



NUETEL<sup>Plus</sup>

# Nuetel Bulk SMS Portal

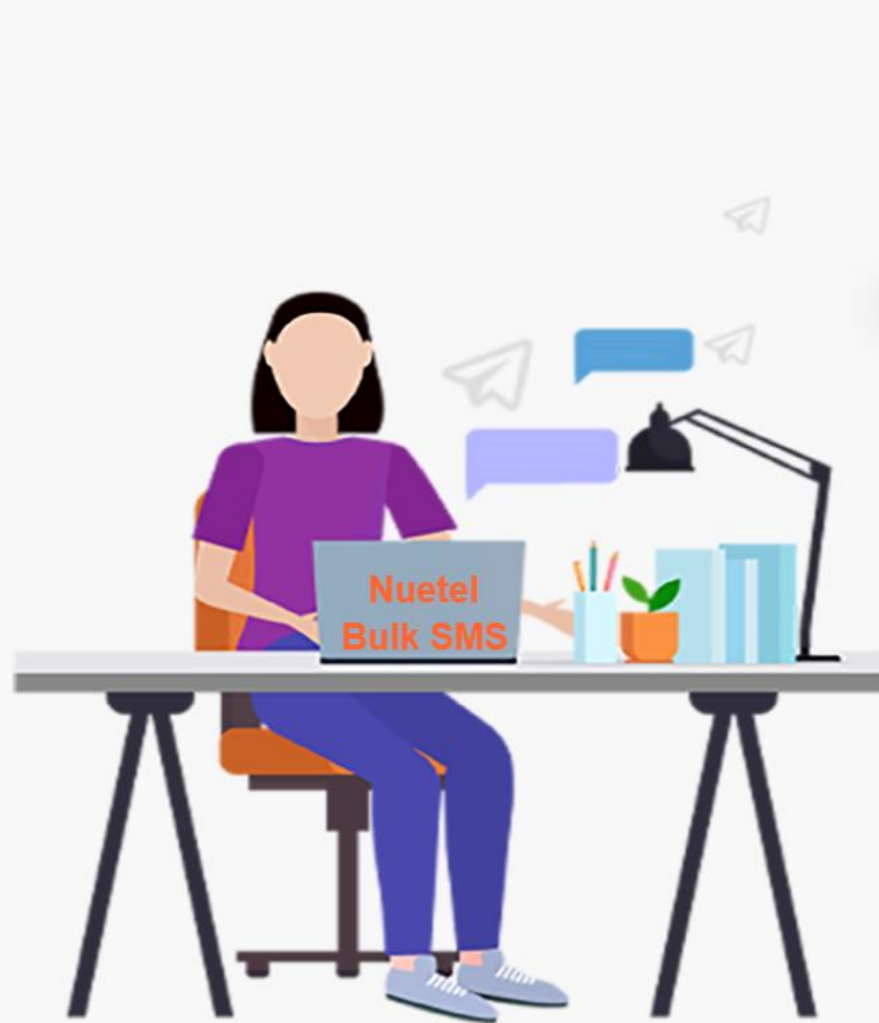
Customer Awareness

How to use  
Nuetel Bulk SMS Portal

July 2022

# Online Registration - Nuetel Bulk SMS Portal

<https://sms.nuetel.com>



## Contact Us

Phone & Whatsapp

16033000

[sales@nue-tel.com](mailto:sales@nue-tel.com)

## Welcome To Nuetel Bulk SMS

Please sign-in to your account

Email

Password

[Forgot Password?](#)



☐ Remember Me

Login

New on our platform? [Register](#)

Click  
Register

# Online Registration – Enter Account Information



Enter your Account  
information



Account

Enter credentials



Personal

Personal Information



Billing

Payment Details

## Account Information

Fill the below form to create a new account

Email \*

nuetel@nuetel.com

Password \*

.....



Confirm password \*

.....



Timezone \*

(GMT+03:00) Asia/Bahrain



Language \*

English



[Back to Login](#)

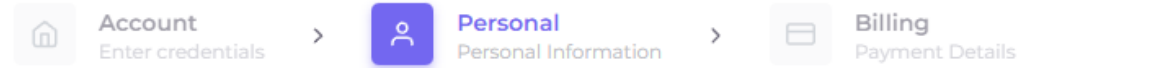
[Previous](#)

[Next](#)

# Online Registration – Enter Business Details



Enter your  
Business Details



## Personal Information

Fill the below form to create a new account

First name \*

Nuetel

Last name

Communications

Phone \*

97312345678

Postcode

50960

Address \*

NOC Building 2420, Road 5718 Block 257

Company

Nuetel

City \*

Amwaj Islands

Country \*

Bahrain

[← Back to Login](#)

[← Previous](#)

[Next →](#)

# Online Registration – Select Plan and Payment



Select your  
required Package

Choose Offline  
Payment



Account  
Enter credentials



Personal  
Personal Information



Billing  
Payment Details

## Select Plan

Select plan as per your retirement

### Small Plan

20000 points

**BD 20** /year

### Business and Wholesales

Special Rates per  
customer contract

**BD 0** /3 years

## Payment Options

Be sure to click on correct payment option



Offline Payment

< Back to Login

< Previous

✓ Submit

# Online Registration – Follow the instructions



**Login with your new account and request your Sender ID, then contact Nuetel 16033000 / sales@nue-tel.com**

Please login to Nuetel Bulk SMS Portal again with your new account info (Email & Password)

Select Sending from top menu

Select Sender ID and request for new one

Enter the required Sender ID and click Send

#### FOR PAYMENT CONFIRMATION MESSAGE:

Contact Nuetel Sales on 16033000 and Email sales@nue-tel.com to finalize the payment and activate your plan package and Sender ID to use the Bulk SMS Service.

# Login with your account information

<https://sms.nuetel.com>



## Contact Us

Phone & Whatsapp  
16033000  
[sales@nue-tel.com](mailto:sales@nue-tel.com)

## Welcome To Nuetel Bulk SMS

Please sign-in to your account

Email

Password

[Forgot Password?](#)

☐ Remember Me

Login

New on our platform? [Register](#)

# Request for your Sender ID

NUETEL BulkSMS

English

Nuetel Communications Available

Dashboard

Reports

Contacts

Sending

Blacklist

SMS

Sender ID

Dashboard > Sending > Sender ID

Actions

Request for new one

10

Search

<input type="checkbox"/>	SENDER ID	PRICE	ACTIONS
Showing 0 to 0 of 0 entries			

10

Search

<input type="checkbox"/>	SENDER ID	PRICE	STATUS	ACTIONS
<input type="checkbox"/>	Nuetel SMS	BD 0 1 year	PENDING	<div></div>

Showing 1 to 1 of 1 entries

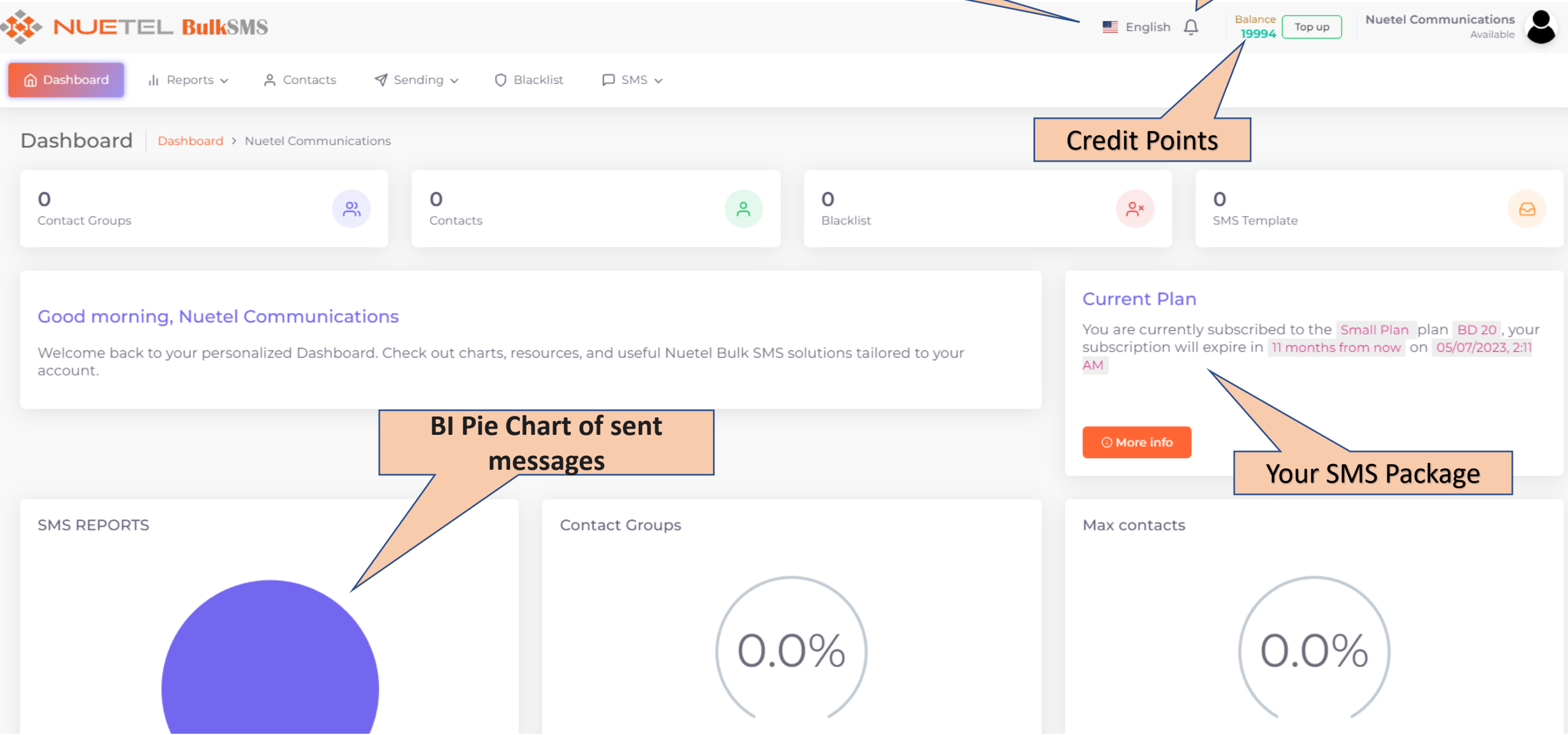
1

Access the portal and Request your Sender ID

PENDING, Contact Nuetel on 16033000 to Activate the Sending ID and to complete your order



# Customer Dashboard



# Quick Send (Sending a Single SMS)

## Quick Send [Dashboard](#) > [SMS](#) > Quick Send

Sending Server \*

Nuetel

Recipient \*

+973 32195818

ORIGINATOR

Sender ID

 Nuetel SMS

Phone Numbers

Message \*

This is a test SMS Message from Nuetel Bulk SMS Portal

106 CHARACTERS REMAINING 1 MESSAGE(S)

 Send

Select Quick  
Send

Add the phone  
number

Add the SMS  
Message

The standard characters  
count for 1 Message  
English 160  
Arabic, Hindi, etc 70

# Check SMS Delivery Report

English

Balance19994

Top up

Nuetel Communications

Available

Dashboard

Reports

Contacts

Sending

Blacklist

SMS

Sent Messages

Dashboard > Reports > Sent Messages

Export

10

Search

	DATE	TYPE	FROM	TO	COST	STATUS	ACTIONS
<input type="checkbox"/>	05/07/2022, 2:17 AM	PLAIN	Nuetel SMS	97332195818	6	Delivered	

