

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

Location of the Woocommerce bpost plugin on Wordpress directory <a href="https://wordpress.org/plugins/bpost-shipping/">https://wordpress.org/plugins/bpost-shipping/</a>



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lire plus

#### 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





# **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".

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Posts	<b>All</b> (21	I)   Active (14)   Inactive (7)   Update Available (4	)	Search Installed Plugins
h Modia	Bulk	Actions V Apply		21 items
		Plugin	Description	
i Pages		Akismet	Used by millions, Akismet is quite possibly the best wa	ay in the world to protect your blog from spam. It keeps
Comments		Activate   Edit   Delete	your site protected even while you sleep. To get starte	ed: 1) Click the "Activate" link to the left of this description,
WooCommerce			API key.	, do to your vikismet comigaration page, and save your
₽ Products			Version 3.1.6   By Automattic   View details	
Annearance		O There is a new version of Akismet available. V	iew version 3.1.7 details or update now.	
		AuctionInc ShippingCalc for WooCommerce	Accurate multi-carrier real-time shipping rates from Fe	edEx, USPS, UPS, and DHL, Multiple ship origins, many
		Activate   Edit   Delete	advanced features. Free two week trial. No carrier acc	ounts required.
Installed Plugins			Version 1.6   By Paid, Inc.   View details	
iditor		bpost shipping	Bpost Shipping Manager is a service offered by bpost,	allowing your customer to choose their preferred delivery
		Deactivate   Edit	method when ordering in your Woocommerce websh	op.
Users			Version _BPOST_PLUGIN_RELEASE_   By Antidot   Viev	v details
Tools		O There is a new version of bpost shipping available	ilable. View version 1.0.17 details or update now.	
Settings		DHL WooCommerce Shipping Basic	Obtain real time shipping rates via DHL Shipping API.	This is basic version, Upgrade to Premium version for Print
WPML		Settings   Support   Deactivate   Edit	shipping labels, Automatic tracking, Box packing & Ser	vices management.
Share Buttons			Version 1.0.1   By WooForce   View details	
		Europabank MPI	Europabank MPI payment gateway for WooCommerce	2
Conapse menu		Activate   Edit   Delete	Version 1.0   By Europabank NV.   Visit plugin site	

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.

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ն Dashboard	WordPress 4.4.1 is available! Please undate now	Help
🖈 Posts	TOTOT COMPANY IS OF COMPANY IN THE COMPANY INTERVENCE.	
🕄 Media	General         Products         Tax         Checkout         Shipping         Accounts         Emails         API	
Pages	General Options	
Comments		
₩∞ WooCommerce	Base Location    Belgium	
Orders 15	Calling Leasting (a) Call to specific countries only	
Coupons	Sening Location(s)	
Parcelware	Specific Countries	
Reports	x Sweden	
Settings		
Add-ons	Select all Select none	
Products		
- House	Default Customer Address The MaxMind Geolite Database will be periodically downloaded to your wo-content directory if using evolocation.	
Appearance	······································	
🖆 Plugins 🧿	Store Notice	
🛓 Users		
🗲 Tools	Currency Options	
Settings	The following options affect how prices are displayed on the frontend.	



### Select Shipping tab.

B Dashboard										Help 🔻
Dasriboard	WordPress	4.4.1 is availa	able! <u>Ple</u>	ase update no	<u>w</u> .					
🖈 Posts										
🕽 Media	General	Products	Тах	Checkout	Shipping	Accounts	Emails	API		
Pages	Shipping Optic	ons   Flat Rate	Free S	hipping   Inter	national Flat R	Rate   Local Del	ivery   bpos	t shippiı	ng   Local Pickup   DHL Basic	FedEx Basic   UPS Basic
Comments	Shipping Op	otions								
🛛 WooCommerce 🧹	Shipping Calco	ulations		Enable sh	ipping					
Orders 16				Enable th	e shipping ca	lculator on the	e cart page			
Coupons				Hide ship	ning costs up	til an address	is entered			
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💄 Users										
🖋 Tools	Restrict shipp	ing to		Ship to all c	ountries you	sell to		•		
	Location(s)			Choose which a	countries you w	ant to ship to, o	r choose to sl	nip to all	l <u>locations you sell to</u> .	



