Step by Step Instructions

Using Geographe's "Order Splitter"

the engineered edge

geographe™

split.geographe.com.au

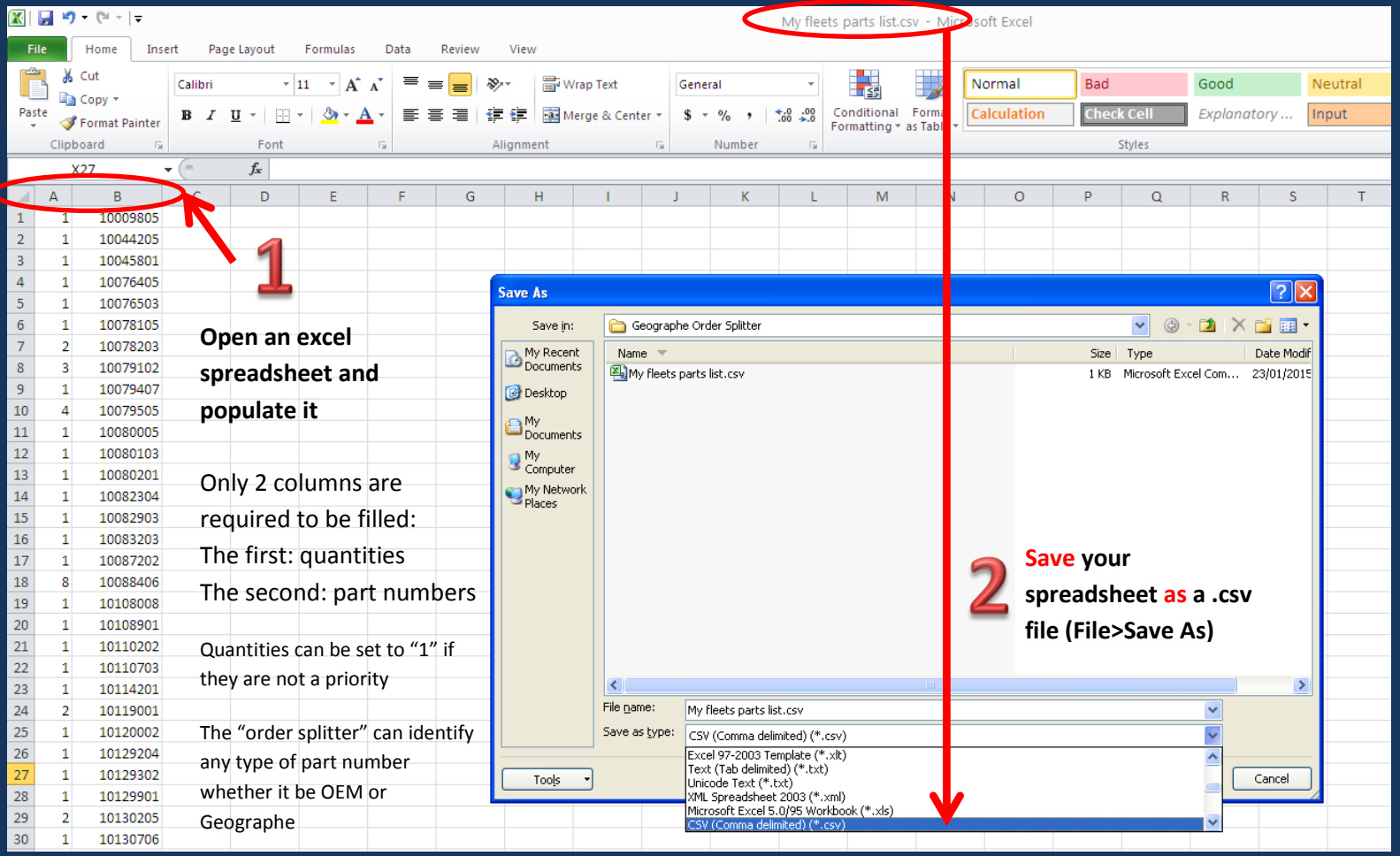
Step 1: Populate a Simple Spreadsheet and Create a .CSV

