

C H E C K L I S T

# YOUNG

## ENTREPRENEURS

1-5 YEARS ON THE MARKET



### 1. Searching for alternative suppliers / risk management

- Have alternatives for your main product groups.
- Identify new suppliers (supplier interviews, tenders, offer comparison, contract conclusion).



### 2. Negotiation

- Don't forget to renegotiate from time to time.
- Implement annual nego meetings with your main suppliers.
- Introduce supplier boni, this is additional to end of year business.



### 3. Track your service level agreement with your current supplier

- Validity of your contract.
- Validity of your prices.
- Exchange rates, if necessary.
- Boni, if possible.



### 4. Supplier evaluation / supplier management / supplier development

- Evaluate your supplier on time/full/quality.
- Make an action plan in order to develop him.
- Introduce supplier days to learn from each other and to grow.

**Notice**

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## 5. Implement procurement processes

- Purchase order documents.
- Contract list.
- Introduce a supplier contact list.
- Introduce a negotiation plan.



## 6. Change management

- Track change proposals and the related costs from your supplier regarding the product and the tooling.
- Check them.
- Release them or not.



## 7. Permanent searching and finding of savings and optimization possibilities

- Do cost down workshops with your suppliers.
- Organize benchmark offers.
- Standardize.