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1

Installation

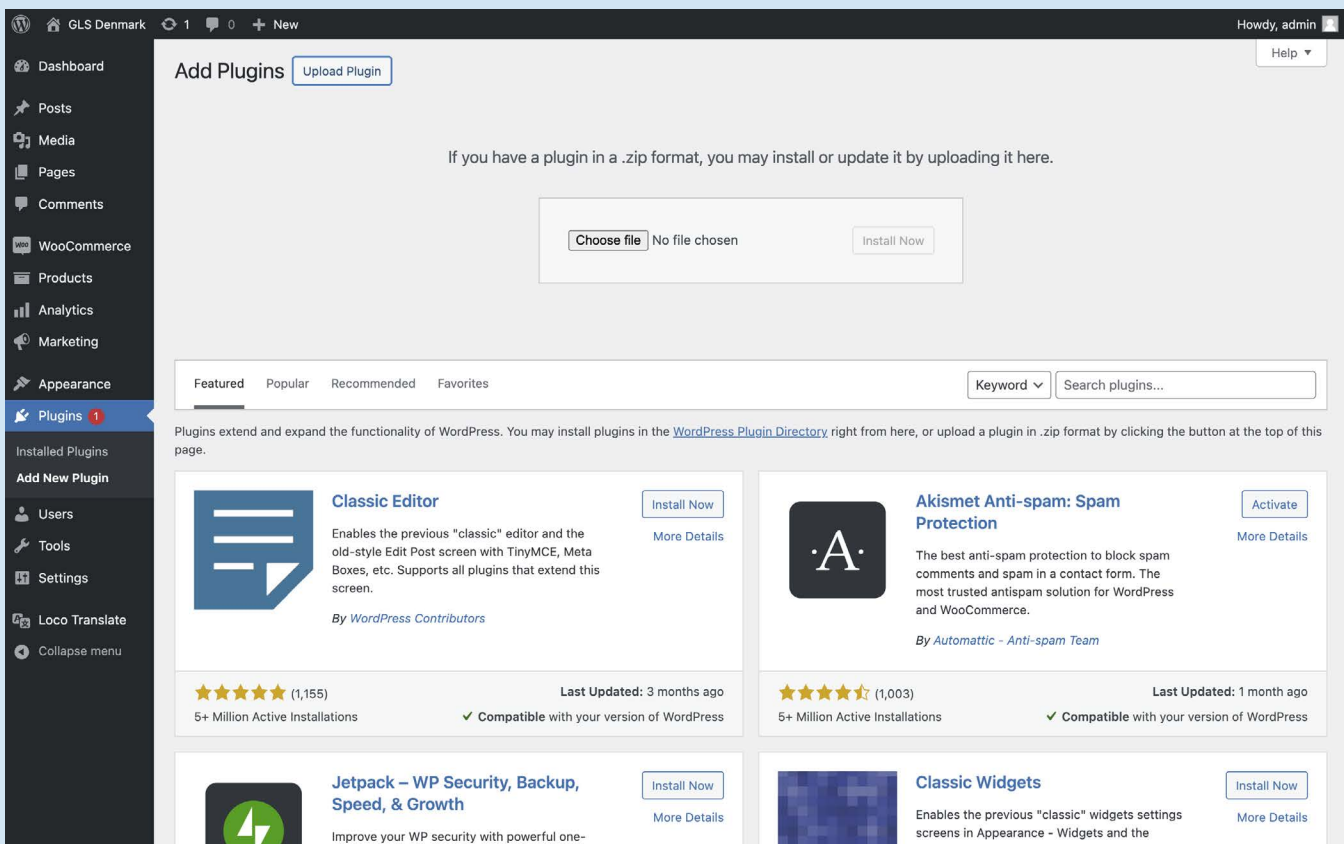
1. In your Click&Ship account, go to "Settings" > "Integrations" > "All Integrations" > "WooCommerce" and click on "Download Plugin version"

The screenshot shows the GLS Click&Ship account interface. On the left is a dark blue sidebar with the GLS logo and navigation menu items: Shipping, Afhent, Analytics, Support, Settings, Super admin, and Log ud. The main content area is white and titled 'All integrations'. It has three tabs: 'All integrations' (selected), 'Integration details', and 'Key management'. The main content area is divided into two columns. The left column shows the 'WooCommerce' logo and the version '3.1.81'. Below the logo is a 'Download Quick Guide' button. The right column is titled 'Installation' and contains a list of instructions: '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. Below the instructions is a note: 'Please follow the Quick Guide for configuration purposes'. At the bottom right of the main content area, there are three buttons: 'Download Quick Guide', 'Cancel', and 'Download Version' (highlighted with a mouse cursor), and 'Create keys'.

