

## MANUAL

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# 1. Home – Membership Information

On the "Home" button, you will find your membership information such:

- Active subscription: There you can see your status, and you can "Upgrade the status" of your profile.
- Status of your Account

### 1.1. Status

You can check your credit balance, upload your ID card/passport and sign the contract.

SPAINBO Forward	X ing				
Home Adm - Account - Packages	<ul> <li>Special Requ</li> </ul>	ests - Billing -	Add/Renew Subscription -	Help -	
Your Membership Information					
Active Subscriptions		Status			
Spainbox Standard - Lifetime upgrade		Your Credits Balar			
Unsubscribe from all e-mail messages		If you want to Upload passport	nust		
Unsubscribe from all e-mail messages		Sign Spainbox			
		🔓 Like Share 5 p	eople like this. Sign Up to see what yo	ur friends like.	
	Built on Shipeu	Forwarding			
Spainbox forwarding				~	

#### 1.2. Contract

It's mandatory that you sign the contract to ship your parcels.

You have to click on "Sign Spainbox Forwarding Contract"

e loure	SF		BOX					
Home	Home Adm - Account - Packages - Special			Special Rec	uests -	Billing -	Add/Renew Subscription *	Help -
Active Spai	Active Subscriptions Spainbox Standard – Lifetime upgrade Unsubscribe from all e-mail messages				Status Your ( Accou	Credits Balar Int approved In want to r	ce: 0 receive your shipment you r	nust
	Unsubscribe from all e-mail messages				Sign	Share 5 p	Forwarding Contract	our friends like.
Spainbox	forwarding							~

Then, the contract will be opened on a new page. At the end of the page, you can find a **"Sign here"** button, please click on it to sign.

The exe held res obligati The Spi this con accepts	mptions from liability enumerated above are given as examples but are not limitative, and it is understood that the Spainbox shall not be ponsible for any problem derived from the delivery, contents or removal of the correspondence received, and assumes no custodial on in relation thereto. andbox and the CLIENT expressly agree to establish the Spainbox's maximum liability with respect to all of the obligations derived from tract and from any complementary services contracted by means of an addendum hereto, in the amount of 50 Euros. The CLIENT hereby the liability limit as set forth herein, expressly waiving in this act any claim to a higher amount.
deposit all notif Spainbo	SEVENTH The CLIENT can have a security deposit or credit at his account. The Spainbox may charge against such security any expenses incurred as a consequence of the CLIENT's failure to comply with its obligations, particularly as the expenses derived from fications made by Spainbox to the CLIENT even when such notification is not mandatory pursuant to the contractual relationship. The xx may use such security deposit to cover shipping expenses for items to be sent to client at the address indicated above. The security deposit, or any part thereof, will be returned to the CLIENT once all responsibilities have been verified, settled and paid.
compler provisio	EIGHTH. COMPLEMENTARY SERVICES: Within the framework of this agreement, the CLIENT may arrange for mentary services, the purpose and price of which shall be set out in an addendum hereto. Said addendum shall be governed by the ons of this agreement.
purpose	NINTH. NOTIFICATION: The addresses shown at the beginning of this document shall be used by the parties for notification is.
tribunal In witho	TENTH. JURISDICTION: The parties expressly waive the right to their own authority and agree to be bound by local courts and is for any questions arising in connection with the application and interpretation of this agreement. ess whereof, the parties have caused this document to be signed on the date and place first above shown.
	The CLIENT
Submit Form	Sign Here ×

Please sign with the mouse, stylus, finger or touchpad in the new box appeared. Then, click on the **green arrow** and on **"Submit Form".** 

