Anthology Web Tools

Required Fields: Web Order Import Format

The web order import file must be in CSV (comma delimited) structure with the following fields and sequence. While some fields can simply be left empty, the file must contain all 34 fields and in the noted sequence. Some fields are critical to creating a new inventory item, recording the # of units being sold and the Retail price, along with the id of the customer and order # from your webstore system. Items marked below in **bold red** font are required values.

1. **OrderID – unique order # from web platform**
2. **WEBID – unique customer id # from web platform**
3. CreateDate – Date order placed, note the CO will also show the date of import
4. **OrderStatus – Certain statuses can be imported, some statuses may be ignored depending on version.**
5. PayMethod – Method end customer indicated for payment. This could be PayPal, Credit Card, or InStore Pickup, depending on how your IC system is configured. Meant to be just a reference of what was used, not specifically for automated processing.
6. **SKU1 – ISBN/Sku of item**
7. Title_Desc – TitleDescription as provided by platform
8. **RetailPrice – Retail Price as provided by platform**
9. **Quantity – units ordered**
10. ShipType – ship method choosen
11. B_firstname – billing/ordering customer firstname
12. B_lastname – billing customer last name
13. **CustEmail – billing customer email address**
14. B_phone – phone # for billing customer (if provided)
15. B_Add1 – street1 address for billing customer
16. B_Add2 – street2 address for billing customer
17. B_City – City for billing customer
18. B_State – State for billing customer
19. B_Zip – zip for billing customer
20. B_Country – country for billing customer
21. S_firstname – Ship customer Firstname, who the item is designated to, may be different than billing
22. S_lastname – ship customer last name
23. S_Phone – ship customer phone
24. S_Add1 – ship customer street1
25. S_Add2 – ship customer street2
26. S_City – ship customer city
27. S_State – ship customer state
28. S_Zip – ship customer zip code
29. S_Country – ship customer country

30. **ShipPrice – total shipping charges for entire order. *note, value is repeated if multiple order items, only the first line item of the order is read for the total shipping charge.**

31. ShipMethod – Ship method (Ups, FedEx, 2-day air, etc.) selected by customer

32. **TaxTotal – total tax charge for entire order. Note, tax calculation methods are different between platforms. The total tax charge will be listed in the Customer Order, Internal Notes field. Be sure to review the tax amount of the customer order or change tax profiles on the Customer Order to match exactly with the web order amounts.**

33. **OrderTotal – total order amount including shipping charges**

34. Order Comment – first round of comments left by end user when submitting order.