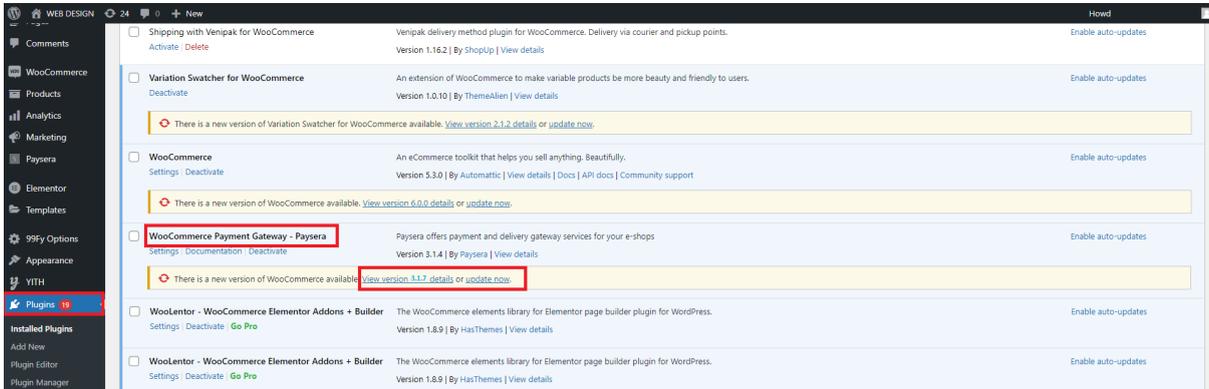
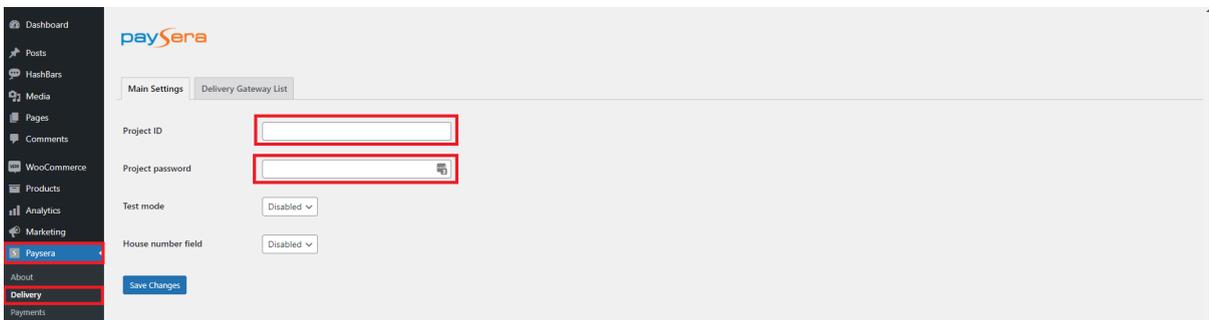


