



*Do Business in Every Direction*

# **Nexternal New Order Import Guide**

*Revision 3/9/2021*







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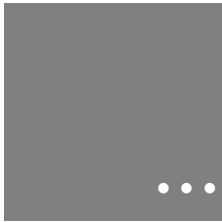
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# Table of Contents

**Nexternal New Order Import Guide**

Overview ..... 1

How to Import New Orders with a Single Ship-To Address per Order..... 1

How to Import New Orders with Multiple Ship-To Addresses per Order ..... 2

About Multiple Ship-To Orders ..... 3

How to Import Orders for Pickup..... 3

Appendix A ..... 4

Appendix B ..... 9





# Nexternal

## New Order Import Guide

### Overview

The New Order Import option allows you to use an Excel file to import new orders into your Nexternal Order Management System (OMS). You may import multiple orders at once, and these may include any combination of the following: 1) Orders with a Single Ship-To Address per Order, 2) Orders with Multiple Ship-To Addresses per Order, 3) Pickup Orders. You may include up to 10 line items per Ship-To Address or Pickup Location. For examples of a populated New Order Import file, see [Appendix B](#).

Multiple Ship-To and Multiple Pickup orders may be placed by combining multiple rows in the import file into a single order in accordance with the instructions below for multiple ship-to addresses.

### How to Import New Orders with a Single Ship-To Address per Order

1. For each customer for whom you wish to create an order, ensure that there is an *active* customer record in the OMS. You may create a customer record directly through the OMS (Customers / New), or by using the Customer Import (Customers / Import / Import Customers).
2. If Credit Card will be used for payment on any orders in your import, ensure that the Credit Card is saved to the purchasing Customer's file before you begin the New Order Import.
3. Navigate to Orders / Import / New Order Import. Click **Next** and right click on the file under Step 1 to download and save it to your computer.
4. Open the file and begin populating the fields. Use the descriptions in [Appendix A](#) to guide your entries. You may alter the width of the columns in your spreadsheet, but do not format the cells, or add or remove any columns. (If you paste data into the cells, be sure to paste values only, or you will reformat the cells and the spreadsheet will not import.) Each row in the file will represent a single order. For examples of a populated New Order Import file, see [Appendix B](#).
5. When you are finished populating the file, navigate to Orders / Import / New Order Import. Click Next and scroll down to the bottom of the page. Under Step 3 Upload, click Choose File and select your populated file. Click Import. If there are any problems with your file, you will see an error message indicating the problem. If the error says the file is structurally altered, see [this Article](#). If there are no issues, you will see a success message indicating the number of orders that were uploaded successfully.

## How to Import New Orders with Multiple Ship-To Addresses per Order

1. For each customer for whom you wish to create an order, ensure that there is an *active* Customer Record in the OMS. You may create a Customer Record directly through the OMS (Customers / New), or do so using the Customer Import (Customers / Import / Import Customers).



**Note that you should NOT create a Customer Record for each Ship-to address/order recipient on a Multiple Ship-To order.** Instead, create a Customer Record only for the customer who is placing the order. The Address of each shipment in an order with multiple Ship-To Addresses will be added during the New Order Import.

2. If Credit Card will be used for payment on any orders in your import, ensure that the Credit Card is saved to the purchasing Customer's file before you begin the New Order Import.
3. Navigate to Orders / Import / New Order Import. Click Next and right click on the file under Step 1 to download and save it to your computer.
4. Open the file and begin populating the fields. Use the descriptions in [Appendix A](#) to guide your entries. You may alter the width of the columns in your spreadsheet, but do not format the cells, or add or remove any columns. (If you paste data into the cells, be sure to paste values only, or you will reformat the cells and the spreadsheet will not import).

Each row in the file will represent a shipment that is being sent to a particular address. An order will be created as a Multiple Ship-To order by combining rows into a single order when the following conditions are met:

- a. The rows to be combined are consecutive;
- b. The order-level fields (e.g. Customer, Bill-To Address, Payment Method, etc.) are consistent; and
- c. Each Ship-To must have a unique Address Label.



**EFFICIENCY TIP:** If a single Order has the exact same contents for all the Ship-To addresses contained in the order (e.g., a company is sending the same holiday gift to 25 Addresses), create the order for one address on the first row. Then copy that row down for as many Ship-To addresses as needed. Edit only the Ship-To address columns (Column R-AD). Be SURE to include a unique Address Label for each Ship-To address vs other Ship-To addresses in this file for this customer.

5. When you are finished populating the file, navigate to Orders / Import / New Order Import. Click Next and scroll down to the bottom of the page. Under Step 3 Upload, click Choose File and select your populated file. Click Import. If there are any problems with your file, you will see an error message indicating the problem. If the error says the file is structurally altered, see [this Article](#). If there are no issues, you will see a success message indicating the number of orders that were uploaded successfully.



## About Multiple Ship-To Orders

The screenshot below shows a single order with two Ship-To addresses. Each recipient is receiving the same bottle of wine. The Customer is circled in Green. This order is tied to Matthew Doe. It will appear in his order history and all segments of the order will be eligible for permissions and pricing related to his customer type.

This order is being sent to two addresses, indicated in Red and Blue below. These recipients are not customers, but Ship-To addresses for customer Matthew Doe.

No.	Date	Customer	Order Status	Fill Date	Billing Status	Amount
102887	11/10/2017	Doe, Matthew	Unshipped		Unbilled	\$113.82

Order Time: 2:58 PM Order Type: Product Order Net: \$68.00

**Bill-To Information** Edit  
 Matthew Doe  
 Nexternal Solutions  
 199 Elm Street  
 Nexternal Solutions  
 New Canaan, CT 06840  
 8009009000  
 This is a business address

**Payment Information** Edit  
 Credit Card Type: Visa  
 Number: xxxxxxxxxxxx1111  
 Expires: 11/2017

**Ship-To Information** Edit  
 Address Label: BrettGR  
 Brett Gift-Recipient  
 Your Client  
 560 Carlsbad Village Dr  
 Ste 204  
 Carlsbad, CA 92008  
 9009009000  
 This is a business address

**Ship-To Information** Edit  
 Address Label: JaneDoe  
 Jane Doe  
 Your Best Client  
 2965 State St  
 Carlsbad, CA 92008  
 9009009000  
 This is a business address

**Line Items** Edit Add

Product	SKU	Qty	Unit Price	Status	Ship Date	Ext Price
2012 Surfside Syrah	SYR-12	1	\$34.00	Unshipped		\$34.00
Tracking Number:						
Ship To BrettGR From 750ml Via UPS 2nd Day Air (\$18.82: 4 lb: UPS Published)						Sales Tax Rate 7.75% (CA)
2012 Surfside Syrah	SYR-12	1	\$34.00	Unshipped		\$34.00
Tracking Number:						
Ship To JaneDoe From 750ml Via UPS 2nd Day Air (\$18.82: 4 lb: UPS Published)						Sales Tax Rate 7.75% (CA)
Subtotal						\$68.00
Sales Tax (Details)						\$6.18
Shipping						\$37.64
Order Total (2 Products)						\$113.82

## How to Import Orders for Pickup

1. For each customer for whom you wish to create an order, ensure that there is an *active* customer record in the OMS. You may create a customer record directly through the OMS (Customers / New) or do so using the Customer Import (Customers / Import / Import Customers).
2. If Credit Card will be used for payment on any orders in your import, ensure that the Credit Card is saved to the purchasing Customer's file before you begin the New Order Import.
3. Navigate to Orders / Import / New Order Import. Click Next and right click on the file under Step 1 to download and save it to your computer.
4. Open the file and begin populating the fields. Use the descriptions in [Appendix A, Import Orders for Pickup Column Names and Descriptions](#) to guide your entries in your Nexternal OMS.
5. When you are finished populating the file, navigate to Orders / Import / New Order Import. Click Next and scroll down to the bottom of the page. Under Step 3 Upload, click Choose File and select your populated file. Click Import. If there are any problems with your file, you will see an error message indicating the problem. If the error says the file is structurally altered, see [this Article](#). If there are no issues, you will see a success message indicating the number of orders that were uploaded successfully.

