

SCM Post-Delivery Audit Template

This template is used to conduct a structured audit after goods are delivered. It helps supply chain managers evaluate supplier performance, product quality, and logistics efficiency.

1. Basic Order Information

Order ID	
Supplier Name	
Product/Item	
Delivery Date	
Quantity Ordered	
Quantity Received	

2. Quality Audit

- Products match approved samples
- No major defects identified
- Minor defects within acceptable limits
- Correct labeling and packaging used
- Compliance with specifications and standards

3. Delivery & Logistics Audit

- Goods delivered on time
- Correct shipping documents provided
- No damage during transportation
- Customs clearance handled smoothly
- Delivery costs aligned with agreement

4. Supplier Performance Evaluation

Criteria	Score (1-5)	Comments
Product Quality		
Timeliness of Delivery		
Communication & Responsiveness		
Document Accuracy		
Problem Resolution		

5. Final Remarks & Sign-Off

Inspector/Reviewer: _____ Date: _____
Approval Status: ■ Approved ■ Rejected ■ Conditional