

Content

1. Installation	1
2. Configuration	3
3. Setting up Shipping Methods	7
3.1 Home Delivery	8
3.2 Delivery to ParcelShops	9
3.3 Delivery to Business Addresses	11
3.4 Weight-Based Shipping Method	13
3.5 Free Shipping	18
4. Configuration of Shipping Methods	20
5. Export Orders to Click&Ship	25
5.1 Manual export	25
5.2 Automatic export	26

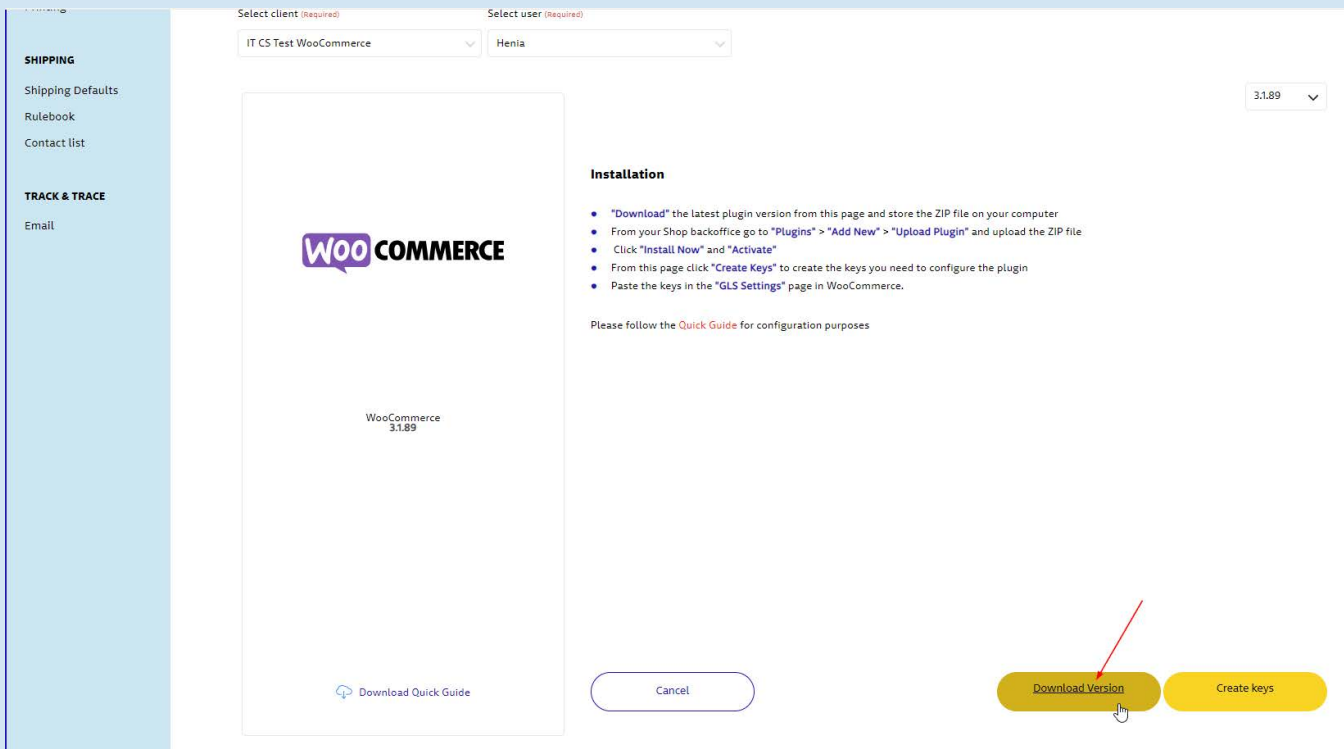
If you have any questions, please contact us:

Mail: it@glS-denmark.com or phone: +45 76 33 12 35

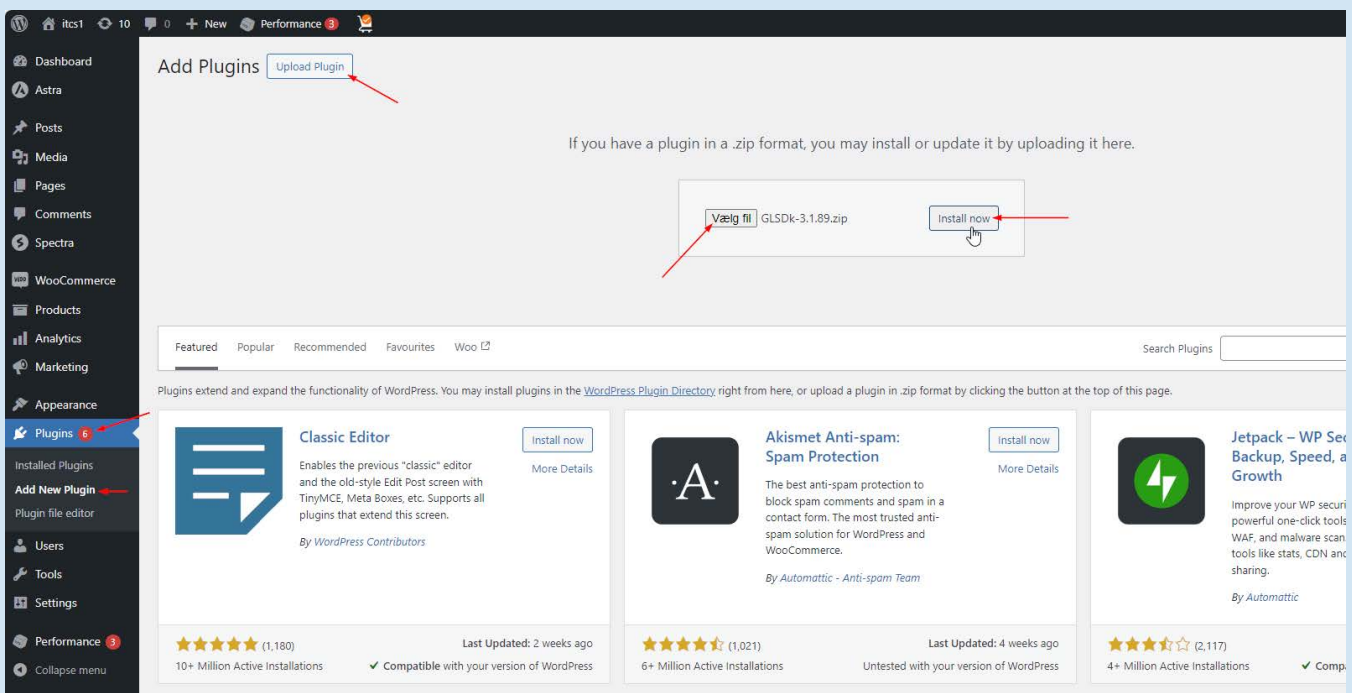
1. Installation

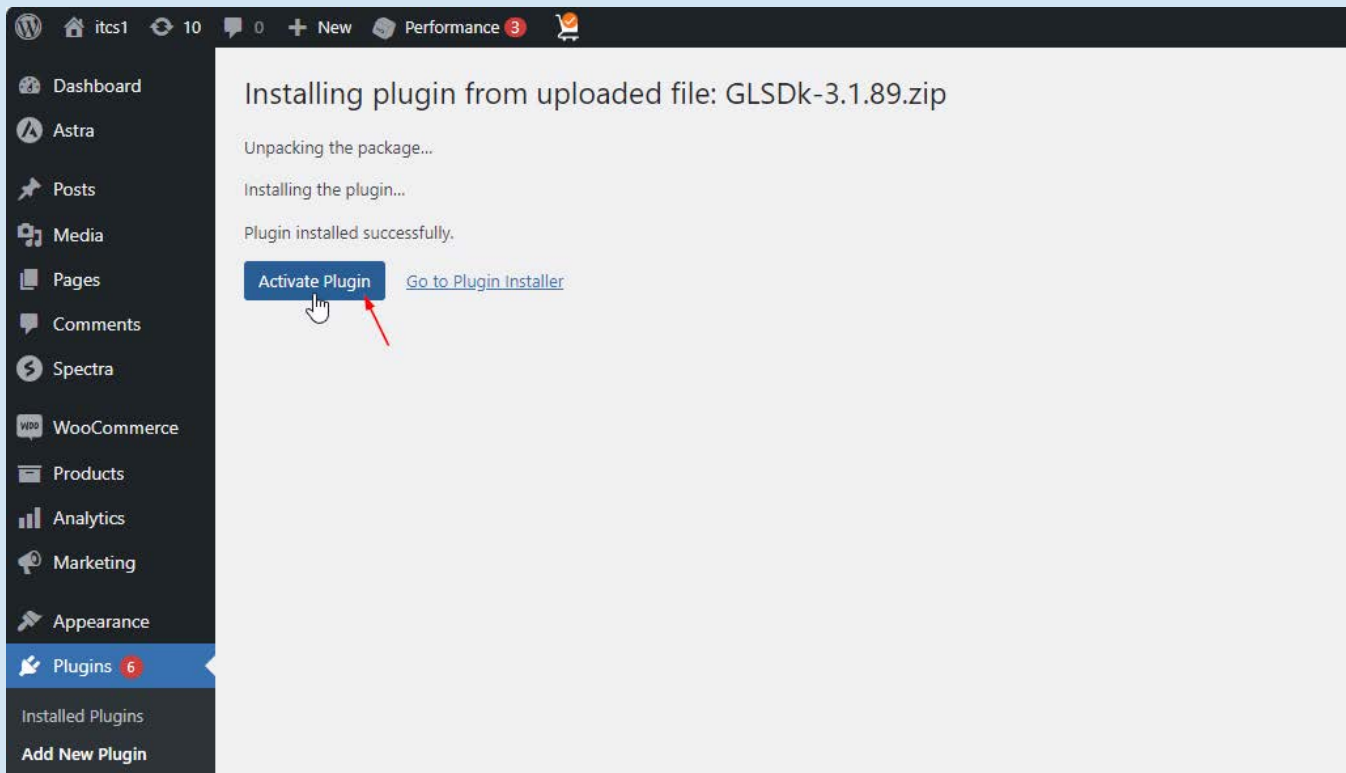
1. Log in to your Click&Ship account using the information you received in your welcome email.
2. To integrate with WooCommerce, go to "Settings" --> "Integrations" --> "All Integrations" --> "Connect with WooCommerce" --> "Download version".

The screenshot displays the GLS Click&Ship user interface. On the left is a dark blue sidebar with the GLS logo and navigation items: Shipping, Pick-up, Customs, POA, Analytics, Support, Settings (highlighted with a red arrow), GLS admin, and Log out. The main content area is divided into three sections: GENERAL (Account, Integrations (highlighted with a red arrow), Printing), SHIPPING (Shipping Defaults, Rulebook, Contact list), and TRACK & TRACE (Email). The 'Integrations' section is active, showing 'All integrations', 'Integration details', and 'Key management' tabs. Below these are two dropdown menus for 'Select client' (IT CS Test WooCommerce) and 'Select user' (Henia). Three integration cards are displayed: Magento 2 4.0.20, Shopify custom app, and WooCommerce 3.1.89. The 'Connect' button on the WooCommerce card is highlighted with a red arrow and a mouse cursor.



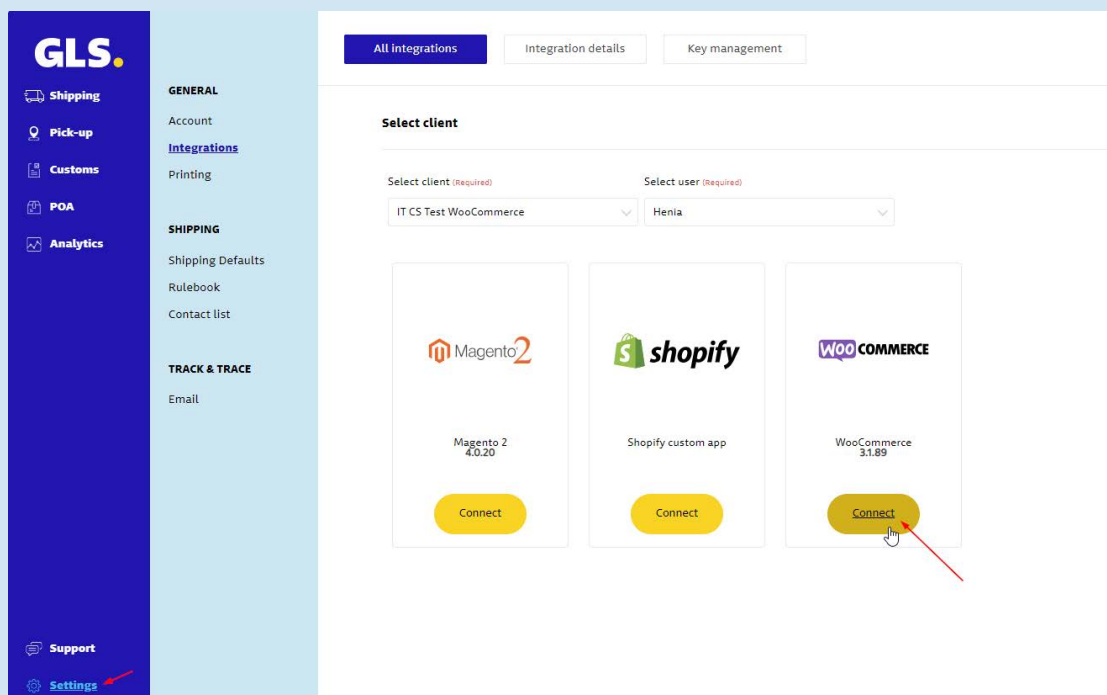
3. When the file from Click&Ship is downloaded, log in to your WordPress admin tool, and select "Plugins" --> "Add New Plugin" --> "Upload Plugin".
4. Click on "Choose File", and then select the file you downloaded from Click&Ship in step 5.
5. Now click on "Install".
6. Then click on "Activate Plugin".



