

# BENDIX ECOMMERCE – How to use the Import Order Template

BENDIX ECOMMERCE TEAM  
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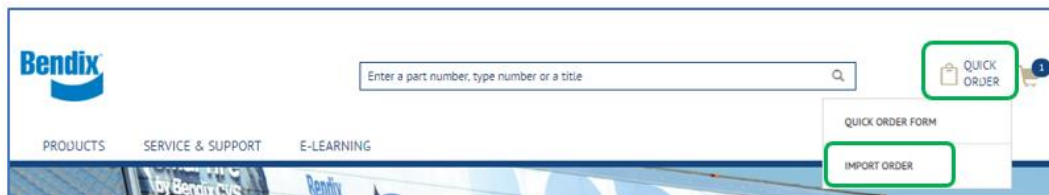
## Bendix eCommerce – Ordering

As a customer you can place an order several different ways. Using the Quick Order Form, Import Order Template, or from navigating through the pages as you are looking for products.

### How to use the Import Order template

This is the most common form of ordering used by customers when they have several items to purchase

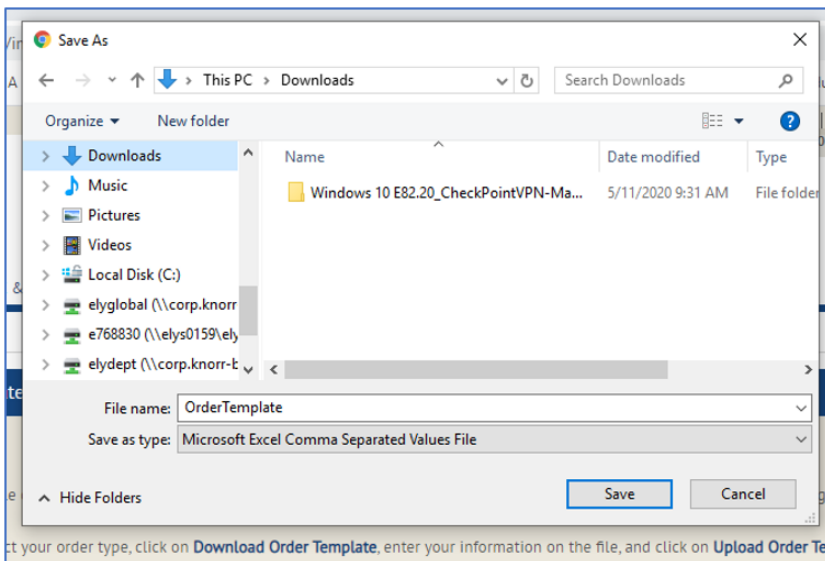
After logging into the site, you can get to the **IMPORT ORDER** template two ways, on the main homepage under the **QUICK ORDER** Icon or from **MY ACCOUNT** dashboard.



Click on Quick Order at the top right and then select Quick Order Form from the dropdown

The screenshot shows the "Order Import Template" page. At the top is a blue header with the text "Order Import Template". Below this is a section titled "Order Import" with the text: "Here you can upload a file containing a list of all part numbers you want to order. The list will be used to automatically update your Shopping Cart." Below this text is a paragraph: "To use this feature - Select your order type, click on **Download Order Template**, enter your information on the file, and click on **Choose File**." Below this paragraph is a list of requirements: "■ Must be a saleable Bendix part number", "■ Quantity", "■ Requested delivery date (format MM/DD/YYYY)", and "■ Customer Part Number(will determine Bendix Part Number)". To the right of this list is a dropdown menu labeled "Order Type" with "STOCKING ORDER" selected. Below the requirements list is a large button labeled "Download Order Template" with a right-pointing arrow, which is highlighted with a green rectangular box. To its right is another button labeled "Choose file" with a right-pointing arrow. At the bottom right of the page, there is a small note: "\*Order type needs to be selected before the file can be uploaded. File format must be CSV, file size max (10KB)." The entire page has a light beige background.

Click on Download Order Template button and download the CSV file to your computer.



Once you open the file:

Fill in **Bendix Part Number/Customer Part Number\***, **Quantity\*** and Requested Delivery Date (MM/DD/YYYY) in the file. (*\*items are mandatory*)

A	B	C	D	E
Bendix Part Number/Customer Part Number	Quantity	Requested Delivery Date (mm/dd/yyyy)		

Example:

A	B	C	D
Bendix Part Number/Customer Part Number	Quantity	Requested Delivery Date (mm/dd/yyyy)	
800516	10	11/30/2020	
109685	1	11/30/2020	
800520	1	11/30/2020	

Save the file to your desktop or network drive.

Select the **Order Type** from the dropdown options of Stocking Order, Emergency Order, Ship Following Day before you go to Cart.

Click on 'Choose File' button and file the file you just save, once you select the file the import will begin.

