

# Sustainability Data Capture Tool

Supply Chain Sustainability Reporting

## Independent Learning – Reporter User Guide



# Welcome

The purpose of this Reporter User Guide is to demonstrate how you, as a Reporter, will use the Sustainability Data Capture Tool (SDCT) to provide supply chain sustainability data pertaining to specific 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



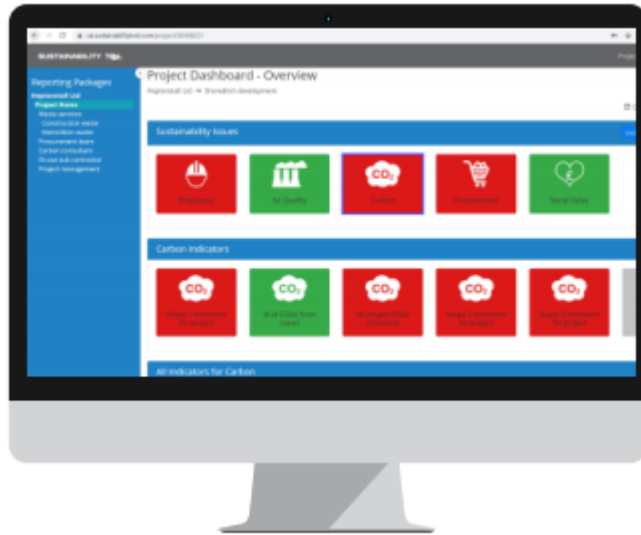
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# What is the Sustainability Data Capture Tool?



Exemplar of the user interface

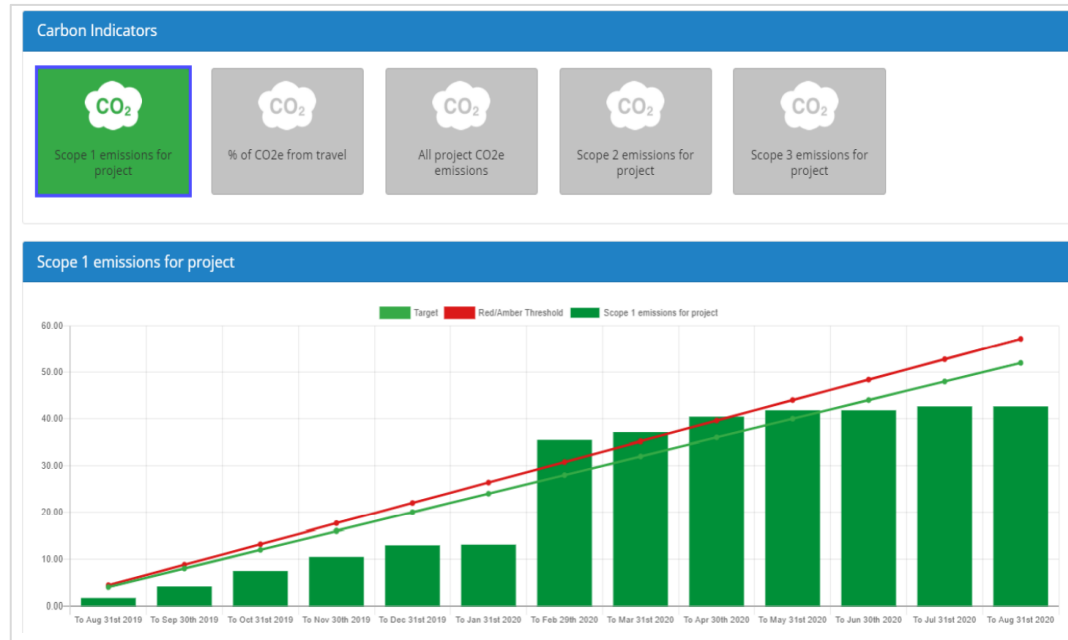
The SDCT is a cloud-based sustainability performance reporting system, specifically **designed to manage supply chain sustainability performance**.

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.

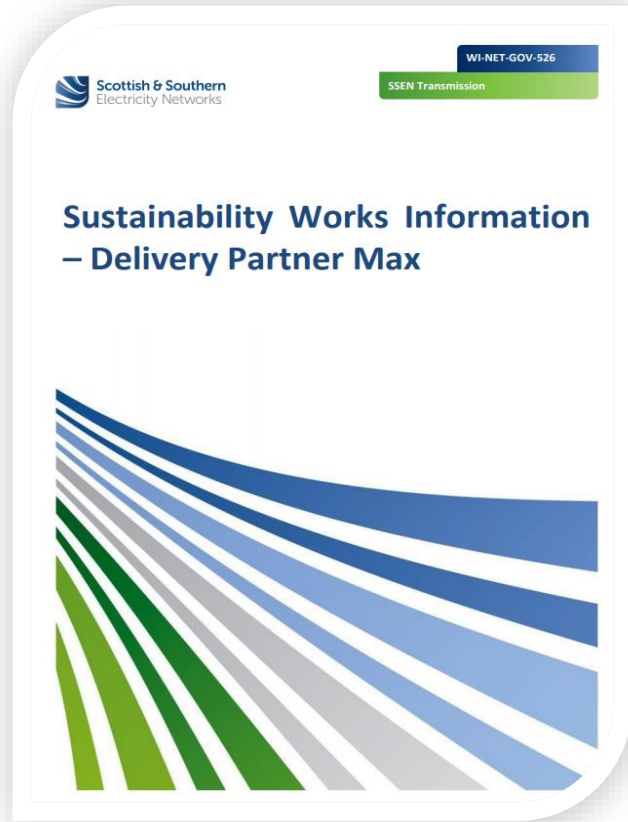
**The SDCT underpins how SSEN Transmission will achieve Leadership in Sustainability. It is required for two key reasons:**

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)**.

Awarded contractors in the RIIO-T2 price control period are required to report on supply chain sustainability data, when mobilised at site for construction, for specific projects over a value of £500,000.

Presently ground investigations prior to construction are not captured; however, if this can be captured it would be beneficial.





# 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



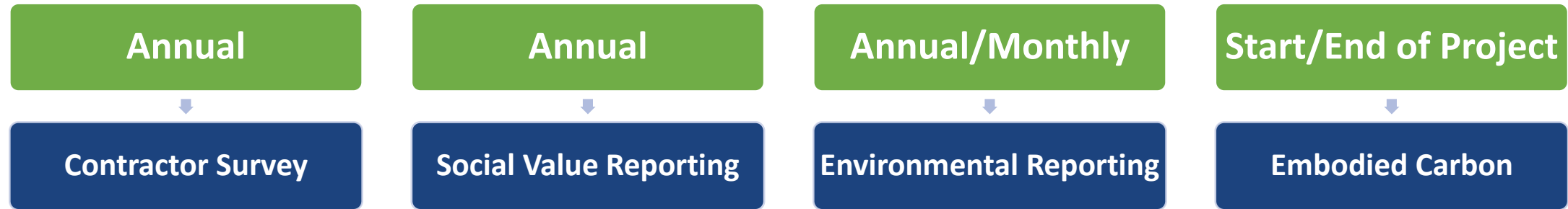
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# Reporting Packages Overview



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, specifically the construction phase, the SDCT should be used by the contractor 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 type="text"/>
● 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="text"/>
● 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="text"/>
● 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="text"/>
● 05. Does your company have an ISO14001 accredited environmental management system? ⓘ	Yes	N/A	No	<input type="text"/>
● 06. Does your company have a set of metrics or KPIs for tracking sustainability performance? ⓘ	Yes	N/A	No	<input type="text"/>

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="checkbox"/>
		<input type="button" value="Add new form data"/>		
• 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 10<sup>th</sup> 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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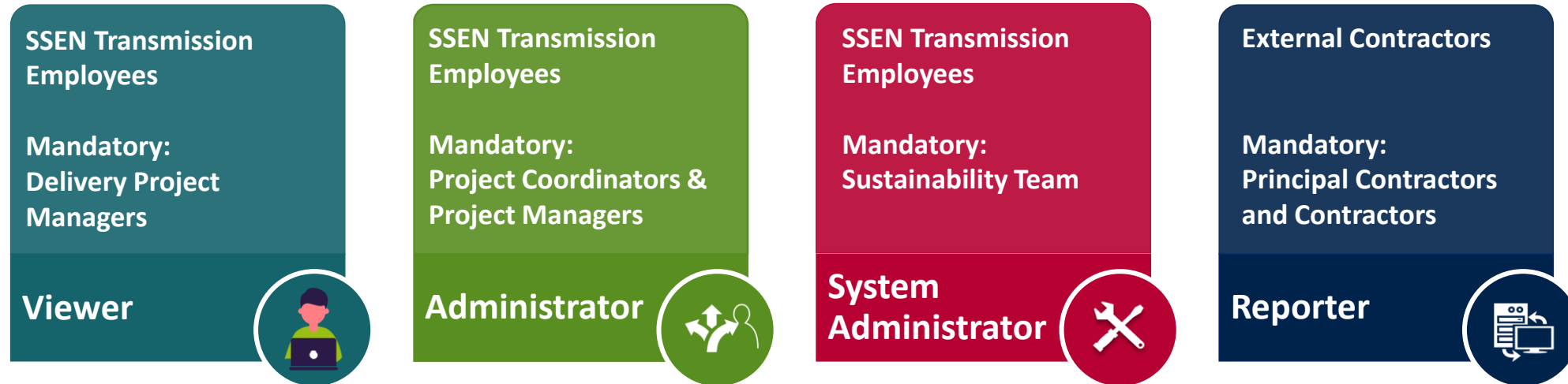
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# Users' Group Overview

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



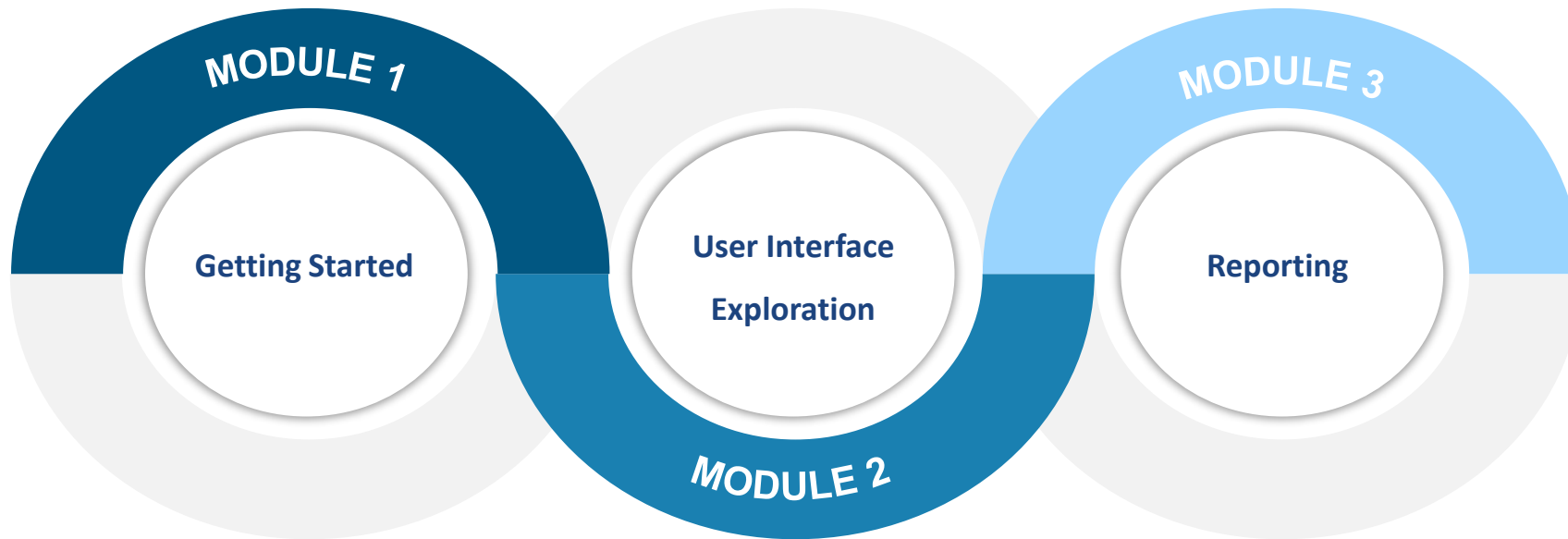
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# Training Modules Overview





# Learning Approach

Modules 1, 2, and 3 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 the module delivery. If you require alternative training material, please contact the SSEN Transmission Sustainability team.**



## Focus:

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

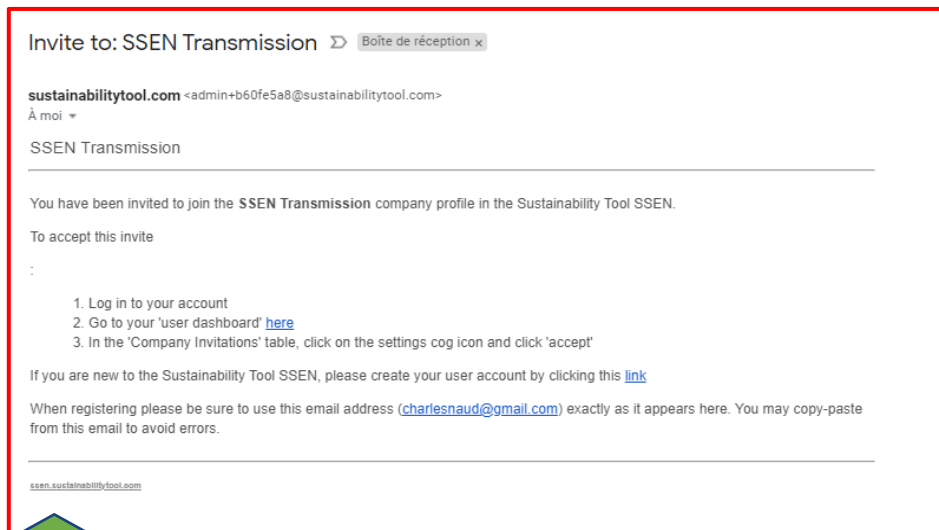
## Learning Objectives (LO) 1, 2, 3:



### 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:



Invite to: SSEN Transmission  

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'

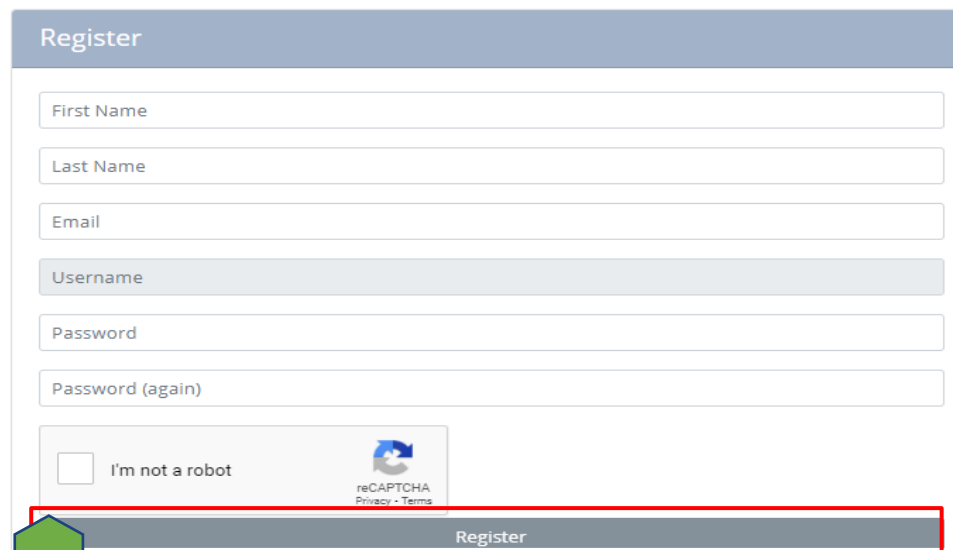
If you are new to the Sustainability Tool SSEN, please create your user account by clicking this [link](#)

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

[sustainabilitytool.com](https://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

