

Asset Management Requirements

In order to setup the asset management system, there are certain minimum requirements required.

1. Company information
2. Company logo in .png or .jpg
3. User list
4. Customer list
5. Supplier list
6. Asset list

All information to be supplied in an Excel sheet with information headers in columns, data information in rows

Company Information

Information	Information Required
Company Name	
Legal Name	
VAT / GST Number	
Company Number	
Company Address	
Company Postal Address	
Company telephone Number	
Company Email address	
Financial Year End	

Company Logo

Company logo in .png or .jpg format

User List

List of users in the system

Information	Information Required
First Name	
Surname	
Email Address	
Contact Number	
User rights	Main system access or Mobile access or both

Customer List

List of customers

Information	Information Required
Customer Name	
Customer Code	
Customer Telephone Number	
Customer Address 1	
Customer Address 2	
Customer Address 3	
Customer Address 4	
Customer Address Code	
Contact First Name	
Contact Last Name	
Contact Email Address	
Contact Mobile number	

Supplier List

List of suppliers

Information	Information Required
Supplier Name	
Supplier Code	
Supplier Telephone Number	
Supplier Address 1	
Supplier Address 2	
Supplier Address 3	
Supplier Address 4	
Supplier Address Code	
Contact First Name	
Contact Last Name	
Contact Email Address	
Contact Mobile number	

Asset List

List of assets

Information	Information Required
Asset Name	
Asset Code	
Barcode	
Group Name	
Category	
Subcategory	
Location	

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