

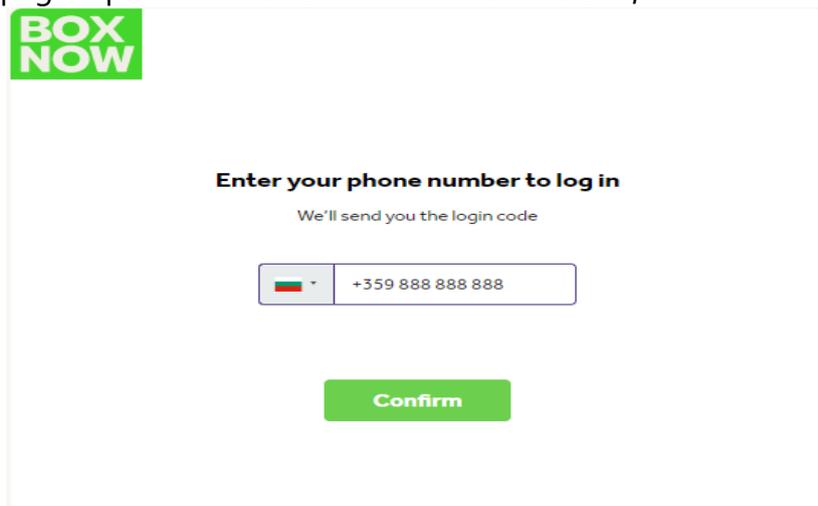
Login to Partner portal

Partner portal is available on:

<https://partner.boxnow.bg/>

Login to Partner portal is available to enabled mobile phone number(s) by OTP (one time password).

On the login page input the mobile number and click *Confirm*:

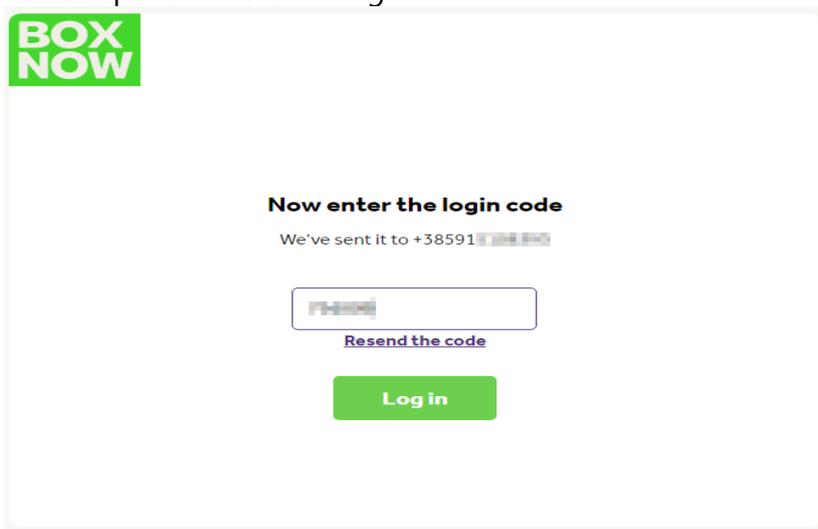


The screenshot shows the login page with the BOX NOW logo in the top left corner. The main heading is "Enter your phone number to log in" with the subtext "We'll send you the login code". Below this is a form with a country code dropdown set to Bulgaria and a phone number input field containing "+359 888 888 888". A green "Confirm" button is positioned below the form.

An SMS with the OTP will arrive to the mobile shortly:

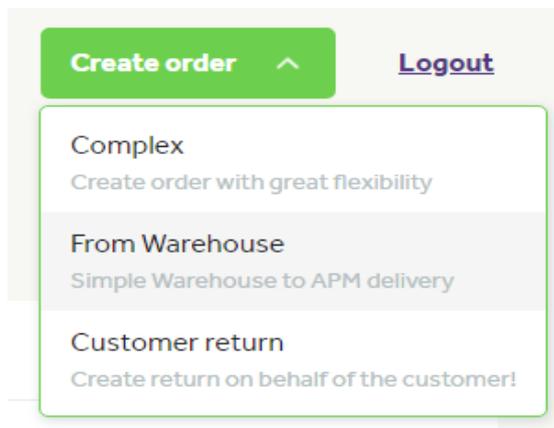
Моля, потвърдете влизането си в системата, като използвате следния еднократен код (6 цифрен код) Екипа на Voxnow.

Input the OTP to the portal and click *Log in*:



The screenshot shows the login page with the BOX NOW logo in the top left corner. The main heading is "Now enter the login code" with the subtext "We've sent it to +38591 123456789". Below this is a form with an OTP input field containing "123456". A link "Resend the code" is located below the input field. A green "Log in" button is positioned below the form.

To create a request for delivery in the top right corner click *Create order* -> *From Warehouse*:



Under *Pick up* select the warehouse from where the parcel is going to be picket up:

* Pick up

loc_id: 2199, DemoWarehouse, 1000 ▾

Warehouse

loc_id: 2199, DemoWarehouse, 1000

Address	Location ID	Location public identifier
test, Sofia, 1000, Bulgaria	2199	-
Note		
-		

If your company has only one pickup location it will be selected by default. If there are any changes to the pickup locations or you need to add some new ones please contact us: support@boxnow.bg.

In the *Your customer's details* input the information of the parcel recipient:

Your customer's details

* Full name

BOX NOW Test

* Phone number



+359 888 888 888

* Email

test@boxnow.bg

This is important as this information will be printed on the shipping label and the contact details will be used by the BOX NOW system to inform the customer that their parcel is delivered to the locker.

In the *Delivery address* field select the locker the parcel will be shipped to, the payment method and type the total price:

Delivery address

* APM number

* Payment method

Prepaid Cash on delivery

* To collect in BGN

* Return

Not allowed Allowed

You can search and select by typing the locker ID or the locker location name. You can find all the lockers by clicking on this link: <https://www.boxnow.bg/locker-finder>

Once you select the locker the details will be displayed:

* APM number

1840 - Studentski Grad, New Avenue

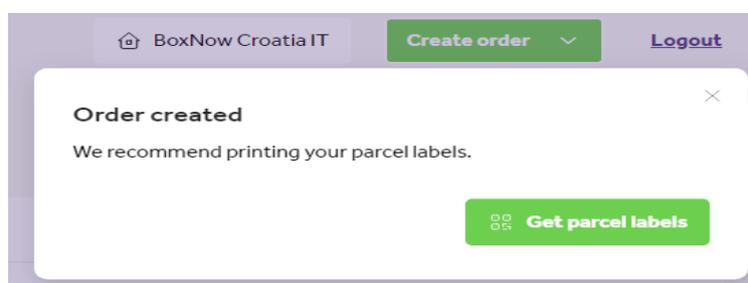
1840 - Търговски център New Avenue, жк. Студентски град

Address	Location ID	Location public identifier
ул. Проф. арх. Храбър Попов №14, София, 1734, Bulgaria	1840	-

Note

В сградата на търговски център New Avenue.

Click *Create order* to finish. After order creation you can download the shipping label in the prompt in the top right corner by clicking *Get parcel labels*:



A PDF with the shipping label will be provided for you to download, print etc.