

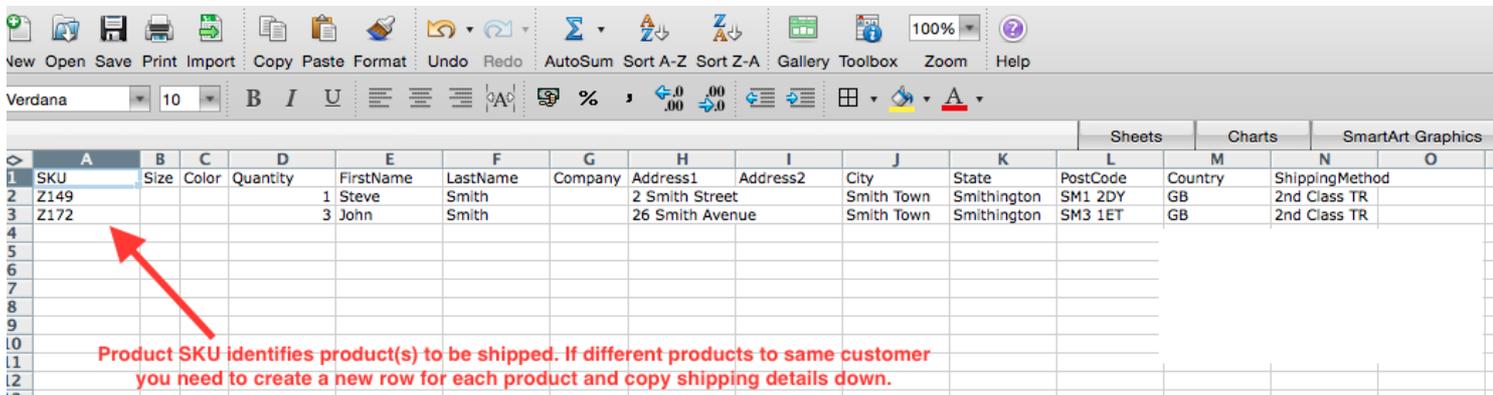
Dropship Guide

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

Please Note: at the current time our dropship system only caters for orders within the UK. If you wish to send orders overseas it is possible but will have to be processed as a normal order but with a different delivery address – that of your client. We will cover overseas dropship later in the guide.

The Dropship Spreadsheet (UK Delivery Only)

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	O
	SKU	Size	Color	Quantity	FirstName	LastName	Company	Address1	Address2	City	State	PostCode	Country	ShippingMethod	
2	Z149			1	Steve	Smith		2 Smith Street		Smith Town	Smithington	SM1 2DY	GB	2nd Class TR	
3	Z172			3	John	Smith		26 Smith Avenue		Smith Town	Smithington	SM3 1ET	GB	2nd Class TR	
4															
5															
6															
7															
8															
9															
10															
11															
12															

You must fill out:

- SKU – product identifier
- Quantity – how many of that product the customer wants
- FirstName
- LastName
- Address1
- City
- PostCode

The following fields are optional:

- Company
- Address2
- State

As our dropship system only caters for UK delivery the following field should always be filled out and should always be the same:

- Country = GB

ShippingMethod

Originally the system was only set up to use 2nd class delivery so this box was always the same. This has now changed and you can use the following options:

1st Class TR: First class standard mail. £2.95 for order with 1 item + 75p for any additional items.

2nd Class TR: Second class standard mail. £2.75 for order with 1 item + 75p for any additional items.

1st Class Recorded TR: First class recorded mail. £4.25 for order with 1 item + 75p for any additional items.

2nd Class Recorded TR: Second class recorded mail. £3.95 for order with 1 item + 75p for any additional items.

UK Courier TR: Sent by courier or Royal Mail special delivery depending on size. £8.95 per order.

The fields for Size and Colour can be ignored.

IMPORTANT: We can dropship orders both in our label or in your own private label. When entering the SKU for your order if you want private label it is very important that you enter a SKU for a private label product.

All of the private label product SKUs are easy to identify as they have the prefix 'PL-' at the beginning. If you do not use a 'PL-' SKU then your own brand will not be shipped. You can get a full list of SKUs from us.

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 just use a separate row for each SKU. Make sure the quantity is correct for each SKU and just copy the shipping details to make sure they are the same for each row.

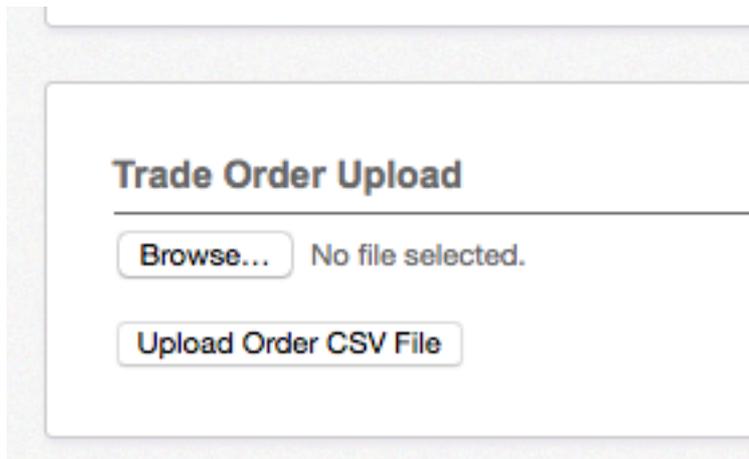
When our system sees 2 rows with the same shipping name and address it will automatically group those rows into 1 order.

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

Uploading Your Dropship Spreadsheet

You can upload your dropship spreadsheet very quickly from within your account. Login to www.troohealthcare.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:



Click on the 'Browse' 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. All of the orders in your spreadsheet will be added together into one total so you only need to checkout once.

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.

Delivery Enquiries for Dropship Orders

If you have a delivery enquiry for an order uploaded via our dropship system please email myorder@troohealthcare.com. **Important:** Please can you provide the delivery postcode for the order you are querying.

Dropshipping Overseas

Our dropship upload system only services deliveries within the UK. If you wish to send an order outside of the UK it is possible to do this but you will have to submit the order(s) through the normal checkout process, changing the delivery address to that of your client during checkout.

Shipping fees for overseas delivery can be calculated on our website using the 'Delivery Info' tab on each individual product page.

From the tab change the 'Ship To Country' to the country you wish to deliver your order today and click the 'Get Shipping Cost' button. This will provide all shipping options available to that country for that product. You can also alter the quantity should you need to.

Please note: you should only ever choose 'FBA or Self Organised Courier' option on any order if you intend to send a courier to us to pick up your order and pay for it directly yourself. The reason this shipping option has no charge is it assumes you will pay the courier yourself direct.

Cherry Go Montmorency Cherries 750mg 90 Capsules



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TRUSTED SHOPS
Customer reviews



EXCELLENT
4.88 / 5.00

Status:
27/03/18

1591 reviews >>

Email 1

Share 159

Tweet 1

G+

Like 77

Overview

Additional Info

Delivery Info

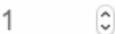
Please use our shipping calculator below to get a list of shipping options. Simply select the quantity of the item you want and the country of delivery. There are more details about delivery below the calculator and on our [delivery page](#).

Ship To Country:

United States

Quantity:

1



Get Shipping Cost

Shipping Method

Postage & Packaging

FBA or Self Organised Courier

£0.00

ROW Signed Airmail TR

£14.95

ROW Airmail TR

£3.95

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.