



# Supplier Performance Report

**Queensland  
Government**  
Queensland Health

## Health Services Purchasing & Logistics

GPO Box 48, Brisbane, Qld 4001

Fax (07) 3224 8258

Qudos Rego No (HSPL use only)

*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

Please assist HSPL to resolve your issue by allocating a priority and corresponding timeframe for resolution.

**PRIORITY  HIGH**

**PRIORITY  MEDIUM**

**PRIORITY  LOW**

(Response within 48 hours)

(Response within 3-5 working days)

(Response within 10 working days)

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

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

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.

<b>Reporting Officer:</b>		<b>Institution:</b>	
<b>Position:</b>		<b>Telephone No.:</b>	
<b>Signature:</b>		<b>Date:</b>	
<b>HSPL Resolution</b>		<b>Corrective Action Taken</b>	
<b>Responsible Officer</b>			

*Please return the completed form to: Manager-Health Services Purchasing and Logistics*

*GPO Box 48, Brisbane Qld 4001*

*Ph: 3224-2401/Fax: 3224-8258*