

Vendor Scorecard: grade your vendors A–F

Four criteria, one weighted score, one letter grade. About 20 minutes per quarter for your top 10–20 vendors, using records you already have.

Foxpedite does this automatically

This scorecard is the quarterly, by-hand version. In Foxpedite, the grade keeps itself current:

- ✓ **On time (columns C–D):** counted from the receipts logged against each PO, no manual tally.
- ✓ **Matched clean (E–F):** counted from 3-way match results: PO + receipt + invoice.
- ✓ **Price over agreed (G):** invoice price compared with the PO price on every line.
- ✓ **Grades A–F update as you buy:** Vendor Scorecards are on the Advanced plan.

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The 4 criteria (default weights, editable)

Criterion	Weight	What you measure	Score (0–100)
On-time delivery	35%	Deliveries received by the promised date ÷ total deliveries	Score = on-time % (e.g., 92% → 92)
Order & invoice accuracy	30%	Invoices that matched PO + receipt with no exception ÷ total invoices	Score = accuracy % (e.g., 88% → 88)
Price vs agreed	20%	Average % billed above the agreed/contract price (0% if at or below)	Score = 100 – 10 × variance points (2% → 80; 10%+ → 0)
Responsiveness	15%	Your team's 1–5 rating: replies, fixes problems, flags delays early	Score = (rating – 1) ÷ 4 × 100 (5 → 100; 3 → 50)

Grades

Grade	Score	What to do
A	90+	Preferred - renew, consider more volume
B	80+	Solid - keep, share the scorecard
C	70+	Watch - improvement plan, 90-day review
D	60+	At risk - get alternate quotes now
F	0+	Replace - start sourcing

Example scenario (illustrative)

A fictional produce vendor: **141 of 156** deliveries on time (90.4), **128 of 150** invoices matched clean (85.3), billed **1.8%** over agreed prices (82), responsiveness **4/5** (75).
 Weighted: $90.4 \times 35\% + 85.3 \times 30\% + 82 \times 20\% + 75 \times 15\% = 84.9 \rightarrow \mathbf{B}$.
 The price creep is the line to raise at renewal: 1.8% on a \$100K/yr vendor is \$1,800.

How to run it in 20 minutes

- 1 Pull records.** Last quarter's POs, receiving dates and invoices for each vendor.
- 2 Count.** Deliveries vs on-time; invoices vs matched with no exception; % over agreed price.
- 3 Rate.** Ask whoever deals with the vendor for a 1–5 responsiveness score.
- 4 Act.** Share B–F grades with the vendor. Start sourcing for D and F before renewal.

FOXPEDITE: already in one place.

FOXPEDITE: counted for you.

Tip: send the vendor their scorecard. Most fix what they can see being measured, and it changes the tone of the renewal conversation.

Companion file: Foxpedite_Vendor_Scorecard_Template.xlsx (formulas, editable weights and cutoffs, 30 vendor rows). Weights and cutoffs are a starting point, not a standard. Example vendors are fictional.