

MANUAL

# ODOO PLUG-IN



# ODOO DHL ECOMMERCE PLUG-IN INSTALLATION INSTRUCTIONS

The following steps are technical. If unfamiliar with these steps please consult your system administrator.

## Download and install the plug-in in your Odoo server

1. [Click Here](#) in order to download the .zip file containing the plug-in directory.
2. Access the terminal of the server running your Odoo backend.
3. Locate your add-ons directory. The add-ons directory is usually located at `/mnt/extra-addons`.
4. Unzip the downloaded zip file and place the resulting `dhl_ecommerce` directory inside your add-ons directory. For example, if your add-ons directory is named `extra-addons`, after placing the `dhl_ecommerce` directory there, the path to the plug-in should result as: `mnt/extra-addons/dhl_ecommerce`.

## Make the plug-in available in the Odoo admin interface

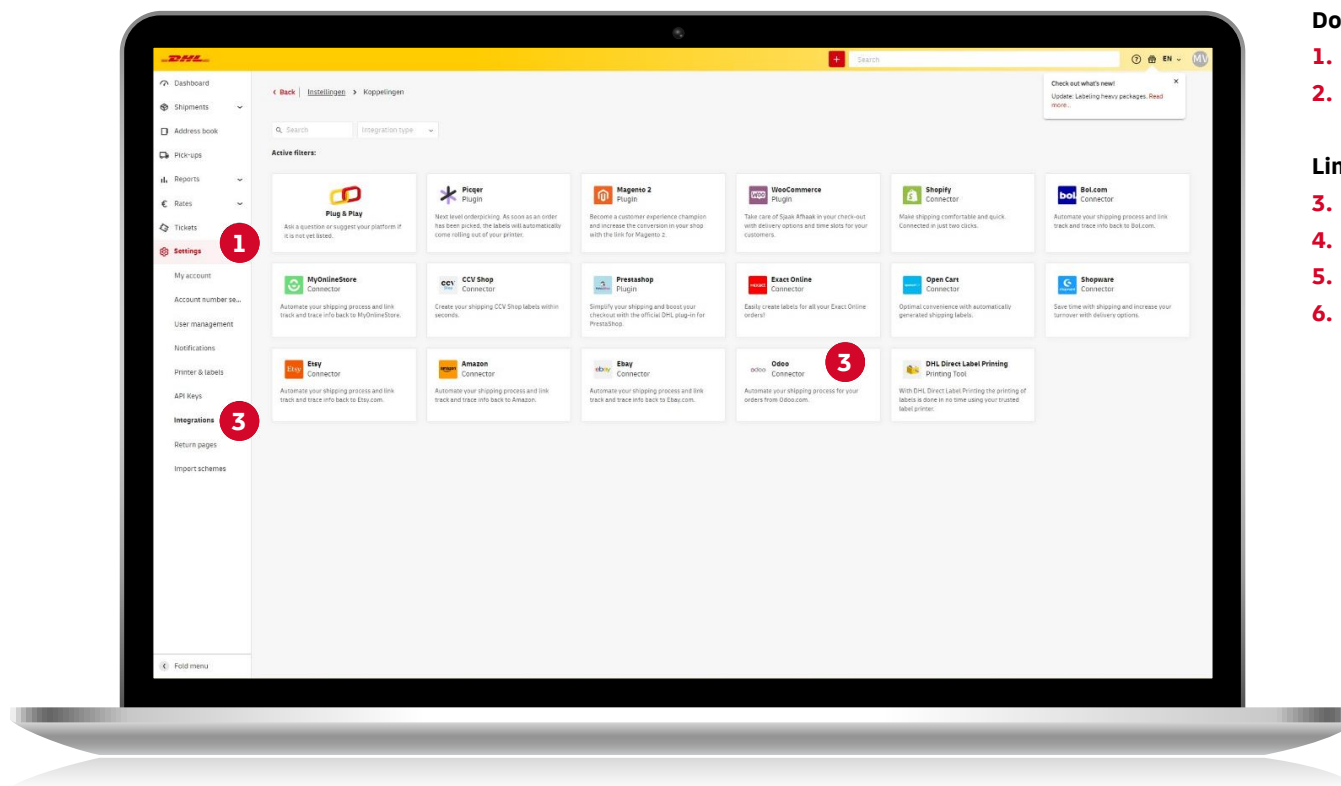
1. Log into the administrator interface of your Odoo webshop.
2. Click on the grid menu (top left of the screen) and choose **Settings**.
3. Scroll all the way down and click on **activate developer mode**.
4. Click on the grid menu (top left of the screen) and choose **Apps**.
5. In the top bar menu, click on **Update Apps List**, and click on the **update** button in the resulting pop-up screen. The plug-in is now available to be activated for your web shop.

