

Large plan users



QUICK GUIDE to using the bpost WOOCOMMERCE STORE plug-in

Summary

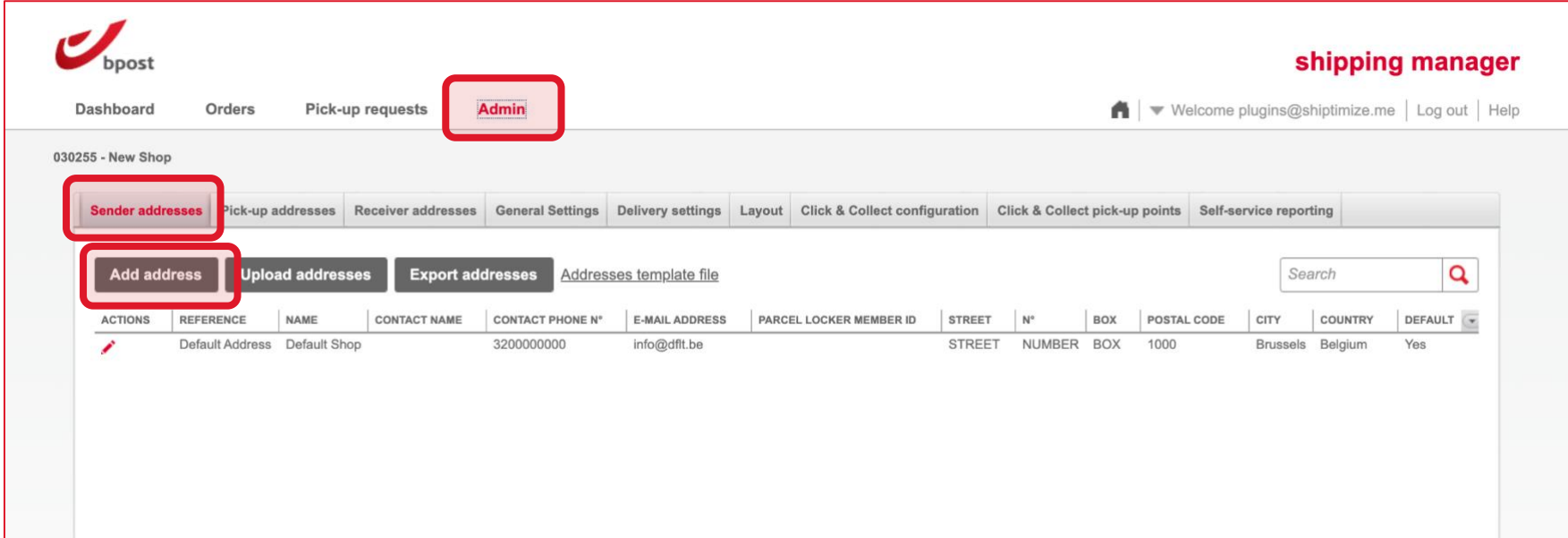
1. Prerequisite: add a sender address in your Shipping Manager account	3
2. Install the plug-in in WordPress with the .zip file	5
2. Create your shipping methods for home & Pick-up points deliveries	8
4. Configure your settings at plugins.bpost.be	11
5. Downloading automatically created labels	27
Need help?	29
Contents	30

1. Prerequisite: add a sender address in your Shipping Manager account

To install a bpost plug-in in your online store, you need to have a sender address in your Shipping Manager account.

If you are yet to add an address, follow these three steps:

1. Log into your [Shipping Manager](#) account and click the "Admin" button at the top of the page.
2. On the "Sender addresses" tab, select "Add address". If you have already added an address, you can click the pencil icon in the "Actions" column to edit it.



The screenshot shows the bpost Shipping Manager interface. At the top left is the bpost logo. The navigation bar includes 'Dashboard', 'Orders', 'Pick-up requests', and 'Admin' (highlighted with a red box). The user is logged in as 'Welcome plugins@shiptimize.me' with 'Log out' and 'Help' options. Below the navigation bar, the page title is '030255 - New Shop'. A tabbed interface shows 'Sender addresses' (highlighted with a red box) as the active tab. Below the tabs are buttons for 'Add address' (highlighted with a red box), 'Upload addresses', and 'Export addresses', along with a link for 'Addresses template file'. A search bar is also present. Below the buttons is a table with the following data:

ACTIONS	REFERENCE	NAME	CONTACT NAME	CONTACT PHONE N°	E-MAIL ADDRESS	PARCEL LOCKER MEMBER ID	STREET	N°	BOX	POSTAL CODE	CITY	COUNTRY	DEFAULT
	Default Address	Default Shop		3200000000	info@dfft.be		STREET	NUMBER	BOX	1000	Brussels	Belgium	Yes

3. Enter the address details. These fields are mandatory:
 - a. Reference: the name that is displayed in the tool
 - b. Name: the sender name used with your address on your labels
 - c. Your address
 - d. **Default address:** this must be set to “Yes” for at least one of your addresses or the plug-in will not work.
4. **Save.** Click to add your address.

