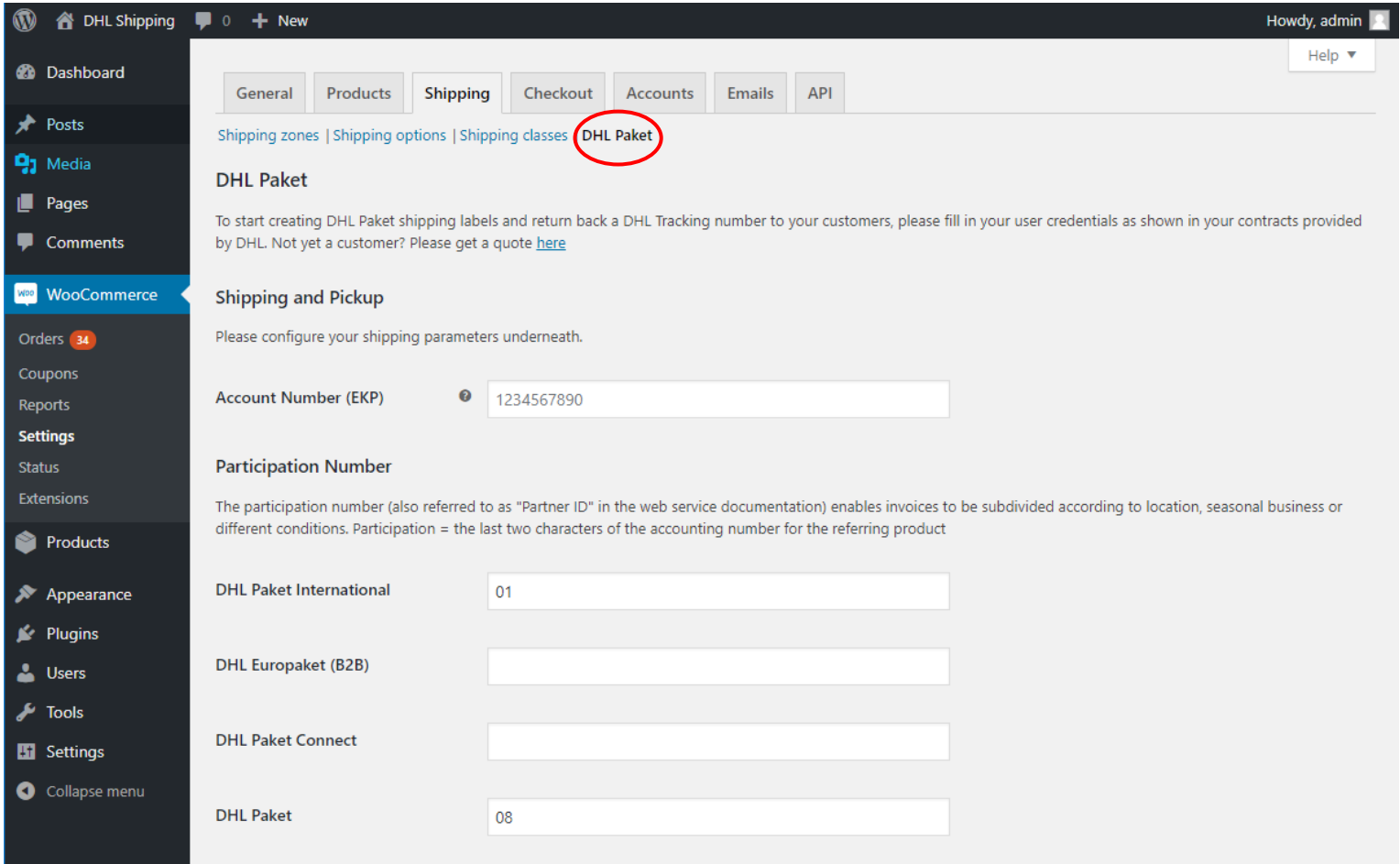


How To Configure WooCommerce for DHL Paket

Our WooCommerce plug-in allows you to create and organise shipping labels for the following products:

- DHL Paket
- DHL Paket International
- DHL Paket Austria

Go to WooCommerce > Settings > Shipping > DHL Paket



The screenshot shows the WooCommerce admin interface. The left sidebar contains navigation menus for Dashboard, Posts, Media, Pages, Comments, WooCommerce (highlighted), Orders (34), Coupons, Reports, Settings, Status, Extensions, Products, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'DHL Shipping' and includes tabs for General, Products, Shipping, Checkout, Accounts, Emails, and API. Under the Shipping tab, there are links for Shipping zones, Shipping options, Shipping classes, and DHL Paket (circled in red). The DHL Paket section is titled 'DHL Paket' and contains instructions: 'To start creating DHL Paket shipping labels and return back a DHL Tracking number to your customers, please fill in your user credentials as shown in your contracts provided by DHL. Not yet a customer? Please get a quote [here](#).' Below this is the 'Shipping and Pickup' section with the instruction: 'Please configure your shipping parameters underneath.' The 'Account Number (EKP)' field contains the value '1234567890'. The 'Participation Number' section explains that this number (also referred to as 'Partner ID') enables invoices to be subdivided according to location, seasonal business or different conditions. Below this are four input fields for participation numbers: 'DHL Paket International' (01), 'DHL Europaket (B2B)', 'DHL Paket Connect', and 'DHL Paket' (08).

Enter the following credentials:

- Your account number (EKP). If you do not have this, contact your DHL Paket account manager
- Participation numbers for the DHL products you'll be using
- Select the default shipping service for International and Domestic shipments

API Settings

API Settings

Please configure your access towards the DHL Paket APIs by means of authentication.

