



Senior Professional in Supply Management® Program Index



The Senior Professional in Supply Management[®] Program Index will help you to locate specific topics within the six courses more easily, by determining which courses you should reference.

How to use the index. The index provides a list of topics alphabetically. Each topic is followed by one or more abbreviations, as some topics have been covered in more than one course. The abbreviations correspond to courses as follows:

- **MPF** – Mastering Purchasing Fundamentals
- **MEFPP** – Microsoft Excel For Purchasing Professionals
- **SMCW** – Supply Management Contract Writing
- **PNFSB** – Powerful Negotiation For Successful Buying
- **14PBP** – 14 Purchasing Best Practices
- **SSD** – Savings Strategy Development

After finding the topic in the index, note which course(s) include material on your topic.

If you are enrolled in those courses: login to those courses, or use your printer-friendly copies, to find information on this topic.

If you are not enrolled in those courses: visit www.nextlevelpurchasing.com/registration.html to enroll.

Example. To find where “supplier selection criteria” is covered in the Senior Professional in Supply Management[®] Program, look under S in the index.

You will find: supplier selection criteria MPF, SSD.

Information on “supplier selection criteria” can be found in the courses: Mastering Purchasing Fundamentals and Savings Strategy Development.

A

Absolute Reference MEFPP
 acceptance MPF, SMCW
 acknowledgements MPF, SMCW
 seller's MPF, SMCW
 active voice SMCW
 Add Level button MEFPP
 addendum SMCW
 Advisory Boards 14PBP
 agents MPF, SMCW, PNFSB
 agreement MPF, SMCW, 14PBP, PNFSB
 confidentiality MPF, SMCW, 14PBP
 documenting PNFSB
 general terms SMCW
 long-term MPF, 14PBP
 mutual SMCW
 oral MPF, SMCW
 process PNFSB
 trading partner SMCW
 agreement provisions SMCW
 Alternate Condition Savings SSD
 alternatives, when negotiating PNFSB
 amendment SMCW
 amount
 estimated 14PBP
 invoiced MPF, SMCW
 analysis
 comparative 14PBP
 financial statement MPF, 14PBP
 gap 14PBP
 independent 14PBP
 spend SSD
 Annual Quantity 14PBP
 Annual Spend MEFPP
 Annual value of cost reduction 14PBP
 Annualized direct costs SSD
 anomalies MPF, SSD
 answers, supplier's 14PBP
 approval requirements 14PBP
 approval rules 14PBP
 approvals MPF, SMCW, 14PBP
 additional 14PBP
 approver 14PBP, SSD
 arbitration SMCW
 arbitrator SMCW
 arrangements, cost-based price MPF
 assent, mutual MPF, SMCW
 assessment, price trend 14PBP
 assignments SMCW
 assumptions SSD
 attorneys SMCW, SSD
 auction 14PBP, SSD
 authority MPF, SMCW
 AutoFill MEFPP
 average prices MEFPP, 14PBP, SSD
 avoidances SSD

B

backlog MPF, 14PBP
 supplier's MPF, 14PBP
 backordered goods MPF
 Bad Cop, role in negotiation PNFSB
 bankruptcies MPF, 14PBP
 baseline SSD
 battle of the forms MPF
 Bean Counter, role on negotiation team PNFSB
 benchmarking 14PBP
 Best-of-Breed Offer PNFSB
 best practice implementation 14PBP
 best practices MPF, 14PBP
 best price, negotiating PNFSB
 Bid Chart MEFPP
 Bid Comparison MEFPP
 bid comparison sheet MEFPP
 bid package MPF
 bidders MPF, MEFPP, PNFSB, SSD
 low MPF, SSD
 successful MPF, SSD
 bidding MPF, MEFPP, SSD
 bids MPF, MEFPP, PNFSB, 14PBP, SSD
 competing MPF
 late MPF
 low MEFPP, SSD
 lowest MPF, MEFPP, PNFSB, 14PBP, SSD
 bill of materials MPF
 BLS (Bureau of Labor Statistics) MPF, 14PBP, SSD
 Bold Formatting Icon MEFPP
 BOMs MPF
 Borders icon MEFPP
 brainstorming PNFSB
 brand names MPF
 budgets MPF, MEFPP, 14PBP, SSD
 capital MPF
 direct materials MPF
 Bureau of Labor Statistics, see BLS
 business assistance organizations MPF
 business cards, exchanging PNFSB
 business hours, normal MEFPP
 business model PNFSB
 business partners SMCW
 business relationships SMCW
 buyer MPF, SMCW, 14PBP
 willful misconduct of SMCW
 buyer-seller boundaries, traditional 14PBP
 buyer-seller relationships SMCW, PNFSB
 buyer's actions SMCW
 buyer's dock MPF
 Buyer's receipt of Seller's invoice SMCW
 buyer's workload MPF
 buying MPF, MEFPP, SMCW, PNFSB, 14PBP, SSD
 buying plan 14PBP
 annual 14PBP

