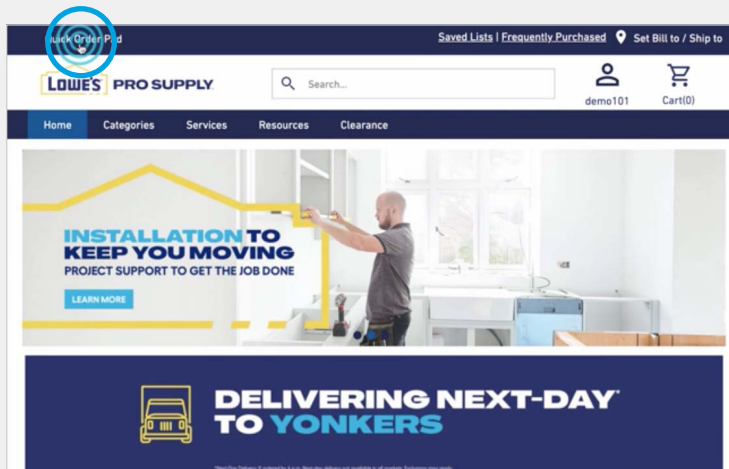


QUICK ORDER PAD

The Quick Order Pad is a great shortcut when you know exactly what products and quantities you need.

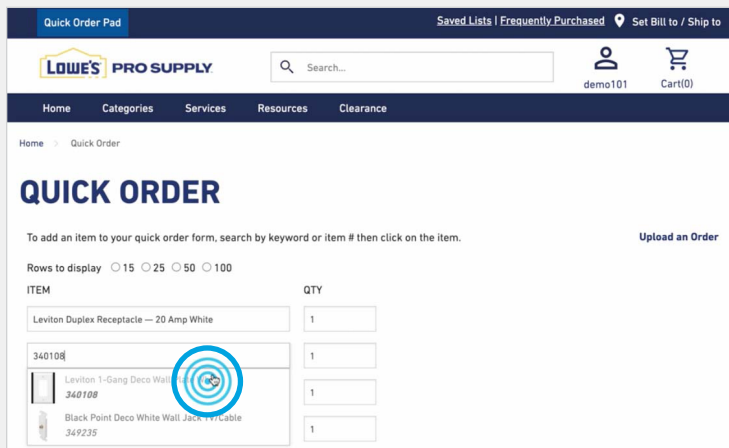


- Easy to access
- Search by product or item number
- Upload spreadsheet orders



1

Just click the Quick Order Pad button at the top left, and your order form will pop right up if you're already logged in. You can also log in directly from the Quick Order Pad window.



2

Search by keyword or item number, choose your quantities, then click Add All to Cart & Check Out.

ONLINE GUIDE

QUICK ORDER PAD



Quick Order Pad Saved Lists | Frequently Purchased | Set Bill to / Ship to

LOWE'S PRO SUPPLY Search...

demo101 Cart(2)

ORDER UPLOAD

Upload an Excel (.xls or .xlsx) or CSV (Comma-Separated Values) file to quickly add items to your cart.

Browse Order 01.xlsx

☐ First row is column headings

Upload Order

Instructions

1. Create a spreadsheet (or start with our Order Upload Template with the following:
 - First column - add item #s or customer part #s.
 - Second column - add quantities (optional).
 - Third column - add unit of measure (optional).
2. Column headings can be added in the first row (optional).
3. Save the file in XLS, XLSX or CSV format.
4. Select the file to upload and click Upload Order.
5. **There is a file maximum of 100 rows.**

3

You can also upload multiple items using an Excel spreadsheet or CSV file. Just click Upload an Order and follow the directions.



HOW-TO VIDEO: QUICK ORDER PAD

Scan the code for a video tutorial to help you take advantage of this great shortcut.

