



QUICKGUIDE *for*
WooCommerce

Installation

1. In your GLS easyConnect account, go to **"Settings" > "Integrations" > "All Integrations" > "WooCommerce"** and click on **"Download version"**
2. The GLS for WooCommerce plugin (.zip) will now be downloaded locally.

The screenshot displays the GLS easyConnect account 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' (active), 'Integration details', and 'Key management'. Below the tabs is a dropdown menu showing the version '3.1.91'. The main content area is titled 'WooCommerce' and features the WooCommerce logo. Below the logo, it says 'WooCommerce 3.1.91'. To the right of the logo, there is an 'Installation' section with a list of instructions: 'Download' the latest plugin version, upload the ZIP file from the Shop backoffice, click 'Install Now' and 'Activate', click 'Create Keys' to create keys, and paste the keys in the 'GLS Settings' page. Below the instructions, there is a note: 'Please follow the Quick Guide for configuration purposes'. At the bottom of the page, there are four buttons: 'Download Quick Guide', 'Cancel', 'Download Version', and 'Create keys'.

- Now log in to your WordPress administration environment and click on **"Plugins" > "New plugin"** and then click on **"Upload plugin"**
- Select the just saved .zip file and click **"Install Now"**
- As a final step in the installation, click **"Activate Plugin"**. The GLS for WooCommerce plugin is now active.

Howdy, test

Help

Add Plugins [Upload Plugin](#)

If you have a plugin in a .zip format, you may install or update it by uploading it here.

Choose File | no file selected | Install Now

Featured Popular Recommended Favorites

Keyword Search plugins...

Plugins extend and expand the functionality of WordPress. You may automatically install plugins from the [WordPress Plugin Directory](#) or upload a plugin in .zip format by clicking the button at the top of this page.



Classic Editor

Enables the previous "classic" editor and the old-style Edit Post screen with TinyMCE, Meta Boxes, etc. Supports all plugins that extend this screen.

By *WordPress Contributors*

★★★★★ (1,058) | Last Updated: 8 months ago | 5+ Million Active Installations | Untested with your version of WordPress

[Install Now](#) | [More Details](#)



Akismet Spam Protection

The best anti-spam protection to block spam comments and spam in a contact form. The most trusted antispam solution for WordPress and WooCommerce.

By *Automattic*

★★★★★ (931) | Last Updated: 2 months ago | 5+ Million Active Installations | ✓ Compatible with your version of WordPress

[Install Now](#) | [More Details](#)



Jetpack – WP Security, Backup, Speed, & Growth

[Install Now](#) | [More Details](#)



Classic Widgets

Enables the previous "classic" widgets settings

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Plugin configuration

The plugin should now be activated. Go back to the WooCommerce integration page in your GLS easyConnect account and click on "Create Keys" and in the Key management page click on "Create new keys" The created keys need to be pasted into WooCommerce.

The screenshot displays the GLS Key management 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", "Integration details", and "Key management" (which is active). Below the tabs is a table with the following data:

