



JEEBLY WOO-COMMERCE PLUGIN

INTEGRATION GUIDE

V2.0

Abstract

This document details the complete setup and operational workflow for the Jeebly WooCommerce Plugin. It covers step-by-step installation, authentication, address management, shipment configuration, manual booking, order tracking, and all operational rules.



Table of Contents

1. Overview	3
2. Requirements	3
3. Installation	4
4. Authentication (Sign In)	8
5. Home/Dashboard	10
6. Manage Address	12
7. Setting (Auto-Sync)	15
8. Book Shipment - Manual	16
9. Jeebly orders	19
10. Track Shipment	21
11. Shipment Creation Rules	22

1. Overview

The Jeebly WooCommerce Plugin seamlessly integrates your WordPress WooCommerce store with the Jeebly logistics platform. It supports automatic order synchronization, manual shipment booking, real-time order tracking, AWB label printing, and wallet management — all from within the WordPress Admin Dashboard.

Plugin URL

Install from the WordPress Plugin Directory: <https://wordpress.org/plugins/jeebly-delivery-partner/>

2. Requirements

The following requirements must be met to ensure the smooth operation of the plugin:

Component	Requirement
PHP	PHP 8.1 (Core PHP)
Database	MySQL 8.1
Frontend — HTML	Standard HTML5
Frontend — CSS	Tailwind CSS v3.4.17
Frontend — JS	JavaScript / jQuery v3.7.1
WordPress	Latest version
WooCommerce	Latest version — must be installed and activated before installing this plugin

3. Installation

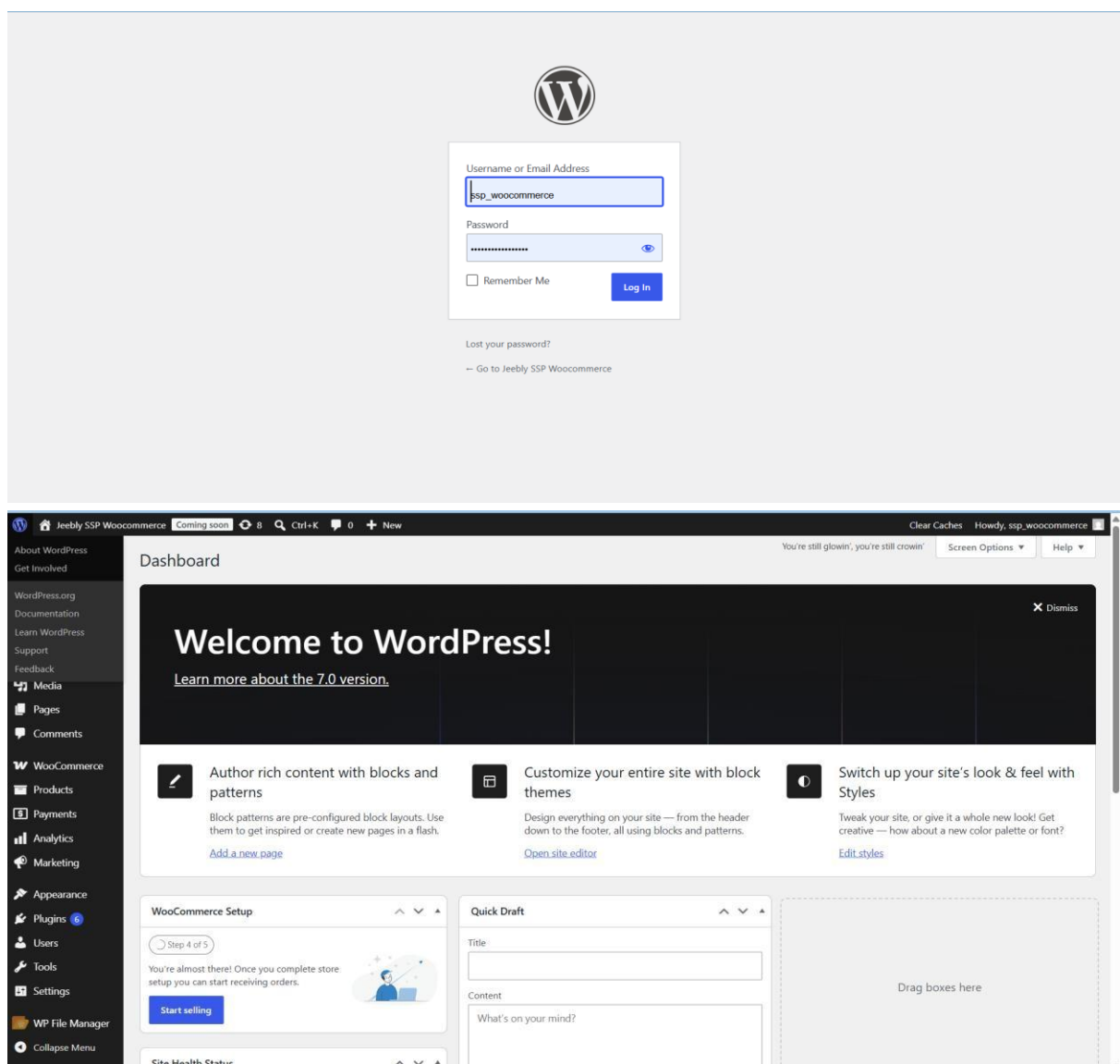
⚠ IMPORTANT: We strongly recommend creating a complete backup of your store's files and database before performing any installation, update, or removal of the plugin. Always verify installation on a staging/testing environment before deploying to production.

Pre-Installation Check

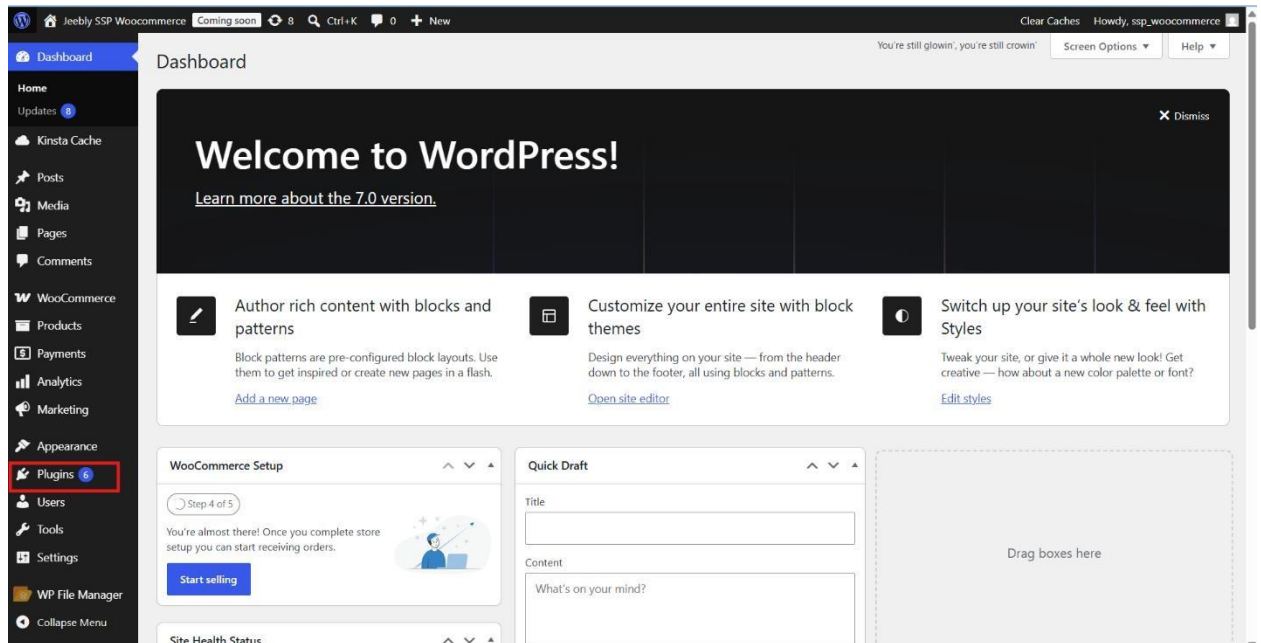
Ensure the WooCommerce plugin is already installed and activated on your WordPress site before proceeding.

Installing the Plugin — Step by Step

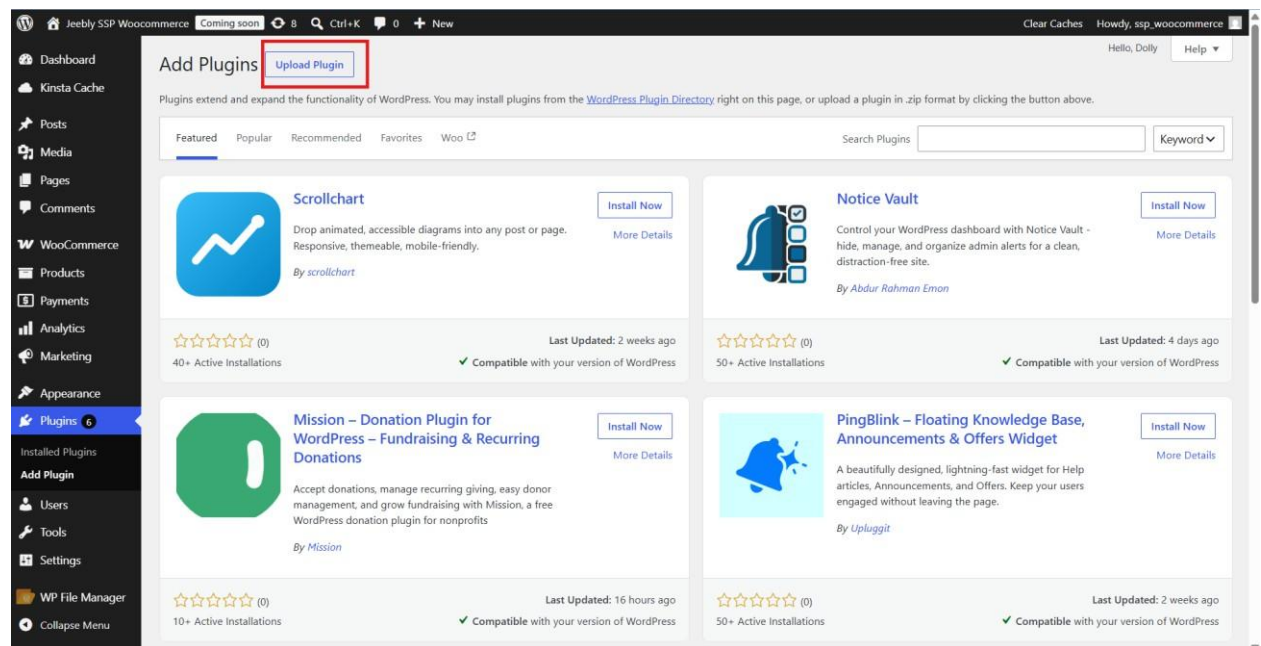
- a. Log in to your WordPress Admin Dashboard.



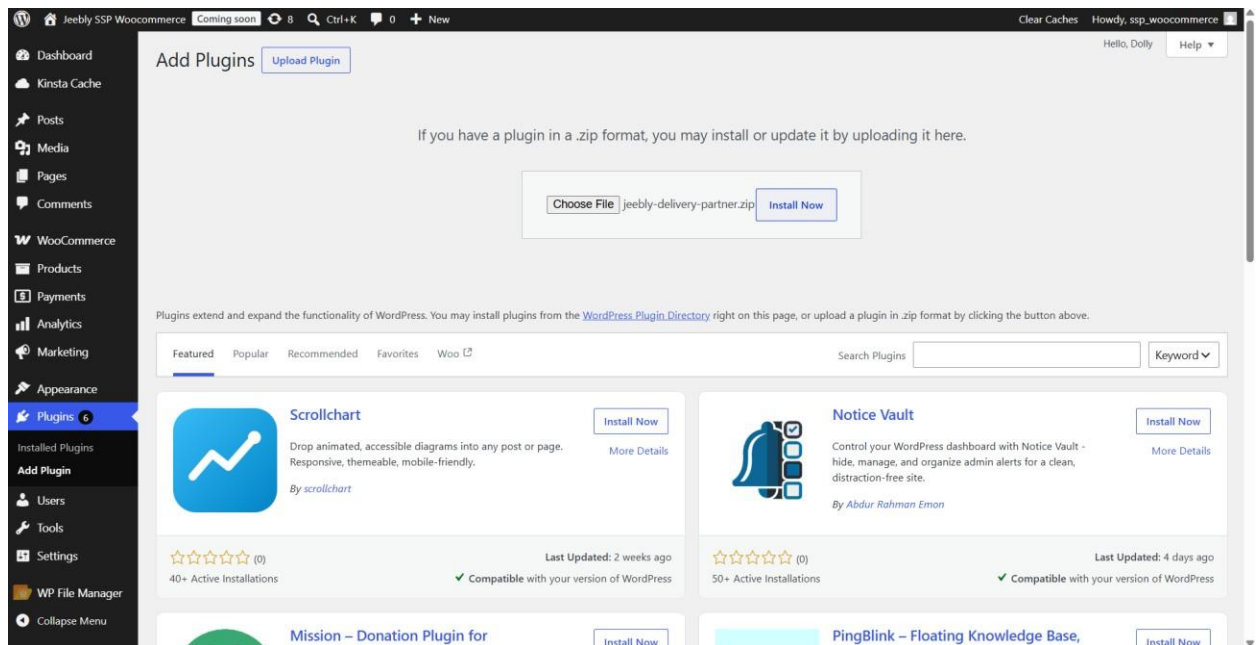
b. Navigate to Plugins → Add New.



