USER GUIDE

How to Order from quick order pad/CSV Upload

如何使用快速订购板/CSV 上传进行订购

Tables of Contents

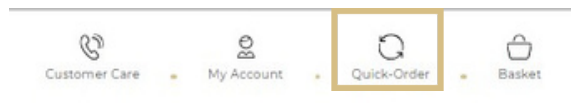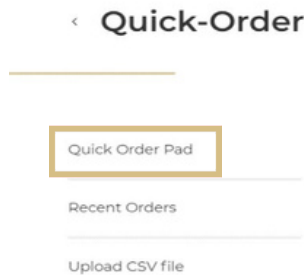## 01 — ORDERING VIA QUICK ORDER PAD
01 — 使用快速订购板订购

On the top navigational menu click 'Quick Order'. Note: This option will only be available if you have logged in to your account - if this icon is not visible, please login to continue.
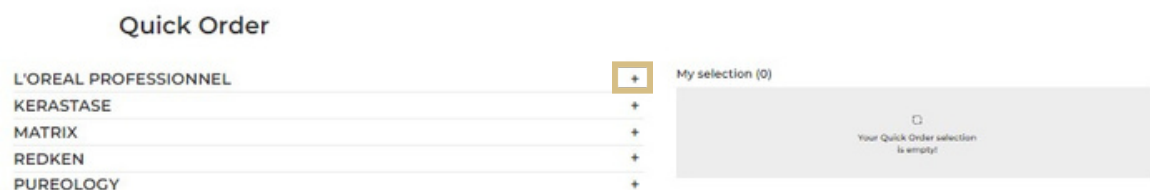在顶部导航菜单上，点击"快速订购"。 注意：此选项仅在您登录到您的帐户后才可用 - 如果此图标不可见，请登录以继续。

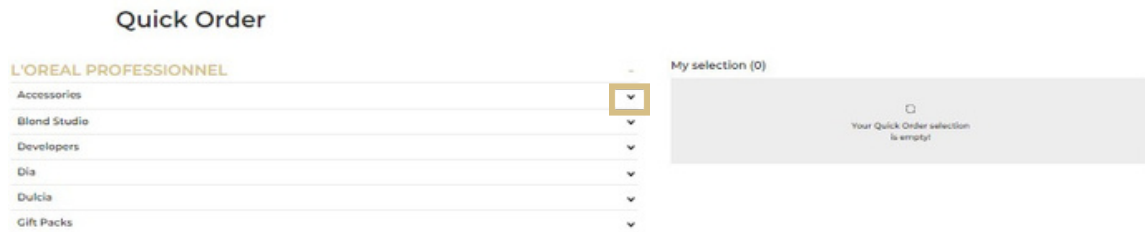A drop-down menu will come up. Click on 'Quick Order Pad'.

This will take you to the 'Quick Order Pad' landing page as seen below. Here you will see all the brands that you are eligible for listed.
Click on the '+' icon to view the different product lines within each brand.

Click on the downwards arrow on each line to view the individual products within each product line.
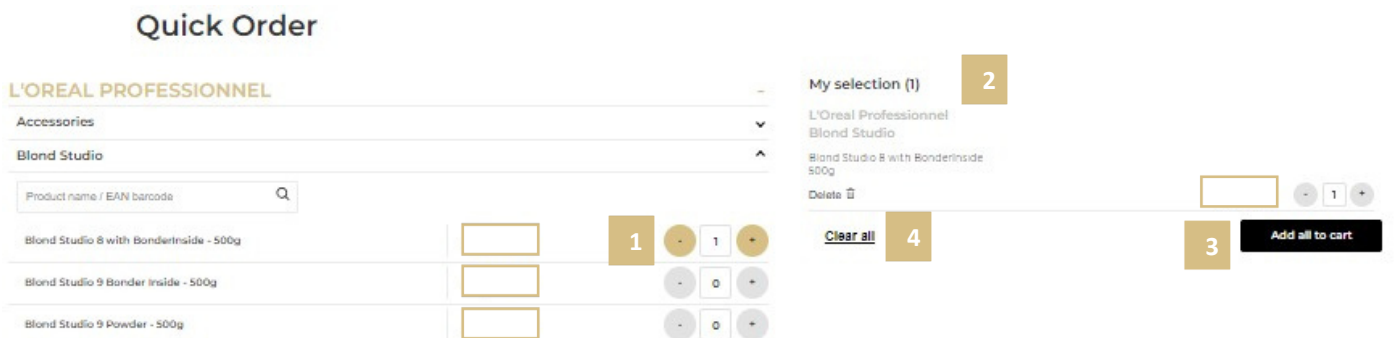

