

# USER MANUAL

## DHL PARCEL



### Introduction

DHL offers a convenient plug-in for Magento 1 online stores. This plug-in allows you to add multiple online delivery options, which improves customer service and your online environment. Research\* has shown that offering multiple [delivery options](#) leads to an increase in online sales. The plug-in also allows you to print shipping labels directly in your online store, which makes shipping packages a lot easier and a lot more fun. This manual contains a step-by-step guide for installing Magento 1. If you have questions or if you need assistance, feel free to send us an [e-mail](#). Please note that this plug-in is only available for online stores that ship orders from the Benelux and Switzerland.

\* Source: Metapack

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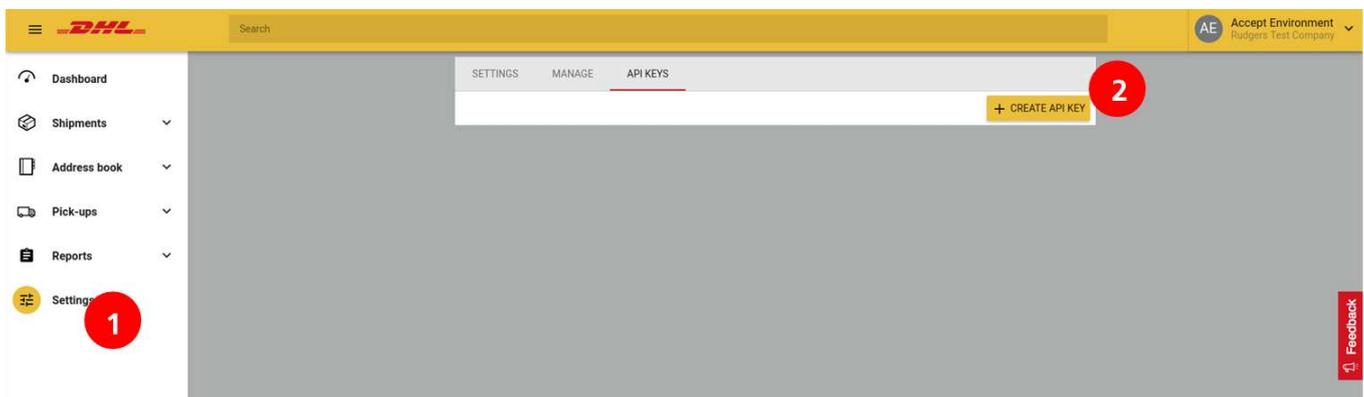
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## Installation

### Step 1: Get an activation code

Before you can get started with Magento, you first have to obtain an activation code (API Key) from [My DHL Parcel](#). Go to "Settings" (1) in My DHL Parcel and click on the tab "API Keys". Then click on the button "Create API Key" (2) to retrieve your activation code. Make sure you save this information carefully.

If you do not have a My DHL Parcel account or if you do not see the button "Generate API Key" (2), send us an [e-mail](#).



### Step 2: Install the plug-in

Unzip the plug-in file in the Magento root folder using the following commands:

```
$ cd /root/van/magento/project  
$ unzip magento1-dhl-shipping-*.zip
```

Example:

```
[root@16b6422c8f1a:/var/www/html# cd /var/www/html/  
[root@16b6422c8f1a:/var/www/html# unzip magento1-dhl-shipping-*.zip
```

After extracting the ZIP file, we recommend clearing your Magento cache.

### Step 3: Open the DHL plug-in in Magento

Use the "Systems" (1) tab to navigate to the "Configuration" page (2).

The screenshot shows the Magento Admin Panel interface. At the top, there is a navigation bar with the following tabs: Dashboard, Sales, Catalog, Customers, Promotions, Newsletter, CMS, Reports, System, and a 'Get help for this page' link. The 'System' tab is highlighted with a red circle labeled '1'. Below the navigation bar, the 'Dashboard' page is visible, featuring several widgets: 'Lifetime Sales' (€ 39.763,08), 'Average Orders' (€ 1.988,15), 'Last 5 Orders' (a table with columns for Customer, Items, and Grand Total), and 'Last 5 Search Terms' (a table with columns for Search Term, Results, and Number of Uses). On the right side, there is a 'Revenue' widget (€ 0,00) and a 'Quantity' widget (0). Below these, there is a 'Bestsellers' and 'Most Viewed' section. A dropdown menu is open from the 'System' tab, listing various system management options. The 'Configuration' option is highlighted with a red circle labeled '2'. The dropdown menu items are: My Account, Notifications, Tools, Web Services, Design, Import/Export, Manage Currency, Transactional Emails, Custom Variables, Permissions, Magento Connect, Cache Management, Index Management, Manage Stores, Order Statuses, and Configuration.

Customer	Items	Grand Total
Jane Doe	3	€ 975,55
Jane Doe	3	€ 975,55
Jay Smith	2	€ 372,38
Jay Smith	2	€ 372,38
John Doe	5	€ 595,45

Search Term	Results	Number of Uses
-------------	---------	----------------

Product Name	Quantity Ordered
Convertible Dress	35
Tori Tank	31
Sullivan Sport Coat	25
Compact mp3 Player	20
Bath Minerals and Salt	20

## Step 4: Configure the plug-in

The screenshot shows the Magento Shipping Methods configuration page for DHL Parcel. The left sidebar contains a navigation menu with 'Sales' (1) and 'Shipping Methods' (2) highlighted. The main configuration area is titled 'Shipping Methods' and includes a 'Save Config' button at the top right. The configuration fields are as follows:

- Enabled:** Yes (4)
- Title:** DHLParcel (3)
- API UserID:** 1a1abcd1-1abc-123a-1234-a1abc123abc1 (5)
- API Key:** 1a1abcd1-1abc-123a-1234-a1abc123abc1 (5)
- Test API Credentials:** (6)
- API Account ID:** 01234567 (7)
- Default send to business:** No (8)
- Track & Trace URL:** https://www.dhlparcel.nl/volg-uw-zending?tc={{tra}} (8)
- Available for specific countries only:** All Allowed Countries (9)
- Ship to Specific Countries:** Moldova, Monaco, Mongolia, Montenegro, Montserrat, Mozambique, Myanmar (Birma), Namibia, Nauru, Nederland (9)
- Displayed Error Message:** This shipping method is currently unavailable. If you would like to ship using this shipping method, please contact us. (9)
- Gateway Url:** https://api-gw-accept.dhlparcel.nl/ (10)
- Debug:** Yes (10)

A 'Feedback' button is located on the right side of the page.

- Click on "Sales" (1), select "Shipping Methods" (2), and open the "DHL Parcel" menu (3).
- Choose "Yes" in the "Enabled" field (4) to activate the DHL plug-in for your Magento store. If you do not see DHL Parcel in the list of shipping methods, something went wrong during the installation process. Contact [support](#) for assistance.
- Enter your activation code from step 1 in the fields "API UserID" and "API Key" (5).
- Click the "Test API Credentials" button to test the connection (6). If the connection is successful, the button will turn green. If the connection is not successful, contact [support](#) for assistance.
- Enter your account number in the "API Account ID" field (7). Your business code will automatically appear in the "API Organization ID" field.
- If you sell to consumers, select "No" in the "Default send to business" field (8). Select "Yes" if you predominantly sell to corporate customers.
- The track & trace link has already been assigned and will be included in the order confirmation, which allows your customers to check the delivery status with the click of a button. If you create or edit a notification, also edit the code at the bottom of the template as follows:

**Old code:**

```
{{block type='core/template' area='frontend'  
template='email/order/shipment/track.phtml' shipment=$shipment  
order=$order}}
```

**Replace with:**

```
{{block type='core/template' area='frontend'  
template='dhlparcel/email/order/shipment/track.phtml' shipment=$shipment  
order=$order}}
```

The 'readme' file in the plugin folder contains a step-by-step guide for creating new templates.

- In the "Ship to specific countries" field, select the countries you wish to ship to (9). You can skip the "Gateway URL" and "Debug" settings. Save your changes (10).

