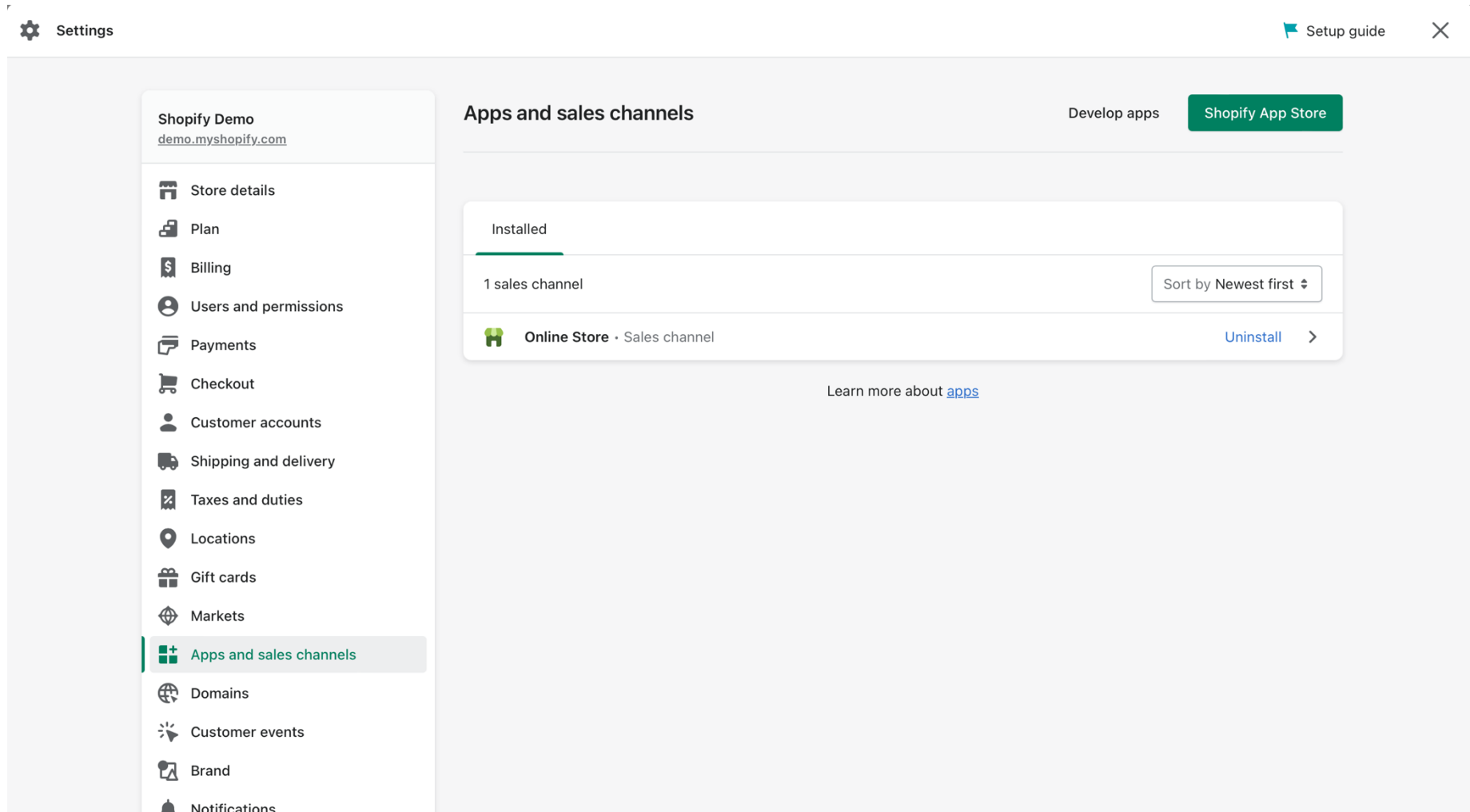




Quickguide *for*
Shopify

Installation

To proceed with the installation, you must click on the **"Settings"** menu and then on **"Apps and sales channels"**.



