

How-To Guide for DHL Paket with Shopify

Shipping labels

Orders > All orders > Click *into* order > More actions > Create DHL label

Order Details

Shipping address – if a customer has chosen different billing and shipping addresses, a second address would appear to the right of the one currently displayed.

The screenshot shows the 'Order Details' page for a DHL shipment. The left sidebar contains navigation links: Home, Orders (17), Products, Customers, Analytics, Discounts, Apps, sales channels, and Online Store. The main content area is titled '(S) DHL for Shopify' and includes a 'Help' dropdown. Below the title is the order details for '#1067 - (Paket - domestic)'. The 'Shipping Address' section is titled 'Order Shipping Address' and lists the address: Max Mustermann, Musterstraße 10, 53113 Musterstadt. The 'Order Infos' section shows the 'Payment Gateway: DHL Nachname'. The 'Additional Options' section contains several input fields: 'Weight' (1), 'Visual check of age' (A 18), 'Preferred location', 'Preferred neighbour', 'Preferred day', and 'Preferred time'.

This screenshot shows the 'Additional Options' section of the DHL shipment page. It features several input fields and checkboxes. The 'Preferred location' and 'Preferred neighbour' fields are empty. The 'Preferred day' field shows a calendar grid with the current day (17, Wed) highlighted in yellow, and the next day (18, Thu) selected. The 'Preferred time' field shows a calendar grid with the current time (none) highlighted in yellow, and the next time slot (18-20) selected. Below these fields are four checkboxes: 'Bulky goods', 'Increase insurance up to €25000', 'Payment on delivery', and 'Send DHL parcel announcement to customer' (checked). The 'Print only if DHL encoding is possible' checkbox is also checked. A blue 'Create Shipment' button is located at the bottom of the section.

Additional Options are pre-filled using the default settings chose within the DHL app. You have the option to change most of the default values.

Once you've finished, *click* Create Shipment > Open Shipment Label PDF *and print*

The screenshot shows the 'DHL for Shopify' interface. On the left is a navigation sidebar with icons for Home, Orders (with a '17' badge), Products, Customers, Analytics, Discounts, Apps, sales channels, Online Store, and Settings. The main content area is titled '(S) DHL for Shopify' and 'Order Details #1067 - (Paket - domestic)'. It displays the shipping address: 'Order Shipping Address: Max Mustermann, Straeßchensweg 10, 53113 Bonn'. Below this is the shipment number '222201040001035772' and a prominent blue button labeled 'Open Shipment Label PDF'. A link for 'Display DHL request' is also visible.

