



How To Import CSV

- **Faster order entry**
- Import your orders
 - When you have multiple individual items to order
- Export your order
 - When you need to edit data directly in excel
- SKU + Enter
 - Validates data

Create Order

PO No.

Input cannot be empty.

Delivery Location

4109 E 571 N, RIGBY, ID, 83442



[IMPORT CSV](#) 

[EXPORT CSV](#) 

Ship Complete



24IO CPU 100-240VAC Relay

Part No.: FC6A-C24R1AE
Hinban: FC600049

[SP Code](#) 

[Requested Delivery](#) 

Ship set

Yes

Price:

\$262.76

Qty:

1

AVAILABILITY:
[Check availability](#)

T

\$

* Availability date provided is not guaranteed. If urgent please check with IDEC customer service to confirm the availability date.

Part Name or
Number

1. CREATE a shopping cart by adding products
2. SAVE cart
3. DOWNLOAD .CSV to get a copy of cart data
4. EDIT .CSV file with Excel
 - Only SKU and QTY fields are required
 - Special Price Code is optional
 - All other fields can be blank
5. SAVE your updated CSV file
6. IMPORT .CSV file
 - Process typically takes only a few seconds
 - Can take longer for import files of 100 SKUs
7. SAVED CARTS to confirm import was successful
8. RESTORE cart into the shopping cart
 - Note: this will overwrite any products already in your active shopping cart
9. PLACE ORDER

Sku	Name	PO Number	Quantity	Price	Requested Delivery Date	Special Price Code	Issue No
HW1K-2PA02			1	\$224.39			

■ Required

- SKU
- Quantity

■ Optional

- Special Price Code
- PO number field. For your own internal tracking purposes

■ All other fields can be blank

■ System will automatically lookup the price and populate as well as validate any Special Price Codes entered

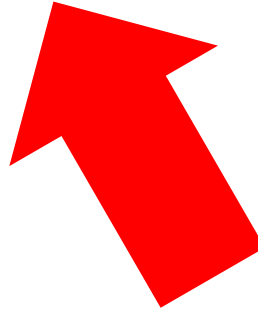
- IMPORT CSV option is available in the “Shopping Cart” or “Order” pages

Your Cart

Your cart is currently empty. Start shopping or import a cart .csv file. You can also import one of your Saved Carts.

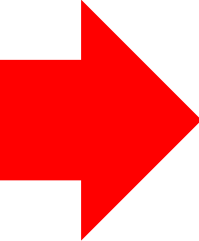
SAVED CARTS  IMPORT CSV 

START SHOPPING



- Create Order page is only available to B2P users to quickly add known SKUs

Create Order



IMPORT CSV  EXPORT CSV 

* Availability date provided is not guaranteed. If urgent please check with IDEC customer service to confirm the availability date.

Part Name or Number

- Click on “Choose File” to select your .CSV file for import

HOME > IMPORT SAVED CART

Import Saved Cart

The imported file will be used to create a saved cart.

The text file should list the product SKUs and quantities in the following format:

SKU, Quantity

Maximum file size: 10.00 KB

Select a file to upload. The file must be a text file with extension CSV.

CHOOSE FILE

IMPORT

- Once .CSV file is selected click on “IMPORT”
- File name is populated

HOME > IMPORT SAVED CART

Import Saved Cart

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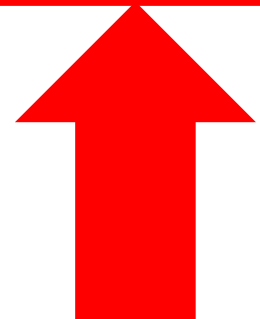
Maximum file size: 10.00 KB

Select a file to upload. The file must be a text file with extension CSV.

CHOOSE FILE

idec_import_order_te...

IMPORT



- Importing in process. Only take a few seconds to complete processing your file.
- Larger files can take up to 45 seconds to process

HOME > IMPORT SAVED CART

Your import is now being processed. Check [saved carts](#) page to see its progress.



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CHOOSE FILE

IMPORT

- Find in the My Account
 - > Saved Carts

 **My Account**



Order History

Returns History

Invoices

Saved Carts

Address Book

Payment Details

Personal Details

Email Address

Password

Close Account

Sign Out

CSV Import Process

- Go to “Saved Carts” to see your imported cart
- Click “Restore” to move data into the active shopping cart
- Name is clickable to see saved cart details

HOME > ORDERS > SAVED CARTS

< Saved Carts

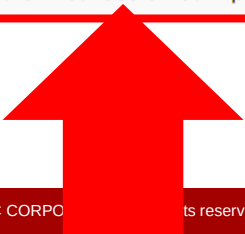
[Import CSV](#) 

Sort by

Date Modified



Name & Description	ID	Date Saved	Date Modified	QTY	Total	
1692318847968 This cart was created by CSV import 1692318847968. Successfully imported:1 lines. Imported but with quantity adjustment: 0 lines. Could not import: 0 lines.	00599189	08/18/2023	08/18/2023	1	\$71.80	Restore Delete



- Click “Restore” to move data into the active shopping cart

HOME > SAVED CARTS > SAVED CART 00599189

< Saved Cart Details

Name
1692318847968

ID
00599189

QTY
1

Date Saved
08/18/2023

Total
\$71.80

Description
This cart was created by CSV import 1692318847968. Successfully imported: 1 lines. Imported but with quantity adjustment: 0 lines. Could not import: 0 lines.

Date Modified
08/18/2023



Part No.	Hinban	Optional Fields	P.O.	Price	Qty	Subtotal
HW1K-2PA02	HW107538	Requested Delivery Issue No. SP Code		\$71.80	1	\$71.80

Promotions and totals reflect what existed at the time the cart was saved. Promotions and totals may change or no longer apply when the cart is restored.

DELETE

RESTORE

- Optional: You can edit the Cart Name and Description
 - Keep track of multiple projects and add details

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Edit Saved Cart

Cart Name

1692318847968

Characters Left : 255

Description (Optional)

This cart was created by CSV import 1692318847968. Successfully imported:1 lines. Imported but with quantity adjustment: 0 lines. Could not import: 0 lines.

Characters Left : 255

CANCEL

SAVE

- Moves the data into the active shopping cart

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Restore Saved Cart

The following saved cart will restore as active cart

Cart Name:	1692318847968
ID:	00599189
Number of products:	1

☒ Keep a copy of this cart on saved list

CANCEL

RESTORE

Success!

Your Cart

PO No.

Delivery Location

1298 S 28TH ST, HARRISBURG, PA, 17111



[SAVED CARTS](#) 

[EXPORT AS CSV](#) 

[IMPORT CSV](#) 

SHIP COMPLETE ☐ Yes ☒ No



HW pin tumbler key 2NC

Part No.: HW1K-2PA02

Hinban: HW107538

[SP Code](#) 

[Requested Delivery](#) 

Ship set

No



Price: Qty:

\$71.80

1

AVAILABILITY:
[Check availability](#)

Total:

\$71.80

[Remove Item](#)

* Availability date provided is not guaranteed. If urgent please check with IDEC customer service to confirm the availability date.

Part Name or Number

ADD

Summary

Subtotal	\$71.80
Est. Shipping Costs:	-
Est. Tax	
Order Total	\$71.80

PLACE ORDER