

5. Supplier assessment request and input forms

a) 1-page input form

Supplier name:

Trading name (if different from above):
Nature of business (please give code from
attached – max 10):
Contact Name

Registered/head office address

Address 1 (Establishment number)
Address 2 Street
Address 3 Town
Address 4 City
Address 5 Post Code

Tel No:
Fax. No:
E-mail:
Corporate website address:

Ordering address (if different from above)

Address 1 (Establishment Number)
Address 2 Street
Address 3 Town
Address 4 City
Address 5 Post Code

Tel No:
Fax. No:
E-mail:

Invoicing Address (if different from above)

Address 1 (Establishment Number)
Address 2 Street
Address 3 Town
Address 4 City
Address 5 Post Code

Tel No:
Fax. No:
E-mail:

b) 2-page assessment form

Supplier Evaluation/Readiness	
Supplier Trading Name	
Address	
Tel No	
Contact Name	
Position	
Procurement Details	
What do we purchase	
Annual Value of Spend	£
	No of invoices processed yearly
Departments utilising their services e.g. HR, Central Services etc	
Do they supply any other councils, If so who?	
Current Procurement Method	
Details e.g. manual paper based, fax or e-mail?	
From the supplier's perspective are there any problems associated with the current procurement method	
What does the supplier feel about web based sales outlets	

What IT training does the supplier offer to existing staff?

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Supplier Evaluation

	Yes/No	Overall Score
Are they interested in selling via the Internet		
Are they interested in trading electronically with us?		
Are they technically able to trade electronically		
Are they interested in trading with us electronically but currently don't have the technical ability		

Supplier Technical Readiness

Overall Impression of supplier	
Do they have staff with the technical skills to trade electronically	
Do they currently use electronic catalogues	
What format do they currently use	
What catalogue management system do they use	
Can they produce client specific Catalogues	
How many items are on their catalogues	
What is their maximum description length	
What is their current unit of measurement	
Do they have a high turnover of new stock items	
How often is their catalogue updated	
Do they offer Punch Out facility	
Do they offer e-Procurement solutions to other clients, if so who?	
Have they used templates before	
Do they have a web page	
Did they design the web page in-house	
Are there charges incurred with catalogue management? If so how much	
Are they interested in Web based sales outlets	
Do they themselves buy on-line	
Are they willing to invest time and resources to trade electronically	