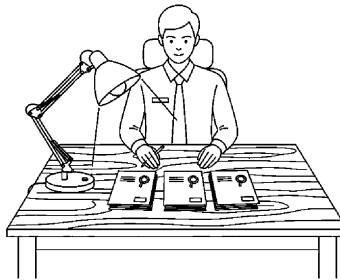


HIGH-VOLUME

WORKSHEET 2 OF 9

Vendor Scorecard Weekly Update

Ten-minute update per active vendor using GRN and invoice data from the past seven days.



Complementary worksheet for
Procurement Best Practices
by Ibrahim Anwar

What This Is For

Vendor performance data that is collected once a quarter is a snapshot. Vendor performance data collected weekly is a trend. This worksheet builds that trend by asking one small question every week: compared to the same vendor last week, did anything change in delivery accuracy, quality acceptance, or invoice correctness? The data takes ten minutes to log and becomes the scorecard that runs the quarterly formal review without any extra work at quarter-end.

The trigger that brings operators to this sheet is usually a quarterly review meeting where nobody can remember which vendor had which problem three months ago. Or a vendor escalation where the manager wants to show the vendor data from the past six months and finds none. This log is that data, built incrementally rather than reconstructed under pressure.

Benefits

What you get when you actually run this worksheet on a real situation:

- Eliminates the data reconstruction problem at quarterly review: the scorecard already exists, built from weekly entries.
- Catches a vendor's performance decline within the first week it starts, not after a full quarter of absorbing the cost.
- Provides the written basis for early informal vendor notification before a formal scorecard conversation is required.
- Separates vendors with isolated bad weeks from vendors with a consistent downward trend, which determines whether the response is a phone call or a formal notification.
- Feeds directly into the quarterly KPI calculation without any additional data entry: sum the weekly columns, divide by weeks active.

Framework To Use

— Four-KPI Running Ledger

Four measurable vendor behaviors tracked weekly from documents that already exist in normal procurement operations.

Four KPIs and Their Source Documents

KPI	Source Document	What to Count
On-time delivery	GRN vs PO delivery date	Deliveries where GRN date <= PO scheduled date
Quality acceptance	GRN discrepancy column	Deliveries with no discrepancy noted
Invoice accuracy	Finance invoice log	Invoices processed without correction
Response time	Email/message timestamp	Hours from question sent to substantive reply

How To Use

Follow these steps in order. Each one builds on the previous.

- 1 Every Monday morning, open last week's GRNs for each active vendor. Count total deliveries, on-time deliveries, and GRNs with no discrepancy noted.
- 2 Open last week's invoice processing log. Count total invoices received from each vendor and how many required a correction or return before processing.
- 3 For response time: check email or message threads from the past week. Note the longest gap between a question sent to a vendor and their first substantive answer.
- 4 Log one row per vendor per week. Fill in the four counts. Leave Running Q Score blank until you have at least three data points for the current quarter.
- 5 After three data points: calculate the running weighted score using the formula in Appendix A. Update the Running Q Score column.
- 6 If any vendor shows two consecutive weeks of discrepancies noted: send a written heads-up now, before the quarterly formal notification cycle.
- 7 At quarter-end: sum each column per vendor across all weeks. Use those totals to produce the formal quarterly scorecard.

Example Use

A distributor with eight active vendors starts the weekly log after a quarterly review where the team could not agree on which freight vendor had caused the most delivery delays.

Week 1: Vendor B (freight) shows 3 deliveries, 2 on-time, 1 with a discrepancy noted (wrong address printed on delivery label, redelivery cost \$18). Running Q Score: insufficient data.

Week 2: Vendor B shows 4 deliveries, 3 on-time, 0 discrepancies. Cumulative for the quarter: 7 deliveries, 5 on-time (71% on-time rate), 1 discrepancy.

Week 3: Vendor B shows 2 deliveries, 1 on-time, 1 discrepancy (short delivery by 2 units). Cumulative: 9 deliveries, 6 on-time (67%), 2 discrepancies. Running Q Score can now be calculated: on-time 67% = score 2; quality acceptance 78% = score 2; invoice accuracy 100% = score 5; response time 4 hours = score 5. Weighted score: $(2 \times 0.30) + (2 \times 0.30) + (5 \times 0.25) + (5 \times 0.15) = 3.20$.

Score 3.20 is in the "retained with tighter monitoring" band. The manager sends an informal written note to Vendor B: "We've had delivery delays on 3 of 9 shipments this quarter. We'd like to understand what's driving this before the quarterly formal review." No formal notification yet, but the conversation is data-backed and the vendor now knows they are being measured.

The Worksheet

Tear this out, copy it onto a fresh sheet, or fill it in directly.

