

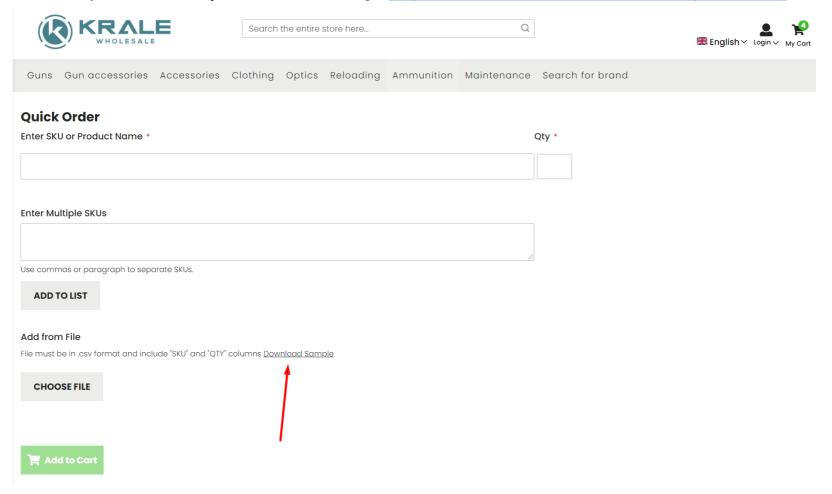
# Manual .csv order upload

### **Options:**

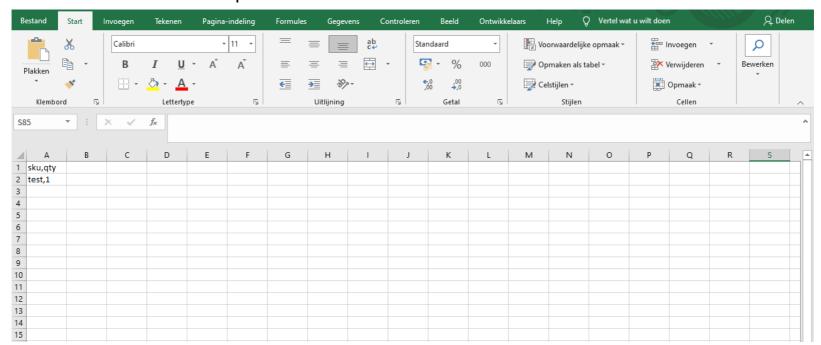
1. Upload through example file on krale-wholesale.com2. Upload through a new/own Excel file

## 1. Upload through example file on krale-wholesale.com

 Make sure u are logged in on your Krale Wholesale account and open the 'Download Sample' file which you can find on e.g.: <a href="https://www.krale-wholesale.com/quickorder/">https://www.krale-wholesale.com/quickorder/</a>



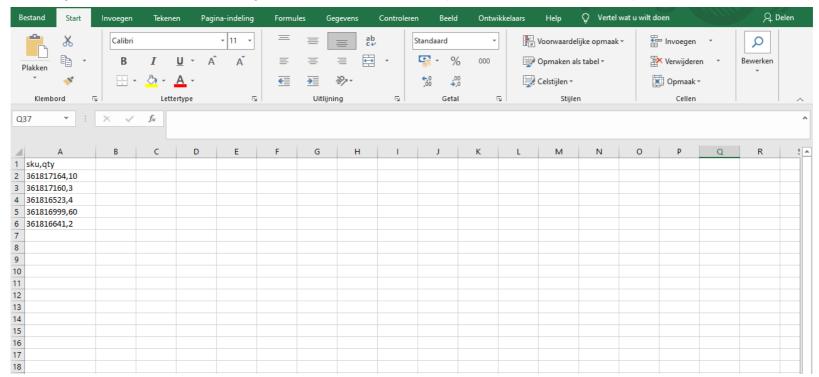
You will now see an open Excel file that look like this:



In this file you will create your order. In column A, from cell A2 down, you have to enter the SKUs of the products you want to order followed by quantity. Please enter SKU and quantity without spaces and separated by a comma. Also make sure your Excel settings regarding decimals and rounding are correct to prevent the qty of e.g. '60' from being rounded to '6'.

