Supplier Invoice Audit Checklist

Use this checklist to prepare your monthly invoice verification.
Tick each box before submitting your documents for auditing.

☐ Delivery notes are scanned clearly (legible dates and quantities)

☐ Supplier invoices are scanned clearly and completely

☐ All documents are uploaded as PDF files only

☐ Each invoice is matched with corresponding delivery notes

☐ Quantities and unit prices are consistent across documents

☐ Files are named with invoice numbers or dates for easy reference

☐ All pages are included (no missing or partial scans)

☐ No handwritten corrections unless signed and justified

☐ Optional: Upload contract or pricing agreement (if available)

☐ Final check: total number of invoices = total number of delivery notes

Note: This checklist is for internal use and does not replace a formal audit report.