

SSM Supplier Assessment (Sample)

Supplier Assessment 2012



Supplier: **John Doe Inc.**
 Assessment Period: Jan 2012 - Dec 2012
 Assessed by: Anton Muster, Bruno Helbling, Christian Muser

SSM's turnover (incl. partners) with the supplier: XXXXXX CHF
 Share in the supplier's total turnover: XX %

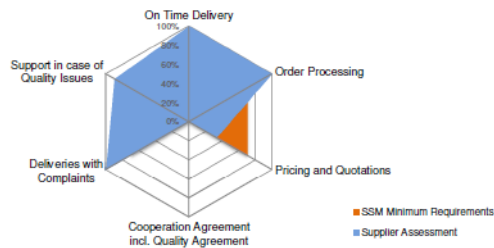
	maximum score	achieved score	
Overall Score	90	75	83%

Procurement	50	38	76%
On Time Delivery	10	10	
Order Processing	10	10	
Support in case of Problems	5	5	
Know how within the Company	5	4	
Payment Terms	5	4	
Pricing and Quotations	15	5	

Quality Assurance / Incoming Goods	35	34	97%
Cooperation Agreement incl. Quality Assurance	n.a.	n.a.	
Deliveries with Complaints	15	15	
Support in case of Quality Issues	10	9	
Packaging Quality	5	5	
Delivery Papers Quality	5	5	

Research and Development	5	3	60%
Innovation and Cooperation	5	3	

n.a. = not assessed



John Doe Inc.



Your company has been fulfilling the requirements of SSM. Thus, your company enabled us to satisfy the requirements of our customers. For this effort we would like to thank you very much.

SSM will count on the performance of your company in the future. Together we intend to achieve further improvements. We kindly ask you to use the results of this Supplier Assessment to continue to enhance your performance. In case you need any more information, don't hesitate to contact us.

Your company has been fulfilling the requirements of SSM but with limitations. We see a clear potential for improvement that may help to strengthen our partnership.

We kindly ask you to use the results of this Supplier Assessment to enhance your performance. In case you need any more information, don't hesitate to contact us.

Your company meets SSM's requirements only partially. The continuation of our business partnership is at risk.

We strongly recommend you to cooperate with our company to fulfill the requirements.

Assessment together on _____

for corrective actions by _____

SSM Schärer Schweiter Mettler AG
 (Signature)

Notes



Assessment by the Procurement department

Achieved score: 38

Muster

Maximum score: 50
 (considers assessed fields only)

... (up to 5 days before delivery date, but no day later).
 ... (in relation to all deliveries (assessment by means of our ERP system and Impromptu query))

10	7	4	2	1	10
98 %	97 - 95 %	94 - 88 %	87 - 80 %	< 80 %	

... (timely and appropriately, order confirmations (OC) are issued within time frame, supplier informs ... (delays in time; invoice is issued according to purchase order; regular information)

10	7	4	2	1	10
able, timely, ... (without any problems)	offers good support, regular information	SSM sometimes needs to follow up issues	SSM always needs to follow up issues	no information, missing OCs, wrong invoices	

... (timely in case of problems; analyzes root-cause; implements corrective actions promptly)

5	4	3	2	1	5
fulfills our requirements	fulfills our requirements mostly	fulfills our requirements often	fulfills our requirements partially	does not fulfill our requirements	

... (company)
 ... (regarding his knowledge regarding order processing internally? Are there deputies?)

5	4	3	2	1	4
yes		partially		no	

... (payment terms: 60 days net, 30 days at a 2% discount)

5	4	3	2	1	4
60 days net, 30 days at a 2% discount	30 days net, 14 days at a 2% discount	60 days net	30 days net	< 30 days net	

... (prices; prices comparison (benchmark); efforts for cost reduction; general impression)

15	10	6	3	1	5
best price, best offer	offers project prices, regular efforts to reduce costs	intention to reduce costs	little intention to reduce costs	prices are too high	