

QUICK GUIDE EXACT ONLINE EXTENSION



Step 1 - Connect with Exact Online

Log in to online shipping service <u>My DHL Portal</u>. If you do not have an account for My DHL Portal yet, <u>create one</u> for free. Open the "Integrations" tab (2) in the "Settings" menu (1). Click "free" below the Exact logo.

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\$	Exact Easily create labels for a	t Online all your Exact Online orders!								

Select the customer number with which you want to link and click on the "Connect to Exact Online" button. You will then be forwarded to Exact Online. Log in to your account and activate the DHL connection. The link between Exact Online and My DHL Portal has now been made. You can deactivate the link whenever you want. Need help? Please <u>contact</u> us.

Step 2 – Print labels

For every sales order that you 'Deliver' (1) from your Exact Online account, My DHL Portal automatically creates a concept label. You can provide a reference on the label by adding a description to your sales order (2).

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Use the edit button in My DHL Portal to adjust each label and choose your preferences and shipping options. For example, add a return label or request a signature on receipt. For more information, see the <u>My DHL Portal</u> manual.