

Food Service Purchasing Scorecard

The only way to know that your current purchasing strategy is working for you is to objectively score your company on each aspect of the **Food Service Purchasing Scorecard**.

This **Scorecard** is designed to help you understand exactly where you are with your distribution program. What's working, what's not working and where do you need to pay the most attention to improve your program and put more money to your bottom line.

Score yourself from 0 to 5 for each statement, with 0 indicating you are NOT doing a complete job in that area and 5 indicating that you have it covered, without question.

A Note About this Scorecard: The areas on the Scorecard are all action-oriented items. They are the things you need to do for a successful and profitable program. Our experience has proven that improving **any** of these areas can have a major impact on your purchasing effectiveness and your bottom line.

AREA	SCORE
PROGRAM ANALYSIS	
I have reviewed my purchasing program with all my primary suppliers within the past 6 months	
I have aggregated my purchasing volume to leverage it for the best possible pricing	
I have evaluated my current purchases to ensure that I am maximizing opportunities for contract pricing and/or rebates on the items that I purchase	
I have reviewed the number of deliveries per week at each of my units to ensure that there are not excessive deliveries made per week	
I have developed a Request for Proposal for my business	
CONTRACTING & NEGOTIATION	
I have a written contract with my primary distributor(s)	
I have reviewed my current program and prioritized the key areas that are most important to my company	
I have communicated to my suppliers any changes in my business that might justify a change in my contract	
I have a "cost plus" contract	
My distributor contract states that my definition of cost is based upon a true landed cost, and not "sales cost" or "market cost"	
My distributor contract allows for audit rights at least twice per year	
My distributor contract offers me incentives such as drop size rebates, growth allowances, opening order discounts, and private label rebates.	
AUDITING	
I have audited my contract(s) with my primary distributor(s) within the past year	
I perform periodic line item audits on random items	
I verify that my pricing is correct on all items, not just a "market basket" analysis	
I have negotiated restitution on overcharges found during audits	
CONTRACT COMPLIANCE	
I have verified that my units are complying with the terms of the contract with the primary distributor	
I have verified that my primary distributor is complying with the terms of our contract	
I have checked my monthly statements to make sure that any credits due me are issued and I take all credits that are due.	
I receive useful reports from my distributor(s) that allow me to verify pricing compliance on a monthly basis	
TOTAL SCORE (out of a possible 100)	

Food Service Industry Consultants, Inc. (FSIC, Inc.)

1332 10th Street, Manhattan Beach, CA 90266

Phone (310) 798-0051 Fax (310) 798-0870 Web site: <http://www.fsici.com>