

### **You have to be in it to WIN it!**

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The EIC Award for Supply Chain Excellence is the perfect opportunity to showcase your organisation, your products and services as well as the capabilities and expertise of your people.

### **Preparation**

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Don't rush, allow yourself plenty of time to develop and submit your application - make a note of the deadline: 12:00 Noon on 1 June 2016.

### **What to write**

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Be conscious of the award title, objectives and criteria when submitting your application. Present your Submission in a logical format and make sure you are answering the question. Remember this is not a sales pitch.

### **Shout about your achievements**

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If your company has done something great, then don't be afraid to boast about it! It will show in your entry. Although be careful not to exaggerate your entry.

### **Keep it short**

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Please adhere to the recommended word count for each question. Be succinct and use bullet points where needed.

### **Make the Judges job easy**

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Write in clear, plain English, with spaced paragraphs and make sure your font size of at least "10".

### **Check those spellings**

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Use the spell check to make sure you haven't missed any mistakes.

### **Read, read and read again**

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Read your entry a few times and maybe ask a colleague to proof read your entry before finally submitting.

### **Evidence! Evidence! Evidence!**

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Evidence your claims within each section and don't forget you can attach one A4 double-sided document to support your entry, but use it wisely.

**Good Luck!**