C

calculations MPF, MEFPP, SMCW, 14PBP, SSD

capacity MPF, 14PBP, SSD
 CapEx Equipment MEFPP
 careers MPF, MEFPP
 Carriage MPF
 carrier MPF, SMCW
 carrying costs 14PBP, SSD
 cash MPF, 14PBP
 cash burn, rate of MPF, 14PBP
 cash equivalents MPF, 14PBP
 cash flow 14PBP
 categories MPF, MEFPP, SMCW, SSD
 assigning SSD
 contracted 14PBP
 categories of purchases SSD
 Center Formatting Icon MEFPP
 CEOs MPF, SSD
 certificates SMCW
 CFOs SSD
 challenges MPF, 14PBP
 change orders MPF
 chart MEFPP
 clustered column MEFPP
 improvement 14PBP
 line MEFPP
 Chart Layouts MEFPP
 Chart sub-types MEFPP
 chart title MEFPP
 Chart Wizard MEFPP
 Choice of Law SMCW
 CIF MPF
 CISG (Contracts for the International Sale of Goods)
 MPF
 Clarity of specifications MPF
 closed-ended questions PNFSB
 Clustered Column MEFPP
 collaboration 14PBP, SSD
 Column Width MEFPP
 Comma Style Icon MEFPP
 Commercial Provisions SMCW
 commitment MPF, SMCW, 14PBP
 commodity MPF, MEFPP, SMCW, 14PBP, SSD
 commodity classification SSD
 commodity team 14PBP
 common law MPF, SMCW
 communication MPF, SMCW, PNFSB, 14PBP, SSD
 company-wide change 14PBP
 company-wide process change 14PBP
 comparison MPF, 14PBP
 absolute price 14PBP
 apples-to-apples MPF, MEFPP
 comparison price SSD
 comparison tools MPF, SSD
 competition MPF, 14PBP, SSD
 competitive advantage MPF, 14PBP
 competitive bidding MPF, SMCW, 14PBP, SSD
 competitiveness MPF
 competitors MPF, SMCW, 14PBP, SSD
 completion MPF, MEFPP, SMCW, 14PBP, SSD
 compliance MPF
 compromise PNFSB
 concessions PNFSB
 conditions MPF, SMCW, SSD
 economic SMCW
 confidential information SMCW, 14PBP
 receipt of SMCW
 confidentiality SMCW
 confidentiality provisions SMCW
 conflicts MPF, SMCW, PNFSB, 14PBP, SSD
 consent SMCW
 consultants MPF, SMCW, 14PBP, SSD
 Consumer Price Index PNFSB
 contact, multiple points of MPF
 contingency planning PNFSB
 continuous improvement PNFSB, 14PBP, SSD
 contract MPF, MEFPP, SMCW, PNFSB, 14PBP, SSD
 binding MPF, SMCW
 combination SMCW
 entire SMCW
 evergreen SMCW
 exclusive SMCW
 existing MPF, SMCW, 14PBP
 long-term MPF, SMCW, 14PBP, SSD
 purposes of SMCW
 sample goods SMCW
 service MPF, SMCW
 standard SMCW
 standard seller SMCW
 supplier's SSD
 systems MPF
 written SMCW, 14PBP
 contract administration MPF, 14PBP
 contract compliance MEFPP
 contract file SMCW
 contract language SMCW, PNFSB, 14PBP, SSD
 standard SMCW, SSD
 contract number SMCW
 contract provisions SMCW
 Contract Rate MEFPP
 contract revisions SMCW
 contract risk management matrix 14PBP
 contract template SMCW, 14PBP, SSD
 contract terms SMCW, SSD
 contract writers SMCW
 contracting SMCW, 14PBP, SSD
 contractor SMCW
 independent SMCW
 Contracts & Forms SMCW
 Contracts for the International Sale of Goods (CISG)
 MPF
 contractual matters SMCW
 contractual relationship SMCW
 control MPF, SMCW, 14PBP, SSD
 control costs MPF
 control group MEFPP
 Copy Icon MEFPP
 corrective action MPF, SMCW, 14PBP, SSD
 correspondence, commitment-related MPF
 cost analysis MPF

