

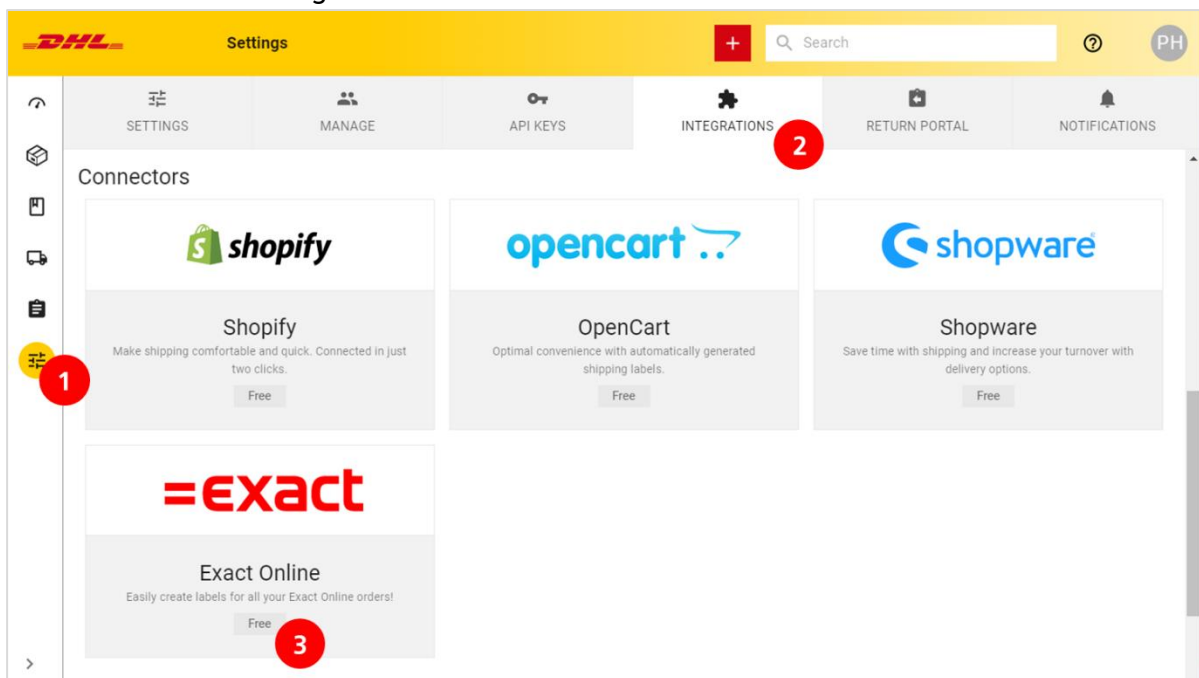
QUICK GUIDE

EXACT ONLINE EXTENSION



Step 1 – Connect with Exact Online

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 (2) in the "Settings" menu (1). Click "free" below the Exact logo.



Select the customer number with which you want to link and click on the "Connect to Exact Online" button. You will then be forwarded to Exact Online. Log in to your account and activate the DHL connection. The link between Exact Online and My DHL Parcel has now been made. You can deactivate the link whenever you want. Need help? Please [contact us](#).

Step 2 – Print labels

For every sales order that you 'Deliver' (1) from your Exact Online account, My DHL Parcel automatically creates a concept label. You can provide a reference on the label by adding a description to your sales order (2).

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Sales order IT ▼

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Ordered by [DHL Parcel](#)

[Parcel](#)
Reactorweg 25
3542AD Utrecht
Utrecht
The Netherlands

Delivered to [DHL Parcel](#)

[Parcel](#)
Reactorweg 25
3542AD Utrecht
Utrecht
The Netherlands

Invoice to [DHL Parcel](#)

[Parcel](#)
Reactorweg 25
3542AD Utrecht
Utrecht
The Netherlands

Warehouse [Parcel](#)

Order date [Calendar](#)

Payment condition [30 dagen](#)

Sales person [Petra Heuts](#)

Description

Delivery date [Calendar](#)

Exchange rate EUR

Shop order: Status

Order number 170 ◀ ▶

Your ref.

Document [Parcel](#)

Item	Quantity	Unit	Net price	Delivery date	Purchase order	Shop order: Status	BOM	Available stock
1 <input type="text" value="x"/> <input type="text" value="+"/> SUP20046 Energydrink	<input type="text" value="1,00"/>	stuk Piece	<input type="text" value="1,75"/>	<input type="text" value="08-10-2020"/> Calendar				<input type="text" value="-71,00"/>

Use the edit button in My DHL Parcel 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.