GLS Click&Ship - Shopify

Document version 1.02

GLS.

Content

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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.

2. After reading what GLS Click&Ship needs access to, click "Install" to install the app and grant access.

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.
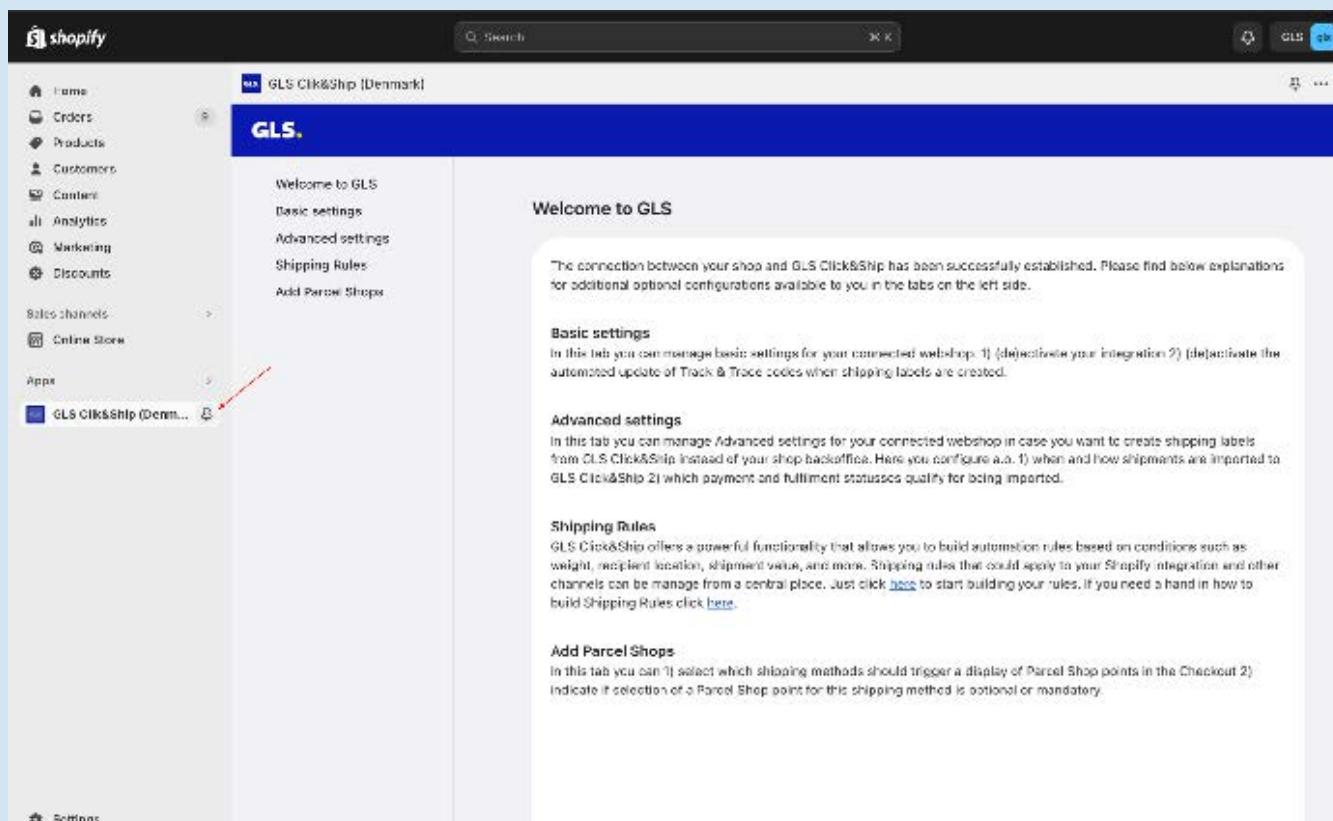
2. Configuration

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.

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2.1 Basic settings

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

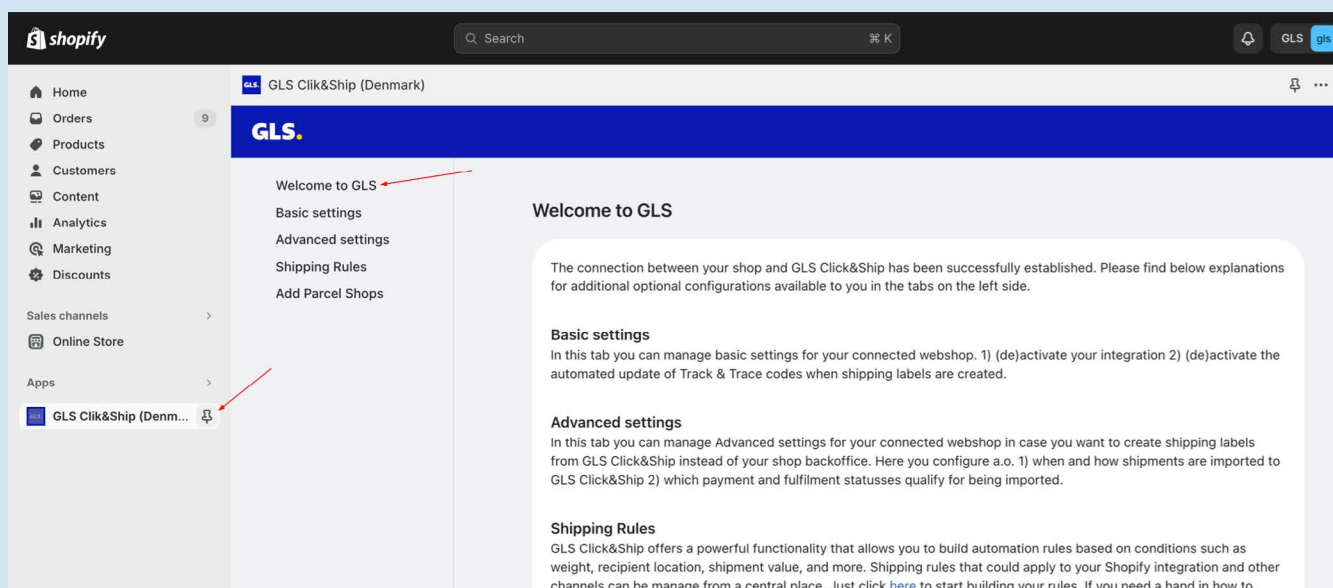1. First, check if the name of your domain is correct.
2. Whether your webshop is active/publicly available, or still under development. (This is checked by default)
3. Whether the Track&Trace code on your shipments should be communicated between your webshop and Click&Ship. (This is checked by default, 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.
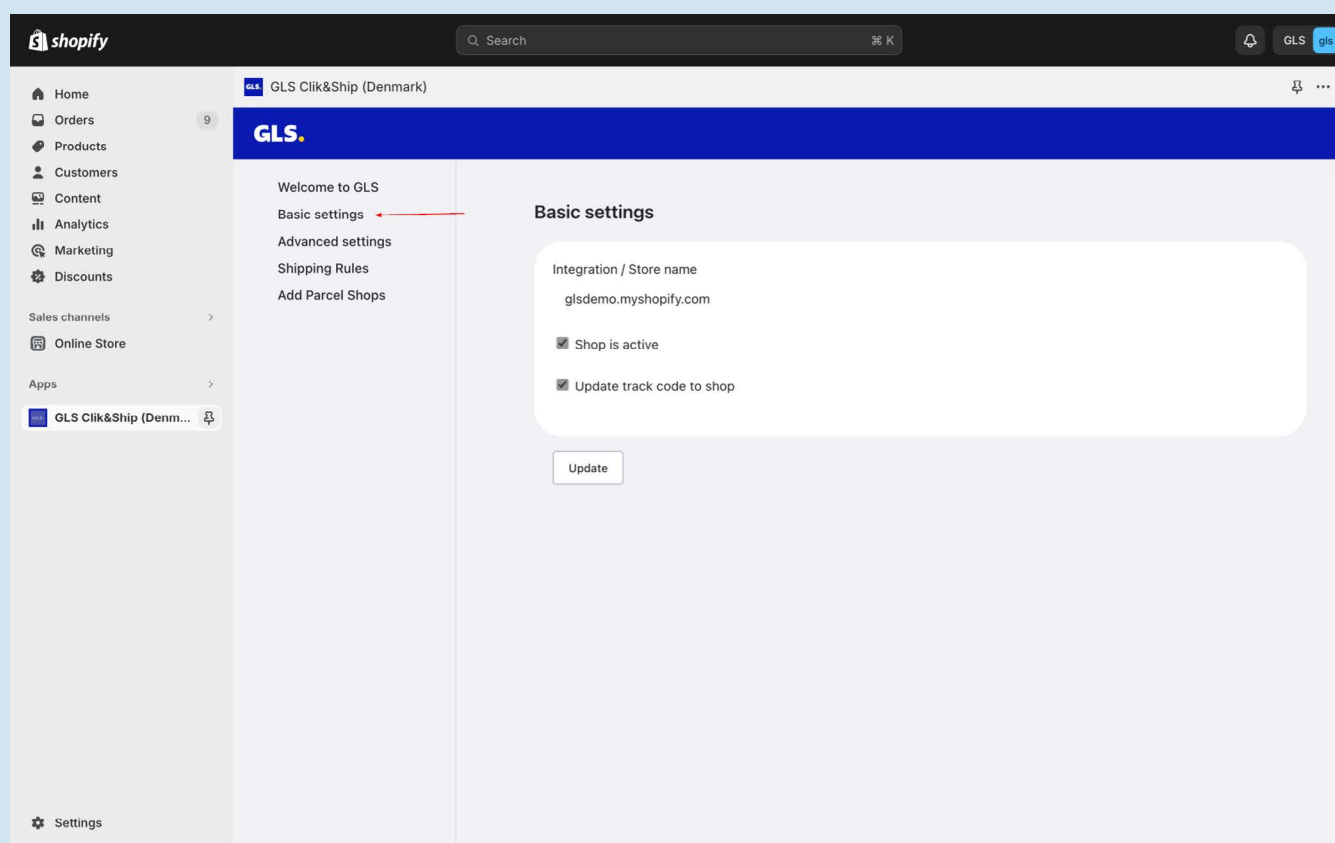
2.2 Advanced

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.

