

Sustainability Data Capture Tool

Supply Chain Sustainability Reporting

Independent Learning – Admin User Guide



Scottish & Southern
Electricity Networks

TRANSMISSION



Welcome

The purpose of this training is to demonstrate how you, as an Admin 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 45 minutes.

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

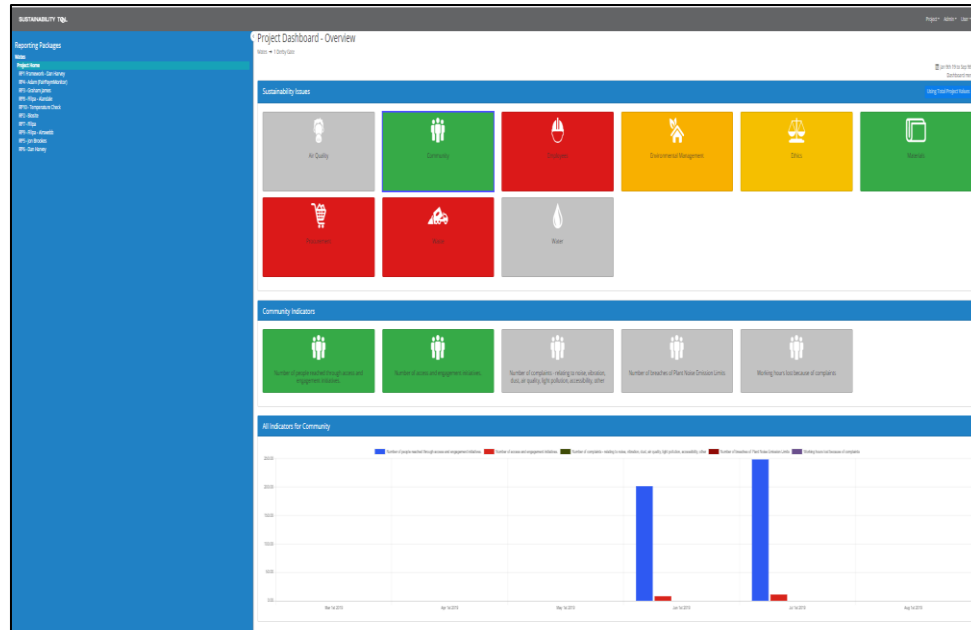


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What is the Sustainability Data Capture Tool?



Screenshot of a Project Dashboard within the SDCT

It is a cloud-based sustainability performance reporting system, which has been specifically designed to be used for supply chain management.

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



Purpose of the Sustainability Data Capture Tool

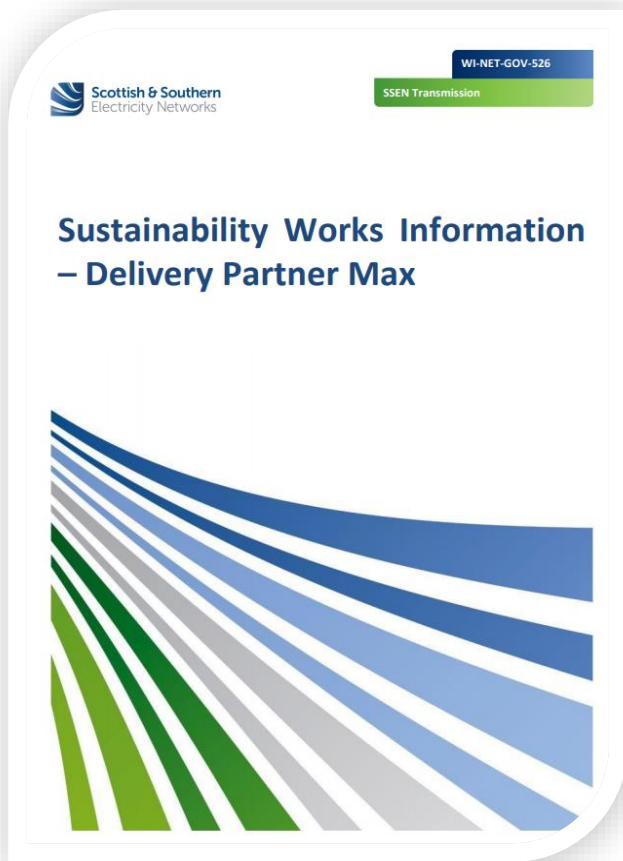
As a business at the forefront of the transition to a low-carbon economy, we have set achieving **Leadership in Sustainability** in RIIO-T2 price control period and beyond. This means being a trusted partner of customers and communities, realising long term benefit for society, economy and the environment.

The SDCT underpins how we 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 Project Requirements?



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

Non-load projects under a value of £500,000 delivered by Operations are not presently included.

The 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).



What are the Benefits?

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

- Ability to demonstrate innovation and best practice in sustainability;
- Automated data collection by supply chain partners reduces internal resource requirements to collect data manually;
- 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 Overview



The SDCT requires suppliers to submit various types of supply chain data which the above image illustrates.

The following slides elaborate on what suppliers are expected to provide and adhere to.



Annual Supplier Survey

This is a concise survey, consisting of nine questions centred on governance and policies, which must be answered and submitted annually. The data collected will provide company-level information regarding sustainability commitments, most specifically around commitments 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 contractor 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. 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



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. **The Tier 1 Contractor who manages the site should report on the majority of environmental data.**

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.

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="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	No	

☐ Mark section as complete
<< Previous Next >>
Submit for Approval ↻



Partial screenshot of embodied carbon design reporting



2022 Reporting Submission Deadlines

The reporting submission deadlines are standardised for the 10th of each month.

The SDCT will issue a reminder to suppliers seven days prior to the reporting submission date and will display whether suppliers have reported according to a red, amber or green rating. The image below depicts an example of the Shetland HVCD Link project and overdue reporting required from Supplier A and B (*exact supplier names will be shown in the SDCT*).