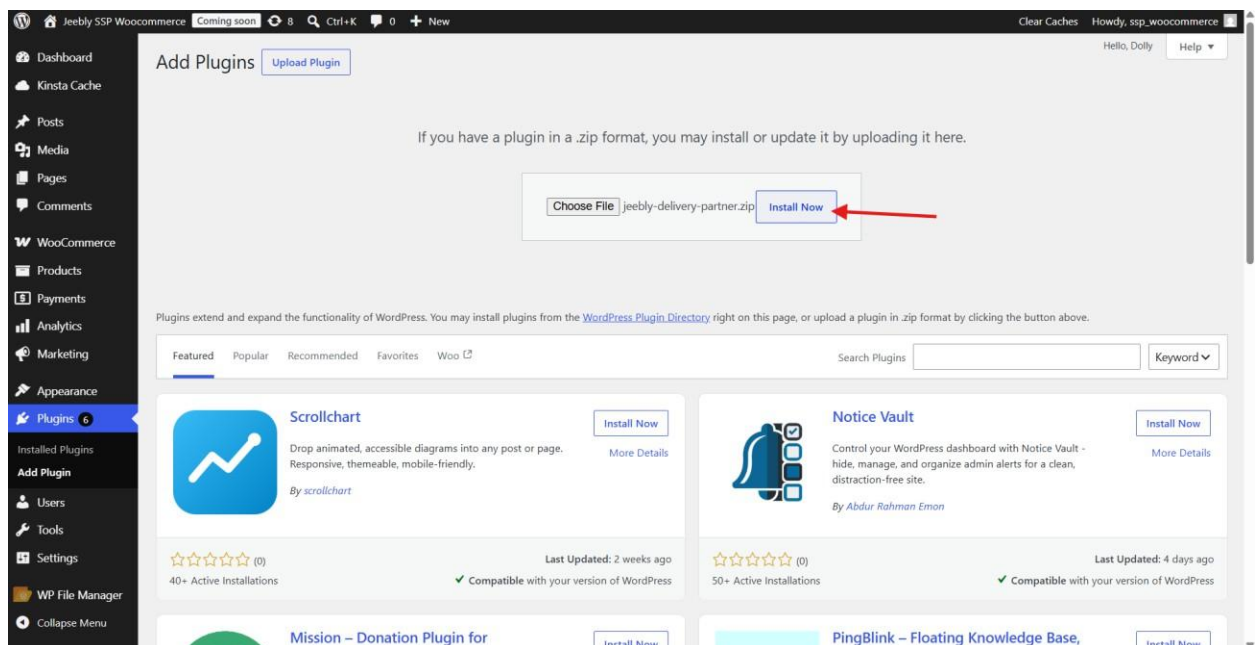
c. Click on the Upload Plugin button at the top of the page.



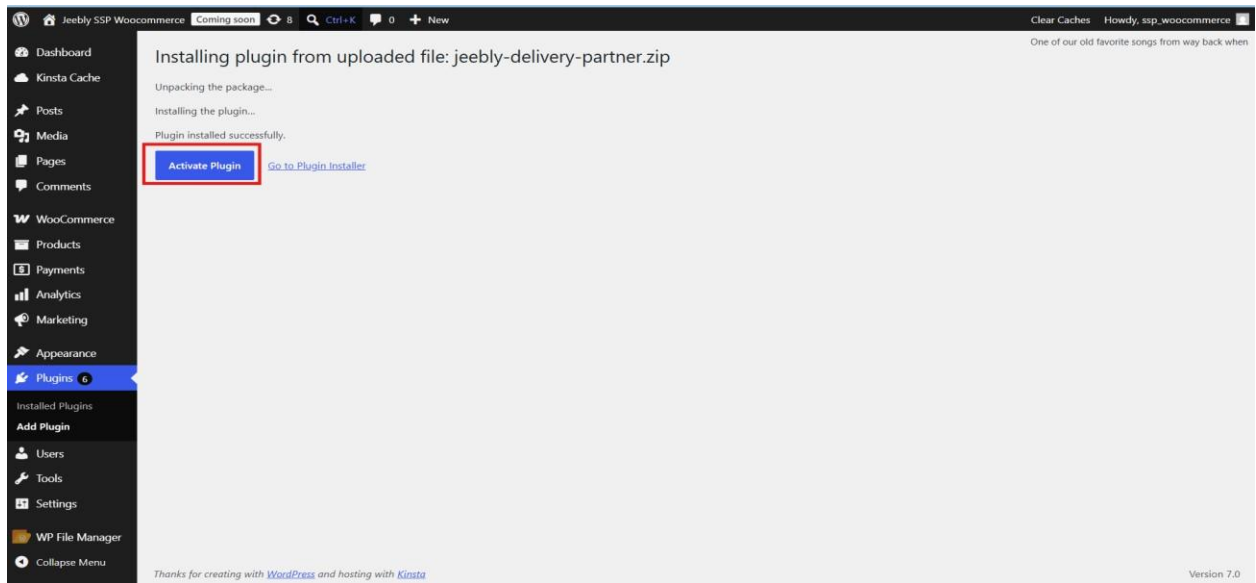
- d. Choose the *.zip file of the Jeebly plugin from your local system which you have downloaded using URL [Jeebly Delivery Partner for WooCommerce – WordPress plugin | WordPress.org](#).



- e. Click Install Now to begin the installation.



- f. Once installed, click Activate Plugin to enable it on your site.

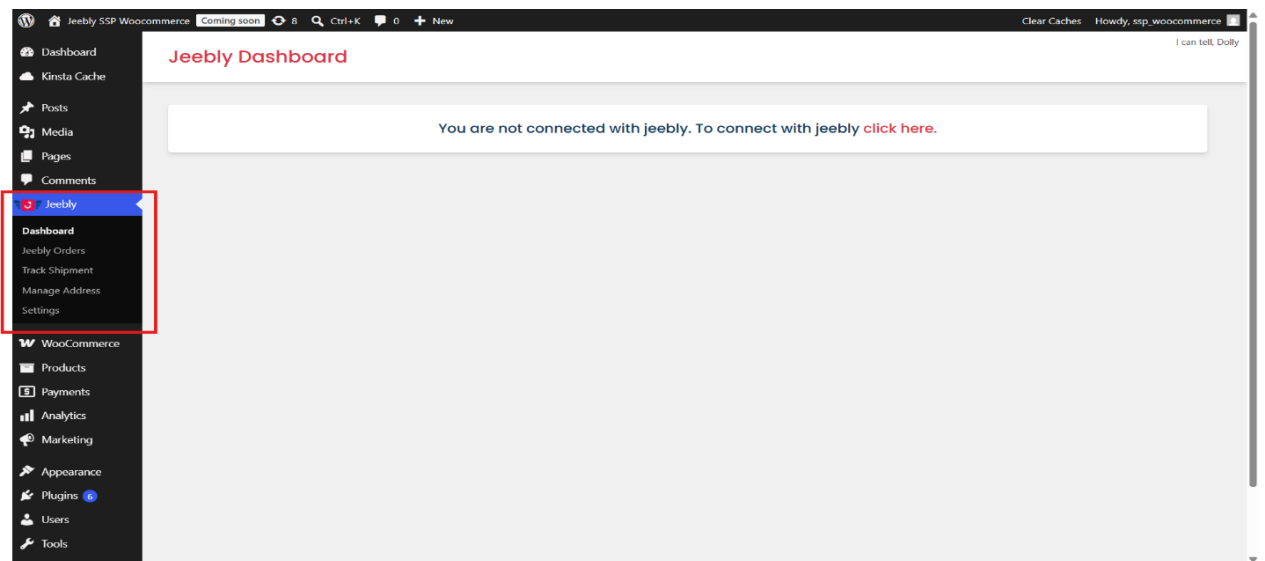


Post-Installation

Upon successful installation and activation, a new menu item titled Jeebly will appear in the left-hand sidebar of your WordPress Admin Dashboard. This section provides access to all plugin settings and integration configurations.

