

Nexpart - Creating Out of Stock (OOS) Lead Times

Introduction This job aid reviews how to create Out of Stock Lead Times in Nexpart.

Configuring OOS Lead Times  You need Nexpart admin user account to be able to complete this task.
To create Out of Stock Lead Times, follow the steps below:

Step	Action
1	Login to www.nexpart.com/admin .
2	Select Distribution Configuration . 
3	Scroll to the Out of Stock (OOS) Items section and: <ul style="list-style-type: none"> ▪ Enter OOS Lead Time in either hours or days and select appropriate OOS Lead Time Label. ▪ Enter OOS Comment (optional). 
4	Scroll down to select Update when complete.