

Section C: Supplier Adoption Checklist

Adapt and use this checklist to establish your supplier adoption status and to monitor and communicate your progress

Red = urgent need to action **Amber** = some work done **Green** = target achieved

Supplier strategy

Do you have:

- Cabinet/Executive/Management Board understanding of the strategic issues and opportunities Red Amber Green
- Political and senior management champion for e-procurement and supplier adoption Red Amber Green
- Sufficient resources allocated to communicating with suppliers Red Amber Green
- A coherent policy for dealing with local suppliers Red Amber Green

Have you:

- Involved relevant departments Red Amber Green
- Recognised the need for local buying decisions in your strategy Red Amber Green
- Taken into consideration the suppliers' needs Red Amber Green
- Dealt with how to avoid the 'supplier adoption road-block' Red Amber Green

Supplier assessment

Have you:

- Carried out an analysis of your supplier base and spend Red Amber Green
- Carried out an assessment of supplier readiness, identified those ready and willing to trade electronically Red Amber Green
- Based your approach to supplier adoption on the type of purchase Red Amber Green

Are you:

- Selecting suppliers based on the Council's policies on quality, sustainability etc Red Amber Green
- Assessing suppliers consistently and objectively Red Amber Green
- Using selection criteria to develop and apply Key Performance Indicators Red Amber Green
- Feeding back performance assessments to suppliers Red Amber Green
- Regularly monitoring approved supplier lists or using an external accreditation service Red Amber Green

Communication with suppliers

Have you:

- Planned your communication approach Red Amber Green
- Contacted all your suppliers to raise their awareness Red Amber Green
- Given regular suppliers more detailed information about how to trade with you electronically Red Amber Green
- Collected all the information you need to trade with suppliers electronically Red Amber Green
- Secured the commitment of key suppliers Red Amber Green
- Gained the involvement of the buyers and budget-holders Red Amber Green
- Put in place a supplier development programme Red Amber Green

Encouraging local suppliers

Have you:

- Carried out an impact assessment of local suppliers Red Amber Green
- Involved your Economic Development group Red Amber Green
- Linked up with local business support agencies Red Amber Green
- Included a 'How to trade with us' page on your website Red Amber Green

Are you:

- Working with local suppliers to encourage them to bid for non-OJEU contracts Red Amber Green
- Influencing your major contractors to use local firms Red Amber Green

e-Content strategy

Have you:

- Agreed on an industry standard numbering system Red Amber Green
- Selected a solution or opted for a 3rd party content management system that supports standard formats Red Amber Green

Collaboration

Are you:

- Working collaboratively with other public sector organisations to implement e-procurement Red Amber Green
- Playing a leading role in supporting e-enablement of your local business community Red Amber Green