### Go into bpost shipping settings submenu.

e Spost.test.antido	t.be/wp-admin/admin.php?pa	ge=wc-settings&ta	ab=shipping&section=wc_bpost_shipping_method v C Q Rechercher	☆	Ê	+	â	-
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🖈 Posts	Shipping Options   F	lat Rate   Free S	hipping   International Flat Rate   Local Delivery   bpost shipping   ocal Pickup   DHL Basic   FedEx	Basic	UPS	Basic		
引 Media	bpost shipping							
Pages	bpost Shipping Mana	eer is a service o	offered by boost, allowing your customer to chose their preferred delivery method when ordering in you	ır webs	hop.			
Comments	The following delivery	methods are cu	irrently supported:					
MacCommerce	- Delivery at nome or - Delivery in a pick-up	point or postal	office					
woocommerce	- Delivery in a parcel l When activated and o	ocker orrectly installer	, this module also allows you to completely integrate the boost administration into your webshop. This	means	that	orders	are	
Orders 17	automatically added	the bpost por	tal Shipping Manager Back-end. No more hassle and 100% transparent!	means	, ende	JIGCID	urc	
Coupons	More info here: <u>http://</u>	bpost.freshdesk	.com/solution/articles/174847					
Sottings	Enable		☑ Enable bpost shipping					
System Status								
Add-ons	API							
Products								
	Account id	0	107423					
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😰 Plugins 🔟	Passphrase	0	PHM_DEMO					
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🗲 Tools	APTORE	0	https://apl.upost.up/services/srift					
Settings	Logs							
Share Buttons	Errors only		Errors only					
	Clean		□ Ask a logs cleanup of the plugin					
	Free shinning							
	This plugin manages	the free shipping	z courses. Setup them here					
	Free chieping in allages	ad only for crim	stoupons, setup unem <u>nete</u>					
	Free shipping is allow	ea only for cour	itries configured in SHM backend and <u>woocommerce &gt; Settings &gt; General</u> > Specific countries.					



#### 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></empty>
Passphrase	The passphrase you entered in bpost Shipping Manager back-office application. This is not the password used to access bpost portal.	<empty></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



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".



#### **B.6 Free shipping items**

See chapter "Free shipping" further in this document.



Bpost-v2.test.antidot.be/v	vp-admin/admin.php?page=wc-settings8	tah=chinping&section=wc_bpost_shipping_method	⊤ C'	Q Rechercher	☆ 自	+ 1	
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Dashboard Fi	ree shipping						
T	nis plugin manages the free shipping o	oupons. Setup them <u>here</u>					
Post/ Fr	ee shipping is allowed only for countr	ies configured in SHM backend and <u>Woocommer</u>	<u>e &gt; Settings &gt;</u>	General > Specific countries.			
	ake sure you ship to corresponding o	ountries ( <u>Woocommerce &gt; Settings &gt; Shipping &gt; S</u>	hipping option	<u>as</u> > Restrict shipping to Location(s)).			
Comments	Free shipping items	Country From [2]					
WobCommerce		Insert row					
ders 17							
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ports		Free shipping is not defined for BE, FR.					
tings	abel params						
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a-ons	Print format	A4 🗸					
Products	Drint raturn labol	Print return label					
Appearance							
Plugins 🔟	Cache time	Infinity (we don't clean cache) 🗸					
Users							
Tools G	oogle						
Settings	API key for mans	And Colors And Anna Colors New York, Name					
WPML	A rice for maps						
Share Buttons	Save changes						
Collapse menu							
lfy	you like WooCommerce please leave	us a ★★★★★ rating. A huge thank you from Woo	hemes in adv	ance!	Get	Version 4	.5.2

#### **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.



WooCommerce Settings « E	rea × +					•	_
O bpost-v2.test.antidot	.be/wp-admin/admin.php?page=wc-settings8	ttab=shipping&section=wc_bpost_shipping_method v C Q Rechercher	<u>ل</u>		+		=
🕽 Désactiver - 🛓 Cookies - 🕽	🕴 CSS+ 🚺 Formulaires+ 🔯 Images+ 🕦 Inf	os- 🧧 Divers- 🧪 Entourer- 🧪 Fenêtre- 💥 Outils- 🔳 Code- 🔝 Options-				<b>~ ~</b>	
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🖚 Dashboard	Free shipping						
🖈 Posts	This plugin manages the free shipping	coupons. Setup them <u>here</u>					
🖭 Media	Free shipping is allowed only for count Make sure you ship to corresponding of	ries configured in SHM backend and <u>Woocommerce &gt; Settings &gt; General</u> > Specific countries.	n.				
Pages		annues ( <u>naaconnueree serrings suidshing suidshing skristis</u> uresuresuidshing o sociation(s)	,.				
Comments	Free shipping items	Country From [?]					
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Orders 🔟		Insert row					
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Add-ons	Print format	A4 ×					
🔛 Products							
	Print return label	☑ Print return label					
Appearance							
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Settings	API key for maps	Aug/2016/014-028-078 (aug/010-040)					
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Share Buttons	Save changes						
Collapse menu							
	If you like Wee Commerce place larve	ur a thirth the string A hurst the always from WeaTherman in advanced		Cat	Vorsion	45.2	

