



# Managing Supplier Relationships

## Supplier meeting outcomes

AREA	DETAIL	Comments/Action points
1. Snapshot report	<ul style="list-style-type: none"><li>› Discuss</li></ul>	
2. Executive summary	<ul style="list-style-type: none"><li>› Discuss</li><li>› Determine action points</li><li>› Agreed due dates/follow up dates</li></ul>	
3. Feedback from actual end users	<ul style="list-style-type: none"><li>› From end user.</li><li>› C Suite</li><li>› Operations team</li><li>› Warehouse managers</li></ul>	
4. Market information	<ul style="list-style-type: none"><li>› Competitors product/service</li><li>› Acquisitions/mergers</li></ul>	
5. Risk	<ul style="list-style-type: none"><li>› Product being superseded</li><li>› Government legislation pending</li><li>› OHS</li><li>› Price wars</li><li>› Brand devaluation</li></ul>	
6. Issues	<ul style="list-style-type: none"><li>› Discuss</li><li>› Action points</li><li>› Resolution dates</li></ul>	
7. Damages/return fo credits	<ul style="list-style-type: none"><li>› Metric against %</li><li>› Identify possible causes</li><li>› Is supplier holding up the process</li></ul>	
8. Leverage	<ul style="list-style-type: none"><li>› Look at sales, usage.</li><li>› Consolidation opportunities</li><li>› Industry update</li><li>Internal benchmarking</li><li>Identify strong performers and find out how &amp; why, their methodology for achievement &amp; share.</li></ul>	
9. Value add	<ul style="list-style-type: none"><li>› What value add ideas can you bring?</li></ul>	
10. Bundling opportunities	<ul style="list-style-type: none"><li>› Are there bundling opportunities?</li><li>› Consolidation</li><li>› Value add services</li><li>› Geographical opportunities</li></ul>	
11. Payment terms	<ul style="list-style-type: none"><li>› Review what's actually happening</li><li>› Any opportunities?</li></ul>	