

Dropship Guide

When you are ready to dropship you can process dropship orders by loading them to your account using the dropship spreadsheet. If you have not got a dropship spreadsheet then please email hello@nutribl.com and request one.

The Dropship Spreadsheet

The dropship spreadsheet is a very basic spreadsheet in which you need to enter the details for each order you want to ship. Each order should be put on a separate row. An example can be seen below:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
SKU	Size	Color	Quantity	FirstName	LastName	Company	Address1	Address2	City	State	PostCode	Country	ShippingMethod
PL-415			1	John	Test		1 Testing Street		Testerton	Stoke-on-Trent	TE1 2TE	GB	2nd Class TR
PL-265			1	Jane	Tester		2 Testing Street		Testerton	Lancashire	TE1 2TE	GB	1st Class TR
PL-166			2	Thomas	Testing		3 Testing Street		Testerton	Flintshire	TE1 2TE	GB	1st Class Recorded TR

You must fill out:

- SKU – product identifier
- Quantity – how many of that product the customer wants
- FirstName
- LastName
- Address1
- City
- PostCode
- Country Code (Please see Appendix 1 at end of guide for list of country codes)

The following fields are optional:

- Company
- Address2
- State

Currently you can ignore the 'Size' and 'Color' columns - just leave them blank.

ShippingMethod

We currently have 5 shipping options set up for dropship within the UK:

- **1st Class TR:** Royal Mail First class standard mail. £2.46 for order with 1 item + 63p for any additional items.
- **2nd Class TR:** Royal Mail Second class standard mail. £2.29 for order with 1 item + 63p for any additional items.
- **1st Class Recorded TR:** Royal Mail First class tracked mail. £3.54 for order with 1 item + 63p for any additional items.
- **2nd Class Recorded TR:** Royal Mail Second class tracked mail. £3.29 for order with 1 item + 63p for any additional items.
- **UK Courier TR:** Sent by courier or Royal Mail special delivery depending on size. £7.46 per order.

Please note: the 'TR' in the shipping method name is an internal reference and does NOT mean that it is tracked.

For overseas orders we have 2 options each for Europe and Rest of World (ROW):

- **Europe Airmail TR:** Royal Mail Standard airmail without tracking or signature. £4.13 for order with 1 item + 79p for any additional items.
- **Europe Airmail Tracked TR:** Royal Mail Standard airmail with tracking. £8.96 for order with 1 item + 79p for any additional items.
- **ROW Airmail TR:** Royal Mail Standard airmail without tracking or signature. £4.96 for order with 1 item + 79p for any additional items.
- **ROW Signed Airmail TR:** Royal Mail Standard airmail with tracking. £9.96 for order with 1 item + 79p for any additional items.

*** **Please Note:** All prices are net of VAT

Multiple SKUs In the Same Order

In the event that you have a dropship order which contains more than one SKU in a single order use a separate row for each SKU. Make sure the quantity is correct for each SKU and copy the shipping details to make sure they are the same for each row. For example:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
SKU	Size	Color	Quantity	FirstName	LastName	Company	Address1	Address2	City	State	PostCode	Country	ShippingMethod
PL-415			1	John	Test		1 Testing Street		Testerton	Stoke-on-Trent	TE1 2TE	GB	2nd Class TR
PL-265			1	John	Test		1 Testing Street		Testerton	Stoke-on-Trent	TE1 2TE	GB	2nd Class TR
PL-166			2	John	Test		1 Testing Street		Testerton	Stoke-on-Trent	TE1 2TE	GB	2nd Class TR

When our system sees 2 or more rows with the same shipping name and address it will automatically group those rows into 1 order.

When you have finished entering the details of your orders into the spreadsheet save it to the hard drive on your computer. You are now ready to upload it.

Uploading Your Dropship Spreadsheet

You can upload your dropship spreadsheet very quickly from within your account. Login to www.nutribl.com and click on your name at the top of the screen.

This will take you to 'Your Account' page. Scroll down until you reach the 'Trade Order Upload' section as below:

Trade

Download CSV

Download CSV

Upload Order

Choose file No file chosen

Upload Order CSV File

Click on the 'Choose File' button and search for the dropship spreadsheet which you have saved to your PC. Select the file and then click 'Upload Order CSV File'.

You will now automatically enter payment stage of the checkout process where you can enter your card details to pay for your orders. The orders will be listed separately below the payment section

Customer Details John Test 1 Testing Street Testerton Stoke-on-Trent TE1 2TE GB	Order Totals Item Total: £4.68 Shipping Total: £2.29
Line Items SKU: PL-415	Qty: 1 Total: £4.68
Customer Details Jane Tester 2 Testing Street Testerton Lancashire TE1 2TE GB	Order Totals Item Total: £4.58 Shipping Total: £2.46
Line Items SKU: PL-265	Qty: 1 Total: £4.58
Customer Details Thomas Testing 3 Testing Street Testerton Flintshire TE1 2TE GB	Order Totals Item Total: £7.12 Shipping Total: £4.17
Line Items SKU: PL-166	Qty: 2 Total: £7.12

Assuming the orders are as you need, you can enter your payment details and complete checkout. As soon as you are finished you will receive a master order number and will be emailed your receipt for this.

Once your order is complete, each order will be given a separate order number for fulfilment and stock management purposes. These orders will automatically enter our Warehouse Management System and will be shipped by the fulfilment team.

As each order is shipped you will receive an email from our system to confirm shipment. You can also monitor the progress of each order from the 'Order History' section of your account.

Delivery Enquiries for Dropship Orders

If you have a delivery enquiry for an order uploaded via our dropship system, please email myorder@nutribl.com.

Important: The order number you get for your invoice is not necessarily the fulfilment order for your specific customer. If making an enquiry about a dropship order, please ensure you provide the relevant fulfilment order number – NOT the invoice number. If you are unsure, we can usually lookup orders by delivery postcode so please provide this.

Best wishes in developing your business and if you have any questions regarding dropshipping or any other aspect of our products and services then please get in touch.

Appendix 1 – Country Codes

EUROPE

Country	Code	Country	Code
Albania	AL	Italy	IT
Andorra	AD	Latvia	LV
Austria	AT	Lithuania	LT
Belgium	BE	Luxembourg	LU
Bosnia Herzegovina	BA	Macedonia	MK
Bulgaria	BG	Malta	MT
Croatia	HR	Netherlands	NL
Cyprus	CY	Norway	NO
Czech Republic	CZ	Poland	PL
Denmark	DK	Portugal	PT
Estonia	EE	Romania	RO
Finland	FI	Russia	RU
France	FR	Serbia	RS
Georgia	GE	Slovakia	SK
Germany	DE	Slovenia	SI
Gibraltar	GI	Spain	ES
Greece	GR	Sweden	SE
Greenland	GL	Switzerland	CH
Hungary	HU	Turkey	TR
Iceland	IS	Ukraine	UA
Ireland	IE	United Kingdom	GB

REST OF WORLD

Country	Code	Country	Code
Algeria	DZ	Malaysia	MY
Argentina	AR	New Zealand	NZ
Australia	AU	Nigeria	NG
Brazil	BR	Singapore	SG
Canada	CA	South Africa	ZA
China	CN	South Korea	KR
Egypt	EG	Taiwan	TW
Hong Kong	HK	Thailand	TH
India	IN	Uganda	UG
Israel	IL	United States	US
Japan	JP	Vietnam	VN