

MANUAL DHL CONNECTION

WOO COMMERCE

DHL eCommerce offers a convenient connection for WooCommerce stores called a *plug-in*. With this you offer delivery options directly in your online store which in turn increases service levels for your customers. This means a great benefit for your online store. Research shows* an increase in sales when customers are offered multiple <u>delivery options</u>. This plugin also creates the possibility for you to print labels directly from your online store environment. It makes shipping parcels even easier, done in just a few steps! This manual contains a step-by-step guide to install the connection. Need help? We will be happy to assist you. Just send us an <u>e-mail</u> or call us at +31(0)88 34 54 333.

*Source: Metapack

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INSTALLATION

Step 1: Get your activation code

Before you start working with WooCommerce, first fetch your activation code (also Api Key) from My DHL Portal. In <u>My DHL Portal</u> you can find this code under 'Settings' (1) in the 'API Keys' tab. Click on the 'Generate Api Key' (2) button to fetch your activation code. Save these data safely.

If you do not have a My DHL Portal account or if the 'Generate Api Key' (2) is not visible, please contact us by <u>e-</u> <u>mail</u> or call us at 088 34 54 333.



Step 2: Add the WooCommerce plug-in

Navigate to the 'Plug-ins' page under 'WooCommerce' (1) in the left panel and click the 'New plug-in' (2) tab. Type 'DHL for WooCommerce' into the search bar (3). You will find the official DHL for WooCommerce plug-in amongst the top results. Click the 'Install Now' (4) button and then choose 'Activate' to complete the installation.



Step 3: Choose the correct country setting

Under 'Settings' (1), 'General' (2) select the country in which your company is operating (3).

🚯 📸 Example 📀 7	7 🛡 0 🕂 New											
🖚 Dashboard	WordPress 5.1.1 is available	! <u>Pleas</u>	e update now.									
🖈 Posts	2	2										
93 Media	General Products T	ax	Shipping Pa	ayments	Accounts & Privacy	Emails	Advanced					
📕 Pages												
Comments	Welcome to WooCommerce	– You'r	e almost ready to	start selling	;)							
Man Commerce	Run the Setup Wizard	kip setu	qu									
woocommerce	Vour store door not appear to	bo uri	na a sacura conne	action Wak	highly recommend conving	your optiro	vahsita ovor an					
Orders		De usi	ng a secure conne	ection. we r	lignly recommend serving	your enure v	vebsite over an	ппрэ				
Coupons Reports	Looking for the store notice se	etting?	It can now be fou	nd <u>in the C</u>	ustomiser.							
Settings 1												
Status	Store Address											
Extensions	This is where your business is loc	ated. T	ax rates and shipp	oing rates w	ill use this address.							
Products	Address line 1	0	Reactorweg 25	5								
🔊 Appearance												
🖆 Plugins 😰	Address line 2	0										
👗 Users												
🖋 Tools	City	0	Utrecht									
Settings		-										
Collapse menu	Country / State	Ø	Netherlands				*					
	Postcode / 7IP	0	2542 AD									
	rostcode y zi		5542 AU									
	General options											
	•											
	Selling location(s)	0	Sell to all cour	ntries			•					
	Shipping location(s)	0	Ship to all cou	intries you	sell to		*					

Step 4: Enter activation code in WooCommerce

Go to Settings (1), Shipping Methods (2) and select 'DHL in WooCommerce' (3). Now select the 'Account details' (4) menu. Here you can enter the activation code that you recovered in Step 1 into the 'UserID' (5) and 'Key' (6) fields. Click on the 'Test connection' (7) button and if the connection is successful the button turns green. Should the connection not be successful contact <u>support</u>. Select the correct accountnumber (8) and save your changes.

🔞 🏠 Example 🖸 7	🛡 0 🕂 New		
 Bashboard 	WordPress 5.1.1 is available! Ple	ase update now	
- Media	General Products Tax	Shipping Payments Accounts	& Privacy Emails Advanced
 Pages Comments 	Welcome to WooCommerce – Yo Run the Setup Wizard Skip s	u're almost ready to start selling :) etup	
WooCommerce			
Orders	Your store does not appear to be	using a secure connection. We highly recom	mend serving your entire website over an HTTPS connection to help keep customer data secure.
Coupons	Shipping zones Shipping options	Shipping classes DHL for WooCommerce	3
Reports Settings	DHL for WooCommerce		
Status	This is the official DHL Plugin for Woo	Commerce in WordPress. Do you have a Wo	boCommerce webshop and are you looking for an easy way to process shipments within the Net
Extensions	Plugin Settings	UserID	8c8afaf3-7fc8-486e-8466-d9cbd157eec8
Products	Enable features of this plugin		
Appearance	Account details	Key	0d904197-d4fb-44ac-8c0c-9cae92775717 6
🖆 Plugins 😰	DHL API settings. Still missing		
👗 Users	API credentials? Follow the instructions here.	Test connection	Connection successful 7
🖋 Tools	_		
🔚 Settings		AccountID	08500001 8
-			
	Save changes		

Well done! You succesfully completed the installation of the plug-in. You can now start adjusting your shipping and delivery options. Next thing you know shipping labels will be printed straight from your online store environment.

PLUG-IN SETTINGS

The Plugin Settings tab (1) contains general settings that affect multiple parts of the plug-in. After installation, this is also the place to enable the plug-in (2).

If you want to use the DHL ServicePoint option, enter your Google Maps API key (3) to show the locator in the check-out. Need help obtaining a key? See our step-by-step <u>quick guide</u> (Dutch).

To change the way statuses in your Orders screen behave when creating labels, use the checkboxes and dropdown menu (4). This allows you to apply certain statuses to orders or prevent the plug-in from changing statuses.



LABEL SETTINGS

Use the Label Settings tab (1) to see multiple default options that can be applied to your labels. You can always edit individual orders to make exceptions when processing orders. Use the Bulk creation checkboxes (2) to configure what types of labels should be printed (if available) when using the bulk actions in the Orders overview screen. If you also want to download labels in bulk, check the corresponding checkbox (3). The last option (4) determines how many labels will be printed per page.

🚯 者 Example 🖸 9	🛡 0 🕂 New							
Dashboard	Plugin Settings Enable features of this plugin.	Always enable required signature if available	Enable When creating a label, always select the signature option by default if the service is available.					
≁ Posts♀) Media● Pages	Account details DHL API settings. Still missing API credentials? Follow the instructions <u>here</u> .	Always enable age check 18+ if available	Enable When creating a label, always select the age check 18+ option by default if the service is available.					
Comments WooCommerce	Label Settings Default label settings.	Automatically add the order number as a reference, if possible	Enable When creating a label, always add the order number as reference by default if the service is available.					
Orders Coupons Reports Settings	Shipment options Choose the shipment options for the recipients of your webshop.	Always enable return label if available	Enable When creating a label, always select the return label option by default if the service is available.					
Status Extensions	Delivery times Allow customers to select	Choose the smallest available size						
Products	delivery times and manage when to send packages	Choose size 'Small' only, skip if unav Choose size 'Medium' only, skip if u Choose size 'Large' only, skip if unav	vailable vailable					
Appearance Plugins Users	Default Shipping Address Fill in the details of your shipping address.	Choose size 'Extra Small' only, skip i Choose size 'Extra Large' only, skip i Choose the largest available size	f unavailable					
ToolsSettings	Bulk label download Printer settings Got a Zebra printer? Download Bulk labels combined for page		Default (1 label per page)					
Collapse menu	our DHL Printer Service app and print directly from WooCommerce!	printing	When downloading labels with the bulk feature, labels can be combined to make it easier to print on a single sheet					

SET UP YOUR SHIPMENT OPTIONS

Multiple delivery options in your online store increases service levels for your customers. Research shows an increase in sales when customers are offered multiple delivery options in the checkout. Here you will find how to set up these options.

Step 1: Configuring default options

Use the Shipment options tab (1) to configure a few default settings regarding shipment options. The first checkbox is used to distinguish between a consumer or business store. This affects the shipment options offered in the check-out. If you are using a separate translation plug-in, enter it's code in the empty field (3) to replace the DHL for WooCommerce translations with those of your other plug-in.

If you want to set different shipping prices for multiple countries or regions, enable Shipping zones (4). Important: if enabled, configure your shipment options prices in each separate shipping zone used, instead of using the Shipment options tab. You will find more information in the next steps.

With the dropdown menu (5) you can alter the order in which shipment options are shown in the check-out. The default option shows them in the same order they are listed in the Shipment options tab or shipping zone. Finally, choose whether the prices entered for shipment options in the fields below, are with tax included (6).

🔞 😚 Example 🔿 🤅	9 🛡 0 🕂 New		
Dashboard✤ Posts	Plugin Settings Enable features of this plugin.	2 Send to business by default	Enable When enabled, by default labels will be created for business shipments and the checkout will show business
 Pages Comments 	Account details DHL API settings. Still missing API credentials? Follow the instructions <u>here</u> .	3 Replace text label translation domain	shipping options.
WooCommerce Orders	Label Settings Default label settings.	4 Use shipping zones	If using replacement text labels for shipping methods, it's possible to filter it with a translation domain. To use the text as-is, leave this field empty. Enable Enable
Coupons Reports Settings Status	Shipment options Choose the shipment options for the recipients of your webshop.	5 Change the sort behavior of shipment methods	Set shipping methods per shipping zone. Default
Extensions Products Appearance	Delivery times Allow customers to select delivery times and manage when to send packages	6 prices with tax included	✓ Enter prices with tax included Turn this on to enter prices with the tax included. Turn this off to enter prices without tax.

Step 2a: Configuring shipment options and prices without using Shipping zones

- If you do not use Shipping zones, you can configure all shipment options and prices in the Shipment options tab. Firstly, decide if you want to set a general discounted shipping rule (1) and what amount (total price) should trigger discounted prices (7).

- If you use coupons, choose whether discounted prices should be used before or after the application of coupons (3).

- When (4) is checked, any shipment option specific pricing rules below will be applied after the general discount (1). If unchecked, this means the general discount rule will not be overwritten by any shipment option specific rules.

- Any shipment option below can be activated and a price can be set (5). Make sure to use a decimal separator, using dots, not commas. Check the second box (6) to make the option eligible for a discounted price (or free

shipping, enter "O" in the next field (7)). The amount chosen at (2) is used to trigger this discounted price. Use the next field (8) to name Shipment options differently. Finally, number shipment options to show them in a specific order in the check-out. Make sure to use the "Sort by customer sorting number" option from Step 1.



Let's use the image above to see how shipment option pricing rules work. The first rule adds \in 7 to the \in 3 price for the DHL ServicePoint option when the cart weight exceeds 25kg. The second rule changes the price to \in 2,50 when the total cat amount exceeds \in 25. Note that, when it exceeds \in 50, the price becomes \in 2, because the general discounted pricing rule will not be overwritten (because the box at (4) is unchecked). The third rule adds \in 25 when the cart weight exceeds 50kg and it keeps doing it for every additional 50kg (100kg, 150kg, etc.). The final rule disables the DHL ServicePoint option when the cart weight exceeds 250kg.

Step 2b: Configuring shipment options and prices within Shipping zones

In order to use the DHL Parcel delivery options together with the Shipping zones functionality, it is important to check the 'Use shipping zones' box (3) in the Shipment options menu (2) under the Shipping (1) tab.



Now click Shipping zones (1) in the Shipping tab and click the Add shipping zone (2) button.

🚯 😤 Example 🛡 0	Howe	ly, wpadmin 📃
🍘 Dashboard	General Products Tax Shipping Payments Accounts & Privacy Emails Advanced	Help 🔻
PostsMediaPages	Welcome to WooCommerce – You're almost ready to start selling :) Run the Setup Wizard Skip setup	
Comments WooCommerce	ur store does not appear to be using a secure connection. We highly recommend serving your entire website over an HTTPS connection to help keep customer data secure. Learn te here.	3 Dismiss
Orders Coupons Reports Settings	Shipping zones Shipping options Shipping classes DHL for WooCommerce Shipping zones Add shipping zone Add shipping zone Shipping zone is a geographic region where a certain set of shipping methods are offered. WooCommerce will match a customer to a single zone using their shipping address and prese shipping methods within that zone to them.	nt the
Extensions	Zone name Region(s) Shipping method(s)	
 Products Appearance Plugins 		
 ▲ Users ✓ Tools ▲ Settings 	A shipping zone is a geographic region where a certain set of shipping methods and rates apply.	

Name the zone (1) and add countries to it by typing them in the Zone regions field (2). Click the Add shipping method button (3).

General	Products	Тах	Shipping	Payments	Accounts & Privacy	Emails	Advanced									
Welcome Run the	Wekcome to WooCommerce – You're almost ready to start selling :) Run the Setup Wizard Skip setup															
Your store Shipping zor	does not appea	r to be i ptions	using a secure of Shipping classe	onnection. We l	highly recommend serving	your entire	website over a	an HTTPS co	nnection to l	help keep cu	stomer da	ta secure. <u>Learn</u>	n more here.			
Shipping 2	zones > Ben	elux														
Zone name	1		Benelux													
Zone region	¹⁵ 2		Belgiu	m × Luxemb	ourg × Netherlands											
			Limit to spe	cific ZIP/postcod	<u>es</u>											
Shipping me	ethods		Ð				Title							Enabled		Description
			You	can add n	nultiple shipping	ı metho	ds within	n this zo	one. Only	y custor	ners w	thin the z	zone wil	l see ther	n.	
			Add sh	ipping method	3											
Save chang	jes															

Now use the appearing dropdown menu (1) to select DHL for WooCommerce (2).

🚯 者 Example 📀 2	🗭 0 🕂 New	
Dashboard	н	elp 🔻
Dashboard	General Products Tax Shipping Payments Accounts & Privacy Emails Advanced	
📌 Posts	Shipping zones Shipping options Shipping classes DHL for WooCommerce	
91 Media	Chinai	
📕 Pages	Add shipping method ×	
Comments	Zone na Choose the shipping method you wish to add. Only shipping methods which	
WooCommerce	support zones are listed.	
Orders	Zone re Flat rate 1	
Coupons	Flat rate	
DHL for WooCommerce	Local pickup DHL for WooCommerce 2	
Reports	Shinning methods	
Settings	Title Enabled Description	
Status		
Extensions	You can add multiple shipping methods within	

Now that DHL for WooCommerce is visible, you can move your mouse cursor over to make the Edit button (1) visible.

Shipping zones Shipping options Shipping classes DHL for WooCommerce										
Shipping zones > Benelu	ĸ									
Zone name	Ø Be	enelux								
Zone regions	0 ×	Belgium × Luxembourg × Netherlands								
	Limi	it to specific ZIP/postcodes								
Shipping methods	0	Title	Enabled	Description						
		DHL for WooCommerce Edit Delete		DHL for WooCommerce This is the official DHL Plugin for WooCommerce in WordPress. Do you have a WooCommerce webshop and are you looking for an easy way to process shipments within the Netherlands and abroad? This plugin offers you many options. You can easily create shipping labels and offer multiple delivery options in your webshop. Set up your account below.						
		Add shipping method								
Save changes										

You will be presented with a screen that contains the same shipment options and pricing rules as the Shipment options tab. From here, just follow Step 2a, configuring options and prices for the specific country or region.

DEFAULT SHIPPING- AND RETURN ADDRESS

When you start using the DHL for WooCommerce plug-in it is important to enter a shipping address and, if necessary, a separate return address. In the 'Standard shipping address' (1) menu enter your details (2) that will also be visible as the sender address on the label. If you want to use the Hide Shipper option, check the box and enter alternative details. Save your data (3).

🚯 🏫 Example 🔿 7	🗭 0 🕂 New								
🍘 Dashboard	WordPress 5.1.1 is availa	ble! <u>Please update no</u>	202						
🖈 Posts	•								
9) Media	General Products	Tax Shipping	Payments	Accounts & Privacy	Emails	Advanced			
💋 Pages	i i i i i i i i i i i i i i i i i i i								
Comments	Welcome to WooCommer	rce – You're almost rea	dy to start selling	g ()					
wooCommerce 📢									
Orders	Your store does not appea	r to be using a secure	connection. We l	highly recommend serving	your entire	website over an HTTPS o	connection to help keep cu	stomer data secure. Le	arn more here.
Coupons	Shipping zones Shipping og	tions Shipping classe	DHL for Woo	Commerce					
Reports									
Settings	DHL for WooCommer	ce							
Status	This is the official DHL Plugin	for WooCommerce in	WordPress. Do y	ou have a WooCommerce	webshop an	d are you looking for an	easy way to process ships	nents within the Nethe	rlands and abroad?
Extensions	Plugin Settings	Circo Marco		-					
Products	Enable features of this plugin	n.	1e	Test					
Annearance								2	
A Divine (0)	Account details	Last Nam	e	DHL					
progins 🥶	DHL API settings. Still missin API credentials? Follow the	9							
🛓 Users	instructions here.	Company		DHL					
🖋 Tools									
Settings	Shipment options	Postcode		3542AD					
Collapse menu	for the recipients of your	is .							
	webshop.	City		Utrecht					
	Delivery times Allow customers to select delivery times and manage when to send packages	Street							
		Number		25					
	Default Shipping Addre Fill in the details of your shipping address.	ess Country		Netherland	ds		✓		
		Email		chia ha@a	lal com				
		Linkin		sincided	an.com				
		Phone		12345678	90				
		Different	return address	i 🗌 Enable					
				Use a differ	ent address	for return labels.			
		20000							
		Default h	ide sender add	iress 🗌 Enable					
				Set a defau	t address fo	r the 'Hide sender' serv	vice aption.		
	Debug Settings Settings for developers.								
	Feedback Got questions or feedback about the plugin? Please let know by clicking here.	u							
	Sale changes								

DELIVERY TIMESLOTS

Your potential customers will be more likely to buy from your online store when they can select a specific time slot in which their products will be delivered. At DHL eCommerce delivery times are available for consumers based in the Netherlands. Depending on the recipient's postal code and your preferences the corresponding available delivery times will be shown in the checkout. As a consequence, it's important to configure when you will be able to ship your goods.

Select the 'Delivery times' (1) tab and tick the 'Enable delivery times' box (2). By checking the 'Check stock' box (3), time slots will only be visible when the product is in stock. Select how many days in the future you want to show using the dropdown (4).

By default DHL eCommerce delivers shipments the next working day. Shipments to consumers will also be delivered on Saturday. Any agreements about handing over your goods to us for next day delivery (e.g. pick up times) should be included in your contract or discussed with your account manager. Set these times accordingly for standard delivery and/or delivery with the No neighbour option today (5) or next day (6). For example: choosing 3 days at (6) causes the first available time slot in your check-out to be no sooner than in 3 days.

🚯 📸 Example 😳 9 🛡 0 🕂 New Hi, wpadr Shipping zones | Shipping options | Shipping classes | DHL for WooCommerce Dashboard DHL for WooCommerce Posts This is the official DHL Plugin for WooCommerce in WordPress. Do you have a WooCommerce webshop and are you looking for an easy way to process shipments within the Netherlands and abroad? This plugin offers you 9) Media many options. You can easily create shipping labels and offer multiple delivery options in your webshop. Set up your account below Pages **Plugin Settings** 2 Enable Comments Enable delivery times Enable features of this plugin. Show delivery date and time selection in the checkout and show delivery dates in the dashboard. WooCommerce Account details Orders DHL API settings. Still missing Check stock Fnable 3 API credentials? Follow the instructions <u>here</u>. Coupon Only show delivery times when all cart items are in stock. Reports Settings Label Settings Number of days to display Display 14 days 4 Statu Default label settings. Number of days to display for delivery times Extensions Enable Products Shipment options Choose the shipment options Door delivery today available until 16:00 * for the recipients of your Appearance Door delivery today, avoid dropping at neighbours available until 16:00 . webshop. 🖌 Plugins 👩 1 Next day * Door delivery available until 16:00 * Delivery times 👗 Users Next day 🔻 Door delivery, avoid dropping at neighbours available until 16:00 🔻 Allow customers to select & Tools delivery times and manage ✓ Enable Ship on Mondays when to send packages Settings Collapse menu **Default Shipping Address** Ship on Tuesdays Enable Fill in the details of your

Choose on which days you are able to ship (7) and save your settings.

For example: you have a daily pick up at 6 PM for goods that should be delivered the next working day and you hand over de orders that came in up until 5 PM. In this case choose 'Door delivery available until', select 'Next day' and set the time at 5 PM. This means that the available time slots for the next working day will be visible in your online store until 5 PM.

PRINTING LABELS

You can use the plug-in to easily print shipping labels within the online store environment. Easily choose which options to use by going through the following steps.

Printing individual labels

To print the label for your orders go to the 'Orders' (1) menu and click on the order number or the eye icon in the 'Actions' (2) column.

