



DPD Polska Sp. z o.o. module for PrestaShop

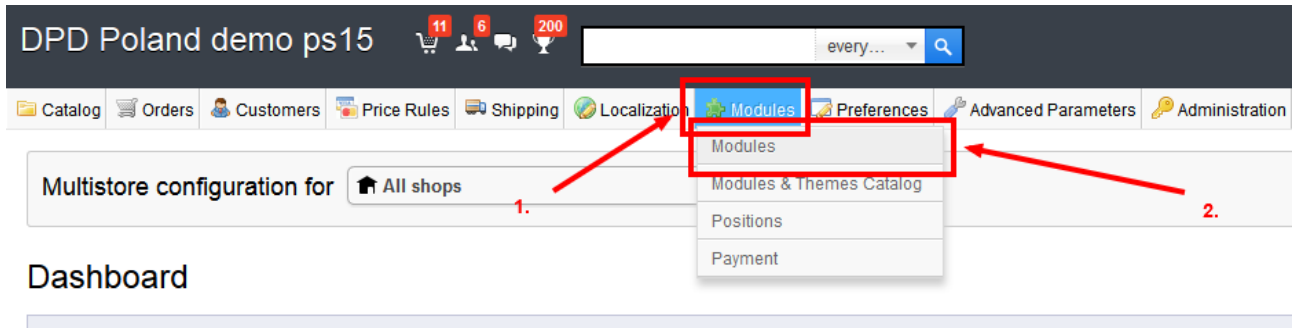
User Guide

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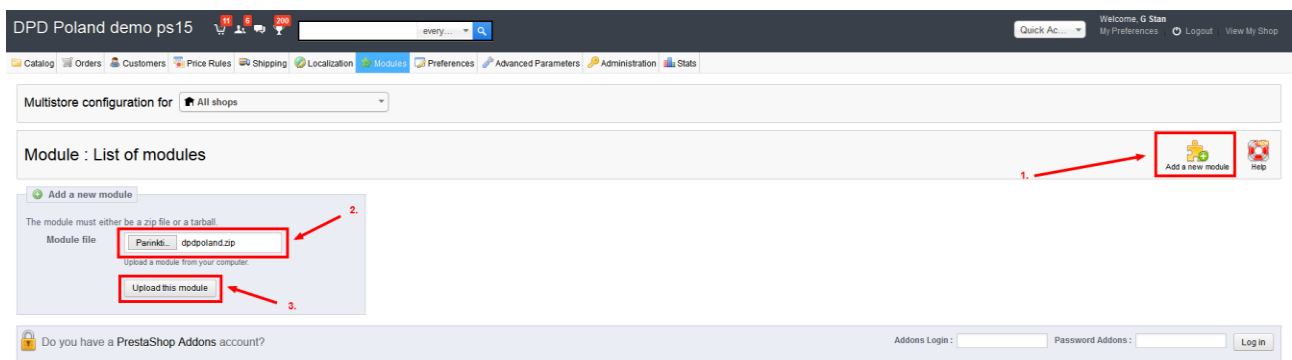
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1. How to Install

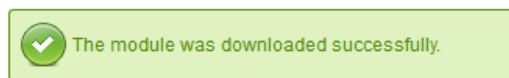
Step 1: Log in to PrestaShop BackOffice, then navigate to **Modules** tab (1) and click on **Modules** option (2).



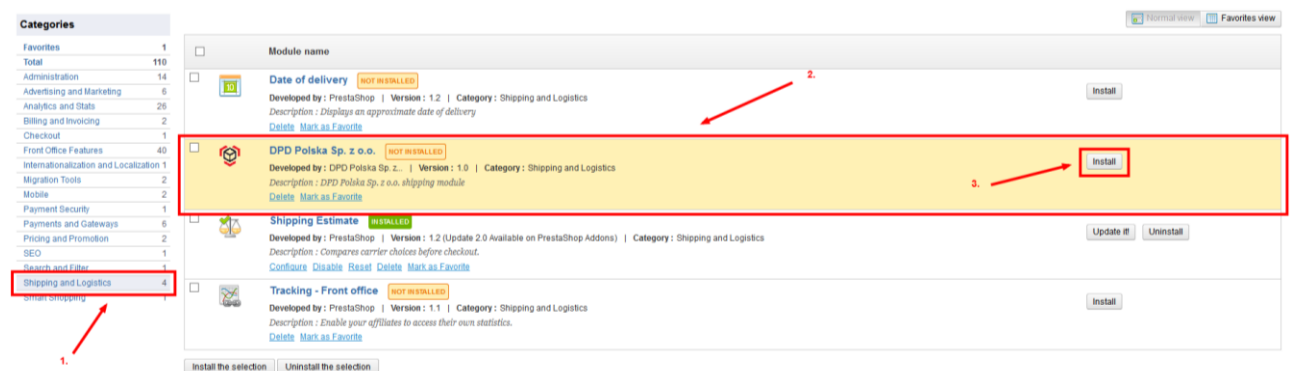
Step 2: Click on **Add a new module** button (1). Then select module zip file by clicking **Browse** button (2) in *Add a new module* section and click **Upload this module** button (3).



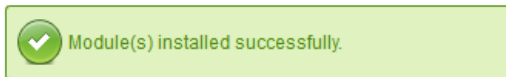
You will receive **Module downloaded successfully** message.



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.

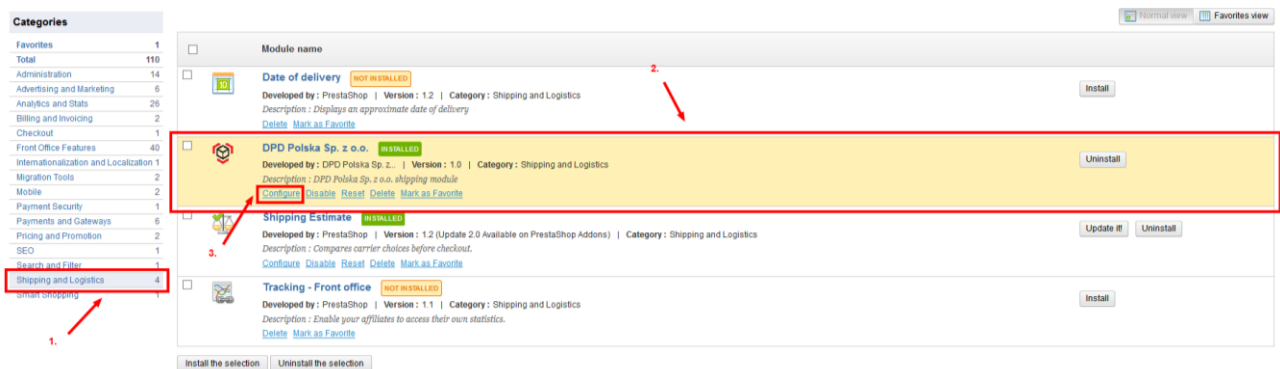


You will receive **Module(s) installed successfully** message.

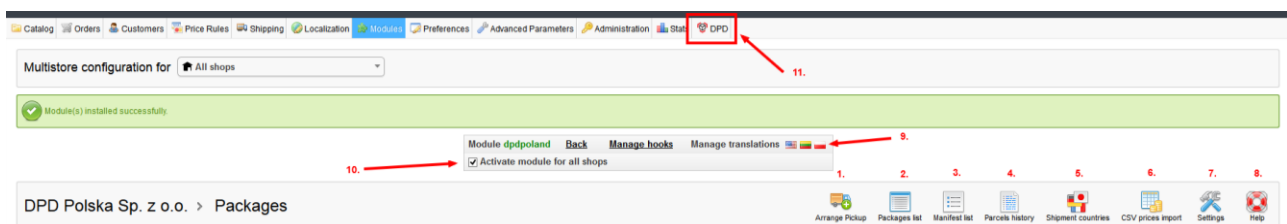


2. How to Configure

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.

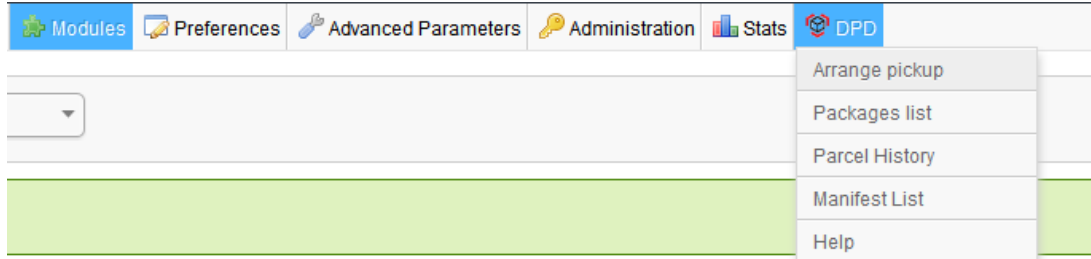


Step 2: Module configuration page contains toolbar with multiple options to manage the module.

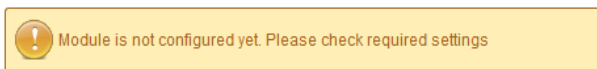


1. **Arrange Pickup** – provide the details for new pickup;
2. **Packages list** – the list of currently active packages;
3. **Parcels history** – the list with parcels information, it is possible to check the parcel information in DPD system;
4. **Manifest list** – the list of shipment manifests, it 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;

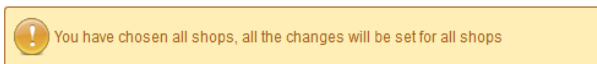
10. **Multistore functionality activation** – by checking this checkbox it is possible to enable/disable module for the currently selected shop;
11. **DPD tab in main menu** – module adds new tab at the end of main menu toolbar, providing quick access to the module configuration pages.



