



Quick Order Cart PDF

Why use the Quick Order?



This is a very helpful tool which is particularly useful if you know what you would like to purchase.

- **It's quick & easy to use**
- **It's time efficient**
- **You can search by any SKU, MPN and by the Product Name**
- **You can add multiple SKUs/MPNS**
- **3 Options on how to use this "Quick Order" functionality to choose from- See below for instructions**

Log In to Use Quick Order

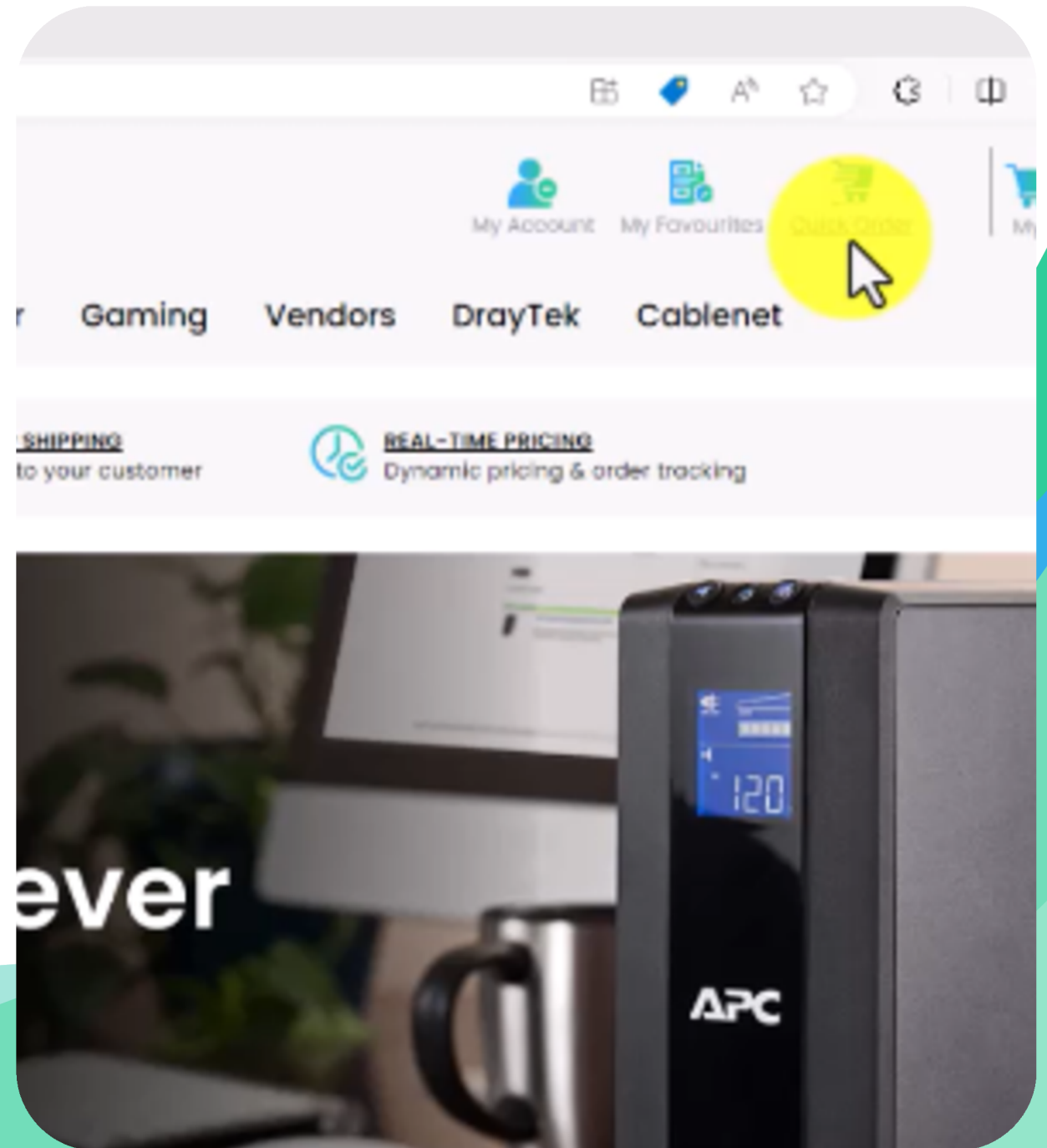
To use the Quick Order Cart, you must be logged into your CMS Distribution Online Account.

The Quick Order Cart is found between the My Favourites and My Cart in the top navigation – look at the highlighted cursor



Click on Quick Order

This is what the page will look like on your screen.



Option 1

Search by Typing

- Enter the CMS SKU or MPN
- Numbers which you are interested in.
- Add the quantity at the end of the column.
- When you are finished, you can add the items to the Cart which is placed below

Computing

Cables

Data Storage


Sound & Vision


Network

Shopping Cart

300540

2







TP-Link Archer T2UB Nano WLAN / Bluetooth
433 Mbit/s

295428

2




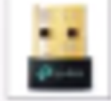


TP-Link Archer T3U Nano WLAN 1267 Mbit/s


273505

2





TP-Link UB500 interface cards/adapters



Add to Cart

Option 2

Add a list of SKUs or MPNs

If you have a list of SKUs/MPNs already – copy and paste these CMS SKUs into this list.

