City-Link Express Shopify Plugin Tutorial
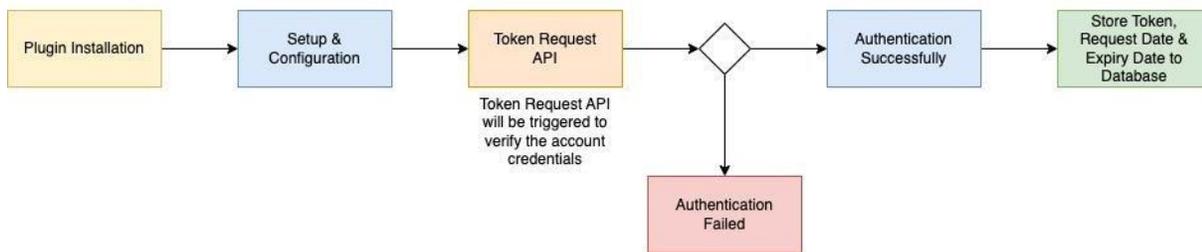
05 January 2024

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City-Link Express Shopify Extension

The following document describes the requirements, architecture as well as the data dictionary for the plugin and extension.

Plugin Setup & Configuration Flows Chart

The following describe the process of installing the plugin as well as first time setting it up.


The generated token will be stored in the website database together with the expiration date. Website admin users will be able to perform one time setup via the following screen. (Shopify Admin > Apps > City-Link Express > App Settings)

App's Setting Configuration

1. Navigate to the App from the search in the shopify store admin panel located on the top section after installation.
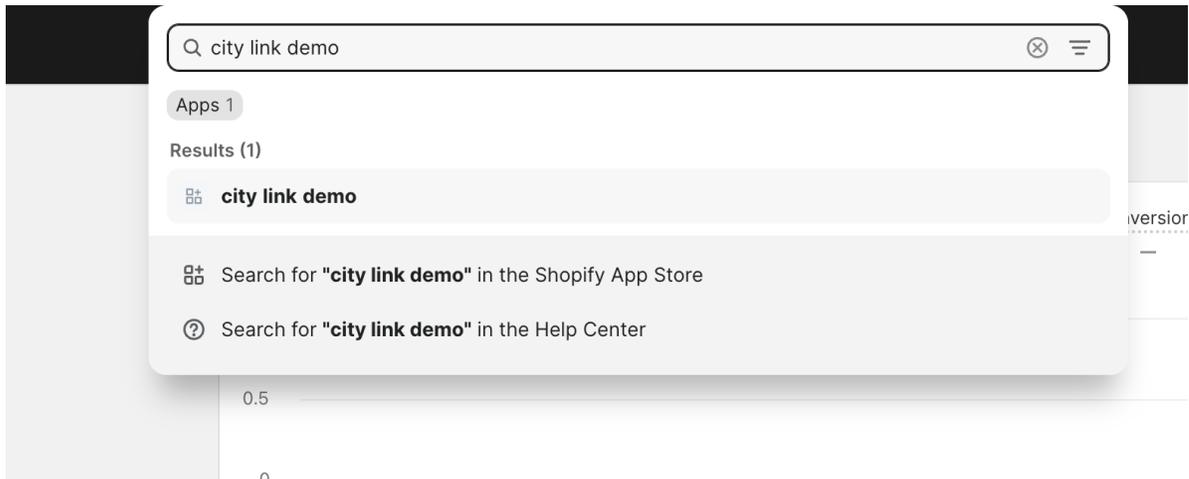
2. From the shopify admin panel, left side on the menu bar, go to "App's setting" to configure app.
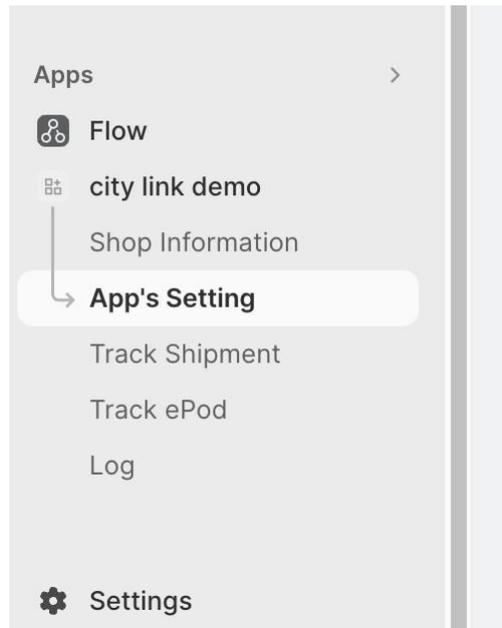
3. Here is the App's setting page to configure the app's connection and shipment.

App's Setting

Citylink API Authentication Setting

Company Code

Account Number

Meter Number

Transaction Identifier

Authenticate

Shipper Information

Contact Person

Name (or Company Name)

Tel

Addresss Line 1

Address Line 2

City

State

Postcode

Country Code

Email

Save

Shipping Label Configuration

Generate Label*

☐ Enable
Enable Generate Label.

Label Type*

Select Label Type ⌄

Label size.

Mask Shipper Name

☐ Enable
Enable Mask Shipper Name in the Label generated.

Mask Shipper Contact No.

☐ Enable
Enable Mask Shipper Phone number in the Label generated.

Mask Shipper Adress*

☐ Enable
Enable Mask Shipper Address in the Label generated.

Mask Consignee Name

☐ Enable
Enable Mask Consignee Name in the Label generated.

Mask Consignee Contact No.

☐ Enable
Enable Mask Consignee Phone number in the Label generated.

Logo

Add images

Accepts .jpg, and .png

Save

## Information to be Filled Up During Setup & Configuration

The following information will only be required to be filled out by the website admin once during setup and will be stored as global variables to be used throughout the shipping request creation process.

