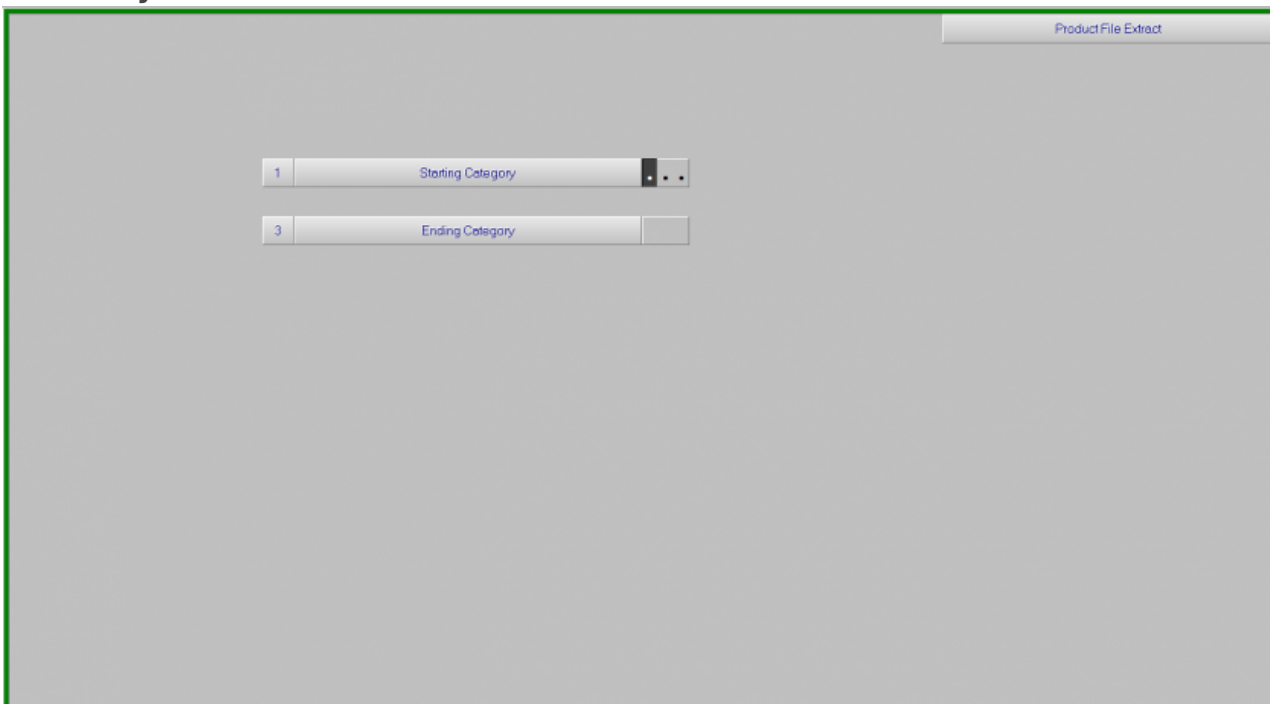


# Uploading Min/Max/Reorder

This document will outline the steps required to extract an inventory list, manipulate the Min/Max/Reorder in excel and then upload the values back in to **COUNTERPOINT**.

1. Navigate through the menu to **6. Inventory > 1. Data Maintenance > 5. Utilities > 6. Inventory Item Extract**



2. Select your starting and ending categories
  3. A .csv file named pmdelim.csv will be placed on your Z: drive in **html > b1**
  4. Either use windows explorer to browse to the file, or open excel and open the file via excel
- The file layout is as follows

Category	Part	Description	Branch	Reorder	Rank	On Hand	On Order	Min	Max	Shelf	Cost	Purchase Qty	SALES (13 columns)
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5. Edit the Reorder/Min/Max Quantities in the excel spreadsheet as needed

**DO NOT** reorder the columns in the file. The upload works with a specific layout and this can cause serious issues with your inventory

6. Save the file back to the Z drive under **html > b1**. Save the file as a "Comma Delimited (.csv)" file named **pmload.csv**

A reminder that the file contains all branches. Remember to remove any branches you do not want to update before you save the file

7. To upload the information back in to **COUNTERPOINT**, navigate to **6. Inventory > 1. Data Maintenance > 5. Utilities > 7. Min/Max/Reorder Upload**

The menu option starts the upload right away and there is no screen interaction.

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