SUPPLIER DOCUMENTS AND RECEIVING REVIEW

Get missing supplier documents to the receiving reviewer

Identify the missing supplier record, own the request and review the matching reference before closing the document gap.

Identify the gap > Own the request > Review the response



Keep the request and receiving review connected.

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

YOUR TEAM / THE DECISIONS THAT MATTER

A clear owner for the request and the review

O*NET provides purchasing and receiving context. Your organization assigns the request owner and receiving acceptance authority.

Your role	The contribution	SkillSmith support
Purchasing agent	Maintain purchasing records and review requisitions or product specifications.	Confirm the supplier, requested record and purchasing reference for the follow-up.
Shipping and receiving clerk	Compare shipment contents with records and record discrepancies.	Keep the item or lot reference and the observed document gap clear.
Internal request owner	Obtain the specific missing supplier record.	Contact the supplier, record the response reference and own the next follow-up.
Receiving reviewer	Accept the document follow-up against agreed criteria.	Check the matching reference and return a specific correction when needed.

Received does not always mean the gap is closed

Two required records are ready, but a lot-specific test report is missing. The supplier sends a report for another lot, so the owner requests the matching report while the reviewer keeps the gap open.

SUPPLIER DOCUMENT EXAMPLE

Record or response	What is known	Next action
Records already ready	Two required references are available	Retain them in the package
Missing lot report	Supplier sends a different lot's report	Owner requests the matching record
Matching response	Reference is ready to assess	Receiving reviewer applies the criteria

Receiving a supplier reply and accepting the required record are separate steps.

Use the document requirements agreed for your purchase or handover. Identify which item each record must describe and who can accept it for this package.

CONNECTED WORK / PREPARED PLAYBOOKS

Close the document gap with a reviewable decision

We prepare the record list, follow-up task and acceptance criteria around your supplier package. The internal owner handles the request, and the receiving reviewer checks the response against the original gap.

01 Identify the missing record

Review the required-document list for the purchase, lot or handover. Keep the references already available and name the missing item, supplier, internal request owner and agreed review date.

Which required record is missing or unsuitable?

02 Own the supplier request

The owner contacts the supplier through your chosen channel, naming the missing record and the item it must cover. Keep the request reference and expected response with the follow-up, so a delayed reply has a clear next action.

Does the supplier know exactly which record is needed?

03 Record what came back

Record the response and the location of the supplied document alongside the request. In the example, the report names another lot. Ask for the matching report and keep the outstanding item visible without reopening records already ready.

Does this response address the requested item?

04 Review and close the gap

Use the prepared acceptance criteria to review the supplied reference and completion record. Accept the document follow-up or return the specific gap with feedback. Any wider goods-release or handover decision remains with its assigned owner.

Can this document gap be closed against the agreed criteria?

Prepared work for the document follow-up

Tailor the existing work-and-acceptance method with your record list, response and reviewer criteria.

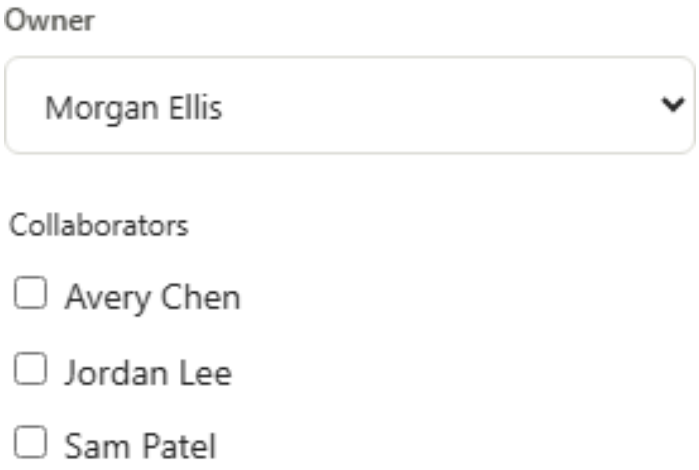
Prepared work with acceptance - Record the document follow-up and route its completion record to the receiving reviewer.

YOUR SYSTEMS / INTELLIGENT ASSISTANCE

Keep the document gap in view

Resources holds the required-record list and useful references. The prepared task tracks follow-up, and the receiving review returns to the same gap using the agreed acceptance criteria.

SkillSmith · Work context at the point of contribution



Native resource detail: select an owner and collaborators.

Required records The package is reviewed.	Keep the relevant resources together and identify the remaining gap.
Supplier request and response A record is requested or received.	The owner contacts the supplier and records the next action with the follow-up.
Completion record and reference The response is ready for review.	Check the agreed criteria and accept or return the document gap.

Help with follow-up and changes

Evidence Collector

Which tasks are overdue?

Your coordinator can review accessible overdue document-follow-up tasks with their owners and deadlines, then choose which requests need attention.

YOUR DELIVERY PLAN / OUR TEAM

Start with one supplier package that needs a follow-up

We use the records and review criteria your receiving team already needs, then prepare the handoff around a real missing item.

01 Choose the package and gap

Bring a required-document list and the references already available. Identify the missing record, its supplier and the person responsible for requesting it.

A specific document gap with an internal owner and review date.

02 Prepare the follow-up and review

Set out the request context, response reference and acceptance criteria. Agree on who handles an unsuitable reply and who can close the document gap.

A prepared task and a clear receiving-review decision.

03 Try a response that needs correction

Walk through a supplied reference that names the wrong item, the correction request and a later matching response. Review the handoff before using the method on more packages.

A tested walkthrough of receipt, correction and document acceptance.

We are here to help



Rohit Singh

VP of Strategic Partnerships



Brent Jackson

Director of Customer Success

Bring us the work your team wants to improve. We'll walk through your instructions, responsibilities and review criteria, then show how our platform can support that work.

WHY SKILLSMITH / YOUR NEXT STEP

Build on your existing supplier records

Keep the original documents in the location your team uses. We help organize the requirements, references and follow-up around them, with an owner for the request and clear criteria for the receiving review.

One specific request to act on

Keep the missing item clear while retaining the references already available.

A named owner for the next response

Give the follow-up an internal owner and an agreed review date.

A reviewable closure decision

Review the matching reference against the original gap and agreed criteria.

A question teams often ask

Which supplier documents are required?

Use the requirements agreed for your purchase or handover. Your team identifies the records, the items they must describe and the reviewer who can accept them. We prepare the follow-up around that list.

Let’s walk through a supplier-document gap

Bring one required-record list, a missing supplier item and the criteria your receiving reviewer uses. We’ll show the request, unsuitable response and acceptance decision.

- Your package and required-document list
- An internal request owner and review date
- A response that names the wrong item or lot
- The matching reference and receiving-review decision

Request a demo

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