UPLOAD ORDER

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Bendix eCommerce – Ordering

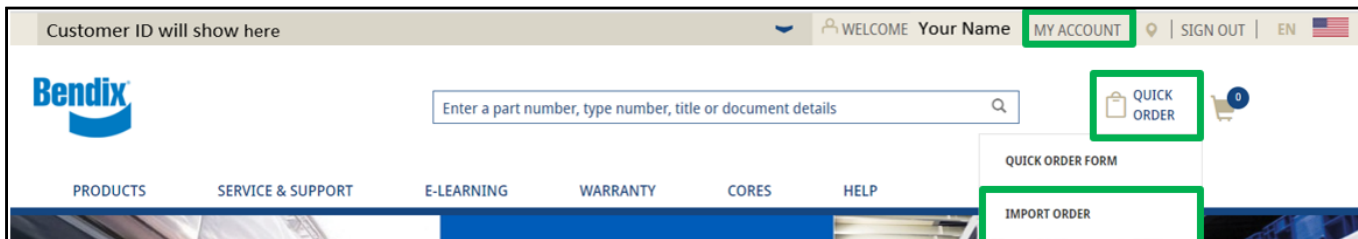There are several ways to place orders as a registered customer:

- Quick Order Form
- Upload Order Template (covered in this document)
- Search and Add to Cart

How to Use the Upload Order Template

You must be logged into B2Bendix and have access to place orders.

This is the most common form of ordering used by customers when they have several items to purchase

After logging into the site, you can get to the **IMPORT ORDER** template two ways, on the main homepage under the **QUICK ORDER** Icon or from **MY ACCOUNT** dashboard.
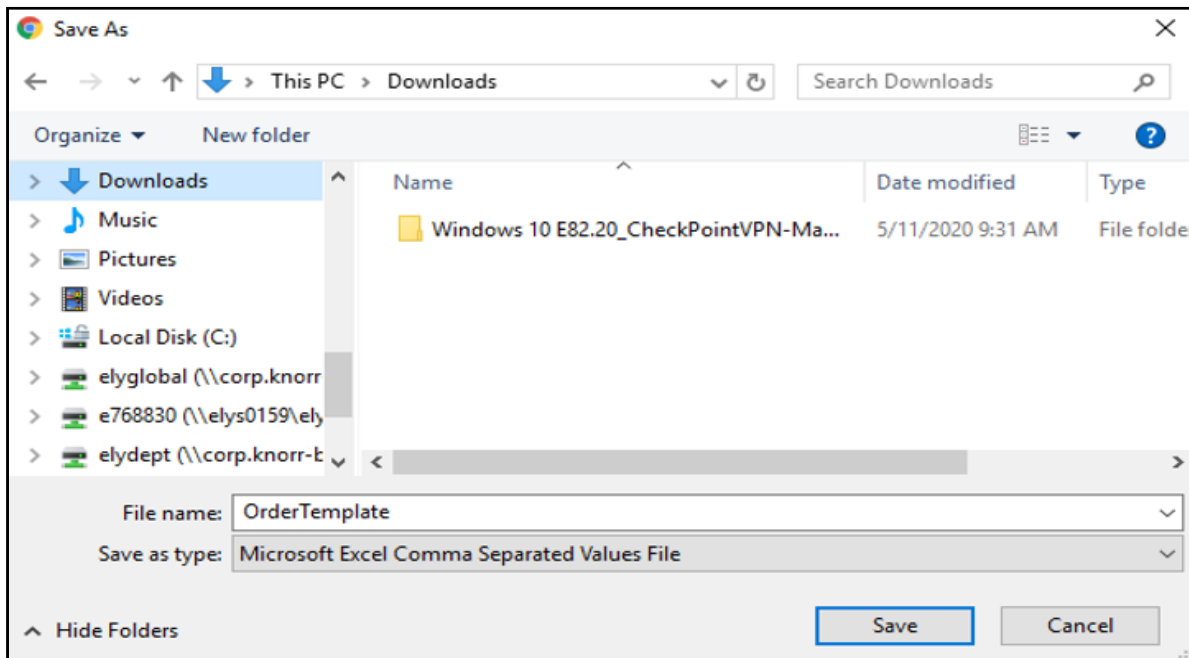

Click on **Quick Order Icon** at the top right and then select **Import Order** from the dropdown.

Click on **Download Order Template** button and download the CSV file to your computer

Once you open the file:

Fill in **Bendix Part Number/Customer Part Number***, **Quantity*** and Requested Delivery Date (MM/DD/YYYY) in the file. *(*items are mandatory)*

A	B	C	D
Bendix Part Number/Customer Part Number	Quantity	Requested Delivery Date (mm/dd/yyyy)	

Example:

A	B	C
Bendix Part Number/Customer Part Number	Quantity	Requested Delivery Date (mm/dd/yyyy)
800516	10	11/30/2020
109685	1	11/30/2020
800520	1	11/30/2020

Save the file to your desktop or network drive as a CSV format file.

Select the **Order Type** from the dropdown options of Stocking Order, Emergency Order, Ship Following Day before you go to Cart.

Click on **Choose File** button and select the file you just saved, once you select the file the import will begin.

Upload progress can be seen while the file is being uploaded.

If there are any errors with part numbers, or some are repeated you will see an error message that will appear at the top of the page as shown.

All correctly formatted part numbers will be successfully uploaded to the shopping cart.

Error in line 10; Part No.5004341 is obsolete and was not uploaded, see product detail page for replacement product.
Error in line 21; Part No.5004341 is obsolete and was not uploaded, see product detail page for replacement product.
Error in line 22; Part No. 101112R not valid/not found.
Error in line 23; Part No. 101112R not valid/not found.
Error in line 24; Part No. 101112R not valid/not found.
Error in line 30; Please try again or contact Customer service.
Error in line 31; Please try again or contact Customer service.
Error in line 32; Please try again or contact Customer service.

All other lines were successfully uploaded to the shopping cart.

Order Import Template

Order Import

Here you can upload a file containing a list of all part numbers you want to order. The list will be used to automatically update your Shopping Cart.

To use this feature - Select your order type, click on **Download Order Template**, enter your information on the file, and click on **Choose File**.

- Must be a saleable Bendix part number
- Quantity
- Requested delivery date (format MM/DD/YYYY)
- Customer Part Number(will determine Bendix Part Number)

Order Type   STOCKING ORDER

Download Order Template »   Choose file »

*Order type needs to be selected before the file can be uploaded.File format must be CSV, file size max (10KB).

After import is completed go to the **Cart icon** at the top of the page and a cart pop up appears

Enter a part number, type number or a title   QUICK ORDER

Click on the cart icon to open the mini cart page.

Click on **Go to Cart** button

Cart Information

Once you click on **Go To Cart**, the main cart page will open.

This page will show you all the items added to your cart

- You can change your order type
- You can change the order quanity or change the requested delivery date by line items
- You can apply the same requested delivery date to all line items
- You can save your cart for later
- You can delete lines

Once you are happy with your cart, you can proceed to the checkout page.

You may see the following pop message if you have the same part number with the same requested delivery dates. The system will allow you to merge the lines together on the checkout page.

If you have any questions or need further assistance.

You can contact the Bendix e-Commerce team at support@bendix.com or click on the **Contact form** link found in the footer of every page on the site.