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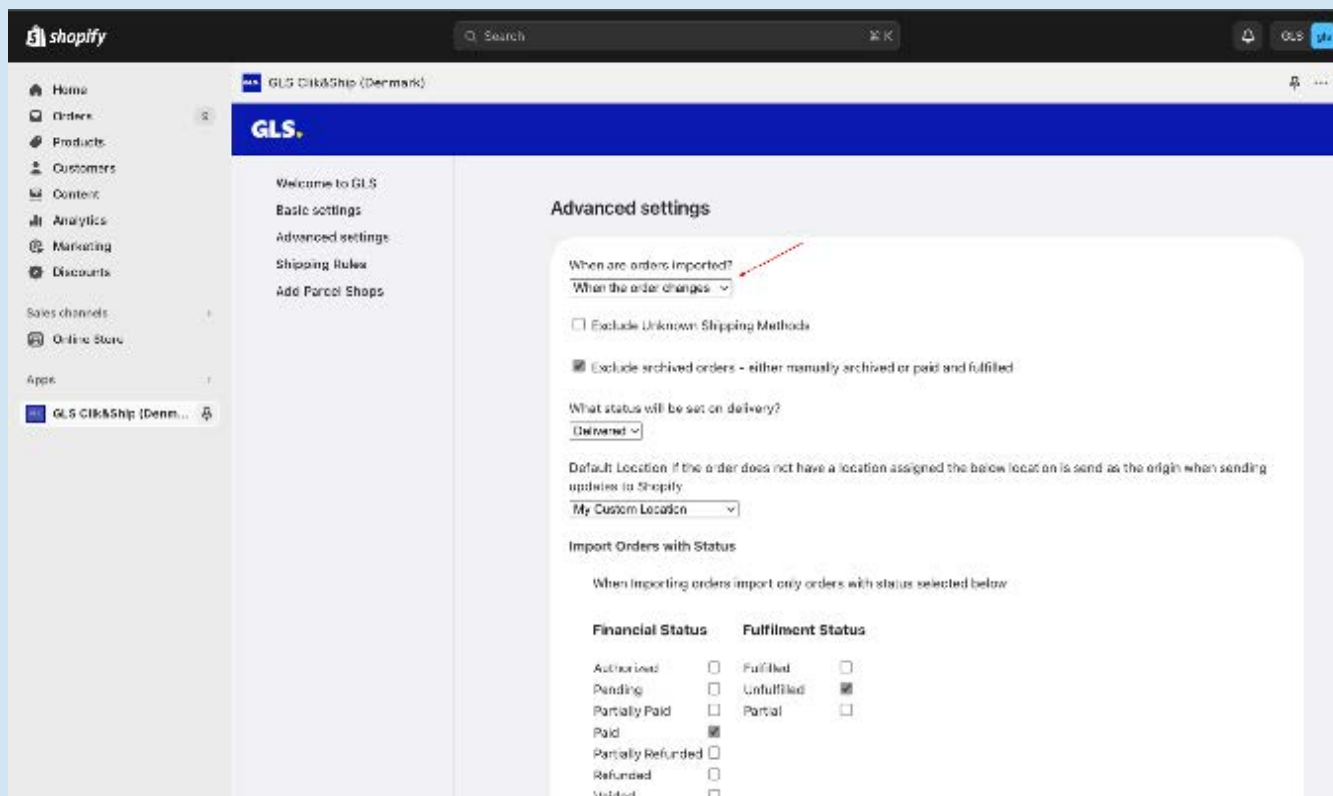
2. If you choose to activate this option, it means that the plugin will ignore unknown shipping methods in Shopify. This applies, for example, if you offer local pickup (pickup at the company's address) or local delivery.
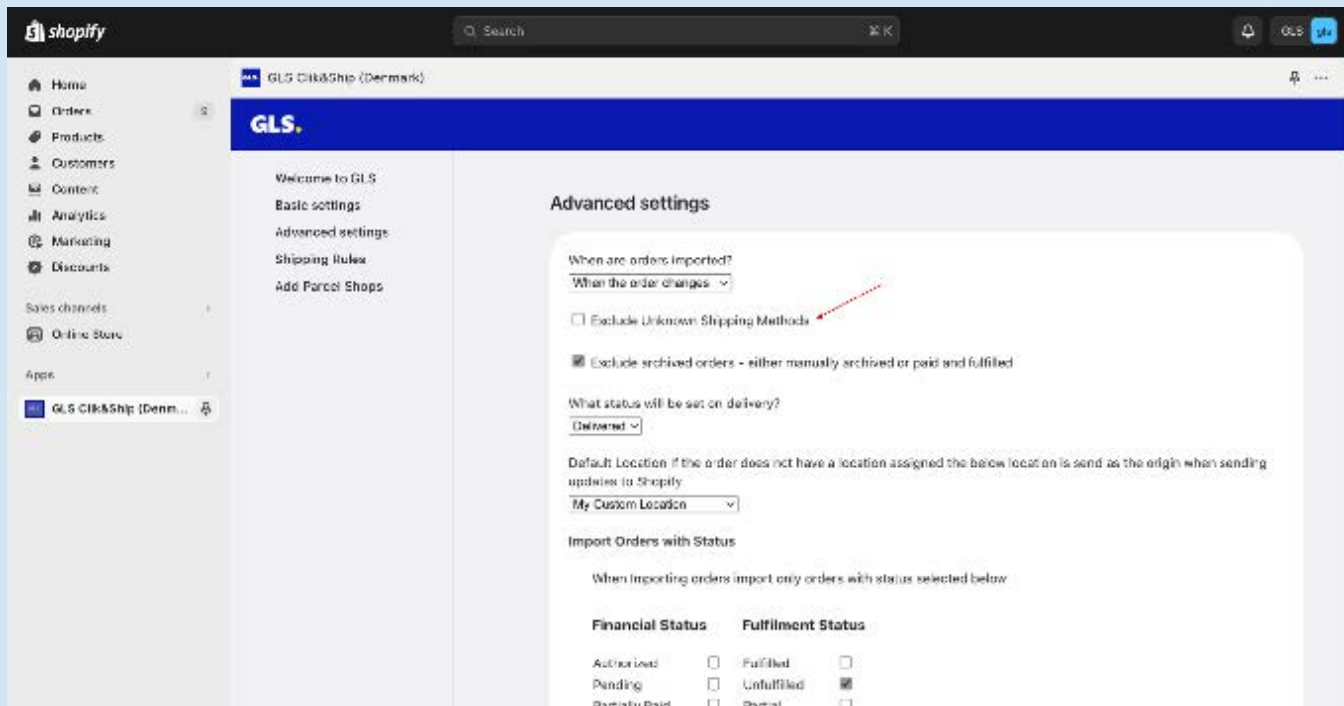

3. This option is active by default. When this setting is activated, it ensures no overlap with previous orders. All orders that have been activated, paid for, or manually "fulfilled" will not be imported.
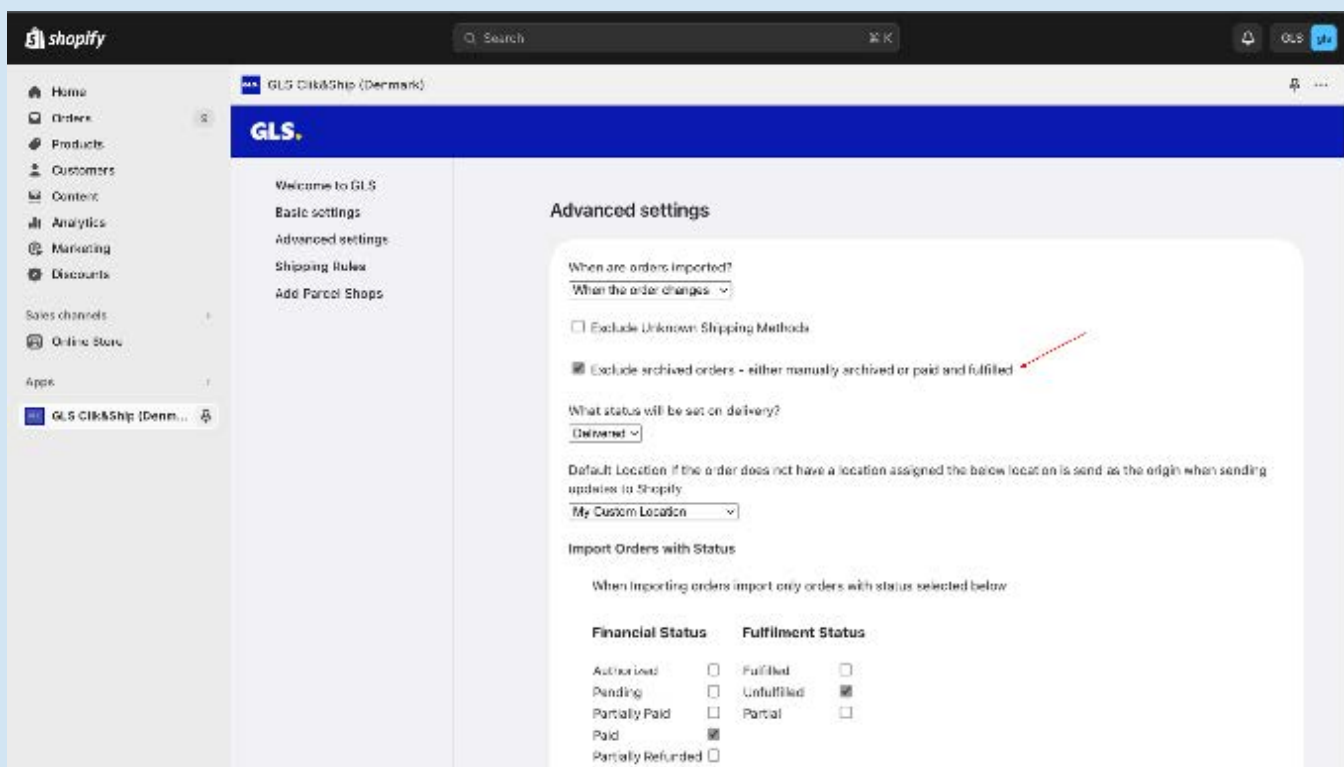
4. If this option is activated, it means that you avoid printing a label for an order with the status "partially fulfilled order."
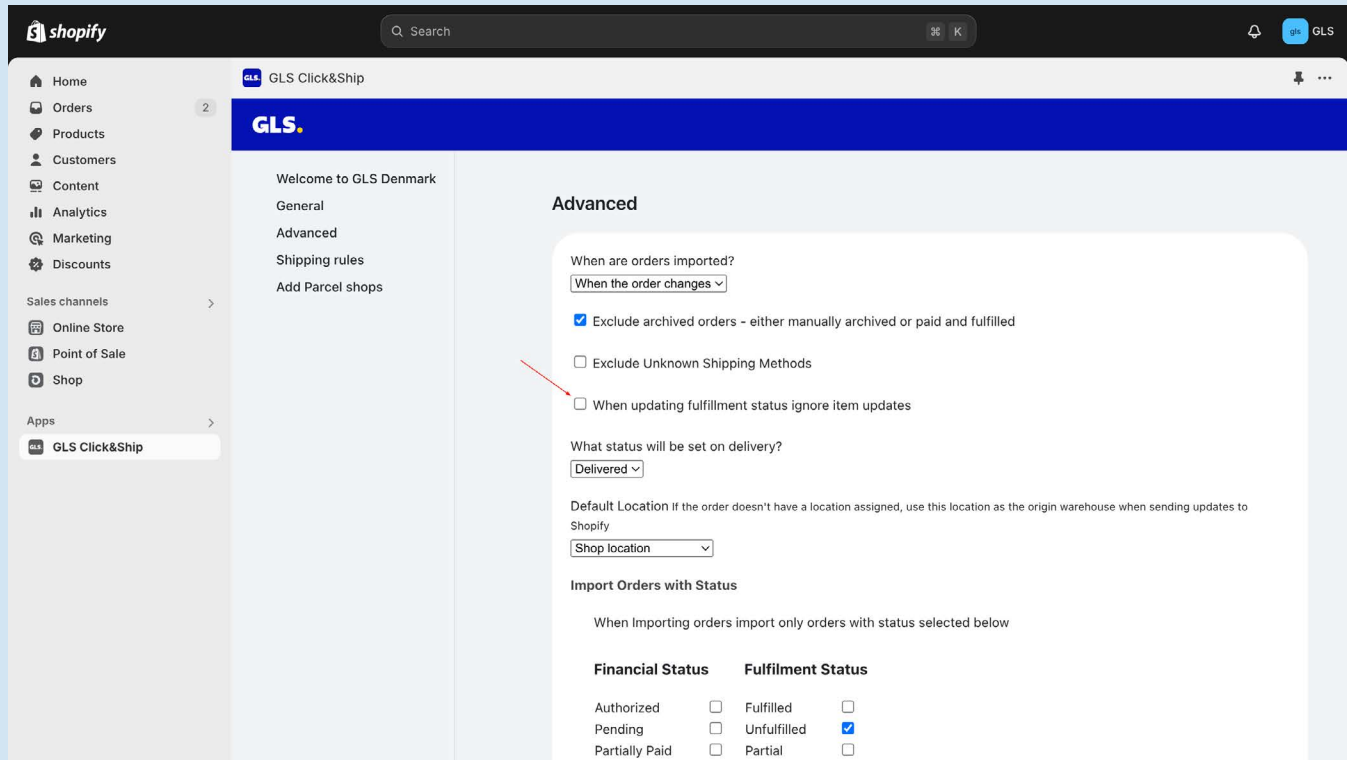

5. Here, you can choose the status you want your shipment to have upon delivery.

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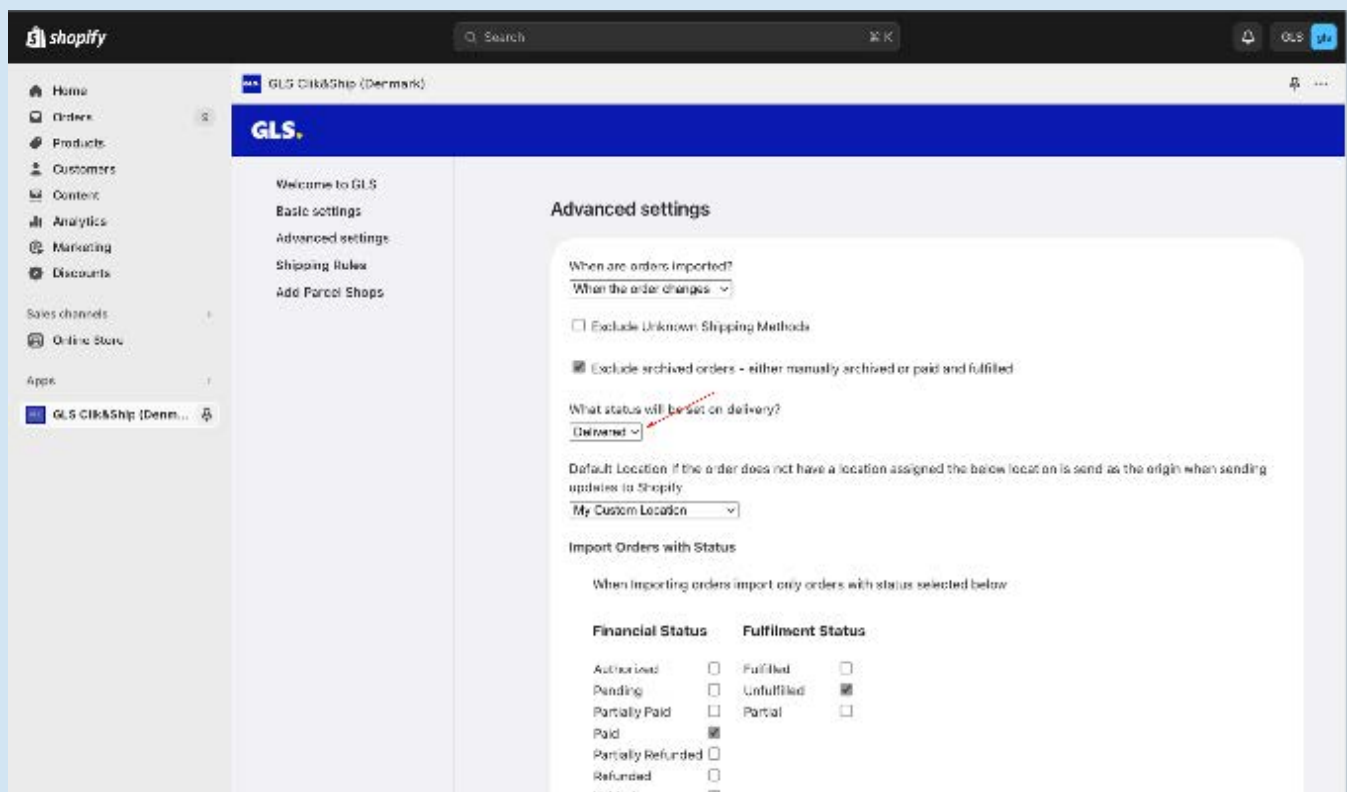
6. Here, you have the option to choose a default location for your orders if you have multiple warehouse locations, but not all your products are assigned a location in your Shopify setup.
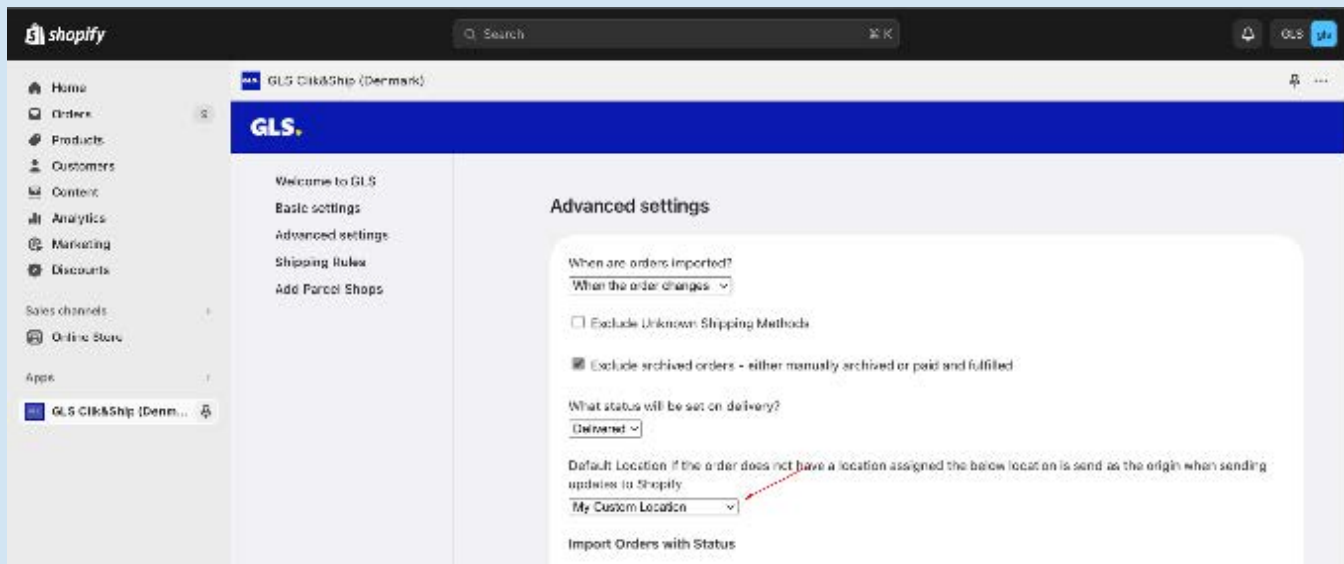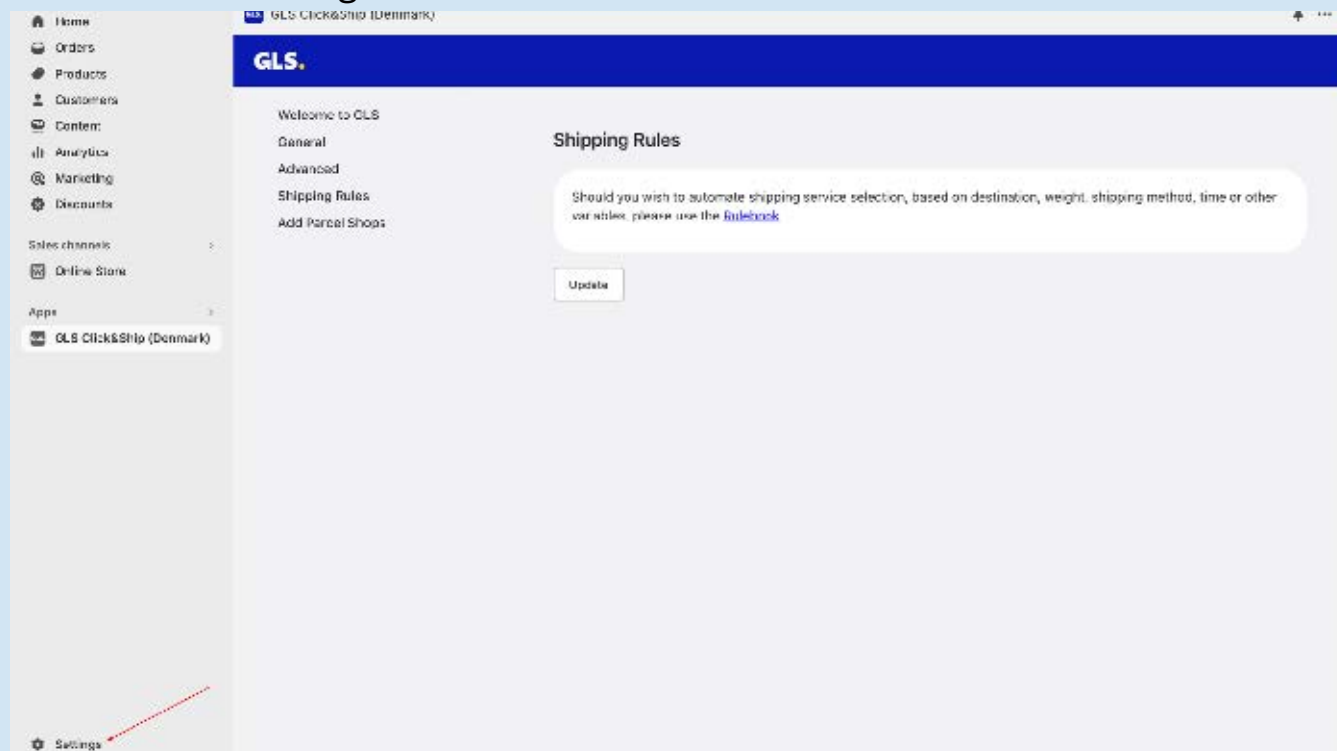

7. Here, you have the option to select the status(es) your orders should have in Shopify, to be imported into the Click&Ship portal.
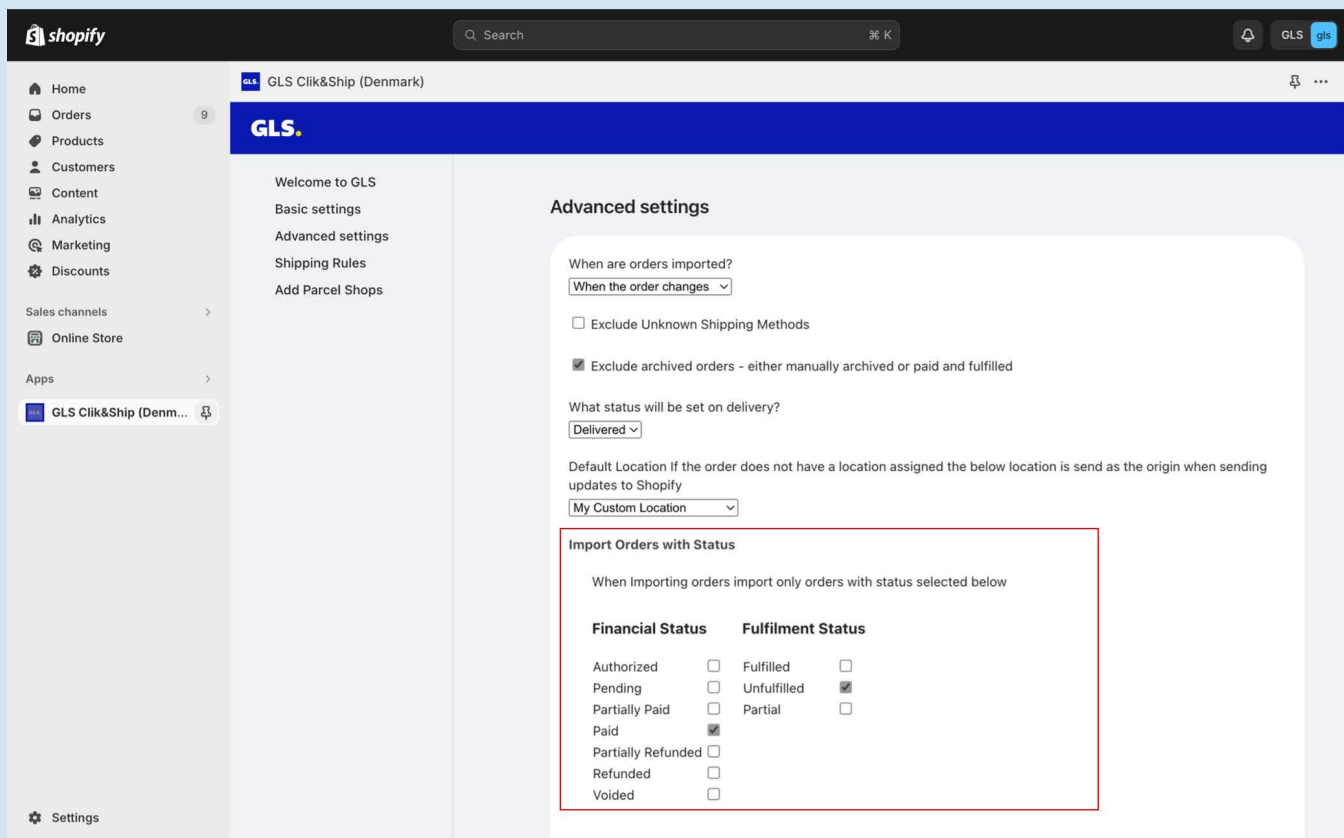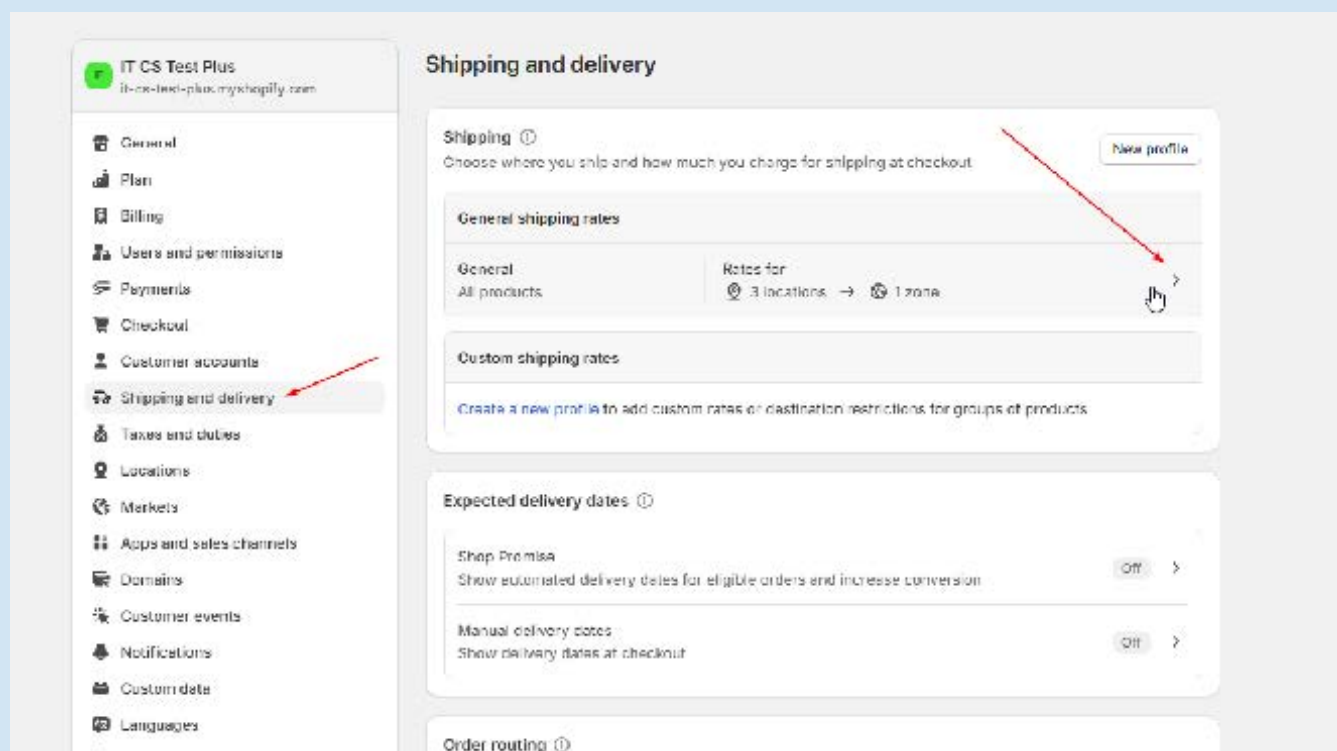
2.3 Shipping rules

Note: First, we will go over how to create your shipping methods in Shopify.
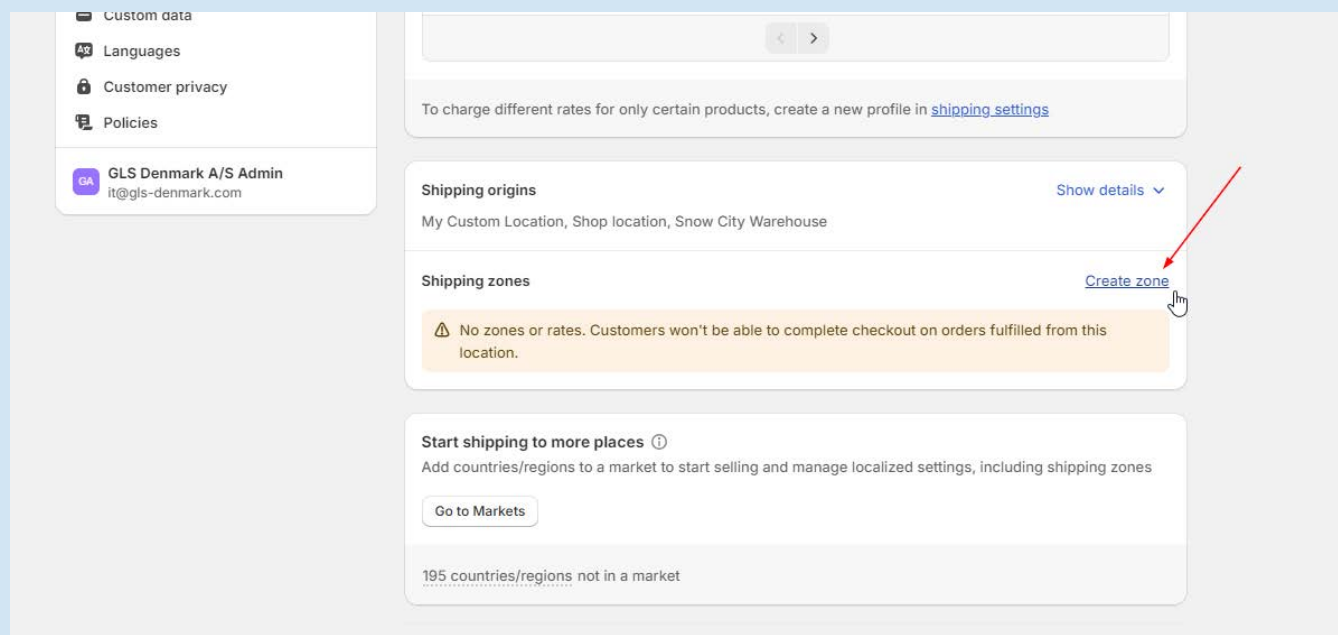
1. Go to your Shopify Admin page.
2. Then select "Settings" from the menu on the left.
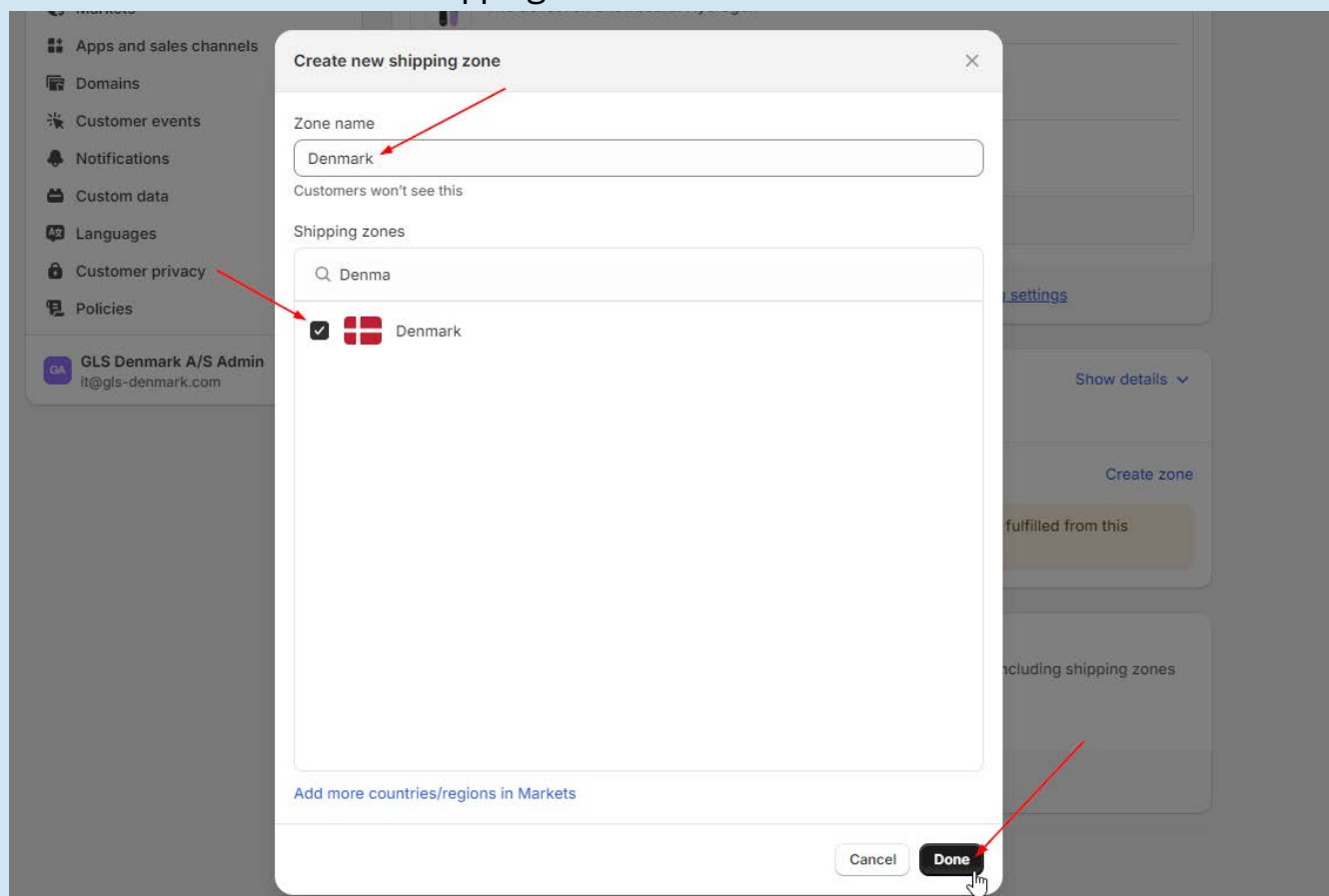

