Tutorial: Uploading Your Watch Inventory

OVERVIEW

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Description:	In this section, you can: 1. Add a single item to your inventory 2. Upload your inventory using an excel file 3. Upload via FTP Transfer 4. Edit or delete existing inventory 5. Add pictures to your uploaded inventory 6. Create a zip file for your images 7. Learn about Watch file upload formats and requirements
Need Help:	support@polygon.net 1-800-221-4435 (select '3' for Support in the menu options)

Useful Tips:

o   Add pictures to your inventory, making the item more attractive to potential buyers

o   Add the location of your items to ensure your item will not be missed in a customer's search

o   Keep your inventory up to date; make sure you have correct pricing and delete items that have been sold

o   Put in as much information as you have to avoid answering the same questions time after time

HOW TO

## 1. Add a single item to your inventory

• Go to "My Account"

• Go to "Inventory"

• In the Watches section, click on "Add Single Item"
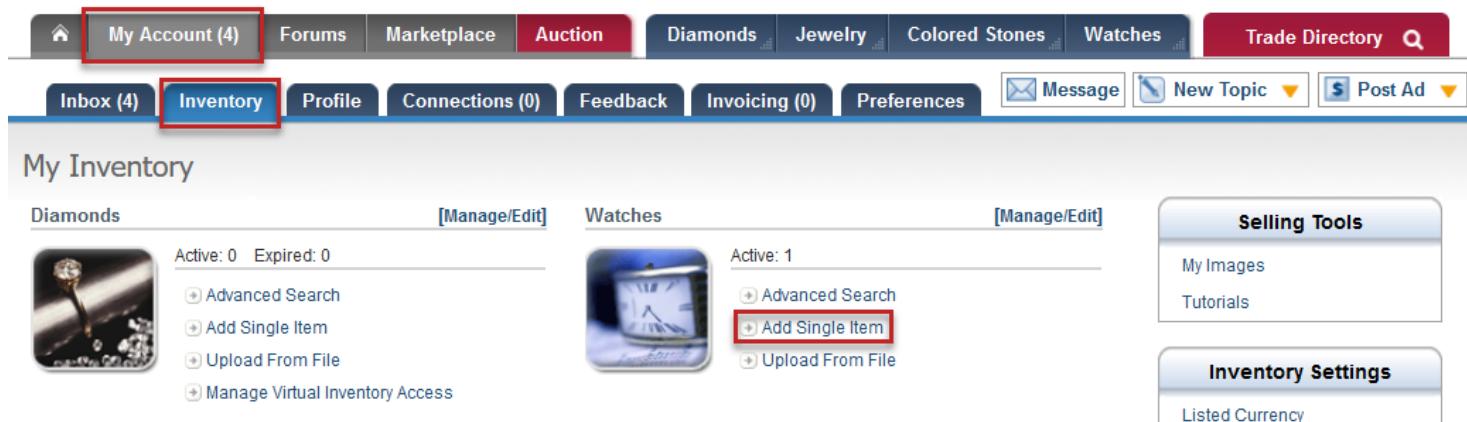
• Fill in the template with as much information as you can

   ▪ You must fill in the required information section

- When adding prices do not include the $ or commas, these will be added for you. You can use up to 2 decimal points in the price.

  - Add pictures if possible, including certificate images when possible
    - Use Select to choose an image already uploaded into Polygon
    - Use Browse or Choose File to select an image from your computer

- Click " Add Item" and your item will be available to members in 1-3 minutes

2. Upload your inventory using an excel file

Useful Tip:
- o In order to successfully upload inventory, you must first create a file that respects the Polygon format. Please refer to section 7 in this document for information on accepted formats.

- Go to "My Account"

- Go to "Inventory"

- In the watches section, click on "Upload from File"
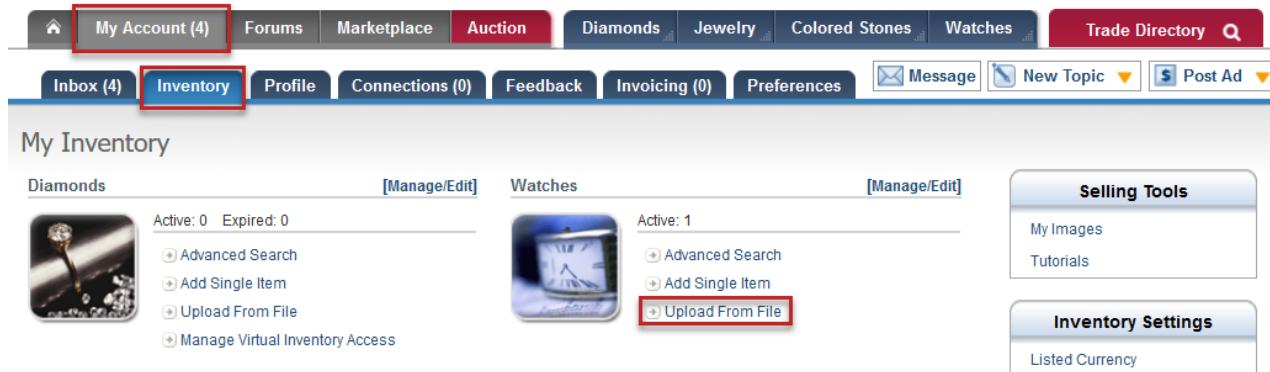
- Select your Inventory File
  - o Click on the **<Browse>** button to select your inventory file.

