

How to create and upload bulk orders to the web portal

For speed and convenience our website allows you to bulk upload your order in CSV or XLS/XLSX format. Using spreadsheet software such as Excel, Open Office Calc (free - see below) or LibreOffice Calc (free - see below) you can quickly and easily create one of these files by following these simple steps:-

Creating a CSV file using Spreadsheet Software

	A	B	C	D
1	IL70706	2		
2	IL32107	3		
3	M5562	1		
4	M5086	6		
5				
6				
7				

Open a new spreadsheet and enter the product code in the first column followed by the quantity required in the second column. Use a new row for each product code you enter. Do not change the header names (keep them as A, B, C... etc).

File name:

Save as type:

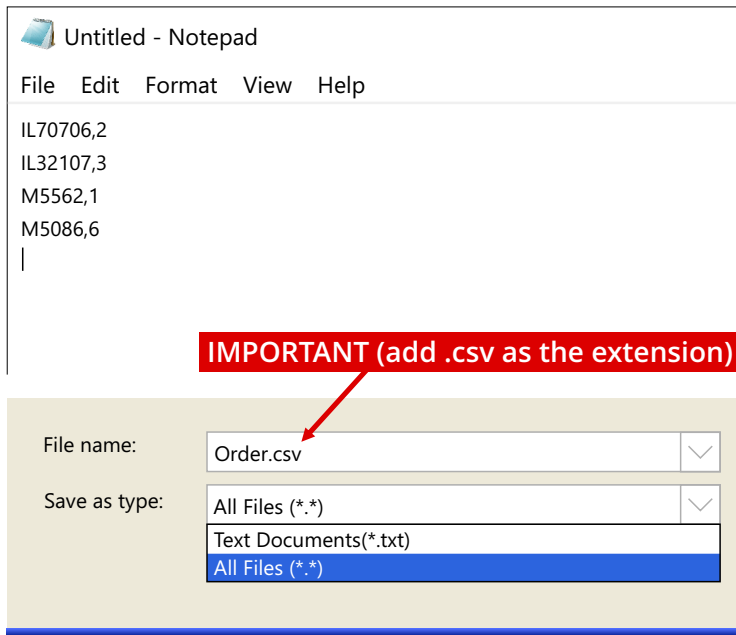
Save the file as an xls/xlsx file if you are using Microsoft Excel. This is the default file format so you simply just enter a name for your file and press save.

File name:

Save as type:

If you need to save the file in csv format select the 'Save as type' option and choose CSV (Comma delimited)(*.csv), enter a name for your file and press save.

Creating a CSV file using Notepad

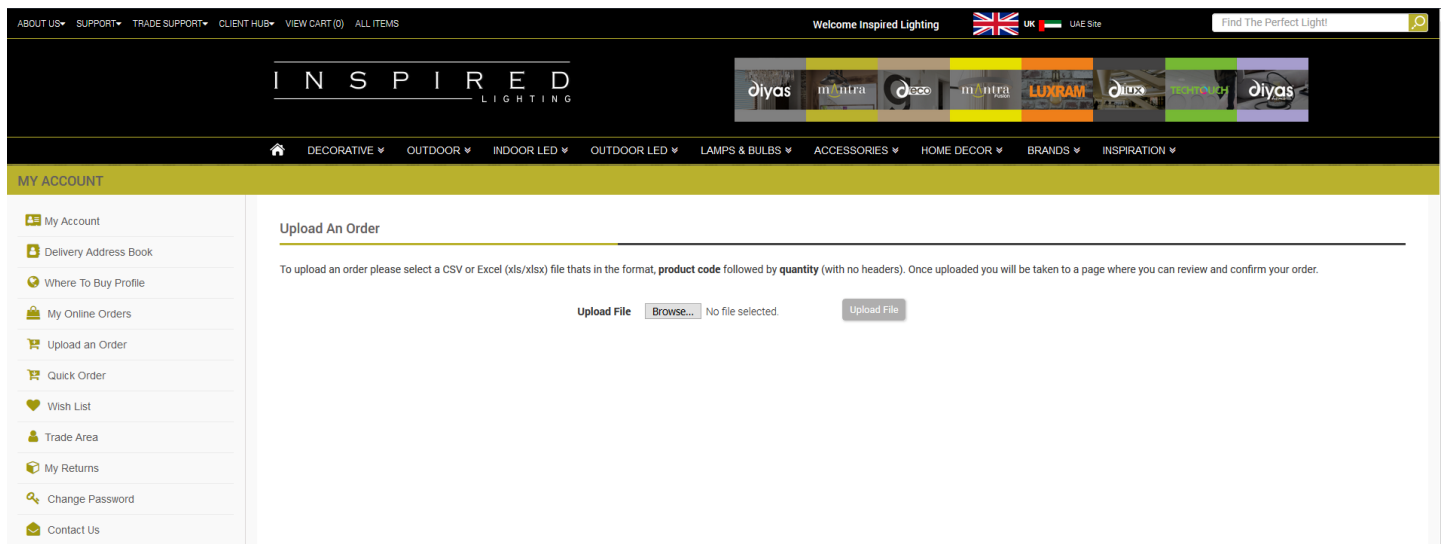


Open a new notepad file and enter the product code followed by a comma then the quantity required and press enter for a new line. Do this for each product required.

When saving select the 'Save as type' option and choose 'All Files (*.*)'. Enter a name for your file followed with .csv (important). It should be in the format 'yourfile.csv'.

Uploading your file to the website

Log into the website and on the Client Hub dropdown menu select 'My Dashboard'. Under 'My Account' select the 'Upload an Order' option then using the 'Browse' button locate the csv / xls / xlsx file you have just created and click the 'Open' button. Finally click the 'Upload File' button.



Once you have uploaded your file you will be taken to a page where you can review and confirm your order.