



R3.03

# Supplier Selection

## Find criteria for evaluating and choosing suppliers



**ORGANIZATION**  
/Partnerships

# DECISION SHEET

v2.2.1

### Job to be done

Qualified suppliers are crucial to the quality that our company can deliver to our own customers.

By evaluating the suppliers based on specific criteria, it gets easier to choose the right ones.

### How to do it

Start by deciding for which product or service you want to find a supplier and write down the names of up to 4 possible suppliers.

Continue by noting the 5 most important criteria the company has when choosing a supplier of the product or service you are focusing on. Use the checklist for inspiration.

Finish by scoring the suppliers for each criteria and calculate the total score of each supplier.

### Next Step

- Consider whether the total scores match your gut feeling about who is the right supplier.
- Draft a supplier agreement.
- Decide which supplier(s) to start building a relationship with and get in touch with them.

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### CHECKLIST: SUPPLIER CRITERIA

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> <b>Financial</b> | <input checked="" type="checkbox"/> <b>Product and service</b> | <input checked="" type="checkbox"/> <b>Relations</b> |
| <input type="checkbox"/> Prices                      | <input type="checkbox"/> Quality                               | <input type="checkbox"/> Former references           |
| <input type="checkbox"/> Discounts or bonuses        | <input type="checkbox"/> Guarantee                             | <input type="checkbox"/> Personal chemistry          |
| <input type="checkbox"/> Terms of payment            | <input type="checkbox"/> Characteristics                       | <input type="checkbox"/> Credibility                 |
| <input type="checkbox"/> Delivery time               | <input type="checkbox"/> Service after delivery                |  |

PRODUCT / SERVICE	SCORE (1-5)			
	Supplier 1	Supplier 2	Supplier 3	Supplier 4
<b>CRITERIA FOR SELECTION:</b>				
#1				
#2				
#3				
#4				
#5				
#6				
<b>TOTAL SCORE</b>				

Date:

Name:

Company: