Using Reorder Analysis

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Overview

With Reorder Analysis, you can create purchase orders and you can use it as a planning tool.

Purchasing is considered the most challenging part of inventory management. Buying too much comes with high cost but buying too little may potentially lose opportunities and eventually, the business.

If you purchase based on 'just in time' demand, then it is easy to determine purchases based on sales orders or work orders. The Reorder Analysis has the capacity to provide you with figures that can help in your business decisions.

Based on the selected criteria, OrderTime, through Reorder Analysis, will present you a set of data that you can analyze and utilize for forecasting purchases. The data, which is based on historical records, will serve as guidance for you to arrive at well-informed business decisions.

You can use any of the following Reorder Analysis modes depending on what you need to accomplish:

- View Details This shows the summary of the scenario that you created for a specific Reorder Analysis and the list of items that meet the criteria you specified.
- Start Ordering Create purchase orders by identifying the items that need to be purchased at a particular time, based on certain business rules and filters.
- Recalculate Reorder The Recalculate Reorder Points screen allows you to generate new reorder points and lead times based on historical data.

View Details

You can launch Reorder Analysis from the *Purchasing* tab, then click the *Reorder Analysis* link on the right side of the screen, under **Quick Links**.

Order Time Bets		 All Orders 	s Demo
🖀 Home 🛷 Sales	🐂 Purchasing 😋 Production 👘 Warehouse 🏾 🖨 Repo		
Create New	Purchasing	Quick link	5
Open Full List - Recent Records - 34 - 32 - 100 2 13 - 1999901 - 1200 -	Net Receiving - Trailing 12 Months 20,000 15,000 0 <td>Net Receiving by Vendor - Irrailing 12 Months 317 MART Option One Morgage Corr Brah International 221 MAIN STREET 0 All others All others</td> <td>ems wentory laced today ue today ue this week ast due</td>	Net Receiving by Vendor - Irrailing 12 Months 317 MART Option One Morgage Corr Brah International 221 MAIN STREET 0 All others All others	ems wentory laced today ue today ue this week ast due
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A list of created Reorder Analysis items is displayed on the *Reorder Analysis* page. Click the Reorder Analysis that you want to view, edit, run or process by clicking the link under the *Name* column.

	You ca	an edit, c	delete and re-ro	un your Reor	der Analysis	s from the Reorder Ar	nalysis page.
# Home	Sales	🐂 Purchasi	ing Op Production	Warehouse	🚱 Reports		
Purchasing > Re-	order Analysis						
Reorder Analy	ysis						¢ 🖶 🗠
Name		• Se	arch	Q			O Purchasing O Production
NAME ^		TYPE		LAST RUN ON		FINISHED ON	ACTIONS
all items		Purchase Ord	ler	4/6/2018 03:00 PM		4/6/2018 03:00 PM	Re Run Reorder Analysis

View Details mode provides you the summary of the scenario that you created for a specific Reorder Analysis. You will see the details under *General*, *Demand Options* and *Item Filters*. The details on these sections are the specifications that you entered when you were creating that Reorder Analysis.

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ld 9 Type Pur Name all Start Date/Time 4/6 Finished On 4/6	/2018 02:59 PM	Num	Select Interval V ber of periods 4 Historical data C basis ad times (days A including weekends) Default 1	omparative verage		Sh	iow items when "Evaluation Quantity' is Group Class Vendor	Not enoug	ough to satisfy demand (Deficiency)			
• • •			-									
	DESCRIPTION	UOM	AVAILABLE	ON ORDER	REQUIRED	HISTORICAL	VENDOR	c	ost si	UGGESTED	ETA	ACTION
TEM	DESCRIPTION Parts	UOM	AVAILABLE	ON ORDER	REQUIRED	HISTORICAL 0	VENDOR 9238651		9 0 3		ETA 4/24/2018	ACTION
ITEM 105								1				
ТЕМ 105 108		EA		5	47	0	9238651	1.	90 3		4/24/2018	0
ITEM 105 108 200		EA EA	11	5	47	0	9238651 A & B Tire	1. 1. 2	90 3 90 1		4/24/2018 4/23/2018	0
 E* ITEM 105 108 200 463 90 		EA EA EA	11 1 0	5 0 0	47	0 0 0	9238651 A & B Tire A Plus Gas	1. 1. 2: 1.	90 3 90 1 3.66 1		4/24/2018 4/23/2018 4/23/2018	0

Based on the selected criteria, Order Time will present the list of items on the panel below the summary.