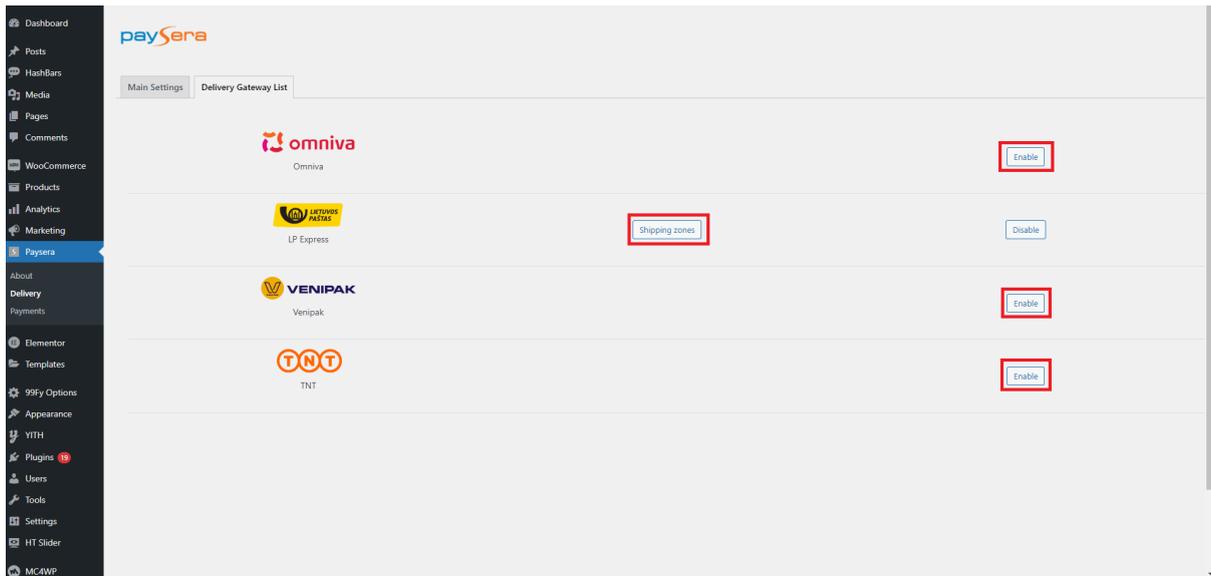
1. Update the Paysera plugin version to the latest one:
  - before updating, make a backup, in case some changes were made and you need to recover the original version.



2. Open the relevant menu item and fill in the project ID and password::
  - Click on *Paysera* in the menu
  - Click on the submenu *Delivery*
  - Fill in the project ID (from Paysera payment collection project settings). If you do not see project settings, check to make sure you took all steps to turn on delivery: <https://developers.paysera.com/en/delivery/>
  - Fill in the project password (from Paysera payment collection project settings)

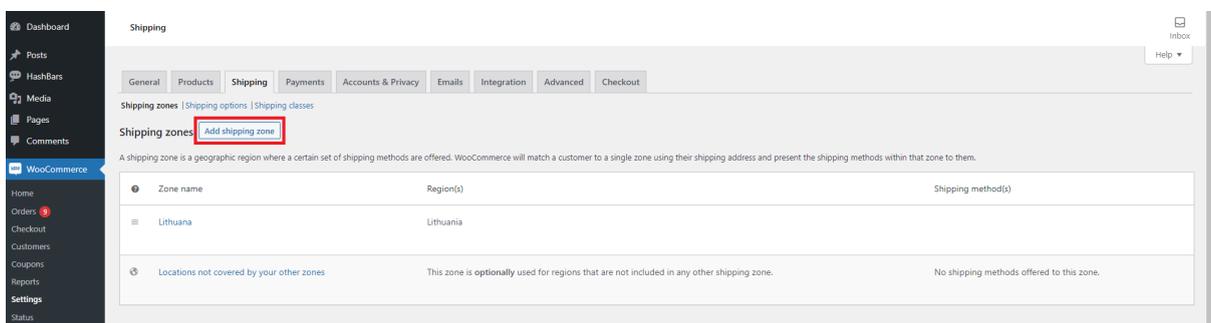
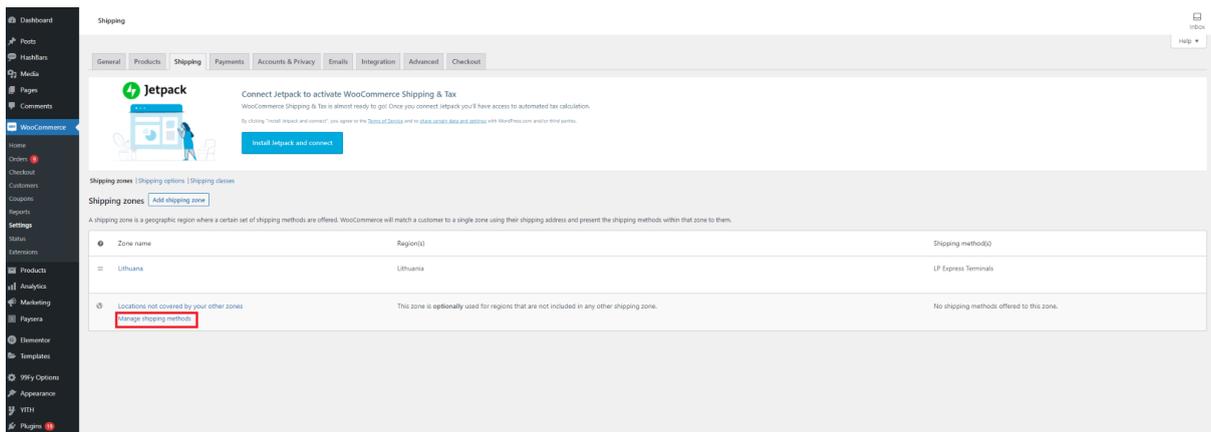


