⭐ PROMPTAIDER -150 Elite Premium Procurement Prompts ⭐

CATEGORY 1— VENDOR ANALYSIS & SELECTION

PROMPT #1: The "Show Me the Real Value" Vendor Breakdown

Category: Vendor Analysis & Selection

When to use this:
Use this when you're comparing multiple vendors and need a simple, no-nonsense breakdown of who actually delivers value vs. who's just shiny on paper.

Copy-paste this prompt:
"Compare the following vendors based on cost, value, delivery, service quality, and total business impact. Rank them from strongest to weakest. Vendors: [LIST VENDORS]. Include a table and a short narrative."

What you'll get:
A clean ranking plus explanations you can use in meetings.

Pro tip from the trenches:
Essentially... if a vendor can't explain their value in numbers, they probably don't have any.

PROMPT #2: Vendor Scorecard You Can Actually Use

Category: Vendor Analysis & Selection

When to use this:
Use this when leadership wants a "scorecard," but you need something that actually helps you decide.

Copy-paste this prompt:
"Create a vendor scorecard with weighted criteria for price, performance, quality, risk, and innovation. Score the following vendors based on my notes: [VENDOR NOTES]. Provide recommendations."

What you'll get:
A weighted scoring model that feels practical, not academic.

Pro tip from the trenches:
Weighting matters more than scoring — most folks forget that part.

PROMPT #3: Vendor Longlist → Shortlist Filter

Category: Vendor Analysis & Selection

When to use this:
Use this to quickly narrow 20 vendors down to your top 3.

Copy-paste this prompt:
"Filter the following vendor list into a shortlist based on mandatory requirements: [REQUIREMENTS]. Vendors: [LIST]. Only keep vendors that meet at least 80% of criteria."

What you'll get:
A trimmed list with justification you can defend.

Pro tip from the trenches:
Let's be real... eliminating fast is better than comparing too long.

PROMPT #4: Vendor Total Cost of Ownership (TCO) Snapshot

Category: Vendor Analysis & Selection

When to use this:
Use this when leadership only sees sticker price, not the long-term cost.

Copy-paste this prompt:
"Calculate estimated total cost of ownership (TCO) for these vendors considering price, onboarding, switching cost, maintenance, training, and contract obligations. Vendors: [LIST]."

What you'll get:
A full TCO comparison that shuts down price-only decision making.

Pro tip from the trenches:
The cheapest vendor is rarely the cheapest over 3 years.

PROMPT #5: Vendor Strengths & Weaknesses Matrix

Category: Vendor Analysis & Selection

When to use this:
When you need a quick SWOT that doesn't feel like a college project.

Copy-paste this prompt:
"Create a strengths/weaknesses/opportunities/threats matrix for the following vendors: [LIST]. Keep it practical and procurement-focused."

What you'll get:
A side-by-side SWOT you can drop into a slide.

Pro tip from the trenches:
Focus on weaknesses first — that's where the real story hides.

PROMPT #6: Vendor Capability Gap Analysis

Category: Vendor Analysis & Selection

When to use this:
Use this when you want to show the gap between business needs and vendor capability.

Copy-paste this prompt:
"Compare required capabilities vs. actual capabilities for these vendors: [LIST CAPABILITIES + VENDORS]. Identify gaps and recommend the closest fit."

What you'll get:
Clear visibility into where vendors fall short.

Pro tip from the trenches:
Gaps matter more than strengths — strengths rarely hurt you.

PROMPT #7: Vendor Past Performance Decoder

Category: Vendor Analysis & Selection

When to use this:
Use this when you want cold, hard performance facts.

Copy-paste this prompt:
"Analyze vendor past performance using the following data: [PAST PERFORMANCE DATA]. Summarize reliability, consistency, and risk signals."

What you'll get:
A simple, honest readout on vendor reliability.

Pro tip from the trenches:
If you know like I know... a vendor's history predicts their future 90% of the time.

PROMPT #8: Vendor Comparison Cheat Sheet (Exec-Friendly)

Category: Vendor Analysis & Selection

When to use this:
When your execs don't have time for details but still need clarity.

Copy-paste this prompt:
"Create a one-page executive vendor comparison for: [VENDORS]. Include top decision factors, quick pros/cons, and a recommendation."

What you'll get:
A punchy one-pager perfect for decision meetings.

Pro tip from the trenches:
Executives don't read — they scan. Format accordingly.

PROMPT #9: Vendor Innovation Potential Scan

Category: Vendor Analysis & Selection

When to use this:
Use this when you're looking for vendors who won't be outdated in 12 months.

Copy-paste this prompt:
"Assess the innovation potential of these vendors: [LIST]. Include tech maturity, roadmap, and competitiveness."

What you'll get:
A forward-looking view on who's evolving vs. stagnating.

Pro tip from the trenches:
Innovation isn't a buzzword — it's insurance against obsolescence.

PROMPT #10: Vendor Fit-for-Purpose Test

Category: Vendor Analysis & Selection

When to use this:
When everyone keeps saying "they're a good vendor," but you're not convinced.

Copy-paste this prompt:
"Evaluate whether these vendors are fit-for-purpose based on business needs: [NEEDS]. Provide a simple 'Yes/No + Why' breakdown."

What you'll get:
A blunt, practical fit assessment.

Pro tip from the trenches:
A vendor can be great and still be wrong for you — don't confuse the two.

PROMPT #11: Vendor Data Cleanse Recipe
Category: Vendor Analysis & Selection

When to use this:
Use this when vendor lists are messy and duplicates hide your leverage.

Copy-paste this prompt into ChatGPT:
"Clean these vendor records: [PASTE VENDOR LIST]. Standardize names, merge likely duplicates, tag subsidiaries, and produce a deduped output plus notes of uncertain matches."

What you'll get:
A cleaned vendor list and a short audit trail of questionable merges.

Pro tip from the trenches:
Essentially… always keep the audit trace—people will ask why you merged ACME with A.C.M.E.

PROMPT #12: Supplier Consolidation Impact Model
Category: Vendor Analysis & Selection

When to use this:
Use this when you want to see the real impact of consolidating vendors.

Copy-paste this prompt into ChatGPT:
"Model the financial and operational impact of consolidating these vendors into [X] suppliers. Inputs: spend by vendor, SLAs, current terms. Show risk, savings, and transition cost."

What you'll get:
A simple cost/benefit table and recommended consolidation candidates.

Pro tip from the trenches:
Consolidation saves money — until performance slips. Always stress-test the survivors.

PROMPT #13: Supplier Onboarding Gap Finder
Category: Vendor Analysis & Selection

When to use this:
Use this when onboarding is slow or missing documents.

Copy-paste this prompt into ChatGPT:
"Review these onboarding packets: [PASTE PACKETS]. Identify missing certifications, insurance, tax forms, PO setup gaps, and give a prioritized checklist."

What you'll get:
A prioritized onboarding checklist with blockers flagged.

Pro tip from the trenches:
Blockers = legal or finance forms. Fix those first.

PROMPT #14: Financial Distress Early-Warning Scan
Category: Vendor Analysis & Selection

When to use this:
Use this when you suspect a supplier might be in trouble.

Copy-paste this prompt into ChatGPT:
"Given financial signals for supplier [NAME]: revenue trend [X], debt [Y], cash flow [Z], provide an early-warning score and suggested monitoring cadence."

What you'll get:
A 1–5 early-warning risk score and recommended actions.

Pro tip from the trenches:
If liquidity is weak, escalate before delivery failures start.

PROMPT #15: Reference Check Template — Ask the Right Things
Category: Vendor Analysis & Selection

When to use this:
Use this when you want to validate vendor claims via references.

Copy-paste this prompt into ChatGPT:
"Create a reference-check script for vendor [NAME]. Include 8 direct questions about delivery, responsiveness, escalation, hidden costs, and renewal issues."

What you'll get:
A short phone/email script that extracts practical answers.

Pro tip from the trenches:
Ask about how they handled a problem — not how great they are.

PROMPT #16: Market Intelligence Snapshot

Category: Vendor Analysis & Selection

When to use this:
Use this when you need a quick market view before RFPs.

Copy-paste this prompt into ChatGPT:
"Scan the market for vendors in [CATEGORY]. Summarize top 5 players, differentiators, pricing norms, and three emerging small vendors to watch."

What you'll get:
An exec-friendly market snapshot you can use to shortlist.

Pro tip from the trenches:
A small challenger can be the best bargain — if you check stability.

PROMPT #17: Vendor Cultural Fit Check

Category: Vendor Analysis & Selection

When to use this:
Use this when integration and culture matter (e.g., co-development, long term).

Copy-paste this prompt into ChatGPT:
"Evaluate vendor [NAME] for cultural fit given these company values: [PASTE]. Provide red flags and compatibility score."

What you'll get:
A compatibility score with practical concerns to discuss.

Pro tip from the trenches:
Culture mismatch shows up in change requests and missed deadlines.

PROMPT #18: Technical Integration Readiness Brief

Category: Vendor Analysis & Selection

When to use this:
Use this when a vendor claims 'easy integration'.

Copy-paste this prompt into ChatGPT:
"Assess vendor [NAME]'s integration readiness. Provide required APIs, auth methods, data models, and estimated integration effort assuming our stack: [PASTE]."

What you'll get:
A realistic integration checklist and time estimate.

Pro tip from the trenches:
Integration is scope, not magic. Plan accordingly.

PROMPT #19: Exit & Transition Cost Calculator

Category: Vendor Analysis & Selection

When to use this:
Use this when you're worried about vendor exit costs.

Copy-paste this prompt into ChatGPT:
"Estimate exit/transition cost for vendor [NAME]. Consider contract penalties, data migration, knowledge transfer, and dual-running costs."

What you'll get:
A ballpark dollar figure and suggested contract clauses to reduce exit pain.

Pro tip from the trenches:
If exit costs are high, bake in shorter renewal windows.

PROMPT #20: Vendor Innovation & Roadmap Check

Category: Vendor Analysis & Selection

When to use this:
Use this to verify vendor claims of 'roadmap' and innovation.

Copy-paste this prompt into ChatGPT:
"Review vendor roadmap summary: [PASTE]. Identify realistic innovation milestones, tech risks, and dependencies."

What you'll get:
A reality-check on roadmap promises and what's likely vs. aspirational.

Pro tip from the trenches:
Roadmaps are marketing until proven in the field.

PROMPT #21: Hidden Subcontractor Trace

Category: Vendor Analysis & Selection

When to use this:
Use this when you suspect heavy subcontracting.

Copy-paste this prompt into ChatGPT:
"Analyze vendor [NAME] supplier network for hidden subcontractors, using contract clauses and submitted supplier lists: [PASTE]. Flag critical third parties."

What you'll get:
A map of likely subcontractors and associated risks.

Pro tip from the trenches:
A supplier's supplier is often your real vendor.

Category: Vendor Analysis & Selection

When to use this:
Use this when ESG or supplier diversity is a requirement.

Copy-paste this prompt into ChatGPT:
"Score these vendors on ESG and diversity criteria: [PASTE VENDOR INFO]. Provide a short evidence-backed rating and recommended proof to request."

What you'll get:
A defensible ESG/diversity scorecard and required documentation list.

Pro tip from the trenches:
Ask for proof—claims mean little without docs.

Category: Vendor Analysis & Selection

When to use this:
Use this when manual scorecards are slowing decisions.

Copy-paste this prompt into ChatGPT:
"Given these evaluation criteria: [PASTE], design a simple automated scorecard (spreadsheet logic or formulae) for consistent scoring."

What you'll get:
Formulas, columns, and instructions you can drop into a sheet.

Pro tip from the trenches:
Automation is only as good as your inputs. Clean those first.

Category: Vendor Analysis & Selection

When to use this:
Use this when vendors give bundled pricing.

Copy-paste this prompt into ChatGPT:
"Decompose this vendor pricing sheet: [PASTE]. Separate base, recurring, one-time, optional, and penalty fees into a clear table."

What you'll get:
A pricing decomposition that exposes hidden margin.

Pro tip from the trenches:
Ask for unit-level pricing — vendors will often push bundles to hide margin.

PROMPT #25: Small-Supplier Opportunity Finder
Category: Vendor Analysis & Selection

When to use this:
Use this when you want to diversify and find nimble suppliers.

Copy-paste this prompt into ChatGPT:
"Recommend small or regional suppliers for [CATEGORY] that score well on cost and agility. Provide 5 names and short bullets on fit."

What you'll get:
Five vetted small-supplier recommendations and where they win/lose.

Pro tip from the trenches:
Small suppliers scale fast — but check their cash runway.

PROMPT #26: Vendor Performance Trend Tracker Template
Category: Vendor Analysis & Selection

When to use this:
Use this when performance issues are recurring but subtle.

Copy-paste this prompt into ChatGPT:
"Create a monthly vendor performance tracker template with KPIs: on-time %, defect rate, response time, SLA breaches."

What you'll get:
A tracker template you can plug into your dashboard.

Pro tip from the trenches:
Track trends, not single data points.

PROMPT #27: Vendor Negotiation Playbook — Levers List
Category: Vendor Analysis & Selection

When to use this:
Use this before a negotiation kick-off.

Copy-paste this prompt into ChatGPT:
"Given vendor profile [PASTE], produce 8 negotiation levers (pricing, term, SLAs, exclusivity, volume discounts, implementation fees, support, payment terms) with scripts."

What you'll get:
Concrete negotiation asks and short scripts.

Pro tip from the trenches:
Don't open with price — start with terms that cost the vendor least to give.

PROMPT #28: Vendor SLA Gap Heatmap

Category: Vendor Analysis & Selection

When to use this:
Use this when SLAs differ across suppliers and you need uniformity.

Copy-paste this prompt into ChatGPT:
"Create an SLA gap heatmap comparing these vendors across key metrics: uptime, response time, resolution time, credits."

What you'll get:
A heatmap showing where SLAs are weaker than baseline.

Pro tip from the trenches:
Use credits as leverage — but define measurement first.

PROMPT #29: Demo Evaluation Checklist

Category: Vendor Analysis & Selection

When to use this:
Use this during product/service demos.

Copy-paste this prompt into ChatGPT:
"Produce a 12-point demo evaluation checklist for vendor product demo: [PASTE]. Include integration, performance, UX, reporting, and failure scenarios."

What you'll get:
A checklist you can use live during demos.

Pro tip from the trenches:
Give vendors a use case to demo — watch how they respond.

PROMPT #30: Vendor Lifecyle Cost Tracker

Category: Vendor Analysis & Selection

When to use this:
Use this to move beyond sticker price.

Copy-paste this prompt into ChatGPT:
"Create a lifecycle cost table capturing initial cost, OPEX, maintenance, upgrade, training, and exit cost for vendor [NAME]."

What you'll get:
A total lifecycle cost view to compare vendor economics.

Pro tip from the trenches:
Three-year view wins more arguments than single-year price.

CATEGORY 2 — RFP/RFQ WRITING & RESPONSE

PROMPT #1: The "No-Fluff" RFP Starter

Category: RFP/RFQ Writing

When to use this:
Use this when you need a clean RFP draft fast without sorting through old templates full of junk.

Copy-paste this prompt:
"Create a simple, clear RFP draft for a procurement project involving: [PROJECT SUMMARY]. Include scope, requirements, evaluation criteria, timelines, and submission instructions."

What you'll get:
A quick, usable RFP you can customize in minutes.

Pro tip from the trenches:
Start with clarity — suppliers can only hit a target they actually see.

PROMPT #2: Turn My Notes Into a Full RFP

Category: RFP/RFQ Writing

When to use this:
Use this when your notes are messy but the deadline is not.

Copy-paste this prompt:
"Turn these notes into a professional, cohesive RFP: [PASTE NOTES]. Organize into sections, fix gaps, and keep the language human."

What you'll get:
A polished document your stakeholders will think took you hours.

Pro tip from the trenches:
Messy notes often hide the real requirements — don't over-sanitize.

PROMPT #3: Requirements Builder for Stakeholders

Category: RFP/RFQ Writing

When to use this:
Use this when stakeholders know what they *want* but can't explain it.

Copy-paste this prompt:
"Convert these stakeholder inputs into clear, measurable RFP requirements: [STAKEHOLDER INPUT]. Include mandatory vs. optional."

What you'll get:
Requirements vendors can actually respond to.

Pro tip from the trenches:
If you don't define requirements, vendors will — and not in your favor.

PROMPT #4: RFP Evaluation Scoring Matrix

Category: RFP/RFQ Writing

When to use this:
Use this to avoid painful, unstructured evaluation calls.

Copy-paste this prompt:
"Create a weighted RFP evaluation matrix using these criteria: [CRITERIA]. Weight them based on typical procurement best practices unless specified."

What you'll get:
A fair scoring model you can use with multiple evaluators.

Pro tip from the trenches:
Weight *risk* higher than you think — it bites later.

PROMPT #5: Vendor Q&A Cheat Sheet

Category: RFP/RFQ Writing

When to use this:
Use this when responses start pouring in and vendors keep asking the same questions.

Copy-paste this prompt:
"Summarize these vendor questions and create concise, consistent answers: [VENDOR QUESTIONS]. Highlight anything that requires updating in the RFP."

What you'll get:
A clean Q&A addendum ready for distribution.

Pro tip from the trenches:
If more than two vendors ask the same question, the RFP wasn't clear.

PROMPT #6: Compare Vendor RFP Responses Quickly

Category: RFP/RFQ Response Analysis

When to use this:
Use this when you need to understand *who actually answered the question*.

Copy-paste this prompt:
"Compare these vendor RFP responses side-by-side. Highlight strengths, gaps, red flags, and unclear answers. Responses: [PASTE RESPONSES]."

What you'll get:
A neat comparison you can defend in a decision meeting.

Pro tip from the trenches:
Long responses ≠ better responses. Look for clarity.

PROMPT #7: Turn My RFP Into a Supplier-Friendly Summary

Category: RFP/RFQ Writing

When to use this:
Use this when vendors need a quick digest version to decide whether to bid.

Copy-paste this prompt:
"Summarize this RFP into a one-page supplier-friendly brief. Focus on scope, must-haves, timeline, and key constraints. RFP: [PASTE RFP]."

What you'll get:
A quick summary to improve response quality.

Pro tip from the trenches:
Better supplier understanding = fewer junk proposals.

PROMPT #8: Executive Summary Reviewer

Category: RFP/RFQ Response Analysis

When to use this:
Use this when vendors send long, fluffy executive summaries.

Copy-paste this prompt:
"Rewrite the executive summary of this vendor's RFP response to be clear, concise, and value-focused. Vendor text: [PASTE TEXT]."

What you'll get:
A simple summary that cuts through the fluff.

Pro tip from the trenches:
If the executive summary is vague, the rest usually is too.

PROMPT #9: Turn RFP Requirements Into Scoring Questions

Category: RFP/RFQ Writing

When to use this:
Use this when your team keeps interpreting requirements differently.

Copy-paste this prompt:
"Convert these requirements into clear scoring questions for evaluators. Requirements: [LIST]. Include scoring guidance."

What you'll get:
Alignment — the thing every RFP desperately needs.

Pro tip from the trenches:
Consistency beats complexity every single time.

PROMPT #10: RFP Response Reviewer for Compliance

Category: RFP/RFQ Response Analysis

When to use this:
Use this to check whether a vendor actually responded to what you asked for.

Copy-paste this prompt:
"Review this vendor RFP response for compliance with required sections, mandatory requirements, and submission rules. Response: [PASTE]."

What you'll get:
A compliance checklist that makes evaluation easier.

Pro tip from the trenches:
Vendors miss mandatory items more often than you think — check early.

PROMPT #11: Quick RFP Template Generator (1-page)

Category: RFP/RFQ Writing

When to use this:
Use this when you need a short, supplier-friendly RFP that still gets the info you need.

Copy-paste this prompt into ChatGPT:
"Create a one-page RFP template for [PROJECT]. Include scope, must-haves, submission deadline, and key evaluation questions."

What you'll get:
A concise RFP template that increases bid quality.

Pro tip from the trenches:
Smaller RFPs attract more willing vendors.

PROMPT #12: Structured Response Template for Vendors

Category: RFP/RFQ Writing

When to use this:
Use this to force vendor answers into comparable sections.

Copy-paste this prompt into ChatGPT:
"Draft a vendor response template with labeled sections: Approach, Pricing (unitized), Timeline, Risks, References, Mandatory docs."

What you'll get:
A response template to paste into the RFP to standardize submissions.

Pro tip from the trenches:
Standardization makes evaluation a straight read.

PROMPT #13: Auto Q&A Addendum Creator

Category: RFP/RFQ Writing

When to use this:
Use this when multiple vendors ask the same RFP questions.

Copy-paste this prompt into ChatGPT:
"Compile these vendor questions: [PASTE]. Draft concise public answers and a version for private clarifications."

What you'll get:
A Q&A addendum ready to publish.

Pro tip from the trenches:
Publish Q&A quickly—late answers create bid variance.

PROMPT #14: AI-Screen for Vendor Responses
Category: RFP/RFQ Response Analysis

When to use this:
Use this when you want to pre-filter responses for compliance and signal.

Copy-paste this prompt into ChatGPT:
"Screen these vendor responses for mandatory compliance, gaps, and risky phrasing. Responses: [PASTE]. Produce a short pass/fail list and top 3 concerns per response."

What you'll get:
A fast compliance pre-filter and risk flags.

Pro tip from the trenches:
Use this to triage responses before deep evaluation.

PROMPT #15: Non-Response Escalation Script
Category: RFP/RFQ Writing

When to use this:
Use this when invited vendors go quiet.

Copy-paste this prompt into ChatGPT:
"Draft an escalation email sequence for vendors who haven't responded: 3 messages across 10 days reminding, clarifying, and closing."

What you'll get:
A polite, effective sequence to nudge vendors.

Pro tip from the trenches:
Tone matters — be direct but leave the door open.

PROMPT #16: Bid Tab Automation Rules
Category: RFP/RFQ Response Analysis

When to use this:
Use this when bid tabs are inconsistent and painful to compare.

Copy-paste this prompt into ChatGPT:
"Suggest spreadsheet formulas and validation rules to standardize incoming bids for auto-calculation and flagging anomalies."

What you'll get:
A set of formulas and data rules you can drop into a sheet.

Pro tip from the trenches:
Build validation upfront — it saves hours later.

PROMPT #17: Supplier Shortlisting with Risk Filter
Category: RFP/RFQ Writing

When to use this:
Use this to combine capability and risk into the shortlist.

Copy-paste this prompt into ChatGPT:
"Shortlist suppliers from these responses using capability, price, and risk weights: [PASTE]. Provide top 5 and why."

What you'll get:
A defensible shortlist with risk notes.

Pro tip from the trenches:
Don't pick purely on price—risk kills projects.

PROMPT #18: Redline-Ready Contract Snippet Generator
Category: RFP/RFQ Writing

When to use this:
Use this to convert requirements to contract language suppliers can accept.

Copy-paste this prompt into ChatGPT:
"Turn these RFP requirements into contract-ready clauses suitable for inclusion in the final award: [PASTE REQUIREMENTS]."

What you'll get:
Draft contract clauses that map to RFP asks.

Pro tip from the trenches:
If it's not in the contract, it's negotiable later—and you'll lose.

PROMPT #19: Bidder Suitability Quick Scan

Category: RFP/RFQ Response Analysis

When to use this:
Use this to quickly remove unqualified bidders.

Copy-paste this prompt into ChatGPT:
"Quick-scan these vendor responses for must-have compliance: [PASTE]. Return a 1-line suitability reason for each vendor."

What you'll get:
Fast yes/no suitability calls you can share with stakeholders.

Pro tip from the trenches:
Speed up with hard elimination criteria early.

PROMPT #20: RFP Time-Box Planner

Category: RFP/RFQ Writing

When to use this:
Use this to set realistic RFP milestones and avoid delays.

Copy-paste this prompt into ChatGPT:
"Create a time-boxed RFP schedule for [PROJECT] with RFP release, Q&A window, evaluation, demos, and award, plus stakeholder sign-off gates."

What you'll get:
A realistic timeline with built-in buffers.

Pro tip from the trenches:
Add a forced review gate to stop scope creep.

PROMPT #21: Template Library — Procurement Boilerplates

Category: RFP/RFQ Writing

When to use this:
Use this to speed RFP creation across teams.

Copy-paste this prompt into ChatGPT:
"Draft a set of 8 boilerplate sections for RFPs: confidentiality, data protection, pricing format, SLAs, evaluation rules, change control, termination, and warranty."

What you'll get:
Reusable, legal-friendly boilerplates.

Pro tip from the trenches:
A library beats rewriting the same text every time.

PROMPT #22: Minority/Supplier Diversity RFP Addendum

Category: RFP/RFQ Writing

When to use this:
Use this when diversity goals are part of selection.

Copy-paste this prompt into ChatGPT:
"Create a supplier diversity addendum for RFPs asking vendors to declare diversity status and supporting documents."

What you'll get:
A short addendum and documentation checklist.

Pro tip from the trenches:
Be clear about how diversity affects scoring.

PROMPT #23: Payment-Terms Negotiation Prompt

Category: RFP/RFQ Writing

When to use this:
Use this to bake payment terms into proposals.

