GUIDE ON MILL LIST SUBMISSION

Introduction

In the 15th RSPO General Assembly the Resolution GA15-6b was adopted, requiring all RSPO Members to make their list of all supplying mills (both RSPO Certified and non Certified) publicly available.

In response to this, the RSPO Secretariat created a platform called the Mill List in MyRSPO. The platform allows the user to upload their mill list as a URL or as a file. The information will be made public on the member's profile in the RSPO website, and it shall be updated by the users on a bi-annual basis.

Supported browser for submission

Please use the listed browser below to ensure smoothness in Mill List submission:
a. Google chrome
b. Mozilla
c. Safari
d. Microsoft edge

A. Member submitting Mill List from MyRSPO

1. Accessing the Mill List Menu in MyRSPO:
    i.   Member goes to the RSPO Website at www.rspo.org.
    ii. Member logins to MyRSPO or click HERE.
    iii. Member clicks on the "Mill List" option from the Main Menu in MyRSPO home page.
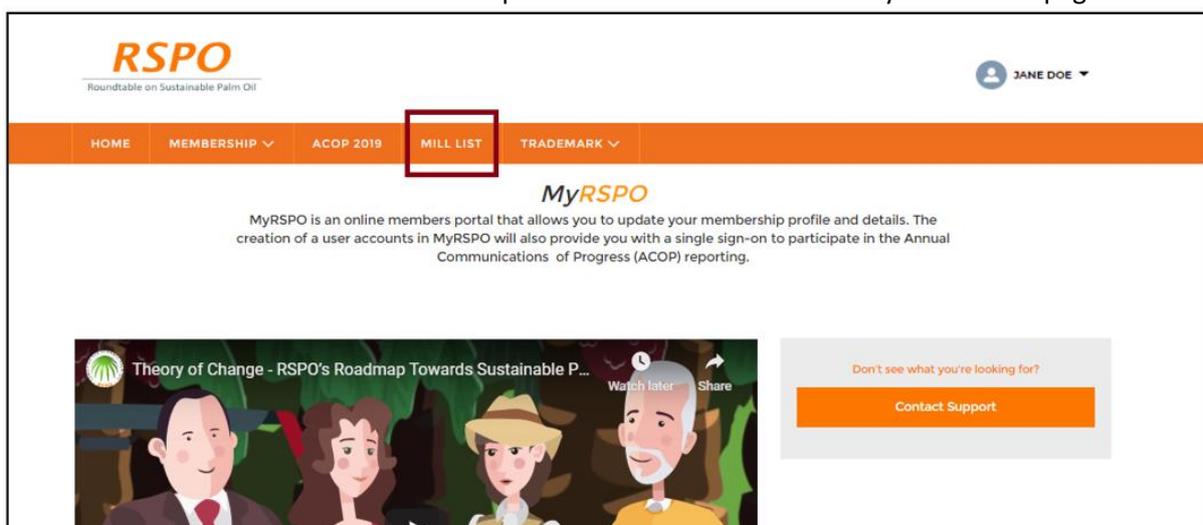
2. Viewing the available membership applications:
   i. In the viewing page, member will be able to see the list of Application ID associated with the account.
   ii. To submit a Mill List, member need to select the Membership Application with Active status.

3. Mill List details page:
   i. For the first time submission, and for the period in which the member has not submitted any Mill List, the member sees the message "*No Submission*" under the File /URL Column.
   ii. The "*Last Modified Date*" section will appear as empty until a submission is being completed for that period.
   iii. Member clicks on the "*Upload*" button to begin the submission process of their Mill List.

4. Mill List upload page:
   i. The member is given two options to upload the Mill List: as an **URL** or as a **File.**
   ii. By default, none of the options is pre-selected and all the fields will be greyed out.

4.1 Upload the Mill List via an URL:
   i. Member clicks on the URL option from the *Select Option* field.
   ii. Member key in the URL containing their Mill List data.
   iii. Only valid URLs are allowed to be keyed in.
   iv. If invalid URLs or Disallowed URLs are entered, the member will be prompted with an error message.
   v. Member clicks on the *Declaration checkbox.*
   vi. Member clicks *Submit.*

4.2 Upload the Mill List via a File:

   i. Member clicks on File option from the *Select Option* field.
   ii. Member uploads the Mill List via *ONLY* Excel File.
   iii. Member can download the provided Mill List template and upload the completed File.
   iv. Upon successful upload, the uploaded file will automatically renamed as *Year_Period_Company Name*
   v. Member clicks on the *Declaration checkbox.*
   vi. Member clicks *Submit.*

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4.3 Upon successful submission for either an URL or a File, there will be a 'Success' pop-up.

B. Viewing the submitted Mill List

1. The member can view the current and past Mill List submissions on the Mill List details page.
2. Member can click on the File name or URL to view the details of the Mill List.

C. Updating the submitted Mill List

1. Member can click on the *Update* button to re-upload a new version of the URL or the File for each period.
2. The *Update* button will bring the member again to the Upload Page to select the type of Upload.
3. Only the latest version of the File or URL will be displayed for the member to view.

