

Training Guide for Wayfair's Partner Portal



How to Add New Products Using Quick Upload

Adding Products to Sell on Wayfair

The Quick Upload tool is a product addition tool that lets you add new products in bulk.

How to Add New Products Using Quick Upload

Adding New Products



Before you get started:

With Quick Upload, you can:

- Add thousands of products with one spreadsheet file upload. This allows uploads across multiple classes, without being held up by slow or buggy webpages.
- Multitask in Partner Home as products are being uploaded – if you leave the page during processing, you can return at any point to finish your work.
- View the errors and warnings on your products in your original spreadsheet document.
- Submit your products as they become ready. Instead of waiting until every product in your file is perfect.

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Before you get started:

1

On your Wayfair Dashboard, select **Add New Products** under the *Quick Links* panel on the right side of the page. You will see two options to add products: *Guided Upload* and *Quick Upload*. Select the **Go to Quick Upload** option.

2

Select **Download Template** under *Download a Class Specific Template*. A new template should be downloaded each time you add a new batch of products to sell on Wayfair.

3

A window will pop up on the page with two filter options:

First, choose the region you wish to sell this product in. Any products that should be sold in multiple regions can be updated with that information once the product is live, as only one region can be chosen per template. Next, to filter by a category, select the desired category from the dropdown options. In the second dropdown, select a class from the list. Once you have selected a class, you will see a class definition and sample imagery for that class. If you would like to add this class, select **Add Selected Class**.

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4

Once you have finished selecting the classes of products you want to add, select **Download Template**. A tab will be created for each class in the spreadsheet file. Add product details into the appropriate column for the new products you want to add.

5

If you are adding any media assets to your products through files on your computer, you can do so through the **Upload Media** tab of the upload zone. Here, you can drag and drop the media file or select **Upload**. Any media assets added through direct URL links should be included in the appropriate columns of your template file.

6

Once you have added all your products to the spreadsheet file, you can drag and drop the file on the page or select **Upload**.

Continue to next page....

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- 6 Once you have uploaded your spreadsheet file, the products will show up under *My Uploads* at the bottom of the page. For each product, you can view any Errors, Warnings, Ready, Submitted, Date Uploaded, and Auto Linked Media.
 - Errors:** This is a count of products in your file that had blocking errors, where the data must be changed to allow submission.
 - Warnings:** This is a count of products in your file that had warnings, which we recommend fixing but are not required for submission. These can be submitted whenever you are ready.
 - Ready:** This is a count of products in your file that are ready, without warnings or errors. These can be submitted whenever you are ready.
 - Submitted:** Once you have submitted some products from the file, we will show you how many have been submitted. These products will still show up on the sheet, but the data will become locked and colored gray.
 - Date Uploaded:** This is the original data you uploaded on your product sheet.
 - Auto Linked Media:** Sometimes, we are able to automatically associate images, videos, or documents you've provided in Catalog Manager to products you are trying to add. This can save time on assigning specific associations in your spreadsheet upload. If this occurs, we will indicate it in this column.

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How to Review New Product Uploads

- 1** Select **Review** to correct errors and warnings, this will download a spreadsheet file.
- 2** In the spreadsheet file created by the review button, you can make corrections to your product details all at once for products. This spreadsheet should very closely resemble the original template uploaded, except with new formatting and notes to indicate errors and warnings to be resolved.
- 3** Once you have finished making the necessary corrections, you can re-upload the file to update your previous upload in the *My Uploads* table.
- 4** For products that do not have errors or warnings, you can select **Submit**. This will submit all products that are Ready, and you can decide if that includes products with only Warnings.



Note: When submitting, you may see multiple rows get updated instead of just one. If the products being submitted were also present in other file rows, the tool will update any applicable files that share the products for consistency. No duplicate products were created or submitted as a part of this.

Ensuring your items can be bought on Amazon

Your guide for troubleshooting missing Buy Box



Congrats! You've Reaching The End of This Training!

We want to improve! Tell us what you think about this training

**I learned what I
needed to
know.**



**I learned a part of
what I needed to
know.**



**The training
wasn't helpful
at all.**



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