

User Guide

Module for PrestaShop





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Version 1.1

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1. Introduction

About PrestaShop

By installing more than 185,000 stores in the world and the community of 600 000 members, PrestaShop is the market leader in e-commerce!

PrestaShop is a free solution for e-commerce, used by more than 185 thousand online stores in 163 countries and 63 languages.



PrestaShop is a free shopping cart solution powering over 185,000 active online stores worldwide. Recognized as the world's most powerful, flexible and internationalized Open-source e-commerce software, PrestaShop provides online merchants with hundreds of innovative tools to build and manage a successful online store at no cost.

Used in over 163 countries and partnered with the most renowned names in the industry, PrestaShop continues to revolutionize online retail with technology that increases sales and maximizes visibility.

Working hand-in-hand with its growing community of over 600,000 dedicated members, PrestaShop's entrepreneurial team is made up of e-commerce enthusiasts that are committed to the success and profitability of their online merchants.

PrestaShop is the proud two time winner of Packt Publishing's Best Open-Source Business Application, winner of Europe's Bsoco Award in the 2013 CMS category and rated #1 Open-source Shopping Cart by EcommerceBytes Sellers Choice Awards 2013.

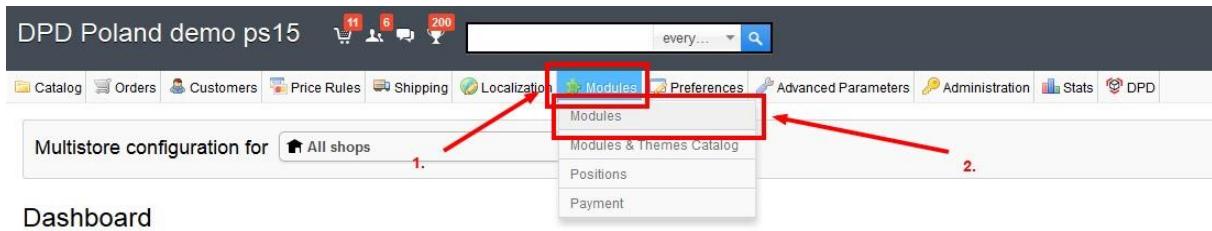
Help

In cases related to the operation of the DPD Poland module, please contact us by e-mail prestashop@dpd.com.pl or by phone: **22 577 56 56**.

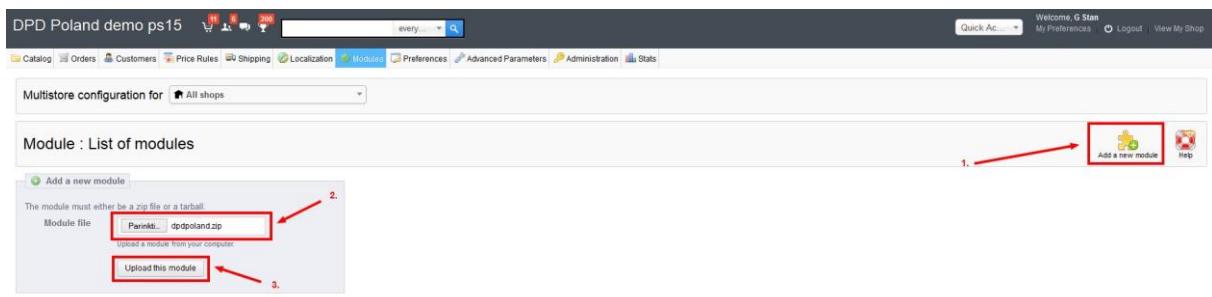
Questions regarding the functioning of PrestaShop please direct to the provider via the form at: <https://addons.prestashop.com/en/contact-us> or by phone: **+ 44 20 3697 1999**.

2. How to Install

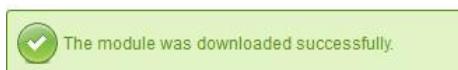
Step 1: Log in to PrestaShop BackOffice, then navigate to **Modules** tab (1) and click on **#Modules** option (2).



