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History of Document Versions

Version	Date	Comment	Amended by
1.0.0	31-Mar-2015	First edition	UAB "BaltiCode"
1.0.1	20-Apr-2015	Presentation of updated samples of shipping labels and manifests; amendments of functionality list.	UAB "BaltiCode"
1.0.2	13-Oct-2015	A chapter on system requirements was added.	UAB "BaltiCode"
1.0.3	27-Jan-2016	A functionality for distinction of API customers by shops (views) – was added to the description of functions on Page 2.	UAB "BaltiCode"

Definitions

- VENIPAK API is an active programming interface enabling a trader to forward shipping details, print package labels and manifests from VENIPAK. It also enables calling a courier without leaving Magento's administration panel.

Description of Functions

- Customers are welcome to use the services of VENIPAK's courier service throughout Lithuania, Latvia, and Estonia.
- Traders, having concluded an electronic servicing contract with VENIPAK, will be able to forward package details to VENIPAK's server and print a VENIPAK's PDF shipping label from Magento's administration panel.
- Traders, having concluded an electronic servicing contract with VENIPAK, will be able to forward package details to VENIPAK's server and print a VENIPAK's PDF shipping cargo declaration (also known to as shipping manifest) from Magento's administration panel.
- Traders, having concluded an electronic servicing contract with VENIPAK, will be able to call VENIPAK couriers for collection of packages by using Magento's administration panel.
- Traders will be able to determine different shipping prices, maximum weight limits of packages, and a price range entitling to free shipment for each sending country individually.
- The Module also enables to establish different supply warehouses where couriers can pick up orders.
- Using different API log-ins for each shop view is also possible. For instance, if you have different managers for different countries, who supervise shops, it is easier for them to supervise the operations on their shops. Selecting a view of a certain shop enables to enter individual API log-in data. If you use only a single web interface (single log-in), then the data must be entered on a general (default) view.

Application Possibilities

- Traders' ability to manage orders includes forwarding shipping data to VENIPAK and printing VENIPAK's shipping labels and cargo declarations without leaving Magento's administrator's control panel.
- In case of having one or more packages, traders can call a courier for collection of the items.
- Traders may indicate more than one product warehouse where couriers should pick up packages.
- Traders may differentiate between shipping prices, maximum weight limits of packages, and a price range entitling to free shipment for each sending country individually.

System Requirements

Supports PHP version starting with Version 5.4.

Magento Requirements

Operation Module is functional with the following versions of Magento:

- 1.4.x.x.
- 1.5.x.x.
- 1.6.x.x.

- 1.7.x.x.
- 1.8.x.x.
- 1.9.x.x.

Installation and Configuration

The installation procedure consists of two important steps: uploading of work files to the system's server via FTP and proper settings of the system.

Different tools can be used for uploading files to the system's server, however, we recommend or .

Module Installation on Magento's Electronic Trade System

Installation of the Module is not complicated, all it takes is to transfer file catalogues to the root catalogue of the system. Then please follow the installation steps listed below:

- If you received the Module in the form of a zip archive, you need to extract it first. Following this action you should get two Module catalogues "app" and "js";
- Upon activating your file transfer program (e.g., "FileZilla"), transfer the two catalogues you found in the root catalogue of Magento's System. Upon transfer all files are in their designated places.

