The CIPS Excellence in Procurement & Supply Awards.

The CIPS Excellence in Procurement & Supply Awards programme is the global benchmark for excellence in procurement and supply chain management. The awards recognise individuals, teams and organisations from the global community of procurement and supply professionals, across a range of categories.

The CIPS Excellence in Procurement & Supply Awards programme is, uniquely, hosted by the Chartered Institute for Procurement and Supply (CIPS), the awarding body for the profession that sets the Global Standard for Procurement and Supply.

Winning a CIPS Excellence in Procurement & Supply award is the pinnacle of achievement for procurement and supply professionals and teams. Winners enjoy a year-long programme of benefits in recognition of their achievements – and can display the coveted CIPS badge of recognition.

The CIPS Excellence in Procurement & Supply Awards ceremony is held on 18 September 2024 at JW Marriott Grosvenor House, 86-90 Park Lane London W1K 7TN, UK.

HOW TO MAKE YOUR ONLINE ENTRY

● All entries are submitted online. We encourage you to log into the entry system at excellenceawardscips.com early to familiarise yourself before working on your submission.
● Please refer to each category for the specific information required for each entry.
● All information needs to be submitted via the submission portal into the text boxes provided.
● The only documents that you may upload are any supporting materials.
● You may wish to have all of the information ready to input into each of the text fields before submitting your entry. You can copy text over from a Word document, but please ensure the document has no formatting, bullet points or pictures. Please see category criteria for detailed information regarding the wordcounts for each section.
● All entries must provide a title and 100-word executive summary that gives a short overview of the project/individual. Please note that the executive summary will be published on the awards website once the shortlist is announced, so we kindly request you do not provide confidential facts or figures within this summary. Please make your title concise and meaningful. This will be announced on the awards night.
SOME HELPFUL TIPS BEFORE YOU SUBMIT YOUR ENTRY

● We encourage you to read the category criteria carefully. All entries must be submitted online at excellenceawardscips.com
● Pick the right project. Check the category description and pick a project where you can show a positive outcome and impressive results.
● Judges are looking for mature projects where there is clear evidence of results delivered. Show detail. Consider the time period for the project/initiative.
● Looking at past winner case studies will help you choose the right category and provide tips for your submission. There’s lots more information in our 2023 Winners Book.
● Get great testimonials!
● Leave yourself enough time. Please refer to the key dates section for entry deadlines.

A FEW NOTES

If you are a consultancy, technology or procurement service provider, you can ONLY enter the following categories, and clients must be named within your submission:

● Procurement Consultancy Project of the Year
● Best Use of Digital Technology

Procurement teams from these organisations can enter any category but it must not relate to delivering client services.

Entries are open to both CIPS members and non-members.

Entries are open to all projects, teams and individuals from around the world.

Entries must be for work conducted between 1 January 2023 – 27 April 2024*

*Please note that a portion of the work must have occurred during this time, but it does not necessarily need to have been started or completed during the eligibility period.
KEY DATES AND ENTRY FEES

NEW DATES AND FEES FOR 2024

**Entry deadlines**
Early bird entry deadline: Thursday 28 March
Standard entry deadline: Friday 19 April
Late deadline: Friday 26 April

**Awards night**
Wednesday 18 September

**Entry fees**
Early bird discounted entry:
(For entries submitted by Thursday 28 March)

**Member**
Team categories – £225.00
Individual categories – £112.50

**Non-member**
Team categories – £270.00
Individual categories – £135.00

Entries submitted after the early bird deadline until the standard deadline (Friday 19 April) will be subject to an additional £100 entry.

Entries submitted after the standard deadline until the late deadline (Friday 26 April) will be subject to an additional £200 per entry.

Prices listed are per entry and exclude VAT.
JUDGING PROCESS

Entries for the CIPS Excellence in Procurement & Supply Awards are submitted from a range of global organisations and sectors. As a result, we select judges with high levels of knowledge and experience of procurement and supply. Selecting the right mix of judges is important to us. Procurement leaders are invited from a range of sectors based on their knowledge, expertise and skills, giving assurance to anyone who enters the awards that their submission is judged by the very best of our profession.

To ensure we are transparent with our processes we wanted to provide you with more information about the role of our judges and the judging process itself.

