Maintain a Realistic Level of Confidence in Your Own Knowledge and Ability
It is easy to become intimidated by internal personnel in your own organization as well as by aggressive salespeople and company executives. As long as you keep an open mind, ask questions intelligently, and do the job to the best of your ability, you should be confident in your abilities and show it. That doesn't mean you should be arrogant or over-confident. It simply means you should enter the field on equal terms with anyone.

Limit Your Assumptions, Verify Data
Don't accept spoken words or written documents and assume they are correct or standard. Alas, too frequently they contain errors or unfavorable terms and conditions. Sometimes the errors are unintentional, either made through ignorance or carelessness. Other times they are deliberately made to mislead or to gain an unfair advantage. Thousands, and even millions, can be saved by avoiding acceptance of these errors and unfavorable terms. Above all, never assume you are buying the best product available or have the lowest cost available.

Separate What You Need to Buy from What Might Be a Better Purchase
The best buyers determine what is really needed and then compare that with what is available in the marketplace. Sometimes it is wiser to only buy what the apparent immediate need is. Other times it is well worthwhile to consider better products that will reduce costs.

Broaden Your Horizon
The more you know, the better you will function as a buyer. Expand your knowledge of buying techniques and products. Explore alternative sources both domestically and internationally.

Analyze the Cost Factors
Measure all the cost factors for both the short term and long term. Price, packaging, transportation, service, risk, storage, and interest on money are some of the items that need to be taken into consideration.

Persuade Suppliers by Using the Appropriate Sales Techniques
The most successful purchasers are much more than either order placers on the one hand, or strong arm bullies who use buying power to extract concessions from weak suppliers. Far better results are obtained by having a thorough knowledge of your business, using well developed negotiating skills, and selling the advantages of accepting the terms and conditions you really want.

Act Like a Professional
Be truthful and maintain a high level of integrity. Develop a high degree of interest in your work by learning as much as you can about the purchasing function as well as related business activities. Become a member in your professional association and encourage your colleagues to do the same. It helps you personally, it helps your organization, and it improves the image and status of the purchasing function.