



UCSP WEBSITE

USER GUIDE

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.

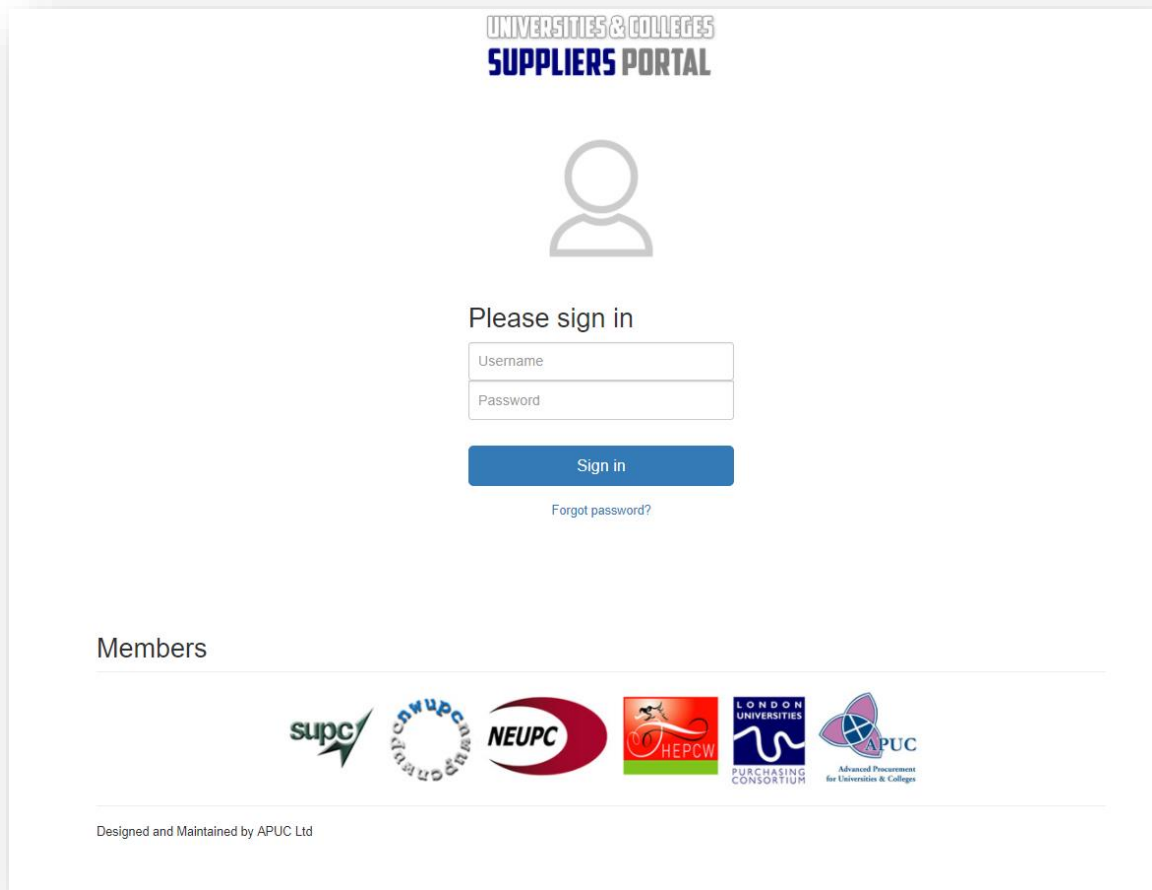
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LOGIN

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.



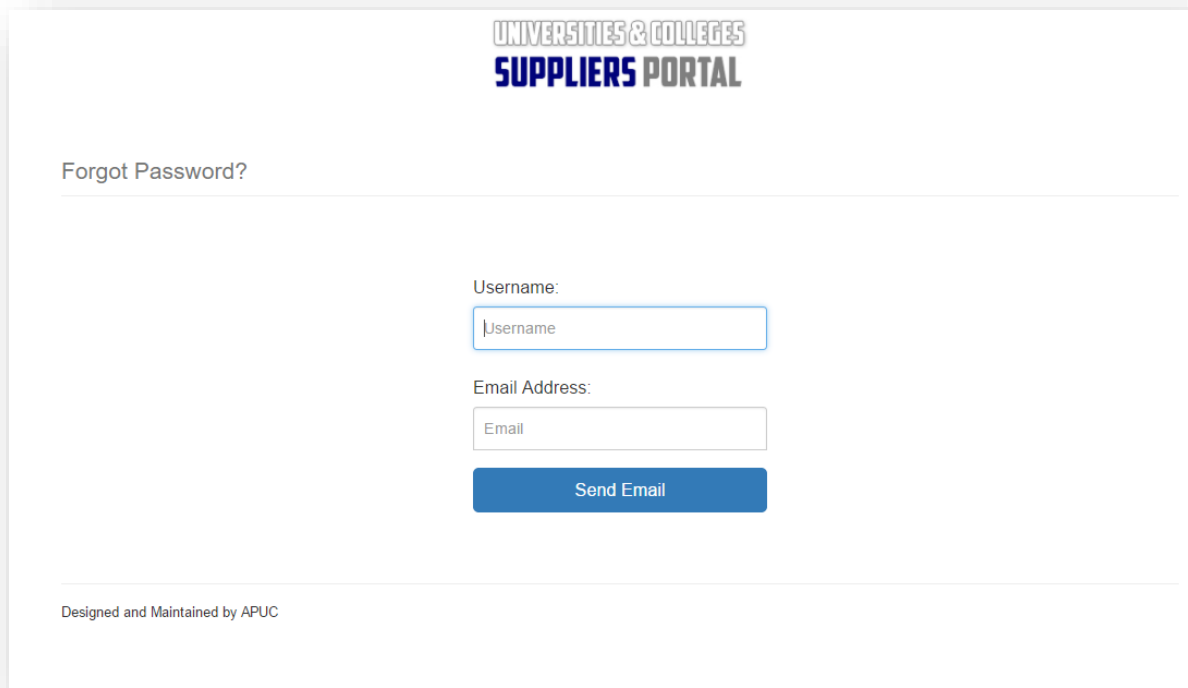
The screenshot shows the login page for the Universities & Colleges Suppliers Portal. At the top, the text "UNIVERSITIES & COLLEGES" is in a smaller font above "SUPPLIERS PORTAL" in a larger, bold font. Below this is a grey outline icon of a person's head and shoulders. Underneath the icon, the text "Please sign in" is displayed. This is followed by two input fields: "Username" and "Password". Below the fields is a blue button labeled "Sign in". Underneath the button is a link that says "Forgot password?".

Below the login section, there is a section titled "Members" with a horizontal line underneath. Below the line are six logos for member organizations: supc, a circular logo with "UNIVERSITIES GROUP" around the perimeter, NEUPC, HEPGW, LONDON UNIVERSITIES PURCHASING CONSORTIUM, and APUC (Advanced Procurement for Universities & Colleges).

At the bottom left of the page, it says "Designed and Maintained by APUC Ltd".

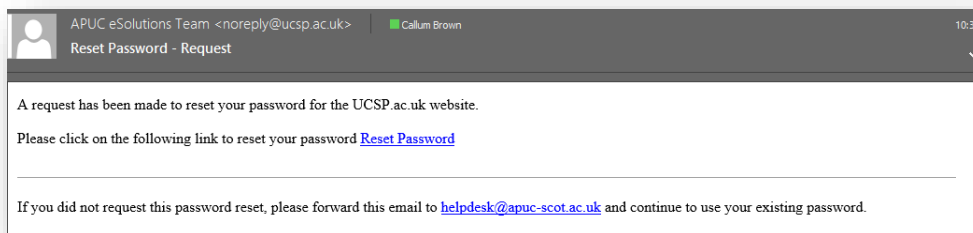
FORGOT PASSWORD

A 'Forgot Password' link is available on the main login page, which this will allow you set a new password.

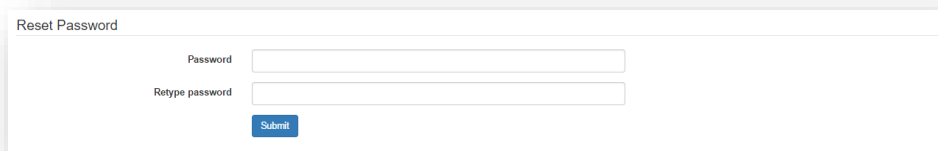


The screenshot shows the 'Forgot Password?' page of the 'UNIVERSITIES & COLLEGES SUPPLIERS PORTAL'. The page has a white background with a blue header. Below the header, the text 'Forgot Password?' is displayed. There are two input fields: 'Username:' and 'Email Address:'. Below these fields is a blue button labeled 'Send Email'. At the bottom of the page, it says 'Designed and Maintained by APUC'.

