# Bulk Order Upload Instructions

When completing the bulk upload csv, please

1. Download the template and add your own data to it, then save it with a name that you will remember
2. Only one order per line
3. Please use the Australia Post state abbreviations (ACT, QLD, NSW, VIC, TAS, SA, WA, NT) instead of the whole word
4. Please use the ISO 2 letter standard for countries (the default is AU)
5. All items go at the end of the line – in three columns, sku followed by quantity, followed by a whole pallet entry. Just keep adding columns for as many items as are needed
6. If you require whole pallets of items, then enter a one(1) in the relevant whole pallet entry. Leave blank, or use a zero(0) for non-pallet items
7. The ATL column is for an “Authority to Leave”. Put a 1 in this column if no signature is required for delivery
8. The express post column is for express/overnight delivery. Put a 1 in this column if you want to use express delivery
9. Delivery instructions are printed on the delivery label and default to “Leave in a safe place out of the weather” for deliveries that do not require a signature, blank for others
10. The skus/items do not need to be in any order
11. Do not change the order of the columns or delete columns (except item columns at the end). Leave columns blank if you do not have the info