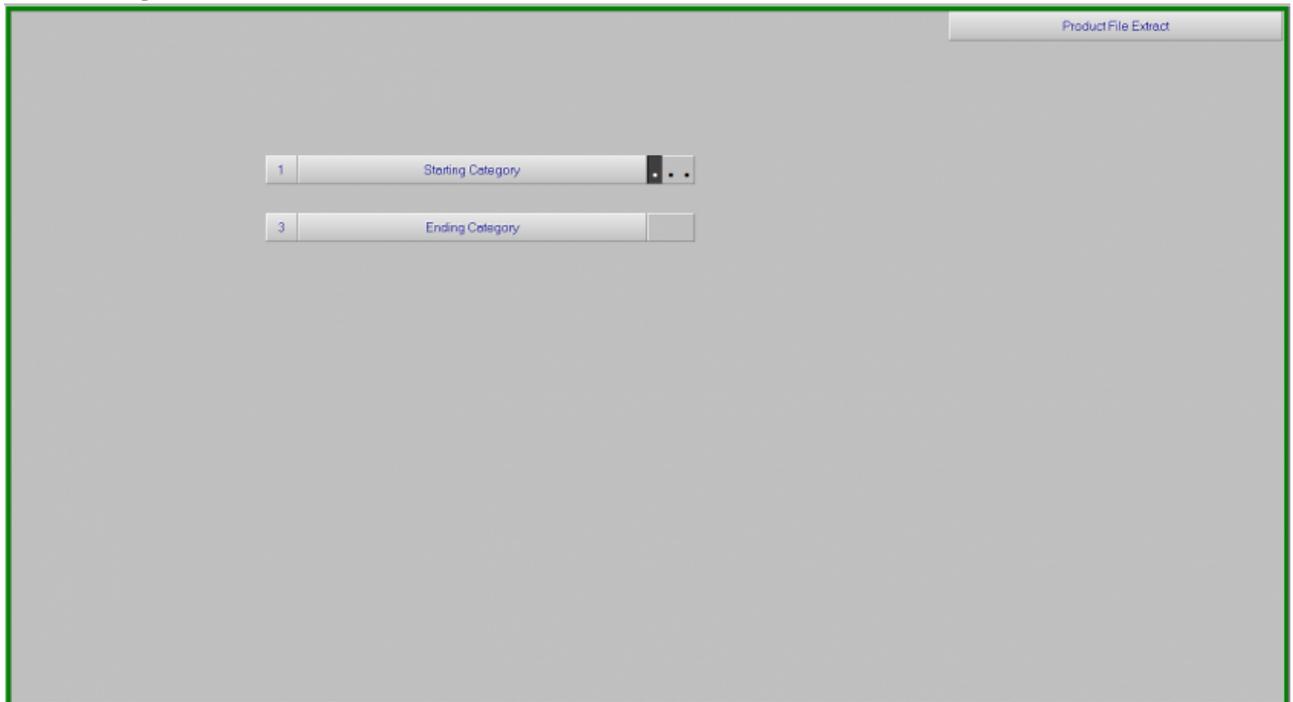


Uploading Min/Max/Reorder

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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