HOW TO UPLOAD SUPPLY CHAIN INFORMATION IN SWEATFREE LINKUP!

Thank you for your interest in sharing your supply chain data with Sweatfree LinkUp! These guidelines and instructions will help you fill out the data submission spreadsheet. When you are done, please email it to: contact@buysweatfree.org. The Consortium will upload your supply chain information in the database or contact you if we have questions. If you have questions feel free to email the Consortium.

Instructions in the spreadsheet

Use the spreadsheet titled "buysweatfree-submission-template-v7." Entering the data is generally self-explanatory, but you can find instructions for several fields by clicking on or hovering over the cells.

How much information to provide

Public entities, vendors, and manufacturers use the same spreadsheet, but may have access to varying amounts of data. For example, only public entities provide information about contracts. Generally, you will not use all the fields.

You may provide as much or as little information as you have available. More information is more useful, but a little information is better than no information. Over time, the pieces of information that you provide will be connected to other pieces and a more complete supply chain picture will emerge.

The core of the database is the factory information that allows public entities to learn about the origin of the products they buy or consider buying. If you have or can get access to factory information please make sure to supply the information in the factory fields.

Definitions and instructions for specific fields

Fields A-M, including Contract information: These fields are only for public entities' use.

Field N, Product Category: Choose the best match from the drop-down menu. If your product does not fit any of the categories please leave this field blank.

Field P, Brand & Style Number: The combination of brand name and style number is a unique product identifier code. The database links this product code to the factory or factories where the product is made. Without the code the product will not be associated with specific factories and public entities will not be able to be able to see where the product is made even if you have entered other product information and factory information.

Vendors and manufacturers may offer the same basic product in many variations, for example a T-shirt in different colors and sizes. Each variation may be a distinct product with a different style number. If

you have too many product variations to enter, consider entering only one base product style in the "Brand&Style Number field," and provide information about available variations, such as colors and sizes, in field Q, "Additional Product Information."

If the same product is made in several different factories, list the factories on different rows and enter the same product information (and associated vendor and manufacturer information) on those rows.

Fields R-AC, Vendor fields: A public entity should enter the name of the company that sells to or contracts with the public entity. A vendor or manufacturer can also enter the name of the company that seeks to sell or contract with a public entity but does not yet do so.

Fields AD-AO, Manufacturer fields: These fields pertain to the company that owns the product brand name. If the manufacturer is the same as the vendor enter the same information here as in the vendor fields.

Fields AP-BD, Factory fields: These fields pertain to the facility where workers make the product. In the case of apparel, these are "cut and sew" or "ready-made-garment" facilities where workers cut apparel and assemble it by sewing, weaving, sewing, knitting or felting. They may also finish the product and apply marks it. If the factory is the same entity as the manufacturer, enter the same information here as in the relevant manufacturer fields.

Fields BJ-BN: For Consortium use only.

Database access levels

There are three different database access levels so all the information you provide will not be accessible to everyone.

Public access: The public will have access to all information except:

- Product information. The public will not be able to see the specific products or the product categories made in the factories.
- Information about individuals. The public will not be able to see names or contact information to individual persons associated with factories, manufacturers, vendors, or public entities.

Manufacturer and vendor access: Manufacturers and vendors that register with the Consortium will be able to log into the database to access product information and contact information to individual persons associated with entities in their own supply chains.

When logging in manufacturers and vendors will be directed to their own start page, called "my supply chain," where they can review their supply chain information, and access all database functions.

Public entity access: Public entities that are members of the Consortium will have unrestricted access to the database, and will be able to log in to view "my supply chain."