# Order Import

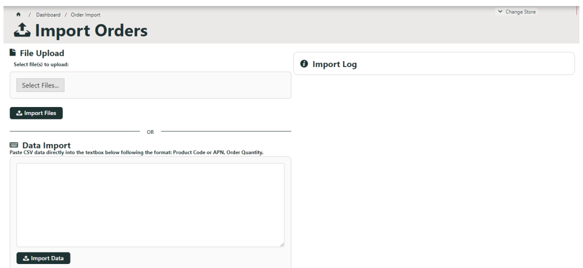
## Overview

On this page:



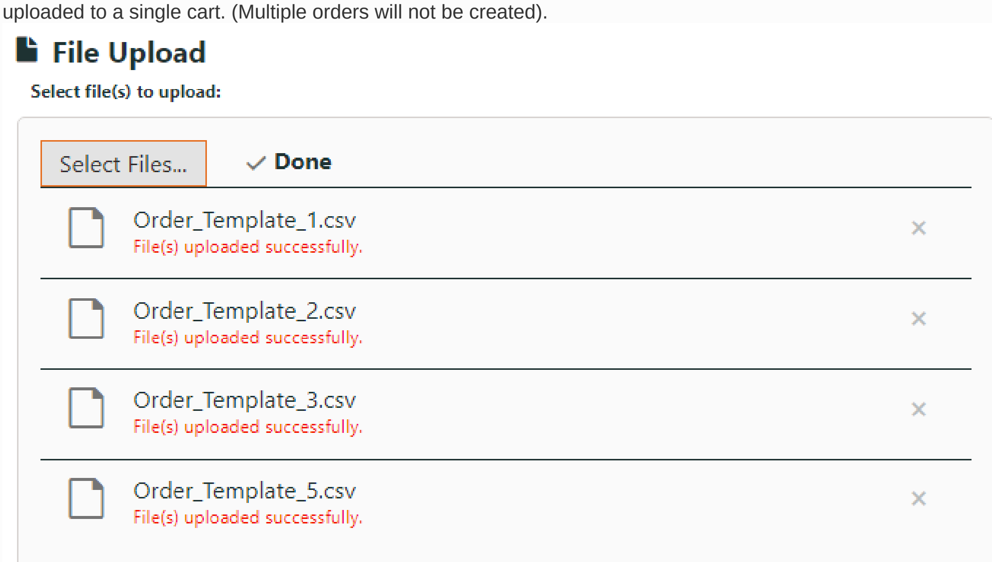
Order Import allows your customers to create an order via upload of a prepared CSV files or copy and paste of product code/quantity data. It reduces data entry for larger organisations that place orders centrally with your business. The purchasing officer or similar can upload one or more files with lists of product codes and quantities requested by multiple staff or departments. Or they can simply copy and paste this data into the textbox on the page. Both import methods will convert the data into the cart items of a single order.

The imported data is validated and feedback to the user given.




## Allow multiple file upload?

To enable multiple file selection, toggle ON Allow Multiple Files on the **File Upload** tab in the Order Import Widget. Data from all files will be uploaded to a single cart. (Multiple orders will not be created).



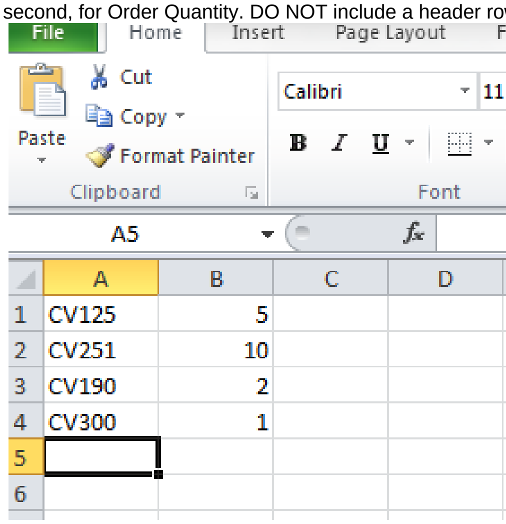

## *These steps are for your customers.*

## Step-by-step guide

### Data preparation

.csv files with requested product details or flattext data for copy and pasting must be prepared.

- **CSV file:** An order line is created from data in the first two columns. Use the first column for the Product Code (or APN), and the second, for Order Quantity. DO NOT include a header row.

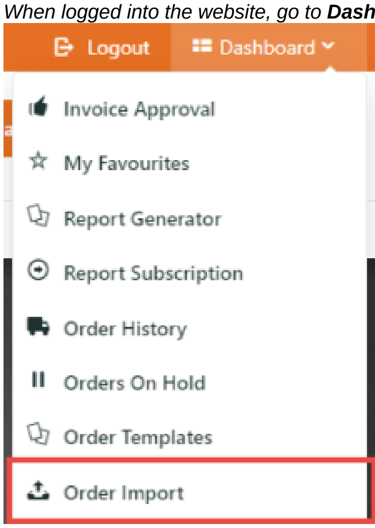
  
  

- **Flattext data:** Data must be ordered this way: Product Code (or APN), Order Quantity

## CSV file import method

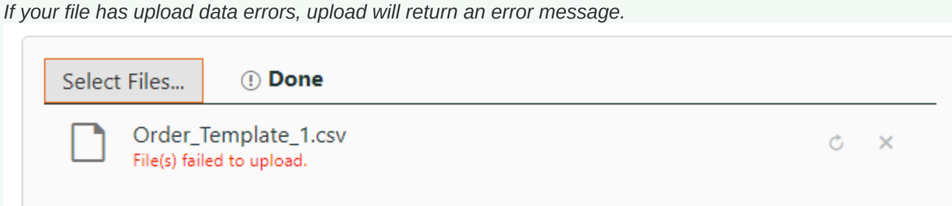
To create a data import order from CSV files:

1. *When logged into the website, go to **Dashboard  Order Import**.*

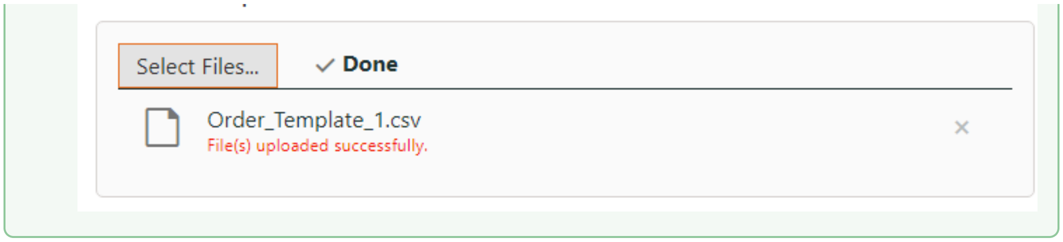
   
   

2. *Click **Select Files** to browse to the saved .csv files, or drag and drop files from your local directory into the selection box.*

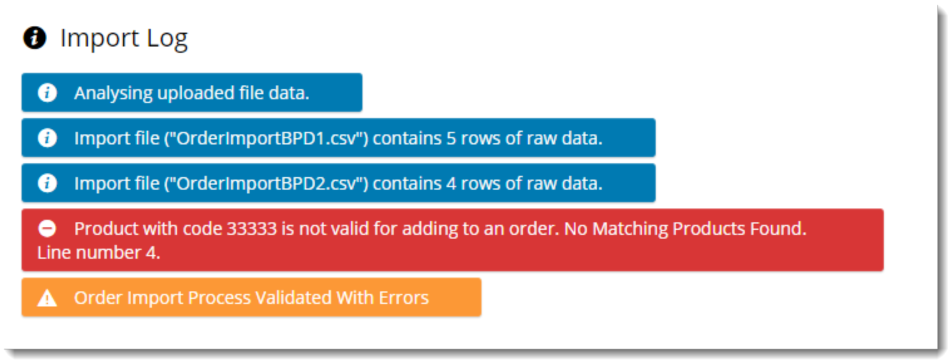
   *If your file has upload data errors, upload will return an error message.*

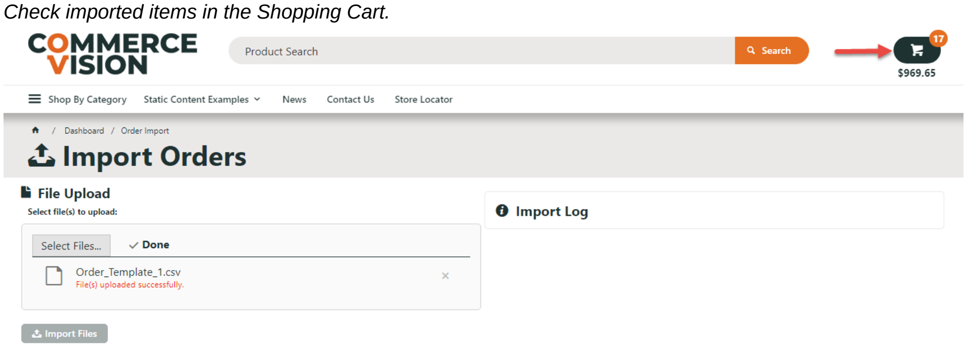
   *Check your upload has a success message.*



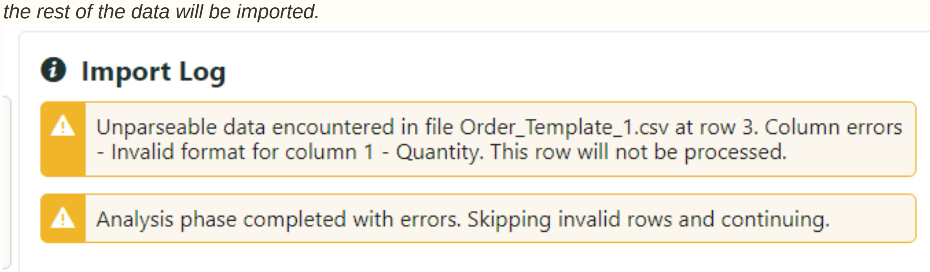

3. *Click **Import Files**.*
4. *Check the Import Log for data analysed, as well as any errors encountered (e.g., invalid product codes).*




5. *Check imported items in the Shopping Cart.*




*If there were errors in your data and your cart is empty, you can ask us to update the default import behaviour setting. When the 'Order Import Skip Errors' flag is enabled the invalid lines will be ignored and the rest of the data will be imported.*

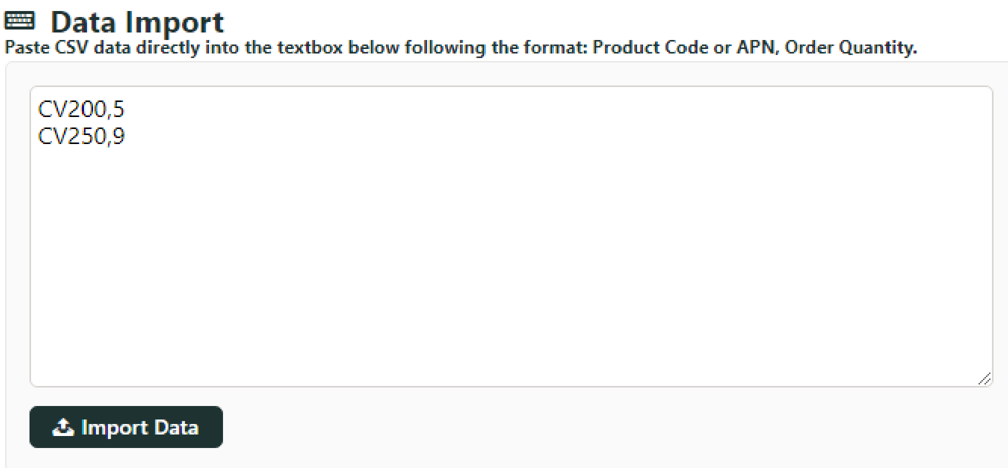



6. *Proceed to checkout.*
7. *Repeat Steps 1-8 for subsequent orders as required.*

## Data copy and paste method

Instead of uploading .csv files, you can also enter or paste data (Product Code,Quantity) into the **Data Import** box.

Example: CV200,5




## Edit Order Import options

Settings for the Order Import template are in the Order Import Widget.

1. *Go to **Content  Pages & Templates  Orders  Order Import Page**.*
2. *Click **Edit**.*
3. *Find the **Order Import Widget**, then click **Edit**.*


4. *For a guide to settings, see: Order Import Widget.*

## Additional Information

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| | |
|---|---|
| **Minimum Version Requirements** | **.**.** |
| **Prerequisites** | -- |
| **Self Configurable** | Yes |
| **Business Function** | Ordering Functions |
| **BPD Only?** | No |
| **B2B/B2C/Both** | |

| | |
|---|---|
| | B2B |
| **Third Party Costs** | n/a |

## Related help

- Settings and Functions Available in the PRONTO Order and Receipt Import Program
- Import Users
- Data Load Templates (end user)
- Data Import and Export - Setting Up
- Data Import and Export

- Order Import Widget