

Generate Order from List

From CSV File

1. Create a CSV file of items and quantity
2. Start your products at A1 and work your way down the A column
3. Product quantity should start at B1 and work your way down the B column

	A	B	C	D
1	24-1000	6		
2	27-PURE	4		
3	27-OCEAN	4		
4	27-PACIFI	4		
5				
6				

4. Save the CSV file to your desktop
5. Start your order in Emun and click on the cloud icon below the search field





The screenshot shows the top section of the Emun interface. It includes a search bar with the text "Search or Scan by SKU...", an "Auto Add" toggle, and a search icon. Below the search bar, there are fields for "ID:", "Desc:", "Price:", "Ext. Price:", "Avail:", and "Case Qty:". A red box highlights a cloud icon in the bottom right corner of the search bar area. A yellow banner in the center of the page reads "YOUR ORDER IS EMPTY".

6. Drag the item into the popup window or click in the middle of the window and browse to the file

The screenshot shows a popup window titled "Import Item(s)". In the center, there is a cloud icon with an upward arrow and the text "Upload CSV File". Below this, it says "Click to import or drag and drop a comma separated value file here" and "File must include an item column or an item and quantity column". There are "Add" and "Cancel" buttons in the top right and bottom right corners.

7. List will load with all products and quantities; you can still adjust quantities if you would like. Click on Add once you validate all of your products and quantities

The screenshot shows the "Import Item(s)" popup window with a list of imported items. The list has columns for "SKU", "Description", "Quantity", "Price", and "To".

	SKU	Description	Quantity	Price	To
	24-1000	1000 Fragile Tepee 6PK Stock Status: In stock	6	\$20.00	\$120.
	27-PURE	Simple Nest Soap Dish 6PK Stock Status: In stock	6	\$3.50	\$21.
	27-OCEAN	Blue-Gem Fish Stemless Wine Glass 21oz Stock Status: In stock	4	\$7.50	\$30.
	27-PACIFIC	Blue-Gem Fish Wine Glass 9PK (22oz) Stock Status: In stock	4	\$6.00	\$24.

There are "Add" and "Cancel" buttons at the bottom left and right of the list.

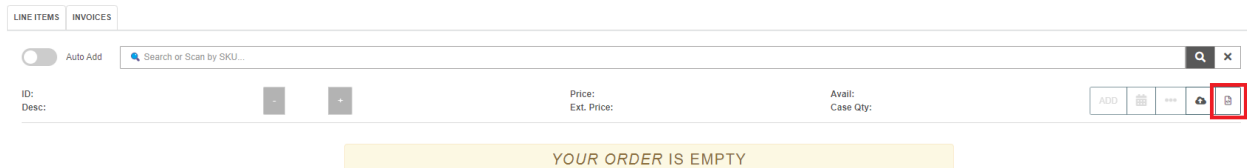
Generate Order from List

Enter Products Batch Window

1. Open notepad or a blank document
2. Enter your items and products separated by a comma. Each item should be on its own line

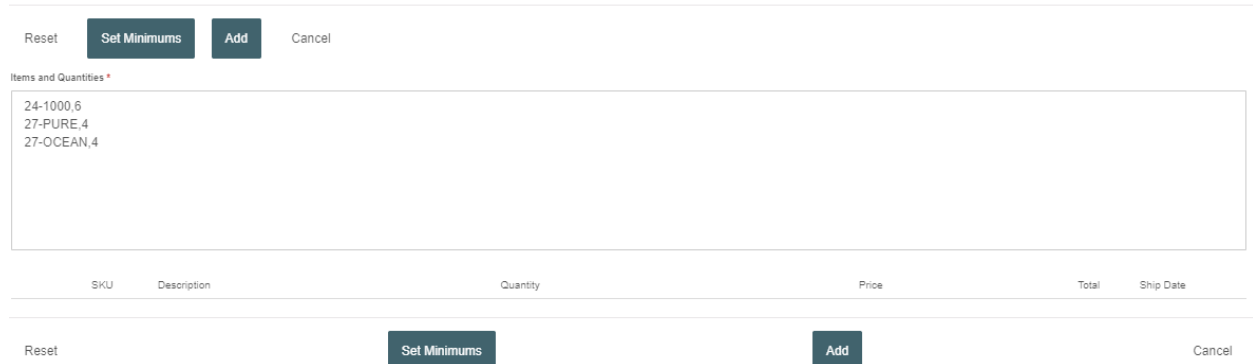


3. Start your order in Emun and click on the page icon below the search field



4. In the popup window, copy and paste your list of items and quantity

Enter item(s) Enter a list of items and quantities separated by a comma (i.e. ITEMABC,24)



5. Click on Add once your list is complete