The following document should serve as a user guide to Supplier users. When using the UCSP website, please refer to this document.

If you should have any issues or comments, please contact helpdesk@apuc-scot.ac.uk.
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You will be met with a login page; please use the same username and password you would use for the existing website or use the username and password you have been supplied with.

If you require a new login, please contact helpdesk@apuc-scot.ac.uk.

You will receive an automated email from noreply@apuc-scot.ac.uk, so if you do not receive an email, please check that the email address has not been blacklisted.
A 'Forgot Password' link is available on the main login page, which this will allow you to set a new password. Emails come from noreply@apuc-scot.ac.uk, so if you have not received an email, please check that it is not been blacklisted.

On submission, an email will be sent to you, please follow the directions within the email to reset your password.
RESET PASSWORD

You are also able to reset your password by clicking your name on the top right-hand corner and selecting the ‘Reset Password’ option, the log out option is also available in this menu.

USER DASHBOARD

When logged in, you will be taken to the user dashboard, where it displays the number of current live agreements, last upload and the Reporting Timetable, so that reporting deadlines can be easily referenced. It also provides a news/updates section and message and alerts box to keep users up to date on the website development.
To view the Agreement Details, click on the desired agreement from the list of Agreements on the 'Agreements' menu option.

This will display an overview of the selected Agreements details, such as the Agreement Title, Contract Manager and the Quarterly Upload Status of that agreement.
The first action to take before uploading any spend, is to download the Supplier Spend Template. To do this, select the ‘Agreements’ menu option, then using the list provided, select the agreement you wish to report spend for.
Once you are in the Agreement Details page, select the template you require from the drop-down list, e.g. 2019-2020, 2020-2021.

Click the Download Template button, the excel file will then be downloaded to your computer.

***PLEASE NOTE YOU WILL ONLY BE ABLE TO USE THE TEMPLATES PROVIDED BY THIS WEBSITE, ANY OTHER TEMPLATES OR SPREADSHEETS WILL BE REJECTED***
When uploading, please select the 'Upload' menu option.

It’s at this stage select which type of upload is being recorded, the selected agreement and selected supplier are also shown at this stage to allow you to confirm you have selected the correct data, as shown below.

- **Nil Spend** - You have no spend data to record for the agreement.
- **Report Spend** - You are uploading a spreadsheet with the spend data against a particular agreement.

Alternatively, you can cancel this stage by clicking the close icon on the top right of this pop-up box.
**NIL SPEND UPLOAD**

A pop up will appear asking what type of spend you wish to upload ('Report Spend' or 'Nil Spend'), just simply select the nil spend option.

Once you have selected 'Nil Spend', you will be asked to select a framework (you may be named on more than one framework). If you are named on more than one lot, you will need to submit spend for all of the lots.

You will then be asked to select the year; this will be 2020-2021.

You will then be asked to select the upload period.
On 'Submit Nil Spend' the confirmation popup is shown, which confirms the Upload Period, Framework and Spend Type.
The reporting spend button works similar to the nil spend button, where you are taken to the same page, you are then asked to select the agreement and the quarter you are uploading for.

You are then asked to select the spreadsheet they wish to upload.

On 'Upload File', the excel file is uploaded, you are then able to review the data you have uploaded. There is a section for each Consortia tab of the uploaded spreadsheet. This will show any new data being entered for that quarter and it will also show any conflicting values in yellow, where a value already exists for that quarter, as shown below.
Zero value would show as below, where a value of £55 already exists in the database and the user is uploading a value of £0.

Once you have checked all the values are correct, you are required to check the checkbox at the top of the review page. The data will not be uploaded until the checkbox is checked.

***Please be aware that on submission of this upload, all data will be overwritten***

On submission, you will be shown a confirmation screen before the final submit. This gives you another chance to check all data is correct, before submitting.
Are you sure you want to submit the following details?

- **Financial Year:** 2020 - 2021
- **Upload Period:** Quarter 1. August - October
- **Framework:** WEB-Testupload - Agreement to Test Supplier MI Upload Website
- **Spend Type:** Reporting Spend

[Cancel] [Submit]