

Buyer Performance Objectives

The following are sample objectives for buyers. A few or many objectives may be selected as goals for a given period. Choose your own appropriate information for the underlined spaces. Good objectives should be set by the individuals who will accomplish them and with the agreement of the person's supervisor. Good objectives must be attainable. Performance may then be measured by the degree of success that is achieved within the specified time frame.

Cost and Price Objectives

Obtain a ___% reduction in piece price of part number ___ by (date).

Reduce the price of (commodity) by ___% by (date).

Establish a value analysis team to reduce total purchase costs by (\$ amount) by year end.

Delivery Objectives

Improve on-time delivery of all shipments from ___% to ___% by the end of the year.

Quality

Reduce the number of shortages by ___% by (date).

Reduce the number of material rejections by ___% by (date).

Reduce the number of erroneous invoices by ___% by (date).

Administration

Reduce the number of suppliers by ___% by the end of the year.

Reduce requisition processing time from ___days to ___days by (date).

Visit (quantity) supplier facilities by (date).

Shop for better purchasing software and recommend new system by (date).

Negotiations

Obtain (quantity) new bids on existing items by (date).

Obtain an alternate qualified supplier for (product) by (date).

Negotiate systems contracts with office material suppliers by year end.

Negotiate a blanket order with (product) suppliers by (date).

Qualifications and Skill Improvement

Attend a seminar on (subject) by (date).

Take a course on (subject) by (date).

Apply for certification by (date).

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