cost avoidance SSD
 cost components MPF
 cost information MPF, 14PBP
 cost model MPF, MEFPP
 cost of goods sold MPF
 Cost of Lost Sales 14PBP
 cost of products SSD
 cost of rework 14PBP
 cost savings MPF, PNFSB, 14PBP, SSD
 costs MPF, MEFPP, SMCW, PNFSB, 14PBP, SSD
 acquisition 14PBP, SSD
 annual SSD
 average SSD
 company's SSD
 contracted supplier's 14PBP
 court SMCW
 high MPF
 labor MPF, 14PBP, SSD
 lower MPF, PNFSB, 14PBP
 lower purchase PNFSB, 14PBP
 minimized MPF, PNFSB
 non-product MPF
 opportunity MPF, 14PBP
 packaging SSD
 ramp-up MPF
 reduced MPF, PNFSB, 14PBP, SSD
 reducing MPF, PNFSB, 14PBP
 supplier's MPF
 up-front MPF, 14PBP
 counteroffer MPF
 countries MPF, SMCW, SSD
 buyer's MPF
 seller's MPF
 supplier's MPF
 courts MPF, SMCW
 Creating Charts MEFPP
 Creating Weighted Average Supplier Scorecards
 MEFPP
 creativity in negotiation PNFSB
 credibility PNFSB
 criteria MPF, PNFSB, 14PBP, SSD
 acceptance MPF
 selection MPF, 14PBP, SSD
 cross-functional teams 14PBP
 cultural norms PNFSB
 cultures, organizational MPF, 14PBP
 currency MPF, MEFPP, SMCW
 Currency Style Icon MEFPP
 customer service MPF, MEFPP, 14PBP
 excellent 14PBP
 customers MPF, SMCW, 14PBP, SSD
 internal MPF, 14PBP
 organization's MPF, 14PBP
 customization MPF, MEFPP, 14PBP, SSD
 customs MPF

D

damages MPF, SMCW, 14PBP

data
 aggregate purchase 14PBP
 hard 14PBP
 invalid MEFPP
 large amounts of MEFPP
 objective SSD
 purchasing MEFPP, SSD
 soft 14PBP
 data dump 14PBP, SSD
 data validation MEFPP
 DDP (Delivered Duty Paid) MPF
 DDU (Delivered Duty Unpaid) MPF
 deadline MPF, SMCW, PNFSB, SSD
 debt SMCW
 decentralizing 14PBP
 decisions in negotiation PNFSB
 decision points 14PBP
 decision support MEFPP
 Decrease Decimal Icon MEFPP
 defects MPF, SMCW, 14PBP, SSD
 defined references SMCW
 defined terms SMCW
 deliverables MPF, SMCW, 14PBP
 Delivered Duty Paid, *see* DDP
 Delivered Duty Unpaid, *see* DDU
 delivery MPF, SMCW, 14PBP, SSD
 early MPF
 guarantees 14PBP
 late MPF, 14PBP, SSD
 on-time MPF, 14PBP, SSD
 proof of MPF
 delivery provisions SMCW
 delivery schedule MPF, 14PBP
 delivery terms SMCW, 14PBP
 departments
 purchasing MPF, 14PBP, SSD
 requisitioning MPF
 dependencies MEFPP, SMCW
 design MPF, 14PBP, SSD
 design specs MPF
 disclaimers SMCW
 discount MPF, SMCW, PNFSB, 14PBP, SSD
 discrepancies MPF, SMCW
 dispute SMCW, SSD
 dispute resolution SMCW
 Distribution Center MEFPP
 distributors MPF, SMCW
 diversity suppliers MPF, SSD
 dollar orders, low 14PBP
 duration MPF, 14PBP
 duties MPF, SMCW, 14PBP

E

ECommerce 14PBP
 EDI SMCW
 Edit Menu MEFPP
 efficiencies MPF, 14PBP
 effort MPF, MEFPP, SMCW, 14PBP, SSD

clerical 14PBP
 low SSD
 emotion, role in negotiations PNFSB
 environmentally conscious procurement decisions,
 see green buying
 eProcurement MPF, 14PBP, SSD
 eProcurement application 14PBP
 eProcurement provider 14PBP
 eProcurement system SMCW, 14PBP, SSD
 equation MEFPP, 14PBP
 equipment MPF, MEFPP, SMCW, 14PBP, SSD
 eSourcing MPF, 14PBP
 estimate MPF, MEFPP, 14PBP, SSD
 ethics MPF, 14PBP
 ethics policy 14PBP
 evidence MPF, SMCW, 14PBP, SSD
 Ex-works MPF
 Excel MEFPP, SSD
 using MEFPP, SSD
 Excel functions MEFPP
 Excel techniques SSD
 excellent purchasing performance MPF
 exclusivity MPF, SMCW
 exclusivity provision SMCW
 execute contract SSD
 execution SMCW, 14PBP
 executive summary 14PBP
 Executive View of Purchasing Savings SSD
 executives MPF, 14PBP, SSD
 executor SMCW
 exhibit SMCW
 expediting MPF
 expenditures MPF, 14PBP, SSD
 expenses MPF, SMCW, 14PBP, SSD
 administrative SSD
 individual SMCW
 expiration date SMCW
 contract's SMCW
 Extended Price MPF
 Extended Term SMCW
 extension MPF, MEFPP, SMCW
 EXW MPF

