Document version 1.03

Content

1. Installation	1
2. Configuration	3
3. Setting up Shipping Methods	7
3.1 Home Delivery	8
3.2 Delivery to ParcelShops	
3.3 Delivery to Business Addresses	11
3.4 Weight-Based Shipping Method	13
3.5 Free Shipping	
4. Configuration of Shipping Methods	20
5. Export Orders to Click&Ship	25
5.1 Manual export	
5.2 Automatic export	

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 Integrations	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 Email		<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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 Dashboard Astra 	Add Plugins Upload Plugin		
 Posts Media Pages Comments Spectra 	If you h	væig fil GLSDk-3.1.89.zip	it here.
WooCommerce			
 Analytics Marketing 	Featured Popular Recommended Favourites Woo [2]	ress Plygin Directory right from here, or upload a plugin in .zip format by clicking the button at th	Search Plugins
Appearance Plugins Appearance Installed Plugins Add New Plugin Plugin file editor Users Tools	Classic Editor Classic Editor Chables the previous "classic" editor and the old-style Edit Post screen with TinyACE, Meta Boxes, etc. Supports all plugins that extend this screen. By WordPress Contributors	Akismet Anti-spam Spam Protection The best anti-spam protection to block spam comments and spam in a commerce. By Automattic - Anti-spam Team	Jetpack – WP Sec Backup, Speed, a Growth Improve your WP securi powerful one-click tools WAF, and malware scan tools like stats, CDN and sharing. By Automotic
 Settings Performance (3) Collapse menu 	★★★★★ (1,180) 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	Arrowski (2,117) 4+ Million Active Installations ✓ Comp.



2. Configuration

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

Shipping GENERAL Account	Select client			
Pick-up	ons			
Customs Printing	Select client (Require	a)	Select user (Required)	
POA	IT CS Test WooCo	mmerce 🗸 🗸	Henia	
Analytics				
Shipping I Rulebook				
Contact li				
	m Mag	ento?	shopify	W00 COMMERCE
TRACK & T	RACE		snopny	
Email				
	Mage 4.0.	nto 2 Sho 20	opify custom app	WooCommerce 3.1.89
	Conr	lect	Connect	Connect
				<u></u>

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



Ser (Required)			
×			
Platform version	Plugin version		Statu
9.0.2	3.1.88	Show Details	O
9.0.2	3.1.89	Show Details	
N.A.	N.A.	Show Details	O
	Platform version 9.0.2 9.0.2	Platform version Plugin version 9.0.2 3.1.88 9.0.2 3.1.89	Platform version Plugin version 9.0.2 3.1.88 Show Details 9.0.2 3.1.89 Show Details

Document version 1.03

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.

select client				
Select client (Required) Sel	lect user (Required)			
IT CS Test WooCommerce V	lenia 🗸			
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	
Unused key	N.A.	N.A.	Show Details	0
				Create new keys
ll integrations Integration details	Key management			
Select client Select client (Required) Si	elect user (Bequired)			
Select client Select client (Required) Si				
Select client Select client (Required) Si	elect user (Bequired)	Plugin version		State
Select client Select client (Required) IT CS Test WooCommerce	elect user (Required) Henia		Show Details	State
Select client Select client (Required) IT CS Test WooCommerce App key name	elect user (Required) Henia	Plugin version	Show Details Show Details	
Select client Select client Science Sc	elect user (Required) Henia	Plugin version 3.1.88		O
Select client Select client Select client (Required) IT CS Test WooCommerce Woocommerce Woocommerce Unused key Public key C Copy to Clipboard	elect user (Required) Henia Platform version 9.0.2 9.0.2 N.A.	Plugin version 3.1.88 3.1.89 N.A. Secret key	Show Details Hide Details	0
Select client Select client (Required) Select	elect user (Required) Henia Platform version 9.0.2 9.0.2 N.A.	Plugin version 3.1.88 3.1.89 N.A. Secret key x000000000000000000000000000000000000	Show Details Hide Details	0
Select client Select client Select client CSTest WooCommerce App key name Woocommerce Unused key Public key Copy to Clipboard xooococococococococococococococococococ	elect user (Required) Henia Platform version 9.0.2 9.0.2 N.A.	Plugin version 3.1.88 3.1.89 N.A. Secret key x000000000000000000000000000000000000	Show Details Hide Details	0
Select client Select client Select client (nequired) Select client (neq	elect user (Required) Henia Platform version 9.0.2 9.0.2 N.A.	Plugin version 3.1.88 3.1.89 N.A. Secret key x000000000000000000000000000000000000	Show Details Hide Details	0
Select client Select client (Required) Select client (Required) Select client (Required) Select client (Required) IT CS Test WooCommerce App key name Woocommerce Woocommerce Unused key: Public key Public key Copy to Clipboard Copy to Clipboard Copy to Clipboard Copy to Clipboard Copy to Select Copy to Clipboard Copy to Select Copy to	elect user (Required) Henia Platform version 9.0.2 9.0.2 N.A.	Plugin version 3.1.88 3.1.89 N.A. Secret key x000000000000000000000000000000000000	Show Details Hide Details	0

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 S 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>blipping 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.

ll 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 Clipbo	कार्य	Secret key	Copy to Clipboard	
xxxxxxxxxxxxxxxxxxxxxxxxxxxx		000000000000000000000000000000000000000	*	
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 i Henia Nørgård	user	
Admin: Used app key Not yet assigned		Admin: update system :		
Admin: URL for sending status updates		Admin: Platform version		

🖈 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 Q Pick-up	Account	Select client	
E Customs	Printing	Select client (Isophise) Select user (Isophise) IT CS Test WooCommerce V Henia V	
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 (i) Settings	_		

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			Fa Activity	Einish setup
🐼 Astra				Acuvity	Help 🔻
📌 Posts	General Products Shipping Payments Accounts & Pri	vacy 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	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 📵	Ø Zone name	Region(s)	Shipping method(s)		
Customers					
Reports	8 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					

- 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."

🔞 🟦 itcs1 🖸 10	👎 0 🕂 New 🧔 Performance 😣	2								
🚳 Dashboard 🕢	Settings									
🖈 Posts	General Products Shippir	g Payments	Accounts & Privacy	Emails	Integration	Advanced				
97 Media 📕 Pages	Stripe requires using the <u>webhook</u> . V	/ebhook Guide								
 Comments 	Shipping zones Shipping settings Cl	asses Weight Based S	hipping							
Spectra	<u>Shipping zones</u> > Denmark									
WooCommerce Home Customers Customers Reports Settings Status Extensions Variation Swatches f	Zone name Give your zone a name! E.g. Local, or Worldwide. Zone regions List the regions you'd like to include in your shipping zone. Customers will be matched against these regions.	Denmark × Denmark × Limit to specific ZIP/p	ostcodes							
 Products Analytics Marketing 	Shipping methods Add the shipping methods you'd like to make available to customers in this zone.	You can add	multiple shipping	Title methods	within this zo	ne. Only cust	omers within	nabled ee them.	Description	
 Appearance Plugins (6) Users Tools Settings 	Save changes	Add shipping metho	od							

- 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 denmark flat rate
Free shipping	Name Home Delivery
Flat rate	Your customers will see the name of this shipping method during checkout. Tax status
	Taxable
Local pickup	Cost
GLSDk: GLS Parcel Denmark Flat Rate	Enter a cost (excl. tax) or sum, e.g. 10.00 * [qty].
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. Service Level
GLSDk: GLS Parcel Denmark for Weight Based Shipping	PrivateDelivery
Weight Based Shipping	Selecting a pickup Point is
	Disabled
Weight Based Shipping 6 Preview	Insured View View View View View View View View
GLSDk GLS Parcel Denmark	
STEP 1 OF 2 Continue	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."

🕅 者 ites1 🖸 10	🛡 0 🕂 New 🚳 Performance 🟮 🧏			*	Hi, admin 🔯	
 Dashboard Astra 	Settings			ب Activity	Finish setup	
Posts ♀ Media	General Products Shipping Payments Accounts & Pri	vacy Emails Integration Advanced				
 Pages Comments Spectra 	Stripe requires using the webhook. Suide Shipping zones Shipping settings Classes Weight Based Shipping					
WooCommerce	Shipping zone Add zone 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 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."

