

75 ChatGPT prompts to 10x your productivity in procurement

+ how to become a certified procurement
professionals in ChatGPT

Introduction

Hey, thanks for downloading this PDF!

We hope these prompts will help you to understand ChatGPT. This document will help you to increase your productivity and get better deal results. However, in this document, we're just scratching the surface of what's possible.

If you're excited about what's possible with ChatGPT and want to learn more, have a look at our [course](#) to become a ChatGPT expert within procurement.

How to use our prompts:

- Most prompts are built in 2 parts:
 - [between brackets, you should give clear input to ChatGPT to describe your situation as detailed as possible, you should do this to get the best output]
 - After the brackets, you give ChatGPT the command or ask it the question
- For example:
 - [I work for Walmart, a large retailer based in the United States. I am a procurement manager. I want to buy 10.000 kg of sushi rice from a supplier in Japan]. Give me 10 suppliers I should consider.

Important note:

Never enter sensitive information into ChatGPT. If you want to get the most out of ChatGPT we recommend you rename the person/company you're talking about. For example: Supplier Coca-Cola becomes 'Soda X'.

What is a prompt?

In ChatGPT, a prompt is like a special question that helps a computer talk to you. When you ask the computer a question, it uses the prompt to understand what you want to know and gives you an answer. It's like a map that helps the computer find the right way to talk to you.

Marijn Overvest

Founder Procurement Tactics



Negotiation

Negotiation preparation

1. [Describe your negotiation setting, include your goals as specific as possible, and describe the company you're negotiating with]: How can I ensure that these goals are met?
2. [Describe your negotiation setting, include your goals as specific as possible, and describe the company you're negotiating with]: What are potential BATNAs? How can I leverage each of them to get a better deal?

Negotiation strategy

3. [Describe your negotiation setting and deal variables, include your goals as specific as possible, and describe the company you're negotiating with]: What should be my negotiation strategy?
4. [Describe your negotiation setting and deal variables, include your goals as specific as possible, and describe the company you're negotiating with. Also, enter the URL of the company you're negotiating with] This is the website of the company I'm negotiating with. Please analyze it, and give me an executive summary of what they will find important in this negotiation.

5. [Describe your negotiation setting and deal variables, include your goals as specific as possible, and describe the company you're negotiating with] What are the potential roadblocks or objections that may arise during the negotiation? How can I address them effectively?
6. [Describe your negotiation setting and deal variables, include your goals as specific as possible, and describe the company you're negotiating with] How can I create a win-win situation for both parties? What compromises or trade-offs can I propose?
7. [Describe your negotiation setting and deal variables, include your goals as specific as possible, and describe the company you're negotiating with] What information do I need to gather before the negotiation? How can I obtain this information?

Negotiation tactics

8. [Describe your negotiation setting and deal variables, include your goals as specific as possible, and describe the company you're negotiating with] How can I leverage my relationships and connections with the other party to develop effective negotiation tactics?

Negotiation

9. [Describe your negotiation setting and deal variables, include your goals as specific as possible, and describe the company you're negotiating with] What potential risks or obstacles may arise during the negotiation? How can I develop tactics to mitigate these risks?

10. [Describe your negotiation setting and deal variables, include your goals as specific as possible, and describe the company you're negotiating with] How can I use creative thinking and problem-solving to develop unique negotiation tactics?

Negotiation scripts

11. [Describe your negotiation setting and deal variables, include your goals as specific as possible, and describe the company you're negotiating with] What is an opening statement that will set the tone for the negotiation? How can I establish rapport and build trust with the other party?

12. [Describe your negotiation setting and deal variables, include your goals as specific as possible, and describe the company you're negotiating with] How can I ask probing questions to better understand their perspective and needs?

13. [Describe your negotiation setting and deal variables, include your goals as specific as possible, and describe the company you're negotiating with] How can I use negotiation tactics such as anchoring, framing, and concessions to achieve my goals?

Roleplaying

14. I want you to act as a supplier selling [product], I will be the procurement manager of [company], and I want to order [products] for [price]. Pretend you're not satisfied with my offer, and negotiate it with me. Please give me a hard time. Don't come up with your answer at once, wait until I reply before you come up with your next line, make it conversational.

Sourcing

Cost reduction

- 1 5. [Describe the company you work for, your job title, the product you are buying, your product requirements, and the city/country you are sourcing from] Where in the procurement process can we eliminate or streamline unnecessary steps to save time and money?
- 1 6. [Describe the company you work for, your job title, the product you are buying, your product requirements, and the city/country you are sourcing from] Can we consolidate our purchasing to take advantage of economies of scale and reduce transaction costs?
- 1 7. [Describe the company you work for, your job title, the product you are buying, and your product requirements. Include (anonymously) the annual revenue of the supplier and the current payment terms, and your desired payment terms]. How can we optimize our current payment terms to reduce the cost of capital and improve cash flow?

