



QUICKGUIDE *for*
Otto

Installation

Enter the GLS easyConnect (Germany) platform with your credentials and go to **Settings > Integrations > All Integrations** and click **“Connect”** to start the installation of Otto.

The screenshot shows the GLS easyConnect platform interface. On the left is a dark blue sidebar with the GLS logo and navigation links: Shipping, Analytics, Support, Settings, 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, there are four integration cards arranged horizontally. Each card features a platform logo at the top, the platform name in the center, and a yellow 'Connect' button at the bottom. The cards are for Shopify, eBay, Amazon, and Otto.

Integration	Connect Button
Shopify	Connect
eBay	Connect
Amazon	Connect
OTTO	Connect

After that you will be redirected to the screen below, and you need to click on “Your Shop Backoffice”

The screenshot shows the GLS backoffice interface. On the left is a dark blue sidebar with the GLS logo and navigation links: Shipping, Analytics, Support, Settings, 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, the 'OTTO' logo is displayed in a large white box. To the right of the logo, under the 'Installation' heading, there is a list of steps: 'Click Your shop backoffice below', 'Accept permissions', and 'Installation complete'. Below the list, it says 'Please follow the Quick Guide for configuration purposes'. At the bottom of the white box is a 'Download Quick Guide' link. To the right of the white box are two buttons: a 'Cancel' button and a yellow 'Your Shop Backoffice' button.

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Installation

- Click [Your shop backoffice](#) below
- Accept permissions
- Installation complete

Please follow the [Quick Guide](#) for configuration purposes

[Download Quick Guide](#)

Cancel

Your Shop Backoffice

You will be redirected to Otto's Partner connect where you need to grant access to GLS easyConnect (Germany). Click on the **confirm** button.

OTTO | PARTNER
CONNECT

Grant access

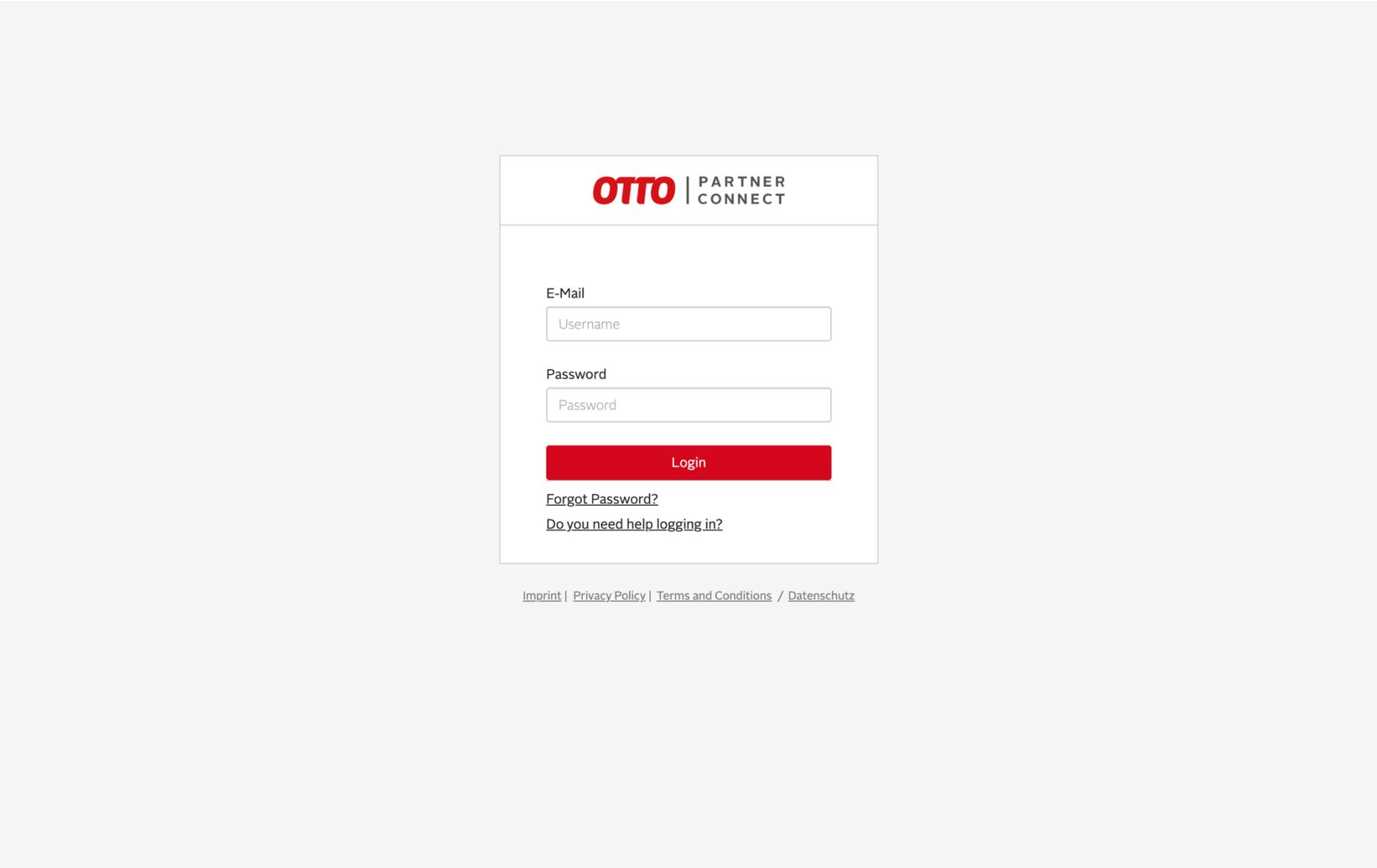
The GLS easyConnect (Germany) app requires access to your OTTO Market data. GLS easyConnect (Germany) therefore receives the following permissions*

- ✓ Shipments
- ✓ Orders
- ✓ Products
- ✓ Receipts

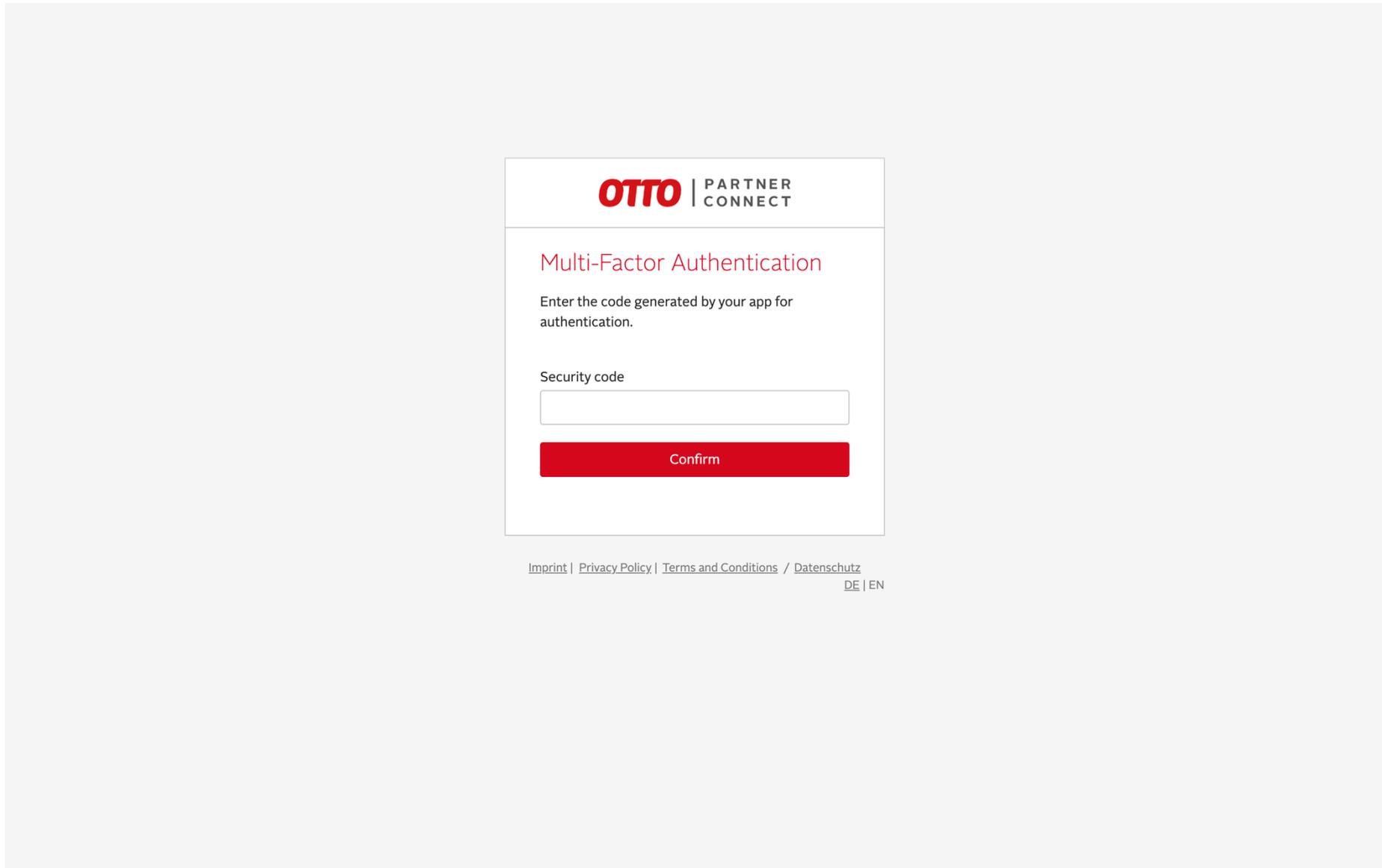
*You can revoke access at any time in the Partner Portal under "My Service Providers".