🕅 🟦 ites1 🔂 10	퇟 0 🕂 New 🌍 Performance 🔞	2				
🚳 Dashboard	Settings					
🙆 Astra						
🖈 Posts	General Products Shippin	g Payments Accounts & Privacy	Emails Integration	Advanced		
9) Media						
📕 Pages	Stripe requires using the <u>webhook</u> . <u>V</u>	Vebhook Guide				
Comments	Shipping zones Shipping settings Cl	asses Weight Based Shipping				
3 Spectra	Shipping zones > Denmark					
👳 WooCommerce 🧹		/				
Home 🚯	Zone name					
Orders 🛐	Give your zone a name! E.g. Local, or Worldwide.	Denmark				
Customers						
Reports						
Settings	Zone regions	Denmark ×			٦	
Status	List the regions you'd like to include in your shipping zone. Customers will					
Extensions	be matched against these regions.	Limit to specific ZIP/postcodes				
Variation Swatches 🚅						
Products	Shipping methods		Title		Enabled	Description
II Analytics	Add the shipping methods you'd like		in the second se			Searprin
🖗 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 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 "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. Enter a cost (excl. tax) or sum, e.g. 10.00 * [qty].
GLSDk: GLS Parcel Denmark Free Shipping	Use [qtv] 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			Help 🔻	
 Pages Comments Spectra 						
WooCommerce	Shipping zones Add zone Add zone 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, 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				
9 Media	General Products Shippin	Payments Accounts & Privacy Emails Integration Adva	aced	
Pages	Stripe requires using the <u>webhook</u> . <u>V</u>	bhook Guide		
Comments	Shipping zones Shipping settings Cl	ses Weight Based Shipping		
3 Spectra	Shipping zones > Denmark			
	Sinpping zones > Denindrk			
WooCommerce	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	Denmark ×		
Extensions Variation Swatches f	be matched against these regions.	anne to specific zir/justcodes		
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. On	y customers within the zone will see them.	
🔊 Appearance				
🖌 Plugins 🌀		Add shipping method		
🚢 Users		1		
🖋 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 "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. Enter a cost (excl. tax) or sum, e.g. 10.00 * [qty]. Use [qty] for the number of items,
GLS Parcel Denmark Free Shipping		Cost [ty] to the number 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 Con	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."

🔞 🏦 itcs1 🔂 10	🛡 0 🕂 New 💩 Performance 📵 🎽			*	Hi, admin 🔲	
 Dashboard Astra 	Settings			Fa Activity	Finish setup	
✓ Posts ♥ Posts ♥ Media	General Products Shipping Payments Accounts & Priva	icy Emails Integration Advanced			Help 🔻	
 Pages Comments 	ents Shipping zones Shipping settings Classes Weight Based Shipping					
Spectra	Add zone 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 zone, and we luse their shipping address to show them the methods available in their area.					
Home 3 Orders 3 Customers	Zone name Region(s) Shipping method(s)					
Reports Settings	Rest of the World	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.				
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												
a Sea The second se	General	Products	Shipping	Payments	Accounts & Privacy	Emails	Integration	Advanced				
🤧 Media 📕 Pages	Stripe require	es using the web	hook, Webl	nook Guide								
-												
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 in your shipping z			Denmark ×					 J			
Extensions	be matched again			nit to specific ZIP	<u>//postcodes</u>							
Variation Swatches 🚅												
Products	Shipping meth	ods				714				5-11-1	Description	
II Analytics	Add the shipping		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							
差 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	👎 0 🕂 New 🜒 Performance	2			\ *	Hi, admin		
I Dashboard	y o T new Grenomanee	~			P3			
🙆 Astra	Settings	P Activity Activity Fir						
📌 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 f	Add the shipping methods you'd like to make available to customers in this							
Products	zone.	Home Delivery		GLSDk GLS Parcel Denmark	Edit Del	lete		
Analytics								
🜪 Marketing		Delivery to ParcelShops		GLSDk GLS Parcel Denmark	Edit Del	lete		
Appearance								
🖆 Plugins 🔞		Delivery to Business Adresses		GLSDk GLS Parcel Denmark	Edit Del	lete		
👗 Users					1			
🔑 Tools		GLS Parcel Denmark for Weight Based Shipping		GLSDk GLS Parcel Denmark	Edit Del	lete		
Settings					G			
Performance (3)		Add shipping method						
Collanse menu		Add shipping meanda						