Our judges will:

● Sign confidentiality agreements and agree not to engage in conversations with individuals or organisations who are entering or pass on hints and tips outside of the official CIPS channels.
● Declare any conflicts of interest and will be removed from judging or viewing categories where these are identified.
● Draw on their knowledge and experience to assess entries in their given categories.
● Check all entries meet the correct category criteria and re-allocate into correct categories if necessary.
● Provide scores and written comments on all shortlisted entrants and award winners, though these comments and scores will not be shared with candidates afterwards. The judges’ decision is final and no correspondence related to the decisions will be entered into.

Further information about our awards process:

● Access to the entries and judging system is limited to our judges and the awards administration team only.
● During and following the awards, we may wish to acknowledge and celebrate the achievements of candidates and winners, so may approach you for further comment and information, to form the basis of editorial coverage. However, no information submitted as part of your award nomination will be shared without your permission.
● Entries are open to both CIPS members and non-members.
● Sponsors are not permitted to judge the CIPS Excellence in Procurement & Supply Awards.
● Organisations who sponsor a category are not permitted to enter that specific category.
## TEAM CATEGORIES

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## INDIVIDUAL CATEGORIES

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Please choose the category/ies below you wish to enter and read the description and question requirements carefully.

COMPULSORY ATTACHMENTS

All entries must include:

- A statement of endorsement from the CEO/CFO or equivalent
- Company logo (high-resolution, minimum 300dpi and in JPEG, PNG or EPS format).
- Team photo; or individual headshot for individual categories (high-resolution, minimum 300dpi and in JPEG, PNG or EPS format).

We recommend that photos be taken using a good-quality camera or smartphone and convey professionalism. Avoid blurred selfies or images taken on a night out!

Images uploaded using PDF, Powerpoint or Microsoft Word will NOT be accepted.

Supporting Materials

You may, if you wish, upload additional supporting material to support your entry. However, this must be limited to three single-sides of A4 and should not comprise information that is central to your case – the judges will expect to see this in your main submission.

Supporting material may include the following:

- Testimonials
- Press clippings
- Performance figures

Please note: unless stated otherwise, the project name given on the entry form is the name that will be used throughout the campaign, on all marketing communications and material, including certificates and trophies, if applicable.

We reserve the right to shorten entry titles for the purpose of the awards announcements. Please try to keep your entry title relevant and concise.
Excellence in Procurement & Supply Awards 2024

HOW TO ENTER
ENTRY RULES AND INFORMATION

TEAM CATEGORIES

BEST APPROACH TO RISK MITIGATION

Recognising excellence in supply chain risk management.

This category rewards teams who have successfully managed business risk in order to safeguard their organisation's operations and supply chain against cost or reputational damage, availability and security of supply or to gain competitive advantage.

1 Outline the problem or challenge that this project was looking to resolve. Describe the impact of the risk/s to your organisation. (200 words)

2 Describe your approach, highlighting the best practice or innovative methods you used to address this issue. (400 words)

3 What were the most challenging aspects of the project and how did you overcome them? (400 words)

4 What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)

5 What learnings have been taken and embedded into your organisation/local community/suppliers/customers? (200 words)

BEST COLLABORATIVE TEAMWORK PROJECT

Recognising successful cross-functional teamwork projects.

This category rewards procurement teams who have implemented successful projects, for example a sourcing project or business process improvement initiative, working collaboratively with internal teams or departments.

1 Outline the problem or challenge that this project was looking to resolve. (200 words)

2 Describe your approach, highlighting the best practice or innovative methods you used to address this issue, focusing on the mechanisms you put in place to promote collaborative teamwork. (400 words)

3 What were the most challenging aspects of the project and how did you overcome them? (400 words)

4 What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)

5 What learnings have been taken and embedded into your organisation/local community/suppliers/customers? (200 words)
TEAM CATEGORIES

BEST COMMITMENT TO CARBON REDUCTION IN SUPPLY CHAINS
Recognising the impact of carbon reduction projects.

This category rewards entries from organisations that are committed to reducing the carbon impact of their organisations and supply chains. The judges are looking for ambitious goals that are achievable and demonstrating tangible, measurable progress towards a net zero future.