- Choose the type of Update
  - The **<Delete>** option will delete all watches in your inventory and add the ones from the selected file.
  - The **<Update>** option will update your watch inventory and add the ones from the selected file.
  - Click Upload to add your file or continue to Add Images

Please note it could take between 5-7 minutes for the upload to go through. Once the inventory has been uploaded, you will receive a direct message within your inbox advising you that the transfer has been completed successfully. Should any errors occur within the upload process, it will be specified within the direct message.

- Once the upload is complete you will receive a notfication in your inbox to let you know its done and if any errors have occurred
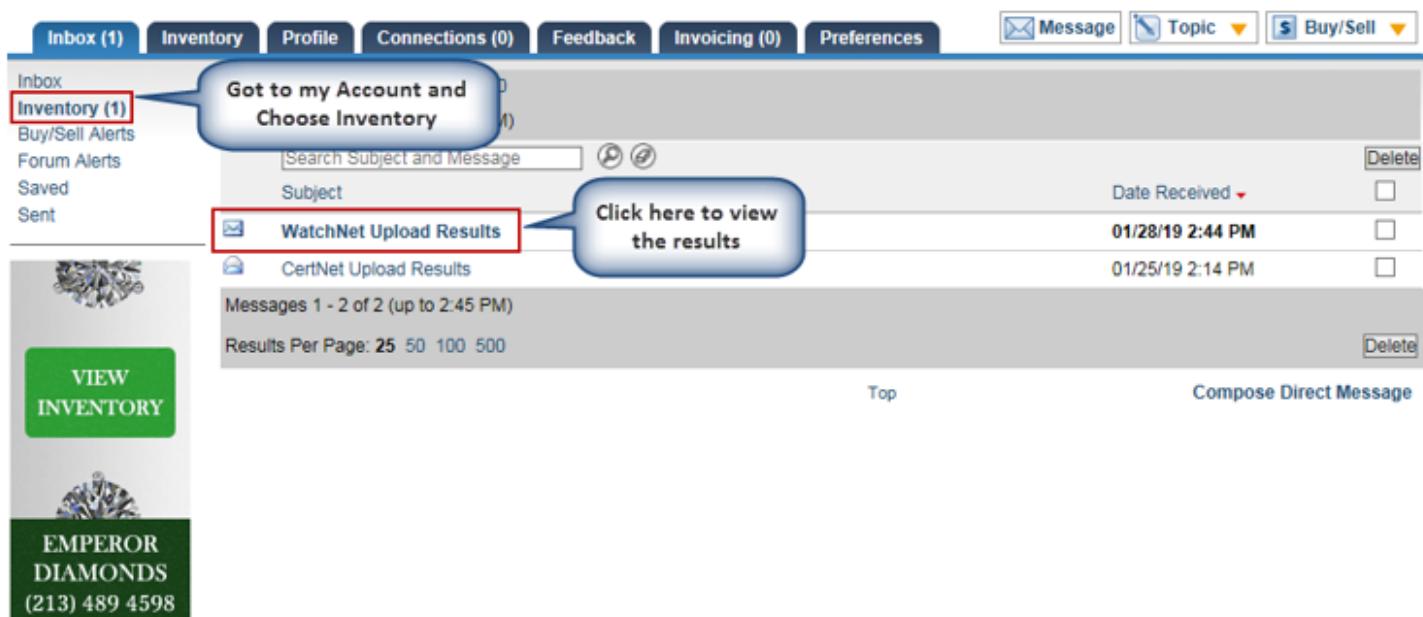
- Select your certificates and image file (optional)
    - Click on the **<Browse>** button to select the zip file containing your certificates and images.
    - Please refer to the Add Images to Uploaded Watches section below to find out more.
    - Click Upload

Watches - Upload Inventory

Add Single Item | Manage and Edit | Reverse Filters

Upload multiple items using a file

File Name

[ ] Browse...

Action to take on your inventory

(•) Delete all your Items and only add the ones from the selected file.

(○) Update and add the Items from the selected file.

Associate an image file (optional)

[ ] Browse... (.zip)

Upload

» View our Tutorial

» Download our Watch Template
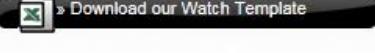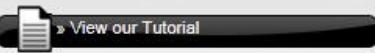
Please note that you only need to upload an image file once. All images are kept in the **My Images** section whether they are used by an inventory Item or not. This means once an image is uploaded it can be used at any time in the future by simply specifying the certificate or image filename in the inventory upload file. You can also find and use any previously uploaded image when you add a watch online.

