

# RECEIPT DISCREPANCY REPORT

Report Number: \_\_\_\_\_

Carrier Name: \_\_\_\_\_

Freight Bill Number: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

Vendor/Shipper: \_\_\_\_\_

Origin: \_\_\_\_\_

Vendor Packing Slip Number: \_\_\_\_\_

Description of discrepancy:       Shortage       Damage

Explanation of Discrepancy: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was discrepancy notated on the freight bill?       Yes       No

Unloaded by: \_\_\_\_\_      Date unloaded: \_\_\_\_\_

Note: Attach copies of vendor packing slip and freight bill to original copy of Receipt Discrepancy Form.

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## DISPOSTITION

Carrier Inspection:      Date Requested: \_\_\_\_\_      Date Completed: \_\_\_\_\_

Freight Claim:      Date Filed: \_\_\_\_\_

Our Claim Number: \_\_\_\_\_      Carrier Claim Number: \_\_\_\_\_

Material Repurchased:      Date Repurchased: \_\_\_\_\_      PO#: \_\_\_\_\_