

**Independent Buyers Vendor Analysis Document**  
 (Please complete this document as comprehensively as possible.  
 This will be used to aid us with our final sourcing decision)

**Company Name:**  
**Category:**  
**Date:**



**1 Customer Service**

1.1	Could there be a central point of contact for the members? (If so, please give name & position)	IBL Use
1.2	Is consolidated invoicing available for individual members?	IBL Use
1.3	What are your standard lead times and delivery times?	IBL Use
1.4	How do you perform delivering on time and in full?	IBL Use
1.5	What is the maximum capacity that you can perform to?	IBL Use

**2 Quality**

2.1	Can you supply copies of testimonials?	IBL Use
2.2	Do you have any accreditations? (If so, please give details)	IBL Use
2.3	What %age share of your market do you have? (Detail specific markets if needed)	IBL Use
2.4	What measures do you have in place to resolve customer disputes?	IBL Use

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### **3 Product Range**

3.1	<b>Are you a distributor or manufacturer or both?</b>	<i>IBL Use</i>
3.2	<b>Detail your core product range(s) and strengths</b>	<i>IBL Use</i>
3.3	<b>What limitations are there within your product range?</b>	<i>IBL Use</i>
3.4	<b>Do you have a catalogue (If so, is this available on-line?)</b>	<i>IBL Use</i>

### **4 Coverage**

4.1	<b>Are you able to supply goods &amp; services on a national basis? (Detail limitations if any)</b>	<i>IBL Use</i>
4.2	<b>Can all UK customers expect the same customer and delivery services?</b>	<i>IBL Use</i>
4.3	<b>What is the size of your sales force?</b>	<i>IBL Use</i>
4.4	<b>Are your sales people able to visit members premises?</b>	<i>IBL Use</i>
4.5	<b>Is a national pricing structure available for Independent Buyers Members?</b>	<i>IBL Use</i>

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**5 Pricing Reductions**

5.1	<b>What format would an exclusive deal to Independent Buyers Members take?</b>	IBL Use
5.2	<b>How long would such a deal be valid for? (Detail any drivers affecting this)</b>	IBL Use
5.3	<b>Would other cost downs be achievable? (For example process costs)</b>	IBL Use
5.4	<b>Please detail any proposed cost down methods</b>	IBL Use

