



# Social & Labor Convergence Program

*Converged Assessment. Collaborative Action.  
Improved Working Conditions.*

Gateway Registration & Navigation  
November 2022



# Register on the Gateway



# Getting started: Register on the Gateway



Only facilities from countries where SLCP **operates in** can register.  
Please complete your registration in English.

### IF YOU ALREADY HAVE AN ACCOUNT



[Forgot your password?](#)

Login

Are you a facility and new to the Gateway?

[Click here to create an account.](#)



<https://gateway.slconvergence.org>

# Fill in your data and “create account”

Only facilities from countries where SLCP operates in can register.  
Please complete your registration in English.

**REGISTER**

Please use an official company email address that you are also using (or intend to use) for logging in to the Accredited Host platform.

Email

A valid Email is required

Gateway Role

Facility

First Name

Surname

I agree with the [LICENSE AGREEMENT AND TERMS OF USE FOR SLCP CONVERGED ASSESSMENT FRAMEWORK \(CAF\)](#), [ITC GATEWAY – TERMS OF USE](#)

[Sign in](#)

Provide a general and official company email address (not a personal/non-business address like Gmail or Hotmail)

First Name and Surname for the creator of the account, not the name of the facility

# Let the system know you are not a robot

Only facilities from countries where SLCP **operates in** can register.  
Please complete your registration in English.

REGISTER



[Refresh](#)

Enter the code

[Next](#)

[Sign in](#)





# TIP: Check your SPAM folder for validation email if not in INBOX

Only facilities from countries where SLCP **operates in** can register.  
Please complete your registration in English.