## Configure shipping options

Offering multiple delivery options in your online store improves your customer service level. Research has shown an increase in online sales when customers are offered multiple delivery options, which benefits your online store.

### Select your shipping options

Select "Shipping Methods" in the "Sales" tab. This tab contains all available shipping options:

Shipping Methods	Save Config
Flat Rate	⌵
Table Rates	⊕
Free Shipping	⊕
DHLParcel	⊕
DHLParcel - Support	⊕
DHLParcel - Undisclosed sender (B2B)	⊕
DHLParcel - Time Windows	⊕
DHLParcel - Return Labels	⊕
DHLParcel - Homedelivery	⊕
DHLParcel - Servicepoint	⊕
DHLParcel - Shipping Option - Same Day Delivery	⊕
DHLParcel - Shipping Option - No Neighbour Delivery	⊕
DHLParcel - Shipping Option - Evening Delivery	⊕
DHLParcel - Shipping Option - Saturday delivery (B2B)	⊕
DHLParcel - Shipping Option - Expresser (Delivery before 11:00)	⊕
DHLParcel - Shipping Option - Delivery to construction site	⊕

### Options for business recipients:

- Undisclosed sender: add a different sender to the shipment label
- Return labels: add a return label to your shipment
- Home delivery: delivery to the recipient's home address
- Saturday delivery: delivery on Saturday
- Expresser: delivery the next business day before 11:00 AM
- Delivery to construction site: delivery to a site that is under construction

### Options for consumer recipients:

- Time window: offer delivery time windows in your online store
- Return labels: add a return label to your shipment
- Home delivery: delivery to the recipient's home address
- ServicePoint: delivery to a DHL ServicePoint
- Same day delivery: delivery that same evening (6:00 PM - 9:00 PM)
- No neighbor delivery: do not deliver to neighbors if recipient is not home
- Evening delivery: delivery between 6:00 PM and 9:00 PM

The delivery options are explained in more detail below:

**Undisclosed sender** - add a different sender to the shipment label

If you have any questions or suggestions, please contact [DHL Support](#) **3** [Save Config](#)

**DHLParcel - Undisclosed sender (B2B)**

Undisclosed sender by default	Yes <b>1</b>
Firstname	Jan <b>2</b>
Lastname	Jansen <b>2</b>
Company Name	DHL Test
Streetname	Reactorweg
Housenumber	25
Housenumber Addition	
Postalcode	3542AD
City	Utrecht
E-mailaddress	parcel@dhl.com
Phonenumber	0612345678
Country	Nederland

- Select "Yes" to change the default name and delivery address on your labels (1). If you do not want to change these default details, select "No".
- Enter the information you want to include on the label (2).
- Save your changes (3).

### Time windows - offer delivery time windows in your online store

**DHLParcel** **7** [Save Config](#)

**DHLParcel - Support**

**DHLParcel - Undisclosed sender (B2B)**

**DHLParcel - Time Windows**

Enable Time Windows	Yes <b>1</b>
Enable Time Windows for products in stock only	No <b>2</b>
Show x days in forward	14 days <b>3</b>
Transit time	1 day <b>4</b>
Shipping Days <b>5</b>	<input type="checkbox"/> zondag <input checked="" type="checkbox"/> maandag <input checked="" type="checkbox"/> dinsdag <input checked="" type="checkbox"/> woensdag <input checked="" type="checkbox"/> donderdag <input checked="" type="checkbox"/> vrijdag <input type="checkbox"/> zaterdag
General Delivery Cutoff Time	10:00
Sameday Delivery Cutoff Time	10:00 <b>6</b>

Time windows are only available for deliveries in the Netherlands.

- To activate the time windows, select "Yes" in the field "Enable Time Windows" (1).
- If you only want to display the time windows if all items are in stock for the same order, select "Yes" (2). If not, select "No".
- In the "Show x days in forward" field, select the number of days ahead you want to display in your store (3).
- Choose the transit time in the "Transit time" field (4). In the Netherlands, this is generally one business day, depending on the collection and delivery agreements you made with DHL.