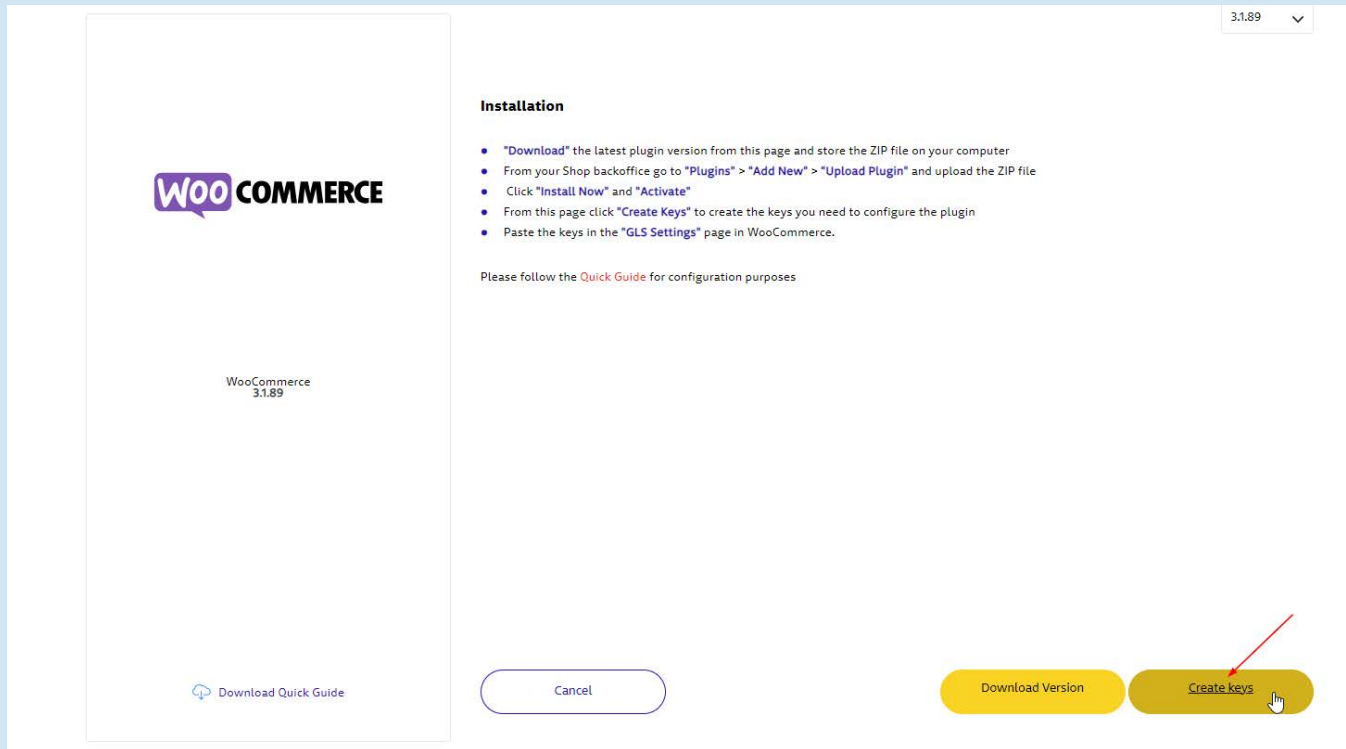


2. Configuration

1. Go back to the Click&Ship platform and select "Settings" --> "Integrations" --> "All Integrations" --> "WooCommerce".



2. Select "Create Keys" --> "Create New Keys."



3.1.89

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.

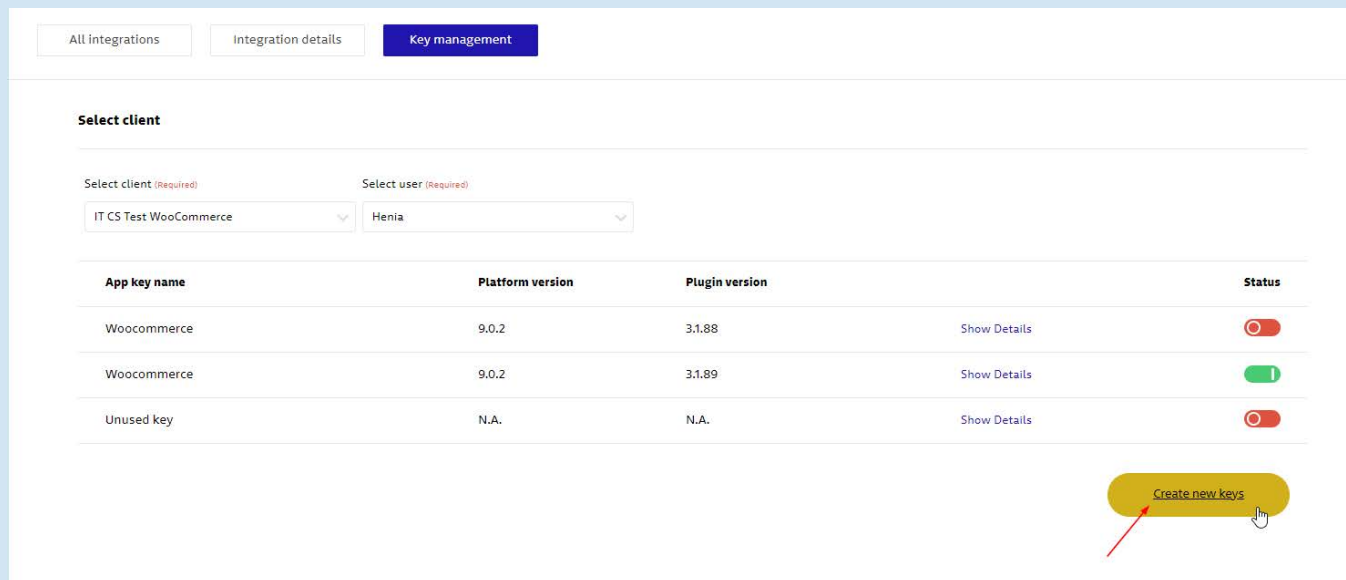
Please follow the [Quick Guide](#) for configuration purposes

Download Quick Guide

Cancel

Download Version

Create keys



All integrations | Integration details | **Key management**

Select client

Select client (Required) | Select user (Required)

IT CS Test WooCommerce | Henia

App key name	Platform version	Plugin version	Status
WooCommerce	9.0.2	3.1.88	Show Details Off
WooCommerce	9.0.2	3.1.89	Show Details On
Unused key	N.A.	N.A.	Show Details Off

Create new keys

3. Click "Show Details" on the unused key, and set the status to active by clicking on the red button on the right side, for it to turn green.

All integrations | Integration details | **Key management**

Select client

Select client (Required) | Select user (Required)

IT CS Test WooCommerce | Henia

App key name	Platform version	Plugin version		Status
WooCommerce	9.0.2	3.1.88	Show Details	<input type="checkbox"/>
WooCommerce	9.0.2	3.1.89	Show Details	<input checked="" type="checkbox"/>
Unused key	N.A.	N.A.	Show Details	<input type="checkbox"/>

Create new keys

All integrations | Integration details | **Key management**

Select client

Select client (Required) | Select user (Required)

IT CS Test WooCommerce | Henia

App key name	Platform version	Plugin version		Status
WooCommerce	9.0.2	3.1.88	Show Details	<input type="checkbox"/>
WooCommerce	9.0.2	3.1.89	Show Details	<input checked="" type="checkbox"/>
Unused key	N.A.	N.A.	Hide Details	<input type="checkbox"/>

Public key Copy to Clipboard

Token key assigned
Not yet assigned

URL for sending status updates
Not yet assigned

Admin: key id
67

Admin: Used app key
Not yet assigned

Admin: URL for sending status updates

Admin: Plugin version

Secret key Copy to Clipboard

Token expire date
Not yet assigned

Shipments go to
https://clickandship.gls.dk

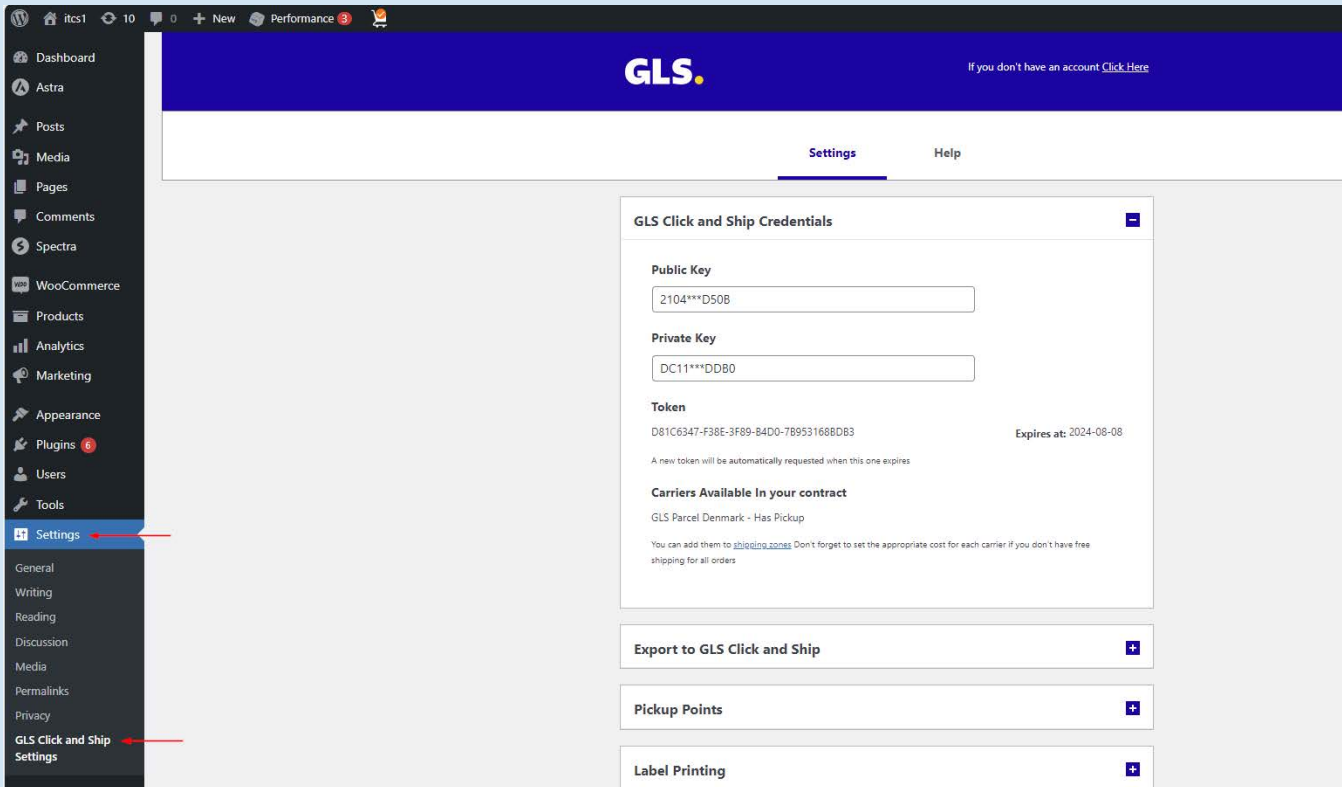
Default settings used of user
Henia Nørgård

Admin: update system
:

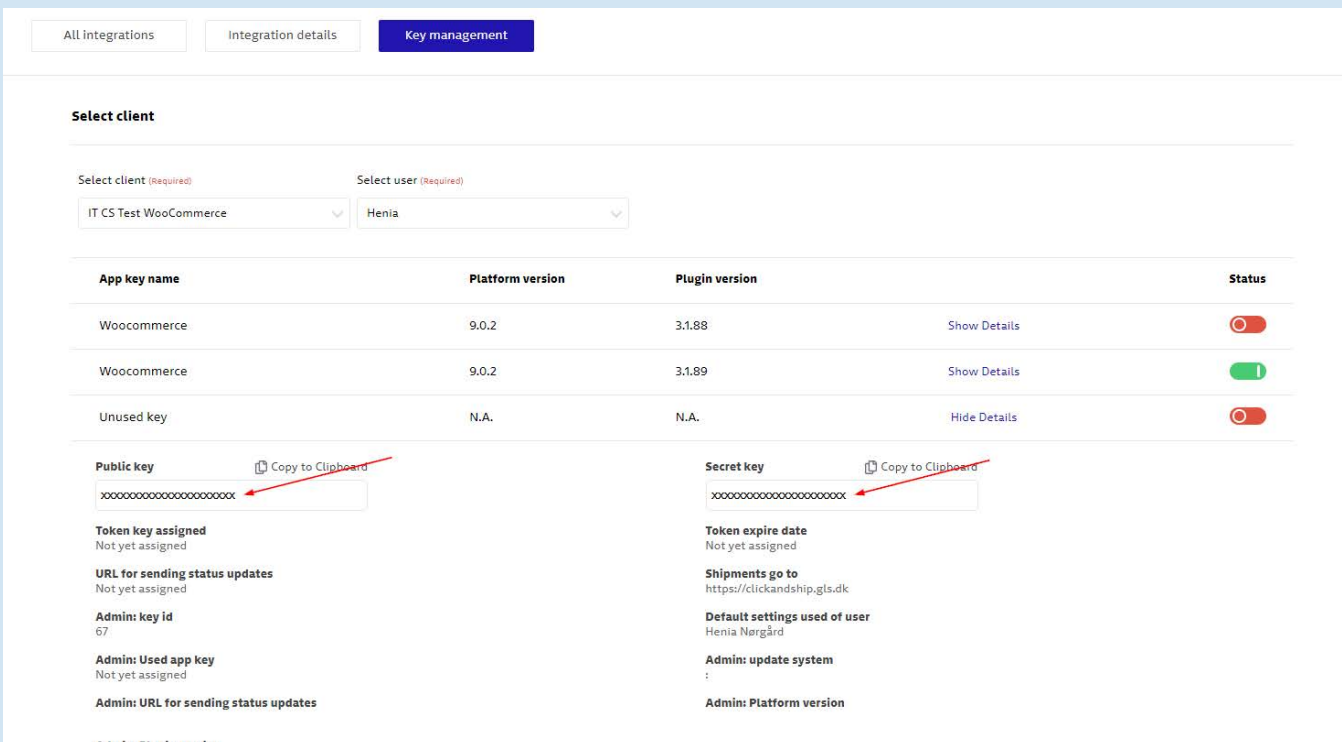
Admin: Platform version

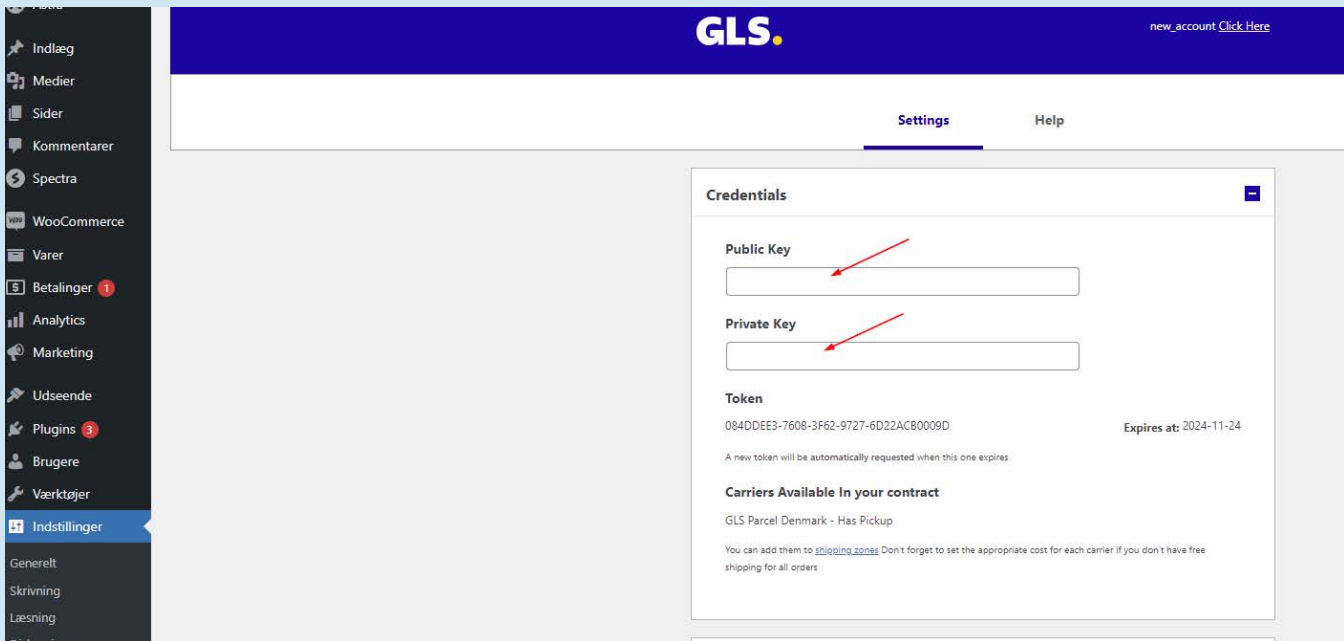
Delete

- Now go to your WordPress admin environment and select "Settings" --> "GLS Click and Ship Settings".

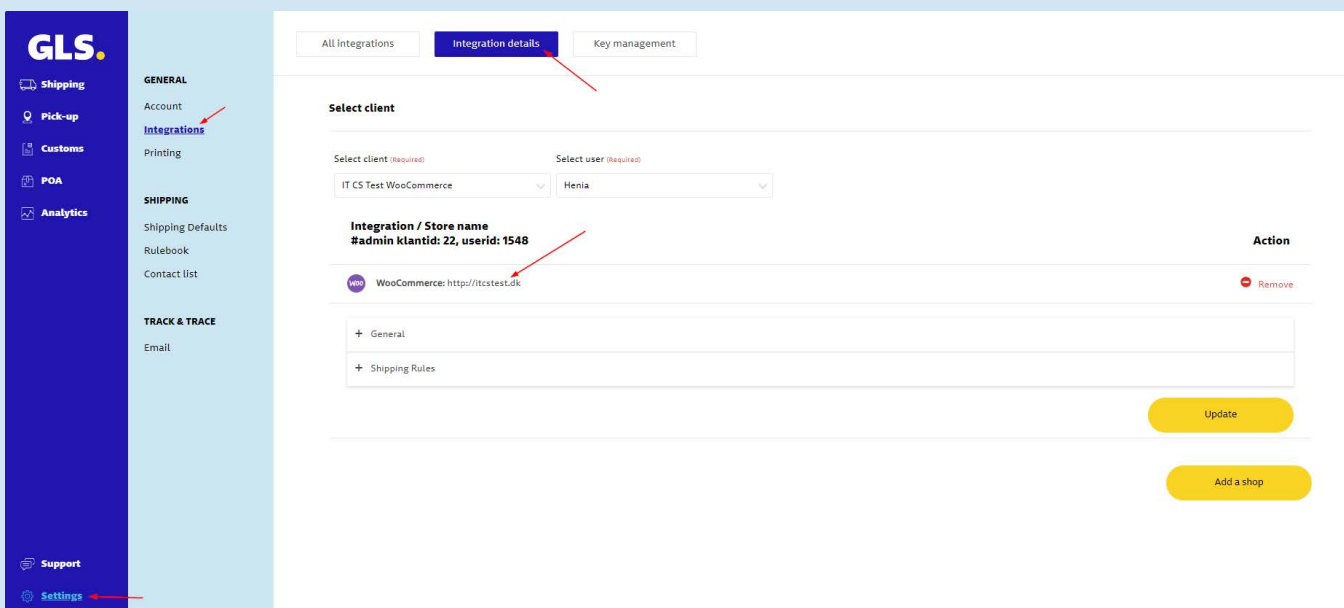


- Insert the newly created keys. Copy the public key from the Click&Ship platform and paste it into "GLS Click and Ship Settings" in WooCommerce. Do the same with the secret key. Once this is done, the integration is complete.





6. Go back to the Click&Ship platform. Select "Settings" --> "Integrations" --> "Integration Details". If the integration has been done correctly, you will now see the link to your WooCommerce webshop.



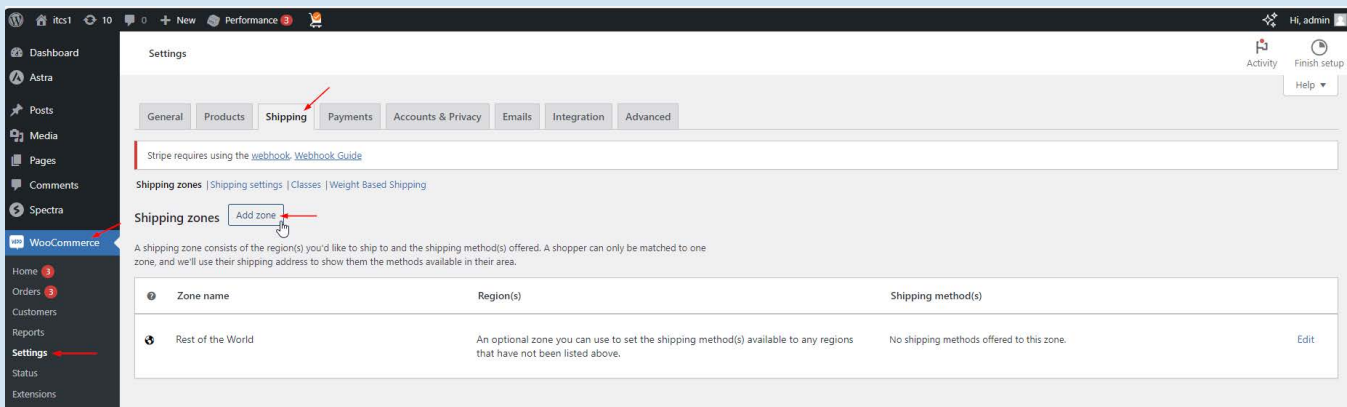
3. Setting up Shipping Methods

The following section will describe how to set up the most common GLS shipping methods in WooCommerce.

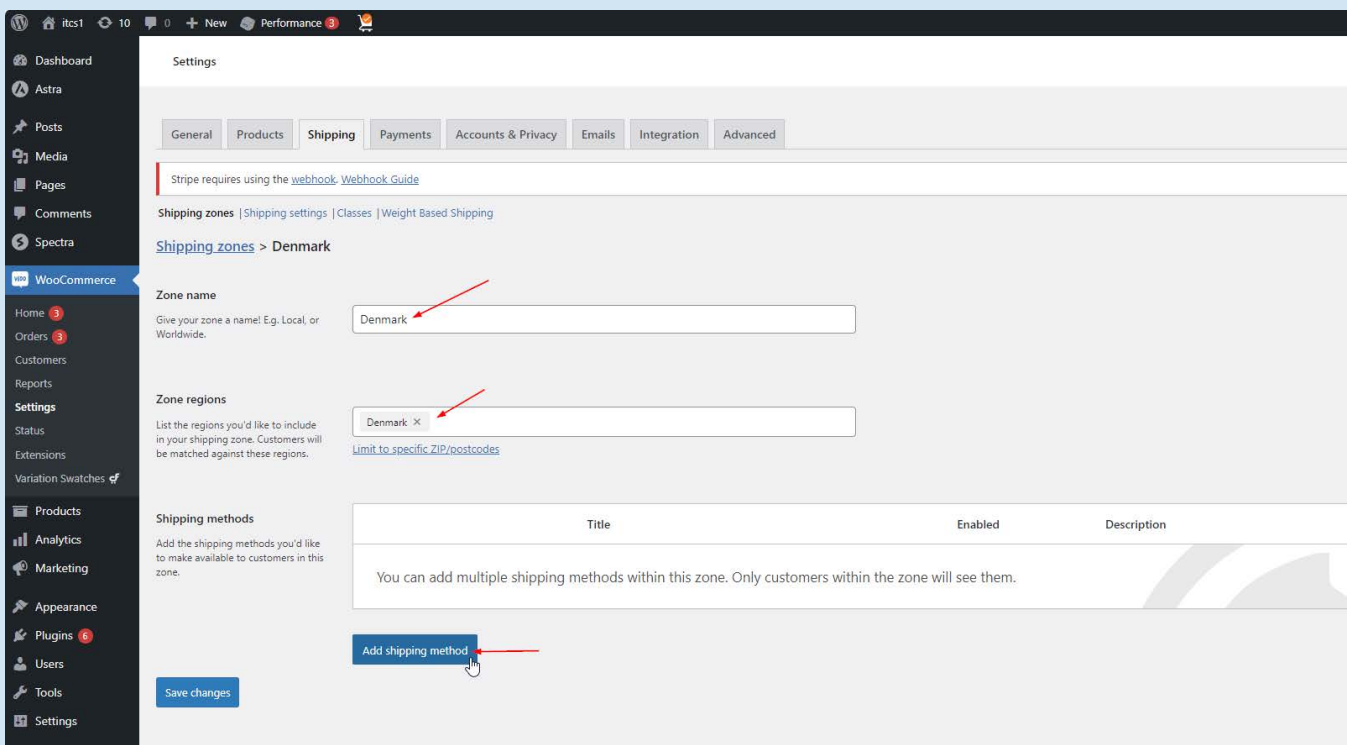
3.1 Home Delivery

If you wish to send parcels to your customers' private address, you can set up the following shipping method.

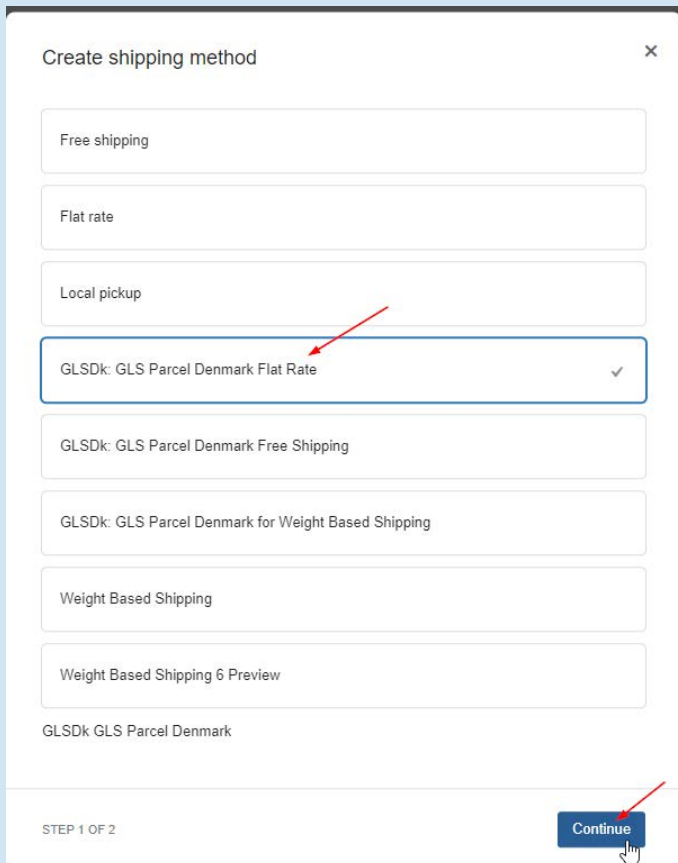
1. Go to your WordPress admin tool.
2. Select "WooCommerce" --> "Settings" --> "Shipping".
3. Click "Add Zone."



4. Enter a Zone Name. It can be the country for which you are setting up the shipping methods.
5. Select your zone region(s).
6. Click "Add Shipping Method."



