

# Supplier Evaluation Form Sample (Excel Format)

The **supplier evaluation form** in Excel format is a practical tool designed to assess and compare supplier performance efficiently. This sample template helps businesses maintain quality control and streamline procurement processes. Its easy-to-use layout ensures accurate data collection and analysis for better decision-making.

## Supplier Evaluation Form

Supplier Name	Contact Person	Product/Service	Quality (1-5)	Delivery (1-5)	Price Competitiveness (1-5)	Responsiveness (1-5)	Total Score	Comments

**Instructions:** Fill in the supplier details and evaluate each criterion on a scale from 1 (Poor) to 5 (Excellent). Sum the scores for the Total Score. Add comments or notes for further clarification.

*To use this template, copy the structure into Microsoft Excel for easier data entry and automated calculations.*