

Supplier scorecard

Decision

Prepared by

Date

Criterion	Weight %	Supplier A	Supplier B	Supplier C	Supplier D	Supplier E
Weights total	100	Weighted score = $\Sigma (\text{score} \times \text{weight}) \div 100$				
Weighted score / 5						

Must-have requirement		Pass / Fail / Unknown				
Status	any Fail = out					
Rank among eligible						

Evidence / notes						
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