

Stock Reorder Planner

Guide to the free spreadsheet: know what to reorder, how many, and by when, from your own stock log.

What it does

- Keeps a running stock balance for up to 100 products or materials from a simple log of counts, deliveries, sales totals, returns and adjustments.
- Works out each item's **sales per day** from the units sold in your sales window, divided by the days the item was actually in stock.
- Turns that into a **reorder point** (sales per day × (lead time + safety days)) and an **order-up-to level** that also covers the days until your next order.
- Suggests an order quantity, rounded up to the **pack size** and raised to the **minimum order**, and gives a **reorder-by date** and an estimated stock-out date.
- Counts open purchase orders as "on order" until the delivery is logged, so nothing is ordered twice. Part deliveries and late orders are flagged.
- Totals suggested orders per supplier and checks them against each supplier's minimum order value.

Set up in six steps

1. **Settings:** clear the example as-of date so the planner uses today. Check the sales window (28 days), default safety days (7), days between orders (7) and the overstock limit (120 days).
2. **Delete the example rows** on Suppliers, Items, Stock Log and Purchase Orders (select the yellow cells and press Delete).
3. **Suppliers:** name, usual lead time in days (from placing the order to having stock on the shelf) and any minimum order value.
4. **Items:** SKU, name, supplier, unit cost, pack size and minimum order quantity. Leave lead time and safety days blank to use the supplier's lead time and the default.
5. **Stock Log:** add one **Count** per item with today's stock. From then on, log deliveries (Received, with the PO ref), sales totals (Sold), customer returns and adjustments.
6. Open **Reorder List** on your ordering day. Raise the orders, then add them to **Purchase Orders**.

Logging sales: you don't need one row per order. A total per item since your last entry is enough (for example, twice a week from your shop's sales-by-product report). Log at least weekly so the sales rate stays current.

The Reorder List

Reorder List

What to order, how many, and by when. Calculated from Items, Stock Log and Purchase Orders.

As of Oct 13, 2026		Sales window 28 days	
Active items		17	
Out of stock		3	
Order now		2	
Order soon (before your next ordering day)		2	
Overstock		2	
Need a fix (Set lead time / Negative: recount)		0	

Stock value (at cost)		3,114.61	
Suggested orders, total value		543.60	
Value already on order		469.02	
Late purchase order lines		2	
Excess stock value (over the limit)		1,491.32	
Items on this list		7	

#	Reorder by	SKU	Item	Supplier	Status	On hand	On order	Sales / day	Stock-out (on hand only)	Suggested qty	Order value
1	Oct 13, 2026	SOAP-LAV	Lavender bar soap 100 g	Example Oils & Butters	Order soon	8	48	3.18	Oct 15, 2026	24	50.40
2	Oct 13, 2026	SOAP-CHR	Charcoal bar soap 100 g	Example Oils & Butters	Out of stock	0	0	1.23	Oct 13, 2026	48	115.20
3	Oct 13, 2026	SOAP-CIT	Citrus bar soap 100 g	Example Oils & Butters	Out of stock	0	0	2.22	Oct 13, 2026	72	151.20
4	Oct 13, 2026	CNDL-SEA	Sea salt candle 200 ml	Example Wax Supply	Order now	23	0	1.71	Oct 26, 2026	18	86.40
5	Oct 13, 2026	CNDL-FIG	Fig candle 200 ml	Example Wax Supply	Order now	2	12	1.29	Oct 14, 2026	18	86.40
6	Oct 13, 2026	BOX-GIFT	Kraft gift box	Example Packaging Co	Out of stock	0	50	1.35	Oct 13, 2026	0	0.00
7	Oct 15, 2026	SOAP-OAT	Oat & honey bar soap 100 g	Example Oils & Butters	Order soon	43	0	2.21	Nov 1, 2026	24	54.00

Reorder by = the day on hand + on order is expected to fall to the reorder point. Out-of-stock items with no recent sales are listed with a suggested qty of 0: decide those by hand.

Items that are out of stock or need an order, earliest **reorder-by date** first (up to 30 at a time; filter Items by Status to see more). **Stock-out (on hand only)** is when the shelf would run empty at the current rate, ignoring stock on order: compare it with the expected date on Purchase Orders to see whether a delivery will land in time.

Movement types (Stock Log)

Type	Quantity	Effect
Count	Number on the shelf	Sets the stock to this number at the end of that day . Other movements on the same day are treated as already included. Use one count per item per day.
Received	Units delivered (positive)	Adds to stock. Type the PO ref to tick it off that purchase order.
Sold	Units sold (positive)	Takes away from stock and counts towards the sales rate.
Returned	Units back on the shelf (positive)	Adds to stock. It does not lower the sales rate.
Adjust	+ or – units	Damage, samples, giveaways (–) or found stock (+). Not counted as sales.

How the numbers are worked out

Column (Items)	Formula in words
On hand	Last count on or before the as-of date, plus everything logged after that count up to the as-of date.
Days in stock	Days in the sales window when the item had stock at the start or the end of the day (see Daily Stock). Days before an item's first log entry don't count.
Sales per day	Units sold in the window ÷ days in stock.
Reorder point	Sales per day × (lead time + safety days), rounded up.
Order-up-to level	Sales per day × (lead time + days between orders + safety days), rounded up.
Suggested order	Order-up-to – (on hand + on order), rounded up to whole packs, at least the minimum order. Only for Out of stock, Order now and Order soon.
Reorder by	As-of date + the days until on hand + on order falls to the reorder point at the current rate (today if it's already there).
Excess stock value	Stock beyond "overstock limit × sales per day", at cost.

Items

One row per product or material. Yellow = input, grey = calculated. Amounts are in your own currency.

Lead time and safety days: leave blank to use the supplier's lead time and the default safety days. Pack size blank = 1. Active blank = Yes.

SKU	Item	Supplier	Unit cost	Lead time (days)	Safety days	Pack size	Min order qty	Active?	Lead time used	Safety days used	Last count date	On hand	On order	Sold in window	Days in stock (window)	Sales per day	Reorder point	Order-up-to level	On hand + on order	Days of cover	Stock-out date (est.)	Reorder by	Status	Suggested order qty	Order value	Stock value	Excess stock value
SOAP-LAV	Lavender bar soap 100 g	Example Oils & Butters	2.10			24		Yes	10	7	Sep 15, 2026	8	48	89	28	3.18	55	77	56	2.5	Oct 15, 2026	Oct 13, 2026	Order soon	24	50.40	16.80	
SOAP-OAT	Oat & honey bar soap 100 g	Example Oils & Butters	2.25			24		Yes	10	7	Sep 15, 2026	43	0	62	28	2.21	38	54	43	19.4	Nov 1, 2026	Oct 15, 2026	Order soon	24	54.00	96.75	
SOAP-CHR	Charcoal bar soap 100 g	Example Oils & Butters	2.40		10	24		Yes	10	10	Sep 15, 2026	0	0	16	13	1.23	25	34	0	0.0	Oct 13, 2026	Oct 13, 2026	Out of stock	48	115.20	0.00	
SOAP-CIT	Citrus bar soap 100 g	Example Oils & Butters	2.10			24		Yes	10	7	Sep 15, 2026	0	0	20	9	2.22	38	54	0	0.0	Oct 13, 2026	Oct 13, 2026	Out of stock	72	151.20	0.00	
BALM-LIP	Lip balm tube	Example Oils & Butters	0.95			50	100	Yes	10	7	Sep 15, 2026	55	100	127	28	4.54	75	109	155	12.1	Oct 25, 2026	Oct 29, 2026	OK			52.25	
CNDL-SEA	Sea salt candle 200 ml	Example Wax Supply	4.80			6		Yes	7	7	Sep 15, 2026	23	0	48	28	1.71	24	36	23	13.4	Oct 26, 2026	Oct 13, 2026	Order now	18	86.40	110.40	
CNDL-FIG	Fig candle 200 ml	Example Wax Supply	4.80			6		Yes	7	7	Sep 15, 2026	2	12	36	28	1.29	18	27	14	1.6	Oct 14, 2026	Oct 13, 2026	Order now	18	86.40	9.60	
CNDL-PIN	Pine candle 200 ml (winter)	Example Wax Supply	4.95			6		Yes	7	7	Sep 15, 2026	217	0	13	28	0.46	7	10	217	467.4	Jan 23, 2028	Jan 8, 2028	Overstock			1,074.15	798.36
CNDL-TRV	Travel tin candle	Example Wax Supply	2.60	12		12	24	Yes	12	7	Sep 15, 2026	35	36	74	28	2.64	51	69	71	13.2	Oct 26, 2026	Oct 26, 2026	OK			91.00	
MELT-BOX	Wax melt box of 6	Example Wax Supply	1.90			10		Yes	7	7	Sep 15, 2026	36	0	0	28	0.00	0	0	36				No recent sales			68.40	
JAR-200	Amber jar 200 ml	Example Packaging Co	0.62			48	96	Yes	14	7	Sep 15, 2026	47	96	75	28	2.68	57	75	143	17.5	Oct 30, 2026	Nov 14, 2026	OK			29.14	
TIN-TRV	Travel tin with lid	Example Packaging Co	0.48			100	200	Yes	14	7	Sep 15, 2026	139	0	78	28	2.79	59	78	139	49.9	Dec 1, 2026	Nov 10, 2026	OK			66.72	
BOX-GIFT	Kraft gift box	Example Packaging Co	0.85	21		25		Yes	21	7	Sep 15, 2026	0	50	27	20	1.35	38	48	50	0.0	Oct 13, 2026	Oct 21, 2026	Out of stock			0.00	
MAIL-SM	Small mailer box	Example Packaging Co	0.40			50	100	Yes	14	7	Sep 15, 2026	98	50	147	28	5.25	111	147	148	18.7	Oct 31, 2026	Oct 20, 2026	OK			39.20	
LBL-SOAP	Soap labels (roll of 250)	Example Print Shop	9.50		3	1		Yes	5	3	Sep 15, 2026	5	0	0	28	0.00	0	0	5				No recent sales			47.50	
CARD-THX	Thank-you cards (pack of 50)	Example Print Shop	6.00			1		Yes	5	7	Sep 15, 2026	2	0	1	28	0.04	1	1	2	56.0	Dec 8, 2026	Nov 10, 2026	OK			12.00	
SET-TRIO	Soap trio gift set	Example Oils & Butters	6.90			6		Yes	10	7	Sep 15, 2026	199	0	23	28	0.82	14	20	199	242.3	Jun 12, 2027	May 26, 2027	Overstock			1,373.10	692.96
SOAP-ROS	Rose clay bar soap (retired)	Example Oils & Butters	2.30			24		No	10	7	Sep 15, 2026	12	0	0	28	0.00	0	0	12				Inactive			27.60	

Does it send alerts? No. A spreadsheet can't send messages. Open the Reorder List on your ordering day.

Planning aid only: the suggestions are only as good as the counts and lead times you enter.
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