

[company logo]
[company name]

SUPPLIER PERFORMANCE REPORT

Summary

Supplier no.		
Supplier_1		

	Date
	0

Supplier performance report

Review no.

Date

Supplier name

Supplier Manager name

Supplier performance against targets (0-100%)

Supplier rating

List of open incidents

List of open problems

No.	Description	No.	Description
1	<input type="text"/>	1	<input type="text"/>
2	<input type="text"/>	2	<input type="text"/>
3	<input type="text"/>	3	<input type="text"/>

Efficiency	<input type="text"/>	<input type="text"/>
Speed of reaction	<input type="text"/>	<input type="text"/>
Quality of service	<input type="text"/>	<input type="text"/>
Value for money	<input type="text"/>	<input type="text"/>
Quality of communication	<input type="text"/>	<input type="text"/>

Lessons learned

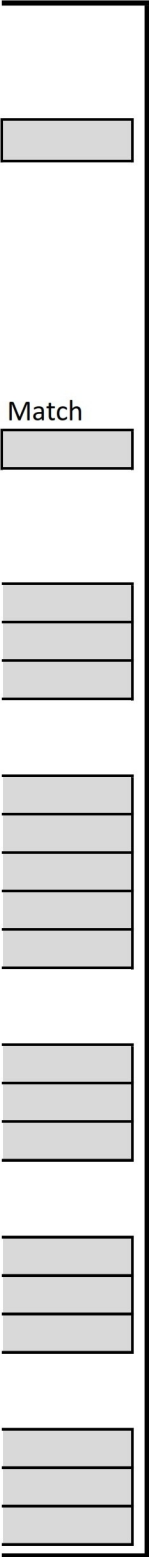
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

Recommendations for improvement

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

Open issues

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>



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Please tell us how satisfied you are with our suppliers.

Please enter "X" to only one answer that satisfies your opinion.

Efficiency - how efficient is the service provider in responding to our requirements?

very dissatisfied

very satisfied

	1	2	3	4	5
[supplier name]					
[supplier name]					
[supplier name]					
[supplier name]					
[supplier name]					

Speed of reaction - how satisfied are you with the supplier's speed of response?

	1	2	3	4	5
[supplier name]					
[supplier name]					
[supplier name]					
[supplier name]					
[supplier name]					

Quality of service - how satisfied are you with the quality of the provided service?

	1	2	3	4	5
[supplier name]					
[supplier name]					
[supplier name]					
[supplier name]					
[supplier name]					

Value for money - are you satisfied with the value that you receive from the supplier?

	1	2	3	4	5
[supplier name]					
[supplier name]					
[supplier name]					
[supplier name]					
[supplier name]					

Quality of communication - are you satisfied with the quality of communication with the provider?

	1	2	3	4	5
[supplier name]					
[supplier name]					
[supplier name]					
[supplier name]					
[supplier name]					

Comments - are there any issues, opportunities for improvement, or lessons that you learned from working with the supplier?

Supplier name is entered in new worksheet, i.e. one worksheet equals one supplier
 Worksheet summary - only worksheet name should be entered (column B). If you
 and drag them into next row.

Copy last worksheet (right-click on last worksheet's name -> select "Move or copy")

Supplier_1 worksheet

Name the worksheet at your convenience. The important thing is that the worksheet
 When entering "Supplier name" and "Supplier Manager name" - select name - all
 worksheet according to your own requirements).

(This section is intentionally blurred in the original image)

Don't delete this worksheet!	Content
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Supplier Manager name	Location	Phone
Supplier Manager 1	Location 1	123456
Supplier Manager 2	Location 1	123457
Supplier Manager 3	Location 1	123458
Supplier Manager 4	Location 1	123459
Supplier Manager 5	Location 1	123460
Supplier Manager 6	Location 1	123461
Supplier Manager 7	Location 1	123462
Supplier Manager 8	Location 1	123463
Supplier Manager 9	Location 2	123464
Supplier Manager 10	Location 2	123465

How to use this document

lier (you can rename worksheets to equal your supplier's name).
u copy formulas for other columns (C-F) - data will be filled automatically. To copy form

y" -> check "Create a copy" -> put copied worksheet at the end of the worksheets -> pr

heet name is copied into B-cell in "Summary" worksheet (in order to show summarized
nd other data (e.g. Address, telephone, email)will be filled automatically from table bel

agreement. Distribute this worksheet as stand alone document or as printed to all
only important. All that you can change this. After you receive feedback, enter name
could be changed according to your needs should be entered as average of all input
1-1-16).

below this point is used in other worksheets as input in various fields. Adapt it to you

E-mail
email.user1@users_domain.com
email.user2@users_domain.com
email.user3@users_domain.com
email.user4@users_domain.com
email.user5@users_domain.com
email.user6@users_domain.com
email.user7@users_domain.com
email.user8@users_domain.com
email.user9@users_domain.com
email.user10@users_domain.com

Supplier name
Supplier 1 name Contact 1 n
Supplier 2 name Contact 2 n
Supplier 3 name Contact 3 n
Supplier 4 name Contact 3 n
Supplier 5 name Contact 4 n
Supplier 6 name Contact 5 n

Formula: select cells C -F in last filled row
Press OK.

data).
row (therefore, change data in this

employees engaged in projects with
all data into the sheet "Supplier_1"
etc. (e.g. you received their responses)

in own requirements.

- Contact 1 email
- Contact 2 email
- Contact 3 email
- Contact 4 email
- Contact 5 email
- Contact 6 email