

# Uploading your Priority Suppliers

**A brief guide**

On your corporate dashboard there is section called "**priority suppliers**". You will find it halfway down on the left-hand side of your screen.

The screenshot shows the SCHOL corporate dashboard. The top navigation bar includes the SCHOL logo, a menu with Home, About, Learn, Markets, Topics, Partners, and Contact, an EVENTS section with a search icon, and a user profile for ROSIE with a LOG OUT button. The main content area is divided into several sections:

- Company action plan:** A blue box with the text "View all colleagues" and a button labeled "ACTION PLAN >".
- Our activity:** A card showing "0 hrs 17 mins" for Total time and "0 hrs 0 mins" for CPD time. It also displays "Action plans created" as 0 and "Resources accessed" as 3, with a note "Last accessed 2019-12-5".
- Our events:** A card showing a table of event statistics: Attended (0), Registered (0), and Non-attendance (0).
- Priority suppliers:** A card with a circled link for "Priority suppliers" and a sub-link for "Business units".
- Targets:** A card showing "Active targets" as 0.
- Resources:** A card with a clipboard icon and the text "Resources".

*Click on the circled link and you will be taken to...*

This page below:

On this page select “**Actions**” and then “**download my suppliers list**” – circled below. The list will download in an excel format.

The screenshot shows a web browser window with the URL [learn.supplychainschool.co.uk/local/tlactionplans/priority\\_suppliers.php?id=12916](https://learn.supplychainschool.co.uk/local/tlactionplans/priority_suppliers.php?id=12916). The page header includes the SCHOL logo and navigation links: Home, About, Learn, Markets, Topics, Partners, and Contact. On the right, there are user profile options for ROSIE and LOG OUT, along with an EVENTS calendar icon. Below the header, there is a 'BACK TO DASHBOARD' button and an 'ACTIONS' dropdown menu. The dropdown menu is open, showing four options: 'Download my suppliers list' (circled in red), 'Download potential suppliers list', 'Go to priority suppliers report', and 'Upload my suppliers list'. Below the dropdown, there are tabs for 'Priority suppliers' and 'Potential suppliers'. A navigation bar contains buttons for 'All', '#', and letters A through Y. A search bar is located below the navigation bar, and a 'Show 10 entries' dropdown is on the right. At the bottom, a table header is visible with columns: Company name, Level, Date joined, Last access, Business units, Sub-business units, and Current target.

All priority suppliers (*whether registered with the School or not*) will display here and you can add or remove any companies necessary using the spreadsheet as a template.

	A	B	C	D
1	<b>Company name</b>	<b>First name</b>	<b>Surname</b>	<b>Email address</b>
2	Supply Chain School	Becky	Bryant	<a href="mailto:becky@supplychainschool.co.uk">becky@supplychainschool.co.uk</a>
3	Action Sustainability	.	.	<a href="mailto:@actionsustainability.com">@actionsustainability.com</a>
4				
5				
6				

### PLEASE NOTE:

- **The email address field MUST be completed as per the examples above for the system to recognise your upload**
- All others columns must also be populated. If you do not have a company name / contact name, please insert a full stop or something similar (*as above in row 3*)
- Please avoid using generic email domains such as Hotmail, Gmail etc
- **Always remember to download your full supplier list before editing and re-uploading. Our Partner reports contain live information, therefore any new upload will overwrite any existing data within your dashboard**
  - *For example, if you currently have 350 suppliers on your list and you wish to add another 10 suppliers. If you upload only the list of 10 suppliers, the original 350 will be deleted and your data will be lost.*

Once you have made changes save the file locally and then click on **"upload my suppliers list"**.

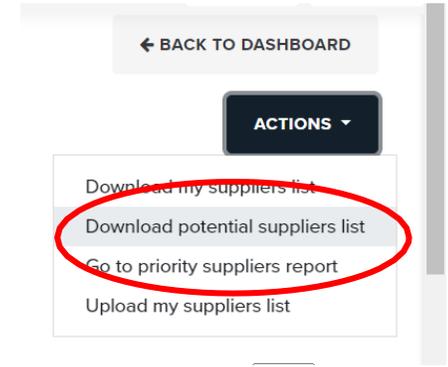
Select your file and upload and your list will be updated. If you have uploaded any generic email domains, or duplicate accounts, you will be allowed to select which company you would like to report against using a drop down menu.

The screenshot shows a web browser window with the URL `learn.supplychainschool.co.uk/local/tlactionplans/priority_suppliers.php?id=12916`. The page header includes the SCHOL logo and navigation links: Home, About, Learn, Markets, Topics, Partners, Contact. A user profile for 'ROSIE' is visible with a 'LOG OUT' button. Below the header, there is a 'BACK TO DASHBOARD' button and an 'ACTIONS' dropdown menu. The dropdown menu contains the following options: 'Download my suppliers list', 'Download potential suppliers list', 'Go to priority suppliers report', and 'Upload my suppliers list'. The 'Upload my suppliers list' option is circled in red. Below the dropdown menu, there are tabs for 'Priority suppliers' and 'Potential suppliers'. A navigation bar with letters A through Y is present, along with a search bar and a 'Show 10 entries' dropdown. At the bottom, a table header is visible with columns: Company name, Level, Date joined, Last access, Business units, Sub-business units, and Current target.

