



SMSA Express Trans. Co., Ltd.

VENDOR EVALUATION

(Form: FIN - 033)

Date: 06/01/2010 Ver. 001 Owner: Director, Finance SR. No.:

Date (/ /)	
Prepared by	Purchase Department
Vendor Information	
Product Name	
Vendor Organization Name	
Vendor Address	
Contact Person	
Contact Phone	

Attribute	
<p>Enter degree of Customer Satisfaction using the following scale of 1 – 5. Include an explanation in the Comment column if the rating is 1,2 or 5. (Comments for other ratings are optional.)</p> <p>1 = Very Dissatisfied (Fails to meet expectations; Item is seriously Defective)</p> <p>2 = Somewhat Dissatisfied (Item has some Defect)</p> <p>3 = Satisfied (Meets expectations; Item is functional but could be better)</p> <p>4 = More than Satisfied (Item is better than expected)</p> <p>5 = Extremely Satisfied (Exceeds expectations; Item is everything we hoped for and more)</p>	

Criteria	Rating	Comment
Timeliness of Deliveries		
Product Quality		
Competitiveness of Price		
Quality of Service Provided		
Competitiveness of Terms & Conditions		
Communication Capability		
Reliability		
Flexibility		
Reputation of Company		
Quality Control or ISO Certified		
Points Achieved		

Evaluation				
Action	Invest in developing and maintaining the partner relationship	View as alternate suppliers in a dual/multi-sourcing situation. Potential partners	Do not view as a potential partner. Maintain as a supplier only if there are unique reasons. Monitor performance.	Dump
Points	40-50	30-40	20-30	Below 20
Assessment	Excellent	Good	Satisfactory	Poor
Points Achieved				
Approved				

Vendor Evaluation Committee				
Department	Emp. Name	Emp. No.	Signature	Date
For Purchase				
For Inventory				