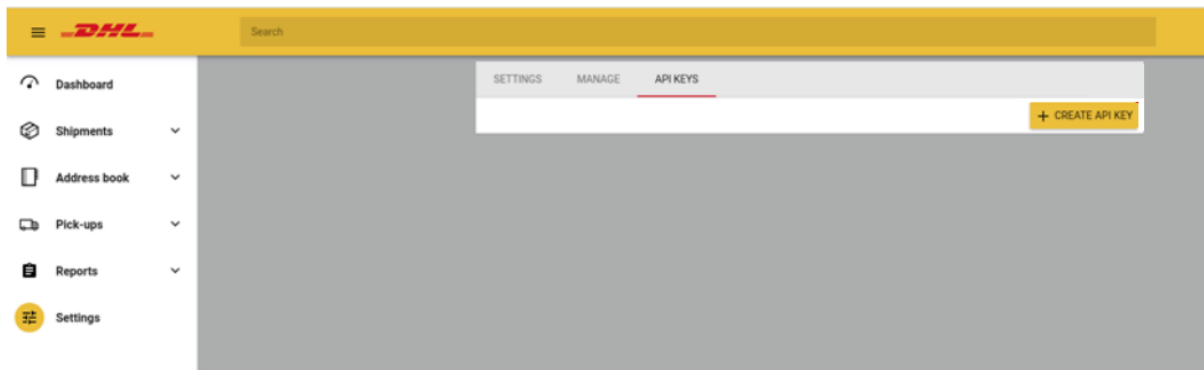


How to Configure WooCommerce for DHL Parcel

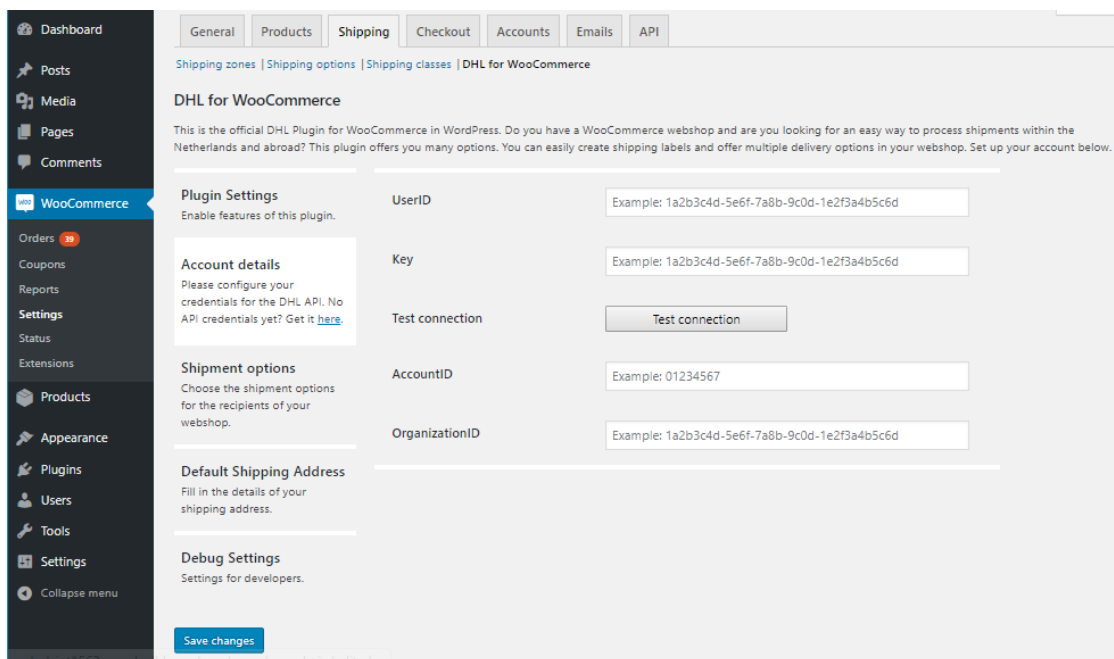
Login to 'My DHL Parcel' > Settings > API Keys > Generate API Key

Make a record of these details for the next step.

