

COMPONENT DISCREPANCY REPORT

1. REPORT NUMBER	2. DATE RAISED	3. SUPPLIER / VENDOR
------------------	----------------	----------------------

DELIVERY DETAILS

4. INVOICE NO. & DATE	5. DELIVERY ORDER NO.	6. PURCHASE ORDER NO.
-----------------------	-----------------------	-----------------------

MATERIAL DESCRIPTION

7. PART NUMBER	9. SERIAL NUMBER
8. DESCRIPTION	10. QUANTITY & UNIT

11. DISCREPANCY

<p>11a. - <input type="text" value="CONDITION OF MATERIAL"/></p> <p>A1 - IN CONDITION OTHER THAN THAT INDICATED ON RELEASE / RECEIPT DOCUMENT <input style="width: 50px;" type="text"/></p> <p>A2 - EXPIRED SHELF LIFE <input style="width: 50px;" type="text"/></p> <p>A3 - DAMAGED PARCEL <input style="width: 50px;" type="text"/></p> <p>11b. - <input type="text" value="SUPPLY DOCUMENTATION"/></p> <p>B1 - NOT RECEIVED <input style="width: 50px;" type="text"/></p> <p>B2 - INCOMPLETE OR IMPROPER <input style="width: 50px;" type="text"/></p> <p>11c. - <input type="text" value="MISDIRECTED MATERIAL"/></p> <p>C1 - ADDRESSED TO WRONG LOCATION <input style="width: 50px;" type="text"/></p> <p>11d. - <input type="text" value="OVER / DUPLICATE SHIPMENT"/></p> <p>D1 - QUANTITY IN EXCESS OF THAT ON PACKING NOTE DOCUMENT <input style="width: 50px;" type="text"/></p> <p>D2 - QUANTITY IN EXCESS OF THAT REQUESTED <input style="width: 50px;" type="text"/></p> <p>D3 - DUPLICATES SHIPMENT <input style="width: 50px;" type="text"/></p> <p>11e. - <input type="text" value="PACKING DISCREPANCY"/></p> <p>E1 - IMPROPER PACKING <input style="width: 50px;" type="text"/></p>	<p>11f. - <input type="text" value="QUALITY DEFICIENCIES"/></p> <p>F1 - DEFICIENT MATERIAL <input style="width: 50px;" type="text"/></p> <p>11g. - <input type="text" value="SHORTAGE OF SHIPMENT"/></p> <p>G1 - QUANTITY LESS THAN ON PACKING LIST <input style="width: 50px;" type="text"/></p> <p>G2 - QUANTITY LESS THAN THAT REQUESTED <input style="width: 50px;" type="text"/></p> <p>G3 - NON-RECEIPT OF SHIPMENTS <input style="width: 50px;" type="text"/></p> <p>11h. - <input type="text" value="TECHNICAL DOCUMENTATION"/></p> <p>INCLUDES ARC, COC, COMPLETION OF WORK, 8130 CERT, MSDS OR ANY RELEVANT DOCUMENTS</p> <p>H1 - MISSING <input style="width: 50px;" type="text"/></p> <p>H2 - ILLEGIBLE OR TORN <input style="width: 50px;" type="text"/></p> <p>H3 - INSPECTION <input style="width: 50px;" type="text"/></p> <p>11i. - <input type="text" value="WRONG ITEM (IDENTIFY REQUESTED)"/></p> <p>I1 - INCORRECT ITEM RECEIVED <input style="width: 50px;" type="text"/></p> <p>I2 - UNACCEPTABLE SUBSTITUTE <input style="width: 50px;" type="text"/></p> <p>11j. - <input type="text" value="OTHER DISCREPANCY"/></p> <p>J1 - SEE REMARKS (ATTACH SUPPORTING DOCUMENT) <input style="width: 50px;" type="text"/></p>
---	---

12. RAISED BY (STORE INSPECTOR):

SIGNATURE & STAMP	NAME : _____
	DATE : _____

NOTE: Warehouse to email this form to Purchasing Personnel and cc to QAM

13. RECTIFICATION TO DISCREPANCY

(Attach supporting document if any)

SIGNATURE & STAMP	NAME : _____
	DATE : _____

14. ACTION TAKEN (STORE INSPECTOR)

SIGNATURE & STAMP	NAME : _____
	DATE : _____

INSTRUCTION FOR FILLING OUT THE GAM/E-003A COMPONENT DISCREPANCY REPORT.

1. REPORT NUMBER	Insert the unique running number (e.g., CDR-001).
2. DATE RAISED	Insert the date the report was created (DD/MM/YYYY).
3. SUPPLIER/VENDOR	Insert the supplier / vendors name as per the Approved Vendor List.
4. INVOICE NO. & DATE	Insert the invoice number and date from the receiving documents.
5. DELIVERY ORDER NO	Insert the delivery order number as per the receiving documents.
6. PURCHASE ORDER NO.	Insert this section with the Purchase Order number associated with the item
7. PART NUMBER	Insert the material part number
8. DESCRIPTION	Insert the description of material.
9. SERIAL NUMBER	Insert the serial number of materials.
10. QUANTITY & UNIT	Insert the quantity and unit of the material
11. DISCREPANCY	Mark the discrepancy codes related to the item (refer to Page ii of the instructions for codes).
12. RAISED BY	To be completed by the Store Inspector, including name, signature, official stamp, and date. <i>Note: After this section, Store Inspector should email the form to Purchasing Personnel (and CC to QA Manager) for further action</i>
13. RECTIFICATION TO DISCREPANCY	To be completed by the Purchasing Personnel, who then sends the form back to the Store Inspector.
14. ACTION TAKEN	To be completed by the Store Inspector, detailing the action taken before closing the report.

DISCREPANCY CODES

DISCREPANCY CODES		DESCRIPTION
A1	IN CONDITION OTHER THAN THAT INDICATED ON RELEASE/RECEIPT DOCUMENT	The item's condition is not as per release / receipt document and the difference is not acceptable Eg. 1. The item's colour is not same as ordered 2. The physical of the item is not same as ordered (length, width, etc)
A2	EXPIRED SHELF LIFE	The item exceeds its expiry date
A3	DAMAGED PARCEL	The item is damaged
B1	NOT RECEIVED	The supply documentation (Eg. D.O, invoice, packing slip) not received during delivery
B2	INCOMPLETE OR IMPROPER	The supply documentation (Eg. D.O, invoice, packing slip) is incomplete or improper
C1	ADRESSED TO WRONG LOCATION	The item shipped to wrong location
D1	QUANTITY EXCESS IN INVOICE	The item received from vendor is in excess in invoice. Eg. The quantity of item (10) in invoice is more from the quantity ordered from vendor (9)
D2	QUANTITY EXCESS FROM REQUESTED	The item received from vendor is in excess. Eg. The quantity of item delivered from vendor (10) is more than requested (9)
D3	DUPLICATES SHIPMENT	Same item delivered more than one time
E1	IMPROPER PACKING	The packaging made by vendor is improper and can damage the item
F1	DEFICIENT MATERIAL	The materials used by vendor is not same as ordered or the substitute material is not acceptable
G1	QUANTITY LESS THAN INVOICE	The item received from vendor is less than in invoice. Eg. The quantity of item in invoice is 10 but the quantity of item received is 9
G2	QUANTITY LESS THAN REQUESTED	The quantity of item in invoice is less than requested from vendor. Eg. The quantity of item requested to vendor is 10 but the quantity of item in invoice and received is 9
G3	NON-RECEIPT OF SHIPMENTS	The item is not received/delivered
H1	MISSING	Any technical documentations (Eg. ARC, COC, Completion of work, 8130 cert., MSDS) is not received with the item
H2	ILLEGIBLE OR TORN	The technical documentation is torn or damaged
H3	INCOMPLETE	The technical documentation received is not complete
I1	INCORRECT ITEM RECEIVED	The item received is not same as ordered
I2	UNACCEPTABLE SUBSTITUTE	The substitute material of the item is unacceptable
J1	SEE REMARKS	Any remarks. Attach the remarks behind this form