

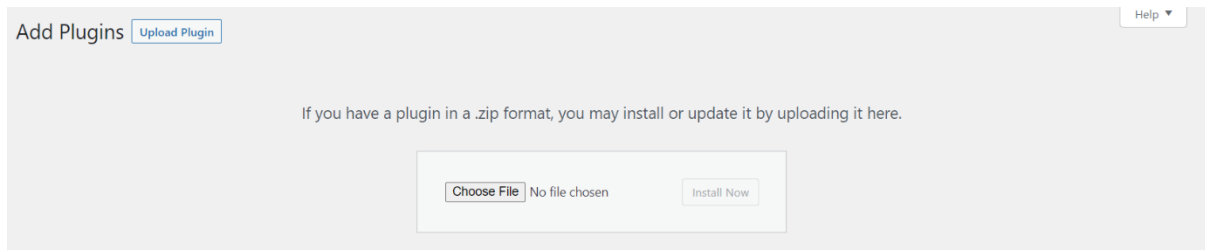
Lithuanian Post WordPress/WooCommerce plugin installation and administration documentation

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1. Installation

To begin the installation copy plugin files to **wp-content/plugins** directory or inside WordPress admin dashboard go to **Plugins -> Add New** and click **Upload Plugin** button. Choose downloaded **ZIP** archive (1. a.) and click **Install Now**.



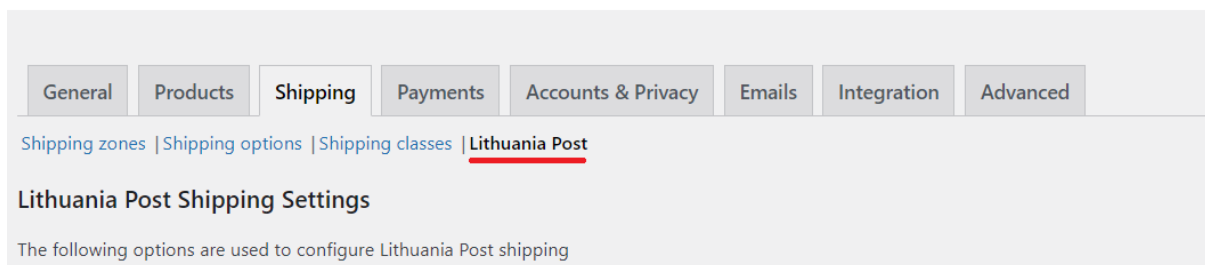
1.a.

2. Configuration

2.1. Authorization

Plugin needs authorization. So go to WooCommerce settings (**WooCommerce -> Settings -> Shipping -> Lithuania Post**). 2.b.

Shipping



2.b.

In the current window fill the authorization credentials. If authorization credentials are correct. Other settings will appear. Then fill the sender information and other settings and save changes. (2.c)

General Products **Shipping** Payments Accounts & Privacy Emails Integration Advanced

Shipping zones | Shipping options | Shipping classes | Lithuania Post

Lithuania Post Shipping Settings

The following options are used to configure Lithuania Post shipping

Authorization

Test Mode

Username

Password

Sender information

Name ⓘ

Phone ⓘ

2.c.

2.2. Shipping methods

To use Lithuanian Post shipping methods after authorization we can add them inside shipping zone settings. Go to **WooCommerce -> Settings -> Shipping -> Manage Shipping Methods (2.d)**

General Products **Shipping** Payments Accounts & Privacy Emails Integration Advanced

Shipping zones | Shipping options | Shipping classes | Lithuania Post

Shipping zones [Add shipping zone](#)

A shipping zone is a geographic region where a certain set of shipping methods are offered. WooCommerce will match a customer to a single zone using to them.

Zone name	Region(s)
Locations not covered by your other zones	This zone is optionally used for regions that are not included in any other shipping zones.

