Settings
How to configure Correios Sigep?

01) Access the Control Panel

02) After login click on Configuration >> Mail Sigep >> Select and edit the fields:

User Mail Sigep: Get with your account manager where you have contracted with the Post Office

Sigep Postal Code: Get with your account manager where you signed the contract with the Post Office

Administrative Code Post Sigep: Get with your account manager where you signed the contract with the Post Office

Number Sigep Postal Contract: Get with your Account Manager where you have contracted with the Post Office

Sigep Postal Post Card: Get with your account manager where you have contracted with the Post Office

Board Region Post Sigep: Copy and paste an option regarding your DIRETORIA_AC_ADMINISTRACAO_CENTRAL region DIRETORIA_DR_ACRE, DIRETORIA_DR_ALAGOAS, DIRETORIA_DR_AMAZONAS, DIRETORIA_DR_AMAPA, DIRETORIA_DR_BAHIA, DIRETORIA_DR_BRASILIA, DIRETORIA_DR_CEARA, DIRETORIA_DR_ESPIRITO_SANTO, DIRETORIA_DR_GOIAS, DIRETORIA_DR_MARANHAO, DIRETORIA_DR_MINAS_GERAIS, DIRETORIA_DR_MATO_GROSSO_DO_SUL, DIRETORIA_DR_MATO_GROSSO, DIRETORIA_DR_PARA, DIRETORIA_DR_PARAIBA, DIRETORIA_DR_PERNAMBUCO, DIRETORIA_DR_PIAUI, DIRETORIA_DR_PARANA, DIRETORIA_DR_RIO_DE_JANEIRO, DIRETORIA_DR_RIO_GRANDE_DO_NORTE, DIRETORIA_DR_RONDONIA, DIRETORIA_DR_RORAIMA, DIRETORIA_DR_RIO_GRANDE_DO_SUL, DIRETORIA_DR_SANTA_CATARINA, DIRETORIA_DR_SERGIPE, DIRETORIA_DR_SAO_PAULO_INTERIOR, DIRETORIA_DR_SAO_PAULO or DIRETORIA_DR_TOCANTINS

CNPJ: Enter the number of the CNPJ of your company. Only numbers.

Company Name: Enter the fancy name of your company.

Public Address: Enter the address of your company.

Number: Enter your business address number.

Add-on: Enter the add-on address for your business.

Neighborhood: Type the neighborhood of your company.

Zip Code: Enter the zip code of your company.

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City: Enter the City of your company.

UF: Enter the UF of your company.

Box Height: Enter the height of the box to set as the default value, this field can be edited when generating the label.

Box Width: Enter the box width to set as the default value, this field can be edited when generating the label.

Box Length: Enter the length of the box to set as the default value, this field can be edited when generating the label.

Status Processing Shipment: Select a Processing Processing preference status, when you generate the label, the order status automatically changes. You can create, edit and delete status in the Control Panel >> Clients >> Status.

Status Sent: Select a status of preference Sent, after sending the admin will track online the statuses Processing Shipping, when it is automatically forwarded the order status will be changed. You can create, edit and delete status in the Control Panel >> Clients >> Status.

Email Template Status Processing Shipping: Select an email template to be sent to customer when status is Processing Shipping. You can create, edit and delete email templates in Control Panel >> Tools >> Email Templates.

Email Template Status Sent: Select an email template to be sent to the client when the status is Processing Sending the admin will crawl online, when forwarded an email template will be sent. You can create, edit and delete email templates in Control Panel >> Tools >> Email Templates.

Email Template Status Processing Sending Requests Phone: Select an email template to be sent to the customer when the status is Processing Shipping. You can create, edit and delete email templates in Control Panel >> Tools >> Email Templates.

Email Template Status Sent Requests Phone: Select an email template to be sent to the client when the status is Processing Sending the admin will trace online, when forwarded will be sent an email template. You can create, edit and delete email templates in Control Panel >> Tools >> Email Templates.

Logo Company for Label: Upload the logo image of your company. Format: PNG. Size: Width 120pixel and Height 140pixel.

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