

The M&A Procurement Readiness Checklist

A stage-by-stage guide to protecting deal value before buyers find the gaps

Sellers who prepare early enter negotiation with a clean commercial position — not a set of problems they are still discovering. This checklist covers the four stages of the Seller Journey and the concrete deliverables to have in place at each one.

The earlier you engage, the more leverage you protect.

1. Preparation

4-12 weeks before market

- ☐ Commercial readiness review completed
- ☐ Contract register built and up to date
- ☐ Spend data cleansed and verified
- ☐ Change of control audit performed across all material contracts
- ☐ Key supplier dependencies mapped

2. Due Diligence

2-8 weeks

- ☐ Data room fully ready for buyer access
- ☐ Process in place for responding to buyer Q&A
- ☐ Key suppliers engaged and briefed ahead of outreach
- ☐ Risk mitigation actions identified and actioned

3. Negotiation

4-16 weeks

- ☐ Transitional Services Agreement (TSA) structure defined
- ☐ Contract assignment approach agreed
- ☐ Supplier separation plan in place
- ☐ Integration charter drafted

4. Pre-Close

2-6 weeks

- ☐ Day 1 operational readiness confirmed
- ☐ TSA exit plan finalised
- ☐ Vendor transition plan signed off
- ☐ Governance handover documented and complete

Ready to talk through your transaction?

Dante Deo has negotiated 3,000+ commercial agreements and delivered over \$300M in client savings globally, with dedicated experience in M&A readiness and divestment. Get in touch to discuss where you stand today.

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