

## CSV File Import Format

The Import file should be comma delimited with the first row being a header with this format:

Email, First, Last, Grader, Service\_Level, Cards, Order\_Date, Payment, SubmissionID, Phone, Address1, Address2, City, State Zip, Exam, Comments

The data should follow the same format:

- \*email
- \*first
- \*last
- \*grader (+)
- \*service\_level (^)
- \*cards
- \*order\_date (format = YYYY-MM-DD)
- payment (~)
- submissionID
- phone (format = (999)999-9999)
- address1
- address2
- city
- state
- zip
- exam (TRUE / FALSE / Blank)
- Comments

(\*) required fields

(+) grader: valid values:

- PSA
- PSA Dual
- BGS
- BGS w/ Subs
- SGC
- Examine First

(^) service\_level: valid values:

When grader = "PSA" or "PSA Dual"

- Bulk
- Value
- Value Plus
- Regular
- Express
- Super Express
- Walkthrough

When grader = "BGS" or "BGS w/ Subs"

- Base

Standard  
 Express  
 Priority  
 One-Day  
 Other

When grader = "SGC"  
 Bulk  
 Pokemon/TCG  
 Other

When grader = "Examine First"  
 Other

(~) payment: valid values:

Not Applicable  
 Cash  
 Credit  
 Credit Card  
 PayPal  
 Venmo  
 Zelle  
 Cash App  
 Unpaid  
 Invoiced

Example:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Email	First	Last	Phone	Address1	City	State	Zip	Order_Date	Grader	Service_Le	Cards	Submission	Comments
2	<a href="mailto:DustyHill@Sample.com">DustyHill@Sample.com</a>	Dusty	Hill	(512)897-6754	567 ZZ Top Avenue	Houston	TX	75423	6/27/2024	PSA	Bulk	4	24172044	2023 PANINI DONRUSS OPTIC 213 BRYCE YOUNG HOLO 2023 TOPPS NOW VW1 VICTOR WEMBANYAMA 2023 UPPER DECK 451 CONNOR BEDARD 2023 PANINI SELECT 311 VICTOR WEMBANYAMA
3	<a href="mailto:BillyGibbons@Sample.com">BillyGibbons@Sample.com</a>	Billy	Gibbons			Austin	TX	76876	6/27/2024	PSA	Bulk	7	24172044	2023 PANINI ABSOLUTE 102 CJ STROUD BLUE 2023 PANINI PRIZM 130 JORDAN HAWKINS WHITE SPARKLE 2023 PANINI PRIZM 188 PATRICK EWING WHITE SPARKLE 1991 HOOPS 579 MICHAEL JORDAN 1995 SP 23 MICHAEL JORDAN 1984 TOPPS 123 DAN MARINO 1981 TOPPS 4 LARRY BIRD
4	<a href="mailto:FrankBeard@Sample.com">FrankBeard@Sample.com</a>	Frank	Beard			Prosper	TX	75035	6/27/2024	PSA	Bulk	3	24172044	2024 TOPPS TRIBUTE 18 SHOHEI OHTANI ORANGE 2024 BOWMAN GLADIATORS OF THE DIAMOND GOTD18 SEBASTIAN WALCOTT