Supplier Information:

|  |  |
| --- | --- |
| General information | Contact Information |
| Supplier Code |  | Name |  |
| Supplier Name |  |
| Address |  |
| Telephone |  | Cell No. | +8801……………………………. |
| Email |  |
| URL |  |
| Remarks |  | Email |  |
| Active |  |

Store Opening:

|  |  |
| --- | --- |
| Item Information | Opening Information |
| Item Code |  | Store record No. /Opening No. |  |
| Item Name |  | Opening Date | DD/YY/YYYY |
| Supplier Code |  | Item Qty |  |
| Item UP | BDT |
| Item Description |  | Total Price | BDT |
| Warehouse/Store Code |  | Remarks |  |
| Item Location |  |

Item Receive:

|  |  |
| --- | --- |
| Item Information | Receive Information |
| Item Code |  | Receive No./Register No. |  |
| Item Name |  | Receive Date | DD/YY/YYYY |
| Item Description |  | Item Qty |  |
| Item UP | BDT |
| Supplier Code |  | Total Price | BDT |
| Receivers Information |
| Warehouse/Store Code |  | Receivers ID/Code |  |
| Remarks |  | Authorizer ID/Code |  |

Item Issue:

|  |  |
| --- | --- |
| Item Information | Issue Information |
| Item Code |  | Issue No. |  |
| Item Name |  | Issue Date | DD/YY/YYYY |
| Item Quantity Information |
| Item Description |  | Required Qty |  |
| Supplied Qty |  |
| Warehouse/Store Code |  | Item UP | BDT |
| Total Price | BDT |
| Receivers Information | Issuers Information |
| Issued To (ID/Code) |  | Issuers ID/Code |  |
| Receivers ID/Code |  |
| Name of Division/Section |  | Authorizer ID/Code |  |
| Remarks |  |

Item Requisition:

|  |  |
| --- | --- |
| Item Information | Requisition Information |
| Item Code |  | Requisition No. |  |
| Item Name |  | Requisition Date | DD/YY/YYYY |
| Item Description |  | Item Qty |  |
| Item UP | BDT |
| Warehouse/Store Code |  | Total Price | BDT |
| Requisition By (ID/Code) |  |
| Name of Division/Section |  |
| Approved By(ID/Code) |  |
| Remarks (if any) |  |