## VERIFY YOUR EMAIL

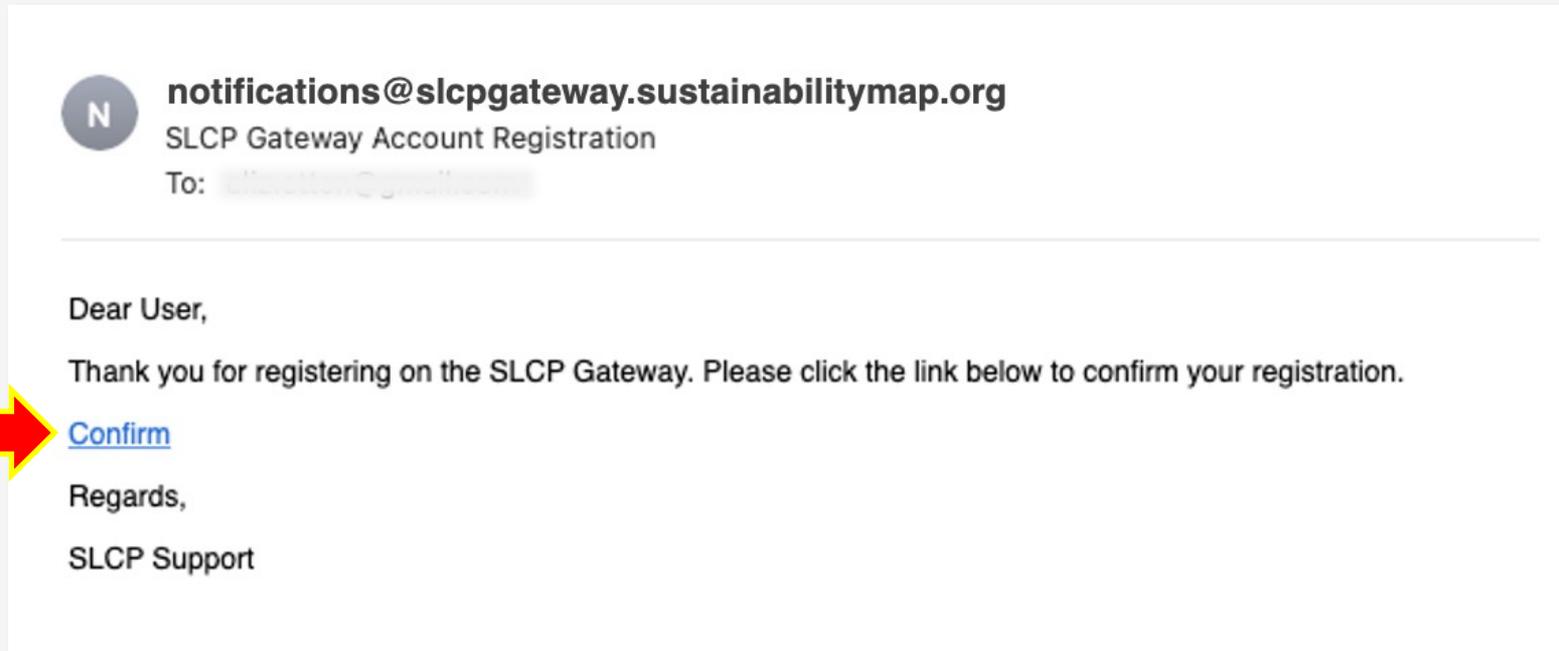
### Registration email sent

Please click on link in email to confirm your email address. If you have not received the email check your spam folder.

[Resend email](#)

TIP: include [notifications@slcpgateway.sustainabilitymap.org](mailto:notifications@slcpgateway.sustainabilitymap.org) as a “safe” email address.

# Click “Confirm” in the registration email to continue registering



Contact the [SLCP Helpdesk](#) if you did not receive the confirmation email.

# Create a password to access unapproved profile

**Set your password**

Username

Automatically filled in

Password\*

..... ⓘ

Password should be at least 6 characters long and should contain at least one number and one character

Confirm Password\*

.....

 Create



# Get your facility profile approved: fill in all fields and request approval



Facility

- Home
- My Profile**
- Accounts
- Get Support

### Profile Approval

Your profile application has not been submitted yet. To submit your request, complete the profile information below and press the "Submit for Approval" button.



### Facility Information

Welcome to your facility profile page. Please add or modify the fields below in English language.

#### Your facility information

You will receive your Facility ID once your profile has been approved. Please provide your facility profile information on this page, save the changes by clicking the button at the bottom of your profile and then click the Request Approval button at the top of this page.

E-learning completion code

Please provide below CODE from the certificate that you were given after completing the mandatory SLCP facility e-learning course. If you have not started the e-learning course yet, visit the [SLCP e-learning platform](#).

Facility Name \*





# Include your e-learning CODE



Facility

Home

My Profile

Accounts

Get Support

### Facility Information

Welcome to your facility profile page. Please add or modify the fields below in English language.

#### Your facility information

You will receive your Facility ID once your profile has been approved. Please provide your facility profile information on the bottom of your profile and then click the Request Approval button at the top of this page.

Include the CODE from your e-learning certificate

#### E-learning completion code

Please provide below CODE from the certificate that you were given after completing the mandatory SLCP facility e-learning course. If you have not started the e-learning course yet, visit the [SLCP e-learning platform](#).

Facility Name \*

Facility Type \*

Please select facility type from the dropdown menu

Company Description \*

If you are an Apparel Facility, please include all production processes in the dropdown menu

**CERTIFICATE**




SLCP acknowledges that

**Elizabeth Owen**

has completed 3 modules (Data Collection Tool, Gateway, Accredited Hosts) of the

**Facility Course**

The course was delivered by SLCP in partnership with ITC to prepare SLCP system users to successfully navigate the SLCP process and system in order to produce high quality verified data on social and labor conditions.

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 JANET MENSINK,  
 SLCP EXECUTIVE DIRECTOR



CODE: ELOOWEN3

 DATE: October 19, 2021  
 For more information, verify at:  
[LEARNING.INTRACEN.ORG/VERIFY](https://learning.intracen.org/verify)

(T), washing, printing, fabric production?



# Correctly fill in your facility name



Facility

[Home](#)

[My Profile](#)

[Accounts](#)

[Get Support](#)

### Facility Information

Welcome to your facility profile page. Please add or modify the fields below in English language.

#### Your facility information

You will receive your Facility ID once your profile has been approved. Please provide your facility profile information on this page, save the changes by clicking the button at the bottom of your profile and then click the Request Approval button at the top of this page.