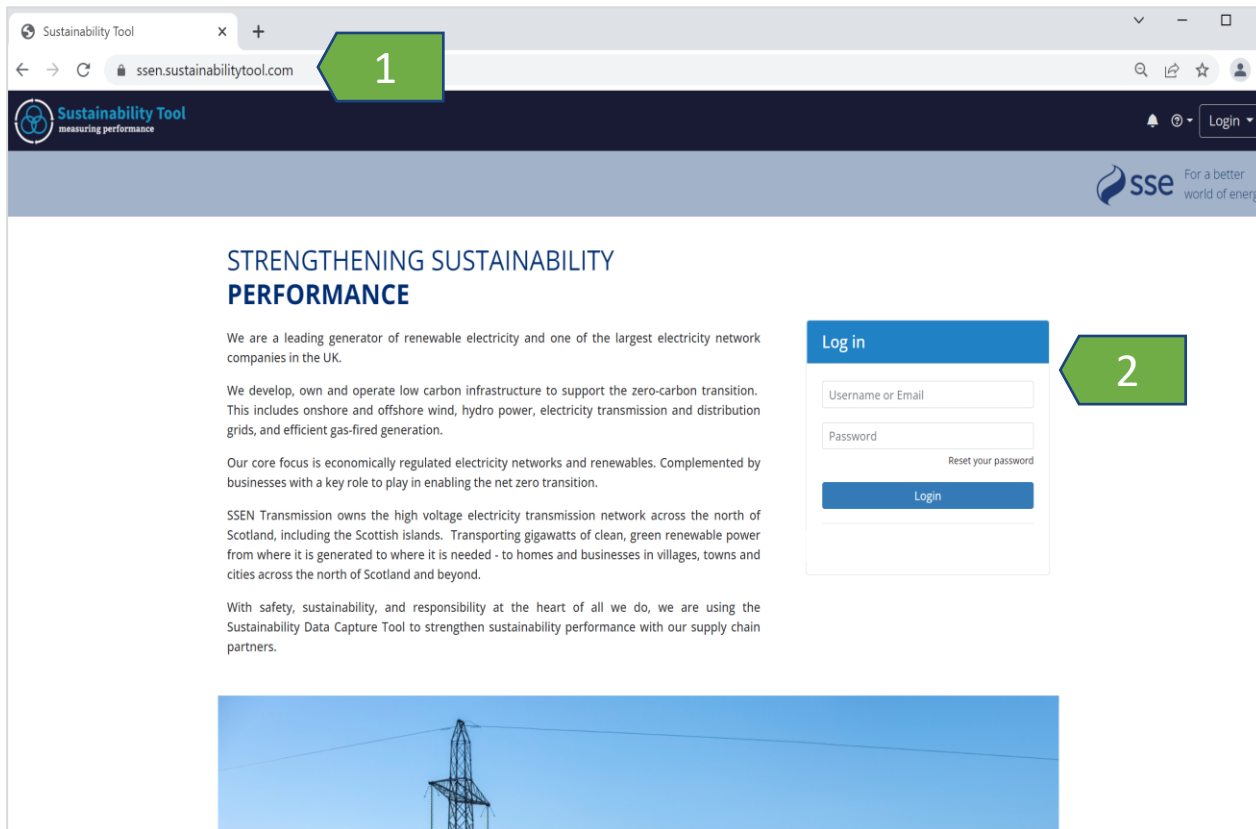
Register



**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 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 the SSEN Sustainability Tool login page. The browser address bar is highlighted with a green arrow labeled '1', showing the URL 'ssen.sustainabilitytool.com'. The page features a 'Log in' button highlighted with a green arrow labeled '2'. The login form includes fields for 'Username or Email' and 'Password', a 'Reset your password' link, and a 'Login' button. The page also contains text about SSEN's commitment to sustainability and a background image of a power line.

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/>

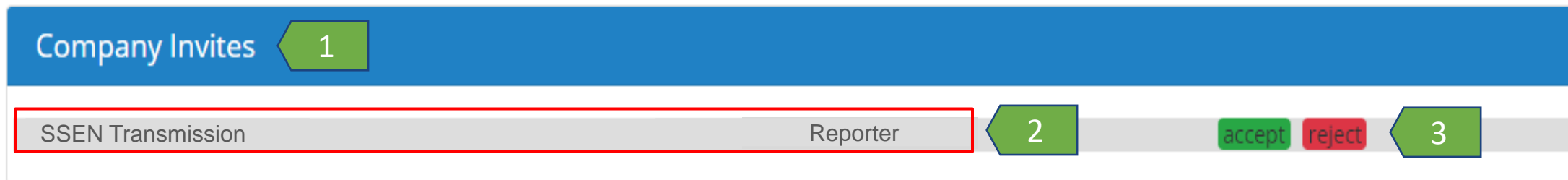
**Step 1** – Click the link to the SDCT

**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 a **Reporter**

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

**Note:** Please ensure you have been invited as a **Reporter**. If this is incorrect, please reject the invitation and speak to your SSE Project Coordinator (who is an Administrator user).

**Multiple Reporters from an organisation can be invited to a project as it is likely multiple people will report on different areas.**

# 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




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


## 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 and project invites to be reviewed

**Step 2** – From here, you can view and access specific projects which you have access to within your organisation

# Navigating the Home Screen (LO 4)


**Sustainability Tool**  
 measuring performance




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


## 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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## 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




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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

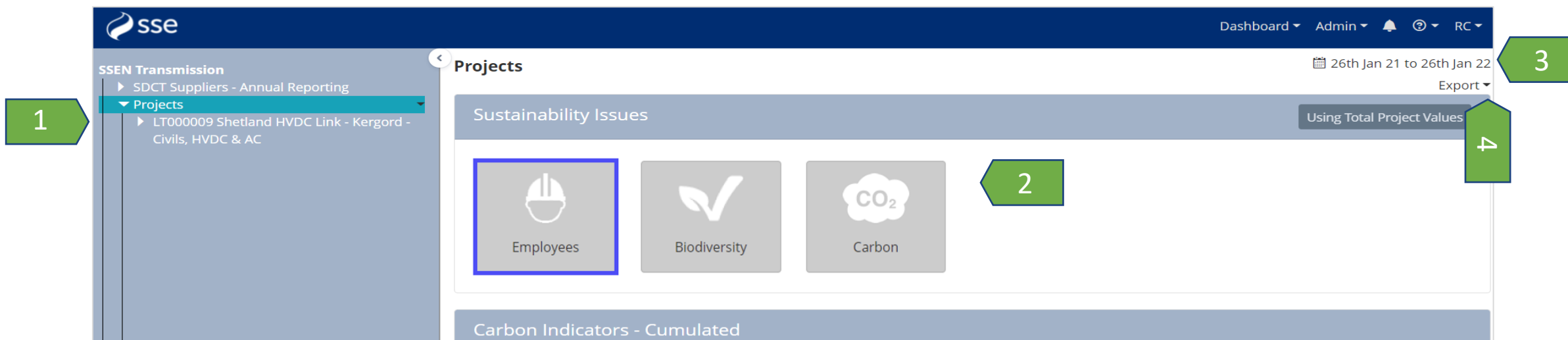
Annual Reporting for Suppliers  
 LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC

 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** – This is the **additional user guides** and support hub area

**Step 7** – This is how you change password and also the logout area

# Navigating the Project Dashboards (LO 5)



The screenshot shows the SSE Project Dashboard interface. On the left, a sidebar (callout 1) contains the 'SSEN Transmission' menu 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' (callout 3) and an 'Export' dropdown (callout 4) are visible. The 'Carbon' tile is also highlighted with a green callout 2.

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

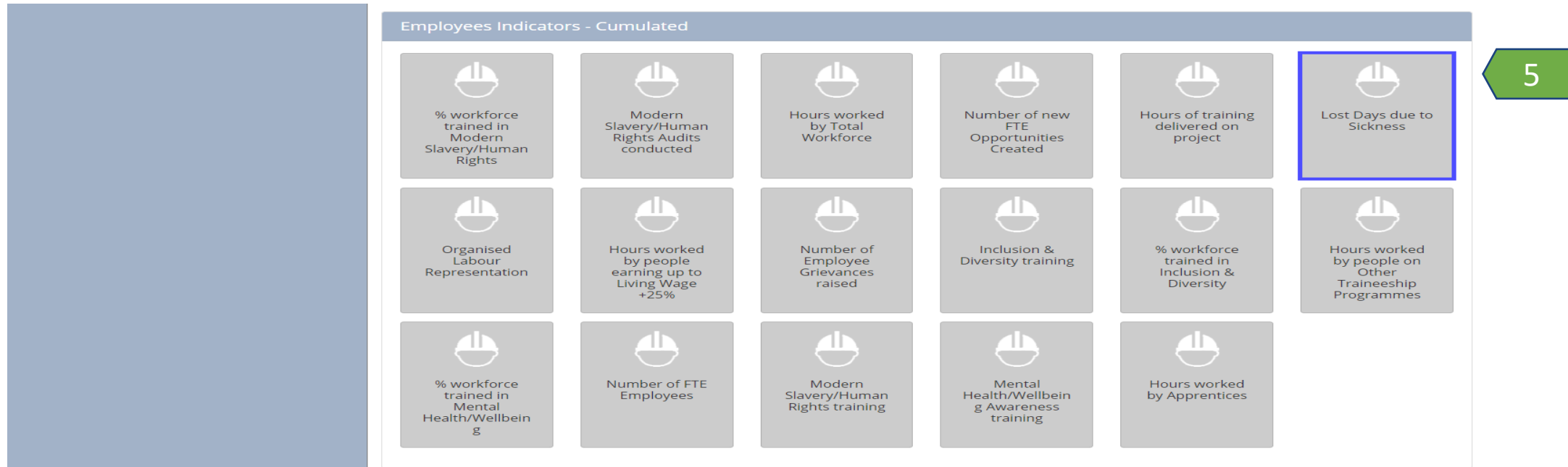
**Step 2** – The main panel shows tiles representing the performance categorised by Sustainability Issues once data has been reported

**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)

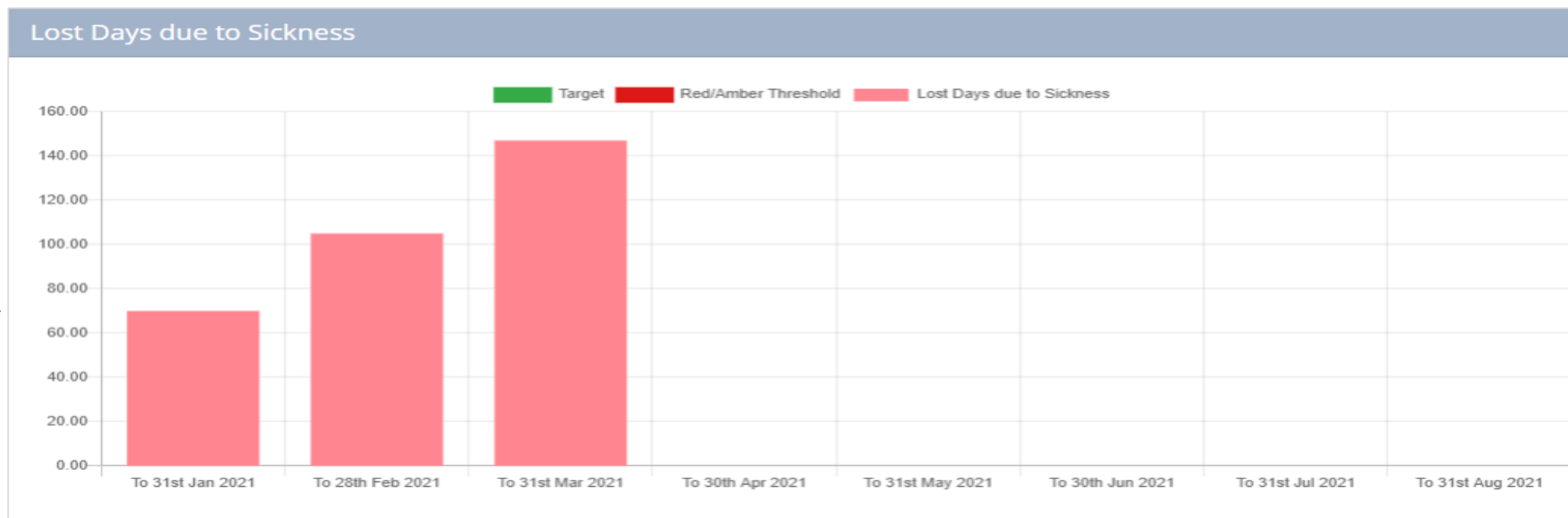


**Step 5** – When you click on the tiles, the issue breaks down into indicators. Click on an indicator to explore the data

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

# Navigating the Project Dashboards (LO 5)

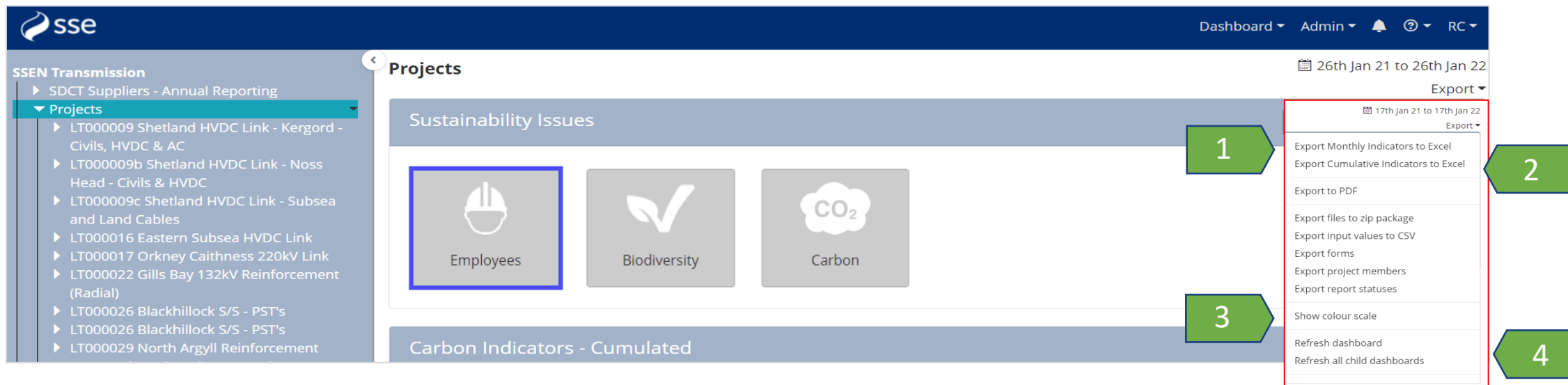
6



**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 Transmission dashboard. On the left is a navigation menu with 'SSE Transmission' and 'Projects' expanded. The main area is titled 'Projects' and shows 'Sustainability Issues' with three tiles: 'Employees' (highlighted with a blue border), 'Biodiversity', and 'Carbon'. Below these is a section for 'Carbon Indicators - Cumulated'. An 'Export' dropdown menu is open, showing options like 'Export Monthly Indicators to Excel', 'Export Cumulative Indicators to Excel', 'Export to PDF', etc. Four green arrows with numbers 1 through 4 point to specific elements: 1 points to the 'Employees' tile, 2 points to the 'Export Cumulative 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:

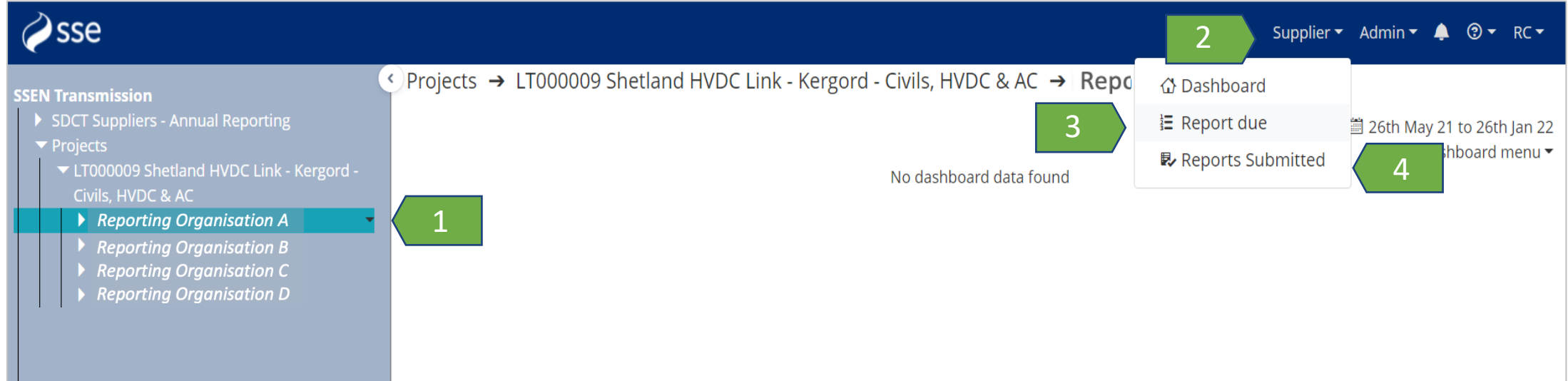
Establishes the steps of navigating the reporting environment, completing and submitting reports

