



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.

**UNIVERSITIES & COLLEGES
SUPPLIERS PORTAL**









Please sign in

Username
Password

Sign in

[Forgot password?](#)

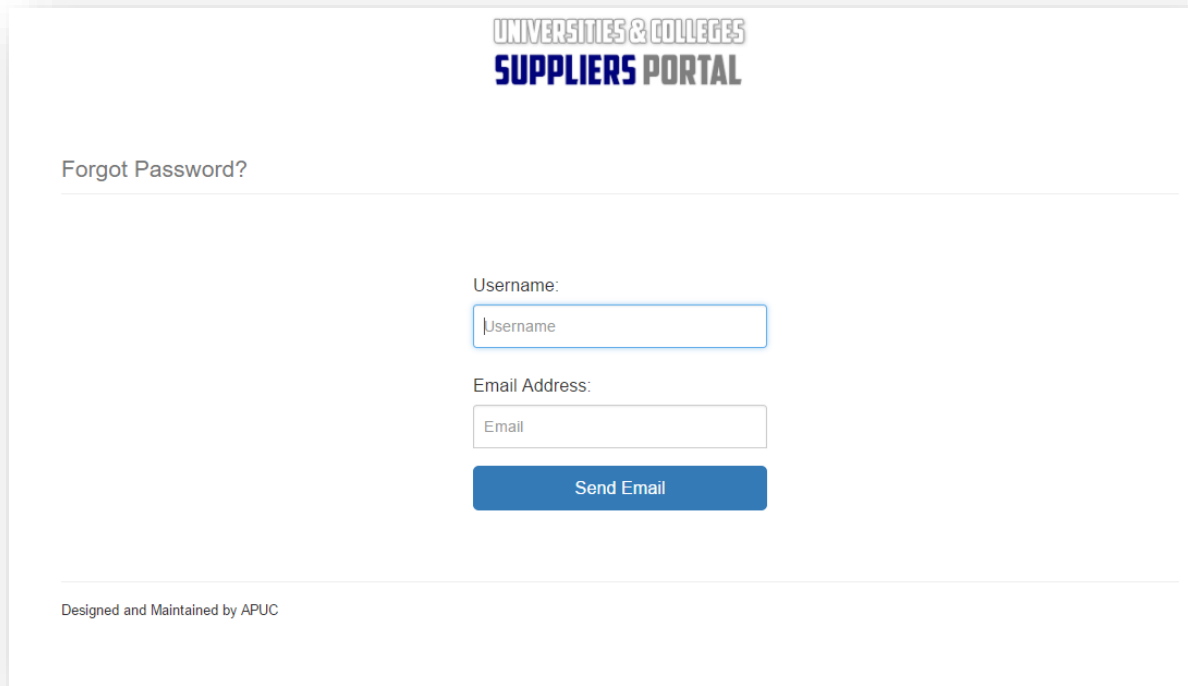
Members



Designed and Maintained by APUC Ltd

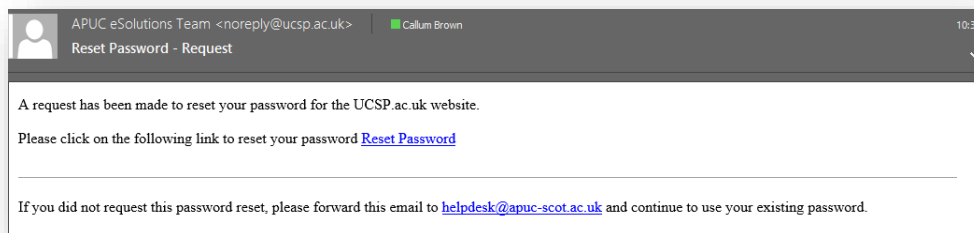
FORGOT PASSWORD

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

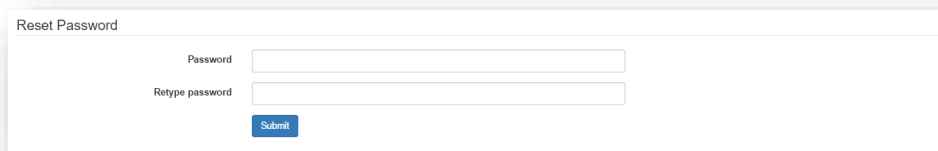


The screenshot shows the 'Forgot Password?' page of the 'UNIVERSITIES & COLLEGES SUPPLIERS PORTAL'. The page has a white background with a blue header. Below the header, the text 'Forgot Password?' is displayed. There are two input fields: 'Username:' and 'Email Address:'. Below these fields is a blue 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.



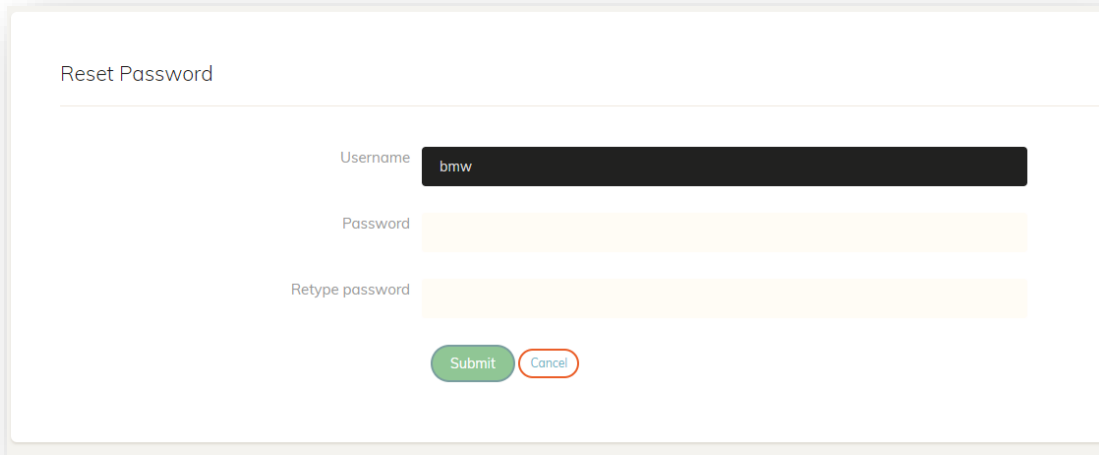
The screenshot shows an email from 'APUC eSolutions Team <noreply@ucsp.ac.uk>' to 'Callum Brown'. The subject is 'Reset Password - Request'. The email body contains the following text: 'A request has been made to reset your password for the UCSP.ac.uk website. Please click on the following link to reset 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

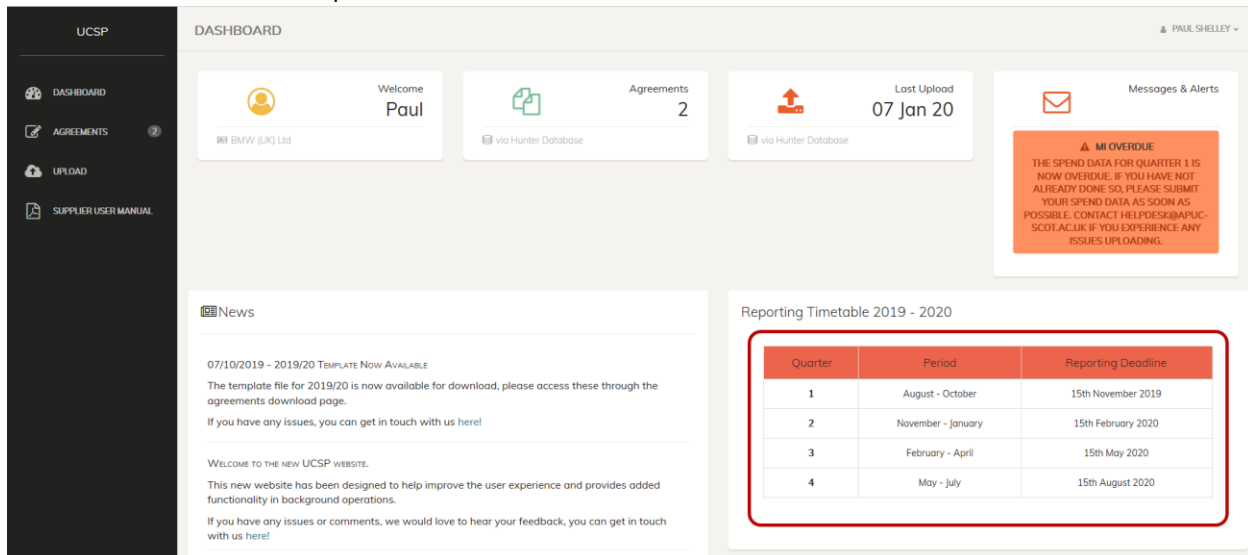
Username

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 PAUL SHELLEY

Welcome Paul

Agreements 2

Last Upload 07 Jan 20

Messages & Alerts

MI OVERDUE
THE SPEND DATA FOR QUARTER 1 IS NOW OVERDUE. IF YOU HAVE NOT ALREADY DONE SO, PLEASE SUBMIT YOUR SPEND DATA AS SOON AS POSSIBLE. CONTACT HELPDESK@APUC-SCOT.AC.UK IF YOU EXPERIENCE ANY ISSUES UPLOADING.

News

07/10/2019 - 2019/20 TEMPLATE NOW AVAILABLE
The template file for 2019/20 is now available for download, please access these through the agreements download page.
If you have any issues, you can get in touch with us here!

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!

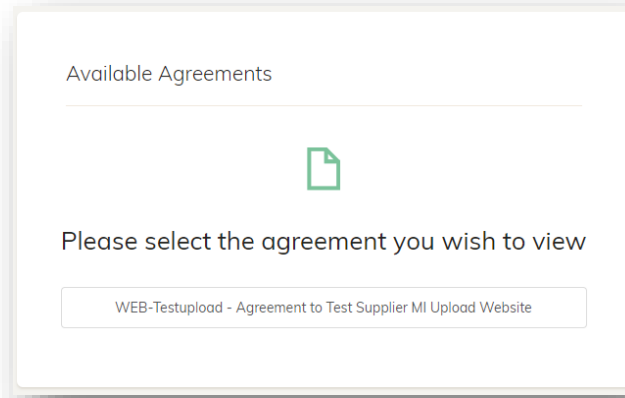
Reporting Timetable 2019 - 2020

Quarter	Period	Reporting Deadline
1	August - October	15th November 2019
2	November - January	15th February 2020
3	February - April	15th May 2020
4	May - July	15th August 2020

29/09/2017 - 11:00 AM (GMT) © 11/11/2017

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.

Agreement Details

Contract Title
Agreement to Test Supplier MI Upload Website

Contract Manager
Stephen Richardson
0131 442 8946
srichardson@apuc-scot.ac.uk

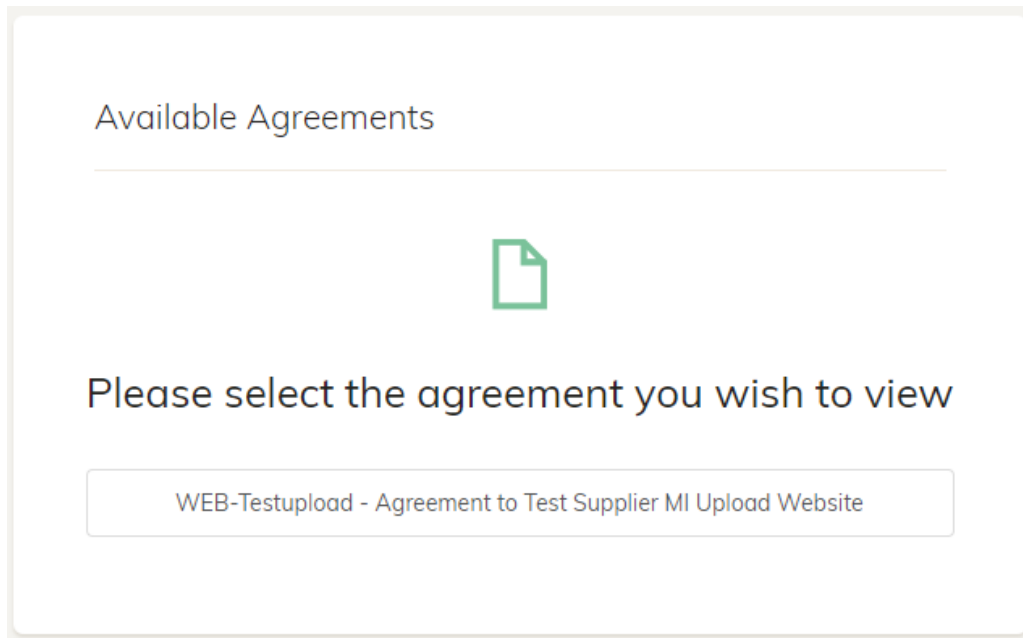
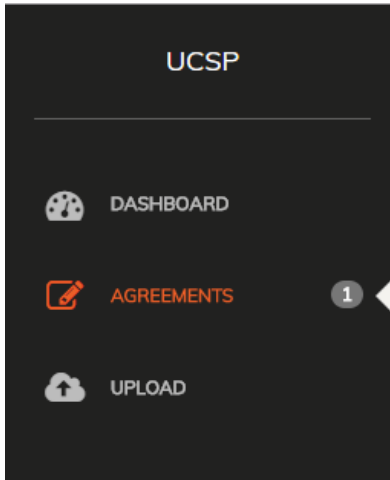
Contact Information
IF THE INFORMATION ABOVE IS INCORRECT, PLEASE CONTACT THE CONTRACT MANAGER TO HAVE THE DETAILS UPDATED. THANK YOU!

