Guide to THESIS Data Collection and Completing KPIs

THESIS can help you understand the sustainability impacts of the products you sell, serving as an engagement tool that can be leveraged to strengthen supply chain relationships. Companies that prioritize supplier engagement and establish a process for collecting data see the best results. 57% of THESIS KPIs require you to go upstream into your supply chain to answer them.

The quality of the data analytics and insights that THESIS provides is determined by the quality of the data you submit.

Visit our THESIS Support Center for even more resources to support you. For any questions related to THESIS, reach out to us at: help@sustainabilityconsortium.org

Key takeaways:

• Start data collection as early as possible to ensure you have the time you need. Notify your facilities and suppliers as far ahead of time as possible that the request is coming so they can plan ahead and are more likely to get the data to you in time.

• Global production and activity-based scope: All THESIS assessments are designed to help you assess the global production of a product category, including all regions and all your retail buyers.

• Prioritize data collection from your major suppliers, starting with those that provide the majority of your supply and those that are more likely to respond.

• Primary data: KPIs that ask for quantitative responses in physical units usually require the use of primary data.

• For guidance on any specific KPI, reference the KPI Guidance to ensure you are understanding the principles of what's being asked. The KPI Guidance also provides links to tools and other resources that may be useful.

• Executive (electronic) signoff will be required prior to being able to share your data with your retail buyers.

Data collection and completing KPIs involves 5 steps:

Step 1	Step 2	Step 3	Step 4	Step 5
Organize your data collection needs	Execute your data collection plan	Validate Your Data	Complete your KPIs	Complete your THESIS Assessments

During each phase, identify data collection gaps, pain points, and bottlenecks to improve the efficiency of your data collection processes year-over-year and to develop ways to integrate your data collection processes into everyday operations.

Data Collection Key Resources:

- Getting Started with THESIS Data Collection
- Breaking Down a THESIS Key Performance Indicator
- How THESIS Assessments Are Scored
- Best Practices for Collecting Supplier Data
- Validating Your THESIS Data
- Weighted Averages and Why You Need Them on THESIS
- Prioritizing Suppliers for Data Collection
- Using SISC Calculator for data collection and reporting for Fruit, Nut, and Vegetables
- Navigating Your Excel Assessment Document
- THESIS Assessment Selection Tool
- THESIS KPI Calculation & Response Tools: The Sustainability Consortium created these tools to support companies responding to common Key Performance Indicators (KPIs). Each tool will walk you through the steps required to generate your KPI response.

TSC Trained Service Providers are available to provide help in data collection and completing KPIs for THESIS assessments

Step 1: Organize Your Data Collection

Once you understand THESIS scope and what assessments apply to the products you sell, you can use this to inform your understanding of what data you need to collect. Visit our THESIS Support Center page for more information on THESIS scope and getting started with THESIS.

Organize your THESIS data collection with the below process:

1. List all of your products and which retail buyer(s) they are sold to.
2. Create your facility and supplier lists, even those not owned and not under your operation control. Ensure your contacts are up-to-date and accurate.
    - Identify who your contact is for each facility and supplier.
    - Segment and map your contacts based on who has access to the data you'll need.
3. Identify components/materials/ingredients within each of your products.
4. List the supplier(s) that supply each component/material/ingredient of your products, the supplier's contact information, and the volume you source from that supplier. It can also help to identify which suppliers are most

likely to provide the data you need so you can prioritize contacting them.

5. Identify the THESIS Assessment each product is within scope for, referencing the assessment scope in the KPI Guidance on THESIS on SupplyShift.

6. Using the THESIS assessment(s) you've identified, layer in the KPIs for each assessment to understand the data that you'll need from each supplier and contact.

7. Group your KPIs: You can group them by who has access to the date you'll need, the THESIS Assessment, issue, KPI type, life cycle stage, or by metric.

8. Identify a process for collecting the data you need. TSC has tools and resources available in the KPI Guidance in your assessments, and also offers Excel-based calculation tools on our THESIS Support Center.

- Determine if any existing internal tools, reports, or tracking processes can be leveraged.
- Identify what tools and processes work for your specific organizational situation.
- Document all processes and contacts.

Important information for your Data Collection

Data collection timeframe: Unless otherwise stated, all KPI responses should be calculated using data from a 12-month period that must have ended less than 12 months from the date of completion of an assessment. The end date of the period does not need to be the same as the date you complete a particular KPI.

