A blue and black logo

AI-generated content may be incorrect.

**Pasts Magento Module Installation Instructions**

**Module Functionality**

* Postal delivery to post offices in Latvia and Lithuania.
* Postal delivery to parcel lockers (terminals) in Latvia, Lithuania and Estonia.
* Postal delivery by Pasts courier delivery both in Latvia and abroad.
* Letter and parcel post deliveries domestically and abroad.
* Option to print postal labels directly from the e-store administrator environment.
* Option to call a courier directly from the e-store administrator environment for handing over postal items.

# E-store requirements

The module is compatible with Magento 2.4.4 and later versions.

# Server requirements

The module is compatible with PHP 8.1 and later versions. Before proceeding with the installation, ensure that PHP version 8.1 or later is installed on the server.

SSH access, with rights to edit, create and delete files.

# Pasts Module Installation and Tools Required

To add the Pasts module, a tool will be required to connect to the FTP server. To connect to the FTP server, you can use the following tools or choose another tool you are familiar with:

* FileZilla Client [https://filezilla-project.org](https://filezilla-project.org/)
* WinSCP <https://winscp.net/eng/download.php>
* Cyberduck [https://cyberduck.io](https://cyberduck.io/)

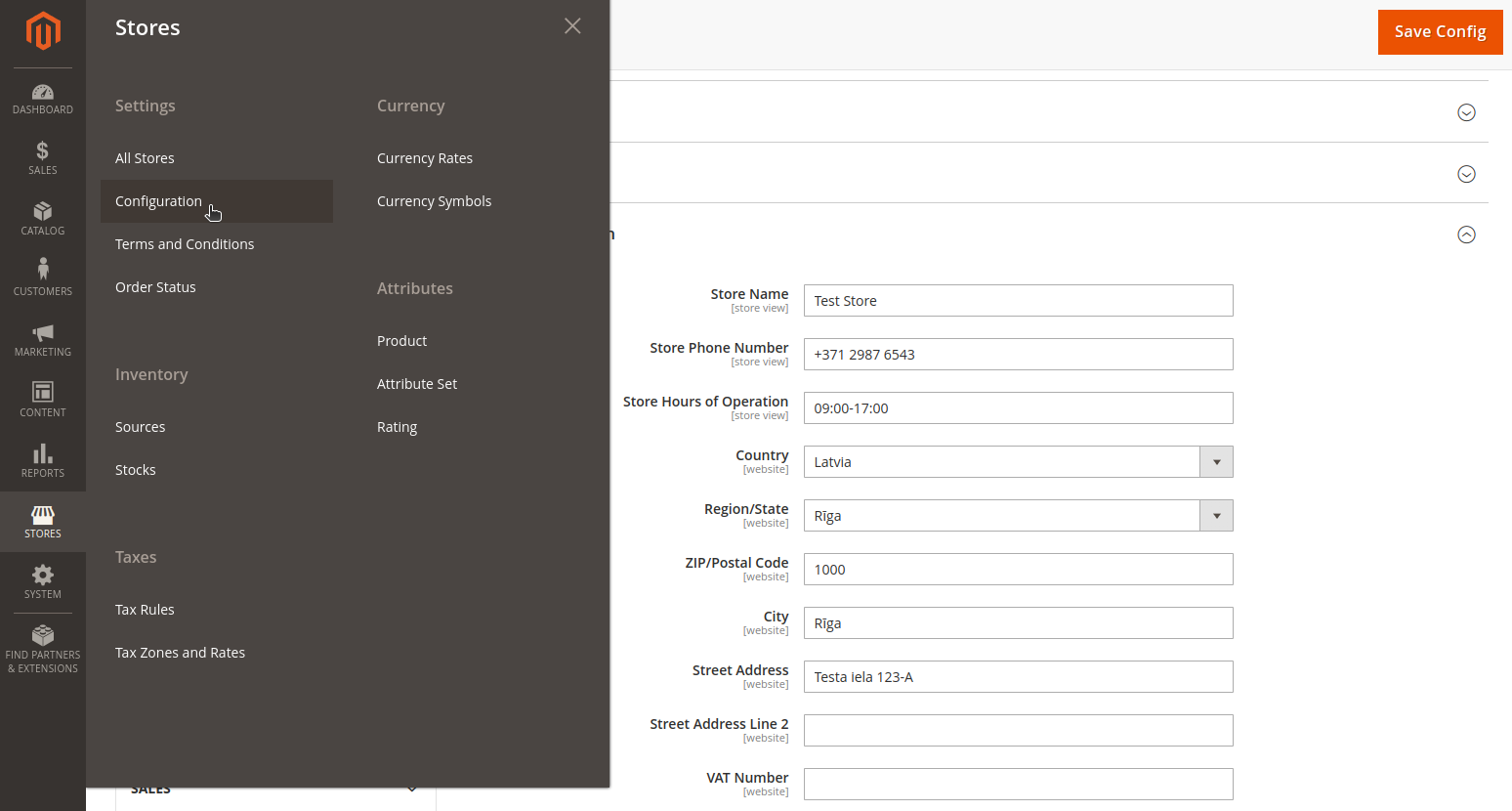
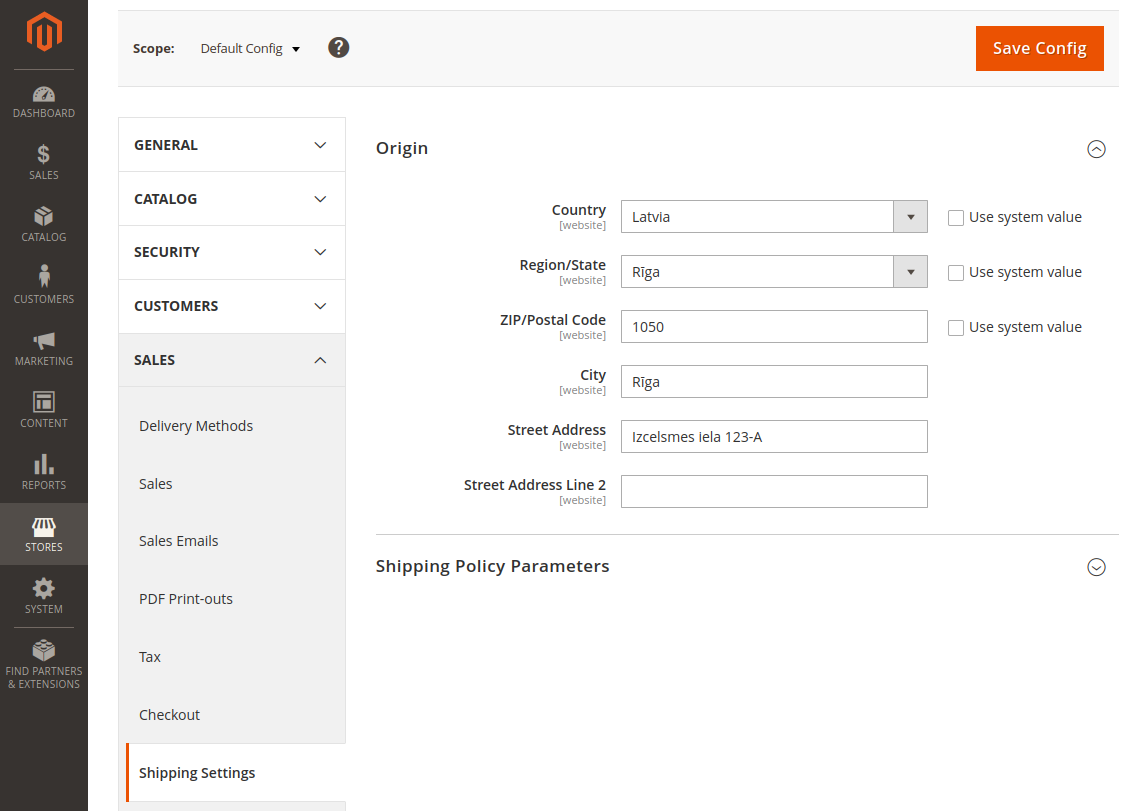
An SSH tool is required to connect to the server command line. For SSH connection, Windows users can use PuTTY ([https://www.putty.org](https://www.putty.org/)), while Linux and MacOS users can connect to the server using Terminal or choose another familiar tool.