If you do not have a My DHL Parcel account or if the 'Generate API Key' button is not visible, please contact us via cimparcel@dhl.com or call us on 088 34 54 333



Login to WooCommerce > Settings > Shipping > DHL for WooCommerce > Account Details



1. Enter your *UserID* and *Key* and click on the 'Test Connection' button. If the connection is successful the button will turn green. Please contact support at cimparcel@dhl.com if you're having issues.

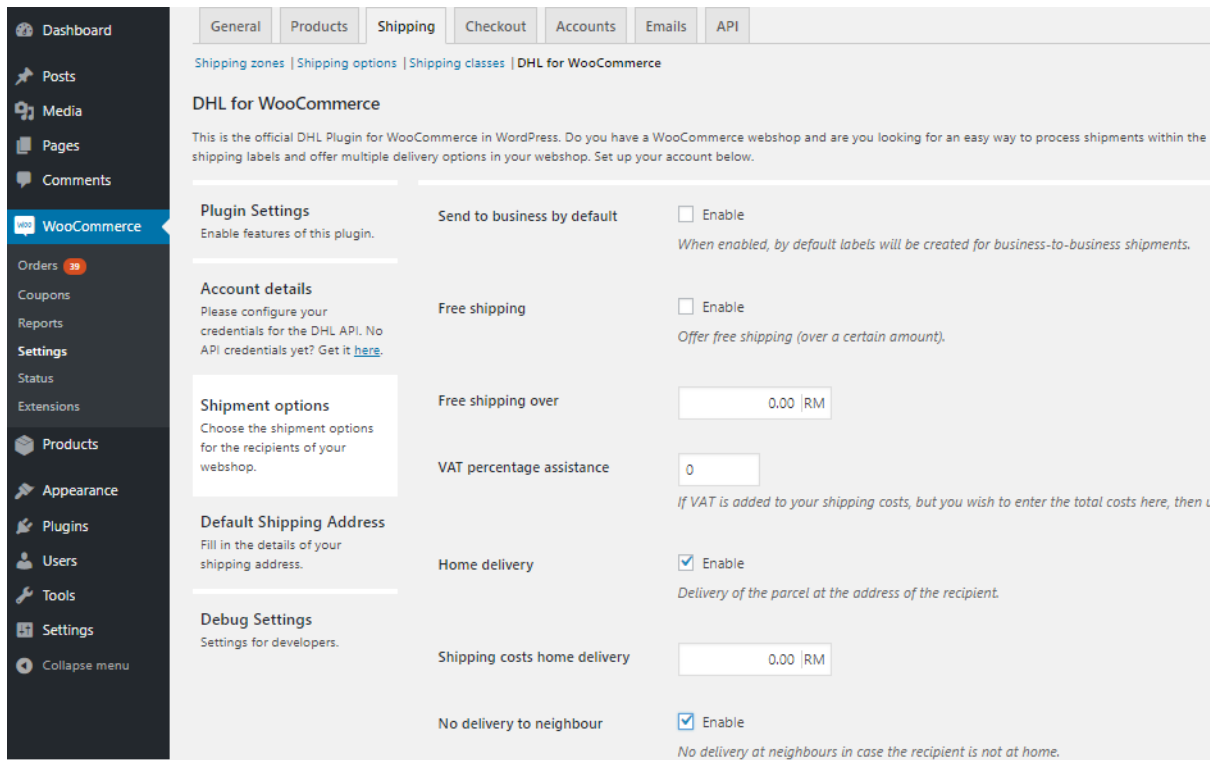
2. Enter your *Account ID* and *OrganisationID*.

Save all changes

Shipping Options

WooCommerce > Settings > Shipping > DHL for WooCommerce > Shipment options

Here you can set the shipping options you wish to offer your customers and the prices you'll charge.