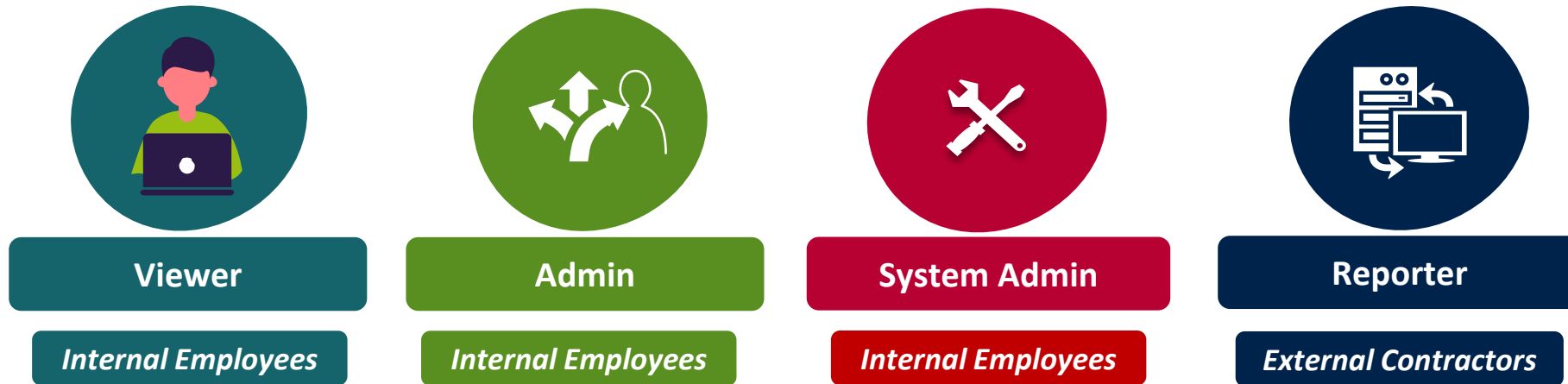
My Projects and Reports		
Annual Reporting for Suppliers		
Supplier A Reporting		
	Shetland HVDC Link - Kergord - Civils, HVDC & AC	Pending Input
Supplier B Reporting		
	Shetland HVDC Link - Kergord - Civils, HVDC & AC	Pending Input



Users' Group Overview

Four unique user groups have been created for the SDCT to showcase the range of diverse responsibilities. The next 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



Viewer

*Internal Employees
(Mandatory:
Project Managers)*

Who is a Viewer within SSEN Transmission?

A mandatory Viewer is a Project Manager; however, any SSEN Transmission employee with a vested interest in a specific project may gain access pending the request is valid. Please speak to the relevant Admin contact (Project Coordinator)

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?

In a scenario whereby the Reporter (the supplier) has not reported according to the deadline, the Admin will capture this non-compliance within internal documentation. It is the Project Manager's responsibility to address non consistent reporting.



Admin Profile



Admin

*Internal Employees
(Mandatory: Project
Coordinators
or Project Managers)*

Who is an Admin within SSEN Transmission?

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

What is the role of a Admin?

To support sustainability data gathering within SSEN Transmission.

What is the responsibility of a Admin?

To ensure SSEN Transmission projects are created in the SDCT and to assign the applicable Viewer(s) and Reporter(s) to the project(s). It is also critical the Admin reviews the SDCT on a monthly basis and documents whether suppliers have adhered to reporting deadlines and submissions. This will allow the Project Manager to understand any areas of concern.



System Admin Profile



System Admin

*Internal Employees
(Mandatory: SSEN
Transmission
Sustainability)*

Who is a System Admin 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 Admin?

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

What is the responsibility of a System Admin?

To ensure the SDCT is functional and operational for reporting.



Reporter Profile



Viewer

*Internal Employees
(Mandatory:
Project Managers)*

Who is a Reporter within SSEN Transmission?

This is an external supplier who is operating on SSEN Transmission projects. Importantly, there will likely be multiple reporters from an organisation to complete the relevant sustainability reporting criteria.

What is the role of a Reporter?

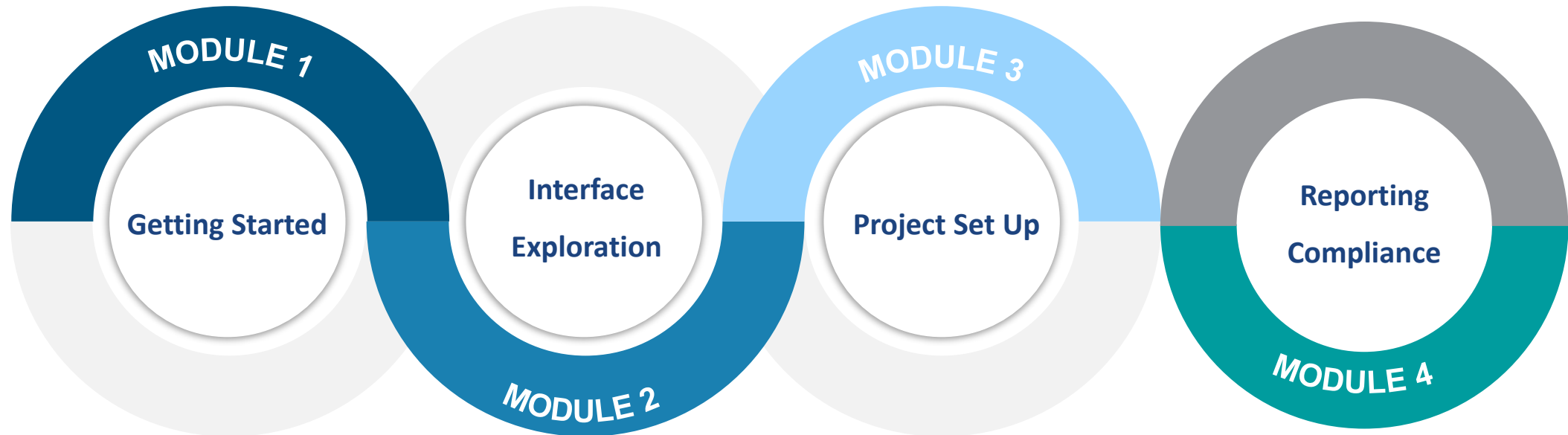
The Reporter is responsible for data entry and the submission of sustainability reporting as per the Sustainability Works Information. There is not an expectation to report on everything – only what's relevant to the project.

