

Procurement Survey Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

Think about your most recent purchase request in the period named above. Do not include confidential order details or names of other people. Every question is optional.

1. What is the current status of that request?

- ☐ Completed
- ☐ Still in progress
- ☐ Canceled
- ☐ I have not submitted a request in this period

2. How clear were the instructions for starting the request?

- ☐ Not at all clear
- ☐ Slightly clear
- ☐ Moderately clear
- ☐ Very clear
- ☐ Extremely clear
- ☐ Not applicable

3. How easy was it to submit the information needed?

- ☐ Very difficult
- ☐ Somewhat difficult
- ☐ Neither easy nor difficult
- ☐ Somewhat easy
- ☐ Very easy
- ☐ Not applicable

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4. How useful were the updates about your request?

- ☐ Not at all useful
- ☐ Slightly useful
- ☐ Moderately useful
- ☐ Very useful
- ☐ Extremely useful
- ☐ I received no updates
- ☐ Not applicable

5. When you needed help, how useful was the support?

- ☐ Not at all useful
- ☐ Slightly useful
- ☐ Moderately useful
- ☐ Very useful
- ☐ Extremely useful
- ☐ I did not ask for help

6. Compared with the timing communicated to you, how did the request progress?

- ☐ Faster than expected
- ☐ About as expected
- ☐ Slower than expected
- ☐ No timing was communicated
- ☐ Too early to tell
- ☐ Not applicable

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7. Which step should the procurement team improve first?