# Pasts Module Installation

1. Download the module .zip file and export its contents.
2. Connect to your FTP server using one of the tools specified above.
3. Switch to your Magento store directory on the FTP server. The Zip file contains the “WebDev” folder. Place this folder in the “app/code/” directory. If the “app” directory does not contain a “code” subdirectory, it must be created.
4. Connect to your server using the SSH tool and navigate back to the Magento store directory using the “cd” command. Then launch the following commands in the SSH tool:  
   bin/magento module:enable WebDev\_LatvijasPasts  
   bin/magento setup:upgrade

bin/magento setup:di:compile  
bin/magento setup:static-content:deploy -f --language en\_US  
bin/magento setup:static-content:deploy -f --language lv\_LV  
bin/magento indexer:reindex  
bin/magento cache:flush

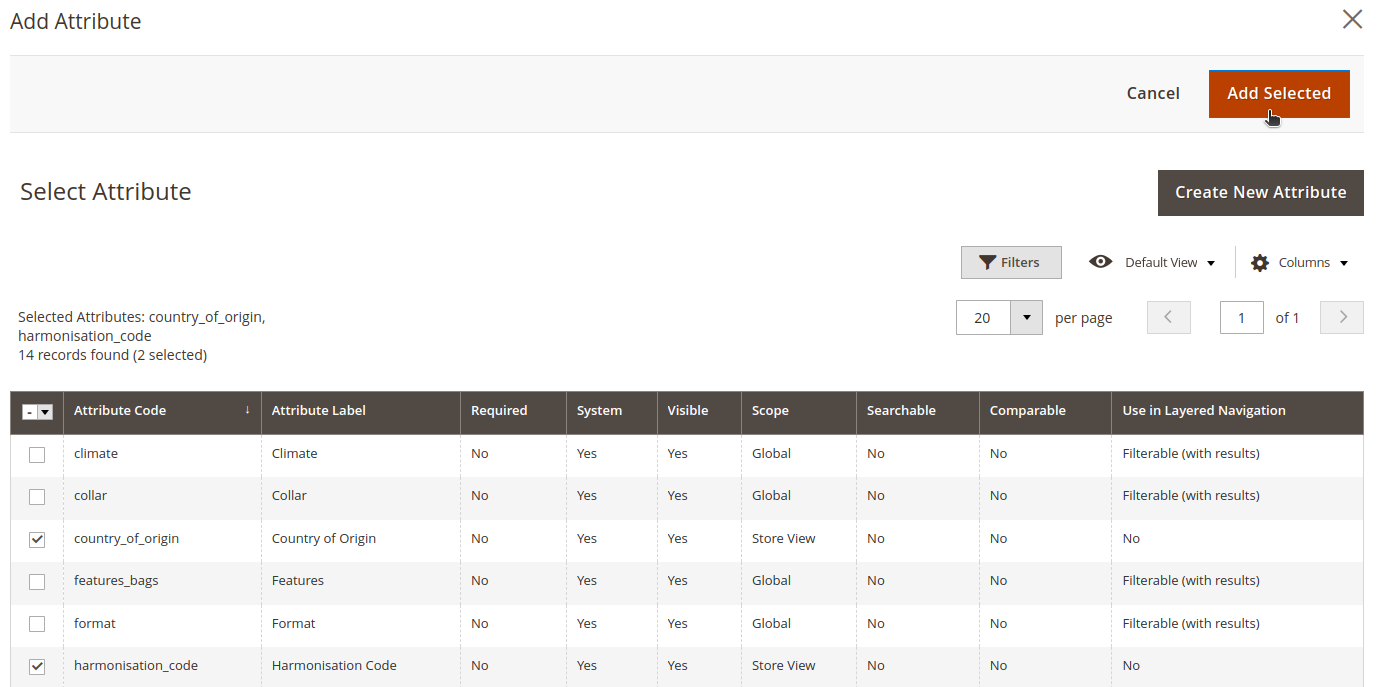
bin/magento webdev:latvijaspasts:updatelocations

1. In your internet browser, navigate to the admin page of your Magento store.
2. To activate the module, enter information about your store on the menu *Stores >> Settings >> Configuration*. Expand “Store Information” in the “General” section. Enter the required information and to save the changes, click the ‘Save Config’ button.  
   
3. You must also specify the address from which products will be shipped. To do this, go to Stores >> Settings >> Configuration, then navigate to Sales >> Shipping Settings >> Origin. Click 'Save Config' to confirm.  
   
4. To configure the module, go to the same menu: *Stores >> Settings >> Configuration*. Then go to *Sales >> Delivery Methods*. In this section, expand “Pasts”. Enter the required information and click the “Save Config” button.  
   A screenshot of a computer

   AI-generated content may be incorrect.

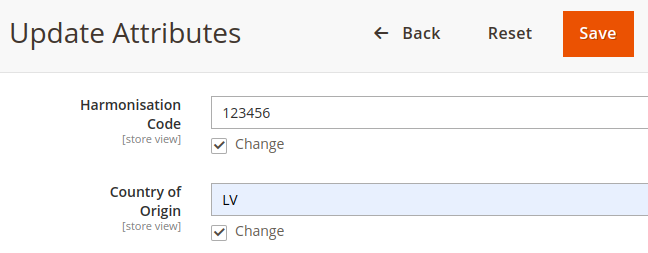
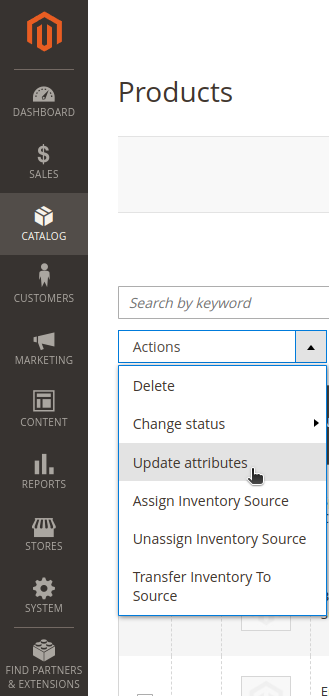
|  |  |  |
| --- | --- | --- |
| **Field name** | **Potential values** | **Field description** |
| Enabled | Optional field | Indicates whether the module is switched on or off. |
| Title | Text | Carrier name associated with the delivery method. |
| ExpressPasts Secret Key | Mixed number and letter value | ExpressPasts API secret key. |
| MansPasts User ID | Mixed number and letter value | MansPasts API user ID. |
| MansPasts API Key | Mixed number and letter value | MansPasts API Key. |
| Use MansPasts Demo API | Optional field | Indicates whether to use Mans Pasts test mode for creating postal deliveries and generating manifests. |
| Locker Price | Number value | Delivery price to parcel lockers in Latvia and Lithuania. |
| Post Office Price | Number value | Delivery price to post offices in Latvia and Lithuania. |
| ExpressPasts Courier Price to Latvia | Number value | Delivery price with ExpressPasts courier to Latvia. |
| ExpressPasts Courier Price to EU | Number value | Delivery price with ExpressPasts courier to other European Union countries. |
| ExpressPasts Courier Price to Other | Number value | Delivery price with ExpressPasts courier to all other countries. |
| MansPasts Courier Price to Latvia | Number value | Delivery price with Mans Pasts courier to Latvia. |
| MansPasts Courier Price to EU | Number value | Delivery price with Mans Pasts courier to other European Union countries. |
| MansPasts Courier Price to Other | Number value | Delivery price with Mans Pasts courier to all other countries. |
| Allowed Methods | Optional field | Enabled delivery methods |
| Ship to Applicable Countries | Optional field | Ship to all countries or to selected ones only. |
| Ship to Specific Countries | Optional field | Countries eligible for shipping with Pasts methods. Select this option only if the previous field has been marked to ship to specific countries only. You can select multiple countries by holding down the Ctrl or ⌘ key, or the Shift key. |
| Default Product HS Code | Number value | Default harmonisation code for international postal deliveries. |
| Default Product Origin Country | Optional field | Default country of origin for international postal deliveries. |
| Displayed Error Message | Text | Notification when delivery method is not available. |
| Show Method if Not Applicable | Optional field | Does not hide delivery methods if discrepancy of entered data discovered. |
| Sort Order | Number value | Order of delivery methods compared to others. A bigger number will move delivery methods further down the list. |

If store products have harmonisation codes or countries of origin that differ from the default values, individual values can be assigned to each product.

1. First add the following fields to the products. This can be done in the menu *Stores >> Attributes >> Product*. Then click the “Add New Attribute” button. Create two new fields with Attribute Code values: “harmonisation\_code” and “country\_of\_origin”. This field is visible when “Advanced Attribute Properties” is expanded. Enter the corresponding “Attribute Label” field values: “Harmonisation Code” and “Country of Origin”.
2. For products where these values differ from the default, they can be updated in the *Catalog >> Products* menu.
   1. On the product, click the “Edit” button and then the “Add Attribute” button. Select both previously created fields and click the “Add Selected” button.  
        
      

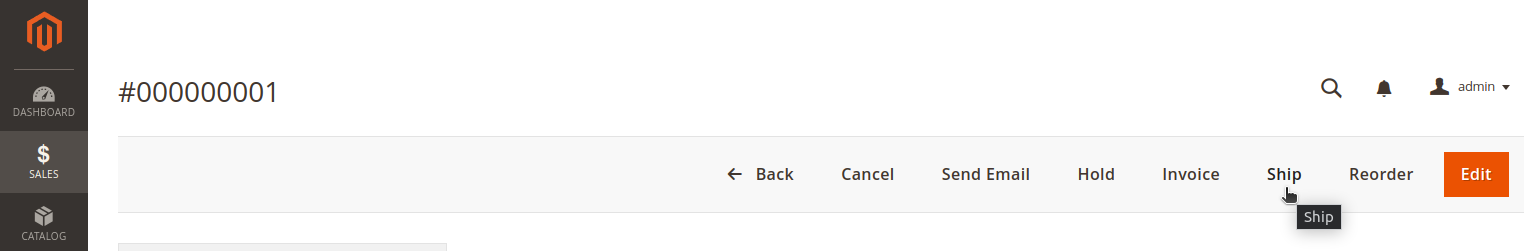
Once this is done, you can expand the Attributes section to enter these values. Enter the country of origin as a two letter abbreviation of this country (ISO 3166-2). Once the required values are entered, click the “Save” button.  


* 1. Alternatively, to change values for multiple products at once, go to *Catalog >> Products* menu, select the desired products and click *Actions >> Update Attributes*. Enter the required values after marking “Change” below them. Then click the “Save” button — the marked values will be updated for the selected products shortly.

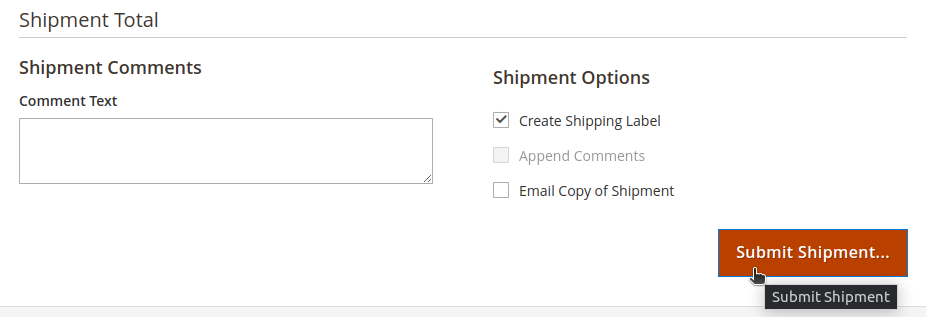


# Order processing

1. Packages can be added to an order in the *Sales >> Orders* menu. Click “View” on the order, then click “Ship”.



You must select “Create Shipping Label” and click the “Submit Shipment...” button.



1. Enter the required parameters in the “LatvijasPasts Packaging” section.

|  |  |  |
| --- | --- | --- |
| **Field name** | **Potential values** | **Field description** |
| Package Type | Optional field | Visible only if the purchase delivery method is Mans Pasts courier. |
| Package Priority | Optional field | Visible only if the delivery method is one of the ExpressPasts methods. |
| Package Size | Optional field | Visible only if the purchase is to be delivered to a parcel locker in Lithuania or Estonia. |
| Total Weight | Number value | Package weight (in kg). |

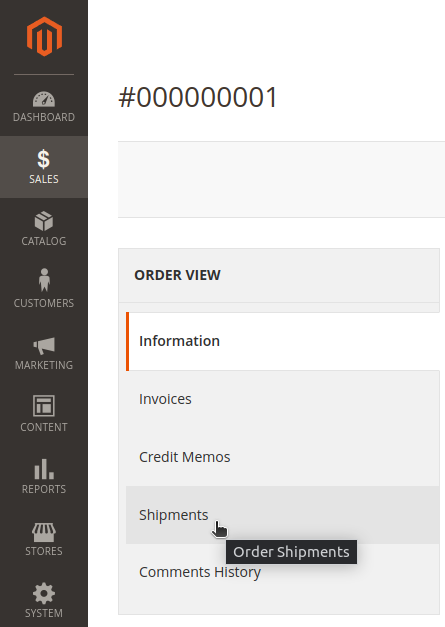
1. Click the “Add Products to Package” button, select all products and click the “Add Selected Product(s) to Package” button. If necessary, the package weight (in kg) can be adjusted. Entering the package size (in cm) is optional.  
   If a postal delivery is made outside the European Union and no weight is specified for the product, its default weight will be set to 1 gram. Therefore, it is important to enter the weight for all store products for which it is required.