The Jeebly sidebar menu includes the following sub-sections:

- a. Dashboard
- b. Book Now
- c. Jeebly Orders
- d. Track Shipment
- e. Manage Address
- f. Settings



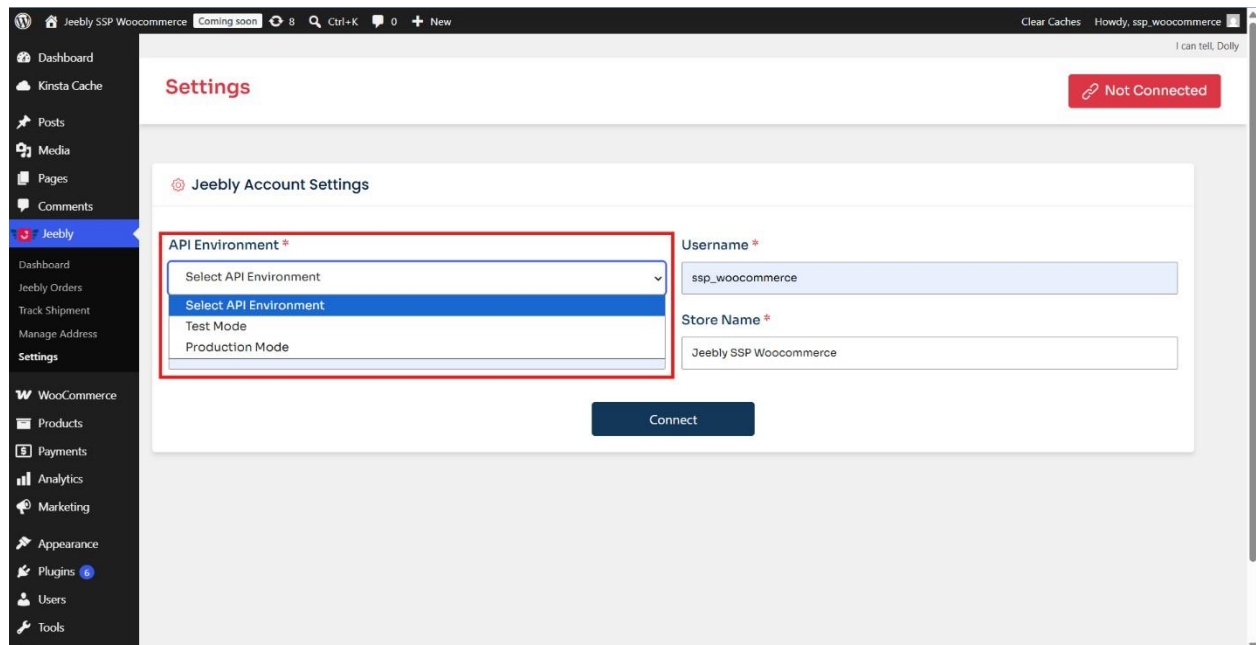
4. Authentication (Sign In)

After activating the plugin, navigate to Jeebly → Settings in the WordPress Admin left-hand menu.

Select API Environment

Within Jeebly Settings, navigate to the API Environment section:

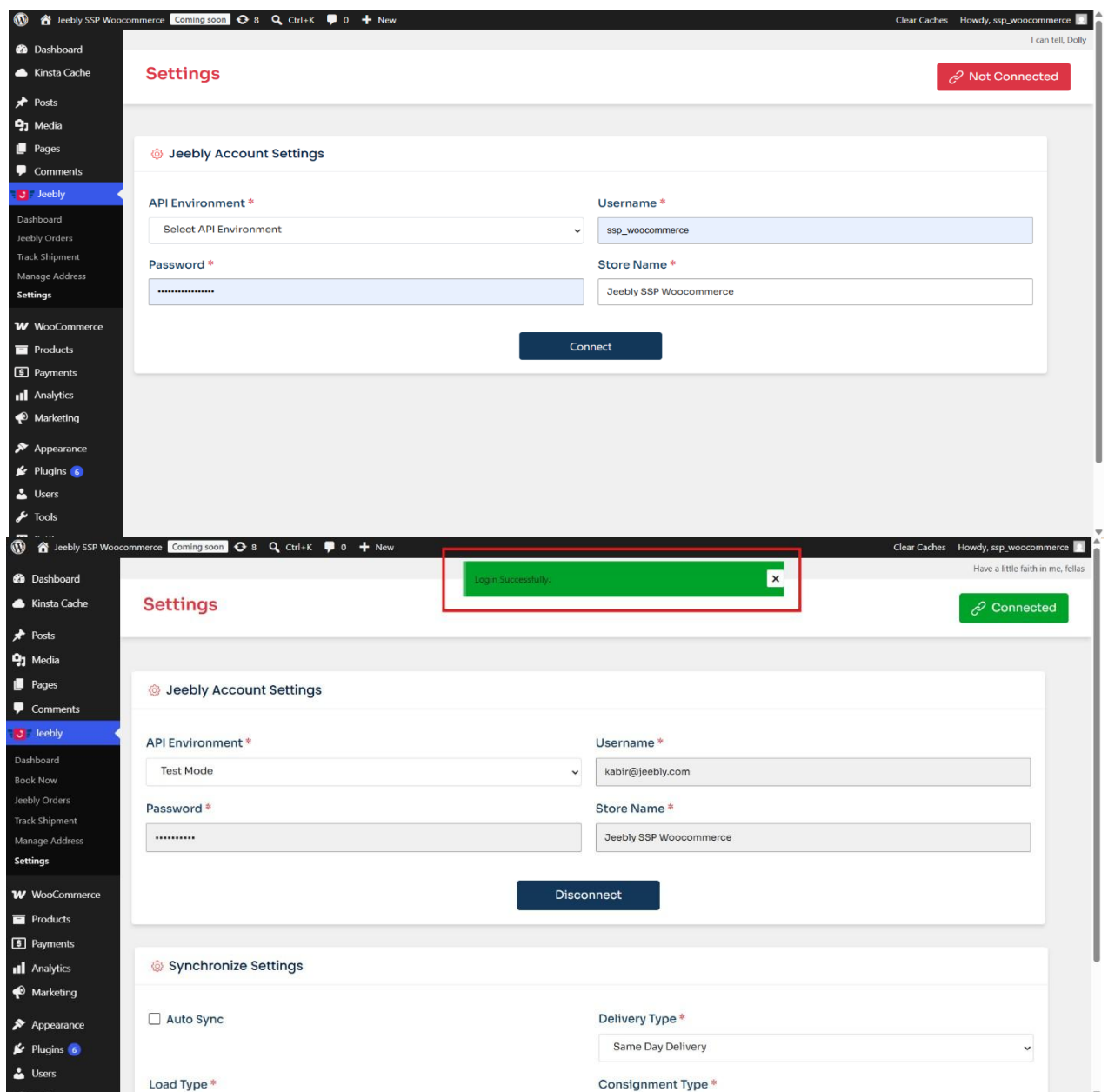
- Choose between Test Mode or Production Mode as required.
- Enter the corresponding credentials for the selected environment.
- The Store Name will automatically reflect for both environments by default.



Login to the Plugin

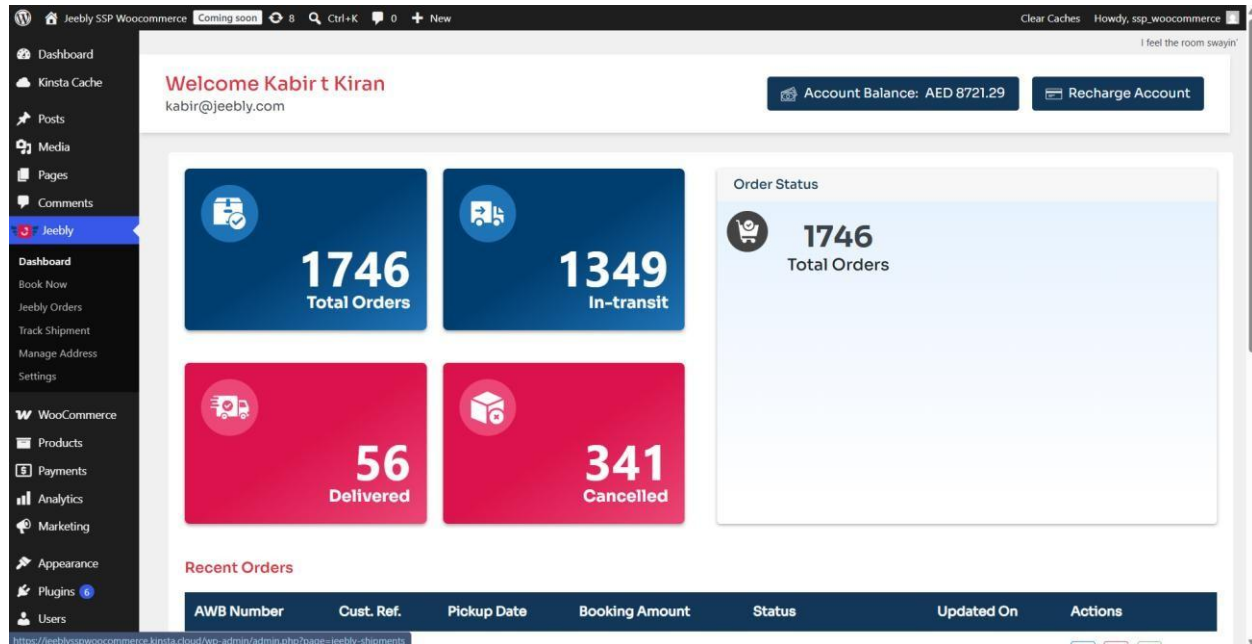
- Enter your Jeebly portal credentials (email and password).
- Click Connect.
- On successful login, a green banner will display: "Login Successfully" and the top-right corner will show Connected.

Field	Value
Email / Username	Your Jeebly portal email address
Password	Your Jeebly portal password



5. Home / Dashboard

The Dashboard provides a real-time overview of your shipments and account information. Navigate to Jeebly → Dashboard to access it.



Dashboard Tiles

Tile	Description
Total Orders	Total count of all shipments created through the plugin.
In-Transit	Count of shipments currently in transit or out for delivery.
Delivered	Count of shipments successfully delivered.
Cancelled	Count of cancelled shipments.

Other Dashboard Elements

Element	Description
Recent Orders	A quick view of the most recently created or updated shipments.
Jeebly Account Balance	Shows your current wallet balance linked to your Jeebly account.
Recharge Account	Redirects to the Jeebly SSP account page where you can top up your wallet.

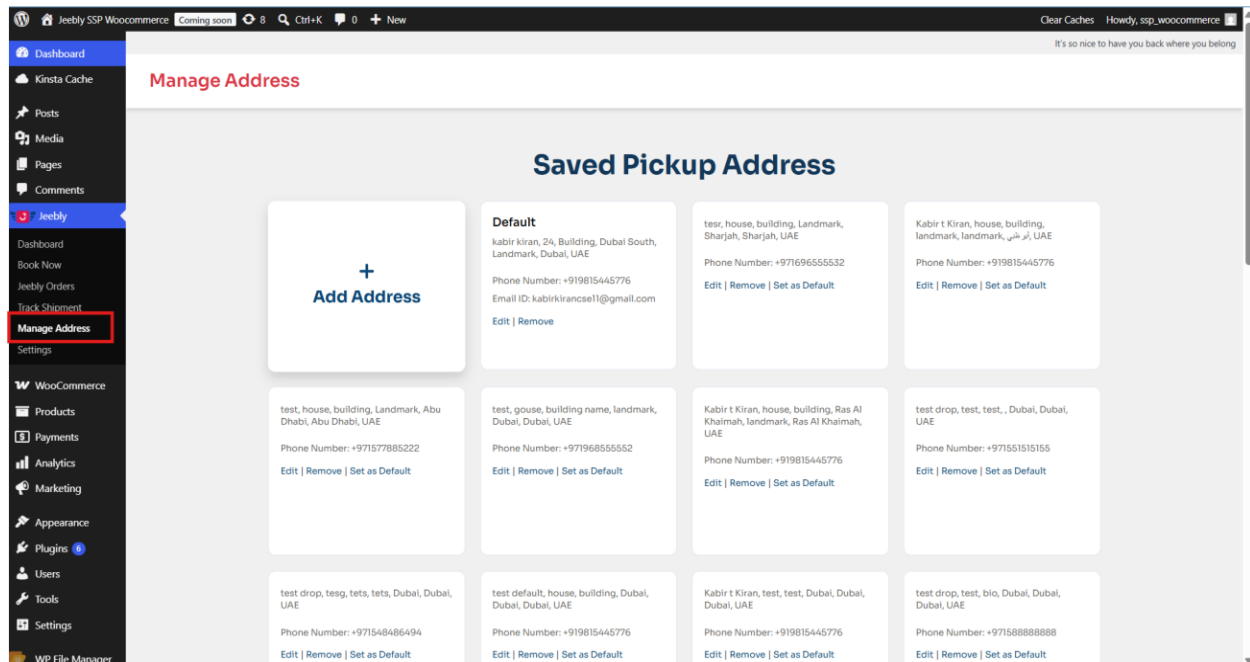
The screenshot displays the Jeebly WooCommerce dashboard interface. At the top, a welcome message for 'Kabir t Kiran' is shown. In the top right corner, two buttons are highlighted with red boxes: 'Account Balance: AED 8721.29' and 'Recharge Account'. The main dashboard area features four large colored boxes representing order statistics: 1746 Total Orders (blue), 1349 In-transit (dark blue), 56 Delivered (pink), and 341 Cancelled (red). To the right of these boxes is a section titled 'Order Status' showing a total of 1746 orders. Below these statistics is a 'Recent Orders' section with a table listing the latest orders.

