

QUICK GUIDE

DHL FOR SHOPWARE EXTENSION



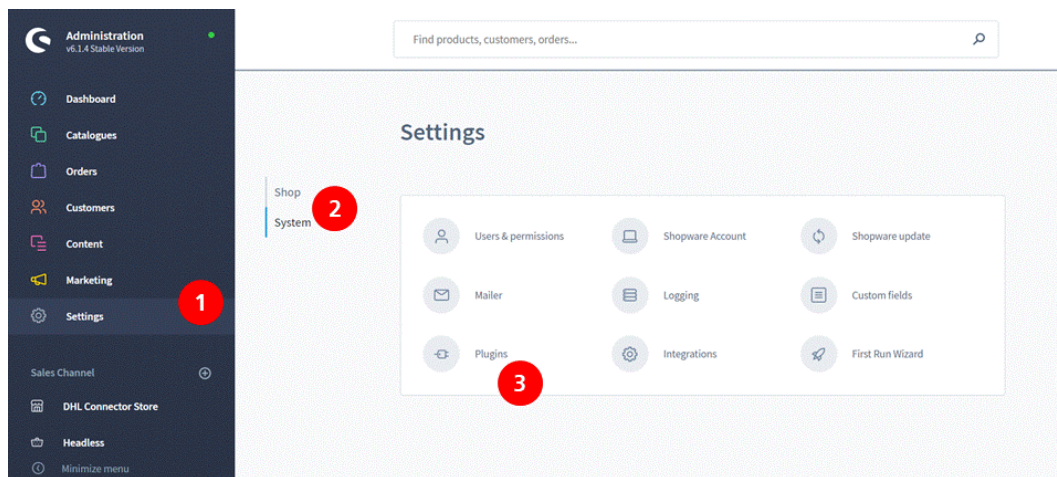
Step 1 – Get your URL

Log in to online shipping service [My DHL Parcel](#). If you do not have an account for My DHL Parcel yet, [request one](#) for free.

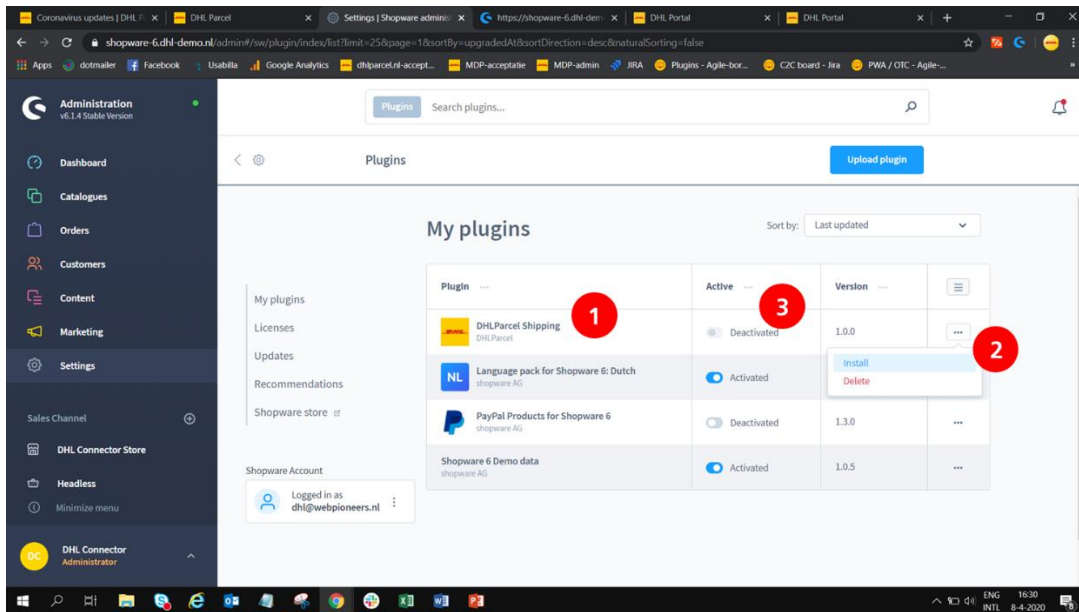
Open the "Integrations" tab in the "Settings" menu. Click "free link" below the Shopify logo. You will then receive your unique URL which is linked to your business account. Copy this URL. Need help? Please [contact](#) us.

Step 2 - Connect

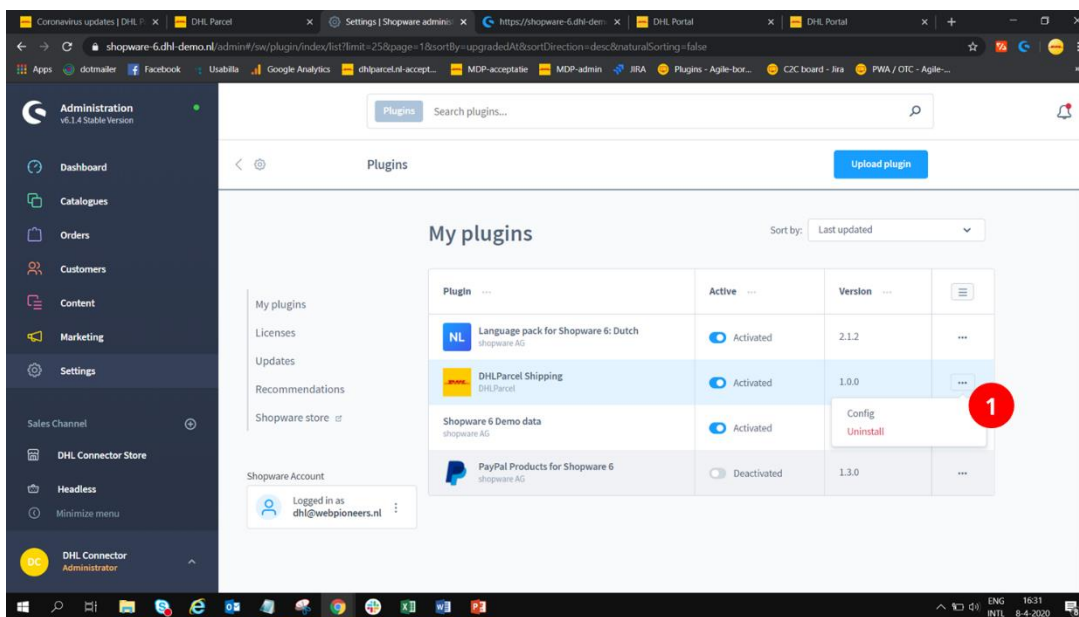
Log into your online store in Shopware webshop and go to the menu 'Settings'(1), 'System'(2) 'Plugins'(3).



Click on the button 'Upload plugin' and add the Zip-file with the Shopware extension. You can download the [Zip-file](#) here.



After uploading the extension you will see it in the list with plugins(1). Install the extension by clicking on the menu(2) and activate by switching the slider(3).



Now you can configure the extension via the menu again, choose 'config' (1).

Choose for which online store you would like to activate the extension or choose 'All Sales Channels' (1). Enable the extension (2) and paste the URL from step 1 in the placeholder (3). Save your changes.

Step 3 – Print labels

My DHL Parcel now automatically creates a draft label for every order. Use the edit button to adjust each label and choose your preferences and shipping options. For example, add a return label or request a signature on receipt. For more information, see the [My DHL Parcel](#) manual.

Step 4 – Delivery options (optional)

Improve your online store with shipping options and increase your online sales. Add shipping options such as evening delivery in a few clicks. To do this, use the Settings (1) > Shipping (2) menu. Click 'Add shipping method' (3). Add the shipping options you would like to show in your online store and fill in your price per option.

Name	Description	Active
Aan de deur	Aan de deur	✓
Bezorging in de avond	Bezorging in de avond	✓
Express		✗
Niet bij burens, in de avond bezorgen	Niet bij burens, in de avond bezorgen	✓
Niet bij de burens bezorgen	Niet bij de burens bezorgen	✓
No neighbor delivery	No neighbor delivery	✓

Choose the titles for your shipping options:

You can choose the following text to name your shipping options in the check-out. Use one or more of these exact texts. My DHL Parcel can only recognize the shipping option and print it on your labels automatically if the name matches one of these inputs exactly:

Dutch texts	English texts
Avondbezorging	Evening delivery
DHL Avondbezorging	DHL Evening delivery
Niet bij de buren bezorgen	No neighbor delivery
DHL Niet bij de buren bezorgen	DHL No neighbor delivery
Niet bij buren, in de avond bezorgen	No neighbor, evening delivery
DHL Niet bij buren, in de avond bezorgen	DHL No neighbor, evening delivery
In de avond, niet bij buren bezorgen	Evening, no neighbor delivery
DHL In de avond, niet bij buren bezorgen	DHL Evening, no neighbor delivery

Set shipping options per country:

The shipping options 'evening' and 'no neighbor' are only possible in the Netherlands. Shopware offers you the possibility to set options per country by adding an 'availability' to the shipping option. Choose your name and description (1). Add the condition to only show the option to Dutch customers(2). Save the settings.

The screenshot shows the configuration interface for a shipping option in Shopware, specifically for the Netherlands. The interface includes the following elements:

- Name:** A text input field containing "Nederland", marked with a red circle "1".
- Priority:** A text input field containing "1".
- Description:** A text area containing the text "NL klanten".
- Condition Builder:** A section showing a condition: "Shipping country" is one of "Netherlands". The "Netherlands" tag is highlighted with a red circle "2". Below this are buttons for "AND", "SUBCONDITION", and "Delete container".
- Buttons:** At the bottom right, there are buttons for "OR", "Delete all", "Cancel", and "Save". The "Save" button is highlighted with a red circle "3".