**Procurement Journey**

**Supplier Cost Drivers Checklist**

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| **Labour** | **Overheads** | **Materials** | **Transportation** |
| * Wage
* NI
* Insurances
* Pension contribution
* Sick/Holiday pay
* Maternity/Paternity pay
* Training
* Travel & Subsistence
 | * Utilities
* Property costs e.g. offices, warehousing
* Rent/Rates
* Consumables
* Sundries
* Head Office charge
* Car Fleet
* R & D
* Functional support e.g. IT, HR, Fin, Proc, PR, Acc Mgt
* Hospitality
* Refrigeration (specialist)
* Quality Assurance & control
 | * Raw Materials
* Work in Progress
* Finished Goods
* Rework/ Quality cost
* R & D
* Inventory
* Storage
* Picking Costs
 | * Vehicles
* Fuel
* Maintenance
* Distribution Centres
* Software e.g. route planning/sat nav.
* Shipping – rail, road, air, sea
* Port storage
* Import/export duties
* Insurances
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