SEVENTH The CLIENT can have a security deposit or credit at his account. The Spainbox may charge against such security deposit any expenses incurred as a consequence of the CLIENT's failure to comply with its obligations, particularly as the expenses derived from all notifications made by Spainbox to the CLIENT even when such notification is not mandatory pursuant to the contractual relationship. The Spainbox may use such security deposit to cover shipping expenses for items to be sent to client at the address indicated above. The security deposit, or any part thereof, will be returned to the CLIENT once all responsibilities have been verified, settled and paid.	
EIGHTH. COMPLEMENTARY SERVICES: Within the framework of this agreement, the CLIENT may arrange for complementary services, the purpose and price of which shall be set out in an addendum hereto. Said addendum shall be governed by the provisions of this agreement.	
NINTH. NOTIFICATION: The addresses shown at the beginning of this document shall be used by the parties for notification purposes.	
TENTH. JURISDICTION: The parties expressly waive the right to their own authority and agree to be bound by local courts and ribunals for any questions arising in connection with the application and interpretation of this agreement. In witness whereof, the parties by connection with the connection with the application and interpretation of this agreement. In witness whereof, the parties by connection with the connection with the application and interpretation of this agreement. In witness whereof, the parties by connection with the connection with the application and the dream of the above the original application and the dream of the above the original application and the dream of the above the original application and the dream of the above the original application application application and the dream of the above the original application appli	
Sign Here X	
Submit Form	

## 1.3. Spanish Address

You can find your SUITE number on "Home"

SPAINBOX Forwarding		
Home Account • Packages • Special Requests •	Billing * Add/Renew Subscription * Help *	
Your Membership Information		
Active Subscriptions	Status	
Spainbox Standard – Lifetime upgrade	Your Credits Balance: 0 Account approved	
Unsubscribe from all e-mail messages		
Unsubscribe from all e-mail messages	Like Share S people like this. Sign Up to see what your friends like.	
Your address in Spain is:		
Lourdes Soriano Los Omeyas, 5 loca Suite #1002531 Cordoba 14005 Spain	Lourdes Soriano Los Omeyas, 5 local, suite #1002531 Cordoba 14005 Spain	
Built on Shi	seu Forwarding	
Spainbox forwarding		

Remember that all the parcels received at the Spanish address must be identified with your **SUITE #\_\_\_\_\_**.

Example of your **Spanish address** on a parcel:

Company:	
First Name:	
Second Name:	
Street: Calle Los Omeyas, 5 local SUITE #_	
Zip: 14005	
City: Cordoba	
Country: Spain	
•	

First Name:	
Second Name:	
Street: Calle Los Omeyas, 5 local SUITE #_	
Zip: 14005	
City: Cordoba	
Country: Spain	

# 2. Account

#### 2.1. Profile

You can check all of your customer profile information on the tab "ACCOUNT" > "PROFILE".

ur M Profile ation Increase credits Shipping Addresses Spain Forwarding options upgrade Your Credits Balance: 0 Account approved Logout	r M Profile ation Increase credits Shipping Addresses Forwarding options Upgrade Vour Credits Balance: 0 Account approved	ur M Profile ation Increase credits Shipping Addresses Status Spair Forwarding options upgrade Your Credits Balance: 0 Account approved Insubscurve Increase your shipment you must Upload passport copy	Home	Account +	Packages *	Special Requests *	Billing +	Add/Renew Subscription -	Help -		
Increase credits Shipping Addresses Status Spair Forwarding options Logout Logout	Increase credits Shipping Addresses Forwarding options Loovert Loovert	Increase credits Shipping Addresses Status Spain Forwarding options Logout Logo	our M	Profile	ati	on					
Shipping Addresses         Status           Spair         Forwarding options         upgrade         Your Credits Balance: 0 Account approved           Logout         Account approved         Account approved         Account approved	vive         Shipping Addresses         Status           pair         Forwarding options         upgrade         Your Credits Balance: 0 Account approved	Shipping Addresses     Status       Spair     Forwarding options     upgrade       Logout     Account approved       Insubsequences     If you want to receive your shipment you must upload passport copy		Increase cre	dits						
Spair Forwarding options upgrade Your Credits Balance: 0 Account approved	Pair Forwarding options upgrade Your Credits Balance: 0 Account approved	Spain         Forwarding options         upgrade         Your Credits Balance: 0           Logout         Account approved         Account approved           Insubs-supervised         If you want to receive your shipment you must upload passport copy	Active	Shipping Add	dresses		Status				
Logout Account approved	Account approved	Insubscuence of the second approved Account approved Insubscuence of the second approxed Insubscuence	Spair	Forwarding of	options Upg	grade	Your Credits Balance: 0				
nsubsance receive your supprient you must Upload passport copy	subserver and a main messages <u>If you want to receive your shipment you must</u> Upload passport copy		Unsubs.	Logout		sages	Accour If you Uploa	<u>it approved</u> u want to receive your shipr d passport copy	nent you r	nust	
		Tike Share S people like this. Sign Up to see what your mends like.					I Like	Share 5 people like this. Sign Up	to see what y	our menos like.	
ter Like Share Specific like this. Sign Up to see what your friends like.	Share Share species me this sign of to see what your menus like.					Built on Ship	eu Forwarding				

