Document version 1.03

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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".

GLS.		All integrations Integra	tion details Key managemen	it
💭 Shipping Q Pick-up	GENERAL Account	Select client		
🖺 Customs 🔁 POA	Printing	Select client (Required) IT CS Test WooCommerce	Select user (Required)	\sim
Analytics	SHIPPING Shipping Defaults Rulebook			
	Contact list TRACK & TRACE	1 Magento	<u> shopify</u>	WOO COMMERCE
	Lineit	Magento 2 4:0.20	Shopify custom app	WooCommerce 3.1.89
		Connect	Connect	Connect
⊜ Support				
Settings GLS admin				
🕞 Log out				



- 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. Now click on "Install".
- 6. Then click on "Activate Plugin".

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DashboardAstra	Add Plugins Upload Plugin		
 ✤ Posts ✿ Media ■ Pages ♥ Comments ④ Spectra 	If you h	væig fil GLSDk-3.1.89.zip	it here.
WooCommerce			
 Analytics Marketing 	Featured Popular Recommended Favourites Woo [2] Plugins extend and expand the functionality of WordPress. You may install plugins in the <u>WordP</u>	r <u>ress Plugin Directory</u> right from here, or upload a plugin in .zip format by clicking the button at th	Search Plugins
Appearance Plugins Plugins Add New Plugin Plugin file editor Users Tools Subtract	Classic Editor Install now Bables the previous "classic" editor More Details Install now More Details WordPress Contributors By WordPress Contributors	Akismet Anti-spam: Spam Protection The best anti-spam protection to block spam comments and spam in a contact form. The most trusted anti- spam solution for WordPress and WooCommerce. By Automattic - Anti-spam Team	Jetpack – WP Sec Backup, Speed, a Growth Improve your WP securi waF, and malware scan tools like stats, CDN and sharing. By Automattic
Settings Performance 3 Collapse menu	Last Updated: 2 weeks ago 10+ Million Active Installations Compatible with your version of WordPress	6+ Million Active Installations Untested with your version of WordPress	



2. Configuration

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

ick-up	count	Select client		
ustoms Pri	nting	Select client (Required)	Select user (Required)	
OA SH unalytics Shi	IPPING pping Defaults	IT CS Test WooCommerce	∨ Henla	
Rui	lebook ntact list			
TR.	ACK & TRACE	1 Magento	🗿 shopify	
		Magento 2 4.0.20	Shopify custom app	WooCommerce 31.89
		Connect	Connect	Connect

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



Select client (Required)	Select user ((equired)			
IT CS Test WooCommerce	V Henia	Ŷ			
App key name		Platform version	Plugin version		Statu
Woocommerce		9.0.2	3.1.88	Show Details	O
Woocommerce		9.0.2	3.1.89	Show Details	-
Unused key		N.A.	N.A.	Show Details	O

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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.