Step 1 Create a CSV

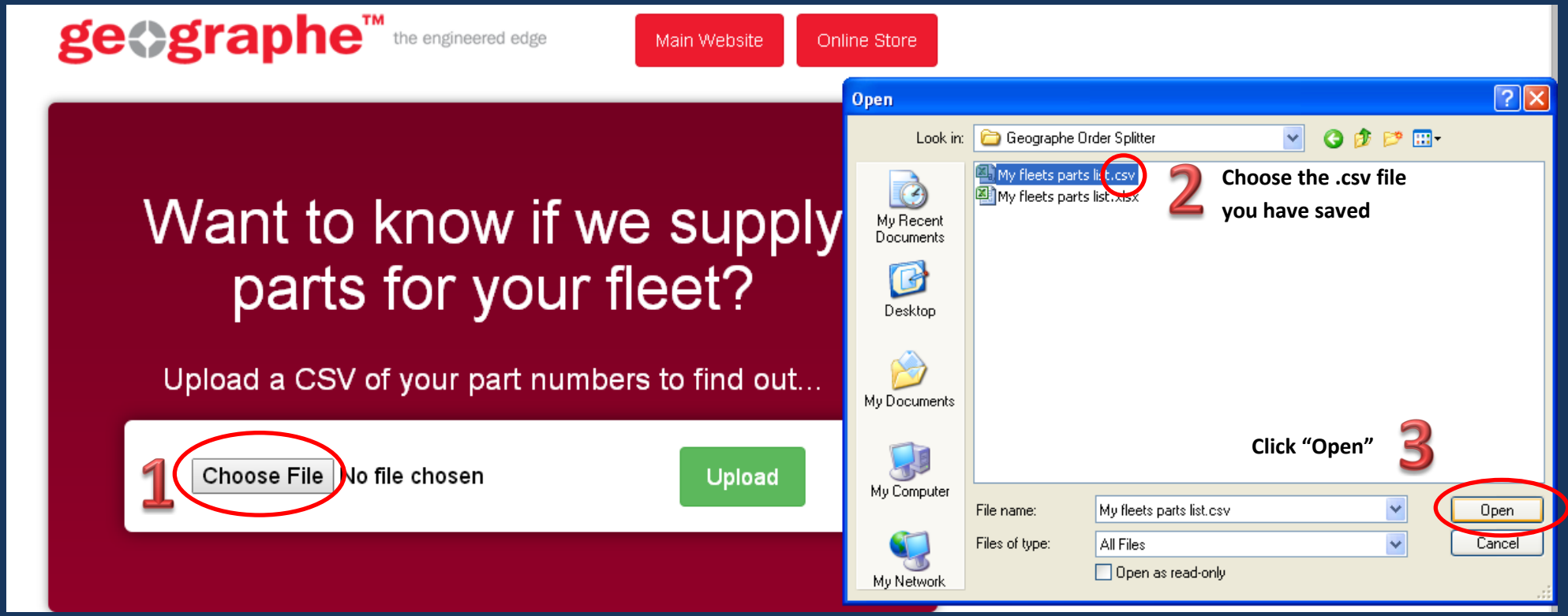
Create a CSV file in Excel with your list of part numbers and the quantities required. Click here to download a CSV template.

You may include part numbers from any OEM.

