

Send orders directly to CustomCat with a simple CSV spreadsheet.

You can now utilize CustomCat's State-Of-The-Art production facility no matter what cart or platform you use! Follow the CSV Documentation provided and the instructions below to take advantage of this manual order process.

1. Connect your store to CustomCat and fill out your payment information in Settings.
2. Add designs to your Design Library.
3. Select Import Orders to upload your CSV file.
4. Our system will prompt you to map any new SKUs we have not yet processed.
5. Once all SKUs are mapped, you can select which orders we should start processing immediately.
6. Orders will be fulfilled within 2-3 business days on average and shipped directly to your customer!

CSV Column Headers (Required unless noted):

OrderId - Unique Identifier for the order.

LineItemId – *(Optional)* - Unique Identifier for each line item in the order. If a product has both a front and back design then they need to share the same LineItemId.

Quantity - Number of the product ordered.

DesignId - Unique identifier for the design.

SKU - Unique Identifier that identifies the specific product/design sold. It should be unique for each product, product color, size, and design combination.

ProductId - Unique identifier for the product.

ProductName – *(Optional)* - Name of the product.

Color - Color of the product.

Size - Size of the product (one size products can be blank or listed as "One Size").

DesignPosition – *(Optional)* - Front or Back. The default is Front where applicable.

ShipToFirstName - First name of the customer.

ShipToLastName - Last name of the customer.

ShipToAddress - Street address of the customer.

ShipToAddress2 – *(Optional)* - Street address of the customer if multiple lines are needed.

ShipToCity - City of the customer.

ShipToZip - Zip of the customer.

ShipToState - State or province of the customer.

ShipToCountry - Country of the customer.

ShipToPhone – Phone number of the customer.

ShippingMethod - Shipping method to use. ("Economy" is the only option at the moment).

CustomerEmail – Customer Email address.

DesignURL – *(Optional)* - URL of the desired design for product. Can use instead of uploading to Design Library.

ExactArtwork – *(Optional)* – "True" or "False". Use this if following CustomCat Dye Sublimation Art Templates AND using DesignURL.

Notes:

- The Unique Identifiers do not come from CustomCat. They should come from your system.
- Once a Unique Identifier is mapped to CustomCat, CustomCat will remember it and will not require that you map it again for future orders.
- Rows with matching Order ID's are considered additional items for that Order ID.
- CustomCat will automatically map your product(s), color(s), size(s) if using the exact term provided in the CustomCat catalog (<http://www.customcat.com/?t=h.catalog>) For example: ProductName = G200 Gildan Ultra Cotton T-Shirt, Color = Navy, Size = M, etc.
- Available Sizes: XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL, 6XL, One Size
- ExactArtwork only works with Dye Sublimation products but is not required.