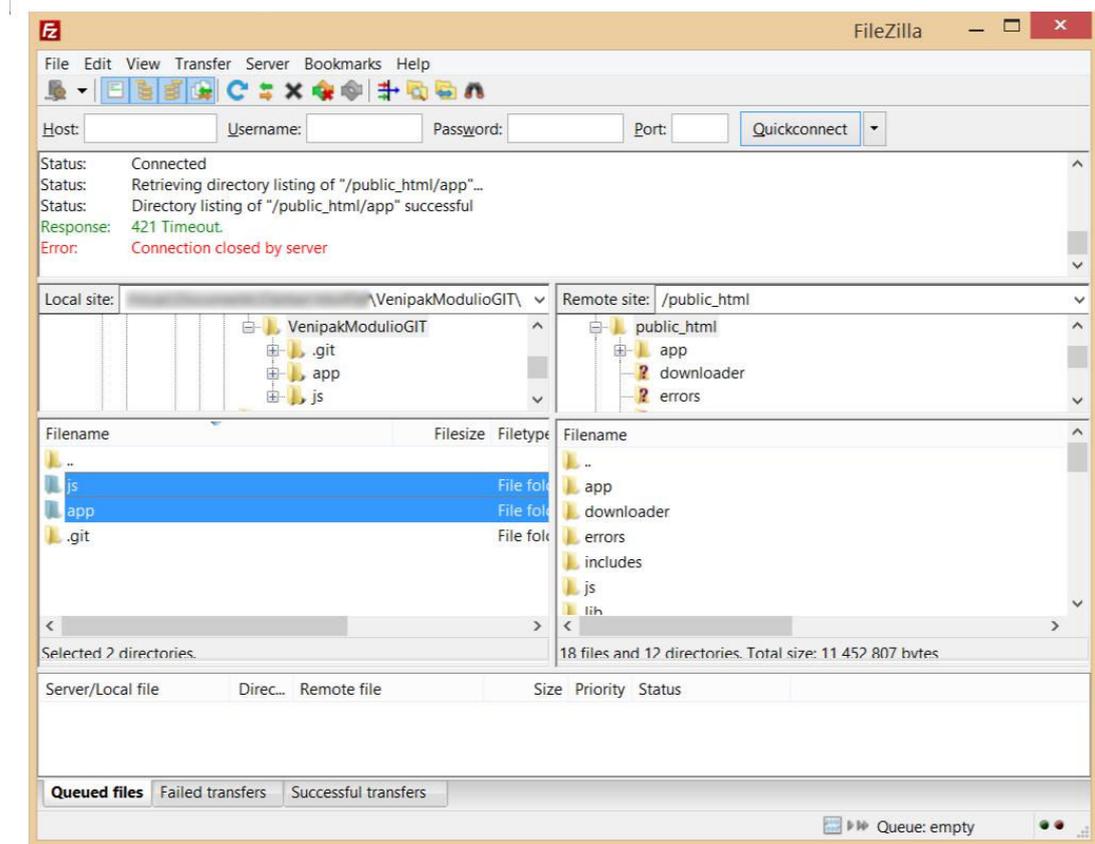


Image 1: File transfer with FileZilla

You will find a Module setting form in the system settings (System > Configuration > Shipping Methods > Venipak) upon installation of Magento's administration panel.

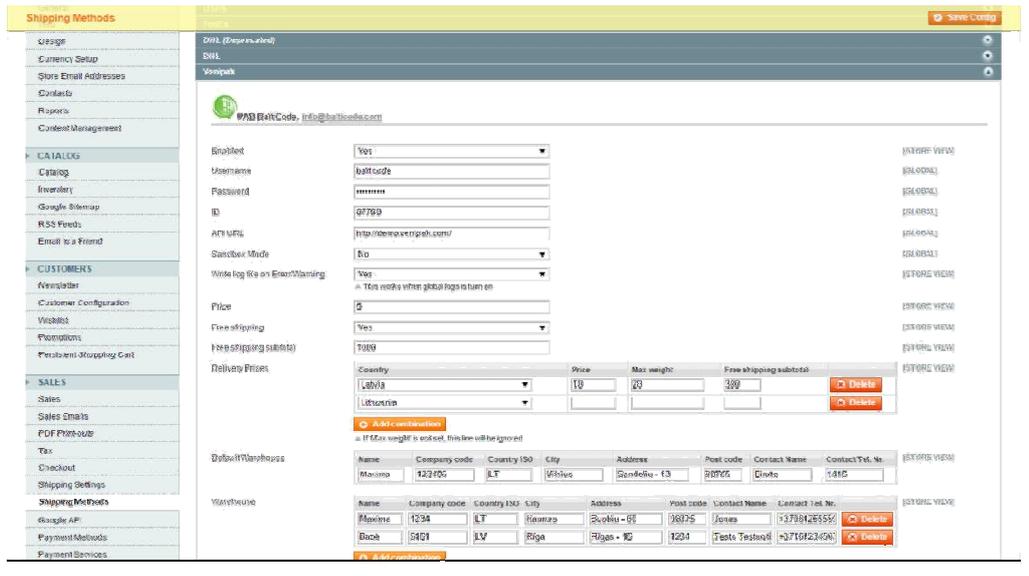


Image 2: Module setting display

Two new controllers should appear in the order lists:

- Courier call button;
- Two new actions with marked orders;

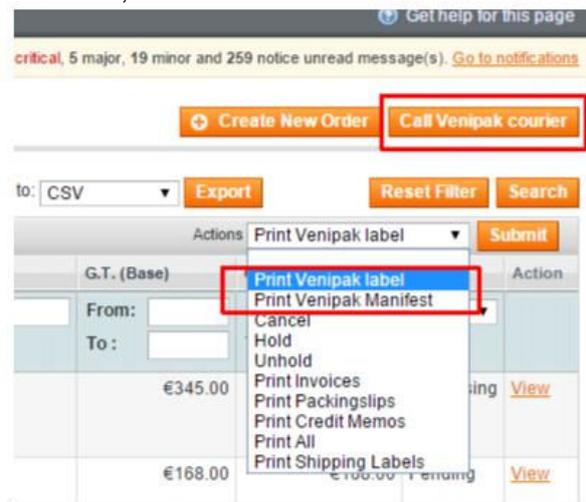


Image 3: New actions on the order list.

- An additional cache appears on the order form designed for management of VENIPAK's settings

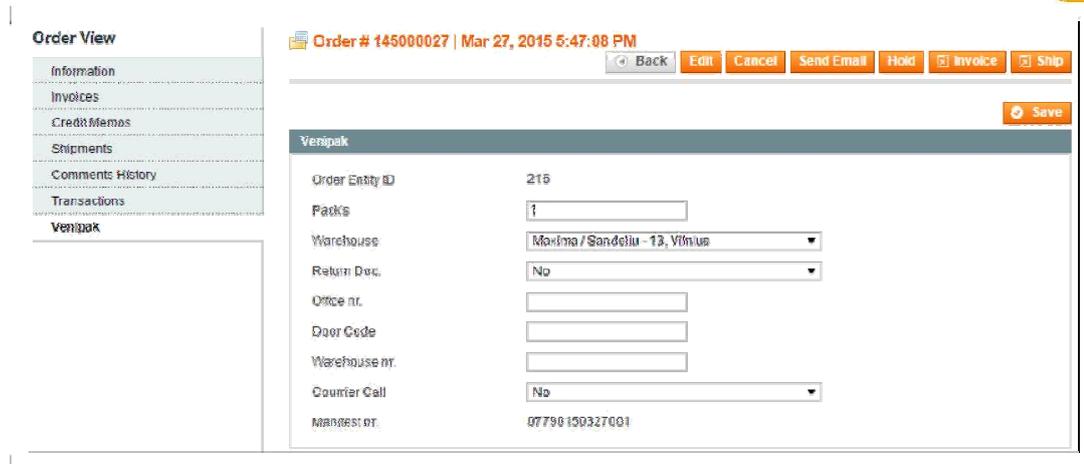


Image 4: Display of additional order shipment setting panel.

Configuration

A properly installed Module generates a VENIPAK shipping method at this point of the administration panel (e.g., "Image 2"):

System > Configuration > Shipping methods > VENIPAK

As it has already been mentioned in the previous section, additional VENIPAK controllers are generated in the order list and individual order displays.

The next section provides descriptions of the controllers on the setting form (a fragment of the form can be seen on "Image 2").

Clarifications of the General Settings of the Shipping Method

This subsection provides descriptions of the meanings of VENIPAK's shipping method settings which can be accessed via the administration panel: System > Configuration > Shipping methods > VENIPAK.

