



QUICKGUIDE *for*
Amazon

Installation

1. In the GLS App go to “**Settings**” > “**All integrations**”
2. On the Amazon plugin Click “**connect**”
3. Click “**Your Shop Backoffice**”

The screenshot shows the GLS app interface. On the left is a dark blue sidebar with the GLS logo and navigation options: Shipping, Analytics, Settings (highlighted), Support, and Logout. The main content area has a light blue header with three tabs: 'All integrations' (selected), 'Integration details', and 'Key management'. Below the tabs is a list of settings categories: GENERAL (Account, Integrations, Printing), SHIPPING (Shipping Defaults, Rulebook, Contact list), and TRACK & TRACE (Email). The central focus is the Amazon integration screen, which features the Amazon logo in a white box. To the right of the logo, under the heading 'Installation', there is a bulleted list: 'Click "Your Shop Backoffice" below and Login to your Seller account', 'Accept permissions to Integrate', and 'Installation completed'. Below this list is a link to a 'Quick Guide'. At the bottom of the Amazon integration screen are three buttons: 'Download Quick Guide', 'Cancel', and 'Your Shop Backoffice' (highlighted in yellow).

4. Check that you allow access to your Selling account
5. Click **“Confirm”**

Authorise GLS

GLS requires access to view and edit the following data related to your Seller Partner account:

Direct-to-Consumer Delivery ⓘ

Note: Authorising an application gives an application the ability to view or edit information about your Amazon business and take action on your Selling Partner account.

Note: Any use of your data by GLS is subject to GLS's own Terms of Use and Privacy Notice. GLS may share information with other parties or applications. For more information, please refer to GLS's Terms of Use or Privacy Notice. You can review and change your authorisations at any time from the [Manage your Apps page](#)

I direct Amazon to provide GLS access to my Selling Partner account and related data. I am responsible for any actions taken by the application.

Once you confirm, GLS will be authorised to access selling data on your behalf.

Manually import orders

To import orders in the GLS application, go to **"Shipping" > "Shop Import"** and click **"Start Import"**.

The screenshot displays the GLS application interface. On the left is a dark blue sidebar with the GLS logo and navigation links: Shipping, Analytics, Settings, Support, and Logout. The main content area is light blue and titled 'Shop Import'. It features a table with the following data:

Shop	Name (of shop)	
Amazon	Amazon A3PNJAV4CVI5V1	<input checked="" type="checkbox"/>

Below the table is a yellow button labeled 'Start import'.

Automated updates between GLS and Amazon

If you enable "Update Track Code To Shop" in the shop settings, when you create a Label, the GLS application sends the tracking Id to amazon. The order status is updated by Amazon to "shipped" when the tracking code is sent.

The screenshot shows the GLS web interface. On the left is a dark blue sidebar with the GLS logo and navigation links: Shipping, Analytics, Settings, Support, and Logout. The main content area has a light blue header with three tabs: "All integrations", "Integration details" (which is active), and "Key management". Below the tabs, there's a table with the following structure:

Integration / Store name	Action
Amazon: Amazon A3PNJAV4CVI5V1	Hide details Remove

Below the table, there's a "General" settings section for the selected integration. It contains a text input field for "Name (of shop) (Required)" with the value "Amazon A3PNJAV4CVI5V1". Below this are two toggle switches: "Update track code to shop" (which is turned on) and "Shop is active" (which is also turned on). At the bottom right of the settings area is a yellow "Update" button. Below the settings area is another yellow button labeled "Add a shop".