View Part Reorder Report

**PURPOSE:** Use this job aid to learn how to view the Part Reorder Report

1. From the Facilities Connect Home screen, click on:
   1. **Inventory**

2. From the Inventory screen, click on:
   2. **Part Reorder Report**

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
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3. From the Inventory > Part Reorder Report screen, filter the report by your location:

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

4. From the Inventory > Part Reorder Report screen click on:

   - **Export**
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5 In Excel, enable editing:
   Click on:
   5 Enable Editing

   Suggested:
   • Sort by the report Brand
   • Use the information in the Part Name (Mfr Part#) and Description
   • Look up and add the Vendor if necessary

6 In Excel: Calculate “Suggested Order”  
   1) Insert a column after column S
   2) Use formula
      =ROP + EOQ - TOH

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Go to NUFinancials to place a requisition using the information from Part Reorder Report spreadsheet. Click on:  

7 Requisition

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