



Vendor Performance Evaluation Checklist for Supply Chain

Delivery & Lead Times

Assesses adherence to agreed-upon delivery schedules and lead times.

On-Time Delivery Percentage (%)

Average Lead Time (Days)

Last Delivery Date

Number of Late Deliveries (Past 12 Months)

Comments on Delivery Performance

Delivery Method (e.g., Truck, Air)

- ☐ Truck
- ☐ Air
- ☐ Sea
- ☐ Rail

Product Quality & Compliance

Evaluates product quality, adherence to specifications, and relevant compliance standards.

Defect Rate (%)

Description of Quality Issues (if any)

Compliance with Industry Standards?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Quality Control Documentation (e.g., Certificates)

Adherence to Product Specifications?

- ☐ Fully Compliant
- ☐ Minor Deviations
- ☐ Significant Deviations

Date of Last Quality Audit

Enter date...

Pricing & Cost Management

Reviews pricing competitiveness, cost reduction initiatives, and overall cost-effectiveness.

Quoted Price per Unit

Enter a number...

Actual Price Paid per Unit

Enter a number...

Price Variance (%)

Enter a number...

Explanation of Price Variance (if applicable)

Write something...

Payment Terms Adherence

- ☐ Adhered to Payment Terms
- ☐ Slight Deviation
- ☐ Significant Deviation

Cost Reduction Initiatives Proposed

- ☐ Yes - Detailed Plan Provided
- ☐ Yes - General Suggestions
- ☐ No

Total Cost Savings Achieved (if any)

Enter a number...

Communication & Responsiveness

Measures the vendor's communication clarity, responsiveness to inquiries, and problem-solving abilities.

Average Response Time (Hours)

Enter a number...

Clarity of Communication

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Describe any communication challenges encountered.

Write something...

Proactive Communication (e.g., updates on delays)

- ☐ Always
- ☐ Frequently
- ☐ Sometimes
- ☐ Rarely
- ☐ Never

Date of last significant communication review

Enter date...

Communication Channels Used

- ☐ Email
- ☐ Phone
- ☐ Portal
- ☐ Video Conference

Risk Management & Business Continuity

Evaluates the vendor's risk mitigation strategies and ability to maintain supply continuity.

Vendor Financial Stability Score (1-10)

Enter a number...

Geographic Risk Exposure Level

- ☐ Low
- ☐ Medium
- ☐ High

Description of Business Continuity Plan (BCP) Summary

Write something...

Last BCP Review/Update Date

Enter date...

Potential Disruptions Considered in BCP

- ☐ Natural Disasters
- ☐ Cybersecurity Threats
- ☐ Political Instability
- ☐ Supply Chain Failures
- ☐ Pandemics

BCP Documentation (Optional)

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Sustainability & Ethical Practices

Assesses the vendor's commitment to sustainability, ethical sourcing, and social responsibility.

Do they have a publicly available sustainability policy?

- ☐ Yes
- ☐ No
- ☐ Unsure

Percentage of materials sourced sustainably (estimated)

Enter a number...

Which certifications do they hold (e.g., Fair Trade, B Corp)?

- ☐ Fair Trade
- ☐ B Corp
- ☐ ISO 14001
- ☐ SA8000
- ☐ Other


Describe their efforts to reduce carbon emissions.

Write something...

Do they conduct audits of their supply chain to ensure ethical labor practices?

- ☐ Yes
- ☐ No
- ☐ Unsure

Upload documentation related to sustainability reporting (e.g., CSR report)

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Innovation & Collaboration

Measures the vendor's willingness to collaborate on innovation and process improvements.

Describe any collaborative initiatives undertaken with the vendor.

Write something...

Rate vendor's willingness to explore new technologies (1-5, 1=Not at all, 5=Very willing)

Enter a number...


Has the vendor proactively suggested process improvements?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Which of the following areas has the vendor shown interest in innovating?

- ☐ Product Design
- ☐ Manufacturing Process
- ☐ Logistics Optimization
- ☐ Sustainability Initiatives
- ☐ None

Attach any documentation supporting collaborative efforts (e.g., meeting minutes, joint project plans).

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Contractual Compliance

Verifies adherence to contractual obligations, including payment terms and service level agreements.

Contract Start Date

Enter date...

Contract Renewal Date

Enter date...

Contract Value (USD)

Enter a number...

Payment Terms Adherence

- ☐ Fully Compliant
- ☐ Minor Deviations
- ☐ Significant Deviations
- ☐ Non-Compliant

SLA Compliance (Service Level Agreement)

- ☐ Fully Compliant
- ☐ Partially Compliant
- ☐ Non-Compliant

Notes/Comments on Contractual Compliance

Write something...