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If you have any questions, please contact us at:

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## 1

# Installation

To install the GLS plugin for Magento 2, please go through the following steps:

1. Download the plugin file from your Click&Ship account via "Settings" > "Integrations" > "All integrations" > "Magento 2"
2. Unzip the downloaded file into a folder on your hard drive
3. Copy the folders in your FTP to app/code/GLS/Shipping
4. Use a shell from the root of your Magento installation and run
  - `php bin/magento module:enable GLS_Shipping`
  - `php bin/magento setup:di:compile`
  - `php bin/magento setup:upgrade`

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## 2

# Plugin configuration

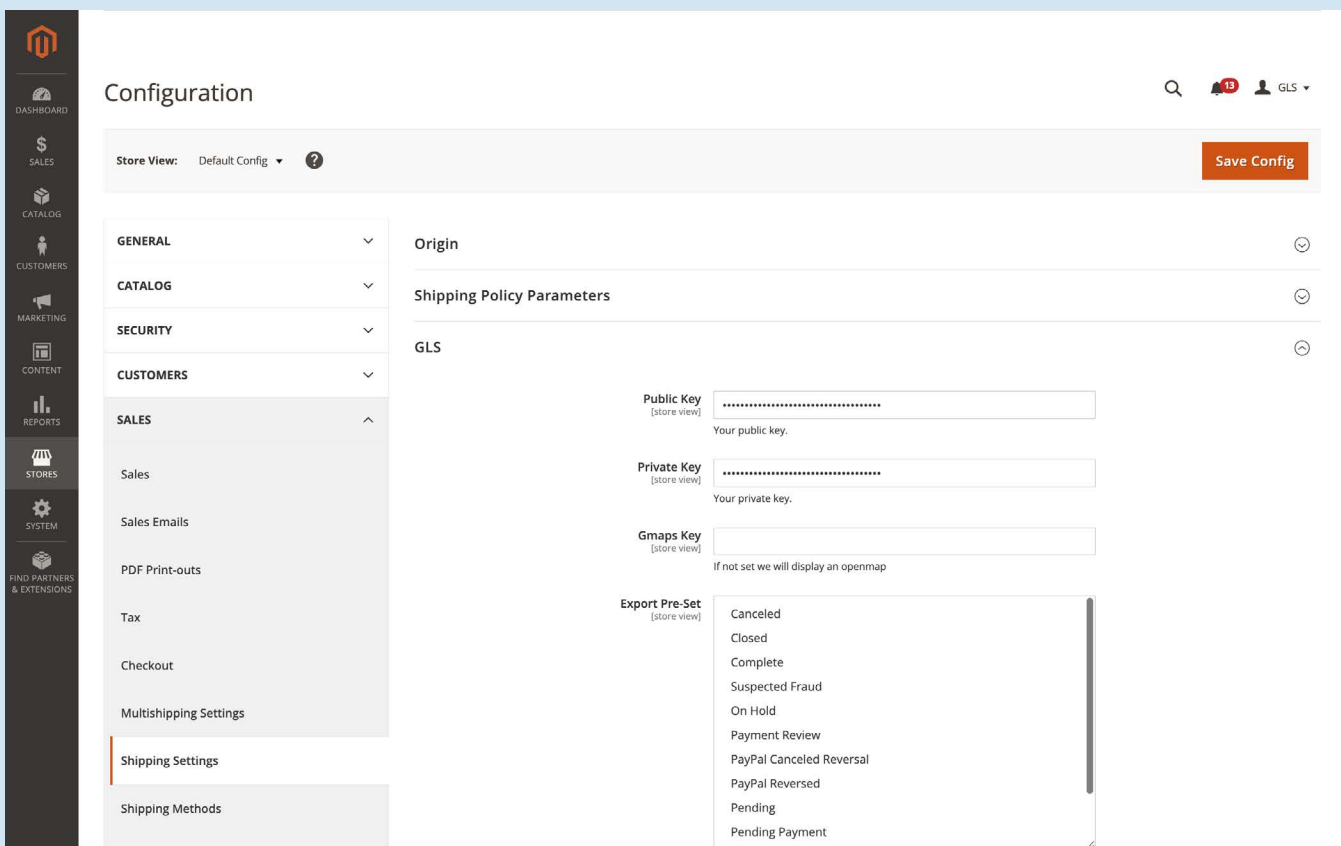
1. Now that the plugin is installed, it can be configured. To do this, go to "Stores" > "GLS" > "Settings."

The screenshot shows the Magento 2 admin interface. On the left, the 'Stores' configuration menu is open, displaying various settings categories such as Settings, Currency, Shipping, All Stores, Configuration, Carriers, Locations, Terms and Conditions, Packaging, Order Status, Experiences, Attributes, Product, Attribute Mapping, Inventory, Attribute Set, Sources, Rating, Stocks, GLS, Taxes, Settings, Tax Rules, and Tax Zones and Rates. The main content area shows a 'Reload Data' button and a 'Go to Advanced Reporting' button. Below these, there is a table with columns for 'Price' and 'Quantity'. The table contains the following data:

Price	Quantity
€1.00	12
€1.00	7
€1.00	6
€1.00	5
€1.00	5

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2. In a second tab, open your Click&Ship account and go to "Settings" > "Integrations" > "Key management". Click on "Create new keys."
3. Copy the generated Public and Secret keys and paste them into the corresponding fields in the GLS plugin configuration screen



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4. Additionally, the following optional options can be configured:
- **Gmaps Key:** if a Google Maps key is added, then instead of an OpenStreetMap, a Google Map will be displayed for selection of GLS Parcel Shops in the checkout
  - **Export Pre-Set:** select the desired statuses to determine
    - which orders should be exported when your Order Overview clicks on "Export Preset Orders"
    - which orders are automatically exported to GLS when there is a change of status, if 'Automatic Export' is selected
  - **Enable Checkout:** the GLS plugin places scripts in the checkout. In case the plugin does not seem to be compatible with the chosen theme in the checkout it is best to set this option to 'No' to not shoot scripts in the checkout. This way the plugin can still be used for exporting orders, but it is not possible to offer e.g. Choice for GLS Package Shops in the checkout.
  - **Automatic Export:** if this is set to 'Yes', all orders will be automatically exported to your Click&Ship account at a status change which corresponds to a selected status in 'Export Pre-Set'.
  - **House Number Extension:** Magento 2 has different street fields. How these are configured depends on choices made in 'Customer Configuration' > 'Name and Address Options'. If an extension has a separate field, indicate in this setting which field of the address this is.

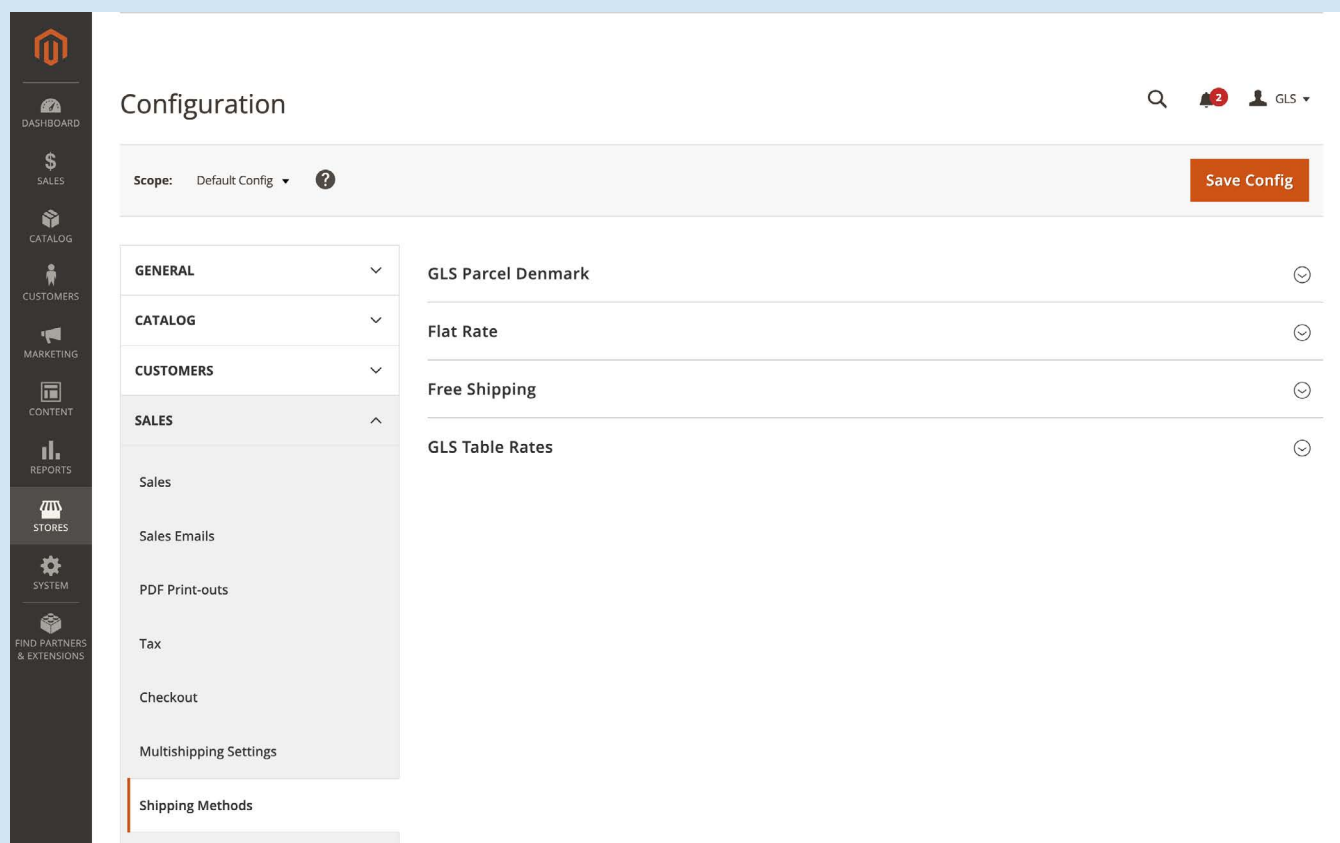
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## 3

