

When you need to add many orders to the system you may wish to use the CSV upload function to save you time.

1. Login to your my.vdepot account
2. Go to 'ORDERS'
3. Click 'Download Order Template'
4. Fill in all data on the CSV file and save
5. Click '+ Upload Bulk Spreadsheet' and select your saved CSV file.

'Download Order Template' (CSV) columns explained:

The below are the columns populate. The optional columns are marked.

OrderID	The order reference. When adding multi-SKU orders each SKU needs to be listed on a separate line with the same orderID listed against it.	Column D
SKU	SKU code	Column E
Quantity	Quantity ordered	Column F
UnitPrice	To be populated for Non-GB orders, where a commercial invoice needs to be generated for couriers	Column G (Optional)
BuyerAddress	Invoice Address To be populated if invoice address is different to the delivery address.	Columns H-P (Optional)
RecipientAddress	Delivery Address	Columns Q – Z
RecipientCountry	Use full country names. Eg – UK to be entered as United Kingdom	Column Z
OrderNotes	Any notes for the courier or the warehouse please add here	Column AB (Optional)
Shipping Method	Service names to be entered its full name. Eg – DPD Local Next Day, Royal Mail Tracked 24, Pallet Next Day If you're unsure of a services full name, please ask a member of the team.	Column AF
ReleaseDate	Date format YYYY-MM-DD If no date inputted order is released on day of upload.	Column AI (Optional)

ADDING ORDERS VIA CSV UPLOAD



2.

Order

Demo Account
Demo Shop Ltd

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

Filter in page x

Search All Orders

	Name	Reference	Order Status
<input type="checkbox"/>	Sandra Wellington	#DEM0005	Processing
<input type="checkbox"/>	Debbie Taylor	#DEM0004	Processing
<input type="checkbox"/>	Sam Baxter	#DEM0003	Processing
<input type="checkbox"/>	Alice Day	#DEM0002	Completed
<input type="checkbox"/>	Jenny Finn	#DEM0001	Completed
<input type="checkbox"/>	Benjamin Button	Influencer Gift - BB	Awaiting Confirmation
<input type="checkbox"/>	Ekin-Su Cuculoglu	Influencer Hamper Gift	Completed

3.

Order

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Search All Orders

4.

ID	Source	Channel	OrderID	SKU	Quantity	UnitPri	BuyerName	BuyerAdc	BuyerA	BuyerAI	BuyerCII	BuyerCI	BuyerE	BuyerP	BuyerC	RecipientName	RecipientAdd1	RecipientAdd2	RecipientAdd3	RecipientCity	RecipientCounty	RecipientPostcode	RecipientEmail	RecipientPhon
2			#1126	SKU1	1											Jess Ward	Honningham Thorpe Business Par	Honningham	Norwich Road	Colton	Norfolk	NR9 5BU	jess.ward@vdepot.co.uk	1603881700
3			#1126	SKU2	2											Jess Ward	Honningham Thorpe Business Par	Honningham	Norwich Road	Colton	Norfolk	NR9 5BU	jess.ward@vdepot.co.uk	1603881700

5.

Order

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

Search All Orders