

Annual Vendor Review Report

1. Vendor Information

Vendor Name	Acme Supplies Ltd.
Contact Person	Jane Doe
Email/Phone	jane.doe@acmesupplies.com / +1-234-567-8900
Products/Services Supplied	Office Supplies, Stationery
Contract Period	Jan 2023 - Dec 2023

2. Performance Evaluation

Criteria	Rating (1-5)	Comments
Quality of Products / Services	4	Consistently meets quality expectations.
Delivery & Timeliness	5	Always delivers on time.
Pricing Competitiveness	3	Prices higher than some competitors.
Customer Service	5	Excellent communication and support.
Issue Resolution	4	Handles issues promptly and efficiently.

3. Summary & Recommendations

Acme Supplies Ltd. has consistently provided high-quality office supplies and demonstrated strong customer service throughout the year. While their pricing could be reviewed for increased competitiveness, their overall timely delivery and responsiveness make them a valuable vendor partner.

Recommendation:

- Renew contract for the next period, subject to a review of pricing structure.
- Continue regular performance monitoring and communication.

4. Sign-Off

Prepared by	Sarah Smith
Position	Procurement Manager
Date	2023-12-15

Important Notes:

- This report is used to evaluate vendor performance over an annual period.
- Ratings and comments should be objective and backed by documented evidence.
- Recommendations help guide future business decisions and contract renewals.
- Document must be securely stored and, where applicable, shared with relevant stakeholders.
- Regular and honest vendor reviews foster continuous improvement in the supply chain.