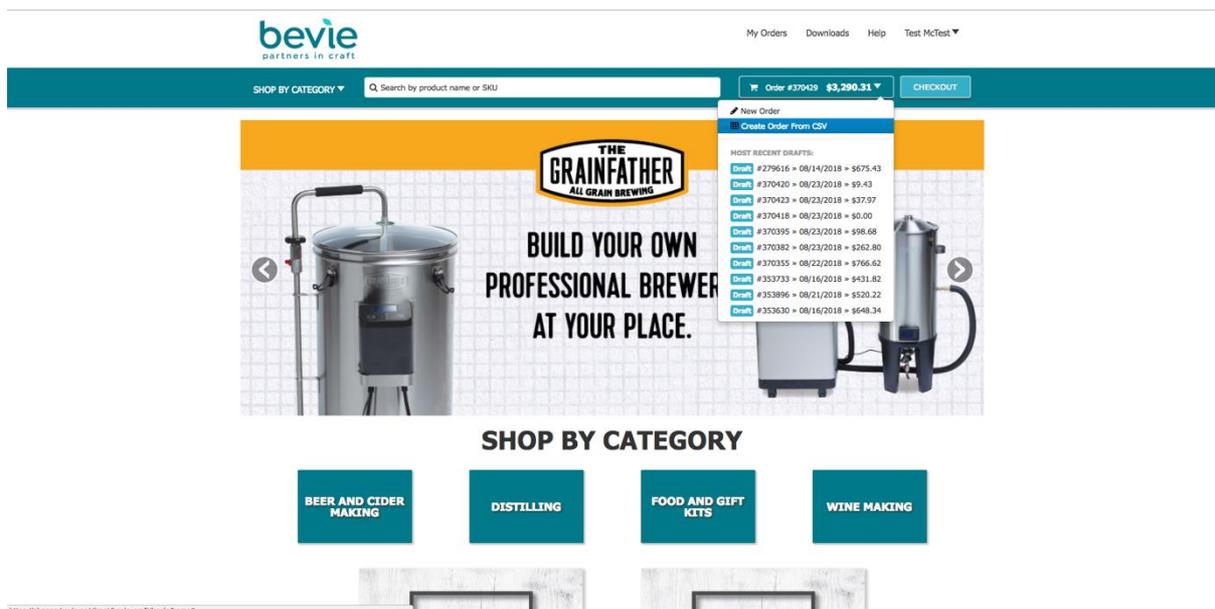# IMPORT ORDER – UPLOAD CSV TOOL INSTRUCTIONS

The CSV upload tool can make short work of placing your orders with us at Bevie, whether you would like to upload a previously completed order or simply prefer to work from a CSV file when planning your stock.

Step 1 – Choose the upload CSV tool

This can be found in the dropdown menu next to the checkout button on any page, via the main menu bar.
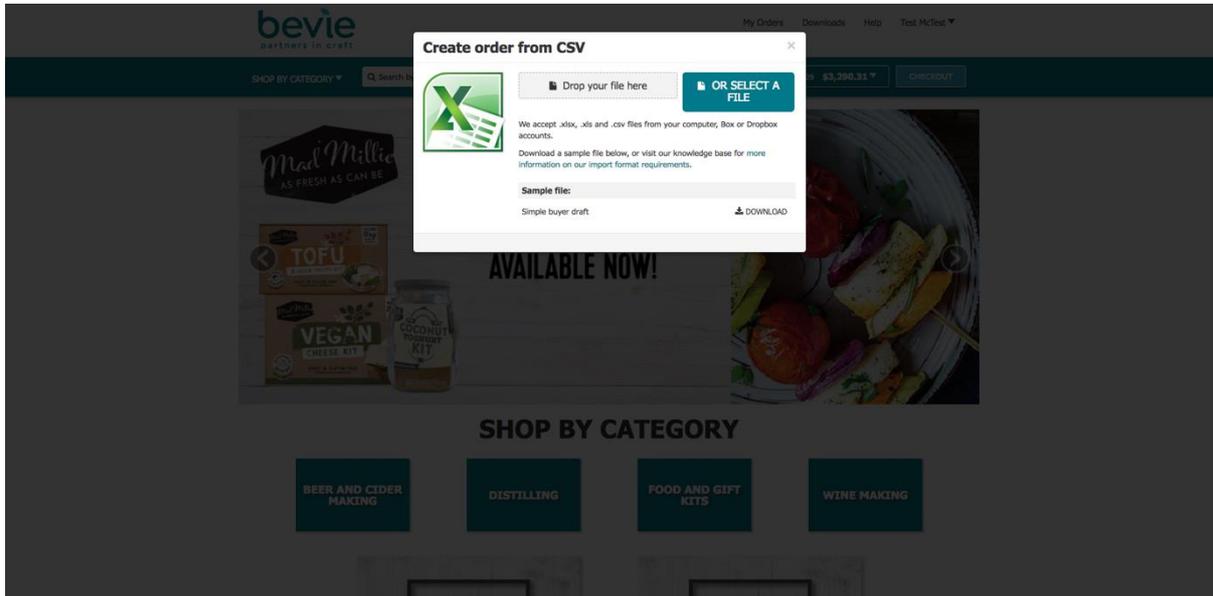
Step 2 – Select your file to upload