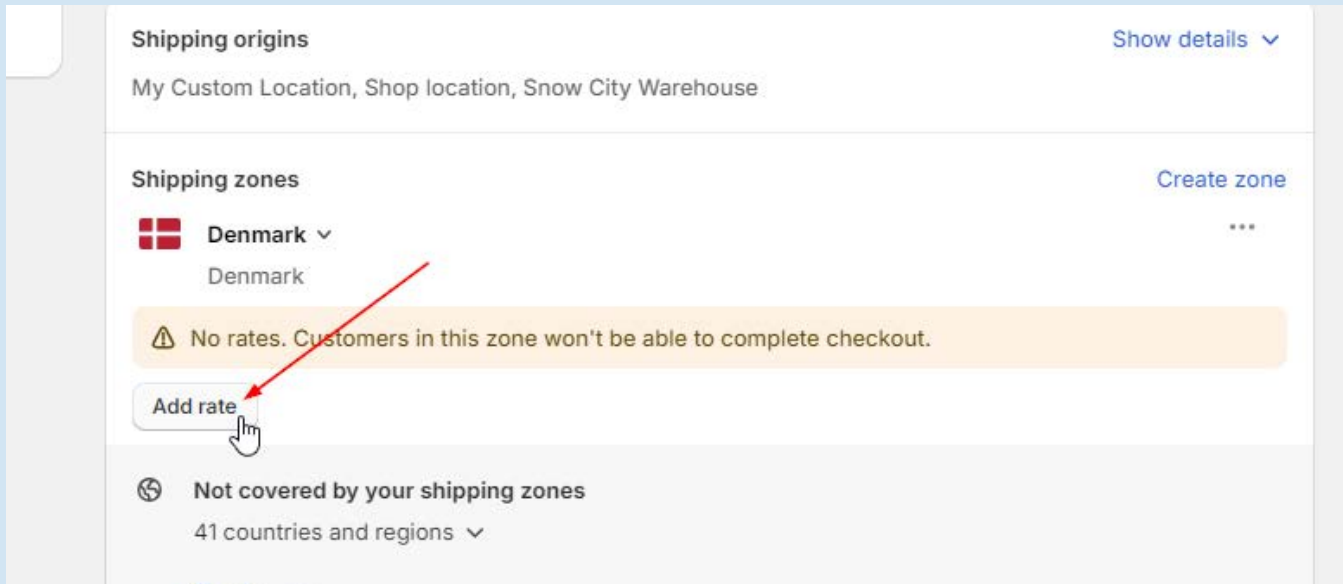3. Then select "Shipping and Delivery" --> "General Shipping Rates."

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

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.
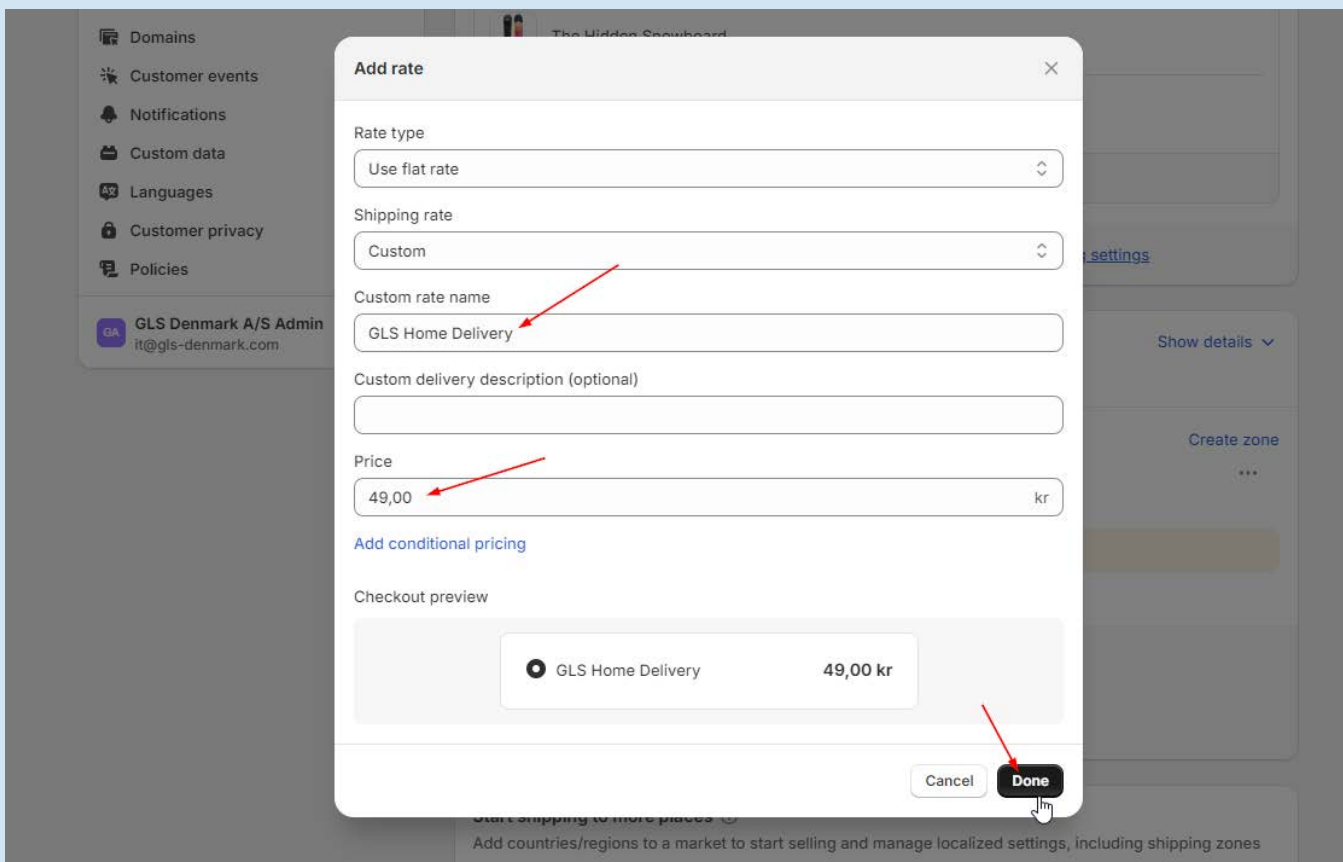7. Click "Done" to save the shipping zone.
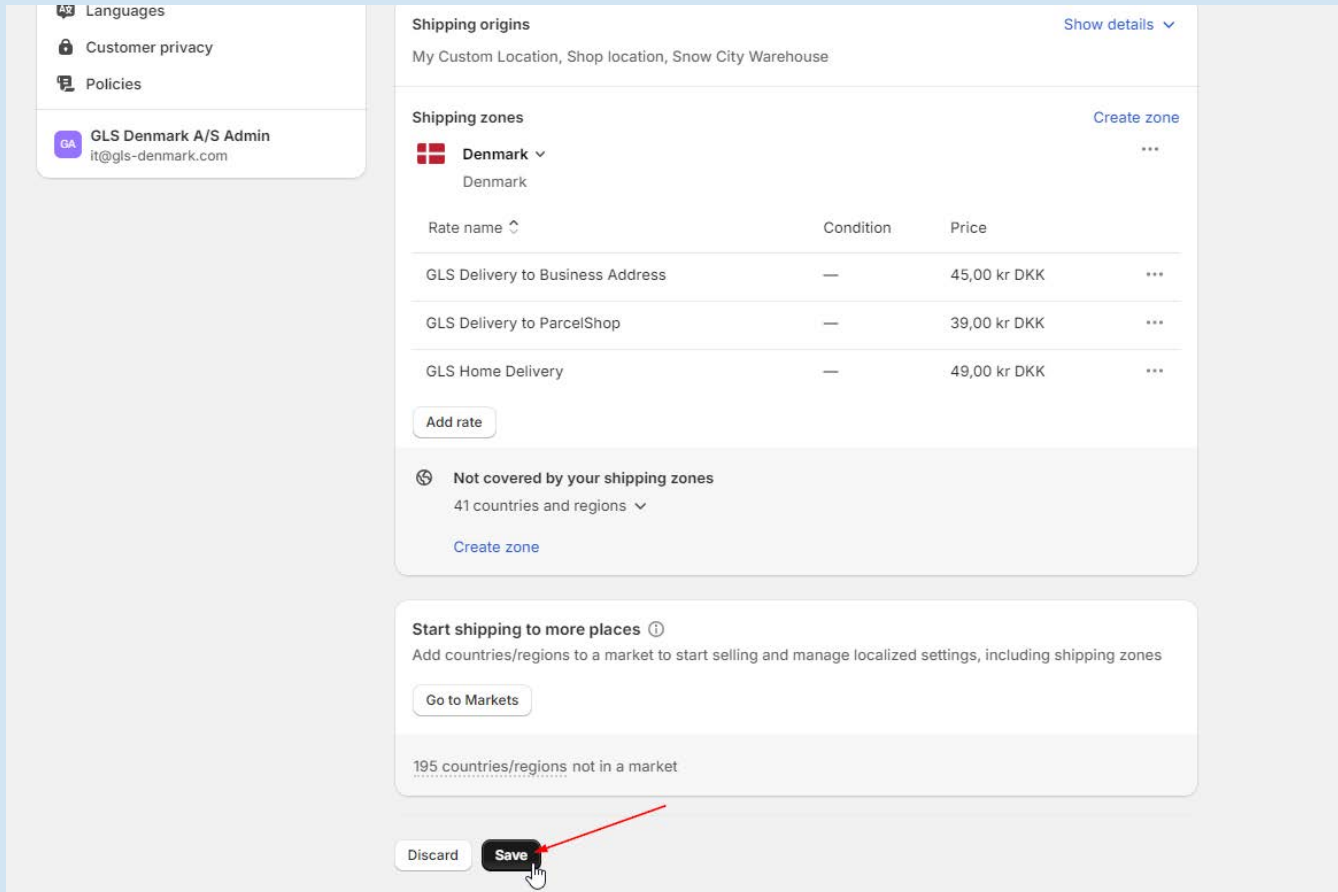
8. Then click "Add Rate."

