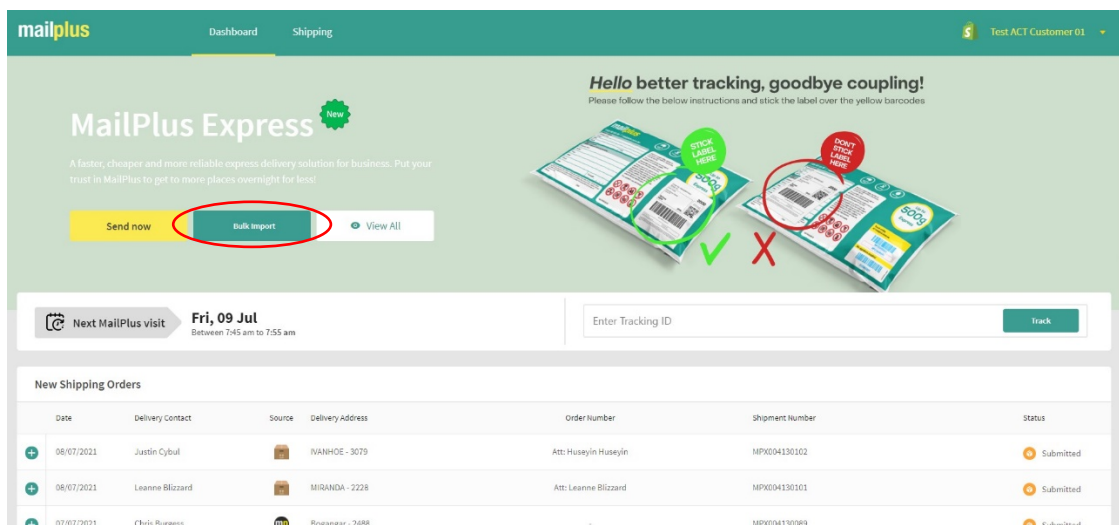# mailplus

CSV bulk upload process.

This is your step-by-step guide on how to bulk upload
your online orders to the MailPlus Portal.
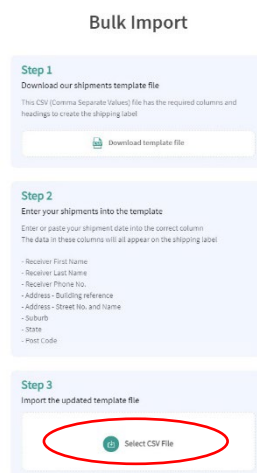
Step 1.

Start at the MailPlus Customer Portal homepage, then Click on the "**Bulk Import**" button.

Step 2.

Follow the steps in the pop-up box, then click on the **"Select CSV File"** button to upload your file.

Step 3.

Ensure all columns match to the data, then click on the **"Start Import"** button.

Step 4.

You'll then see a successful import message, then click the **"Print Label"** button.

Step 5.

Select the product type/size for each order and then select the orders.

Then click **"Submit and Print"**, as shown above.

Step 6.

Labels will be downloaded into your local Downloads folder as a PDF file. Open the PDF file from your local folder and click on print.

Step 8.

Stick the label on the MailPlus Express satchel, ensuring barcodes on the right are covered.

The item is now ready for collection.