These are the items that you can process by Start Ordering or Recalculate Reorder Points.

order Analy	rsis - 9 Edit RE-RUN ST	TART ORDERING	REGALCULATE REG	RDER POINTS							
ieneral			De	mand Options				Item Filters			
Name Start Date/Time	9 Purchase Order all items 4/6/2018 02:59 PM 4/6/2018 03:00 PM		Num	Select Interval V ber of periods 4 distorical data 0 basis ad times (days A including weekends) Default 1	omparative			Show items when No 'Evaluation Quantity' is Group Class Vendor	t enough to satisfy d	emand (Deficienc)	ð
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¢ 🖶 😁	DESCRIPTION	UOM	AVAILABLE	ON ORDER	REQUIRED	HISTORICAL	VENDOR	COS	T SUGGESTED	ETA	ACTION
	DESCRIPTION Parts	UOM EA	AVAILABLE 11	ON ORDER 5	REQUIRED 47	HISTORICAL	VENDOR 9238651	C05		ETA 4/24/2018	ACTION
ITEM									31		
105		EA		5	47	0	9238651	1.90	31	4/24/2018	0

You can also do the following in the View Details mode:

- Use the *Edit* button to make changes in your Reorder Analysis.
- Re-run the Reorder Analysis.
- Modify list option to add or remove columns, apply filters and specify the number of records you want to be displayed on a page.
- Print the list.
- Export the list to a CSV file.
- Start ordering for items by clicking the *Start Ordering* button.
- Initiate recalculating reorder points for items by clicking the *Recalculate Reorder Points* button.

Attention: On the Reorder Analysis if you click on Recalculate Reorder Points, the calculations will not run if you have removed the Daily Avg. or Safety Stock Days columns.

eneral			De	mand Options				Item Filters				
Name Start Date/Time	9 Purchase Order all items 4/6/2018 02:59 PM 4/6/2018 03:00 PM	Num	Select Interval Week Number of periods 4 Historical data Comparative basis Lead times (days Average including weekends) Default 14					Show items when Not enough to satisfy demand (Deficiency) Tealuation Quantity is Group Class Vendge				
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TEM	DESCRIPTION Parts	UOM EA	AVAILABLE	ON ORDER 5	REQUIRED	HISTORICAL	VENDOR 9238651		COST 1.90	SUGGESTED 31	ETA 4/24/2018	ACTIO
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Тор

Start Ordering

To create orders using Reorder Analysis, follow the steps below.

• Adding to Existing Purchase Order

1. Click Start Ordering.

ieneral			De	mand Options			1	tem Filters				
ld 9 Type Pur Name all i Start Date/Time 4/6 Finished On 4/6	Num	Select Interval Week Number of periods 4 Historical data Comparative basis Lead times (days Average including weekends) Default 14					Show Items when Not enough to satisfy demand (Deficiency) Evaluation Quantify is Group Class Vender					
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¢ 🖶 😁	DESCRIPTION	UOM	AVAILABLE	ON ORDER	REQUIRED	HISTORICAL	VENDOR		COST	SUGGESTED	ETA	ACTION
ITEM	DESCRIPTION Parts	UOM EA	AVAILABLE	ON ORDER	REQUIRED	HISTORICAL 0	VENDOR 9238651		COST 1.90	SUGGESTED	ETA 4/24/2018	ACTION
TEM												
TEM 105 108		EA		5	47	0	9238651		1.90		4/24/2018	0
TEM 105 108 200		EA EA	11 1	5	47	0	9238651 A & B Tire		1.90 1.90		4/24/2018 4/23/2018	0
		EA EA EA	11 1 0	5 0 0	47 2 1	0 0 0	9238651 A & B Tire A Plus Gas		1.90 1.90 28.66	31 1 1	4/24/2018 4/23/2018 4/23/2018	0

