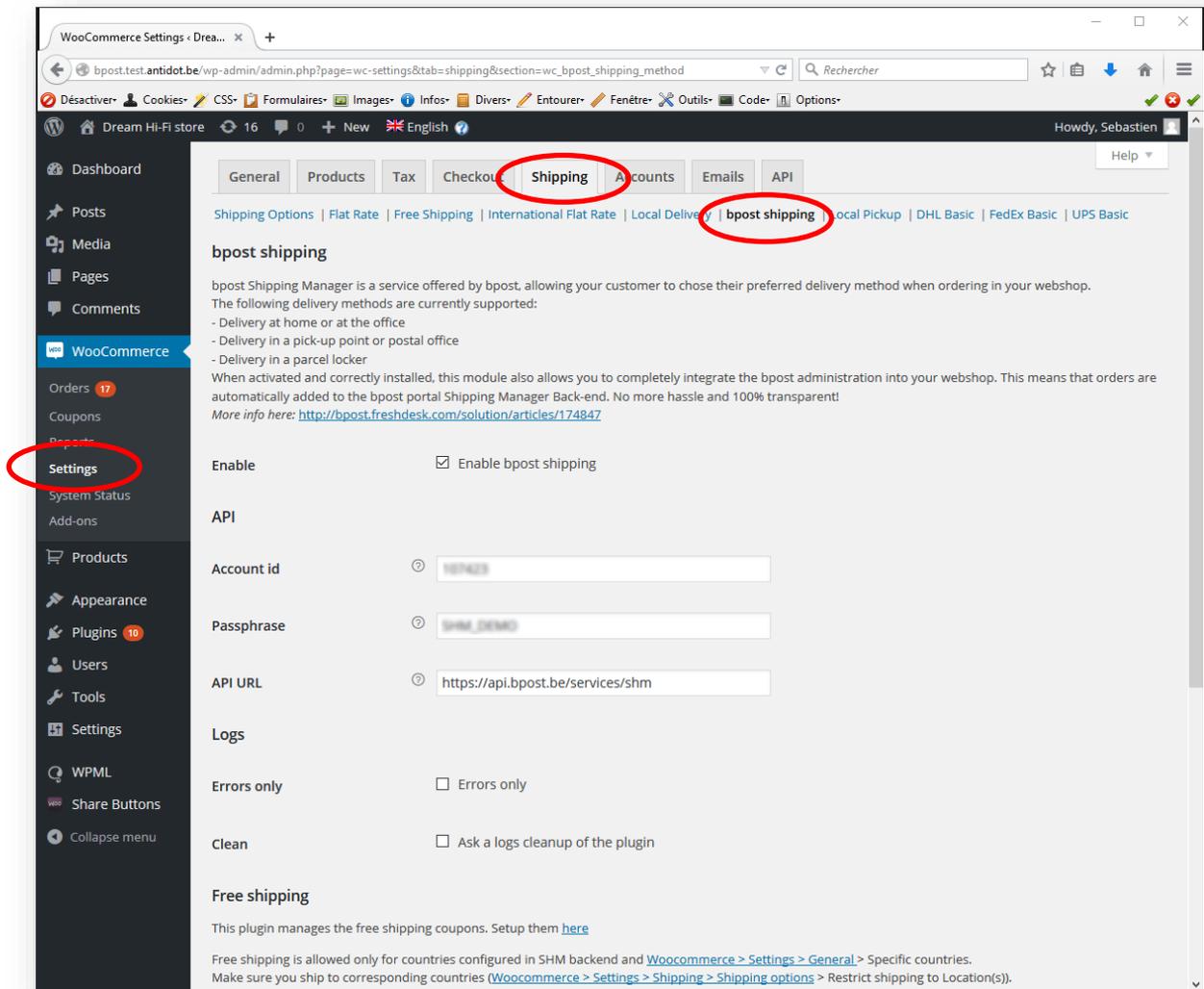
Go into Woocommerce > Settings menu.



Select Shipping tab.



Go into bpost shipping settings submenu.



WooCommerce Settings - Drea... x +

bpost.test.antidot.be/wp-admin/admin.php?page=wc-settings&tab=shipping§ion=wc_bpost_shipping_method

Rechercher

Désactiver Cookies CSS Formulaires Images Infos Divers Entourer Fenêtre Outils Code Options

Dream Hi-Fi store 16 0 + New English Howdy, Sebastien Help

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General Products Tax Checkout **Shipping** Accounts Emails API

Shipping Options | Flat Rate | Free Shipping | International Flat Rate | Local Delivery | **bpost shipping** | Local Pickup | DHL Basic | FedEx Basic | UPS Basic

bpost shipping

bpost Shipping Manager is a service offered by bpost, allowing your customer to chose their preferred delivery method when ordering in your webshop. The following delivery methods are currently supported:

- Delivery at home or at the office
- Delivery in a pick-up point or postal office
- Delivery in a parcel locker

When activated and correctly installed, this module also allows you to completely integrate the bpost administration into your webshop. This means that orders are automatically added to the bpost portal Shipping Manager Back-end. No more hassle and 100% transparent!

More info here: <http://bpost.freshdesk.com/solution/articles/174847>

Enable Enable bpost shipping

API

Account id

Passphrase

API URL

Logs

Errors only Errors only

Clean Ask a logs cleanup of the plugin

Free shipping

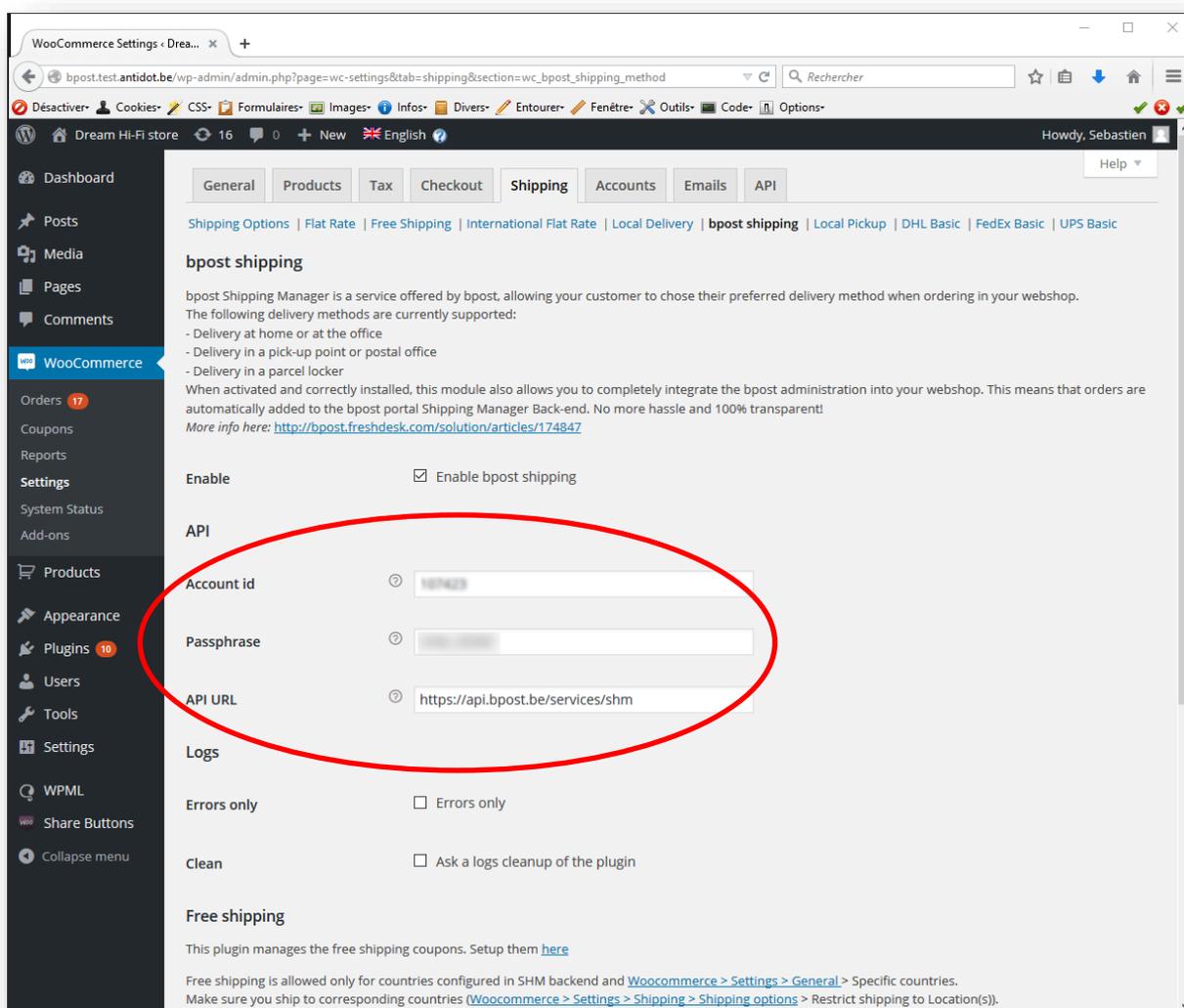
This plugin manages the free shipping coupons. Setup them [here](#)

Free shipping is allowed only for countries configured in SHM backend and [WooCommerce > Settings > General](#) > Specific countries. Make sure you ship to corresponding countries ([WooCommerce > Settings > Shipping > Shipping options](#) > Restrict shipping to Location(s)).

Define your connection parameters.

You need to fill in:

Setting	Description	Default
Account id	Your 6 digits bpost account ID used for the Shipping Manager. This ID is provided by bpost	<Empty>
Passphrase	The passphrase you entered in bpost Shipping Manager back-office application. This is not the password used to access bpost portal.	<Empty>
API url	The bpost shipping manager URL. Do not modify this setting if you are not 100% sure of what you are doing.	https://api.bpost.be/services/shm



The screenshot shows the WooCommerce Settings page for the bpost shipping plugin. The 'API' section is circled in red, highlighting the following fields:

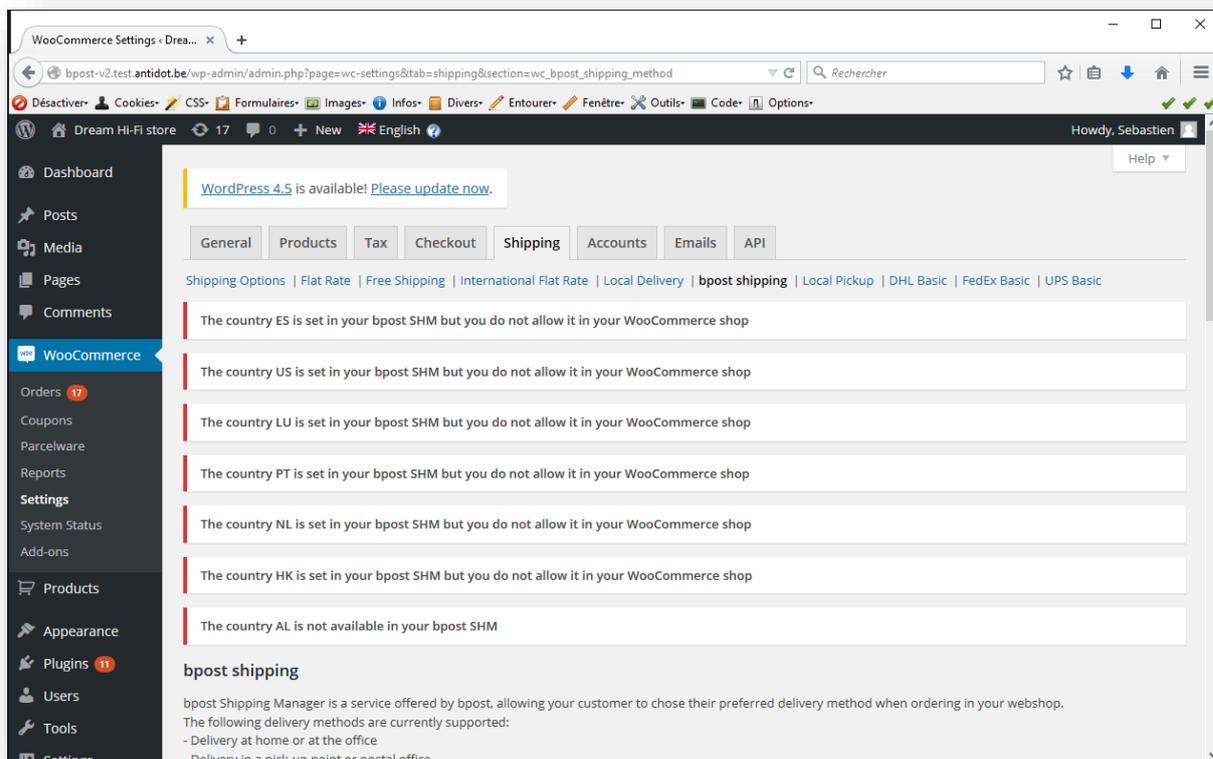
- Account id:** A text input field containing the value '167423'.
- Passphrase:** A text input field containing a masked value 'XXXXXXXXXX'.
- API URL:** A text input field containing the value 'https://api.bpost.be/services/shm'.

Other settings visible include 'Enable bpost shipping' (checked), 'Errors only' (unchecked), and 'Ask a logs cleanup of the plugin' (unchecked).

Once settings are entered and saved, the plugin will possibly show inconsistencies between delivery countries available in bpost shipping manager backend versus the ones defined in Woocommerce settings.

The plugin displays the inconsistencies in the upper part of the bpost shipping settings screen.

It indicates which are the countries configured in bpost shipping manager backend, but not in the Woocommerce shipping countries, and vice versa.



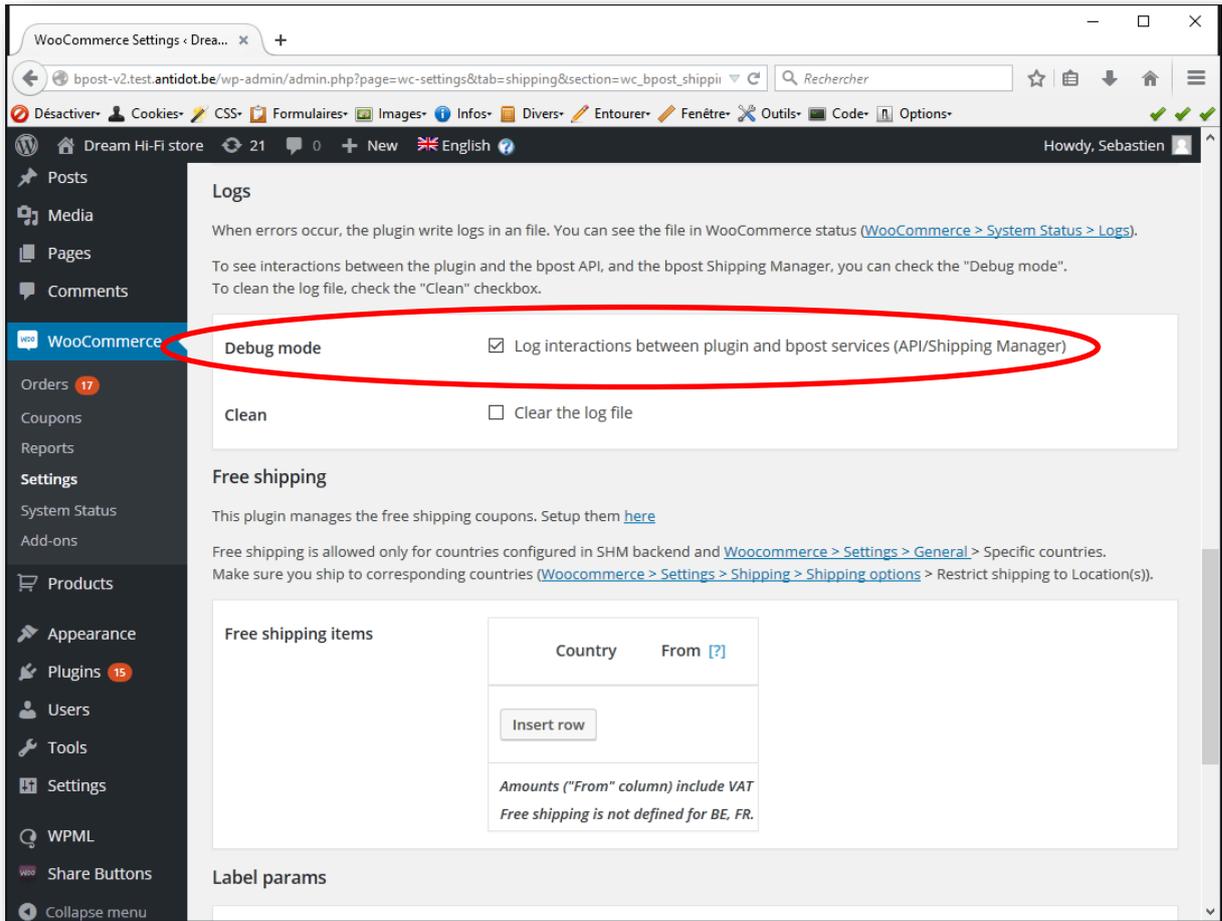
Do not forget to “SAVE” at the end of the configuration process.

B.5 Logs

Define your logging settings.

You select to log every transaction between your e-shop and bpost shipping manager backend.

On production e-shop, we strongly advise to activate this log only when you face “errors”.



The screenshot shows the WooCommerce Settings page for the bpost shipping manager plugin. The 'Debug mode' checkbox is checked and circled in red. The 'Clean' checkbox is unchecked.

Logs

When errors occur, the plugin write logs in an file. You can see the file in WooCommerce status ([WooCommerce > System Status > Logs](#)).

To see interactions between the plugin and the bpost API, and the bpost Shipping Manager, you can check the "Debug mode". To clean the log file, check the "Clean" checkbox.

Debug mode Log interactions between plugin and bpost services (API/Shipping Manager)

Clean Clear the log file

Free shipping

This plugin manages the free shipping coupons. Setup them [here](#)

Free shipping is allowed only for countries configured in SHM backend and [WooCommerce > Settings > General](#).> Specific countries. Make sure you ship to corresponding countries ([WooCommerce > Settings > Shipping > Shipping options](#) > Restrict shipping to Location(s)).

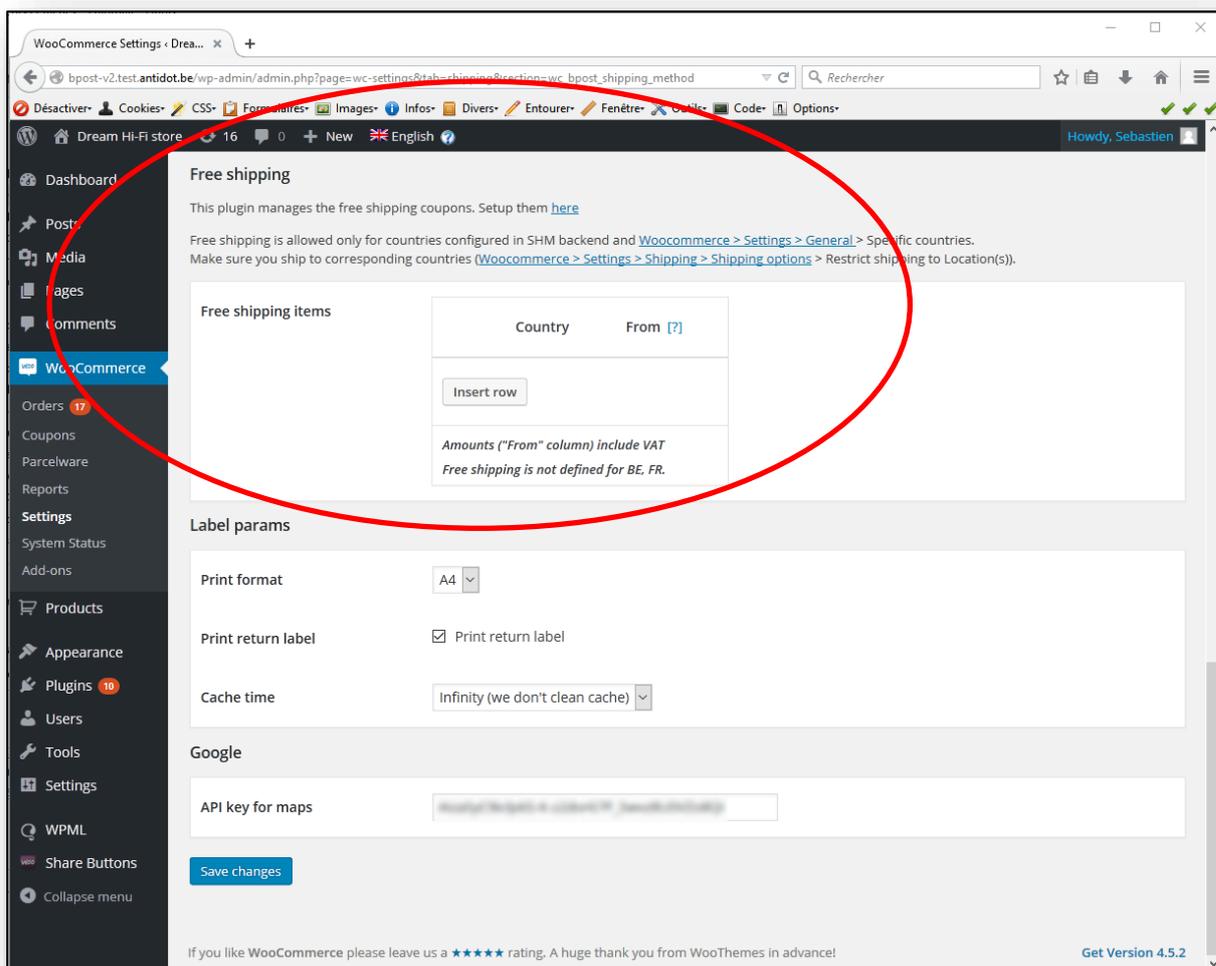
Country	From [?]
<input type="button" value="Insert row"/>	

*Amounts ("From" column) include VAT
Free shipping is not defined for BE, FR.*

Label params

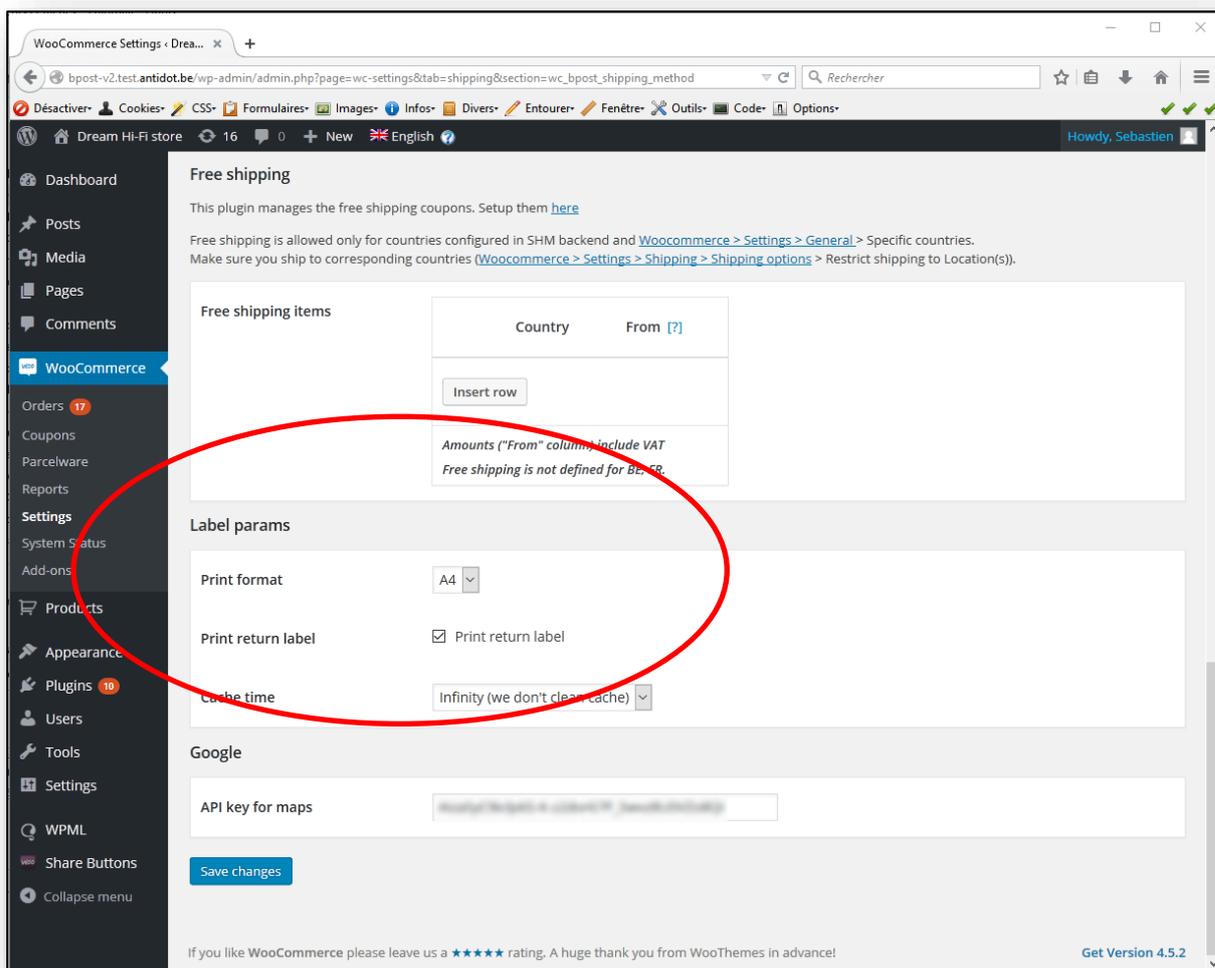
B.6 Free shipping items

See chapter “Free shipping” further in this document.



B.7 Label params

Version 2 of this Woocommerce plugin allows you to retrieve and print the bpost parcels labels directly from your Wordpress/Woocommerce admin without having to connect to the bpost Shipping Manager backend.

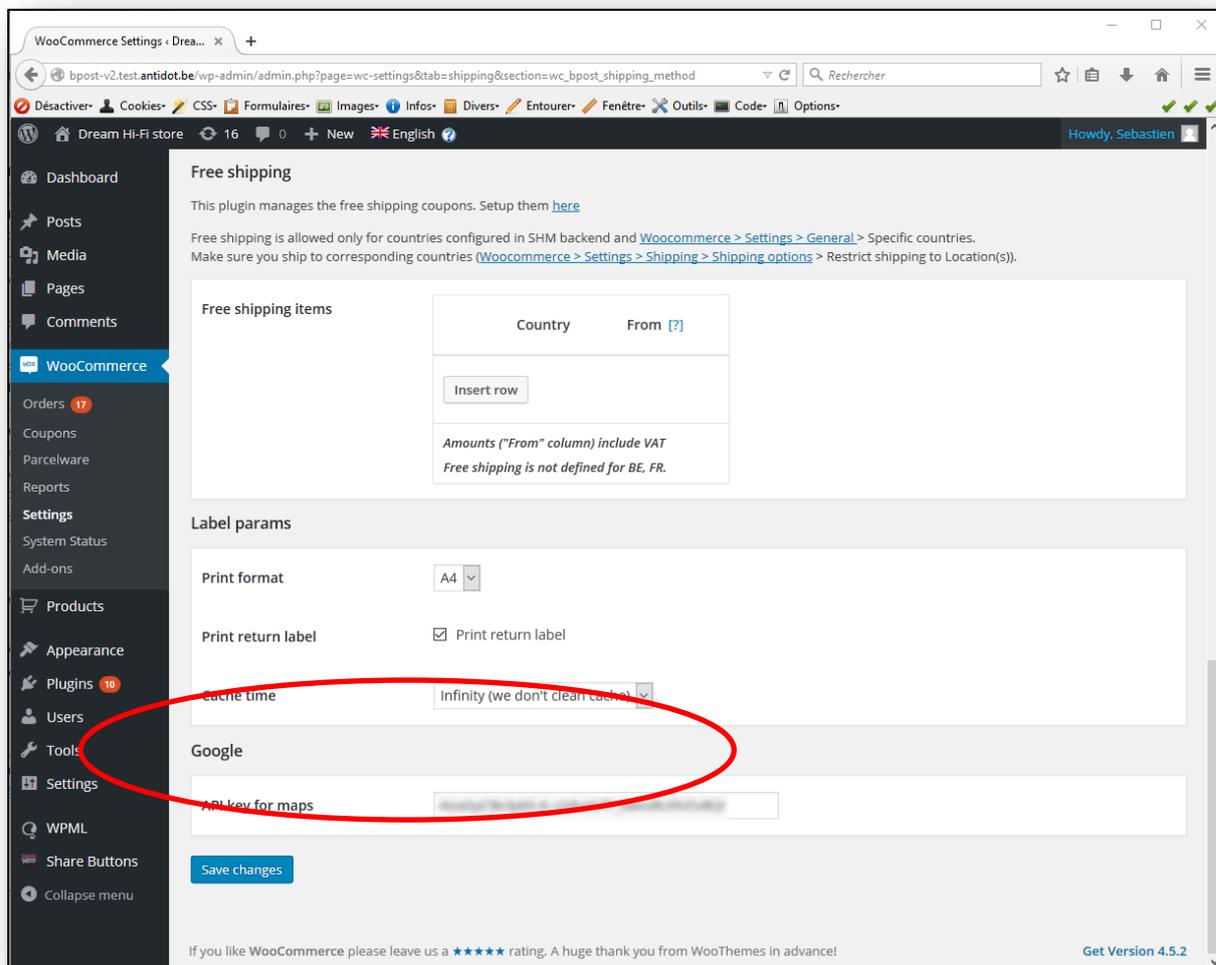


Therefore, you need first to configure the related settings:

Setting	Description	Default
Print format	This parameter defines the paper size for your labels. You can select either A4 either A6	A4
Print return label	You can select to print parcels' return label along the recipient label (Yes = checked). Note that return labels are not generated nor printed if your "sender default address" defined in bpost Shipping Manager backend is outside Belgium	Yes
Cache time	Labels retrieved in your Wordpress/Woocommerce admin can be cached for some period, so that you can reprint them several times without having to re-generate it from bpost backends. Note that labels are cached in the Media Library of your Wordpress.	Infinite

B.8 Google

On the “order received” page on end user side, it is possible to display a Map besides the delivery address block.