This list is for multiple CMS SKUs or MPNS
Make sure there is a line space or a comma between each CMS SKU or MPN number.

Click on Add to List.

Now, the product name and image will appear back on the first option which we used at the start.

Once you are happy with the product and the quantity.

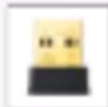
Click on Add to Cart.

Computing Cables Data Storage Sound & Vision Network

Shopping Cart


300540

2

 TP-Link Archer T2UB Nano WLAN / Bluetooth 433 Mbit/s


295428

2

 TP-Link Archer T3U Nano WLAN 1267 Mbit/s

273505

2

 TP-Link UB500 interface cards/adapter

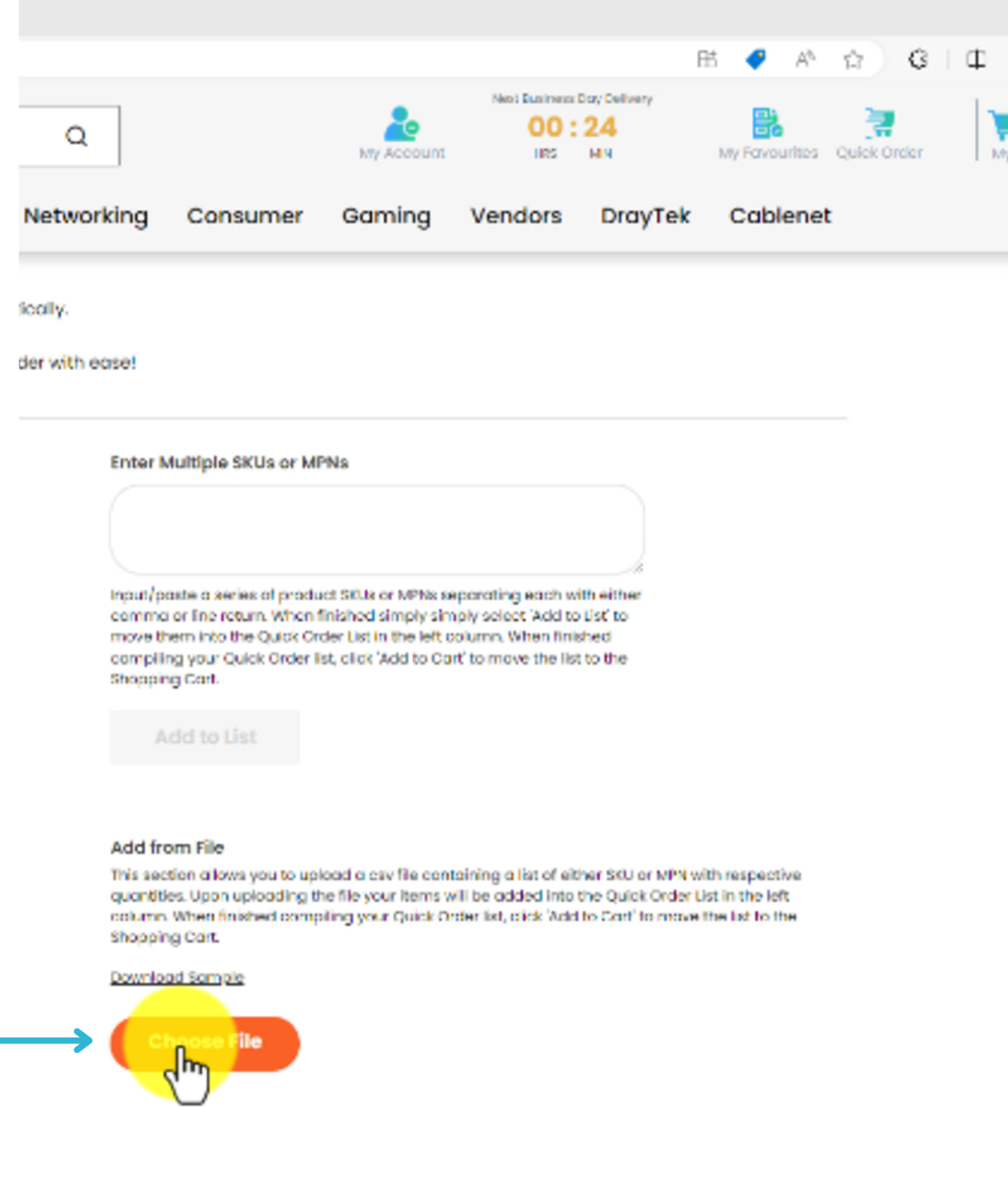
Add to Cart

Option 3 (A)

Upload a CSV. file with SKUs or MPNs.

Option 3 (A): Add a file

- You can Add a File from your folder.
- Please make sure it is a CSV file from Excel.
- If you have a file listed with CMS SKUs and MPNs with the correct quantities.
- Upload the file & it will add the correct product names and quantities- which were placed on the CSV file.
- Click on Choose File and select the final CSV file to upload.



Option 3 (B)

Option 3 (B) Download a sample file

- Select Download a Sample and list the products and quantities which you are interested in.
- Once you have completed this step, save the list as a CSV file and upload it.
- When you place the correct file into this Add from File feature.
- The correct images, names and quantities of products will appear - which was previously listed on the CSV file.

