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.

Try it free for 14 days: foxpedite.com/register →

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: 90.4×35% + 85.3×30% + 82×20% + 75×15% = **84.9 → 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.
   FOXPEDITE: already in one place.
2. **Count.** Deliveries vs on-time; invoices vs matched with no exception; % over agreed price.
   FOXPEDITE: counted for you.
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.

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.