# ESTED NECT NOT DAWESTER FACILIT



WAREHOUSE

Upon clicking, the Part Reorder Report will open. To filter the report by your location:

Click in P a le ca e Contains text box, type a location, and press Enter.

From the Part Reorder Report screen:

Click the E 🥜 icon.

Click on the e e d at the bottom of your screen.

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WAREHOUSE

# WAREHOUSE PART REORDER REPORT

## **DIRECTIONS:**

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Upon clicking the Excel document will open:

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5a Click on E able Ed

#### S e edac, :

- <sup>5b</sup> Sort by the report Brand
- C Use the information in the Part Name (Mfr Part#) and Description

### 5d Look up and add the Vendor if necessary

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# Calculate "Suggested Order":

6a Insert a column after column S

6b Use formula =ROP + EOQ - TOH

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