

Supplier Sales Report for Procurement
Date: March 6, 2025

Supplier Information

Supplier Name	Supplier Code	Contact Person	Contact Email	Phone Number
Excelentia Supplies	SUP-001	John Doe	john DOE@excelentiasup.com	123-456-7890
Global Office Supplies	SUP-002	Jane Smith	jane smith@globalofficesup.com	987-654-3210

Sales Performance Overview

Supplier Name	Total Sales (USD)	Sales Volume (Units)	Average Order Value (USD)	On-Time Delivery (%)	Return Rate (%)
Excelentia Supplies	\$120,000	12,000	\$10	95%	2%
Global Office Supplies	\$80,000	8,000	\$10	92%	1%

Product Sales Breakdown

Supplier Name	Product Name	Product Code	Quantity Sold	Unit Price (USD)	Total Sales (USD)	Return Rate (%)
Excelentia Supplies	Xtralife	PROD-A01	5,000	\$61.5	\$307,500	2%
Excelentia Supplies	BIC Pen	PROD-B01	7,000	\$10	\$70,000	2%
Global Office Supplies	Xtralife	PROD-C01	4,000	\$76.9	\$307,600	1%
Global Office Supplies	See Pen	PROD-D01	4,000	\$10	\$40,000	1%

Procurement Insights

- Excelentia Supplies:** Strong sales with a good on-time delivery rate but slightly higher return rate. Consider reviewing the quality control processes.
- Global Office Supplies:** Consistent sales performance but lower on-time delivery compared to others. Follow-up on delivery improvements.

Action Items

- Excelentia Supplies:**
 - Review the returns for BIC Pen.
 - Increase collaboration to enhance on-time delivery.
- Global Office Supplies:**
 - Work on improving delivery performance.

- Review stock levels to avoid backorders.