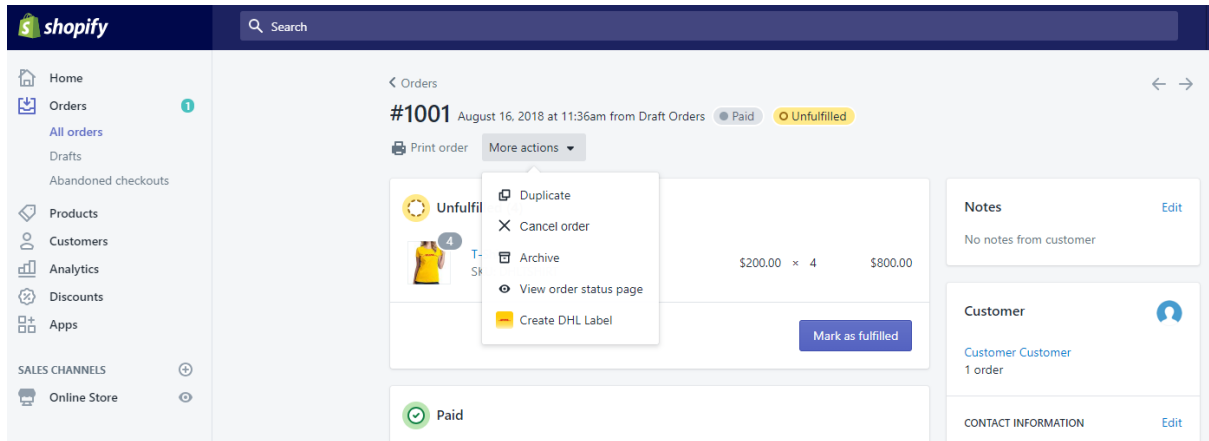


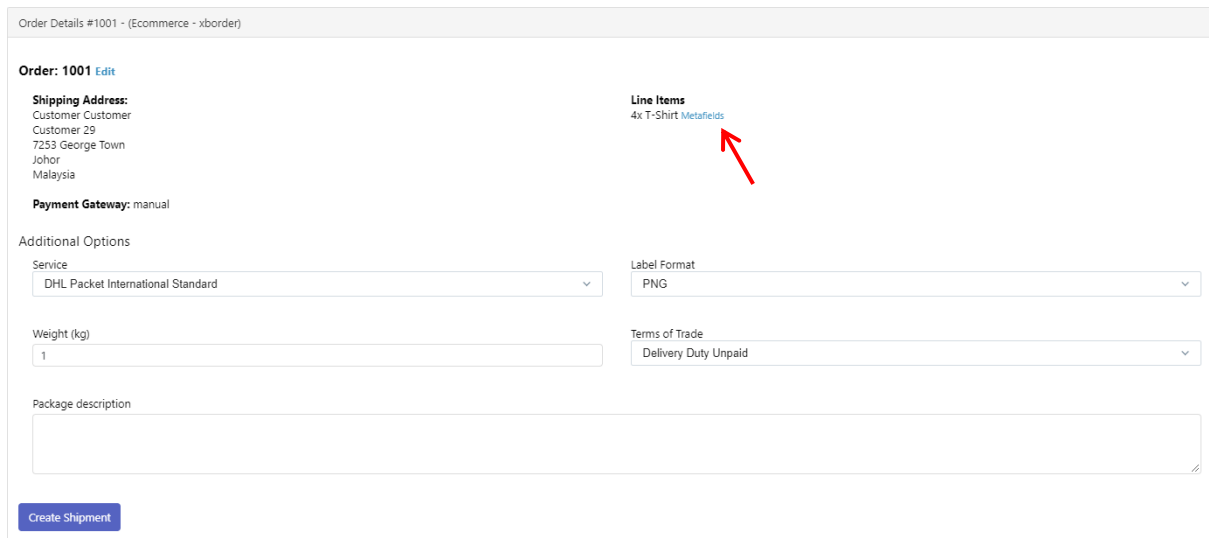
How-to Guide for DHL eCommerce with Shopify

