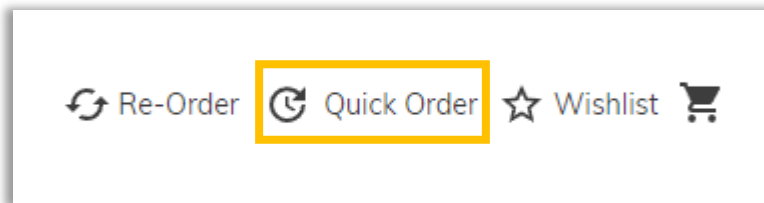


Webshop Shopping Cart Upload Instructions

Thank you for choosing to use the NORMA Australia Webshop. Below you will find the shopping cart upload instructions - if you require assistance, please contact 03 9761 4416 or sales.au@normagroup.com.au

How to upload an order to the shopping cart

Once you have logged in to the Webshop, click on the 'Quick Order' button that you will find at the top of the page above 'My Account'. You will then be re-directed to the 'Quick Order' page.



The first thing you will need to do is download the 'Product Generator' spreadsheet using the link on the 'Quick Order' page.

Quick Order

Save time by adding products to your shopping cart faster here

Upload file

To import products to a shopping cart:

1. Download the Product Generator spreadsheet.
2. Fill in the Product Generator spreadsheet with the required data and then select and copy all cells marked in blue..
3. Create a new blank Excel spreadsheet, right click on cell A1 and click on the "paste 123" clipboard icon.
4. Save the new spreadsheet as a CSV file.
5. Upload the CSV file to the "File Location" box below.
6. After uploading the file, click the blue "Add to Cart" button below.

See the instruction file below for more detailed instructions.
[Cart Upload Instructions](#)

[Download the Product Generator Spreadsheet](#)

Upload File

Fill cart manually

- Enter the SKU (without spaces) or Product Name as well as the amount
- Alternatively, use the textfield on the right or upload a csv-file
- After clicking "Add to Cart", you will be redirected to the checkout

SKU or Product Name * Qty *

Enter Multiple SKUs

- Add multiple SKUs - use commas or paragraphs to separate them
- Click "Add to List" and adjust the amount

01267565010, 01520000028, 05917181018

Add to List

Add to Cart

The spreadsheet will look like the picture below.

	A	B	C	D	E	F	G
1							
2	Part	or	Item		sku	qty	
3	number		number	description			
4							
5							
6							
7							

Enter the NORMA Part Number or Item Number of the products you wish to order into column A. While the product number is the official name of the product, the item number is the 11-digit product code e.g., the item number for a Torro C8-12/9W1 clamp is 01265005010.

Both the product Part Number and the product Item Number can be found in the NORMA Group Price Book.

Once you have entered the Part / Item Number, press the 'tab' key. The product's description will then automatically generate in column D. Please check the description carefully to ensure you have selected the correct product.

	A	B	C	D	E	F	G
1							
2	Part	or	Item		sku	qty	
3	number		number	description			
4	01265005010			C8-12/9W1 WDHC, 8-12MM Ø, 9.0MM WIDE, 2 PACK	01265005010	100.00	
5	C8-12/9W1			C8-12/9W1 WDHC, 8-12MM Ø, 9.0MM WIDE, 2 PACK	01265005010	100.00	

Now enter the product quantity you wish to order in column F.

	A	B	C	D	E	F	G
1							
2	Part	or	Item		sku	qty	
3	number		number	description			
4	01265005010			C8-12/9W1 WDHC, 8-12MM Ø, 9.0MM WIDE, 2 PACK	01265005010	100.00	
5	C8-12/9W1			C8-12/9W1 WDHC, 8-12MM Ø, 9.0MM WIDE, 2 PACK	01265005010	100.00	

Use your mouse to highlight all the data in column E & F in the spreadsheet then right click and select 'copy'.

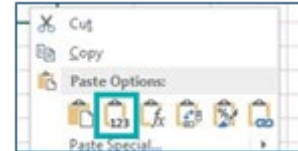
You MUST include the column headers 'sku' & 'qty'.

E	F
sku	qty
01265005010	100.00
01265005010	100.00

The next step is to create a CSV file of your order to upload into the Webshop.

