

Ordered Products

Shop **My Wolsley** Services Support

Joe Plumber
6499 - ABC Company

Orders

ORDER #	WEB REFERENCE #	DATE	CUSTOMER PO #	SUBTOTAL	STATUS
12345	1234567	Jul 11, 2015	R&S		Open
12345	1234567	Jul 11, 2015	R&S		Open
12345	1234567	Jul 11, 2015	R&S		Invoiced
12345	1234567	Jul 11, 2015	R&S		Invoiced
12345	1234567	Jul 11, 2015	R&S	\$1234.56	Invoiced
12345	1234567	Jul 11, 2015	R&S	\$234.56	Invoiced
12345	1234567	Jul 11, 2015	R&S	\$34.56	Cancelled
12345	1234567	Jul 11, 2015	R&S	\$1234.56	Cancelled

Ordered Products 1

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My Lists View all

- Bathroom Rough In
- Basement Reno
- Parts for Truck
- ABC Express List
- DEF Express List

3 Uploading a Spreadsheet

1. Click on 'Upload a Spreadsheet' in the 'Ordered Products' section of the My Wolsley page.
2. On the 'Upload a Product Spreadsheet' page, click on 'Browse' to select the .csv file that you would like to upload.
3. Choose the location to upload to 'My Lists' or the 'Cart'.
4. Choosing 'Cart' will automatically load the products into your Shopping Cart where you can Checkout or Save as a Draft Order.
5. When choosing 'My Lists', name the list and click 'Upload'. Your file will now be saved in the 'My Lists' section for future ordering.

4 Downloading My Ordered Products

1. Click on 'Download My Ordered Products' from My Wolsley page.
2. Save the .csv file to your hard drive or desktop. This file will include ALL the products you have ordered in the last 12 months.
3. Use this file to sort the items you need and create targeted lists that can then be uploaded to the platform.

Keep these tips in mind when uploading your spreadsheet:

- Files should contain only two columns of text
- First column is Quantity
- Second column is Product Code
- Remove header ie. Quantity, Product Code, Description
- Do not include any spaces or blank cells in your list
- Must be saved in a .csv format