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



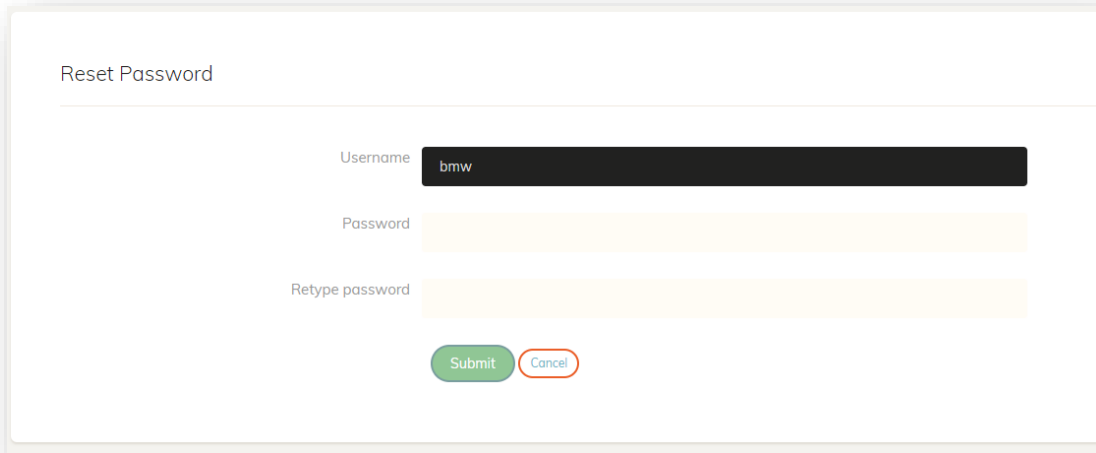
The screenshot shows an email from 'APUC eSolutions Team <noreply@ucsp.ac.uk>' to 'Callum Brown'. The subject is 'Reset Password - Request'. The email body contains the following text: 'A request has been made to reset your password for the UCSP.ac.uk website. Please click on the following link to reset your password [Reset Password](#)'. Below this, it says: 'If you did not request this password reset, please forward this email to helpdesk@apuc-scot.ac.uk and continue to use your existing password.'



The screenshot shows the 'Reset Password' form. It has two input fields: 'Password' and 'Retype password'. Below these fields is a blue button labeled 'Submit'.

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.



Reset Password

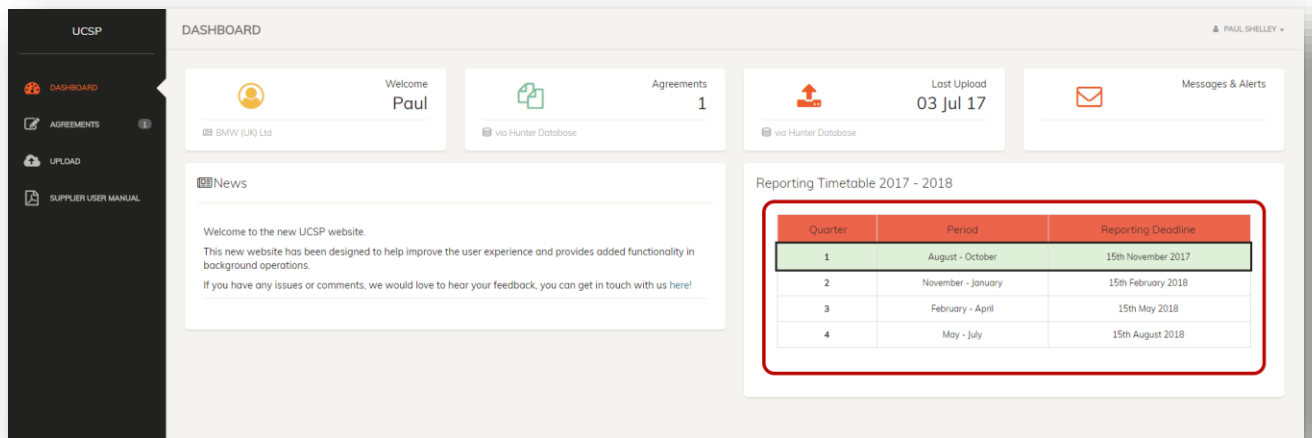
Username

Password

Retype password

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.



UCSP DASHBOARD

Welcome Paul

Agreements 1

Last Upload 03 Jul 17

Messages & Alerts

BMW (UK) Ltd

via Hunter Database

via Hunter Database

News

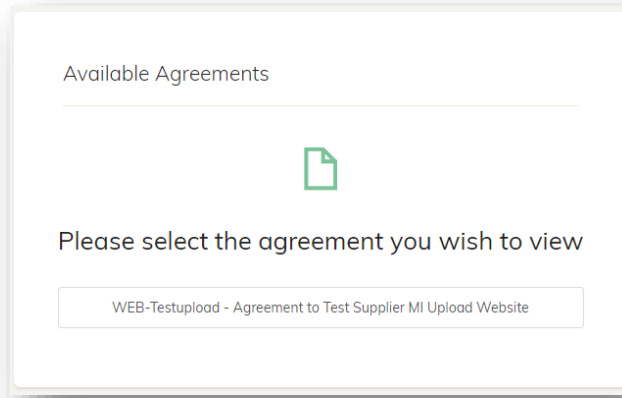
Welcome to the new UCSP website.
This new website has been designed to help improve the user experience and provides added functionality in background operations.
If you have any issues or comments, we would love to hear your feedback, you can get in touch with us here!

Reporting Timetable 2017 - 2018

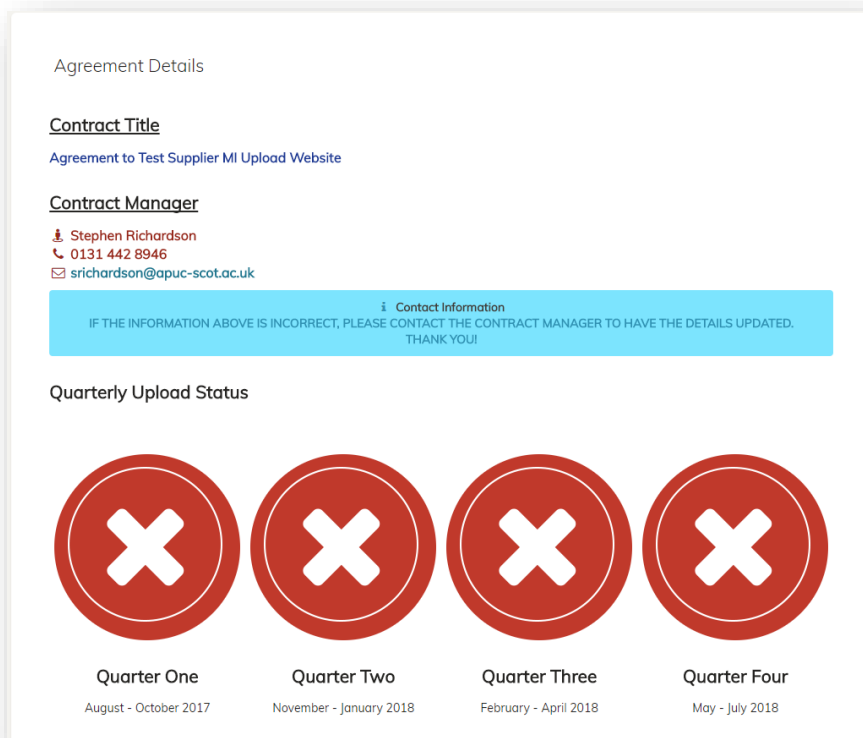
Quarter	Period	Reporting Deadline
1	August - October	15th November 2017
2	November - January	15th February 2018
3	February - April	15th May 2018
4	May - July	15th August 2018

AGREEMENT DETAILS

To view the Agreement Details, click on the desired agreement from the list of Agreements on the 'Agreements' menu option.