#### 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.

WooCommerce Settings «	Drea × +		- 0 ×
e 🕙 bpost-v2.test.antide	<b>t.be</b> /wp-admin/admin.php?page=wc-settings&	ab=shipping&section=wc_bpost_shipping_method v C (Q, Rechercher	☆自◆合言
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🕅 🕈 Dream Hi-Fi sto	re 😳 16 투 0 🕂 New 🇮 Englis	h 🖗	Howdy, Sebastien 📃
Dashboard	Free shipping		
Posts	This plugin manages the free shipping o	oupons. Setup them <u>here</u>	
n Media	Free shipping is allowed only for countr	ies configured in SHM backend and <u>Woocommerce &gt; Settings &gt; General</u> > Specific countries	i.
Pages	wake sure you ship to corresponding to	ann ies ( <u>woocommerce &gt; secures &gt; smpping &gt; smpping options</u> > results smpping to coo	
Comments	Free shipping items	Country From [?]	
WooCommerce			
Orders 🔟		Insert row	
Coupons		Amounts ("From" column) include VAT	
Parcelware		Free shipping is not defined for BE, FR.	
eports Settings			
System Status	Label params		
Add-ons	Print format	A4 ~	
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G Settings			
WPML	Appleev for maps	Autor Autor Contraction (Contraction)	
Share Buttons	Cause shares a		
Collapse menu	Saverthanges		
	If you like <b>WooCommerce</b> please leave	us a ★★★★★ rating. A huge thank you from WooThemes in advance!	Get Version 4.5.2

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.

<u>Note</u>: 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".

Dream Hi-Fi store 📀 16 🔎 0 🕂 New 💥 English 🍘		Howdy, Emeric Help =
WordPress 4.4.2 is available! Please update now.		
System Status Tools Logs		
Please copy and paste this information in your ticket when con     ments     Get System Report     Understanding the Status Report	tacting support	
Commerce WordDrorg Environment		
Northeres Environment	[3] http://boast.tott.aplidat.bo	
re che unu	[1] http://docst.kot.ani/doc.be	
Site ORL:	[7] http://dpositestantidot.be	
wc version:	[7] 2.4.12	
Log Directory Writable:	[?] V /srv/www/common/test/bpost/wp-content/uploads/wc-logs/	
WP Version:	(?) 4.4	
WP Multisite: arance	(?) -	
WP Memory Limit:	[7] 40 MB - We recommend setting memory to at least 64MB. See: <u>Increasing memory allocated to PHP</u>	
WP Debug Mode:	[7] 🗸	
Language:	[7] en_US	
85 Server Environment		
Server Info:	[7] Apache/2.4.10 (Deblan)	
Buttons PHP Version:	[7] 5.6.9-0+deb8u1	
PHP Post Max Size:	[7] 200 MB	
PHP Time Limit:	[7] 30	
PHP Max Input Vars:	[7] 1000	
SUHOSIN Installed:	[7] -	
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#### Go into "logs".

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ar Posts	System Status Tools Logs
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👐 WooCommerce 🧹	bpost_shipping-3005c2398e85b0ee8be31a6590b4882c.log (8 January 2016 9 h 31 min) ⊻ View
Orders 16	01-08-2016 @ 10:30:49 - [ERROR] Try to add a forbid country: ("Country": "IT", "countries, allowed": ("AL":"Albania", "BE": "Belgium", "ER": "France", "SE": "Sweden"})
Coupons	01-08-2016 @ 10:30:55 - [ERROR] ITY to add a forbid country: {"country: ""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"}}
Parcelware	01-08-2016 @ 10:31:04 - [ERROR] Try to add a forbid country: {"country":"SW","countries_allowed":{"AL":"Albania","BE":"Belgium","FR":"France","SE":"Sweden"}}
Reports	
Settings	
System Status	
Add-ons	
Products	
Appearance	
🖆 Plugins 🔕	
🛓 Users	
🗲 Tools	
Settings	
• WPML	
Share Buttons	
<ol> <li>Collapse menu</li> </ol>	
	If you like WooCommerce please leave us a <b>****</b> rating. A huge thank you from WooThemes in advance! Get Version 4.4.