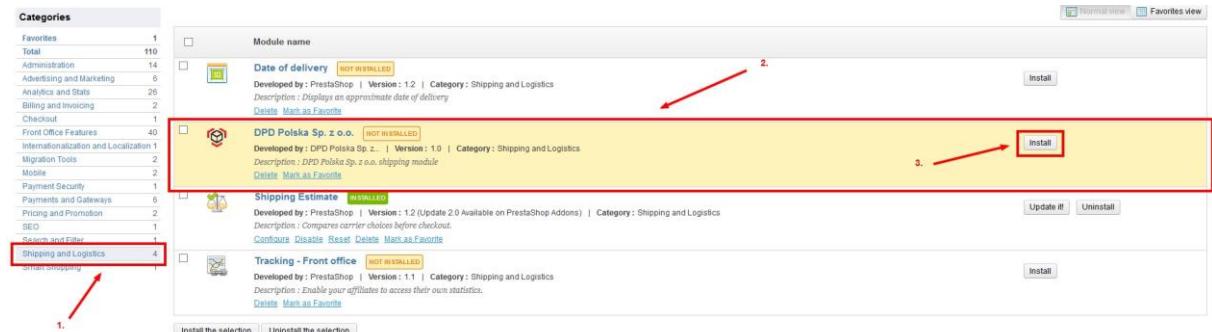
Step 2: Click on **#Add a new module** button (1). Then select module zip file by clicking **#Browse** button (2) in Add a new module section and click **#Upload this module** button (3).



You will receive **Module(s) downloaded successfully** message.



Step 3: Module will appear in **Shipping and Logistics** modules category (1). Module will be marked as **NOT INSTALLED** (2). Click the **#Install** button (3) to finish installation.



You will receive **Module(s) installed successfully** message.



3. How to Configure

Step 1: Select **Shipping and Logistics** modules category (1), find the module **DPD Polska Sp. z o.o.** (2) and click the **#Configure** button (3) to open the module configuration page.

Categories

1. Shipping and Logistics

2. DPD Polska Sp. z o.o.

3. Configure

Step 2: Module configuration page contains toolbar with multiple options to manage the module.

10. Activate module for all shops

1. 2. 3. 4. 5. 6. 7. 8.

1. **Arrange Pickup** – provide the details for new pickup;
2. **Packages list** – the list of currently active packages;
3. **Parcels history** – the list with parcels information, it is possible to check the parcel information in DPD system;
4. **Manifest list** – the list of shipment manifests, it is possible to download manifest in PDF format;
5. **Shipment countries** – shipment countries management page provides the ability to select and enable/disable the countries for shipments.
6. **CSV prices import** – this page provides the ability to import shipping price rules in CSV format;
7. **Settings** – module settings page where module parameters are located;
8. **Help** – this page provides the help and contact information for module support;
9. **Translations management** – translate the module to other languages installed on the PrestaShop by clicking on the language flag icon and manually providing the translations to chosen language;
10. **Multistore functionality activation** – by checking this checkbox it is possible to enable/disable module for the currently selected shop;

Important: Each time to use the module, go to the modules section, select the module **DPD Polska Sp. z o.o.** and click **#Configure**



3. How to Configure

Step 3: After installation following notice will be displayed.



By default the module configuration will be applied to all shops in Your multistore environment.



In order to apply **DPD Polska Sp. z o.o.** module configuration only for that one particular store, You can select the store by choosing the store from dropdown menu – **Multistore configuration for:**



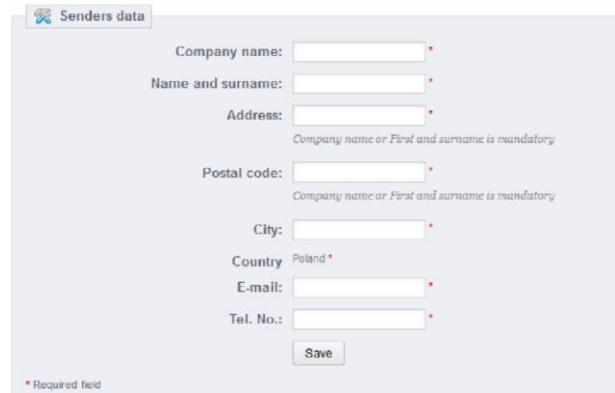
Step 4: To start using the module go to module **Settings** page, fill in the required DPD credentials marked with * and click **#Add** button. You will see the list of DPD accounts, select the default client and click **#Save**.

