

Supplier Evaluation Outline

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Supplier Evaluation

1. Introduction

Briefly summarize the purpose of the evaluation and its importance to your company.

2. Evaluation Criteria

- Quality of Products/Services
- Delivery Performance
- Pricing
- Technical Support
- Compliance with Regulations

3. Methodology

Explain the methods used for evaluation such as surveys, performance metrics, etc.

4. Evaluation Results

Provide a summary of the findings based on the evaluation criteria.

5. Recommendations

Outline any recommendations for the supplier based on the evaluation results.

6. Follow-up Actions

List any follow-up actions or meetings to be scheduled.

7. Conclusion

Sum up the significance of the evaluation and the next steps.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]