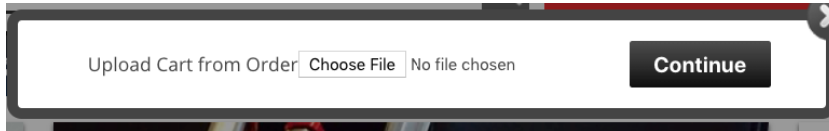# Wholesale CSV order upload tool instructions

1. Log in to www.doublealpha.biz
2. Click on the Upload Order button to the right of the search box:

3. Select your CSV file to upload. Make sure it is in the correct format as per the CSV example you have been given.

4. Press the "Continue" button.
5. You have now been redirected to the shopping cart with your uploaded items and quantities available for review.
6. Verify and update your shopping cart as needed.
7. Proceed to checkout and place your order.