

How to Use This Toolkit

What You'll Learn

Negotiations don't have to be stressful. With the right resources, tools, and insights, you can secure winning deals and be the hero of your company.

Successful negotiations lead to a win-win outcome and set the tone for a strong partnership long-term. The more experience you get under your belt, the better you'll become at negotiating. The Tropic team negotiates thousands of deals for our customers with over \$10B in spend data, so we know exactly which strategic levers can be effective with the right timing.

Historically, suppliers have had the upper hand in negotiations — with access to data, obscure pricing, and more opportunities to practice. But what if you had the same proven framework to save more money and negotiate like a pro? Now, you can. In this toolkit, we're sharing our best practices, giving you the key to drive your own negotiations.

What's Included?

- A renewal cheat sheet for quick reference
- A new purchase cheat sheet for quick reference
- A comprehensive preparation guide filled with everything you need to be ready before negotiations kick off
- 10 questions to ask that will cover your bases in negotiations
- 9 important skills to improve your negotiations and get to "yes"

Instructions for Using This Toolkit

1. **Review the renewal and new purchase cheat sheets:** Keep them handy for any future purchases or renewals.
2. **Use the preparation guide:** Dive deeper on exactly what you need to do before negotiations even begin (this step is the most important, so focus your attention here).
3. **Reference the 10 essential questions:** Develop a strategy for which ones you will ask, in what order, and at what point in the negotiation process (you may want to designate a list of must-ask questions and a list of conditional questions).
4. **Practice the 9 skills of every expert negotiator:** Practice and master these skills internally as you prepare to speak with external stakeholders and suppliers.