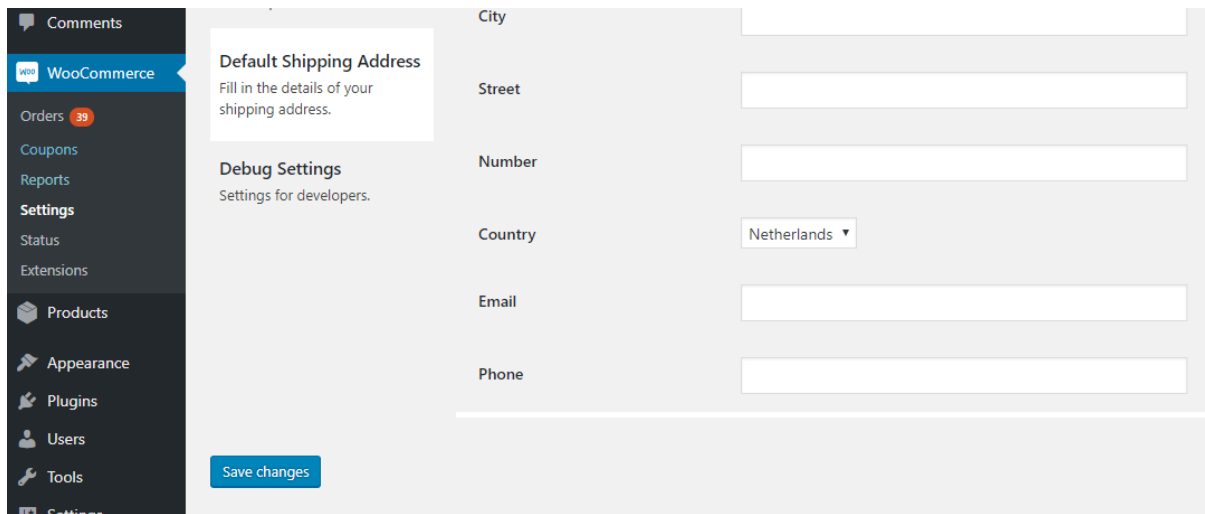


The screenshot shows the 'DHL for WooCommerce' settings page. The left sidebar contains navigation links: Dashboard, Posts, Media, Pages, Comments, WooCommerce (selected), Orders (39), Coupons, Reports, Settings, Status, Extensions, Products, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area has tabs for General, Products, Shipping (selected), Checkout, Accounts, Emails, and API. Below the tabs are links for Shipping zones, Shipping options, Shipping classes, and DHL for WooCommerce. The page title is 'DHL for WooCommerce'. A introductory text states: 'This is the official DHL Plugin for WooCommerce in WordPress. Do you have a WooCommerce webshop and are you looking for an easy way to process shipments within the shipping labels and offer multiple delivery options in your webshop. Set up your account below.' The settings are organized into sections: 'Plugin Settings' (Enable features of this plugin), 'Account details' (Please configure your credentials for the DHL API. No API credentials yet? Get it [here](#).), 'Shipment options' (Choose the shipment options for the recipients of your webshop.), 'Default Shipping Address' (Fill in the details of your shipping address.), and 'Debug Settings' (Settings for developers.). The 'Shipment options' section includes: 'Send to business by default' (checkbox unchecked, 'Enable'), 'Free shipping' (checkbox unchecked, 'Enable'), 'Free shipping over' (input field with '0.00 RM'), 'VAT percentage assistance' (input field with '0'), 'Home delivery' (checkbox checked, 'Enable'), 'Shipping costs home delivery' (input field with '0.00 RM'), and 'No delivery to neighbour' (checkbox checked, 'Enable').

- *Send to business by default* – Do not tick this option if you mainly ship to consumers. If you ship to businesses **and** consumers, then select the option you are going to use the most.
- *VAT percentage assistance* – if enabled, the plug-in will automatically calculate the VAT for the shipping costs.
- *Delivery options* – you can charge different rates for each delivery option (these can be amended any time).

Set Default Shipping Address

WooCommerce > Settings > Shipping > DHL for WooCommerce > Default Shipping Address



The screenshot shows the 'Default Shipping Address' settings page in the WooCommerce admin interface. On the left is a dark sidebar with navigation options: Comments, WooCommerce (selected), Orders (39), Coupons, Reports, Settings, Status, and Extensions. Below these are icons for Products, Appearance, Plugins, Users, and Tools. The main content area has a light gray background. At the top left of this area is a white box with the title 'Default Shipping Address' and the instruction 'Fill in the details of your shipping address.' Below this is a section for 'Debug Settings' with the text 'Settings for developers.' To the right of these are several form fields: 'City' (text input), 'Street' (text input), 'Number' (text input), 'Country' (dropdown menu showing 'Netherlands'), 'Email' (text input), and 'Phone' (text input). At the bottom left of the main content area is a blue 'Save changes' button.

You'll need to enter the sender address which will be visible on the shipping labels – changes can be made at any time.

Finally, save your changes.