

## Executive Briefing: Purchasing Documents

Welcome to an often overlooked, but very important best practice that I recommend for small to medium companies. Purchasing documents may not be exciting, but they lay an important foundation to the other best practices. They help to document the agreements. And if they are used well, they can offset lower buying power, especially if they are combined with long-term forecasts. They protect both sides and should always be quid pro quo. When negotiated well, they will lead to a stronger relationship and better terms.

The most important document is the purchase order – never buy without one and have your own. Do not accept the supplier’s terms and conditions (T&Cs). Non-disclosure agreements ensure IP protection and should be supported by confidentiality statements on emails, specifications, drawings, etc.).

Request for quotes should be used if a larger contract is researched. It keeps the requirements organized and ensures that all possible suppliers receive the same information. Last but not least are contracts. They make sense for long-term commitments and make smaller buying volumes more attractive. They can be used as leverage for better terms and pricing.

They may not raise your heart rate. But they are dependable and they will take care of you. Don’t settle for less.

### Zirna Process:

