



# ELECTRONIC ORDERING

As a convenience to our customers, we can easily convert your system generated purchase order file into a Service Champ sales order. By using an Excel (XLS) or comma-separated value (CSV ) file to order, you eliminate the need to write any information, and there is no guesswork about having the correct part number. As the file goes directly from you to our order entry program, you can be assured that you are getting exactly what you want. You can continue to use competitor's part numbers where desired, and our computer system will automatically cross it over to the correct Service Champ part number.

The file must contain the following information in the first 6 fields:

1. Division#
2. Customer#
3. Ship-to location code (where applicable)
4. Customer PO#
5. Part#
6. Order Quantity

We can provide the information needed for fields 1, 2, and 3 for your use. **Order quantities must be in eaches, not case quantities.** If you are ordering for multiple ship-to locations, you may include as many locations as you like in a single file. Please sort the file by ship-to location so all lines for each location are in one grouping.

You may create your own file, or we can create a custom template for you to use based on your purchase history with us. We can also create a template with specific product lines, or top movers if you prefer. This way, all you need to do is enter the quantity next to the part number. Any miscellaneous items that are not listed in your custom template can just be added to the bottom for easy processing. We can also add unit pricing, and a calculation to give you line totals and total order amount for your convenience. When your file is complete, simply email to your salesperson and we'll take it from there!