## Activate the plug-in for your webshop

1. Click on the grid menu (top left of the screen) and choose **Apps**.
2. In the search bar, click on the **x** in the **Apps** tag to remove it.
3. Enter `dhl_ecommerce` into the search bar and hit enter.
4. The `dhl_ecommerce` plug-in should now be visible. Hit the **activate** button to activate the plug-in.

# ODOO DHL ECOMMERCE PLUG-IN INSTALLATION INSTRUCTIONS

Follow the steps below to install and configure the DHL eCommerce plug-in in your Odoo system:



## Download the plug-in

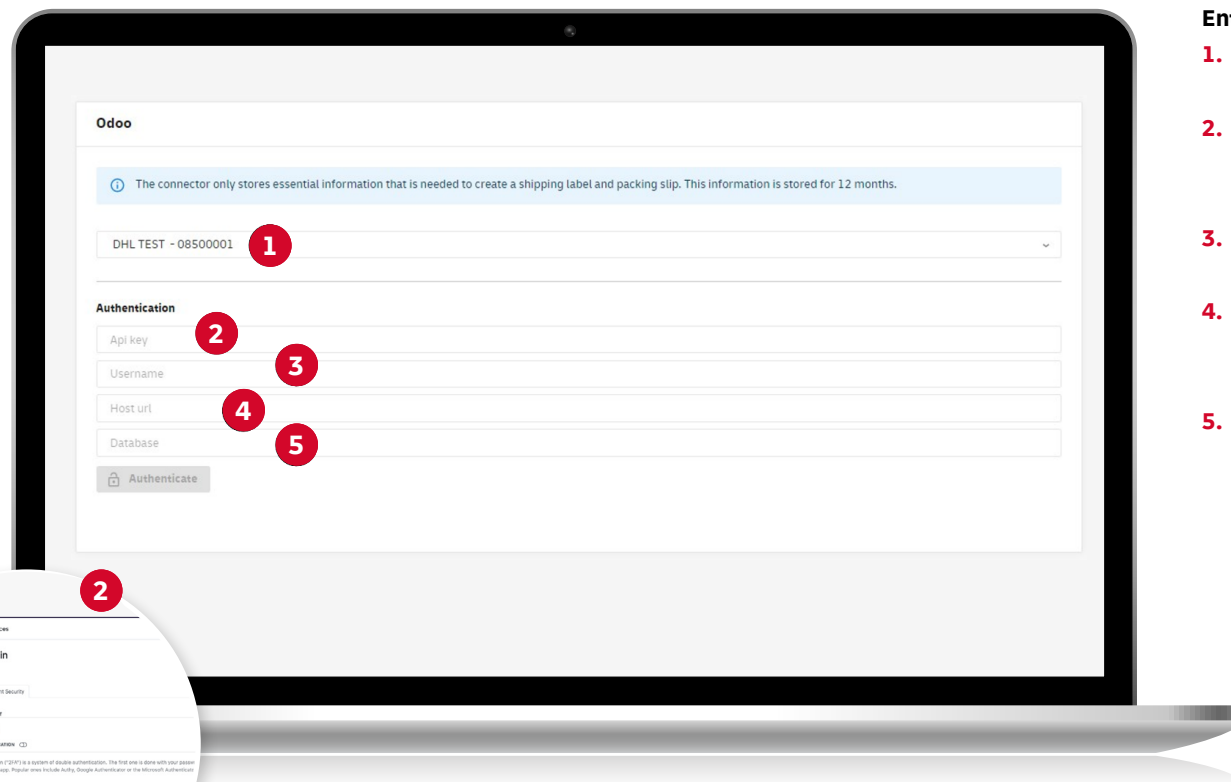
1. Log in to your Odoo administrator account.
2. Navigate to **Apps** and install the **dhl\_ecommerce** module.

## Link DHL to Odoo

3. Login to My DHL Portal.
4. Go to **Settings (1)**
5. Go to **Integrations (2)**
6. Select **Odoo (3)**

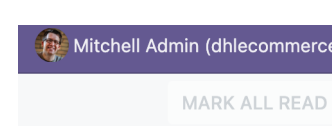
# ODOO DHL ECOMMERCE PLUG-IN

## AUTHENTICATE ODOO



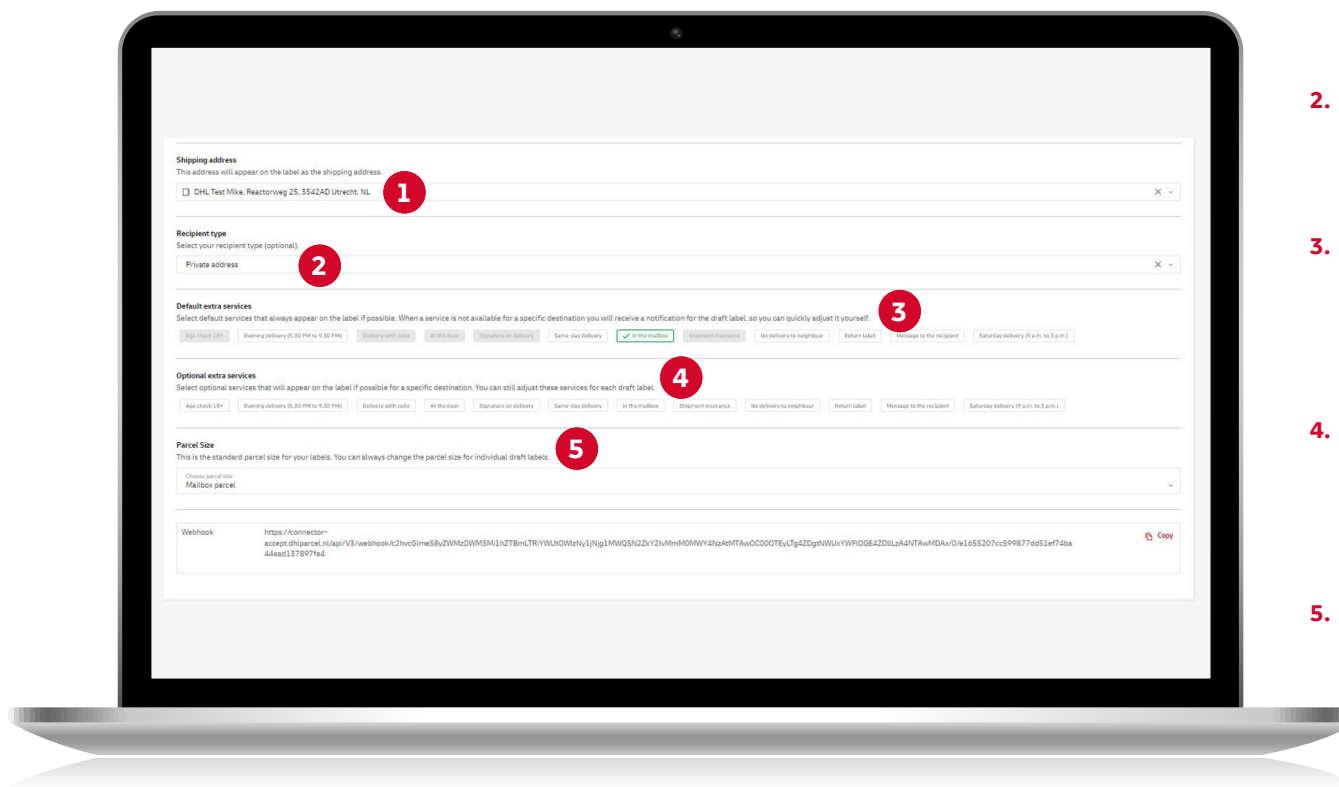
**Enter the following information:**

- 1. Customer number (1)**  
Select your customer number.
- 2. Odoo API key (2)**  
Go to **My Preferences** and click on **Account Security** in your Odoo account menu to find or generate your API Key.
- 3. Odoo user name (3)**  
This is the e-mail address you use to log in to the Odoo environment.
- 4. Odoo host url (4)**  
This is the full url of the Odoo shop.  
**For example:** [https://master.odoo.com/saas\\_master/demo/](https://master.odoo.com/saas_master/demo/)
- 5. Odoo database (5)**  
Go to **Settings** and click on **Activate developer mode**.  
The database name is in parentheses next to your profile name, such as 'dhlecommerce' in this example.



