

Shopify - English Edition



⚡ What does the BOX NOW Shopify App offer

Installation

Setting Up the BOX NOW App

Step 1 - Setting Up Credentials

Step 2 - Setting Delivery Countries

Step 3 - Setting Up Cash on Delivery Method (BOX NOW PAY ON THE GO!)

Shopify Plans and Application Features

Step 4 - Setting Up the Carrier Service

Displaying the Map on the Cart page

Step 1 - Setting Up BOX NOW Map

Step 2 - Cart Drawer themes

Setting Up Shipping Countries

Step 1 - Setting Up Shipping Rates for BOX NOW

Optional Step: Multiple Pricing Ranges

Orders Page

Table Columns

Filtering BOX NOW Orders

Bulk Actions

Important Notes for Bulk Voucher Creation

Order Page

Voucher Statuses

Creating an order

Creating a Voucher for an Order:

Downloading & Printing the Voucher PDF:

Canceling a Voucher:

Example of BOX NOW in Your E-Shop:

Do you need help?

⚡ What does the BOX NOW Shopify App offer

- ◆ **Selection of BOX NOW Locker:** Your customers can choose a locker directly from the map on the shopping cart page.
- ◆ **Manage Orders:** Easily keep track of orders, shipments, and vouchers.
- ◆ **Filter Orders:** Quickly find all orders shipped with BOX NOW.
- ◆ **Handle Vouchers:** Create, cancel, and print voucher labels.
- ◆ **Bulk Actions:** Apply actions to multiple vouchers simultaneously.

Installation

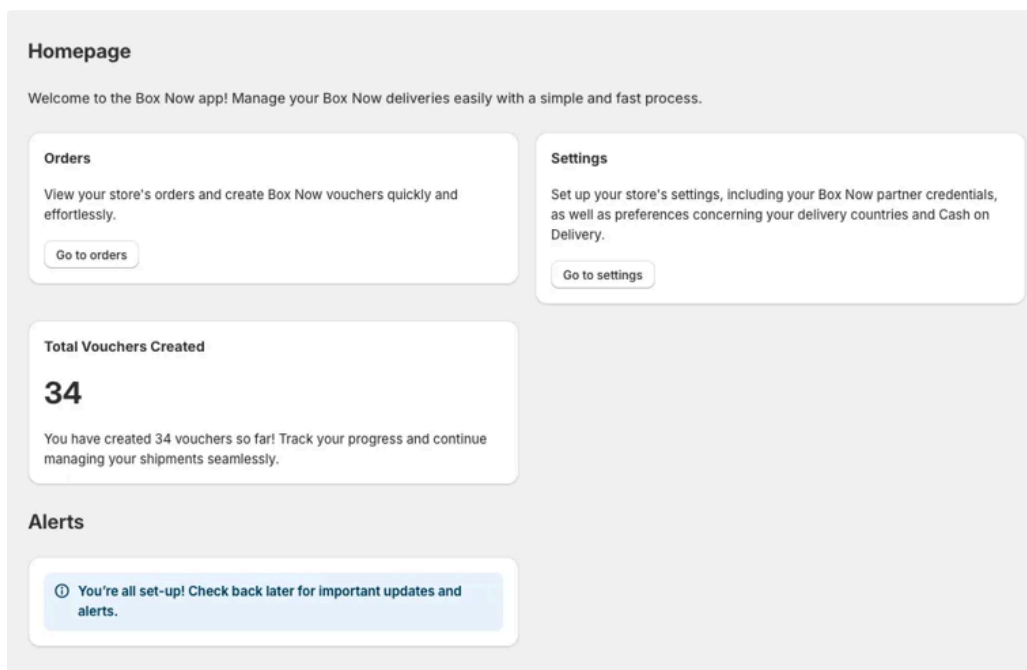
Install our app from here: [🔒 Box Now - Automated process for Box Now parcel delivery lockers.](#)

[Shopify App Store](#)

Once it appears on the left, you can click the pin 📌 on the BOX NOW app so that it is always displayed on the sidebar.

⚠ Before installing the app, make sure you **haven't** already manually created shipping rates with the name **BOX NOW** in **Settings → Shipping & Delivery → General Shipping Rates**, otherwise **BOX NOW** will appear twice to your customers.

When you first open the app, you'll see two main sections: **Orders** and **Settings**. On the **Home Page**, all the vouchers you've created will be displayed, along with relevant notifications.



Setting Up the BOX NOW App

Box Now

← Settings

Setup process

Make sure to follow the process described in the [App Setup](#) and in the [Locker Display Settings](#) tab, to ensure the app works as expected. Check out our [documentation](#) to learn how to set up the app for your store and make the most of all Box Now voucher features — including creating, downloading, and canceling vouchers, right from the app.

App Setup Locker Display Settings

API Credentials

Client ID: XXXX Contact Email: test@mail.gr

Client Secret: XXXX Contact Phone Number: +30 6991234567

Partner ID: 0

API Environment: staging production

API URL: https://api-stage.boxnow.gr

Warehouses

Showing 1 warehouse

ID: 2 AnyAPI

Add new warehouse Remove warehouse

Step 1 - Setting Up Credentials

Fill in the fields with the details you received in your email:

- Client ID
- Client Secret
- Partner ID
- Contact Email
- Contact Phone Number
- Depending on your integration phase, choose **Staging** or **Production** in the **API Environment** field.
- Set the Warehouse ID that you received in your email in the **Warehouses** field.

Don't forget to **Save** the changes (**Save credentials & warehouses**).

Click the **Test credentials** button to make sure your details are correct.

Step 2 - Setting Delivery Countries

If your agreement includes shipments to Greece, Cyprus, as well as Bulgaria and Croatia, don't forget to select the corresponding fields and to finally click **Save delivery countries**.

Step 3 - Setting Up Cash on Delivery Method (BOX NOW PAY ON THE GO!)

📞 Not sure what BOX NOW PAY ON THE GO is or don't see it in your agreement? Contact us [here](#) for assistance.

1. Select your shop's **Settings**.

2. Choose the **Payments** category.
3. In the **Manual payment methods** field, create a new one by clicking the **+ Manual payment methods**.

4. Select **Create Manual Payment Method**.

5. **Copy-paste** the following into the three fields:

- a. BOX NOW PAY ON THE GO!
- b. Buy now, pay later!
- c. 🎉 Order complete!

Quick instructions: As soon as your package is delivered to BOX NOW, you'll get a message via Email, Viber, or SMS with a payment link.

You can pay from your computer or directly from your phone using any method you prefer – Apple Pay, Google Pay, card, bank transfer, IRIS, and even more. 🗳️➡️📱

6. Click **Activate** and now you can **select the service you created** in the BOX NOW App **settings** to transform it 🌐 into BOX NOW PAY ON THE GO!.

👉 😊 If you previously set up cash on delivery and want to transform it into BOX NOW PAY ON THE GO!, follow the steps below:

In the BOX NOW App settings, in the Cash on Delivery Configuration section select the following:

1. Select the Cash on Delivery service you prefer or that appears on your screen.
2. Click **Save COD Payment Method**.
3. Click the **Enable** button located in the **Cash on Delivery Mode** section.
4. This way, you transform 🌐 a simple cash on delivery service into the BOX NOW PAY ON THE GO! service.

Cash on Delivery Configuration

Cash on Delivery (COD) Payment Method

Select how you'd like to handle Cash on Delivery orders through BOX NOW. This setting connects your Shopify manual payment methods with BOX NOW deliveries:

- **No specific payment method selected** - Select this option if:
 - You don't have a dedicated manual payment method for Cash on Delivery in your Shopify store.
 - You want all of your existing manual payment methods available for BOX NOW.
- **All other methods available** - Select this if this is the specific manual payment method in your Shopify settings that you want to use for BOX NOW COD orders.

No specific payment method selected

Bank Deposit

All other methods available

Save COD payment method

Cash on Delivery Mode **Enabled**

If enabled, your selected payment method above, will be renamed to "BOX NOW PAY ON THE GO!" when the customer selects BOX NOW as the shipping carrier. If disabled, the selected payment method above won't be visible in checkout when the customer selects BOX NOW as a shipping carrier.

Note: This setting only applies to Box Now deliveries and will not affect other shipping methods.

Enable

👉 😊 You don't need cash on delivery when the customer chooses BOX NOW for shipping? Follow the steps below:

In the BOX NOW App settings:

1. Select **No specific payment method selected**.
2. Don't forget to click **Save**.
3. Continue with the steps below ↓

Shopify Plans and Application Features

Depending on your plan and the services you have activated, you can offer your customers one or more of the available options:

Map in Cart → Select a locker from the map on the **Cart** page.

