

Sustainability Data Capture Tool

Supply Chain Sustainability Reporting

Independent Learning – Administrator User Guide



Welcome

The purpose of this training is to demonstrate how you, as an Administrator user, will use the Sustainability Data Capture Tool (SDCT) to successfully support SSEN Transmission projects.

This presentation consists of several sections which are designed to facilitate independent learning at your own pace.

The completion of this training is estimated to require 1 hour.

Please note the SSEN Transmission Sustainability team is able to provide additional training support if required. We understand learning is different for everyone.



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Overview

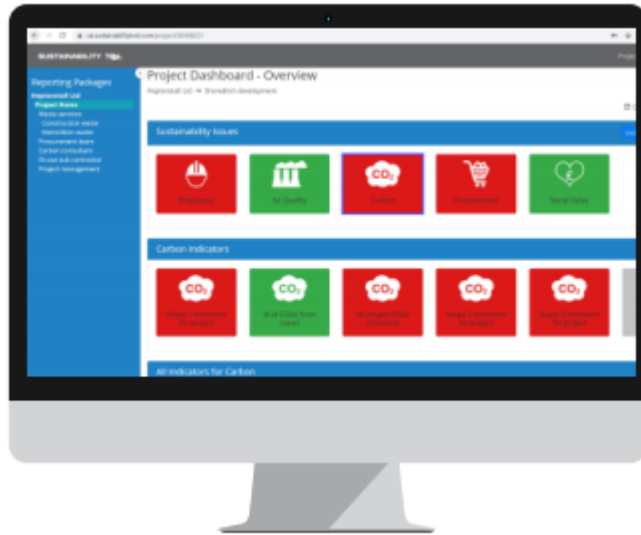


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What is the Sustainability Data Capture Tool?



Exemplar of the user interface

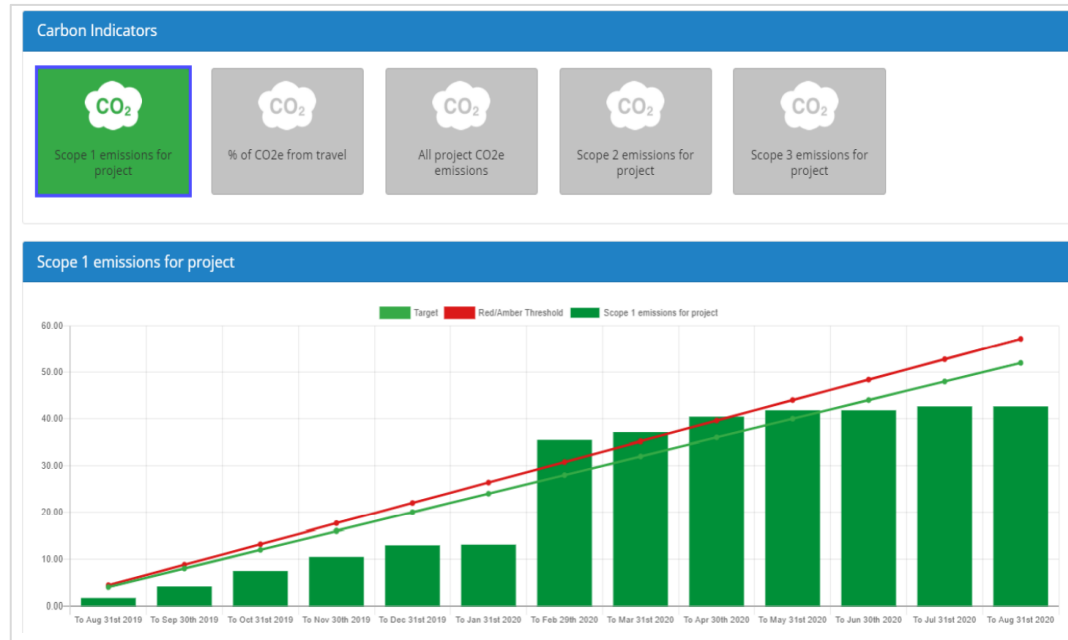
The SDCT is a cloud-based sustainability performance reporting system, specifically **designed to manage supply-chain sustainability performance**.

It enables an organisation to collect, report and analyse environmental and social sustainability performance using **smart dashboards** at project, business unit and corporate levels.

No specialist knowledge is required as the SDCT is intuitive, user-friendly and designed for all levels of an organisation to understand.



What are Smart Dashboards?



Smart dashboards are visible when reviewing the 'sustainability issues' tiles.

Dashboards enable a user to immediately identify performance across different sustainability issues as indicated by a Red, Amber or Green icon-based performance within determined targets and thresholds.

The dashboard to the left indicates carbon performance. The user can click into a specific environmental category to gain further insights.



Purpose of the Sustainability Data Capture Tool

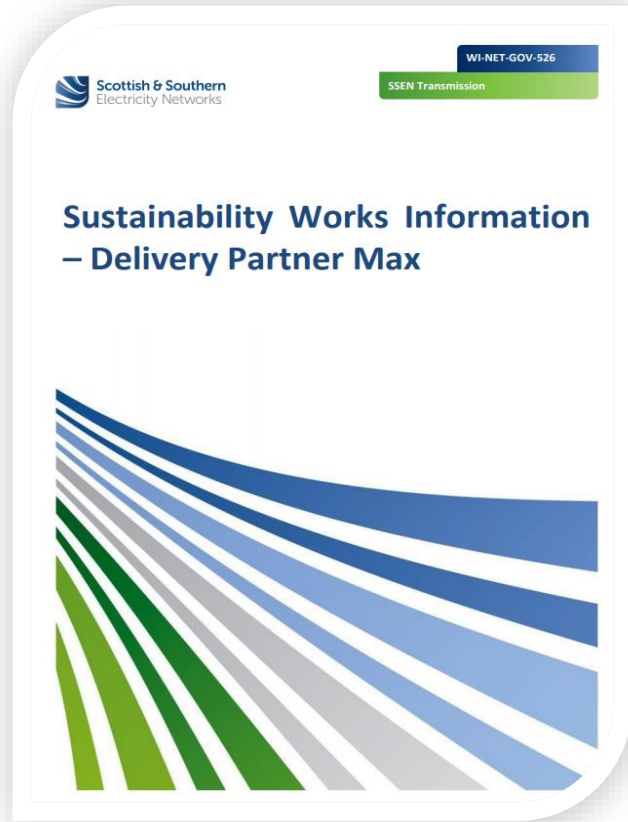
As a business at the forefront of the transition to a low-carbon economy, SSEN Transmission has set achieving **Leadership in Sustainability** in the RIIO-T2 price control and beyond. This means being a trusted partner of customers and communities, realising long term benefit for society, economy and the environment.

The SDCT underpins how SSEN Transmission will achieve Leadership in Sustainability. It is required for two key reasons:

1. Enhanced supply chain reporting is featured within the [RIIO-T2 Sustainability Action Plan](#), specifically the Sustainable Procurement Supply Chain Action Plan.
2. Ofgem has set minimum requirements for supply chain reporting on SSEN Transmission projects' sustainability performance during the RIIO-T2 price control period, the details of which can be found [here](#).



What are the SSEN-T Project Requirements?



Supply chain sustainability reporting requirements are specified within **Section 4 of the Sustainability Works Information documents – Delivery Partner Light and Max (WI-NET-GOV-526)**.

All awarded contractors in the RIIO-T2 price control period are required to report on supply chain sustainability data for specific projects over a value of £500,000.



What are the Benefits?

There are several benefits to utilising the SDCT which range from:

- Ability to demonstrate innovation and best practice in sustainability;
- Providing increased efficiency in data collection, analysis and output through a standardised system;
- Improved data analysis tools will improve internal and regulatory reporting which will identify further areas of improvement; and
- Increase in visibility and understanding of supply chain sustainability impacts



Reporting Packages Information

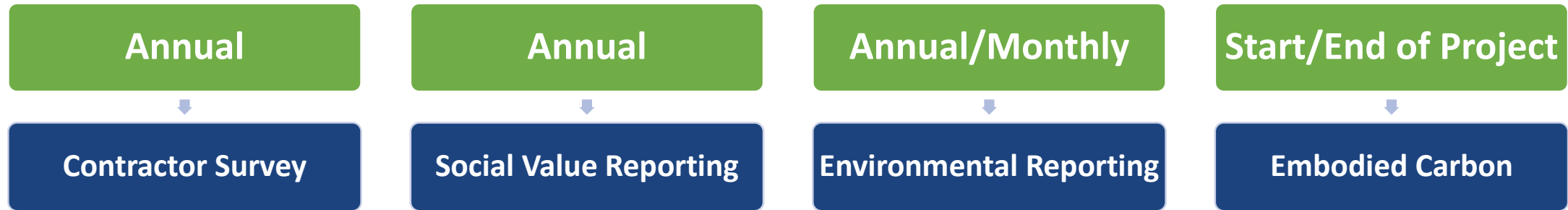


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Reporting Packages Overview



The SDCT is designed to collect a variety of supply chain sustainability data which the above image depicts.

Once the project is at the delivery stage, with contractors ready to mobilise at the project site and begin construction, the SDCT should be used until the project is complete.

The following slides elaborates further on the specific reporting packages and what SSEN Transmission expects from supply chain partners.



