

RAW CASE BINDER — SOURCE PAGE 1

EMAIL / CORRESPONDENCE PAGE

11 May 08:32 — Priya / Procurement: The first requisition used 100 paper packs as an early estimate. Please retain that value but do not treat it as final.

12 May 08:41 — Martin / Facilities: The 27 May date is the loading-bay access booking. It was copied into one working document. It is not necessarily a supplier delivery commitment.

13 May 09:44 — Northstar Sales: Quotation NS-Q-260512 lists 120 packs of A4 Copier Paper 80gsm, 12 toner units, 200 pens, 60 red folders and 8 white two-drawer cabinets.

14 May 08:12 — Priya: Please confirm the paper quantity and supplier delivery date before the draft PO is released.

15 May 09:20 — Northstar Sales: Paper quantity is 120. Estimated delivery is 22 May, subject to stock and normal receiving arrangements.

15 May 11:12 — Receiving: Staff are available on 22 May from 09:00 to 16:00.

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14 May 08:12 — Northstar Sales: Four packs of 50mm thermal shipping labels were included following a verbal request.

15 May 09:20 — Warehouse: Labels were mentioned verbally, but there is no request number in the material currently available.

15 May 11:12 — Procurement: Do not assume a verbal request means the line is approved.

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13 May 09:44 — Buyer: The PO remains a draft. Its filename says FINAL2, but the document status says DRAFT.

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RAW CASE BINDER — SOURCE PAGE 5

REQUISITION / INTERNAL FORM PAGE

Field	Old	Current / later	Comment
Paper	100	120	later email
Folders	80	60	revised
Toner	94	97.50 invoice	approval unclear
Delivery	27 May	22 May supplier	different fields
Labels	—	4?	verbal

Form comment 1: confirm quantity

Form comment 2: retain historical value

Form comment 3: do not assume approval

Form comment 4: check source date

Form comment 5: preserve wording

Form comment 6: confirm quantity

Form comment 7: retain historical value

Form comment 8: do not assume approval

Form comment 9: check source date

Form comment 10: preserve wording

Form comment 11: confirm quantity

Form comment 12: retain historical value

Form comment 13: do not assume approval

Form comment 14: check source date

Form comment 15: preserve wording

Form comment 16: confirm quantity

Form comment 17: retain historical value

Form comment 18: do not assume approval

Form comment 19: check source date

Form comment 20: preserve wording

Form comment 21: confirm quantity

Form comment 22: retain historical value

RAW CASE BINDER — SOURCE PAGE 6

REQUISITION / INTERNAL FORM PAGE

Field	Old	Current / later	Comment
Paper	100	120	later email
Folders	80	60	revised
Toner	94	97.50 invoice	approval unclear
Delivery	27 May	22 May supplier	different fields
Labels	—	4?	verbal

Form comment 1: confirm quantity

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Form comment 5: preserve wording

Form comment 6: confirm quantity

Form comment 7: retain historical value

Form comment 8: do not assume approval

Form comment 9: check source date

Form comment 10: preserve wording

Form comment 11: confirm quantity

Form comment 12: retain historical value

Form comment 13: do not assume approval

Form comment 14: check source date

Form comment 15: preserve wording

Form comment 16: confirm quantity

Form comment 17: retain historical value

Form comment 18: do not assume approval

Form comment 19: check source date

Form comment 20: preserve wording

Form comment 21: confirm quantity

Form comment 22: retain historical value

RAW CASE BINDER — SOURCE PAGE 7

SUPPLIER QUOTATION / OCR / ANNOTATION PAGE

SKU	Description	Qty	Rate	Net
PAP-A4-80	A4 Copier Paper 80gsm	120	18.50	2220
TON-HP-414	HP 414A Black Toner	12	94.00	1128
PEN-BLUE-01	Blue Ballpoint Pen 1.0mm	200	0.55	110
FLD-A4-RED	A4 Presentation Folder - Red	60	1.85	111
CAB-2DR-WHT	Two-Drawer Filing Cabinet - White	8	149	1192

quote valid 14 days

delivery approx 22 May

paper 120 / old 100

folders 60 / old 80

labels absent

27 May facilities note

OCR/copy fragment 1: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 2: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 3: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 4: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 5: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 6: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 7: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 8: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 9: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 10: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 11: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 12: NS-Q-260512 | source text retained | formatting lost

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OCR/copy fragment 15: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 16: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 17: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 18: NS-Q-260512 | source text retained | formatting lost

