

User guide

GLS Belgium Shipping Manager

GLS Magento Module

1 Table of contents

1	Table of contents.....	2
2	Involved parties.....	3
3	General.....	4
3.1	GLS credentials.....	4
3.2	Impact on your Magento.....	4
3.2.1	Frontend.....	4
3.2.2	Backend.....	4
3.2.3	Server.....	6
4	Languages & Compatibility.....	7
4.1	Supported languages.....	7
4.1.1	Frontend.....	7
4.1.2	Backend.....	7
4.2	Supported Magento versions.....	7
5	Installation.....	8
6	Backend & Configuration.....	9
6.1	Introduction.....	9
6.1.1	Basic Magento Understanding.....	9
6.1.2	Configuration Scope.....	9
6.2	Shipping Settings.....	10
6.2.1	API Settings.....	10
6.2.2	Sender Settings.....	11
6.2.3	Label Settings.....	12
6.2.4	Weight Settings.....	13
6.2.5	Google Maps and Geocoding API.....	15
6.2.6	Email Settings.....	16
6.3	Shipping Methods.....	16
6.3.1	GLS Home Delivery.....	16
6.3.2	GLS ParcelShop Delivery.....	20
6.4	Order Processing.....	25
6.4.1	GLS orders Grid Views.....	25
6.4.2	Order View.....	28
7	Frontend Implementation.....	30
7.1	Home Delivery.....	30
7.2	ParcelShop Delivery.....	31

2 Involved parties

Customer:

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BELGIUM

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3 General

This Magento 2 module can be used to add GLS parcel shipment methods to your checkout and to create GLS shipment labels while processing your orders.

3.1 GLS credentials

Before you can use this module, you need to contact GLS to acquire the necessary authentication credentials (and configuration settings).

3.2 Impact on your Magento

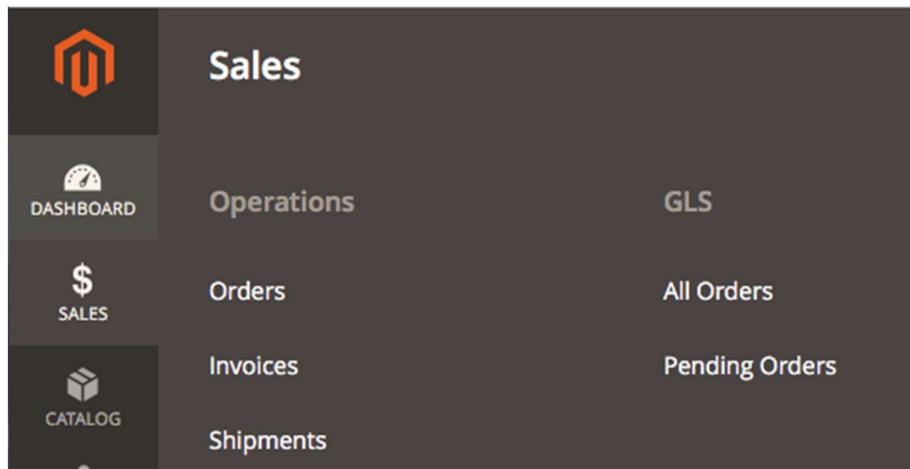
This module impacts your Magento installation in the following areas:

3.2.1 Frontend

Depending on your configuration, two new shipping methods will be available during checkout.

3.2.2 Backend

3.2.2.1 Sales



Sales > GLS > All orders

Sales > GLS > Pending orders

Two extra menu items to manage your orders generate labels and download the generated labels.

3.2.2.2 Configuration

Configuration

Store View: Default Config ?

- GENERAL
- CATALOG
- CUSTOMERS
- SALES

Sales

Sales Emails

PDF Print-outs

Tax

Checkout

Shipping Settings

Origin

Shipping Policy Parameters

GLS Belgium Shipping Manager

API Settings

Login/User
(website)
Client user name

Password
(website)
Client password

Authorization
(website)
Client authorization token

Contact ID
(website)
Client Contact ID

Stores > Configuration > Sales > Shipping Settings

Extra tab "GLS Belgium Shipping Manager" to set general account configurations.

Shipping Settings ☞

Multishipping Settings

Shipping Methods

GLS Home Delivery

GLS ParcelShop Delivery

 [Click here for more information](#)

Stores > Configuration > Sales > Shipping Methods

Extra tabs "GLS Home Delivery" and "GLS ParcelShop Delivery" to set specific shipping method configurations.

3.2.2.3 Access control

Role Resources

Roles Resources

Resource Access: Custom

Resources:

- Dashboard
- Analytics
 - API
- Sales
 - Operations
 - Archive
 - Shopping Cart Management
- GLS
 - All Orders
 - Pending Orders
- Catalog
 - Category Permissions
 - Inventory
 - Products

System > Permissions > User Roles > ... > Roles Resources

Extra Access Control settings when creating a new or editing an existing User Role to limit the GLS order processing.