#### E-learning completion code

Please provide below CODE from the certificate that you were given after completing the mandatory SLCP facility e-learning course. If you have not started the e-learning course yet, visit the [SLCP e-learning platform](#).

Facility Name \*

Facility Type \*

Business License Number \*

Website



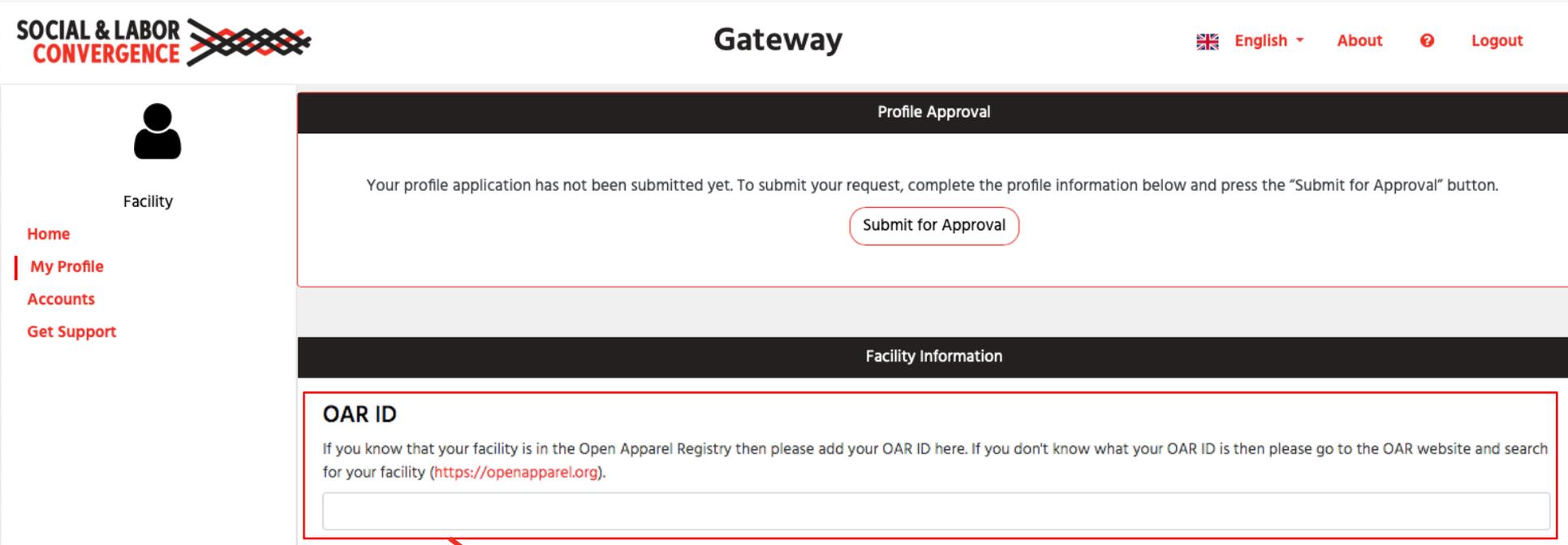
Facility Name must:

- ✓ Match the name on your business license
- ✓ Not be used by another facility
- ✓ Be in English

If the facility is part of a manufacturing group, use the following format:  
Group Name – Facility Name / Unit number

Tell us more about your production process. Do you, for example, cover Cut Make Trim (CMT), washing, printing, fabric production? description.

# Add your Open Supply Hub (OS Hub) ID



The screenshot shows the 'Gateway' user interface. At the top left is the 'SOCIAL & LABOR CONVERGENCE' logo. The main header is 'Gateway'. On the right, there are links for 'English', 'About', and 'Logout'. A left sidebar contains a user icon and navigation links: 'Home', 'My Profile', 'Accounts', and 'Get Support'. The main content area is titled 'Profile Approval' and contains the text: 'Your profile application has not been submitted yet. To submit your request, complete the profile information below and press the "Submit for Approval" button.' Below this text is a 'Submit for Approval' button. A red box highlights the 'Facility Information' section, which includes the 'OAR ID' field. The text for the OAR ID field reads: 'If you know that your facility is in the Open Apparel Registry then please add your OAR ID here. If you don't know what your OAR ID is then please go to the OAR website and search for your facility (<https://openapparel.org>).'