Quarterly Upload Status

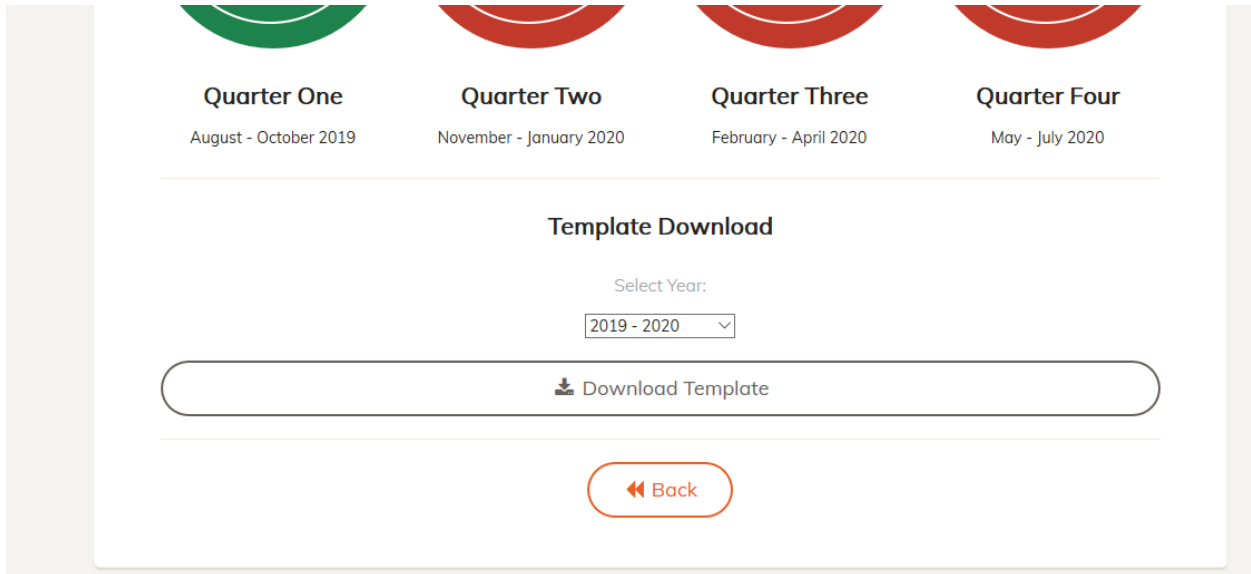
Quarter One August - October 2019	Quarter Two November - January 2020	Quarter Three February - April 2020	Quarter Four May - July 2020

DOWNLOAD TEMPLATE

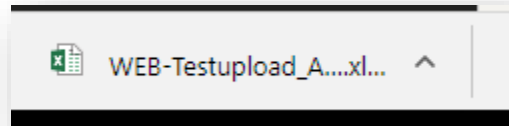
The first action to take before uploading any spend, is to download the Supplier Spend Template. To do this, select the 'Agreements' menu option, then using the list provided, select the agreement you wish to report spend for.



Once you are in the Agreement Details page, select the template you require from the drop-down list, e.g. 2018-2019, 2019-2020.



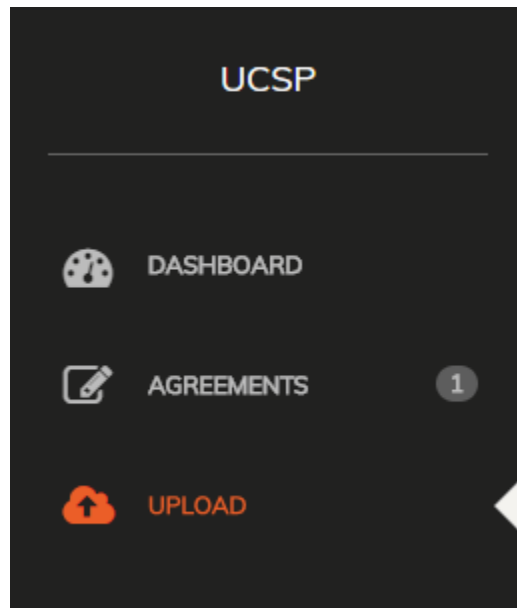
Click the Download Template button, the excel file will then be downloaded to your computer.