Fields	Details
Company Code	City-Link provided Entity Code during registration.
Account Number	City-Link provided Account Number.
Meter Number	Unique number assigned to CTL account.
Transactions Identifier	To be filled out by website admin as an unique identifier during transactions.
Shipping Information	
Business Name	Business name from which shipment originated.
Contact Person	Contact person from which shipment originated.
Contact No.	Contact number of the business which shipment originated.
Email	Email address of sender.
Address Line 1	Address line 1 from which shipment originated.
Address Line 2	Address line 2 from which shipment originated.
Address Line 3	Address line 3 from which shipment originated. (optional)
City	City name from which shipment originated.
State	State from which shipment originated.
Postcode	Postal/Zip code from which the shipment originated.
Country Code	Country from which shipment is originated, represented in ISO2A country code*
Shipping Label Configuration	

Generate Label	To enable / disable label generation.
Label Type	Label size. (Dropdown with values)
Mask Shipper Name	Mask Shipper Name in the Label generated.
Mask Shipper Contact No.	Mask Shipper Phone number in the Label generated.
Mask Shipper Address	Mask Shipper Address in the Label generated.
Mask Consignee Name	Mask Consignee Name in the Label generated.
Mask Consignee Contact No.	Mask Consignee Phone number in the Label generated.
Logo	Merchant's / Shipper's Logo to be printed in the Label.

Create Shipment Request

The following describe the process of creating individual shipment requests from Shopify to the City-Link Express platform.
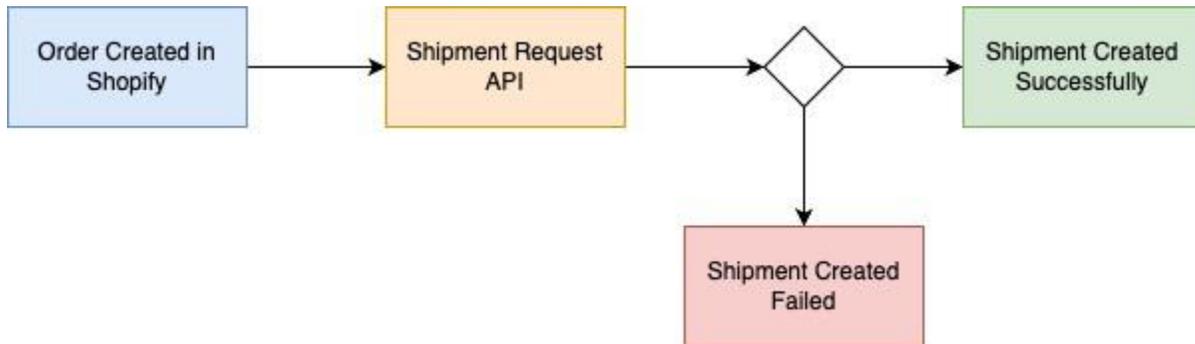
The following screen shows how website admin can create City-Link Express shipment request from the Shopify backend.

1. On the order details page's top right corner there is a "More actions" button. Click it will have a drop down that will show where the create shipment request feature is highlighted from the screenshot below.
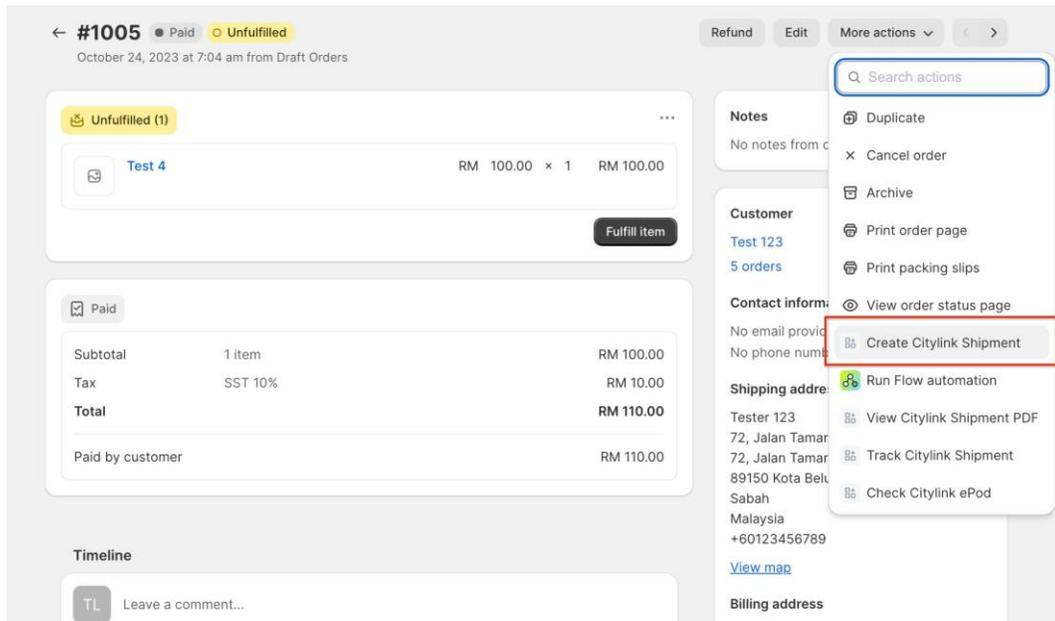
2. A er clicking on the "Create Citylink Shipment", it will popup a small create shipment window. Website admin is required to fill in all the details and create. If the "Require pickup" value is selected as "No", the date selection will not be shown.
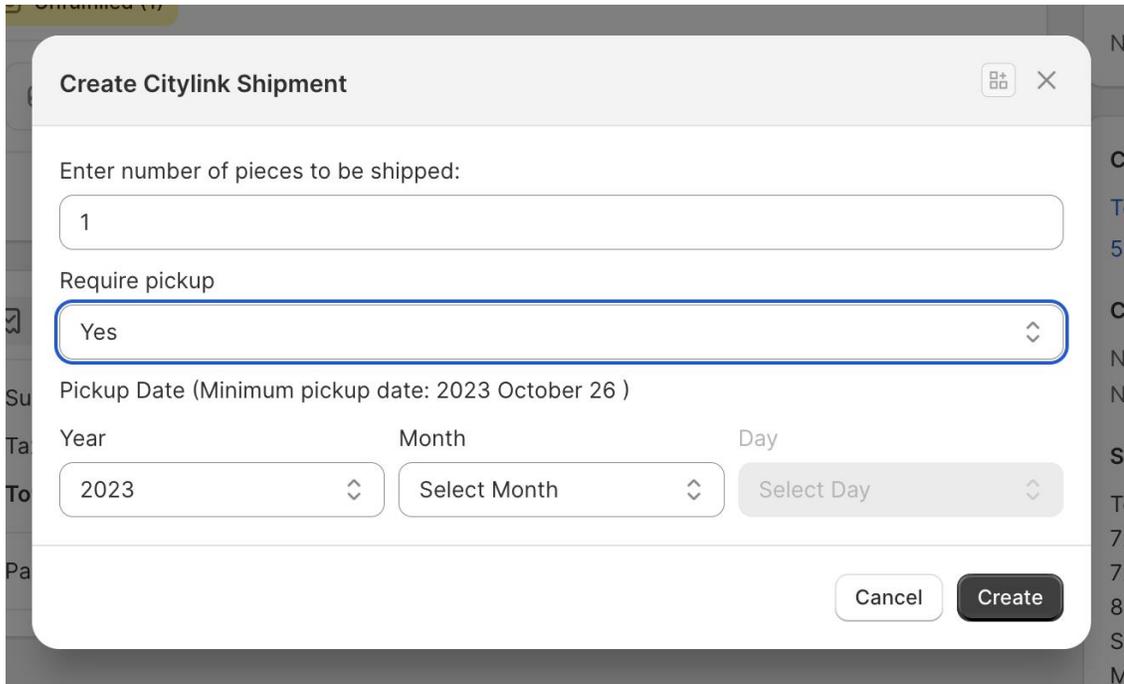
Track Shipment

