



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 displays the GLS App interface. On the left is a dark blue sidebar with the GLS logo at the top. Below the logo are icons and labels for 'Shipping', 'Analytics', 'Settings' (highlighted with a gear icon), 'Support' (with a speech bubble icon), and 'Logout' (with a door icon). The main content area has a light blue header with three tabs: 'All integrations' (active), 'Integration details', and 'Key management'. Below the tabs, the left side of the main area lists categories: 'GENERAL' (Account, Integrations, Printing), 'SHIPPING' (Shipping Defaults, Rulebook, Contact list), and 'TRACK & TRACE' (Email). The right side of the main area is titled 'Installation' and features the Amazon logo. Below the logo is a list of steps: 'Click "Your Shop Backoffice" below and Login to your Seller account', 'Accept permissions to Integrate', and 'Installation completed'. A note states: 'Please follow the [Quick Guide](#) for configuration purposes'. At the bottom of the main area are three buttons: 'Download Quick Guide' (with a download icon), '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.

Cancel

Confirm

Manually import orders

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

GLS.

Shipping

Analytics

Settings

Support

Logout

CREATE

Manual

Upload

Shop import

STATUS

Entered

Label created / Shipped

Delivered

Shop Import

Shop	Name (of shop)	
 Amazon	Amazon A3PNJAV4CVI5V1	☒

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.

GLS.

Shipping

Analytics

Settings

Support

Logout

GENERAL
Account
Integrations
Printing

SHIPPING
Shipping Defaults
Rulebook
Contact list

TRACK & TRACE
Email

All integrationsIntegration detailsKey management

Integration / Store name	Action
Amazon: Amazon A3PNJAV4CVI5V1 + General Name (of shop) <i>(Required)</i> Amazon A3PNJAV4CVI5V1 Update track code to shop ☒ Shop is active ☒ + Add Shipping Rules	Hide details Remove

Update

Add a shop