Loopwrk Vendor Orders

The weekly operator loop, in five steps.

1. Watch inventory, sales velocity, and lead-time signals on every channel. Wire POS, the inventory CSV, and any supplier-portal exports to vendor@<business>.com so a stock signal lands in one thread before anyone walks the floor.
2. Read the reorder thresholds and standing vendor matrix at 9:00 and 2:00. Pull per-SKU min/max from the operator's matrix, pull on-order ETA and supplier lead time from the last PO archive, project the reorder date per SKU.
3. Draft the AI-assisted purchase order against the standing vendor. Loopwrk tone-matches the buyer's voice, picks the cheapest in-stock vendor per the configured matrix, computes quantity, and queues a draft PO + supplier email for review.
4. Approve the PO and fire the supplier confirmation message. Buyer reviews and hits Send from the same window; on confirm, the PO PDF + the supplier email both go out within sixty seconds and the draft PO moves to "sent."
5. Run the vendor-orders Friday weekly review. At 4:00 PM Friday the digest lands: count of POs raised, dollars committed, supplier on-time %, average approval time, two-loop adjustments for next week. The week's stockouts are what to re-threshold.

One workflow at a time, for small business operators. Scoped AI implementations for the long tail of Main Street.

Adjust the trigger, the schedule, and the approval threshold in Settings -> Workflow. Loopwrk is custom your loop is yours.