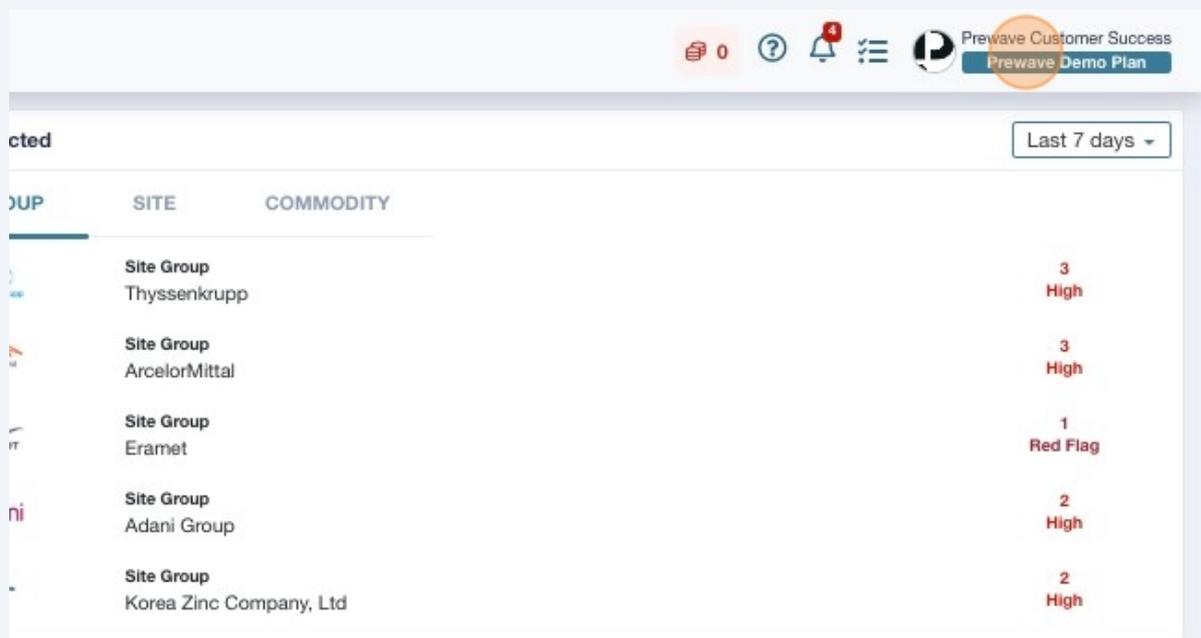


Uploading Data to Prewave - Batch Upload

1 Navigate to <https://www.prewave.com/feed/new>

2 Click "User Profile"



The screenshot shows the Prewave user profile page. The top navigation bar includes icons for notifications (0), help, and a profile icon. The profile name is "Prewave Customer Success" and the plan is "Prewave Demo Plan". Below the navigation bar, there is a table with columns for "SITE" and "COMMODITY". The table lists five site groups with their respective counts and risk levels. A dropdown menu for "Last 7 days" is visible in the top right corner of the table area.

DUPLICATE	SITE	COMMODITY	Count	Risk Level
	Site Group Thyssenkrupp		3	High
	Site Group ArcelorMittal		3	High
	Site Group Eramet		1	Red Flag
	Site Group Adani Group		2	High
	Site Group Korea Zinc Company, Ltd		2	High

3 Click "Data Management"

The screenshot shows a web application interface. On the left, there is a list of site groups:

- Site Group Thyssenkrupp
- Site Group ArcelorMittal
- Site Group Eramet
- Site Group Adani Group
- Site Group Korea Zinc Company, Ltd

Below the list, there is a section titled "Incident Review Actions" with a filter button labeled "ALL" and a notification "4". Below this, there are two incident entries:

- Layoff and Labor demonstration happen at ABB in Spain, ES 11 months ago
- Harassment and Discrimination happen at ABB in United States, US 1 year ago

On the right side, there is a navigation menu with the following items:

- Reporting
- Grievance Reports
- Action Platform
- Self-assessment
- Actions
- Discovery Requests
- Data Management** (highlighted with an orange circle)
- Import Products
- Certificate
- Profile settings
- Administration
- Logout

At the bottom right of the menu area, there is a timestamp: "Added Jan 10, 2024".

4 Click "Upload New Data"

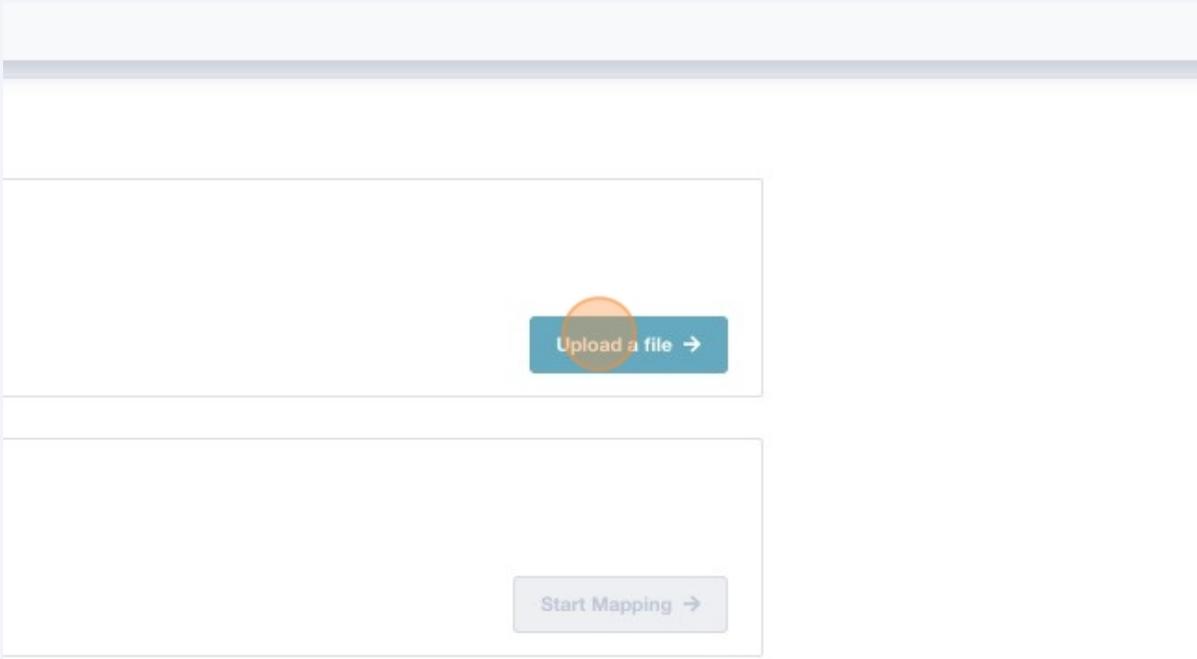
The screenshot shows a "No data available" message. At the top, there is an illustration of a person's legs and feet walking. Below the illustration, the text reads:

No data available

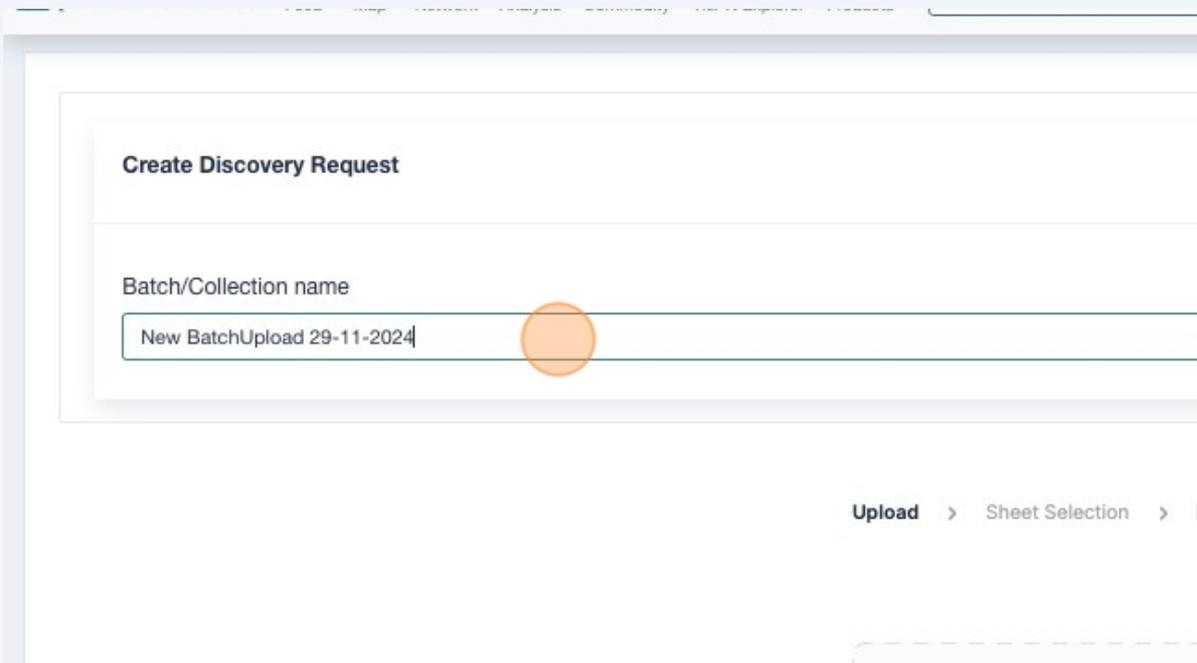
It looks like there's no data here yet. Let's start adding some below!

Below the text, there is a button labeled "+ Upload New Data" with a plus sign icon. The button is highlighted with an orange circle.

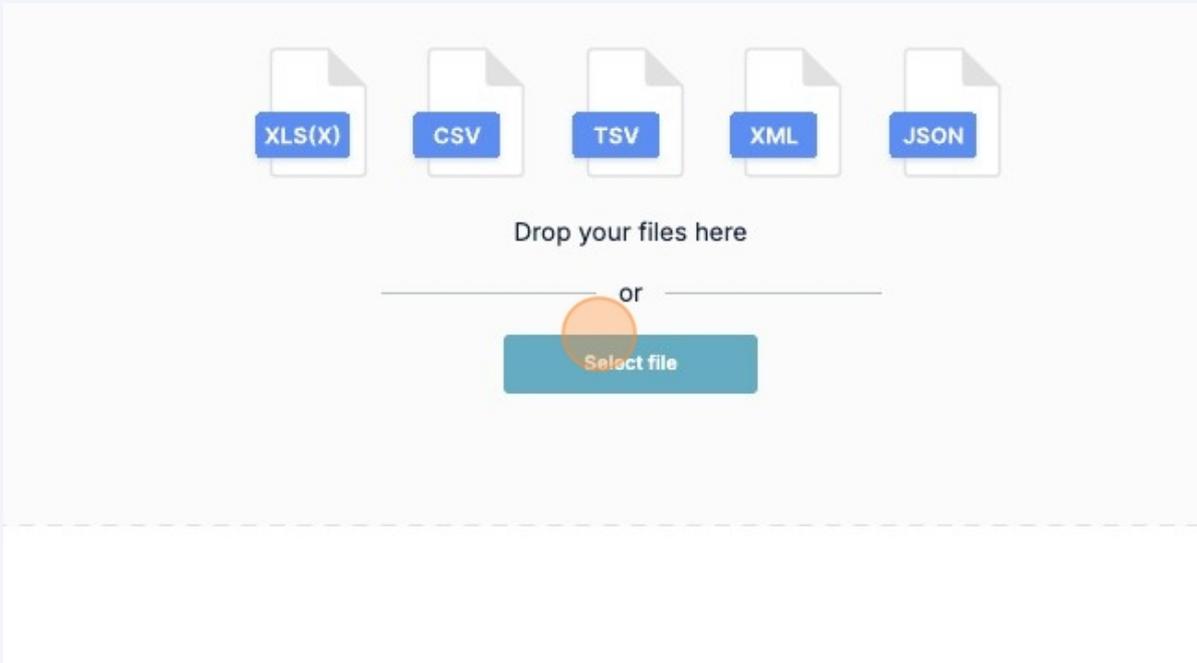
5 Click "Upload a file"



