

User manual 'Import order'

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General

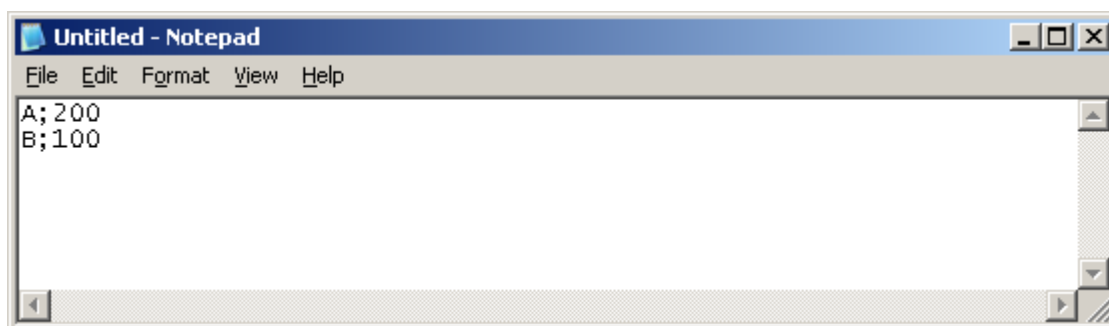
This user manual will show you how to create a file with the right format to import into your shopping cart. You will notice that this is a very easy and straightforward method that will save you a lot of time when entering large orders.

Below is an example for which you will create your own import file using Microsoft Office 2003 Excel.

Format of an import file

Before a file can be imported, it must comply with certain format requirements. The fields must be separated by a comma, a semicolon or a tab.

Example of a text file opened with Microsoft Notepad:



In this example there are 2 lines with 2 fields per line. The fields are separated by a semicolon.

Most word processors can save a file in one of these formats. In this manual we will use Microsoft Excel as an example.

Expected fields and their meaning

The table below shows a description of the fields that might be used in the import file:

Field	Description	Example
Product*	Name of the product. This field can also contain a (valid) barcode or your own reference when this is already linked to our product.	- K8000 - 5410329080006 - MYREF01
Number*	Desired number of products	10
Reference	Your own product reference that will be linked to our product.	MIJNREF01
Remark	Remarks for this order line	Urgent
Delivery	Desired delivery date (DD-MM-YY)	25/11/09

*mandatory field

The order of the fields can be chosen freely as long as it remains the same for every line. Only the fields 'Product' and 'Number' are mandatory.

Punctuation

The used punctuation must be a comma, a semicolon or a tab.

Example

Below we will work out a practical example of creating an import file using Microsoft Office Excel 2003. When this is done, we will import this file into your shopping cart.

Create an import file

We will create an import file in CSV-format (comma-separated) using Microsoft Office Excel. Open an empty page in Microsoft Office Excel 2003.

