

# TC order importing instructions

- In order to import successfully please see the other tabs on this spreadsheet for the correct values to enter and follow the instructions on how to upload.
- Only Blue columns are required for upload, orange and white are not (Columns C, D, and E do not have to be filled out to upload successfully) , but obviously shipping destination must be filled out if you are creating shipping labels.
- Column J is not required, so ship to name should be in column K, if there is no company name.
- Each column must be uploaded in the format you see here. **You cannot delete un used columns or shift columns around,**

**i** Please hover over column headers for more instructions for each column. Also see the other tabs for what values should be entered for State and Country and **instructions on how to upload successfully (For TC employees only)**.

## + Starting with Columns A through I

Order Import Template										
1	2	Reference Number	Purchase Order Number	Ship Carrier	Ship Service	Ship Billing	Ship Account	Ship Date	Cancel Date	Notes
3	113-678901-001			UPS	Ground	BillThirdParty	X934189Ex			
4	113-678901-002			UPS	Ground	BillThirdParty	GHZHU1Lex			
5	113-678901-003			UPS	Ground	BillThirdParty	X00000Ex			
6	113-678901-004			UPS	Ground	BillThirdParty	X934189Ex			
7	113-678901-005				Rateshop					
8	113-678901-006				Rateshop					
9	113-678901-007				Rateshop					
10	113-678901-008				Rateshop					
11										
12										
13										

**Reference Number (Column A):** Each order # should be unique

**Purchas order # (Column B):** Not Required

**Shipping carrier and service (Column C,D):** These columns are not required for upload. Customers should only fill this out if they know how they want the orders to ship.

**i** If customer want us to rate shop, they can fill in the ship service (column D) as Rateshop. Columns C and E do not need to be filled out if we are rate shopping. TC Team: See "TC small parcel shipping instructions" for more info on how to rate shop

**Ship Billing and Account (Columns E and F):** These columns are not required for upload. Customers should only fill this out if customer has multiple shipping accounts for the same carrier and has those accounts set up with TC. So if you use different shipping accounts for different orders/customers, you can input the account # under column F and write BillThirdParty In column E.

+ If this is left blank, the shipping account will automatically default to the customer shipping account, if they have one setup. Otherwise, it will default to the TC shipping account.

**i** For Customers: Please reach out via email if you would like to setup new carrier accounts.

For TC Team: Please make sure the "Include Shipping Cost" box is check off under the customer setting if we are shipping under our accounts. More on this in "TC small parcel shipping instructions"

**Ship+Cancel date (Column G,H):** Not Required

**Notes (Column I):** Not Required

+ Columns J through Q should be filled in with all necessary information for TC to create shipping labels

- i** Please note that only column K will serve as the mandatory ship to name on the label. Therefore, if there is no ship to company available as it is going to a residential address, then please put the ship to name in Column K

**Column N and Q:** Please make sure to put in proper state and country values as expressed on the tabs at the bottom of the sheet.

+ Columns W, X, and Y are the only other columns to be concerned with.

**Retailer ID (Column W):** Not required for upload. This will generate a different ship from address. The retailer ID's must be defined in 3PLC under Orders--->Shipping Setups---->Manage retailers.

-  Customers: If you are interested in setting up different Retailers please reach out to us via email.

**SKU (Column X):** Please input the correct SKU. This must match what we have the item setup as. Customer should input the same information they see on their stock status report as the primary SKU.

- i For Item Aliases:** It is important to know that if you utilize Item/Kit Alias's with us, you can input the Item Alias or Kit that we have attached to the Master SKU. So please make sure you are entering it correctly along with the QTY. If you have questions about item aliases reach out to us via email.

**QTY (Column Y):** Please input the number of primary units for the order. This column is only used for primary units not cartons. So please run a stock status report to confirm how we track the SKU's.

**Customers:** Please save as a standard excel workbook and send it back to the TC team

**For TC Team members only:** Please click the link below and follow the instructions on how this is uploaded to 3PLC. Please also use the instructions tab at the bottom of the spreadsheet.

[3PLC help article on importing orders](#)