

QUICK GUIDE

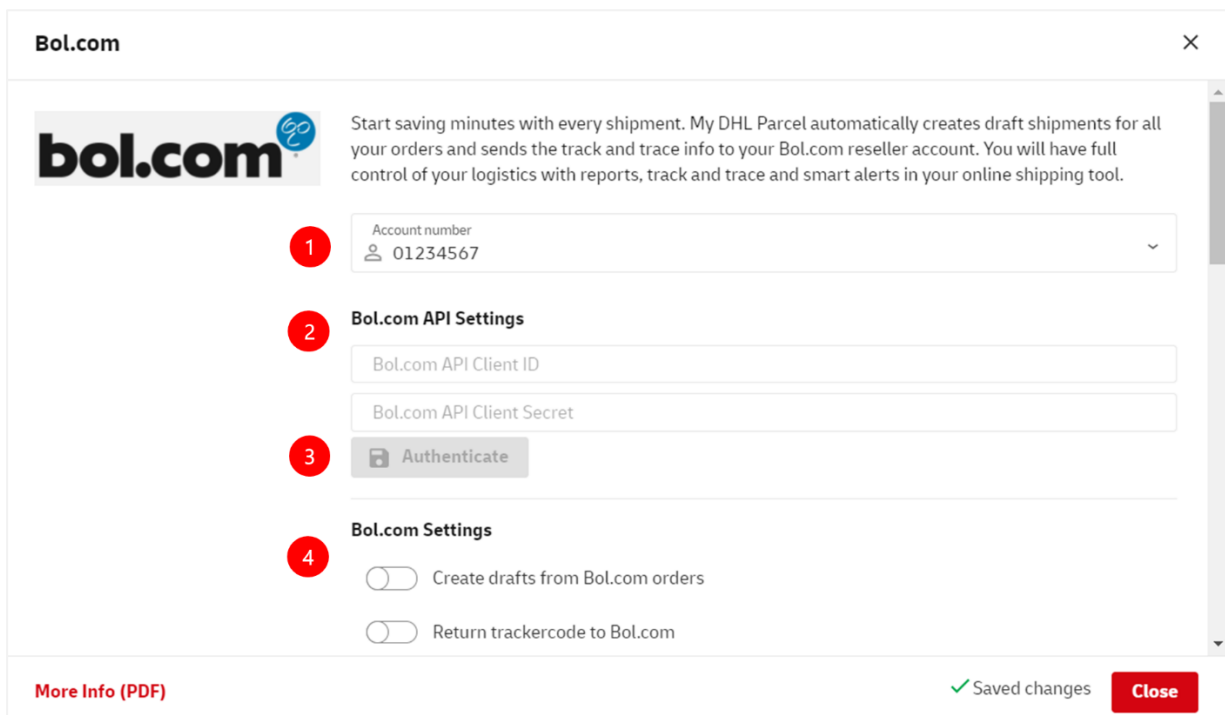
DHL x BOL.COM EXTENSION

Step 1 – Log in to My DHL eCommerce

Log in to the online shipping service [My DHL eCommerce](#). If you do not have an account for My DHL eCommerce 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 orders with:



The screenshot shows a web interface for connecting Bol.com to My DHL eCommerce. The interface is titled "Bol.com" and includes a close button (X) in the top right corner. Below the title, there is a Bol.com logo and a descriptive text: "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." The interface is divided into several sections, each marked with a red circle and a number:

- 1**: Account number (01234567)
- 2**: Bol.com API Settings
 - Bol.com API Client ID
 - Bol.com API Client Secret
- 3**: Authenticate button
- 4**: Bol.com Settings
 - ☐ Create drafts from Bol.com orders
 - ☐ Return trackercode to Bol.com

At the bottom of the interface, there is a "More Info (PDF)" link, a "Saved changes" status indicator with a green checkmark, and a "Close" button.

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 eCommerce (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 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 X

4

Same-day delivery

Apply this extra service on the following moments

Days
Monday X Tuesday X Wednesday X

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 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 Portal 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 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 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 – Your Bol.com orders automatically up-to-date

After printing the label, My DHL Portal 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.

Bestellingen

OPENSTAAND (0)
VERZONDEN
RETOUR
BEHANDELDE RETOUR

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.

☐ Selecteer items uit de lijst om acties op uit te voeren

<input type="checkbox"/> Merkloos Test product <small>EAN 7433638233206</small> Nieuw		<div>2</div>		<div>ⓘ</div>	
Bestelnummer	Verzenddatum	DHL	Waarde	Verzendnummer	
1190727487	26 januari 2021	JVGL08500001072099244260 🔗	€ 1,00	853669440	
Aantal	E-mail	Adres	Eigen kenmerk		
1	✉ 📄	Petra Heuts 📄	1190727487		

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