



Door-to-Door Direct Delivery

Your smart, fast, affordable alternative
to last mile shipping



Quick Start Guide

Minimum Version Requirements



Version

5.6 or higher



Version

4.3.4 or higher



Version

96.0.4664.55
or higher



Version

15.1 or higher



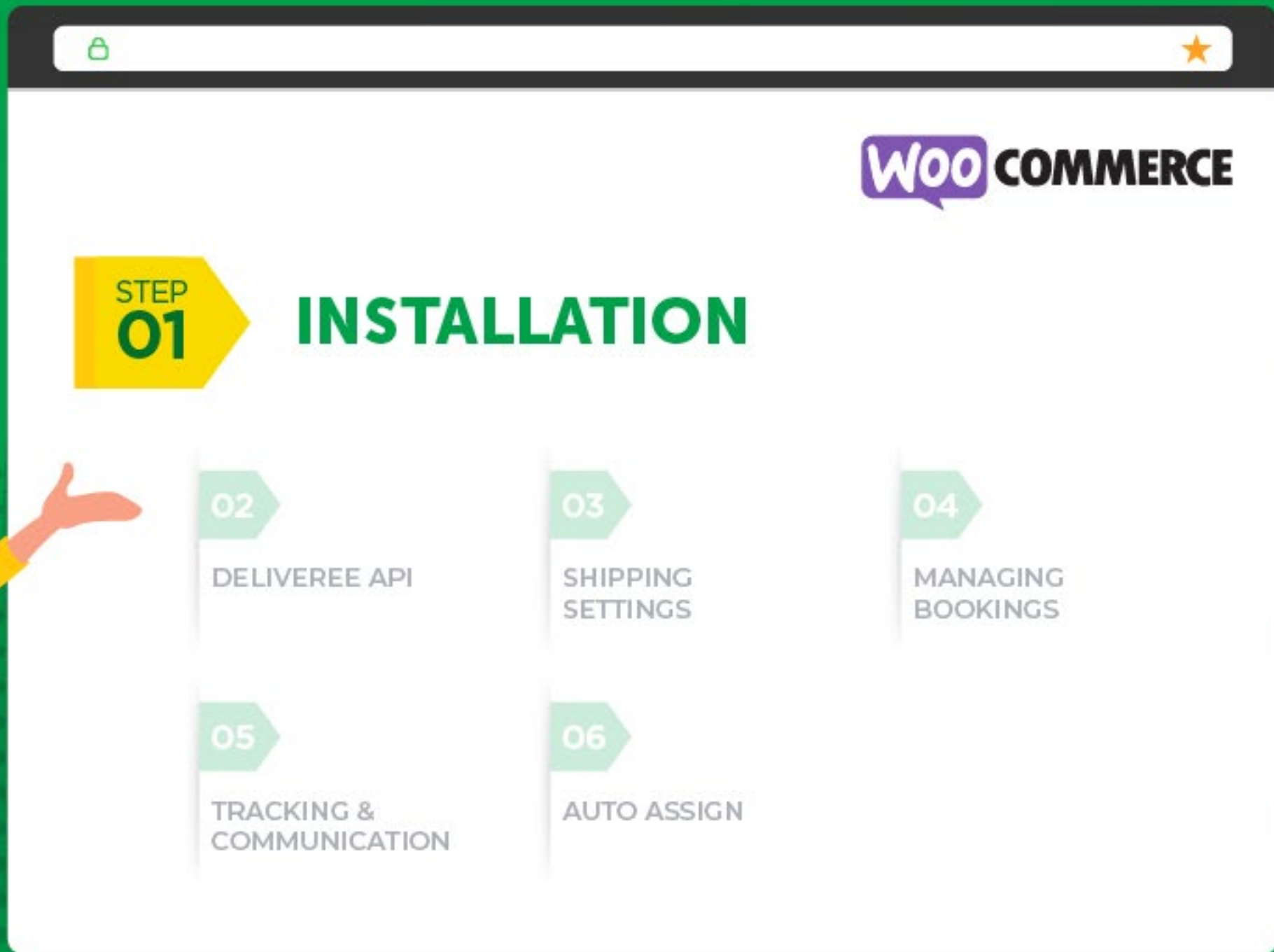
Version

94 or higher



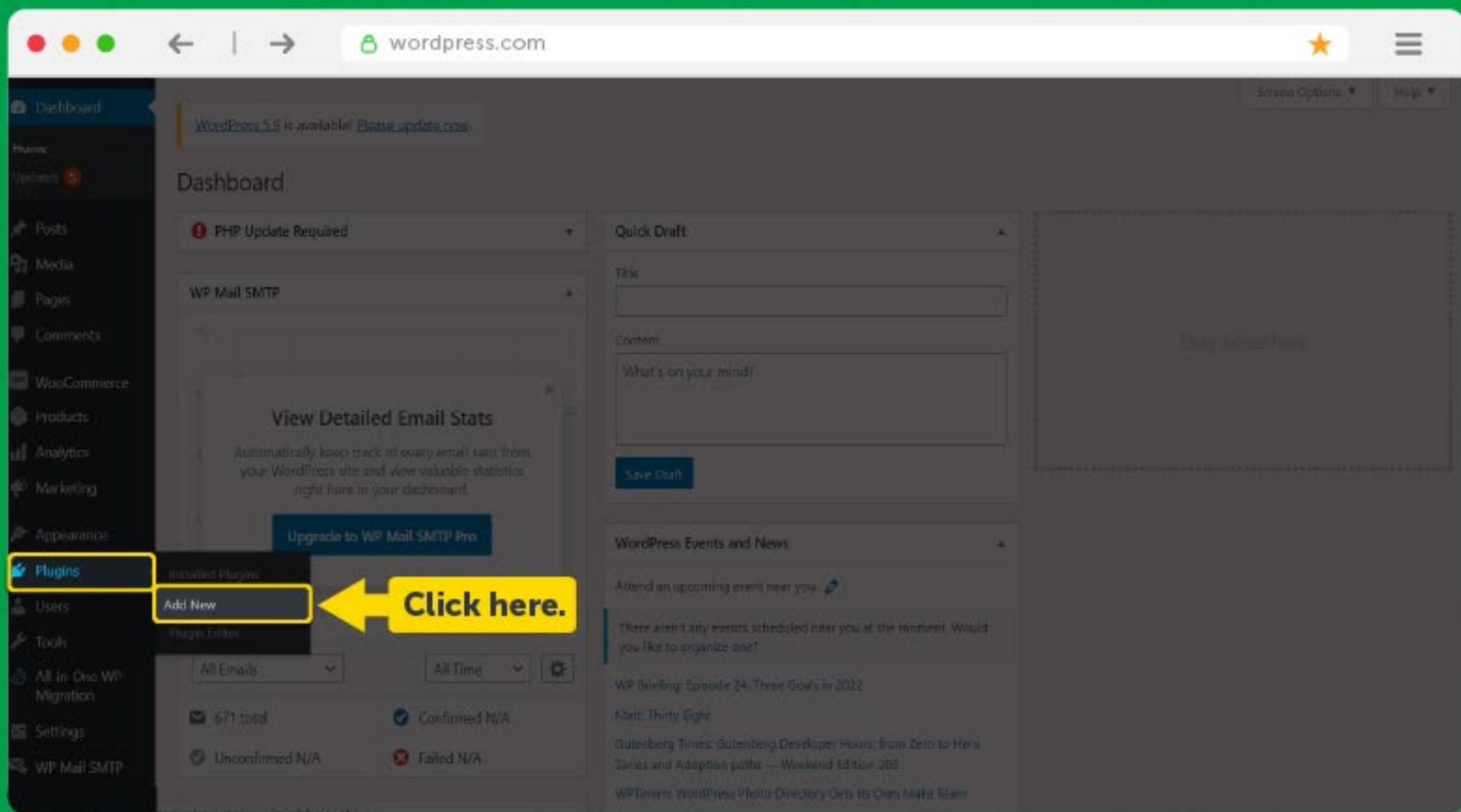
Version

102.0.1245.33
or higher



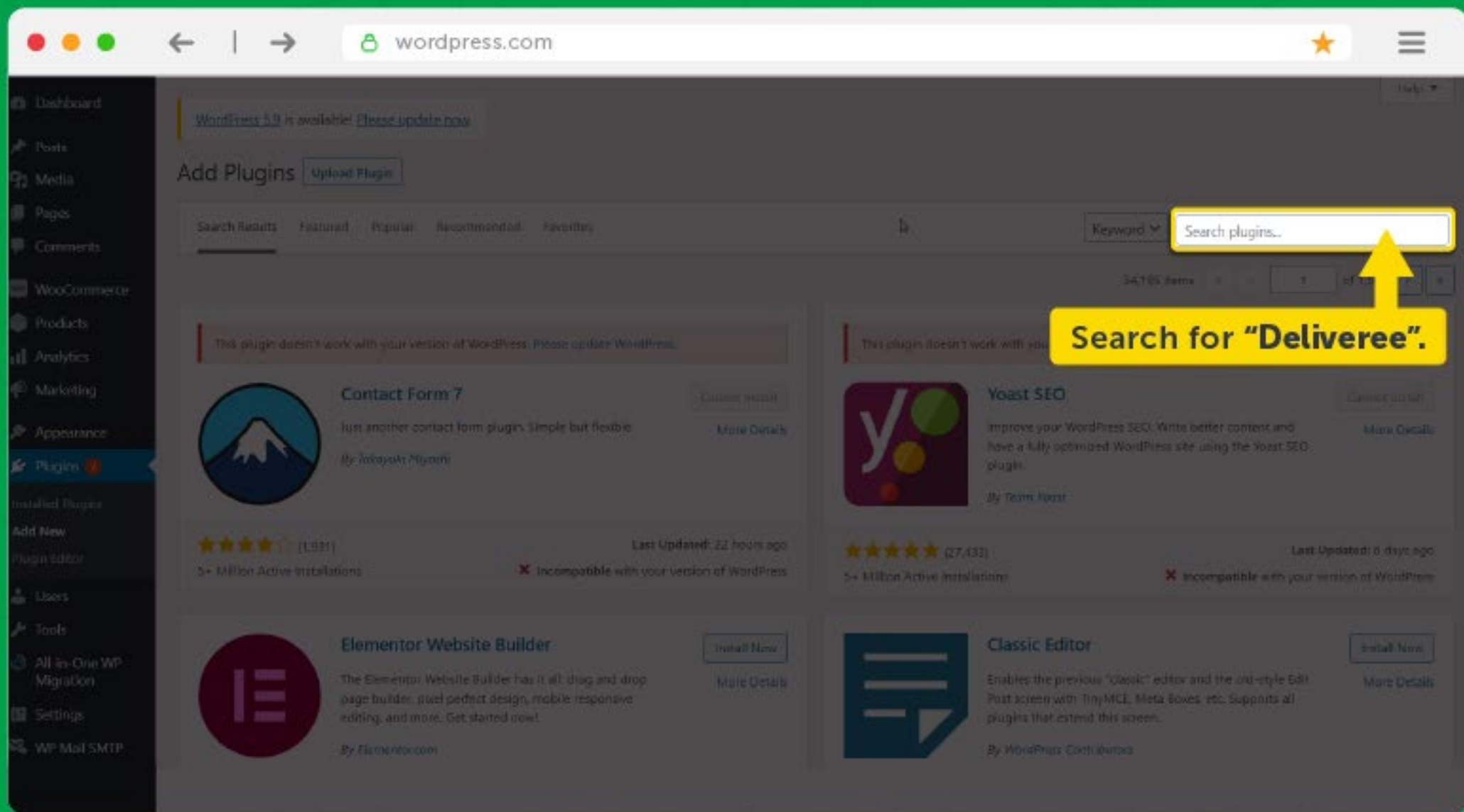
STEP
01

How to Install Deliverer Plugin (Direct Install Method)



