GLS.

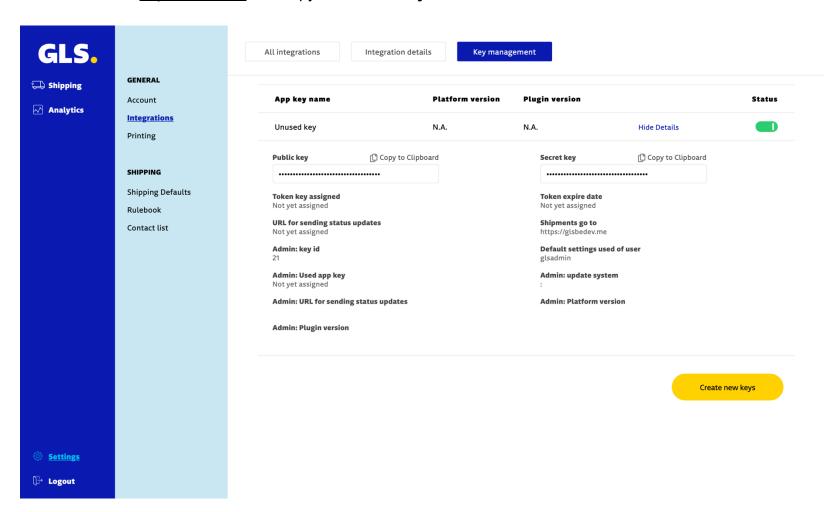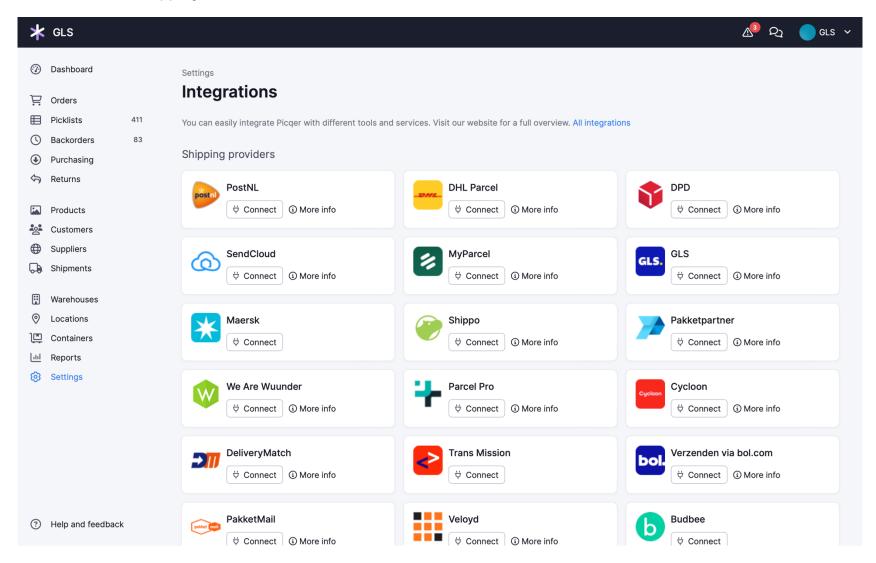**QUICKGUIDE** *for*
Picqer

Installation

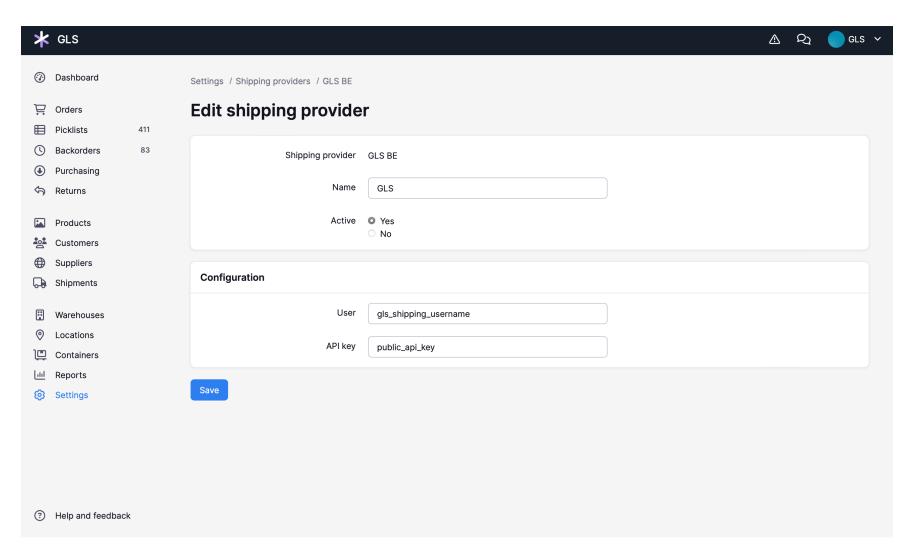To link to GLS from Picqer, take the following steps:

1. In your Shipping GLS account, go to **"Settings" > "Integrations" > "Key management"** and click on **"Create new keys"** here.

2. Make sure the <u>keys are active</u> and copy the **Public key**

3. Now from your Picqer back office, go to **"Settings"** and in the **"Integrations"** category click on **"Shipping Providers"**.

