

***This help guide has been created to provide steps need to complete and update your projects/tag outreach request***

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pg. 1: Bulk Edits tool for Workbooks

pg. 2-4: Bulk Edits tool for 2.0

Pg. 4-5: Catalog Manager for updating and uploading media files in bulk

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For assistance in completing the **Product Details Project(s) through a BET 1.0 workbook**, please review the following instructions:

***Bulk Product Details Project(s):***

1. Open the attached workbook and fill in any missing tag values or correct any inaccurate information (be sure to check all tabs included)! Save completed copy once confirmed and send it back to us by attaching it to this email thread.
2. Wayfair will review and upload these changes for you!
3. If a tag value is not applicable to your product, you may use N/A as long as it is not a Yes/No answer. This will bring up your Best In Class Coverage score.

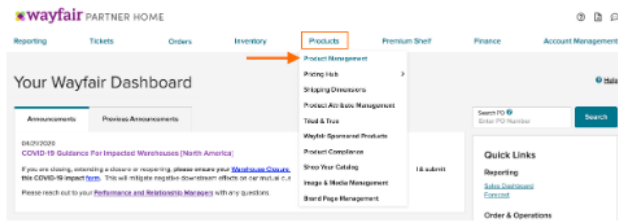
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***Working in Bulk Edits 2.0 Please see below steps***

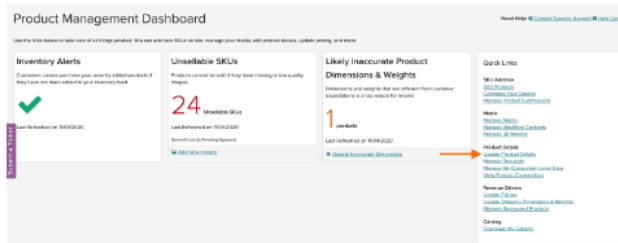
## Using the Bulk Product Description Editor

Accessing Bulk Product Description Editor:

STEP 1: Go to the **Products** tab and select **Product Management**.



STEP 2: Then select **Update Product Details**.



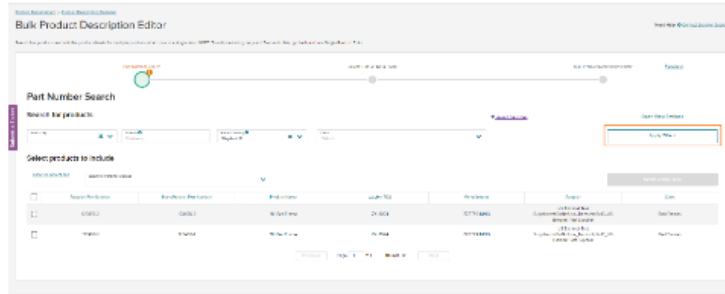
STEP 3: From here you can make bulk edits in the **Bulk Edits To Product Details** and **Bulk Edits To Product Details Management Page**.

**Selecting Part Numbers:**

STEP 1: Begin by selecting **Bulk Edits to Product Details**.

STEP 2: You can filter by Supplier Part Number, Manufacturer Part Number, or Wayfair SKU. You may also search by selecting the Class from the pre-populated dropdown.

STEP 3: Select **Apply Filters** when you've made your filter selections.



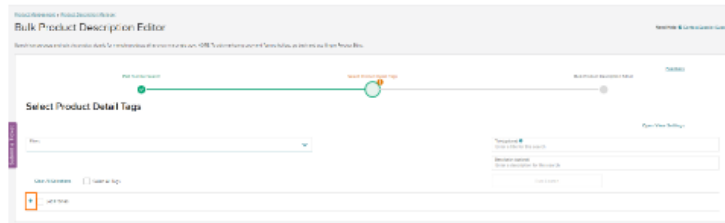
STEP 4: Select the part numbers by using the individual checkboxes or select all part numbers.

STEP 5: After selecting part numbers, select **Select Detail Tags**.

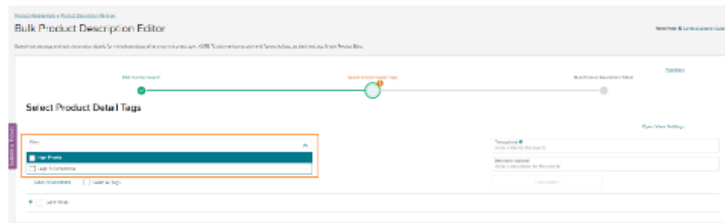
### Selecting Product Detail Tags:

STEP 1: Select + for each class listed to expand the list of tags. Tags can be selected one at a time, or in bulk.

*NOTE: You may only bulk select per class, it will not select all tags for every class.*



STEP 2: If needed, you can filter to tags for High Priority or Legal & Compliance.



STEP 3: You must select tags in each class to create a project. If you need to go back and select a different part number click on the green button under Part Number Search.

STEP 4: Select **Run Search** once you have selected the tags you would like to edit.

STEP 5: Enter a title and or description if you want to be able to quickly come back to this same set of products and tags.

STEP 6: Select **Open View Settings** to see the products and tags you're working on at any time and make edits.

## Working in the Bulk Product Description Editor

STEP 1: This page works just as the Class Specific Details page in SKU Addition. Classes are listed on the top left, click each class to work in that class.



