

COMPANION WORKSHEET PACK

Procurement Best Practices

Every Rupiah Paid to a Vendor Starts With a Decision Before Signing

9 Worksheets · 3 Categories · A4 Print-Ready

High-Volume · Niche-Search · Specific-Case

PT Hibrkraft Kreasi Indonesia · hibranwar.com

PART 1

High-Volume Worksheets

Universal worksheets — what most operators reach for daily or weekly. Run these on a regular cadence regardless of business size or stage.

Supplier Scorecard Quick-Update

Weekly 10-minute update per active vendor using GRN and invoice data from the past seven days.

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VENDOR	DELIVERIES THIS WEEK	ON-TIME (COUNT)	DISCREPANCIES NOTED (COUNT)	INVOICES CORRECTED (COUNT)	RUNNING Q SCORE (1-5)

1. Update the Running Q Score only when you have at least three data points for the quarter. Before that, flag as 'insufficient data' rather than assigning a score that overstates or understates actual performance.

2. Any vendor with two consecutive weeks of discrepancy-noted deliveries: send a written heads-up now, before the quarterly formal notification cycle. Informal early notice costs nothing; absorbing the loss from the third delivery does.

PART 2

Niche-Search Worksheets

Rare-situation worksheets — high value when the situation hits. Run these only when the trigger appears, but keep them findable.

PART 3

Specific-Case Worksheets

Pre-framed scenarios — each worksheet walks you through a single, concrete situation. Read the scenario, then fill in your version of it.

Supplier Delivers 12% Short, Vendor Refuses to Credit

Scenario: a regular supplier delivers 88 units against a PO for 100. The GRN was signed with a shortage note. The vendor claims their delivery order shows 100 units shipped and is demanding full payment. The shortfall affects a production run scheduled for this week.

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STEP	ACTION REQUIRED	DOCUMENT TO REFERENCE	RESPONSIBLE	STATUS

1. Minimum documentation to have ready before any discussion with the vendor: the signed GRN with the shortage note, the PO with the ordered quantity, the vendor's delivery order (their document), and any photographic evidence taken at receiving. If the GRN shortage note is absent, review what leverage remains before beginning the conversation.
2. Calculate: what is the cost of the 12% shortfall to your production schedule? Production delay cost, emergency sourcing premium, or rework: that is the real cost of this event, beyond the credit amount. Record it. If this vendor has a pattern, that figure becomes part of the formal scorecard notification.

Sole-Source Supplier Announces 6-Month Lead Time

Scenario: the only qualified vendor for a critical production input informs you that due to a raw material shortage, their lead time has extended from 3 weeks to 6 months. This input is used in every production run. Current stock covers approximately 5 weeks of operations.

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RESPONSE AREA	CURRENT SITUATION	IMMEDIATE ACTION	OWNER	TARGET DATE

1. Response areas to address at minimum: current stock level and weeks of coverage, whether the existing PO can be partially fulfilled earlier, whether any other vendor can be fast-tracked through qualification for emergency supply, whether any product reformulation or substitution reduces dependency on this input, and the cost of temporary production suspension versus emergency procurement premium.
2. After the immediate crisis is resolved: this event is the business case for qualifying an alternative vendor. Calculate the total cost of this disruption: emergency sourcing premium, production delays, customer impact. That number is the maximum cost of maintaining a dual-source arrangement going forward.

Companion to:

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