### **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:**
* **Areas Requiring Focus:**

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