For each product you want to add, click the '+' icon next to the product or alternatively type the quantity you would like to order besides each product (1).
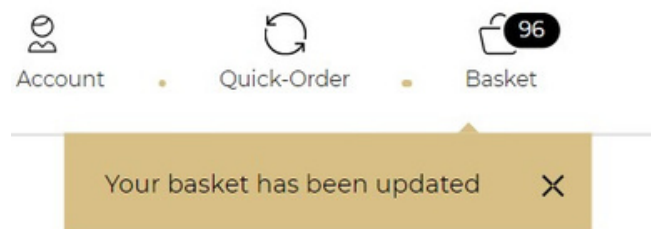
The products will automatically go into the 'My Selection' section besides the quick order pad (2).

Once all the products you want order are added, click on 'Add All to Cart' to move your selection into your basket (3).

Alternatively, you can clear your selection by clicking 'Clear all' (4).

Once you click on 'Add All to Cart' a confirmation will show up on the top navigational menu stating 'Your basket has been updated'.

This means your selection has been added to your permanent basket. To checkout go into your basket and resume the checkout process as usual.

View the 'How to Checkout' user guide for further guidance.

02 — ORDERING VIA A CSV FILE UPLOAD
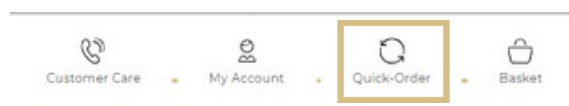## 02 — 通过 CSV 文件上传订购

Important things to note:

- Ensure your folder is NOT in xsl. Format. To successfully upload the CSV file to LPS, the file must be in csv. Format.
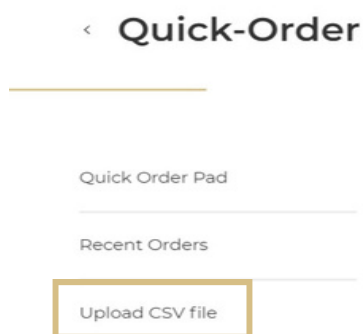

On the top navigational menu click 'Quick Order'.

Note: This option will only be available if you have logged in to your account, if not please do so before continuing.
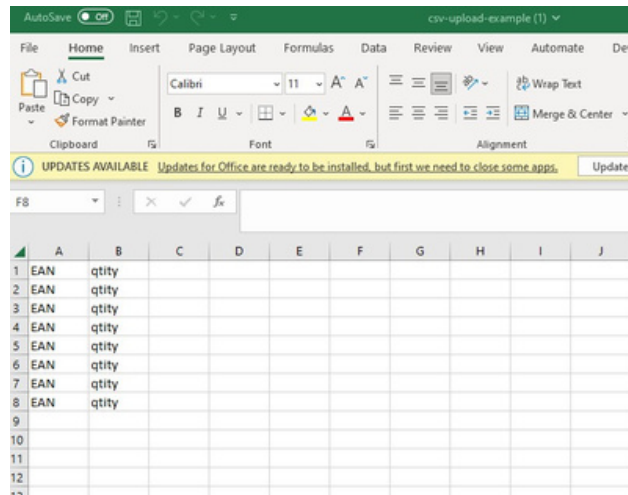