[Manage shipping methods](#)

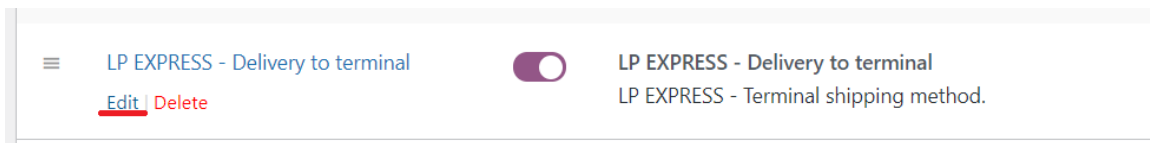
2.d.

Click **Add shipping method** and add which shipping services you want to use.

2.3. Shipping settings

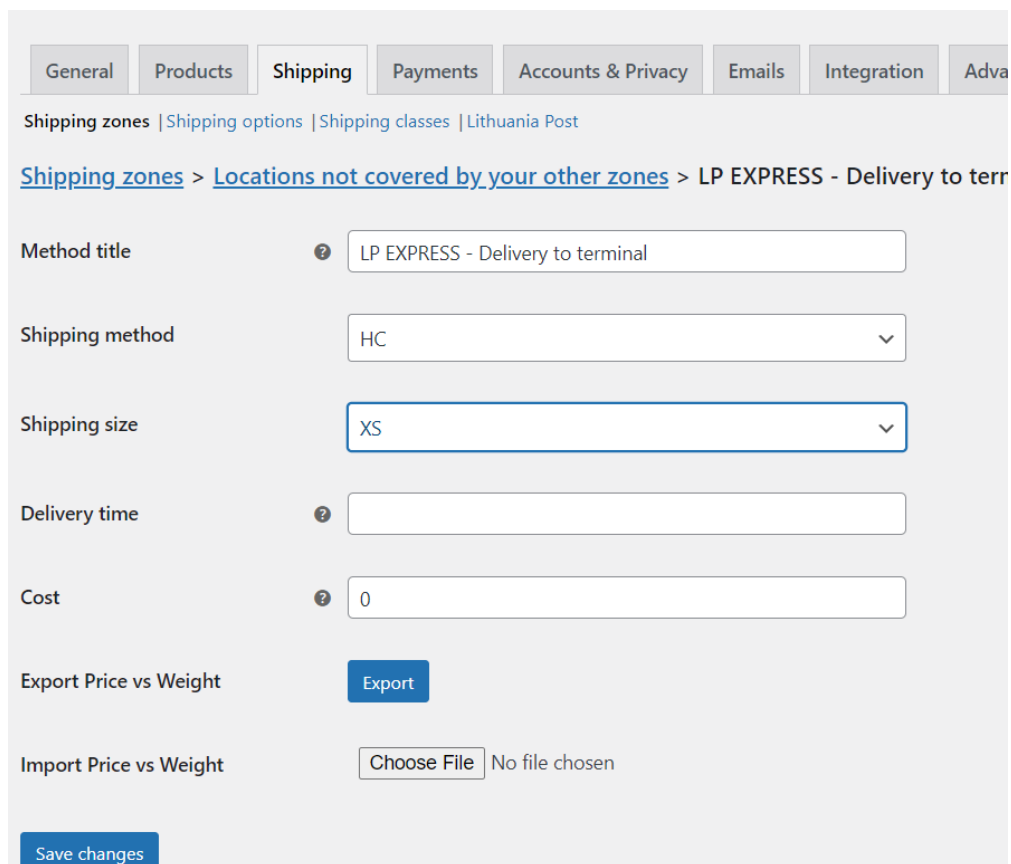
Every LP EXPRESS or Lithuanian Post shipping method has different settings. If in example you chose LP EXPRESS – Delivery to parcel locker click **Add shipping method** and **Edit** (2.e).

2.3.1. LP EXPRESS shipping settings



2.e.

In the current window choose your preferred settings (2.f.)