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## FILL IN MISSING DATA



### Once authorized, fill in the missing data

#### 1. Shipping address (1)

Name and address of the sender as printed on the label.

New addresses are added via **Address Book** in My DHL Portal.

#### 2. Type of recipient (2)

Here you indicate whether the recipients of your shipments are business or private. Keep in mind that different conditions, services and rates apply there.

#### 3. Standard additional services (3)

Would you like to use additional services for all shipments? Then set that up here. If certain services cannot be combined, or are not possible for a particular type of recipient or destination, you will receive an error message. You must edit the draft before you can print the label.

#### 4. Optional shipping options (4)

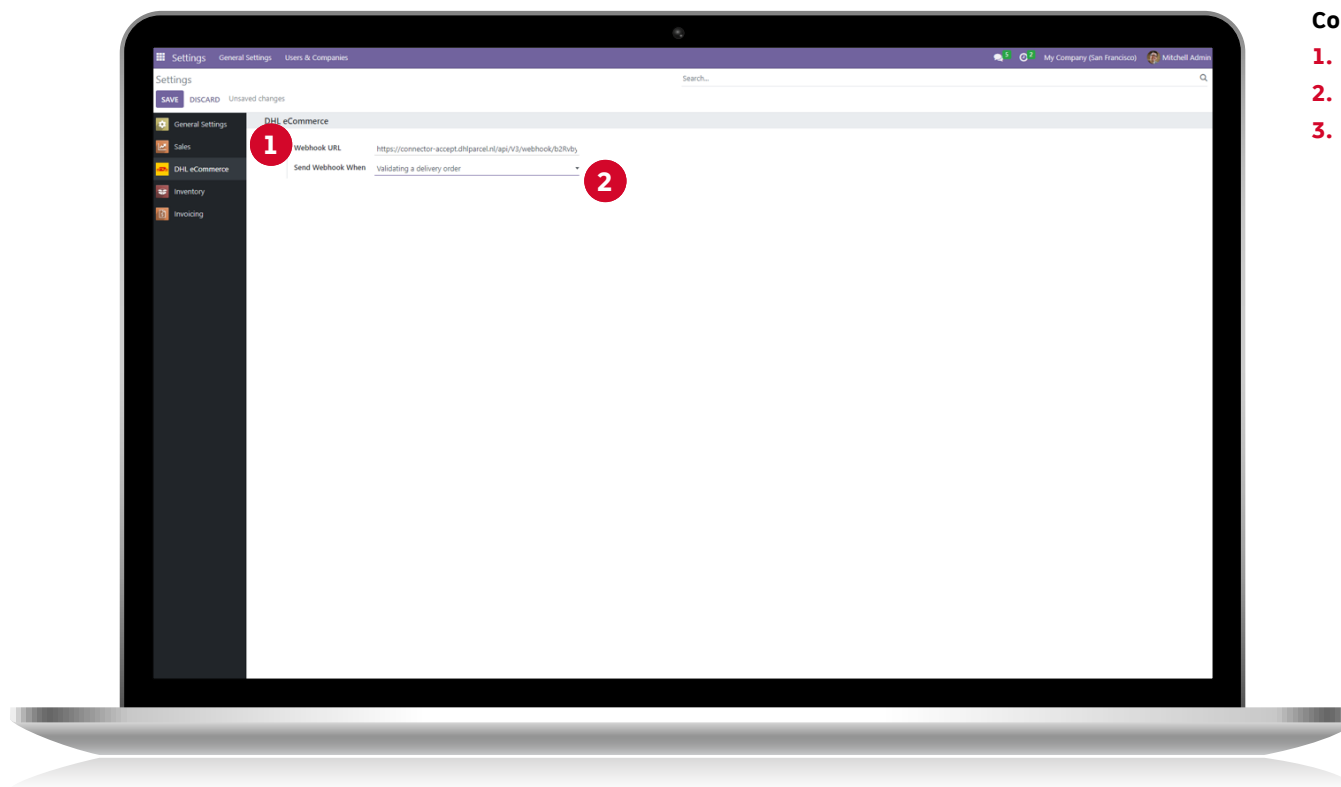
If you select services here that cannot be combined, or are not possible for a particular type of recipient or destination, you will not get an error message. The additional service is simply omitted, and the shipment is created.

