Supplier Register + Comparison Workbook



Resource ID:

OF-XLS-005 v1.0

Purpose

Keep a register of your suppliers and compare up to 4 suppliers side by side across weighted criteria (price, quality, delivery rel service & support). The workbook calculates a weighted score per supplier and ranks them so you can make a documented, like comparison.

How to use

1. On the Setup sheet, adjust the supplier categories, rating-scale labels and statuses to suit Acme Office Supplies. Do not type directly into the data sheets — every dropdown reads from Setup.

2. On Supplier Register, add one row per supplier. The row marked ILLUSTRATIVE EXAMPLE is synthetic sample data — d entering real suppliers.

3. On Comparison, pick a supplier in each supplier column (row 2), set a weight % for each criterion (column B — the four we 100%), then score each supplier 1–5 on every criterion using the dropdowns.

4. Totals, the weight check and the ranking table calculate automatically. Grey cells are formulas — do not type into them.

5. The Summary sheet shows counts and the top-ranked supplier.

Assumptions and limitations

• This is a comparison aid, not a procurement system and not evidence of compliance with any procurement rules.

• Scores and weights are your own judgement — the workbook ships with neutral equal weights (25% each) and no benchmark them on the Comparison sheet.

• Rating labels (Poor … Excellent) are descriptive only and can be renamed on Setup.

• Where two suppliers tie, they share a rank and the next rank is skipped (standard competition ranking).

Sample data

All sample entries are synthetic and illustrative only. Rows labelled ILLUSTRATIVE EXAMPLE should be deleted before rea

Supplier categories
Raw materials
Office supplies
IT equipment
Logistics & transport
Professional services
Maintenance & facilities
Marketing & print
Utilities

Rating value	Rating label
1	Poor
2	Below average
3	Acceptable
4	Good
5	Excellent

Supplier status
Active
Under review
Inactive
Blacklisted

Comparison criteria
Price
Quality
Delivery reliability
Service & support

All dropdowns in this workbook read from the lists above. Edit the lists here — never type list values directly into data sheets.

Supplier register

ID	Supplier name	Category	Contact person	Email	Phone	Status	Notes
SUP-001	Acme Office Supplies (illustrative)	Office supplies	A. Khan (illustrative)	orders@example.com	+92 300 0000000	Active	ILLUSTRATIVE EXAMPLE — synthetic data, delete this row before use.

Supplier comparison (up to 4 suppliers)

Supplier		Acme Office Supplies (illustrative)							
Criterion	**Weight %**	**Score (1–5)**	**Weighted**	**Score (1–5)**	**Weighted**	**Score (1–5)**	**Weighted**	**Score (1–5)**	**Weighted**
Price	25%	4	1.00						
Quality	25%	3	0.75						
Delivery reliability	25%	5	1.25						
Service & support	25%	4	1.00						
Check: weights total	100%								
Total weighted score			4.00						

Ranking

Supplier	**Total weighted score**	**Rank**
Acme Office Supplies (illustrative)	4.00	1
(choose a supplier above)		
(choose a supplier above)		
(choose a supplier above)		

Summary

Measure	Value	
Suppliers in register	1	*Counts the example row too — delete it before real use.*
Active suppliers	1	
Suppliers under review	0	
Comparison weights total	100%	*Must be 100%. If not, fix the weights on the Comparison sheet.*
Top-ranked supplier	Acme Office Supplies (illustrative)	*First supplier at rank 1; ties share the rank.*
Its weighted score	4.00	