


AM Retail Group  
r-trac™  
Order by Excel File Upload  
Instructions





# Log In

Log into r-trac™

Select Order By Excel File Upload


 **r-pac International Corp.** Welcome **Emily Braun**


 **Main** **Address Book** **Master** **Reports** **Access**

 [Order Catalog items](#)

 [Order by Purchase Order](#)

 [Order by Excel File Upload](#)

 [DC Ordering](#)

 [Check Order Status](#)

# Down Load The Excel Template

The screenshot displays the r-pac International Corp. web application interface. At the top, there is a navigation bar with the company logo and name, a user welcome message for Emily Braun, and a Logout button. Below this is a main menu with options: Main, Address Book, Master, Reports, and Access. The current page is titled 'Main > Order by excel file upload > Place an excel Order'. The form includes several input fields: Addressbook (Ship To:Test -- Bill To:Test), Customer PO, Vendor PO, Production location, Overage (0%), and Item # / Item Code. A section for 'Excel File' contains a 'Browse...' button, a 'Download Excel Template' button, and a 'Clear' button. Below the form is a table header with columns: Line, Client PO, Vendor ID, Vendor Name, Style, Color, Size Desc, Description, SKU#, UPC, TKT USD, Dept#, SALE USD, Date Code, Collection LN1, Collection LN2, CURR, TKT CAD, TKT EUR, TKT GBP, SALE CAD, SALE EUR, SALE GBP, QTY, and Action. At the bottom, a file dialog box is open, asking 'Do you want to open or save OrderbyExcel\_Template.xls (23.0 KB) from amgrfid.r-pac.com.hk?' with 'Open', 'Save', and 'Cancel' buttons.

- Click on the Download Excel Template button
- Open or save as per your working preference

# Fill Out the Spreadsheet

Fill in the information for your order.  
Save the information for uploading.  
Blank sheet

Line	Client PO	Vendor ID	Vendor Name	Style	Color	Size Desc	Description	SKU#	UPC	TKT USD	Dept#	SALE USD	Date Code	Collection LN1	Collection LN2	CURR	TKT CAD	TKT EUR	TKT GBP	SALE CAD	SALE EUR	SALE GBP	QTY

Filled in sheet. Note that the UPC format is correct as text.

Line	Client PO	Vendor ID	Vendor Name	Style	Color	Size Desc	Description	SKU#	UPC	TKT USD	Dept#	SALE USD	Date Code	Collection LN1	Collection LN2	CURR	TKT CAD	TKT EUR	TKT GBP	SALE CAD	SALE EUR	SALE GBP	QTY
1	123	456	Best one	Fancy	Black	XXL	Jacket	123345	4.00728E+11	159.00	23	99.99	4142019	Vintage		USD							48

# Upload the Spreadsheet

To upload, browse the computer for the saved spreadsheet

The screenshot shows the 'r-pac International Corp.' web application interface. The top navigation bar includes the company logo, 'Welcome Emily Braun', and a 'Logout' button. Below this is a main menu with 'Main', 'Address Book', 'Master', 'Reports', and 'Access'. A sub-menu below the main menu shows 'Main' and 'Confirm'. The breadcrumb trail reads 'Main > Order by excel file upload > Place an excel Order'. The form contains several fields: 'Addressbook' (Ship To:Test -- Bill To:Test) with a 'View' button; '\* Customer PO', '\* Vendor PO', '\* Production location', and 'Overage' (0%) as dropdown menus; '\* Item # / Item Code' as a dropdown menu; and '\* Excel File' with a 'Browse...' button, 'Download Excel Template' button, and 'Clear' button. At the bottom, there is a table header with columns: Line, Client PO, Vendor ID, Vendor Name, Style, Color, Size Desc, Description, SKU#, UPC, TKT USD, Dept#, SALE USD, Date Code, Collection LN1, Collection LN2, CURR, TKT CAD, TKT EUR, TKT GBP, SALE CAD, SALE EUR, SALE GBP, QTY, and Action.

# Uploaded Information Will Appear

Select Ship to Bill to information from address book.

All fields with a red asterisk are required fields.

Select the pricing item from the item # / Item Code drop down box.

Click Confirm when finished.

Addressbook Ship To:Test -- Bill To:Test View

\* Customer PO 123

\* Vendor PO 345

\* Production location Hong Kong

Overage 0%

\* Item # / Item Code M-STKR

\* Excel File C:\Users\emily.braun\Desktop\ Browse... Download Excel Template Clear

Line	Client PO	Vendor ID	Vendor Name	Style	Color	Size Desc	Description	SKU#	UPC	TKT USD	Dept#	SALE USD	Date Code	Collection LN1	Collection LN2	CURR	TKT CAD	TKT EUR	TKT GBP	SALE CAD	SALE EUR	SALE GBP	QTY
1	123	456	Best one	Fancy	Black	XXL	Jacket	123345	400728408872	159.00	23	99.99	4142019	Vintage		USD							48

# Final Steps

Review information and confirm again or select go back to make changes.

Please review all information below and click Confirm to proceed with your order or cancel to go back and edit :

Ship To		Bill To	
* Company	Test	* Company	Test
Attention	Test	Attention	Test
* Address1	Test	* Address1	Test
Address2	Test	Address2	Test
Address3	Test	Address3	Test
* City/Town	Test	* City/Town	Test
* State	Test	* State	Test
ZipCode	Test	ZipCode	Test
* Country		* Country	

[Confirm](#) [Go back](#)

# Final Confirmations

- Click Ok
- You are taken to the Check Order Status page.
- Check order status is where the order can be followed.
- You can check the progress of your order on r-tac at the Check Order Status Screen.

On r-traThe tracking information will be available on r-trac. Scroll to the right on the screen for the tracking number. c in the order steps are:

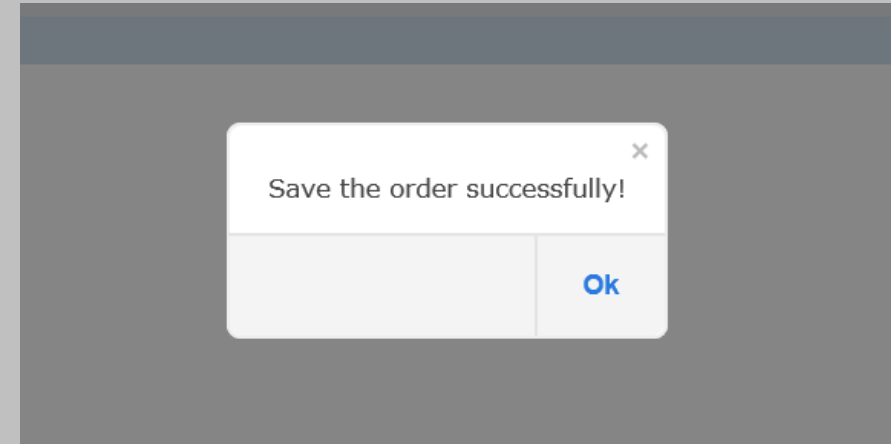
New ~ Just received

In Process ~ Lined up and ready to print

Completed ~ Done printing, inspection and packing.

Shipped ~

- From here you can click the JobNo to see the details of the order.

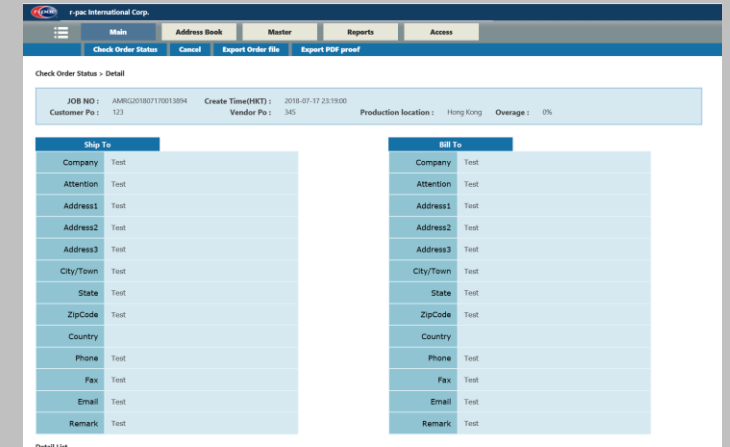


JobNo	Shopping Cart Number	Client PO	Vendor PO	Type	Ticket Code	r-pac SO	Vendor ID	Create Date	Created by	Name	Status	Production location	Ship To Country	Shipped Date	Courier	Courier Choice
AMRG20180720013904	Car1807172319001	123	345	Excel	M-STVR		456	2018-07-17 23:19:00	Emily	Emily Braun	PendingApproval	Hong Kong				



# Review Information Online at the Detail Page

- At the detail page you can review the order that has been uploaded.
- By selecting the Export PDF a visual is made available for review or record keeping.
- The pdf will take a few seconds per sku to generate.



Detail List

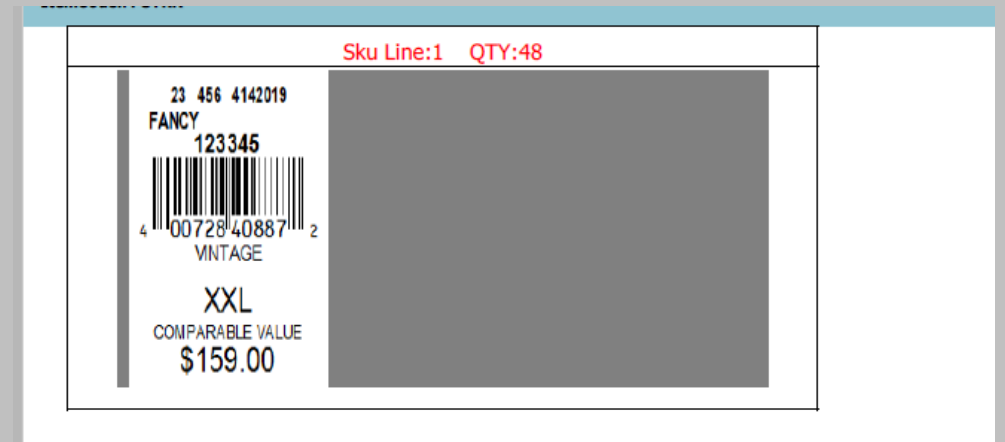
Line No	Client PO	Vendor PO	Vendor ID	Vendor Name	Ticket Code	Style	Color	Size Desc	Description	SKU#	UPC	TKT USD	Depth	SALE USD	Date Code	Collection L1N	Collection L2N	CURR	TKT CAD	TKT EUR	TKT GBP	SALE CAD	SALE EUR	SALE GBP	Order
1	123	345	456	Best one	M-STKR	Fancy	Black	XXL	Jacket	123345	400728408872	159.00	23	99.99	4142019	Vintage		USD							40

# Review Visually Through PDF

By scrolling down the pdf you will be able to see an image of the variable information generated.

The screenshot displays the r-pac International Corp. interface. At the top, it shows the company logo and name. Below that, there are fields for Job No., Customer No., Order No., and Production Location. The main content is divided into two columns: 'Ship To' and 'Bill To'. Each column contains a list of fields with corresponding values, such as Company, Address1, Address2, Address3, City/Town, State, ZipCode, Country, Phone, Fax, Email, and Remark. Below this, there is a 'PO Details' section with a table of product information.

Item No.	Item Desc	UOM	Qty	Unit Price	Total Price	Order No.	Order Date	Order Status	Order Type	Order Subtype	Order Category	Order Subcategory	Order Item	Order Description	Order Quantity	Order Unit Price	Order Total Price	Order Currency	Order Country	Order City	Order State	Order Zip	Order Country	
123	345	456	Bed one	M-5T06	Fancy	Black	XXL	Jacket	12345	400728408872	159.00	23	99.99	4142019	Vintage	LED							48	M-5T06



# Questions?

Questions on ordering can be directed to:

**Johnny Lv | Senior Account Executive – Team B**  
r-pac International Corporation  
Shenzhen  
direct: +86.755.2531.6881  
email: [johnny.lv@r-pac.com.cn](mailto:johnny.lv@r-pac.com.cn)

**Tammy Tan | Account Executive – Team B**  
r-pac International Corporation  
Shenzhen  
direct:+86.755.2531.6913  
email: [tammy.tan@r-pac.com.cn](mailto:tammy.tan@r-pac.com.cn)

**Emily Braun | Global Sales Executive**  
r-pac International Corp.  
Phone 612 562 3677  
[Emily.Braun@r-pac.com](mailto:Emily.Braun@r-pac.com)