

QUICK GUIDE DHL PLUGIN FOR SHOPWARE



Step 1 – Get your URL

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

Open the "Integrations" tab in the "Settings" menu. Click "free link" below the Shopify logo. You will then receive your unique URL which is linked to your business account. Copy this URL. Need help? Please <u>contact</u> us.

Step 2 – Connect Shopware 6

--- See below for the instructions for Shopware 5 ---Log into your online store in Shopware and go to 'Settings'(1), 'System'(2) 'Plugins'(3).

6	Administration • v6.1.4 Stable Version		Find products, customers, orders		م
	Dashboard				
Ф	Catalogues		Settings		
۵	Orders				
R	Customers	System 2			
Q	Content	oystem 🗸	O Users & permissions	Shopware Account	Shopware update
4	Marketing		Mailer	Blogging	Custom fields
٢	Settings				
			-C: Plugins	(integrations	😡 First Run Wizard
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M	DHL Connector Store				
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Click 'Upload plugin' and add the Zip-file containing the Shopware extension. You can download the <u>Zip-file</u> here.

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III Apps	dotmailer Facebook	📲 Usabilla	Google Analytics	- dhiparcel.nl-accep	it <mark>-</mark> MDP-acceptatie	<mark>—</mark> MDP-admin 🛹 JIR	A 🤤 Plugins - Agile-I	bor 🤤 C2C bo	ard - Jira 😕 PWA / OTC - A	gile		. 90
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Ф	Catalogues											*
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•••	DHL Connector Administrator	^										Ţ
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After uploading the extension you will see it in the list with plugins (1). Install the extension by clicking the three dots (2) and use the slider to activate it (3).

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$\leftarrow \rightarrow$	C shopware-6.dhl-demo.nl/ac	dmin#/sw/plugin/index/list?limit=25&page=1i	&sortBy=upgradedAt&sortDirection=desc&naturalSorting=fa	alse		\$	🛛 G	- :
III Apps	🕘 dotmailer 📑 Facebook 🧃 Usat	billa 🔒 Google Analytics 🧮 dhlparcel.nl-accep	vt 🧮 MDP-acceptatie 🗮 MDP-admin 🛷 JIRA 😑 Plugi	ins - Agile-bor 🧿 C2C boar	rd - Jira 😑 PWA / OTC - Agi	ile		
6	Administration • v6.1.4 Stable Version	Plugins	Search plugins		Q			4
0	Dashboard	< (a) Plugins			Upload plugin			
Ъ	Catalogues							-
۵	Orders		My plugins	Sort by:	Last updated	~		- 1
R	Customers							- 1
G	Content	My plugins	Plugin	Active	Version			- 1
s S	Marketing	Licenses	Language pack for Shopware 6: Dutch shopware AG	Activated	2.1.2			- 1
0	Settings	Updates Recommendations	DHLParcel Shipping DHLParcel	Activated	1.0.0			- 1
Sales	Channel 🕀	Shopware store 🙁	Shopware 6 Demo data shopware AG	Activated	Config Uninstall		1	- 1
闘	DHL Connector Store	Shonware &ccount	PayPal Products for Shopware 6	Deactivated	1.3.0			- 1
1 (0	Headless Minimize menu	Cogged in as dhl@webpioneers.nl						- 1
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Now you can configure the extension by clicking the three dots again, and choosing 'config' (1).

	DHLParcelShipping	Abort	Save
	Sales Channel All Sales Channels		~
DHLParcel Webhook	Active 2 Enabled Webhook URL 3		
	Create label at Order created		
DHLParcel ServicePoints	Activate DHL Parcel Shops Support in Checkout Enabled Google Maps API key Alza SyAV9qJVXDBnVHWwU01bjHO3wJCUxffY2yw		
	Use this shipping method as DHL ServicePoint Method Dichtstbijzijnde DHL ServicePoint		•

Choose for which online store you would like to activate the extension or choose 'All Sales Channels' (1). Enable the extension (2) and paste the URL from step 1 in the Webhook URL field. (3). Choose the order status which has to trigger the creation of a label in My DHL Parcel (4): for every new order, when the order gets either the status "shipped" or "completed", a label is automatically created. Save the data to establish the connection.

Would you like to add the delivery option "DHL ServicePoint" in the check-out of your online store? Activate this option (5) and enter your Google Maps API key (6). You can obtain one in the Google Cloud console. If you do not have an account yet, you can create one. Our <u>Google Maps key manual</u> (in Dutch) is available for a step-by-step explanation. At (7) choose the delivery option DHL ServicePoint (see Step 4 below). Save the settings (8).

Step 3 – Print labels

Hurray! Creating labels is a breeze. My DHL Parcel now automatically creates a draft label for every order. Use the edit button to adjust each label and choose your preferences and shipping options. You can also set default options for each shipment, such as a return label or request a signature on receipt. For more information, see the <u>My DHL Parcel</u> manual.

Step 4 – Delivery options (optional)

Improve your online store with delivery options to increase your online sales. Add options such as DHL ServicePoint or evening delivery in a few clicks. To do this, use the Settings(1) > Shipping(2) menu. Click 'Add shipping method' (3). Add the options you would like to show in your online store and fill in your price per option.

6	Administration • v6.1.4 Stable Version	Shipping methods Sean	ch all shipping methods	م
Ø	Dashboard	< (a) Settings > Shipping (6)	2 English ~	Add shipping method
Ф	Catalogues	Name	Description	Active
Ê	Orders	Aan de deur	Aan de deur	~
ŝ	Customers	Bezorging in de avond	Bezorging in de avond	~
G	Content	Express		×
Å	Marketing	Niet bij buren, in de avond bezorgen	Niet bij buren, in de avond bezorgen	~
Ô	Settings	Niet bij de buren bezorgen	Niet bij de buren bezorgen	~
		No neighbor delivery	No neighbor delivery	~

Set delivery options

For the delivery option 'DHL ServicePoint' you can choose your own name to show in your online store. For all other options <u>you must use one or more of the exact names</u> in the table below. My DHL Parcel can only recognize the shipping option (and print it on your labels automatically) if the name matches one of these inputs exactly:

Dutch copy	English copy	French copy
Avondbezorging	Evening delivery	Livraison le soir
DHL Avondbezorging	DHL Evening delivery	DHL - Livraison le soir
Niet bij de buren bezorgen	No neighbor delivery	Ne pas livrer aux voisins
DHL Niet bij de buren bezorgen	DHL No neighbor delivery	DHL - Ne pas livrer aux voisins
Niet bij buren, in de avond bezorgen	No neighbor, evening delivery	Ne pas livrer aux voisins, ni le soir
DHL Niet bij buren, in de avond bezorgen	DHL No neighbor, evening delivery	DHL - Ne pas livrer aux voisins, ni le soir
In de avond, niet bij buren bezorgen	Evening, no neighbor delivery	Livraison le soir, pas aux voisins
DHL In de avond, niet bij buren bezorgen	DHL Evening, no neighbor delivery	DHL - Livraison le soir, pas aux voisins
Dichtstbijzijnde DHL ServicePoint	Closest DHL ServicePoint	DHL ServicePoint le plus proche
Dichtstbijzijnde DHL punt	Closest DHL location	Point DHL le plus proche
Dichtstbijzijnde DHL afhaalpunt	Closest DHL pickup point	Point d'enlèvement DHL le plus proche
DHL ServicePoint	DHL ServicePoint	DHL ServicePoint
DHL punt	DHL location	Point DHL
DHL afhaalpunt	DHL pickup point	Point d'enlèvement DHL

Activate the delivery options

In the DHL Connector Store menu (1) choose which delivery options you want to display (2) and which delivery option is selected by default in your check-out (3).