Include your OS Hub ID on your Gateway profile to easily identify your facility and connect your profile to your accounts on other platforms.

Visit [opensupplyhub.org](https://opensupplyhub.org) to find your OS Hub ID and learn more.





# Link to your brand partners



Facility

[Home](#)

[My Profile](#)

[Accounts](#)

[Get Support](#)

### Profile Approval

Your profile application has not been submitted yet. To submit your request, complete the profile information below and press the "Submit for Approval" button.

[Submit for Approval](#)

### Facility Information

#### Brands

Please select Brands from the list that you work with.

 By selecting the brands that you work with, they will be able to see an overview of your assessment progress on their chosen Accredited Host(s), if the Hosts they use have made this option available. This overview includes the status of your assessments and which Accredited Hosts you are using. Brands you select here will not see your final verified assessment data until you share it with them.

Select brands here ▾

Select the brands you work with to alert them that you are participating in the SLCP process and to let them know:

- ✓ Which Accredited Host you are using
- ✓ Where you are in the assessment process
- ✓ When you have verified data to share with them

# Link to Sustainability Map in profile



Test Facility  
Facility

[Home](#)

[My Profile](#)

[Accounts](#)

[Accredited Hosts](#)

[Start your Assessment](#)

[Overview of my SLCP Assessments](#)

[Get Support](#)

## Facility Information

Welcome to your facility profile page. Please add or modify the fields below in English language.

### Your facility information

Gateway Facility ID

FA999999

E-learning completion code

Please provide below CODE from the certificate that you were given after completing the mandatory SLCP facility e-learning course.  
If you have not started the e-learning course yet, visit the [SLCP e-learning platform](#).

ABC12345

Facility Name \*

Test Facility

### Sustainability Map network profile

I would like to create a free profile at ITC's [Sustainability Map](#) network.

The Sustainability Map platform, operated by the International Trade Centre, allows your company to connect with business partners and chart a path to more sustainable production and trade by better understanding the sustainability initiatives landscape.

production processes in the description.

# Approval email from the Gateway



**notifications@slcpgateway.sustainabilitymap.org**

SLCP Gateway Facility Profile Approved

To: [Muhammad Rizwan](#)

Dear Muhammad Rizwan,

Your SLCP Gateway profile has been approved!

Please share this email with the person(s) who will perform the assessment process. Find below the next steps to complete the SLCP process:

**Step 1:** You can now [login to your Gateway profile](#) and add the required additional information. If you have not yet done so, you will have to update your profile with your e-learning completion CODE within the next two weeks. For more information on how to access and complete the e-learning modules read this [FAQ](#).

**Step 2:** You can now link with the Accredited Host (AH) of your choice. Your options are: Fair Factories Clearinghouse (FFC) and Higg. You will need your Gateway Facility ID of F.A. 100707 to link the profiles.

After registering on the Active Accredited Host (and having your profile approved) you can:

**Step 3A: Fill in the Data Collection Tool (as a self/joint-assessment) on the AH platform.** We strongly recommend directly filling in the online tool on the AH platform as it will save you time.

**Step 3B:** Alternatively, you can start the offline assessment by downloading the (Excel) Tool from your Accredited Host platform.

**Step 4: If you chose to fill in the offline Tool,** upload the assessment on the Accredited Host (AH) platform you linked with. You do not need to do this if you chose to fill in the tool online on the AH platform.

#### NOTES:

- You can invite a colleague to your facility profile on the Gateway: you will find this option in your Gateway menu. You can only invite a colleague (not a customer or other business partner) and do so by filling in his/her name in English and use his/her company email address.
- We advise that you ask Verifier Bodies (VB) for quotes as soon as possible to allow enough time to schedule a verification. The list of VBs is available online [here](#).
- When you create an account on an Accredited Host system, please use the same e-mail address that you are using on the Gateway.
- Further information on the SLCP process is available online. If you require support, please find information in the [FAQ](#) or submit a request on the SLCP Helpdesk.
- For additional training opportunities, visit the SLCP Helpdesk to view training webinars on the SLCP process and system in English, Chinese and Turkish. Additionally, you can contact an approved Training Body (TB) for individual support or join one of their upcoming training sessions.
- You may also find this Quick Guide for facilities helpful, in [English](#) or [Chinese](#).