Your priority supplier table will automatically update.

To view information on your priority suppliers not yet registered with the School, please select **“download potential suppliers list”**. Your report will download in an excel format.

To view information on your priority suppliers who have an account with the School, please select **“go to priority suppliers report”** and you will be taken to a new screen...



SUPPLY CHAIN SUSTAINABILITY  
**SCHOL**

Home About ▾ Learn ▾ Markets ▾ Topics ▾ Partners ▾ Contact ▾

EVENTS 🔍 BECKY LOG OUT

Priority suppliers Potential suppliers

All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search:

Show 10 entries

Company name	Level	Date joined	Last access	Business units	Sub-business units	Outstanding targets
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You can search and filter this table via your account, or download it to your local machine in a variety of formats.

**SUPPLY CHAIN SUSTAINABILITY**  
**SCHOL**

Home About ▾ Learn ▾ Markets ▾ Topics ▾ Partners ▾ Contact ▾

EVENTS 🔍

BECKY LOG OUT

## Priority suppliers report ?

View report Design Permissions Edit Schedule Jump To Priority Suppliers Report ▾

Search

Show 10 ▾ 

Company ID	Company name	Postcode	Business unit	Sub-business unit	Owner name	Owner email	No. users	Level	Date level achieved	Date registered	Last login date	Last event attended	Events attended
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If you choose to download your priority supplier report, it will look akin to the below and will contain the following information:

A	B	C	D	E	F	G	H
Company ID	Company name	Postcode	Business unit	Sub-business unit	Owner name	Owner email	No. users
100001	ABC Construction	ABC 123	Demo Business Unit	--	John Smith	<a href="mailto:john.smith@abccconstruction.co.uk">john.smith@abccconstruction.co.uk</a>	5

- Company ID
- Company name
- Company postcode
- Business Unit
- Sub-Business Unit
- Owner name
- Owner email
- No. company users
- Level
- Date level achieved
- Date registered
- Last login
- Last event attended
- No. events attended
- Last resource accessed
- No. resources accessed
- Last assessment submitted
- No. assessments submitted
- Company region
- Company market
- Company topics
- Company size

If you would like to review your Partner Dashboard graphical data. Please return to your company dashboard and click on "**Charts – priority suppliers**", you will then be able to see your priority suppliers engagement within the school.

The screenshot shows the SCHOL dashboard interface. At the top left is the logo for SUPPLY CHAIN SUSTAINABILITY SCHOL. The navigation menu includes Home, About, Learn, Markets, Topics, Partners, and Contact. On the right, there are links for EVENTS, a user profile for ROSIE, and a LOG OUT button. The main content area is divided into two sections. The first section is titled 'Reporting' and includes a dropdown menu for 'BIM' with a value of 1.53, labeled 'Current', and a 'Baseline' value of 1.53. Below this is an 'ASSESS NOW' button. The second section is titled 'Industry benchmark' and includes a dropdown menu for 'Academic'. Below this, there are two gauge charts: one showing an average latest score of 2.41 across the School, and another showing an average latest score of 2.88 in the user's trade category. On the left sidebar, under the 'Charts' section, the 'Priority suppliers' link is circled in red.

**Reporting**

BIM 1.53 1.53  
Last assessed : 2018-02-23 Current Baseline  
**ASSESS NOW**

**Industry benchmark** Academic

See how your score compares to others in your industry, and across the School.

2.41  
Average latest score across the School

2.88  
Average latest score in your trade category

**Charts**

- Individuals
- Companies
- Partners
- Priority suppliers**
- Priority suppliers summary
- Supplying to

As per the below Partner Dashboard...

The screenshot displays a web browser window with the URL `learn.supplychainschool.co.uk/blocks/reportdashboard/dashboard.php?dashboardurl=PrioritySupplier&role=`. The page header includes the 'SUPPLY CHAIN SUSTAINABILITY SCHOL' logo and a navigation menu with items: Home, About, Learn, Markets, Topics, Partners, and Contact. A user profile for 'ROSIE' and a 'LOG OUT' button are visible in the top right. Below the header, there are time range filters: Week, Month, Year, Custom, and All. A dark blue filter bar contains dropdown menus for TOPIC, MARKET, TRADE, SIZE, and REGIONS, along with a BUSINESS UNIT dropdown and an APPLY button. The main content area is titled 'Priority suppliers' and features three summary cards: '43 Accounts' (with a group icon), '20 Active' (with a person and checkmark icon), and '23 Inactive' (with a person and question mark icon). Below these cards are three horizontal bar charts: 'Recent trends' (showing a decrease from 200 to 151), 'Status' (showing a decrease from 25 to 23), and 'Size' (showing a value of 10).

For additional information and assistance in uploading your priority suppliers and understanding the reporting available to you, please contact:



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