

# QUICK GUIDE

## MIJNWEBWINKEL x DHL

### EXTENSION



#### Step 1 – Log in to My DHL Parcel

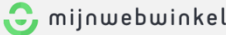
Log in to the online shipping service [My DHL Parcel](#). If you do not have an account for My DHL Parcel yet, [create one](#) for free.

#### Step 2 – Connect with My Online Store

Open the "Integrations" tab in the "Settings" menu. Click the Mijnwebwinkel / My Online Store logo. You will see the following screen after selecting the account number (1) you would like to use to ship your My Online Store orders with:

**MyOnlineStore** ×

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

Account number  
08500001 × ▼

**MyOnlineStore API Settings**

MyOnlineStore API Token

**Authenticate**

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**MyOnlineStore Settings**

Create drafts from MyOnlineStore orders

Return trackercode as internal comment to MyOnlineStore

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**Shipping address**

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

Set your My Online Store API key and secret. You can find this in your My Online Store sales account under Settings-> Add-ons & Modules -> Integrations & API Partners. Click on "Add token", select DHL and 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 My Online Store. The track and trace link will then be automatically saved with the order in your My Online Store sales account.

## 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.
- 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.
- 4 Same-day delivery**

Apply this extra service on the following moments

Days

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.
- 6 Parcel Size**

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

- 1: Select the shipping address for your My Online Store 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 My Online Store 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 – Send tracking link to your customers

If you want My DHL Parcel to automatically send a track and trace link to your customers after printing the label, all you need to do is select the default extra service “Message to the recipient” in My DHL Parcel.

**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.

- Age check 18+
- Expresser
- Op**  At the door
- Se**  Signature on delivery
- the**  Same-day delivery
- In the mailbox
- Pa**  Extra Assured
- Evening delivery (5.30 PM to 9.30 PM)
- No delivery to neighbour
- Ex**  Return label
- Co**  Message to the recipient
- Ea**  Saturday delivery (9 a.m. to 3 p.m.)

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