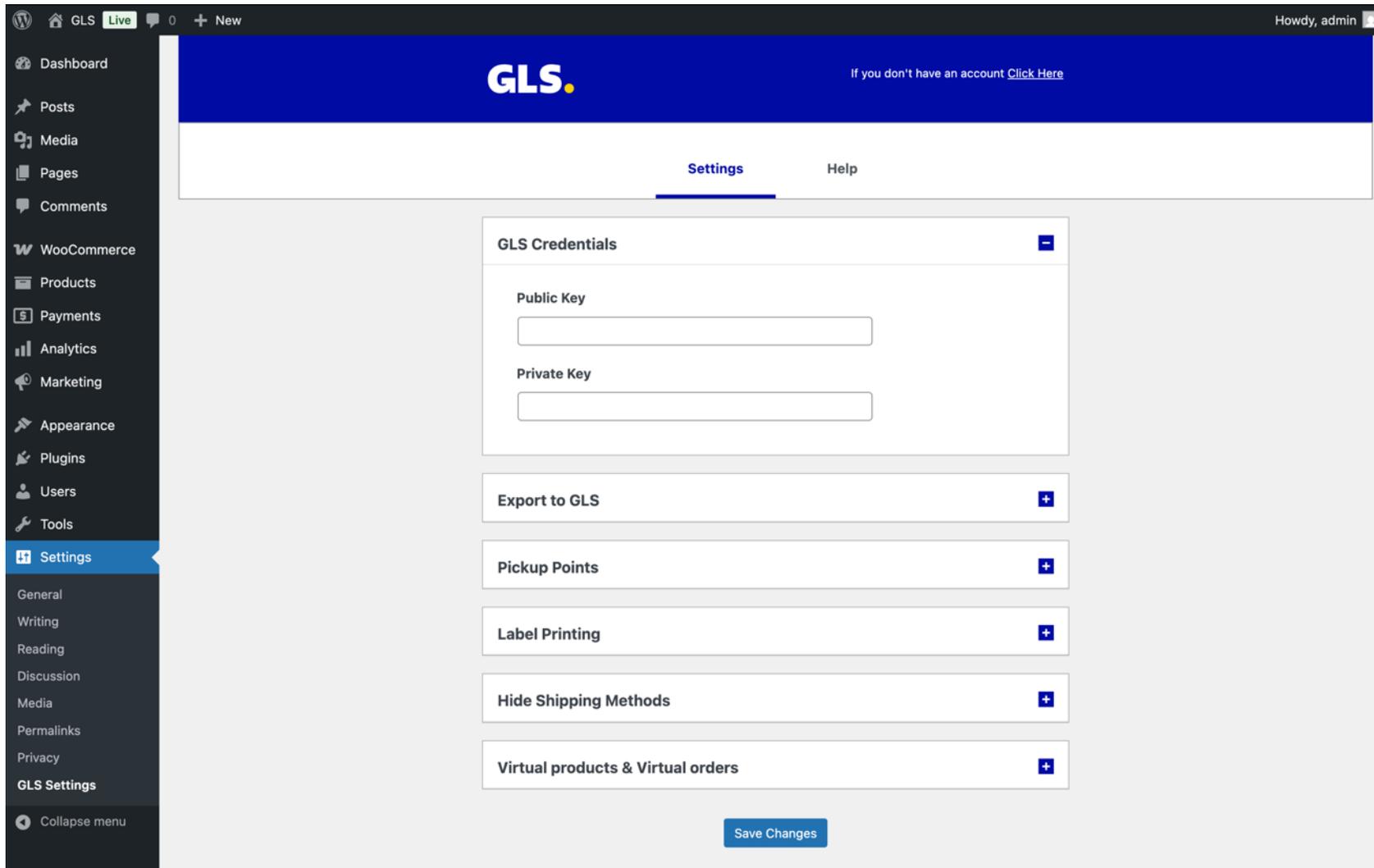
App key name	Platform version	Plugin version	Status
WooCommerce	8.3.1	3.1.77	Hide Details I

Below the table, there are two columns of key information:

- Public key:** A text box containing a masked key with a "Copy to Clipboard" icon.
- Secret key:** A text box containing a masked key with a "Copy to Clipboard" icon.
- Token key assigned:** Not yet assigned.
- Token expire date:** Not yet assigned.
- URL for sending status updates:** http://www.glsdemostore.com
- Shipments go to:** http://www.glsdemostore.com
- Admin: key id:** 2
- Default settings used of user:** GLS Admin
- Admin: Used app key:** 93E5666F-2E83-3AF4-ACD0-7C4070AD27D9
- Admin: update system:** 5: WooCommerce
- Admin: URL for sending status updates:** http://www.glsdemostore.com
- Admin: Platform version:** 8.3.1
- Admin: Plugin version:** 3.1.77

At the bottom right of the interface is a yellow button labeled "Create new keys".

To do that go to **"Settings" > "GLS Settings"** and paste the keys into the corresponding fields



Make the desired choices in the following steps of the GLS Settings page. Explanations around the options are displayed in the **"Help"** tab of the plugin.

Configuring Status Updates

Now that the plugin is configured and linked to your GLS easyConnect account, the link is displayed in GLS easyConnect. The next step is to choose if and when order statuses are automatically updated by the plugin.