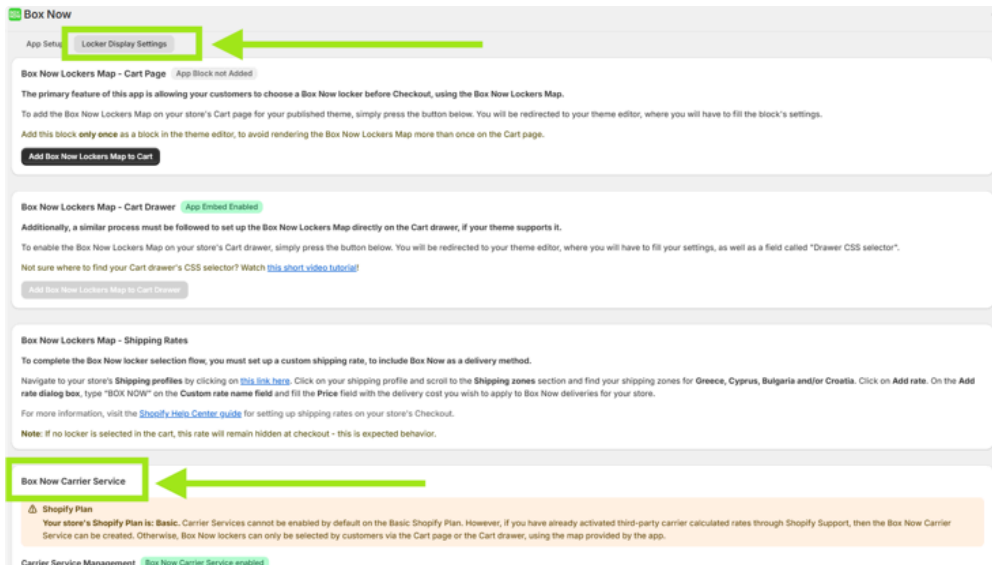
Lockers in Checkout → Select from the three closest Lockers to the shipping address on the **Checkout** page. Requires **Carrier Services** to be enabled.

Map in Checkout → Select a Locker from the map on the **Checkout** page. Requires a **third-party app** such as Globe.


Shopify Plan	Map in Cart	Lockers in Checkout	Map in Checkout
Basic			
Grow		<i>*Carrier Services Enabled</i>	
Advanced		<i>*Carrier Services Enabled</i>	
Plus		<i>*Carrier Services Enabled</i>	<i>*With Third-Party Apps</i>

Step 4 - Setting Up the Carrier Service

1. Go to the **Locker Display Settings** tab.
2. Go to the **Box Now Carrier Service** category.



3. Click **Create Box Now Carrier Service** and check **Enable Lockers on Checkout**.
4. Set the **Shipping Rates** and optionally, the **Free Shipping Threshold** per country, which will be displayed at **Checkout** in your online store when the customer selects BOX NOW as their shipping method.

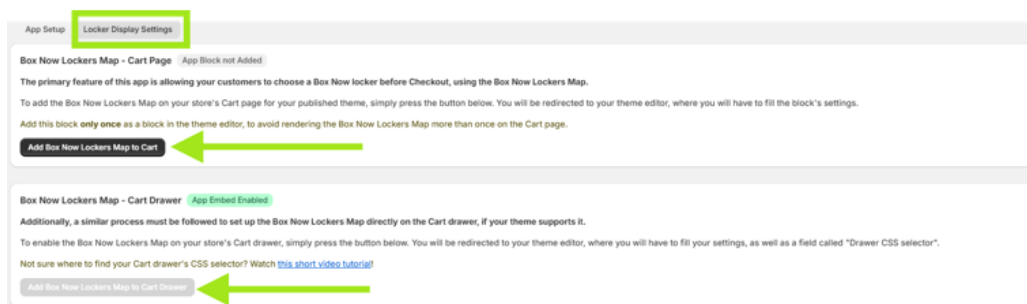
 The charges are determined exclusively by you, according to the needs of your business.

Displaying the Map on the Cart page

Follow these steps to show the **map** with all BOX NOW Lockers.

The map will be available on the **Cart** page, regardless of your Shopify plan.

Step 1 - Setting Up BOX NOW Map

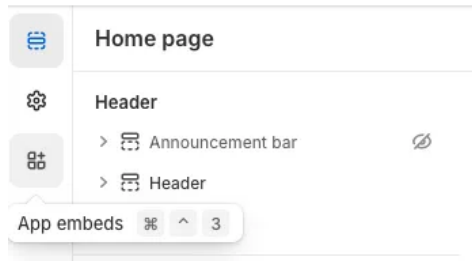


1. Go to the **Locker Display Settings** tab.
2. Click the **Add BOX NOW Lockers Map to Cart** button.
 - a. The Theme Editor will automatically open: Click **Customize**.
 - b. Select the **Cart Page** from the top menu.
 - c. Click the **Add Section** button in the Template area.

