

Documentation for Venipak (Prestashop Platform)
Delivery Module
Version 0.1

www.dinaminis.lt, info@dinaminis.lt

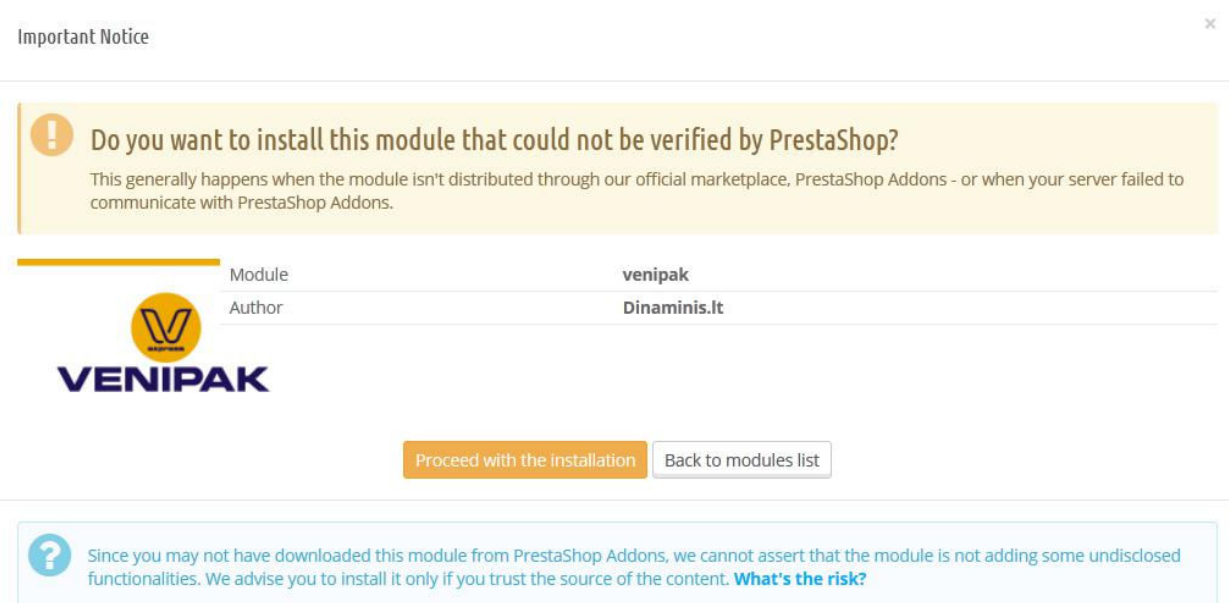
Installation

1. Make a backup copy of the shop (it is not mandatory, however, it is recommended).
2. Transfer “Venipakcarrier” directory to “Modules” directory at your “Prestashop” installation by using a FTP client of your choice, for instance, “Filezilla”.
3. Open your e-shop’s administration panel and go to Section “Modules”.
4. Find “Venipak” Module:



And select “Install”.

5. If a warning window opened, press “Proceed with installation”:



6. Fill in the required information on the displayed configuration window.

Updating

It is sufficient to simply upload new module files, unless specified otherwise.

Maintenance

In case of any uncertainties regarding operation of the Module, please contact: www.dinaminis.lt
| +370 620 51 205 | info@dinaminis.lt

Configuration

Clarification of Fields on Administration Window

Configuration window for Delivery Module:

API URL	<input type="text" value="http://demo.venipak.com"/>
API Login	<input type="text" value="dinaminisdemo"/>
API Password	<input type="text" value="dinaminisspass"/>
API ID	<input type="text" value="07789"/>
Set last used PACK ID	<input type="text" value="No"/>

Clarifications of Variable Values

Show "return accompanying documents"	<input type="text" value="Yes"/>
Show "Check ID"	<input type="text" value="Yes"/>
Show "Select sender location"	<input type="text" value="Yes"/>
Enable C.O.D.	<input type="text" value="No"/>
Order status after saving	<input type="text" value="Venipak - saved"/>
Format of labels	<input type="text" value="a4"/>
Show available delivery types?	<input type="text" value="Yes"/>
Show door code input?	<input type="text" value="Yes"/>
Show office number input?	<input type="text" value="Yes"/>
Show warehouse number input?	<input type="text" value="No"/>
Show call before delivery input?	<input type="text" value="Yes"/>
Available delivery types	<input type="text" value="Standard"/>

Settings:

No.	Name of the variable	Description
1	API URL	URL address accessed by Venipak's Module system. Testing with a demo system http://demo.venipak.com . Operative API address - https://go.venipak.lt/
2	API Login	Log-in name assigned to you upon signing of the contract.
3	API Password	Password assigned to you upon signing of the contract.
4	API ID	Unique API identification number assigned to you upon signing of the contract.
5	Set last used PACK ID	This field is used when the Module is saved not for a new client (API ID has already been used). This may be indicated by error "42: Pack number PACK_NO is in use already" displayed at the time of saving order information for Venipak system (see Item "Printing of Package Labels"). Upon changing it into "Yes" a field "Pack No. (last 7 digits)" is displayed below. It is reserved for entering the last number of the used package.

Additional functions:

5	Return accompanying documents	Return signed documents.
6	Check ID	Check the consignee's documents before handing over the package.
8	Show Select sender location	Whether to show a delivery address on the generated label
9	Enable C.O.D.	Enable payment in cash fields on the internal page of the order. Payment in cash works with the regular (default) C.O.D Module. Note: A respective payment module must be enabled manually. By default "Cash on delivery" payment module has been entered on Prestashop.
10	Order status after saving	Status of saving shipment information. The system changes to this status when a shipment has been saved.
11	Format of labels	Measurements of generated labels: A4 or 150x100 mm
12	Show Available delivery types	Whether to show the buyers available time options for delivery. Selection of delivery times for customers is available in Item 16.
13	Show Door code	Whether to enable customers to enter their building door code.
14	warehouse number	Whether to enable customers to enter their warehouse number.
15	call before delivery	Whether to show available options requiring the courier to contact before delivery of the package.
16	Available delivery types	Preferable delivery time for the customers. <ul style="list-style-type: none">• Standard – the next working day• Same working day• Next working day till 10:00• Next working day till 12:00• Next working day 8:00-14:00

		<ul style="list-style-type: none">• Next working day 14:00-17:00• Next working day 18:00-22:00• Next working day after 18:00• On Saturday
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Warehouses

Adding warehouse contact information is mandatory. Couriers would pick up prepared packages from these warehouses. This Module enables having several different warehouses (addresses) for collection of packages.

A new warehouse may be added on the setting page of the Module by pressing the “plus” icon.



Warehouse contact fields:

Address title	<input type="text"/>
Company name	<input type="text"/>
Company code	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Country	<input type="text" value="LT"/>
Postcode	<input type="text"/>
Phone number	<input type="text"/>
Contact person	<input type="text"/>
Make default	<input type="text" value="No"/>

1	Address title	Name of the warehouse for internal use. This field can be seen by the administrators of the shop only.
2	Company name	Company name
3	Company Code	Company code
4	Address	Pick-up address
5	City	City
6	Country	Country
7	Postcode	Post code. LT, EE, PL – 5 figures, LV – 4 figures
8	Phone number	Telephone number
9	Contact person	Contact person
10	Make default	Is it the default warehouse?

Important: Fields 1-9 are mandatory.

Senders

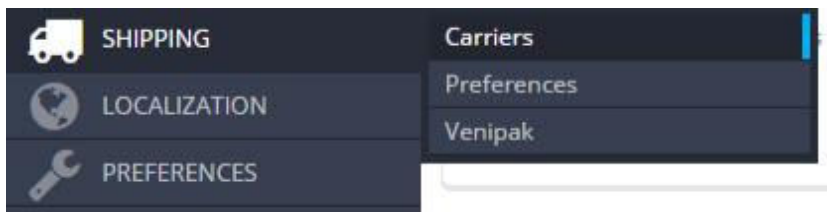
Important: Information on the Sender should be filled in only in cases when you prefer not specifying the actual address of the warehouse. For instance, if you prefer specifying the address of the registered office (office).

Information fields are identical to the ones in the warehouse section.

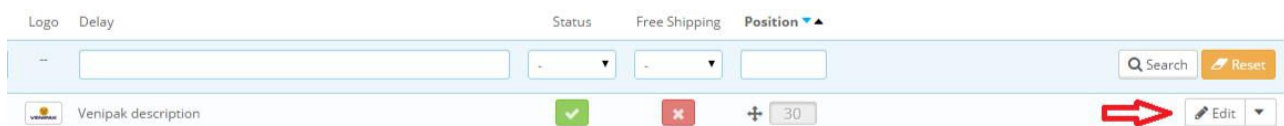
Configuration of Shipping Prices

Venipak shipping prices are set by using the regular (*default*) Prestashop method.

Price setting is selected on the main administration window: Shipping → Carriers



Select Venipak shipping method and press → Edit



This window (Shipping locations and costs) enables setting:

- Free shipping.
- Price ranges based on the total sum.
- Price ranges based on package weight.
- Price setting based on specific countries or regions.

Press “Finish” when you are finished making adjustments and settings.

Instructions for Using the Module

You may start using this Venipak Module upon completion of all installation and configuration stages listed above.

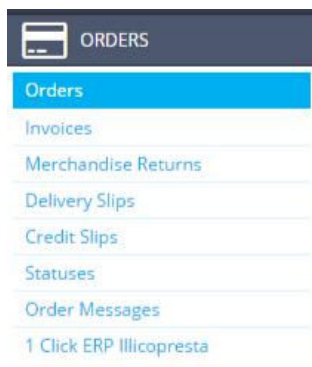
Printing of Package Labels

There are several available options for printing package labels: within the order window, on Venipak Module control panel, and on manifest/ order history page.

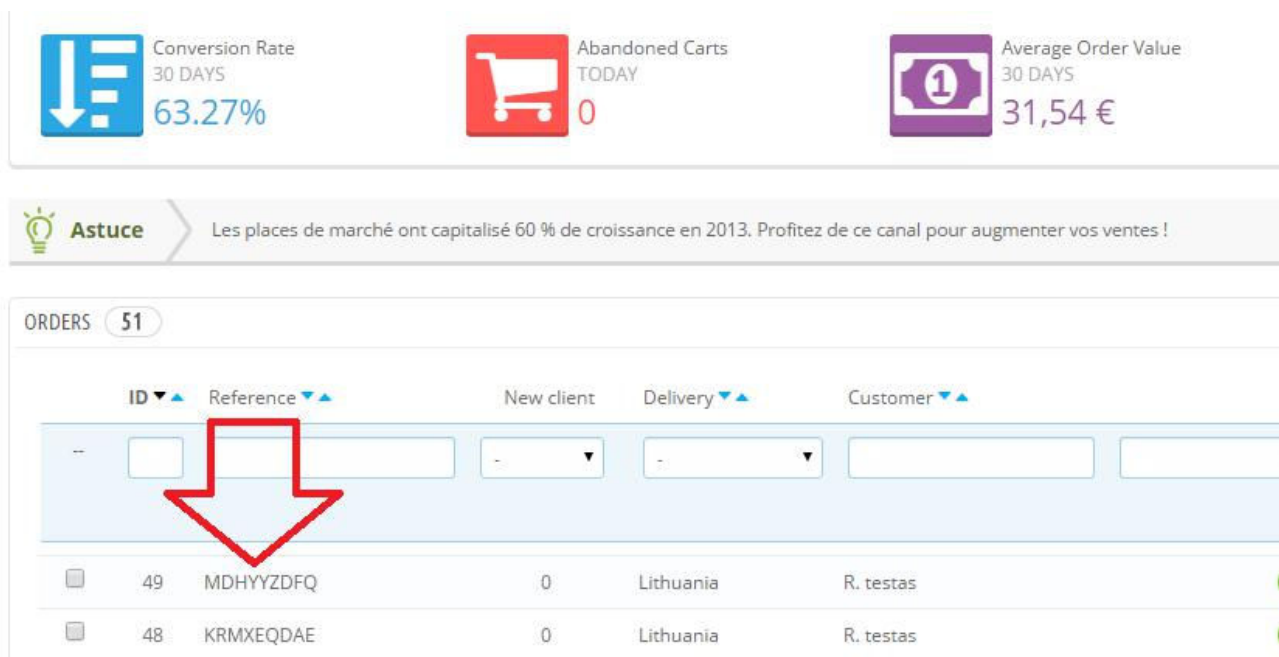
Package preparation within the order window:

If the customer selected delivery by Venipak’s couriers, Venipak’s shipment processing information fields are displayed on the order window.

Orders → Orders appear on the Administration panel.



Click on the order, which would be delivered by Venipak’s courier:

A screenshot of the Venipak Module dashboard. The top section shows three key performance indicators: Conversion Rate 30 DAYS at 63.27%, Abandoned Carts TODAY at 0, and Average Order Value 30 DAYS at 31,54 €. Below this is an "Astuce" (tip) banner with a lightbulb icon and the text: "Les places de marché ont capitalisé 60 % de croissance en 2013. Profitez de ce canal pour augmenter vos ventes !". The main section is titled "ORDERS 51" and contains a table of orders. A red arrow points to the "Reference" column of the table.

ID	Reference	New client	Delivery	Customer
--		-	-	
<input type="checkbox"/>	49 MDHYYZDFQ	0	Lithuania	R. testas
<input type="checkbox"/>	48 KRMXEQDAE	0	Lithuania	R. testas

Venipak Module fields appear within the order. These fields and additional services are set in the Module configuration stage, thus any services not used may simply be disabled.

VENIPAK

Packets: <input type="text" value="1"/> Weight: <input type="text" value="1"/> C.O.D.: <input type="text" value="Yes"/> C.O.D. amount: <input type="text" value="64.130000"/> Pickup address: <input type="text" value="Dinaminis Kauno Sandelys"/>	Delivery option: <input type="text" value="Standard"/> Return documents: <input type="text" value="No"/> Check recipient ID: <input type="text" value="No"/> Siuntėjas: <input type="text" value="LT adresas"/> Package preparation time: <input type="text" value="2015-04-12"/>
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Basic shipment settings:

No.	Name of the variable	Description
1	Packets	Specifies how many packets would make the shipment. The number of labels is generated based on this setting.
2	Weight	Specification of the total package weight. Venipak Module adds up the weight values of all items automatically, so that there would be no need for additional setting.
3	Pickup address:	Package pickup address (your warehouse)
4	Delivery option	Delivery time for the customer.
5	Package preparation time	Package preparation time. This enables package preparation 5 days ahead. Creation of a future package results in creation of a new package list (manifest).

Additional Services and Options:

Venipak enables to provide additional services and prepare a package with more detailed information.

6	C.O.D	Payment in cash – selected/ not selected
7	C.O.D Amount	Amount for payment in cash
8	Sender	Indication of other sender’s contact information. The label indicates a different sender, nevertheless the courier picks up from your warehouse.
9	Comment – door code	Customer’s door code
10	Comment - office no.	Customer’s office No.
11	Comment - warehouse number	Customer’s warehouse No.
12	Comment - call before delivery:	Should the courier call before delivering the package?
13	Return documents:	Should signed documents be returned?
14	Check recipient ID:	Should the customer’s identification documents be checked?

Upon filling in the required fields, press “Save” – information is saved and a label will be printed

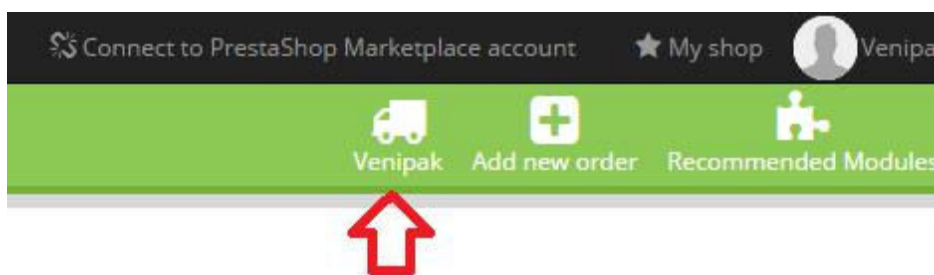
later, or press “[Print labels](#)” – information is saved and a generated PDF label is sent.