3. Activate the courier:
  - Pick which courier you want to activate and click *Enable*
  - When you have activated the courier, click *Shipping zones*

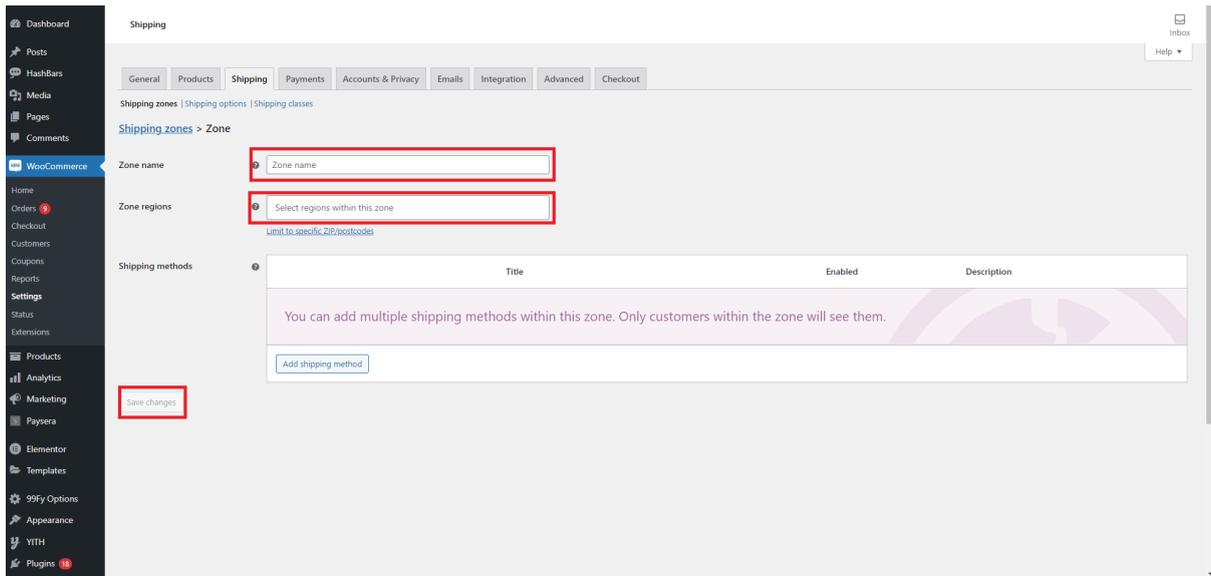


#### 4. Shipping zones

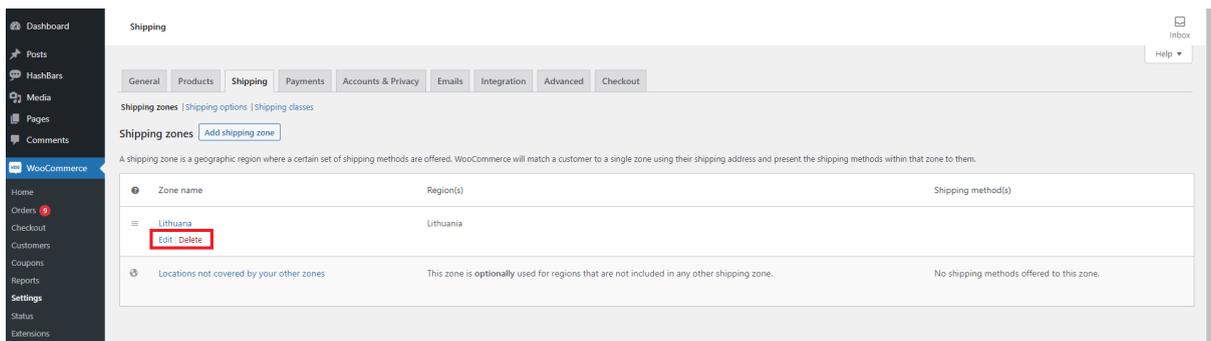
- Click on *WooCommerce > Settings* in the menu
- If you do not have any *Shipping zones*, click *Add shipping zone*
- if you do not want to use *Shipping zones*, you can add Shipping methods in *Locations not covered by your other zones*