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.

11. Once you have created the shipping methods you want to be available to your customers at your checkout, click "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.
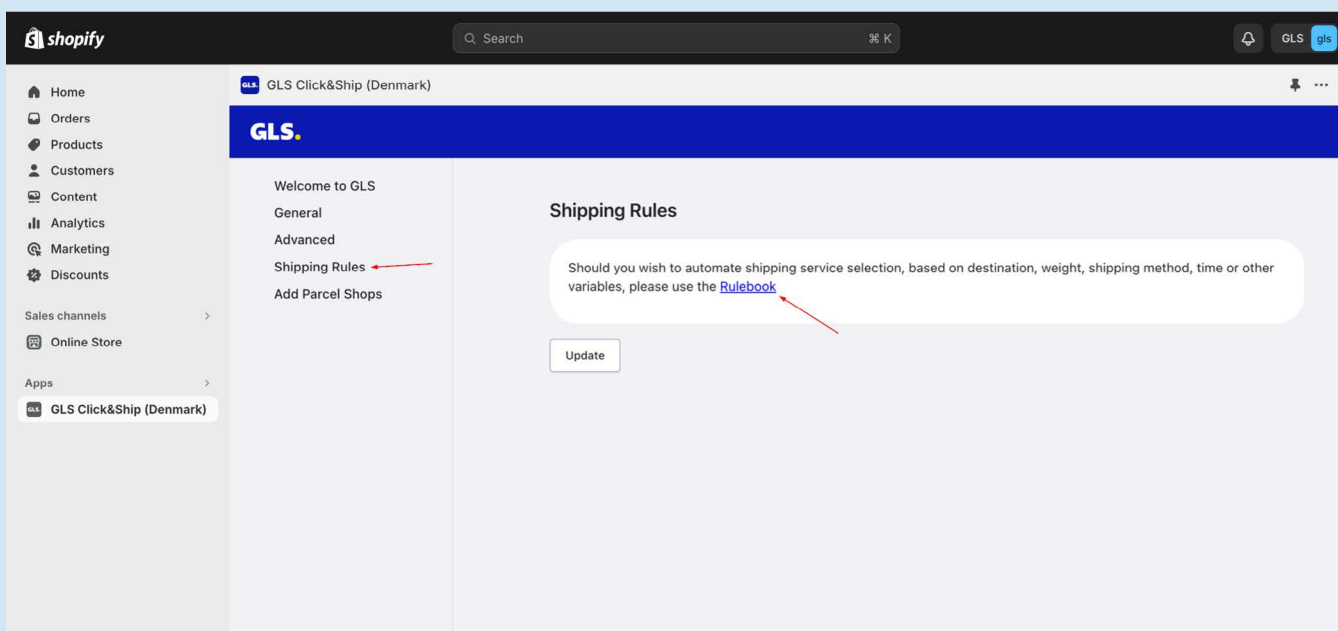
2. Click "Add Rule" --> "Blank Rule."

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.

4. Select "Shop"

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.

6. Then select "Shipping Method."
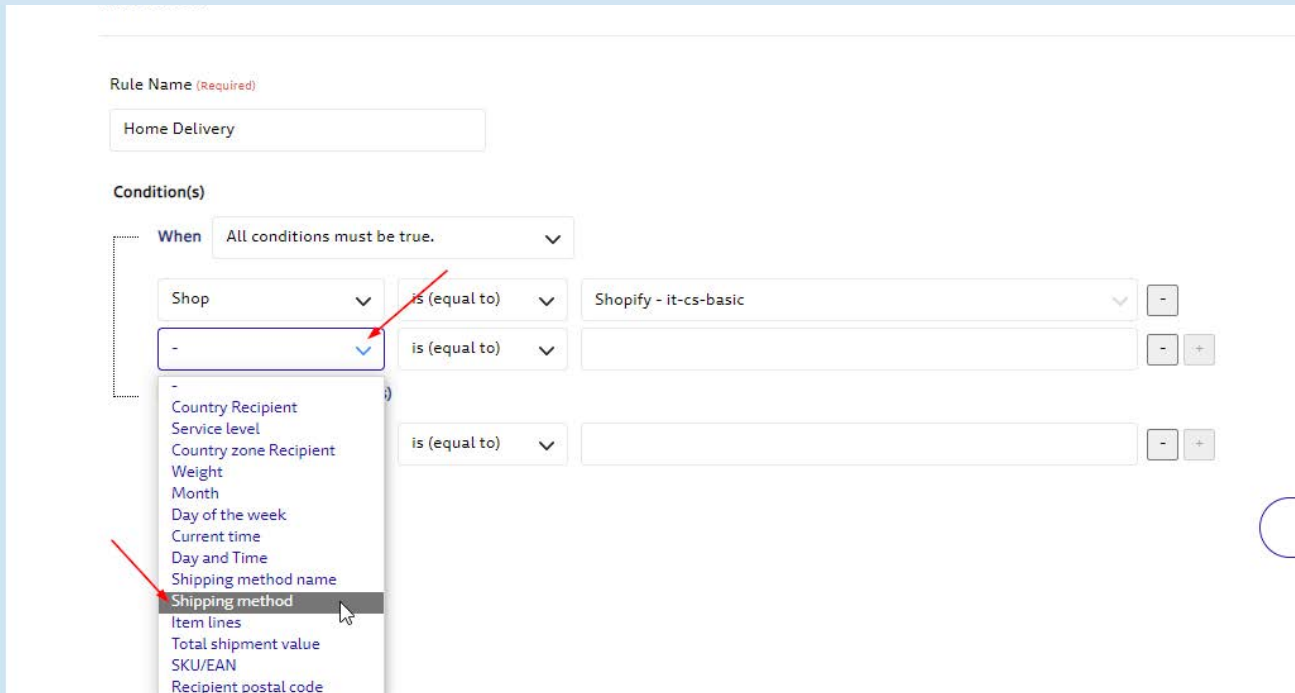
7. Then select the shipping method you are setting up a rule for. The shipping methods you can choose from here, are those you set up in Shopify earlier – Click&Ship imports the available shipping methods from there.
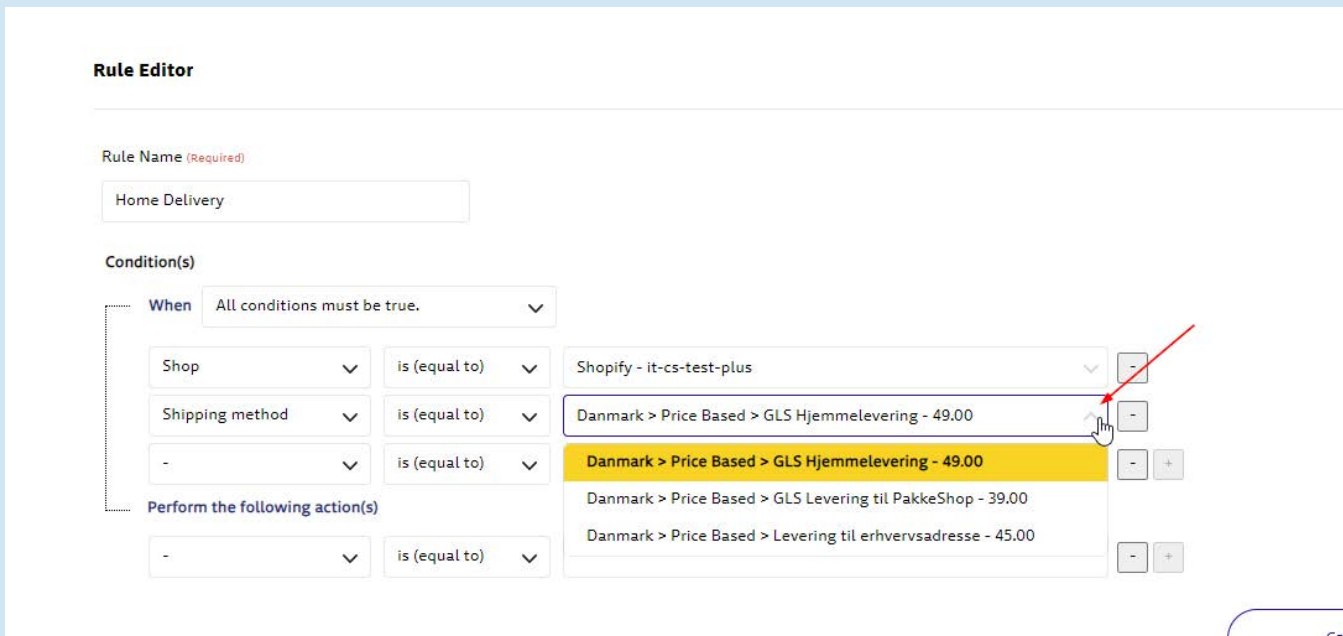
8. Then select "Service Level."
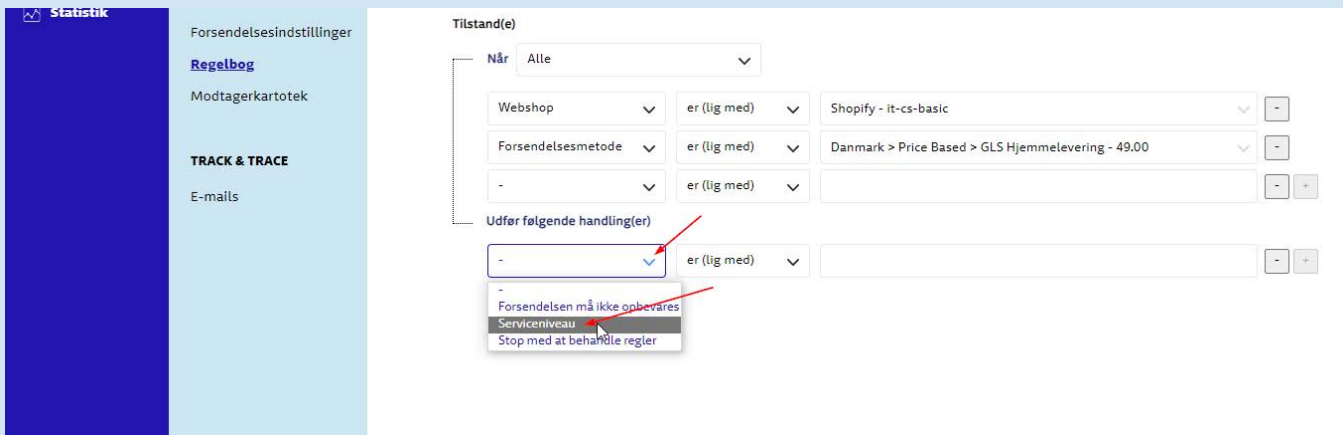
9. In the dropdown menu on the right, you can choose the GLS shipping service the parcel should have. Below is a description of which service to select depending on the shipping method you are setting up. The three most common ones are used as examples:

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.
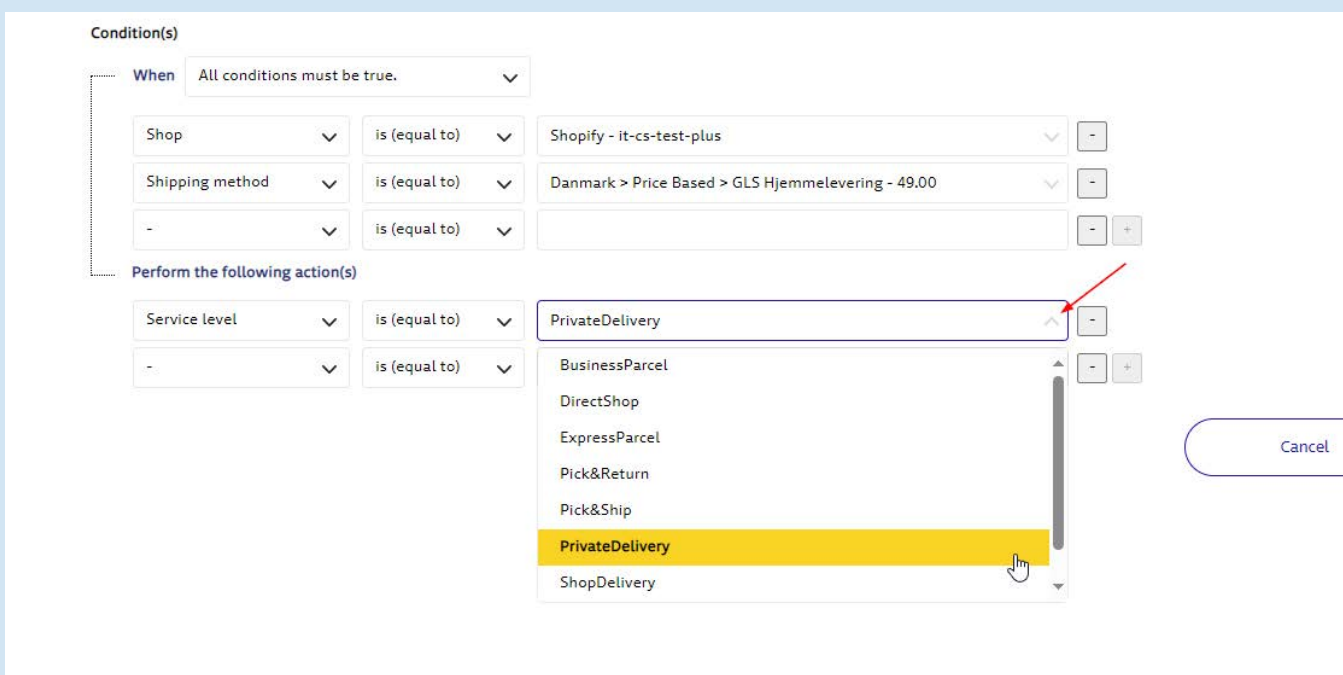
10. Click "Save."
11. The rule is now created. Repeat this process with the shipping options you want to offer your customers at the checkout.

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."

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 here 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."

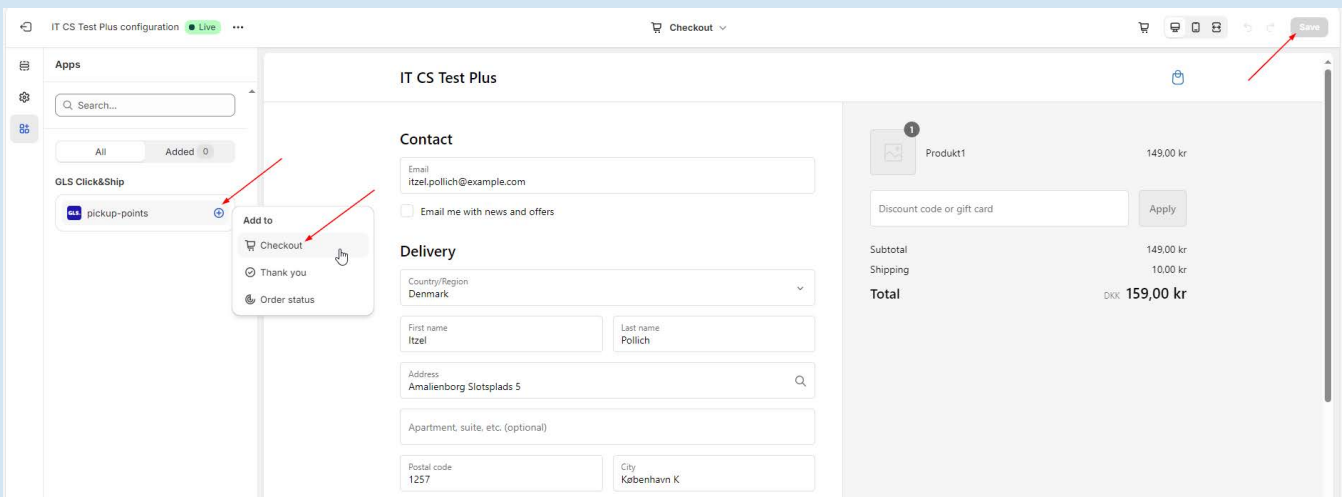# 4. Checkout Extensibility Blokeditor - Shopify Plus

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

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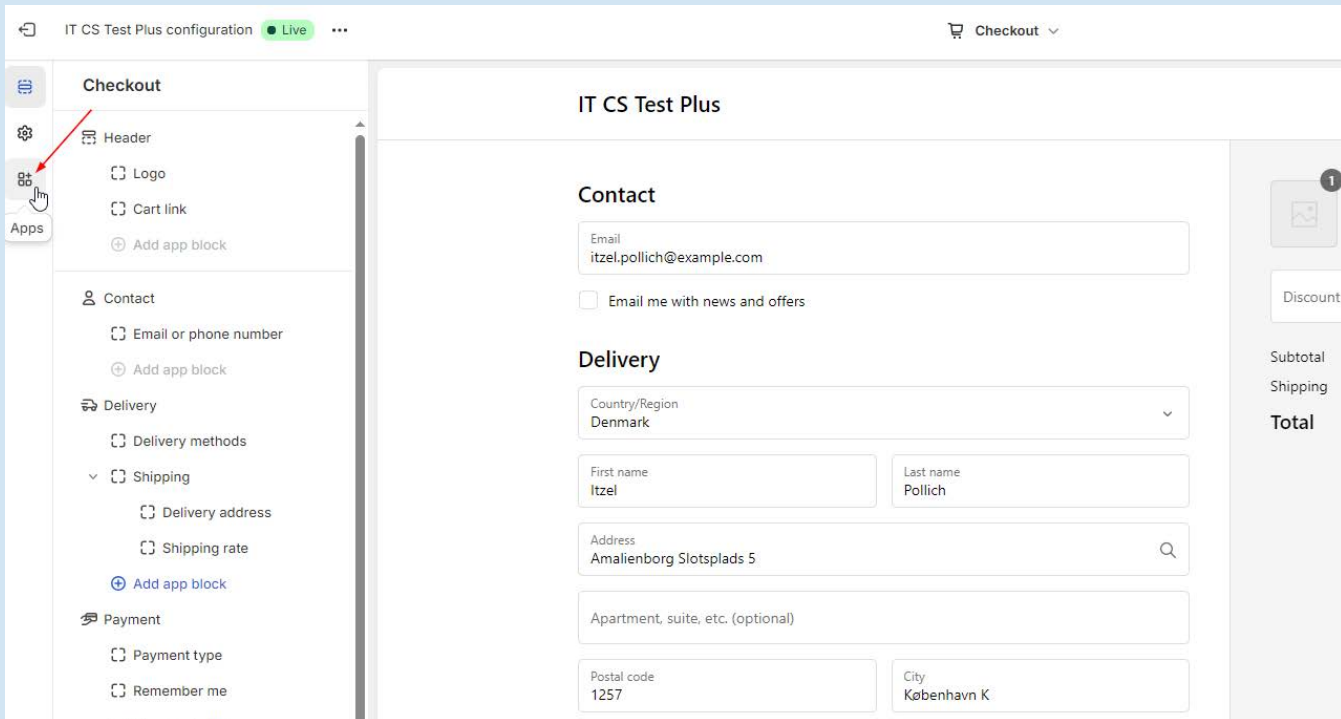

3. Click the plus sign and add the module to the checkout page.
4. Click "Save" once the module is added. The module will now appear on the checkout page.

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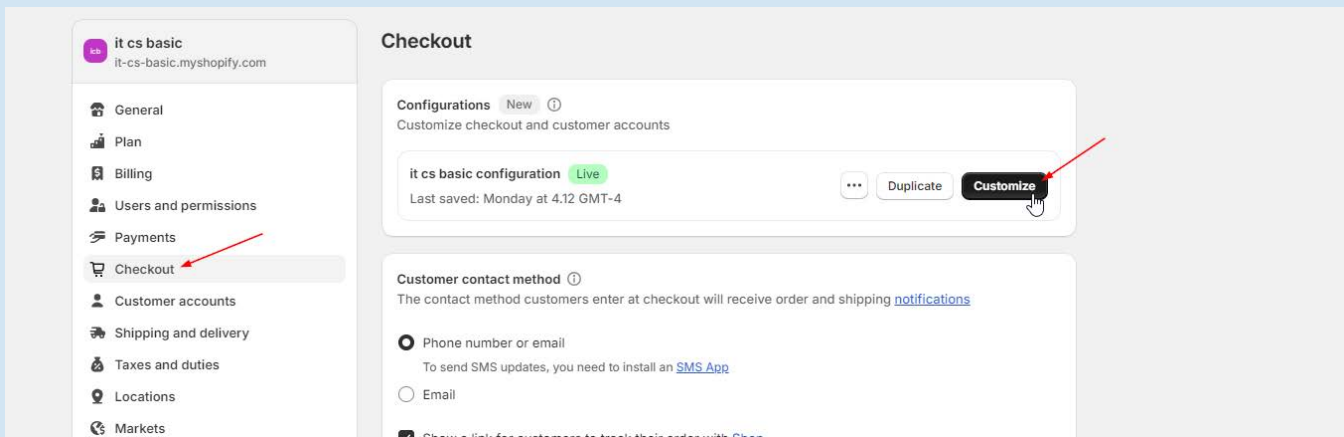
2. To add the GLS Click&Ship module to the "Thank you for your order" or order status page, click "Add app block."