A screenshot of a settings page for a shipping method. At the top, there are tabs for 'General', 'Products', 'Shipping', 'Payments', 'Accounts & Privacy', 'Emails', 'Integration', and 'Advanced'. The 'Shipping' tab is selected. Below the tabs, there are links for 'Shipping zones', 'Shipping options', 'Shipping classes', and 'Lithuania Post'. The breadcrumb trail is 'Shipping zones > Locations not covered by your other zones > LP EXPRESS - Delivery to terminal'. The main content area contains several settings: 'Method title' with a text input field containing 'LP EXPRESS - Delivery to terminal'; 'Shipping method' with a dropdown menu showing 'HC'; 'Shipping size' with a dropdown menu showing 'XS'; 'Delivery time' with an empty text input field; 'Cost' with a text input field containing '0'; 'Export Price vs Weight' with a blue 'Export' button; and 'Import Price vs Weight' with a 'Choose File' button and the text 'No file chosen'. At the bottom left, there is a blue 'Save changes' button.

2.f.

Hovering your mouse over question marks (?) will give you more detailed explanations about the selected field.

Available LP EXPRESS services:

- **CHCA** - Shipment from LP EXPRESS parcel machine to recipient's address.
- **EBIN** - Shipment from home or office (is picked up by the incoming courier) delivered by LP EXPRESS courier.
- **HC** - Shipment from home or office (is picked up by the incoming courier) and delivered to LP EXPRESS the parcel locker.
- **CC** - Shipment sent and delivered to the LP EXPRESS parcel locker.
- **AB** - Shipment from home or office (picked up by an incoming courier) and delivered to the Lithuanian Post office.

2.3.2. Lithuanian Post shipping settings

If you chose Lithuanian Post service package. You will see sections with Lithuanian Post settings. Fill the settings as preferred. Choose preferred shipment size and other settings. (2.g and 2.h). More info about shipments sizes, their dimensions and possible maximum weights can be found on <https://www.post.lt/lt/daiktai-verslui>

[Shipping zones](#) > [Locations not covered by your other zones](#) > Lithuania Post - Delivery to home, office or post office

Method title	<input type="text" value="Lithuania Post - Delivery to home, office or post office"/>
Shipping size	<input type="text" value="S"/>
Shipping type	<input type="text" value="Correspondence"/>
Delivery time	<input type="text" value=""/>
Cost	<input type="text" value="0"/>
Export Price vs Weight	<input type="button" value="Export"/>
Import Price vs Weight	<input type="button" value="Choose File"/> No file chosen

2.g.

[Shipping zones](#) > [Locations not covered by your other zones](#) > Lithuania Post - Delivery to overseas

Method title ?

Shipping size

Shipping type

Delivery time ?

Cost ?

Export Price vs Country

Import Price vs Country No file chosen

2.h.

Available postal services:

- **Delivery to the home, office or post office** - a parcel / parcel from the home or office (taken by a postal employee) or from a post office, delivered in Lithuania to the address indicated by the recipient or to the address of the post office.
- **Delivery to overseas** – a parcel / parcel is delivered from the home or office (taken by a postal worker) or from a post office, delivered to the address indicated by the consignee or to the post office belonging to the address or another method of delivery in the country of destination.

You can select additional settings (priority sending or item registration) for postal items in general plugin settings (**WooCommerce** -> **Settings** -> **Shipping** -> **Lithuania Post**). 2.b.

