Weekly stock & purchasing report

One page every Monday: what to order, what is at risk and which deliveries are late. Everything below is calculated from three inputs: the stock report, average sales and supplier lead times.

PRODUCTS TO REORDER	EXPIRY RISK	LATE POS	STOCK VALUE
4	2	2	$13,816
$5,470 suggested	cover > time to expiry	+1 not confirmed	5 open POs · $6,165

Reorder now

PRODUCT	SUPPLIER	ON HAND	ON ORDER	REORDER POINT	SUGGESTED	VALUE
Nitrile gloves, size L	Supplier A (Malaysia)	400	0	960	1,000	$3,200
Alcohol wipes, tub of 200	Supplier C (Germany)	70	0	200	300	$840
Needles 23G, box of 100	Supplier C (Germany)	60	100	175	200	$680
Specimen pots, 60 ml	Supplier A (Malaysia)	140	0	180	100	$750

Expiry risk

PRODUCT	WEEKS OF COVER	WEEKS TO EXPIRY	ACTION
Surgical face masks	25.0	18.3	Slow down orders, sell the oldest batch first
Wound dressings, box of 50	19.0	9.9	Slow down orders, sell the oldest batch first

By supplier

SUPPLIER	LEAD TIME	TO REORDER	SUGGESTED ORDER	OPEN POS	LATE
Supplier A (Malaysia)	9 wk	2	$3,950	$3,200	0
Supplier B (China)	11 wk	0	$0	$1,350	1
Supplier C (Germany)	3 wk	2	$1,520	$1,375	0
Supplier D (UK)	1 wk	0	$0	$240	1

HOW IT CALCULATES

- **Reorder point** = weekly sales × (supplier lead time + safety weeks). At or below it, the product shows Reorder.
- **Suggested order** covers lead time + safety weeks + one 4-week order cycle, rounded up to the supplier's minimum order.
- **Expiry risk** = more weeks of stock than weeks left before the nearest batch expires.
- **Late** = not delivered and past the ETA the supplier confirmed.

Stock & reorder

PRODUCT	LEAD (WK)	ON HAND	ON ORDER	COVER (WK)	REORDER PT	EXPIRY (WK)	STATUS	ORDER
Nitrile gloves, size M	9	900	1,000	7.5	1,440	84	OK	–
Nitrile gloves, size L	9	400	0	5.0	960	84	REORDER	1,000
Surgical face masks	11	1,500	0	25.0	840	18	EXPIRY RISK	–
Sterile gauze swabs	11	2,600	3,000	8.7	4,200	114	OK	–
Alcohol wipes, tub of 200	3	70	0	1.8	200	44	REORDER	300
Disposable aprons, roll	1	90	0	3.6	50	214	OK	–
Syringes 5 ml, box of 100	3	110	150	3.7	150	127	OK	–
Needles 23G, box of 100	3	60	100	1.7	175	118	REORDER	200
Sharps containers, 1 L	1	260	150	5.2	100	219	OK	–
Wound dressings, box of 50	11	380	0	19.0	280	10	EXPIRY RISK	–
Specimen pots, 60 ml	9	140	0	9.3	180	145	REORDER	100
Tongue depressors, box	11	300	0	30.0	140	153	OK	–

Purchase orders

PO	PRODUCT	QTY	VALUE	ETA	STATUS	ALERT
PO-1041	Nitrile gloves, size M	1,000	$3,200	Dec 7	Shipped	
PO-1042	Sterile gauze swabs	3,000	$1,350	Nov 17	Shipped	LATE
PO-1043	Syringes 5 ml, box of 100	150	$1,035	Dec 1	Confirmed	
PO-1044	Needles 23G, box of 100	100	$340	Dec 9	Ordered	NOT CONFIRMED
PO-1045	Specimen pots, 60 ml	200	$1,500	Oct 22	Delivered	
PO-1046	Disposable aprons, roll	100	$450	Nov 19	Delivered	
PO-1047	Sharps containers, 1 L	150	$240	Nov 21	Confirmed	LATE