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And provide your email and password to add it to your account. If you don't have an account with Otto, you can request one [here](#)



You will be asked to authenticate with the OTP, using the phone provided upon registration at Otto.



After the installation is complete, you can check the GLS easyConnect (Germany) app in the Installed Apps section.

The screenshot shows the OTTO Partner Connect interface. The top left features the OTTO logo and 'PARTNER CONNECT' text. The top right has a settings gear icon and the GLS logo. A dark sidebar on the left contains 'Dashboard' and 'Installed Apps' (the latter is highlighted). The main content area is titled 'Settings » Installed Apps' and contains a section titled 'Installed Apps' in red. Below this is a sub-section 'Service providers associated with you' containing a table with the following data:

App Name	service provider	Connected interfaces	Status
GLS easyConnect (Deutschland)	GLS easyConnect (Deutschland)	Shipments , Orders , Products , Receipts	Active

At the bottom of the table area, there are links for 'Legal Notice | Data Privacy | Terms & Conditions'. A back arrow icon is located in the bottom left corner of the sidebar.

Quick setup

After the correct installation, you can access the plug-in settings, in the GLS easyConnect Platform (<https://easyconnect.gls-pakete.de>) by going to **Settings > Integrations > Integration details** to confirm all the settings of your shop.

By default, we have defined standard settings for your convenience.



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Integration / Store name

Action



Otto: demoshop

[Hide details](#)



[Remove](#)

+ Basic settings

Integration / Store name *(Required)*

Otto shop

What status will be set after import?

PROCESSABLE

What status will be set after label is printed?

SENT

What status will be set on delivery?

-

Shop is active *(Required)*

Update track code to shop

+ Shipping Rules

Update

Add a shop

Basic settings

In the **Basic settings tab**, you can find the following settings:

Integration / Store name

Your Shop domain (please confirm that it has the correct name included)

What status will be set

The status displayed in the page for after import, after label is printed and set on delivery are by set by default for you, so you don't need to change them, unless you need to.

Shop is Active

By default, the state of this option is on, so your web shop is able to communicate between the GLS easyConnect platform and Otto

Update Track & Trace code to shop

This option communicates your tracking ID back to your web shop after you create the label(s) for your order(s) in the GLS easyConnect platform. By default, the state of this option is on.

