

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.