This system uses Google Map. Therefore you need to have a Google Map valid account, and input the Google API Key for Map provided with it.

B.9 Taxes

bpost plugin takes into account Woocommerce tax rates settings.

Especially, the way product prices are defined: with or without taxes, applies to bpost cart amount eligible for free shipping.

Considering the bpost shipping costs, please note they are always

- VAT included for deliveries in Belgium
- VAT excluded for deliveries outside Belgium

Your “Tax Rates for the "Standard" Class” Woocommerce settings cannot alter that.

B.10 Weight

The module calculates the total weight of the order based on the weight of the products in the order per shipment. All items without a parent item are taken into account to counter problems with configurable and bundled products.

Weight is optional; you are not required to fill in the weight of your products. Do mind that you might have agreed otherwise in your contract with bpost and will have to make the configuration as such.

Note: The setting “Unit weight” under “Shipping Settings” is used to calculate the weight and translate it to the unit bpost is expecting, make sure it is set correctly.

Also, do not forget that orders >30 Kg (or equivalent in lbs.) are not supported. In such case; if the customer basket is over that limit AND bpost shipping method is selected, the system will not allow proceeding with the order and will display a message inviting the customer to select another delivery method. This behavior is encapsulated within the plugin and you cannot modify it.

B.11 Payment mode

All payment modes are accepted with bpost shipping except cash on delivery.

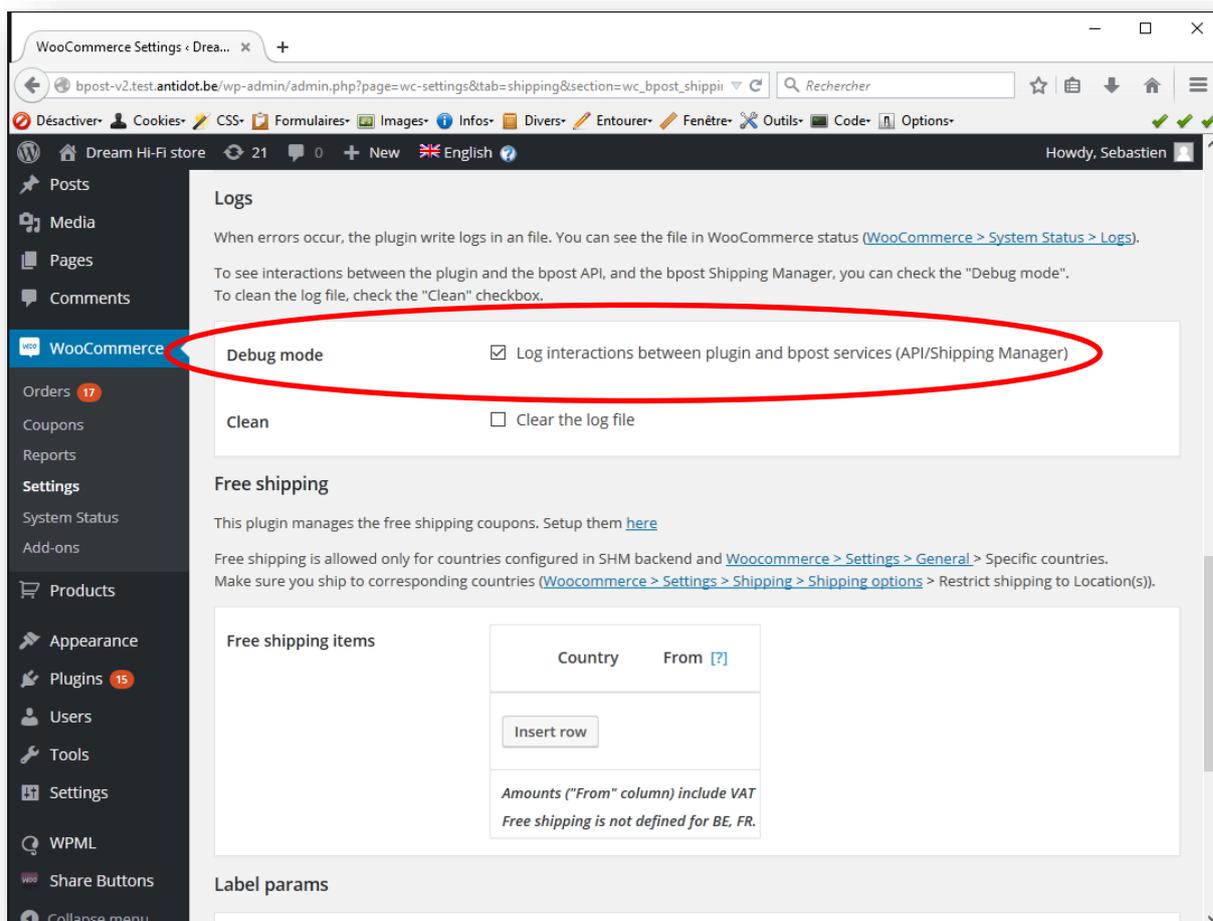
In such case; if the customer selects cash on delivery AND bpost shipping method is selected, the system will not allow proceeding with the order and will display a message inviting the customer to select another payment method.

This behavior is encapsulated within the plugin and you cannot change it, whatever your configuration settings are.

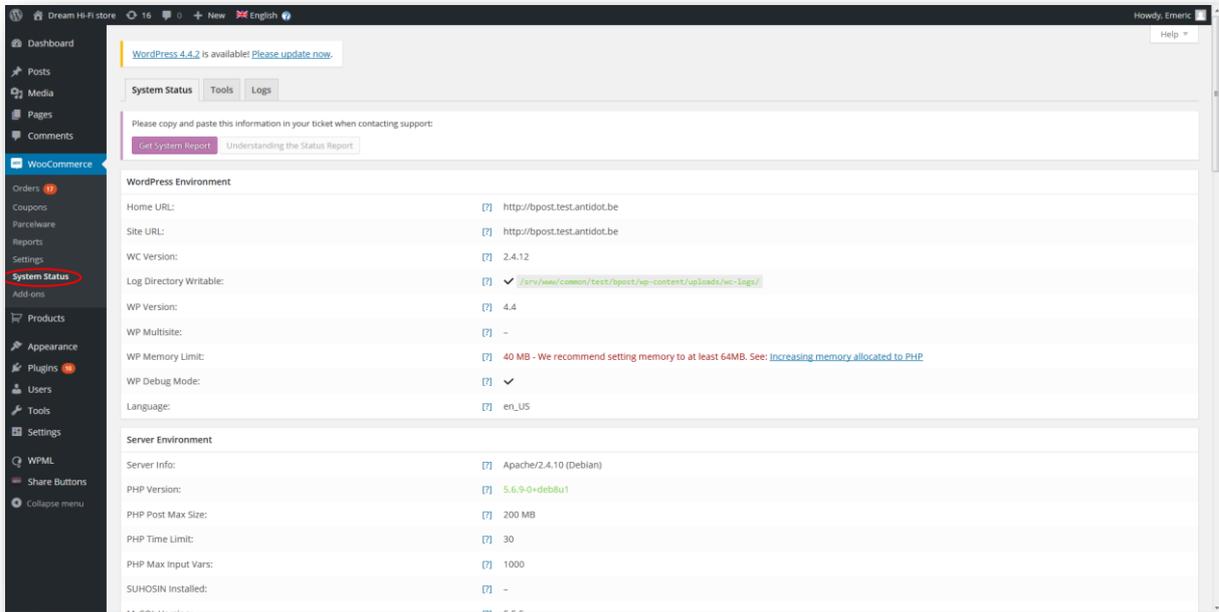
C. Logging

C.1 Errors

If you face some trouble and need to activate interaction logs between your shop and the bpost API, go into bpost shipping plugin settings, and check the related box.



If Errors are defined to be logged, to retrieve those logs, follow the next steps:
Go into WooCommerce “System status”.

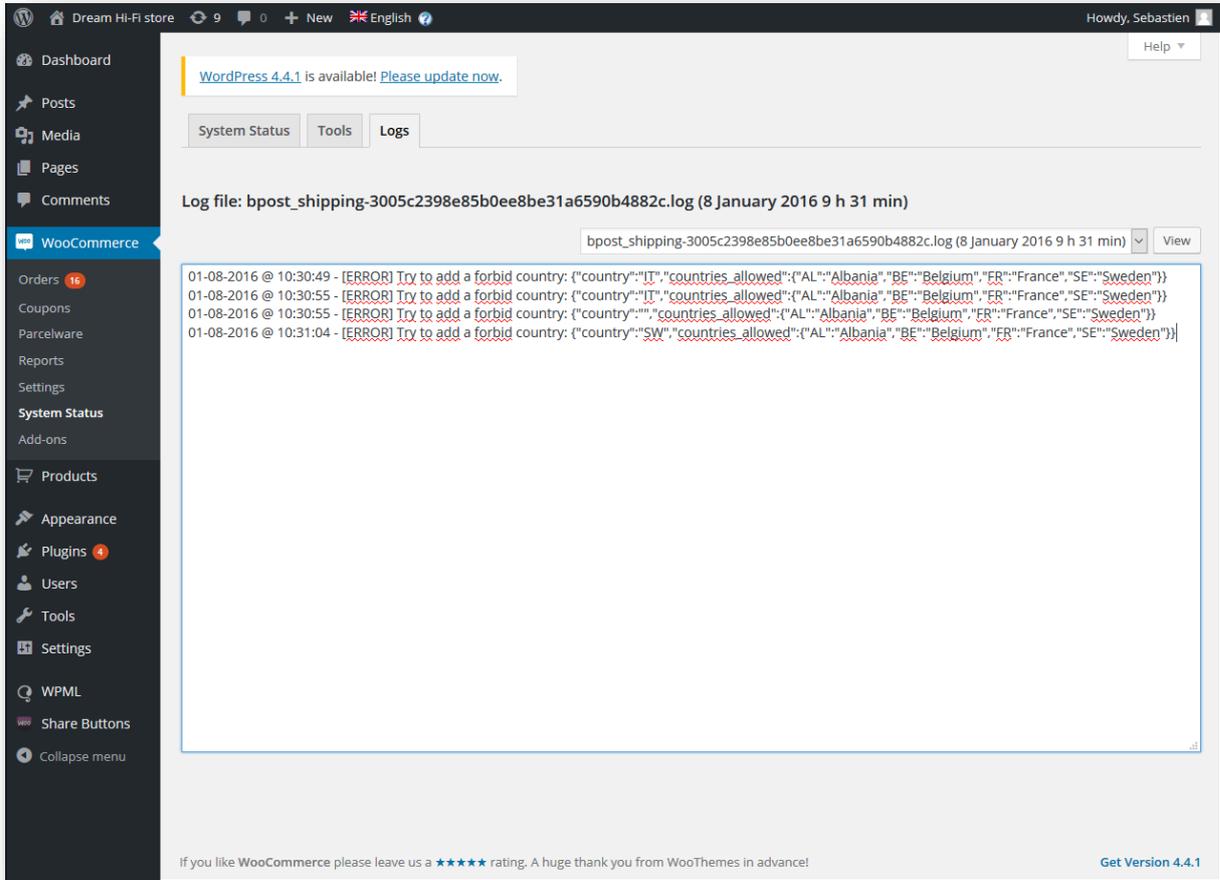


The screenshot shows the WordPress System Status page within the WooCommerce dashboard. The left sidebar contains navigation menus for Dashboard, Posts, Media, Pages, Comments, WooCommerce, Orders, Coupons, Parcelware, Reports, Settings, Add-ons, Products, Appearance, Plugins, Users, Tools, and Settings. The 'System Status' option under the Settings menu is highlighted with a red circle. The main content area displays the System Status page with tabs for System Status, Tools, and Logs. A notification at the top indicates that WordPress 4.4.2 is available for update. Below this, there are instructions to copy and paste system information for support, with links for 'Get System Report' and 'Understanding the Status Report'. The page is divided into two main sections: 'WordPress Environment' and 'Server Environment'. The 'WordPress Environment' section lists various system details such as Home URL, Site URL, WC Version, Log Directory Writable, WP Version, WP Multisite, WP Memory Limit, WP Debug Mode, and Language. The 'Server Environment' section lists details like Server Info, PHP Version, PHP Post Max Size, PHP Time Limit, PHP Max Input Vars, and SUHOSIN Installed.

WordPress Environment	
Home URL:	[?] http://bpost.test.antidot.be
Site URL:	[?] http://bpost.test.antidot.be
WC Version:	[?] 2.4.12
Log Directory Writable:	[?] ✓ <code>/srv/www/common/test/bpost/wp-content/uploads/wc-logs/</code>
WP Version:	[?] 4.4
WP Multisite:	[?] -
WP Memory Limit:	[?] 40 MB - We recommend setting memory to at least 64MB. See: increasing memory allocated to PHP
WP Debug Mode:	[?] ✓
Language:	[?] en_US

Server Environment	
Server Info:	[?] Apache/2.4.10 (Debian)
PHP Version:	[?] 5.6.9-0+deb8u1
PHP Post Max Size:	[?] 200 MB
PHP Time Limit:	[?] 30
PHP Max Input Vars:	[?] 1000
SUHOSIN Installed:	[?] -

Go into “logs”.



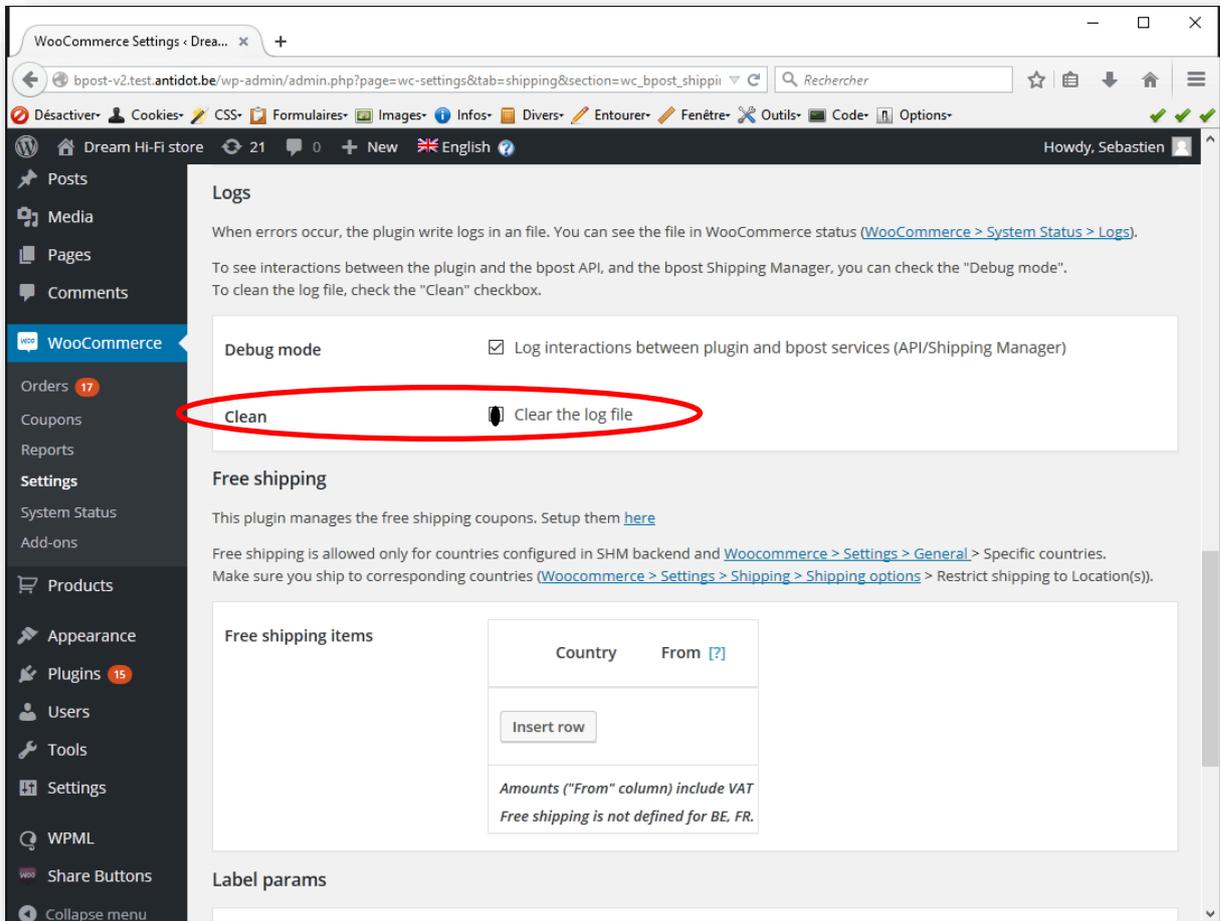
The screenshot shows the WordPress dashboard for a store named "Dream Hi-Fi store". The user is logged in as "Howdy, Sebastian". A notification at the top indicates "WordPress 4.4.1 is available! Please update now." The left sidebar contains various menu items, with "WooCommerce" highlighted. The main content area shows the "Logs" tab selected, displaying a log file named "bpost_shipping-3005c2398e85b0ee8be31a6590b4882c.log (8 January 2016 9 h 31 min)". The log contains three error messages:

```
01-08-2016 @ 10:30:49 - [ERROR] Try to add a forbid country: ("country":"IT","countries_allowed":{"AL":"Albania","BE":"Belgium","FR":"France","SE":"Sweden"})
01-08-2016 @ 10:30:55 - [ERROR] Try to add a forbid country: ("country":"IT","countries_allowed":{"AL":"Albania","BE":"Belgium","FR":"France","SE":"Sweden"})
01-08-2016 @ 10:30:55 - [ERROR] Try to add a forbid country: ("country":"","countries_allowed":{"AL":"Albania","BE":"Belgium","FR":"France","SE":"Sweden"})
01-08-2016 @ 10:31:04 - [ERROR] Try to add a forbid country: ("country":"","countries_allowed":{"AL":"Albania","BE":"Belgium","FR":"France","SE":"Sweden"})
```

At the bottom of the dashboard, there is a message: "If you like WooCommerce please leave us a ★★★★★ rating. A huge thank you from WooThemes in advance!" and a link to "Get Version 4.4.1".

C.2 Clean up

It might be useful to clean the bpost plugin logs from time to time. To do so, you need to enter the bpost plugin settings option: **WooCommerce > Settings > Shipping > bpost shipping**



Check the box “Clear the log file” and “SAVE” → this action will clean up the logs

D. Free shipping

D.1 Per country and/or cart amount

The bpost shipping plugin allows you to “override” shipping costs defined in the Shipping Manager backend, and propose free shipping using 2 different methods:

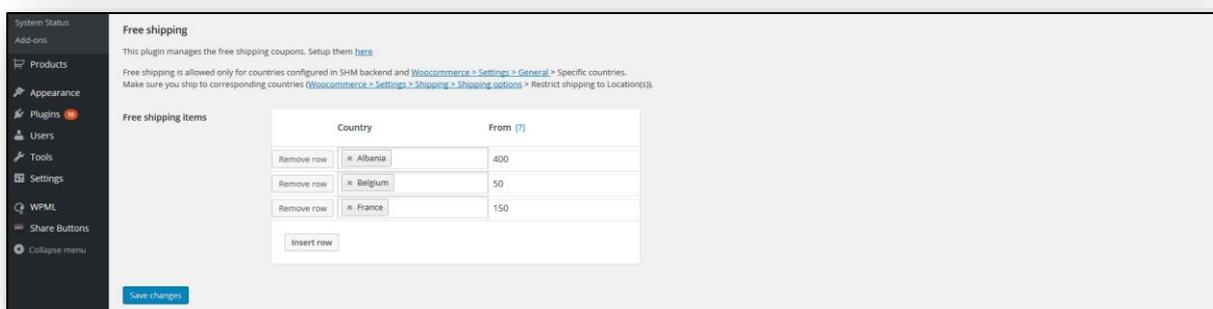
- Countries & Cart Amount; or
- Coupons (using standard Woocommerce “coupon” feature – see after)

You can define free shipping for specific countries and/or given a minimal cart amount. Customers reaching the minimum cart amount set for a country will benefit from Free Shipping.

Note: if minimal cart amount is set to 0 (zero) for a given country; every customer for this country will benefit from free shipping, no matter how much they buy.

Go into Woocommerce > Settings > Shipping > bpost shipping to define Free Shipping options.

Click on insert row.



In the “country” column, type the first letters of the country for which you intend to define free shipping. Select the country.

Note: only countries configured in the Woocommerce “delivery country” list AS WELL AS in the bpost shipping manager backend, are shown.

Click in the column besides the country name and indicate the minimal cart amount required to benefit from free shipping for the selected country.

Repeat for all desired countries.

To remove an item, click on the corresponding line in the table, then choose “Remove selected row(s)”.

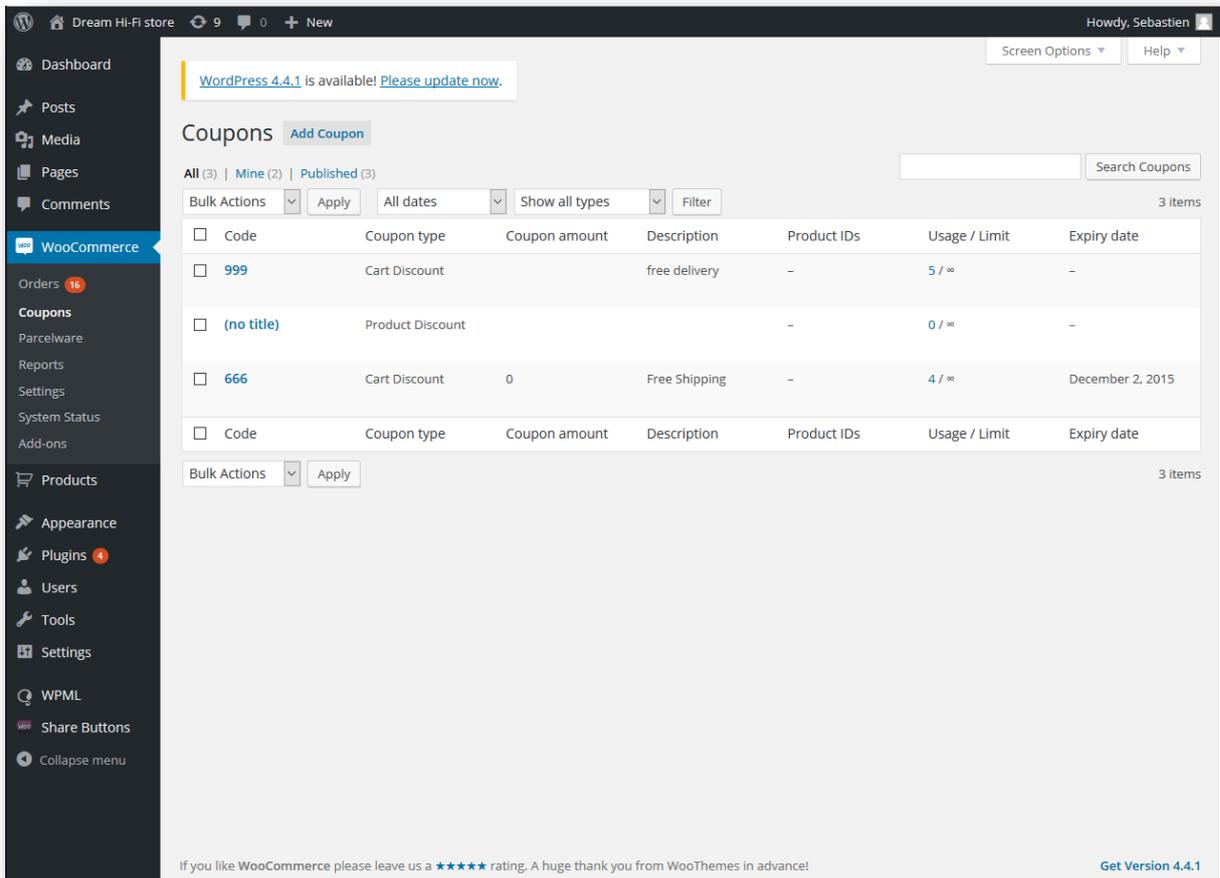
Do not forget to save your changes.

Setting	Description	Default
Country	Country configured in the Woocommerce “delivery country” list AS WELL AS in the bpost shipping manager backend for which free shipping will be proposed..	<Empty>
From	<p>Free shipping will be applied as from this minimum cart amount (in Euros), for the related country.</p> <p>Note that tax settings influence this value. More precisely: it depends on Woocommerce > Settings > Tax ; parameter “Prices Entered With Tax”.</p> <p>If parameter=Yes, enter prices including tax: the minimal amount of the cart to benefit from free shipping is VAT included.</p> <p>If parameter=No, enter prices excluding tax: the minimal amount of the cart to benefit from free shipping is VAT excluded.</p>	<Empty>

D.2 Coupons

Free shipping coupons are supported.

To manage these, go into Woocommerce “Coupons” submenu.



WordPress 4.4.1 is available! [Please update now.](#)

Coupons [Add Coupon](#)

All (3) | Mine (2) | Published (3)

Bulk Actions All dates Search Coupons

<input type="checkbox"/>	Code	Coupon type	Coupon amount	Description	Product IDs	Usage / Limit	Expiry date
<input type="checkbox"/>	999	Cart Discount		free delivery	-	5 / ∞	-
<input type="checkbox"/>	(no title)	Product Discount			-	0 / ∞	-
<input type="checkbox"/>	666	Cart Discount	0	Free Shipping	-	4 / ∞	December 2, 2015
<input type="checkbox"/>	Code	Coupon type	Coupon amount	Description	Product IDs	Usage / Limit	Expiry date

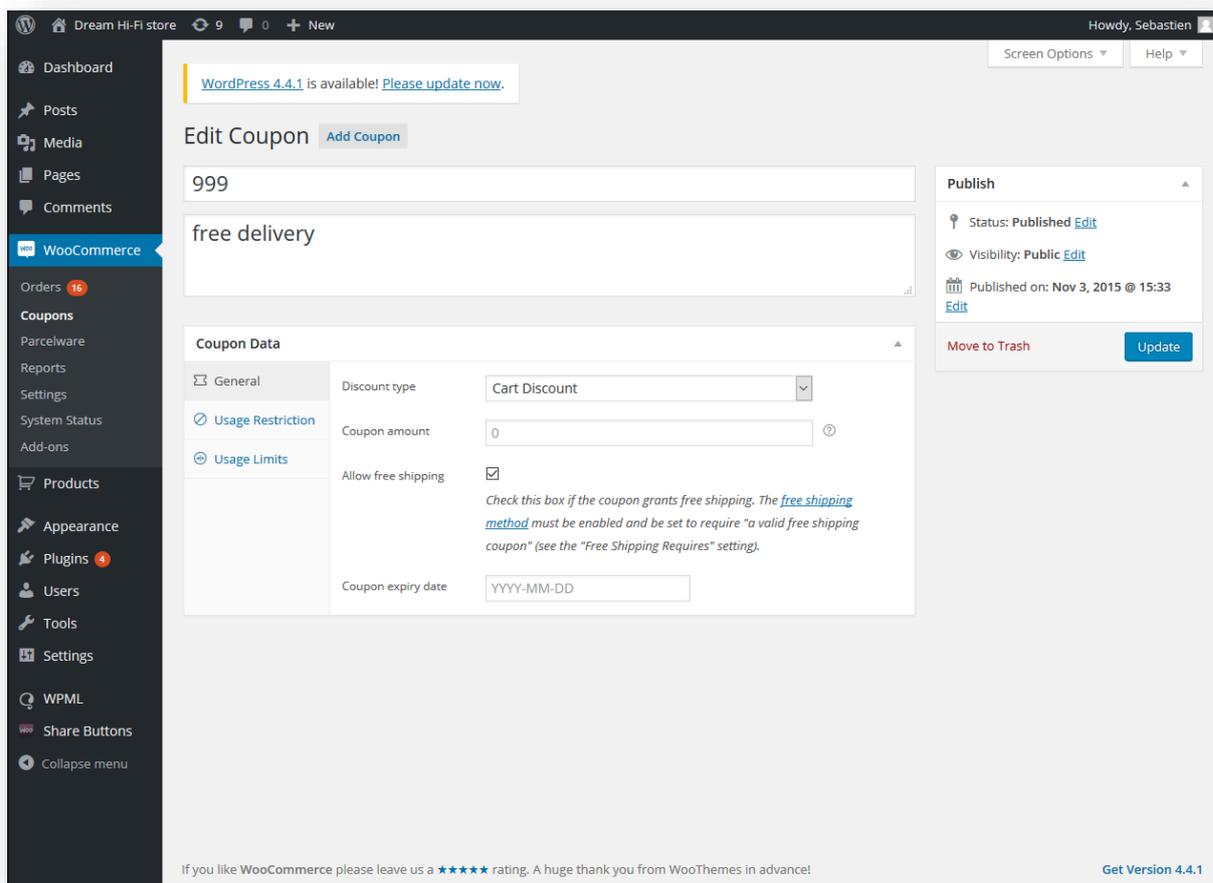
Bulk Actions 3 items

If you like WooCommerce please leave us a ★★★★★ rating. A huge thank you from WooThemes in advance! [Get Version 4.4.1](#)

No matter which kind of discount type is selected, simply check the “allow free shipping” box.

This will enable, for the given coupon ID, and context (expiry date, restriction and limits) free shipping for the corresponding orders.

Note: you DO NOT have to activate the Woocommerce “free” shipping method. Free shipping coupons will apply directly to bpost shipping method, forcing bpost shipping costs at 0 (zero) once a valid coupon is entered.



The screenshot displays the WordPress admin dashboard for a store named 'Dream Hi-Fi store'. The 'WooCommerce' menu is active, and the 'Coupons' page is open. The 'Edit Coupon' interface shows a coupon with ID '999' and name 'free delivery'. The 'Coupon Data' section is expanded, showing the following settings:

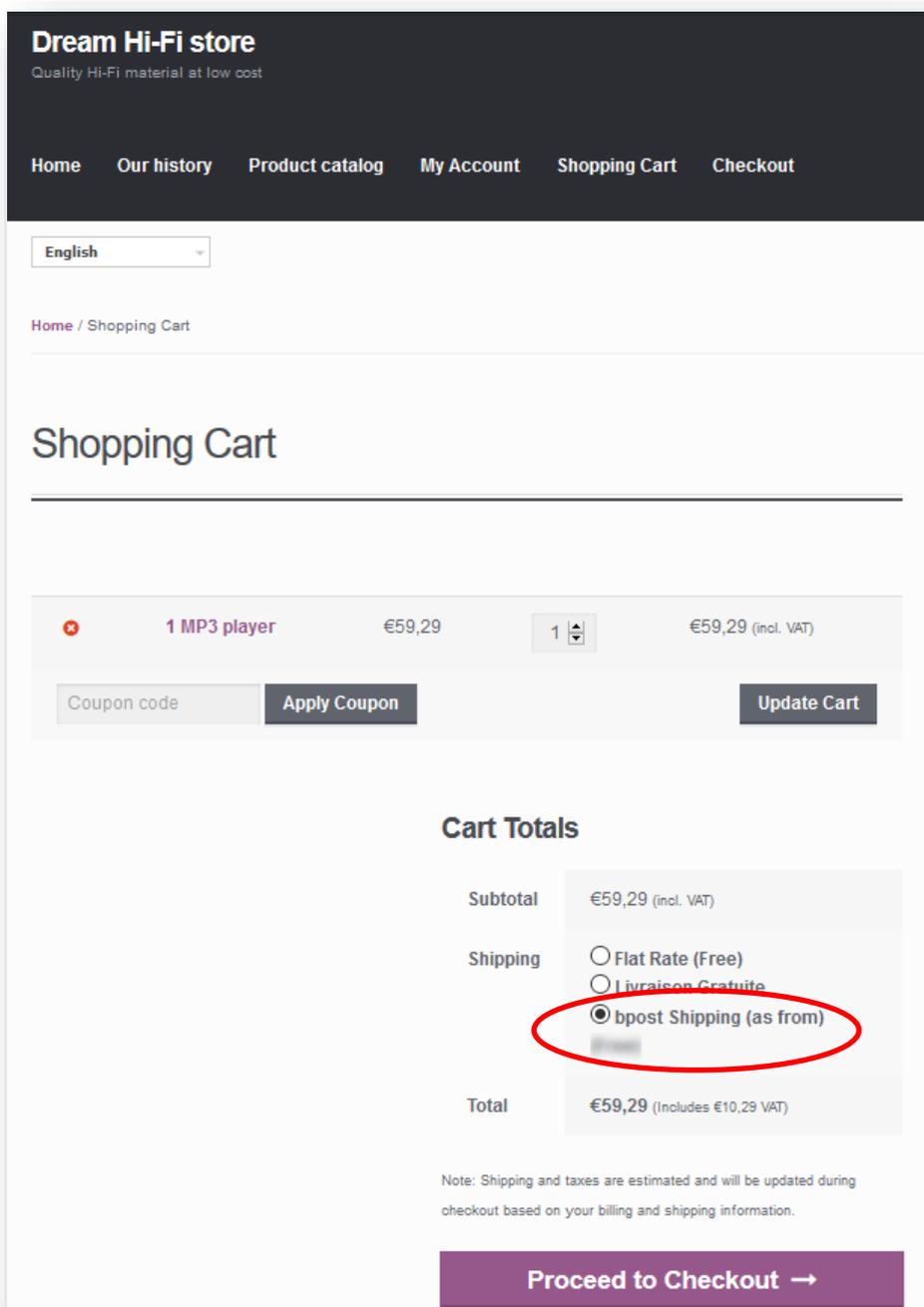
- Discount type:** Cart Discount
- Coupon amount:** 0
- Allow free shipping:** (checked)
- Coupon expiry date:** YYYY-MM-DD

The 'Publish' section on the right indicates the coupon is published and visible to the public. A note below the 'Allow free shipping' checkbox states: "Check this box if the coupon grants free shipping. The [free shipping method](#) must be enabled and be set to require "a valid free shipping coupon" (see the "Free Shipping Requires" setting).

E. Integration example

E.1 Customer-side

Once the bpost shipping method is correctly configured in Admin, it will appear on the end-user side, enabling customers to select this shipping method for their parcels.



Dream Hi-Fi store
Quality Hi-Fi material at low cost

Home Our history Product catalog My Account Shopping Cart Checkout

English

Home / Shopping Cart

Shopping Cart

1 MP3 player €59,29 1 €59,29 (incl. VAT)

Coupon code

Cart Totals

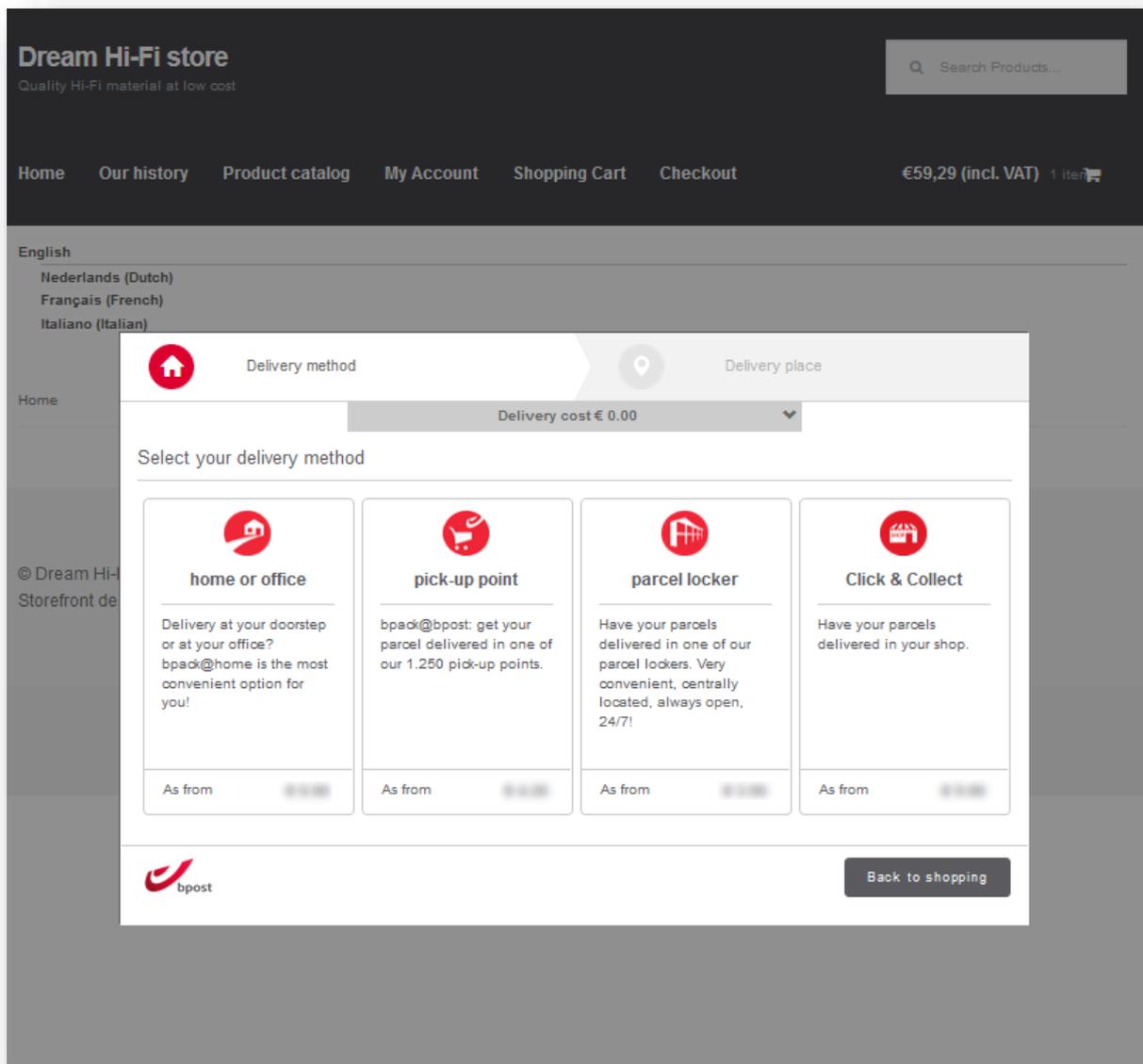
Subtotal	€59,29 (incl. VAT)
Shipping	<input type="radio"/> Flat Rate (Free) <input type="radio"/> Livraison Gratuite <input checked="" type="radio"/> bpost Shipping (as from) €0,00
Total	€59,29 (Includes €10,29 VAT)

Note: Shipping and taxes are estimated and will be updated during checkout based on your billing and shipping information.

The bpost shipping method appears along with the other shipping methods defined for the e-shop.

The (minimal possible) shipping cost appears besides the label of the shipping method, for the given order context (country and weight).

Once the customer selects bpost, the delivery methods (and their cost) defined in the bpost shipping manager backend appear on the screen.



At the end of the ordering process, the customer reaches the “Order Received” page summarizing the order, with a dedicated block added regarding the “bpost shipping details”.

Order Received

Thank you. Your order has been received.

ORDER NUMBER: 607	DATE: 3 June 2016	TOTAL: €504,20	PAYMENT METHOD: Direct Bank Transfer
----------------------	----------------------	-------------------	---

Make your payment directly into our bank account. Please use your Order ID as the payment reference. Your order won't be shipped until the funds have cleared in our account.

Our Bank Details

My main bank account - Postbank Brussels

ACCOUNT NUMBER: 1111111111111111

Order Details

PRODUCT	TOTAL
2 decks CD player x 1	€500,00
Subtotal:	€500,00
Shipping:	€4,20 via bpost - pick-up point
Payment Method:	Direct Bank Transfer
Total:	€504,20 (Includes €86,78 VAT)

bpost shipping details

Point of delivery :	WATERMIEL NETS
Delivery date :	15 June 2016
Delivery method :	pick-up point
Order reference :	5704248073
Shipping phone :	0228411188
Shipping email :	help@bpost.com
Shipping address :	

Customer Details

Email:	help@bpost.com
Telephone:	0228411188

Billing Address

section de grand
rue du grand lac 13
1140 Brussels

Shipping Address

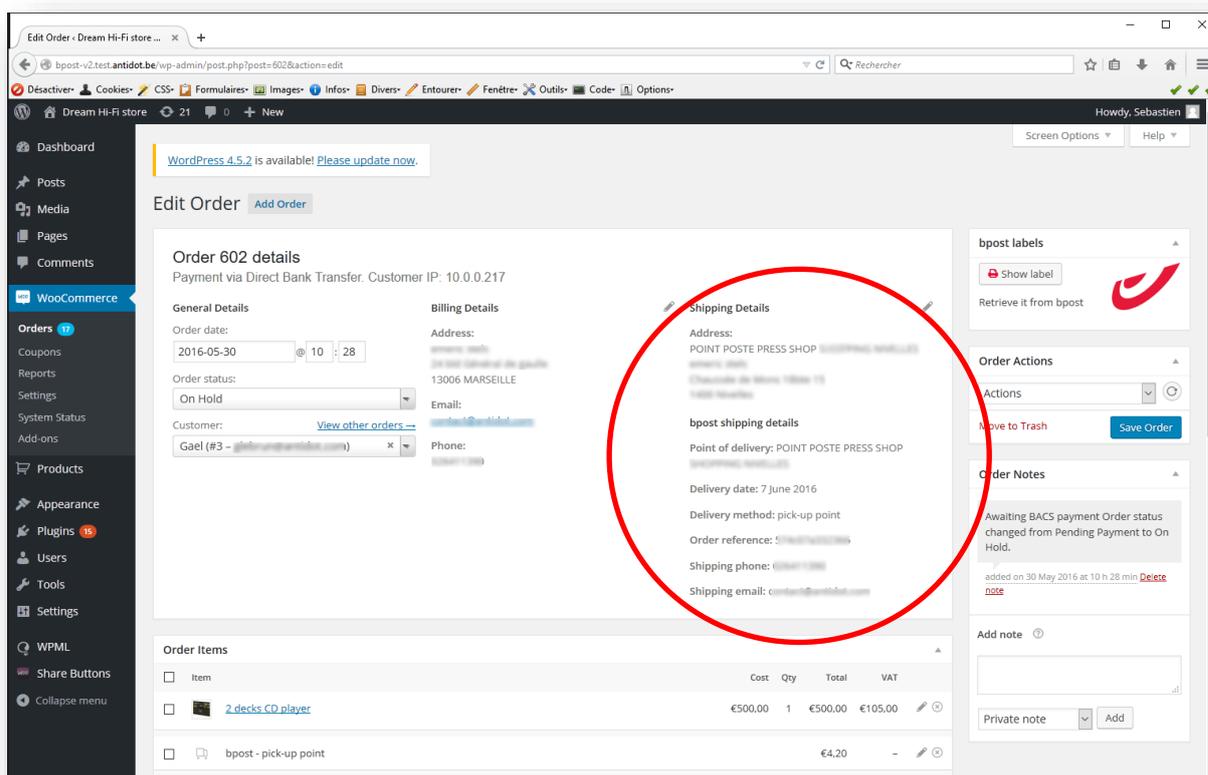
WATERMIEL NETS
section de grand
Place Eugène Ixart 58-61
1170 Watermael-Bossu

With Woocommerce bpost plugin v2, a map has been added at the bottom of this information block.

E.2 Woocommerce admin-side: shipping details

On the admin-side, bpost shipping appears as any other shipping method in the orders list; along with the shipping costs; and specific bpost shipping details (if any).

For each order, a unique (bpost) reference appears also in the shipping manager backend (see below).



E.3 Woocommerce admin-side: labels

You can generate bpost parcels labels from 2 different locations in your admin interface:

- From the Orders' list
- From the Order details page

In the Orders' list, you can generate the label by clicking the red printer icon besides each order.

F. Bpost shipping manager backend

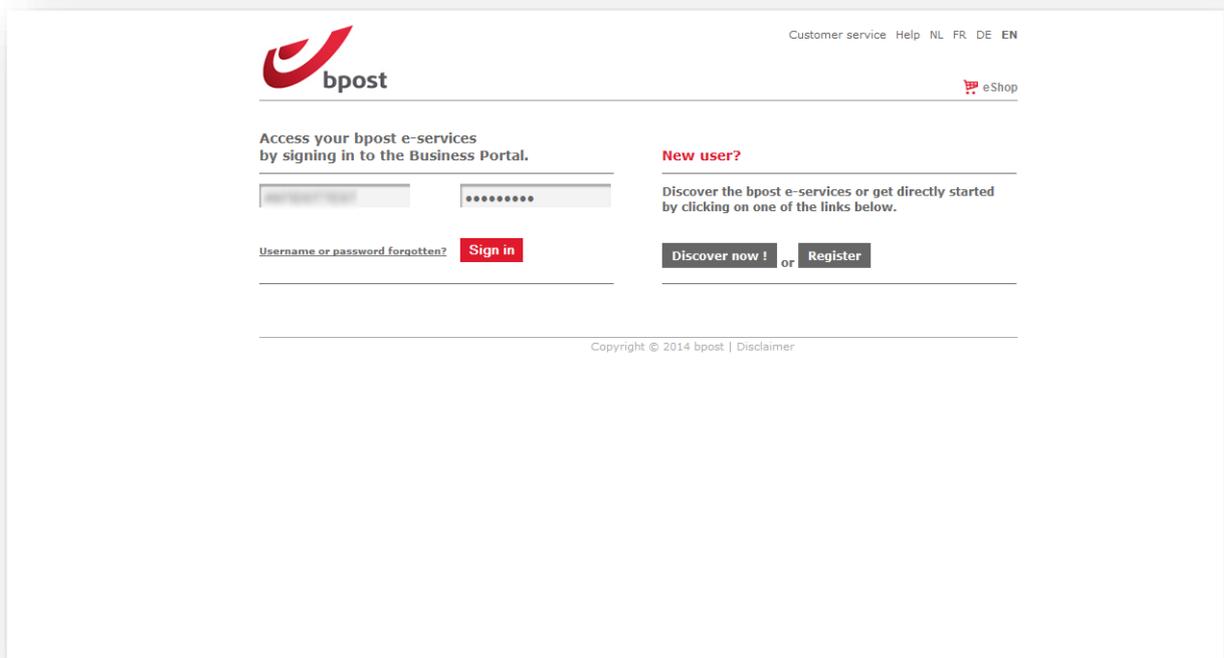
F.1 Backend configuration

In order to have your Woocommerce e-shop fully interfaced with bpost shipping manager, its backend configuration is important.

Read here how to proceed to configure the relevant settings.

For more information about all configuration settings available in the bpost shipping manager, please follow the links listed at the beginning of the current document.

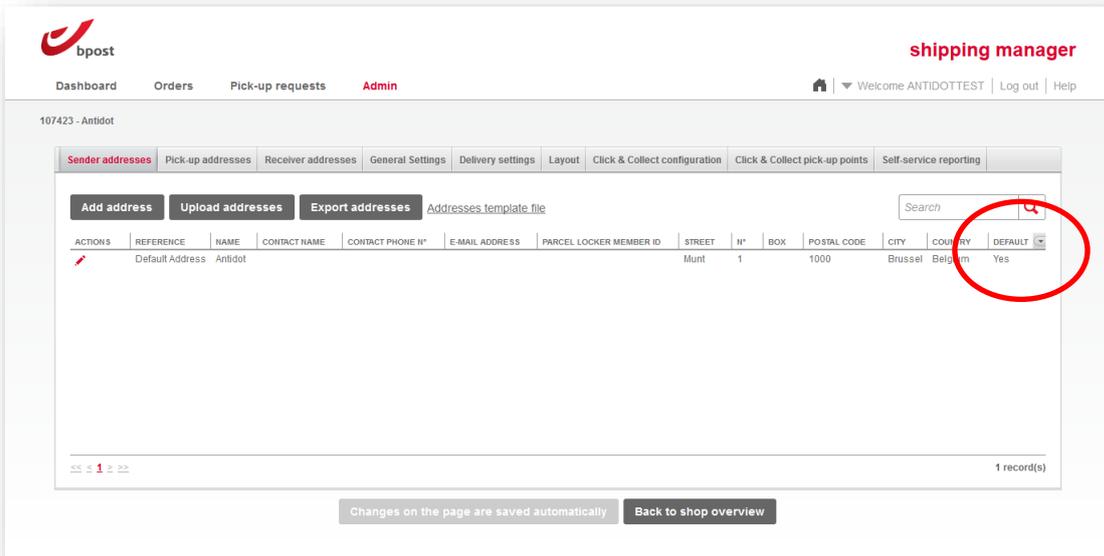
Connect to <https://www.bpost.be/ShmBackEnd/>



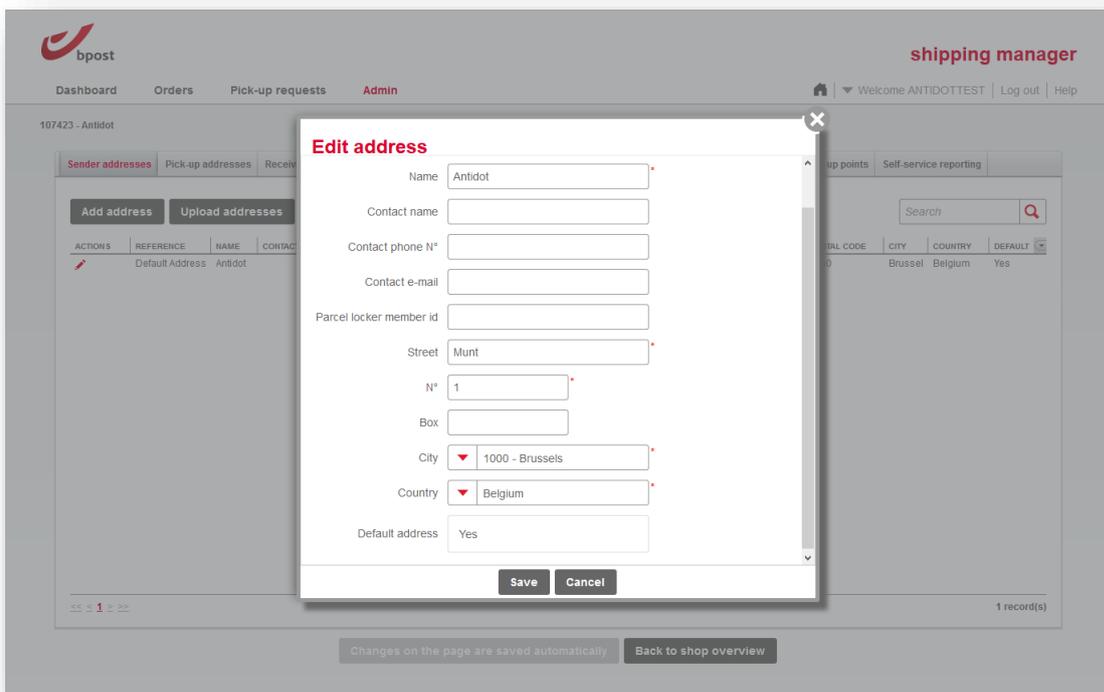
F.1.1 Sender address

Go into Admin > Sender addresses

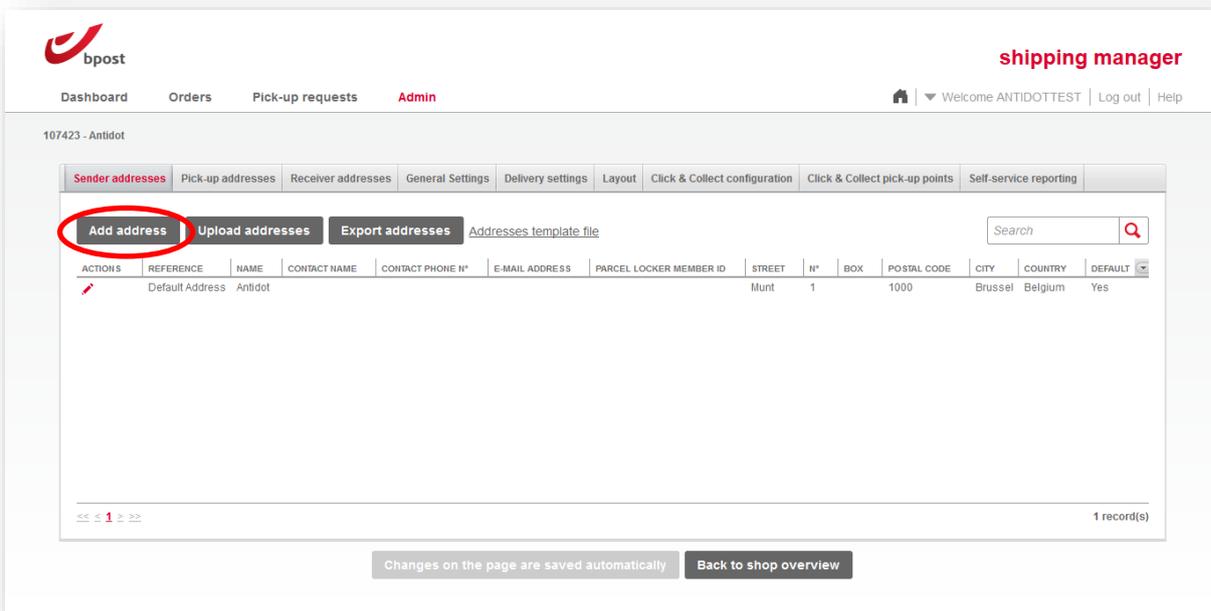
Ensure there is at least one valid sender address defined as “default address” = yes.
This is the address used to return the parcels “back to sender”.



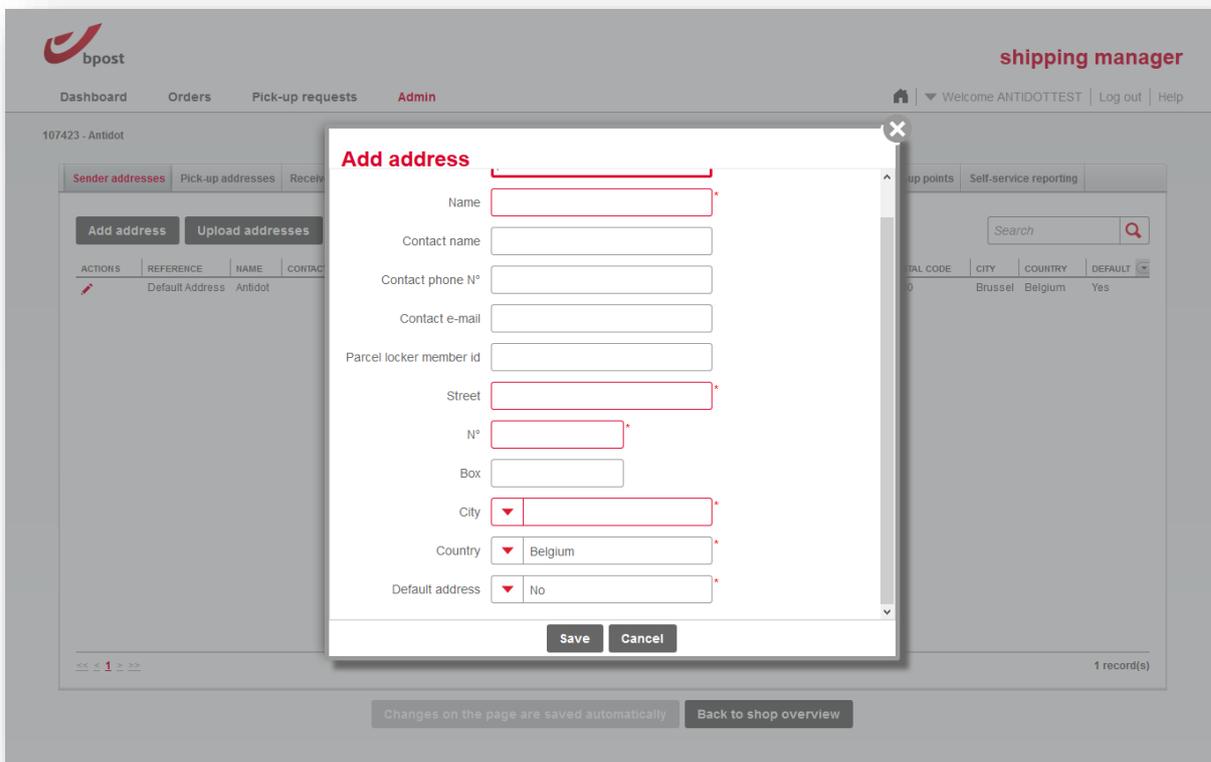
If there is an address defined but “default address” = no AND/OR if you wish to update any of the address settings; simply click on the red pen at the left part of the screen, next to the address, to reach the edit dialogue box.



If there is no address defined: click on “add address”.



Fill in the address creation dialog box, and do not forget to set it as “default address” = yes.



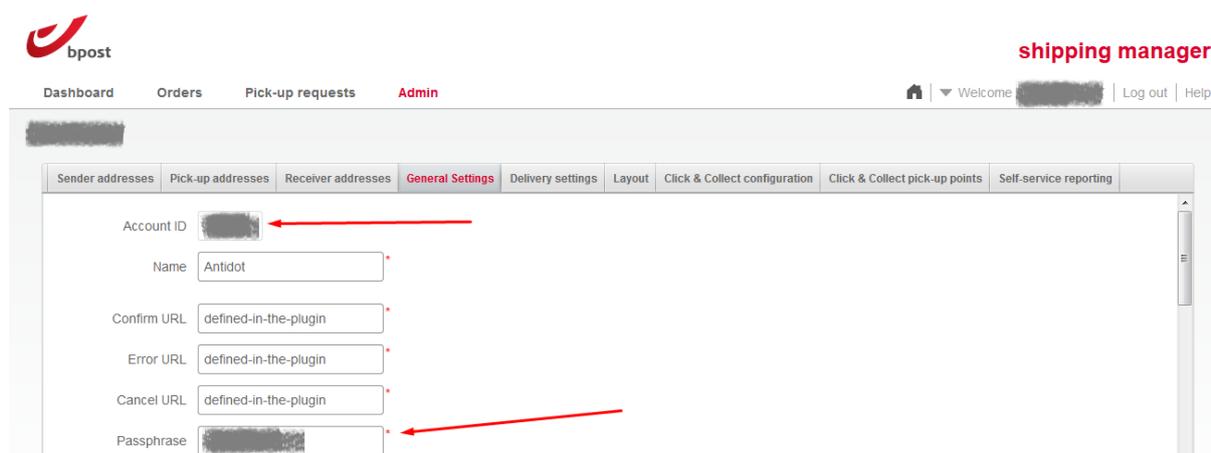
Fields and values authorized are the following.

