

Pasts PrestaShop Module Installation Instructions

Module Functionality

- Parcel delivery to post offices in Latvia and Lithuania.
- Parcel 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.

Terms and Concepts Used

COD — cash-on-delivery service.

E-store Requirements

The module is compatible with PrestaShop versions 1.7.8.0 to 8.2.

Server Requirements

The module is compatible with PHP 7.2 and later versions.

Necessary Tools

To install the Pasts module using the folder method, you will need an FTP client. You can use one of the following tools or another you are familiar with:

FileZilla Client <https://filezilla-project.org>

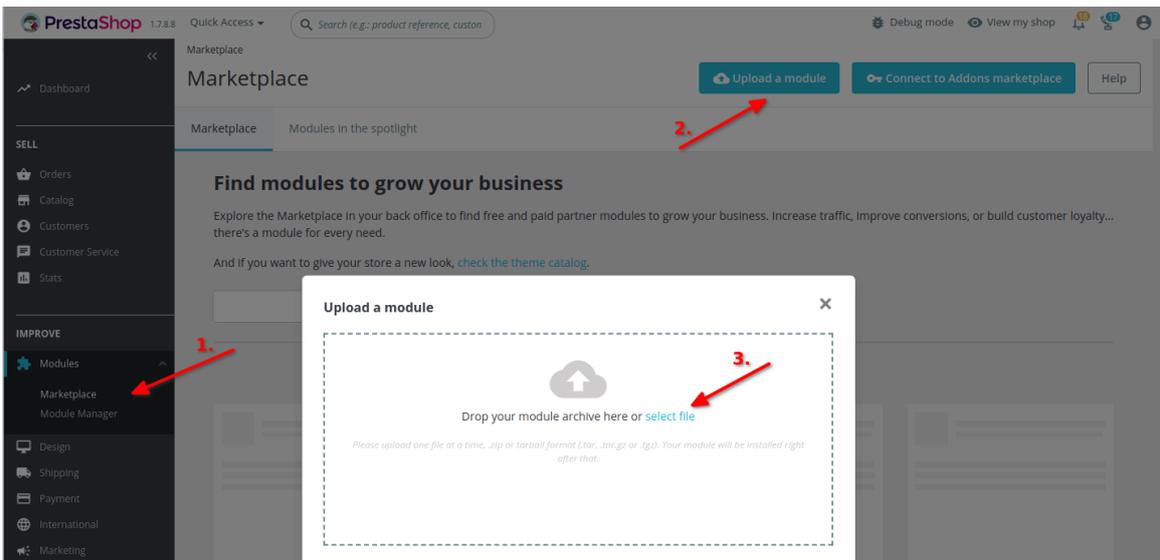
WinSCP <https://winscp.net/eng/download.php>

Cyberduck <https://cyberduck.io>

Pasts Module Installation

Installation via ZIP File

1. Log in to the e-store admin environment and go to *Improve >> Modules >> Marketplace* (1). Click the “Upload a module” button (2), then click “Select a file” (3). Install the relevant delivery module. The file may be too large. In this case, increase the PHP settings values for “upload_max_filesize” and “post_max_size”, or use the “Installation via Folder” method described below.



- In section *Improve* >> *Modules* >> *Module Manager*, look for “latvijasposts”. Click “Configure” and enter the required information. The data fields marked with a red asterisk (*) are mandatory (for the current section). After entering the information at the bottom right, click the “Save” button.

Installation via Folder

- Export the module files (you must have the “latvijasposts” folder, containing subfolders such as “classes”, “config”, “controllers”, etc).
- Connect to your FTP server using one of the tools specified above.
- Drag the “latvijasposts” folder into the “modules” folder of the PrestaShop system.
- Log in to the e-store administrator environment and go to *IMPROVE* >> *Modules* >> *Marketplace*, look for “latvijasposts”. Click “Install”.
- In section *Improve* >> *Modules* >> *Module Manager*, look for “latvijasposts”. Click “Configure” and enter the required information. The data fields marked with a red asterisk (*) are mandatory (for the current section). After entering the information at the bottom right, click the “Save” button.

Module Configuration

Data fields in the 1st section of the module configuration (ExpressPasts):

Field name	Potential values	Field description
Server	Test / Production	Indicates whether the module is in test or production environment.
TEST secret key LIVE secret key	Mixed number and letter value	ExpressPasts API secret key.
Default package size	Size selection	Sets the default parcel size for shipments to parcel lockers in Lithuania and Estonia.

