

# Supplier Audit Report Template

Our **supplier audit report template** streamlines the procurement evaluation process by providing a comprehensive format to assess vendor performance and compliance. It enables procurement teams to systematically document findings, identify risks, and ensure supplier accountability. Using this template enhances decision-making and fosters stronger supplier relationships.

## 1. Supplier Information

Supplier Name	
Address	
Contact Person	
Email / Phone	
Date of Audit	
Auditor(s)	

## 2. Audit Scope & Objectives

Briefly describe the scope of the audit, areas covered, and primary objectives:

- 
- 

## 3. Evaluation Criteria & Findings

Criteria	Compliant (Yes/No)	Observations / Comments
Quality Management Systems		
Regulatory Compliance		
Service Delivery & Timeliness		
Pricing Competitiveness		
Communication & Responsiveness		
Risk Management		
Other (Specify)		

## 4. Identified Risks

- 
- 

## 5. Recommendations & Actions

- 1.
- 2.

## 6. Conclusion

Summary of overall supplier performance and compliance status:

Auditor Name & Signature	Date