## Learning Objectives (LO) 7, 8, 9, 10, 11, 12:

### I know how to...

- **LO 7)** Navigate the reporting environment ✓
- **LO 8)** Complete a report ✓
- **LO 9)** Complete a report – Waste ✓
- **LO 10)** Complete a report – Embodied Carbon ✓
- **LO 11)** Submit a report ✓
- **LO 12)** Retrospectively edit a report ✓

# Navigating the Reporting Environment (LO 7)



The screenshot shows the SSE reporting environment interface. The top navigation bar includes the SSE logo, a breadcrumb trail: Projects → LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC → Reports, and a 'Supplier' dropdown menu. The left sidebar shows a tree structure under 'SSEN Transmission' with 'Reporting Organisation A' selected. The main content area displays a 'Report due' status with a date range and a 'Reports Submitted' link. Four green numbered arrows indicate the navigation steps: 1 points to 'Reporting Organisation A', 2 points to the 'Supplier' dropdown, 3 points to the 'Report due' status, and 4 points to the 'Reports Submitted' link.

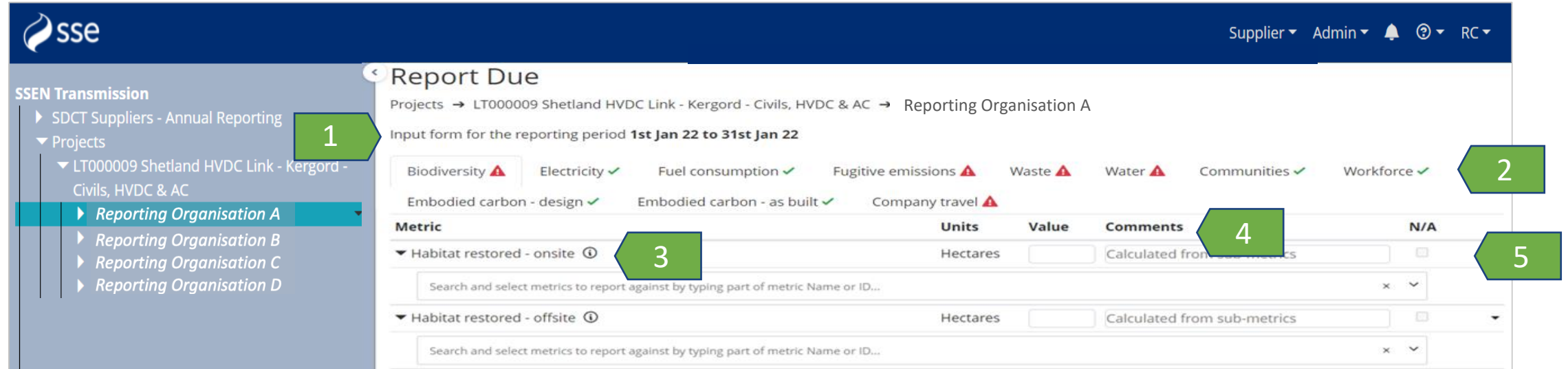
**Step 1** – Click on **your organisation name** to begin reporting

**Step 2** – Click on **Supplier** to show a drop-down of options

**Step 3** – Click on **Report Due** to start reporting



**Step 4** – Click on **Reports Submitted** to view reporting history

# Complete a Report (LO 8)



The screenshot shows the 'Report Due' interface for 'Reporting Organisation A'. The left sidebar shows the navigation menu with 'Reporting Organisation A' selected. The main area displays the reporting period '1st Jan 22 to 31st Jan 22' and a list of sustainability metrics with their completion status. A table below lists metrics like 'Habitat restored - onsite' and 'Habitat restored - offsite' with columns for Units, Value, Comments, and N/A. Numbered callouts 1-5 highlight specific features: 1 points to the reporting period, 2 points to the metric status indicators, 3 points to the metric name in the table, 4 points to the comments field, and 5 points to the N/A checkbox.

**Step 1** – Displays the **period** for which you are reporting

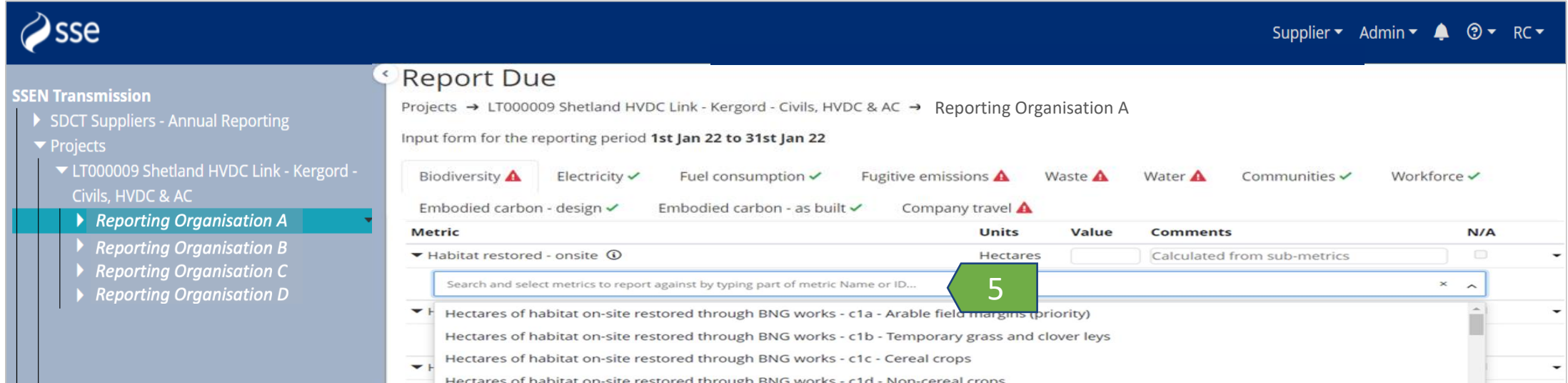
**Step 2** – Displays the sustainability issues you can report on. Completed  Incomplete 

**Step 3** – Provided information relating to the metrics

**Step 4** – **Optional comments** about the data can be added

**Step 5** – Tick **N/A** if this metric is not relevant

# Complete a Report (LO 8)



**SSE** Supplier ▾ Admin ▾ 🔔 ⓘ ▾ RC ▾

**SSEN Transmission**

- ▶ SDCT Suppliers - Annual Reporting
- ▼ Projects
  - ▼ LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC
    - ▶ **Reporting Organisation A**
    - ▶ Reporting Organisation B
    - ▶ Reporting Organisation C
    - ▶ Reporting Organisation D

**Report Due**

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

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
▼ Habitat restored - onsite ⓘ	Hectares	<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..."/>				
▼ H Hectares of habitat on-site restored through BNG works - c1a - Arable field margins (priority)				
Hectares of habitat on-site restored through BNG works - c1b - Temporary grass and clover leys				
▼ H Hectares of habitat on-site restored through BNG works - c1c - Cereal crops				
Hectares of habitat on-site restored through BNG works - c1d - Non-cereal crops				



**Step 5** – Click the white box to **search** through the list for the **relevant metric** and select the metric you intend to report on. In this example, we will use *Hectare of habitat on-site restored through BNG works -c1c- Cereal crops*.

**Note:** Biodiversity data is submitted annually, this is an example of the interface for training purposes.



# Complete a Report (LO 8)



Supplier ▾ Admin ▾   ▾ RC ▾









**SSEN Transmission**




- ▶ SDCT Suppliers - Annual Reporting
- ▼ Projects
  - ▼ LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC
    - ▶ **Reporting Organisation A**
    - ▶ Reporting Organisation B
    - ▶ Reporting Organisation C
    - ▶ Reporting Organisation D

## Report Due

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

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
▼ Habitat restored - onsite ⓘ		0.27	Calculated from sub-metrics	<input type="checkbox"/> ✓   ▾
Hectares of habitat on-site restored through BNG works - c1f - Horticulture × ▾				
• Hectares of habitat on-site restored through BNG works - c1c - Cereal crops ⓘ	Hectares	0.22		<input type="checkbox"/> ✓   ▾
• Hectares of habitat on-site restored through BNG works - c1f - Horticulture ⓘ	Hectares	0.05		<input type="checkbox"/> ✓   ▾

**Step 6** – Shows the **combined data** value of all applicable metrics

**Step 7** – Data values to be completed (for other applicable metrics)



# Complete a Report – Waste (LO 9)



**SSEN Transmission**

Supplier ▾ Admin ▾ 🔔 ⓘ ▾ RC ▾

**Report Due**

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

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
● Waste CO2e	tCO2e	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Waste Upload ⓘ	No file		<input type="text"/>	<input type="checkbox"/>

**1** Add new form data

The Waste section slightly differs as data can also be uploaded directly via a CSV file (Step 5 and onwards explains this)

**Step 1** – Under **Waste**, click on 'Add new form data'

# Complete a Report – Waste (LO 9)

Waste Upload
×

Either complete the table below manually by adding a new row for each employee or follow the steps below to upload your data from a CSV file:

- **Step 1:** Download the Excel template
- **Step 2:** Save the completed Excel templates as a .CSV file
- **Step 3:** Click the "Upload from CSV" button and upload the CSV
- **Step 4:** Press the "Save" button to save the data

Please ensure that the CSV file upload has the heading columns that match the table headers below.  
Row reference populates automatically from the upload CSV and will help you identify errors within specific rows of data.

Download Template
Upload from CSV
Clear all data

Save

Waste type	EWC	Waste stream	Category	Classification	Weight (tonnes)	Registered Waste Carriers and Brokers Registration	Final Waste Destination: SEPA Permit or License Number
Glass	17 02 02 glass						

Add

**Step 2** – Add waste data in the form fields

**Step 3** – Click **Add** to create this entry

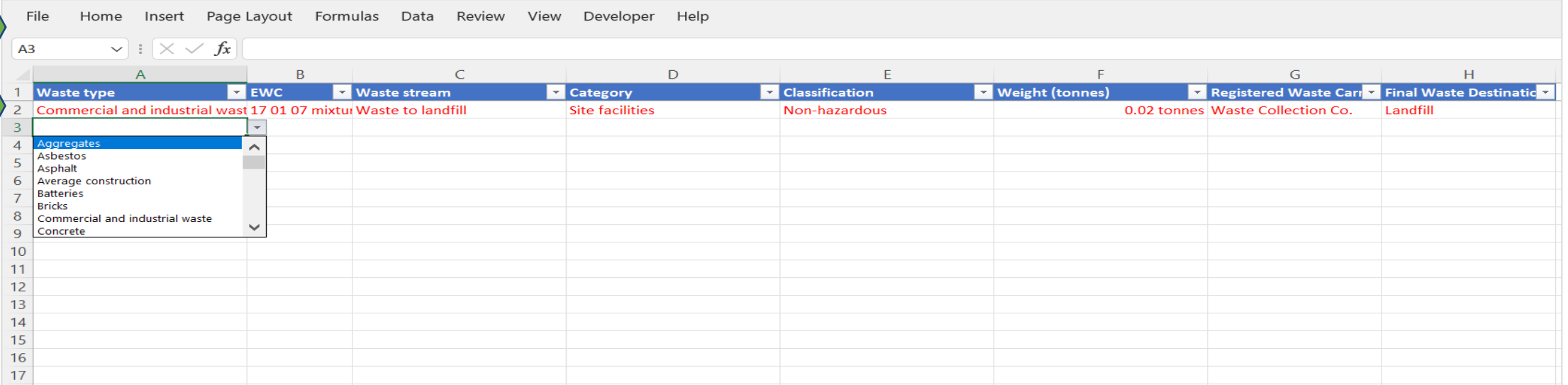
**Step 4** – Click **Save**

**Step 5** – Alternatively, click on **Download Template** to use the CSV upload option

# Complete a Report – Waste (LO 9)

6

7



**Step 6** – Open the downloaded Excel template

**Step 7** – Add waste data in the fields using the drop-down options and complete for other columns

**Note:** Once data entry is complete, *save the file as a .CSV file in your computer in a location of your choice. You will need to upload this file in the next step.*

# Complete a Report – Waste (LO 9)

Waste Upload

Either complete the table below manually by adding a new row for each employee or follow the steps below to upload your data from a CSV file:

- Step 1:** Download the Excel template
- Step 2:** Save the completed Excel templates as a .CSV file
- Step 3:** Click the "Upload from CSV" button and upload the CSV
- Step 4:** Press the "Save" button to save the data

Please ensure that the CSV file upload has the heading columns that match the table headers below.  
Row reference populates automatically from the upload CSV and will help you identify errors within specific rows of data.

Download

8

Upload from CSV

Clear all data

Save

9

Waste type	EWC	Waste stream	Category	Classification	Weight (tonnes)	Registered Waste Carriers and Brokers Registration	Final Waste Destination: SEPA Permit or License Number
Glass	17 02 02 glass						


Add

Step 8 – In your report, click **Upload from CSV**

Step 9 – Click **Save**

**Note:** If you experience any difficulties in this, please *double check the file has been saved as ‘CSV’ as this is a common error.*

# Complete a Report – Embodied Carbon (LO 10)



The screenshot shows the 'Report Due' interface for 'Reporting Organisation A'. The left sidebar lists the navigation path: SSEN Transmission > SDCT Suppliers - Annual Reporting > Projects > LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC > Reporting Organisation A. The main content area shows the 'Embodied carbon - design' section, which is highlighted with a red box. Below this, there is a table with columns: Metric, Units, Value, Comments, and N/A. The table contains three rows: 'Embodied carbon - design' (No file), '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), and 'Design - other assets and materials' (No file). A green arrow with the number '1' points to the 'Add new form data' button next to the first row. The 'Value' column for the first row is 'No file'. The 'Comments' column for the first row is empty. The 'N/A' column for the first row has a checkbox. The 'Value' column for the second row has three buttons: 'Yes', 'N/A', and 'No'. The 'Comments' column for the second row is empty. The 'N/A' column for the second row has a checkbox. The 'Value' column for the third row is 'No file'. The 'Comments' column for the third row is empty. The 'N/A' column for the third row has a checkbox and a gear icon.

The Embodied Carbon section also differs as data can also be uploaded directly via a CSV file. This learning objective will explain how to submit embodied carbon – design data.

**Step 1** – Under **Embodied Carbon - Design**, click on 'Add new form data'

# Complete a Report – Embodied Carbon (LO 10)

5

Embodied carbon log - design

Either complete the table below manually by adding a new row for each employee or follow the steps below to upload your data from a CSV file:

- Step 1:** Download the Excel template
- Step 2:** Save the completed Excel templates as a .CSV file
- Step 3:** Click the "Upload from CSV" button and upload the CSV
- Step 4:** Press the "Save" button to save the data

Please ensure that the CSV file upload has the heading columns that match the table headers below.  
Row reference populates automatically from the upload CSV and will help you identify errors within specific rows of data.

Download Template

Upload from CSV

Clear all data

Save

Category	Name	CAT Database Code (for reference)	Asset type	Unit	Weight (kg)	Transport mode	Road (km)	Ship (km)	A1-A3 (kgCO2e)	A4 (kgCO2e)	
Cables											<div>2</div> <div>Add</div> <div>3</div>


4

**Step 2** – Enter embodied carbon design data in the fields

**Step 3** – Click **Add** to create this entry

**Step 4** – Click **Save**

**Step 5** – Alternatively, click on **Download Template** to use the CSV upload option



TRANSMISSION

Module 1

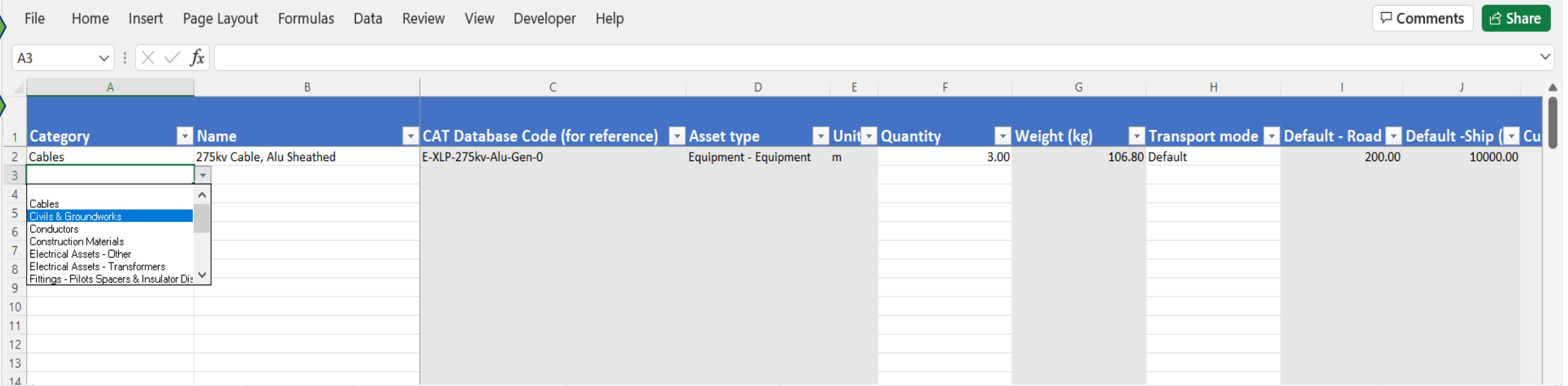
Module 2

Module 3

# Complete a Report – Embodied Carbon (LO 10)

6

7



The screenshot shows an Excel spreadsheet with the following data in row 2:

Category	Name	CAT Database Code (for reference)	Asset type	Unit	Quantity	Weight (kg)	Transport mode	Default - Road	Default -Ship
Cables	275kv Cable, Alu Sheathed	E-XLP-275kv-Alu-Gen-0	Equipment - Equipment	m	3.00	106.80	Default	200.00	10000.00

The 'Category' dropdown menu is open, showing options: Cables, Cables & Groundworks, Conductors, Construction Materials, Electrical Assets - Other, Electrical Assets - Transformers, and Fittings - Pilots Spacers & Insulator Dis.

**Step 6** – Open the downloaded Excel CSV template

**Step 7** – Add waste data in the fields using the drop-down options and complete for other columns

**Note:** Once data entry is complete, *save the file as a .CSV file in your computer in a location of your choice. You will need to upload this file in the next step.*

# Complete a Report – Embodied Carbon (LO 10)

Waste Upload

Either complete the table below manually by adding a new row for each employee or follow the steps below to upload your data from a CSV file:

- Step 1:** Download the Excel template
- Step 2:** Save the completed Excel templates as a .CSV file
- Step 3:** Click the "Upload from CSV" button and upload the CSV
- Step 4:** Press the "Save" button to save the data

Please ensure that the CSV file upload has the heading columns that match the table headers below.  
Row reference populates automatically from the upload CSV and will help you identify errors within specific rows of data.

Download

8

Upload from CSV

Clear all data

Save

9

Waste type	EWC	Waste stream	Category	Classification	Weight (tonnes)	Registered Waste Carriers and Brokers Registration	Final Waste Destination: SEPA Permit or License Number
Glass	17 02 02 glass						

Add

**Step 8** – In your report, click **Upload from CSV**


**Step 9** – Click **Save**

**Note:** If you experience any difficulties in this, please **double check the file has been saved as ‘CSV’ as this is a common error.**

Module 1

Module 2

Module 3





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# Complete a Report – Embodied Carbon (LO 10)

**sse** Supplier ▾ Admin ▾   RC ▾

**SSEN Transmission**

- ▶ SDCT Suppliers - Annual Reporting
- ▼ Projects
  - ▼ LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC
    - ▶ **Reporting Organisation A**
    - ▶ Reporting Organisation B
    - ▶ Reporting Organisation C
    - ▶ Reporting Organisation D
    - ▶ LT000009b Shetland HVDC Link - Noss Head - Civils & HVDC
    - ▶ LT000009c Shetland HVDC Link - Subsea


**Report Due**

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

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 ✓

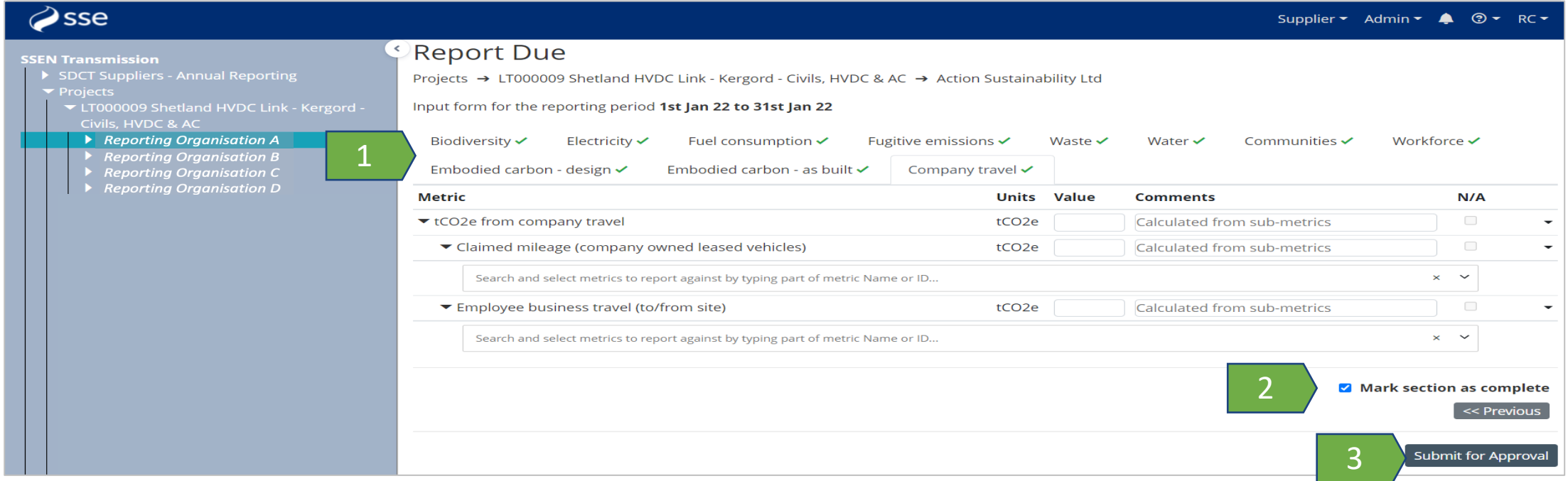
Metric	Units	Value	Comments	N/A
Embodied carbon - design ⓘ	No file		<a href="#">Add new form data</a>	<input type="checkbox"/>
• Do you have other materials or assets to report for the 'design' embodied carbon calculations which aren't included in the Carbon Asset Database?		<b>10</b> <span>Yes N/A No</span>		<input checked="" type="checkbox"/>
Design - other assets and materials ⓘ	No file		<b>11</b> <a href="#">Add new form data</a>	<input type="checkbox"/>
Attach Product Calculator Tool or Environmental Product Declarations (EPDs) ⓘ	No file		<b>12</b> <a href="#">Select file</a>	<input type="checkbox"/> 

**Step 10** – Select **Yes** if you have other materials to report that were not included in the database

**Step 11** – Click **Add new form data** to add these additional materials in a new pop up box

**Step 12** – Click **Select file** to add the supporting documents for these additional materials

# Submit a Report (LO 11)



**SSEN Transmission**

- SDCT Suppliers - Annual Reporting
- Projects
  - LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC
    - Reporting Organisation A**
    - Reporting Organisation B
    - Reporting Organisation C
    - Reporting Organisation D

**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 company travel	tCO2e		Calculated from sub-metrics	<input type="checkbox"/>
▼ Claimed mileage (company owned leased vehicles)	tCO2e		Calculated from sub-metrics	<input type="checkbox"/>
Search and select metrics to report against by typing part of metric Name or ID...				
▼ Employee business travel (to/from site)	tCO2e		Calculated from sub-metrics	<input type="checkbox"/>
Search and select metrics to report against by typing part of metric Name or ID...				

