



QUICKGUIDE *for*
WooCommerce

Installation

1. In your GLS Shipping account, go to **"Settings" > "Integrations" > "All Integrations" > "WooCommerce"** and click on **"Download version"**
2. The GLS for WooCommerce plugin (.zip) will now be downloaded locally.

The screenshot displays the GLS Shipping account dashboard. On the left is a dark blue sidebar with the GLS logo and navigation links for Shipping, Analytics, Settings, and Logout. The main content area has a light blue header with tabs for 'All integrations' (selected), 'Integration details', and 'Key management'. Below the header is a list of integration categories: GENERAL (Account, Integrations, Printing) and SHIPPING (Shipping Defaults, Rulebook, Contact list). The 'Integrations' section is active, showing a list of integrations with a version dropdown set to 3.1.91. The 'WooCommerce' integration is highlighted, showing its logo and version (3.1.91). To the right of the integration card is an 'Installation' section with a list of steps: download the plugin, upload it to the shop, click 'Install Now' and 'Activate', create keys, and paste them into the GLS settings. At the bottom of the page are three buttons: 'Download Quick Guide', 'Cancel', and 'Download Version' (highlighted in yellow), and 'Create keys' (highlighted in yellow).

GLS.

Shipping

Analytics

GENERAL

Account

Integrations

Printing

SHIPPING

Shipping Defaults

Rulebook

Contact list

Settings

Logout

All integrations

Integration details

Key management

3.1.91

WooCommerce

WooCommerce 3.1.91

Installation

- "Download" the latest plugin version from this page and store the ZIP file on your computer
- From your Shop backoffice go to "Plugins" > "Add New" > "Upload Plugin" and upload the ZIP file
- Click "Install Now" and "Activate"
- From this page click "Create Keys" to create the keys you need to configure the plugin
- Paste the keys in the "GLS Settings" page in WooCommerce.

Please follow the [Quick Guide](#) for configuration purposes

Download Quick Guide

Cancel

Download Version

Create keys

3. Now log in to your WordPress administration environment and click on **"Plugins" > "New plugin"** and then click on **"Upload plugin"**
4. Select the just saved .zip file and click **"Install Now"**
5. As a final step in the installation, click **"Activate Plugin"**. The GLS for WooCommerce plugin is now active.

The screenshot shows the WordPress 'Add Plugins' page. The left sidebar contains the following menu items: Dashboard, Posts, Media, Pages, Comments, WooCommerce, Products, Analytics, Marketing, Appearance, **Plugins**, Installed Plugins, Add New, Plugin File Editor, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Add Plugins' and includes an 'Upload Plugin' button. Below this, there is a message: 'If you have a plugin in a .zip format, you may install or update it by uploading it here.' This message is followed by a file upload area with a 'Choose File' button, the text 'no file selected', and an 'Install Now' button. Below the upload area, there are tabs for 'Featured', 'Popular', 'Recommended', and 'Favorites'. A search bar with the placeholder 'Search plugins...' is also present. The main content area displays four featured plugins:

- Classic Editor**: Enables the previous "classic" editor and the old-style Edit Post screen with TinyMCE, Meta Boxes, etc. Supports all plugins that extend this screen. By *WordPress Contributors*. Rating: 5 stars (1,058). Last Updated: 8 months ago. 5+ Million Active Installations. Untested with your version of WordPress.
- Akismet Spam Protection**: The best anti-spam protection to block spam comments and spam in a contact form. The most trusted antispam solution for WordPress and WooCommerce. By *Automattic*. Rating: 5 stars (931). Last Updated: 2 months ago. 5+ Million Active Installations. Compatible with your version of WordPress.
- Jetpack – WP Security, Backup, Speed, & Growth**: (Partially visible)
- Classic Widgets**: Enables the previous "classic" widgets settings. Rating: 5 stars. Last Updated: 2 months ago. 5+ Million Active Installations. Compatible with your version of WordPress.

Plugin configuration

The plugin should now be activated. Go back to the WooCommerce integration page in your GLS Shipping account and click on **"Create Keys"** and in the Key management page click on **"Create new keys"** The created keys need to be pasted into WooCommerce.

