

Order CSV Upload

Order CSV's are uploaded through the "Upload Order" tab of the "Orders" page in the Selazar portal.

Each row represents an item in the order. Multiple items can be grouped together in the same order by ensuring that they share the same "Unique Retailer Order ID".

Below is a list of the available fields in the Stock Upload CSV Template

Order Identifier

Unique identifier for an order.

Field	Description	Required	Format
Unique Retailer Order ID	Unique order identifier required for every line of order. All lines of the CSV with matching values will be grouped into the same order. No two orders can share the same ID.	YES	Alphanumeric (Max 20 characters)

Product order details

Product item and quantity details.

Field	Description	Required	Format
Product Identifier	Unique identifier for product item. Must match an EAN or SUID (Selazar Unique Identifier) for a valid item held within the company stock items.	YES	Alphanumeric
SKUCode	Stock Keeping Unit Code. Used to select a specific version of a product. If left blank the product will be selected using the EAN or SUID.	NO	Alphanumeric
Count	Quantity of product item being ordered.	YES	Numeric (Greater than 0)

Delivery Details

Delivery details for the recipient of the order.

Field	Description	Required	Format
Delivery Name	Delivery name. Will be printed on courier label.	YES	Alphanumeric
Delivery Address Line 1	Delivery Address Line 1. Will be printed on courier label.	YES	Alphanumeric
Delivery Address Line 2	Delivery Address Line 2. Will be printed on courier label.	NO	Alphanumeric
Delivery Address Town	Delivery Address Town. Will be printed on courier label.	YES	Alphanumeric
Delivery Address County	Delivery Address County. Will be printed on courier label.	YES	Alphanumeric
Delivery Address Postcode	Delivery Address Postcode. Will be printed on courier label.	YES	Alphanumeric (Valid UK postcode)
Delivery Country Code	Delivery country code	YES	Alphanumeric (Valid two-character country code)
Delivery Phone Number	Delivery phone number	YES	Numeric
Delivery Email Address	Delivery email address	YES	Valid email

Notes

Additional notes to be recorded against an order.

Field	Description	Required	Format
Notes	Free field for any details against the order line.	No	Alphanumeric

Delivery Service

Delivery service to be requested for courier.

Field	Description	Required	Format
Delivery Service	Delivery service requested. Must be a valid service.	YES	Available options: '24 Hour' '48 Hour'