GLS Click&Ship – WooCommerce GLS.

Document version 1.01

Content

If you have any questions, please contact us at:
Mail: it@gls-denmark.com or telefon: +45 76 33 12 35

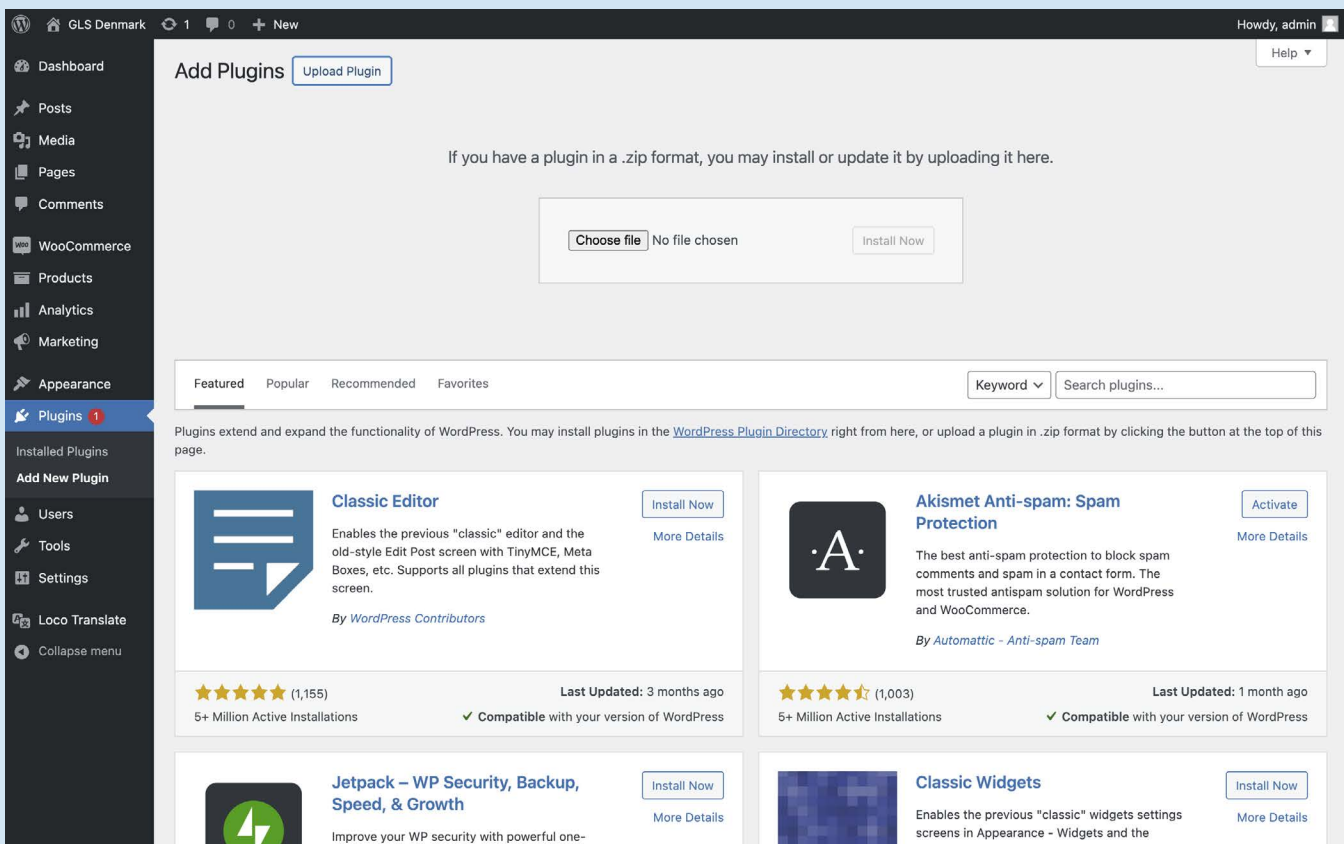**Er det vigtigt for dig, er det vigtigt for os**

