

# STATIONERY INVENTORY MANAGEMENT SYSTEM

USERNAME

PASSWORD

LOGIN

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## CHOOSE YOUR WAY

**DEPARTMENT**

**SUPPLIER**

	DEPARTMENT CODE	DEPARTMENT NAME
CATALOGUE	ENGL	ENGLISH DEPT
DISBURSEMENT	CPSC	COMPUTER SCIENCE
ADJ - VOUCHER	COMM	COMMERCE
	REGR	REGISTRAR
	ZOOL	ZOOLOGY
	<u>1</u> 2 3	

[CATALOGUE](#)[DISBURSEMENT](#)[ADJ - VOUCHER](#)

LOCATION:

## REQUISITION FORM

DATE:

DEPARTMENT NAME: Commerce

EMPLOYEE NAME: Jenny

DEPARTMENT CODE: COMM

EMPLOYEE NUMBER: 111222

ITEM CODE	DESCRIPTION	QUANTITY
C010	Clips Double 2"	10
S002	Short Hand Book	45
B001	Pad Postit 2" x 4"	100
T010	Trays in/out	65
E900	Stapler No. 28	20



CATALOGUE

DISBURSEMENT

ADJ - VOUCHER

**STOCK CARD**

Item code: P085

Item description: PENCIL 2B, Eraser end

Bin#: A7

UOM: Box

1st Supplier: BANES

2nd Supplier: CHEP

3rd Supplier: ALPHA

DATE	DEPT/SUPPLIER	QTY	BALANCE
21/12/19	Supplier - BANE	+500	550
25/12/19	English Department	-20	530
27/12/19	Stock Adjustment	+4	534
01/01/20	Engineering Department	-30	504
03/01/20	Administration Department	-50	454
10/01/20	Supplier – BANE	+500	954

ORDER

PURCHASE ORDER

DELIVERY ORDER

LOW STOCK

SUPPLIER: BANE  
PO NUMBER: 121200

DATE: 12/12/19

ITEM NO	DESCRIPTION	QUANTITY	PRICE	AMOUNT
1	PEN	10	\$1.00	\$10.00
2	PENCIL	20	\$1.05	\$20.10
3	PAD	15	\$1.20	\$12.50



ORDER

PURCHASE ORDER

DELIVERY ORDER

DELIVERY ORDER NO: D07878  
REF NUMBER: 121200

DATE: 12/12/19

ITEM NO	DESCRIPTION	QUANTITY	REMARKS
1	PEN	10	
2	PENCIL	20	
3	PAD	15	



REPORT ▼

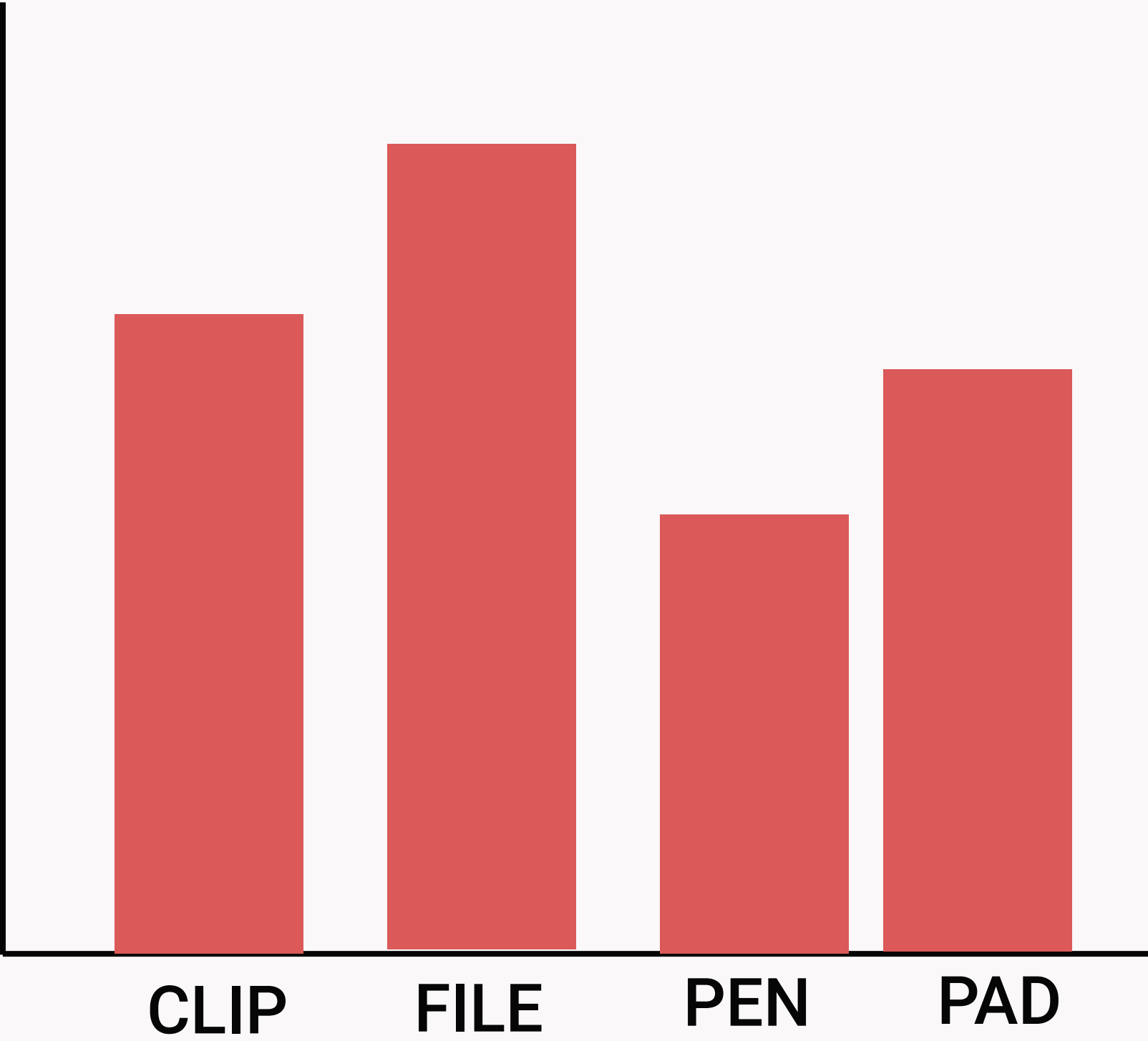
ORDERED

TREND

ADJ- VOUCHER

ORDERED REPORT

CATEGORY	AMOUNT
CLIP	200
FILE	500
PEN	200
PAD	150



SEND REPORT



CATALOGUE

DISBURSEMENT

ADJ - VOUCHER

ITEM NO	CATGRY	DECRPTION	REORDER LEVEL	REORDER OTY	UNIT OF MEASURE
C001	CLIP	Clips Double 1"	50	30	DOZEN
C002	CLIP	Clips Double 2"	50	30	DOZEN
C003	CLIP	Clips Double 3/4"	50	30	DOZEN
C004	CLIP	Clips Paper Large	50	30	EACH
C005	CLIP	Clips Paper Medium	50	30	EACH
C006	CLIP	Clips Paper Small	50	30	EACH

SHARE TO

1 2 3 4 5

GENERATE LIST

RETRIEVAL FORM						
BIN NO	STATIONERY DECRPTION	TOTAL QUANTITY		BREAKDOWN BY DEPT		
		Needed	Retrieved	Dept Name	Needed	Actual
7	Staplet	10	9	REGR	5	4
8	Pencil	20	20	ZOOL	3	3
				COMM	2	2
				ZOOL	10	10
				CPSC	4	4
				ENGL	6	6

DEPT: COMM ▼

DISBURSEMENT LIST

STATIONERY    DECRPTION	QUANTITY
Staplet	3
Pencil	12

SEND

CATALOGUE

DISBURSEMENT

ADJ - VOUCHER

ORDER

PURCHASE ORDER

DELIVERY ORDER

LOW STOCK

ITEM NO	DESCRIPTION	QUANTITY	REORDER LEVEL	REORDER QUANTITY	UNIT OF MEASURE
1	PEN	10	12	100	DOZEN
2	PENCIL	20	25	150	DOZEN
3	PAD	15	20	50	BOX



REPORT ▼

ORDERED

TREND

ADJ- VOUCHER

DATE

CODE

12/05/19

C009

20/06/19

C010

12/07/19

D001

15/08/19

D002

12/09/19

E005

[CATALOGUE](#)[DISBURSEMENT](#)[ADJ - VOUCHER](#)

Voucher No: 00012121

Date issued: 01/05/2020

ITEM CODE	QUANTITY ADJUSTED	REASON
<input type="checkbox"/> P006	-6	Broken items
<input type="checkbox"/> F024	+3	Free gift in offer pack

[EDIT](#)[SAVE](#)[SEND](#)



TENDER  
REPORT

ADJ- VOUCHER

Voucher No: 00012121

Date issued: 01/05/2020

ITEM CODE	QUANTITY ADJUSTED		REASON
<input type="checkbox"/> P006	-6	\$350	Broken items
<input type="checkbox"/> F024	-3	\$290	Broken Products

APPROVE

REJECT

APPROVE

REJECT

Remarks



TENDER

REPORT

ADJ- VOUCHER

Name of the supplier: Banes Shop ▼

Item description	Tender Price
Pencil 2b	\$2.05/dozen
Pen	\$3.05/dozen
Eraser	\$2.05/dozen
File	\$1.05/dozen
Book	\$2.05/dozen





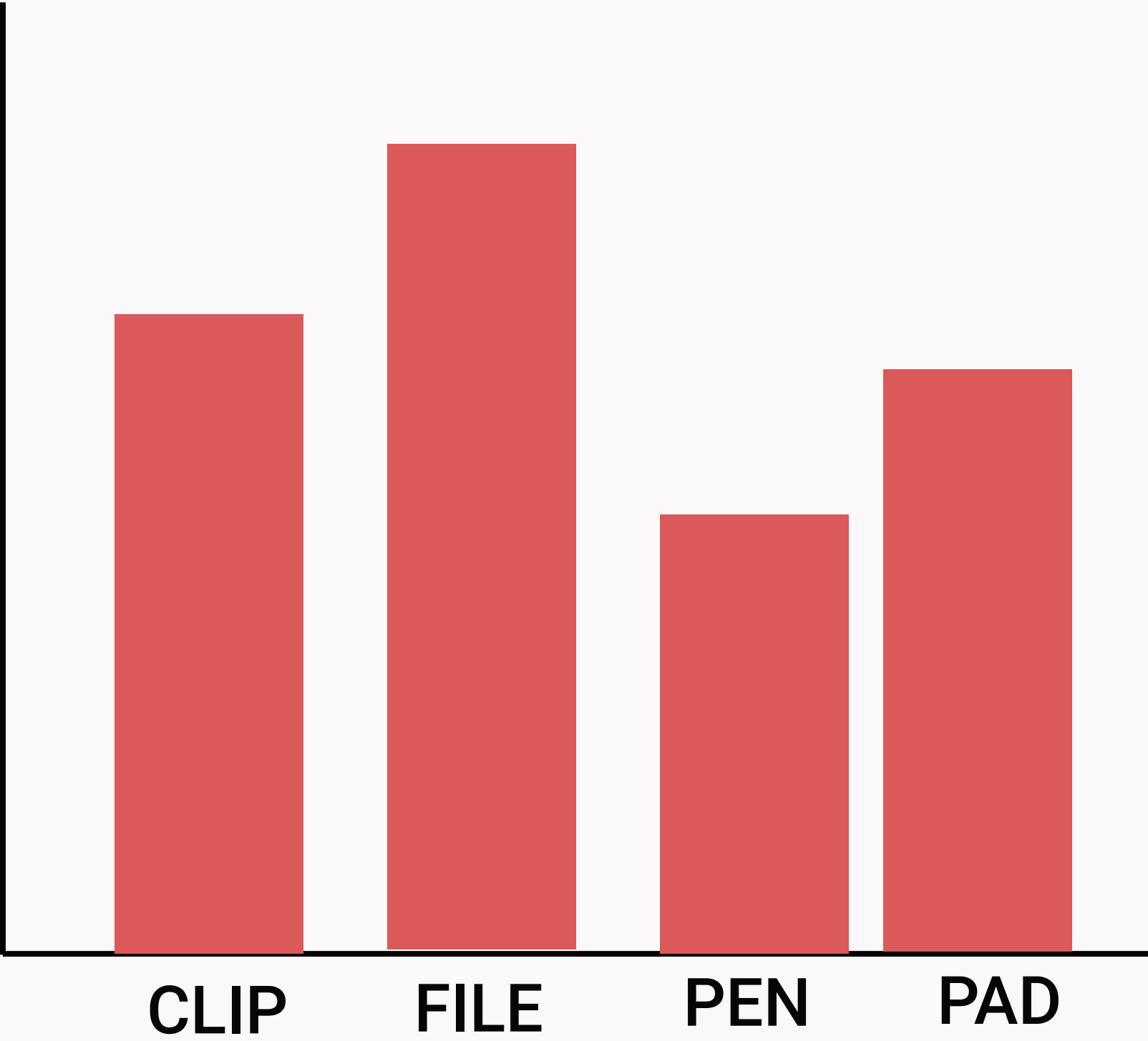
TENDER

REPORT

ADJ- VOUCHER

ORDERED REPORT

CATEGORY	AMOUNT
CLIP	200
FILE	500
PEN	200
PAD	150



REMARKS



REPORT ▼

ORDERED

TREND

ADJ- VOUCHER

Voucher No: 00012121

Date issued: 01/05/2020

ITEM CODE	QUANTITY ADJUSTED		REASON
<input type="checkbox"/> P006	-6	\$350	Broken items
<input type="checkbox"/> F024	+3	\$200	Free gift in offer pack

SEND TO MANAGER

APPROVE

REJECT