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

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.



Then click on "Download Sample Order xml".



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

🖻 Document11 - Microsoft Word	C Download Order XML File - Windows Internet Explorer		_ 8 🛛
Eile Edit View Insert Format Tools	🚱 🕞 💌 😰 http://mis.wefulfilit.com/BuildXML.aspx	P - 9	e a question for help 👻 🗙
	File Edit View Favorites Tools Help		
· 44 Normal · Times New Roman · 12	👷 Favorites 🛛 🙀 🐰 Google		
	🍘 Download Order XML File	• @• »	
	Main Menu Help Station WeFulfillIT Sign Up!	g Out	
	Enter Sample Order Information:	_	
	Name:		
	Email:		
	Company:		
	Address:		
	Chu		
	State:		
	Zip:		
	Country: United States		
	Phone:		
	Fax:	-	
		>	
	Done 🚱 Internet 🆓 🔹 🔍 1	100% • 🧃	
	Bit manual priori in the distribution material to be block on the section of the distribution material to be block on the section of the distribution material to be block on the distribution of the dist		
20 mil			¥ • •
Draw 🕶 🔓 🛛 AutoShapes 🕶 🔪 🔪 🔲 🔿	┙┫ᢗ [®] ◙ ∅ ⋈ ⋈ · ∠ · ▲ · ≡ ☴ ☴ ◙ ◙ <mark>.</mark>		
Page 2 Sec 1 2/2 At 1"	Ln 1 Col 2 REC TRK EXT OVR 20		
📲 start 👘 💿 📀 🙆 👋 🎇 Udio	s Menu v2 🧿 Inbox - Microsof 🖉 Google - Window 🖉 Customer Contr 🌈 Download Order 🎇 WRAP n' SHIP, I 👰 D		🔇 🗿 🔎 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 <u>shipping method</u> 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.

- 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.

Your tab delimited document is now in proper format for downloading to the MIS.

You may use Microsoft Excel and then save the completed file as a tab delimited text file.

Sample Excel File

Follow the steps below:

Enter the above batch file layout information in a header row on a spreadsheet.

	3 3 3 3	00 HLD 1015	Tanta and the second										
and to UPS 🏄	• 12 • B Z Setup 🖉 Styles	U 📰 🗮 📰 S	% • ta8 :08 #	(# <u>(11</u> • 3)	• <u>A</u> • •¶	-							
A A lame	S Company	C Address 1	Address 2	City	F State Z must be 2 letter	G IP C r	H COUNTRY must be 2 country code	PHONE	J	EMAIL K		L SHIPPING TYPE must match the shipping code found on the	VAL
arla	WFI	5055 Enterprise Blve.		Toledo	OH 4	3612 0	US	4197205783		billingquestions@	wefulfillit.com	FXGND	
						_							-
			2		1								
													-
						_							
						-							
													-
						-							
												6	
						_							
MASheet	11/				<							NUM S	CRL
ile Edit Yi 🎯 🖃 🗁 Ind to UPS 🔑	el - sample spreads iew Insert Format all all all all all all all all v 12 v B I Setup all styles all	iheet.xis Iools Data Window Het X ⊡ 20 • ✔ 0 • 0 U = 20 = 20 \$	p - ⊛Σ-2↓⊼↓ %,ts8⇒8 ≢	🏭 🦧 100%	• @] • <u>A</u> • मा	• •					Тур	e a question for help	
ile Edit Yi	 sample spreads insert Format 12 B Z Setup 2 Syles 6 	heet.xls Iools Data Window Hei X Ta Ra V I P - C U I E E Ra Ra S	p 	<u>∭</u> , 40∮ 100% ≢ ⊞ • ∆a R	• • • • • • • • • • • • • • • • • • •	•	T		U		Тур	e a question for help	×
le Edit y i nd to UPS 15 N AX SHI	Il - sample spreads iew Insert Format - 12 • B I > Setup Pstyles - O IPPING AMOUNT	heet.xis Tools Qata Window Hel 전 1월 전 · 가 이 · 이 전 1월 전 · 가 이 · 이 전 1월 전 · 가 이 · 이 모 · 이 · 이 · 이 · 이 · 이 · 이 · 이 · 이 GRAND TOTAL ORDER N	P → ● Σ - 2↓ X↓ % , 18 +28 律 2 JUMBER PRODUCT this is the number o	R PREAMBLE total fitems in	S PRODUCT must mat exactly to	• •	T DDUCT QL	JANTITY PRO	U DUC	V T 2 PRODUCT QUA	Typ W INTITY	e a question for help	x Ord
nd to UPS	E sample spreads iew Insert Format I I I I I I I I I I I I I I I I I I I	heet.xis Iools Qata Window (del X 12 22 + 27 10 - 0 U 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	P - ● Σ - 2↓ X↓ % ・ %8 + 28 連 2 UMBER PRODUCT this is the number o that order	R PREAMBLÉ total fitems in r-must be 1	S PRODUCT must mate exactly to product IE 1-sample 2	• • • 1 PRC ch	T DDUCT QU	JANTITY PRO	U DUC	V T 2 PRODUCT QUA	Typ W NTITY	e a question for help r Merchant 0E5323933	X Orde
le Edit y ind to UPS i15 N AX SHI	I sample spreads iew Insert Format → 12 → 18 Z setup DSyles O IPPING AMOUNT	heet.xis Iools Qata Window Hel X III (X + 2) → - (X + 2) → - (X + 2) III (X + 2) → - (X + 2	P - ◎。 Σ ・ 2↓ 3↓ % ・ 2& ぷ 澤 2) UUMBER PRODUCT this is the number o that order	R PREAMBLE total fitems in r-must be 1	S PRODUCT must mat exactly to product IC 1-sample 2	• J 1 PRC ch (ml	τ ουσοται	JANTITY PRO	U DUC	V T 2 PRODUCT QUA	Typ NTITY W	e a question for help r Merchant 0E5323931	X Orde 3494
ile Edit Vi iii 2 2 2 ind to UPS iii 5 N AX SHI	in sample spreads iew Insert Figmat (소요	heet.xis Tools Qata Window Hel ♥ 1 2 2 4 2 1 2 4 2 1 2 4 2 5 4 2 1 2 4 2 5 4 2 1 2 4 5 4 2 1 2 3 4 5 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	P - ⊛ Σ • 24 34 ∰ 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	R PREAMBLE total fitems in r-must be 1	S PRODUCT must mate exactly to product IE 1-sample 2	• J • 1 PRC ch • ml	Τ ΟΟΟUCT QU	JANTITY PRO	U DUC	V T 2 PRODUCT QUA	Typ NTITY	e a question for help	X Ord 3494
le Edit Vi i I I I I I I I I I I I I I I I I I I I	ol sample spreads iew Inset Format a 12 → 31 x 12 → 32 x 22 →	heet.xis Iools Qata Window Hel X Da Qata Window Hel X Da Qata Window Hel X Da Qata Qata Control of the second	P - ⊛ Σ • 2↓ 3↓ 3 - ∞ ∞ ∞ ∞ 3 ∞ ∞ UUMBER PRODUC UNBER PRODUC this is the number o that orde	通 心 100% 第一 一 小 小 F PREAMBLE total fitems in -must be 1	S PRODUCT must mat exactly to product IE 1-sample 2	1 PRC ch ml	Τ ΟΟΟUCT QU	JANTITY PRO	U DUC	V T 2 PRODUCT QUA	Typ NTITY V	e a question for help	× 0rd