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Integration details

Key management

App key name	Platform version	Plugin version	Status
Woocommerce	8.3.1	3.1.77	Hide Details <div></div>

Public key

Copy to Clipboard

.....

Token key assigned

Not yet assigned

URL for sending status updates

http://www.glsdemostore.com

Admin: key id

2

Admin: Used app key

93E5666F-2E83-3AF4-ACD0-7C4070AD27D9

Admin: URL for sending status updates

http://www.glsdemostore.com

Admin: Plugin version

3.1.77

Secret key

Copy to Clipboard

.....

Token expire date

Not yet assigned

Shipments go to

http://www.glsdemostore.com

Default settings used of user

GLS Admin

Admin: update system

5: WooCommerce

Admin: Platform version

8.3.1

Create new keys

To do that go to **"Settings" > "GLS Settings"** and paste the keys into the corresponding fields

The screenshot shows the WordPress admin dashboard with the GLS plugin settings. The left sidebar contains a menu with options like Dashboard, Posts, Media, Pages, Comments, WooCommerce, Products, Payments, Analytics, Marketing, Appearance, Plugins, Users, Tools, and Settings. The Settings menu is expanded, showing sub-options: General, Writing, Reading, Discussion, Media, Permalinks, Privacy, GLS Settings, and Collapse menu. The GLS Settings page is displayed, featuring a blue header with the GLS logo and a link to 'Click Here' if you don't have an account. Below the header, there are two tabs: 'Settings' (active) and 'Help'. The main content area contains several settings sections: 'GLS Credentials' with fields for 'Public Key' and 'Private Key'; 'Export to GLS'; 'Pickup Points'; 'Label Printing'; 'Hide Shipping Methods'; and 'Virtual products & Virtual orders'. Each section has a plus icon to its right. At the bottom right, there is a 'Save Changes' button.


Make the desired choices in the following steps of the GLS Settings page. Explanations around the options are displayed in the **"Help"** tab of the plugin.

Configuring Status Updates

Now that the plugin is configured and linked to your GLS Shipping account, the link is displayed in GLS Shipping. The next step is to choose if and when order statuses are automatically updated by the plugin.

1. In your GLS Shipping account, go to **"Settings" > "Integrations" > "Integration details"** and click **"Details"**.
2. Now make a selection at which moment an order status should be updated and click on **"Update"** to save the changes

The screenshot shows the GLS Shipping account interface. On the left is a dark blue sidebar with the GLS logo and navigation links: Shipping, Analytics, Settings, and Logout. The main area has a light blue header with tabs: All integrations, Integration details (selected), and Key management. Below the tabs, there's a table of integrations. The first row shows 'WooCommerce: http://glsdemostore.com' with 'Hide details' and 'Remove' links. Below the table, the 'General' settings for the selected integration are shown. These include: 'Integration / Store name (Required)' with a text input 'http://glsdemostore.com'; 'What status will be set after import?' with a dropdown menu showing 'Processing'; 'What status will be set after label is printed?' with a dropdown menu showing 'Do not change status'; 'What status will be set on delivery?' with a dropdown menu showing 'Completed'; 'Shop is active (Required)' with a green toggle switch; 'Update track code to shop' with a green toggle switch; and 'Token Expires: -'. At the bottom right, there is a large yellow 'Update' button. Below the main content area, there is a yellow button labeled 'Add a shop'.

Integration / Store name	Action
 WooCommerce: http://glsdemostore.com	Hide details Remove

+ General

Integration / Store name (Required)

What status will be set after import?

Processing

What status will be set after label is printed?

Do not change status

What status will be set on delivery?

Completed

Shop is active (Required) ☒

Update track code to shop ☒

Token Expires: -

+ Shipping Rules

Update

Add a shop

Activate GLS Parcel Shop selection in Check-out

If you want to give your customer the option in the check-out to send a shipment directly to a GLS Parcel Shop, the following steps must be taken.

