

## Defining Reorder Quantities

### Overview

In NIS 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.

This work instruction shows how to [Define Reorder Quantities](#).

### NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>.

### Navigation

Click Roles, Inventory.

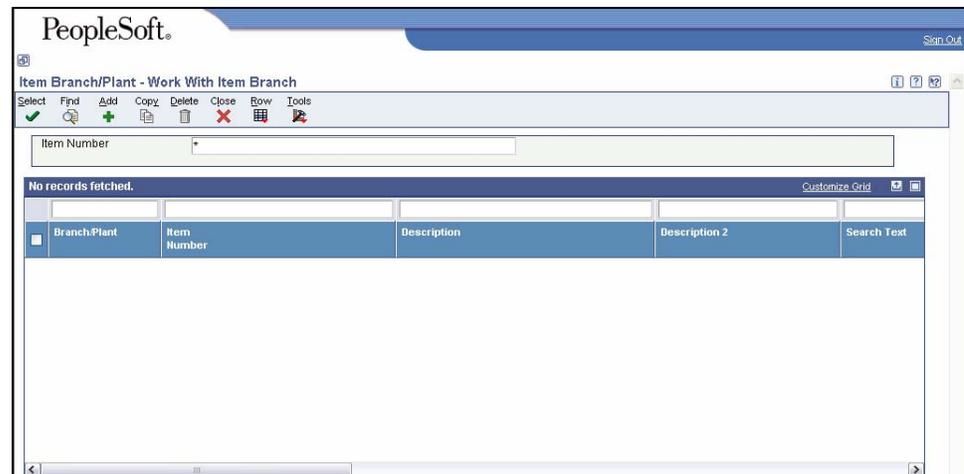
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory Setup > Inventory Master > Item Branch/Plant

### Steps

#### Define Reorder Quantities

Start this instruction from the Item Branch/Plant - Work With Item Branch window.



1. Enter the **item number** in the Item Number field.
2. Click **Find**.
3. Choose the desired **Branch/Plant** row in the grid.

4. Click **Row, Quantities**. The Item Branch/Plant – Quantities window appears.

The screenshot shows the 'Item Branch/Plant - Quantities' window in PeopleSoft. The window title is 'Item Branch/Plant - Quantities'. It contains a 'Work With Item Branch' window with a 'Quantities' sub-window. The 'Item Number' is 'NIS307' and the 'Branch/Plant' is '6505100W'. The item description is 'ENVELOPES, LETTER'. The 'Reorder Quantity' field is empty. Other fields include 'Maximum Reorder Qty' (0.0000), 'Minimum Reorder Qty', 'Reorder Point', 'Multiple Order Quantity', 'Units Per Container' (1), and 'Safety Stock'.

5. Enter the following information:

- **Reorder Quantity** – 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.
- **Maximum Reorder Qty** – 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.
- **Minimum Reorder Qty** – 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.
- **Reorder Point** – 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.

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.

- Other fields required by your agency
6. Click **OK** to accept the data entered.
-  Clicking **OK** multiple times has no affect. You only need to click once and proceed.
7. Click **Cancel** to return to the Work with Item Branch window.
8. Click **Close**.