Setting	Description
Reference	Internal reference. Mandatory field.
Name	Name: company name or site name. Mandatory field, printed on “back to sender” labels.
Contact name	Person contact name. Optional. Not used for “back to sender” labels.
Contact phone N°	Person contact phone. Optional. Not used for “back to sender” labels
Contact e-mail	Person contact e-mail. Optional. Not used for “back to sender” labels
Parcel locker member id	Not used anymore.
Street	Street to print on “back to sender” label. Mandatory.
N°	Street Number to print on “back to sender” label. Mandatory.
Box	Box Number to print on “back to sender” label. Optional.
City	City to print on “back to sender” label. Mandatory.
Country	Is Always Belgium. Mandatory
Default address	Yes or No. Mandatory field.

F.1.2 General settings

The relevant parameters under “General settings” for our Woocommerce plugin are the following.

Setting	Description	Default
Account id	Your 6 digits bpost account ID used for the Shipping Manager. This ID is provided by bpost. This is the same to use in the plugin config in Woocommerce.	<Empty>
Passphrase	The passphrase you entered in bpost Shipping Manager back-office application. This is the same to use in the plugin config in Woocommerce.	<Empty>



The screenshot shows the bpost shipping manager admin interface. The top navigation bar includes 'Dashboard', 'Orders', 'Pick-up requests', and 'Admin'. The 'Admin' section is active, and the 'General Settings' tab is selected. The 'General Settings' form contains the following fields:

- Account ID: [Redacted] (highlighted with a red arrow)
- Name: Antidot
- Confirm URL: defined-in-the-plugin
- Error URL: defined-in-the-plugin
- Cancel URL: defined-in-the-plugin
- Passphrase: [Redacted] (highlighted with a red arrow)

Note that Woocommerce does not take into account the following fields:

- Confirm URL
- Error URL
- Cancel URL

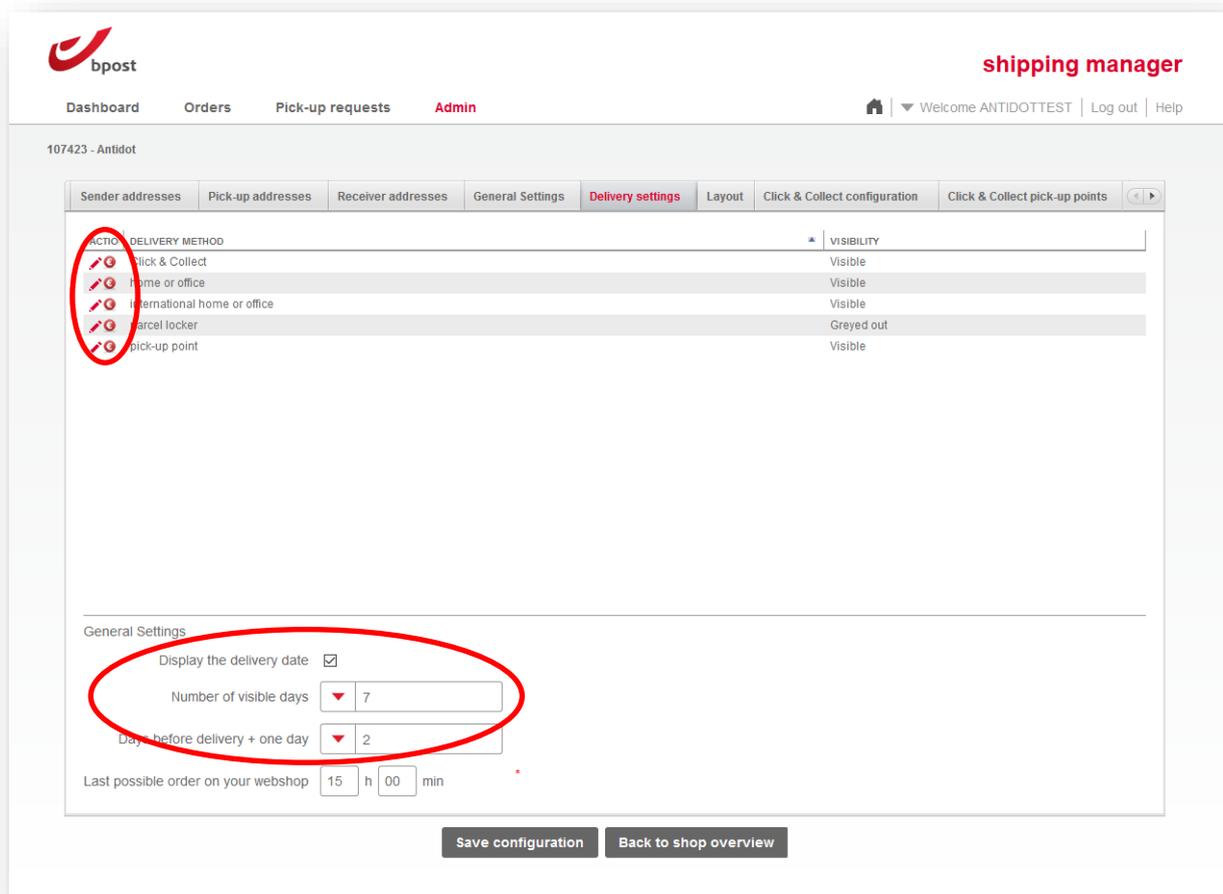
Instead of using those URL’s defined in the shipping manager backend, the plugin uses the “local” URL’s defined in its local configuration.

Do not forget to save all modifications made under General settings tab by hitting the “save configuration” button.

F.1.3 Delivery settings

When you access this part of the admin you can:

- Enable Delivery date selection by the end user
- Define the settings of each delivery method (its availability or not, the options available, the per weight range and country, ...)



The screenshot shows the 'shipping manager' interface for 'Antidot' (107423). The 'Delivery settings' tab is active. A table lists delivery methods with their visibility status. Below the table, the 'General Settings' section contains several configuration options. Red circles highlight the 'ACTION' column of the delivery methods table and the 'Display the delivery date' checkbox and its associated dropdowns in the 'General Settings' section.

ACTION	DELIVERY METHOD	VISIBILITY
	Click & Collect	Visible
	Home or office	Visible
	International home or office	Visible
	Parcel locker	Grayed out
	Pick-up point	Visible

General Settings

Display the delivery date

Number of visible days

Days before delivery + one day

Last possible order on your webshop h min

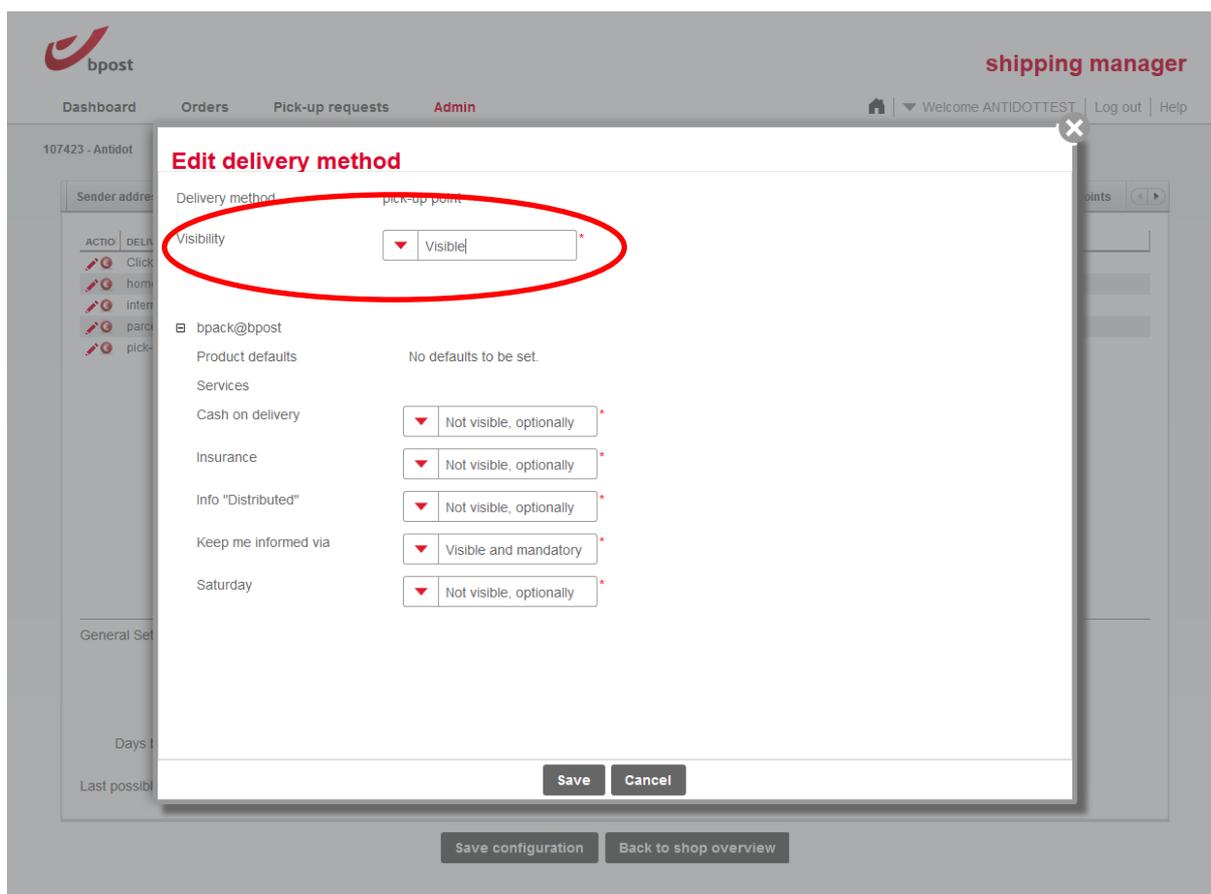
[Save configuration](#) [Back to shop overview](#)

On this global overview screen, under the delivery methods, several settings regarding delivery date are listed. Those settings are common for all delivery methods.

In short: checking the box “display delivery date” here, will allow the customers of the Woocommerce shop running the plugin to select a personalized delivery date for their orders.

You can limit the delivery dates range: by restricting the number of visible days or forcing a minimal today + n timeframe before delivery date.

To allow a method or change its “options”, click on the red pen besides it.

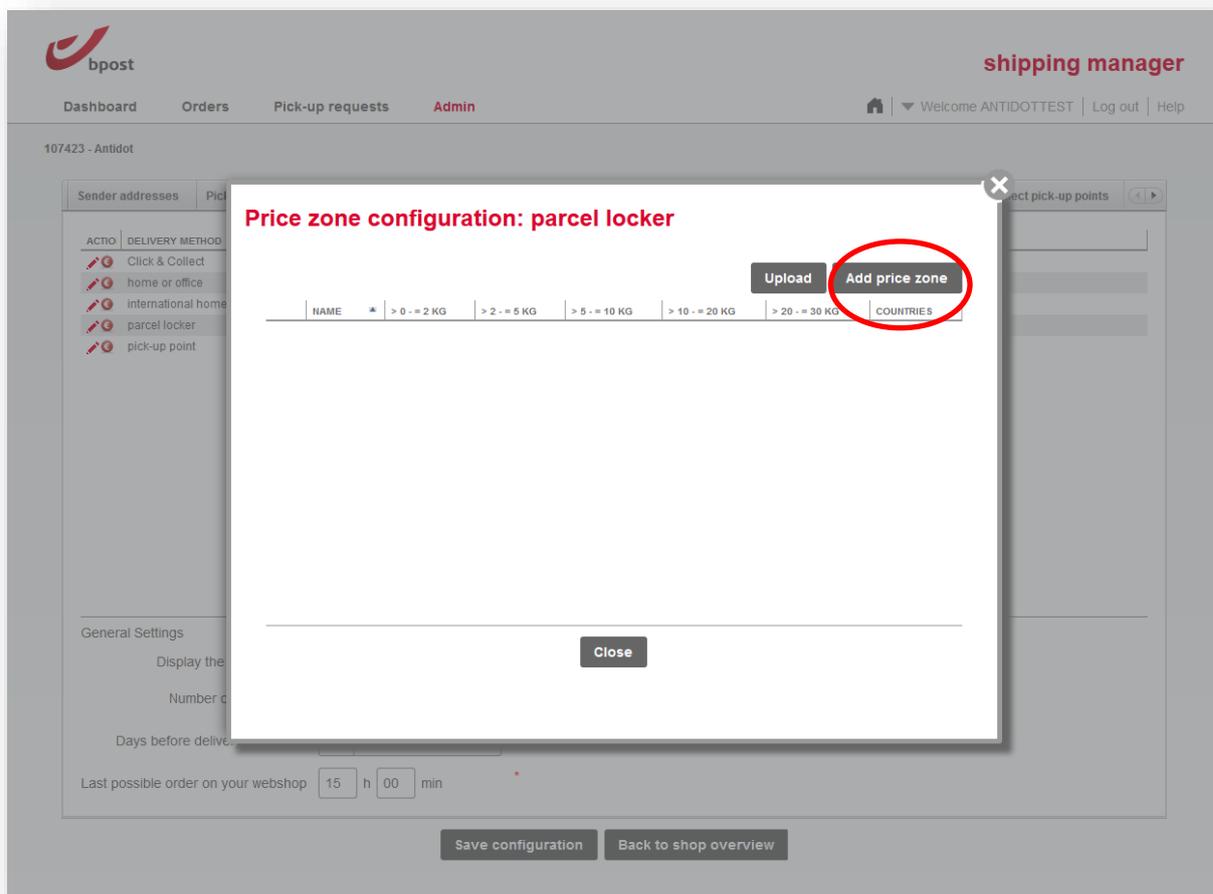


The edition dialog box allows you to define the visibility of the method in your e-shop:

- visible: customer will be able to select in on your eshop
- invisible: customer will not see it on your eshop and therefore won't be able to select it
- greyed out: customer will see it on your eshop but it will be not selectable because set as “inactive”

On top of the visibility settings, you can activate several additional options like for example: Insurance services, or Saturday delivery option.