Regards,

SLCP Support



Contact the [SLCP Helpdesk](#) if you didn't receive the confirmation email.



# Navigating the Gateway

# After approval you can log back into the Gateway



Home

*Converged Assessment. Collaborative Action. Improved Working Conditions.*

### Welcome to the SLCP Gateway!

This is the starting point when embarking on the SLCP assessment process, whether you are a facility, Verifier (Body) or brand. Scroll down to find the information relevant for you.

The SLCP assessment process intends to combat audit fatigue. We achieve this by providing facilities with one set of factual verified data about the social and labor conditions in their facility. This data can be widely shared and used, thus reducing the need for repetitive and duplicative social audits. Facilities choose with whom to share their data. Buyers and standards can use the data set to reach their own conclusions. Resources saved through the elimination of additional social audits are redirected towards improving working conditions.

### Menu

- [Quick Links](#)
- [Information for Facilities](#)
- [Information for Brands and Other Stakeholders](#)
- [Information for Verifier Bodies and Verifiers](#)
- [SLCP Countries/Regions](#)
- [Information about Training Bodies and Training](#)
- [Accredited Hosts](#)
- [Tools & Resources](#)

# You will find more options in your menu



Test Facility  
Facility

**Home**

[My Profile](#)

[Accounts](#)

[Accredited Hosts](#)

[Start your Assessment](#)

[Overview of my SLCP Assessments](#)

[Get Support](#)



Home

Welcome to your SLCP account!

The SLCP assessment process starts here, and consists of the following steps:

#### I. Register on the SLCP e-learning platform, Gateway and Accredited Host

1. Register on the **e-learning platform** and take the **Facility Course training** on the Data Collection Tool, the Gateway and the Accredited Hosts.
2. **Create an account on the Gateway.** Fill in the e-learning CODE (that you will receive after completing the online Facility Course) to complete your profile on the Gateway.
3. **Create an account on the relevant Accredited Host.** To set-up an account on an Accredited Host you need the Facility ID number from the Gateway.

#### II. Go through the SLCP assessment process

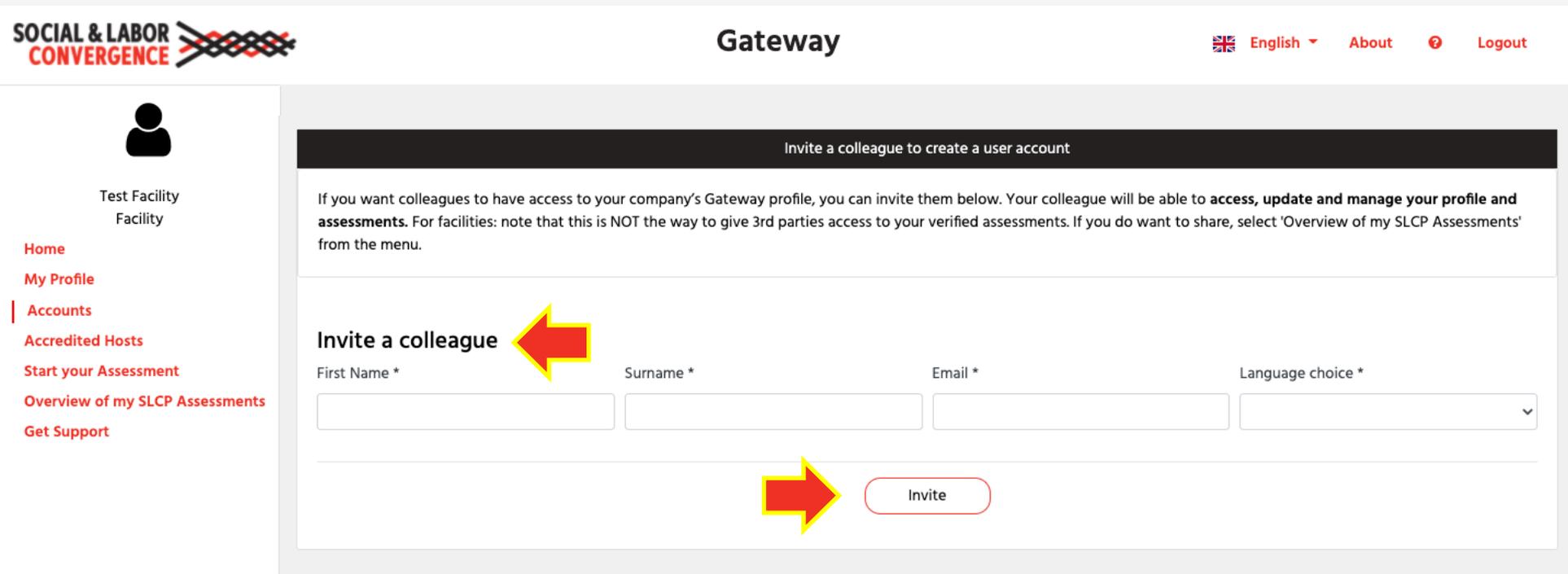
1. **Perform self/joint-assessment** either online through the Accredited Host or offline through the Excel file.
2. Upload the Excel file to the Accredited Host platform (if offline version used) and review, complete and revise the data according to the Accredited Host's data validation process to ensure the quality of self-/joint-assessment.
3. **Upload any documentation** for Verifier offsite review or Verifier information prior to on-site verification.

