

HIGH-VOLUME

WORKSHEET 3 OF 9

Reorder-Trigger Check – Top 10 Category A SKUs

Use alongside the weekly scan. One row per SKU. Fill from live system or stock card.



Complementary worksheet for
Inventory Optimization Techniques
by Ibrahim Anwar

READ ON GOOGLE PLAY BOOKS ›

What This Is For

The weekly stock-position scan covers all Category A SKUs with a single ratio. This worksheet goes one level deeper for the ten highest-value items — the ones where a stockout does not just lose a sale but potentially loses the customer relationship and the revenue stream that comes with it. For those ten SKUs, knowing the balance is above the ROP is not enough. Knowing the gap between balance, ROP, and safety stock is what allows the operator to act before any of those lines are crossed, not after.

Operators who have experienced a Category A stockout almost always describe it the same way: the balance seemed fine earlier in the week, then it went fast. This worksheet is built around that pattern. It turns the three relevant numbers — current balance, ROP, and safety stock — into one explicit action column that removes all interpretive work from the person filling it in. HOLD, ORDER NOW, or URGENT. One word per row. The action is clear before the operator finishes writing.

Benefits

What you get when you actually run this worksheet on a real situation:

- Reduces the decision complexity of Category A stock monitoring to a single action word per SKU – no mental calculation required at the point of action.
- Makes the gap between current balance and safety stock visible, so an operator knows not just that an order is needed but how close to a genuine emergency the position is.
- Catches repeated ORDER NOW triggers on the same SKU across consecutive weeks, which signals a parameter problem rather than a demand event.
- Provides a structured basis for the weekly Category A monitoring required by the ABC policy without needing an automated system.
- Builds a weekly comparison baseline: filling this sheet takes four minutes when last week's is beside it as a reference.

Framework To Use

— Three-Zone Stock Position

Every Category A SKU sits in one of three zones at any given moment. The zone determines the action, not an operator's judgment.

ZONE 1 – HOLD	ZONE 2 – ORDER NOW	ZONE 3 – URGENT
<p>Balance > ROP. Adequate cover. No action this week. Note for next scan if approaching ROP from above.</p>	<p>Balance ≤ ROP but > Safety Stock. Order today at EOQ quantity. Routine, not urgent.</p>	<p>Balance ≤ Safety Stock. Stock is below the buffer. Call vendor now. Request expedited delivery if available. Investigate why safety stock was consumed.</p>

How To Use

Follow these steps in order. Each one builds on the previous.

- 1 Step 1: Pull the list of your top 10 Category A SKUs by sales value. This list should be stable week to week — do not adjust it based on how a product performed last week.
- 2 Step 2: Fill in the Current Balance for each SKU from your system or stock card.
- 3 Step 3: Fill in the ROP column from the per-SKU calculation card. If the ROP was calculated more than 90 days ago, write a flag in the margin.
- 4 Step 4: Fill in the Safety Stock column. Safety stock = (maximum daily sales minus average daily sales) multiplied by lead time.
- 5 Step 5: For each row, write the Action based on three conditions: if balance is greater than ROP, write HOLD. If balance is at or below ROP but above safety stock, write ORDER NOW. If balance is at or below safety stock, write URGENT.
- 6 Step 6: For every ORDER NOW row, place the order at or near EOQ quantity before leaving the worksheet.
- 7 Step 7: For every URGENT row, call the vendor directly rather than placing a routine order. Confirm their actual delivery timeline for an order placed today.
- 8 Step 8: If the same SKU was in ORDER NOW last week and is now in URGENT, the order was delayed or the demand was higher than expected. Investigate both possibilities before placing the URGENT order.

Example Use

An industrial spare parts distributor runs the reorder-trigger check for their top 10 Category A SKUs midweek after a busy two days of deliveries. Three rows show a changed status from the previous week.

Oil seal (50×70×10mm) had a HOLD status last Tuesday. This week the balance is 38 units. ROP is 42 units. Safety stock is 18 units. The balance has dropped below the ROP during the week's sales activity. Action: ORDER NOW. The ordering cost was calculated at \$6.20 per order and EOQ for this SKU is 180 units. The order goes in before closing the worksheet.

