

EXPORTING **PRODUCT INFORMATION**

STEP ONE

Exporting a list of products can be done in a variety of ways, however it is capped at 500 products in one export. If you do a search, you could export the list of search results by clicking "Export Product List" in the right-hand corner.

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STEP TWO

Once you click "Export Product List," you will get the pop-up shown below. Your email address should already be pre-populated in the box. If you would like to send the export to a different email address, you will be able to change it here.

		×
Export Products List Confi	rmation	
The product list will be exported and emailed to		
Email		
hbrazee@wernerelectric.com		
Select Ok to continue		
ок	Cancel >	

Continue >

STEP THREE

Shortly after you click the "OK" button, you will receive an email with an attachment containing the list that you exported. Depending on how many items that you are exporting, the email may take a little longer to arrive in your inbox. The export will come in as an excel file and will contain the following:

- a. UPC Code
- b. Werner Part Number
- c. Manufacturer Name
- d. Manufacturer Part Number
- f. Customer Part Number (should you have any) g. Unit of Measure
- h. Your Price
- i. Current RDC Stock Level
- e. Product Description

STEP FOUR

If you would like to set up a specific list of products to export, you may do so by first building a Product List. Directions on how to create a product list can be found in <u>Website Guide: Creating and</u> <u>Utilizing Product Lists</u>.

STEP FIVE

To export from a Product List, first locate the list that you have built by either clicking on the "Product Lists" widget of your homepage, **OR** selecting "My Lists" in the "My Account" area.





Continue >

STEP SIX

You will then select the list you would like to export.

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My Lists						
		Sor	Rv.			
Search		Q, Las	t Updated	~	Create List >	
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Updated 8/21/2020	by HANNA BRAZEE		0 0		Add List to Cart 📜	
			Total 2 items		Delete List	
					🖨 Private	

STEP SEVEN

The steps for exporting remain the same throughout the site. Click "Export Product List," and make sure you have the correct email address filled out in the pop-up. Then wait to receive the list in your email.

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items List Total \$10.4	18 Search list by	v keyword or item it	Q	_	dd List to Cart 🎽 Ada	d Itema 🔘
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-	3M [™] 35-YE	LLOW-3/4X66FT Vinyl Cole	or Coding Tape 3/4" X 66 In Stark: 230		\$5	9.99/EA 🗎

The product list will be exported a	nd emailed to	
Email		
hbrazee@wernerelectric.com		
Select Ok to continue		

Continue >

STEP EIGHT

You could also export a list of items you have purchased in the past by clicking on "Previously Purchased" in the "My Account" area.

My	Account
Product & Order Management	Profile information
My Account	Customer
Account Settings	WERNER ELECTRIC SUPPLY
Addresses	Bill-To: #12345
My Saved Payments	5hip-10. #25456
Saved Orders	Inside Rep
Invoice History	WESLEY WERNER
Order History	WWERNER@WERNERELECTRIC.COM
Order Approval	123496/7631
My Quotes	Outside Rep
My Lists	STANLEY SUPPLY
Previously Purchased	123-546-1234

STEP NINE

This page will show any items that you have purchased from us before. You have the ability to filter the list down by a variety of attributes – or export the entire list. Again, this can be done by clicking the "Export Product List" button, entering your email address in the pop-up, and waiting for the export to arrive in your inbox.

Shop	Brands	Solutions	Promotions	Training & Events	About Us Q
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		Results for tape			
Shop Werner	r	143 Products		Sort by: Best Match \sim Per pa	ge: 18 - C Page 1 of 8 - > 🔚 👪
Fittings, Connec Accessories (69	tors &)				
Electrical Suppli	ies Misc (16)				
Fasteners (14)					
Conduit Bodies	(14)				
Electrical Boxes	(9)				

The product list will be exported and email	ed to	
Email		
hbrazee@wernerelectric.com		
Select Ok to continue		
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