6	Administration • v6.1.4 Stable Version	Find products, customers, orders	Q
Ø	Dashboard	DHL Connector Store	English 🗸 Save
Ъ	Catalogues	Curtomor result	
Ċ	Orders	Standard customer group	~
လို	Customers	Payment methods	Default payment method *
	Content	Cash on delivery 🗸	Cash on delivery 🗸
2	Marketing	Shipping methods 2	Default shipping method *
	Settings	Niet bij buren, in de avond bezorgen Niet bij de buren bezorgen	Aan de deur
ales	Channel	Aan de deur Bezorging in de avond	
ສ	DHL Connector Store	Countries	Default country *
۳ ۲		Belgium Germany Netherlands	Netherlands 🗸
	Minimize menu	Currencies	Default currency *
	DHI Connector	Euro	Euro 🗸
DC	Administrator	Languages	Default language *

Set shipping options per country:

The shipping options 'evening' and 'no neighbor' are only available in the Netherlands. Shopware offers you the possibility to set options per country by adding an 'availability rule' to the shipping option. Choose your name and description (1). Set the condition to only show the option to Dutch customers(2). Save the settings.

Nederland		×
Name*	Priority*	
Nederland	1	
Description		
NL klanten		
		h
Shipping country Is one of Netherlands		
AND SUBCONDITION		Delete container
OR		Delete all
		Cancel Save

Price variations in delivery options

Shopware 6 offers many options to set different prices for delivery options. For example, set different rates depending on the shopping cart total. Discover the possibilities in Shopware. In the example below, the price of delivery to a DHL point (1) varies. By adding a 'Pricing level' (2) using a customizable name (3), By adding the pricing level (2), 'DHL ServicePoint' costs €1.95 when the total order amount is less than €50 and becomes free of charge when the order is equal to or exceeds €50 (4). You can name the levels (3) to keep track of your pricing rules more easily.

	DHL Servic	cePoint		English	~	Cancel	Save
Basic information							
	Name *						
	DHLS	ServicePoint		Active			
	Descript	ion		Upload logo		Upload file fro	om url
	DHLS	ServicePoint	1			Upload file Open media	
	Delivery	time*					
	1-3 da	lys					~
	Search	h tags					
Availability							
	Alway	ys valid (Default)					~
iratis boven de 50 euro		3				2	
	Gratis	boven de 50 euro		~	Add	pricing level	
			_				
		Cart price from	4 to	Price (gros	5)		Ξ
		0	50	1,95€			
		50		0,00 €			

Step 2 – Connect Shopware 5

Log into your online store in Shopware and go to the 'Instellingen/Plug-inmanager'. Click on 'Geïnstalleerd'(1), add the new plug-in via the button 'Plug-in uploaden'(2) and choose via the button 'Selecteer'(3) the Zip file with the Shopware plugin. Download the Zip file here.

Plugin Manager									
Zoeken	O Plug-in uploaden 🥠 Licenties synchr	oniseren				Q Zoe			
	Naam van plug-in Ve	rsie Geïnstalleerd op	Geüpdatet op	Licentie	Actief	Ontwikkeld door			
Account	🖂 Geïnstalleerd (6 Plugins)								
	Netherlands Dutch translation 1.2	10 28-04-2020	28-04-2020		1	shopware AG	1	0 🐨	
Account bekijken	DHL Parcel voor Shopware 5 1.0	0.0 28-04-2020	28-04-2020		1	DHL Parcel	1	0	
Mijn aankopen	Shopware 5 Demo Data E				4	shopware AG	1	9 😨	
	Shopware Auto Upda				~	shopware AG	1	0	
	Statistics Houd er r	ekening mee dat plug	atig uploaden en z-ins gezipped mo	nstalleren. eten worden	~	shopware AG	1	0	
Home 1	I InputFilter en het be	stand niet groter mag	zijn dan de inges	telde limiet	4	shopware AG	1	0	
Geinstalleerd	🖂 Inactief (1 Plugins) voor de u	pload.							
	Shopware Import/Exp			3	×	shopware AG	1	0 57	
	E Gedeinstalleerd (11 Pl	n:		Selecteren					
Recommendation	Cron					shopware AG	1	0	
Newcomer	TronBirthday Afbreken			Plug-in uploaden		shopware AG	1	0	
Highlights	1 CronRating	-				shopware AG	1	0	
Themes	CronStock 1					shopware AG	1	0	
Special offer	Erweitertes Menü 1					shopware AG	1	0	
Licenses	Notification 1					shopware AG	1	0	
						ebonurare A/C	1	~	
	▼ ((Pagina 1 van 1))	٢		Veilige modus:	Getoond 1 - 18 va	n 18 Producten per pagina:		20000	Ŧ

Plugin Manager									
Zoeken	🍵 📀 Plug-in uploaden 🏼 🔑 Licenti	es synchroniserer	n				Q Zoe	ken	
	Naam van plug-in	Versie	Geïnstalleerd op	Geüpdatet op	Licentie	Actief	Ontwikkeld door		
Account	I InputFilter	1	18-10-2010	18-10-2010		×	shopware AG	/ 0	^
	Inactief (1 Plugins)								
Account bekijken	Shopware Import/Export	2.10.5	30-04-2020	30-04-2020		×	shopware AG	/ 🗢 👳	
Mijn aankopen	🖃 Gedeïnstalleerd (12 Plugins)								
Management	Cron	1					shopware AG	/ 0	
Home	TronBirthday	1					shopware AG	/ 0	
Geïnstalleerd	1 CronRating	1					shopware AG	/ 0	
Updates	2 CronStock	1					shopware AG	/ 0	
	📹 Erweitertes Menü	1					shopware AG	/ 0	
	Rotification	1					shopware AG	/ 0	
Recommendation	TagCloud	1					shopware AG	/ 0	
Newcomer	Lebug	1.0.0					shopware AG	/ 0	
Highlights	CronProductExport	1.0.0					shopware AG	/ 0	
Themes	S CronRefresh	1.0.0					shopware AG	/ 0	
Special offer	PayPal	2.6.5					shopware AG	/ 0	
Licenses	DHL Parcel voor Shopware 5	1.0.0					DHL Parcel	/ 0	
Extensions	▼ [4 4 Pagina 1 van 1	► ►I I @			Veilige modus:	Getoond 1 - 18 van	18 Producten per pagina:	20000	•

You'll find the DHL plugin in the list 'Gedeïnstalleerd'. Click on the plus icon (1) and activate it.

Now configure the plugin by clicking on the pencil next to the plus.

3	5	Uitschake	len	
Configuratie Log wijzig	en			
Configuratie Log wijzig	en			
Configuratie Log wijzig	Geactiveerd			1.
Configuratie Log wijzig Active: Webhook URL:	Geactiveerd			1.
Configuratie Log wijzig Active: Webhook URL:	Geactiveerd		3	1 2 Opskaar
Active: Webhook URL:	Geactiveerd		3	1 2 Opskaan

Choose for 'Geactiveerd' (1) and paste the Webhook URL from step 1 in the placeholder (2). Save your changes to finalize the installation.

Step 3 – Print labels

Hurray! Creating labels is a breeze. My DHL Parcel now automatically creates a draft label for every order. Use the edit button to adjust each label and choose your preferences and shipping options. You can also set default options for each shipment, such as a return label or request a signature on receipt. For more information, see the <u>My DHL Parcel</u> manual.

