

## How to Configure Shopify for DHL Paket

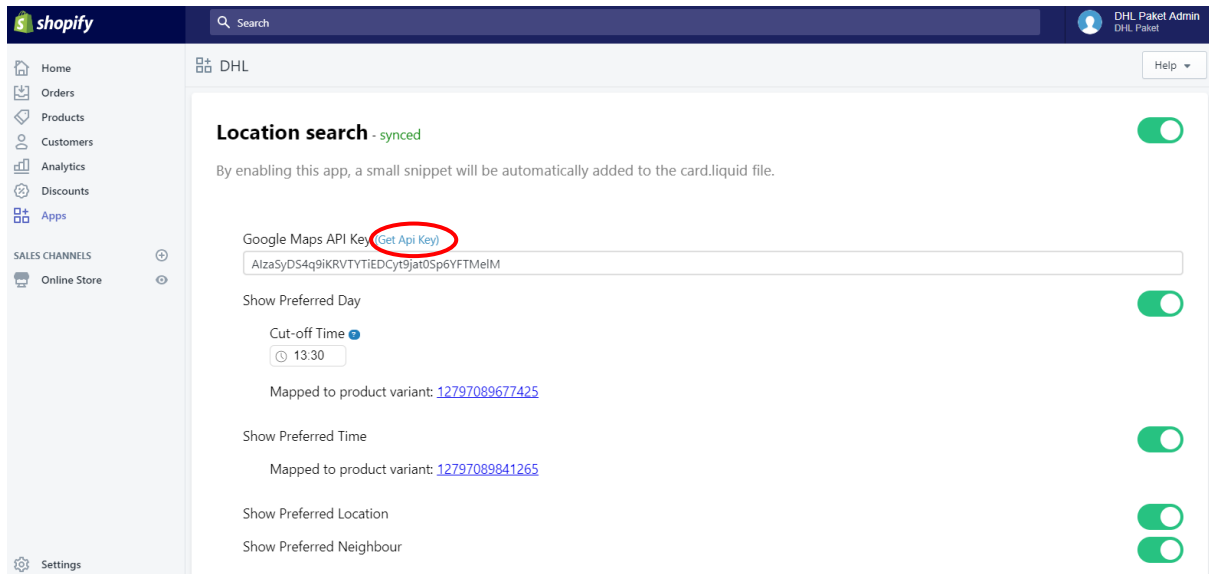
### General Settings

Log into Shopify > Apps > Installed Apps > DHL

Activate Location search by clicking on the right-hand toggle. Once activated, it'll turn green and additional configurations will appear.

Note: "Preferred" delivery services are only offered for shipping within Germany.

With the exception of Google Maps API Key, the following settings are optional:



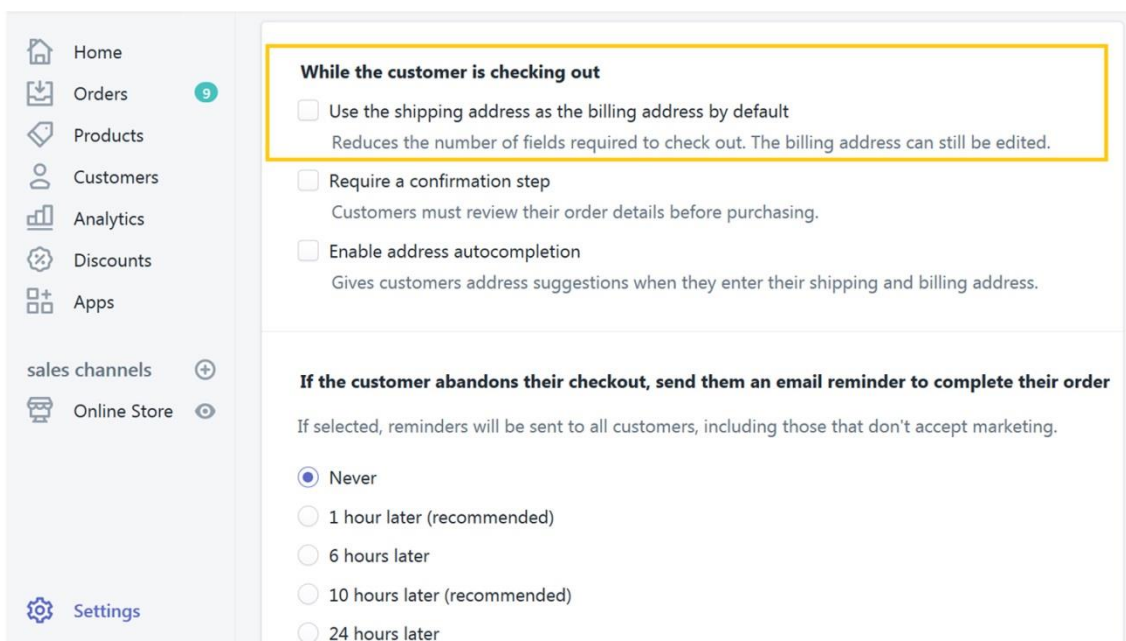
- **Google Maps API Key** - if you don't already have one, follow the link next to the title as shown above.  
(Google Maps API Key is required in order to make your "Location Search" usable. It provides a tracking tool for both you and your customer to monitor a parcel up until final delivery)

By changing the following settings, you will give your customers increased control over their delivery:

- **Show Preferred Day** – By selecting this, your customers will be able to choose a preferred delivery day within the next 6 days
  - **Cut-off Time** – this is the latest time a customer can place their order for it to be delivered within the guaranteed (day of order + 2). If they miss this, the earliest preferred day displayed in the frontend is shifted to one day later (day of order +3)
- **Show Preferred Time** - By selecting this, your customers will be able to choose a preferred delivery time. Options are: None, 18-20 and 19-21
- **Show Preferred Location** - By selecting this, your customers will be able to choose where their package should be delivered (garage, porch etc.)

- *Show Preferred Neighbour* - By selecting this, your customers will be able to choose to have their packaged delivered to a neighbour of their choice if they are not at home

In addition, the DHL Shopify integration automatically adds *Service Preferred Day* and *Service Preferred Time* to your shop. These products allow you to set the price for these additional services, and will be mapped automatically. To change the price of these, click the number next to "mapped to product variant", this will forward you to the product page where you'll be able to update your settings.



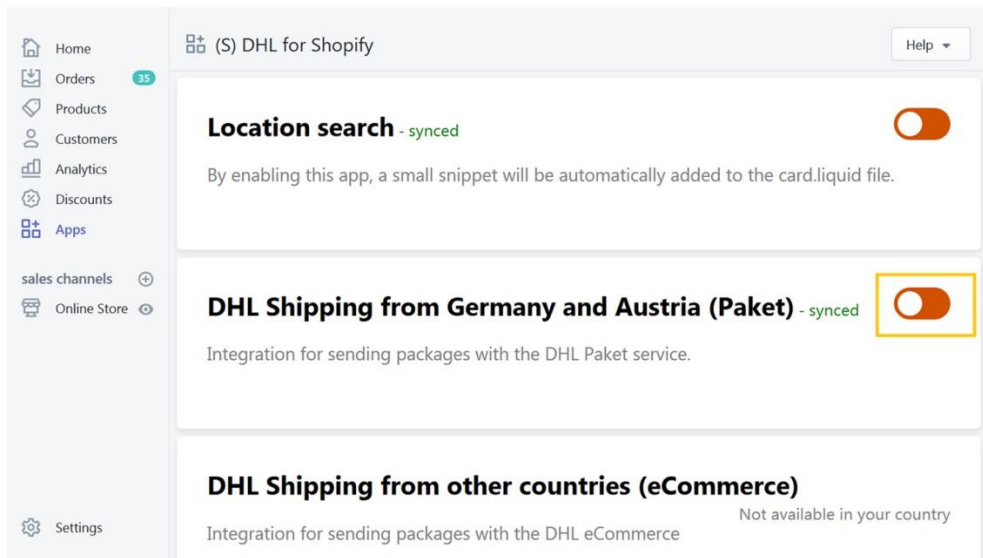
## Admin settings

In order for your location search to work, you'll need to edit some of the admin settings for your shop.