- Choose your shipping days in the "Shipping Days" field (5). Press and hold the Ctrl key to select multiple days.
- Use the "General Cutoff Time" field to choose when your orders are delivered to DHL (6). Here you can choose "Same day Delivery Cutoff Time" if you offer that option.
- Save your changes (7).

### Return labels - add a return label to your shipment

- If you want to print a return label by default for each order, select "Yes" in the "Add return labels by default" field (1).
- If the return address differs from the shipping address, select "Yes" under "Use custom return address" (2). You can then enter the return address. If the shipping address is the same as the return address, this option should be set to "No".
- Save your changes (7).

### Home delivery - delivery to the recipient's home address

If you want to charge the same shipment costs at all times, follow the instructions in **Step 1**. If not, proceed to **Step 2**.

#### Step 1: Set standard shipping costs

- Select "Yes" in the "Enabled" field (1).
- Enter the name of the shipping option (2). This name will be displayed in your online store.
- Under "Rate Type", select "Flat" (3).

- Set the shipping price, such as 5.50 or 5.00 (4). Note that American notation is used, so be sure to use a period instead of a comma.
- Set the minimum order amount for free shipping (5). If you do not offer free shipping, enter "0".

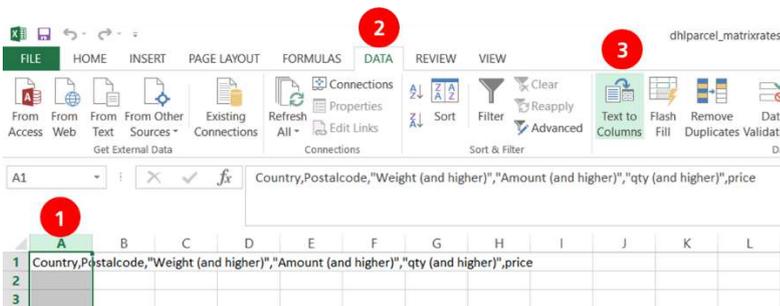
The following delivery options can be set by default, which applies the option for every shipment if possible. You can always edit these options for individual shipments when creating labels.

- Select whether to enable "Signature on delivery" by default (6).
- Enable "Extra assurance" by default for shipments to consumers (7). Parcels will be insured up to €500 in case of damages or loss.
- Enable "18+ age check" by default (8) to let the courier check your recipient's age on delivery.
- To make sure none of your shipments will be delivered at recipient's neighbors, enable "No neighbour" by default (9).
- Save your changes (10).

**Step 2:** Set shipping costs and/or special delivery costs per country

- Select "Yes" in the "Enabled" field (1).
- Enter the name of the shipping option (2). This name will be displayed in your online store.
- Under "Rate Type", select "Matrix" (3).
- Download the CSV file to set your delivery costs (4).

- See image below: select the first column (1). Got to the "Data" tab (2) and click on "Text to columns" (3).



- Select "Delimited", tick the "Comma" box, and click on "Finish". Your file is now easier to complete, with options divided into separate columns.
- You can change your settings per column, for example:

Country	Postalcode	Weight (and higher)	Amount (and higher)	qty (and higher)	price
NL	*				5
NL	*		25	2	0
DE	*				8
DE	*		100		5
BE	*				10
BE	*		50	3	7.5

- Tip: Magento reads the sheet from top to bottom. Start with the standard costs and add exceptions underneath.
- The first column is the ISO country code.
- In the second column, enter an asterisk (\*) if the setting applies to all postal codes or enter the individual postal codes to which the setting applies (separated with a comma).
- In the third column, enter the starting weight to which the setting applies.
- The fourth column is for the order amount.
- "Quantity" refers to the number of items in an order.
- In the last column, enter the cost for home delivery.

