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. <u>Click Here</u> in order to download the .zip file containing the plug-in directory.
- 2. Access the terminal of the server running your Odoo backend.
- 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

- Log into the administrator interface of your Odoo webshop.
- 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.
- Click on the grid menu (top left of the screen) and choose Apps.
- 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

- 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**

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e full url of the Odoo shop.

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tabase (5)

ttings and click on Activate developer mode.

base name is in parentheses next to your pro ile name, hlecommerce' in this example.



ODOO DHL ECOMMERCE PLUG-IN FILL IN MISSING DATA

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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

ODOO DHL ECOMMERCE PLUG-IN 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'

ODOO DHL ECOMMERCE PLUG-IN MAKING LABELS

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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 <u>ecommercesales.applicationsupport@dhl.com</u>