F

facilities MPF, MEFPP, SMCW, 14PBP, SSD
 buyer's MPF
 supplier's MPF, 14PBP
 factoring 14PBP
 failure MPF, SMCW, 14PBP
 buyer's SMCW
 organization's 14PBP
 supplier's MPF, SMCW, 14PBP
 FCA (Free Carrier) MPF
 Fee Waiver Savings SSD
 fees MPF, SMCW, 14PBP, SSD
 File Menu MEFPP
 file names MEFPP, SMCW, SSD
 Fill Series Command MEFPP

filtering MEFPP, SSD
 financial benefits 14PBP, SSD
 financial statement analysis 14PBP
 financial statements MPF, 14PBP, SSD
 fitness SMCW
 flow charts 14PBP
 as-is 14PBP
 to-be 14PBP
 FOB MPF, SMCW
 Force Majeure SMCW
 Force Majeure events SMCW
 forces, competitive MPF, 14PBP, SSD
 forecast 14PBP, SSD
 Forgone Purchase Avoidance SSD
 formatting MEFPP
 conditional MEFPP
 formatting buttons MEFPP
 formatting icons MEFPP
 Formatting Toolbar MEFPP, SMCW
 Formula Bar MEFPP
 formulas MPF, MEFPP, SMCW, SSD
 copying MEFPP
 forms of agreement SMCW
 Free Carrier, see FCA
 Free on Board MPF
 Freeze Panes MEFPP
 freight MPF, SMCW
 freight prepaid MPF
 functional specs MPF
 functions MPF, MEFPP, SMCW, 14PBP, SSD
 purchasing MPF, 14PBP, SSD
 future of purchasing MPF

G

gap MPF, 14PBP
 gap analysis 14PBP
 General Terms Agreement SMCW
 gifts 14PBP
 global procurement, see international suppliers
 Goal Seek MEFPP
 goals MPF, MEFPP, 14PBP, SSD
 organizational 14PBP
 organization's 14PBP
 socioeconomic MPF
 Good Cop, role in negotiation PNFSB
 goods MPF, SMCW, 14PBP
 acceptance of SMCW
 category of SSD
 contracted SMCW
 defective SMCW
 delivery of SMCW
 non-conforming SMCW
 purchase of MPF, SMCW
 purchased MPF, SMCW, 14PBP
 purchases of MPF, SMCW, SSD
 quantity of MPF, SMCW
 repaired SMCW
 sale of SMCW

transactions of MPF, SMCW
Goods Contract SMCW
Goods Purchase Agreement SMCW
government MPF, SMCW, 14BPB, SSD
green buying MPF
Green Eggs & Ham, negotiation tactic PNFSB
groundwork SSD
groups, supplier-commodity SMCW
GTAs SMCW

H

health, financial MPF, 14BPB
hiring 14BPB
home tab MEFPP, SSD
hosting 14BPB

I

icons MEFPP
style MEFPP
IFB (Invitation For Bid) MPF
impasse in negotiation PNFSB
implied warranty of fitness SMCW
improvements SMCW, 14BPB, SSD
incentives for suppliers PNFSB
income statement MPF, 14BPB, SSD
supplier's MPF, 14BPB
income taxes 14BPB, SSD
Incoterms MPF, SMCW
Increase Decimal Icon MEFPP
indemnify SMCW
indemnity SMCW, SSD
index, supplier price SSD
Index-based price adjustment provisions SMCW
indices SMCW, 14BPB
information MPF, MEFPP, SMCW, 14BPB, SSD
historical 14BPB
non-price MPF
proposal MPF, SSD
injunctions SMCW
Insert Menu MEFPP
Insert Tab MEFPP
insurance MPF, SMCW, 14BPB, SSD
insurance clauses PNFSB
insurance coverage SMCW
integration, batch 14BPB
intent MPF, MEFPP, SMCW, 14BPB
letter of MPF, SMCW
interest expense SSD
interests in negotiation PNFSB
international suppliers MPF
Internet Explorer 14BPB
Internet Reverse Auctions MPF, 14BPB, SSD
interpretations MPF, SMCW, 14BPB
inventory MPF, 14BPB, SSD
finished goods MPF, 14BPB
Inventory Management 14BPB
Inventory Reduction Avoidance SSD
inventory value 14BPB

Invitation For Bid, see IFB
invoice MPF, SMCW
issues, order of discussing in negotiation PNFSB
Italic Formatting Icon MEFPP
item number MPF
supplier's 14BPB

J

job rotation program 14BPB
jurisdiction SMCW
justifications, valid SSD

L

labor rate MPF, MEFPP
lag time MPF
language MPF, SMCW, PNFSB, 14BPB, SSD
body PNFSB
supplier's native PNFSB
law MPF, SMCW, 14BPB
bodies of MPF
Law provision SMCW
lawsuits SMCW, 14BPB
Legal Provisions SMCW, SSD
Legal Risk 14BPB
legal services SMCW, 14BPB
leverage in a negotiation PNFSB
liabilities MPF, SMCW
Liability provision SMCW, SSD
Limit of Liability SMCW
Line Item Number MEFPP
liquidated damages MPF, SMCW, 14BPB
amount of MPF, SMCW
payment of SMCW, 14BPB
list price 14BPB, SSD
litigation MPF, SMCW
location, choosing for negotiation PNFSB
logic MPF, MEFPP, PNFSB
long-term business relationship PNFSB
loss MPF, SMCW, 14BPB
lowest price MPF, 14BPB, SSD
true 14BPB, SSD