3.2.3 Server

Generated shipment labels or ShopReturn labels are stored on your Magento server. It is up to you to maintain your server's storage space by removing older (obsolete) labels.

Labels can be found at: `/pub/media/gls/labels/`

4 Languages & Compatibility

4.1 Supported languages

4.1.1 Frontend

The following language packs are included in the module:

- Dutch
- French
- English

4.1.2 Backend

The backend is only available in English.

4.2 Supported Magento versions

	Open Source	Commerce
Magento 2.2.0		
Magento 2.2.1		
Magento 2.2.2		
Magento 2.2.3		
Magento 2.2.4		
Magento 2.2.5		

Magento Open Source was formerly known as Magento Community and Magento Commerce was formerly known as Magento Enterprise.

Warning! Be careful when updating to unsupported Magento versions.
Updates might influence the good working of this module.

5 Installation

The GLS Belgium Shipping Manager can be installed through the Magento Marketplace.

6 Backend & Configuration

6.1 Introduction

6.1.1 Basic Magento Understanding

It is important that you are aware of the default behavior and terminology of Magento. This document assumes you already know and understand the basics and are familiar with a default Magento setup.

Magento's official documentation can be found at <https://docs.magento.com>.

Please make sure to check your Magento version.

6.1.2 Configuration Scope

GLS ParcelShop Delivery



[Click here for more information](#)

General

Enabled
[store view]

Image: Demo of scope notation

Information regarding the Magento Scope of each setting is provided in the backend. Be careful to select the correct Magento Scope when modifying configuration settings.

This allows you to use custom configurations for different Websites or Store Views.

6.2 Shipping Settings

The GLS Belgium Shipping Manager general settings can be configured in the Store Configuration section.

Configuration

Store View: Default Config ?

GENERAL

CATALOG

CUSTOMERS

SALES

Sales

Sales Emails

Origin

Shipping Policy Parameters

GLS Belgium Shipping Manager

API Settings

Login/User [website]

Client user name

Stores > Configuration > Sales > Shipping Settings

6.2.1 API Settings

The following settings are all required and provided in your GLS agreement:

Field	Description	Scope
Login/user	Login provided by GLS	Website
Password	Login provided by GLS	Website
Authorization	Authorization token provided by GLS	Website
ContactID	GLS Contact ID	Website
Log Level	Level of error logging, used for debugging. Default: error	Website

API Settings

Login/User [website]	<input type="text"/>
	Client user name
Password [website]	<input type="password"/>
	Client password
Authorization [website]	<input type="text"/>
	Client authorization token
Contact ID [website]	<input type="text"/>
	Client Contact ID
Log Level [website]	error <input type="button" value="v"/>

Image: Screenshot of API configuration settings.

6.2.2 Sender Settings

The sender settings are used as the address from which your shipments will be sent.

All settings (except 'Box Number') are required when using the module.

If an incorrect address is provided, the shipment validation will fail and the shipment methods will not be available in the frontend.

The following settings are required:

Field	Required	Scope
Name	Yes	Website
Company	Yes	Website
Street	Yes	Website
Number	Yes	Website
Box Number	No	Website
Zip Code	Yes	Website
Location	Yes	Website
Country	Yes	Website
Email	Yes	Website
Phone number	Yes	Website

Sender Settings

Name <small>[website]</small>	<input type="text"/>
Company <small>[website]</small>	<input type="text"/>
Street <small>[website]</small>	<input type="text"/>
Number <small>[website]</small>	<input type="text"/>
Box Number <small>[website]</small>	<input type="text"/>
Zip Code <small>[website]</small>	<input type="text"/>
Location <small>[website]</small>	<input type="text"/>
Country <small>[website]</small>	<input type="text" value="Belgium"/>
Email <small>[website]</small>	<input type="text"/>
Phone Number <small>[website]</small>	<input type="text"/>

Image: Screenshot of Sender Settings, origin address.

6.2.3 Label Settings

GLS currently does not support the creation of labels after the creation of a shipment.

For each GLS shipment, the module will always create a GLS shipment (if possible) and a shipment label simultaneously.

The Label Settings contain additional options for the creation of shipment labels and return labels.

Setting	Description	Options	Scope
Auto Add Return labels	Adds a return label to an order by default. If set to 'No', the administrator will have to send each return label manually upon request.	<ul style="list-style-type: none">• Yes• No	Website
Enable Track & Trace	Enabling this will add the Track & Trace link to the Magento shipment. A Track & Trace link will be visible from the order overview and in the Magento Shipment transactional email.	<ul style="list-style-type: none">• Yes• No	Website
Add Custom Logo	Enabling this will add a custom logo to the shipping label	<ul style="list-style-type: none">• Yes• No	Website
Custom Logo Upload	This allows the user to upload his logo, it is only visible if 'Add custom logo' is set to 'Yes'. No image size limitations: follow the principle "as small as possible and as big as needed". Warning: using large images might slow down your order processing.	File uploader	Website
Add Order Number As Barcode	Enabling this will add the Magento Order Number as a (CODE_39) barcode to the shipping label. The barcode can be used to e.g. track parcels.	<ul style="list-style-type: none">• Yes• No	Website

