



WAREHOUSE

PART REORDER REPORT

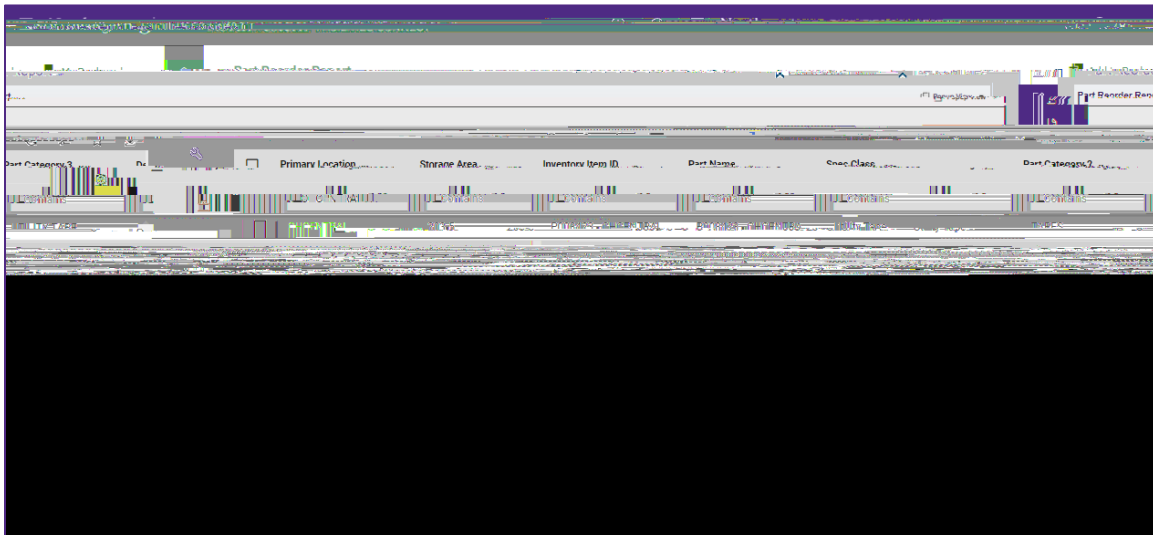
Upon clicking, the Part Reorder Report will open. To filter the report by your location:

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** *ad* 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 **E** **able Editing**

See **edac** :

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

Description	Brand	Number	Total On Hand	Primary Location Area	Inventory Item ID	Part Name	Spec Class	Part Category 2	Part Category 3
P008423 - CHCENTRAL: TAPE, PAINTERS BLUE 2 IN MULTI SURFACES 3M# 209									
P009784 - CHCENTRAL: ADHESIVE, SPRAY, 16.75 OZ									
P012947 - CHCENTRAL: CAP, 3/4									
P012974 - CHCENTRAL: BOW, 1 1/4 IN WROT COPPER OLDER STREET 90 DEG, #005244									
P032155 - CHCENTRAL: THERMOMETER, SCALE 30 TO 240 DEG F 3.5 IN ST									

6 Calculate "Suggested Order":

6a Insert a column after column S

6b Use formula =ROP + EOQ - TOH

Total On Hand	Quantity	Purchase Price	Reorder Point	Suggested Order	Unit Price	Model Number	Brand	Suggested Order Price
0	0	0	0	0	0	0	0	\$0.00-US Dollars 4044
0	0	\$0.00-US Dollars 00000	0	0	0	0	0	\$0.00-US Dollars 80305
0	0	\$0.00-US Dollars 10382	0	0	0	0	0	0 each
0	0	\$0.00-US Dollars	0	0	0	0	0	0 each
0	0	\$0.00-US Dollars	0	0	0	0	0	0 each
-25	-25	\$0.00-US Dollars 1010	0	0	0	0	25	0 each
-5	-5	\$0.00-US Dollars 82924	0	0	0	0	5	0 box
-5	-5	\$0.00-US Dollars 88890	0	0	0	0	5	0 box