M

main function 14BPB
Main Functions 14BPB
management MPF, MEFPP, SMCW, 14BPB, SSD
executive MPF, SSD
managing spending MPF, 14BPB
managing supplier performance 14BPB, SSD
manufacturer MPF, SMCW, 14BPB, SSD
margins MEFPP, SSD
Market Analysis 14BPB
marketplace 14BPB, SSD
markup MPF, MEFPP, SSD
match MPF, MEFPP, SMCW, 14BPB, SSD
matching terms MPF

Material Requirements Planning (MRP) MPF
 materials MPF, MEFPP
 hazardous MPF, 14PBP
 unused SMCW
 materials cost MPF
 materials planner 14PBP
 Maximizing Effectiveness 14PBP
 Maximizing Efficiency 14PBP
 measurability SMCW
 measuring purchasing performance 14PBP
 mediation SMCW
 Mediation provisions SMCW
 mediator SMCW
 meetings MPF, SMCW, 14PBP
 memorandum SMCW
 Menu Bar MEFPP
 Merge and Center Formatting Icon MEFPP
 methodology, categorization SSD
 metrics MPF, 14PBP, SSD
 Microsoft Excel MEFPP, SSD
 Microsoft Office Button MEFPP
 Microsoft Project MPF
 milestones MPF, SMCW, SSD
 miscellaneous provisions SMCW
 mission 14PBP, SSD
 mock negotiations PNFSB
 money, saving MEFPP, SSD
 most desirable outcome in negotiations PNFSB
 Most Favored Nations 14PBP
 Most Important Principle of Team Negotiations
 PNFSB
 MRP (Material Requirements Planning) MPF
 murder boards PNFSB
 mutual assent MPF, SMCW

N

negligence SMCW, 14PBP
 Negotiated Price Avoidance SSD
 negotiating PNFSB
 negotiating by email PNFSB
 negotiation MPF, SMCW, PNFSB, 14PBP, SSD
 complex PNFSB
 email PNFSB
 international PNFSB
 modern PNFSB
 strategy PNFSB
 traditional PNFSB
 win-lose PNFSB
 win-win PNFSB
 Negotiation Approach SSD
 negotiation issues PNFSB
 negotiation no-no's PNFSB
 negotiation plan PNFSB
 negotiation planning PNFSB
 negotiation preparation PNFSB
 Negotiation Secret Supplier's Don't Want You To
 Know PNFSB
 negotiation situations PNFSB

negotiation skills PNFSB
 negotiation style PNFSB
 negotiation tactics PNFSB
 effective mid- PNFSB
 suppliers' PNFSB
 negotiation teams PNFSB
 supplier's PNFSB
 negotiation topics PNFSB
 Negotiation Worksheet PNFSB
 negotiator PNFSB
 average PNFSB
 win-win PNFSB
 net income MPF, SSD
 new suppliers MPF, 14PBP, SSD
 potential MPF, 14PBP, SSD
 non-contractual supplier relationships 14PBP
 Non-Disclosure Agreement SMCW
 Non-Value-Added Steps 14PBP
 notes, taking during a negotiation PNFSB
 number
 account MPF, 14PBP
 article SMCW
 assigning SMCW

O

objective criteria, using in a negotiation PNFSB
 Objective Definition SSD
 obligations MPF, SMCW
 time-bound SMCW
 Obtaining delivery of backordered goods MPF
 off-contract SMCW
 off-contract spending 14PBP
 omissions MPF, SMCW
 online bidding MPF
 online marketplaces MPF, SMCW
 open-ended questions PNFSB
 operations MPF, SMCW, 14PBP, SSD
 purchasing 14PBP
 supplier's MPF
 operators, mathematical MEFPP
 opportunity classifications SSD
 orders MPF, SMCW, 14PBP, SSD
 blanket MPF, 14PBP
 correct SMCW
 late MPF
 open MPF
 receipt of SMCW, 14PBP
 rush MPF
 organization, purchasing MPF, MEFPP, 14PBP
 Organization Direction 14PBP
 Organizational Objectives 14PBP
 organization's demand 14PBP
 over-specification MPF
 overhead MPF, MEFPP, SSD
 overpayments SMCW
 ownership, total cost of MPF, 14PBP, SSD

P

P-cards MPF
paperwork MPF, 14PBP
paragraph number SMCW
paragraph numbering SMCW
parentheses MPF, MEFP, SMCW, 14PBP
Parol Evidence Rule SMCW
parties MPF, SMCW, 14PBP, SSD
 aggrieved SMCW
 contracting SMCW
 responsible SMCW
 third MPF, SMCW, 14PBP
partners SMCW
 key supply SSD
partnership SMCW
Paste Function Icon MEFP
Paste Icon MEFP
paying MPF, SMCW, 14PBP, SSD
payment MPF, SMCW, SSD
payment provisions SMCW
Payment Term Savings SSD
payment terms MPF, SMCW, PNFSB, 14PBP, SSD
penalty MPF, SMCW, 14PBP
performance MPF, SMCW, 14PBP, SSD
 company's SSD
 conforming MPF
 excellent 14PBP, SSD
 good price 14PBP
 historical SSD
 supplier's MPF, MEFP, 14PBP, SSD
performance benchmarking 14PBP
performance data 14PBP, SSD
Performance events 14PBP
Performance guarantees SMCW
performance information 14PBP, SSD
performance measures 14PBP
performance specs MPF
peripheral issues in a negotiation PNFSB
personnel MPF, SMCW, 14PBP, SSD
 organization's MPF
phases 14PBP, SSD
pie chart MEFP
pilot program MPF, 14PBP
PivotTable MEFP, SSD
PivotTable and PivotChart Wizard MEFP
policies MPF, SMCW, 14PBP
 organization's MPF
Policies and Procedures for Suppliers Working SMCW
poor performance MPF, 14PBP, SSD
positions in a negotiation PNFSB
possibility of production line shutdown 14PBP
post-negotiation best practices PNFSB
Post Review & Analysis PNFSB
power, purchasing MPF, MEFP
PPI (Producer Price Index) MPF, SMCW, PNFSB, 14PBP, SSD
PPI value SMCW, 14PBP, SSD
Pre-bid conferences MPF
preamble SMCW
prejudice SMCW, 14PBP
premises SMCW, 14PBP, SSD
preparing for negotiation PNFSB
pressure PNFSB, 14PBP, SSD
Price Adjustment SMCW
price adjustments SMCW
price analysis MPF
price benchmarking 14PBP
price changes MPF, SMCW, SSD
 supplier's SSD
Price Evaluation MEFP
price indices PNFSB
price information, sharing 14PBP
price lists SMCW
price negotiation PNFSB, SSD
price reductions PNFSB, SSD
price revision PNFSB
Price Risk 14PBP
price trends 14PBP, SSD
prices MPF, MEFP, SMCW, PNFSB, 14PBP, SSD
 benchmark MPF
 best 14PBP, SSD
 buyer's SMCW
 final MPF, SSD
 highest MPF, MEFP, 14PBP, SSD
 lower MPF, PNFSB, 14PBP, SSD
 predetermined MPF
 premium SSD
 reducing PNFSB, SSD
 selling SSD
 supplier's MPF, PNFSB, 14PBP, SSD
 target PNFSB
pricing MPF, SMCW, PNFSB, 14PBP, SSD
pricing data, real 14PBP
pricing provisions SMCW
pricing structure MPF, SMCW, SSD
Print Preview MEFP
Printing Professional Bid Comparison Sheets MEFP
Problem Solving SSD
problems MPF, SMCW, 14PBP, SSD
process improvement 14PBP
Process Improvement Avoidance SSD
Process Mapping 14PBP
process maps 14PBP
procurement decision 14PBP
procurement systems 14PBP
Producer Price Index, see PPI
production MPF, 14PBP, SSD
production line shutdowns MPF, 14PBP
production plans 14PBP
production schedule 14PBP
productivity MPF, SMCW, 14PBP
products
 cost of SSD
 customized MPF, 14PBP
 finished MPF, SSD
 identical SSD

overpriced MPF
 premium SSD
 provider of 14PBP
 purchased MPF
 specialized MPF
 supplier's 14PBP, SSD
 profession, purchasing MPF, MEFPP, 14PBP, SSD
 Professional Bid Comparison MEFPP
 Professional Purchasing Organizations MPF
 professionals, purchasing MPF, MEFPP, SMCW,
 14PBP, SSD
 profit margins MPF, 14PBP, SSD
 profitability MPF, 14PBP
 profits MPF, MEFPP, SMCW, 14PBP, SSD
 annual 14PBP
 gross SSD
 pre-tax MPF
 project MPF, SSD
 shared savings SSD
 project management 14PBP
 projection 14PBP
 proofreading contracts SMCW
 property damage SMCW
 proposals MPF, MEFPP, SMCW, 14PBP, SSD
 supplier's SSD
 technical MPF
 proprietary information, supplier's MPF
 protection SMCW, 14PBP
 provisions MPF, SMCW, 14PBP
 assignment SMCW
 contractual SMCW
 convenience SMCW
 indemnity SMCW, 14PBP
 price adjustment MPF, SMCW, 14PBP
 standard 14PBP
 Public Relations Risk 14PBP
 purchase agreement MPF
 purchase order MPF, SMCW, 14PBP, SSD
 buyer's MPF, SMCW
 purchase order number MPF, MEFPP
 purchase price PNFSB, 14PBP
 purchase requisition SSD
 purchase services SMCW
 purchase substitute goods SMCW
 purchases
 capital equipment MEFPP
 categorizing SSD
 contracted 14PBP
 organizational MPF
 purchasing best practices MPF, 14PBP
 Purchasing Direction 14PBP
 purchasing performance MPF, 14PBP, SSD
 measuring 14PBP
 purchasing process MPF, 14PBP
 Purchasing Strategy 14PBP
 purchasing systems MPF, MEFPP, SSD
 Purchasing's control SSD
 Purchasing's impact SSD
 Purchasing's mission 14PBP

Purchasing's performance 14PBP, SSD
 Purchasing's value 14PBP, SSD
 Purchasing's vision 14PBP
 Purposes of Contracts SMCW

Q

quality MPF, MEFPP, SMCW, 14PBP, SSD
 higher MPF, 14PBP
 quality problems MPF, SMCW, 14PBP
 quality specifications SMCW
 quantity MPF, MEFPP, SMCW, 14PBP, SSD
 questions PNFSB
 closed-ended PNFSB, SSD
 open-ended PNFSB, SSD
 Quick Access Toolbar MEFPP
 Quick Hit Opportunities SSD
 quotation MPF

R

Ramp-up costs MPF
 range MPF, MEFPP
 rate
 burn MPF, 14PBP
 wage MPF
 rater 14PBP
 rating process 14PBP
 rating program 14PBP
 ratios MPF
 raw scores MEFPP, 14PBP
 receipt MPF, SMCW, 14PBP, SSD
 records MPF, MEFPP, SMCW, SSD
 redlining SMCW
 redundancies 14PBP
 reference MPF, MEFPP, SMCW, 14PBP, SSD
 refund MPF, SMCW
 relationship MPF, SMCW, 14PBP, SSD
 buyer-seller SMCW, PNFSB
 Relative References MEFPP
 remedies MPF, MEFPP, SMCW, 14PBP, SSD
 Remote Catalog Capabilities 14PBP
 renegotiating PNFSB
 renegotiation process PNFSB
 renegotiations PNFSB
 renewal option SMCW
 repair MPF, SMCW
 repetition in negotiation PNFSB
 reporting
 cost savings SSD
 reputation, how negotiating affects PNFSB
 Request Change Avoidance SSD
 Request For Information, see RFI
 Request For Proposal, see RFP
 Request For Quote/Quotation, see RFQ
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 requisition-to-purchase order transmission process 14PBP
 requisitioner MPF, SSD
 requisitioning MPF
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 human SSD
 organization's 14PBP
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 responsibilities, buyer's MPF
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 Revenge Avoidance PNFSB
 revenues SMCW, 14PBP, SSD
 reverse auctions MPF, 14PBP, SSD
 revisions MPF, SMCW, SSD
 reward 14PBP, SSD
 rework MPF, 14PBP
 RFI (Request For Information) MPF
 RFP (Request For Proposal) MPF, SMCW, PNFSB, 14PBP, SSD
 RFQ (Request For Quote/Quotation) MPF
 rights MPF, MEFPF, SMCW, 14PBP
 risk MPF, SMCW, 14PBP
 buyer's MPF
 financial MPF, SMCW, 14PBP
 managing MPF, 14PBP
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 Savings Sharing 14PBP, SSD
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 Savings Strategy Outline SSD
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 lowest MPF
 scheduling MPF
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 categorization SSD
 numbering SMCW
 SCOPE of AGREEMENT SMCW
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 Seller's failure SMCW, 14PBP
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 Seller's invoice SMCW, 14PBP
 Seller's organization SMCW
 Seller's payment SMCW, 14PBP
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 Situational Analysis 14PBP
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 interpersonal PNFSB
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 social responsibility MPF
 software, project management MPF
 sole source supplier, negotiating with PNFSB
 solicitation MPF, 14PBP
 solicitation document MPF
 sorting MEFPF, SSD
 sourcing MPF, 14PBP, SSD
 sourcing initiative SSD
 sourcing processes 14PBP, SSD
 sourcing projects 14PBP, SSD
 sourcing team SSD
 special negotiating situations PNFSB
 specific performance SMCW
 Specification Change Savings SSD
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specifications MPF, SMCW, PNFSB, 14PBP, SSD
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 Spend Analysis MEFPP
 Spend Profile 14PBP, SSD
 spending MPF, MEFPP, 14PBP, SSD
 SPI (supplier price index) SSD
 spreadsheet MPF, MEFPP, SSD
 bid comparison MEFPP
 complicated MEFPP
 large MEFPP
 printed MEFPP
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 stakeholders 14PBP, SSD
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 standards MPF, 14PBP, SSD
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 Strategic Sourcing Opportunities SSD
 strategic supplier relationships, optimizing 14PBP
 Strategy Development 14PBP, SSD
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 subcontractors SMCW
 subjectivity 14PBP
 substitute products 14PBP, SSD
 Substitution Savings SSD
 subtotals MEFPP, SSD
 Suggested Supplier MPF
 SUM function MEFPP
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 supplier change PNFSB
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 supplier diversity MPF
 supplier evaluation MPF, 14PBP
 supplier evaluation criteria 14PBP
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 supplier input MPF, 14PBP
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 supplier negotiation team PNFSB
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 measuring MEFPP, 14PBP
 optimal 14PBP
 Supplier Performance Analysis MEFPP
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 supplier performance management 14PBP
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 supplier pre-qualification SSD
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 supplier qualification 14PBP, SSD
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 relationship
 Supplier Relationship Opportunities SSD
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 supplier responses PNFSB
 supplier retorts SMCW
 supplier scorecards MEFPP, 14PBP, SSD
 weighted average MEFPP
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 supplier selection criteria MPF, SSD
 supplier selection decision MPF
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 SSD
 barred MPF
 best MPF
 changing SSD
 competing MEFPP, 14PBP
 contracted SMCW, 14PBP
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 existing MPF, SSD
 foreign MPF
 incumbent PNFSB
 integrated MPF
 large number of MEFPP, 14PBP
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 long-time PNFSB
 lowest priced 14PBP
 multiple MPF, SSD
 non-contracted SMCW, 14PBP
 performing MPF, 14PBP
 potential MPF, SSD
 preferred MPF, SMCW, SSD
 qualified SSD
 red flag SSD
 right 14PBP, SSD
 selected SSD
 selecting MPF, 14PBP
 single source MPF
 sole source MPF, PNFSB
 special categories of SSD
 strategic 14PBP
 switch MPF, SSD
 switching 14PBP, SSD
 too many SSD
 valued PNFSB
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 supplier's cash reserves MPF, 14PBP
 supplier's facility, negotiating at PNFSB
 supplier's negotiation position PNFSB
 supplier's pricing MPF, SSD
 supplier's proposal PNFSB

