



# Location Cross Check Process

*For SCAN Members with Connect Screen Account*

*The purpose of establishing and implementing this process is to enable you more visibilities to your location data. Meanwhile, it allows you to better monitor and manage your locations and audits in your Connect Screen Account.*

**SCAN Program Management Team (PMT)**

December 2024



# Location Cross Check Process

- Download Location Template
- Required Actions in Location Template
- Steps for SCAN Program Management Team (**PMT**)
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# Download Location Template

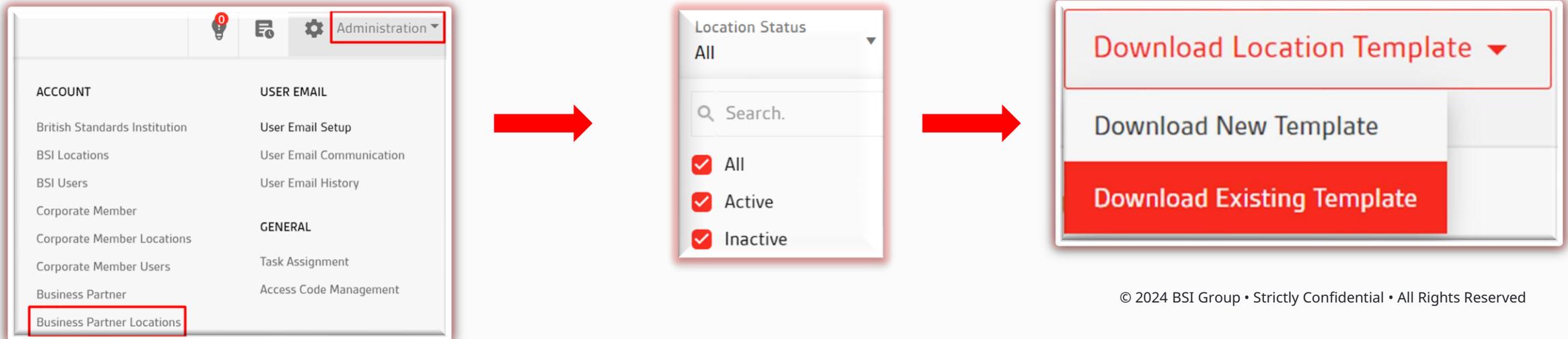
1. **Log** into [Connect Screen Account](#).
2. **Click** “Administration” and select “Business Partner Locations”. A business partner location refers to a facility/ factory which is to be audited.
3. **Select** “All” to show both **Active** and **Inactive** Locations.
4. **Click** “Search” button.
5. **Choose** “Download Existing Template”.

**Need Your Attention:** Make sure you use the location template downloaded from your Connect Screen Account so SCAN PMT can upload it back to your account directly with SCAN IDs included, **otherwise**, we will not be able to proceed with the upload due to technical issues. In that case, we can only send the location list with the SCAN IDs to you, and you will need to upload those locations into your account on your own.

Please note: The location template from the SCAN Repository is also not workable.

**Reminder:** Make sure you will not create duplicate locations in your account by **marking improper actions for the locations** in the location template.

*Please note: if you mark “Add” action instead of “Update” for an existing location, when SCAN PMT is uploading the template, it will cause an error to appear. If this happens, we will send the error log to you to further review and address.*



# Required Actions in Location Template

1. **Open** the downloaded template, which shows the file name “SCM – Member Name – Mass Upload – MM-DD” in your “**Downloads**” folder.
2. **Add** the location information in the “Location” tab. Columns marked with asterisk (\*) are mandatorily required.

*\*If an audit is required, please make sure that the factory and vendor contact (if available) information are provided in related columns in the location template. You can leave the contact information columns blank if you simply need a location cross check.*

3. **Select** “Action” for each locations.
4. **Send** the document to [SCAN@scriskolutions.com](mailto:SCAN@scriskolutions.com).