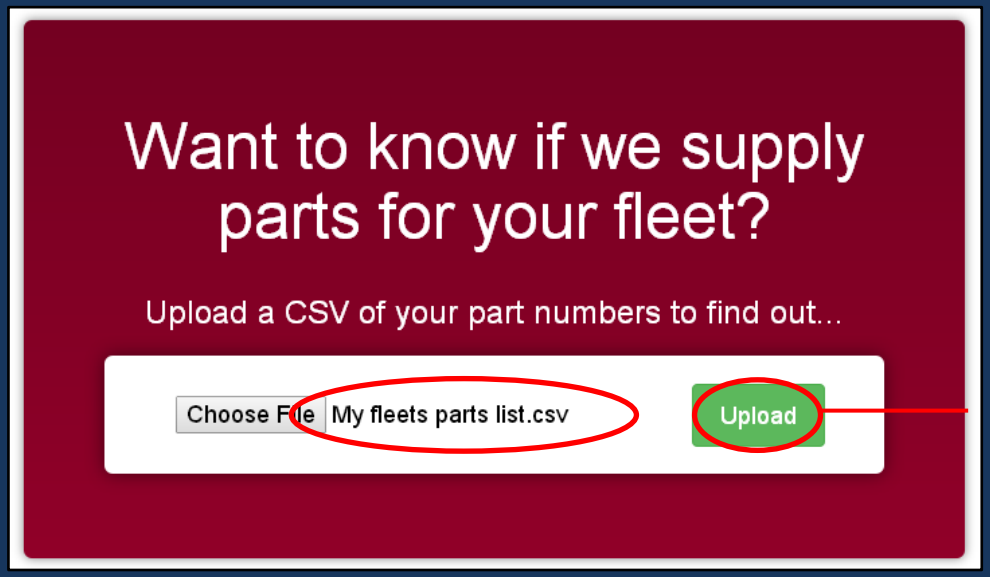
Qty	Part
8	7D1292
1	32532298
4	4228550



Step 2: Upload your .csv



Click "Choose File"

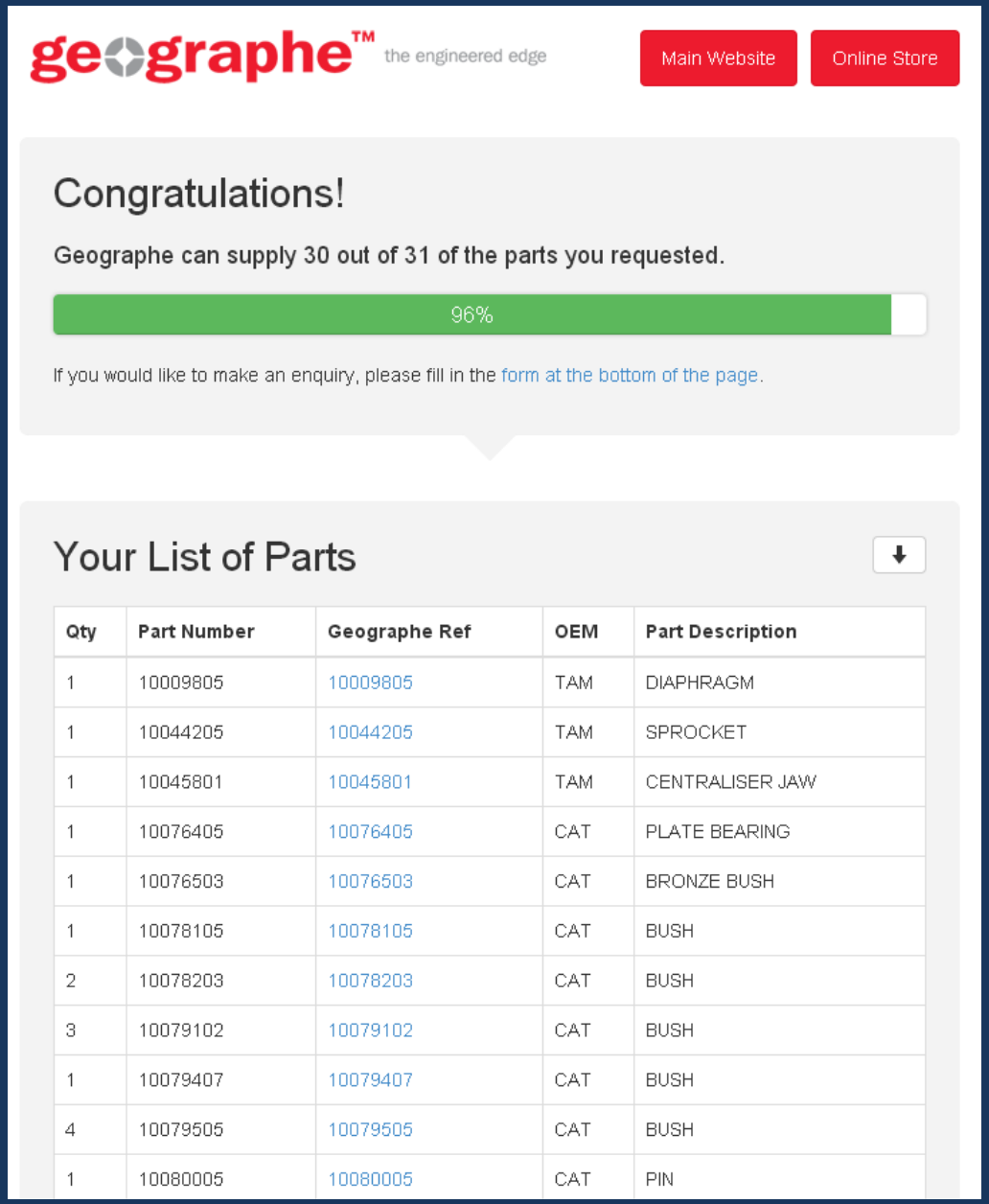


4

Click on "Upload"

Once the .csv file is opened, you should see its name appear next to "Choose File"

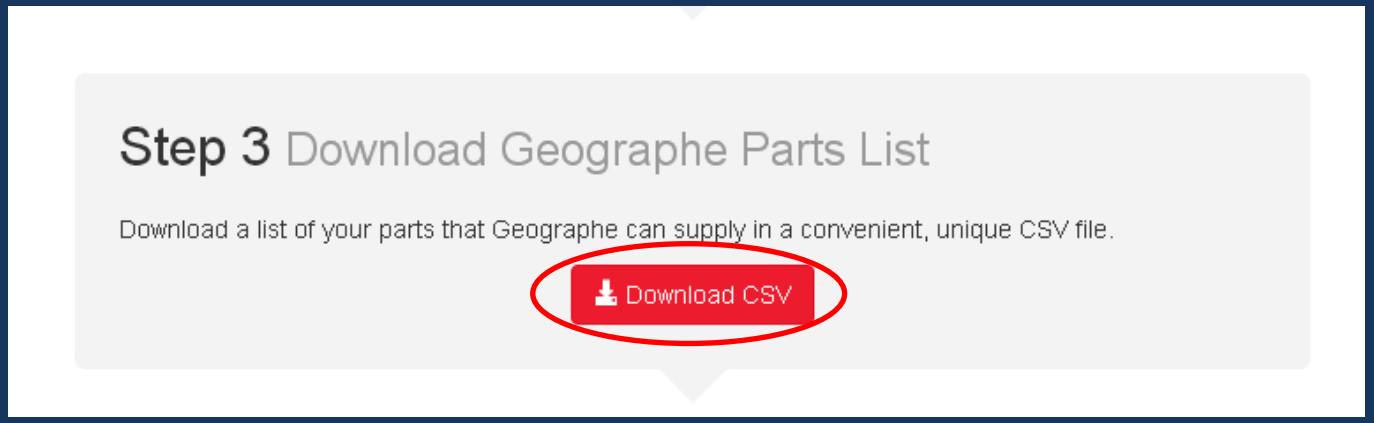
Your Results



Qty	Part Number	Geographe Ref	OEM	Part Description
1	10009805	10009805	TAM	DIAPHRAGM
1	10044205	10044205	TAM	SPROCKET
1	10045801	10045801	TAM	CENTRALISER JAW
1	10076405	10076405	CAT	PLATE BEARING
1	10076503	10076503	CAT	BRONZE BUSH
1	10078105	10078105	CAT	BUSH
2	10078203	10078203	CAT	BUSH
3	10079102	10079102	CAT	BUSH
1	10079407	10079407	CAT	BUSH
4	10079505	10079505	CAT	BUSH
1	10080005	10080005	CAT	PIN