*In the example above, the delivery costs for the Netherlands are set at €5 by default. If a Dutch customer orders two items with a minimum order amount of €25 per order, delivery is free. German customers pay €8 for delivery, with the exception of orders of €100 or more, in which case they pay €5 for delivery. Belgian customers pay €10 for delivery, except for orders of €50 that include three or more items. In this case, they pay €7.50 for delivery.*

- After setting your delivery costs, save the CSV file and upload it to Magento using the "Choose file" button (5). To change your delivery costs, export the file, enter your new costs, and upload the new file.

The following delivery options can be set by default, which applies the option for every shipment if possible. You can always edit these options for individual shipments when creating labels.

- Select whether to enable "Signature on delivery" by default (6).
- Enable "Extra assurance" by default for shipments to consumers (7). Parcels will be insured up to €500 in case of damages or loss.
- Enable "18+ age check" by default (8) to let the courier check your recipient's age on delivery.
- To make sure none of your shipments will be delivered at recipient's neighbors, enable "No neighbour" by default (9).
- Save your changes (10).

## DHL ServicePoint - delivery at a DHL ServicePoint

If you want to charge the same delivery costs for all shipments, follow the instructions in step 1 above. If not, follow the directions in step 2 (Home delivery) to set specific delivery costs for a DHL ServicePoint.

Step 1: Set default shipping costs.

The screenshot shows the configuration page for 'DHLParcel - Servicepoint'. The page has a yellow header with 'DHLParcel - HomeDelivery' and 'Save Config' button. The main content area is titled 'DHLParcel - Servicepoint' and contains several fields: 'Enabled' (Yes), 'Title' (Servicepoint), 'Rate Type' (Flat), 'Price' (8), 'Minimum Order Amount for Free Shipping' (25), 'Google Maps API key' (AlzaSyDVQ47wiRESdobCG4mpLRGSnEIPFM), and 'Enable "Extra assurance" by default' (No). Red circles with numbers 1 through 8 are overlaid on the form to indicate the steps: 1 on 'Enabled', 2 on 'Title', 3 on 'Rate Type', 4 on 'Price', 5 on 'Minimum Order Amount for Free Shipping', 6 on 'Google Maps API key', 7 on 'Enable "Extra assurance" by default', and 8 on the 'Save Config' button.

- Select "Yes" in the "Enabled" field (1).
- Enter the name of the shipping option (2). This name will be displayed in your online store.
- Under "Rate Type", select "Flat" (3).
- Set the shipping costs for delivery to a DHL ServicePoint, such as 8.50 or 5.00 (4). Note that American notation is used, so be sure to use a period instead of a comma.
- Set the minimum order amount for free shipping (5). If you do not offer free shipping, enter "0".
- Enter your Google Maps key (6). You can find this key on the [Google Maps website](#). If you do not have an account, you can create one. For a Step-by-Step guide see our [Google Maps API key Quick Guide](#) (Dutch).
- Decide whether to offer the "Extra assurance" option by default. You can change these options per order when you create the label. The "Signature" option is not available, as a signature is always required when collecting a parcel from a DHL ServicePoint.
- Save your changes (8).

## Same Day Delivery - delivery that same evening (6:00 PM - 9:00 PM)

The screenshot shows the configuration page for 'DHLParcel - Shipping Option - Same Day Delivery'. The page has a yellow header with 'DHLParcel - HomeDelivery' and 'Save Config' button. The main content area is titled 'DHLParcel - Shipping Option - Same Day Delivery' and contains several fields: 'Enabled' (Yes), 'Title' (Same-day delivery), 'Additional price' (5), and 'Free shipping above' (0). Red circles with numbers 1 through 5 are overlaid on the form to indicate the steps: 1 on 'Enabled', 2 on 'Title', 3 on 'Additional price', 4 on 'Free shipping above', and 5 on the 'Save Config' button.

- Select "Yes" in the "Enabled" field (1).
- Enter the name of the shipping option (2). This name will be displayed in your online store.
- Set the same-day delivery price, such as 5.50 or 5.00 (3). Note that American notation is used, so be sure to use a period instead of a comma.
- Set the minimum order amount for free shipping (4). If you do not offer free shipping, enter "0".
- Save your changes (5).