What is the responsibility of a Reporter?

To adhere to reporting deadlines specified by SSEN Transmission.



Module Overview and Objectives





Learning Approach

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



Show you how

This Admin 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:

Establish the steps of account set up, logging in and getting started in the system

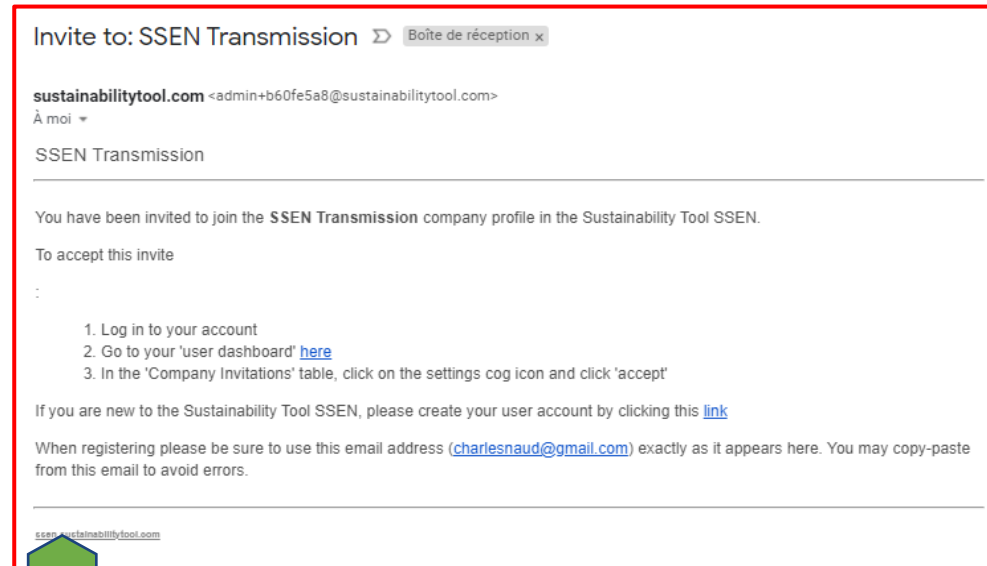
Learning Outcomes (LO) 1, 2, 3:

I know how to...

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

How to Register (LO 1)

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



Invite to: SSEN Transmission Boîte de réception x

sustainabilitytool.com <admin+b60fe5a8@sustainabilitytool.com>
À moi ▾

SSEN Transmission

You have been invited to join the **SSEN Transmission** company profile in the Sustainability Tool SSEN.

To accept this invite

:

1. Log in to your account
2. Go to your 'user dashboard' [here](#)
3. In the 'Company Invitations' table, click on the settings cog icon and click 'accept'

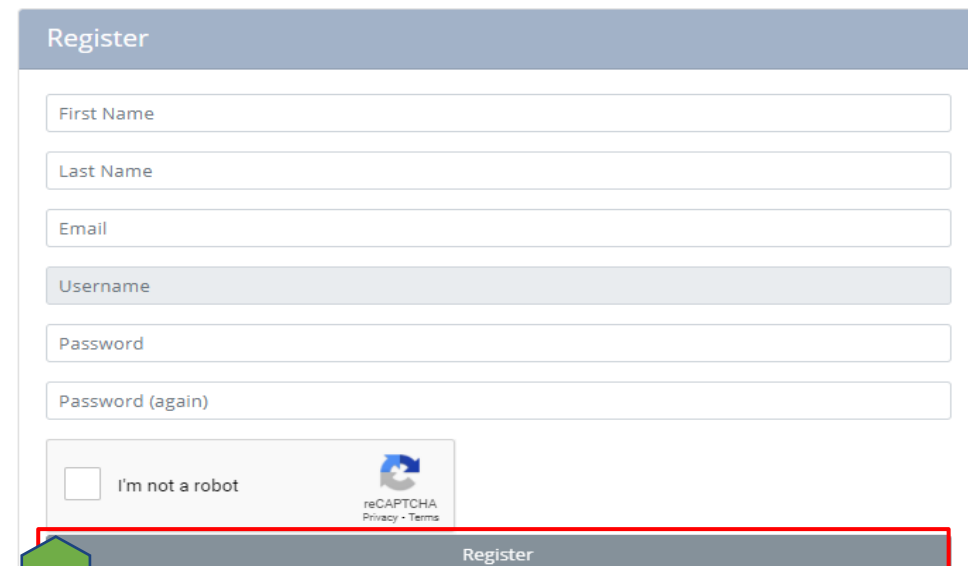
If you are new to the Sustainability Tool SSEN, please create your user account by clicking this [link](#)

When registering please be sure to use this email address (charlesnaud@gmail.com) exactly as it appears here. You may copy-paste from this email to avoid errors.

sseo sustainabilitytool.com



Step 1 – Click the link and follow the instructions



Register

First Name


Last Name

Email

Username

Password

Password (again)

☐ I'm not a robot  reCAPTCHA Privacy - Terms

Register



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 or reset the password**. It will then send an email with an activation link. Please click the link to be taken to the log-in page. **Please also check your junk folder if you have not received an invitation!**

How to Login (LO 2)

