



Reorder and Stock Alert Template

Inventory Management | HashMicro
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Prepared By: [Name]

Date: [DD/MM/YYYY]

Location: [Warehouse / Store]

1. REPORT INFORMATION

Company Name

Warehouse / Store

Report Date

Reporting Period

Inventory System

Prepared By

Reviewed By

Alert Threshold Policy

Reorder Point = Safety Stock + (Avg Daily Usage × Lead Time)

2. STOCK ALERT STATUS DASHBOARD

Alert Level	Definition	Colour Code	No. of SKUs	Action Required
● CRITICAL — OUT OF STOCK	Qty on Hand = 0	Red		Immediate emergency order
● CRITICAL — BELOW SAFETY	Qty < Safety Stock Level	Red		Raise PO immediately
● LOW — AT REORDER POINT	Qty = Reorder Point	Amber		Place reorder now
LOW — APPROACHING REORDER	Qty within 20% above Reorder Point	Amber		Monitor — order soon
● HEALTHY	Qty > Reorder Point	Green		No action required
● OVERSTOCK	Qty > Maximum Stock Level	Grey		Review purchasing / promotions

3. MAIN REORDER & STOCK ALERT REGISTER

SKU	Item Name	Categ ory	Unit	Min Stock (Safet y)	Reord er Point	Max Stock Level	Qty on Hand	Alert Status	Avg Daily Usage	Lead Time (Days)	Reord er Qty	Suppli er	Last Order ed Date	Notes
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										Critical / Low / Healthy / Overstock
										Critical / Low / Healthy / Overstock
										Critical / Low / Healthy / Overstock
										Critical / Low / Healthy / Overstock

4. CRITICAL & OUT-OF-STOCK ITEMS — IMMEDIATE ACTION REQUIRED

SKU	Item Name	Qty on Hand	Min Stock	Shortage Qty	Supplier	Supplier Contact	Last PO Date	Action	Priority	Target Restock Date
		0						Raise PO / Emergency Order / Transfer	HIGH	
		0						Raise PO / Emergency Order / Transfer	HIGH	
		0						Raise PO / Emergency Order / Transfer	HIGH	
		0						Raise PO / Emergency Order / Transfer	HIGH	
		0						Raise PO /	HIGH	

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		0									Raise PO / Emergen cy Order / Transfer	HIGH
		0									Raise PO / Emergen cy Order / Transfer	HIGH
		0									Raise PO / Emergen cy Order / Transfer	HIGH
		0									Raise PO / Emergen cy Order / Transfer	HIGH
		0									Raise PO / Emergen cy Order / Transfer	HIGH

5. ITEMS AT OR NEAR REORDER POINT

SKU	Item Name	Qty on Hand	Reorder Point	Surplus / Deficit	Avg Daily Usage	Days of Stock Remaining	Reorder Qty	Preferred Supplier	PO Status	Notes
									Not Yet Raised / Pending / Raised / Received	
									Not Yet Raised / Pending / Raised / Received	
									Not Yet Raised / Pending / Raised / Received	
									Not Yet Raised / Pending / Raised / Received	

								Not Yet Raised / Pending / Raised / Received
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								Not Yet Raised / Pending / Raised / Received
								Not Yet Raised / Pending / Raised / Received

6. OVERSTOCK TRACKING

SKU	Item Name	Qty on Hand	Max Stock Level	Excess Qty	Excess Value (\$)	Days of Overstock	Recommended Action	Owner
					\$		Promote / Return / Redistribute / Hold	
					\$		Promote / Return / Redistribute / Hold	

											Promote / Return / Redistribute / Hold
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											Promote / Return / Redistribute / Hold
											Promote / Return / Redistribute / Hold
											Promote / Return / Redistribute / Hold

7. REORDER HISTORY LOG

PO Number	SKU	Item Name	Supplier	Date PO Raised	Qty Ordered	Unit Cost (\$)	Expected Delivery	Actual Delivery	Qty Received	Variance	Status
						\$					Pending / Partial / Complete / Cancelled
						\$					Pending / Partial / Complete / Cancelled
						\$					Pending / Partial / Complete / Cancelled
						\$					Pending / Partial / Complete

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	\$	Pending / Partial / Comple te / Cancell ed

8. REORDER SUMMARY

Total SKUs Monitored	
SKUs — Out of Stock (Critical)	
SKUs — Below Safety Stock	
SKUs — At Reorder Point	

SKUs — Healthy	
SKUs — Overstock	
Total Value of Stock at Risk	\$
Total Pending Purchase Orders	
Total Value of Pending POs	\$
Next Review Date	

9. SIGN-OFF

Inventory Manager	Purchasing Manager	Operations Manager
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

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