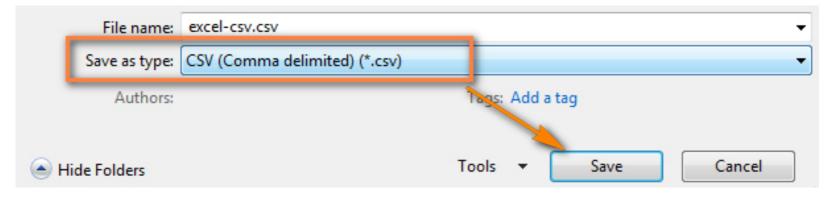
**IMPORTANT:** the 'sku,qty' string has to stay in cell A1 at all times! 'test,1' can be replaced by your first product.

#### Below you will find a correctly completed example (order with 5 products):



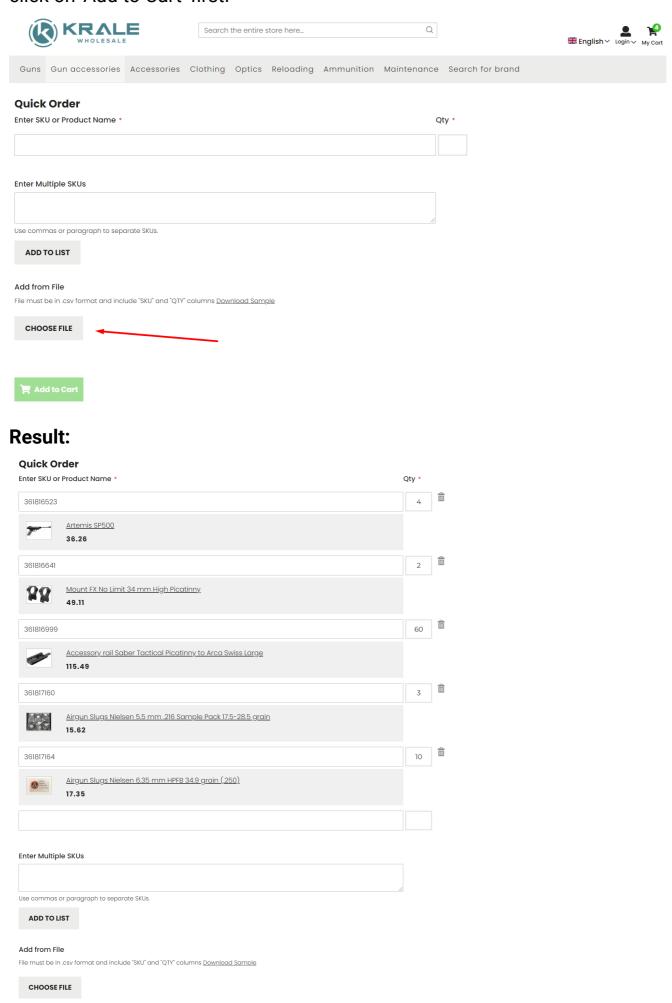
When your file looks like the example above, you can save the file.

- 1. Click 'File'
- 2. Choose 'Save as'
- 3. Choose a location to save the file
- 4. **Important:** save the file as CSV



If you prefer to enter SKU and quantity in two separate columns (e.g. A and B) than please follow the steps mentioned in <u>2. Upload through a new/own Excel file</u>. However, it is important that the file is saved with <u>all</u> data in column A, as in the example above.

