Supplier Evaluation Template

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- [ ] Supplier name, country and website:
- [ ] Products offered and match to specification (Yes/Partial/No):
- [ ] Quotation received: price basis, validity, currency:
- [ ] Minimum order quantity:
- [ ] Stated production capacity and lead time:
- [ ] Quality documents provided:
- [ ] Samples available and sample terms:
- [ ] Payment terms offered:
- [ ] Communication responsiveness and clarity:
- [ ] Logistics considerations (packing, ports, Incoterms):
- [ ] Note: this is a document-based review and not a physical audit.

General template for planning purposes only. It is not legal, regulatory, engineering or financial advice.