- 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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Dashboard	Settings
🙆 Astra	
📌 Posts	General Products Shipping Payments Accounts & Privacy Emails Integration Advanced
🧐 Media	
📕 Pages	Stripe requires using the webhook. Webhook Guide
Comments	Shipping zones Shipping settings Classes Weight Based Shipping
Spectra	Shipping zones > Denmark > GLSDk: GLS Parcel Denmark for Weight Based Shipping
👐 WooCommerce	GLSDk GLS Parcel Denmark
Home (3) Orders (3) Customers Reports	GLSDk Settings Service Level - Sendinsured Selecting a pickup Point is Optional
Settings	
Status Extensions	
Variation Swatches 🚅	
Products	Add shipping rules
Analytics	
Marketing	Click the button below to get started.
🔊 Appearance	Add shipping rules
2	
🖌 Plugins 🙆	
🛓 Users	

🕅 📸 itcs1 😋 10	투 0 🕂 New 🜒 Performance 🔕 🔰
🚯 Dashboard	Settings
🕼 Astra	
📌 Posts	
9 Media	General Products Shipping Payments Accounts & Privacy Emails Integration Advanced
Pages	Stripe requires using the webhook. Webhook Guide
Comments	Shipping zones Shipping settings Classes Weight Based Shipping
🚯 Spectra	Shipping zones > Denmark > GLSDk: GLS Parcel Denmark for Weight Based Shipping
WooCommerce	GLSDk GLS Parcel Denmark
Home (3) Orders (3) Customers Reports	GLSDk Settings Service Level - Sendinsured Selecting a pickup Point is Optional V
Settings Status Extensions	Shipping Rules Add new
Variation Swatches 🧲	No shipping rules defined.
Analytics	
🕐 Marketing	
🔊 Appearance	
🖌 Plugins 🔞	
🛓 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.

Rule Settings		×
Taxable	Yes	
Label		
Ladel	Rule label, just for you. Customers won't see it.	
Title		
The .	Weight Based Shipping Title of the shipping option which customers see during	
	checkout.	
Conditions	shown to the customer. All the following conditions must be met to activate the rule.	
Destination	All allowed V	
Order Weight	above 0 or equal	
	below 💿 or equal	
Order Subtotal	above 0 🗸 or equal	
	after tax included	
	I after discount applied	
Charges		
This controls shipping price when this rule is	is active.	
Base Cost	0	_
	Leave empty or zero if your shipping price has no flat part.	
Weight Rate	charge 0 kr. for each 1 kg	
	over 0 kg	
	Leave charge field empty if your shipping price is flat. Use over field to skip weight part covered with Base	
	Cost or leave it empty to charge for entire order weight.	
Shipping Classes Allows overriding shipping price for specific shipping classes	The function is available in the <u>Plus version</u> . Try out the <u>live demo</u> .	14
Modifiers		
With the following you can modify resulting	g shipping price.	23
Limit Total Cost	minimum	-
	minimum	
		Close

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."

🔞 🎢 itcs1 🔂 10	🛡 0 🕂 New 🧔 Performance 📵 🎽			4‡	Hi, admin 🔝
🙆 Dashboard	Settings			Pa Activity	Einish setup
🙆 Astra				ritarity	Help 🔻
📌 Posts	General Products Shipping Payments Accounts & Pri	vacy 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	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)		
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.			
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."

🔞 📸 itcs1 🖸 10	루 0 🕂 New 🧔 Performance 🚳	2		
🚳 Dashboard	Settings			
🙆 Astra				
🖈 Posts	General Products Shippin	Payments Accounts & Privacy Emails Integration Advanced		
9] Media				
📕 Pages	Stripe requires using the <u>webhook</u> . <u>W</u>	bhook Guide		
Comments	Shipping zones Shipping settings Cla	ses Weight Based Shipping		
Spectra	<u>Shipping zones</u> > Denmark			
WooCommerce	Zone name			
Home 🔞	Give your zone a name! E.g. Local, or Worldwide.	Denmark		
Orders 🛐 Customers	wondwide.			
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 × imit 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 zone. Only customers wi	thin 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 denmark free shipping ×
Free shipping	Name Free Shipping Your customers will see the name of this shipping method during checkout.
Flat rate	Free shipping requires
Local pickup	Minimum order amount
GLSDk: GLS Parcel Denmark Flat Rate	0,00 kr. Customers will need to spend this amount to get free shipping.
GLSDk: GLS Parcel Denmark Free Shipping	Apply minimum order rule before coupon discount If checked, free shipping would be available based on pre-discount order amount.
GLSDk: GLS Parcel Denmark for Weight Based Shipping	Service Level
Weight Based Shipping	Selecting a pickup Point Is Optional
Weight Based Shipping 6 Preview	Insured
GLSDk GLS Parcel Denmark Free Shipping	No
STEP 1 OF 2 Continue	STEP 2 OF 2 Back Create and save

