Document version 1.02

## Content

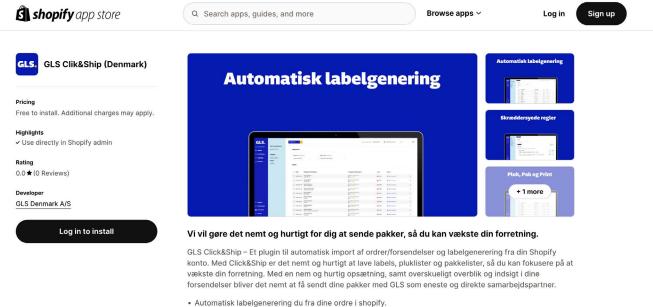
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**GLS** 

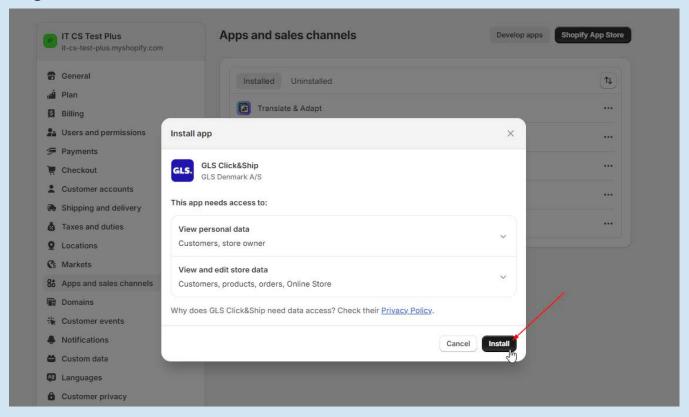
If you have any questions, please contact us: Mail: it@gls-denmark.com or phone: +45 76 33 12 35

### **1. Installation**

1. Go to the Shopify App Store and search for "GLS Click&Ship (Denmark)," or click the link here to go directly to it.



- Print tilhørende pakkeliste over ordre.
- Følg pakkerne på direkte på platformen. Bestil afhentning.
- After reading what GLS Click&Ship needs access to, click "Install" to install the app and grant access.

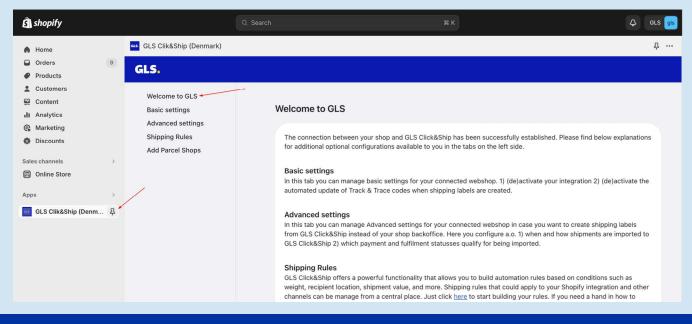


- GLS
- 3. You will now be directed to the settings for the Click&Ship app. It may be helpful to pin "GLS Click&Ship" in the Shopify menu on the left for easy access to the settings.

🕄 shopify		Q Search		0	GLS 🐽
<ul> <li>Fome</li> <li>Creters</li> <li>Products</li> </ul>	GLS CikaShp (Denmark)				ų
Customers Customers Customers Customers Customers Customers Customers Marketing Customers Sales channels Customers Apps Custofic Store	Welcome to GLS Dasic settings Advanced settings Shipping Rules Add Percer Shops	for additional optional Basic settings In this bid you cannot automated update of Advanced settings In this tab you can me fram CLS Click&Ship 21 wi Shipping Rules GLS Click&Ship offer weight, metchen has channels can be man build Shipping Rules Add Parcel Shops In this tab you can 1)	anage Advanced settings for your connected webshop in case you w instead of your shop backoffice. Here you configure e.a. () when an inch payment and fulfiment statusses quality for being imported. Is a powerful functionality that allows you to build automation rules b rise, slipment veice, and more. Shipping rules that could apply to y age from a central place. Just click <u>here</u> to start building your rules, click <u>here</u> .	au integration 2) (de)activate th ant to preste shipping labels d how shipments are imported to assed on conditions such as nur Shippity integration and oth if you need a hand in how to op points in the Checkout 2)	а
Scillings					

### 2. Configuration

The following sections will describe the settings you can adjust under each tab on the left. Standard settings have been made to make the process quicker and easier for you as a customer.



