MANUAL
ODOO 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:
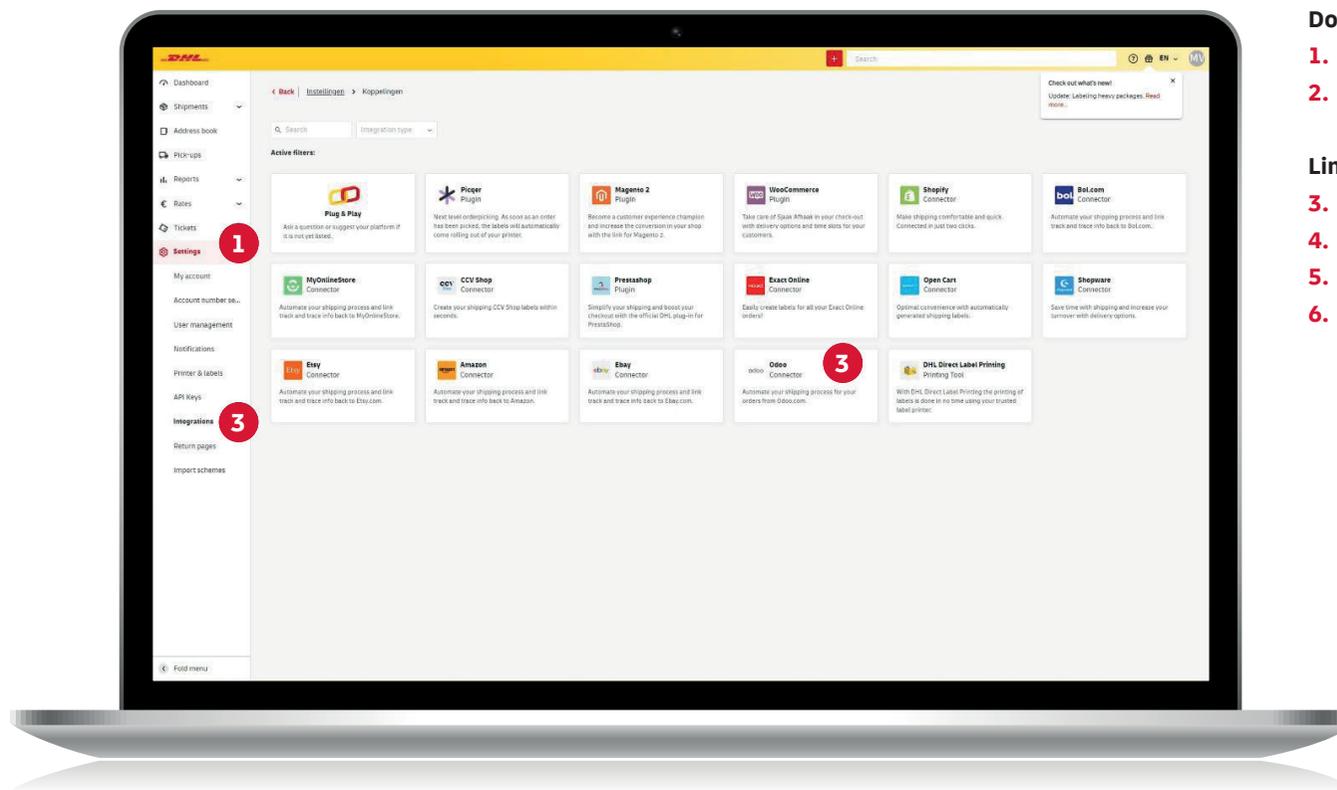
Download the plug-in

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 **Links (2)**
6. Select **Odoo (3)**

ODOO DHL ECOMMERCE PLUG-IN
AUTHENTICATE ODOO

Odoo

ⓘ The connector only stores essential information that is needed to create a shipping label and packing slip. This information is stored for 12 months.

DHL TEST - 08500001 **(1)**

Authentication

Api key **(2)**

Username **(3)**

Host url **(4)**

Database **(5)**

🔒 Authenticate

(2)

Change My Preferences

Mitchell Admin

Preferences   Account Security

PASSWORD MANAGEMENT

CHANGE PASSWORD

TWO-FACTOR AUTHENTICATION ⓘ

Two-factor Authentication ("2FA") is a system of double authentication. The first one is done with your password
from a dedicated mobile app. Popular ones include Authy, Google Authenticator or the Microsoft Authenticate

API KEYS

API Keys are used to connect to Odoo from external tools without the need for a password or Two-Factor A

Description	Scope	Creatio
Api key: 8332a66ef7414b11daf70d313d6cf86bf84176e24		11/11

NEW API KEY

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://odoo-demo-accept.dhlecommerce.nl/

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.

   Mitchell Admin (dhlecommerce)

   MARK ALL READ
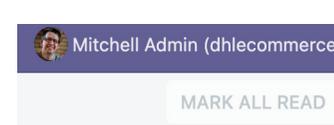
ODOO DHL ECOMMERCE PLUG-IN
FILL IN MISSING DATA
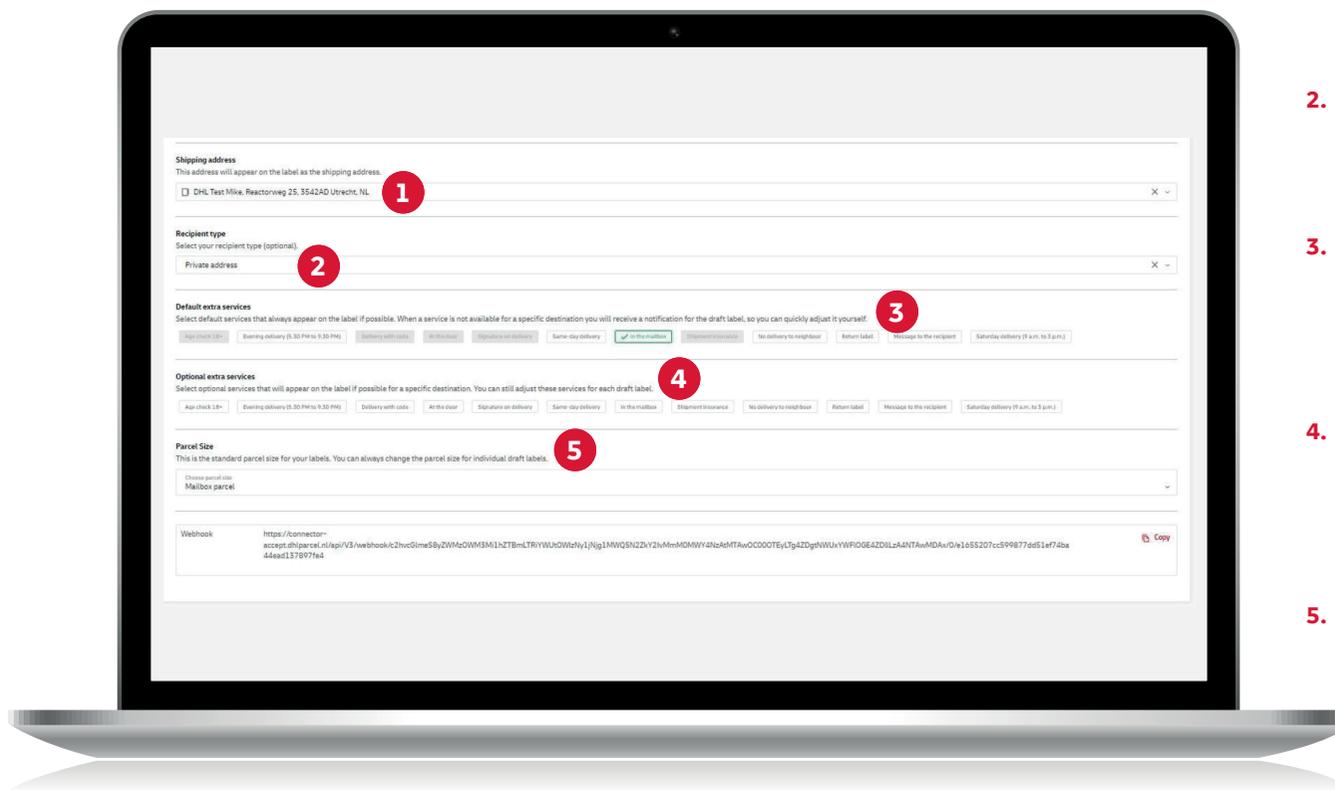
Once authorized, fill in the missing data

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

ODOO DHL ECOMMERCE PLUG-IN
COPYING WEBHOOK
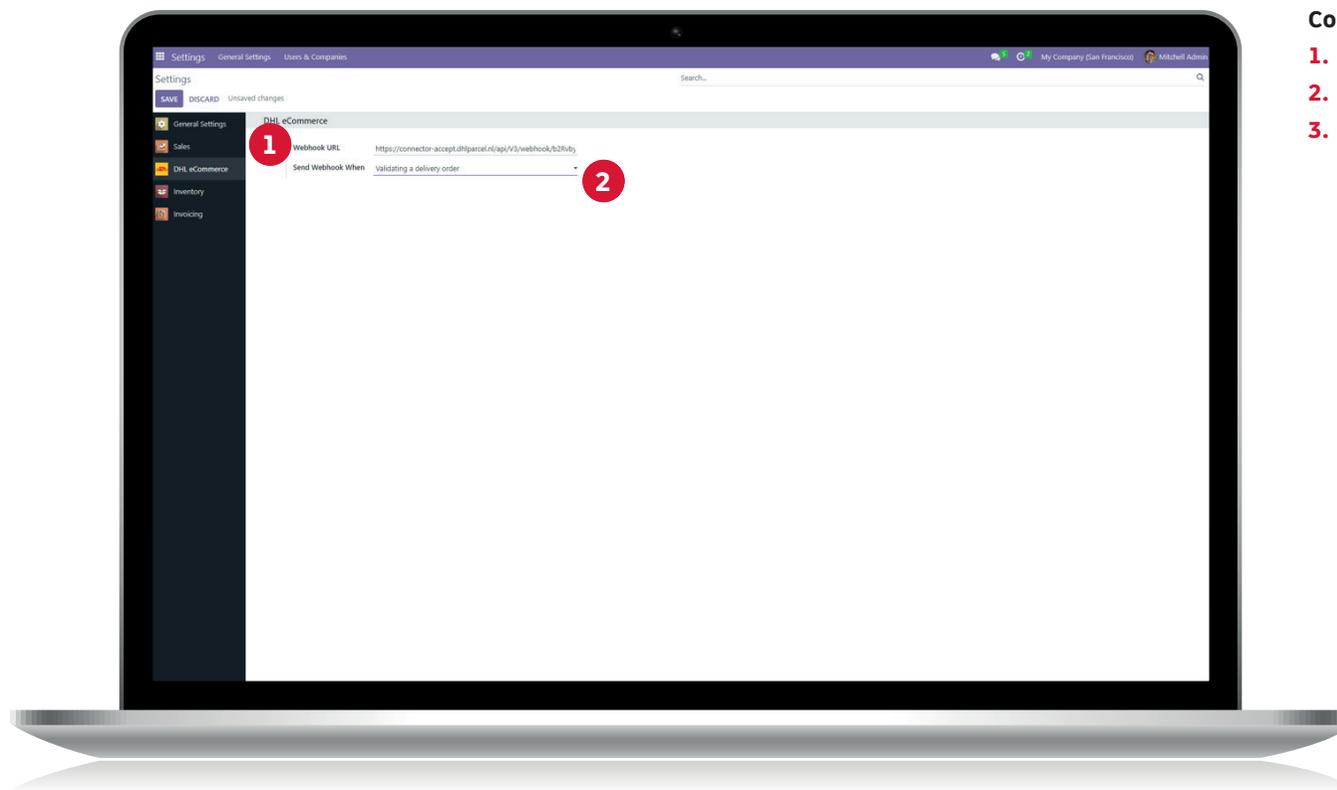
Copy the webhook and go to your Odoo environment

