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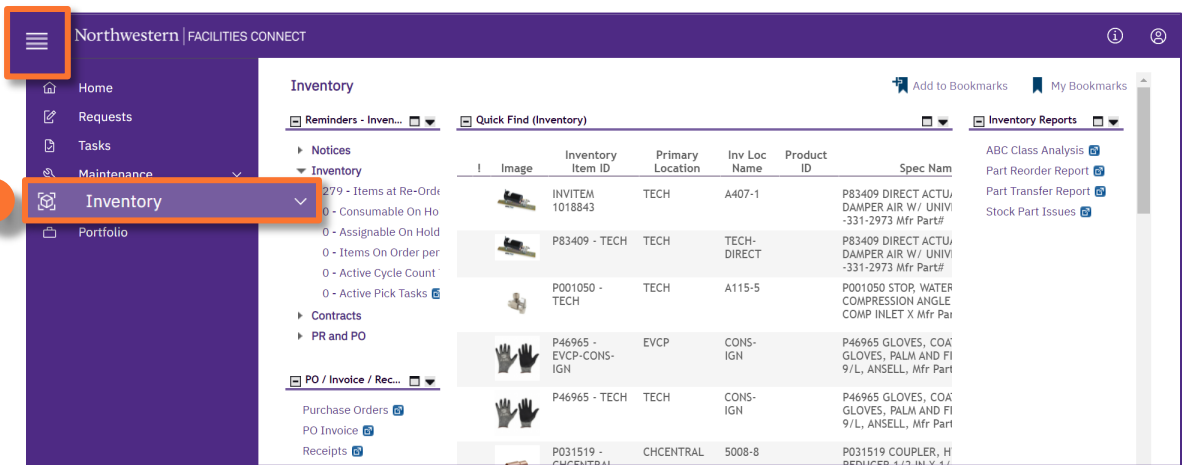
PART REORDER REPORT

Provides guidance for how to view the Part Reorder Report

DIRECTIONS:

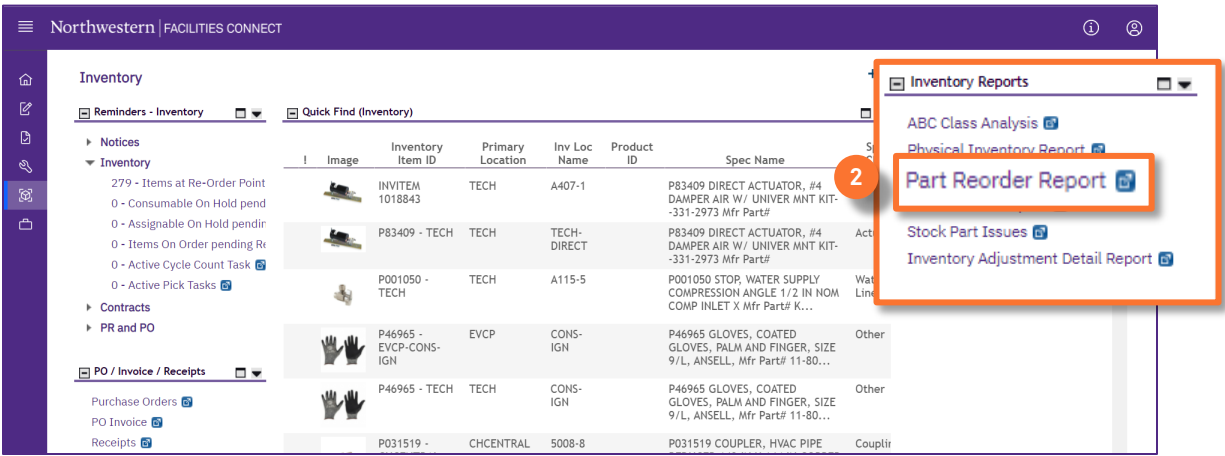
1 From the Facilities Connect Home Screen, navigate to the hamburger menu:

1 Click on the **Inventory** section.



2 From the Inventory screen, locate the Inventory reports section:

2 Click on **Part Reorder** report.



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DIRECTIONS:

3

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

3

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

The screenshot shows the 'Part Reorder Report' interface. A dropdown menu for 'Primary Location' is open, showing a search box with the text 'Contains'. The table below lists various inventory items with columns for Primary Location, Storage Area, Inventory Item ID, Part Name, Spec Class, and Part Category 2.

Primary Location	Storage Area	Inventory Item ID	Part Name	Spec Class	Part Category 2
CHCENTRAL	203-5	P008423 - CHCENTRAL	P008423 - CHCENTRAL: TAPE, PAINT...	Utility Tape	TAPES
CHCENTRAL	FIRE-LTTL	P009784 - CHCENTRAL	P009784 - CHCENTRAL: ADHESIVE, ...	General Purpose Adhesive	ADHESIVES
CHCENTRAL	5015-7	P012947 - CHCENTRAL	P012947 - CHCENTRAL: CAP, 3/4 IN ...	Cap	PIPE
CHCENTRAL	5015-5	P012974 - CHCENTRAL	P012974 - CHCENTRAL: ELBOW, 1 1/...	Elbow	FITTINGS
CHCENTRAL	501-3	P014826 - CHCENTRAL	P014826 - CHCENTRAL: NUT, TWIRL...	Other	NUTS
CHCENTRAL	5007-10	P032155 - CHCENTRAL	P032155 - CHCENTRAL: THERMOME...	Temperature	GAUGES & M
CHCENTRAL	2003-9	P033843 - CHCENTRAL	P033843 - CHCENTRAL: VALVE, UNIT...	Pneumatic	VALVES
CHCENTRAL	201-10	P034061 - CHCENTRAL	P034061 - CHCENTRAL: INSULATING...	Insulation Kit	INSULATION
CHCENTRAL	5005-4	P035167 - CHCENTRAL	P035167 - CHCENTRAL: GAUGE, PRE...	Pressure Gauge	GAUGES & M

4

From the Part Reorder Report screen:

4a

Click the **Export** icon .

4b

Click on the **report download** at the bottom of your screen.

The screenshot shows the 'Part Reorder Report' interface. The 'Export' icon (a document with a download arrow) is highlighted with a red box and labeled '4a'. At the bottom of the screen, a download button with a document icon and the text 'Part Reorder Report.xlsx' is highlighted with a red box and labeled '4b'. The table below lists various inventory items with columns for Primary Location, Storage Area, Inventory Item ID, Part Name, Spec Class, Part Category 2, and Part Category 3.

Primary Location	Storage Area	Inventory Item ID	Part Name	Spec Class	Part Category 2	Part Category 3
CHCENTRAL	203-5	P008423 - CHCENTRAL	P008423 - CHCENTRAL: TAPE, PAINT...	Utility Tape	TAPES	UTILITY TAPE
CHCENTRAL	FIRE-LTTL	P009784 - CHCENTRAL	P009784 - CHCENTRAL: ADHESIVE, ...	General Purpose Adhesive	ADHESIVES	GENERAL PURPOSE A...
CHCENTRAL	5015-7	P012947 - CHCENTRAL	P012947 - CHCENTRAL: CAP, 3/4 IN ...	Cap	PIPE	CAP
CHCENTRAL	5015-5	P012974 - CHCENTRAL	P012974 - CHCENTRAL: ELBOW, 1 1/...	Elbow	FITTINGS	ELBOW
CHCENTRAL	501-3	P014826 - CHCENTRAL	P014826 - CHCENTRAL: NUT, TWIRL...	Other	NUTS	OTHER
CHCENTRAL	5007-10	P032155 - CHCENTRAL	P032155 - CHCENTRAL: THERMOME...	Temperature	GAUGES & METERS	TEMPERATURE
CHCENTRAL	2003-9	P033843 - CHCENTRAL	P033843 - CHCENTRAL: VALVE, UNIT...	Pneumatic	VALVES	PNEUMATIC
CHCENTRAL	201-10	P034061 - CHCENTRAL	P034061 - CHCENTRAL: INSULATING...	Insulation Kit	INSULATION	INSULATION KIT

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DIRECTIONS:

5 Upon clicking the Excel document will open:

5a Click on **Enable Editing**.

Suggested actions:

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

Primary Location	Storage Area	Inventory Item ID	Part Name	Spec Class	Part Category 2	Part Category 3	Description	Brand	Model Number	Total On Hand
CHCENTRAL	203-5	P008423 - CHCENTRAL	P008423 - CHCENTRAL: TAPE, PAINTERS BLUE 2 IN MULTI SURFACES 3M# 2090 Mfr Part# CP 27-2	Utility Tape	TAPES	UTILITYTAPE	Grainger# 41CS	SCOTCH	2090	6 each
CHCENTRAL	FIRE-LTTL	P009784 - CHCENTRAL	P009784 - CHCENTRAL: ADHESIVE, SPRAY, 16.75 OZ CAN, FAST DRYING, TRANSPARENT Mfr Part# SUPER 77	General Purpose Adhesive	ADHESIVES	GENERAL PURPOSE ADHESIVE		3M	SUPER 77	1 each
CHCENTRAL	5015-7	P012947 - CHCENTRAL	P012947 - CHCENTRAL: CAP, 3/4 IN WROT COPPER CAP #005400 Mfr Part# 10030630	Cap	PIPE	CAP	JOHNSON PIPE 3Q-117	Elkhart Products	10030630	5 each
CHCENTRAL	5015-5	P012974 - CHCENTRAL	P012974 - CHCENTRAL: ELBOW, 1 1/4 IN WROT COPPER SOLDER STREET 90 DEG, #005244 Mfr Part# 10031416	Elbow	FITTINGS	ELBOW		Elkhart Products	10031416	3 each
CHCENTRAL	501-3	P014826 - CHCENTRAL	P014826 - CHCENTRAL: NUT, TWIRL 1/4 IN COOPER B-LINE #TN224ZN1/4 #88037078 Mfr Part# TN224-ZN-1/4	Other	NUTS	OTHER	STEINER# 15878	Eaton's B-Line	TN224-ZN-1/4	12 each
		P032155 -	P032155 - CHCENTRAL: THERMOMETER, SCALE 30 TO 240 DEG F 3.5 IN STEM ALUM		GAUGES &					

6 Calculate "Suggested Order":

6a Insert a column after column S

6b Use formula =ROP + EOQ - TOH

Model Number	Total On Hand	Quantity On Order	Purchasing Reorder Point	Economic Order Quantity (EOQ)	Reorder Logic - Reorder Point (V-U)	Suggested Order	Unit Price
05002	0 each	0	0	0 each	0 each	0 each	\$0.00 US Dollars
4044	0 each	0	0	0 each	0 each	0 each	\$0.00 US Dollars
80-305	-2 each	0	0	0 each	-2 each	-2 each	\$0.00 US Dollars
00000	0 each	0	0	0 each	0 each	0 each	\$0.00 US Dollars
10382	0 each	0	0	0 each	0 each	0 each	\$0.00 US Dollars
	0 each	0	0	0 each	0 each	0 each	\$0.00 US Dollars
1010	0 each	0	25 each	0 each	-25 each	-25 each	\$0.00 US Dollars
82924	0 box	0	5 box	0 box	-5 box	-5 box	\$0.00 US Dollars
98890	0 box	0	5 box	0 box	-5 box	-5 box	\$0.00 US Dollars

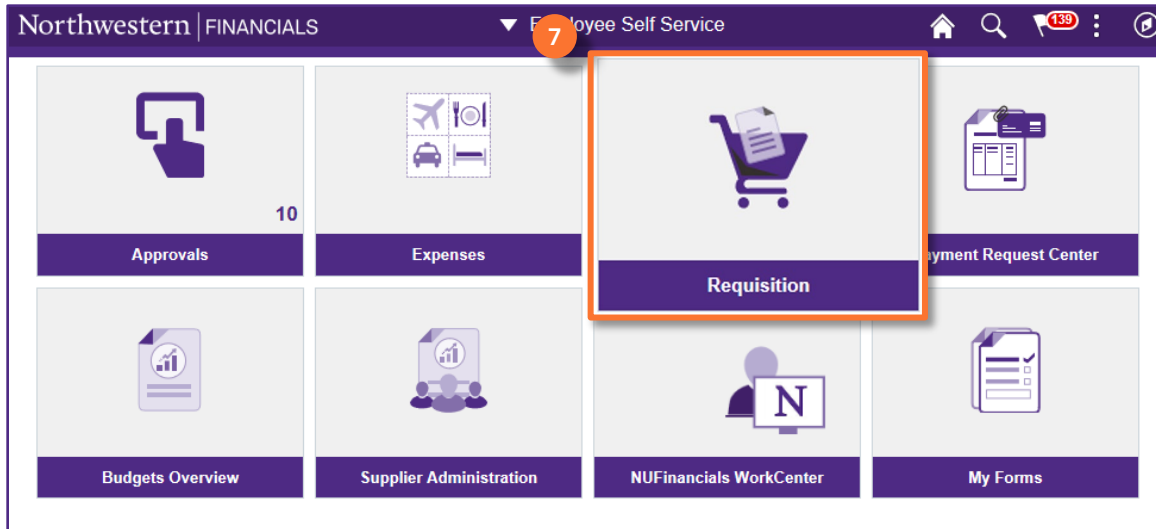
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PART REORDER REPORT**DIRECTIONS:****7**

Go to **NUFinancials** to place a requisition using the information from Part Reorder Report spreadsheet.

7

Click on **Requisition**.

**▼ IMPORTANT**

For information on placing a requisition see the “**Requester Basics Topics**” curriculum in myHR Learn.