

Re-order Part

Introduction This job aid discusses how to re-order parts.

Re-order Part This section describes how to **Re-order parts** from a supplier.

Follow the steps below to submit an order to a supplier:

Step	Action
1	Select the Ordered tab.
2	Locate part to re-order then click the ellipsis icon.
3	Then select Re-order part . <div style="text-align: center;"> </div>
4	Select the desired vendor, then click OK . <div style="text-align: center;"> </div>
5	Select the All Parts tab, the part reordered will be selected. <div style="text-align: center;"> </div>
6	Select ORDER PARTS . The part is now ordered. <div style="text-align: center;"> </div>