supplier's shipping dock MPF
suppliers work MPF
supplier's workforce MPF
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Supply Management Departments SMCW,14PBP
Supply Risk 14PBP
Supporting Operations 14PBP
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 categorization SSD
 financial 14PBP
system metrics 14PBP
systemization 14PBP

T

taboos in negotiation PNFSB
targets, price and terms PNFSB
 disclosing in negotiation PNFSB
target pricing MEFPF
target pricing models MEFPF
tasks MPF, SMCW, 14PBP
 complete 14PBP
taxes MPF, MEFPF, SMCW, SSD
TCO (Total Cost of Ownership) MPF, 14PBP
team MPF, 14PBP, SSD
team members 14PBP, SSD
Technical Provisions SMCW
technological changes 14PBP
technology MPF, SMCW, 14PBP, SSD
templates SMCW, 14PBP
Ten Phase Approach To World-Class Sourcing
 SSD
terminate MPF, SMCW
termination MPF, SMCW
terms MPF, SMCW, 14PBP
 additional MPF, SMCW
 conflicting MPF, SMCW
 contract's SMCW
 contractual MPF
 fine-printed SMCW
 legal SMCW, SSD
 payment PNFSB
 seller's MPF
test, logical MEFPF
Think RFP Categorization SSD
third alternatives in negotiation PNFSB
threats MPF, PNFSB, 14PBP, SSD
Time Management 14PBP
time sensitivity MPF
tooling MPF, 14PBP
 idle MPF, 14PBP
tools MPF, MEFPF, SMCW, 14PBP, SSD
Tools Menu MEFPF, SMCW
Total Cost of Ownership, see TCO
total cost of ownership analysis MPF, 14PBP
track supplier performance MEFPF, SSD

tracking MPF, MEFPF, SSD
training MPF, SMCW, PNFSB, 14PBP
 hours of 14PBP
training costs MPF, 14PBP
training topics 14PBP
transactions MPF, MEFPF, SMCW, 14PBP, SSD
transportation MPF, SMCW, 14PBP, SSD
transportation costs MPF
transportation obligations MPF
transportation of Goods to Buyer SMCW, 14PBP
treaty MPF

U

UCC (Uniform Commercial Code) MPF, SMCW
under-specification MPF
Underline Formatting Icon MEFPF
Uniform Commercial Code, see UCC
unit price MPF, MEFPF, 14PBP, SSD
United Nations Standard Products and Services
 Code SSD
UNSPSC SSD
Using Excel MEFPF

V

value analysis MPF, 14PBP, SSD
vendor managed inventory (VMI) SSD
vendors MPF, SMCW, PNFSB, 14PBP, SSD
VLOOKUP MEFPF
VMI (vendor managed inventory) SSD

W

waiver SMCW, SMCW
warranties MPF, SMCW, PNFSB, 14PBP, SSD
 implied SMCW
warranty claims SMCW, 14PBP, SSD
Warranty Remedy SMCW
weighted average supplier scorecards MEFPF,
 14PBP
weighted scores MEFPF, 14PBP
win-win negotiation PNFSB
Window Menu MEFPF
withhold payment MPF, SMCW
work MPF, MEFPF, SMCW, 14PBP, SSD
 clerical 14PBP
 daily MEFPF
 statement of MPF
 statements of MPF
 supplier's MPF
work environment MEFPF, 14PBP, SSD
workloads MPF, 14PBP, SSD
World Class Sourcing SSD