7. Choose "GLSDk: GLS Parcel Denmark Flat Rate" and click "Continue."
8. Enter the name you want the shipping method to have at checkout.
9. In the "Cost" field, enter the price you want the shipping method to have in your checkout.
10. Choose "Private Delivery" at "Service Level."
11. Select "Disabled" at "Selecting a pickup point is."
12. Click "Create and Save."



Create shipping method

Free shipping

Flat rate

Local pickup

GLSDk: GLS Parcel Denmark Flat Rate ✓

GLSDk: GLS Parcel Denmark Free Shipping

GLSDk: GLS Parcel Denmark for Weight Based Shipping

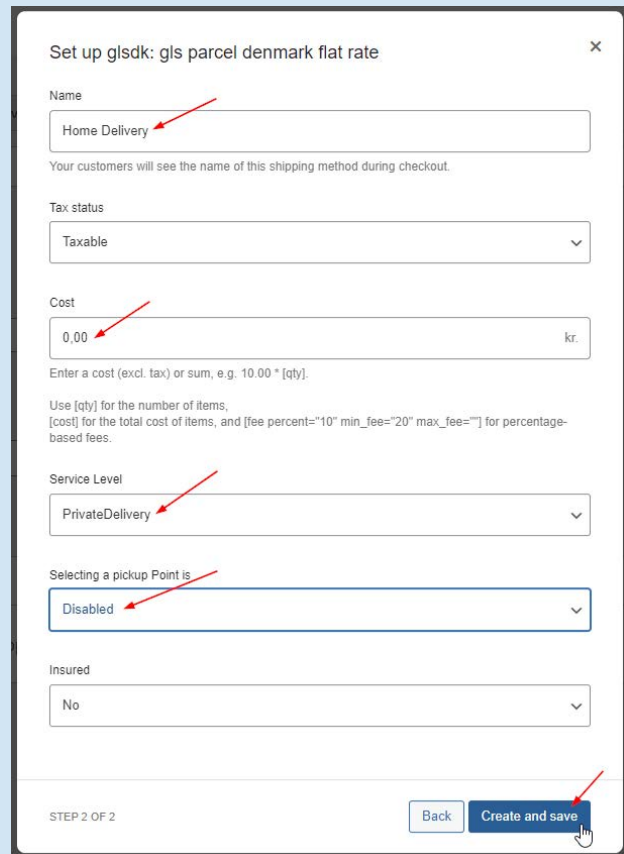
Weight Based Shipping

Weight Based Shipping 6 Preview

GLSDk: GLS Parcel Denmark

STEP 1 OF 2

Continue



Set up glsdk: gls parcel denmark flat rate

Name

Home Delivery

Your customers will see the name of this shipping method during checkout.

Tax status

Taxable

Cost

0,00 kr.

Enter a cost (excl. tax) or sum, e.g. 10.00 * [qty].

Use [qty] for the number of items, [cost] for the total cost of items, and [fee percent="10" min_fee="20" max_fee=""] for percentage-based fees.

Service Level

PrivateDelivery

Selecting a pickup Point is

Disabled

Insured

No

STEP 2 OF 2

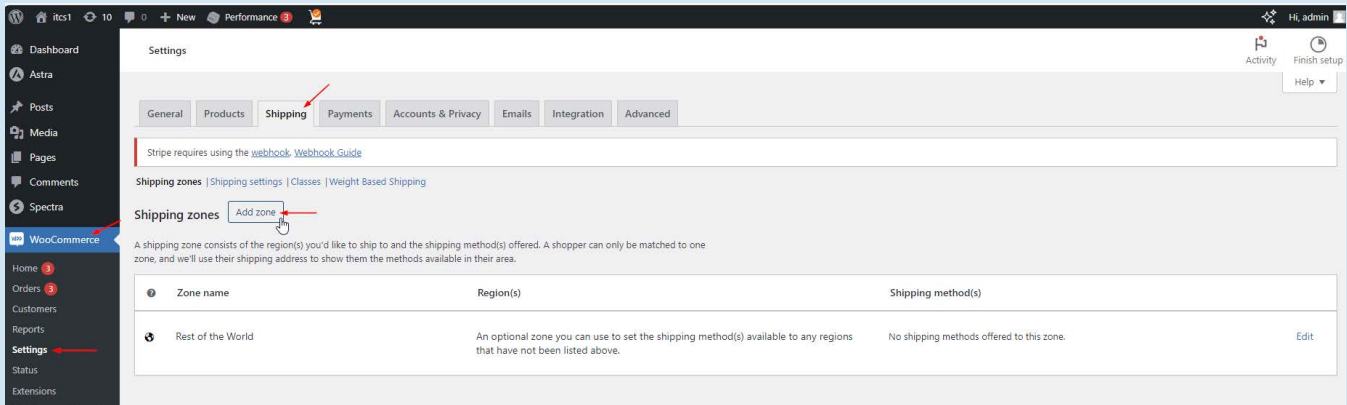
Back Create and save

3.2 Delivery to ParcelShops

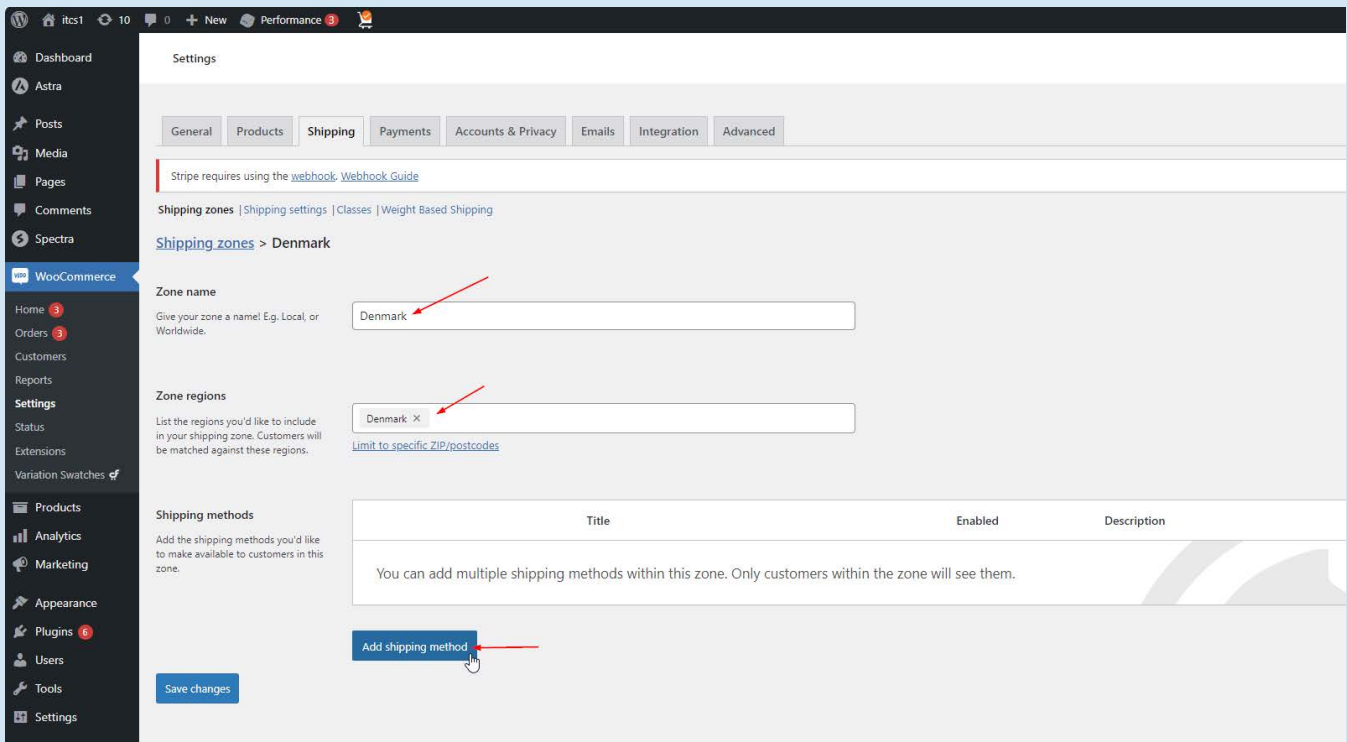
If you wish to send parcels to your customers' desired ParcelShop, you can set up the following shipping method.

Note: Steps 3 – 5 should only be completed if you haven't already created a shipping zone.

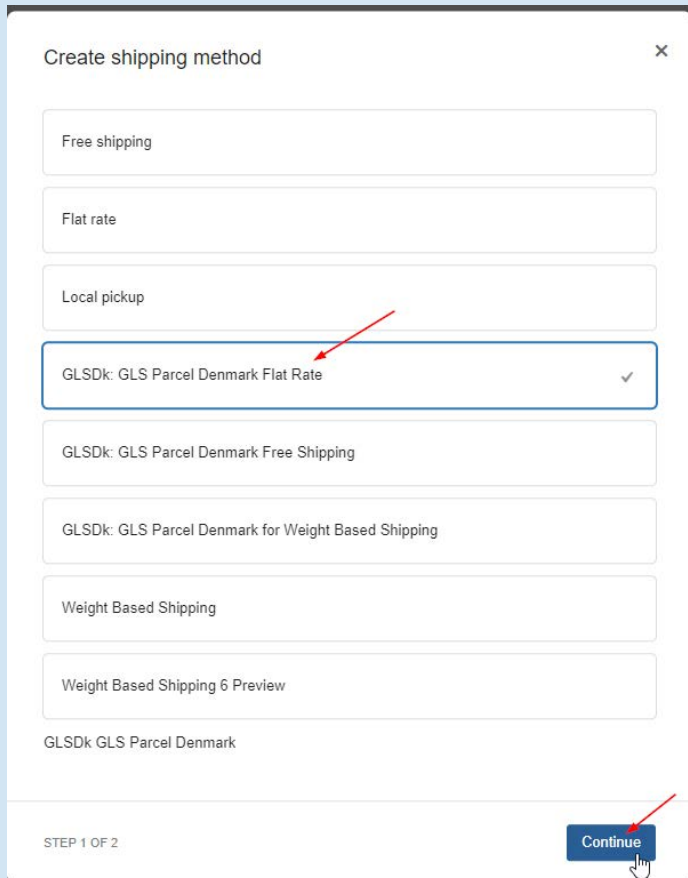
1. Go to your WordPress admin tool.
2. Select "WooCommerce" --> "Settings" --> "Shipping".
3. Click "Add Zone."



4. Enter a Zone Name. It can be the country for which you are setting up the shipping methods.
5. Select your zone region(s).
6. Click "Add Shipping Method."



7. Choose "GLSDk: GLS Parcel Denmark Flat Rate" and click "Continue."
8. Enter the name you want the shipping method to have at checkout.
9. In the "Cost" field, enter the price you want the shipping method to have in your checkout.
10. Choose "ShopDelivery" at "Service Level."
11. Select "Mandatory" at "Selecting a pickup point is."
12. Click "Create and Save."



Create shipping method

Free shipping

Flat rate

Local pickup

GLSDk: GLS Parcel Denmark Flat Rate ✓

GLSDk: GLS Parcel Denmark Free Shipping

GLSDk: GLS Parcel Denmark for Weight Based Shipping

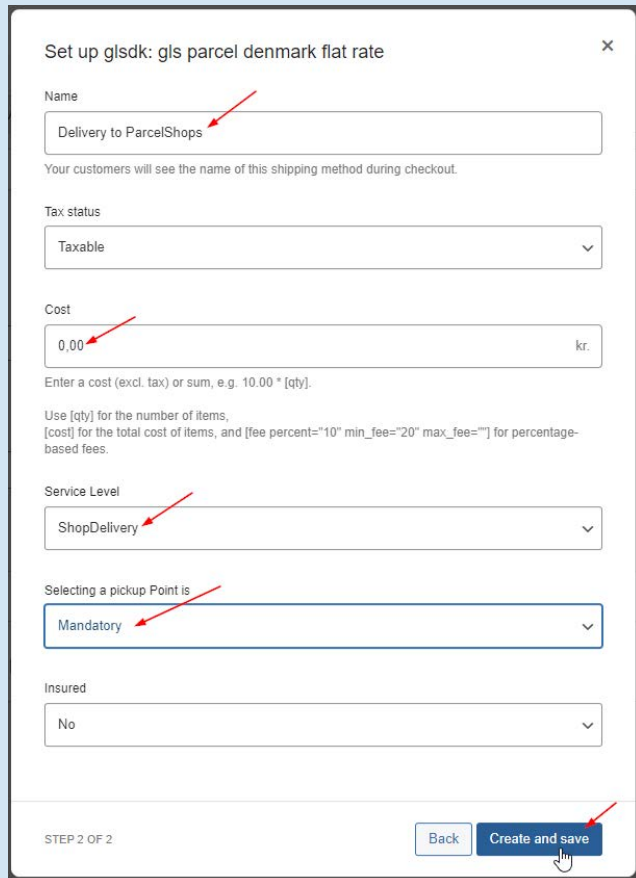
Weight Based Shipping

Weight Based Shipping 6 Preview

GLSDk GLS Parcel Denmark

STEP 1 OF 2

Continue



Set up glsdk: gls parcel denmark flat rate

Name

Delivery to ParcelShops

Your customers will see the name of this shipping method during checkout.

Tax status

Taxable

Cost

0,00 kr.

Enter a cost (excl. tax) or sum, e.g. 10.00 * [qty].

Use [qty] for the number of items, [cost] for the total cost of items, and [fee percent="10" min_fee="20" max_fee=""] for percentage-based fees.