1. From WooCommerce, go to **"WooCommerce" > "Settings" > "Shipping Methods"**
2. Add a new shipping method, choose a name and make a choice in which country(s) it is available
3. Click in **"Shipping Methods"** on **"Add Shipping Methods"** and select shipping method **"GLS Parcel"** and now click again on **"Add Shipping Methods"**

The screenshot shows the WooCommerce admin interface. The left sidebar contains navigation links: Dashboard, Posts, Media, Pages, Comments, WooCommerce (selected), Home (3 notifications), Orders, Customers, Reports, Settings (selected), Status, and Extensions. The main content area is titled 'Settings' and has tabs for General, Products, Shipping (selected), Payments, Accounts & Privacy, Emails, Integration, Site visibility, and Advanced. Under the 'Shipping' tab, there are links for 'Shipping zones', 'Shipping settings', 'Classes', and 'Local pickup'. The 'Shipping zones' link is active, showing 'Shipping zones > Belgium'. The 'Zone name' field is set to 'Belgium'. Below it, a description says 'Give your zone a name! E.g. Local, or Worldwide.' The 'Zone regions' section lists 'Belgium' as a selected region, with a link to 'Limit to specific ZIP/postcodes'. The 'Shipping methods' section shows a table with one method: 'GLS Pickup Point', which is enabled and described as 'GLS GLS Parcel'. There are 'Edit' and 'Delete' links for this method. At the bottom, there is a 'Save changes' button and an 'Add shipping method' button.

Settings

Shipping zones | Shipping settings | Classes | Local pickup

[Shipping zones](#) > Belgium

Zone name

Belgium

Give your zone a name! E.g. Local, or Worldwide.

Zone regions

List the regions you'd like to include in your shipping zone. Customers will be matched against these regions.

Belgium ×

[Limit to specific ZIP/postcodes](#)

Shipping methods

Add the shipping methods you'd like to make available to customers in this zone.

Title	Enabled	Description
⋮ GLS Pickup Point	<input checked="" type="checkbox"/>	GLS GLS Parcel Edit Delete

[Add shipping method](#)

[Save changes](#)

4. Now click on **"Edit"** in the just added shipping methods, and indicate the shipping costs and make a choice in **"Pickup Point Selection"** for the orders in the check-out:

- **mandatory** to make selection of a Parcel Shop location mandatory for these shipping methods
- **optional** to make selection of a Parcel Shop location optional for these shipping methods
- **disabled** to not offer the selection of a Parcel Shop location for these shipping methods