- **Login** – enter Your login identifier (provided by DPD);
- **Password** – enter password (provided by DPD);
- **DPD client number** – enter Your DPD client number (provided by DPD);
- **Client name** – enter client name as it is specified in agreement with DPD;
- **Default client number** – choose the default client number from the list.

3. How to Configure

Step 5: Fill in Your company information and click **#Save**.

- **Company name** – Your company name;
- **Name and surname** – Your name and surname;
- **Address** – Company address street name and building number;
- **Postal code** – Company address postal code;
- **City** – Company address city;
- **Country** – Module only works in Poland, therefore Poland is selected by default;
- **E-mail** – Company contact email address;
- **Tel. No.** – Company contact telephone number.



Senders data

Company name:

Name and surname:

Address:

Postal code:

City:

Country: Poland

E-mail:

Tel. No.:

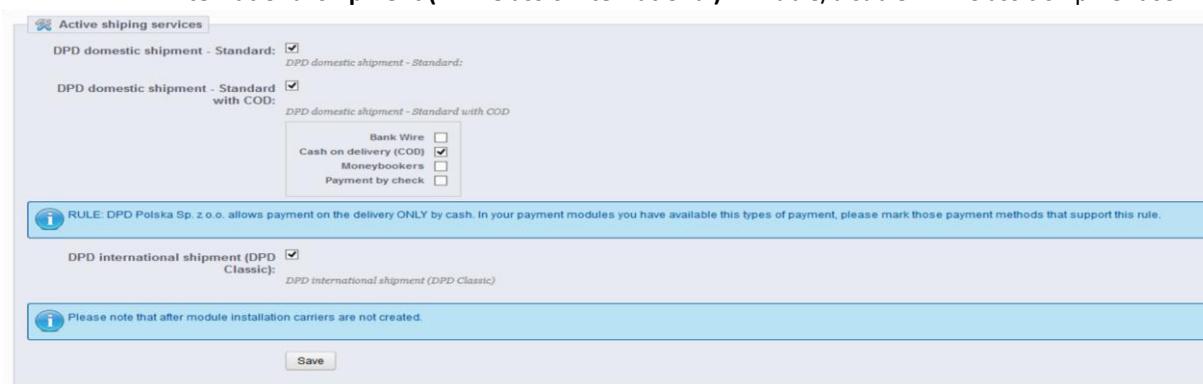
Save

* Required field

Step 6: Select and enable preferred shipping services and click **#Save**.

When services selection is saved, module creates new carriers for chosen services in PrestaShop carriers list. However carriers still need to be configured in PrestaShop carriers settings.

- **DPD domestic shipment (DPDClassic)** – Enable/disable standard DPD domestic shipment service;
- **DPD domestic shipment (DPDClassic with COD)** – Enable/disable standard DPD domestic shipment with the possibility to pay by cash on delivery service;
- **DPD international shipment (DPD Classic International)** – Enable/disable DPD Classic shipment service.



Active shipping services

DPD domestic shipment - Standard: DPD domestic shipment - Standard

DPD domestic shipment - Standard with COD: DPD domestic shipment - Standard with COD

Bank Wire
Cash on delivery (COD)
Moneybookers
Payment by check

INFO: RULE: DPD Polska Sp. z o.o. allows payment on the delivery ONLY by cash. In your payment modules you have available this types of payment, please mark those payment methods that support this rule.

DPD international shipment (DPD Classic): DPD international shipment (DPD Classic)

INFO: Please note that after module installation carriers are not created.

Save

Step 7: Choose shipping price calculation method and click **#Save**.

- **CSV rules** – shipping price calculation rules imported via CSV (If no imported CSV price calculation rules detected, DPD carriers will be automatically disabled, select other shipping price calculation method or import CSV rules to re-enable the DPD carriers);
- **PrestaShop shipping locations rules** – shipping price calculation rules according to PrestaShop settings for different locations.



Price calculation

Shipping price calculation method: CSV rules PrestaShop shipping locations rules

Save

Step 8: Set the weight measurement units conversion and click **#Save**.



3. How to Configure

- **Conversion rate:** – If system default weight unit is different from DPD weight unit, enter the conversion rate. E.g. System default weight units is pound (lb) and DPD weight units is kilo (kg), then conversion rate is equal **0.45359**, because 1 lb. = 0.45359 kg.

Weight measurement units conversation

System default weight units: kg
DPD weight units: kg
Conversion rate: * 1 kg = 1 kg
Conversion rate from system to DPD weight units. If your system uses the same weight units as DPD then leave this field blank.

* Required field

Step 9: Set the dimension measurement units conversion and click **#Save**.

- **Conversion rate:** – If system default dimension unit is different from DPD dimension unit, enter the conversion rate. E.g. System default dimension units is decimeters (dm) and DPD dimension units is centimeters (cm), then conversion rate is equal **10.0**, because 1 dm. = 10 cm.

Step 10: Fill in general Web Services parameters and click **#Save**.

- **Customer company name** – Company name for Web Services;
- **Customer name and surname** – Contact person name and surname for Web Services;
- **Customer tel. No.** – Contact person telephone number for Web Services;
- **Customer FID** – Customer FID for Web Services provided by DPD;
- **Master FID** – Master FID for Web Services provided by DPD.

General WS parameters

Customer company name: *
Customer name and surname: *
Customer tel. No.: *
Customer FID: *
Master FID: *
 * Required field

Step 11: Enter Web Services URL, which is provided by DPD and click **#Save**.



4. How to Use

Arrange Pickup

Step 1: To arrange a new pickup, click on the Arrange Pickup button in the main menu of the module page.

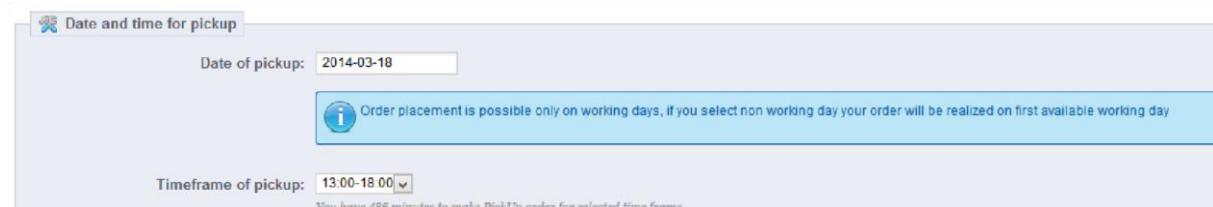


Sender address information from the module settings will be displayed at the top of the page.

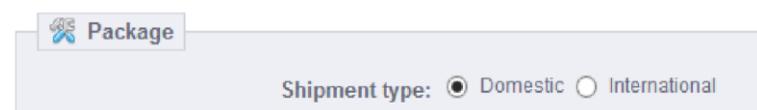


Step 2: Select the **date and the time frame** of pickup in the Date and time for pickup fieldset **Step 3:**

Next fill in the package information. Start by selecting the **shipment type**:



- **Domestic** – domestic shipment in Poland;
- **International** – International shipment abroad.



Step 4: Then choose what will be included in the package and enter package describing information:

Envelopes – Select this, if there are any envelopes included in the package;

- **Number of envelopes** – Specify the number of envelopes included in the package;



4. How to Use

Parcels – Select this, if there are any parcels included in the package;

- **Number of parcels** – Specify the number of parcels included in the package;
- **Summary weight (in kg)** – Specify the overall weight of the parcels included in the package in kilos;
- **Weight of the heaviest item (in kg)** – Specify the weight of the heaviest item included in the package in kilos;
- **Height of the tallest item (in cm)** – Specify the height of the tallest item included in the package in centimetres;
- **Length of the largest item (in cm)** – Specify the length of the largest item included in the package in centimetres;
- **Width of the longest item (in cm)** – Specify the width of the longest item included in the package in centimetres;

Pallets – Select this, if there are any pallets included in the package;

- **Number of pallets** – Specify the number of pallets included in the package;
- **Summary weight (in kg)** – Specify the overall weight of the pallets included in the package in kilos;
- **Weight of the heaviest item (in kg)** – Specify the weight of the heaviest item included in the package in kilos;
- **Height of the tallest item (in cm)** – Specify the height of the tallest item included in the package in centimetres;

 **Package**

Shipment type: Domestic International

Envelopes:
Number of envelopes:

Parcels:
Number of parcels:
Summary weight (in kg):
Weight of the heaviest item (in kg):
Height of the tallest item (in cm):
Length of the largest item (in cm):
Width of the longest item (in cm):

Pallets:
Number of pallets:
Summary weight (in kg):
Weight of the heaviest item (in kg):
Height of the tallest item (in cm):

Step 5: When all the information is filled in properly, click the button **#Arrange Pickup**, to finish the process.