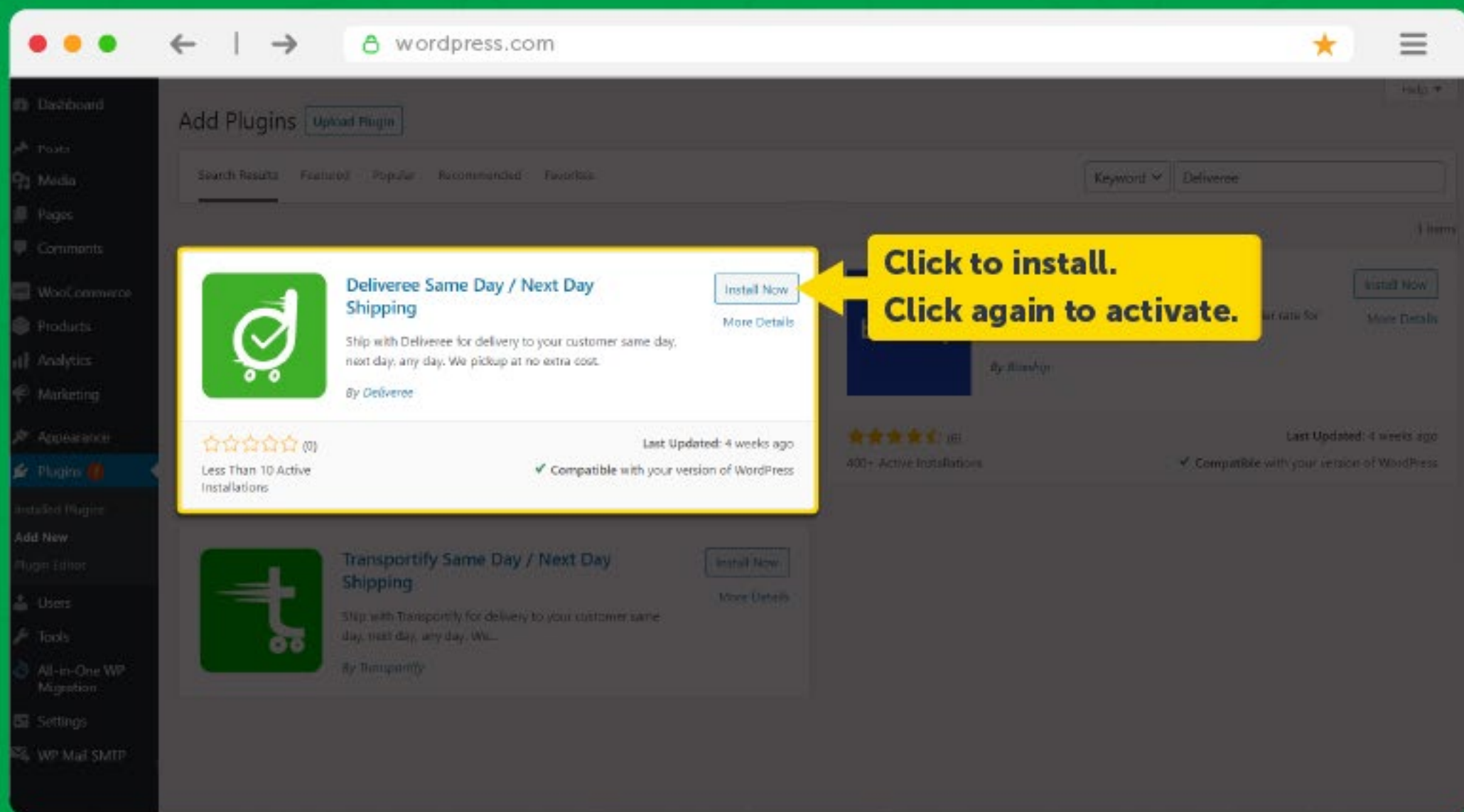
STEP
01

How to Install Deliverer Plugin (Direct Install Method)



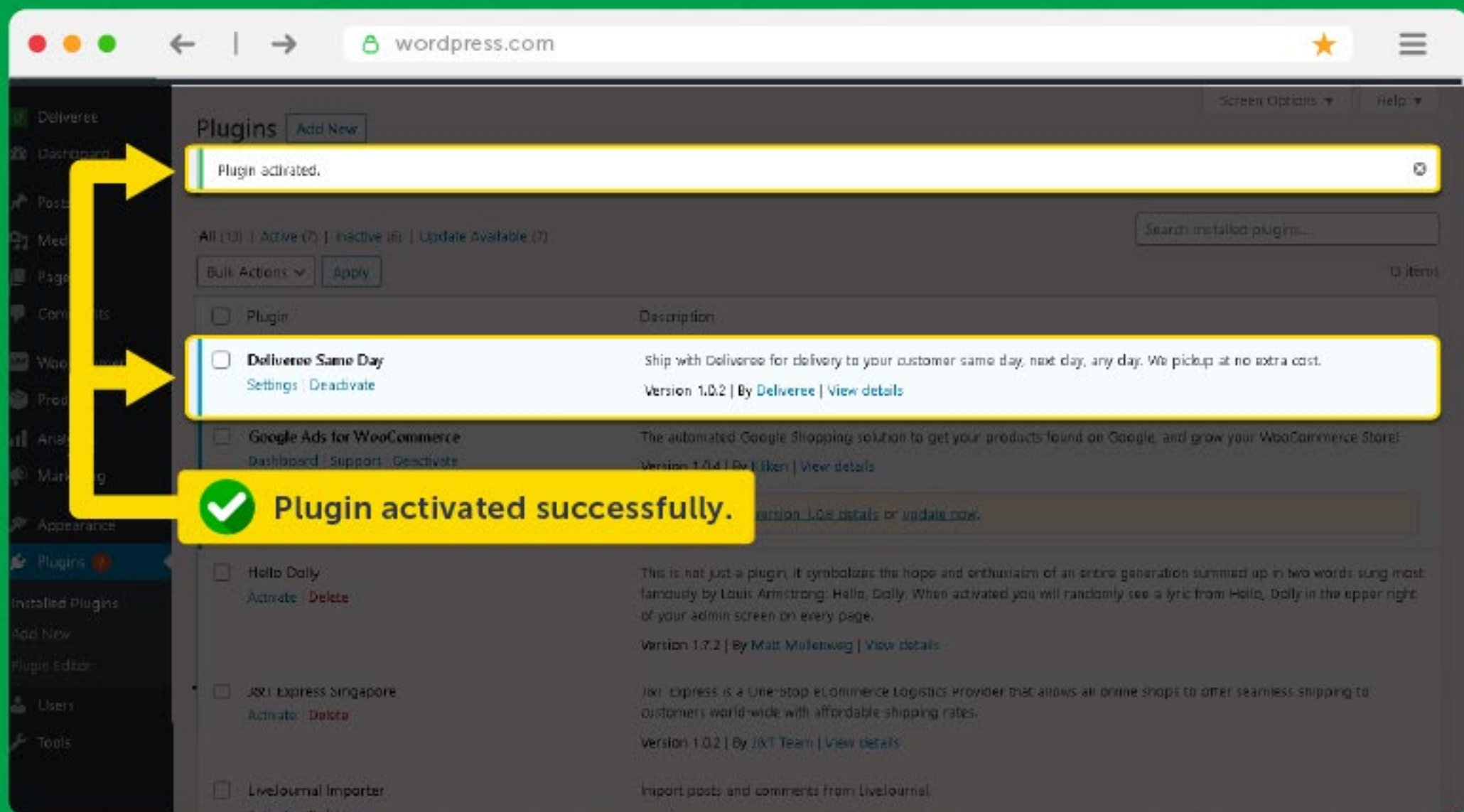
STEP
01

How to Install Deliverree Plugin (Direct Install Method)



STEP
01

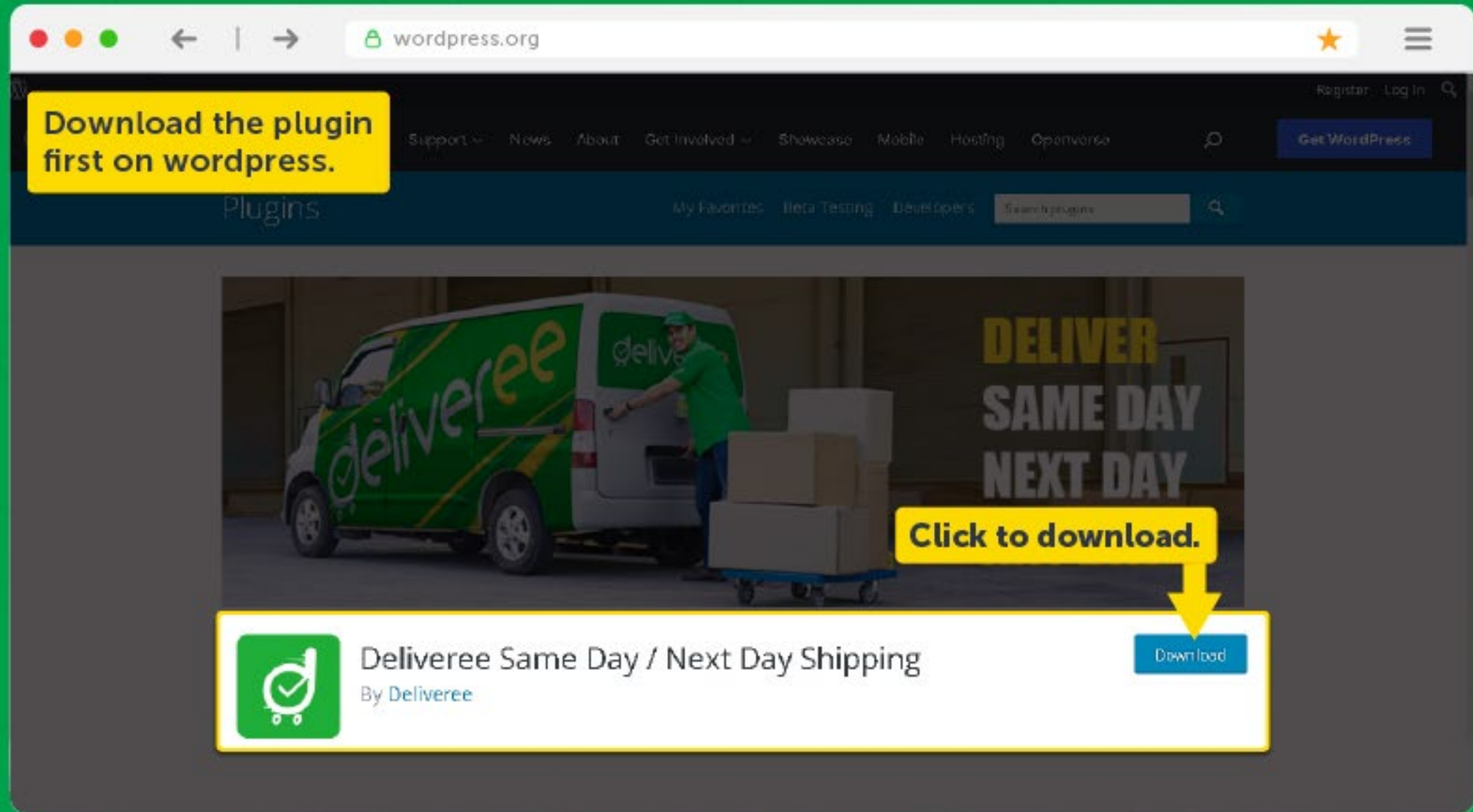
How to Install Deliverree Plugin (Direct Install Method)



STEP
01

How to Install Deliverree Plugin (Upload File Method)

Click [HERE](#) to
access Deliverree
Plugin on
WordPress.

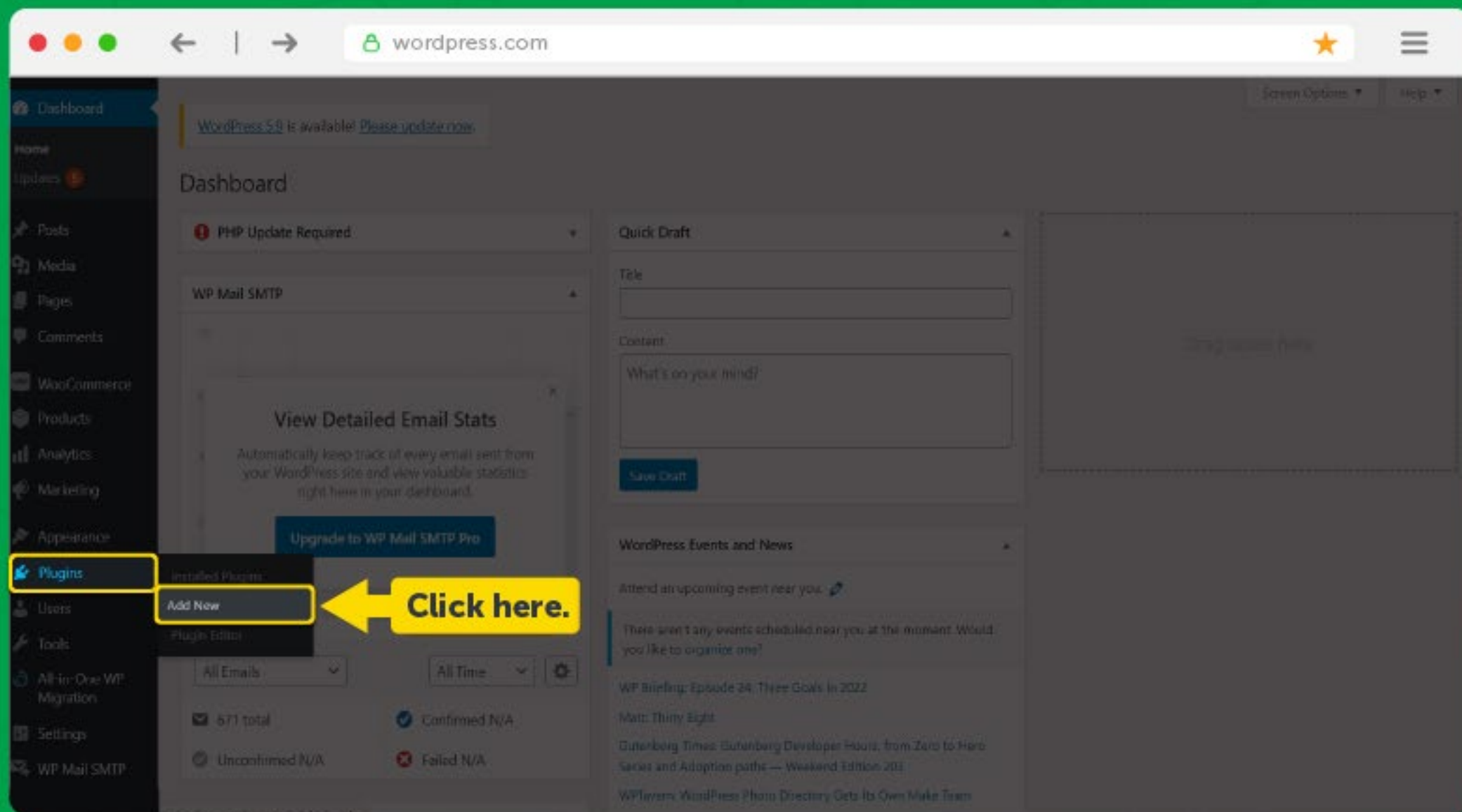


STEP
01

How to Install Deliverer Plugin (Upload File Method)

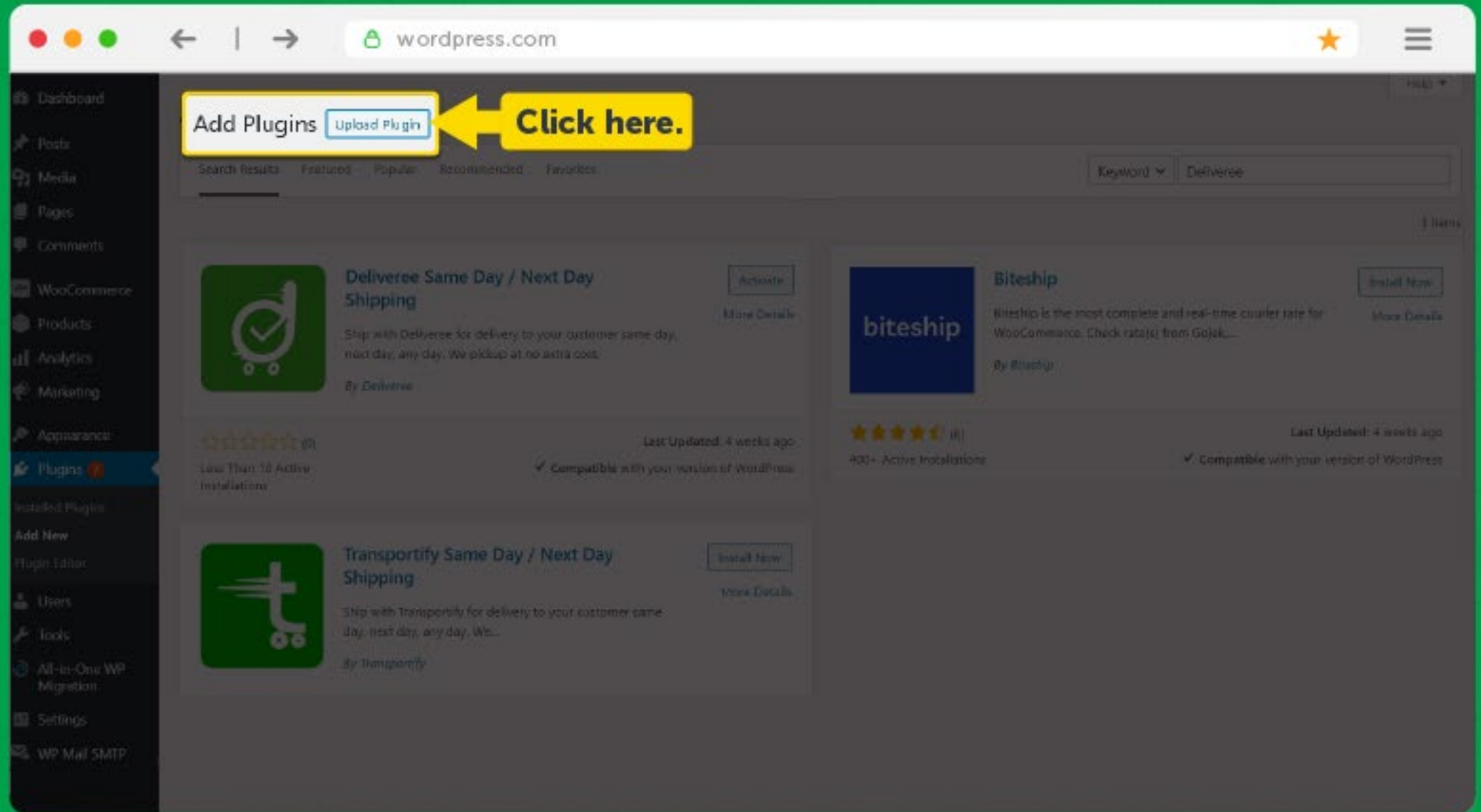


Go to your
WordPress
Admin.



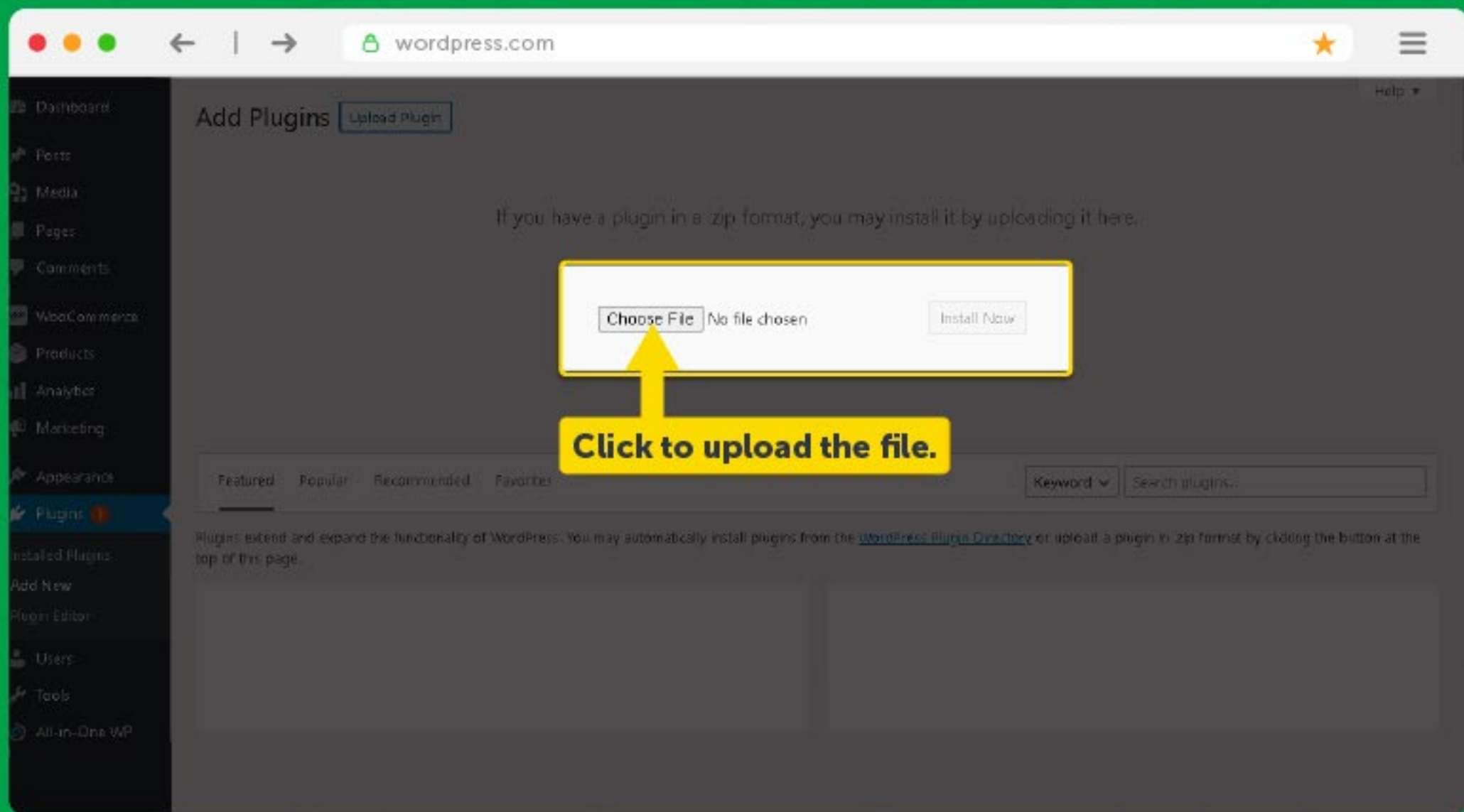
STEP
01

How to Install Deliverree Plugin (Upload File Method)



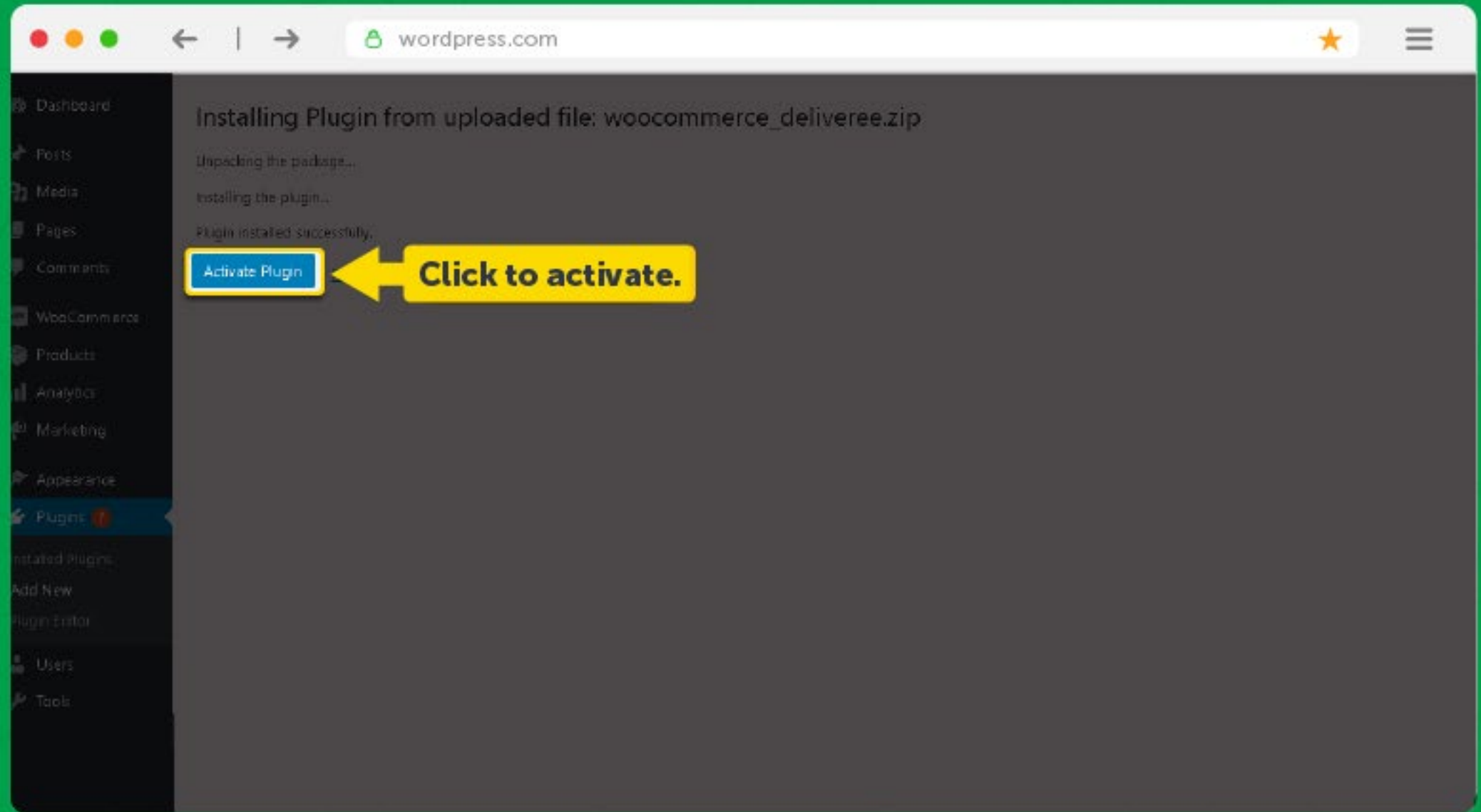
STEP
01

How to Install Deliverree Plugin (Upload File Method)



