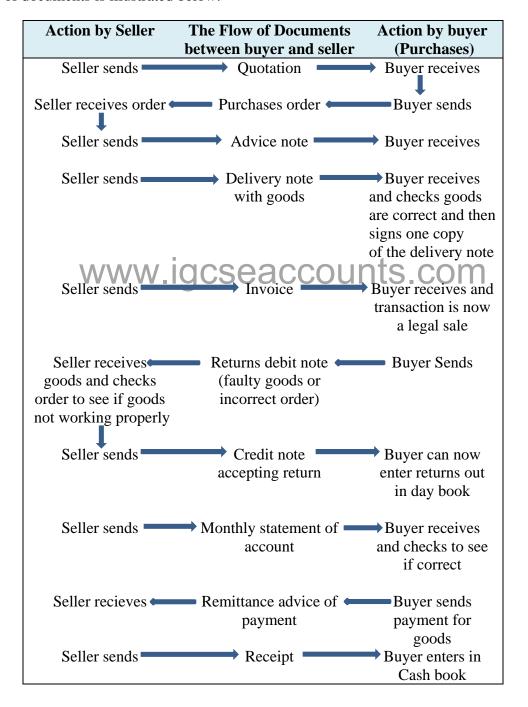
#### **Business Documentation**

**A source document** - A business document that provides information about a transaction that took place.

All businesses are involved in buying and selling goods and services in order to make a profit. In the trading process important business documents are issued between the buyer and seller. The flow of documents is illustrated below:



1- **Quotation** → A document sent by the seller to the potential buyer detailing what is to be supplied, when, where and at what unit price.

	Seller: GLT Fruits Ltd, 7 Limes Industrial Estate, Alfreton, DE55 7JW. Telephone: 01773832834 Fax: 01773832836	
	Quotation	
Buyer: Villa Market Ltd, Aston Industrial Park, Birmingham, BM6 7CB Quantity	Description	1 June 2XX5 Price per Unit
21	Boxes of Cherries	\$40
5	Boxes of Apples	\$8
6	Boxes of Tomatoes	\$20
Delivery within one day		1
of the order \\\\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\	seaccoun	ts.com
Terms: Payment within	Signed: E Z Street.	
90 days of invoice	(Sales Manager)	

- 2- **Purchase Order** → A business will issue a purchase order when it wants to buy goods or services from another company (Supplier). The order will contain
  - Name of the supplier
  - Date of the order
  - Details of the goods or service ordered
  - Delivery date requied

Buyer: Villa Market Ltd, Aston Industrial Park, Birmingham, BM6 7CB. Telephone: 01773832834 Fax: 01773832836

### **Purchase Order**

Supplier: GLT Fruits Ltd, 7 Limes Industrial Estate, Alfreton, DE55 7JW.

3 June 2XX5

Quantity
Description
Unit
WW21VIGCS
Boxes of Cherries
Boxes of Apples
Boxes of Tomatoes
Boxes of Tomatoes
S20
Delivery required on June 7

Signed: R. Lean. (Purchases Manager)

3- **Advice Note**  $\rightarrow$  a note that is sent by the seller to the buyer before the good or service is sent. This is to make sure that the buyer is aware that the purchase order is about to be dispatched.

Seller: GLT Fruits Ltd, 7 Limes Industrial Estate, Alfreton, DE55 7JW. Telephone: 01773832834 Fax: 01773832836

### **Advice Note**

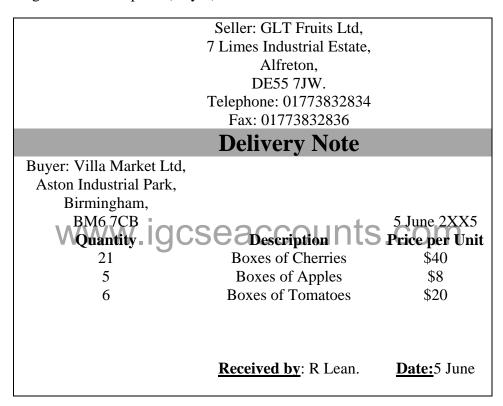
Buyer: Villa Market Ltd, Aston Industrial Park, Birmingham,

BM6 7CB		4 June 2XX5
Quantity	Description	Price per Unit
21	Boxes of Cherries	\$40
5	Boxes of Apples	\$8
6	Boxes of Tomatoes	\$20

Goods will be dispatched on June 5.

