

Excel Upload

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

The screenshot shows the 'HOME' tab in the SKF Order Entry system. On the left is a navigation menu with 'Order Entry' selected, and 'Upload Items from Excel' highlighted. Below it are options like 'My List', 'Check Price and Availability', 'Check on Existing Orders', 'Quote Inquiry', and various brand filters (Lincoln, SKF, Non Standard Parts, etc.). The main content area is titled 'Upload Items from Excel' and contains a 'NOTE' with mandatory requirements. Below the note are input fields for 'Path' (with a 'Browse...' button) and 'Sheet Name' (with 'Sheet1' entered). At the bottom are 'Upload To Cart' and 'Add To List' buttons.

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). 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 can contain the requested delivery date (cells also can be empty, only 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"
- If you would like to download a sample Excel File, please [click here](#).

Please provide the Excel details and click "Upload to Cart".

Path

Sheet Name

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"

	A	B	C
1	Part #	Quantity	Req. Date
2	001442	5	MM.DD.YYYY
3	201-13081-4	500	DD.MM.YYYY
4	605-40400-9	1	MM/DD/YYYY
5	619-26473-1	25	DD/MM/YYYY
6			
7			

Sheet1 | Sheet2 | Sheet3

Excel Upload

HOME

- Order Entry
 - Upload Items from Excel
 - My List
- Check Price and Availability
- Check on Existing Orders
- Quote Inquiry
 - Lincoln brand
 - SKF brand
 - Non Standard Parts
 - SKF non standard
 - Inter-Company Items
 - Replaced Items
- Account Information

Upload Items from Excel

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- Sheet Name is mandatory. Please make sure that it is named "Sheet1"
- If you would like to download a sample Excel File, please [click here](#).

Please provide the Excel details and click "Upload to Cart".

Path

Sheet Name

Please click here, if you would like to download a sample Excel File.

You can upload your formatted Excel sheet:

Upload Items from Excel

NOTE : Mandatory Requirements for the Excel being uploaded :

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- 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.
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- Sheet Name is mandatory. Please make sure that it is named "Sheet1"
- If you would like to download a sample Excel File, please [click here](#).

Please provide the Excel details and click "Upload to Cart".

Path

Sheet Name

Please select the path

Organisieren | Neuer Ordner

- DA_SI23.10.2015
- Daten
 - Winword
 - 0000 Webshop
 - Excel Uploads für Orderlub

Name

- Orderlub Order.xls
- SampleExcel_en-US-2.xls

Excel Upload

You have 2 options:

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 maximum of 9999.
- Column 1 must contain the item no. Note that you cannot upload columns with blank cells.
- Column 2 must contain the item quantity, between 1 and 9999. Column 3 can contain the requested delivery date (cells also can be blank). Please inform us if you want to use OrderLub with your regional date format.
- Sheet Name is mandatory. Please make sure that it is named "Sheet1".
- If you would like to download a sample Excel File, please [click here](#).

Please provide the Excel details and click "Upload to Cart".

Path [Browse...](#)

Sheet Name

[Upload To Cart](#)

[Add To List](#)





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

2. Add to List:
Add your products of the Excel chart to one of your lists

CART (4) HELP

Order Pad

Shopping Cart

619-26473-1	25	
MET.DEV. SSV 6		
605-40400-9	1	
ZPU14 G -100XYBU-380-415,420-480-DS		
201-13081-4	500	
SCREW,SOCK.HEX.8.8 M16X 90A3C		
001442	5	
POWER-LUBER 14,4V, 110VAC CHARGER		

You have 4 items in the shopping cart.

[View More...](#)

List Item(s) Add

Select a list

[Add New List](#)

Liste B

PowerLuber

Select the items to add.

Item	Description	Customer Item #	Quantity	Unit of Measure
<input checked="" type="checkbox"/> 001442	POWER-LUBER 14,4V, 110VAC CHARGER	<input type="text"/>	<input type="text" value="5"/>	Piece(s)
<input checked="" type="checkbox"/> 201-13081-4	SCREW,SOCK.HEX.8.8 M16X 90A3C	<input type="text"/>	<input type="text" value="500"/>	Piece(s)
<input checked="" type="checkbox"/> 605-40400-9	ZPU14 G -100XYBU-380-415,420-480-DS	<input type="text"/>	<input type="text" value="1"/>	Piece(s)
<input checked="" type="checkbox"/> 619-26473-1	MET.DEV. SSV 6	<input type="text"/>	<input type="text" value="25"/>	Piece(s)

[Back](#)

[Add Items](#)

Excel Upload

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.

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- 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 [click here](#).

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.