RAW CASE BINDER — SOURCE PAGE 8

SUPPLIER QUOTATION / OCR / ANNOTATION PAGE

SKU	Description	Qty	Rate	Net
PAP-A4-80	A4 Copier Paper 80gsm	120	18.50	2220
TON-HP-414	HP 414A Black Toner	12	94.00	1128
PEN-BLUE-01	Blue Ballpoint Pen 1.0mm	200	0.55	110
FLD-A4-RED	A4 Presentation Folder - Red	60	1.85	111
CAB-2DR-WHT	Two-Drawer Filing Cabinet - White	8	149	1192

quote valid 14 days

delivery approx 22 May

paper 120 / old 100

folders 60 / old 80

labels absent

27 May facilities note

OCR/copy fragment 1: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 2: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 3: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 4: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 5: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 6: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 7: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 8: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 9: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 10: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 11: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 12: NS-Q-260512 | source text retained | formatting lost

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OCR/copy fragment 16: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 17: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 18: NS-Q-260512 | source text retained | formatting lost

RAW CASE BINDER — SOURCE PAGE 9

SUPPLIER QUOTATION / OCR / ANNOTATION PAGE

SKU	Description	Qty	Rate	Net
PAP-A4-80	A4 Copier Paper 80gsm	120	18.50	2220
TON-HP-414	HP 414A Black Toner	12	94.00	1128
PEN-BLUE-01	Blue Ballpoint Pen 1.0mm	200	0.55	110
FLD-A4-RED	A4 Presentation Folder - Red	60	1.85	111
CAB-2DR-WHT	Two-Drawer Filing Cabinet - White	8	149	1192

quote valid 14 days

delivery approx 22 May

paper 120 / old 100

folders 60 / old 80

labels absent

27 May facilities note

OCR/copy fragment 1: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 2: NS-Q-260512 | source text retained | formatting lost

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OCR/copy fragment 17: NS-Q-260512 | source text retained | formatting lost

OCR/copy fragment 18: NS-Q-260512 | source text retained | formatting lost

RAW CASE BINDER — SOURCE PAGE 10

DRAFT PO / REVISION PAGE

Line	Item	Qty	Price	Status
1	Paper	100	18.50	needs update
2	Toner	12	94	quote
3	Pens	200	0.55	
4	Folders	60	1.85	
5	Cabinets	8	149	
6	Labels	?	?	do not add

PO margin comment 1: draft only; preserve source values; filename is not approval.

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PO margin comment 25: draft only; preserve source values; filename is not approval.

RAW CASE BINDER — SOURCE PAGE 11

DRAFT PO / REVISION PAGE

Line	Item	Qty	Price	Status
1	Paper	100	18.50	needs update
2	Toner	12	94	quote
3	Pens	200	0.55	
4	Folders	60	1.85	
5	Cabinets	8	149	
6	Labels	?	?	do not add

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RAW CASE BINDER — SOURCE PAGE 12

DRAFT PO / REVISION PAGE

Line	Item	Qty	Price	Status
1	Paper	100	18.50	needs update
2	Toner	12	94	quote
3	Pens	200	0.55	
4	Folders	60	1.85	
5	Cabinets	8	149	
6	Labels	?	?	do not add

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RAW CASE BINDER — SOURCE PAGE 13

INVOICE / FINANCE PAGE

Line	Item	Qty	Rate	Net
10	Paper	120	18.50	2220
20	Toner	12	97.50	1170
30	Pens	200	0.55	110
40	Folders	60	1.85	111
50	Cabinets	8	149	1192
60	Labels 50mm	4	12	48

Finance note 1: preserve invoice source; compare against quote; do not silently overwrite; label approval unresolved.

Finance note 2: preserve invoice source; compare against quote; do not silently overwrite; label approval unresolved.

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RAW CASE BINDER — SOURCE PAGE 14

INVOICE / FINANCE PAGE

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40	Folders	60	1.85	111
50	Cabinets	8	149	1192
60	Labels 50mm	4	12	48

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Finance note 4: preserve invoice source; compare against quote; do not silently overwrite; label approval unresolved.

Finance note 5: preserve invoice source; compare against quote; do not silently overwrite; label approval unresolved.

Finance note 6: preserve invoice source; compare against quote; do not silently overwrite; label approval unresolved.

Finance note 7: preserve invoice source; compare against quote; do not silently overwrite; label approval unresolved.

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Finance note 23: preserve invoice source; compare against quote; do not silently overwrite; label approval unresolved.

Finance note 24: preserve invoice source; compare against quote; do not silently overwrite; label approval unresolved.