Label Settings

Auto Add Return Labels <small>[website]</small>	Yes	▼
	Adds a return label to an order by default. If set to no the administrator will have to send each return label manually upon request.	
Enable Track And Trace <small>[website]</small>	Yes	▼
	Enabling this will add the Track and Trace link to the Magento shipment. A Track and Trace link will be visible from the order overview and in Magento shipment creation transactional e-mail.	
Add Custom Logo <small>[website]</small>	Yes	▼
	Enabling this will add a custom logo to the shipping label	
Custom Logo Upload <small>[website]</small>	<input type="button" value="Choose File"/>	magento_store_icon.png
Add Order Number As Barcode <small>[website]</small>	No	▲
	Enabling this will add the Magento order number as a CODE_39 barcode to the shipping label. (The barcode can be used eg. by the vendor to track boxes.)	

Image: Screenshot of additional Label Settings.

6.2.4 Weight Settings

GLS has strict requirements regarding the weight of your parcels. The following limitations are to be taken into account:

- Weight limit of maximum 40kg
- Minimum weight of 0,1kg (lighter parcels are automatically adjusted to the minimum weight)

For a correct and efficient GLS shipment creation, it is highly recommended to include the correct weight for each product.

If no weight is set, you can use the 'Assume Valid Weight' option to force a correct weight validation. In this case, a customizable placeholder weight is used to replace the weight on the product(s) with an empty weight attribute.

The following settings can be configured:

Setting	Description	Options	Default	Scope
Assume Valid Weight	<p>If set to "Yes", the weight of each individual ordered product without a weight attribute is set to the Weight Suggestion Value.</p> <p>The total combined order weight will be calculated from the sum of provided (product details) and assumed weights.</p> <p>This can possibly result in an incorrect total weight and should be considered carefully!</p>	<ul style="list-style-type: none"> • Yes • No 	No	Website
Weight Suggestion Value	<p>If the 'Assume Valid Weight' option is set to 'Yes', this value will be used as a replacement weight for products without weight attribute. (You could for example use an average weight of most products sold.)</p> <p>When empty, the default value of 10kg will be used. (The field unit is always in kg)</p>	<p>Decimal input</p> <p>>/= 0.1 kg</p> <p>< 40 kg</p>	10kg	Website

Weight Settings

Assume Valid Weight
[website]

Yes

If set to "Yes" the weight of each individual ordered product without weight attribute is set to the Weight Suggestion value. The total combined order weight will be calculated from the sum of provided and assumed weights. This can possibly bypass correct weight validation and should be considered carefully!

Weight Suggestion Value
[website]

10

If the 'Assume Correct Weight' option is set to 'Yes' this value will be used as replacement weight for products without weight attribute. (A webshop owner could use an average weight of most products sold.) When empty, the default value of 10kg will be used. (The field unit is always in kg.)

Image: Screenshot Weight Settings, used for weight validation.

6.2.4.1 Weights are known

The following logic is used in case the weight of every product is known:

	One product	Multiple products	
		Individual products all < 40 kg	One or more products > 40 kg
Overweight	<p>The order cannot be shipped with GLS.</p> <p>No GLS shipping methods will be displayed.</p> <p>(Use other/default Magento shipment)</p>	<p>Show GLS shipping methods</p> <p>The order will get the GLS status <u>INVALID</u>.</p> <p>You will have to manually create multiple shipments when processing the order.</p>	<p>The order cannot be shipped using Parcel-department of GLS.</p> <p>No GLS shipping methods will be displayed.</p> <p>(Use other/default Magento shipment)</p>
Underweight	<p>If the (sum of) weight(s) is less than 0.1kg, the GLS shipping methods will be shown, but the total weight will be rounded up to 0.1kg</p>		

6.2.4.2 Unknown weights

If the weight of one or more products is unknown, the following logic is used:

	'Assume Valid Weight' disabled	'Assume Valid Weight' enabled
Undefined	One or more products have no weight attribute set or have a weight of 0kg. No GLS shipping methods will be displayed. (Use other/default Magento shipment)	The missing weights are replaced with the Weight Suggestion Value. Afterwards, the procedure for known weights is used.

6.2.5 Google Maps and Geocoding API

Google Maps™ is used to:

- Display the location selector map for ParcelShops and Custom ParcelShops (in checkout).
- Convert destination addresses to GEO-locations to search for Custom ParcelShops

If you use the GLS ParcelShop shipment method, a Google™ API_KEY is required.

Information on how to request a Google™ API_KEY can be found on the following link:

<https://developers.google.com/maps/documentation/geocoding/get-api-key>

The key needs to be provided in the 'Google API Key' field and the 'Google Geocode API key'.

