

Small plan users



QUICK GUIDE to using the bpost Amazon plug-in


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1. Check you sender address in your bpost account

For your automatically created labels, the plug-in will use your default sender address. Before you get started, check this address in your address book in your [bpost account](#). Access it through the top navigation.

Need to change it? Simply edit the address marked as “sender by default” (pencil icon).

 Dashboard Parcels Invoices Plug-in

Denis VE



EN

My address book

Receiver(s)

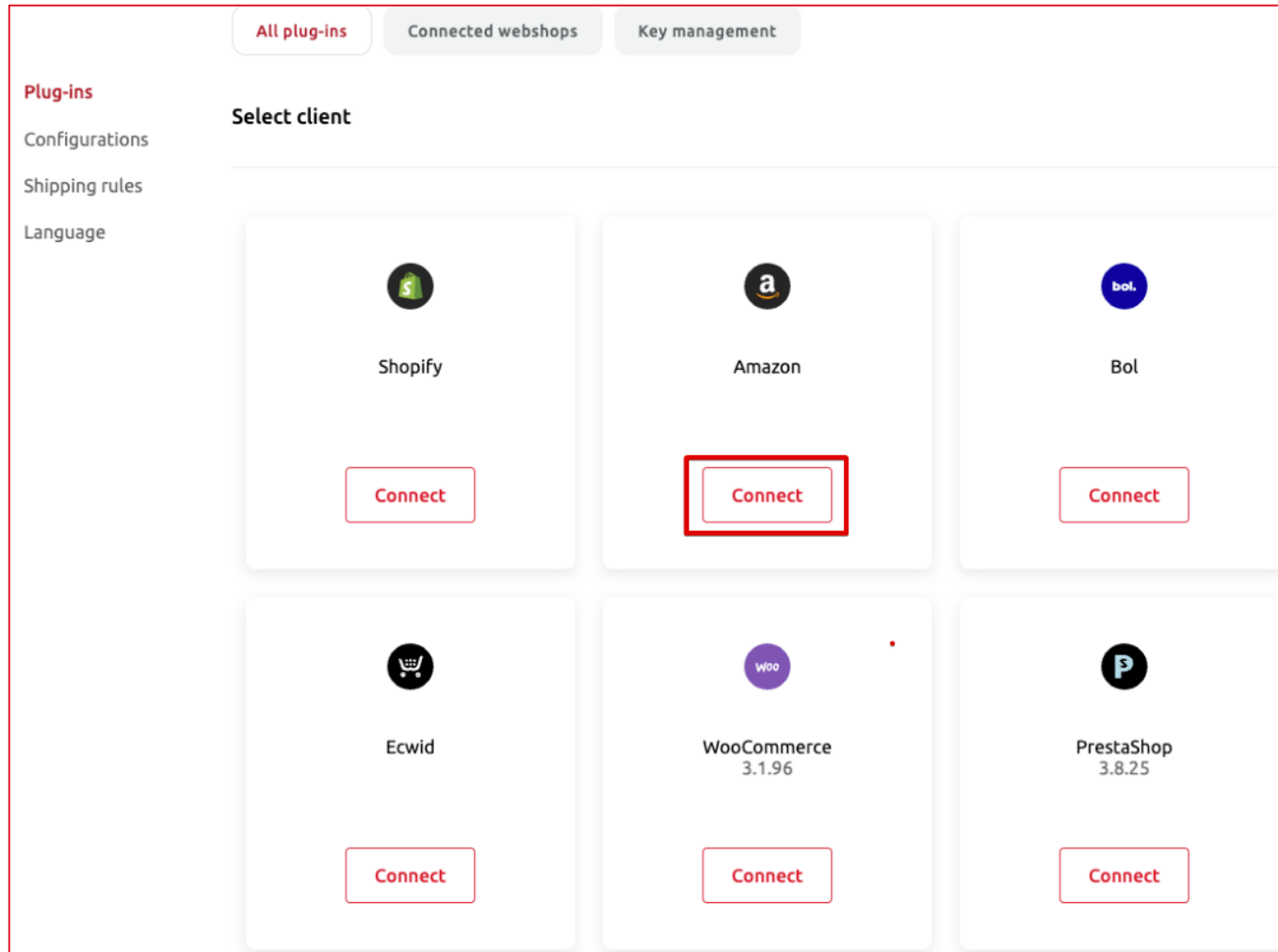
Sender(s)

