[A blue and white logo

Description automatically generated](https://jp.smartsheet.com/try-it?trp=77856&utm_language=JP&utm_source=template-word&utm_medium=content&utm_campaign=ic-Asset+Tracking+Form-word-77856-jp&lpa=ic+Asset+Tracking+Form+word+77856+jp)資産追跡フォーム

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| 資産総額 |
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| 再注文 | アイテム番号 | 最終注文日 | アイテム名 | ベンダー | 在庫場所 | 説明 | アイテムあたりの コスト | 在庫数量 | 総額 | 再注文レベル | 再注文ごとの 日数 | アイテムの 再注文数量 | アイテムが販売 停止されたか |
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**追跡テンプレート**

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| 従業員署名 |  | 日付 |
|  | | MM/DD/YYY |

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| 資産情報 | | | | | 購入 | | | | 現在の在庫 | | | |
| **アイテム番号** | **アイテム名** | **説明** | **数量** | **ベンダー** | | **ベンダー アイテム番号** | **ユニット** | **現在の数量** | | **アイテム エリア** | **アイテム 棚/ビン** |
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| **資産アイテム テンプレート** | | | |
| 組織/団体名 |  |  | |  |
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| 資産情報 | |
| **アイテム名** |  |
| **アイテム番号** |  |
| **場所** |  |
| **価格** |  |
| **アイテム数量** |  |
| **素材** |  |
| **説明** |  |

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| 従業員情報 | | | |
| **カウント担当者** | | **チェック担当者** | |
| **従業員氏名** |  | **従業員** |  |
| **従業員 ID** |  | **従業員** |  |

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| 従業員署名 | |  | 日付 |
|  | | MM/DD/YYY |

**ベンダー リスト**

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| ベンダー | | | | | | | | 連絡先 | | | | | | | | | |
| **ベンダー名** | **製品名** | **Web リンク** | **説明** | | **コスト** | **リード タイム (日数)** | **担当者氏名** | | **メール アドレス** | **電話番号** | **Fax** | **住所** | | **市区町村** | **都道府県** | **郵便番号** | **国** |
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| **– 免責条項 –**  Smartsheet がこの Web サイトに掲載している記事、テンプレート、または情報などは、あくまで参考としてご利用ください。Smartsheet は、情報の最新性および正確性の確保に努めますが、本 Web サイトまたは本 Web サイトに含まれる情報、記事、テンプレート、あるいは関連グラフィックに関する完全性、正確性、信頼性、適合性、または利用可能性について、明示または黙示のいかなる表明または保証も行いません。かかる情報に依拠して生じたいかなる結果についても Smartsheet は一切責任を負いませんので、各自の責任と判断のもとにご利用ください。 |