

Annual Supplier Appraisal Template

Supplier Name

Contact Person

Appraisal Period

Reviewed By

Date of Appraisal

Criteria	Rating (1-5)	Comments
Quality of Products/Services	<div></div>	<div></div>
Delivery Performance	<div></div>	<div></div>
Price Competitiveness	<div></div>	<div></div>
Responsiveness	<div></div>	<div></div>
Compliance with Requirements	<div></div>	<div></div>

Strengths

Areas for Improvement

General Remarks