Shipping rules

In the Shipping rules tab, you will be redirected to the shipping rules page.

The rulebook allows the creation of rules that define which shipping solution and/or extra option to use for each type of shipping that comes from an online shop or CSV import.

It is important to note that shipping methods (shipping description and shipping value presented to the customer at check out) are configured in the online shop. The rulebook assigns the desired shipping solution and/or extra options to each of these methods.

The fundamental principles for using the shipping rules are as follows:

- Rules created in the rule book are cumulative so the order in which they are stored is important.
- You should pay special attention if there are conflicting rules. In this case you can add more shipping characteristics to make the rules unique or use the Stop Processing condition to prevent one rule overlapping with another.
- Rules are based on one or more characteristics of the shipment. Rules can be created where all selected characteristics must be present (All) or only some (Any);

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Rule Editor

Shipping rules

Rule Editor

Rule Name (Required)

Blank Rule

Condition(s)

When All conditions must be true. ▾

Country Recipient is (equal to) ▾ - +

Country zone Recipient(s) is (equal to) ▾ - +

- ✓ -
- Country Recipient
- Country zone Recipient (s)
- Current time
- Day and Time
- Day of the week
- Extra option
- Item lines
- Month
- Shipping method name
- Shop
- SKU/EAN
- Total shipment value
- Weight

Cancel

Save

An **operator** can be defined based on the selected attributes (the most frequent are the operators “is”, “is not”, “contains” and “does not contain”)

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Shipping rules

Rule Editor

Rule Name (Required)
Blank Rule

Condition(s)
When All conditions must be true. ▾

- ▾

Perform the following action(s)
- ▾

- is (equal to)
- is not (equal to)
- contains
- does not contain
- does not contain (case sensitive)
- does not contain (case sensitive)
- is less than
- is larger than
- is less or equal to
- is larger or equal to

Cancel Save

An **action** can be selected to apply when the condition is reached. The most common is Carrier / Extra Option that allows to choose the shipping solution and Extra Option to apply, “Stop processing rules” that is important in case of conflicting rules and “Do not store shipment” that is used when shipping should not be imported (e.g. Store pickup)

The screenshot shows the GLS Shipping rules configuration interface. On the left is a dark blue sidebar with the GLS logo and navigation links for Shipping, Analytics, Support, Settings, and Logout. The main content area has a light blue header with 'Shipping rules' and a 'Rule Editor' section. The 'Rule Editor' contains a 'Rule Name' field with the text 'Blank Rule'. Below it is a 'Condition(s)' section with a 'When' dropdown set to 'All conditions must be true.' and a single condition row with a dropdown set to '-' and the operator 'is (equal to)'. The 'Perform the following action(s)' section has a dropdown menu open showing options: 'Do not store the shipment Extra option', 'Lock from further changes', and 'Stop processing rules'. The 'Stop processing rules' option is selected. At the bottom right are 'Cancel' and 'Save' buttons.



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Shipping rules

Rule Editor

Rule Name (Required)

Blank Rule

Condition(s)

When

- All conditions must be true.
- Any one of the conditions is true.
- None of the conditions are true.
- Always execute when this rule is reached.

-

- +

Perform the following action(s)

-

▼

is (equal to)

▼

- +

Cancel

Save

Shipping rule example

The configuration of shipping rules depends on the shop configuration.

Examples:

Let's illustrate a shipping rule with the example of a rule created for a **specific "Shop"** (Otto) and adding an additional extra option "**Letterbox (DE)**"

- When creating this simple rule, the selected **attributes** are "Shop"
- For the **operators**, using "is (equal to)" for the "Shop" attribute should match the Otto store (i.e. Otto - Otto).
- In the **action** you must select the "Carrier" and the "Extra option" desired, and if your GLS contract contains more than one service.



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Rule Editor

Rule Name (Required)

Nicht-EU-Versand

Condition(s)

When All conditions must be true.