Showing 1 to 1 of 1 entries

<

1

>

Select All Messages

Deducted points

Delivery status of the sent SMS Message

# Sending Bulk SMS by importing Excel file

English

19994

Top up

Nuetel Communications

Available

Dashboard

Reports

Contacts

Sending

Blacklist

SMS

Send Using File

Dashboard > SMS > Send Using File

SAMPLE FILE

Download sample file

	A	B	C	D	E	F	G
1	Phone Number	Email Address	User name	Company	First Name	Last Name	Message
2	973xxxxxxx	customer@nuetel.com	Salman	Nuetel	Nuetel	Communications	Billing Reminder, Test Bulk SMS imported from Excel
3	966xxxxxxx						Service Activated, Test Bulk SMS imported from Excel
4	44xxxxxxx						

Name

Marketing 1

Sending Server

Nuetel

ORIGINATOR

Sender ID

Nuetel SMS

Phone Numbers

Import file

Click here to upload

The file must contains phone column, include a country code at the beginning for a successful import. Supported file: csv, xls, xlsx

Select Send using File

Download sample file.  
Excel file format for sending Bulk SMS.  
You can add only Phone numbers if you want to send a common message

Add a name of the Task

Upload a file and click Send

# Sending Bulk SMS - Importing Excel file information

NUETEL BulkSMS

English

Balance

19970

Top up

Nuetel Communications

Available

Dashboard

Reports

Contacts

Sending

Blacklist

SMS

Send Using File

Dashboard > SMS > Send Using File

Phone Number

973xxxxxxx

Phone

Email Address

customer@nuetel.com

--

User name

Nuetel

--

Company

Nuetel

--

First Name

Nuetel

--

Last Name

Communications

--

Message

Billing Reminder, Test Bulk SMS imported from Excel

--

Available Tag

Message

Message

HI {First Name}  
{Message}

Import

Select Phone Column which contains Numbers

If required, you can add First Name or email from the Excel file

SMS Message from the Excel file

In this box, you can add a common SMS message to be sent to all imported numbers. No need for the tags.

# Loading the Excel file information – The Task is Queued

English

19994

Top up

Nuetel Communications  
Available

Dashboard

Reports

Contacts

Sending

Blacklist

SMS

Campaigns

Dashboard > Reports > Campaigns

Export

10

Search

	NAME	CONTACTS	SMS TYPE	CAMPAIGN TYPE	STATUS	ACTIONS
<input type="checkbox"/>	Marketing 1 Created at: 7 seconds ago	2	PLAIN	NORMAL	QUEUED	<div><div></div><div></div></div>

Showing 1 to 1 of 1 entries

<

1


>



Name of the Task

Count of the imported numbers


Status of the Task, Queued for a minute


# Sending the Excel file information – The Task is Delivered





 English 


Balance  
19982 Top up


Nuetel Communications  
Available 


 Dashboard

 Reports


 Contacts

 Sending

 Blacklist



 SMS

Campaigns | [Dashboard](#) > [Reports](#) > Campaigns

Export 

10

Search

<input type="checkbox"/>	NAME	CONTACTS	SMS TYPE	CAMPAIGN TYPE	STATUS	ACTIONS
<input type="checkbox"/>	Marketing 1 Created at: 41 seconds ago	2	PLAIN	NORMAL	DELIVERED Delivered At: 05/07/2022, 2:47 AM	 

Showing 1 to 1 of 1 entries

<

1

>

Status of the Task,  
Delivered

# Sending Bulk SMS using Contacts and Groups



Name \*

Required

Sending Server \*

Nuetel

ORIGINATOR

Sender ID

Nuetel SMS

Phone Numbers

Contact Groups

Country Code

Remaining In number

Manual Input

TOTAL NUMBER OF RECIPIENTS:0

[, \(Comma\)](#) [; \(Semicolon\)](#) [| \(Bar\)](#) [Tab](#) [New line](#)

Note: You can upload a maximum of 1000 rows by copy-pasting. If you have more numbers you'd like to send in one go, please create a [contact group](#) and insert your contacts. Every number needs to include a [country code](#) for a successful import.