Add address

Reference

Name

Contact name

Contact phone N°

Contact e-mail

Parcel locker member id

Street

N°

Box

City

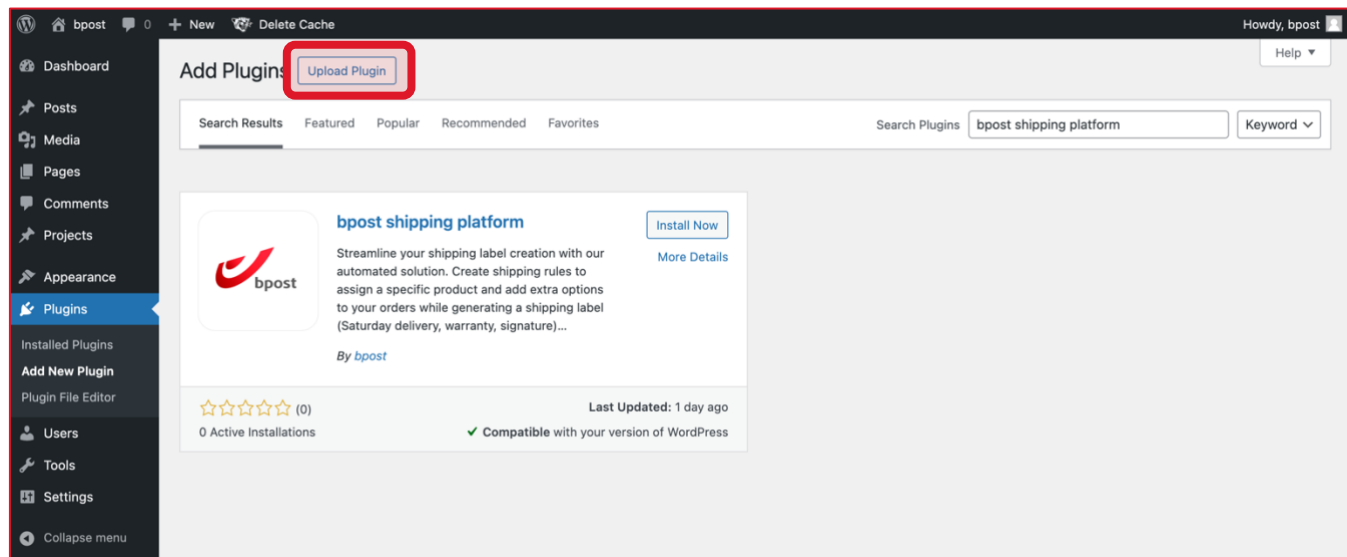
Country

Default address

2. Install the plug-in in WordPress with the .zip file

Our bpost plug-in for WooCommerce Plugin will soon be available in your Plugins tab in the WordPress environment. To try it out already on your webshop, install it thanks to the “Upload Plugin” feature.

1. Download the zip file provided by bpost and access **WordPress > Plugins**
2. Click on “Upload Plugins”, install it and **activate it** from your list view.



3. Use provided API keys to link your bpost account to your WooCommerce store:

- a. Access plugins.bpost.be > Settings > Plug-ins > Key management.
- b. Click on “Create new keys”.
- c. Open the key you just created and copy both “Public key” and “Private key”.

Name	Platform version	Plug-In version	Status
Unused key	N.A.	N.A.	Hide details <input type="checkbox"/>

Public key

Private key

Token key assigned
Not yet assigned

URL for sending status updates
Not yet assigned

Token expiration date
Not yet assigned

Orders are sent to
<https://plugins.bpost.be>

Default user settings
Denis02

- d. Insert both keys into your WordPress environment through Settings > bpost settings. Don't forget to save.
- e. Once linked, your WooCommerce store will appear in plugins.bpost.be > Settings > Plug-ins > Connected webshops.

4. When install is finished you should review the default settings.

The plug-in can now be used to create labels. (These will not be invoiced until they are used.)

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

- Your **online store is activated** and the **tracking links** for the labels you create are automatically sent to your WooCommerce platform.
- A standard **label is automatically created** when an order is paid for.
- The **following statuses are pushed to your WooCommerce store**: "Processing" when the label is created and "Completed" when the label is downloaded.