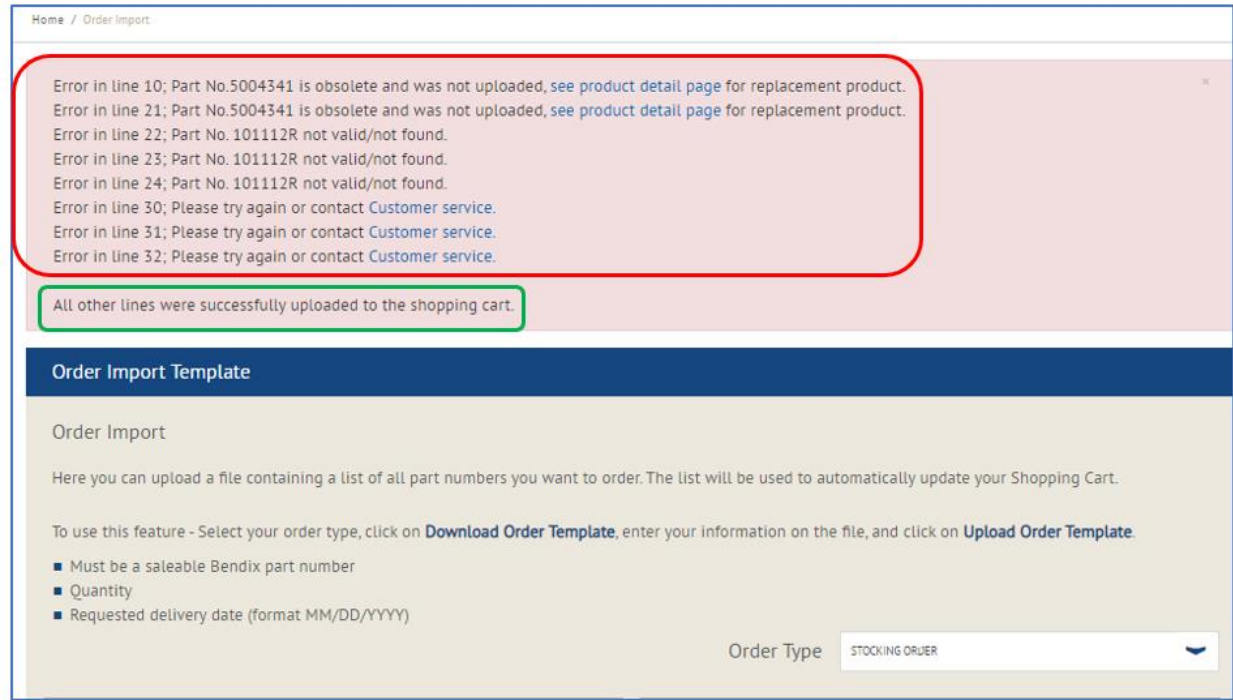
The screenshot shows the 'Order Import Template' page. At the top, there are navigation links: PRODUCTS, SERVICE & SUPPORT, and E-LEARNING. Below them is a breadcrumb: Home / Order Import. The main heading is 'Order Import Template'. Underneath, it says 'Order Import' and provides instructions: 'Here you can upload a file containing a list of all part numbers you want to order. The list will be used to automatically update your Shopping Cart.' It then says 'To use this feature - Select your order type, click on **Download Order Template**, enter your information on the file, and click on **Upload Order Template**.' Below this are three bullet points: 'Must be a saleable Bendix part number', 'Quantity', and 'Requested delivery date (format MM/DD/YYYY)'. At the bottom, there are two buttons: 'Download Order Template' and 'Choose file'. The 'Choose file' button is highlighted with a green box. Above the 'Choose file' button, there is a dropdown menu labeled 'Order Type' with 'STOCKING ORDER' selected. A small note at the bottom right says: '\*Order type needs to be selected before the file can be uploaded. File format must be CSV, file size max (10KB)'.

Upload progress can be seen while the file is being uploaded.

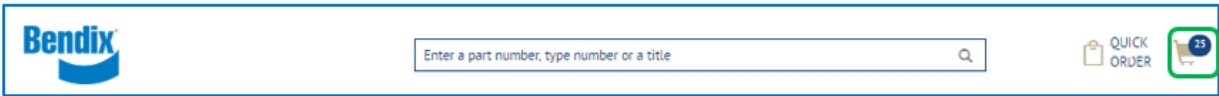
The screenshot shows the 'Order Import Template' page during the upload process. At the top, there is a yellow progress bar labeled 'Uploading file...'. Below it, the page content is the same as the previous screenshot, but the 'Choose file' button is now highlighted with a green box. The 'Order Type' dropdown menu is still set to 'STOCKING ORDER'. A small note at the bottom right says: '\*Order type needs to be selected before the file can be uploaded. File format must be CSV, file size max (10KB)'.

If there are errors in some part numbers, or some are repeated you can see an error message appear at the top of the page as shown.

