Delivery discrepancy and supplier-credit log

Site / team: _____ Period: _____

Receipt date / PO	Supplier / item	Unit	Ordered qty	Received qty	Damaged qty	Evidence reference	Claim reference / amount / currency	Credit promised / reference	Claim owner / follow-up	Credit received / reference	Outstanding / closure

This log does not submit a supplier claim, establish liability or calculate the credit owed. Contract terms and the supplier response determine how a discrepancy is resolved. Keep quantities and money in separately labeled fields.