

# How to Set Up Reordering for an Item

LLumin CMMS+ allows you to set up automatic reorder requests for your inventory. Here's how it works:

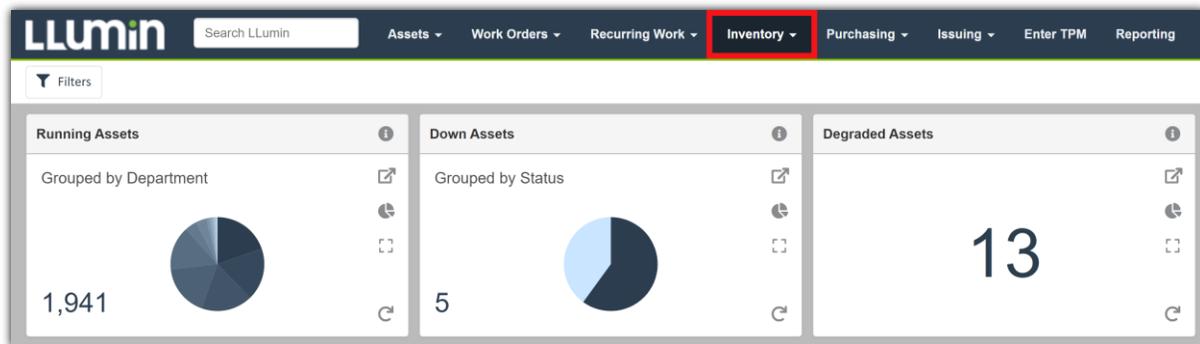
- **Automatic Reorder Trigger:** When an item's inventory drops below a specified level, LLumin CMMS+ will automatically create a reorder request.
- **Customizable Threshold:** Set the minimum quantity that triggers the reorder.
- **Adjustable Reorder Quantity:** Choose how many items to reorder when the threshold is reached.

This process ensures your inventory is always stocked without needing constant manual checks.

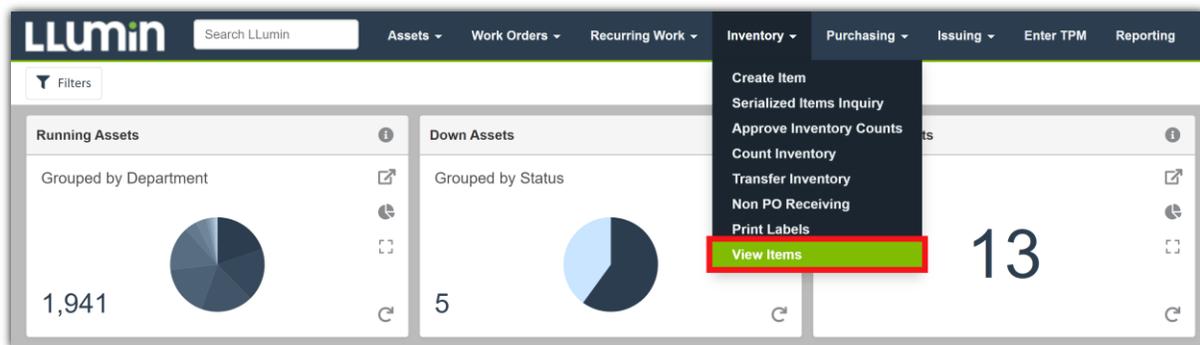
## Instructions

To set up Reordering for an Item, perform the following steps:

1. Navigate to the **Inventory** drop-down menu on the menu bar.



2. Select **View Items**.



- In the **Item Finder**, select the Item which you want to set up Reordering.
- Double click the item or select **View**.

Item Finder 32

Please select...

Create **View** Delete Export Grid Layout

<input type="checkbox"/>	Item #	Description	On Hand	Item Class	Location	Stockroom
<input type="checkbox"/>	342080	Ring Seal	14	Misc. spare parts	XX: 14, YY: 0	Springfield Main Stockroom
<input type="checkbox"/>	ACID0001	Hydrochloric Acid 1 L Bottle	2	Chemicals	H-3: 2	Springfield Main Stockroom
<input type="checkbox"/>	ACY0001	Take-Up Cylinder Washer Rod P/N 6395890	16	Air Cylinder Kits / Parts	three: 3	Springfield Main Stockroom
<input type="checkbox"/>	ACY0001	Take-Up Cylinder Washer Rod P/N 6395890	2	Air Cylinder Kits / Parts	porch: 2	Hartford Plant
<input checked="" type="checkbox"/>	AF0008	Pump Filter 5 x 8	16	Air Filters	XX: 16	Springfield Main Stockroom
<input type="checkbox"/>	AF0011	Air Filter 4 x 7	0	Air Filters	XX: 0	Springfield Main Stockroom
<input type="checkbox"/>	BELT0001	32 inch drive belt	2	Belts	XX: 14	Springfield Main Stockroom
<input type="checkbox"/>	BELT0003	71 in. serpentine v-belt	11	Belts	A-1: 11	Springfield Main Stockroom
<input type="checkbox"/>	BELT0003	71 in. serpentine v-belt	27	Belts	A-3: 27	Hartford Plant
<input type="checkbox"/>	BELT0003	71 in. serpentine v-belt	8	Belts	D-4-A: 8	Worcester Plant

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- On the Item page, click the **Purchasing** tab.

