

How-to Guide for DHL eCommerce with WooCommerce

Label Generation

WooCommerce > Orders > *Select* Order

The screenshot shows the 'Edit order' page for Order #274. The order status is 'Processing'. The DHL Label & Tracking section is visible on the right, with a 'Generate Label' button circled in red. The shipping details show the address: Hans Mustermann, Poststrasse 10, 47100 Kuala Lumpur, Malaysia. The DHL service selected is 'DHL Packet International Economy'.

In the order overview, you can change the standard DHL Shipping Service, shipping features and weight. Check the auto-filled package description for customs and edit if required.

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.

Handover Note Creation

Approximately 30 minutes after generating a label, a unique tracking code will automatically be assigned to your shipment.

To create a handover note, go to WooCommerce > Orders

Select all orders with DHL labels (they'll have a tick in the 'DHL Label Created' column), then under 'Bulk Actions', choose 'DHL Print Handover' and click apply.

The screenshot shows the 'Orders' page with 78 items. The 'Bulk Actions' dropdown menu is open, and 'DHL Print Handover' is selected. The table below shows a list of orders. The 'DHL Label Created' column has a checkmark for order #276.


Ship to	Date	Total	DHL Label Created	DHL Tracking Number	DHL Handover Created	Actions
min ch@deutsch DHL Jörg Kessenich, Poststrasse, 10, 53113 Bonn, Germany Via Free shipping	August 29, 2018	140.00RM Via Direct bank transfer	✓			...
#276 hv Admin	August 29	140.00RM	✓	HK1K27615359		...


Click on the 'Print DHL handover' hyperlink to open you document.

Orders [Add order](#)

DHL handover for 1 order(s) created. [Print DHL handover.](#)


All (81) | Mine (80) | Pending payment (1) | Processing (39) | On hold (40) | Completed (1)

 Handover Note 30 89067696517



1 Pick-up Account Details

Pick-up Name Account No 0005316279



2 Shipping Service(s)

Shipping Service(s)

3 Details

	No. of items	Weight(kg)	No. of Receptacles
Total	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>

Handover info Drop-Off Pick-Up DHL Distribution centre

Remarks/VAS

4 Signature

I declare the contents of the shipment under this Handover Note does not contain any prohibited or hazardous goods. The General Terms and Conditions of DHL eCommerce shall apply on the services provided by DHL eCommerce.

Signature Date 4-July-2017 12:6:14