

# Detailed Warranty Information Log

Document Reference No.: DWL-2024-001

Prepared By: Jane Doe

Date Created: 2024-06-25

Department: Procurement

## Warranty Details Log

#	Product Name/Model	Serial Number	Supplier / Manufacturer	Date Purchased	Warranty Period	Warranty Expiry	Warranty Terms	Claim Status	Remarks
1	HP EliteBook 845 G8	CZ-8245HP2024	HP Inc.	2023-02-18	3 Years	2026-02-18	On-site repair, hardware only	Active	---
2	Samsung Smart TV 55"	SN-55QLED1234	Samsung Electronics	2022-10-05	2 Years	2024-10-05	Parts & labor, no screen coverage	Pending Claim	Panel issue reported
3	APC UPS BX1100	APC22001143	Schneider Electric	2023-07-12	1 Year	2024-07-12	Replacement within 3 days	Expired	Replacement received

## Key Contacts

Supplier / Manufacturer	Service Hotline / Email	Contact Person
HP Inc.	1800-102-4339, support@hp.com	Harvey Smith
Samsung Electronics	1800-572-6789, care@samsung.com	Irene Jang
Schneider Electric	1800-233-2434, support@apc.com	Mohan Kumar

## Important Notes

- Ensure all warranty terms and conditions are fully understood and documented at the time of purchase.
- Regularly review and update warranty information to track expiry dates and claim status.
- Keep copies of original purchase invoices, warranty cards, and correspondence for reference during claims.
- Notify relevant stakeholders before warranty expiration to allow for proactive claim submissions, if necessary.
- This log should be stored securely and updated following any warranty claim or service interaction.