This service allows Website admin to check shipment information and track the status.
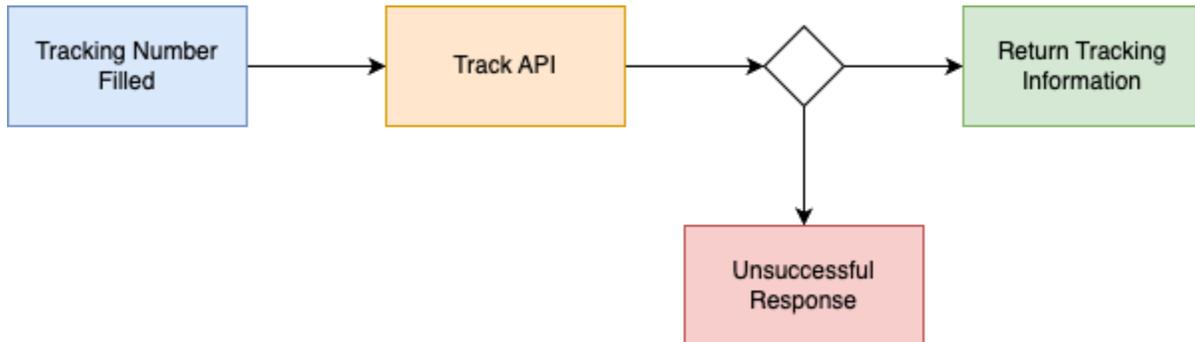
To easily navigate to the track shipment page, the following screenshot will show a step and shows a basic example on how it will look like.

1. On the order details page's top right corner there is a "More actions" button. Click it will have a drop down that will show where the track shipment feature is highlighted from the screenshot below.
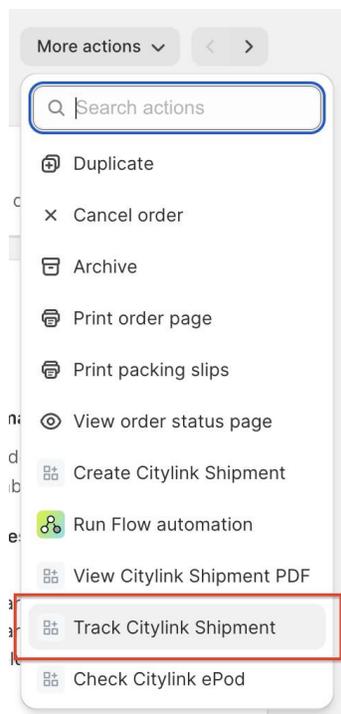
2. After clicking on the "Track Citylink Shipment", it will navigate to the track shipment page as shown below on the screenshot. It will then automatically submit the tracking number and show the result.

Check ePOD

This service allows customers to view POD & Signature via City-Link tracking number (HAWB). As it may contain sensitive information (i.e signature) we will make this page to be only available for logged in users.
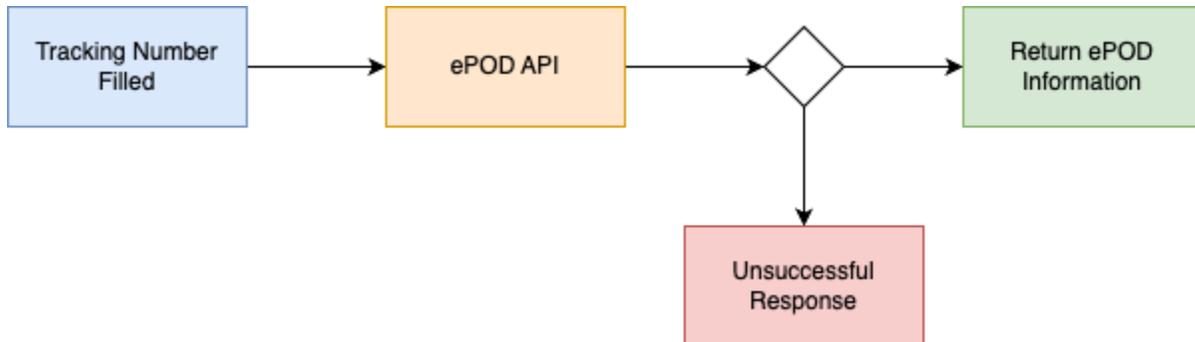
To easily navigate to the Check ePOD page, the following screenshot will show a step and shows a basic example on how it will look like.