Copy-paste this prompt into ChatGPT:
"Draft payment-term options to include in RFPs: early-pay discount, net-30/45/60 tradeoffs, milestone payments, and penalties for late delivery."

What you'll get:
Suggested payment term matrix for evaluation.

Pro tip from the trenches:
Payment terms move dollars without cutting sticker price.

PROMPT #24: Confidential RFP Red Flag Extractor

Category: RFP/RFQ Response Analysis

When to use this:
Use this when responses contain risky language.

Copy-paste this prompt into ChatGPT:
"Extract and summarize any risky or non-standard commercial language from this vendor response: [PASTE]."

What you'll get:
A red-flag list ready for legal/negotiation review.

Pro tip from the trenches:
Treat vague or conditional language as a red flag.

PROMPT #25: Demo Scoring Sheet (RFP Stage)
Category: RFP/RFQ Writing

When to use this:
Use this to evaluate demos systematically.

Copy-paste this prompt into ChatGPT:
"Create a demo scoring sheet tied to RFP criteria: function, demo fidelity, integration, support, total cost of ownership."

What you'll get:
A scorecard you can use live.

Pro tip from the trenches:
Score demos on delivered evidence, not promises.

PROMPT #26: RFP Response Audit Trail Template
Category: RFP/RFQ Response Analysis

When to use this:
Use this when you need defensible auditability for vendor selection.

Copy-paste this prompt into ChatGPT:
"Draft an RFP response audit trail template capturing who reviewed, why scores changed, and final decision rationale."

What you'll get:
An audit template for governance and compliance.

Pro tip from the trenches:
Keep audit trails short and factual — they get read in disputes.

PROMPT #27: Vendor Commitment & Delivery Checklist

Category: RFP/RFQ Writing

When to use this:
Use this to capture vendor commitments during RFP evaluation.

Copy-paste this prompt into ChatGPT:
"Create a checklist to capture vendor commitments (delivery dates, training, support, escalation contacts) to lock into contract."

What you'll get:
A commitments checklist you can attach to award.

Pro tip from the trenches:
Convert commitments into contract language immediately.

PROMPT #28: RFP Accessibility & Usability Review

Category: RFP/RFQ Writing

When to use this:
Use this to make RFPs easier for small vendors to respond.

Copy-paste this prompt into ChatGPT:
"Assess this RFP for accessibility/usability for small vendors and produce changes to simplify without weakening requirements."

What you'll get:
Practical edits to increase vendor participation.

Pro tip from the trenches:
Simpler RFPs = more competition = better pricing.

PROMPT #29: RFP Fraud & Conflict Check

Category: RFP/RFQ Response Analysis

When to use this:
Use this to flag possible conflicts of interest or bid manipulation.

Copy-paste this prompt into ChatGPT:
"Analyze this vendor response set for conflict signals: same contact emails, unusual pricing alignment, or shared subcontractors."

What you'll get:
Flags and suggested next steps for investigations.

Pro tip from the trenches:
Patterns, not single data points, expose collusion.

PROMPT #30: Post-Award Transition Checklist for RFPs
Category: RFP/RFQ Writing

When to use this:
Use this once you've chosen a winner to ensure a smooth start.

Copy-paste this prompt into ChatGPT:
"Create a post-award transition checklist for vendor onboarding: contract sign, kickoff, data handover, pilot, success metrics."

What you'll get:
An operational checklist for Day 1–90.

Pro tip from the trenches:
Transition failure is usually a governance failure — own it early.

CATEGORY 3 — SPEND ANALYSIS & COST REDUCTION

PROMPT #1: The "Clean My Spend Data Fast" Fixer

Category: Spend Analysis

When to use this:
Use this when your spend file looks like chaos — duplicates, messy vendor names, weird categories.

Copy-paste this prompt:
"Clean and normalize this spend dataset. Standardize vendor names, fix category inconsistencies, remove duplicates, and highlight missing data. Here's the dataset: [PASTE DATA]."

What you'll get:
A tidy dataset that won't embarrass you in a meeting.

Pro tip from the trenches:
Essentially... clean data is half the analysis. Don't skip it.

PROMPT #2: Category Spend Snapshot

Category: Spend Analysis

When to use this:
Use this when you need a fast breakdown to show where the money actually goes.

Copy-paste this prompt:
"Analyze this spend dataset and group spend by category. Provide totals, percentages, top vendors, and quick insights. Data: [PASTE DATA]."

What you'll get:
A simple category view with clear takeaways.

Pro tip from the trenches:
If you know like I know — category concentration usually reveals easy wins.

PROMPT #3: Identify Top 10 Cost-Saving Opportunities

Category: Cost Reduction

When to use this:
Use this when leadership says "find savings" but gives you no direction.

Copy-paste this prompt:
"Review this spend data and identify the top 10 realistic cost-saving opportunities. Prioritize based on impact and ease. Spend data: [PASTE DATA]."

What you'll get:
A hit list of savings opportunities you can actually execute.

Pro tip from the trenches:
Chase quick wins first — momentum pays for itself.

PROMPT #4: Duplicate Vendor Detection

Category: Spend Analysis

When to use this:
Use this when you suspect the same supplier is hiding under multiple spellings.

Copy-paste this prompt:
"Identify possible duplicate or related vendors based on naming patterns, category, and spend behavior. Vendor list: [PASTE LIST]."

What you'll get:
A deduped vendor view that tightens leverage.

Pro tip from the trenches:
Misspelled vendors cost companies millions in lost leverage.

PROMPT #5: Maverick Spend Finder

Category: Cost Reduction

When to use this:
Use this when people keep going around procurement.

Copy-paste this prompt:
"Analyze this spend dataset and flag potential maverick/off-contract spend. Highlight categories and departments likely causing leakage. Data: [PASTE DATA]."

What you'll get:
A spotlight on the behavior bleeding money.

Pro tip from the trenches:
Fixing maverick spend is usually easier than negotiating savings.

PROMPT #6: Supplier Consolidation Map

Category: Spend Analysis

When to use this:
Use this when you have too many vendors doing the same thing.

Copy-paste this prompt:
"Analyze this category's vendors and identify consolidation opportunities based on spend, scope overlap, and performance. Data: [PASTE DATA]."

What you'll get:
A clear consolidation roadmap.

Pro tip from the trenches:
Too many vendors = too many headaches. Trim aggressively.

PROMPT #7: Year-over-Year Spend Trend Visualizer

Category: Spend Analysis

When to use this:
Use this when you need trends to show what's rising, falling, or spiking.

Copy-paste this prompt:
"Analyze year-over-year spend trends by category and vendor. Highlight anomalies, unexpected spikes, and cost drivers. Data: [PASTE DATA]."

What you'll get:
A trend analysis with plain-language explanations.

Pro tip from the trenches:
A spike is never random — there's always a story. Find it.

PROMPT #8: Price Variance & Inflation Impact Check

Category: Cost Reduction

When to use this:
Use this when you need to understand if price increases are legit or vendor inflation games.

Copy-paste this prompt:
"Analyze price variance for these items over time and identify which increases are justified vs. suspicious. Include inflation context. Data: [PASTE]."

What you'll get:
A "who's playing games" report.

Pro tip from the trenches:
Vendors use inflation as cover. Always validate.

PROMPT #9: Contract vs. Actual Spend Leak Report

Category: Cost Reduction

When to use this:
Use this when you suspect buyers aren't sticking to contracted pricing.

Copy-paste this prompt:
"Compare contracted pricing vs. actual paid amounts. Highlight overcharges, off-contract items, and total leakage. Contract data: [PASTE]. Spend data: [PASTE]."

What you'll get:
A fast audit showing real-dollar mistakes.

Pro tip from the trenches:
Leakage happens quietly — fix it loudly.

PROMPT #10: Cost Reduction Strategy Builder

Category: Cost Reduction

When to use this:
Use this when you need a clear, defensible 6-month savings plan.

Copy-paste this prompt:
"Build a 6-month cost reduction strategy based on this spend dataset: [DATA]. Include quick wins, high-impact initiatives, timelines, and stakeholder requirements."

What you'll get:
A savings roadmap that feels real, not theoretical.

Pro tip from the trenches:
Let's be real… savings only stick if the business buys in. Start there.

PROMPT #11: Automatic Invoice Parser Setup Guide
Category: Spend Analysis

When to use this:
Use this when invoices are inconsistent and manual extraction is killing time.

Copy-paste this prompt into ChatGPT:
"Provide steps to set up an invoice parser for our invoice set: [PASTE SAMPLE INVOICES].
Recommend parsing fields, regex, and validation rules."