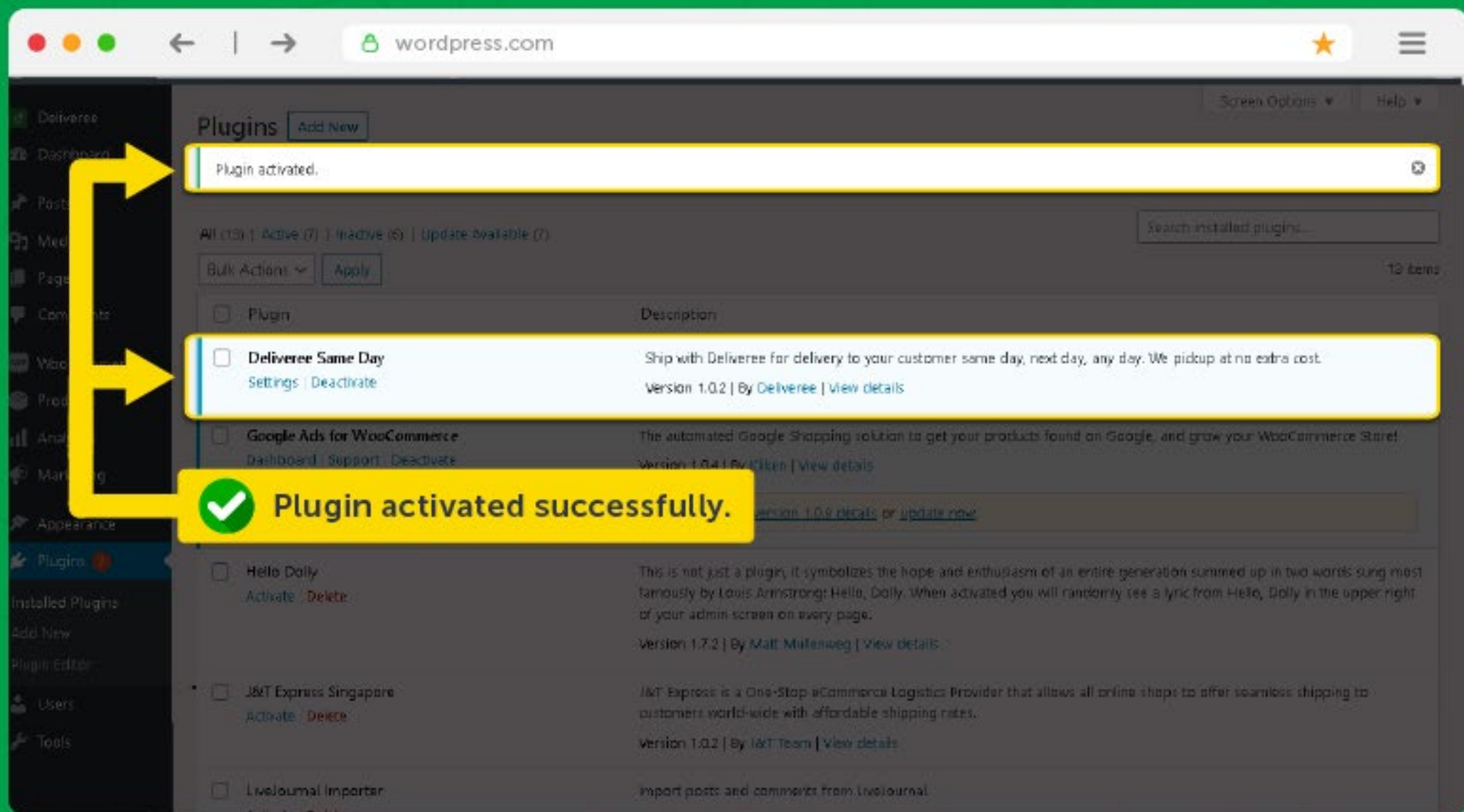
STEP
01

How to Activate Deliverree Plugin (Upload File Method)






STEP
01

How to Activate Deliverree Plugin (Upload File Method)









STEP
02

DELIVEREE API

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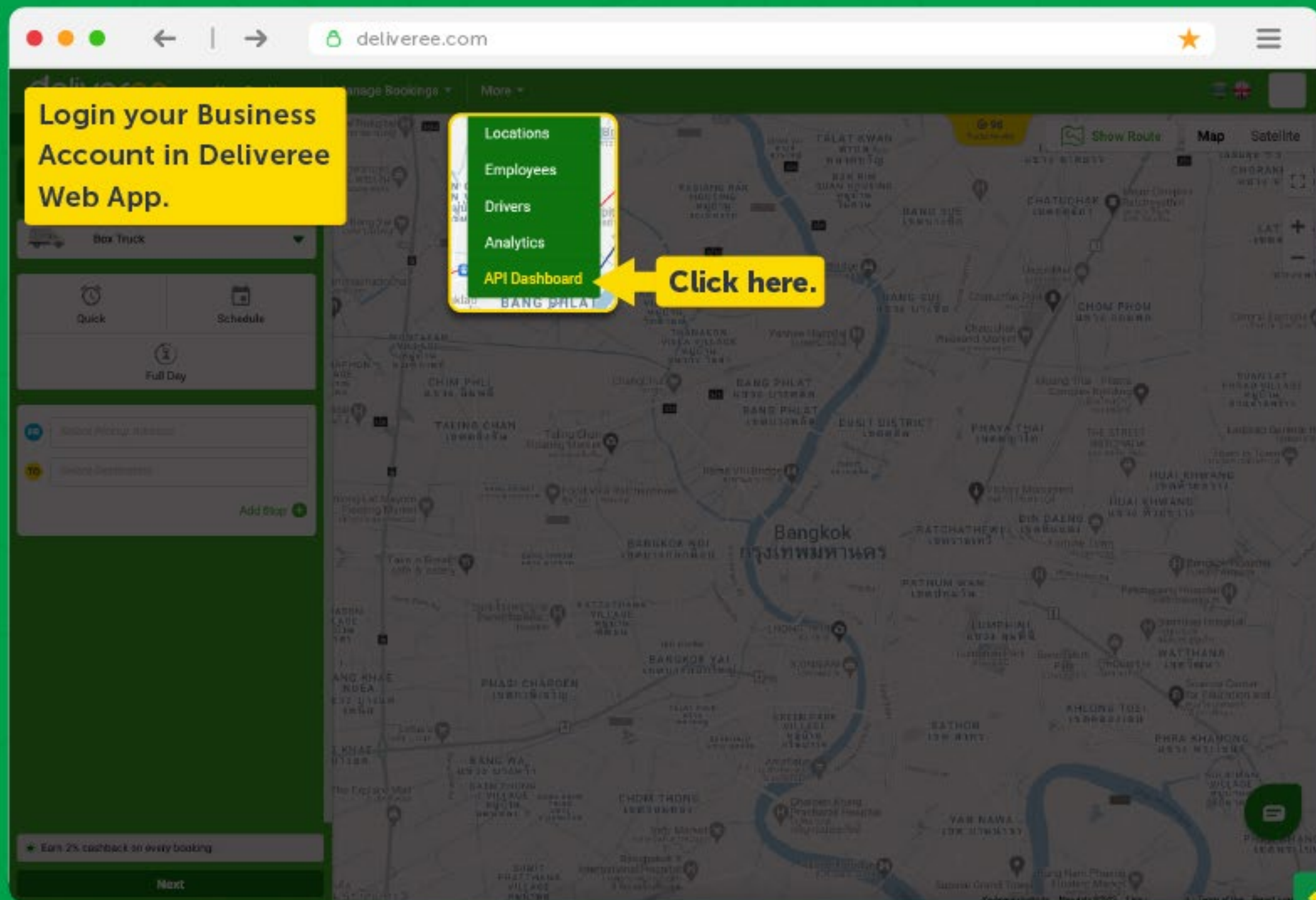
05
TRACKING &
COMMUNICATION

06
AUTO ASSIGN

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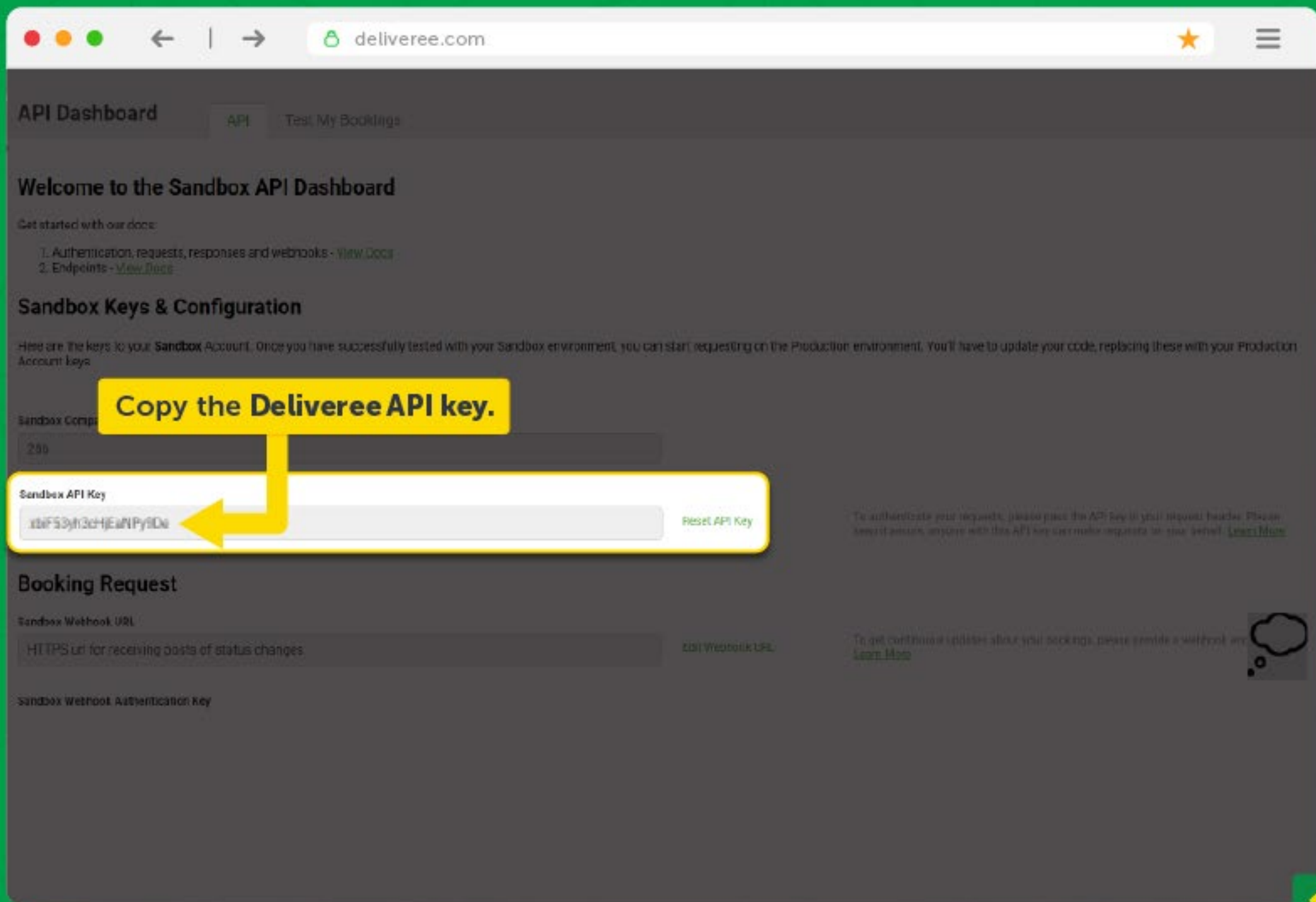
How to Get Deliverree API Key

Click [HERE](#) to
open the primary
Deliverree Web
App in new tab.



STEP 02

How to Get Deliveree API Key



The screenshot shows the Deliveree API Dashboard in a web browser. The browser's address bar displays "deliverree.com". The dashboard has a dark theme with a sidebar on the left containing "API Dashboard" and "Test My Bookings". The main content area is titled "Welcome to the Sandbox API Dashboard" and includes a "Get started with our docs" section with links for "1. Authentication, requests, responses and webhooks" and "2. Endpoints". Below this is the "Sandbox Keys & Configuration" section, which explains that the keys are for the Sandbox environment and that users can switch to the Production environment. The "Sandbox API Key" field is highlighted with a yellow box, and a yellow callout box with the text "Copy the Deliveree API key." has an arrow pointing to it. The key itself is "xblF53yH2chJEaNPysDe". To the right of the key is a "Reset API Key" button. Below the key field is the "Booking Request" section, which includes fields for "Sandbox Webhook URL" and "Sandbox Webhook Authentication Key". A "Learn More" link is visible in the bottom right corner of the dashboard.

API Dashboard

Welcome to the Sandbox API Dashboard

Get started with our docs:

1. Authentication, requests, responses and webhooks - [View Docs](#)
2. Endpoints - [View Docs](#)

Sandbox Keys & Configuration

Here are the keys to your **Sandbox** Account. Once you have successfully tested with your Sandbox environment, you can start requesting on the Production environment. You'll have to update your code, replacing these with your Production Account keys.