SMS Template

Select one

Available Tag

Phone

Message \*

160 CHARACTERS REMAINING

1 MESSAGE (S)

Select Campaign Builder

Add Campaign Name

Select Contact Groups

In this Box, you can add numbers manually separated by comma

Add the common SMS message

If required, select SMS template.









# SMS delivery Report

Export

Select All Messages

10

Search

	DATE	DIRECTION	TYPE	FROM	TO	COST	STATUS	ACTIONS
<input type="checkbox"/>	05/07/2022, 2:47 AM	OUTGOING	PLAIN	Nuetel SMS	97332195818	6	Delivered	 
<input type="checkbox"/>	05/07/2022, 2:47 AM	OUTGOING	PLAIN	Nuetel SMS	97332195818	6	Delivered	 
<input type="checkbox"/>	05/07/2022, 2:17 AM	OUTGOING	PLAIN	Nuetel SMS	97332195818	6	Delivered	 


Showing 1 to 3 of 3 entries

< 1 >

Points deducted

Delivery Status

# Contacts and Groups



English

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Top up

Nuetel Communications

Available

Dashboard

Reports

Contacts

Sending

Blacklist

SMS

Contact Groups

Dashboard > Contacts > Contact Groups

Actions

Add New

Export

10

Search

	NAME	CONTACTS	CREATED AT	STATUS	ACTIONS
No results available					

Showing 0 to 0 of 0 entries

Select Contacts

Add New Group

# Add Contact Groups

## New Contact Group

Dashboard > Contacts > New Contact Group

### New Contact Group

Name \*

Sales

#### SETTINGS

##### Send welcome message?

When people opt-in to your list, send them a sms welcoming them to your group. You can update welcome message from [Contact Groups -> Manage Button -> Message Tab](#)

☐ No

##### Send unsubscribe notification to subscribers?

Send subscribers a [GoodBye](#) sms to let them know they have unsubscribed.

☐ No

Save

Add name to this  
Contact Group i.e.  
Sales

Set to No if no  
notification is  
required

# Add Contacts to a Group or import Contacts



Actions

Add New

Import

Export

10

Search

<input type="checkbox"/>	CONTACTS	NAME	CREATED AT	STATUS	ACTIONS
<input type="checkbox"/>	97312345678	Nuetel Communications	1 hour ago	<a href="#">Subscribe</a>	<a href="#">Message</a> <a href="#">Send</a> <a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries

< 1 >

Add a contact


Import Numbers from Excel


Phone Number	Email Address	User name	Company	First Name	Last Name	Message
973xxxxxxx	customer@nuetel.com	Nuetel	Nuetel	Nuetel	Communications	Billing Reminder, Test Bulk SMS imported from Excel
<a href="#">Phone</a>	<a href="#">Email</a>	<a href="#">Username</a>	<a href="#">Company</a>	<a href="#">First name</a>	<a href="#">Last name</a>	--


Import

When importing data, map the fields with Excel Columns

# Security: Add a phone number to the black list




 English



Balance  
19970

Top up

Nuetel Communications  
Available



Dashboard

Reports

Contacts

Sending

Blacklist

SMS

Blacklist

Dashboard > Blacklist

Actions

Add New

10

Search

<input type="checkbox"/>	NUMBER	REASON	ACTIONS
No results available			

Showing 0 to 0 of 0 entries

<

>

# Security: Add phone numbers to the black list

English

Top up

Nuetel Communications

Available

Dashboard

Reports

Contacts

Sending

Blacklist

SMS

Add New Blacklist

Dashboard > Blacklist > Add New Blacklist

Add New Blacklist

Paste your **blacklist numbers** and choose **delimiter** Nuetel Bulk SMS

Paste Numbers \*

973xxxxxxx,973xxxxxxxxx,966xxxxxxx,965xxxxxxx

, (Comma)

; (Semicolon)

| (Bar)

Tab

New line

Reason

Save

Reset

Add numbers with country code, separate them by comma

Add the reason for Blocking

Click Save

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**Thank You**