AIMST-SOP-RMC-05-02

**AIMST UNIVERSITY RESEARCH MANAGEMENT CENTRE**

**DELIVERED ITEM/ SERVICE EVALUATION FORM**

\*This form is to inspect whether the company has delivered the Item we ordered on time, accurately and complete without any errors

|  |  |
| --- | --- |
| **Name of PI/Co-I :** | **Purchase Order no. :** |
| **Delivery Order no. :** | **Tax Invoice no. :** |
| **Total quantity of items ordered :** | |
| **Total quantity of items delivered according to the quantity ordered :** | |

What is the accuracy percentage for the delivery made?

( ) 0-20% ( ) 21-40% ( ) 41-60% ( ) 61-80% ( ) 81-99% ( ) 100%

If there was/were item/items wrongly delivered, what was your next course of action?

Was the delivery on time (according to the duration specified in the quotation)?

|  |  |  |
| --- | --- | --- |
| ( ) >93 days delays | ( ) 73-93 days delay  ( ) 1-30 days delay | ( ) 52-72 days delay |
| ( ) 31-51 days delay | ( ) no delay |

Was/Were there any defect/damage to the item/items delivered? ( ) Yes ( ) No

What is the percentage of items without defect (good/working condition)?

( ) 0-20% ( ) 21-40% ( ) 41-60% ( ) 61-80% ( ) 81-99% ( ) 100%

If there was/were item/items with defect, what was your next course of action?

I have verified that the tax invoice amount is accurate according to the quantity of items delivered

\*\*\*If the amount is not accurate, kindly alert your vendor and get the corrected tax invoice

By signing below, I confirm that the information given in this form is true, complete and accurate

|  |  |  |
| --- | --- | --- |
| Name:  Staff ID no.: Signature  Date: | Verified by,  **RDO**  Date: | Endorsed by,  **Director RMC**  Date: |

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