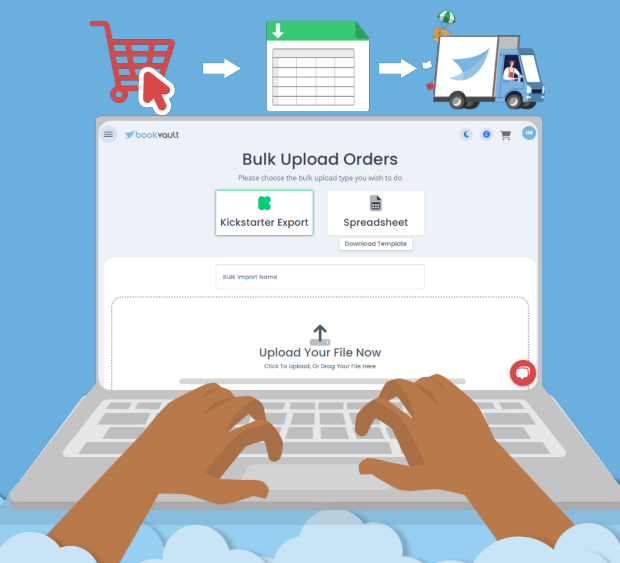




How To Use The Kickstarter Bulk Import Tool

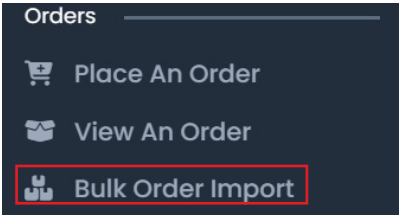


What is the bulk import tool?

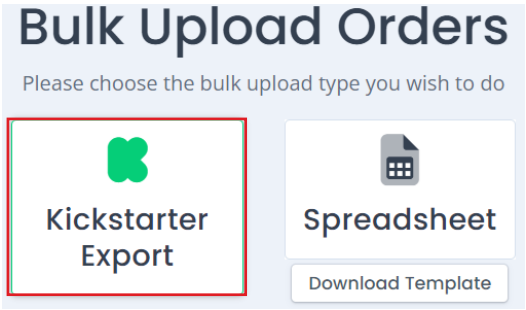
The Bulk Import Tool is a feature that allows you to upload and process large volumes of book orders at once. Instead of entering orders individually, you can simply upload a file containing all the necessary details, and BookVault will automatically handle the fulfillment.

This tool is ideal for managing large projects, such as crowdfunding campaigns, Kickstarters or bulk sales, making the order process more efficient and less time-consuming.

1. Once signed in to the Bookvault portal, navigate to 'Orders' and then 'Bulk order import'




2. Ensure you have selected your Kickstarter backer export file from your campaign, then select 'Kickstarter Export' in the Bookvault portal.



1. When clicking ‘Kickstarter Export’, a dialogue box below will open, here you will need to name your bulk import, this name is solely for yourself identifying the order in your dashboard. Then you will need to upload your file into the box below the title. (Note that this will only include backers that successfully respond to survey on KS)

Bulk Import Name



Upload Your File Now

Click To Upload, Or Drag Your File Here

2. When uploaded, click ‘Upload’ beneath the file box, and allow the system a moment to process the file. Our system will make sense of this document and your reward tiers, you will then be prompted to select which rewards you wish to be fulfilled by Bookvault. simply click ‘Fulfill’ or ‘Delete’ depending on whether or not this reward is to be produced and shipped by Bookvault.

Reward Tiers

Define what should be fulfilled by each reward tier on your kickstarter campaign. If a tier is not to be fulfilled by Bookvault, this can either be left blank, or removed.