Step 4 – Delivery options (optional)

Improve your online store with shipping options and increase your online sales. Add shipping options such as evening delivery in a few clicks. Enter the menu 'Instellingen/Verzendkosten' and add shipping option with the plus icon. Set the following data:

- 1. Title of the shipping option (see options below).
- 2. Choose in which online store(s) you would like to show the shipping options.
- 3. Set the sort order of the options in your checkout.
- 4. Select how you want to calculate the costs. In the example below, the cost per weight of the order is set.
- 5. Set the costs by clicking on the field under 'verzendingskosten'. Add any additional scales if necessary.
- 6. The delivery options "evening" and "no neighbor delivery" are only possible for Dutch consumers. Select "Netherlands" in the Country selection for the options that are only possible for Dutch shoppers.
- 7. Save the changes.

	n				80
Configuratie					
Naam:	DHL Avondbezorging	1 •	Shop:	DHL Demoshop	2
Beschrijving:	DHL Avondbezorging	•	Klantengroep:	Alle groepen	-
			Verzendingskostenbereke	Gewicht	4
Tracking-URL:		•	Verzendingskostenvrij	Nooit	-
Commentaar:			vanaf:		•
Sortering:	2	3 🤹	Verzendingstype:	Standaardverzendingswijze	•
Actief:	v		Betalingswijzetoeslag:	Als eigen winkelmandjespositie	•
			Belastingtarief:	Hoogste belastingtarief	- 0
rzendingskosten	Betalingswijzeselectie	6 Landselectie Categorieën blokkeren	Geavanceerde instellinge	n Vrije tekstvelden	
rzendingskosten	Betalingswijzeselectie Tot	Categorieën blokkeren Verzendingskos	Geavanceerde instellinge	n Vrije tekstvelden Factor(%)	
rzendingskosten	Betalingswijzesekectie Tot 10	Categorieën blokkeren Verzendingskos 5	Geavanceerde instellinge	n Vrije tekstvelden Factor(%)	•
erzendingskosten D1	Betalingswijzeselectie Tot 10 20	Categorieën blokkeren Verzendingskos 5 6 5	Geavanceerde instellinge	n Vrije tekstvelden Factor(%)	0
brzendingskosten 01 01 01	Betalingswijzesekectie Tot 10 20 50 willekeurig	Categorieën blokkeren Verzendingskos 5 6 7 7 8	Geavanceerde instellinge ten	n Vrije tekstvelden Factor(%)	0
uzendingskosten 01 01 01	Betalingswijzeselectie Tot 10 20 50 willekeurig	Categorieen blokkeren Verzendingskos 5 6 7 7 8	Geavanceerde instellinge	n Vrije tekstvelden Factor(%)	00000

Titles for your shipping options

You can choose the following text to name your shipping options in the check-out. <u>Use one or more</u> <u>of these exact texts</u>. My DHL Parcel can only recognize the shipping option and print it on your labels automatically if the name matches one of these inputs exactly:

Dutch copy	English copy	French copy
Avondbezorging	Evening delivery	Livraison le soir
DHL Avondbezorging	DHL Evening delivery	DHL - Livraison le soir
Niet bij de buren bezorgen	No neighbor delivery	Ne pas livrer aux voisins
DHL Niet bij de buren bezorgen	DHL No neighbor delivery	DHL - Ne pas livrer aux voisins
Niet bij buren, in de avond bezorgen	No neighbor, evening delivery	Ne pas livrer aux voisins, ni le soir
DHL Niet bij buren, in de avond bezorgen	DHL No neighbor, evening delivery	DHL - Ne pas livrer aux voisins, ni le soir
In de avond, niet bij buren bezorgen	Evening, no neighbor delivery	Livraison le soir, pas aux voisins
DHL In de avond, niet bij buren bezorgen	DHL Evening, no neighbor delivery	DHL - Livraison le soir, pas aux voisins
Dichtstbijzijnde DHL ServicePoint	Closest DHL ServicePoint	DHL ServicePoint le plus proche
Dichtstbijzijnde DHL punt	Closest DHL location	Point DHL le plus proche
Dichtstbijzijnde DHL afhaalpunt	Closest DHL pickup point	Point d'enlèvement DHL le plus proche
DHL ServicePoint	DHL ServicePoint	DHL ServicePoint
DHL punt	DHL location	Point DHL
DHL afhaalpunt	DHL pickup point	Point d'enlèvement DHL