

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

# 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.