Uploading your Priority Suppliers

A brief guide

GDPR & data sharing overview

By sharing your data *(re: your priority suppliers)* with us, you are stating that you are complying with GDPR and have all the necessary consents in place. In turn we confirm that we have all the necessary processes in place to ensure our compliance to GDPR.

Please refer to our Privacy Policy for more information on how we treat data.

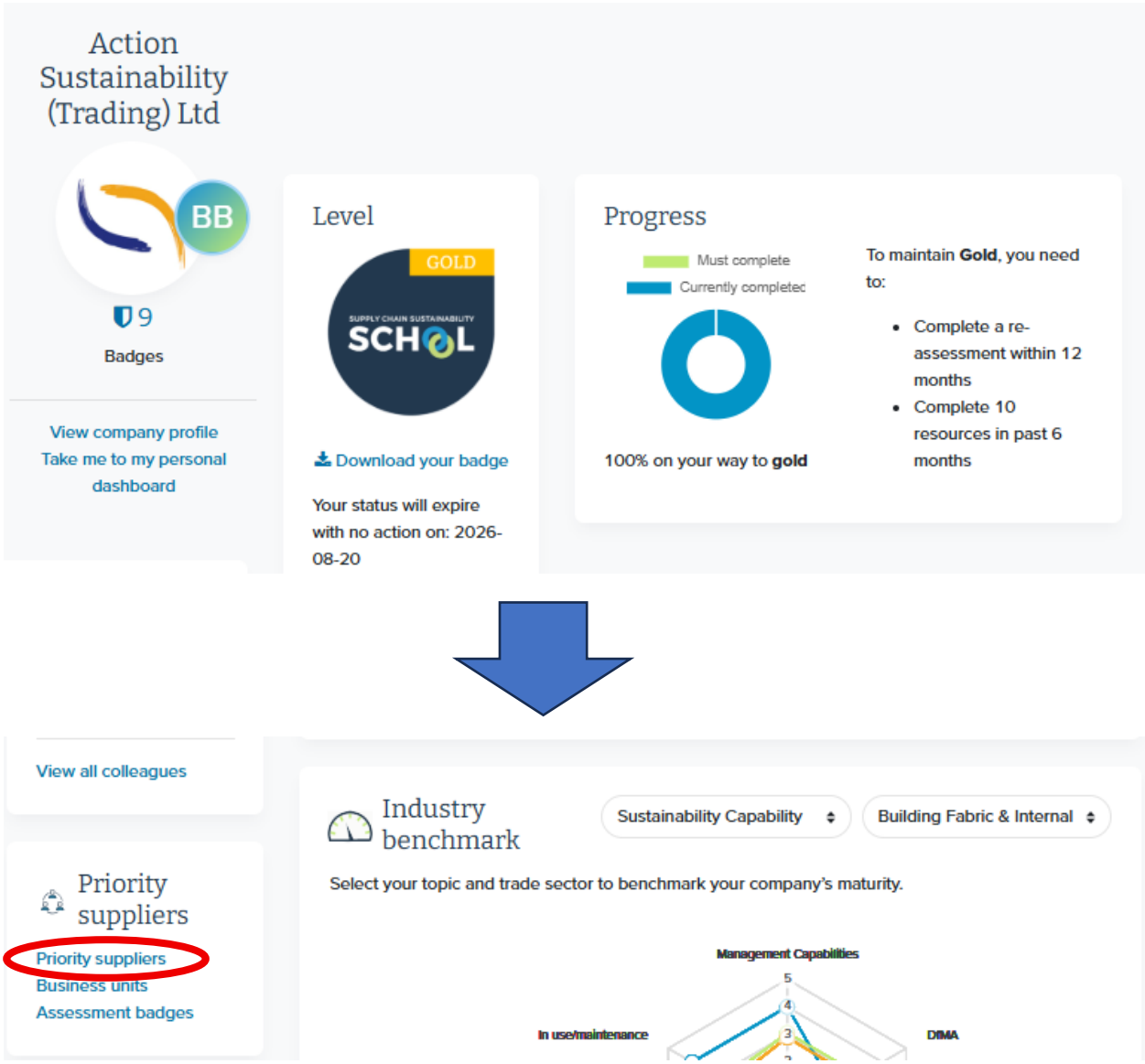
By uploading priority suppliers you agree for the School to contact those "potential" suppliers who do not have accounts to encourage them to create an account and take advantage of the free learning the School offers. To opt out of this process please contact partners@supplychainschool.co.uk.

Please refer to our Data Sharing Agreement for full details.

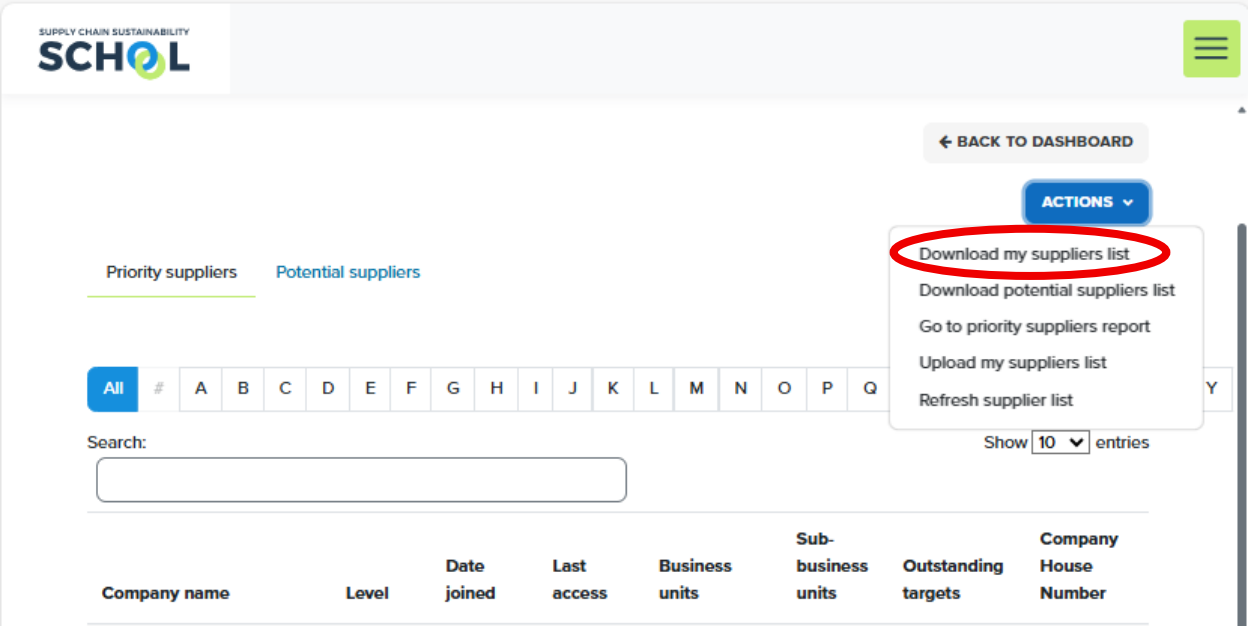
Our system can map out your priority suppliers using email domain only. Please refer to page 3 for further information

Uploading your Priority Suppliers

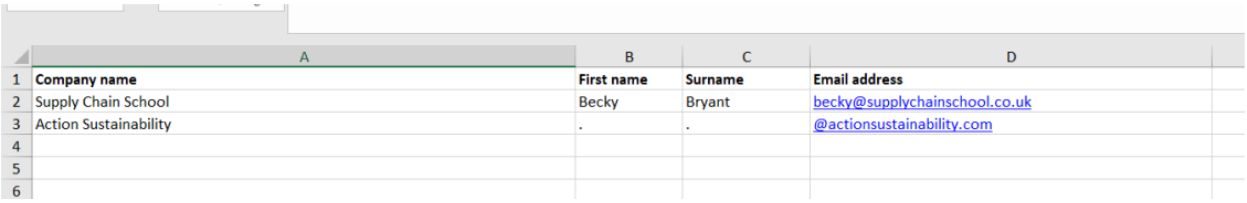
Step one: On your company dashboard, there is a section called "Priority Suppliers". You can find it on the left-hand side of your dashboard, about halfway down.