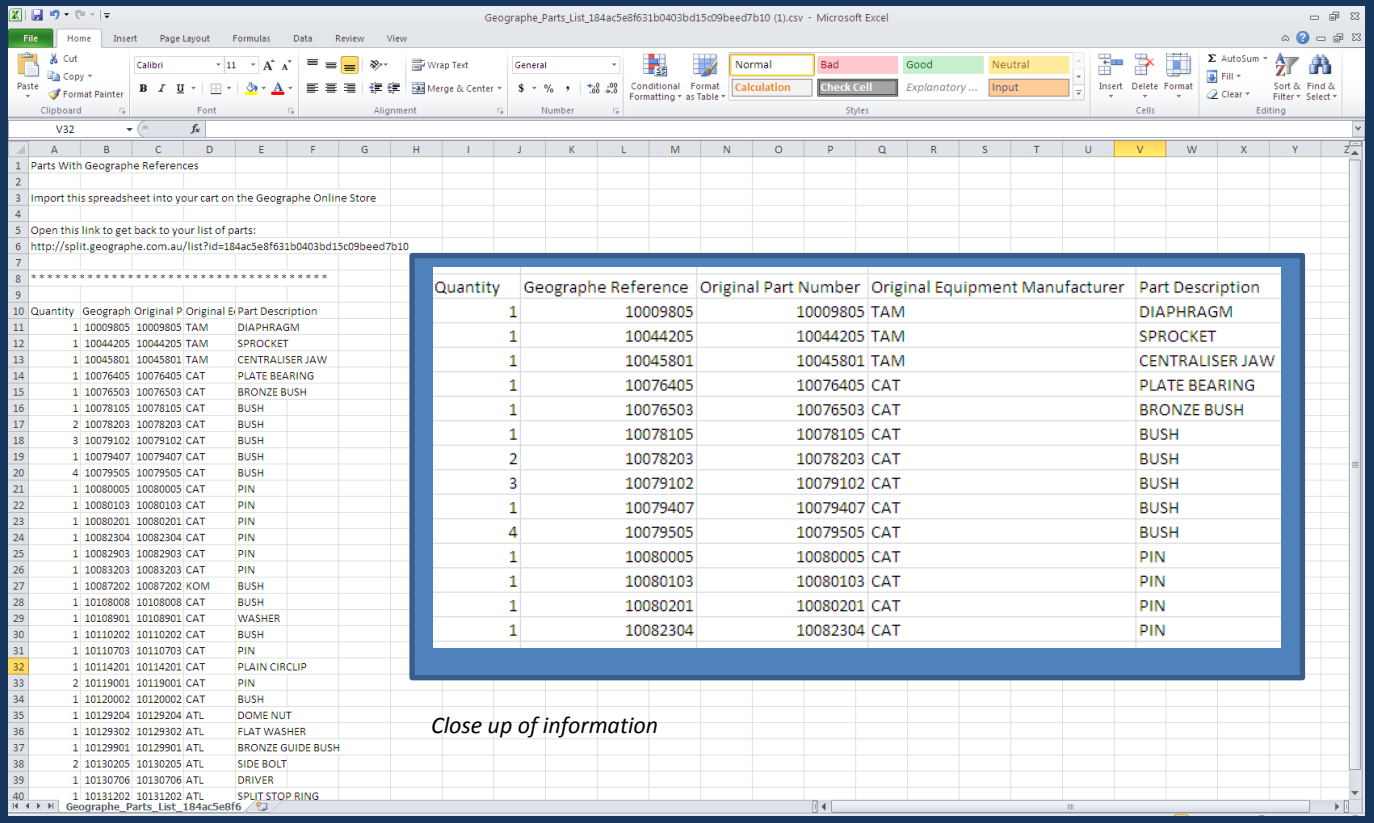
You will receive your results of what Geographe can supply from your original spreadsheet.

Step 3. Saving Your Results and Using Them



1

Click “download” in order to save the results

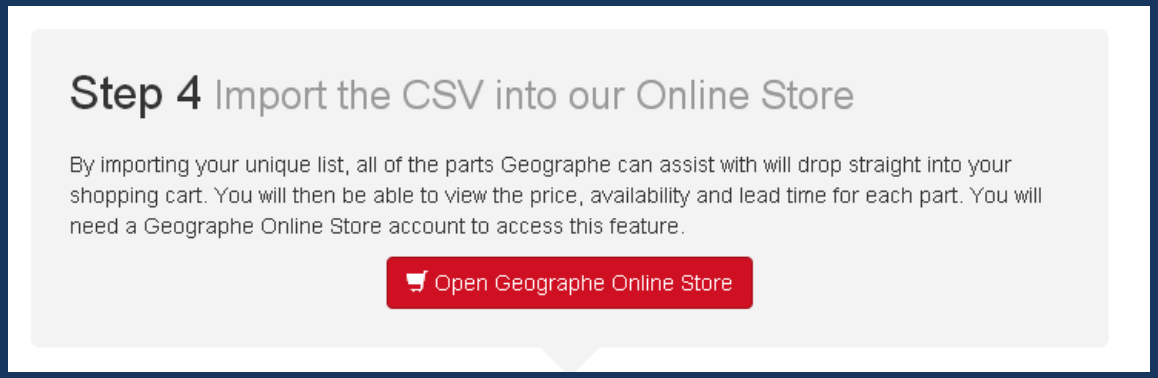


Close up of information

2

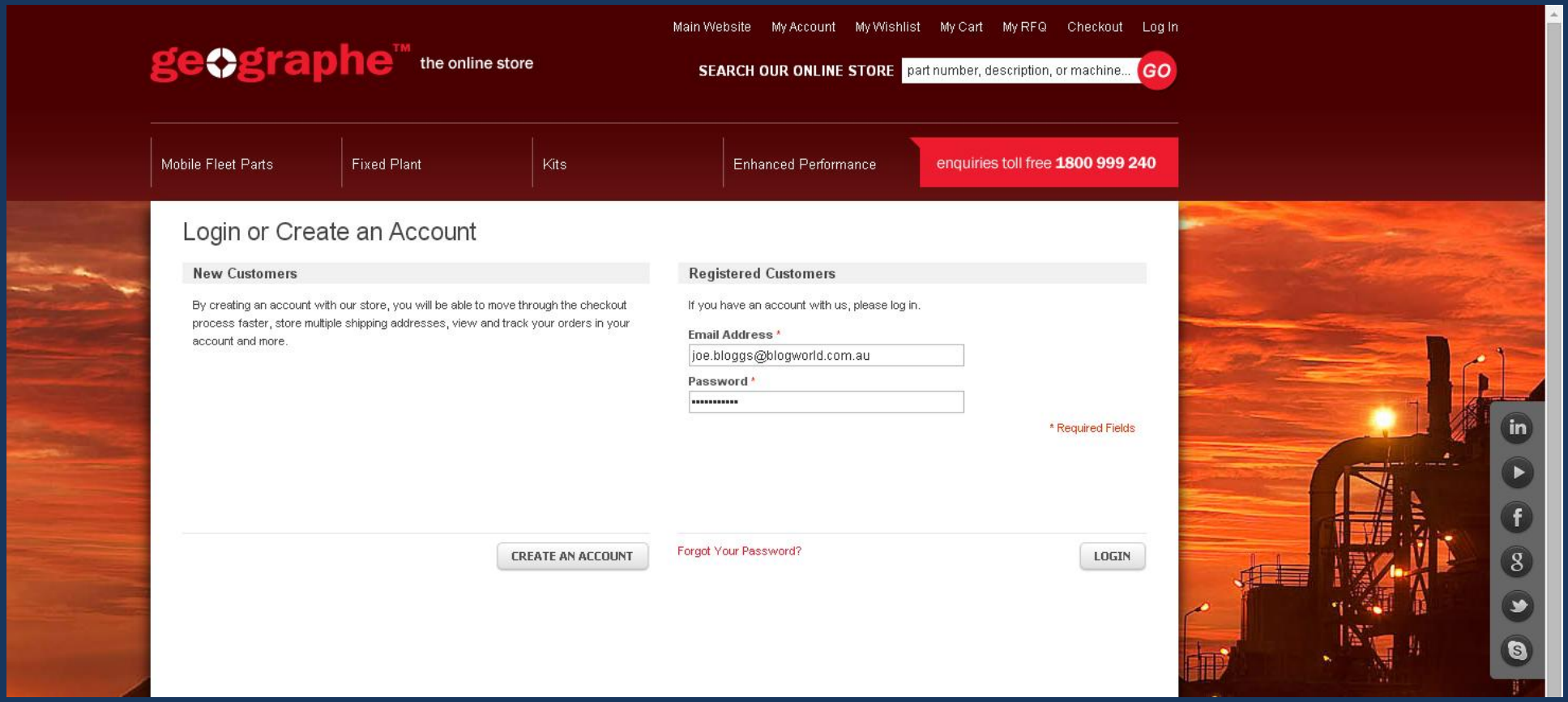
When opening the downloaded .csv, this is what you should expect to see

