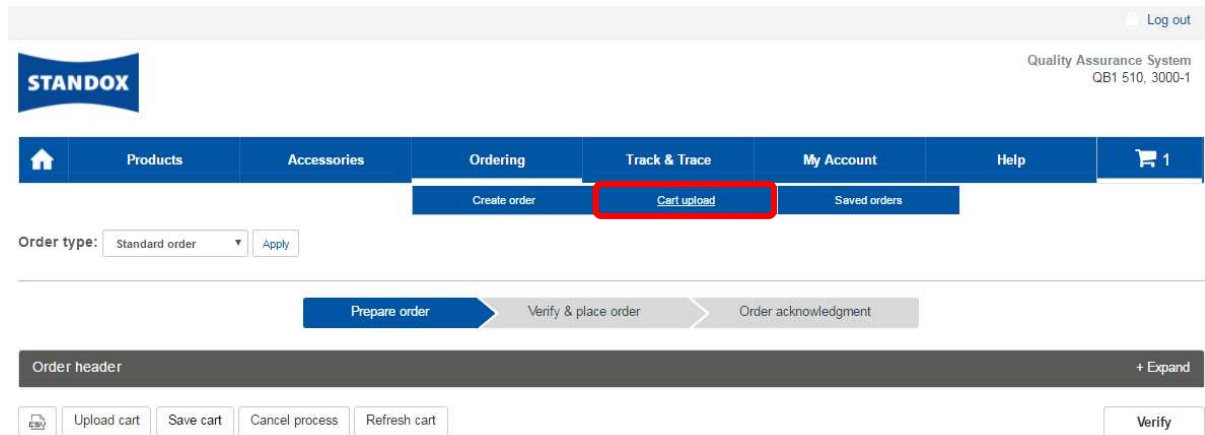


Upload List to Cart

Instead of adding each item separately to the cart, you can also upload a prepared list of required articles to the cart. Uploads do NOT overwrite previous items in your cart, but they add products to the order.

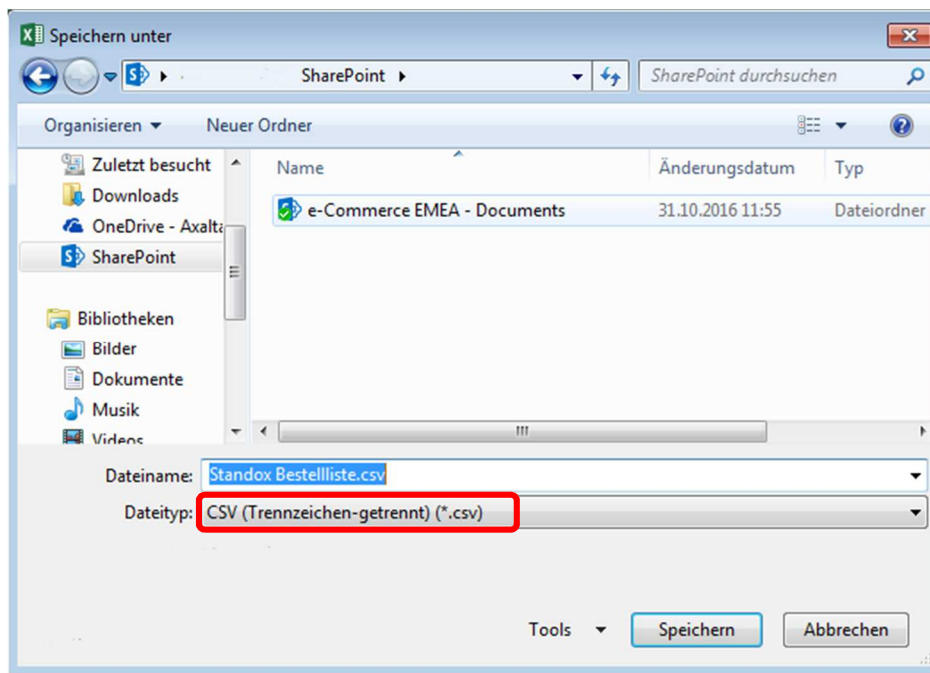


Generating and saving the shopping list

At first, create a simple MS Excel file containing all items you would like to order. The table needs two columns only: the first one for the material code and the second one for the desired quantity. These columns do not need any headlines.