Document version 1.03

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 Integrations	Select client
Customs	Printing	Select client (hequired) Select user (hequired)
POA		> >
Analytics	SHIPPING Shipping Defaults	Add Rule
	<u>Rulebook</u> Contact list	Add Rule Blank Rule Light Shipment
	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.

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	client				
5elect (client (Required)	Select	ct user (Required)		
IT CS	Test WooCommerce	√ Test	stWooCommerce	- *	
ule Ed	ditor				
	1				
Home	ame (Required) e Delivery tion(s)				
Home Condit	e Delivery	true.	~		
Home Condit	e Delivery		~ ~		+
Home Condit	e Delivery tion(s) When All conditions must be	is (equal to)			- +

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4. Select "Shop"

GLS.		Rulebook
C Shipping	GENERAL Account	Select client
Q Pick-up	Integrations	
📓 Customs	Printing	Select client (Required) Select user (Required)
🕑 РОА		× V
Analytics	SHIPPING Shipping Defaults <u>Rulebook</u>	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) V - +
		Day and Time Day of the week Is (equal to) Item lines Month
🗊 Support		Recipient postal code Service level Shipping method name
Settings		SKU/EAN by 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.

ule	Name (Required)	0						
Ho	me Delivery							
Cond	lition(s)							
	When All	conditions must be	e true.	~				
	Shop	~	is (equal to)	~	Shopify - it-cs-basic			
	12	~	is (equal to)	~	Shopify - it-cs-basic		ŧ.	
	Perform the f	following action(s)			Shopify - it-cs-test-plus			
	-	~	is (equal to)	\sim		-		

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6. Then select "Shipping Method."

Rule E	Editor			
Rule N	Vame (Required)			
Hom	ne Delivery			
Condi	ition(s)			
	When All conditions must b	e true. 🗸 🗸		
	Shop 🗸	is (equal to) 🗸 🗸	Shopify - it-cs-basic	~ -
	- 🗸	is (equal to) 🗸 🗸		7
	- Country Recipient)		
	Service level Country zone Recipient Weight	is (equal to) 🗸 🗸 🗸		-
	Month Day of the week Current time Day and Time Shipping method name			
	Shipping method Item lines Total shipment value SKU/EAN Recipient 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.

bula I	Name (Re	a line of					
	ne Deliv						
Cond	ition(s)						
	When	All conditions must	be true.	~			
	Shop	~	is (equal to)	~	Shopify - it-cs-test-plus		
	Shipp	ing method 🗸 🗸	is (equal to)	~	Danmark > Price Based > GLS Hjemmelevering - 49.00		
		~	is (equal to)	~	Danmark > Price Based > GLS Hjemmelevering - 49.00	- +	
	Perform	the following action	n(s)		Danmark > Price Based > GLS Levering til PakkeShop - 39.00		
		~	is (equal to)	~	Danmark > Price Based > Levering til erhvervsadresse - 45.00	- +	

Document version 1.03

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)	\sim		
- Do not	t store the shipment	_			
Servic	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	me Delivery			
Cond	lition(s)			
_	When All conditions must b	e true. 🗸 🗸		
	Shop 🗸	is (equal to) 🗸 🗸 🗸	WooCommerce - http://itcstest.dk	
	Shipping method name \checkmark	is (equal to) 🗸 🗸 🗸	Home Delivery	
	- •	is (equal to) 🗸 🗸 🗸		
L	Perform the following action(s	5)	/	
	Service 🗸	is (equal to) 🗸 🗸 🗸	PrivateDelivery -	
	- 🗸	is (equal to) 🗸 🗸	BusinessParcel	
			DirectShop	
			ExpressParcel	Cancel
			Pick&Return	
			Pick&Ship	
			PrivateDelivery	

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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)					
ome Delivery					
dition(s)					
When All conditions mus	t be true.	~			
Shop 🗸	is (equal to)	~	WooCommerce - http://itcstest.dk		
Shipping method name 🗸	is (equal to)	~	Home Delivery		
- ~	is (equal to)	~		- +	
Perform the following action	n(s)				
Service 🗸	is (equal to)	~	PrivateDelivery	~	
	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."

