

Collaborative Supply Planning Document

1. Document Overview

This document facilitates the alignment and collaboration between supply chain partners to ensure accurate supply planning, inventory management, and fulfillment of demand over the upcoming periods.

2. Stakeholder Information

Partner	Contact Person	Email	Role
ABC Manufacturing	Jane Smith	jane.smith@abc.com	Supplier
XYZ Retail	Michael Lee	michael.lee@xyz.com	Buyer
LogiTrans	Priya Patel	priya.patel@logitrans.com	Logistics

3. Planning Horizon

Start Date: **2024-07-01** | End Date: **2024-12-31**

Frequency: Monthly Review

4. Forecast & Supply Plan Summary

Product	Forecasted Demand	Planned Supply	Current Inventory	Notes
Product X	2,000 units	2,200 units	500 units	Safety stock to be maintained
Product Y	1,200 units	1,300 units	300 units	Monitor lead times
Product Z	900 units	850 units	200 units	Urgent replenishment required

5. Key Collaboration Actions

- Review and align demand forecasts for the next six months.
- Coordinate safety stock and replenishment plans.
- Share real-time updates on production constraints and logistics delays.
- Monitor inventory positions and adjust supply plans as necessary.
- Agree on exception management process for rapid response.

6. Issue Log & Resolutions

Date	Issue	Status	Responsible
2024-06-10	Delay in Product X shipment	Resolved	ABC Manufacturing
2024-06-18	Forecast variance in Product Y	Open	XYZ Retail

Important Notes

- Collaborative supply planning requires ongoing communication and transparency between all partners.
- Frequent reviews and timely data sharing help prevent stockouts and overstock situations.
- Clear documentation of issues and resolutions ensures continuous improvement.
- All forecasts and supply commitments are subject to change based on market dynamics and mutual agreement.