Go to Settings > Checkout > Order processing > *Un-tick* "Use the shipping address as the billing address by default"

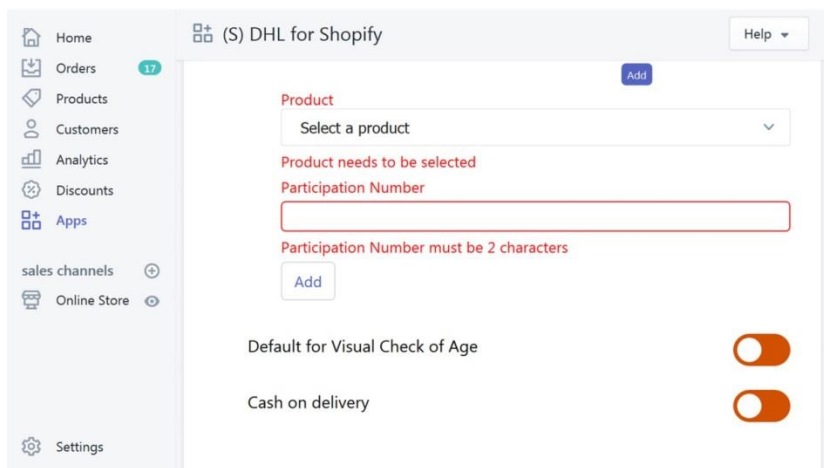
Make sure you save this change.

## Shipping



Activate DHL Shipping from Germany and Austria (Paket). You should have the following information from your DHL account:

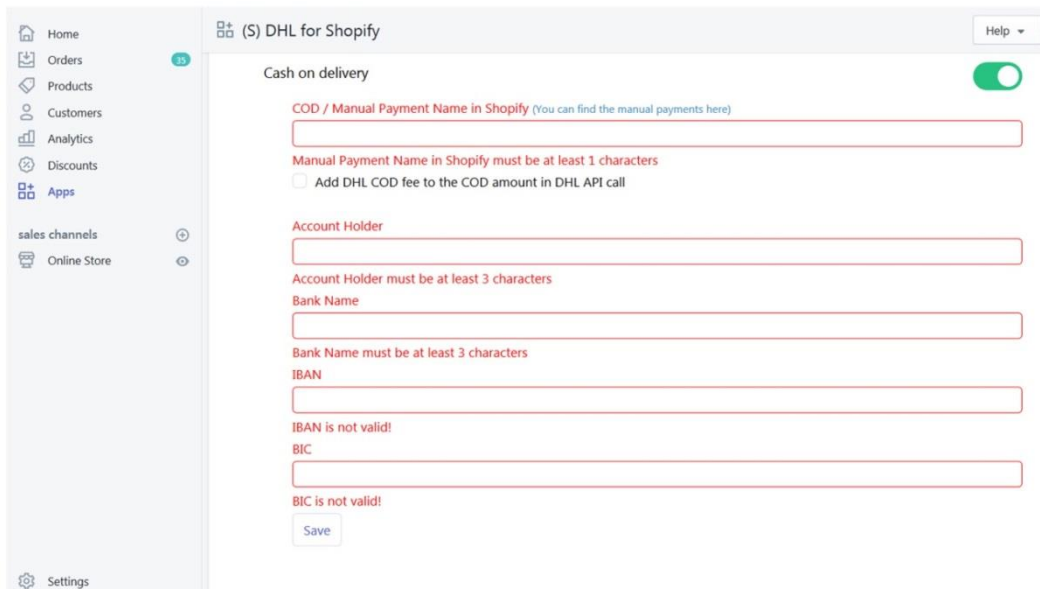
- *DHL Username*
- *DHL Password*
- *DHL EKP Number*
- *Participation Number* - DHL will provide you with this information. (The participation number is the last two characters of the accounting number for the referring products.)



