

Delivery / discrepancy report

Compare the delivery with the order and record actual quantities. Describe condition or specification differences separately, with evidence references.

Supplier / delivery date

Order / delivery-note reference

Received by / location

Report ref. / date

Quantity / item differences

Item / specification	Unit	Ordered	Received	Issue / evidence ref.

Condition / specification observations

Damage, incorrect item details and photograph references

Follow-up record

Contacted / date

Requested action / reply

Owner / next follow-up

Current status

Resolution / correspondence reference