

Evaluation Form - Retailer of Supplier

The objective of the Evaluation and Feedback forms is to establish uniform evaluation components of the floor-ready process and guidelines for feedback between retailer and supplier. These forms are provided as a common starting point in developing your own forms.

Shipment Tracking/History Information with:				<i>Enter Supplier Name Here</i>	
Purchase Order #		Date of Audit		Shipping Location	
Shipment #		Auditor		Receiving Location	
Department #		Total Cartons		Carrier	
Store #(s)		Pack List Initials/Number		Bill of Lading #	
Units Audited		Cartons Audited		Date Shipped	

Evaluation							
	Total #	# Incorrect	%		Total #	# Incorrect	%
Product Information				Carton Labeling			
Incorrect U.P.C.s				Illegible Labels			
Illegible Barcode				Illegible Bar Codes			
Floor-Ready Service				Packing Accuracy			
Incorrect Retail Price				Inaccurate Information			
Incorrect Ticket Placement				Wrong Placement			
Incorrect Hanger				EDI Documents			
Incorrect Package Materials				Carton Size Errors			
Incorrect Security Tag Application				Carton Weight Errors			
Shipment Accuracy				Pack Slip Errors - Attachment			
Timeliness of Legal Transfer				- Legibility			
Adherence to Carrier Routing				Incorrect Pre-Packs			
Inaccurate BOL #s				Ship Notice/Manifest (856)			
Units Broken/Damaged				On time?	Yes	No	
Overage vs. ASN or P. Slip				Inaccurate Information			
Shortage vs. ASN or P. Slip				Invoice (810)			
Substitute vs. ASN or P. Slip				On time?	Yes	No	
Overage vs. PO				Inaccurate Information			
Substitute vs. PO				Price/Sales Catalog (832)			
				On time?	Yes	No	
				Inaccurate Information			