

Supplier A – Delivery Delay Report

Date: 10 December 2024

Supplier: Supplier A

Item: ItemK (ItemCode: 100200)

1. Incident Summary

On 10 December 2024, Supplier A reported a delay in the scheduled arrival of ItemK (ItemCode 100200).

The shipment was originally planned to arrive on **15 December 2024**, but the supplier notified that the delivery would be postponed to **30 December 2024**.

2. Expected vs Actual Timeline

- **Original ETA:** 15 December 2024
- **Revised ETA:** 30 December 2024
- **Delay Duration:** 15 days
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3. Reported Cause of Delay

Supplier A indicated that the delay was caused by internal processing and logistics congestion on their side.

No issues were raised regarding customs inspection or vessel availability.

4. Operational Impact

- Increased risk of temporary stock depletion for ItemK during the final two weeks of December.
- Purchasing team had to adjust safety-stock calculations and monitor stock movement more closely.
- Logistics team updated inbound schedules and warehouse receiving plans.
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5. Historical Pattern (Suppliers Only – If relevant)

This incident contributes to the tracking of Supplier A's delivery reliability.

The delay should be logged for future risk assessment and forecasting of lead-time variability.

6. Recommended Follow-Up Actions

- Confirm whether preventive adjustments are needed for January–February shipments.
- Review future buffer times for orders placed with Supplier A.
- Log this event as a formal delivery delay case in supplier history.