1

Installation

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

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

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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.
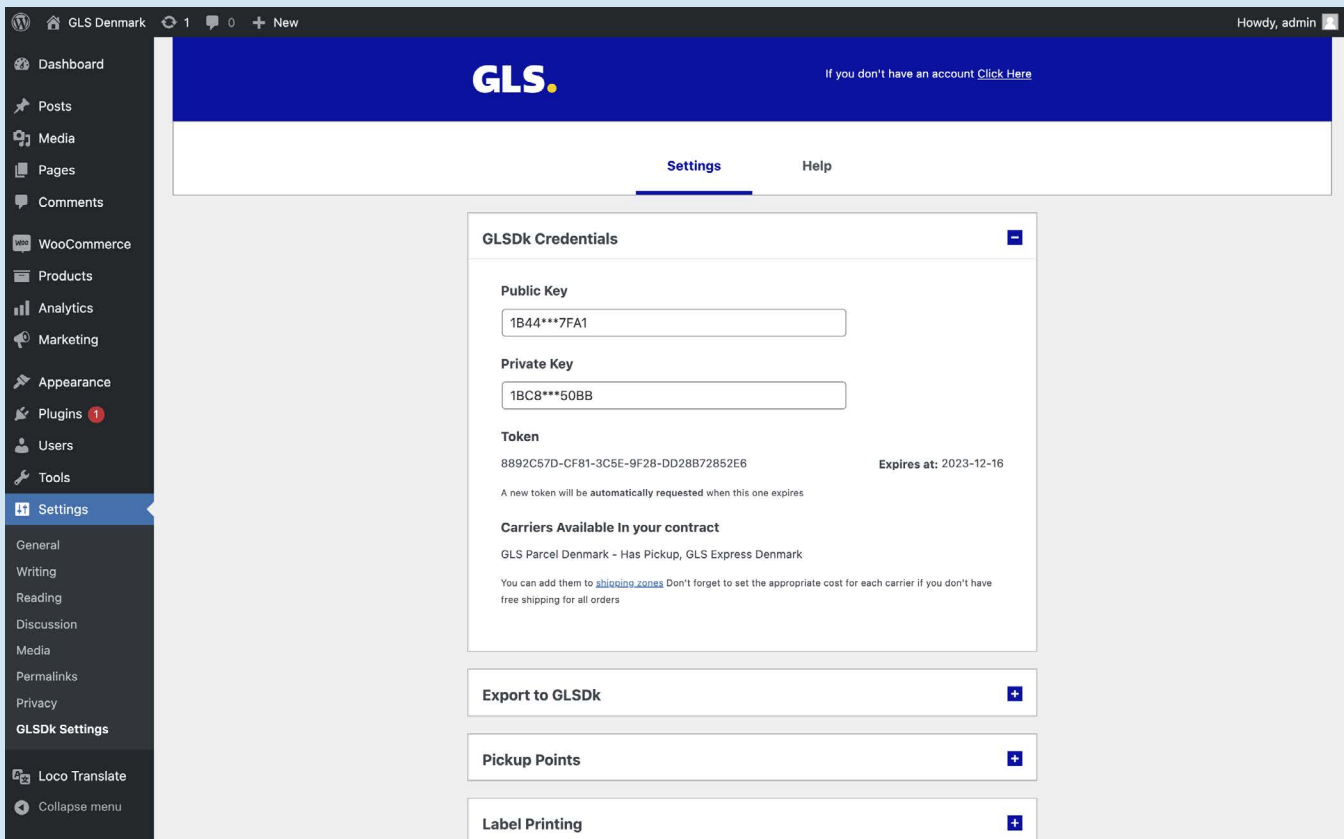
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2

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..

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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.
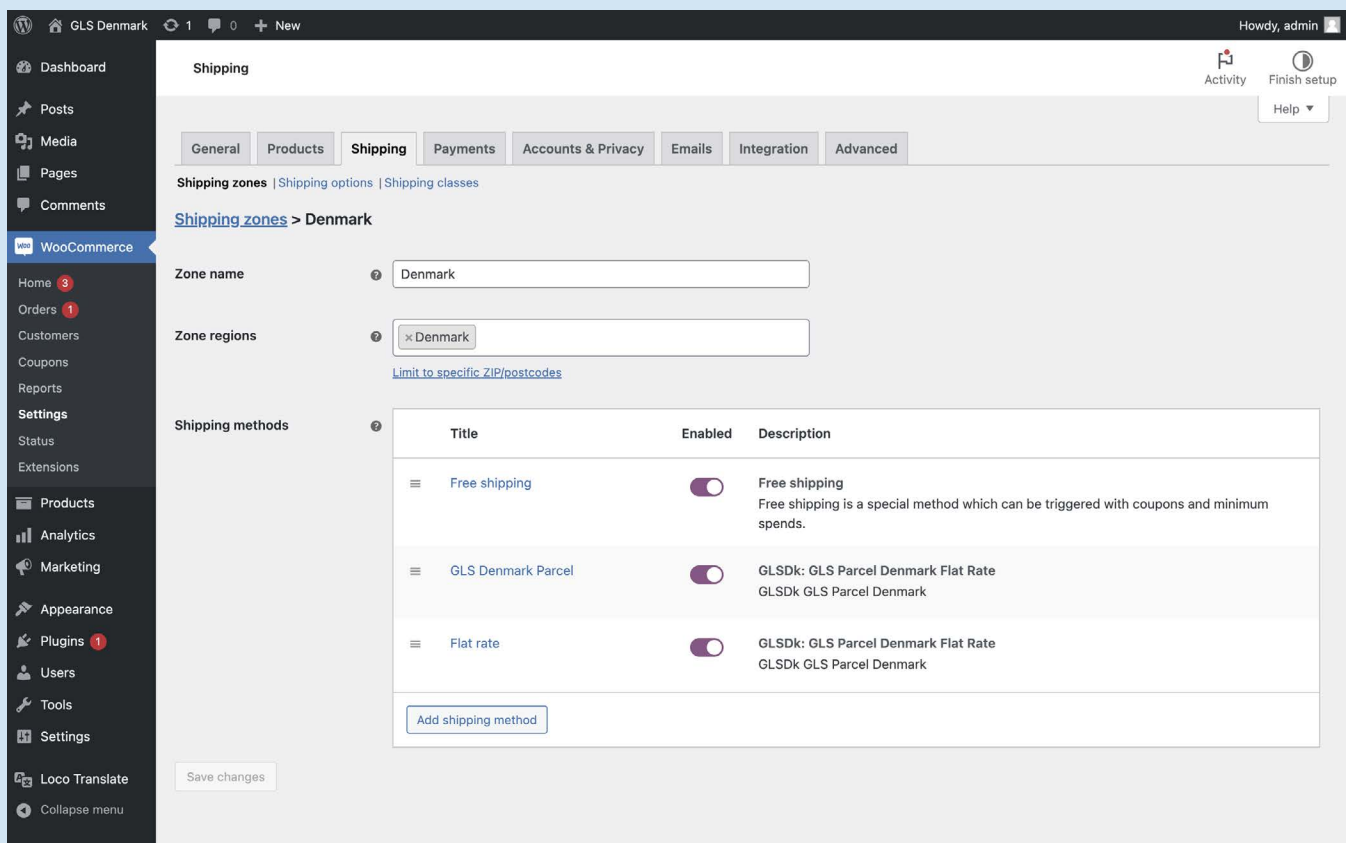

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Activate ParcelShop selection in Check-out

