|  |  |
| --- | --- |
|  | **Vendor Relationship Map** |

**Prepared by BuyQ Consulting Services**

**A simple visual tool to clarify who your key vendors are—and where your team depends on them most**

Handshake Buyers often work from experience and trust. This tool helps you **make those relationships visible**, so you can assess overlap, risk, and opportunity for improvement.

### **🧭 Step 1: List Your Vendors by Category**

Create a table or mind map to group vendors into common procurement categories. Examples:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Vendor Name** | **Contact** | **What We Buy** | **Frequency** | **Notes** |
| Office Supplies | Staples | Liz R., Account Rep | Paper, toner | Monthly | Always delivers on time |
| Tech Equipment | CDW | Cari Shaw | Laptops, cables | 2x/year | Could explore volume discounts |
| Facilities | Grainger | Jose A. | Repairs, parts | As needed | Small, but responsive |

You can expand with fields like:

* Preferred/not preferred
* Contracted or informal
* Contract expiration date

### **🧩 Step 2: Identify Key Dependencies**

Add icons or color-coding to show:

* ✅ Vendors you rely on frequently
* ⚠️ Vendors tied to single-person knowledge (i.e., “only one person knows how to work with them”)
* 🔁 Vendors you could consolidate or compare for pricing

### **📈 Step 3: Spot Gaps & Opportunities**

Look across your map and ask:

* Are you over-relying on one vendor or category?
* Could you benefit from vendor consolidation?
* Are there vendors without contracts, documentation, or clear expectations?

**Tip:** Use this map in procurement planning meetings to make decisions feel more collaborative and data-informed.