3. Upload via FTP Transfer

- *FTP uploads can be done through Polygon's FTP server instead of through the website. This works best for member who have large inventory files and large attachments. This information can also be provided to inventory software management tools for automatic uploads.*

- **Rename your file**

```
Attachment file
Pos#1  username
Pos#2  date ( YYYYMMDD )
Pos#3  always   prod
Pos#4  import mode ( "a" | "c" ) as they are online,(a) append to inventory, or (c)delete all current
inevntory and add this file.
Pos#6  folder code ( "CS" = "Colored Stones", "DM" = "Diamond", "DP" = "Diamond Parcel",
"JW" = "Jewelry", "WA" = "Watch" ) *** optional but recommended ***
```

  o **Examples:**
    - Inventory File: 92258_20210311_prod_c._WA.csv
    - Image Zip File: 92258_20210311_prod_c_WA.zip

    - Please note the date of your file does not need to change each time

- FTP Details:
    - ftp://watchinv@ftp.polygon.net/
    - Login Details
        - **User Name: watchinv**
        - **Password: xgFCzs83**

- FTP Transfers can be done directly through your computer if you are not using an inventory manage software.
    - In the address bar of the new window type in: ftp://watchinv@ftp.polygon.net/
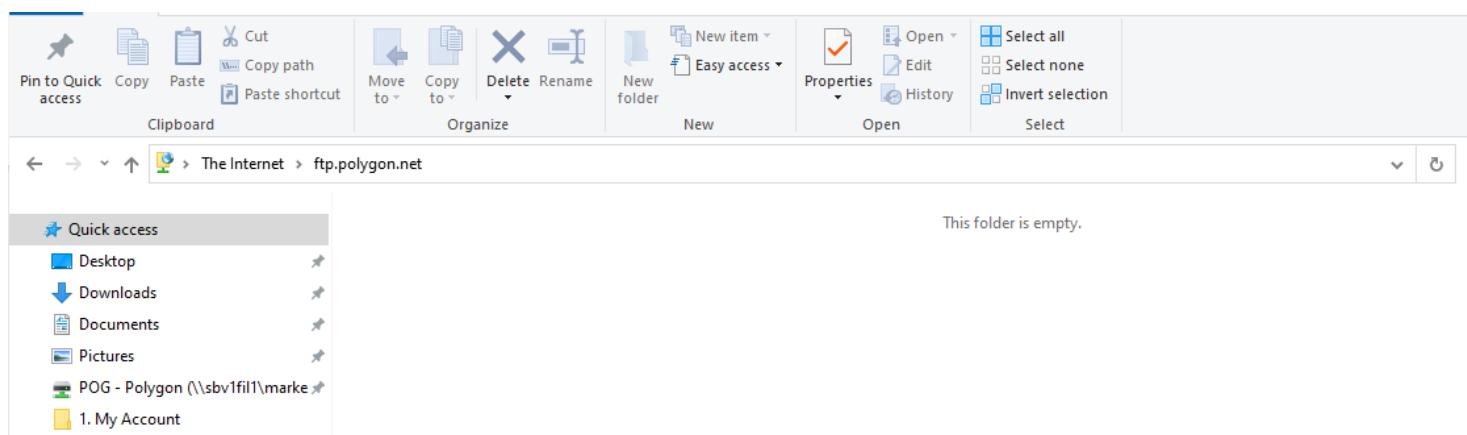
- You will be prompted for a User Name and Password
  - Enter User Name: watchinv
  - Enter Password = **xgFCzs83**
  - Check the Box <Save Password>
  - Click on the button <Log On>
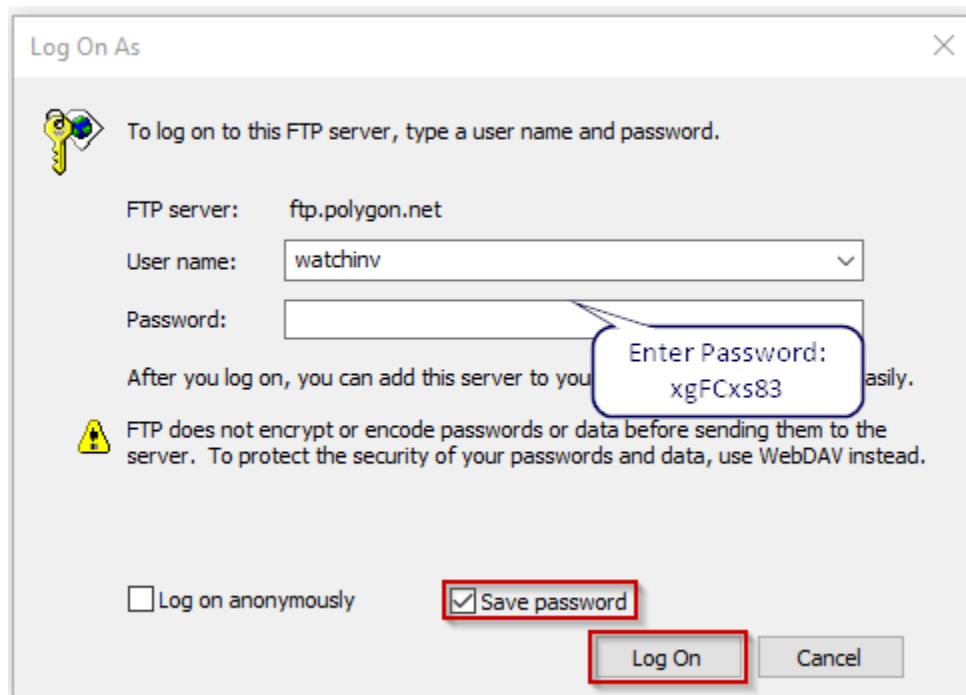
- Drage and drop your file into the window

  - This process could take awhile, you will receive a message in your inbox when upload is complete
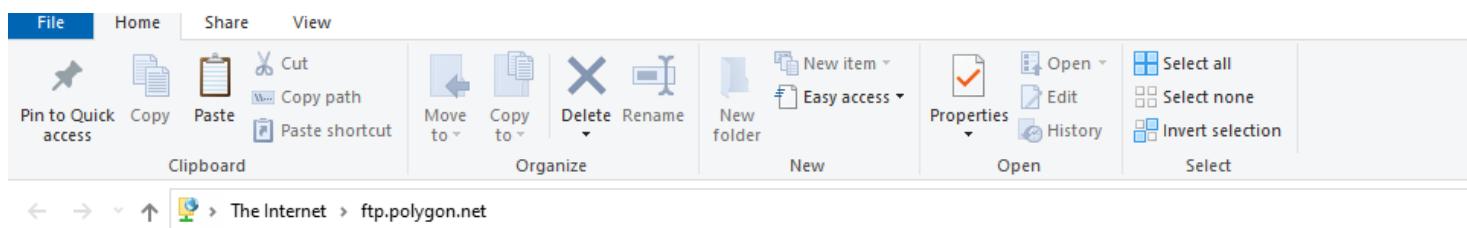
- You will receive a notification in your inbox when the upload is complete

4. Edit or delete existing inventory

- Go to "My Account"
- Go to "Inventory"
- Click on "Manage/Edit" in the Watches section
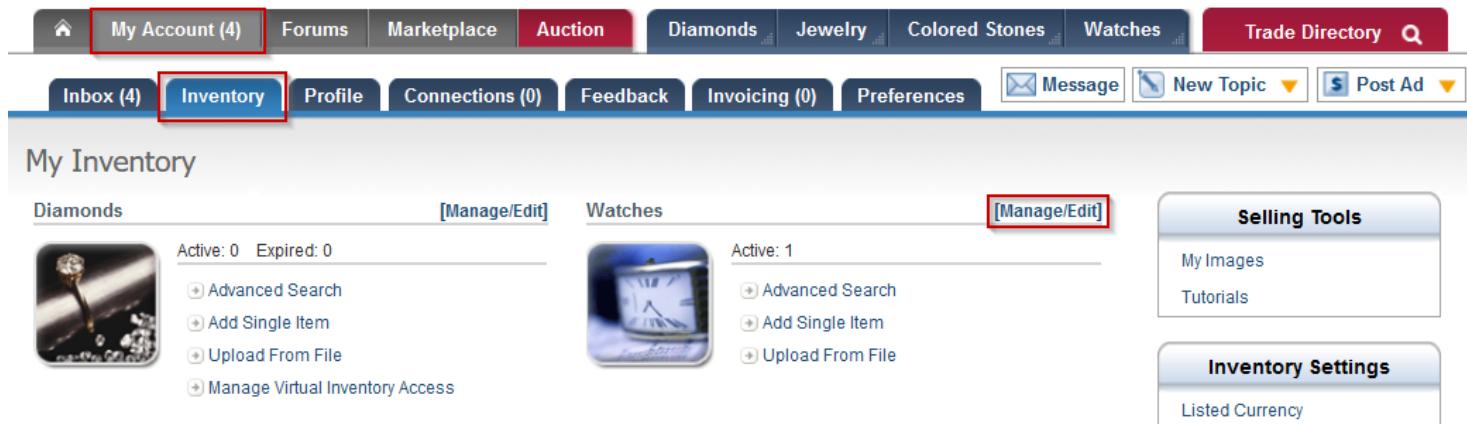
To Delete:

- **Your Entire Inventory -** "Actions on All Inventory", click on "Delete All" link
- **Selected Items** - "Action on Checked Items, check the box next to the items to delete and click on the "Delete" button

To Edit:

- Click on the "Edit" link on the right hand side

- Changed the information you want to update and click "Save"
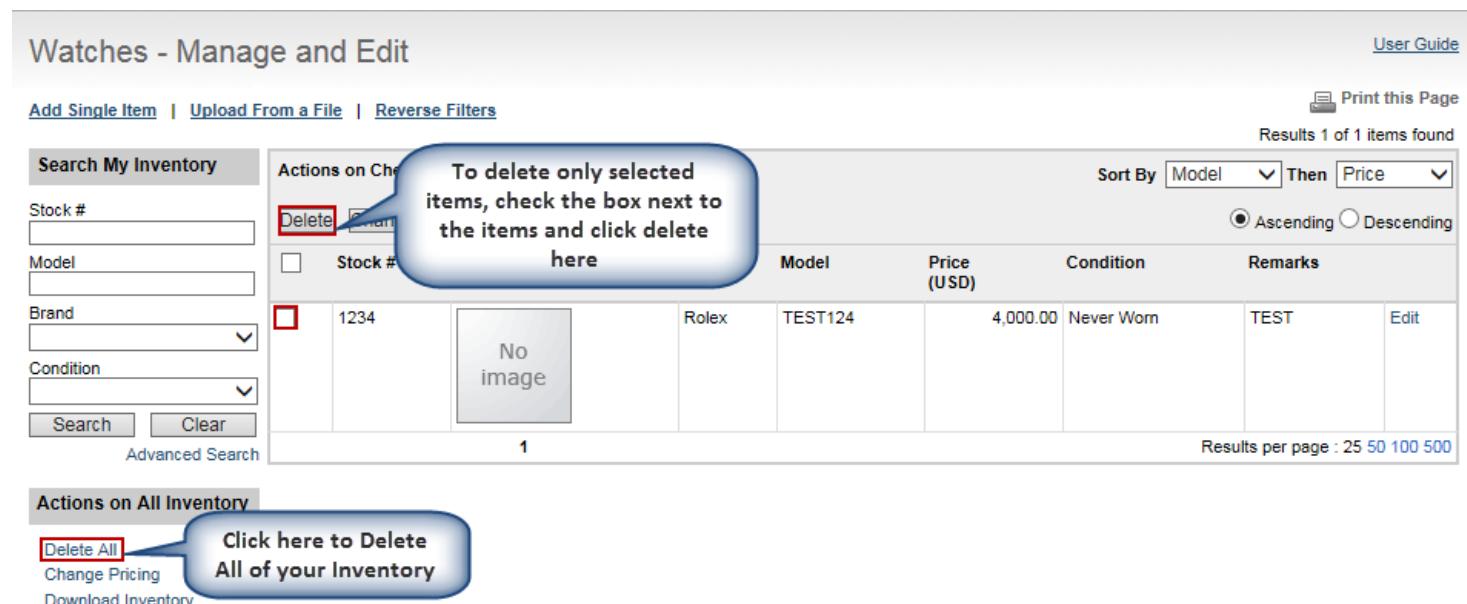
Watches - Manage and Edit

Add Single Item | Upload From a File | Reverse Filters

🖶 Print this Page

Results 1 of 1 items found

Search My Inventory		**Actions on Checked Items**				Sort By	Model ▼	Then	Price ▼	

Stock #
[   ]

Delete Change Pricing

○ Ascending ○ Descending

Model
[   ]

Brand
[▼]

Condition
[▼]

[Search] [Clear]

Advanced Search

☐	Stock #	Image	Brand	Model	Price (USD)	Condition	Remarks	
☐	1234	No image	Rolex	TEST124	4,000.00	Never Worn	TEST	Edit

1

Results per page : 25 50 100 500

Actions on All Inventory

Delete All
Change Pricing
Download Inventory

Watches - Edit Single Item

Add Single Item | Upload From a File | Manage and Edit | Reverse Filters

Required Information

Brand [Rolex   ▼]   Model [TEST124   ]
Condition [Never Worn ▼]

Optional Information

Stock # [1234   ]
Price [4000   ] USD
Remarks [TEST   ]

Images:

No image — OR — Choose from My images [Select]
Upload image [Browse...] (.jpg, .gif, .png, .bmp, .tif)
Remove

No image — OR — Choose from My images [Select]
Upload image [Browse...] (.jpg, .gif, .png, .bmp, .tif)
Remove

No image — OR — Choose from My images [Select]
Upload image [Browse...] (.jpg, .gif, .png, .bmp, .tif)
Remove

Save Cancel

Watch Inventory will not expire. Please be sure to keep inventory up to date and deleted any items that have sold

5. Add pictures or certificates to uploaded inventory

- Go to "My Account"

- Go to "Inventory"

