

If for any reason you need to add a manual order onto the Vdepot system follow the steps below.

Reasons may include: replacement orders, wholesale order. A manual order will be anything that doesn't go through your selling platform.

Bulk uploads are also available if you have a lot manual orders to add.

1. Login to your my.vdepot account
2. Go to 'ORDERS'
3. Click '+ ADD ORDER'
4. Top right-hand corner - enter your order reference
5. Still on the right-hand side select your shipping service from the drop-down menu.
6. Below the shipping service, click 'ADD DELIVERY ADDRESS'.
7. An address window will open, enter the delivery address here and push save once complete.
8. The INVOICE ADDRESS will default to the delivery address unless a different one is added.

Now you can enter the products (SKUs)

9. Using the 'PRODUCT SEARCH' box at the top of the page, start typing either the SKU or the product name.
10. Click on the SKU
11. Enter the quantity
12. Click the '+'
13. You can enter in more SKUs by repeating steps 9-12.
14. Once all products entered, push 'SAVE' in the bottom right of the page.
15. A pop-up window will ask if you'd like to make a dispatch containing all the products – You must select 'YES'

For bulk uploads:

1. Go to 'ORDERS'
2. Click 'DOWNLOAD ORDER TEMPLATE' – this is a CSV file.
3. Fill in all data on the CSV file and save this file.
4. Click '+ Upload Bulk Spreadsheet' and select the saved CSV file.

Order

Choose Columns Filter List Download Order Template Upload Bulk Spreadsheet **+ Add Order**

3.

Search All Orders

4.

Please Enter Reference

Awaiting Confirmation

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ADD A DELIVERY ADDRESS

INVOICE ADDRESS  
SAME AS DELIVERY ADDRESS

5.

Order Reference #

Awaiting Confirmation

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- Standard Next Day
- Premium Midday
- Pallet Next Day
- Pallet (Refrigerated)
- Collect from Warehouse
- Swytch Collection
- Royal Mail 24 (CRL)
- Royal Mail 48 (CRL)
- Royal Mail 24 Signed For (CRL)
- Royal Mail 48 Signed For (CRL)
- Royal Mail International (DIGITAL)
- Royal Mail International Signed (DIGITAL)
- Royal Mail Tracked 24
- Royal Mail Tracked 48
- Royal Mail Tracked 24 Signed For (Parcel)
- Royal Mail Tracked 48 Signed For (Parcel)
- DPD Local EP5
- DPD Local Next Day
- DPD Local Pre 1030



# ADDING AN ORDER



Order

Product Search

SKU



11-12.

## Rpt 9-12.

Order

Product Search

	PRODUCT	QTY	
<input type="checkbox"/>	Product Description SKU	1	×
<input type="checkbox"/>	Product Description SKU	1	×

14.

Please Enter Reference

Awaiting Confirmation

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ADD A DELIVERY ADDRESS

INVOICE ADDRESS  
SAME AS DELIVERY ADDRESS

Back Save