Home Adm - Account - Packages - Special Requests -		
	Billing - Add/Renew Subscription -	Help +
Customer Profile		
Company		
EU VAT Id (optional)		
* First & Last Name		
* Your E-Mail Address a confirmation email will be sent to you at this address		
Billing Address		
* Street		
* City Cordoba		
* Country Spain	T	
* State Cordoba •		
* ZIP Code		
Phone Number		
Password Shange		
Account verification		
Passport / ID upload Upload passport to get your account verified (maximum filesize is 2 Mb)		
* Passport/ID Expiration date		
Save Profile		

There you will find your complete profile, the billing address and the account verification. You can change any profile information when needed.

## 2.2. Upload your ID/Passport

It's mandatory that you upload your identification to ship your parcels.

1. You can find it on "Account" > "Profile".

e lourde	SPA	Forv	varding				
Home	Account +	Packages +	Special Requests +	Billing +	Add/Renew Subscription +	Help +	
Your M Active Spair Unsubs	Increase credi Shipping Addr Forwarding op Logout	its esses ptions up 	on rade sages	Status Your C Accour If you Uploa Sign 1	redits Balance: 0 It approved I want to receive your shipi d passport copy Spainbox Forwarding Contr	nent you r act	nust
Spainbox f	opwarding		Built on Shi	Like	Share 4 people like this. Sign Up	to see what y	our friends like.

2. There is a table at the end of the page where you have to upload the archive and the Expiration date.

* Country	Spain
* State	Cordoba
* ZIP Code	14005
Phone Number	
Password	Change
Account verification	
Passport / ID upload Upload passport to get your account verified (maximum filesize is 2 Mb)	beolqu
* Passport/ID Expiration date	
	Save Profile
	Built on Shipeu Forwarding
Spainbox forwarding	

If you do not attach this identification, we won't send any of your parcels.

### 2.3. Credits

We will only send your parcels if you have enough credit in your account. If you need to add credit, you can choose between these two options:

#### Option 1:

Click on "Account" > "Increase credits".

lourd	SP/		<b>BOX</b> warding						
Home	Account +	Packages +	Special Requests +	Billing +	Add/Renew Subscription -	Help +			
Your M	Profile Increase cre	at dits	tion	Status					
Spain Unsub	Forwarding Logout Isubscribe from	options up 	ograde ssages sages	Your Credits Balance: 0 Account approved If you want to receive your shipment you must Upload passport copy 					
			Built on Ship	u Like	Share 4 people like this. Sign Up t	o see what yo	our friends like.		

#### Option 2:

Click on "Add/Renew Subscription" > "Increase your credits".



You can choose among credit card, Paypal, bank transfer or bitcoins. But take in consideration that, for Personal shopper services we would only accept bank transfer.

SPAINBOX     Forwarding     Vourdessoriano1 Logout     Mome Account * Packages * Special Requests * Billing * Add/Renew Subscription * Help *
Increase your credits
You are logged-in as <b>lourdessoriano1</b> . Logout to signup as new user.
Increase your credits 1 Credit in Euros €1.00 Buy credits. 1 credit = 1 euro
Payment System     PayPal     secure credit card payment
Bank Transfer pay using wire transfer or by sending offline check
Credit Card Credit card payment
BitPay Pay with BitCoins
Next
Built on Shipeu Forwarding
Spainbox forwarding

## 2.4. Add Shipping addresses

You can add new shipping addresses in a very easy way.