- In the "Selling Tool's" box click on "My Images"
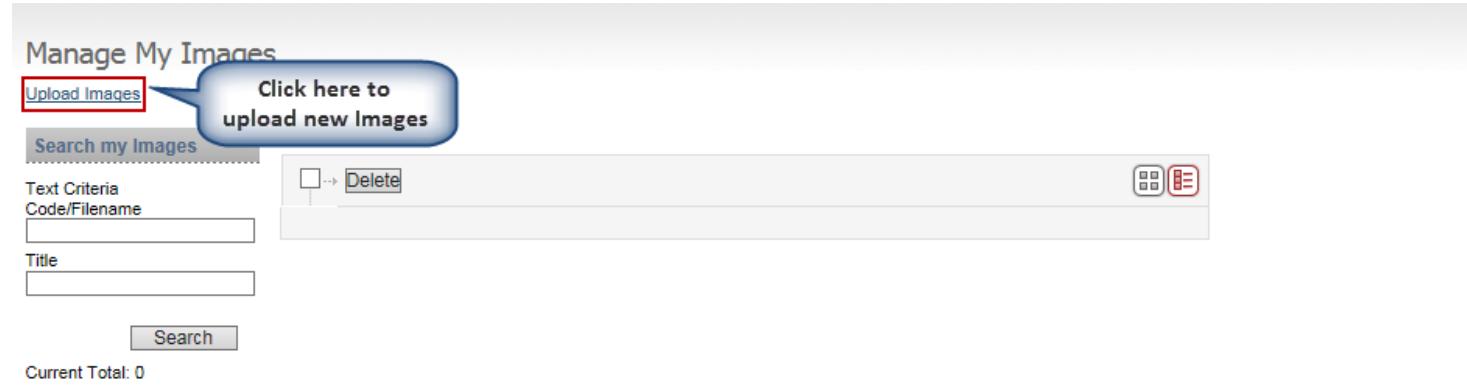
- Go to "Upload Images"

- You can add your pictures one by one or upload a zip file

  o Choose the correct folder using the drop down arrow (diamonds, jewelry, colored stones, watches)
  o Click Browse to find the image or zip file on your computer
  o Click "Upload"

Manage My Images - Upload

- You will receive a message in your inbox letting you know if the images were successfully upload or if any errors occurred

- After the images are uploaded you must connect your inventory file with the images

  - To link a photo with an inventory item you will need to enter the image name in the Image column of your inventory file.
  - Do not include spaces or symbols in the image name. Make sure that what is entered in the data file exactly matches the image name that you have included in your image zip file. For example, to make it easy use your stock number, such as HM1302. Once you have filled in your data file you can now re-upload this file and your images will attach.

Watches:

	Brand	Model	Condition	Price	Stock #	Remarks	Image Filename 1	Image Filename 2	Image Filename 3		
	Rolex		Never Worn	5000	HM1302		HM1302				

