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. 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, Aug 29, 2020 should read 20200829

ShipMethod
If we are billing for freight, UPS will always be used. The shipping codes for UPS are:

UPSNSG - UPS GROUND UPSN3D - UPS 3RD
DAY AIR UPSNSE - UPS 2ND DAY AIR
UPSNND - UPS NEXT DAY AIR

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

FEDXSG - FEDEX GROUND FEDX3D - FEDEX
3RD DAY AIR FEDXSE - FEDEX 2ND DAY AIR
FEDXND - FEDEX NEXT DAY AIR

ShipOnAcct - Your Fedex or UPS Account # (no spaces), or leave blank and we will bill the 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 Number – **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.