How to configure your UPELA Module?

1) After installing the module, log into your Upela account or create one (in 2 minutes)

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2) Configure your account

In the "Settings" tab, you will find all the information about your store, your shipments and payment mode.

Shipment information: you can indicate default settings for your shipments: content, weight and dimensions. Please note that these settings will be filled in by default when you ship your orders

Payment information: click on "Modify the payment mode" to choose the payment mode that fits you the best.

- SEPA: follow the 3 steps of validation, don't forget to upload the 3 files (SEPA mandate, K-bis and RIB) in the step 3.

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3) Configure your carriers

- In the "Carriers" tab, select the carriers you want to show on your e-shop. The carriers are organized by delivery mode: Drop-off, Standard or Express.

- Select or unselect the carrier you want to activate on your shop in the "Status" column. Click on "Save" and then on the edit icon in the "Edit" column.

- The settings of the carrier you selected are shown on a new tab. In the tab "2 Shipping locations and costs", the shipments fares are automatically applied from the default settings you saved on step 2.

  To modify the fares or list of destinations, you just have to select or unselect the destinations and indicate the fares you want to show on your shop.

- In the tab "3 Size, weight, and group access", fill in the maximum dimensions of the parcels you want to ship with this carrier.

- Click on "Finish" to finalize the configuration of your carrier.

  If you want to add more carriers, repeat step 3.

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4) Ship in 2 clicks

- From the PrestaShop menu, click on "Orders". The list of all the orders made on your shop appears. Click on the order you want to send.

- In the "Ship with Upela" section, your shipment default settings are already filled, you only have to indicate the content of your parcel. Click on "Send".

- The shipping label will appear below, you only have to print it and paste it on your parcel!

Congratulations, your module is now ready!

Upela, the best way to ship your parcels.