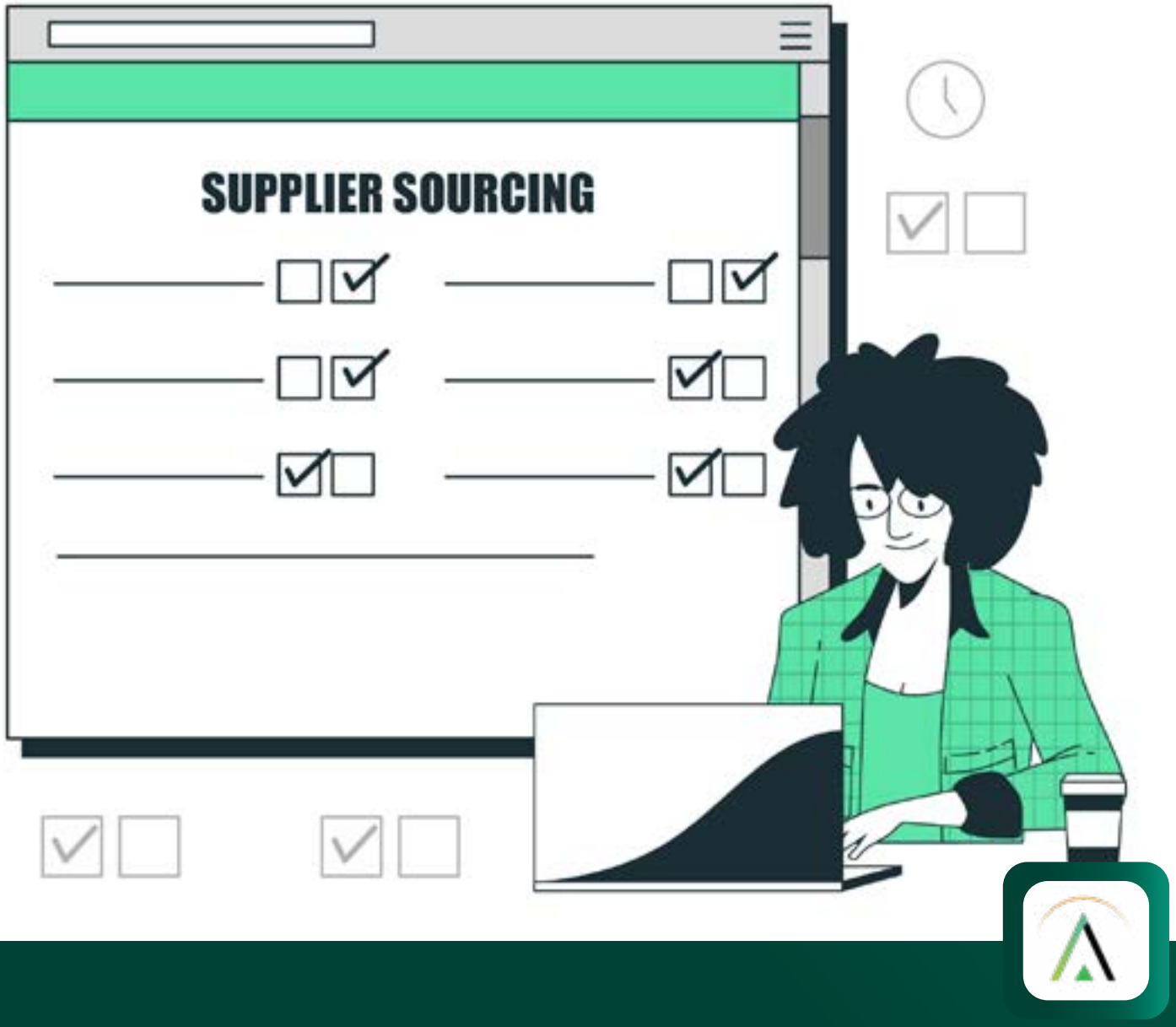


Supplier Sourcing Checklist

Simplify supplier sourcing and selection instantly

www.aavenir.com

Aavenir

Introduction

Supplier sourcing is a complex process that requires a thorough understanding and analysis of potential suppliers. To select one from the pool of suppliers, you may need to approach with your probing questions, check facts, reviews, and more.

