Use the "**Small business inventory template**" to keep track of your small business inventory, track stocks and generate a supply list.

The table is divided into 2 blocks: "**Goods in stock**" - information about goods and their quantity in stock and "**Reorder information**" - information about goods to fulfill stocks.

Goods in stock						
Item No.	Name	Manufacturer/ Vendor	Description	Unit Price	Quantity in Stock	Inventory value

The "**Goods in stock**" block contains 7 columns:

- "**Item No**" - in this column, enter the item number of a specific product;

- "**Name**" - enter the detailed name of the product in this column;

- "**Manufacturer/Vendor**" - fill in the name of the manufacturer or supplier of this product;

- "**Description**" - add a detailed description of the product in this column;

- "**Unit Price**" - in this column, enter the factual purchase price of the unit of the product;

- "**Quantity in Stock**" - enter the numerical value of the available quantity of goods in stock;

- "**Inventory value**" - in this column, the total cost is calculated automatically based on the "**Unit Price**" and "**Quantity in Stock**" columns, but you can enter a different value manually as well.

Filling example below:

Goods in stock						
Item No.	Name	Manufacturer/ Vendor	Description	Unit Price	Quantity in Stock	Inventory value
111-1111	Item №1	Factory	Description №1	$10,00	15	$150,00
222-2222	Item №2	Factory	Description №2	$12,00	20	$240,00
333-3333	Item №3	Factory	Description №3	$14,00	25	$350,00
444-4444	Item №4	Factory	Description №4	$16,00	30	$480,00
555-5555	Item №5	Factory	Description №5	$18,00	25	$450,00

The "**Reorder information**" block consists of 9 columns:

Reorder information								
Reorder level	Need to reorder	Date of reorder	Reorder Time in Days	Expected delivery date	Reorder unit price	Quantity in Reorder	Reorder value	Item discounted? Yes/ No

- **"Reorder level"** - in this column, enter the minimum value of the remainder of the goods in stock, when it's necessary to make a new purchase to fill the stock;

- **"Need to reorder"** - this column can display 3 options:

  ➢ The value " " in the cell means that the amount of product leftovers is below minimum and it is necessary to make a new order.

  ➢ The value **"Not available"** in the cell is displayed in cases when the product is no longer available for order.

  ➢ If the cell is empty, there is no need to make a new order for this product.

- **"Date of reordering"** - add the estimated date of ordering a new supply of goods;

- **"Reorder Time in Days"** - in this column, enter the usual duration of delivery of the goods from the supplier, days;

- **"Expected delivery date"** - the expected delivery date will be calculated automatically in this column;

- **"Reorder unit price"** - indicate the current price of the goods when ordering, because it may differ from the previous price;

- **"Quantity in Reorder"** - add the numerical value of the quantity of this product in a new order;

- **"Reorder value"** - in this column, the cost of the product in a new order will be calculated automatically;

- **"Item discounted? Yes / No "** - in this column, there are 2 options that can be selected from the drop-down list: **"Yes/No"**. If this product is no longer produced - check **"No"**. This will be displayed in the **"Need to reorder"** column.

Filling example below:

Reorder information								
Reorder level	Need to reorder	Date of reordering	Reorder Time in Days	Expected delivery date	Reorder unit price	Quantity in Reorder	Reorder value	Item discounted? Yes/ No
20	✓	18/09/21	7	25/09/21	$12,00	20	$240,00	▼
20	✓	19/09/21	5	24/09/21	$14,00	18	$252,00	▼
20	Not available							Yes ▼
20								▼
20								▼