

Supplier Mistake Reporting Guidelines

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company's Name]

Subject: Supplier Mistake Reporting Guidelines

Dear [Supplier's Name],

We value our partnership and strive for excellence in every aspect of our collaboration. To ensure a smooth process in addressing any mistakes or issues that may arise, please adhere to the following guidelines:

1. Identification of Mistake

Clearly describe the nature of the mistake, including any relevant details such as order numbers, dates, and product descriptions.

2. Reporting Procedure

All mistakes should be reported to [Contact Person's Name] at [Contact Email] or [Contact Phone Number] within [timeframe] of detection.

3. Documentation

Include supporting documents such as invoices, delivery receipts, and photographs to accurately represent the mistake.

4. Resolution Process

Upon receiving your report, our team will evaluate the situation and respond within [timeframe] to discuss corrective actions.

5. Continuous Improvement

We encourage you to share feedback on how we can improve our processes to prevent future mistakes.

Thank you for your attention to this matter. We appreciate your cooperation in maintaining the quality of our operations.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]