### 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

🗲 🛞 bpost-v2.test.an	tidot.be/wp-admin/admin.php?page=wc-	-settings&tab=shipping&section=wc_bpost_shippin 🛡 C	☆ 自 ♣ 合 目
Désactiver+ 👗 Cooki	es• 🏄 CSS• 📋 Formulaires• 💷 Image:	s• 👔 Infos• 📒 Divers• 🥖 Entourer• 🥒 Fenêtre• 💥 Outils• 🔳 Code• 🖪 Optic	ons• 🗸 🗸
🚯 🔺 Dream Hi-Fi	store 😯 21 🛡 0 🕂 New	ĦK English 🕐	Howdy, Sebastien 📃
🖈 Posts	Logs		
93 Media	When errors occur, the plugin	write logs in an file. You can see the file in WooCommerce status (WooCom	merce > System Status > Logs).
Pages	To see interactions between th	the logs in an inclusion and the boost Shinning Manager, you can check	the "Debug mode"
Comments	To clean the log file, check the	"Clean" checkbox.	the bebag mode i
wooCommerce	Debug mode	☑ Log interactions between plugin and bpost services (API/	Shipping Manager)
Orders 🔟			
Coupons	Clean	Clear the log file	
Reports			
Settings	Free shipping		
System Status	This plugin manages the free s	shipping coupons. Setup them <u>here</u>	
Add-ons	Free shipping is allowed only f	or countries configured in SHM backend and <u>Woocommerce &gt; Settings &gt; Ge</u>	eneral > Specific countries.
Products	Make sure you ship to corresp	onding countries (Woocommerce > Settings > Shipping > Shipping options >	<ul> <li>Restrict shipping to Location(s)).</li> </ul>
	Free shipping items		
🔊 Appearance		Country From [?]	
Appearance Plugins 13			
✤ Appearance ✤ Plugins 15 ▲ Users			
<ul> <li>Appearance</li> <li>Plugins (15)</li> <li>Users</li> <li>Tools</li> </ul>		Insert row	
<ul> <li>Appearance</li> <li>Plugins (5)</li> <li>Users</li> <li>Tools</li> <li>Settings</li> </ul>		Insert row	
<ul> <li>Appearance</li> <li>Plugins 15</li> <li>Users</li> <li>Tools</li> <li>Settings</li> </ul>		Insert row Amounts ("From" column) include VAT Free shipping is not defined for BE, FR.	
Appearance Plugins  Users Tools Settings Q WPML		Insert row Amounts ("From" column) include VAT Free shipping is not defined for BE, FR.	
<ul> <li>Appearance</li> <li>Plugins (6)</li> <li>Users</li> <li>Tools</li> <li>Settings</li> <li>WPML</li> <li>Share Buttons</li> </ul>	Label params	Insert row Amounts ("From" column) include VAT Free shipping is not defined for BE, FR.	

Check the box "Clear the log file" and "SAVE"  $\rightarrow$  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.

7 Products	so phight the mages the tree supply groups at second	in SkiM backand and Weacon	manares > Settions > General > Specific cou	triar	
Appearance	ake sure you ship to corresponding countries (Wood	commerce > Settings > Shippi	ng > Shipping options > Restrict shipping to	Location(s)).	
Plugins 🤨 🛛 Fre	ee shipping items	Country	From 171		
Users		country	From [2]		
F Tools	Remove row	× Albania	400		
Settings	Remove row	× Belgium	50		
WPML	Remove row	× France	150		
Share Buttons					
Collapse menu	Insert rov	v			
supre menu					
5	Save changes				

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></empty>
From	Free shipping will be applied as from this minimum cart amount (in Euros), for the related country. Note that tax settings influence this value. More precisely: it depends on Woocommerce > Settings > Tax ; parameter "Prices Entered With Tax". If parameter=Yes, enter prices including tax: the minimal amount of the cart to benefit from free shipping is VAT included. If parameter=No, enter prices exclusding tax: the minimal amount of the cart to benefit from free shipping is VAT excluded.	<empty></empty>



### **D.2 Coupons**

Free shipping coupons are supported.

To manage these, go into Woocommerce "Coupons" submenu.

Dream HI-FI Stol	re 🤂 9 🖵 0 🕂 New					Screen	Howdy, Sebastien
Dashboard	WordPress 4.4.1 is ava	nilable! Please update n	ow.			Jucci	
Posts			_				
Media	Coupons Add Cou	Ipon					
Pages	All (3)   Mine (2)   Publis	hed (3)					Search Coupons
Comments	Bulk Actions V App	All dates	<ul> <li>Show all types</li> </ul>	∽ Filter			3 iter
WooCommerce	Code	Coupon type	Coupon amount	Description	Product IDs	Usage / Limit	Expiry date
lers 🙃	999	Cart Discount		free delivery	-	5/∞	-
upons							
celware	(no title)	Product Discount			-	0 / ∞	-
ports	666	Cart Discount	0	Free Shipping	-	4/∞	December 2, 2015
ttings stem Status							
d-ons	Code	Coupon type	Coupon amount	Description	Product IDs	Usage / Limit	Expiry date
Products	Bulk Actions V App	bly					3 iten
Appostopco							
Tools							
Settings							
WPML							
Share Buttons							
Collapse menu							
	If you like WooCommerce	please leave us a ****	rating A buge thank ve	u from WooThemes in	advancel		Get Version 4.4





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.