elect client				
Select client (Required) Select u	JSET (Required)			
IT CS Test WooCommerce V Henia	×			
App key name	Platform version	Plugin version		Status
Woocommerce	9.0.2	3.1.88	Show Details	O
Woocommerce	9.0.2	3.1.89	Show Details	
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			•	Create new keys
Lintegration details	Key management			
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Lintegrations Integration details Select client Select client (Requiree) Select IT CS Test WooCommerce Heni App key name Woocommerce	Key management user (Required) ia Platform version 9.0.2	Plugin version 3.1.88	Show Details	Statu
Lintegrations Integration details	Key management	Plugin version 3.1.88 3.1.89	Show Details Show Details	Statı
L integrations Integration details	Key management user (Required) a Platform version 9.0.2 9.0.2 N.A.	Plugin version 3.1.88 3.1.89 N.A.	Show Details Show Details Hide Details	Statu
Lintegrations Integration details Select client Select client IT CS Test WooCommerce Woocommerce Unused key: Public key Copy to Clipboard xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Key management	Plugin version 3.1.88 3.1.89 N.A. Secret key	Show Details Show Details Hide Details Details	State O O
Lintegrations Integration details	Key management	Plugin version 3.1.88 3.1.89 N.A. Secret key x000000000000000000000000000000000000	Show Details Show Details Hide Details (Copy to Clipboard	Statı O O
Lintegrations Integration details	Key management	Plugin version 3.1.88 3.1.89 N.A. Secret key x000000000000000000000000000000000000	Show Details Show Details Hide Details E Copy to Clipboard	Statu
Lintegrations Integration details Select client Select client Select T CS Test WooCommerce Woocommerce Woocommerce Unused key: Public key Public key Copy to Clipboard xxxxxxxxxxxxxx Token key assigned URL for sending status updates Not yet assigned URL for sending status updates Not yet assigned Admins key id 67	Key management	Plugin version 3.1.88 3.1.89 N.A. Secret key x0000000000000 Token expire date Not yet assigned Shipments go to https://clickandship.gl Default settings ued Henia Nargård	Show Details Show Details Hide Details (Copy to Clipboard coccoccocc	Statı
Lintegrations Integration details	Key management	Plugin version 3.1.88 3.1.89 N.A. Secret key xoxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Show Details Show Details Hide Details () Copy to Clipboard coccocc s.dk Lof user	Statı O
Lintegrations Integration details Select client Select client T CS Test WooCommerce Woocommerce Woocommerce Unused key Public key Public key Public key Copy to Clipboard Xxxxxxxxxxxxxxxx Token key assigned URL yet assigned Admin: key id 67 Admin: Used app key Not yet assigned Admin: Used app key Not yet assigned	Key management	Plugin version 3.1.88 3.1.89 N.A. Secret key xoococococococococococococococococococo	Show Details Show Details Show Details Hide Details Depy to Clipboard coccoccocc is.dk i of user n ion	Stat

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

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 Dashboard Astra 	GLS.	If you don't have an account <u>Click Here</u>
	Settings Help	
Pages Comments Spectra	GLS Click and Ship Credentials	
Image: WooCommerce Image: Products Image: Appearance Image: Plugins ● Image: Users Image: Tools	Public Key 2104***D508 Private Key DC11***DD80 Token D81C6347-F38E-3F89-84D0-789531688DB3 A new token will be automatically requested when this one expires Carriers Available In your contract GLS Parcel Denmark - Has Pickup	Expires at: 2024-08-08
General Writing Reading Discussion Media Permalinks Privacy GLS Click and Ship	You can add them to <u>blocking zooss</u> Don't forget to set the appropriate cost for e shipping for all orders Export to GLS Click and Ship Pickup Points Label Printing	ach carrier if you don't have free

5. 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.

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		Statu
Woocommerce	9.0.2	3.1.88	Show Details	O
Woocommerce	9.0.2	3.1.89	Show Details	
Unused key	N.A.	N.A.	Hide Details	O
Public key [Copy to Clipho	बार्य	Secret key	Copy to Clipboard	
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx		X0000000000000000000000000000000000000	-	
Token key assigned Not yet assigned		Token expire date Not yet assigned		
URL for sending status updates Not yet assigned		Shipments go to https://clickandship.gls.dk		
Admin: key id 67		Default settings used of u Henia Nørgård	ser	
Admin: Used app key Not yet assigned		Admin: update system :		

🖈 Indlæg	CLS. new_account <u>Click Here</u>
91 Medier	
📕 Sider	Settings Help
F Kommentarer	
🚯 Spectra	Credentials
WooCommerce	
🖬 Varer	Public Key
🗊 Betalinger 🕕	
Analytics	Private Key
🗬 Marketing	
🔊 Udseende	Token
🖉 Plugins 📵	084DDEE3-7608-3F62-9727-6D22ACB0009D Expires at: 2024-11-24
🚢 Brugere	A new token will be automatically requested when this one expires
🔑 Værktøjer	Carriers Available In your contract
Indstillinger	GLS Parcel Denmark - Has Pickup
Generelt	You can add them to <u>thipping zones</u> Don't forget to set the appropriate cost for each carrier if you don't have free shipping for all orders
Skrivning	
Læsning	

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.