### No Neighbor Delivery - do not deliver to neighbors if recipient is not home

The screenshot shows the configuration page for a DHL Parcel shipping option titled "DHLParcel - Shipping Option - No Neighbour Delivery". At the top right, there is a "Save Config" button. The configuration fields are: "Enabled" set to "Yes", "Title" set to "No neighbour delivery", "Additional price" set to "0.5", and "Free shipping above" set to "0". A red circle with the number "5" is positioned above the "Save Config" button. Red circles with numbers 1, 2, 3, and 4 are placed over the "Enabled", "Title", "Additional price", and "Free shipping above" fields respectively. A small note below the "Free shipping above" field reads: "Use 0 to always let the customer pay this additional price for this shipping option."

- Select "Yes" in the "Enabled" field (1).
- Enter the name of the shipping option (2). This name will be displayed in your online store.
- Set the additional price for this service, such as 0.50 (3). Note that American notation is used, so be sure to use a period instead of a comma.
- Set the minimum order amount for free shipping (4). If you do not offer free shipping, enter "0".
- Save your changes (5).

### Evening Delivery - delivery between 6:00 PM and 9:00 PM

The screenshot shows the configuration page for a DHL Parcel shipping option titled "DHLParcel - Shipping Option - Evening Delivery". At the top right, there is a "Save Config" button. The configuration fields are: "Enabled" set to "Yes", "Title" set to "Evening delivery", "Additional price" set to "0.5", and "Free shipping above" set to "1". A red circle with the number "5" is positioned above the "Save Config" button. Red circles with numbers 1, 2, 3, and 4 are placed over the "Enabled", "Title", "Additional price", and "Free shipping above" fields respectively. A small note below the "Free shipping above" field reads: "Use 0 to always let the customer pay this additional price for this shipping option."

- Select "Yes" in the "Enabled" field (1).
- Enter the name of the shipping option (2). This name will be displayed in your online store.
- Set the additional price for this service, such as 0.50 (3). Note that American notation is used, so be sure to use a period instead of a comma.
- Set the minimum order amount for free shipping (4). If you do not offer free shipping, enter "0".
- Save your changes (5).

### Saturday delivery - delivery on Saturday

The screenshot shows the configuration page for a DHL Parcel shipping option titled "DHLParcel - Shipping Option - Saturday delivery (B2B)". At the top right, there is a "Save Config" button. The configuration fields are: "Enabled" set to "Yes", "Title" set to "Saturday delivery", "Additional price" set to "1", and "Free shipping above" set to "0". A red circle with the number "5" is positioned above the "Save Config" button. Red circles with numbers 1, 2, 3, and 4 are placed over the "Enabled", "Title", "Additional price", and "Free shipping above" fields respectively. A small note below the "Free shipping above" field reads: "Use 0 to always let the customer pay this additional price for this shipping option."

- Select "Yes" in the "Enabled" field (1).
- Enter the name of the shipping option (2). This name will be displayed in your online store.
- Set the additional price for this service, such as 0.50 (3). Note that American notation is used, so be sure to use a period instead of a comma.
- Set the minimum order amount for free shipping (4). If you do not offer free shipping, enter "0".
- Save your changes (5).

### Expresser - delivery the next business day before 11:00 AM

DHLParcel - Shipping Option - Saturday delivery (B2B)  
DHLParcel - Shipping Option - Expresser (Delivery before 11:00)

Enabled	Yes
Title	Expresses (delivery before 11:00)
Additional price	10
Free shipping above	0

▲ Use 0 to always let the customer pay this additional price for this shipping option

- Select "Yes" in the "Enabled" field (1).
- Enter the name of the shipping option (2). This name will be displayed in your online store.
- Set the additional price for this service, such as 7.50 (3). Note that American notation is used, so be sure to use a period instead of a comma.
- Set the minimum order amount for free shipping (4). If you do not offer free shipping, enter "0".
- Save your changes (5).

