Vendor Onboarding Evaluation Sheet

Vendor Information

Vendor Name

Contact Person

Email

Phone

Address

Evaluation Criteria

Criteria	Score (1-5)	Remarks
Company Background & Experience		
Certifications & Compliance		
Quality of Goods/Services		
Pricing Competitiveness		
References/Client Feedback		
Delivery & Support Capabilities		
Financial Stability		

Overall Comments

Final Recommendation

[▼]

Evaluator Name

[   ]

Date

[   ]