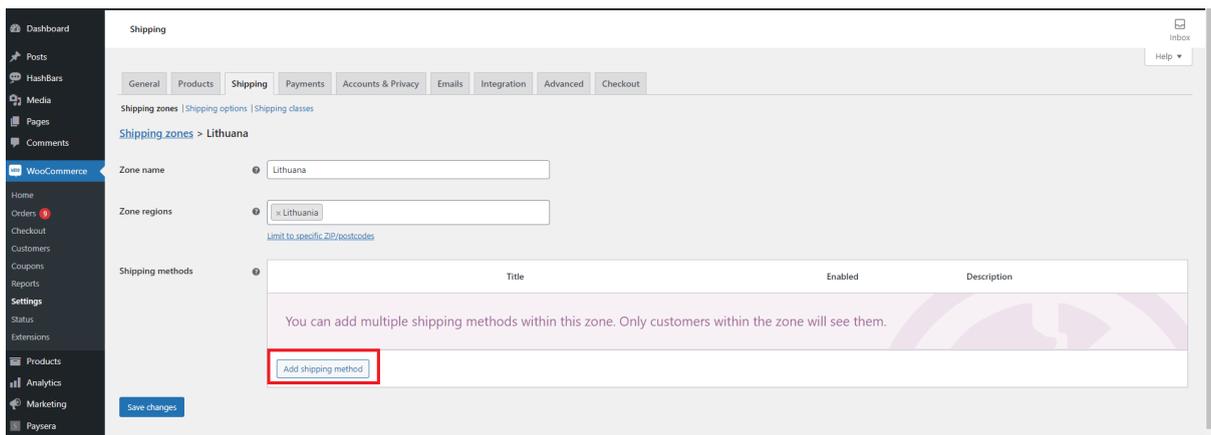
- Write a shipping zone name, like *Main zone*, for which you will select countries
- Select *Countries*, like *Lithuania*, which should show the specific shipping zone
- Click *Save changes*



