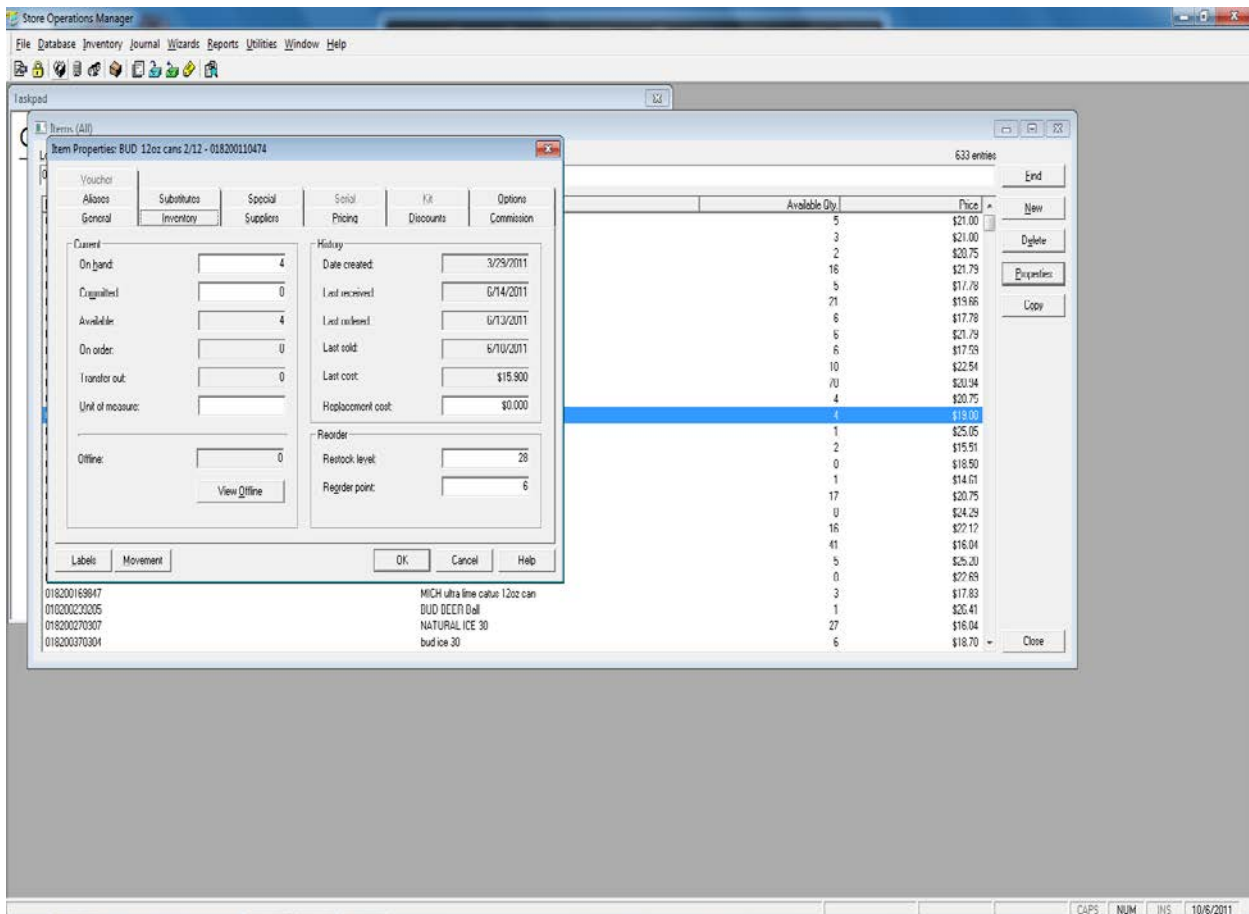


## To Set up Automatic PO's in RMS



**Reorder point:** Displays the minimum number the items can fall to before you should issue a purchase order.

**Restock level:** Displays the minimum quantity you would like to have in stock when you order the item. Store Operations uses this information to compute the quantity to be ordered when it generates purchase orders for the item. For example, if the quantity on hand is 12, the reorder point is 15, and the restock level is 20. When Store Operations

generates a purchase order for this item, it will place a reorder quantity of 8 for this item.

### **To Set up Automatic PO's in RMS**

**Restock Level**: What you want to have on hand

**Re Order Point**: is the Minimum on hand

**On-Hand** is what you have at the store

When the inventory gets to the re-order point, a po will generate to bring the inventory back to the on-hand quantity, which you can run the report on. You can set this up in HQ using worksheet 303 and 308.