

The University of Iowa Purchasing Department
Vendor Evaluation Form

How Did The Vendor Do?

The Purchasing Department's primary goal is to provide the best possible service to the campus. Therefore, we are asking you to respond to this short survey as it pertains to your recent purchase.

Vendor Name: _____ RFQ/RFP Number: _____

Purchase Order Number: _____ Purchase Order Date: _____

Job Description: _____ Purchasing Agent: _____

Payment by Procurement Card

Payment by Non PO Voucher & Invoice

Please respond to the service provided in reference to the Vendor

	Above Average	Average	Below Average	Poor
Vendor's representative was courteous, helpful and professional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor's delivery of product or service conformed to terms specified on bid/proposal request/purchase order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product was delivered in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall performance relative to your request for goods/services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments: _____

Optional

Name: _____ Department: _____

Campus Address: _____ Campus phone: _____

E-mail address: _____

Thank you!