AWB Number	Cust. Ref.	Pickup Date	Booking Amount	Status	Updated On	Actions
JB113073	-	11-Jun-26	AED 59.19	Pickup Scheduled	10-Jun-26	[Edit] [Cancel] [Refresh]
JBP205465	-	11-Jun-26	AED 118.10	Pickup Scheduled	10-Jun-26	[Edit] [Cancel] [Refresh]
		09-Jun-26	AED 59.19	Pickup Scheduled	09-Jun-26	[Edit] [Cancel] [Refresh]

6. Manage Address

The Manage Address section allows you to configure and save default pickup location details for your consignments. Navigate to Jeebly → Manage Address.

NOTE: A saved and default pickup address is mandatory for the Book Shipment and Auto Sync features to function correctly.



Field	Required	Notes
Contact Person	Yes	Name of the pickup contact
Mobile Number	Yes	Contact phone number with country code
Email ID	No	Optional email address
Villa / Apartment / Office Number	Yes	Unit, flat, or office number
Building Name	Yes	Full building name
Landmark	Yes	Nearby landmark for reference
Area	Yes	Select from dropdown list
City	Yes	City name

Click Save Address to save.

The screenshot shows the Jeebly WordPress dashboard with the 'Add Pickup Address' form. The form is titled 'Enter Pickup Location' and contains the following fields:

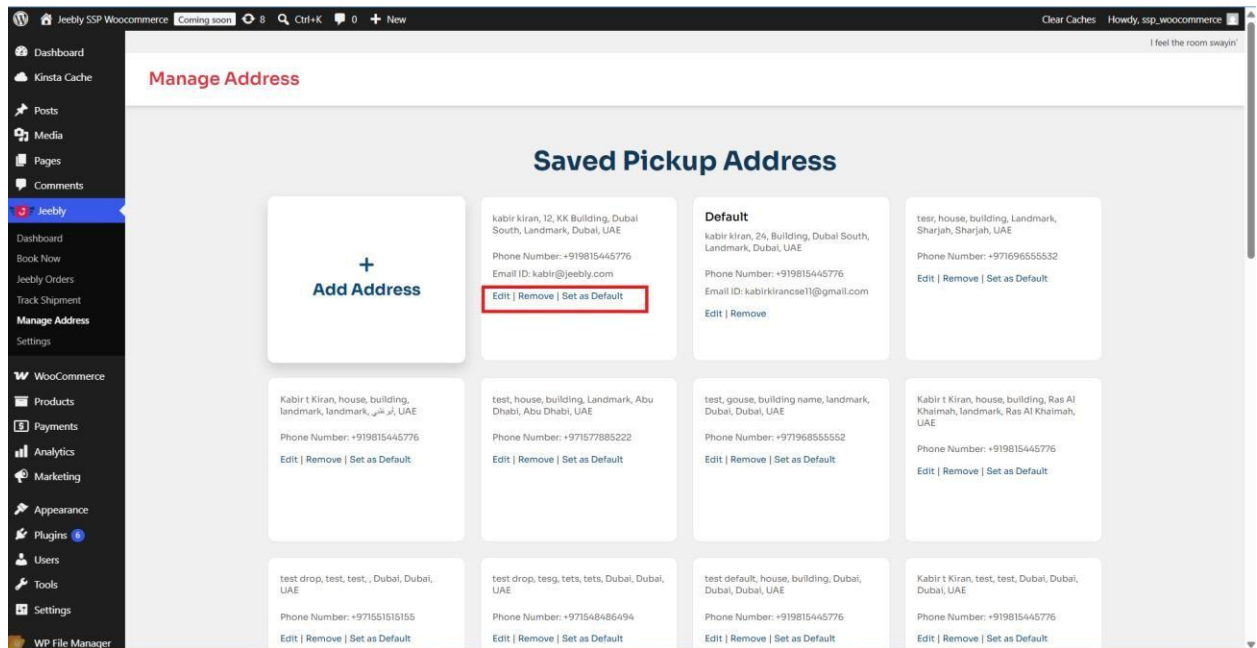
- Contact Person* (text input)
- Mobile Number* (text input with a dropdown for country code, currently showing +971)
- Email Id (text input)
- House Number/Office Number* (text input)
- Building Name* (text input)
- Area* (dropdown menu, currently showing 'Please select')
- Land Mark* (text input)
- City* (dropdown menu, currently showing 'Please select')
- Country* (dropdown menu, currently showing 'United Arab Emirates')

A 'Save' button is located at the bottom of the form, highlighted with a red box.

Managing Saved Addresses

Saved addresses appear on the Saved Pickup Address page. For each address you can:

- Edit — Modify address details
- Remove — Delete the address
- Set as Default — Mark as the default pickup address for Auto Sync

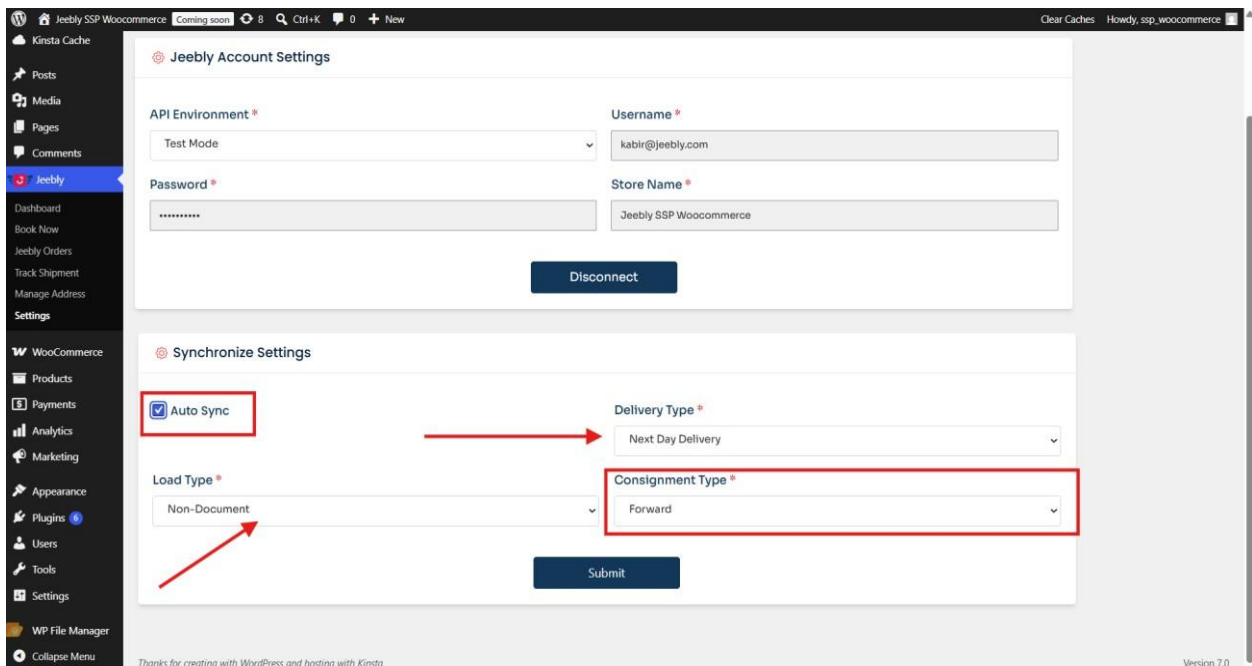


7. Setting (Auto-Sync) Shipment Synchronization Settings

The Configure section allows you to set up automatic order synchronisation from WooCommerce to Jeebly. When enabled, every new order created in your store is automatically pushed to Jeebly using the default settings defined here. Navigate to Jeebly → Settings → Synchronize Settings (Shipment Sync).

Enabling Auto-Sync

- Within Jeebly Settings, scroll to the Synchronize Settings (Shipment Sync) section.
- Tick the Auto Sync checkbox to activate automatic synchronisation.
- Select your preferred Delivery Type (Next Day Delivery or Same Day Delivery).
- Select the Load Type (Document or Non-Document).
- Select the Consignment Type (Forward, etc.).
- Click Submit to save.



Setting	Description
Auto Sync	Toggle to enable/disable automatic order synchronisation with Jeebly.
Delivery Type	Select the delivery service level: Next Day Delivery (NDD) or Same Day Delivery (SDD).
Load Type	Document or Non-Document (selected from dropdown).
Consignment Type	Select consignment category (e.g., Forward).

Auto-Sync Failure Conditions: Orders will NOT sync automatically if:

- The default pickup address is not saved.
- The delivery address details are missing;
- The number of items exceeds 10 pieces;
- The shipment weight exceeds 20 kg;
- The COD value exceeds 5,000 AED.
- For booking of COD shipments, KYC verification of your Jeebly account is mandatory.

No notification will be sent in these cases. However, the AWBs will be available in the Order Number dropdown, allowing you to select them and book the shipments manually.

PLEASE NOTE: Sync Orders is a non-mandatory option. If it is not enabled, you can still manually push orders to Jeebly through the Book now section of the woo commerce plugin.

8. Book Now — Manual Shipment Booking

The Book Now feature is used to manually sync and submit individual orders from your WooCommerce store to the Jeebly system. Navigate to Jeebly → Book Now.

Book Now

Choose Your Woocommerce Order *

Order #197 x

Pickup Location

Contact Person *

kabir kiran

Mobile Number *

+971 9815445776

Villa/Apartment Number/Office Number *

24

Building Name *

Building

Area *

Dubai South x

Land Mark *

Landmark

City *

Drop-off Location

Contact person or Company name *

Archit Agarwal

Mobile Number *

+971 0565021879

Villa/Apartment Number/Office Number *

Escan Tower

Building Name *

Escan Tower

Area *

Please select

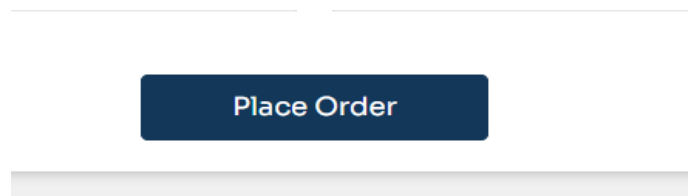
Land Mark *

Escan Tower

City *

How to Book a Shipment Manually

- a. Use the Choose Your WooCommerce Order dropdown to select an order that has not yet been synced.
- b. Complete all mandatory fields in the Pickup Location, Drop-off Location, and Package
- c. Details sections.
- d. Click place order to create the shipment in the Jeebly system.



Mandatory Fields – Booking Form

Field	Section	Notes
Order Number	Header	Select from WooCommerce orders not yet synced
Service Type	Header	SDD or NDD
Load / Courier Type	Header	Document or Non-Document
Consignment Type	Header	Select consignment category
Contact Person	Pickup	Name of pickup contact
Mobile Number	Pickup	Contact phone number
Villa / Building / Area	Pickup & Drop	All required for both pickup and drop-off
Landmark	Pickup & Drop	Nearby landmark for both locations
City	Pickup & Drop	City name for both locations
Pickup Date	Package	Format: DD/MM/YYYY
Number of Pieces	Package	Maximum 10 pieces; whole numbers only
Item Weight (kg)	Package	Maximum 20 kg; whole numbers only
Order Payment Type	Package	Prepaid or COD
COD Amount	Package	Required only if payment type is COD; max AED 5,000

⚠ NOTE: Zero and decimal values are not permitted in the Number of Pieces or Item Weight fields. Whole numbers only.

9. Jeebly Orders

The Jeebly Orders page provides a full list of all shipments synced with the Jeebly system. It includes filtering, wallet management, and actions. Navigate to Jeebly → Jeebly Orders.

The screenshot displays the Jeebly Orders page. At the top, there are input fields for 'Enter AWB Number' and 'Enter Reference Number', along with date range filters 'From 06/01/2026' and 'To 06/12/2026'. A 'Filter' button and a 'Book Now' button are also present. The main table lists shipments with the following data:

	AWB Number	Cust. Ref.	Pickup Date	Booking Amount	Status	Updated On	Actions
☐	JB113073	-	11-Jun-26	AED 59.19	Pickup Scheduled	10-Jun-26	[Print] [Cancel] [Refresh]
☐	JBP205465	-	11-Jun-26	AED 118.10	Pickup Scheduled	10-Jun-26	[Print] [Cancel] [Refresh]
☐	JB113040	-	09-Jun-26	AED 59.19	Pickup Scheduled	09-Jun-26	[Print] [Cancel] [Refresh]
☐	JB113039	-	09-Jun-26	AED 59.19	Pickup Scheduled	09-Jun-26	[Print] [Cancel] [Refresh]
	JB113022	-	09-Jun-26	AED 59.19	Cancelled	08-Jun-26	
	JB113021	-	09-Jun-26	AED 59.19	Cancelled	08-Jun-26	
	JB113020	-	09-Jun-26	AED 59.19	Cancelled	08-Jun-26	
	JB113019	-	09-Jun-26	AED 59.19	Cancelled	08-Jun-26	
	JB113018	-	09-Jun-26	AED 59.19	Cancelled	08-Jun-26	
	JB113017	-	09-Jun-26	AED 59.19	Cancelled	08-Jun-26	

At the bottom of the table, there are pagination controls showing '1', '2', and a 'Next >' button.

