

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.

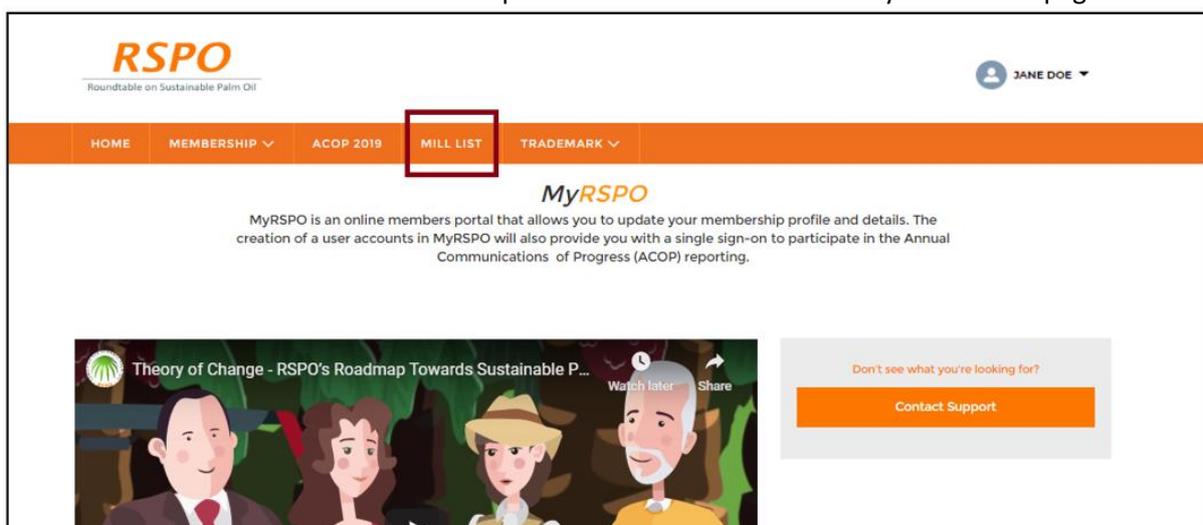
Supported browser for submission

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 logs in 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.

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JANE DOE

HOME MEMBERSHIP ACOP 2019 MILL LIST TRADEMARK

SELECT MEMBERSHIP
Please click on the Membership ID to view and submit Mill List for the specific Membership.

| Application ID | Organisation Name | Membership Category | Membership Sector | Membership Status |
|----------------|-------------------|---------------------|-------------------|-------------------|
| APP013426 | ABC Limited | Affiliate | Organisations | Active |
| APP013459 | XYZ Limited | Affiliate | Organisations | Active |

RSPO Malaysia
Unit A-37-1, Menara UOA Bangsar,
No 5 Jalan Bangsar Utama 1,
Kuala Lumpur 59000,
Malaysia

RSPO Indonesia
Sona Topas Tower Lvl. 16,
Jl. Jenderal Sudirman Kav. 26
Karet - Setiabudi, Jakarta Selatan 12920,
Indonesia

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.

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HOME MEMBERSHIP ACOP 2019 MILL LIST TRADEMARK

MILL LIST: ABC Limited (APP013426)
This page list all your Mill related documents/URL. Please click on the "Upload" or "Update" button below to upload a new Mill List for specific period of the year.

| Year | Period | File/URL | Last Modified Date | Action |
|------|----------|---|----------------------------|--------|
| 2020 | 2nd Half | No Submission | | Upload |
| 2020 | 1st Half | http://data.globalforestwatch.org/datasets/5c026d553ff049a585b90c3b1... | 25/06/2020, 01:15 pm GMT+8 | Update |

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*.

Upload Mill List (Select one option)

*Select Option

URL
File

Upload via URL.

Please ensure the uploaded URL is publicly accessible and not hosted privately.

URL

netflix.org

The URL provided is Invalid or Disallowed

Upload via Excel Document.

Please use the template below to upload the Mill List

Step 1: Download template

Download

Step 2: Upload Completed File

Upload Files Or drop files

I hereby declare that the information provided is true and correct

Submit
Cancel

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*.

Upload Mill List (Select one option)

*Select Option

URL
File

Upload via URL.

Please ensure the uploaded URL is publicly accessible and not hosted privately.

URL

Upload via Excel Document.

Please use the template below to upload the Mill List

Step 1: Download template

Download

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Upload Files Or drop files

I hereby declare that the information provided is true and correct

Submit
Cancel

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

The screenshot shows the RSPO website interface. At the top, there is a green success message: "Success Mill List has been submitted." Below this is a navigation bar with links for HOME, MEMBERSHIP, ACOP 2019, MILL LIST, and TRADEMARK. The main content area is titled "MILL LIST: ABC Limited (APP013426)" and includes a sub-header: "This page list all your Mill related documents/URL. Please click on the 'Upload' or 'Update' button below to upload a new Mill List for specific period of the year." Below this is a table with the following data:

| Year | Period | File/URL | Last Modified Date | Action |
|------|----------|---|----------------------------|------------------------|
| 2020 | 2nd Half | 2020_2nd Half_ABC Limited.xlsx | 15/07/2020, 01:31 am GMT+8 | Update |
| 2020 | 1st Half | http://data.globalforestwatch.org/datasets/5c026d553ff049a585b90c3b1... | 25/06/2020, 01:15 pm GMT+8 | Update |

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.

This screenshot is identical to the one above, but with red arrows pointing to the file names and URLs in the table to illustrate how to view the details of a submitted Mill List.

| Year | Period | File/URL | Last Modified Date | Action |
|------|----------|---|----------------------------|------------------------|
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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.

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HOME MEMBERSHIP ACOP 2019 MILL LIST TRADEMARK

MILL LIST: ABC Limited (APP013426)

This page list all your Mill related documents/URL. Please click on the "Upload" or "Update" button below to upload a new Mill List for specific period of the year.

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D. Viewing the Mill List in RSPO website

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

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Resources Smallholder Engagement Platform Sustain

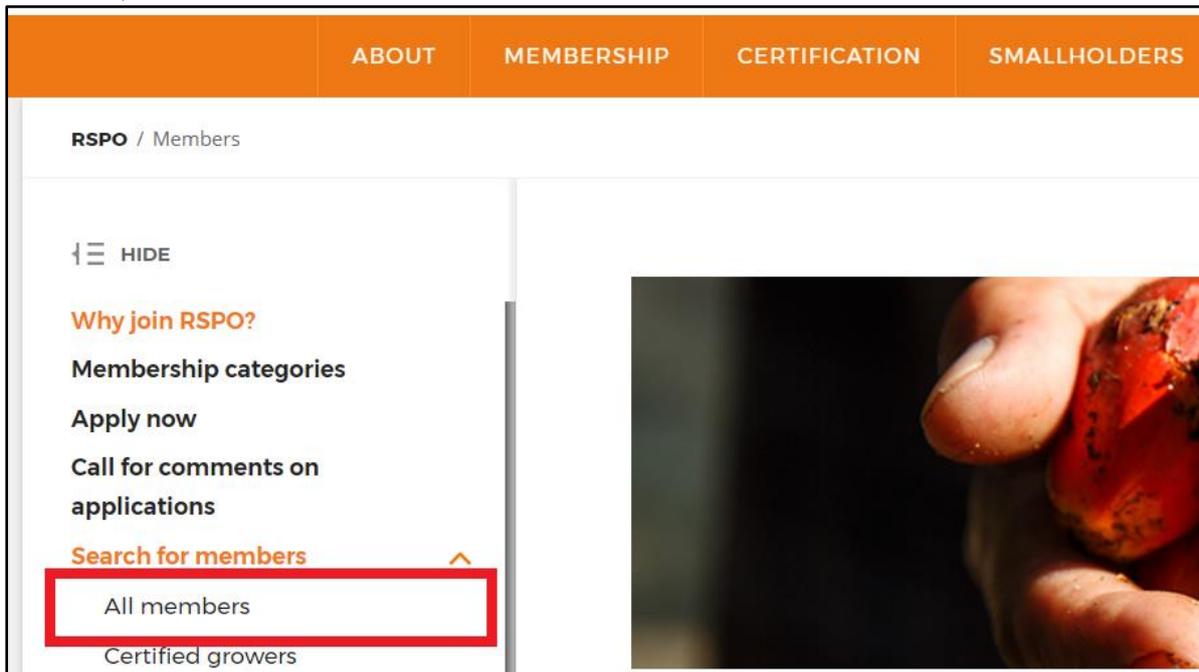
ABOUT MEMBERSHIP CERTIFICATION SMALLHOLDERS P&C 2018 IMPACT

FREE RSPO TOOLKIT FOR KIDS

This resource was developed to help educate young people on the

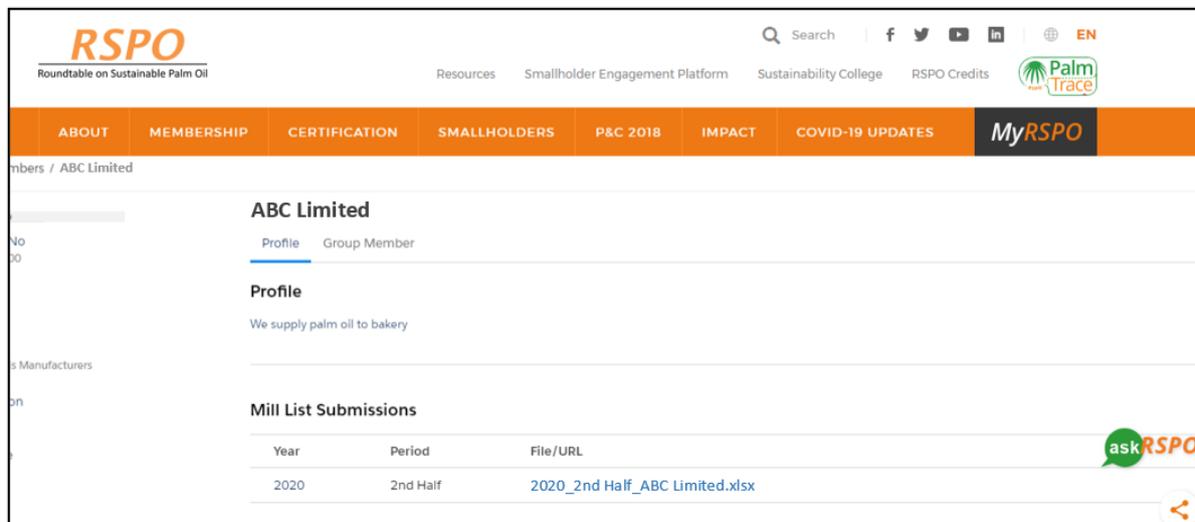
Sustainable Palm Oil Toolkit for **KIDS**

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.



www.rspo.org

Have a question? **askRSPO**

<https://askrspo.force.com/s/contactsupport>