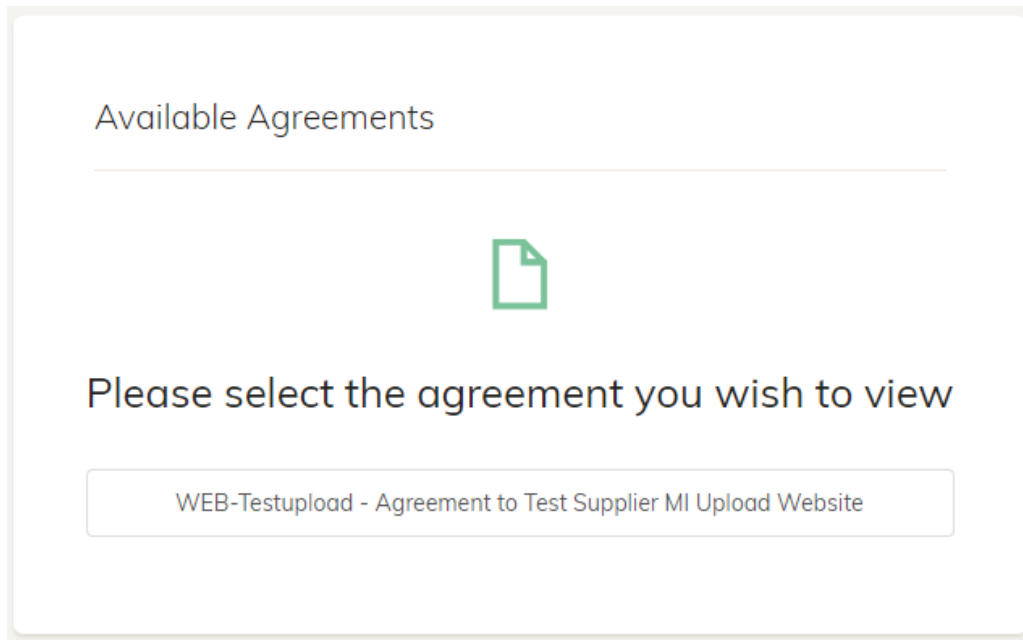
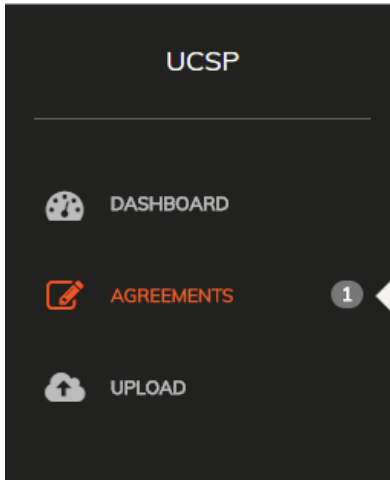


This will display an overview of the selected Agreements details, such as the Agreement Title, Contract Manager and the Quarterly Upload Status of that agreement.

