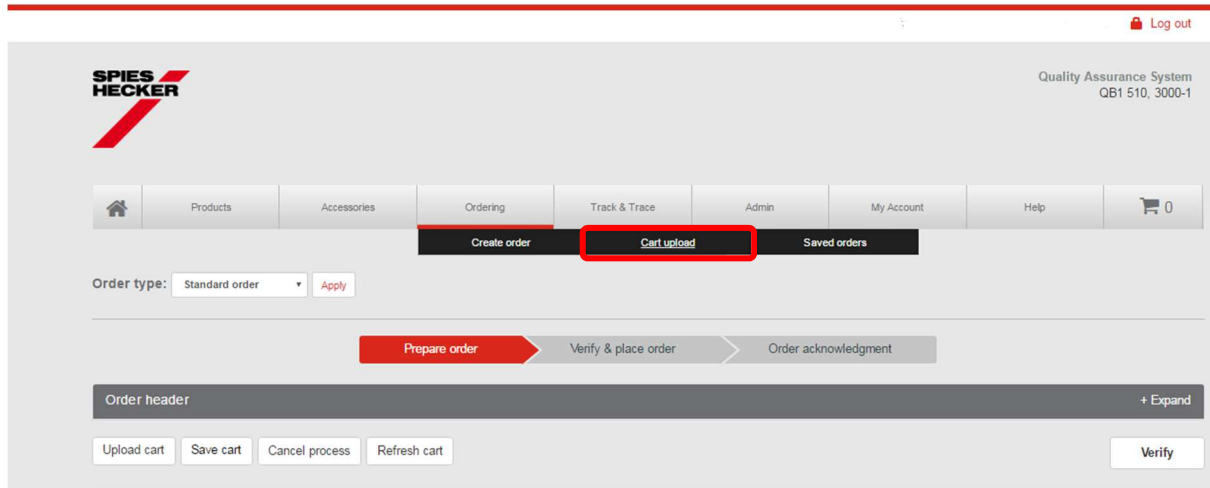


Upload List to Cart

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.

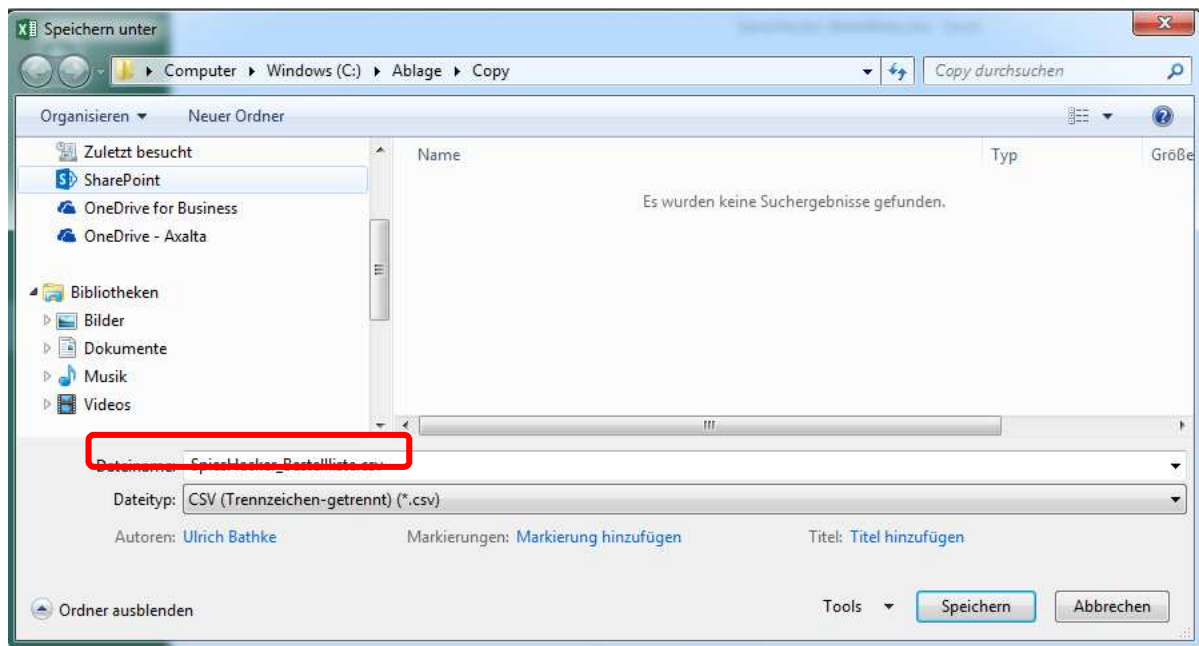


Generating and saving the shopping list

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.

