

How-to Guide for DHL eCommerce with WooCommerce

Label Generation

WooCommerce > Orders > *Select* Order

The screenshot shows the 'Edit order' page for Order #274. The 'DHL Label & Tracking' section on the right contains the following information:

- DHL service selected: DHL Packet International Economy
- Estimated shipment weight (kg) based on items ordered: 1.3125
- Incoterms: Delivery Duty Unpaid
- Package description for customs (50 characters max): ESTILO - The Dino
- COD Enabled:
- Generate Label** (button circled in red)

In the order overview, you can change the standard DHL Shipping Service, shipping features and weight. Check the auto-filled package description for customs and edit if required.

Click 'Generate Label' to create a shipping label with a corresponding tracking code. This button will then become 'Download Label' – you can print your label from here.

Handover Note Creation

Approximately 30 minutes after generating a label, a unique tracking code will automatically be assigned to your shipment.

To create a handover note, go to WooCommerce > Orders

Select all orders with DHL labels (they'll have a tick in the 'DHL Label Created' column), then under 'Bulk Actions', choose 'DHL Print Handover' and click apply.

The screenshot shows the 'Orders' page with the following table data:


Ship to	Date	Total	DHL Label Created	DHL Tracking Number	DHL Handover Created	Actions
min ch@deutsch DHL Jörg Kessenich, Poststrasse, 10, 53113 Bonn, Germany Via Free shipping	August 29, 2018	140.00RM Via Direct bank transfer	<input checked="" type="checkbox"/>			...
#276 hv Admin	August 29	140.00RM	<input checked="" type="checkbox"/>	HK1K27615359		...

Click on the 'Print DHL handover' hyperlink to open you document.

Orders [Add order](#)

DHL handover for 1 order(s) created. [Print DHL handover.](#)

All (81) | Mine (80) | Pending payment (1) | Processing (39) | On hold (40) | Completed (1)

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Handover Note 30

1 Pick-up Account Details

Pick-up Name

Account No

0005316279



2 Shipping Service(s)

Shipping Service(s)

DHL SM Parcel Plus Ground
DHL GM Packet Plus

3 Details

	No. of items	Weight(kg)	No. of Receptacles
Total	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
DHL Distribution centre			
Handover info	<input type="radio"/> Drop-Off <input checked="" type="radio"/> Pick-Up		<input style="width: 150px;" type="text"/>
Remarks/VAS <input style="width: 350px;" type="text"/>			

4 Signature

I declare the contents of the shipment under this Handover Note does not contain any prohibited or hazardous goods. The General Terms and Conditions of DHL eCommerce shall apply on the services provided by DHL eCommerce.

Signature Date 4-July-2017 12:6:14