

Adding Parts to a Quote or Order Using Quick Order

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The **Quick Order** function is best used for quickly adding parts to the cart when you know the order number. You can add them via the short list table, quick order form, or by uploading a CSV file.

Click on **Quick Order**. Enter your part number and quantities needed in the dropdown. Once finished, click **Add to Cart**.

If you need to add more than four parts, click on **Quick Order Form**. This will expand the number of items that can be added to the table (shown below). Click **Add to Cart** once complete.

Quick Order

Enter a list of part numbers and the quantity you need, or upload a file containing that information to quickly add items to your cart.

Order by Entering Part Numbers and Quantities

Part #	Qty	Note (Optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Order by Uploading a List of Parts

Enter the part numbers and quantities of the products you need (descriptions and notes are optional), then upload the file. Save time by using our sample template.

[CSV Template](#)

Import from file

File extensions allowed: .csv
Your csv file must include "part #" and "qty" columns. In the first line of the file, please include a header.

[CHOOSE FILE](#)

QUICK ORDER

Part #	Qty	
SS-400-1-4	1	×
<input type="text"/>	<input type="text"/>	×
<input type="text"/>	<input type="text"/>	×
<input type="text"/>	<input type="text"/>	×

Quick Order Form

View more fields or upload files

[ADD TO CART](#)

Uploading Parts to a Quote or Order Using a CSV File

To upload a CSV file of parts you would like to order, click on **Quick Order**, then select **Quick Order Form**.

Enter the part numbers and quantities of the products you need (descriptions and notes are optional), then upload the file. Save time by using our sample template which can be downloaded by clicking **CSV Template**.

Quick Order

Enter a list of part numbers and the quantity you need, or upload a file containing that information to quickly add items to your cart.

Order by Entering Part Numbers and Quantities

Part #	Qty	Note (Optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Order by Uploading a List of Parts

Enter the part numbers and quantities of the products you need (descriptions and notes are optional), then upload the file. Save time by using our sample template.

[CSV Template](#)

Import from file

File extensions allowed: .csv
Your csv file must include "part #" and "qty" columns. In the first line of the file, please include a header.

[CHOOSE FILE](#)

To upload the completed file select **Choose File**. Once uploaded, select **Add to Cart**.

Import from file

File extensions allowed: .csv
Your csv file must include "part #" and "qty" columns. In the first line of the file, please include a header.

SwagelokPartUpload.csv
was successfully loaded

[Change](#) | [Remove](#)

[ADD TO CART](#)