**Note:** \* **indicates mandatory field (must be filled up)**

Supplier Information:

|  |  |  |  |
| --- | --- | --- | --- |
| General information | | Contact Information | |
| Supplier Code |  | Name\* | Z. Haque |
| Supplier Name\* | X Company |
| Address\* | 13Y Mirpur, Dhaka |
| Telephone\* | 02-8668\*\* | Cell No. \* | +8801837\*\*\*456 |
| Email\* | abcd@gmail.com |
| URL\* | [www.abcd.com](http://www.abcd.com) |
| Remarks\* | N/A | Email\* | defg@gmail.com |
| Active\* | C:\Users\user.user-PC\Desktop\images.png |

Item Receive:

|  |  |  |  |
| --- | --- | --- | --- |
| Item Information | | Receive Information | |
| Item Code |  | Receive No./Register No. \* | 121 |
| Item Name\* | Printer | Receive Date\* | 01.01.2018 |
| Item Description (Brand & Model)\* | Canon LBP 6030 | Item Qty\* | 3 |
| Item UP\* | 7000 BDT |
| Supplier Code or Name\* | X Company | Total Price\* | 21000 BDT |
| Receivers Information | |
| Warehouse/Store Code or Name \* | Apparatus Store | Receivers ID/Code\* | 11888 |
| Remarks |  | Authorizer ID/Code\* | 11999 |

Store Opening:

|  |  |  |  |
| --- | --- | --- | --- |
| Item Information | | Opening Information | |
| Item Code |  | Store record No. /Opening No. \* | 150 |
| Item Name\* | Printer | Opening Date\* | 01.02.2018 |
| Supplier Code or Name\* | X Company | Item Qty\* | 3 |
| Item UP\* | 7000 BDT |
| Item Description (Brand & Model)\* | Canon LBP 6030 | Total Price\* | 21000 BDT |
| Warehouse/Store Code or Name \* | Apparatus Store | Remarks |  |
| Item Location\* | Almirah-02 |

Item Requisition:

|  |  |  |  |
| --- | --- | --- | --- |
| Item Information | | Requisition Information | |
| Item Code |  | Requisition No. \* | 145 |
| Item Name\* | Printer | Requisition Date\* | 01.03.2018 |
| Item Description (Brand & Model) \* | Canon LBP 6030 | Item Qty\* | 1 |
| Item UP\* | 7000 BDT |
| Warehouse/Store Code or Name\* | Apparatus Store | Total Price\* | 7000 BDT |
| Requisition By (ID/Code) \* | 11008 |
| Name of Division/Section\* | Physical Instrument Division (PID) |
| Approved By(ID/Code) \* | 11222 |
| Remarks (if any) |  |

Item Issue:

|  |  |  |  |
| --- | --- | --- | --- |
| Item Information | | Issue Information | |
| Item Code |  | Issue No. \* | 12456 |
| Item Name\* | Printer | Issue Date\* | 01.04.2018 |
| Item Quantity Information | |
| Item Description (Brand & Model)\* | Canon LBP 6030 | Required Qty\* | 1 |
| Supplied Qty\* | 1 |
| Warehouse/Store Code or Name\* | Apparatus Store | Item UP\* | 7000 BDT |
| Total Price\* | 7000 BDT |

|  |  |  |  |
| --- | --- | --- | --- |
| Receivers Information | | Issuers Information | |
| Issued To (ID/Code) \* | 11008 | Issuers ID/Code\* | 11111 |
| Receivers ID/Code\* | 11008 |
| Name of Division/Section\* | Physical Instrument Division (PID) | Authorizer ID/Code\* | 22222 |
| Remarks (Requisition No.) \* | 145 |