



# QUICK GUIDE

## DHL x ETSY EXTENSION




### Step 1 – Log in to My DHL Parcel

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

### Step 2 – Connect with Etsy

Open the "Integrations" tab in the "Settings" menu. Click on the Etsy logo. You will see the following screen after selecting the account number you would like use to ship your Etsy orders with:

**Etsy** ×



Start saving minutes with every shipment. My DHL Parcel automatically creates draft shipments for all your orders and sends the track and trace info to your Etsy.com reseller account. You will have full control of your logistics with reports, track and trace and smart alerts in your online shipping tool.

Account number  
01234567

**Connect with Etsy**

[Connect with Etsy](#) ● not connected

**Shipping address**  
This address will appear on the label as the shipping address.


Choose a shipping address

[More Info \(PDF\)](#) ✓ Saved changes [Close](#)

Click the 'Connect with Etsy' button and log in to your Etsy sales account. Give DHL Parcel access to your sales account to create the link.

Go back to My DHL Parcel and click on the 'Confirm connection' button:

**Etsy** ×



Start saving minutes with every shipment. My DHL Parcel automatically creates draft shipments for all your orders and sends the track and trace info to your Etsy.com reseller account. You will have full control of your logistics with reports, track and trace and smart alerts in your online shipping tool.

Account number  
01234567

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**Connect with Etsy**

[Confirm connection](#) ● in progress

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**Shipping address**  
This address will appear on the label as the shipping address.

Choose a shipping address

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[More Info \(PDF\)](#) ✓ Saved changes [Close](#)

You will then see a confirmation that your Etsy account is connected to My DHL Parcel (1). Activate the slider (2) if you want a label for every order. And choose at (3) whether you want to send the track and trace number back to Etsy. The track and trace link will then be automatically saved with the order in your sales account and the recipient will receive the track and trace link by e-mail in the shipping confirmation. Choose your default shipping address (4) and then the screen expands for additional settings.

**Connect with Etsy**

1 [Disconnect](#) ● connected

**Etsy Settings**

2  Create drafts from Etsy.com orders

3  Return track and trace code to Etsy.com

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**Shipping address**  
This address will appear on the label as the shipping address.

4 Choose a shipping address

## Step 3 – Print labels

Set the shipping options for your labels in My DHL Parcel.

**1 Recipient type**  
Select your recipient type (optional).

Select a recipient type  
Private address

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**2 Default extra services**  
Select default services that always appear on the label if possible. When a service is not available for a specific destination you will receive a notification for the draft label, so you can quickly adjust it yourself.

Choose default services  
At the door X

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**3 Optional extra services**  
Select optional services that will appear on the label if possible for a specific destination. You can still adjust these services for each draft label.

Choose optional services

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**4 Parcel Size**  
This is the standard parcel size for your labels. You can always change the parcel size for individual draft labels.

Choose parcel size  
Parcel up to 23 kg (max L200 W120 H80 CM)

**1:** Optionally choose whether you send to business or private recipients. With a choice here you limit the number of options for the extra services (2 & 3). This gives a better overview when choosing the extra options.

**2:** Select which additional services you want on each label by default. If an option is not possible, you will be notified of this at the draft label.

**3:** Select which additional services you would like optionally on each label. If an option is not possible, My DHL Parcel will create the draft label without the options that are not possible. You will not be notified of this.

**4:** Choose your default package size that most applies. You can still adjust this per label.

Printing labels is now a breeze. For every order, My DHL Parcel automatically creates a draft label with the shipping options you have set. You can recognize the label by the Etsy logo and the order number that automatically appears on the label as a reference. The edit button allows you to customize each label.

### Packing slips

A packing slip is available for each label in My DHL Parcel. Click on the button in the image below to download the packing slip:



For more information, see the [My DHL Parcel manual](#).

## Step 4 – Your Etsy orders automatically up-to-date

After printing the label, My DHL Parcel automatically returns the track and trace data to Etsy. Your order will automatically be moved to the 'Completed' tab in Etsy. In the details of the order you will see the track and trace link of your shipment.

Have a good sale and enjoy shipping with us. Need help? Please [contact](#) us.