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# Supplier Evaluation Template

## What is Supplier Evaluation Template?

A Supplier Evaluation Template is a tool used by organizations to assess and evaluate their suppliers' performance, quality, and reliability in meeting their needs and expectations. The template provides a structured approach to evaluating suppliers, helping companies make informed decisions about which suppliers to work with, how much to invest in them, and what improvements are needed.

A typical Supplier Evaluation Template typically includes the following sections:

1. **Supplier Information:**
  - Company profile
  - Contact information
  - Product/service offerings
2. **Performance Metrics:**
  - Quality of products/services
  - On-time delivery
  - Communication
  - Reliability
  - Flexibility
3. **Risk Assessment:**
  - Financial stability
  - Business continuity
  - Regulatory compliance
  - Supply chain resilience
4. **Quality and Compliance:**
  - Quality management systems (e.g., ISO 9001)
  - Compliance with industry standards and regulations
5. **Supply Chain Visibility and Transparency:**
  - Visibility into their supply chain
  - Transparency in reporting and communication
6. **Innovation and Innovation Potential:**
  - Ability to innovate and develop new products/services
  - Potential for innovation and growth
7. **Cost and Pricing:**
  - Competitiveness of pricing
  - Cost structure and transparency
8. **Sustainability and Social Responsibility:**
  - Environmental sustainability practices
  - Social responsibility initiatives
9. **Conclusion and Recommendations:**
  - Summary of the evaluation findings
  - Recommendations for improvement or continued partnership

By using a Supplier Evaluation Template, organizations can:

1. Improve supplier selection and management processes

2. Enhance supply chain resilience and risk mitigation
3. Increase quality and reliability of products/services
4. Foster better communication and collaboration with suppliers
5. Drive innovation and growth through strategic partnerships
6. Mitigate costs and optimize pricing

The template can be customized to fit the specific needs and requirements of an organization, industry, or sector. It serves as a valuable tool for procurement professionals, supply chain managers, and other stakeholders involved in supplier evaluation and management.

supply, chain, assessment, metrics, quality, risk, compliance, innovation, cost, sustainability, partnership

# Supplier Evaluation Template

## Evaluation Criteria

- **Quality:** Ability to meet quality specifications.
- **Delivery:** Timeliness of delivery.
- **Price:** Competitiveness of pricing.
- **Service:** Quality of customer service.
- **Reliability:** Consistency in performance and service.
- **Order Accuracy:** Correctness of order fulfillment.

## Supplier Information

Supplier A Contact details	Products/Services
Supplier B Contact details	Products/Services

## Evaluation Scores

Supplier A	8/10	9/10	7/10	8/10	9/10	10/10	85%
Supplier B	7/10	8/10	9/10	7/10	8/10	9/10	80%

## Notes

- **[Date]:** Note or update on supplier performance or issues.

## Recommendations

- **Preferred Supplier:** [Supplier Name]
- **Reasons for Recommendation:** [Justification based on evaluation]

# Approval

- **Evaluated by:**
- **Signature:**
- **Date:**



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## Related:

- [Project management](#)

## External links:

- [Supplier Evaluation Form Template | Jotform —jotform.com](#)
  - Use this Supplier Evaluation Form when classifying and assessing a supplier company. This form is simple and easy to use because it contains all the queries that you need in order to evaluate a supplier company properly.
- [Supplier evaluation form- Examples with free templates | QuestionPro —questionpro.com](#)
  - Learn everything about a supplier evaluation form with an example, evaluation tools, benefits and how they are vital for effective vendor risk management.

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