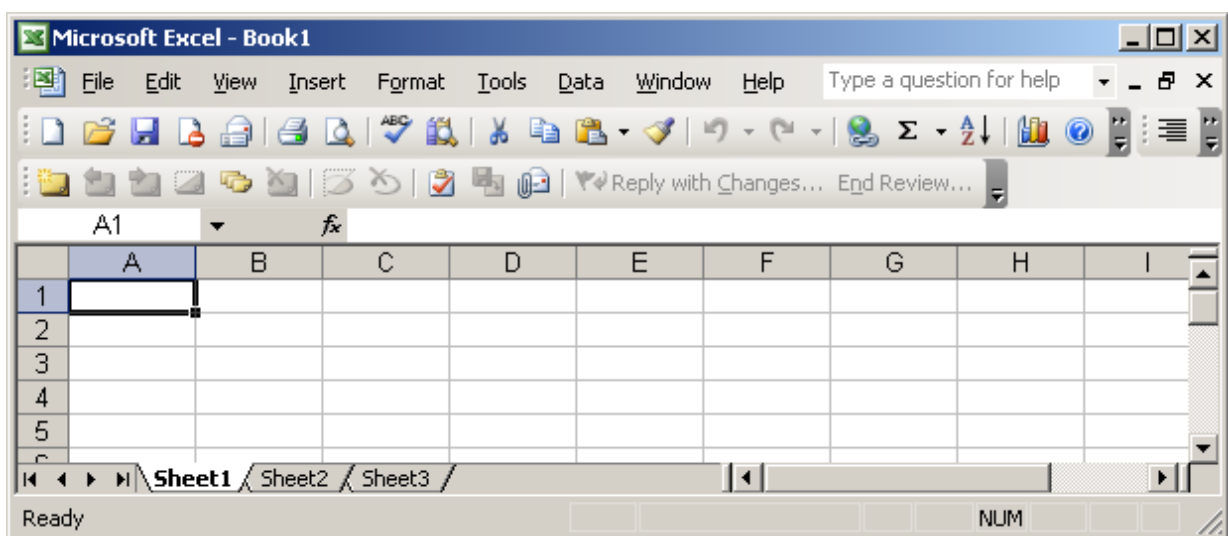


Figure 1: New Excel file

Next, we will add a number of order lines to this file. We do this by entering the product name in column A and the desired number of products in column B. The result will be:

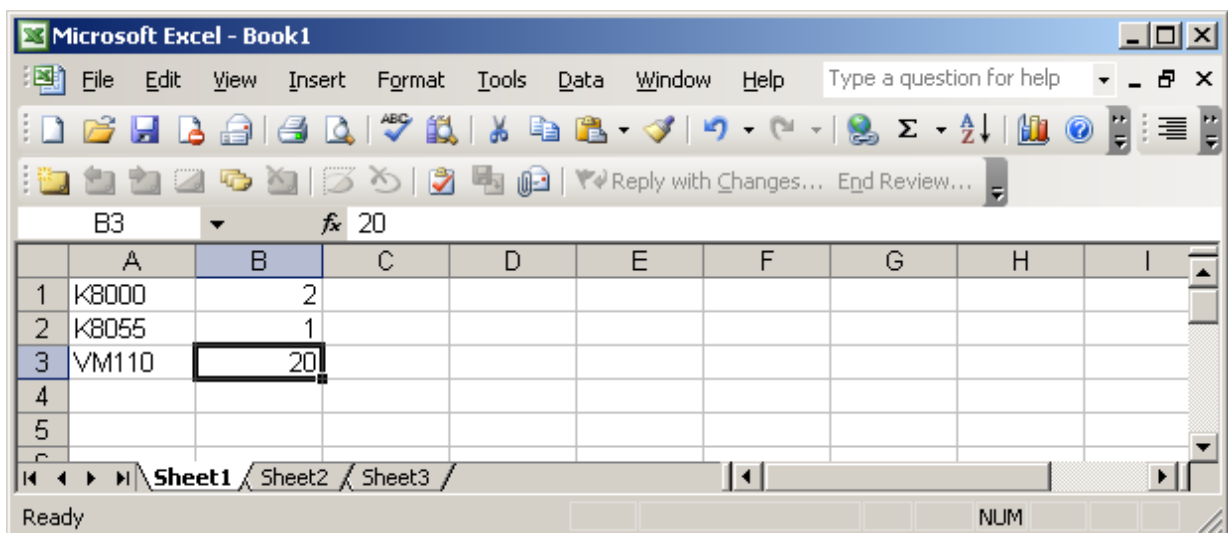


Figure 2: Add order lines

Save in CSV-format

So far, we have created a simple file in Microsoft Office Excel containing 3 order lines. Now we have to save this file into the appropriate format. Go to *file -> Save As*

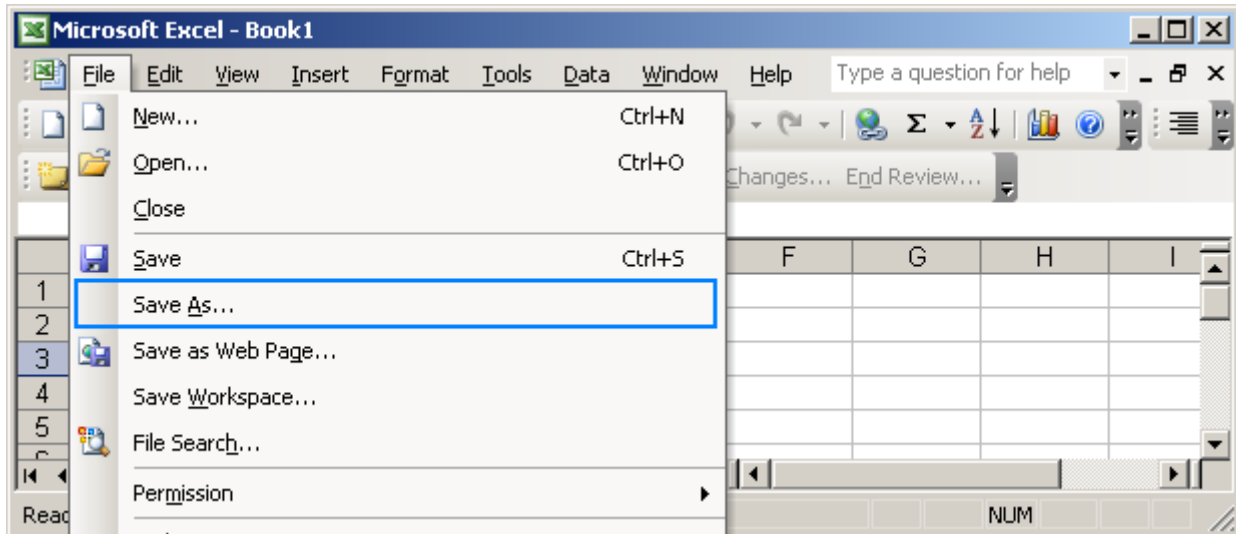
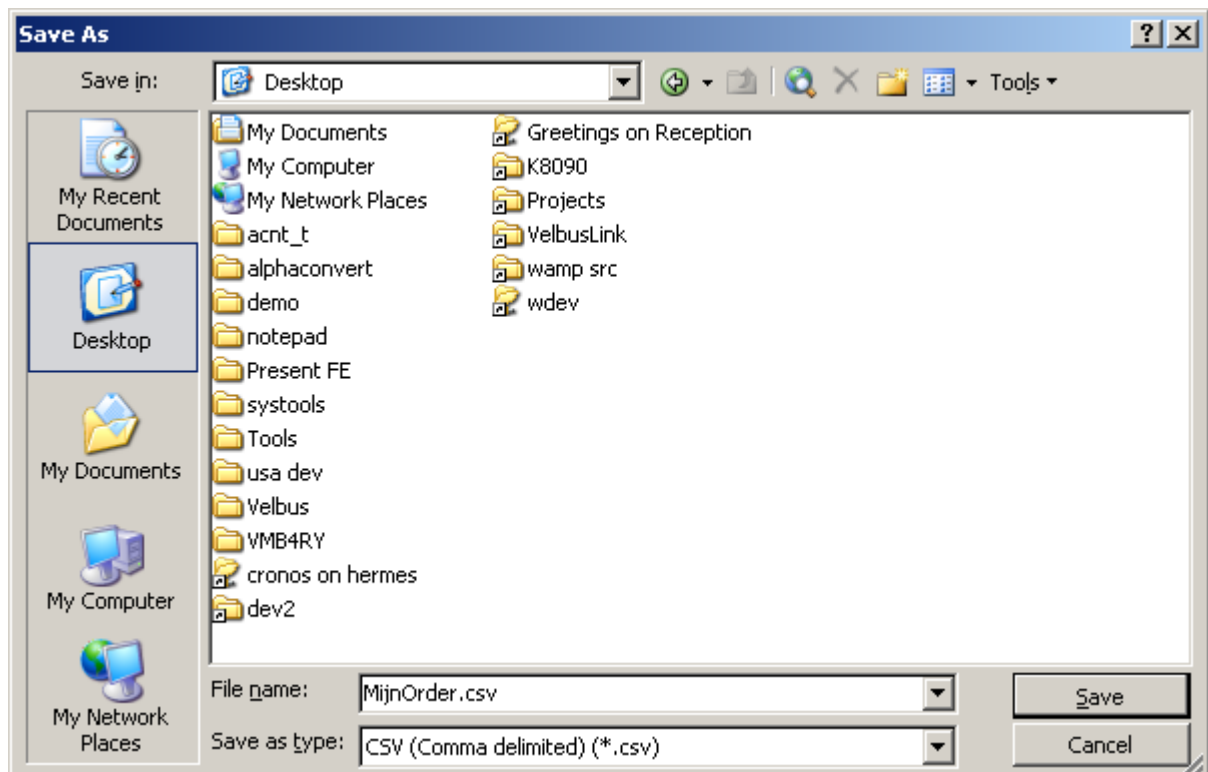


Figure 3: Save as..

Choose a filename e.g. **MyOrder** and select file type **CSV (Comma delimited)**. This will save your file as a text file in CVS format.

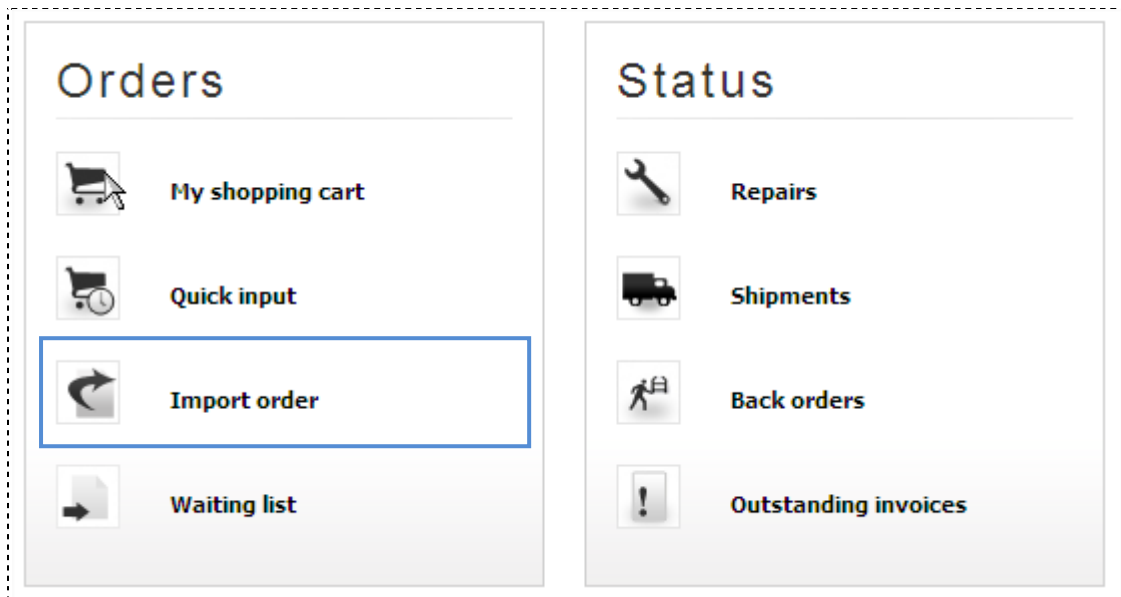


Click on **Save**. When you are asked whether you want to save the active sheet, click **OK**. If you see another pop-up window asking whether you want to keep the file format, click **Yes**.

Import order

Now we will import this file into your shopping cart.

For this, go to the **import** page and click on *'Import order'* in the distributor area.



Import options

Import order

Separation character:
 ▼

My file contains column headings

Field	Column number	Example
Product*	<input type="text" value="1"/>	<i>VM110 or MYREF001 or 5410329418243</i>
Quantity*	<input type="text" value="2"/>	<i>10</i>
Your reference	<input type="text" value="3"/> <input checked="" type="checkbox"/>	<i>MYNEWREF</i>
Remark	<input type="text" value="4"/> <input checked="" type="checkbox"/>	<i>Here you can enter a comment.</i>
Requested	<input type="text" value="5"/> <input checked="" type="checkbox"/>	<i>19-11-09</i>

File:

Fields marked with an asterisk (*) are mandatory

When you click on the link 'Import order' you are redirected to the **import** page. Here you will have to enter more information about the format of your import file. Set the options depending on the format of your import file.

