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. |