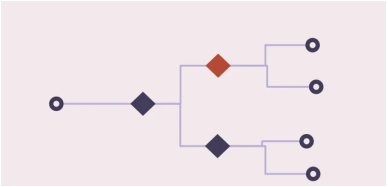
Supplier exit plan



We plan the operational transfer from one supplier with continuity tasks and acceptance criteria.

Who it helps

Buyers, bid managers and SME suppliers

The problem to solve

Ending a supplier relationship can interrupt service if nobody has agreed which assets and tasks need to transfer.

Working through the brief

1. **Identify work and records to transfer**

   Gather the agreed inputs. Current supplier records, operating requirements and the review period.

2. **Sequence continuity tasks**

   Track “Transfer task” and “Continuity dependency” together so the reviewer can connect the source information to the result.

3. **Agree acceptance criteria**

   Use the plan to define practical continuity checks for the outgoing and incoming arrangements.

4. **Check the scope at handover**

   Supplier contracts, tender submission and commercial approval stay with the client.

Worked example

Before switching a supplier, identify the stock, open orders and records that need a named transition owner.

Read the service scope / BID-018

Sparkle Solutions Group Ltd.

info@sparklesolgroup.com +44 20 3307 6468 sparklesolgroup.com

71-75 Shelton Street, Covent Garden, London, WC2H 9JQ, United Kingdom