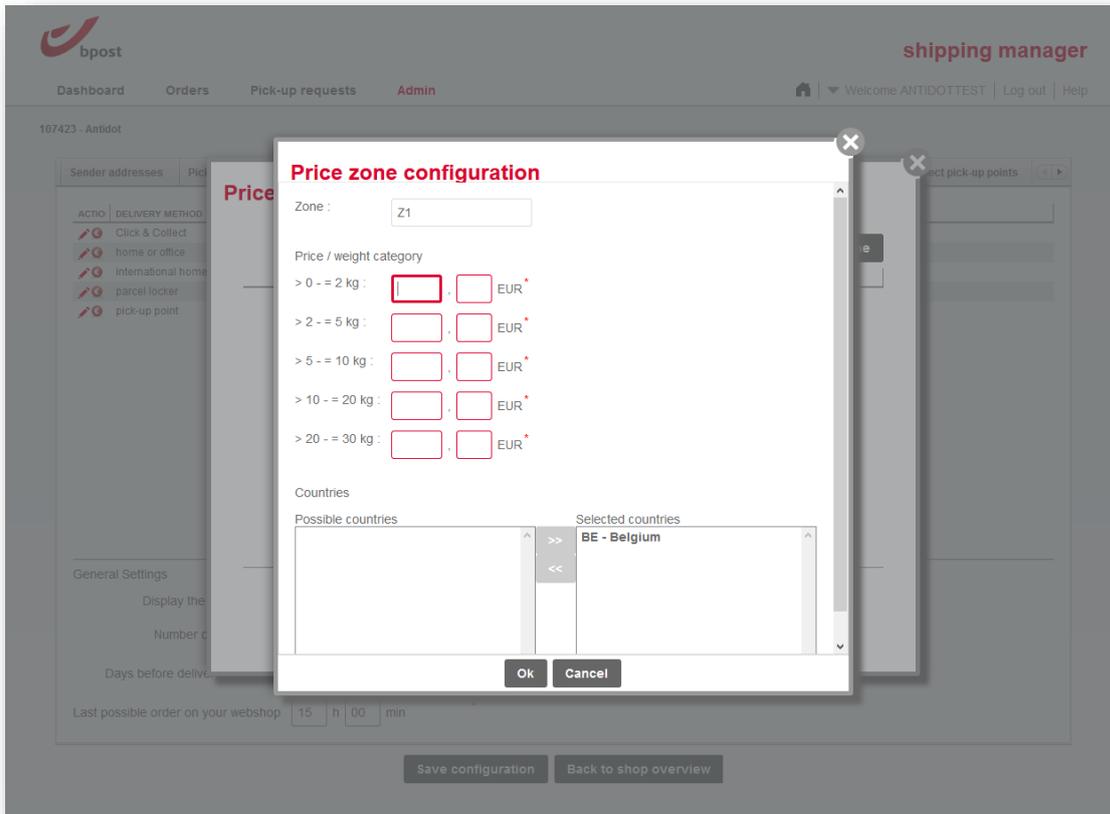
To define the rates for a method, click on the € sign next to it.



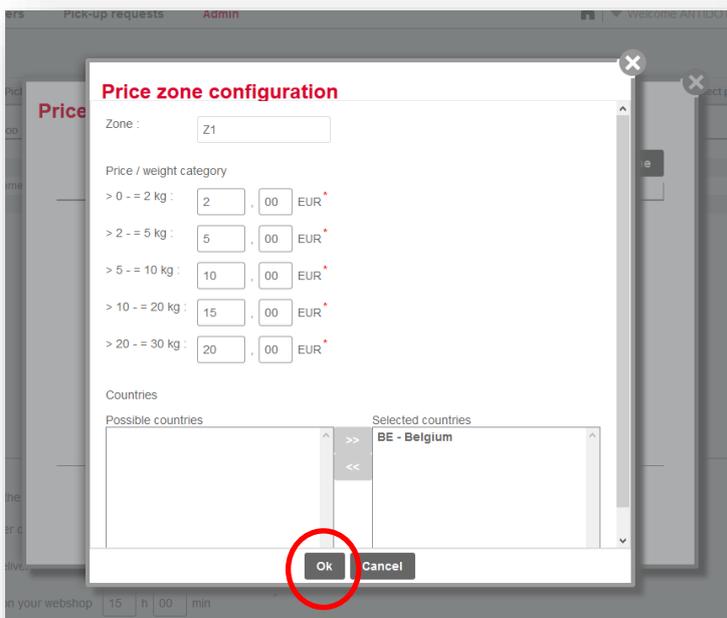
The edition dialog box allows you to define the price of the method:

- upload: you can upload a CSV file with all relevant information
- add price zone: you can manually encode the shipping costs per weight range and country

Click on “Add price zone” to manually define shipping costs per country and weight.

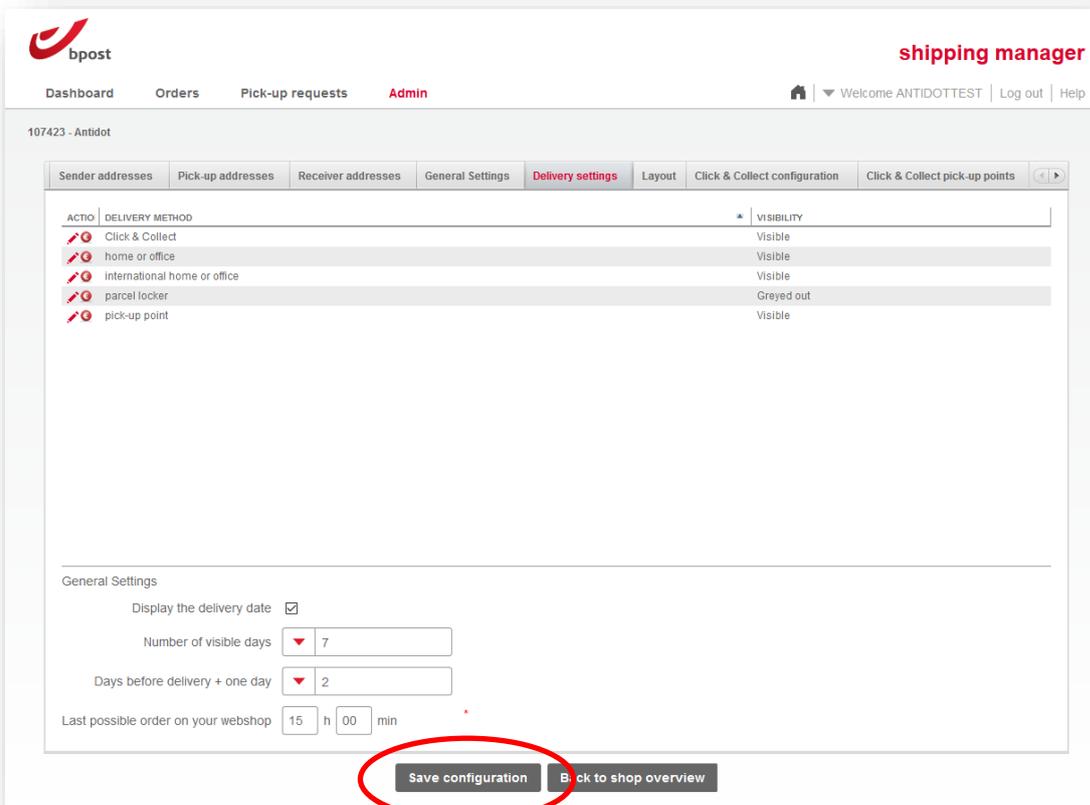
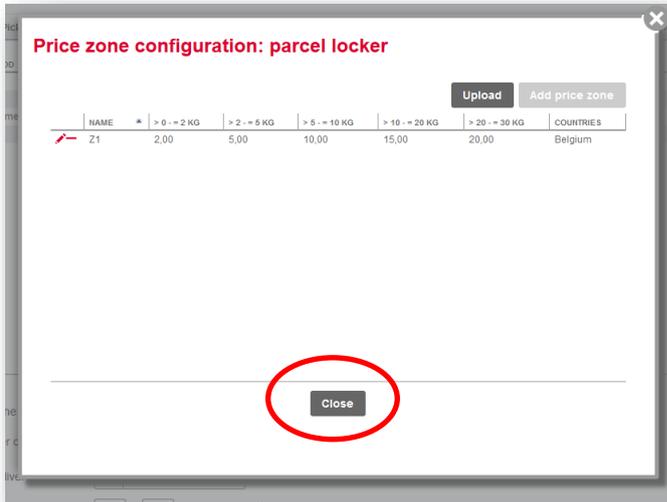


Enter the shipping cost in Euros including taxes per weight, and then configure the countries for which those prices apply. Do not forget to click on OK to validate this window.



Warning do not forget

1. to click on “close” to quit price zone configuration screen
2. and finally “Save configuration”

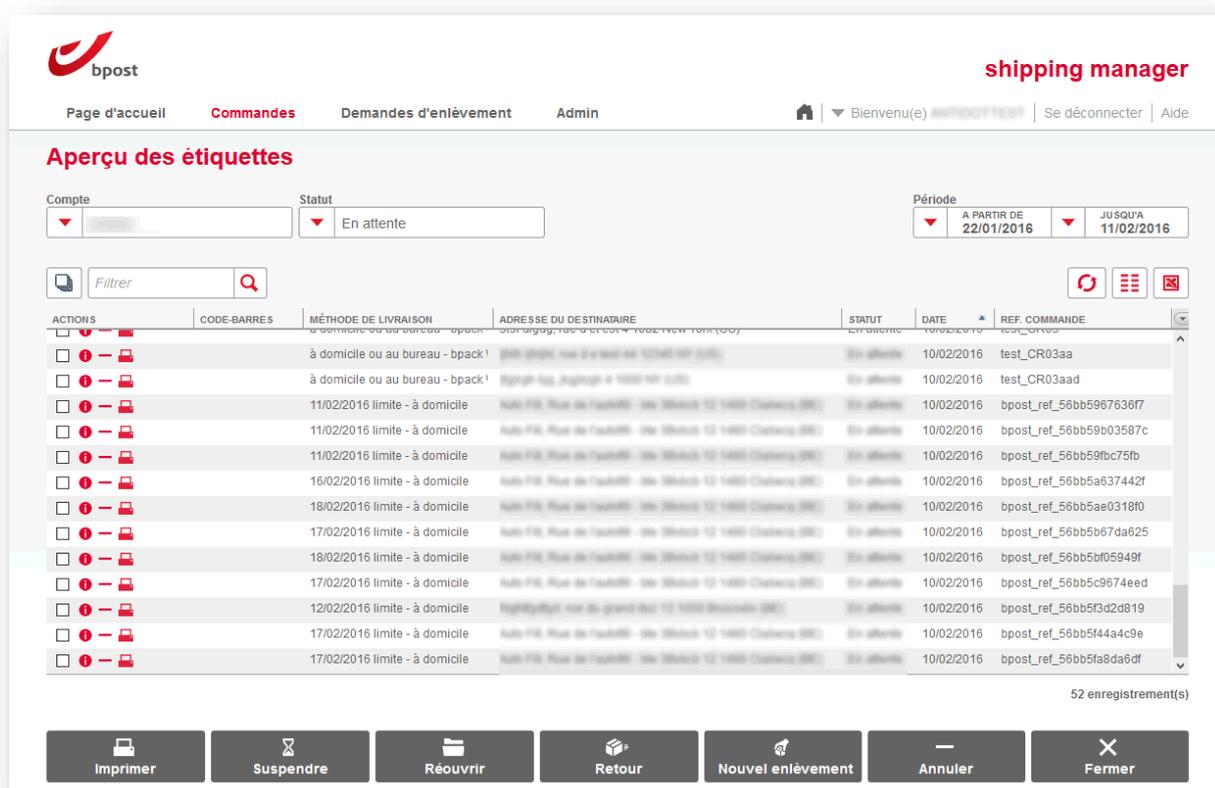


F.2 Generating labels

Each order finalized on the end-user side of the shop, appears in the bpost shipping manager backend.

To access it: enter in the “Orders” menu that lists all orders linked to your bpost shipping manager account.

Note the last column “order reference”: the value that appears in the shipping manager backend as well as in the Woocommerce orders list.



The screenshot displays the 'shipping manager' interface. At the top, there's a navigation bar with 'Page d'accueil', 'Commandes', 'Demandes d'enlèvement', and 'Admin'. The main area is titled 'Aperçu des étiquettes' and includes filters for 'Compte', 'Statut' (set to 'En attente'), and 'Période' (from 22/01/2016 to 11/02/2016). Below the filters is a table with the following columns: ACTIONS, CODE-BARRES, MÉTHODE DE LIVRAISON, ADRESSE DU DESTINATAIRE, STATUT, DATE, and REF. COMMANDE. The table lists multiple orders, each with a printer icon in the 'ACTIONS' column. At the bottom, there are buttons for 'Imprimer', 'Suspendre', 'Réouvrir', 'Retour', 'Nouvel enlèvement', 'Annuler', and 'Fermer'.

ACTIONS	CODE-BARRES	MÉTHODE DE LIVRAISON	ADRESSE DU DESTINATAIRE	STATUT	DATE	REF. COMMANDE
<input type="checkbox"/>		à domicile ou au bureau - bpack1	à domicile ou au bureau - bpack1	En attente	10/02/2016	test_CR03aa
<input type="checkbox"/>		à domicile ou au bureau - bpack1	à domicile ou au bureau - bpack1	En attente	10/02/2016	test_CR03aad
<input type="checkbox"/>		11/02/2016 limite - à domicile	Subs F16, Rue de l'Autour - 94e 38400 (Colombes) (94)	En attente	10/02/2016	bpost_ref_56bb596763677
<input type="checkbox"/>		11/02/2016 limite - à domicile	Subs F16, Rue de l'Autour - 94e 38400 (Colombes) (94)	En attente	10/02/2016	bpost_ref_56bb59b03587c
<input type="checkbox"/>		11/02/2016 limite - à domicile	Subs F16, Rue de l'Autour - 94e 38400 (Colombes) (94)	En attente	10/02/2016	bpost_ref_56bb59fbc75fb
<input type="checkbox"/>		16/02/2016 limite - à domicile	Subs F16, Rue de l'Autour - 94e 38400 (Colombes) (94)	En attente	10/02/2016	bpost_ref_56bb5a637442f
<input type="checkbox"/>		18/02/2016 limite - à domicile	Subs F16, Rue de l'Autour - 94e 38400 (Colombes) (94)	En attente	10/02/2016	bpost_ref_56bb5ae0318f0
<input type="checkbox"/>		17/02/2016 limite - à domicile	Subs F16, Rue de l'Autour - 94e 38400 (Colombes) (94)	En attente	10/02/2016	bpost_ref_56bb5b67da625
<input type="checkbox"/>		18/02/2016 limite - à domicile	Subs F16, Rue de l'Autour - 94e 38400 (Colombes) (94)	En attente	10/02/2016	bpost_ref_56bb5bf05949f
<input type="checkbox"/>		17/02/2016 limite - à domicile	Subs F16, Rue de l'Autour - 94e 38400 (Colombes) (94)	En attente	10/02/2016	bpost_ref_56bb5c9674eed
<input type="checkbox"/>		12/02/2016 limite - à domicile	Highwaypark, rue du grand Parc 13 1000 (Bruxelles) (94)	En attente	10/02/2016	bpost_ref_56bb5f3d2d819
<input type="checkbox"/>		17/02/2016 limite - à domicile	Subs F16, Rue de l'Autour - 94e 38400 (Colombes) (94)	En attente	10/02/2016	bpost_ref_56bb5f44a4c9e
<input type="checkbox"/>		17/02/2016 limite - à domicile	Subs F16, Rue de l'Autour - 94e 38400 (Colombes) (94)	En attente	10/02/2016	bpost_ref_56bb5fa8da6df

Next to each order, there is a printer icon.

Clicking on it allows you to print the parcel label for the corresponding order.