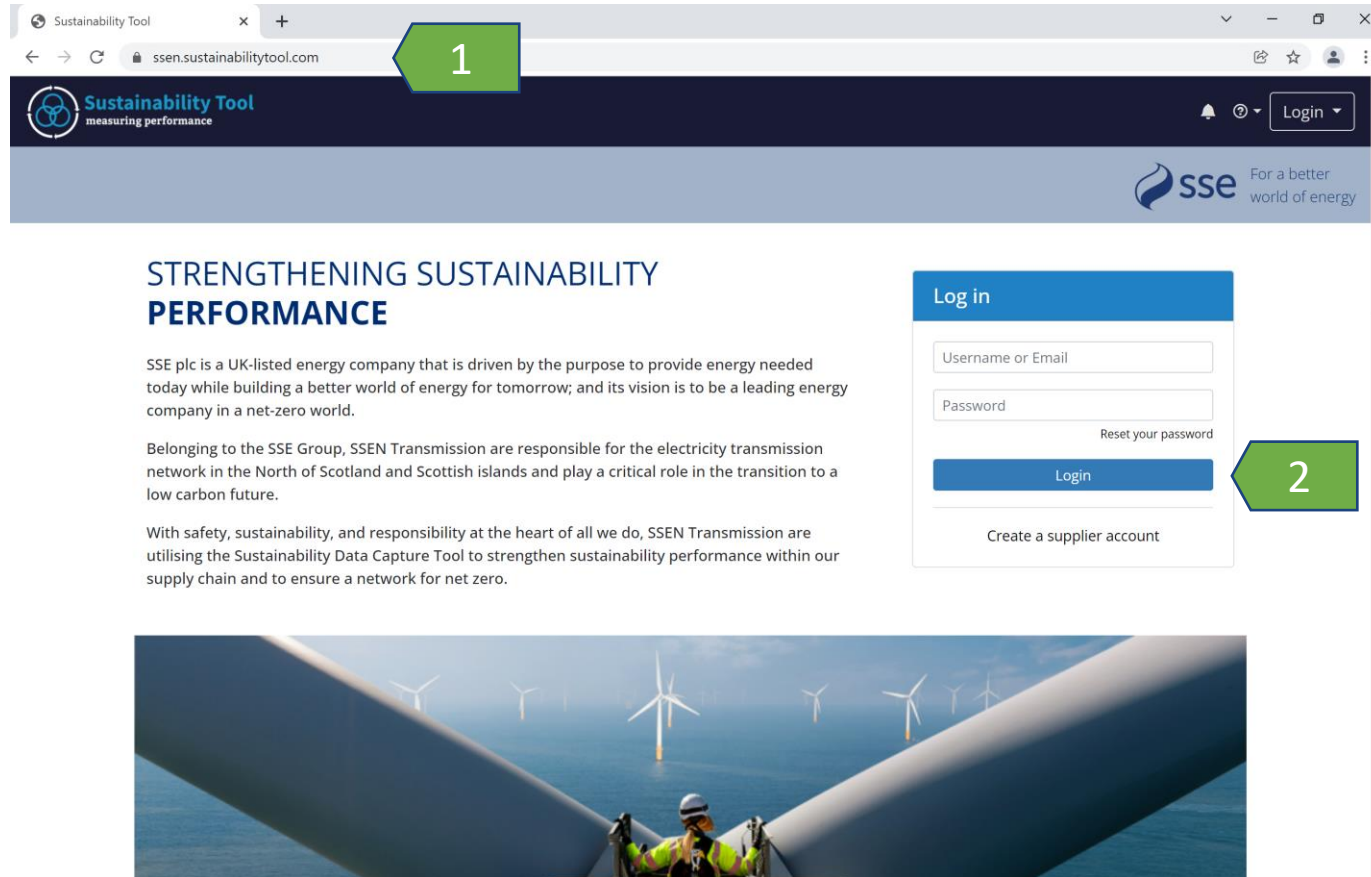
As the SDCT is hosted on a cloud-based platform, a web browser is required. It is recommended either Edge or Google Chrome is used.

The link to the SDCT is:

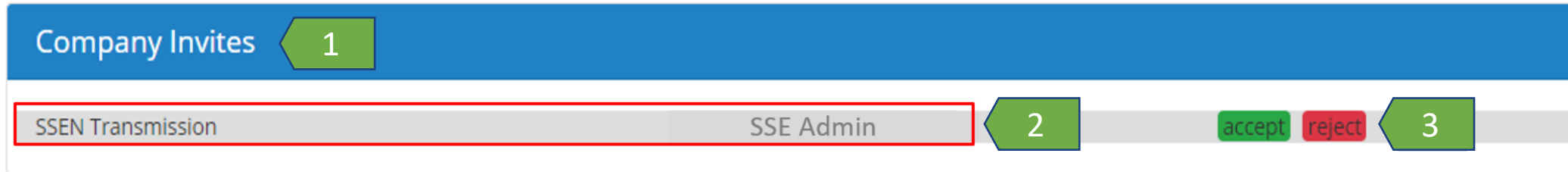
<https://ssen.sustainabilitytool.com/>

Step 1 – Click the link and add this page to your **Bookmarks** (select the star icon at the top right of the screen)

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



Accept or Reject Invitations (LO 3)



Step 1 – This page 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 Admin

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

Note: Please ensure you have been invited as an **Admin**. If this is not correct, please reject the invitation and speak to a System Admin (Sustainability Analyst – Abigail.Hughes@sse.com)



Focus:

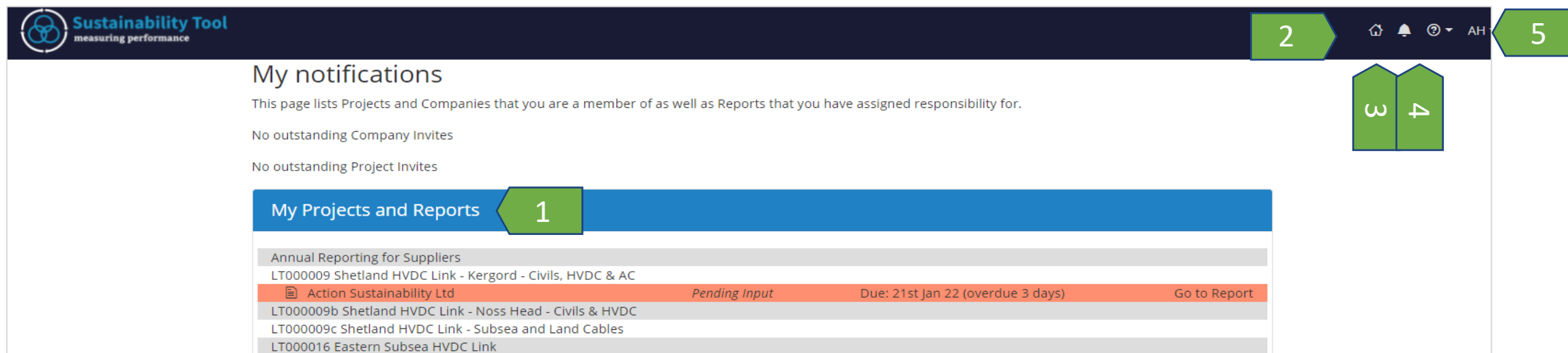
Establishes the steps of navigating the home screen, project dashboards, viewing, and exporting data

Learning Outcomes (LO) 4, 5, 6:

I know how to...

