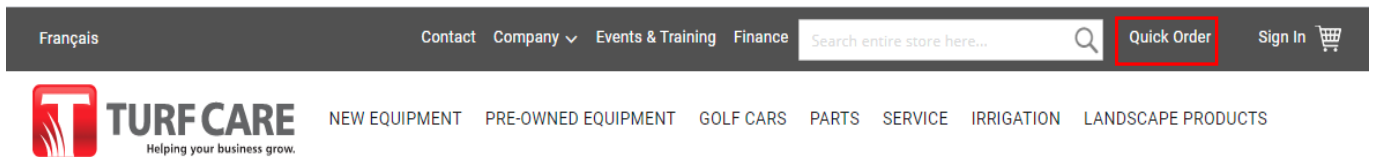


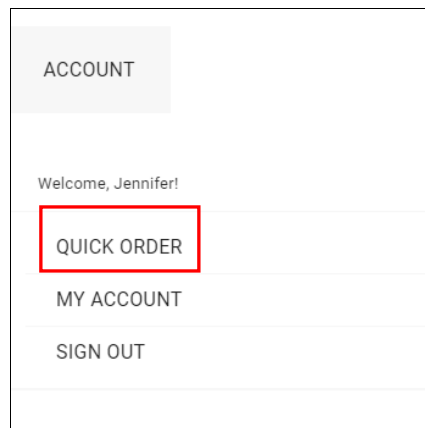
Turcare.ca “Quick Order” Instructions | Release Date 03/02/21

This new functionality will allow bulk orders with multiple line items to be placed online more quickly and efficiently, including the ability to add “line item” comments.

1. You will now see a **Quick Order** link in the top menu of the Turf Care website



- i. If placing orders from your phone or tablet, on the mobile menu, the **Quick Order** link will be visible under the Account section **once you are signed in**.




2. In order 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.

- 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) in one of two ways.

OPTION 1: You can manually paste in or search for a part # in the “SKU” field at the top left of the page. Select the desired SKU from the dropdown menu.

The screenshot shows the top navigation bar with links for Français, Contact, Company, Events & Training, Finance, a search bar, Quick Order, and Welcome, Jennifer! Below the navigation is the TURFCARE logo and a menu with categories: NEW EQUIPMENT, PRE-OWNED EQUIPMENT, GOLF CARS, PARTS, SERVICE, IRRIGATION, and LANDSCAPE PRODUCTS. The main heading is "QUICK ORDER". The form has two input fields: "SKU *" and "Qty *". The "SKU *" field has a dropdown menu open, showing "100-1234" selected and a suggestion "DECAL-15' TRIM 'N EDGE SKU# 100-1234". The "Qty *" field has "1" entered, with "Min: 1" and "Max: 10000" below it. An "ADD TO CART" button is visible on the right.

Next, enter the desired quantity (**Qty**). Here you can also add 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.)

After each line item is created, a new blank line item is automatically generated below (you can also click the “+ADD PRODUCT” button to add a new line manually). Follow the same process as above to continue adding part #s to your order. If you wish to remove a line item (including blank line items), simply click the “trash can” item to delete a line.  Once you have added all desired line items, click the “**ADD TO CART**” button. **Note:** you must first delete any blank lines before adding to cart.

QUICK ORDER

The screenshot shows the "QUICK ORDER" form with two line items. The first line item has "SKU *" set to "100-1234", "Qty *" set to "1", "List Price" of "\$5.36", and "Name" of "DECAL-15' TRIM 'N EDGE". A "View Details" link is next to the name. Below the name is a "Comment" field. The second line item is blank, with "SKU *" and "Qty *" fields. A trash can icon is to the right of the second line item. At the bottom, there is a "+ ADD PRODUCT" button on the left and an "ADD TO CART" button on the right.

OPTION 2: At the bottom of the [Quick Order](#) page you will see the **Upload File** section. If preferred, you can bulk upload your order using **.csv file** that contains “Sku”, “Qty”, and “Product_comment” information fields for all of your desired part #s. Please be sure to **DOWNLOAD SAMPLE** file in order to ensure you are following the required format and including the required 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.

	A	B	C
1	sku	qty	product_comment
2	132-6788-03	5	comment 1
3	555-2345	1	comment 2
4	11013-216	2	comment 3

After choosing your completed .csv file, click the **“Upload”** button, and then click the **“CHECK DATA”** button in order to verify all of your included Skus are valid before adding the items to your cart.

Upload File

Choose File

File extensions allowed: .csv

Option 2: Upload a .csv file. File must include “Sku”, “Qty” and “Product_comment” columns. “DOWNLOAD SAMPLE” csv file for correct format and use the “CHECK DATA” button to verify all Skus after uploading your csv file (before adding to cart). Any sku errors will be noted below and can be corrected or ignored.

If your .csv file contains any errors, you will receive a message detailing the error(s) so that you can correct and reupload your .csv file, or simply ignore the invalid Sku(s) which will NOT be added to your cart. Valid Skus will include a green “Item Available” note.

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 your .csv with the correct #.

The following skus have errors. Please see below for details: 555-2345;104-7281;

Name	Sku	Qty	Comment	Message
BRACKET-HEADLIGHT, LH	<input type="text" value="132-6788-03"/>	<input type="text" value="5"/>	<input type="text" value="comment 1"/>	Item Available.
Invalid sku : 555-2345				
104-7281 is replaced by 131-6667				









ADD TO CART

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

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	Price	Qty	Subtotal	Comment
 BRACKET-HEADLIGHT, LH Item# :132-6788-03 Stock :0	\$32.59	5	\$162.95	comment 1
<p> We don't have as many quantity as you requested, but we'll back order the remaining 5.</p>				
 				
 ELEMENT AIR FILTERH1 Item# :11013-2167 Stock :0	\$5.63	2	\$11.26	comment 3
<p> We don't have as many quantity as you requested, but we'll back order the remaining 2.</p>				
 				

[Update Shopping Cart](#)

Summary

Subtotal	\$174.21
Order Total	\$174.21

[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!