

Create Order from a Spreadsheet

Holding on to a Shopping List of KCDA Item numbers? Wondering how to reproduce the Long Summer order you placed last year again for this year as a starting point. We are here to assist.

Using your Shopping List

Step 1: Create a spreadsheet in Excel with column headings "SKU", "Quantity", "AccountCode"

Step 2: Add KCDA Item numbers, Required quantity and Account codes (optional) in the spreadsheet in the form of a list.

See pic.

Step 3: Save the spreadsheet in a CSV format.

	A	B	C
1	SKU	Quantity	AccountCode
2	10047	20	111-343-2444
3	10107	5	111-343-2444
4	10108	20	192-837-9898
5	10110	5	Science-BC1
6	10122	25	Science-BC1
7	10124	20	Science-BC1

Step 4: Login to www.kcda.org with your User Credentials and Create a new cart.

Step 5: Go to View Cart.

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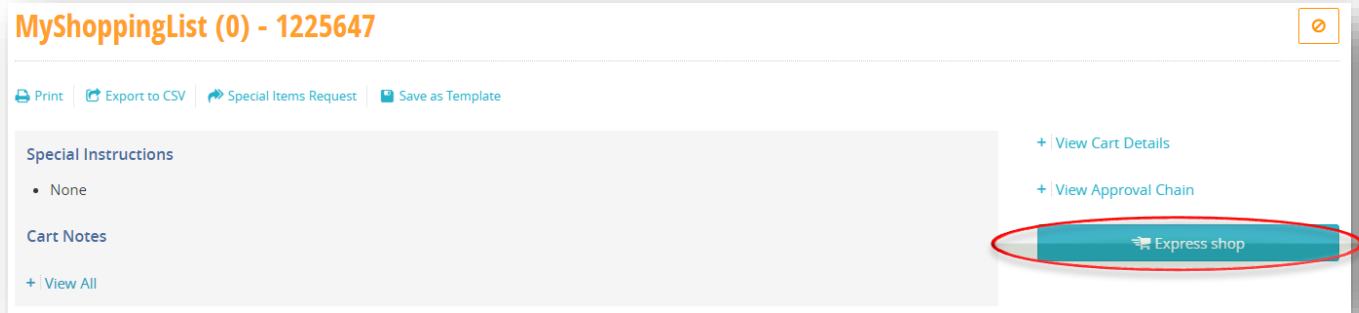
(0) MyShoppingList - 1225647

Cart Confirmation
 ✓ Your Cart Has Been Saved!

Owner	WA Ship1 Buyer Test
Cart Name	MyShoppingList
Requested Ship Date	N/A
Payment Method	PO -
Ship To	TEST ECOM SHIP TO 1 (WA)
Department	Default Department

[Start Shopping](#) [View Cart](#) [Edit Cart](#) [Info](#)

Step 6: Click on Express Shop to pull out the Handy Drawer of options.

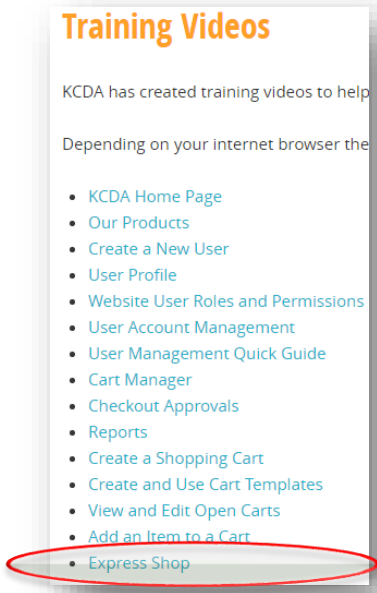
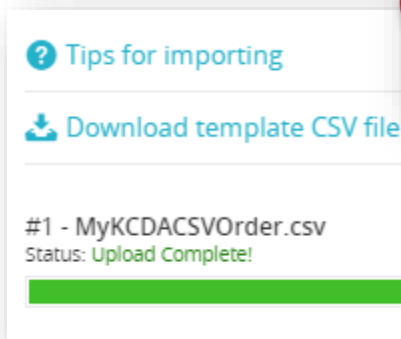
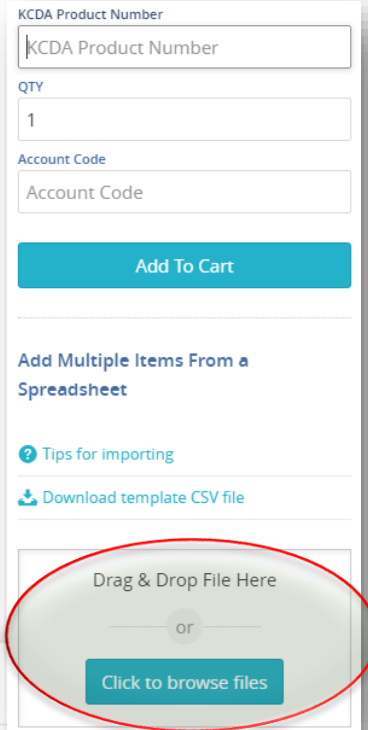


Step 7: Use the Bottom half of the options provided to Browse and Open the CSV file you saved in Step 3. Or simply "Drag and Drop" the file into this area.

Step 8: Watch the Shopping List get loaded in to Create your Order in a matter of seconds.

Step 9: Edit your cart to add/remove items, change quantities and it is ready to be submitted.

KCDA Customer service is happy to assist you by sending you any previous orders you may have with us in the CSV file so you may create your orders expeditiously. We are but a call away.



We also have an easy Training Video available for you to watch for this feature on our website under our Resources menu option/Express Shop.

<https://www.kcda.org/resources/training-videos>