

How-To Guide for DHL Paket with Shopify

Shipping labels

Orders > All orders > Click *into* order > More actions > Create DHL label

Order Details

Shipping address – if a customer has chosen different billing and shipping addresses, a second address would appear to the right of the one currently displayed.

Home Orders Products Customers Analytics Discounts Apps sales channels Online Store Settings

(S) DHL for Shopify Help

Order Details #1067 - (Paket - domestic)

Shipping Address [Edit](#)

Order Shipping Address:
Max Mustermann
Musterstraße 10
53113 Musterstadt

Order Infos
Payment Gateway: DHL Nachname

Additional Options

Weight: 1

Visual check of age: A 18

Preferred location:

Preferred neighbour:

Preferred day:

Preferred time:

Home Orders Products Customers Analytics Discounts Apps sales channels Online Store Settings

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Preferred location:

Preferred neighbour:

Preferred day:

-	17	18	19	20	22
none	Wed	Thu	Fri	Sat	Mon
23					
Tue					

Preferred time:

none	18-20	19-21
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Bulky goods

Increase insurance up to €25000

Payment on delivery

Send DHL parcel announcement to customer

Print only if DHL encoding is possible

Create Shipment

Additional Options are pre-filled using the default settings chose within the DHL app. You have the option to change most of the default values.

Once you've finished, *click* Create Shipment > Open Shipment Label PDF *and print*

The screenshot shows the 'DHL for Shopify' interface. On the left is a navigation sidebar with icons for Home, Orders (with a '17' badge), Products, Customers, Analytics, Discounts, Apps, sales channels, Online Store, and Settings. The main content area is titled '(S) DHL for Shopify' and contains 'Order Details #1067 - (Paket - domestic)'. Below this, it shows the 'Shipping Address' as 'Order Shipping Address: Max Mustermann, Straeßchensweg 10, 53113 Bonn'. The 'Shipment number' is '222201040001035772'. A prominent blue button labeled 'Open Shipment Label PDF' is visible, along with a link for 'Display DHL request'.