🚯 📸 Example 🖸 7	🛡 0 🕂 Nev	w								Hi, wpadmin 📃
፼ Dashboard Posts ♀1 Media	WordPress	5.1.1 is available! <u>Please update r</u> Add order	1016.						Screen Options 🔻	Help 🔻
📕 Pages 🛡 Comments	Welcome to Run the Se	WooCommerce – You're almost re tup Wizard Skip setup	ady to start selling :)							
WooCommerce Orders	Your store de	oes not appear to be using a secure	e connection. We highly recommend serving yo	our entire website over a	n HTTPS connection to	help keep customer data secure. Learn more here				C Dismiss Search orders
Reports Settings	Bulk Actions	Apply A	Il dates 🖌 Filter by registered custome	er • Filter				Distant		
Status Extensions		#11 van Wpa test.Klant@dbl.	Test Klant, Reactorweg 25, 3542ad Utrecht Via Avondievering	1 Apr 2019		On hold	€6.00	DHL label into		
Appearance		Order •		Date		Status	Total	DHL label info		
 Program Solution Users Tools Settings 	Bulk Actions	Apply								
 Collapse menu 										

You can now check the address details and change them if necessary (1). In the right panel you can see if you are creating a label for consumers or businesses (2). You can change this by using the switch. The delivery options that your customer chose are automatically selected, but you can always change them (3). Add extra services, like creating a return label to send with the shipment (4). Finally, create the label (5).

🔞 😤 Example 🔿 7	■ 0 + New					Howdy, wpadmin 📗
Dashboard	Edit order Add order					
📌 Posts						_DHL_
91 Media	Payment via Betalingen met cheque. Customer IP: 165.225.72	2.74				Labels for this order
📕 Pages	General	Billing	Shipping		0	No labels have been created yet.
Comments	Date created:	DHL Parcel	DHL Parcel			Create a new Jahol 2
wooCommerce	2019-01-16 @ 12 : 29	Reactorweg 25 3542AD Utrecht	Reactorweg 25 3542 AD Utrecht			create a new laber
Orders	Status:	Email address:	Send to DHL ServicePoint			Private Business
Coupons	On hold *	parcel@dhl.com	DHL Parcel Utrecht Rutherfordweg 1			Belivery method
Reports	Customer: Profile - View other orders - wpadmin (#1 - nlugins@dbl.com) x *	Phone: 06123456789	3542CN UTRECHT NL			
Settings Status	ubeenur (- i biolling anneon)					Delivery to the DHL Mailbox address of the ServicePoint delivery recipient
Extensions	Item			Cost Qty	Total	DHL Parcel Utrecht Change
Products	Cincle			61.00	615.00	Rutherfordweg 1, 3542CN, UTRECHT
🔊 Appearance				€1.00 × 15	€15.00	Extra services
😰 Plugins 🔞						Reference
🚢 Users	ServicePoint delivery				€5.00	🔲 Ó Same-day deilvery
🔑 Tools						Ø Print extra label for return shipment
🖽 Settings				Shipping:	€5.00	*Ø Extra assurance
Collapse menu				Total:	€20.00	
					-	
	Add item(s) Apply coupon Refund				Recalculate	
	Custom Fields				*	Size and weight Selected: DHL ServicePoint Small (0-20 kg, 80x50x35 cm
	Add New Custom Field:					Create 5
	Name		Value			

Step 3: Print label and track your shipment

After creating the label confirmation is shown under the create button (1). You can download and print the label top right (2). Here you also see the shipping number with which you can follow the shipment by <u>track</u> and trace.

🚯 者 Example 😋 1	🛡 0 🕂 New					Hi, wpadmin 📃
Dashboard	Edit order Add order					Screen Options 🔻 Help 🔻
≁ Posts♀) Media● Pages	Order #10 details Payment via Betalingen met cheque. Customer IP: 165.225.7			Labels for this order		
Comments	General Date created:	Billing DHL Parcel	 Shipping DHL Parcel 		0	Small - JVGL08500 2 1949
WooCommerce	2018-10-02 @ 13 : 25	Reactorweg 25 3542AD Utrecht	Reactorweg 25 3542 AD Utrecht			Create a new label
Orders	On hold	Email address: plugins@dbl.com				Private Business
Reports	Customer: Profile - View other orders -	Phone:				Delivery method
Settings	wpadmin (#1 – plugins@dhl.com) × *	06123456789				\varTheta 🖶 🥪
Status Extensions						Delivery to the DHL Mailbox address of the ServicePoint delivery
Products	Item			Cost Qty	Total	recipient
Appearance	Simple			€1.00 × 1	€1.00	Extra services
😰 Plugins						O Same-day delivery
Lusers	Door delivery				€3.00	Print extra label for return shipment
P lools				Shinning	62.00	□ '@ Extra assurance
Collapse menu				Total:	€4.00	Signature on delivery
	Add item(s) Apply coupon Refund				Recalculate	© No neighbour delivery
	Custom Fields Add New Custom Field:				*	Size and weight Selected: Delivery to the address of the recipient © Small (0-26 kg, 80x50x35 cm) Medium (20-31 kg, 80x50x35 cm) Large (31-50 kg, 80x50x35 cm)
	Name		Value			Create
	— Select —	Y				Label created.