Google Maps And Geocoding API

Google Maps API Key <small>[website]</small>	<input type="text" value="AIzaSyA1234567890abcdefghijklmnopqrstuvwxyz01234567890"/>
	Google Maps API is used to display the map in the front-end.
Google Geocode API Key <small>[website]</small>	<input type="text" value="AIzaSyA1234567890abcdefghijklmnopqrstuvwxyz01234567890"/>
	Google Geocode API Key is used to calculate GEO location based on the shipping address.

Image: Screenshot enter here your Google™ API key.

Please note that you can use the same API or different key(s). Just make sure the required Google services are enabled for each API key.

6.2.6 Email Settings

Here you can select the email template used to send a return label. This template is created and sent after the initial shipment.

Email Settings

Template Return Labels [store view] ▼
Select the template when sending an e-mail with a return label.

Image: Select email template

6.3 Shipping Methods

The settings for each individual shipping method can be configured in the Store Configuration section. After the installation, an extra tab for each shipping method becomes available under:

“Stores > Configuration > Sales > Shipping Methods”

- GLS Home Delivery
- GLS ParcelShop Delivery

Each shipping method can be enabled/disabled separately through its general settings.

GLS Home Delivery



General

Enabled [store view] ▼
This settings enables or disabled the GLS Home Delivery Shipping Method.

Image: Screenshot, example of the enabled GLS Home Delivery shipping method.

6.3.1 GLS Home Delivery

The GLS Home Delivery shipping method is used as a general name to bundle the following GLS products:

- GLS **BusinessParcel** (national)
- GLS **EuroBusinessParcel** (EU)
- GLS **ExpressParcel** (guaranteed before noon or before 5 p.m.)

Please note that the GLS Freight-department is not supported.

6.3.1.1 Home Delivery Pricing

Here you can configure the shipment pricing for the Home Delivery Shipment method.

Rates

Allow Free Shipping
[store view] No

If set to no, free shipping with this method will never be available.

Rate Type
[store view] Flat Rate

Choose between a fixed or a variable shipping price 

Flat Rate Price
[website] 5

Set the fixed shipping price.

Image: Screenshot Home Delivery pricing options with a flat shipment fee of € 5.

When using table rates, the currently saved/used table rates can be downloaded as a CSV file.

In no table rates are available, the file will contain a template to upload table rates.

The table rates are configured on a website level. However, they can be turned on/off at store view level.

An example of table rates for the 'Weight vs. Destination' option:

Country	Region/State	Zip/Postal Code	Weight (and above)	Shipping Price
BE	*	*	0	5
BE	*	*	10	8

Please note that you can use an asterisk (*) as a symbol for wildcards.

Warning: Table rate CSV files use "," as a field separator.

Rates

Allow Free Shipping
[store view] No ▼
If set to no, free shipping with this method will never be available.

Rate Type
[store view] Table Rates ▼
Choose between a fixed or a variable shipping price ?

Condition
[website] Weight vs. Destination ▼
Options for variable shipping pricing, these options follow default Magento Table rates options.

Export
[website]

Import
[website] no file selected

Image: Screenshot Home Delivery pricing options with table rates (variable pricing).

6.3.1.2 Home Delivery Options

The following options are available to further limit or fine-tune the Home Delivery shipping method.

Please note that if a GLS service is not available for a specific shipment, it will not be visible for the end user, even if the configurations allow this specific service.

e.g. If **FlexDeliveryService** is not available for a specific country, a regular shipment will be used, even if **FlexDeliveryService** is enabled.

Feature	Description	Options	Default	Scope
AddresseeOnlyService	Guarantees a delivery only to the provided address. This adds the GLS AddresseeOnlyService . Enabling this service will turn off the FlexDeliveryService .	<ul style="list-style-type: none"> • Yes • No 	No	Store view
FlexDeliveryService enabled	Allows to use FlexDeliveryService by default, if available.	<ul style="list-style-type: none"> • Yes • No 	Yes	Store view
Express Delivery	This option allows to set the use of Express Delivery. If set to "Always", the Express Delivery will be used over the FlexDeliveryService . If set to 'Optional', the end user has the option to choose either Home Delivery or Express Delivery.	<ul style="list-style-type: none"> • Always • Optional • Never 	Never	Store view
Express Delivery Type	This setting allows to additionally select a type of Express Delivery or leave the option to the end user.	<ul style="list-style-type: none"> • Before 12:00 • Before 17:00 • Option 	Option	Store view
Express Delivery Alternative	If e.g. only before 17:00 is available, but before 12:00 is selected to display as only delivery type, setting this option to "Yes" will display (or use) the before 17:00 option.	<ul style="list-style-type: none"> • Yes • No 		
Express Delivery price Before 12:00	This price will be added to the default shipment cost if Express Delivery is set to "Optional" and is chosen by the end user. If Express Delivery is used as default ("Always"), the cost for Express Delivery should be included in the shipment cost.	Number input	0	Store view
Express Delivery price Before 17:00	This price will be added to the default shipment cost if Express Delivery is set to "Optional" and is chosen by the end user. If Express Delivery is used as default ("Always"), the cost for Express Delivery should be included in the shipment cost.	Number input	0	Store view
Allowed Countries	Select a subset of all allowed countries to narrow down the destinations for this shipment method. If an addressee's destination country is not selected, this shipment method will not be shown to the end user. <div data-bbox="474 1549 1170 1835" data-label="Complex-Block"> <p>Allowed Countries [store view]</p> <ul style="list-style-type: none"> Austria Belgium Bulgaria The Czech Republic Germany Denmark Estonia Lithuania Latvia Spain </div>	List of allowed countries in the module	All selected	Store view

Addressee Only [store view] Use Default
 Guarantees delivery only to the provided address.

Flex Delivery Enabled [store view] Use Default
 Allows to enable Flex delivery if available.

Image: AddresseeOnlyService & FlexDeliveryService

Express Delivery [store view] Use Default
 This option allows to set the use of Express Delivery.
 If set to "Always", Express Delivery will be used over Flex Delivery.
 If set to "Optional" the end user has the option to either chose Home Delivery or Express Delivery.

Express Delivery Type [store view] Use Default
 This setting allows to additionally select a type of Express Delivery or leave the option to the end user.

Express Delivery Alternative [store view] Use Default
 If eg. only before 17h00 is available, but before 12h00 is selected to display as only delivery type, setting this option to 'Yes' will display (or use) the before 17h00 option.

Express Delivery Price Before 12h [store view] Use Default
 This price will be added to the default shipment cost if Express Delivery is set to "Optional" and is chosen by the end user.
 If Express Delivery is used as default ("Always"), the cost for Express Delivery should be included in the shipment cost.

Express Delivery Price Before 17h [store view] Use Default
 This price will be added to the default shipment cost if Express Delivery is set to "Optional" and is chosen by the end user.
 If Express Delivery is used as default ("Always"), the cost for Express Delivery should be included in the shipment cost.

Image: Express Delivery configuration settings

6.3.2 GLS ParcelShop Delivery

GLS ParcelShop Delivery



[Click here for more information](#)

A GLS ParcelShop is one of the many physical locations that offer GLS services whereas a Custom ParcelShop is a user-defined location used to offer "in-store-pickup" possibilities.

A Custom ParcelShop shipment uses a "GLS BusinessParcel" or "GLS EuroBusinessParcel" service to ship to your own pickup point or store.

6.3.2.1 ParcelShop Delivery Pricing

Here you can configure shipment pricing for the GLS ParcelShop Delivery shipment method.

Rates

Allow Free Shipping [store view] Use Default
If set to no, free shipping with this method will never be available.

Rate Type [store view] Use Default
Choose your rate type (Flat rate or Table rate) ?

Flat Rate (Price) ParcelShop [website] Use Default
Fixed fee for GLS Parcel Shop Delivery shipments, e.g.: 4.95.

Flat Rate (Price) Custom ParcelShop [website] Use Default
Fixed fee for GLS Custom Parcel Shop Delivery shipments, e.g.: 4.95.

Image: Screenshot ParcelShop Delivery pricing options with flat shipment fees

When using table rates, the currently saved/used table rates can be downloaded as a CSV-file.

In none are available, the file will contain a template to upload table rates.

Individual table rates can be created for both GLS ParcelShop or Custom ParcelShop Deliveries.

The table rates are configured on a website level. However, they can be turned on/off at store view level.

An example of table rates for the "Weight vs. Destination" option:

Country	Region/State	Zip/Postal Code	Weight (and above)	Shipping Price
BE	*	*	0	5
BE	*	*	10	8

Note that you can use an asterisk (*) as a symbol for wildcards.

Warning. Table rate CSV files use "," as field separator.

6.3.2.2 ParcelShop Delivery Options

The following options are available to further limit or fine-tune the ParcelShop Delivery shipping method.

Please note that if a GLS service is not available for a specific shipment, it will not be visible, even if the configurations allow a specific service.

e.g. If ParcelShop Delivery is not available for a specific country, ParcelShop Delivery will not be shown, even if enabled in the configuration.

Options

Enable GLS ParcelShops [store view] Yes Use Website
 This settings enables or disabled the use of GLS ParcelShops.

Enable Custom ParcelShops [store view] Yes Use Website
 This settings enables or disabled the possibility to create custom pickup points.

Custom ParcelShop Logo [store view] Browse... Delete Image Use Website
 Please provide an image with size 591 × 413px. If no logo is uploaded, default GLS ParcelShop logo is used.

Import Custom ParcelShops [store view] Browse...

Export Custom ParcelShops [store view]

Allowed Countries [store view] Use Website
 Austria
 Belgium
 Bulgaria
 The Czech Republic
 Germany
 Denmark
 Estonia
 Lithuania
 Latvia
 Spain
 Select a subset of all allowed countries to narrow down destinations for this shipment method. If an addresses destination country is not selected, this shipment method will not be shown to the end user.

Feature	Description	Options	Default	Scope
Enable GLS ParcelShops	Enables the use of GLS ParcelShops.	<ul style="list-style-type: none"> • Yes • No 	Yes	Store view
Enable Custom ParcelShops	Enables the possibility to create custom pickup points.	<ul style="list-style-type: none"> • Yes • No 	No	Store view
Custom ParcelShop Logo	This option will show if Custom ParcelShops are set to "Enabled" and will allow you to upload your own logo which will be visible on the map. If no logo is uploaded, the default GLS ParcelShop logo will be used. Size (and aspect ratio) is limited to 591 × 413 px.	File upload	-	Store view
Import Custom ParcelShops	Available if Custom ParcelShops are set to "Enabled". Used to upload a list of Custom ParcelShop's as a CSV file.	File upload		Store view
Export Custom ParcelShops	Available if Custom ParcelShops are set to "Enabled". Used to download the list of Custom ParcelShops as a CSV file.	-		Store view

Allowed Countries	Select a subset of all allowed countries to narrow down the destinations for this shipment method. If an addressee's destination country is not selected, this shipment method will not be shown to the end user.	List of allowed countries in the module	All selected	Store view
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6.3.2.2.1 Custom ParcelShops

Use the "Export CSV"-button to generate a template to edit or upload your own Custom ParcelShops.

Warning: Unlike with the table pricing, the CSV files for Custom ParcelShops use ";" as a field separator.

Longitude & latitude: When using Microsoft Excel, please make sure to format the values as decimal numbers without rounding or scientific notations (e.g.: 51.142551)

Field	Required	Description
ParcelShop ID*	Figure 1 (tick) 	Numeric value
Description/Name	Figure 2 (tick) 	
Street	Figure 3 (tick) 	
Number	Figure 4 (tick) 	
Box number	Figure 5 (error) 	
Zip Code	Figure 6 (tick) 	
Location	Figure 7 (tick) 	

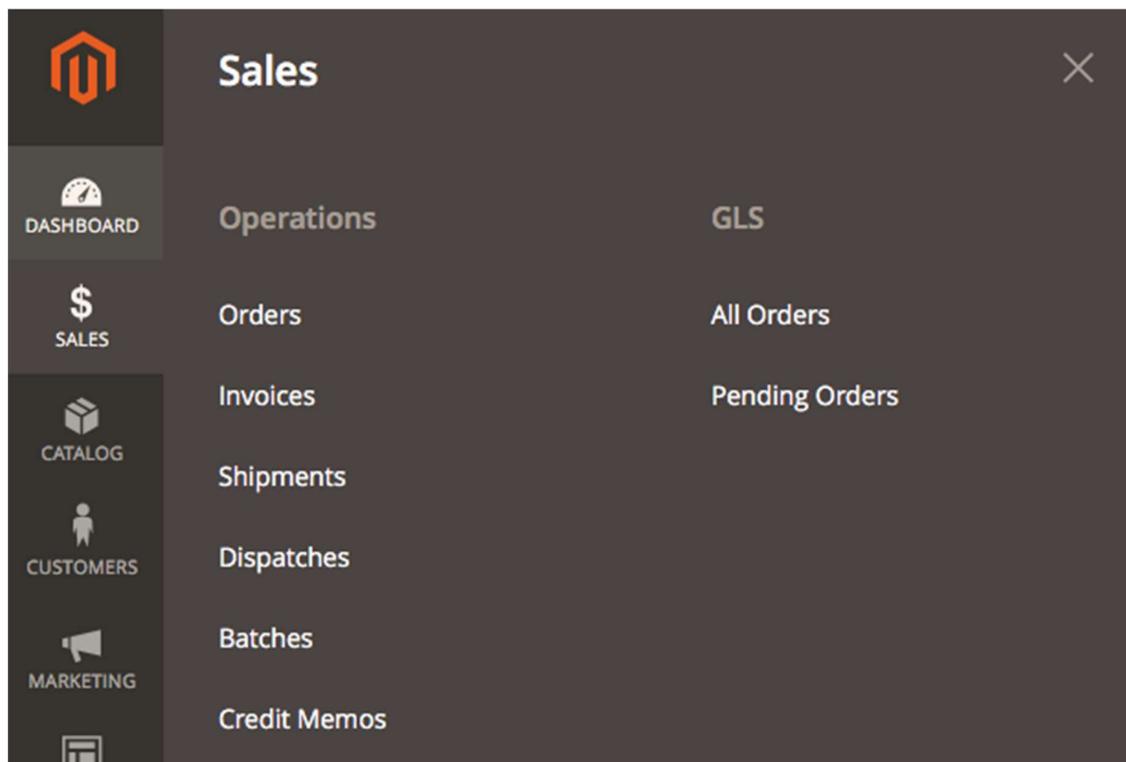
Country	Figure 8 (tick) 	
Latitude	Figure 9 (tick) 	In decimal value
Longitude	Figure 10 (tick) 	In decimal value
Email	Figure 11 (tick) 	
Phone number	Figure 12 (tick) 	

The "ParcelShop ID" for a Custom ParcelShop is a numeric ID provided for your own reference. This is not a GLS ParcelShop-ID.

