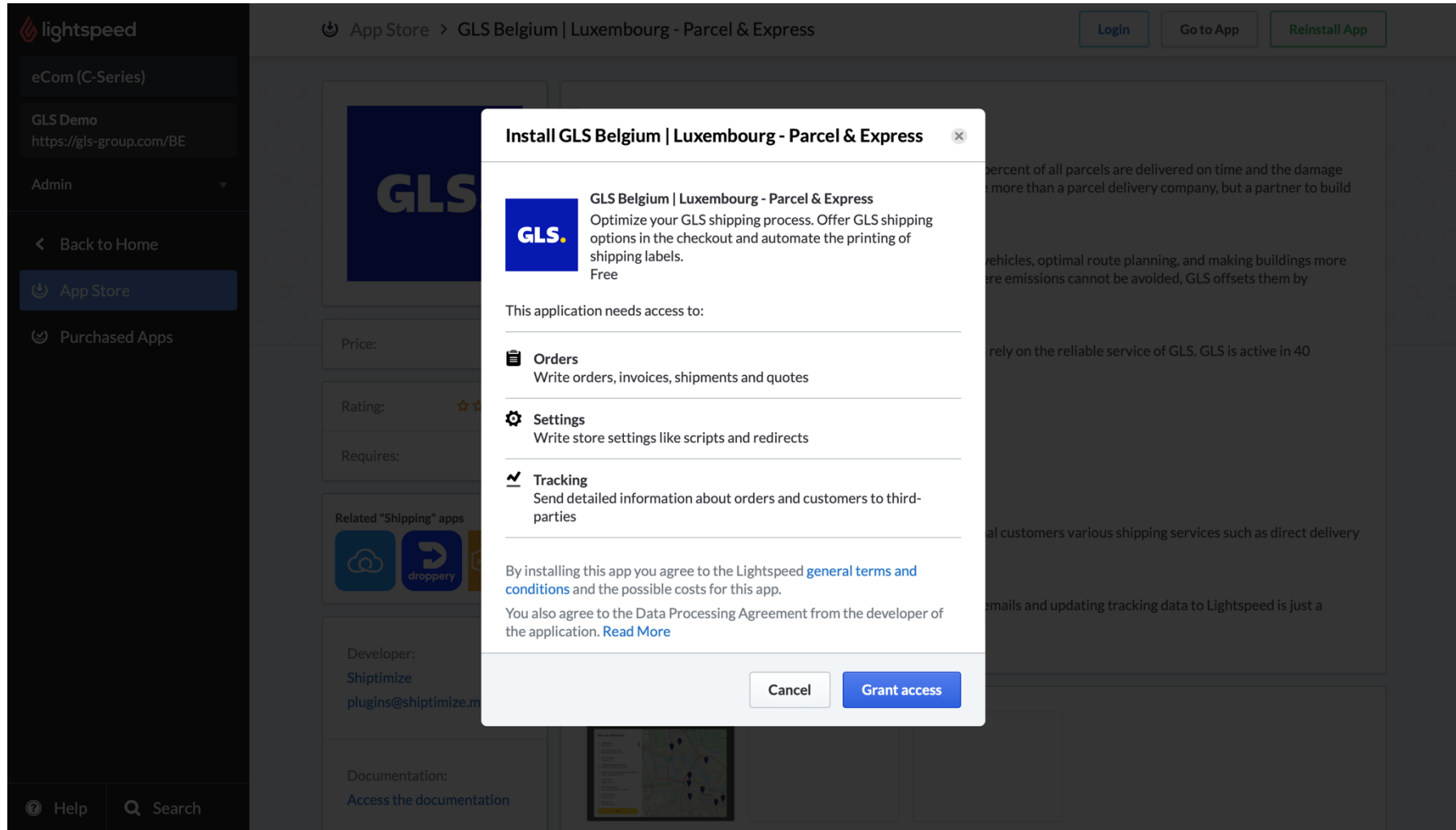# GLS.

Quickguide *for*
Lightspeed

Installation

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

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!

GLS.

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

Username

Password

Register	Login

Forgot your password? Then click here

Configuration

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

GLS.

Shipping

Analytics

GENERAL

Account

Integrations

Printing

SHIPPING

Shipping Defaults

Rulebook

Contact list

Settings

Support

Logout

All integrations	Integration details	Key management

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

+ General

+ Shipping Rules

+ Add Parcel Shops

Update

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'.**