

## PRODUCT REORDER (PICK-LIST)

Listed in the Figure 1 are the Products which current *On Hand Stocks* are below the **Warning Quantity (Minimum Stock)**. The *Warning Quantity (Minimum Stock)*, and *Ideal Quantity (Maximum Stock)* must be set up for every product in the **Product Management Module** as shown in *Figure 2*. Click the **Print Report Button** to print (*Figure 3*), **Export Button** to save the report to an Excel File (*Figure 4*), and **Email Button** to email the excel file to the designated address in the **Settings** -> **Email Report Settings**.

Figure 1

Dashboard / Reorder Product (Pick-List)

### Reorder Product (Pick-List)

Category :  Supplier :

PLU	Product Description	Unit	Category	Supplier	Minumun Stock	Actual Stock	Recommended Order
00201220025123	TSHIRT V COLLAR 40	Piece	Uniform	Converge ICT Solutions INC.	100	74	126
00201220025321	TSHIRT V COLLAR 30	Piece	Uniform	POS Hardware Solutions	100	37	163
00201220025433	TSHIRT V COLLAR 25	Piece	Uniform	Fornax Facility Supplies and Services Inc.	100	58	142

Showing 1 to 3 of 3 entries

< Previous 1 Next >

Figure 2

\*PLU :

\*Product Description :

Other Description :

\*Brand :

\*Supplier :

\*Category :

\*Tax :

☒ For Bulk and Retail ?

\*Primary Unit :

\*Unit of Measurement :  =

\*Inventory type :

Suggested Retail Price (SRP) :

Discounted Price :

Dealer's Price :

Distributor's Price :

☐ Tax Exempt ?

Public Price :

Purchase Cost :

Warning Quantity (Minimum Stock):

Ideal Quantity (Maximum Stock):

Link to Credit Account (For Sales Journal):

Link to Debit Account (For Purchase Journal):