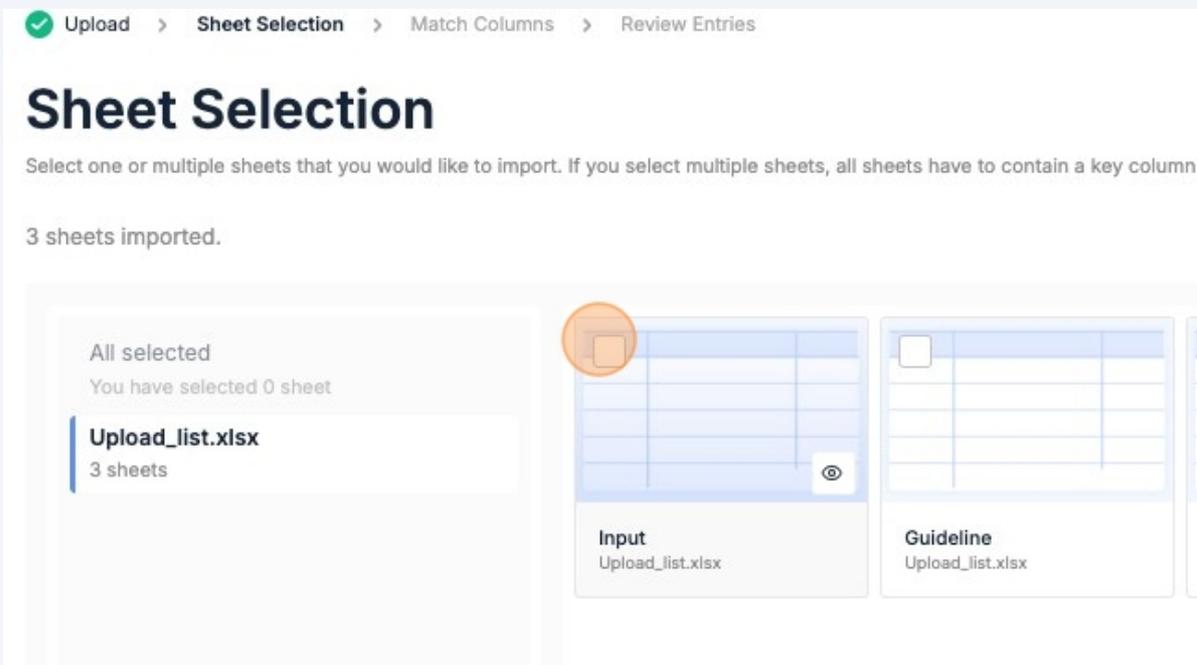
6 Edit "Batch name" if needed



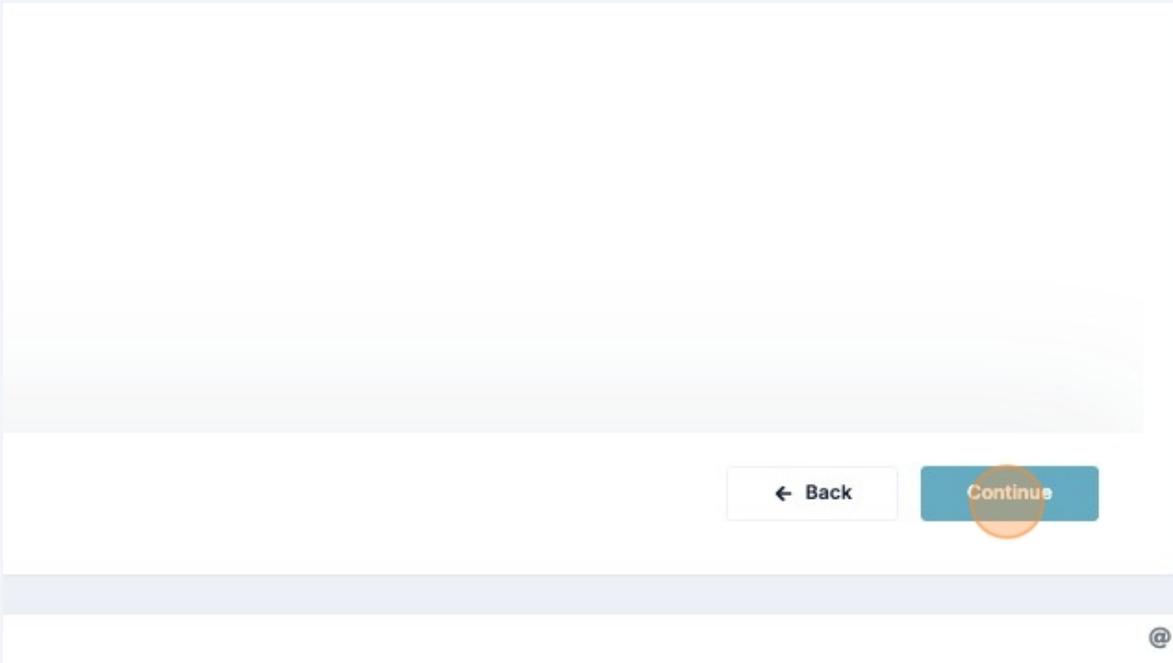
7 Click "Select file"



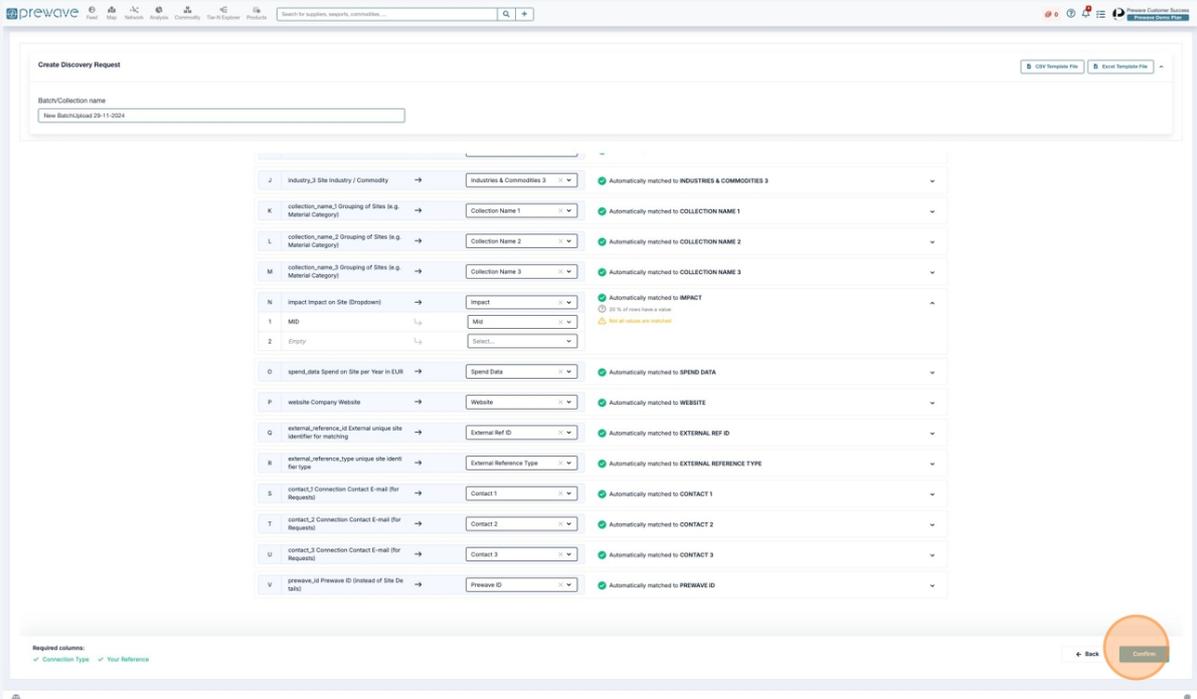
8 Click Tab with Data (Input for the Discovery Template)



9 Click "Continue"



10 Mapping Page (Automatic for Template)



11 Already used Supplier IDs are highlighted

Sheet Selection > ✔ Match Columns > Review Entries

All rows Error row (1)

	Connection Type *	Your Reference *	Site Details Name	Country
	SUPPLIER	C12345	Prowave Headquarters	AT
	SUPPLIER	C12345	Prowave Headquarters	AT
	SUPPLIER	633807	Production Company Limited	DE
▼	SUPPLIER	12	Advisory GmbH	NL
▼	SUPPLIER	101207	Risks and more Ltd.	HK
▼	SUPPLIER	492019	Time flies Cooperation	DE
▼				

The provided reference is already taken for one of the sites you are connected to, please provide a different value to this site.

