

## Email Conversation - Supply Chain Correspondence

**Date: March 10, 2025 09:30**

From: supply.manager@vehicleco.com

To: sales.manager@autosupplies.com

Subject: Purchase Order Confirmation and Delivery Expectations

Dear John,

We have issued a purchase order for the listed spare parts. Please confirm the expected delivery dates and acknowledge the quality assurance for all line items.

Best,

Sarah

**Date: March 10, 2025 12:45**

From: sales.manager@autosupplies.com

To: supply.manager@vehicleco.com

Subject: Re: Purchase Order Confirmation and Delivery Expectations

Hi Sarah,

Thank you for the PO. We ensure that all parts comply with ISO 9001 standards and will provide documentation upon delivery. Tentative delivery date: March 25.

Regards,

John

**Date: March 11, 2025 10:15**

From: supply.manager@vehicleco.com

To: sales.manager@autosupplies.com

Subject: Request for Quality Certificates

## Email Conversation - Supply Chain Correspondence

Hi John,

Can you please include CoC and test certificates for Brake Pads, Radiator, and Battery in the delivery?

Thanks,

Sarah

**Date: March 11, 2025 14:00**

From: sales.manager@autosupplies.com

To: supply.manager@vehicleco.com

Subject: Re: Request for Quality Certificates

Hi Sarah,

Absolutely. Those certificates will be included for the requested items. All products are tested and approved before dispatch.

Best,

John

**Date: March 13, 2025 08:50**

From: supply.manager@vehicleco.com

To: sales.manager@autosupplies.com

Subject: Negotiation on Battery and Radiator Units and Cost

John,

We noticed your quote has 6 units of Battery at \$130 each and 3 units of Radiator at \$190 each, whereas the PO had different quantities and prices. Can we proceed with your proposal?

Regards,

## Email Conversation - Supply Chain Correspondence

Sarah

**Date: March 13, 2025 11:20**

From: sales.manager@autosupplies.com

To: supply.manager@vehicleco.com

Subject: Re: Negotiation on Battery and Radiator Units and Cost

Sarah,

Yes, we can proceed with the 6 Batteries at \$130 and 3 Radiators at \$190. We'll update the invoice accordingly.

Thanks,

John

**Date: March 16, 2025 09:15**

From: supply.manager@vehicleco.com

To: sales.manager@autosupplies.com

Subject: Final Delivery Confirmation

John,

Please confirm the delivery will be on March 25 as per our earlier conversation. This is critical for our production schedule.

Regards,

Sarah

**Date: March 16, 2025 12:05**

From: sales.manager@autosupplies.com

To: supply.manager@vehicleco.com

## Email Conversation - Supply Chain Correspondence

Subject: Re: Final Delivery Confirmation

Hi Sarah,

Confirmed. Delivery is scheduled for March 25. Our logistics team will coordinate with your warehouse in advance.

Best,

John

**Date: March 26, 2025 10:10**

From: supply.manager@vehicleco.com

To: sales.manager@autosupplies.com

Subject: Goods Received and Documentation Check

John,

We've received the shipment. Documentation and quality of items were verified. All is in order, including the updated line items.

Thanks,

Sarah

**Date: March 26, 2025 13:30**

From: sales.manager@autosupplies.com

To: supply.manager@vehicleco.com

Subject: Re: Goods Received and Documentation Check

Hi Sarah,

Glad to hear everything was in order. Looking forward to working together on the next cycle.

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Regards,

John