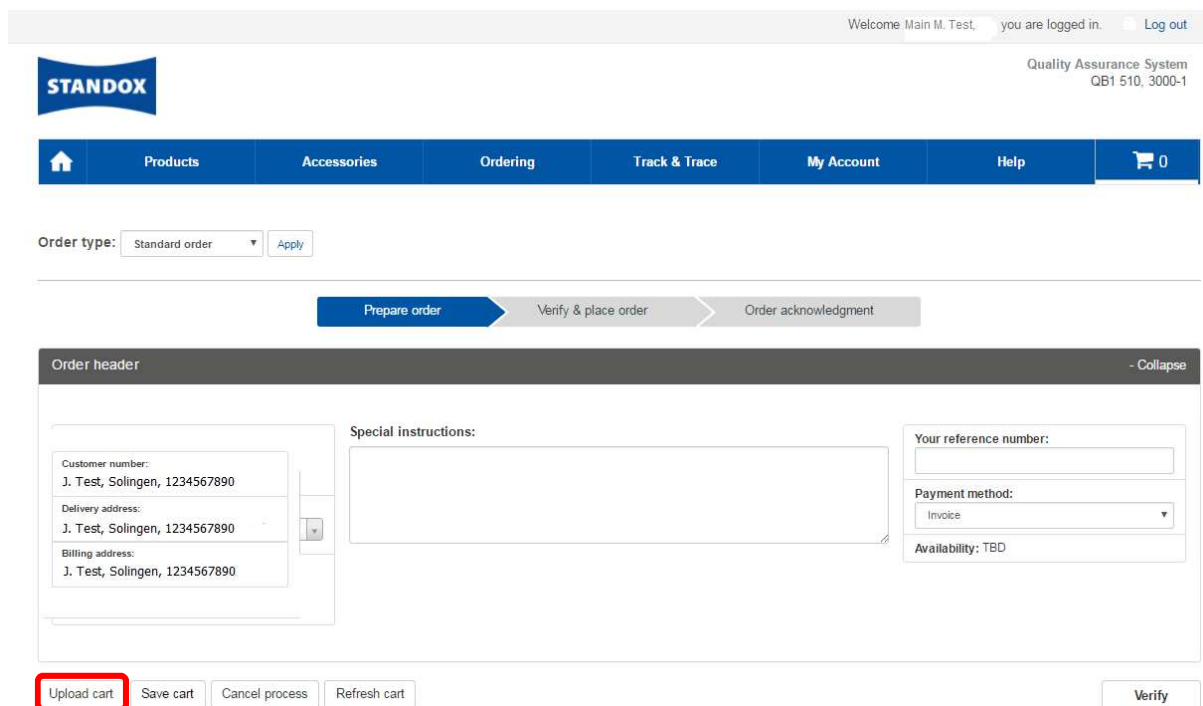
	A	B
1	4024669501841	1
2	4024669501834	3
3	4024669553109	4
4	4024669824032	2
5	4024669821444	1
6	4024669757170	3
7	D12071332	1
8	D14031913	1

Once the list is complete, save the document as a csv file on your computer.



Upload list to cart

As soon as the shopping list is available as csv file, you can upload it to the cart as follows:



Click on „**Browse**“ and pick the desired csv-file from your computer.

The screenshot shows the STANDOX website header with the logo on the left and "Quality Assurance System QB1 510, 3000-1" on the right. A blue navigation bar contains icons for Home, Products, Accessories, Ordering, Track & Trace, My Account, Help, and a shopping cart with "0" items. Below the navigation bar, the breadcrumb "You are here: Prepare order > Verify & place order > Select file" is visible. The "Upload file:" section shows a button labeled "Datei auswählen" (highlighted with a red box) and the text "Keine ausgewählt". Below this are buttons for "Preview", "Cancel", and a help icon.

The button „**Preview**“ enables you to double-check the file to be uploaded.

This screenshot is similar to the previous one but shows the next step in the process. The "Datei auswählen" button is now disabled and greyed out. The text next to it has changed to "Standex Bes...lliste.csv". The "Preview" button is now highlighted with a red box, indicating it is the active step. The "Cancel" and help icons remain visible.

To finally submit the items to the shopping cart, click the „Upload”.

You are here: Prepare order > Verify & place order > Select file

File successfully processed and ready to upload

Upload file: Keine ausgewählt

Show entries

Material code or Article reference	Requested quantity
4024669501834	1
4024669501841	1
4024669553109	1
4024669757170	1
4024669821444	5
4024669824032	3
D12071332	1
D14031913	1

Previous Next

All items of your shopping list will now appear in the cart. You now can manually add or delete particular items from the cart. Of course, you can also still change the quantities.

Show entries

Item #	Material code	Article reference	Description	Requested quantity	Unit	Net total	Pricing	Availability	Availability date	
	<input type="text" value="4024669501841"/>			<input type="text" value="1"/>				TBD		<input type="button" value="Delete"/>
	<input type="text" value="4024669501834"/>			<input type="text" value="1"/>				TBD		<input type="button" value="Delete"/>
	<input type="text" value="4024669553109"/>			<input type="text" value="1"/>				TBD		<input type="button" value="Delete"/>
	<input type="text" value="4024669824032"/>			<input type="text" value="3"/>				TBD		<input type="button" value="Delete"/>
	<input type="text" value="4024669821444"/>			<input type="text" value="5"/>				TBD		<input type="button" value="Delete"/>

Now you can proceed with your order as usual.