1. Click on "Account" > "Shipping addresses".

lourd	SP/		varding					
Home	Account •	Packages *	Special Requests +	Billing +	Add/Renew Subscription +	Help +		
Your M	Profile Increase cre	lati	on	Status				
Spair	Forwarding of Logout	pptions ypg	rade	Your Credits Balance: 0 Account approved If you want to receive your shipment you must				
Un	subscribe from	all e-mail mess	ages	<u>Uploa</u> Sign	<u>d passport copy</u> Spainbox Forwarding Contra	act		
				🖬 Like	Share 4 people like this. Sign Up t	to see what your friends I		
Spainbox f	orwarding		Built on Shi	peu Forwarding				

2. Then click on the "New Address" button.

Image: Special Requests ≤ Billing ≤ Add/Renew Subscription + Help +         Image: Special Requests ≤ Billing ≤ Add/Renew Subscription + Help +         Delivery addresses         Delivery addresses         Delivery addresses         Orginant First Name Second Nat Street Street City State Zip Phone Country Defar         1 259 Lourdes So Lourdes Soriano medina aza         Cordoba Cordoba 14004       666777888 Spain		X.,		•										
Iourdessoriano1 Logout          Image: Account * Packages * Special Requests * Billing * Add/Renew Subscription * Help *         Delivery addresses         Delivery Addresses         Delivery Addresses         Divery Addresses         Divery Addresses         Dipone Country Defa         1 259 Lourdes So Lourdes Soriano medina aza         Corrdoba Cordoba 14004         Soriano medina aza         Cordoba Cordoba 14004         Displaying 1 to 1 of 1 items         Built on Shipeu Forwarding														
Home       Acount       Packages +       Special Requests +       Billing +       Add/Renew Subscription +       Help +         Delivery Addresses         Delivery Addresses         Telower redit: 0 C         ID       Compare First Name Second Nar Street       Street       Clip         ID       Compare First Name Second Nar Street       Street       Clip       Phone       Country Defa         1       259 Lourdes So Lourdes       Soriano       medina aza       cordoba       Cordoba       Displaying 1 to 1 of 1 items         Eulit on Shipay Forwarding       Displaying 1 to 1 of 1 items	ا گ	lourde	25501	iano1	Logout									
Delivery addresses Delivery Addresses velocine Lourus redit: 0 € New Address ID Compase First Name Second Nar Street Street City State Zip Phone Country Defa 1 259 Lourdes So Lourdes Soniano medina aza cordoba cordoba 14004 666777888 Spain	Но	Home Account • Packages • Special Requests • Billing • Add/Renew Subscription • Help •												
Delivery Addresses         relcome Lotrix- redit: 0 €            • New Address          ID       Compare         First Name Second Nar Street       Street         City       State         Zip       Phone         Country       Defa         1       259         Lourdee So       Lourdee         Soriano       medina aza         cordoba       cordoba         10       H         Page1       of 1         Built on Shipeu-Ferwarding	Del	liver	y a	ddre	sses									
ID       Compare       First Name       Second Nar       Street       City       State       Zip       Phone       Country       Defail         1       259       Lourdes So       Lourdes       Soriano       medina aza       cordoba       cordoba       14004       666777888       Spain         10       M       Page1       of 1       M       O       Displaying 1 to 1 of 1 items	Del	ivery	y Ad	dres	ses									
New Address           ID         Compare         First Name         Second Nar         Street         City         State         Zip         Phone         Country         Defai           1         259         Lourdes So         Lourdes         Soriano         medina aza         cordoba         cordoba         14004         666777888         Spain           10         H         Page[1 of 1         H         O         Displaying 1 to 1 of 1 items	we	lcome	e Lou	ue. c	redit: 0 €	1								
1     259     Lourdes So     Lourdes     Soriano     medina aza     cordoba     cordoba     14004     666777888     Spain       10     Id     Finite     Page     of 1     ▶     ▶     Ø     Displaying 1 to 1 of 1 items	۲	New A	Addre	is nanu	First Nam	e Second N	ar Street	Street	City	State	Zin	Phone	Country	Defai
10 •     H     4     Page[1 of 1 >> H     C     Displaying 1 to 1 of 1 items       Built on Shipeu Forwarding	1	259	Louro	les So	Lourdes	Soriano	medina aza	Jueer	cordoba	cordoba	14004	666777888	Spain	Delat
10 •     H     4     Page1_of 1     >>> H     O       Displaying 1 to 1 of 1 items   Built on Shipeu Forwarding														
Built on Shipeu Forwarding														
Spannox torwarono	[10	•	М	•	Vage 1	]of 1 🕨	) Q					Display	ing 1 to 1 c	of 1 items