Page Elements & Filters

Element	Description
Jeebly Account Balance	Displays your current Jeebly wallet balance in AED.
Recharge Account	Redirects to the Jeebly SSP account page to top up your wallet.
AWB Number filter	Filter shipments by entering a specific AWB number.
Reference Number filter	Filter by WooCommerce order/reference number.
Status filter	Filter by shipment status: All, Pickup Scheduled, In Transit, Delivered, Cancelled, etc.
Date Range filter	Filter by pickup date from/to range.
AWB No (clickable link)	Clicking the AWB number opens the Jeebly shipment tracking page for real-time status.
AWB Label Print	Print the AWB label for a selected shipment.
Cancel (X) button	Cancel the shipment. Only available before status reaches "Pickup Completed".

Order Table Columns

The order table displays the following columns: AWB Number, Customer Reference (Cust. Ref.), Pickup Date, Booking Amount, Status, Updated On, and Actions.

■	AWB Number	Cust. Ref.	Pickup Date	Booking Amount	Status	Updated On	Actions
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Cancelling a Shipment

To cancel a shipment:

- The shipment status must be Pickup Scheduled (not yet collected by courier).
- Click the X (Cancel) button in the Actions column.
- Cancellation triggers an automatic refund, reflected on the Jeebly SSP Transaction page.
- Once the status has progressed beyond Pickup Scheduled, cancellation is not available via the WooCommerce plugin — contact Jeebly support directly.

The screenshot shows the Jeebly SSP WooCommerce dashboard. The left sidebar contains navigation links: Dashboard, Kinsta Cache, Posts, Media, Pages, Comments, Jeebly (selected), Dashboard, Book Now, Jeebly Orders, Track Shipment, Manage Address, Settings, WooCommerce, Products, Payments, Analytics, Marketing, Appearance, Plugins, Users, Tools, Settings, and WP File Manager. The main content area displays a table of orders with columns: AWB Number, Cust. Ref., Pickup Date, Booking Amount, Status, Updated On, and Actions. The table lists several orders, with the first four having a status of 'Pickup Scheduled'. The 'Actions' column for these orders contains three buttons: a blue 'P' (Pickup), a red 'X' (Cancel), and a green 'R' (Refund). The red 'X' button for the first order (JB113073) is highlighted with a red box. Below the table, there are pagination controls showing '1' and '2' with a 'Next >' button.

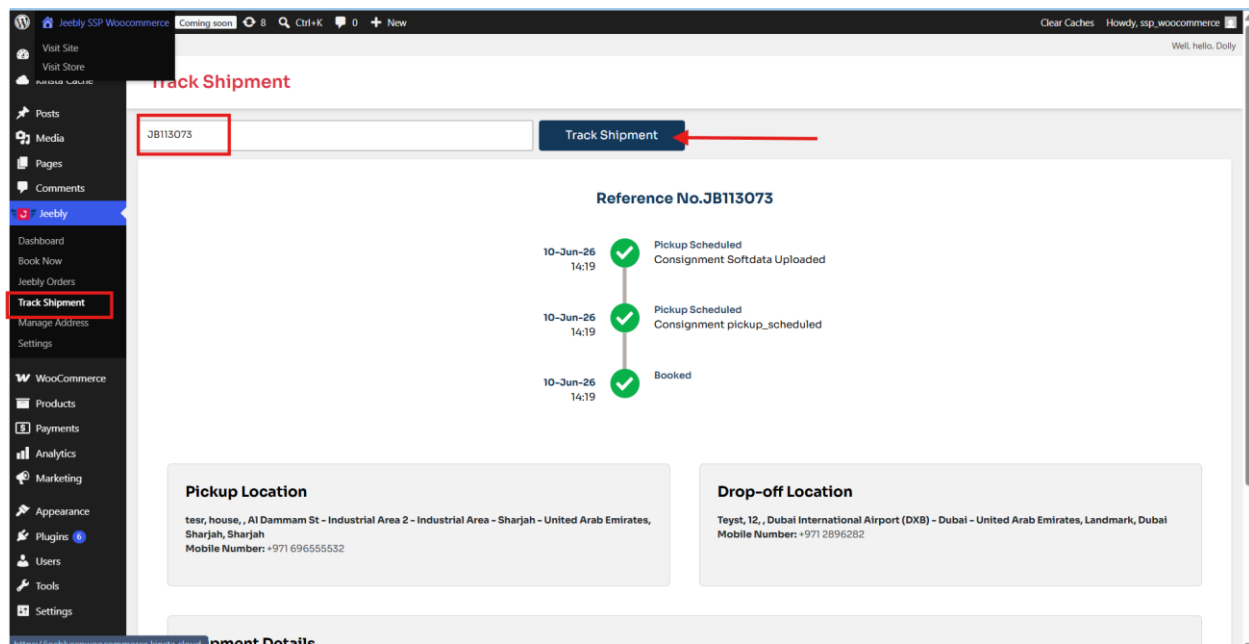
■	AWB Number	Cust. Ref.	Pickup Date	Booking Amount	Status	Updated On	Actions
☐	JB113073	-	11-Jun-26	AED 59.19	Pickup Scheduled	10-Jun-26	
☐	JBP205465	-	11-Jun-26	AED 118.10	Pickup Scheduled	10-Jun-26	
☐	JB113040	-	09-Jun-26	AED 59.19	Pickup Scheduled	09-Jun-26	
☐	JB113039	-	09-Jun-26	AED 59.19	Pickup Scheduled	09-Jun-26	
	JB113022	-	09-Jun-26	AED 59.19	Cancelled	08-Jun-26	
	JB113021	-	09-Jun-26	AED 59.19	Cancelled	08-Jun-26	
	JB113020	-	09-Jun-26	AED 59.19	Cancelled	08-Jun-26	
	JB113019	-	09-Jun-26	AED 59.19	Cancelled	08-Jun-26	
	JB113018	-	09-Jun-26	AED 59.19	Cancelled	08-Jun-26	
	JB113017	-	09-Jun-26	AED 59.19	Cancelled	08-Jun-26	

10. Track Shipment

To view the real-time tracking status of any shipment, navigate to Jeebly → Track Shipment.

- Enter the Jeebly AWB number in the tracking input field.
- Ensure there are no leading or trailing spaces in the AWB number to avoid errors.
- Click Track Shipment. The system will fetch and display the full tracking timeline.

NOTE: You can also access the tracking page by clicking on any AWB number link in the Jeebly Orders list.



11. Shipment Creation Rules

All shipments created through the Jeebly WooCommerce Plugin must comply with the following operational rules. Non-compliance will cause sync failures or booking errors.

Service Type Cutoff Times

Service Type	Cutoff & Restrictions
Same Day Delivery (SDD)	Order must be created before 11:00 AM if pickup date = order creation date. Can be booked for any day except Sundays.
Next Day Delivery (NDD)	Order must be created before 4:00 PM if pickup date = order creation date. Can be booked for any day except Sundays.

Shipment Limitations

Limitation	Details
Maximum pieces per shipment	10 pieces
Maximum weight per shipment	20 kg
Maximum COD value	AED 5,000 (zero and decimal values not permitted in COD field)
Sundays	Restricted — no shipments can be booked or picked up on Sundays.
Intercity Same Day Delivery	Not available.
Shipment editing	Not available once a shipment is created.
COD settlement	Requires Bank Account and KYC verification on your Jeebly account.