



QUICKGUIDE *for*
Picqer

Installation

To link to GLS from Picqer, take the following steps:

1. In your Shipping GLS account, go to **"Settings" > "Integrations" > "Key management"** and click on **"Create new keys"** here.
2. Make sure the keys are active and copy the **Public key**

The screenshot shows the GLS Key management interface. On the left is a dark blue sidebar with the GLS logo and navigation options: Verzenden, Statistieken, Instellingen, Support, and Uitloggen. The main content area has a light blue header with tabs: Alle integraties, Integratie details, and Key beheer (selected). Below the tabs is a table with the following data:

App key naam	Platform versie	Plugin versie	Status
Ongebruikte key	N.A.	N.A.	Verberg Details <input checked="" type="checkbox"/>

Below the table, there are two columns for key details:

- Publieke key** (with a copy icon):
- Geheime key** (with a copy icon):

Additional details for the selected key:

- Token key toegewezen:** Nog niet toegewezen
- Token expire date:** Nog niet toegewezen
- URL voor versturen van status updates:** Nog niet toegewezen
- Verzendingen gaan naar:** <https://glsdemo.glsnl.com>
- Toegewezen gebruiker:** glsdemo
- Admin: key id:** 1
- Admin: Gebruikte app key:** Nog niet toegewezen
- Admin: update system:** :
- Admin: URL voor versturen van status updates**
- Admin: Platform versie**
- Admin: Plugin versie**

At the bottom right, there is a yellow button labeled "Maak nieuwe keys".

- Now from your Picqer back office, go to **"Settings"** and in the **"Integrations"** category click on **"Shipping Providers"**.
- From the list of Shipping Providers, select the **GLS** and click **"Connect"**.

The screenshot shows the Picqer Settings - Integrations page. The left sidebar contains a navigation menu with the following items: Dashboard, Orders, Picklists (411), Backorders (83), Purchasing, Returns, Products, Customers, Suppliers, Shipments, Warehouses, Locations, Containers, Reports, and Settings (highlighted in blue). The main content area is titled "Integrations" and includes a sub-header "Shipping providers". Below this, there is a grid of 18 shipping provider cards, each featuring a logo, the provider name, and a "Connect" button. The providers listed are: PostNL, DHL Parcel, DPD, SendCloud, MyParcel, GLS, Maersk, Shippo, Pakketpartner, We Are Wuunder, Parcel Pro, Cycloon, DeliveryMatch, Trans Mission, Verzenden via bol.com, PakketMail, Veloyd, and Budbee. The GLS card is highlighted with a blue border.

3. Name the shipping provider, set the module to active, enter your GLS Shipping username, and paste the **Public API Key** you just copied into the **API key field**.

4. Now click on **Save**.

The screenshot displays the 'Edit shipping provider' interface. At the top, the breadcrumb trail reads 'Settings / Shipping providers / GLS'. The main heading is 'Edit shipping provider'. Below this, the 'Shipping provider' is identified as 'GLS dev'. The 'Name' field contains 'GLS Parcel'. The 'Active' status is set to 'Yes' via a radio button. The 'Configuration' section, separated by a horizontal line, contains two fields: 'User' with the placeholder '{GlsShippingGebruikersnaam}' and 'API key' with the placeholder '{PubliekeAPIkey}'. A blue 'Save' button is positioned to the left of the configuration fields. The left sidebar contains a navigation menu with items like Dashboard, Orders, Picklists (411), Backorders (83), Purchasing, Returns, Products, Customers, Suppliers, Shipments, Warehouses, Locations, Containers, Reports, and Settings (highlighted). The top right corner shows a GLS logo and a notification icon with the number 3.

Configuration

1. In Picqer, at the Shipping Provider you just installed, create the desired profiles.

Tip 1: *If you want to use different GLS shipping options you can create a profile for each option with unique 'Shipping Method Name'.*

The Shipping Method Name is sent to the GLS Shipping platform as soon as a label is created in Picqer. Based on this name, the type of shipment can be set in the Rulebook.

Below is an example for creating a profile for 2 Colli shipments:

The screenshot shows the 'Add profile' configuration page in the Picqer system. The breadcrumb trail is 'Settings / Shipping providers / GLS'. The page title is 'Add profile'. The 'Profile name' field contains '2 Colli'. The 'Active' section has 'Yes' selected with a radio button. Under the 'Configuration' section, the 'Shipping method' dropdown is set to 'GLS Parcel', with 'Available Shipping Methods' listed below it. The 'Shipping Method Name' field contains 'GLS 2 Colli', with 'Name for rulebook' listed below it. A blue 'Save' button is located at the bottom left of the configuration area. On the left side of the page, there is a navigation menu with the following items: Dashboard, Orders, Picklists (407), Backorders (81), Purchasing, Returns, Products, Customers, Suppliers, Shipments, Warehouses, Locations, Reports, and Settings.