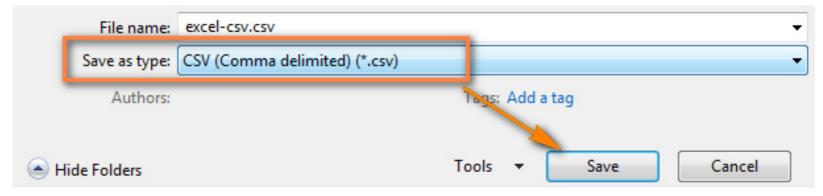
You can now upload your .csv file on krale-wholesale.com using 'Choose file'. The products and quantities are automatically loaded into your screen. Please note: in case you uploaded the file in account > Order by SKU, the products won't be loaded into your screen. Please click on 'Add to Cart' first.



📜 Add to Cart

### 2. Upload through a new/own Excel file

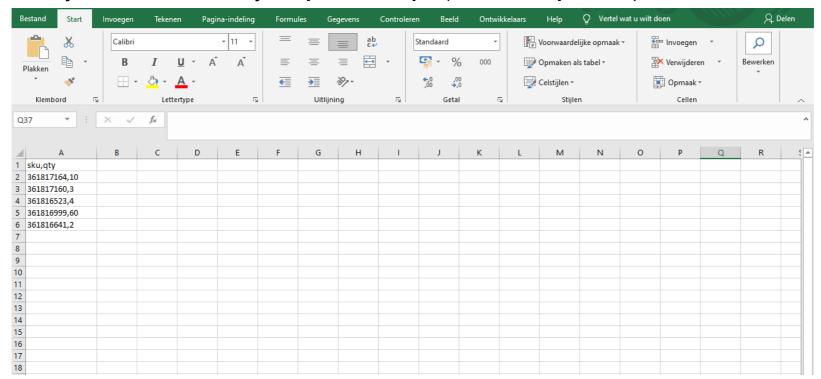
- Make sure u are logged in on your Krale Wholesale account.
- Open a new/empty Excel file.
- Enter 'sku' in the B1 cell. Fill in all SKUs of the products you want to order from B2 down.
- Enter 'qty' in the C1 cell. Fill in all quantities of the products you want to order from C2 down.
- Enter the formula =B1&","&C1 in cell D1 and press enter. Then click on cell D1, move your mouse towards the right bottom corner of this cell and pull down to the last product.
- Select and copy all completed fields in column D, right-click on cell A1 and choose 'Values (V)' in 'Paste Options'.
- Clear all cells in columns B, C and D.
- Now save the file: File > Save as > Choose location > Save.
- Important: Save the file as CSV



On the next page you will find a link to the instruction video showing the above process.

**IMPORTANT:** make sure the file you are saving looks like the example below. All info must be in column A with 'sku,qty' always in cell A1! Followed by your order. Make sure you have entered SKU and quantity without spaces and separated by a comma. Also check if your Excel settings regarding decimals and rounding are correct to prevent the qty of e.g. '60' from being rounded to '6'.

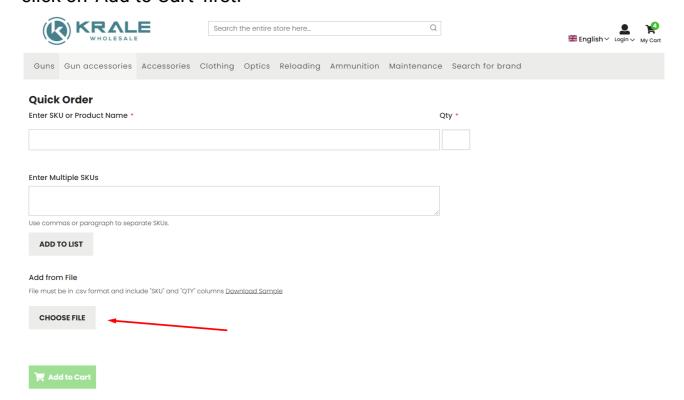
### Below you will find a correctly completed example (order with 5 products):



## Instruction video - csv creation process

Click <u>HERE</u> for the instruction video.

You can now upload your .csv file on krale-wholesale.com using 'Choose file'. The products and quantities are automatically loaded into your screen. Please note: in case you uploaded the file in account > Order by SKU, the products won't be loaded into your screen. Please click on 'Add to Cart' first.



#### **Result:**