Posts	WordPress 4.4.1 is a	vailable! <u>Please update</u>	now.		
J Media	Edit Coupon	Add Coupon			
Pages	999			Publish	
Comments WooCommerce <	free delivery			<ul> <li>Status: Published Edit</li> <li>Visibility: Public Edit</li> <li>Published on: Nov 3, 2015 (</li> </ul>	@ 15:33
oupons				Edit	
arcelware	Coupon Data			Move to Trash	Update
eports	I General	Discount type	Cart Discount		
stem Status	O Usage Restriction	Coupon amount			
ld-ons	Usage Limits	coopon anoant	0		
<sup>7</sup> Products		Allow free shipping	Check this hay if the courses grants free shipping. The free shipping		
Appearance			method must be enabled and be set to require "a valid free shipping		
Plugins			coupon" (see the "Free Shipping Requires" setting).		
Users		Coupon expiry date	YYYY-MM-DD		
Tools					
Settings					
WPML					
Share Buttons					
Collapse menu					



# **E. Integration example**

#### E.1 Customer-side

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

Quality Hi-Fi material at low cost	
Home Our history Product catalog My Account Shopping Cart Checkout	
English +	
Home / Shopping Cart	_
Shopping Cart	
	-
	- 1
O         1 MP3 player         €59,29         1	
Coupon code Apply Coupon Update Ca	rt
Cart Totals	
Subtotal €59,29 (incl. VAT)	- 1
Shipping O Flat Rate (Free)	
bpost Shipping (as from)	
Total €59,29 (Includes €10.29 VAT)	
Note: Shipping and taxes are estimated and will be updated duri checkout based on your billing and shipping information.	ng
Proceed to Checkout →	

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.

Dream Hi-	Fistore			Q Search Products
lome Our h	history Product catalog	My Account Shoppin	ig Cart Checkout	€59,29 (incl. VAT) 1 iten <b>e</b>
nglish Nederlands (D Français (Fren	utch) ich)			
italiano (italiar	Delivery method	1	O Delivery p	lace
ome	Select your delivery metho	Delivery co d	st€0.00	1
Droom Hill	<b>9</b>	٢		
Storefront de	home or office Delivery at your doorstep or at your office? bpad@home is the most convenient option for you!	pick-up point bpack@bpost: get your parcel delivered in one of our 1.250 pidk-up points.	Have your parcels delivered in one of our parcel lockers. Very convenient, centrally located, always open, 24/7!	Click & Collect Have your parcels delivered in your shop.
	As from	As from	As from	As from
	Uppost			Back to shopping



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".

Thank you. Your order	has been received.		
ORDER NUMBER: 607	DATE: 3 June 2016	TOTAL: €504,20	PRIMENT METHOD: Direct Bank Transfer
Make your payment di order won't be shippe	rectly into our bank a d until the funds have	ccount. Please cleared in our	use your Order ID as the payment reference. Your account.
Our Bank De	tails		
My main bank	account - Pos	stbank Bru	issels
ACCOUNT NUMBER	1		
Order Details			
PRODUCT		тот	TAL
2 decks CD playe	r × 1	€500	0,00
Subtotal:		€500	0,00
Shipping:		€4,2	0 via bpost - pick-up point
Payment Method		Dire	ci pas Transfer
Total		€504	1,20 (Includes €86,78 VA)
bpost shipping	g details		
Point of delivery	: 88	COMMON NO	-
Delivery date :	15	June 2016	
Delivery method	: pic	k-up point	
Order reference	: 67	104080873	
Shipping phone :		25411.336	
Shipping email :	-	dignesi com	
Shipping address	s : Wa du higo	ermaal-Bosvoorde Acito/ot Espace Delvaux	
Customer De	tails		
Email:			
Telephone:			10041130
Billing Addres	s		
nelasilee is grand tar da grand dari 13 1562 Brandes			
Shipping Add	ress		
INTERNAL REVIS			
Place Eugène Keyn	90-51 dag		

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.



