Importing CSV Orders

Ordering · https://mountainstream.co/docs/importing-csv-orders/

Steps to Import CSV Orders

1. Download the CSV template for import.

[A screenshot of an ordering system with a highlighted dropdown menu. The Download Import Template option, useful for importing orders from a CSV file, is circled in purple. The date, item details, and order summary are visible on the page.]

2. Add the item code, item name, and quantity to the order in the CSV file.

[A Google Sheets document titled ImportOrder with three column headers: ItemLegacyCode, ItemName, and OrderedValue—ideal for importing orders from a CSV file. The spreadsheet is otherwise empty.]

3. Save the file and import using the Import Order for Today option. If there are no errors, the system will confirm that the file was imported. Your cart will now be updated with the imported data.

Please note though that the **ORDER IS NOT YET SAVED** at this point. Review your order and make sure everything is correct before clicking the Place Order button.

[Screenshot of an online ordering system with an active cart. The “Import Order for Today” option, useful for importing orders from a CSV file, is highlighted with a purple oval under the “More” dropdown menu.]

[A pop-up message on a website reads CSV Imported. Importing orders from a CSV file is complete. Please review your items before placing your order. There is an OK button below the message.]

4. Review your order then, once everything is ok, place the order.

[Screenshot of an online ordering system showing a cart for 20/09/2023, with the “Place order” button highlighted in green. Product details and order totals appear below, alongside an option for importing orders from a CSV file.]

Get Started