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The Supplier Message Kit

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The order prompt, a three-language template and the repeat-back line.

The idea

Most stock problems start as a quick chat message — typed fast, between jobs, in a mix of languages. The supplier fills the gaps with their own guess. Five lines, every time, and make them repeat it back.

The five lines

1. **SKU / model code** — not "the black one"
2. **Quantity with unit** — pcs, packs or cartons (and how many per carton)
3. **Variant** — colour, size, version
4. **Date needed + delivery address**
5. **Repeat-back request** — "please reply to confirm quantity and date"

The prompt

```
Turn this into a clear restock order for my supplier: [my rough note].
Use my SKU list: [list].
Write it in [English / BM / 中文].
Every line must have SKU, variant, quantity with unit (pcs or cartons)
and the date needed.
If anything is missing or unclear, ask me before writing the message.
```

Template — English

```
Hi [name], restock order from [shop]:
- [SKU] · [variant] · [qty] pcs · needed by [date]
Deliver to: [address]
Please reply to confirm quantity and date. Thank you!
```

Template — Bahasa Melayu

> Hai [nama], pesanan stok dari [kedai]:
> - [SKU] · [varian] · [kuantiti] unit · diperlukan sebelum [tarikh]
> Hantar ke: [alamat]
> Mohon balas untuk sahkan kuantiti dan tarikh. Terima kasih!

Template — 中文

> [名字]您好，[店名]补货订单：
> - [SKU] · [款式] · [数量] 件 · [日期]前需要
> 送货地址：[地址]
> 请回复确认数量和日期，谢谢！

Have a native speaker check the BM and Chinese versions once, then reuse them.

The trap

Pieces vs cartons. One missing word and 50 becomes 50 × 24. AI doesn't know your supplier's default unit either — make it ask, and make the supplier repeat it back.

The lead-time log

DATE ORDERED	SKU	QTY CONFIRMED	DATE PROMISED	DATE ARRIVED

After two months you'll know each supplier's real lead time.