

# Vendor Evaluation Form - Annual Vendor Review

The **vendor evaluation form sample** is designed to streamline the annual vendor review process by providing a clear and comprehensive framework for assessing supplier performance. This form helps businesses ensure consistent quality, timely delivery, and competitive pricing from their vendors. Utilizing this tool facilitates informed decision-making and strengthens vendor relationships.

## General Information

|                                 |                       |  |
|---------------------------------|-----------------------|--|
| <b>Vendor Name</b>              | <b>Contact Person</b> |  |
| <b>Product/Service Provided</b> | <b>Review Period</b>  |  |
| <b>Date of Review</b>           | <b>Reviewer Name</b>  |  |

## Evaluation Criteria

| <b>Criteria</b>                       | <b>Weight</b> | <b>Score (1-5)</b> | <b>Comments</b> |
|---------------------------------------|---------------|--------------------|-----------------|
| Quality of Goods/Services             | 30%           |                    |                 |
| Timeliness of Delivery                | 20%           |                    |                 |
| Customer Service                      | 15%           |                    |                 |
| Accuracy of Documentation & Invoicing | 10%           |                    |                 |
| Pricing & Cost-Effectiveness          | 15%           |                    |                 |
| Compliance with Terms & Conditions    | 10%           |                    |                 |

**Scoring Guide:** 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent

## Overall Comments and Recommendations

## Reviewer's Signature

|       |       |
|-------|-------|
| Name: | Date: |
|       |       |

This form is intended for internal use only as part of the annual vendor review process.