⏱️ 20 MIN SETUP

Supplier Reorder Alerts for Shopify and Square

Part of our Small Business Automation guide and our Automation for online shops hub.

The problem

Running out of a best-seller loses sales, and checking stock by hand is tedious. A low-stock alert tells you when to reorder.

What you need

- Inventory in Shopify, Square or Google Sheets
- Zapier or Make
- Gmail

Setup with Zapier

1. Set a reorder level for each item (a column in your sheet, or a metafield).
2. Create a Zap with **Schedule by Zapier** (daily).
3. Look up items where stock is below the reorder level.
4. Email yourself the list, or a draft order to review before it goes to your supplier.
5. Test it by lowering a stock count, then turn it on.

Setup with Make (Shopify or Square)

1. Run a daily schedule, then **Shopify, Search Products** or Square Inventory.
2. Filter on stock below the threshold, then aggregate and email.
3. Turn it on.

Low-stock email template

> Low stock: [item] has [qty] left (reorder level [level]). Supplier: [name].

Consent and local rules

Send the alerts to yourself and review any order before it goes to a supplier. Don’t send orders automatically without checking them. This isn’t legal advice.

FAQ

Can it place supplier orders automatically?

It can, but send yourself a draft to approve first. That way a wrong stock count never turns into a wrong order.

Doesn’t Shopify alert on low stock already?

Only partly. This setup gives you one daily list across all your products, with the supplier name next to each item.

How do I choose a reorder level?

Think about how many you sell while waiting for a delivery, then add a small buffer. Start with a rough number and adjust it after a few weeks.

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One-page checklist: Supplier reorder alerts

- ☐ Set a reorder level for each item (a column in your sheet, or a metafield).
- ☐ Create a Zap with Schedule by Zapier (daily).
- ☐ Look up items where stock is below the reorder level.
- ☐ Email yourself the list, or a draft order to review before it goes to your supplier.
- ☐ Test it by lowering a stock count, then turn it on.

Consent note: only message people who have contacted you or agreed to hear from you, and include a way to opt out. This isn't legal advice.

Full guide: https://www.automatequick.com/guides/supplier-reorder-alerts