

# Vendor Performance Scorecard

## Vendor Information

- Vendor Name: \_\_\_\_\_
- Evaluation Period: \_\_\_\_\_

## Scoring Criteria

Category	Weight (%)	Score (1-5)	Weighted Score	Comments
Product/Service Quality	___%	___	___	Percentage of defect-free deliveries
Delivery Timeliness	___%	___	___	On-time delivery rates
Cost Management	___%	___	___	Consistency in pricing
Customer Service	___%	___	___	Responsiveness and support effectiveness
Communication Efficiency	___%	___	___	Regular and transparent updates
Adaptability	___%	___	___	Handling changes and urgent requests
Feedback Implementation	___%	___	___	Response to previous evaluations

## Overall Performance Summary

- **Achievements:**

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- **Areas Requiring Focus:**

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**Total Weighted Score:** \_\_\_\_\_