

XML AND BATCH FILES

Our system is set-up to accept XML Data files and Batch Files. The XML data file is the most automated and comes directly from the shopping cart once payment is approved. Batch files of data can be created from CSV data and uploaded to the system.

More about both options can be read about here:

<http://mis.wefulfillit.com/helpstation/xml.html>

<http://mis.wefulfillit.com/helpstation/batchupload.html>

To Create a Sample xml file format:

Log into your account in the MIS. Go to “Help Station”. Under section “VI. Developers” click on “20. xml Developers” as shown below.

The screenshot shows a Windows Internet Explorer browser window displaying the 'Help Station: Merchant Information Station Help' page. The browser's address bar shows the URL <http://mis.wefulfillit.com/helpstation/index.html>. The page content is organized into sections:

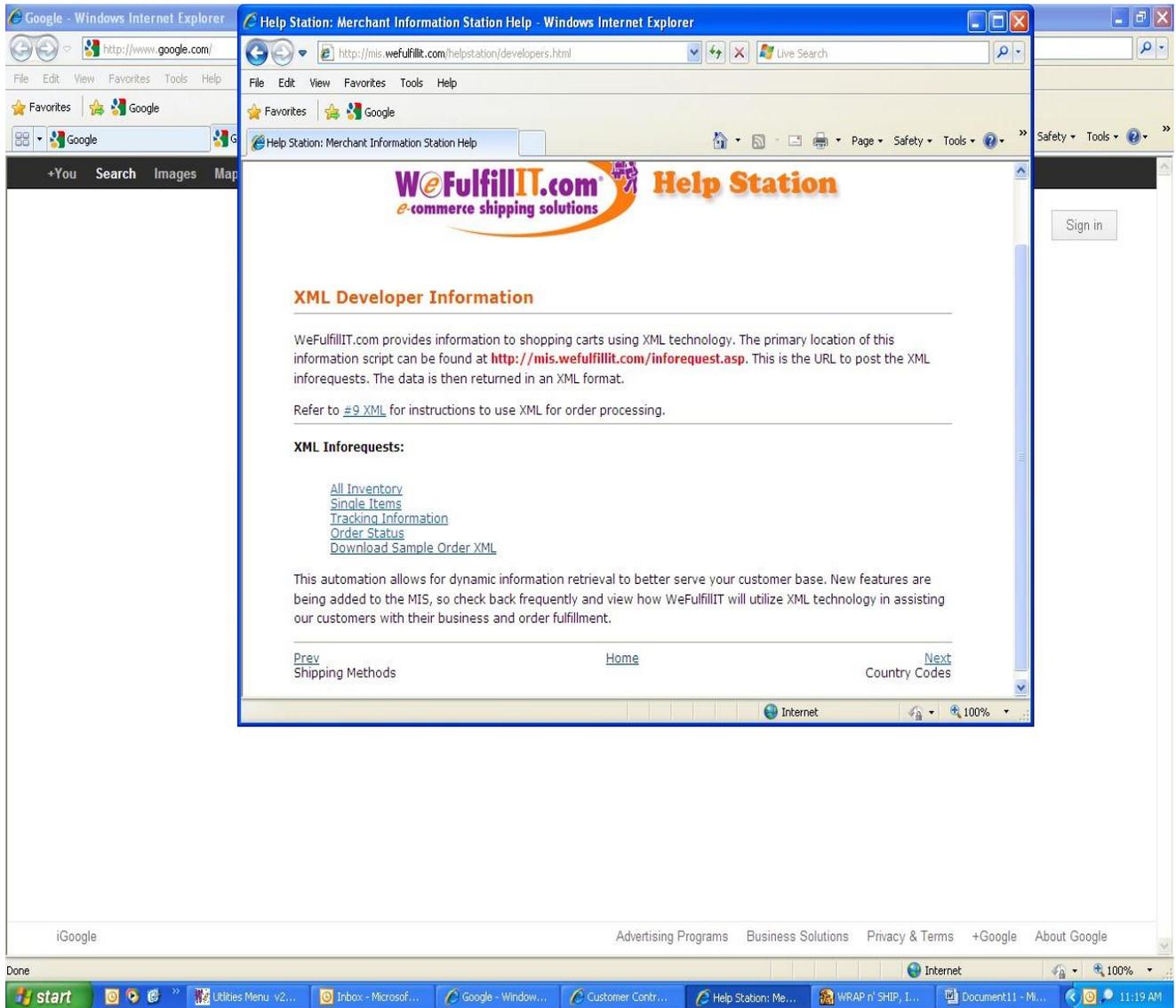
- II. Products Section
 - 4. [Product Maintenance](#)
 - 5. [UPC Help](#)
 - 6. [Total Inventory](#)
 - 7. [Stock Shipment Alert](#)
 - 8. [Pre-Shipment Status](#)
- III. Order Processing Details
 - 9. [Order Information](#)
 - 10. [XML](#)
 - 11. [Batch Uploads](#)
 - 12. [Manual Order](#)
- IV. Orders Section
 - 13. [Transfer Batch](#)
 - 14. [Enter Order](#)
 - 15. [View All Orders](#)
 - 16. [Search Orders](#)
 - 17. [Returns and Exchanges](#)
- V. Shipping
 - 18. [Shipping Methods](#)
 - 19. [Additional Shipping Options](#)
- VI. Developers
 - 20. [XML Developers](#) (highlighted)
 - 21. [Valid Countries and Country Codes](#)
 - 22. [e-Commerce Shopping Carts](#)
- VII. Samples
 - 23. [XML sample](#)
 - 24. [Batch Files](#)

Below the main menu, there are several sub-sections with purple headers:

- ORDERS**
 - Transfer Batch
 - View All Orders
 - Enter Order
 - Search Orders
- SHIPPING**
 - Shipping Methods
 - UPS Additional Fees
 - Shipping Quote
 - International Shipping

The Windows taskbar at the bottom shows the Start button and several open applications, including 'Utilities Menu v2.2.4', 'Inbox - Microsoft Out...', 'Google - Windows Int...', 'Customer Control Pa...', and 'Help Station: Mercha...'. The system clock shows 11:18 AM.

Then click on "Download Sample Order xml".



In this area, enter all information relative to an order as shown below.

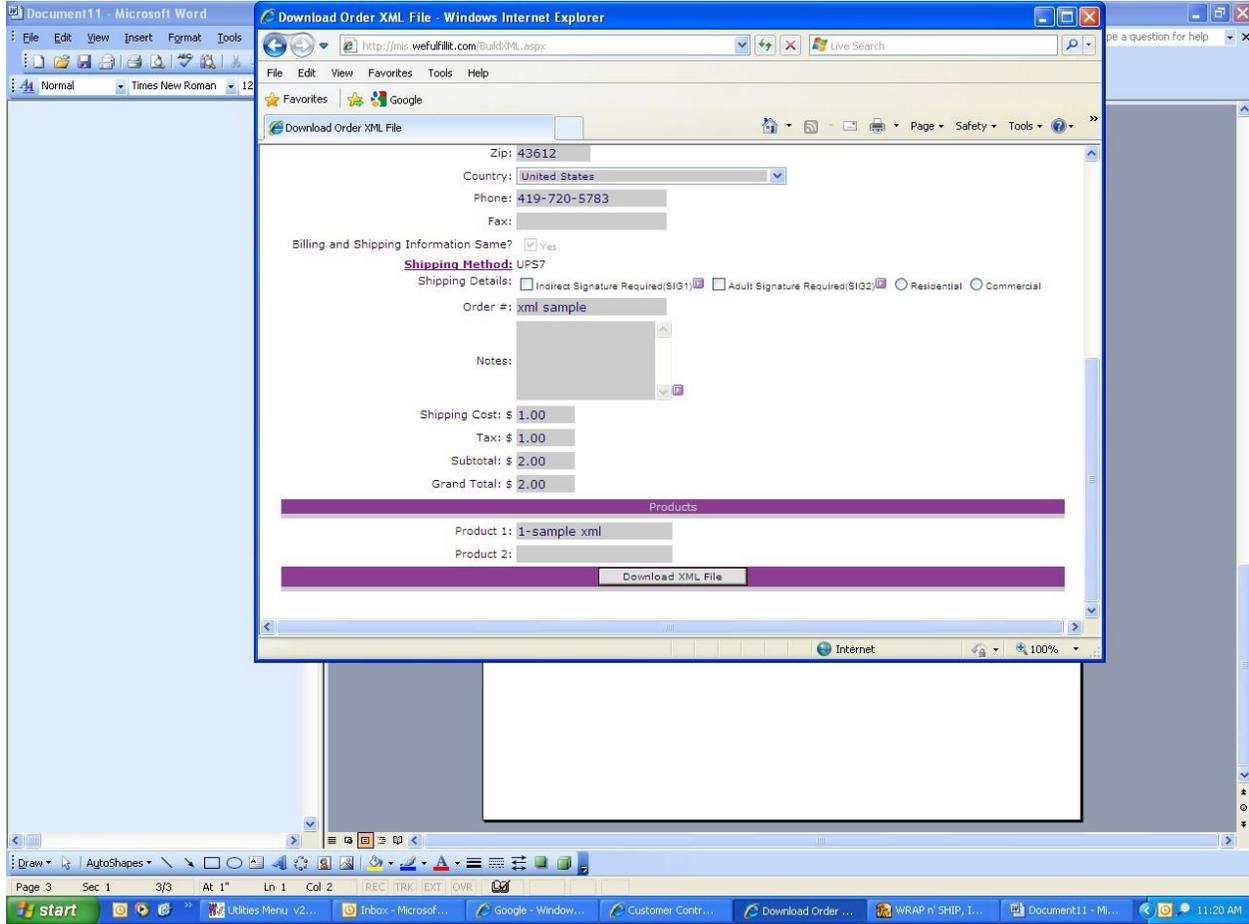
The screenshot displays a Windows Internet Explorer browser window with the URL <http://mis.wefulfillit.com/BuildXML.aspx>. The page title is "Download Order XML File". The website header includes the logo for "WeFulfillIT.com" (e-commerce shipping solutions) and the text "MERCHANT INFORMATION STATION". A navigation bar contains links for "Main Menu", "Help Station", "WeFulfillIT", "Sign Up!", and "Log Out". Below the navigation bar is a purple banner with the text "CREATE SAMPLE XML".

The main content area is titled "Enter Sample Order Information:" and contains a form with the following fields:

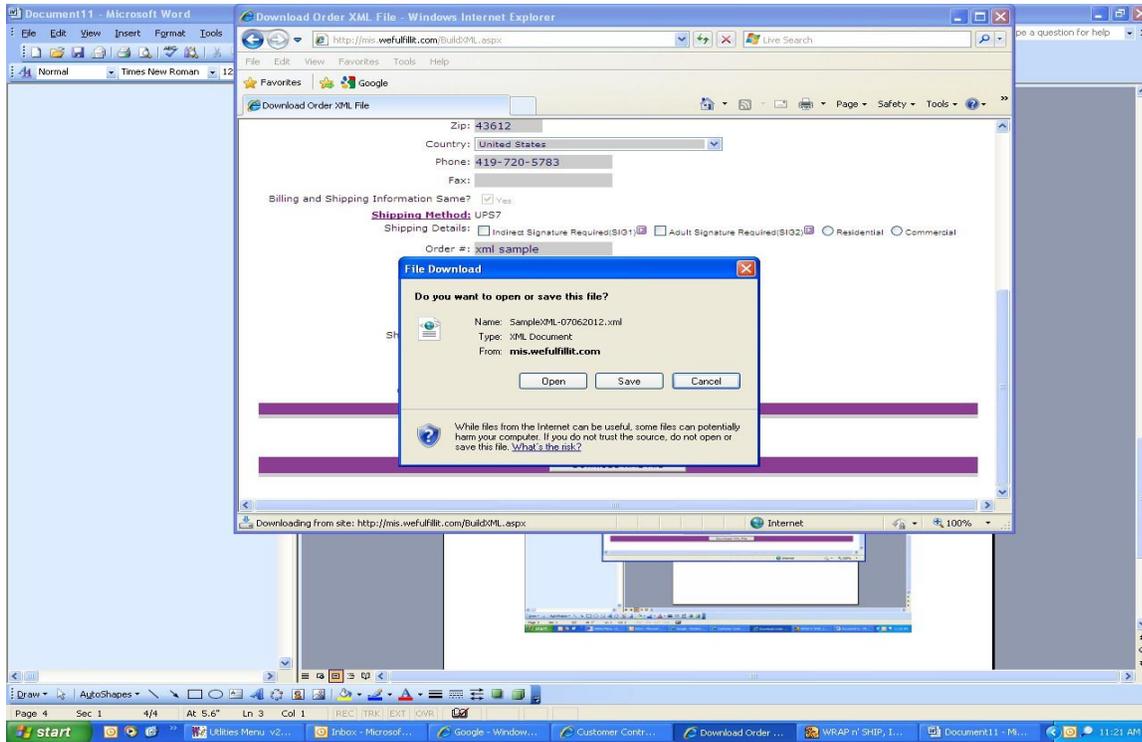
- Name:
- Email:
- Company:
- Address:
- City:
- State:
- Zip:
- Country:
- Phone:
- Fax:

The browser's status bar at the bottom shows "Done" and "Internet". The Windows taskbar at the very bottom displays the Start button, several open applications (including "Utilities Menu", "Inbox - Microsoft...", "Google - Window...", "Customer Contr...", "Download Order...", and "WRAP n' SHIP, I..."), and the system clock showing "11:19 AM".

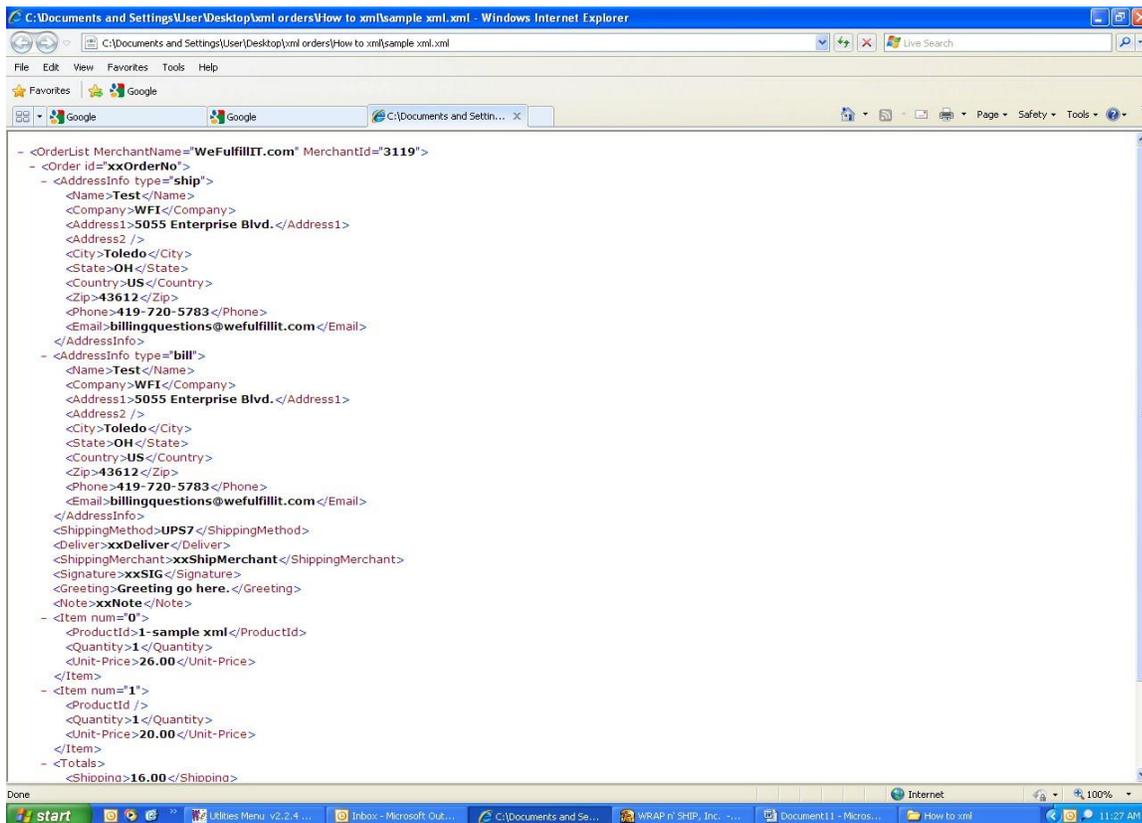
When all information is entered, click on the "Download xml file" tab at the bottom.



Then save the file to your computer with a name of your choosing.



Your file will now be in the correct xml format as shown below. You can then transmit it to our system for processing. Please note that this area of the MIS is just a sample, it will not transmit your orders to our system.



