

How to place an order using Excel

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Introduction

We all know that time is money. Because of that it's mutually beneficial if all the business transactions go as smoothly and fast as possible. That's the purpose of this guide, show you the two best ways, how to place an order without wasting any time.

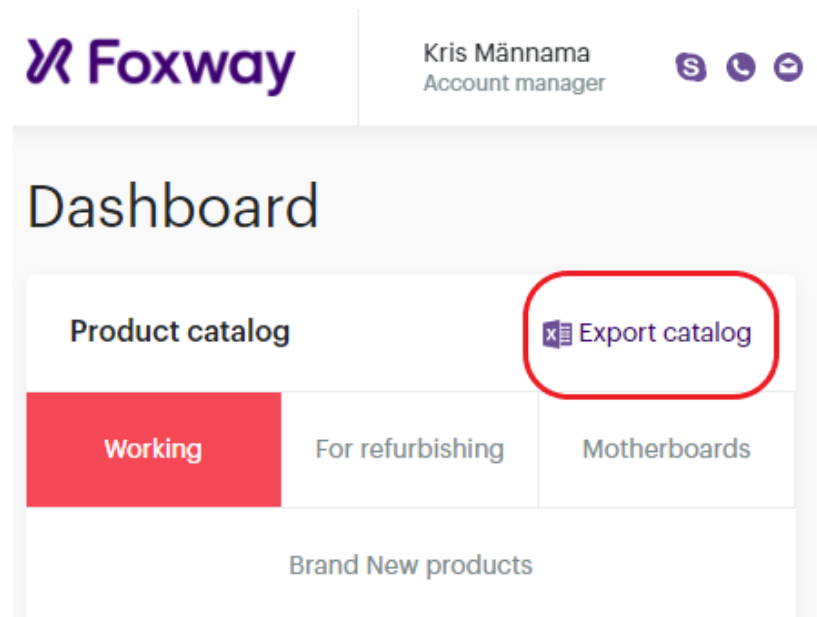
Place an order over email using Excel

Step 1 - download the catalog

Go to our marketplace (<https://foxway.shop>).

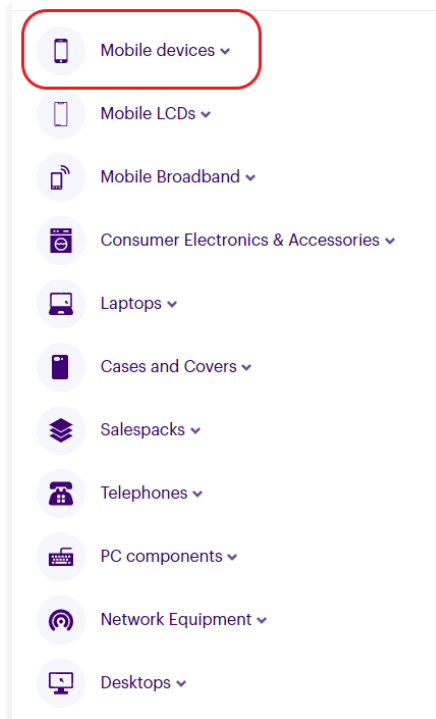
a) If you want to download the full catalog

Look for the Export catalog link from the top left corner.

