



Supplier Performance Report

**Queensland
Government**
Queensland Health

Health Services Purchasing & Logistics Group

GPO Box 48, Brisbane, Qld 4001

Fax (07) 3006 2770

In order to ensure that products and/or services meet standards you require, please assist by completing this Supplier Performance Report whenever you need to bring an issue regarding a Suppliers service/quality/ performance/etc., to the attention of the Purchasing and Logistic Group.

The appropriate square to indicate your evaluation

EXCELLENT

SATISFACTORY

POOR

The possible areas of performance for comment and provide the following details of the Product/Service and/or Supplier.

Quality Assurance

Ability/Inability to Supply

Price Deviation

Quality Standard

Delivery Time

Rejected Items

Rectification of Defects

Under/Over Supply

Other

Purchasing & Logistic service received

SOA No: (If applicable)	
Item Description and/or Item Detail No	
Batch No/s (if applicable)	
Supplier Name:	
Comments:	

Please attach copies of relevant documentation/correspondence, which may assist us in dealing with the above matter. Thank you for making the time to comment on the supplier performance. So that Purchasing and Logistics staff can contact you regarding your comments, please help by providing your details below.

Reporting Officer:		Institution:	
Position:		Telephone No.:	
Signature:		Date:	

Please return the completed form to: *The Senior Director
Health Services Purchasing and Logistics Group
GPO Box 48, Brisbane 4001
Fax: (07) 3006 2770*