<u>Step 2:</u> 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.



Step 3: 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	**Company name**	**First name**	**Surname**	**Email address**
2	Supply Chain School	Becky	Bryant	becky@supplychainschool.co.uk
3	Action Sustainability	.	.	@actionsustainability.com
4				
5				
6				

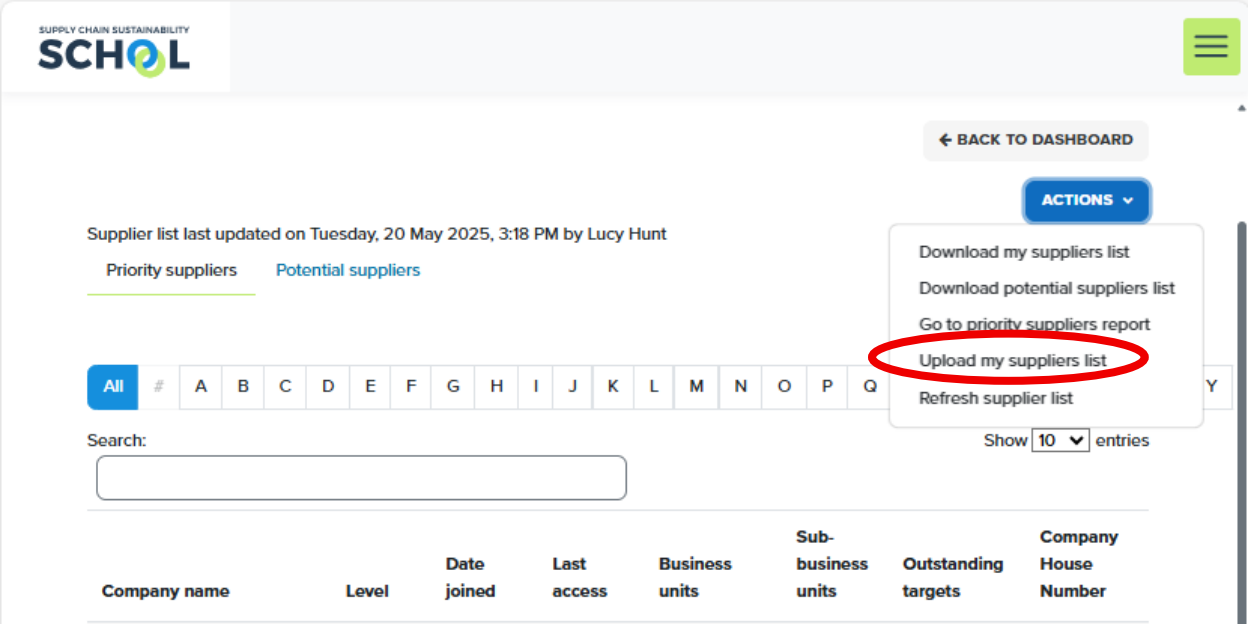
PLEASE NOTE:

- **The email address field MUST be completed as per the examples above for the system to recognise your upload**
- All other columns must 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*

Step 4: Once you have made changes save the file locally and then click on "**Upload my suppliers list**".

