



**Quickguide** *for*  
**Lightspeed**

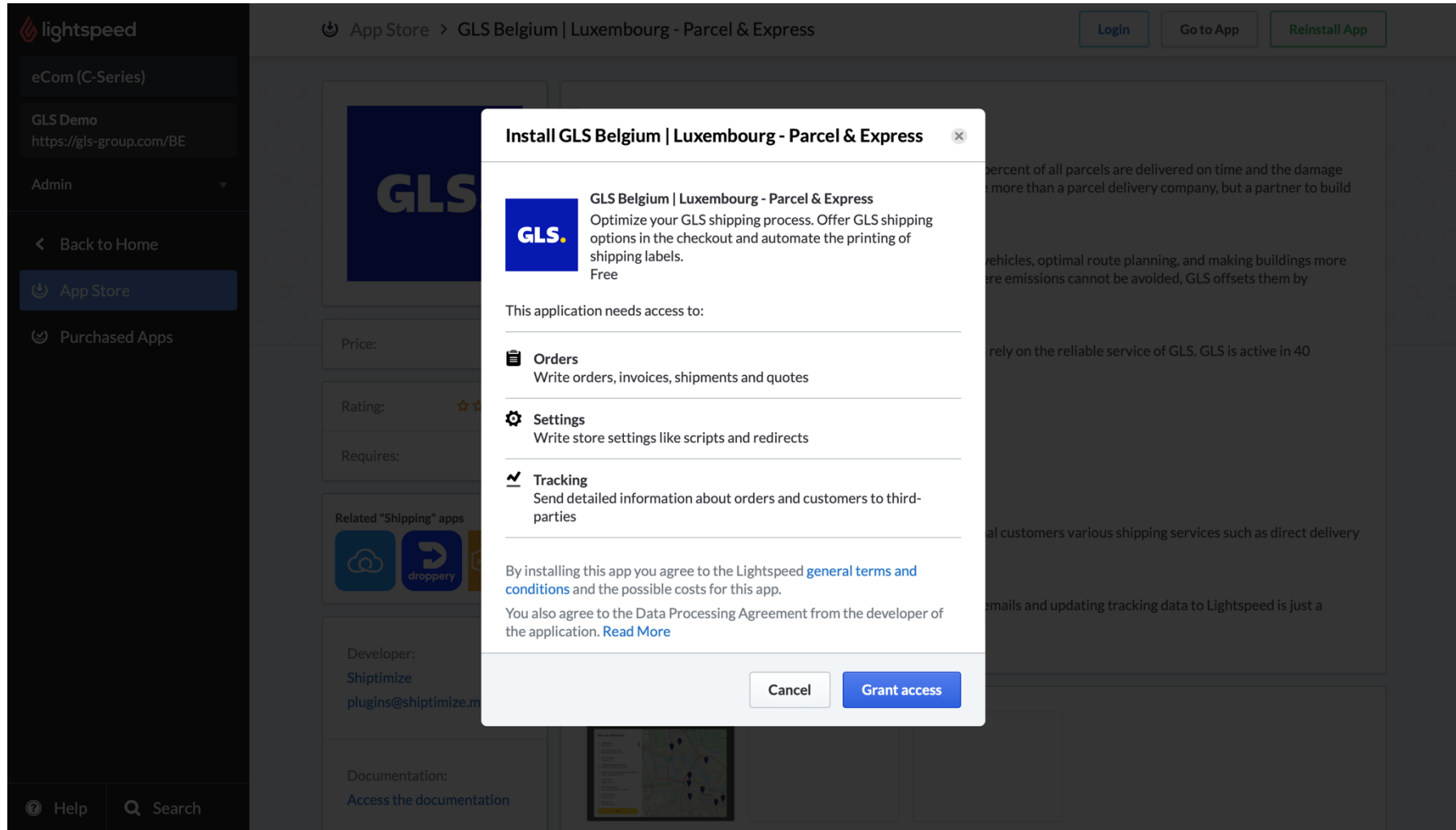
# Installation

1. Select the 'GLS Parcel & Express - Belgium | Luxembourg' app from the Lightspeed App Store in the 'Shipping' category

The screenshot shows the Lightspeed App Store interface. On the left is a dark sidebar with the Lightspeed logo and navigation options: 'eCom (C-Series)', 'GLS Demo' (with URL https://gls-group.com/BE), 'Admin', 'Back to Home', 'App Store' (highlighted in blue), and 'Purchased Apps'. At the bottom of the sidebar are 'Help' and 'Search' icons. The main content area is titled 'App Store > Searching for "GLS" in All apps 7 items'. It features a search bar with 'GLS' entered, a filter button, and a 'Sort by' dropdown. Below the search bar, seven app cards are displayed in a grid. Each card includes an app icon, title, category, star rating, and price. The first card, 'GLS Belgium | Luxembourg - Parcel & Express', is the target app. It is categorized as 'Shipping' and is free. Other apps shown include 'GoedGepickt - Webwinkel Magazijn...', 'DeliveryMatch', 'PakketMail Connector', 'Parcel Pro (Shops United)', 'Fulfilment-Software', and 'Sendcloud | Europe's number 1 ship...'. The 'DeliveryMatch' card has a 'TRY IT NOW!' badge.

App Name	Category	Price	Rating
GLS Belgium   Luxembourg - Parcel & Express	Shipping	Free	★★★★★
GoedGepickt - Webwinkel Magazijn...	Inventory	Variable	★★★★★
DeliveryMatch	Shipping	Variable	★★★★★
PakketMail Connector	Shipping	Free	★★★★★
Parcel Pro (Shops United)	Shipping	Free	★★★★★
Fulfilment-Software	Inventory	Variable	★★★★★
Sendcloud   Europe's number 1 ship...	Shipping	Free	★★★★★

## 2. Then give approval via "Grant access."



3. After you have granted access, you will be redirected to the page below. Do you have a login for your GLS shipping account? Then click "Yes! I want to continue linking my shop!" in case you do not have GLS login credentials yet, click "Not yet. I would like to request access!"

## Welcome to GLS

Your parcel service for quality shipping solutions.

To link a webshop you need a GLS Shipping account. Do you already have login details?



Yes, I want to continue linking my shop!

Not yet. I would like to request access!

4. Then enter your **GLS username and password** to establish the link!



Login with your GLS login credentials. If not yet available click on "Register".

Username \_\_\_\_\_

Password \_\_\_\_\_



Register	Login
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[Forgot your password? Then click here](#)

# Configuration

Once Lightspeed is linked to your GLS shipping system, it's time to configure **account options**.

The screenshot shows the GLS configuration interface. On the left is a dark blue sidebar with the GLS logo and navigation links: Shipping, Analytics, Settings, Support, and Logout. The main content area has a light blue header with three tabs: All integrations, Integration details (selected), and Key management. Below the tabs is a table with the following structure:

Integration / Store name	Action
 Lightspeed: glsdemotest.webshopapp.com	 Remove

Below the table is a configuration panel for the selected integration, containing three expandable sections:

- + General
- + Shipping Rules
- + Add Parcel Shops

At the bottom right of the configuration panel are two yellow buttons: Update and Add a shop.

## 1. General

### a. **Indicate at what time orders from Lightspeed are sent to GLS shipping account**

Do you want orders from Lightspeed to be sent automatically to GLS? Choose between 'When the order status changes', 'When the order is paid' or 'When the order is created'. If you only want to get shipments to GLS after a manual action select 'Use only manual import'.

### b. **Which order status do you accept?**

Now select at "Which status is accepted?" on which order status should be checked whether the shipment may be fetched to GLS.

### c. **Update order statuses to Lightspeed**

In case you want to update order statuses in Lightspeed automatically based on the status of what happens to an order in the GLS platform, choose which status should be updated in:

- 1) After importing
- 2) After login

### d. **Update tracking code to Lightspeed**

Do you want the tracking code of the shipment to be sent automatically to Lightspeed? Then check 'Update tracking code in the store'.

## 2. Shipping Rules

In case you'd like to automate shipping service selection go to the Rulebook and build your business rules.

## 3. Add GLS Parcel Shops

In case you want to provide your clients an option to select delivery to a GLS Parcel Shop make sure to configure this section.

We automatically pull all shipping methods you've created in Lightspeed. Please select for which Shipping Method(s) you want to show a button in the checkout to select delivery to a Parcel Shop.

Secondly, define if the selection of a point is mandatory with the chose shipping method or optional.

Now save all your configuration by clicking '**Update**'.