No.	Name	Description
1.	Enabled	This setting is designed for enabling or disabling VENIPAK's shipping method on the e-shop.
2.	Username	Log-in name assigned by Venipak for accessing shipping management system.
3.	Password	Password assigned by Venipak.
4.	ID	Identification number assigned by Venipak.
5.	API URL	URL address accessed by VENIPAK's shipping module for sending and receipt of data. A demonstrative address is used by default. However, in actual cases - should be used.
6.	Sandbox Mode	It enables to set a special Module operation mode, when all requests addressed to VENIPAK's server are interpreted as test ones.
7.	Write log file on Error/Warning	This setting enables to enter Module log, which can be accessed on e-shop's "var / log" catalogue of the file server's root catalogue.
8.	Price	Total delivery price. This price is used in cases when no delivery countries have specified on table "Delivery prices". The field value is also not applicable, when the delivery country is other than the one selected on the addresses on the settlement step.
9.	Free shipping	A general setting enabling/ disabling free shipping. The setting is used under the same conditions as the "price" field.
10.	Free shipping subtotal	Total free shipping price a shopping cart as the point when shipping becomes free. The setting is used under the same conditions as the "price" field.
11.	Delivery Prices	Setting of delivery parameters based on country enabling users to add a new country by pressing button "Add Combination". It also enables to remove a

		created combination by selecting "Delete" button.
11.1.	Country	Delivery country.
11.2.	Price	Price based on the selected country.
11.3.	Max. weight	Maximum package weight based on the selected country.
11.4.	Free shipping subtotal	Total order sum as the point when delivery is free.
12.	Default Warehouse	Information on the main warehouse of the e-shop, where couriers can pick up packages, is entered on this table.
12.1.	Name	Warehouse name
12.2.	Company code	Company code
12.3.	Country ISO	Country's ISO code
12.4.	City	City
12.5.	Address	Address
12.6.	Post code	Post code
12.7.	Contact Name	Name of the contact person
12.8.	Contact Tel. Nr.	Telephone number for contacts
13.	Warehouse	VENIPAK Module enables to enter more than one warehouse. This enables to select a warehouse for collection of packages. This is convenient for sellers with multiple supply warehouses. The meanings of warehouse fields are the same as the ones on Table "Default warehouse".
14.	Label format	VENIPAK Module enables to select out of two package label formats. "A4" fits in up to 4 package labels on a single A4-size sheet. 100x150 is a special format designed for special printers used for printing labels.
15.	Ship to applicable countries	In this case two options are available: "All allowed countries" or "Specific countries". In the first case the shipping method is available for all countries set on the e-shop. In the second case a setting "Ship to Specific countries" appears enabling to select only those countries where the shipping method is available.
16.	Ship to Specific countries	Holding "Ctrl" (or "Cmd" in case of Mac computers) enables selecting those countries where VENIPAK's delivery method is available.
17.	Return a signed document	When a package is delivered to a consignee, sometimes he/ she may be required to provide a document proving its receipt. This setting informs VENIPAK that the owner of the e-shop requires this document.
18.	Courier called before shipment delivery	This setting informs VENIPAK that the owner of the e-shop would like for the courier to call before delivery of the package.
19.	Package type	Here two options are available: "Per Items" or "Per order". In the first case each item is interpreted as a separate purchase from each order. In this case each package gets an individual package label. In the second case a package covers the entire order and a label is generated only for the entire order.
20.	Enable extra fields	These settings enable showing additional fields for the buyer in the payment step.
20.1.	Delivery time	Delivery time
20.2.	Door code	Door code
20.3.	Office Nr.	Office/Room number
20.4.	Warehouse	Warehouse
20.5.	Call before delivery	If this setting has been enabled, the buyer is able to select an option requiring the courier to call before delivery of the package.
21.	Allowed delivery times	This enables selecting delivery times suggested to the buyers of the e-shop.

Settings of Shipping Method per Each Order

The previous sub-section provides a description of the general shipping method settings, which may be used globally as well as per each shop operating in the Magento's environment individually. However, an additional set of settings exist along with each order. They enable selecting respective shipment method parameters for each order.

Open any order out of the order list and go to card titled as "Venipak" in order to access shipment method parameter form:

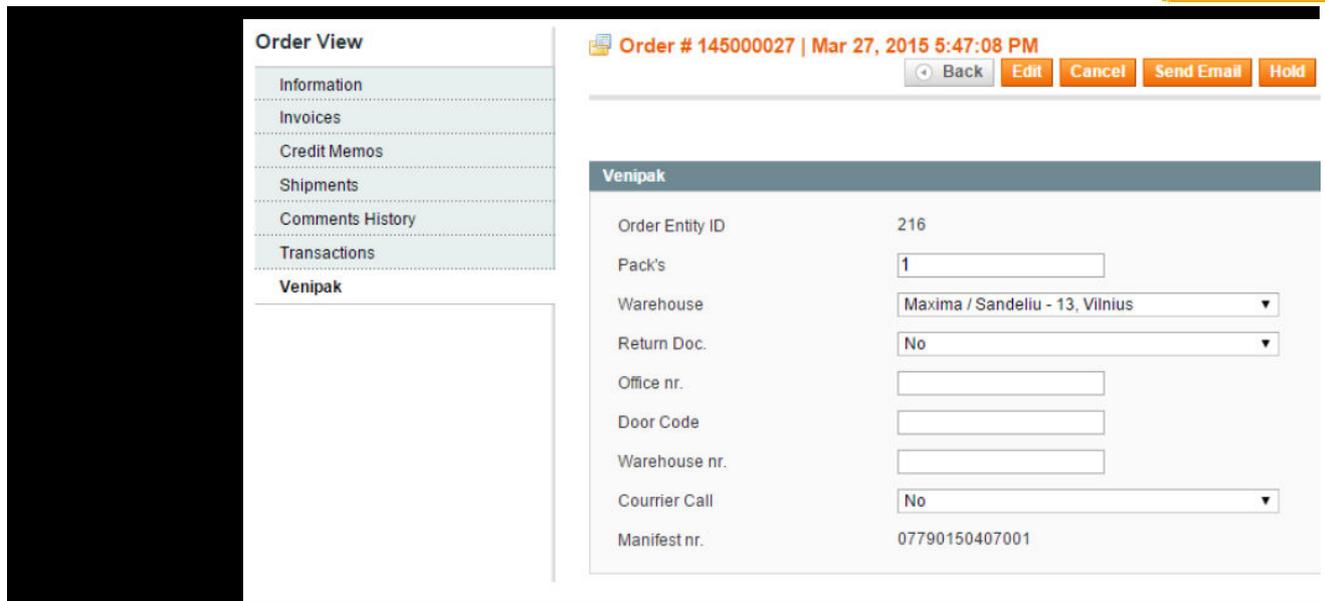


Image 5: Venipak settings form in the order form

Description of each setting is specified below:

No.	Name	Description
	Order Entity ID	Order number on Venipak Module database table.
	Pack's	Package number.
	Warehouse	Warehouse. This enables changing the warehouse where a courier should pick up the packages for this order
	Return Doc.	This sets, if documents should be returned to the buyer.
	Office nr.	Office number where the package should be delivered.
	Door Code	Building door code.
	Warehouse nr.	Warehouse number.
	Courier Call	This enables selection, if the courier needs to notify the customer via telephone before delivery.
	Manifest nr.	Number of the related manifest where the details of this order should be included in.

The administrator of the e-shop must be aware that all changes will become effective only upon pressing button "Save".

It is important to take note that at the moment when the administrator of the e-shop prints the order label or manifest, this setting form becomes inactive and its parameters can no longer be modified.

Instructions for Using the Module

Please find the instructions on how to use the basic functions of the Module below. These functions work properly provided that the Module settings are correct and it is compatible with the e-trade platform.

Printing of Shipping Labels

VENIPAK Shipping Module enables printing labels for the selected orders on a set format sheets.

Before printing labels, it is useful to know:

- There are two formats available for printing labels: on an A4-size sheet or as 100x150 mm size labels. Selection of this format is available at the general system settings (System > Configuration > Shipping Methods > Venipak > Label Format).
- There is an option for printing an individual label: for each order or for each purchase of the order separately. This can be set in the system settings (System > Configuration > Shipping Methods > Venipak > Package type).