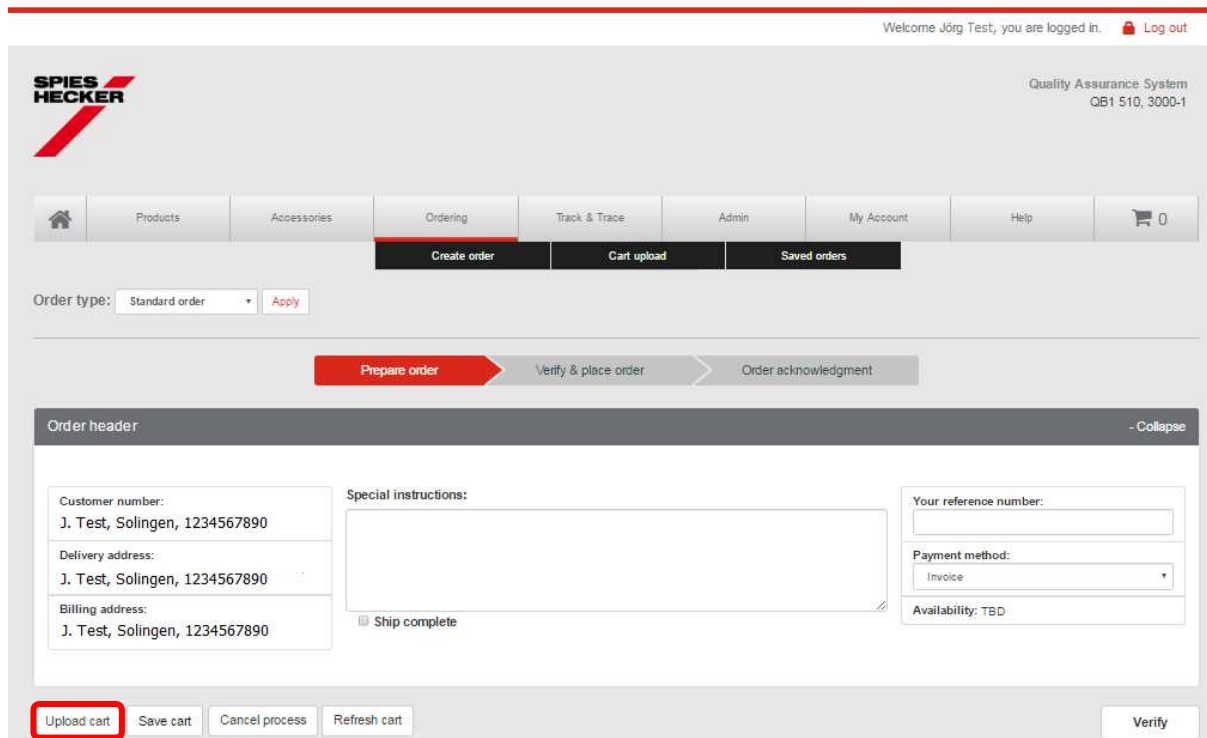
	A	B
1	D12722254	2
2	4025331465218	1
3	4025331467816	2
4	4025331465010	1
5	4025331469346	1
6	D12188004	3
7	D12627755	1
8	D12478713	1
9	D14909078	5
10	4025331465836	2