5. Add/Edit shipping method:
  - Click *Edit* (Enter the created shipping zone)

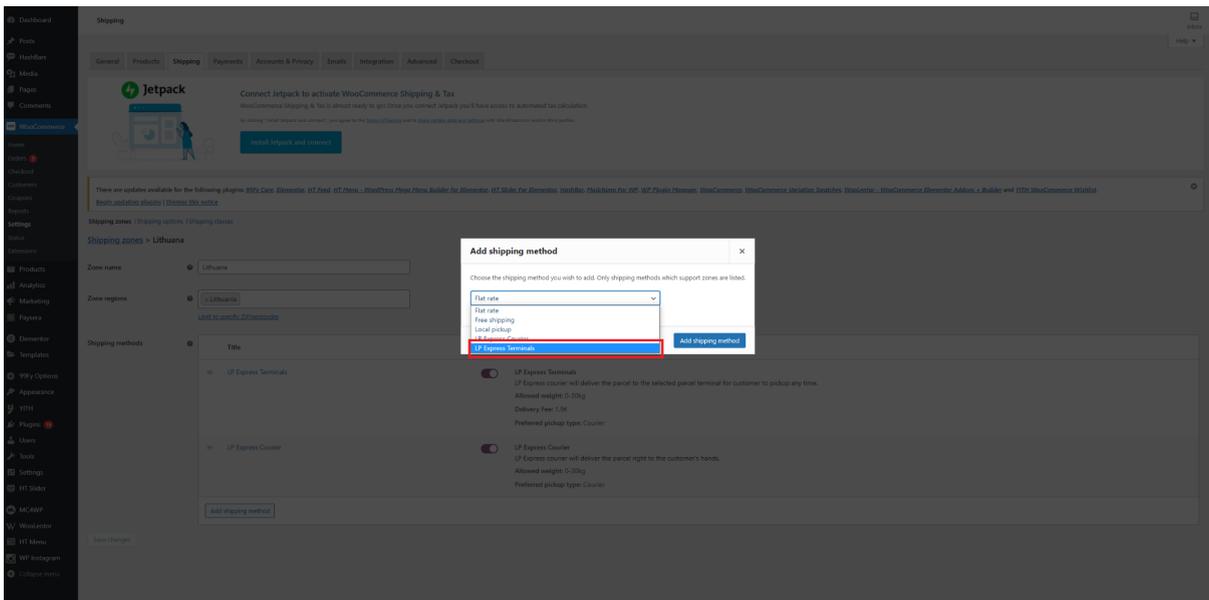


- Click *Add shipping method*:



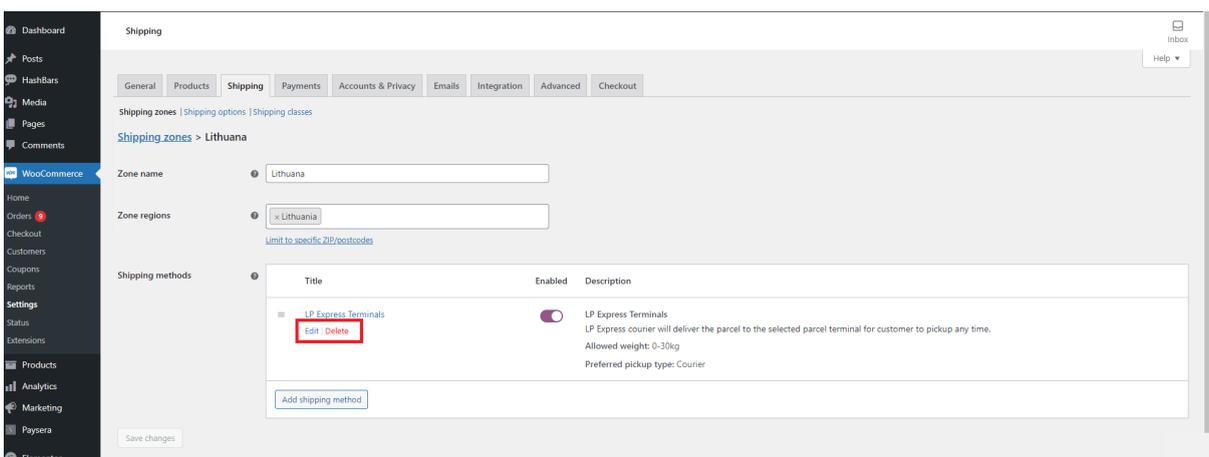
- Pick the shipping method:
  - There are 4 main types of shipping methods:
    - **Courier-Courier** (courier arrives at the sender's address and delivers the parcel to the recipient's address)

- **Courier-Terminal** (courier arrives at the sender's address and delivers the parcel to the selected destination terminal)
  - **Terminal-Courier** (sender adds the parcel to any of the courier's terminals and the courier delivers the parcel to the recipient's address)
  - **Terminal-Terminal** (sender adds the parcel to any of the courier's terminals and the courier delivers the parcel to the recipient's chosen terminal)
- If you want to offer an option to send a parcel to the selected destination terminal - **Courier-Terminal** or **Terminal-Terminal** - pick any method that has terminals, like *LP express terminals*, and click *Add shipping method*