4. How to Use

Packages list

Step 1: Packages for new orders appears in packages list only after the package labels are printed. In order to print the package labels and make package visible in packages list of **DPD Polska Sp. z o.o.** module, navigate to **Orders** tab (1) and click on **#Orders option** (2) in the main menu of PrestaShop BackOffice.

Step 2: In the orders list, click on the new order that will be shipped with DPD carrier.

ID	Reference	New	Customer	Total	Payment	Status	Date	PDF	Shop	Actions
130	XULYCFQAO		J. DOE	391,91 Lt	Cash on delivery (COD)	PREPARATION IN PROGRESS	03/19/2014 10:06:07		DPD Poland demo ps15	

Step 3: In order page bellow the customer information DPD module block (1) will be available, expand the block to display all settings by clicking on **#expand** button (2).

Order #130 (XULYCFQAO) - John DOE - Shop: DPD Poland demo ps15

Date: 03/19/2014 10:06:07 | Messages: 0 | New Customer Messages: 0 | Products: 1 | Total: 391,91 Lt

Preparation in progress Add

! Preparation in progress 03/19/2014 10:06:07

Customer information

Mr. John DOE (id: 1)
(user@email.com)

Account registered 03/18/2014 15:23:44
Valid orders placed 2
Total spent since registration 974,16 Lt

! DPD Polska Sp. z o.o. shipping expand

+ Current status

Action	Status
Labels printed	No
Manifest printed	No



4. How to Use

Step 4: This block contains settings that helps to create and print package labels.

- **Shipment mode** – Shipment mode is selected automatically as chosen by customer, however it is possible to change the shipment mode by selecting different mode from the dropdown menu (1).
- **DPD client number (Payer)** – default DPD client number is selected here as configured in module settings, however it is possible to choose different DPD client from the dropdown menu (2).
- **Valuable parcel** – specify the amount in the input field, to enable the service (3).
- **Printout format** – Choose the shipping labels printout format either **A4** or **Label Printer** options (7).

DPD Polska Sp. z o.o. shipping [collapse]

Shipment mode: DPD domestic shipment - Standard 1.

DPD client number (Payer): 1234 2.

Sender:

Company name: DPD Poland
Name and surname: DPD Poland
Street and house no.: 22 Płk. Dąbka Street
Postal code: 30732
City: Kraków
Country: Poland
E-mail: pub@prestashop.com
Tel. No. +48 12 298-15-00

Recipient:

Recipient address: My address - K.Donelaičio g. 62...

Company name: Invertus, JSC
Name and surname: John DOE
Street and house no.: K.Donelaičio g. 62 /V.Putvinskio g. 53-325
Postal code: 44248
City: Kaunas
Country: Lithuania
E-mail: user@email.com
Tel. No. +370 699 24625

Valuable parcel: PLN 3.

Leave blank if service is not needed

Additional shipment information:

Order ID: 130
Reference number 1
Invoice number: 35
Reference number 2

Group the products in your shipment into parcels
This module lets you organize your products into parcels using the table below. Select parcel number.

ID	Product	Weight	Parcel
5_10	iPod touch - Disk space : 16GB	0.000 kg	1 5.

Add product 4.

begin typing the first letters of the product name, then select the product from the drop-down list.

Manage parcels
Here you can change parcel parameters, create new parcels

Parcel	Content of parcel	Weight (kg)	Height (cm)	Length (cm)	Width (cm)	Dimension weight
1	5_10_3_6 Modified field	1.370000	0.000000	0.000000	0.000000	0.000

When adding new parcel: Additional fee will be charged by DPD PL depending on your DPD PL contract. Price for shipment that was shown to your customer always includes only one parcel per order. 6.

It will not be possible to edit shipment after printing labels. 7.

Printout format: A4 Label Printer 8.

Add parcel

Save and print labels

Current status

Action	Status
Labels printed	No
Manifest printed	No



4. How to Use

Step 5: To create the shipping label, select the **shipment mode** (1) and the **DPD client number** (2), or leave the default values.