Generating and printing multiple labels

If you want to generate and print multiple labels at once, you can do this very easily from the Order screen. To do this, first make sure to enable this option on the Plugin Settings page. Now, after selecting for which orders you would like to create a label (2) use the dropdown menu to choose for what parcel type you would like to print labels (1). Finally, click the Apply button (3) and your labels will be generated and put into one PDF file.

🛞 😤 Example 📀 7 🛡 0 + New Howdy, wpadmin 📃											
2 Dashboard	1	Screen Options 🔻 Help 🔻									
📌 Posts	WordPress 2.01_3 is available! Itease.update.now.										
91 Media	Orders Add order										
📕 Pages	All (3) [On hold (7) Search orders										
Comments	DHL - Prir	nt label	PPly All dates Filter by registered cus	tomer 👻 Filter							
WooCommerce		Order 2		Date	Status	Total	DHL label info				
Orders Coupons	~	#12 DHL Parcel	+	2 mins ago	On hold	€31.00					
Reports Settings		#11 DHL Parcel	*	3 mins ago	On hold	€15.00					
Status Extensions		#10 DHL Parcel		1 hour ago	On hold	€20.00					
Products	~	Order		Date	Status	Total	DHL label info				
🔊 Appearance	Bulk Actio	ons 🔻 🗛	oply								

That's it, sending parcels just became a whole lot easier. You successfully completed the installation of the plug-in. Do you have any questions? We are happy to help. Just send us an <u>e-mail</u> or call us at 088 34 54 333.

FREQUENTLY ASKED QUESTIONS

Do you have any questions about our WooCommerce plug-in? We are ready to assist you and we will try to provide you with an answer as soon as possible. In need of a quick solution? See if your question is in the shortlist below. If you didn't find what you were looking for, we will gladly assist you if you send us an <u>e-mail</u> or call us at 088 34 54 333.

Q: With what versions of WordPress is the DHL plug-in compatible?

A: The DHL plug-in for WooCommerce is compatible with WordPress 4.1 and higher.

Q: What do the additional services for consumers entail?

A: What additional services can be picked from depends on the chosen delivery method. For instance, if you decide to send a mailbox parcel, it is not possible to choose the Signature option. However, this option is available when you decide to send the parcel as a regular home delivery shipment.

Overview additional services:

- Reference: you can add a reference to the shipment, which will be shown as text on the shipping label.
- Return label: a return label can be created when printing the initial shipping label.
- DHL SameDay: if this product is in your DHL contract, we will be able to deliver your parcel the same day between 6 PM and 9 PM.
- Extra Assured: In case of damage or loss you will be able to claim the purchase value up until € 500,-.
- Signature: the recipient will sign upon receipt. This signature will be visible in track and trace.
- Evening delivery: we will deliver the parcel between 6 PM and 9 PM.
- No delivery at neighbor: we will deliver the parcel at the recipient and if they are not home, we will not attempt a delivery at one of their neighbors.
- Age check 18+: the courier checks the recipient's age upon delivery.

Q: What do the additional services for businesses entail?

A: What additional services can be picked from depends on the chosen delivery method.

Overview additional services:

- Reference: you can add a reference to the shipment, which will be shown as text on the shipping label.
- Return label: a return label can be created when printing the initial shipping label.
- Additional transport insurance: additional insurance for your valuable shipments. If your goods are worth more than € 50.000, it is important to contact our customer service for permission.
- Saturday delivery: delivery on Saturday between 9 AM and 3 PM.
- Expresser: delivery next day before 11 AM.
- Hide sender: you will be able to show an alternative shipper name and address on the shipping label.
- Cash on delivery: upon delivery the recipient will need to pay the amount specified by you.
- Construction site delivery: delivery on locations that are under construction.
- Ex works: the recipient will pay DHL the shipping costs.