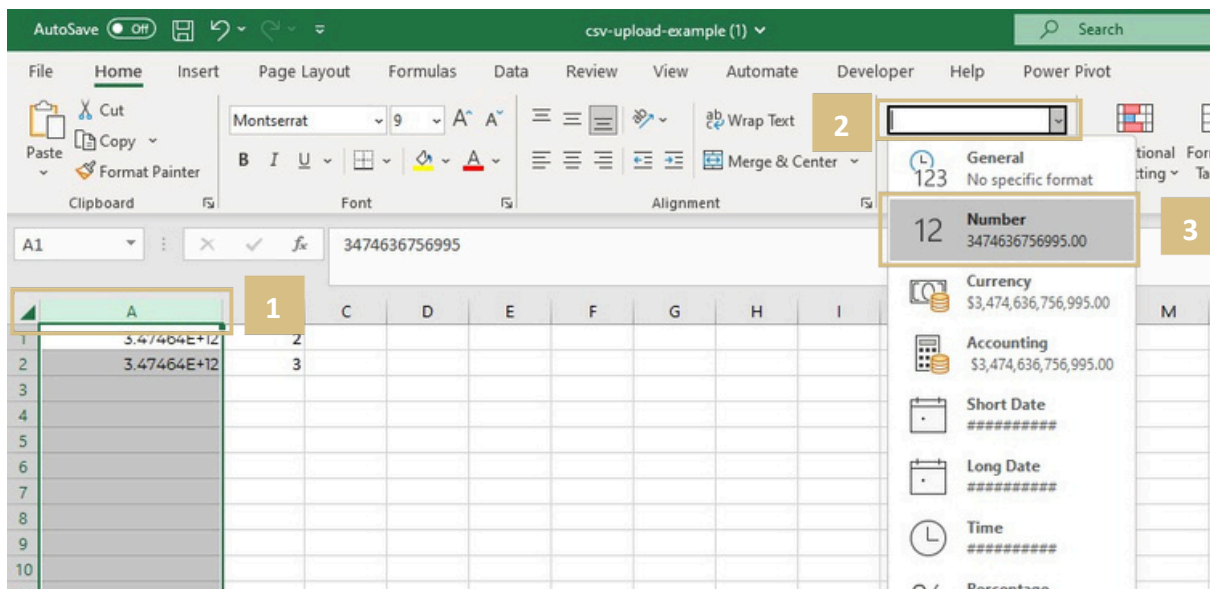A drop-down menu will come up, you will need to click on 'Upload CSV File'.

The CSV file landing page will be bought up. Please read the mandatory requirements before you upload.

By clicking on 'Here is a downloadable example CSV file' you can view an example CSV file to base your own file on. Example: see image below
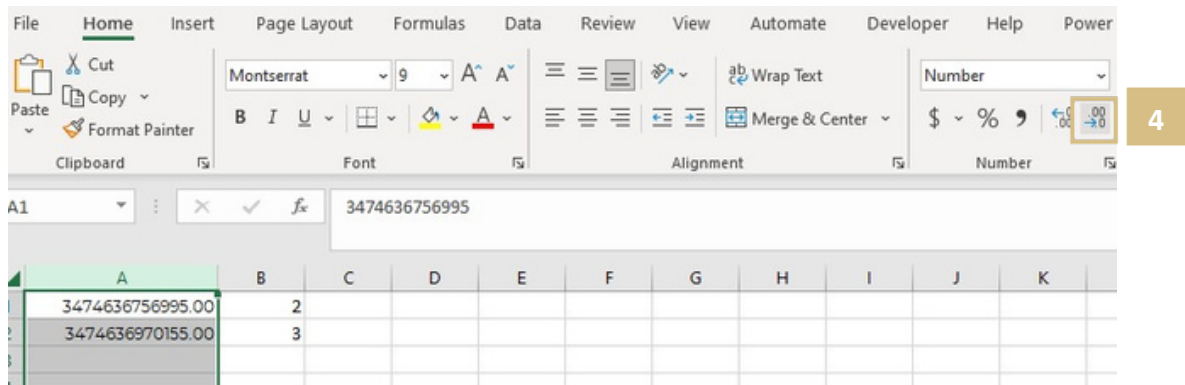

Requirements for successful upload:

1. EAN (Locate on the individual product page) must be listed in Column A.
    a. Full EAN must be in NUMBER FORMAT for upload. When you paste directly from the web, excel may change the format. Consequently, the file upload will not upload successfully if you did not change the format.
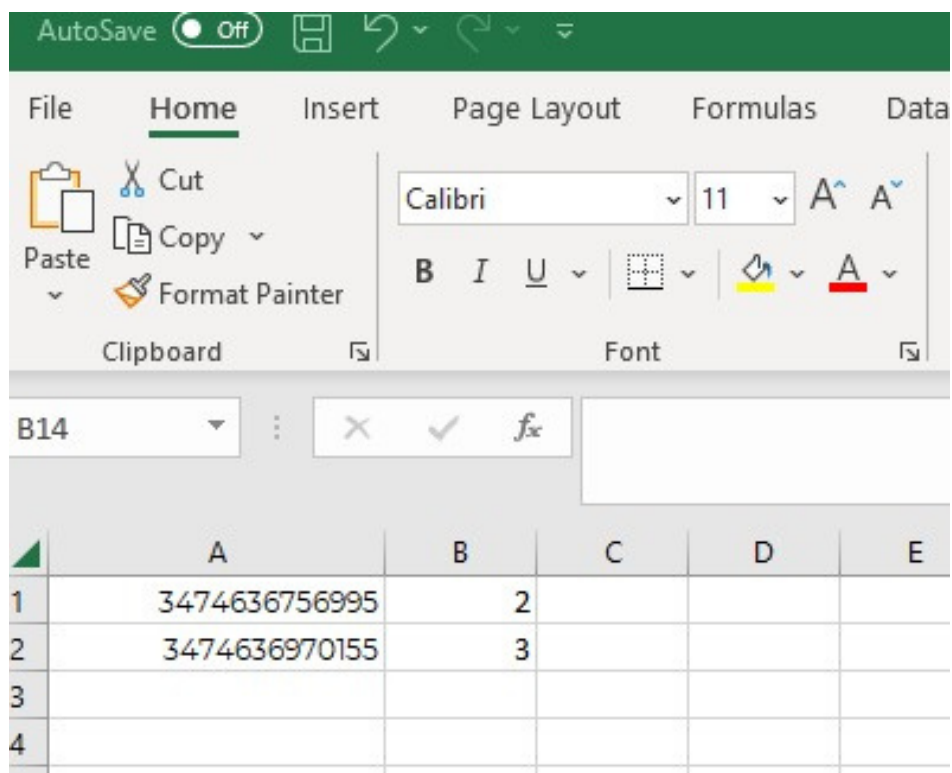

    b. To fix the EAN Formatting, select the entire Column by clicking on the "A" on the top banner (Black down arrow) (1). Once Column A is highlighted, select the drop down bar in the "Number" banner (2). Select the "Number" option to reformat the entire EAN Column (3).

c. You will notice that the EAN will be reformatted to a whole number – however, you may notice that there are two decimal places attached to the EAN. To remove these additional .00s, (4) twice until the EAN is a whole number without any additional decimals.
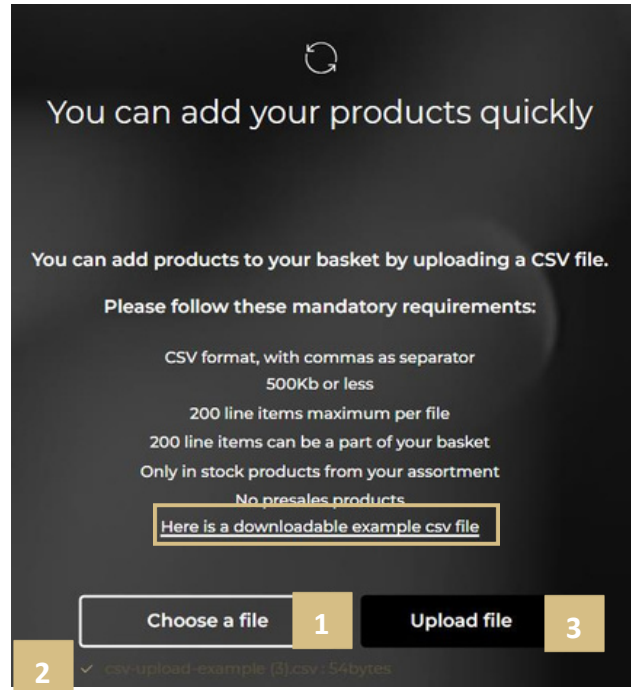

2. Quantity of products must be listed in Column B, next to the desired EAN.

The final CSV file should appear as such:

To upload the file, click on 'Choose a file' (1), select on your desktop the CSV file you want to upload. If your file is correctly imported, a message will be displayed (2), click on 'Upload file' (3) and you will be redirected to your basket with your added products.

If successfully uploaded the products on the CSV file will automatically be added to basket – a confirmation will be stated at the top of the page (1).
If products are out of stock/presale they will not be added into the cart, a message will appear stating which products are missing (2).
Once uploaded you can edit the quantities/products directly in the cart (3), once you are happy with your cart checkout as per usual.

如果成功上传，CSV 文件中的产品将自动添加到购物车 – 页面顶部会显示确认信息 (1)。
如果产品缺货/预售，则不会添加到购物车，会出现一条消息，说明哪些产品缺失 (2)。
上传后，您可以直接在购物车中编辑数量/产品 (3)，一旦您对购物车满意，即可像往常一样结账。

If your file was incorrectly uploaded an error message will be shown on the basket page

> 0 products from your file have been added to the cart.
> Some products could not be added because the requirements were not respected:
> 3474630698840, 3474630613713, 670281090122, WRONG-EAN, 3474636523894
> See requirements

If you have any questions about this user guide, do not hesitate to contact us by phone, by email or your personal contact via the 'Contact Us' form following this link.