V-belt (A-47 standard) shows a balance of 14 units. ROP is 28 units. Safety stock is 12 units. Balance is above safety stock but well below ROP. Action: ORDER NOW. The distributor notes this SKU has been in ORDER NOW for two consecutive weeks — the first week the order was placed but arrived only yesterday. No ROP recalibration is needed; the trigger was correct. The current order is placed at standard EOQ.

Bearing (6205-2RS) shows a balance of 9 units. ROP is 25 units. Safety stock is 10 units. Balance is below safety stock. Action: URGENT. The vendor is called directly. They confirm delivery in 3 days with a standard shipment or 1 day with a premium courier at \$18 additional cost. The distributor checks today's sales pace — average is 3 units per day. At 9 units on hand with 3 days needed, the math is borderline: $9 \text{ units} \div 3 \text{ per day} = 3 \text{ days exactly}$. The premium courier option is taken.

The URGENT flag is documented at the bottom of the sheet: "Bearing 6205-2RS — safety stock consumed in 6 days from last ORDER NOW. Review whether average daily sales figure (3 units) reflects current demand or whether a demand step-change has occurred. Pull 30-day sales history."

Reflection Prompts

After filling in the worksheet on the previous page, work through these.

1. Action column options: HOLD (balance greater than ROP), ORDER NOW (balance at or below ROP but above safety stock), URGENT (balance at or below safety stock). Any URGENT row means the order is already overdue — confirm with the vendor today, not end of week.
-

2. After filling: compare this week's results against last week's. If the same SKU triggered ORDER NOW two weeks running, the ROP may be understated. Pull the last 30 days of daily sales and recalculate before the next cycle.
-

Tips and Traps

TIPS

- Keep the top 10 list on a fixed card or printed sheet beside the worksheet. Rediscovering which SKUs belong every week wastes the time the sheet is meant to save.
- When a SKU moves from ORDER NOW to URGENT in the space of one week, the first question is demand, not vendor performance. Pull last week's sales for that SKU before calling the vendor.
- If EOQ for a Category A SKU was calculated more than six months ago and demand has grown, the order quantity from that calculation may leave you short again before the next delivery. Cross-reference EOQ recalculation dates with the trigger-check filing dates.
- File each week's completed sheet. A six-week stack of these sheets is a clearer picture of ordering patterns and seasonal shifts than any system report generated retroactively.
- For SKUs with a vendor lead time of more than seven days, run this check twice a week rather than once — the window between ORDER NOW and URGENT is narrow enough that a weekly check may miss it.

TRAPS

- Adjusting the action thresholds on the fly — 'I'll wait until tomorrow to order' — defeats the purpose of having pre-defined zones. The action column is a commitment, not a suggestion.
- Treating an URGENT trigger as a routine ORDER NOW because it feels uncomfortable to escalate. The difference between URGENT and ORDER NOW is whether safety stock has been consumed. Act accordingly.
- Including Category B items in this worksheet to save time. The top 10 Category A focus is what makes the check fast and clear. Mixing categories dilutes both.
- Running this check but skipping the order placement until the end of the day. Time between identifying a trigger and placing the order is not a time buffer; vendor lead time started when you placed the order, not when you spotted the trigger.
- Assuming a HOLD status this week means no action is needed for the rest of the week. For Category A SKUs with high daily sales velocity, a balance that was comfortably above ROP on Monday can be at the trigger by Wednesday.

Appendixes

Appendix A – Action Decision Table

Current Balance vs. ROP and Safety Stock → Action

Balance > ROP	: HOLD
ROP >= Balance > Safety Stock	: ORDER NOW (routine)
Balance = Safety Stock	: ORDER NOW (watch closely)
Balance < Safety Stock	: URGENT (vendor call today)
Balance = 0	: CRITICAL (vendor call + customer alert)
Order quantity for ORDER NOW	: EOQ (or nearest practical quantity)
Order quantity for URGENT	: EOQ + safety stock replenishment
Order quantity for CRITICAL	: EOQ + safety stock + emergency buffer

Appendix B – ROP Recalculation Triggers

Recalculate ROP for a Category A SKU when:

Same SKU in ORDER NOW for 3 consecutive weeks	→ demand shift
URGENT status appears without prior ORDER NOW	→ sales spike event
A new customer adds volume to this SKU	→ permanent demand step
Vendor changes stated lead time	→ lead time update only
30-day average daily sales changes by >15%	→ full recalculation