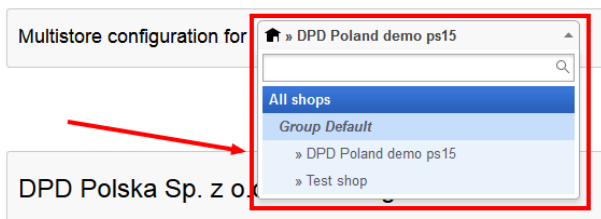
Step 3: After installation following notice will be displayed.



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

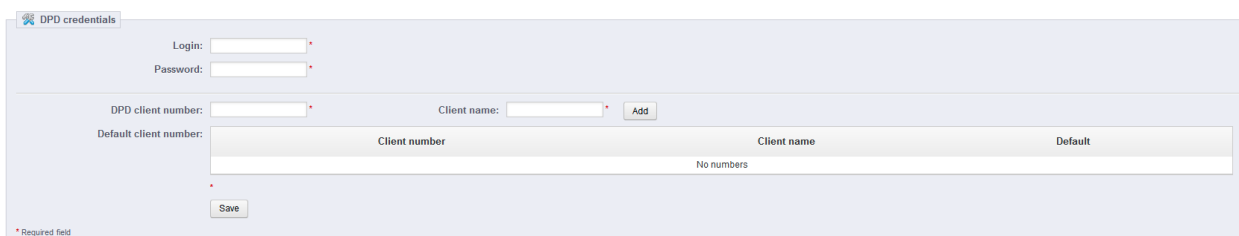


In order to apply **DPD Polska Sp. z o.o.** module configuration only for that one particular store, You can select the store by choosing the store from dropdown menu – **Multistore configuration for:**



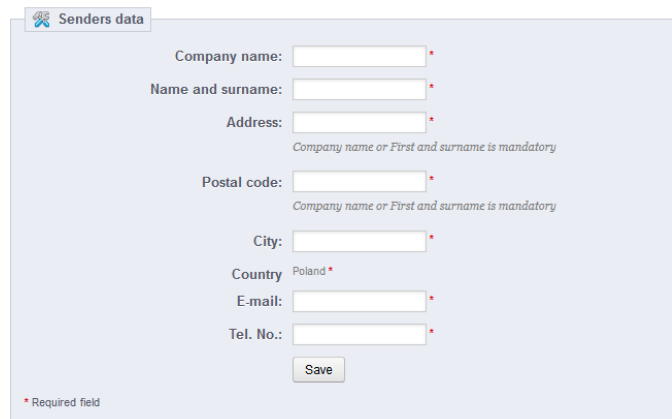
Step 4: To start using the module go to module **Settings** page, fill in the required DPD credentials marked with * and click **Add** button. You will see the list of DPD accounts, select the default client and click **Save**.

- **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.



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.



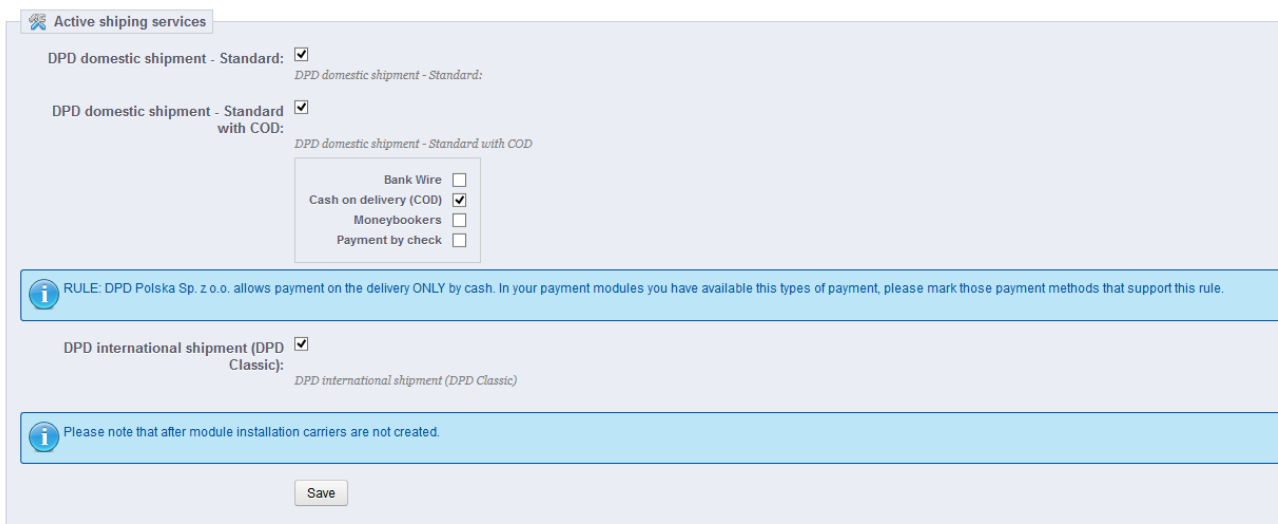
The 'Senders data' form contains the following fields, all marked as required with an asterisk (*):

- Company name: [text input]
- Name and surname: [text input]
- Address: [text input]
- Postal code: [text input]
- City: [text input]
- Country: Poland *
- E-mail: [text input]
- Tel. No.: [text input]

Below the form is a 'Save' button. A legend at the bottom left indicates that '*' denotes a required field.

