

Procurement: Faster Supplier Communication and Documentation

June 2, 2026 | Operations + Work Systems

Prepare supplier correspondence, RFQ documentation, leadership summaries, and coordination tools.

June 2, 2026

With Cheryl Thompson

Who it is for

Procurement professionals and supplier-facing teams

Inside this playbook

16 copyable prompts and practice blocks.

[Open the online playbook](#)

The recorded session

Watch the Learning Lab.

Follow the session, then use the playbook with your own work.

[Watch replay on Vimeo](#) ^[1]

What to take into your work

1. Prepare supplier communication with clear requests.
2. Structure RFQ documentation and follow-up.
3. Turn procurement information into useful leadership summaries.

Use the learning

Your playbook

Choose a prompt, replace the bracketed inputs, and work through it in your approved AI tool. Review the result and adapt it to your situation.

This playbook accompanies the June 2, 2026 session. Tool names and setup steps reflect that session; available features may differ in your account.

Welcome to Your AI Toolkit

You're drowning in supplier emails. You've got performance data scattered across three spreadsheets, meeting notes in a notebook, and open items tracked in your head. Every RFQ response takes an hour because you're re-writing the same language from scratch. Your manager asks for a status update and you spend 30 minutes recreating what you already know but can't quickly articulate. This playbook gives you three AI prompts that streamline the communication and documentation burden of procurement: draft professional supplier correspondence in minutes, create clear internal summaries for leadership, and build structured documentation that makes supplier reviews efficient instead of painful.

- You don't need to use everything at once. Start with the one prompt that solves your most immediate problem.
- These prompts work across platforms: Copilot, ChatGPT, Gemini, Claude, or your company's internal AI tool.
- Each prompt includes a main version (for licensed tools with full context windows) and an alternate version (for free Copilot or tools with limited input).

How to Use This Playbook

- **Start with Prompt #1.** Paste your messy notes, open items, and supplier context. Let AI draft a professional follow-up email, a manager summary, and supplier review talking points.
- **Structure your documentation.** Use Prompt #2 to turn scattered notes into organized RFQ responses, supplier scorecards, and standardized templates.
- **Scale your communication.** Use Prompt #3 to manage multi-supplier coordination with tracking templates and escalation frameworks.
- **Give AI context before asking for help.** The more specific you are about the supplier relationship, the open items, the timeline, and what you need from each party, the better the output.
- **Review and refine.** AI drafts. You verify the accuracy, the tone, and the supplier-specific nuances. Never send AI-generated supplier communication without reading it first.

The Supplier Communication Framework

Most procurement communication fails because it's reactive, inconsistent, and buried in email. The fix is a system: Capture, Structure, Send.

Stage	What Most People Do	What Effective Procurement Does
Capture	Take notes during supplier calls, then lose them in a notebook or forget the details by Friday	Immediately dump raw notes into AI to create a structured meeting summary with action items, owners, and deadlines
Structure	Re-write the same RFQ response language every time, inconsistent formats across suppliers	Use AI-generated templates that standardize documentation while customizing for each supplier relationship
Send	Spend 30+ minutes crafting follow-up emails, agonizing over tone and completeness	AI drafts professional correspondence in 2 minutes. You review, adjust, and send in 5

Key Insight: Procurement professionals are paid for judgment, negotiation, and relationship management, not for typing emails. Every minute you spend formatting a follow-up is a minute you're not spending on strategy. AI handles the drafting. You handle the thinking. **The 80/20 Rule of Supplier Communication**

- **80% of your supplier emails follow the same 5 patterns:** follow-ups, status requests, issue escalations, meeting summaries, and performance reviews.
- **Once you build prompts for those 5 patterns, you've automated 80% of your writing time.**
- **The remaining 20%, including negotiations, relationship-sensitive messages, and escalations to senior leadership, still needs your personal touch.** AI can draft, but you decide.

The AI Efficiency Ladder

Know where you are. Know where you're going.

Level	What It Looks Like	Time / Task
1. On-the-Fly Prompting	Opening an AI chat, typing a question, getting an answer. Starting from scratch every time.	5–10 minutes, inconsistent
2. Repeatable Prompts	Saved templates you fill in. Same quality every time because same structure.	2–3 minutes, consistent
3. Custom AI Projects	AI pre-loaded with your context – your suppliers, your commodities, your standards. Works like a team member.	1–2 minutes, personalized

Level	What It Looks Like	Time / Task
4. Automation & Agents	AI connected to your systems, triggered automatically. Runs without you.	0 minutes, scales

Your goal: Move from Level 1 to Level 2. The prompts in this playbook get you there.

The Prompt Structure

Every strategic prompt has four parts:

Part	Purpose	Example
ROLE	Who should AI pretend to be?	"You are a procurement communication specialist for the automotive industry..."
CONTEXT	What does AI need to know about you?	"I'm a buyer at a Tier 1 supplier managing 12 active suppliers across stamping and injection molding..."
REQUEST	What specifically do you want?	"Draft a professional follow-up email, a summary for my manager, and talking points for the supplier review..."
QUESTION	Invite the AI to get as much information from you as possible.	"Please ask me any clarifying questions."

Key Prompts from This Lab

This lab teaches three prompts that work as a system - **Capture, Structure, Scale**.

Prompt #1: The Supplier Communication Drafter

What it's for: Taking your raw notes, open items, and supplier context and turning them into professional, ready-to-send correspondence: follow-up emails, manager summaries, and supplier review preparation. **When to use it:** After every supplier call, meeting, or when you have open items that need documented follow-up. When your manager asks "Where are we with Supplier X?" and you need a clear answer in 5 minutes.

Main Version (Licensed Copilot / ChatGPT / Gemini)

PROMPT TO COPY

ROLE

You are a senior automotive procurement specialist with deep experience supporting buyers and supply chain managers at OEMs and Tier 1 suppliers. You understand procurement terminology and standards (PPAP, APQP, RFQ, cost-downs, tooling amortization, PPM, OTD) and you know how to calibrate communication for suppliers, cross-functional partners, and senior leadership.

CONTEXT

I'm a buyer or supply chain manager who just finished a supplier interaction (negotiation, quarterly review, escalation meeting, or routine check-in). I have raw notes that are messy, partial, and scattered. I need to turn those notes into four polished outputs quickly, each calibrated for a different audience, without fabricating details or losing relationship nuance. Inconsistent or invented documentation creates real downstream risk: missed commitments, frayed supplier relationships, and managers who get blindsided.

REQUEST

Do not generate any output until I have answered the questions in the QUESTION section below. If I paste this prompt without answers, your only response should be the clarifying questions.

Transform my raw notes into four outputs:

Supplier follow-up email (under 300 words, ready to paste into Outlook). Reference the meeting and date, confirm action items with owners and deadlines, flag open items needing supplier response, and close with a clear next checkpoint.

Manager summary (under 200 words plus table, ready for a Teams message or status update). One-paragraph executive summary, followed by a combined action table with these columns: Item, Supplier Action, Internal Action, Due Date, Risk, Status. Include escalation flags and your assessment of likely outcomes.

Review talking points (for a live conversation or scorecard discussion). Cover only the categories relevant to this supplier's current status from: performance, quality, delivery, cost, communication, capacity. Each bullet: observation, data point, action needed.

Include one genuine positive highlight if the notes support it; do not manufacture one.

Gaps to confirm. List anything in the notes that was unclear, missing, or assumed, framed as questions I should answer before sending.

Calibrate tone to severity:

Routine: collaborative, partnership-focused

Escalating: direct, expectation-setting, references prior commitments

Final Notice: firm, formal, references contractual obligations

Keep outputs consistent with each other. Same dates, same owners, same dollar figures across all four. Use inline [CLARIFICATION NEEDED] tags wherever the notes don't support a specific detail. Do not invent commitments, dates, or numbers.

QUESTION

PROMPT TO COPY

Before generating the outputs, please ask me any clarifying questions you need. At minimum, you'll likely want to know my raw notes, the supplier and commodity, the severity level, the most urgent open item, and what my manager typically wants to see.

Wait for my answers before producing any output.

Alternate Version (Copilot Free / Limited Context)**PROMPT TO COPY**

I'm a buyer/supply chain manager in automotive. Here are my messy notes from a recent supplier interaction:

[PASTE YOUR NOTES]

Supplier and commodity: [NAME AND PARTS]

Most urgent issue: [DESCRIBE]

Tone level: [ROUTINE / ESCALATING / FINAL NOTICE]

Turn these notes into:

Supplier follow-up email (under 300 words). Reference the meeting and date, confirm action items with owners and deadlines, flag open items, close with next checkpoint.

Match tone to the level above.

Manager summary (one paragraph + table). Table columns: Item | Owner | Due Date | Risk Level. Flag anything needing escalation.

5-7 review talking points. Cover only the categories relevant to this supplier (from: performance, quality, delivery, cost, communication). Each bullet: observation + data + action needed. Include one positive if the notes support it.

Use automotive procurement language (PPAP, APQP, OTD, PPM, etc. as relevant). Keep dates, owners, and numbers consistent across all three outputs.

If something is missing or unclear in my notes, flag it inline as [CLARIFICATION NEEDED] instead of guessing.

Please ask me any clarifying questions before you start.

Example scenario, supplier QBR with quality slippage**EXAMPLE TO COPY**

Raw notes from yesterday's quarterly business review with my injection molding supplier:

Carlsbad Plastics, QBR call, March 18 2026.

3 active part numbers: instrument cluster bezels (P/N IB-441-A), HVAC vents (P/N HV-220), door panel inserts (P/N DP-118-X).

EXAMPLE TO COPY

PPM trending up: Q4 2025 averaged 480, Q1 2026 averaged 760. Target is 350 max. OTD% slipped from 96% to 89% over Q1. They blamed the February snowstorm but only one storm window.

Pricing: they came in asking for 4.2% increase across all 3 parts citing resin cost. I told them resin is down 2% per ICIS. They didn't have a counter.

New tooling for IB-441-A revision: PPAP submitted late, was supposed to be Feb 28, came in March 12. Ford program coordinator emailed me about it twice.

They committed to: containment plan for IB-441-A flash issue by April 5, weekly OTD report through end of Q2, PPAP corrective action document.

I committed to: review their cost breakdown on HV-220 and provide written response by April 1, intro them to my new quality engineer Jim.

Open: still don't have a concrete answer on whether they can absorb the 8% volume bump for the 2027 program. They said "we'll work on capacity planning."

Vibe of the meeting: defensive on quality, more open on cost. Plant manager wasn't on the call which is a red flag.

