

Plan herb seed reorder reviews with visible lead time assumptions

A reliable herb seed reorder review shows what is known, what is assumed and what still needs confirmation. It separates customer-ready stock from bulk seed in storage, connects demand to a defined preparation period and makes the final threshold explainable. This companion text provides a practical structure for reviewing a reorder without turning an uncertain forecast into a delivery promise.

Define the unit and the stock position

Start by identifying the exact herb seed article, the requested unit and the status of the stock on hand. Bulk seed in storage is not the same as retail packets that are filled, labelled and approved for sale. A reorder review should record these stages separately so that available material is not mistaken for inventory that can immediately satisfy a customer order. If a reference has changed, check whether the new article requires different information, packaging or artwork before carrying over the previous line's assumptions.

Separate confirmed timing from planning assumptions

Break the lead time into supplier timing, transport and the retailer's own preparation tasks. Mark each component as confirmed or still under review, and obtain commercial confirmation for the particular request. A catalogue listing or an earlier delivery experience does not establish the current lead time. Keeping the components visible also helps identify the appropriate response: delayed artwork needs internal attention, while a change in supply timing may require a different purchasing decision.

Build the review threshold transparently

Use actual sales history where it is relevant, including notes about promotions or periods when the article was unavailable. For a new line, identify expected demand as a planning assumption and schedule an early review point rather than presenting the forecast as certain. A hypothetical example illustrates the relationship: five packets sold per week combined with three weeks of supply and preparation time would require fifteen packets to cover that assumed period, before any additional allowance. These figures are illustrative only and do not describe supplier service or expected sales for a particular BSI article.

Record decisions, exceptions and results

Add any stock allowance as a separate business decision, explaining why it exists and how it compares with actual experience. Assign a responsible person and a regular review date. When a one-off promotion, delayed artwork or unusually large customer request changes the calculation, save a short exception note. After the next order cycle, compare the plan with what happened and retain the reasons for differences. This review discipline makes the threshold explainable, supports earlier action before a shortage and keeps supply commitments grounded in confirmed information.

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