The upload tool will accept any CSV file, however we have also included a template that can be found in the downloads section.
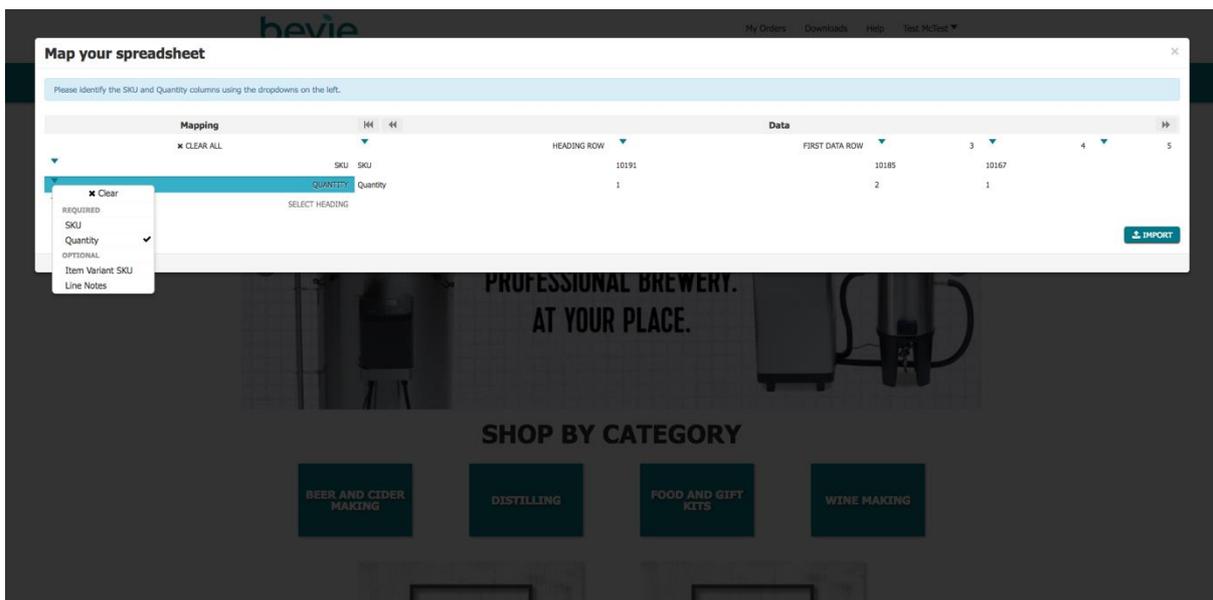The two main requirements for importing data are;
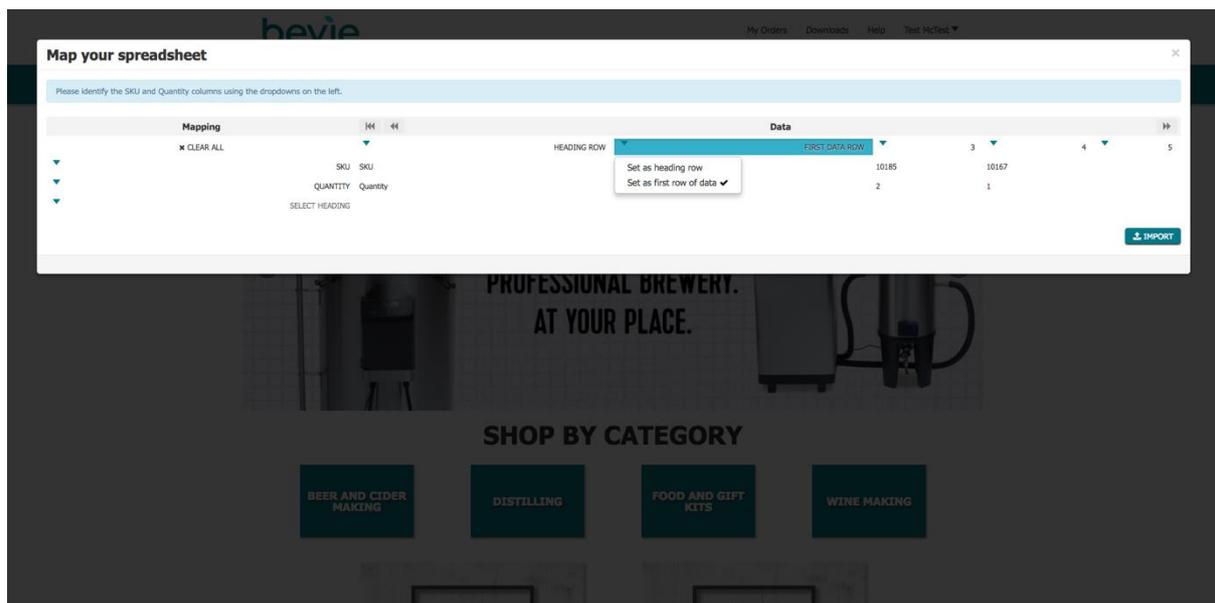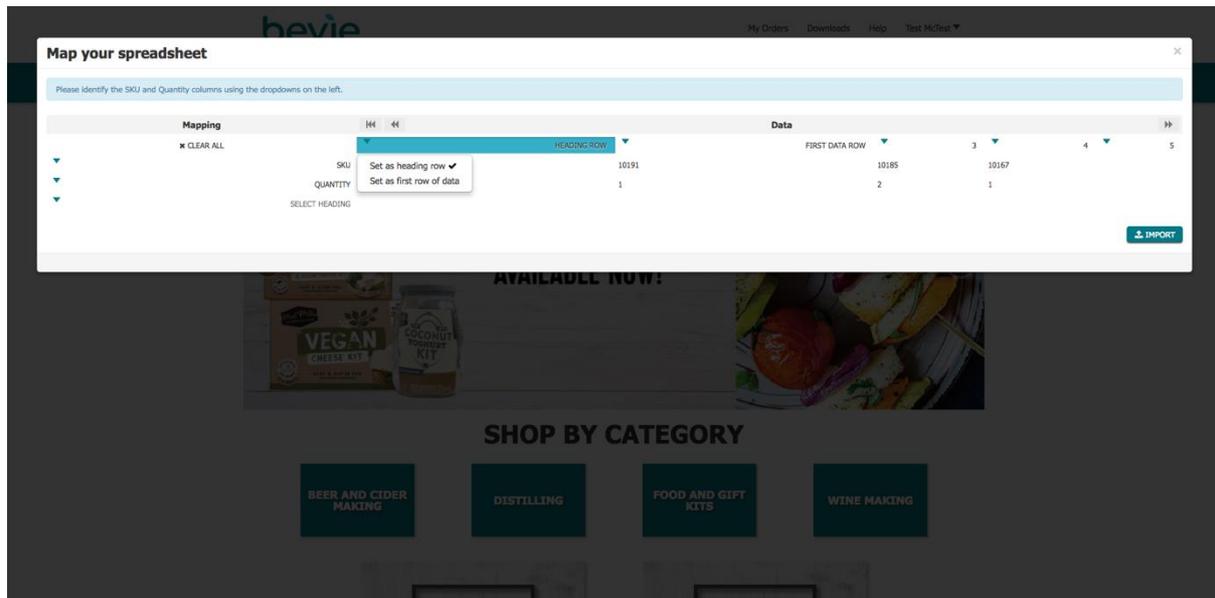- SKU (an identical Bevie item number)
- Quantity

Step 3 – Map the CSV fields

In the following example images you will note that to successfully create an order using the CSV upload tool you must;
- Map the columns/rows of your spreadsheet to the SKU & Quantity fields
- Select the first column/row that the data starts on.

**Review the following images as a guide for what to select.

Step 4 – Complete order (import)

Once you are happy with the column/row selections select import.

ERRORS: an error may occur if a SKU number does not match your current price list. If this does occur, please review your spreadsheet and amend where necessary.
*Note: All kit codes should end with an uppercase "K" or the upload will yield an error.

Your order should now be created and you will automatically be taken to the checkout page. You may at this time continue to modify the order, add/remove items and change payment details if the account is configured to do so.

Once you are ready, confirm and place your order as normal.