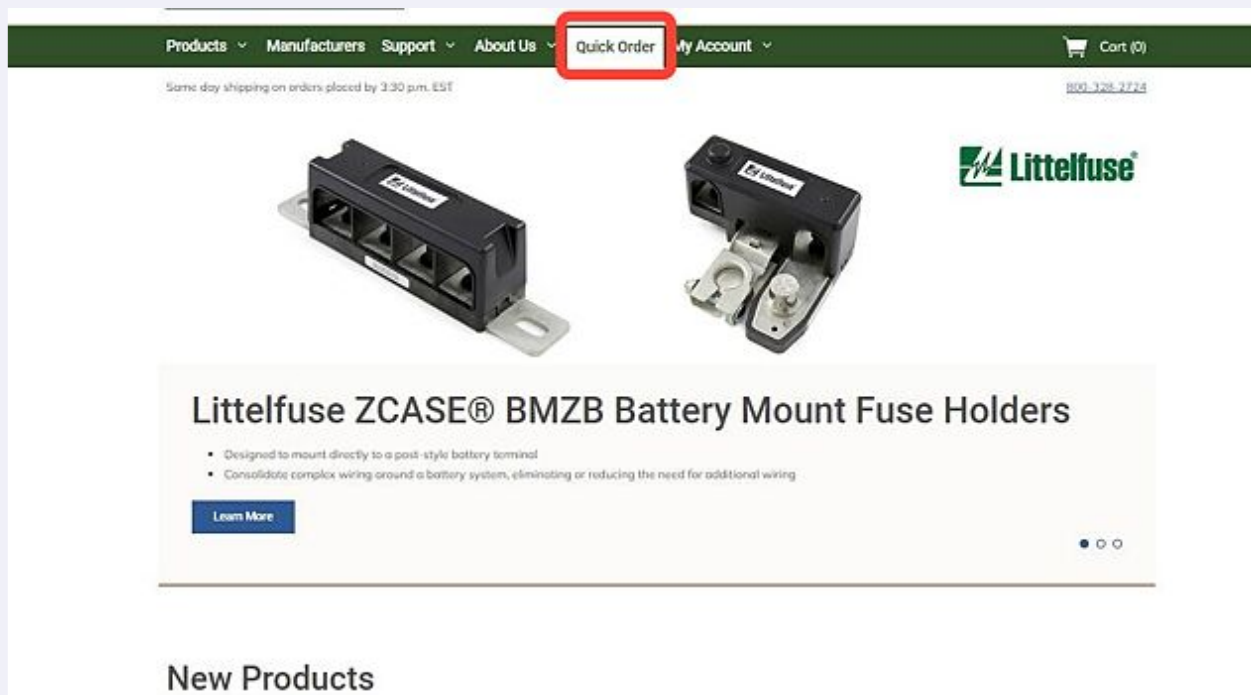


How to Import a Quick Order using the Upload Tool

- 1 From the main navigation bar click on "Quick Order".



2 Click on the "Upload Order" button.

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[Home](#) / [Support](#) / [Ordering Information](#) / Quick Order

Quick Order

Upload Order

Search Qty

Type to search 1 Add to Order

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3 You have 2 options to create a file. You can click on the "Download Template" button and use the template. You can also create a list using the instructions listed on the page.

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[Home](#) / Order Upload

Order Upload

Upload an Excel (.xls or .xlsx) or CSV (Comma-Separated Values) file to quickly add item(s) to your cart.

Download Template

Upload a File

☒ Include First Row Column Heading

Cancel Upload Upload File

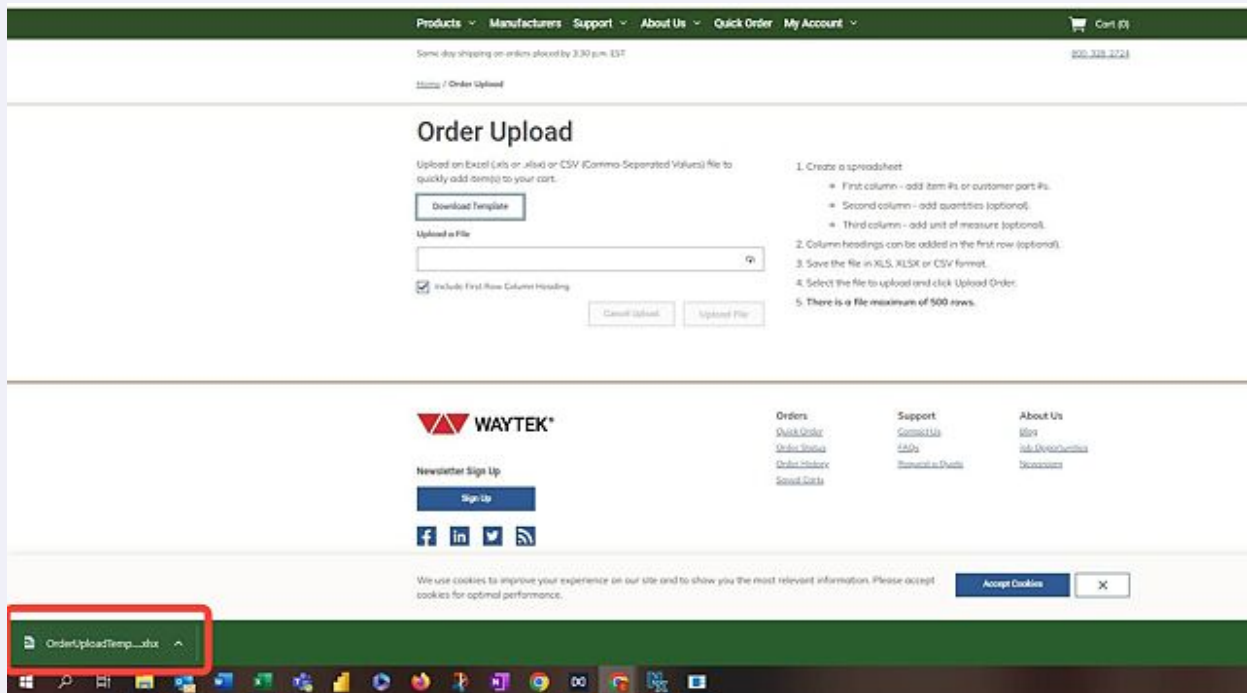
1. Create a spreadsheet
 - First column - add item #s or customer part #s.
 - Second column - add quantities (optional).
 - Third column - add unit of measure (optional).
2. Column headings can be added in the first row (optional).
3. Save the file in XLS, XLSX or CSV format.
4. Select the file to upload and click Upload Order.
5. **There is a file maximum of 500 rows.**

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4

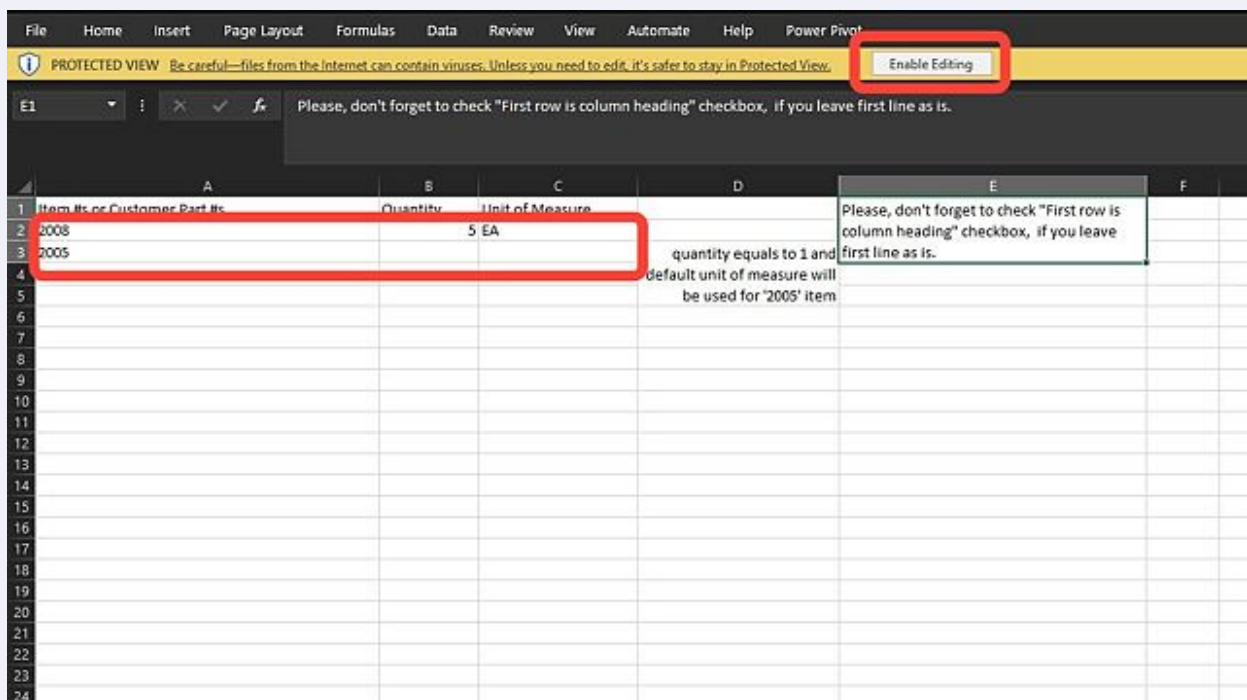
If you click on "Download Template", the file should begin downloading to your browser. You should see it at the bottom of your screen like below.

Double click the file to open it once it's finished downloading.



5

Once your file opens in excel, click on enable editing. Then clear all of the example data from the Item #, Quantity and Unit of Measure Fields.



6

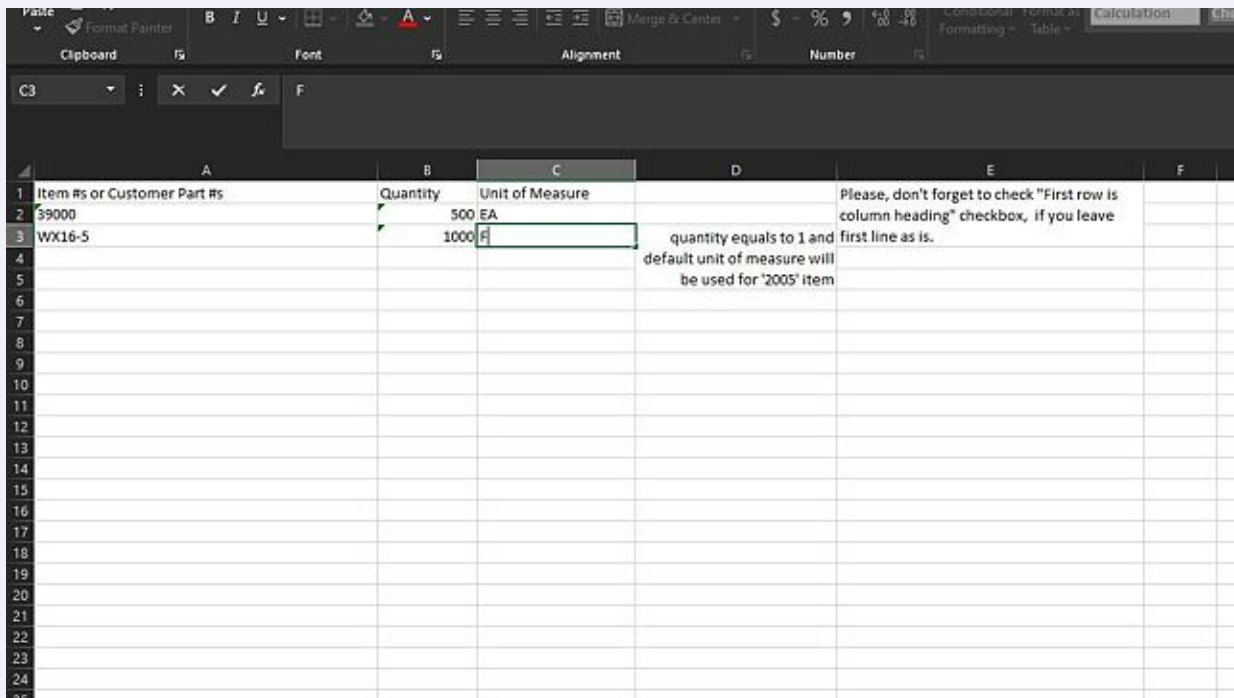
You can now type in, or copy and paste from another source the Item 3, Quantity, and Unit of Measure.

[illegible]