Aavenir Supplier Sourcing Checklist can be used for a formal supplier assessment to manage the choice judiciously and have seamless sourcing in the future. The supplier sourcing process enables effective cost reduction, higher business performance, and ROI while ensuring efficient processing.

The supplier selection process impacts bid management and accelerates the award-to-bid cycle. of the Source-to-Pay journey and helps manage recurring activities. Set your own deadlines and make the best of this checklist to automate your actions.



Supplier Sourcing Checklist

Enter Supplier Details	
Supplier name (person/company)	
Supplier Address	
Supplier contact details	
Supplier Tax id	

Analyze Supplier's Capacity & Competency		
☐	The Supplier can handle order size	
☐	Check supplier's past client list	
☐	Check the stock prices	
☐	Proof of stability	
☐	Read supplier's review online/offline	
☐	Note on supplier's capacity & competency	

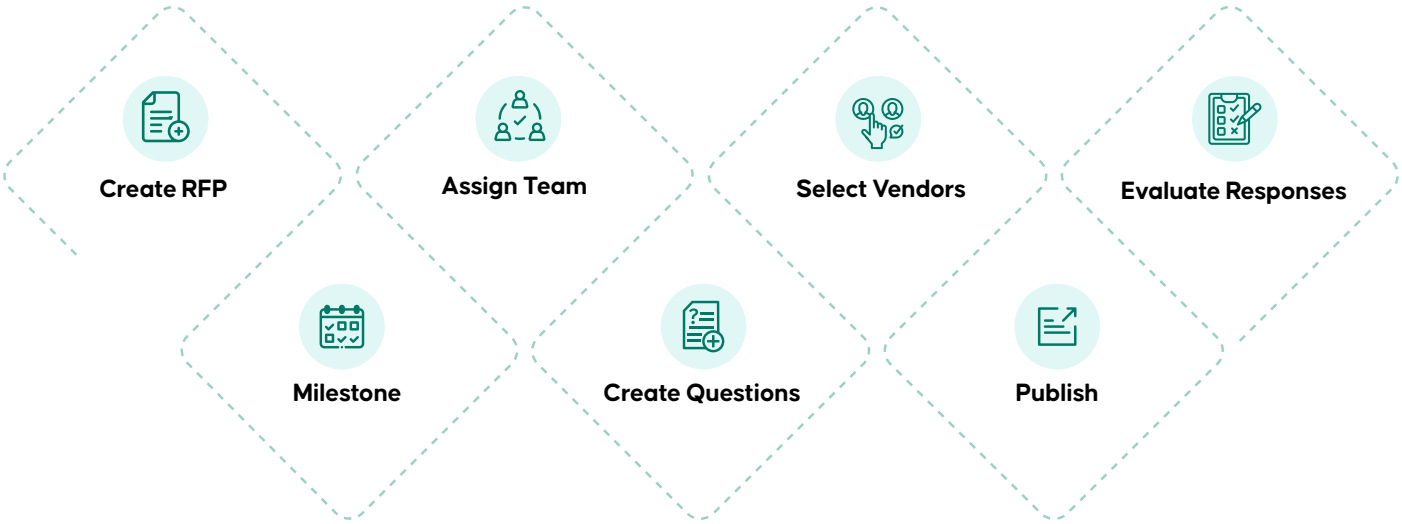
Check Supplier's Control over		
☐	Processes	
☐	Policies	
☐	Defined procedures	
☐	Supply chain management	
☐	Compliance with quality check standards	
☐	Note on supplier's process control	

Hygiene Check		
☐	Confirm the point of contact	
☐	Fix response wait time	
☐	Define the mode of communication	
☐	Escalation model in case of emergency	
☐	Good team behavior	
☐	Past track record	
☐	Supplier's value	
☐	Note on supplier's ethics and way of working	

Once the assessment is done, share the outcome if		
☐	Yes, going ahead with the supplier	
☐	No, not selecting the supplier	
☐	Summary on supplier selection	
☐	Note on supplier's capacity & competency	