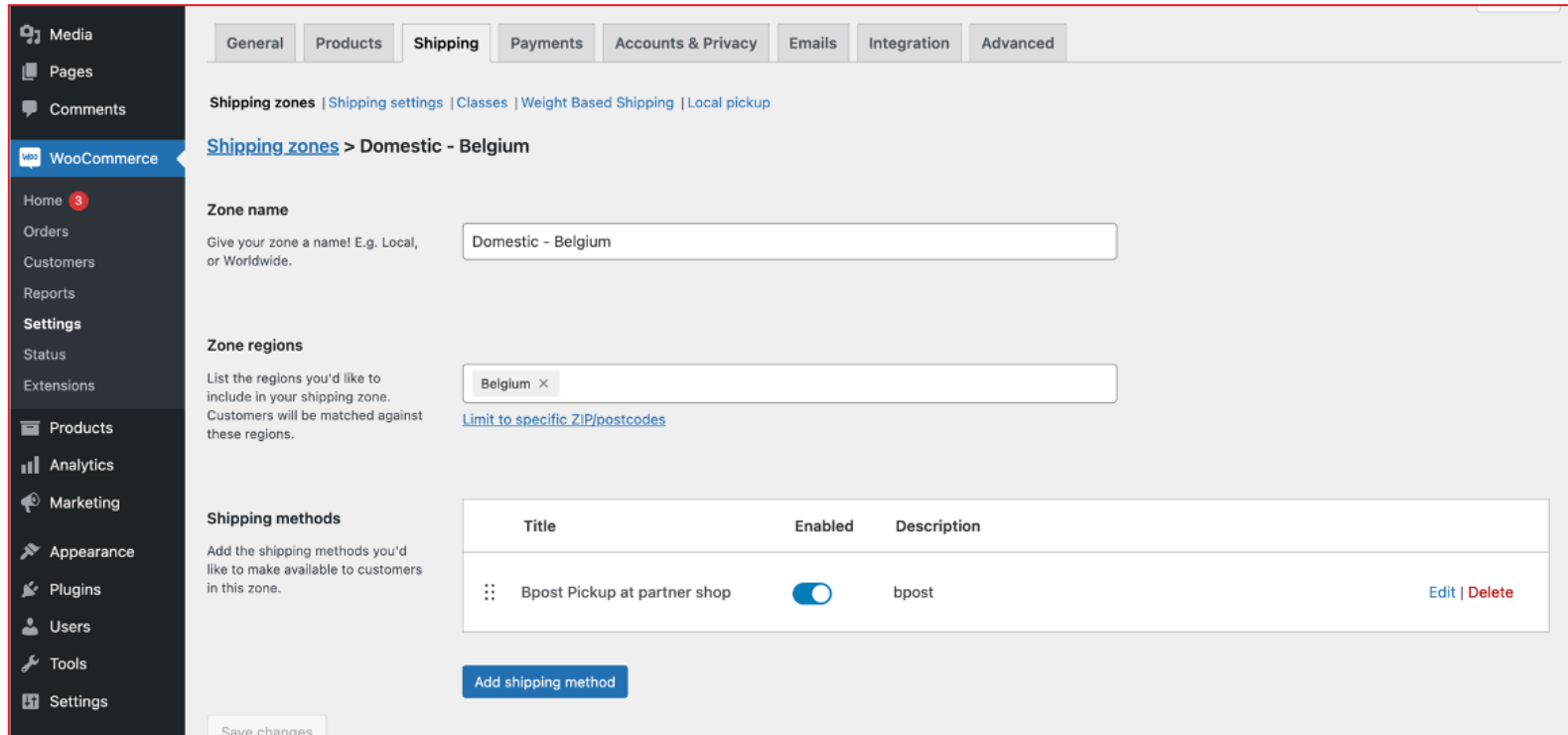


It's easy to open and update your settings at plugins.bpost.be under Settings > Plug-ins > Connected webshops

2. Create your shipping methods for home & Pick-up points deliveries

Depending on the type of deliveries you want to offer at what price, you need to set up your shipping methods differently in your WooCommerce settings.

1. In your WordPress environment, access WooCommerce > Settings > Shipping > Shipping Zones.
2. For each shipping zone (e.g. Belgium), you can define and add shipping methods. [More info on setting up shipping zones.](#)



The screenshot shows the WooCommerce Shipping settings page. The 'Shipping' tab is selected, and the 'Shipping zones' sub-tab is active. The current zone is 'Domestic - Belgium'. The 'Zone name' field contains 'Domestic - Belgium'. The 'Zone regions' field contains 'Belgium'. The 'Shipping methods' table shows one method: 'Bpost Pickup at partner shop', which is enabled and has a description of 'bpost'. There is an 'Add shipping method' button at the bottom and a 'Save changes' button at the bottom left.

Title	Enabled	Description	
Bpost Pickup at partner shop	<input checked="" type="checkbox"/>	bpost	Edit Delete

3. Select and parameter the right shipping method(s) for you needs. Let us explain:

a. Will you be differentiating your shipment prices according to **an order weight**?

- If yes, install the compatible “**WooCommerce Weight Based Shipping**” plugin that will unlock the “bpost Weight base shipping” method.
- If not, you can choose between “bpost Free shipping” or “bpost Flat rate”.

b. *(Preview below)* For your selected shipping method, you can now configure several [parameters from WooCommerce](#).

c. For the same shipping method, **select your service level (bpost product)**:

- bpack 24h Pro for home deliveries in Belgium,
- bpack World Business for home international deliveries
- bpack24/7 & bpack@bpost for Pick-up points and Lockers deliveries.



Note that by default your customers can **select both bpost Pick-up Points and bpost Parcel Lockers**. You can change this to impose a single given shipping method in [plugins.bpost.be > Settings > Configurations > Parcel Lockers & Pick-up Points](#).

Set up bpost shm flat rate

Your customers will see the name of this shipping method during checkout.

Tax status

Taxable

Cost

4,00

€

Enter a cost (excl. tax) or sum, e.g. 10.00 * [qty].

Use [qty] for the number of items,
[cost] for the total cost of items, and [fee percent="10" min_fee="20" max_fee=""] for percentage based fees.

Service Level

Bpack 24/7 & Bpack@bpost

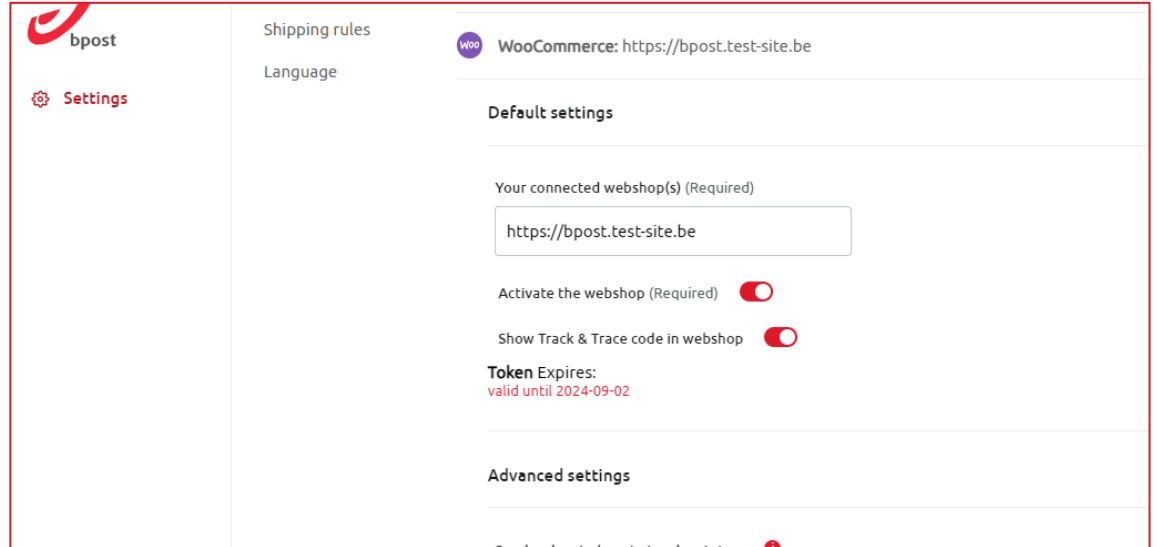
4. Configure your settings at plugins.bpost.be

Default settings	12
Advanced settings	13
Shipping rules	15
a. What are shipping rules for?	15
b. Logic	17
c. Available fields	18
<u>Overview</u>	18
<u>Combination of conditions</u>	20
<u>Attribute</u>	21
<u>Operator</u>	22
<u>Specific value to be verified in the conditional statement</u>	23
<u>Action</u>	24
d. An example of a shipping rule	25
Customs forms for non-EU shipments	26

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**.