Step 6: If valuable parcel service is required, enter the amount in **Valuable parcel field** (3).

Step 7: Below ordered products list is displayed. You can add new products by typing the product name in the input field (4) and clicking the button **#Add product**. Product information fields are updated automatically when adding new products, if field value is modified manually, notification **“Modified field”** appears and field values will not be updated for this label automatically, therefore this field will have to be edited manually for new products.

Step 11: DPD module's **Packages** list page contains the list of packages that have prepared labels and are ready for shipping. **Packages list** can be filtered by entering filter values to the fields above the packages list and clicking on the **#Button Filter** (2). List also has pagination controls (3) and action buttons (5).

Printout date	Order number	Package number	Number of Parcels	Receiver	Country	Postal code	City	Address	Actions
From:	To:								
2014-03-19 12:33:10	130	13369300000184	1	John DOE	Lithuania	44248	Kaunas	K.Donelaičio g. 62 N/Pulvinskio g. 53-325	
2014-03-18 15:39:57	129	13369300000183	1	John DOE	Lithuania	44248	Kaunas	K.Donelaičio g. 62 N/Pulvinskio g. 53-325	

Manifest printout | Label duplicate printout Label printer | Label duplicate printout A4

Step 12: Click on the package (4) to go to the **order page** where it is possible to edit the label.

Step 13: Select the packages and click on the **#Label duplicate printout Label printer** (5) to receive PDF with the labels in **Label printer** format for selected packages, or click on the **#Label duplicate printout A4** button (5) to get PDF with the labels in **A4 format**. **#Manifest printout** button (5) provides PDF with the manifest for selected packages. Once the manifest PDF is successfully generated, selected packages are moved from **Package list** to **Parcels history list** and new manifest appears in **Manifest list**.



4. How to Use

Manifest list

Step 1: To manage the manifest list click on the **#Manifest list** button (1) in the module main menu.

Step 2: Manifest list (1) can be filtered by entering filters values clicking on **#Filter** button (2) at the top of Manifest list. Also the pagination controls for the list is located at the top left of the Manifest list.

Step 3: To generate the manifest PDF for printing, click on the PDF icon (3) at the right of every manifest list element.

Parcels history

Step 1: To manage the parcels history click on the Parcels history button (1) in the module main menu.

Step 2: Parcels history list (1) can be filtered by entering filters values clicking on **#Filter** button (2) at the top of Parcels history list. Also the pagination controls (3) for the list is located at the top left of the Parcels history list.

Step 3: Clicking on the **#Preview icon** (4) redirects to the DPD shipment tracking system, where it is possible to track the shipment status.



4. How to Use

Shipment countries

Step 1: To manage the countries that are available for shipments, click on the **#Shipment countries** button (1) in the main menu of the module page. This page contains:

- **List of the countries** – list of the countries with ability to set the countries that are available for shipping;
- **List pagination controls** – Pagination buttons (2) to set the list elements amount per page and navigate between list pages;
- **List filters controls** – Filters (3, 4, 5) that provides the ability to filter the list of countries according to the country ID, country name, ISO code or status;
- **Bulk action buttons** – Bulk actions allows enable/disable multiple countries at once (6, 7).

ID	Country	ISO code	Enabled
1	Germany	DE	✓
2	Austria	AT	✓
3	Belgium	BE	✓
4	Canada	CA	✗
5	China	CN	✗
6	Spain	ES	✓
7	Finland	FI	✓
8	France	FR	✓
9	Greece	GR	✓
10	Italy	IT	✓

Step 2: To filter the list of countries just enter the country ID, name, ISO code or select the status filter (3) and click the Filter button (4). To reset existing filter click on Reset button (5).

Step 3: Customer can choose only from the countries that are enabled in Shipment countries list. To enable or disable the country for shipping, click on the red X symbol near the country ISO code. Red X symbol indicates that country is disabled and green check mark indicates that country is enabled.

Step 4: To enable or disable multiple countries at once, check the checkboxes of chosen countries at the very left of the Shipment countries list and click the bulk action buttons at the bottom of the list. Disable selection button (6) disables all selected countries and Enable selection button (7) enables all of the selected countries in the list.