After clicking the **"Develop Apps"** button, a screen will pop up with the question, do you allow the development of "Custom Apps", where you should click the **"Allow Custom Apps development"** button



Start developing apps on your store

Develop your own apps to integrate your store's data with external services or build custom storefronts.

App development should only be done by trusted developers on your team. Apps can give API access to your data, and that data can be accessed outside of Shopify.

All apps are subject to the [Shopify API License and Terms of Use](#) .


[Allow custom app development](#)

[i](#) Learn more about [developing apps for your store](#)

This screen will appear only once and you must click again on **"Allow custom app development"**.

You are about to allow custom app development on your store


This can't be undone.



Apps are subject to the [Shopify API License and Terms of Use](#).

Creating apps generates access tokens that provide API access to your data. You're responsible for keeping these tokens and the data they access secure.

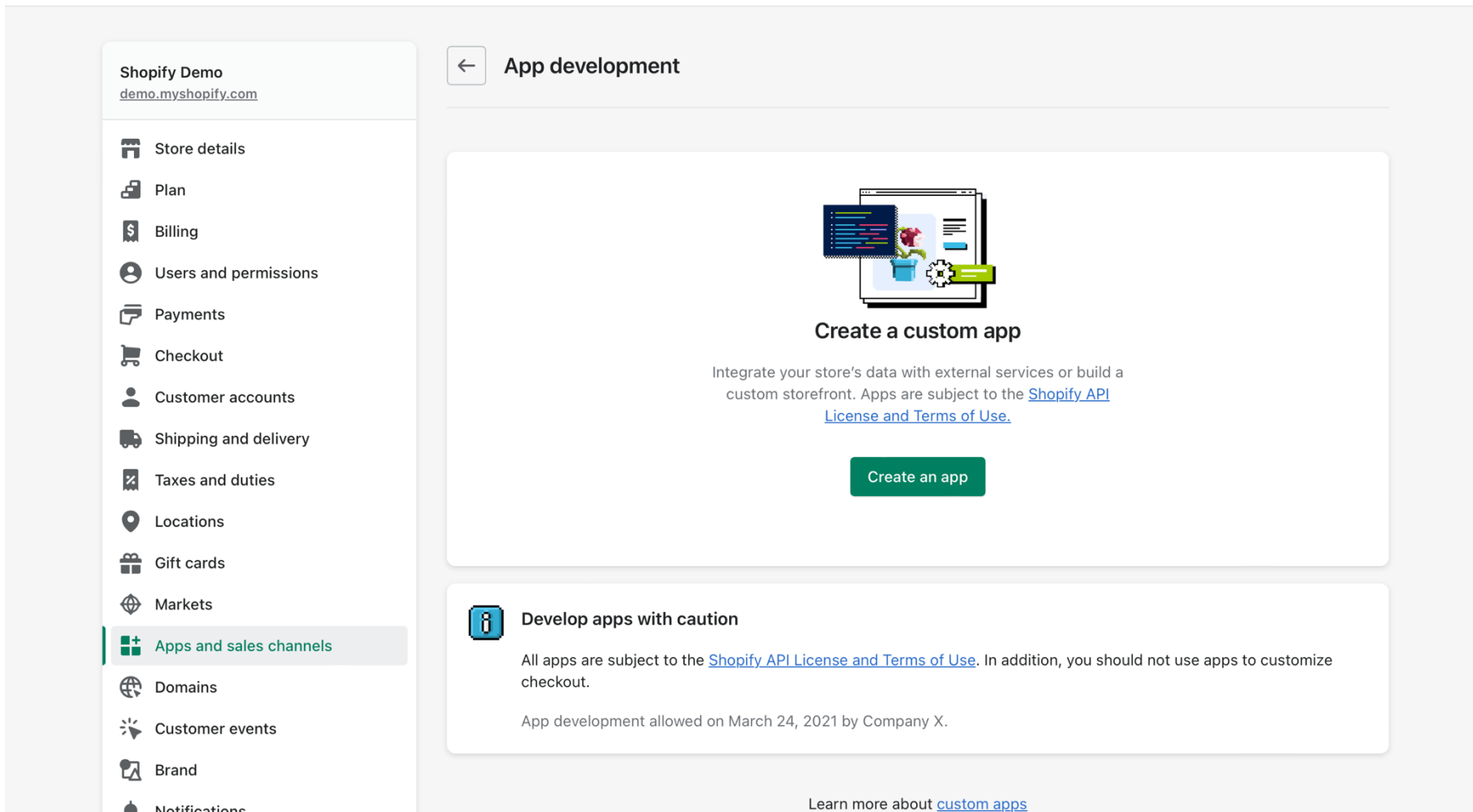
You should only give staff and collaborators that you trust permission to develop apps for your store.

