

New Supplier Onboarding Evaluation Sheet

Instructions: Complete all sections of this evaluation sheet during the supplier assessment process. This document is formatted for printing and manual record-keeping.

1. General Supplier Information

Company Name:	<input type="text"/>
Primary Contact Person:	<input type="text"/>
Contact Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>
Company Address:	<input type="text"/>
Products/Services Offered:	<input type="text"/>

2. Preliminary Screening Criteria

Requirement	Status (Pass/Fail)	Comments / Notes
Business Registration & Licensing	<input type="text"/>	<input type="text"/>
Quality Management Certification (e.g., ISO 9001)	<input type="text"/>	<input type="text"/>
Financial Stability & Credit Check	<input type="text"/>	<input type="text"/>
Compliance with Environmental & Safety Standards	<input type="text"/>	<input type="text"/>

3. Capability Evaluation

Score each category from 1 (Poor) to 5 (Excellent).

Evaluation Category	Score (1-5)	Specific Observations / Evidence
Technical Capability: Ability to meet product specifications.	<input type="text"/>	<input type="text"/>
Production Capacity: Ability to meet volume and lead time demands.	<input type="text"/>	<input type="text"/>
Logistics & Delivery: Reliability of shipping and packaging methods.	<input type="text"/>	<input type="text"/>
Customer Service: Responsiveness, communication, and support levels.	<input type="text"/>	<input type="text"/>
Cost & Pricing: Competitiveness and stability of pricing structure.	<input type="text"/>	<input type="text"/>

4. Risk Assessment

Identified Risk Area	Risk Level (Low/Med/High)	Mitigation Plan / Remarks
Supply Chain Disruption Risk	<input type="text"/>	<input type="text"/>

Identified Risk Area	Risk Level (Low/Med/High)	Mitigation Plan / Remarks
Geopolitical or Location Risk	<input type="text"/>	<input type="text"/>
Single-Source Dependency Risk	<input type="text"/>	<input type="text"/>

5. Onboarding Decision & Approvals

Overall Evaluation Score (Average):	<input type="text"/>
Onboarding Recommendation:	<input type="text" value="Approved / Approved with Conditions / Rejected"/>
Conditions / Action Items (if any):	<input type="text"/>

Evaluator Name:

Authorized Signature:

Evaluator Title:

Date: