



## BEST PRACTICES: BUYER

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### Reviewing Offers

- Find an offer from a company close to you if possible to reduce shipping time/cost
- Pay attention to the unit of measure and price breaks
- Use your freight estimator to manage cost expectations
- Review offer provider's expected lead time

### Placing Orders

- Use your location address – do not drop ship to customers until comfortable with process
  - Use a national shipping company and have your shipping account number available
  - Dedicate an AP team member to pay invoices directly to seller within terms
  - Set up one buyer account per branch
  - Use meaningful PO numbers
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    - Example: FIN-Ship To-Date; FIN-Omaha-20231103
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