### 2.1 Basic settings

In this tab, there are various settings you can configure:

- 1. First, check if the name of your domain is correct.
- 2. Whether your webshop is active/publicly available, or still under development. (This is checked by default)
- 3. Whether the Track&Trace code on your shipments should be communicated between your webshop and Click&Ship. (This is checked by default, as this is our clear recommendation)
- 4. Whether you have migrated your shop to the new Checkout Extensibility, or are still using Legacy Checkout. If you have not migrated your shop, check this box.

<b>É</b> shopify			жк	႕ GLS gis
A Home	GLS Clik&Ship (Denmark)			亞 …
<ul> <li>A Home</li> <li>Orders</li> <li>Products</li> <li>Customers</li> <li>Content</li> <li>Analytics</li> <li>Marketing</li> <li>Discounts</li> <li>Online Store</li> <li>Apps</li> <li>&gt; S</li> <li>OLS Clik&amp;Ship (Denm)</li> </ul>	GLS Clik&Ship (Denmark)	Basic settings Integration / Store name gisdemo.myshopify.com Shop is active Update track code to shop Update		 Ξ
Settings				

### 2.2 Advanced

In this tab, there are various settings you can configure:

1. Here, you can choose how you want the procedure to be when your orders are imported into Click&Ship.

#### "Use manual import only"

Here, your orders are imported by logging into your Click&Ship portal, then going to "Shipping" --> "Webshop Import" --> "Start Import." Here, all orders created after the last import, and with the desired status, will be imported into Click&Ship, after which labels can be printed.

#### "When the order is changed"

Here, it is possible to import orders not only when they are created but also when changes are made to them. However, updates will only be imported until a label has been created for the order. Once the label is created, further updates will not be imported automatically.

#### "When the order is created"

Here, your orders will automatically be imported into Click&Ship as soon as they have the desired status.

🕄 shopify					жĸ	4	GLS 🔐
A Home	🔤 GLS Clik&Ship (Dermark)						异 …
<ul> <li>Orders</li> <li>Products</li> </ul>	GLS.						
<ul> <li>Customers</li> <li>Content</li> <li>Analytics</li> <li>Markating</li> <li>Discourts</li> <li>Sairs channels</li> <li>Online Store</li> <li>Apps</li> <li>6LS ClickShip (Denm)</li> </ul>	Welcome to GLS Basic sottings Advanced settings Shipping Rulea Add Parcol Shaps	What status w Default Locati opdistics to Sho My Custom Lo	ns imported changes ~ known Ship chived order li be set on in if the order pity anison with Statu eting orders	ping Methods s - either manu deitvery? ar doos not hav v	ders with status selected befor	w location is send as the origin when sending	
		Autioniou		Fulfilled	0		
		Pending		Unfulfilled	8		
		Partially Pa		Partial			
		Paid	80				
		Partially R					
		Refunded	0				
		Veided	0				

- GLS ,
- 2. If you choose to activate this option, it means that the plugin will ignore unknown shipping methods in Shopify. This applies, for example, if you offer local pickup (pickup at the company's address) or local delivery.

🕄 shopify				4 as 🝻
Home     Orders     Products	GLS CikéShip (Dermark)			¥ …
Customers Content Analytics CMarketing Concents Sales channels Contine Stare	Welcome to GLS Basic settings Advanced settings Shipping Rules Add Parcel Shops	Advanced setting When are orders impo When the order change Exclude Unknown	oriod? es v) Shipping Methods	
Appe GLS Clik&Ship (Denm		What status will be se Delivered ∽	orders - either manually archived or paid and fulfilled n on delivery? c order does not have a location assigned the below location i	is send as the origin when conding
		updates to Shopify My Custom Lecation Import Orders with S	Status rdens import only orders with status selected below	a menta da cite organ mendi balinda g

3. This option is active by default. When this setting is activated, it ensures no overlap with previous orders. All orders that have been activated, paid for, or manually "fulfilled" will not be imported.