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 new stock: 'A new stock pick is created'
   → If you are creating a sales order: 'Sales order is created'

ODOO DHL ECOMMERCE PLUG-IN
MAKING LABELS
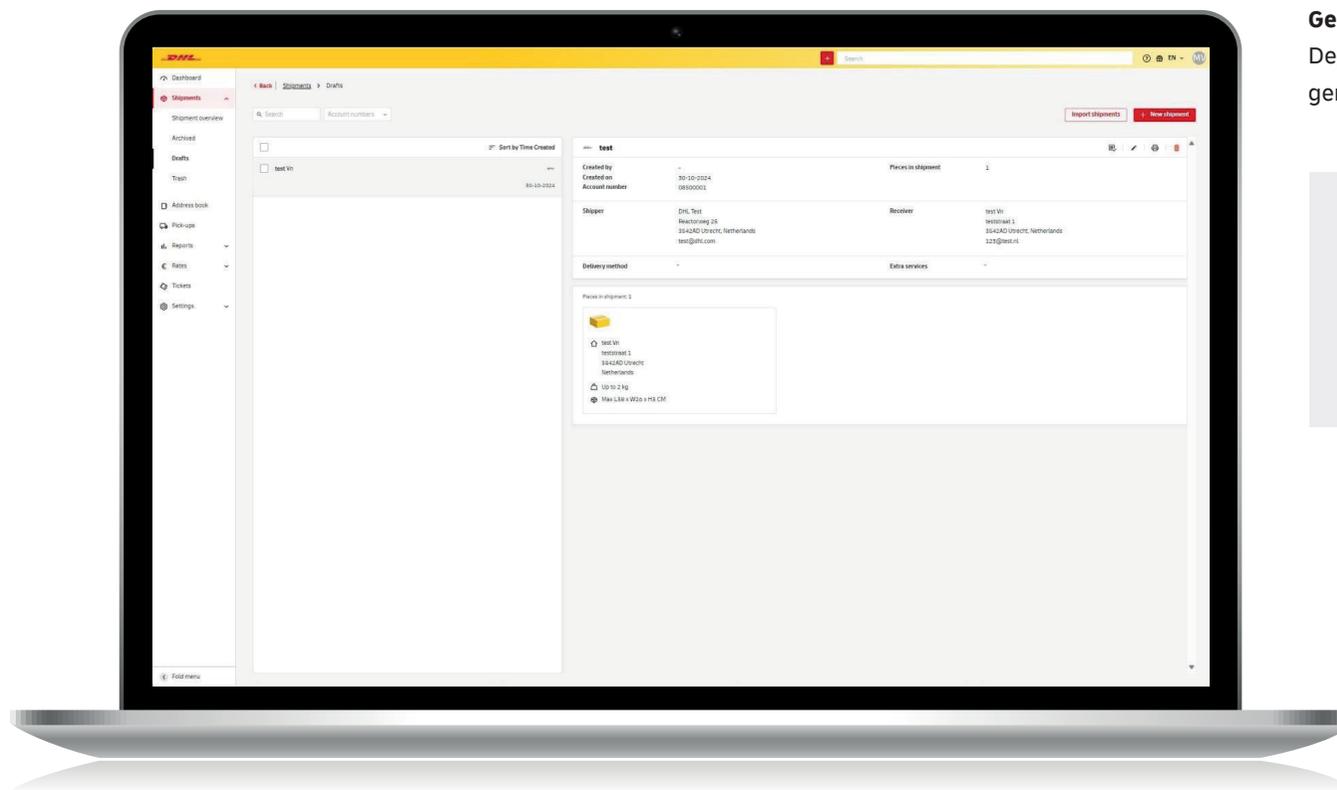
Generate labels

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**