Supplier Evaluation Template

Supplier Name					
Contact Person					
Contact Details					
Date of Evaluation					
Evaluator					
Evaluation Criteria					
Criteria	Rating	Comments			
Quality of Goods/Services	•				
Delivery Performance	•				
Pricing	•				
Responsiveness	•				
Compliance & Certification					
Strengths					
Areas for Improvement					
Additional Notes					
Overall Evaluation					