Settings

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

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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

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