

Information and Submission Sheet



Name of Company	
Company Postal Address	
Contact Person/Position	
Division, Branch or Department	
Landline Phone Number	
Mobile Phone Number	
Email Address	

Award Category (select one)	<input type="checkbox"/> Supply Chain Digitalization and Automation <input type="checkbox"/> Sustainability and Green Logistics
Company Category (select one)	<input type="checkbox"/> Manufacturer or Retailer <input type="checkbox"/> Logistics Service Provider
Title of Entry	
Project Implementation Date	
Date of Submission of Entry	

Official Competition Entry Instructions

Prepare your submission containing the following information and **responded to in the following format and order** to provide an efficient and fair judging process. Each of the items under each heading must be answered and attachments included as needed. Entries not complying with the format shall be returned.

A. Overview of the Project

1. Describe the supply chain problem you were experiencing and trying to solve for your company, principal or client (as applicable). Provide relevant information as needed of the scenario then.
2. What factors motivated the team to pursue this project? How was the team formed?
3. Provide a thorough description of the project and indicate why it is innovative.
4. Provide an attachment of your project charter, team structure and roles, and project timelines.

B. Driving Rationale for the Initiative or Solution

1. What was the initiative or solution to the identified problem? Describe how you selected the approach, methodology and/or tools to analyze the problem and identify solutions.
2. How would you know if the project was a success (before starting)? What was your success criteria?
3. How was the solution or change conceptualized and executed?
4. Describe the changes that were identified and how these changes will resolve the problems and/or address business needs.

C. Quantitative and Qualitative Results

1. What was the overall result of the change, project or process for your supply chain, your principal or your client (whichever is applicable) and provide details on how it meets your success criteria. *(Note: For submissions to the Sustainability and Green Logistics category, indicate results pertaining to e.g. saving the environment, waste management or other aspects of the project.)*
2. What measures/metrics were used to illustrate the impact of the change? Provide metric data that compares before and after performance. Describe the impact on the company bottom line if possible. Results may be stated in terms of order of magnitude rather than actual figures. However in case the entry is selected as a finalist, further evidence shall be probed by the panel of judges.

D. Lessons Learned

1. What effect did the change have on your organization, your principal or your client (as applicable)?
2. How will the project be sustained and what other metrics shall be used (if applicable)?
3. How does the entry illustrate genuine collaboration within your company, your principal, your client, or other supply chain stakeholders (as applicable)?
4. What can SCMAP members learn from your experience?

Official Competition Entry Instructions

1. **The Supply Chain Philippines Excellence Awards is only open to SCMAP member companies of good standing.**
2. Please ensure that your Official Competition Entry fits onto *a maximum of ten (10) A4 pages*, double spaced, 10 point font size, in portrait format and saved as a PDF file attachment when e-mailed in the instructions below. Clearly number each page of your entry beginning with Overview of the Project as page 1.
3. The entry must not identify your company in either the project title or within the documents to ensure impartiality on the panel of judges as they evaluate qualifying entries. The Committee shall assign entry codes for each submission and *the Information Sheet shall not be provided* to the jurors.
4. Please note that supporting materials such as graphs, tables, pictures, screenshots or other information that you feel clearly illustrates your point and/or validates your entry must be captured within the main body of your entry rather than its own section. Please answer each of the key points that the judges will be looking based on the prescribed format and lay out the information so that it is easy and clear to understand.
5. Please note that there is no limit to the number of figures/charts/tables which can be included as part of the ten-page maximum. Make sure to clearly reference them in your detailed entry. Where possible, focus on good hard information, backed up by solid facts and figures.
6. Official competition entries shall be e-mailed to awards@scmap.org. **Deadline of submissions is on 24 August, Saturday at 5pm.** No time extension requests will be accommodated.
7. Hard copies of the entries shall also be sent to the SCMAP offices located at Unit 2114, 21F Medical Plaza Ortigas, 25 San Miguel Avenue, Ortigas Center, Pasig City. If doing so, please notify Sade Cerdena through mobile number +63953 395 1622.
8. Please include two (2) high-quality JPEG photographs relevant to your entry and a high quality JPEG version of your company logo for use in the audio-visual presentation should your entry be selected as a finalist.
9. An email confirming receipt of your entry sent to the company's contact person not later than a day after receipt.
10. The selected finalists of each category shall be notified by the Committee. The schedule of the site visit and project presentation and the names of the panel of judges shall be announced immediately thereafter.

Oral Presentation and Site Visit

1. Notified finalists will then take part in an oral presentation and site visit at a time of the panel's choosing. The one hour project presentation by finalists must be accompanied by a clear PowerPoint presentation following the format of the submitted entry.
2. The presentation should articulate the project and substantiate its results. The panel of judges shall then probe the project's merit through an open discussion. The members of the finalist's project team shall also be invited during the presentation.

Judging Process

1. Each application shall be rigorously evaluated by an independent jury composed of leading supply chain practitioners, consultants and academicians, as well as one SCMAP member of good standing.
2. All judges must sign a non-disclosure agreement before receiving copies of any submissions. All information contained in the official competition entry shall only be provided to the board of judges.
3. All judges for a particular category review all entries and assign a rating according to the judging criteria. All entries are then ranked and the finalists are identified based on a pre-determined hurdle score.

4. The panel for each category then votes on the final winners after the oral presentation and site visit, based on the overall entry.
5. All potential conflicts of interest will be avoided wherever they are known to exist.
6. The criteria for judging will be as follows:
 - a. Significance of the project – 30%
 - b. Project results – 30%
 - c. Creativity and innovation – 20%
 - d. Critical thinking – 20%
7. The selection of the winners will be at the sole discretion of the judges, and their decision will be final.

Prizes

1. The winner will be allowed to identify themselves as a winner of the Supply Chain Philippines Excellence Awards in all their communications and marketing activities for a period of twelve (12) months after the awarding ceremonies.
2. The winner will have their project featured in an upcoming issue of *Supply Chain Philippines* magazine, as well as on the SCMAP website.
3. Each category winner shall receive the following:
 - a. A trophy which will be awarded during the ceremonies on 13 September 2024, as part of the 2024 SCMAP Supply Chain Conference
 - b. Waived annual dues for the winning company for 2024
 - c. PHP 10,000 cash prize
 - d. One (1) free attendee to the 2025 SCMAP Supply Chain Conference
4. All winners shall be asked to present their project in a future SCMAP event, to be discussed with the SCMAP team.