Advanced settings

The advanced settings are shown in **Settings > Plug-ins > Connected webshops**. The following settings can be configured here (See screenshot on the next page).

- **Send order to bpost at order status:** set the status in the ordering process in your store when a label is automatically created.
 - Refunded
 - Failed
 - Completed
 - On hold
 - *Processing* (default setting)
 - Pending payment
 - Canceled
 - Draft
- **Order status after printing the shipping label:** set the new order status in your WooCommerce store after a label is downloaded for printing.
 - *Do not change status* (default setting)
 - *Processing*
 - *Completed*
- **Order status after parcel was sent:** set the new order status in your WooCommerce store after it's sent.
 - *Do not change status*
 - *Completed* (default setting)
- **What status will be set on delivery:** set the new order status in your WooCommerce store once the parcel is delivered.
 - *Do not change status* (default setting)
 - *Completed*

 Remember to **save your changes**.

ost

tings

pping Manager

out

Configurations

Shipping rules

Language

WooCommerce: https://bpost.test-site.be
Hide details Delete

Default settings

Your connected webshop(s) (Required)

https://bpost.test-site.be

Activate the webshop (Required)

Show Track & Trace code in webshop

Token Expires:
valid until 2024-09-02

Advanced settings

<p>Send orders to bpost at order status !</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Processing v</div> <p>Order status after parcel was sent !</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Completed v</div>	<p>Order status after printing the shipping label !</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">- v</div> <p>What status will be set on delivery? !</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">- v</div>
--	---

Shipping rules

Save

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 WooCommerce 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 "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 WooCommerce store. If you want to give your customer a choice of delivery type, you must set the shipping methods in your WooCommerce store. You will then be able to add a rule to ensure the right label is created for a given shipping method.



Settings

- Plug-ins
- Configurations
- Shipping rules
- Language

Shipping Manager

Log out

Shipping rules

Add a rule ▼

Import the shipping methods of my webshop

Existing rules

Rules are executed from top to bottom. Organize the order of the rules by dragging them to the desired position.

Defined rules	Active	Action(s)
<p>Domestic</p> <p>☰ When Recipient country is Belgium and Product is not Bpack 24/7 & Bpack@bpost Perform the following action(s) Product is Bpack 24h Pro</p>	<input checked="" type="checkbox"/>	👉 ✎ 🗑️
<p>International</p> <p>☰ When Recipient country is not Belgium and Product is not Bpack 24/7 & Bpack@bpost Perform the following action(s) Product is Bpack World Business</p>	<input checked="" type="checkbox"/>	👉 ✎ 🗑️

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 'Shipping method' is 'bpost warranty': '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

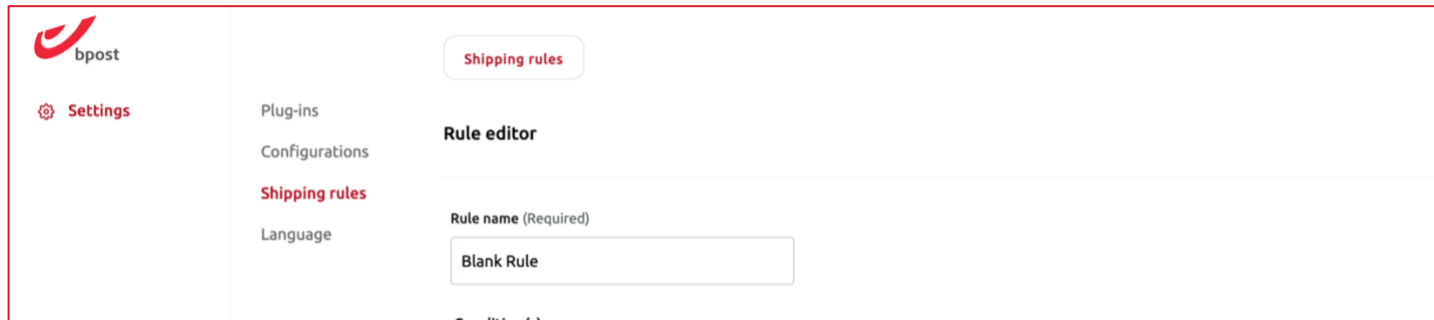
Overview

The screenshot displays the 'Rule editor' interface with several key components:

- Rule name (Required):** A text input field containing 'Blank Rule'. Above it is a dropdown menu for 'Combination of conditions' with 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'.
- Condition(s):** A section titled 'When' containing a dropdown menu set to 'All conditions are valid'. Below this are three rows of conditions, each with a field name, an operator, and a value:
 - Row 1: 'Webshop' (selected from 'Attributes'), operator 'is', value 'WooCommerce: https://bpost.test-site.be'.
 - Row 2: 'Shipping method', operator 'is', value 'bpost Saturday'.
 - Row 3: '- ' (selected from 'Attributes'), operator 'is', value 'Write value or select from dropdown'.
- Perform the following action(s):** A section containing three rows of actions, each with a field name, an operator, and a value:
 - Row 1: 'Product', operator 'is', value 'Bpack 24h Pro'.
 - Row 2: 'Option', operator 'is', value 'Saturday delivery'.
 - Row 3: '- ' (selected from 'Attributes'), operator 'is', value (empty).
- Attributes:** A vertical list on the left side of the interface, including: 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.
- Action:** A dropdown menu at the bottom left with options: 'Do not create shipping label', 'Interrupt rule execution', 'Option', and '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.