 Learn more about [custom app development](#)

After confirming, you should click on **"Create an App"**.

Settings

 Setup guide



Shopify Demo
demo.myshopify.com

- Store details
- Plan
- Billing
- Users and permissions
- Payments
- Checkout
- Customer accounts
- Shipping and delivery
- Taxes and duties
- Locations
- Gift cards
- Markets
- Apps and sales channels**
- Domains
- Customer events
- Brand
- Notifications

← App development

Create a custom app

Integrate your store's data with external services or build a custom storefront. Apps are subject to the [Shopify API License and Terms of Use](#).

[Create an app](#)

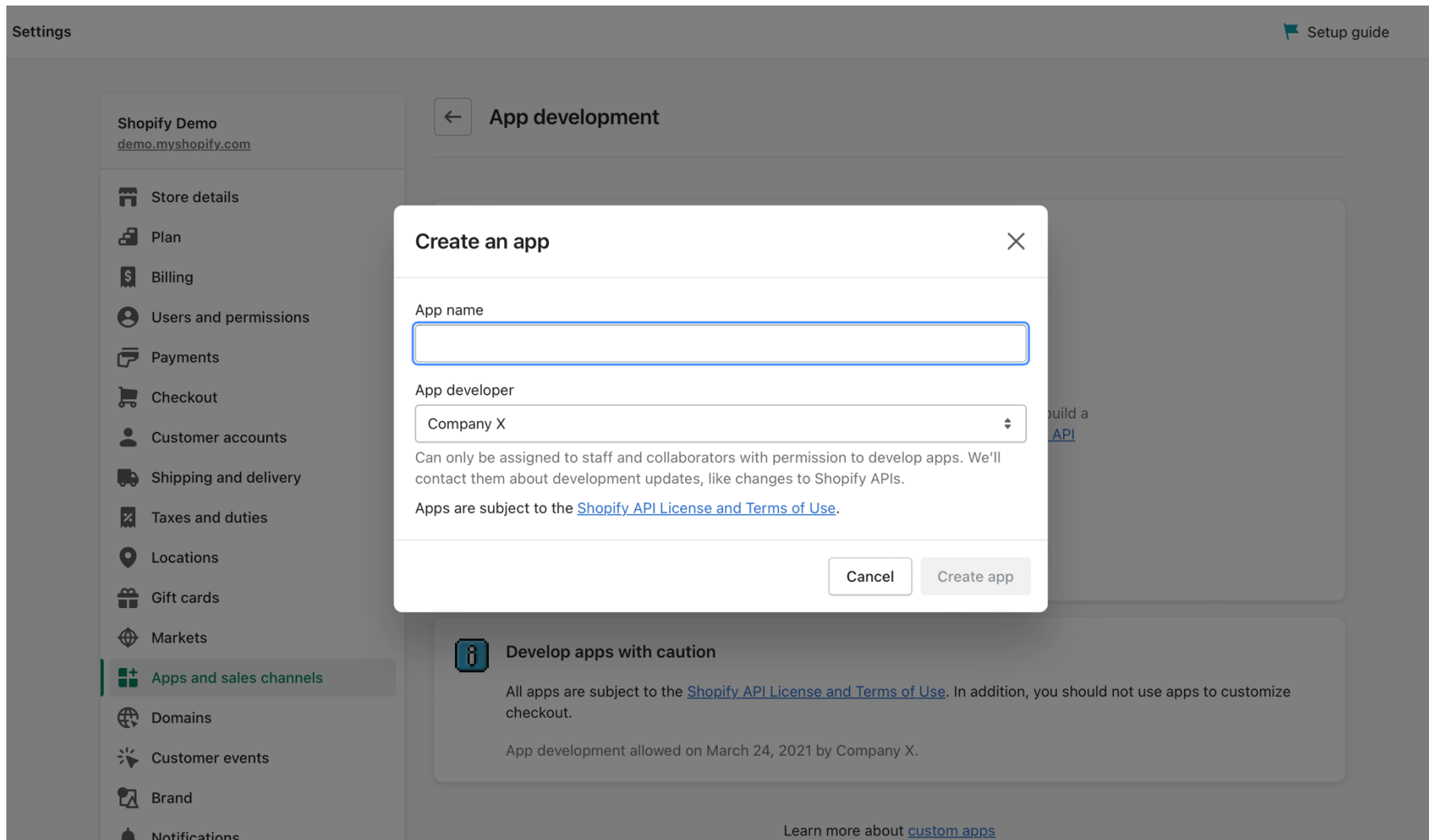
i **Develop apps with caution**

All apps are subject to the [Shopify API License and Terms of Use](#). In addition, you should not use apps to customize checkout.

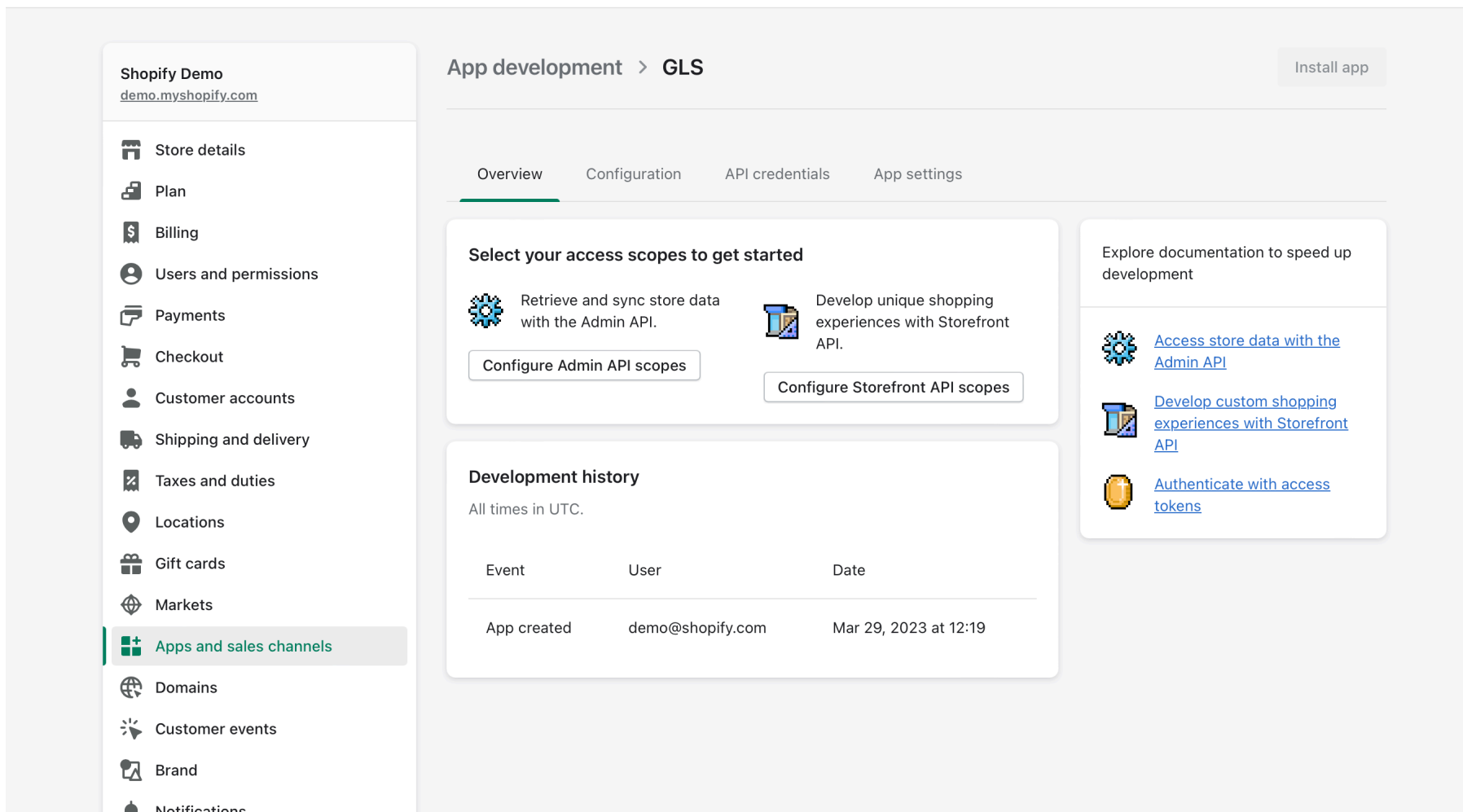
App development allowed on March 24, 2021 by Company X.

