

Q&A Boehringer Webshop

Login

How do I log in to the Boehringer webshop?

- Log in with your We Buy account.
- Go to Print & Promotional Material.
- Click the Arvato tile for direct access without extra login.
- You can also search for the Arvato tile if you don't see it immediately.

How do I start in the webshop?

- Select your preferred language at the top right.
- Choose the correct country at the bottom or in the black bar.

Product Selection

How do I select the right product?

- Select the "New Product" folder on the collection page for your chosen country.

How do I choose the correct product type?

- For 1 or 2 pages: choose Leaflet
- For 3 to 6 pages: choose Folder
- For 8 pages or more: choose Brochure

Which specifications can I set?

- Finishing (for example, stapled or bound)
- Language change or location change
- File check (print-ready files or file check)
- Additional delivery addresses

The right product isn't listed?

- If the correct product isn't listed, you can request it at the top right via the quotation request.

Check Out

How do I create a quotation to add to the WeBuy PO request?

- In the "Shopping Cart" tab, you can save your cart. Here you can save the order and take a screenshot to request approval.

How do I upload a print file?

- In the "Shopping Cart" tab, you can upload a file for the product.

How do I enter a reference code for the print file?

- In the "Shopping Cart" tab, you can enter the article code at reference, which is needed for delivery and useful for order recognition.

How do I enter delivery addresses?

- In the “Delivery” tab, you can select an existing delivery address or create a new one.
- For multiple addresses, you can set the distribution in the next “Order” step.

How do I distribute quantities over multiple addresses?

- In the “Order” tab, you can distribute quantities over different addresses and add an order reference.

What if I need the order earlier?

- In the final “Order” tab, you can add comments for the Arvato Team, for example about the delivery date.

Overview

Where can I find an overview of my orders?

- At the top left you’ll find the overview of orders, saved orders, and quotations.