3. Fill in all the information about every new address where we will ship the parcels to.

	New Shipment	*
🍎 SI	Address details Company:	
🐣 lourdessoriano	First Name: This field is required.	
Linna Account	Last Name:	
Home Account	Street:	ľ
Delivery addr	Street 2:	
Delivery Addre	S City:	
Welcome Lourdes	c State:	
🕀 New Address	Zip:	
ID Company	Phone:	Country Defai
1 259 Lourdes St	Country:	388 Spain
	Default: No	
	Save 🔀 Canc	el
10 🔻 14 4	Page1 of 1 ▶ N Č	Displaying 1 to 1 of 1 items
Conjohov framadia	Built on Shipeu Forwarding	
Spainbox forwardin	y	A

# 3. PACKAGES

When you receive a parcel, the system sends you an email (revised Spam). You can find all the information in the tab "**Packages**".

			varding				
Home	e Account -	Packages +	Special Requests 👻	Billing -	Add/Renew Subscription -	Help -	
Your l Activ Spa	Membership re Subscription ainbox Standar ubscribe from a Unsubscribe from	Packages in V - Action Requ - In progress - Ready To SI Packages Sen Expected pack an e-mail mess	Varehouse Ired hip t kages ages	Status Your C Accour	redits Balance: 0 It approved Share S people like this. Sign Up t	o see what y	our friends like.
Spainbo	x forwarding		Built on Shi	seu Forwarding			<u>~</u>

- Action Required: The parcel has been entered into the system and we need you to select some operations. (See next step)
- In progress: The parcel is being processed (only in some cases you can remove the parcel to "action required").
- Ready to ship: the parcel will be sent.
- Packages sent: you can check all your parcels sent.

#### 3.1. Action required

We enter the information of parcels in our system every working day. The system sends you an automatic email when the parcel information is entered into the system, and you can find it on "**Packages**" > "Action Required".

SI SI	PAINE For 01 Logout	<b>BOX</b> warding				
Home Account	t • Packages •	Special Requests -	Billing -	Add/Renew Subscription -	Help -	
Your Member Active Subscrip Spainbox Sta Unsubscribe fm	shir, Fackages in - Action Req vition - In progress indar - Ready To S Packages Se DM a Expected pa from air e-mair mes	s s s ckages sages	Status Your C Accour If you Uploa Sign	redits Balance: 0 it approved want to receive your ship d passport copy Spainbox Forwarding Contr	ment you i ract	must
Spainbox forwarding		Built on Shi	peu Forwarding	Share 5 people like this. Sign Up	to see what y	our friends lik

- 1. After we have received you parcel, and it is in **"Action Required"** status, you should select the parcel and **select an operation**:
- Ship it: Send the parcel to you.
- Consolidate: (Only available for PREMIUM accounts). We will combine all your parcels in one or the minimum number of boxes possible to save money on the shipment.

Č	SPAINBOX
8	lourdessoriano1 Logout
Ho	me Account • Packages • Special Requests • Billing • Add/Renew Subscription • Help •
Pac	skages Action Required
We	lcome Lourdes credit: 0 €
Oper	New Synch (Dickage ration: Consolidate • Shiping address: Ocurier: Process
	Sender Country Receiver Tracking Carrier Wei VolW Dimensions Receive date
10	0 ▼ 14 4 Page 0 of 0 ▶ ₩ 0 Displaying 0 to 0 of 0 items
Spai	Built on Shipeu Forwarding

2. When you have selected the Operation, you should select the shipping address and the courier you prefer. Then, click "**Process**".

For example:

|--|

## 3.2. In progress

Once you have clicked on "Process", your parcel changes the status to "In progress", and you can see it in "**Packages**" > "In progress".

SP/		varding				
Home Account -	Packages •	Special Requests +	Billing +	Add/Renew Subscription *	Help -	
Your Membership Active Subscription Spainbox Standar	Packages in V - Action Requ - In progress - Ready To Sh Packages Sen	varehouse ired	Status Your C	redits Balance: 0 It approved		
Unsubscribe from a	Expected pack	kages ayes	u Like	Share 5 people like this. Sign Up t	o see what y	our friends like.
Spainbox forwarding		Built on Shi	seu Forwarding			

In this tab you can find all the parcels that have been "Ship it" or "Consolidated" When the parcel is in "In progress" you can edit some details of the shipment in "**Edit Shipment**" if necessary.

SPAINB	OX				
Iourdessoriano1 Logout	arding	Billing ×	Add/Renew Subscription *	Help ×	
Packages In progress	Special requision	Uning	Augmenew Subscription	Тюр	
Welcome Lourde, your credit is: 0 €					
ID Gestomer Status	Courier Delivery Add	Tracking	Total Weig Shipping of Receive	da Ema Pre	pare

If you want to change the status of the parcel to "Action Required" again, you have to select the parcel and click "**Remove Shipment**"



#### 3.3. Ready to Ship

When the parcels are in the status "Ready to Ship" they can't come back to "In progress" or "Action Required".

When a parcel is in "Ready to Ship", we send the parcel to the address you have selected in the previous step, and via the courier that you have selected.

You can check all the information in "Packages" > "Ready to Ship".

Home       Account ~       Packages       Special Requests ~       Billing ~       Add/Renew Subscription ~       Help ~         Your Membership       Packages in Warehouse       - <th>lourdessoriano1 Lo</th> <th></th> <th><b>OX</b> varding</th> <th></th> <th></th> <th></th> <th></th>	lourdessoriano1 Lo		<b>OX</b> varding				
Your Membership     Packages in Warehouse       - Action Required     - In progress       Active Subscription     - In progress       Spainbox Standar     - Resdy To Ship       Unsubscribe from     Packages Sent       Expected packages     - Share       Unsubscribe from an erman messages     Share	Home Account *	Packages +	Special Requests *	Billing *	Add/Renew Subscription *	Help -	
	Your Membership Active Subscription Spainbox Standar Unsubscribe from a Unsubscribe from	Packages in W - Action Requi - In progress - Ready To Sh Packages Sent Expected pack an e-main messa	ip t ages iges	Status Your C Accourt	redits Balance: 0 It approved Share S people like this. Sign Up	to see what y	our friends like

### 3.4. Shipment Completed

We send your parcel when all the process is complete. The couriers we use are UPS, FedEx, TNT and PostNL.

You can trace it by visiting the web site of the specific shipping company that has been used to ship your parcel and enter the provided tracking number in the "track or track package" box indicated in each site. We will email you tracking number of the parcel so that you can follow it from the time it leaves our office to the time it arrives at your door.

### 3.5. Important to complete the process of shipment

You have to **check**:

- **Credit** in your account.
- Proforma invoice. It's ONLY necessary for non-European shipments.
- The **contract** (Find it in the site)
- Your **ID card/ passport** (The passport is mandatory for non-European shipments)

#### 3.5.1. Proforma invoice

The proforma invoice is necessary for non-European shipments and you can download and fill it <u>here</u>.

It's very simple to fill in a proforma invoice:

Paragraph 1: your full name and your phone number.

Paragraph 2: your full name, your shipping address and your phone number.

<u>The table</u>: Filling out with the DETAILED content of the parcel, indicating the prices for each individual item in euros. (This documented is presented to the Spanish Customs, so it must indicate detailed information of the content of the parcel. Do not indicate vague information such as: Clothing, electrical devices, samples, etc. You must list each item, quantities and value per item.)

# 4. Special request

In this section, you can find some special services that you can choose with an increase in the shipment cost.

#### 4.1. Order special request

You can select special request clicking on "Special request" > "Order special request".

