AutoHound

Parts invoice review

Use one sheet per questioned invoice line.

Vendor

Repair order / PO

First invoice / date

Second invoice / date

Match the purchase

- ☐ Record the part number, description and unit price.
- ☐ Compare the quantities ordered, received, returned and billed.
- ☐ Match each billed unit to its packing slip or receiving record.

Resolve the difference

- ☐ Check prior invoices, exchanges, credits and freight adjustments.
- ☐ Record the questioned line and amount before contacting the vendor.
- ☐ Confirm the correction or credit on the next statement.

Part / quantity in question

Supporting slips / invoice numbers

Questioned amount / vendor response

Follow-up owner / due date

Resolution / credit reference