

QUICKGUIDE for Lightspeed

Installation

1. Select the GLS Netherlands - Parcel, Express & Freight' app from the Lightspeed App Store in the 'Shipping' category



2. Then give approval via "Grant access."



3. After you have granted access, you will be redirected to the page below. Do you have a login for your GLS shipping account? Then click "Yes! I want to continue linking my shop!" in case you do not have GLS login credentials yet, click "Not yet. I would like to request access!"

Welkom bij GLS Netherlands

Uw pakketdienst voor kwalitatieve verzendoplossingen.

Om uw webshop te koppelen heeft u een GLS Verzendaccount nodig. Heeft u inloggegevens?



Ja! Ik wil verder met het koppelen van mijn shop!

Nog niet. Ik wil graag toegang aanvragen!

4. Then enter your GLS username and password to establish the link!



Login met je GLS inloggegevens. In geval nog niet beschikbaar klik dan op "Registreer"

Username	
Password	
[
Registreer	Inloggen

Wachtwoord vergeten?

Configuration

Once Lightspeed is linked to your GLS shipping system, it's time to configure account options.

GLS.		All integrations Integration details Key management		
🗔 Shipping	GENERAL Account	Integration / Store name	Action	
	Printing	 Lightspeed: lightspeeddemo.gls.nl + General 	Hide details P Remove	
	SHIPPING			
	Shipping Defaults Rulebook	Name (of shop) (Required) Shop Language lightspeeddemo.gls.nl en	~	
	Contact list	When are orders imported? What status will be accepted?		
	TRACK & TRACE Email	When the order changes V Accept any order	~	
		What status will be set after import? What status will be set after label is Make no change Make no change	printed?	
		Update track code to shop Shop is active When importing orders ignore weight With the new Lightspeed checkout, we cannot add a card to your checkout. Display pickup points in the shipping method list.		
诊 <u>Settings</u>		+ Shipping Rules		
🗐 Support		+ Adding Parcel Shops		
D Logout			Update	

1. General

a. Indicate at what time orders from Lightspeed are sent to GLS shipping account

Do you want orders from Lightspeed to be sent automatically to GLS? Choose between 'When the order status changes', 'When the order is paid' or 'When the order is created'. If you only want to get shipments to GLS after a manual action select 'Use only manual import'.

b. Which order status do you accept?

Now select at "Which status is accepted?" on which order status should be checked whether the shipment may be fetched to GLS.

c. Update order statuses to Lightspeed

In case you want to update order statuses in Lightspeed automatically based on the status of what happens to an order in the GLS platform, choose which status should be updated in:

1) After importing

2) After login

d. Update tracking code to Lightspeed

Do you want the tracking code of the shipment to be sent automatically to Lightspeed? Then check 'Update tracking code in the store'.

2. Add Shipping Rules

In case you'd like to automate shipping service selection go to the Rulebook and build your business rules.

3. Add Service Points

In case you want to provide your clients an option to select delivery to a Service Point make sure to configure this section.

We automatically pull all shipping methods you've created in Lightspeed. Please select for with Shipping Method(s) you want to show a button in the checkout to select delivery to a Service Point. Secondly, define if the selection of a point is mandatory with the chose shipping method or optional. Now store all your configuration by clicking 'Update'.