Step 6: Select and enable preferred shipping services and click **Save**. When services selection is saved, module creates new carriers for choosen services in PrestaShop carriers list. However carriers still needs to be configured in PrestaShop carriers settings.

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



The 'Active shipping services' form shows the following configuration:

- DPD domestic shipment - Standard:** ☒ (DPD domestic shipment - Standard:)
- DPD domestic shipment - Standard with COD:** ☒ (DPD domestic shipment - Standard with COD:)
- Payment methods for COD:**
 - Bank Wire: ☐
 - Cash on delivery (COD): ☒
 - Moneybookers: ☐
 - Payment by check: ☐
- DPD international shipment (DPD Classic):** ☒ (DPD international shipment (DPD Classic))

Informational messages:

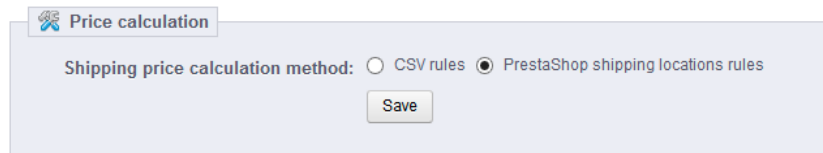
- RULE:** DPD Polska Sp. z o.o. allows payment on the delivery ONLY by cash. In your payment modules you have available this types of payment, please mark those payment methods that support this rule.
- Please note that after module installation carriers are not created.

A 'Save' button is located at the bottom of the form.

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.



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

- **Conversion rate:** – If system default weight unit is different from DPD weight unit, enter the conversion rate.

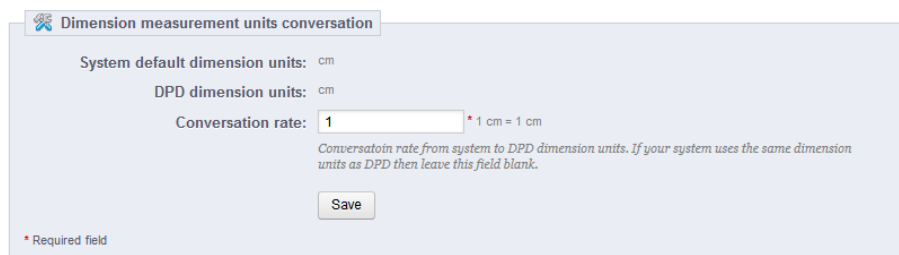
E.g. System default weight units is pound (lb) and DPD weight units is kilo (kg), then conversion rate is equal 0.45359, because 1 lb. = 0.45359 kg.



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**.

Web Services URL

Web Services URL: *

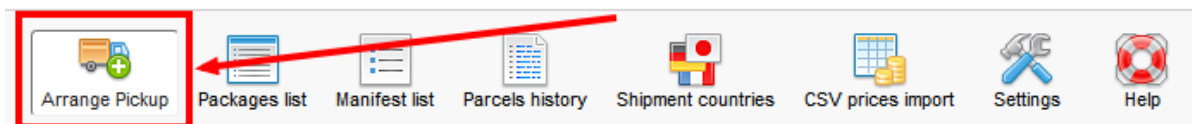
Standard URL: <https://dpdservices.dpd.com.pl/DPDPackageObjServicesService/DPDPackageObjServices?wsdl>

* Required field

3. How to Use

1. 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.

Sender address

22 Płk. Dąbka Street, 30732 Kraków, Poland

Step 2: Select the **date** and the **timeframe** of pickup in the **Date and time for pickup** fieldset.

Date and time for pickup

Date of pickup:

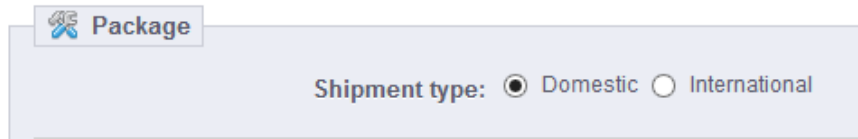
Order placement is possible only on working days, if you select non working day your order will be realized on first available working day

Timeframe of pickup:

You have 486 minutes to make Pickup order for selected time frame

Step 3: Next fill in the package information. Start by selecting the **shipment type**:

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



The screenshot shows a light blue rectangular form. At the top left, there is a small icon of a package with a blue ribbon and the word "Package" next to it. In the center of the form, the text "Shipment type:" is followed by two radio buttons. The first radio button is selected (filled with a dark dot) and is labeled "Domestic". The second radio button is unselected (empty circle) and is labeled "International".

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

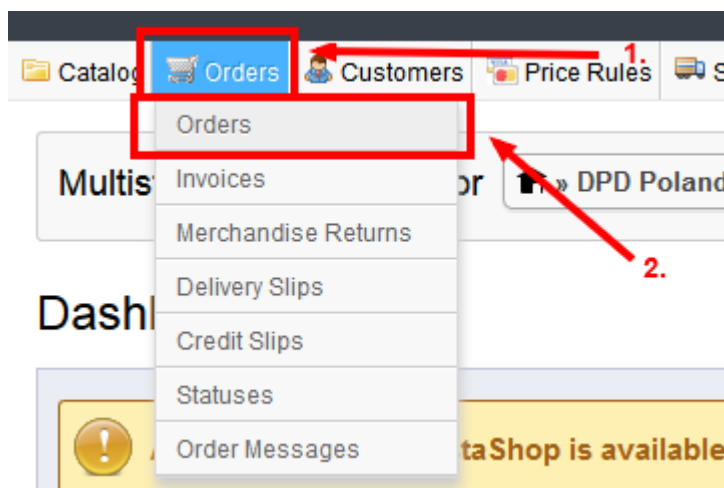
- **Envelopes** – Select this, if there are any envelopes included in the package;
 - **Number of envelopes** – Specify the number of envelopes included in the package;
- **Parcels** – Select this, if there are any parcels included in the package;
 - **Number of parcels** – Specify the number of parcels 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;

Envelopes: <input checked="" type="checkbox"/>	
Number of envelopes:	<input type="text"/>
Parcels: <input checked="" type="checkbox"/>	
Number of parcels:	<input type="text"/>
Summary weight (in kg):	<input type="text"/>
Weight of the heaviest item (in kg):	<input type="text"/>
Height of the tallest item (in cm):	<input type="text"/>
Length of the largest item (in cm):	<input type="text"/>
Width of the longest item (in cm):	<input type="text"/>
Pallets: <input checked="" type="checkbox"/>	
Number of pallets:	<input type="text"/>
Summary weight (in kg):	<input type="text"/>
Weight of the heaviest item (in kg):	<input type="text"/>
Height of the tallest item (in cm):	<input type="text"/>

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

2. 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.

Orders										Add new Export Help		
Page 1 / 3 ▶▶ Display 50 / 130 result(s)										Filter Reset		
ID	Reference	New	Customer	Total	Payment	Status	Date	PDF	Shop	Actions		
130	XULYCFAOT		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 below 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 (XULYCFAOT) - 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 (#7)
(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

Documents

Date	Document
03/19/2014	Delivery slip
03/19/2014	Invoice

Payment

Date	Payment method
03/19/2014 10:06:07	Cash on delivery (COD)
2014-03-19 10:07!	Bank Wire

Shipping

Recycled packaging ✖ Gift wrapping ✖

Date	Type	Carri
03/19/2014 10:06:07	Delivery	My ca

Merchandise returns

No merchandise returned yet.

Shipping address

My address - K.Donelaičio g. 62 /V.Putvinskio g. 53-325 44248 Kaunas, Lithuania
Change

John DOE
Inertus, JSC
PVM455646
K.Donelaičio g. 62 /V.Putvinskio g. 53-325
44248 Kaunas
Lithuania
+370 690 24626

Invoice address

My address - K.Donelaičio g. 62 /V.Putvinskio g. 53-325

John DOE
Inertus, JSC
PVM455646
K.Donelaičio g. 62 /V.Putvinskio g. 53-325
44248 Kaunas
Lithuania
+370 690 24626

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

DPD client number (Payer):

1234

Sender:

Sender address can be changed in module settings page.

Company name: DPD Poland
Name and surname: DPD Poland
Street and house no.: 22 Plk. 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

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

Add product

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 <i>Modified field</i>	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.

Add parcel

It will not be possible to edit shipment after printintig labels.

Printout format:

A4

Label Printer

Save and print labels

Current status

Action	Status
Labels printed	No
Manifest printed	No

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).