Sandbox API Key

`xblF53yH2chJEaNPysDe` [Reset API Key](#)

Booking Request

Sandbox Webhook URL

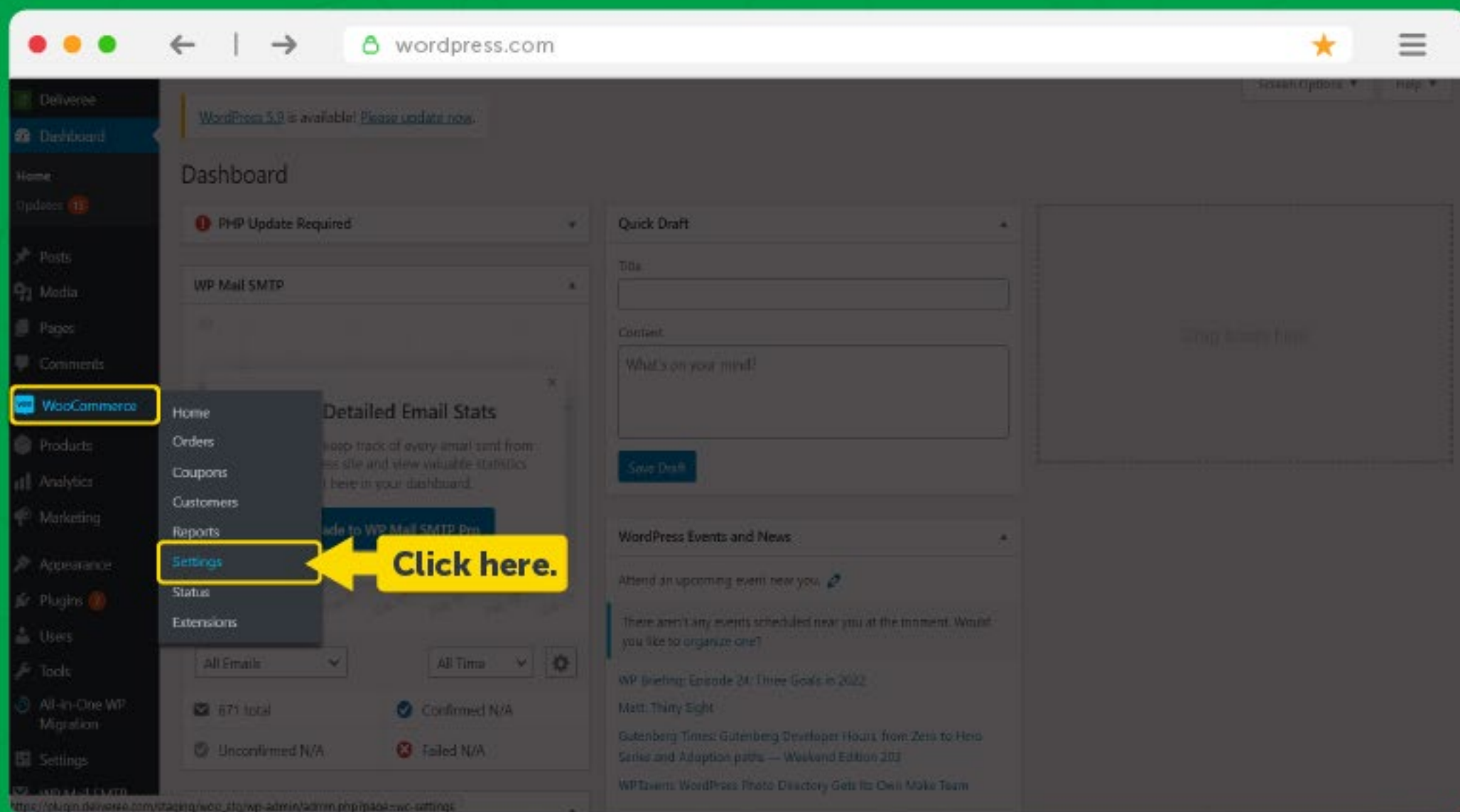
Sandbox Webhook Authentication Key

To get continuous updates about your bookings, please provide a webhook url. [Learn More](#)

STEP
02

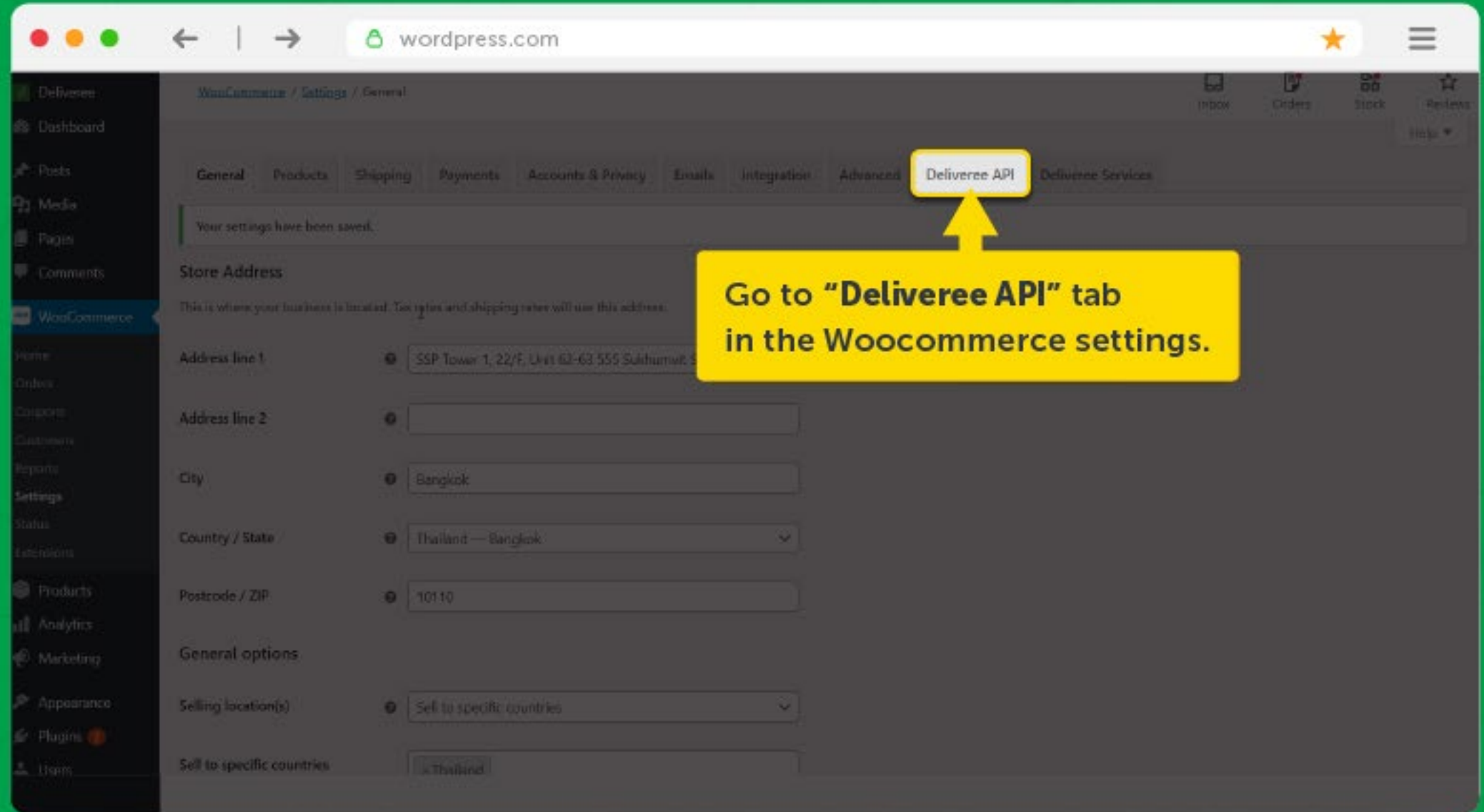
How to Connect Using Deliverree API Key

Return to existing
tab with the
WordPress Admin.



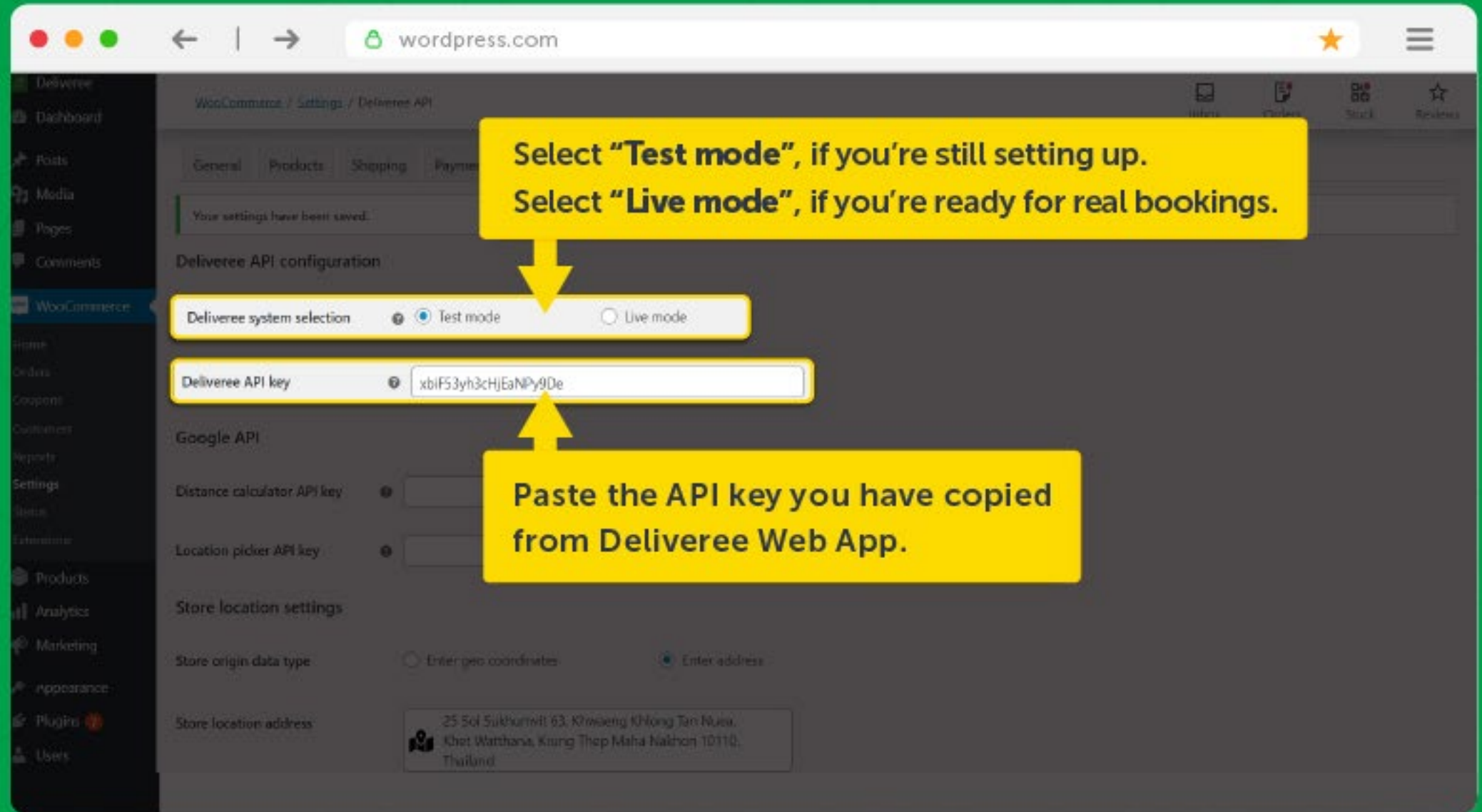
STEP
02

How to Connect Using Deliverree API Key



STEP
02

How to Connect Using Deliverree API Key



STEP 02

How to Setup Store Pickup Address

wordpress.com

WooCommerce / Settings / Deliverer API

General Products Shipping Payments Accounts & Privacy Emails Integration Advanced Deliverer API Deliverer Services

Your settings have been saved.

Deliverer API configuration

If you know the longitude & latitude of your address, you can enter it by selecting **"Enter geo coordinates"**.

OR you can enter the address manually or search using Google maps by selecting **"Enter address"**.