GLS.	GENERAL	All integrations Integration details Key management	
Shipping Pick-up	Account	Select client	
Customs	Printing	Select client (hequived) Select user (hequived)	
Analytics	SHIPPING Shipping Defaults	Integration / Store name	
	Rulebook	#admin klantid: 22, userid: 1548	Action
	Contact list	B WooCommerce: http://itcstest.dk	C Remove
	TRACK & TRACE	+ General	
	Email	+ Shipping Rules	
			Update
			Add a shop
Support			

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."

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Dashboard	Settings			۴ ³	۲
🐼 Astra				Activity	Help 🔻
📌 Posts	General Products Shipping Payments Accounts & Privacy	v Emails Integration Advanced			
91 Media					
📕 Pages	Stripe requires using the webhook. Webhook Guide				
Comments	Shipping zones Shipping settings Classes Weight Based Shipping				
Spectra	Shipping zones Add zone				
WooCommerce	من المن A shipping zone consists of the region(s) you'd like to ship to and the shipping met	thod(s) offered. A shopper can only be matched to one			
Home 🚯	zone, and we'll use their shipping address to show them the methods available in t	their area.			
Orders 📵	Ø Zone name	Region(s)	Shipping method(s)		
Customers					
Reports	Rest of the World	An optional zone you can use to set the shipping method(s) available to any regions	No shipping methods offered to this zone.		Edit
Settings		that have not been listed above.			
Extensions					
A SAME AND A SAME A					

- 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."

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🚳 Dashboard	Settings											
🙆 Astra												
🖈 Posts	General	Products	Shipping	Payments	Accounts & Privacy	Emails	Integration	Advanced				
9 3 Media	L.											
📕 Pages	Stripe requ	ires using the <u>v</u>	vebhook. Webt	nook Guide								
Comments	Shipping zon	es Shipping si	ettings Classe	es Weight Based	1 Shipping							
🚯 Spectra	<u>Shipping z</u>	tones > Den	mark									
👳 WooCommerce 🤇	Zone name				/							
Home 📵	Give your zone	a name! E.g. Loc	al, or	Denmark								
Orders 📵	Worldwide.		<u> </u>									
Customers												
Reports	Zone region:	s			/							
Status	List the regions	; you'd like to inc	lude	Denmark × 🥈								
Extensions	in your shippin be matched ag	g zone. Custome ainst these regio	ers will Lin	nit to specific ZIF	<u>//postcodes</u>							
Variation Swatches ef												
Products	Shipping me	thods				Title				Enabled	Description	
Analytics	Add the shippi	ng methods you'	d like —									
🖗 Marketing	zone.	ble to customers	in this	You can add multiple shipping methods within this zone. Only customers within the zone will see them.								
🔊 Appearance												
😰 Plugins 🜀				add china in a sao	about a							
🚢 Users				add shipping me								
🔑 Tools	Save change	es										
B Settings												

- 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	× Set up glsdk: gls parcel de	nmark flat rate ×
Free shipping	Home Delivery	
Flat rate	Your customers will see the name of this	s shipping method during checkout.
	Taxable	~
Local pickup	Cost	
GLSDk: GLS Parcel Denmark Flat Rate	O,00 Enter a cost (excl. tax) or sum, e.g. 10.0	kr.
GLSDk: GLS Parcel Denmark Free Shipping	Use (qty) for the number of items, [cost] for the total cost of items, and [fee based fees.	e percent="10" min_fee="20" max_fee="] for percentage-
GLSDk: GLS Parcel Denmark for Weight Based Shipping	PrivateDelivery	~
Weight Based Okiasian	Selecting a pickup Point is	
weight based Shipping	Disabled	~
Weight Based Shipping 6 Preview	Insured	
GLSDk GLS Parcel Denmark	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."

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 Dashboard Astra 	Settings			ب ے Activity	Finish setup	
✤ Posts ♣ Media	General Products Shipping Payments Accounts & Pri	vacy Emails Integration Advanced			neip 🔹	
Pages	Stripp requires using the <u>xxebbook</u> .					
WooCommerce	Add zone A shipping zone consists of the region(s) you'd like to ship to and the shipping zone, and we'll use their shipping address to show them the methods available	method(s) offered. A shopper can only be matched to one in their area.				
Home (3) Orders (3) Customers	Zone name	Region(s)	Shipping method(s)			
Reports Settings	Rest of the World An optional zone you can use to set the shipping method(s) available to any regions No shipping methods offered to this zone.				Edit	
Extensions						

- 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."