#### III. Go through the SLCP verification process

1. **Contact Verifier Bodies (VB)** via telephone or e-mail for quotes. The list of VB contact details can be found [here](#). When an agreement is reached, select the VB on the Accredited Host and request verification.

# Invite a colleague to your profile

Different emails can access the account if you invite a colleague to your Facility profile. When given access the colleague can also manage the profile.



The screenshot shows the 'Gateway' interface for 'SOCIAL & LABOR CONVERGENCE'. The page title is 'Gateway'. In the top right corner, there are links for 'English', 'About', and 'Logout'. On the left side, there is a user profile icon and a list of navigation links: 'Test Facility Facility', 'Home', 'My Profile', 'Accounts', 'Accredited Hosts', 'Start your Assessment', 'Overview of my SLCP Assessments', and 'Get Support'. The main content area has a dark header that says 'Invite a colleague to create a user account'. Below this, there is a paragraph of text explaining the purpose of the form. The form itself has four input fields: 'First Name \*', 'Surname \*', 'Email \*', and 'Language choice \*'. A red arrow points to the 'Invite a colleague' text, and another red arrow points to the 'Invite' button.

**SOCIAL & LABOR CONVERGENCE**

## Gateway

English About ? Logout

Test Facility Facility

- Home
- My Profile
- Accounts
- Accredited Hosts
- Start your Assessment
- Overview of my SLCP Assessments
- Get Support

**Invite a colleague to create a user account**

If you want colleagues to have access to your company's Gateway profile, you can invite them below. Your colleague will be able to **access, update and manage your profile and assessments**. For facilities: note that this is NOT the way to give 3rd parties access to your verified assessments. If you do want to share, select 'Overview of my SLCP Assessments' from the menu.

**Invite a colleague**

First Name \* Surname \* Email \* Language choice \*

Invite

**NOTE:** this function should not be used to share your facility data with someone outside your organization!

# Link to an Accredited Host to start your assessment on their platform



Test Facility  
Facility

- [Home](#)
- [My Profile](#)
- [Accounts](#)
- [Accredited Hosts](#) 
- [Start your Assessment](#) 
- [Overview of my SLCP Assessments](#)
- [Get Support](#)



### Accredited Hosts

An SLCP assessment can be carried out using any of the Active Accredited Host platforms listed below. To get started, please click on the Accredited Host of your choice. You will be redirected to link your SLCP Gateway profile to the selected Accredited Host. If your Gateway Facility ID is requested, you can find it on the [My Profile](#) page.