Once the required input fields have been filled in, click the “Save” button.

A screenshot of a package

AI-generated content may be incorrect.

1. After creating the shipment, the label can be downloaded from *Shipments >> View*. In the “Shipping and Tracking Information” section, click the “Print Shipping Label” button to download the purchase label.

A screen shot of a shipping label

AI-generated content may be incorrect.

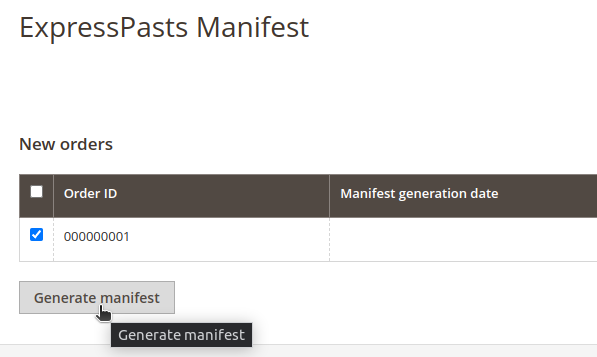
You can print labels for several purchases at once. To do this, return to the menu *Sales >> Orders* and mark the purchases. After that, click *Actions >> Print Shipping Labels*.

1. Shipment tracking information can be accessed by clicking the “Track this shipment” button or the shipment number below. Tracking information is available with all ExpressPasts delivery methods and Mans Pasts courier purchases with the “Letter - Tracked” delivery method.

**Manifest**

1. To create a new ExpressPasts manifest, go to *Sales >> ExpressPasts Manifest*. To create a Mans Pasts manifest, go to *Sales >> MansPasts Manifest*.
2. A Mans Pasts manifest can be generated only once for each purchase. For ExpressPasts purchases, manifests can be generated repeatedly. To generate a manifest, mark the purchase number and click the “Generate manifest” button.

A screenshot of a computer

AI-generated content may be incorrect.

1. The manifest will be downloaded as a .pdf file. Purchases will be grouped based on the date and time of manifest generation.

# Courier request

1. To request a courier to collect an order, go to the *Sales >> MansPasts Courier* menu. The default values in the input fields are retrieved from the store location specified earlier in the “Store Information” section. The data fields marked with an asterisk (\*) are mandatory.

A screenshot of a computer

AI-generated content may be incorrect.

|  |  |  |
| --- | --- | --- |
| **Field name** | **Potential values** | **Field description** |
| Date | Date (year-month-day) | Date on which courier service is required. |
| Time | Time (hour:minute) | Earliest courier arrival time. Minimum value is 9:00. Must be at least one hour after the request. |
| Time To | Time (hour:minute) | Latest courier arrival time. Maximum value is 18:00. At least one hour after the Time field value. |
| Transport type | Options | Van or lorry. |
| Parcel numbers | Text | Parcel numbers are separated with a comma or semicolon. |
| Manifest | Text | Manifests to include in the courier request. All shipments included in the selected manifests are added. Only ExpressPasts manifests can be added. |
| Weight | Number value | Total parcel weight (in kg). |
| Volume | Number value | Total size of parcels (in cubic metres). |
| Loading area length | Number value | Length of available loading area (in metres). |
| Company name or name and surname | Text | Company name or person’s first name and surname. |
| Phone number | Text | Phone number that will be used to communicate with the courier. |
| Email | Text | Email. |
| City | Text | Address city. Required if address region has not been specified. |
| Area | Text | Address region. Required if address city has not been specified. |
| District | Text | Address area. |
| Village | Text | Address village. |
| Street | Text | Address street. |
| House | Text | Address house number or name. |
| Apartment number | Text | Address apartment/flat number. |
| Zipcode | Text | Address zipcode/postcode. |
| Comments | Text | Comments. Additional information required for a courier request. |

1. Click the “Call Courier” button. If there are input errors, they will be shown at the bottom.
2. A “Courier call successful!” notification will appear once the courier request has been successfully submitted. The requests can be viewed by navigating to <https://express.pasts.lv/lv/courier_requests> and logging into the system.

