**□ New Supplier □ Existing Supplier**

**Supplier Name:** ………………….…………………………………………………………………….

Address: ……………………………………………………………………………………………………..

Tel: ………………………………. Email: …………………………………………………………………

Contact Name ……………………………………………………………………………………………….

**Products/services of interest:**…………………………………………………………………………...

………………………………………………………………………………………………………………

**Does the supplier have a certified management system (e.g. Quality) Yes / No**

**What certification does the supplier have (where applicable): ……………………………………………………………..**

**Has a copy of the certificate (where applicable) been provided: Yes / No**

**Total spending last financial year………………, this financial year ………..and expected purchases in the next financial year …………**

**Has there been a major fluctuation in the total purchases? Why?**

**Evaluation completed by**

(Name): ............................................ Signature: ..................................................

|  |  |  |
| --- | --- | --- |
| **PURCHASING (Complete as applicable)** | | |
| **CRITERIA** | **Y / N** | **COMMENTS** |
| Frequency of bin pick up/delivery |  |  |
| Provides cost-saving and competitive pricing. |  |  |
| Provides prompt, accurate assistance. |  |  |
| Knowledgeable about product line. |  |  |
| Provides status of orders. |  |  |
| Good customer service assistance. |  |  |
| Interested in maintaining account and relationship. |  |  |
| Provides quality products. |  |  |
| Addresses complaints within reasonable timeframe. |  |  |
| Ability to meet our Quality Management System requirements. |  |  |
| **RECEIVING (Complete as applicable)** | | |
| **CRITERIA** | **Y / N** | **COMMENTS** |
| Delivery on time and in full. |  |  |
| Constantly delivers item in good condition. |  |  |
| Contents are readily identified. |  |  |
| Provides timely and courteous service. |  |  |
| Provides accurate documentation. |  |  |
| Issues proper credit for rejected or non-received items. |  |  |
| Strives to provide cost savings. |  |  |

**Date of evaluation:** ....................................................

**Evaluation Outcome: Continue** **to use the services of this supplier (please circle) Yes / No**