Exercise 2: Compare suppliers

25-minute paired activity • Based on prompts 8 and 27 • Worksheet: pages 1–2; quotations: pages 3–4

Student: _____ Partner: _____ Date: _____

Your task

Use AI to compare two quotations, verify its output against the source documents, and make a recommendation that explains any conditions or missing information.

Business brief: BrightOffice Supplies

Requirement	20 ergonomic task chairs for a training room.
Deadline	Delivery within 10 business days after written order confirmation.
Budget	Maximum USD 2,100.00, including delivery.
Priorities	1. Meet the delivery deadline. 2. Stay within the total budget. 3. Consider warranty coverage.
Exercise date	10 November 2026. Use only the attached quotations; no tax is applied in this fictional classroom scenario.

Work in pairs. One person operates AI; the other checks evidence. Swap roles for the improved prompt. Save AI responses separately as Version 1 and Version 2.

1. Prepare the inputs — 3 minutes

Read both quotations. Identify the relevant sections and any unclear or missing details. Attach both files if available, or paste each quotation under a clearly named heading.

Important detail or uncertainty noticed before prompting:

2. Run your first prompt — 5 minutes

Compare these supplier quotations: [attach quotations]. Create a table covering total cost, specifications, delivery, warranty, payment terms, and exclusions. Use these priorities: [priorities]. Highlight missing information and explain any recommendation.

Replace both placeholders using the brief above. Add any instructions needed to keep the output traceable. Record your submitted prompt below, or attach a copy.

Expected output: a comparison table, a conditional recommendation, and clarification questions. Do not send messages, place orders or make payments.

Verify, refine and recommend

Exercise 2 • Record source evidence, not just the AI's conclusions.

3. Check Version 1 against the quotations — 7 minutes

Complete this short evidence record. Include section numbers. If a value is not stated, write "Not stated"; do not estimate it.

Factor	Supplier A: value + section	Supplier B: value + section	Gap or correction
Total cost incl. delivery			
Specifications			
Delivery			
Warranty			
Payment terms			
Exclusions			

Check: Are totals comparable? Is the deadline met? Are exclusions visible? Does each claim have evidence? Are any missing amounts invented?

4. Improve the prompt and rerun — 5 minutes

Write one follow-up instruction that addresses the most important weakness. Save the new response as Version 2.

5. Make your recommendation — 3 minutes

Recommend a supplier conditionally, or explain why neither is ready to approve. Link your decision to deadline, total budget and warranty. List the clarification needed before commitment.

6. Reflect — 2 minutes

What did you verify yourself? What improved between Version 1 and Version 2?

Submit: this worksheet + both prompts + Version 1 + Version 2. Assessment focuses on accuracy, source evidence, handling of gaps and justified refinement—not polished wording alone.

SAMPLE SUPPLIER QUOTATION — TRAINING ONLY

Maple Workplace Supply

Supplier A • Quotation supplied for Exercise 2

Supplier	Maple Workplace Supply | 8 Sample Lane, Example City | sales@mapleworkplace.example
Customer	BrightOffice Supplies | Training room procurement
Quotation number	Q-MW-2026-117
Issued / valid until	10 November 2026 / 30 November 2026
Currency	USD

1. Specification and scope

20 new TC-20 ergonomic task chairs, each with a mesh back, adjustable seat height and fixed padded armrests. Chairs are supplied assembled. No old-chair removal service is included.

2. Price and included charges

Item	Quantity	Unit price	Line total
Ergonomic task chair, model TC-20	20	USD 95.00	USD 1,900.00

Goods total	USD 1,900.00
Tax	USD 0.00 — classroom assumption only; no tax applied.
Delivery charge	Excluded from the goods price. The delivery charge is to be confirmed.
Total including delivery	Not stated in this quotation; delivery charge must be confirmed.

3. Delivery

Delivery within 7 business days after written order confirmation. The chairs are available at the time this quotation is issued. Delivery charges are additional, as noted in Section 2.

4. Warranty

12 months from delivery, covering replacement parts for manufacturing defects. Labour and damage caused by misuse are excluded.

5. Payment terms

100% of the confirmed order total is payable before dispatch. Final order confirmation will state the delivery charge and total payable.

6. Exclusions and validity

Delivery charges, warranty labour and old-chair removal are excluded. This quotation is valid until 30 November 2026. No purchase order has been placed.

Fictional quotation for learning only. Do not contact this supplier or make a payment.

SAMPLE SUPPLIER QUOTATION — TRAINING ONLY

Harbour Office Equipment

Supplier B • Quotation supplied for Exercise 2

Supplier	Harbour Office Equipment | 16 Practice Road, Example City | sales@harbouroffice.example
Customer	BrightOffice Supplies | Training room procurement
Quotation number	Q-HO-2026-284
Issued / valid until	10 November 2026 / 30 November 2026
Currency	USD

1. Specification and scope

20 new TC-20 ergonomic task chairs, each with a mesh back, adjustable seat height and fixed padded armrests. Chairs are supplied assembled. No old-chair removal service is included.

2. Price and included charges

Item	Quantity	Unit price	Line total
Ergonomic task chair, model TC-20	20	USD 102.00	USD 2,040.00

Goods total	USD 2,040.00
Tax	USD 0.00 — classroom assumption only; no tax applied.
Delivery charge	Standard delivery to the BrightOffice training room is included; no additional charge.
Total including delivery	USD 2,040.00

3. Delivery

Delivery within 14 business days after written order confirmation and receipt of the deposit. The quotation does not offer an expedited delivery option.

4. Warranty

24 months from delivery, covering parts and labour for manufacturing defects. Damage caused by misuse is excluded.

5. Payment terms

30% deposit on order confirmation; the remaining 70% is payable before dispatch. The deposit must be received before the delivery period begins.

6. Exclusions and validity

Old-chair removal and damage caused by misuse are excluded. This quotation is valid until 30 November 2026. No purchase order has been placed.

Fictional quotation for learning only. Do not contact this supplier or make a payment.