Please note that for each day of the week, you can provide opening, closing and lunch break hours. If no opening hours are provided, the location will be assumed as closed. If no lunch break hours are provided, the location will be assumed open during lunch hours.

6.4 Order Processing

6.4.1 GLS orders Grid Views



You can open either one of the two GLS order overviews from the "Sales" menu.



You can set ACL's for each individual grid view.

6.4.1.1 Grid Overview

From the Grid Overview, you can browse through your new or existing orders, see their GLS status and perform bulk actions.

The following Grid Overviews are available:

All Orders	Contains all orders with GLS as the shipping method.
	Contains only unprocessed orders with GLS as the shipping method.
Pending Orders	GLS status: <ul style="list-style-type: none">• VALID• INVALID

GLS All Orders

Order #	Purchased From (Store)	Purchase Date	Bill To	Ship To	Grand Total (Purchased)	# of Items	Magento Status	GLS Status	Action
000000033	GLS GLS English	Sep 27, 2018 12:00:09 PM			€60.00		Processing	CREATED	View
000000031	GLS GLS English	Sep 27, 2018 11:56:15 AM			€80.00		Pending	VALID	View

Image: Demo of GLS All Orders overview

6.4.1.1.1 GLS Status

Every order with GLS as the shipping method has a GLS Status.

This status does not reflect the current shipment state, but is used to indicate whether the order has been successfully processed or not.

The following GLS Statuses are possible:

Please note that unavailable services are automatically filtered from the frontend and thus cannot be selected by the end user.

GLS Status	Description
VALID	When an order passes the weight validation procedure, the GLS status "VALID" is used.
INVALID	When the (assumed) weight is not valid, a new order will be set to "INVALID" for manual follow up.
CREATED	Status will be updated to "CREATED" after successful API call and shipment creation.
MULTIPLE	If an order contains multiple shipments (created manually), the order will get the GLS status "MULTIPLE".
FAILED	In case an API call fails or returns with an error, the GLS status "FAILED" is used. (Edge case)

6.4.1.1.2 Bulk Actions

Bulk actions can be used to create GLS shipments in bulk and/or to download the generated labels in one PDF.

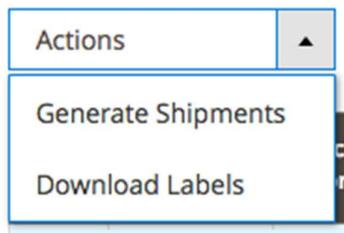


Image: Demo of bulk actions

The following bulk actions are available:

Action	Description
Generate Shipping Label	<p>Use this to generate GLS shipments for each order. Use this action to create a Magento shipment and save a GLS shipment label for each order.</p> <p>Only orders with a 'VALID' GLS status can be processed in bulk. "INVALID" orders need to be processed manually.</p>
Download Labels	<p>Use this to append the label (and if available, the ShopReturn label) of all selected orders to a downloadable PDF. Each order can only be included in a bulk "Download Labels" action once.</p> <p>You can still download an individual label afterwards by opening the order detail page.</p>

6.4.2 Order View

From either Grid View you can view the overview page of a specific order by clicking the "view" link under "Action".

Order & Account Information

Order # 000000031 (The order confirmation email was sent)

Order Date	Sep 27, 2018, 11:56:15 AM
Order Status	Pending
GLS Status	VALID
Purchased From	GLS GLS English
Placed from IP	94.143.189.241

Image: Order information with GLS status

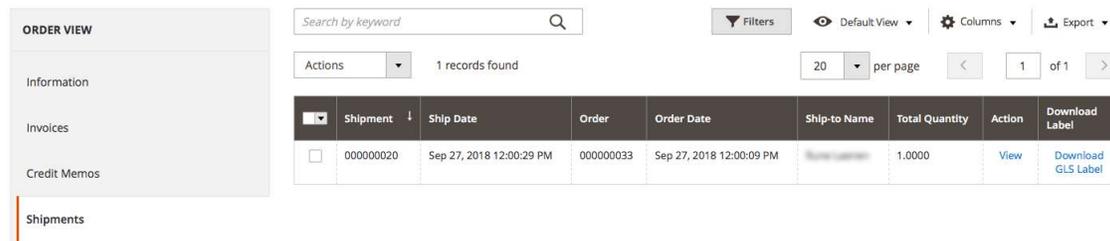
6.4.2.1 Magento Shipments

From the Order Overview, you can manually create one or multiple Magento shipments. Please note that for each individual shipment, a GLS shipment and label will be created as well.

This method can be used if an order is INVALID and needs to be split over multiple parcels.



Image: Order Overview menu: click the "Ship" link to create a new Magento shipment.



Shipment	Ship Date	Order	Order Date	Ship-to Name	Total Quantity	Action	Download Label
<input type="checkbox"/> 000000020	Sep 27, 2018 12:00:29 PM	000000033	Sep 27, 2018 12:00:09 PM	...	1.0000	View	Download GLS Label

Image: From the "Shipments" overview, you can see the created shipments and/or download individual labels.

