**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 | [johndoe@excelentiasup.com](mailto:johndoe@excelentiasup.com) | 123-456-7890 |
| Global Office Supplies | SUP-002 | Jane Smith | [janesmith@globalofficesup.com](mailto:janesmith@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 | Product A | PROD-A01 | 5,000 | $10 | $50,000 | 2% |
| Excelentia Supplies | Product B | PROD-B01 | 7,000 | $10 | $70,000 | 2% |
| Global Office Supplies | Product C | PROD-C01 | 4,000 | $10 | $40,000 | 1% |
| Global Office Supplies | Product D | 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**

1. **Excelentia Supplies**:
   * Review the returns for Product B.
   * Increase collaboration to enhance on-time delivery.
2. **Global Office Supplies**:
   * Work on improving delivery performance.
   * Review stock levels to avoid backorders.

This report should now reflect the updated supplier names. You can further adjust any figures or details to match your specific needs!