1. **DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **LOSS NUMBER:** |       | **FISCAL YEAR:** |       |
| **WAREHOUSE /CENTER:** |       | **LOCATION:** |       |
| **PARTNER:** |       | **DATE:** | Click here to enter a date.  |
| **TRANSPORTATION COMPANY:** |       | **TRUCK LP#:** |       |
| **PACKING LIST (PL) #:** |       | **WAYBILL #:** |       |
| **#** | **COMMODITY TYPE** | **WHEN DID THE DAMAGE/LOSS OCCUR? DURING:** | **# OF UNITS (A)** | **TYPE OF UNITS** |
| **RECEIVING** | **STORAGE** | **DISPATCH** | **BAG** | **CARTONS** | **TINS** |
| **1** |       |   |   |   |   |   |   |   |
| **2** |       |   |   |   |   |   |   |   |
| **3** |       |   |   |   |   |   |   |   |

1. **REASON FOR DAMAGE/LOSS:**

|  |  |  |
| --- | --- | --- |
| **#** | **COMMODITY TYPE** | **TYPE OF DAMAGE/LOSS FOUND:**  |
| **BROKEN /TORN** | **WET** | **SPOILED/ UNFIT** | **INFESTED** | **UNDER WEIGHT** | **MISSING/SHORT** | **OTHER\*** |
| **1** |       |   |   |   |   |   |   |   |
| **2** |       |   |   |   |   |   |   |   |
| **3** |       |   |   |   |   |   |   |   |
| **\*IF OTHER THEN PLEASE DESCRIBE:**       |

1. **RECONDITIONING & FINAL LOSSES:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **COMMODITY TYPE** | **DAMAGED/LOSS** | **RECONDITIONED** | **FINAL LOSSES** |
| **# OF UNITS (A)** | **NORMAL WEIGHT KG (B)** | **# OF UNITS (C)** | **ACTUAL WEIGHT KG (D)** | **# OF UNITS (A-C)** | **ACTUAL WEIGHT KG (B-D)** |
| **1** |       |       |       |       |       |       |       |
| **2** |       |       |       |       |       |       |       |
| **3** |       |       |       |       |       |       |       |
| **WHAT SEEMS TO BE THE MAIN CAUSE FOR THESE DAMAGES AND LOSSES?**       |
| **WHAT MITIGATING ACTIONS CAN BE TAKEN TO PREVENT THESE TYPES OF DAMAGES AND LOSSES IN THE FUTURE?**       |

|  |
| --- |
| 1. **ACKNOWLEGEMENT:**
 |
| **WAREHOUSE PERSONNEL REPORTING:** |       | **SIGNATURE:** |       | Click here to enter a date. |
| **LOGISTICS/ ACCOUNTING PERSONNEL VERIFYING:** |       | **SIGNATURE:** |       | Click here to enter a date. |
| **MANAGER APPROVING:** |       | **SIGNATURE:** |       | Click here to enter a date. |