Carrier	On / Off	Indicates whether the respective carrier will be active.
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Modules / latvijaspasts / Configure

Configure

Carriers - Pasts

Back Translate Check update Manage hooks

ExpressPasts

Server:

* LIVE secret key:

Default package size:

Pasts Post office Latvia carrier: Enabled
If enabled the "Pasts Post office Latvia" will appear under Shipping->Carriers. You can configure pricing there.

Pasts Post office Lithuania carrier: Enabled
If enabled the "Pasts Post office Lithuania" will appear under Shipping->Carriers. You can configure pricing there.

Pasts parcel locker Latvia carrier: Enabled
If enabled the "Pasts parcel locker Latvia" will appear under Shipping->Carriers. You can configure pricing there.

Pasts parcel locker Lithuania carrier: Enabled
If enabled the "Pasts parcel locker Lithuania" will appear under Shipping->Carriers. You can configure pricing there.

Pasts parcel locker Estonia carrier: Enabled
If enabled the "Pasts parcel locker Estonia" will appear under Shipping->Carriers. You can configure pricing there.

Pasts courier delivery carrier: Enabled
If enabled the "Pasts courier delivery" will appear under Shipping->Carriers. You can configure pricing there.

Data fields in the 2nd section of the module configuration (ExpressPasts delivery points):

Field name	Potential values	Field description
Load locations	-	Clicking the button will load delivery points for the active carriers.

Modules / latvijaspasts / Configure

Configure

Carriers - Pasts

Back Translate Check update Manage hooks

ExpressPasts delivery locations

Notice!
 Delivery locations updated successfully!

Carrier:	Count:	Last updated:
POSTTERMINALS_LV	438	2025/06/26
POSTTERMINALS_LT	378	2025/06/26
POSTOFFICES_LV	147	2025/06/26
POSTOFFICES_LT	172	2025/06/26
EXTERNAL_LOCATIONS	467	2025/06/26

Data fields in the 3rd section of the module configuration (MansPasts):

Field name	Potential values	Field description
Server	Test / Production	Indicates whether the module is in test or production environment.
TEST API key LIVE API key	Mixed number and letter value	MansPasts API key.
TEST User ID LIVE User ID	Mixed number and letter value	MansPasts API user ID.
HS (Harmonized system) code	Number value	HS Code for international shipments.
Origin country ISO code	ISO 3166-2 code	The ISO code of the country of origin for international shipments.
Carrier	On / Off	Indicates whether the respective carrier will be active.
Delivery zone	“Parcel - registered” “Letter - registered” “Letter - ordinary” “Letter - with tracking”	Breakdown of delivery types by zone.

Modules / latvijasposts / Configure

Configure
Carriers - Pasts

Back Translate Check update Manage hooks

MansPasts

Server: Test server

* TEST api key: 4aaf8ab7fd8a681485d803844fa03x1y

* TEST User ID: ba2ea6ce-aaca-40d9-adbc-51de2bf7802c

* HS (Harmonized system) code: 060110

* Origin country ISO code: LV

Enable Pasts standard delivery carrier: Enabled
If enabled the "Pasts standard delivery" will appear under Shipping->Carriers. You can configure pricing there.

Africa: Parcel - Registered

Asia: Parcel - Registered

Central America/Antilla: Parcel - Registered

Estonia: Parcel - Registered

Europe: Letter - Ordinary

Europe (non-EU): Letter - Registered

Data fields in the 4th section of the module configuration (COD):

Field name	Potential values	Field description
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Enable Cash On Delivery payment method	On / Off	Indicates whether COD is on.
Bank account	Bank account number	Bank account number for payment transfer.
Registration Number	Company registration number	Company registration number.
Carrier	On / Off	Indicates whether COD will be possible for the respective carriers.

Modules / latvijaspasts / Configure

Configure
Carriers - Pasts

Back Translate Check update Manage hooks

Cash On Delivery

Enable Cash On Delivery payment method Disabled
If enabled the "Cash On Delivery" will appear as an optional payment method for the carriers you will specify.

* Bank account

* Registration Number

Pasts Post office Latvia Disabled
If enabled the "Cash On Delivery" will appear as an optional payment method for Pasts Post office Latvia.

Pasts Post office Lithuania Disabled
If enabled the "Cash On Delivery" will appear as an optional payment method for Pasts Post office Latvia.

