Inventory Template and Upload
Part (4)
1) Begin by clicking “Start/Edit Submittal.”
2) Begin by clicking “Form Needed” or “New”
3) Click “Upload Inventory”
4) Click “Browse.”

Note: Please take notice of these instructions.

Note: Template fields which can not have blank values have a green background and contain an asterisk (*). In the example below all fields in blue background under the section “Storage Container Information” are required. Also be sure to use the correct data types. For example, yes and no responses should be “Y” or “N”, using “Yes” or “No” will generate an error and prevent submission until it is corrected.
5) Click on your inventory file.

6) Click “Open.”
7) Select the appropriate option.

Note: Selecting “Replace Existing Inventory” will produce a warning message. Click “Upload Inventory” to proceed, or select “Append to Existing Inventory” to add to the existing inventory.

8) Click “Upload Inventory.”
9) Click “Validate My Inventory.”
10) Check “Only show materials with errors/warnings” to display only records with error.
11) Click on the warning/error icons to see to see detailed error information.
12) Use these messages to more efficiently identify and correct the errors. These will also appear on the top of the page once you click the “Edit” button as shown next.

13) Click “Close.”
14) Click “Edit” to make corrections.
15) Make the correction.

Note: All missing required data and other errors and warnings are noted on the top of the page, and the fields they apply to are highlighted in red below.

16) Click “Save.”
17) Click “Done” once all errors are corrected.
18) This completes the inventory upload process.