1. On the order details page's top right corner there is a "More actions" button. Click it will have a drop down that will show where the Check ePOD feature is highlighted from the screenshot below.
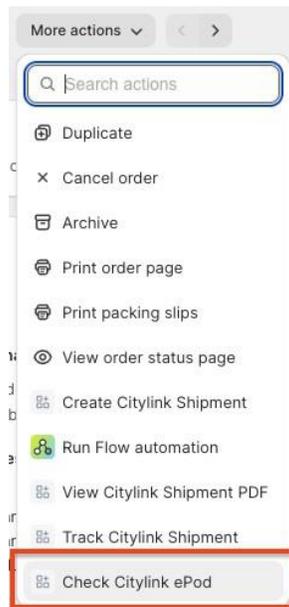
2. After clicking on the "Check Citylink ePod", it will navigate to the Check ePOD page as shown below on the screenshot. It will then automatically submit the tracking number and show the result.

View Shipment Label PDF

This page will display the Citylink Shipment label PDF for the order if the shipment label configuration to generate label setting is enabled when creating a shipment. The following screenshot will show how it will look like when there is a label generated and no label generated.

1. With label generated
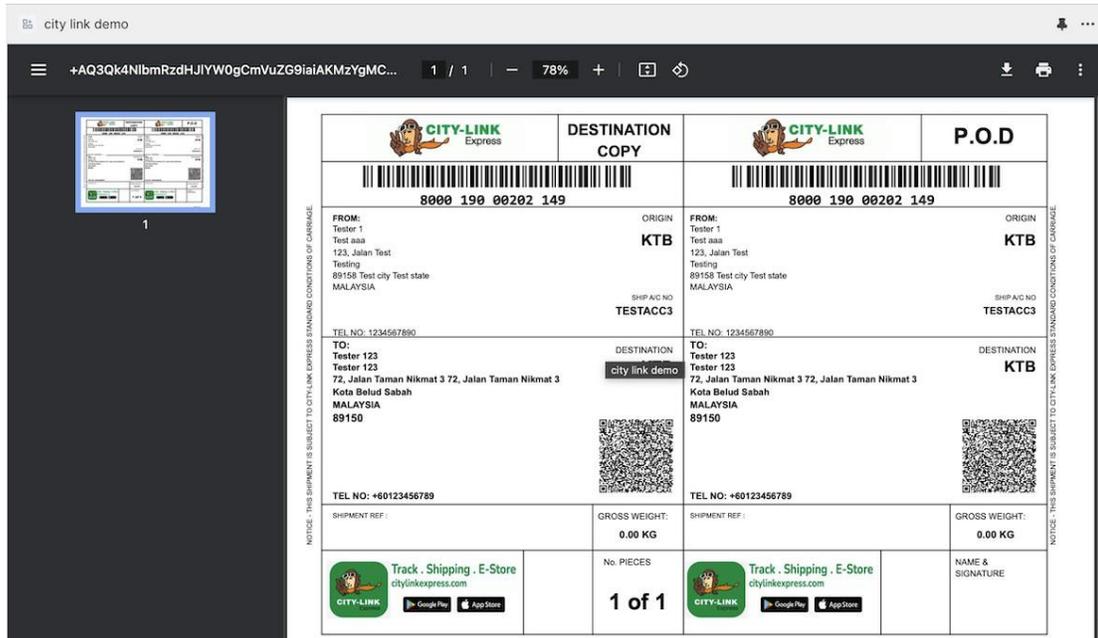
2. No label generated
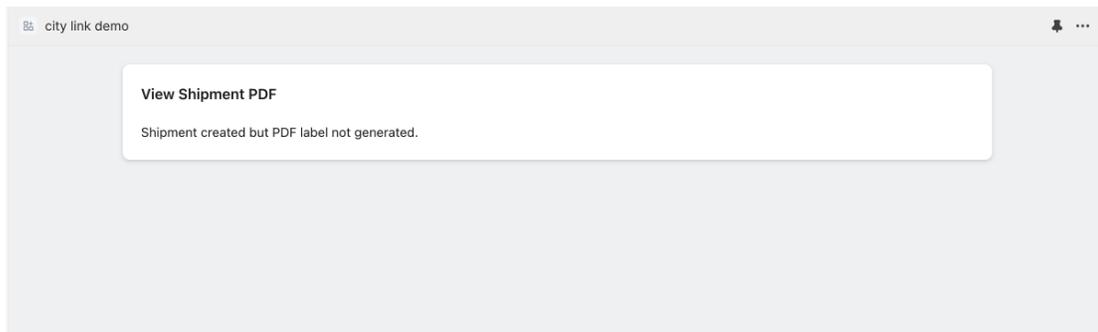
Log

This page will log all request and status code and message between the plugin and City-Link express web services. You can view this page from the Shopify admin panel left hand side menu, hover to "City-Link Express" and click it, then select "Log" after it finishes loading the app. The following shows the sample of how the page will look like.