1. In your GLS easyConnect account, go to **"Settings" > "Integrations" > "Integration details"** and click **"Details"**.
2. Now make a selection at which moment an order status should be updated and click on **"Update"** to save the changes

The screenshot shows the 'Integration details' page for a WooCommerce integration. The left sidebar contains navigation options: Shipping, Analytics, Support, Settings, and Logout. The main content area has tabs for 'All integrations', 'Integration details' (selected), and 'Key management'. Below the tabs, there's a table with one integration entry: 'WooCommerce: http://glsdemostore.com'. The entry has 'Hide details' and 'Remove' actions. Below the table is a 'General' section with several settings: 'Integration / Store name' (http://glsdemostore.com), 'What status will be set after import?' (Processing), 'What status will be set after label is printed?' (Do not change status), and 'What status will be set on delivery?' (Completed). There are also two toggle switches: 'Shop is active (Required)' and 'Update track code to shop', both of which are turned on. A 'Token Expires: -' field is also present. At the bottom right, there is a yellow 'Update' button and a yellow 'Add a shop' button.

Activate GLS Parcel Shop selection in Check-out

If you want to give your customer the option in the check-out to send a shipment directly to a GLS Parcel Shop, the following steps must be taken.

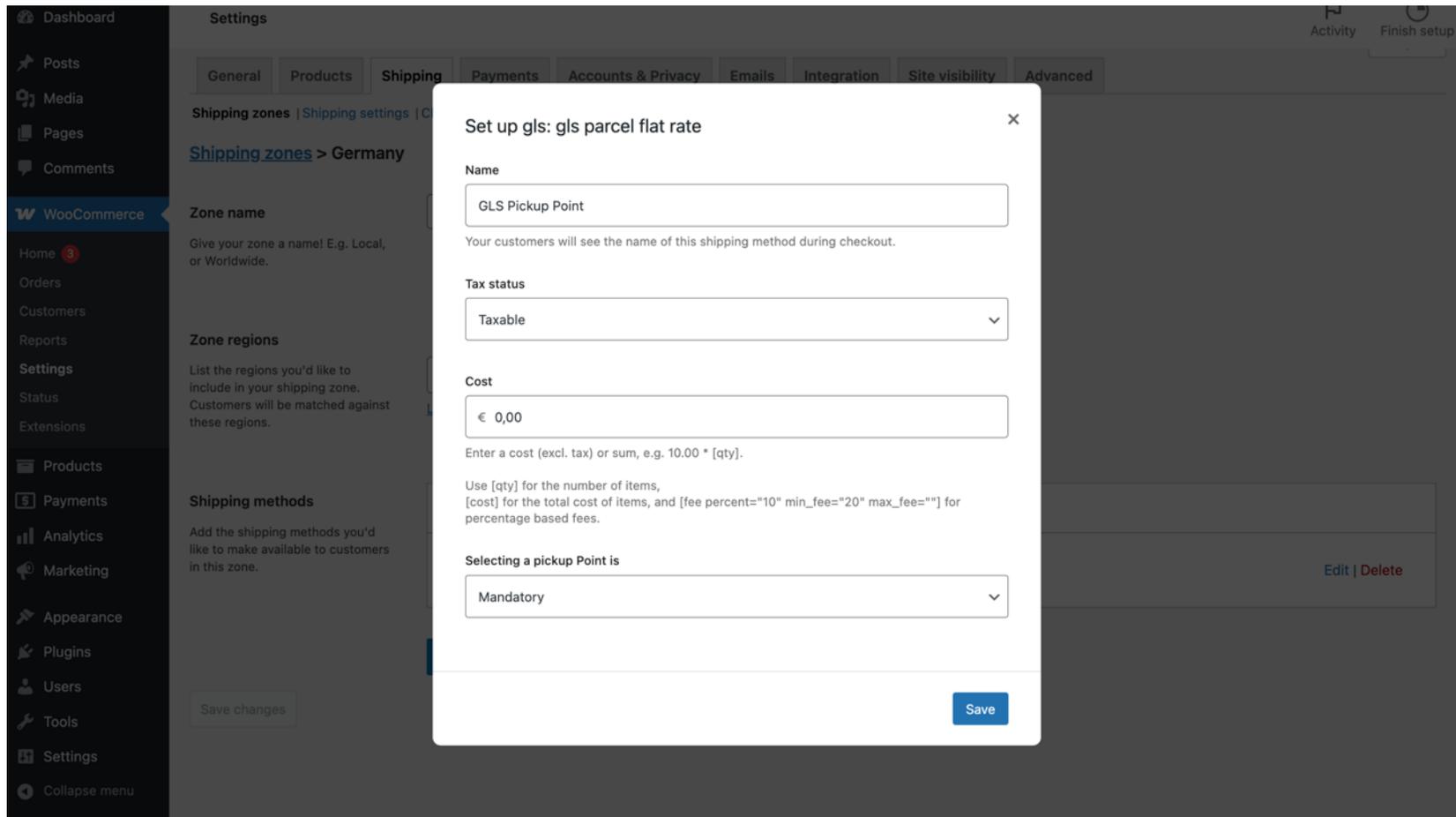
1. From WooCommerce, go to **"WooCommerce" > "Settings" > "Shipping Methods"**
2. Add a new shipping method, choose a name and make a choice in which country(s) it is available
3. Click in **"Shipping Methods"** on **"Add Shipping Methods"** and select shipping method **"GLS Parcel"** and now click again on **"Add Shipping Methods"**