2. The GLS for WooCommerce plugin (.zip) will now be downloaded locally

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- Now log in to your WordPress administration environment and click on “Plugins” > “New plugin” and then click on “Upload plugin”
- Select the just saved .zip file and click “Install Now”



The screenshot shows the WordPress 'Add Plugins' interface. At the top, there's a navigation bar with 'GLS Denmark' and user information 'Howdy, admin'. The left sidebar is dark with 'Plugins' highlighted. The main area has a title 'Add Plugins' and an 'Upload Plugin' button. Below this is a message: 'If you have a plugin in a .zip format, you may install or update it by uploading it here.' A file upload box contains a 'Choose file' button and 'No file chosen' text, with an 'Install Now' button to its right. Below the upload section are tabs for 'Featured', 'Popular', 'Recommended', and 'Favorites'. A search bar is present with a 'Keyword' dropdown and a search input. A descriptive paragraph follows: 'Plugins extend and expand the functionality of WordPress. You may install plugins in the [WordPress Plugin Directory](#) right from here, or upload a plugin in .zip format by clicking the button at the top of this page.' The main content area displays four plugin cards. Each card includes a plugin icon, title, description, 'Install Now' or 'Activate' button, 'More Details' link, star rating, number of installations, and last update date. The plugins shown are 'Classic Editor', 'Akismet Anti-spam: Spam Protection', 'Jetpack - WP Security, Backup, Speed, & Growth', and 'Classic Widgets'.

- As a final step in the installation, click “Activate Plugin”. The GLS for WooCommerce plugin is now active.

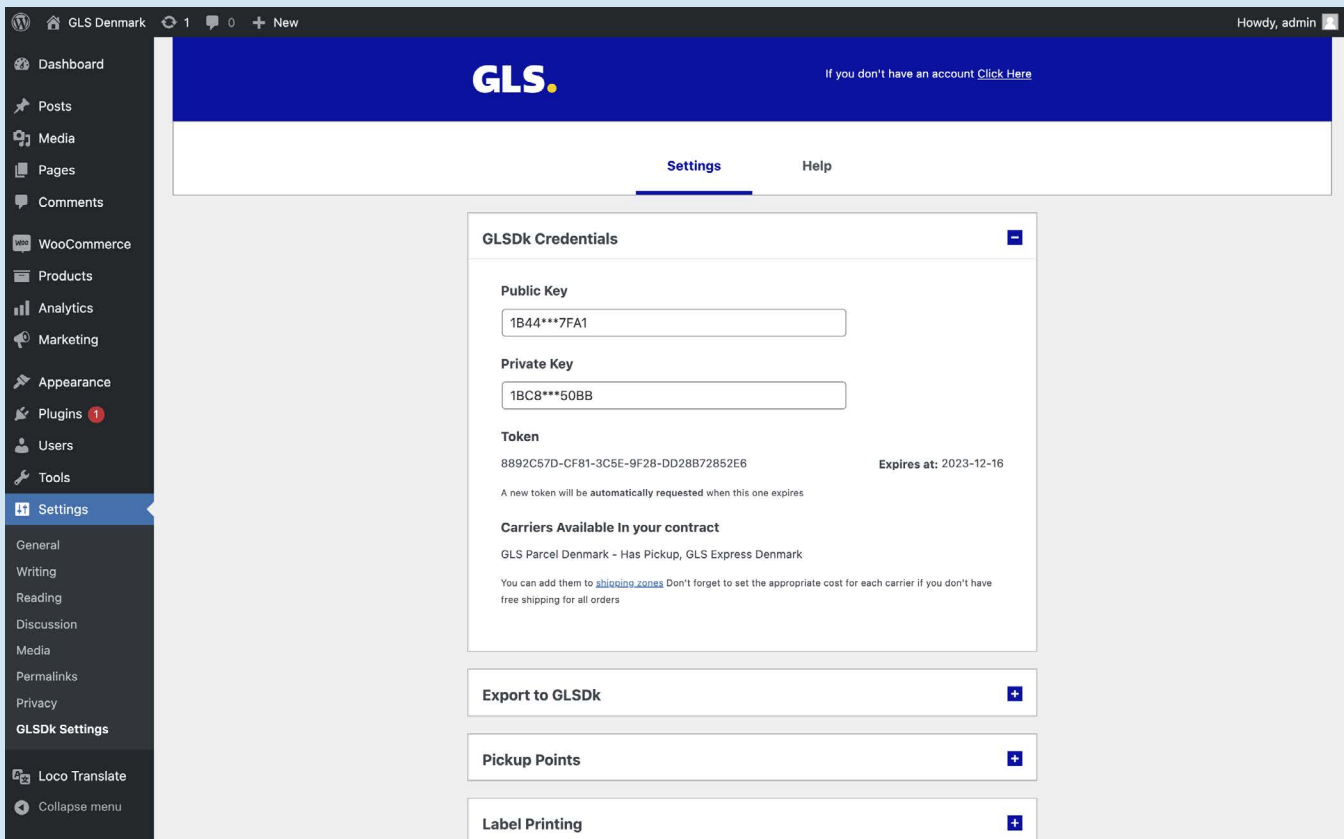
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2

