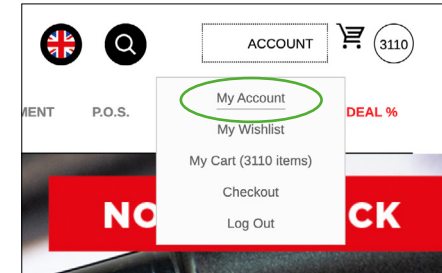


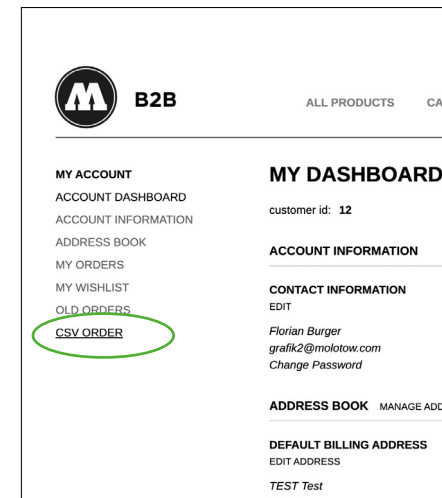
[1] Login



Use your usual login credentials.



Click on „My Account“ at the top on the right.



On the left menu: choose „CSV ORDER“.



[2] Upload

MOLOTOW™ B2B

CSV order **BETA**

You can upload your order by CSV file here. You can create CSV files easily on your own by the help of spreadsheet programs.

In order to process your order correctly, it is necessary, that the file (*.csv, *.xls, *.xlsx) has the following construction:

- 1. **column:** article number without comma or any other symbols and/or special characters. e.g. 327080
- 2. **column:** the amount of the article as a number, without symbols or other characters. e.g. 24

	A	B
1	327001	6
2	327082	12
3	327079	6
4	327083	6
5	327013	6
6	327098	12
7	327066	6

Further columns with terms or further descriptions are not necessary.
You can download an exemplary CSV file, [here](#).

C:\fakepath\2020-Mai_Bestellung_Molotow.csv

For your order, we use the shipping and invoice adress that you labelled as standard.

1: stop order process / open shop in a new tab
2: file format (*.csv, *.xls, *.xlsx)
3: 1. column
4: here
5: shipping and invoice address
6: upload

At the top on the right, you have the possibility to stop the order process, or to open the shop in an other browser tab. For the upload of your order, you need a CSV file in a certain file format with only two columns (for article number and order quantity). In case the construction of the file isn't clear, you can also download an exemplary file. Choose the file from your computer⁵ and click on „Upload“.

A pop-up window opens. At the top on the right, you have the possibility to stop the order process, or to open the shop in an other browser tab.¹ For the upload of your order, you need a CSV file in a certain file format² with only two columns (for article number and order quantity³). In case the construction of the file isn't clear, you can also download an exemplary file⁴. Choose the file from your computer⁵ and click on „Upload“⁶.



[2.1] Upload progress

MOLOTOW™ B2B

open shop in a new tab stop order process X

CSV Import: import/vt4AMAviLkt8p5JCIH0VHGKgv0a4Wx0deJlnDZ2W.txt

Search:

art.no.	title	amount	status
693710	010 neongrün	6	
693705	005 weiß	6	
693708	008 neonpink	6	
228006	006 neongelb	6	
200477	Chalk Marker Neon-Set (15 mm)	6	
228005	005 weiß	6	
328006	006 neongelb	6	
228004	004 schwarz	6	
228003	003 rot	6	
327001	#001 jasmingelb	6	
800120-XL	Gloves Größe XL	6	
800120-L	Gloves Größe L	6	
360000	COVERSALL™ 360PI Marker 4 - 8 mm	6	
467000	SPEEDFLOW™ 467PI Marker 15 mm	6	
660000	COVERSALL™ 660PI Marker 15 mm	6	
460000	COVERSALL™ 460PI Marker 15 mm	6	

Showing 1 to 1 of 80 entries

Your file is being processed ...

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The file upload just started. We accelerated the uploading process remarkably. The indicated progress bar shows you the status of the upload.