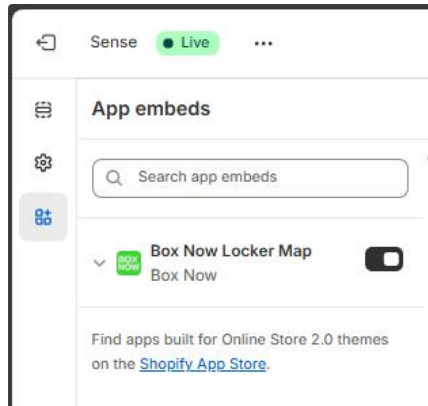
- Template
- Items
- Subtotal
 - Subtotal price
 - Checkout button
- [Add section](#)

d. In the menu, click the **Apps** tab and select **BOX NOW Lockers Map**.

3. Click the **App Embeds** button.



4. Enable the **BOX NOW LOCKER MAP**



5. Click **Save** at the top right of the page 😊

Step 2 - Cart Drawer themes

Do you have a theme with a Cart Drawer menu? No problem, follow the short video [here](#).

👨‍💻 For this step, you'll need your developer as it requires CSS code.

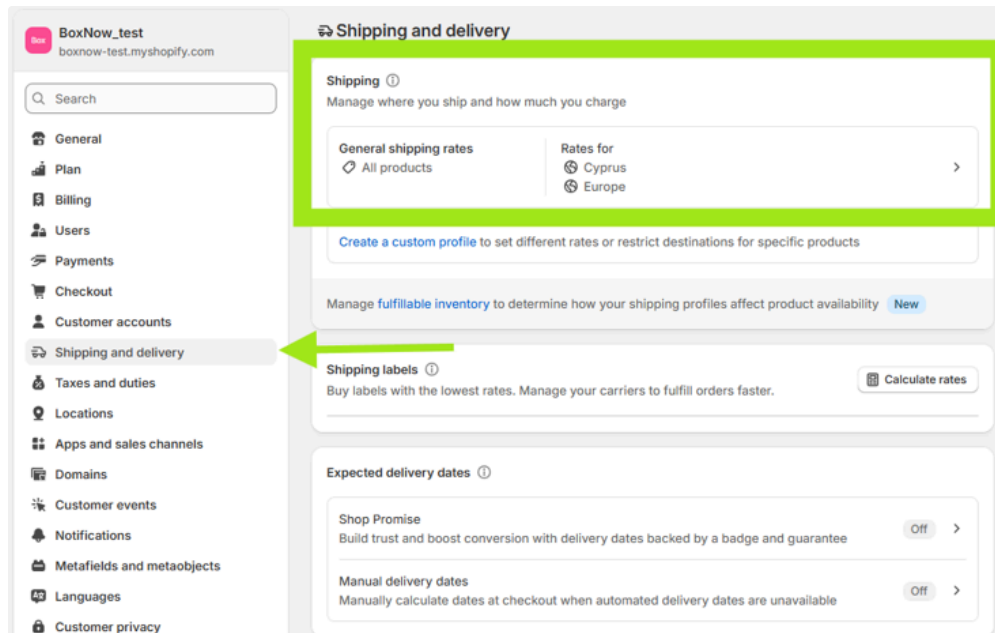
Setting Up Shipping Countries

In this step, we'll configure which countries will display BOX NOW and set the shipping rates.

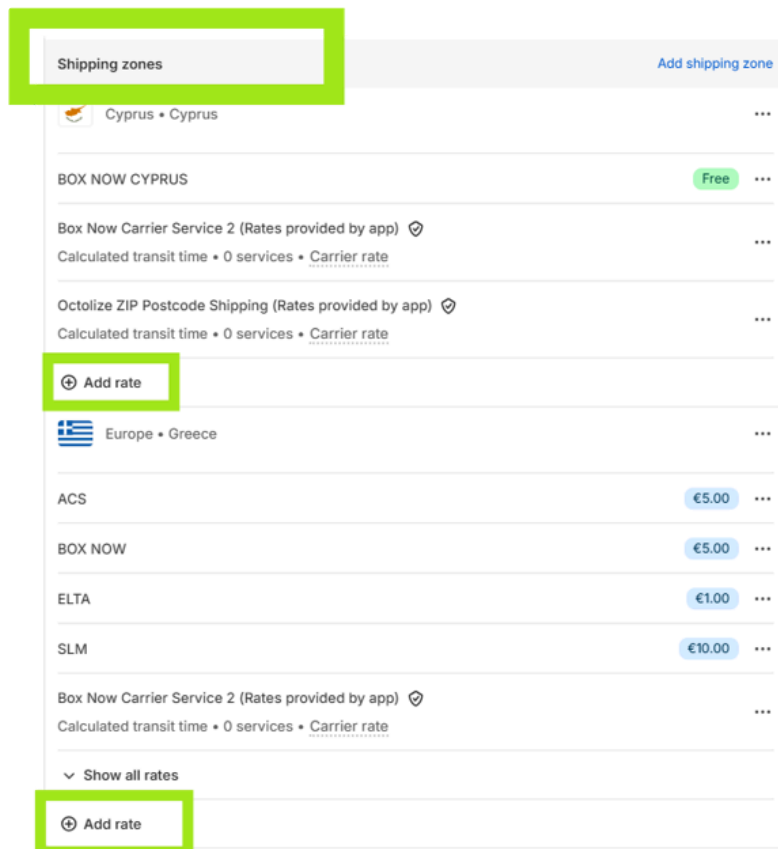
Follow these steps:

Step 1 - Setting Up Shipping Rates for BOX NOW

1. Select your shop's **Settings** from Shopify admin.
2. Select **Shipping and delivery**, then click on **General shipping rates** in the Shipping section.



3. Find the Shipping zones section and locate or create the zone for **Greece** and/or **Cyprus**.
4. Click on **Add rate**.



5. In the form window that appears, set the Custom rate name field to '**BOX NOW**' and fill in the Price field.

⚠ Please note: If your plan includes **Carrier Services** and you have already set prices in **Step 4**, please ensure that the **same prices** are entered here. This will prevent

discrepancies in the final charge, as otherwise a different price may appear depending on the Locker selection method.

Add rate [X]

Rate type
Use flat rate

Shipping rate
Custom

Custom rate name
BOX NOW

Custom delivery description (optional)
Γρήγορη παράδοση, 24/7

Price
€ 0.00 Free

[Add conditional pricing](#)

Checkout preview

BOX NOW FREE
Γρήγορη παράδοση, 24/7

Cancel Done

Optional Step: Multiple Pricing Ranges

If you want to set different charges based on the cart value:

- **For Shopify Grow, Advanced, or Plus users:** You can use third-party apps for more dynamic rules. Consult your technician 🧑🔧
- **For Shopify Basic users:** Go to **Settings** → **Shipping & Delivery** → **General Shipping Rates**, select the country, and click **Add rate**.
 - Fill in the fields and click **Add conditional pricing** to set the range.
 - Create multiple pricing ranges as shown in the examples below:

💡 The prices are just examples!

Rate Name	Order Range	Cost
BOX NOW	Orders €10.00–€19.99	€4.00
BOX NOW	Orders €20.00–€49.99	€8.00
BOX NOW	Orders €0.00–€9.99	€2.00
BOX NOW	Orders €50.00 and up	Free

⚠ The name must be "**BOX NOW**" otherwise, although the option will appear normally at checkout, the order will be registered incorrectly and will not be recognized as a BOX NOW shipment in order management.

Orders Page

When you enter the **Orders** page, you'll see a list of your store's orders, sorted by date with the most recent ones at the top. The app automatically loads all orders created in the last **60 days**. You can use the arrows at the bottom of the list to navigate through the pages.

← Orders

Q ☰

<input type="checkbox"/>	Order	Customer	Total Amount	Fulfillment status	Payment status	Voucher Number(s)	Voucher Status
<input type="checkbox"/>	#1523	Blaise Gulgowski	204.99 EUR	Fulfilled	Paid	1 parcels	Downloaded
<input type="checkbox"/>	#1522	Blaise Gulgowski	204.99 EUR	Unfulfilled	Paid	-	Not Created
<input type="checkbox"/>	#1521	twer wt	204.99 EUR	Unfulfilled	Paid	-	Canceled
<input type="checkbox"/>	#1520	Blaise Gulgowski	199.99 EUR	Fulfilled	Paid	5 parcels	Created
<input type="checkbox"/>	#1519	Blaise Gulgowski	218.99 EUR	Unfulfilled	Paid	-	Not Created
<input type="checkbox"/>	#1518	32ds dsa	204.99 EUR	Unfulfilled	Paid	-	Not Created
<input type="checkbox"/>	#1517	twer wt	199.99 EUR	Unfulfilled	Paid	-	Canceled
<input type="checkbox"/>	#1516	twer wt	199.99 EUR	Unfulfilled	Paid	-	Canceled
<input type="checkbox"/>	#1515	twer wt	199.99 EUR	Unfulfilled	Paid	-	Not Created
<input type="checkbox"/>	#1514	twer wt	399.98 EUR	Unfulfilled	Paid	-	Canceled
<input type="checkbox"/>	#1513	twer wt	199.99 EUR	Unfulfilled	Paid	-	Not Created
<input type="checkbox"/>	#1512	twer wt	199.99 EUR	Fulfilled	Paid	1 parcels	Downloaded
<input type="checkbox"/>	#1511	twer wt	199.99 EUR	Fulfilled	Paid	1 parcels	Downloaded
<input type="checkbox"/>	#1510	No name provided	199.99 EUR	Unfulfilled	Pending	-	Canceled