Once an SLCP assessment has been verified, it is shared from the Accredited Host platform to the Gateway. It will be visible below. You can then choose to view your verified assessment or share with an Accredited Hosts or via email.

More information about the Accredited Hosts can be found [online](#).



### Active Accredited Hosts

Name	Linked
<a href="#">Higg Co / Sustainable Apparel Coalition</a>	Linked Nov 2, 2019
N/A - Data shared by Better Work	Not Linked
<a href="#">Fair Factories Clearinghouse (FFC)</a>	Linked Nov 20, 2019

# You start and finish your assessment on the AH platform



Test Facility  
Facility

- [Home](#)
- [My Profile](#)
- [Accounts](#)
- [Accredited Hosts](#)
- [Start your Assessment](#)** 
- [Overview of my SLCP Assessments](#)
- [Get Support](#)

## Start Assessment



Start your SLCP assessment by going to the Accredited Host of your choice and filling in the online Tool (recommended) or downloading the Excel Tool for offline self-/joint-assessment.

### Accredited Host contact details:

FFC: [SLCPsupport@fairfactories.org](mailto:SLCPsupport@fairfactories.org)

Higg Co: <https://support.higg.org>

### For support in completing the Data Collection:

- [E-learning module on the "Data Collection Tool"](#)
- [How do I start a self-/joint-assessment?](#)
- [How can I complete the self-/joint-assessment?](#)

# You can track the status of your verified assessment on the Gateway



Test Facility  
Facility

- Home
- My Profile
- Accounts
- Accredited Hosts
- Start your Assessment
- Overview of my SLCP Assessments
- Get Support

Assessments					
Show	Search:				
10	<input type="text"/>				
entries					
Assessment ID	Accredited Host	Started On	Submitted On	Status	Actions
PRJ959508	Fair Factories Clearinghouse (FFC)	August 12, 2021 10:15 AM	August 12, 2021 11:09 AM	Verification Finalized	<a href="#">View Assessment</a> <a href="#">download attachment</a> <a href="#">share with another accredited host</a> <a href="#">share via email</a>
PRJ642092	Higg Co / Sustainable Apparel Coalition	August 12, 2021 8:10 AM	August 12, 2021 10:08 AM	Verification Finalized	<a href="#">View Assessment</a> <a href="#">download attachment</a> <a href="#">share with another accredited host</a> <a href="#">share via email</a>
PRJ1066337	Fair Factories Clearinghouse (FFC)	August 12, 2021 7:38 AM	August 12, 2021 8:09 AM	Verification Finalized	<a href="#">View Assessment</a> <a href="#">download attachment</a> <a href="#">share with another accredited host</a> <a href="#">share via email</a>



# Once ready, share your verified assessment from the Gateway



Test Facility  
Facility

- [Home](#)
- [My Profile](#)
- [Accounts](#)
- [Accredited Hosts](#)
- [Start your Assessment](#)
- [Overview of my SLCP Assessments](#)
- [Get Support](#)

### Assessments

Show  entries

Search:

Assessment ID	Accredited Host	Started On	Submitted On	Status	Actions
PRJ959508	Fair Factories Clearinghouse (FFC)	August 12, 2021 10:15 AM	August 12, 2021 11:09 AM	Verification Finalized	<ul style="list-style-type: none"> <li> View Assessment</li> <li> download attachment</li> <li> share with another accredited host</li> <li> share via email</li> </ul>
PRJ642092	Higg Co / Sustainable Apparel Coalition	August 12, 2021 8:10 AM	August 12, 2021 10:08 AM	Verification Finalized	<ul style="list-style-type: none"> <li> View Assessment</li> <li> download attachment</li> <li> share with another accredited host</li> <li> share via email</li> </ul>
PRJ1066337	Fair Factories Clearinghouse (FFC)	August 12, 2021 7:38 AM	August 12, 2021 8:09 AM	Verification Finalized	<ul style="list-style-type: none"> <li> View Assessment</li> <li> download attachment</li> <li> share with another accredited host</li> <li> share via email</li> </ul>



# View assessment

Click on “View Assessment” icon, it will take you to the next screen.