### Delivery to a construction site - delivery to a site that is under construction

DHLParcel - Shipping Option - Saturday delivery (B2B)  
DHLParcel - Shipping Option - Expresser (Delivery before 11:00)  
DHLParcel - Shipping Option - Delivery to construction site

Enabled	Yes
Title	Delivery to construction site
Additional price	1
Free shipping above	0

▲ Use 0 to always let the customer pay this additional price for this shipping option

- Select "Yes" in the "Enabled" field (1).
- Enter the name of the shipping option (2). This name will be displayed in your online store.
- Set the additional price for this service, such as 1.50 (3). Note that American notation is used, so be sure to use a period instead of a comma.
- Set the minimum order amount for free shipping (4). If you do not offer free shipping, enter "0".
- Save your changes (5).



## Print labels individually

Printing labels individually is just as easy, but requires a few more steps.

### Step 1: Create a shipment

To create a shipment, go to the "Sales" menu and then select "Orders" (1). This page contains a color-coded overview of your orders shipment details.

- Green: send today/A.S.A.P.
- Orange: send tomorrow
- Red: late delivery

You can sort your orders by delivery date. Click on an order to create a label (3).

The screenshot shows the Magento Admin Panel interface. The top navigation bar includes 'Dashboard', 'Sales', 'Catalog', 'Customers', 'Promotions', 'Newsletter', 'CMS', 'Reports', and 'System'. The 'Sales' menu is expanded, showing 'Orders', 'Invoices', 'Shipments', 'Credit Memos', 'Transactions', 'Recurring Profiles (beta)', 'Billing Agreements', 'Terms and conditions', and 'Tax'. A red circle '1' highlights the 'Orders' menu item. Below the menu, there is a table of orders with columns: 'Order', 'Purchased On', 'Bill to Name', 'Ship to Name', 'Shipping Date', 'G.T. (Base)', 'G.T. (Purchased)', and 'Status'. A red circle '2' highlights the 'Shipping Date' column header. The table contains several rows of order data. A red circle '3' highlights the first row of the table, which has a green 'A.S.A.P.' shipping date label.

Order	Purchased On	Bill to Name	Ship to Name	Shipping Date	G.T. (Base)	G.T. (Purchased)	Status
145000012	9 dec. 2018 20:43:25	Test DHL	Test DHL	11-12-2018	€ 60,00	€ 60,00	Pending
145000012	8 dec. 2018 19:14:17	Test DHL	Test DHL	TOMORROW	€ 65,00	€ 65,00	Pending
145000010	7 dec. 2018 09:17:26	s de raadt	s de raadt	07-12-2018	€ 460,00	€ 460,00	Cancel
145000009	7 dec. 2018 09:08:34	S de Raadt	S de Raadt	07-12-2018	€ 60,50	€ 60,50	Cancel
145000014	9 dec. 2018 20:44:05	Test DHL	Test DHL	A.S.A.P.	€ 478,00	€ 478,00	Pending

This will open your order overview. Click "Ship" to continue to the shipping page (1).

Magento Admin Panel Global Record Search Logged in as admin | zondag 9 december 2018 | Log Out

Dashboard Sales Catalog Customers Promotions Newsletter CMS Reports System Get help for this page

Order View Order # 145000015 | 9 dec. 2018 21:03:44 Back Edit Cancel Send Email Hold Invoice Ship

**Information**

- Invoices
- Credit Memos
- Shipments
- Comments History
- Transactions

**Order # 145000015 (the order confirmation email was sent)**

Order Date	9 dec. 2018 21:03:44
Order Status	Pending
Purchased From	Main Website Madison Island English
Placed from IP	10.2.0.7 (165.225.72.69)

**Account Information**

Customer Name	Test DHL
Email	parcel@dhl.com
Customer Group	NOT LOGGED IN

**Billing Address** Edit

Test DHL  
DHL  
Reactorweg  
25  
Utrecht, 3542AD  
Nederland  
T: 1234567890

**Shipping Address** Edit

Test DHL  
DHL  
Reactorweg  
25  
Utrecht, 3542AD  
Nederland  
T: 1234567890

At the bottom of the screen you will see your customer's delivery preferences (based on your default configuration). You can change the shipment as necessary. If the order is being shipped to a business, change this under (1) and the right delivery options will automatically appear. If the order is intended for delivery at a DHL ServicePoint or as a mailbox delivery, you can change this under tab (2). You can select additional shipment options under (3). Select the package type (4) and add extra labels if needed by clicking on the button "Add more packages". Click "Submit Shipment" (5) to generate the shipping labels.