## \*Definitions for each **Action**:

**Add**: when it's a new location not created in your account.

**Update**: When it's an existing location in your account but need to update any location/contact information.

**Deactivate/ Reactivate**: When you need to deactivate a location in your account, or reactivate it as needed.

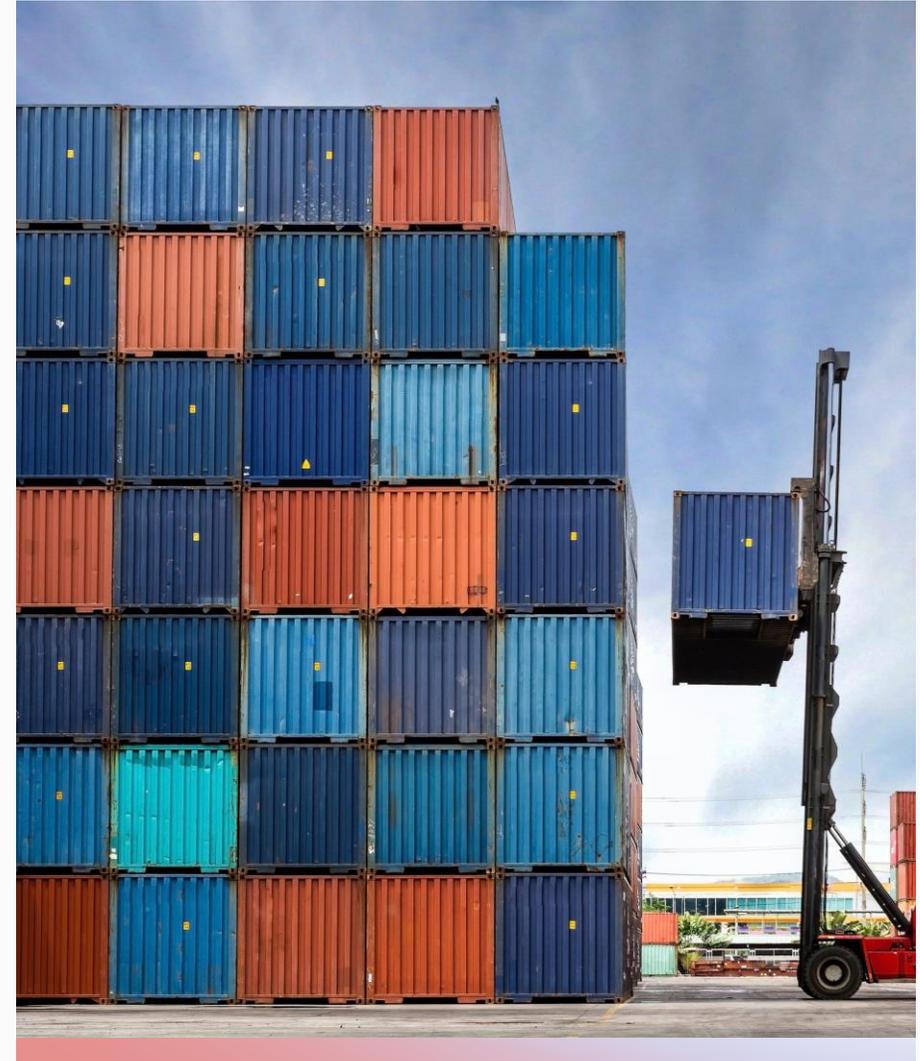
**Delete**: When you need to permanently remove this location from your account.



H	I	J
Action	Business Partner *	Location *
	Siva Plastics	Siva Plastics
Add	Liz Apparels	Liz Apparels
Update	Renee Sports	Renee Sports
Deactivate		
Reactivate		
Delete	Sarah's Socks	Sarah's Socks

# Steps for SCAN Program Management Team

- **Associate** the locations with the SCAN Member company **in SCAN Account**.
- **Add** the SCAN IDs shown in SCAN account for concerned locations **in the location template** provided by SCAN Member.
- **Upload** the location template with SCAN IDs included into **the SCAN Member's Connect Screen Account** and share a copy of it to the SCAN member contact once completing the data upload.



# Reminders and Tips

- **Without “Action”**, corresponding location will **not** be added to the list to be uploaded in your account.
- Make sure you will not create duplicate locations in your account by **marking improper actions for the locations** in the location template.
  - *Please note: if you mark “Add” action instead of “Update” for an existing location, when SCAN PMT is uploading the template, it will cause an error to appear. If this happens, we will send the error log to you to further review and address.*
- Add your **custom information such as Factory/Vendor ID** in corresponding columns in the location template as needed.
- If you need to make an update to one of the locations that you sent to us, please email the updated information to SCAN PMT so we can upload all current information together into your account.
  - *Please **do not** update the information in your account directly, as those changes you made will be covered by the original location information after we upload the location template into your account.*



# Thank You!

If you need additional service from BSI to manage your locations or account, please reach out to [SCAN@scriskolutions.com](mailto:SCAN@scriskolutions.com) for further discussion.