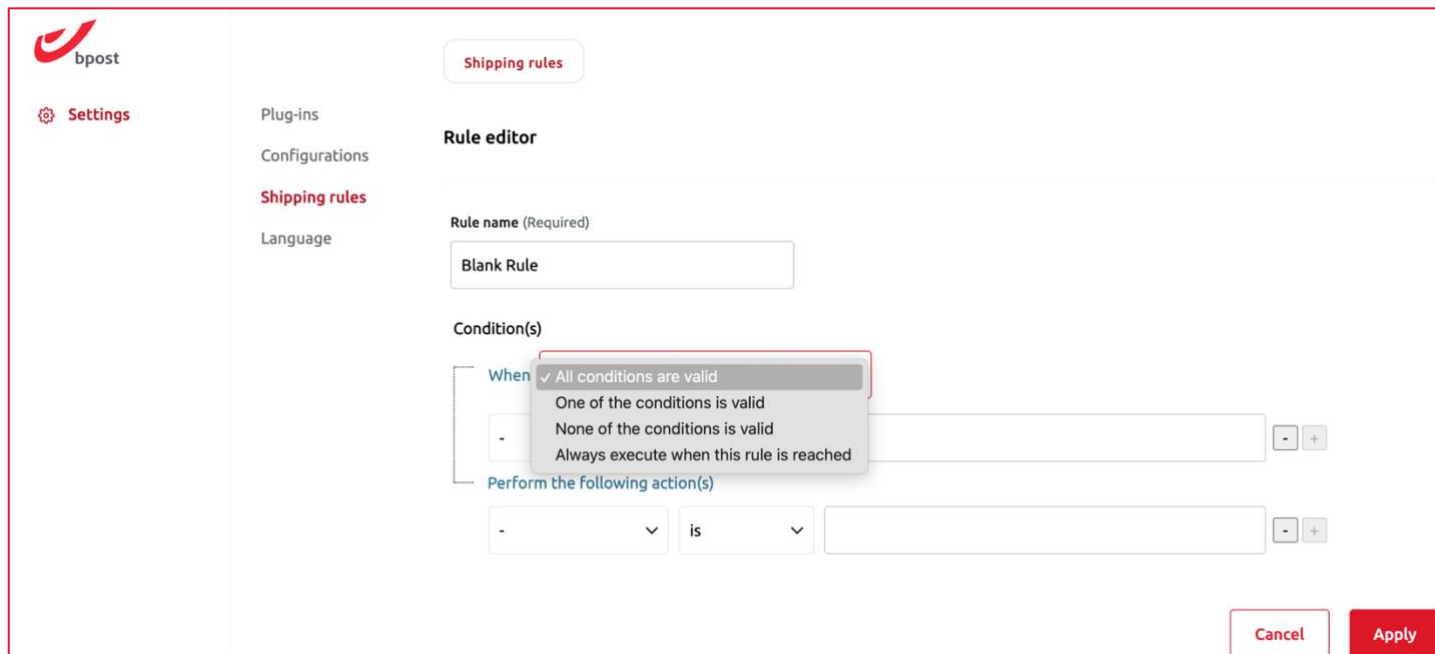


The screenshot shows the bpost settings interface. On the left is a navigation menu with 'Settings' selected. The main content area is titled 'Shipping rules' and contains a 'Rule editor' section. Under 'Rule editor', there is a 'Rule name (Required)' field with a dropdown menu currently showing 'Blank Rule'. Below this field, the text 'Conditions' 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 for Settings, Plug-ins, Configurations, Shipping rules (highlighted), and Language. The main area is titled "Shipping rules" and contains a "Rule editor" section. The "Rule name (Required)" field contains "Blank Rule". Below it, the "Condition(s)" section has a "When" dropdown menu open, showing 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". The "Perform the following action(s)" section shows a dropdown menu with "-" and "is" and an empty input field. At the bottom right 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 WooCommerce 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.

Shipping rules

Language

Rule name (Required)

Blank Rule

Condition(s)

When All conditions are valid

Recipient country is

Option n(s)

Product is

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

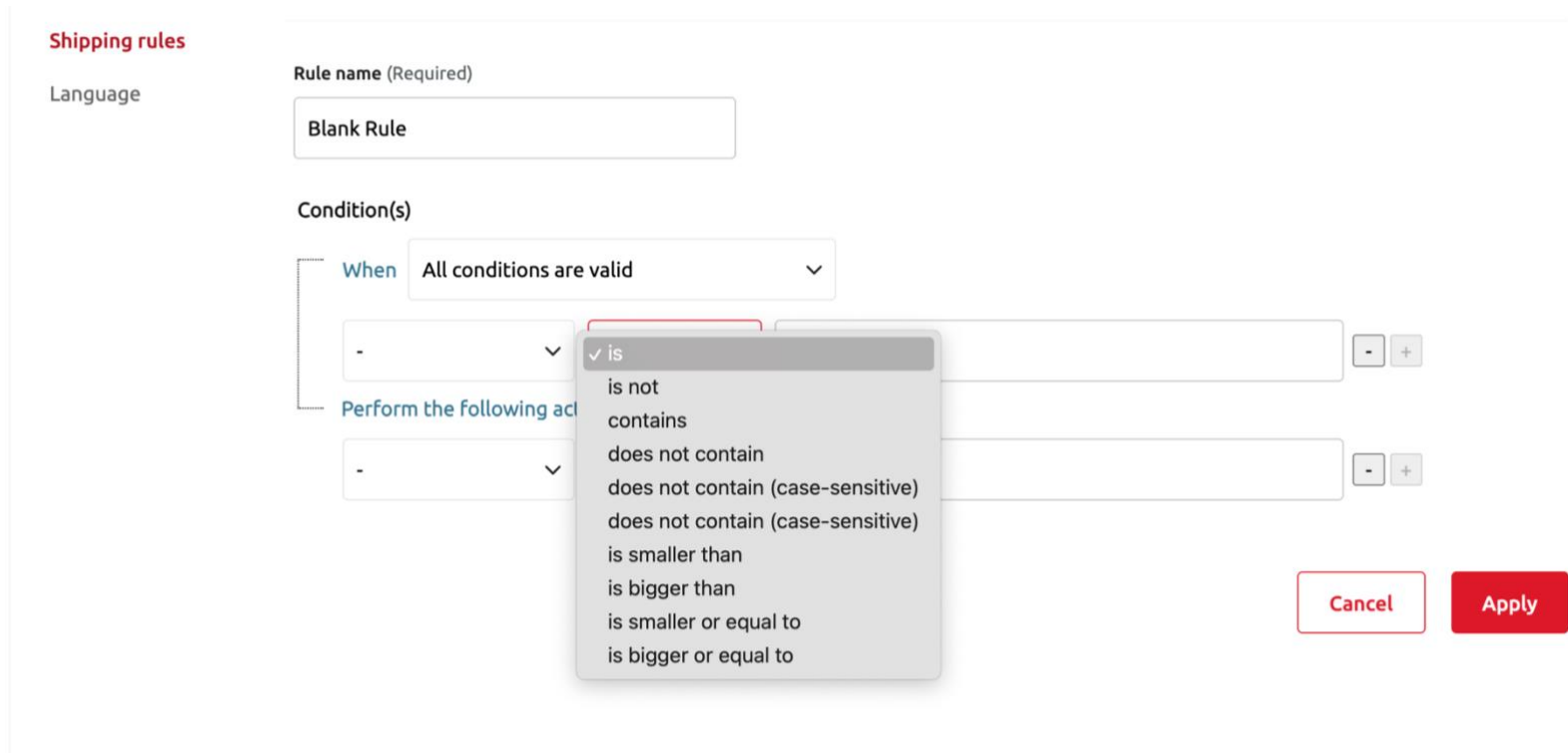
Cancel Apply

Shipping Manager

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.



The screenshot displays a web interface for configuring shipping rules. On the left, a sidebar contains the text "Shipping rules" and "Language". The main area is titled "Rule name (Required)" and contains a text input field with "Blank Rule". Below this is a section for "Condition(s)" with a dropdown menu set to "When All conditions are valid". Underneath, there are two rows for "Perform the following actions". Each row has a dropdown menu for the action type, currently showing a hyphen. A dropdown menu is open over the first action type dropdown, listing the following operators: "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", and "is bigger or equal to". The "is" operator is currently selected. At the bottom right of the form, there are two buttons: "Cancel" and "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: Shipping method is bpost Saturday

The screenshot shows a configuration interface for conditional statements. It is divided into two main sections: "When" and "Perform the following action(s)".

When Section:

- Header: "When All conditions are valid" (with a dropdown arrow)
- Operator: "is bigger or equal to" (in a grey box)
- Condition 1: "Webshop" (dropdown) is "WooCommerce: https://bpost.test-site.be" (dropdown)
- Condition 2: "Shipping method" (dropdown) is "bpost Saturday" (dropdown)
- Condition 3: "-" (dropdown) is "Write value or select from dropdown" (red button)

Perform the following action(s) Section:

- Action 1: "Product" (dropdown) is "Bpack 24h Pro" (dropdown)
- Action 2: "Option" (dropdown) is "Saturday delivery" (dropdown)

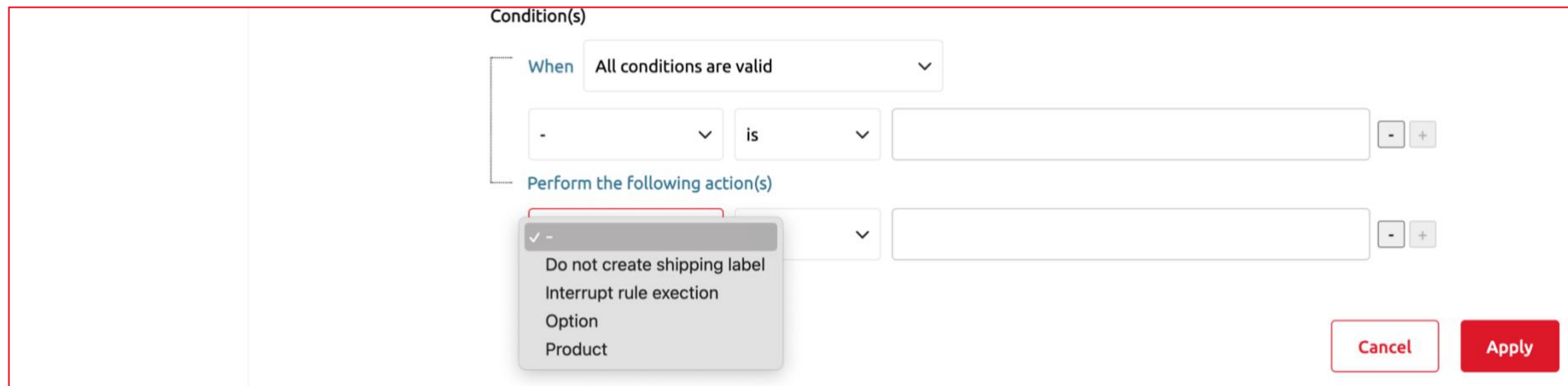
A red box highlights the "Shipping method is bpost Saturday" condition and the "Write value or select from dropdown" button. A red arrow points from the text "Specific value to be verified in the conditional statement" to the "is" operator in the highlighted condition.

Action

You now have one or more conditions. "When X is/is not Y" ("When Shipping Method is bpost warranty", say). You now need to say what should happen when the statement is true.

Example: When Shipping Method is bpost warranty, 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, it is labeled "Condition(s)". Below this, there is a "When" section with a dropdown menu set to "All conditions are valid". Underneath, there is a field with a minus sign, a dropdown menu, the word "is", another dropdown menu, and an empty text input field. To the right of the text input field are minus and plus signs. Below the "When" section, there is a section labeled "Perform the following action(s)". There is a dropdown menu with a checkmark and a minus sign, and an empty text input field. To the right of the text input field are minus and plus signs. A dropdown menu is open below the first action dropdown, 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.

Rule name (Required)

Blank Rule

Condition(s)

When All conditions are valid

Webshop	is	WooCommerce: https://bpost.test-site.be	-
Shipping method	is	bpost Saturday	-
-	is		- +

Perform the following action(s)

Product	is	Bpack 24h Pro	-
Option	is	Saturday delivery	-
-	is		- +

In the 'my-woocommerce' shop, you offer your customers the option of Saturday delivery.