Orders < Dream Hi-Fi store -	×	+								-	- 🗆	×
🔶 🕑 bpost-v2.test.antidot.	<b>be</b> /wp-ad	min/edit.p	hp?post_type=shop_order			∀ C <sup>4</sup>	2, Recherche	r		☆ 自	∔ ≙	≡
🥝 Désactiver• 👗 Cookies• 🌶	CSS-	Formula	iires• 🖾 Images• 🕦 Infos• 📃 Div	vers• 🥖 Entourer• 🧪 Fenêtre•	🔀 Outils- 🔳 Code- 🖪 Options-							11
🝈 🆀 Dream Hi-Fi store		1 👎 0	+ New							Howdy,	Sebastien	<b>_</b>
🚳 Dashboard	Woi	rdPress 4	4.5.2 is available! <u>Please updat</u>	e now.					Screen Optio	ons 🔻	Help ▼	
📌 Posts	-											
🔋 Media	Ord	ers 🧃	Add Order									
📕 Pages	<b>All</b> (303	3)   <b>Proc</b>	essing (17)   On Hold (159)   C	completed (2)   Cancelled (12	5)					Sea	rch Orders	:
Comments	Bulk /	Actions	<ul> <li>Apply All dates</li> </ul>	Search for a cu	stomer 💌 Filter			30	3 items « <	1 of 1	6 > »	
WooCommerce			Order	Purchased	Ship to	1		Date	Total	Actions		
Orders 17 Coupons Reports		Θ	#602 by	1 item	Via bpost - pick-up point	-		2016/05/30	€609,20 Via Direct Ban Transfer	8	)	
Settings System Status Add-ons		Θ	#593 by	1 item	Via bpost - international	-		2016/04/25	<b>€156,39</b> Via Direct Bank Transfer	•••••••••••••••••••••••••••••••••••••••	· •	
₩ Products		Θ	#586 by ו	2 items	Via bpost - pick-up point	-		2016/04/18	<b>€668,49</b> Via Direct Bank Transfer	•••••	· •	
😰 Plugins 📧		Θ	#580 by	1 item	Via bpost - international	-		2016/04/05	€368,14 Via Direct Bank Transfer	•••• •	· •	
<ul><li>Tools</li><li>Settings</li></ul>		Θ	#575 by e 's	1 item	Via bpost - international	-		2016/04/05	€156,39 Via Direct Bank Transfer	•••• •	· •	
Q WPML Share Buttons		Θ	#566 by s	3 items	Via bpost - pick-up point	-		2016/04/05	€1.089,00 Via Direct Bank Transfer	•••• •	*	
Conapse menu		<b></b>	#565 by e s	1 item	Via bpost - home or office	-		2016/04/05	<b>€609,00</b> Via Direct Bank Transfer	<ul> <li>•</li> </ul>	•	
		Θ	#560 by	1 item		-		2016/04/05	€17,24	🗸	-	~

In the Order details page, you can generate the label by clicking on the "Show/print" label button in the 'bpost labels' box on the right hand side of the screen.





# 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 beggining of the current document.

Connect to <a href="https://www.bpost.be/ShmBackEnd/">https://www.bpost.be/ShmBackEnd/</a>

	<b>P</b> 630
Access your bpost e-services by signing in to the Business Portal.	New user?
	Discover the bpost e-services or get directly started by clicking on one of the links below.
Username or password forgotten? Sign in	Discover now ! or Register
	Copyright © 2014 bpost   Disclaimer



#### 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".

	Orders	Pick-	up requests	Admin						<b>A</b>   🔻 We	lcome ANTIDOTTE:	ST   Log out   Hel
423 - Antidot												
Sender addr	esses Pick-up ad	idresses	Receiver addresse	s General Settings	Delivery settings	Layout	Click & Collect co	nfiguration	Click & Coll	ect pick-up points	Self-service reportin	Ig
Add add	iress Uploa	d addres	sses Export	addresses Add	iresses template fi	ile					Search	-
ACTIONS	REFERENCE	NAME	CONTACT NAME	CONTACT PHONE N°	E-MAIL ADDRESS	PARCEL LO	CKER MEMBER ID	STREET	N° BOX	POSTAL CODE		DEFAULT 💌
											bioton bright	
												$\smile$
												4 recert(a)
22.2.1.2.2												Trecord(s)

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

Dashboard Orders Pick-up requ	ests Admin		Welcome ANTIDOTTEST   Log out   Hel
7423 - Antidot	Edit address		Ĩ.
Sender addresses Pick-up addresses Receiv	Name	Antidot	up points Self-service reporting
Add address Upload addresses	Contact name		Search
ACTIONS REFERENCE NAME CONTACT	Contact phone N°		TAL CODE CITY COUNTRY DEFAULT
	Contact e-mail		Brussel Belgium Tes
	Parcel locker member id		
	Street	Munt	
	N°	1	
	Box		
	City	▼ 1000 - Brussels	
	Country	▼ Belgium	
	Default address	Yes	
			v
 ≪ ≤ 1 ≥ ≥≥		Save Cancel	1 record(s)
		age are saved automatically Back to shop overview	



If there is no address defined: click on "add address".