**Item**

AF0008

Description: Pump Filter 5 x 8    Status: Active    Item Type: Spare Parts Inventory    Item Class: Air Filters

Location(s) - (Total On Hand: 14)

**Springfield Main Stockroom (On Hand: 14)**

Location	On Hand
XX	14

Use this space to view/enter information for this Item by clicking on one of the sections to the left.

**Purchasing**

- Available Qty: 14
- Open Purchase Orders: 2
- Vendors: 0

**Usage / History**

- Linked Assets: 0
- Qty Ordered Last 30 Days: 0

## 6. Select Reordering.

The screenshot shows the SAP Item page for item AF0008. The top navigation bar includes fields for Description (Pump Filter 5 x 8), Status (Active), Item Type (Spare Parts Inventory), and Item Class (Air Filters). The left sidebar contains three main sections: General (Warranty Interval: No Warranty), Purchasing (Available Qty: 14, Open Purchase Orders: 2, Vendors: 0), and Usage / History (Linked Assets: 0, Qty Ordered Last 30 Days: 0). The main content area is titled 'Location(s) - (Total On Hand: 14)' and features a '+ Add Location' button. Below this, a table lists the location 'Springfield Main Stockroom (On Hand: 14)'. A secondary navigation bar is visible, with the 'Reordering' tab highlighted in red, alongside other tabs like Costs, Open Orders, Vendor Part Numbers, and Purchase Order History.

7. You will see Reordering settings for each location where the item is stored. Click **Edit** on the location you want to adjust the reorder settings for.

This screenshot displays the 'Reordering' settings for the 'Springfield Main Stockroom' location. The top navigation bar remains the same as in the previous screenshot. The left sidebar is also consistent. The main content area is titled 'Reordering' and includes a 'Preferred Vendor' dropdown (Applied Industrial Technologie) and a 'GL Account' dropdown. Below these, the 'Springfield Main Stockroom' location is highlighted with a red box and an edit icon. The location's settings are as follows:

On Hand: 14	Avg Monthly Usage: 0.37
Reorder Point: 0	Last Lead Time: 7
Reorder Qty: 1	Avg Lead Time: 7.5
Committed Qty: 0	B/O Qty: 0
Reserved Qty: 14	
Preferred Vendor:	
GL Account:	
Cycle:	

A 'Recalculate' button is located at the bottom of the location settings panel.

8. Here, you can configure the following options:

- **Reorder Qty:** The quantity of items to Reorder.
- **Reorder Point:** The current quantity required to trigger a Reorder.
- **Preferred Vendor:** The preferred vendor to order from.
- **GL Account:** The General Ledger account to associate with the Reorder.
- **Use EOQ/LOQ:** Use the Economic Order Quantity and Limit of Quantitation formulas in the Reorder process to help optimize inventory management. These formulas help maintain efficient inventory levels, reduce costs, and ensure items are available when needed.
- **Cycle:** The Cycle Count(s) to associate with the Reorder.

The screenshot shows a configuration window titled "Springfield Main Stockroom" with a yellow checkmark icon in the top right corner. The window is divided into several sections:

- Reorder Qty:** A numeric input field containing "1.00" with up and down arrow buttons.
- Preferred Vendor:** A dropdown menu that is currently empty.
- Reorder Point:** A numeric input field containing "0.00" with up and down arrow buttons.
- GL Account:** A dropdown menu that is currently empty.
- Use EOQ/LOQ:** A checkbox that is currently unchecked.
- Cycle:** An empty text input field.

9. Once finished, select **Complete**.

The screenshot shows a web application interface for item configuration. The top navigation bar includes "Item" (AF0008), "Description" (Pump Filter 5 x 8), "Status" (Active), "Item Type" (Spare Parts Inventory), and "Item Class" (Air Filters). The main content area is titled "Reordering" and contains the following fields:

- Preferred Vendor:** Applied Industrial Technologie
- GL Account:** 01-01-15900-00 - ...
- Springfield Main Stockroom:** A sub-window with a yellow checkmark icon, containing:
  - Reorder Qty:** 10.00
  - Preferred Vendor:** IBT Bearings
  - Reorder Point:** 5.00
  - GL Account:** 01-01-15900-00 - ...
  - Use EOQ/LOQ:** Checked
  - Cycle:** Location A X

Below the Reordering section are several expandable sections: Costs, Open Orders, Vendor Part Numbers, and Purchase Order History. At the bottom of the page, there is a navigation bar with buttons for Save, Order, Print Label, Copy, Prev, Next, and Go Back.

10. Select **Save** to complete the configuration.