Upload List to Cart

Instead of adding each item separately to the cart, you can also upload a prepared list of required articles to the cart. Uploads do NOT overwrite previous items in your cart, but they add products to the order.

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SPIES HECKER						Quality Assu Qi	irance S B1 510, 3
Products	Accessories	Ordering	Track & Trace	Admin	My Account	Help	F
Order type: Standard order	 Apply 	Create order	<u>Cart upload</u>	Save	d orders		
	Prep	are order	Verify & place order	Order ackn	owledgment		
Order header							+

Generating and saving the shopping list

At first, create a simple MS Excel file containing all items you would like to order. The table needs two columns only: the first one for the material code and the second one for the desired quantity. These columns do not need any headlines.

	А	В
1	D12722254	2
2	4025331465218	1
3	4025331467816	2
4	4025331465010	1
5	4025331469346	1
6	D12188004	3
7	D12627755	1
8	D12478713	1
9	D14909078	5
10	4025331465836	2

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Organisieren 🔻 🛛 Neuer Ordner			= • 🔞
😼 Zuletzt besucht	Name	Тур	Größ
5 SharePoint			
OneDrive for Business	Es w	vurden keine Suchergebnisse gefunden.	
 ConeDrive - Axalta Bibliotheken Bilder Ookumente Musik Wisk Videos 	11		
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Detainen Criselleries Per	tellista esis		*
	en-getrennt) (*.csv)		•
Dateityp: CSV (Trennzeich			

Once the list is complete, save the document as a csv file on your computer.

Upload list to cart

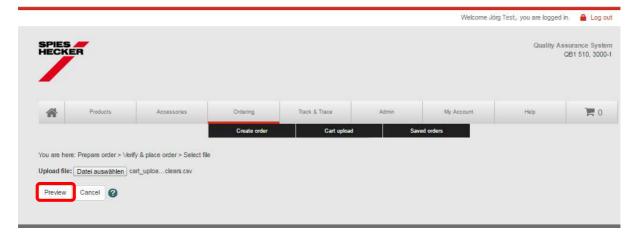
As soon as the shopping list is available as csv file, you can upload it to the cart as follows:

CKER						Quality A	Assurance Sys QB1 510, 300
Products	Accessories	Ordering	Track & Trace	Admin	My Account	Help	۵ 🛒
er type: Standard order	Apply						
rdor boodor		Prepare order	√erify & place order	Order ackr	nowledgment		Colle
rder header Customer number: J. Test, Solingen, 12345		Prepare order Special instructions:	Venfy & place order	Order ackr		ir reference number:	- Colla
Customer number:	67890		Verify & place order	Order ackr	You	ur reference number: ment method: nvoice	- Colla

Click on "**Browse**" and pick the desired csv-file from your computer.

Products Accessories Ordering Track & Trace Admin My Account Help	1
	-

The button "Preview" enables you to double-check the file to be uploaded.



						Welcome Joi	g Test, you are logged	Log o
PIES							Quality A	ssurance Syste QB1 510, 3000
P	Products	Accessories	Ordering	Track & Trace	Admin	My Account	Help	0 🛒
			Create order	Cart upload	Sav	ed orders		
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File successfully p load file: Datei Preview Can Upload ow 10 • e	processed and re i auswählen Keir neel ? entries See	ady to upload	,		Request 30	ed quantity		
File successfully p load file: Datei Preview Can Jpload ow 10 • e Material code or	processed and re i auswählen Keir neel ? entries See	ady to upload				ied quartity		

To finally submit the items to the shopping cart, click the **"Upload**".

All items of your shopping list will now appear in the cart. You now can manually add or delete particular items from the cart. Of course, you can also still change the quantities.

B) Up	load cart Save cart Car	ncel process R	efresh cart						Verify
Show 10	• entries Search							Delete sele	ected items
item #	Material code		Article reference	Description	Requested quantity	Unit	Availability	Availability date	
	4025331238481	7			10		TBD		0
	4025331820284	7			20		тво		0
	4025331224228	1			30		TBD		0
	3								

Now you can proceed with your order as usual.