

How to use the Import Order Template 1/7

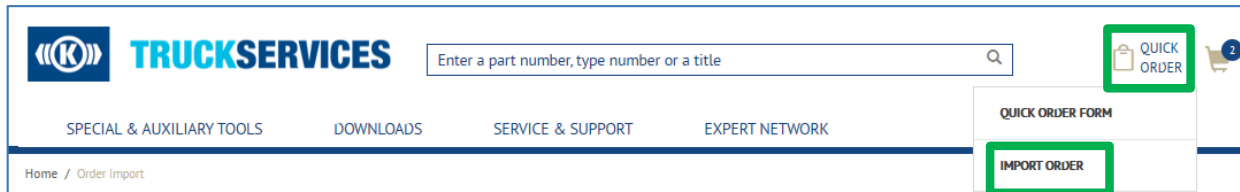
- Knorr-Bremse eCommerce – Ordering

As a customer you can place an order several different ways. Using the Quick Order Form, Import Order Template or from navigating through the pages as you are looking for products.

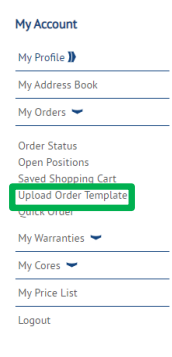
- How to use the Import Order template

This is the most common form of ordering used by customers when they have several items to purchase

After logging into the site, you can get to the **IMPORT ORDER** template two ways, on the main homepage under the **QUICK ORDER** icon



or from "MY ACCOUNT" dashboard.



How to use the Import Order Template 2/7

Order Import Template

Order Import

Here you can upload a file containing a list of all part numbers you want to order. The list will be used to automatically update your Shopping Cart.

To use this feature - Click on **Download Order Template**, enter your information on the file, select your order type and click on **Choose File**.

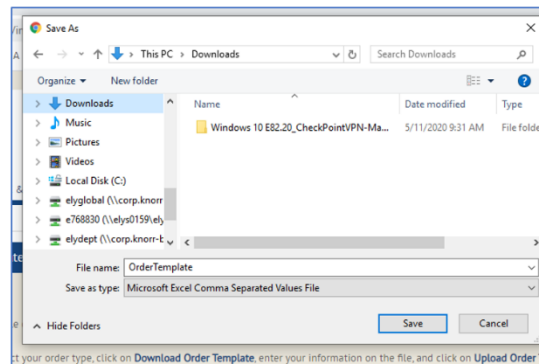
- Please keep to the order template format if you create your own upload file in your ERP
- Must be a saleable Knorr-Bremse part number
- Quantity
- Optional : Requested delivery date (format DD/MM/YYYY)
- Customer Part Number(will determine Knorr-Bremse Part Number)

Order Type

Download Order Template **Choose file**

*Order type needs to be selected before the file can be uploaded. File format must be CSV, file size max (10KB).

- Click on Quick Order at the top right and then select Quick Order Form from the dropdown



- Click on Download Order Template button and download the CSV file to your computer.

How to use the Import Order Template 3/7

	A	B	C	D	E	F	G	H
1	Knorr-Bremse	Part Number/Customer Part Number,Quantity,Optional - Requested Delivery Date (dd/mm/yyyy).						
2								
3								
4								
5								

Example:

	A	B	C
1	Knorr-Bremse Part Number/Customer Part Number	Quantity	Requested Delivery Date (mm/dd/yyyy)
2	800516	10	11/30/2020
3	109685	1	11/30/2020
4	800520	1	11/30/2020

Order Import Template

Order Import

Here you can upload a file containing a list of all part numbers you want to order. The list will be used to automatically update your Shopping Cart.

To use this feature- Click on **Download Order Template**, enter your information on the file, select your order type and click on **Choose File**.

- Please keep to the order template format if you create your own upload file in your ERP
- Must be a saleable Knorr-Bremse part number
- Quantity
- Optional : Requested delivery date (format DD/MM/YYYY)
- Customer Part Number(will determine Knorr-Bremse Part Number)

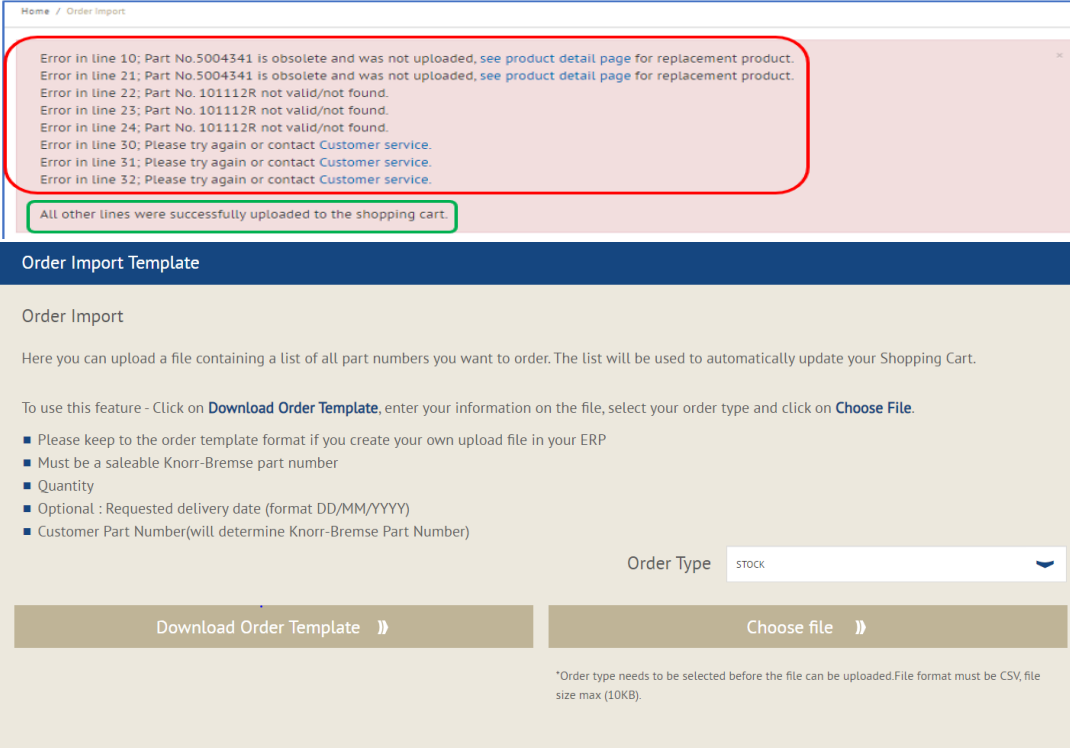
Order Type

[Download Order Template »](#) [Choose file »](#)

*Order type needs to be selected before the file can be uploaded. File format must be CSV, file size max (10KB).

- Once you open the file:
- Fill in **Knorr-Bremse Part Number/Customer Part Number***, **Quantity*** and Requested Delivery Date (MM/DD/YYYY) in the file. (**items are mandatory*)
- Save the file to your desktop or network drive.
- Select the **Order Type** from the dropdown options of Stocking Order, Emergency Order, Ship Following Day before you go to Cart.
- Click on 'Choose File' button and file the file you just save, once you select the file the import will begin.

How to use the Import Order Template 4/7



Home / Order Import

Error in line 10; Part No.5004341 is obsolete and was not uploaded, [see product detail page](#) for replacement product.
Error in line 21; Part No.5004341 is obsolete and was not uploaded, [see product detail page](#) for replacement product.
Error in line 22; Part No. 101112R not valid/not found.
Error in line 23; Part No. 101112R not valid/not found.
Error in line 24; Part No. 101112R not valid/not found.
Error in line 30; Please try again or contact [Customer service](#).
Error in line 31; Please try again or contact [Customer service](#).
Error in line 32; Please try again or contact [Customer service](#).

All other lines were successfully uploaded to the shopping cart.

Order Import Template

Order Import

Here you can upload a file containing a list of all part numbers you want to order. The list will be used to automatically update your Shopping Cart.

To use this feature - Click on **Download Order Template**, enter your information on the file, select your order type and click on **Choose File**.

