



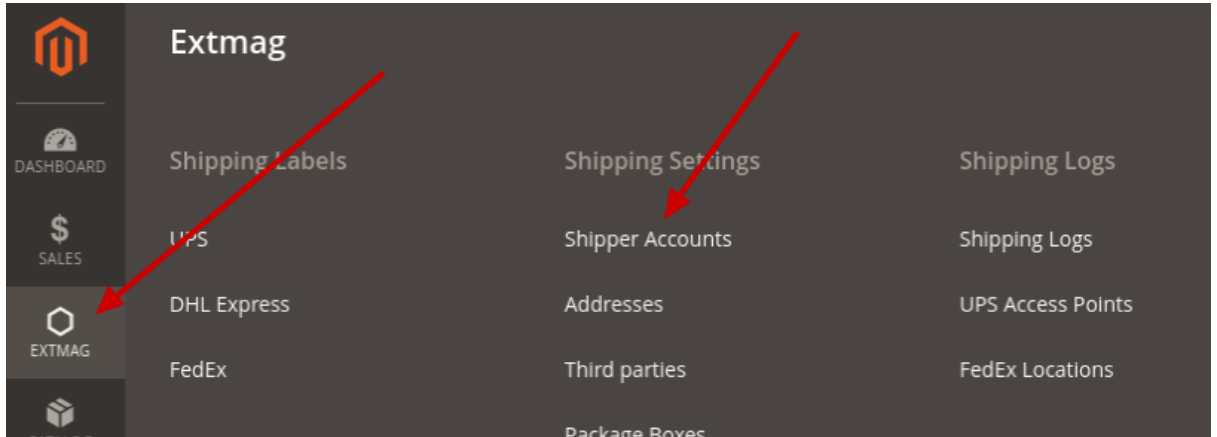
# Configuration of MyDHL Express Comprehensive Shipping for Magento 2.x

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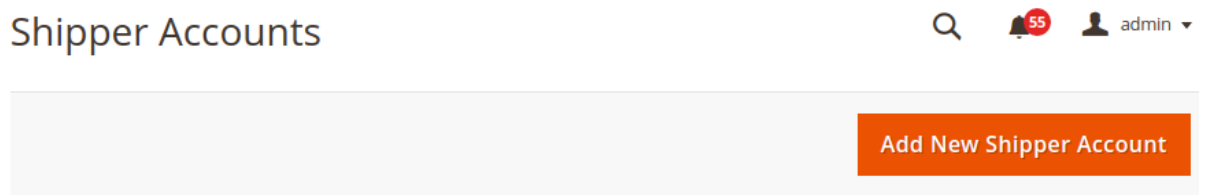
- MyDHL Express Account
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# MyDHL Express Account

1. If you don't have MyDHL Express Account Credentials get it by <https://www.dhl.com>
2. Follow to Admin Main Menu -> Extmag -> Settings -> Shipper Accounts.



3. Click on the “Add New Shipper Account” button.



4. Input your credentials of MyDHL Express to fields and click on the “Save” button.

Carrier \* MyDHL Express ▼

Title \*

Live Account \* No ▼

Site ID \*


Password \*

Shipper Number

Time Zone  ▼

DHL Signature for International Invoice

Maximum file size: 1 MB. Allowed file types: PNG, GIF, JPG.

  
[Browse to find or drag image here](#)

## Addresses

1. Follow to Admin Main Menu -> Extmag -> Settings -> Addresses.
2. Click on the “Add New Address” button.
3. Input your Address to fields and click on the “Save” button.

Title \*

Company Name \*

Attention Name \*

Phone \*

VAT/Tax Number

If this field is left blank, the tax number will be used, which is the default for the Magento store.

EORI Number

Country \*

State/Province

Postal Code

City \*

Urbanization

Address Line 1 \*

Address Line 2

Address Line 3

Floor

Room

Pickup Point

Destination Type \*

# Package Boxes

Optionally, you can create packaging boxes.

1. Follow to Admin Main Menu -> Extmag -> Settings -> Package Boxes.
2. Click on the “Add New Box” button.
3. Input your Box parameters to fields and click on the “Save” button.

Title \*

Unit of measurement of weight \*

Kilograms



Unit of measurement of dimensions \*

Centimeters



Max weight \*

Empty weight \*

Width \*

Length \*

Height \*

Outer width \*

Outer length \*

Outer height \*

Qty \*

# Shipping Methods

Create one or more shipping methods as needed. These methods will show in the checkout.

1. Follow to Admin Main Menu -> Extmag -> Shipping Methods -> Shipping Methods.
2. Click on the “Add New Shipping Method” button.
3. Input shipping method data to fields and click on the “Save” button.

Description \*

Title of Carrier

Active \*  No

Carrier \*  ▼

Show Methods \*  ▼

Websites \* **Main Website Store** ?  
Default Store View  
France

Customer Groups \* **NOT LOGGED IN**  
General  
Wholesale  
Retailer

Apply Carrier Discount  No

Apply Cart Price Rules  No

Cart Price Rules apply after calculating the price via the Extmag module

Conditions

---

Additional Price

---

Time In Transit

---

# Configuration

1. Follow to Admin Main Menu -> Extmag -> Settings -> MyDHL Express Configuration.
2. First, click on the “General” tab on the left and fill the necessary fields.

