



# Swiss Post - Barcode

## Instructions and functions

**Reci IT Solutions GmbH**  
Oberallmendstrasse 24 | 6300 Zug  
+41 41 740 15 44 | [www.reci.ch](http://www.reci.ch)





# TABLE OF CONTENTS

TABLE OF CONTENTS	1
1. INTRODUCTION	2
2. MAIN FUNCTIONALITY	2
3. INSTALLATION AND PLUGIN CONFIGURATION	3
3.1 Installation	3
3.2 Plugin Configuration	3
4. SETTINGS	5
4.1 Configuration	5
4.2 Shipping costs	6
5. GENERATE BARCODE	7
5.1 Generate barcode per order	7
5.1.1 Order overview (Quick Access)	7
5.1.2 Order mask	8
5.1.2.1 Create label	9
5.1.2.2 Create return label	10
5.2 Batch processing	12
5.3 Barcode without order	13
6. PICKWARE WMS	14
7. SUPPORT	14



## 1. INTRODUCTION

To make your picking and packing process as smooth and efficient as possible, it is essential to resort to automations. The days of using postal barcode sheets or manually printing labels via the postal web service website are over. With the official barcode plugin, which is based on the new Swiss Post API interface, label creation and shipment tracking is seamlessly integrated into your order processing procedure .

## 2. MAIN FUNCTIONALITY

With the official and new barcode plugin from Swiss Post, the labels are sent directly from Swiss Post to Shopware via API interface.

In addition to manual label creation you can create and print labels via batch processing. Return labels are also enabled via this plugin.

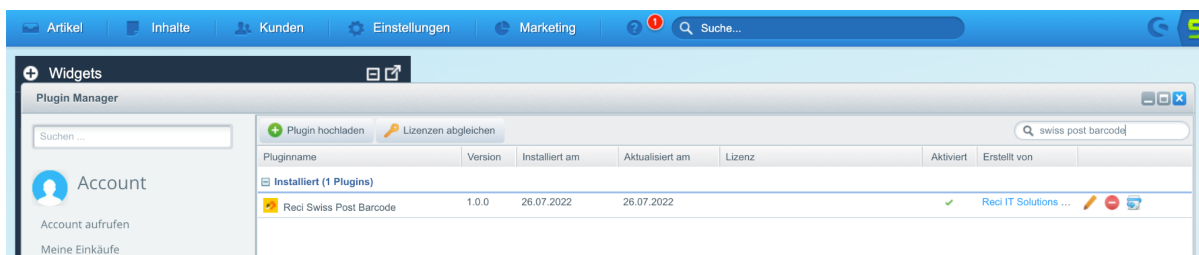
Also, you have the option to generate a label without a customer order.

The plugin can be used for multiple stores and furthermore multiple franking licenses can be stored. Franking licenses for A-Post-Plus can also be stored

## 3. INSTALLATION AND PLUGIN CONFIGURATION

### 3.1 Installation

The barcode plugin can be downloaded from the Shopware Store and installed in the backend via **Configuration > Plugin Manager**.

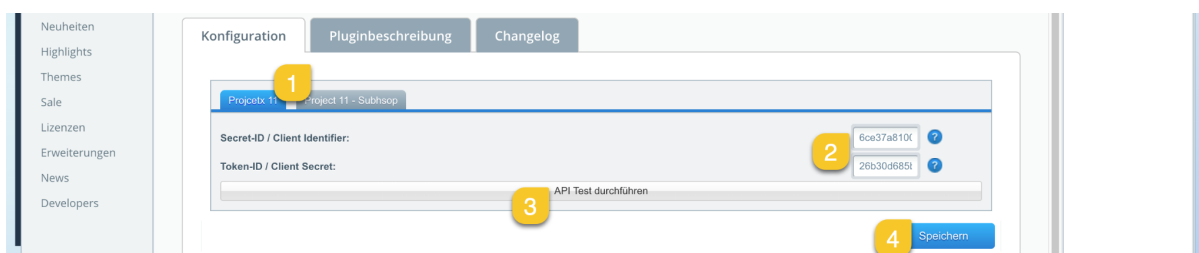


### 3.2 Plugin Configuration

After the installation, you can open the configuration of the plugin via the pencil:



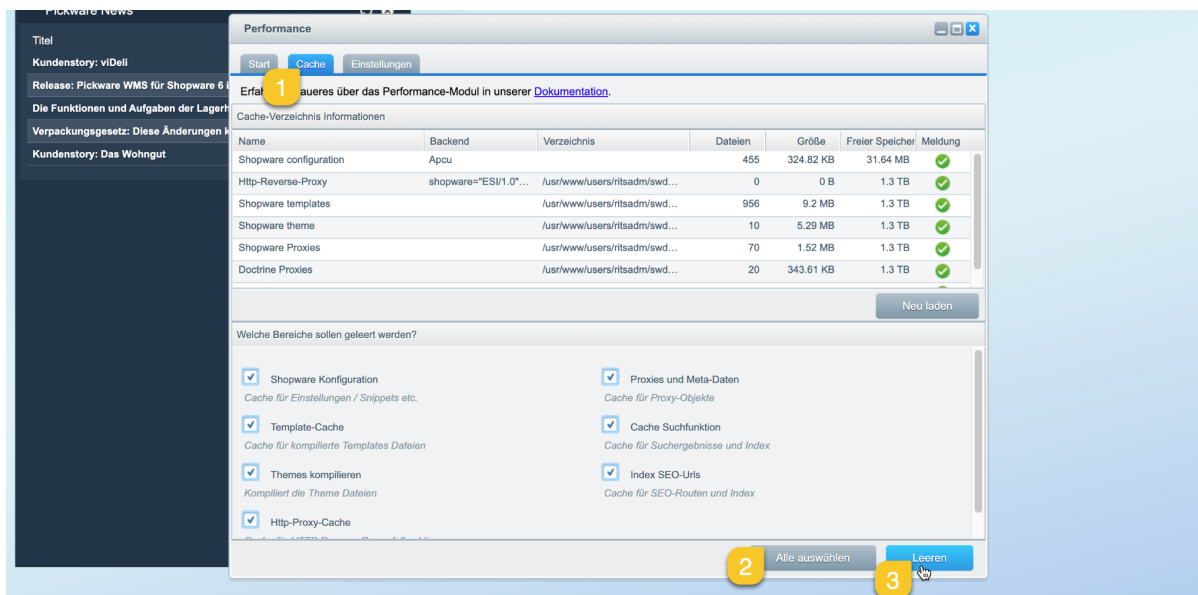
The following configurations are available:



1. Select the desired sub-shop or language store for which you want to configure.
2. Enter your Secret ID and Token ID that you received from the POST..
3. Run an API test to verify the accuracy of your data
4. Save the settings. Do not forget to activate the plugin.

After installing and activating the plugin, you should clear the cache:

Go to **Configuration > Cache / Performance > Cache / Performance**



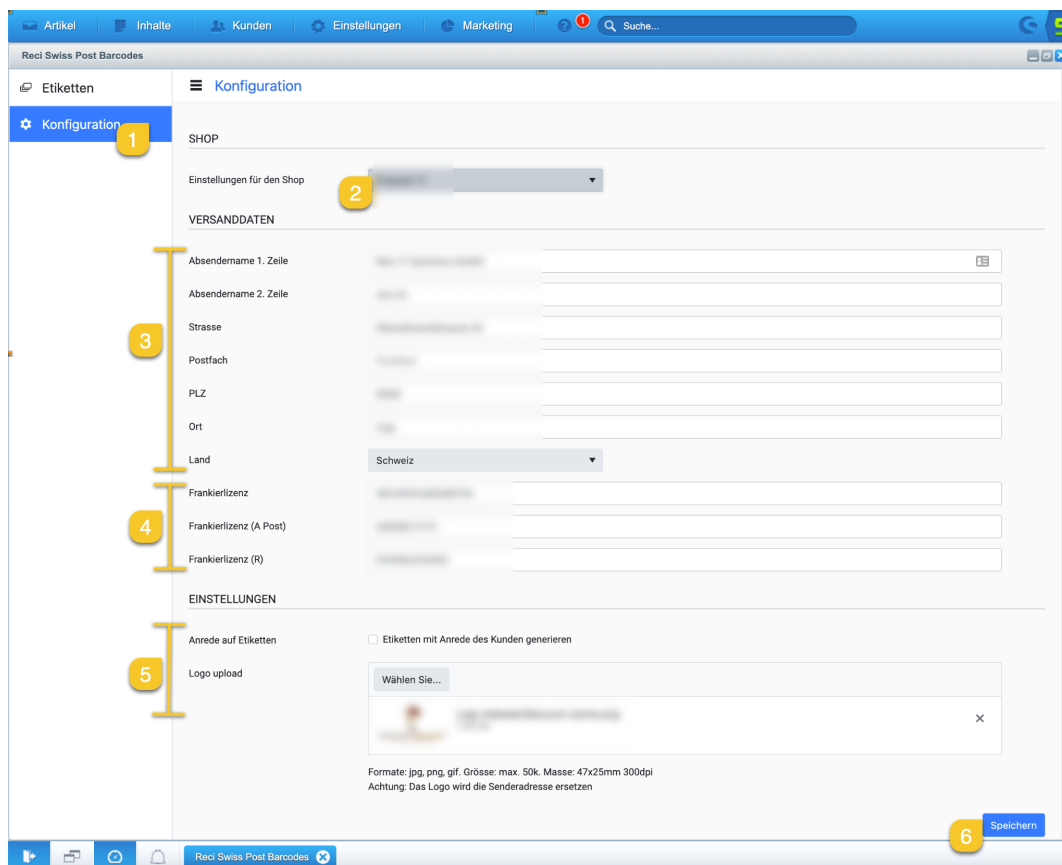
1. Switch to the "Cache" tab.
2. Select the "Select All" button.
3. Empty the cache (for the sake of completeness incl. theme compiling).

Please reload the browser after clearing the cache.

## 4. SETTINGS

### 4.1 Configuration

Go to **Customers > Swiss Post**



1. Switch to the "Configuration" tab.
2. Select the sub-/language store for which you are making the settings.
3. Fill in the data of the sender.
4. Add your franking licenses here. You can define several licenses per area. Please separate multiple licenses with a comma. You will receive your franking licenses from your postal contact:
  - a. Franking license: Standard franking license for parcels
  - b. Franking license (A Mail): For sending A Mail Plus letters.
  - c. Franking license (R): For sending registered letters
5. Specify the other settings.
  - a. Caution: If you store a logo, the sender will be overwritten..
6. Save the configuration per sub/language store.

