**Tips for Completing Supplier Award Nominations**

* Please review each Supplier Award Category to select the one that best fits the supplier you want to nominate.
	+ There are six categories from which to choose.
	+ The Customer Service category is the most popular. Consider if the supplier you want to nominate would be a better fit in one of the other award categories.
* Tell us what the supplier does AND how they went above and beyond. Please don’t assume we already know what they do.
* Clearly describe why the supplier should be recognized in the chosen award category.
	+ Provide examples that demonstrate how they meet each of the **award criteria**.
	+ When describing what the supplier did for you, use their names if possible
	+ Refrain from using acronyms that the evaluation committee would need to interpret.
	+ Say more, not less, when describing the supplier’s actions. Details help the evaluation committee understand the work that was completed and how the supplier went above and beyond.