Vendor Scorecard Weekly Update

Ten-minute update per active vendor using GRN and invoice data from the past seven days.

VENDOR	DELIVERIES THIS WEEK	ON-TIME (COUNT)	DISCREPANCIES NOTED (COUNT)	INVOICES CORRECTED (COUNT)	RUNNING Q SCORE (1-5)

Reflection Prompts

After filling in the worksheet on the previous page, work through these.

1. Update the Running Q Score only when you have at least three data points for the quarter. Before that, flag as 'insufficient data' rather than assigning a score that overstates or understates actual performance.
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2. Any vendor with two consecutive weeks of discrepancy-noted deliveries: send a written heads-up now, before the quarterly formal notification cycle. Informal early notice costs nothing; absorbing the loss from the third delivery does.
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Tips and Traps

TIPS

- Run this on Monday morning using Friday's filed GRNs and the previous week's invoice log. Do not wait until mid-week when details are harder to recall.
- Count discrepancies from the GRN's discrepancy column, not from memory. A discrepancy that was resolved on the spot still counts as a discrepancy for this log.
- For new vendors in their first quarter, note 'first quarter' in the Running Q Score column rather than leaving it blank. This distinguishes new vendors from established ones with missing data.
- Keep the weekly log sheets in a folder labelled by year and quarter. At quarter-end, the quarterly scorecard calculation takes fifteen minutes rather than two hours.

TRAPS

- Skipping a week because nothing unusual happened. The value of this log is in the consistent baseline it builds, not in the weeks where something went wrong.
- Recording only delivery discrepancies, not invoice corrections. Invoice accuracy is a separate KPI and its data comes from a different source (finance log), so it requires a separate check.
- Using the Running Q Score to make AVL decisions before you have enough data. Two weeks of data do not support a formal status change. Three full months of quarterly data do.

Appendixes

Appendix A – Weighted Score Calculation

Four KPI weights (standard; adjust per vendor category if needed):

On-time delivery rate	30%
Quality acceptance rate	30%
Invoice accuracy rate	25%
Response time	15%

Score scale:

- 5 = exceeds standard (on-time \geq 97%, quality \geq 97%)
- 4 = meets standard
- 3 = minimum acceptable threshold
- 2 = below standard (retained with formal notification)
- 1 = not acceptable

On-time rate benchmark -> score:

\geq 97%	: 5
90-96%	: 4
80-89%	: 3
70-79%	: 2
< 70%	: 1

Status thresholds (quarterly weighted score):

- > 4.0 : Retained without notes
- 3.0-4.0 : Retained, tighter monitoring
- < 3.0 : Formal notification, improvement target next quarter
- < 2.0 (two consecutive quarters) : AVL removal review

Appendix B – Formal Notification Template

Use when quarterly score falls below 3.0:

To: [Vendor PIC name]

Re: Performance notification – Q[N] [Year]

Our records for Q[N] show:

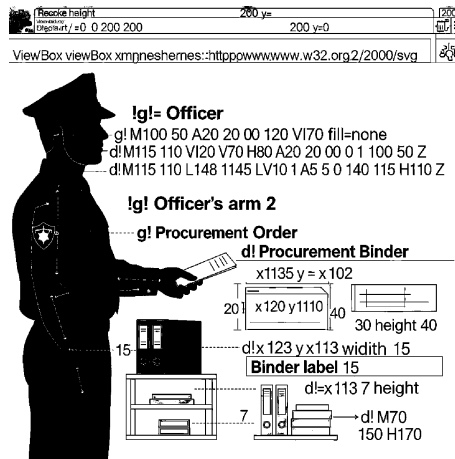
On-time delivery rate	: ___% ([N] of [N] deliveries on time)
Quality acceptance rate	: ___% ([N] GRNs with discrepancy noted)
Invoice accuracy rate	: ___% ([N] invoices required correction)

Our minimum standard for on-time delivery is 90%.

Our minimum standard for quality acceptance is 90%.

We are requesting an improvement to at least 90% on both KPIs within the next two quarters. If the standard is not met by Q[N+2], we will review your AVL status and may redistribute volume.

Please confirm receipt of this notification by [date].



WHERE THIS WORKSHEET COMES FROM

Procurement Best Practices

Every Rupiah Paid to a Vendor Starts With a Decision Before Signing

by Ibrahim Anwar

This worksheet is one of nine in the *Procurement Best Practices* companion worksheet pack. The full pack is grouped into three categories: high-volume worksheets you can run weekly, niche-search worksheets for rare but high-value situations, and specific-case worksheets that walk you through a single concrete scenario.

Every framework, decision filter, and figure used in these worksheets is drawn from the chapters of the source book. The book sets the diagnosis, the worksheets give you the form to act on it.

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