Dashboard	Orders	Pick	-up requests	Admin						<b>n</b>   🕶 We	lcome AN1	IDOTTEST	Log out Help
7423 - Antidot													
Sender addre	sses Pick-up	addresses	Receiver address	es General Settings	Delivery settings	Layout	Click & Collect co	nfiguration	Click 8	& Collect pick-up points	Self-servi	ce reporting	
Add add	ress Upl	oad addre	esses Export	addresses Add	iresses template f	ile					Sea	rch	Q
ACTION S	REFERENCE	NAME	CONTACT NAME	CONTACT PHONE N°	E-MAIL ADDRESS	PARCEL L	OCKER MEMBER ID	STREET	N°	BOX POSTAL CODE	CITY	COUNTRY	DEFAULT
1	Default Addres	s Antidot						Munt	1	1000	Brussel	Belgium	res
<u> </u>													1 record(s)
										_			
				Changes on the p	page are saved		cally Back to	shop ov	erview				

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

Dashboard Orders Pick-up reque	Admin		
Sender addresses Pick-up addresses Receiv	Add address	·	up points Self-service reporting
	Name	*	
Add address Upload addresses	Contact name		Search Q
ACTIONS REFERENCE NAME CONTACT	Contact phone N°		TAL CODE         CITY         COUNTRY         DEFAULT           0         Brussel         Belgium         Yes
	Contact e-mail		
	Parcel locker member id		
	Street	*	
	N°	*	
	Box		
	City	▼^	
	Country	▼ Belgium *	
	Default address	× No	
		Save Cancel	•
≤≤ ≤ 1 ≥ ≥≥			1 record(s)



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></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></empty>

bpost								shipping	manager
Dashboard C	Orders Pick-	up requests	Admin				A Veic	ome	Log out Help
Sender addresses	Pick-up addresses	Receiver addresses	General Settings	Delivery settings	Layout	Click & Collect configuration	Click & Collect pick-up points	Self-service reporting	
Accour	nt ID								
N	ame Antidot	*							E
Confirm	URL defined-in-th	ne-plugin							
Error	URL defined-in-th	ne-plugin							
Cancel	URL defined-in-th	ne-plugin			_				
Passphi	rase	1997							

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 acces 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, ...)



3-Antidot								gout   F
Sender addresses F	ick-up addresses	Receiver addresses	General Settings	Delivery settings	Layout	Click & Collect configuration	Click & Collect pick-up points	
ACTIO DELIVERY METHO	D					VISIBILITY		
2 Click & Collect						Visible		
✓ ④ home or office						Visible		
International ho arcel locker	THE OF OTTICE					VISIDIE Greved out		
joick-up point						Visible		
General Settings								
Display t	ne delivery date 🗹							
Numbe	r of visible days	7						
	ivery + one day	2						
Days before de								

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.



bpost	Orders Dieles		shipping manage
Dashboard	Orders Pick-up requ	ests Admin	Welcome ANTIDOTTEST   Log out   He
7423 - Antidot	Edit delivery met	hod	
Sender addre	Delivery method	pick-up point	oints (
ACTIOI DELIN	Visibility	Visible *	
Click			
✓ ④ interr			
Ø parce	bpack@bpost		
	Product defaults Services	No defaults to be set.	
	Cash on delivery		
	insurance	<ul> <li>Not visible, optionally</li> </ul>	
	Info "Distributed"	▼ Not visible, optionally *	
	Keep me informed via	Visible and mandatory	
	Saturday		
_			
General Set			
Days I			
Last possibl		Save Cancel	
Last possibl		Save Galicer	

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  $\in$  sign next to it.

Dashboard Orders Pick-up req	uests Admin	M   ▼ Welcome ANTIDOTTEST   Log out   Help
7423 - Antidot		
La companya da C		X
Sender addresses Pick	e configuration: parcel locker	ect pick-up points
ACTIO DELIVERY METHOD	e configuration. parcer locker	
✓ Q Click & Collect		
✓ ④ home or office		Upload Add price zone
NAME NAME	> 0 -= 2 KG > 2 - = 5 KG > 5 - = 10 KG > 10 - = 20 KG	> 20 - = 30 KG COUNTRIES
✓ ○ parcer locker		
General Settings		
Display the	Close	
Numper c		
Days before delive.		
Last possible order on your webshop 15	h 00 min	
	Save configuration Back to shop over	view

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



Dashboard Orders Pi	ck-up requests Admin	Melcome ANTIDOTTEST   Log out   Help
		<b>&gt;</b>
Sender addresses Picl	Price zone configuration	Sect pick-up points
ACTIO DELIVERY METHOD	Zone : Z1	
Click & Collect     Mome or office	Price / weight category	•
international home     parcel locker	> 0 - = 2 kg :, EUR*	
✓ ● pick-up point	> 2 - = 5 kg :,EUR*	
	> 5 - = 10 kg :,EUR*	
	> 10 - = 20 kg :,EUR*	_
	> 20 - = 30 kg :	
		_
	Countries	_
	Possible countries Selected countries           A         >>         BE - Belgium	^
General Settings		
Display the		
Number c		
Days before delive.	Ok Cancel	
	hop 15 h 00 min	

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.