Plugin configuration

The plugin should now be configured.

1. Go back to the Click&Ship platform and navigate to "Settings" > "Integrations" > "All integrations" > "WooCommerce".
2. Click on "Create keys" here, and then click on "Create new keys".
3. The generated keys must now be inserted into WooCommerce. You do this by going to "Settings" > "GLS settings" and inserting the keys in the corresponding fields.
4. Make the desired selections in the following steps on the GLS Settings page. Explanations about the settings are displayed in the "Help" tab in the plugin..



The screenshot shows the WordPress admin dashboard for 'GLS Denmark'. The left sidebar contains various menu items, with 'Settings' highlighted. The main content area displays the 'GLS' logo and navigation tabs for 'Settings' and 'Help'. The 'Settings' tab is active, showing the 'GLSDK Credentials' section. This section includes input fields for 'Public Key' (1B44***7FA1) and 'Private Key' (1BC8***50BB). Below these is a 'Token' field with the value 8892C57D-CF81-3C5E-9F28-DD28B72852E6 and an expiration date of 2023-12-16. A note states: 'A new token will be automatically requested when this one expires'. The 'Carriers Available In your contract' section lists 'GLS Parcel Denmark - Has Pickup, GLS Express Denmark' and includes a note about shipping zones. At the bottom, there are three expandable sections: 'Export to GLSDK', 'Pickup Points', and 'Label Printing', each with a plus sign icon.

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3

Configuring Status Updates

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

1. In your Click&Ship 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 Click&Ship integration settings page. On the left is a dark blue sidebar with the GLS logo and navigation links: Forsendelse, Statistik, Support, Indstillinger, and Log ud. The main content area has a white background with a top navigation bar containing 'Alle integrationer', 'Integrationsdetaljer' (selected), and 'Key administration'. Below this is a header for 'Integration / Butiksnavn' with a 'Handling' section containing 'Skjul detaljer' and 'Fjern'. The main form area is titled 'WooCommerce: http://wp.test.com - id:[4]' and contains several sections: 'Generelt' with fields for 'Integration / Butiksnavn' (http://wp.test.com), '#admin#Public Key' (F978B8B7-8F3A-378F-9D5B-A7932C98F6DF), and three dropdown menus for status updates ('Hvilken status sættes efter import?', 'Hvilken status sættes efter label er udskrevet?', and 'Hvilken status sættes ved levering?'). There are also two toggle switches for 'Shoppen er aktiv' and 'Opdater track-kode til butik', both of which are turned on. A 'Token Expires' field is empty. Below the 'Generelt' section are sections for 'Forsendelsesregler' and 'Test'. A yellow 'Gem' button is located at the bottom right of the form.

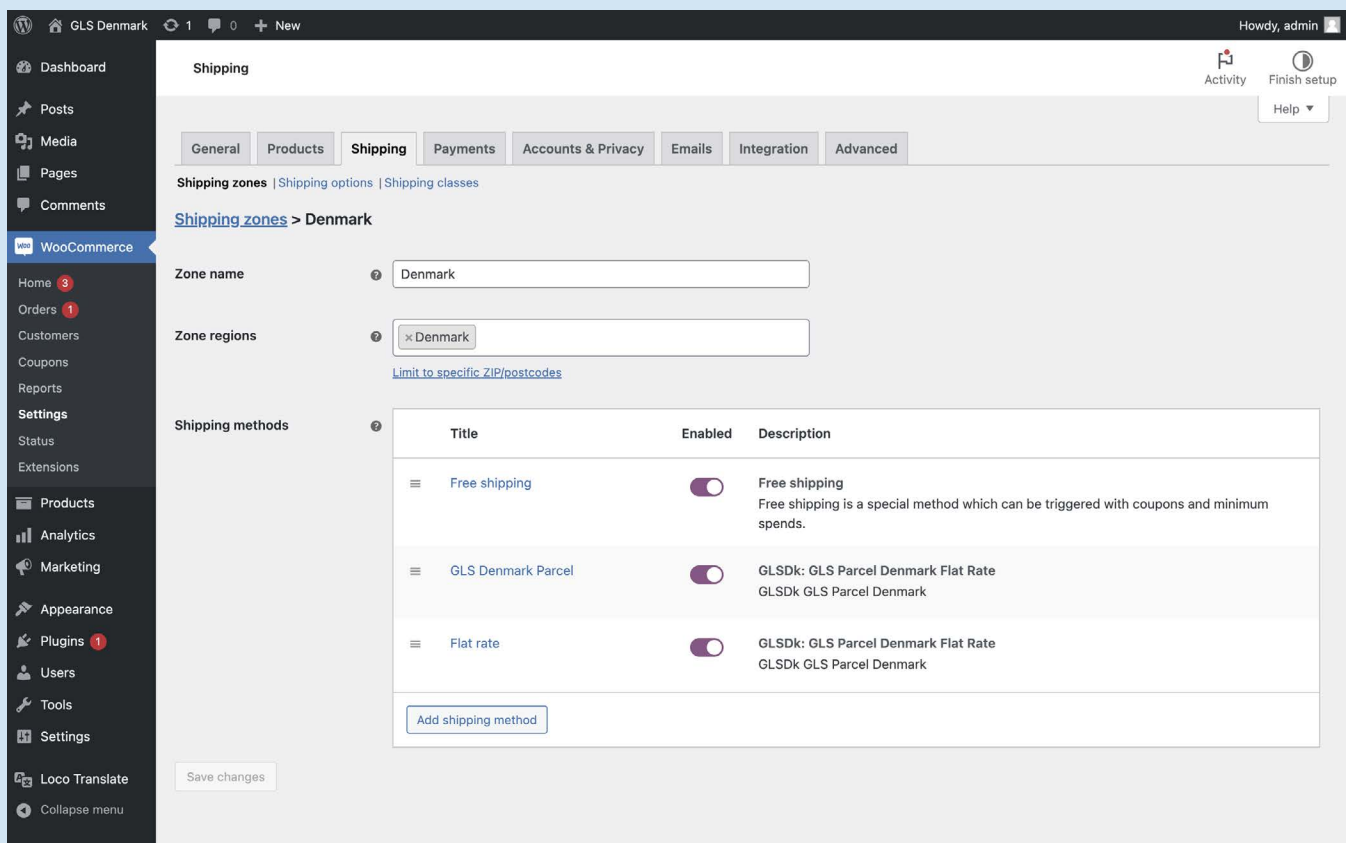
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4

Activate ParcelShop 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".



