

Logistics / Supply Chain — Weekly Summary

SAMPLE DOCUMENT — FOR TRAINING PURPOSES ONLY

Weekly Summary — Logistics / Supply Chain

****Period:**** 23-29 March 2026

****Generated by:**** Scheduled task (delivery-exceptions)

Volume

- Items processed: 88 (prev week: 113, -22.1%)
- Urgent items: 16 (prev: 10)
- Average resolution time: 4.3 days (prev: 4.0)

Top Categories

1. New Delivery — 32% of volume
2. Swap — 20% of volume
3. Collection — 15% of volume
4. Accessory — 10% of volume

Trends

- Volume trending DOWN 22.1% week-over-week
- Urgent items elevated — investigate staffing or process bottleneck
- Average days since_order: within target

Action Items Carried Forward

- 3 items from last week still unresolved
- Oldest open item: LG-56932 (6 days old)
- No recurring patterns detected