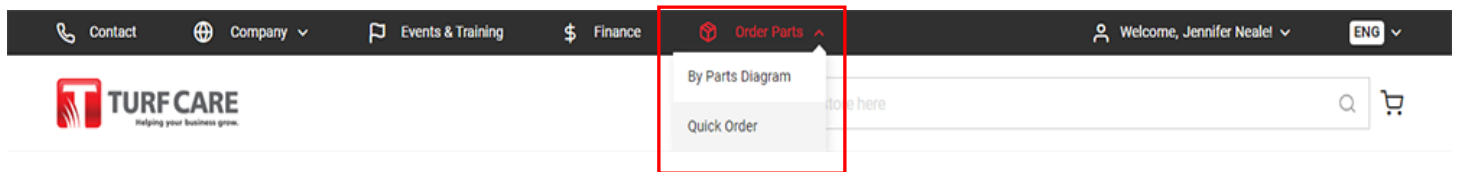


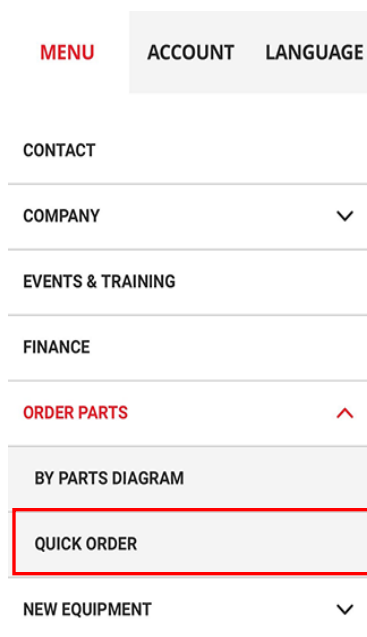
Turfcare.ca “Quick Order” Instructions | Release Date 07/26/24

Place bulk orders with multiple line items quickly and efficiently, including the ability to add “line item” comments.

1. The **Quick Order** link can be found on the top menu of the Turf Care website when viewing on desktop, under the “**Order Parts**” drop-down menu.



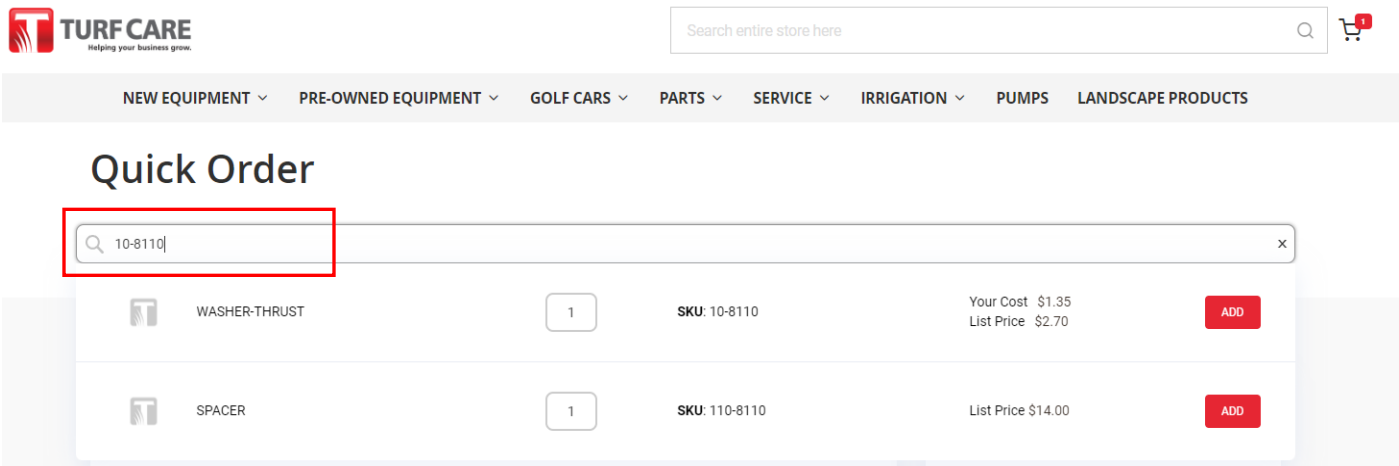
If placing orders from your phone or tablet, on the mobile menu, the **Quick Order** link will be visible under the “**ORDER PARTS**” drop-down menu.



2. To access the **Quick Order** functionality, you MUST first [sign-in to your Turf Care account](#). If you click the Quick Order link before signing in, you will be redirected to the sign-in page.
3. Once signed in, click the [Quick Order](#) link in the menu. From the **Quick Order** page, you will have the option to add your part #s (skus) Individually or in Multiples.

OPTION 1 – ADD INDIVIDUAL PRODUCTS:

