

# QUICK GUIDE

# DHL FOR SHOPIFY EXTENSION



## Step 1 – Get your URL

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

Open the "Integrations" tab in the "Settings" menu. Click "free link" below the Shopify logo. You will then receive your unique URL which is linked to your business account. Copy this URL. Need help? Please [contact](#) us.

## Step 2 - Connect

Go to your Shopify online store and click "Notifications" in the "Settings" menu. Scroll down a bit until you see "Webhooks". Click the "Create Webhook" button.

The screenshot shows the 'Add webhook' form in Shopify. It includes the following fields and actions:

- Event:** A dropdown menu with 'Order creation' selected, marked with a red circle '1'.
- Format:** A dropdown menu with 'JSON' selected.
- URL:** An empty text input field, marked with a red circle '2'.
- Webhook API version:** A dropdown menu with '2023-07 (Latest)' selected, marked with a red circle '3'.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right, with the 'Save' button marked with a red circle '4'.

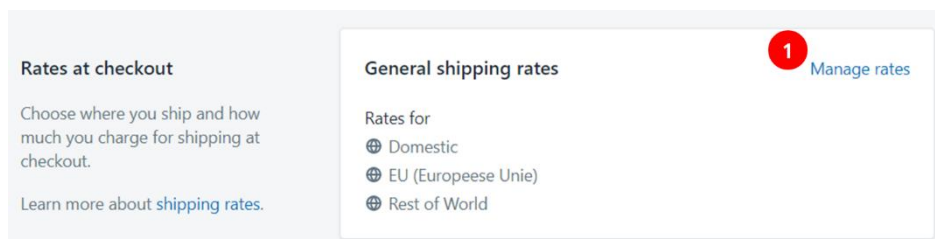
Below 'Event', select the option 'Order creation' or 'Order fulfillment' (1), Paste the URL (2) from step 1 and select the correct API version, the option that is marked as '**Latest**' (3). Click 'Save webhook' (4) and the connection is made. If you choose 'Order creation', you will receive a shipping label in My DHL Parcel once the order is received. With a link on 'Order fulfillment' we create a label when you have completed the order in Shopify. In both cases, you only pay if you actually send the parcel with us.

## Step 3 – Print labels

My DHL Parcel now automatically creates a draft label for every order. Use the edit button to adjust each label and choose your preferences and shipping options. For example, add a return label or request a signature on receipt. For more information, see the [My DHL Parcel](#) manual.

## Step 4 – Delivery options (optional)

Improve your online store with shipping options and increase your online sales. Add shipping options such as evening delivery in a few clicks. To do this, use the Settings > Shipping settings menu. Click 'Manage rates' (1).



You can set delivery options and prices per zone via the button "add rate" (1). All delivery options are possible for the Netherlands. The home delivery option is available in the rest of Europe and you can also offer delivery to a DHL ServicePoint in the following countries: Belgium, Bulgaria, Denmark, Germany, Estonia, Finland, France, Greece, Hungary, Ireland, Croatia, Latvia, Lithuania, Austria, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, the Czech Republic, the United Kingdom and Sweden. We deliver the parcel to the nearest DHL ServicePoint.

Domestic Netherlands			
Rate name ▲	Condition	Price	
Closest DHL ServicePoint	—	€7.50	...
Evening delivery	—	€7.50	...
Home delivery	€0.00–€100.00	€5.00	...
Home delivery	€100.00 and up	Free	...
No neighbor delivery	—	€8.00	...
No neighbor, evening delivery	—	€10.00	...

1

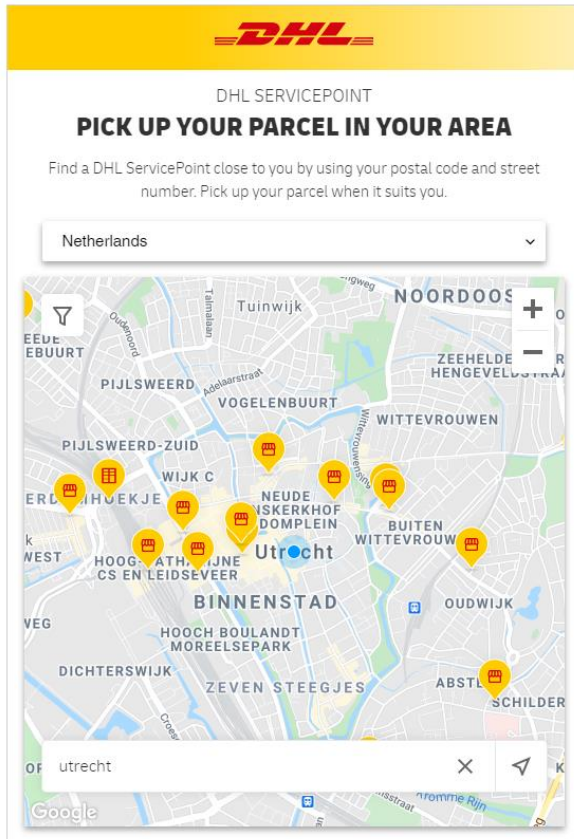
**Choose the titles for your shipping options:**

You can choose the following text to name your shipping options in the check-out. Use one or more of these exact texts. My DHL Parcel can only recognize the shipping option and print it on your labels automatically if the name matches one of these inputs exactly:

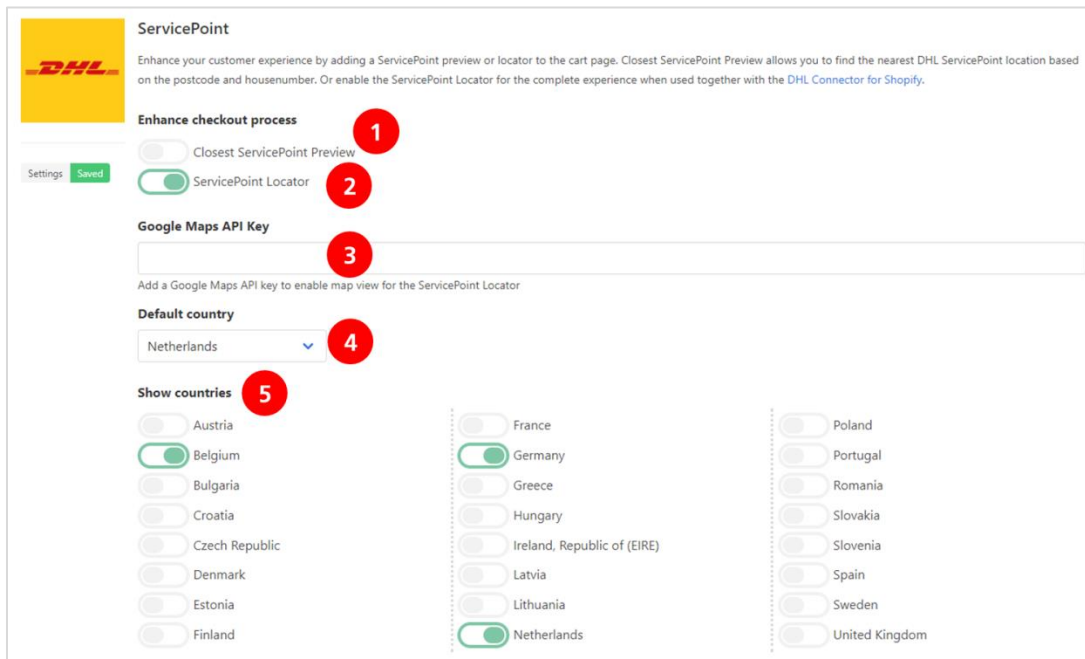
<b>Dutch texts</b>	<b>English texts</b>
Dichtstbijzijnde DHL ServicePoint	Closest DHL ServicePoint
Dichtstbijzijnde DHL punt	Closest DHL location
Dichtstbijzijnde DHL afhaalpunt	Closest DHL pickup point
DHL ServicePoint	DHL ServicePoint
DHL punt	DHL location
DHL afhaalpunt	DHL pickup point
Avondbezorging	Evening delivery
DHL Avondbezorging	DHL Evening delivery
Niet bij de burens bezorgen	No neighbor delivery
DHL Niet bij de burens bezorgen	DHL No neighbor delivery
Niet bij burens, in de avond bezorgen	No neighbor, evening delivery
DHL Niet bij burens, in de avond bezorgen	DHL No neighbor, evening delivery
In de avond, niet bij burens bezorgen	Evening, no neighbor delivery
DHL In de avond, niet bij burens bezorgen	DHL Evening, no neighbor delivery

## Step 5 – DHL ServicePoints in your webshop (optional)

Want to display DHL locations at your online stores' checkout? Like in the example below:



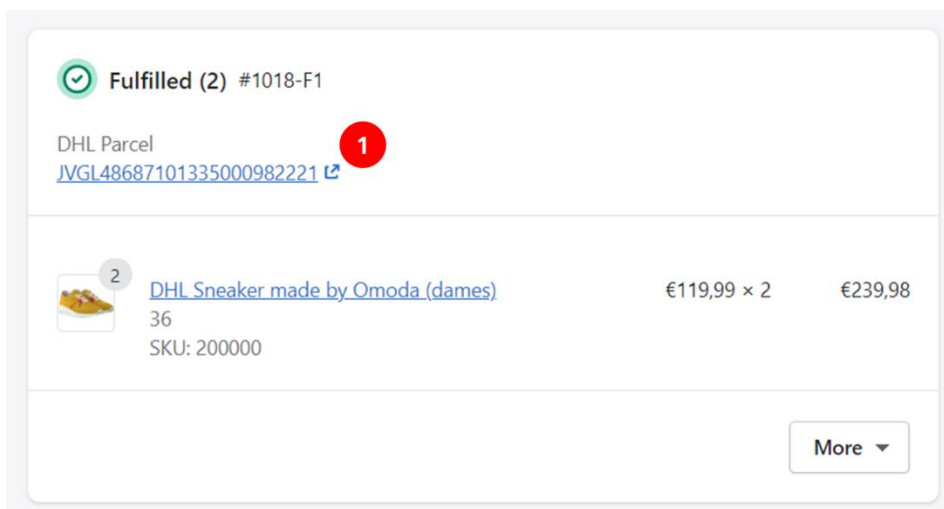
With our Shopify app, you can. You can download the app from the Shopify App Store. Search for “DHL Parcel” or use the direct link to the [DHL Parcel app](#). Add the app to your online store and choose the following settings:



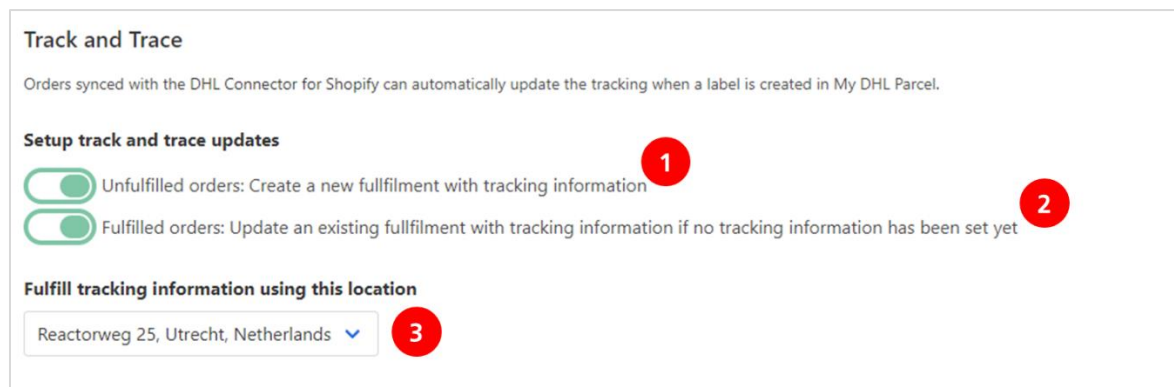
Adjust the slider (1) to display the closest DHL location in the customer's shopping cart. If you just want to display an overview of DHL locations, activate option (2). If you have a Google Maps API Key, you can enter it in (3). This is optional. If you don't have an API Key, a list display of DHL locations will be displayed instead of a map. In (4), choose the country that you would like to display by default in your shop, and activate the countries that you ship to (5).

## Step 6 – Track and trace information (optional)

In the DHL Parcel app for Shopify, you can specify that track and trace information be updated in your online store. Once the shipping label has been created, the track and trace link will be added to your order and will be included as a clickable link in the shipping confirmation sent to your customer. In the figure below, you can see an example in (1):



When setting up the app, you can send the track and trace link back to your online store. Activate the slider (1) if you would like to send track and trace information back for every order. If you only want that for fulfilled orders, activate the slider in (2). Finally, select the shipping address from which you wish receive the track and trace information.



Now, sending parcels is a lot easier. You have successfully completed the installation of the plug-in. Do you have any questions? We are happy to help you by [mail](#) or call 088 34 54 344.