Contractor Survey

This is a concise survey which must be submitted annually. Consisting of nine questions relating to governance and policies, the data collected will provide company-level information regarding sustainability commitments, most specifically commitments related to Science Based Targets. **This only needs to be submitted once per year per company, not for each project.**

Governance & policies ✓

Metric	Units	Value	Comments	N/A
● 01. Has your company set a Science Based Target for greenhouse gas reduction and had it validated by the Science Based Targets Initiative? ⓘ	Yes	N/A	No	<input checked="" type="checkbox"/>
● 02. If your answer to question 1 is no, can you advise if your company is currently committed to set Science Based Target for greenhouse gas reduction with the Science Based Targets Initiative? ⓘ	Yes	N/A	No	<input type="checkbox"/>
● 03. If your answer to both questions 1 and 2 is no, can you please advise if your company has an alternative greenhouse gas reduction target? ⓘ	Yes	N/A	No	<input type="checkbox"/>
● 04. Does your company utilise, or intend to utilise, offsetting, insetting or carbon removal schemes for its greenhouse gas emission targets? ⓘ	Yes	N/A	No	<input type="checkbox"/>
● 05. Does your company have an ISO14001 accredited environmental management system? ⓘ	Yes	N/A	No	<input type="checkbox"/>
● 06. Does your company have a set of metrics or KPIs for tracking sustainability performance? ⓘ	Yes	N/A	No	<input type="checkbox"/>

Partial screenshot of the annual supplier survey reporting requirements



Social Value Reporting Package

This concerns project-level data reporting requirements relating to community benefit, local economic value and workforce welfare. These are annual reporting requirements required for each project, from each contractor, and the SDCT will establish the submission date.

Report Due

Projects → LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC → Action Sustainability Ltd

Biodiversity ✓ Electricity ⚠ Fuel consumption ✓ Fugitive emissions ⚠ Waste ⚠ Water ⚠ **Communities ✓** Workforce ✓ Embodied carbon - design ⚠

Embodied carbon - as built ✓ Company travel ⚠

Metric	Units	Value	Comments	N/A
▼ Number of community hours - volunteering (local) ⓘ	Hours	<input type="text"/>	Calculated from sub-metrics	<input type="checkbox"/>
<input type="text" value="Search and select metrics to report against by typing part of metric Name or ID..."/>				
▼ Number of community hours - volunteering (other) ⓘ	Hours	<input type="text"/>	Calculated from sub-metrics	<input type="checkbox"/>
<input type="text" value="Search and select metrics to report against by typing part of metric Name or ID..."/>				
• Number of community hours - engagement ⓘ	Hours	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
▼ Charitable donations and community investment ⓘ	GBP (£)	<input type="text"/>	Calculated from sub-metrics	<input type="checkbox"/>
<input type="text" value="Search and select metrics to report against by typing part of metric Name or ID..."/>				
▼ Project spend - Total (local) ⓘ	GBP (£)	<input type="text"/>	Calculated from sub-metrics	<input type="checkbox"/>
<input type="text" value="Search and select metrics to report against by typing part of metric Name or ID..."/>				
▼ Project spend - Total (other) ⓘ	GBP (£)	<input type="text"/>	Calculated from sub-metrics	<input type="checkbox"/>

Partial screenshot of communities reporting requirements

Report Due

Projects → LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC → Action Sustainability Ltd

Biodiversity ✓ Electricity ⚠ Fuel consumption ✓ Fugitive emissions ⚠ Waste ⚠ Water ⚠ Communities ✓ **Workforce ✓** Embodied carbon - design ⚠

Embodied carbon - as built ✓ Company travel ⚠

Metric	Units	Value	Comments	N/A
▼ Number of FTE employees ⓘ	Employees	<input type="text"/>	Calculated from sub-metrics	<input type="checkbox"/>
• Number of FTE employees - direct workforce	Employees	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Number of FTE employees - subcontractor workforce	Employees	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
▼ Number of new FTE opportunities created ⓘ	Employees	<input type="text"/>	Calculated from sub-metrics	<input type="checkbox"/>
• Number of new FTE opportunities created - direct workforce	Employees	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Number of new FTE opportunities created - subcontractor workforce	Employees	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
▼ Hours worked by total workforce ⓘ	Hours	<input type="text"/>	Calculated from sub-metrics	<input type="checkbox"/>
• Hours worked by total workforce - direct workforce	Hours	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Hours worked by total workforce - subcontractor workforce	Hours	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
▼ Hours worked by people on traineeship programmes (apprentice) ⓘ	Hours	<input type="text"/>	Calculated from sub-metrics	<input type="checkbox"/>

Partial screenshot of careers reporting requirements



Social Value Reporting Package

In this context, “local” is defined as “within the local authority area(s) in which the project site(s) is/are located”. In terms of projects within our network area, this broadly corresponds to the following local authority areas:

Aberdeen City, Aberdeenshire, Angus, Argyll and Bute, Dundee City, Eilean Siar, Highland, Moray, Orkney Islands, Perth and Kinross and the Shetland Islands.

For volunteering or community engagement work that is delivered remotely but where the benefit is local, then this too can be considered as “local”.

In terms of spend with subcontractor companies that have a local office/depot but whose head office is out with the local area, for the time being these are classified as “non-local”.



Environmental Reporting Package

This concerns project-level data reporting requirements relating to biodiversity, electricity, fuel consumption, fugitive emissions, waste and water use. Most of these are required monthly for each project; however, a few are only required annually such as the biodiversity metrics.

Report Due

Projects → LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC → Action Sustainability Ltd

Input form for the reporting period 1st Jan 22 to 31st Jan 22

Biodiversity ✓

Electricity ⚠

Fuel consumption ✓

Fugitive emissions ⚠

Waste ⚠

Water ⚠

Communities ✓

Workforce ✓

Embodied carbon - design ⚠

Embodied carbon - as built ✓

Company travel ⚠

Metric	Units	Value	Comments	N/A
▼ tCO2e from grid electricity consumption (location-based)	tCO2e (2)		Calculated from sub-metrics	<input type="checkbox"/> ✓ ▼
• Total grid consumption from own estate (permanent offices, depots, workshops, manufacturing sites etc.) ⓘ	kWh			<input type="checkbox"/> ✓ ▼
• Total grid consumption from temporary/project sites ⓘ	kWh			<input type="checkbox"/> ✓ ▼
• Total grid consumption from temporary/project sites where the electricity is provided by the client ⓘ	kWh			<input type="checkbox"/> ✓ ▼
• Total grid electricity purchased via a landlord for our own estate (permanent offices, depots, workshops, manufacturing sites etc.) as part of a service charge ⓘ	kWh			<input type="checkbox"/> ▼
• Market based tCO2e	tCO2e			<input type="checkbox"/>
• tCO2e from onsite microgeneration	tCO2e (2)			<input type="checkbox"/>
• Electricity use - onsite microgeneration	kWh			<input type="checkbox"/>

☐ Mark section as complete

<< Previous

Next >>

Submit for Approval ⓘ

Partial screenshot of electricity reporting requirements



Embodied Carbon Reporting Package

This covers the embodied carbon of design and as built for a project. The design report should be submitted at the start of the project, prior to construction or within 1 month after the construction start date. The as-built report should be submitted at the end of the project, once construction has completed or within 1 month after the construction end date. Both reporting elements are identical.

Report Due

Projects → LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC → Action Sustainability Ltd

Input form for the reporting period **1st Jan 22 to 31st Jan 22**

Biodiversity ✓ Electricity ✓ Fuel consumption ✓ Fugitive emissions ▲ Waste ▲ Water ▲ Communities ✓ Workforce ✓ Embodied carbon - design ▲

Embodied carbon - as built ✓ Company travel ▲

Data reported for this section is for the period
1st Jan 22 to 31st Jan 22

Metric	Units	Value	Comments	N/A
Embodied carbon - design ⓘ	No file		<input type="button" value="Add new form data"/>	<input type="checkbox"/>
• Do you have other materials or assets to report for the 'design' embodied carbon calculations which aren't included in the Carbon Asset Database? ⓘ	Yes	N/A	N/D	

☐ Mark section as complete

Partial screenshot of embodied carbon design reporting



Reporting Requirements

2022 Deadlines

Project reports are required to be submitted on the 10th of each month. The data reported should reflect the month prior (i.e., February 2022 reporting data will relate to January 2022 data). The SDCT will issue a reminder to contractors seven days prior to the reporting submission date and will display whether contractors have reported according to a red, amber or green rating on the notifications page.

Tier 1 Principal Contractor

The Principal Contractor is responsible for ensuring annual and monthly sustainability data is submitted for the applicable project. Importantly, the Principal Contractor should ensure the data includes their subcontractor data (i.e., waste, fugitive emissions, company travel etc).

Tier 2 Contractor

Contractors are responsible for ensuring annual and monthly sustainability data is submitted for the project; however, the information should not be a duplication of the Principal Contractor's data.