Add address

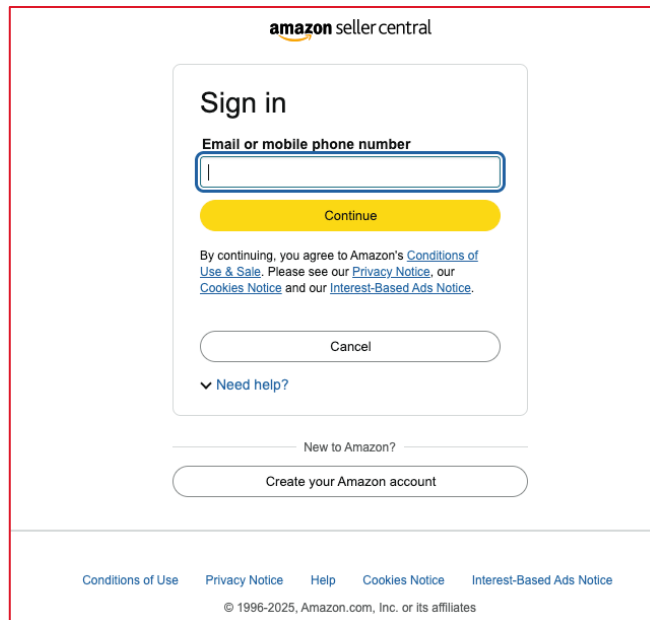
Name	Address	Email address	Telephone number
Name Sender	<div>★ sender by default</div> ANSPACHLAAN 1 1000 BRUSSEL Belgium	defaultsender@email.be	 

2. Install the plug-in in your Amazon Seller Partner account

1. Log into plugins.bpost.be and click on 'Plug-ins' menu item.
2. Click 'Connect' next to Amazon and 'Connect my webshop' on Amazon plug-in detail page.



3. Log into your Amazon Seller Partner account.



The screenshot shows the Amazon Seller Central sign-in interface. At the top, the 'amazon seller central' logo is displayed. Below it, a 'Sign in' section contains a text input field labeled 'Email or mobile phone number' with a cursor inside. A yellow 'Continue' button is positioned below the input field. Underneath the button, a line of text states: 'By continuing, you agree to Amazon's [Conditions of Use & Sale](#). Please see our [Privacy Notice](#), our [Cookies Notice](#) and our [Interest-Based Ads Notice](#).' A 'Cancel' button is located below this text. Further down, there is a link 'Need help?' preceded by a checkmark icon. At the bottom of the sign-in section, a horizontal line separates it from a 'New to Amazon?' section, which features a 'Create your Amazon account' button. The footer of the page includes links for 'Conditions of Use', 'Privacy Notice', 'Help', 'Cookies Notice', and 'Interest-Based Ads Notice', followed by the copyright notice '© 1996-2025, Amazon.com, Inc. or its affiliates'.

4. Authorize bpost to access data from your Seller Partner account.

Authorize bpost

bpost requires access to view and edit the following data related to your Seller Partner account:

Direct-to-Consumer Delivery ⓘ

Note: Authorizing an application gives an application the ability to view or edit information about your Amazon business and take action on your Selling account.

Note: any use of your data by bpost is subject to bpost's own Terms of Use and Privacy Notice. bpost may share information with other parties or applications. for more information, please refer to bpost's Terms of Use or Privacy Notice. You can review and change your authorizations at any time from the [Manage your Apps page](#)

☒ I direct Amazon to provide bpost access to my Selling Partner account and related data. I am responsible for any actions taken by the application.

