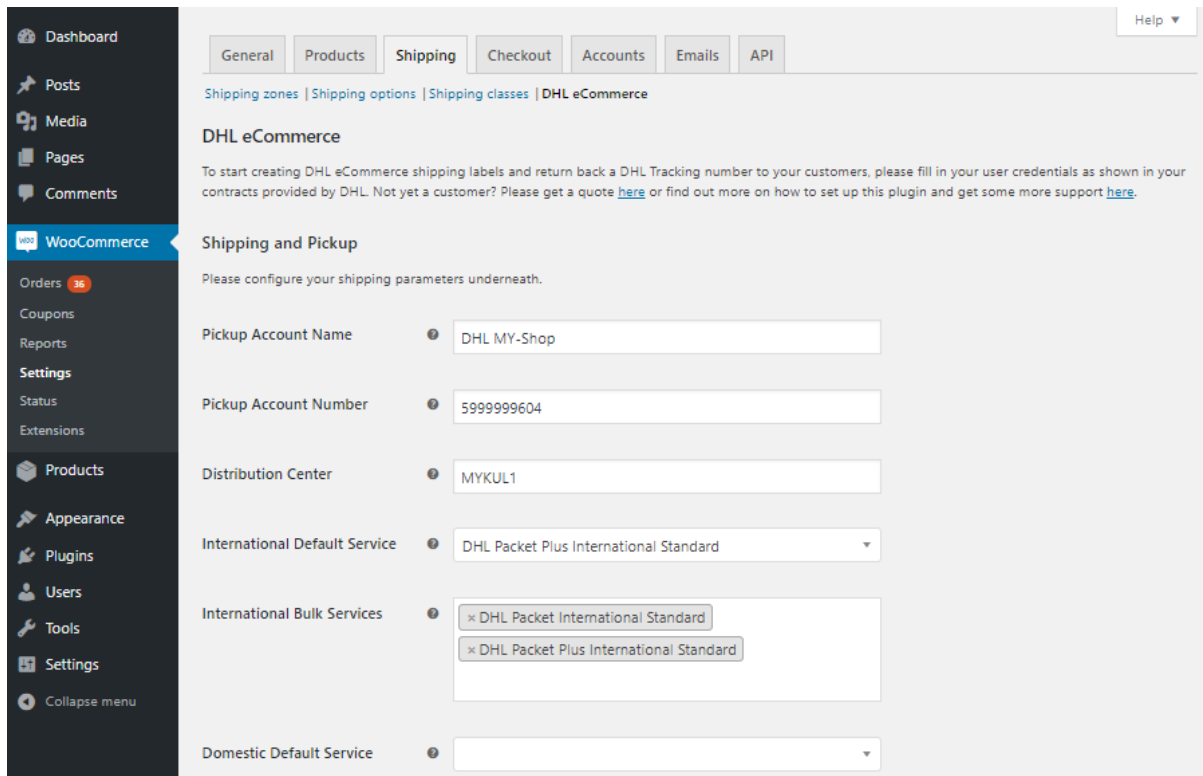


## How to Configure WooCommerce for DHL eCommerce

WooCommerce > Settings > Shipping > DHL eCommerce



The screenshot shows the WooCommerce Settings page for DHL eCommerce. The left sidebar contains navigation links: Dashboard, Posts, Media, Pages, Comments, WooCommerce (selected), Orders (36), Coupons, Reports, Settings, Status, Extensions, Products, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area has tabs for General, Products, Shipping (selected), Checkout, Accounts, Emails, and API. Below the tabs are links for Shipping zones, Shipping options, Shipping classes, and DHL eCommerce. The DHL eCommerce section includes a heading, a paragraph of instructions, and a 'Shipping and Pickup' sub-section. The sub-section contains several form fields: Pickup Account Name (DHL MY-Shop), Pickup Account Number (5999999604), Distribution Center (MYKUL1), International Default Service (DHL Packet Plus International Standard), International Bulk Services (two items: DHL Packet International Standard and DHL Packet Plus International Standard), and Domestic Default Service (empty dropdown).

1. To configure your account, enter the following credentials which can be provided by your DHL eCommerce account manager upon request:
  - Pickup Account Name
  - Pickup Account Number
  - Distribution Centre/Facility Code
2. In the drop-downs for 'International Default Service' and 'Domestic Default Service', select the standard shipping service for domestic and international orders (this can be customised for each order before you print the label).  
Note: if a service is not available in your country for either domestic or international shipping, it will not appear.

|                     |   |
|---------------------|---|
| Package Prefix      | <input type="text" value="VNJK"/>         |
| Package Description | <input type="text" value="Product Name"/> |
| Label Format        | <input type="text" value="PDF"/>          |
| Label Size          | <input type="text" value="4x6"/>          |
| Page Size           | <input type="text" value="A4"/>           |
| Handover            | <input type="text" value="Drop-Off"/>     |

3. *Package Prefix* – is generated by you and can consist of max. 5 characters – we strongly suggest making it relevant to your business.  
Note: This only applies for customers in the Asia Pacific region.
4. *Package Description* – this information will be pulled in from your WooCommerce product catalogue, and automatically added to each shipment. E.g. contains 'Handbag'/Fresh Produce etc. DHL needs this information to ensure a smooth customs clearance for your international shipments.
5. Choose your label format, size and package 'Handover' options.

### API Settings

Please configure your access towards the DHL eCommerce APIs by means of authentication.

|                 |  |
|-----------------|--|
| Client Id       | <input type="text" value="73798a52-da8b-4120-b53a-43585b8704d0"/>  |
| Client Secret   | <input type="text" value="d0166ee5-9dd6-4576-825f-39fd7a32658a"/>  |
| Sandbox Mode    | <input checked="" type="checkbox"/> Enable Sandbox Mode  |
| Test Connection | <input type="button" value="Test Connection"/>   |
| Debug Log       | <input checked="" type="checkbox"/> Enable logging<br><small>A log file containing the communication to the DHL server will be maintained if this option is checked. This can be used in case of technical issues and can be found <a href="#">here</a>.</small> |

## 6. API Settings

- *Client Id* and *Client Secret* – this information will be provided by your DHL eCommerce account manager upon request. Alternatively, you can email us on [integration@dhl.com](mailto:integration@dhl.com) and we will provide you with the credentials.

To complete the configuration, we recommend testing the correct set up of all required fields by clicking on the 'Test Connection' button. It is best to save all changes before you do so.