#### 5. Package size (5)

The standard package size that we use for your drafts

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## COPYING WEBHOOK

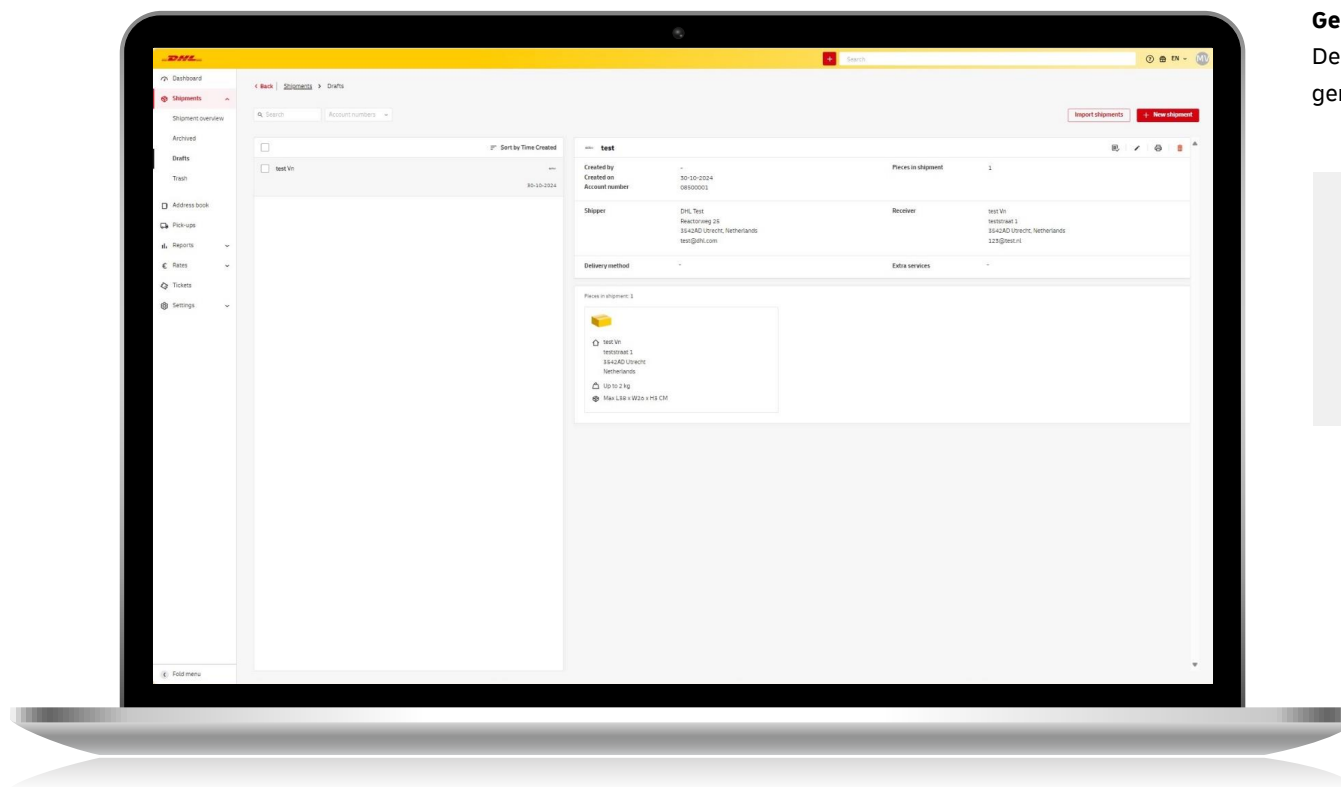


### Copy the webhook and go to your Odoo environment

1. In Odoo, go to **Settings** and select the DHL eCommerce module.
2. Paste your **webhook (1)** in the appropriate field.
3. Select when you want to create a **draft order (2)**:
  - If you are confirming a delivery order: 'Validating a delivery order'
  - If there is a new stock pick event: 'A new stock pick is created'
  - If you are creating a sales order: 'Sales order is created'

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## MAKING LABELS



### Generate labels

Depending on the selection you have made, a draft label is automatically generated in My DHL Portal.

### NEED SUPPORT?

If you have questions or problems while installing or configuring Odoo, then our support team is here for you. Contact us at [ecommercesales.applicationsupport@dhl.com](mailto:ecommercesales.applicationsupport@dhl.com)