Customer Delivery Tracking

This is a plug-in / extension where store admin can install the delivery tracking on their store website. The following screenshot shows what it will look like.
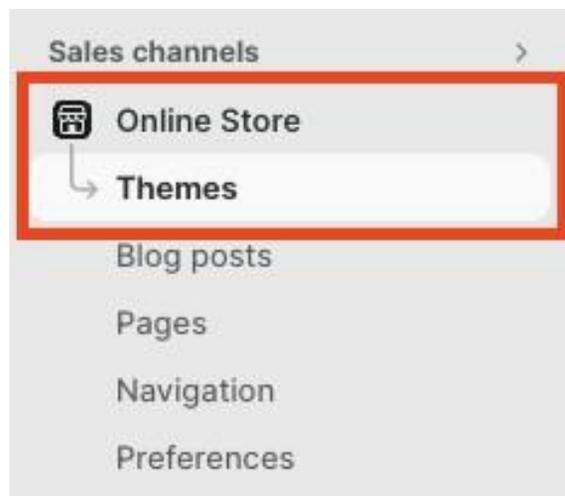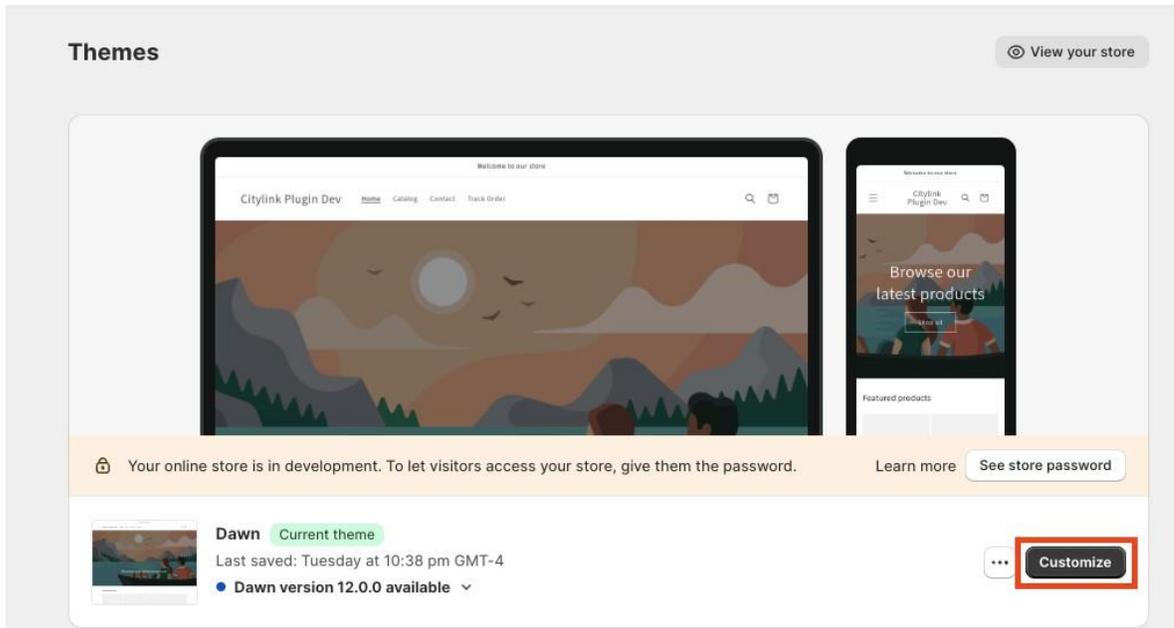

Installation and setup of plug-in / extension

After the App has been installed on your shopify's store, website's admin can install the plug-in / extension to the store's page from the admin panel.
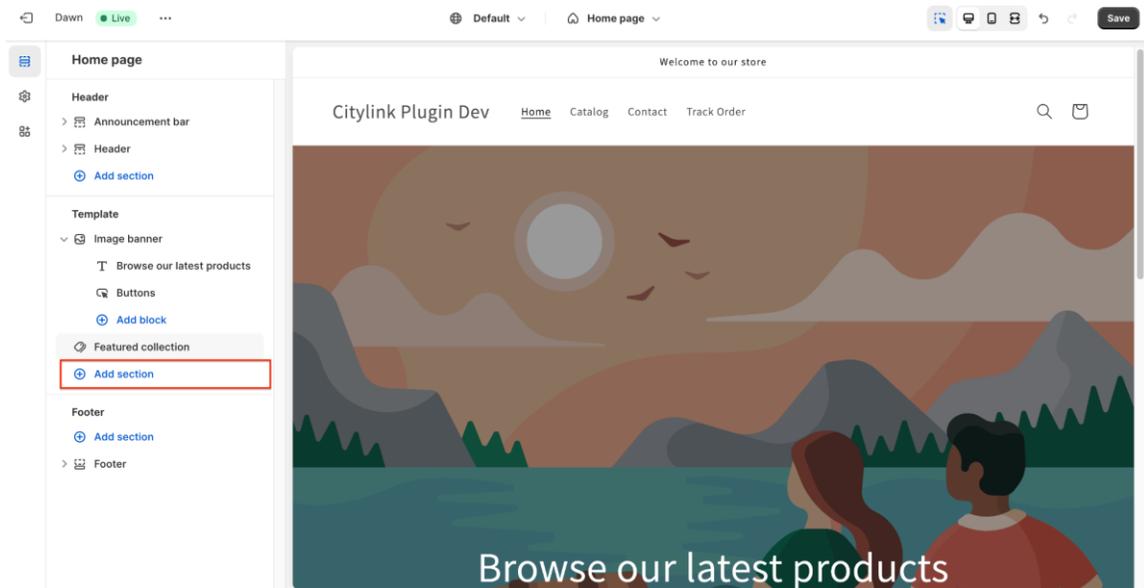
1. From the admin panel, left side on the menu bar, click on the "Online Store" and by default you will be navigated to the Themes page.
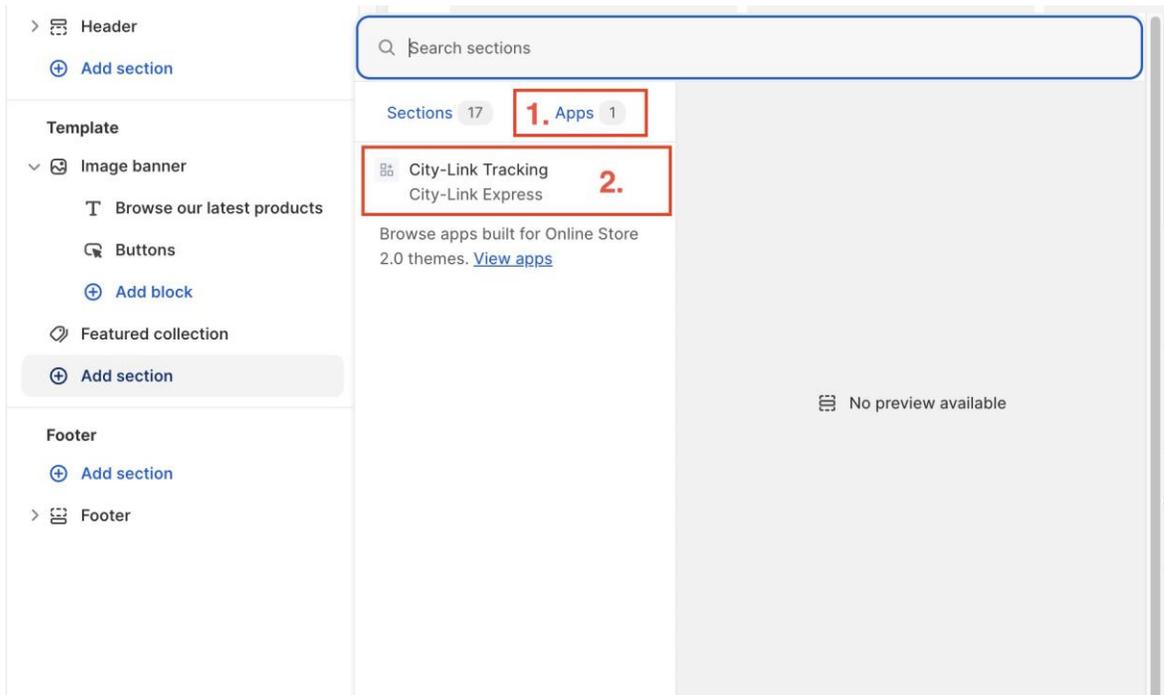
2. On the "Themes" page, click the "Customize" button on the current theme that the store currently is using then you will be redirected to the themes editor page.
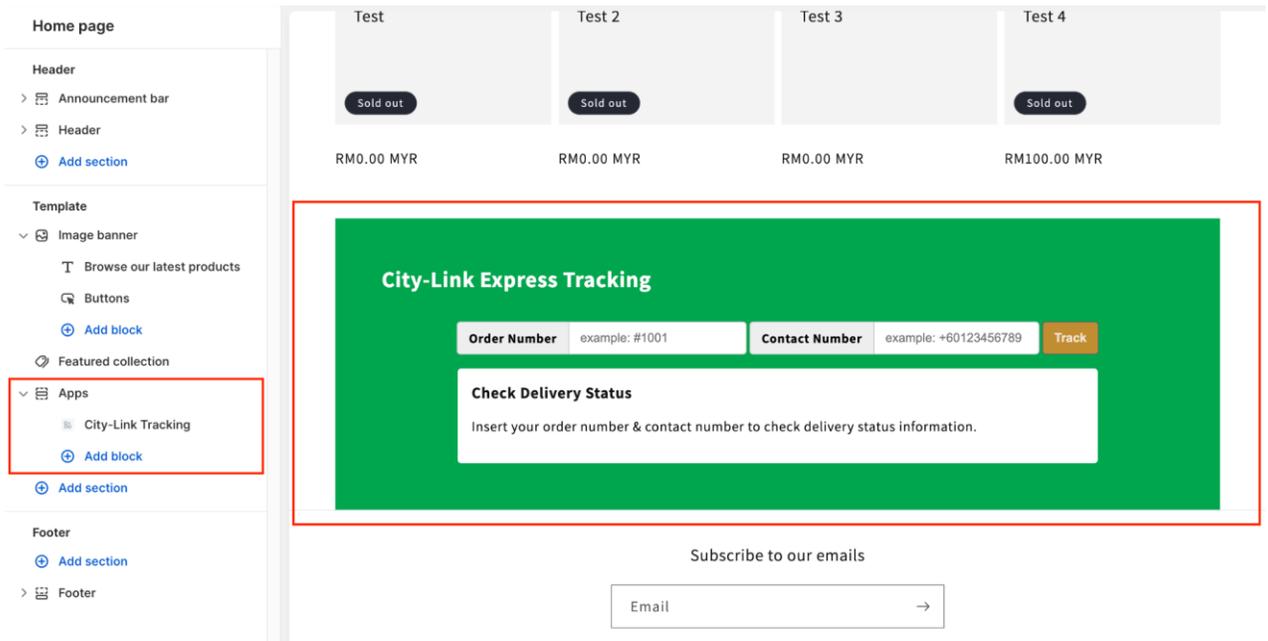
3. After you have been redirected to the theme editor page, navigate to the store's page where you want the plug-in / extension to be installed. A er you are on the desired page, on the le section, click on the "Add section"

4. After you have clicked on the "Add section", a small section will appear. In the small section, click on the "App" (in the screenshot, step 1), then select the plug-in / extension "City-Link Tracking" (in the screenshot, step 2).

5. After you have added the plug-in / extension to the page, it will appear in the desired page and on the le side, you can see the plug-in / extension has been added. You can move the plug-in to the desired position in the page from the le   section.
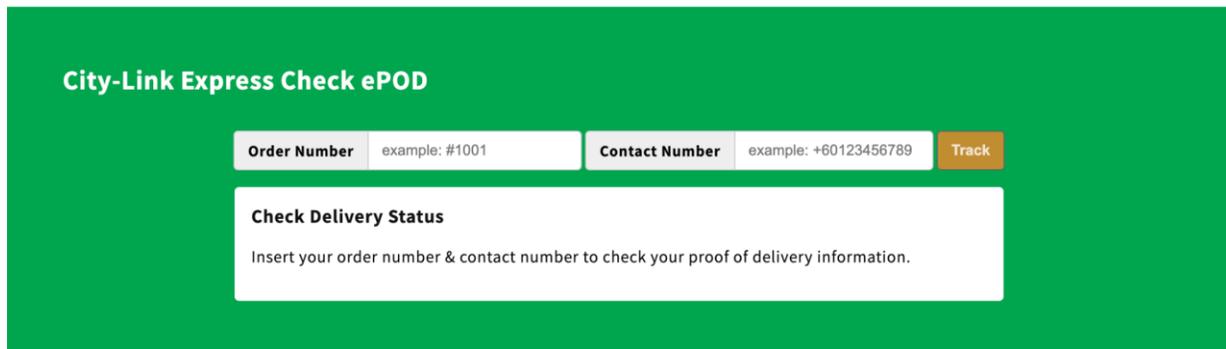

6. After that, you need to click "Save" from the top right corner of the page every time you make changes to the page. Then the plug-in / extension will appear on your store page.

Customer Check ePOD

This is a plug-in / extension where store admin can install the customer check ePOD on their store website. The following screenshot shows what it will look like.
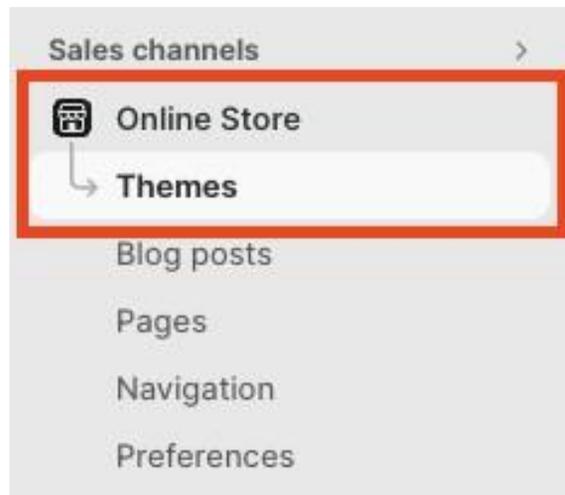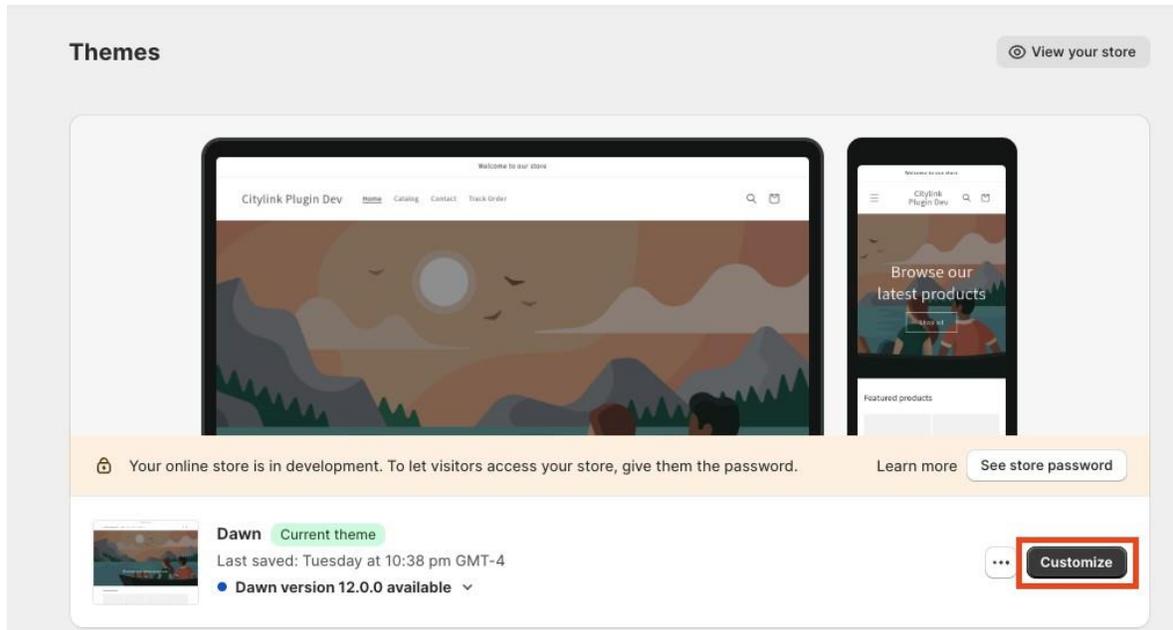

Installation and setup of plug-in / extension

After the App has been installed on your shopify's store, website's admin can install the plug-in / extension to the store's page from the admin panel.

1. From the admin panel, left side on the menu bar, click on the "Online Store" and by default you will be navigated to the Themes page.

2. On the "Themes" page, click the "Customize" button on the current theme that the store currently is using then you will be redirected to the themes editor page