### Configure Delivery Methods

After the plugin settings have been configured, it is possible to (re)configure Delivery Methods. To do so, go to "Stores" > "Sales" > "Delivery Methods".



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## **Do you want to enter a flat rate specifically for GLS?**

Use the flat rate shipping method.

## **Do you want to differentiate shipping costs in the check-out based on variables like destination, weight, number of order items or do you want to offer different shipping options?**

In that case, use the GLS Table Rate shipping method.

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## 4

### Table Rates

For the correct configuration of the GLS Table Rates shipping method, here's some tips:

1. Go to the GLS Table Rate shipping method and click on "Export" to retrieve a CSV file which can be filled in.

The screenshot shows the Magento 2 Configuration interface. On the left is a vertical sidebar with navigation icons for Dashboard, Sales, Catalog, Customers, Marketing, Content, Reports, Stores, System, and Find Partners & Extensions. The main content area is titled 'Configuration' and shows the 'Sales' section expanded. Under 'Shipping Methods', 'GLS Table Rates' is selected. The configuration fields for 'GLS Table Rates' are: 'Enabled' (Yes), 'Title' (GLS Table Rates), 'Export' (Export), and 'Import' (Choose file, No file chosen). A 'Save Config' button is visible in the top right of the configuration area.

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- All location fields, that is 1) Country 2) Region and 3) PostalCode, should be exact matches. No ranges can be specified here.
- In the column Carrier it is important to enter numerical values. The shipping service GLS Parcel Denmark has ID 66. This can be verified in the plugin configuration screen including the description of the Parcel Shop option which can be added in the Options column.
- Display name is a free to fill in field in which a choice can be made in which way the shipping method will be mentioned in the check-out.
- Here is an example of how to fill in a Table Rate. The match is determined by the highest line that still meets the order.

	A	B	C	D	E	F	G	H	I	J
1	Country	Region	PostalCode	Min Price	Min Weight	Min Items	Carrier	Options	Cost	Display Name
2	DK	*	*	0.0000	0.0000	0	66		10.0000	GLS - PrivateDelivery
3	DK	*	*	0.0000	0.0000	0	66	ServicePoint	8.0000	GLS Parcel Shop
4	DK	*	*	0.0000	20.0000	0	66		12.0000	GLS - BusinessDelivery
5	DK	*	*	200.0000	0.0000	0	66		0.0000	GLS - Free Shipping
6	DK	*	*	200.0000	0.0000	0	66	ServicePoint	0.0000	GLS Parcel Shop - Free Shipping
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										

In this example we have a distribution of variables for Danish shipments. Two price classes ( $0 > 200$  and  $200 >$  (ex VAT), two weight classes ( $0 > 20.0$  and  $20.0 >$ ) and finally two delivery methods (Home delivery and Parcel Shop delivery). Based on these variables, different costs are shown in the Cost column..

- Save the CSV file and offer it via "Import" in the GLS Table Rate shipping method.

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## 5

# 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 choice on when an order status has to be updated and click "Update".

The screenshot displays the 'Integration details' page for a Magento 2 integration. The sidebar on the left includes 'Shipping', 'Analytics', 'Support', 'Settings', and 'Log ud'. The main content area has tabs for 'All integrations', 'Integration details', and 'Key management'. Under 'Integration / Store name', there is a table listing the integration with a 'Hide details' link and a 'Remove' button. Below this, the 'General' section contains several configuration fields: 'Integration / Store name (Required)' with the value 'https://shoptdemo.magento.com', 'What status will be accepted?' with a dropdown menu, 'What status will be set after import?' with a dropdown menu, 'Public Key (Required)' with the value '8D818CD6-BD04-3A2E-9B5F-6DDE98FFFF37', 'Shop is active (Required)' with a green toggle switch, and 'Update track code to shop' with a green toggle switch. There is also a 'Token Expires' field. At the bottom right, there is a yellow 'Update' button.