## Appendix A

Column	Column Name	Description
<b>A-D</b>	<b>CUSTOMER_NO, LAST_NAME, FIRST_NAME, EMAIL</b>	<ul style="list-style-type: none"> <li>You may specify a Customer Number, Last Name and First Name, E-Mail Address, or any combination of the three; the field(s) that you specify are used to find a match to an existing customer</li> <li>A successful match to an existing customer is required</li> </ul>
<b>E</b>	<b>USE_MASTER</b>	<ul style="list-style-type: none"> <li>Valid values are Yes and No</li> <li>Applicable only to those using Purchasing Groups feature</li> <li>A value of Yes indicates that, if the customer has a Master Customer (i.e. is a Subcustomer), the Master Customer should be used for the order, and approval should be required when appropriate</li> <li>Optional (default value: Yes)</li> </ul>
<b>F</b>	<b>BILL_LAST_NAME</b>	<ul style="list-style-type: none"> <li>Last Name on the customer's Billing Address</li> <li>Maximum of 50 characters</li> <li>Required</li> </ul>
<b>G</b>	<b>BILL_FIRST_NAME</b>	<ul style="list-style-type: none"> <li>First Name on the customer's Billing Address</li> <li>Maximum of 50 characters</li> <li>Required</li> </ul>
<b>H</b>	<b>BILL_PHONE_NUM</b>	<ul style="list-style-type: none"> <li>Phone Number of the customer's Billing Address</li> <li>Maximum of 30 characters</li> <li>Required</li> </ul>
<b>I</b>	<b>BILL_PHONE_EXT</b>	<ul style="list-style-type: none"> <li>Extension of the customer's Billing Address Phone Number</li> <li>Maximum of 30 characters</li> <li>Optional</li> </ul>
<b>J</b>	<b>BILL_COMPANY_NAME</b>	<ul style="list-style-type: none"> <li>Company Name of the customer's Billing Address</li> <li>Maximum of 100 characters</li> <li>May be required, optional, or not used, depending on your OMS Setting under Customers / Types / Company Field. Follow your setting for the Customer Type of the customer on the order.</li> </ul>
<b>K</b>	<b>BILL_ADDRESS1</b>	<ul style="list-style-type: none"> <li>Street Address Line 1 of the customer's Billing Address</li> <li>Maximum of 100 characters</li> <li>Required</li> </ul>
<b>L</b>	<b>BILL_ADDRESS2</b>	<ul style="list-style-type: none"> <li>Street Address Line 2 of the customer's Billing Address</li> <li>Maximum of 100 characters</li> <li>Optional</li> </ul>
<b>M</b>	<b>BILL_CITY</b>	<ul style="list-style-type: none"> <li>City of the customer's Billing Address</li> <li>Maximum of 50 characters</li> <li>Required</li> </ul>
<b>N</b>	<b>BILL_STATE</b>	<ul style="list-style-type: none"> <li>State / Province of the customer's Billing Address</li> <li>Must be a recognized 2 letter state or province abbreviation (refer to <a href="http://www.nexternal.com/documentation/statescountries.htm">http://www.nexternal.com/documentation/statescountries.htm</a> for a complete list), or blank (if no state or province)</li> <li>Optional (default value: none), but integrity must be maintained between BILL_STATE and BILL_COUNTRY</li> </ul>

Column	Column Name	Description
<b>O</b>	<b>BILL_POSTAL_CODE</b>	<ul style="list-style-type: none"> <li>Zip/Postal Code of the customer's Billing Address</li> <li>Maximum of 20 characters</li> <li>Required</li> </ul>
<b>P</b>	<b>BILL_COUNTRY</b>	<ul style="list-style-type: none"> <li>Country of the customer's Billing Address</li> <li>Must be a recognized 2 letter country code (refer to <a href="http://www.nexternal.com/documentation/statescountries.htm">http://www.nexternal.com/documentation/statescountries.htm</a> for a complete list)</li> <li>Optional (default value: US), but integrity must be maintained between BILL_STATE and BILL_COUNTRY</li> </ul>
<b>Q</b>	<b>BILL_ADDRESS_TYPE</b>	<ul style="list-style-type: none"> <li>Address Type (Business or Residential) of the customer's Billing Address</li> <li>Optional (default value: Residential)</li> </ul>
<b>R</b>	<b>SHIP_ADDRESS_LABEL</b>	<ul style="list-style-type: none"> <li>Unique label for the order recipient's Shipping Address. This will be stored in the customer's account, but not visible to the order recipient.</li> <li>Maximum of 25 characters</li> <li>Applicable only to Ship-To Orders</li> <li>Optional, but every Ship-To in a Multiple Ship-To Order must have a unique Address Label</li> </ul>
<b>S</b>	<b>SHIP_LAST_NAME</b>	<ul style="list-style-type: none"> <li>Last Name on the order recipient's Shipping Address</li> <li>Maximum of 50 characters</li> <li>Applicable only to, and required for, Ship-To Orders</li> </ul>
<b>T</b>	<b>SHIP_FIRST_NAME</b>	<ul style="list-style-type: none"> <li>First Name on the order recipient's Shipping Address</li> <li>Maximum of 50 characters</li> <li>Applicable only to, and required for, Ship-To Orders</li> </ul>
<b>U</b>	<b>SHIP_PHONE_NUM</b>	<ul style="list-style-type: none"> <li>Phone Number of the order recipient's Shipping Address</li> <li>Maximum of 30 characters</li> <li>Applicable only to, and required for, Ship-To Orders</li> </ul>
<b>V</b>	<b>SHIP_PHONE_EXT</b>	<ul style="list-style-type: none"> <li>Phone Extension of the order recipient's Shipping Address</li> <li>Maximum of 30 characters</li> <li>Applicable only to Ship-To Orders</li> <li>Optional</li> </ul>
<b>W</b>	<b>SHIP_COMPANY_NAME</b>	<ul style="list-style-type: none"> <li>Company Name of the order recipient's Shipping Address</li> <li>Maximum of 100 characters</li> <li>Applicable only to Ship-To Orders</li> <li>May be required, optional, or not used, depending on your OMS Setting under Customers / Types / Company Field. Follow your setting for the Customer Type of the customer on the order.</li> </ul>
<b>X</b>	<b>SHIP_ADDRESS1</b>	<ul style="list-style-type: none"> <li>Street Address Line 1 of the order recipient's Shipping Address</li> <li>Maximum of 100 characters</li> <li>Applicable only to, and required for, Ship-To Orders</li> </ul>
<b>Y</b>	<b>SHIP_ADDRESS2</b>	<ul style="list-style-type: none"> <li>Street Address Line 2 of the order recipient's Shipping Address</li> <li>Maximum of 100 characters</li> <li>Applicable only to Ship-To Orders</li> <li>Optional</li> </ul>