Username

Password

Sandbox Mode Enable Sandbox Mode

Test Connection

Debug Log Enable logging

A log file containing the communication to the DHL server will be maintained if this option is checked. This can be used in case of technical issues and can be found [here](#).

Scroll down to API Settings, and then enter your business customer portal username and password.

Before you can "Test Connection", you need to save any changes you have made at the bottom of the page.

Preferred Service

The services chosen by your customer on your live site are automatically transmitted to the backend and then forwarded to DHL alongside with shipment data.

Note: Preferred Delivery services are only available for shipments within Germany)

Preferred Service

Preferred service options.

Preferred Day Enable Preferred Day

Preferred Day Price

Cut Off Time

Exclusion of transfer days

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Preferred Time Enable Preferred Time

Preferred Time Price

Preferred Day and Time Price

Preferred Location Enable Preferred Location

Preferred Neighbour Enable Preferred Neighbour

- *Show Preferred Day:* your customers will be able to choose a preferred delivery day within the next 6 days
- *Show Preferred Time* – your customers will be able to choose a preferred delivery time. Options are: None, 18-20 and 19-21
- *Show Preferred Location:* your customers will be able to choose where their package should be delivered (garage, porch etc.)
- *Show Preferred Neighbour:* your customers can choose to have their packaged delivered to a neighbour of their choice if they are not at home

Note: It is not recommended to offer certain payment methods in combination with the preferred delivery options. Preferred location delivery cannot be fulfilled if Cash on Delivery (COD) is booked. These settings can be changed in the upper section 'Exclude Payment Gateways'

The screenshot shows a configuration panel for shipping settings. It includes the following sections:

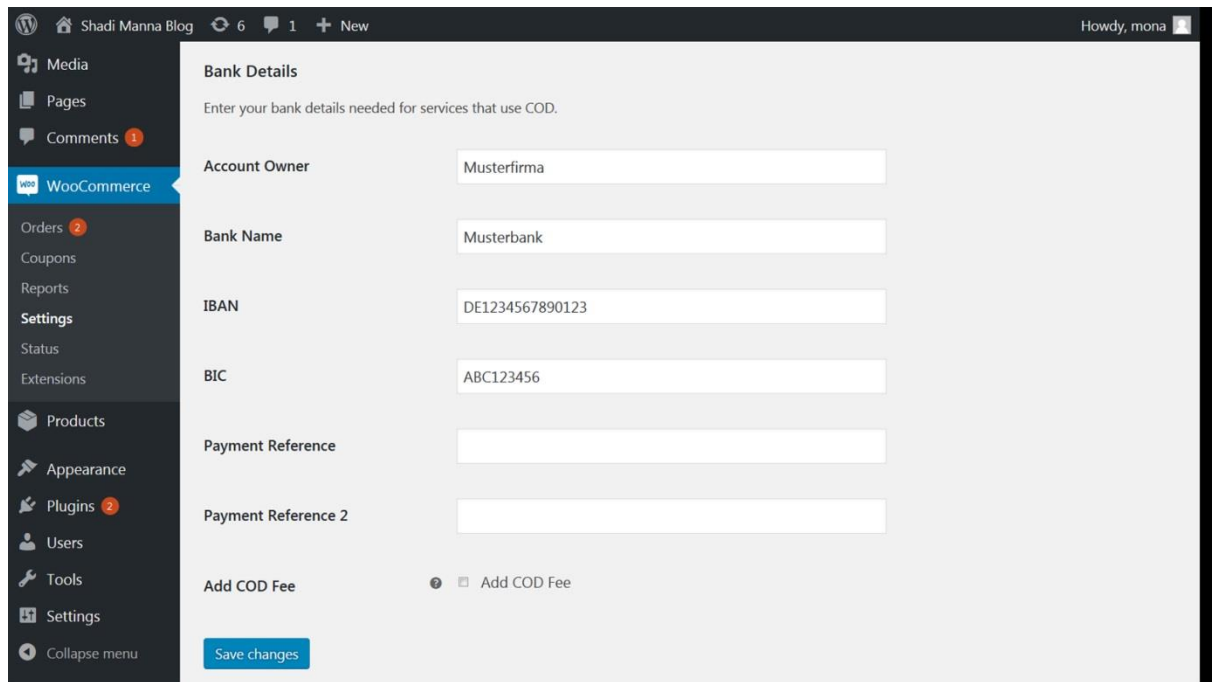
- International Default Service:** A dropdown menu set to "DHL Paket International".
- Domestic Default Service:** A dropdown menu set to "DHL Paket".
- Shipping Methods:** A dropdown menu with options: "Flat rate", "Free shipping", and "Local pickup".
- Exclude Payment Gateways:** A dropdown menu with options: "BACS", "Check payments", "Cash on delivery" (highlighted in blue), and "PayPal".
- API Settings:** A section with the text: "Please configure your access towards the DHL Paket APIs by means of authentication."

Shipper Address & Bank Details

In this section, you'll need to enter the sender address which will be visible on the shipping labels – changes can be made at any time.

The screenshot shows a form titled "Shipper Address" with the instruction "Enter Shipper Address below." The form contains the following fields:

- Name:** DHL
- Company:** Paket
- Street Address:** Musterstraße
- Street Address Number:** 10
- City:** Musterstadt
- State:** Deutschland
- Postcode:** 12345
- Phone Number:** 1234567890
- Email:** dhl@dhl.com



In order for Cash on delivery to work, you need to provide bank details for the account where the cash will be transferred to.
Click on 'Add COD Fee' so that when people use this service, it automatically adds the fee onto the total delivery cost.