Finding alternative suppliers

- 1 8. [Describe the company you work for, your job title, the product you want to buy, your product requirements, and the city/country you want to source from]: Give me 10 suppliers I should consider.

- 1 9. [Describe the company you work for, your job title, the product you want to buy, your product requirements, and the city/country you want to source from] What are the key factors we need to consider when evaluating potential suppliers, such as price, quality, reliability, and geographic location?
- 2 0. [Describe the company you work for, your job title, the product you want to buy, your product requirements, and the city/country you want to source from] How can we use social media or other online platforms to identify potential suppliers that may not be easily found through traditional channels?
- 2 1. [Describe the company you work for, your job title, the product you want to buy, your product requirements, and the city/country you want to source from] Can we use a supplier database or supplier rating system to evaluate potential suppliers based on objective criteria? Which one do you recommend?

Supplier plotting

- 2 2. [Describe the company you work for, your job title, the suppliers you work with (anonymously), and the product groups you are buying from them] Analyze my suppliers, and plot the suppliers according to the Kraljic model.

Sourcing

- 2 3. [Describe the company you work for, your job title, the suppliers you work with, and the products you buy from them] How can we use supplier segmentation to categorize suppliers by risk level, importance, or other factors to guide our supplier management strategies?
- 2 4. [Describe the company you work for, your job title, the suppliers you work with, and the products you buy from them] Can we develop and maintain positive relationships with our suppliers by providing feedback, recognition, and incentives for good performance?
- 2 5. [Describe the company you work for, your job title, the suppliers you work with, and the products you buy from them] How can we collaborate with our suppliers to identify and implement cost savings or process improvements that benefit both parties?

Onboarding suppliers

- 2 6. [Describe the company you work for, your job title, the suppliers you want to work with, and the products you want to buy from them] What information do we need to collect from suppliers during the onboarding process, such as contact information, company history, financial statements, and certifications?

- 2 7. [Describe the company you work for, your job title, the suppliers you want to work with, and the products you want to buy from them] How can we communicate our expectations and requirements to suppliers, such as our code of conduct, quality standards, and payment terms?
- 2 8. [Describe the company you work for, your job title, the suppliers you want to work with and currently work with, and the products you want to buy from them and are currently buying from them] Can we provide training or support to suppliers to ensure they understand our procurement processes and can comply with our policies and procedures?

Procurement & Sourcing Analysis

Spend analytics

2 9. [Describe the company you work for, your job title, the suppliers you work with, and the products you buy from them] How can we classify spend data into meaningful categories, such as by product or service type, supplier, geography, or business unit?

Supplier analytics

3 0. [Describe the company you work for, your job title, the suppliers you work with, and the products you buy from them] Can we use advanced analytics techniques, such as machine learning or predictive modeling, to gain deeper insights into our suppliers' behavior and optimize our supplier management strategies?

Spend forecasting

3 1. [paste in your current spending anonymously] What trends are you forecasting?

3 2. [paste in your current spending anonymously] What risks is our company exposed to?

Supplier benchmarking

3 3. [Describe the company you work for, your job title, the suppliers you work with, internal data, and the products you buy from them anonymously] Benchmark these suppliers on variables [insert variables you want to benchmark].

Supplier evaluation

3 4. [Describe the company you work for, your job title, the suppliers you work with, and the products you buy from them anonymously] What data do I need to evaluate my suppliers? How can I get this data without too much effort?

3 5. [paste in supplier evaluation data anonymously] Summarize this data. What are the best suppliers? What are the worst suppliers? Why?

Supplier Relationship Strategy

Segment your Suppliers

3 6. [Describe the company you work for, your job title, the suppliers you work with, and the products you buy from them anonymously] Please create a tiered supplier segmentation approach, where we prioritize our top suppliers for more intensive management and lower-tier suppliers for less intensive management.

Create a Supplier Relationship Management Strategy

3 7. [Describe the company you work for, your job title, the suppliers you work with, and the products you buy from them. Also, describe the products you want to buy, and the strategy your company is taking anonymously] Please create a Supplier Relationship Management Strategy

SRM soft skills

3 8. [Describe the sales manager you're working with, and what he likes and doesn't like anonymously]. Describe the soft skills I should use to cope with this person.

Value Chain Optimization

3 9. [Describe the value chain of your business with as many details as possible] How can we identify the key activities and processes in our organization's value chain, from sourcing to delivery to the end customer?