Service Level

ShopDelivery

Selecting a pickup Point is

Mandatory

Insured

No

STEP 2 OF 2

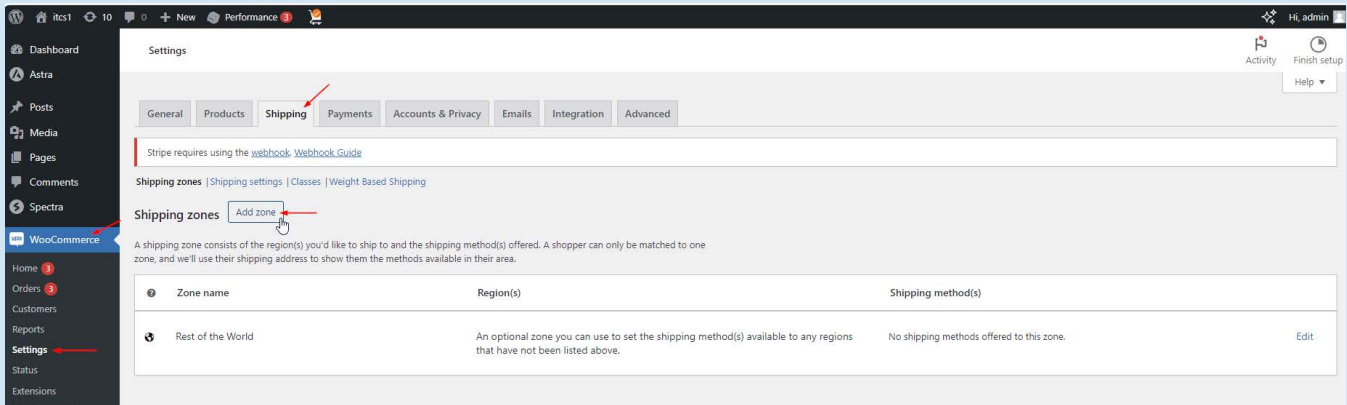
Back Create and save

3.3 Delivery to Business Addresses

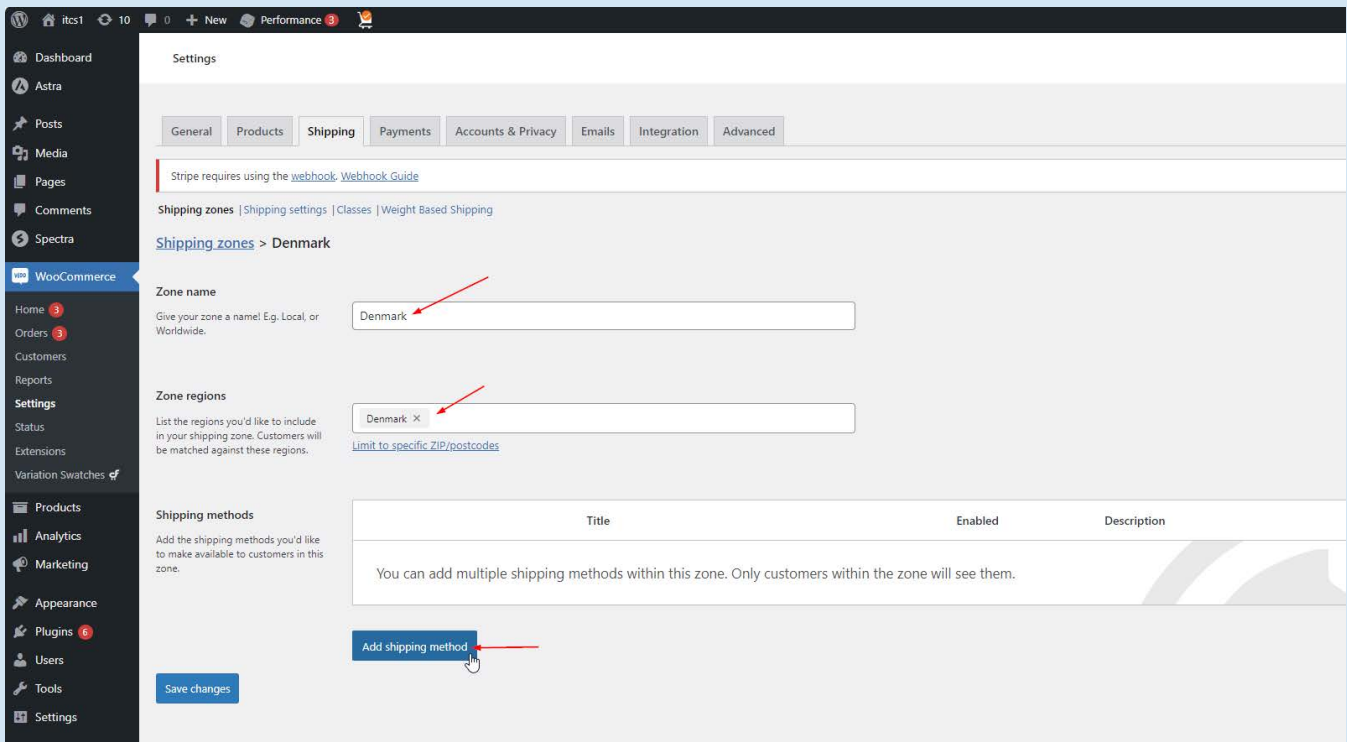
If you wish to send parcels to business addresses, you can set up the following shipping method.

Note: Steps 3 – 5 should only be completed if you haven't already created a shipping zone.

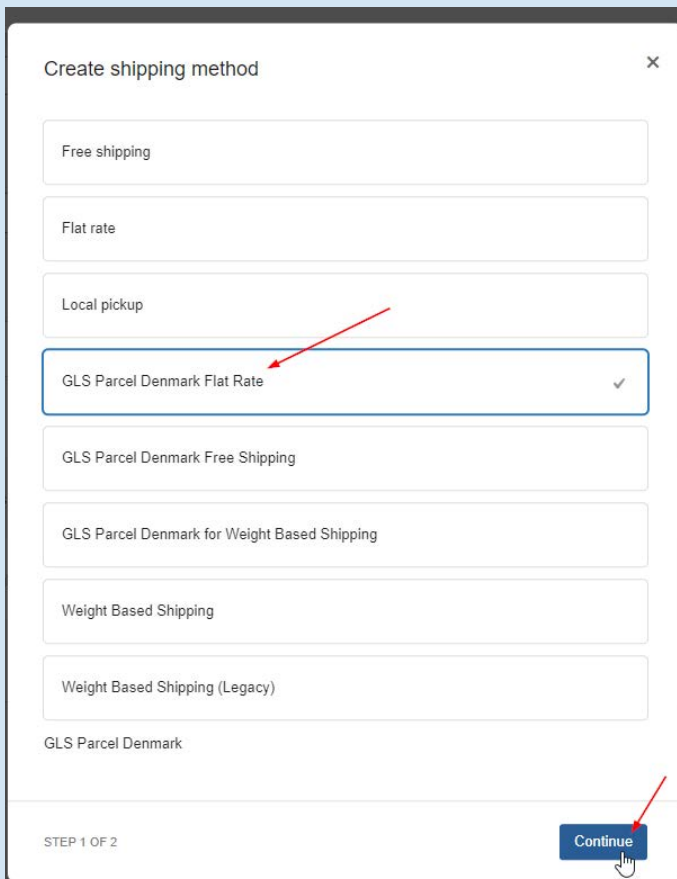
1. Go to your WordPress admin tool.
2. Select "WooCommerce" --> "Settings" --> "Shipping".
3. Click "Add Zone."



4. Enter a Zone Name. It can be the country for which you are setting up the shipping methods.
5. Select your zone region(s).
6. Click "Add Shipping Method."



7. Choose "GLSDk: GLS Parcel Denmark Flat Rate" and click "Continue."
8. Enter the name you want the shipping method to have at checkout.
9. In the "Cost" field, enter the price you want the shipping method to have in your checkout.
10. Choose "BusinessParcel" at "Service Level."
11. Select "Disabled" at "Selecting a pickup point is."
12. Click "Create and Save."



Create shipping method

Free shipping

Flat rate

Local pickup

GLS Parcel Denmark Flat Rate ✓

GLS Parcel Denmark Free Shipping

GLS Parcel Denmark for Weight Based Shipping

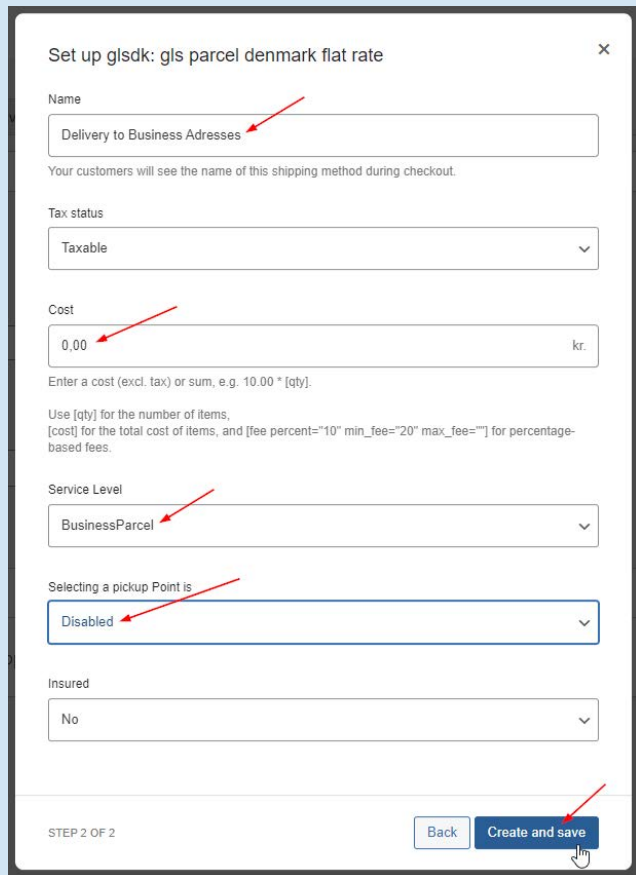
Weight Based Shipping

Weight Based Shipping (Legacy)

GLS Parcel Denmark

STEP 1 OF 2

Continue



Set up glsdk: gls parcel denmark flat rate

Name

Delivery to Business Addresses

Your customers will see the name of this shipping method during checkout.

Tax status

Taxable

Cost

0,00 kr.

Enter a cost (excl. tax) or sum, e.g. 10.00 * [qty].

Use [qty] for the number of items, [cost] for the total cost of items, and [fee percent="10" min_fee="20" max_fee=""] for percentage-based fees.

Service Level

BusinessParcel

Selecting a pickup Point is

Disabled

Insured

No

STEP 2 OF 2

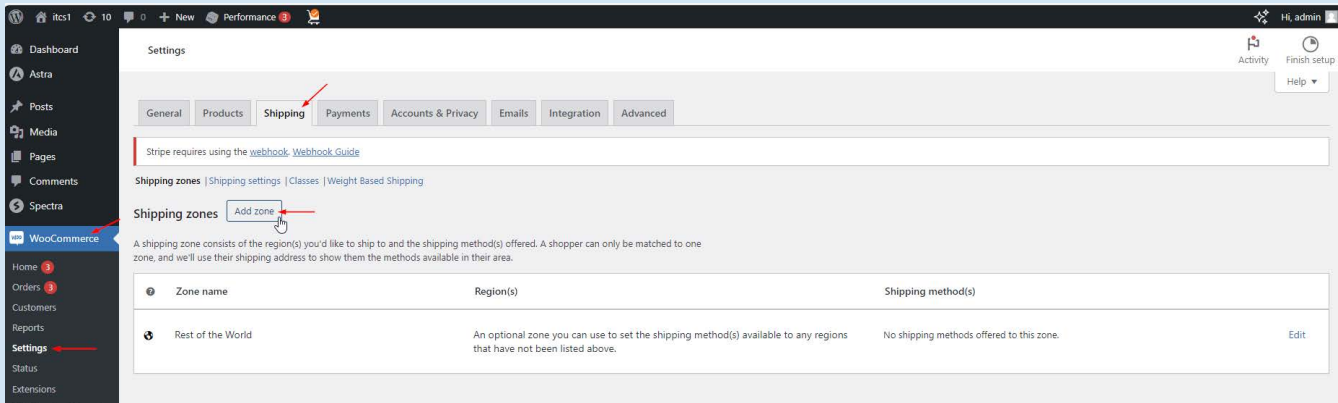
Back Create and save

3.4 Weight-Based Shipping Method

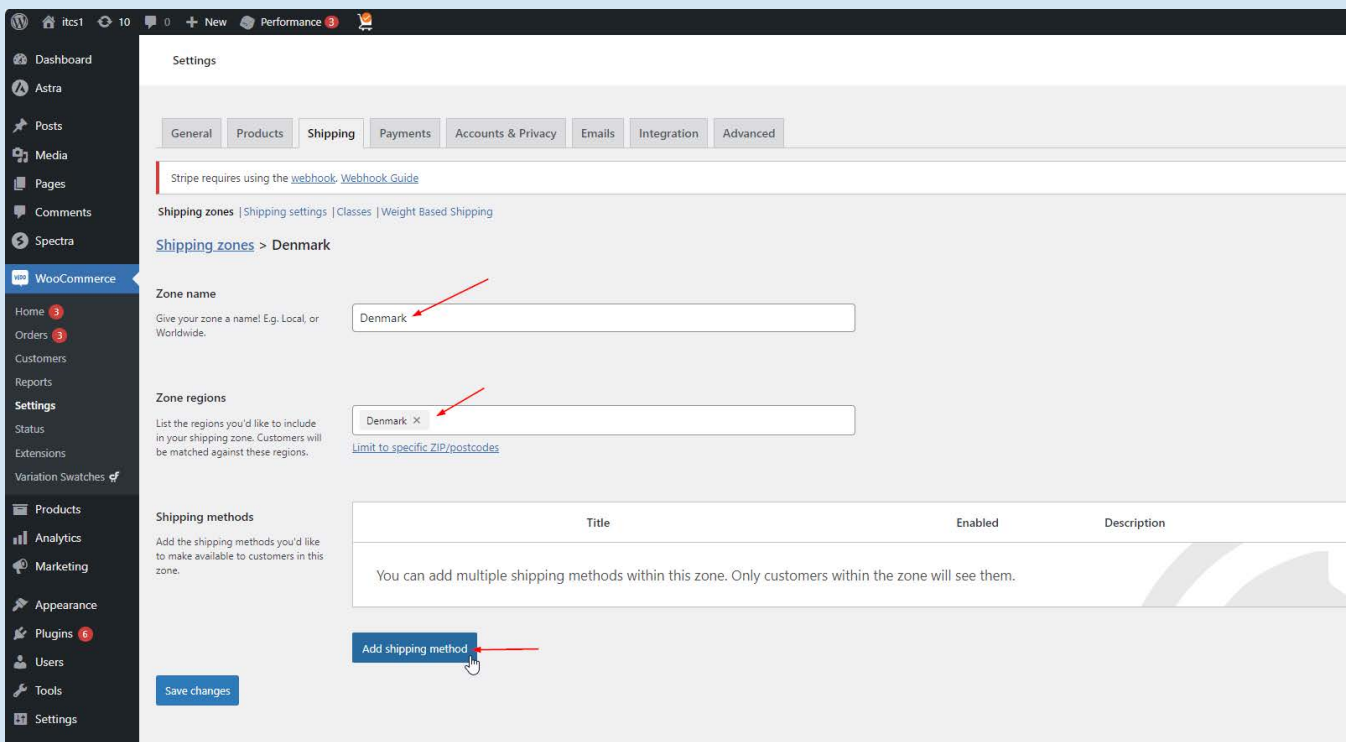
To determine the shipping method based on the weight of the parcel, ensure you have installed the plugin "WooCommerce Weight Based Shipping" (a free plugin for WooCommerce). Then follow these steps:

Note: Steps 3 – 5 should only be completed if you haven't already created a shipping zone.

