✅ Negotiation Checklist for Procurement Teams

1. Pre-Negotiation Planning

- [ ] **Define clear objectives** – Must-haves, nice-to-haves, and red lines.
- [ ] **Research supplier details** – Financial stability, reputation, recent deals, key decision-makers.
- [ ] **Analyze the market** – Benchmark pricing, competitor terms, cost drivers.
- [ ] **Identify your BATNA** – Backup plan if the deal falls through.
- [ ] **Prepare supporting data** – Past spend history, performance reports, and compliance requirements.

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2. Internal Alignment

- [ ] **Align with stakeholders** – Confirm goals and authority limits.
- [ ] **Assign roles** – Lead negotiator, note-taker, subject matter expert, strategy coordinator.
- [ ] **Clarify escalation points** – When to pause or seek internal approval.
- [ ] **Review compliance and legal guidelines** before discussions.

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3. During Negotiation

- [ ] **Start with rapport** – Build trust before discussing terms.
- [ ] **Actively listen** – Summarize and confirm the other party's points.
- [ ] **Ask open-ended questions** – "What's most important for you in this deal?"
- [ ] **Apply techniques** – Anchoring, managing silence, planned concessions.
- [ ] **Track discussions** – Record offers, counteroffers, risks identified.

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4. Closing the Deal

- ☐ **Summarize all agreements –** Recap confirmed points.
- ☐ **Confirm timelines & next steps** in writing.
- ☐ **Document and review terms** with legal.
- ☐ **Check compliance** with internal policies.

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5. Post-Negotiation Review

- ☐ **Team debrief –** What worked, what didn't.
- ☐ **Update negotiation scorecard –** Log lessons learned.
- ☐ **Archive all documents** in the contract management system.
- ☐ **Share insights** with the procurement team to improve future negotiations.

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