7

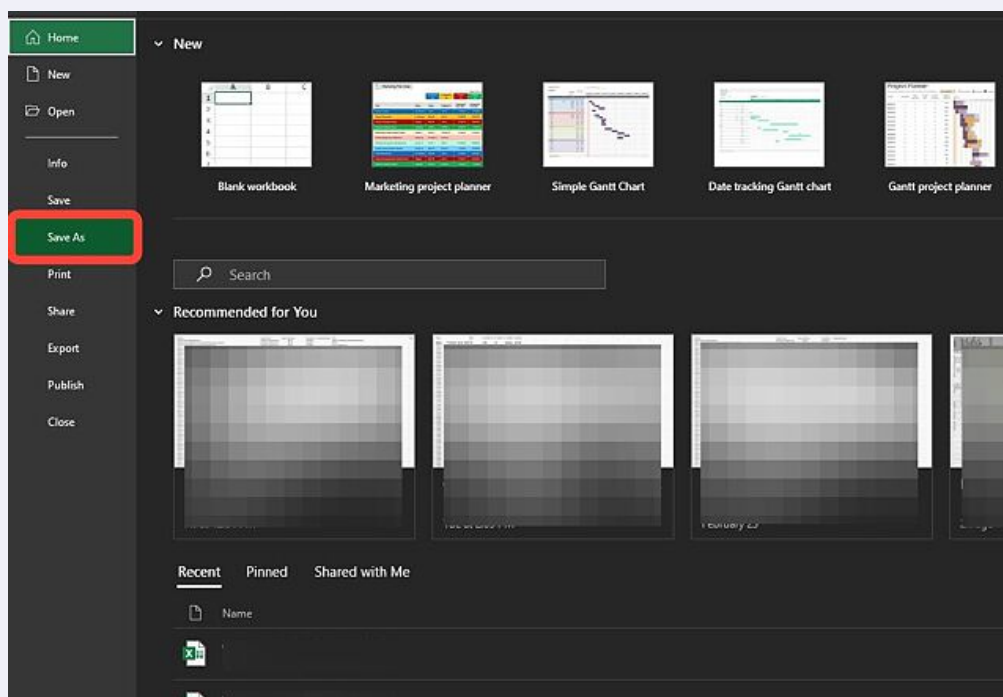
If you don't know the unit of measure for a specific part, you can navigate to the part to verify it, or leave the field blank in the upload file.

* Most items will have a unit of measure of EA. Wire & Cable is sold in Unit of Measure of FT. A few items have units of measure in sticks or STK.



8

When you have completed your list, save the file to your computer. Once you have successfully saved the file to your computer, close the excel document.



- 9 Return the Order Upload page. Click in the Upload a File Field.

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Order Upload

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[Download Template](#)

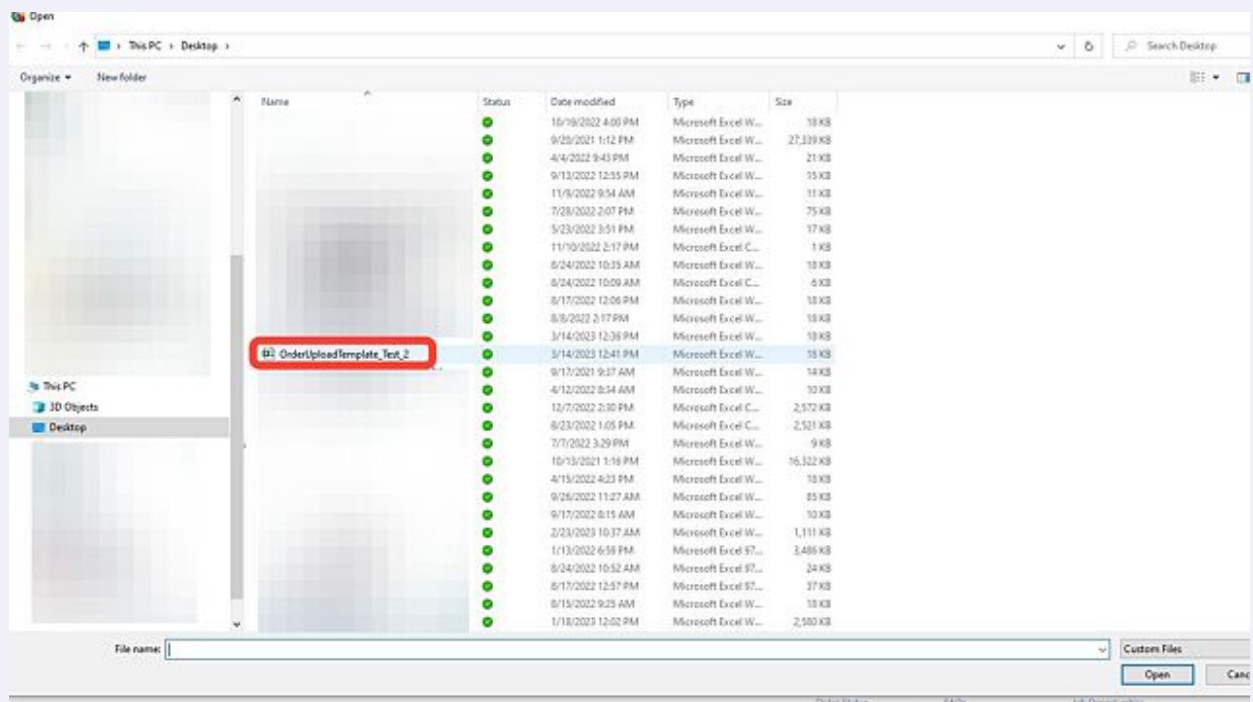
Upload a File

☒ Include First Row Column Heading

[Cancel Upload](#) [Upload File](#)