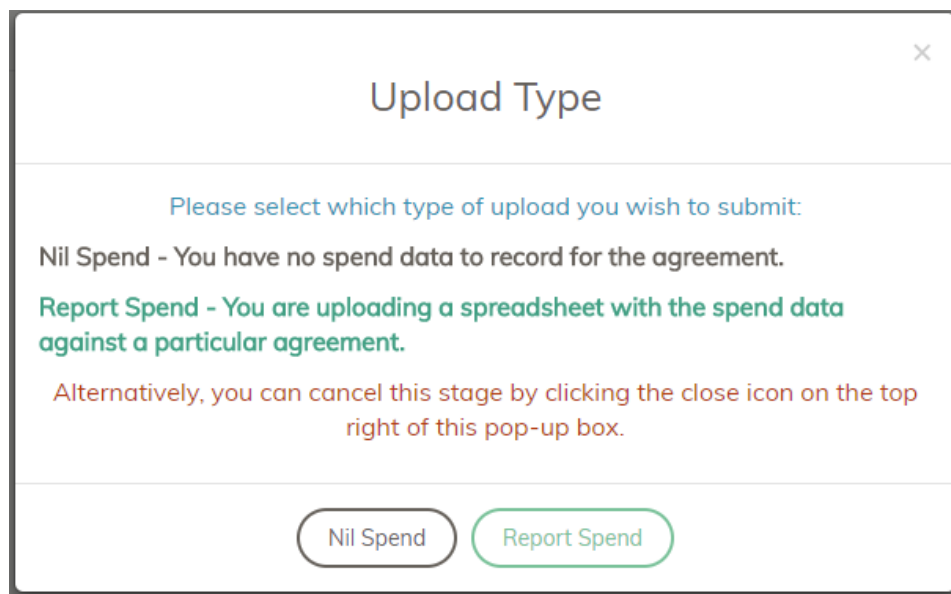
*****PLEASE NOTE YOU WILL ONLY BE ABLE TO USE THE TEMPLATES PROVIDED BY THIS WEBSITE, ANY OTHER TEMPLATES OR SPREADSHEETS WILL BE REJECTED*****

SUPPLIER UPLOAD

When uploading, please select the 'Upload' menu option.

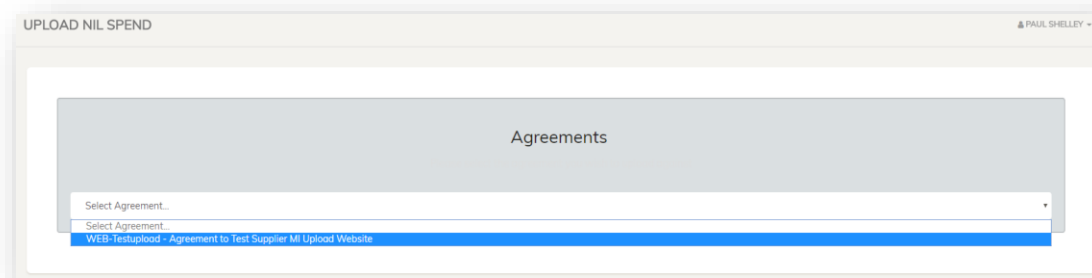


It's at this stage select which type of upload is being recorded, the selected agreement and selected supplier are also shown at this stage to allow you to confirm you have selected the correct data, as shown below.



