

Supplier Scorecard Template for Sourcing in Vietnam and China

Field	Details
Supplier Name	
Factory Location	☐ Vietnam ☐ China
City/Province	
Year Established	
Product Categories	
Major Markets Served	☐ US ☐ EU ☐ Asia ☐ Australia ☐ Other
Annual Production Capacity	
Current Capacity Utilization	%
Major Customers	
Compliance Certifications	☐ BSCI ☐ Sedex ☐ ISO 9001 ☐ ISO 14001
Evaluation Date	
Evaluated By	

Category	Weight	Metric / Key Factor	Target / Criteria	Actual	Score (1-5)	Weighted Score	Comments / Data Source
1. DESIGN & DEVELOPMENT	10%	Technical file management (2D/3D)	Capable of reading/creating tech packs				Design review
		In-house design team capability	Dedicated team available				Supplier audit
		New designs developed annually	Regular new collections				Supplier interview
		Sampling capabilities	In-house preferred				Sample review
		Sampling lead time	< 14 days				Sample log
		Sampling quality & accuracy	High accuracy first round				QC inspection
2. PRODUCTION CAPABILITY	15%	Production line efficiency	Lean/Organized layout				Factory tour
		Capacity utilization	Has spare capacity				Production records
		Production strengths	Matches buyer needs				Factory tour
		Warehouse & storage	Clean, organized, dry				Factory tour
		Finishing quality	High standard finishing				QC inspection
		Equipment & technology	Modern/Well-maintained				Factory tour
		Outsourcing dependencies	Minimal critical outsourcing				Supplier interview
3. QUALITY CONTROL	20%	Defect rate (Historical)	<1% (Vietnam: <2% for new)				QC reports
		Inspection pass rate	>95% First Pass Yield				QC reports
		Customer returns	<0.5%				Sales data
		QC personnel & processes	Independent QC team				Audit
		Inspection procedures	IQC, IPQC, FQC in place				Audit
		Defect tracking	Root cause analysis system				Audit
		Testing capabilities	In-house testing available				Lab tour
4. COMMERCIAL TERMS	15%	Price competitiveness	Comparable to market				Benchmarking
		Pricing transparency	Open cost breakdown				Quotation
		MOQ flexibility	Meets buyer threshold				Negotiation
		Payment terms	Favorable (e.g. Net 30/60)				Negotiation
		Invoice accuracy	100% accuracy				Finance records
		Volume discount	Tiered pricing available				Quotation
5. PACKAGING & SHIPPING	15%	On-time delivery	>95% (Vietnam: >90% initially)				Shipping logs
		Lead time variance	±5 days				Logistics data
		Order accuracy	>98%				Receiving records
		Packaging quality	Meets drop test standards				QC inspection
		Carton marking accuracy	100% legible and correct				QC inspection
		Shipping docs completeness	Timely and accurate				Import dept
		Damage rates	<1% in transit				Claims data
6. COMPLIANCE & ETHICS	15%	Audit status (BSCI/Sedex)	Valid audit available				Certificates
		Labor standards	Compliant with local laws				Audit report
		Environmental compliance	Waste/Water management				Audit report
		Documentation transparency	Records available/verified				Audit
7. PARTNERSHIP	10%	Communication responsiveness	Responds within 24 hrs				Email logs
		Proactive improvements	Suggests new ideas				Meetings
TOTAL							