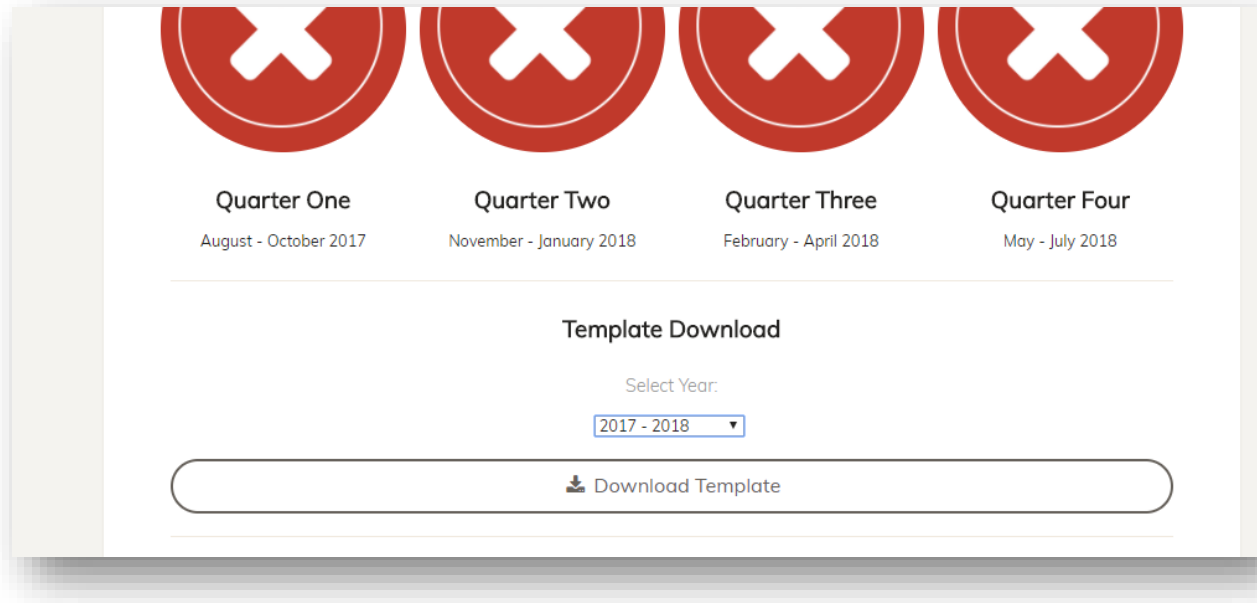


DOWNLOAD TEMPLATE

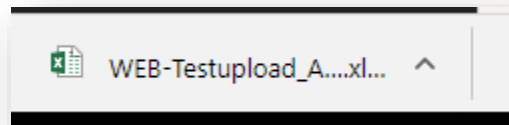
The first action to take before uploading any spend, is to download the Supplier Spend Template. To do this, select the 'Agreements' menu option, then using the list provided, select the agreement you wish to report spend for.



Once you are in the Agreement Details page, select the template you require from the drop-down list, e.g. 2016-2017, 2017-2018.



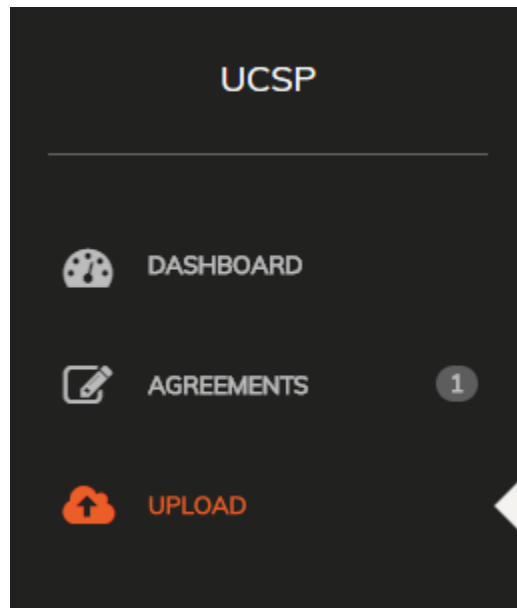
Click the Download Template button, the excel file will then be downloaded to your computer.



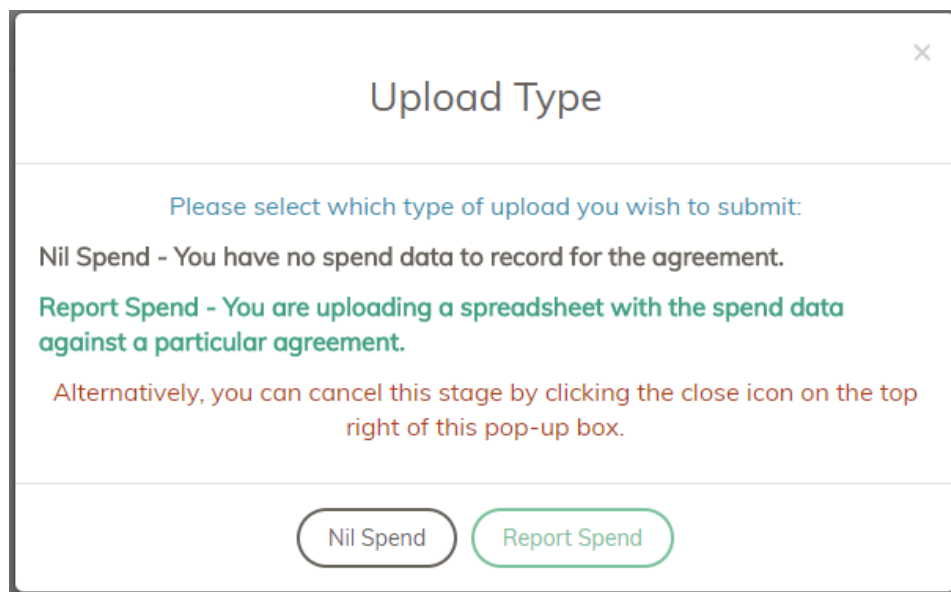
*****PLEASE NOTE YOU WILL ONLY BE ABLE TO USE THE TEMPLATES PROVIDED BY THIS WEBSITE, ANY OTHER TEMPLATES OR SPREADSHEETS WILL BE REJECTED*****

SUPPLIER UPLOAD

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 UPLOAD

When selecting Nil Spend, you will be asked to select the agreement you are uploading for

The screenshot shows a web interface titled "UPLOAD NIL SPEND" with a user name "PAUL SHELLEY" in the top right corner. The main heading is "Agreements". Below this is a dropdown menu with the text "Select Agreement...". The dropdown is open, showing two options: "Select Agreement..." and "WEB-Testupload - Agreement to Test Supplier MI Upload Website", which is highlighted in blue.

Select the year you are uploading for.

The screenshot shows two sections. The top section is titled "Spend Type" and contains the text "You have selected Nil Spend against" followed by a blue link: "WEB-Testupload - Agreement to Test Supplier MI Upload Website". The bottom section is titled "Select Year" and contains two options: "2016 - 2017" (Uploading Spend for August 2016 through to July 2017.) and "2017 - 2018" (Uploading Spend for August 2017 through to July 2018.).

Then you select the upload period you are uploading for.

The screenshot shows a web interface titled "Select Upload Period". It lists four quarterly options, each with a description of the period and reporting deadline: "Quarter 1. August - October" (deadline: 15th of November), "Quarter 2. November - January" (deadline: 15th of February), "Quarter 3. February - April" (deadline: 15th of May), and "Quarter 4. May - July" (deadline: 15th of August). The "Quarter 1. August - October" option is highlighted in blue. At the bottom of the interface is a green button labeled "Submit Nil Spend".

On 'Submit Nil Spend' the confirmation popup is shown, which confirms the Upload Period, Framework and Spend Type.

Confirm Submission

Are you sure you want to submit the following details?

Financial Year: 2017 - 2018

Upload Period: Quarter 1. August - October

Framework: WEB-Testupload - Agreement to Test Supplier MI Upload Website

Spend Type: Nil Spend

Cancel Submit

REPORTING SPEND

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.

Spend Type
You have selected to Report Spend against
[WEB-Testupload - Agreement to Test Supplier M Upload Website](#)

Select Year

2016 - 2017 <small>Uploading Spend for August 2016 through to July 2017.</small>
2017 - 2018 <small>Uploading Spend for August 2017 through to July 2018.</small>

Select Upload Period

Quarter 1. August - October <small>Uploading for Quarter One, August to October. The reporting deadline for this period is the 15th of November.</small>
Quarter 2. November - January <small>Uploading for Quarter Two, November to January. The reporting deadline for this period is the 15th of February.</small>
Quarter 3. February - April <small>Uploading for Quarter Three, February to April. The reporting deadline for this period is the 15th of May.</small>
Quarter 4. May - July <small>Uploading for Quarter Four, May to July. The reporting deadline for this period is the 15th of August.</small>

Select File

File:

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.

Data Review
Please review the sections below to check the values within the uploaded spreadsheet are accurate before submitting.
If this data is not correct, please cancel this upload by clicking the "Abandon" button. Please rectify the changes required to the spreadsheet, then upload the amended spreadsheet.

APUC Review Upload Data

Table Legend
Headings
 Imported Value
 Existing Value
 New Data Import
 Conflicting Value
 Data Value Updated

Institution ID	Institution	Quarter One				Quarter Two				Quarter Three				Quarter Four											
		August	August	September	September	October	October	November	November	December	December	January	January	February	February	March	March	April	April	May	May	June	June	July	July
188	APUC	33.00	0.00	44.00	0.00	55.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

SUPC Review Upload Data

Table Legend
Headings
 Imported Value
 Existing Value
 New Data Import
 Conflicting Value
 Data Value Updated

Institution ID	Institution	Quarter One				Quarter Two				Quarter Three				Quarter Four											
		August	August	September	September	October	October	November	November	December	December	January	January	February	February	March	March	April	April	May	May	June	June	July	July

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.

APUC Review Upload Data

Imported Value
 Existing Value
 New Data Import
 Conflicting Value

Institution ID	Institution	August	August	September	September	October	October	November	November	December	December	January	January	February	February	March	March	April	April	May	May			
1141	Argyll College	33.00	0.00	44.00	0.00	55.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2297	Fife College	1.00	0.00	2.00	0.00	3.00	0.00	0.00	55.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41	Perth College	1.00	0.00	2.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

By selecting this box, I confirm that the data from the spreadsheet import is correct and can be uploaded.
! All new data from the import will overwrite existing values. !

[Back to Top](#)

*****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.

Confirm Submission

Are you sure you want to submit the following details?

Financial
Year: **2016 - 2017**

Upload
Period: **Quarter 4. May - July**

Framework: **WEB-Testupload - Agreement to Test Supplier MI Upload Website**

Spend
Type: **Reporting Spend**