## Optional settings

- *Default for visual check of age* – Will require a visual check on age upon delivery
- *Cash on Delivery (COD)* – For this setting, you'll need a corresponding Manual Payment Method in Shopify. Follow the link provided next to this setting to create or check the corresponding Payment Method. Be sure to use exactly the same name for the Manual Payment Method in the Shipping settings for COD.
  - Add DHL COD fee to the COD amount in DHL API call – this setting adds the fee of service to the order total
  - Bank data – you'll need to provide this information so the cash can be transferred

Note: We do not recommend offering *Cash on Delivery* payment methods in combination with the preferred delivery options. E.g. Leave with a neighbour cannot be fulfilled if COD is booked.



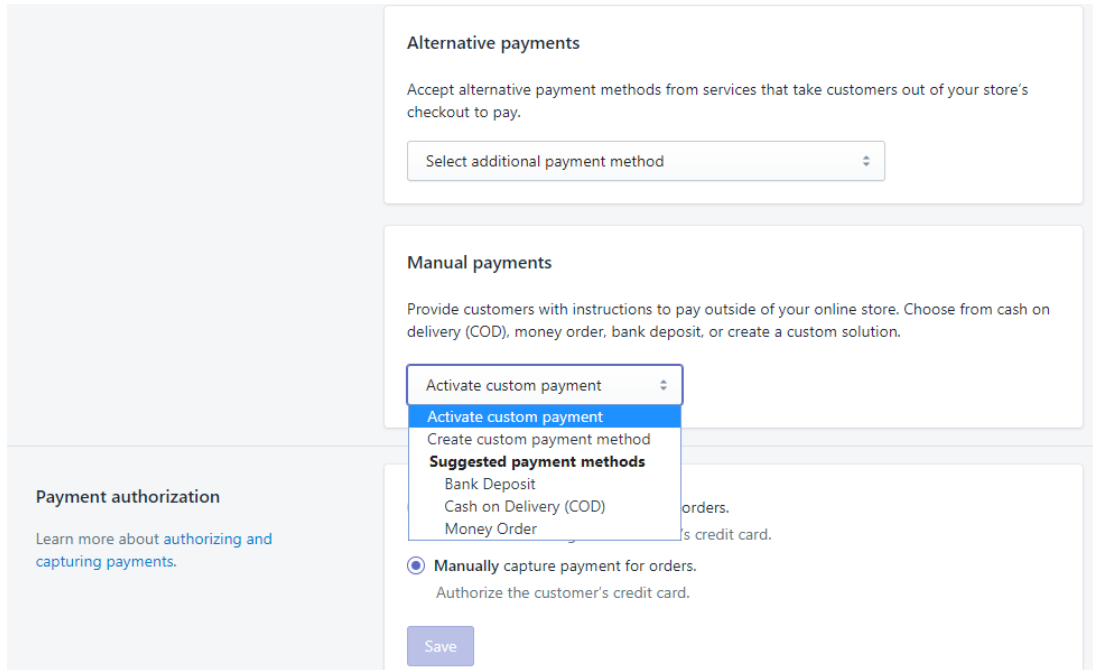
The screenshot shows the 'Cash on delivery' settings for DHL in Shopify. The settings are as follows:

- Cash on delivery:** Enabled (toggle switch).
- COD / Manual Payment Name in Shopify:** (You can find the manual payments here) [Empty text field]. Error: Manual Payment Name in Shopify must be at least 1 characters.
- Add DHL COD fee to the COD amount in DHL API call:**
- Account Holder:** [Empty text field]. Error: Account Holder must be at least 3 characters.
- Bank Name:** [Empty text field]. Error: Bank Name must be at least 3 characters.
- IBAN:** [Empty text field]. Error: IBAN is not valid!
- BIC:** [Empty text field]. Error: BIC is not valid!
- Save:** Button.

