

Supplier Scorecard

Blank weighted template for ongoing supplier performance reviews.

Supplier	Material / service	Risk	Quality	Docs	Delivery	CAPA	Cost	Total	Grade	Status	Next review

Default score bands

A 85-100
Approved

B 75-84
Monitor

C 60-74
Conditional

D <60
Suspended / under review

Fields to capture in your full scorecard

The default weights are quality 30%, compliance and documentation 25%, delivery and service 20%, corrective action and risk 15%, and cost 10%. Adjust them before scoring if your supplier risk profile is different.

Supplier and scope

- Supplier name
- Supplier ID
- Material / service
- Risk tier

Scoring inputs

- Quality
- Compliance & documentation
- Delivery & service
- Corrective action & risk
- Cost & commercial

Result

- Weighted total
- Grade
- Status

Review and actions

- Reviewer
- Review date
- Next review date
- Outstanding corrective actions
- Notes / trend

Grade actions

- A: approved and performing
- B: monitor at next review
- C: conditional with corrective actions
- D: suspended or under review