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🍘 Dashboard	Settings					
🙆 Astra						
🖈 Posts	General Products Shippin	g Payments Accounts & Privacy	Emails Integration	Advanced		
9) Media			There are a second of the			
📕 Pages	Stripe requires using the <u>webhook</u> . <u>V</u>	Vebhook Guide				
P Comments	Shipping zones Shipping settings Cl	asses Weight Based Shipping				
3 Spectra	Shipping zones > Denmark					
👐 WooCommerce 🤇						
Home 🚯	Zone name				i i	
Orders 🗿	Give your zone a name! E.g. Local, or Worldwide.	Denmark -			J	
Customers						
Reports						
Settings	Zone regions	Danmark V			1	
Status	List the regions you'd like to include in your shipping zone. Customers will	Limit to specific 70/postcodes			J	
Extensions	be matched against these regions.	cimit to specific ZIP/postcodes				
Variation Swatches 🤗						
Products	Shipping methods		Title		Enabled	Description
II Analytics	Add the shipping methods you'd like					
🖗 Marketing	to make available to customers in this zone. You can add multiple shipping methods within this zone. Only customers within the zone will see them.					
🔊 Appearance						
🕼 Plugins 🜀		Add chipping method				
👗 Users						
🔑 Tools	Save changes					
E Settings						

- 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 ×	Set up glsdk: gls parcel denmark flat rate
Free shipping	Name Delivery to ParcelShops Your customers will see the name of this shipping method during checkout.
Flat rate	Tax status Taxable
Local pickup	Cost
GLSDk: GLS Parcel Denmark Flat Rate	0,00 kr.
GLSDk: GLS Parcel Denmark Free Shipping	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.
GLSDk: GLS Parcel Denmark for Weight Based Shipping	Service Level
Weight Based Shipping	Selecting a pickup Point is Mandatory
Weight Based Shipping 6 Preview	Insured
GLSDk GLS Parcel Denmark	No ~
STEP 1 OF 2	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."

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🚳 Dashboard	Settings			Activity	Finish setup	
📌 Posts 🗣 Media	General Products Shipping Payments Accounts & Pri	vacy Emails Integration Advanced			neip •	
 Pages Comments Spectra 	Stripe requires using the <u>webbook</u> . <u></u>					
WooCommerce	A shipping zones A shipping zones consists of the region(s) you'd like to ship to and the shipping method(s) offered. A shopper can only be matched to one zone, and we'll use their shipping address to show them the methods available in their area.					
Orders 📵 Customers	Zone name	Region(s)	Shipping method(s)			
Reports Settings	Rest of the World An optional zone you can use to set the shipping method(s) available to any regions No shipping methods offered to this zone.				Edit	
Extensions						

- 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."

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Dashboard	Settings		
🙆 Astra			
Docto			
01 Modia	General Products Shippin	Payments Accounts & Privacy Emails Integration Advanced	
Pages	Stripe requires using the <u>webhook</u> . <u>V</u>	Vebhook Guide	
Comments	Shipping zones Shipping settings Cl	asses Weight Based Shipping	
Spectra	Shipping zones > Denmark		
	Sinpping zones > Denindrk		
WeoCommerce	Zone name		
Home 🚯	Give your zone a name! E.g. Local, or Worldwide	Denmark	
Orders 👩 Customers	wondwide.		
Reports			
Settings	Zone regions		
Status	List the regions you'd like to include in your shipping zone. Customers will	Limit to specific 70/pertoder	
Extensions	be matched against these regions.	Entire of Sheeting The Most Cores	
variation swatches 👷			
Products	Shipping methods	Title Enabled	Description
Analytics	Add the shipping methods you'd like to make available to customers in this		
Marketing	zone.	You can add multiple shipping methods within this zone. Only customers within the zone will see them.	
🔊 Appearance			
🖌 Plugins 🙆		Add shipping method	
🛓 Users			
🔑 Tools	Save changes		
Settings			

