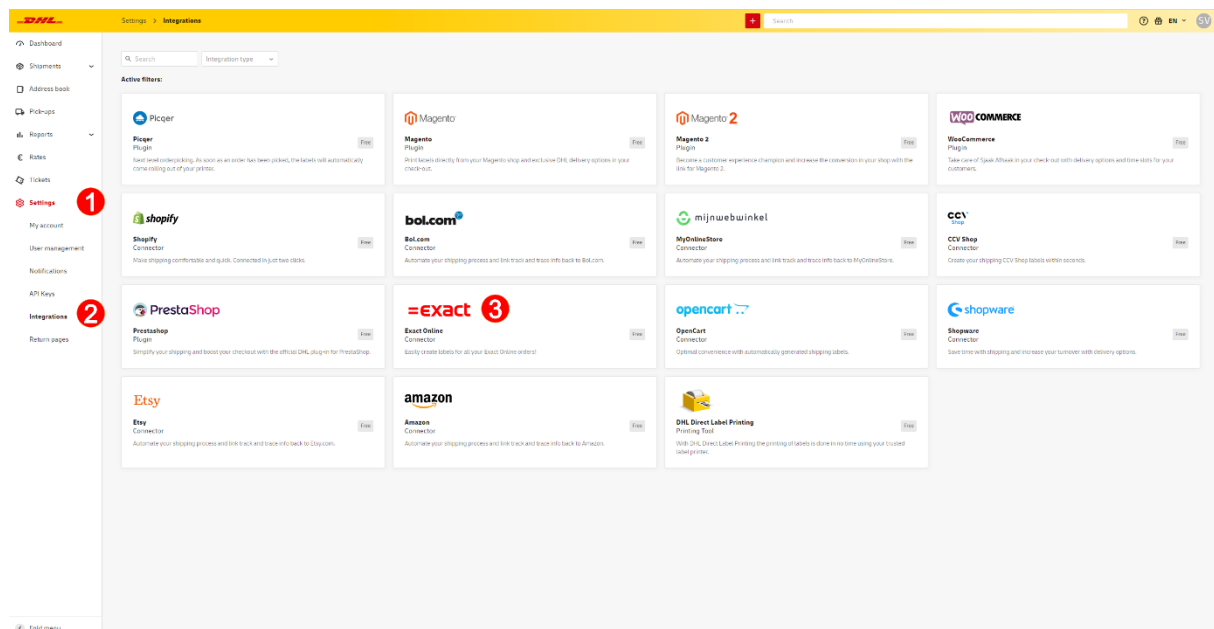


QUICK GUIDE EXACT ONLINE EXTENSION

= exact

Step 1 – Connect with Exact Online

Log in to your [My DHL Parcel](#) account. If you do not have an account for My DHL Parcel yet, [create one](#) for free. Open the "Integrations" tab (2) in the "Settings" menu (1). Click on the Exact logo, a new screen will pop up.

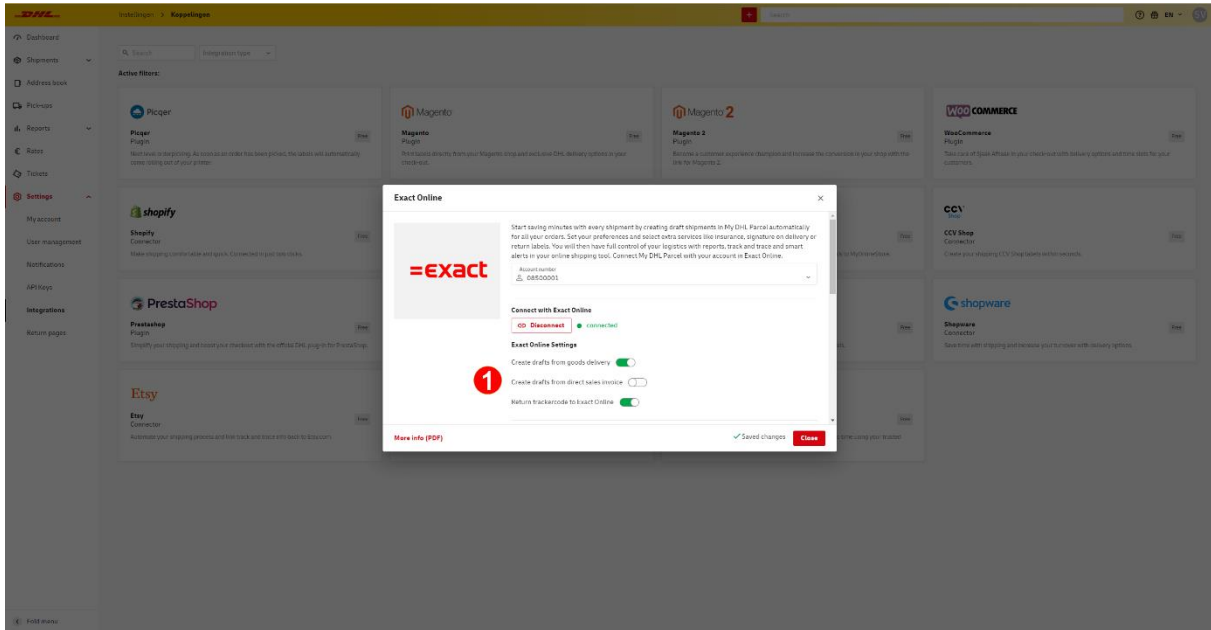


Select the customer number with which you want to link and click on the "Connect to Exact Online" button. You will then be redirected to the Exact Online* website. Log in to your account and confirm the DHL connection. The connection between Exact Online and My DHL Parcel has now been made. You can deactivate the link whenever you want. Need help? Please [contact us](#).

***Please be advised that our Exact Online connector only works with Exact Online administrations that have 1 administration.**

Step 2 – Configure settings

Once connected, you can set your preferences (1). Select when you want us to create draft labels: upon goods delivery or when creating a direct sales invoice. You can also choose to have the tracking information pushed back to your Exact Online account when you print your labels. This information will be saved in the 'Tracking number' field.



After selecting a shipping address, additional settings will be displayed. These settings will be applied to all draft shipments created through this connector (whenever possible). Before printing these drafts, you are free to edit and add, change, or remove information or services.

Exact Online

- Shipping address**

This address will appear on the label as the shipping address.
- Recipient type**

Select your recipient type (optional).
- 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.

Optional extra services

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

specific destination you will receive a notification for the draft label, so you can quickly adjust it yourself.

Choose default services

Message to the recipient ✕

4

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

5

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)

[More info \(PDF\)](#)

✓ Saved changes

Close

The following options are available. All of these can be changed by editing the draft shipments before printing:

- **Shipping address (1):** select the name and address information that will be printed on your labels in the 'shipper' section. Add new addresses to the available options by adding them to your My DHL Parcel address book.
- **Recipient type (2):** indicates if the recipient is a consumer or business. Different conditions, extra services and shipping costs are applicable for each recipient type.
- **Default extra services (3):** selected services from this list will be applied to all drafts. In case a selected service is not available for a specific recipient type, destination or in combination with other selected services, an error will be displayed. Edit the draft shipment to resolve the errors before printing.
- **Optional extra services (4):** extra services selected in this list will also be applied to all drafts. In case a selected service is not available for a specific recipient type, destination or in combination with other selected services, no error will be displayed. The unavailable extra service(s) will be removed, and the shipment will be created without these extra services.
- **Parcel size (5):** select the default parcel size for the draft shipments created by this connector.

Step 3 – Print labels

Depending on your settings from step 2, a draft shipment will automatically be created in your My DHL Parcel account whenever you 'Deliver' (1) a sales order in your Exact Online account or when creating a direct sales invoice. The order number from Exact Online will automatically be added to the reference field of your draft shipments.

1 - Voorbeeldadministratie Exact Online

Tips for financial year's closing

Find accounts, invoices, entries... Partners Support

Dashboards Accountancy Financial Accounts Sales Inventory Purchase Manufacturing Employees Resellers Projects Subscriptions Activities Documents =exact

Sales order

Save Print E-mail Release Print picking list **Deliver** Invoice Purchase order advice Close

Ordered by
28 DHL Parcel
Parcel
Reactorweg 25
3542AD Utrecht
Utrecht
The Netherlands

Deliver to
28 DHL Parcel
Parcel
Reactorweg 25
3542AD Utrecht
Utrecht
The Netherlands

Invoice to
28 DHL Parcel
Parcel
Reactorweg 25
3542AD Utrecht
Utrecht
The Netherlands

Warehouse 1
Order date 27-12-2022
Order status Open
Shipping method
Document
Shop order: Status

Description
Delivery date 27-12-2022
Delivery status Open
Payment condition 1 30 dagen
Remarks

Order number 385
Your ref.
Invoice status Open
Exchange rate EUR 1,00000
Sales person 2143153 Petra Heuts

Item	Description	Quantity	Unit	Net price	Delivery date	Shop order: Status	BOM	Available stock	VAT code	Price
1 (+) IND300654	Dartbord	1,00	stuk	39,00	27-12-2022			-64,00	2	2

Using the edit button on the drafts page in My DHL Parcel, you can edit your draft shipments and change your shipping options, address information or recipient type. For example, add a return label for the shipment or request a signature upon delivery. For more information, see the [My DHL Parcel](#) manual.