Users' Group Overview



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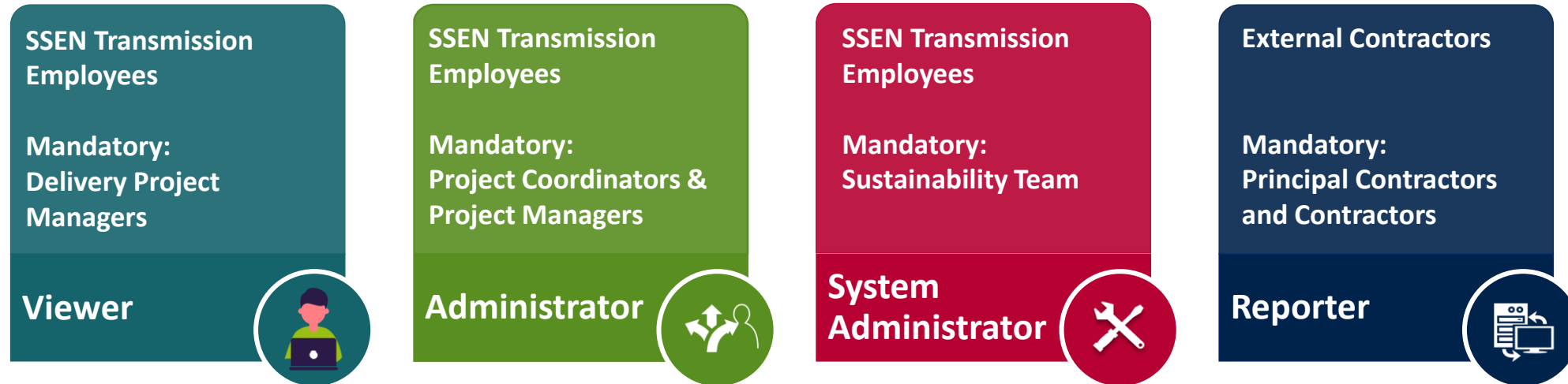
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Users' Group Overview

Four unique user groups have been created for the SDCT to showcase the range of diverse responsibilities. The next four slides expand on each profile briefly.

Please visit the [Appendices](#) section and review the [User Group RACI Matrix](#) for further information on each user group.





Viewer Profile



Who is a Viewer within SSEN Transmission?

A mandatory Viewer is a Delivery Project Manager; however, any SSEN Transmission employee with a vested interest in a specific project may gain access pending the request is appropriate. A Development Project Manager will firstly be assigned to a project, with the project then progressing to the Delivery Project Manager. Please discuss any access requests with the Administrator of the project.

What is the role of a Viewer?

To view sustainability data pertaining to specific SSEN Transmission projects for which they have access to.

What is the responsibility of a Viewer?

Viewers do not have assigned responsibility within the SDCT; however, in a scenario whereby the Reporter has not adhered to the specified deadline, the Administrator will capture this non-compliance within internal documentation which is visible to the mandatory Viewer (Delivery Project Manager). It is the Delivery Project Manager's responsibility to address non-compliance with the contractor.



Administrator Profile



Who is an Administrator within SSEN Transmission?

This is the Project Coordinator or Project Manager within Network Renewals and Connections.

What is the role of a Administrator?

To support sustainability data gathering within SSEN Transmission.

What is the responsibility of a Administrator?

To create new projects, assign Viewers and Reporters to a project, assign reporting packages to a package, view and export all reported data and dashboards (if applicable), and track reporting compliance of contractors.



System Administrator Profile

Who is a System Administrator within SSEN Transmission?

This role is managed within the Sustainability team, presently by the Sustainability Analyst and Carbon Reduction Manager.

What is the role of a System Administrator?

To review and analyse supply chain sustainability data and collate for reporting requirements internally and to Ofgem.

What is the responsibility of a System Administrator?

To create contractor profiles, ensuring projects are set-up accurately, data analysis and following the set governance framework.



Reporter Profile



Who is a Reporter within SSEN Transmission?

This is the Principal Contractor and Contractor who is operating on SSEN Transmission projects. There will likely be multiple reporters from an organisation required to complete the relevant sustainability data reporting criteria.

What is the role of a Reporter?

Reporters are assigned to specific reporting packages to input data against the applicable reporting period. Importantly, there is not an expectation to report on everything – only what is relevant to the specific project.

What is the responsibility of a Reporter?

To input data for the reporting package(s) they have been assigned, view data they have submitted, retrospectively edit data in their assigned reporting package (if applicable), export dashboard data recorded in their assigned reporting package(s) (if applicable), view their project smart dashboards, and adhere to reporting deadlines specified by SSEN Transmission.



Training Structure

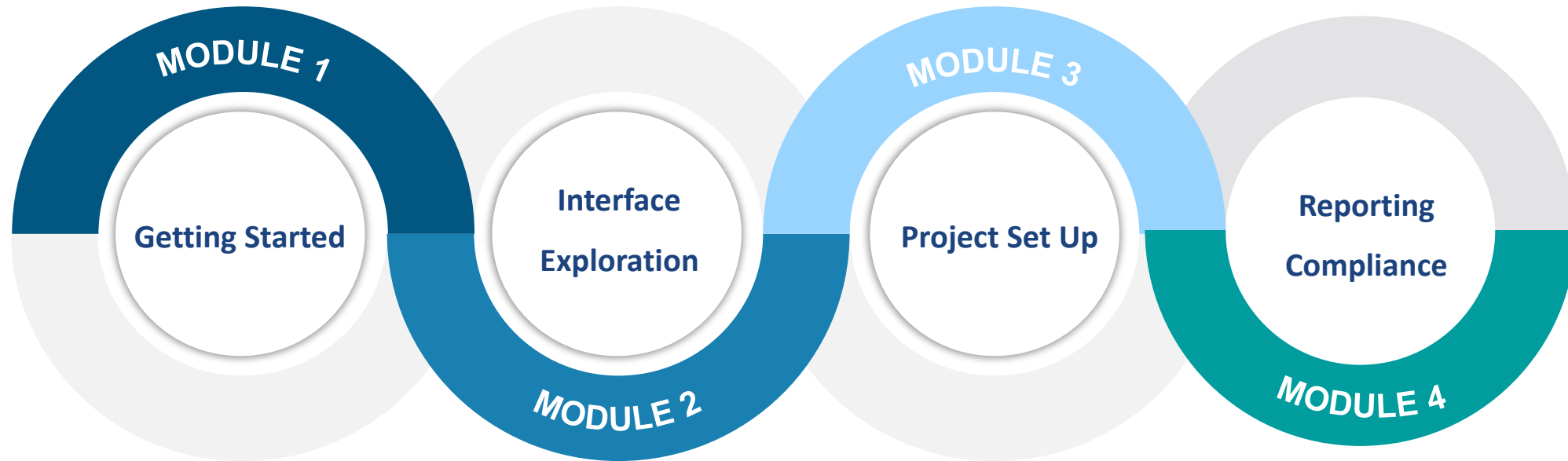


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Training Modules Overview





Learning Approach

Modules 1, 2, 3 and 4 are designed for bite-sized learning. Each module is designed to show you, on a step-by-step basis, how to achieve the set learning objectives.



Show you how

This Reporter User Guide contains screenshots of the SDCT and the applicable steps to follow. Helpful notes are also included within various slides.

Please note there is no audio accompanying this presentation. If you require alternative training material, please contact the SSEN Transmission Sustainability team.

Module 1: Getting Started



Focus:

Establishes the steps of account set up, logging in, and accepting or rejecting project invitations

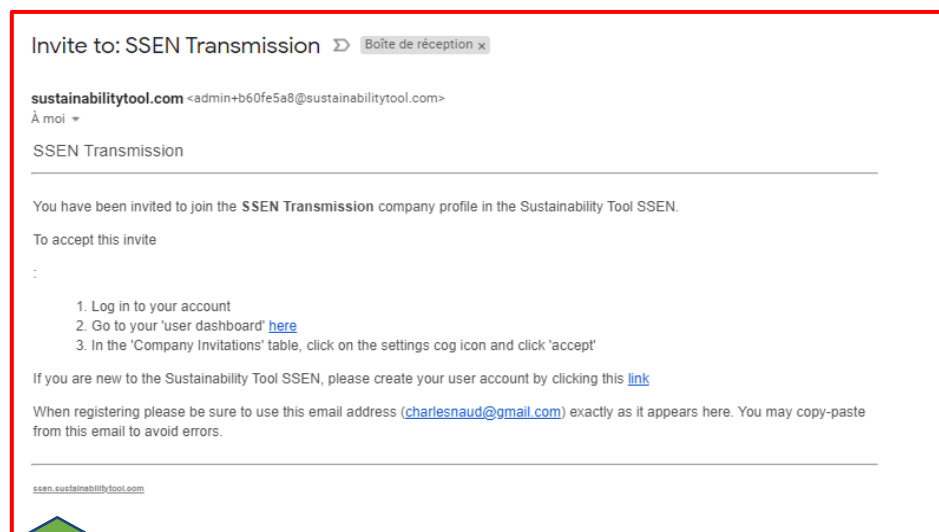
Learning Objectives (LO) 1, 2, 3:

I know how to...

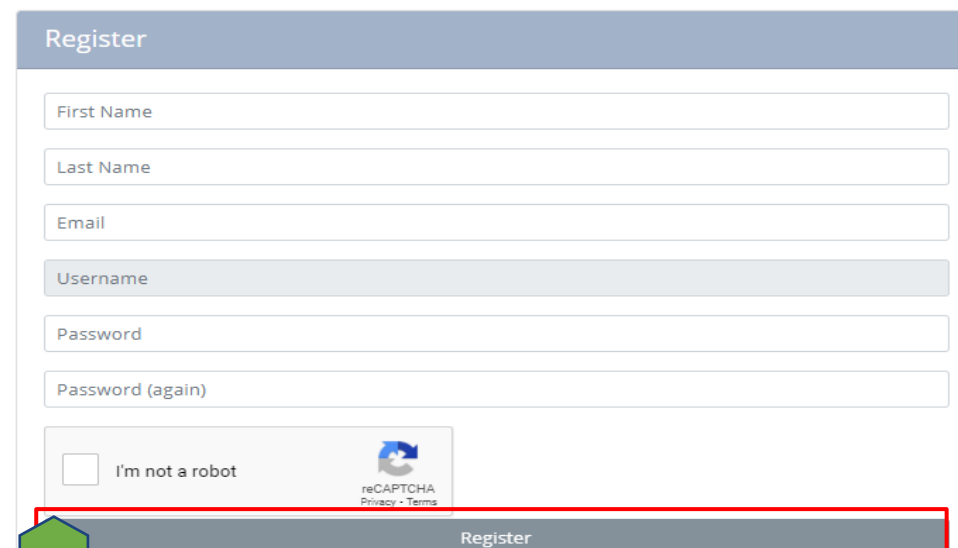
- **LO 1)** Register and set up my account ✓
- **LO 2)** Login ✓
- **LO 3)** Accept or reject project invitations ✓

How to Register (LO 1)

An email invitation will be issued to your company email address, prompting you to register:



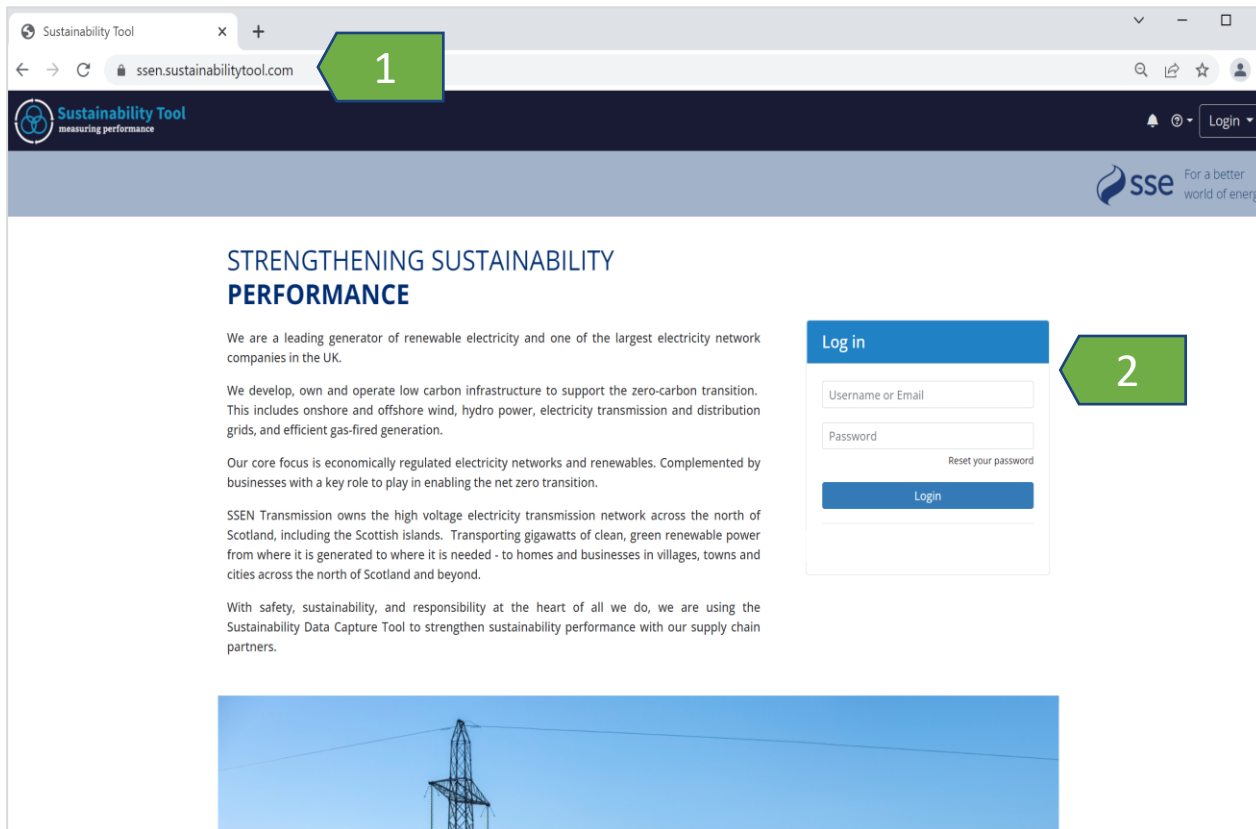
Step 1 – Click the link and follow the instructions

A screenshot of the "Register" form. It contains fields for First Name, Last Name, Email, Username, Password, and Password (again). There is also a checkbox for "I'm not a robot" and a reCAPTCHA logo. A red box highlights the "Register" button at the bottom right.

Step 2 – Fill in your details and click **Register**

Note: The system will review whether an account with your details exists or not. If you **do have an account**, the system will give you the **option to either change the email address or reset the password**. If your details are not found, the system **will send an email with an activation link**. Please click the activation link and you will be taken to the log-in page

How to Login (LO 2)



The screenshot shows a web browser window with the URL ssen.sustainabilitytool.com. The page title is "Sustainability Tool" and the logo is "Sustainability Tool measuring performance". The main content area is titled "STRENGTHENING SUSTAINABILITY PERFORMANCE" and contains text about SSEN Transmission's role in the zero-carbon transition. On the right side, there is a "Log in" form with fields for "Username or Email" and "Password", a "Reset your password" link, and a "Login" button. A green arrow labeled "1" points to the address bar, and a green arrow labeled "2" points to the login form.

As the SDCT is hosted on a cloud-based platform, a web browser is required. It is recommended either Edge or Google Chrome is used

The link to the SDCT is:

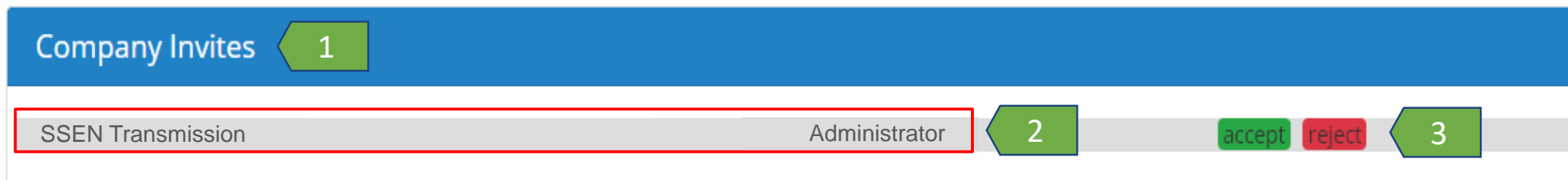
<https://ssen.sustainabilitytool.com/>

Step 1 – Click the link to the SDCT

Step 2 – Fill in your details and click **Login**

Note: It is optional to add this page to your **Bookmarks** for ease of access (select the star icon at the top right of the screen to do so)

Accept or Reject Project Invitations (LO 3)



Step 1 – This is where you will see the project invitations you have been sent

Step 2 – This tells you the project and your level of access. You will be an **Administrator**

Step 3 – **Accept** or **Reject** the invitation accordingly

Note: Please ensure your access is noted as an Administrator. If this is incorrect, please inform Abigail.Hughes@sse.com.



Module 2:

User Interface Exploration



Focus:


Establishes the steps of navigating the home screen, project dashboards, and exporting data




Learning Objectives (LO) 4, 5, 6:

I know how to...

- **LO 4)** Navigate the home screen ✓
- **LO 5)** Navigate project dashboards ✓
- **LO 6)** Export sustainability data ✓

Navigating the Home Screen (LO 4)


Sustainability Tool
 measuring performance




 AH





My notifications

This page lists Projects and Companies that you are a member of as well as Reports that you have assigned responsibility for.

No outstanding Company Invites 1

No outstanding Project Invites


My Projects and Reports 2




Annual Reporting for Suppliers				
LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC				
	Reporting Organisation A	Pending Input	Due: 10th Mar 22 (39 days)	Go to Report
	Reporting Organisation B	Pending Input	Due: 10th Feb 22 (11 days)	Go to Report
	Reporting Organisation C	Pending Input	Due: 10th Mar 22 (39 days)	Go to Report
	Reporting Organisation D	Pending Input	Due: 21st Jan 22 (overdue 8 days)	Go to Report

Step 1 – This section will indicate outstanding company/project invites to be reviewed (*captured in Module 1*)

Step 2 – From here you can view and access specific projects which your organisation and yourself are assigned to

Navigating the Home Screen (LO 4)


Sustainability Tool
 measuring performance




 AH





My notifications

This page lists Projects and Companies that you are a member of as well as Reports that you have assigned responsibility for.

No outstanding Company Invites

No outstanding Project Invites


My Projects and Reports




Annual Reporting for Suppliers				
LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC				
3	 Reporting Organisation A	Pending Input	Due: 10th Mar 22 (39 days)	Go to Report
	 Reporting Organisation B	Pending Input	Due: 10th Feb 22 (11 days)	Go to Report
	 Reporting Organisation C	Pending Input	Due: 10th Mar 22 (39 days)	Go to Report
	 Reporting Organisation D	Pending Input	Due: 21st Jan 22 (overdue 8 days)	Go to Report

Step 3 – Your organisation will be listed under the specific project and the colour scale indicates the reporting status. Green indicates there is more than two weeks prior to submission; yellow indicates the report is due soon; red indicates the report is overdue

Note: The above image is for training purposes. A Reporter can only view their own organisations' reporting status.

Navigating the Home Screen (LO 4)


Sustainability Tool
 measuring performance




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4

5





My notifications

This page lists Projects and Companies that you are a member of as well as Reports that you have assigned responsibility for.

No outstanding Company Invites

No outstanding Project Invites


My Projects and Reports




Annual Reporting for Suppliers			
LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC			
	Reporting Organisation A	Pending Input	Due: 10th Mar 22 (39 days) Go to Report
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	Reporting Organisation C	Pending Input	Due: 10th Mar 22 (39 days) Go to Report
	Reporting Organisation D	Pending Input	Due: 21st Jan 22 (overdue 8 days) Go to Report

Step 4 – This icon will take you back to this **home page** at any time

Step 5 – This icon will show your **Notifications** (such as the reporting status of projects)

Navigating the Home Screen (LO 4)


Sustainability Tool
 measuring performance




 AH ▾

6

7

My notifications





This page lists Projects and Companies that you are a member of as well as Reports that you have assigned responsibility for.

No outstanding Company Invites

No outstanding Project Invites

My Projects and Reports

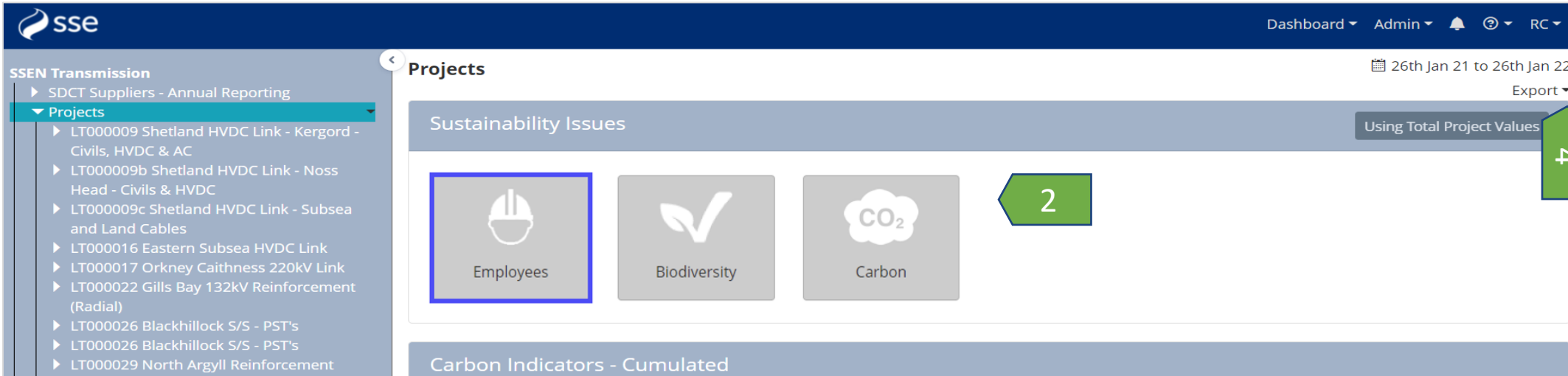
Annual Reporting for Suppliers
 LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC

 Reporting Organisation A	Pending Input	Due: 10th Mar 22 (39 days)	Go to Report
 Reporting Organisation B	Pending Input	Due: 10th Feb 22 (11 days)	Go to Report
 Reporting Organisation C	Pending Input	Due: 10th Mar 22 (39 days)	Go to Report
 Reporting Organisation D	Pending Input	Due: 21st Jan 22 (overdue 8 days)	Go to Report

Step 6 – Additional user guides and support hub

Step 7 – Change password and logout area

Navigating the Project Dashboards (LO 5)



The screenshot shows the SSE Project Dashboard interface. On the left, a sidebar (callout 1) lists project categories under 'SSEN Transmission', with 'Projects' selected. The main area (callout 2) displays 'Sustainability Issues' with three tiles: 'Employees' (highlighted with a blue border), 'Biodiversity', and 'Carbon'. At the top right, a date range '26th Jan 21 to 26th Jan 22' is shown (callout 3), and an 'Export' dropdown menu is visible (callout 4). The 'Using Total Project Values' text is also present.

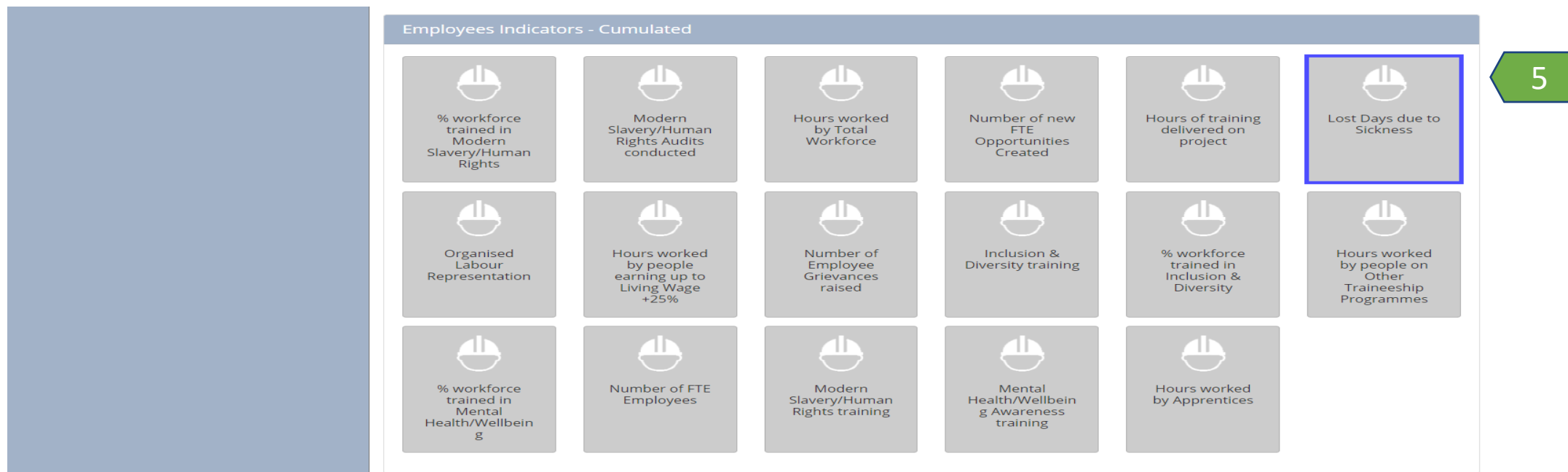
Step 1 – The left hand panel shows the **structure and hierarchy** of the reporting system

Step 2 – The main panel shows tiles representing the performance categorised by Sustainability Issues once data has been reported

Step 3 – These dates will define what data is shown in the performance graphs and tables. **By default, the ‘from’ date will be set to 6 months ago and the ‘to’ date will be today’s date.** If you make changes to these dates, **refresh your browser for this to be reflected**

Step 4 – This is a drop-down to **Export data** (LO 7 showcases the options available)

Navigating the Project Dashboards (LO 5)

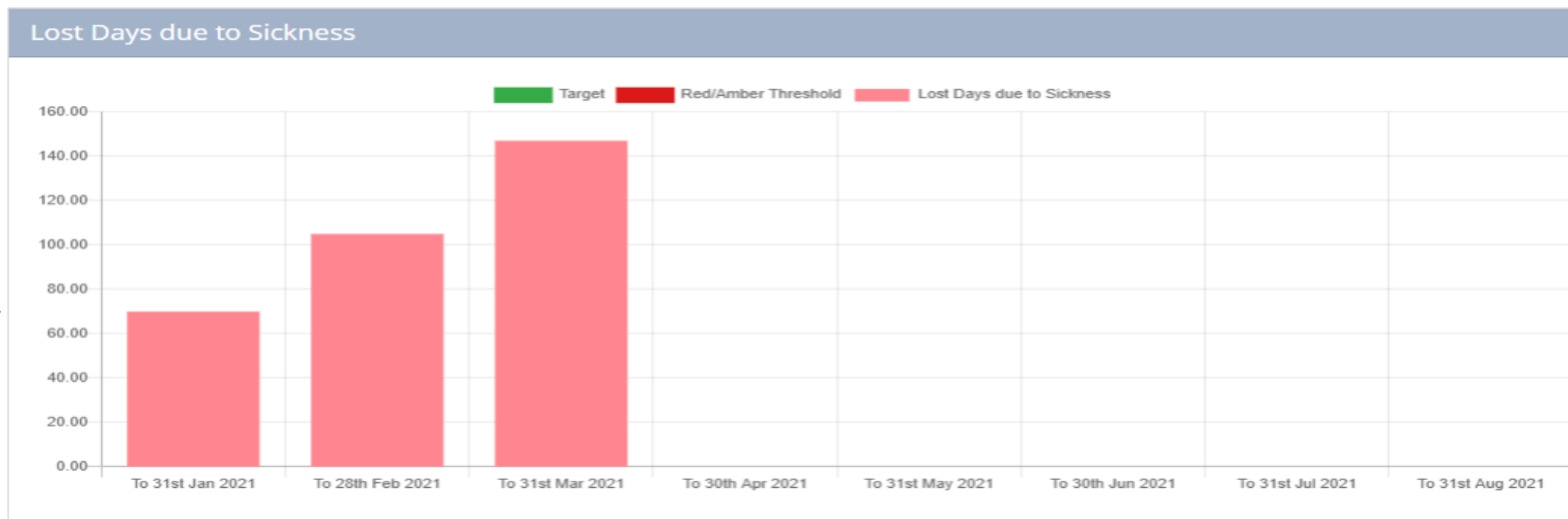


Step 5 – When you click on the tiles, the issue breaks down into indicators

Note: Once targets have been set by the SSEN Transmission Sustainability team, these tiles will be colour-coded using a RAG-rating

Navigating the Project Dashboards (LO 5)

