INVENTORY FILE INSTRUCTIONS

*** *Before creating an inventory file, you must speak to* **Customer Service and/or Accounts Receivable** *about needing to return cards to the warehouse. They will advise you if they require you to proceed with the file.* ***

HOW TO CREATE AN INVENTORY FILE

1. **Scan Customer Label**
2. **Scan Inventory File Label**
3. **Scan Cards** (*Each Individual Card*)
4. **Scan Inventory File Label** (*Make sure all required cards are scanned first*)
5. **Email Customer Service** customerservice@alinegreetings.com **and Accounts Receivable** accountsreceiveable@alinegreetings.com **to advise you have uploaded your inventory file**. (Make sure to *Include Customer Name and Customer Number*)

Once your file is uploaded, if required Customer Service will issue a pickup tag for the cards. If a pickup tag is required, please make sure the store is aware that a courier will be coming to pick up the package.