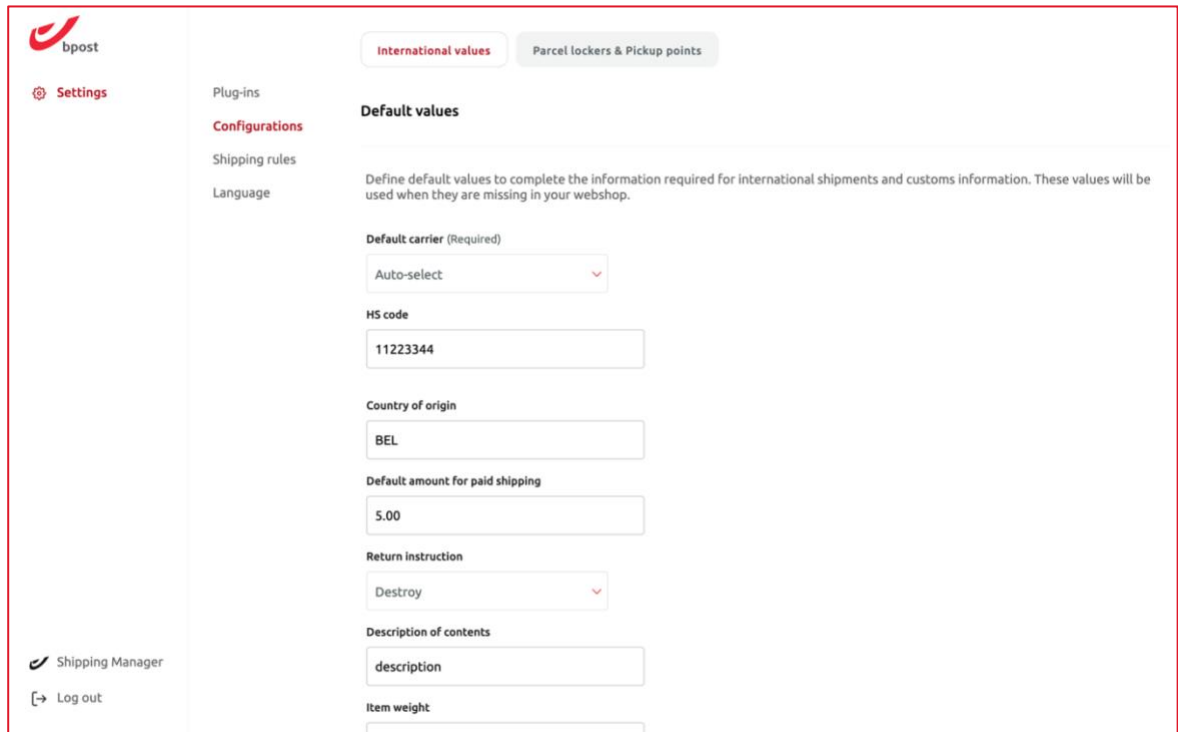
- As you already offer this at checkout, there is a "Shipping method" in your WooCommerce shop with the name "bpost Saturday".
- You must set your rule as shown to be able to create the right labels for these Saturday deliveries.
- **Conditions that must be met:** the right WooCommerce store **AND** the right shipping method name. (AND = all conditions must be met)
- **Actions that must be taken:** create a label for which the Product is 'bpack24 Pro' and the Option is 'Saturday delivery'.

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 WooCommerce store, but some may be missing and others cannot be preset. Happily you can set a default value for missing details, which are then entered on the customs form to be affixed to the shipment.

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



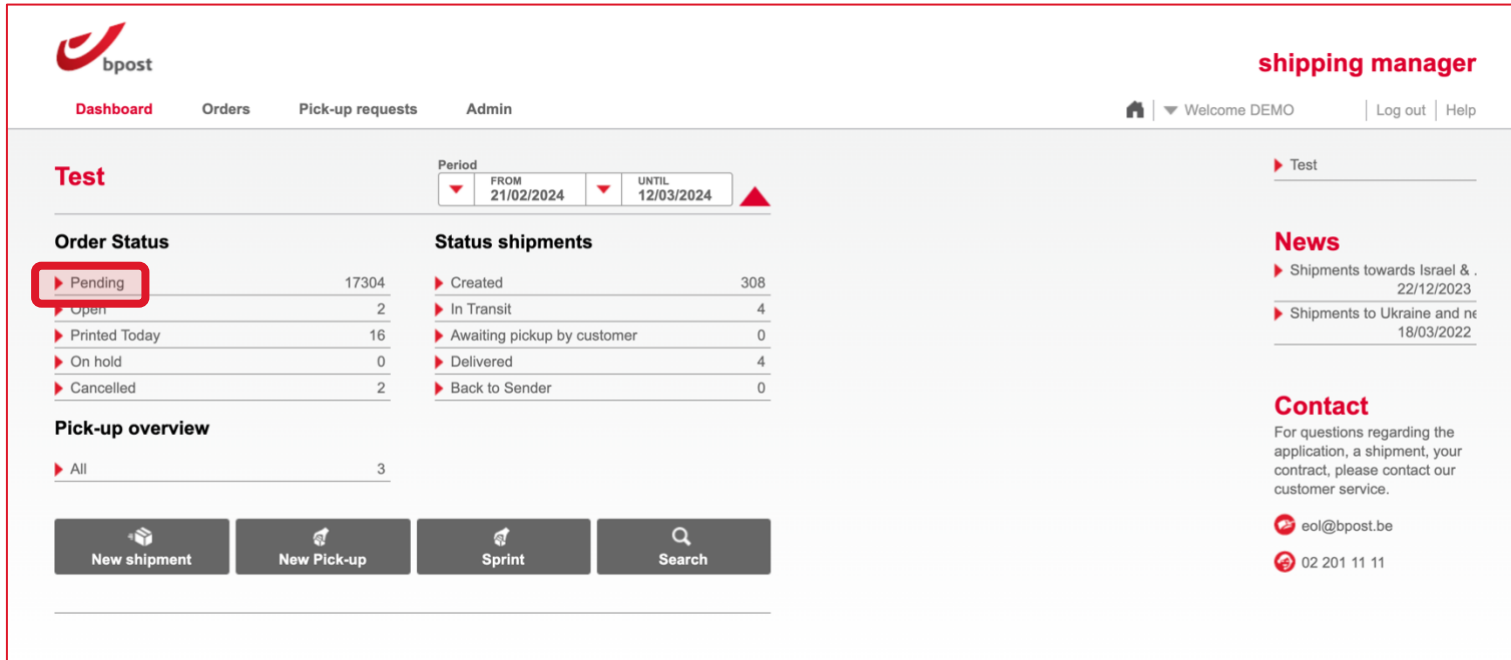
The screenshot shows the bpost WooCommerce settings interface. On the left, there is a sidebar with the bpost logo and a menu containing 'Settings', 'Shipping Manager', and 'Log out'. The main content area is titled 'International values' and 'Parcel lockers & Pickup points'. Under 'International values', there is a 'Default values' section with a descriptive text: '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.' The settings include: 'Default carrier (Required)' set to 'Auto-select'; 'HS code' set to '11223344'; 'Country of origin' set to 'BEL'; 'Default amount for paid shipping' set to '5.00'; 'Return instruction' set to 'Destroy'; 'Description of contents' set to 'description'; and 'Item weight' is partially visible at the bottom.