The screenshot shows the WooCommerce admin interface. The left sidebar contains navigation menus for Dashboard, Posts, Media, Pages, Comments, WooCommerce (with sub-items: Home, Orders, Customers, Reports, Settings, Status, Extensions), Products, Payments, Analytics, Marketing, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Settings' and has tabs for General, Products, Shipping, Payments, Accounts & Privacy, Emails, Integration, Site visibility, and Advanced. The 'Shipping' tab is active, showing 'Shipping zones | Shipping settings | Classes | Local pickup'. The current page is 'Shipping zones > Germany'. It features three main sections: 'Zone name' with a text input field containing 'Germany'; 'Zone regions' with a tag input field containing 'Germany' and a link to 'Limit to specific ZIP/postcodes'; and 'Shipping methods' which contains a table with one entry: 'GLS Pickup Point' (Title), 'Enabled' (toggle switch), and 'GLS GLS Parcel' (Description). Below the table is an 'Add shipping method' button. At the bottom left of the main content area is a 'Save changes' button.

Title	Enabled	Description
GLS Pickup Point	<input checked="" type="checkbox"/>	GLS GLS Parcel Edit Delete

4. Now click on **"Edit"** in the just added shipping methods, and indicate the shipping costs and make a choice in **"Pickup Point Selection"** for the orders in the check-out:

- **mandatory** to make selection of a Parcel Shop location mandatory for these shipping methods
- **optional** to make selection of a Parcel Shop location optional for these shipping methods
- **disabled** to not offer the selection of a Parcel Shop location for these shipping methods