Important: Upon pressing “Save” or “Print labels” data is forwarded to Venipak and the fields become no longer active (disabled). Amending and changing package information is no longer an option. This can be done by logging in the internal Venipak’s system.

Sender: MB Dinaminis Bitas, M. Valančiaus g. 11, KAUNAS, LT-44275; Žilvinas Gramauskas +37065656565	 www.venipak.lt
Print date: 2015 04 12 15:41 Goods: E paslaugos	Directions:
Pack numeration: 1 1	
Shipment No.: 003566481 Client shipment No.: Shipment Doc.No.: Pack Doc.No.:	
Receiver: Rokas testas kazinau 66-5, KAUNAS, LT-94101 Rokas testas +37065656565	
 V 0 7 7 8 9 E 0 0 0 0 0 5 4	
Route: 03008	

Venipak's Shipment Control Panel

This control panel is available on the Administration Panel at the upper corner of the page Orders.



Click on this icon in order to open Venipak's Control Panel:

A screenshot of the Venipak Shipment Control Panel interface. The panel has a white background and a dark grey border. At the top, there are four tabs: 'DINAMINIS KAUNO SANDELYS' (selected), 'DINAMINIS VILNIAUS SANDELYS', 'TEST 55', and 'KLAIPĖDOS'. Below the tabs, there is a search bar with a magnifying glass icon and the text 'Call courier'. The main content area is titled 'List of active orders:'. It contains two sections of active orders. The first section is for the date '2015-04-08' and order ID '07789150408203', with a blue button labeled 'PRINT AND CLOSE MANIFEST'. Below this is a table with columns: Reference, Packs no., Customer, Amount, and Payment. The table lists five orders, each with a checkbox, a reference number, '1' pack, 'R. testas' customer, and a green amount box. The second section is for the date '2015-04-07' and order ID '07789150407204', with a blue button labeled 'PRINT AND CLOSE MANIFEST'. Below this is a table with columns: Reference, Packs no., Customer, Amount, and Payment. It lists one order with a checkbox, reference 'KOSQSOBPX', '1' pack, 'Z. Gramauskas' customer, and a green amount box. At the bottom left, there is a blue button labeled 'PRINT LABELS' and at the bottom right, a button labeled 'View all manifests'. Red numbers 1 through 5 are overlaid on the interface to indicate specific actions: 1 points to the warehouse tab, 2 to the 'PRINT AND CLOSE MANIFEST' button, 3 to the 'PRINT LABELS' button, 4 to the search bar, and 5 to the 'View all manifests' button.

This Panel shows all saved shipments and assigned manifests (lists of shipments) arranged by their dates.


Clarifications:

1. Selection of a warehouse
2. Print and Close Manifest – closing and printing of manifests (lists of shipments)
3. Additional (mass) printing of package labels. Labels from different manifests are sent as archived ZIP files.


4. Calling a courier
5. Review of previous manifest history (lists of shipments).

Printing of Manifests (Lists of Shipments)

Venipak’s Control Panel shows lists of shipments arranged by dates. By clicking on “Print and Close Manifest” it is closed and a generated list of shipments is sent in the form of a PDF file. If any additional shipments are added for the current day, the system creates a new list of shipments automatically.