Table Columns

- **Order:** The unique order number from Shopify. Click on it to view the order details.
- **Customer:** The name of the customer who placed the order.
- **Total Amount:** The total value of the order.
- **Fulfillment Status:** Indicates whether the order is ready for shipment.
- **Payment Status:** Shows the payment status of the order.
- **Voucher Number(s):** The unique shipping numbers associated with the BOX NOW voucher.
- **Voucher Status:** The current status of the voucher.

Filtering BOX NOW Orders

If you click the **Only BOX NOW orders** button in the top right corner, you will automatically filter the orders. This way, you'll only see the orders where your customer has chosen **BOX NOW** as the shipping method.

Bulk Actions

The Bulk Actions feature allows you to perform voucher actions on multiple orders simultaneously.

You can select orders using the checkboxes or select all orders on the page and perform the following actions:

- **Create Vouchers:** Generate vouchers for the selected orders.
- **Download Vouchers:** Download the vouchers for the selected orders.

- **Cancel All Parcels:** Cancel the vouchers for the selected orders.

When you choose one of these actions, a **popup will appear** showing the **number** and **status** of each order. The **status** messages will inform you if an order can be included in the action. Additionally, in the Create Vouchers popup, you can select the origin location for your orders.

After you complete the action, a final popup will appear showing which orders were successfully processed and which ones were not.

The screenshot shows a table titled 'Orders' with a search icon and a menu icon in the top right. Below the title, it indicates '2 selected' and provides three action buttons: 'Create Vouchers', 'Download Vouchers', and 'Cancel Vouchers'. The table contains five rows of order data:

Order ID	Customer Name	Amount	Status	Payment	Parcels	Action
<input checked="" type="checkbox"/> #1523	Blaise Gulgowski	204.99 EUR	Unfulfilled	Paid	-	Canceled
<input type="checkbox"/> #1522	Blaise Gulgowski	204.99 EUR	Unfulfilled	Paid	-	Not Created
<input type="checkbox"/> #1521	twer wt	204.99 EUR	Unfulfilled	Paid	-	Canceled
<input checked="" type="checkbox"/> #1520	Blaise Gulgowski	199.99 EUR	Fulfilled	Paid	5 parcels	Created
<input type="checkbox"/> #1519	Blaise Gulgowski	218.99 EUR	Unfulfilled	Paid	-	Not Created

Important Notes for Bulk Voucher Creation

When creating vouchers in bulk (Create Vouchers), orders with issues (e.g., canceled, on hold, or without a selected BOX NOW locker) will not be included in the process. Only orders with complete and correct details **without any missing required fields** will be processed. If corrections are needed (for example, fixing an incorrect customer phone number), Bulk creation is not recommended.

Additionally, only vouchers with the status “Voucher created” can be canceled or downloaded.

During bulk voucher creation, certain fields like Destination, Parcels, and Compartment Size cannot be modified. The system will automatically apply the default options: the BOX NOW locker selected by the customer, 1 parcel, and Medium compartment size (if the origin location is Any APM with ID 2).

Order Page

By clicking on an order number, you'll be taken to the order details page.

The screenshot shows a form with two main sections: 'Recipient Information' and 'Shipping Details'. At the top right, there are three buttons: 'Create voucher', 'Download voucher', and 'Cancel all parcels'. The 'Recipient Information' section includes fields for Customer Name (text), Phone Number (+306975208282), and Email (test@test.gr). Below this is the 'Selected Locker' section, which shows a map icon and the address: 3370 | Lidl - Κοκκινίτσα, Αττική, Βενιζέλου 79, Κοκκινίτσα, 17671. There is a 'Cash on Delivery (COD)' section with a 'No Cash on Delivery' button. At the bottom of this section, there is a 'Voucher' section with a 'Downloaded' status and 'Voucher ID: #1106.1'. The 'Shipping Details' section includes 'Parcels' (1), 'Number of packing slips to be printed for this order.', 'COD Amount' (14.00), and 'Amount to be paid by the customer upon delivery.'. It also has 'Origin Warehouse' (2 | AnyAPM), 'Compartment size' (Medium), and 'Destination Locker' (3370 | Lidl - Κοκκινίτσα).

On the Order Page, you can view and edit various details:

- **Recipient Information Tab:** Here, you can see and update the recipient's details (Name, Phone, Email).
- **Shipping Details Tab:** This section shows information about the order, such as **Parcels, COD Amount, Origin Location, and Destination Locker.**

If you decide **to split the order into multiple parcels**, you can edit the number of parcels in the Parcels field **before** creating the voucher.

If Cash on Delivery (COD) is selected as the payment method, you can adjust the COD amount. Otherwise, changes are not allowed.

If Any APM is selected for the Origin Location (Location with ID 2), an **extra field** will appear in the Shipping Details for selecting the **Compartment size (Small, Medium, Large).**

Origin Location

Compartment size

The locker size where the parcels will be inserted.

On the top right side of the Order Page, you can perform voucher actions for the order as you see in the picture below:

- **Create Voucher:** Click this button to create the BOX NOW voucher for the order.
- **Download Voucher:** Once the voucher is created, click this button to open the PDF file of the voucher and print it.
- **Cancel Voucher:** If you decide to cancel the voucher for an order.

The image shows three buttons in a row: 'Create voucher', 'Download voucher', and 'Cancel voucher'.

Once you've successfully created a voucher, its parcels will appear at the bottom of the page as you see in the picture below:

Parcel Slips	
Total: 3	
6369332664 Status: new	Cancel Parcel
3421526380 Status: new	Cancel Parcel
5390696206 Status: new	Cancel Parcel

Voucher Statuses

The statuses of a voucher, which appear on the Orders are:

- **Not Created (or Pending):** The default status for an order where the voucher has not been created yet.
- **Created:** The voucher has been successfully created.
- **Canceled:** The voucher has been canceled and is no longer active.
- **Downloaded:** The voucher has been successfully downloaded as a PDF.

Creating an order

You did it! 🚀 The installation was successful! Now, let's move on to the next step. Here's how you can create your first order:

Creating a Voucher for an Order:

1. **Go to the Orders page** in the app.
2. Select the Only **BOX NOW orders** filter to show only orders with BOX NOW.
3. Select the order you want by clicking on its number.
4. **Check** the recipient's details on the **order page** to make sure they're correct. If needed, you can edit them in the respective fields.
5. **Click "Create Voucher"** at the top right of the page.
6. *Alternatively, you can select multiple orders from the Orders page by checking the boxes next to each one and clicking "Create Vouchers" for bulk creation.*

Downloading & Printing the Voucher PDF:

1. After creating the voucher, **click "Download Voucher"** on the order page to download the PDF and print it.

2. You can also do this in bulk from the Orders page by selecting orders and clicking "**Download Vouchers**"

You can download the same voucher as many times as you need. Each time you do, a new tab will open in your browser with the PDF, which you can print or save.

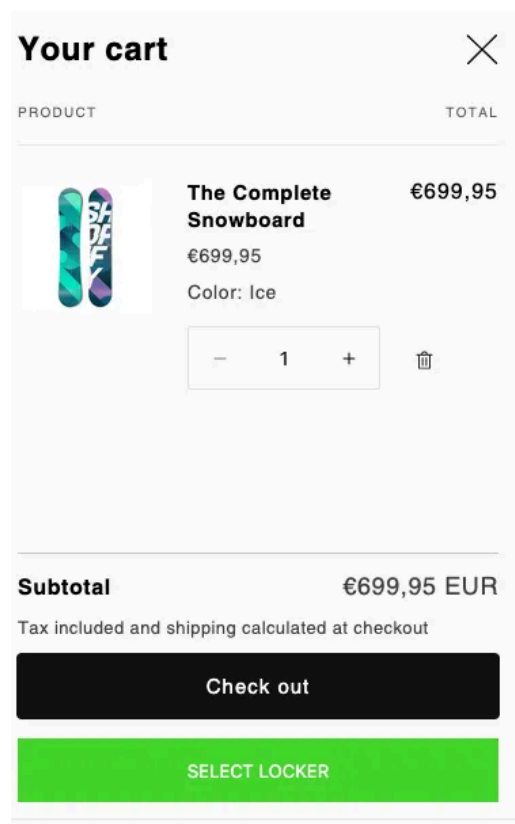
If you use the bulk action, a PDF with all the selected vouchers will appear in one file.

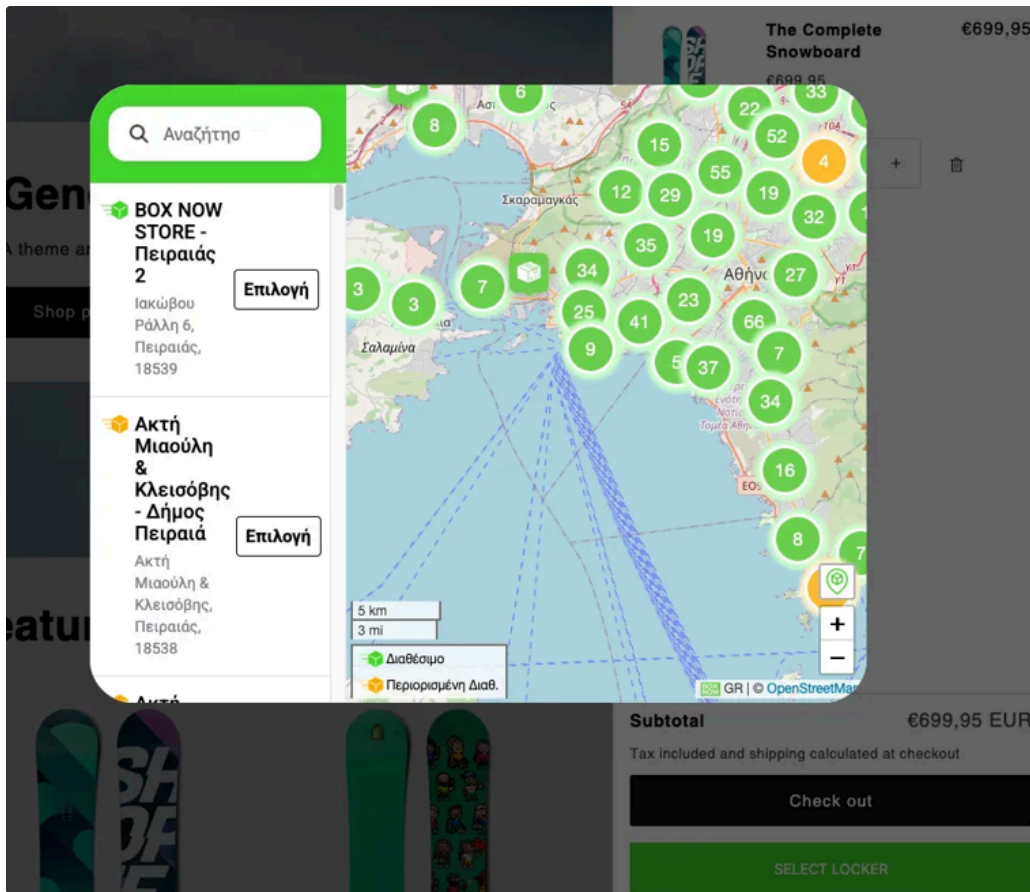
Canceling a Voucher:

- If you create a voucher by mistake, you can cancel it by clicking "**Cancel Parcel**" on the order page.
- To cancel multiple vouchers at once, use the bulk action "**Cancel All Parcels**" from the Orders page.
- You can create one or more new Vouchers for an order after canceling the previous ones, following the same procedure described above.

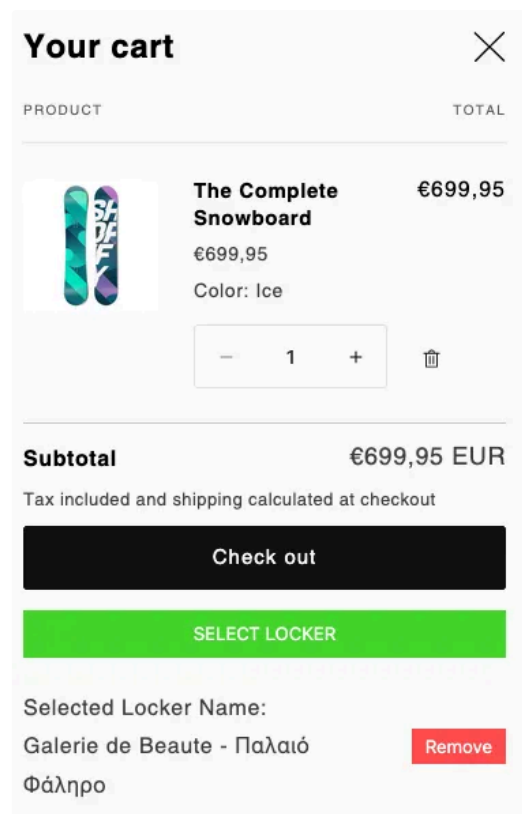
Example of BOX NOW in Your E-Shop:

See an example of the way a customer can select a BOX NOW Locker through **Cart Drawer** enabled themes:





After the customer selects a BOX NOW locker, it will appear in the Cart drawer, informing them of their choice:



Do you need help?

If you have any questions about integrating our solutions, feel free to [contact us](#) or through our official provider, [Think Plus](#).