Once you confirm, bpost will be authorised to access selling data on your behalf.

CancelConfirm

5. You can see your shop connected in Your connected webshop(s) in plugins.bpost.be.
6. When install is finished you should review the default settings.

The plug-in can now be used to create labels for orders. Amazon orders in **Unshipped** and **Partially Shipped** statuses and marked to be fulfilled by merchant will be imported automatically every 5 minutes. (These will not be invoiced until they are used.)

To help you get started, the plug-in is installed with the following [default](#) settings:

- Your **online store is activated** and the **tracking IDs** for the labels you create are automatically sent to your Amazon platform.



It's easy to open and update your settings at plugins.bpost.be under Settings > Plug-ins > Connected webshops

3. Configure your settings at **plugins.bpost.be**

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Default settings

The default settings are shown in **Settings > Plug-ins > Connected webshops**. The following settings can be configured here

- **Your connected webshop(s):** this is the name of your online store.
- **Activate the webshop:** this must be toggled on to enable communication between your store and your bpost accounts.
- **Show Track & Trace code in webshop:** toggle this on to permit your online store to retrieve the tracking link of automatically created shipments.

⚠ Remember to **save your changes**.

The screenshot shows the 'Connected webshops' settings page. At the top, there are three tabs: 'All plug-ins', 'Connected webshops' (which is active), and 'Key management'. On the left side, there is a sidebar with 'Plug-ins' and a list of categories: 'Configurations', 'Shipping rules', and 'Language'. The main content area is titled 'Your connected webshop(s)' and has an 'Action' column. It lists one connected webshop: 'Bol: Your Store Bol.com' with a 'Delete' button. Below this is the 'Default settings' section, which includes fields for 'Your connected webshop(s) (Required)' (filled with 'Your Store Bol.com'), 'Client ID (Required)' (filled with 'Client ID from Bol.com Seller Account'), 'Secret (Required)' (filled with 'Secret from Bol.com Seller Account'), and 'Order Prefix'. There are also two toggle switches: 'Activate the webshop (Required)' and 'Show Track & Trace code in webshop', both of which are turned on. At the bottom, there is a 'Shipping rules' section and a red 'Save' button.

Shipping rules

You can create and manage rules in **Settings > Shipping rules** at plugins.bpost.be.

a. What are shipping rules for?

bpost now automatically retrieves information about orders placed in your Amazon store. A standard shipping label is automatically created by default. *That's certainly helpful* but not all orders placed in your store may require the same type of delivery. What about larger or smaller items? Or maybe you require a "Warranty" option for this shipment when a given order amount is exceeded?

You need a label for all these options. That's what shipping rules are for. They function as a filter between receipt of the order information and creation of the label.

Note: the shipping rules in your bpost account do not affect the types of delivery offered at the checkout in your Amazon store. If you want to give your customer a choice of delivery type, you must set the shipping methods in your Amazon store. You will then be able to add a rule to ensure the right label is created for a given shipping method.

The screenshot shows the 'bpost' interface for creating shipping rules. On the left is a sidebar with 'Shipping' and 'Settings' (highlighted). The main area is titled 'Shipping rules' and contains a 'Rule editor' section. The 'Rule name (Required)' field is set to 'Blank Rule'. Under 'Condition(s)', the 'When' dropdown is set to 'All conditions are valid'. There are three conditions listed: 'Webshop' is 'Shopify - my-shopify-site.myshopify.com', 'Total shipment value' is 'bigger than' '100', and an empty condition row. Below this, the 'Perform the following action(s)' section shows one action: 'Option' is 'With warranty'.

b. Logic

Our shipping rule editor applies commonly used **Boolean expressions**, also known as **logical expressions**, coupled with **conditional statement(s)**. A rule could look like this:

"When {attribute} is or is not {=operator} equal to {specific value}, {action}".
Example: "When 'Total shipment value' is bigger than '100': 'Option' is 'With warranty'."

❗ Take account of the following when creating and managing rules.

