

Basic Supplier Evaluation Form

Review Date _____
 Review By _____
 Attendees, if Meeting Called _____

Supplier _____
 Supplier Location _____
 Supplier Quality Contact _____
 Contact Phone _____

<u>Quality</u>	Rating	Comments
A. Quality System	_____	_____
B. Concern for Quality	_____	_____
C. Company History	_____	_____
<u>Price</u>	Rating	Comments
A. Price - Quality	_____	_____
B. Price - Negotiation/quote = Actual Price	_____	_____
<u>Performance</u>	Rating	Comments
A. Technical Ability	_____	_____
B. Capability	_____	_____
C. Technical Assistance	_____	_____

<u>Rating system:</u>	Very Good	5	Supplier is rated as appropriate. Only applicable blocks as determined by the VP OP are rated. Quality item A, Price item A and Performance item B are requisite.
	Good	4	
	Average	3	
	Poor	2	
	Very Poor	1	
	Negative	0	

Take the total points from each rated block and divide by the total blocks rated for the supplier.

Total Points from Blocks / Total Blocks Rated = _____ Must be > 2. If < or = 2, supplier development must be considered.

Elsmar.com

Revision Date:
 Date of Origin:
 Originator: