

CONFIDENTIAL BUSINESS BRIEF

Quarterly Supplier Review

Synthetic document created for DOCX-to-PDF fidelity testing

Prepared for: Operations Leadership Team

Prepared by: Northstar Research Lab (fictional)

Review date: 20 July 2026

Status: Internal review - synthetic data only

Executive summary

Northstar Research reviewed three fictional suppliers against delivery reliability, documentation quality, and continuity planning. The synthetic findings are designed to exercise headings, paragraphs, tables, lists, page breaks, font requests, headers, and footers during document conversion.

Decision: Continue with Atlas Components for the next quarter, while requiring a dated recovery plan for its documentation gap.

Recommended actions

- Approve the Atlas Components renewal for one quarter, subject to a documentation checkpoint.
- Keep Blue Harbor Logistics as the tested contingency supplier for urgent orders.
- Reassess Cedar Works after its delivery variance remains below five percent for two cycles.

Decision snapshot

Supplier	Position	Reason
Atlas Components	Preferred	Strong delivery record; documentation plan required
Blue Harbor	Contingency	Fast response and adequate capacity
Cedar Works	Monitor	Quality stable; delivery variance remains high

1. Risk and readiness overview

The matrix below uses repeated data fields so that column width, wrapping, cell padding, color, and row alignment can be compared between the source document and the generated PDF.

Control	Rating	Owner	Evidence note
Delivery continuity	Low risk	Operations	Dual-source plan tested on 12 July
Data handling	Medium	Security	Access review scheduled before renewal
Documentation	Medium	Quality	Two procedures need dated revisions
Financial exposure	Low risk	Finance	Quarterly cap remains within policy

Typography stress test

The next sentence requests a deliberately unavailable typeface. A document viewer or conversion engine must substitute another font if Northstar Serif Lab is not installed.

Fidelity checkpoint: pack my box with five dozen quartz badges.

Why this matters: A substituted font can change character widths, line breaks, table wrapping, and ultimately the page count.

Review sequence

1. Confirm that the PDF opens and contains all three pages.
2. Compare the title, metadata, table columns, and page breaks with the source render.
3. Check the requested display font and record any substitution.
4. Keep the original DOCX as the editable source of record.

Known conversion sensitivities

Complex fields, tracked changes, comments, embedded objects, equations, custom fonts, and tightly packed layouts deserve a separate fidelity check. This fixture intentionally avoids macros, external links, and personal data.

2. Controlled fidelity checklist

Use this page to validate the generated PDF before it is shared outside the fictional organization. Every item is synthetic and safe to publish as test evidence.

- ☐ Title and subtitle are present and readable.
- ☐ Four metadata rows remain together on page 1.
- ☐ Decision snapshot contains three suppliers and three columns.
- ☐ Risk matrix contains four controls and four columns.
- ☐ Numbered review steps appear in the original sequence.
- ☐ Header and page number remain inside the printable area.
- ☐ The requested Northstar Serif Lab font is checked for substitution.
- ☐ No real name, customer record, address, or account identifier appears.

Expected limitations

A PDF is a delivery copy, not a replacement for the editable DOCX. After conversion, review font substitution, line wrapping, page breaks, links, fields, comments, tracked changes, and accessibility tags according to the document's risk.

Synthetic approval record

Document	Quarterly Supplier Review
Fixture ID	DOCX-PDF-2026-07-20-A
Content status	Synthetic; publication-safe
End sentinel	BRIEF-END-031