

VENDOR SCORECARD

A Repeat-Use Sheet to Score Supplier Performance Every Month

Enter each supplier name and the review month, then score every criterion 1 to 5 using the dropdowns. The weighted score and rating are calculated automatically. Add a new row for each supplier, each month.

#	Supplier Name	Review Month	On-Time Delivery (30%) - Score 1-5	Quality & Reject Rate (25%) - Score 1-5	Pricing Competitive- ness (15%) - Score 1-5	Responsiveness (15%) - Score 1-5	Documentation & Compliance (15%) - Score 1-5	Weighted Score / 100	Rating
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

RATING BANDS

90-100 PREFERRED SUPPLIER	A dependable, low-risk partner. Consider consolidating spend or a longer-term agreement.
75-89 APPROVED SUPPLIER	Solid and workable, with room to improve. Flag the lowest-scoring criterion at the next review.
60-74 WATCH LIST	Performance gaps are starting to cost you. Schedule a formal review and set a 90-day target.
Below 60 AT RISK	Actively exposing your operation to risk. Begin qualifying an alternate source in parallel.

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