Vanilla supplier evaluation scorecard for Germany

Score each check from the evidence received, not from promises. Use one sheet per supplier.

Supplier	Contact and date	Reviewed by

Score: 0 = no evidence · 1 = partly evidenced or promised · 2 = evidenced in writing and checked by you

Checks 1–5: identity, product and traceability

Check	Evidence to request	Score	Notes
1. Company identity	Business registration (in Indonesia, the NIB), registered address, export experience, bank account held in the same company name, live video call of the site	0 · 1 · 2	
2. Written specification	Species, form, length range, moisture range with test method and basis, defect limits including zero mould, vanillin only if you need it	0 · 1 · 2	
3. Representative sample	Sample drawn from a named lot, lot code on the pack, retained reference kept by the supplier, your own aroma and use test	0 · 1 · 2	
4. Lot consistency	Pre-shipment sample or photos against the spec, written promise to notify any change of source, site or packing before shipment	0 · 1 · 2	
5. Traceability	Source region, curing and grading site, lot records showing any mixing, ability to trace one step back and one step forward	0 · 1 · 2	

Red flags (any one means stop and ask)

Red flag	What to do
Bank account name differs	Do not pay. Confirm by phone using a number you found independently.
Grade name, no numbers	Ask for length, moisture and defect limits in writing.
Sample with no lot code	Ask which lot it came from and whether it will be kept as reference.
Certificate cannot be checked	Check the holder, scope and validity in the issuer's database or TRACES.
Every document is "yes"	Ask for a copy of each, and for a list of what is not available.

Checks 6–9: safety, documents, delivery and conduct

Check	Evidence to request	Score	Notes
6. Food safety system	Procedures based on HACCP principles, any GFSI-recognised certificate (scope and validity), lab reports from an ISO/IEC 17025 accredited laboratory	0 · 1 · 2	
7. Documents	Product specification sheet, lot-linked lab report with the tests you agreed, declaration of compliance for plastic packaging, organic e-COI via TRACES only if organic is claimed	0 · 1 · 2	
8. Packaging and delivery	Sealed inner bags, carton spec, lot code on bag and carton, Incoterms 2020 rule with named place, transit plan and lead time	0 · 1 · 2	
9. Conduct and response	Signs or answers your supplier code of conduct, replies in writing within agreed time, accepts a corrective-action process if a lot fails	0 · 1 · 2	

Result

Item	Your entry
Total score (max 18)	
Checks scored 0	
Decision	Approve trial lot · Ask for more evidence · Do not proceed
Open questions to supplier	
Next review date	

Suggested rule

Approve a trial lot only when checks 1–7 each score at least 1 and checks 1, 3 and 5 score 2. Re-score after the first delivery, using your arrival inspection against the retained sample. Set your own thresholds; this rule is a starting point, not a standard.