Shop <input type="button" value="v"/>	is (equal to) <input type="button" value="v"/>	Otto - Otto <input type="button" value="v"/>	<input type="button" value="-"/>
- <input type="button" value="v"/>	is (equal to) <input type="button" value="v"/>	<input type="text"/>	<input type="button" value="-"/> <input type="button" value="+"/>

Perform the following action(s)

Carrier <input type="button" value="v"/>	is (equal to) <input type="button" value="v"/>	Parcel <input type="button" value="v"/>	<input type="button" value="-"/>
Extra option <input type="button" value="v"/>	is (equal to) <input type="button" value="v"/>	Letterbox (DE) <input type="button" value="v"/>	<input type="button" value="-"/>
- <input type="button" value="v"/>	is (equal to) <input type="button" value="v"/>	<input type="text"/>	<input type="button" value="-"/> <input type="button" value="+"/>

Cancel

Save

Other configurations

An additional configuration section is available in the shipping platform, in this section you will be able to better manage the GLS products and your account.

GLS Account Credentials

This page will allow you to connect your WebAPI GLS account and display the services that you have available on your contract.



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Password

WebAPI credentials

What are your WebAPI access details for the Parcel and Express products?

Parcel

Please enter your known WebAPI access data here:

WebAPI Username	WebAPI Password	Customer-ID Contact-ID (with spaces between both IDs)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save

Shipping defaults

This page will allow you to set shipping defaults and select default services based on your GLS contract.



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Shipping method

Shipping service

Further options

Define shipping services

Select the default settings

Parcel ?

Service

Add return label i

Save

Import Orders

To import orders from Otto to GLS easyConnect, go to the menu Shipping select the option **Shop Import**, confirm that the shop(s) are activated and click on the button **“Start Import”**

The screenshot displays the GLS easyConnect interface. On the left is a dark blue sidebar with the GLS logo at the top. Below the logo are menu items: 'Shipping' (with a truck icon), 'Analytics' (with a line graph icon), 'Support' (with a speech bubble icon), 'Settings' (with a gear icon), and 'Logout' (with a door icon). The main content area has a light blue background and is divided into sections. The top section is titled 'CREATE SHIPMENT' and contains 'Manual', 'CSV-Import', and 'Shop-Import' (which is underlined in blue). Below this is the 'ORDERS' section with 'Create labels & more', 'Created labels & more', and 'Delivered'. The right side of the interface shows the 'Shop Import' configuration. It has a title 'Shop Import' and a table with two columns: 'Shop' and 'Name (of shop)'. There is one row for 'Otto' with a red circular icon containing 'otto' and a green toggle switch. Below the table is a yellow rounded button labeled 'Start import'.

Shop	Name (of shop)	Activation
 Otto	otto	<input checked="" type="checkbox"/>

Creating Labels

To create a label for your order(s), go to the shipping portal, and on the menu Shipping select the option **Create labels and more**, select the order(s) and click on the button **“Create label”**

The screenshot displays the GLS shipping portal interface. On the left is a dark blue sidebar with the GLS logo and navigation options: Shipping, Analytics, Support, Settings, and Logout. The main content area is light blue and contains a 'CREATE SHIPMENT' section with 'Manual', 'CSV-Import', and 'Shop-Import' options. Below this is an 'ORDERS' section with a highlighted 'Create labels & more' link. A table of orders is shown, with a 'Create label(s)' button above it. A dropdown menu is open from the button, listing options like 'Export CSV', 'Export XML', and 'Create order picklist'. The table has columns for 'Date', 'Shipping service', 'Country', and 'Status'. All orders in the table are marked as 'Ready to create label'. At the bottom, it shows '8 Results' and a 'Show 10' dropdown.

Date	Shipping service	Country	Status
2024-04-23	Parcel	DEU	Ready to create label
2024-04-23	Parcel	DEU	Ready to create label
2024-04-23	Parcel	DEU	Ready to create label
2024-04-23	Parcel	DEU	Ready to create label
2024-04-23	Parcel	DEU	Ready to create label
2024-04-23	Parcel	DEU	Ready to create label
2024-04-23	Parcel	DEU	Ready to create label
2024-04-23	Parcel	DEU	Ready to create label