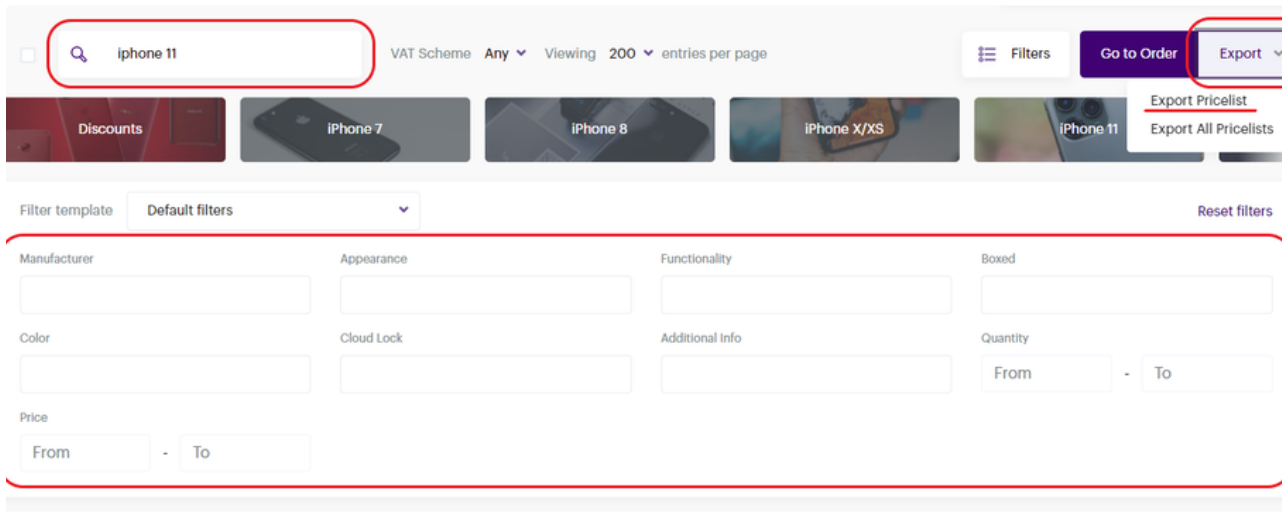


b) If you want to download the catalog for a certain product category

Click on the product category on the left side menu. For example if you want to download the catalog for **Mobile devices**, click on it.



If you want to download the full catalog for **Mobile devices**, just click on the **Export** button on the right side of the page and then **export pricelist** from the drop down menu.



There is also an option to use the **search bar** and the **filters** in order to narrow down the list and then **export the pricelist**.

Step 2 - Mark the models and quantities

In the Excel file you can sort the list and add the quantity you want into the **N** column. Make sure that the quantity will not exceed the **Available Quantity** in the **J** column.

SKU	Item Group	Product Name	Appearance	Functionality	Boxed	Color	Cloud Lock	Additional Info	Quantity	Price	Campaign Price	VAT Type	Column
00102600600117	Mobiles	Apple iPhone 11 128GB	Grade A	Working	Unboxed	Purple	CloudOFF		1	515			
00102600600028	Mobiles	Apple iPhone 11 128GB	Grade A	Working	Unboxed	Black	CloudOFF		5	515			3
00102600600086	Mobiles	Apple iPhone 11 128GB	Grade A	Working	Unboxed	Yellow	CloudOFF		3	515			
00102600600133	Mobiles	Apple iPhone 11 128GB	Grade A	Working	Unboxed	Red	CloudOFF		7	515			5
00102600600121	Mobiles	Apple iPhone 11 128GB	Grade A	Working	Unboxed	Green	CloudOFF		1	515			1
00102600600067	Mobiles	Apple iPhone 11 128GB	Grade B	Working	Unboxed	Purple	CloudOFF		9	490			
00102600600023	Mobiles	Apple iPhone 11 128GB	Grade B	Working	Unboxed	Black	CloudOFF		5	490			5
00102600600080	Mobiles	Apple iPhone 11 128GB	Grade B	Working	Unboxed	Yellow	CloudOFF		2	490			
00102600600045	Mobiles	Apple iPhone 11 128GB	Grade B	Working	Unboxed	Red	CloudOFF		8	490			
00102600600074	Mobiles	Apple iPhone 11 128GB	Grade B	Working	Unboxed	White	CloudOFF		6	490			

Step 3 - Send the file to your Account Manager

If you have entered **all the quantities** you are interested in you are ready to **save the file** and **email it** to your Account Manager. You can **add** all the **comments** you have into the email.

Step 4 - Wait for your Account Manager to approve your order.

If you have done everything correctly, your Account Manager will reply you shortly.

Step 5 - Confirm the order.

If you have received the offer from your Account Manager and you are ready to accept it, confirm your order in writing by replying to the email.

Your Account Manager will send you the **Proforma Invoice** and the **product will be shipped** out as soon as the **money has been received**.

How to add models if you forgot something?

Sometimes it happens that you **forgot to add some models**. In this case the best practice is just to make a **new order with the missing models** and send that information to your Account Manager (if you are placing the order through our Marketplace, then you can add that info into the comments as well. Your **Account Manager can merge different orders** into one and still ship everything out at once.