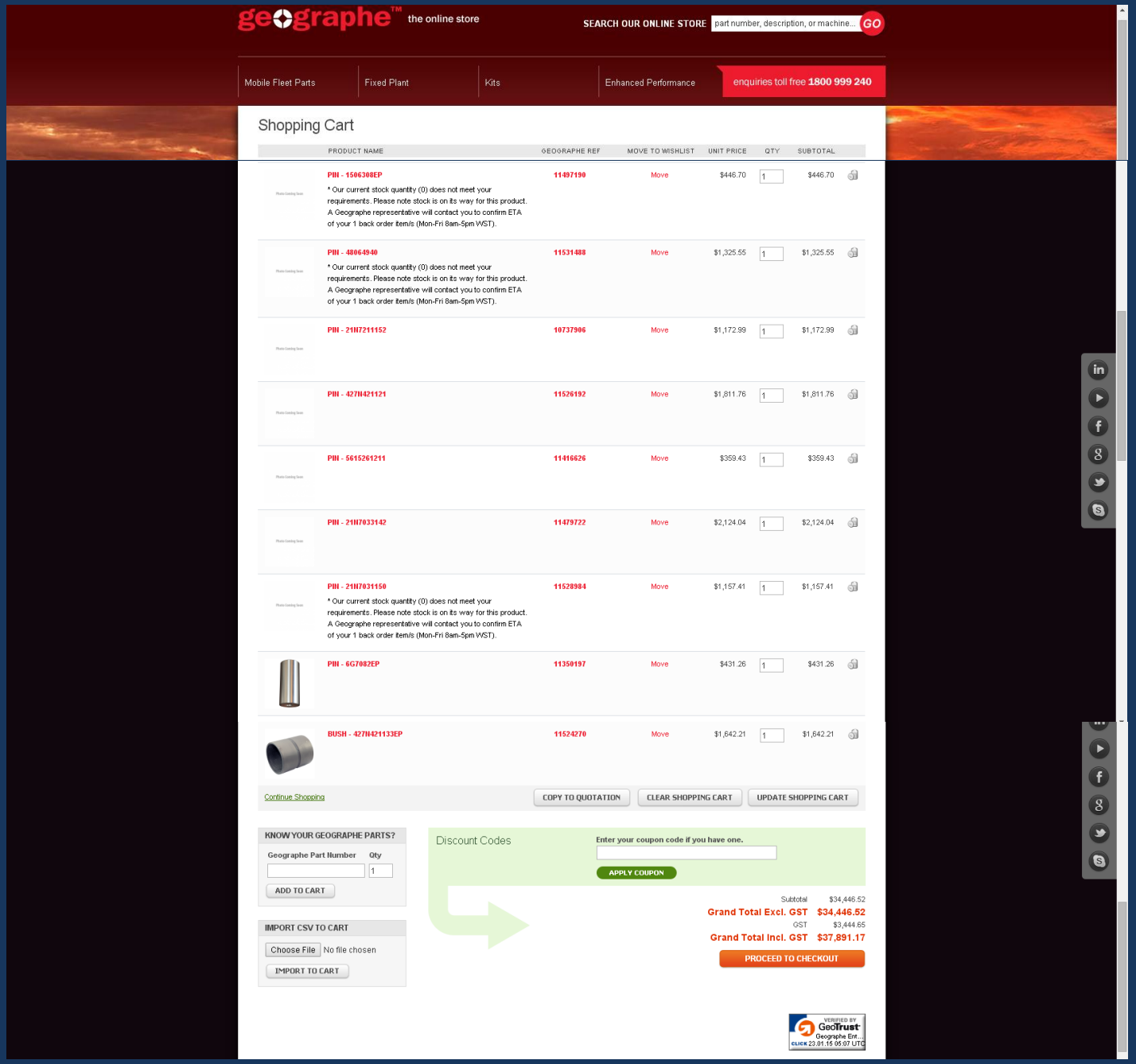
Step 4: Fill Your Shopping Cart In One Click