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## 6

# Activate GLS parcel shop selection in Check-out

In case you want to give your customer the choice in the check-out to send a shipment directly to a GLS parcel shop, make sure that an option as described in the previous section in GLS Table Rate is added.

Once this option is added the plugin will display a button in the check-out for the shipping method

The screenshot shows a checkout form with the following fields:

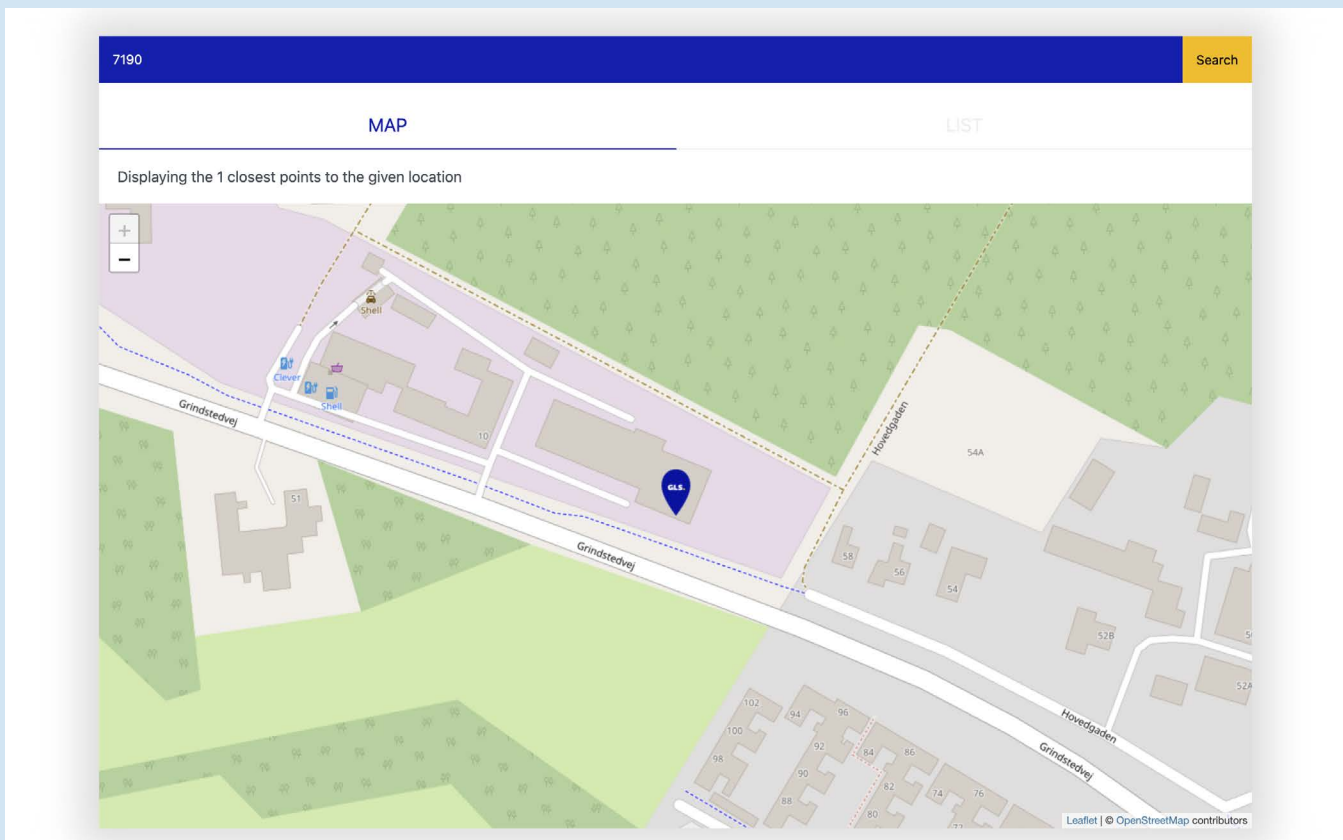
- Company:
- Country \*:
- Zip/Postal Code \*:
- Street Address \*:
- City \*:
- State/Province:
- Phone Number \*:

Shipping Methods section:

- €10.00 GLS Pickup Point

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As soon as the user clicks on the 'Choose Pickup Location' button, a map is displayed on which the desired GLS parcel shop location for delivery can be selected



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7

## Print Label - Various Options

With the Magento 2 plugin it is possible to (automatically) export shipments to the Click&Ship Portal. From within the Click&Ship Portal you can easily create your shipping labels.

