

# When to reorder new stock



## Background

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- Your role in the company is to monitor the stock levels in a warehouse to ensure there is enough stock to meet customer demand and reordering new stock when needed

### You have received:

- the stock level on 31st October for six items
- the sales of each item for 4 weeks in November

## Stock levels on 31st Oct

Starting stock and reorder levels

Inventory ID	Unit price	Qty in stock	Inventory value	Reorder level	Qty in reorder
IN001	£899.00	45	£40,455.00	40	25
IN002	£1099.00	75	£82,425.00	40	25
IN003	£1499.00	55	£82,445.00	40	25
IN004	£599.00	80	£47,920.00	40	25
IN005	£999.00	75	£74,925.00	40	25
IN006	£349.00	65	£22,685.00	40	25

## Sales of items in November

	IN001 Stock sold	IN002 Stock sold	IN003 Stock sold	IN004 Stock sold	IN005 Stock sold	IN006 Stock sold
Week 1	5	2	3	10	22	6
Week 2	2	5	2	17	23	2
Week 3	7	22	8	12	15	4
Week 4	9	16	9	21	15	5

## Background

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### Your role is to:

- enter the data provided into a spreadsheet and use it to identify which items need to be reordered at the end of November.
- identify any items that are selling well and need to have stock reordered earlier than the end of the month.

## Your task

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- Input the relevant data into the correct cells in the spreadsheet
- Create formula in the spreadsheet to calculate:
  - The number of each item in stock at the end of each week
  - The total sales of each item in November
- Use conditional formatting to highlight when items need to be re-ordered
- Create an individual line graph of stock levels for each item

## Questions

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Use the completed spreadsheet to answer the following questions:

1. Which items' stock numbers drop below the reorder level before the end of the month?
2. Which item has sold the most over the month?
3. Which item has sold the least over the month?
4. Which item runs out of stock before the end of the month? Why is this a problem?
5. What could you do to prevent items running out of stock?