

Standardized Supply Forecast Report

Organization: Acme Healthcare Logistics

Report Period: Q2 2024

Prepared by: Supply Planning Team

Date: June 15, 2024

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1. Executive Summary

This report provides an updated forecast of critical supply levels for the upcoming period, including projected demand, current inventory, planned procurement, and potential supply risks. It is intended to inform resource allocation and procurement planning.

2. Supply Forecast Overview

Item Name	Unit	Current Inventory	Forecasted Demand	Procurement Planned	Expected Shortage/Surplus	Notes
Surgical Masks	boxes	2,500	3,200	1,000	+300	Additional shipment in week 2
Gloves	boxes	1,000	1,800	600	-200	Potential shortage, expedite order
Hand Sanitizer	liters	700	500	0	+200	Sufficient for the period
Protective Gowns	pcs	950	1,200	400	+150	Order covers projected demand

3. Key Risks & Mitigation Actions

- Potential glove shortage due to delayed vendor deliveries; expedite backup order and review safety stock levels.
- Monitor weekly consumption trend of masks to adjust procurement if demand fluctuates significantly.
- Ensure all suppliers have confirmed lead times for gowns to avoid last minute disruptions.

4. Recommendations

- Re-evaluate current safety stock policies for critical supplies.
- Increase supplier communications to gain earlier visibility into any disruptions.
- Implement a demand review checkpoint halfway through the reporting period.

Important Notes:

- This template should be reviewed and updated regularly as part of supply chain planning cycles.
- Ensure all data sources are validated to maintain accuracy of forecasts.
- Customized risk mitigation sections may be added depending on sector-specific needs.
- Stakeholders must be informed of significant changes in supply positions promptly.