Learn more about [custom apps](#)

You must set the App name to "GLS" and then in the "App developer" choose your user, or a store administrator's if you have one, and click on the **"Create App"** button



Next, you must set the permissions for the Plugin by clicking on **"Configure Admin API scopes"**.





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App development > GLS Install app

Overview Configuration API credentials App settings

Select your access scopes to get started




-  Retrieve and sync store data with the Admin API.
[Configure Admin API scopes](#)
-  Develop unique shopping experiences with Storefront API.
[Configure Storefront API scopes](#)

Development history

All times in UTC.

Event	User	Date
App created	demo@shopify.com	Mar 29, 2023 at 12:19

Explore documentation to speed up development

-  [Access store data with the Admin API](#)
-  [Develop custom shopping experiences with Storefront API](#)
-  [Authenticate with access tokens](#)

You will see the following screen where you should choose options listed below and save them by clicking the **"Save"** button

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demo.myshopify.com

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App development > GLS Install app

Overview **Configuration** API credentials App settings

Configuration > Admin API integration

Admin API access scopes

All Selected **0**

Filter access scopes

Analytics
View store metrics read_analytics

Assigned fulfillment orders
View or manage fulfillment orders write_assigned_fulfillment_orders
 read_assigned_fulfillment_orders

Get access to store data with the [Admin API](#). Only select the scopes your app needs. Don't access APIs in ways that violate the [Shopify API License and Terms of Use](#).

- [Explore Admin API scopes](#)
- [Start using the Admin API](#)
- [Run demo queries with Shopify's GraphQL App](#)