1 Outline the problem or challenge that this project was looking to resolve. (200 words)
2 Describe your approach, highlighting the best practice or innovative methods you used to address this issue. (400 words)
3 What were the most challenging aspects of the project and how did you overcome them? (400 words)
4 What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5 What learnings have been taken and embedded into your organisation/local community/suppliers/customers? (200 words)

BEST INITIATIVE TO BUILD A DIVERSE SUPPLY BASE
Recognising supplier diversity excellence.

This category is for organisations that have implemented successful supplier diversity projects. We are looking for evidence that these have unlocked innovation and strategic business results, as well as opening up opportunities for organisations that are diverse in size, ownership or mission.

1 Outline the problem or challenge that this project was looking to resolve. Include your organisation’s specific drivers for addressing supplier diversity in your supply chain. (200 words)
2 Describe your approach, highlighting best practice or innovative methods you used to address this issue. (400 words)
3 What were the most challenging aspects of the project and how did you overcome them? (400 words)
4 What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5 What learnings have been taken and embedded into your organisation/local community/suppliers/customers? (200 words)
TEAM CATEGORIES

BEST INITIATIVE TO DELIVER SOCIAL VALUE THROUGH PROCUREMENT
Recognising procurement projects that deliver significant social value outputs.

This category is open to both public and private-sector organisations that are using innovative sourcing and contracting initiatives to deliver social value.

1 Outline the problem or challenge that this project was looking to resolve. (200 words)
2 Describe your approach, highlighting best practice or innovative methods you used to address this issue. (400 words)
3 What were the most challenging aspects of the project and how did you overcome them? (400 words)
4 What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5 What learnings have been taken and embedded into your organisation/local community/suppliers/customers? (200 words)

BEST PRACTICE IN SUPPLY CHAIN INTEGRATION
Recognising initiatives that deliver outstanding supply chain improvements and/or integration.

This category rewards procurement teams who have successfully implemented innovative supply chain solution improvements, for example improved supply chain visibility or greater integration with the organisation.

1 Outline the problem or challenge that this project was looking to resolve. (200 words)
2 Describe your approach, highlighting any best practice or innovative methods you used to address this issue. (400 words)
3 What were the most challenging aspects of the project and how did you overcome them? (400 words)
4 What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5 What learnings have been taken and embedded into your organisation/local community/suppliers/customers? (200 words)
TEAM CATEGORIES

BEST PROCUREMENT TRANSFORMATION PROGRAMME

Recognising excellence in business transformation and change projects.

This category is for transformation or large-scale business process improvement projects that have resulted in improved business outcomes or increased competitive advantage. Projects can be procurement-led or wider organisational projects. Submissions must explicitly explain procurement’s role and influence on delivering the outcomes.

1 Outline the problem or challenge that this project was looking to resolve. (200 words)
2 Describe your approach, highlighting the best practice or innovative methods you used to address this issue. (400 words)
3 What were the most challenging aspects of the project and how did you overcome them? (400 words)
4 What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5 What learnings have been taken and embedded into your organisation/local community/suppliers/customers? (200 words)

BEST SUPPLIER RELATIONSHIP MANAGEMENT INITIATIVE

Recognising collaborative supplier relationship management (SRM) projects.

This category can include specific supplier relationship projects or an overarching SRM strategy development project. Submissions should demonstrate the processes and mechanisms that the procurement team and supplier have put in place to work together on a successful project. Examples might include: supplier development projects; new product development; or innovation projects. Joint entries with suppliers are encouraged.

1 Outline the problem or challenge that this project was looking to resolve. (200 words)
2 Describe your approach, highlighting the best practice or innovative methods you used to address this issue. Where relevant, describe the mechanisms you put in place to work with your supplier/s. (400 words)
3 What were the most challenging aspects of the project; how did you overcome them? (400 words)
4 What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5 What learnings have been taken and embedded into your organisation/local community/suppliers/customers? (200 words)
TEAM CATEGORIES

BEST SUSTAINABILITY PROJECT OF THE YEAR

Recognising projects that deliver positive environmental, social and governance impacts.

