

Supply Chain Professional's Quick Guide to AI Prompts

By: John Lawson ([✉ john@johnlawson.com](mailto:john@johnlawson.com))

How to Use This Guide

1. Copy the prompt text (in bold)
 2. Paste it into ChatGPT or similar AI tool
 3. Replace [bracketed text] with your specific information
 4. Adjust the prompt based on your needs
-

Communication Prompt

1. Supplier Follow-Up

"Write a professional email to [supplier name] requesting an update on order #[number] that was due on [date]. The order is [x days] late, and we need it urgently for [reason]."

Use when: Following up on late deliveries

2. Customer Update

"Draft a brief message informing our customer [company name] that their shipment of [product] will be delayed by [number] days due to [reason]. Include next steps and when they can expect delivery."

Use when: Notifying customers about delays

Analysis Prompt

3. Simple Inventory Analysis

"I have [number] units of [product] in stock. Weekly sales average [number] units, and lead time is [number] weeks. When should I reorder, and how many units?"

Use when: Making basic inventory decisions

4. Supplier Comparison

***Compare these [number] suppliers based on:

- Price: [list prices]
- Delivery time: [list times]
- Quality rating: [list ratings]
- Payment terms: [list terms]

Which supplier would you recommend and why?***

Use when: Evaluating supplier options



Document Creation Prompt

5. Standard Operating Procedure

"Create a step-by-step procedure for [process name]. Include safety considerations, required materials, and quality check points."

Use when: Documenting new processes

6. Report Summary

***Summarize these key points from our monthly logistics report:

- Shipping costs: [amount]
- On-time delivery rate: [percentage]
- Damage rate: [percentage]
- Customer complaints: [number]

Format it as a brief executive summary.***

Use when: Creating report summaries

Problem-Solving Prompt

7. Root Cause Analysis

****"Help me analyze why [problem] occurred. Consider:**

- What happened?
- When did it start?
- Who was involved?
- What processes were affected?

Suggest 3 potential solutions."**

Use when: Troubleshooting issues

8. Cost Reduction

****"Analyze these monthly costs:**

- Warehousing: [amount]
- Transportation: [amount]
- Labor: [amount]
- Materials: [amount]

Suggest 5 practical ways to reduce costs without compromising quality."**

Use when: Looking for cost-saving opportunities

Planning Prompt

9. Project Timeline

"Create a timeline for implementing [project name]. The project needs to be completed by [date] and includes these tasks: [list main tasks]. Break it down into weekly milestones."

Use when: Planning new projects

10. Risk Assessment

"What are the potential risks and mitigation strategies for:

Project: [name]

Timeline: [duration]

Budget: [amount]

Key Dependencies: [list]"

Use when: Evaluating project risks

Pro Tips for Better Result

1. **Be Specific**
 - a. Instead of: "Help with inventory"
 - b. Better: "Help calculate safety stock for product X with monthly demand of 100 units"
2. **Provide Context**
 - a. Include relevant numbers
 - b. Mention important constraints
 - c. Specify your goal
3. **Ask for Format**
 - a. Request bullet points for lists
 - b. Ask for tables when comparing data
 - c. Specify if you need step-by-step instructions
4. **Iterate**
 - a. If the first response isn't quite right, ask for adjustments
 - b. Try rephrasing your prompt
 - c. Ask for alternatives
5. **Save Successful Prompts**
 - a. Keep a file of prompts that worked well
 - b. Share effective prompts with your team
 - c. Build your own template library

Common Mistakes to Avoid

1. Being too vague
2. Not providing necessary context
3. Asking for too many things at once
4. Forgetting to specify format preferences
5. Not mentioning important constraints

Remember: AI is a tool to assist, not replace, your judgment. Always review and validate outputs before using them in professional communications or decision-making.



Need Additional Help?

We're here to support your AI implementation journey. If you have any questions, need clarification, or want to discuss specific use cases for your supply chain operations, please don't hesitate to reach out.

Contact John Lawson



Schedule a Cal

Book a convenient time on my calendar:

[Schedule Meeting](#)



Email

john@johnlawson.com



Phone

[\(678\) 438-7691](tel:(678)438-7691)

Available Support Options:

- ✓ One-on-one consultations
- ✓ Team training sessions
- ✓ Implementation support
- ✓ Custom prompt development

We're committed to helping you maximize the benefits of AI in your supply chain operations.