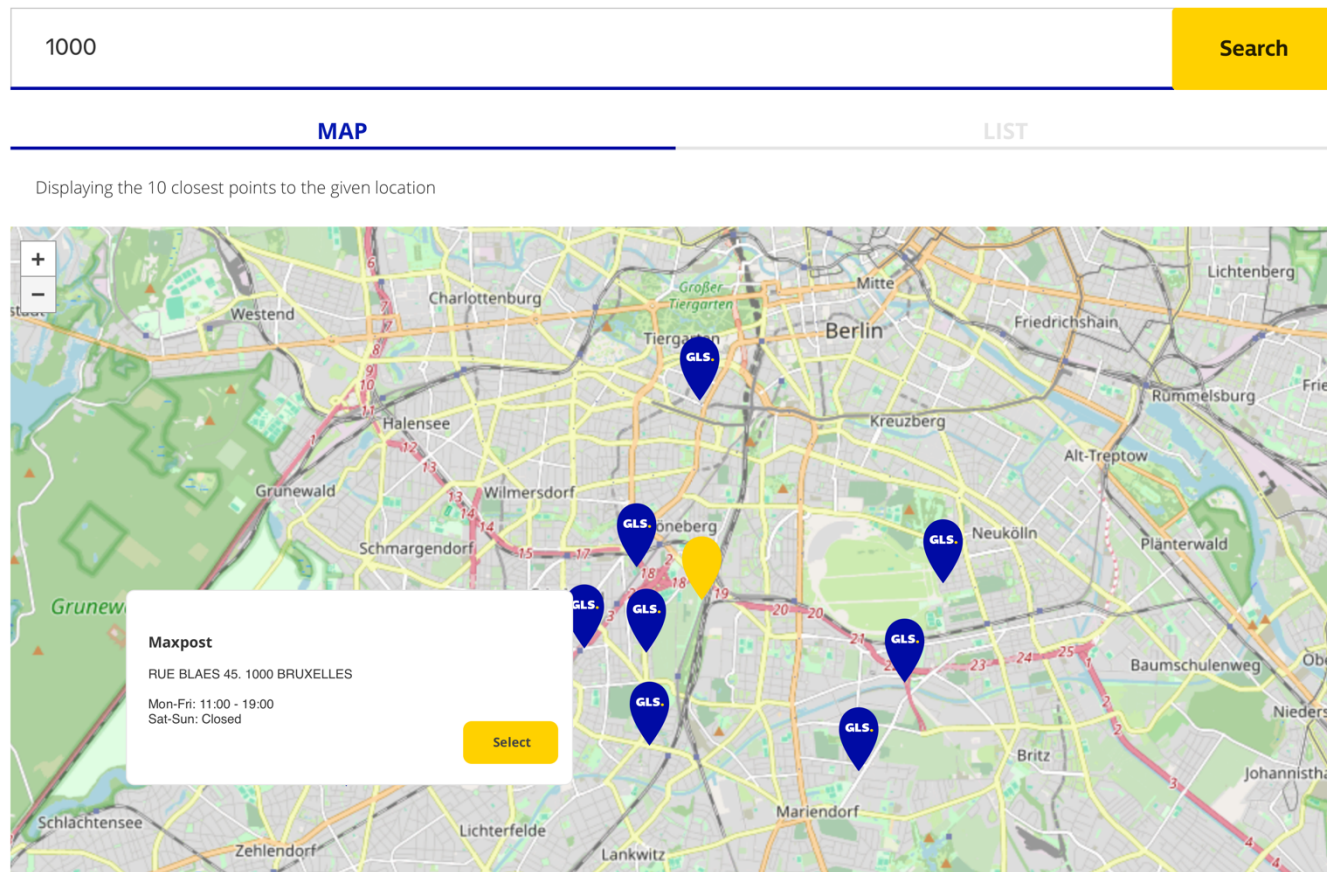
The screenshot shows the WooCommerce admin dashboard with the 'Settings' page open, specifically the 'Shipping' tab. A modal window titled 'Set up gls: gls parcel flat rate' is displayed in the center. The modal contains the following fields and options:

- Name:** A text input field containing 'GLS Pickup Point'.
- Tax status:** A dropdown menu set to 'Taxable'.
- Cost:** A text input field containing '€ 5,00'.
- Selecting a pickup Point is:** A dropdown menu set to 'Mandatory'.

Below the modal, the 'Shipping methods' section is visible, showing a table with one method: 'gls: gls parcel flat rate'. The method is in a 'disabled' state, and the 'Edit' button is highlighted in red. The 'Save changes' button is located at the bottom left of the modal.

** If you are interested in entering costs for a shipping method based on weight, we recommend adding the Weight Based Shipping plugin. The GLS for WooCommerce plugin is compatible with this. After installing this plugin we list an additional shipping method called 'GLS {Parcel/Express} for Weight Based Shipping'.

5. Once the shipping methods have been saved and an **'Optional'** or **'Mandatory'** selection of a Pickup point has been made, the customer can make a selection in the check-out. By default, the points are displayed in an OpenStreetMap or, if Google Map keys have been entered in the configuration, a Google Map.



Export orders or create shipping labels from WooCommerce

There are two ways to export WooCommerce orders to your GLS Shipping platform. It is also possible to create shipping labels directly from within WooCommerce. An explanation of these options can be found in the '**Help**' section of the plugin. To do so, go to "**Settings**" > "**GLS Settings**" > "**Help**".

The screenshot displays the GLS plugin interface within a WordPress dashboard. On the left, the 'Settings' menu is expanded, showing 'GLS Settings' as the active option. The main content area is titled 'GLS.' and features a 'Help' tab under the 'Settings' section. The 'Help' tab contains three expandable sections: 'Export Orders', 'Status order to label', and 'Creating shipping labels in Woocommerce'. The 'Status order to label' section provides instructions on viewing order export status and lists four status types: 'Order not exported', 'Order exported successfully', 'Order was exported with errors', 'Label successfully printed', and 'Label request returned errors'.

Order	Label
Order not exported	Label successfully printed
Order exported successfully	Label request returned errors
Order was exported with errors	