RAW CASE BINDER — SOURCE PAGE 15

INVOICE / FINANCE PAGE

Line	Item	Qty	Rate	Net
10	Paper	120	18.50	2220
20	Toner	12	97.50	1170
30	Pens	200	0.55	110
40	Folders	60	1.85	111
50	Cabinets	8	149	1192
60	Labels 50mm	4	12	48

Finance note 1: preserve invoice source; compare against quote; do not silently overwrite; label approval unresolved.

Finance note 2: preserve invoice source; compare against quote; do not silently overwrite; label approval unresolved.

Finance note 3: preserve invoice source; compare against quote; do not silently overwrite; label approval unresolved.

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Finance note 23: preserve invoice source; compare against quote; do not silently overwrite; label approval unresolved.

Finance note 24: preserve invoice source; compare against quote; do not silently overwrite; label approval unresolved.

RAW CASE BINDER — SOURCE PAGE 16

DELIVERY / FACILITIES PAGE

Source	Date	Raw wording	Meaning
Supplier	13 May	22 May subject to stock	supplier
Facilities	13 May	27 May loading bay	access
Receiving	14 May	staff available 22 May	operations
PO	14 May	27 May	copied access date

Operational note 1: 22 May and 27 May must remain separate semantic fields.

Operational note 2: 22 May and 27 May must remain separate semantic fields.

Operational note 3: 22 May and 27 May must remain separate semantic fields.

Operational note 4: 22 May and 27 May must remain separate semantic fields.

Operational note 5: 22 May and 27 May must remain separate semantic fields.

Operational note 6: 22 May and 27 May must remain separate semantic fields.

Operational note 7: 22 May and 27 May must remain separate semantic fields.

Operational note 8: 22 May and 27 May must remain separate semantic fields.

Operational note 9: 22 May and 27 May must remain separate semantic fields.

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Operational note 18: 22 May and 27 May must remain separate semantic fields.

Operational note 19: 22 May and 27 May must remain separate semantic fields.

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Operational note 22: 22 May and 27 May must remain separate semantic fields.

Operational note 23: 22 May and 27 May must remain separate semantic fields.

Operational note 24: 22 May and 27 May must remain separate semantic fields.

Operational note 25: 22 May and 27 May must remain separate semantic fields.

RAW CASE BINDER — SOURCE PAGE 17

DELIVERY / FACILITIES PAGE

Source	Date	Raw wording	Meaning
Supplier	13 May	22 May subject to stock	supplier
Facilities	13 May	27 May loading bay	access
Receiving	14 May	staff available 22 May	operations
PO	14 May	27 May	copied access date

Operational note 1: 22 May and 27 May must remain separate semantic fields.

Operational note 2: 22 May and 27 May must remain separate semantic fields.

Operational note 3: 22 May and 27 May must remain separate semantic fields.

Operational note 4: 22 May and 27 May must remain separate semantic fields.

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Operational note 23: 22 May and 27 May must remain separate semantic fields.

Operational note 24: 22 May and 27 May must remain separate semantic fields.

Operational note 25: 22 May and 27 May must remain separate semantic fields.

RAW CASE BINDER — SOURCE PAGE 18

SUPPLIER / PRODUCT MASTER PAGE

Source	Value	Issue
Quote	Northstar Office Supplies Ltd.	full name
PO	Northstar Office	short
Req	Northstar Supplies	legacy
Invoice	Northstar Office Supplies Ltd.	full
Master	LABEL-THERM-100	100mm
Invoice	Thermal Labels 50mm	different spec

Master-data comment 1: no safe 50mm SKU supplied; do not invent mapping.

Master-data comment 2: no safe 50mm SKU supplied; do not invent mapping.

Master-data comment 3: no safe 50mm SKU supplied; do not invent mapping.

Master-data comment 4: no safe 50mm SKU supplied; do not invent mapping.

Master-data comment 5: no safe 50mm SKU supplied; do not invent mapping.

Master-data comment 6: no safe 50mm SKU supplied; do not invent mapping.

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Master-data comment 22: no safe 50mm SKU supplied; do not invent mapping.

Master-data comment 23: no safe 50mm SKU supplied; do not invent mapping.

Master-data comment 24: no safe 50mm SKU supplied; do not invent mapping.

Master-data comment 25: no safe 50mm SKU supplied; do not invent mapping.