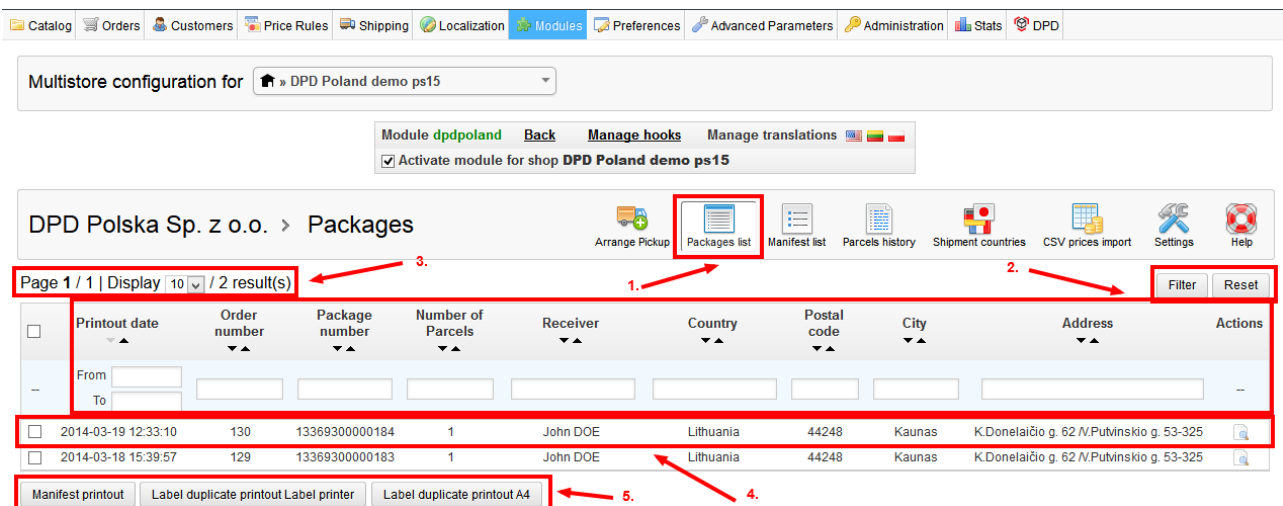
Step 7: Below ordered products list is displayed. You can add new products by typing the product name in the input field (4) and clicking the button **Add product**. Product information fields are updated automatically when adding new products, if field value is modified manually, notification *"Modified 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 8: In the products list, all products will be assigned to one parcel by default, however it is possible to assign different products to different parcels, by selecting the parcel number for every product from the **Parcel** dropdown menu (5).

Step 9: It is also possible to add more parcels by clicking on the button **Add parcel** (6).

Step 10: Finally, select the **printout format** (7) for the shipping label and click in the button **Save and print labels** (8). New shipping label will be created, PDF file will be generated for download and the package will be added to the **package list** in the DPD module page **Package list**.

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).



DPD Polska Sp. z o.o. > Packages

Module **dppoland** Back Manage hooks Manage translations
☒ Activate module for shop **DPD Poland demo ps15**

Arrange Pickup **Packages list** Manifest list Parcels history Shipment countries CSV prices import Settings Help

Page 1 / 1 | Display 10 / 2 result(s) Filter Reset

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

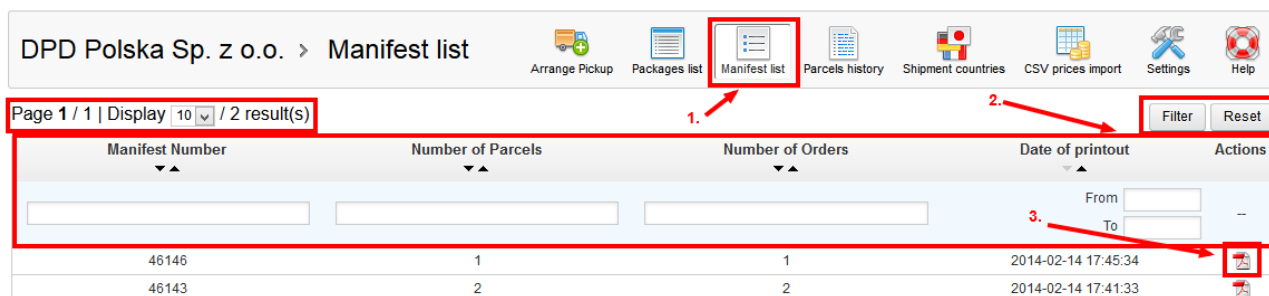
Manifest printout Label duplicate printout Label printer Label duplicate printout A4

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** button (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**.

3. Manifest list

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



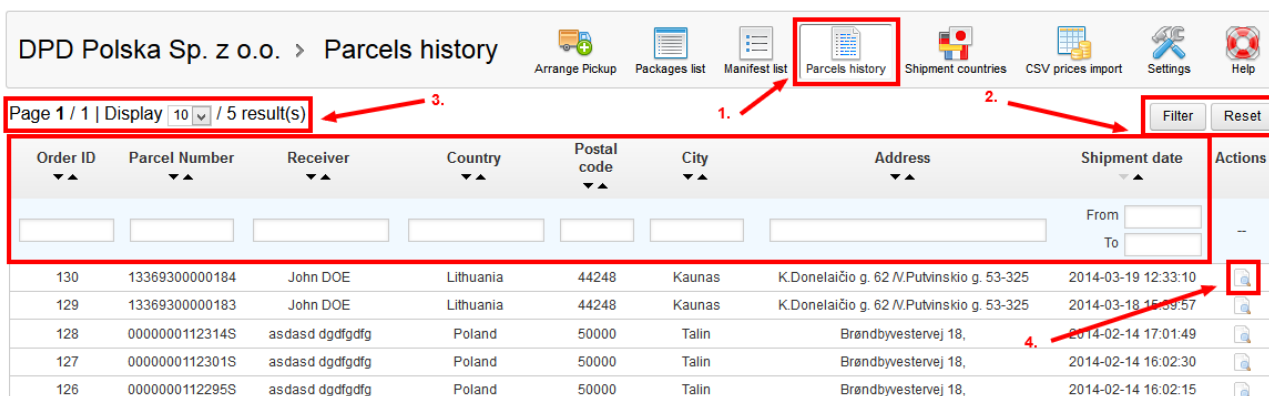
Manifest Number	Number of Parcels	Number of Orders	Date of printout	Actions
46146	1	1	2014-02-14 17:45:34	[PDF icon]
46143	2	2	2014-02-14 17:41:33	[PDF icon]

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.

