

# Adding Parts to a Quote or Order Using Quick Order

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.

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.

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"/>

**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](#)

[ADD TO CART](#)

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](#)