# Who has the responsibility to manage and document supplier performance and contract? Is there any form that we can use?

Depending on the roles of each department in the establishment and execution of a contract, the responsibility to manage and document supplier performance and contract lies with each department who is responsible for that particular procurement activity.

For example, Supply Managed Contracts are established by Purchasing Services on behalf of the University. Under these contracts, departments will place individual orders and ensure individual transactions are completed from order placing to payment. For these contracts, Purchasing Services is responsible to manage the contract and supplier performance on behalf of the University. Purchasing Services will rely on departments' documentation and feedback to manage contract performance and supplier's performance. Departments are responsible to document any supplier performance issue and communicate them to Purchasing Services. Departments are also responsible to provide their feedback to Purchasing Services during contract survey.

## Category:

- Procurement/Payables [1]

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[1] https://www.uoguelph.ca/finance/taxonomy/term/107