

Web Tutorial: Order Forecast

1

Click Order Forecast

- A. Login
- B. Click **Menu**
- C. Expand (+) **Supplies & Small Equipment**
- D. Expand (+) **Ordering Tool**
- E. Select **Order Forecast**

2

Set the Current Forecast Range

- A. Set the Current Forecast Range in weeks (default settings: -2 to 2) and click **Submit**
- B. The **Order Forecast** will show items that you should purchase **NOW**, in the **PAST**, and in the **FUTURE**

3

Re-Order

- A. Enter Re-Order **quantity**
- B. Click **Add to Order**

ORDER FORECAST

C **Supplies & Small Equipment**

Item Code Qty

- Browse Supplies
- Order from History
- My Order 24 Items / \$1,137.40
- Sale +
- Featured Suppliers +
- D** **Ordering Tools** -
- Shopping Lists
- Speed Entry
- E** **Order Forecast**
- Unplaced Orders 4 Pending
- My Open Orders
- Electronic 222 Ordering (e222)

To view the Order Forecast based on the items you have purchased, select the Forecast Range and click the Submit button.

Set Current Forecast Range in weeks: to:

Show Images Show Pricing

NOW					
Description	How Often to Reorder (Weeks)	Item Status	Price	Re-Order Qty	Last Purchased
Coban Wrap Elastic Bandage 2"x5yd Tan Non-Sterile Ea (7777993) 3MMED (1582)	28	●	\$	<input type="text" value=""/>	1 CA on 10/25/2016
PAST					
Description	How Often to Reorder (Weeks)	Item Status	Price	Re-Order Qty	Last Purchased
Elastic Self-Adhesive Bandage 2x5yd Colorpack Non-Sterile 12/Bx (5841448) ALLEG (CAH25LFCP)	11	●	\$	<input type="text" value=""/>	2 CA on 11/9/2016
FUTURE					
There are no items in this range.					

To see your Annual Order Processing Cost Savings opportunities, please [click here](#).