OFFICE SUPPLY ITEM TRACKER / 01

BUILD ONE CLEAR ITEM BASKET

Use Item A and B. Keep requested quantities separate from supplier-confirmed quantities.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Item A: public product reference / requested unit / items per pack

Item A: quantity requested, with unit / basket version or date

Item A: supplier-confirmed item, pack and quantity / question still open

Item B: public product reference / requested unit / items per pack

Item B: quantity requested, with unit / basket version or date

Item B: supplier-confirmed item, pack and quantity / question still open

Preparation only. Not product selection, equivalence, ordering approval, invoice validation, accounting or legal advice. Keep private orders and account details out.

OFFICE SUPPLY ITEM TRACKER / 02

TRACK CHANGES AND PARTIAL SHIPMENTS

Repeat this page as needed. A proposed substitute is not an accepted change; a shipment is not the whole order.

Substitute: original item label / proposed product reference / changed unit or pack

Review: decision role / supplier reply reference / confirmed basket version

Shipment 1: order-line reference / item / quantity shipped and unit

Receipt 1: quantity received and unit / difference to ask about

Shipment 2 or backorder: same order line / remaining quantity and unit / update reference

Resolution: supplier explanation / replacement or adjustment reference, if offered / open point

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OFFICE SUPPLY ITEM TRACKER / 03

CHECK THE ORDER-TO-RECEIPT TRAIL

Tick what is clarified. This is not an order approval, invoice check or right to a refund.

- [ ] Each requested item has a public product reference
- [ ] Requested units and pack sizes are written separately
- [ ] Supplier-confirmed quantities use a stated unit
- [ ] Proposed substitutes remain separate from original items
- [ ] A reviewer and response reference exist for each change
- [ ] Each shipment points back to an order-line reference
- [ ] Received, remaining and disputed quantities are distinguishable
- [ ] Every difference has a supplier follow-up route

Missing confirmation / item or basket reference / person responsible

Receipt question / supplier reply reference / agreed follow-up

Original order and delivery records held privately / record keeper role

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OFFICE SUPPLY ITEM TRACKER / 04

QUESTIONS FOR THE SUPPLY PROVIDER

Ask about the same item basket. Record the supplier's explanation, not assumptions about its terms.

Product basis: how are item, unit and items per pack identified?

Quantity basis: how do you confirm the quote matches our requested basket?

Substitutes: who proposes, reviews and confirms an unavailable-item change?

Partial delivery: how are split shipments and backorders reported?

Receipt: what records help you investigate missing, extra or different items?

Follow-up: who explains any replacement, adjustment or unresolved question?

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OFFICE SUPPLY ITEM TRACKER / 05

COMPARE THE SAME SUPPLY BASKET

Use Supplier A and B in every box. Different items or pack sizes are not the same offer.

Supplier A / B / common basket reference / discussion dates

Item, unit, pack and confirmed quantity differences - A / B

Substitute review, shipment updates and receipt records - A / B

Fee basis, delivery assumptions, follow-up and open questions - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai if you choose, then start an Office Supplies request. Describe your item-basket and delivery-record needs without private account details so participating pros can compete with proposals. Compare the same items, pack quantities, substitutions, timing, fee basis and follow-up.

Start a request

One request. Every pro's best offer.

Participation varies. An item-basket and ordering-process review may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/office-supplies

Staples Business: shipping and delivery policies (official reference)

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