HASHMICRO THINK FORWARD

Vendor Evaluation Scorecard Template

Procurement & Vendor Management

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1. DOCUMENT & VENDOR DETAILS

Vendor Name		***Vendor ID***	
Vendor Category	*Goods / Services*	***Region***	*Local (AU) / APAC / Other*
Evaluator		***HR/Business Owner***	
Scorecard Reference No.	*SC-*	***Date Issued***	
Evaluation Type	*Selection / Onboarding / Renewal*	***Vendor Profile***	*Strategic / Operational / Supporting*
Contract Value (est.)		***Prior Evaluation***	*Yes / No — Date:* ________________

2. SCORING SCALE REFERENCE

Score	Label	Definition

1	Unacceptable	Requirement not met, or evidence absent
2	Weak	Material gaps; substantial remediation required
3	Acceptable	Minimum requirements met, with manageable limitations
4	Strong	Requirements met with reliable evidence
5	Excellent	Requirements exceeded with verified evidence

3. WEIGHT CONFIGURATION (weights must total 100%)

#	Criterion	Weight range (ref.)	Assigned weight
1	Total cost and commercial value	10-25%	
2	Product or service quality	10-20%	
3	On-time delivery	8-20%	
4	Lead-time reliability	5-15%	
5	Service responsiveness	5-15%	

6	Regulatory compliance	5-20%	
7	Financial stability	5-15%	
8	Cybersecurity and data protection	5-20%	
9	Technical fit and integration	5-20%	
10	Invoice accuracy	5-12%	
11	Capacity and continuity	8-20%	
12	ESG or responsible sourcing	3-15%	

Note: assigned weights should reflect vendor risk and business impact — strategic vendors typically weight security and continuity higher; operational vendors weight delivery and quality higher; supporting vendors weight cost and service higher.

4. VENDOR EVALUATION SCORING

#	Criterion	Score (1-5)	Weighted result	Comments / Evidence	Risk flag
1	Total cost and commercial value				*None / Watch / Flagged*

2	Product or service quality				*None / Watch / Flagged*
3	On-time delivery				*None / Watch / Flagged*
4	Lead-time reliability				*None / Watch / Flagged*
5	Service responsiveness				*None / Watch / Flagged*
6	Regulatory compliance				*None / Watch / Flagged*
7	Financial stability				*None / Watch / Flagged*
8	Cybersecurity and data protection				*None / Watch / Flagged*
9	Technical fit and integration				*None / Watch / Flagged*
10	Invoice accuracy				*None / Watch / Flagged*
11	Capacity and continuity				*None / Watch / Flagged*

12	ESG or responsible sourcing				*None / Watch / Flagged*

5. DECISION SUMMARY

Total Weighted Score (out of 100)	
Decision Classification	*Approve / Conditional Approval / Remediation Required / Reject*
Mandatory Gate Failures (if any)	
Recommendation	

Score range	Decision
85 - 100	Approve, subject to normal contract controls
70 - 84	Conditional approval with documented conditions
55 - 69	Remediation or further due diligence required
Below 55	Reject or reassess requirements and alternatives

6. CORRECTIVE ACTION LOG

Criterion	Gap Identified	Corrective Action	Owner	Due Date	Status	Verification Evidence
					Open / In Progress / Verified / Closed	
					Open / In Progress / Verified / Closed	
					Open / In Progress / Verified / Closed	

7. APPROVAL & SIGN-OFF

Evaluator / Procurement Lead	Approving Manager	Finance / Compliance (if required)
Name: ______________________________	Name: ______________________________	Name: ______________________________
Signature: _____________________________	Signature: _____________________________	Signature: _____________________________
Date: ______________________________	Date: ______________________________	Date: ______________________________