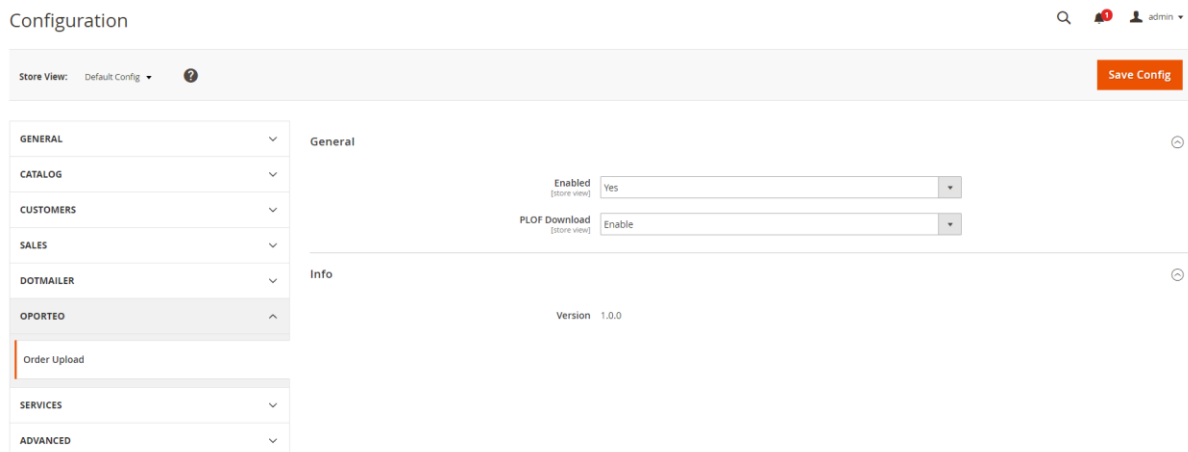


Introduction

Oporteo's CSV Order Upload allows customer to easily order your store's products in bulk. Designed in mind for B2B business where customer's orders can be very large and reordered on a regular basis. CSV Order Upload is a great place to start when trying to loosely integrate customers POS systems for automatic reordering.

Configuring CSV Order Upload

To get to the CSV Order Upload options, navigate in the Admin panel to Stores > Configuration > Oporteo > Order Upload



Admin Options

1. To enable the module, ensure "Enabled" is set to "Yes". This will enable order to be available on {yourstoreurl}/orderupload
2. You can either enable or disable the Price List Order Form (PLOF) functionality. If disabled the PLOF download form on the order upload page will be hidden from users.

End User Guide

Order Upload

Bulk ordering made simple! Download our sample template below, fill in the order details and upload by selecting the file or drag and dropping into the box below. All your products will be automatically added to your cart. Easy!

Drag and drop your CSV file or just click here to choose

[Upload Order](#)
[Get PLOF File](#)
[Get Template File](#)

Order Upload Screen

1. Customers can navigate to the order upload page by visiting {yourstoreurl}/orderupload
2. Customers can then download the correct CSV format if required or the customer can create a new CSV with SKU and Qty as headers

	A	B	
1	SKU	Qty	
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Template File

3. Customers can enter a SKU and numerical value in the quantity column to order.
4. Multiple SKU's can be order from within a single CSV.
5. When the customer is finished entering in quantities. They must save the changed file.
6. The customer can then drag and drop the file into the grey area on the order upload screen or click "Upload Order" to browse the local PC.

Order Upload

Bulk ordering mode simple! Download our sample template below, fill in the order details and upload by selecting the file or drag and dropping into the box below. All your products will be automatically added to your cart. Easy!

✔ CSV Status
 Successfully read CSV file.

✔ Successfully added 2 SKUs to basket.
 Successfully added "Joust Duffle Bag" to basket.
 Successfully added "Wayfarer Messenger Bag" to basket.

Drag and drop your CSV file or just click here to choose

Upload Order
Get PLOF File
Get Template File
Empty Cart
Checkout

CSV Upload Success Screen

12. When the order is uploaded, success or error messages will be displayed in the grey box. Validation will occur to check that the csv format is correct, the SKU exists and that there is sufficient stock. Assuming all the previous to be true, all items will be automatically added to the cart.

Price List Order Forms

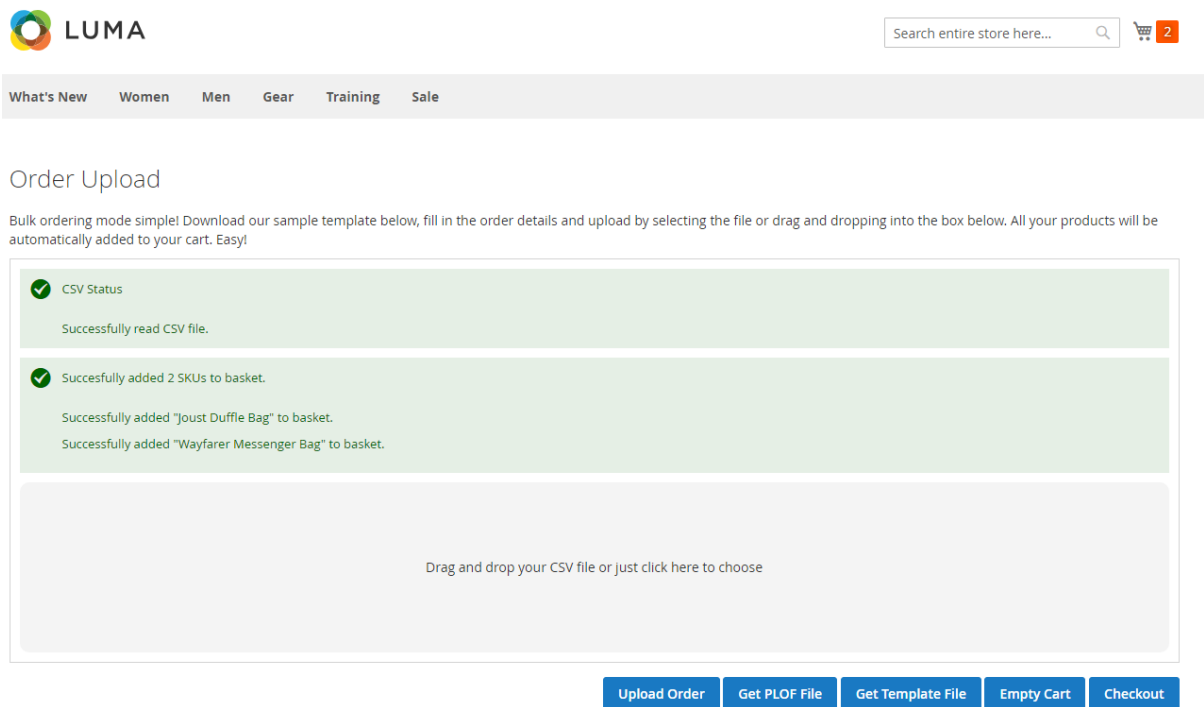
1. Customers on this screen can download a PLOF, which will extract all enabled and visible simple product SKU's in a CSV that is downloaded to the customers local machine.

SKU	Name	Price	Qty
24-MB01	Joust Duffle Bag	£34.00	
24-MB04	Strive Shoulder Pack	£32.00	
24-MB03	Crown Summit Backpack	£38.00	
24-MB05	Wayfarer Messenger Bag	£45.00	
24-MB06	Rival Field Messenger	£45.00	
24-MB02	Fusion Backpack	£59.00	
24-UB02	Impulse Duffle	£74.00	

Sample PLOF

2. Customers can then open the PLOF in Excel (or an alternative program), and view your products along with their prices.
3. Customers can enter a numerical value in the quantity column to select a SKU to order.

- Multiple SKU's can be order from within a single PLOF. Any items without a quantity will not be ordered.
- When the customer is finished entering in quantities. They must save the changed file.
- The customer can then drag and drop the file into the grey area on the order upload screen or click "Upload Order" to browse the local PC.



CSV Upload Success Screen

- When the order is uploaded, success or error messages will be displayed in the grey box. Validation will occur to check that the csv format is correct, the SKU exists and that there is sufficient stock. Assuming all the previous to be true, all items will be automatically added to the cart.

F.A.Q

Not all of my products are showing on the PLOF

Only simple products can be extracted from your catalogue. You may also have configurable products which are made up of simple products, but the constituting individual products must be visible on the either the catalogue or via search.

Custom products are not supported.