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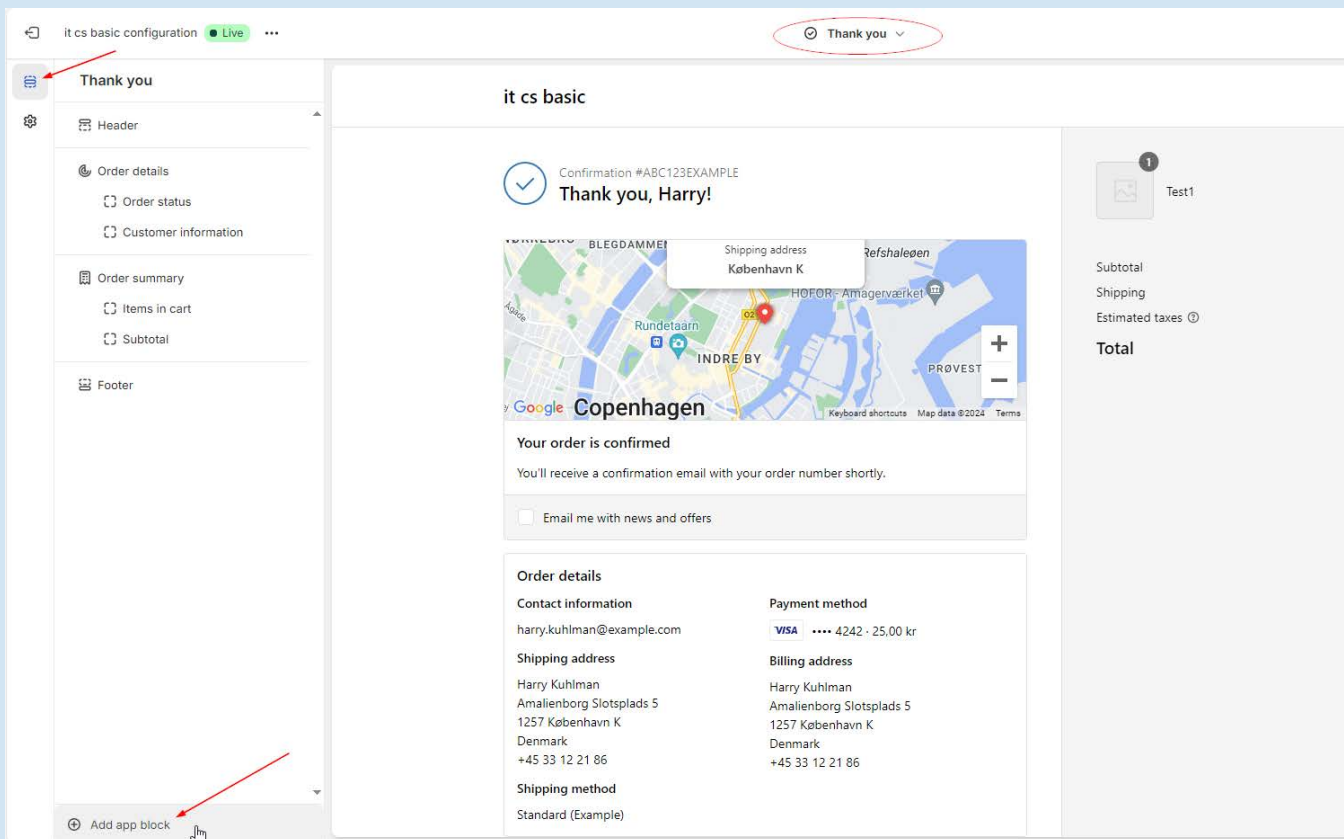
3. The GLS Click&Ship module will now appear and can be added to the "Thank you for your order" or order status page, as shown in the image below. To add it to the page, simply click on it and press "Save."
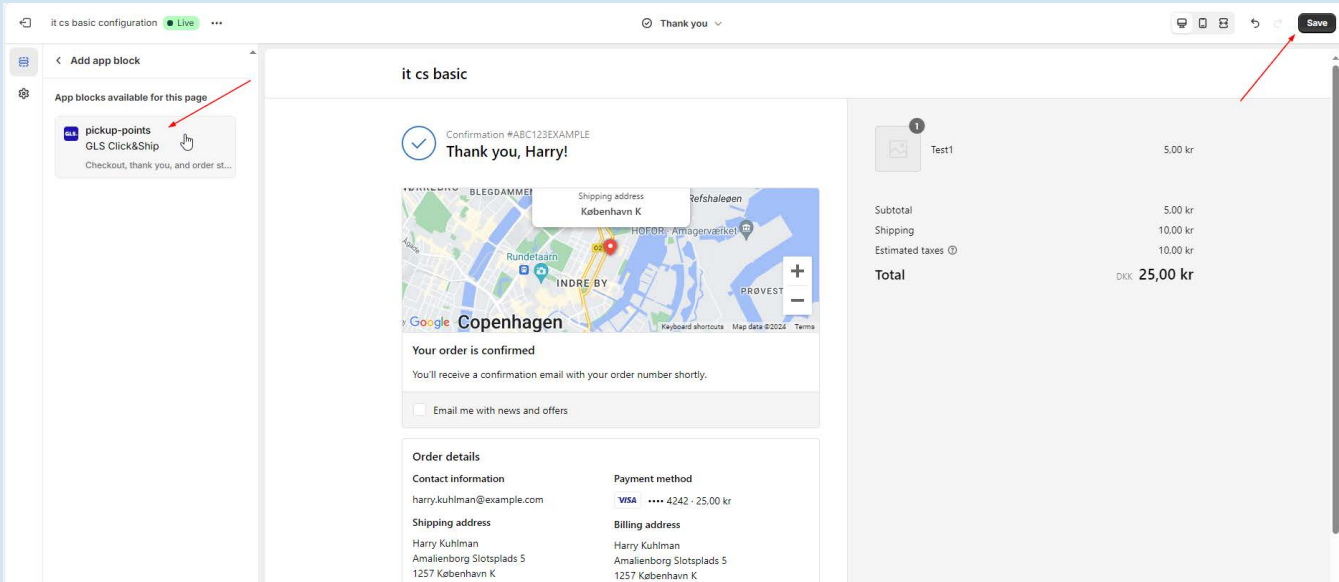

6. Printing Labels

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!

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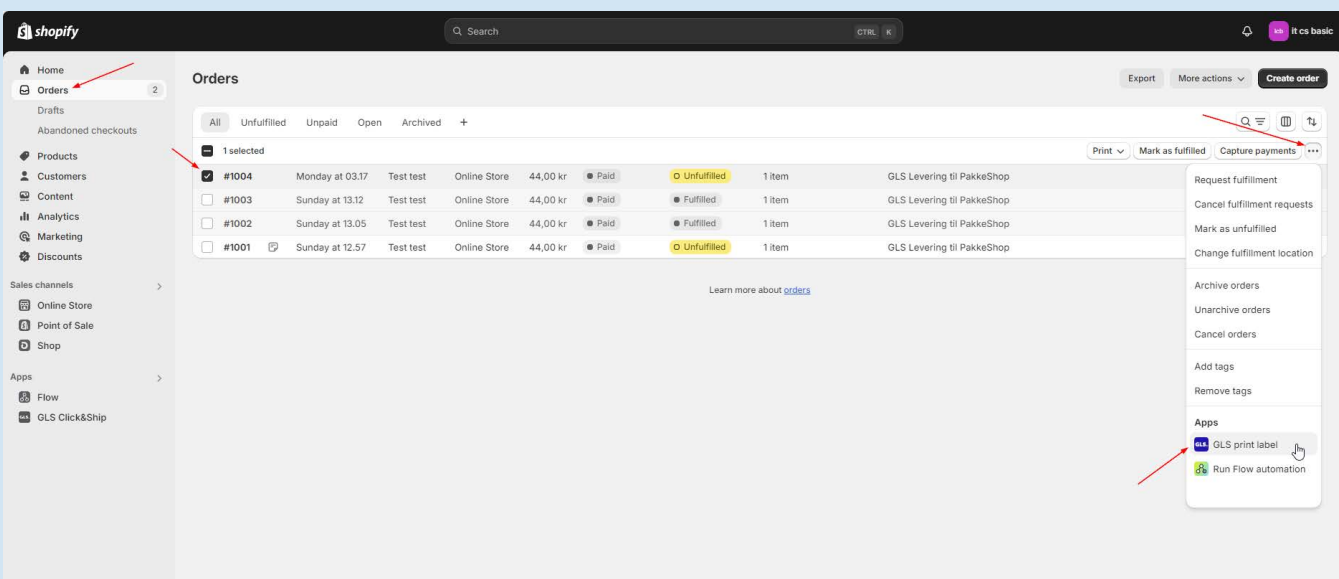
If you want to print more than one label at a time, you can do so as follows:

1. Log in to your Click&Ship portal.
2. Go to "Shipping" --> "Webshop Import" --> "Start Import."
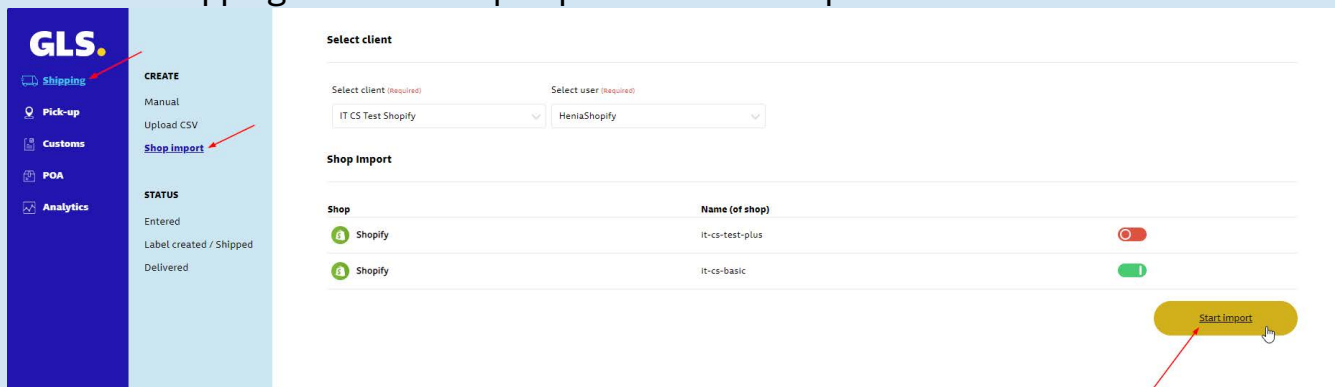
3. You will then be redirected to the "Print Labels" page, where you will see your imported orders.
4. Print the labels you want by