



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 keys are active and copy the **Public key**

The screenshot displays the GLS Key Management interface. On the left is a dark blue sidebar with the GLS logo and navigation options: Shipping, Analytics, Settings, and Logout. The main content area has a light blue header with three tabs: 'All integrations', 'Integration details', and 'Key management' (which is selected). Below the tabs is a table with the following data:

App key name	Platform version	Plugin version	Status
Unused key	N.A.	N.A.	Hide Details

Below the table, there are two input fields for key management:

- Public key**: A text input field containing a masked key (dots) with a 'Copy to Clipboard' icon.
- Secret key**: A text input field containing a masked key (dots) with a 'Copy to Clipboard' icon.

Additional configuration details are listed below:

- Token key assigned**: Not yet assigned
- Token expire date**: Not yet assigned
- URL for sending status updates**: Not yet assigned
- Shipments go to**: https://glsbedev.me
- Default settings used of user**: glsadmin
- Admin: key id**: 21
- Admin: Used app key**: Not yet assigned
- Admin: update system**: :
- Admin: URL for sending status updates**
- Admin: Platform version**
- Admin: Plugin version**

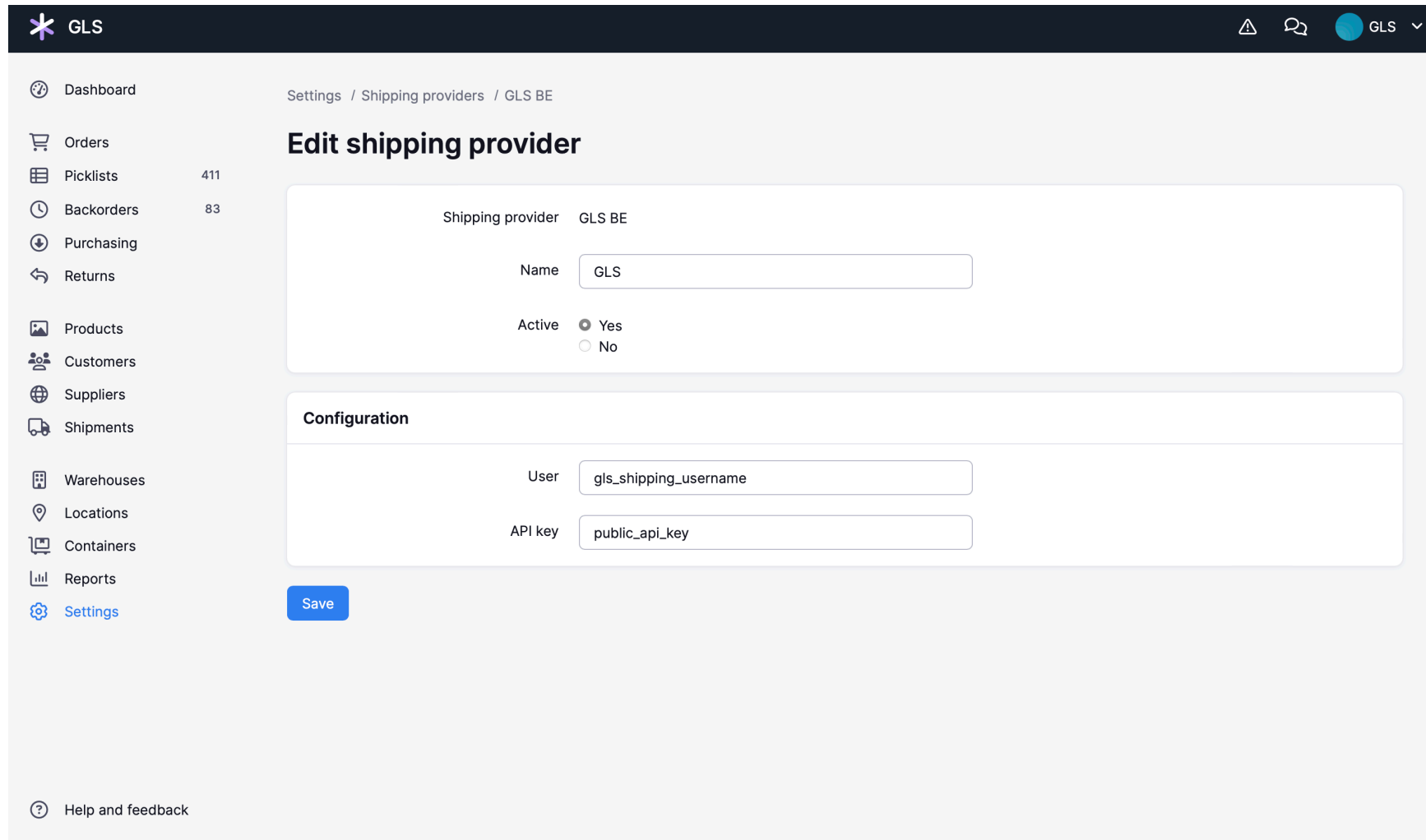
At the bottom right of the interface is a yellow button labeled 'Create new keys'.

