

★ TOP 30 PROCUREMENT PROMPTS (Across All Categories) ★

Each includes:

- Category
 - When to use
 - Copy-paste prompt
 - What you'll get
 - Pro tip
-

1. **Vendor Scorecard Builder**

Category: Vendor Analysis

When to use this:

When you need a clean, objective vendor scorecard fast — especially before QBRs.

Copy-paste this prompt:

“Build a vendor scorecard using my criteria: [insert criteria], weighting: [insert weights], and data: [insert vendor data]. Provide a scoring table and quick interpretation.”

What you'll get:

A finished scorecard with weighted scoring and insights.

Pro tip:

Don't overthink it — 5–7 criteria is the sweet spot.

2. **Vendor Pre-Screen Cheat Sheet**

Category: Vendor Analysis

Use this when:

You need to eliminate weak vendors early without wasting meetings.

Prompt:

“Create a vendor pre-screen checklist using these needs: [insert business needs]. Include kill-switch questions.”

What you'll get:

A simple pass/fail checklist.

Pro tip:

A strong kill-switch question saves weeks.

3. **RFP Draft Writer**

Category: RFP/RFQ

Use this when:

You're staring at a blank page.

Prompt:

"Draft an RFP for [project], including scope, requirements, evaluation criteria, timelines, and mandatory questions. Use plain language."

What you'll get:

A complete RFP you can customize.

Pro tip:

Always remove anything you *don't* plan to evaluate.

4. **Executive RFP Summary**

Category: RFP/RFQ

Use this when:

Your leadership needs a one-page RFP overview.

Prompt:

"Summarize this RFP: [paste text]. Create a 1-page executive brief with purpose, risks, budget, and decision points."

What you'll get:

A quick executive-ready summary.

Pro tip:

Executives want decisions, not details.

5. **Supplier Comparison Matrix**

Category: Vendor Analysis

Prompt:

"Compare these suppliers: [list]. Include pricing, service levels, risks, differentiators, and a recommendation."

What you'll get:

Side-by-side matrix that tells a clear story.

Pro tip:

Always lead with differentiators — not price.

6. Cost Savings Opportunity Finder

Category: Spend Analysis

Prompt:

“Analyze this spend data: [insert]. Identify top cost reduction opportunities, quick wins, and strategic levers.”

What you’ll get:

A prioritized savings roadmap.

Pro tip:

If you don’t show the “why” behind the savings, stakeholders push back.

7. Spend Category Deep-Dive

Category: Spend Analysis

Prompt:

“Perform a full category analysis on: [category]. Include spend trends, supplier concentration, risks, and opportunities.”

What you’ll get:

A consulting-style category snapshot.

Pro tip:

Always check for tail spend bloat.

8. Supplier Risk Heatmap

Category: Risk Management

Prompt:

“Create a supplier risk heatmap considering financial, operational, geopolitical, cyber, and compliance risk for these suppliers: [list].”

What you’ll get:

A clean, color-coded heatmap of risks.

Pro tip:

Add impact *and* probability — most people forget.

9. **Contract Renewal Strategy**

Category: Contract Negotiation

Prompt:

“Analyze this contract: [upload text]. Identify renewal risks, negotiation levers, hidden obligations, and red flags.”

What you’ll get:

A tactical plan before you hit the renewal meeting.

Pro tip:

Auto-renewal clauses are where budgets go to die.

10. **Supplier Negotiation Script**

Category: Contract Negotiation

Prompt:

“Create a negotiation strategy and talking points for negotiating with [supplier] for [service/product]. Include leverage points and fallback options.”

What you’ll get:

A ready-to-use negotiation script.

Pro tip:

Silence is your strongest tactic — use it.

11. **Vendor Exit Plan**

Category: Vendor Management

Prompt:

“Build a vendor transition and exit plan for [vendor]. Include timeline, risks, communications, and data transfer tasks.”

What you’ll get:

A controlled, low-risk vendor swap plan.

Pro tip:

Track who owns which decisions — that’s where things fail.

12. **Supplier Performance Dashboard**

Category: Vendor Management

Prompt:

“Create KPIs and a performance dashboard for [supplier type] using my info: [insert]. Include leading and lagging indicators.”

What you’ll get:

A performance dashboard layout.

Pro tip:

Too many KPIs = no KPIs.

13. **Contract Red Flag Highlighting**

Category: Contract Review

Prompt:

“Highlight all legal and commercial red flags in this contract: [paste contract]. Categorize by severity.”

What you’ll get:

A clean breakdown of risk areas.

Pro tip:

Look for indefinite obligations — they’re buried on purpose.

14. **Scope of Work Clarifier**

Category: RFP/RFQ

Prompt:

“Rewrite this scope of work so it's clear, precise, verifiable, and measurable: [paste SOW].”

