

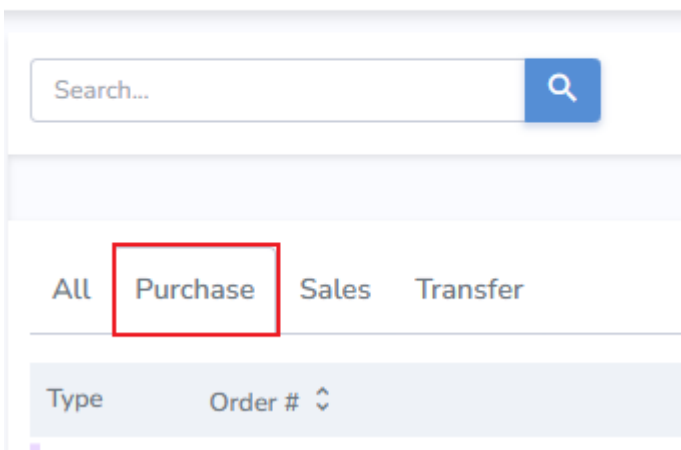
Create Multiple Orders using Spreadsheet Upload

First select the order type for which you wish to create orders. Only orders of the same type can be uploaded.

For this example we are creating **Purchase Orders**

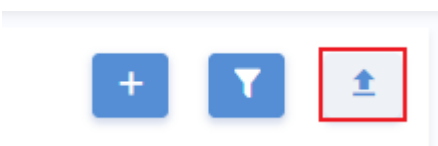
- Select order type

Orders



The screenshot shows a web interface for managing orders. At the top, there is a search bar with the placeholder text "Search..." and a magnifying glass icon. Below the search bar, there are four tabs: "All", "Purchase", "Sales", and "Transfer". The "Purchase" tab is highlighted with a red rectangular box. Below the tabs, there is a table header with "Type" and "Order #".

- Next, click the "Import Orders" button



Orders can be imported using a template provided by Simple RFID, or you can use your own spreadsheet.

Import using Simple RFID Template

A	B	C	D	E	F	G	H	I	J	K
Order Number*	Origin*	Destination*	SKU*	Quantity*	Lot Number	Exp Date	Cost	Born Date	S/N	Sell By

The sheet contains:

- **Order Number (required)**
- **Origin (required)**
- **Destination (required)**

- **SKU (required)**
- **Quantity (required)**
- Lot Number
- Exp Date
- cost
- Born Date
- Serial Number
- Sell By Date

Input details for the sheet.

Order Number*	Origin*	Destination*	SKU*	Quantity*	Lot Number	Exp Date	Cost	Born Date	S/N	Sell By
PO 1553	VANS	Shop Location	BB-HS-6OZ	50	15110			8.11		
PO 1553	VANS	Shop Location	BB-HS-4OZ	50	15116			8.11		
PO 1553	VANS	Shop Location	BB-HS-2OZ	50	15118			8.11		
PO 8616	NIKE	Warehouse	NK-02-black-7	15	4040-5			91.18		
PO 8616	NIKE	Warehouse	NK-02-black-4	18	4041-6			91.18		

- Click the "+ Choose" button
- Locate your file on your computer

[Get Template](#) Please, use our template for Orders uploading.

+ Choose Orders for June - Order (1).csv X

Upload your file and match the column names.
Please type your Spreadsheet column headers or select them in dropdowns if necessary.
The custom template for Spreadsheet mapping will be saved automatically.

[The Custom Template details >](#)

Import Close

- Click Import

Import Using Your Own Sheet

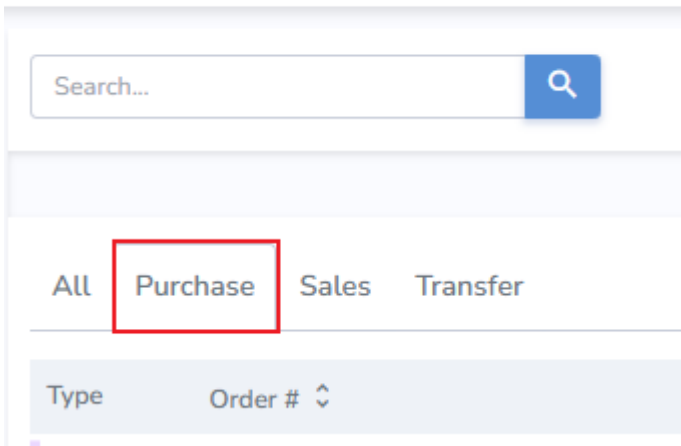
If the information for your orders already exists on a sheet you can use your own spreadsheet to create the orders. **It's critical that the sheet contain all required fields:**

- **Order Number (required)**
- **Origin (required)**
- **Destination (required)**
- **SKU (required)**

- **Quantity (required)**

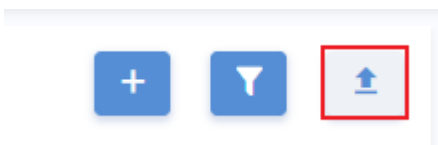
After selecting the order type

Orders

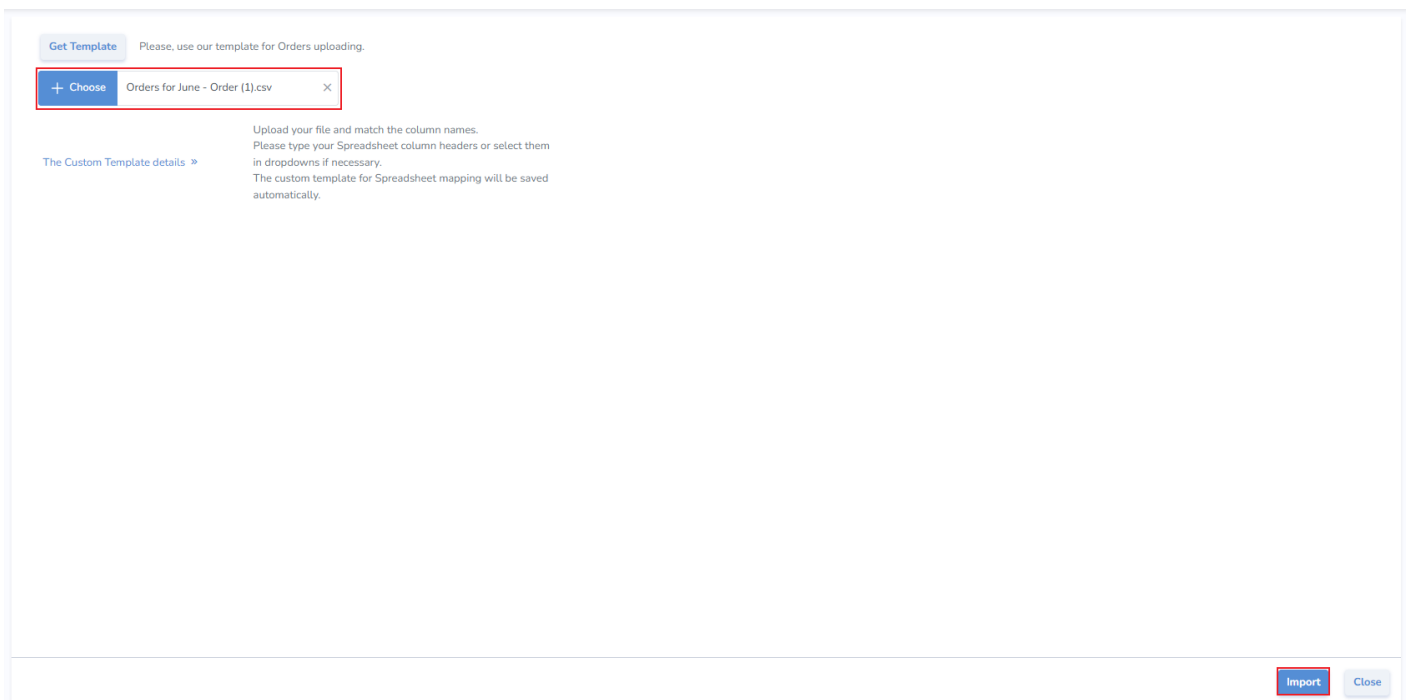


The screenshot shows the 'Orders' interface. At the top, there is a search bar with the placeholder text 'Search...' and a magnifying glass icon. Below the search bar, there are four filter tabs: 'All', 'Purchase', 'Sales', and 'Transfer'. The 'Purchase' tab is highlighted with a red rectangular box. Below the tabs, there is a table header with two columns: 'Type' and 'Order #'. The 'Order #' column has a small up and down arrow icon next to it.