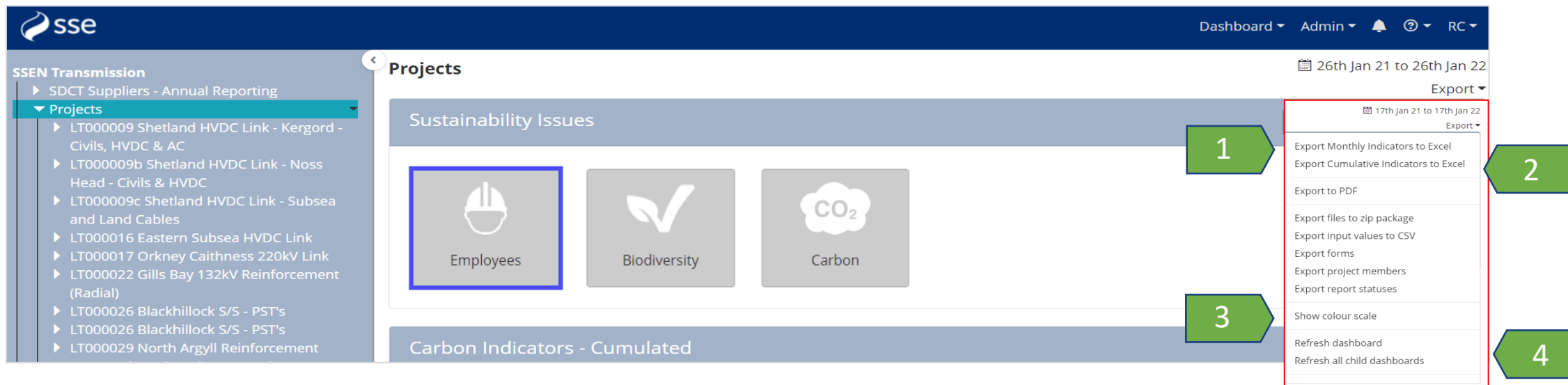
6



Step 6 – By clicking on a specific indicator, you can scroll down to view a bar chart displaying the monthly breakdown of data

Note: Once targets have been set by SSEN Transmission Sustainability team, these will be reflected in the bar chart

Exporting Data (LO 7)



The screenshot shows the SSE Projects dashboard. The left sidebar lists various projects under 'SSEN Transmission'. The main content area is titled 'Projects' and shows 'Sustainability Issues' with three tiles: 'Employees', 'Biodiversity', and 'Carbon'. Below these is a section for 'Carbon Indicators - Cumulated'. An 'Export' dropdown menu is open, showing options for exporting data to Excel, PDF, CSV, and other formats. The menu is annotated with four numbered steps: 1 points to the 'Export' button, 2 points to the 'Export Monthly Indicators to Excel' option, 3 points to the 'Show colour scale' option, and 4 points to the 'Refresh dashboard' option.

Step 1 – Download a csv file of the indicators being reported upon

Step 2 – Download a csv file of the metrics being reported upon

Step 3 – When targets are established, a Red/Amber/Green colour scale will apply on the tiles to reflect performance against targets

Step 4 – Refresh the dashboard to get the most up-to-date information



Focus:

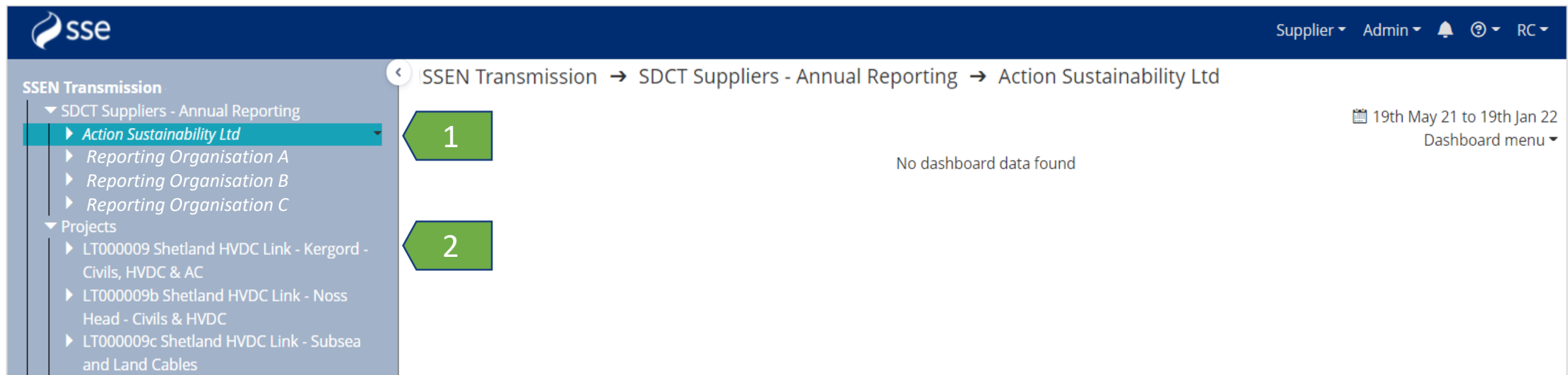
Establishes the steps of viewing projects and suppliers in the system, creating a project, inviting other users, and assigning a supplier to a project

Learning Outcomes (LO) 7, 8, 9, 10:

I know how to...

- **LO 7)** View projects and suppliers in the system ✓
- **LO 8)** Create a project in the system ✓
- **LO 9)** Invite users in the system ✓
- **LO 10)** Assign a supplier to a project in the system ✓

Viewing Projects and Suppliers (LO 7)

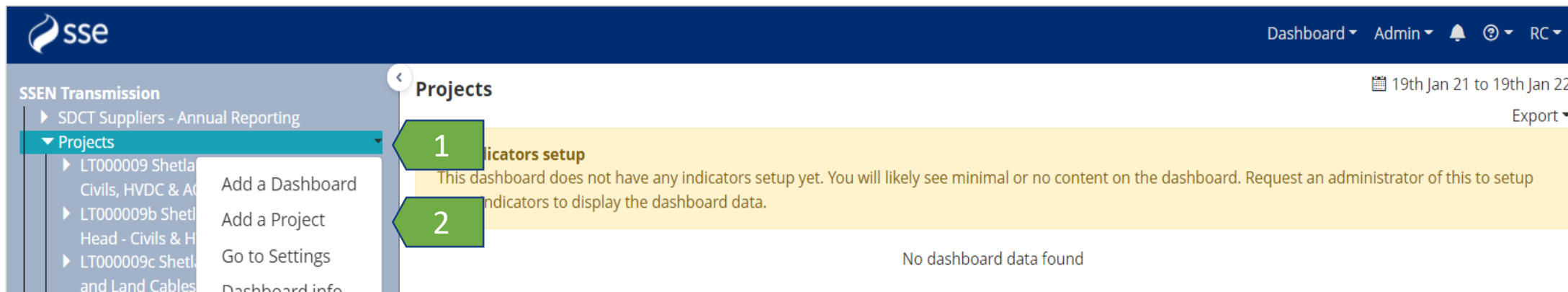


The screenshot shows the SSE Transmission web application. The top navigation bar includes the SSE logo and user roles: Supplier, Admin, and RC. The left sidebar menu is expanded, showing 'SDCT Suppliers - Annual Reporting' with a sub-item 'Action Sustainability Ltd' highlighted. Below this, the 'Projects' section lists three items: 'LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC', 'LT000009b Shetland HVDC Link - Noss Head - Civils & HVDC', and 'LT000009c Shetland HVDC Link - Subsea and Land Cables'. The main content area displays the breadcrumb trail: 'SSEN Transmission → SDCT Suppliers - Annual Reporting → Action Sustainability Ltd'. A green arrow labeled '1' points to the 'Action Sustainability Ltd' breadcrumb. Another green arrow labeled '2' points to the 'Projects' section in the sidebar. The main content area also shows a date range '19th May 21 to 19th Jan 22' and a 'Dashboard menu' dropdown. The text 'No dashboard data found' is displayed in the center.

Step 1 – Under “SDCT Suppliers – Annual Reporting” you will see the list of all approved suppliers in the system and their annual company data

Step 2 – Here you will discover which specific projects you have access to

Create a Project – Corporate Details (LO 8)



SSE Transmission

Dashboard ▾ Admin ▾ 19th Jan 21 to 19th Jan 22 Export ▾

SDCT Suppliers - Annual Reporting

▼ Projects

- ▶ LT000009 Shetla
- ▶ Civils, HVDC & A
- ▶ LT000009b Shetla
- ▶ Head - Civils & H
- ▶ LT000009c Shetla
- ▶ and Land Cables

Add a Dashboard

Add a Project

Go to Settings

Dashboard info

Projects

Indicators setup

This dashboard does not have any indicators setup yet. You will likely see minimal or no content on the dashboard. Request an administrator of this to setup indicators to display the dashboard data.

