



Wholesale Order Import Instructions

External ID – unique value that must be assigned to each transaction. This value is a made-up value and can be alpha numeric. It is used to tie record header and line items to each other during importing and web services. External IDs must be unique across the whole record group, not just per record type

Company – enter the name of your company

Customer PO# – enter your PO# here

Memo – enter an optional memo to describe this sales order so you can easily distinguish it from others for this customer Max Character: 999

Item – enter the item(s) for the order.

Qty – enter the quantity of each item you would like to purchase.

Example:

A	B	C	D	E	F	G	H	I	J
External ID	Company	Customer PO#	Memo (header)	Class	Location	Shipping Method	Item	Qty	
TEST1234	7617 APCO Test	1234	test	Wholesale	Tempe	386943	341241		2
TEST1234	7617 APCO Test	1234	test	Wholesale	Tempe	386943	WPW10196405		4
TEST1234	7617 APCO Test	1234	test	Wholesale	Tempe	386943	WB31M15		3