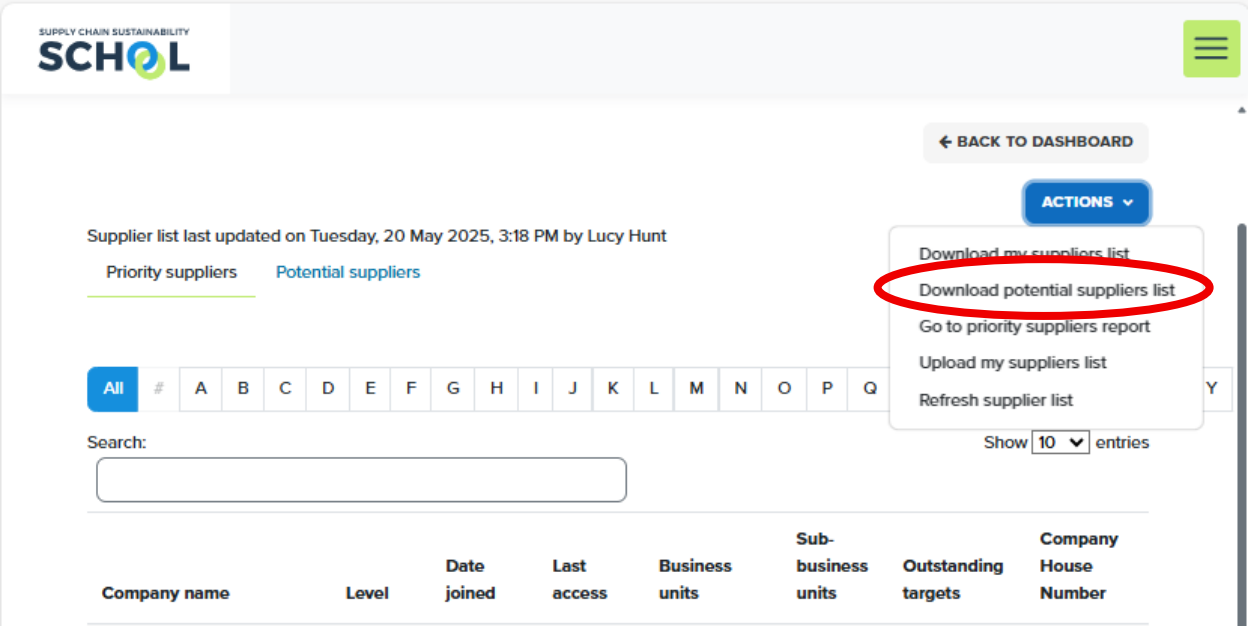
Select your file and upload and your list will be updated. If you have uploaded any generic email domains, or duplicate accounts, you will be allowed to select which company you would like to report against using a drop-down menu.



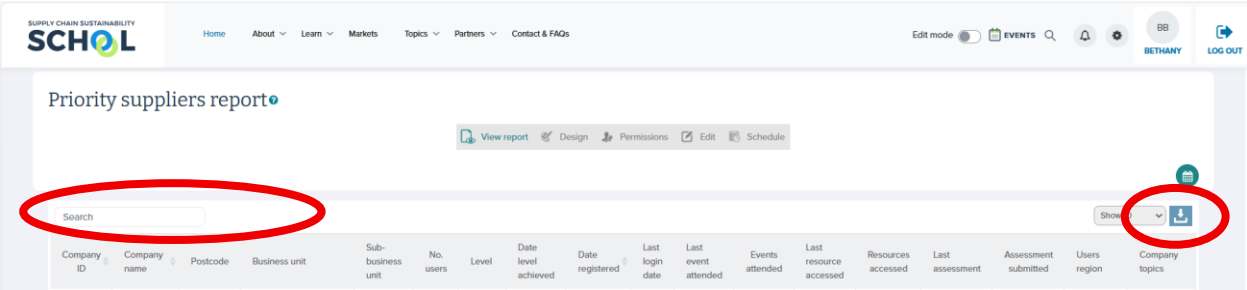
Your priority supplier table will automatically update.

Step 5: 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.



Step 6: 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.

