No. 06

Vendor Performance Scorecard

Replace gut-feel supplier decisions with a monthly, evidence-based score — and use it to fix problems early and make renewal decisions you can defend.

Built for: Owners, chefs, purchasing and general managers in restaurants, hotels and venues.

What is included

File	Format	Use
Vendor-Scorecard-Workbook-Blank.xlsx	Excel	Start here: formatted, formula-ready workbook for your own data.
Vendor-Scorecard-Workbook-Sample.xlsx	Excel	Same model filled with fictional sample data.
Vendor-Performance-Scorecard.html	Interactive dashboard	Optional: opens in Chrome, Edge or Safari on a computer or tablet. Runs without internet; data stays in that browser.
vendor-performance-scorecard-guide.pdf	PDF	This guide.
LICENSE.txt, START-HERE.txt	Text	License terms and quick start.

Quick start

1. **Start with Excel.** Open **Vendor-Scorecard-Workbook-Blank.xlsx** and enter your own data in the blue cells; every other cell calculates. The **-Sample** workbook shows a filled-in example.
2. **Use Google Sheets?** In Google Drive choose New › File upload, then open the workbook with Google Sheets. Formulas carry over; charts may need restyling.
3. **Optional interactive dashboard:** open **Vendor-Performance-Scorecard.html** in Chrome, Edge or Safari on a computer or tablet. It runs offline and opens with fictional sample data — choose **Start blank** when you are ready.
4. The dashboard saves entries only in that browser on that device. Use **Save backup** regularly; **Restore** loads a backup elsewhere.

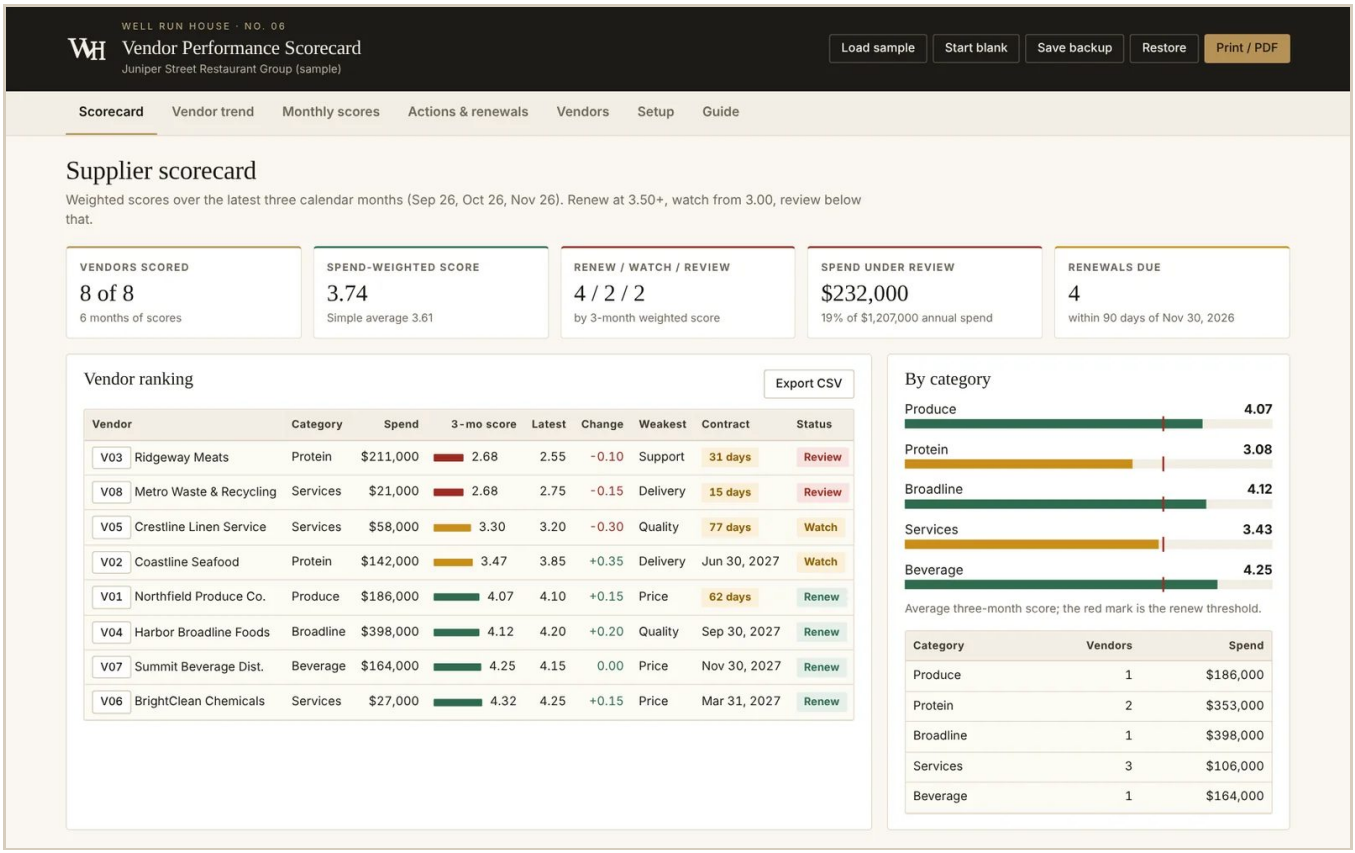
Operating routine

1. **Agree rating criteria** and weights with purchasing, receiving and finance.
2. **Collect receiving and invoice evidence** through the month.
3. **Score monthly** for every active vendor and note the evidence.
4. **Assign corrective actions** for vendors in review, with owner and due date.
5. **Decide renewals** on the three-month score as contracts come due.

Sample — the full product includes the Excel workbook, interactive dashboard and complete guide

Vendor Performance Scorecard

Two screenshots from the product, taken with its fictional sample data.



Interactive dashboard — Supplier scorecard

	A	B	C	D	E	F	G	H	I	J	K	L
1	Vendor ID	Vendor	Category	Annual spend	Contract ends	Owner	3-month score	Status	Days to contract end	Renewal due	Spend × score	Scored spend
2	V01	Northfield Produce Co.	Produce	$186,000	2027-01-31	Exec Chef	4.07	Renew	62	Due	756,400	$186,000
3	V02	Coastline Seafood	Protein	$142,000	2027-06-30	Exec Chef	3.47	Watch	212		492,267	$142,000
4	V03	Ridgeway Meats	Protein	$211,000	2026-12-31	Exec Chef	2.68	Review	31	Due	566,183	$211,000
5	V04	Harbor Broadline Foods	Broadline	$398,000	2027-09-30	Purchasing	4.12	Renew	304		1,638,433	$398,000
6	V05	Crestline Linen Service	Services	$58,000	2027-02-15	GM	3.30	Watch	77	Due	191,400	$58,000
7	V06	BrightClean Chemicals	Services	$27,000	2027-03-31	GM	4.32	Renew	121		116,550	$27,000
8	V07	Summit Beverage Dist.	Beverage	$164,000	2027-11-30	Bar Manager	4.25	Renew	365		697,000	$164,000
9	V08	Metro Waste & Recycling	Services	$21,000	2026-12-15	GM	2.68	Review	15	Due	56,350	$21,000