Other Settings

Call courier automatically

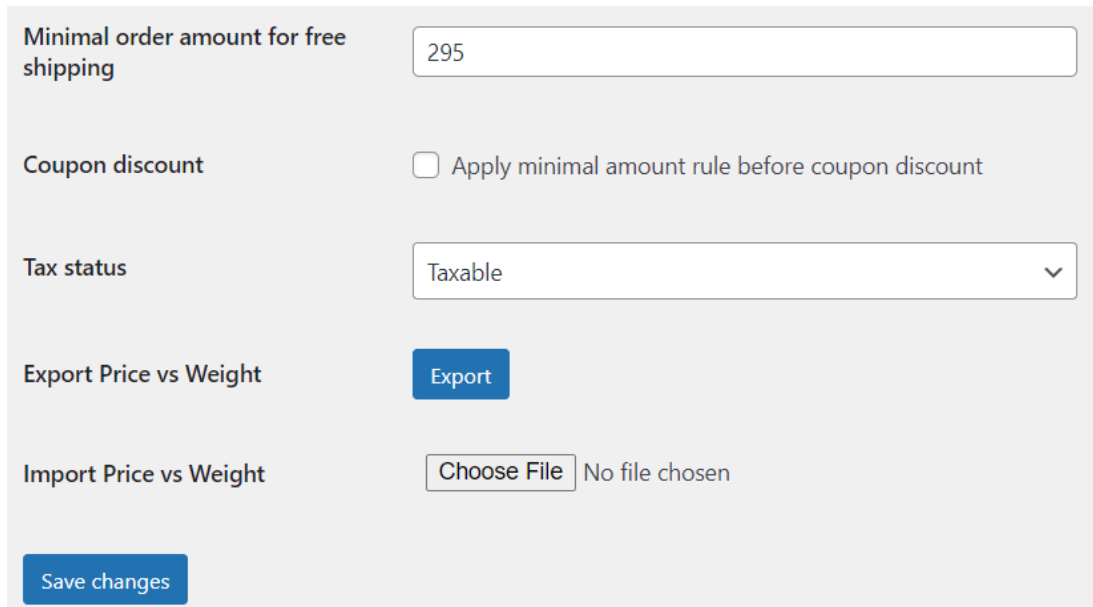
Consignment Formation

Label Format

2.i.

2.3.3. Free shipping

Inside every shipping method settings LPEXPRESS and Lithuanian Post you can set **free shipping from minimal order amount**. (2.j).



The screenshot shows a settings panel for shipping methods. It includes the following fields and controls:

- Minimal order amount for free shipping:** A text input field containing the value "295".
- Coupon discount:** A checkbox labeled "Apply minimal amount rule before coupon discount" which is currently unchecked.
- Tax status:** A dropdown menu with "Taxable" selected.
- Export Price vs Weight:** A blue button labeled "Export".
- Import Price vs Weight:** A "Choose File" button next to the text "No file chosen".
- Save changes:** A blue button at the bottom left of the panel.

2.j.

Free shipping will be applied only if **minimal order for free shipping** amount will exceed the amount in cart.

If you are using coupons. You can check the **Coupon Discount** checkbox (2.j). Then if coupon discount will be applied. The rule for free shipping will be applied before coupon discount (rule will ignore the discount and will apply when **minimal order amount for free shipping** will exceed the full cart price).

2.4. Fixed shipping price

If you want to use fixed shipping prices. Only fill them inside Price fields in every shipping method. Fixed shipping prices can also be applied to individual shipping methods. In this case, leave the price field empty to the selected sending method - for the selected method the shipping price will be calculated according to the data in the tables.

2.4.1. Price VS Weight

If you want to use shipment price by weight table. First click the **Export CSV** button. This will give you the correct CSV document format, which you will simply need to complete. (2.k)

	A	B	
1	Weight To	Price	
2	50	12.35	
3	100	15.44	
4			
5			

2.k.

In this example (2.j.) if cart weight exceeds 100 kilograms, this method will not be available in checkout.

After completing the document, save it, place it in the import box, and save the settings by clicking the **Save changes** button.

2.4.2. Price vs Country

If you want to use a fixed shipping price to all countries - enter the fixed price in Overseas Price field. If you want to use separate prices for certain countries - leave this field empty. To use Price vs Country table, you must first click **Export CSV** next to **Export Price vs Country** label (2.l).

The screenshot shows a configuration form for a shipping method. The fields are as follows:

- Method title: Lithuania Post - Delivery to overseas
- Shipping size: S
- Shipping type: Correspondence
- Delivery time: (empty)
- Cost: 0
- Export Price vs Country: Export button
- Import Price vs Country: Choose File No file chosen
- Save changes button

2.l.

This will give you the correct CSV document format that you just need to fill in. (2.m.).

	A	B	C
1	Country	Price	
2	AT	1	
3	BE	2	
4	CZ	3	
5	DE	4	
6	DK	5	
7	EE	6	
8	ES	7	
9	FR	8	
10	FI	9	

2.m.

