

# QUICK GUIDE OPENCART EXTENSION DHL



#### Step 1

Log in to online shipping service <u>My DHL Parcel</u>. Open in the "Settings" menu the "Integrations" tab. Click on "free link" under the OpenCart logo. You will then receive your unique URL that is linked to your business account. Copy this URL. If you do not yet have an account for My DHL Parcel, <u>create one</u> for free online. Need help? Then <u>contact</u> us.

### Step 2

Download the OpenCart extension on our website: OpenCart extension. Save the file.

## Step 3

Open your OpenCart online store and open the menu 'Extensions'(1), 'Installer' (2). Upload the extension (3) you downloaded on our website in the previous step.



Then open the menu 'Extensions'(1), submenu 'Extensions'(2) and choose the extension type 'Shipping'(3). You will see the DHL Parcel extension below on your screen. Click on the pencil (4) to activate.

	Extensions Home > Ex	tensions		
🚯 Dashboard				
📎 Catalog >	🔥 Extension List			
Extensions	Choose the extension ty	/pe		
» Marketplace				
» Installer	Shipping (13)	3		▼ Filter
» Extensions 2		-		
» Modifications				
» Events				
🖵 Design 🛛 🔸				
🍹 Sales 💦 🔶				
🐣 Customers >	Shipping			
Karketing >	Shipping Method	Status	Sort Order	Action
🔅 System >	Australia Post	Disabled		/ 0
Heports >	DHL Parcel webhook	Enabled		4

Select at 'Status' the setting 'Enabled'(3). Past the URL (4) from step 1 and select the order status (5) for label creation. Save the changes (6) and the connection is finished.

🚳 Dashboard			
🏷 Catalog >	🖋 Edit DHL Parcel Webhook		
♣ Extensions			
» Marketplace	Status Enabled 3		
» Installer			
» Extensions	Webhook url https://connector-accept.dhiparcel.ni/api/V1/webhook/opencart/8c8afaf3-7fc-4		
» Modifications	Orderstatus Pending 5		
» Events	to report on		

### Step 4

From now on, My DHL Parcel automatically creates a concept label for every order. With the edit button you can adjust each label and choose your preferences and shipping options; for example, add a return label or request a signature on receipt. A manual for <u>My DHL Parcel</u> is also available.