

QUICK GUIDE AMAZON X DHL



Step 1 – Log in to My DHL Portal

Log in to the online shipping service [My DHL Portal](#). If you do not have an account for My DHL Portal yet, [create one](#) for free.

Step 2 – Connect with Amazon

Open the "Integrations" tab in the "Settings" menu. Click on the Amazon logo. connect with Amazon. You will see the following screen:

Amazon

Start saving minutes with every shipment. My DHL Parcel automatically creates draft shipments for all your orders and sends the track and trace info to your Amazon reseller account. You will have full control of your logistics with reports, track and trace and smart alerts in your online shipping tool.

Account number
08500001

1

2 Connect with Amazon
Connect with Amazon not connected

Shipping address
This address will appear on the label as the shipping address.
Search in address book

More Info (PDF) Saved changes Close

Select the account number (1) that you would like to use to ship your Amazon orders with. Log in to your Amazon sales account and give DHL Parcel access to your sales account to create the link (2).

Authorise DHL Parcel

DHL Parcel requires access to view and edit the following data related to your Seller Partner account:

Direct-to-Consumer Delivery ⓘ

Note: Authorising an application gives an application the ability to view or edit information about your Amazon business and take action on your Selling Partner account.

Note: Any use of your data by DHL Parcel is subject to DHL Parcel's own Terms of Use and Privacy Notice. DHL Parcel may share information with other parties or applications. For more information, please refer to DHL Parcel's Terms of Use or Privacy Notice. You can review and change your authorisations at any time from the [Manage your Apps page](#)

3 I direct Amazon to provide DHL Parcel access to my Selling Partner account and related data. I am responsible for any actions taken by the application.

Once you confirm, DHL Parcel will be authorised to access selling data on your behalf.

You will be directed to Amazon. Log in to your Amazon seller account* and authorize Amazon to give access to your DHL Parcel account and related information and (3) confirm.

** At this moment our Amazon integration only supports the processing of orders from the Dutch Amazon marketplace*

Amazon

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Account number
08500001

4 in progress

Shipping address
This address will appear on the label as the shipping address.

Search in address book

[More Info \(PDF\)](#) ✓ Saved changes

Go back to My DHL Portal and go to “Settings”, “Integrations” and select Amazon. Click on (4) Confirm connection.

Amazon ✕



Start saving minutes with every shipment. My DHL Parcel automatically creates draft shipments for all your orders and sends the track and trace info to your Amazon reseller account. You will have full control of your logistics with reports, track and trace and smart alerts in your online shipping tool.

Account number
08500001 ✕ ▼

Connect with Amazon
🔗 Disconnect ● connected

Amazon Settings

5 Create drafts from Amazon orders

Return track and trace code to Amazon

Shipping address
This address will appear on the label as the shipping address.

[More Info \(PDF\)](#) ✓ Saved changes Close

Choose (5) whether you want a label for each order and whether you want to feedback the track and trace info to Amazon.

Step 3 – Print labels

Set the shipping options for your labels in My DHL Portal.

1 Shipping address
This address will appear on the label as the shipping address.
Choose a shipping address
Petra

2 Recipient type
Select your recipient type (optional).
Select a recipient type

3 Default extra services
Select default services that always appear on the label if possible. When a service is not available for a specific destination you will receive a notification for the draft label, so you can quickly adjust it yourself.
Choose default services
At the door

4 Same-day delivery
Apply this extra service on the following moments
Days
Monday Tuesday Wednesday
From 00:15 Till 06:00
 Adjusted time slot

5 Optional extra services
Select optional services that will appear on the label if possible for a specific destination. You can still adjust these services for each draft label.
Choose optional services

6 Parcel Size
This is the standard parcel size for your labels. You can always change the parcel size for individual draft labels.
Choose parcel size
Parcel up to 23 kg (max L200 W120 H80 CM)

- 1:** Select the shipping address for your Amazon labels.
- 2:** Optionally choose whether you send to business or private recipients. With a choice here you limit the number of options for the extra services (3 and 5). This gives a better overview when choosing the extra options.
- 3:** Select which additional services you want on each label by default. If an option is not possible, you will be notified of this at the draft label.
- 4:** DHL Today you can set per day and if you check the box 'Adjusted time slot' you can also set a time from when to when the DHL Today option should appear on the label.
- 5:** Select which additional services you would like optionally on each label. If an option is not possible, My DHL Parcel will create the draft label without the options that are not possible. You will not be notified of this.
- 6:** Choose your default package size that most applies. You can still adjust this per label.

Printing labels is now a breeze. For every order, My DHL Portal automatically creates a draft label with the shipping options you have set. You can recognize the label by the Amazon logo and the order number that automatically appears on the label as a reference. The edit button allows you to customize each label.

Packing slips

A packing slip is available for each label in My DHL Portal. Click on the button in the image below to download the packing slip:



For more information, see the [My DHL Portal manual](#).

Step 4 – Keep your Amazon orders automatically up-to-date

My DHL Portal gives the track and trace information automatically to Amazon after printing the label. You can see the track and trace information in the details of the order.

Have a good sale and enjoy shipping with us. Need help? Please [contact](#) us.