



Inventory List Template

Stock tracking register with BIR-ready purchase fields for Philippine compliance.

Prepared for: [Business Name]

Updated: 2026-10-02

CORE INVENTORY FIELDS											BIR-READY FIELDS		
#	Item Name	SKU / Item Code	Description	Unit of Measure	Quantity On Hand	Reorder Point	Supplier Name	Last Purchase Price	Date Last Updated	Notes	OR Number	Date of Purchase	Supplier TIN
e.g.	Bond Paper A4	PAP-A4-500	80gsm, 500 sheets per ream	Ream	120	30	Sample Supplier Inc.	245,50	2026-10-02	Example row — overwrite or delete	OR-000123	2026-09-28	123-456-789-000
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													

Legend

Core inventory fields (10) — columns B to K

BIR-ready fields (3) — OR Number, Date of Purchase, Supplier TIN (columns L to N)

Blue text = input / example values you can overwrite. Row marked 'e.g.' is a sample; delete it before use.

Usage notes

Fill one row per SKU per variant (size, color, or pack count). Keep one unlocked copy as your blank master and work from duplicates. BIR fields apply only to purchased items — record the date on the Official Receipt, not the warehouse receipt date. Update Date Last Updated every time a quantity is adjusted.