OEM Supplier Scorecard Template

Supplier Name: _____

Evaluation Period: ____ Q1/Q2/Q3/Q4 20XX

Scored By: _____

I. Performance Metrics (Total Weight: 100%)

Dimension	Key Metrics	Weight	Calculation Method	Data Source	Score
Quality (40%)	Incoming Reject Rate (PPM)	20%	(Rejected Qty / Total Delivered Qty) × 1,000,000 → Target: ≤ 500 PPM	IQC Reports	
	Customer Complaint Rate	15%	(No. of Valid Complaints / Total Deliveries) × 100% → Target: ≤1%	Quality Logs	
	Corrective Action Response Time	5%	Days from issue reporting to actionable CAPA submission → Target: ≤3 days	CAPA Tracker	
Delivery (30%)	On-Time Delivery Rate (OTD)	20%	(On-Time Deliveries / Total Deliveries) × 100% → Target: ≥95%	ERP/SAP Records	
	Lead Time Adherence	10%	(Actual vs. Agreed Lead Time Variance) → Target: ≤±5%	Purchase Orders	
Cost (20%)	Cost Competitiveness	10%	Benchmark vs. Market Avg. Price → Score: Best=10, Avg.=5, Poor=0	Procurement Database	
	Cost Reduction Initiatives	10%	No. of implemented cost-saving proposals per year → Target: ≥2	Supplier Proposals	
Service (10%)	Technical Support Responsiveness	5%	Avg. hours to resolve engineering queries → Target: ≤24h	Support Tickets	

Dimension	Key Metrics	Weight	Calculation Method	Data Source	Score
	Flexibility (Emergency Orders)	5%	(Accepted Emergency Orders / Requested) × 100% → Target: ≥90%	Order Logs	

II. Scoring Scale & Rating

Score Range	Rating	Action Plan
90-100	A (Excellent)	Increase order allocation; Award long-term contracts; Qualify for VIP programs
80-89	B (Good)	Maintain current business; Collaborate on improvement projects
70-79	C (Fair)	Place on watchlist; Mandate 30-day corrective plan; Reduce order volume
<70	D (Poor)	Suspend new orders; Trigger re-qualification audit; Exit supplier if no improvement

III. Supplier Improvement Plan

Critical Non-Conformities Identified:

_____ (Due Date: //_____)

_____ (Due Date: //_____)

Support Provided by OEM:
☐ Technical training ☐ Process audit ☐ Cost benchmarking analysis

Next Review Date: //_____

Supplier Signature: _____

Key Features of This Template

1.Objective Quantification：
Uses PPM, OTD%, and CAPA metrics aligned with automotive/aerospace OEM standards.

2.Balanced Weighting：
Prioritizes quality (40%) and delivery (30%) over cost (20%)， reflecting OEM risk focus.

3.Actionable Triggers：
Explicit thresholds for supplier escalation/de-escalation (e.g.， ≤70% = suspension).

4.Audit-Ready Documentation：
Tracks data sources (ERP， CAPA logs) for ISO/IATF compliance.

Implementation Tip: Integrate with tools like Excel Power Query or Tableau to auto-pull data from ERP systems. For automated scorecards， use SAP Ariba or Coupa Supplier Performance modules.