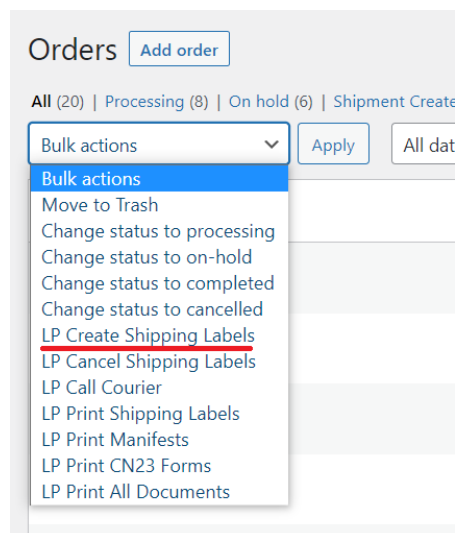
Inside CSV document you can see country (ISO Alpha-2) code and price. When you fill this document add it to the **Import Price vs Country** field (2.l) and press **Save changes** button.

3. Label generation

3.1. Generating labels using Bulk Action

You can generate labels by using two methods. First method is when you need to generate labels using **Bulk Action**. The second is when a label is created for a separate order by placing the parcel goods in separate packages.

If you want to generate labels using **Bulk Action** in the list of orders, select the orders for which you want to generate labels (checked). Then select LP Create Shipping Labels action from the Actions list and click **Apply** button (3.a)



3.a.

After generating the stickers, the order status of the respective shipments is changed.

- „**Shipment Created**“ – Parcel label created and shipment has been formed.
- „**Courier called**“ – Parcel label created and courier called (if the parcel has option to call courier).

You can print the labels by selecting orders with the generated labels and clicking **LP Print Shipping Labels** or **LP Print All Documents** in the list. (3.a) Labels are generated according to the default settings at the beginning of the module configuration.

3.2. Edit one shipment and sticker generation

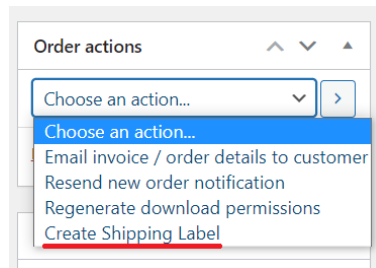
If you want to form a shipment individually for one order, you can edit the shipment data in the order review. Inside order review there is a section called **Lithuanian Post** which will allow you to modify one parcel settings. (3.b)

The screenshot shows a web interface for editing shipment details. It features three tabs: 'Parcel Information' (highlighted in yellow), 'Sender Information', and 'CN23 Declaration'. Below the tabs, the section 'The Item Being Sent' displays five parcel options, each with a box icon, weight limit, and dimensions. The 'L - to 30 kg' option (2/1050/1050 mm) is highlighted in yellow. Below the parcel options, there is a 'COD (€):' field with the value '2500.00' and a 'Save Changes' button at the bottom right.

3.b. pav.

In this window you can edit shipping method, size, parcel locker, sender information and **CN22/CN23** declaration information. After editing shipment details press **Save Changes** button.

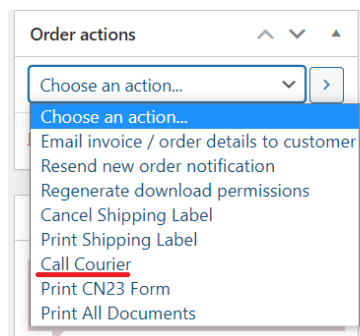
To generate label select **Create Shipping Label** in Order Actions section (3.c) and click the arrow button near the selection.



3.c. pav.

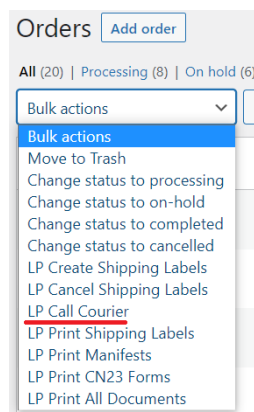
3.3. Generating manifest

To generate manifest you need to select **Call Courier** option inside **Order Actions** section (3.d) and click the arrow button near the selection.