## Admin settings

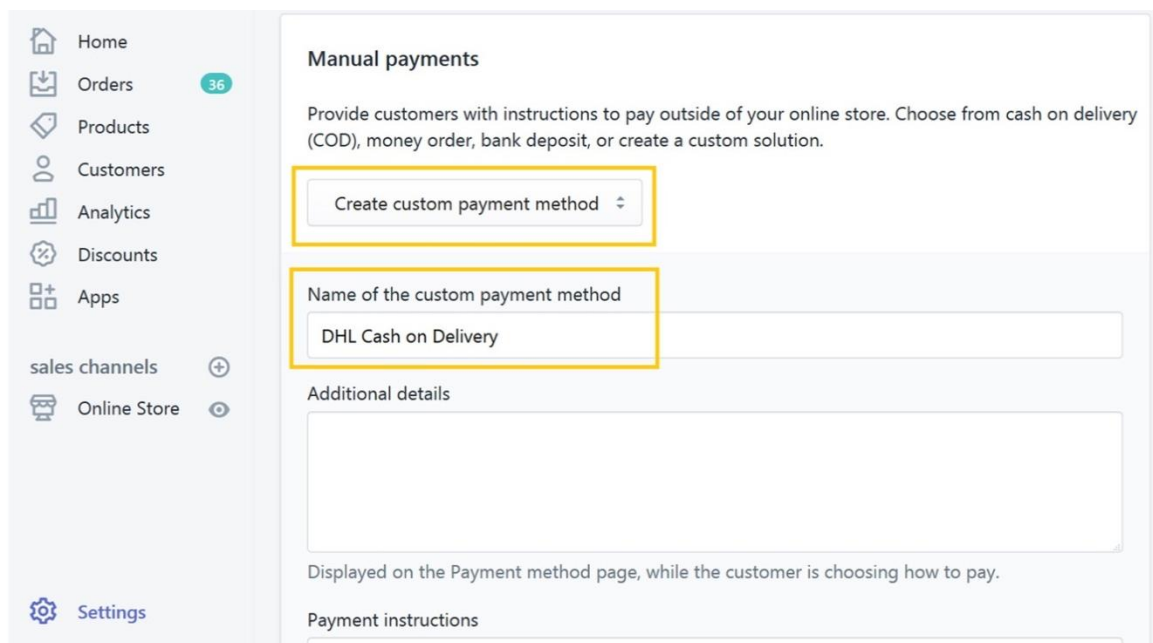
In order to use your shipping options, you'll need to edit some admin settings for your shop.

Settings > Payment Providers > Manual Payments - *choose "Create custom payment manual" from the dropdown*



The screenshot shows the 'Manual payments' section of the admin settings. It includes a dropdown menu for 'Select additional payment method' and a 'Manual payments' section with a dropdown menu for 'Activate custom payment'. The dropdown menu is open, showing options: 'Activate custom payment', 'Create custom payment method', and 'Suggested payment methods' (Bank Deposit, Cash on Delivery (COD), Money Order). Below the dropdown is a radio button for 'Manually capture payment for orders' and a 'Save' button.

Enter the name of the customer payment method, ensuring it's the same as you entered in the optional shipping settings.



The screenshot shows the 'Manual payments' settings page with a sidebar on the left. The sidebar contains navigation links: Home, Orders (36), Products, Customers, Analytics, Discounts, Apps, sales channels (+), Online Store (o), and Settings (gear icon). The main content area is titled 'Manual payments' and includes a dropdown menu for 'Create custom payment method' (highlighted with a yellow box). Below it is a text input field for 'Name of the custom payment method' containing 'DHL Cash on Delivery' (also highlighted with a yellow box). There is an 'Additional details' section with a text area and a 'Payment instructions' section.