No dashboard data found

Step 1 – Click on the black drop-down arrow next to **Projects**

Step 2 – Click on **Add a Project**

Note: For best practice, once you are assigned to a project internally, it is recommended you create the project on the SDCT. **You can create a project without inviting Reporters immediately.**

Create a Project – Corporate Details (LO 8)

Add a Project

Name

From Template

None

☐ Inherit Reporting, AuthGroups and Supplier Setup from Template

☐ Include Reporting Packages from Template

Reporting from:

--/--/----

Reporting to:

--/--/----

3

4

Step 3 – In the pop-up box, add the name of the Project, prefixed with the Scheme Reference, for example, “LT000026 Blackhillock S/S - PST’s”

Step 4 – Under *From Template*, select **New Project** in the drop-down list

Create a Project – Corporate Details (LO 8)

Scheme Reference

Project Name

SSE Project Manager email

SSE Project Co-ordinator email

Postcode

Project region

Local authority

Project Country

Submit

5

6

7

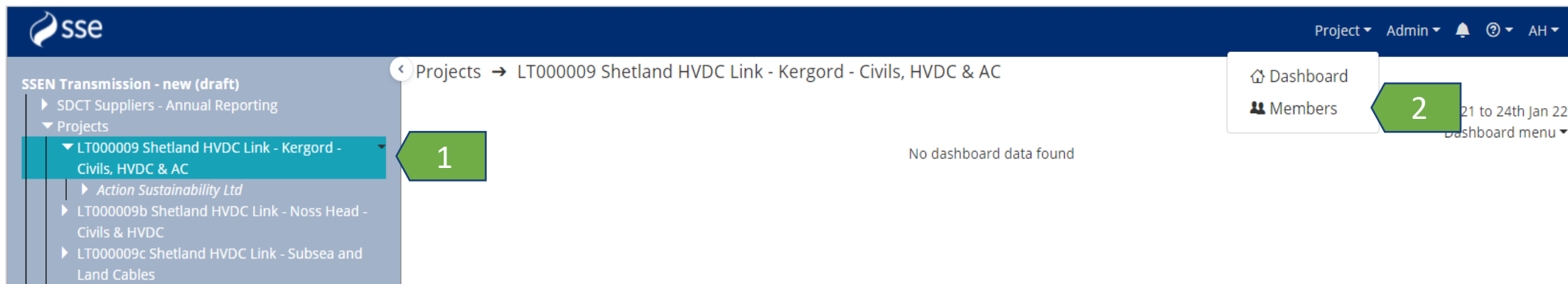
Step 5 – Scroll down within the pop-up box, add the Meta Data for the Project

Step 6 – Continue through all the fields of Meta Data

Step 7 – Scroll back up and click **Submit**

Step 8 – Refresh your browser to see the new Project in the menu

Invite Users (LO 9)



The screenshot shows the SSE Transmission system interface. The top navigation bar includes the SSE logo, a 'Project' dropdown, an 'Admin' dropdown, a notification bell, a help icon, and the user 'AH'. The left sidebar shows a tree view under 'SSEN Transmission - new (draft)' with 'Projects' expanded. The 'Projects' list includes 'LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC', which is highlighted with a green arrow labeled '1'. The main content area shows the breadcrumb 'Projects → LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC' and a message 'No dashboard data found'. A dropdown menu is open from the breadcrumb, showing 'Dashboard' and 'Members' (highlighted with a green arrow labeled '2'). The 'Members' option is dated '21 to 24th Jan 22'.

Step 1 – Click on the applicable project

Step 2 – Click on the Project header and select 'Members'

Invite Users (LO 9)

Project Member Admin

3

Projects → LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC

Members

4

Send Invite

	admin@procedural.build	Administrator	⚙️
Abigail Hughes	Abigail.Hughes@sse.com	Administrator	⚙️
Laura Cooper	laura.cooper@sse.com	Administrator	⚙️

Project Suppliers

5

Add a Supplier

Action Sustainability Ltd	Reporter	⚙️
Administrator	Admin	⚙️
Viewer	Viewer	⚙️

Authority Groups

6

Add an Authority Group

Admin	⚙️
Reporter	⚙️
Viewer	⚙️

Step 3 – You are now in the Project Member Admin area

Step 4 – You can see the project members

Step 5 – You can see the project suppliers set up within the SDCT

Step 6 – You can see the authority groups

Note: Multiple invitations can be issued, it is not limited to one Viewer or Reporter.

Invite Users (LO 9)

Project Member Admin

Projects → LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC

Members

Send Invite

Email

7

Email

Project_discipline

Viewer

8

☒ Auto-accept (if/when user exists)

Close

Submit

9

	admin@procedural.build	Administrator	
Abigail Hughes	Abigail.Hughes@sse.com	Administrator	
Laura Cooper	laura.cooper@sse.com	Administrator	

Step 7 – To invite Viewers or Reporter users to a specific project, insert their email address

Step 8 – Select the appropriate user group (i.e., a Project Manager would be a Viewer)

Step 9 – Click submit and the user will receive an automatic email inviting them to the project

Invite Users (LO 9)

Project Member Admin

Projects → LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC

Members

Send Invite

Email

Project_discipline

Email

Viewer

☒ Auto-accept (if/when user exists)

Close

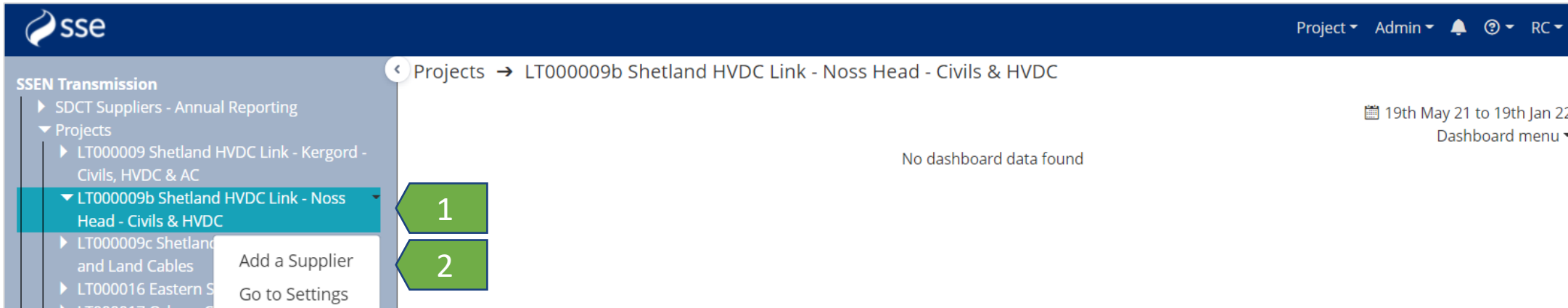
Submit

	admin@procedural.build	Administrator	
Abigail Hughes	Abigail.Hughes@sse.com	Administrator	Delete
Laura Cooper	laura.cooper@sse.com	Administrator	

10

Step 10 – Click on the cog icon to delete any users which do not require access to the project

Assigning a Supplier to a Project (LO 10)



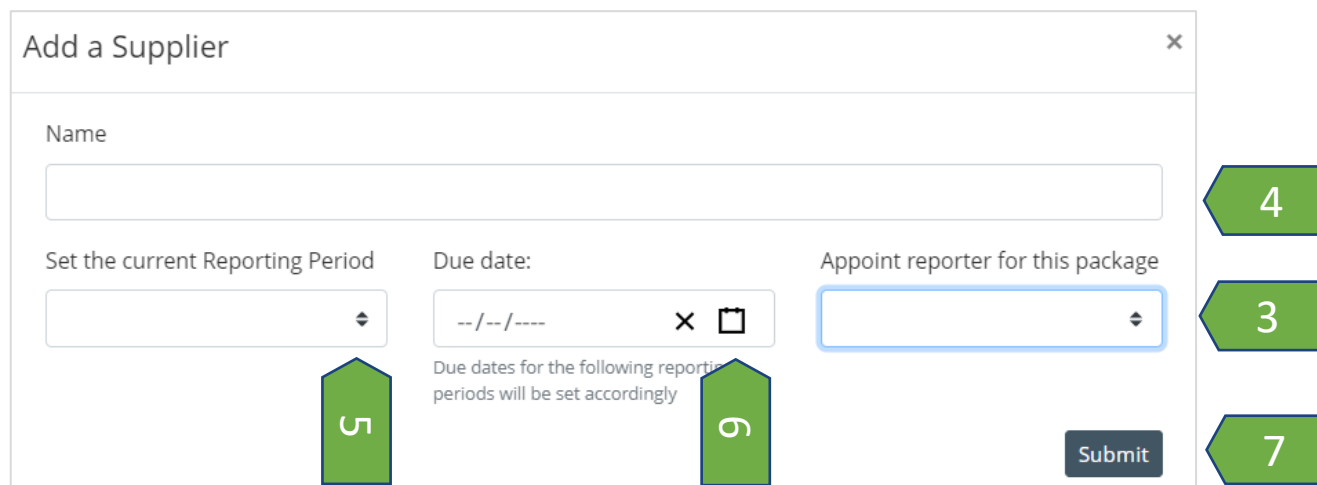
The screenshot shows the SSE Transmission web application. The top navigation bar includes the SSE logo and links for Project, Admin, a notification bell, a help icon, and an RC dropdown. The left sidebar menu is expanded to the 'Projects' section under 'SSEN Transmission'. The 'Projects' menu item is highlighted, and a dropdown arrow next to it is labeled with a green arrow and the number '1'. The dropdown menu shows several project entries, with 'LT000009b Shetland HVDC Link - Noss Head - Civils & HVDC' selected and labeled with a green arrow and the number '2'. Below the project name, there are two buttons: 'Add a Supplier' and 'Go to Settings'. The main content area shows the breadcrumb 'Projects → LT000009b Shetland HVDC Link - Noss Head - Civils & HVDC', a date range '19th May 21 to 19th Jan 22', and a 'Dashboard menu' dropdown. The text 'No dashboard data found' is displayed in the center.

