

Outline the process with suppliers

- Let your suppliers know you are planning awards and encourage them to get involved by outlining the benefits to them
- Be clear that using the Supplier Engagement Tool is the way they participate so there is no separate application!
- Set a date by which suppliers should create or update their action plans to be considered for an award

Generate your basic 'longlist'

- Use your dashboard data to generate a longlist
- Suppliers with the highest number of actions completed, or in progress, or with the most evidence should be selected to create this list (or a combination to suit)

Decide on your award criteria

- Interrogate your data dashboard for evidence of activity relating to particular themes (travel, waste reduction, community focus etc....)
- Review longlisted Action Plans and select those best aligned with any institutional priorities (innovation, leadership, etc....)

Agree a shortlist

- You may choose to do this with others from your team or elsewhere in your organisation
- Use the Action Plans provided by suppliers and your award criteria to agree your shortlist (a couple of suppliers per category works best)

Sense Check!

- It is worth a quick sense-check at this stage to ask some broader questions about the shortlisted suppliers to avoid any issues down the line (Are they current suppliers? Are there any outstanding issues that may affect your desire to provide them with an award?)

Check and Challenge

- Make contact with shortlisted suppliers to ask a few questions about the information they have provided in their action plan (and let them know they have been shortlisted!)
- You could also invite them to update their Action Plan one final time before judging

Agree your winners

- It is likely that the final selection will be a collaborative process including procurement and sustainability teams
- Consider using 'Highly Commended' as well as outright winners

Tell Everyone!

- Arrange an event (or use an established one) to present the Awards
- Plan your communications early and get support from corporate communications
- Case Studies of the winners are a good way to spread the excellent practice after the event