

# **Defining Reorder Quantities**

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## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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## Defining Reorder Quantities

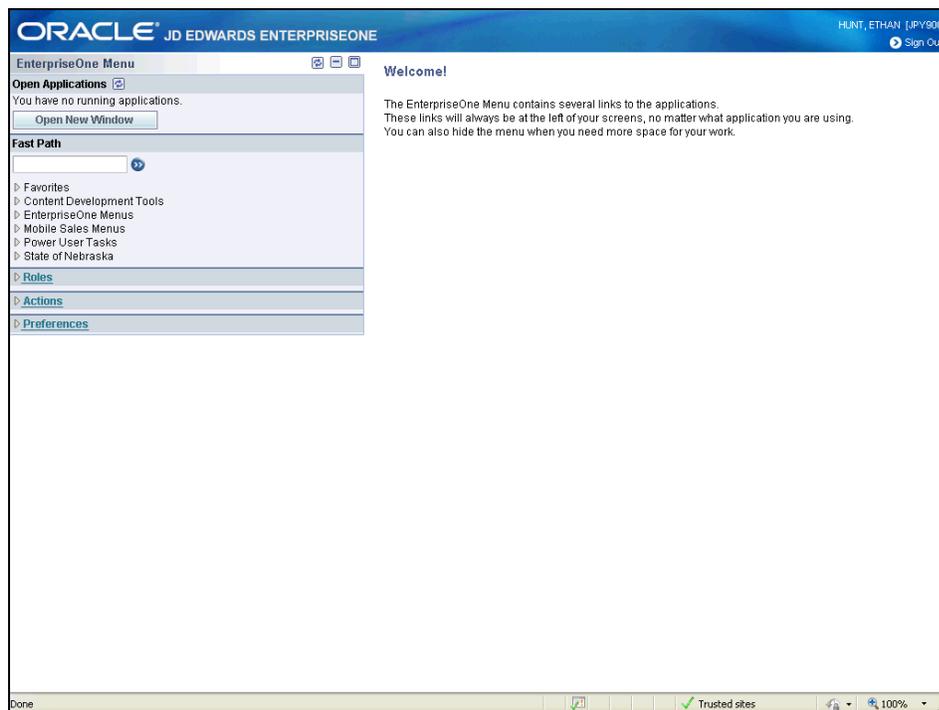
### Defining Reorder Quantities Overview

You can specify the minimum, maximum, and normal reorder quantities for an item. You can also define the level of stock at which reordering takes place.

### Defining Reorder Quantities Lesson

#### Procedure

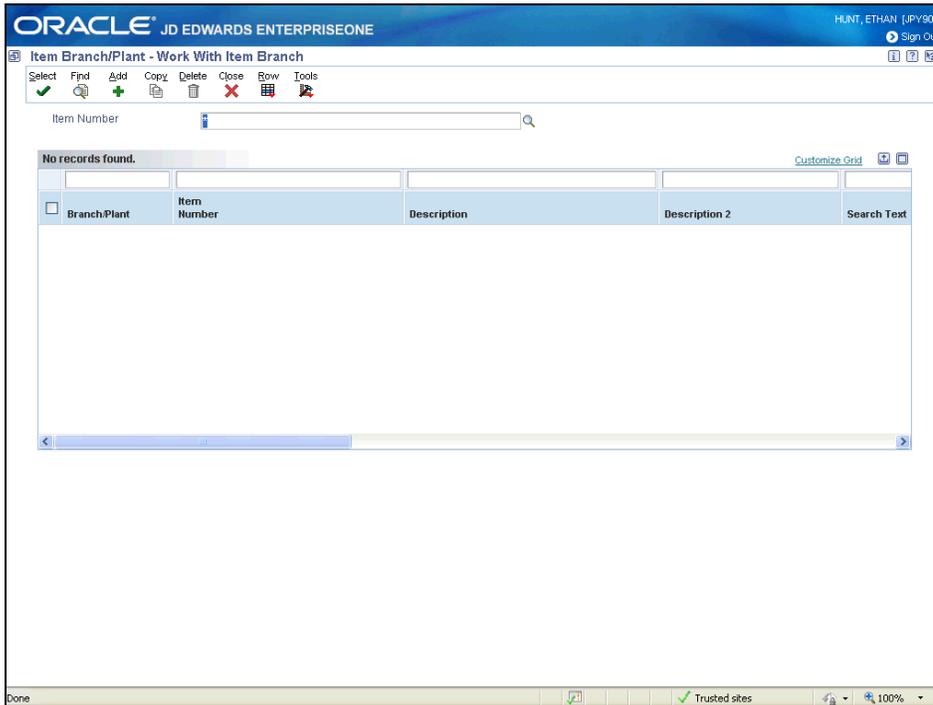
In this lesson you will learn how to define reorder quantities.

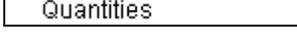


| Step | Action                                       |
|------|--|
| 1.   | Click the <b>State of Nebraska</b> link.<br> |
| 2.   | Click the <b>Inventory</b> link.<br>         |
| 3.   | Click the <b>Inventory Setup</b> link.<br>   |
| 4.   | Click the <b>Inventory Master</b> link.<br>  |
| 5.   | Click the <b>Item Branch/Plant</b> link.<br> |

# Training Guide

## Defining Reorder Quantities



| Step | Action  |
|------|---|
| 6.   | Enter the item number into the <b>Item Number</b> field.  |
| 7.   | Click the <b>Find</b> button.<br>  |
| 8.   | Choose the desired Branch/Plant row in the grid by clicking the check box next to it.<br>                                |
| 9.   | Click the <b>Row</b> button.<br>   |
| 10.  | Click the <b>Quantities</b> menu.<br>  |
| 11.  | <b>Reorder Quantity</b> – The estimated reorder quantity for an item. You can enter this quantity if there is not enough sales history available for the system to accurately calculate a reorder quantity. |
| 12.  | <b>Maximum Reorder Qty</b> – The maximum order quantity for an item. You can base the quantity on factors other than usage, such as perishability, storage capacity, and so forth.                          |
| 13.  | <b>Minimum Reorder Qty</b> – The minimum order quantity for an item. . You can base the quantity on factors other than usage, such as perishability, storage capacity, and so forth.                        |

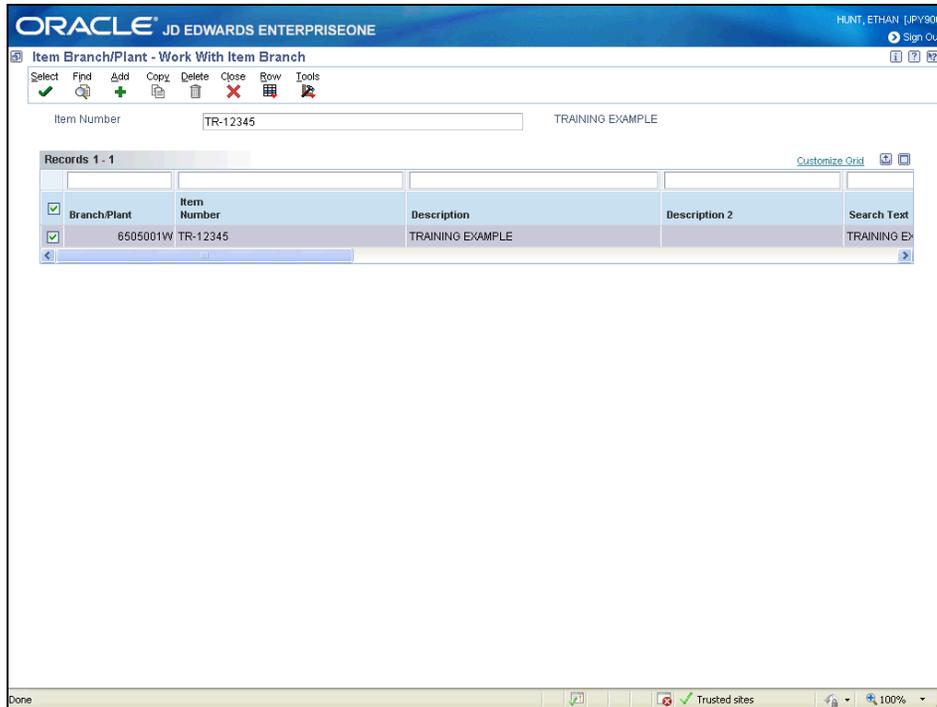
| Step | Action  |
|------|---|
| 14.  | <b>Reorder Point</b> – A quantity for an item that specifies when replenishment occurs. Typically, this occurs when the total quantity on-hand plus the quantity on order equal or do not meet a specified quantity. You can enter this quantity or the system can calculate it if there is sufficient sales history. |
| 15.  | <b>Safety Stock</b> - If there is no safety stock quantity defined, the system first calculates the safety stock by multiplying the square root of the average lead time quantity. Then, the system adds the calculated safety stock quantity to the average lead time quantity to determine the reorder point.       |
| 16.  | Complete other fields required by your agency.  |

The screenshot shows the 'Item Branch/Plant - Quantities' form in Oracle JD Edwards EnterpriseOne. The form is titled 'Item Branch/Plant - Quantities' and includes a 'Work With Item Branch' tab and a 'Quantities' sub-tab. The 'Item Number' field contains 'TR-12345' and the 'Branch/Plant' field contains '6505001W'. Below these fields, there are several input fields for defining reorder quantities: 'Reorder Quantity', 'Maximum Reorder Qty' (with a value of '.0000'), 'Minimum Reorder Qty', 'Reorder Point', 'Multiple Order Quantity', 'Units Per Container' (with a value of '1'), and 'Safety Stock'. The form also includes navigation buttons like 'OK', 'Cancel', 'Previous', 'Next', and 'Tools' at the top left, and a 'Sign Out' button at the top right. The bottom of the screenshot shows a browser status bar with 'Done', 'Trusted sites', and a 100% zoom level.

| Step | Action   |
|------|--|
| 17.  | Click the <b>OK</b> button to accept the data entered.<br><br><b>Note:</b> Clicking OK multiple times has no affect. You only need to click once and proceed.<br> |
| 18.  | Click the <b>Cancel</b> button.<br>   |

# Training Guide

## Defining Reorder Quantities



| Step | Action  |
|------|---|
| 19.  | Click the <b>Close</b> button.<br> |
| 20.  | You have successfully completed this lesson.<br><b>End of Procedure.</b>  |