

DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

1

SUCCESSFUL VENDOR
COMMUNICATION | RELATIONSHIPS

Keys to Success

2

- Know what you want
- Know who can provide it
- Communicate
- Document | Document | Document

Know What you Want

3

- Goals
- Budget
- Timing
- Decision Making Process

Know who can provide it

4

- Understand the Competition
- Market Research
- Network
- Call Purchasing

Communicate

5

- Be Proactive
- Be transparent
- Listen
- Understand what the vendor needs
- Think about the Relationship

Document

6

- Document
- Document
- Document



"That's all Folks!"