- 2. Select the checkbox of the item(s) that you will include in the order.
- 3. You can also change the vendor, cost and order quantity as appropriate, by clicking on the value under the corresponding column.
 - Alternatively, you can select the **Use Suggested Quantities** checkbox. This means that quantity will be the value under the **Suggested** column.
- 4. Select Add To Existing Purchase Order.
- 5. Choose which location to put the PO by selecting from the **PO Location** picklist.

Hom	e 🧳 Sales	Purchasing	00	Production	🔊 W	arehouse	🚱 Repor	ts						
rchasir	ig 🕨 Reorder Analys	is + Reorder Analysis												
orde	r Analysis - 9	EDIT RE-RUN RECALC	ULATE REOR	IDER POINTS	VIEW DETAILS									
Senera	d				Demand Op	otions			Item	Filters				
	ld 9 Type Purchase Name all items Date/Time 4/6/2018 Nished On 4/6/2018	02:59 PM			Number of per Historical Lead times (inclu weeke	data Compar basis days Average iding				items when N 'Evaluation Quantity' is Group Class Vendor	ot enough to s	ausiy demand	(Denciency)	
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			UOM EA	AVAILABLE	- u	ise Suggested							NO. 10000175	y Actio
	ITEM	DESCRIPTION			ON ORDER	Ise Suggested REQUIRED	HISTORICAL	VENDOR	COST	SUGGESTED	QUANTITY	ETA		
	ITEM 105	DESCRIPTION	EA		ON ORDER	REQUIRED	HISTORICAL 0	VENDOR 9238651	соят 1.90	SUGGESTED	QUANTITY 31	ETA 4/24/2018	10000175	0
	ITEM 105 108	DESCRIPTION	EA	11 1	ON ORDER 5 0	REQUIRED	HISTORICAL 0 0	VENDOR 9238651 A & B Tire	COST 1.90 1.90	SUGGESTED 31 1	QUANTITY 31 1	ETA 4/24/2018 4/23/2018	10000175	0
	ITEM 105 108 200	DESCRIPTION	EA EA EA	11 1 0	ON ORDER 5 0 0	REQUIRED	HISTORICAL 0 0 0	VENDOR 9238651 A & B Tire A Plus Gas	COST 1.90 1.90 28.66	SUGGESTED 31 1 1	QUANTITY 31 1 0	ETA 4/24/2018 4/23/2018 4/23/2018	10000175	0
	ITEM 105 108 200 463	DESCRIPTION	EA EA EA EA	11 1 0 0	ON ORDER 5 0 0 0	REQUIRED	HISTORICAL 0 0 0 0	VENDOR 9238651 A & B Tire A Plus Gas 800-923-8651	cost 1.90 1.90 28.66 12.12	SUGGESTED 31 1 1 1	QUANTITY 31 1 0 0	ETA 4/24/2018 4/23/2018 4/23/2018 4/23/2018	10000175	0

6. Select **Create Orders** from the drop-down menu.

General					
Id	9				
Туре	Purchase	Order			
	all items				
Start Date/Time					
Finished On	4/0/2018				
Batch Action			p#		
Batch Action	+	items checked	2		
Create Orders	* 2	items checked			
	+			UOM	AVAILABL
Create Orders	*	items checked			AVAILABI
Create Orders	*	items checked		UOM	

Make sure that you have a value in Vendor.

Check the Item's Quantity and Cost fields. The values of both these fields must be greater than zero, otherwise, you will need to adjust them manually before the order is created.

