

Score every procurement vendor on the same nine criteria

Score every shortlisted vendor on the same nine criteria, and make each vendor show you the answer live. Demos that skip these are demos built around the vendor's best day.

ABOUT YOUR TEAM

Company

Stage and headcount

Accounting system

Top lab suppliers

Scored by

Date

YOUR SHORTLIST

A

B

C

How to use it

- 1 Split 100% of the weight across the nine criteria before the first demo. Tick Must-have for any deal-breaker.
- 2 Send the nine criteria to each vendor ahead of the demo.
- 3 Run every demo on your own punchout suppliers and your own accounting system.
- 4 Score only what you saw live. Then complete the gates, the 3-year cost and the seven questions.

Scoring scale

- 5 Shown live on your suppliers and accounting system
- 4 Shown live, with small gaps
- 3 Supported, but shown on slides or demo data only
- 2 Partly supported, needs a workaround or manual step
- 1 Not supported
- 0 No clear answer

WHAT IS INSIDE

PART 1

Score

Nine criteria, each with a weight, a must-have tick and a 0 to 5 score per vendor.

Pages 2 and 3

PART 2

Check

Four pass or fail gates and a 3-year cost table, plus reference call notes.

Page 4

PART 3

Decide

Seven questions to ask before you sign, and a summary that adds itself up.

Page 5

PART 1 · SCORE

The nine criteria

Give each criterion a weight and score every vendor from 0 to 5. Make each vendor show you the answer live.

1 Lab supplier punchout

Which named suppliers connect, and is contract pricing applied? Ask for Thermo Fisher, VWR, and Sigma-Aldrich by name.

Weight

%

☐

Must-have

Score 0-5

A

B

C

What you saw

2 Services procurement

Can a CRO milestone invoice be matched against a blanket PO or an SOW?

Weight

%

☐

Must-have

Score 0-5

A

B

C

What you saw

3 Receiving

Can a scientist confirm receipt in two clicks, including a partial shipment?

Weight

%

☐

Must-have

Score 0-5

A

B

C

What you saw

4 3-way matching and exceptions

Who receives an exception, and how quickly does it reach them?

Weight

%

☐

Must-have

Score 0-5

A

B

C

What you saw

5 ERP depth

Which systems, one-way or two-way, and what actually moves: vendors, GL accounts, classes, POs, bills?

Weight

%

☐

Must-have

Score 0-5

A

B

C

What you saw

6 Budget control

Can you see spend by program, grant, or study at the point of request?

Weight

%

☐

Must-have

Score 0-5

A**B****C**

What you saw

7 Payments

Does payment happen inside the platform, or do you export to another tool?

Weight

%

☐

Must-have

Score 0-5

A**B****C**

What you saw

8 Time to live

How long until the first live PO, and who does the setup work?

Weight

%

☐

Must-have

Score 0-5

A**B****C**

What you saw

9 Pricing model

Per user, per module, or flat, and what counts as a user?

Weight

%

☐

Must-have

Score 0-5

A**B****C**

What you saw

Weights total

Must equal 100% before the first demo. This adds itself up when you type on screen.

%

Where the weighted score comes from

For each vendor, multiply each score by its weight, add the nine results and divide by 5. That gives a score out of 100, shown on page 5.

PART 2 · CHECK

Gates and 3-year cost

A gate is pass or fail. A vendor that fails one is out, whatever its score. Then compare cost over three years, not year one.

Gate (tick if passed)	Vendor A	Vendor B	Vendor C
Every must-have criterion scored 4 or 5	☐	☐	☐
Security review passed, for example a current SOC 2 report	☐	☐	☐
Reference call with a biotech of similar size	☐	☐	☐
Demo run on your own suppliers and accounting system	☐	☐	☐

3-year cost

Use each vendor's written quote. Ask what counts as a user, and what happens to the price if headcount doubles.

Cost line (US\$)	Vendor A	Vendor B	Vendor C
Subscription, three years			
Implementation and setup			
Add-on modules or paid integrations			
Payment or processing fees			
Training or support beyond the standard plan			
Total 3-year cost			

Totals add themselves up on screen. Type numbers only, no \$ sign or commas.

Reference call notes

Ask a customer of similar size what went live, how long it took, and what they would do differently.

A Reference name and company	B Reference name and company	C Reference name and company

PART 3 · DECIDE

Questions to ask every vendor before you sign

Ask these in every demo, and ask to see the answer on screen. Tick each one the vendor showed you live.

Question (tick if shown live)	A	B	C
1 Show me a Thermo Fisher punchout cart become a PO in our ERP, live.	☐	☐	☐
2 A supplier ships half the order and invoices for all of it. What happens next?	☐	☐	☐
3 Can a CRO milestone invoice be matched against a blanket PO or SOW?	☐	☐	☐
4 What exactly syncs with our accounting system, in which direction, and how often?	☐	☐	☐
5 Who configures the system, and what's the real time to our first live PO?	☐	☐	☐
6 What counts as a user, and what happens to our price if headcount doubles?	☐	☐	☐
7 Can we see committed spend by program or grant today, before month-end?	☐	☐	☐

Result

Summary	Vendor A	Vendor B	Vendor C
Weighted score (out of 100)			
Gates passed (out of 4)			
Total 3-year cost (US\$)			
Questions shown live (out of 7)			

Chosen vendor

Next step and date

SEE IT ON YOUR SETUP

Book a biotech demo with your suppliers and ERP

Your top lab supplier through requisition, approval, receiving, 3-way match, and ERP sync. Live in 2 to 3 weeks.

[Book a biotech demo](#)