### horizontal line**Supplier Data Sheet**

#### **Header Section:**

* **Title**: Supplier Data Sheet
* **Company Name**: [Company Name]
* **Date**: [MM/DD/YYYY]
* **Document Version**: [Version Number]

#### **1. Overview**

* **Purpose**: To record essential supplier details for procurement and inventory management.
* **Scope**: Procurement and Supply Chain teams.

#### **2. Key Information**

| **Field** | **Details** |
| --- | --- |
| Supplier Name | [Name] |
| Supplier ID | [ID Number] |
| Contact Information | [Phone/Email] |
| Address | [Full Address] |

#### **3. Business Details**

* **Product/Service Provided**: [Description]
* **Payment Terms**: [Details]
* **Contract Validity**: [MM/DD/YYYY to MM/DD/YYYY]

#### **4. Performance Metrics (if applicable)**

| **Metric** | **Value** |
| --- | --- |
| On-time Delivery Rate | [Value] |
| Quality Rating | [Value] |

#### **5. Additional Notes**

* [Additional supplier-specific details or terms]

#### **6. Contact Information**

* **Procurement Team Contact**: [Name, Email, Phone]