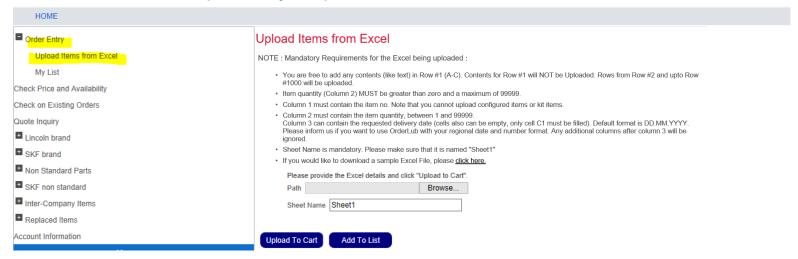
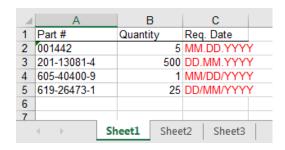
#### This function offers the possibility to upload order files via Microsoft Excel

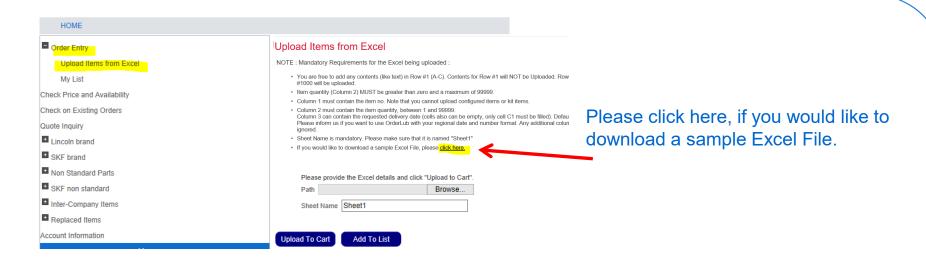


#### Mandatory requirements for the Excel being uploaded:

- You are free to add any contents (like text) in Row #1 (A-C). Contents for Row #1 will NOT be Uploaded. Contents from Row # 2 and up to Row # 1000 will be uploaded.
- Column 1 must contain the item number. Note that you cannot upload configured items or kit items.
- Item quantity (Column 2) MUST be greater than zero and a maximum of 99999.
- Column 3 can contain the requested delivery date (you also can leave cells empty. Cell C1 must be filled. Default format is DD.MM.YYYY. Please inform us if you want to use OrderLub with your regional date and number format. Any additional columns after column 3 will be ignored.
- Sheet Name is mandatory. Please make sure that it is named "Sheet1"







#### You can upload your formated Excel sheet:

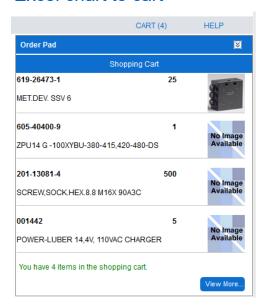
#### Upload Items from Excel NOTE: Mandatory Requirements for the Excel being uploaded: · You are free to add any contents (like text) in Row #1 (A-C). Content #1000 will be uploaded. . Item quantity (Column 2) MUST be greater than zero and a maximur Please select the path . Column 1 must contain the item no. Note that you cannot upload cor · Column 2 must contain the item quantity, between 1 and 99999. Column 3 can contain the requested delivery date (cells also can be Please inform us if you want to use OrderLub with your regional date Organisieren 🔻 Neuer Ordner . Sheet Name is mandatory. Please make sure that it is named "Shee" DA\_SI23.10.2015 If you would like to download a sample Excel File, please click here. △ Maten Orderlub Order.xls Please provide the Excel details and click "Upload to Cart". Winword SampleExcel\_en-US-2.xls Browse... Sheet Name | Sheet1 Excel Uploads für Orderlub

**SKF** 

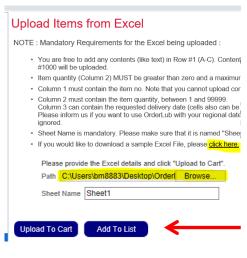
Upload To Cart

Add To List

# 1. Upload to Cart: Add your products of the Excel chart to cart

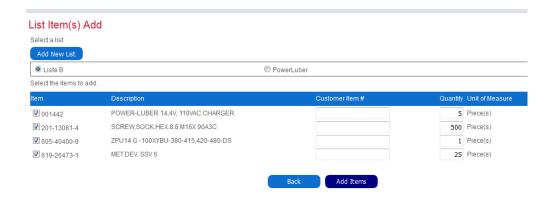


## You have 2 options:



### 2. Add to List:

Add your products of the Excel chart to one of your lists





In case of invalid items or quantities <1 you get an error message, indicating incorrect line and error description.

#### Upload Items from Excel

The Excel file has errors, it cannot be uploaded. Please see the error descriptions below, correct the Excel file and try uploading it again.

Sheet Line Number	Item#	Quantity	Error Description
2	1162	5	Invalid Item
3	201-13081-4	0	Invalid Quantity. Please note that quantity should be greater than zero and less than 100000.

NOTE: Mandatory Requirements for the Excel being uploaded:

- You are free to add any contents (like text) in Row #1 (A-C). Contents for Row #1 will NOT be Uploaded. Rows from Row #2 and upto Row #1000 will be uploaded.
- Item quantity (Column 2) MUST be greater than zero and a maximum of 99999
- · Column 1 must contain the item no. Note that you cannot upload configured items or kit items.
- Column 2 must contain the item quantity, between 1 and 99999.
   Column 3 must contain the requested delivery date. Default format is DD.MM.YYYY.
   Please inform us if you want to use OrderLub with your regional date and number format. Any additional columns after column 3 will be ignored.
- . Sheet Name is mandatory. Please make sure that it is named "Sheet1"
- If you would like to download a sample Excel File, please <u>click here.</u>

Please correct the indicated errors in your Excel file, save it and upload it again.

Then proceed your order by going to shopping cart or by adding products to cart from one of your lists.

All further steps concerning order creation are described in "Order Creation" Tutorial.