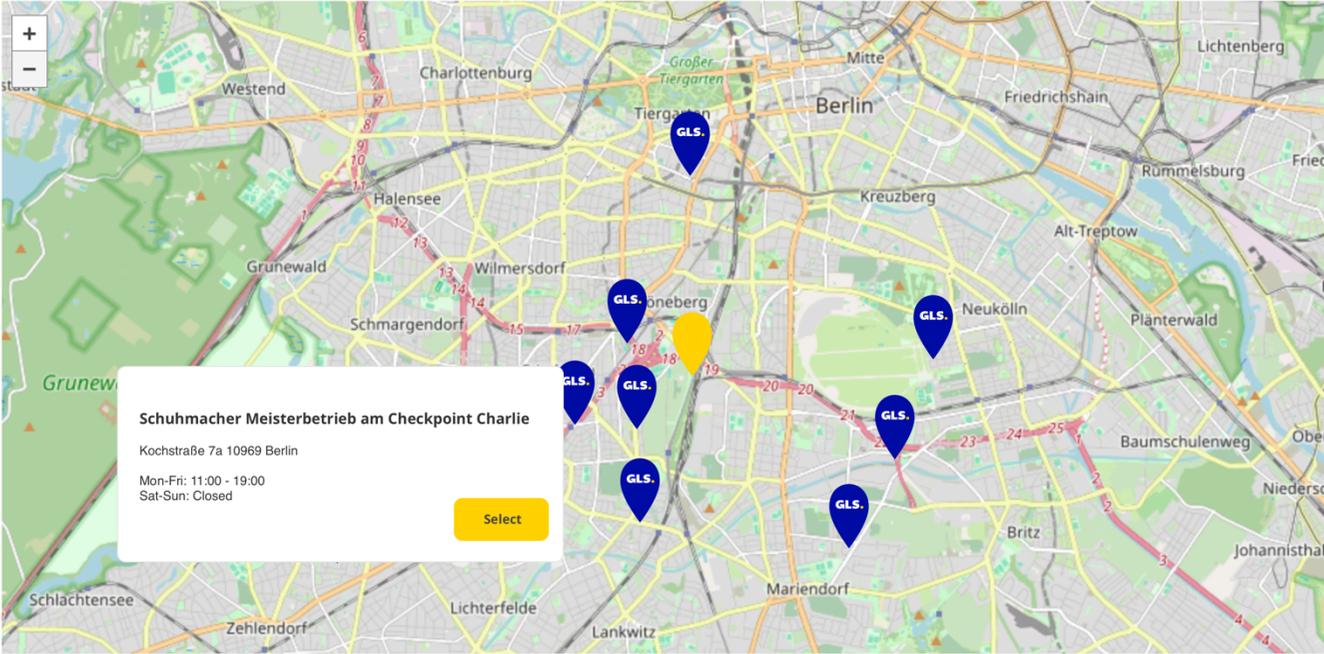
** If you are interested in entering costs for a shipping method based on weight, we recommend adding the Weight Based Shipping plugin. The GLS for WooCommerce plugin is compatible with this. After installing this plugin we list an additional shipping method called 'GLS {Parcel/Express} for Weight Based Shipping'.

5. Once the shipping methods have been saved and an **'Optional'** or **'Mandatory'** selection of a Pickup point has been made, the customer can make a selection in the check-out. By default, the points are displayed in an OpenStreetMap or, if Google Map keys have been entered in the configuration, a Google Map.

10969 Search

MAP LIST

Displaying the 10 closest points to the given location



The map displays the city of Berlin with 10 GLS pickup points marked by blue pins. The pins are numbered 1 through 10. A yellow pin is highlighted, corresponding to the popup information. The popup text is as follows:

Schuhmacher Meisterbetrieb am Checkpoint Charlie
Kochstraße 7a 10969 Berlin
Mon-Fri: 11:00 - 19:00
Sat-Sun: Closed

Select

Export orders or create shipping labels from WooCommerce

There are two ways to export WooCommerce orders to your GLS easyConnect platform. It is also possible to create shipping labels directly from within WooCommerce. An explanation of these options can be found in the 'Help' section of the plugin. To do so, go to "Settings" > "GLS Settings" > "Help".

The screenshot shows the WordPress admin dashboard with the GLS plugin interface. The left sidebar contains a menu with items like Dashboard, Posts, Media, Pages, Comments, WooCommerce, Products, Analytics, Marketing, Appearance, Plugins, Users, Tools, Settings (highlighted), General, Writing, Reading, Discussion, Media, Permalinks, Privacy, and GLS Settings. The main content area has a blue header with the GLS logo and a link for users without an account. Below the header are tabs for Settings and Help (selected). The Help section is expanded to show 'Export Orders' and 'Status order to label'. The 'Status order to label' section explains that status icons in the order list indicate export or printing errors. It lists four status types: 'Order not exported' (orange icon), 'Order exported successfully' (green icon), 'Order was exported with errors' (red icon with 'w' and 'e'), 'Label successfully printed' (green icon), and 'Label request returned errors' (red icon with 'r' and 'e'). A 'Creating shipping labels in Woocommerce' section is also visible at the bottom.