Dries	Price zone configuration	ect p
Price	Zone : Z1	Î.
	Price / weight category	e
-	> 0 - = 2 kg : 2 , 00 EUR*	
	> 2 - = 5 kg : 5 , 00 EUR	
	> 5 - = 10 kg : 10 , 00 EUR*	
	> 10 - = 20 kg : 15 , 00 EUR*	
	> 20 - = 30 kg : 20 , 00 EUR*	
	Countries	
	Possible countries Selected countries	
	<pre>&gt;&gt;&gt; bb - bogium &lt;&lt;</pre>	
_	Ok Cancel	



#### Warning do not forget

- 1. to click on "close" to quit price zone configuration screen
- 2. and finally "Save configuration"

						Upload Ad	d price zone
2.00 5.00 10.00 15.00 20.00 Beigum	NAME *	> 0 - = 2 KG >	2 - = 5 KG	> 5 - = 10 KG	> 10 - = 20 KG	> 20 - = 30 KG	COUNTRIES
Ciose	Z1	2,00 5	,00	10,00	15,00	20,00	Belgium
Ciose							
Ciose							
Ciose							
Ciose							
Ciose							
Ciose							
Ciose							
Ciose							
Close							
Close							
Close							
Close							
Close					1		
			· · · ·	Close	1		

Sondor addrosoon			3 - Antidot							
senuer auuresses	Pick-up addresses	Receiver addresses	General Settings	Delivery settings	Layout	Click & Collect configuration	Click & Collect pick-up points			
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### 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.

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Aperçu des etiqu	ettes				
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🗆 🙃 — 🖴	11/02/2016 limite - à domicile	Auto Fill, Rue de l'automi - bie 38hitch 12 1480 Cleberg (BE)	Ex alteria	10/02/2016	bpost_ref_56bb59b03587c
🗌 🚯 — 🖴	11/02/2016 limite - à domicile	Ault: Fill, Rose de Facilités: 38e 38hilol3 12 1482 Claberg (RE)	Ex allerta	10/02/2016	bpost_ref_56bb59fbc75fb
🗆 📵 — 🖴	16/02/2016 limite - à domicile	Aulo Fill, Rue de l'autoME - des 385-boh 12 1480 Claberts (BE)	Ex altoria	10/02/2016	bpost_ref_56bb5a637442f
🗌 📵 — 🖴	18/02/2016 limite - à domicile	Auto Fill, Rue de l'autolité - site 386/03 12 1480 Chateron (RE)	En allerita	10/02/2016	bpost_ref_56bb5ae0318f0
🗆 📵 — 🖴	17/02/2016 limite - à domicile	Auto Fill, Nue de l'autoME - Die 3864x3 12 1480 Clabecq (ME)	Ex alteria	10/02/2016	bpost_ref_56bb5b67da625
🗆 📵 — 🖴	18/02/2016 limite - à domicile	Auto Fill, Plan de l'autodill - Ste Sthaton 12 1485 Chatterry (SE	Ex allerts	10/02/2016	bpost_ref_56bb5bf05949f
🗆 📵 — 🖴	17/02/2016 limite - à domicile	Auto Fill, Nue de l'autolité - die 3864x3 12 1480 Claberco (BE	Ex alteria	10/02/2016	bpost_ref_56bb5c9674eed
🗌 📵 — 🖴	12/02/2016 limite - à domicile	highlightigt, nae die grand daz 13 1000 Brussets (BE)	Ex alberta	10/02/2016	bpost_ref_56bb5f3d2d819
🗆 🚯 — 🖴	17/02/2016 limite - à domicile	Auto Fill, Rue de l'autoME- de 3866ch 12 1480 Claberos (BE	Ex altoria	10/02/2016	bpost_ref_56bb5f44a4c9e
🗆 📵 — 🖴	17/02/2016 limite - à domicile	Aulto Fill, Ruse de l'autoble - Sile 3864003 12 1480 Chatterry (BE)	En alberta	10/02/2016	bpost_ref_56bb5fa8da6df
					52 enregistrement

Next to each order, there is a printer icon.

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