



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

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.)

1 = Very Dissatisfied (Fails to meet expectations; Item is seriously Defective)

2 = Somewhat Dissatisfied (Item has some Defect)

3 = Satisfied (Meets expectations; Item is functional but could be better)

4 = More than Satisfied (Item is better than expected)

5 = Extremely Satisfied (Exceeds expectations; Item is everything we hoped for and more)

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