• Creating a New Purchase Order

1. Click Start Ordering.

ieneral			De	mand Options			1	tem Filters				
ld 9 Type Pur Name all i Start Date/Time 4/6 Finished On 4/6	Num	Select Interval Week Number of periods 4 Number of periods 4 Nistorical data Comparative Basis Lead times (days Average Weekends) Default 14						emand (Deficiency	y)			
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¢ 🖶 😁	DESCRIPTION	UOM	AVAILABLE	ON ORDER	REQUIRED	HISTORICAL	VENDOR		COST	SUGGESTED	ETA	ACTION
ITEM	DESCRIPTION Parts	UOM	AVAILABLE	ON ORDER	REQUIRED	HISTORICAL	VENDOR 9238651		COST 1.90	SUGGESTED	ETA 4/24/2018	ACTION
ITEM 105												
105 108		EA		5	47	0	9238651		1.90		4/24/2018	0
ITEM 105 108 200		EA EA	11 1	5	47 2	0	9238651 A & B Tire		1.90 1.90		4/24/2018 4/23/2018	0
 Et ITEM 105 108 200 463 90 		EA EA EA	11 1 0	5 0 0	47 2 1	0 0 0	9238651 A & B Tire A Plus Gas		1.90 1.90 28.66		4/24/2018 4/23/2018 4/23/2018	0

2. Select the checkbox of the item(s) that you will include in the order.

Purchasing	Reorder Analysis	Reorder Analysis

iener	al				Demand Op	otions			Item	Filters				
	ld 9 Type Purchase Name all items Date/Time 4/6/2018 inished On 4/6/2018	02:59 PM			Number of pe Historical Lead times (inclu weeke	data Compar basis days Average iding			Show	items when N "Evaluation Quantity' is Group Class Vendor	lat enough to s	atisfy demand	(Deficiency)	
Batc	h Action 👻 2	items checked 🛊 🖶 🛛	t		2 U	Jse Suggested	Quantities	Add To Existing	Purchase	Order	PO Loca	tion		*
	ITEM	DESCRIPTION	UOM	AVAILABLE	ON ORDER	REQUIRED	HISTORICAL	VENDOR	COST	SUGGESTED	QUANTITY	ETA	NO.	ACTIONS
	105	Parts	EA	11	5	47	0	9238651	1.90	31	31	4/24/2018	10000175	0
	108		EA	1	0	2	0	A & B Tire	1.90	1	1	4/23/2018	10000176	0
	200		EA	0	0	1	0	A Plus Gas	28.66	1	1	4/23/2018		0
	463		EA	0	0	1	0	800-923-8651	12.12	1	0	4/23/2018		0
	90		EA	0	0	1	0	A & B Tire	0.74	1	0	4/23/2018		0
_	30					5	0	A M Transportation Services, Inc	7.00	5	0	4/23/2018		0
_	NEW STYLE-BL-S	Color:Blue Size:Small	EA	0	0	2								
		Color:Blue Size:Small Color:Blue Size:Medium	EA EA	0	0	6	0	A Plus Gas	7.00	6	0	4/23/2018		0
	NEW STYLE-BL-S							A Plus Gas A & B Tire	7.00 7.00	6	0	4/23/2018 4/23/2018		0
•	NEW STYLE-BL-S NEW STYLE-BL-M	Color:Blue Size:Medium	EA	0	0	6	0							

- 3. You can change the vendor, cost and order quantity as appropriate, by clicking on the value under the corresponding column.
 - Alternatively, you can select the **Use Suggested Quantities** checkbox. This means that quantity will be the value under the **Suggested** column.

OrderTin	ne ^{Beta}												All Order	s Demo	Logout
🖷 Home	🏘 Sales	🐂 Purchasing	¢;	Production	® W	arehouse	🖨 Repo	rts							
Purchasing	Reorder Analysis	Reorder Analysis													
Reorder	Analysis - 9 🧧	DIT RE-RUN REC	ALCULATE REOI	IDER POINTS	VIEW DETAILS										
General					Demand Op	otions				Item	Filters				
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🔲 n	TEM	DESCRIPTION	UOM	AVAILABLE	ON ORDER	REQUIRED	HISTORICAL	VENDOR		COST	SUGGESTED	QUANTITY	ETA	NO.	ACTIONS
1	05	Parts	EA	11	5	47	0	9238651		1.90	31	31	4/24/2018	10000175	0
1	08		EA	1	0	2	0	A & B Tire		1.90	1	1	4/23/2018	10000176	0
	200		EA	0	0	1	0	A Plus Gas	٣	28.)	1	0.00000	4/23/2018 🎝		
	0		EA	0	0	1	0	A & B Tire		0.74	1	0	4/23/2018		0

- 4. Choose which location to put the PO by selecting from the **PO Location** picklist.
- 5. Select **Create Orders** from the drop-down menu.