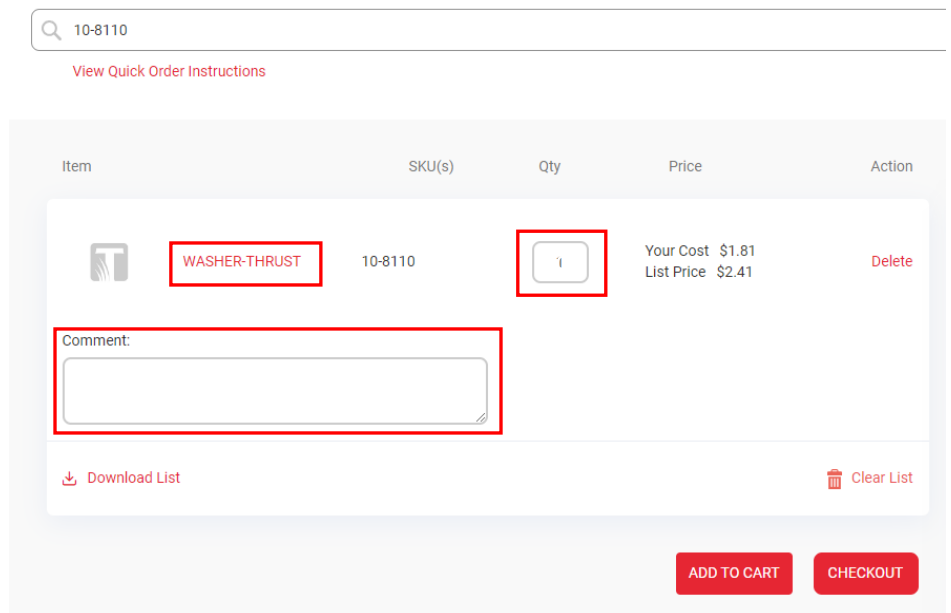
You can manually paste in or search for a **part #** or **product name** in the search field at the top of the Quick Order page. Products matching your search criteria will appear below, which you can ADD to your list by clicking the red “ADD” button next to the product line item.



Once a product is added to your list, enter the desired quantity (**Qty**) along with optional line **Comments** which will be included in your Order Confirmation email. (**Note:** at this time, we are unable to include these comments on your hard copy packing slip, but you can easily print a copy of your emailed Order Confirmation.)

To view additional product details, including QTY available, click the **Item name** link. QTY will also be visible once the product has been Added to Cart.

Quick Order



Follow the same process as above to continue searching for and adding parts to your list. Once you have added all desired line items, click the “**ADD TO CART**” button to add all items to your cart.

OPTION 2 – ADD MULTIPLE PRODUCTS:

To bulk upload products, you have two options.


A) You can paste multiple SKUs along with optional quantities and comments into the field following the example format provided. When done entering products, click the **ADD TO LIST** button. This will generate your product list .

B) You can bulk upload your line items using a **csv or xml file** that contains “Sku”, “Qty”, and “Product comment” information fields for all your desired part #s. Please be sure to **DOWNLOAD xml or csv file** to ensure you are following the required format and including the necessary columns/fields.

Your .csv file must contain the 3 specified columns, including “Product comment” column. However, adding line level comments to this column is optional. If you don’t have line level comments, simply leave this column blank.

Click **UPLOAD NOW** to add the products to your list.

With both methods, feedback will be provided if any SKUs are invalid and could not be added to your list so that you can correct and reupload or simply ignore the invalid SKU(s) which will NOT be added to your cart.



Add Multiple Products

Enter multiple SKU(s)

Use new line for each separate SKU. Add just SKUs or also specify qty and options.

Use new line for each separate SKU. Add just SKUs or also specify qty and options.

Format: sku,qty,comment

Example: 119-4151,5,comment

Add from File

Choose file +

File must be in .csv or .xml format and include "SKU" and "QTY" columns.

[Download sample.xml](#)

[Download sample.csv](#)

	A	B	C	D
1	sku	qty	product_comment	
2	10-8110	1	Comment 1	
3	10-8140	3		
4	144-4664	6		
5				



2 out of 3
successfully passed validation

Items below will not be added to the grid because:

Item N°	SKU(s)	Reason
3	144-46637	No matches

A note about Supersedes: if you upload a part # that has been superseded, you will be notified that this part # has been replaced, along with the new part# so that you can reupload with the correct #.

Click the “ADD TO CART” button to add all verified line items to your cart.








Item	SKU(s)	Qty	Price	Action
 MOUNT-TANK, FUEL	144-4662	<input type="text" value="1"/>	List Price \$21.44	Delete
Comment: <input type="text" value="test2"/>				
 SWITCH, ON/OFF [W/ COVER	144-4661	<input type="text" value="2"/>	List Price \$44.44	Delete
Comment: <input type="text" value="test1"/>				
Download List				Clear List

[ADD TO CART](#) [CHECKOUT](#)

4. After all items are successfully added to your cart (by either OPTION 1 OR 2 methods detailed above), you will be directed to the Shopping Cart page where you will see a summary of your current order before proceeding to the check out, including your line level comments and any **backorder/stock availability notes**.

At this stage you can edit your order or continue shopping (by adding individual Skus, through the search bar in the top menu, or do another **Quick Order** following the above instructions, which will be added to your current order.

Shopping Cart

Item	Name	Price	Qty	Subtotal	Comment
	WASHER-THRUST Item#: 10-8110 Stock: 186	\$1.35	- 1 +	\$1.35	Comment Here...  
	SWITCH, ON/OFF [W/ COVER] Item#: 144-4661 Stock: 0 <div style="background-color: #fff9c4; padding: 5px; margin-top: 10px;">  We don't have as many quantity as you requested, but we'll back order the remaining 2. </div>	\$22.22	- 2 +	\$44.44	test1  

[Continue Shopping](#)

[Clear Shopping Cart](#)

[Update Shopping Cart](#)

Summary

Subtotal \$45.79

Order Total \$45.79

Proceed to Checkout

We hope these instructions were helpful. If you encounter any issues or have additional questions, please get in touch by phone or email with our Customer Service team:

orderdesk@turfcare.ca | 1-800-561-8873 x7500

Thank you for choosing Turf Care as your essential partner!