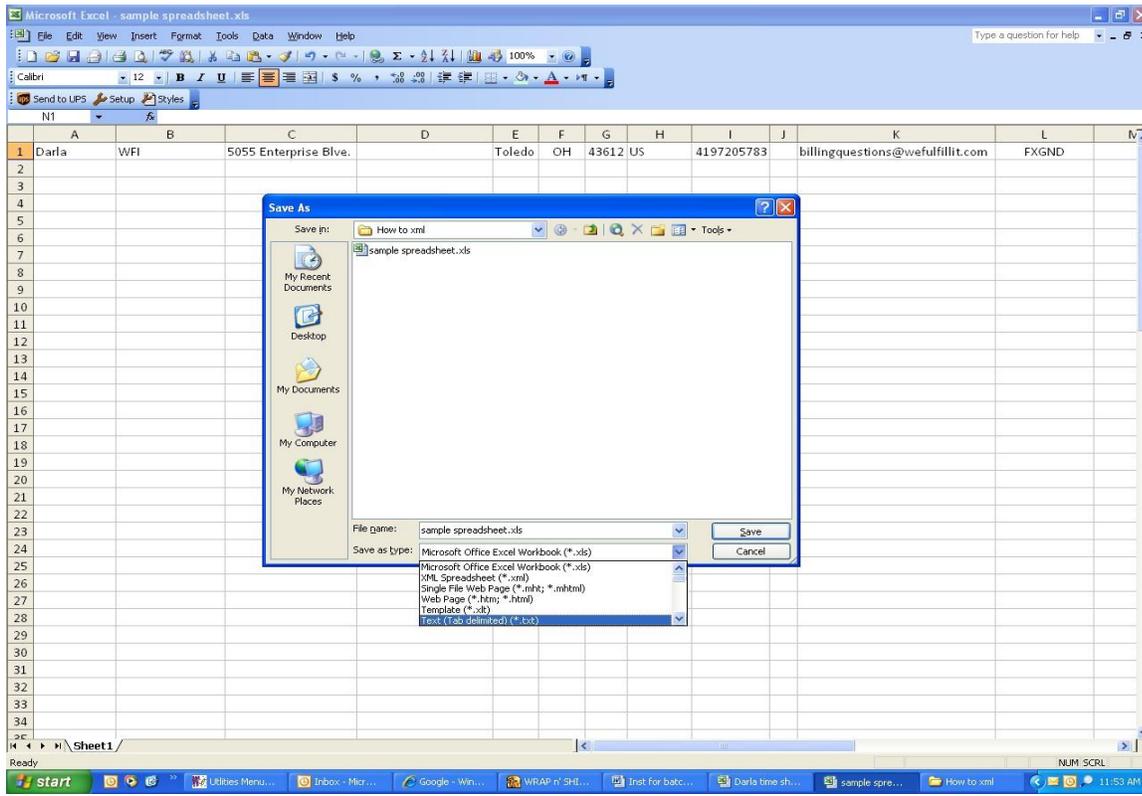
To create batch files:

Batch File Layout:

The layout of the file has the following parameters in order separated by a TAB character: (tab delimited format)

1. **Name** - Ship to Name
 2. **Company** - Optional ship to Company
 3. **Address 1** - First part of the ship to address.
 4. **Address 2** - Optional. Second part of ship to address
 5. **City** - Ship to city
 6. **State** - Ship to state.
 7. **Zip** - Ship to zip code.
 8. **Country** - Ship to country.
 9. **Phone** - Customer phone number.
 10. **FAX** - Optional customer FAX
 11. **Email** - Customer Email address.
 12. **Shipping Method** - Enter the [shipping method](#) here. If a shipping method is selected that is not offered, there could be a delay in that order. Please note that you may include codes to ensure a recipient signature on your order by appending the shipping method with SIG1 or SIG2. For Example, if you want to send the shipment via UPS Ground with a signature, the shipping method would be, 'UPS Ground SIG1'. SIG1 indicates a signature is required, SIG2 indicates that a signature is preferred.
 13. **Sub Total** - Order sub total amount.
 14. **Tax** - Order tax amount.
 15. **Shipping Amount**
 16. **Grand Total**
 17. **Merchant Order Number** - Your order number.
- NOTE: Make sure you use a unique order number for each of your orders. Duplicate orders from the same merchant will not be entered into the system.**
18. **Product Qty Pre-amble** - Total number of distinct products in the order. For instance if the order is for 3 DVD-A's and 1 CD-B, The Product Qty Pre-amble would be 2 since there are 2 distinct products in the order.
 19. **Product 1** - First Product code in the order
 20. **Product 1 Quantity** - The Quantity of Product 1
 21. **Product 2** - Second Product code on the order based on the product pre-amble quantity
 22. **Product 2 Quantity** - The quantity of product 2
- There is no limit to the number of products in a batch order.

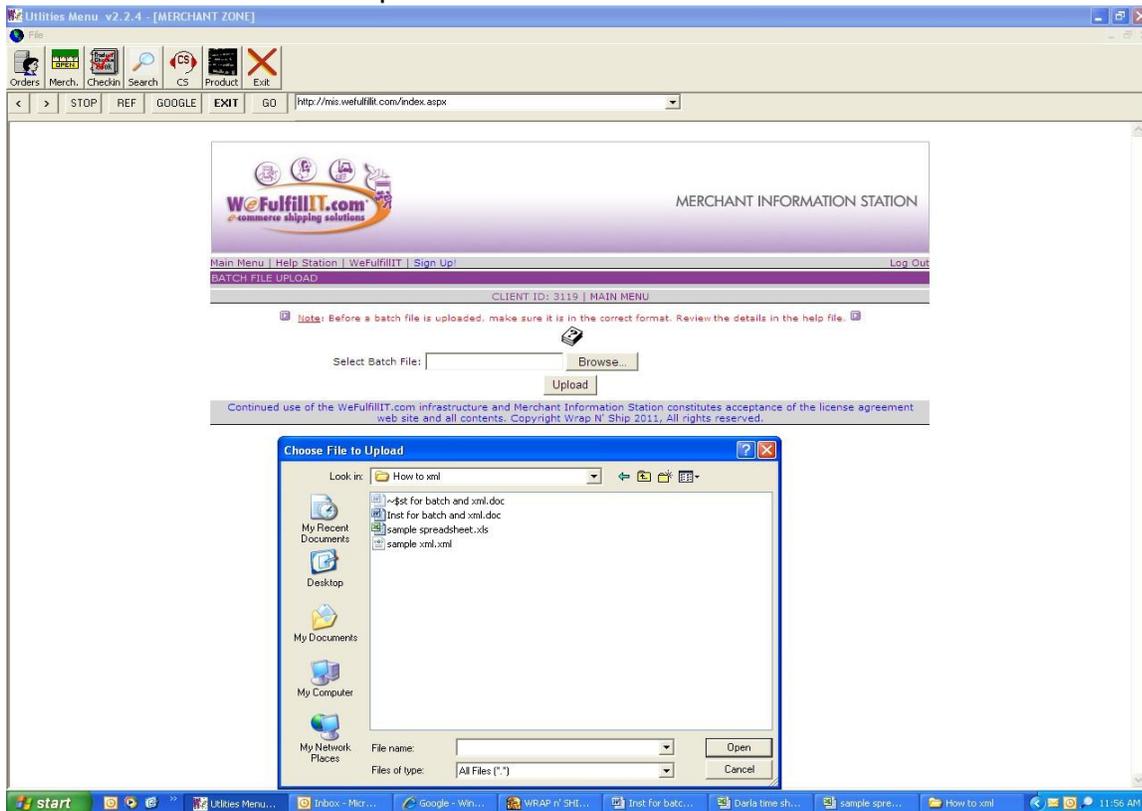
Once all of the order information is in the correct column, delete the top header row. Once the header row is deleted, go to 'File' and 'Save As'.



Then save the document as a tab delimited text file on your computer as shown above and then close to document. Once it's in tab delimited format, log into your account and go to 'Transfer Batch'.



Then click 'Browse' and find the tab delimited file you created and saved to your computer. Click on the file and then click 'Open'.



When the file appears in the browse window, click 'Download'. This will transfer your batch file orders to our system for processing. You will then receive a notification with a batch file number for your records.



*If there is a format issue or if information is missing from any of the order you will receive an email notification that the order was not processed.

If you need any assistance with any of these processes, please feel free to contact us.