

Benefits of entering & winning

Every organisation that enters the CIPS Australia Procurement Professional Awards will benefit. Examining individual or business activities over 12 months helps identify areas of success, areas for improvement and will assist with strategic planning. Judges feedback will also provide you with a benchmark against your peers and competitors. Other benefits of entry include:

- Improved staff morale through being part of a business willing to invest in rewarding achievements
- Improved business relationships
- Greater brand recognition within the industry and with key external stakeholders

If your organisation is recognised as a winner, additional benefits will include:

- Enhanced staff pride
- Profile in *Procurement Professional* magazine and on the CIPS Australia website
- CIPS Australia winners' trophy and framed certificate
- Official letter of recognition from CIPS
- Team photograph for keepsake
- Greater recognition as a rewarding employer which increases your ability to attract excellent and talented employees
- The right to use the Category Winner logo in your business communications and marketing until 30 September 2009



How to enter

1. Choose the team and/or individual categories you want to enter from the list on page 4.
2. Read the judging criteria carefully.
3. Remember that neither e-mail nor hard-copy submissions will be accepted without an entry form.
4. For each entry, prepare a written submission of up to three sides of A4. Up to five sides of A4 will be accepted for the category **Most Improved Procurement Operation**.
5. E-mail the submission, the entry form and any supporting material to **marketing@cipsa.com.au**
6. In addition, send six complete unbound hard copies for each entry by post to CIPS Australia, Level 10, 520 Collins St, Melbourne, VIC 3000.
7. The deadline for entries is **Friday 15 August 2008**.

How to prepare your entry

Your entry should consist of a written submission of no more than three sides of A4 that clearly explains the project or initiative you have undertaken and the benefits it has produced (see: Judging Criteria).

Your entry should be prepared in Microsoft Word format using a minimum 10pt text size. You may send additional supporting material with your entry (e.g. endorsements from colleagues or suppliers: see point 7 on page 3). However, this must be limited to 20 sides of A4 and should not comprise information that is central to your case – the judges will expect to see this in your three-page submission.

PLEASE NOTE

If supporting material is to be submitted electronically, it must be in Word (.doc), Excel (.xls), PowerPoint (.ppt) or PDF (.pdf) formats only and must be formatted to print on A4 paper.

Judging Criteria

The main criteria used by the judges to select winners will be the magnitude, importance and clarity

of the benefit(s) to the organisation arising from the project or initiative submitted.

Benefits may be "hard" (e.g. cost savings or reduced lead times) or "soft" (e.g. improved supplier relations or better trained staff). But it is important that every entry does relate in some way to organisational benefits already achieved. Claimed benefits should be supported by facts and figures, and entrants are strongly advised to include validation of these from stakeholders outside the procurement and supply management function – internal customers, suppliers, etc.

The judges will also consider:

- The clarity of the project aims and objectives
- The quality of the planning and execution
- Demonstration of Best Practice
- Innovation and creativity
- Evidence of teamwork and involvement of stakeholders (where applicable)
- Quality of entry presentation

PLEASE NOTE

Entries should be submitted by a member of the procuring organisation, and their contact details should appear on the entry form. Service providers – consultants, software companies, public relations agencies, etc – may assist in compiling entries, but they CANNOT submit these on behalf of clients.

Projects or initiatives need NOT have started and finished in 2007-08. However, the judges will expect entries to be both contemporary and to demonstrate business benefits already achieved.

In addition, you should

- E-mail a high resolution, 300 dpi, preferably EPS version of your organisation's logo in Illustrator format but Photoshop, JPEG and TIFF files are also accepted to **marketing@cipsa.com.au**. Word and PowerPoint files are not accepted as artwork.
- Provide photographs and/or other graphic images that may be included in editorial coverage if successful (Images must be at least 300dpi.)