

THIS DOCUMENT IS ENTIRELY FICTIONAL AND INTENDED FOR SOFTWARE DEMONSTRATION PURPOSES ONLY. All vendor names, addresses, amounts, and other data are fabricated.

CONTOSO SUPPLIES

Contoso Headquarters
1200 Contoso Way, Suite 400
Seattle, WA 98101

AdventureWorks Industrial
500 Innovation Blvd
Redmond, WA 98052

INVOICE

INVOICE: INV-2026-A-00147
INVOICE DATE: 03/01/2026
DUE DATE: 03/31/2026
CUSTOMER NAME: ADVENTUREWORKS INDUSTRIAL
CUSTOMER ID: CID-AWI-5500

BILL TO:	SHIP TO:
AdventureWorks Finance	AdventureWorks Warehouse
500 Innovation Blvd	600 Distribution Dr
Redmond, WA 98052	Redmond, WA 98052

SALESPERSON	J. Martinez	P.O. NUMBER	PO-7821	TERMS	Net 30
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ITEM CODE	DESCRIPTION	QTY	UM	PRICE	TAX	AMOUNT
A4-PPR	Premium A4 Copy Paper (5 reams)	20	EA	\$12.50	\$21.25	\$271.25
INK-CX2	Black Ink Cartridge - Model CX200	10	EA	\$34.99	\$29.74	\$379.64
KB-ERG	Wireless Ergonomic Keyboard	5	EA	\$59.95	\$25.48	\$325.23
DOCK-UC	USB-C Docking Station	3	EA	\$129.00	\$32.90	\$419.90
LAMP-LED	LED Desk Lamp - Adjustable	8	EA	\$42.00	\$28.56	\$364.56

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INVOICE (continued) - INV-2026-A-00147

Vendor: Contoso Supplies | Customer: AdventureWorks Industrial

ITEM CODE	DESCRIPTION	QTY	UM	PRICE	TAX	AMOUNT
STPL-HD	Heavy-Duty Stapler	15	EA	\$18.50	\$23.59	\$301.09
MKR-WB	Whiteboard Markers (pack of 12)	12	PK	\$9.99	\$10.19	\$130.07
CBL-KIT	Cable Management Kit	6	EA	\$24.95	\$12.72	\$162.42
HS-ANC	Noise-Canceling Headset	4	EA	\$89.00	\$30.26	\$386.26
ARM-MON	Adjustable Monitor Arm	7	EA	\$74.50	\$44.33	\$565.83

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INVOICE SUMMARY - INV-2026-A-00147

Vendor: Contoso Supplies | Customer: AdventureWorks Industrial

Subtotal	\$3,306.25
Tax (included above)	\$259.02
Shipping & Handling	\$45.00
INVOICE TOTAL	\$3,351.25

Payment Terms

Payment is due within 30 days of the invoice date. Please remit payment to:

Contoso Supplies - Accounts Receivable
PO Box 9200, Seattle, WA 98109

For questions, contact accounts@contoso-example.invalid

Thank you for your business!

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Internal Procurement Guidelines

AdventureWorks Industrial - Procurement Department

Fiscal Year 2026

This cover page introduces internal procurement policies for AdventureWorks Industrial divisions. The policies outlined herein are entirely fictional and created solely for software demonstration purposes.

All purchase orders exceeding \$5,000 require dual-signature approval. Preferred vendor agreements must be reviewed quarterly by the procurement committee. Emergency purchases are permitted up to \$2,500 with post-approval within 48 hours.

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FABRIKAM LOGISTICS

Fabrikam Distribution Center
800 Fabrikam Blvd
Portland, OR 97201

AdventureWorks Industrial
500 Innovation Blvd, Redmond, WA 98052

INVOICE

INVOICE: INV-2026-B-00589
INVOICE DATE: 03/05/2026
DUE DATE: 04/19/2026
CUSTOMER NAME: ADVENTUREWORKS INDUSTRIAL
CUSTOMER ID: CID-AWI-5500

SALESPERSON	K. Wilson	P.O. NUMBER	PO-8055	TERMS	Net 45	
ITEM CODE	DESCRIPTION	QTY	UM	PRICE	TAX	AMOUNT
CRT-48	Standard Shipping Crate (48x40)	50	EA	\$22.00	\$93.50	\$1,193.50
WRAP-IG	Pallet Wrap - Industrial Grade	30	RL	\$15.75	\$33.08	\$505.58
LBL-500	Freight Label Rolls (500 ct)	20	RL	\$8.99	\$12.59	\$192.39
BAT-FL	Forklift Battery Pack	2	EA	\$345.00	\$48.30	\$738.30
VEST-HV	Warehouse Safety Vest (Hi-Vis)	25	EA	\$14.50	\$25.38	\$387.88
BLKT-TH	Thermal Packing Blanket	10	EA	\$56.00	\$39.20	\$599.20
Subtotal					\$3,616.85	
Tax (included above)					\$252.05	
INVOICE TOTAL					\$3,616.85	

Remit to: payments@fabrikam-example.invalid | Terms: Net 45

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Internal Meeting Notes - Q1 2026 Procurement Review

Date: February 28, 2026

Attendees: J. Smith (Procurement Lead), R. Patel (Finance), M. Chen (Operations), L. Garcia (Compliance)

Agenda:

1. Review of Q4 2025 vendor performance metrics
2. Budget allocation for new office equipment
3. Update on warehouse supply chain delays
4. Compliance audit results - no findings

Key Decisions:

- Approved renewal of Contoso Supplies contract for FY2026.
- Requested quotes from three additional vendors for IT peripherals.
- Warehouse restocking frequency increased from monthly to bi-weekly.

Action Items:

- R. Patel to finalize Q1 budget report by March 15.
- M. Chen to coordinate pilot shipment with Fabrikam Logistics.
- L. Garcia to schedule vendor compliance workshops.

Next Meeting: March 28, 2026

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Product Catalog - Office Supplies (Excerpt)

This is a product reference list, not an invoice.

SKU	PRODUCT NAME	CATEGORY	MSRP	IN STOCK
SKU-1001	Ballpoint Pen (blue, 50-pack)	Writing	\$6.49	Yes
SKU-1002	Legal Pad - Yellow, Letter	Paper	\$3.25	Yes
SKU-1003	Binder Clips - Large (12 ct)	Fasteners	\$4.75	Yes
SKU-1004	Correction Tape - 6 m	Writing	\$2.99	No
SKU-1005	Desktop File Organizer	Storage	\$18.95	Yes
SKU-1006	Sticky Notes - 3x3 (12 pads)	Paper	\$7.50	Yes
SKU-1007	Scissors - 8 inch	Cutting	\$5.99	Yes
SKU-1008	Rubber Bands - Assorted (1 lb)	Fasteners	\$3.10	No
SKU-1009	Desk Calendar - 2026	Office	\$12.00	Yes
SKU-1010	Post-It Flags - 5 colors	Paper	\$4.25	Yes

Prices listed are manufacturer-suggested retail prices (MSRP). Actual costs may vary.

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NORTHWIND COMPONENTS

Northwind Electronics Division
300 Northwind Drive
Austin, TX 73301

AdventureWorks Industrial
500 Innovation Blvd, Redmond, WA 98052

INVOICE

INVOICE: INV-2026-C-01022
INVOICE DATE: 03/10/2026
DUE DATE: 05/09/2026
CUSTOMER NAME: ADVENTUREWORKS INDUSTRIAL
CUSTOMER ID: CID-AWI-5500

SALESPERSON	A. Nakamura	P.O. NUMBER	PO-9100	TERMS	Net 60
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ITEM CODE	DESCRIPTION	QTY	UM	PRICE	TAX	AMOUNT
PCB-R3	Circuit Board - Type R3	100	EA	\$4.50	\$38.25	\$488.25
CAP-100	Capacitor 100uF 25V	500	EA	\$0.35	\$14.88	\$189.88
RES-1K	Resistor Pack (1k Ohm, 100 pcs)	200	PK	\$1.20	\$20.40	\$260.40
SLD-LF	Solder Wire - Lead-Free 0.8mm	25	RL	\$11.00	\$23.38	\$298.38
HS-AL40	Heat Sink - Aluminum 40mm	50	EA	\$3.75	\$15.94	\$203.44

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INVOICE (continued) - INV-2026-C-01022

Vendor: Northwind Components | Customer: AdventureWorks Industrial

ITEM CODE	DESCRIPTION	QTY	UM	PRICE	TAX	AMOUNT
HDR-20P	Connector Header 2x20 Pin	150	EA	\$0.90	\$11.48	\$146.48
REG-5V	Voltage Regulator IC 5V	300	EA	\$0.55	\$14.03	\$179.03
PCB-PRT	Prototype PCB Board (10-pack)	10	PK	\$14.99	\$12.74	\$162.64

Subtotal \$1,928.50

Tax (included above) \$150.10

Shipping & Handling \$32.00

INVOICE TOTAL \$1,960.50

Payment Instructions

Payment is due within 60 days of the invoice date. Wire transfer details:

Bank: Fictional National Bank
Account Name: Northwind Components LLC
Account #: 0000-XXXX-1234 (fictional)
Routing #: 000000000 (fictional)

For inquiries, contact billing@northwind-example.invalid