

Settings

How to configure and print the content declaration of the Post Office?

How to configure and print the content declaration of the Post Office?

01) Access the Control Panel

02) After Login click Configuration >> Shipping / Packaging

03) Fill in / edit the fields:

Shipping From Address: Sender's Address

Shipping From Address Number: Sender Number

Shipping From Address Completion: Sender Completion

Shipping From Address Suburb: Sender's Neighborhood

Shipping From Address City: City of Sender

Shipping From Address State: Sender Status

Shipping From PostCode: Sender's Zip Code

Fill in as Legal Entity:

Shipping From ID Company: CNPJ from Shipper Company

Shipping From Name Company: Name / Company Name of Shipper

or as Individuals:

Shipping From Person ID: Sender's CPF

Shipping From Name Person: Full Sender's Name

04) After setting access the order page in Customers >> Orders or Orders Phone

05) Click Options >> Content Declaration Mail

Unique solution ID: #2352

Author: MFORMULA FAQ

Last update: 2017-12-22 14:41