

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:

Bol.com [Close]

bol.com 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 Bol.com reseller account. You will have full control of your logistics with reports, track and trace and smart alerts in your online shipping tool.

1 Account number
01234567

2 **Bol.com API Settings**
Bol.com API Client ID
Bol.com API Client Secret

3 **Authenticate**

4 **Bol.com Settings**
 Create drafts from Bol.com orders
 Return trackercode to Bol.com

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

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 Shipping address**

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

Petra ✕
- 2 Recipient type**

Select your recipient type (optional).
- 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.

At the door ✕ ✕
- 4 Same-day delivery**

Apply this extra service on the following moments

Monday ✕ Tuesday ✕ Wednesday ✕

00:15 🕒 ⌵

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.
- 6 Parcel Size**

This is the standard parcel size for your labels. You can always change the parcel size for individual draft labels.

Parcel up to 23 kg (max L200 W120 H80 CM) ⌵

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.

The screenshot shows the 'Bestellingen' (Orders) page in Bol.com. The page has a navigation bar with tabs: 'OPENSTAAND (0)', 'VERZONDEN' (highlighted with a red circle '1'), 'RETOUR', and 'BEHANDELDE RETOUR'. Below the navigation bar is a search bar with the text 'Zoek op bestelnummer' and a search icon. To the right of the search bar, it says '2 items vandaag verzonden, 10 verzonden in de laatste 7 dagen. Hieronder de resultaten van de afgelopen 3 maanden, het zoeken naar oudere bestellingen is wel mogelijk.' Below the search bar is a checkbox labeled 'Selecteer items uit de lijst om acties op uit te voeren'. The main content area shows a list of orders. The first order is 'Test product' with EAN 7433638233206. It has a 'Nieuw' status. The order details are as follows:

Bestelnummer	Verzenddatum	DHL	Waarde	Verzendnummer
1190727487	26 januari 2021	JVGL08500001072099244260	€ 1,00	853669440
Aantal	E-mail	Adres	Eigen kenmerk	
1		Petra Heuts	1190727487	

A red circle '2' is placed over the DHL tracking number in the table. There are also icons for email and document download next to the 'Aantal' field.

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