Customer - Read access

View or manage customers, customer addresses, order history, and customer groups

Inventory - Read access

View or manage inventory across multiple locations

Locations - Read access

View the geographic location of stores, headquarters, and warehouses

Merchant-managed fulfillment orders - Read and Write

View or manage fulfillment orders assigned to merchant-managed locations

Orders - Read and Write

View or manage orders, transactions, fulfillments, and abandoned checkouts

Products - Read access

View or manage products, variants, and collections

Script tags - Read and Write

View or manage the JavaScript code in storefront or orders status pages

Shipping - Read access

View or manage shipping carriers, countries, and provinces

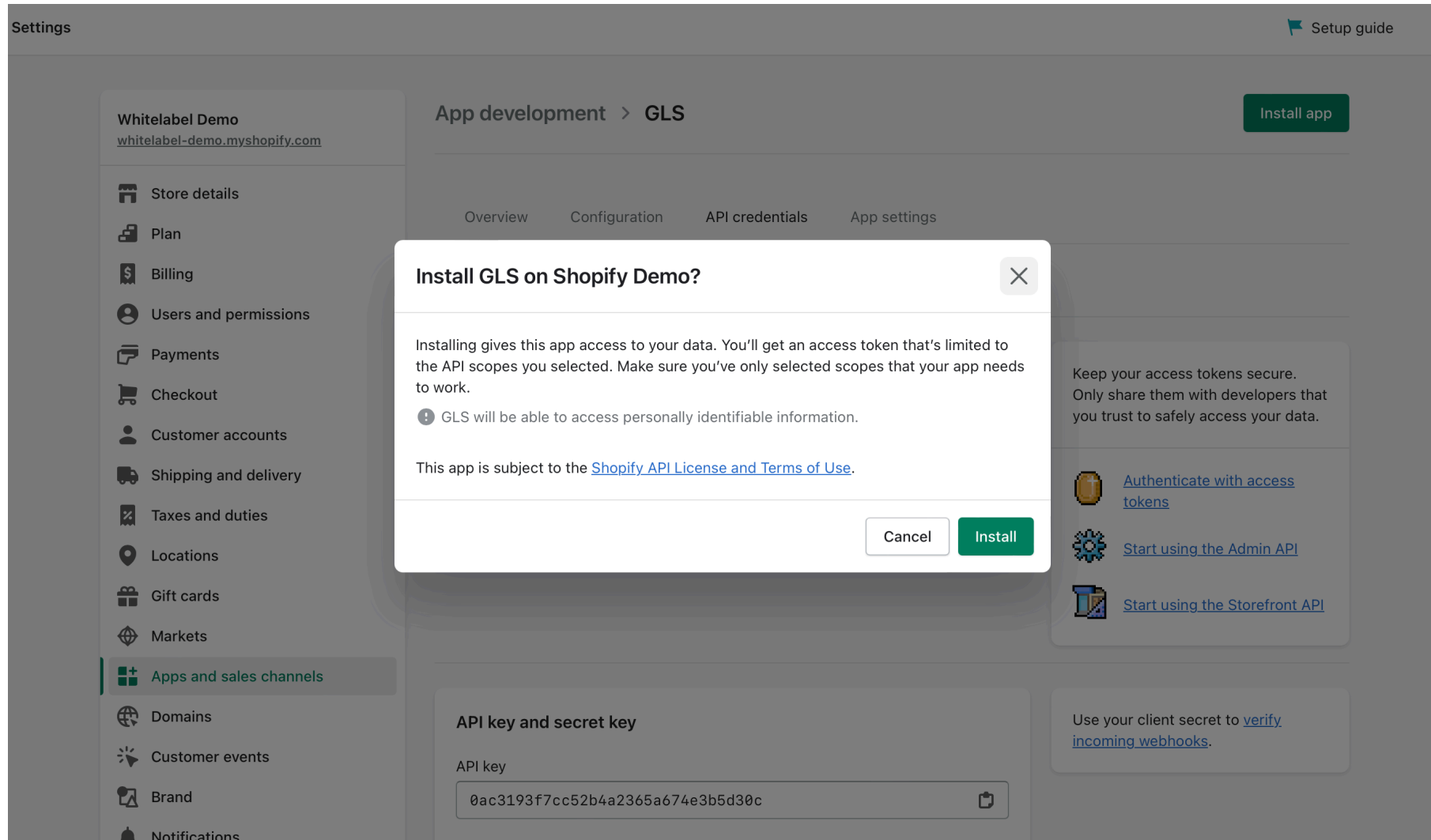
When you save the permissions necessary for the Plugin, you will be redirected to the **"API Credentials"** tab where the keys and the Access Token are located. You must click the **"Install App"** button to access the token.

Note: The token can only be viewed once, you should copy and save it in a safe place of your choice. If you lose the token, you must uninstall the App in Shopify and install it again, and copy the new access token to the platform.

