

CSV FILE ORDER PLACEMENT

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**CREATING A TEAM GOLF CSV ORDER**

Let’s get started!

* 1. Open your Team Golf Order Form document in Excel.
  2. Fill out the fields accordingly. (See page for more details) \*TIP\* If you get stuck on a field, either refer to this guide, or roll your mouse over the cell text in red. Ex: if you roll over “CustID” you will see a yellow box pop up that says, “This is your 6 digit Team Golf customer ID and must be capitalized.”
  3. Once you are done filling out the form, go ahead and give everything a double check to ensure you did not forget anything! \*TIP\* You can always add more than one PO to one csv order form.
  4. Now, let’s figure out your file name. Your file name with 1 PO submission will be as follows: “YourCustomerID.YourPOnumber”. Example: Customer number: EXA010, PO number: 1234, then my file name would be EXA010.1234. If you are submitting more than one PO, your file name will be as follows: YourCustomerID.POdate.
  5. Once you figure out your file name, you will want to save your Excel document as a CSV file. To do this, we will go FILE> SAVE AS> FILE NAME (change your file name to the above explanation in #4)> SAVE AS TYPE – scroll down until you see “CSV (comma delimited) .csv” This is extrememly important. If you do not save the file as a CSV, your order will not be uploaded into our system.
  6. Email your order to orders@teamgolfusa.com!

# REMINDERS

* + - Just a reminder, multiple PO’s can be submitted in 1 csv file. Our preference would be that we would receive 1 csv file per day from each customer and sales rep.
    - Please review requirements for each field below. It is extremely important that info is entered correctly. Fields in red are required, the other fields are optional.
    - As always, Team Golf employees are available to help you. Feel free to call us with any questions at 214‐366‐1595. Once you are ready to submit your order, please email it to [orders@teamgolfusa.com](mailto:orders@teamgolfusa.com)

# FILLING OUT THE CSV FIELDS

**CustID** ‐ This is your 6 digit Team Golf customer ID and must be capitalized. The first 3 digits are letters, the last 3 digits are numbers. Please watch out for using “O’s” instead of “0’s” and vice versa.

**CustPO** ‐ PO number in ALL CAPS (This must be unique for every order you send)

**PODate** ‐ Must be in this format: YEARMODY For example: May 30, 2023 should read 20230530

**ShipMethod -** This field takes a 5 digit shipping code. If we are billing for freight, UPS will always be used. The shipping codes for UPS are:

|  |
| --- |
| UGRRN = UPS GROUND RESIDENTIAL NO SIGNATURE |
| UGRRS = UPS GROUND RESIDENTIAL SIGNATURE REQUIRED |
| UGRCN = UPS GROUND COMMERCIAL NO SIGNATURE |
| UGRCS = UPS GROUND COMMERCIAL SIGNATURE REQUIRED |
| U3DRN = UPS 3 DAY SELECT RESIDENTIAL NO SIGNATURE |
| U3DRS = UPS 3 DAY SELECT RESIDENTIAL SIGNATURE REQUIRED |
| U3DCN = UPS 3 DAY SELECT COMMERCIAL NO SIGNATURE |
| U3DCS = UPS 3 DAY SELECT COMMERCIAL SIGNATURE REQUIRED |
| U2DRN = UPS 2ND DAY RESIDENTIAL NO SIGNATURE |
| U2DRS = UPS 2ND DAY RESIDENTIAL SIGNATURE REQUIRED |
| U2DCN = UPS 2ND DAY COMMERCIAL NO SIGNATURE |
| U2DCS = UPS 2ND DAY COMMERCIAL SIGNATURE REQUIRED |
| UNDRN = UPS NEXT DAY RESIDENTIAL NO SIGNATURE |
| UNDRS = UPS NEXT DAY RESIDENTIAL SIGNATURE REQUIRED |
| UNDCN = UPS NEXT DAY COMMERCIAL NO SIGNATURE |
| UNDCS = UPS NEXT DAY COMMERCIAL SIGNATURE REQUIRED |
| UNSRN = UPS NEXT DAY SAVER RESIDENTIAL NO SIGNATURE |
| UNSRS = UPS NEXT DAY SAVER RESIDENTIAL SIGNATURE REQUIRED |
| UNSCN = UPS NEXT DAY SAVER COMMERCIAL NO SIGNATURE |
| UNSCS = UPS NEXT DAY SAVER COMMERCIAL SIGNATURE REQUIRED |
| UNERN = UPS NEXT DAY - EARLY RESIDENTIAL NO SIGNATURE |
| U2ERN = UPS 2ND DAY - EARLY RESIDENTIAL NO SIGNATURE |

If we are shipping on your account #, UPS or FEDEX can be used. See above for UPS shipping codes. The shipping codes for FEDEX are:

|  |
| --- |
| FGRRN = FEDEX GROUND RESIDENTIAL NO SIGNATURE |
| FGRRS = FEDEX GROUND RESIDENTIAL SIGNATURE |
| FGRCN = FEDEX GROUND COMMERCIAL NO SIGNATURE |
| FGRCS = FEDEX GROUND COMMERCIAL SIGNATURE |
| FFORN = FEDEX FIRST OVERNIGHT RESIDENTIAL NO SIGNATURE |
| FFORS = FEDEX FIRST OVERNIGHT RESIDENTIAL SIGNATURE |
| FFOCN = FEDEX FIRST OVERNIGHT COMMERCIAL NO SIGNATURE |
| FFOCS = FEDEX FIRST OVERNIGHT COMMERCIAL SIGNATURE |
| FPORN = FEDEX PRIORITY OVERNIGHT RESIDENTIAL NO SIGNATURE |
| FPORS = FEDEX PRIORITY OVERNIGHT RESIDENTIAL SIGNATURE |
| FPOCN = FEDEX PRIORITY OVERNIGHT COMMERCIAL NO SIGNATURE |
| FPOCS = FEDEX PRIORITY OVERNIGHT COMMERCIAL SIGNATURE |
| FSORN = FEDEX STANDARD OVERNIGHT RESIDENTIAL NO SIGNATURE |
| FSORS = FEDEX STANDARD OVERNIGHT RESIDENTIAL SIGNATURE |
| FSOCN = FEDEX STANDARD OVERNIGHT COMMERCIAL NO SIGNATURE |
| FSOCS = FEDEX STANDARD OVERNIGHT COMMERCIAL SIGNATURE |
| F2ARN = FEDEX 2DAY AM RESIDENTIAL NO SIGNATURE |
| F2ARS = FEDEX 2DAY AM RESIDENTIAL SIGNATURE |
| F2ACN = FEDEX 2DAY AM COMMERCIAL NO SIGNATURE |
| F2ACS = FEDEX 2DAY AM COMMERCIAL SIGNATURE |
| F2DRN = FEDEX 2DAY RESIDENTIAL NO SIGNATURE |
| F2DRS = FEDEX 2DAY RESIDENTIAL SIGNATURE |
| F2DCN = FEDEX 2DAY COMMERCIAL NO SIGNATURE |
| F2DCS = FEDEX 2DAY COMMERCIAL SIGNATURE |
| FESRN = FEDEX EXPRESS SAVER RESIDENTIAL NO SIGNATURE |
| FESRS = FEDEX EXPRESS SAVER RESIDENTIAL SIGNATURE |
| FESCN = FEDEX EXPRESS SAVER COMMERCIAL NO SIGNATURE |
| FESCS = FEDEX EXPRESS SAVER COMMERCIAL SIGNATURE |

**ShipOnAcct** ‐ Your Fedex or UPS Account # (no spaces), or leave blank and we will bill

you for the UPS freight charges.

**SHIPDATE** ‐ Must be in this format: YEARMODY if left blank, order will ship ASAP.

**CANCELDATE** ‐ **This field is optional**. Must be in this format: YEARMODY

**ShipTo** ‐ Recipient name. This field can hold a maximum of 30 characters including spaces.

**Address1** ‐ Street address (Will not take PO Box or military addresses). This field can hold a maximum of 30 characters including spaces.

**Address2** ‐ **This field is optional**. Street address (Will not take PO Box or military addresses). This field can hold a maximum of 30 characters including spaces.

**City** ‐ This field can hold a maximum of 15 characters including spaces.

**State** ‐ State. Must be 2 digits and capitalized.

**ZipCode** ‐ Zip/PostalCode

**COUNTRY** ‐ **This field is optional.** Country (must be 2 digits and capitalized). US=United States, CA=Canada. If left blank, will default to “US”.

**Line Numbe**r – **This field is optional.** Number of items on order. \*\*TIP\*\* type a 1 in the designated line number cell, you will see a small black triangle in the right hand corner, click, hold and drag the triangle down to the desired line item number.

**ItemID** ‐ Style #. This is the 5‐digit Team Golf style # made up of the 3‐digit school/team code and 2 digit item number (no letters). For example, the school code for Purdue is 230. The item code for Medalist Cart Bag is 35. Style is 23035. THIS MUST BE ONLY 5 DIGITS. No spaces or special characters.

**Qty** ‐ Quantity ordered.

**UnitPrice**‐ **This field is optional.** If you would like to fill this in, this Team Golf’s pricing.

**Preprice** ‐ **This field is optional**. If you want this item sent with a certain pre‐price along with the UPC, please fill in this field. If you do not want this item sent with a pre‐ ticket, please leave this field blank.