

Supplier Evaluation and Risk Scorecard - Instructions

Compare qualification evidence, delivery fit, and review obligations without hiding judgment behind a single score. The download includes editable worksheets, a print-ready decision view, instructions, and fictional Northstar Industrial Systems sample data.

[Toolkit instructions · V4.1 creative review edition](#)

Review context

Audience: Supplier managers, sourcing teams, risk owners, finance, security, legal, and operations

Author: VendrNova Product & Procurement Team

Review: Reviewed by VendrNova Product and Procurement Leadership

This public-only review resource contains no submission, analytics, tracking, or production legal activation.

Compare qualification evidence, delivery fit, and review obligations without hiding judgment behind a single score. The download includes editable worksheets, a print-ready decision view, instructions, and fictional Northstar Industrial Systems sample data.

What is included

- An editable workbook with visible formulas and validation notes.
- A print-ready summary designed for decision meetings.
- Field definitions, ownership prompts, and evidence dates.
- A fictional worked example that can be deleted before use.

Explore supplier management

How to use the workbook

1. Define the decision and supplier segment before choosing weights. A critical supplier requires different evidence than a low-consequence catalog supplier.
2. Score only evidence that has an owner, source, and date. Use 'Not assessed' rather than converting missing evidence to zero.
3. Keep qualification, commercial evaluation, and risk disposition separate. The weighted score supports judgment; it does not replace approval.
4. Record hard-stop conditions independently from the weighted result. A failed mandatory requirement cannot be averaged away.
5. Require the named risk owner to accept, mitigate, transfer, or avoid each material residual risk.
6. Set review triggers for expiration, ownership change, security event, delivery deterioration, or regulatory change.

Editable workbook structure

00_Start_Here

Purpose: Instructions, scale definitions, versioning, and decision boundaries.

Fields: Evaluation ID, Owner, Decision date, Supplier segment, Criticality, Version, Reviewers

01_Criteria

Purpose: Configures criteria and weights by supplier segment.

Fields: Criterion ID, Domain, Criterion, Weight, Mandatory, Evidence required, Scoring anchor 1, Scoring anchor 3, Scoring anchor 5, Owner

02_Supplier_Evidence

Purpose: Captures one row per supplier-criterion assessment.

Fields: Supplier, Criterion ID, Score (1-5), Evidence status, Evidence reference, Evidence date, Assessor, Comment, Exception

03_Risk_Register

Purpose: Separates inherent risk, controls, residual risk, and disposition.

Fields: Risk ID, Supplier, Risk domain, Scenario, Likelihood, Impact, Inherent rating, Control, Control owner, Residual rating, Disposition, Due date

04_Comparison

Purpose: Shows weighted score, missing evidence, hard stops, and reviewer notes side by side.

Fields: Supplier, Weighted assessed score, Assessed weight, Missing evidence count, Mandatory failures, Open high risks, Recommendation, Decision owner

05_Review_Calendar

Purpose: Schedules ongoing review and event-driven triggers.

Fields: Supplier, Review type, Trigger, Evidence due, Owner, Approver, Status, Completion date

06_Print_Scorecard

Purpose: Printable decision record with evidence caveat and signatures.

Fields: Supplier, Decision, Score summary, Open conditions, Residual risks, Owner, Approvers, Review date

Field-definition rules

- Owner means the person accountable for the field or decision, not a shared inbox.
- Evidence source identifies the system, document, interview, or approved record supporting the entry.
- As-of date is the latest date represented by the evidence, not the date the cell was edited.
- Not assessed is a valid state when evidence is absent; it must never be silently converted to zero.
- Assumption is an editable planning input and must be visually distinct from a sourced fact.
- Illustrative marks fictional Northstar Industrial Systems data and must remain visible in examples and exports.
- Decision records the authorized outcome, approver, conditions, and date.

Northstar Industrial Systems example

Northstar Industrial Systems evaluates fictional supplier Apex Motion Controls for a plant-critical component. Delivery capability receives 25% weight, resilience 20%, total commercial fit 20%, quality 15%, security and data handling 10%, and sustainability evidence 10%. A missing security assessment remains 'Not assessed' and creates an open condition; it is not scored as a silent zero.