



Your wolsley.co.uk how to guide



Using Product upload

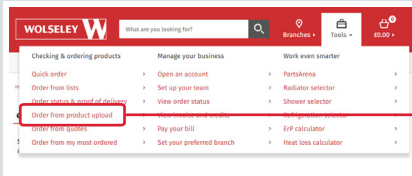
Why?

You can bulk order quicker, by uploading a spreadsheet with all your frequently purchased products, to make ordering easy. Product upload is also a quick way to check live branch stock availability and view your personalised trade prices of the products you buy time and time again.

Top tips

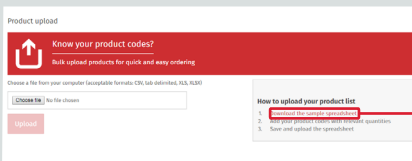
Don't forget that product codes and quantities are only uploaded from 'sheet 1' of the spreadsheet. Acceptable file formats: CSV, tab delimited, XLS, XLSX

1



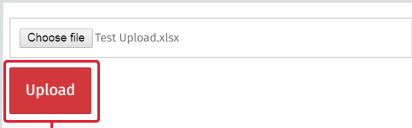
Select 'Order from Product upload' from the 'Tools' drop down menu

2



Download a sample spreadsheet

3



Create your 'Product upload' spreadsheet

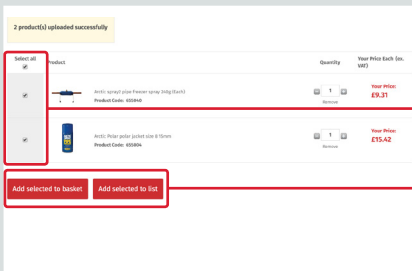
Column A = Product code

Column B = Quantity required

Then 'Save' the file

Choose the file from its saved location on your computer and select 'Upload'

4



Select the required products using the tick boxes

Then proceed to the basket to order for collection, delivery or add to a list to save for future reference



If you have any questions, need any help, or have feedback, please call our Online Support team, or email us

onsupportteam@wolsley.co.uk

0344 891 0196

wolsley.co.uk/benefits/product-upload

Work smarter, not harder at **wolsley.co.uk** and let us do the legwork for you