D. Viewing the Mill List in RSPO website

1. Go to the RSPO Website at www.rspo.org.
2. Click on the Membership tab.

RSPO

The RSPO is an international non-profit organization formed in 2004 with the objective to promote the growth and use of sustainable oil palm products through credible global standards and engagement of stakeholders.
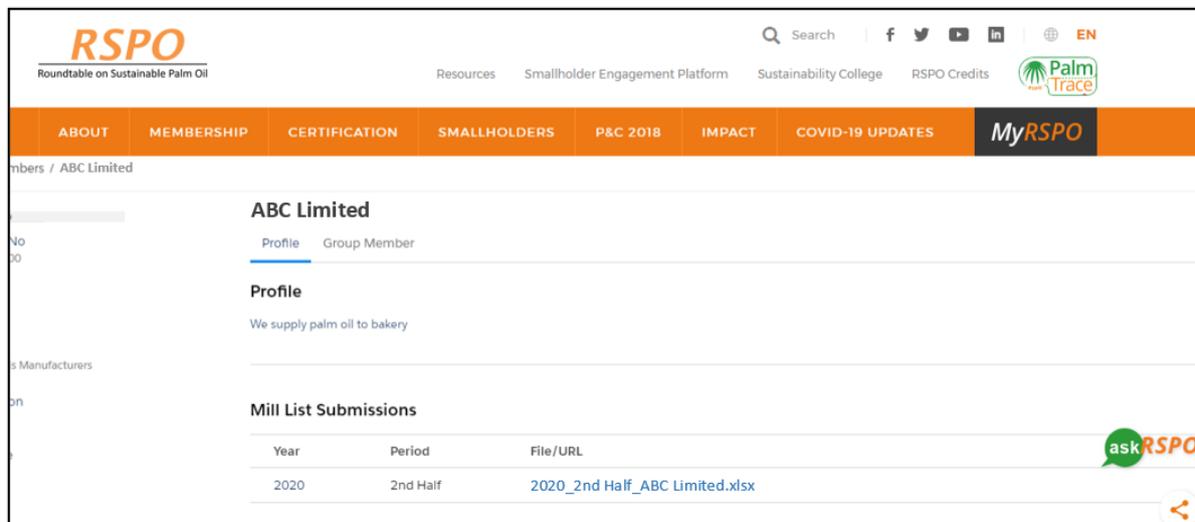
3. Then, click on **Search for members** -> **All members**.
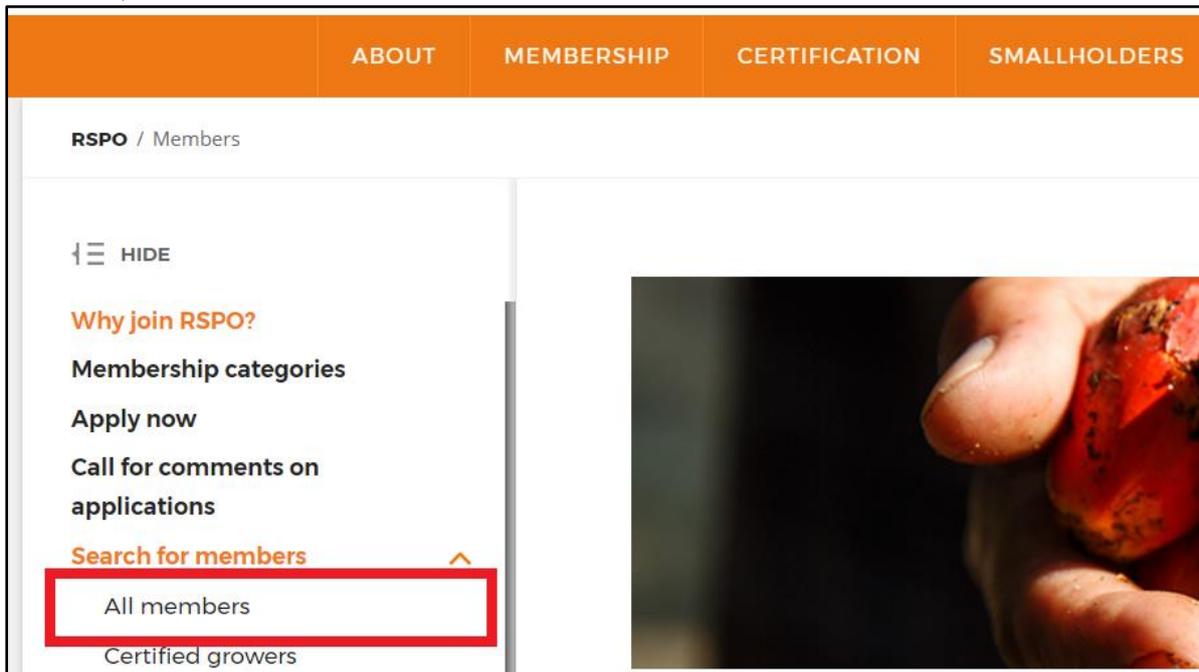
4. Search for the member name and view the member's profile.
5. Mill List will be available in the Member details page under the Profile Tab.