The following actions need to be taken in order to print labels for one or several orders:

1. Log-in to the e-shop's administration environment;
2. Go to the section of orders: Sales -> Orders;
3. Mark the required number of orders;
4. Select Venipak label printing out of action menu and press "Submit"

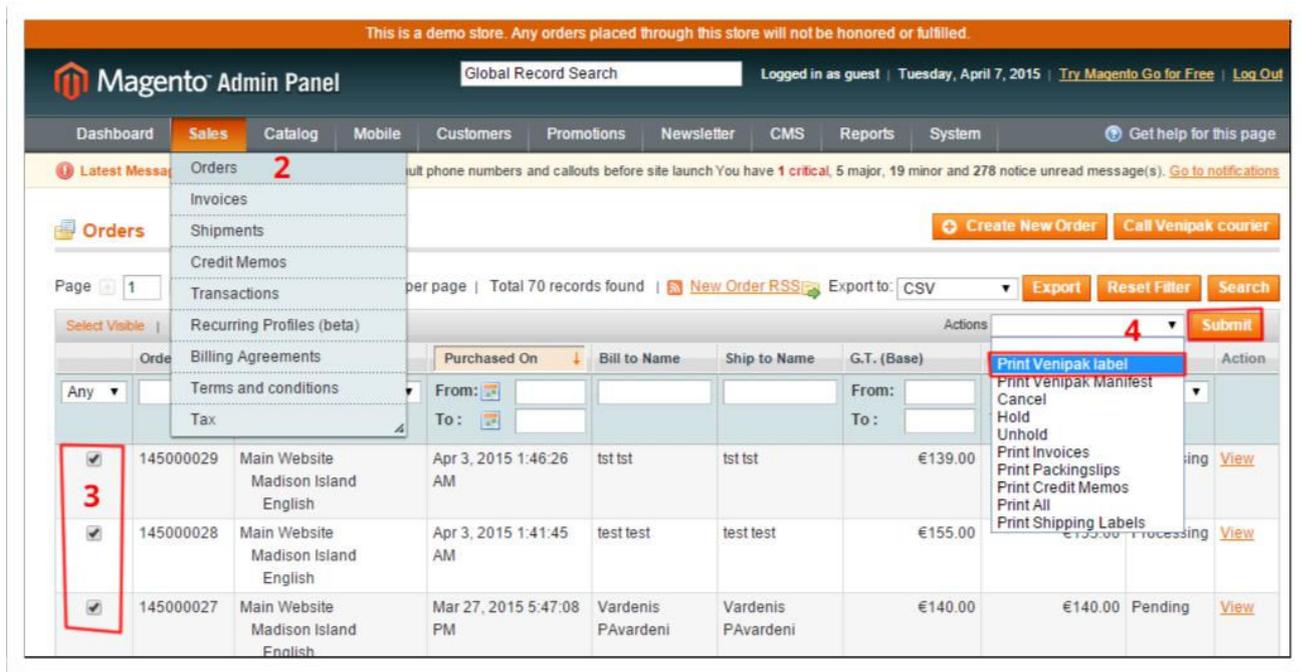


Image 6: Sequence of printing package labels.

As a result, a PDF file with labels for the selected orders is sent.



Image 7: A sample of package labels.

Printing of Cargo Declaration, also Known as Manifest

VENIPAK Shipping Module enables printing cargo declarations of the selected orders.

The following actions need to be taken in order to print this type of declaration:

1. Log-in to the e-shop's administration environment;
2. Go to the section of orders: Sales -> Orders;
3. Mark the required number of orders;
4. Select Venipak label printing out of action menu and press "Submit"