SRM software

4 0. [Describe your business and the type of suppliers you're working with] Please suggest 10 SRM software tools I should consider.

Contract Management

Creation of contracts

4 1. [Describe what you want to have included in your contract] Can you create a draft contract for me?

Signing contracts

4 2. [Paste your contract anonymously] Can you summarize this contract for me?

4 3. [Paste your contract anonymously] What possible risks do you see in this contract for me?

Administration

Invoicing

4 4. [Paste the invoices you received anonymously] Analyze this invoice and summarize it for me.

Proposals

4 5. [Paste the proposals you received anonymously] Analyze this proposal and summarize it for me.

Software

4 6. [Describe your business and the type of suppliers you're working with anonymously] Please suggest 10 administration software tools I should consider.

Sustainability

Core Concepts of Sustainable Procurement

4 7. [Describe your business, your goals, your procurement goals, and your sustainability goals] Which core concepts of sustainable procurement should I include in my business?

Important Treaties and Standards

4 8. [Describe your business, your goals, your procurement goals, and your sustainability goals] Which treaties and standards are essential to consider for my business?

Formulating the Sustainable Procurement Policy

4 9. [Describe your business, your goals, your procurement goals, and your sustainability goals] Please create a sustainable procurement policy for my business.

Building a Sustainable Procurement Strategy

5 0. [Describe your business, your goals, your procurement goals, and your sustainability goals] Please create a sustainable procurement strategy for my business.

How to implement a Sustainable Procurement Strategy

5 1. [paste your sustainable procurement strategy] How should we implement this strategy? What are the risks we should pay attention to?

Personal Productivity

Learning Path Suggestions

52. Suggest a learning path for mastering [Insert Skill Here].

Report Writing

53. Write a report on the following data: [Insert Data Here].

Role-Playing Scenarios

54. Create a role-playing scenario for [Insert Desired Skill or Situation Here].

Ted Talk Summary

55. Summarize the key points of this Ted Talk: [Insert Link Here].

Speech Translation

56. Translate this English text into [Insert Desired Language Here]: [Insert English Text Here].

Daily Affirmations

57. Provide me with five positive daily affirmations

Writing a Letter of Recommendation

58. Draft a letter of recommendation for [Insert Person's Name and Achievements Here].

Designing a Time Management Plan

59. Help me design a time management plan for my weekly tasks.

Time management

60. Create a list of tasks that need to be completed, along with a timeline for their completion.

Tracking

61. Write four KPIs that can be used to measure the success of a mobile banking app development project.

Creativity

62. Design five content buckets that can be used to organize the content of a print magazine for an international audience.

Personal Productivity

Workflow

63. Write three steps for setting up a project tracking system that will help manage workflow and productivity.

HR

64. Write five interview questions for a senior procurement manager position that explore the candidate's negotiation and supplier relationship skills.

HR

65. Develop two activities to help orient new employees to their roles and responsibilities at a tech startup.

HR

66. Write five interview questions for a senior procurement manager position that explore the candidate's negotiation and supplier relationship skills.

HR

67. Create three posts promoting a procurement specialist job opening on platforms like Twitter and LinkedIn. Note: the ideal candidate should have experience in vendor management, cost analysis, and contract negotiation.

HR

68. Generate four ideas for using video to help new procurement hires learn about the company's sourcing policies, ethics, and supplier relationships.

Automation

69. List five cutting-edge automation tools that can streamline the procurement process and explain their efficiency benefits.

Communication

70. Evaluate three communication platforms or tools optimized for liaising with suppliers, discussing their potential to reduce communication delays.

Personal Productivity

Inventory management

71. Propose a method to revamp traditional inventory management processes to minimize stockouts and overstock situations.

Sourcing strategy

72. Discuss the steps to simplify and enhance sourcing strategies, ensuring quicker decision-making without compromising quality.

Lean methodology

73. Explore four techniques from the Lean methodology that can be applied to procurement to reduce wastage and improve efficiency.

Supplier metrics

74. Recommend a dashboard design that can track supplier performance in real-time, ensuring timely interventions and faster resolutions.

Supplier onboarding

75. Suggest a streamlined approach to bring new vendors into the company's system, emphasizing quick integration.

Want to learn more?

Thanks for downloading this PDF!

We hope these prompts will help you to understand ChatGPT. If you're excited about what's possible with ChatGPT and want to learn more, have a look at our [course](#) to become a ChatGPT expert within procurement. On the next pages you'll find more information on the course content. Have a great day!

Marijn Overvest

Founder Procurement Tactics