3.d.

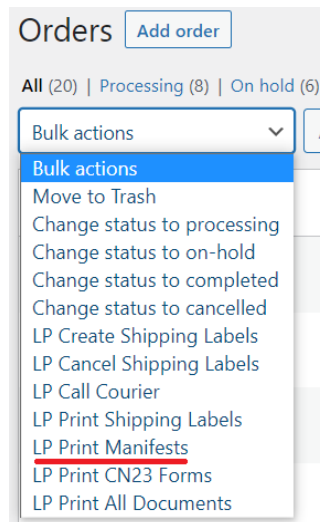
Or you can do that by selecting **LP Call Courier** action from Bulk Actions inside orders list (3.e).



3.e. pav.

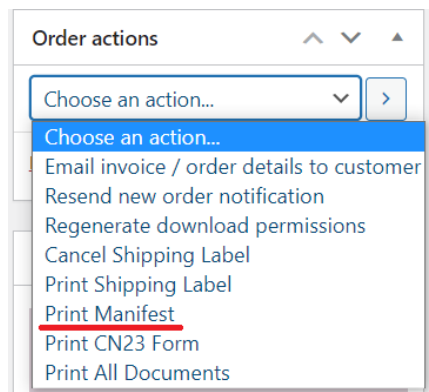
If the courier is successfully called, the status of the order will be changed to "**Courier Called**" - the courier is called

You can print manifest by using two methods. First by selecting **Bulk Actions > LP Print Manifests** (3.f.)



3.f.

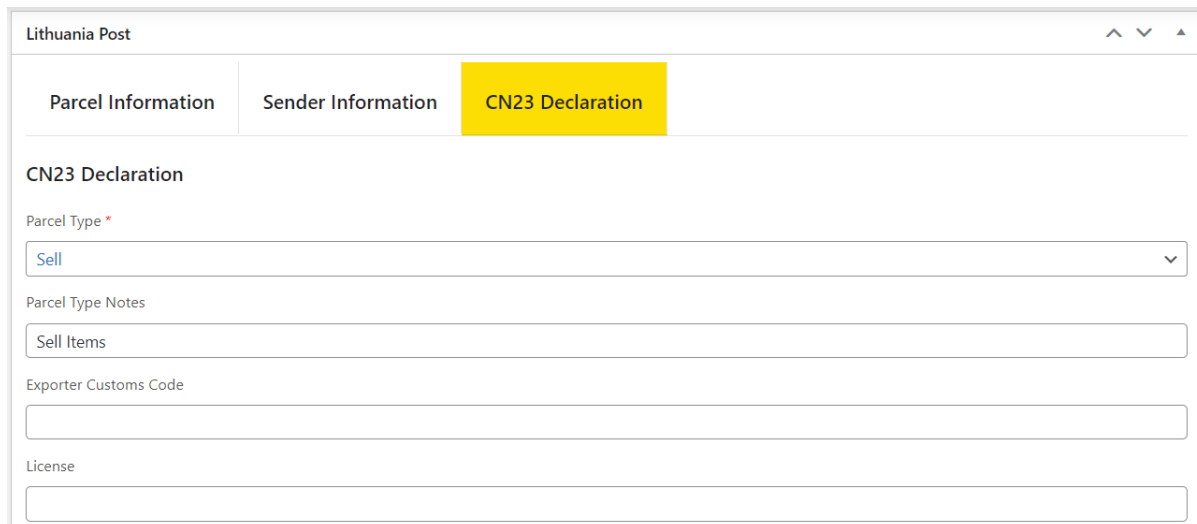
Or by selecting **Print Manifest** inside Order Actions section and clicking arrow button near the selection. (3.g.)



3.g.

4. CN22/CN23 declarations

You can fill or edit the **CN22/CN23** declaration inside order review (4.a) **Lithuania Post** section. Inside you will see **CN23** or **CN22** declaration tab.