6.4.2.2 ShopReturn Labels

When GLS shipments are present in an order, the option to generate GLS ShopReturn Labels will be available from the left side and top menu.

Click the GLS ShopReturn link to generate a GLS ShopReturn label. You can download it from the overview after its creation, or send it directly to your customer by email.

<input type="checkbox"/>	Creation date	Parcel #	Track ID	Download	Send Email
<input type="checkbox"/>	Sep 27, 2018 2:00:41 PM	717699500726	ZN14K22G	Download	Send Email

Image: GLS Return Labels overview

7 Frontend Implementation

The frontend implementation uses a default Magento (Luma) Shipment Methods styling.

Shipping Methods

- €5.00 Home Delivery 
- €4.00 ParcelShop 

Next

Image: Frontend view of GLS Shipping methods

7.1 Home Delivery

If any options are available and allowed, they will be displayed upon selection of the Home Delivery shipping method.

Any additional costs are displayed as well.

Shipping Methods

- €5.00 Home Delivery 
- €4.00 ParcelShop 

- PARCEL**
Flex Delivery
+ €0.00
- EXPRESS**
Before 17h
+ €5.00
- EXPRESS**
Before 12h
+ €10.00

If *FlexDeliveryService* is available and configured, this will be displayed for the customer.

7.2 ParcelShop Delivery

When selecting a ParcelShop Delivery, the user will be prompted to choose a pickup location.

€4.00 ParcelShop



[Click here to choose a ParcelShop](#)

Clicking the link to select a ParcelShop will trigger the system to download available ParcelShops and visualize them on a map and list.

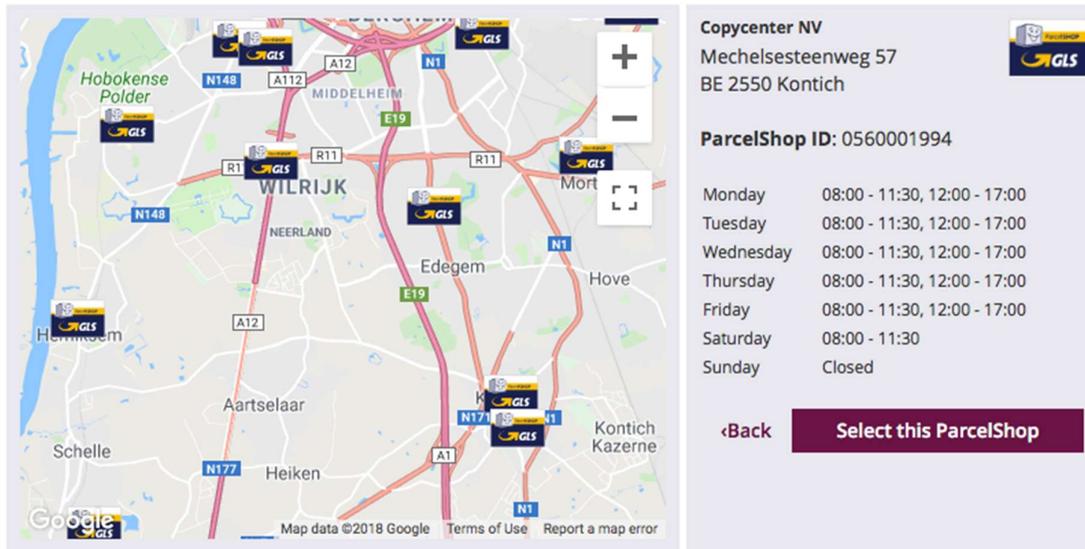
If Custom ParcelShops are available (and present in the area), they will be displayed as well. Custom ParcelShops can have their own icon/logo.

Select a GLS ParcelShop

CUBEE Locker 24/7 - Carrefour Mechelsesteenweg 202 BE 2550 Kontich	0.55 km
Copycenter NV Mechelsesteenweg 57 BE 2550 Kontich	0.81 km
MyShop Veldkant 33 BE 2550 Kontich	1.8 km
CUBEE Locker 24/7 - TOTAL E19 => Antwerpen 0 BE 2550 Waarloos	2.6 km
CUBEE Locker 24/7 - Carrefour Prins Boudewijnlaan 306 BE 2650 Edegem	4.1 km

By selecting a ParcelShop from the map or list, the detail view pops open, providing more information.

Select a GLS ParcelShop



Copycenter NV
Mechelsesteenweg 57
BE 2550 Kontich

ParcelShop ID: 0560001994

Monday	08:00 - 11:30, 12:00 - 17:00
Tuesday	08:00 - 11:30, 12:00 - 17:00
Wednesday	08:00 - 11:30, 12:00 - 17:00
Thursday	08:00 - 11:30, 12:00 - 17:00
Friday	08:00 - 11:30, 12:00 - 17:00
Saturday	08:00 - 11:30
Sunday	Closed

[Back](#) **Select this ParcelShop**

A user can proceed by pushing the "Select this ParcelShop" button.