Aavenir's All-in-One Sourcing Software

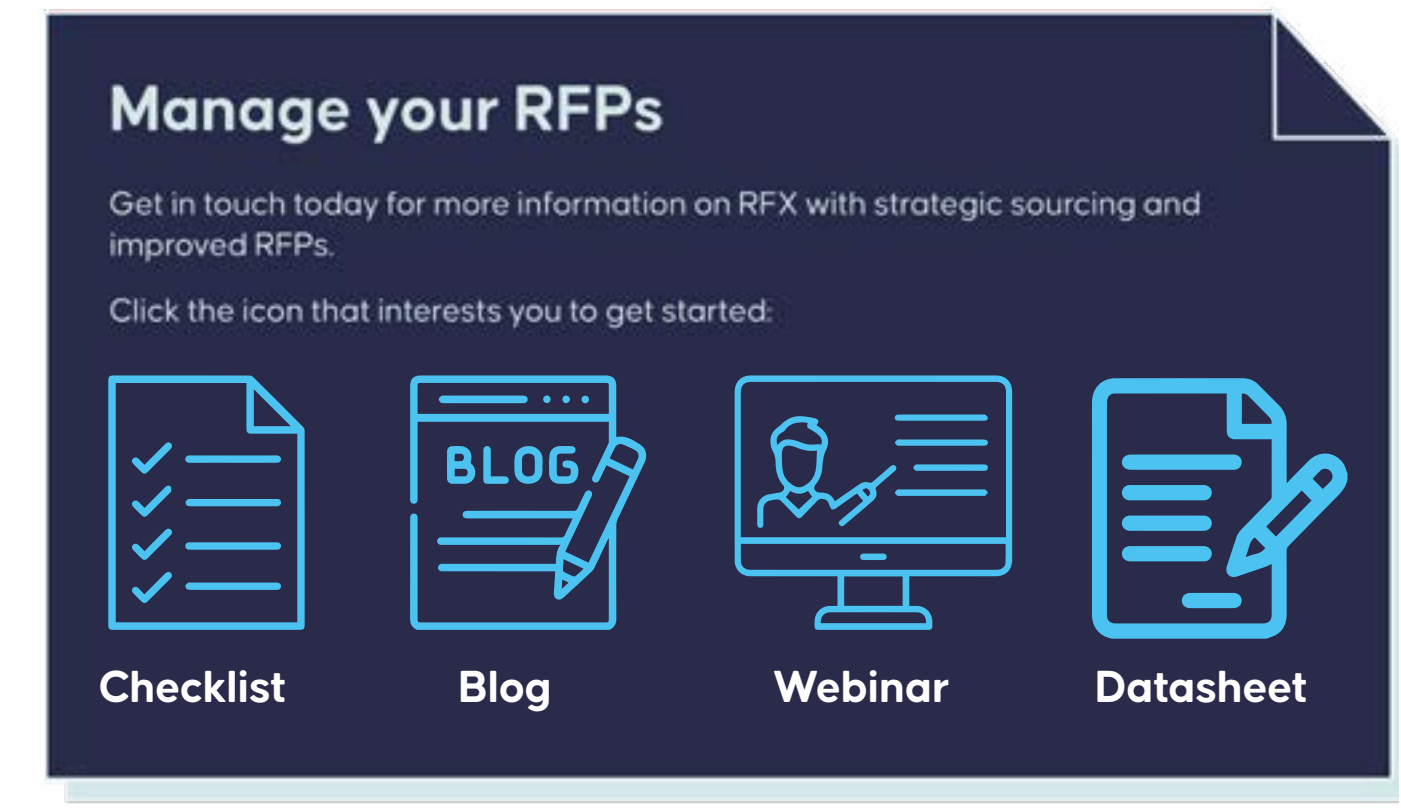
Streamlines your procurement processes over a unified and integrated system by



RFPflow

Integrate your Sourcing and Procurement Strategies with Aavenir RFPflow and Manage your RFPs Better

Experience an integrated Procure-to-Pay cycle over the ServiceNow platform with AI-enabled Aavenir RFPflow. Get in touch today for more information on RFX with strategic sourcing and improved RFPs, OR **Schedule a free (No-obligation) demo** to understand how collaboration and automated workflows can help source smarter.



About Aavenir

Aavenir revolutionizes age-old procurement processes with AI-enabled Source-to-Pay solutions, including RFPflow, Onboardingflow, Contractflow, Obligationflow, and Invoiceflow. Built on ServiceNow, Aavenir solutions streamline procurement, legal, and accounts payable work processes using the latest technologies such as AI, ML, and NLP to

Explore Aavenir Source-to-Pay Solutions on ServiceNow



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