



WAREHOUSE

PART REORDER REPORT

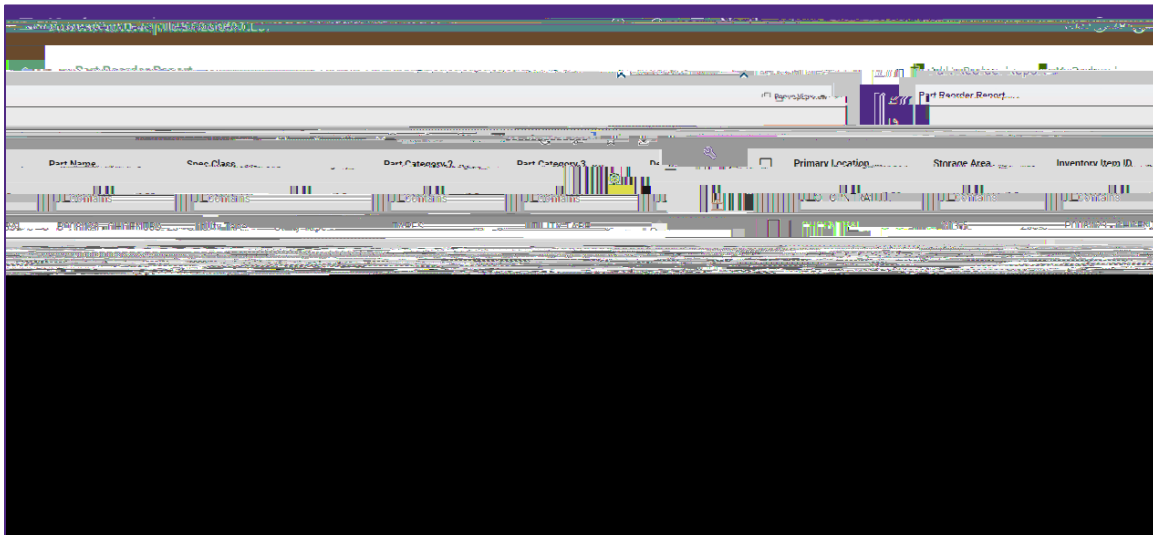
Upon clicking, the Part Reorder Report will open. To filter the report by your location:

Click in **Part Location** Contains text box, type a location, and press Enter.

From the Part Reorder Report screen:

Click the **Export** icon.

Click on the **Refresh** button at the bottom of your screen.





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PART REORDER REPORT

DIRECTIONS:

5 Upon clicking the Excel document will open:

5a Click on **Enable Editing**

See attached:

5b Sort by the report Brand

5c Use the information in the Part Name (Mfr Part#) and Description

5d Look up and add the Vendor if necessary

The screenshot shows an Excel spreadsheet titled 'Part Reorder Report'. A yellow box highlights the 'Enable Editing' button in the top right corner, with a callout '5a'. A red box highlights a column of data, with a callout '5b'. A blue box highlights a specific row of data, with a callout '5c'. The data includes columns for 'Description', 'Brand', 'Model Number', 'Total On Hand', 'Primary Location Area', 'Inventory Item ID', 'Part Name', 'Spec Class', and 'Part Category'. The data rows are color-coded: yellow, light blue, and light green.

6 Calculate "Suggested Order":

6a Insert a column after column S

6b Use formula =ROP + EOQ - TOH

The screenshot shows an Excel spreadsheet with a 'Suggested Order' column highlighted in yellow. A callout '6a' points to this column. A callout '6b' points to the formula used in the column. The spreadsheet has columns for 'Total On Hand', 'Quantity', 'Purchase Price', 'Reorder Point', 'Suggested Order', 'Unit Price', 'Model Number', and 'Brand'. The data rows are color-coded: yellow, light blue, and light green.

