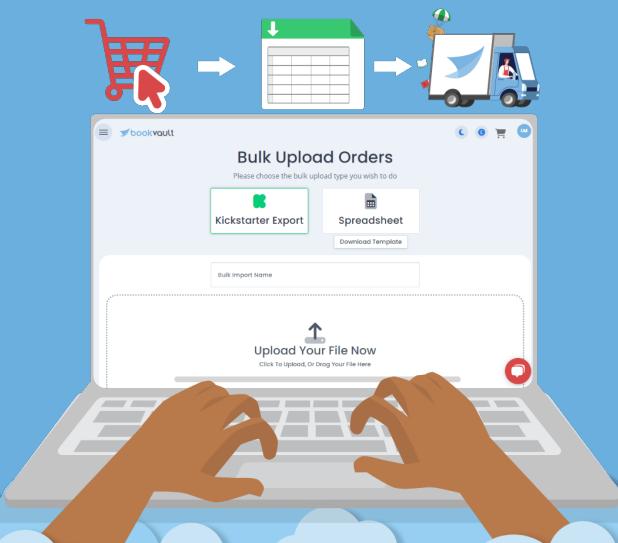




How To Use The Kickstarter Bulk Import Tool



What is the bulk import tool?

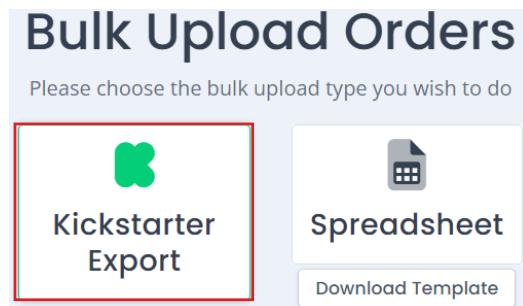
The Bulk Import Tool is a feature that allows you to upload and process large volumes of book orders at once. Instead of entering orders individually, you can simply upload a file containing all the necessary details, and BookVault will automatically handle the fulfillment.

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.

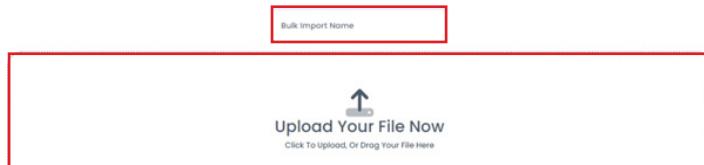
1. Once signed in to the Bookvault portal, navigate to 'Orders' and then 'Bulk order import'



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)



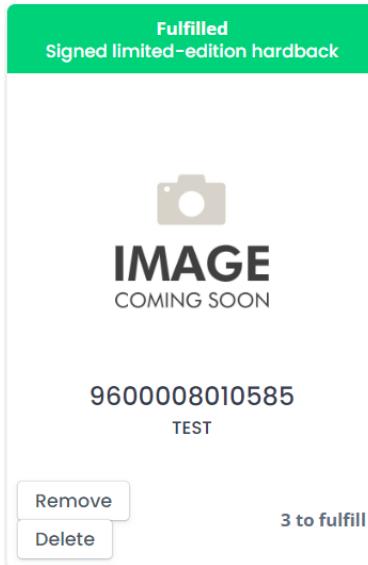
2. When uploaded, click 'Upload' beneath the file box, and allow the system a moment to process the file. Our system will make sense of this document and your reward tiers, you will then be prompted to select which rewards you wish to be fulfilled by Bookvault. simply click 'Fulfill' or 'Delete' depending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

Reward Tiers

Define what should be fulfilled for 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.



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?

- Bookvaul UK
- Bookvaul 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.

The screenshot shows a summary of uploaded orders and a detailed view of a single order.

Orders Imported: 3

Validated: 3

Warnings: 0

Errors: 0

Approve All (button highlighted with a red box)

Save All

Kickstarter Campaign: [REDACTED]

Order Details:

Products	Quantity	BookVault UK	Amount
IMAGE Test	1	£10.93	£10.93

Address: [REDACTED]

Shipping: Yodel Tracked Economy 17/09/24-19/09/24

Production Total: £10.93
Bespoke order fee: £0.00
Surcharges: £1.04
Shipping: £4.28
Total: £16.25

Remove | **Edit** | **Approve** (buttons highlighted with a red box)

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

The screenshot shows the Bookvault interface for managing orders. At the top, there are four status indicators: 'Orders Imported' (3), 'Validated' (3), 'Warnings' (0), and 'Errors' (0). Below these are buttons for 'Approve All' (with a red box around it) and 'Save All'. The main section displays a single order for a 'Kickstarter Campaign'. The order details are as follows:

Address	Order Details	Products	Quantity	Bookvault UK	Amount
Delivery Group	Yodel Tracked Economy	Image	Test	1	£10.93
					Production Total: £10.93
					Bespoke order fee: £0.00
					Surcharge: £1.04
					Shipping: £4.28
					Total: £16.25

At the bottom of the order view, there are buttons for 'Remove', 'Edit', and 'Approve' (with a red box around it).

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.