What you'll get:
A setup guide and field mapping for automated parsing.

Pro tip from the trenches:
Start with 80% reliable fields — perfect later.

PROMPT #12: PO vs Invoice Match Rate Auditor
Category: Spend Analysis

When to use this:
Use this when payment errors or disputes are common.

Copy-paste this prompt into ChatGPT:
"Analyze PO and invoice records: [PASTE]. Compute match rate, unmatched items, and likely causes."

What you'll get:
Match rate, top mismatch reasons, and suggested fixes.

Pro tip from the trenches:
Low match rates = poor PO discipline or wrong invoicing.

PROMPT #13: Maverick Spend Prevention Playbook
Category: Cost Reduction

When to use this:
Use this to stop people buying off-contract.

Copy-paste this prompt into ChatGPT:
"Draft a maverick spend prevention playbook including policy, education, approval gating, and measurement."

What you'll get:
A practical playbook you can implement quickly.

Pro tip from the trenches:
Policy without teeth is theater. Add enforcement.

PROMPT #14: Real-Time Spend Alert Rules
Category: Spend Analysis

When to use this:
Use this to catch unusual spend as it happens.

Copy-paste this prompt into ChatGPT:
"Suggest real-time alert rules for spend: unusual invoices, spend spikes, new vendor spend > [X], PO-less payments."

What you'll get:
A prioritized set of alerts and thresholds.

Pro tip from the trenches:
Tune alert sensitivity — too many false positives kill adoption.

PROMPT #15: Contract Compliance Auto-Check

Category: Cost Reduction

When to use this:
Use this to find payments that violate contracted pricing.

Copy-paste this prompt into ChatGPT:
"Compare contract price lines vs actual payments: [PASTE CONTRACTS + PAYMENTS]. Highlight overcharges and off-contract buys."

What you'll get:
A leakage report with dollar impact.

Pro tip from the trenches:
Fix contract enforcement before chasing new savings targets.

PROMPT #16: Rebate & Volume Discount Capture Checklist

Category: Cost Reduction

When to use this:
Use this to ensure rebate programs are captured.

Copy-paste this prompt into ChatGPT:
"Create a checklist to track rebates, volume discounts, and supplier credits owed based on contracts and purchase history."

What you'll get:
A tracking template and reconciliation steps.

Pro tip from the trenches:
Suppliers won't volunteer rebates — you must chase them.

PROMPT #17: FX / Tariff Impact Simulator

Category: Spend Analysis

When to use this:
Use this when currency moves or tariffs affect costs.

Copy-paste this prompt into ChatGPT:
"Simulate the impact of a [X]% currency move or tariff on these purchase lines: [PASTE]. Show P&L impact."

What you'll get:
A sensitivity table with recommendations.

Pro tip from the trenches:
Hedge or renegotiate when exposure is material**.**

PROMPT #18: Supplier Payment Terms Optimizer

Category: Cost Reduction

When to use this:
Use this to improve cash flow without killing suppliers.

Copy-paste this prompt into ChatGPT:
"Analyze current payment terms across suppliers and recommend optimized terms (early-pay, dynamic discounts) by spend band."

What you'll get:
Payment-term recommendations by supplier tier.

Pro tip from the trenches:
Negotiate early-pay discounts with low-margin suppliers carefully.

PROMPT #19: Category Savings Tracker Dashboard Spec

Category: Spend Analysis

When to use this:
Use this to report savings consistently.

Copy-paste this prompt into ChatGPT:
"Design a savings dashboard spec showing baseline, realized savings, pipeline, and validation evidence."

What you'll get:
A dashboard spec and metrics definition.

Pro tip from the trenches:
Define 'realized' savings strictly — avoid double counting.

PROMPT #20: Invoice Exception Triage Script

Category: Spend Analysis

When to use this:
Use this to process exceptions quickly.

Copy-paste this prompt into ChatGPT:
"Create a triage script for invoice exceptions: who investigates, timelines, escalation, and communication templates."

What you'll get:
An actionable triage workflow.

Pro tip from the trenches:
Make the owner accountable — not just the team.

PROMPT #21: Spend Classification Rules Generator
Category: Spend Analysis

When to use this:
Use this when spend categories are inconsistent.

Copy-paste this prompt into ChatGPT:
"Provide rules to classify spend records into categories using vendors, descriptions, and GL codes. Include priority rules."

What you'll get:
Deterministic classification rules and exceptions list.

Pro tip from the trenches:
Priority rules solve ambiguous cases—document them.

PROMPT #22: High-ROI Quick Wins Finder
Category: Cost Reduction

When to use this:
Use this to identify low-effort, high-impact moves.

Copy-paste this prompt into ChatGPT:
"From this spend data: [PASTE], identify 10 quick ROI actions (contract renegotiations, payment terms, consolidation). Rank by ease/impact."

What you'll get:
A prioritized quick-win list.

Pro tip from the trenches:
Win momentum early—use savings to fund larger projects.

PROMPT #23: Procurement Savings Validation Checklist

Category: Cost Reduction

When to use this:
Use this to prove your reported savings.

Copy-paste this prompt into ChatGPT:
"Draft a savings validation checklist to show how a saving was measured, verified, and realized."

What you'll get:
A validation template for finance and auditors.

Pro tip from the trenches:
Measurements that can't be audited get reversed.

PROMPT #24: Scenario Modeling for Volume Changes

Category: Spend Analysis

When to use this:
Use this for planning around volume increases or cuts.

Copy-paste this prompt into ChatGPT:
"Model cost impact for +/- X% volume change on these categories. Provide thresholds where supplier pricing steps change."

What you'll get:
Scenario outputs and breakpoints.

Pro tip from the trenches:
Volumes rarely scale linearly—watch price breaks.

PROMPT #25: Shadow Spend Detection Prompt

Category: Spend Analysis

When to use this:
Use this to find spend outside procurement systems.

Copy-paste this prompt into ChatGPT:
"Analyze expense and credit card data for likely procurement purchases that bypass POs. Flag high-risk categories."

What you'll get:
A list of shadow spend by department and category.

Pro tip from the trenches:
People buy to solve problems — find and fix the root need.

PROMPT #26: Supplier Performance-to-Cost Correlation Checker

Category: Spend Analysis

When to use this:
Use this to see if higher cost buys actually mean better performance.

Copy-paste this prompt into ChatGPT:
"Correlate supplier cost vs performance metrics: [PASTE]. Show whether higher price buys equal better outcomes."

What you'll get:
Correlation analysis and recommendations.

Pro tip from the trenches:
Sometimes cheaper is just as good—validate carefully.

PROMPT #27: Long-Tail Spend Targeter

Category: Cost Reduction

When to use this:
Use this when long-tail (small vendor) spend is numerous and unmanaged.

Copy-paste this prompt into ChatGPT:
"Identify the long-tail vendors contributing <2% each but >X total spend. Recommend consolidation or category owners."

What you'll get:
A prioritized consolidation list for long-tail vendors.

Pro tip from the trenches:
Long-tail is low priority but collectively expensive.

PROMPT #28: Invoice Duplicate Payment Finder

Category: Spend Analysis

When to use this:
Use this to find accidental double payments.

Copy-paste this prompt into ChatGPT:
"Detect potential duplicate payments in this invoice list using amount, vendor, date, and PO patterns."

What you'll get:
A list of likely duplicates for investigation.

Pro tip from the trenches:
Duplicates often come from multiple payment runs—lock that process down.

PROMPT #29: Strategic Payment Calendar Builder

Category: Cost Reduction

When to use this:
Use this to plan payments to capture discounts and manage cash flow.

Copy-paste this prompt into ChatGPT:
"Build a strategic payment calendar for this supplier set, optimizing early-pay discounts and cash requirements."

What you'll get:
A calendar and recommended week-by-week payment strategy.

Pro tip from the trenches:
Balance supplier health vs company cash needs.

PROMPT #30: Procurement KPI Scorecard Template

Category: Spend Analysis

When to use this:
Use this to measure procurement performance consistently.

Copy-paste this prompt into ChatGPT:
"Create a procurement KPI scorecard with definitions, formulas, frequency, and target thresholds."

What you'll get:
A one-page KPI scorecard ready for dashboards.

Pro tip from the trenches:
Stick to 6–8 KPIs max — more dilutes focus.

CATEGORY 4 — CONTRACT REVIEW & NEGOTIATION

PROMPT #1: The "Find the Landmines" Contract Scan

Category: Contract Review

When to use this:
Use this when a contract looks fine at first glance… which usually means it isn't.

Copy-paste this prompt:
"Review this contract and highlight hidden risks, vague language, pricing traps, renewal auto-renew clauses, and any missing protections. Contract text: [PASTE TEXT]."

What you'll get:
A red-flag map that saves you headaches later.

Pro tip from the trenches:
If a clause is vague, it's not vague by accident.

PROMPT #2: Plain Language Contract Summary

Category: Contract Review

When to use this:
Use this when legal gives you a 40-page contract and your stakeholders want the 1-page version.

Copy-paste this prompt:
"Summarize this contract into plain language. Include scope, pricing, obligations, risks, SLAs, renewal terms, and key decisions. Contract: [PASTE]."

What you'll get:
A simple briefing anyone can understand.

Pro tip from the trenches:
If they can't understand it, they can't follow it.

PROMPT #3: Compare Two Contracts Side-by-Side

Category: Contract Review

When to use this:
Use this when vendors send back redlines and you need a clean comparison.

Copy-paste this prompt:
"Compare Contract A and Contract B side-by-side. Highlight differences in pricing, terms, SLAs, risks, and obligations. Provide a simple summary table. Contract A: [PASTE]. Contract B: [PASTE]."

What you'll get:
A clean comparison you can take into negotiations.

Pro tip from the trenches:
Differences hide leverage — spot them early.

PROMPT #4: Build a Negotiation Strategy

Category: Negotiation

When to use this:
Use this when you're heading into negotiation and want a structured plan.

Copy-paste this prompt:
"Create a negotiation strategy based on the following goals, risks, and constraints: [DETAILS]. Include must-haves, trade-offs, walk-away points, and messaging."

What you'll get:
A focused, realistic game plan.

Pro tip from the trenches:
Preparation beats charm every time.

PROMPT #5: Vendor Proposal Breakdown

Category: Negotiation

When to use this:
Use this when you need to understand the pricing logic behind a vendor's proposal.

Copy-paste this prompt:
"Break down this vendor proposal into components: base pricing, add-ons, hidden costs, escalation terms, and optional services. Proposal: [PASTE]."

What you'll get:
A clear picture of what you're actually paying for.

Pro tip from the trenches:
Vendors hide margin in "optionals." Don't ignore them.

PROMPT #6: Turn Business Needs Into Contract Requirements

Category: Contract Review

When to use this:
Use this when the business gives you goals but not the contract language to match.

Copy-paste this prompt:
"Convert these business requirements into contract-ready terms, obligations, and service levels. Requirements: [PASTE]."

What you'll get:
Clear contract language tied to real needs.

Pro tip from the trenches:
Tie every requirement to a measurable outcome — or it won't hold.

PROMPT #7: SLA Builder & Performance Metric Draft

Category: Contract Review

When to use this:
Use this when a contract needs SLAs but no one knows what "good service" actually means.

Copy-paste this prompt:
"Draft measurable SLAs for the following services: [SERVICES]. Include KPIs, reporting requirements, consequences, and escalation paths."

What you'll get:
SLAs that protect you when performance dips.

Pro tip from the trenches:
If you can't measure it, you can't enforce it.

PROMPT #8: Renewal & Exit Risk Check

Category: Contract Review

When to use this:
Use this when a renewal is coming up and you need to see the traps before you sign again.

Copy-paste this prompt:
"Review this contract's renewal and termination clauses. Highlight risk areas, cost impacts, and negotiation opportunities. Contract: [PASTE]."

What you'll get:
A clear breakdown of what happens if you renew—or don't.

Pro tip from the trenches:
Auto-renewal is the silent budget killer.

PROMPT #9: Redline Reviewer & Rewrite Helper

Category: Contract Review

When to use this:
Use this when vendors send changes and you need to know what they're really trying to do.

Copy-paste this prompt:
"Explain these vendor redlines in plain language and suggest counter-language to protect my organization. Redlines: [PASTE]."

What you'll get:
A translator + negotiator in one.

Pro tip from the trenches:
Redlines tell you what matters most to the vendor — use that.

PROMPT #10: Cost Modeling for Negotiation

Category: Negotiation

When to use this:
Use this when you need a pricing model to challenge vendor quotes.

Copy-paste this prompt:
"Build a cost model for this solution based on volume, units, discounts, contract length, and market ranges. Inputs: [PASTE]. Include a recommended negotiation target range."

What you'll get:
A pricing argument you can defend in any negotiation.

Pro tip from the trenches:
Vendors expect pushback — the ones who don't negotiate are the ones overcharging.

PROMPT #11: Contract Auto-Risk Extractor
Category: Contract Review

When to use this:
Use this when you want a quick list of risky clauses.

Copy-paste this prompt into ChatGPT:
"Scan this contract text: [PASTE] and extract clauses that increase our risk (auto-renew, unilateral price change, indemnity, limitation of liability). Provide short suggested edits."

What you'll get:
A prioritized risk list and suggested protective language.

Pro tip from the trenches:
Auto-renew is the silent budget killer—spot it first.

PROMPT #12: Renewal Calendar & Alerts Builder
Category: Contract Review

When to use this:
Use this to avoid last-minute auto-renew surprises.

Copy-paste this prompt into ChatGPT:
"Extract renewal/notice dates from these contracts and produce a calendar with recommended alert timing."

What you'll get:
A renewal calendar and when to start negotiations.

Pro tip from the trenches:
Start renegotiations 90–120 days before renewal for leverage.

PROMPT #13: Auto-Redline Counter Language Generator

Category: Contract Review

When to use this:
Use this to propose buyer-friendly counter language fast.

Copy-paste this prompt into ChatGPT:
"Given vendor clause: [PASTE], propose a concise counter-proposal for buyer protection including rationale."

What you'll get:
Clean counter-language and a one-sentence rationale.

Pro tip from the trenches:
Short, precise counters land better in negotiation.

PROMPT #14: Termination Cost Estimator

Category: Contract Review

When to use this:
Use this when assessing exit options.

Copy-paste this prompt into ChatGPT:
"Estimate termination costs for contract [PASTE]: early termination fees, unwinding costs, data migration, and overlap costs."

What you'll get:
A termination-cost estimate and negotiation leverage points.

Pro tip from the trenches:
If termination cost is material, negotiate shorter terms.

PROMPT #15: Benchmark Clause Library Lookup

Category: Contract Review

When to use this:
Use this to compare your clause vs industry norms.

Copy-paste this prompt into ChatGPT:
"Compare this clause: [PASTE] to industry standard language for [INDUSTRY]. Is it aggressive, typical, or weak?"

What you'll get:
A benchmark comparison and recommended change.

Pro tip from the trenches:
'Industry standard' is a lazy argument — ask for evidence.

PROMPT #16: Price Escalation Cap Calculator
Category: Contract Review

When to use this:
Use this when vendors request index-based price increases.

Copy-paste this prompt into ChatGPT:
"Model price escalation given CPI or supplier index movements and recommend a cap or formula that keeps us protected."

What you'll get:
Escalation scenarios and a recommended cap.

Pro tip from the trenches:
Caps should be asymmetric—protect the buyer more.

PROMPT #17: Data Privacy & DLP Clause Reviewer
Category: Contract Review

When to use this:
Use this for SaaS or data-handling vendors.

Copy-paste this prompt into ChatGPT:
"Review the data protection and DLP clauses in this contract: [PASTE]. Highlight gaps and required controls."

What you'll get:
Privacy gap list and suggested contract language.

Pro tip from the trenches:
Don't accept vague 'industry standard' security claims—ask for certifications.

PROMPT #18: IP & Work Product Ownership Checklist

Category: Contract Review

When to use this:
Use this when custom work or integrations are involved.

Copy-paste this prompt into ChatGPT:
"Analyze the IP/ownership clauses: [PASTE]. Clarify who owns deliverables, derivatives, and custom code."

What you'll get:
An ownership checklist and negotiation asks.

Pro tip from the trenches:
Ownership matters more than you think for future flexibility.

PROMPT #19: Subcontracting & Supply-Chain Clause Miner

Category: Contract Review

When to use this:
Use this when you need visibility into a supplier's subcontracting rights.

Copy-paste this prompt into ChatGPT:
"Identify and extract clauses permitting subcontracting and describe notification and consent obligations."

What you'll get:
A short list of subcontracting controls to demand.

Pro tip from the trenches:
Require notification + ability to object to critical subcontractors.

PROMPT #20: Change Control Process Draft

Category: Contract Review

When to use this:
Use this to manage scope creep and change orders.