Click “Open Geographe Online Store” and log into your Geographe account. If you do not have an account click on “create an account ”.

NB. Accounts can take up to 24 hours to approve on weekdays.


Main Website
My Account
My Wishlist
My Cart
My RFQ
Checkout
Log In
geographe™ the online store
SEARCH OUR ONLINE STORE
part number, description, or machine...
GO
Mobile Fleet Parts
Fixed Plant
Kits
Enhanced Performance
enquiries toll free 1800 999 240
Login or Create an Account
New Customers
By creating an account with our store, you will be able to move through the checkout process faster, store multiple shipping addresses, view and track your orders in your account and more.
CREATE AN ACCOUNT
Registered Customers
If you have an account with us, please log in.
Email Address *
joe.bloggs@blogworld.com.au
Password *
* Required Fields
Forgot Your Password?
LOGIN

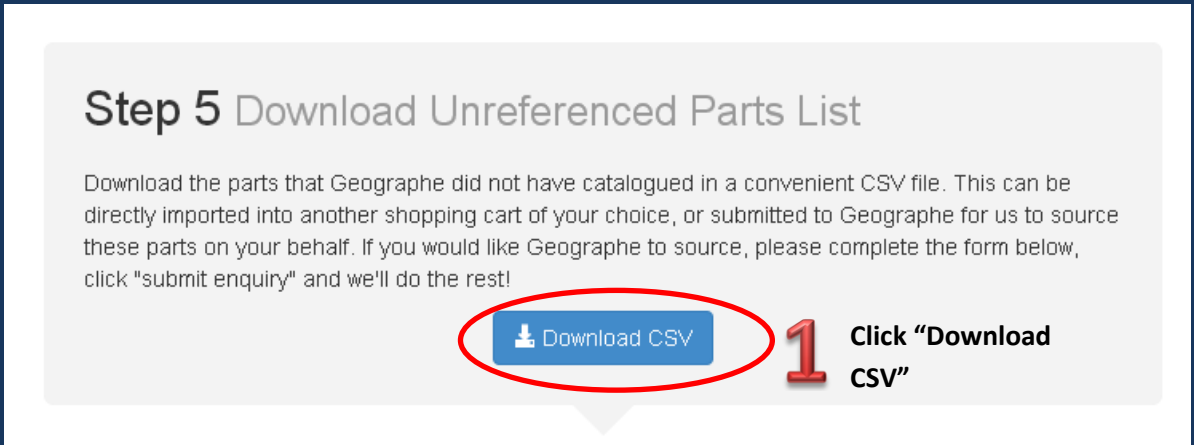


Your shopping cart is now filled.

From here you can:

- Delete unnecessary items to order
- Edit quantities
- Save your shopping cart by “updating” it
- Proceed to check out

Step 5: Get the List of Parts That Geographe Did Not Have Catalogued



Should you products you find difficult to source that Geographe do not have catalogued, please feel free to contact us on sales@geographe.com.au to source them for you.