[3] Review

MOLOTOW™ B2B
open shop in a new tab ↗
stop order process ✕

import errors

art.no.	title	amount	status	options
2000152		6		Customize SKU
9000778-500		6		

Showing 1 to 2 of 2 entries

comments

Correctly imported articles

Search:

art.no.	title	amount	status	options
200188	ONE4ALL™ 127HS Display Set "Complete"	6		
800115	3M Reinigungstuch	6		
127244	NEU 238 graublau dunkel	6		
127238	NEU 232 magenta	6		
127235	NEU 229 naturweiß	6		
127201	006 zinkgelb	6		
127305	227 metallic silber	6		
127212	180 signatschwarz	6		
127226	009 sahara beige pastell	6		
127221	206 lagunenblau	6		
127205	161 schockblau mittel	6		
127232	219 neongrün fluoresz.	6		
127206	204 echtblau	6		
127227	207 haut pastell	6		
127224	010 hummer	6		

Showing 1 to 16 of 498 entries

add article

art.no.	amount	add
<input type="text"/>	<input type="text"/>	


submit order

Now you can check your order once again.

On top, the red list indicates mistakes, in case there are any, e.g. wrong article numbers. You are able to modify article numbers by hand or delete the affected entry.

Some corrections are done automatically by the shop system. These corrections will be shown in the column „status“.

At the bottom, you are able to add articles afterwards.



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DE EN FR

After the upload finished successfully, you can check your order once again. On top, the red list¹ indicates mistakes, in case there are any, e.g. wrong article numbers. You are able to modify article numbers by hand² or delete the affected entry³. Some corrections are done automatically by the shop system. These corrections will be shown in the column „status“⁴. At the bottom, you are able to add articles afterwards⁵.



[3.1] Submit order

The screenshot shows the MOLOTOW B2B interface for submitting an order. It features a table of imported articles, a search field, a comments box, and a sidebar with instructions. Annotations 1, 2, and 3 highlight specific elements.

MOLOTOW™ B2B open shop in a new tab stop order process X

Correctly imported articles

Search:

art.no.	title	amount	status	options
348148	anthrazitgrau	6		
348178	graublau mittel	6		
348402	kupfer	6		
348082	kadmiumgelb H.O.	6		
348102	dunkelgrau neutral	6	article not on stock	
348136	fuchsiapink	6		
348403	pure black	6		
348044	verrückte Pflaume	6		
200022	Table Organizer Series D	6		
200021	Table Organizer Series B	6		
200020	Table Organizer Series A	6		
558115	crazy green FO-623	6		
862005	signalschwarz	6		
558033	kirsch dunkel FO-313	6		
558152	hellgrau neutral FO-834	6		
558121	grüngras FO-837	6		

Showing 413 to 428 of 499 entries

add article

art.no. amount

comments

Now you can check your order once again.

On top, the red list indicates mistakes, in case there are any, e.g. wrong article numbers. You are able to modify article numbers by hand or delete the affected entry.

Some corrections are done automatically by the shop system. These corrections will be shown in the column „status“.

At the bottom, you are able to add articles afterwards.

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When all errors have been fixed, or the order was correct from the beginning of the order process, a green list is left over. Moreover, you can check again your order by typing in the keyword „not“ in the search field¹ in order to see all products that are currently out of stock.² On the right side, there is a text field where you can leave a comment³.



[4] Confirmation

MOLOTOW™ B2B Close X




✓

Your order was successful!
While we are checking availability of the goods ordered, you'll automatically receive an order confirmation mail.

Within 24 hours (workday) you'll receive a response regarding your order.

After your confirmation, your order is going to be edited by us. Now you can close all windows, the shop is processing the information. In a few minutes, you are receiving your order confirmation by e-mail.

For your order, we use the shipping and invoice address that you labelled as standard.



Download the instructions as PDF

DE EN FR

After your confirmation, your order is going to be edited by us. Now you can close all windows, the shop is processing the information. In a few minutes, you are receiving your order confirmation by e-mail.

