

SUPPLIER PERFORMANCE **2686**
(May 2005)

DOCUMENTING PERFORMANCE **2686.1**
(May 2005)

Departments, upon confirming that goods received and inspected are in conformance with the terms of the purchase document, shall document the results of the delivery and inspection.

SUPPLIER PERFORMANCE REPORT (SPR) **2686.2**
(May 2005)

The SPR may be used by the receiving staff to report on the quality and timeliness of a contractor's delivery. Its purpose is to capture performance histories for use in supplier development and subsequent source selection activities conducted by the department.

[Click](#) here to access the Supplier Performance Report.

ACCESS TO INFORMATION **2686.3**
(May 2005)

Purchasers shall send a copy of the completed SPRs to their Unit Purchasing Coordinator. Unit Purchasing Coordinators will maintain a file of their unit reports and will forward to the Region BSO a copy of the report. Region BSOs will maintain a file of their region reports and forward a copy to Business Services Sacramento. Business Services Sacramento will maintain a central file of all Supplier Performance Reports (SPR).

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)