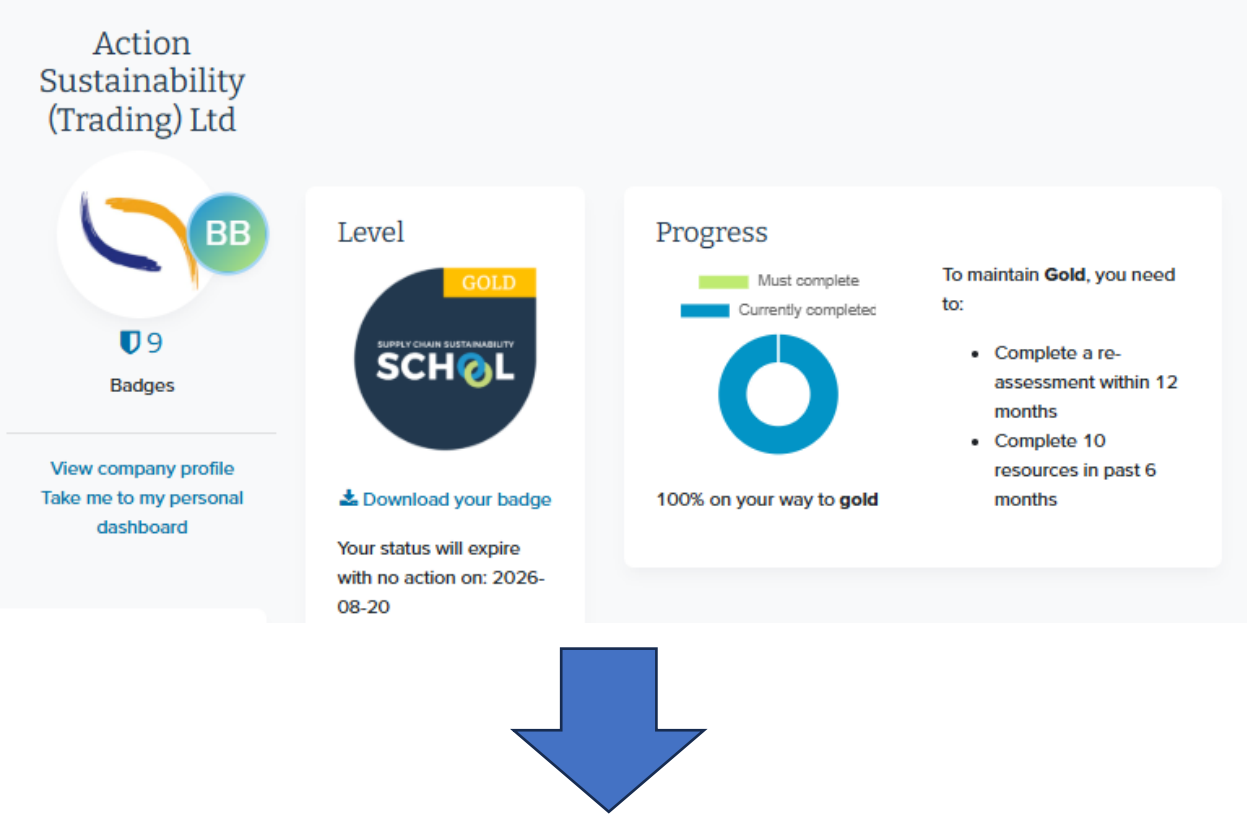


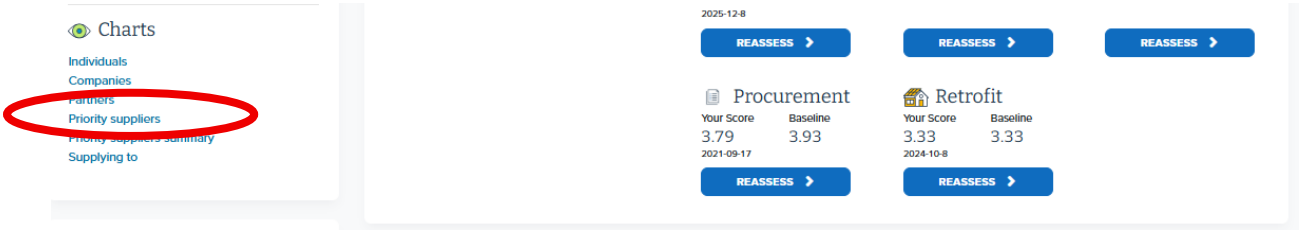
If you choose to download your priority supplier report, it will look akin to the below and will contain the following information:

A	B	C	D	E	F	G
Company ID	**Company name**	**Postcode**	**Business unit**	**Sub-business unit**	**No. users**	**Level**
1000001	ABC Construction	12345	Demo Business Unit	--	5	Inactive

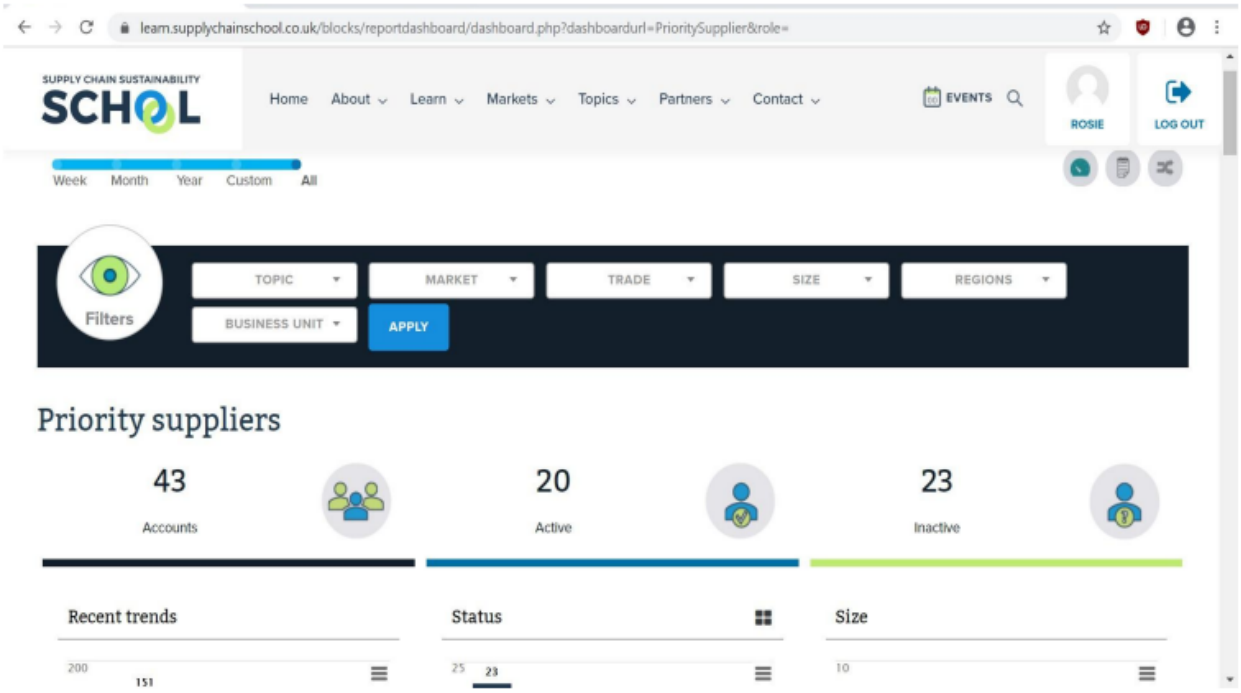
- Company ID
- Company name
- Company postcode
- Business Unit Sub-Business Unit
- No. company users
- Level
- Date level achieved
- Date registered
- Last login
- Last event attended
- No. events attended
- Last resource accessed
- No. resources accessed
- Last assessment submitted
- No. assessments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

Step 7: I f 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.





You will be taken to a new screen where you can filter to view your supplier engagement.



For additional support using this functionality, please contact your Account Manager or partners@supplychainschool.co.uk.