

# 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 [becky@supplychainschool.co.uk](mailto:becky@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 slide 5 for further information.**

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

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

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EVENTS 🔍

ROSIE LOG OUT

### Company action plan

View your action plan of resources based on your most recent assessment results.

**ACTION PLAN** ➔

### Our activity

0 hrs 17 mins Total time      0 hrs 0 mins CPD time

Action plans created **0**

Resources accessed **3**  
Last accessed 2019-12-5

### Our events

Attended	0
Registered	0
Non-attendance	0

### Priority suppliers

Priority suppliers  
Business units

### Targets

Active targets **0**

### 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](http://learn.supplychainschool.co.uk/local/tlactionplans/priority_suppliers.php?id=12916). The page header includes the SCHOL logo and a navigation menu with items: Home, About, Learn, Markets, Topics, Partners, and Contact. On the right, there are user profile elements for 'ROSIE' and a 'LOG OUT' button. 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 menu, there are tabs for 'Priority suppliers' and 'Potential suppliers'. A filter bar contains an 'All' button and a grid of letters from A to Y. A search bar is present with the text 'Search:'. To the right of the search bar, it says 'Show 10 entries'. 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 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.*

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 the SCHOL web application interface. The browser address bar displays the URL: `learn.supplychainschool.co.uk/local/tlactionplans/priority_suppliers.php?id=12916`. The page header includes the SCHOL logo, navigation links (Home, About, Learn, Markets, Topics, Partners, Contact), and user information (ROSLIE, LOG OUT). The main content area features a 'Priority suppliers' tab and a 'Potential suppliers' tab. Below the tabs is a filter menu with 'All' selected and a search bar. A table with columns for 'Company name', 'Level', 'Date joined', 'Last access', 'Business units', 'Sub-business units', and 'Current target' is visible at the bottom. An 'ACTIONS' dropdown menu is open, showing 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 highlighted with a red rectangular box.

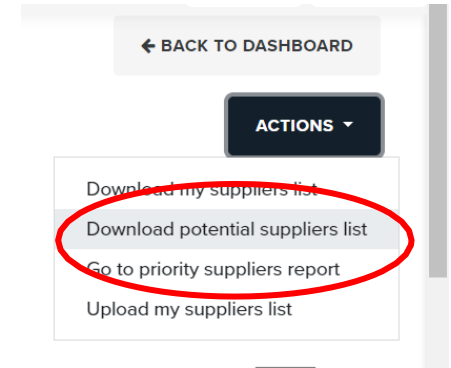
Your priority supplier table will automatically update.

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...



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**

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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 displays the SCHOL Supply Chain Sustainability dashboard. The top navigation bar includes the SCHOL logo, a menu with 'Home', 'About', 'Learn', 'Markets', 'Topics', 'Partners', and 'Contact', an 'EVENTS' calendar icon, a search icon, and a user profile for 'ROSIE' with a 'LOG OUT' button. The main content area features a 'BIM' score of 1.53 (Current) compared to a baseline of 1.53, with an 'ASSESS NOW' button and a note that it was last assessed on 2018-02-23. Below this is the 'Industry benchmark' section, set to 'Academic', which shows two scores: 2.41 for the 'Average latest score across the School' and 2.88 for the 'Average latest score in your trade category'. On the left sidebar, under the 'Reporting' section, the 'Charts' sub-section contains a list of items: 'Individuals', 'Companies', 'Partners', 'Priority suppliers' (circled in red), 'Priority suppliers summary', and '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' is visible with a 'LOG OUT' button. 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 of people 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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