QUICK ORDER PAD GUIDE

Learn the quickest way to add products to your shopping cart.

Step 1: Select a Product ID Type

Step 2: Add Your Products

Use one of the methods below to add your items to the cart.

Product File Upload Method

1. First download the template and review your file to make sure your columns match the template.
2. When ready, click "Upload .Xls or .Csv."
3. Select the file on your device.
4. Click "Go."
5. Review the upload summary to see which items were successfully uploaded.

QUICK ORDER PAD

① Select a Product ID Type

| Mfr. # | Item # | UPC | My Part # |

The product ID type chosen will be used to identify your items.

② Add Your Products

Use one of the methods below to add your items to the cart.

Product File Upload | **Line Item Entry** | **Copy & Paste**

How to use Line Item Entry ❓

Mfr. # [_____] Qty [____]
Mfr. # [_____] Qty [____]
Mfr. # [_____] Qty [____]

+ Add line | **Reset Form**

ADD ITEM(S) TO CART

Line Item Entry Method

1. Type each product ID and a corresponding quantity into the respective fields.
   - You have the option to select suggested products in the type ahead.
2. If needed, click the "+Add Line" button to create additional fields.
3. Click "Add Item(s) to Cart."

Copy & Paste Method

1. Copy and paste your product IDs and quantities separated by a comma into the text box.
2. Click "Add Item(s) to Cart."
3. Review the upload summary to see which items were successfully added to the cart.

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