## 4.2 Shipping costs

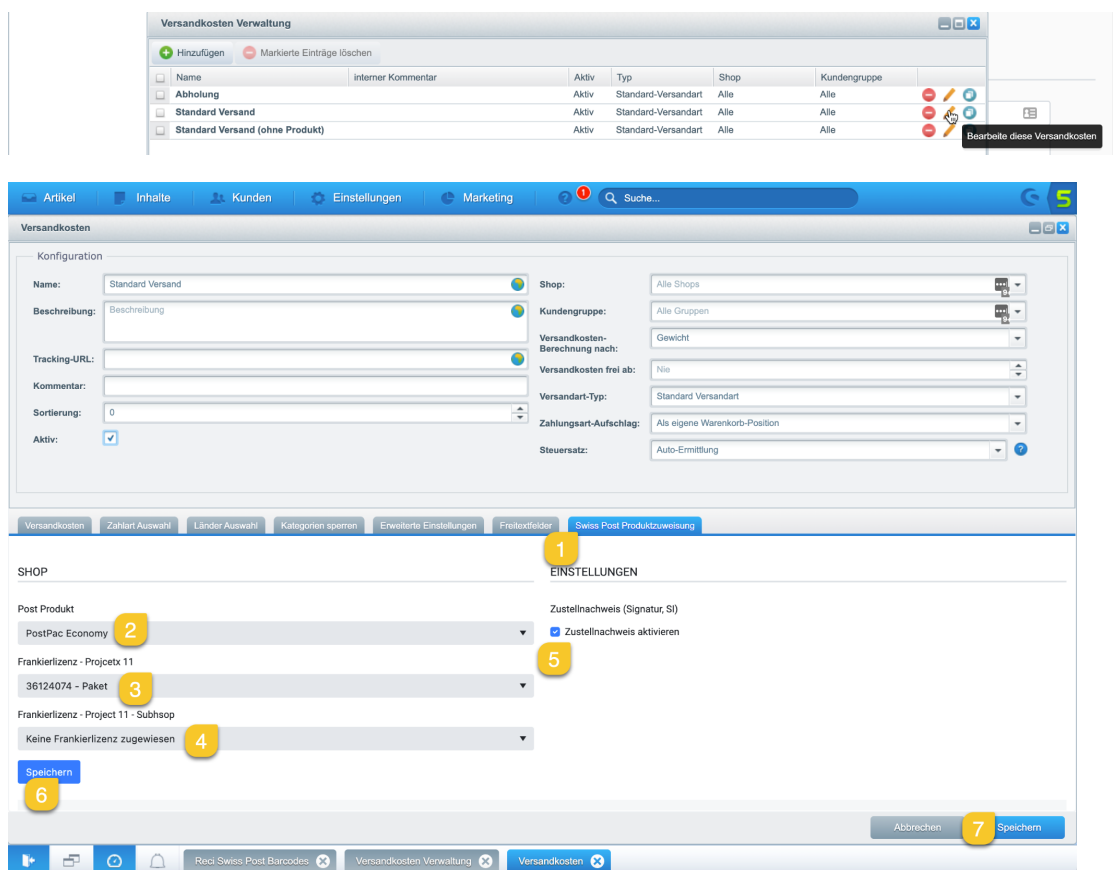
(Optional) For each of your shipping types, specify which postal product is meant. This way the correct label will be generated in each case.

If you do not define anything for the shipping costs, the product must be selected when creating the labels and the first franking license will always be used.

This step is **mandatory** for the [batch processing](#) function.

### Go to **Configuration > Shipping costs**

Click the pencil to open the shipping type you want to configure.



The screenshot shows the 'Versandkosten Verwaltung' interface. At the top, there is a table with columns: Name, interner Kommentar, Aktiv, Typ, Shop, Kundengruppe, and action icons. The table lists three shipping types: 'Abholung', 'Standard Versand', and 'Standard Versand (ohne Produkt)'. A pencil icon is highlighted over the 'Standard Versand' row.

Below the table is the configuration form for 'Standard Versand'. The form includes fields for Name, Beschreibung, Tracking-URL, Kommentar, Sortierung, and Aktiv. It also has dropdown menus for Shop, Kundengruppe, Versandkosten-Berechnung nach, Versandkosten frei ab, Versandart-Typ, Zahlungsart-Aufschlag, and Steuersatz. The 'Swiss Post Produktzuweisung' tab is selected, showing 'SHOP' settings. The 'Post Produkt' dropdown is set to 'PostPac Economy', 'Frankierlizenz - Project 11' is set to '36124074 - Paket', and 'Frankierlizenz - Project 11 - Subshop' is set to 'Keine Frankierlizenz zugewiesen'. The 'Zustellnachweis (Signatur, SI)' checkbox is checked. The 'Speichern' button is highlighted with a yellow circle.

1. Switch to the "Swiss Post Produktzuweisung" tab.
2. Select the correct Swiss Post product for this dispatch type from the dropdown.
3. Select which franking license should be used for the main store.
4. Select which franking license to use for the subshop.
5. If desired, activate delivery with signature (Signature, SI).
6. Be sure to save the settings here first.
7. Then save the whole delivery type



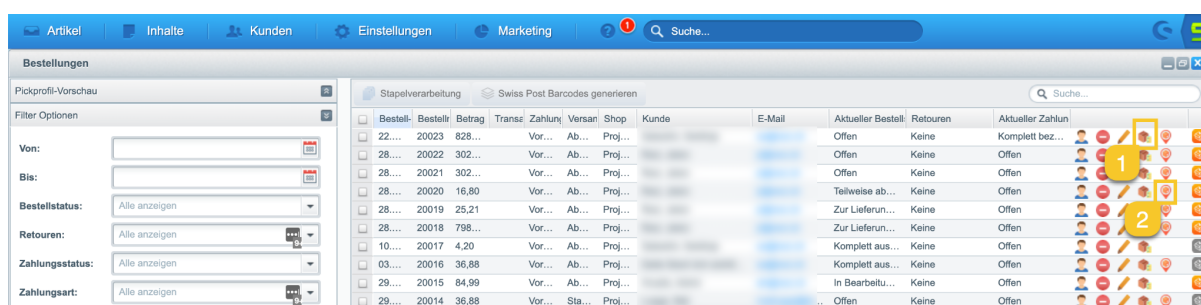
## 5. GENERATE BARCODE

### 5.1 Generate barcode per order

There are several ways to generate a barcode for an order.

#### 5.1.1 Order overview (Quick Access)

Go to **Customers > Orders**



1. By using the parcel icon you will get directly to the barcode generation area in the order mask ([see point 5.1.2.1](#)).
2. Using the tracking icon, you can access the page for tracking a shipment and check whether the package has already been delivered to your customer.

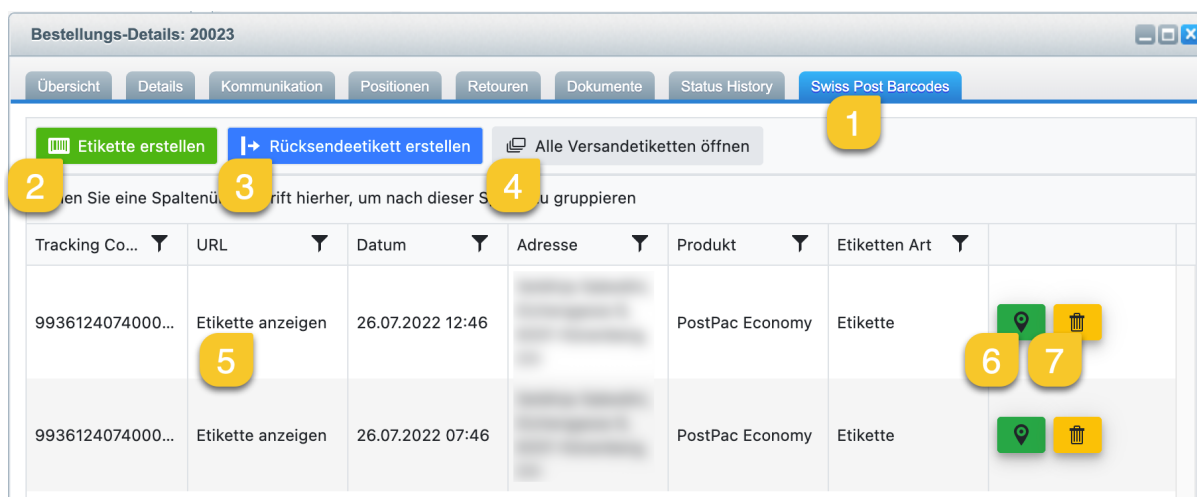
*Note: Tracking always refers to the first label. Further below you will learn how to track shipments with multiple labels / packages.*

*Please note that the icons are only visible if you have assigned a postal product for the respective shipping type ([see point 4.2](#)).*



## 5.1.2 Order mask

Open the order for which you want to generate a barcode or view the already generated barcodes



