



MARMON RETAIL SOLUTIONS – BERKSHIRE HATHAWAY

How to Use The Supplier Evaluation Matrix

This matrix helps procurement teams objectively assess and compare suppliers across key performance factors using a weighted scoring method.

Step 1: Review the Evaluation Criteria

Each row represents a criterion (e.g., Quality, Lead Time, Innovation) with a guiding question to help frame your evaluation.

Step 2: Assign an Importance Weight

In the column labeled **Importance Weight**, enter:

- **1** for table stakes
- **2** for nice to have
- **3** for competitive edge

This reflects how important each criterion is to your ultimate goal.

Step 3: Score Each Supplier (1–5)

For each supplier criterion, provide a score in the relevant column:

- **1 = Poor**
- **2 = Fair**
- **3 = Good**
- **4 = Very Good**
- **5 = Excellent**

Step 4: Calculate Weighted Scores

Multiply each supplier's **score** by the **Importance Weight** for that row. This gives you the **Weighted Score**.

Example: If Supplier A scores **4** on Quality and the weight is **3**, the weighted score is **$4 \times 3 = 12$** .

Step 5: Add Up the Weighted Scores

At the bottom of each supplier column, total all weighted scores. The supplier with the **highest total score** is the best option based on your weighted evaluation.

Step 6: Make Your Decision

Use the total scores to guide your decision, and be sure to consider qualitative factors and discussion points that may not be captured numerically.