

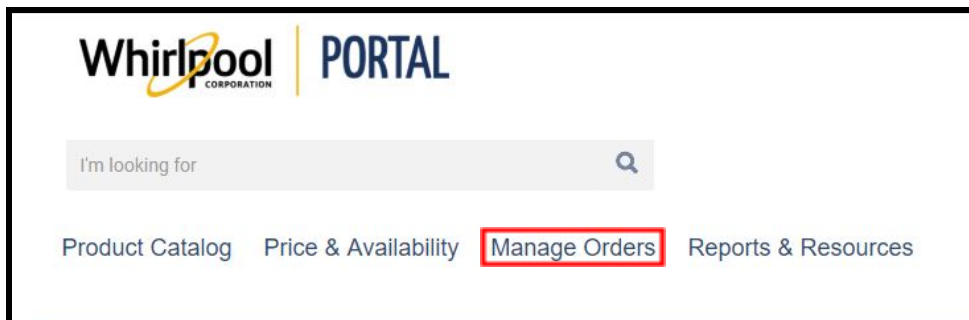
IMPORTING CART FROM EXCEL

Purpose

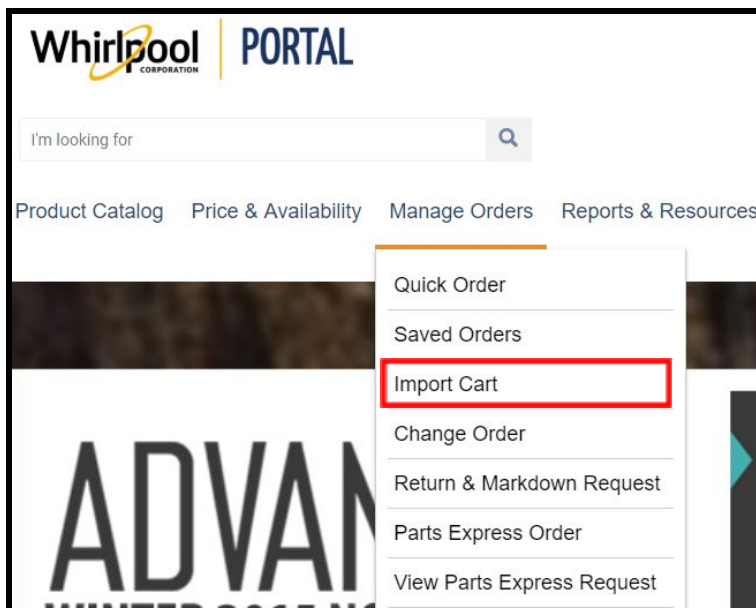
Use this Quick Reference Guide to view the steps to upload an order (import cart) from Excel and CSV files through the Whirlpool Portal.

Steps

1. On the Whirlpool Portal **Home** page, click the **Manage Orders** menu.



2. Select **Import Cart**.



- 3. Select **Choose File** to upload an order.

Note: Download the sample Excel file to view the correct format to import product models and quantities.

Import Cart
The imported file will add products to the cart.