**Nexternal***New Order Import Guide*

Column	Column Name	Description
<b>Z</b>	<b>SHIP_CITY</b>	<ul style="list-style-type: none"> <li>City of the order recipient's Shipping Address</li> <li>Maximum of 50 characters</li> <li>Applicable only to, and required for, Ship-To Order</li> </ul>
<b>AA</b>	<b>SHIP_STATE</b>	<ul style="list-style-type: none"> <li>State / Province of the order recipient's Shipping Address</li> <li>Must be a recognized 2 letter state or province abbreviation (refer to <a href="http://www.nexternal.com/documentation/statescountries.htm">http://www.nexternal.com/documentation/statescountries.htm</a> for a complete list), or blank (if no state or province)</li> <li>Applicable only to Ship-To Orders</li> <li>Optional (default value: none), but integrity must be maintained between SHIP_STATE and SHIP_COUNTRY</li> </ul>
<b>AB</b>	<b>SHIP_POSTAL_CODE</b>	<ul style="list-style-type: none"> <li>Zip / Postal Code of the order recipient's Shipping Address</li> <li>Maximum of 20 characters</li> <li>Applicable only to, and required for, Ship-To Orders</li> </ul>
<b>AC</b>	<b>SHIP_COUNTRY</b>	<ul style="list-style-type: none"> <li>Country of the order recipient's Shipping Address</li> <li>Must be a recognized 2 letter country code (refer to <a href="http://www.nexternal.com/documentation/statescountries.htm">http://www.nexternal.com/documentation/statescountries.htm</a> for a complete list)</li> <li>Applicable only to Ship-To Orders</li> <li>Optional (default value: US), but integrity must be maintained between SHIP_STATE and SHIP_COUNTRY</li> </ul>
<b>AD</b>	<b>SHIP_ADDRESS_TYPE</b>	<ul style="list-style-type: none"> <li>Address Type (Business or Residential) of the order recipient's Shipping Address</li> <li>Optional (default value: Residential)</li> </ul>
<b>AE</b>	<b>SHIP_METHOD</b>	<ul style="list-style-type: none"> <li>Shipping Method</li> <li>Maximum of 60 characters</li> <li>Applicable only to Ship-To Orders</li> <li>Optional (defaults to first-ordered Shipping Method configured at Settings / Shipping)</li> </ul>
<b>AF</b>	<b>SHIP_PRICE</b>	<ul style="list-style-type: none"> <li>Shipping Price to be charged to the Customer</li> <li>Positive numeric values and zero, only</li> <li>Applicable only to Ship-To Orders</li> <li>Optional (defaults to calculated value as configured at Settings / Shipping)</li> </ul>
<b>AG</b>	<b>PREFERRED_DELIVERY_DATE</b>	<ul style="list-style-type: none"> <li>Preferred Date for the order to be delivered to the Recipient</li> <li>Valid date values (mm/dd/yyyy format) only</li> <li>Applicable only to Ship-To Orders</li> <li>The following conditions must be met: (a) the date entered is a valid delivery date for the corresponding shipper; (b) time in transit information is available for the shipment; and (c) the corresponding Expected Ship Date is a valid shipping day for your store (per Settings / Site Options / Expected Fulfillment).</li> <li>Optional</li> </ul>
<b>AH</b>	<b>PICKUP_LOCATION</b>	<ul style="list-style-type: none"> <li>Leave blank for Ship-To Orders</li> </ul>
<b>AI</b>	<b>EXPECTED_PICKUP_DATE</b>	<ul style="list-style-type: none"> <li>Leave blank or Ship-To Orders</li> </ul>