- And clicking the "Import Orders" button



- Click the "+ Choose" button
- Locate your file on your computer



The screenshot shows a file upload dialog box. At the top left, there is a 'Get Template' button and a note: 'Please, use our template for Orders uploading.' Below this, there is a file selection area with a '+ Choose' button and a file name 'Orders for June - Order (1).csv'. The '+ Choose' button is highlighted with a red rectangular box. Below the file selection area, there is a link 'The Custom Template details >' and a paragraph of text: 'Upload your file and match the column names. Please type your Spreadsheet column headers or select them in dropdowns if necessary. The custom template for Spreadsheet mapping will be saved automatically.' At the bottom right, there are two buttons: 'Import' and 'Close'. The 'Import' button is highlighted with a red rectangular box.

- Next, click on the "The Custom Template Details" button to expose the field mapping

- Choose whether you wish to map by Title (such as SKU, Quantity, etc.), or if you wish to map by Index (Column Headers A, B, C)
- Choose the related Simple RFID field
- Click Import

Orders > Import Purchase order Support Stan Andrus
Administrator

[Get Template](#) Please, use our template for Orders uploading.

[+ Choose](#) Drop the template (.xlsx, .csv) here!

[The Custom Template details](#)

Upload your file and match the column names.
Please type your Spreadsheet column headers or select them in dropdowns if necessary.
The custom template for Spreadsheet mapping will be saved automatically.

Match by Title Match by Index

Order Number:*	Origin:*	Destination:*
<input type="text"/>	<input type="text"/>	<input type="text"/>
SKU:*	Quantity:*	Serial Number:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Born Date:	Expiration Date:	Sell By:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Lot Number:	Cost:	
<input type="text"/>	<input type="text"/>	

[Import](#) [Close](#)

Import Orders view

We can see the two orders from our spreadsheet.

Any validation errors must be resolved before the orders can be saved. For our example we wrote "Warehouse" on our spreadsheet, however the location is named "Warehouse Location"

Order #	Origin	Destination	Errors	Lines	Total Count
PO 1553	VANS	Shop location		3	150
PO 8616	NIKE	Select Location <small>Destination "Warehouse" not found.</small>	Validation error	2	33

Title	SKU	Count	Born Date	Expiration Date	Sell By	Lot Number	Cost	Serial Number
SHOES NIKE ...	NK-02-black-7	15	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	4040-5	91.18	
SHOES NIKE ...	NK-02-black-4	18	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	4041-6	91.18	

- Once the validation error has been resolved, click the Save button

Order #	Origin	Destination	Lines	Total Count
PO 1553	VANS	Shop location	3	150
PO 8616	NIKE	Warehouse Location	2	33

Title	SKU	Count	Born Date	Expiration Date	Sell By	Lot Number	Cost	Serial Number
SHOES NIKE ...	NK-02-black-7	15	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	4040-5	91.18	
SHOES NIKE ...	NK-02-black-4	18	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	4041-6	91.18	

Our orders have now been created and are in Receiving status, able to be printed and received.

Status:

Type	Order #	Create Date	Origin	Destination	Received	Status	Details
Purchase	PO 8616	06/04/25 7:59 PM	NIKE	Warehouse Location	0/33	Shipped/Receiving	Details
Purchase	PO 1553	06/04/25 7:59 PM	VANS	Shop location	0/150	Shipped/Receiving	Details

Revision #11

Created 5 June 2025 01:33:19 by Stan Andrus

Updated 25 March 2026 17:00:24 by Ryan Larson