# RETAILER CHECKLIST



The holiday season tests every supply chain to its fullest capabilities. Evaluating performance when your systems are tested to the max is a great time to really see where improvements can be made. We identified four key areas of evaluation and associated questions for retailers. Please use this as a guide for your team to help identify where you need to make adjustments for next year.

## SUPPLY CHAIN SETUP

- > How is your supply chain setup: fully automated, mostly automated, somewhat automated?
- > How did the configuration of the supply chain handle the holiday spike?
- > How do you address the e-commerce channel: fully integrated to back end, somewhat automated to back end, or bolted on manually to existing processes?
- > How did the configuration of the e-commerce channel handle the holiday spike?
- > Where are opportunities to optimize the supply chain?

## PERFORMANCE

- > How well were you able to monitor your supply chain's performance?
- > How were communications between suppliers? Could they have been better?
- > How happy were you with the data available? Was there data that you wished you had?
- > Did the process break down anywhere? If so, where and why?
- > How were you able to turn these breakdowns into positives?

#### SHIPPING

- > How well did you manage the critical shipping dates and capacity?
- > Did you adequately estimate the transit time during November and December?
- > Did any unexpected delays occur on the transit route? If so how did you adjust?
- > Were any products unable to make it from warehouses to their desired locations?
- > Were you able to meet customers' expectations with delivery?

## REVENUE/FEES

- > How well were you stocked? Were you losing revenue because of stock outs?
- > Where were you paying expediting fees to just keep items in stock?
- > Were you overstocked and paying storing fees?
- > Did your returns match your estimates? Were they over/ under? Is your process easy and hassle free?
- > Were the right supply guarantees in place on the vendor-score card? Where could grading be changed to improve efficiencies and improve delivery and stock?