**Nexternal**  
New Order Import Guide

Column	Column Name	Description
<b>AJ-CN</b>	<b>Interspersed Columns: PRODUCT_NO1, PRODUCT_NAME1, and SKU1 - PRODUCT_NO10, PRODUCT_NAME10, and SKU10</b>	<ul style="list-style-type: none"> <li>You may specify a Product Number, Product Name, SKU (at either the Product or SKU level), or any combination of the three for each line item for up to 10 different line items. The field(s) that you specify are used to find a match to an existing product</li> <li>A successful match to an existing product is required</li> </ul>
<b>AM-CO</b>	<b>Interspersed Columns: QUANTITY1 – QUANTITY10</b>	<ul style="list-style-type: none"> <li>Quantity for Line Items #1 - #10</li> <li>Positive integer values only</li> <li>Required if a corresponding PRODUCT_NO, PRODUCT_NAME, and/or SKU is specified</li> </ul>
<b>AN-CP</b>	<b>Interspersed Columns: ATTRIBUTES1 – ATTRIBUTES10</b>	<ul style="list-style-type: none"> <li>Attribute and Write-In Attribute Values for Line Items #1 - #10</li> <li>Express Attributes and Write-In Attributes with the Name=Value format, using the pipe character ( ) to separate multiple Attributes (e.g. Size=Extra Large Color=Green)</li> <li>A successful match for each Attribute and required Write-In Attribute for the corresponding product is required; however, if Attributes can be determined by the SKU specified in the corresponding SKU field, they may be omitted from this field</li> </ul>
<b>AO-CQ</b>	<b>Interspersed Columns: PRICE1 – PRICE10</b>	<ul style="list-style-type: none"> <li>Price for Line Items #1 - #10</li> <li>Positive numeric values and zero, only</li> <li>Optional (defaults to calculated value as configured for the product)</li> </ul>
<b>CR</b>	<b>SALES_TAX_RATE</b>	<ul style="list-style-type: none"> <li>Sales Tax Rate to be applied to the order.</li> <li>Express as a percent between 0 and 100</li> <li>Optional (defaults to calculated value as configured at Settings/Sales Tax)</li> </ul>
<b>CS</b>	<b>PAYMENT_METHOD</b>	<ul style="list-style-type: none"> <li>Payment Method to be used for the order</li> <li>Maximum of 20 characters. Any value is valid. You are not limited to the methods configured at Settings / Billing Options.</li> <li>If using the Credit Card billing option in Settings / Billing Options, the customer must have at least one valid Credit Card saved to their account which will be used for the order. By default, the Preferred Credit Card will be used. If no Preferred Credit Card is indicated, a Saved Credit Card will be used. Note that the credit card will be authorized prior to order placement based on the Authorize Credit Cards setting in Settings / Compatible Software / Payment Gateways / Preferences. If the box is not checked, the order will be created with Unbilled status.</li> <li>Optional (defaults to no payment)</li> </ul>
<b>CT</b>	<b>PO_NUMBER</b>	<ul style="list-style-type: none"> <li>Purchase Order Number</li> <li>Maximum of 100 characters</li> <li>Applicable only to Ship-To Orders</li> <li>May be required, optional, or not used, as configured at Settings / Billing Options</li> </ul>
<b>CU</b>	<b>COMMENTS_FOR_APPROVERS</b>	<ul style="list-style-type: none"> <li>Unlimited characters</li> <li>Applicable only to customers who are using Purchasing Groups, for orders requiring approval</li> </ul>