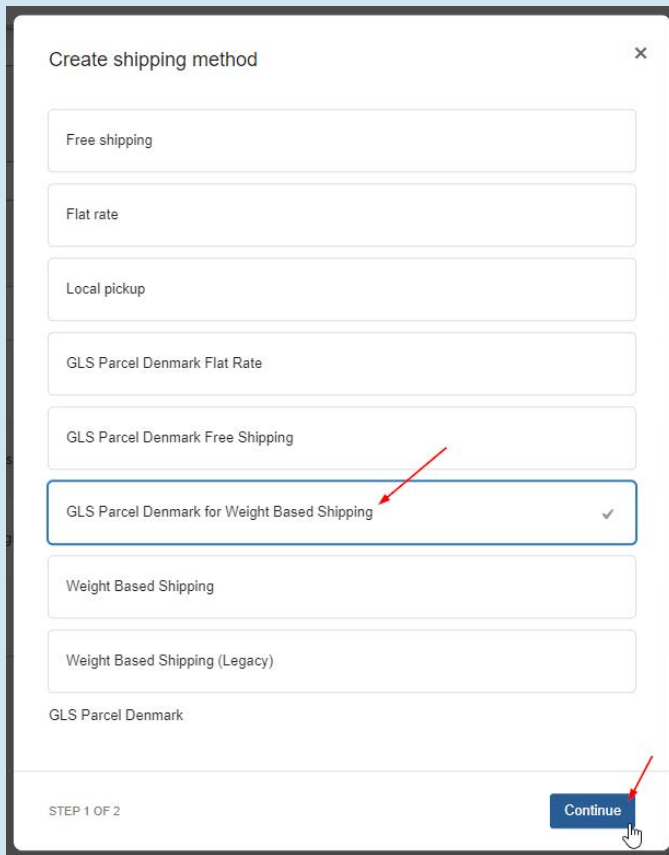
1. Go to your WordPress admin tool.
2. Select "WooCommerce" --> "Settings" --> "Shipping".
3. Click "Add Zone."



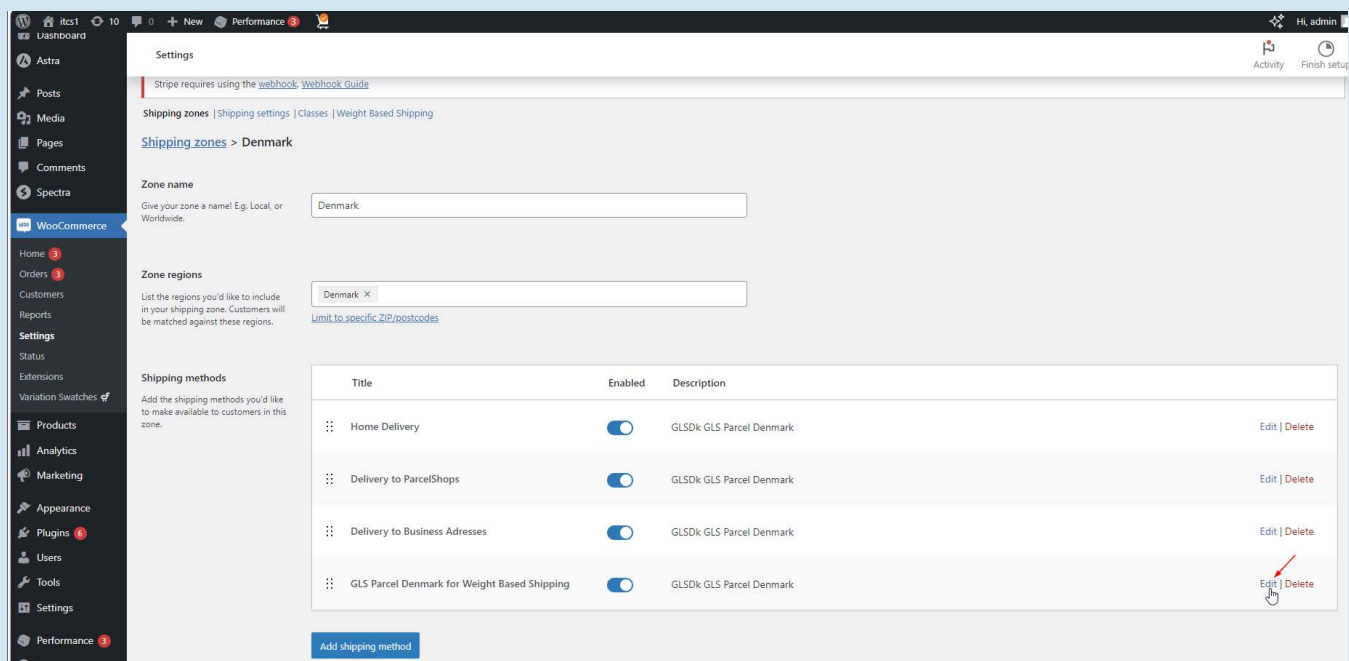
4. Enter a Zone Name. It can be the country for which you are setting up the shipping methods.
5. Select your zone region(s).
6. Click "Add Shipping Method."



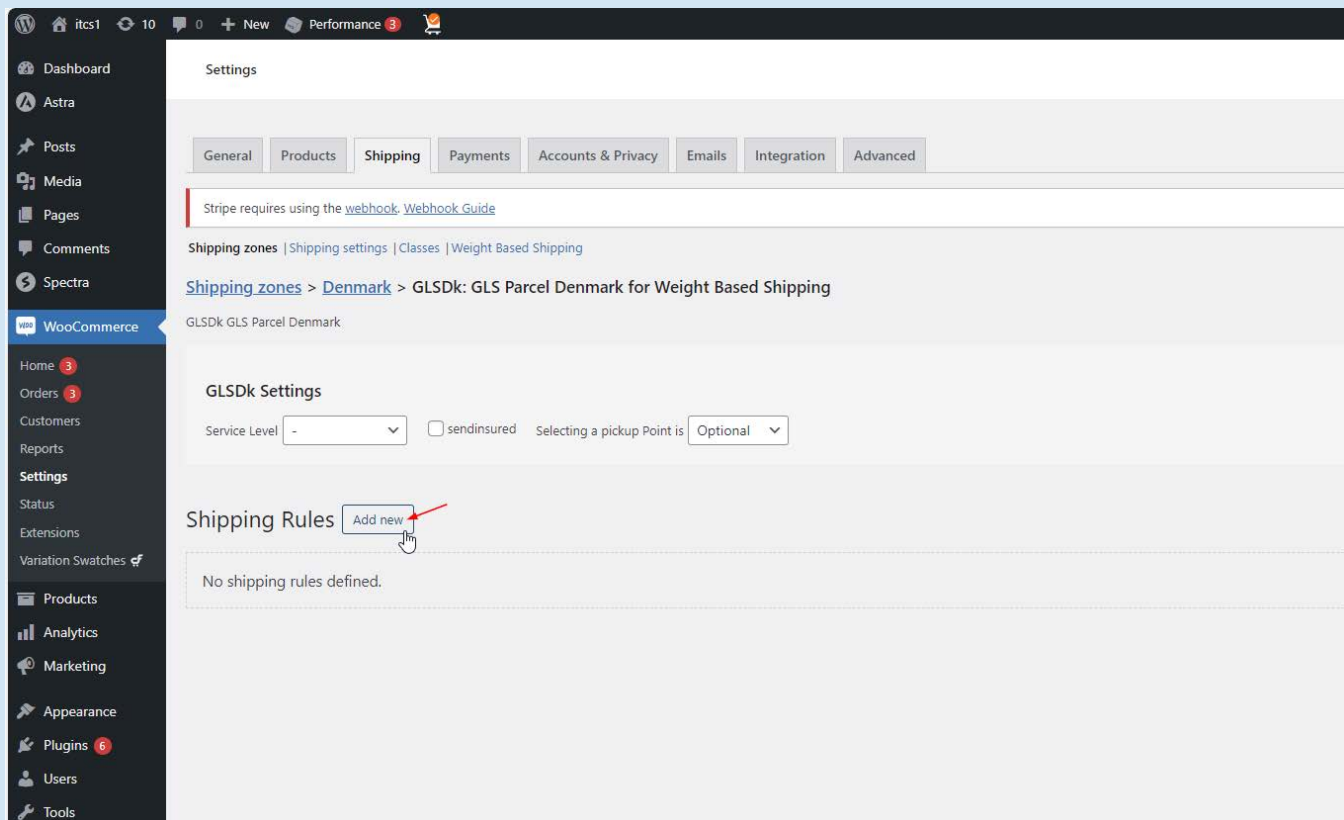
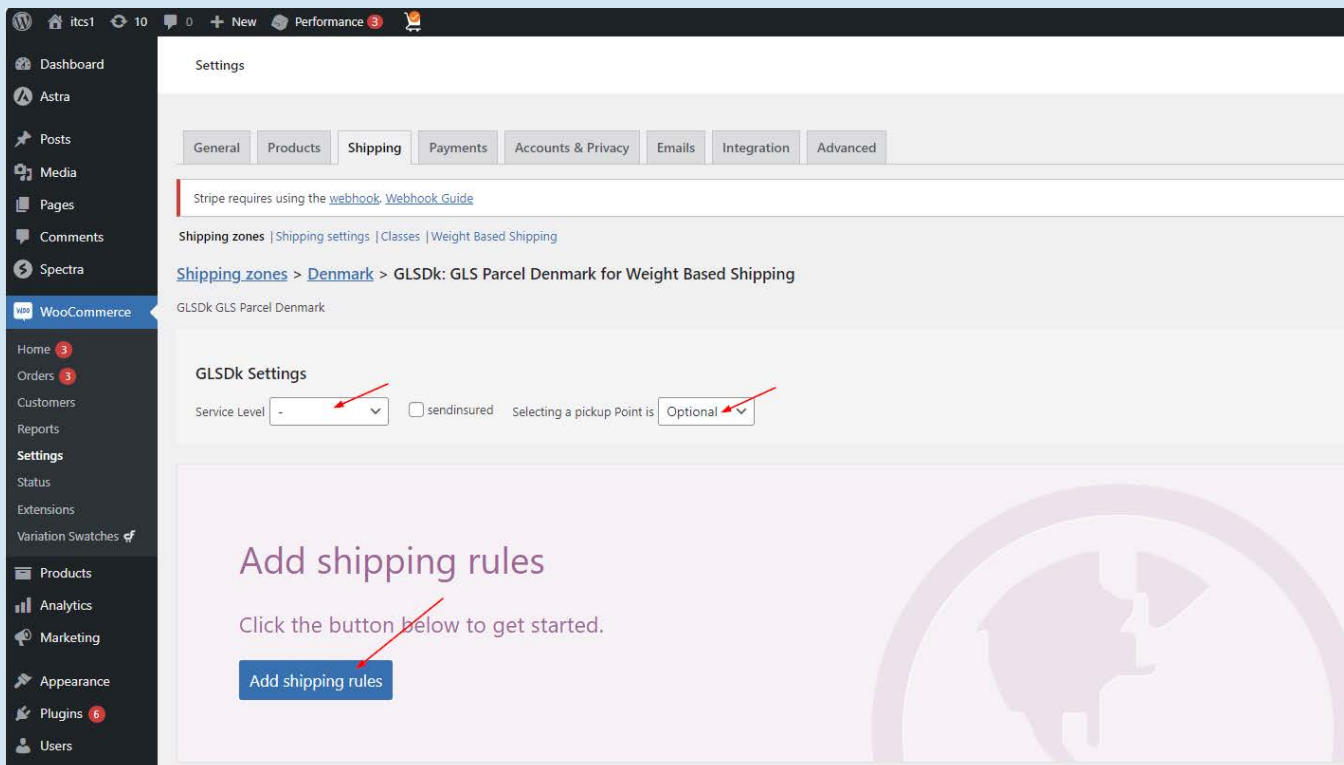
7. Choose "GLSDk: GLS Parcel Denmark for Weight Based Shipping" and click "Continue."



8. Now click "Edit" on the shipping method.



9. Choose the desired service in the "Service Level" field and whether selecting a ParcelShop for the shipment should be possible.
10. Click "Add Shipping Rule" and then "Add New."



11. In the "Label" field, you can choose to enter a name for the shipping method, which is visible to you.
12. In the "Title" field, enter the name of the shipping method that your customers will see at checkout.
13. Fill in the remaining fields that are relevant to you.
14. When you have set up the desired criterias, click "Close" to save your settings.