Not Fulfilled

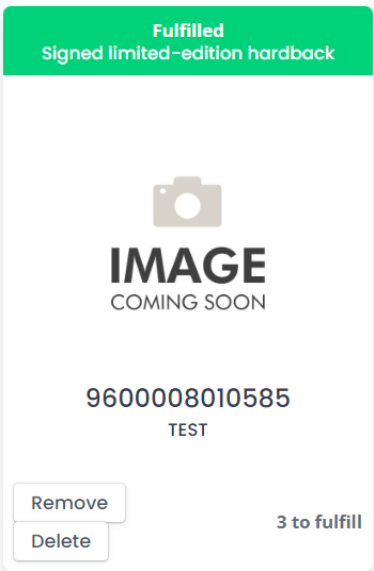
Signed limited-edition hardback

Fulfill

Delete

3 to fulfill

3. Once you select to fulfil an option, you will then be prompted to select the corresponding title from your pre-existing Bookvault library. Once selected, they will have a green header displaying that they are fulfilled.



4. This process will also need to be repeated for the ‘Add ons’ section beneath if you are fulfilling any through Bookvault

5. Finally on this page you will need to select your preferred shipping and production methods for your bulk order. For the shipping there are 4 options for you to select from depending on what service you wish to offer.

For the facilities section, you have the option to choose print locations, the system will calculate the route that makes the most sense for your entire order if you have selected multiple.

Once you have selected both shipping and fulfilment options, click ‘Generate orders’

How do you wish shipping to be assigned?

☒ Quickest

☐ Cheapest

☐ Tracked

☐ CheapestTracked

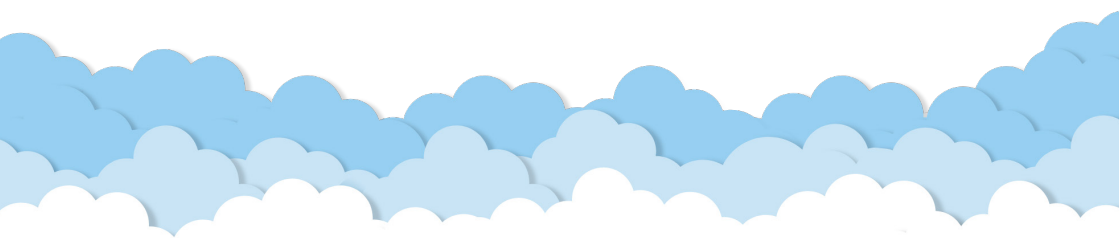
Which facilities do you wish to use for orders?

☒ Bookvault UK

☐ Bookvault US

Generate Orders

6. When you have generated these orders, proceed to page 9 of this guide to complete your order!



Order Fulfilment

1. Once uploaded, the following screen will give you an overview of the the orders, categorising them by their status. You will have the option to remove, edit or approve the orders individually. There is also an option to ‘Approve all’ however we do not recommend doing so without checking them first.

Orders imported
3

Validated
3

Warnings
0

Errors
0

Approve All

Save All

Kickstarter Campaign

Complete

Address

Company Street
100 Market Street
Manchester M1 1AA
United Kingdom
0161 123 4567

Shipping


The Delivery Network

Yodel

Tracked Economy

17/09/24-19/09/24

Order Details

	Products	Quantity	Bookvault UK	Amount
	Test	1	£10.93	£10.93

Production Total: £10.93

Bespoke order fee: £0.00

Surcharges: £1.04

Shipping: £4.28

Total: £16.25

Remove

Edit

Approve

2. Upon clicking ‘Save all’ you will be met with a payment screen, simply pay as you would usually through your Bookvault account

Orders Imported
3

Validated
3

Warnings
0

Errors
0

✓ Approve All

Save All

Kickstarter Campaign

100% Complete

Address

Order Details

100% Complete

Production Total: £10.93

Bespoke order fee: £0.00

Surcharges: £1.04

Shipping: £4.28

Total: £16.25

Address

Shipping

Yodel

Tracked Economy

17/09/24-19/09/24

Products	Quantity	Bookvault UK	Amount
Test	1	£10.93	£10.93

Remove

Edit

Approve

3. Congratulations, you have now supplied a bulk order, you will be able to check on the progress of your order as you ordinarily would on the ‘View orders’ tab on the left of your Bookvault portal.