Pasts parcel locker Latvia Disabled
If enabled the "Cash On Delivery" will appear as an optional payment method for Pasts parcel locker Latvia.

Pasts parcel locker Lithuania Disabled
If enabled the "Cash On Delivery" will appear as an optional payment method for Pasts parcel locker Lithuania.

Pasts parcel locker Estonia Disabled
If enabled the "Cash On Delivery" will appear as an optional payment method for Pasts parcel locker Estonia.

Courier (International) only for Latvia - Express Pasts Disabled
If enabled the "Cash On Delivery" will appear as an optional payment method for Courier (International) only for Latvia - Express Pasts.

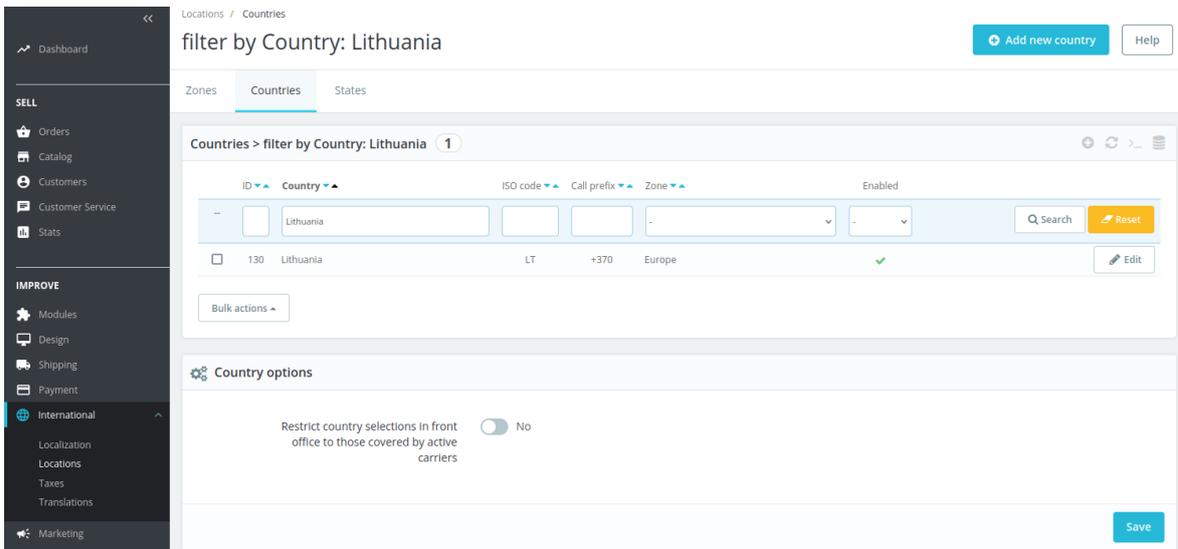
Save

Carrier Zones

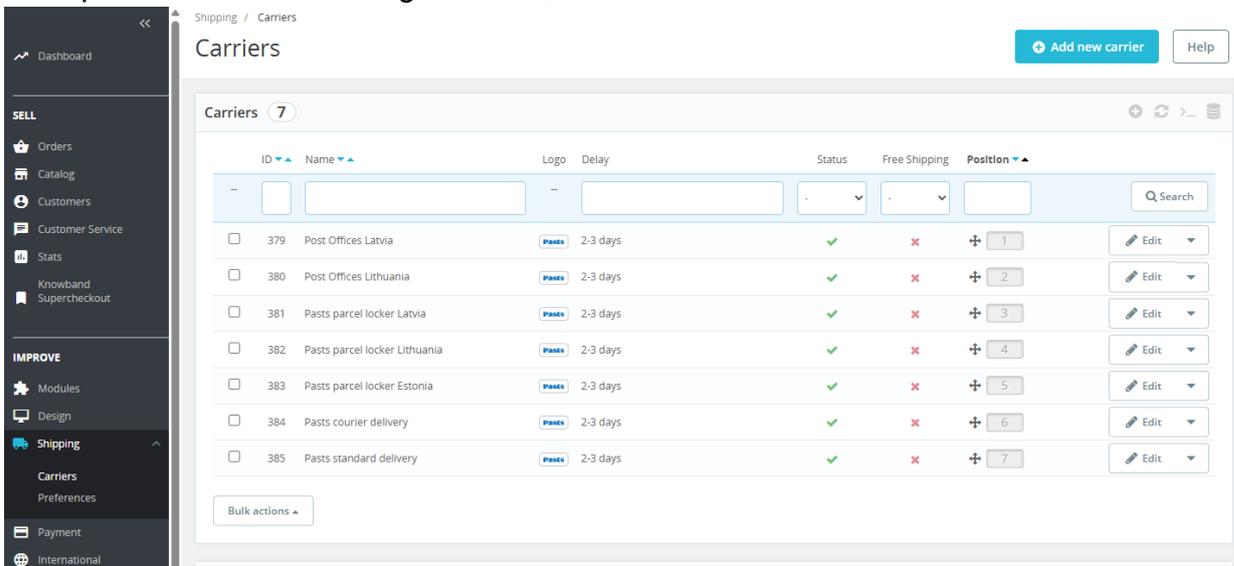
Instructions for configuring shipping zones in PrestaShop:

In IMPROVE >> International >> Locations >> Zones, click the "Add new zone" button and create a zone with a name of your choice. In the bottom right corner, click the "Save" button.

1. In International >> Locations >> Countries, enter the country name in the Filter field and click EDIT. Select the appropriate zone in the "Zone" input field. The "Active" input field should be set to "Yes". In the bottom right corner, click the "Save" button.

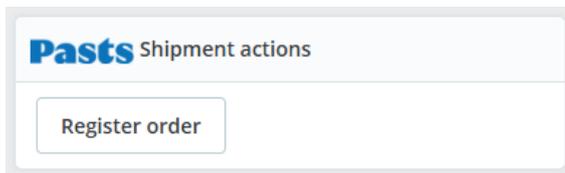


2. When you activate the carriers on the configuration page, go to *Shipping >> Carriers*, find your preferred carrier in the List, and click “Edit”. In section 2 “Shipping locations and costs” of the editing page, select the delivery zones and prices. In the bottom right corner, click the “Finish” button.



Order processing

1. To print a postage label for an order, go to the order section *SELL >> Orders >> Orders* and open the order. If the order is placed with one of the carriers supported by the “pasts” module, the “Shipment actions” section and the “Register Order” button to generate the label will be available on the left. The parcel size should also be selected for Lithuanian and Estonian parcel locker deliveries. This can be done in the adjacent “Select size” input field. Once the label is successfully generated, the “Download label” button will appear, and you can click it to download the label.
2. If the order has already been registered, the “Print Parcel Label” button will appear for generating the label, along with the “Re-Register” button for generating a new label.



Bulk printing of order labels is also possible. This feature is available from module version 1.0.3 onwards. To do this, go to *SELL >> Orders >> Orders*. Then select the purchases.

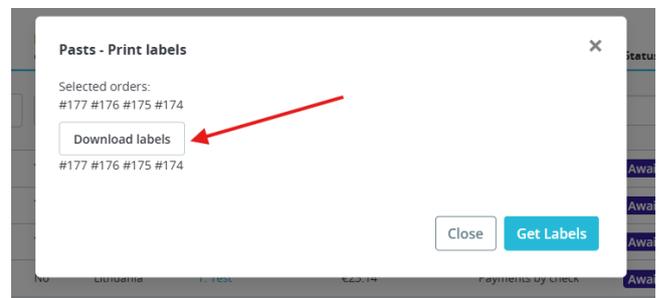
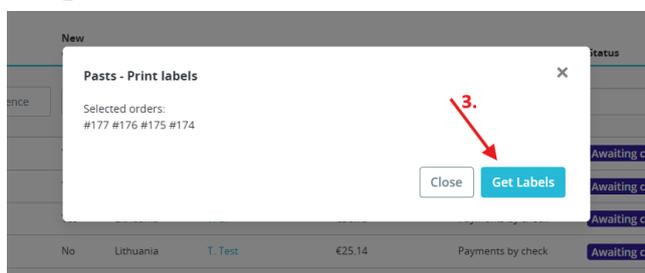
3. Above the order filtering options, click “Bulk actions” (1) and then select “Pasts - Print labels” (2) from the dropdown. Information about selected orders will open in the modal.
4. After clicking the “Get Labels” button (3), the system will process the data and generate the labels. The generation process may take more than a minute if multiple orders are selected. Orders with a delivery method other than Pasts are omitted. If the labels are generated successfully, the “Download labels” button will appear.