The screenshot shows the Shopify Admin interface for a store named "Shopify Demo" (demo.myshopify.com). The left sidebar contains various settings categories, with "Apps and sales channels" highlighted. The main content area is titled "App development > GLS" and features an "Install app" button. Below this, there are tabs for "Overview", "Configuration", "API credentials", and "App settings", with "API credentials" selected. The "API credentials" section includes:

- Access tokens:** A message stating "You don't have any access tokens yet. To get your Admin API access token, install your app." with an "Install app" button.
- Security tips:** A warning to "Keep your access tokens secure. Only share them with developers that you trust to safely access your data." followed by links for "Authenticate with access tokens", "Start using the Admin API", and "Start using the Storefront API".
- API key and secret key:** A section for the "API key" with a text input field containing the value "0ac3193f7cc52b4a2365a674e3b5d30c" and a copy icon.

By clicking on the **"Install App"** button, a popup is displayed where you must authorize the creation of the App by clicking on **"Install"**.



Once the installation is complete, you will have access to the API Access token*, the API key and the API secret key, which you should copy and paste into the fields on the GLS platform indicated on the following page.

Note: The token can only be viewed once, you should copy and save it in a safe place of your choice. If you lose the token, you must uninstall the App in Shopify and install it again, and copy the new access token to the platform.

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App development > GLS Installed Uninstall app

Overview Configuration API credentials App settings

API credentials

Admin API access token




Use your access token to request data from the [Admin API](#).

 To protect your data, you'll only be able to reveal your Admin API token once. Copy and save your Admin API access token in a secure place.

..... [Reveal token once](#)


Created Mar 29, 2023 at 12:31 UTC

Keep your access tokens secure. Only share them with developers that you trust to safely access your data.

-  [Authenticate with access tokens](#)
-  [Start using the Admin API](#)
-  [Start using the Storefront API](#)

API key and secret key

API key

0ac3193f7cc52b4a2365a674e3b5d30c 


Use your client secret to [verify incoming webhooks](#).

12

Open a new tab in your browser and open the GLS Shipping platform in it. Go to **"Settings" > "Integrations" > "All Integrations"**. Select Shopify and click **"Connect"**

The screenshot displays the GLS Shipping platform's 'All Integrations' page. On the left, a dark blue sidebar contains the GLS logo and navigation links: Shipping, Analytics, Settings, Support, and Logout. The main content area features a light blue header with three tabs: 'All integrations' (selected), 'Integration details', and 'Key management'. Below the tabs, three integration cards are shown. The first card is for 'lightspeed', the second for 'shopify', and the third for 'PrestaShop'. Each card includes a logo, a name, and a yellow 'Connect' button. The PrestaShop card also displays 'Version 3.7.48'.

Click on "Add Shop"



Shipping

Analytics

Settings

Support

Logout

GENERAL

Account

Integrations

Printing

SHIPPING

Shipping Defaults

Rulebook

Contact list


TRACK & TRACE

Email

All integrations

Integration details

Key management



Installation

- In your Shopify shop go to **"Apps"**.
- Click on the link below the list of apps **"Develop apps for your store"**.
- Click on **"Create an app"**
- Create a name for the app and add it to the **"App name"** field. We suggest using the name GLS for easy identification and click on **"Create app"**
- Click **"Configure Admin API scopes"** and make sure you select all listed below:
 - Customer** - Read access
 - Inventory** - Read access
 - Locations** - Read access
 - Merchant-managed fulfillment orders** - Read and Write
 - Orders** - Read and Write
 - Products** - Read access
 - Script tags** - Read and Write
 - Shipping** - Read access
- Click **"Save"** and next **"Install app"** A text box will appear asking you to confirm the creation of the app.
- Click **"Install"**
- Now you can reveal your API Access token once. Click on **"Reveal token once"** and paste the key in the corresponding fields after you click on **"Add Shop"** in this page.

Please follow the **Quick Guide** for configuration purposes

[Download Quick Guide](#)

Cancel

Add Shop

1. In Shop Domain, enter your shop name as follows {shopname}.myshopify.com - that is, including myshopify.com.
2. Copy the **API Access token and API Secret key** from your Shopify account and paste them into the corresponding fields...
3. Choose how orders are imported.
4. Click "**Save.**"

The screenshot shows the GLS integration settings page. On the left is a dark blue sidebar with the GLS logo and navigation links for Shipping, Analytics, Settings, Support, and Logout. The main content area has a light blue header with tabs for 'All integrations', 'Integration details' (selected), and 'Key management'. Below the header, there's a section titled 'Add a shop' with a dropdown menu set to 'Shopify Custom APP'. A message says 'New shop! Enter the correct information below to add your shop.' There are three expandable sections: '+General', '+Shipping', and '+Tracking'. The '+General' section is expanded and contains several input fields and dropdown menus: 'Shop Domain yourstore.myshopify.com (Required)', 'API Access token (Required)', 'API Secret key webhook (Required)', 'When are orders imported?' (set to 'When the order changes'), 'What status will be set after label is printed?' (set to 'Make no change'), 'What status will be set on delivery?' (set to 'Make no change'), and 'What status will be set on failure?' (set to 'Make no change'). There are also two toggle switches: 'Update track code to shop' (turned on) and 'Shop is active' (turned on). At the bottom are 'Cancel' and 'Save' buttons.

GLS

Shipping

Analytics

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Integrations

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TRACK & TRACE

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All integrations

Integration details

Key management

Add a shop

Plugin (Required)

Shopify Custom APP

New shop! Enter the correct information below to add your shop.

+General

Shop Domain yourstore.myshopify.com (Required)

API Access token (Required)

API Secret key webhook (Required)

When are orders imported?

When the order changes

What status will be set after label is printed?

Make no change

What status will be set on delivery?

Make no change

What status will be set on failure?

Make no change

Update track code to shop

Shop is active

Cancel

Save

Configuration

Once Shopify is linked to the GLS platform, it's time to configure account options.

1. General Tab

a) Update order statuses in your Shopify store

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

- 1) After import
- 2) After label print
- 3) Upon delivery
- 4) After an error

b) Update tracking code in Shopify

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

c) Unknow Shipping Methods

Once this option is active, **Shipping methods not visible** through the API such as Local Delivery, Local Pick-up or others to be **excluded**, preventing import errors caused by not updating those methods directly in the store.

d) Exclude Archived Orders from Import

By activating this option, orders that were archived **will not be imported again**.

e) Default Location

If you have multiple warehouses and want to provide tracking updates from a specific warehouse, you need to **select the default location**.

f) Select 'Financial status' and 'Fulfilment status'.

Next, it is important to select which payment and fulfilment status(es) an order may have in order to be imported.

2. Shipping Rules

Should you wish to automate shipping service selection, based on destination, weight, shipping method, time or other variables, please use the rulebook in the GLS platform.

3. Add Parcel Shops

Do you want to give choice to consumers to choose direct delivery to a GLS Parcel Shop? In this case, it is important to link the Shopify shipping method with GLS Shipping service and click **“update”**

For any changes made previously you should click the **“Update”** button to save the configuration.

Orders Import

At this time, all orders that have a payment and fulfillment status as configured are imported to GLS. Shipping labels can now be generated.

You can also use Auto-import by changing the status of **"When orders are imported"** in **Settings > Integrations > Integration Details**.

We recommend order updated. If **"when are orders imported"** is set to **"order updated"**, when the address changes in Shopify, it will also change in the app as long as no label has been created for that order.

If you prefer you can also set **"When orders are imported"** to **"Use only manual import"**. New orders will only be pushed to the platform if you import them. For that you need to go to **"Shipping > Shop Import"** and click on the button **"Start import"** this way the orders will be imported if no errors are found and they can be automatically transferred to **Shipping > Status > Entered** from there you can generate the shipping labels.