le Edit Vi i I I I I I I I I I I I I I I I I I I I	el sample spreads ew Inset Format a 12 → 10 / 20 setup ₽3xyes p A O PPPING AMOUNT	heet.xis Iools Qata Window Hel X → Q → X → Y → · · · · U = E = Z → X → S P C GRAND TOTAL ORDER N 12345-A	P - ⊕, Σ + ∆↓ Ҳ↓ * % * 20 ≇ UUMBER PRODUC UUMBER PRODUC this is the number o that order	I <u>御</u> 动 100% 律 I 里 - ふ R F PREAMBLE total f Items in r-must be 1	S PRODUCT must mat exactly to product IE 1-sample 2	• F	Τ ΟΟυστ αι	JANTITY PRO	U DUC	V T 2 PRODUCT QUA	IVP INTITY W	e a question for help	X Orde
ie Edit y iii 2 iii 2 iii 2 iiii 2 iiiii 2 iiii 2 iiii 2 iiii 2 iiii 2 iiii 2 iiii	I sample spreads iew Inset Figmat ■ 12 ■ 10 I > Setup Playles = 0 PPPING AMOUNT	heet.xis Iools Qata Window Hel X → Q → X → Y → · · · · · II = = = = II + S GRAND TOTAL ORDER N 12345-A	P - ⊕, Σ + ∆↓ Ҳ↓ * 1 ⊕ 20 ≇ NUMBER PRODUCIUM This is the number σ that order	「 <u>御</u> ぷ」100% 健士 単・30 R PREAMBLE total fitems in r-must be 1	S PRODUCT product IE 1-sample 2	• F	Τ ΟΟΟUCT QL	JANTITY PRO	U DUC	V T 2 PRODUCT QUA	IVP INTITY W	e a question for help	X Orde
ie Edit y iii	el sample spread ew Inset Figmat	heet.xis Tools Qata Window Hel X Tan Rev All and Anno Hel X Tan Rev All and Anno P C GRAND TOTAL ORDER N 12345-A	P - 優、Σ - 急↓ 私 ・ 急 二 译 WUMBER PRODUCT UUMBER PRODUCT this is the number of the that order	R F PREAMBLE total f-remust be 1	S PRODUCT product IE 1-sample 2	 iii intervention intervention<!--</td--><td>Τ ΟΟΟUCT QL</td><td>JANTITY PRO</td><td>U DUC</td><td>V T 2 PRODUCT QUA</td><td>Typ NTITY</td><td>e a question for help</td><td>X Orda</td>	Τ ΟΟΟUCT QL	JANTITY PRO	U DUC	V T 2 PRODUCT QUA	Typ NTITY	e a question for help	X Orda
ie Edit y iii	I sample spreads	heet.xis Tools Qata Window Lefe La Carlos Carlos Control Con	P - ⊕, ∑ - 2↓ 3↓ 3 - ⊕, ∑ - 2↓ 3↓ 3 - 2 - 2 - 3 - 3 - 3 - 10 - 10 	R PREAMBLE total f-trems in r-must be 1	S PRODUCT must mat exactly to product IE	I PRC minimum	T DDUCT QU	JANTITY PRO	U DUC	V T 2 PRODUCT QUA	Typ W NTITY	e a question for help	X Orde 8494
ie Edit y iii iii iii iiii sit5 v N AX SHI	I sample spreads	heet.xis Ioolo Data Window Lea X La R + I → I → · · · I I I = = = I → I S P C GRAND TOTAL ORDER N 12345-A	P - ⊕, ∑ - 2↓ 3↓ 3 - ⊕, ∑ - 2↓ 3↓ 3 - 2 - 2 - 3 - 3 - 3 - 10 - 10 	R REAMBLE total f-remain r-must be 1	S PRODUCT must mat exactly to product IE 1-sample 3	• 6	T ODUCT QU	JANTITY PRO	U DUC	V T 2 PRODUCT QUA	Typ W NTITY	e a question for help	X Orde 3494
ie Edit y ind to UPS II - N AX SHI	I sample spreads	heet.xis Ioolo Data Window Lea X La R + I - I - O - C I I I I I I I I I I I I I I I I I I I	P - 1 (∰) ∑ + 2↓ 3↓ 4 - 1 (∰) 2 + 22 ± 3↓ 3 2 ± 22 ± 32 ± 32 ± 32 ± 32 ± 32 ± 32 ±	R R PREAMBLE total f-tems in r-must be 1) mmi	Τ ΟΡυςτ αυ	JANTITY PRO	U DUC	V T 2 PRODUCT QUA	Typ W NTITY	e a question for help r V V V V V V V V V V V V	X Orde
ie Edit y i i i i i i i i i i i i i i i i i i i	I sample spreads	heet.xis Ioolo Data Window Bel X In Control Control P C GRAND TOTAL ORDER N 12345-A	p - 優、定 ・急↓ 私 ・ 急 二章 NUMBER PRODUCT this is the number on that order	R R PREAMBLE total fitems in 	C C C C C C C	 I PRC mml 	Τ ΟΡΟΙΟΤ Ου	JANTITY PRO	U DUC	V T 2 PRODUCT QUA	NTITY NTITY	e a question for help r DE5323931 DE5323931	X Orde 3494
ie Edit y ind to UPS in N AX SHI	I sample spreads	heet.xis Iools Data Window Lea La Carlos A Sundow Lea La Carlos A Sundow Lea P C GRAND TOTAL ORDER N 12345-A	P - 優、Σ・公社 私 - 優、国 ・ 加 20 日年 Q Q UUMBER PRODUCT this is th number o that order	R R PREAMBLE total frams in r-must be 1	C C C C C C C	xml	Τ ΟΡυςτ αυ	JANTITY PRO	U DUC	V T 2 PRODUCT QUA	NTITY NTITY	e a question for help r DE5323931 DE5323931 DE532494 DE532494 DE53249 DE53249 DE5324 DE53249 DE53249 DE53249 DE5324 DE53249 DE53249 DE53249 DE53249 DE5324 DE53249 DE5324 DE5324 DE53249 DE5324 DE53249 DE53249 DE5324 DE5324 DE	X Orde 8494