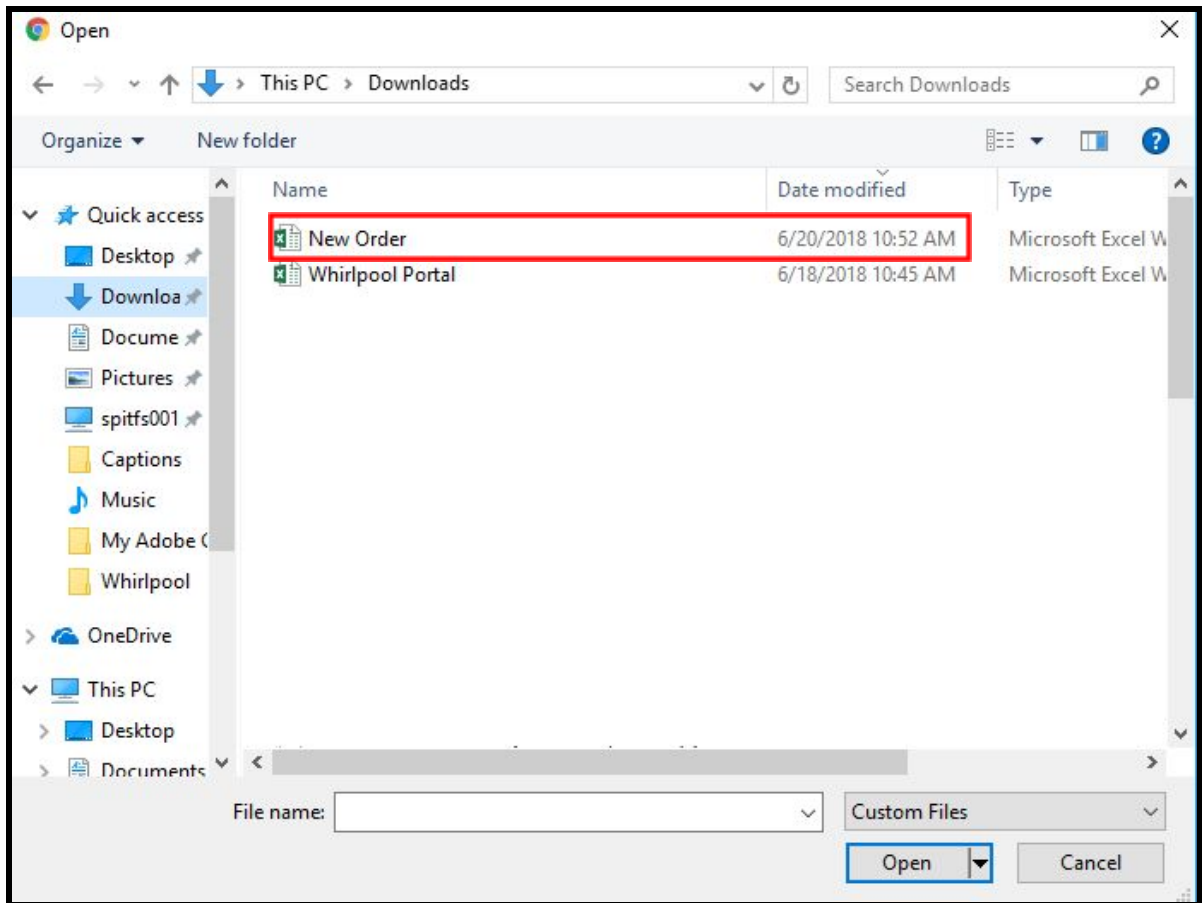
You can upload an Excel file that contains the model numbers and quantities you would like to order. First download the example Excel file below, to see how model number and quantities need to be entered. Next, enter in the model numbers and quantities you would like to order in the same format. When you are done, save the file as an Excel (xls,xlsx) file and then upload it here.

[Download sample Excel file](#)

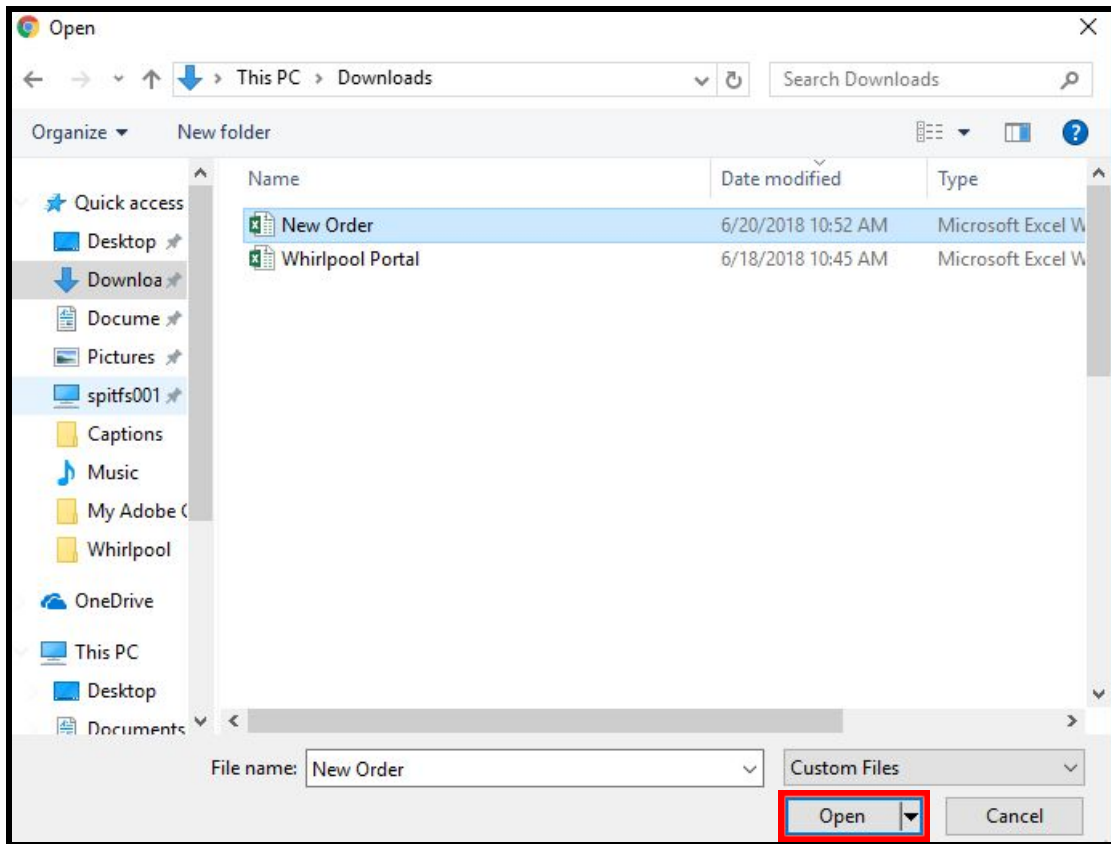
Select a file to upload. The file must be as xls/xlsx file.

