



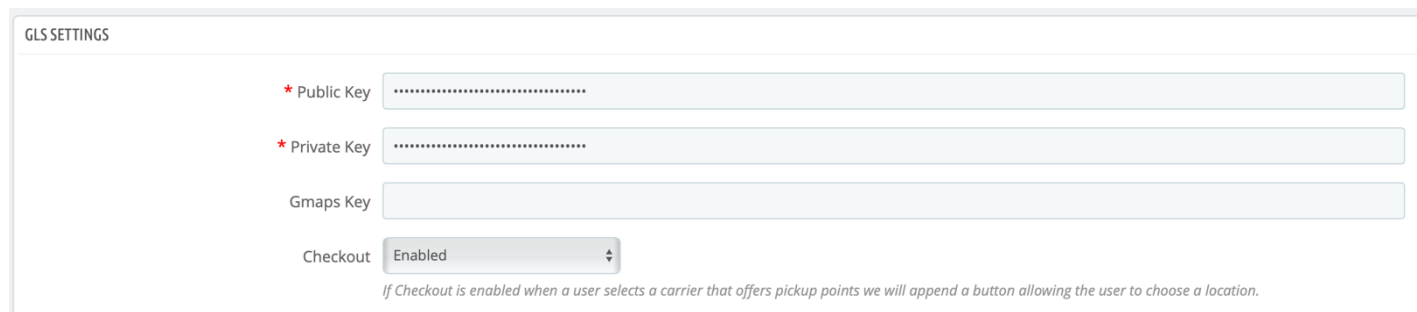
Quick guide *for*
PrestaShop

Installation

1. Download the latest plugin file via '**Settings**' > '**Integrations**' > '**All Integrations**' > '**Prestashop**' > '**Link**' and save this ZIP file in a folder on your computer
2. From Prestashop back office, go to '**Modules**' > '**Modules & Services**' and click '**Upload a module**'.
3. Choose the ZIP file that was just saved
4. Once the installation is complete, click '**Configure**'.

Configuration - basic

1. To create the link between Prestashop and GLS Shipping, first of all, keys need to be created. In GLS Shipping, go to '**Settings**' > '**Integrations**' > '**Key management**' and click '**Create new keys**'.
2. Activate the keys by clicking the red button under '**Status**' so that it turns green
3. Click '**Details**' to display the keys. Copy the Public and Secret keys and paste them into the Plugin settings in Prestashop



GLS SETTINGS

* Public Key

* Private Key

Gmaps Key

Checkout

If Checkout is enabled when a user selects a carrier that offers pickup points we will append a button allowing the user to choose a location.

4. Under "**Export Preset Orders**," select which order statuses apply to shipments that can be sent and click "**Save**".

Notice:

- There are three optional settings:

a) **Gmaps keys:** in case a choice to select a Parcel Shop is given in the checkout, it is presented in Open Maps by default. In case it is desired to display Google Maps, please enter your Google Maps keys.

b) **Checkout:** in case it is not desired to offer a choice for delivery on Parcel Shops choose 'Disabled'.

c) **Exclude Shipping Weight:** if no weights are set for products or if different units are used, select 'Yes' so that weights are not sent along to the GLS Shipping portal.

- In case there are multiple shops, each installation should get its own unique set of keys.
- Once valid keys are entered, the Prestashop plugin creates new 'carriers' which can be viewed under 'Shipping' > 'Carriers' and can be optionally configured.

- If caching is enabled or styles or scripts are combined, clear the cache from 'Advanced Parameters' > 'Performance' and click 'Clear cache'.

As of now, there are two way how you can proceed with configuration. Option 1 is to use already existing shipping methods. Option 2 is to create new shipping methods.

Configuration - continued option 1

Are there already shipping methods created in the web shop? Then it is possible to continue using them after installing the GLS plugin.

Choices for which shipping options to use can be set via the Rulebook in the GLS Portal.