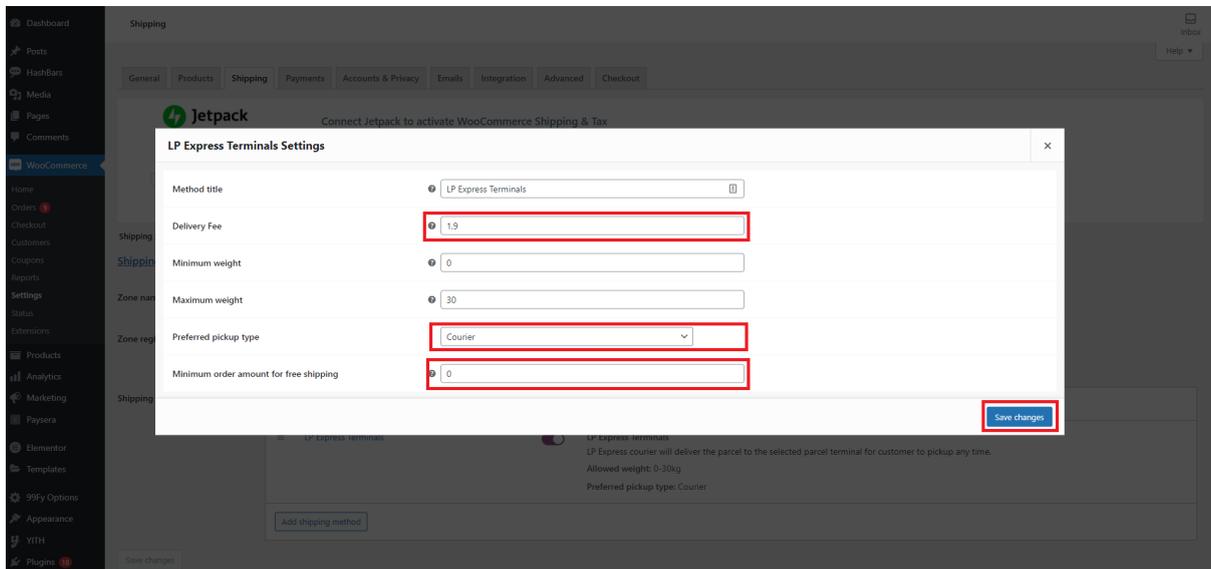
## 6. Configure (edit) the shipping method:

- Click *Edit*

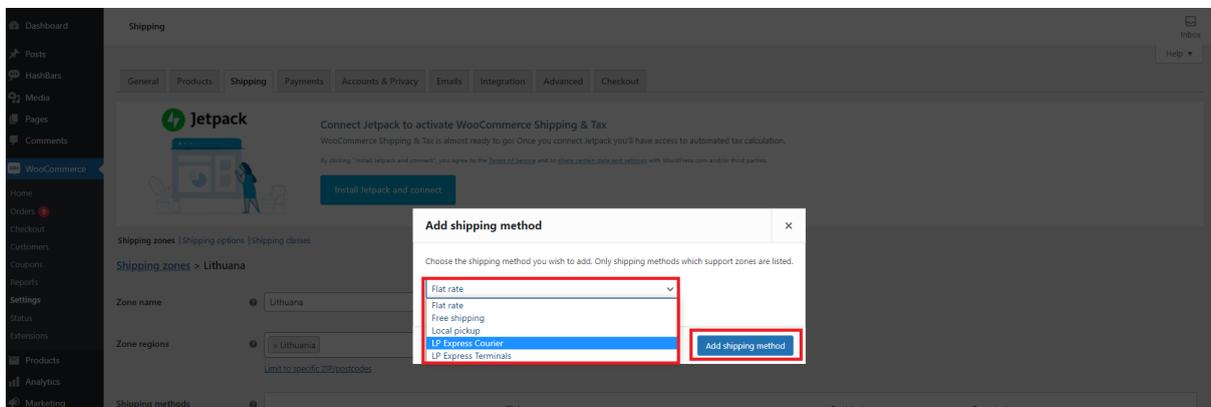


- Delivery fee: Write the price of the delivery, which will be shown to the buyer
- Preferred pickup type:
  - **Courier** type means **Courier-Terminal** sending method
  - **Parcel locker** type means **Terminal-Terminal** sending method

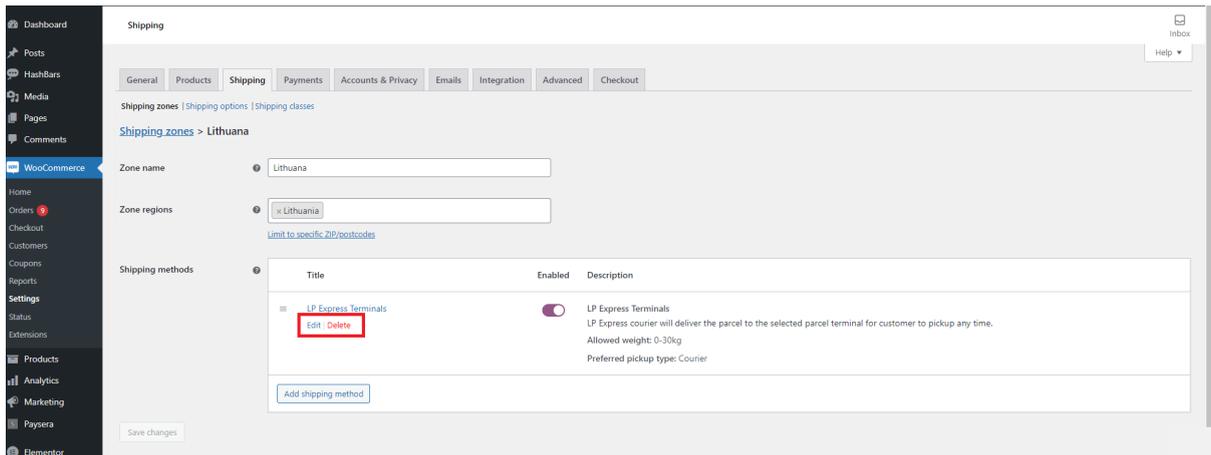
- Minimum order amount for free shipping:
  - You can set a cart price from which the delivery would be free of charge
- Click *Save changes*



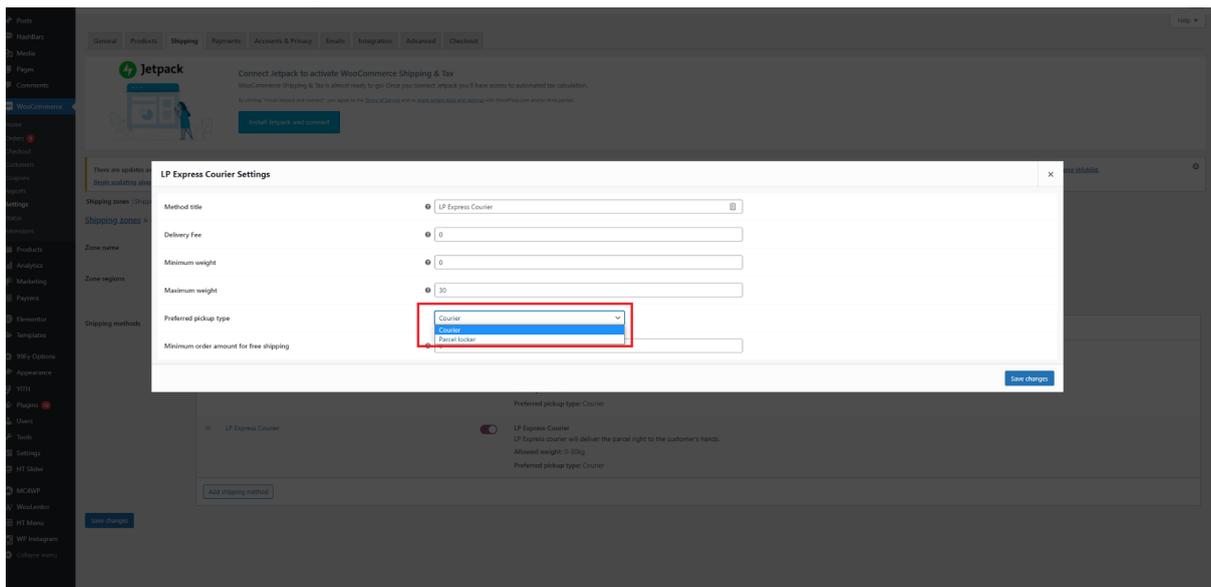
- If you want to offer an option to send parcels **to the address of the recipient by the courier (Courier-Courier, Terminal-Courier)** - pick any courier that offers this method, like *LP express courier*, and click *Add shipping method*