{Carrier Name} ^    General

General

Account [country] Example ?  
[Add Shipper Account](#)

Shipper Address [country] for USA ?  
[Add Address](#)

Ship From Address [country] for USA ?  
[Add Address](#)

Destination Type [country] Auto ?  
If Auto then UPS defines destination type by customer address

Shipping Description [country] This is just package  
Can use macro paste: #order\_id#, #customer\_name#

3. Moving from tab to tab, fill in the necessary fields.

## Description options of the extension configuration

### General Tab

- General
  - Account
    - Select your carrier account by default or create an account following the link “Add Shipper Account” and then select it here
  - Shipper Address

- Select your shipper address by default or create an address following the link “Add Address” and then select it here
  - This is the main address of your MyDHL account connecting with the Shipper Number
- Ship From Address
  - Select your shipper address by default or create an address following the link “Add Address” and then select it here
  - It is your warehouse or store address
- Destination Type
  - this item has two options
    - Auto: the carrier will automatically detect the type of recipient address.
    - Residential: the option is a flag to indicate if the receiver is a residential location

## Packaging Tab

- **Packaging**
  - Type
    - We recommend choosing by default “Your packaging” or choosing from the list at your discretion
  - Reference
    - Can use macro paste: #order\_id#, #customer\_name#, #store\_id#, #store\_code#, #store\_name#
    - This element identifies the reference information. It is an optional field in the shipment validation request.
  - Bar code for Reference
    - This element represents the Customer Barcode details of the piece and it will be displaying in the
    - label. It is an optional field.
- **Weight**
  - Attribute of Product Weight
    - If your products have a weight, indicate the product attribute for the weight. By default, this is the attribute with the code "weight"
  - Average Product Weight
    - If some of your products do not indicate the weight, please indicate the average weight of the product. This is required for packaging products in boxes
  - Pack Weight
    - If packing in boxes will not be used, then indicate the weight of the empty package
- **Dimensions**
  - Attribute of Product Width (Length, Height)
    - Specify from which product attribute to get width (length, height) data
  - Average Product Width (Length, Height)
    - For products without dimensions, please indicate the average width (length, height). This will help you pack food into boxes.
  - Applicable Boxes
    - Specify which boxes to use for this carrier, store, or destination.



- By the link "Add Package Box" under the selection field, you can create missing boxes
  - Exclude Product Categories
    - Products from the categories selected here do not count towards box packaging and each product has been packaged separately
  - Attribute of Product Pre-packed
    - The attribute must be Yes\No type. If Yes, the product will be a separate package

### Returns Tab

- Returns
  - Creating Return Label With Shipping Label
    - A return label is created together with a direct label at the same time. You can print it and put it in the parcel
- Customer
  - Allow Print
    - Allow the buyer to print the return label from their account
  - Allow Create
    - Allow the buyer to create a return label from their account

### References Tab

- References
  - Reference ID
    - The ReferenceID element contains the shipper reference ID. It is a mandatory field.
    - Can use macro paste: #order\_id#, #customer\_name#, #store\_id#, #store\_code#, #store\_name#

### Payments Tab

- Payments
  - Currency
    - Specify the currency of your account on the carrier's website
  - Shipment Payer
    - Specify who will pay for the shipping. The payer can be the sender or a third party
  - Duty And Tax Payer
    - Indicate who will pay the duties and taxes.
  - Is Dutiable?
    - The IsDutiable element indicates whether the shipment is dutiable or not
  - Declared Value Type
    - When calculating the total cost of a parcel, only the price of products or the price of products, discounts, and fees can be taken into account
  - Insurance
    - Specify the amount of insurance in the request
  - COD
    - The payment method must be appropriate

### **Notification Tab**

- Notification
  - Message
    - The message that the recipient will receive upon delivery of the parcel

### **Printing Tab**

- Printing
  - Type
    - Specify the type of label to print. It can be PDF or thermal type.
  - Template
    - Specify the height and width of the label you need
  - Label Resolution (dpi)
    - Can range from 200 to 300. By default 203
  - Archive Document
    - This element indicates to receive the GLS's generated Archive document image
  - Mass Print
    - With bulk printing, you can only print unprinted labels or all.

### **Pickups Tab**

- Pickup
  - Earliest Pickup Time
    - Indicate the opening time of your store or warehouse. The time when you are ready to deliver the parcels to the courier.
  - Latest Pickup Time
    - Specify the closing time for your store or warehouse.
  - Special Instructions
    - These are special instructions for the driver.
- Schedule
  - Schedule settings for which pickups will be created. You can also create pickups manually if the schedule is disabled.

### **Tracking Tab**

- Tracking Schedule
  - If enabled, requests for delivery information will be sent according to the schedule for each created shipment. If an error is received or the delivery was successfully delivered, then a request will no longer be made for this tracking number.

### **International Invoice Tab**

- International Invoice
  - Type
    - Commercial Invoice
    - Proforma Invoice
  - Terms of Shipment
    - Indicates the rights to the seller from the buyer.
    - Valid values:

- Cost and Freight
  - Cost, Insurance and Freight
  - Carriage and Insurance Paid To
  - Carriage Paid To
  - Delivered at Frontier
  - Delivered At Place
  - Delivered At Terminal
  - Delivered Duty Paid
  - Delivered Duty Unpaid
  - Delivered Ex Quay
  - DES
  - DVU
  - Ex Works
  - Free Alongside Ship
  - Free Carrier
  - Free On Board
- Reason for Export
  - A reason to export the current international shipment
  - Max length 30
- Invoice Number
  - Commercial Invoice number assigned by the exporter
  - Can use macro paste: #order\_id#, #shipment\_id#, #invoice\_id#
- Comments
  - Max length 150. Can use macro paste: #customer\_name#, #order\_id#, #shipment\_id#, #invoice\_id#, #store\_id#, #store\_code#, #store\_name#
- Additional Declaration Text
  - This element contains the additional declaration text. It is an optional element
  - Max length 300
- Sold To Address
  - The Sold To party's country code must be the same as the Ship To party's country code
- Product Attributes
  - Description
    - Product attribute containing the short name of the product
  - Country of Manufacture
    - Product attribute containing the country of origin
  - Unit of Measurement
    - Select the term that best describes the way your product is measured. For example, barrels, bales, tons, etc.
  - Harmonized (Commodity) Code
    - Product attribute containing Harmonized (Commodity) Code
    - Determining the correct rate of duty when shipping internationally is a frequent challenge for small to medium-sized businesses. You want to make sure your shipment faces minimal disruption when it comes to customs clearance. At the same time, you don't want to pay more than required for shipping your product across borders

- The Harmonized System (HS) code is integral to this process. Organized into 97 chapters, HS codes comprise a global index used to describe every good being imported or exported. And while the HS index may seem complicated at first, becoming familiar with its workings will help you avoid the likelihood of disruptions or delays in your product journey
- Taxpayer Identification
  - VAT/Tax/EORI ID
    - The Tax ID number (EIN/VAT)
  - Consignee VAT/Tax/EORI ID
    - The customer in another country is responsible for paying VAT and duties but for certain products and values, the merchant can collect VAT in the checkout (as normal) and the merchant then takes over the responsibility for reporting this VAT to this country authorities. So the merchant is, from one aspect, considered as both the exporter and importer here.

### **Automatic Tab**

- Automatic Label Creation
  - Enabled
    - Turn on or off automatic creation of shipping labels
    - Make sure your Magento cron job is running
  - Create Invoice
    - Create invoice after creating label(s)
  - Create Shipment
    - Create shipment after creating label(s)
  - Allowed Order Statuses
    - Specify the order statuses for which you want to create shipping labels
  - Allowed Shipping Methods
    - Specify the shipping methods for which you want to create shipping labels
  - Service
    - Specify the shipping methods by which the delivery will be carried out
  - Service for International Destination
    - Specify the shipping methods that will be used for international delivery

### **Mass Actions Tab**

- Mass Label Creation
  - Create Invoice
    - Create invoice after creating label(s)
  - Create Shipment
    - Create shipment after creating label(s)
  - Allowed Order Statuses
    - Specify the order statuses for which you want to create shipping labels
  - Allowed Shipping Methods
    - Specify the shipping methods for which you want to create shipping labels

- Service
  - Specify the shipping methods by which the delivery will be carried out
- Service for International Destination
  - Specify the shipping methods that will be used for international delivery

### Manual Actions Tab

- Manual Label Creation
  - Create Invoice
    - Create invoice after creating label(s)
  - Create Shipment
    - Create shipment after creating label(s)

### Other Options Tab

- Options
  - Saturday Pickup
    - Pick up parcels on Saturday from the point of issue
  - Saturday Delivery
    - Unfortunately, the company doesn't offer any weekend delivery services in the US, but it does offer extensive delivery options in Europe and other parts of the world.
    - DHL's standard delivery operations throughout Europe runs from Mondays to Saturdays. But, even around the world, the company allows you to request your package to be delivered on weekends when you book your shipment. That's because being able to deliver on any day is very important for urgent or special orders especially for the eCommerce industry.
  - Door To
    - Defines the type of delivery service that applies to a shipment
    - Valid values:
      - Door to Door
      - Door to Airport
      - Airport to Airport
      - Door to Door non-Compliant
  - GoGreen Carbon
    - With GoGreen products and services we also help our customers reduce their carbon and greenhouse gas foot print. The growing demand for our GoGreen products and services shows that our customers also want to accept the responsibility of climate protection.
  - Delivery Confirmation
    - Verify that your shipment was delivered with your choice of signature or adult signature options
  - Order Status After Created Shipping Label
    - Change order status after creating shipping label
- Dangerous Goods
  - Product Categories with Dangerous Goods

- Select product categories containing only dangerous goods. You can create a category for dangerous goods only and disable its display on the site.