12 Overwrite if needed

✔ Upload > ✔ Sheet Selection > ✔ Match Columns > Review

Find error All rows Error row (1)

	Overwrite?	Connection Type *	Yc
Ex.		SUPPLIER	C1:
1	<input type="checkbox"/>	SUPPLIER	C1:
2	<input type="checkbox"/>	SUPPLIER	63:
3	<input type="checkbox"/>	SUPPLIER	12:
4	<input type="checkbox"/>	SUPPLIER	101:
5	<input type="checkbox"/>	SUPPLIER	49:
+	<input type="checkbox"/>		

13 Overwrite will replace and update data

✓ Upload > ✓ Sheet Selection > ✓ Match Columns > **Review Entries**

Find error | All rows | Error row (1)

	Overwrite?	Connection Type *	Your Reference
Ex.		SUPPLIER	C12345
1	<input type="checkbox"/>	SUPPLIER <input type="checkbox"/>	C12345
2	<input checked="" type="checkbox"/> Yes	SUPPLIER <input type="checkbox"/>	633807
3	<input type="checkbox"/> No	SUPPLIER <input type="checkbox"/>	12
4	<input type="checkbox"/>	SUPPLIER <input type="checkbox"/>	101207
5	<input type="checkbox"/>	SUPPLIER <input type="checkbox"/>	492019
+			

14 Yellow infotext to highlight change

Sheet Selection > ✓ Match Columns > **Review Entries**

All rows | Error rows (0)

	Connection Type *	Your Reference *	Site Details Name	Country
		C12345	Prowave Headquarters	AT
		C12345	Prowave Headquarters	AT
		633807	Production Company Limited	DE
<input type="checkbox"/>	SUPPLIER <input type="checkbox"/>	12	Advisory GmbH	NL
<input type="checkbox"/>	SUPPLIER <input type="checkbox"/>	101207	Risks and more Ltd.	HK
<input type="checkbox"/>	SUPPLIER <input type="checkbox"/>	492019	Time flies Cooperation	DE
<input type="checkbox"/>				

You have provided a reference found in our database. Submitting this request will cause the existing site with this reference to be disabled and its data merged to this newly requested site.

15 Empty required fields are highlighted accordingly

✓ Upload > ✓ Sheet Selection > ✓ Match Columns > **Review Entries**

Find error All rows Error rows (2)

		Your Reference *	Site Details Name	Country Code	Locality
Ex.		C12345	Prewave Headquarters		
1	✓	C12345			
2	✓	633807	Production Company Limited		
3	✓	12	Advisory GmbH	NL	× v WAALWIJK
4	✓	101207	Risks and more Ltd.	HK	× v WANCHAI, HC
5	✓	492019	Time flies Cooperation	DE	× v GARCHING
+	✓				v

No Site Details provided (required: name, country code, locality, address line, industry). Please provide either a Prewave ID, External Reference or Site Details.

16 Industries can be separated only by ';', see infotext

✓ Match Columns > **Review Entries**

Error rows (0)

	Postal Code	Industries & Commoditie...	Industries & Commoditie...	Industries & C
Austria Ca...	1020	IT / Software	Automotive;Mining;Metals, ...	Automotive;M
Austria Ca...	1020	IT / Software		
	5145 RM	Advisory		
	999077	IT / Software		
	85748	Personal services		

you intended to separate values using ';', please check your input for accuracy

17 See further fields in template

Commoditie...	Industries & Commoditie...	Collection Name 1	Collection Name 2	Collection N
ing;Metals, ...	Automotive;Mining;Metals, ...	IT Supplier;Legal Compliance	Supplier of the Year	
		IT Supplier;Legal Compliance	Supplier of the Year	
		Example 1	Supplier of the Year	
		Example 2	Supplier of the Year	
		Example 3	Supplier of the Year	
		Example 4	Supplier of the Year	

18 See further fields in template

	Spend Data	Website	External Ref ID	External Refere
	100000	prewave.com		
×	100.000	https://prewave.com/		
✓	100.001			
✓	100.002			
✓	100.003			
✓	100.004			
✓				

19 See further fields in template

ries

External Reference Type	Contact 1	Contact 2	Contact 3
	office@prewave.ai	info@prewave.ai;contact@...	
	info@prewave.ai		

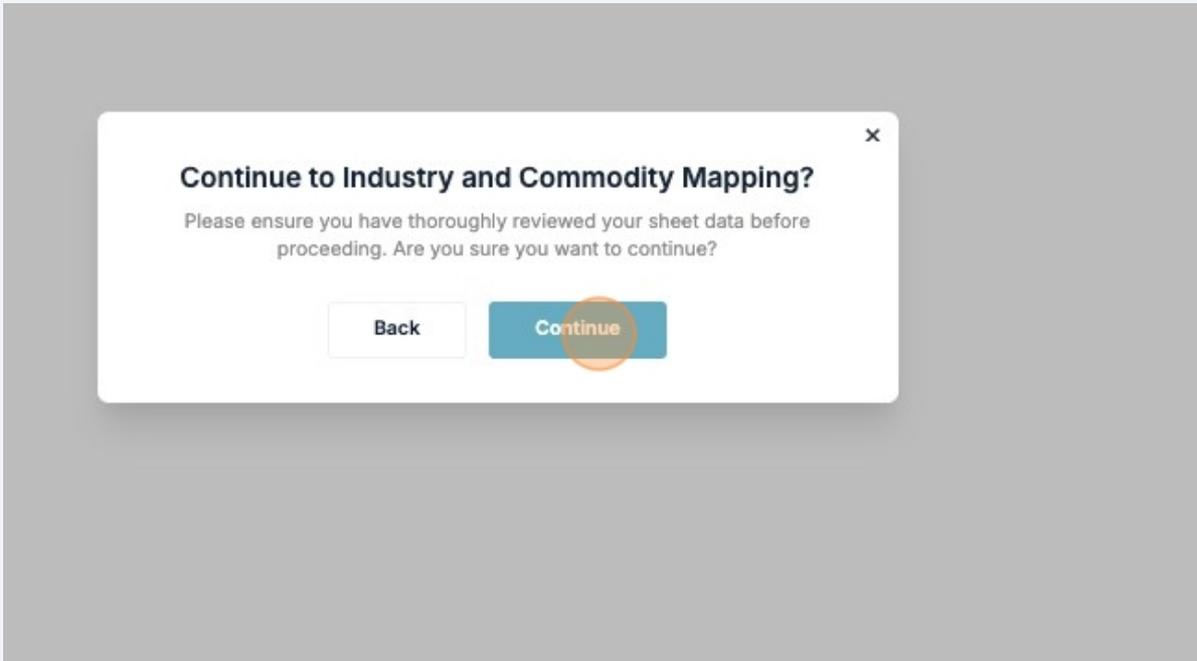
20 Click "Continue to Mapping"

Preload All rows Error rows (0) Export as Excel

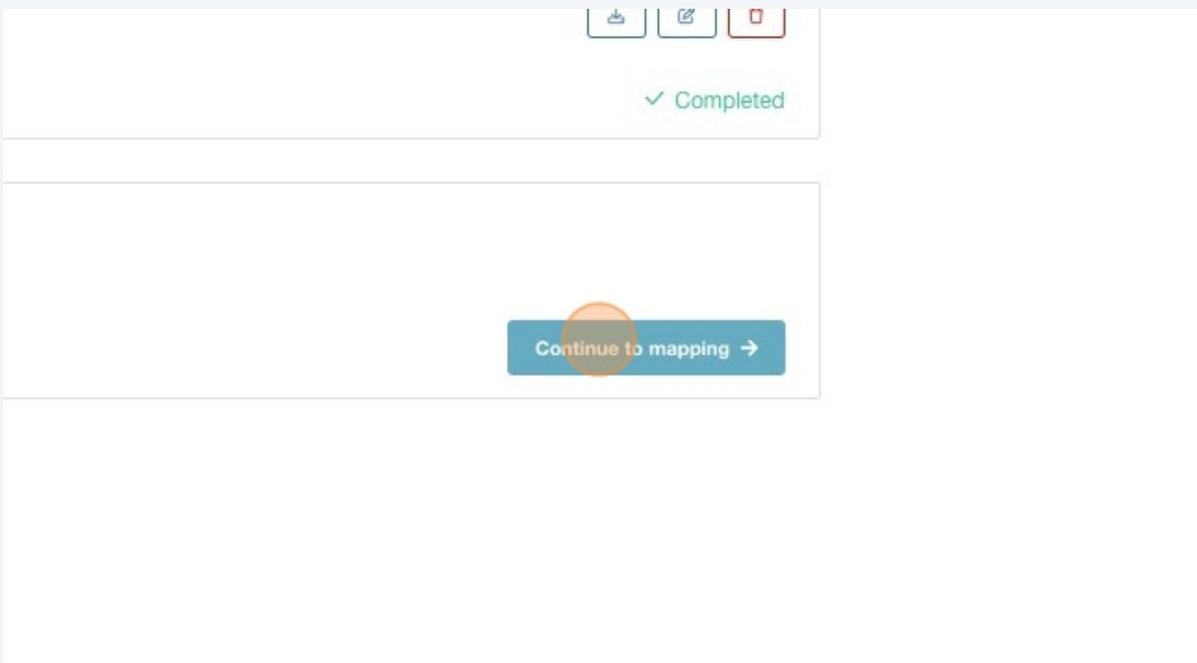
	Website	External Ref ID	External Reference Type	Contact 1	Contact 2	Contact 3	Prewrite ID
Ex.	prewave.com			office@prewave.ai	info@prewave.ai;contact@...		6840371
1	https://prewave.com/			info@prewave.ai			
2							
3							
4							
5							
+							