Copy-paste this prompt into ChatGPT:
"Draft a concise change-control clause describing request, approval, pricing, and timelines."

What you'll get:
A change control clause you can insert into contracts.

Pro tip from the trenches:
Always require written approval for scope and price changes.

PROMPT #21: SLA Penalty & Credit Calculator

Category: Contract Review

When to use this:
Use this to quantify SLA failures.

Copy-paste this prompt into ChatGPT:
"Given SLA levels and historical performance [PASTE], calculate realistic credits when SLAs fail and a suggested penalty structure."

What you'll get:
A penalty/credit model linked to performance.

Pro tip from the trenches:
Make credits automatic, not optional.

PROMPT #22: Audit Rights & Evidence Request Script

Category: Contract Review

When to use this:
Use this to request audit evidence from vendors.

Copy-paste this prompt into ChatGPT:
"Draft an audit request email and a list of evidence to request for vendor compliance verification."

What you'll get:
A professional audit request and evidence checklist.

Pro tip from the trenches:
Ask for rolling quarterly evidence—not a one-off.

PROMPT #23: Compliance & Regulatory Clause Check

Category: Contract Review

When to use this:
Use this when regulatory compliance is mandatory.

Copy-paste this prompt into ChatGPT:
"Check this contract for compliance clauses related to [REGULATION e.g., GDPR, HIPAA]. Flag missing requirements."

What you'll get:
A compliance gap list and suggested clause text.

Pro tip from the trenches:
Cover local laws if you operate in multiple countries.

PROMPT #24: Contract Negotiation BATNA Builder

Category: Negotiation

When to use this:
Use this to define your walk-away and alternatives.

Copy-paste this prompt into ChatGPT:
"Develop BATNA options and walk-away points given current vendor terms and alternative vendors."

What you'll get:
A prioritized BATNA list and negotiation thresholds.

Pro tip from the trenches:
Never enter negotiation without a clear BATNA.

PROMPT #25: Evergreen/Auto-Extend Clause Detector

Category: Contract Review

When to use this:
Use this to root out auto-extending traps.

Copy-paste this prompt into ChatGPT:
"Scan contracts for evergreen or auto-extension language and suggest removal or notice windows."

What you'll get:
A list of problematic auto-renew clauses and recommended language.

Pro tip from the trenches:
Replace evergreen with fixed-term + renewal opt-in.

PROMPT #26: Cost-to-Serve Clause Builder

Category: Contract Review

When to use this:
Use this when pricing is usage-based and variable.

Copy-paste this prompt into ChatGPT:
"Draft a clause defining cost-to-serve, unit measurement, and billing accuracy process."

What you'll get:
A clear charging and reconciliation clause.

Pro tip from the trenches:
Define metrics tightly—'usage' is ambiguous.

PROMPT #27: Escrow & Continuity Clause Draft

Category: Contract Review

When to use this:
Use this for critical vendor software or IP.

Copy-paste this prompt into ChatGPT:
"Draft escrow language and continuity triggers to access code/data if vendor fails."

What you'll get:
Escrow clause and activation conditions.

Pro tip from the trenches:
Escrow can be a heavy ask—tie it to criticality.

PROMPT #28: Pricing Audit Rights Clause

Category: Contract Review

When to use this:
Use this when you need to verify supplier pricing.

Copy-paste this prompt into ChatGPT:
"Draft a pricing audit clause permitting random checks on invoices vs contracted rates."

What you'll get:
A pricing audit clause and audit intervals.

Pro tip from the trenches:
Make audit rights reciprocal where possible.

PROMPT #29: Disaster & Force Majeure Tightener

Category: Contract Review

When to use this:
Use this to narrow broad force majeure language.

Copy-paste this prompt into ChatGPT:
"Rewrite the force majeure clause to be specific about notice, mitigation, and termination rights."

What you'll get:
A tighter, buyer-protective force majeure clause.

Pro tip from the trenches:
Force majeure without mitigation obligations favors the vendor.

PROMPT #30: Contract Closeout Checklist

Category: Contract Review

When to use this:
Use this at contract end to ensure a clean exit.

Copy-paste this prompt into ChatGPT:
"Create a contract closeout checklist: data handback, final invoices, knowledge transfer, license termination."

What you'll get:
A closeout checklist for clean vendor offboarding.

Pro tip from the trenches:
Closeout saves you headaches during audits and renewals.

CATEGORY 5 — SUPPLIER RISK MANAGEMENT

PROMPT #1: Quick Supplier Risk Scan

Category: Supplier Risk Management

When to use this:
Use this when you need a fast read on whether a supplier is stable or shaky.

Copy-paste this prompt:
"Assess the risk level of this supplier based on financial health, performance history, industry factors, and dependency risks. Supplier details: [PASTE]."

What you'll get:
A clear risk snapshot you can share with leadership.

Pro tip from the trenches:
Essentially... if something feels "off," it usually is.

PROMPT #2: Supplier Risk Dashboard Draft

Category: Supplier Risk Management

When to use this:
Use this when leadership wants visibility yesterday.

Copy-paste this prompt:
"Create a supplier risk dashboard outline with the following suppliers: [LIST SUPPLIERS]. Include financial, operational, compliance, and reputational risk indicators."

What you'll get:
A clean structure you can turn into a report or slide deck.

Pro tip from the trenches:
Dashboards don't fix problems — but they prevent surprises.

Category: Supplier Risk Management

When to use this:
Use this when you need a consistent way to score suppliers.

Copy-paste this prompt:
"Create a supplier risk scoring model with weighted criteria across financial, operational, geographic, and performance risks. Use simple scoring (1–5)."

What you'll get:
A scoring system your whole team can use.

Pro tip from the trenches:
Keep it simple. Complicated models don't get adopted.

Category: Supplier Risk Management

When to use this:
Use this when a supplier is "too important to fail," which is exactly why you need a backup.

Copy-paste this prompt:
"Build a contingency plan for this critical supplier. Include failure triggers, backup options, communication steps, and transition actions. Supplier: [PASTE]."

What you'll get:
A practical backup plan — not theory.

Pro tip from the trenches:
Plan B should exist *before* you need it.

PROMPT #5: Supplier Financial Stability Check

Category: Supplier Risk Management

When to use this:
Use this when you're unsure if a supplier can survive the next year.

Copy-paste this prompt:
"Analyze this supplier's financial health using revenue trends, debt levels, profitability, and cash flow indicators. Financial data: [PASTE]."

What you'll get:
A straightforward financial health summary.

Pro tip from the trenches:
If cash flow is weak, everything else becomes a risk.

PROMPT #6: Third-Party Dependency Review

Category: Supplier Risk Management

When to use this:
Use this when you suspect your supplier outsources more than they admit.

Copy-paste this prompt:
"Identify third-party dependencies within this supplier's operations and evaluate associated risks. Supplier info: [PASTE]."

What you'll get:
A map of hidden dependencies.

Pro tip from the trenches:
A supplier's supplier can make or break you.

PROMPT #7: Geographic Risk Assessment

Category: Supplier Risk Management

When to use this:
Use this when location risk might affect supply continuity.

Copy-paste this prompt:
"Analyze geographic risks for this supplier (political, climate, regulatory, logistics). Supplier location: [PASTE]."

What you'll get:
A clean, simple geographic exposure report.

Pro tip from the trenches:
One storm or port delay can cost millions — don't ignore geography.

PROMPT #8: Supplier Performance Health Check

Category: Supplier Risk Management

When to use this:
Use this when performance issues feel subtle but recurring.

Copy-paste this prompt:
"Assess this supplier's performance using delivery, quality, responsiveness, SLA compliance, and operational issues. Data: [PASTE]."

What you'll get:
A performance health summary with clear concerns.

Pro tip from the trenches:
Small slips become big failures if you ignore them.

PROMPT #9: Risk-Based Supplier Segmentation

Category: Supplier Risk Management

When to use this:
Use this when you need to categorize suppliers by risk level to prioritize your time.

Copy-paste this prompt:
"Segment these suppliers into Low, Medium, and High risk buckets based on the data provided. Supplier list: [PASTE]."

What you'll get:
A simple segmentation that helps you focus on the right suppliers.

Pro tip from the trenches:
High spend ≠ high risk. Look deeper.

PROMPT #10: Escalation Path for Supplier Issues

Category: Supplier Risk Management

When to use this:
Use this when a supplier issue pops up and everyone asks, "What's the process?"

Copy-paste this prompt:
"Create an escalation path for supplier issues based on severity, impact, and urgency. Include roles, timelines, and actions."

What you'll get:
A clear, ready-to-use escalation framework.