🖞 shopify				4 as 🔐
A Home	<ul> <li>GLS CikAShip (Dermark)</li> <li>GLS.</li> <li>Welcome to GLS Basic settings Advanced settings Shipping Hulea Ade Parcel Shaps</li> <li>Advancel Shaps</li> </ul>	Advanced settings When are orders importe When the order changes Exclude Unknown Sh	ed? 	4 os м #
GLS CIRASNE (Denn	*	Default Location if the or opdivies to Shopity My Custom Location Import Orders with Stat	ther does not have a location assigned the below lo true ensimport only orders with status selected below Fulfilment Status Pullika Unfulfilia Partial	seat on is send as the origin when sending

4. If this option is activated, it means that you avoid printing a label for an order with the status "partially fulfilled order."

shopify		Q Search	ж к 🔶 🥌	GLS
<ul> <li>Home</li> <li>Orders</li> <li>Products</li> <li>Customers</li> </ul>	2	GLS Click&Ship	¥	L
<ul> <li>Customers</li> <li>Content</li> <li>Analytics</li> <li>Marketing</li> <li>Discounts</li> <li>Sales channels</li> <li>Online Store</li> <li>Point of Sale</li> <li>Shop</li> </ul>	>	Welcome to GLS Denmark General Advanced Shipping rules Add Parcel shops	Advanced When are orders imported? When the order changes   Exclude archived orders - either manually archived or paid and fulfilled Exclude Unknown Shipping Methods When updating fulfillment status ignore item updates	
Apps	>		What status will be set on delivery?   Delivered v   Default Location if the order doesn't have a location assigned, use this location as the origin warehouse when sending updates to Shopify   Shop location v   Import Orders with Status   When Importing orders import only orders with status selected below   Financial Status   Authorized   Fulfilled   Pending   Unfulfilled   Partially Paid	

5. Here, you can choose the status you want your shipment to have upon delivery.

Home     GLS DikAShip (Dermark)     GLS     GLS	
If Analytics Bade settings   If Analytics Advanced settings   If Analytics Advanced settings   If Nationang Shipping Mulea   Add Parcel Shipps When are orders imported?   Sales channels If Eachade Delenown Shipping Muthods   If Out is Stars If Eachade Delenown Shipping Muthods   If Q, S ClickShip (Denn) If Eachade Delenown Shipping Muthods   If Q, S ClickShip (Denn) If Eachade Delenown Shipping Muthods   If Q, S ClickShip (Denn) If Eachade Delenown Shipping Muthods   If Q, S ClickShip (Denn) If Eachade Delenown Shipping Muthods   If Q, S ClickShip (Denn) If Eachade Delenown Shipping Muthods   If Q, S ClickShip (Denn) If Eachade Delenown Shipping Muthods   If Q, S ClickShip (Denn) If Eachade Delenown Shipping Muthods   If Default Locition If the order does not have a location assigned the below location is send as the origin when serving and fulfiled   Myr Cuszen Location If the order does not have a location assigned the below location is send as the origin when serving and fulfiled   Myr Cuszen Location If the order does not have a location assigned the below   If Import Orders with Status   When importing orders import only orders with status selected below   If Import Orders with Status   Adder indicities of Partial P	₽



6. Here, you have the option to choose a default location for your orders if you have multiple warehouse locations, but not all your products are assigned a location in your Shopify setup.

🖞 shopify				4 aus 👊
A Hama	GLS CikilShip (Dermark)			<b>#</b>
Products     Customers     Content     Analytics     Marketing     Discounts     Sales channels     Online Bone     Apps     GLS ClickShip (Denn	GLS. Welcome to GLS Basic softings Advenced settings Shipping Hules Add Parcel Shops	When the ord	Settings fors imported? for dwanges	
or a cristion in fragment of		Default Local opdates to S My Custom L	tion if the order does not have a location assigned the below location is send a hepily	is the origin when sending

7. Here, you have the option to select the status(es) your orders should have in Shopify, to be imported into the Click&Ship portal.

S shopify		Search ¥K	ද GLS gls
Home	s GLS Clik&Ship (Denmark)		<u>유</u>
<ul> <li>➡ Orders</li> <li>● Products</li> <li>■ Customers</li> <li>➡ Content</li> <li>II Analytics</li> <li>⊕ Marketing</li> <li>⊕ Discounts</li> <li>Sales channels</li> <li>&gt;&gt;</li> <li>➡ Online Store</li> </ul>	GLS. Welcome to GLS Basic settings Advanced settings Shipping Rules Add Parcel Shops	Advanced settings When are orders imported? When the order changes  In Exclude Unknown Shipping Methods Exclude archived orders - either manually archived or paid and fulfilled	
GLS Clik&Ship (Denm		What status will be set on delivery? Delivered ~  Default Location if the order does not have a location assigned the below location is send as the origin when se updates to Shopify  My Custom Location ~  My Custom Locat	ending
🏟 Settings			

### 2.3 Shipping rules

Note: First, we will go over how to create your shipping methods in Shopify.

- 1. Go to your Shopify Admin page.
- 2. Then select "Settings" from the menu on the left.

A Home	GLS CICKOSHID (Denimark)		
Orders	GLS.		
	Welcome to CLS Deneral Advanced Shipping Rules Add Percel Shops	Should you wish to automate shipping service selection, based on destination, weight, shipping method, time or other variables, piease use the <u>Bullebook</u> Update	
• Setings			

3. Then select "Shipping and Delivery" --> "General Shipping Rates."

T CS Test Plus it-cs-test-plus myshapily cam	Shipping and delivery
🗑 Cecenal 🔊 Plan	Shipping ① Choose where you ship and how much you charge for shipping at checkout
C Gilling	General shipping rates
L Users and permissions ☞ Payments ■ Checkowi	General     Rates for       All products          ② 3 locations. →          ③ 1 zone
Customer accounts	Custom shipping rates
Taxes and dubes	Create a new profile to add custom rates or destination restrictions for groups of products
Locations     Markets     Apps and sales channels     Domains	Expected delivery dates ① Shop Promise Show eutomated delivery dates for eligible orders and increase conversion
Costomer events Notifications Costom data	Manual delivery dates Show delivery dates at checkout
Canguages	Order routing ①

### 4. Go to "Shipping origins" then select "Create Zone."

<ul> <li>Custom data</li> <li>Languages</li> </ul>	4 >
Customer privacy Policies	To charge different rates for only certain products, create a new profile in <u>shipping settings</u>
GLS Denmark A/S Admin it@gls-denmark.com	Shipping origins         Show details            My Custom Location, Shop location, Snow City Warehouse
	Shipping zones Create zone  No zones or rates. Customers won't be able to complete checkout on orders fulfilled from this location.
	Start shipping to more places ① Add countries/regions to a market to start selling and manage localized settings, including shipping zones Go to Markets
	195 countries/regions not in a market

- 5. Then provide a name for your shipping zone. (It can be helpful to name it after the country you are creating the zone for)
- 6. Then add the country you want to create the shipping zone for.7. Click "Done" to save the shipping zone.

Apps and sales channels	Create new shipping zone	×	
d Domains			
Customer events	Zone name		
Notifications	Denmark		
Custom data	Customers won't see this		
Languages	Shipping zones	_	
Customer privacy	Q. Denma	1997	
, Policies	Denmark	<u>, settings</u>	
GLS Denmark A/S Admin it@gls-denmark.com		Sho	w details. 🗸
			Create zone
		fulfilled from I	his
		ncluding shipp	ing zones
	Add more countries/regions in Markets	/	
	Cancel Do	ne	

#### 8. Then click "Add Rate."

Shipping origins	Show details 🗸
My Custom Location, Shop location, Snow City Warehouse	
Shipping zones	Create zone
Denmark V	
Denmark	
▲ No rates. Customers in this zone won't be able to complete checkout.	
Add rate	
S Not covered by your shipping zones	
41 countries and regions ∨	

9. Fill in the fields it asks for. "Name of Custom Rate" is the name the shipping method will have in your checkout. 10. Click "Done" to save when the fields are filled in.

🕞 Domains	The Widdee Seguideard	
💥 Customer events	Add rate ×	
<ul> <li>Notifications</li> <li>Custom data</li> <li>Languages</li> <li>Customer privacy</li> <li>Policies</li> </ul>	Rate type Use flat rate  Shipping rate  Custom  Custom	<u>settings</u>
GLS Denmark A/S Admin it@gls-denmark.com	Custom rate name GLS Home Delivery Custom delivery description (optional)	Show details V
	Price 49,00 kr	Create zone
	Add conditional pricing Checkout preview	
	GLS Home Delivery 49,00 kr	
	Cancel Done Add countries/regions to a market to start selling and manage localized settings	including shipping zones

### 11. Once you have created the shipping methods you want to be available to your customers at your checkout, click "Save."

<ul> <li>Languages</li> <li>Customer privacy</li> <li>Policies</li> </ul>	Shipping origins My Custom Location, Shop location, Snow City Warehouse		Sh	ow details 🗸
GLS Denmark A/S Admin	Shipping zones			Create zone
it@gls-denmark.com	Denmark V Denmark			
	Rate name 🗘	Condition	Price	
	GLS Delivery to Business Address	-	45,00 kr DKK	
	GLS Delivery to ParcelShop	-	39,00 kr DKK	
	GLS Home Delivery		49,00 kr DKK	
	Add rate			
	Not covered by your shipping zones 41 countries and regions ~			
	Create zone			
	Start shipping to more places ①			
	Add countries/regions to a market to start set	lling and manage localized	settings, including ship	ping zones
	Go to Markets			
	195 countries/regions not in a market			
	Discard Save			

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 Rulebook in Click&Ship by clicking the "Rulebook" link.

