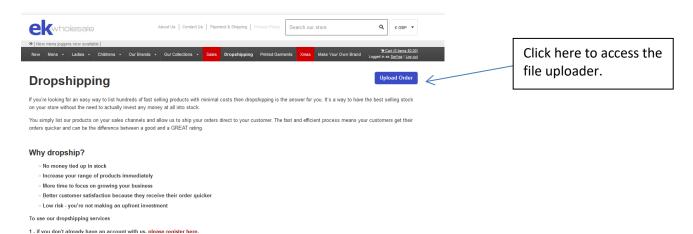


## **Dropshipping - How To Guide**

Now that you've signed up for a trade account with ek Wholesale we'll take you through the simple steps to upload your dropship orders.

Your welcome email contains a dropship template file which you use to populate and upload your orders. Once all of your orders have been populated onto the template save the file with a unique name so that you can locate it easily to upload.

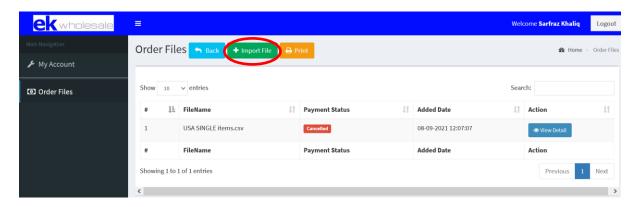
Now that your order file is ready you can access the file uploader by logging into your ek Wholesale account at <a href="www.ekwholesale.co.uk">www.ekwholesale.co.uk</a>, navigating to the "Dropshipping" page and clicking on the "Upload Order" button on the top right of the page (you must be logged in to see the "Upload Order" button).



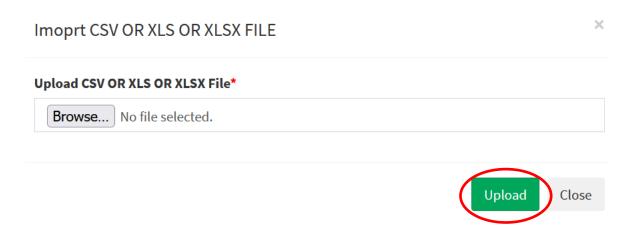
In the app click on the "Order Files" link on the left hand side and then click the "Import Order" button.



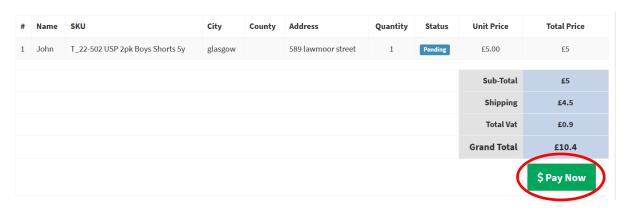




Select the file you saved earlier with your dropship orders and click "Upload". Now your orders have been submitted and all the information on the file is being checked. This usually takes a couple of minutes to complete but it can take several minutes for larger files.



After waiting for a couple of minutes you can click on the "View Details" button to see a breakdown of your order (if you don't see the "Pay Now" button wait another couple of minutes and refresh the page again). If everything looks ok click on "Pay Now" to complete the payment for your orders. If you see any errors you also have the choice to delete the file and make changes to it before uploading it again.



If any item in your order is out of stock you will see a status of cancelled against that line. You can still go ahead and pay for the order as the cancelled item will not be added into the total and will be disregarded.



After clicking the "Pay Now" button you will be directed to PayPal to complete the checkout, if you have a PayPal account already you can login to complete the payment as you normally would, if you don't have a PayPal account click on "Create an account".

Once the payment is complete your order is sent to our dispatch queue for processing and no changes or cancellations can be made at this point. After the order is picked and packed you will be sent a dispatch notification to your registered email address. You can come back to the uploader by accessing it on the Dropship page at any time to see your order history.

#### How to populate the template

The dropshipping template you have contains 10 columns.

### Column A - product \_sku

This is a unique product identifier which determines what item is being shipped to your customer. To be sure you have the correct sku please refer to the Stock Feed and copy the sku exactly without any spaces into column A.

## Coloum B - product\_qty

Input the quantity required

#### Column C - shipping\_first\_name

Input the recipients first name

## Column D - shipping\_last\_name

Input the recipients last name

#### Column E - shipping\_address1

The first line of the recipients address

#### Column F - shipping address2

The second line of the recipients' address (this can be left blank if not required)

### Column G - shipping city

The city or town where the parcel is being sent to

# Column H - shipping\_county

Shipping County can be left blank for UK shipments if not required, however it must be populated with the state code for USA and Canada shipments (see appendix 2 for state codes).

#### Column I - shipping\_postcode

The postcode where the parcel is being shipped to.

## Column J - shipping\_type

The value in this column can either be 1, 2, 3 for UK shipments or USA, CA for North American shipments. The value you input determines which shipping method will be used and how much you will be charged for shipping.



For UK Orders: Cost (all prices are subject to vat where applicable)

1 = Tracked 24 £4.75 2 = Tracked 48 £4.00 3 = Courier Next Day £6.75

## For USA & Canada:

USA 16.95 + £5.00 per additional item CA 16.95 + £5.00 per additional item

## **USA & Canada Orders:**

## The recipient of the parcel will be responsible for paying any applicable duties or taxes.

There is a weight limit of 2kg for parcels to North America, if your order exceeds this weight limit we will contact you to collect the additional charges.

# Queries

If you have any queries relating to dropshipping please email sales@ekwholesale.co.uk for assistance.

## Appendix 1

COUNTRY	COUNTRY CODE	COST £	NOTES
NORTH AMERICA			
UNITED STATES OF AMERICA	USA	16.95	+ 5.00 FOR EACH ADDITIONAL ITEM
CANADA	CA	16.95	+ 5.00 FOR EACH ADDITIONAL ITEM

## Appendix 2

	State
Canada State Name	Code
Alberta	AB
British Columbia	ВС
Manitoba	МВ
New Brunswick	NB
Newfoundland and Labrador	NL
Northwest Territories	NT
Nova Scotia	NS
Nunavut	NU
Ontario	ON
Prince Edward Island	PE
Quebec	QC
Saskatchewan	SK
Yukon	YT

## 2.2

USA State Name	State Code
Alabama	AL
Alaska	AK



Arizona	AZ
Arkansas	AR
California	CA
Colorado	со
Connecticut	СТ
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	н
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	КУ
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	МА
Michigan	МІ
Minnesota	MN
Mississippi	MS
Missouri	мо
Montana	МТ
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	ОН
Oklahoma	ОК
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA



Washington	WA
West Virginia	wv
Wisconsin	WI
Wyoming	WY