Pro tip from the trenches:
Escalation isn't about blame — it's about speed.

PROMPT #11: Supplier Early-Warning Metric Set

Category: Supplier Risk Management

When to use this:
Use this to monitor suppliers for early distress signals.

Copy-paste this prompt into ChatGPT:
"Given supplier data: [PASTE], propose 8 early-warning metrics (cash, delivery variance, quality escalations) and thresholds."

What you'll get:
A monitoring metric set and thresholds.

Pro tip from the trenches:
Metrics without owners don't help—assign someone.

PROMPT #12: Cybersecurity Questionnaire for Suppliers

Category: Supplier Risk Management

When to use this:
Use this for tech suppliers or data-handlers.

Copy-paste this prompt into ChatGPT:
"Produce a 20-question cybersecurity vendor questionnaire aligned to NIST basics for supplier self-assessment."

What you'll get:
A short, practical security questionnaire.

Pro tip from the trenches:
Ask for attestation + recent audit evidence.

PROMPT #13: Dual-Sourcing Candidate Finder

Category: Supplier Risk Management

When to use this:
Use this to find where dual sourcing makes sense.

Copy-paste this prompt into ChatGPT:
"Analyze category spend and supplier capabilities: [PASTE] and recommend candidates for dual sourcing with rationale."

What you'll get:
A list of categories to dual-source with priority.

Pro tip from the trenches:
Dual-sourcing adds cost — do it where risk > cost.

PROMPT #14: Sanctions & Compliance Screening Setup

Category: Supplier Risk Management

When to use this:
Use this to ensure suppliers comply with sanctions.

Copy-paste this prompt into ChatGPT:
"Describe an automated sanctions screening process for suppliers and what data points to check."

What you'll get:
A screening setup and frequency recommendations.

Pro tip from the trenches:
Screen new suppliers and re-screen periodically.

PROMPT #15: Supplier Contingency Provider Shortlist

Category: Supplier Risk Management

When to use this:
Use this when a supplier is critical and you need backups.

Copy-paste this prompt into ChatGPT:
"Given supplier function [X], recommend 3 contingency providers by geography and capability."

What you'll get:
Three vetted fallback options and a quick onboarding checklist.

Pro tip from the trenches:
Try warm relationships before you need them cold.

PROMPT #16: Quality Incident Root-Cause Template

Category: Supplier Risk Management

When to use this:
Use this when quality incidents keep recurring.

Copy-paste this prompt into ChatGPT:
"Provide an RCA template for supplier quality incidents, including data to collect and remediation steps."

What you'll get:
A structured RCA template to run investigations.

Pro tip from the trenches:
Fix the process, not just the part.

PROMPT #17: Logistics Bottleneck Monitor

Category: Supplier Risk Management

When to use this:
Use this when shipments hit port or carrier delays.

Copy-paste this prompt into ChatGPT:
"Design a simple logistics monitor for key lanes and suppliers with triggers for action."

What you'll get:
A monitoring spec and recommended triggers.

Pro tip from the trenches:
Local carriers and ports have hidden seasonality—track them.

PROMPT #18: ESG Risk Screening Shortlist

Category: Supplier Risk Management

When to use this:
Use this to screen suppliers for environmental / social risk.

Copy-paste this prompt into ChatGPT:
"Create a short ESG screening checklist for suppliers in [COUNTRY/SECTOR] with red/amber/green flags."

What you'll get:
A quick ESG triage checklist.

Pro tip from the trenches:
ESG risks often affect reputation faster than cost.

PROMPT #19: Supplier Capacity Stress Test

Category: Supplier Risk Management

When to use this:
Use this to simulate demand spikes and supplier response.

Copy-paste this prompt into ChatGPT:
"Model supplier capacity under a +30% demand spike and list failure modes and mitigations."

What you'll get:
Stress-test findings and contingencies.

Pro tip from the trenches:
Small suppliers often cap at 110–120% quickly—plan mitigations.

PROMPT #20: Supplier Incident Communication Template
Category: Supplier Risk Management

When to use this:
Use this when a supplier incident needs clear internal/external comms.

Copy-paste this prompt into ChatGPT:
"Draft internal and external communications for a supplier outage including roles, timing, and key messages."

What you'll get:
Ready-to-send templates and stakeholder lists.

Pro tip from the trenches:
Speed + clarity prevents rumors.

PROMPT #21: Country Risk Matrix for Sourcing
Category: Supplier Risk Management

When to use this:
Use this when sourcing across multiple countries.

Copy-paste this prompt into ChatGPT:
"Create a country risk matrix considering political, climate, logistics, and regulatory factors for these supplier locations: [PASTE]."

What you'll get:
A ranked matrix and sourcing implications.

Pro tip from the trenches:
Diversify across risk types, not just countries.

PROMPT #22: Supplier Insurance & Bonding Checklist
Category: Supplier Risk Management

When to use this:
Use this to verify insurance adequacy.

Copy-paste this prompt into ChatGPT:
"Create a checklist of insurance and bonding items to request from suppliers by category and contract size."

What you'll get:
A compliance checklist and minimums to demand.

Pro tip from the trenches:
Certificates can be forged—verify with insurer.

PROMPT #23: Ongoing Supplier Health Dashboard Spec

Category: Supplier Risk Management

When to use this:
Use this to track supplier health continuously.

Copy-paste this prompt into ChatGPT:
"Design a supplier health dashboard spec with data inputs, KPIs, and alert rules."

What you'll get:
A dashboard spec you can hand to BI or IT.

Pro tip from the trenches:
Automate data feeds—manual updates die.

PROMPT #24: Supplier Continuous Improvement Plan Template

Category: Supplier Risk Management

When to use this:
Use this to formalize improvement commitments.

Copy-paste this prompt into ChatGPT:
"Draft a supplier continuous improvement plan template with target, owner, timeline, and verification steps."

What you'll get:
A template for supplier PIPs with clear measures.

Pro tip from the trenches:
Tie improvements to future volumes or incentives.

PROMPT #25: Recall & Safety Response Playbook

Category: Supplier Risk Management

When to use this:
Use this when safety or recalls are a risk.

Copy-paste this prompt into ChatGPT:
"Create a recall/safety response playbook detailing steps, supplier responsibilities, and communications."

What you'll get:
A playbook aligned to operational and legal needs.

Pro tip from the trenches:
Practice the playbook in a tabletop drill.

PROMPT #26: Supplier Financial Covenant Tracker

Category: Supplier Risk Management

When to use this:
Use this to watch covenant breaches that affect performance.

Copy-paste this prompt into ChatGPT:
"Design a covenant tracker to monitor supplier liquidity, leverage, and covenant breaches."

What you'll get:
A tracker template and trigger thresholds.

Pro tip from the trenches:
Quickly escalate suppliers nearing covenant breaches.

PROMPT #27: Sanction & AML Watchlist Integration Spec

Category: Supplier Risk Management

When to use this:
Use this for compliance-heavy categories.

Copy-paste this prompt into ChatGPT:
"Provide a spec to integrate sanctions/AML watchlists into supplier onboarding and periodic review."

What you'll get:
Integration steps and data sources.

Pro tip from the trenches:
Automate remediations — manual checks miss changes.

PROMPT #28: Supplier KPI Contract Tie-in Prompt

Category: Supplier Risk Management

When to use this:
Use this to bind KPIs directly into supplier contracts.

Copy-paste this prompt into ChatGPT:
"Convert these supplier KPIs into contract clauses with measurement, reporting, and remedial steps."

What you'll get:
Contract-ready KPI language and reporting cadence.

Pro tip from the trenches:
Keep KPIs few and measurable.

PROMPT #29: Unexpected Failure Root Cause Playbook

Category: Supplier Risk Management

When to use this:
Use this after a big supplier failure to avoid repeat issues.

Copy-paste this prompt into ChatGPT:
"Create a playbook for post-failure investigation and prevention including stakeholders, timeline, and remediation."

What you'll get:
A repeatable playbook to prevent recurrence.

Pro tip from the trenches:
Pin responsibility for fixes—don't leave it to committees.

PROMPT #30: Supplier Offboarding Checklist

Category: Supplier Risk Management

When to use this:
Use this when you terminate a supplier to ensure continuity.

Copy-paste this prompt into ChatGPT:
"Provide a supplier offboarding checklist covering data retrieval, access revocation, final reconciliation, IP return, and knowledge handover."

What you'll get:
A complete offboarding checklist to minimize operational risk.

Pro tip from the trenches:
Offboarding is as important as onboarding-don't treat it as an afterthought.