DHL DHLParcel

Private Business

Delivery to the specified DHL Parcelshop or DHL Parcelstation

Delivery to the address of the recipient

Mailbox delivery

**Shipment Options**

- Same-day delivery
- Print extra label for return shipment
- Extra assurance
- Signature on delivery
- Evening delivery
- No neighbour delivery

Packages size and weight Package #1 Small (0-20 kg, 50x80x35 cm) Add more packages

Press 'Submit Shipment' to generate your labels

Submit Shipment

## Step 2: Print shipping labels

To print the shipping labels, return to the "Sales" menu and click on "Orders". Tick the boxes for the labels you want to print (1) or select all orders (2). Click on the "Actions" drop-down menu (3) and choose "Print Shipping Labels" (4). Click "Submit" (5).

The screenshot shows the Magento Admin Panel interface. At the top, there is a navigation bar with 'Sales' highlighted. Below it, the 'Orders' section is active. The page displays a table of orders with columns for Order #, Purchased From (Store), Purchased On, Bill to Name, Ship to Name, Shipping Date, G.T. (Base), G.T. (Final), and Action. A red circle '1' is placed over the checkbox for order 145000009. A red circle '2' is placed over the 'Page 1 of 3 pages' indicator. A red circle '3' is placed over the 'Actions' dropdown menu, which is open and shows 'Print Shipping Labels' highlighted. A red circle '4' is placed over the 'Print Shipping Labels' option in the dropdown. A red circle '5' is placed over the 'Submit' button.

Order #	Purchased From (Store)	Purchased On	Bill to Name	Ship to Name	Shipping Date	G.T. (Base)	G.T. (Final)	Action
145000013	Main Website Madison Island English	9 dec. 2018 20:43:25	Test DHL	Test DHL	11-12-2018	€ 60,00		View
145000012	Main Website Madison Island English	8 dec. 2018 19:14:17	Test DHL	Test DHL	TOMORROW	€ 65,00	€ 65,00	Pending View
145000010	Main Website Madison Island English	7 dec. 2018 09:17:26	s de raadt	s de raadt	07-12-2018	€ 460,00	€ 460,00	Canceled View
145000009	Main Website Madison Island English	7 dec. 2018 09:08:34	S de Raadt	S de Raadt	07-12-2018	€ 60,50	€ 60,50	Canceled View
145000015	Main Website Madison Island English	9 dec. 2018 21:03:44	Test DHL	Test DHL	A.S.A.P.	€ 168,00	€ 168,00	Processing View
145000014	Main Website Madison Island English	9 dec. 2018 20:44:05	Test DHL	Test DHL	A.S.A.P.	€ 478,00	€ 478,00	Pending View

This will make it much easier to ship parcels in the future. You have successfully installed the plug-in. If you have any questions, feel free to contact us by [e-mail](#).

## Frequently asked questions

We'd be happy to answer any questions you have about the Magento plug-in. The quickest way to find the answer to your question is to see whether it is included in the list below. If you can't find what you're looking for, contact us by [e-mail](#).

**Q: Is the DHL plug-in compatible with all Magento versions?**

**A:** The DHL plug-in for Magento 1 is compatible with Magento 1.9.3.x and higher. A separate plug-in has been developed for Magento 2.

**Q: What size of labels can I print using the plug-in?**

**A:** The size of the labels in the plug-in is currently 10 x 21 cm. In the future, the size will change to 10 x 15 cm.

**Q: How do I create a Google Maps api-key?**

**A:** See our [Google Maps API key Quick Guide](#) (Dutch) for a Step-by-Step walkthrough.