Supplier and commodity: Carlsbad Plastics, injection molding (3 parts above).

Most urgent issue: PPM trending up on IB-441-A and the late PPAP, both touching a Ford program.

Tone level: ESCALATING. Second consecutive quarter of quality slippage and Ford coordinator now involved.

My manager (Director of Procurement) wants to see: status of IB-441-A specifically, the price increase pushback, and whether we should start dual-sourcing.

Prompt #2: The RFQ and Documentation Builder

What it's for: Creating standardized procurement documentation including RFQ responses, supplier scorecards, comparison matrices, and evaluation templates that would normally take hours of formatting and re-writing. **When to use it:** When you're building an RFQ package, preparing a supplier comparison, creating a new supplier scorecard, or standardizing any recurring procurement document.

Main Version (Licensed Copilot / ChatGPT / Gemini)

PROMPT TO COPY

ROLE

You are a procurement documentation specialist for the automotive industry. You create structured, professional procurement documents that are consistent, thorough, and ready for internal review or supplier distribution. You understand IATF 16949, APQP timelines, PPAP requirements, and automotive supplier evaluation criteria.

CONTEXT

I need reusable procurement documentation that is currently missing, inconsistent, or rebuilt from scratch every time. I want templates I can customize for different suppliers, commodities, and OEM customer requirements. Documents need to be accurate to automotive standards, not generic procurement boilerplate.

REQUEST

Important: Do not generate any document until I have answered the questions in the QUESTION section below. If I paste this prompt without answers, your only response should be the clarifying questions. Wait for my answers before producing any output. Once I've answered, create:

Standardized document (RFQ, scorecard, comparison matrix, or evaluation template). Include all required sections and fields for automotive procurement, clear placeholders for variable information, professional formatting ready for distribution, and compliance checkpoints (IATF, APQP, customer-specific requirements).

Customization guide. Which sections to customize per supplier vs. keep standard. What information to gather before completing. Common mistakes to avoid. How to adapt for different commodities (stamping vs. injection molding vs. electronics vs. wire harness, etc.).

Evaluation criteria (if creating a scorecard or comparison). Weighted criteria with recommended weights, scoring rubric (what earns a 1, 3, or 5), red flag indicators that trigger further review, and a decision framework for final supplier selection.

Cover message. Professional email to accompany the document when sending to suppliers or internal stakeholders.

Keep terminology, supplier names, dates, and requirements consistent across all four outputs. If any required detail is unclear or missing after I answer your questions, flag it inline as [CLARIFICATION NEEDED] rather than guessing. Do not invent OEM-specific requirements, certification numbers, or industry standards you're not certain of.

QUESTION

Before generating anything, ask me:

What document do you need? (RFQ, scorecard, comparison matrix, evaluation template, other)

What commodity or part family?

How many suppliers are being evaluated?

Are there customer-specific requirements (Ford, GM, Stellantis, Toyota, etc.)?

What's the timeline?

PROMPT TO COPY

Who is the audience for the document (internal team, supplier-facing, or both)?

Wait for my answers before producing any output.

Alternate Version (Copilot Free / Limited Context)**PROMPT TO COPY**

I'm a buyer/supply chain manager in automotive. I need help creating a procurement document.

Important: Do not generate the document yet. First ask me the questions below and wait for my answers.

Ask me:

1. What document? (RFQ, scorecard, comparison matrix, evaluation template, other)
2. What commodity or part family?
3. How many suppliers?
4. Customer-specific requirements? (Ford, GM, Stellantis, Toyota, etc.)
5. Audience (internal, supplier-facing, or both)?

Once I answer, create:

1. The document with all required sections, placeholders for variable info, and compliance checkpoints (IATF 16949, APQP, PPAP as relevant).
2. Customization guide: which sections to customize per supplier vs. keep standard, what to gather before filling it in, and common mistakes to avoid.
3. Evaluation criteria (if scorecard or comparison): weighted criteria, scoring rubric (1/3/5), and red flags.
4. Cover email to send with the document.

Use automotive procurement language. Keep terminology and requirements consistent across all four outputs. If something is unclear or you're not certain about an OEM-specific requirement, flag it as [CLARIFICATION NEEDED] instead of guessing. I need to create a [DOCUMENT TYPE: RFQ / scorecard / supplier comparison / evaluation template] for automotive procurement.

Commodity: [WHAT PARTS OR SERVICES]

Number of suppliers: [HOW MANY]

Customer requirements: [ANY OEM-SPECIFIC STANDARDS]

Create:

1. The complete document with all required sections for automotive procurement
2. A guide for which sections to customize per supplier vs. keep standard
3. If it's a scorecard or comparison: weighted evaluation criteria with a scoring rubric
4. A professional cover email to send with the document

Use IATF 16949 and APQP standards where applicable. Make it ready to use, not just an outline.

PROMPT TO COPY

Example scenario, RFQ package for a GM EV body-in-white program

EXAMPLE TO COPY

I need to create an RFQ package for a new program: stamped body-in-white components for the 2028 EV crossover at our biggest OEM customer.

Document type: full RFQ package (RFQ document + supplier scorecard + cover email)
Commodity: progressive die stamping for 4 body-side outer parts and 2 floor pan stampings (6 part numbers total)
Number of suppliers: 5 invited. 3 are existing partners, 2 are new to our supply base.
Customer requirements: GM Body-in-White EV program. IATF 16949 required. GM-specific PPAP Level 3. FANUC robotic compatibility for downstream automation. GM Direct from Diverse program preference: MMSDC or NMSDC certified suppliers earn a 10% scoring weight.
Timeline: RFQ goes out April 8. Responses due May 6. Target award June 15. PPAP target October 30 to support Q1 2028 SOP.
Audience: the document needs to work both as a supplier-facing RFQ (clean, professional, anonymized to GM where I can keep it generic) and as an internal scoring tool for the cross-functional sourcing team (engineering, quality, finance, program management).
Sensitivities: do not name GM in supplier-facing text where possible, refer to as "the customer." Cost numbers and tooling assumptions stay internal-only.

Prompt #3: The Multi-Supplier Coordination Manager

What it's for: Managing communication and documentation across multiple suppliers simultaneously: tracking open items, coordinating timelines, escalating issues, and keeping your manager informed without spending your entire day in email. **When to use it:** When you're managing a launch with multiple suppliers, running a cost-down initiative across your supply base, or juggling competing priorities from different supplier relationships.

Main Version (Licensed Copilot / ChatGPT / Gemini)

PROMPT TO COPY

ROLE

You are a supply chain coordination specialist for the automotive industry. You help buyers manage multiple supplier relationships simultaneously by creating tracking systems, coordinated communication plans, and escalation frameworks. You think in terms of programs, timelines, and risk mitigation.

CONTEXT

I'm a buyer or supply chain manager juggling multiple active suppliers across different commodities, each with open items, varying timelines, and competing priorities. I need a single coordinated system so nothing falls through the cracks: a master view of where every supplier stands, a weekly status format my manager will actually read, communication cadences sized to each supplier's risk level, and an escalation framework I can apply consistently. Inconsistent tracking creates real downstream risk: missed commitments, blindsided managers, and supplier issues that escalate before anyone notices.

REQUEST

Important: Do not generate any output until I have answered the questions in the QUESTION section below. If I paste this prompt without answers, your only response should be the clarifying questions.

Once I have answered, create four outputs:

1. MASTER TRACKING DASHBOARD

A table with columns: Supplier, Commodity, Open Items, Priority, Due Date, Status, Next Action, Escalation Needed?

- Organized by priority (Critical, Watch, Routine)
- Color-coded risk indicators: Red (overdue or blocked), Yellow (at risk), Green (on track)
- Include both supplier actions and internal actions

2. WEEKLY STATUS REPORT TEMPLATE

A repeatable format I fill in each week:

- Top 3 priorities this week
- Items closed since last report
- Items at risk with mitigation plan
- Escalations needed with recommended action
- Key meetings or reviews scheduled
- Format: ready to email my manager or paste into a status meeting

3. COORDINATED COMMUNICATION PLAN

For each supplier:

- Communication cadence (daily, weekly, bi-weekly)
- Primary contact and escalation contact
- Standard agenda for recurring calls

PROMPT TO COPY

- Follow-up email template tuned to that supplier's status

4. ESCALATION FRAMEWORK

- Escalation criteria (days overdue, dollar impact, quality risk)
- Who to escalate to (internal and supplier-side)
- Escalation email template, calibrated to one of three severity levels:
 Routine: collaborative, partnership-focused
 Escalating: direct, expectation-setting, references prior commitments
 Final Notice: firm, formal, references contractual obligations
- De-escalation criteria (when to step back down)

Keep supplier names, dates, owners, and dollar figures consistent across all four outputs. Use inline [CLARIFICATION NEEDED] tags wherever my inputs do not support a specific detail. Do not invent OEM-specific requirements, supplier commitments, dollar figures, or industry standards you are not certain of.

QUESTION

Before generating anything, ask me at minimum:

1. How many suppliers am I actively managing, and what commodities or programs?
2. What are the top 3 to 5 open items right now (supplier name, issue, due date if known)?
3. Are any suppliers currently in critical or at-risk status?
4. Who do I report to, and how often (weekly status, monthly review, etc.)?
5. Severity for the escalation template: Routine, Escalating, or Final Notice?
6. Audience for the weekly status report (manager, cross-functional team, executive)?
7. Anything else relevant to my team or program.

Wait for my answers before producing any output.

Alternate Version (Copilot Free / Limited Context)**PROMPT TO COPY**

I'm a buyer or supply chain manager in automotive managing multiple suppliers.

Important: Do not generate the outputs yet. First ask me the questions below and wait for my answers.

Ask me:

1. How many suppliers and what commodities?
2. Top 3-5 open items (supplier, issue, due date)
3. Any suppliers in critical or at-risk status?
4. Audience for the weekly status (manager, executive, team)?
5. Severity for the escalation template: [Routine / Escalating / Final Notice]

Once I answer, create:

PROMPT TO COPY

- 1. Master tracking table: Supplier | Commodity | Open Items | Priority | Due Date | Status | Next Action | Escalation Needed
- 2. Weekly status report template (top 3 priorities, items closed, items at risk, escalations needed)
- 3. Escalation email template at the severity I selected (firm, professional, factual)
- 4. Recommended communication cadence per supplier based on risk level

Organize by priority. Use Red, Yellow, Green status. Keep supplier names, dates, and figures consistent across outputs. If something is unclear, flag it inline as [CLARIFICATION NEEDED] instead of guessing. Do not invent OEM-specific requirements or supplier commitments.

Wait for my answers before producing any output.

Claude version (renders as interactive dashboard)

PROMPT TO COPY

ROLE

You are a supply chain coordination specialist for the automotive industry. You help buyers manage multiple supplier relationships simultaneously by creating tracking systems, coordinated communication plans, and escalation frameworks. You think in terms of programs, timelines, and risk mitigation.

CONTEXT

I'm a buyer or supply chain manager juggling multiple active suppliers across different commodities, each with open items, varying timelines, and competing priorities. I am running this in Claude with artifacts enabled. I want the master tracking view rendered as a working interactive HTML dashboard, not a markdown table.

REQUEST

Important: Do not generate any output until I have answered the questions in the QUESTION section below. If I paste this prompt without answers, your only response should be the clarifying questions.

Once I have answered, create four outputs:

- 1. MASTER TRACKING DASHBOARD - render this as an interactive HTML artifact
 - Build a working dashboard, not a markdown table. Include:
 - Columns: Supplier, Commodity, Open Items, Priority, Due Date, Status, Next Action, Escalation Needed
 - Sortable column headers (click any header to sort)
 - Color-coded status badges: Red (overdue or blocked), Yellow (at risk), Green (on track)
 - Filter buttons at the top: All / Critical / Watch / Routine

PROMPT TO COPY

- A search box that filters rows by supplier or commodity name
- A summary header at the top showing counts: total suppliers, critical, at-risk, on-track
- Clean, professional styling using Tailwind CSS or inline CSS

The dashboard should look like something a buyer would actually use Monday morning, not a demo prototype.

2. WEEKLY STATUS REPORT TEMPLATE (plain text or markdown, no artifact needed)

- Top 3 priorities this week
- Items closed since last report
- Items at risk with mitigation plan
- Escalations needed with recommended action
- Key meetings or reviews scheduled

Format: ready to email my manager or paste into a status meeting.

3. COORDINATED COMMUNICATION PLAN (markdown list, no artifact)

For each supplier:

- Communication cadence (daily, weekly, bi-weekly)
- Primary contact and escalation contact
- Standard agenda for recurring calls
- Follow-up email template tuned to that supplier's status

4. ESCALATION FRAMEWORK (markdown, no artifact)

- Escalation criteria (days overdue, dollar impact, quality risk)
- Who to escalate to (internal and supplier-side)
- Escalation email template, calibrated to one of three severity levels:
 - Routine: collaborative, partnership-focused
 - Escalating: direct, expectation-setting, references prior commitments
 - Final Notice: firm, formal, references contractual obligations
- De-escalation criteria (when to step back down)

Keep supplier names, dates, owners, and dollar figures consistent across the dashboard and all three text outputs. Use [CLARIFICATION NEEDED] inline wherever my inputs do not support a specific detail. Do not invent OEM-specific requirements, supplier commitments, dollar figures, or industry standards you are not certain of.

QUESTION

Before generating anything, ask me at minimum:

1. How many suppliers am I actively managing, and what commodities or programs?
2. What are the top 3 to 5 open items right now (supplier name, issue, due date if known)?
3. Are any suppliers currently in critical or at-risk status?
4. Who do I report to, and how often (weekly status, monthly review, etc.)?
5. Severity for the escalation template: Routine, Escalating, or Final Notice?
6. Audience for the weekly status report (manager, cross-functional team, executive)?
7. Anything else relevant to my team or program.

Wait for my answers before producing any output.

PROMPT TO COPY

Example scenario, buyer managing 9 suppliers during a launch program

EXAMPLE TO COPY

I'm a buyer at a Tier 1 supplier supporting a Ford SUV interior launch program for 2027 SOP.

Number of suppliers and commodities: 9 active suppliers. 4 plastic injection molding, 3 stampings, 1 wire harness, 1 sub-assembly.

Top 5 open items right now:

- 1. Carlsbad Plastics (injection molding) - IB-441-A flash issue containment plan due April 5, also late PPAP. Critical, Ford program coordinator engaged.
- 2. Northstar Stamping (BIW stampings) - PPAP submission for body-side outer due April 12, no draft yet seen, supplier silent for 8 days. At risk.
- 3. Greenfield Wire Harness - capacity confirmation for the 8% volume bump on the 2028 program. They said "working on it" 3 weeks ago. No update since.
- 4. Pinnacle Sub-Assembly - quality escape on door panel kit shipped to plant March 15, root cause document due April 2. Routine but on the calendar.
- 5. Acorn Stamping - annual cost-down negotiation, target 2.5% reduction, kickoff meeting April 10. Routine.

Critical or at-risk: Carlsbad (Critical), Northstar (At Risk), Greenfield (At Risk). The other 6 are routine.

I report to: Director of Procurement, weekly Friday status meeting (15-min slot), plus monthly program review with VP Operations.

Severity for the escalation template: Escalating, specifically for Northstar since they have gone silent and the PPAP date is approaching.

Audience for the weekly status report: my Director and the cross-functional team (engineering, quality, finance program lead). They want a quick scan, action items, and escalations clearly flagged.

Copilot Scheduled Prompt

EXECUTION MODE. Output only.
Find the supplier tracker demo Excel file, identify suppliers at risk, and give me one supplier-facing escalation email per at-risk supplier.
Plain text. One response. Subject + body only. No explanations.

Prompt #4: The Supplier Performance Analyzer

What it's for: Turning raw supplier performance data into actionable insights: identifying trends, flagging risks, and building data-driven narratives for supplier reviews and internal reporting. **When to use it:** Before quarterly business reviews, when preparing supplier scorecards, or when you need to make a case for supplier development, consolidation, or replacement.

Main Version

PROMPT TO COPY

ROLE

You are a supplier performance analyst for the automotive industry. You turn raw data into actionable insights that drive supplier improvement, identify risks early, and support data-driven procurement decisions. You understand quality (PPM), delivery (OTD%), cost competitiveness, and capacity metrics in OEM and Tier 1 contexts.

CONTEXT

I have supplier performance data and need an interpretation that goes beyond the numbers: trends, risks, and recommended actions. The output will inform supplier reviews, internal reporting, and decisions about supplier development, dual sourcing, or replacement. Inaccurate or invented analysis would land in front of leadership and damage credibility.

REQUEST

Important: Do not generate any output until I have answered the questions in the QUESTION section below. If I paste this prompt without answers, your only response should be the clarifying questions.

Once I have answered, create four outputs:

1. PERFORMANCE SUMMARY

- Overall supplier health: Green, Yellow, or Red, with a one-line justification
- Key metrics analysis: PPM, OTD%, cost, responsiveness
- Trend identification: improving, stable, or declining, anchored to specific data points
- Comparison to targets and industry benchmarks where the data supports it

2. RISK ASSESSMENT

- Early warning indicators visible in the data
- Potential supply disruption risks
- Quality trend concerns
- Capacity or capability gaps

3. ACTION RECOMMENDATIONS

- Specific supplier-facing improvement actions
- Internal actions (dual sourcing, safety stock, supplier development, escalation)

PROMPT TO COPY

- Timeline and success metric for each recommendation

4. REVIEW NARRATIVE

One paragraph summarizing the supplier's performance, calibrated to the audience I specify in the questions below. Suitable for a quarterly business review.

Keep the supplier name, time period, and metric values consistent across all four outputs. Use inline [CLARIFICATION NEEDED] for any number or trend I have not supplied. Do not invent metrics, benchmarks, certification numbers, or industry standards you are not certain of.

QUESTION

Before generating anything, ask me at minimum:

1. Supplier name, commodity, and the time period covered by the data.
2. The actual data: paste it or describe what is available (PPM, OTD%, cost changes, incidents, capacity issues).
3. Targets or benchmarks I am measuring against.
4. Audience for the review narrative (internal team, manager, executive QBR, cross-functional partner).
5. Decision context: routine review, supplier development, dual sourcing consideration, or replacement.
6. Anything else relevant.

Wait for my answers before producing any output.

Alternate Version (Copilot Free)**PROMPT TO COPY**

I need a supplier performance analysis for automotive procurement.

Important: Do not generate the analysis yet. First ask me the questions below and wait for my answers.

Ask me:

1. Supplier name and commodity
2. Performance data (PPM, OTD%, cost changes, incidents) and time period
3. Targets or benchmarks
4. Audience for the narrative (manager, QBR, internal team)
5. Decision context (routine review, development, replacement)

Once I answer, create:

1. Health assessment: Green, Yellow, or Red with one-line justification
2. Three key trends (improving, stable, or declining, with data points)
3. Risk flags and early warning indicators

PROMPT TO COPY

4. Three specific action recommendations (supplier-facing and internal)
5. One-paragraph QBR narrative tuned to the audience above

Be specific and data-driven. Don't sugarcoat problems. If a metric or benchmark isn't in my data, flag it inline as [CLARIFICATION NEEDED] instead of guessing. Do not invent metrics, benchmarks, or industry standards.

Wait for my answers before producing any output.

Example scenario, performance review with a declining quality trend**EXAMPLE TO COPY**

Supplier: Carlsbad Plastics

Commodity: injection molded interior trim, 3 active part numbers (instrument cluster bezels P/N IB-441-A, HVAC vents P/N HV-220, door panel inserts P/N DP-118-X)

Time period: Q4 2025 through Q1 2026 (last two complete quarters)

Performance data:

- PPM: Q4 2025 = 480 PPM. Q1 2026 = 760 PPM. Target: 350 PPM max.
- OTD%: Q4 2025 = 96%. Q1 2026 = 89%. Target: 95% min.
- Cost competitiveness: held flat through Q4. In Q1 they asked for 4.2% increase across all 3 parts citing resin cost. ICIS resin index actually down 2% over the same period.
- Responsiveness: Q4 average response time on inquiries was 4 hours. Q1 dropped to 1.5 days. Plant manager has missed the last two QBR calls.
- Quality incidents: 1 quality escape in February 2026 (flash issue on IB-441-A) that triggered a containment action and got the Ford program coordinator's attention.
- Capacity: confirmed they can handle current volumes. They have NOT confirmed they can absorb the 8% volume increase coming for the 2027 program.

Targets and benchmarks:

- PPM target: 350 PPM
- OTD target: 95%
- Industry Q1 benchmark (per our internal supply base average): 410 PPM, 94% OTD

Audience for the review narrative: Quarterly Business Review next Thursday with our VP of Quality, Director of Procurement, and the Ford program lead.

Decision context: We are considering whether to start qualifying a second source for IB-441-A given the quality trend and the Ford coordinator involvement. The QBR will inform that decision.

Prompt #5: The Negotiation Prep Kit

What it's for: Preparing for supplier negotiations: building your position, anticipating supplier arguments, and creating a structured negotiation strategy with data-backed talking points.

When to use it: Before cost-down discussions, contract renewals, price increase pushbacks, or any negotiation where you need to be prepared with data and strategy.

Main Version

PROMPT TO COPY

ROLE

You are a procurement negotiation strategist for the automotive industry. You help buyers prepare for supplier negotiations with data-driven positions, anticipated counterarguments, and structured strategies. You understand cost structures, should-cost modeling, and the dynamics of OEM and Tier 1 supplier relationships.

CONTEXT

I have an upcoming supplier negotiation. I need to prepare my position, anticipate the supplier's arguments, and develop a strategy that achieves my objectives while protecting the long-term relationship. Fabricated benchmarks or invented leverage would weaken me in the room and embarrass me with my manager.

REQUEST

Important: Do not generate any output until I have answered the questions in the QUESTION section below. If I paste this prompt without answers, your only response should be the clarifying questions.

Once I have answered, create four outputs:

1. NEGOTIATION BRIEF

- My position summary (what I want and why)
- Supplier's likely position (what they want and why)
- BATNA analysis (my best alternative if negotiation fails)
- Target outcome and walk-away point

2. DATA-BACKED TALKING POINTS

- 5 to 7 talking points, each as Claim + Evidence + Impact
- Use only the market data, benchmarks, and historical context I have provided. Mark anything I have not provided as [CLARIFICATION NEEDED].

3. ANTICIPATED SUPPLIER ARGUMENTS

For each likely supplier argument:

- What they will say
- What they really mean
- Your prepared response
- Follow-up question to keep momentum

PROMPT TO COPY**4. NEGOTIATION STRATEGY**

Calibrate to the posture I select:

Collaborative: opening emphasizes partnership, concessions tied to mutual gain

Direct: firm opening, structured concessions, clear walk-away

Formal: contract-anchored, references obligations, minimal concessions

Include opening position and concession sequence, package deal options (if price is firm, what else can you get?), relationship management tactics (stay firm without burning bridges), and follow-up actions regardless of outcome.

Keep supplier name, target numbers, and dates consistent across all four outputs. Do not invent market benchmarks, competitor pricing, should-cost figures, or commitments I have not shared.

QUESTION

Before generating anything, ask me at minimum:

1. Supplier name, commodity, and the topic of negotiation (cost-down, price increase pushback, contract renewal, capacity, other).
2. My objective and target outcome.
3. My leverage and any data I can cite (market trends, benchmark pricing, historical concessions, alternate suppliers).
4. Supplier's likely position, if I have a sense of it.
5. Posture: Collaborative, Direct, or Formal.
6. Audience for this prep (just me, my manager, a cross-functional negotiation team).
7. Anything else relevant.

Wait for my answers before producing any output.

Alternate Version (Copilot Free)**PROMPT TO COPY**

I'm preparing for a supplier negotiation in automotive procurement.

Important: Do not generate the prep yet. First ask me the questions below and wait for my answers.

Ask me:

1. Supplier name and commodity
2. Negotiation topic (cost-down, price increase, contract renewal, capacity)
3. My objective and target outcome
4. My leverage and data I can cite
5. Posture: [Collaborative / Direct / Formal]
6. Audience for this prep (just me, my manager, a team)

PROMPT TO COPY

Once I answer, create:

1. Negotiation brief (my position, their likely position, BATNA, target vs. walk-away)
2. 5-7 data-backed talking points (claim + evidence + impact)
3. Their top 3 arguments and my prepared responses
4. Negotiation strategy at the posture I selected (opening, concession sequence, relationship management)

Be strategic, not aggressive. Maintain the long-term relationship. If a benchmark, figure, or competitor reference isn't in what I provided, flag it inline as [CLARIFICATION NEEDED] instead of inventing it. Do not fabricate market data, competitor pricing, or should-cost figures.

Wait for my answers before producing any output.

Example scenario, pushback on a 4% price increase**EXAMPLE TO COPY**

Supplier: Greenfield Wire Harness

Commodity: vehicle interior wiring harnesses for the 2027 Ford SUV interior program

Negotiation topic: pushing back on Greenfield's request for a 4.2% price increase across all part numbers, effective Q3 2026. Stated reason: copper price volatility and labor increases.

My objective: hold the increase to 1.5% maximum (in line with our internal cost models and the LME copper trend we've tracked) and lock in 12-month pricing stability afterward.

Target outcome: 1.5% increase, 12-month price hold, escalation to me first if any future cost change requests come up.

Walk-away point: 2.0% increase with 12-month hold, OR 1.5% increase with no hold guarantee.

My leverage and data:

- LME copper index up 1.2% over the 12 months Greenfield is citing, not the volatility they're claiming.
- We have a competing wire harness supplier (Acorn Wire Solutions) we used 3 years ago at 6% lower cost on a comparable program. They have expressed interest in coming back into our supply base.
- Greenfield is currently at 87% of their sales to us. Losing this program would be material to them.
- Our company's 2026 cost-down target across the supply base is 2.5%, set by our CFO.

Approving any net price increase requires VP-level sign-off.

- Greenfield's quality is strong (PPM consistently under 200) and the relationship is otherwise healthy.

EXAMPLE TO COPY

Supplier's likely position: they will cite copper cost, labor cost, and the long relationship. They will probably propose 4.2% with a 6-month hold and indicate they would consider 3% if we lock in volume.

Posture: Direct. Firm but not aggressive. The relationship matters but the increase as proposed is unacceptable.

Audience for this prep: just me first, then I'll walk my Director through it before the meeting next week.

Quality Check: Before Sending AI-Drafted Supplier Communication

- [] **Is it accurate?** AI drafts well but may fabricate details. Verify every date, number, and commitment against your actual notes.
- [] **Is the tone right?** Firm but professional. Not aggressive, not passive. Would you be comfortable if this email were forwarded to your VP?
- [] **Are the action items specific?** "Please send updated pricing" is too vague. "Please send updated piece-price for P/N 12345 by March 15" is actionable.
- [] **Did you protect confidential information?** Don't paste proprietary pricing, cost models, or competitive intelligence into external AI tools. Use company-provided tools for sensitive data.
- [] **Would your best supplier appreciate this communication?** Clear, professional, specific, and respectful. That's the standard.

Copilot Basics (If You Use Microsoft 365)

- **Work Mode vs. Web Mode:** Work mode can summarize supplier email threads, pull data from SharePoint-stored contracts, and help draft responses based on existing correspondence. Web mode is best for creating new templates and documentation from content you paste.
- **When to use each:** Use Work mode to summarize a long email thread with a supplier or pull key details from a contract. Use Web mode with these prompts for building new documentation, scorecards, and communication plans.
- **How to save prompts:** Save the Supplier Communication Drafter and the Multi-Supplier Coordination Manager where you can access them fast. These are your daily drivers.

- **Reminder:** Be especially careful with supplier pricing, cost breakdowns, and negotiation strategies in AI tools. Use company-provided platforms for anything competitively sensitive.

What to Try This Week

- [] **After your next supplier call.** Dump your raw notes into Prompt #1. See how fast you get a professional follow-up email and a manager summary.
- [] **Pick one document you re-create every time.** An RFQ template, a scorecard, a comparison matrix. Use Prompt #2 to build a reusable version.
- [] **Build your master tracker.** If you're managing 5+ suppliers, use Prompt #3 to create a tracking dashboard this week. Stop keeping it all in your head.
- [] **Prepare for one negotiation.** Use Prompt #5 to build your talking points and anticipate supplier arguments before your next cost discussion.
- [] **Time yourself.** How long does it take to write a supplier follow-up email without AI? Now time it with Prompt #1. Share the difference with a colleague.

Resources & Next Steps

- [Link to AI Learning Lab Library](#) ^[2]

Key Frameworks from This Lab

- **The Supplier Communication Framework** shows that effective procurement follows a system: Capture → Structure → Send.
- **The 80/20 Rule:** 80% of your supplier emails follow the same 5 patterns. Build prompts for those patterns and you've automated 80% of your writing time.
- **Procurement professionals are paid for judgment, negotiation, and relationship management, not for typing emails.** Every minute you spend formatting is a minute you're not spending on strategy.
- **AI drafts. You decide.** Never send AI-generated supplier communication without reviewing it for accuracy, tone, and supplier-specific nuance.

What We Didn't Cover (Yet)

- Building AI-powered should-cost models for supplier negotiations.
- Using AI to analyze contract terms and flag risks.
- Automating supplier onboarding documentation.
- Creating AI-driven supply chain risk monitoring dashboards.

Next Steps

- Use Prompt #1 after your very next supplier call. Time how long it takes vs. doing it manually.
- Build one reusable template this week using Prompt #2. Stop re-creating documents from scratch.
- If you manage 5+ suppliers, build your master tracker with Prompt #3 before Friday.

Questions or feedback? cheryl@cherylthompson.net ^[3]

The Mental Model: Capture, Structure, Scale

Today's session was built on one idea: procurement professionals spend too much time on communication and documentation that follows repeatable patterns. AI handles the drafting so you can focus on the judgment.

Step	Prompt	What It Does
Capture	Prompt 1: Supplier Communication Drafter	Turns raw notes and supplier context into professional emails, manager summaries, and review talking points.
Structure	Prompt 2: RFQ and Documentation Builder	Creates standardized procurement documents (RFQs, scorecards, comparison matrices) that are reusable and consistent.
Scale	Prompt 3: Multi-Supplier Coordination Manager	Manages communication and tracking across multiple suppliers with dashboards, status reports, and escalation frameworks.

You chose procurement because you're good at managing relationships and driving results. Now you have the tools to spend less time drafting and more time deciding.

Your expertise is in the judgment, not the typing:

- Draft one supplier email with AI this week.
- Build one reusable template.
- You now have the tools to turn messy notes into professional procurement documentation in minutes.

Related resources

Keep working with the material.

The prompts and exercises are included above. Save a useful prompt and return to it with your next task.

Links and resources

These links are clickable in the PDF. For a paper copy, use the numbered references below.

[1] <https://vimeo.com/1197816468/2b684e3953?share=copy&fl=sv&fe=ci>

[2] <https://www.cherylthompson.net/learning-labs#browse>

[3] <mailto:cheryl@cherylthompson.net>