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# **Supply Chain Excellence Awards Program Submission Guidelines**

## **2012**

The purpose of this document is to provide contestants in the SCC awards programs information about who is eligible to enter, submission requirements, submission processes and the annual timelines. Additionally it may provide an understanding the judging process and criteria. This will give first time contestants a fair chance at winning.

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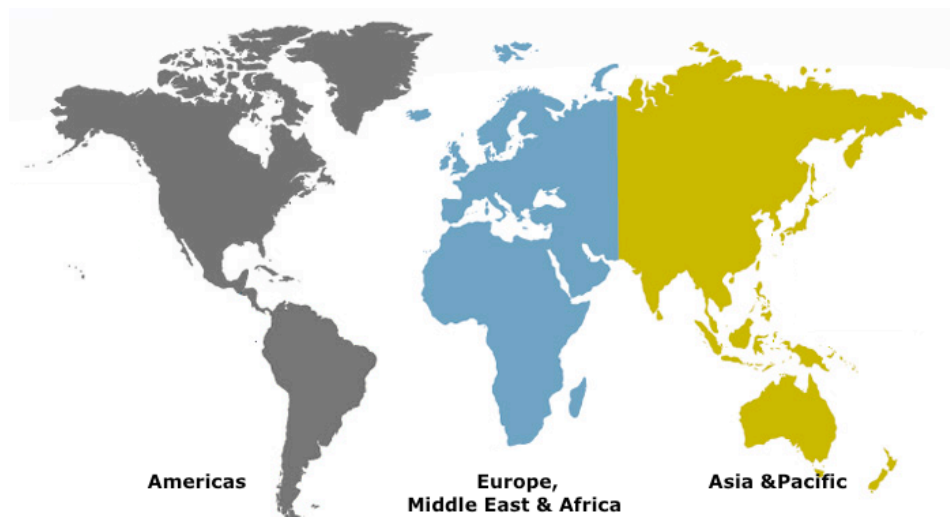
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## Entry and submission

### *Award category and eligibility*

The awards are open to all organizations (SCC members and non-members) that have made significant and demonstrated improvements in their supply chain performance or contributed significant in the area of supply chain management. This includes manufacturers, retailers, distributors, service providers, third-party logistics providers, government agencies, non-government agencies, universities and university students. We encourage applications based on specific supply chain improvement initiatives and projects.

Awards are presented in 3 geographic regions:



Each organization may submit up to two entries per geographic region.

Awards are presented for 3 categories in each geographic region:

1. **Operational Excellence** - The Supply Chain Operational Excellence award recognizes an organization that operates significant components of a supply chain and has demonstrated excellence in the design, operation, or improvement of that supply chain. Commercial, nonprofit, and government organizations are eligible for this award.
2. **Academic Advancement** - The Supply Chain Academic Excellence award recognizes an organization that contributes significant research that advances the supply chain management body of knowledge. This award focuses on applied research. Universities and university students are eligible for this award.
3. **Technology Advancement** - The Supply Chain Technology Advancement award recognizes the organization that develops a technology or product that enables superior performance in supply chain operations. Software developers and consultants are

encouraged to participate with practitioner organizations to provide a real-world example for evaluating the value of their advancements.

Consultancies can only enter the Operational Excellence and Technology Advancement award categories in partnership with a client. The client will be the designated entrant and the consultancy will be listed (on all publications and presentations) as a partner organization.

## ***Submission criteria***

All award submissions will be tested against the following criteria

- **Completeness.** All submissions should consist of the following completed information:
  1. Submitting organization (online entry form),
  2. Award category (online entry form),
  3. Submission Document (pdf document uploaded with online entry form). This document is confidential and will be limited distribution (judges only),
  4. Executive Summary (pdf document uploaded with online entry form). SCC may use this for marketing purposes.
- **Relevancy.**
  1. Submissions must address supply chain performance, processes, practices and/or technology.
  2. For operational excellence projects and technology advancement submissions the improvement has to be demonstrated. Consider categories: Reliability, Responsiveness, Flexibility, Cost Efficiency and Asset Management Efficiency.
  3. Depth of submission. Submission need to have sufficient content and depth for judges to adequately assess the value of the project/research submitted.
- **Eligibility.**
  1. Correct awards category. Submissions in the wrong category will be offered choice to change the category or withdrawal.
  2. Number of submissions by company by region. A company may submit up to two entries per geographic region (Asia & Oceania, Europe, Middle East & Africa, Latin America and North America).
  3. Company representation. The submitter must have an email address issued by the company listed as the entrant in the program. Submissions made with public/free email domains are not accepted, as we cannot verify eligibility.

## ***Submission process***

The submission process is managed through forms on the SCC website. For each entry the submitting organization is required to provide the information listed in the submission criteria. The submission form can be found at the SCC website at:

<http://supply-chain.org/awards>

Select the submission form for the geographic region you want to enter.

Templates are provided to structure the submission documents. All documents should be uploaded in PDF format. Entrants are recommended to complete all documentation before filling the form and uploading the documents. The entry form consist of 2 major sections:

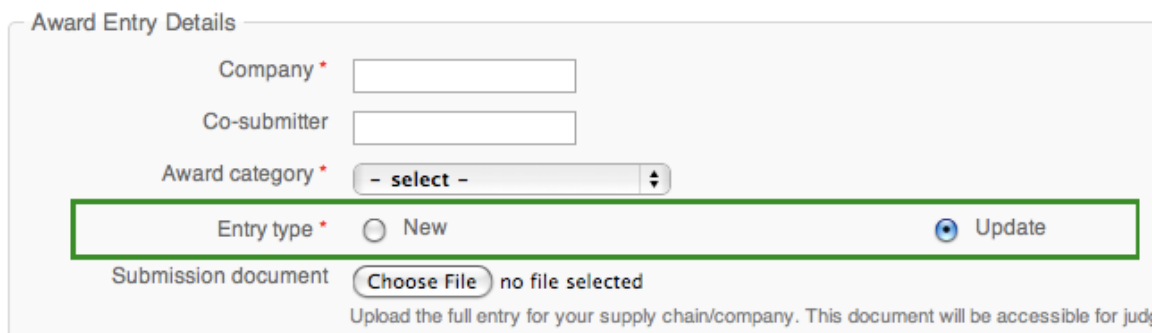
- Contact information. Please verify your contact information. For users of the SCC website this part of the form is pre-populated. Please note that any changes made here are changing your contact information for your user account.
- Award entry details. Please enter all mandatory fields plus the submission document and executive summary.

The submitter will electronically sign the form to grant SCC the right to publish the executive summary for program awards marketing and has permission to enter the awards program on behalf of his company, organization or university. The Submission Document will only be provided to the judges that have signed Non-Disclosure Agreements. No information contained in the Submission Document will be made public or distributed to SCC members by SCC. All content submitted in the executive summary is approved for publication to general audiences.

Upon submission our system will email a confirmation that the entry has been processed correctly. If you do not receive the confirmation message within 1 hour, please resubmit or contact us at [info@supply-chain.org](mailto:info@supply-chain.org) or +1 202 692 0440. Receipt of a confirmation does not represent qualification of eligibility. The award program judges will verify eligibility and SCC will notify the entrant of any issues with the submission and/or eligibility.

### ***Changes and additional information***

Once an entry form has been completed and submitted no changes can be made to the existing form. Submitters may send updates to an existing entry by filling out the form and selecting the Update option as the entry type. See example below.



This setting should also be used to submit additional information requested by the awards program judges. Please do not submit any documentation by email.

## Judging

An expert panel of judges will determine the finalists and winners for each region, category and global winners. All judges must sign a NDA (non-disclosure agreement) before gaining access to any documents entered by contestants. The SCC Director of Research chairs the panel. Each judge has an equal vote. Judges and their employers are not eligible to enter the awards program as contestants.

### ***Judging criteria***

All entries will be judged on common criteria and some award specific criteria. The common criteria include:

- Business environment. Each supply chain operates in a different business environment. In order for the judges to understand the value of the solution or research it is important to provide in depth description of the business environment. Important elements of a business environment are:
  - Products. Describe the types of products serviced (Product is a generic term and includes services –such as maintenance, repair, overhaul, recycling and installation services– provided to internal or external customers)
  - Geography. Describe the geographic span of the supply chain. E.g. Amsterdam, Netherlands, Northern-Europe, Europe, Global are all valid examples.
  - Customers. Describe the types of customers the supply chain services. Classification of customers may be helpful as well. E.g. Consumers, Retail, Distributors, Business-to-Business, Corporate Accounts. Provide typical characteristics or expectations customers may have.
  - Competitive landscape. Describe how the market is divided. Is this a market with one strong leader and few or many followers, does it have few competitors slicing up the market or does each competitor have a very small portion. Include relative size of entrant’s supply chain compared to overall market served.
  - Basis for competition. Brand, price, features, quality.