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".
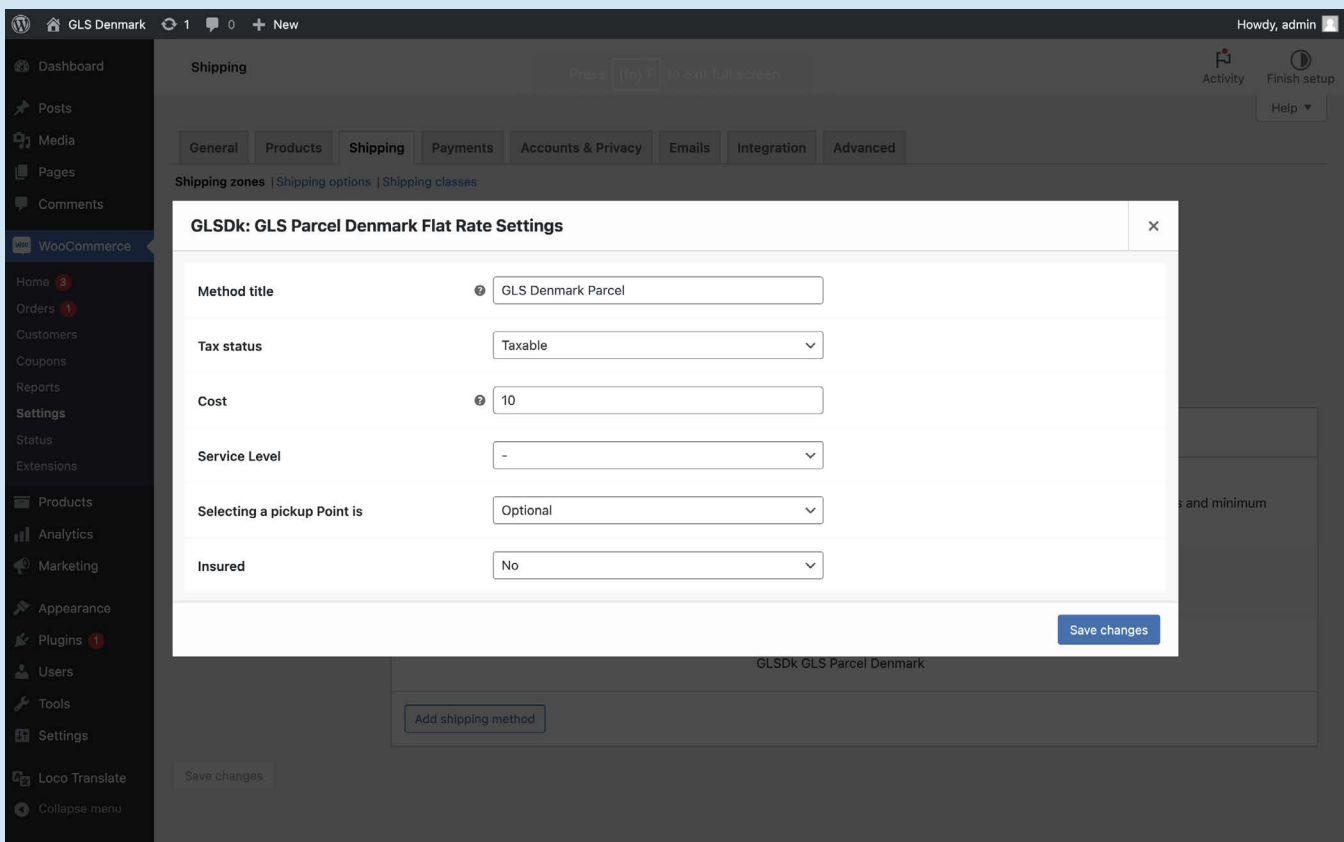

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4. Now click on "Edit" in the just added shipping methods, and indicate the shipping costs and make a choice in "Pickup Point Selection" for the orders in the check-out:

- 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'.