General							
Id	9						
	Purchas						
	all item						
Start Date/Time Finished On							
		L.					
Batch Action	-	2 items checked	0	0	Ľ		
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Create Orders	*			0	Ľ		AVAILAB
Create Orders	*	DESCRIPTION		•	2	UOM	

A notification pop-window will appear and inform you that Orders were created. Click**OK**.

2urchasing > Reorder Analysis > Reorder Analysis Reorder Analysis - 9 [EDIT] RE-RUK RECALCULATE REORDER POIN	From app.or								
General	Dei		ок	Item	Filters				
ld 9 Type Purchase Order Name all items Start Date/Time 4/6/2018 02:59 PM Finished On 4/6/2018 03:00 PM	Select Interval V Number of periods 4 Historical data C basis Lead times (days A including weekends) Default 1/2	omparative verage	Show	Show items when Not enough to satisfy demand (Deficiency) Evaluation Quantity is Group Class Vendor					
Batch Action 👻 🖨 😁	🖉 Use Sugg	ested Quantities	Add To Exist	sting Purchase	Order	PO Loca	tion		×
ITEM DESCRIPTION UOM AVAILA	BLE ON ORDER REQU	IRED HISTORICAL	VENDOR	COST	SUGGESTED	QUANTITY	ETA	NO.	ACTIONS
105 Parts EA 11	5 47	0	9238651	1.90	31	31	4/24/2018	10000175	0

The interface will refresh with the PO number(s). Click the PO No. under the **No.** column to access the PO.

Тор

Recalculate Reorder Points

Reorder Points (ROP) is the level of inventory at which a purchase order should be issued to replenish inventory and avoid out of stock situations. It is a minimum amount of an item which a firm holds in stock, such that, when stock falls to this amount, the item must be reordered.

The principle states that you should place a purchase order with the supplier at the point where you have enough inventory on hand until the purchase order is received.

To start recalculating reorder points, follow the steps below.

1. Click Recalculate Reorder Points.

Home	🛷 Sales 🐂 Purchasin	s Q ^o Pr	oduction	Warehouse	•	Reports					
chasing > Reord	der Analysis 🕨 Reorder Analysis										
order Analy	rsis - 9 Edit RE-RUN ST	ART ORDERING	RECALCULATE RE								
Seneral			De	emand Options				Item Filters			
Name Start Date/Time	9 Purchase Order all items 4/6/2018 02:59 PM 4/6/2018 03:00 PM		Num	Select Interval We aber of periods 4 Historical data Co basis ad times (days Aw including weekends) Default 14	mparative			Show Items when Not o "Evaluation Quantity" is Group Class Vendor	enough to satisfy d	emand (Deficiency	ð
¢ ⊕ ₪	DESCRIPTION	UOM	AVAILABLE	ON ORDER	REQUIRED	HISTORICAL	VENDOR	COST	SUGGESTED	ETA	ACTIONS
105	Parts	EA	11	5	47	0	9238651	1.90	31	4/24/2018	0
108		EA	1	0	2	0	A & B Tire	1.90	1	4/23/2018	0
200		EA	0	0	1	0	A Plus Gas	28.66		4/23/2018	0

