

VENDOR PERFORMANCE REPORT



THIS REPORT IS BEING SUBMITTED:

For informational purposes only - Resolution has already been achieved OR Recording commendable performance

For further action - Requesting vendor to be contacted by State Purchasing Bureau for resolution

VENDOR INFORMATION:

Company Name: _____
Contact Name/Title: _____
Address: _____
City, State, Zip: _____
Phone: _____ E-mail: _____

PURCHASE INFORMATION:

Requisition #: _____ Purchase Order #: _____ Contract #: _____
Date(s) of Occurrence: _____
Commodity/Service Description: _____

OBSERVATION(S) *Please check all that apply*

DELIVERY

- Late delivery
- Non-delivery
- Delivery to an incorrect address
- Partial delivery - cannot deliver balance of order
- Offered additional delivery service
- Early delivery
- Other:

QUALITY

- Inferior quality
- Unauthorized substitution
- Damaged or defective
- Unsatisfactory workmanship in installation
- Exceptional quality
- Exceptional workmanship in installation

OTHER

- Unauthorized change in quantity
- Invoice inaccuracies
- Service deficiencies
- Courteous
- Offered additional services

SUBMITTER INFORMATION

Agency Name: _____
Contact Name/Title: _____
Phone: _____ E-mail: _____

Authorized Agent Signature

Title

Today's Date

SEND COMPLETED REPORT TO: AS.MaterielPurchasing@nebraska.gov

IMPORTANT: Please include written documentation on the nature of your comments, a copy of the purchase order, and all other pertinent information (e.g., Invoice, specification, test results, delivery ticket, etc.)

DISPOSITION:

Internal use only