4. How to Use

Prices import (CSV)

Step 1: To import shipping price calculation rules via CSV click on **#CSV prices import** button (1) in the main menu of module page. CSV prices import page contains following actions:

- **Upload CSV** – You can upload new shipping price calculation rules by importing the CSV file. (Important notice: Uploading CSV file overwrites all existing price rules!);
- **Download CSV** – You can download current shipping price calculation rules by exporting the CSV file;
- **Delete all prices** – You can delete current shipping price calculation rules.

DPD Polska Sp. z o.o. > CSV prices import

CSV prices import

1. **CSV prices import** button

2. **Choose File** button (Upload CSV)

3. **Download** button (Download CSV)

4. **Page 1 / 1 | Display 20 / 5 result(s)**

5. **Table Headers:**

Country	Cart price from (PLN)	Cart price to (PLN)	Parcel weight from (kg)	Parcel weight to (kg)	Parcel price (PLN)	Carrier	COD cost (PLN)
---------	-----------------------	---------------------	-------------------------	-----------------------	--------------------	---------	----------------

6. **Table Data:**

PL	0	0.2	0	0.5	0	1	
PL	0	30	0	0.5	0	2	0
PL	15	30	10	18.5	11	1	
GB	40	50	0	0.5	0	3	
*	100	500	0	0.5	0	3	

7. **Delete all prices** button



4. How to Use

Prices import (CSV)

Step 2: Click the **#Browse** button (2) and select the CSV files containing shipping price calculation rules.

Step 3: When file is selected click on **#Upload** button (3) to upload the CSV file.

Step 4: After file upload is complete, the list of price rules appears at the bottom of the screen (4). It is possible to select how many list elements You want to see in one page and also use pagination at the top left of the list (5).

Step 5: To delete all current price rules, click on **#Delete all prices** button (7) at the bottom left of the page.



4. How to Use

Order list

You can reprint labels without moving into each order separately. Labels printing contains following actions:

- **Print single label** – You can print a label for single order.
- **Print multiple labels** – You can select multiple orders and print PDF document with all labels from selected orders.

ID	Reference	New	Customer	Total	Payment	Status	Date	PDF	Actions
2	MWABIFFGP		R. Invertus	\$1,172.57	Bank Wire	AWAITING BANK WIRE PAYMENT	10/17/2016 03:05:15		
1	XKBKNABJK		J. DOE	\$626.37	Chéque	AWAITING CHEQUE PAYMENT	10/17/2016 02:57:45		

Step 1: Mark the **checkboxes** at needed orders in Orders list (1).

Step 2: Choose whether to reprint **A4 format** or **label format** labels (2). A single PDF file with needed labels should be prepared to download.

Step 3: Click on PDF icons at each order to reprint a single **A4 format** or **label format** label for each order separately(3).



4. How to Use

Label regeneration and reprint

You can modify shipment and reprint labels for each order separately. Labels printing contains following actions:

Step 1: When a label is saved, You can **print the same label** again by clicking on “**Print labels**” button (2).

Step 2: You can make modifications in DPD block and **save shipment** with new information by clicking on “**Save**” button (3).

Step 3: You can make modifications in DPD block, save shipment and **regenerate label** with new information by clicking on “**Save and print labels**” button (4).

Manage parcels
Here you can change parcel parameters, create new parcels

Parcel	Content of parcel	Weight (kg)	Height (cm)	Length (cm)	Width (cm)	Dimension weight
1	4_0	0.750000	0.000000	0.000000	0.000000	0.000

Add parcel

Printout format: A4 Label Printer

1. **2.** **3.** **4.**

Print labels **Save** **Save and print labels**

▼ Current status

Action	Status
Labels printed	No
Manifest printed	No

Labels printing is compatible with both **A4** and **label** printout formats (1).



4. How to Use

Additional settings

You can set specific additional settings once in order to have their default values pre-filled in order management page.

- Declared value – if setting is checked, Declared value field is visible in Order management page.
- Return parcel - Return parcel information is printed in label.
- Return documents - Return documents information is printed in label.
- Ref1 – default field value visible in order management page; recommended: Order ID.
- Ref2 – default field value visible in order management page; recommended: Invoice ID.
- CustomerData1 – additional order information field default value in order management page.

ADDITIONAL SETTINGS

Declared value:

Return parcel:

Return documents:

Ref1: None
 Dynamic

Ref2: None
 Dynamic

CustomerData1: None
 Dynamic
 Static

Save