4. Parcels history

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



Order ID	Parcel Number	Receiver	Country	Postal code	City	Address	Shipment date	Actions
130	13369300000184	John DOE	Lithuania	44248	Kaunas	K.Donelaičio g. 62 N/PuMinskio g. 53-325	2014-03-19 12:33:10	[Preview icon]
129	13369300000183	John DOE	Lithuania	44248	Kaunas	K.Donelaičio g. 62 N/PuMinskio g. 53-325	2014-03-18 15:59:57	[Preview icon]
128	0000000112314S	asdasd dgdfgdfg	Poland	50000	Talin	Brøndbyvestervej 18,	2014-02-14 17:01:49	[Preview icon]
127	0000000112301S	asdasd dgdfgdfg	Poland	50000	Talin	Brøndbyvestervej 18,	2014-02-14 16:02:30	[Preview icon]
126	0000000112295S	asdasd dgdfgdfg	Poland	50000	Talin	Brøndbyvestervej 18,	2014-02-14 16:02:15	[Preview icon]

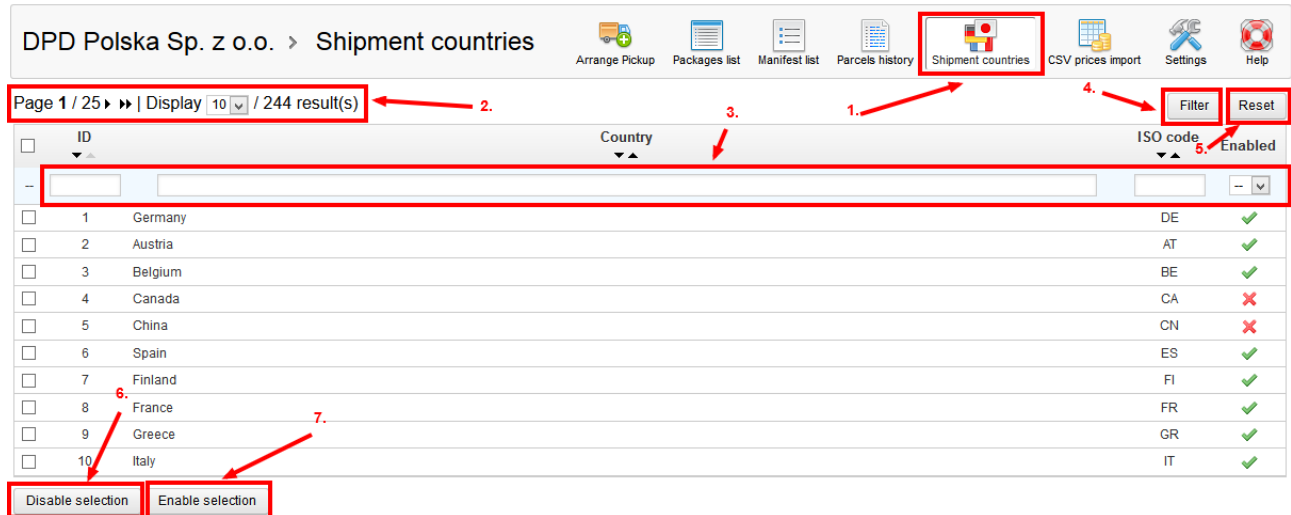
Step 2: **Parcels history** list (1) can be filtered by entering filters values clicking on **Filter** button (2) at the top of Parcels history list. Also the pagination controls (3) for the list is located at the top left of the Parcels history list.

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

5. 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).



The screenshot shows the 'Shipment countries' page in the DPD system. The interface includes a top navigation bar with various icons, a main content area with a table of countries, and a bottom section with bulk action buttons. Red arrows and boxes highlight specific features: 1. 'Shipment countries' button in the top navigation bar; 2. Pagination controls (Page 1 / 25, Display 10 / 244 result(s)); 3. Filter input field; 4. 'Filter' button; 5. 'Reset' button; 6. 'Disable selection' button; 7. 'Enable selection' button.

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).

