



# ProcessForce User's Guide

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# How to Guide – ProcessForce Supplier Score Card

ProcessForce Supplier Score Card is a reporting function based on the concept of weighted supplier scorecard. It helps to evaluate Suppliers' performance based on information about quality, quantity accuracy and punctuality of deliveries.

## On this page:

- [Settings](#)
  - [General Settings](#)
- [Supplier Score Card](#)
  - [Header](#)
  - [Summary](#)
  - [Details](#)
    - [Details tab Calculation](#)
  - [Notes](#)
  - [Attachment](#)

- Delivery and Quantity calculations on Supplier Score Card is made based on Purchase Order and Goods Receipt PO documents. In order for the function to work properly, a specific Purchase Order and Goods Receipt PO have to be linked. It can be done by creating Goods Receipt PO by using Copy To option on a Purchase Order or linking Purchase Order by Copy From Option on Goods Receipt PO.
- Dates are compared between lines of documents (not document header dates).

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## 1.1 Settings

### 1.1.1 General Settings

#### Path

Administration > System Initialization > General Settings > ProcessForce tab > Supplier Score Card tab



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## 1.2.1 Header

Here you can define additional settings for a specific Supplier related to two factors: delivery and quantity.

- **No of Days Early** and **No of Days Late** define a period before and after the order date in which delivery is still acceptable,

### Example

Order date is 16.11.2016

No of Days Early: 2

No of Days Late: 2

Every delivery before 14.11.2016 will be deemed as early, every delivery after 18.11.2016 will be deemed as late.

- **Quantity Over %** and **Quantity Under %** define a range of quantity of delivery that is still acceptable.

### Example

Ordered quantity is 100.

Quantity Over %: 10

Quantity Under %: 10

Everything delivery less than 90 will be deemed as too small, everything delivery bigger than 110 will be deemed as too big.

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## 1.2.2 Summary

**Weighted Values** are the values defined for each individual weights as defined in General Settings e.g. No. of Complaints, No. of Failed QC Tests, No of Returns etc.

**Month to Date** is the total of transactions for the current month, e.g. if now is 15th October, transactions from 1st October until 15th of October are taken under consideration.

Month to date relates to the weighted values calculated in the current month.

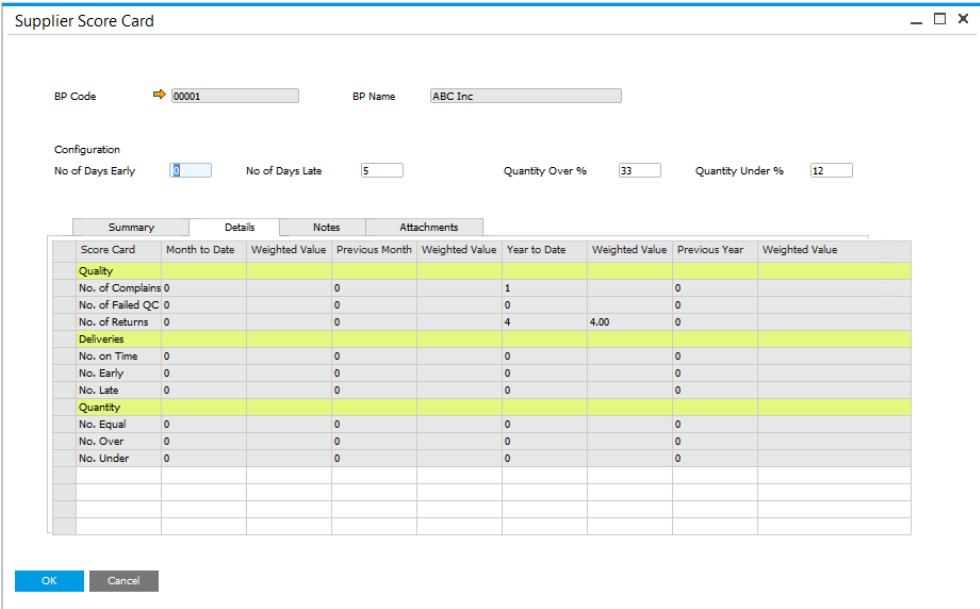


**Previous Month** relates to the weighted values calculated in the previous month.

**Year to Date** relates to the total of the each months weighted values to the current month e.g. January to May, where May is the current month

**Previous Year** relates to the total of each months weighted value for a full 12 month period i.e. January to December.

### 1.2.3 Details



On this tab there are three values from [Summary tab](#) broken down into specific weighted score card positions.

All the values in the Details tab are display only, calculated based on specific settings and transactions, e.g. QC Tests, Returns etc.

#### Details tab Calculation

Note Grade = Amount / Total and Weighted Score = Weight x Grade

Quality	No of	Weighted Value
No. of Complaints	A = Total Number of Complaints (for this supplier)	( A / Total number of Complaints (for all suppliers) ) x No of Complaints (value from General Settings)
No. of Failed QC Tests	B = Number of Failed Tests (QC Test has the status = Failed)	( B / Total number of QC Tests (Passed + Failed) ) x No of Failed QC Tests (value from General Settings)
No. of Returns	C = Number of Returns	( C / Total number of GRPO's ) x No of Returns (value from General setting)

<b>Deliveries</b>	<b>No of</b>	<b>Weighted Value</b>
No. On Time	D = Total number of GRPOs where the GRPO Posting Date is = to Purchase Order Delivery Date	( D / Total number of GRPO ) x No on Time (value from General setting)
No. Early	E = Total number of GRPOs where the GRPO Posting Date - No of Days Early Value is < than Purchase Order Delivery Date	( E / Total number of GRPO ) x No Early (value from General setting)
No. Late	F = Total number of GRPOs where the GRPO Posting Date + No of Days Late Value is > than Purchase Order Delivery Date	( F / Total number of GRPO ) x No Late (value from General setting)

<b>Quantity</b>	<b>No of</b>	<b>Weighted Value</b>
No. Equal	G = Total number of GRPO's where the Purchase Order and GRPO quantity are the same	( G / Total number of GRPO ) x No Equal (value from General Settings)
No. Over	H = Total number of GRPO where the quantity is > the Purchase Order quantity + Quantity Over %	( H / Total number of GRPO ) x No Over (value from General Settings)
No. Under	I = Total number of GRPO where the quantity is < the Purchase Order quantity - Quantity Under %	( I / Total number of GRPO ) x No Under (value from General Settings)

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## 1.2.4 Notes

In this form you can put any written notes to be connected to Score Card.

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## 1.2.5 Attachment

Here you can add, display or delete files connected to Score Card.



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