

# Uploading Stock Orders

One of the latest features for autoecat.com is the ability to upload stock orders into the scratch pad to submit to cart. This requires only that you have the ability to export a purchase order from your system into a .csv file.

## Creating a .csv

- Open your order in MS excel and remove all columns except for the part number and order quantity

	A	B	C
1	1431149	2	
2	1431266	2	
3	1431296	1	
4	1431299	2	
5	1431300	2	
6	1431307	2	
7	1431314	1	
8	1431317	2	
9	1431318	2	
10	1431369	2	
11	1431389	2	
12	1431406	1	
13	1431414	2	
14	1431420	1	
15	1431452	2	
16	1431479	1	
17	1431608	1	

- Save the file to your PC as a comma delimited .csv file

## Uploading to autoecat.com

- Log into autoecat.com with your regular credentials and click on the "Stock Order" button
- From within the stock order screen, click the 'upload items' button

**CARPAK** | HOME | AUTOMOTIVE | UTILITIES | STOCK ORDER | YOUR CART | Items: 0 Units: 0  
 HELLO: T | CONTACT: (604) 463 - 7822 | YOUR SERVICING BRANCH: BURNABY - 604-420-4811

Easy as 1 - 2 - 3 | 1) Input part number and quantity | 2) Click 'Stock Check' button | 3) Select part numbers to action

Stock Check | Add to Cart | Remove from List | **Upload Items** | Add to Stk List | View Stk List | Add to Standing Ord | View Standing Ord

Vendor	Part Number	Qty	Description	Status	JBR	Dealr	Net	Core	Branch Location	On Hand

- Follow the instructions in the upload window, selecting the .csv file you saved earlier.

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Please select a file from your PC to upload into your stock order. The file must be saved as a comma-delimited (.csv) file and be in the following format:  
*Part,Order Qty*

File Name:

Once uploaded, your stock order page will automatically reload. You will need to review the listing to confirm product categories for any items with common part numbers. Once completed, you can add the items to your cart and submit the order electronically to your supplier.

**Upload File**

Vendor	Part Number	Qty	Description	Status	JBR	Dealr	Net	Core	Branch Location	On Hand

- Click the 'Upload File' button to upload the file into the autoecat scratch pad
- Once the file is loaded, review your order to ensure all items were properly priced. In any cases where there are duplicate numbers on your sponsor's system, you will need to identify which brand of product you wish to purchase.

Vendor	Part Number	Qty	Description	Status	JBR	Dealr	Net	Core	Branch Location	On Hand
ProMax Auto Parts Depot		1	PM Ceramic Pads	Stocked	\$47.33		\$47.33		Burnaby	11
ProMax Auto Parts Depot	<input checked="" type="checkbox"/> 10-1285 	1	PM Ceramic Pads	Stocked	\$50.37		\$50.37		Burnaby	9
	101346	1								
	101421	1								
	101444	1								
ProMax Auto Parts Depot	<input checked="" type="checkbox"/> 10-1451 	1	PM Ceramic Pads	Out of Stock	\$38.92		\$38.92		Burnaby	1-

- Once you have identified proper brands for any duplicates, click the 'Stock Check' button to price these items.
- You will be automatically redirected to the shopping cart to begin the checkout process.
- Click 'Submit Order' to continue the checkout process

Vendor	Part Number	Description	Version	Year	Make	Model	Inventory Status	JBR	Net	Core	Qty
ProMax Auto Parts Depot	14610006	Brake Rotor	N/A	NA	N/A	N/A	Burnaby → 2	\$48.92	\$48.92	\$0.00	2
ProMax Auto Parts Depot	14610014	Brake Rotor	N/A	NA	N/A	N/A	Burnaby → 2	\$47.32	\$47.32	\$0.00	2
ProMax Auto Parts Depot	19370	PM Ceramic Sevr Duty	N/A	NA	N/A	N/A	Burnaby → 0	\$46.24	\$46.24	\$0.00	1
ProMax Auto Parts Depot	19655	PM Ceramic Sevr Duty	N/A	NA	N/A	N/A	Burnaby → 0	\$50.28	\$50.28	\$0.00	1
ProMax Auto Parts Depot	21103	PM Ceramic Pads w/HW	N/A	NA	N/A	N/A	Burnaby → 0	\$58.25	\$58.25	\$0.00	1
ProMax Auto Parts Depot	211645	PM Ceramic Pads w/HW	N/A	NA	N/A	N/A	Burnaby → 5	\$71.40	\$71.40	\$0.00	1

[Save Cart as Quote](#)
[Save Quantity Changes](#)
[Undo Changes](#)
[Empty Shopcart](#)
[Recall a Quotation](#)
[Add Special Order Item](#)
  
[Submit Order](#)
[Stock/Price Check](#)

- In the order submit screen, enter in a PO number, your ship via information and any additional notes you would like assigned to the order

FastAppSearch search applications ex 95 civic pad Search VIN 11 or 17 digit VIN Decode

FastPartSearch search parts \* is wildcard part number description interchange

Last Vehicles Current Vehicle: Select Year

STATUS: 97 item(s) in your shopping cart:

Please enter your P.O. Number:  \*REQUIRED\*

Please enter 'SHIP VIA' instructions:

Please enter 'NOTIFY' instructions:

Please enter any comments:

The following parts will be ordered:

Vendor	Part Number	Description	Version	Year	Make	Model	Status	Ship Branch	JBR	Net	Core	Qty
ProMax Auto Parts Depot	101037	PM Ceramic Pads	N/A	NA	N/A	N/A	Stocked	01	\$48.25	\$48.25		1
ProMax Auto Parts Depot	101074	PM Ceramic Pads	N/A	NA	N/A	N/A	Stocked	01	\$42.99	\$42.99		1
ProMax Auto Parts Depot	101113	PM Ceramic Pads	N/A	NA	N/A	N/A	Stocked	01	\$47.35	\$47.35		1
ProMax Auto Parts Depot	101285	PM Ceramic Pads	N/A	NA	N/A	N/A	Stocked	01	\$50.37	\$50.37		1
ProMax Auto Parts Depot	101346	PM Ceramic Pads	N/A	NA	N/A	N/A	Stocked	01	\$58.06	\$58.06		1
ProMax Auto Parts Depot	101421	PM Ceramic Pads	N/A	NA	N/A	N/A	Stocked	01	\$60.28	\$60.28		1
ProMax Auto Parts Depot	101444	PM Ceramic Pads	N/A	NA	N/A	N/A	Stocked	01	\$43.66	\$43.66		1
ProMax Auto Parts Depot	101451	PM Ceramic Pads	N/A	NA	N/A	N/A	Out of Stock	01	\$38.92	\$38.92		1
ProMax Auto Parts Depot	101453	PM Ceramic Pads	N/A	NA	N/A	N/A	Stocked	01	\$52.31	\$52.31		1
ProMax Auto Parts Depot	101649	PM Ceramic Pads	N/A	NA	N/A	N/A	Stocked	01	\$51.43	\$51.43		1
ProMax Auto Parts Depot	101657	PM Ceramic Pads	N/A	NA	N/A	N/A	Stocked	01	\$51.87	\$51.87		1

- At the bottom of the page, click the "Send P.O." button to submit the order to your supplier.
- You will be provided a reference number once the order has been processed, and your order will be available for review in the 'Order Review' on autoecat.com. If your supplier is using JDispatch, you will also be able to track the status of your order from first receipt to delivery/pickup.

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