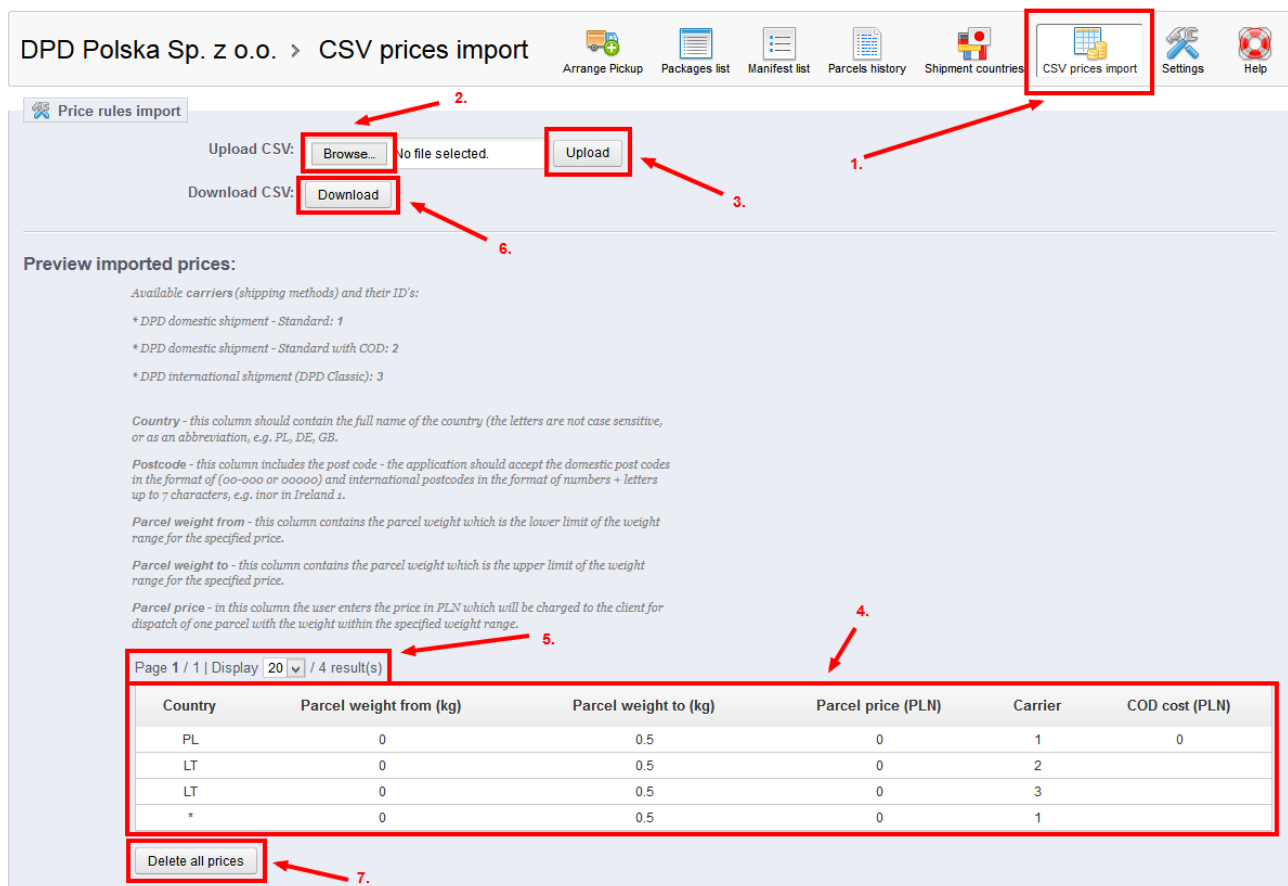
Step 3: Customer can choose only from the countries that are enabled in **Shipment countries** list. To enable or disable the country for shipping, click on the red X symbol near the country ISO code. Red X symbol indicates that country is disabled and green check mark indicates that country is enabled.

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.

6. CSV prices import

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

Price rules import

Upload CSV: **Browse...** No file selected. **Upload**

Download CSV: **Download**

Preview imported prices:

Available carriers (shipping methods) and their ID's:

- * DPD domestic shipment - Standard: 1
- * DPD domestic shipment - Standard with COD: 2
- * DPD international shipment (DPD Classic): 3

Country - this column should contain the full name of the country (the letters are not case sensitive, or as an abbreviation, e.g. PL, DE, GB).

Postcode - this column includes the post code - the application should accept the domestic post codes in the format of (00-000 or 00000) and international postcodes in the format of numbers + letters up to 7 characters, e.g. inor in Ireland 1.

Parcel weight from - this column contains the parcel weight which is the lower limit of the weight range for the specified price.

Parcel weight to - this column contains the parcel weight which is the upper limit of the weight range for the specified price.

Parcel price - in this column the user enters the price in PLN which will be charged to the client for dispatch of one parcel with the weight within the specified weight range.

Page 1 / 1 | Display 20 / 4 result(s)

Country	Parcel weight from (kg)	Parcel weight to (kg)	Parcel price (PLN)	Carrier	COD cost (PLN)
PL	0	0.5	0	1	0
LT	0	0.5	0	2	
LT	0	0.5	0	3	
*	0	0.5	0	1	

Delete all prices

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.