



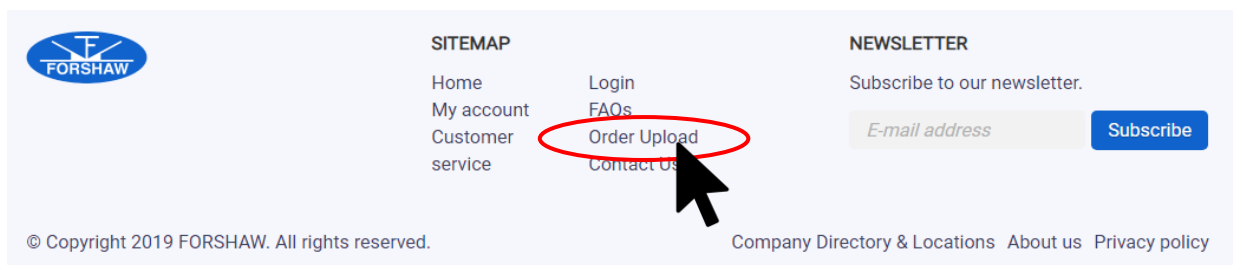
## FORSHAW.com - How To: Import An Order From Excel

### Welcome to the new FORSHAW.com!

Below are step by step instructions to walk you through how to import an order from excel. If you have any questions, please reach out to [concierge@forshaw.com](mailto:concierge@forshaw.com) for assistance!

**STEP 1:** Scroll to bottom of FORSHAW.com to access the footer

**STEP 2:** Click “Order Upload”



**STEP 3:** Click “Download Sample CSV” to download the template needed for uploading

Importing products from a single file is the fastest way to add products in bulk to the shopping cart and place an order

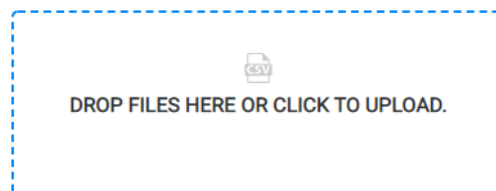
To import products to a shopping cart:

1. Download the CSV template.
2. Fill in the CSV file with all required data, like product IDs, quantity, UOM and product variants IDs.
3. Upload the CSV file.

[Download sample CSV](#)

### UPLOAD THE CSV FILE

File location



Separator

Comma

Upload file



## FORSHAW.com - How To: Import An Order From Excel

**STEP 4:** Complete columns A & B ONLY

*\*Note: Product ID is the FORSHAW item #*

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'HOME'. The 'Clipboard' group includes 'Cut', 'Copy', 'Paste', and 'Format Painter'. The 'Font' group shows 'Calibri' font and size '11'. The formula bar shows 'ProductId' in cell A1. The spreadsheet has columns A through E and rows 1 through 11. The data in columns A and B is as follows:

	A	B	C	D	E
1	ProductId	Quantity	UnitOfMe	VariantId	
2	BAS05680	4			
3	BAY10780	16			
4	BEL80010	20			
5	APG19470	10			
6	MGK15100	12			
7	NIS10470	8			
8	FMC10160	8			
9	SYN07350	2			
10	WEL05171	10			
11					

**STEP 4:** Save the file in .CSV (Comma Delimited) format.

*\*Note: A pop up will appear when saving as a .CSV file, Click "Yes"*

**STEP 5:** Return to Order Upload page on FORSHAW.com



## FORSHAW.com - How To: Import An Order From Excel

### STEP 6: Drag and Drop or Click .CSV file into File Location box

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3. Upload the CSV file.

[Download sample CSV](#)

### UPLOAD THE CSV FILE

File location

0.17 KB  
Sample Uplo...

Separator

Comma

Upload file

### STEP 7: Click "Upload File"

### UPLOAD THE CSV FILE

File location

0.17 KB  
Sample Uplo...

Separator

Comma

Upload file



## FORSHAW.com - How To: Import An Order From Excel

**STEP 7:** You will be automatically transferred to the Success Page  
*\*Note: If an item's # was listed incorrectly it will advise how many products were unable to be added to the cart.*

A screenshot of the FORSHAW.com interface showing the CSV upload process. At the top, there is a link for 'Download sample CSV' and a section titled 'UPLOAD THE CSV FILE' with a dashed line indicating where to drop the file. A green success message states 'All products added to cart successfully.' Below this is an orange 'View basket' button. At the bottom, there is a blue 'Upload file' button.

Download sample CSV

UPLOAD THE CSV FILE

close X

✓ All products added to cart successfully.

View basket

Upload file

**STEP 8:** Click “View Basket”










**STEP 9:** Review and Finalize your order



## FORSHAW.com - How To: Import An Order From Excel

### STEP 10: Click "Proceed to Checkout"

#### MY SHOPPING CART

Product	Price	Quantity	Total
 ESSENTRIA IC3 INSECTICIDE CONCENTRATE - 1 QT Item No.: WEL05171 <a href="#">View</a>   <a href="#">Delete</a>	\$ 31.13	10 EACH	\$ 311.30
 ADVION FIRE ANT BAIT - 25 LB Item No.: SYN07350 <a href="#">View</a>   <a href="#">Delete</a>	\$ 384.62	2 25 LB	\$ 769.24
 TALSTAR PRO INSECTICIDE - 3/4 GAL Item No.: FMC10160 <a href="#">View</a>   <a href="#">Delete</a>	\$ 52.31	8 3/4 GAL	\$ 418.48
 BORA-CARE - 1 GAL Item No.: NIS10470 <a href="#">View</a>   <a href="#">Delete</a>	\$ 87.70	8 1 GAL	\$ 701.60
 ONEGUARD - 1 QT Item No.: MGK15100 <a href="#">View</a>   <a href="#">Delete</a>	\$ 95.63	12 1 QT	\$ 1,147.56
 72MB MOUSE GLUE BOARD 4.5- PEANUT BUTTER - 72/PK Item No.: APG19470 <a href="#">View</a>   <a href="#">Delete</a>	\$ 22.69	10 72/PK	\$ 226.90
 PROTECTA EVO EXPRESS BAIT STATION - BLACK Item No.: BEL80010 <a href="#">View</a>   <a href="#">Delete</a>	\$ 17.09	20 EACH	\$ 341.80
 SUSPEND POLYZONE - 1 PT Item No.: BAY10780 <a href="#">View</a>   <a href="#">Delete</a>	\$ 57.52	16 EACH	\$ 920.32
 ALPINE WSG - 500 GM Item No.: BAS05680 <a href="#">View</a>   <a href="#">Delete</a>	\$ 182.97	4 EACH	\$ 731.88

#### SHOPPING CART DETAILS

Items (9 units)	\$ 5,569.08
Total excl. tax	\$ 5,569.08
Total tax	\$ 0.00

Total \$ 5,569.08  
Unit total: 90 units of 9 items

[Recalculate shopping cart](#)

[Add to My Favorites](#)

[Save as template](#)

[Load template](#)

[Empty shopping cart](#)

[Proceed to checkout](#)