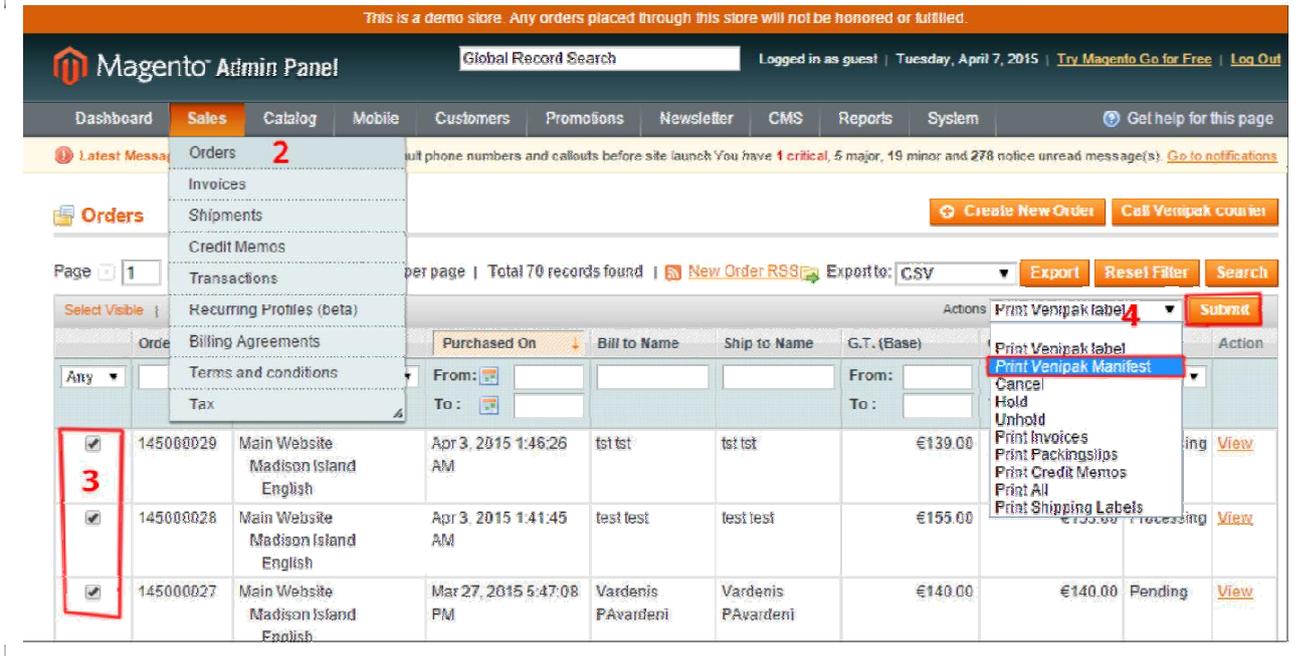


Image 8: The procedure of Manifest printing.

As a result, a manifest with all orders for that day is sent:

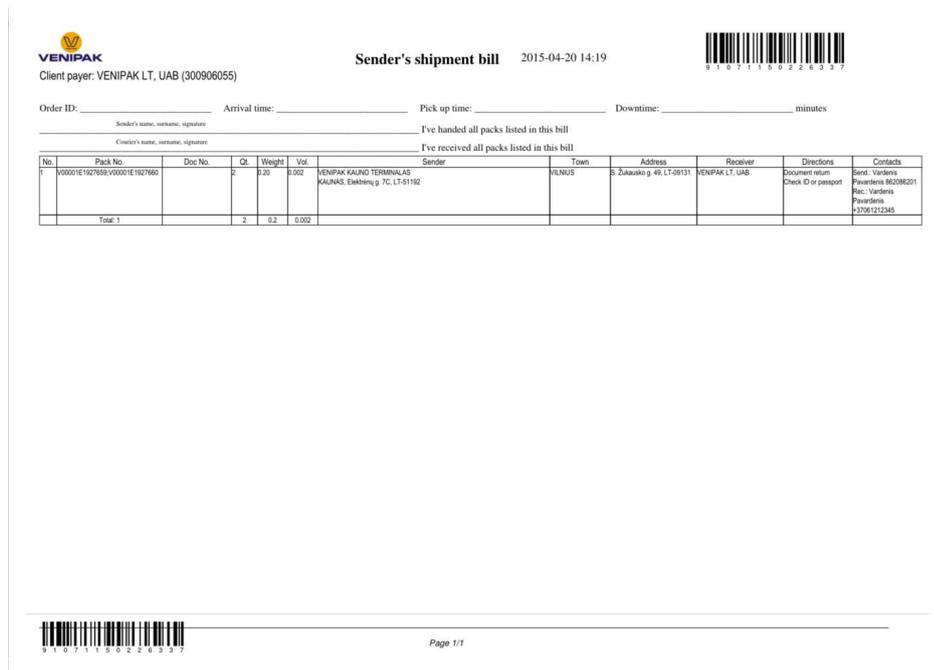


Image 9: A sample of Manifest

Calling Couriers

The following actions need to be taken in order to call a courier:

1. Log-in to the e-shop's administration environment;
2. Go to the section of orders: Sales -> Orders;
3. Upon pressing the button "Call Venipak courier" on the list of orders:

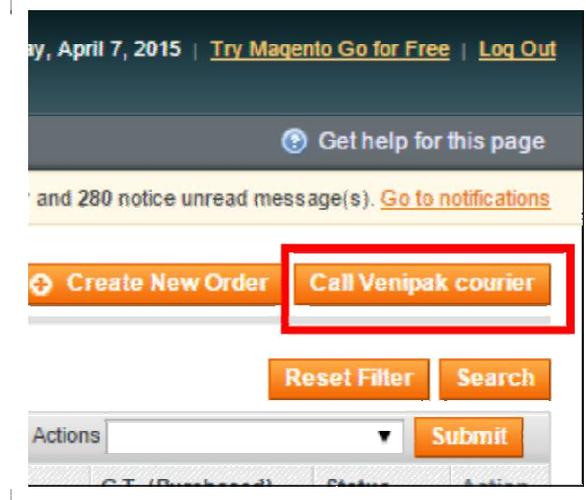


Image 10: A button for calling a Venipak courier.

a new window with shipping parameter settings is displayed:

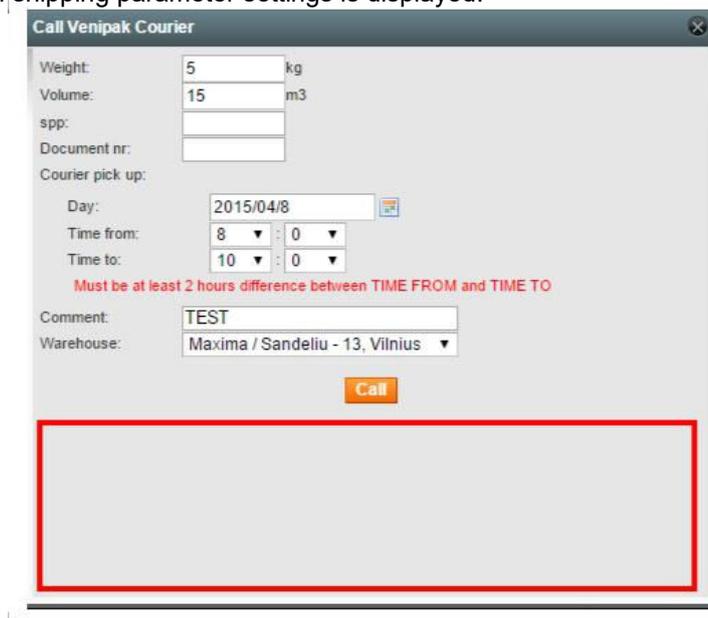


Image 11: Window for calling a courier. Calls for a courier for the current day are presented on the section marked in red.

4. The following parameters may be set on the courtier form:
 - a. Weight – mandatory field indicating total shipment weight;
 - b. Volume – mandatory field indicating total shipment volume;
 - c. Spp – package names, for instance: 2 boxes or one pallet. This field is not mandatory;
 - d. Document nr. – number of the document related to the shipment. This field is not mandatory.
 - e. Courier pickup:
 - i. Day – mandatory field indicating courier arrival date;
 - ii. Time from – controllers enable selecting the time when the shop administrator will become available for meeting the courier;
 - iii. Time to – controllers enable selecting the time by which the shop administrator will be available for meeting the courier. It is important to make sure that the gap between the time indicated here and the time indicated as “Time from” is at least two hours.
 - f. Comments – a field for a brief comment;

- g. Warehouse – enables selecting a warehouse where the courier should go. Warehouse settings can be accessed via the general Module settings (System > Configuration > Shipping Methods > Venipak > Warehouse).
5. Button “Call” should be pressed upon filling in all setting fields. If the call for a courier was successful, a respective notice is displayed:



Image 12: A notice of a successful call for a courier.

The section marked in red, as shown in Image 11, indicates calls for a courier made on the same day. This serves as a reference for the time convenient for calling a courier next time on the same day.

Attention. When setting a time and date for calling a courier, it is necessary to take into account that, by default, the date of the current day is selected, whereas the value indicated in the field “Time from” is 8:00. If it is past this time and these parameters are used for an attempt to call a courier, the system will display a notice of error. It is necessary to make sure that the selected time is always a time in future, even if this requires transferring the call for a courier to the next day.

Module Maintenance

If you encounter any problems in relation to using this Module, please contact its developers via e-mail .