

# Supplier Recognition Awards 2017

## Entry form

<b>Date of event</b>	Wednesday, 13 September 2017
Category being entered (see next page for definitions) – highlight as appropriate	<ul style="list-style-type: none"> <li>– <b>Contribution to Corporate Social Environmental Responsibility</b></li> <li>– <b>Contribution to Student Experience</b></li> <li>– <b>Award for Innovation</b></li> <li>– <b>Excellence in Customer Service</b></li> <li>– <b>Best use of Technology</b></li> <li>– <b>Best Cost Saving Initiative</b></li> <li>– <b>Contribution to Student Employability *new*</b> (nominations only accepted from NTU’s Employability Team)</li> <li>– <b>Best Small Medium Enterprise *new*</b></li> </ul>
Project name	

### Company information

Organisation name	
Organisation address	
Address	
Type of Industry	

### Size of organisation

Micro <10 staff	
Small <50 staff	
Medium <250 staff	
Large <1000	
Enterprise >1000	

### Scope of operations

Local	
Regional	
National	
International	
Company website	

### Information entered here will be used to contact you about your entry

Contact name	
Job Title	
Phone number	
Email	
Alternative admin contact and email	

Send your completed nomination form to <mailto:claire.davies@ntu.ac.uk> by **Tuesday 5<sup>th</sup> September 2017**.

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<b>Reason for entry in no more than 500 words</b>	
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## NTU's Supplier Forum and Supplier Recognition Lunch and Awards 2016

### Criteria and Information

#### **Contribution to Corporate Social Environmental Responsibility**

This category encompasses social, ethical, environmental, sustainability and community initiatives. The judges will be looking specifically at the role a supplier has played in helping to reduce the Universities Carbon footprint, or how a supplier has worked with Nottingham Trent to use resources more efficiently and/or minimised waste to the benefit of the Supply Chain and the University.

#### **Contribution to Student Experience**

This category calls for nominations from suppliers who either directly or indirectly have implemented ways of working, products or services that enhance the student experience. This can be in any context for example student academic experience, employability, welfare, social or lifestyle.

#### **Contribution to Student Employability \*new category\* (nominations only accepted from NTU's Employability Team)**

Our student employability agenda is of paramount importance so this new award celebrates a supplier who supports this in delivering meaningful work experience, placements and/or graduate opportunities for our students, helping them gain graduate level jobs when they leave us.

#### **Award for Innovation**

The award for innovation within the Supply Chain at Nottingham Trent University is for a supplier who can demonstrate they have employed innovative new approaches, products, services or processes within the course of their business with the University that is delivering or has delivered tangible results. This will be something new and unique or a departure from an existing method/product.

#### **Excellence in Customer Service**

This category is in celebration of first class customer services where a supplier can demonstrate they have their customer at the heart of all that they do. The supplier will be able to articulate their approach to customer service, and how this approach sets them apart from other organisations. This category will also showcase how their approach to customer care really makes a difference to the bottom line for their customer.

#### **Best Cost Saving Initiative**

This award calls for entries that can demonstrate significant cost savings or cost avoidance has been delivered as a direct result of a project, initiative, intervention or way of working from a supplier to Nottingham Trent University. The results must be agreed and recognised by NTU and delivered within the last 12 months.

#### **Best Use of Technology**

This award aims to celebrate innovative uses of technology to deliver benefits to the University and our students. This may be technology used during the delivery of a project, as part of a bigger programme or this may be a piece of technology you have developed that can bring added value. The technology must have been delivered and benefits derived within the last 12 months. You do not need to be a technology supplier to enter this category, entries from all suppliers welcome.

#### **Best Small Medium Enterprise \*new category\***

To recognise an entry, based on any of the seven award categories, from a company that is extra special given the size of the organisation. Only applicable for organisations with between 1 and 250 employees.

#### **Supplier of the Year**

Nominated for this award can only be made by students or employees of Nottingham Trent University and will be judged by the University Executive Team. Nominations need to articulate and evidence

what the supplier has done, or how the relationship the supplier has with the University is best in class, helping the judges to see clearly why this supplier should be given the prestigious accolade of Nottingham Trent University Supplier of the Year for 2017. The nominations must be able to demonstrate which part(s) of the SCoRE program the supplier has influenced.

### **Entry Guidelines**

Entries will be judged by a selection of stakeholders from around the University including Procurement, Academia, Professional Services, University Executive Team, NTSU (Students' Union) and our students. Suppliers are encouraged to self-nominate, but can also be nominated by NTU staff or students.

Winners will be revealed at our Supplier Recognition Awards afternoon being held at Nottingham Conference Centre, The Old Library on 13 September 2017 from 12.00pm – 4.00pm. Lunch is included.

### **Guidelines:**

All entries must be submitted by email to [claire.davies@ntu.ac.uk](mailto:claire.davies@ntu.ac.uk) by **Tuesday 5 September 2017**.

- Documents should be in PDF or Word document format. Each document should not exceed 500 words and two sides of A4, however you may include two further sides of A4 for supporting evidence, including photographs, statistics, testimonials, supporting research, press cuttings, and evaluation or inspection reports.
- You may enter as many categories as you wish, but you must complete a separate submission for each one, specifically addressing the key criteria set out for that category.
- Shortlisting will be announced by email to successful entrants two days prior to the event, with the winners being announced at the Supplier Recognition Awards on **Wednesday 13 September 2017**.

If any of the contact details in your entry form change during this process please notify us of the new contact details for communication purposes. Email [NTUprocurement@ntu.ac.uk](mailto:NTUprocurement@ntu.ac.uk)