

## 1.1. General Settings

To set up the RusPostExpress delivery options as available methods on the checkout, it's necessary to go to the admin settings **Stores > Configuration > Sales > Shipping Methods > RusPostExpress**.

Common settings are in the RusPostExpress section. To use the option on the site a site's owner has to register a RusPost account.

Configuration

Save Config

DASHBOARD \$ SALES CATALOG CUSTOMERS MARKETING CONTENT REPORTS STORES LACHESTRY SYSTEM FIND PARTNERS & EXTENSIONS

**SALES**

UPS

USPS

FedEx

DHL

RusPostExpress

Production mode [website] No

Sender FullName [website] Arthur Osipyan

Sender Country [website] Finland

Sender Region [website] Test

Sender City [website] Test

Sender PostCode [website] 00000

Shipping Methods

Google API

Payment Methods

Configuration

Save Config

DASHBOARD \$ SALES CATALOG CUSTOMERS MARKETING CONTENT REPORTS STORES LACHESTRY SYSTEM FIND PARTNERS & EXTENSIONS

Fraud Protection

Address Validation

3D Secure

**YOTPO**

ENGAGEMENT CLOUD

LACHESTRY

SERVICES

ADVANCED

Address [website] Petrovskaya 1

Phone [website] +79044414690

Email [website] arthur@osipyan.ru

VATNumber [website] 123456

API Login [website] arthur@osipyan.ru

Password [website] .....

Schedule [website] \*\*\*\*

Status for sent orders [website] Complete

Package Code [website] box

Package Length [website] 20

Package Width [website] 30

Package Height [website] 20

Warehouse Country [store view] Finland

For correct integration the following set of fields have to be filled:

- Sender FullName
- Sender Country
- Sender Region
- Sender City
- Sender PostCode
- Address
- Phone
- Email
- VAT number
- API Login (should be provided by the RusPost)
- Password (should be provided by the RusPost)
- Schedule – the field contains the Cron expression that defined a schedule of the order export to the RusPost system
- Status for sent orders – it will be set up automatically when the order will be exported to the RusPost system
- Package Code (should be provided by the RusPost) Possible values are box, carton, envelope
- Package Length
- Package Width
- Package Height
- Warehouse country – is the warehouse where the products are stored (or where the customer is located). The setting is used to map the current warehouse and price settings in the admin panel.

The values for package dimensions (length, width, height) are not known when an order is created so the default values will be filled and exported to the RusPost system. After the order has been physically assembled, the admin can go to the order grid in the admin panel and fill the real dimensions.

The admin can switch the integration state between Test and Production modes via the setting Production mode. Test mode will help to check if the integration works fine before launching.

## 1.2. RusPost Express EMS

To set up the RusPost Express EMS delivery option on the checkout, it's necessary to go to the admin settings **Stores > Configuration > Sales > Shipping Methods > RusPostExpress EMS**.

RusPostExpress EMS

From Country	To Country	Base Price	Each KG Price	Assurance Percent	Customs Price	Tax Percent	Action
Finland	Russia	15	3,5	3	5	0	

[Add Pricing](#)

An admin can enable or disable this method, set up the delivery method title that will be shown on the checkout page. Also, the block with detailed description of the method can be chosen in a Block setting.

The information on the checkout can look like the following:

\$18.00      EMS      RusPostExpress

#### Additional services:

- \$5.00** Customs assistance
- \$2.31** Insurance

#### Express Mail service to Russia

The EMS express service (Express Mail Service) is a cost-effective and the fastest transport alternative available. The service includes maximum compensation for lost or damaged items.

Deliveries are picked up from the sender according to the agreement, or they may be dropped off at a Matkahuolto drop-point <https://www.matkahuolto.fi/service-points>.

Receiving Items will be delivered to the recipient's address. (dispatch the following working day).

For goods delivered to outside of EU countries: Customs clearance E1 and Customs declaration EXA for commercial goods deliveries are required. Mandatory import clearance (when the value is EUR 200 or more) is included in the price when shipping items to Russia. The recipient is responsible for the destination country's taxes and customs duties

Maximum weight 31,5 kg Maximum Length 150 cm Max sum of dimensions = 300 cm  
Minimum size 10\*15 for address label

#### Pricing

Shipment: €/Item + €/kg, please refer to the price list. Chargeable weight is specified with their actual weight.

Insurance: Value of the goods €/Item x %

Export Declaration: €/shipment

Additional services cost and insurance cost will be calculated automatically according to the destination that a customer chooses. The system takes data from the Pricing table of the shipping method settings:

- 1) **For delivery price** – the sum of the base price for a specific country and the price for each KG of the purchase. If the order weight is not an integer, its value is rounded up
- 2) **Custom assistance price** – a fixed value from the table
- 3) **Insurance** – the value is counted as a percent of the order price without delivery cost.
- 4) **Tax Percent** – all the prices connected to the RusPost (delivery price, custom assistant price, and insurance price) will be counted including the percentage of the tax that is set up in the field.

The system allows input of decimal values where whole and fractional parts are separated by a dot.

The admin sets up

- From country - the country from which orders will be sent
- To Country – the country to which the orders will be sent
- Base price
- Each KG Price
- Insurance Percent
- Customs Price
- Tax Percent

### 1.3. RusPost Express Parcel

To set up the RusPost Express Parcel delivery option on the checkout, it's necessary to go to the admin settings **Stores > Configuration > Sales > Shipping Methods > RusPostExpress Parcel**.

From Country	To Country	Base Price	Each KG Price	Assurance Percent	Customs Price	Tax Percent	Action
Finland	Russia	15	2	3,5	5	3	<span style="color: red;">Delete</span>
Finland	Finland	10	1			24	<span style="color: red;">Delete</span>

An admin can enable or disable this method, set up the delivery method title that will be shown on the checkout page. Also, the block with detailed description of the method can be chosen in the Block setting.

The information from the block on the checkout can look like the following (from the text "Parcel delivery to Russia..."):

\$17.00 Priority Parcel RusPostExpress

**Additional services:**

**\$2.31** Insurance

**Priority Parcel delivery to Russia**

Choose our Priority Parcel delivery service as a quick, efficient, and great value for money option for delivery to Russia

**Maximum weight 20 kg/ Maximum Length 105 cm/ Max sum of dimensions = 200 cm**

Deliveries are picked up from the sender according to the agreement, or they may be dropped off at a Matkahuolto drop-point <https://www.matkahuolto.fi/service-points>.

In the Destination Country, the parcel is delivered to the recipient's nearest postal office. The recipient will receive a notification of the arrival of the delivery.

Item progress and handover information is available in [Item Tracking](#)

**Pricing**

Shipment: €/Item + €/kg, please refer to the price list. Chargeable weight is specified with their actual weight.

Insurance: Value of the goods €/Item x %

Export Declaration: €/shipment

For goods delivered to outside of EU countries: Customs clearance CN23 and Customs declaration EXA for commercial goods deliveries are required. Mandatory import clearance (when the value is EUR 200 or more) is included in the price when shipping items to Russia. The recipient is responsible for the destination country's taxes and customs duties

Additional services cost and insurance cost will be calculated automatically according to the destination that a customer chooses. The system takes data from the Pricing table of the shipping method settings:

- 1) **For delivery price** – the sum of the base price for a specific country and the price for each KG of the purchase. If the order weight is not an integer, its value is rounded up
- 2) **Custom assistance price** – a fixed value from the table
- 3) **Insurance** – the value is counted as a percent from the order price without delivery cost.
- 4) **Tax Percent** – all the prices connected to the RusPost (delivery price, custom assistant price and insurance price) will be counted including the percentage of the tax that is set up in the field.

The system allows input of decimal values where whole and fractional parts are separated by a dot.

The admin sets up

- From country - the country from which orders will be sent
- To Country – the country to which the orders will be sent
- Base price
- Each KG Price
- Insurance Percent
- Customs Price
- Tax Percent

#### 1.4. RusPost Express Small package

To set up the RusPost Express Small package delivery option on the checkout, it's necessary to go to the admin settings **Stores > Configuration > Sales > Shipping Methods > RusPostExpress Small package**.

RusPostExpress Small package

The screenshot shows the configuration for the 'RusPostExpress Small package' shipping method. It includes fields for enabling/disabling the method, setting its title, choosing a name for the block, and defining pricing rules. The pricing table specifies rates from Finland to Russia.

Pricing [global]	From Country	To Country	Base Price	Each KG Price	Assurance Percent	Customs Price	Tax Percent	Action
	Finland	Russia	12	3		5		<span>trash</span>
	<button>Add Pricing</button>							

An admin can enable or disable this method, set up the delivery method title that will be shown on the checkout page. Also, the block with detailed description of the method can be chosen in the Block setting.

The information from the block on the checkout can look like the following (from the text "Small Package delivery to Russia..."):

\$15.00      Small Package      RusPostExpress

**Additional services:**

**\$5.00** Customs assistance

**Small Package delivery to Russia**

Deliveries are picked up from the sender according to the agreement, or they may be dropped off at a Matkahuolto drop-point <https://www.matkahuolto.fi/service-points>.

In the Destination Country, the parcel is delivered to the recipient's nearest postal office. The recipient will receive a notification of the arrival of the delivery.

For goods delivered to outside of EU countries: Customs clearance CN22 and Customs declaration EXA for commercial goods deliveries are required. Mandatory import clearance (when the value is EUR 200 or more) is included in the price when shipping items to Russia. The recipient is responsible for the destination country's taxes and customs duties

Maximum weight 2 kg

Maximum Length 60 cm

Max sum of dimensions = 90 cm

Minimum size 10\*15 for address label

**Pricing**

Shipment: €/Item + €/kg, please refer to the price list. Chargeable weight is specified with their actual weight.

Insurance: not available

Export Declaration: €/shipment

**Item tracking**

Item progress and handover information is available in [Item Tracking](#)

Additional services cost and insurance cost will be calculated automatically according to the destination that a customer chooses. The system takes data from the Pricing table of the shipping method settings:

- 1) **For delivery price** – the sum of the base price for a specific country and the price for each KG of the purchase. If the order weight is not an integer, its value is rounded up
- 2) **Custom assistance price** – a fixed value from the table

- 3) **Insurance** – the value is counted as a percent from the order price without delivery cost.
- 4) **Tax Percent** – all the prices connected to the RusPost (delivery price, custom assistant price and insurance price) will be counted including the percentage of the tax that is set up in the field.

The system allows input of decimal values where whole and fractional parts are separated by a dot.

The admin sets up

- From country - the country from which orders will be sent
- To Country – the country to which the orders will be sent
- Base price
- Each KG Price
- Insurance Percent
- Customs Price
- Tax Percent

## 1.5. Order Details

Once an order is created, the admin can change the box sizes manually. To complete it, it's necessary to go to **Sales > Orders**, find a specific order and open it.

	ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Signifyd Guarantee Decision
<input type="checkbox"/>	000000026	Main Website Main Website Store Default Store View	Nov 3, 2020 1:40:18 PM	Mari Lis	Mari Lis	\$102.04	\$102.04	Complete	<a href="#">View</a>	

The data can be taken from the admin interface of the RusPost system.

#000000026	<a href="#">← Back</a>	<a href="#">Send Email</a>	<a href="#">Ship</a>	<a href="#">Reorder</a>														
<table border="0"> <tr> <td colspan="2"><b>Payment &amp; Shipping Method</b></td> </tr> <tr> <td colspan="2"><b>Payment Information</b></td> </tr> <tr> <td colspan="2">Check / Money order</td> </tr> <tr> <td colspan="2">The order was placed using USD.</td> </tr> <tr> <td colspan="2"><b>Shipping &amp; Handling Information</b></td> </tr> <tr> <td colspan="2"><a href="#">Track Order</a></td> </tr> <tr> <td colspan="2">RusPostExpress Parcel - RusPostExpressParcel \$25.04</td> </tr> </table>					<b>Payment &amp; Shipping Method</b>		<b>Payment Information</b>		Check / Money order		The order was placed using USD.		<b>Shipping &amp; Handling Information</b>		<a href="#">Track Order</a>		RusPostExpress Parcel - RusPostExpressParcel \$25.04	
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Height:	<input type="text" value="0.0000"/>																	
<b>Save</b>																		

After the RusPost accepts the order, a shipping label for its tracking will be returned. The link will be put as a comment to the order.

Order Total

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Notes for this Order

Status

Complete ▾

Comment

Notify Customer by Email

Visible on Storefront

**Submit Comment**

Nov 3, 2020 1:41:15 PM | Pending | Customer **Not Notified**  
Shipping Label: <http://elstest.wcargo.eu/uploads/enterprise/links/452/PR2011030001011.pdf>

Shipping label view sample is below

