

Supplier Scorecard Checklist

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Quality Performance

Assesses the supplier's ability to consistently meet quality standards and specifications. Focuses on defect rates, corrective actions, and overall product/component quality.

Defect Rate (ppm)

First Pass Yield (%)



Audit Results (Last Audit)

- No Audit Required
- Pass
- Warning
- Fail

Summary of Corrective Actions Taken (Latest Defect)

Write something...


Quality Certifications Held (Select all that apply)

- ISO 9001
- IATF 16949
- ISO 14001
- Other (Specify in Long Text)

Date of Last Quality Audit

Enter date...

Latest Quality Audit Report

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Delivery & Responsiveness

Evaluates the supplier's on-time delivery performance, responsiveness to requests, and communication effectiveness.

On-Time Delivery Rate (%)

Average Lead Time (Days)

Number of Late Deliveries (Past 12 Months)

Responsiveness to RFQs (Response Time - Days)

- Less than 2 days
- 2-5 days
- 6-10 days
- More than 10 days

Communication Clarity & Effectiveness

- Excellent
- Good
- Fair
- Poor

Comments on Delivery Performance

Write something...

Cost & Value

Examines the competitiveness of the supplier's pricing, total cost of ownership, and the overall value they provide.

Unit Cost (Current)

Enter a number...

Unit Cost (Previous Year)

Enter a number...

Cost Reduction Percentage (Year over Year)

Enter a number...

Total Cost of Ownership (TCO) - 3 Year Projection

Enter a number...

Value Engineering Initiatives Implemented?

- Yes
- No
- N/A

Details of Value Engineering Efforts and Results (if applicable)

Write something...

Payment Terms

- Net 30
- Net 60
- Other (Specify)

Justification for payment terms

Write something...

Technical Capability & Innovation

Focuses on the supplier's technical expertise, manufacturing process capabilities, and willingness to innovate and improve.

Capacity Utilization Rate (%)

Number of Engineering Staff

Manufacturing Process Technology Level (e.g., Emerging, Mature)

- Emerging
- Mature
- Advanced

Manufacturing Technologies Employed (Select all that apply)

- CNC Machining
- Injection Molding
- 3D Printing
- Automated Assembly
- Robotics

Description of Key Manufacturing Processes

Write something...

Process Flow Diagram (PDF)

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Evidence of R&D Investment (e.g., % of Revenue)

- Low
- Medium
- High
- Not Available

Details of Recent Innovation/Process Improvement Initiatives

Write something...

Risk Management & Compliance

Evaluates the supplier's risk management practices, adherence to regulations, and commitment to ethical business conduct.

Certifications (ISO 9001, ISO 14001, etc.)

- ISO 9001
- ISO 14001
- IATF 16949
- Other - Specify in Long Text
- Not Applicable

Percentage of workforce with safety training certification

Enter a number...

Compliance with Conflict Minerals Reporting

- Fully Compliant
- Partially Compliant
- Not Compliant
- Not Applicable

Summary of Risk Assessment performed on supplier (including potential geopolitical, financial, or operational risks)

Write something...

Upload a copy of the supplier's Code of Conduct or Ethics Policy

 Upload File

Adherence to Anti-Bribery & Corruption Policies

- Fully Compliant
- Partially Compliant
- Not Compliant
- Not Applicable

Date of last Compliance Audit

Enter date...

Details of any previous compliance violations or incidents, and corrective actions taken.

Write something...

Relationship & Communication

Assesses the strength of the relationship, the effectiveness of communication channels, and the level of collaboration.

Frequency of Communication Meetings

- Weekly
- Bi-Weekly
- Monthly
- Quarterly
- Ad-Hoc

Average Response Time (hours)

Summary of Key Communication Challenges (if any)

Proactive Communication (Sharing Updates/Potential Issues)

- Excellent
- Good
- Fair
- Poor

Preferred Communication Methods

- Email
- Phone
- Video Conference
- Portal/Platform

Effectiveness of Issue Escalation Process

- Very Effective
- Effective
- Neutral
- Ineffective
- Very Ineffective

Notes on Relationship Dynamics & Collaboration

Write something...

Continuous Improvement & Sustainability

Focuses on the supplier's commitment to continuous improvement processes, sustainability initiatives, and responsible manufacturing practices.

Percentage of Waste Reduced (vs. baseline)

Enter a number...

Existence of Formal Continuous Improvement Program (e.g., Kaizen, Lean)

Yes

No

Partial/Informal

Summary of recent Continuous Improvement initiatives and results (Last 6-12 months)

Write something...

Energy Consumption Reduction (kWh or equivalent) - Past Year

Enter a number...

Sustainability Report/Certifications (e.g., ISO 14001, EcoVadis)

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Sustainability Practices Implemented (Select all that apply)

- Reduced Carbon Footprint
- Water Conservation
- Ethical Sourcing of Materials
- Waste Management and Recycling
- Employee Health & Safety Programs
- Community Engagement

Date of Last Sustainability Audit

Enter date...