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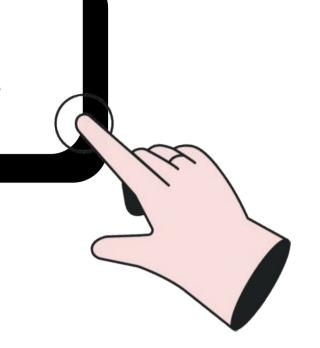# Digital Sourcing Operations Supplier Onboarding Tips and Tricks

Supplier Success Checklist

- [ ] **Measure your supplier's digital performance**

  - [ ] Use software solutions to track your supplier's engagement with your sourcing process

  - [ ] Use software solutions that leverage AI and ML to analyze your supplier's "willingness to discount"

- [ ] **Build a supplier participation process that is both easy and secure**

  - [ ] Combine a nimble and comprehensive onboarding process, potentially with the help of 3rd Party specialists

  - [ ] Be aware of and strategize around potential technological barriers such as compatible browsers, email filtering and VPNs

- [ ] **If your supplier is truly a strategic partner, keep an eye towards reducing the cost of doing business with your organization**

  - [ ] Make sure the time vs. opportunity calculation for suppliers is not heavily lopsided

  - [ ] The quantity of submission requirements is often directly proportional to the quantity of errors suppliers will make

Use this checklist to ensure successful supplier relationships.

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Supplier Digital Transformation Checklist

☐ Take advantage of your customer's onboarding assistance and embrace and training and support provided

☐ Split your efforts equally between accurately matching your offering to the request and working with your internal team on pricing

☐ Keep an eye on your main goal – communicate the value of your partnership to the (potential) customer

☐ Trust and use the customer's system, be flexible and willing to participate

Use this checklist to ensure successful supplier relationships.