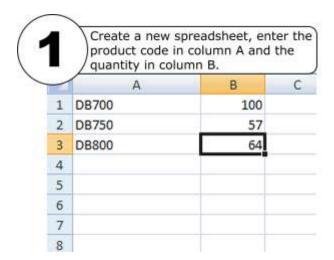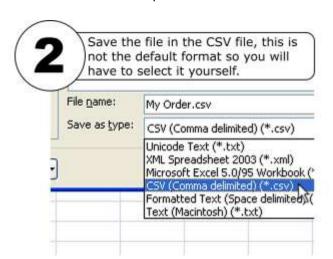# How to Create an Order Upload File

Our order upload feature allows you to import order sheets that can be generated by yourself, once uploaded we will process the order and let you know if the products you want are available and in stock.

In order to create a readable file for our order upload feature you will need to create a CSV (Comma Separated Value) file; this can be done in several ways, two different examples of creating these files are listed below.

Creating a CSV with Spreadsheet Software

Many modern spreadsheet software such as 'Microsoft's Excel' or the free 'OpenOffice Calc' allow you to quickly create standard CSV files; to create a CSV file in these apps simply insert the product code in column A and the required quantity in column B; once you've finished simply save the file as a CSV and upload via our website.

Creating a CSV by hand or with script

The advantage of CSV files is that they are incredibly simple to create, and if you already have an automated list of required stock it should be relatively easy to implement a script to generate your CSV file on demand. To create a CSV file our system can read all you need to do is write the product code followed by a comma followed by the required quantity and then enter a line break and repeat as necessary; you can then save this file with any name and extension and our system will read it.

For example:
DB700,100
DB750,57
DB800,64