Rule Settings ✕

Taxable

Label
Rule label, just for you. Customers won't see it.

Title
Title of the shipping option which customers see during checkout.

Conditions
Define when the delivery option should be shown to the customer. All the following conditions must be met to activate the rule.

Destination

Order Weight
 above or equal
 below or equal

Order Subtotal
 above or equal
 below or equal
 after tax included
 after discount applied

Charges

This controls shipping price when this rule is active.

Base Cost
Leave empty or zero if your shipping price has no flat part.

Weight Rate
 charge kr.
 for each kg
 over kg
Leave **charge** field empty if your shipping price is flat. Use **over** field to skip weight part covered with Base Cost or leave it empty to charge for entire order weight.

Shipping Classes
Allows overriding shipping price for specific shipping classes The function is available in the [Plus version](#). Try out the [live demo](#).

Modifiers
With the following you can modify resulting shipping price.

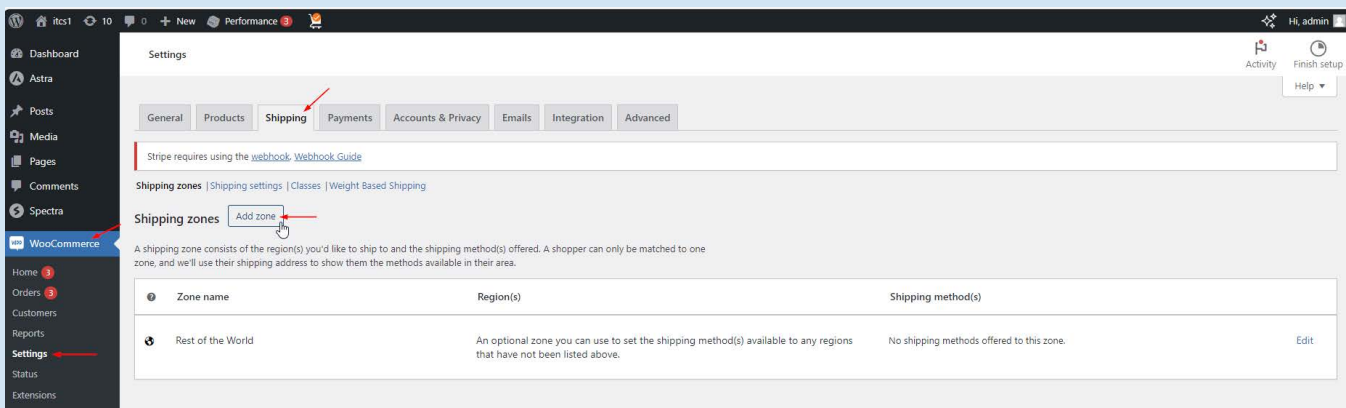
Limit Total Cost
 minimum
 maximum

3.5 Free Shipping

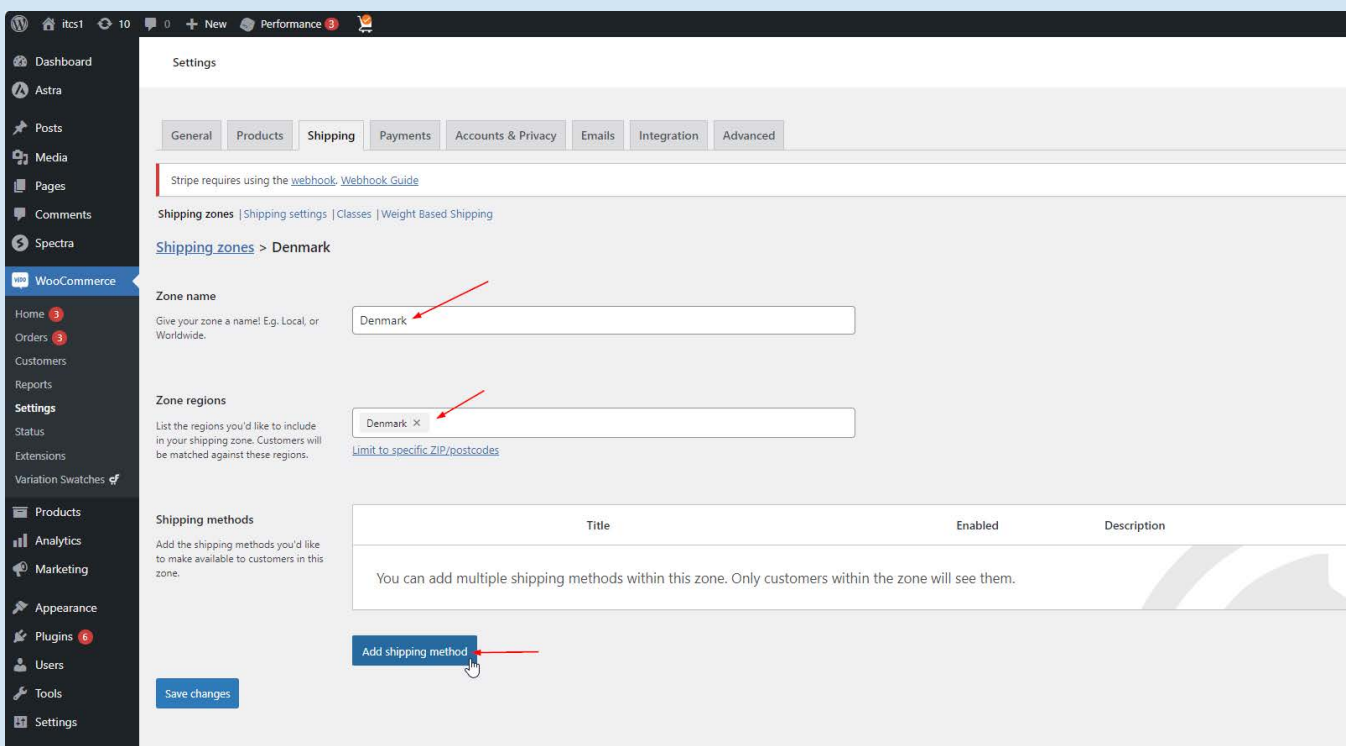
If you wish to offer free shipping to your customers, you can set up the following shipping method.

Note: Steps 3 – 5 should only be completed if you haven't already created a shipping zone.

1. Go to your WordPress admin tool.
2. Select "WooCommerce" --> "Settings" --> "Shipping".
3. Click "Add Zone."



4. Enter a Zone Name. It can be the country for which you are setting up the shipping methods.
5. Select your zone region(s).
6. Click "Add Shipping Method."



7. Choose "GLSDk: GLS Parcel Denmark Free Shipping" and click "Continue."
8. Give your shipping method a name.
9. In "Free shipping requires," choose the reason your customers should get free shipping.
10. Follow the next steps in this window to set up the free shipping rules correctly. Once done, click "Create and Save."

Create shipping method

Free shipping

Flat rate

Local pickup

GLSDk: GLS Parcel Denmark Flat Rate

GLSDk: GLS Parcel Denmark Free Shipping

GLSDk: GLS Parcel Denmark for Weight Based Shipping

Weight Based Shipping

Weight Based Shipping 6 Preview

GLSDk GLS Parcel Denmark Free Shipping

STEP 1 OF 2

Continue

Set up glsdk: gls parcel denmark free shipping

Name

Free Shipping

Your customers will see the name of this shipping method during checkout.

Free shipping requires

A minimum order amount

Minimum order amount

0,00 kr.

Customers will need to spend this amount to get free shipping.

Apply minimum order rule before coupon discount
If checked, free shipping would be available based on pre-discount order amount.

Service Level

-

Selecting a pickup Point is

Optional

Insured

No

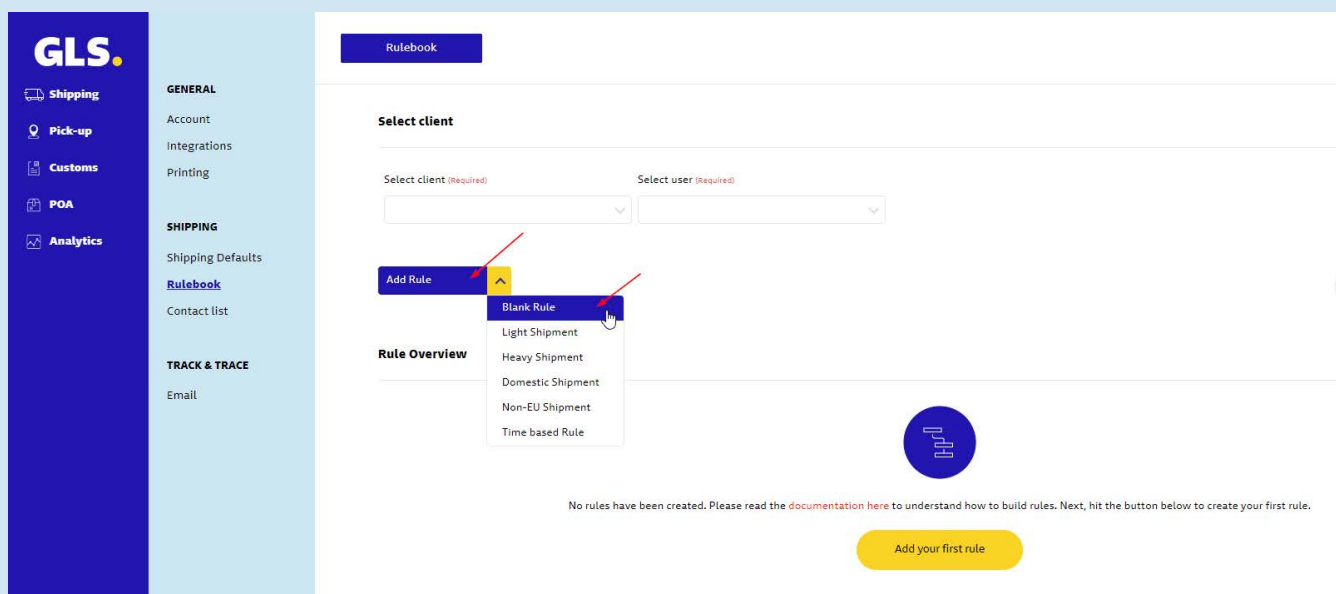
STEP 2 OF 2

Back Create and save

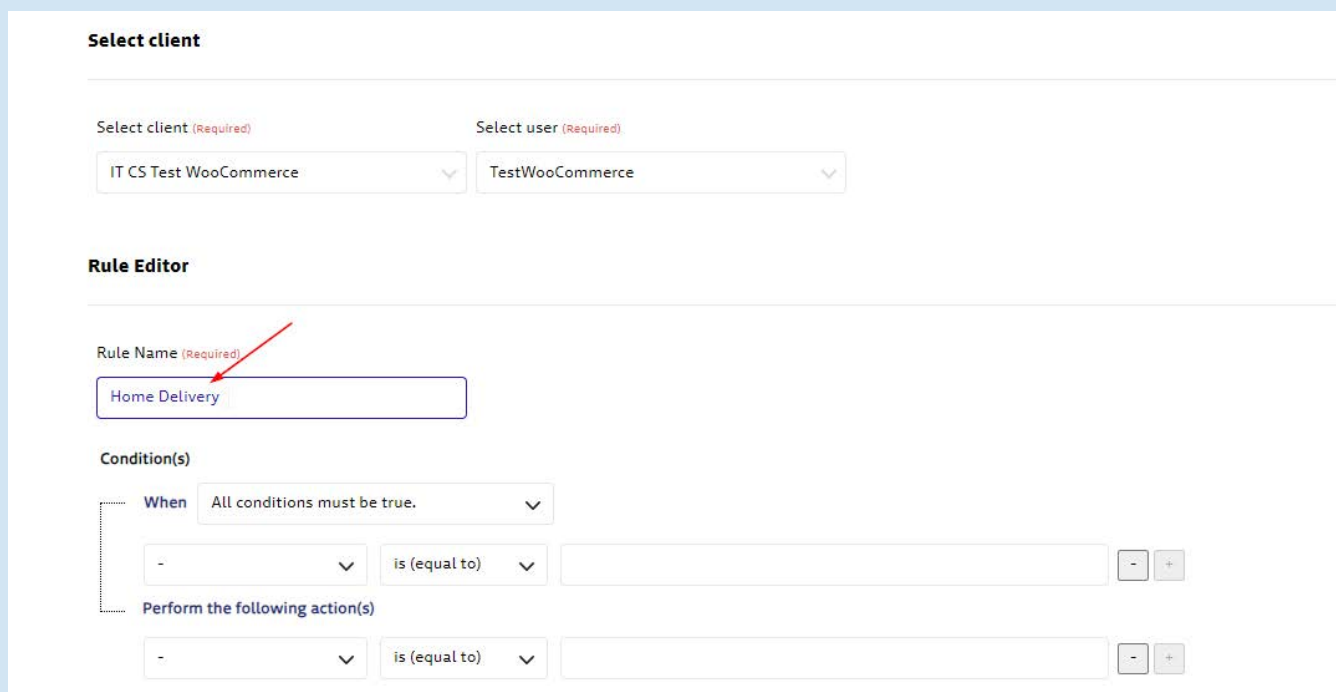
4. Configuration of Shipping Methods

We can now look at how to define the shipping rules in Click&Ship to ensure that your shipments are created with the correct GLS shipping service.

1. Go to the Click&Ship platform and choose "Setting" in the menu to the left. Then choose "Rulebook"
2. Click on "Add rule" --> "Blank rule"



3. Give your rule a name. For example, it could be "Home Delivery" if that is the shipping service you are setting up a rule for.



4. Select "Shop"

5. Your connected webshop should now appear in the field on the right. If you have more than one webshop connected, select the correct one by clicking the dropdown button.