What you’ll get:

A clean SOW that vendors can’t misinterpret.

Pro tip:

If the SOW is vague, the invoice won’t be.

15. **Data Quality Check for Spend Files**

Category: Spend Analysis

Prompt:

“Evaluate this spend dataset for quality issues: duplicates, missing fields, inconsistencies. Recommend fixes.”

What you’ll get:

A quick diagnosis of data health.

Pro tip:

Bad data = bad strategy. Fix that first.

16. **Supplier Diversity Opportunity Finder**

Category: Vendor Strategy

Prompt:

“Identify opportunities to increase supplier diversity using my spend data: [insert file].”

What you’ll get:

A practical diversity expansion plan.

Pro tip:

Small shifts in tail spend make the biggest gains.

17. **Procurement Policy Writer**

Category: Governance

Prompt:

“Draft a procurement policy for a company of [size] covering sourcing thresholds, approvals, compliance, and ethics.”

What you’ll get:

A complete, customizable policy.

Pro tip:

Keep thresholds simple — too much complexity kills adoption.

18. Price Benchmarking

Category: Vendor Analysis

Prompt:

“Benchmark pricing for this service/product: [insert details]. Include industry averages and negotiation guidance.”

What you’ll get:

A quick reality check on pricing fairness.

Pro tip:

Benchmark *ranges* are more useful than absolutes.

19. Business Case Builder

Category: Procurement Strategy

Prompt:

“Build a 1-page business case for sourcing [project]. Include costs, benefits, risks, timeline, and ROI.”

What you’ll get:

A fast executive-friendly justification.

Pro tip:

Always lead with risk avoidance.

20. Supplier Onboarding Checklist

Category: Vendor Management

Prompt:

“Create a supplier onboarding checklist covering data, compliance, contacts, SLAs, and kickoff steps.”

What you’ll get:

A simple onboarding workflow.

Pro tip:

Document *who* owns each step — or it won’t happen.

21. **Scenario-Based Savings Forecast**

Category: Spend Analysis

Prompt:

“Model 3 savings scenarios (conservative, realistic, aggressive) using my spend data: [insert data].”

What you’ll get:

Three projections with clear assumptions.

Pro tip:

Executives love scenario ranges over single numbers.

22. **SLA Builder**

Category: Contracts

Prompt:

“Draft a clear SLA for [service] with metrics, service windows, penalties, and reporting expectations.”

What you’ll get:

A solid SLA you can negotiate.

Pro tip:

SLA penalties only matter if they’re enforceable.

23. **Risk Mitigation Plan**

Category: Supplier Risk

Prompt:

“Create a mitigation plan for risks related to: [supplier/product/region]. Include triggers and actions.”

What you’ll get:

A practical risk playbook.

Pro tip:

Always add triggers — they prompt action.

24. **Procurement Process Map**

Category: Procurement Ops

Prompt:

“Create a clear process flow for procure-to-pay including handoffs.”

What you’ll get:

A visual map of the process.

Pro tip:

Handoffs are where delays hide — highlight them.

25. **Vendor Issue Root Cause Analysis**

Category: Vendor Management

Prompt:

“Analyze this recurring vendor issue: [describe]. Provide root cause and prevention steps.”

What you’ll get:

Clear root cause + fix plan.

Pro tip:

Don’t fix symptoms — fix systems.

26. **Category Strategy Blueprint**

Category: Strategy

Prompt:

“Create a category strategy for [category] including segmentation, sourcing approach, risks, and savings levers.”

What you’ll get:

A consulting-grade strategy outline.

Pro tip:

Category strategies fail when they ignore stakeholder power.

27. **Vendor Health Check (Quarterly)**

Category: Vendor Management

Prompt:

“Create a quarterly vendor health check template covering performance, risks, financials, and stakeholder feedback.”

What you’ll get:

A repeatable monitoring tool.

Pro tip:

Always ask stakeholders first — they feel the pain earliest.

28. **Tail Spend Cleanup Plan**

Category: Spend Analysis

Prompt:

“Analyze this spend and propose a tail spend reduction plan: [insert dataset].”

What you’ll get:

A streamlined approach to reduce noise vendors.

Pro tip:

Most savings hide in the tail — not the top 10 suppliers.

29. **Vendor Savings Calculator**

Category: Cost Reduction

Prompt:

“Build a savings calculator for [category] using these variables: [insert]. Include formula breakdown.”

What you’ll get:

A reusable savings model.

Pro tip:

Always show assumptions or finance will challenge it.

30. **Executive Procurement Dashboard**

Category: Procurement Ops

Prompt:

“Create an executive dashboard structure showing KPIs, spend, risk, and savings for monthly reporting.”

What you’ll get:

A high-level dashboard layout.

Pro tip:

Executives want trends, not snapshots.