

Please complete form and fax to Dorna Werdelin at DOAS at 770-344-4999



Supplier Performance Report

Comment type: _____

Reporting state entity: Valdosta State University
1500 North Patterson Street
Valdosta, GA 31698

*Submitted by: _____

*Email address: _____

PO number: _____ PO date: _____

Contract number: _____ Purchase type: _____

*Supplier: _____

*Address: _____

*Email address: _____

Please provide the following information:

1. Select the category of purchase

2. Delivery (select the best answer for each question)

- _____ Delivery was made as required
- _____ Delivery was made on time or within an appropriate amount of time
- _____ Delivery was made to the correct destination
- _____ Delivery was made using the proper method
- _____ Delivery was authorized

3. Packaging (select the best answer for each question)

- _____ Products properly packed to resist damage during shipment
- _____ Packaging was intact, no visible damage on boxes
- _____ Packaging materials prevented damage to products

4. Quality (select the best answer for each question)

- _____ Product(s) and/or service(s) met specifications
- _____ Substitutions delivered were authorized
- _____ Workmanship was satisfactory
- _____ Commodity had required inspection stamps

5. Other (select the best answer for each question)

- _____ Invoice matched price
- _____ Correct quantity shipped/received
- _____ Other: Describe other problems that occurred

6. What date did the incident occur? _____

7. What date was the supplier first contacted? _____

8. Did the supplier respond once contacted? _____

9. What action was taken by the State Entity?

10. Did the supplier's action resolve the issue? _____

11. If not, describe the desired resolution.

12. Comments