- Please keep to the order template format if you create your own upload file in your ERP
- Must be a saleable Knorr-Bremse part number
- Quantity
- Optional : Requested delivery date (format DD/MM/YYYY)
- Customer Part Number(will determine Knorr-Bremse Part Number)

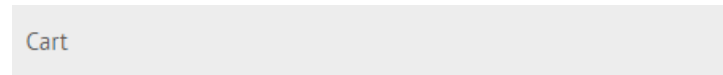
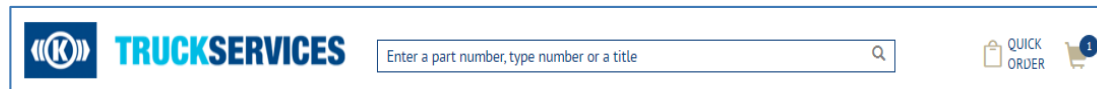
Order Type

[Download Order Template](#) [Choose file](#)

*Order type needs to be selected before the file can be uploaded. File format must be CSV, file size max (10KB).

- If there are errors in some part numbers, or some are repeated you can see an error message appear at the top of the page as shown.
- All correctly formatted part numbers will be successfully uploaded in the shopping cart.

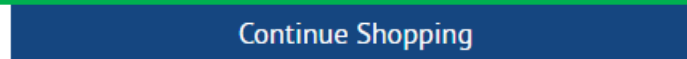
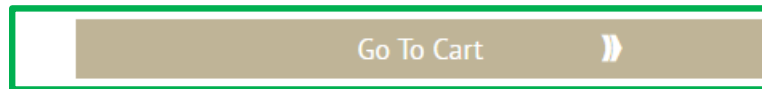
How to use the Import Order Template 5/7



K040953K50
SN7264RC
Caliper - Rationalized

List Price
Net Price
Quantity :

1



- After import is completed go to the Cart icon at the top of the page and a cart pop up appears.

- Click on the cart icon to open the mini cart page.
- Scroll down and click on 'Go to Cart'

- Once you click on Go To Cart, the main cart page will open.

How to use the Import Order Template 6/7

Home / Cart

Save Cart »




Cart | ID:0002992532

Order Type

Stock

Take requested delivery date for all positions

Delete »

	Pos	Knorr-Bremse Part No.	Type No.	Customer Part No.	Description	Qty	Requested Delivery Date	List Price (GBP)	Core Charges (GBP)	Net Price (GBP)	Total (GBP)	
	10	I135372	MB4825		Foot Brake Valve	4	22/12/2020					<input type="checkbox"/> x
	20	0265004010N50			Wheel Speed Sensor	1	22/12/2020					<input type="checkbox"/> x
	30	K040953K50	SN7264RC		Caliper - Rationalized	1	22/12/2020					<input type="checkbox"/> x

Subtotal:

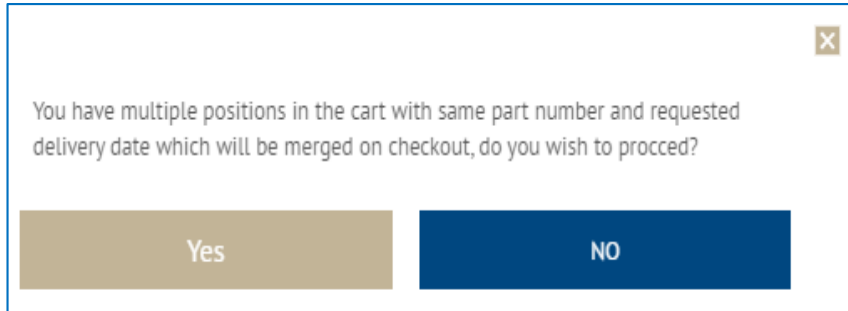
* freight costs/charges can be added

Continue Shopping

Check Out »

- This page will show you all the items added to your cart
- You can change your order type
- You can change the order Qty or change the requested delivery date by line items
- You can apply the same requested delivery date to all line items
- You can save your cart for later
- You can delete lines
- Once you are happy with your cart, you can proceed to the checkout process.

How to use the Import Order Template 7/7



- You may see the following pop message if you have the same part number with the same requested delivery dates. The system will merge them together before sending you to the check page
- If you do not want to merge them together click on No and change the requested delivery date for one of the items.
- By clicking on 'Yes' you will be redirected to the Checkout page.
- Follow the Checkout Process