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

Navigating the Home Screen (LO 4)



Sustainability Tool
measuring performance

2 Home icon, Notification bell, User profile dropdown, AH

5 Home icon

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

3 My notifications area

4 My notifications area

1 My Projects and Reports

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 – From here you can **access your projects**.

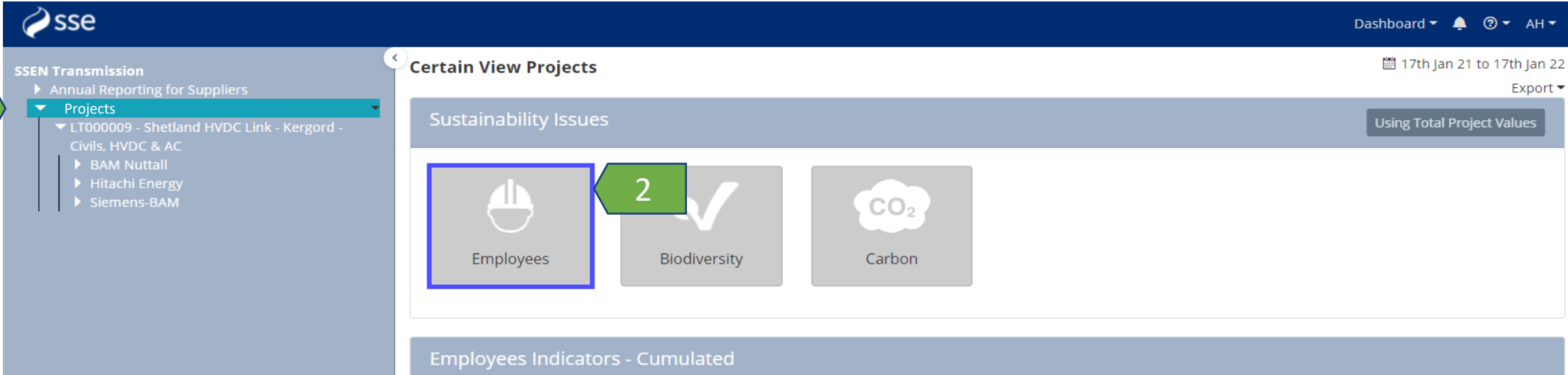
Step 2 – Takes you back to this **home page** at any time

Step 3 – My **Notifications**, this will show outstanding invitations or reports. The above screenshot showcases an overdue report in red.

Step 4 – **Additional user guides** and support hub

Step 5 – Change password and logout area

Navigating the Project Dashboards (LO 5)



The screenshot shows the SSE Project Dashboard interface. On the left, a sidebar menu (callout 1) lists 'SSEN Transmission' with sub-items: 'Annual Reporting for Suppliers', 'Projects' (highlighted), and 'LT000009 - Shetland HVDC Link - Kergord - Civils, HVDC & AC'. The 'Projects' item has further sub-items: 'BAM Nuttall', 'Hitachi Energy', and 'Siemens-BAM'. The main panel (callout 2) is titled 'Certain View Projects' and features a 'Sustainability Issues' section with three tiles: 'Employees' (highlighted with a blue border), 'Biodiversity', and 'Carbon'. Above these tiles, a date range '17th Jan 21 to 17th Jan 22' (callout 3) and an 'Export' button (callout 4) are visible. The 'Employees' tile is labeled 'Employees Indicators - Cumulated'.

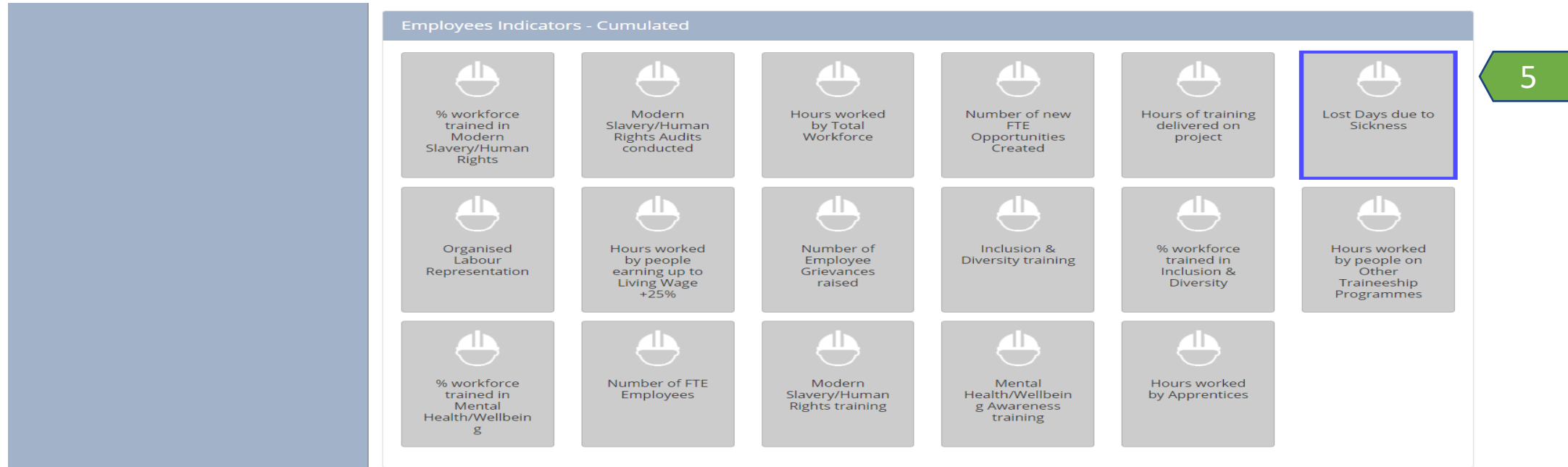
Step 1 – The left hand panel shows the **structure and hierarchy** of the reporting system