- 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	×	Set up glsdk: gls parcel denmark flat rate ×
Free shipping		Delivery to Business Adresses Your customers will see the name of this shipping method during checkout.
Flat rate		Tax status Taxable ~
Local pickup		Cost
GLS Parcel Denmark Flat Rate	~	0,00 kr.
GLS Parcel Denmark Free Shipping		Cose (toy) for the number of news, [cost] for the total cost of items, and [fee percent="10" min_fee="20" max_fee=""] for percentage- based fees.
GLS Parcel Denmark for Weight Based Shipping		BusinessParcel
Weight Based Shipping		Selecting a pickup Point is Disabled
Weight Based Shipping (Legacy)		Insured
GLS Parcel Denmark	1	
STEP 1 OF 2	tinue	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."

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 Dashboard Astra 	Settings			La Activity	Finish setup	
✓ Posts ♥ Posts ♥ Media	General Products Shipping Payments Accounts & Priva	acy Emails Integration Advanced			Help V	
 Pages Comments 	Pages Stripe requires using the webhook. Suide Comments Shipping zones (Shipping settings (Classes [Weight Based Shipping					
WooCommerce	Shipping zones Add zone A shipping zone consists of the region(s) you'd like to ship to and the shipping n zone and we'll use their chipping address to show them the method: available is	nethod(s) offered. A shopper can only be matched to one n their area.				
Home Orders 🚯 Customers	Image: State were store during singly address to show were the meetings available in them area. Image: State were store during singly address to show were the meetings available in them area. Image: State were store during singly address to show were the meetings available in them area.					
Reports Settings	Rest of the World An optional zone you can use to set the shipping method(s) available to any regions No shipping methods offered to this zone. that have not been listed above.				Edit	
Extensions						

- 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."

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🚳 Dashboard	Settings											
🙆 Astra												
🖈 Posts												
O- Martin	General	Products	Shipping	Payments	Accounts & Privacy	Emails	Integration	Advanced				
	Stripe require	es using the web	hook, Webl	nook Guide								
Pages												
Comments	Shipping zones	Shipping setti	ngs Classe	s Weight Based	1 Shipping							
Spectra	Shipping zor	nes > Denm	ark									
WooCommerce					/							
Home 🙆	Zone name			~					 1			
Orders 🛐	Give your zone a Worldwide.	name! E.g. Local,	or E)enmark					J			
Customers												
Reports												
Settings	Zone regions		-						 - -			
Status	List the regions yo	ou'd like to includ	le .	Denmark ×					 J			
Extensions	be matched again	ist these regions.	Lin	nit to specific ZIP	<u>//postcodes</u>							
Variation Swatches 🚅												
Products	Shipping meth	ods				714				5-11-1	Description	
II Analytics	Add the shipping	methods you'd li	ke			Title				Enabled	Description	
🐢 Marketing	to make available to customers in this zone. You can add multiple shipping methods within this zone. Only customers within the zone will see them.											
🔊 Appearance												
🖌 Plugins 🜀				- 1000-000								
🚢 Users				Add shipping me	thod							
🖋 Tools	Save changes				0							
🖸 Settings												

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

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

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

(i) A itest A 10	A A New A Performance	19			*	Hi admin		
B Uashboard		4						
🙆 Astra	Settings				Activity	Finish setup		
📌 Posts	Stripe requires using the <u>webhook</u> . W	tripe requires using the <u>webhook Webhook Guide</u>						
9] Media	Shipping zones Shipping settings Cla	asses Weight Based Shipping						
📕 Pages	Shipping zones > Denmark							
Comments								
Spectra	Zone name							
📖 WooCommerce 🧹	Give your zone a name! E.g. Local, or Worldwide.	Denmark						
Home 📵								
Orders 🚯	Zone regions							
Customers	List the regions you'd like to include	Denmark ×						
Reports	in your shipping zone. Customers will be matched against these regions.	Limit to specific ZIP/postcodes						
Settings								
Status								
Extensions	Shipping methods	Title	Enabled	Description				
variation swatches 🤗	Add the shipping methods you'd like to make available to customers in this							
Products	zone.	Home Delivery		GLSDk GLS Parcel Denmark	Edit De	ilete		
Analytics								
🜪 Marketing		Delivery to ParcelShops		GLSDk GLS Parcel Denmark	Edit De	elete		
Appearance								
🖆 Plugins 🔞		Delivery to Business Adresses		GLSDk GLS Parcel Denmark	Edit De	elete		
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- 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."

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🛓 Users	
🖌 Tools	

- 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.

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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."

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WooCommerce	A shipping zone consists of the region(s) you'd like to ship to and the shipping	method(s) offered. A shopper can only be matched to one			
Home 📵	zone, and we'll use their shipping address to show them the methods available	in their area.			
Orders 📵	Zone name	Region(s)	Shipping method(s)		
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Settings		that have not been listed above.			
Status					
Extensions					

- 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."

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Comments	Shipping zones Shipping settings Cla	asses Weight Based Shipping				
Spectra	Shipping zones > Denmark					
WooCommerce	Zone name					
Home 🔞	Give your zone a name! E.g. Local, or	Denmark -				
Orders 📵	Worldwide.					
Reports Settings Status Extensions Variation Swatches of	Zone regions List the regions you'd like to include in your shipping zone. Customers will be matched against these regions.	Denmark × Limit to specific ZIP/postcodes				
Products	Shipping methods					
Analytics	Add the shipping methods you'd like		Title		Enabled	Description
🖗 Marketing	to make available to customers in this zone.	You can add multiple shipping	methods within this z	one. Only customers w	vithin the zone will see them.	
🔊 Appearance						
😰 Plugins 🔞		Add shipping method				
🚢 Users						
🖋 Tools	Save changes					
Settings						

- 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	× Set up glsdk: gls parcel d	lenmark free shipping
Free shipping	Name Free Shipping	this shinning method during checkout
Flat rate	Free shipping requires	no snipping motiou uunig circulout.
Local pickup	Minimum order amount	
GLSDk: GLS Parcel Denmark Flat Rate	0,00 Customers will need to spend this am	kr.
GLSDk: GLS Parcel Denmark Free Shipping	Apply minimum order rule before If checked, free shipping would be avi	ore coupon discount allable based on pre-discount order amount.
GLSDk: GLS Parcel Denmark for Weight Based Shipping	Service Level	~
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LSDk GLS Parcel Denmark Free Shipping	No	~
TEP 1 OF 2	Continue STEP 2 OF 2	Back Create and save

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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"

GLS.		Rulebook
🚍 Shipping	GENERAL	
Q Pick-up	Account	Select client
Customs	Printing	Select client (Required) Select user (Required)
🕑 РОА		>
Analytics	SHIPPING Shipping Defaults	
	Rulebook	Add Rule
	Contact list	Blank Rote
	TRACK & TRACE	Rule Overview Heavy Shipment
	Email	Non-EU Shipment Time based Rule
		No rules have been created. Please read the documentation here to understand how to build rules. Next, hit the button below to create your first rule.
		Add your first 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.

elect cl	lient					
Select cl	ient (Required)	Select	t user (Required)			
IT CS T	est WooCommerce	↓ Test	tWooCommerce	- 2		
ule Edi	itor					
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4. Select "Shop"

GLS.		Rulebook
C Shipping	GENERAL Account	Select client
Y Pick-up	Integrations Printing	Select client (Required) Select user (Required)
🕑 РОА	SHIPPING	
Analytics	Shipping Defaults Rulebook	Rule Editor
	Contact list	Rule Name (Required)
	TRACK & TRACE	Home Delivery
	Email	Condition(s) When All conditions must be type.
		- is (equal to) - Country Recipient is (equal to) -
		Country sone Kecipient Current time Day and Time Day of the week is (equal to)
		rem unes Month Recipient postal code Service level
Support		Shipping method name Shop SKU/EAN Total shipment value
GLS admin		Weight

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.

ule	Name (Re	quired)					
Ho	me Delive	ery					
Cond	lition(s)						
	When	All conditions must be	e true.	~			
	Shop	~	is (equal to)	~	Shopify - it-cs-basic		
	-	~	is (equal to)	~	Shopify - it-cs-basic	- +	
	Perform	the following action(s)			Shopify - it-cs-test-plus		
	1	~	is (equal to)			- +	

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6. Then select "Shipping Method."

