

# Monthly Supply Forecast Spreadsheet

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Product Name	SKU	Beginning Inventory	Forecasted Sales	Purchase Orders	Expected Ending Inventory	Remarks
Office Paper A4 80gsm	OPA480	3,500	2,800	2,000	2,700	PO expected by 15 June
Ballpoint Pen Blue	BPENBLU	10,000	8,200	5,000	6,800	Stable sales trend
Notebook Spiral 120p	NTBK120	2,200	1,800	1,500	1,900	Buffer stock maintained
Stapler Medium	STPLRM	700	560	400	540	PO delayed, monitor closely
Toner Cartridge Black	TNR-BLK	150	120	100	130	Backorder risk low

## Important Notes

- Forecasts should be reviewed and updated monthly or as needed based on sales trends.
- Coordinate with purchasing and sales teams to ensure accuracy of data inputs.
- Track expected delivery dates for purchase orders to maintain optimal inventory levels.
- Review remarks for any items requiring urgent attention or with supply risks.
- This document is for internal planning and should be handled with appropriate confidentiality.