Primary and regional data: KPIs that ask for quantitative responses in physical units usually require the use of primary data—data that is directly related to the activities in question and specific to your supply chain, as opposed to data based on industry or regional averages. Primary data should always be used unless the Calculation & Scope guidance states otherwise.

Step 2: Execute your data collection plan

1. Execute your data collection plan by notifying your facilities and suppliers.
   - Prioritize your major suppliers, and those that are more likely to respond.
   - Offer training and education to suppliers (in their local language, if possible) and provide a way for them to ask questions.
   - Identify ways to incentivize or require responses.
   - Identify a clear timeline and actionable guidance.
   - Automate correspondence as much as possible.
   - Have a clear escalation plan, including dates for a first reminder, second reminder, etc.
   - Explain that this is a strategic initiative, as part of long-term business value.
2. Coordinate data collection with facilities and suppliers, even those not directly owned or operated.
3. Keep track of your progress, follow up with your contacts as needed, and provide clear guidance and timelines.
4. Plan to come back to your facilities and suppliers to share the insights you've gained from THESIS and the data collected, ways you're using the date to drive business value, provide positive feedback, and share any risks you uncovered.

Step 3: Validate Your Data

No matter how you collect your data, validating for mistakes, outliers, and missing data will ensure the integrity of your THESIS performance assessments. THESIS data is self-reported, so check the KPI Guidance to ensure you understand the principles of what's being asked.

The quality of the data analytics and insights that THESIS provides relies on the quality of the data you submit. The higher the quality of the data you provide, the more value you'll get from your THESIS license.

Important: Leave yourself plenty of time: The validation process can require some back and forth, so it's important to make sure you have enough time to receive corrections before the reporting window closes. We recommend allotting at least 3 weeks for validation.

- Review responses and data: Triple check your data to identify any invalid data, outliers, and blank responses.
- Confirm data values provided fall within the parameters you're expecting for each data point.
- Confirm that the unit is correct for each KPI.
- Re-engage with your contacts: Contact anyone that provided invalid responses. Identify any errors and provide guidance on correction.

Step 4: Complete your KPIs

Calculate your results using the data you've collected. Follow the KPI response options and KPI Guidance to identify the quantitative or qualitative attribute that the KPI is requesting. For qualitative attributes, identify the response option that is most common across the relevant SKUs/facilities/suppliers. For quantitative attributes, calculate a weighted average over SKUs/facilities/suppliers.

The Calculation and Scope section tells you how to calculate the KPI response(s) and the range of activities that should be included in your calculations. The Certification, Standards, and Tools section provides you with ready-to use resources that can assist in the KPI calculations.

Steps for completing KPIs:

1. Identify all product types (e.g., SKUs) that fall within the product category and review the Assessment Product Scope before preparing your answers.
2. Identify and work with the manager or subject matter expert who can access and collect the required data for the KPI for all relevant products, facilities, and suppliers.
3. Reach out to suppliers or contract manufacturer as needed to collect required information.
4. Follow the KPI response options and KPI Guidance to identify the quantitative or qualitative attribute that the KPI is requesting. For qualitative attributes, identify the response option that is most common across the relevant products/facilities/suppliers. For quantitative attributes, calculate a weighted average over products/facilities/suppliers. When necessary, follow the KPI response options and guidance to create a weighted average of the answers.

Step 5: Complete your THESIS Assessments on THESIS on SupplyShift

Once you've identified your KPI responses, you're ready to enter them into your assessments on THESIS on SupplyShift. All fields must be completed in order to submit an assessment.

Once you've entered your responses into THESIS on SupplyShift, you're ready to share your results with your retailer buyers. Be sure to select all your retail buyers.

A note on response options: KPI responses often include these choices; below is an explanation of when to use each one.

- "Unable to determine" indicates that you could not provide an answer to the question.
- "Not applicable": Some KPIs will have a statement that begins with "Not applicable" followed by some additional conditional statement. You should only select this response if the stated conditions are true for your organization. It is not meant to be used to indicate that you have successfully addressed the issue the KPI concerns.

Congratulations! You have your THESIS Results.

WHAT'S NEXT? Use your THESIS Results to drive value. Visit our THESIS Support Center for helpful information.

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