Also, it is possible generate shipping labels directly from within your Magento 2 backoffice.

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## Order Exports

Besides the automatic export, there are two ways to manually export Magento orders to your Click&Ship Portal.

1. Export Preset Orders: export all orders that correspond to the preset statuses in the plugin configuration with one click.
2. Export to GLS: export the selected orders regardless of order status

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## Print from Magento 2 Backoffice

If you don't want to leave your Magento 2 Backoffice to create your shipping labels you can do so directly from within the Backoffice. There are two options to do so which are 1) from the Order overview and 2) from the Shipments overview.

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## 1. Print Label - The order is shipped once with a single tracking ID

You can request labels from the order grid by selecting the orders you want to print labels for. Simply go to 'Orders' and select the orders you want to print labels for. Click on 'Actions' > 'GLS' > 'Print Label'.

All items in the order will be fulfilled.

As soon as you click the 'Print Label' button the following happens:

- The order is being exported to the Click&Ship Portal from where a label request is being done. If the submission is successful a shipping label is send back to Magento 2.
- In case the order cannot be exported an error message with additional information as to why the export was unsuccessful is returned. The message can be checked by moving your mouse to the red error icon.
- In case the order was previously exported, but not label is associated with it, the order data is resent. Any changes to the address are updated

The screenshot shows the 'Orders' management interface in Magento 2. A sidebar on the left contains navigation icons for Dashboard, Sales, Catalog, Customers, Marketing, Content, Reports, Stores, System, and Find Partners & Extensions. The main area displays a table of orders with columns: Point, Purchase Date, Bill-to Name, Ship-to Name, Grand Total (Base), Grand Total (Purchased), Status, Action, Signified Guarantee Decision, and GLS DK. An 'Actions' dropdown menu is open over the first row, showing options: Cancel, Hold, Unhold, Print Invoices, Print Packing Slips, Print Credit Memos, Print All, Print Shipping Labels, GLS DK (with a sub-menu containing 'Export' and 'Print Label'), and Batch Process. The 'Print Label' option is highlighted.

Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Signified Guarantee Decision	GLS DK
site t Store	Nov 23, 2023 4:22:36 PM	Djordje Zrn	Djordje Zrn	€4.90	€4.90	Pending	View		
site t Store	Sep 12, 2023 11:59:18 AM	Djordje Zrn	Djordje Zrn	€11.00	€11.00	Pending	View		
		Djordje Zrn	Djordje Zrn	€11.00	€11.00	Pending	View		
00000015 Main Website Main Website Store Default Store View	Sep 12, 2023 10:34:39 AM	Djordje Zrn	Djordje Zrn	€6.00	€6.00	Pending	View		
00000014 Main Website Main Website Store Default Store View	Sep 11, 2023 8:36:54 PM	Hirondina Guerreiro	Hirondina Guerreiro	€6.00	€6.00	Pending	View		
00000013 Main Website	May 15, 2023	Djordje Zrn	Djordje Zrn	€6.00	€6.00	Pending	View		

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## 2. Print Label - The order is shipped not equal to one shipment.

If you need to ship order items at separate times you can create a shipment in Magento with the items you want to ship. From the specific Shipment detail page you can click 'GLS - Create Label' to get a label fulfilling only the items in the shipment.

This shipment will display in the Click&Ship Portal with order number `{{MagentoOrderNumber}}-{{MagentoShipmentId}}`

The screenshot shows the Magento 2 admin interface. On the left, the 'Sales' sidebar is open, listing various modules like Dashboard, Orders, Invoices, Shipments, Pickups, etc. The main content area displays the 'GLS DK - Create Label' button, along with 'Send Tracking Information' and 'Back' buttons. Below the buttons, there is a table with columns for 'Status' and 'Date'. The table shows a row with 'Processing' status and a date of 'Sep 22, 2022, 8:07:19 AM'. To the right of the table, there is a section for 'Account Information' with fields for 'Customer Name' (Jane Doe), 'Email' (helga@shiptimize.me), and 'Customer Group' (General). Below this, there is a 'Shipping Address' section with the address: 'Hirondina Guerreiro, Av. D. José I, Av. D. José I, 53, 1º Dt, Lisboa, 2720-176, Portugal, T: 968318835'. At the bottom, there are sections for 'Payment & Shipping Method', 'Payment Information', and 'Shipping and Tracking Information'.

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