Creating a Shipping label

Orders > All Orders > *Click into* order > More Actions > Create DHL Label

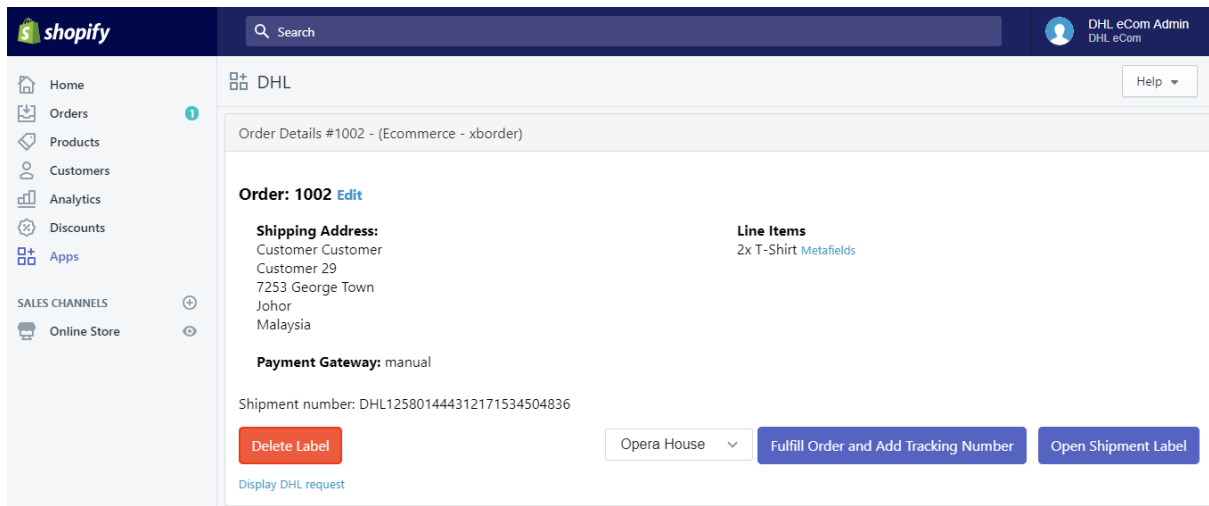


The shipping options displayed will have been pulled through from your initial shipment configuration.



- *Package Description* – Will be required for international orders including additional details such as HS-Code. (Exact codes for each product can be found within the items 'Metafields').

Click on 'Create Shipment'



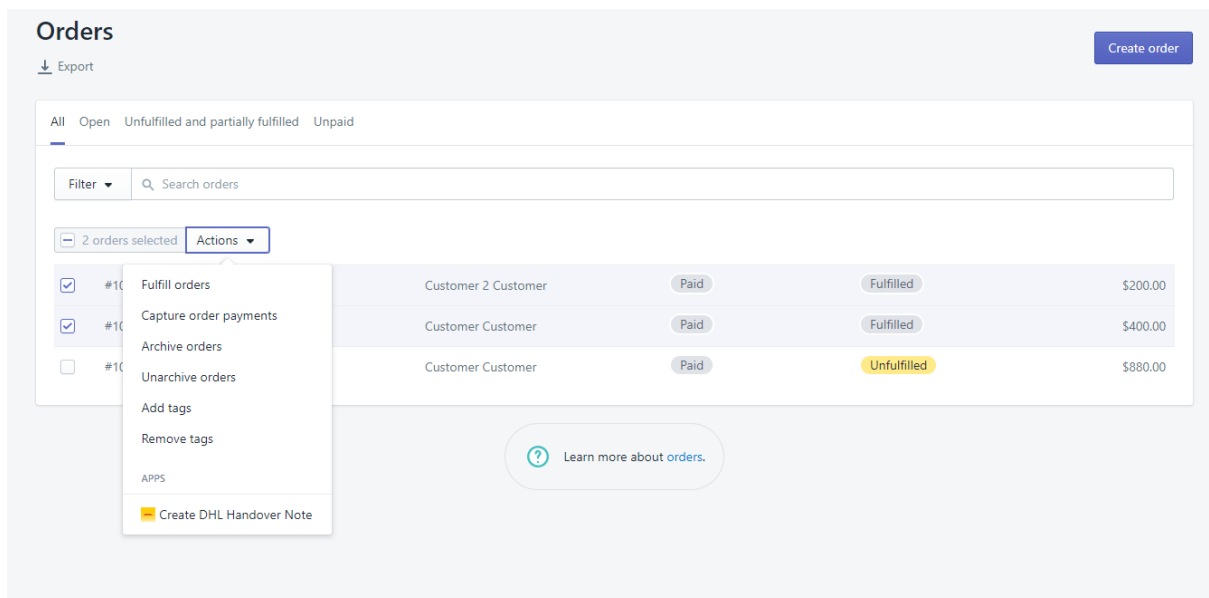
You now have the following options:

- **Delete Label**– This will **not** cancel your shipment but allows you to amend the shipping details again.
- **Fulfill Order and Add Tracking Number**– This marks the order as shipped within the back-end of your shop and adds a tracking number to the shipment.
- **Open Shipment Label**– You will be able to print your label from here.

Order Overview and Handover Note Creation

You can only create a handover note for orders with a DHL shipping label and marked as fulfilled.

Orders > All orders > Select orders > Actions > Create DHL Handover Note



If a selected shipment is missing a DHL label or has already been marked as fulfilled, it will automatically be filtered out from the handover note.

Print out your handover note.