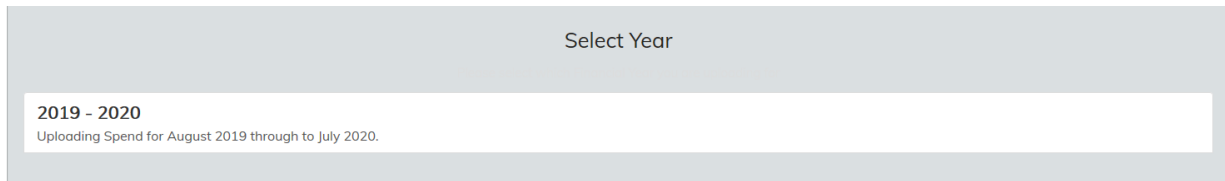
NIL SPEND UPLOAD

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



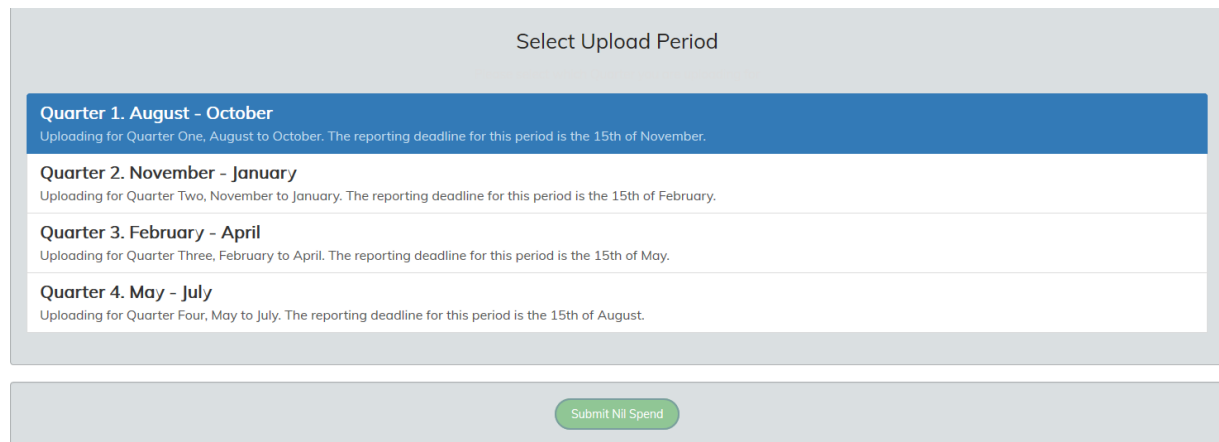
The screenshot shows a web interface titled "UPLOAD NIL SPEND" with a user name "PAUL SHELLEY" in the top right corner. The main content area is titled "Agreements" and contains a dropdown menu. The dropdown menu is open, showing two options: "Select Agreement..." and "WEB-Testupload - Agreement to Test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

Select the year you are uploading for.



The screenshot shows a "Select Year" dropdown menu. The selected option is "2019 - 2020", with a description below it: "Uploading Spend for August 2019 through to July 2020."

Then you select the upload period you are uploading for.



The screenshot shows a "Select Upload Period" dropdown menu. The selected option is "Quarter 1. August - October", with a description below it: "Uploading for Quarter One, August to October. The reporting deadline for this period is the 15th of November." The other options are "Quarter 2. November - January", "Quarter 3. February - April", and "Quarter 4. May - July".

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: 2019 - 2020

Upload Period: Quarter 1. August - October

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

Spend Type: Nil Spend

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 MI Upload Website](#)

Select Year

2019 - 2020
Uploading Spend for August 2019 through to July 2020.

Select Upload Period

Quarter 1. August - October
Uploading for Quarter One, August to October. The reporting deadline for this period is the 15th of November.

Quarter 2. November - January
Uploading for Quarter Two, November to January. The reporting deadline for this period is the 15th of February.

Quarter 3. February - April
Uploading for Quarter Three, February to April. The reporting deadline for this period is the 15th of May.

Quarter 4. May - July
Uploading for Quarter Four, May to July. The reporting deadline for this period is the 15th of August.

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.

Abandon Submit Spend Data

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, this includes zero values. !

APUC
Advanced Procurement
for Universities & Colleges

APUC Review Upload Data

Table Legend

Headings

- Uploaded Value
- Existing Value

Cells

- New Data Import
- Conflicting Value
- Zero Value Uploaded

		Quarter One				Quarter Two				Quarter Three				Quarter Four									
Institution ID	Institution	August	August	September	September	October	October	November	November	December	December	January	January	February	February	March	March	April	April	May	June	June	July
1141	Argyll College																						
2297	Fife College																						
41	Perth College																						

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
Advanced Procurement
for Universities & Colleges

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	35.00	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
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

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.

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: **2019 - 2020**

Upload Period: **Quarter 1. August - October**

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

Spend Type: **Reporting Spend**
