

# Vendor Evaluation Checklist

A **vendor evaluation checklist** for manufacturing companies ensures a systematic assessment of suppliers based on quality, delivery, cost, and compliance. This checklist helps streamline procurement decisions, reduce risks, and improve overall supply chain efficiency. Regular vendor evaluations foster strong partnerships and enhance manufacturing productivity.

Criteria	Description	Weight (%)	Evaluation (1-5)	Comments
Quality	Consistency, adherence to specifications, certifications (e.g., ISO)	30		
Delivery	On-time delivery rate, lead times, reliability, flexibility	20		
Cost	Competitive pricing, cost control, payment terms	20		
Compliance	Regulatory compliance, ethical standards, environmental and safety policies	10		
Technical Capability	Technology adoption, R&D, engineering support	10		
Customer Service	Responsiveness, communication, after-sales support	5		
Financial Stability	Creditworthiness, financial health, risk of bankruptcy	5		

**Instructions:** Rate each criterion from 1 (Poor) to 5 (Excellent). Provide comments as necessary. Calculate weighted scores to determine overall vendor suitability.