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

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 – Drop down to **Export data**

Navigating the Project Dashboards (LO 5)

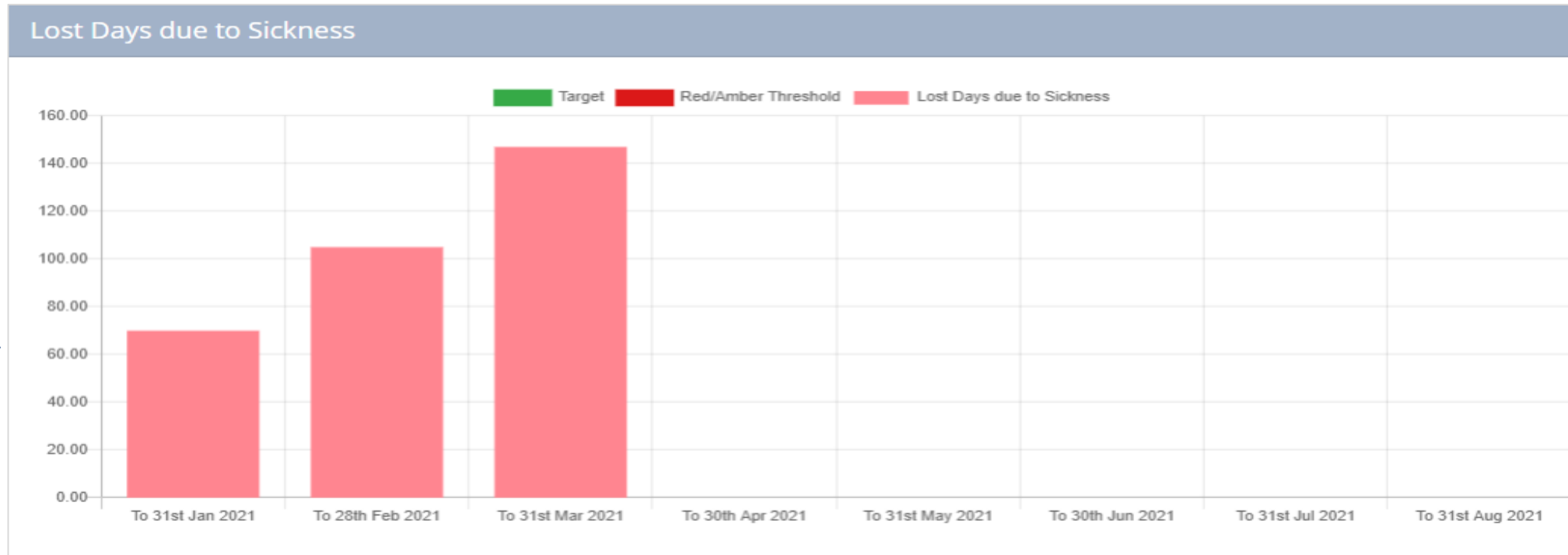


Step 5 – When you click on the tiles, the issue breaks down into indicators

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. The above is fake data for training purposes.

Viewing the Project Dashboards (LO 6)

1

2

Performance of projects for Indicator: Lost Days due to Sickness ⓘ

Period Starting	To: 31st Mar 21	To: 30th Apr 21	To: 31st May 21	To: 30th Jun 21	To: 31st Jul 21	To: 31st Aug 21
RC Test Project	147.00					
NKT - social reporting						
Siemens - environmental reporting						
Hitachi - social reporting						
NKT - environmental reporting						
RC Test Project 2						
BAM Nuttall - social reporting						
Siemens - social reporting						
Hitachi - environmental reporting						
BAM Nuttall - environmental reporting						

Reported metric values (monthly) for indicator: Lost Days due to Sickness ⓘ

Period Starting	To: 31st Mar 21	To: 30th Apr 21	To: 31st May 21	To: 30th Jun 21	To: 31st Jul 21	To: 31st Aug 21
Lost days due to sickness direct workforce ▾	30.00	0.00	0.00	0.00	0.00	0.00
Lost days due to sickness subcontractor workforce ▾	12.00	0.00	0.00	0.00	0.00	0.00

Step 1 – View the cumulative data broken down by Project

Step 2 – View the breakdown of the metric itself, if it has sub-metrics



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

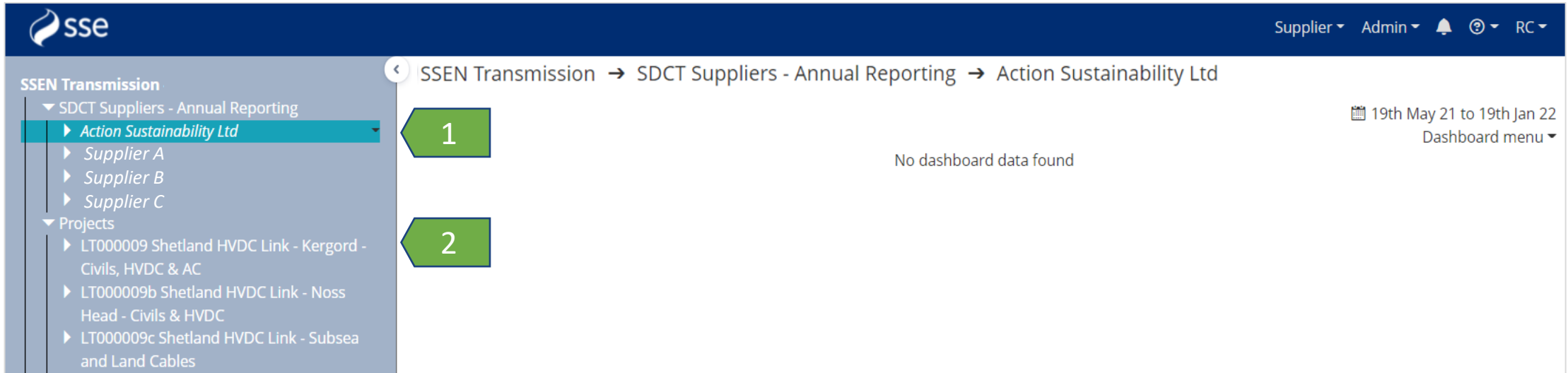
Learning Outcomes (LO) 7, 8, 9, 10:

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)

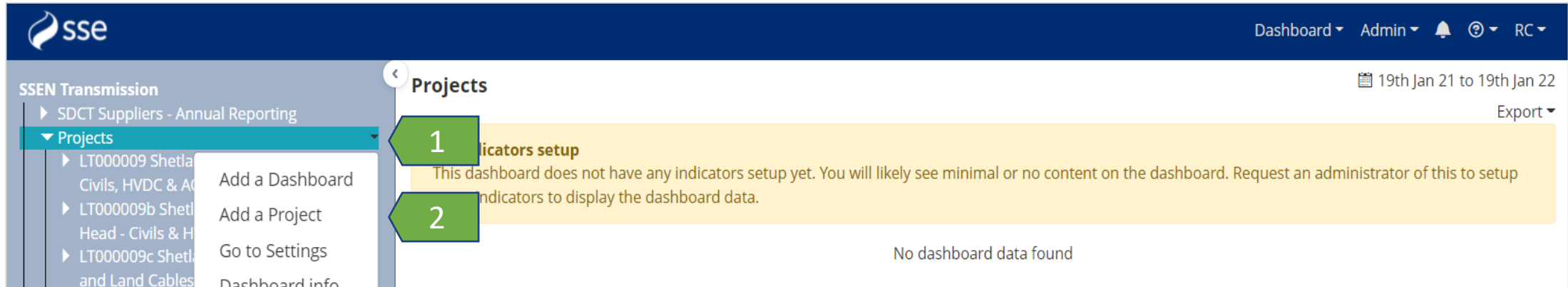


The screenshot shows the SSE system interface. The top navigation bar includes the SSE logo and user roles: Supplier, Admin, and RC. The left sidebar menu is expanded, showing 'SSEN Transmission' with sub-items: 'SDCT Suppliers - Annual Reporting' (highlighted) and 'Projects'. Under 'SDCT Suppliers - Annual Reporting', there is a list of suppliers: 'Action Sustainability Ltd' (highlighted), 'Supplier A', 'Supplier B', and 'Supplier C'. Under 'Projects', there is a list of projects: '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 shows the breadcrumb trail: 'SSEN Transmission → SDCT Suppliers - Annual Reporting → Action Sustainability Ltd'. Below the breadcrumb trail, there is a green arrow labeled '1' pointing to the breadcrumb trail, and another green arrow labeled '2' pointing to the 'Projects' section in the sidebar. The main content area displays 'No dashboard data found' and a date range '19th May 21 to 19th Jan 22' with a 'Dashboard menu' dropdown.

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)



The screenshot shows the SSE Transmission system interface. The top navigation bar includes the SSE logo, 'Dashboard', 'Admin', a notification bell, a help icon, and 'RC'. The left sidebar shows 'SSE Transmission' with a sub-menu 'Projects' selected. The main content area is titled 'Projects' and shows a message: '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.' Below this message, it says 'No dashboard data found'. A green arrow labeled '1' points to the 'Projects' dropdown in the sidebar, and a green arrow labeled '2' points to the 'Add a Project' option in the dropdown menu.

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



Step 2 – Click on **Add a Project**

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

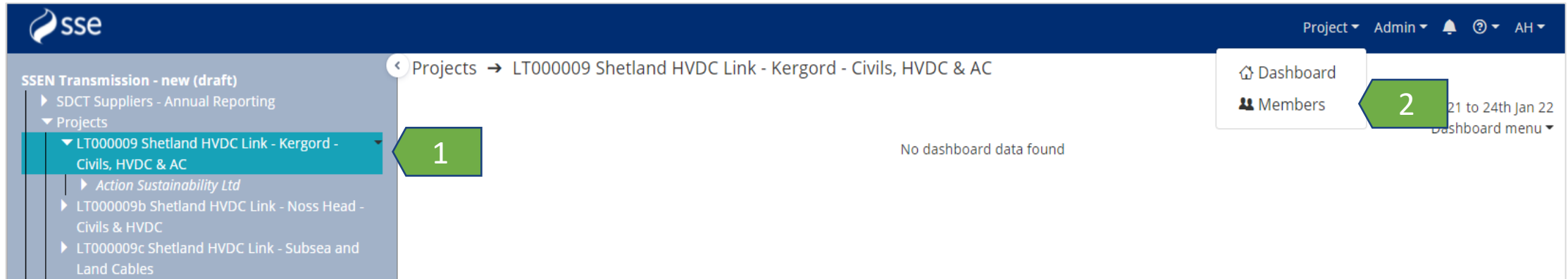
Step 5 – Scroll down within the pop-up box, add the Meta Data for the Project

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 user profile icon, and the text '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

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

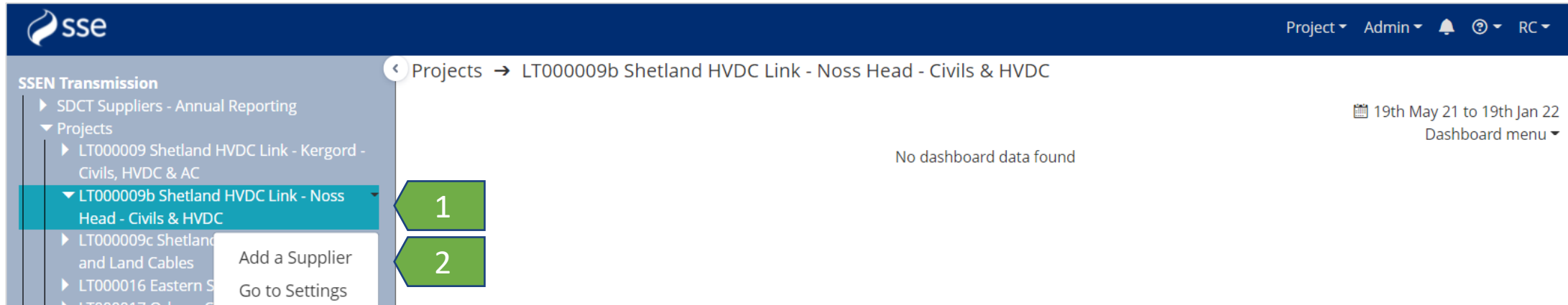
Submit

	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 settings gear, and an RC dropdown. The left sidebar menu is expanded to the 'Projects' section under 'SSEN Transmission'. A dropdown menu is open for the project 'LT000009b Shetland HVDC Link - Noss Head - Civils & HVDC', showing options: 'Add a Supplier' and 'Go to Settings'. A green arrow labeled '1' points to the project name in the sidebar, and a green arrow labeled '2' points to the 'Add a Supplier' button. 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', a 'Dashboard menu' dropdown, and the text 'No dashboard data found'.

