WAREHOUSE

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.
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.

From the Part Reorder Report screen:

4. Click the **Export** icon.
4a. Click on the **report download** at the bottom of your screen.
WAREHOUSE
PART REORDER REPORT

**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

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**Calculate “Suggested Order”:**

6a. Insert a column after column S
6b. Use formula =$ROP + EOQ - TOH

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[Excel screenshot showing the Part Reorder Report with annotations for steps 5a and 6a.]
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PART REORDER REPORT

DIRECTIONS:

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

Click on Requisition.

**IMPORTANT**

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