It is important to provide this information specific to your supply chain. The competitive landscape for a high tech electronics company may be very different from the competitive landscape for storage devices within that company.

- Problem statement. For your supply chain describe the problem you experienced and were trying to solve. Provide metrics, competitive analysis data were available. This section is performance oriented.
- Applied solution. The project is one of the most important parts for the judges. Judges will look for the following information to form an opinion about the solution applied:
  - Organization. Describe the organization of your project; who were the sponsor, stakeholders and project lead, how many people were involved. Individual names are not as important as functions, job titles and numbers of employees.

- Methodology selection process. Describe how you selected the approach, methodology, and/or tools chosen to analyze the problems and identify solutions. Examples of methodologies are: SCOR, Lean, Six Sigma, Oracle Unified Method, ASAP. Describe the key decision criteria in the selection process.
- Application of methodology. Describe the stages of the project. Provide example data used in the project. Describe key obstacles, challenges and lessons learned in application of the methodology. Provide a timeline of the project.
- Solutions identified. Describe the changes that were identified in supply chain configuration, practices, processes, technology and organization. Describe the selection criteria that influenced the selection process. Describe how these changes will resolve the problems documented in the problem statement.
- Implementation status. Provide information on the progress of implementing the solution identified. Include information about pilots conducted to test the solution as well as roll out information.

The purpose of these review criteria is to get an understanding of the effort, approach taken and lessons learned. This section is process, practice and people oriented.

- Results achieved. The value of the project for your organization. Provide information about the results of the project on supply chain (and company) performance. Judges will expect a link back to the problem statement. Provide metric data that compares before and after performance. Describe the impact on the company bottom line if possible. This section is performance oriented.

Please note that any confidential data (such as performance data) may only be included in the submission document. The submission document will not be disclosed to non-judges, nor will information taken from the submission document and used for marketing, research, benchmarking or other purposes without written approval. The executive summary should only contain relative and/or public information.

## ***Judging process***

Upon initial review by the program judges the entrant will receive an email notification regarding the acceptance status of the entry. Judges may request additional information, if this additional information is not provided prior to the set deadline the entry may be rejected as 'incomplete'. Entries submitted after the posted deadlines will not enter the award program for the posted year, but may compete in the following year.

All judges will review all entries and assign a rating to the different judging criteria. All entries will be ranked and the finalists will be determined. The panel then votes on the final winner based on the overall entry.

After full review by the judges the finalists (winner and second place for each category) will be invited for the awards ceremony. (The winner will be announced at the ceremony). SCC will announce the final entries through newsletters and media. The award will be presented to a representative of the winning company/team. The winners for each category in each geography will automatically enroll in the global awards and are invited to attend the global awards ceremony at the annual user meeting.

## 2012 Timelines

The table below shows the timeline for each geographic region. (Dates noted in international date format: yyyy-mm-dd).

Geographic Region	The Americas	Europe, Middle East & Africa	Asia & Pacific
Submissions Opened	2012-03-01	2012-05-01	2012-05-01
Submissions Closed	2012-06-30	2012-09-30	2012-09-30
Invitations Finalists	2012-08-31	2012-10-05	2012-10-12
Regional Ceremony	2012-09-18	2012-11-07	2012-11-13
Invitations Global Ceremony	2013-03-01		
Global Ceremony	April 2013		

Dates may change for award ceremonies. Award ceremonies are tied to regional conferences such as Supply Chain World Conference & Exposition for the region.

## For more information

Additional information about the SCC awards program, including a downloadable brochure, can be found on the SCC website at:

[supply-chain.org/awards](http://supply-chain.org/awards)

For questions please contact:

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 SCC Director of Research  
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SCC does not disclose the names of members of the judging panel, entrants or other parties involved in SCC awards program, except for the announcements of finalists for each region, finalists for the global awards and the winners. Members interested in becoming a judge should contact the SCC Director of Research.