☒ Mark section as complete

<< Previous

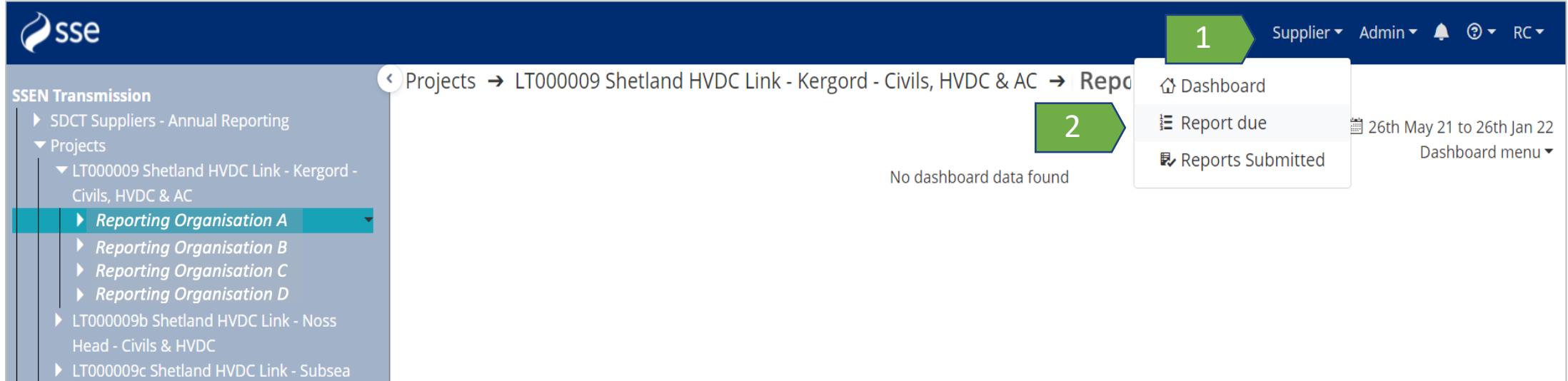
Submit for Approval

**Step 1** – Continue as per previous slides until all sections are completed (✓). If this is not done, an error message will appear

**Step 2** – At the bottom of the list, tick **Mark section as complete**

**Step 3** – Click **Submit for Approval**

# Retrospectively Editing a Report (LO 12)



The screenshot shows the SSE Transmission web application. The top navigation bar includes the SSE logo, a breadcrumb trail: Projects → LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC → Reports, and a 'Supplier' dropdown menu. A green arrow labeled '1' points to the 'Supplier' dropdown. The left sidebar shows a tree view with 'SSEN Transmission' expanded, followed by 'Projects', and then 'LT000009 Shetland HVDC Link - Kergord - Civils, HVDC & AC'. Under this project, 'Reporting Organisation A' is selected, highlighted with a green arrow labeled '2'. The main content area shows a 'No dashboard data found' message. A dropdown menu is open from the 'Reports' breadcrumb, showing options: 'Dashboard', 'Report due' (with a calendar icon and dates '26th May 21 to 26th Jan 22'), and 'Reports Submitted'.

**Step 1** – To edit a report, navigate to the Supplier drop down

**Step 2** – Select 'edit a report'

# Retrospectively Editing a Report (LO 12)

Reporting Package ▾ Admin ▾ 🔔 ⓘ ▾ RC ▾

◀

Reports Submitted

Certain view → RC Test Project 2 → Monthly Environmental Report

Reporting Period	Status	Last Updated	Last Update By	Comment	
1st Mar 21 to 31st Mar 21	Pending Approval	23rd Aug 21 - 12:23	Robyn Conway	Data entry complete	⚙️
1st Feb 21 to 28th Feb 21	Approved	21st Jul 21 - 11:58	Robyn Conway	ok	⚙️
1st Jan 21 to 31st Jan 21	Approved	21st Jul 21 - 11:53	Robyn Conway	ok	

Changing status to **REJECT** for reporting period 1st Dec 21 to 31st Dec 21. Please provide a comment.

Needs to be changed

Close Submit

View

Show History

Approve

Reject

Edit Reporting Period

1

2

**Step 3** – Click on the **cog icon**

**Step 4** – Click **Reject**

**Step 5** – Add a comment and click **Submit**

**Step 6** – Click the **cog icon** again

**Step 7** – Click **View** to reopen the report and rectify the issue



# User Support



**Scottish & Southern**  
Electricity Networks

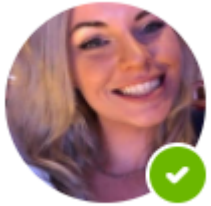
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TRANSMISSION



# Contact Information Support

## SSEN Transmission Contact Details:



**SSEN Transmission Sustainability Analyst:**

[Abigail.Hughes@sse.com](mailto:Abigail.Hughes@sse.com)



*I.e. Issues relating to data or general queries*

## External Contact Details:



**Robyn Conway, Consultant:**

[robyn@supplychainschool.co.uk](mailto:robyn@supplychainschool.co.uk)



*I.e. Issues relating to reporting*

**Tool Support Team:**

[info@sustainabilitytool.com](mailto: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.



# Frequently Asked Questions

Questions	Answers
What prompted SSEN Transmission's to adopt a new Supply Chain Sustainability Reporting System?	It is fundamental SSEN Transmission understand the overall impacts of our supply chain activities on the environment, economy and society to support our transition to net zero in a just way. SSEN Transmission adopted the SDCT to achieve Leadership in Sustainability and improve data gathering, analysis and quality whilst also meeting Ofgem requirements for RIIO-T2.
Is it mandatory I use the SDCT for SSEN Transmission projects?	Yes, this has been captured in the RIIO-T2 Supply Chain Sustainability Works Information and as such it is expected Contractors adhere to the requirements set for projects over a value of £500,000.
What do I do if I my organisation does not have the capabilities to report on all the relevant requirements?	<p>It is recommended gaps are identified in data gathering and discussed internally in your organisation. It is unlikely one individual will be able to report on all metrics and multiple Reporters will be required.</p> <p>For resource constraints, please inform <a href="mailto:Abigail.Hughes@sse.com">Abigail.Hughes@sse.com</a> as options can be discussed to prioritise and reduce reporting frequency. Carbon, waste and biodiversity are the key areas as there is a regulatory obligation to report supply chain impacts to Ofgem (through the AER licence condition, RRP and our two CVPs).</p>



# Frequently Asked Questions

Questions	Answers
If I have a suggestion for future improvements, who should I contact?	Please contact <a href="mailto:Abigail.Hughes@sse.com">Abigail.Hughes@sse.com</a> . 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>



# Frequently Asked Questions

Questions	Answers
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.
How do we ensure reports aren't duplicated if the project has a Principal Contractor and other contractors?	<p>The Principal Contractor will have ownership of the project site. It is expected the Principal Contractor will collate data from their sub-contractors for the reporting submission.</p> <p>SSE appointed Contractors will also report directly into the SDCT.</p>
Does this SDCT replace the annual Project Resource, Waste & Carbon Reporting Template	Yes, there will be no future requirement to complete this template.



# Frequently Asked Questions

Questions	Answers
How do SSEN Transmission define a subcontractor, business travel and startups within the social value reporting package?	<p><b>Subcontractor:</b> any contractor hired to deliver the scope of works within the project. This includes subcontractors of materials, goods and services for construction.</p> <p><b>Business travel:</b> any travel to and from the site in relation to business activities.</p> <p><b>Startups:</b> any company less than five years in age.</p>