DGS—PROCUREMENT DIVISION
P. E. & SUPPLIER MANAGEMENT
707 3rd Street, 2nd Floor
West Sacramento, CA 95605-2811
Phone: (916) 375-4473 or 375 4561
Unit Fax: (916) 375-4522

SUPPLIER PERFORMANCE REPORT

Name: Phone #: Today's Date:

Facility: Agency Billing Code: Purchase Order/Contract #:

Supplier: Supplier ID:

(check all applicable boxes)

DELIVERY DATE(S)		DELIVERY								SPECIFICATION							CONSEQUENCES					ACTIONS		
Purchase Order Due Date(s):	Actual Delivery Date(s):	Compliant	Late	Early	Partial	Short	Over	Non-Delivery	Other *(explain in comments)*	Compliant	Poor Quality	Wrong Brand	Wrong Product	Marking/Packaging	Palletization	Other *(explain in comments)*	Operational Changes	Unscheduled Overtime	Emergency Purchase(s)	Excessive Admin. Time	Other *(explain in comments)*	Accepted	Rejected	Other *(explain in comments)*

COMMENTS:

(Supplier Base Management Use Only)

SBM Index #: SBM Record #:
Data Entry Input Initials:

Please fill in the appropriate information and return to P.E. & Supplier Management