Store location settings

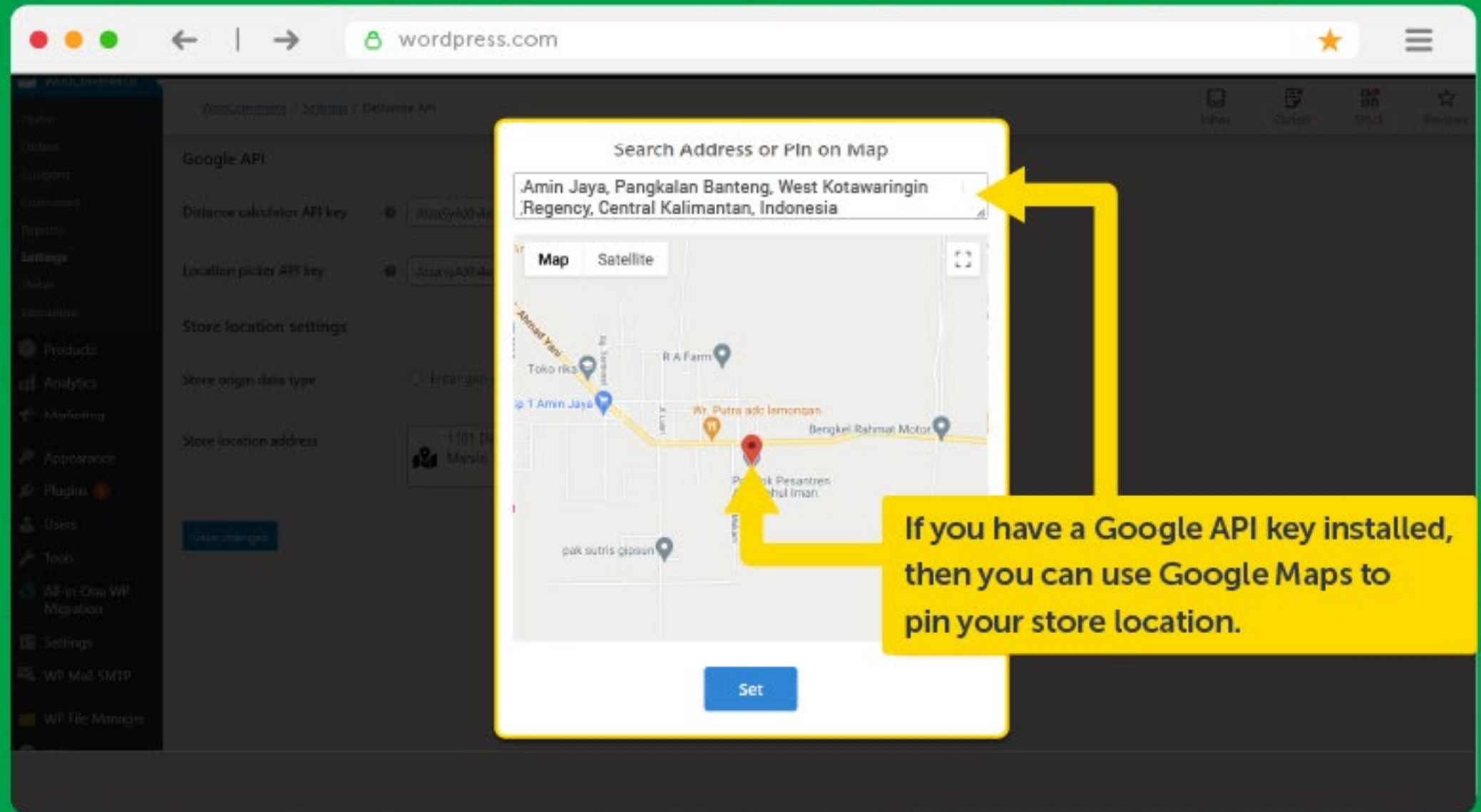
Store origin data type

Store location address

25 Soi Sukhumvit 63, Khwaeng Khlong Tan Nuea, Khet Watthana, Krung Thep Maha Nakhon 10110, Thailand

STEP 02

How to Setup Store Pickup Address



STEP
02

How to Setup Store Pickup Address

wordpress.com

WooCommerce / Settings / Deliverer API

General Products Shipping Payments Account

Deliverer API configuration

Deliverer system selection ☒ Test mode

Deliverer API key

Google API

Distance calculator API key

Store origin data type ☒ Enter geo coordinates ☐ Enter address

Store location latitude

Store location longitude

Copy & paste the longitude & latitude address from the Google Maps.

Google Maps API key is not mandatory for our Deliverree WordPress plugin.

You can enter store address or geographic coordinates to indicate the pickup location.

For customer delivery address, there are 2 options to set up.

1. Use Google Maps API or other map API [Recommended]


This enables your store to collect latitude and longitude information from your customers, which will make delivery location and price highly accurate.


[Click here](#) for more information about Google Maps API.

2. Use standard address field in WooCommerce

This doesn't require additional map API. However, location collected will be less accurate and could cause delivery price to change after an exact location is determined while delivery is in progress.







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SHIPPING SETTINGS

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How to Add Deliverree Shipping Zone

wordpress.com

Deliverree / Settings / Shipping

General Products **Shipping** Payments Accounts & Privacy Emails Integration Advanced Deliverree API Deliverree Services

Shipping zones | Shipping options | Shipping classes

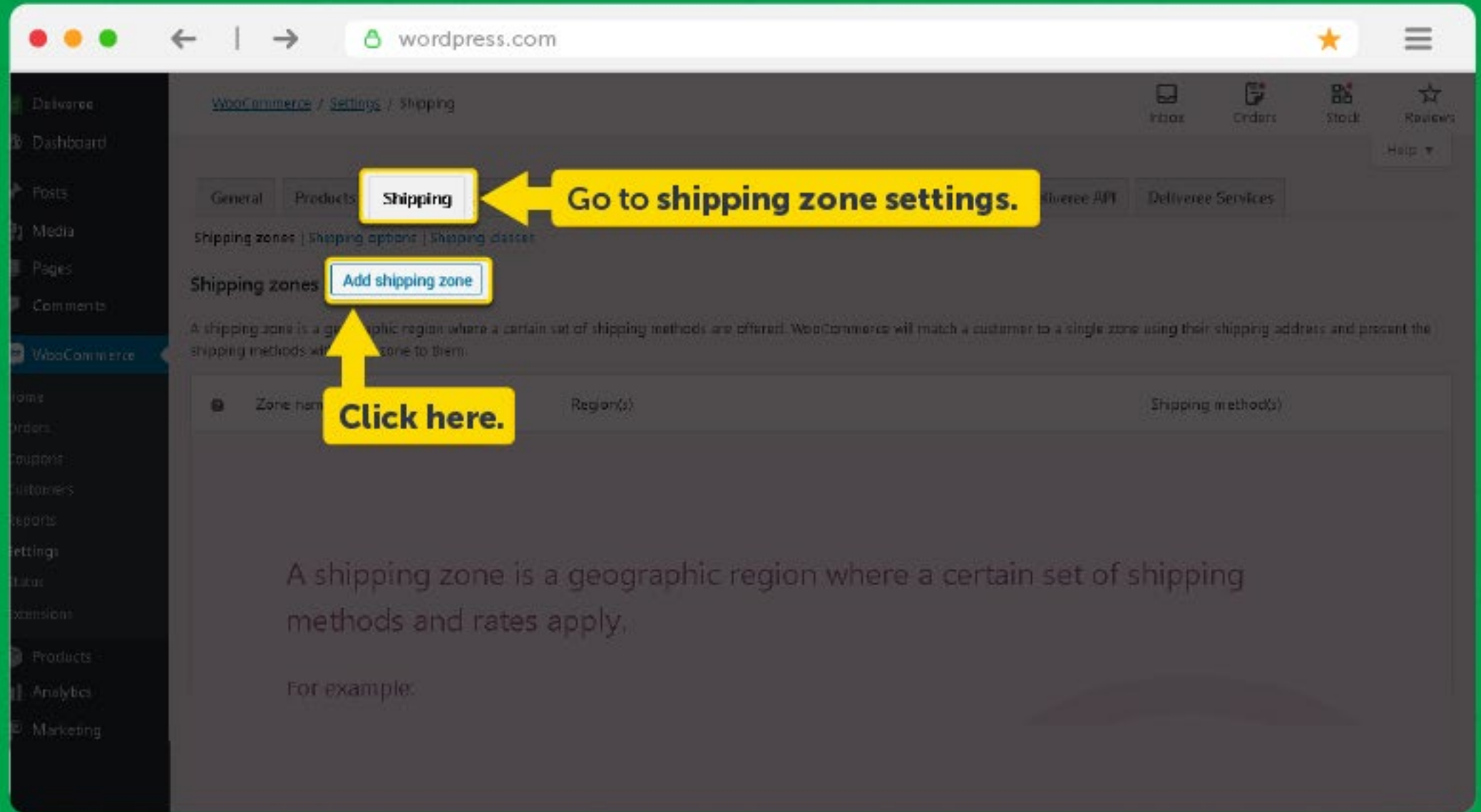
Shipping zones [Add shipping zone](#)

A shipping zone is a geographic region where a certain set of shipping methods are offered. WooCommerce will match a customer to a single zone using their shipping address and present the shipping methods within that zone to them.

Zone name	Region(s)	Shipping method(s)
A shipping zone is a geographic region where a certain set of shipping methods and rates apply.		
For example:		

STEP
03

How to Add Deliverree Shipping Zone



STEP 03

How to Add Deliverree Shipping Zone

WordPress.com

WooCommerce / Settings / Shipping

General Products **Shipping** Payments Accounts & Privacy Emails Integration Advanced Deliverree API Deliverree Services

Shipping zones | Shipping options | Shipping classes

Shipping zones > Jabodetabek

Zone name

Zone regions

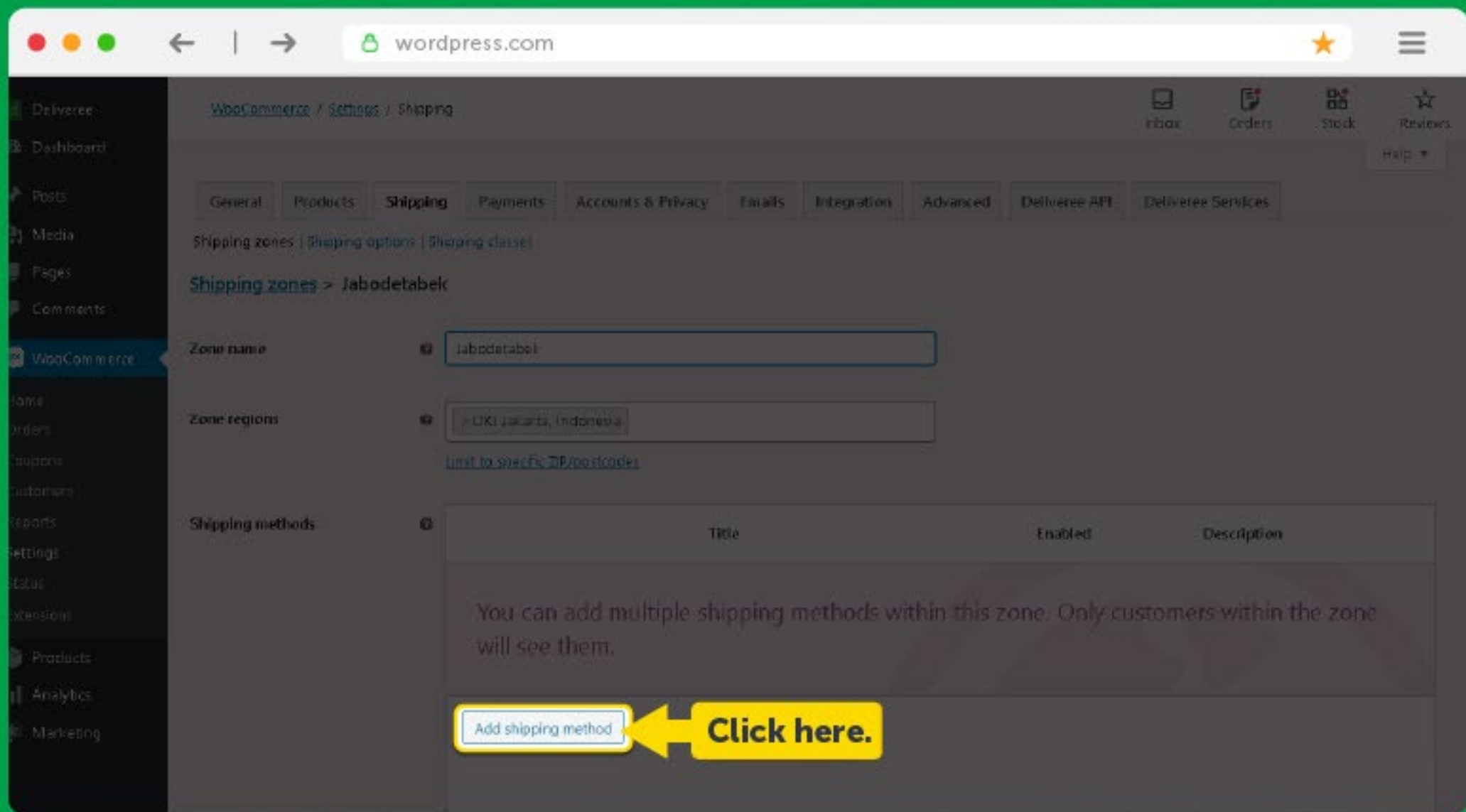
[Limit to specific ZIP/postcodes](#)