🕄 shopify			<del>3</del> € K	¢	GLS gis
A Home	GLS Click&Ship (Denmark)				<b>*</b> ···
<ul><li>Orders</li><li>Products</li></ul>	GLS.				
Customers	Welcome to GLS General	Shipping Rules			
II Analytics Marketing Discounts	Advanced Shipping Rules	Should you wish to autom	nate shipping service selection, based on destination, weig	ght, shipping method, time or other	
Sales channels	Add Parcel Shops	variables, please use the	Rulebook		
Online Store Apps		Update			
GLS Click&Ship (Denmark)					

2. Click "Add Rule" --> "Blank Rule."

GLS.		Rulebook	
💭 Shipping	GENERAL		
Q Pick-up	Account Integrations	Select client	
🔮 Customs	Printing	Select client (Required) Select user (Required)	
POA			
	SHIPPING	IT CS Test Shopify HeniaShopify	
Analytics	Shipping Defaults		
	Rulebook	Add Rule	
	Contact list	Blank Rule	
	condector	Light Shipment	
	TRACK & TRACE	Rule Overview Heavy Shipment	
	Email	Domestic Shipment	
		Non-EU Shipment	
		Time based Rule	
		No rules have been created. Please read the documentat	ion here to understand how to build rules. Next, hit the button below to create your first rule.
			Add your first rule
Support			

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.

		Vælg konto
GLS.		Regelbog
🗔 Forsendelse	GENERELT	
Q Afhent	Konto Integrationer	Regel-editor
Fortoldning	Printindstillinger	Regel Navn (obligatorisk)
🕑 Fuldmagt	FORSENDELSE	Hjemmelevering
📈 Statistik	Forsendelsesindstillinger	Tilstand(e)
	Regelbog	Når Alle 🗸
	Modtagerkartotek	- v er (lig med) v
	TRACK & TRACE	Udfør følgende handling(er)
	E-mails	- v er (lig med) v

4. Select "Shop"

CIC		Rulebook
GLS.		
🔜 Shipping	GENERAL	
Q Pick-up	Account	Select client
	Integrations	
🗄 Customs	Printing	Select client (Required) Select user (Required)
🔁 РОА		IT CS Test Shopify V HeniaShopify V
Analytics	SHIPPING	
	Shipping Defaults	Rule Editor
	Rulebook	
	Contact list	Rule Name (Required)
	TRACK & TRACE	Home Delivery
	Email	Condition(s)
		When All conditions must be true.
		- vis (equal to) v
		Country zone Recipient
		Current time 0 Day and Time
		Day of the week is (equal to) V - +
		Month Recipient postal code
		Service level Shipping method name
Support		Shop SkU/EAN W
Settings		Total shipment value Weight
🚔 GLS admin		

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.

lule	Name (Require	ed)					
Hor	me Delivery						
Conc	lition(s)					9	
	When Al	ll conditions must be	true.	~			
	Shop	~	is (equal to)	~	Shopify - it-cs-basic		
	- 21	~	is (equal to)	~	Shopify - it-cs-basic		
	Perform the	e following action(s)			Shopify - it-cs-test-plus		
	-	~	is (equal to)	$\sim$		- +	



#### 6. Then select "Shipping Method."

Hom	ne Delivery				
Condi	ition(s)				
6	When All conditions	must b	e true. 🗸 🗸 🗸		
			1		
	Shop	~	is (equal to) 🗸 🗸	Shopify - it-cs-basic	~ -
	-	~	is (equal to) 🗸		-
1	-				
	Country Recipient Service level	Ì	, 		
	Country zone Recipier	it	is (equal to) 🗸 🗸 🗸		-
	Weight Month				
	Day of the week				
	Current time Day and Time				
	Shipping method nam				

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 Shopify earlier – Click&Ship imports the available shipping methods from there.