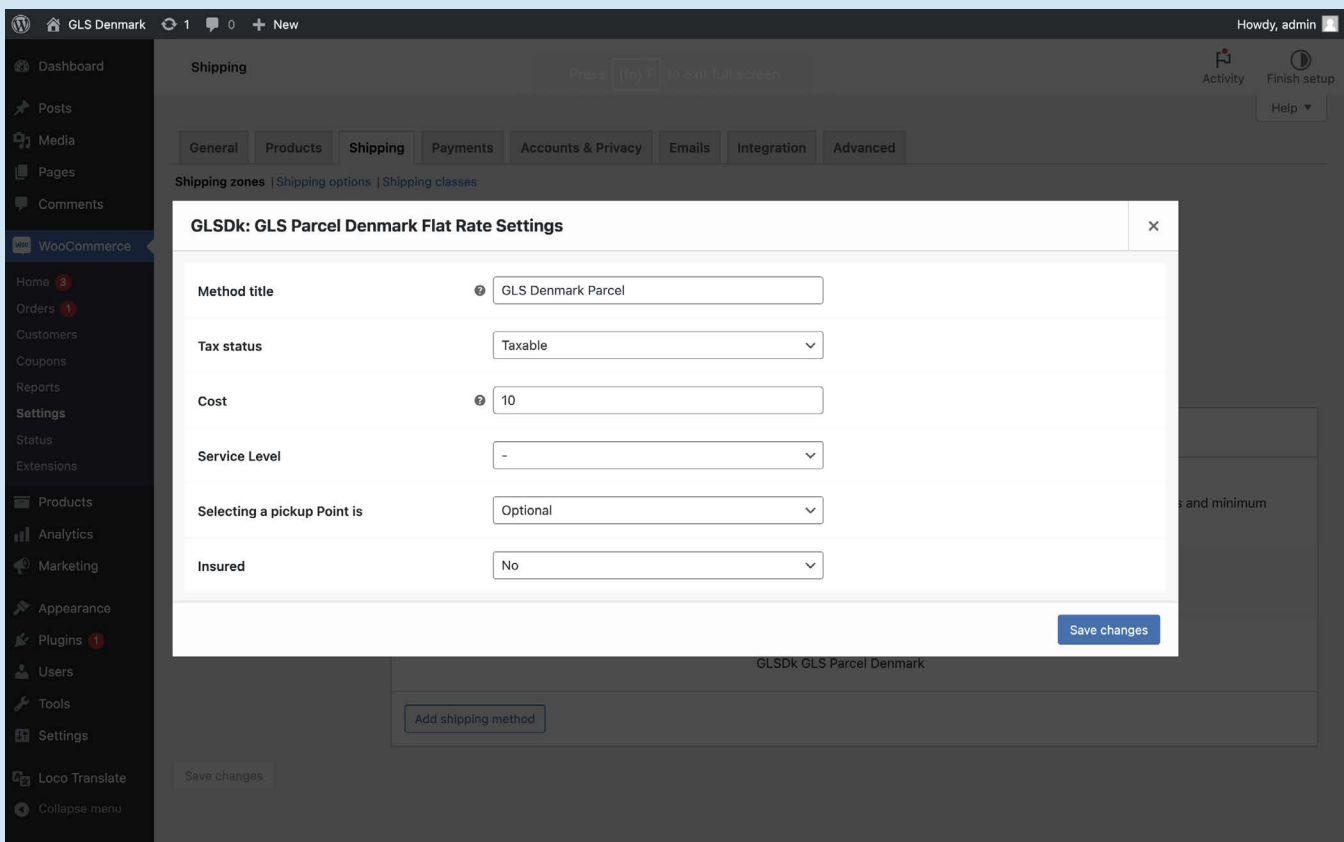
The screenshot shows the WooCommerce Shipping Settings page for Denmark. The page is divided into several sections: General, Products, Shipping, Payments, Accounts & Privacy, Emails, Integration, and Advanced. The 'Shipping' section is active, and the 'Shipping zones' tab is selected. The 'Shipping zones > Denmark' section shows the 'Zone name' set to 'Denmark' and 'Zone regions' set to 'Denmark'. Below this, the 'Shipping methods' section is displayed as a table with columns for Title, Enabled, and Description. The table lists three shipping methods: 'Free shipping', 'GLS Denmark Parcel', and 'Flat rate'. The 'GLS Denmark Parcel' method is highlighted, and its description is 'GLSDk: GLS Parcel Denmark Flat Rate'. Below the table, there is an 'Add shipping method' button. At the bottom of the page, there is a 'Save changes' button.

Title	Enabled	Description
Free shipping	<input type="checkbox"/>	Free shipping is a special method which can be triggered with coupons and minimum spends.
GLS Denmark Parcel	<input checked="" type="checkbox"/>	GLSDk: GLS Parcel Denmark Flat Rate GLSDk GLS Parcel Denmark
Flat rate	<input type="checkbox"/>	GLSDk: GLS Parcel Denmark Flat Rate GLSDk GLS Parcel Denmark

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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 select a parcel shop location for these shipping methods
- optional to choose a parcel shop location
- disabled (it is not possible to select a parcel shop location for these shipping methods)