Bestellungs-Details: 20023

Übersicht Details Kommunikation Positionen Retouren Dokumente Status History **Swiss Post Barcodes**

Etikette erstellen (2) | Rücksendeetikett erstellen (3) | Alle Versandetiketten öffnen (4)

Wählen Sie eine Spaltenüberschrift hierher, um nach dieser Spaltenüberschrift zu gruppieren

Tracking Co...	URL	Datum	Adresse	Produkt	Etiketten Art
9936124074000...	Etikette anzeigen (5)	26.07.2022 12:46	[Blurred]	PostPac Economy	Etikette
9936124074000...	Etikette anzeigen	26.07.2022 07:46	[Blurred]	PostPac Economy	Etikette

1. In the tab "Swiss Post Barcodes" you can see all functions.
2. Via this button you can create a [new label](#).
3. Via this button you can create a [return label](#).
4. Via this button you can open all labels, e.g. to print them.
5. In the lower area you will see the labels you have already created and you can open them via "Show label" and print them out, for example.
6. This button will take you to the shipment tracking.
7. Via this button you can delete the created label.



### 5.1.2.1 Create label

After clicking "Create Label", you can customize the details if you wish and then generate the label.

**Etikette erstellen** [Close] [Refresh]

**VERSANDDATEN**

Anrede: Frau

Vorname: Seldinja

Nachname: Sabedini

Firma: Firma

Abteilung: Abteilung

Strasse: Eichengasse 6

PLZ: 6331 Ort: Hünenberg

Land: Schweiz

**EINSTELLUNGEN**

Post Produkt: PostPac Economy

Zustellnachweis (Signatur, SI)

Zustellanweisung: [dropdown]

Nachnahme aktivieren (BLN)

Anzahl Pakete: 1

Für jede Etikette wird das selbe Gewicht verwendet.

**4** Senden

1. The data is automatically taken from the order.
2. The shipping method determines the Post product. However, you can also adjust these preset values.
3. Define how many labels you want to generate
4. After you click on "send", the label is created and can be printed.



## 5.1.2.2 Create return label

Rücksendeetikett erstellen □ ×

VERSANDDATEN

Anrede

Vorname

Nachname

Firma

Abteilung

Strasse

PLZ  Ort

Land

E-Mail

1

2

1. The data of the sender (return) are automatically taken over from the order.
2. Click on "send". This will create the label and open an email template incl. attachment to send the return label directly to your customer.

E-Mail versenden ×

An

Betreff

Nachricht

Format B I U

Sehr geehrte Frau ,

im Anhang dieser E-Mail finden Sie ein Versandetikett von der Schweizer Post zur  
 Rücksendung ihrer Bestellung **mit der Nummer 20023**. Bitte drucken Sie es aus und  
 nutzen Sie es, um die kostenfreie Rücksendung in Anspruch zu nehmen.

Wir wünschen Ihnen noch einen schönen Tag.  
 Ihr Team von Projctex 11.

Dieser Text stammt von den E-Mail-Vorlagen. Sie können ihn vor dem Versenden hier noch anpassen.

DATEIEN 1

Anhang

Etiketle als PDF-Anhang mitschicken

2

3

1. You can customize the email before sending it. If you want to change the template, you can find it under Settings > Email management > Email templates in the "User emails" folder.
2. There is an option to deselect sending the return label as an attachment.
3. After you click on "send", the email will be sent to your customer.

After this step, you will see another icon in the "Swiss Post Barcodes" tab of the shipping labels in the order.

Bestellungs-Details: 20023 - □ ×

Übersicht Details Kommunikation Positionen Retouren Dokumente Status History **Swiss Post Barcodes**

Ziehen Sie eine Spaltenüberschrift hierher, um nach dieser Spalte zu gruppieren

Tracking Co...	URL	Datum	Adresse	Produkt	Etiketten Art	
9936124074000...	Etiketle anzeigen	27.07.2022 10:56	<input type="text"/>	PostPac Economy GAS	Rücksendeetikette	<input type="button" value="📍"/> <input type="button" value="🗑️"/> <input type="button" value="✉️"/> <span style="float: right;">1</span>

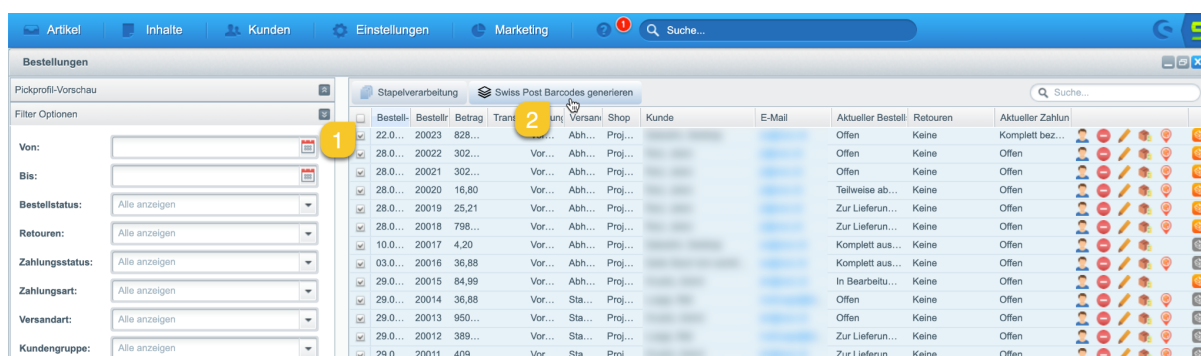
1. Here you can send the shipping label again to the customer by e-mail.

## 5.2 Batch processing

To make your processes as efficient as possible, you can use batch processing to filter for the desired orders and then generate and print the shipping labels for these orders.

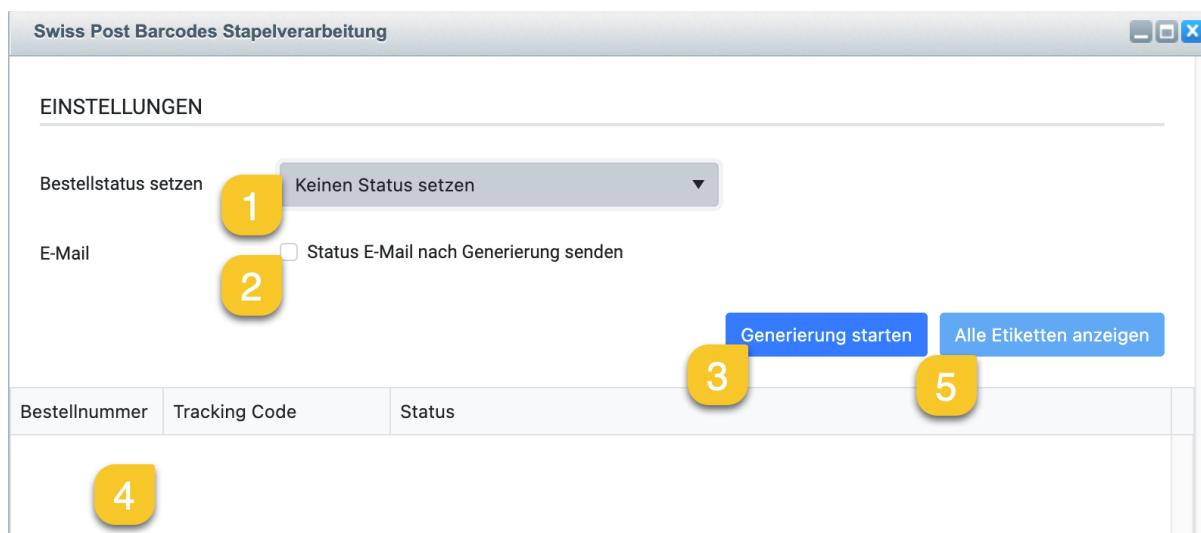
*Note: Batch processing is only possible if the ["4.2 Shipping costs"](#) step has been performed.*

Go to **Customer > orders**



1. Select all orders for which you want to create a shipping label.
2. Click on the "Generate Swiss Post Barcodes" button.