le	Name (Re	quired)				
Hor	ne Deliv	ery				
ond	ition(s)					
	When	All condition	s m <mark>u</mark> st be	true.	~	
	Shop		~	is (equal to)	~	Shopify - it-cs-test-plus
	Shipp	ing method	~	is (equal to)	~	Danmark > Price Based > GLS Hjemmelevering - 49.00
	13		~	is (equal to)	~	Danmark > Price Based > GLS Hjemmelevering - 49.00
	Perform	the following	action(s)			Danmark > Price Based > GLS Levering til PakkeShop - 39.00 Danmark > Price Based > Levering til erhvervsadresse - 45.00
	-		~	is (equal to)	$\sim$	· · · ·

#### 8. Then select "Service Level."

🖄 Statistik	Forsendelsesindstillinger	Tilstand	(e)						
	Regelbog	Nå	r Alle		~				
	Modtagerkartotek	2	Webshop	~	er (lig med)	~	Shopify - it-cs-basic	$\sim$	-
	TRACK & TRACE		orsendelsesmetode	~	er (lig med)	~	Danmark > Price Based > GLS Hjemmelevering - 49.00	~	-
	E-mails	Ud	før følgende handling	v (er)	er (lig med)	~			- +
				~	er (lig med)	~			<b>.</b> - +.
			Forsendelsen må ikke g	pbevar	es				
			Serviceniveau Stop med at behandle r	egler					

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.

	When All cond	itions must b	e true.	~				
	Shop	~	is (equal to)	~	Shopify - it-cs-test-plus		-	
	Shipping metho	od 🗸	is (equal to)	~	Danmark > Price Based > GLS Hjemmelevering - 49.00	$\sim$	-	
	829	~	is (equal to)	~			- +	
<u> </u>	Perform the follo	wing action(s	)				/	
	Service level	~	is (equal to)	$\mathbf{v}$	PrivateDelivery	~	-	
	15%	~	is (equal to)	~	BusinessParcel	-	- +	
					DirectShop			
					ExpressParcel			(
					Pick&Return			
					Pick&Return			
					Pick&Ship			
					PrivateDelivery	ر اس		
					ShopDelivery	0		

#### 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.

e Name (Required)								
ome Delivery								
dition(s)								
When All condition	ns must b	e true.	~					
Shop	~	is (equal to)	~	Shopify - it-cs-test-plus	~ -			
Shipping method	~	is (equal to)	$\sim$	Danmark > Price Based > GLS Hjemmelevering - 49.00	~ -			
- 12	~	is (equal to)	~		-	+		
Perform the followin	g action(s	)						
Service level	~	is (equal to)	~	PrivateDelivery	~ -			/
	~	is (equal to)	~		-	+		
						(		
							Cancel	Save

### 2.4 Adding Drop-off Points

Here, you have the option to choose for which of your shipping methods it should be possible for your customers to select a ParcelShop.

- 1. Choose the desired shipping method in the dropdown menu.
- 2. Under "Selection of pickup point is," choose "mandatory."

GLS Click&Ship	
GLS.	
Velkommen til GLS Danmark Generelt Advanceret Forsendelsesregler Tilføjelse af afleveringssteder	Tilføjelse af afleveringssteder         Ørsker du at lade dine kunder vælge at afhente ordren hos dig, hos en samarbejdspartner, når visse forsendelsesmetoder vælges ved kassen?         Tilføjelse affekterings for ændringer i forsendelsesmetoder.         Ørsendelsesmetode         Ørsendelsesmetode

## **3. Checkout extensibility**

Shopify has introduced Checkout Extensibility, where you get access to a block editor, allowing you to customize how the checkout, review, thank you, profile, order, and order status pages are displayed to the customer. If you do not activate this option, you will remain in liquid-mode (older version). Click <u>here</u> for more information on this topic and how it will affect you.

Standard customization of your checkout is available on all pages for businesses with the Shopify Basic plan or higher. Advanced customization features for checkout are only available in the Shopify Plus plan. The Starter plan does not have access to this feature.

#### **IMPORTANT:**

Businesses with the Shopify Plus plan can add the GLS Click&Ship module to the checkout page, which also allows the option to select a ParcelShop at the checkout. For businesses with all other Shopify plans/subscriptions, the module will only be available on the "Thank you for your order" page or on the order status page.

Note: Your business can remain in liquid.checkout (older version) by activating that option in the GLS Click&Ship platform. To do this, go to Integration Details --> Basic Settings and activate the option "I have not migrated my checkout and thank you pages."

## 4. Checkout Extensibility Blokeditor -Shopify Plus

1. To access the checkout extensibility block editor, go to your Shopify admin page, then choose "Settings" --> "Checkout" --> "Customize".

IT CS Test Plus it-cs-test-plus.myshopify.com	Checkout
🖀 General	Your upgrade to Checkout Extensibility is complete
🗃 Plan	Your Checkout pages are upgraded to Checkout Extensibility
Billing	Your Thank you and Order status pages are upgraded to Checkout Extensibility
Users and permissions	You can <u>revert</u> until August 28, 2025
🗲 Payments	
Deckout	Configurations ① Customize Checkout, Thank you, and Order status pages
L Customer accounts	
Shipping and delivery	IT CS Test Plus configuration Live Duplicate Customize
Taxes and duties	Last saved: Monday at 3.41 GMT-4
Q Locations	
Cs Markets	Customer contact method ①
# Apps and sales channels	The contact method customers enter at checkout will receive order and shipping notifications
R Domains	O Phone number or email
💥 Customer events	O Email
Notifications	Show a link for customers to track their order with Shop
Custom data	Customers will be able to download the app from the order status page
Languages	Require customers to log in to their account before checkout
Customer privacy	Customers can only use email when login is required
Policies	

## 2. To add the GLS Click&Ship module to your checkout, click "Apps" in the menu on the left.

C IT CS Test Plus configuration • Live ····		몇 Checkout 🗸				
Checkout	IT CS Test Plus					
85 [] Logo [] [] Cart link Apps () Add app block	Contact Email itzel.pollich@example.com					
2 Contact	Email me with news and offers	Discount				
<ul> <li>G Email or phone number</li> <li>⊕ Add app block</li> </ul>	Delivery	Subtotal				
Delivery C Delivery methods	Country/Region Denmark	۲otal				
<ul> <li>C) Shipping</li> <li>C) Delivery address</li> </ul>	First name Last 1 Itzel Polli					
<ul> <li>C) Shipping rate</li> <li></li></ul>	Address Amalienborg Slotsplads 5					
9 Payment	Apartment, suite, etc. (optional)					
C) Payment type	Postal code City 1257 Købv	enhavn K				

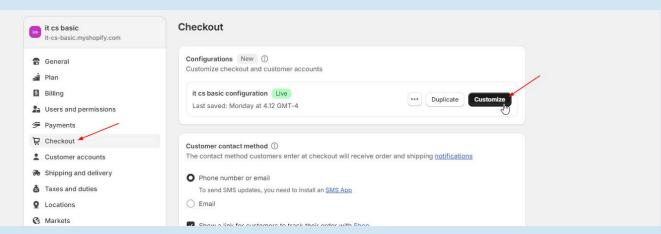
- 3. Click the plus sign and add the module to the checkout page.
- 4. Click "Save" once the module is added. The module will now appear on the checkout page.

T CS Test Plus configuration • Live •••			몇 Checkout ~			8099	
Apps		IT CS Test Plus				ტ	/
Q Search	•						
All Added 0		Contact			Produkt1	149,00 kr	
GLS Click&Ship		Email itzel.pollich@example.com					
es pickup-points	Add to	Email me with news and offers			Discount code or gift card	Apply	
	Checkout				Subtotal	149,00 kr 10.00 kr	
	<ul> <li>Thank you</li> <li>Order status</li> </ul>	Country/Region Denmark			Shipping Total	DKK 159,00 kr	
		First name Itzel	Last name Pollich				
		Address Amalienborg Slotsplads 5		٩			
		Apartment, suite, etc. (optional)					
		Postal code 1257	<sup>City</sup> København K				