7. Configure (edit) the shipping method:
  - Click *Edit*



- Delivery fee: Write the price of delivery that will be shown to the buyer
- Preferred pickup type:
  - **Courier** type means **Courier-Courier** sending method
  - **Parcel locker** type means **Terminal-Courier** sending method
- Minimum order amount for free shipping:
  - You can set a minimum order amount for free delivery
- Click *Save changes*



8. Make a test delivery order in the eshop:
  - Fill in the billing details
  - Check if you see the shipping option *LP Express Terminals*
  - Pick a terminal from the dropdown menu
  - Try to confirm the order

### Billing details

First name \*  Last name (optional)

Country / Region \*

Street address \*

Town / City \*

State / County \*

Postcode / ZIP \*

Phone \*

Email address \*

Ship to a different address?

Order notes (optional)

### Your order

Product	Subtotal
T-shirt *1	€0,01
<b>Subtotal</b>	<b>€0,01</b>
<b>Shipping</b>	<b>LP Express Terminals: €1,90</b>
<b>Total</b>	<b>€1,91</b>

Terminal country \*

Terminal city \*

Terminal location \*

Popular E-payments solutions

Lithuania

Electronic banking

AB bank "Swedbank" AB bank "SEB"

9. When you confirm the order, all shipping data will be shown on the orders page:
- In the menu on the right side you will see the number of the delivery order in the Paysera system and which terminal the buyer chose
  - At the bottom you will see the courier that was chosen by the buyer
  - **If a delivery order is not automatically created**, check the order notes or log file in WooCommerce for a specific error

The screenshot shows the 'Edit Order' interface in WooCommerce. On the left is a sidebar with navigation options like 'Orders', 'Customers', and 'Products'. The main content area is titled 'Order #3540 details' and includes sections for 'General', 'Billing', and 'Shipping'. The 'Shipping' section shows the address and phone number. Below this is a table of items, with 'LP Express Terminals' highlighted by a red box. On the right side, there is an 'Order notes' section, also highlighted by a red box, containing several notes from the Paysera system, such as 'Paysera: Order checkout process is started' and 'Paysera: Delivery order created - D610714473409'.

10. The order data will also be sent to your bank.paysera.com *Delivery* page, where you can confirm the order, print a label, call the courier, and manage the delivery order:
- video: How to confirm the order (In Lithuanian):  
<https://www.youtube.com/watch?v=WHUxj0ML6rk>

- Administer
- Accounts and Cards
  - Account Overview
  - Account Statement
  - Account Top-Up
  - Payment Cards
- Transfers
  - Between Own Accounts
  - To a Phone Number
  - To a Paysera User
  - Bank Transfer
  - WebMoney Transfer
  - Service and Utility Payments
  - Budget payments - Bulgaria
  - List of Transfers
  - Import Transfers
- Templates
- Currency
- Projects and Activities
- Delivery
  - Deliveries**
  - Documents

## Delivery orders

Create new order

Created (1) Confirmed Collected Returned Delivered Deleted All (1)

Recipient's name, surname / company name:

Recipient's phone:

Recipient's address:

Created on:  →

Courier:

Project:

E-shop order ID:

Delivery ID:

Tracking number:

Search

Confirm delivery order

<input type="checkbox"/>	Status	Method	Recipient	Order	Actions
<input type="checkbox"/>	Draft 2021-12-19 2	LP Express LT - LT Courier - Parcel locker A. Juozapavičiaus pr. 125, LIDL 1 shipment(s), 2.50 EUR Manually	Jonas Jonaitis +37060000004 jonas@gmail.com Kauno st, Kaunas	Project ID: 214696 Delivery ID: D610714473409	⋮