

How to Audit Your Supply Chain in One Afternoon

Identify weak links before they become emergencies

Article 13 of 22

5-minute read

Top 10

Suppliers by spend to focus your audit

1-5 Scale

Simple scoring across five dimensions

3 Hours

One afternoon to complete the audit

You rely on your suppliers to keep your lab running, but when was the last time you evaluated whether they are actually meeting your needs? A supply chain audit does not have to be a months-long project. In one focused afternoon, you can identify the weak links.

1 List Your Top 10 Suppliers by Spend

Pull purchasing records for 12 months and rank vendors by total spend. Note what they provide, contract terms, and primary contact.

2 Score Each Supplier on Five Criteria

Rate 1-5: On-time delivery, product quality, pricing competitiveness, responsiveness, flexibility.

QUICK TIP: Any supplier below 3 on two or more criteria needs attention.

3 Identify Red Flags

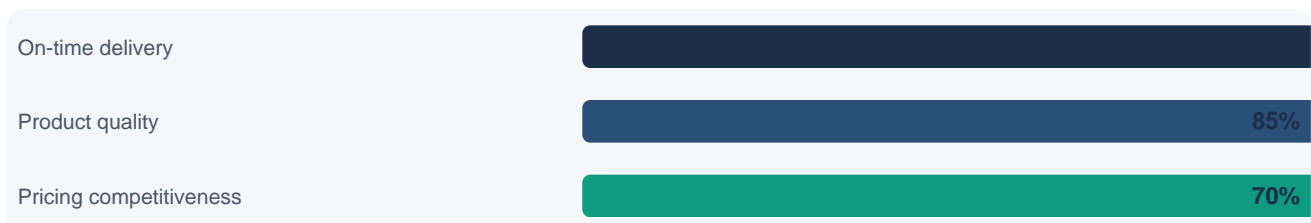
Watch for increasing lead times, rising backorder frequency, unexplained price increases, and poor communication on order status.

4 Build an Action Plan

For each red-flagged supplier: direct conversation, competitive quotes, renegotiated terms, or volume consolidation with a better performer. Put a date on each action.

QUICK TIP: Block 3 hours, do the audit. Even if everything looks fine, you gain confidence.

SUPPLIER PERFORMANCE SCORECARD DIMENSIONS



Responsiveness

65%

Flexibility

50%

Weighted importance of supplier evaluation criteria

BOTTOM LINE: Block three hours and do this audit. Even if everything looks fine, you gain confidence. If problems surface, you caught them before they became stockouts.

FREE TOOLS TO GET STARTED

Template	What It Does
Supply Chain Audit Scorecard	Rate and compare all suppliers with auto-flagging

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23 ready-to-use Excel templates covering inventory, financials, compliance, and more.

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