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

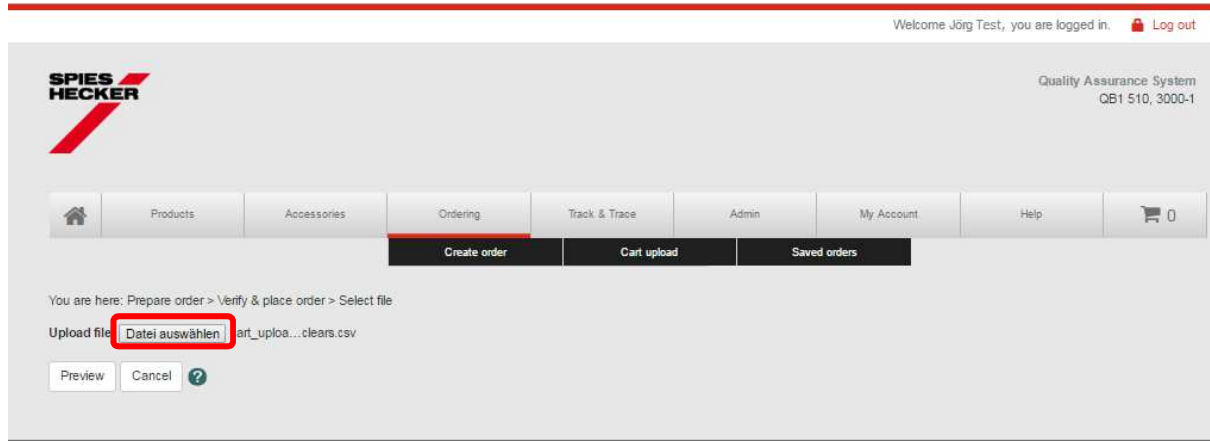


Upload list to cart

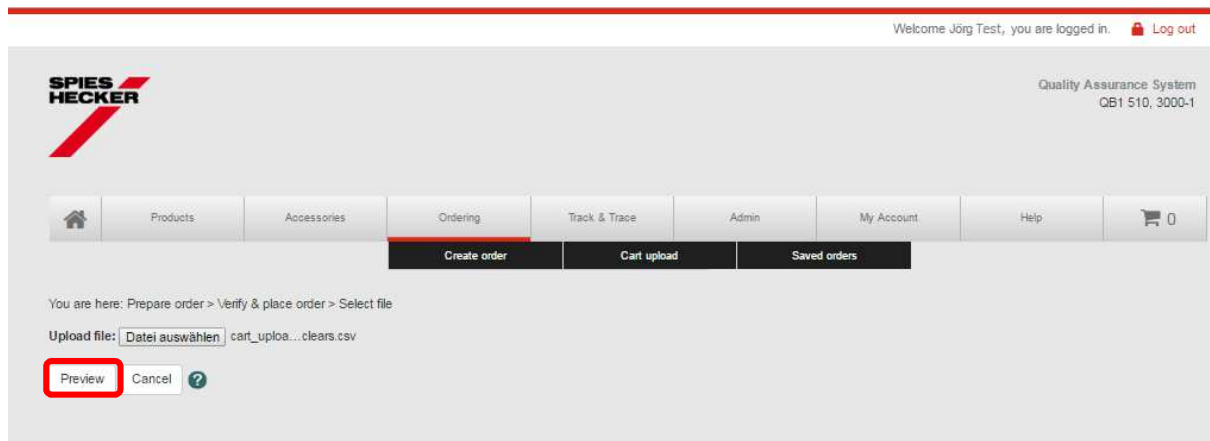
As soon as the shopping list is available as csv file, you can upload it to the cart as follows:



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



The button „**Preview**“ enables you to double-check the file to be uploaded.



To finally submit the items to the shopping cart, click the „Upload”.

Welcome Jörg Test, you are logged in. Log out

SPIES HECKER Quality Assurance System
QB1 510, 3000-1

Home Products Accessories **Ordering** Track & Trace Admin My Account Help 0

Create order Cart upload Saved orders

You are here: Prepare order > Verify & place order > Select file

File successfully processed and ready to upload

Upload file: Keine ausgewählt

Show 10 entries

Material code or Article reference	Requested quantity
4025331224228	30
4025331238481	10
4025331820284	20

Previous 1 Next

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.

Upload cart

Show 10 entries

Item #	Material code		Article reference	Description	Requested quantity	Unit	Availability	Availability date	
	<input type="text" value="4025331238481"/>				<input type="text" value="10"/>		TBD		
	<input type="text" value="4025331820284"/>				<input type="text" value="20"/>		TBD		
	<input type="text" value="4025331224228"/>				<input type="text" value="30"/>		TBD		
	<input type="text" value=""/>				<input type="text" value=""/>				

Now you can proceed with your order as usual.