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	Shop 🗸	is (equal to) 🗸	Shopify - it-cs-basic	~ -
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L	- Country Recipient)		
	Service level Country zone Recipient	is (equal to) 🗸 🗸 🗸		-
\backslash	Month Day of the week Current time Day and Time Shipping method name			
	Shipping method Item lines Total shipment value SKU/EAN Becinient postal code			

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.

ulal	Name (ne							
Hor	ne Deliv	ery						
Cond	ition(s)							
	When	All conditions mus	t be tr	ue.	~			
	Shop	~	.][is (equal to)	~	Shopify - it-cs-test-plus		
	Shipp	ing method 🔹 🗸		is (equal to)	\sim	Danmark > Price Based > GLS Hjemmelevering - 49.00		
	10			is (equal to)	~	Danmark > Price Based > GLS Hjemmelevering - 49.00	- +	
	Perform	the following actio	n(s)			Danmark > Price Based > GLS Levering til PakkeShop - 39.00		
				is (equal to)	×	Danmark > Price Based > Levering til erhvervsadresse - 45.00	+	

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8. Then select "Service"

 When	All conditions must be	e true.	~		
Shop	~	is (equal to)	~	WooCommerce - http://itcstest.dk 🗸 🗸 🗸	-
Shipp	ing method name 🗸	is (equal to)	~	Home Delivery	-
-	~	is (equal to)	~		
 Perform	the following action(s)	/			
-	~	is (equal to)	~		-
- Do not	t store the shipment	-			
Servio	e				

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.

Hor	ne Delivery			
Cond	lition(s)			
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	Shop 🗸	is (equal to) 🗸 🗸 🗸	WooCommerce - http://itcstest.dk	
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	- •	is (equal to) 🗸 🗸 🗸	BusinessParcel DirectShop	
			ExpressParcel	Cancel
			Pick&Return	
			Pick&Ship	

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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.

Name (Required)					
me Delivery					
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Shop 🗸	is (equal to)	~	WooCommerce - http://itcstest.dk		
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- ~	is (equal to)	~		- +	

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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."

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	0	#2056	•	12 Jul 2024		Completed				
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Marketing		#2054	•	12 Jul 2024		Completed				
🔊 Appearance	Π	#2053	*	12 Jul 2024	P	Completed				

- 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.

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€ Support		5 Results	Show 10 🗸					
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🕞 Log out								

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.

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Collapse menu		
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	Collapse menu	Label Printing

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- 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.

GLS.		Create label(s)			5	ort list by: Entry date 🤍	Select date range (from Se	earch Q
Shipping	CREATE	~						
Q Pick-up	Manual	Select client						
🗄 Customs	optoad CSV	Select client (Requi	red)	Select user (Required)				
POA	STATUS	IT CS Test Wood	ommerce 🗸	Henia				
Analytics	Entered Chipped Label created / Shipped Delivered	Entered						
		Jate	Recipient/Order nr.	Platform	Shipping service	Country	Status	
		2024-08-02	Test Test 2066		GLS Parcel Denmark	E DNK	⊘ Ready to create label	٥
		2024-08-01	Test Test 2065	WooCommerce	GLS Parcel Denmark	E DNK	Ready to create label	٥
		2024-07-30	2062	WooCommerce	GLS Parcel Denmark	E DNK	Ready to create label	٥
		2024-07-30	2061	WooCommerce	GLS Parcel Denmark	E DNK	⊘ Ready to create label	٥
		2024-07-12	2053	WooCommerce	GLS Parcel Denmark	E DNK	⊘ Ready to create label	٥
		5 Results	Show 10 🗸					
🗊 Support								
(i) Settings								
🔒 GLS admin								
De Log out								