Step 1 – Find your new project in the menu under **Projects**, click on the black drop-down arrow next to its name



Step 2 – Click on **Add a Supplier**

Assigning a Supplier to a Project (LO 10)



The screenshot shows a web form titled "Add a Supplier" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Name:** A text input field with a green arrow labeled "4" pointing to it.
- Set the current Reporting Period:** A dropdown menu with a green arrow labeled "5" pointing to it.
- Due date:** A date input field with a calendar icon and a green arrow labeled "6" pointing to it. Below the field, it says "Due dates for the following reporting periods will be set accordingly".
- Appoint reporter for this package:** A dropdown menu with a green arrow labeled "3" pointing to it.
- Submit:** A dark blue button with a green arrow labeled "7" pointing to it.

Note: If you notice the supplier is unable to be appointed as a reporter as it is not included, please speak to a System Admin (Sustainability Analyst – Abigail.Hughes@sse.com). A supplier will be created quickly in response.

Step 3 – Select the Supplier’s name from the drop-down list in under “Appoint reporter for this package”

Step 4 – Type the name of the Supplier selected (it should be an exact copy)

Step 5 – Select the first reporting period for which this supplier will be required to submit

Step 6 – Add the date this report will be due

Step 7 – Click the **Submit** button (the new Supplier will now be assigned the monthly report)



Focus:


Establishes the steps of reviewing project reporting compliance and how this is captured internally for review




Learning Outcomes (LO 11, 12)

I know how to...

- LO 11) View project reporting compliance ✓
- LO 12) Report project compliance internally ✓

Viewing Reporting Compliance (LO 11)

 **Sustainability Tool**
measuring performance

 AH


My notifications

This page lists Projects and Companies that you are a member of as well as Reports that you have assigned responsibility for.

No outstanding Company Invites

No outstanding Project Invites

My Projects and Reports

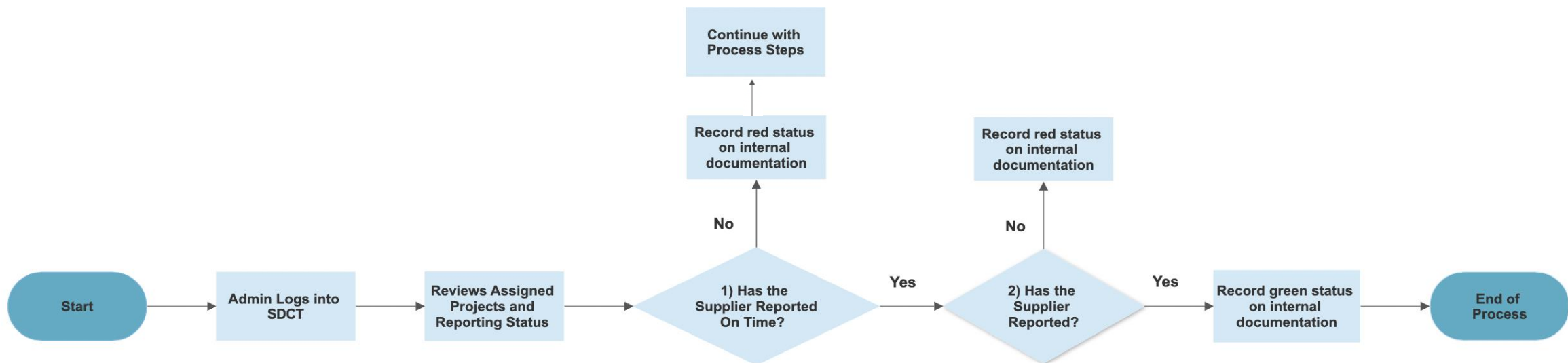
Annual Reporting for Suppliers			
LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC			
 Action Sustainability Ltd	Pending Input	Due: 21st Jan 22 (overdue 3 days)	Go to Report
LT000009b Shetland HVDC Link - Noss Head - Civils & HVDC			
LT000009c Shetland HVDC Link - Subsea and Land Cables			
LT000016 Eastern Subsea HVDC Link			



Step 1 – Click on the notification area and you will be returned to your notifications

Step 2 – Here you will notice your projects and which suppliers have not reported in time

Report Project Compliance Internally (LO 12)



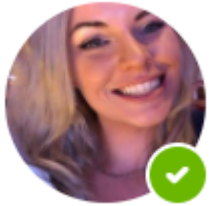


User Support



Contact Information Support

SSEN Transmission Contact Details:



SSEN Transmission Sustainability Analyst:

Abigail.Hughes@sse.com



I.e. Issues relating to data or general queries

External Contact Details:



Robyn Conway, Consultant:

robyn@supplychainschool.co.uk



I.e. Issues relating to reporting

Tool Support Team:

info@sustainabilitytool.com



I.e. Issues relating to system



Appendices



User Group RACI Matrix

		Viewer	Administrator		System Admin	Reporter
		Delivery Project Manager	Project Co-Ordinator	Project Manager (Network Renewals and Connections)	Sustainability Analyst Carbon Reduction Manager	Contractor
Stage 1	Creating contractor profiles				R	
Stage 1	Inputting contractor details				R	
Stage 2	Personal registration and account set-up	R	R	R	R	R
Stage 2	Accepting or rejecting personal invitations	R	R	R	R	R
Stage 3	Creating a project		R	R		
Stage 3	Assigning a Contractor		R	R		
Stage 3	Establishing the reporting period for a Contractor	I	R	R		
Stage 4	Completing monthly and annual reporting requirements					R
Stage 5	Reviewing contractor reporting compliance and updating internal documentation		R	R		
Stage 5	Liaising with Reporters concerning missed deadlines	R	A	A		I
Stage 6	Responding to general queries				R	
Stage 6	Reviewing and updating Joiner/Movers/Leavers				R	
Stage 6	Reassigning users to projects		R	R		



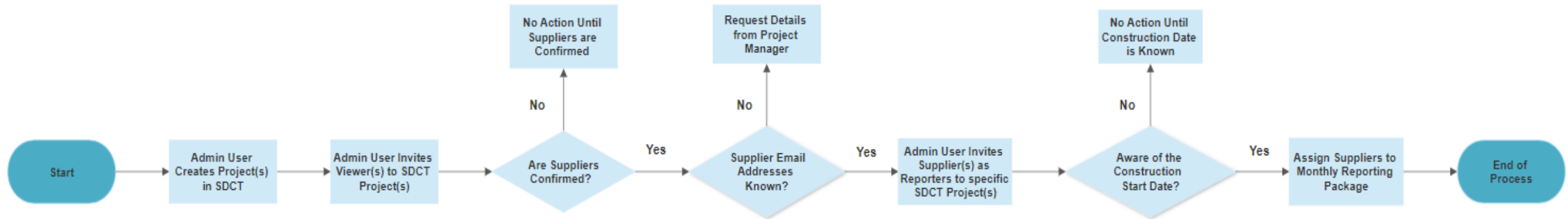
User Group RACI Matrix

- **Responsible** – This is a mandatory task which must be actioned.
- **Accountable** – This is a task which should be actioned; however, if it is not, the specific user will be required to justify their action.
- **Consulted** – This is an optional task and is there to support those who are responsible.
- **Informed** – This is a required task to ensure open communication is taking place.

Note: Due to the scope of various SSEN Transmission projects, the Administrator may also be a Project Manager within Network Renewals and Connections.



Create a Project Process Map





Frequently Asked Questions

Questions	Answers
How do we ensure reporting compliance?	<p>The SDCT indicates whether Reporters have submitted their monthly and annual reports on time.</p> <p>Internal documentation will also be updated to capture reporting compliance to ensure Reporters are adhering to timelines and the submissions.</p>
How is the information audited?	<p>The first year of the SDCT focuses on reporting compliance to drive the correct behaviours in our supply chain. In the future, once we transition into a performance measurement space, information will be audited. We are reliant on the supplier providing the correct information and understand this is a risk; however, this is the beginning of the journey.</p>
How do I ensure reports aren't duplicated if I have a Principal Contractor and other contractors on a project?	<p>The Principal Contractor will have ownership of the project site. It is expected the Principal Contractor collates data from the contractors for the reporting submission; however, the contractors can also report directly. The Project Manager should guide discussions to avoid reporting confusion in this instance.</p>



Frequently Asked Questions

Questions	Answers
At a project level, am I required to feed into a wider sustainability reporting procedure or is this managed by the SSEN Transmission Sustainability team?	There will not be any project-level additional costs other than the Contractor's time to report the sustainability data within the SDCT. The requirement to report was included in contracts via the RIIO-T2 Supply Chain Sustainability Works Information.
Does the Supply Chain Sustainability Reporting System replace any of the existing HSE reporting requirements on current projects relating to incidents and compliance reporting?	No, the Supply Chain Sustainability Reporting System is solely focused on our wider sustainability commitments which relate to environmental and social issues.
Will the CES CEMP template be replaced in reference to Waste Management Plans, Quarterly Resource & Waste Reports (template TEM-NET-ENV-502)?	Yes, this template will be superseded by the SDCT as this incorporates monthly reporting on carbon, waste and other sustainability data in a web-based portal. These reporting requirements are part of the new framework contracts.



Frequently Asked Questions

Questions	Answers
If I have a suggestion for future improvements, who should I contact?	Please contact Abigail.Hughes@sse.com . Abigail is the Sustainability Analyst leading the SDCT implementation amongst user groups.
Will the new Supply Chain Sustainability Reporting System change my way of working significantly?	<p>Four key user groups were identified to deliver this digital change. Change impacts have been identified which range from low, medium and high within the user groups. A high-level overview can be seen below of the user groups by impact level:</p> <p>Viewers: Low Admin: High System Admin: High Reporters: High</p>