Sender's shipment bill 2015-04-12 14:41



Client payer: MB „DINAMINIS KODAS“ (0)

Sender's name, surname, signature

I've handed all packs listed in this bill

Courier's name, surname, signature

I've received all packs listed in this bill

No.	Pack No.	Doc No.	Qt.	Weight	Vol.	Sender	Town	Address	Receiver	Directions	Contacts
1	V07789E0000050		1	1.00	0.004	MB Dinaminis Bitas, KAUNAS, M. Valandaus g. 11, LT-44275	KAUNAS	kazinau 66-5, LT-94101	Rokas testas	COO 19.85EUR	Send: Zilvinas Gramauskas +37065656565 Rec: Rokas testas +37065656565
2	V07789E0000051		1	2.00	0.008	MB Dinaminis Bitas, KAUNAS, M. Valandaus g. 11, LT-44275	KAUNAS	kazinau 66-5, LT-94101	Rokas testas	COO 61.70EUR	Send: Zilvinas Gramauskas +37065656565 Rec: Rokas testas +37065656565
3	V07789E0000052		1	1.00	0.004	MB Dinaminis Bitas, KAUNAS, M. Valandaus g. 11, LT-44275	KAUNAS	kazinau 66-5, LT-94101	Rokas testas	COO 19.85EUR	Send: Zilvinas Gramauskas +37065656565 Rec: Rokas testas +37065656565
4	V07789E0000053		1	1.00	0.004	MB Dinaminis Bitas, KAUNAS, M. Valandaus g. 11, LT-44275	KAUNAS	kazinau 66-5, LT-94101	Rokas testas	COO 31.46EUR	Send: Zilvinas Gramauskas +37065656565 Rec: Rokas testas +37065656565
5	V07789E0000054		1	2.00	0.008	MB Dinaminis Bitas, KAUNAS, M. Valandaus g. 11, LT-44275	KAUNAS	kazinau 66-5, LT-94101	Rokas testas	COO 61.70EUR	Send: Zilvinas Gramauskas +37065656565 Rec: Rokas testas +37065656565
Total: 5				5	7	0.028					

(Sample of a manifest)

Calling a Courier

In order to call a courier, click on the following button on Venipak’s Control Panel



An additional field for calling a courier opens:

X

Weight

Pallets

Dimensions

Time of arrival

▼

▼


No.	Name of the variable	Description
1	Weight	Indication of the total weight of packages. Venipak's Module adds up weight values of all packages automatically in order to avoid making additional settings.
2	Pallets	Number of pallets. If there are no pallets, 0 is shown.
3	Dimensions	It is not a mandatory field. Measurements of packages.
4	Time of Arrival	Preferable time for the courier to arrive. The time period for the courier's arrival must be 2 hours.
5	Comment	It is not a mandatory field. An additional comment for the courier.

A call is made by pressing “*Submit call*”.

Active calls are shown on Venipak's Control Panel:

Courier called: 2015-04-13 12:00-14:00

Courier called: 2015-04-15 08:00-10:00

 Call courier

Review of Manifest and Order History

Any previously shipped packages and manifests may be reviewed on manifest history page. This list enables printing labels and lists of shipments.

MB Dinaminis Bitas

[Print labels](#)

2015-04-12 - 07789150412201

[Print manifest](#)

Reference	Packs no.	Country	Amount	Payment
<input type="checkbox"/> LERLZHPT	1	Lithuania	32.670000	Bank wire

2015-04-10 - 07789150410201

[Print manifest](#)

Reference	Packs no.	Country	Amount	Payment
<input type="checkbox"/> OTBUURHSR	1	Lithuania	70.180000	Bank wire

2015-04-09 - 07789150409202

[Print manifest](#)

Reference	Packs no.	Country	Amount	Payment
<input type="checkbox"/> KRMXEQDAE	2	Lithuania	61.700000	Cash on delivery (COD)
<input type="checkbox"/> MDHYZDFQ	1	Lithuania	61.700000	Cash on delivery (COD)

2015-04-09 - 07789150409201

[Print manifest](#)

Reference	Packs no.	Country	Amount	Payment
<input type="checkbox"/> XPZSFNBZ	1	Lithuania	32.670000	Bank wire
<input type="checkbox"/> KBCKYLTHB	2	Lithuania	19.980000	Bank wire
<input type="checkbox"/> WLHPUHNMT	1	Lithuania	64.130000	Cash on delivery (COD)

2015-04-08 - 07789150408201

[Print manifest](#)