- All rules are checked when an order is placed and applied where relevant.
- Rules are always checked and **applied in the same order** (top to bottom in your Shipping Rules tab). Take care to put your rules in the right order to ensure they are all applied correctly.
- It's important to ensure that you have no conflicting rules. You can prevent this by adding attributes to make them more restrictive or using the 'interrupt rule execution' action.

c. Available fields

Overview

Rule editor

Rule name (Required): Blank Rule

Combination of conditions

- ✓ All conditions are valid
- One of the conditions is valid
- None of the conditions is valid
- Always execute when this rule is reached

Operator

- ✓ is
- is not
- contains
- does not contain
- does not contain (case-sensitive)
- does not contain (case-sensitive)
- is smaller than
- is bigger than
- is smaller or equal to
- is bigger or equal to

Condition(s)

When All conditions are valid ✓

Attributes

- ✓ -
- Recipient country
- Option
- Product
- Destination zone
- Weight
- Month
- Day of the week
- Time (hh:mm:ss)
- Day and time
- Shipping method name
- Webshop
- Item lines
- Total shipment value
- SKU/EAN Code

Total shipment value ✓ is bigger than ✓ 100 -

is -

is - Write value or select from dropdown - +

Perform the following action(s)

Option is With warranty -

Option is -

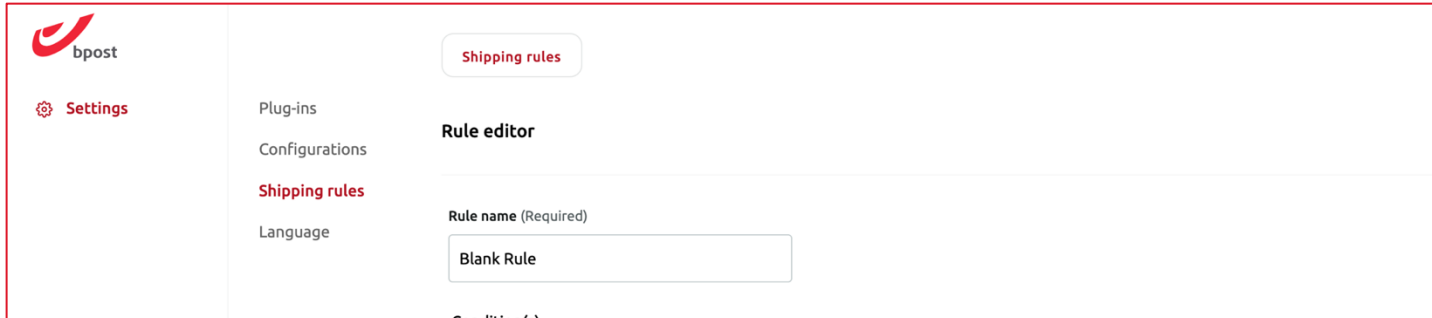
is - +

Action

- ✓ -
- Do not create shipping label
- Interrupt rule execution
- Option
- Product

Rule name

You can give a rule any name you like, but it's important to be able to manage your rules, so choose a name that is easy to understand and sufficiently different from the name you give to other rules.



The screenshot shows the bpost Rule editor interface. On the left is a sidebar with the bpost logo and a 'Settings' menu containing 'Plug-ins', 'Configurations', 'Shipping rules' (highlighted in red), and 'Language'. The main area is titled 'Shipping rules' and 'Rule editor'. It features a 'Rule name (Required)' label above a text input field containing 'Blank Rule'. Below this, the 'Conditions' section is partially visible.

Combination of conditions

You can set multiple conditions in the same rule. Following the Boolean expressions, you must decide whether the rule should be applied:

- If all conditions are met (AND logic)
- If at least one condition is met (OR logic)
- If none of these conditions are met (NOR logic)
- You can also select "Always execute when this rule is reached" to avoid conflicting rules being applied.

