- 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.

🛞 😤 WEB DESIGN -	≥ 24	투 0 🕂 New		Howd 🔲
Comments	C	Shipping with Venipak for WooCommerce Activate Delete	Venipak delivery method plugin for WooCommerce. Delivery via courier and pickup points. Version 1.16.2 by shopUp View details	Enable auto-updates
WooCommerce	C	Variation Swatcher for WooCommerce Deactivate	An extension of WooCommerce to make variable products be more beauty and friendly to users. Version 1.0.10 [By ThemeAlien] View details	Enable auto-updates
 Analytics Marketing 		O There is a new version of Variation Swatcher for WooComm	verce available. <u>View version 2.1.2 details</u> or <u>update now</u> .	
S Paysera	C	WooCommerce Settings Deactivate	An eCommerce toolkit that helps you sell anything. Beauthully. Wersion 53.0 By Automattic View details Docs API docs Community support	Enable auto-updates
ElementorTemplates	L	O There is a new version of WooCommerce available. <u>View ver</u>	rsion 6.0.0 details or update now.	
 99Fy Options Appearance 	C	WooCommerce Payment Gateway - Paysera Settings Documentation Deactivate	Paysera offers payment and delivery gateway services for your e-shops Version 3.1.4 8y Paysera View details	Enable auto-updates
у үтн		• There is a new version of WooCommerce available View ve	rsion 342 details or update now.	
Installed Plugins	0	WooLentor - WooCommerce Elementor Addons + Builder Settings Deactivate Go Pro	The WooCommerce elements library for Elementor page builder plugin for WordPress. Version 1.8.9 [By HistThermes] View details	Enable auto-updates
Plugin Editor Plugin Manager	C	WooLentor - WooCommerce Elementor Addons + Builder Settings Deactivate Go Pro	The WocCommerce elements library for Elementor page builder plugin for WordPress. Version 1.8.9 [ByHasThemes] View details	Enable auto-updates

- 2. Open the relevant menu item and fill in the project ID and password::
- Click on *Paysera* in the menu
- Click one 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)

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Delivery													
Payments													

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

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S MC4WP		

- 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*

Dashboard	Ship	ping																Inbox
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Comments		A shipping zone is a ge	ographic region	where a certain	set of shipp	ing methods a	re offered. Woo	Commerce w	ill match a	customer to	o a single zone u	usina their shir	ipping address a	ind present the sl	ipping methods with	nin that zo	ne to them.	
WooCommerc	e 🔨										-							
Home		Zone name					Region(s)										Shipping method(s)	
Checkout		≡ Lithuana					Lithuania											
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Coupons Reports Settings		O Locations no	ot covered by	your other zone	в		This zone is	optionally u	ised for n	egions that	are not include	ed in any oth	ner shipping zo	ne.			No shipping methods offered to this zone.	

- 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

2 Dashboard	Shipping														Inbox		
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- 5. Add/Edit shipping method:
- Click Edit (Enter the created shipping zone)

Dashboard	Shipping	Inbox												
📌 Posts		Help 🔻												
💬 HashBars	General Products Shipping Payments Accounts & Privacy Emails Integration Advanced Checkout													
9] Media	Shankan make [Shankan makes]													
📕 Pages	singling come i singling outputs													
Comments	Shipping zone Add shipping zone													
👳 WooCommerce <	A shipping zone is a geographic region where a certain set of shipping methods are offered. WooCommerce will match a customer to a single zone using their shipping address and present the shipping methods within that zone to them.													
Home	Zone name Region(s) Shipping method(s)													
Orders 🧿	in the second													
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Customers														
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Settings														
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- Click Add shipping method:

2 Dashboard	Shipping														Inbox	
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Products					and the st											
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P Marketing	Save change	es														
S Paysera																

- 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

Dashboard	Shipping			in box
📌 Posts				
91 Media				
 Pages Comments 	Jetpack	Connect Jetpack to activate WooCommerce Shipping & Tax WooCommerce Shipping & Tax is almost ready to go! Once you connect Jetpack		
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Status Extensions	Shipping zones > Lithuana		Add shipping method ×	
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Paysera			Rutrate Free dripping	
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Appearance				
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Lusers				
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Settings				
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W. Woolentor				
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 Collapse menu 				

6. Configure (edit) the shipping method:

- Click Edit

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Customers								
Reports	Shipping methods	0	Title			Enabled	Description	
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Status			LP Express Terminals				LP Express Terminals	
Extensions			Edit Delete				LP txpress courier will deliver the parcel to the selected parcel terminal for customer to pickup any time.	
							Allowed weight: U-Sukg	
Products							Preferred pickup type: Courier	
Analytics			Add chinning method					
Marketing			And subburg method					
S Paysera	Save changes							

- Delivery fee: Write the price of the delivery, which will be shown to the buyer
- Prefered 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

Dashboard	Shipping					
📌 Posts						Help 🔻
🗭 HashBars		Products Shipping				
引 Media						
Pages	(👍 Jetpack 👘	Connect Jetpack to	activat	e WooCommerce Shipping & Tax	
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Home	5	Method title		0	P Express Terminals	
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Coupons	Shippin	Minimum weight		0		
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Settings	Zone nam	Maximum weight		0	10	
Extensions	Zone regi	Preferred pickup type			Courier v	
Products						
Analytics		Minimum order amount	for free shipping	9		
 Marketing Paysera 	Shipping				Save changes	
Elementor			EP Express Terminals		LP Express ferminals IP Express ferminals	
Templates					Allowed weight: 0-30kg	
🔅 99Fy Options					Preferred pickup type: Courier	
🔊 Appearance						
у үлн						
🖉 Plugins 🔞						

- 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*

Dashboard	Shipping					La Inbox					
✤ Posts ♥ HashBars ●1 Media	General Products Shippin	ng Payments Accounts & Privacy				Hep 🔻					
 Pages Comments 	Connect Jetpack to activate WooCommerce Shipping & Tax WooCommerce Shipping & Tax WooCommerce Shipping & Tax is almost ready to got Once you connect Jetpack you'l have access to automated tax calculation.										
WooCommerce < Home Orders 9		By clicking "install Jetpack and cor	next'you appear to the <u>Terms of Service</u> and to <u>phase certain data and antitops</u> with WoodP	ress.com and/or third parties.							
Checkout Customers	Shipping zones Shipping options Sh	hipping classes	Add shipping method	×							
Coupons	Shipping zones > Lithuana		Choose the shipping method you wish to add. Only shipping methods	which support zones are listed.							
Reports Settings Status Extensions	Zone name 😡	Lithuana	Flat rate Flat rate Free shipping Local pickup								
Products	Zone regions 🛛 😡	Limit to specific 719/postcodes	LP Express Counter LP Express Terminals	Add shipping method							
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Marketing	Shipping methods		Title		Enabled	Description					

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

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Home										
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Extensions				Edit D	lelete				LP Express courier will deliver the parcel to the selected parcel terminal for customer to pickup any time.	
Products									Preferred pickup type: Courier	
- Analytics										
Marketing				Add shipping	method					
Paysera										
	Save chang	jes								
Elementor										

- Delivery fee: Write the price of delivery that will be shown to the buyer
- Prefered 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

ir ^b Posts ₽ HashBars							
Media Pages Comments WooCommerce Mone Orders	Jet Jet	tpack	Connect Jetpack to activate WooCommerce Shipp WooCommerce Shipping & the a short ready to go One you o A sharp not application service, you goes to by <u>specification</u> and to Webb Migraek and Convert				
Oustomers Coupons	There are updates an Begin updating plug	LP Express Courier	r Settings			× me Wahint-	•
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ge элеу орнала Ф Арреагалсе В чттн					See	hanges	
fr Plugins 🔞					Preferred pickup type: Courier		
≗ Users ⊮ Toob ⊡ Settings ⊒ HT Sider				C			
MC4WP							
HT Menu WP Instagram	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			Your order			
First name *	Last name (optional)		Product	Subtotal		
Jonas 🗄	Jonaitis		T-shirt ×1	£0.01		
Country / Region *				0.0,01		
Lithuania		*	Subtotal	€0,01		
Street address *			Shinning	LP Express Termina	ıls: €1,90	
Kauno st			ampping	Pastes		
Town / City *			Total	©1,91		
Kaunas						
State / County *			Terminal country *			
Kaunas			Litildania			
Postcode / 7IP *			Terminal city *			
04352			Kuunus			
Dhana *			Terminal location *	r 125 UDI		•
+37060000004			Creater and a			
			Popular E-payment	ts solutions		
Email address *						
jonas@gmail.com			Lithuania			~
Ship to a different address	ess?		Electronic banking	3		
Order notes (optional)			O AB bank "Swed	O bank" AB bank "SE	в"	
Notes about your order, e.g. special not	tes for delivery.		Swedban	k 🏀 🦳 S E E	3	
		11				

- 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

Home	Edit Order						
Orders 🧐	Edit Order					Inbox	
Checkout	Order actions				~ ¥ .	Order notes	٩.
Coupons	Choose an action						
Reports						Paysera: Order checkout process is started	
Settings	Move to Trash				Update	Stated	
Status						December 19, 2021 at 8:24 pm Delete note	
Extensions	Order #3540 details					Paysera: Delivery order created -	
Products	Payment via Popular E-payments solutions. Customer	IP: 78.63.91.48				D610/144/3409	
Analytics	General	Billing	Shipping		0	December 19, 2021 at 8:24 pm Delete note	
🐢 Marketing	Date created:	Jonas Jonaitis	Jonas Jonaitis			Paysera: Chosen terminal location -	
S Paysera	2021-12-19 @ 20 : 24	Kauno st	Kauno st			Lithuania, Kaunas, A. Juozapavičiaus pr. 125, LIDL	
	Status: Customer payment page	Kaunas	Kaunas			December 19, 2021 at 8:24 pm Delete note	
E Tomoloton	Pending payment V	04352	04352				
remplates	Customer: Profile - View other orders -	Email address: jonas@gmail.com				Add note	
99Fy Options	· · · ·	Phone:					
🔊 Appearance		+3706000004					
у үгтн						Private note 🗸 🖌	
🖆 Plugins 📵	Item			Cost Qty Total			
📥 Users							
🔑 Tools	T-shirt			€0.01 × 1 €0.01			
E Settings							
🖳 HT Slider	D Granne Territede			61.00			
	LP Express terminals			61,90			
W WooLentor				Items Subtotal:	€0,01		

- 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): <u>https://www.youtube.com/watch?v=WHUxj0ML6rk</u>

0	Administer	D	elivery or	lers							Create new order
¢	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	~	Created (1) Recipient's nam Created on: 2021-12-19 E-shop order IE	Confirme ne, surname / co →	d Collected I mpany name: 2021-12-19	Returned Recipient's ph Courier: All couriers Delivery ID:	Delivered none:	Deleted	All (1)	Recipient's address: Project: All projects Tracking number:	↓ ✓ Search
	Budget payments - Bulgaria List of Transfers		Confirm deliv	ery order							
6	Templates	>		Status	Method	R	Recipient		Order		Actions
€	Currency Projects and Activities	>		Draft 2021-12-19 2	LP Express LT - LT Courier - Parcel locker A. Juozapavičiaus pr. 125	J + jc	lonas Jonaitis 37060000004 onas@gmail.com íauno st, Kaunas		Project Delivery	ID: 214696 / ID: D610714473409	ł
Φ	Delivery Deliveries Documents	~			1 shipment(s), 2.50 EU Manually	JR					