Shipping methods

Title	Enabled	Description
You can add multiple shipping methods within this zone. Only customers within the zone will see them.		
<button>Add shipping method</button>		

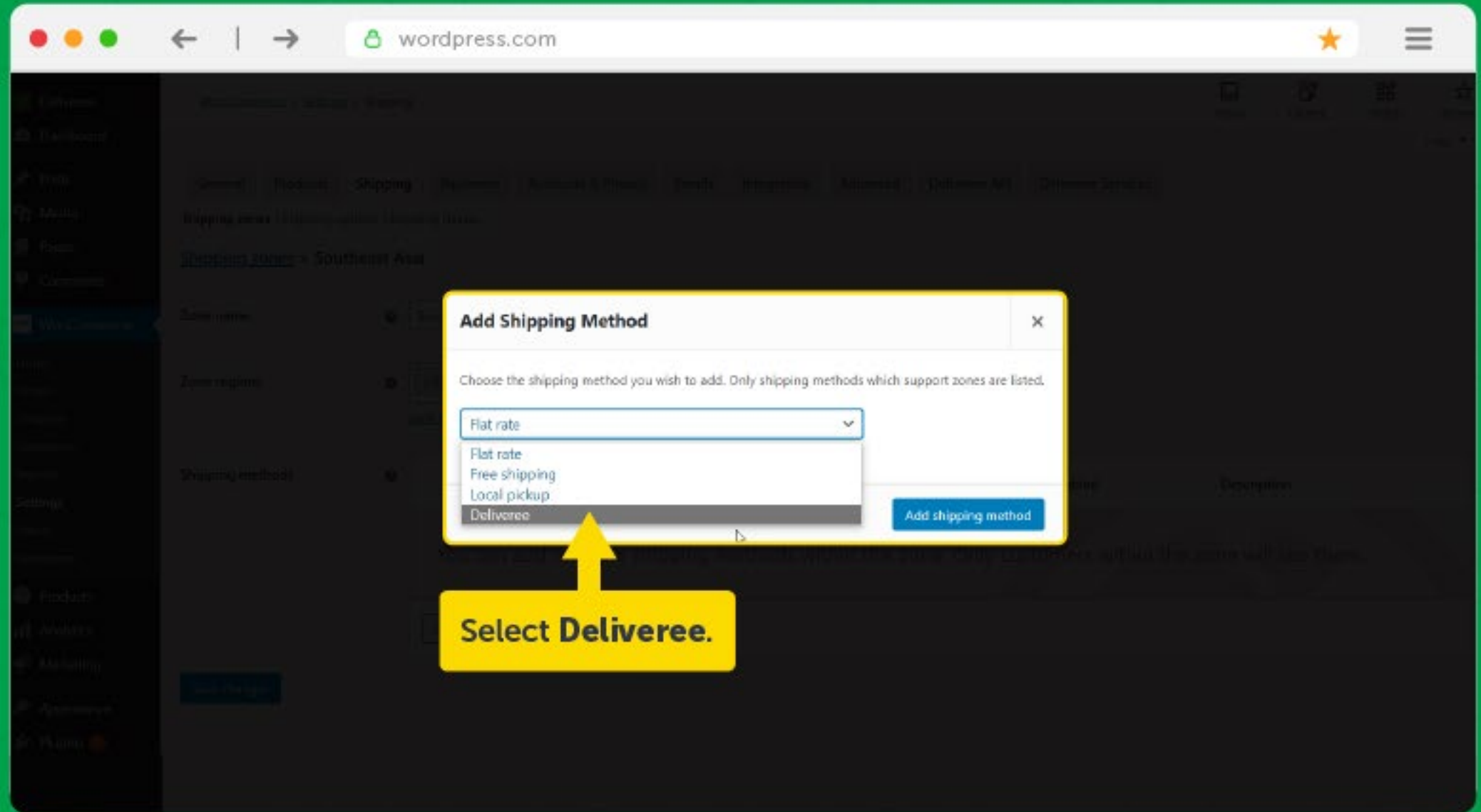
STEP
03

How to Add Deliverree Shipping Method



STEP
03


How to Add Deliverree Shipping Method



STEP
03

How to Edit Deliverree Shipping Method

The screenshot shows the WordPress admin interface for WooCommerce shipping settings. The breadcrumb trail is 'WooCommerce / Settings / Shipping'. The 'Shipping' tab is selected in the top navigation bar. The 'Shipping zones' section is active, showing a table of shipping methods for the 'Indonesia Deliverree' zone. A yellow callout box with the text 'Click "Edit".' points to the 'Edit' link in the shipping methods table.

Title	Enabled	Description
 Deliverree (Same Day - Van)	<input checked="" type="checkbox"/>	Deliverree
Edit Delete		

[Add shipping method](#)

STEP
03

How to Edit Deliverree Shipping Method

wordpress.com

Deliverree Settings

Service Settings

Click [here](#) for Deliverree's fleet choices in Indonesia.

Label

Default vehicle Dimensions: 220 cm x 135 cm x 130 cm Weight: 720 kg

Add an adjustment to Deliverree price

☒ None ☐ Premium ☐ Discount



Save changes


Click here to edit default vehicle type.

Click here to edit price adjustments (premium/discount).

Confirm settings by clicking here.







STEP
04

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How to Create Deliverree Booking

The screenshot shows the Deliverree WordPress plugin interface. On the left sidebar, the 'Orders' menu item is highlighted with a yellow box and a yellow arrow pointing to it with the text 'Click here.' The main content area displays 'Pending Orders (15)' with a table of orders. The table has columns: Order #, Vehicle Type, Customer Name, Address, City, Purchase Date, Items, Weight (kg), Adjustments, Customer Pays, and Actions. The first row of the table is highlighted with a yellow box, and a yellow arrow points from the text 'Click to add this order to your booking.' to the 'Add to Group' button in the Actions column.

Order #	Vehicle Type	Customer Name	Address	City	Purchase Date	Items	Weight (kg)	Adjustments	Customer Pays	Actions
1267	Eco Car	Salee Thum	106/48 a7 roadwashed a. uanma Nongka Moku Samsi, Nonthaburi, Nonthaburi 11130 Thailand 🇹🇭	Nonthaburi	07-04-2022 17:34				109	Add to Group Add to Group Add to Group
1266	Motorcycle	Nuan Anon	201 Pwatt-Mangutthi Rd. Lat Phrao, Bangkok, Bangkok 10231 Thailand 🇹🇭	Bangkok	07-04-2022 17:34	Abstract Painting	1	0	109	Add to Group Add to Group Add to Group
1265	Eco Car	Jeeb Janyee	297 - Soi Wat Phnom Chulanon, Chon Buri, Nakhon Si Thammarat, Thailand	Bangkok	07-04-2022 17:33	Su Chai	1	0	125	Add to Group Add to Group Add to Group
1264	Eco Car	Jeeb Janyee	297 - Soi Wat Phnom Chulanon, Chon Buri, Nakhon Si Thammarat, Thailand	Bangkok	07-04-2022 17:33	Su Chai	1	0	125	Add to Group Add to Group Add to Group

How to Create Deliverree Booking

You can create a booking with a single order but we recommend grouping your orders together into a booking to save shipping costs.

Group booking

Order	Vehicle Type	Customer Name	Address	City	Purchase Date	Items	Weight (kg)	Adjustments	Customer Pays	Actions
1301	Economy	Daniel Effendyah	Jl. Duren Tiga Barat IV No.19, RT.4/RW.1	South Jakarta City	27-04-2022 1645	Standard mirror	1	Rp 0	Rp 76,000	More
1300	Fuso Lite	Daniel Effendyah	Jl. Kayu Gede 1 gg. mangga no.40	South Tangerang City	27-04-2022 1643	Luxury chair, Standard mirror	11	Rp 0	Rp 760,000	More
1299	Economy	Dimitri Dimitri	Gg. Mangga No.40, RT.005/RW.004, Paku Jaya, Kec. Serpong Utara, Kota Tangerang Selatan, Banten 15339, Indonesia	South Tangerang City	27-04-2022 1609	Standard mirror	1	Rp 0	Rp 68,000	More

Total Orders: 3
Total Weight: 13 kg

Optimized Route: ☐

Total Customer(s) Pays: Rp 904,000

[Next](#)

Click on "Next" button to see the booking summary.

STEP 04

How to Create Deliverree Booking

The screenshot shows the Deliverree WordPress plugin interface. A modal titled "Select Vehicle" is open, displaying the following information:

- Economy** (selected) | Cargo Utilised 70%
- Pickup Time:** Pickup in 1 hour (dropdown menu)
- Distance:** 3 stops - 40 km
- Total Orders:** 3
- Total weights:** 13 kg
- Customer(s) Pays:** Rp 907,000
- Deliverree Receives:** Rp 190,000
- You Receive:** Rp 717,000
- Vehicle Options:**
 - ☐ Van - Rp 263,000
 - ☐ Small Box - Rp 372,500
 - ☐ Small Pickup - Rp 305,000
- Buttons:** Back, Next

Yellow callout boxes with arrows point to specific elements:

- Review booking prices here.** (Points to the pricing section)
- Click to change the suggested pickup time.** (Points to the Pickup Time dropdown)
- Click to change the vehicle type.** (Points to the vehicle selection radio buttons)
- Click here.** (Points to the Next button)

STEP
04

How to Add Extra Services in Booking

Select extra services
for your booking before
clicking the confirm
booking button.

The screenshot shows a web browser window with the URL 'wordpress.com'. The page displays a 'Deliverer' dashboard with a sidebar menu on the left containing options like 'Orders', 'Bookings', 'Create', 'Dashboard', 'Posts', 'Media', 'Pages', 'Comments', 'Appearance', 'Plugins', 'Users', 'Tools', 'All-in-One WP Migration', and 'Settings'. The main content area shows 'Pending Orders (40)' with a table of orders. A modal window titled 'Select Extra Service #1016' is open in the center. This modal lists four services with checkboxes: 'Special Help' (Rp 120.000), 'Extra Helper' (Rp 213.000), 'Extra Space' (Rp 85.000), and 'Moving cart' (-). Below the list, there are two summary boxes: 'Extra Services' (Rp 120.000) and 'Deliverer Receives' (Rp 900.250). At the bottom of the modal are two buttons: 'Back' and 'Confirm Booking'. A yellow callout box with an arrow points to the 'Confirm Booking' button, containing the text 'Click here to finalize your booking.'

WordPress 5.9 is available! Please update now.

Select Extra Service #1016

- Special Help
Rp 120.000 ☐
- Extra Helper
Rp 213.000 ☐
- Extra Space
Rp 85.000 ☐
- Moving cart
- ☐
- Cargo Box
Rp 85.000 ☐

Extra Services ⓘ
Rp 120.000

Deliverer Receives ⓘ
Rp 900.250

Back Confirm Booking

Click here to finalize your booking.





Woo **COMMERCE**

STEP 05

TRACKING & COMMUNICATION

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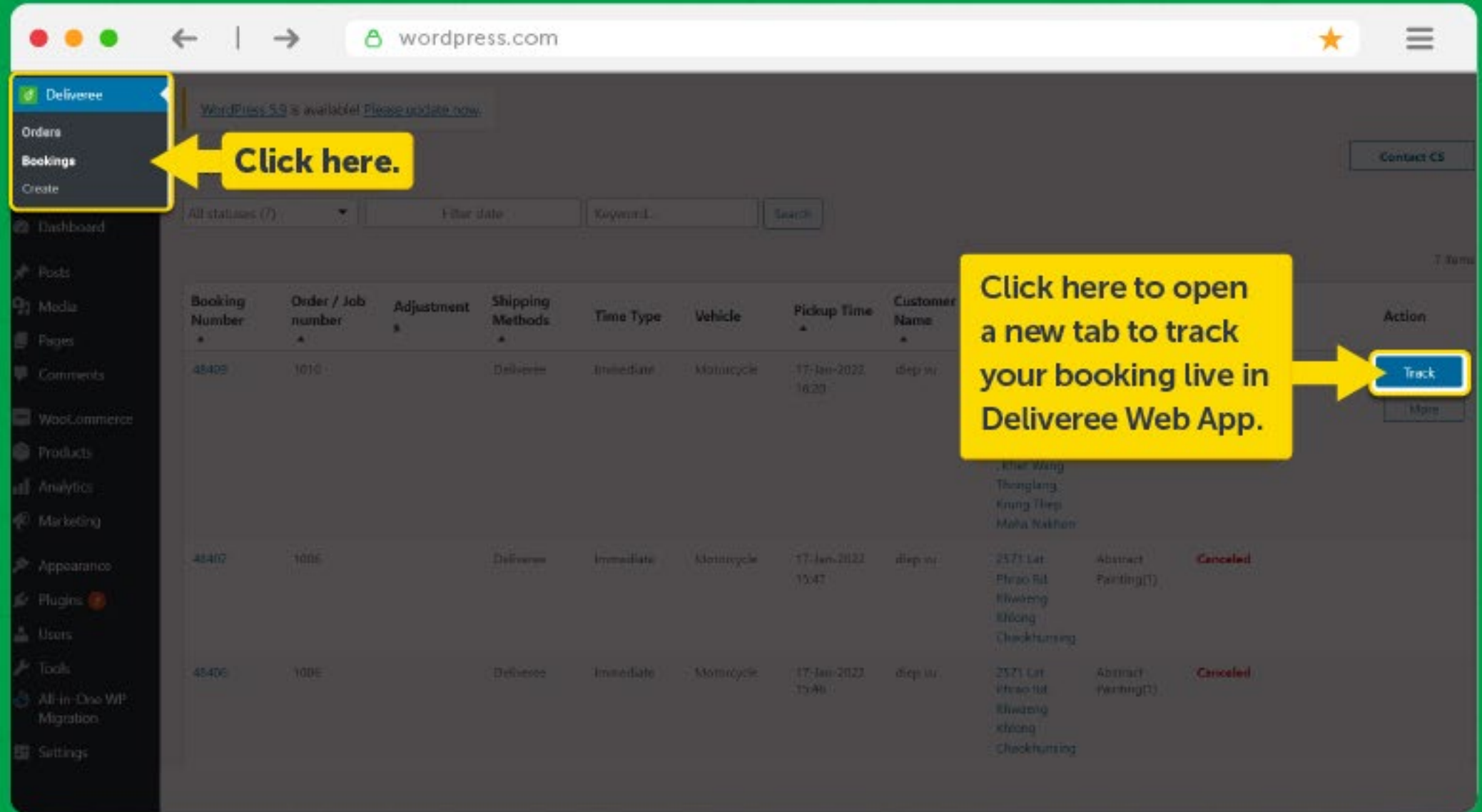
MANAGING BOOKINGS