) 📸 itcs1 😯 10	🛡 🖣 0 🕂 New 🜒 Performance 🚳 🞽			
Dashboard	Orders			
Astra Posts	Orders Export Preset Orders to GLS Clic	k and Ship Add order		
Media Pages	All (24) Processing (4) Completed (20) Export to GLS Click and Shi ✓ Apply	All dates V Filter by registered customer V	Filter	
Comments) Spectra	Order \$	Date 🗘	GLS Click and Ship Status / Action	Status
WooCommerce	#2066 Test Test	2 Aug 2024	£° 🚅	Processing
ne 🛐 Iers 🖪 🔶	#2065 Test Test	1 Aug 2024		Processing
tomers orts ings	#2062	 30 Jul 2024 		Processing
us ensions	#2061	✤ 30 Jul 2024	£° 🚅	Processing
iation Swatches 🚅	#2056	 12 Jul 2024 		Completed
Products Analytics	#2055	12 Jul 2024		Completed
Marketing	#2054	12 Jul 2024		Completed
Appearance	#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.

Document version 1.03

LS.	Create label(s)		Sort lis	t by: Entry date 👳 🕴	Select date range (from Search	
create Manual	Select client					
Upload CSV	Select client (Required)	Select user (Required)				
A STATUS Entered	IT CS Test WooCommerce 🗸 🗸	Henla 🗸				
Label created / Shipped	Entered					
	Date Recipient/Order nr.	Platform	Shipping service	Country	Status	
	2024-08-02 Test Test 2066	WooCommerce	GLS Parcel Denmark	DNK	Ready to create label	
	2024-08-01 Test Test 2065		GLS Parcel Denmark	E DNK	Ready to create label	
	2024-07-30 2062	wooCommerce	GLS Parcel Denmark	DNK	Ready to create label	
	2024-07-30 ₂₀₆₁	wooCommerce	GLS Parcel Denmark	DNK	Ready to create label	
	2024-07-12 2053	wo WooCommerce	GLS Parcel Denmark	DNK	⊘ Ready to create label	
	5 Results Show 10 🗸					
nt						
ngs						
admin						

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.

🝈 🏠 itcs1 🕂 10 투 0	+ New 🧶 Performance 🧿 🞽		
🐼 Astra		A new token will be automatically requested when this one expines	
📌 Posts		Carriers Available In your contract	
91 Media		GLS Parcel Denmark - Has Pickup	
Pages		You can add them to shipping zones Don't forget to set the appropriate cost for each carrier if you don't have free	
Comments		shipping for all orders	
Spectra			
WooCommerce		Export to GLS Click and Ship	
Products			
Analytics		Export Preset Orders	
🗬 Marketing		When you click "Export Preset Orders" in the orders view, export all orders not exported successfully, with status	
🔊 Appearance		Pending payment	
😰 Plugins 🚳		Processing	
🛓 Users		On hold	
		Completed	
🖌 Tools		Cancelled	
If Settings		Refunded	
General		Failed	
Writing		Draft	
Reading		Automatic Export	
Discussion		Send orders to GLSDk when status matches	
Media Permalinks		Processing V	
Privacy			
GLS Click and Ship			
Settings		Pickup Points +	
Performance (3)			
Collapse menu		Label Printing	+
		y	_

Document version 1.03

- 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.

CIS		Create label(s)				Sort list by: Entry date 🗸	Select date range (from Se	arch Q
GLS						sort ast by: Endy date o	- Select date hange (nom	
💭 Shipping 🥢	CREATE							
♀ Pick-up	Manual Upload CSV	Select client						
🗄 Customs	optione as t	Select client (Requi	(here)	Select user (Required)				
🕑 РОА	STATUS	IT CS Test Wood						
Analytics	Entered							
	Label created / Shipped	Entered						
	Delivered							
		Date	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	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		GLS Parcel Denmark	E DNK	⊘ Ready to create label	٥
		2024-07-12	2053		GLS Parcel Denmark	E DNK	⊘ Ready to create label	٥
		5 Results	Show 10 🗸					
🗊 Support								
③ Settings								
🚔 GLS admin								
🕞 Log out								