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Supplier _____,

The attached summary sheet identifies the amount of product by purchase orders, the quantities delivered, and your companies on time delivery status in pcs or lbs. and a calculated delivery percentage. This will provide your company its on time delivery score.

The on time delivery rating is valued at 40% of your total vendor rating.

100% on time delivery is expected.

95% and above – 40 points

90-95% - 32 points

80-89% - 16 points

70-79% - 8 points

Your Company Score is _____.

Quality ratings are calculated on the percentage of rejected material verses received material.

The Quality rating is valued at 40% of your total vendor rating.

Zero rejects are expected.

95% and above – 40 points

90-95% - 32 points

80-89% - 16 points

70-79% - 8 points

Your Company Score is _____.

The purchasing manager determines pricing calculations. Areas included in this category are sales support, technical support, and documentation accuracy.

Price ratings are valued at 20% of your total vendor rating.

Your Company Score is _____.

Suppliers with a 74% or below must improve their rating before the next quarter report is generated. If no improvement is shown the supplier will be notified of their status and a probationary period will be determined. A written corrective action plan will be required to remain on the preferred supplier list.