VENDOR EVALUATION

Your current or prospective vendors, can be evaluated for their overall performance using this form. Ensure that all information associated with the vendor is included. The next step is to apply a strength factor, 5 being the strongest, to each item you evaluate. Once you complete the evaluation, total each column. Add up the columns to get a grand total. Compare that total against the totals of similar vendors to assess the vendor’s performance.

|  |  |
| --- | --- |
| **Date** | **Prepared By** |
| **Evaluation #** | **Title** |

# Vendor/Supplier Information

|  |  |
| --- | --- |
| [YOUR COMPANY NAME]: | Type Of Business: |
| Company Address: | Legal Form: |
| City: State: Postal Code:  | Phone: Fax: |
| Number Of Employees: | Number Of Employees At Headquarters: |
| Size Of Headquarters: | Number Of Locations: |
| Names Of Salespeople: | Names Of Key Officers: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vendor Evaluation | **1** | **2** | **3** | **4** | **5** |
| Delivery Timeliness  |  |  |  |  |  |
| Quality Of Parts/Products/Material Upon Delivery |  |  |  |  |  |
| Overall Quality Of Parts/Products/Material |  |  |  |  |  |
| Price Competitiveness  |  |  |  |  |  |
| Quality Of Service Provided |  |  |  |  |  |
| Terms And Conditions Competitiveness  |  |  |  |  |  |
| Credit Rating |  |  |  |  |  |
| Overall Financial Condition |  |  |  |  |  |
| Company Reputation  |  |  |  |  |  |
| Quality Of Design Compared To Specifications |  |  |  |  |  |
| Research & Development, Level Of Assistance  |  |  |  |  |  |
| Sales Staff Level Of Expertise  |  |  |  |  |  |
| Technical Support Staff's Level Of Expertise |  |  |  |  |  |
| Column Totals |  |  |  |  |  |
| **Grand Total**  |  |