RAW CASE BINDER — SOURCE PAGE 19

SUPPLIER / PRODUCT MASTER PAGE

Source	Value	Issue
Quote	Northstar Office Supplies Ltd.	full name
PO	Northstar Office	short
Req	Northstar Supplies	legacy
Invoice	Northstar Office Supplies Ltd.	full
Master	LABEL-THERM-100	100mm
Invoice	Thermal Labels 50mm	different spec

Master-data comment 1: no safe 50mm SKU supplied; do not invent mapping.

Master-data comment 2: no safe 50mm SKU supplied; do not invent mapping.

Master-data comment 3: no safe 50mm SKU supplied; do not invent mapping.

Master-data comment 4: no safe 50mm SKU supplied; do not invent mapping.

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Master-data comment 14: no safe 50mm SKU supplied; do not invent mapping.

Master-data comment 15: no safe 50mm SKU supplied; do not invent mapping.

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Master-data comment 22: no safe 50mm SKU supplied; do not invent mapping.

Master-data comment 23: no safe 50mm SKU supplied; do not invent mapping.

Master-data comment 24: no safe 50mm SKU supplied; do not invent mapping.

Master-data comment 25: no safe 50mm SKU supplied; do not invent mapping.

RAW CASE BINDER — SOURCE PAGE 20

DIRTY SPREADSHEET / COPY FRAGMENTS PAGE

Vendor	Item	Qty	Price	Ref
Northstar Office	A4 Paper	100	18.50	REQ1847
Northstar Supplies	A4 Paper	120	18.50	NS-Q-260512
Northstar Office	Toner	12	94	NS-Q-260512
Northstar Office Supplies Ltd	Toner	12	97.50	NS-INV-260515
Northstar Office Supplies Ltd	Labels 50mm	4	12	NS-INV-260515

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RAW CASE BINDER — SOURCE PAGE 21

DIRTY SPREADSHEET / COPY FRAGMENTS PAGE

Vendor	Item	Qty	Price	Ref
Northstar Office	A4 Paper	100	18.50	REQ1847
Northstar Supplies	A4 Paper	120	18.50	NS-Q-260512
Northstar Office	Toner	12	94	NS-Q-260512
Northstar Office Supplies Ltd	Toner	12	97.50	NS-INV-260515
Northstar Office Supplies Ltd	Labels 50mm	4	12	NS-INV-260515

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RAW CASE BINDER — SOURCE PAGE 22

DIRTY SPREADSHEET / COPY FRAGMENTS PAGE

Vendor	Item	Qty	Price	Ref
Northstar Office	A4 Paper	100	18.50	REQ1847
Northstar Supplies	A4 Paper	120	18.50	NS-Q-260512
Northstar Office	Toner	12	94	NS-Q-260512
Northstar Office Supplies Ltd	Toner	12	97.50	NS-INV-260515
Northstar Office Supplies Ltd	Labels 50mm	4	12	NS-INV-260515

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RAW CASE BINDER — SOURCE PAGE 23

MEETING / REVIEW / EXCEPTION PAGE

Review note 1: paper quantity requires source traceability.

Review note 2: delivery semantics requires source traceability.

Review note 3: toner price requires source traceability.

Review note 4: label approval requires source traceability.

Review note 5: label SKU requires source traceability.

Review note 6: folder history requires source traceability.

Review note 7: supplier name requires source traceability.

Review note 8: draft status requires source traceability.

Review note 9: paper quantity requires source traceability.

Review note 10: delivery semantics requires source traceability.

Review note 11: toner price requires source traceability.

Review note 12: label approval requires source traceability.

Review note 13: label SKU requires source traceability.

Review note 14: folder history requires source traceability.

Review note 15: supplier name requires source traceability.

Review note 16: draft status requires source traceability.

Review note 17: paper quantity requires source traceability.

Review note 18: delivery semantics requires source traceability.

Review note 19: toner price requires source traceability.

Review note 20: label approval requires source traceability.

Review note 21: label SKU requires source traceability.

Review note 22: folder history requires source traceability.

Review note 23: supplier name requires source traceability.

Review note 24: draft status requires source traceability.

Review note 25: paper quantity requires source traceability.

Review note 26: delivery semantics requires source traceability.

Review note 27: toner price requires source traceability.

Review note 28: label approval requires source traceability.

Review note 29: label SKU requires source traceability.

Review note 30: folder history requires source traceability.

RAW CASE BINDER — SOURCE PAGE 24

MEETING / REVIEW / EXCEPTION PAGE

Review note 1: paper quantity requires source traceability.

Review note 2: delivery semantics requires source traceability.

Review note 3: toner price requires source traceability.

Review note 4: label approval requires source traceability.

Review note 5: label SKU requires source traceability.

Review note 6: folder history requires source traceability.

Review note 7: supplier name requires source traceability.

Review note 8: draft status requires source traceability.

Review note 9: paper quantity requires source traceability.

Review note 10: delivery semantics requires source traceability.

Review note 11: toner price requires source traceability.

Review note 12: label approval requires source traceability.

Review note 13: label SKU requires source traceability.

Review note 14: folder history requires source traceability.

Review note 15: supplier name requires source traceability.

Review note 16: draft status requires source traceability.

Review note 17: paper quantity requires source traceability.

Review note 18: delivery semantics requires source traceability.

Review note 19: toner price requires source traceability.

Review note 20: label approval requires source traceability.

Review note 21: label SKU requires source traceability.

Review note 22: folder history requires source traceability.

Review note 23: supplier name requires source traceability.

Review note 24: draft status requires source traceability.

Review note 25: paper quantity requires source traceability.

Review note 26: delivery semantics requires source traceability.

Review note 27: toner price requires source traceability.

Review note 28: label approval requires source traceability.

Review note 29: label SKU requires source traceability.

Review note 30: folder history requires source traceability.

RAW CASE BINDER — SOURCE PAGE 25

MEETING / REVIEW / EXCEPTION PAGE

Review note 1: paper quantity requires source traceability.

Review note 2: delivery semantics requires source traceability.

Review note 3: toner price requires source traceability.

Review note 4: label approval requires source traceability.

Review note 5: label SKU requires source traceability.

Review note 6: folder history requires source traceability.

Review note 7: supplier name requires source traceability.

Review note 8: draft status requires source traceability.

Review note 9: paper quantity requires source traceability.

Review note 10: delivery semantics requires source traceability.

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Review note 15: supplier name requires source traceability.

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Review note 21: label SKU requires source traceability.

Review note 22: folder history requires source traceability.

Review note 23: supplier name requires source traceability.

Review note 24: draft status requires source traceability.

Review note 25: paper quantity requires source traceability.

Review note 26: delivery semantics requires source traceability.

Review note 27: toner price requires source traceability.

Review note 28: label approval requires source traceability.

Review note 29: label SKU requires source traceability.

Review note 30: folder history requires source traceability.

RAW CASE BINDER — SOURCE PAGE 26

RAW LOOSE NOTES / AUDIT PAGE

- 01. retain old value
- 02. mark superseded
- 03. do not guess
- 04. flag variance
- 05. preserve qualifier
- 06. check requester
- 07. retain source date
- 08. separate semantic fields
- 09. retain old value
- 10. mark superseded
- 11. do not guess
- 12. flag variance
- 13. preserve qualifier
- 14. check requester
- 15. retain source date
- 16. separate semantic fields
- 17. retain old value
- 18. mark superseded
- 19. do not guess
- 20. flag variance
- 21. preserve qualifier
- 22. check requester
- 23. retain source date
- 24. separate semantic fields
- 25. retain old value
- 26. mark superseded
- 27. do not guess
- 28. flag variance
- 29. preserve qualifier
- 30. check requester
- 31. retain source date
- 32. separate semantic fields
- 33. retain old value
- 34. mark superseded

RAW CASE BINDER — SOURCE PAGE 27

RAW LOOSE NOTES / AUDIT PAGE

- 01. retain old value
- 02. mark superseded
- 03. do not guess
- 04. flag variance
- 05. preserve qualifier
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- 07. retain source date
- 08. separate semantic fields
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- 13. preserve qualifier
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- 15. retain source date
- 16. separate semantic fields
- 17. retain old value
- 18. mark superseded
- 19. do not guess
- 20. flag variance
- 21. preserve qualifier
- 22. check requester
- 23. retain source date
- 24. separate semantic fields
- 25. retain old value
- 26. mark superseded
- 27. do not guess
- 28. flag variance
- 29. preserve qualifier
- 30. check requester
- 31. retain source date
- 32. separate semantic fields
- 33. retain old value
- 34. mark superseded

RAW CASE BINDER — SOURCE PAGE 28

RAW LOOSE NOTES / AUDIT PAGE

01. retain old value
02. mark superseded
03. do not guess
04. flag variance
05. preserve qualifier
06. check requester
07. retain source date
08. separate semantic fields
09. retain old value
10. mark superseded
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12. flag variance
13. preserve qualifier
14. check requester
15. retain source date
16. separate semantic fields
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19. do not guess
20. flag variance
21. preserve qualifier
22. check requester
23. retain source date
24. separate semantic fields
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30. check requester
31. retain source date
32. separate semantic fields
33. retain old value
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