**Nexternal***New Order Import Guide*

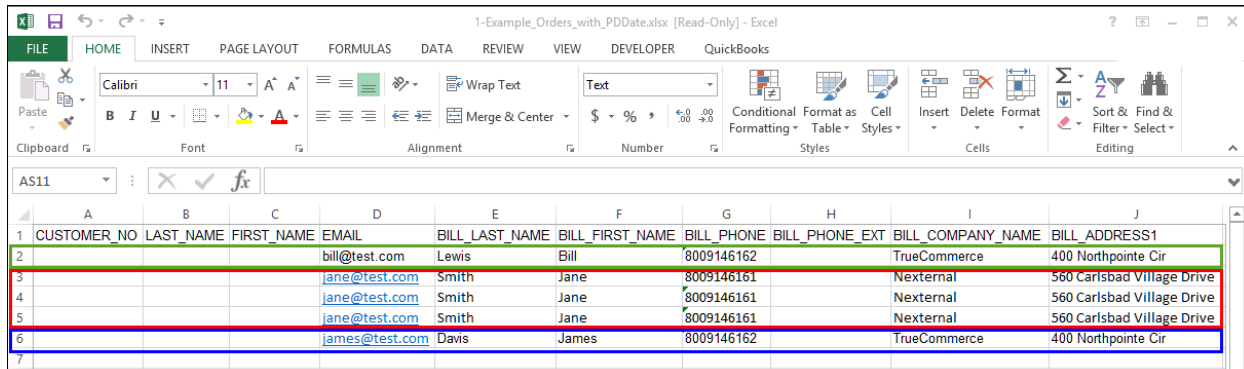
Column	Column Name	Description
<b>CV</b>	<b>COUPON_CODE</b>	<ul style="list-style-type: none"> <li>Coupon Code</li> <li>Must match a preexisting Coupon Code</li> <li>Optional</li> </ul>
<b>CW</b>	<b>TAGS</b>	<ul style="list-style-type: none"> <li>You may specify a list of Tags by delimiting with commas – Tag1,Tag2...(e.g. Club Order,July)</li> <li>Optional</li> </ul>
<b>CX</b>	<b>CURRENCY_CODE</b>	<ul style="list-style-type: none"> <li>Currency Code</li> <li>Must match a 3-letter Currency Code configured for use at Settings/Compatible Software/Currency Conversion</li> <li>Optional (default value: USD)</li> <li>Controls the currency used for the order and displayed to the customer; however, other prices included in the import (e.g. SHIP_PRICE, PRICE1, PRICE2, etc.) are always read as USD values, regardless of the value of this field, and converted to the specified currency via the applicable exchange rate</li> </ul>
<b>CY</b>	<b>GIFT_CARD</b>	<ul style="list-style-type: none"> <li>Gift Message</li> <li>Valid values are Yes and No. This option is available depending on your setting in Settings / Site Options / Free Gift Message.</li> <li>Applicable only to Ship-To Orders</li> <li>Optional (default value: No)</li> </ul>
<b>CZ</b>	<b>GIFT_CARD_TEXT</b>	<ul style="list-style-type: none"> <li>Gift Message Text</li> <li>Unlimited characters</li> <li>Applicable only to Ship-To Orders</li> <li>Required if GIFT_CARD is Yes</li> </ul>
<b>DA</b>	<b>GIFT_WRAP</b>	<ul style="list-style-type: none"> <li>Valid values are Yes and No. This option is available depending on your setting in Settings / Site Options / Free Gift Wrap.</li> <li>Applicable only to Ship-To Orders</li> <li>Optional (default value: No)</li> </ul>
<b>DB</b>	<b>CUSTOMER_COMMENTS</b>	<ul style="list-style-type: none"> <li>Customer Comments</li> <li>Unlimited Characters</li> <li>Optional</li> </ul>
<b>DC</b>	<b>COMPANY_COMMENTS</b>	<ul style="list-style-type: none"> <li>Company Comments</li> <li>Unlimited Characters</li> <li>Optional</li> </ul>
<b>DD</b>	<b>DISPLAY_COMMENTS</b>	<ul style="list-style-type: none"> <li>Display Company Comments to Customer</li> <li>Valid values are Yes and No</li> <li>Optional</li> </ul>
<b>DE</b>	<b>ORDER_CONFIRMATION_EMAIL</b>	<ul style="list-style-type: none"> <li>Send Order Confirmation E-Mail to Customer</li> <li>Valid values are Yes and No</li> <li>Optional (default value: Yes)</li> </ul>
<b>DF</b>	<b>PLACED_BY</b>	<ul style="list-style-type: none"> <li>Method Placed</li> <li>Valid values are Phone, Fax, Mail, or a custom value</li> <li>Maximum of 25 characters</li> <li>Required</li> </ul>

## Appendix B

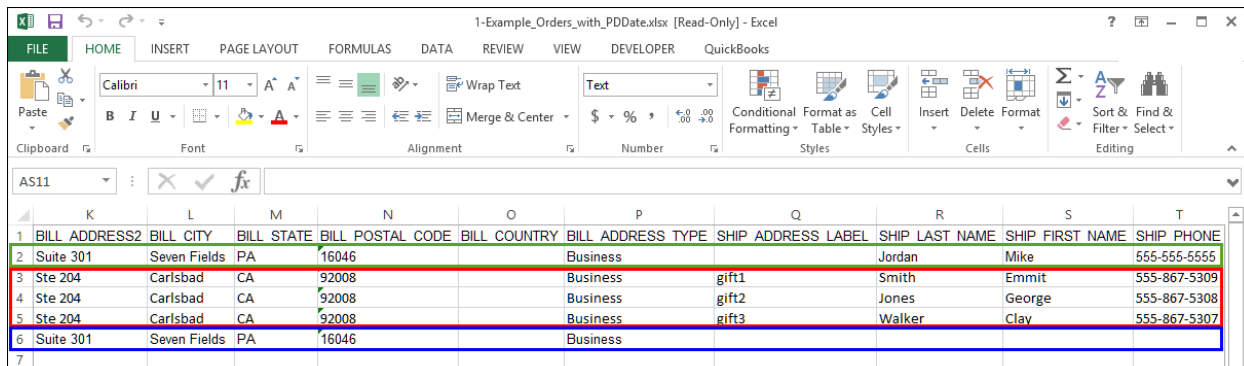
The following screenshots show an example populated New Order Import file containing three types of orders:

1. Orders with a Single Ship-To Address Per Order (**Row 2**).
2. Orders with Multiple Ship-To Addresses Per Order (About multiple Ship-To) (**Rows 3-5**).
3. Pickup Orders (**Row 6**).

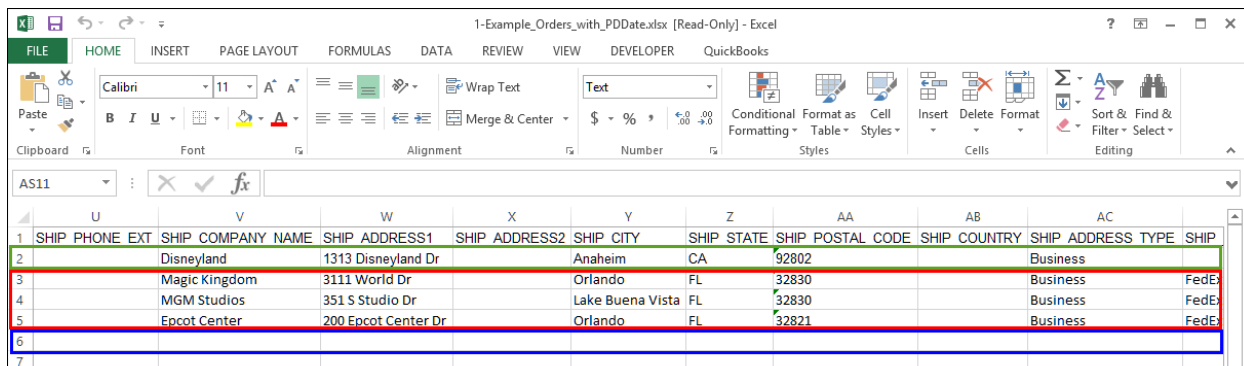
The orders may include up to 10 unique line items (unlimited quantity per item) and must be assigned to existing customers. Gift Certificate orders are not supported.



	A	B	C	D	E	F	G	H	I	J
	CUSTOMER_NO	LAST_NAME	FIRST_NAME	EMAIL	BILL_LAST_NAME	BILL_FIRST_NAME	BILL_PHONE	BILL_PHONE_EXT	BILL_COMPANY_NAME	BILL_ADDRESS1
2				bill@test.com	Lewis	Bill	8009146162		TrueCommerce	400 Northpointe Cir
3				jane@test.com	Smith	Jane	8009146161		Nexternal	560 Carlsbad Village Drive
4				jane@test.com	Smith	Jane	8009146161		Nexternal	560 Carlsbad Village Drive
5				jane@test.com	Smith	Jane	8009146161		Nexternal	560 Carlsbad Village Drive
6				james@test.com	Davis	James	8009146162		TrueCommerce	400 Northpointe Cir



	K	L	M	N	O	P	Q	R	S	T
	BILL_ADDRESS2	BILL_CITY	BILL_STATE	BILL_POSTAL_CODE	BILL_COUNTRY	BILL_ADDRESS_TYPE	SHIP_ADDRESS_LABEL	SHIP_LAST_NAME	SHIP_FIRST_NAME	SHIP_PHONE
2	Suite 301	Seven Fields	PA	16046		Business		Jordan	Mike	555-555-5555
3	Ste 204	Carlsbad	CA	92008		Business	gift1	Smith	Emmit	555-867-5309
4	Ste 204	Carlsbad	CA	92008		Business	gift2	Jones	George	555-867-5308
5	Ste 204	Carlsbad	CA	92008		Business	gift3	Walker	Clay	555-867-5307
6	Suite 301	Seven Fields	PA	16046		Business				



	U	V	W	X	Y	Z	AA	AB	AC
	SHIP_PHONE_EXT	SHIP_COMPANY_NAME	SHIP_ADDRESS1	SHIP_ADDRESS2	SHIP_CITY	SHIP_STATE	SHIP_POSTAL_CODE	SHIP_COUNTRY	SHIP_ADDRESS_TYPE
2		Disneyland	1313 Disneyland Dr		Anaheim	CA	92802		Business
3		Magic Kingdom	3111 World Dr		Orlando	FL	32830		Business
4		MGM Studios	351 S Studio Dr		Lake Buena Vista	FL	32830		Business
5		Epcot Center	200 Epcot Center Dr		Orlando	FL	32821		Business
6									



# Nexternal

## New Order Import Guide

1-Example\_Orders\_with\_PDDate.xlsx [Read-Only] - Excel

SHIP METHOD	SHIP PRICE	PREFERRED DELIVERY DATE	PICKUP LOCATION	EXPECTED PICKUP DATE	PRODUCT NO1	PRODUCT NAME1	SKU1	QUANTITY1	ATTRIBUTES1	PRICE
					214			1		\$60
FedEx Ground	\$2.00	12/11/2017					ff036	1		\$40
FedEx Ground	\$2.00	12/11/2017					ff036	1		\$40
FedEx Ground	\$2.00	12/11/2017					ff036	1		\$40
			Main Street				40992	1		\$125

1-Example\_Orders\_with\_PDDate.xlsx [Read-Only] - Excel

PRICE1	PRODUCT NO2	PRODUCT NAME2	SKU2	QUANTITY2	ATTRIBUTES2	PRICE2	PRODUCT NO3	PRODUCT NAME3	SKU3	QUANTITY3	PRICE3	PRODUCT NO4	PRODUCT NAME4	SKU4	QUANTITY4	PRICE4
\$60.00	133			1		\$12.99										
\$40.00																
\$40.00																
\$40.00																
\$125.00																

1-Example\_Orders\_with\_PDDate.xlsx [Read-Only] - Excel

ATTRIEPRICE:PRODL	PRODL	SKU5	QUANT	ATTRIEPRICE:PRODL	PRODL	SKU6	QUANT	ATTRIEPRICE:PRODL	PRODL	SKU7	QUANT	ATTRIEPRICE:PRODL	PRODL	SKU8	QUANT	ATTRIEPRICE:PRODL	PRODL	SKU9	QUANT

1-Example\_Orders\_with\_PDDate.xlsx [Read-Only] - Excel

PRODL	SKU9	QUANT	ATTRIEPRICE:PRODL	PRODL	SKU10	QUANT	ATTRIEPRICE:PRODL	SALES TAX RATE	PAYMENT METHOD	PO NUMBER	COUPON CODE	CURRENCY CODE	GIFT CARD
									Credit Card				
									Credit Card				Yes
									Credit Card				Yes
									Credit Card				Yes
									Credit Card				



## Nexternal New Order Import Guide

1-Example\_Orders\_with\_PDDate.xlsx [Read-Only] - Excel

	CW	CX	CV	CZ	DA	DB	DC	DD	DE	DF
1	GIFT CARD TEXT	GIFT WRAP	CUSTOMER COMMENTS	COMPANY COMMENTS	DISPLAY COMMENTS	ORDER CONFIRMATION EMAIL	PLACED BY			
2						Yes	Fax			
3	Happy Holidays!					Yes	Fax			
4	Happy Holidays!					Yes	Fax			
5	Happy Holidays!					Yes	Fax			
6						Yes	Fax			
7										