A new window will open:

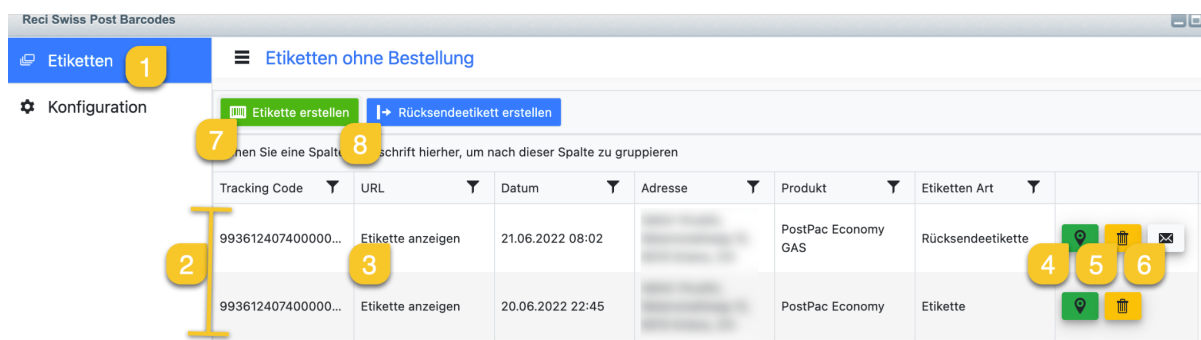







1. Set whether to change the order status.
2. You can notify the selected status to the customers by e-mail.
3. Click this button to generate the shipping labels.
4. After successful execution you will see an overview of the generated labels in this area.
5. To print all labels together, click here.

## 5.3 Barcode without order

You can also generate a barcode independently of purchase orders. This can be advantageous for returns to your supplier, for example.

Go to **Customer > Swiss Post**



Tracking Code	URL	Datum	Adresse	Produkt	Etiketten Art	
993612407400000...	Etikette anzeigen	21.06.2022 08:02		PostPac Economy GAS	Rücksendeetikette	  
993612407400000...	Etikette anzeigen	20.06.2022 22:45		PostPac Economy	Etikette	 

1. Go to the "Labels" tab.
2. In the overview you will see the already created shipping labels.
3. Via this button you can view the created label as a PDF or print it.
4. Via this button you can track the package.
5. Via this button you can delete the shipping label.
6. For return labels, you can directly send an email with the label to the desired recipient.
7. Use this button to create a new shipping label.
8. Use this button to create a new return label.

Note: Please note that this function don't have any pre-filled data or a pre-selected Post product. You can select which store / subshop this applies to via the label creation without order. All other options are the same as described in ["5.1.1.1 Create label"](#) and ["5.1.1.2 Create return label"](#).



## 6. PICKWARE WMS

Our plugin is compatible with Pickware WMS. Labels are generated in the picking process and can be printed.

## 7. SUPPORT

You have further questions about the plugin and need help? Please contact us via Shopware Support in your Shopware Account: <https://account.shopware.com/>

Go to the **Merchant area > support**

Shopware Merchant Support interface showing the 'Support anfragen' button highlighted with a yellow arrow. The interface includes a sidebar with navigation icons, a breadcrumb trail 'Shopbetreiberbereich / Support', a 'Support anfragen' button, a 'Dokumentation' link, a help message, filter buttons for 'Alle', 'Unbeantwortet', 'Beantwortet', and 'Geschlossen', a table header for 'Supportanfragen (0)' with columns 'Ticket-ID', 'Betreff', 'Produkt', 'Shop', 'Support-Typ', 'Status', and 'Deadtime', and a 'Keine Daten gefunden' message with a database icon. At the bottom, there are pagination controls showing '1 von 1' and '100 Einträge'.