5. Downloading automatically created labels

Download the automatically created labels for your orders in your WooCommerce tab > Orders > “bpost Status/action”.

Or in your bpost [Shipping Manager](#) account:

- Click your Pending orders



The screenshot shows the bpost shipping manager interface. The top navigation bar includes the bpost logo, a menu with 'Dashboard', 'Orders', 'Pick-up requests', and 'Admin', and user information 'Welcome DEMO' with 'Log out' and 'Help' links. The main content area is titled 'Test' and features a date range selector for 'Period' from '21/02/2024' to '12/03/2024'. Below this, there are two tables: 'Order Status' and 'Status shipments'. The 'Order Status' table has a red box around the 'Pending' row, which shows 17304 orders. Other statuses include Open (2), Printed Today (16), On hold (0), and Cancelled (2). The 'Status shipments' table lists Created (308), In Transit (4), Awaiting pickup by customer (0), Delivered (4), and Back to Sender (0). To the right, there are sections for 'News' (with two items) and 'Contact' (with email 'eol@bpost.be' and phone '02 201 11 11'). At the bottom, there are four buttons: 'New shipment', 'New Pick-up', 'Sprint', and 'Search'.

Order Status	Count
Pending	17304
Open	2
Printed Today	16
On hold	0
Cancelled	2

Status shipments	Count
Created	308
In Transit	4
Awaiting pickup by customer	0
Delivered	4
Back to Sender	0

- This opens the **label orders overview** page.
- On the left (Actions column), **select one or more labels** you wish to print.
- Click the **“Print”** button at the bottom of the page. Give the system a moment to create the PDF. Once it's ready, the PDF will automatically download to your device.
- Open your designated downloads folder and print the PDF.

shipping manager

Dashboard **Orders** Pick-up requests Admin

Welcome [username] | Log out | Help

Labels overview

Account: Status: Period: FROM 19/04/2024 UNTIL 09/05/2024

ACTIONS	BARCODE	DELIVERY METHOD	RECEIVER ADDRESS	STATUS	DATE	ORDER REF
<input type="checkbox"/>		home or office - bpack 24h Pro	10 Spinnweg 8, Postfach - 10019 Berlin (DE)	Pending	07/05/2024	#1042
<input type="checkbox"/>		home or office - bpack 24h Pro	10 Spinnweg 8, Postfach - 10019 Berlin (DE)	Pending	07/05/2024	#1041
<input type="checkbox"/>		pick-up point - bpack@bpost	10 Spinnweg 8, Postfach - 10019 Berlin (DE)	Pending	07/05/2024	#1040
<input type="checkbox"/>		home or office - bpack 24h Pro	10 Spinnweg 8, Postfach - 10019 Berlin (DE)	Pending	07/05/2024	#1006
<input type="checkbox"/>		home or office - bpack 24h Pro	10 Spinnweg 8, Postfach - 10019 Berlin (DE)	Pending	07/05/2024	#1039
<input type="checkbox"/>		home or office - bpack World Business	10 Spinnweg 8, Postfach - 10019 Berlin (DE)	Pending	01/05/2024	#1014
<input type="checkbox"/>		home or office - bpack 24h Pro	10 Spinnweg 8, Postfach - 10019 Berlin (DE)	Pending	01/05/2024	#1002
<input type="checkbox"/>		home or office - bpack 24h Pro	10 Spinnweg 8, Postfach - 10019 Berlin (DE)	Pending	01/05/2024	#1026
<input type="checkbox"/>		home or office - bpack World Business	10 Spinnweg 8, Postfach - 10019 Berlin (DE)	Pending	01/05/2024	#1020
<input type="checkbox"/>		home or office - bpack World Business	10 Spinnweg 8, Postfach - 10019 Berlin (DE)	Pending	01/05/2024	#1029

55 record(s)

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!

Contents

1. Prerequisite: add a sender address in your Shipping Manager account	3
2. Install the plug-in in WordPress with the .zip file	5
2. Create your shipping methods for home & Pick-up points deliveries	8
4. Configure your settings at plugins.bpost.be	11
Default settings	12
Advanced settings	13
Shipping rules	15
a. What are shipping rules for?	15
b. Logic	17
c. Available fields	18
Overview	18
Combination of conditions	20
Attribute	21
Operator	22
Specific value to be verified in the conditional statement	23
Action	24
d. An example of a shipping rule	25
Customs forms for non-EU shipments	26
5. Downloading automatically created labels	27
Need help?	29
Contents	30