** 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 Denmark for Weight Based Shipping'.

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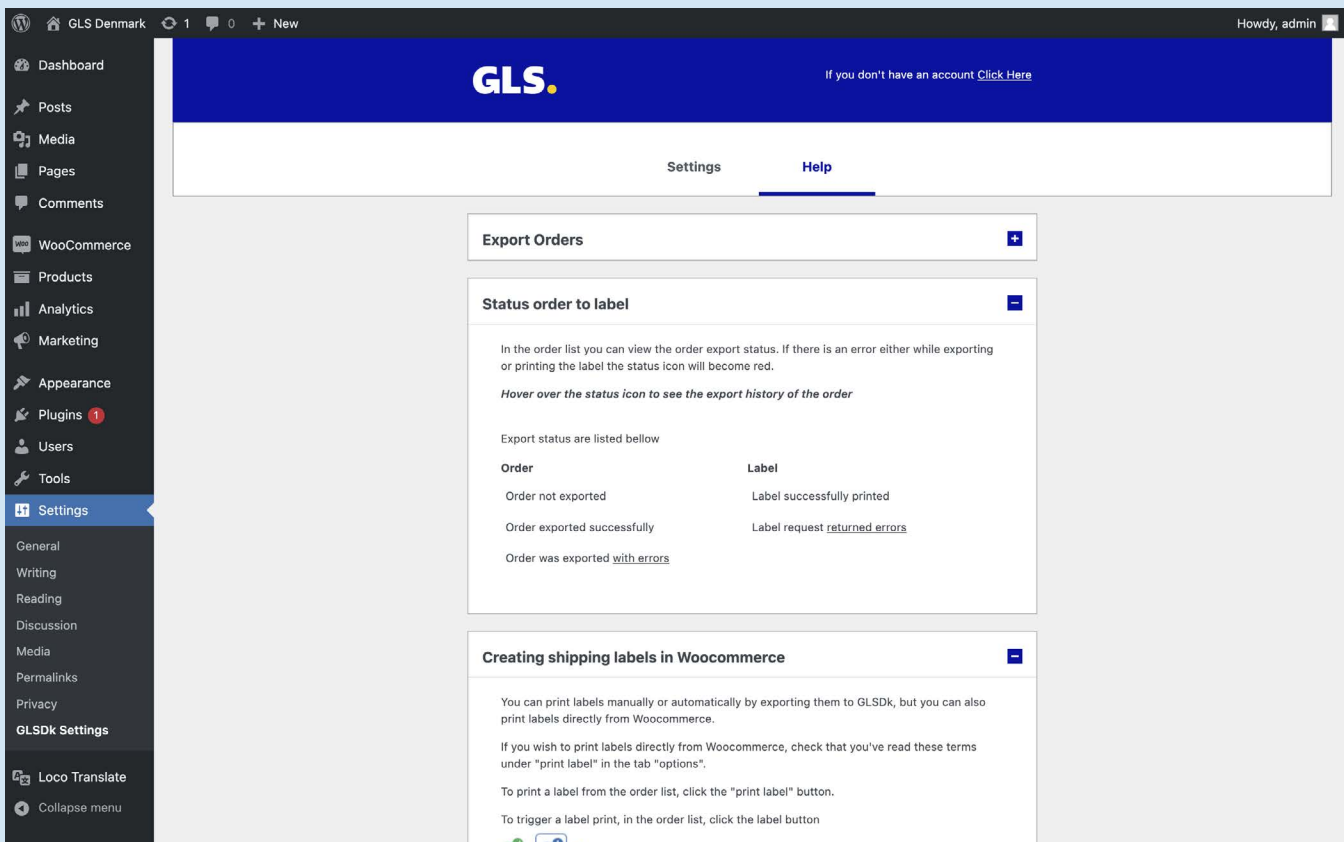
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5. Once the shipping methods have been saved and an 'Optional' or 'Mandatory' selection of a Pickup point has been made, the customer can make a selection in the check-out. By default, the points are displayed in an OpenStreetMap or, if Google Map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

5

Export orders or create shipping labels from WooCommerce

There are two ways to export WooCommerce orders to your Click&Ship 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 shows the WooCommerce GLS plugin settings page. The left sidebar contains a navigation menu with categories like Dashboard, Posts, Media, Pages, Comments, WooCommerce, Products, Analytics, Marketing, Appearance, Plugins (1), Users, Tools, and Settings. The 'Settings' menu is expanded, showing sub-items: General, Writing, Reading, Discussion, Media, Permalinks, Privacy, GLSDK Settings, Loco Translate, and Collapse menu. The main content area is titled 'GLS' and has tabs for 'Settings' and 'Help'. The 'Help' tab is active, displaying two sections: 'Export Orders' and 'Creating shipping labels in Woocommerce'. The 'Export Orders' section includes a table with columns 'Order' and 'Label' and rows for 'Order not exported', 'Order exported successfully', and 'Order was exported with errors'. The 'Creating shipping labels in Woocommerce' section provides instructions on how to print labels manually or automatically.

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