Then from GLS Shipping via "Settings" > "Rulebook" create a Rule as shown in the screen below:

The screenshot shows the GLS Rulebook editor interface. On the left is a dark blue sidebar with the GLS logo and navigation links: Verzenden, Statistieken, Instellingen, Support, and Uitloggen. The main content area has a light blue header with 'Rulebook' and a 'Rule editor' section. The 'Rule editor' section contains a 'Rule naam (Verplicht)' field with the value 'Colli 2'. Below this is the 'Voorwaarden' section, which is set to 'Als Alle van onderstaande voorwaarden juist zijn'. There are two conditions listed: 'Verzendmethode naam is (gelijk aan) GLS Colli 2' and '- is (gelijk aan)'. Below the conditions is the 'Voer dan de volgende actie(s) uit' section, which is set to 'Verzendwijze is (gelijk aan) GLS Parcel', 'Extra optie is (gelijk aan) 1 Colli aantal', and '- is (gelijk aan)'. At the bottom right are two buttons: 'Terug' and 'Opslaan'.

GLS

Verzenden

Statistieken

ALGEMEEN

Account

Integraties

Printinstellingen

VERZENDING

Standaard Instellingen

Rulebook

Adreslijst

TRACK & TRACE

Email

Instellingen

Support

Uitloggen

Rulebook

Rule editor

Rule naam (Verplicht)

Colli 2

Voorwaarden

Als Alle van onderstaande voorwaarden juist zijn

Verzendmethode naam is (gelijk aan) GLS Colli 2

- is (gelijk aan)

Voer dan de volgende actie(s) uit

Verzendwijze is (gelijk aan) GLS Parcel

Extra optie is (gelijk aan) 1 Colli aantal

- is (gelijk aan)

Terug

Opslaan

Tip 2: *If you ship for several shops from one location and have one GLS account number for this, it is possible to have your GLS Shipping account set up with different sender names.*

If your account has multiple sender names, or Aliases. From Picqer, when creating a Profile, the correct Alias can be chosen so that the sender name on the label matches the specific shop name.

2. From your GLS Shipping account, go to "**Settings**" > "**Print Settings**" and select which way labels are created. This choice determines how labels are returned to Picqer.

Activate GLS parcel shop choice in Checkout

If you want to give your customers the option to choose delivery directly to a GLS Parcel Shop in the check-out, it is important to install the available integration for your web shop platform in addition to the link with Picqer.

From the web shop platform, orders are sent directly to GLS Shipping including a possible choice for a GLS Package Store.

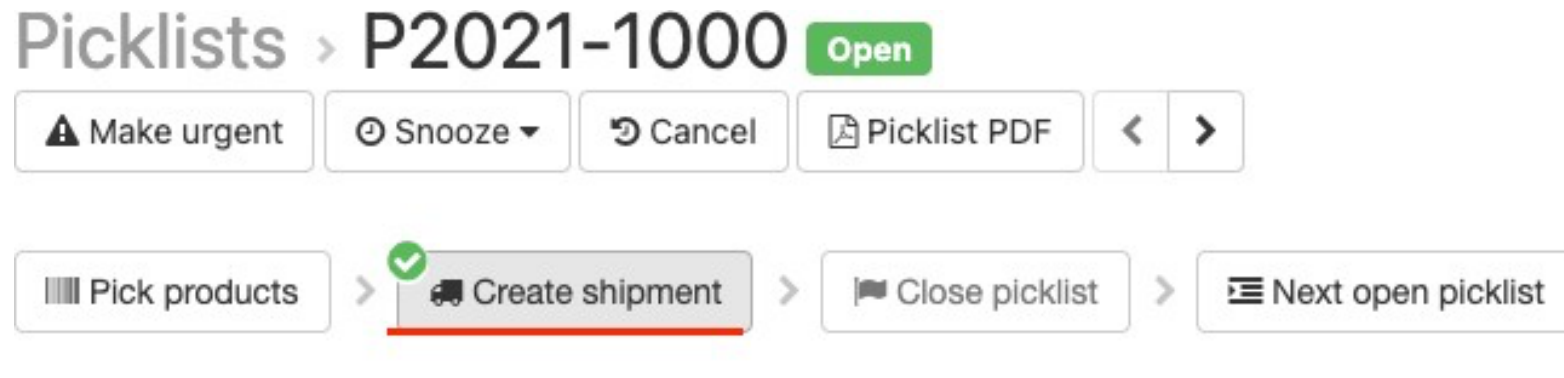
As soon as a label is created in Picqer, it is checked whether a GLS parcel shop has been selected for the order in question. If so, the label including this choice is created and returned to Picqer.

For installation and configuration of the plug-in with your web shop platform we refer to the installation manuals of the respective web shop platform.

Print Labels

To print labels in Picqer, do the following:

1. Open a **"Picklist"** and click on **"Create shipment."**



2. If there are no errors in creating the label it will be added to the Picklist. Click on **"Label"** to open and print the label.

Shipments

Shipment provider	Code		Created	
Demo02	BarCode32394252	Label	Track	3 days ago x Cancel