# List of Qualified Suppliers

> NOTE: The purpose of this template is to give an idea of the structure. You are much better off not using a > word document but excel / sheets for this. Also, write your categories as columns and suppliers as rows - > this template is reversed due to formatting reasons.

| Supplier Documentation | Supplier #1 | Supplier #2 | (…) |
| --- | --- | --- | --- |
| Supplier Name: | ABC Medical Content GmbH | XYZ Medical Content GmbH |  |
| Purchase Description: | Writing Clinical Evaluation | Writing Clinical Evaluation |  |
| Supplier Status: | Approved | Blocked |  |
| Quality of Products / Services | 3 | 0 |  |
| Timeliness / Punctuality | 3 | 3 |  |
| Cooperation | 3 | 3 |  |
| Payment Terms | 3 | 3 |  |
| Average Score: | 3 | 1,8 |  |
| Date of Last Evaluation: | 01-04-2021 | 01-04-2021 |  |
| Completed By: | Jack Smith (QMO) | Jack Smith (QMO) |  |
| Non-Disclosure Agreement (NDA) | <if existing, link here> | <if existing, link here> |  |
| Supplier Certification | <if existing, link here> | <if existing, link here> |  |
| Quality Assurance Agreement (QAA) | <if existing, link here> | <if existing, link here> |  |
| Supplier Auditing | <if existing, link here> | <if existing, link here> |  |
| Other Measures |  |  |  |

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