

How to create a shipping label

WooCommerce > Orders > *Click into Order*

The screenshot shows the 'Orders' overview page in the WordPress admin dashboard. The left sidebar contains navigation links for WP Engine, Dashboard, Posts, Media, Pages, Comments, and WooCommerce. The main content area is titled 'Orders' and includes a search bar, filters for 'All (26)', 'Mine (1)', 'Trash (2)', 'Pending payment (8)', 'Processing (2)', and 'On hold (16)', and a table of orders. The table has columns for 'Order', 'Ship to', 'Date', 'Total', and 'Actions'. Two orders are visible: #137 by Max Musterman (dated January 9, 2018, total €20.00) and #134 by Mona (dated December 8, 2017, total €39.99).

The screenshot shows the 'Edit order' page for Order #134. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Edit order' and shows 'Order #134 details' with a payment method of 'Direct bank transfer' and a customer IP of '165.72.200.11'. The page is divided into several sections: 'General Details' (Order date: 2017-12-08, Order status: On hold, Customer: mona), 'Billing details' (Address: Max Muster, Musterstraße 10, 53113 Bonn, Email: max.muster@abc.de, Phone: 0123456789), and 'Shipping details' (Address: Max Muster, Musterstraße 10, 53113 Bonn). Below these is a table of items: 'Happy Ninja' (€35.00), 'Versandkostenpauschale' (€0.00), and 'DHL Preferred Day & Time' (€4.99). On the right, the 'DHL Label & Tracking' section allows selecting a DHL service (DHL Paket), entering an estimated shipment weight (5 kg), and choosing a preferred day and time. A 'Generate Label' button is visible at the bottom of this section.

On this overview, you'll see all the details for this order. The chosen products and services can be edited here.

Click 'Generate Label' to create a shipping label with a corresponding tracking code. This button will then become 'Download Label' – you can print your label from here.