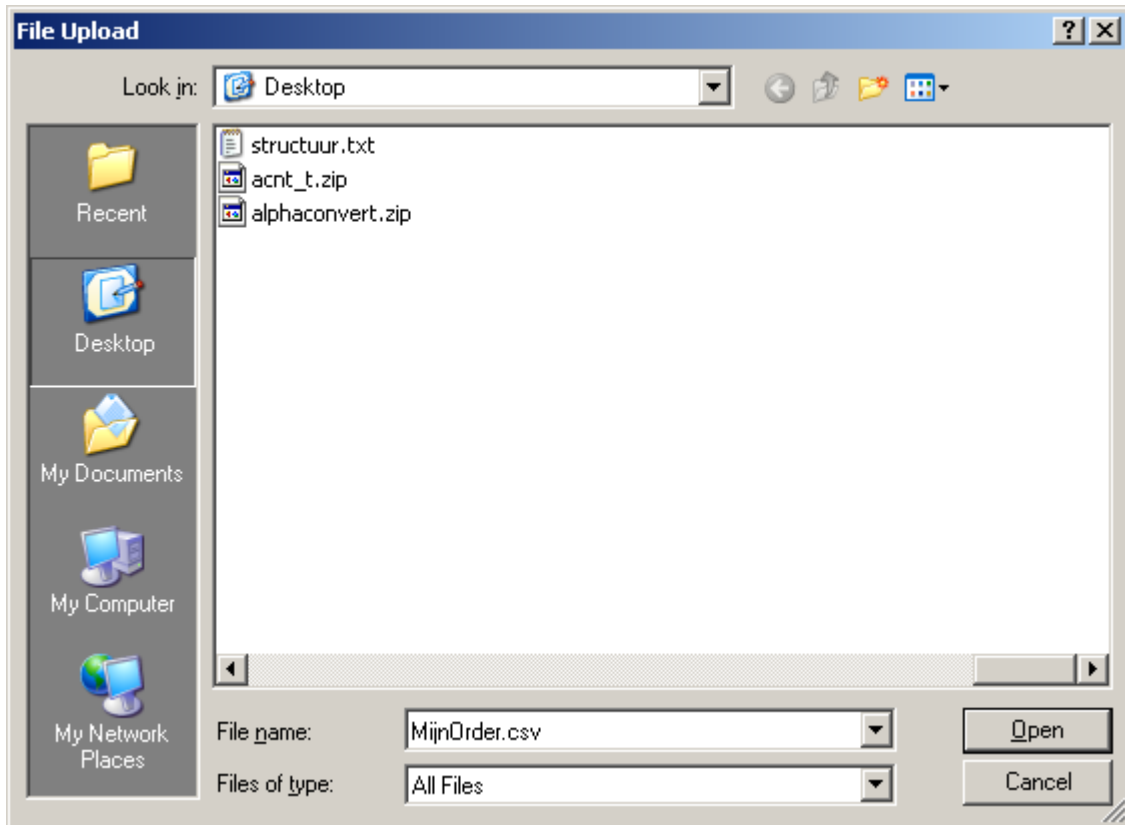
Remember to select the **punctuation** that you used in your import file. When the file was created with Microsoft Excel as in our example, set the punctuation to semicolon';'.

You can also indicate whether your file contains column titles. In our example we did not use column titles so we do not have to check the box.

If you are not using any **optional columns** ('Your reference', 'Remarks', Delivery'), **uncheck the checkbox** next to the column number. It is not necessary to empty the column number field.

When you used a different order of fields, enter the applicable **column number** for each field. Note that column number 1 matches column A in Microsoft Excel, 2 matches B, etc...

Click on **Browse** and select the file that you would like to import.




Click **Open** to select the file. Then click **Import** to start importing the file.

Overview after import







Quick input

Import order



It is quite easy to import orders from an external data source. During import you can select which fields of data to read in. Save time by placing your order through our fast and efficient import wizard.

[Import wizard](#)

Product*	Quantity*	Your reference	Remark	Requested	
VTGG4	18		6,7900	01-01-70	
WC3310	15		5,6219	01-01-70	
PSSMV20	12		14,8000	01-01-70	
VDL50CM3	1		17,8266	01-01-70	
VDLMM3S	5		11,9300	01-01-70	
PCMP20	50		2,8600	01-01-70	

[+ Add line](#)

[Help](#)


When importing is finished, you are redirected to the page 'Quick input' where you will see an overview of all order lines that were found in the import file. In other words, the import function serves as an automated input on the 'quick input' page.

Here you can still make changes when necessary. When you are sure everything is correct, click on the button '**Add to shopping cart**' to add your imported order to your shopping cart.



After processing is finished you will receive an overview with the number of successfully added lines and - when applicable - error messages or warnings. Lines that contained errors remain on screen so you can correct them and reprocess them by adding them again to the shopping cart.

Quick input

Import order

 It is quite easy to import orders from an external data source. During import you can select which fields of data to read in. Save time by placing your order through our fast and efficient import wizard.

[Import wizard](#)

Product*	Quantity*	Your reference	Remark	Requested	
NETBP5S	3			18-11-09	
NETBP5	3			18-11-09	

[+ Add line](#)

1 order line(s) were added successfully [Help](#) [Add to shopping cart](#)

Following errors were found:

- **Error on line 1: This product is not available in your country.**
- **Error on line 2: This product is not available in your country.**