The screenshot shows a web interface for Lithuania Post. At the top, there are three tabs: "Parcel Information", "Sender Information", and "CN23 Declaration", with the latter highlighted in yellow. Below the tabs, the "CN23 Declaration" section contains several input fields: "Parcel Type" (a dropdown menu with "Sell" selected), "Parcel Type Notes" (a text input field with "Sell Items"), "Exporter Customs Code" (an empty text input field), and "License" (an empty text input field).

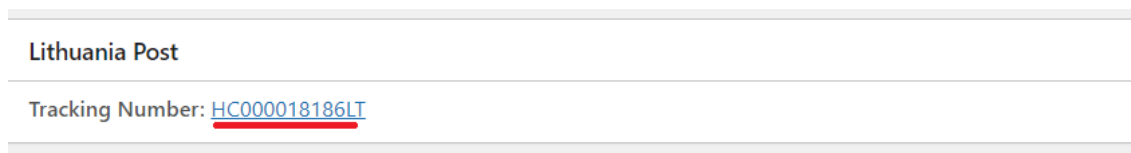
4.a.

CN22 and **CN23** declarations information will be generated automatically. So this step is optional and needed if you want to edit default generated declaration information. After you edit declaration information and generate label, **CN22** declaration will be merged with the label.

To print **CN23** declaration you need to select **Print CN23 Declaration** in **Order Actions** section and click the arrow button near the selection.

5. Order tracking

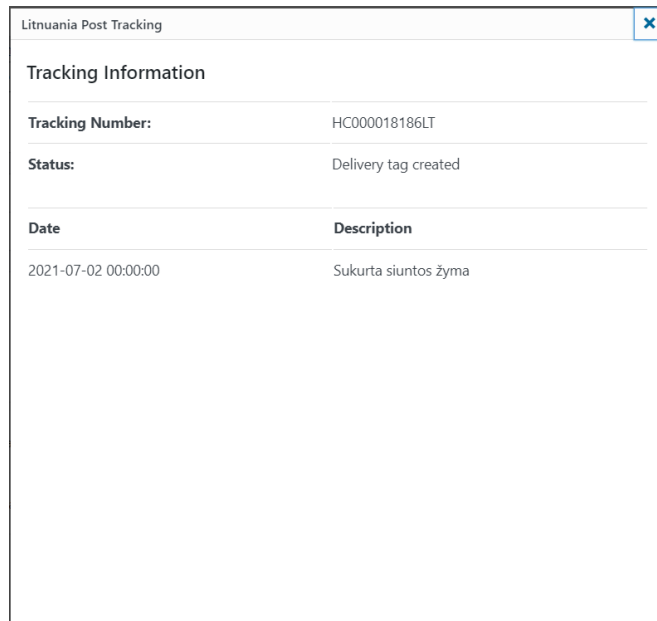
To check parcel status you need to click on **order tracking number** inside order review **Lithuania post section** (5.a.)



The screenshot shows a section for Lithuania Post. It features a horizontal line at the top, followed by the text "Lithuania Post". Below this, another horizontal line is present, and then the text "Tracking Number: [HC000018186LT](#)". A final horizontal line is at the bottom of the section.

5.a.

Inside the popup window you will see **parcel status** information (5.b.)



The screenshot shows a popup window with the title 'Lithuania Post Tracking' and a close button in the top right corner. The window displays tracking information for a parcel. The information is organized into sections: 'Tracking Information' with fields for 'Tracking Number' and 'Status', and a table with columns 'Date' and 'Description'.

Tracking Information	
Tracking Number:	HC000018186LT
Status:	Delivery tag created
Date	Description
2021-07-02 00:00:00	Sukurta siuntos žyma

5.b.

Order tracking information will be updated every 8 hours.

Attention!

This module may not work fully if WordPress or WooCommerce core files are changed, unique e-shop design or its individual elements, specific plugins are used. All questions related to the integration or adaptation of this module to your e-shop write to pagalba@eshoper.lt