The screenshot shows the bpost Shipping rules configuration interface. On the left is a sidebar with the bpost logo and navigation links: Settings, Plug-ins, Configurations, Shipping rules (highlighted), and Language. The main area is titled 'Shipping rules' and contains a 'Rule editor' section. Under 'Rule editor', there is a 'Rule name (Required)' field with the text 'Blank Rule'. Below that is a 'Condition(s)' section. It starts with a 'When' dropdown menu, which is currently open, showing four options: 'All conditions are valid' (selected), 'One of the conditions is valid', 'None of the conditions is valid', and 'Always execute when this rule is reached'. To the right of the dropdown is a text input field and a minus/plus sign button. Below the 'When' section is a 'Perform the following action(s)' section, which contains a dropdown menu with a minus sign, a text input field with the word 'is', another dropdown menu with a plus sign, and a text input field. At the bottom right of the interface are 'Cancel' and 'Apply' buttons.

 You can add and remove conditions by clicking the plus and minus signs on the right of the input fields.

Attribute

A conditional statement requires an attribute, just like a sentence requires a subject.

Above we stated that rules are applied in a given order: "When {attribute} is or is not {=operator} equal to {specific value}, {action}".

But what are attributes? What information received from Amazon is used to set a condition?

Attributes are pieces of information, such as time, recipient country, shipping method, product or option. A selection of attributes is shown in the screenshot below.

The screenshot displays the 'Shipping rules' configuration page. On the left, there is a sidebar with the 'Language' label and the 'Shipping Manager' logo at the bottom. The main content area is titled 'Shipping rules' and contains the following fields:

- Rule name (Required):** A text input field containing 'Blank Rule'.
- Condition(s):** A section with a 'When' dropdown set to 'All conditions are valid'. Below this, there are two rows of attribute selection fields, each with a dropdown menu and a value input field. A dropdown menu is currently open, showing a list of attributes: Recipient country, Option, Product, Destination zone, Weight, Month, Day of the week, Time (hh:mm:ss), Day and time, Shipping method name, Webshop, Item lines, Total shipment value, and SKU/EAN Code.
- Buttons:** 'Cancel' and 'Apply' buttons are located at the bottom right of the form.

Operator

After selecting the attribute for your conditional statement, you'll need to select an operator. It's like choosing a verb to go with the subject in your sentence.

The most common operators are "is/is not" and "contains/does not contain". Clearly, the operator depends on your attribute. So you can only use "is smaller than" for quantities.

Shipping rules

Language

Rule name (Required)

Blank Rule

Condition(s)

When

All conditions are valid

-

Perform the following actions

-

is

is not

contains

does not contain

does not contain (case-sensitive)

does not contain (case-sensitive)

is smaller than

is bigger than

is smaller or equal to

is bigger or equal to

Cancel

Apply

Specific value to be verified in the conditional statement

Your conditional statement now has an attribute and an operator, just like a sentence has a subject and a verb. However, in this “sentence” the verb requires an object. You must enter the value to be checked.

Example: Total shipment value is bigger than 100

The screenshot shows a rule configuration interface. On the left, a sidebar lists attributes: country, on zone, e week (mm:ss), time, and method name. A red arrow points from the 'country' attribute to the first dropdown menu in the condition row. The condition row is titled 'when' and 'All conditions are valid'. It contains three rows of configuration:

Attribute	Operator	Value	Action
Total shipment value	is bigger than	100	-
	is		-
	is		- +

A red button with the text 'Write value or select from dropdown' is positioned below the third row. Below the condition rows, a blue link says 'Perform the following action(s)'.

Action

You now have one or more conditions. "When X is/is not Y" ("When total shipment value is bigger than 100", say). You now need to say what should happen when the statement is true.

Example: When Total shipment value is bigger than 100, take this action: **Option** is **With warranty**

The available actions are shown in the screenshot below.

The screenshot displays a rule configuration interface. At the top, under the heading "Condition(s)", there is a "When" section with a dropdown menu currently set to "All conditions are valid". Below this, there is a comparison field with a minus sign, a dropdown menu, the word "is", another dropdown menu, and a text input field. To the right of the input field are minus and plus signs. Below the comparison field, there is a section titled "Perform the following action(s)" with a dropdown menu. A dropdown menu is open from this section, showing the following options: "Do not create shipping label", "Interrupt rule execution", "Option", and "Product". At the bottom right of the interface, there are two buttons: "Cancel" and "Apply".

- **Do not create shipping label:** can be selected when parcels do not require shipping ("Pick-up in store", say) or a given product cannot be shipped by bpost (parcels weighing more than 30kg, say)
- **Interrupt rule execution:** can be selected in the event of conflicting rules to prevent the system entering an endless loop.
- **Option or Product:** can be selected individually or jointly to create the right label for your scenario/condition.

 You can add and remove actions by clicking the plus and minus signs on the right of the input fields.

d. An example of a shipping rule

Let's go through a simple example.

Condition(s)

When All conditions are valid

Webshop	is	Bol - Your Store Bol.com	-
Recipient country	is	Germany	-
-	is		- +

Perform the following action(s)

Product	is	bpack World Express Pro	-
-	is		- +

In the Amazon shop, you offer your customers delivery to Germany and want this delivery to be done in express way.

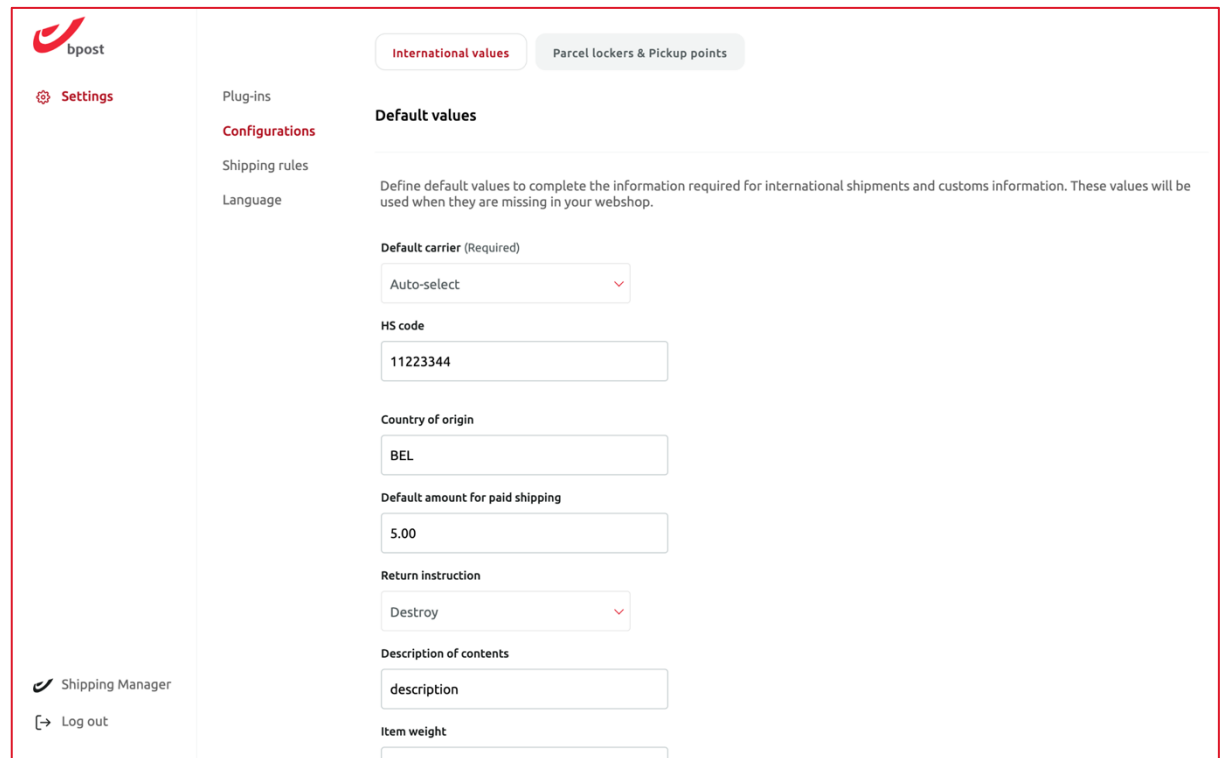
- You must set your rule as shown to be able to create the right labels for Germany deliveries.
- **Conditions that must be met:** the right Amazon store **AND** the right recipient country. (AND = all conditions must be met)
- **Actions that must be taken:** create a label for which the Product is 'bpack World Express Pro'.