6. Create a zip file for your diamond images & certificates

- Open the file on your computer that contains all your images

    - We recommend naming your images by the stock number or certificate name

    - We also recommend reducing your images to 300 pixels wide by 300 pixels high with a medium to semi-excellent resolution rating.
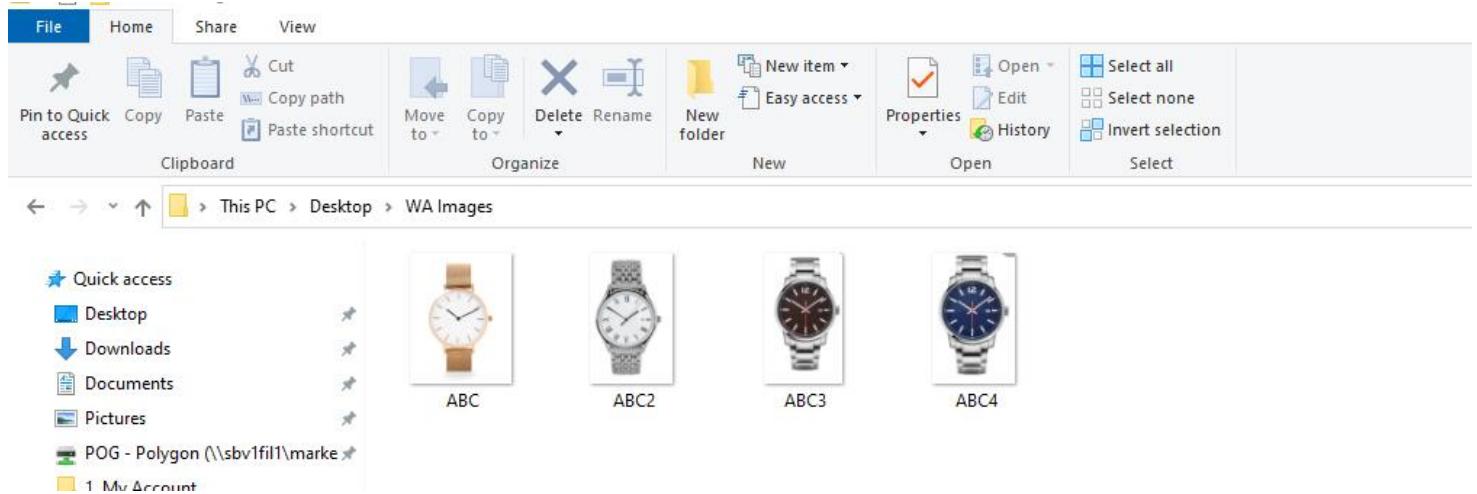
- Select All
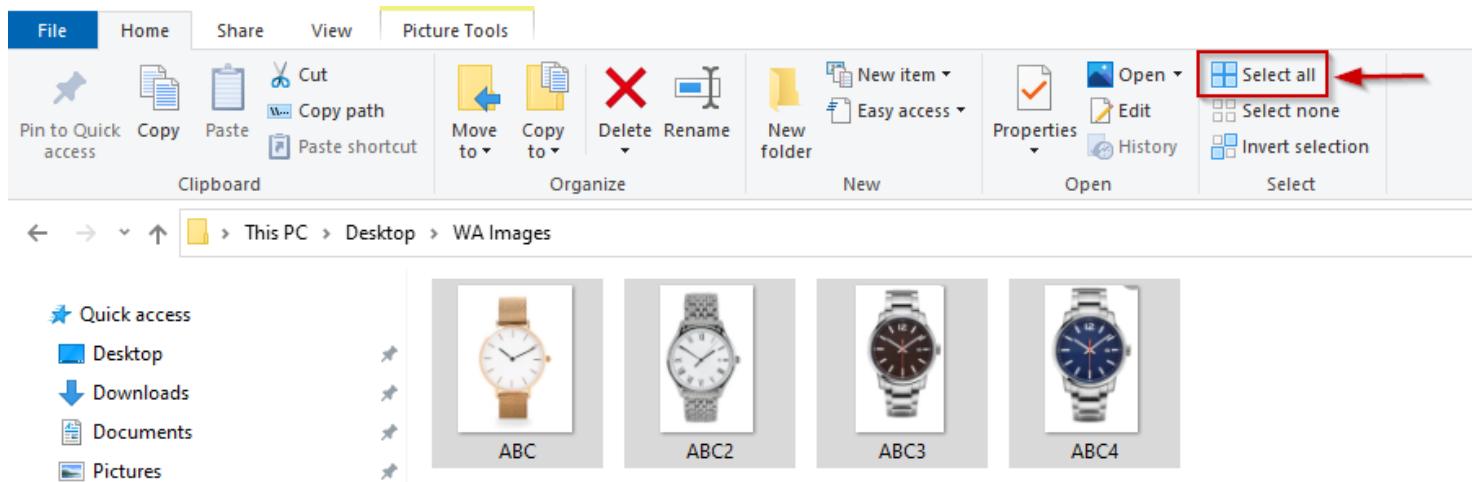
- Right click on the selected images and choose "Send to" "Compressed (zipped) Folder"
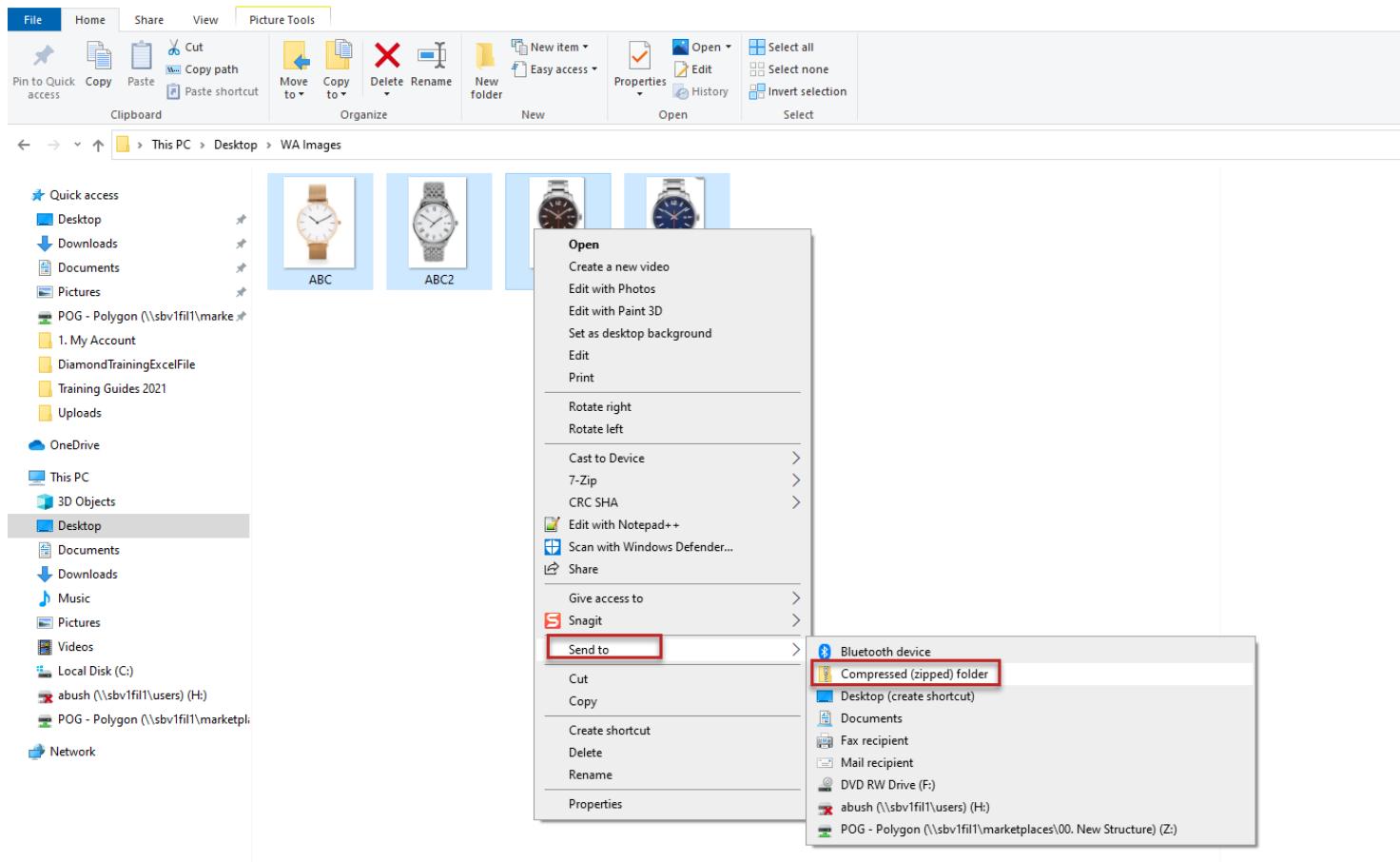
- Name your new zip file

7. Watches File Upload Formats & Requirements

The Watch format can either be a CSV (comma separated values) or an Excel spreadsheet. If you which to use the Excel format, you can download our Watch Excel Template as a starting point.

The Watch format allows you to send columns of information in any order as long as the column names are correctly specified in the first row. This is already done in our Excel template but if you are creating a file from scratch, please refer to the table below for the correct names for each column.

The required fields are the following:
- Brand
- Model
- Condition
- Price

All other fields are optional but we encourage you to send as much information as possible. For any field you do not wish send us, simply leave the column empty (but leave the column name) or remove the column entirely.

If you are already sending an inventory file without column names, the pre-defined order specified in the table below is still supported.

For numbers, be sure to use the number zero, not the text letter "O". Do not enter any symbols such as percent signs (%) or dollar signs ($).

List of Accepted Values

Column		Name		Possible Values
1	A	Brand	Value	Value
			Accutron	Alain Silberstein
			Audemars	Baume & Mercier
			Bedat & Co.	Bell & Ross
			Bertolu	Bertolucci
			Blancpain	Breguet
			Breitling	Buccellati
			Bucherer	Bulova
			Bvlgari	Calvin Klein
			Cardinal	Carrera
			Carrera Joyeros	Cartier
			Cecil Purnell	Chanel
			Charriol	Chaumet
			Chopard	Chrono Swiss
			Citizen	Concord
			Corum	Cvstos
			Daniel Roth	David Yurman
			De Grisogono	Delaneau
			Dolce & Gabbana	Dubey & Schaldenbrand
			Ebel	Eberhard

Emporio Armani	ESQ
Eterna	F.P. Journe
Fendi	Fortis
Franck Muller	Gérald Genta
Gevril	Gianfranco Ferre
Girard-Perregaux	Glashütte Original
Glycine	Graham
Gruen	Gubelin
Hamilton	Hublot
Ikepod	IWC
Jacob & Co.	Jaeger-LeCoultre
Jaquet Droz	JeanRichard
Lange & Sohne	Lemania
Longines	Mauboussin
Maurice Lacroix	Michelle
Mido	Minerva
MontBlanc	Movado
Omega	Oris
Panerai	Parmigiani
Patek Philippe	Piaget
Quinting	Q&Q
Rado	RAPSTOR INC
Raymond Weil	Richard Mille
Roberto Cavalli	Roger Dubuis
Rolex	Scatola Del Tempo
Seiko	Sinn
Swatch	Tag Heuer
Techno Marine	Tissot
Tudor	Ulysse Nardin
Universal Geneve	Vacheron & Constantin
Versace	Voltime
Wittenauer	Zenith
Other	

2	B	Model	Any alphanumeric sequence, up to 50 characters.	
3	C	Condition	Value	Value
			Heavily Used	Like New
			Never Worn	Mildly Used
4	D	Price	Any positive number with up to two decimal places.	
5	E	Stock #	Any alphanumeric sequence, up to 20 characters.	
6	F	Remarks	Any alphanumeric sequence, up to 4000 characters.	

7	G	Image Filename	Images can be a GIF, JPG, PNG, BMP or TIF file.
		1	Provide the name of a file uploaded separately in a ZIP file or already available in your Polygon image database.
8	H	Image Filename	Images can be a GIF, JPG, PNG, BMP or TIF file.
		2	Provide the name of a file uploaded separately in a ZIP file or already available in your Polygon image database.
9	I	Image Filename	Images can be a GIF, JPG, PNG, BMP or TIF file.
		3	Provide the name of a file uploaded separately in a ZIP file or already available in your Polygon image database.