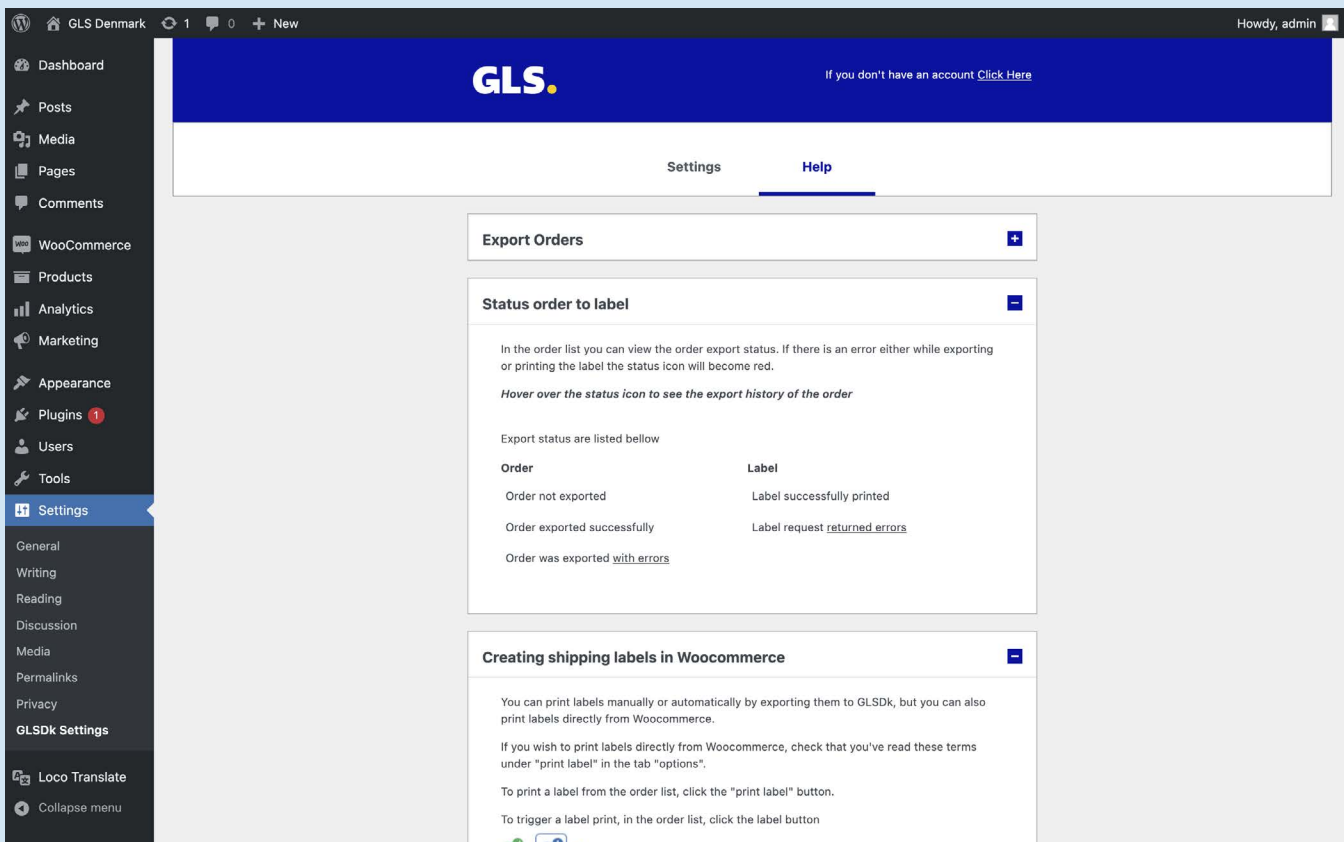If you have any questions, please contact us at:
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5. Once the shipping methods have been saved and an 'Optional' or 'Mandatory' selection of a Pickup point has been made, the customer can make a selection in the check-out. By default, the points are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

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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"

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