1. Create a spreadsheet
 - First column - add item #'s or customer part #'s.
 - Second column - add quantities (optional).
 - Third column - add unit of measure (optional).
2. Column headings can be added in the first row (optional).
3. Save the file in XLS, XLSX or CSV format.
4. Select the file to upload and click Upload Order.
5. There is a file maximum of 500 rows.

- 10 This will open up your computer file explorer. Navigate to the file you saved and select it.



11

The file name you selected will appear in the Upload a File field. Then Click on the "Upload File" button.

****Please note that column headers are not required. If your file does not have column headers please uncheck the box next to "Include First Row Column Heading"*****

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Order Upload

Upload an Excel (.xls or .xlsx) or CSV (Comma-Separated Values) file to quickly add item(s) to your cart.

[Download Template](#)

Upload a File

OrderUploadTemplate_Test_2.xlsx

☒ Include First Row Column Heading

[Cancel Upload](#) [Upload File](#)

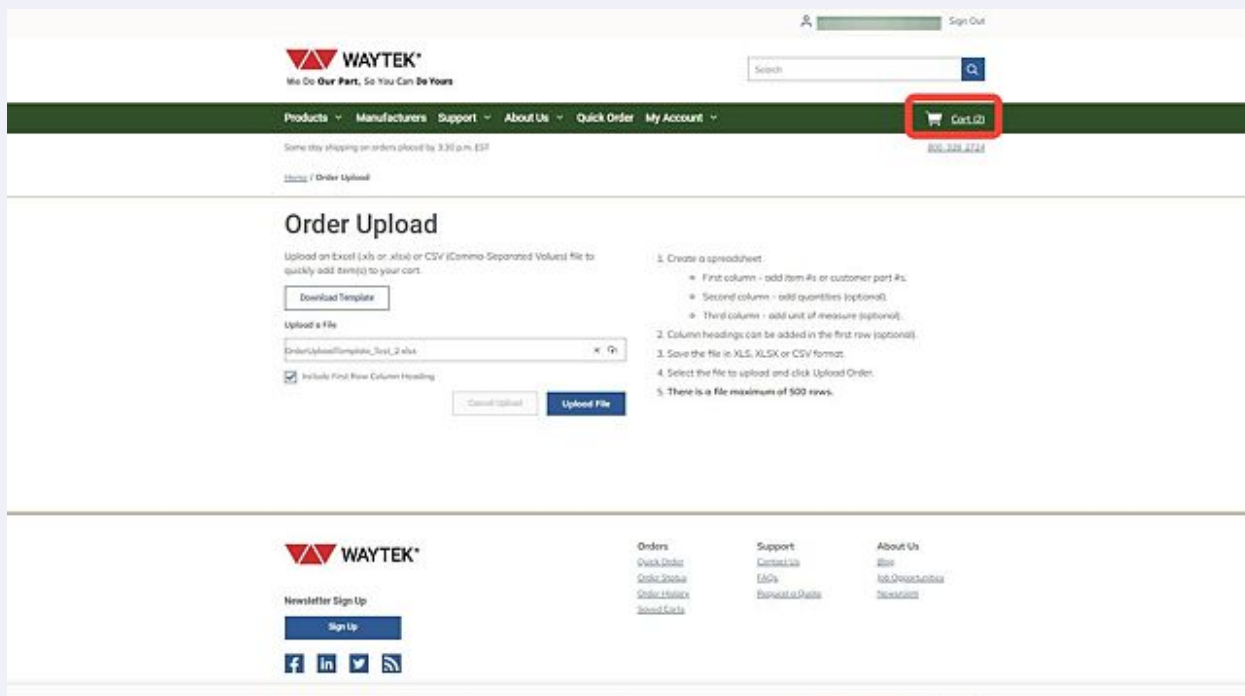
1. Create a spreadsheet
 - First column - add item #s or customer part #s.
 - Second column - add quantities (optional).
 - Third column - add unit of measure (optional).
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You will see a green notification pop up in the right hand corner of the screen confirming the file was successfully uploaded. You will also see the items in your cart update with the number of items added from your list.



13

Clicking the cart icon will take you into the cart, where you can validate your list uploaded with the correct information, and complete your check out process.

