

01 Audit Your Stock Position

- List all packaging lines you currently use
- Record current stock on hand (units & weeks of cover)
- Identify your top 5 highest-usage lines
- Flag any lines currently below 8 weeks of cover
- Check reorder lead time for each critical line
- Note any lines sourced from import-dependent suppliers

TIP

Anything below 8 weeks cover needs immediate attention in the current climate.

02 Build a 20-Week Forecast

- Calculate average weekly usage per line (last 12 weeks)
- Identify any planned production increases
- Factor in seasonal peaks or promotional spikes
- Add new product launches requiring new packaging
- Add 10–15% buffer for unexpected demand
- Confirm your target order date (aim: 20 weeks ahead)

20-WEEK ORDER FORMULA

(Avg weekly usage x 20)
+10-15% buffer = Order quantity

03 Questions to Ask Your Supplier

- Where is your stock physically held right now?
- Are any of your supply routes affected by Middle East disruption?
- What is your current lead time for my key lines?
- Can you guarantee my next order will be fulfilled in full?
- Do you have a contingency if your primary route is further disrupted?
- How will you communicate with me if something changes?

04 Rate Your Supplier Risk

Score each factor. Total score guides your action.

Risk Factor	Low (0)	Medium (1)	High (2)
Stock held overseas (not UK)	●	●	●
Lead time > 8 weeks	●	●	●
Single-source supplier	●	●	●
No proactive comms from supplier	●	●	●
Relies on sea freight from Asia/ME	●	●	●
No named account manager	●	●	●
High MOQ relative to your usage	●	●	●

0–2 LOW: Monitor — maintain current supplier

3–4 MED: Review — identify backup supplier now

5+ HIGH: Act — switch or add UK-based supplier

05 Your Immediate Action Plan

- THIS WEEK** Review stock on hand for all critical lines
- THIS WEEK** Place orders for any lines below 8 weeks cover
- THIS WEEK** Contact your supplier — ask the questions in 3
- THIS MONTH** Build and confirm your 20-week demand
- THIS MONTH** Identify a UK-based backup supplier
- ONGOING** Review forecast and stock position fortnightly

NOTES