

# QUICK ORDER PAD

## INSTRUCTIONS

### 1 Please use the template to upload the skus for your order.

- ↳ It's very important that the variant sku field (**column A in template**) matches the skus available on the Store.
- ↳ If the variant sku does not match, that product will not show up on your Add To Cart List.
  - ↳ **Incorrect** - AI00424465001      ↳ **Correct** - A177\_AI00424465001
  - ↳ QTY is the quantity of that item that you want.
  - ↳ **Row 1 headings should not be changed. Fill in variant skus and quantities in rows 2 and below.**

### 2 Once template is completed, make sure to **save the spreadsheet as a .CSV file.**

- ↳ Click on File > Save As > File Format > Comma Separated Values (.csv)
- ↳ If using a Mac and the template opens in Numbers (instead of Excel) -
  - ↳ Click on File > Export To > CSV

### 3 Upload the .CSV file

- ↳ Click 'Upload via CSV' and if the variant skus are matched to product available on the Store, you'll see the items populate. If an item appears in red, it is not matched to a product that is available on the Store.

### 4 Review the items and then click **Add To Cart.**

### 5 Proceed to **Check Out.**