In your current spreadsheet, click on the 'File' menu and select 'new' and then 'blank notebook'. A new spreadsheet will appear.

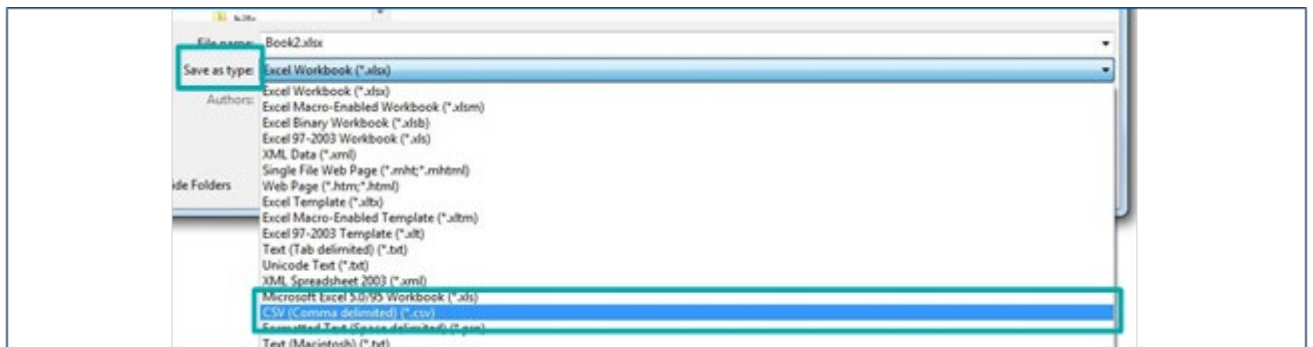
Right click on cell A1 and select the clipboard icon with 1 2 3 on it.



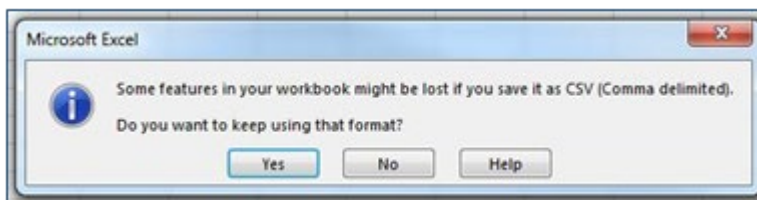
This will paste the information you copied from the Product Generator spreadsheet into the new spreadsheet.

	A	B	C
1	sku	qty	
2	01265005010	100	
3	01265005010	100	

Next click 'file' > 'save as' and select a location to save the file that is easy to find like your desktop. Before you click save, click on the dropdown box next to 'save as type' and select 'CSV'. Now click the save button.



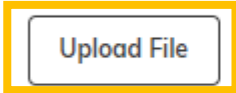
Once saved, close the spreadsheet. When the following pop-up window appears, click 'yes'.



You are now ready to upload the CSV file you just saved to the Webshop.

On the 'Quick Order' page, click on the 'Upload File' button and upload the CSV file from the location you saved it in to the 'File Location' box marked with a blue border or you can click on the box to search for the CSV file on your computer

[Download the Product Generator Spreadsheet](#)







All your products will appear, and you can review the data and make some changes if required.

Once you have confirmed all the data hit the 'Add to Cart' button and your shopping cart will be updated.

Fill cart manually

- Enter the SKU (without spaces) or Product Name as well as the amount
- Alternatively, use the textfield on the right or upload a csv-file
- After clicking "Add to Cart", you will be redirected to the checkout

SKU or Product Name *	Qty *	
<input type="text" value="01265005010"/> NORMA TORRO C8-12/9W1	<input type="text" value="200"/>	
<input type="text" value="08371301121"/> GHN25 Threaded Nipple - Ml 25mm	<input type="text" value="10"/>	
<input type="text" value="08371301421"/> GS25 Threaded Socket - Fl 25mm	<input type="text" value="10"/>	
<input type="text" value="08381030105"/> PUMPMaster JSL60PC 600W 1"x1" LMAX 50 HMAX 35 TAP 3 CW KITPC4	<input type="text" value="10"/>	

Enter Multiple SKUs

- Add multiple SKUs - use commas or paragraphs to separate them
- Click "Add to List" and adjust the amount

