

Setting up the Shipping Manager for PrestaShop module

1. Fill in the Sender address

The screenshot shows the bpost shipping manager interface. At the top left is the bpost logo. The navigation menu includes Dashboard, Orders, Pick-up requests, and Admin (highlighted in yellow). On the top right, it says 'shipping manager' in red, and below it, 'Welcome STIGMI | Log out | Help'. The main content area is titled '107447 - Stigma' and contains a sub-menu with 'Sender addresses' (highlighted in yellow), 'Pick-up addresses', 'Receiver addresses', 'General Settings', 'Delivery methods', and 'Layout'. Below the sub-menu are three buttons: 'Add address', 'Upload addresses', and 'Export addresses', followed by a link for 'Addresses template file' and a search box. A table displays the address data:

ACTIONS	REFERENCE	NAME	CONTACT NAME	CONTACT PHONE N°	E-MAIL ADDRESS	BPACK 24/7 MEMBER ID	STREET	N°	BOX	POSTAL CODE	CITY	COUNTRY	DEFAULT
	SenderBE	Stigma					Test	1		1060	Saint-Gilles (Brussels)	Belgium	Yes

At the bottom left of the table area, there are navigation arrows: '<< < 1 > >>'. At the bottom right, it says '1 record(s)'. Below the table area, there are two buttons: 'Changes on the page are saved automatically' and 'Back to shop overview'.

2. Fill in the general settings and create a passphrase (URL are no longer useful)

bpost shipping manager

Dashboard Orders Pick-up requests **Admin** Welcome STIGMI | Log out | Help

107447 - Stigmi

Sender addresses	Pick-up addresses	Receiver addresses	General Settings	Delivery methods	Layout
Account ID	107447				
Name	Stigmi		*		
Confirm URL	http://www.yourshop.be		*		
Error URL	http://www.yourshop.be		*		
Cancel URL	http://www.yourshop.be		*		
Passphrase	Your passphrase		*		

Visibility

Save configuration **Back to shop overview**

3. Make sure this options is unchecked on the same page (Admin > General Settings)

Webservice v3

Validate create label based on settings in admin

4. Add an international price zone to activate shipping outside Belgium

The screenshot shows the bpost shipping manager interface. At the top left is the bpost logo. The top right says 'shipping manager'. Below the logo are navigation tabs: Dashboard, Orders, Pick-up requests, and Admin (highlighted in yellow). To the right of the tabs is a user menu: Welcome STIGMI | Log out | Help. Below the navigation is the breadcrumb '107447 - Stigmi'. The main content area has tabs for Sender addresses, Pick-up addresses, Receiver addresses, General Settings, Delivery methods (highlighted in yellow), and Layout. A table lists delivery methods with columns for ACTION, DELIVERY METHOD, and VISIBILITY. The 'international home or office' row is highlighted in yellow, and a red arrow points from a callout box to its edit icon. At the bottom are two buttons: Save configuration and Back to shop overview.

ACTION	DELIVERY METHOD	VISIBILITY
	Parcel machine	Visible
	home or office	Visible
	international home or office	Visible
	pick-up point	Visible

Edit price zone for international delivery

Save configuration Back to shop overview



107447 - Stigma

Sender addresses Pick-up addresses Receiver addresses General Settings **Delivery methods** Layout

Price zone configuration: international home or office

ACTIO

Add price zone

NAME	> 0 - = 2 KG	> 2 - = 5 KG	> 5 - = 10 KG	> 10 - = 20 KG	> 20 - = 30 KG	COUNTRIES
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Save configuration Back to shop overview

107447 - Stigma

Sender addresses

ACTIO

Price zone configuration

Zone :

Price / weight category **Prices are mandatory but won't be used**

> 0 - = 2 kg : , EUR*

> 2 - = 5 kg : , EUR*

> 5 - = 10 kg : , EUR*

> 10 - = 20 kg : , EUR*

> 20 - = 30 kg : , EUR*

Countries **Select countries in which you deliver**

Possible countries	Selected countries
AF - Afghanistan	FR - France
AL - Albania	
DZ - Algeria	
AS - American Samoa	
AD - Andorra	
AO - Angola	
AI - Anguilla	
AQ - Antarctica	

Ok **Cancel**

Validate then 'Save configuration'

Save configuration Back to shop overview