

Orders by Telephone

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

Unique solution ID: #2352

Author: MFORMULA FAQ

Last update: 2017-12-22 14:41