Customs forms for non-EU shipments

International shipments can be trickier, as additional content details are required for all shipments to be delivered outside of the EU. [Learn more about customs formalities](#).

You should be able to preset some customs details in your Amazon store, but some may be missing and others cannot be preset. Happily you can set a default value for missing details, which are then printed on the label.

Set these default international shipment values at plugins.bpost.be in **Settings > Configurations > International values**.



The screenshot shows the bpost plugin settings interface. On the left is a sidebar with the bpost logo, a 'Settings' link with a gear icon, and a 'Shipping Manager' link with a checkmark icon. The main content area has a top navigation bar with 'International values' (active) and 'Parcel lockers & Pickup points'. Below this is a 'Default values' section with a descriptive paragraph. The settings are organized into several groups: 'Default carrier (Required)' with a dropdown set to 'Auto-select'; 'HS code' with a text field containing '11223344'; 'Country of origin' with a text field containing 'BEL'; 'Default amount for paid shipping' with a text field containing '5.00'; 'Return instruction' with a dropdown set to 'Destroy'; 'Description of contents' with a text field containing 'description'; and 'Item weight' with an empty text field. The bottom of the sidebar contains a 'Log out' link with an arrow icon.

bpost

Settings

Plug-ins

Configurations

Shipping rules

Language

International values Parcel lockers & Pickup points

Default values

Define default values to complete the information required for international shipments and customs information. These values will be used when they are missing in your webshop.

Default carrier (Required)

Auto-select

HS code

11223344

Country of origin

BEL

Default amount for paid shipping

5.00

Return instruction

Destroy

Description of contents

description

Item weight

Shipping Manager

Log out

4. Downloading automatically created labels

Download the automatically created labels for your orders in your [bpost account](#).
You notice a small mistake on the downloaded label? Simply ignore the label you've just downloaded and duplicate it in your. The duplicated label will automatically be added to your basket, where you can edit all the label details.

The screenshot shows the bpost dashboard interface. At the top, there's a navigation bar with the bpost logo, links for Dashboard, Parcels, Invoices, and Plug-in, and a user profile section for Denis VE. The main heading is "My parcels of this Shipping Platform". Below this, there are filters for Period (Last month), Source (All), and Status (All), along with a search bar. A table lists parcels, with one parcel selected. The selected parcel details are expanded, showing receiver and sender information, a parcel summary, and a source link. A red box highlights the "Duplicate label" button in the bottom left corner of the expanded details.

Receiver	Barcode	Creation date	Receiver address	Status
NL pudo nominat	329945009134311537 Track your parcel > Download label >	17/10/2024	Planciusplantsoen 24 2253 TS Voorschoten Netherlands	Created Help with your parcel

[Show less ^](#)

Receiver

NL pudo nominat
Planciusplantsoen 24
2253 TS Voorschoten
NL pudo nominat
test@gmail.com

Sender

Sender Name
ANSPACHLAAN 1
1000 BRUSSEL
defaultsender@email.be

[Order confirmation >](#)

Parcel summary

Netherlands (Pick-up point) 10-20 kg €22,80
Total price €22,80

Source

Plug-in [https://bpost-demo.company.site/products]

[Duplicate label >](#)

Need help?

Our teams are here to support you with your shipping management tasks.

For questions related to our plug-ins, reach out to: eol@bpost.be

For questions about bpost products and services in general, [contact our customer service](#) or, if you have one, your account manager.

Happy shipping from bpost!

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