To link existing shipping methods to GLS shipping options, the following steps need to be taken:

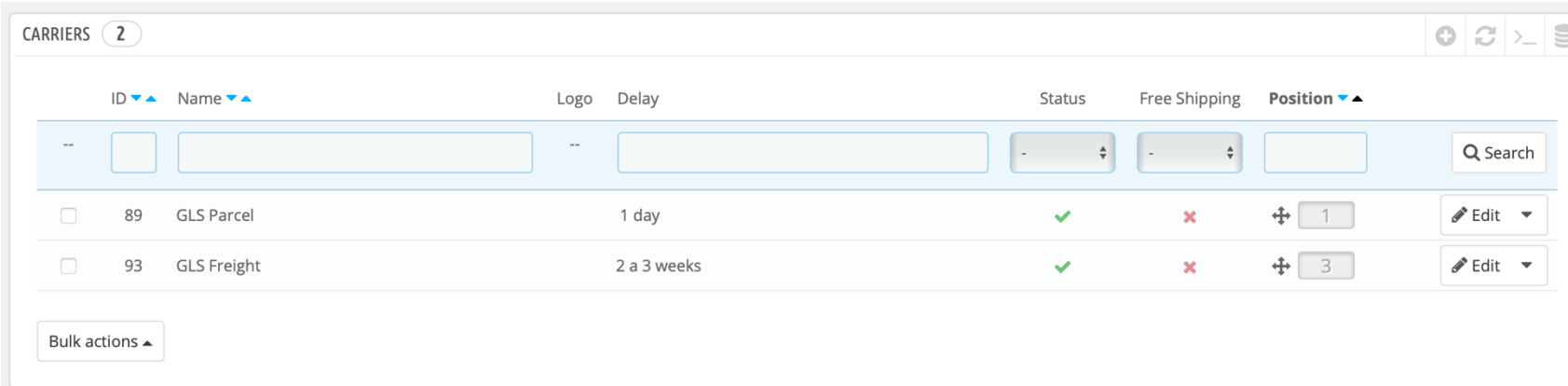
1. In the GLS Shipping portal, go to **'Settings' > 'Rulebook'** and click **'Refresh shipping method'** to retrieve all created shipping methods
2. Now click **'Add a rule'**, choose a Blank rule and select **'Shop'** and then select the linked Prestashop.
3. Select **'Shipping method name'** and enter the name of the method
4. Then choose which actions to perform by selecting shipping service and any service levels and additional option.

Of course, it is also possible to make choices for certain shipping options based on other conditions such as destination, weight, day of the week, etc.

Configuration - continued option 2

Have no shipping methods been created in the web shop yet or do you wish to reset the shipping methods? Then the following steps can be taken:

- From Prestashop, go to **'Shipping' > 'Carriers'** to activate and configure the GLS method that has been added. To do so, click on 'Edit' behind the corresponding shipping method.



CARRIERS 2

ID	Name	Logo	Delay	Status	Free Shipping	Position	
--		--		-	-		Q Search
<input type="checkbox"/>	89	GLS Parcel	1 day	✓	✗	1	Edit
<input type="checkbox"/>	93	GLS Freight	2 a 3 weeks	✓	✗	3	Edit

Bulk actions

- As soon as a choice is made for a GLS shipping method, an additional screen 'Carrier options' appears under 'General settings' in which can be indicated which service level and extra option are chosen for this method.
- Additionally, it is possible to indicate whether a choice for delivery to a Parcel Shop is given in the checkout for this method. Also whether the choice of a point is optional, mandatory (or not possible).

Note: If multiple GLS shipping methods are desired in the checkout, select the GLS carrier, click **'Bulk Actions' > 'Duplicate'**.

The screenshot shows a web interface for managing carriers. At the top left, it says 'CARRIERS 2'. On the right, there are icons for adding, refreshing, navigating, and a list icon. Below this is a table with the following columns: Logo, Delay, Status, Free Shipping, and Position. The table contains two rows of data. The first row has a delay of '1 day', a green checkmark in the Status column, a red 'x' in the Free Shipping column, and a position of '1'. The second row has a delay of '2 a 3 weeks', a green checkmark in the Status column, a red 'x' in the Free Shipping column, and a position of '3'. Each row has an 'Edit' button. A search bar is located on the right side of the table. A dropdown menu is open on the left side of the table, listing several actions: 'Select all', 'Unselect all', 'Enable selection', 'Disable selection', 'Delete selected', 'Duplicate' (highlighted in blue), and 'Bulk actions'.

Logo	Delay	Status	Free Shipping	Position	
--		-	-		Search
	1 day	✓	✗	1	Edit
	2 a 3 weeks	✓	✗	3	Edit

Choosing Parcel Shop delivery in the Checkout

A choice for delivery to a Parcel Shop is automatically added if it is available with the shipping method.

Once a method is chosen in the checkout where delivery to Parcel Shop is active, a button is displayed. When the customer clicks this button, a map is displayed showing the nearest Parcel Shop locations:

Search products... X

Options

- t Zonnewiel
Zonneplein 7
- Parcls Buikslotermeer
Buikslotermeerplein 428
- Coco Records
Zuidelijk 107
- Tabaksspecialzaak Admiraal
Admiraal de Ruijterweg 389 H
- Tabaksspecialzaak Maikel Groenteman
Pieter Nieuwlandstraat 29
- Zaans Geluk
Kleine Tocht 7-L
- Total Copy Service
Eerste Oosterparkstraat 126-BH
- Parcls Centrum
Rozengracht 25
- Dreamscorn
Hoofdweg 138
- Hobbyhal Sloterdijk
Transformatorweg 28

Selecteer

Subtotal \$55.00

Leaflet | © OpenStreetMap contributors

To block choice for delivery at Parcel Shops in all cases, choose 'Checkout - disabled' as described in 'Configuration - basic'.

In case choice for delivery on Parcel Shops is not desired for specific shipping method choose 'Selecting a pickup point is > not possible' as described in 'Configuration - continued option 2'.

Selecting a pickup Point is

not possible	▼
optional	
mandatory	
not possible	

Configuration Status Updates

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

1. In your GLS Shipping account, go to 'Settings' > 'Integrations' > 'Integration details' and click 'Details'
2. Now make a selection at what time an order status should be updated and click 'Update'

The screenshot shows the 'Integration details' page for a PrestaShop integration. The left sidebar contains the GLS logo and navigation links for Shipping, Analytics, Settings, Support, 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 row for the integration 'PrestaShop: demoshopgls'. The table has columns for 'Integration / Store name' and 'Action'. The 'Action' column contains 'Hide details' and 'Remove' buttons. Below the table, there's a 'General' section with several form fields: 'Name (of shop) (Required)' with the value 'https://shopdemo.gls.be', 'What status will be set after import?' with a dropdown set to 'Make no change', 'What status will be set after label is printed?' with a dropdown set to 'Make no change', and 'What status will be set on delivery?' with a dropdown set to 'Make no change'. There are also two toggle switches: 'Update track code to shop' (checked) and 'Shop is active' (checked). At the bottom, there's a 'Token key assigned' section showing 'Key Status: Not Active', 'Token expire date: -', and 'Public key: EB837F62-F93A-32E7-8764-C0BEE773D968'. A large blue 'Update' button is at the bottom right.

Print Label – Various Options

With the Prestashop plugin it is possible to (automatically) export shipments to the GLS portal. From within GLS portal you can easily create your shipping labels.

Also, it is possible to generate shipping labels directly from within your Prestashop backoffice.

Order Exports

Besides the automatic export, there are two ways to manually export Prestashop orders to GLS Portal.

1. **Export Preset Orders:** Export all orders that correspond to the preset statuses in the plugin configuration with one click.
2. **Export to GLSBe:** Export the selected orders regardless of order status.

Print from Prestashop Backoffice

If you don't want to leave your Prestashop Backoffice to create your shipping labels you can do so directly from within the Backoffice. There are two options to do so which are 1) from the Order overview and 2) from the Order detail.

1. Print Label via Order overview

You can request labels from the order grid by selecting the orders you want to print labels for. Simply go to 'Orders' and select the orders you want to print labels for. Click on '**Bulk Actions > Print Label for select orders to GLSBe.**

All items in the order will be fulfilled.

As soon as you click the '**Print Label**' button the following happens:

- a. The order is being exported to the GLS portal from where a label request is being done. If the submission is successful a shipping label is sent back to Prestashop.

b. In case the order cannot be exported an error message with additional information as to why the export was unsuccessful is returned. The message can be checked by moving your mouse to the red error icon.

c. In case the order was previously exported, but not label is associated with it, the order data is resent. Any changes to the address are updated.

Orders

Orders

[+ Add new order](#)
[Recommended Modules and Services](#)
[Help](#)

Conversion Rate 0% 30 DAYS
Abandoned Carts 0 TODAY
Average Order Value €0.00 30 DAYS
Net Profit per Visit €0.00 30 DAYS

Orders (13)

[Bulk actions](#)
[Export Preset Orders to GLSBe](#)

[Change Order Status](#)
[Open in new tabs](#)
[Export Selected Orders to GLSBe](#)
[Print Label for Selected Orders to GLSBe](#)

	W	nt	Delivery	Customer	Total	Payment	Status	Date	Actions	GLSBe
<input checked="" type="checkbox"/>	13	XPBBKXRLY	Yes	Portugal	D. Zrnic	€38.75	Payments by check	Awaiting check payment	07/12/2023 13:55:45	🔍 ✓
<input type="checkbox"/>	12	NYHYAWFMA	No	Portugal	J. Doe	€38.75	Pagamentos por cheque	Awaiting check payment	06/28/2023 12:42:39	🔍 12
<input type="checkbox"/>	11	CORBWGBUX	Yes	Portugal	m. Gooncalves	€27.14	Pagamentos por cheque	Awaiting check payment	06/26/2023 12:25:50	🔍 11
<input type="checkbox"/>	10	VPQUSRUPT	Yes	Portugal	m. Gooncalves	€38.14	Pagamentos por cheque	Awaiting check payment	06/26/2023 12:24:23	🔍 10
<input type="checkbox"/>	9	DWFEXEFED	No	Portugal	J. Doe	€173.76	Pagamentos por cheque	Awaiting check payment	03/09/2023 15:35:29	🔍 9

2. Print Label – via Order detail.

From the specific order detail page, you can click ‘**Print Order label**’ to get a label fulfilling only the items in the shipment. This shipment will display in the GLS portal with order reference number

The screenshot shows the PrestaShop admin interface for an order. At the top, the PrestaShop logo and version (1.7.7.0) are visible, along with a search bar and navigation links like 'Debug mode' and 'View my shop'. The order details are displayed in a sidebar on the left, including the order number, customer name, and price. The main content area shows the order status as 'Awaiting check payment' and provides options to 'Print Order Label', 'Update status', and 'Print order'. Below this, the customer information is shown, including the name 'Mr. Djordje Zrnica #26' and email 'djordje@zrnica.com'. The products section lists one item: 'Hummingbird printed sweater - Size : S' with a price of €34.75. A summary table at the bottom shows the total order value of €38.75, including shipping of €4.00. A footer note states: 'For this customer group, prices are displayed as: Tax included. Merchandise returns are disabled'.

Orders

#13 XPBBKXRLY from Djordje Zrnica **€38.75** 07/12/2023 at 13:55:45

Recommended Modules and Services Help

Print Order Label Awaiting check payment Update status Print order

Customer

Mr. Djordje Zrnica #26 Guest [View full details](#)




Email: djordje@zrnica.com Validated orders placed: 0

Shipping address Invoice address

Djordje Zrnica Avenida Miguel Bombarda 104 Lisboa, Portugal Continental 1600-233 Portugal 06-82370285

Djordje Zrnica Avenida Miguel Bombarda 104 Lisboa, Portugal Continental 1600-233 Portugal 06-82370285

Products (1)

Product	Base price	Quantity	Available	Total	Actions
 Hummingbird printed sweater - Size : S Reference number: demo_3	€34.75 <small>Tax included</small>	1	1190	€34.75 <small>Tax included</small>	 

Items per page: 8

+ Add a product + Add a discount

Products	Shipping	Total
€34.75	€4.00	€38.75

For this customer group, prices are displayed as: Tax included. Merchandise returns are disabled