This category encompasses environmental, social and governance (ESG) procurement projects. These can be either procurement-led or organisation-led initiatives, but must evidence the specific procurement or supply chain role in the project’s success. We welcome entries from all aspects of sustainability, from modern slavery and human rights, climate change and energy conservation through to community and regeneration projects.

1 Outline the problem or challenge that this project was looking to resolve. (200 words)
2 Describe your approach, highlighting the best practice or innovative methods you used to address this issue. (400 words)
3 What were the most challenging aspects of the project and how did you overcome them? (400 words)
4 What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5 What learnings have been taken and embedded into your organisation/local community/suppliers/customers? (200 words)

BEST USE OF DIGITAL TECHNOLOGY

Recognising innovative technology projects that deliver significant results.

This category is open to procurement or supply chain teams showcasing successful technology projects that have made significant business impact. Technology providers may also enter case study-led projects where they have worked in partnership with the procurement organisation. The name of the client/s must be disclosed in all entries.

1 Outline the problem or challenge that this project was looking to resolve. (200 words)
2 Describe your approach, highlighting the best practice or innovative methods you used to address this issue. (400 words)
3 What were the most challenging aspects of the project and how did you overcome them? (400 words)
4 What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)
5 What learnings have been taken and embedded into your organisation/local community/suppliers/customers? (200 words)
TEAM CATEGORIES

OUTSTANDING DIVERSITY AND INCLUSION PRACTICES IN PROCUREMENT TEAMS

Recognising initiatives that deliver positive impacts in diversity and inclusion.

This category rewards procurement teams who have integrated D&I developing a culture and embedding practices that allow the most skilled and talented people to succeed regardless of age, gender, race, physical abilities or sexual orientation.

1 Outline the problem or challenge that this project was looking to resolve. What diversity and inclusion issues are most pertinent in your team/organisation? (200 words)

2 Describe your approach, highlighting the best practice or innovative methods you used to address this issue. (400 words)

3 What were the most challenging aspects of the project and how did you overcome them? (400 words)

4 What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)

5 What learnings have been taken and embedded into your organisation/local community/suppliers/customers? (200 words)

OUTSTANDING PEOPLE DEVELOPMENT PROGRAMME

Recognising programmes that drive up the capability of the procurement and supply team.

This category rewards training or development programmes that have substantially raised the capability and influence of the procurement or supply chain team, leading to improved performance, results and business integration. Judges are looking for programmes that develop teams beyond traditional, technical procurement skills.

1 Outline the problem or challenge that this project was looking to resolve. (200 words)

2 Describe your approach, highlighting the best practice or innovative methods you used to address this issue. What skills and competencies did the team need over and above traditional technical procurement skill sets? (400 words)

3 What were the most challenging aspects of the project and how did you overcome them? (400 words)

4 What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)

5 What learnings have been taken and embedded into your organisation/local community/suppliers/customers? (200 words)
TEAM CATEGORIES

PROCUREMENT CONSULTANCY PROJECT OF THE YEAR

Recognising successful procurement consultancy projects.

This category is open to both procurement teams and consultancy firms who have delivered strategic business improvement projects. Submissions must be case study-led demonstrating how the consultancy firm delivered procurement excellence. The name of the client/s must be disclosed in all entries.

1 Outline the problem or challenge that this project was looking to resolve. (200 words)

2 Describe your approach, highlighting the best practice or innovative methods you used to address this issue. Outline the reasons why the service provider you worked with was chosen. (400 words)

3 What were the most challenging aspects of the project and how did you overcome them? (400 words)

4 What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)

5 What learnings have been taken and embedded into your organisation/local community/suppliers/customers? (200 words)

PUBLIC PROCUREMENT PROJECT OF THE YEAR

Recognising public sector procurement excellence.

This category is open to all public sector bodies and rewards projects that demonstrate how procurement has successfully managed public sector specific challenges or opportunities.

1 Outline the problem or challenge that this project was looking to resolve. (200 words)

2 Describe your approach, highlighting the best practice or innovative methods you used to address this issue. (400 words)

3 What were the most challenging aspects of the project and how did you overcome them? What specific public sector challenges did you face? (400 words)

4 What were the expected outcomes of the project and what results have been achieved to date? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as the feedback you have received from key stakeholders. (600 words)

5 What learnings have been taken and embedded into your organisation/local community/your suppliers/customers? (200 words)
TEAM CATEGORIES

PROCUREMENT TEAM OF THE YEAR – SMALL ORGANISATION
Recognising high performing procurement teams.