← Back Continue to Mapping

21 Click "Continue"



22 Click "Continue to mapping"



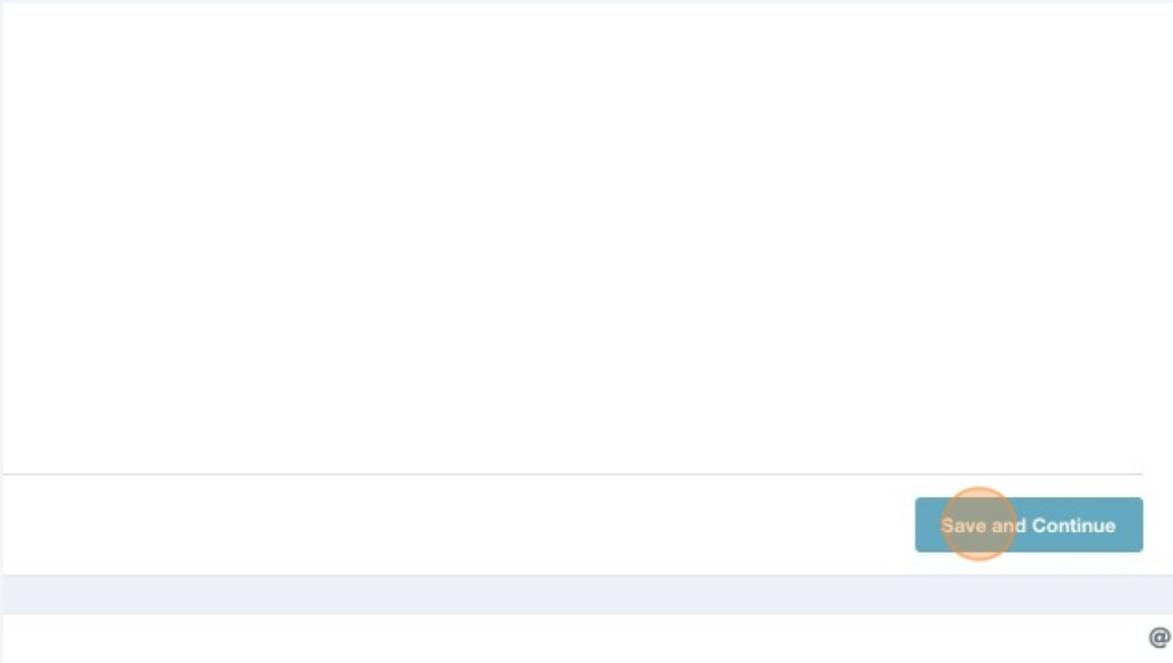
23 Auto-match for Prewave Industries, manually match personal industries

1. IT / Software	→	Industry: IT / Software
2. Machinery, mechanical appliances and parts thereof	→	Commodity: Machinery, mechanical appliances and parts thereof
3. Advisory	→	Select prewave industry
4. Personal services	→	Industry: Personal services

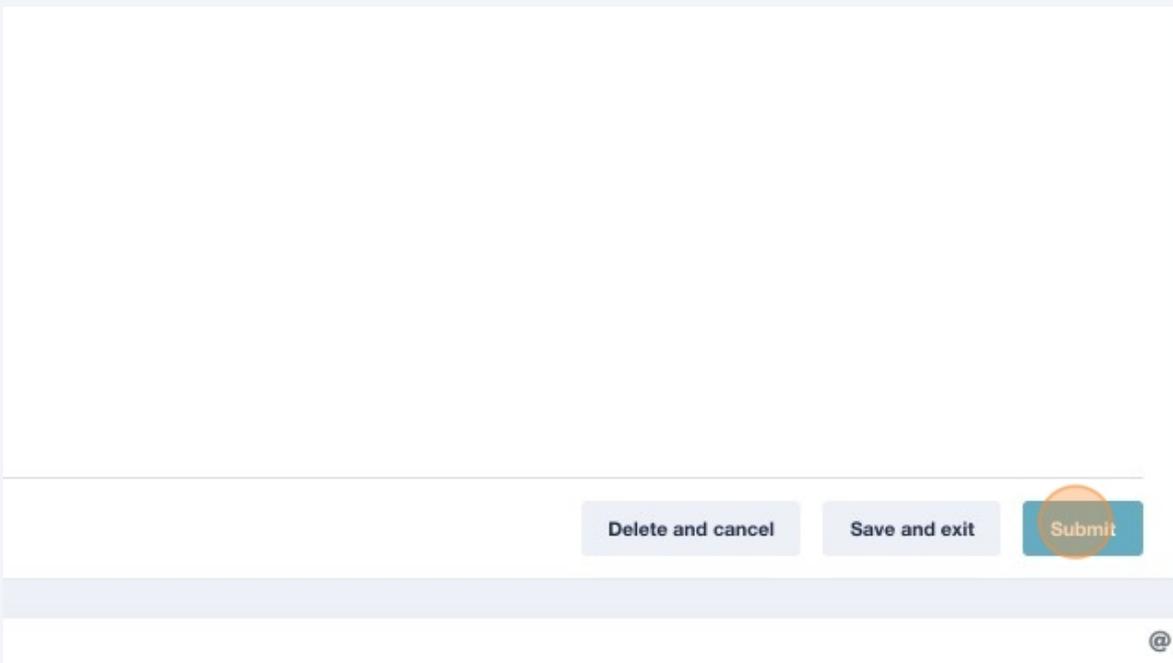
24 Click "Consulting services"

1. IT / Software	→	Industry: IT / Software
2. Machinery, mechanical appliances and parts thereof	→	Commodity: Machinery, mechanical appliances and parts thereof
3. Advisory	→	cons
4. Personal services	→	Industry: Construction
		Industry: Consulting services

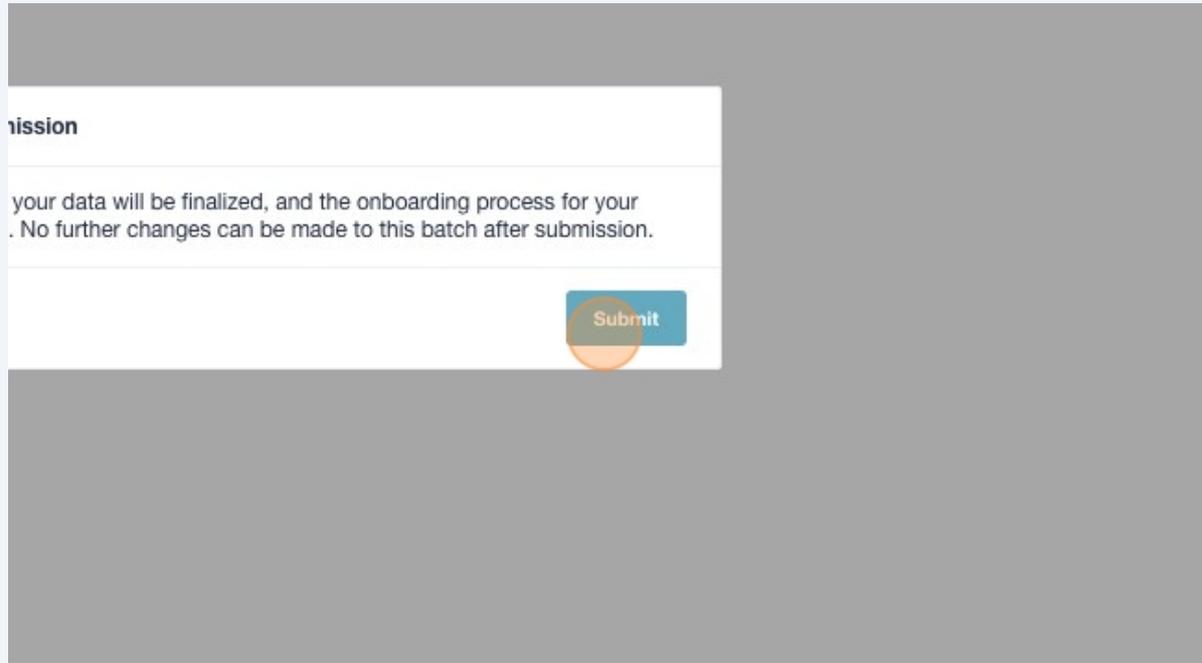
25 Click "Save and Continue"



26 Click "Submit"



27 Click "Submit"



28 Press **cmd + r**

29 Batch Status changes after successful upload

[+ Upload New Data](#)

Manage your imports

Here you can find list of data you have previously uploaded

Name	Status	Pr
New BatchUpload 29-11-2024	Resolved	5/4

30 Click "Production Company Limited"

[← Back to Import Management](#)

Site name	Status
Prewave Headquarters	Resolved by Prewave
Production Company Limited	Resolved by Prewave
Advisory GmbH	Resolved by Prewave
Risks and more Ltd.	Resolved by Prewave
Time flies Cooperation	Resolved by Prewave

31 Initial Setup complete, Peer Score available

The screenshot shows the Prewave platform interface. At the top, there is a navigation bar with icons for Feed, Map, Network, Analysis, Commodity, Tier-N Explorer, and Products. A search bar is located on the right. The main content area displays the profile for 'Production Company Limited', which is marked as a 'Non-validated Site'. The profile includes the company name, address (Benzstraße 5b, 85551 KIRCHHEIM), and statistics (3 Followers, History 0 years, Screened No). Below the profile, there are tabs for '360° Scorecard', 'Sites', 'Assessments', and 'Actions'. The '360° Scorecard' is selected, showing a '360° Risk Score' of 78. A breakdown of the score is provided: All (78), Environmental (73), Social (77), and Governance (97). The 'Network' icon in the top navigation bar is highlighted with an orange circle.

32 Collection created with new targets

The screenshot displays a list of collections and targets in the Prewave interface. The 'my follows' section includes 'My targets' (1), 'Customer Success Training Solutions suppliers' (29), 'Customer Success Training Solutions customers' (1), 'Sanctioned Targets' (2), and 'Customer Success Training Solutions onboarded' (5). A new batch upload is highlighted with an orange circle: 'New BatchUpload 29-11-2024' (5). Below this, there are sections for 'All' (1684045), 'My Collections', 'Company Collections', and 'Featured Collections'. On the right side, there is a list of targets with checkboxes and logos for 3M, LUFTHANSA GROUP, and ABB. The '3M' target is checked, and the 'ABB' target is marked as 'Valid'.