

Use our **"Business inventory template"** to keep track of your business inventory, keep track of stocks and reorder them on time, automatically generating a list of needs.

The template contains 2 tabs. On the **"Inventory list"** tab, you create a list of your inventory and make all the necessary settings, and on the **"Reorder list"** tab, a list for a new order is formed.

Inventory list TAB

- **"Item Number"**- in this column, enter a unique code for each product;
- **"Description"** - in this column, enter a detailed description or characteristics of each product;
- **"Cost Per Item"** - in this column, specify the cost of a unit of goods;
- **"Stock Qty"** - in this column, indicate the current quantity of goods in stock; when changing the value (purchasing a new batch or selling), update this value;
- **"Reorder Level"** - in this column, specify the minimum stock level for each product at which you need to reorder. If the current stock of a product is less than the reorder level, the line of this product will be highlighted in beige. Also, this product will automatically appear in the list for a new purchase on the **"Reorder list"** tab;
- **"Inventory Value"** - in this column, the total cost for each product is automatically calculated;
- **"Category"** - in this column, indicate the category of the product, depending on the specifics of your business;
- **"Vendor"** - in this column, specify the supplier of each product;
- **"Vendor Contact"** - in this column for each vendor, specify its contact details;
- **"Date of Last Order"** - In this column, in the **mm/dd/yy** format, indicate the date when you last ordered this product (update the date for new purchases);
- **"Department Usage"** - in this column, enter the name of the department that uses this product;
- **"Stock Location"** - in this column, specify the location or name of the warehouse/office where this item is stored.

Filling example:

Item Number	Description	Cost Per Item	Stock Qty	Reorder Level	Inventory Value	Category	Vendor	Vendor Contact	Date of Last Order	Department Usage	Stock Location
999-9999	Description №9	\$26.00	40	20	\$1,040.00	Accessories	Factory 9	Contact name, e-mail, phone and fax numbers, mailing address, city, state, ZIP code, country	10/25/21	Dept 6	Warehouse 1
100-1000	Description №10	\$28.00	25	20	\$700.00	Product	Factory 10	Contact name, e-mail, phone and fax numbers, mailing address, city, state, ZIP code, country	09/26/21	Dept 1	Office
888-8889	Description №11	\$34.00	7	20	\$238.00	Product	Factory 11	Contact name, e-mail, phone and fax numbers, mailing address, city, state, ZIP code, country	01/01/22	Dept 3	Warehouse 1
999-10000	Description №12	\$19.00	33	20	\$627.00	Electronics	Factory 12	Contact name, e-mail, phone and fax numbers, mailing address, city, state, ZIP code, country	10/12/21	Dept 4	Office
100-1001	Description №13	\$55.00	33	20	\$1,815.00	Container and packaging	Factory 13	Contact name, e-mail, phone and fax numbers, mailing address, city, state, ZIP code, country	08/19/21	Dept 2	Warehouse 2
888-8890	Description №14	\$41.00	15	20	\$615.00	Electronics	Factory 14	Contact name, e-mail, phone and fax numbers, mailing address, city, state, ZIP code, country	08/02/21	Dept 5	Office
999-10001	Description №15	\$76.00	21	20	\$1,596.00	Equipment	Factory 15	Contact name, e-mail, phone and fax numbers, mailing address, city, state, ZIP code, country	11/06/21	Dept 6	Warehouse 1

At the top of the table, you will see the total cost of all inventory for the current date.

Total Inventory Value	\$95,178.00	as of	2/3/2022
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Reorder list TAB

The data on this tab is generated automatically: those products whose current stock level is less than the reorder level are automatically entered in this list along with the corresponding characteristics (Description, Cost Per Item, Vendor). You need to enter the order quantity for each item in the "Reorder Qty" column.

No	Item Number	Description	Reorder Qty	Cost Per Item	Reorder value	Vendor
1	111-1111	Description №1	6	\$10.00	\$60.00	Factory 1
2	888-8889	Description №11	8	\$34.00	\$272.00	Factory 11
3	888-8890	Description №14	15	\$41.00	\$615.00	Factory 14
4	100-1002	Description №16	14	\$72.00	\$1,008.00	Factory 16
5	888-8891	Description №17	13	\$14.00	\$182.00	Factory 17
6	999-10002	Description №18	5	\$61.00	\$305.00	Factory 18

The total cost of a reorder for the current date is displayed at the top of the table.

Total Reorder Value	\$10,537.00	Date:	2/3/2022
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