

Supplier Rating Tool				
Supplier Name:				
Product/Service Provided:				
Reason For Rating:	Annual Review:		YES / NO	
	Problem / Service Issue:		YES / NO	
	New Supplier:		YES / NO	
	Other*:		YES / NO	
* (Other) Please Specify:				
Pricing Policy:	Fixed for the period of the contract	Fixed period	Annual review	Variable
		_____	_____	_____
Pricing Policy Review Date:				
Date of Last Review:				
Next Review Date:				
Annual Spend (New Supplier Show As An Estimate):				
Contract Terms and Conditions:		Tear Fund / Supplier		
Contractual Status:		Preferred Supplier (Tender) Preferred Supplier (Quotation) Fixed Quantity Contract Non-Competitive Arrangement * Delete as Appropriate		

Rating Key:

- 1 = Poor - Not acceptable
2 = Fair - Not consistent, needs improving

3 = Acceptable
4 = Good

- Some inconsistency
- Reliable & consistent

Measure	Rating	Comments
Financial Stability:		
Ethical Standards:		
Account Management:		
Customer Service Support:		
Pricing Policy:		
Paperwork: Invoices /delivery notes		
Quality – Product or Service:		
Capacity and Stock Availability:		
Order fill rate or service level:		
Quality – Packaging:		
Delivery Performance (on time):		
Returns Policy or Service Support:		
Repairs / Warranties / Backup:		

Total Rating: _____ **Total Score** _____
Number of Assessed Measures

Status:

Very Good (4.5+) / Good (3.7- 4.4) / Average (3.6- 2.9) / Poor (2.8- 2.1) / Very Poor (2.0-0.0)

Performance Improvement Actions: _____

Rating completed by (Name): _____

Signed: _____ Date: _____