Please advise if goods are Signed EZStreet. Signed EZStreet. (Sales Manager)

- 4- **Delivery (Dispatch) Note** → When the supplier is ready to dispatch the order to the buyer a delivery note is sent with the goods. The buyer will need to sign for the goods once they have been received. The delivery business document will contain:
  - Purchaser name and address
  - Details of goods dispatched (sent)
  - Quantity supplied
  - Delivery address
  - Date
  - Signature for recipient (Buyer)



- 5- **Invoice**  $\rightarrow$  An invoice is a document that is sent by the seller whenever it sells goods or services on credit. By law a credit sale is only realised once a receipt has been sent by the seller. An invoice will contain the following information:
  - Seller's name & address
  - Buyer's name & address
  - Date
  - Date of delivery
  - Description of goods and services required
  - Details of trade discounts given
  - Total amount owing
  - Terms and conditions of any cash discounts that might be given

Seller: GLT Fruits Ltd, 7 Limes Industrial Estate, Alfreton, DE55 7JW. Telephone: 01773832834

Fax: 01773832836

### Invoice #001

Buyert Villa Market Ctd, SEACCOUNTS.COM Aston Industrial Park,

Birmingham,

BM6 7CB 10 June 2XX5

		- 0 0 0,0
Quantity & Description	Price per Unit	\$
21 Boxes of Cherries	\$40	840
5 Boxes of Apples	\$8	40
6 Boxes of Tomatoes	\$20	240
	Total	1120
	Less Trade Discount for	112
	Bulk Buying 10%	
	Final amount due for	1008
	payment	

Terms:

**Signed**: E Z Street (Sales Manager)

- 1- Payment due within 90 days
- 2- Cash discount 5% if invoice is paid before 17 June X5

6- **Purchases Returns Debit Note** → A note sent by the buyer (purchaser) to the supplier if the goods are broke, damaged or not what was ordered.

Buyer: Villa Market Ltd, Aston Industrial Park, Birmingham, BM6 7CB. Telephone: 01773832834 Fax: 01773832836

# **Purchases Returns Debit Note**

Supplier: GLT Fruits Ltd, 7 Limes Industrial Estate, Alfreton, DE55 7JW.

11 June 2XX5

Quantity	Description	Price per Unit
2	Boxes of Cherries	\$40
3	Boxes of Apples	\$8
2	Boxes of Tomatoes	\$20
<b>a</b> 1 1 1-	G' 1 D T	

Goods returned as they usere damaged. Signed: R. Lean. (Purchases Manager) CO

7- **Sales Returns Credit Note** → Once the supplier has checked to see if the goods returned are damaged, faulty or not ordered they will send the buyer a credit note that will be deducted from their statement of account.

Supplier: GLT Fruits Ltd, 7 Limes Industrial Estate, Alfreton, DE55 7JW. **Sales Returns Credit Note** Buyer: Villa Market Ltd, Aston Industrial Park, Birmingham, BM6 7CB. Telephone: 01773832834 Fax: 01773832836 15 June 2XX5 Quantity Price per Unit **Description Boxes of Cherries** \$40 2 3 Boxes of Apples \$8 2 Boxes of Tomatoes \$20 Goods returned accepted Signed: E Z Street 144 as damaged. (Sales Manager)

8- **Statement of Account** → At the end of each month the seller will send the buyer a statement of account that outlines how much is owed to the supplier.

Seller: GLT Fruits Ltd, 7 Limes Industrial Estate, Alfreton, DE55 7JW. Telephone: 01773832834

Fax: 01773832836

# Statement of Account

Buyer: Villa Market Ltd, Aston Industrial Park, Birmingham, BM6 7CB

			30 June	2XX5
		Debit	Credit	Balance
Date	Reference	\$	\$	\$
1 June 2XX5	Opening Balance b/d			540
10 June 2XX5	Invoice #001	1008		1548
15 June 2XX5	Se Credit Note Into	3 (0)	<b>1</b> 44	1404
<b>******</b>	Final amount due for	<del>).00</del>	111	3492
	payment			
Signad: E. 7 Street				

**Signed**: E Z Street (Sales Manager)

9- **Remittance Advice** → Once the cheque or transfer of money has been sent by the buyer a remittance advice business document will be sent to the seller (supplier).

Seller: GLT Fruits Ltd, 7 Limes Industrial Estate, Alfreton, DE55 7JW. Telephone: 01773832834 Fax: 01773832836

## Remittance Advice

Buyer: Villa Market Ltd, Aston Industrial Park, Birmingham, BM6 7CB

			5 July	2XX5
		Debit	Credit	Balance
Date	Reference	\$	\$	\$
1 June 2XX5	Opening Balance b/d			540
10 June 2XX5	Invoice #001	1008		1548
15 June 2XX5	Se Credit Note Into	3	<b>m</b> 144	1404
******	Total Payment Sent	).		3492
	Signed: R Lean.			

10-**Receipt** → Once the cheque or transfer of money has been received by the seller (Supplier) a receipt will be sent to the seller.

Buyer: Villa Market Ltd, Aston Industrial Park, Birmingham, BM6 7CB.

### Receipt

Seller: GLT Fruits Ltd, 7 Limes Industrial Estate,

Alfreton, DE55 7JW.

Telephone: 01773832834 10 July 2XX5

Fax: 01773832836

		Debit	Credit	Balance
Date	Reference	\$	\$	\$
1 June 2XX5	Opening Balance b/d			540
10 June 2XX5	Invoice #001	1008		1548
15 June 2XX5	Credit Note		144	1404
	<b>Total Payment Received</b>			3492
	Cignadi E 7 Ctroot			

www.igcseaccounts.com