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)

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.

Add a Supplier

Name

Set the current Reporting Period

Due date:

Appoint reporter for this package

--/--/----

Submit

4

3

7

5

6

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

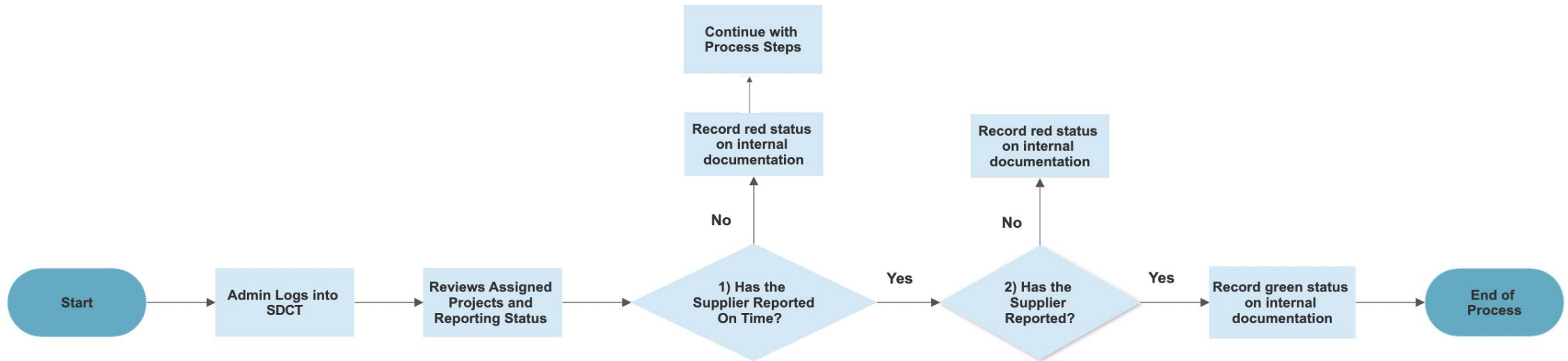
Annual Reporting for Suppliers			
LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC			
 Action Sustainability Ltd	<i>Pending Input</i>	Due: 21st Jan 22 (overdue 3 days)	Go to Report
LT000009b Shetland HVDC Link - Noss Head - Civils & HVDC			
LT000009c Shetland HVDC Link - Subsea and Land Cables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

The screenshot shows the Sustainability Tool User Guide page. At the top right, a dropdown menu (1) contains 'User Guide' and 'Message Support'. On the left, a sidebar (2) has a search bar and a menu (3) with items like 'An Introduction to the Sustainability Tool', 'General guidance', 'User Guidance', 'Supply Chain Sustainability School', 'API Documentation', 'Security Information', 'Contact and Support', and 'Frequently Asked Questions'. The main content area displays the 'Sustainability Tool User Guide' title, a welcome message, and a 'Contents' section with links to various guides.

Step 1 – Access the User Guide for additional information

Step 2 – Search with key words

Step 3 – Use the menu to find out more

Note: You can also access the user guidance through the following link:

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



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



R	Responsible
A	Accountable
C	Consulted
I	Informed

	Viewer	Admin		System Admin	Reporter
	Project Manager	Project Co-Ordinator	Project Manager (Network)	Sustainability Analyst	Contractor
Stage 1	R	R	R	R	R
Stage 1	R	R	R	R	R
Stage 2		R	R		
Stage 2		R	R		
Stage 2	I	R	R		
Stage 3					R
Stage 3					R
Stage 3					R
Stage 4	R	A	A		I
Stage 5				R	
Stage 5		I	I	A	
Stage 5		I	I	A	

Responsible – This is a mandatory task which must be actioned, regardless of the user group

Accountable – This is a required task which should be actioned; however, if it is not, the specific user will be required to justify their action

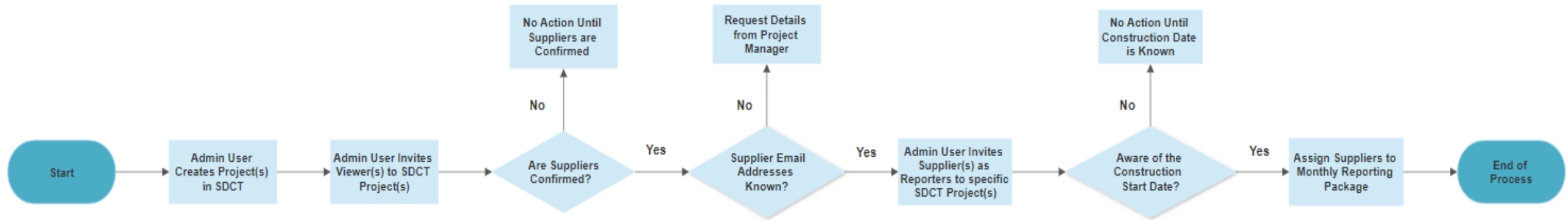
Consulted – This is an optional task and is there to support those who are responsible

Informed – This is a required task to ensure open communication is occurring

Please note: Due to the scope of various SSEN Transmission projects, the Admin 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 Reports have submitted their monthly and annual reports on time.</p> <p>The monthly contractor project template has also been updated to include a compliance section for sustainability reporting. This is also the case for the monthly PRB meetings which showcases all contractor compliance.</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>