**C-Store Supply Chain Survival Kit:**

**Practical Worksheets & Tools for Navigating Disruptions**

*A comprehensive, fillable workbook for c-store managers, employees, and content creators who want to build a more resilient, tech-savvy supply chain.*

**1. Supply Chain Risk Assessment Worksheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Supplier/Product | Risk Factor (1–5) | Recent Delays? (Y/N) | Single Source? (Y/N) | Backup in Place? (Y/N) | Notes/Action Needed |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Instructions:**  
Score each supplier/product (5 = very risky). Use to focus your resilience plan.

**2. Emergency Response Plan Builder**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Scenario | Primary Contact | Alternate Supplier | Inventory Action | Communication Plan | Status/Notes |
| Delivery delay |  |  |  |  |  |
| National shortage |  |  |  |  |  |
| Weather/disaster event |  |  |  |  |  |
| Unexpected demand surge |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**3. Supplier Diversification Tracker**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Key Item | Current Supplier | % of Supply | Alt. Supplier(s) | Last Contacted | Backup Plan in Place? | Notes |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**4. Local Supplier Discovery Log**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item Needed | Local Supplier | Contact Info | Pricing | Delivery Terms | Fit for Emergency? (Y/N) | Notes |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**5. Seasonal Demand Forecast & Inventory Planner**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Event/Season | Product(s) Affected | Expected Spike (%) | Current Inventory | Order Adjustment Needed | Notes |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**6. Smart Inventory Calculator**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Avg. Weekly Sales | Safety Stock | Current On Hand | Reorder Point | Last Ordered | Next Order Date | Notes |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**7. Supplier Performance Tracker**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Supplier | On-Time Delivery % | Product Quality | Communication | Issues/Resolutions | | Last Review Date | Keep/Replace? |
|  |  |  |  |  |  | |  |
|  |  |  |  |  |  | |  |
|  |  |  |  |  |  | |  |
|  |  |  |  |  |  | |  |

**8. Crisis Communication Template**

**To Customers:**

“Due to a supply disruption, [product] may be temporarily unavailable. We’re working hard to restock and appreciate your patience!”

**To Staff:**

“We’re experiencing delays with [supplier/product]. Please follow the backup plan and keep me updated on inventory status.”

**9. Weekly Supply Chain Review Log**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Week of | Major Issues | Actions Taken | Wins/Lessons Learned | Next Week’s Priorities |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |