

QUICK GUIDE DHL x BOL.COM EXTENSION

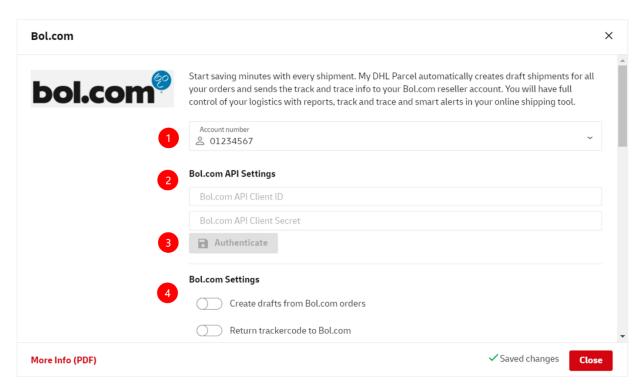


Step 1 – Log in to My DHL Parcel

Log in to the online shipping service My DHL Parcel. If you do not have an account for My DHL Parcel yet, create one for free.

Step 2 – Connect with Bol.com

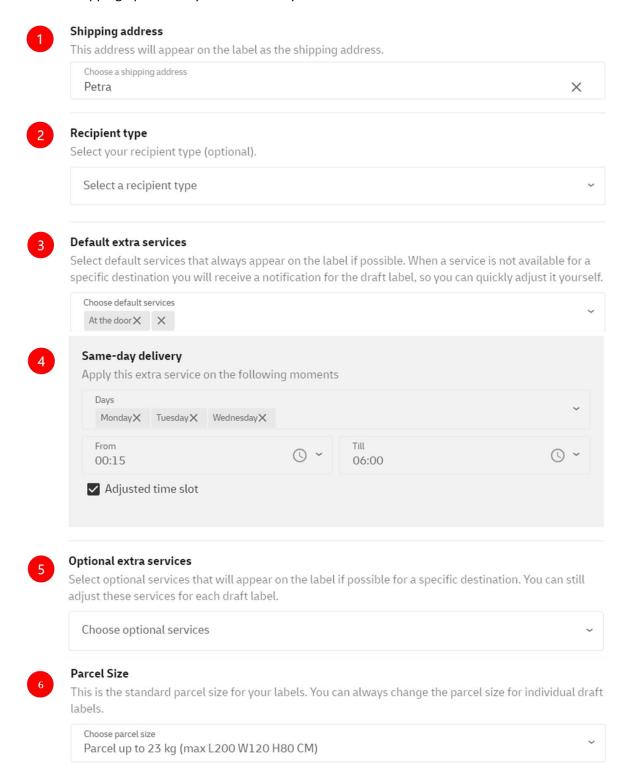
Open the "Integrations" tab in the "Settings" menu. Click the Bol.com logo. You will see the following screen after selecting the account number (1) you would like use to ship your Bol.com order with:



Set your Bol.com API key and secret. You can find this in your Bol.com sales account under Settings / API settings. Click on "client credentials" to create an API key. Copy and paste the key and secret in My DHL Parcel (2). Enable the connection by clicking on "Authenticate" (3). Then choose at (4) whether you want a label for each order and whether you want to feed back the track and trace info to Bol.com. The track and trace link will then be automatically saved with the order in your Bol.com sales account and in the account of your customers. The recipient will receive the track and trace link by email in the shipping confirmation from Bol.com.

Step 3 – Print labels

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



- 1: Select the shipping address for your Bol.com 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 Parcel automatically creates a draft label with the shipping options you have set. You can recognize the label by the Bol.com 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

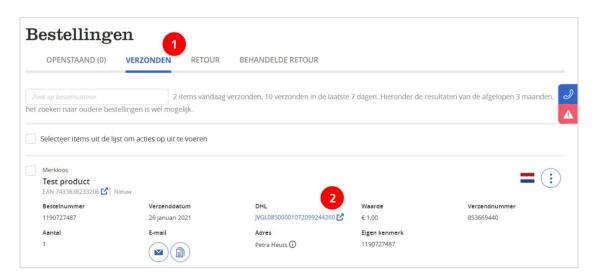
A packing slip is available for each label in My DHL Parcel. Click on the button in the image below to download the packing slip:



For more information, see the My DHL Parcel manual.

Step 4 – Your Bol.com orders automatically up-to-date

After printing the label, My DHL Parcel automatically returns the track and trace data to Bol.com. Your sales order is then no longer listed in the open orders, but is now listed with your shipped orders (1). In the order details you can view the track and trace link (2) of your shipment.



Have a good sale and enjoy shipping with us. Need help? Please contact us.