

Upload Items into Order by Number

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Welcome to School Specialty Online! Below are some instructions to help you upload Excel spreadsheet files into carts.

Login:

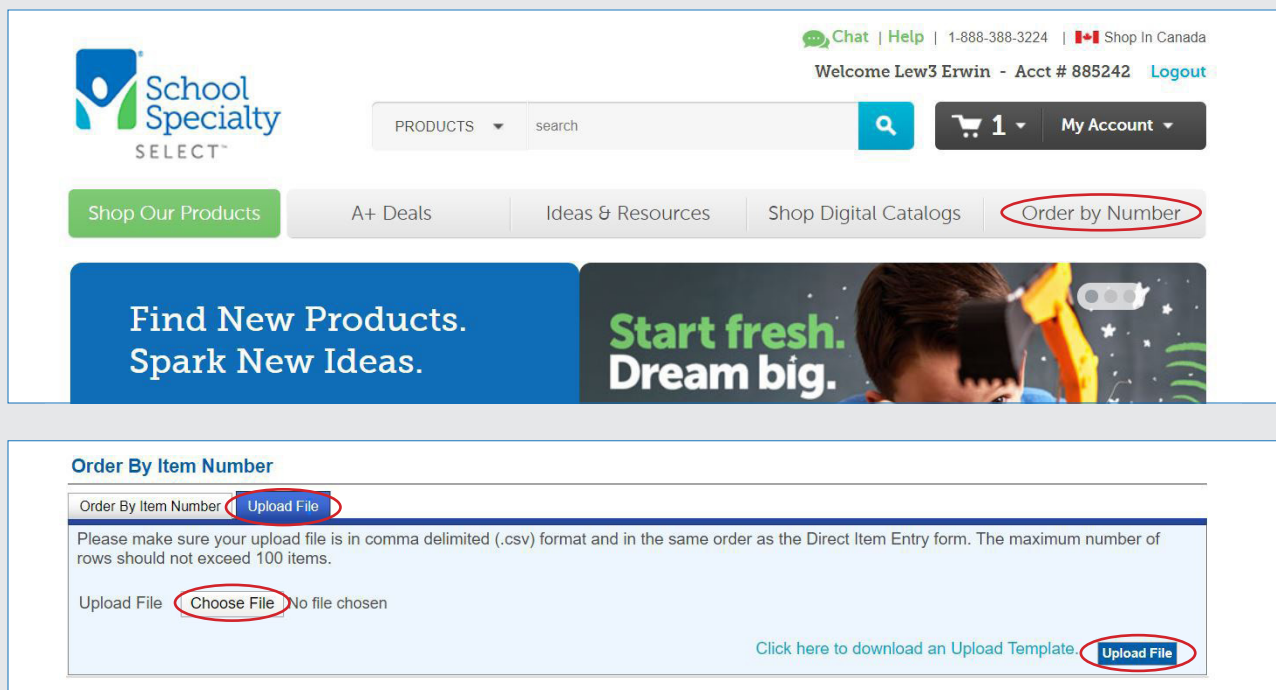
- Visit SchoolSpecialty.com. Select **Sign In/Create Account** in the top right corner.
- Choose **Continue & Login** under **Continue as a School or Business User** ordering with your school organization.
- Enter your user name and password, click **Login**.

Be sure your Excel Document:

- Is in the .csv (comma de-limited) Excel format.
- Column A = the item number (must be in text format).
- Column B = the quantity desired.

If you have an Excel spreadsheet; you can upload it into the **Order by Number** tab at the top of the page.

- Click the **Upload File** tab.
- Click the **Choose File** button and locate your .csv file.
- Select the file from your computer.
- Click **Upload File**.
- Once items populate, correct any issues and click **Add Items and Go To Cart**.



The screenshot shows the School Specialty website interface. At the top right, there are links for Chat, Help, and contact information. Below that, a navigation bar includes 'Shop Our Products', 'A+ Deals', 'Ideas & Resources', 'Shop Digital Catalogs', and 'Order by Number' (circled in red). Below the navigation bar is a banner with the text 'Find New Products. Spark New Ideas.' and 'Start fresh. Dream big.' Below the banner is a section titled 'Order By Item Number' with an 'Upload File' button (circled in red). Below this is a text box with instructions: 'Please make sure your upload file is in comma delimited (.csv) format and in the same order as the Direct Item Entry form. The maximum number of rows should not exceed 100 items.' Below the text box is an 'Upload File' button with a 'Choose File' button (circled in red) and 'No file chosen' text. At the bottom right of the section is a link 'Click here to download an Upload Template.' with an 'Upload File' button (circled in red).