CHOOSE FILE

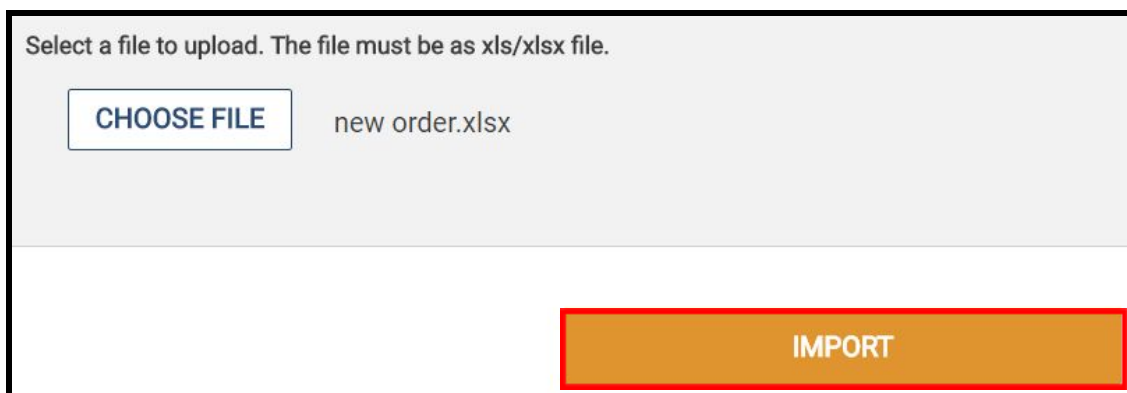
- 4. Select the **saved Excel file** to import.



5. Click **Open**.

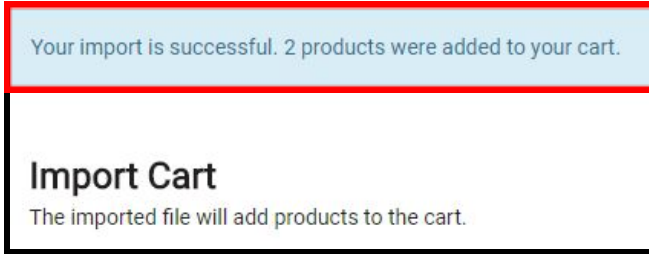


6. Click **Import**.

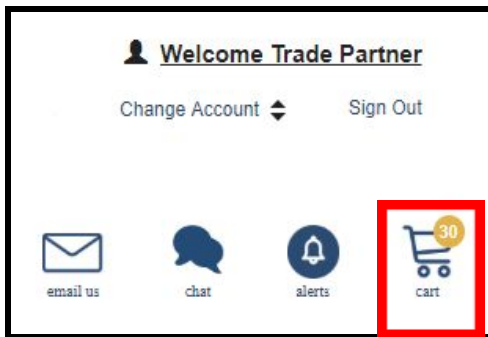


- 7. A confirmation message displays. The products were added to the cart.

Note: If products were previously added to the cart, a message displays giving the option to replace items currently in the cart or append additional items from the file to the cart.



- 8. Click the **Cart** to view the imported products and quantities.



- 9. The products are now ready to be purchased.