Orders (178)

Bulk actions ^

- Change Order Status
- Open in new tabs
- Pasts - Print labels
- Pasts - Print manifest

	Reference	New client	Delivery	Customer	Total	
<input type="checkbox"/>	178	TWPSVKHT	Yes	Lithuania	T. LT	€25.14
<input checked="" type="checkbox"/>	177	MAGSHSDID	Yes	Lithuania	T. LT	€37.09
<input checked="" type="checkbox"/>	176	AHZYDQGF	Yes	Lithuania	T. LT	€36.75
<input checked="" type="checkbox"/>	175	IXZOQLAJ	No	Lithuania	T. Test	€25.14
<input checked="" type="checkbox"/>	174	GZIQWDJTB	No	Latvia	L. TEST	€36.75



Changing the Delivery Methods and Addresses

To change the delivery method or address, go to “Carriers” and click “Edit”. This will open a modal where the delivery method and address can be selected from the list.

Orders

#75 MRQRMJPRV from Elle Bee **€36.75** 05/08/2023 at 12:44:36 Boost sales Help

Elle Bee #7
[View full details](#)

Email:
ellebee@gmail.com

Account registered:
03/30/2023 13:36:04

Validated orders placed:
2

Total spent since registration:
€213.86

Shipping address	Invoice address
Elle Bee Dzelzavas iela 14, Rīga, LV-1084 1084 Rīga Latvia 28282828	Elle Bee Brivibas iela 112, Rīga, LV-1003 LV-1003 Rīga Latvia 28282828

Private note +

Product	Base price <small>Tax included</small>	Quantity	Available	Total <small>Tax included</small>	Actions
 Hummingbird printed sweater (Size: S) Reference number: demo_3 Supplier reference: demo_3_62	€34.75	1	1168	€34.75	 

Items per page:

+ Add a product + Add a discount

Products	Shipping	Total
€34.75	€2.00	€36.75

For this customer group, prices are displayed as: Tax included. Merchandise returns are disabled

↻ Status (1) 📄 Documents (0) **🚚 Carriers (1)** ↻ Merchandise returns (0)

Date	Carrier	Weight	Shipping cost	Tracking number	
05/08/2023	Post Terminals Latvia - ExpressPasts	0.300 kg	€2.00	CE764100062LV	Edit

Shipment Manifest Generation

- To generate order manifests, go to the order section *SELL >> Orders >> Orders*. It is important to note that order manifests can only be generated after delivery labels have been created for the respective orders.
- To print the current manifests, select the orders (MansPasts and ExpressPasts orders can be selected together), click “Bulk actions” (1) above the order filtering options, and then click “Pasts - Print manifest” (2). The modal that opens will display information about the selected orders.
- After clicking the “Get Manifest” (3) button, the system will process the data and generate the labels. If the manifest is generated successfully, the “Download ExpressPasts/MansPasts manifest” button(s) will appear.

Orders

Conversion Rate
0% 30 DAYS

Abandoned Carts
0 TODAY

Orders (178)

Bulk actions ^

- Change Order Status
- Open in new tabs
- Pasts - Print labels
- Pasts - Print manifest

	Reference	New client	Delivery	Customer	Total	
<input type="checkbox"/>	178	TWPSVKHT	Yes	Lithuania	T. LT	€25.14
<input checked="" type="checkbox"/>	177	MAGSHSDID	Yes	Lithuania	T. LT	€37.09
<input checked="" type="checkbox"/>	176	AHZYDQGF	Yes	Lithuania	T. LT	€36.75
<input checked="" type="checkbox"/>	175	IXZOQLAJ	No	Lithuania	T. Test	€25.14

Pasts - Print manifest X

Selected orders:
#177 #176 #175 #174

Close **Get Manifest**

Selected orders:
#97 #96 #95

Download Express Pasts manifest

Download Mans Pasts manifest

Close **Get Manifest**

Courier Request

1. To make a courier request, go to *CONFIGURE >> Pasts or PASTS >> Courier Request*.
2. In the request template, provide the mandatory information marked with a red asterisk (*). In the ADDRESS section: company name, telephone, city/town, district, postal code, date: in the PARCEL section: date and time of receipt. The optional data fields can be filled in as needed. After entering the data, click the “Request Courier” button to submit a courier request.

Courier request form:

Courier Request Help

Express Pasts Courier Request

* Name

* Phone

* Email

* City

* Area

* District

Village

Street

House

Apartment No.

* Zipcode

* Date

* Time From

* Time To

* Transport type

Parcel numbers

Manifest number

Size, m³

Size, loading meters

Weight in kg

Comments