3. After you have been redirected to the theme editor page, navigate to the store's page where you want the plug-in / extension to be installed. A er you are on the desired page, on the left section, click on the "Add section"
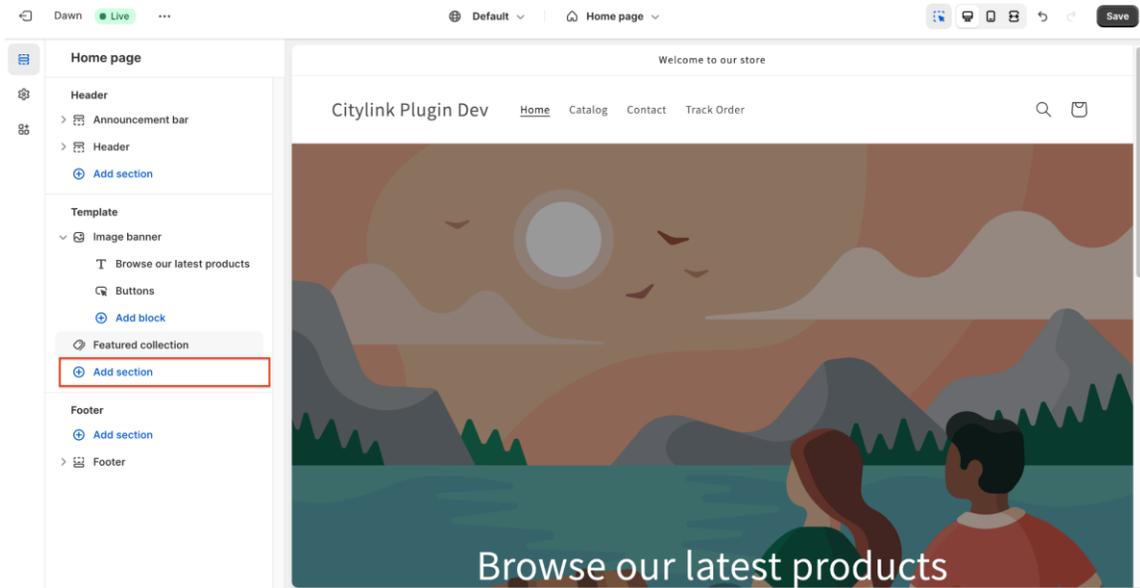
4. After you have clicked on the "Add section", a small section will appear. In the small section, click on the "App" (in the screenshot, step 1), then select the plug-in / extension "City-Link ePOD Check" (in the screenshot, step 2).
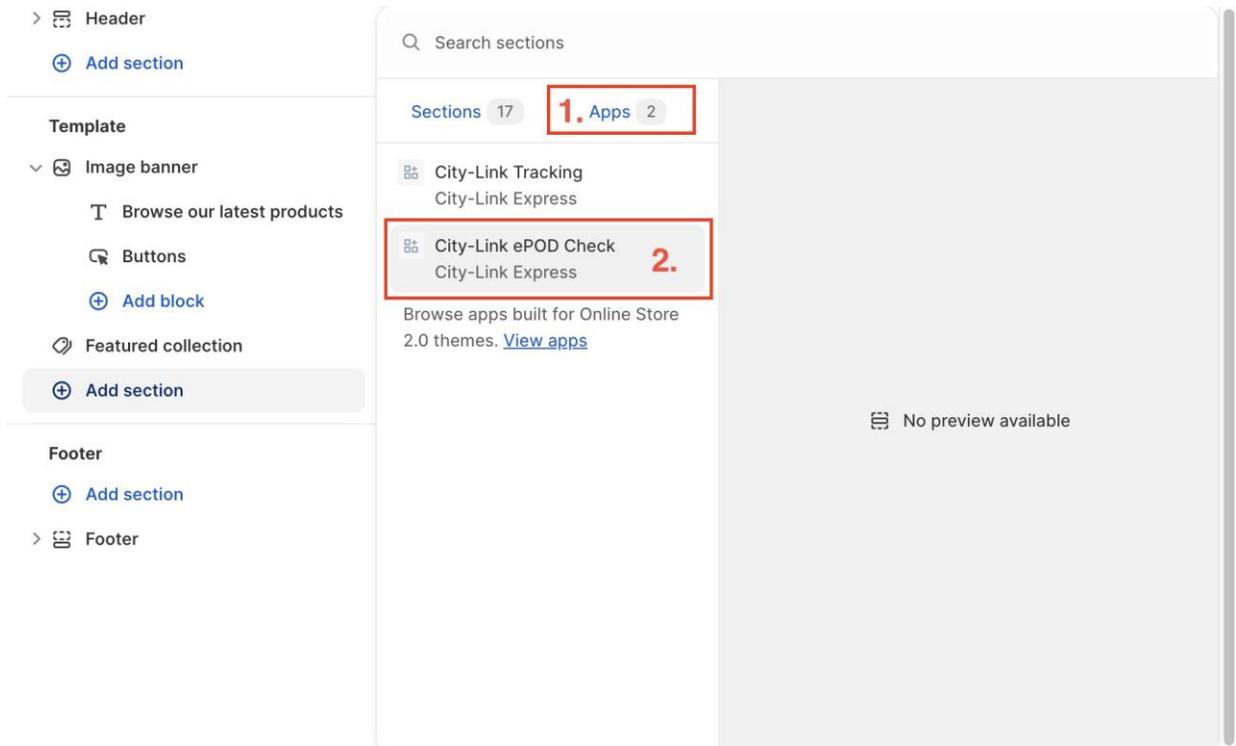
5. After you have added the plug-in / extension to the page, it will appear in the desired page and on the left side, you can see the plug-in / extension has been added. You can move the plug-in to the desired position in the page from the left section.
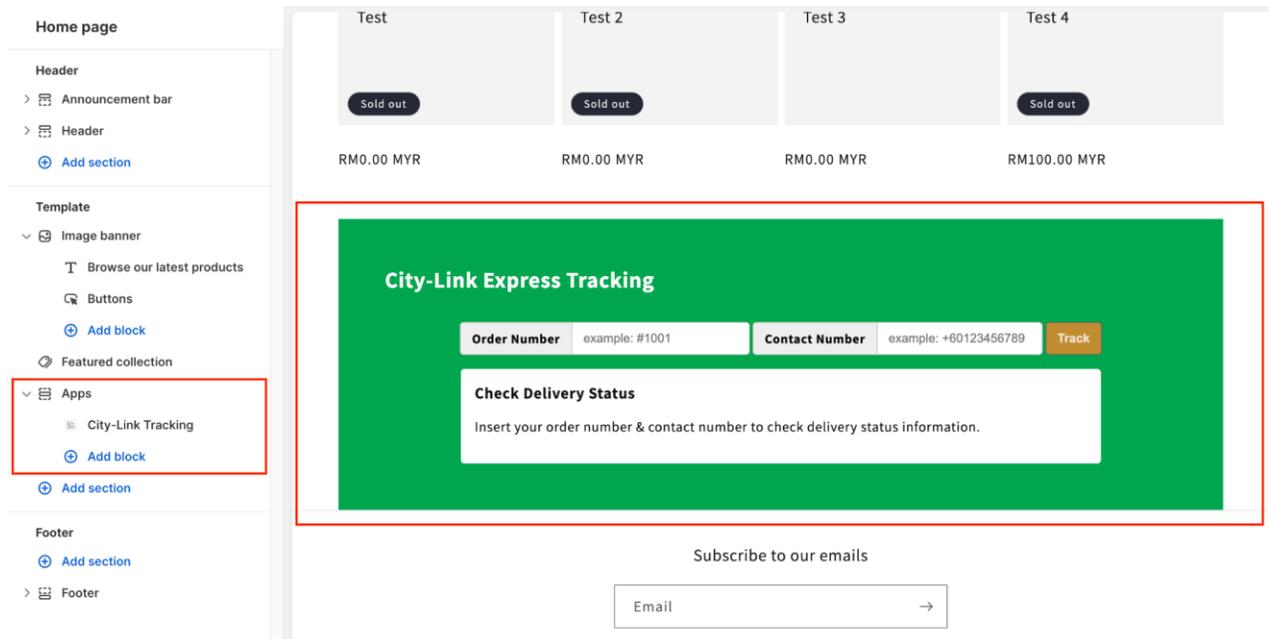
6. After that, you need to click "Save" from the top right corner of the page every time you make changes to the page. Then the plug-in / extension will appear on your store page.

Thank You