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AUTO ASSIGN

STEP
05

How to Track Your Booking



The screenshot shows the Deliveroo WordPress dashboard. On the left, a sidebar menu lists various options: Deliveroo (highlighted), Orders, Bookings, Create, Dashboard, Posts, Media, Pages, Comments, WooCommerce, Products, Analytics, Marketing, Appearance, Plugins, Users, Tools, All-in-One WP Migration, and Settings. A yellow callout box with an arrow points to the 'Deliveroo' menu item, containing the text 'Click here.'.

The main content area displays a table of bookings. The table has columns for Booking Number, Order / Job number, Adjustment, Shipping Methods, Time Type, Vehicle, Pickup Time, Customer Name, and Action. The first row shows a booking with number 48405, order number 1010, shipping method Deliveroo, immediate pickup time, motorcycle vehicle, pickup time 17-Jan-2022 16:20, and customer name deep w. The second row shows a booking with number 48407, order number 1006, shipping method Deliveroo, immediate pickup time, motorcycle vehicle, pickup time 17-Jan-2022 15:47, and customer name deep w. The third row shows a booking with number 48406, order number 1006, shipping method Deliveroo, immediate pickup time, motorcycle vehicle, pickup time 17-Jan-2022 15:46, and customer name deep w. The status of the second and third bookings is 'Canceled'.

A yellow callout box with an arrow points to the 'Track' button in the Action column of the first row, containing the text 'Click here to open a new tab to track your booking live in Deliveroo Web App.'

STEP
05

How to Track Your Booking

This tracking URL
can be accessed
by anyone you
share it with.

The screenshot shows a web browser window with the URL deliverree.com. A yellow callout box in the top left corner states: "Here's the live tracking view of of a sample booking." A grey callout box in the top right corner says: "Going To Destination 2". The main area is a map of Surabaya, Indonesia, with a blue line indicating the delivery route. A yellow circle with "17 MIN" indicates the estimated time to the destination. A yellow circle with "2" indicates the current location of the driver. The bottom of the screen features a yellow navigation bar with links: "Your Driver", "About Us", and "Download Now". Below this is a green bar with a driver profile (Driver, 5 stars, Economy (N/A) 2), a contact icon, the Deliveroo logo, and download links for Google Play, App Store, and Web App.

STEP 05

How to Chat Your Driver

WordPress 5.9 is available! Please update now.

Bookings

All statuses (7) Filter date Keyword Search

Booking Number	Order / Job number	Adjustment	Shipping Methods	Time Type	Vehicle	Pickup Time	Customer Name	Shipping Address	Item(s)	Status	Action
48408	1010		Deliveroo	Immediate	Motorcycle						Accept booking
48407	1006		Deliveroo	Immediate	Motorcycle	17-Jan-2022 15:47	depau	2511 Lit Phao Rd Khwaeng Khlong Chuekhunwong	Abstract Painting(1)	Cancelled	More
48406	1006		Deliveroo	Immediate	Motorcycle	17-Jan-2022 15:46	depau	2511 Lit Phao Rd Khwaeng Khlong Chuekhunwong	Abstract Painting(1)	Cancelled	

Click on "More" button in the bookings section.

Click here to open a new tab to chat with driver for this booking in the Deliveroo Web App.

More
Chat with driver
Cancel booking

STEP
05

How to Chat Your Driver

This URL can only
be accessed
by you.

The screenshot shows the Deliveroo website interface. At the top, there's a navigation bar with the Deliveroo logo, "New Booking", "Manage Bookings", and "More". Below this, a status bar indicates "Going To Pickup" and "Immediate #572268". A "Duplicate" button is on the right. The main area features a map of Jakarta with a blue dot indicating the pickup location. A chat window is open on the left, showing a conversation with a driver named Anne (Toyota Agya, 12345). The chat window has a "Message the Driver" button and a text input field. A yellow callout box over the map says "Here's the view of chat with your driver page." At the bottom, a table shows booking details: Booking ID 572268, Pickup time 19:00 pm, Thu 12 May-22, and Status "Waiting For Pickup". A "Reach Final Stop By: 19:45 pm, 12-May-22" is also displayed. Navigation buttons at the bottom include "Call Driver", "Summary", "Price", "Locations", and "DOC/COD".

deliveroo

New Booking Manage Bookings More

Going To Pickup Immediate #572268 Duplicate

Map Satellite

Chat

Driver Anne Toyota Agya 12345

Message the Driver

You can chat with your driver now.

Type here.

Here's the view of chat with your driver page.

Booking ID Pickup Status

572268 19:00 pm, Thu 12 May-22 Waiting For Pickup

Reach Final Stop By: 19:45 pm, 12-May-22

Call Driver Summary Price Locations DOC/COD

STEP 05

How to Chat Deliverree 24/7 CS

WordPress 5.9 is available! [Please update now](#)

Bookings



All statuses (7) Filter date Keyword Search

Booking Number	Order / Job number	Adjustment	Shipping Methods	Time Type	Vehicle	Pickup Time	Customer Name	Shipping Address	Item(s)	Status	Action
48409	1010		Deliverree	immediate	Motorcycle	17-Jan-2022 16:20	dep su	2571 Lat Phao Rd Khweng Khong Chackhuring Khat Wang Thonglang Kuang Thap Maha Nakhon	Abstract Painting(1)	Driver accept booking	Track More Chat with driver Cancel booking
48407	1006		Deliverree	immediate	Motorcycle	17-Jan-2022 15:47	dep su	2571 Lat Phao Rd Khweng Khong Chackhuring	Abstract Painting(1)	Cancelled	
48406	1006		Deliverree	immediate	Motorcycle	17-Jan-2022 15:46	dep su	2571 Lat Phao Rd Khweng Khong Chackhuring	Abstract Painting(1)	Cancelled	

Click on "Contact CS" will open the chat window in a new tab.

Contact CS





Woo **COMMERCE**

STEP 06 **AUTO ASSIGN**

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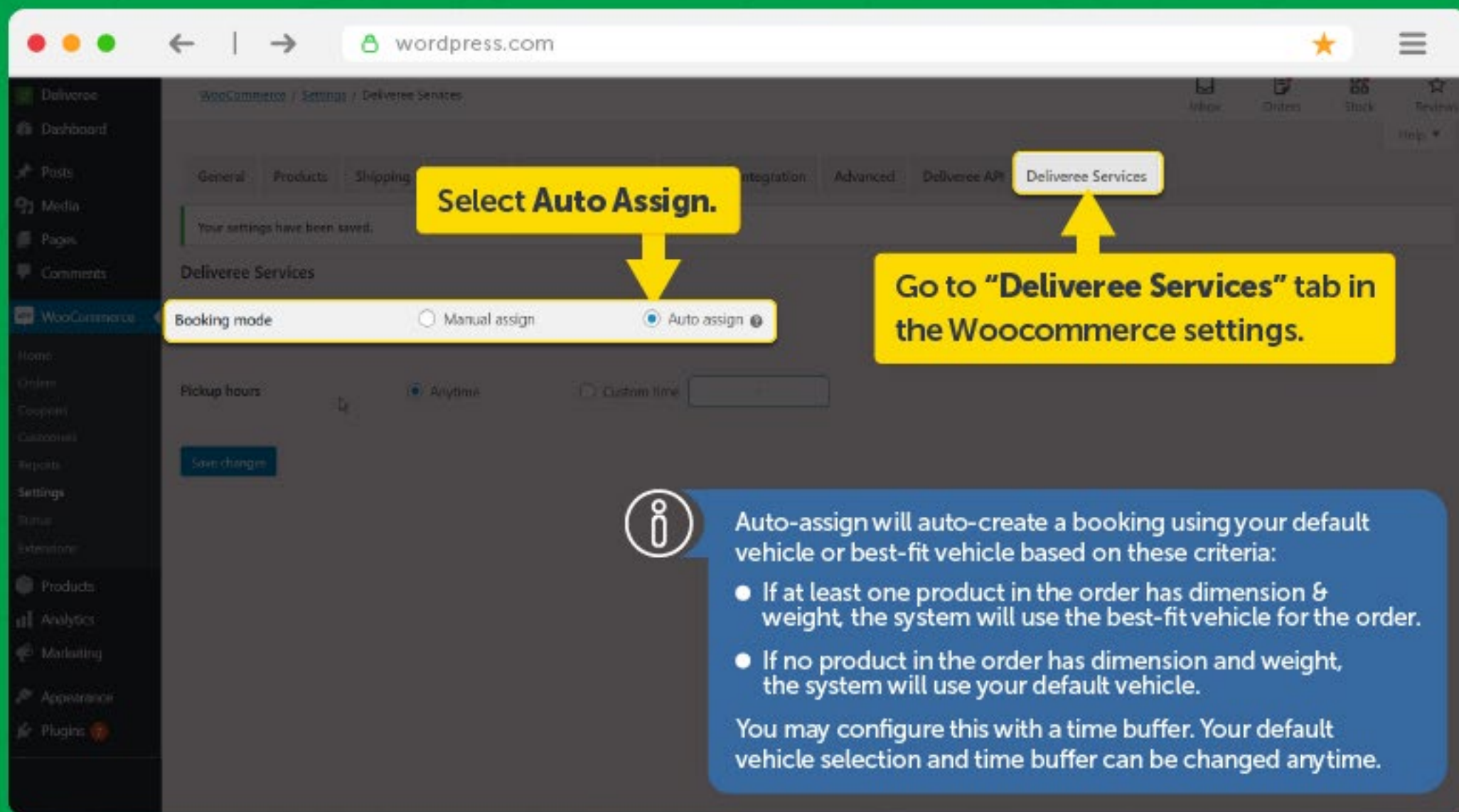
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STEP 06

How to Turn On Booking Auto- Assignment



wordpress.com

Deliverer Services

General Products Shipping Integration Advanced Deliverer API Deliverer Services

Your settings have been saved.

Deliverer Services

Booking mode ☐ Manual assign ☒ Auto assign

Pickup hours ☒ Anytime ☐ Custom time

Save changes

Select Auto Assign.

Go to "Deliverer Services" tab in the Woocommerce settings.

Auto-assign will auto-create a booking using your default vehicle or best-fit vehicle based on these criteria:

- If at least one product in the order has dimension & weight, the system will use the best-fit vehicle for the order.
- If no product in the order has dimension and weight, the system will use your default vehicle.

You may configure this with a time buffer. Your default vehicle selection and time buffer can be changed anytime.

STEP 06

How to Setup Store Operating Hours

WordPress.com

WooCommerce / Settings / Deliverer Services

General Products Shipping Payments Accounts & Privacy Emails Integration Advanced

Your settings have been saved

Deliverer Services

Booking mode ☒ Anytime ☐ Custom time

Pickup hours

Save changes

08:00 - 16:00

16:00
16:30
17:00
17:30
18:00
18:30

Select Custom time if:

- Store location has operating hours.
- You want immediate bookings created upon order completion within operating hours.
- You want schedule bookings created upon order completion outside operating hours (earliest pickup is at opening time of store).

Select Anytime if:

- Your pickup store location operates 24/7.
- You want immediate bookings created upon order completion.

Setup time.

Your WooCommerce Support Team

Technical Support: api.support.id@deliverree.com

Business Inquiries: Contact your sales representative or
business.id@deliverree.com