SPAINE For	warding				
Home Account - Packages -	Special Requests 👻	Billing -	Add/Renew Subscription -	Help -	
Your Membership Informati	Order Special Request Special Request in Pro Special Request Comp grade	igress ileted JS Your C	redits Balance: 0		
Unsubscribe from all e-mail mess	sages ages	<u>Accoun</u>	Share S people like this. Sign Up to	o see what y	our friends like.
	Built on Shipe	eu Forwarding			
Spainbox forwarding					

You can find the following options in the column "Special request":

#### Standard Account

You can choose:

- Photo (€1): we take a photo of your parcel.
- Inspection (€2): we open and inspection your parcel.
- Remove labels (€0,2)
- Remove invoice (€1)
- Destroy (€0): we destroy your parcel.

#### Premium Account

You can choose:

- Express Processing (€10)
- Write Prof. Invoice (€3): we write your proforma invoice to non-European shipments.
- Destroy (€0): we destroy your parcel
- Labelling products (€0.20)
- Labelling boxes (€1)
- Box 60x40x40 (€4.50): we ship the parcel into a box 60x40x40.
- Packaging supplies (€1)
- Inventory items (€0.02)

To choose a Special request, click on the button:

÷	154 Lourdes Soriano	Action Requ No requests	5	0	16-08-20	Photo [1 €]	
---	---------------------	-------------------------	---	---	----------	-------------	--

And confirm the order by clicking on "OK".



## 4.2. Special Request in Progress

When you have selected the parcel with special request, and you have confirmed it, you can see the order in "**Special request**" > "**Special request in Progress**".

SPAINE For Verdessoriano1 Logout	BOX warding
Home Account - Packages -	Special Requests • Billing • Add/Renew Subscription • Help •
Your Membership Informati	ti Order Special Request
Active Subscriptions	Special Request in Progress Special Request Completed
Spainbox Standard – Lifetime upg	pgrade Your Credits Balance: Q Account approved
Unsubscribe from all e-mail mes	issages
Unsubscribe from all e-mail mess	stages
Spainbox forwarding	Buil on Shipeu Forwarding

## 4.3. Special Request Completed

When we complete your special order, the order will change the status to "Completed". You can see it in "**"Special request" > "Special request Completed".** 



### 5.1. Invoice

You can see your invoice in "Billing" > "Invoices"

SPAINBO Forwardi	X ing					
Home Account - Packages - Specia	ial Requests 👻 Bil	lling -	Add/Renew Subscript	tion +	Help +	
Your Membership Information	In	voices				
Active Subscriptions	Cr	edit histor itatus	У			
Spainbox Standard – Lifetime upgrade		Your Cre	dits Balance: 0			
Unsubscribe from all e-mail messages		If you	want to receive you passport copy	ı <mark>r ship</mark> m	ient you n	nust
Unsubscribe from all e-mail messages		Sign S	painbox Forwarding	<u>Contra</u>	<u>ct</u>	
	C	Like [	Share 5 people like this.	Sign Up to	o see what yo	our friends like.
	Built on Shipeu Fo	orwarding				
Spainbox forwarding						*

### 5.2. Credit History

You can see your credit history in "Billing" > "Credit history"

≚ lourd	essoriano1 Lo	ogout	varding				
Home	Account *	Packages *	Special Requests +	Billing +	Add/Renew Subscription *	Help +	
Your M	lembership	o Informati	on	Invoices			
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				🖬 Like	Share 5 people like this. Sign Up	to see what y	our friends like
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# 6. Spainbox Fowarding APP

It is the easiest way to manage your European shipments with your mobile device. Spainbox forwarding makes it easier to process your packages, obtaining the best shipping rates at a single touch away.

This app is available to iOS devices. Compatible with iPhone, iPad and iPod touch.

You will only need your Username and your password to enter to the app.



You can also use the Spainbox Forwarding APP to manage your parcels.

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≡	Package Ir	n Warehous	e
tion Required	In Progress	Ready to SI	hip Sent
Consolidate			~
Shipping Add			
Courier			
			Select All
541. UPS		sender: S1	Parcel
France		TR11111	23-01-2018
542. FEDEX		sender: S2	Parcel
Germany		T222	23-01-2018
586. Correos	express	sender: S1111	Parcel
Spain		T1111	05-02-2018
587. Correos	express :	sender: S1111	Parcel
		T1111	05-02-2018
Spain			
Spain 687. Correos	express	sender: S11	Parcel

And calculate the price of your shipments easily with the Shipping calculator.