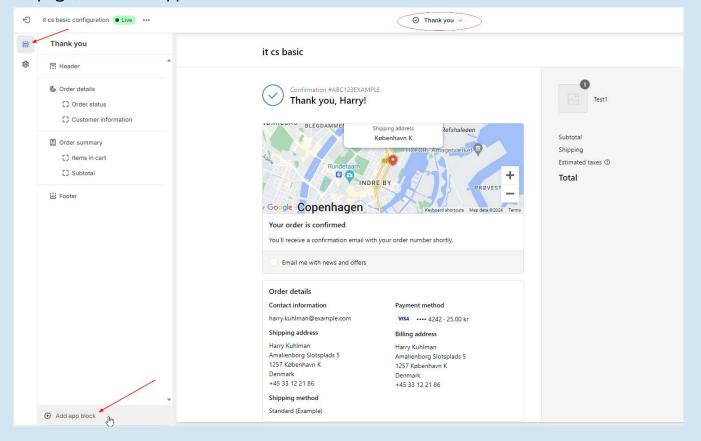


## 5. Checkout Extensibility Block editor -Shopify Basic or higher subscriptions

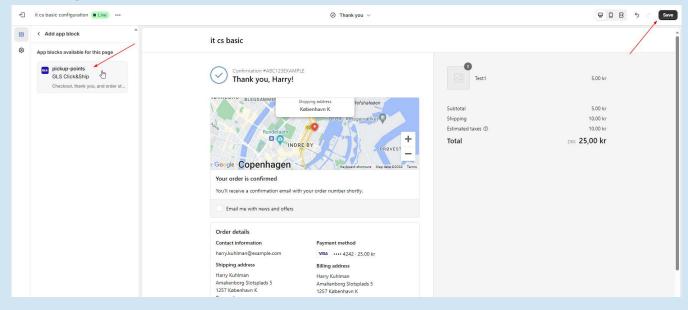
1. To access the checkout extensibility block editor, go to "Settings" --> "Checkout" --> "Customize". Shopify Basic and the other plans do not have the option to customize the checkout page with modules, as businesses with the Shopify Plus plan do.



2. To add the GLS Click&Ship module to the "Thank you for your order" or order status page, click "Add app block."



- GLS<mark>,</mark>
- 3. The GLS Click&Ship module will now appear and can be added to the "Thank you for your order" or order status page, as shown in the image below. To add it to the page, simply click on it and press "Save."



### **6. Printing Labels**

- 1. To print a label directly from Shopify, go to your Shopify admin page and select "Orders."
- 2. Then click the three dots on the right.
- 3. Then click "GLS Print label."

Note: With the above method, it is important to print only one label at a time!

shopify					Q Search					CTRL K		🗘 🔤 it es t
Home Orders 2	Orders										Export	More actions v Create orde
Drafts Abandoned checkouts	All	Unfulfilled	Unpaid Ope	en Archived	d + b							
Products	a 1 sele	ected									Print 🗸 Mark as f	ulfilled Capture payments
Customers	#100	04	Monday at 03.17	Test test	Online Store	44,00 kr	Paid	O Unfulfilled	1 item	GLS Levering til PakkeShop		Request fulfillment
Content	#100	03	Sunday at 13.12	Test test	Online Store	44,00 kr	Paid	• Fulfilled	1 item	GLS Levering til PakkeShop		Cancel fulfillment requests
Analytics	#100	02	Sunday at 13.05	Test test	Online Store	44,00 kr	Paid	• Fulfilled	1 item	GLS Levering til PakkeShop		Mark as unfulfilled
Marketing Discounts	#100	01 🖻	Sunday at 12.57	Test test	Online Store	44,00 kr	Paid	O Unfulfilled	1 item	GLS Levering til PakkeShop		Change fulfillment location
s channels								Lange and	re about orders			Archive orders
Online Store								Lean inc	re about <u>orders</u>			Unarchive orders
Point of Sale												Cancel orders
Shop												Add tags
s >												Remove tags
Flow GLS Click&Ship												
1 ozo onendomp												Apps
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												🔏 Run Flow automation

If you want to print more than one label at a time, you can do so as follows:

- 1. Log in to your Click&Ship portal.
- 2. Go to "Shipping" --> "Webshop Import" --> "Start Import."

GLS.	/	Select client		
Shipping  Pick-up  Customs	CREATE Manual Upload CSV Shop import		elect user (sequined HeniaShopHy V	
POA Analytics	<b>STATUS</b> Entered Label created / Shipped Delivered	Shop () Shopify	Name (of shop) It-cs-test-plus	0
	Deviced	Shopify	it-cs-basic	Startimport

- 3. You will then be redirected to the "Print Labels" page, where you will see your imported orders.
- 4. Print the labels you want by

GLS.	-	Create label(s)	<b>~</b>			Sort list by: Entry date $~\bigtriangledown~$	Select date range (from Search.	. Q
Shipping Pick-up	<b>CREATE</b> Manual Upload CSV	Select clie	nt					
🔮 Customs	Shop import	Select clien		Select user (Required) HeniaShopify				
Analytics	Entered	Entered						
	Delivered	Date	Recipient/Order nr.	Platform	Shipping service	Country	Status	
		2024- 1 Results	07-25 Test test ±1001 Show 10 ↓	(ß) Shopify	GLJ Parker Denmark	E DNK	⊘ Ready to create label	0
🗊 Support								