

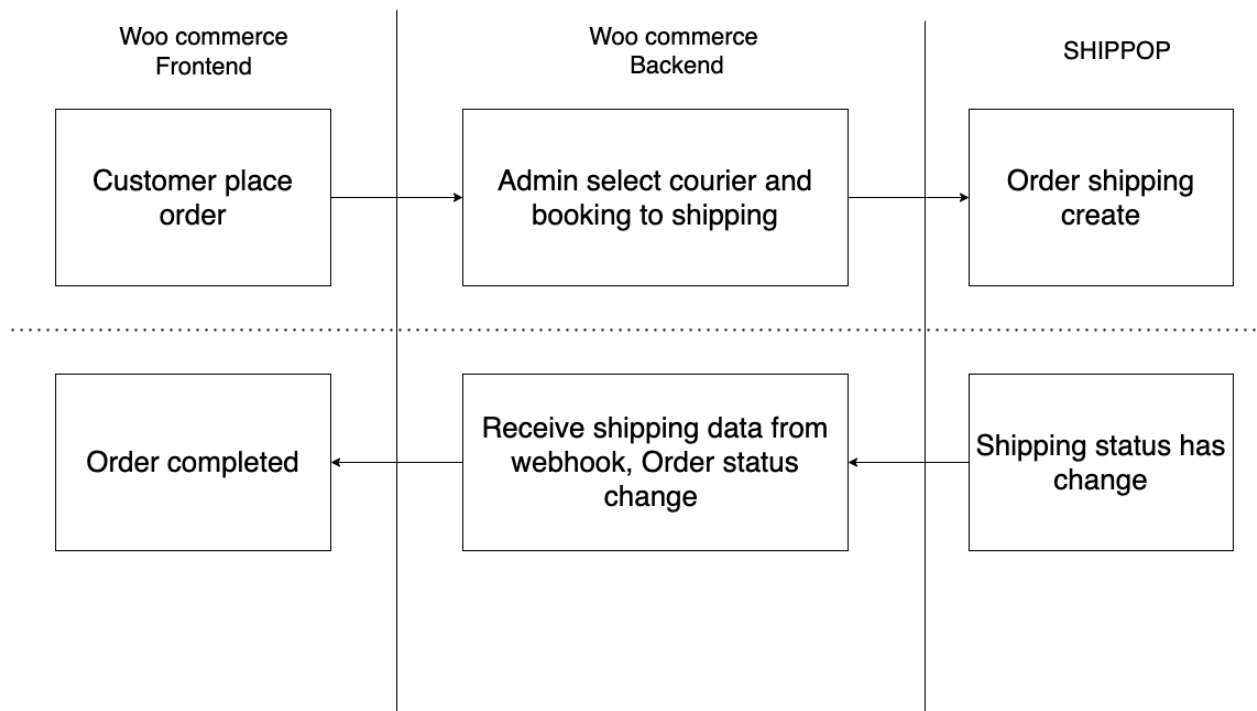
User Guide Plugin SHIPPOP

[Plugin Version 2.5.x]

Plugin Minimum Requirements

1. PHP version 5.5 or above.
2. WordPress version 4.8 or above.
3. WooCommerce version 3.1.2 or above

SHIPPOP Plugin Flow



User Guide SHIPPOP Plugin

1. After you install SHIPPOP plugin and activated plugin you will see 'SHIPPOP' menu in the admin menu. Click 'SHIPPOP' menu you will see login form, By 'Email' and 'Password' you will get from SHIPPOP when you register, And Choose country you want to use,If you don't have account you can click 'Interested in services' to register 'SHIPPOP' and wait we contact you back.

Login to SHIPPOP

Email

Password

Choose country



Malaysia▼

Do not have account?

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2. If you click 'Interested in services' you will see a register form.

- 2.1. Company name (optional)
- 2.2. Name and Surname
- 2.3. Telephone number
- 2.4. Email
- 2.5. Interested courier services
- 2.6. Choose the country you want to apply to.



Interested in our services?

Fill this form, and our team will contact you back

Company name (Optional)

Name and Surname *

Telephone number *

Email *

Interested courier services *

Choose country

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3. After login success you will see the SHIPPOP setting page.
 - 3.1. Logout button
 - 3.2. **Settings**
 - 3.2.1. Show email account login
 - 3.2.2. Show choose country
 - 3.3. **Store's address for pick-up**
 - 3.3.1. Name and Surname to use in label (waybill) / pick-up service.
 - 3.3.2. Contact number to use in label (waybill) / pick-up service.
 - 3.3.3. Address to use in label (waybill) / pick-up service.
 - 3.3.4. State to use in label (waybill) / pick-up service.
 - 3.3.5. District to use in label (waybill) / pick-up service.
 - 3.3.6. Province to use in label (waybill) / pick-up service.
 - 3.3.7. Zip Code (Postcode) to use in label (waybill) / pick-up service.
 - 3.4. **Billing and invoice addresses**
 - 3.4.1. Name and Surname to show in billing and invoice.
 - 3.4.2. Tax ID to show in billing and invoice.
 - 3.4.3. Contact number to show in billing and invoice.
 - 3.4.4. Address to show in billing and invoice.

Settings

Logout

Please make sure that all required information are filled and validated before using SHIPPOP

Email

Choose country

Store's address for pick-up service

Name and Surname*

Contact number*

Address*

State*

District*

Province*

Zipcode*

Copy store's address into billing address

Billing and invoice addresses

Name and Surname

Tax ID

Contact number

Address

Save

4. If you completed the settings, you will see a submenu in the SHIPPOP menu.
 - 4.1. Choose courier : This menu will show your orders can be created in SHIPPOP, and you can select every courier from SHIPPOP each order to ship.
 - 4.2. Parcel list : This menu will show your orders after ship from SHIPPOP, and show order status , shipping status.
 - 4.3. Settings page : Settings address and information.

