

NATF Supply Chain Criteria and Questionnaire Quickstart Guide

How to use the NATF Supply Chain Criteria

If you need to REQUEST information from a supplier:

1. Download the latest version of the *NATF Supply Chain Security Criteria* (the “Criteria”) from NATF’s [Supply Chain Industry Coordination](#) webpage
2. Send the Criteria spreadsheet to the supplier and ask them to:
 - a. Complete items in the *Organizational Information* tab
 - b. Respond to each criteria statement in the *Supplier Criteria* tab. They may choose to provide their responses:
 - i. In a new column inserted to the right of the criteria
 - ii. In a new spreadsheet tab that they create
 - iii. Via a separate document
 - c. Return the Criteria to you along with any supporting materials (written responses, policies, certifications, etc.)
3. Evaluate the returned Criteria (along with any other materials the supplier provided) according to your organization’s supplier risk assessment processes

TIP: You may use the optional *Answer* and *Weight* columns (1-5 scale, 5 being highest) to score the sufficiency of the supplier’s response for each criterion.

- *Answer* is how **sufficient** you consider the response
- *Weight* is how **important** you consider the criteria

A total and per-criteria score will calculate as you enter values.

The Model

NATF Supply Chain Security Assessment Model

NATF Supply Chain Security Criteria

Energy Sector Supply Chain Risk Questionnaire

TIP: If you wish to ask about areas not covered by the Criteria, you may **add** them below the criteria or provide them separately.

Do not edit the criteria!

Suppliers expect the NATF Criteria to remain unchanged.

Answer	Weight	Score
Total Score		0
		0

Answer	Weight	Score
Total Score		576
3	3	9

If you need to RESPOND to a request for information using the NATF Criteria:

1. Obtain the *NATF Supply Chain Security Criteria* (the “Criteria”) from your requestor - if not provided, download the latest version of the Criteria from NATF’s [Supply Chain Industry Coordination](#) webpage
2. Provide your responses to the requestor
 - a. Complete items in the *Organizational Information* tab
 - b. Respond to each criteria statement in the *Supplier Criteria* tab. You can provide your responses:
 - i. In a column to the right of criteria statements
 - ii. In a new spreadsheet tab
 - iii. Via a separate document that you create
3. Return the Criteria to the requestor along with any supporting materials (written responses, policies, certifications, etc.)

The Model

NATF Supply Chain Security Assessment Model

NATF Supply Chain Security Criteria

Energy Sector Supply Chain Risk Questionnaire

Answer	Weight	Score
Total Score		0
		0

Do not complete scoring section

TIP: If you have completed the Criteria previously, you may be able to reuse your responses.

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NATF Supply Chain Criteria and Questionnaire Quickstart Guide

How to use the NATF Supply Chain Questionnaire

If you need to REQUEST information from a supplier:

1. Download the latest version of the *Energy Sector Supply Chain Risk Questionnaire* ("Questionnaire") from NATF's [Supply Chain Industry Coordination](#) webpage
2. Using definitions in the **Instructions** section, identify which *Questionnaire Area of Focus* you want the supplier to use
3. Send the Questionnaire to the supplier and ask them to:
 - a. Complete the **General Information** section and select the *Questionnaire Area of Focus* you identified in step #2
 - b. Provide a response for each question in the column beginning with **Response for** (the name will depend on the *Area of Focus*)
 - c. Provide clarification as needed in the **Additional Information** column, taking note of the instructions in the **Guidance** column
 - d. Return the Questionnaire to you along with any supporting materials (written responses, policies, certifications, etc.)
4. Evaluate the returned Questionnaire (along with any other materials the supplier provided) according to your organization's supplier risk assessment processes

TIP: You may use the optional *Answer* and *Weight* columns (1-5 scale, 5 being highest) to score the sufficiency of the supplier's response for each question.

- *Answer* is how **sufficient** you consider the response
- *Weight* is how **important** you consider the question

Scores will calculate per question, category, and in total as you enter values.

The Model

NATF Supply Chain Security Assessment Model

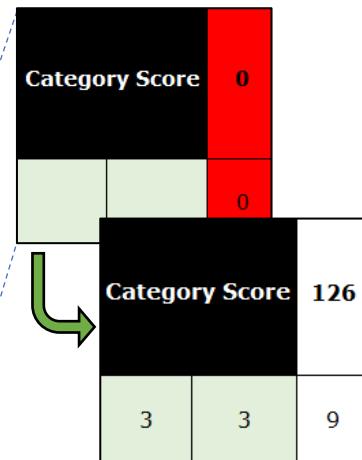
NATF Supply Chain Security Criteria

Energy Sector Supply Chain Risk Questionnaire

TIP: If you wish to ask about areas not covered by the Questionnaire, you may **add** them below the questions or you may provide them separately.

Do not edit the questions!

Suppliers expect the NATF Questionnaire to remain unchanged.



If you need to RESPOND to a request for information using the Questionnaire:

1. Obtain the *Energy Sector Supply Chain Risk Questionnaire* (the "Questionnaire") from your requestor - if not provided, download the latest version from NATF's [Supply Chain Industry Coordination](#) webpage
2. Provide your responses to the requestor
 - a. Complete the **General Information** section and select the *Questionnaire Area of Focus* for which your response relates
 - b. Provide a response for each question in the column beginning with **Response for** (the name will vary depending on the specific *Questionnaire Area of Focus* selected)
 - c. Provide clarification as needed in the **Additional Information** column, taking note of the instructions in the **Guidance** column
3. Complete the *Date Submitted* field on the second row and return the Questionnaire to the requestor along with any supporting materials (written responses, policies, certifications, etc.)

The Model

NATF Supply Chain Security Assessment Model

NATF Supply Chain Security Criteria

Energy Sector Supply Chain Risk Questionnaire



Do not complete scoring section

TIP: If you have completed the Questionnaire previously, you may be able to reuse your responses.