**Instructions:** The external provider evaluation report serves as the official record of initial and ongoing evaluation of external providers and incorporates the results of quality management system audits and performance monitoring. The report is completed by Supply Chain and filed in the ERP system. A copy is shared with the external provider when rejected or conditionally accepted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **External Provider/ ID / Location:** | |  | | |
| **Initial Evaluation** | | | **Ongoing Evaluation** | |
| **Quality Management System:**  (list brief review of audit, documents review, processes observed and/or personnel positions engaged) | | | | |
|  | | | | |
| **Performance Monitoring**:  (list brief feedback from purchasing, buyers, scorecards reports, and/or quality/delivery performance) | | | | |
|  | | | | |
| **Fully Approved** | **Conditionally Approved**  (Indicate Conditions Below) | | | **Rejected**  (Indicate Rejection Below) |
|  | | | | |

|  |  |
| --- | --- |
| **Signature:** | **Date:** |

**Authorized Supply Chain Representative**