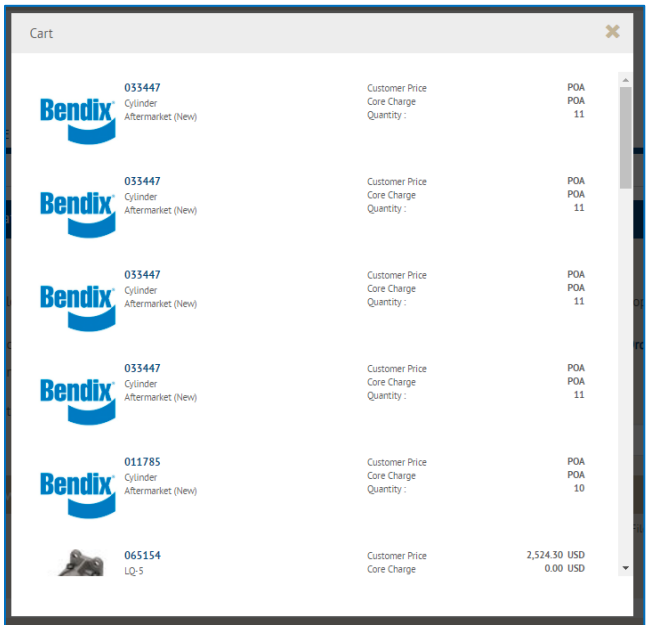
All correctly formatted part numbers will be successfully uploaded in the shopping cart.



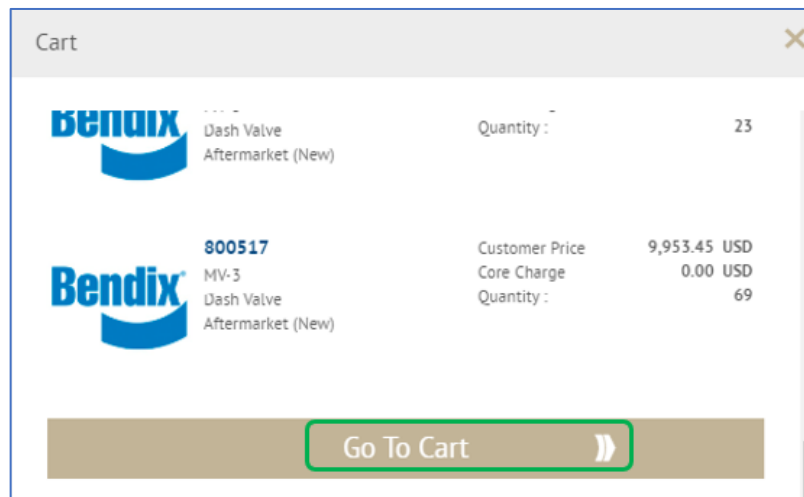
After import is completed go to the Cart icon at the top of the page and a cart pop up appears.



Click on the cart icon to open the mini cart page.



Scroll down and click on 'Go to Cart'



Once you click on Go To Cart, the main cart page will open.

This page will show you all the items added to your cart

- You can change your order type
- You can change the order Qty or change the requested delivery date by line items
- You can apply the same requested delivery date to all line items
- You can save your cart for later
- You can delete lines

Cart | ID:0002991929 Save Cart »

Order Type: STOCKING ORDER ▼ All Lines Requested Delivery Date:  📅

Delete »

	Pos	Part No.	Type No.	Customer Part No.	Description	Qty	Requested Delivery Date	Core Charges (USD)	Customer Price (USD)	Total (USD)	
	10	K114425N000X	EC-80		ATC ECU	1	11/25/2020 <span>📅</span>	POA	POA	POA	<input type="checkbox"/> ✕
	20	0481500105000			Solenoid Valve	10	11/25/2020 <span>📅</span>	POA	POA	POA	<input type="checkbox"/> ✕
	30	0484210008000			Silencer	1	11/25/2020 <span>📅</span>	POA	POA	POA	<input type="checkbox"/> ✕
	40	106800			Brake Assembly	1	11/25/2020 <span>📅</span>	POA	POA	POA	<input type="checkbox"/> ✕

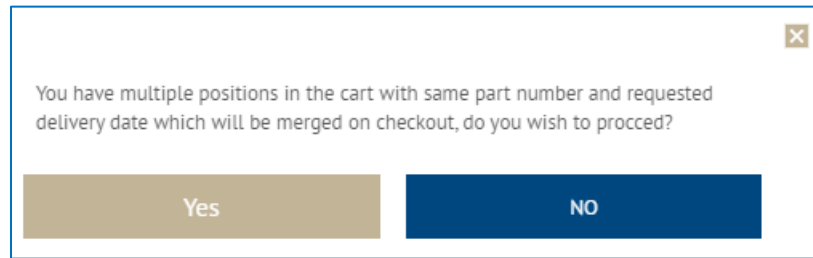
Subtotal: POA

POA is showing in your cart, we were unable to provide you a price at this time, however, you can continue with your order.  
If you need additional assistance, please email us via [contact us](#) or call 1-800-AIR-BRAKE, option 1.

Continue Shopping Check Out »

Once you are happy with your cart, you can proceed to the checkout process.

You may see the following pop message if you have the same part number with the same requested delivery dates. The system will merge them together before sending you to the check page



If you do not want to merge them together click on No and change the requested delivery date for one of the items.

By clicking on 'Yes' you will be redirected to the Checkout page.

Follow the Checkout Process