- Now from your Picqer back office, go to **"Settings"** and in the **"Integrations"** category click on **"Shipping Providers"**.
- From the list of Shipping Providers, select the **GLS** and click **"Connect"**.

The screenshot shows the Picqer Settings - Integrations page. The left sidebar contains a navigation menu with the following items: Dashboard, Orders, Picklists (411), Backorders (83), Purchasing, Returns, Products, Customers, Suppliers, Shipments, Warehouses, Locations, Containers, Reports, and Settings (highlighted in blue). The main content area is titled "Integrations" and includes a sub-header "Shipping providers". Below this, there is a grid of 18 shipping provider cards, each featuring a logo, the provider name, and a "Connect" button. The providers listed are: PostNL, DHL Parcel, DPD, SendCloud, MyParcel, GLS, Maersk, Shippo, Pakketpartner, We Are Wuunder, Parcel Pro, Cycloon, DeliveryMatch, Trans Mission, Verzenden via bol.com, PakketMail, Veloyd, and Budbee. The GLS card is highlighted with a blue border.

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**.



The screenshot shows a web application interface for configuring a shipping provider. The top navigation bar is dark with the GLS logo on the left and a user profile icon on the right. A sidebar on the left contains various menu items, with 'Settings' highlighted in blue. The main content area is titled 'Edit shipping provider' and shows the following configuration:

- Shipping provider: GLS BE
- Name: GLS
- Active: Yes, No
- Configuration section:
 - User: gls_shipping_username
 - API key: public_api_key

A blue 'Save' button is located at the bottom left of the configuration area. The breadcrumb trail at the top of the main content area reads 'Settings / Shipping providers / GLS BE'.

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:

The screenshot shows the 'Add profile' configuration page in the Picqer system. The page is titled 'Settings / Shipping providers / GLS' and 'Add profile'. The 'Profile name' field is set to '2 Colli'. The 'Active' field has 'Yes' selected. Under the 'Configuration' section, the 'Shipping method' is set to 'GLS Parcel' and the 'Shipping Method Name' is set to 'GLS 2 Colli'. A 'Save' button is visible at the bottom left of the configuration area.

Dashboard

Orders

Picklists 407

Backorders 81

Purchasing

Returns

Products

Customers

Suppliers

Shipments

Warehouses

Locations

Reports

Settings

Settings / Shipping providers / GLS

Add profile

Profile name

Active Yes No

Configuration

Shipping method

Available Shipping Methods

Shipping Method Name

Name for rulebook

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

GLS

Shipping
Analytics

GENERAL
Account
Integrations
Printing

SHIPPING
Shipping Defaults
Rulebook
Contact list

Settings
Logout

Rulebook

Rule Editor

Rule Name (Required)
Colli 2

Condition(s)

When All conditions must be true. conditions are met

Shipping method name is (equal to) GLS Colli 2

- is (equal to)

Perform the following action(s)

Carrier is (equal to) GLS Parcel Belgium

Extra option is (equal to) 2 Colli count

- is (equal to)

Cancel Save

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."**

Picklists > P2021-1000 Open

⚠ Make urgent ⌚ Snooze ▾ ↺ Cancel 📄 Picklist PDF < >

📦 Pick products > ✅ Create shipment > 🚫 Close picklist > ☰ Next open picklist

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.

Shipments

Shipment provider	Code		Created	
Demo02	BarCode32394252	<u>📄 Label</u>	3 days ago	✕ Cancel