The screenshot shows the 'Gateway' interface for viewing an assessment. At the top left is the 'SOCIAL & LABOR CONVERGENCE' logo. The page title is 'Gateway'. On the right, there are links for 'English', 'About', and 'Logout', with a red arrow pointing to the 'Logout' link. Below the navigation is a sidebar with a user icon and a list of menu items: 'Test Facility Facility', 'Home', 'My Profile', 'Accounts', 'Accredited Hosts', 'Start your Assessment', 'Overview of my SLCP Assessments', and 'Get Support'. The main content area is divided into three sections: 'ASSESSMENT INFORMATION', 'ATTACHMENT', and 'VERIFICATION SUMMARY (OVERVIEW OF "INACCURATE" AND "NON-COMPLIANCE" SELECTIONS)'. The 'ASSESSMENT INFORMATION' section contains a table with details about the assessment. The 'ATTACHMENT' section has links to 'Preview attachment content' and 'Download attachment.zip'. The 'VERIFICATION SUMMARY' section contains a table with columns for 'Facility Name', 'Completion', and '95.0%'. A red arrow points to the 'Download attachment.zip' link.

**ASSESSMENT INFORMATION**

Assessment ID	PRJ959508						
Initiated	August 12, 2021 3:15 PM						
Last Updated	August 12, 2021 4:09 PM						
Status	VRF - Verification Finalized						
Facility Name	Test Facility						
Facility ID	FA999999						
Facility Geolocation	11.146319, 106.334256						
Accredited Host	Fair Factories Clearinghouse (FFC)						
Verifier Body	Test Verifier Body						
Verifiers	<table border="1"><thead><tr><th>Name</th><td>Verifier User FFC Test</td></tr><tr><th>Date Assigned</th><td>August 12, 2021 3:22 PM</td></tr><tr><th>Gender</th><td>M</td></tr></thead></table>	Name	Verifier User FFC Test	Date Assigned	August 12, 2021 3:22 PM	Gender	M
Name	Verifier User FFC Test						
Date Assigned	August 12, 2021 3:22 PM						
Gender	M						
Tool Version	14.0						

**ATTACHMENT**

[Preview attachment content](#)

[Download attachment.zip](#)

**VERIFICATION SUMMARY (OVERVIEW OF "INACCURATE" AND "NON-COMPLIANCE" SELECTIONS)**

Facility Name	Test Facility	Completion	95.0%
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You can download the VRF in PDF or Excel format, and then share it.

# Share via Email

Fill out the form.

The email recipient will receive an email with a link to access the report.



Test Facility  
Facility

- [Home](#)
- [My Profile](#)
- [Accounts](#)
- [Accredited Hosts](#)
- [Start your Assessment](#)
- [Overview of my SLCP Assessments](#)
- [Get Support](#)

[Go back to Assessments](#)

## History of email sharing

## Share with another email contact

From

donotreply@slcpgateway.sustainabilitymap.org

To

Name

Language

 ▾

Message

[Send Email](#)



# Share with another Accredited Host

After clicking the checkboxes, you can share the verified assessment. Log back into the applicable AH to share with specific end users.

**SOCIAL & LABOR CONVERGENCE** Gateway English About Logout

Go back to Assessments

Test Facility Facility

- Home
- My Profile
- Accounts
- Accredited Hosts
- Start your Assessment
- Overview of my SLCP Assessments
- Get Support

### Share Verified Assessments

Assessment ID	PRJ959508
Accredited Host	Fair Factories Clearinghouse (FFC)
Started	August 12, 2021 10:15 AM
Submitted	August 12, 2021 11:09 AM

### Additionally shared with following Accredited Hosts

### Share with another Accredited Host

Please select the additional Accredited Host platforms which you would like to share this assessment with.

Name	Linked
<input type="checkbox"/> Higg Co / Sustainable Apparel Coalition	Linked Nov 2, 2019
<input type="checkbox"/> Inditex Facilities must choose this option for linking verified reports only in case you already have an existing commercial relationship with INDITEX.	Linked Aug 5, 2021

Share