6. Then select "Shipping Method."

The screenshot shows the 'Rule Editor' interface. The 'Rule Name' field contains 'Home Delivery'. Under 'Condition(s)', the 'When' dropdown is set to 'All conditions must be true.'. The first condition is 'Shop' is (equal to) 'Shopify - it-cs-basic'. The second condition dropdown is open, showing a list of options: Country Recipient, Service level, Country zone Recipient, Weight, Month, Day of the week, Current time, Day and Time, Shipping method name, Shipping method (highlighted), Item lines, Total shipment value, SKU/EAN, and Recipient postal code. A red arrow points to the 'Shipping method' option in the dropdown.

7. Then select the shipping method you are setting up a rule for. The shipping methods you can choose from here, are those you set up in WooCommerce earlier - Click&Ship imports the available shipping methods from there.

The screenshot shows the 'Rule Editor' interface. The 'Rule Name' field contains 'Home Delivery'. Under 'Condition(s)', the 'When' dropdown is set to 'All conditions must be true.'. The first condition is 'Shop' is (equal to) 'Shopify - it-cs-test-plus'. The second condition is 'Shipping method' is (equal to) 'Danmark > Price Based > GLS Hjemmelevering - 49.00'. A red arrow points to the selected shipping method. Below the conditions, the 'Perform the following action(s)' section is visible, with a dropdown set to '-'. The shipping method dropdown is open, showing a list of options: Danmark > Price Based > GLS Hjemmelevering - 49.00 (highlighted), Danmark > Price Based > GLS Levering til PakkeShop - 39.00, and Danmark > Price Based > Levering til erhvervsadresse - 45.00.

8. Then select "Service"

The screenshot shows a rule configuration interface. Under the "Condition(s)" section, the "When" dropdown is set to "All conditions must be true.". There are three condition rows: "Shop" is equal to "WooCommerce - http://itctest.dk", "Shipping method name" is equal to "Home Delivery", and a third row with a dash. Under "Perform the following action(s)", the first action dropdown is open, showing options: "-", "Do not store the shipment", "Service", and "Stop processing rules". A red arrow points to the "Service" option.

9. In the dropdown menu on the right, you can choose the GLS shipping service the parcel should have. Below is a description of which service to select depending on the shipping method you are setting up. The three most common ones are used as examples:

If you want to set up a shipping method with home delivery, select the "PrivateDelivery" service.

If you want to set up a shipping method with delivery to a ParcelShop, select the "ShopDelivery" service.

If you want to set up a shipping method with delivery to a business address, select the "BusinessParcel" service.

The screenshot shows the rule configuration interface with the "Service" dropdown menu open. The "Rule Name" is "Home Delivery". The conditions are the same as in the previous screenshot. The "Service" dropdown is set to "PrivateDelivery". A red arrow points to the "PrivateDelivery" option in the dropdown menu. Other options visible in the dropdown include "BusinessParcel", "DirectShop", "ExpressParcel", "Pick&Return", "Pick&Ship", and "ShopDelivery". A "Cancel" button is visible on the right.

10. Click "Save."

11. The rule is now created. Repeat this process with the shipping options you want to offer your customers at the checkout.

Rule Editor

Rule Name (Required)
Home Delivery

Condition(s)

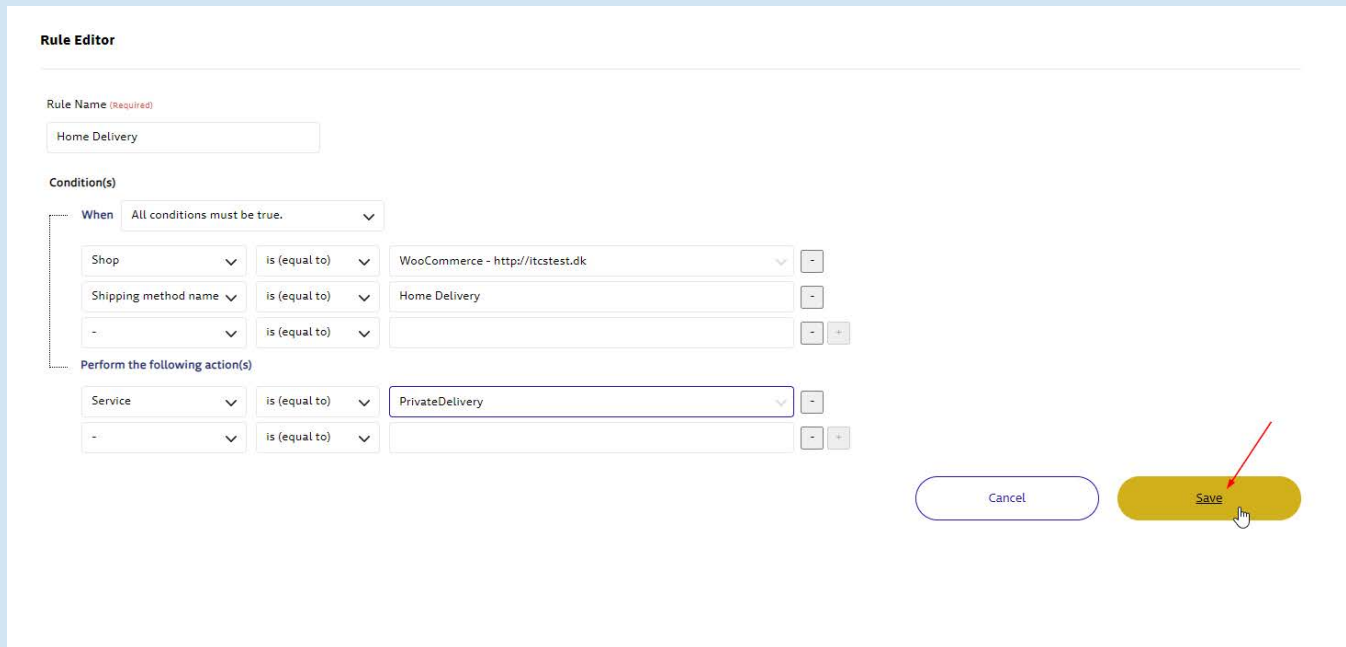
When All conditions must be true.

Shop	is (equal to)	WooCommerce - http://itctest.dk	-
Shipping method name	is (equal to)	Home Delivery	-
-	is (equal to)		- +

Perform the following action(s)

Service	is (equal to)	PrivateDelivery	-
-	is (equal to)		- +

Cancel Save

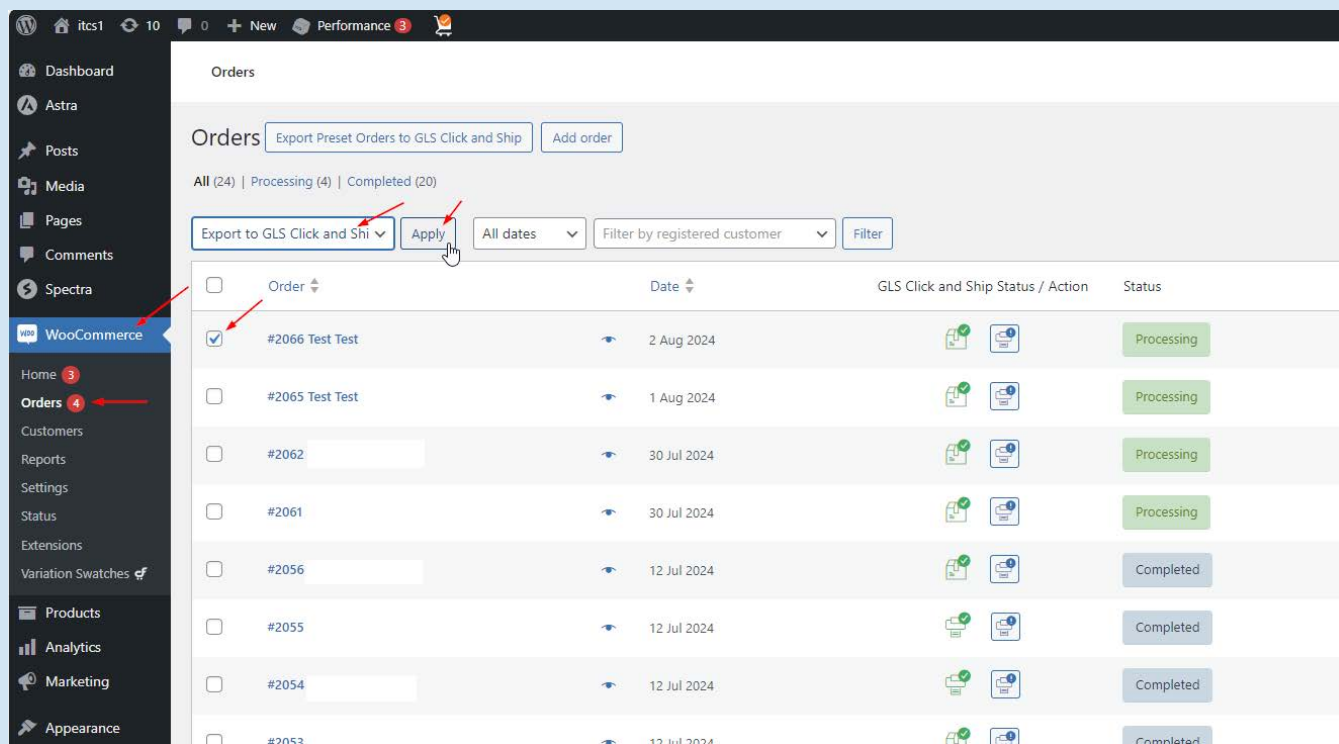


5. Export Orders to Click&Ship

There are several ways to export your orders from WooCommerce to Click&Ship.

5.1 Manual export

1. Go to your WordPress admin tool.
2. Select "WooCommerce" from the left menu, then "Orders". Here you can see your order overview.
3. Check the box next to the orders you want to print, and then export to Click&Ship.
4. Select "Export to GLS Click and Ship" in the dropdown menu above the order overview.
5. Click "Apply."



6. Go to your Click&Ship platform, and select "Shipping" --> "Entered". Here you will see an overview of the orders you just imported.
7. To print labels for the desired orders, ensure the desired orders are checked on the left side, then click "Create labels" at the top.

The screenshot shows the GLS Click&Ship interface. On the left is a dark blue sidebar with navigation options: Shipping, Pick-up, Customs, POA, Analytics, Support, Settings, GLS admin, and Log out. The main content area has a top bar with 'Create label(s)' and a search bar. Below is a 'Select client' section with dropdowns for 'Select client (required)' (IT CS Test WooCommerce) and 'Select user (required)' (Henia). The 'Enterred' section contains a table with columns: Date, Recipient/Order nr., Platform, Shipping service, Country, and Status. The table lists five orders, all with a status of 'Ready to create label'. A red arrow points to the '2024-08-02' date in the first row.

<input checked="" type="checkbox"/>	Date	Recipient/Order nr.	Platform	Shipping service	Country	Status
<input checked="" type="checkbox"/>	2024-08-02	Test Test 2066	WooCommerce	GLS Parcel Denmark	DNK	Ready to create label
<input type="checkbox"/>	2024-08-01	Test Test 2065	WooCommerce	GLS Parcel Denmark	DNK	Ready to create label
<input type="checkbox"/>	2024-07-30	2062	WooCommerce	GLS Parcel Denmark	DNK	Ready to create label
<input type="checkbox"/>	2024-07-30	2061	WooCommerce	GLS Parcel Denmark	DNK	Ready to create label
<input type="checkbox"/>	2024-07-12	2053	WooCommerce	GLS Parcel Denmark	DNK	Ready to create label

5.2 Automatic export

1. Go to your WordPress admin tool.
2. Select "Settings" --> "GLS Click and Ship Settings" --> "Export to Click and Ship".
3. Here you can specify the status you want your orders to have to be exported to Click&Ship. For example, if you choose the "Processing" status in the dropdown menu "Automatic export" your orders will automatically be exported to Click&Ship as soon as they have the "Processing" status in WooCommerce.

The screenshot shows the WordPress Settings page for 'Export to GLS Click and Ship'. The left sidebar shows the 'Settings' menu expanded. The main content area has a section titled 'Export to GLS Click and Ship' with a red arrow pointing to it. Below this is the 'Export Preset Orders' section, which includes a dropdown menu for 'Automatic Export' set to 'Processing'. A red arrow points to the 'Processing' option in the dropdown. Other sections visible include 'Carriers Available in your contract' and 'Pickup Points'.

4. Go to your Click&Ship platform, and select "Shipping" --> "Entered". Here you will see an overview of the orders you just imported.
5. To print labels for the desired orders, ensure the desired orders are checked on the left side, then click "Create labels" at the top.

The screenshot displays the GLS Click&Ship platform interface. On the left is a dark blue sidebar with navigation options: Shipping, Pick-up, Customs, POA, Analytics, Support, Settings, GLS admin, and Log out. The main content area is titled 'CREATE' and includes 'Manual' and 'Upload CSV' options. Below this is the 'STATUS' section, where 'Entered' is selected. The main area shows a 'Select client' dropdown set to 'IT CS Test WooCommerce' and a 'Select user' dropdown set to 'Henia'. A table titled 'Entered' lists five orders with columns for Date, Recipient/Order nr., Platform, Shipping service, Country, and Status. The first order is checked. At the top right, there is a 'Create label(s)' button and a search bar.

<input checked="" type="checkbox"/>	Date	Recipient/Order nr.	Platform	Shipping service	Country	Status
<input checked="" type="checkbox"/>	2024-08-02	Test Test 2066	WooCommerce	GLS Parcel Denmark	DNK	Ready to create label
<input type="checkbox"/>	2024-08-01	Test Test 2065	WooCommerce	GLS Parcel Denmark	DNK	Ready to create label
<input type="checkbox"/>	2024-07-30	2062	WooCommerce	GLS Parcel Denmark	DNK	Ready to create label
<input type="checkbox"/>	2024-07-30	2061	WooCommerce	GLS Parcel Denmark	DNK	Ready to create label
<input type="checkbox"/>	2024-07-12	2053	WooCommerce	GLS Parcel Denmark	DNK	Ready to create label