STEP 2: To make edits in the tool, click into a cell directly and either type your answer or select from the enumerated list.

STEP 3: The Apply Value to All SKUs option will apply all on the selected page. You can increase the rows viewed on the bottom of the page.

STEP 4: The color-coded boxes at the top of the grid will show you the real-time status of the information in the tool and opportunities for your products.

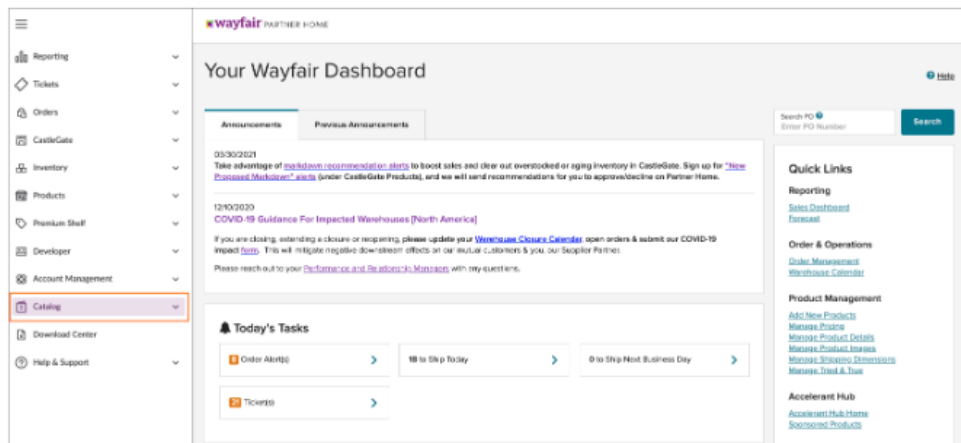
STEP 5: If needed, you may export the project into an excel workbook, and import it when it has been completed.

STEP 6: When you're finished making edits to the tags, select **Submit** to send the project to Wayfair for review.

## Catalog Management Tool:

1. Login to your [Partner Home](#) account
2. Navigate to the tool below:
  - a. [Catalog Management Tool](#) (for uploading imagery, videos, and documents)
3. Reference the guide below for additional support around uploading media and best practices for media uploads can be found [here](#).

To locate the Catalog Manager, use the left side menu and choose **Catalog**.



Here you'll find the 3 options:

- [Overview](#): Take a glance at your entire product catalog and its associated media.
- [Catalog Insights](#): Get a high-level look at high-risk products or products with recent changes.
- [Catalog Exports](#): Access the status of your catalog exports, and download files when ready.
- [Uploads](#): View your media file upload status and history
- [Media Library](#): See all the media that was uploaded, sorted by the most recent uploads

## Take bulk action

STEP 1: Use the checkboxes to select your product(s).

STEP 2: Select the **Manage Selected** dropdown.

STEP 3: Then choose from the available actions.

The screenshot shows the Wayfair Partner Home interface. At the top, there is a navigation bar with the Wayfair logo and 'PARTNER HOME'. Below this, there is a notification banner and a breadcrumb trail: 'Partner Home / Catalog'. The main heading is 'Catalog', with sub-tabs for 'Overview' and 'Media'. A search bar contains the text 'Search by Part #s, Wayfair SKU'. Below the search bar, it indicates '5557 Results, 2 Selected' and a 'Deselect All' link. A table lists products with columns for 'Part Number', 'Product Problems', 'Unsubmitted', and 'Wayfair Review'. Two rows are selected, indicated by checkboxes. A dropdown menu is open over the table, showing actions: 'Manage Selected', 'Export Selected (2)', 'Submit Unsubmitted', 'Remove Rejected', and 'Unlink Unsubmitted'.

	Part Number	Product Problems	Unsubmitted	Wayfair Review
<input checked="" type="checkbox"/>	104201-07-NO5	Wayfair Responsibility	0	0
<input checked="" type="checkbox"/>	HBDFQ-HD	Wayfair Responsibility	19	0
<input type="checkbox"/>	HBUSCKJHD	Wayfair Responsibility	4	0
<input type="checkbox"/>	104203-08-NO	Wayfair Responsibility	0	4
<input type="checkbox"/>	104201-09-NO	N/A	8	2

## Using Catalog Uploads

The Catalog Uploads page allows you to view your media file upload status and history. For completed uploads, the page shows you the files that were uploaded successfully and the files that failed to upload. The files that uploaded successfully can be reviewed and submitted for review by Wayfair.

Files that did not link to a product can also be review and linked manually as described in [Using Catalog Media Library](#).

The screenshot shows the Wayfair Partner Home interface for the 'Uploads' page. The breadcrumb trail is 'Partner Home / Catalog / Uploads'. The main heading is 'Uploads', with sub-tabs for 'Recent Uploads' and 'File Failures'. A 'Media Upload' button is visible. Below this, there is a notification: 'Media Link(s) Successful' with a 'Review Unsubmitted Media' button. A list of uploads is shown with columns for date and time, and a 'Media Upload' dropdown menu.

Date and Time	Action
08/23/2021 2:09 PM	Media Upload
08/23/2021 2:08 PM	Media Upload
08/23/2021 11:32 AM	Media Upload
08/23/2021 11:31 AM	Media Upload
08/23/2021 11:30 AM	Media Upload