



MRP Supplier Performance Evaluation Checklist 2026

Supplier Onboarding & Compliance Verification

Ensure all new and existing suppliers meet the required regulatory, quality, and legal documentation standards for 2026 compliance.

Supplier Registration Date

Supplier Legal Entity Name

Compliance Status

- ☐ Certified
- ☐ Provisional
- ☐ Under Review
- ☐ Suspended

Required Certifications Held

- ☐ ISO 9001
- ☐ ISO 14001
- ☐ IATF 16949
- ☐ AS9100
- ☐ Other

Tax Identification Document

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Compliance Gap Analysis Notes

Write something...

Procurement Officer Approval

Delivery Performance & Lead Time Accuracy

Evaluate the frequency of On-Time In-Full (OTIF) deliveries and the consistency of actual vs. promised lead times.

Evaluation Period Start Date

Enter date...

Evaluation Period End Date

Enter date...

On-Time Delivery (OTIF) Percentage

Enter a number...

Average Lead Time Deviation (Days)

Enter a number...

Supplier Delivery Status

- ☐ Exceeding Expectations
- ☐ Meeting Expectations
- ☐ Needs Improvement
- ☐ Critical Concern

Analysis of Delivery Delays and Root Causes

Write something...

Supporting Delivery Logs/Proof of Delivery Documents

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Procurement Manager Approval

Quality Management & Defect Rate Analysis

Assess the percentage of non-conforming materials, inspection results, and the effectiveness of supplier corrective actions.

Defect Rate Percentage

Enter a number...

Supplier Quality Certification Status

- ☐ ISO 9001 Certified
- ☐ AS9100 Certified
- ☐ IATF 16949 Certified
- ☐ Uncertified

Common Defect Types Identified

- ☐ Dimensional Inaccuracy
- ☐ Material Contamination
- ☐ Surface Damage/Scratches
- ☐ Incorrect Labeling
- ☐ Packaging Failure

Corrective Action Report (CAPA) Summary

Write something...

Quality Inspection Certificate (COA/COC)

 Upload File

Quality Auditor Approval

Pricing Stability & Cost Competitiveness

Review price fluctuations, adherence to contract terms, and the supplier's ability to provide value-driven cost reductions.

Percentage Price Variance (PPV)

Enter a number...

Contract Status

- ☐ Active Contract
- ☐ Expired - Negotiating
- ☐ Expired - Out of Contract
- ☐ Pending Renewal

Cost Reduction Initiatives

Write something...

Updated Price List 2026

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Price Volatility Drivers

- ☐ Raw Material Fluctuations
- ☐ Fuel/Logistics Surcharges
- ☐ Currency Exchange Shifts
- ☐ Labor Cost Increases
- ☐ Inflationary Adjustments

Procurement Manager Approval

logistics & Packaging Integrity

Audit the condition of goods upon arrival, accuracy of shipping documentation, and compliance with packaging specifications.

Packaging Condition Status

- ☐ Intact
- ☐ Damaged
- ☐ Contaminated

Number of Damaged Units Found

Enter a number...

Inspection Date

Enter date...

Detailed Damage Description

Write something...

Photos of Damaged Packaging

 Upload File

Logistics Inspector Signature

Communication & Responsiveness

Measure the supplier's ability to respond to RFQs, urgent change orders, and inquiries regarding material shortages.

Average Response Time Category

- ☐ Under 4 Hours
- ☐ 4-24 Hours
- ☐ 24-48 Hours
- ☐ Over 48 Hours

Number of Unresolved Communication Delays

Enter a number...

Communication Channels Used

- ☐ Email
- ☐ EDI (Electronic Data Interchange)
- ☐ Supplier Portal
- ☐ Phone/Direct Call

Detailed Notes on Communication Issues

Write something...

Evaluator Authorization

Risk Management & Supply Chain Resilience

Evaluate the supplier's contingency plans for natural disasters, geopolitical risks, and financial stability assessments.

Supplier Risk Level

- ☐ Low Risk
- ☐ Medium Risk
- ☐ High Risk
- ☐ Critical Risk

Identified Risk Factors

- ☐ Geopolitical Instability
- ☐ Financial Instability
- ☐ Natural Disaster Vulnerability
- ☐ Single-Source Dependency
- ☐ Logistics/Transportation Disruptions
- ☐ Regulatory/Compliance Changes

Mitigation Strategy Description

Write something...

Next Risk Assessment Due Date

Enter date...

Supplier Business Continuity Plan (BCP) Document

 Upload File

Risk Impact Score (1-10)

Enter a number...

Sustainability & ESG Compliance

Verify the supplier's adherence to environmental standards, carbon footprint reporting, and ethical labor practices for 2026 mandates.

Last ESG Audit Date

Enter date...

Sustainability Certification Status

- ☐ ISO 14001 Certified
- ☐ EcoVadis Rated
- ☐ None/Not Verified

Compliance Documents Verified

- ☐ Carbon Footprint Report
- ☐ Labor Practice Policy
- ☐ Waste Management Plan
- ☐ Conflict Minerals Report

Supplier Carbon Emission Score

Enter a number...

Upload ESG Compliance Certificate

 Upload File

Sustainability Non-Compliance Notes

Write something...

Auditor Verification Signature



Post-Evaluation Action Plan

Define necessary corrective actions, scorecards updates, and decision-making steps for supplier retention or phase-out.

Supplier Performance Status

- ☐ Approved
- ☐ Conditional Approval (Requires Corrective Action)
- ☐ Probationary Period
- ☐ Disqualified/Phase-out

Required Corrective Action Plan (CAPA)

Write something...

Follow-up Review Date

Enter date...

Signed Performance Improvement Agreement



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Quality Manager Approval

< Previous

> Next

🏁 Finish

🔧 Generate Sample Report