ine Edit y ind to UPS int N AX SHI	I sample spreads	heet.xis Iools Qata Window (set Variable Control of the set P C GRAND TOTAL ORDER N 12345-A	P ・ 後、 シュン スト スト ・ 気 ぷ ぷ ぷ 洋 に UUMBER PRODUCT that order は ・ ・ 、 ・ 、 、 、 、 、 、 、 、 、 、 、 、 、	I 迎 砂 100% 律 I 亚 - ③ PREAMBLE total fitems in 	C C C C C C C	1 PRC	Τ ΟΡυςτ ου	JANTITY PRO		V T 2 PRODUCT QUA		e a question for help , Merchant 0E5323931	X Orde 8494
ind to UPS in a second	I sample spreads	heet.xis Iools Qata Window (Jel X (2) (X + 2) (Y - 2) (Y - 2) (Q + 2) (X + 2) (Y - 2) (Y - 2) (Y - 2) (Q + 2) (Y -	P ・ 後、 シュン スト スト ・ 地 北 北 北 小 本 に レー レー レー レー レー レー レー レー レー レー	R R F PREAMBLE e total f frame in r-must be 1	C C C C C C C) mml	Τ ΟΡυςτ οι	JANTITY PRO	U DUC	V I 2 PRODUCT QUA		e a question for help	X Orde 8494
ie Edit y ie Edit y ie ie i	I sample spreads	heet.xis Iools Qata Window (Jel X I Q X + V I - C I I E E I I I - C GRAND TOTAL ORDER N 12345-A	P → ● ● 下 → ↓ ↓ → ● ● 下 → ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	R F PREAMBLE e total 1	S PRODUCT must mate exactly to product IE 1-sample 2	• 1 PRC	T QUUCT QU	JANTITY PRO		V 1 2 PRODUCT QUA		constant of the last of t	X Orde 3494
ie Edit y ie Edit y	I sample spreads	heet.xis Iools Qata Window (Jel X I R A A A A A A A A A A A A A A A A A A	P - · · · · · · · · · · · · · · · · · · ·	R F PREAMBLE total f tems in r-must be 1	S PRODUCT must mate exactly to product IE L-sample :		T ODUCT QL	JANTITY PRO		V T 2 PRODUCT QUA		e a question for help	X Orde 3494
e Edit y Comparison of the second se	I sample spreads	heet.xis Tools Qata Window (Jel Construction of the Construction	P → (⊕, Σ → 2↓ 3↓ 4 → 100 201 (⊕ 1000 BER PRODUCT UUMBER PRODUCT this is the number o that order ↓	R F PREAMBLE total f tems in r-must be 1	S PRODUCT must mate exactly to product IE 1-sample :	1 PRCC	T ODUCT QL	JANTITY PRO	U DUC	V T 2 PRODUCT QUA Control Control Co		e a question for help	X Orde 3494
Edit y Constant of the second secon	Is sample spreads in a sample spreads in 12 is 12 is 1 Second Particles in O IPPING AMOUNT	heet.xis Tools Qata Window Lea A Tools Qata Window Lea A Tools Qata Window Lea A Tools Qata Window Lea P C C GRAND TOTAL ORDER N 12345-A 12345-A	p → () Σ → 2↓ 3↓ 4 → 12 20 1 () 2 1000 BER PRODUCT this is the number o that order 0 0 0 0 0 0 0 0 0 0 0 0 0	R PREAMBLE total f tems in -must be 1	S PRODUCT must mate exactly to product ID 1-sample 2	1 PRCC	Τ ΟΡυςτ ου	JANTITY PRO		V T 2 PRODUCT QUA C 2		e a question for help	× Orde 3494
ie Edit y ie Calit y ie Calit y ie Cality ie Cality ie Cality i	I sample spreads	heet.xis Ioolo Data Mindow Lea X → T → Y → Y → Y → Y Y → T → Y → Y → Y → Y C GRAND TOTAL ORDER N 12345-A 12345-A	P - · · · · · · · · · · · · · · · · · · ·	R PREAMBLE total formust be 1	S PRODUCT must mate exactly to product IC 1-sample 2	I PRC I P	Τ ΟΟΟΥΤ Ου	JANTITY PRO		V T 2 PRODUCT QUA PRODUCT QUA I I I I I I I I I I I I I	IVP	e a question for help	X Orde 8494
ne Edit y ne Edit y ne to UPS N AX SHI AX SHI A	I sample spreads	heet.xis Ioolo Data Mindow (set Sea 20 20 + 20 0 - 0 + 0 I I I I I I I I I I I I I I I I I I I	P - · · · · · · · · · · · · · · · · · · ·	R PREAMBLE total fitems in -must be 1	S PRODUCT must mate exactly to product IE L-sample 3	I PRC I PRC I PRC I I PRC I I PRC I I I PRC I I I I PRC I I I I I I I I I I I I I I I I I	Τ ΟΟΟυςτ ου	JANTITY PRO		V T 2 PRODUCT QUA	Typ NTITY	e a question for help	X Orde 3494
Pic Edit Y Pic Edit	I sample spreads	heet.xis Iook Data Mindow Lea La Carlo P C GRAND TOTAL ORDER N 12345-A 12345-A 12345-A 12345-A 12345-A	P - · · · · · · · · · · · · · · · · · · ·	R PREAMBLE total fitems in r-must be 1	S PRODUCT must mate exactly to product IE 1-sample to C	I PRC I PRC I PRC I I PRC I I PRC I I I PRC I I I I PRC I I I I I I I I I I I I I I I I I	Τ ΟΟΟυςτ ου	JANTITY PRO		V T 2 PRODUCT QUA PRODUCT QUA 4 4 4 4 4 4 4 4 4 4 4 4 4		e a question for help	X Orda 3494

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'.

WELHING HORE V2 2 4 THEDCHANT 70	NET					
File	NE]					
orders March. Checkin Search CS Product	t Exit					
< > STOP REF GOOGLE EXIT	GO http://mis.wefulfilit.com/ind	ex.aspx	•			
y	Ceruffillt.com		MERCHANT INFO	DRMATION STATION	6	8
Main	Menu Help Station WeFulfillIT	Sign Up!		Log O	Dut	
<u>Lind</u>	CHANT WeFulfillT.com Edit Account Change Pas Billing Re Billing Form/ACH A	Details isword port uthorization	News 🗐 Price List			
PROE	Product Main Stock Shipme Pre-Shipmen	tenance nt Alert t Status	Total Invento Full List Inventory V Inventory Rej	ory With Price port		
	Deleted Pro	ducts	Exchanges Returns			
GRD	Transfer B View All O PING	atch rders	Enter Order Search Orde	ars		
	Shipping Me UPS Addition Fed Ex Additio	athods al Fees nal Fees	Shipping Que International Shi SmartPost Claim G	ote pping iuidelines		
CALL	CENTER View Call Cent ontinued use of the WeFulfillIT.com web sib	er Activity infrastructure and Merchant Infor a and all contents. Copyright Wrap	Call Center Billing nation Station constitutes acceptance N' Ship 2011, All rights reserved.	Report of the license agreement		
	web sit	s and all contents. Lopyright wrep	N Ship 2011, All rights reserved.		-	8
🛃 start 🛛 🖸 🗞 🎯 🧮 🎇 Utitie	s Menu 🔯 Inbox - Micr 🌾	Google - Win 🛛 🌇 WRAP n' SHI	🛛 🕲 Inst for batc 🕲 Darla time sl	n 🖭 sample spre	😂 How to xml	🔇 🖂 🙆 🔎 11:55 AM

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

M Utilities Menu v2.2.4 - [MERCHANT ZONE]	_ 2 🛛
Prio Image: Search Constraint Search Co	_ 8 ×
> STOP REF GOOGLE EXIT GO [http://mis.wefulfilit.com/index.aspx	
Windth Wedth Wedth Wedth Wedth Wedth c STOP REF GOOGLE MIT GO Method Method Windth Wedth Wedth Wedth Wedth Wedth Wedth Windth STOP REF GOOGLE MIT GO Method Wedth Wedth Windth Wedth Wedth Wedth Wedth Wedth Wedth Wedth Wedth Windth Wedth Wedth <t< th=""><th></th></t<>	
My Network File name: Places The file of	
Inters of type: particles (1, 1) Connect Inters of type: part filles (1, 1) Connect Inters of type: Connect Connect	🖉 💌 💽 🔍 11:56 AM

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.