2. Click on the line item to see which fields under each column are available for modification.

Purchasing > Reorder A	Analysis > Reorder Analysis									
Reorder Analysis	- 9 EDIT RE-RUN STA	ART ORDERING	VIEW DETAIL	5						
General				Demand Opti	ons			Item Filters		
Name all Start Date/Time 4/6 Finished On 4/6	/2018 02:59 PM /2018 03:00 PM			ba Lead times (da includi weekend	ds 4 ta Comparativ sis ys Average ng	e	¥	Show kems when Not enoug Tevaluation Quantity is Group Class Vendor	h to satisfy demand (Deficiency)	
Batch Action										
ITEM	DESCRIPTION	UOM	HISTORICAL	DAILY AVG.	LEAD TIME	SAFETY STOCK DAYS	REORDER POINT COM	PUTED MAX QUANTITY DAYS	MAX QUANTITY COMPUTED	ACTIONS
105	Parts	EA	0	2	15	5	0		0	
108		EA	U	0	14		U		U	U
200		EA	0	0	24		0		0	0
463		EA	0	0	14		0		0	0

The columns on the list include:

- Item The name of the item.
- Description The description of the item.
- UOM The unit of measure used for purchasing the item.
- Historical Past-period data, which is used usually as a basis for forecasting the future data or trends.
- Daily Ave. The total usage quantity divided by the number of days in the date range specified when setting up the scenario gives the average amount used for each day. Enter a value for the Daily Average.
- Lead Time If the Default lead time was selected when setting up the scenario, then the lead time will be the default value assigned to the items. Otherwise, the lead time shown will be the actual number of days between the last time the item was received and when it was placed on a purchase order. This is the time span that measures the time it takes a supplier to deliver stock to your door. For example, if you placed a purchase order with your supplier on December 1 and received it December 15, the lead time is 14 days. The lead time can also be manually entered.

- Safety Stock Days Safety stock is used to account for unforeseen spikes in demand and/or delivery delays (i.e. longer lead time). If you want additional days to be added to the new reorder point you can enter it here.
- Reorder Point Computed This is the newly calculated reorder point. It is based on the:

Reorder Point = Daily Average x Lead Time + Daily Average x Safety Stock days

Example: Lead Time = 15 days Daily Average = 3 Safety Stock days = 5 days Reorder Point = 3 x 15 + 3 x 5 = 60 units

- Max Quantity Days Enter the number of additional days, that if added to the total reorder point, should be yield the maximum quantity in stock at a given time.
- Max Quantity Computed This is the maximum quantity of a particular item you should have in stock. It is computed by:

Max Quantity = Daily Average x Lead Time + Daily Average x Safety Stock days + Daily Average x Maximum Quantity days Example:

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Lead Time = 15 days
Daily Average = 3
Safety Stock days = 5 days
Maximum Quantity days = 2 days
Max Quantity = 3 x 15 + 3 x 5 + 3 x 2 = 66 units
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3. Click the checkbox of the item which you want to apply the batch action.

Batch Aqling - 1 Items checked a 💮 😁										
ITEM	DESCRIPTION	UOM	HISTORICAL	DAILY AVG.	LEAD TIME	SAFETY STOCK DAYS	REORDER POINT COMPUTED	MAX QUANTITY DAYS	MAX QUANTITY COMPUTED	ACTIONS
105	Parts	EA	0	2	15	5	40	2	44	0
108		EA	0	0	14		0		0	0

4. Depending on what you need to, select a *Batch Action* from the drop-down menu. The choices are:

- Update Lead Time
- Update Reorder Point
- Update Max Quantity
- Update All

Batch Action +	1 items checked 🧔 😁	2								
Update Lead Time Update Reorder Point	DESCRIPTION	UOM	HISTORICAL	DAILY AVG.	LEAD TIME	SAFETY STOCK DAYS	REORDER POINT COMPUTED	MAX QUANTITY DAYS	MAX QUANTITY COMPUTED	ACTIONS
Update Max Quantity	Parts	EA	0	2	15	5	40	2	44	0
Update All		EA	0	0	14		0		0	0
200		EA	0	0	14		0		0	٥
463		EA	0	0	14		0		0	0
90		EA	0	0	14		0		0	0

A notification pop-up window will appear and inform you about the update. Click**OK**.

	From app.ordertime.com Reorder Point Updated
Тор	
<u>More about Order</u>	Management with Order Time