Recalculation inputs:

Average daily sales	: past 30 days ÷ 30
Maximum daily sales	: highest single day in past 30 days
Lead time	: longest from past 3 vendor orders
Basic ROP	: avg daily × lead time
Safety stock	: (max - avg) × lead time
Final ROP	: Basic ROP + Safety stock

Appendix C – Weekly Status Comparison Log

SKU Name	Wk 1 Action	Wk 2 Action	Wk 3 Action	Wk 4 Action	Pattern Note
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Pattern flags:

3x ORDER NOW same SKU	→ recalculate ROP
URGENT after HOLD	→ demand spike or counting error
Alternating HOLD/ORDER	→ ROP close to typical balance; consider tightening



WHERE THIS WORKSHEET COMES FROM

Inventory Optimization Techniques

Stock That Sleeps Is Capital That Is Locked

by Ibrahim Anwar

This worksheet is one of nine in the *Inventory Optimization Techniques* companion worksheet pack. The full pack is grouped into three categories: high-volume worksheets you can run weekly, niche-search worksheets for rare but high-value situations, and specific-case worksheets that walk you through a single concrete scenario.

Every framework, decision filter, and figure used in these worksheets is drawn from the chapters of the source book. The book sets the diagnosis, the worksheets give you the form to act on it.

Read the source book on Google Play Books:

<https://play.google.com/store/books/details?id=uUbXEQAAQBAJ>

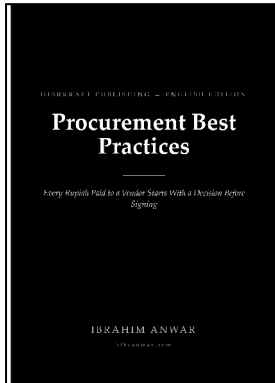
OPEN ON GOOGLE PLAY >

PT Hibrkraft Kreasi Indonesia · Cileungsi, Bogor · hibrantwar.com

CONTINUE THE SERIES

More from the Operator's Handbook

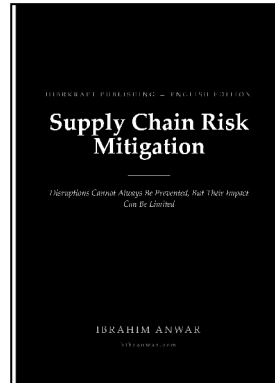
Each handbook is a 9-worksheet companion pack like this one. Tap any cover to open it on Google Play Books.



NO. 08 ·
OPERATOR'S
HANDBOOK
Procurement Best Practices

Every Dollar Paid to a Vendor Starts With a Decision Before Signing

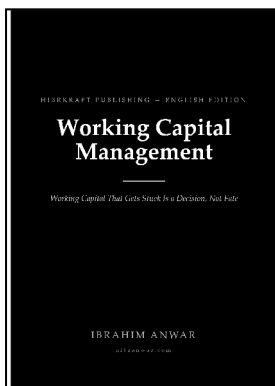
OPEN ON GOOGLE
PLAY >



NO. 09 ·
OPERATOR'S
HANDBOOK
Supply Chain Risk Mitigation

Disruptions Cannot Always Be Prevented, But Their Impact Can Be Limited

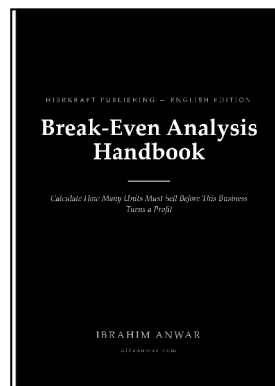
OPEN ON GOOGLE
PLAY >



NO. 07 ·
OPERATOR'S
HANDBOOK
Working Capital Management

Working Capital That Gets Stuck Is a Decision, Not Fate

OPEN ON GOOGLE
PLAY >



NO. 11 ·
OPERATOR'S
HANDBOOK
Break-Even Analysis Handbook

Calculate How Many Units Must Sell Before This Business Turns a Profit

OPEN ON GOOGLE
PLAY >

Operator's Handbook · PT Hibrkraft Kreasi Indonesia · hibranwar.com