This category rewards procurement teams who have made significant improvements to their performance and culture resulting in increased effectiveness, influence, efficiencies, savings or competitive advantage. Open to organisations with fewer than 250 employees and/or with a turnover of under £500m.

1. Provide brief background about the size, scope, influence and position of the procurement and supply team within the organisation. (100 words)
2. Has the procurement and supply team been looking to improve its performance and contribution in any specific areas? What were these and why were they important to address? (200 words)
3. Describe your approach to improving the performance, culture and contribution of the procurement and supply team, highlighting any best practice or innovative methods you used. (400 words)
4. If your submission is about a specific project or initiative, what were the most challenging aspects of the project and how did you overcome them? (300 words)
5. How has the performance, culture and contribution of the team improved? What positive results/impacts can be shown? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as any feedback you have received from key stakeholders. (600 words)

PROCUREMENT TEAM OF THE YEAR – LARGE ORGANISATION
Recognising high performing procurement teams.

This category rewards procurement teams who have made significant improvements to their performance and culture resulting in increased effectiveness, influence, efficiencies, savings or competitive advantage. Open to organisations with a turnover of £500m and over.

1. Provide brief background about the size, scope, influence and position of the procurement and supply team within the organisation. (100 words)
2. Has the procurement and supply team been looking to improve its performance and contribution in any specific areas? What were these and why were they important to address? (200 words)
3. Describe your approach to improving the performance, culture and contribution of the procurement and supply team, highlighting any best practice or innovative methods you used. (400 words)
4. If your submission is about a specific project or initiative, what were the most challenging aspects of the project and how did you overcome them? (300 words)
5. How has the performance, culture and contribution of the team improved? What positive results/impacts can be shown? Demonstrate how you measured success and provide evidence of the benefits to the organisation, as well as any feedback you have received from key stakeholders. (600 words)
INDIVIDUAL CATEGORIES

LEADER OF THE YEAR

Recognising an outstanding individual leader who delivers for their organisation and drives forward the procurement and supply profession.

This award recognises a procurement and supply chain leader whose achievements in the previous 12–24 months are worthy of special recognition.

The panel will be looking for an individual who is:

● Making an exceptionally positive impact on their organisation – whether financial, cultural or reputational
● Pushing forward their organisation’s procurement and supply strategy
● Making a positive contribution to the reputation of the profession – through the value they deliver to their own organisations and the work they do to raise the profile of the profession more widely.

This category is not open for entry. Instead Leader of the Year will be selected by an independent CIPS-hosted panel of procurement and supply leaders, and experts.

YOUNG TALENT

Recognising rising stars of the procurement and supply profession who inspire through their achievements and behaviours.

This award will be presented to rising stars – the profession’s “ones to watch”. It is open to procurement and supply professionals aged 30 or under as of January 2024. The judges will look for evidence of achievement that is significant and beyond what is normally expected from professionals of this age and experience.

1. Describe three of your most significant career achievements to date.
2. What challenges have you overcome in your career and what have you learnt as a result of them? (Total: 500 words for both questions)
3. Please tell us the positive difference you hope to make through your career in procurement and supply (50-100 words)

Candidates for this category are welcome to include testimonials from colleagues.
INDIVIDUAL CATEGORIES

SUSTAINABLE PROCUREMENT CHAMPION

This award recognises individuals who are driving sustainability leadership in their organisation, as well as making an inspirational impact in the wider profession and pushing the dial on the sustainability agenda.

Our judging panel will undertake the first round of judging in this category to determine the shortlist. The shortlisted entries will then be put to a public vote from the procurement and supply community to determine the winner.

Questions

1. Describe your vision and achievements on driving sustainability in your organisation

2. Outline your wider positive contribution to drive sustainability within the wider profession

(Total: 500 words for both questions)

Entrants must also provide a short video highlighting why they should win. Videos from shortlisted entrants will be made public and form the basis for the procurement and supply community to vote on the winner.

The video does not need to be of high quality and should run for no more than three minutes. The video should be hosted on YouTube or Vimeo.