4. From the list of Shipping Providers, select the **GLS** and click **"Connect"**.

3. Name the shipping provider, set the module to active, enter your GLS Shipping username, and paste the **Public API Key** you just copied into the **API key field**.
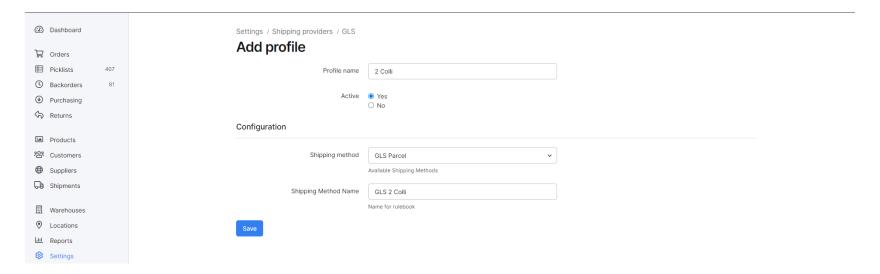
4. Now click on **Save.**

Configuration

1. In Picqer, at the Shipping Provider you just installed, create the desired profiles.
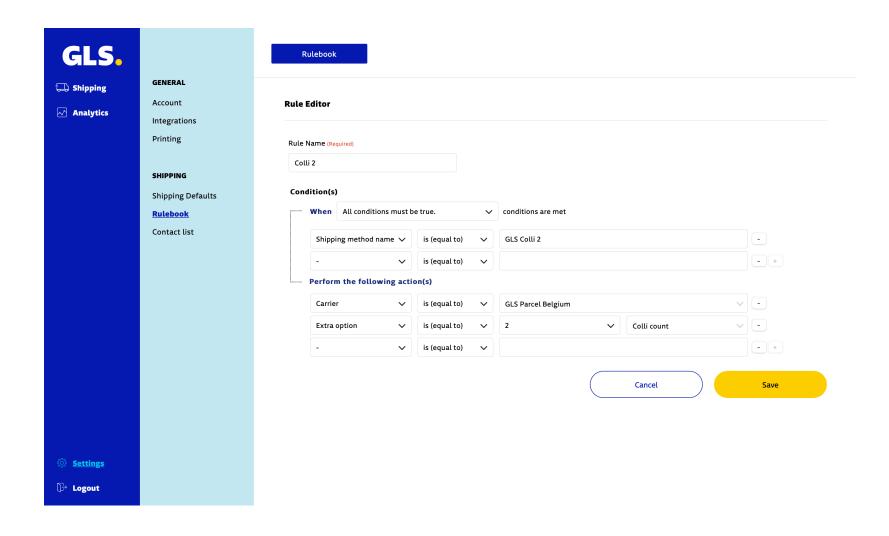
   Tip 1: *If you want to use different GLS shipping options you can create a profile for each option with unique 'Shipping Method Name'.*

   The Shipping Method Name is sent to the GLS Shipping platform as soon as a label is created in Picqer. Based on this name, the type of shipment can be set in the Rulebook.

   Below is an example for creating a profile for 2 Colli shipments:

Then from GLS Shipping via **"Settings" > "Rulebook"** create a Rule as shown in the screen below:

Tip 2: *If you ship for several shops from one location and have one GLS account number for this, it is possible to have your GLS Shipping account set up with different sender names.*

If your account has multiple sender names, or Aliases. From Picqer, when creating a Profile, the correct Alias can be chosen so that the sender name on the label matches the specific shop name.

2. From your GLS Shipping account, go to **"Settings" > "Print Settings"** and select which way labels are created. This choice determines how labels are returned to Picqer.

Activate GLS parcel shop choice in Checkout

If you want to give your customers the option to choose delivery directly to a GLS Parcel Shop in the check-out, it is important to install the available integration for your web shop platform in addition to the link with Picqer.

From the web shop platform, orders are sent directly to GLS Shipping including a possible choice for a GLS Parcel Shop.
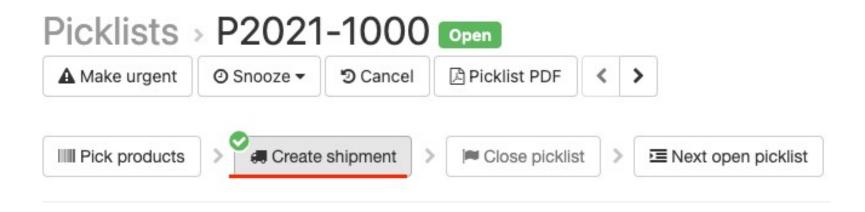
As soon as a label is created in Picqer, it is checked whether a GLS parcel shop has been selected for the order in question. If so, the label including this choice is created and returned to Picqer.

For installation and configuration of the plug-in with your web shop platform we refer to the installation manuals of the respective web shop platform.

Print Labels

To print labels in Picqer, do the following:

1. Open a **"Picklist"** and click on **"Create shipment."**

2. If there are no errors in creating the label it will be added to the Picklist. Click on **"Label"** to open and print the label.