

## Order Upload User Guide

If you have a large number of items to order, the Upload Order function is a convenient way to add a lot of items into a cart without having to search each item.

The Upload Order function uses Excel templates to help you format your order. You can download the templates from the Upload Order page by clicking on one of the templates download links (1).

*Note the order template is a very simple format requiring the part number and quantity.*

After you have completed and saved your template, you can drag it to the upload area (2) or click the upload button (3) to select the file and upload it to our site.

Alternatively, if you have a list and you'd prefer to copy\paste the data, you can do that using the past your order link (4)

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## Upload Order

Download template for Excel 97-2003 - [HERE](#)

1

Download template for Excel 2010 & Newer - [HERE](#)

▲ Your order may contain no more than 200 items



2

**Drop file here or click to upload**

[Upload File](#) 3

Allowed Types: .xlsx, .xls

Click [HERE](#) to paste your order

4

### How do I upload an order?

1. Download the order upload template for your version of Excel.
2. Enter the part number in the first column and the quantity ordered for each item in the second column. You may also enter an optional line note in the third column.
3. Save the file to your local machine and close the file in Excel.
4. Click on the drop box or drag and drop files to upload.
5. Select the order you wish to upload in the popup and select open.
6. Next select Upload File.
7. After your order has loaded select Add Items To Cart.