



# PRODUCT FOOTPRINT SUPPLIER MANUAL

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# 1 About SupplyOn Product Footprint

## What does the PRODUCT FOOTPRINT solution do?

The SupplyOn Product Footprint solution enables the exchange of sustainability related product data such as Product Carbon Footprint between supplier and customer.

## Why should my company support Product Carbon Footprint?

- ✓ Competitive benefit through commitment to sustainability by providing the CO2 data
- ✓ Compliance with standards of your customers
- ✓ Save time & effort by re-using your Product Carbon Footprint data for other customer requests
- ✓ One point of entry for all Product Carbon Footprint requests by your customers – from sourcing to product lifetime

## 2 Getting started

Login to SupplyOn and click in the navigation bar on SupplyOn Services and select Product Footprint. You will be directly taken to the Service Dashboard.

### 2.1 Role and Company Administrator

Before you can use the Service Product Footprint, your Company Administrator must assign you one of the following roles for Manufacturing & Visibility.

**PF Admin:** Management master data. Administration of users. Evaluation of parts and suppliers along the lifecycle of a part

**PF Controller:** Calculation, processing, management and analysis of requests, CO2 data and KPIs. Release and withdrawal of new CO2 data to customers. Evaluation of parts and suppliers along the lifecycle of a part.

**PF Sales Key Account Manager:** Management and analysis of requests, CO2 data and KPIs. Release and withdrawal of new CO2 data to customers. Evaluation of parts and suppliers along the lifecycle of a part.

For information on the user-specific setting of the filters, see chapter 7.

**Info: You don't know who is your SupplyOn Company Administrator?**

Click [here](#) and learn how to find out.

### 3 Dashboard (under development)

The dashboard is still under development and will be available at a later stage.

The dashboard contains 9 visualization cards as follow:

1. **PCF expiry date:**

The PCF expiry date feature exhibits the forthcoming expiration dates for each part. The user can view the upcoming expiration dates divided into three expiration date categories. The first range displays dates within the next 30 days, the second displays dates ranging from 31 to 60 days, and the third ranging from 61 to 90 days.

2. **Parts per status:**

By using this graph, users can monitor the number and percentage of parts sorted according to their status.

3. **Requests per due date:**

The diagram is sectioned into three distinct segments, each with its own color-coding. Due dates with fewer than 10 days remaining are indicated in red, those between 10 and 20 days will be highlighted in orange, and those ranging from 20 to 30 days are marked in yellow.

4. **Table of parts:**

The parts table displays the "Part Number," "Description," and "Valid Until." Supplier users can track the "Requested by" column to identify the requester.

5. **Verification status:**

This doughnut chart displays the distribution of validated data per part. It is divided into four sections: "not verified," "only PCF calculation verified," "only PCF value verified," and "both verified." The user can view the share of each section.

6. **Table of requests:**

The presented table exhibits the "Request Name" and "Due Date." Supplier users can observe the "Requested by" column to identify the creator of the request.

7. **Primary Data Share (PDS):**

This doughnut chart illustrates the average distribution of Primary Data and Secondary Data.

8. **Share of secondary raw material:**

This chart shows the share of Primary and secondary raw material on average.

9. **Share of recycled material:**

This chart shows the share of raw materials and recycled materials on average.

## 4 Actual Footprint

In the Actual Footprint section, data on the currently valid carbon footprint is requested. The fields may differ depending on the business division or/and product.

### 4.1 Request Overview

In this view you will see the tabs (1) Requests (sorted by requests) or (2) Requested parts (sorted by requested parts). Click on the (3) request name to open the request.

Request name	Status	Due date
Latest Test with One Part	Completed	03/31/2023
test Dadops	Completed	03/31/2023
Teile Nr. 9021X	Completed	03/30/2023
Upload test	Completed	03/31/2023
PF #1	Requested	03/20/2023

### 4.2 How to fill in a request?

You will find the pre-filled details of your customer at **General details (1)** and the related parts at **Part details and footprint (2)**.

Part number	Part description	Customer plant	Supplier	Status	PCF total	PCF scope 1+2	PCF scope 3
DE-4587532	Cylinder Housing, mid-size, grey	B. Fischer Italia (IT01)	trg-SEC Tools Ltd. (DEMO C...	Requested			
DE 56489612	Screw M10	B. Fischer Italia (IT01)	trg-SEC Tools Ltd. (DEMO C...	Requested			

Click on a **Part number (3)** to enter the requested information.

In the request, all mandatory fields are marked with an asterisk\*. For a high-quality evaluation, please fill in all available fields.

The screenshot shows a form for 'Part 12H0141'. The 'Comments' tab is highlighted with a green box and an arrow pointing to it from the text box on the right. The form includes sections for 'Part information' (Part number, Part description, Supplier part number, Supplier, Customer plant, Date of calculation) and 'Product Carbon Footprint' (PCF total, PCF scope 1+2, PCF scope 3, Primary data share, Valid from, Valid until, Customer calculation method applied, Name of secondary data source, Share of fossil emissions, Share of nuclear emissions, Share of renewable emissions, PCF verified by 3rd party). Mandatory fields are marked with an asterisk.

The Comments feature allows users to collaborate, and it is an optional section.

This inset screenshot shows a close-up of the 'Comments' section. It features a text input field labeled 'Comment\*' with a character count of '0 / 1000'. Below the input field is a 'Comments' label and a 'Cancel' button.

Once you have entered all the data, click on Save.

**Info:** You can send your **feedback to your responsible buyer contact** or add your comments anonymously in the [SupplyOn Forum](#).

## 5 Planned Footprint

The Planned Footprint is used in the quotation process (RFQ process) and data for future products are requested.

The Planned Footprint Request is structured in the same way as the Actual Footprint Request. The fields to be filled in are adapted to the RFQ process.

Part R09673489792345
\* Marked fields are mandatory

Part number R09673489792345	Part description My Product
Supplier part number <span style="font-size: 0.8em;">0 / 50</span>	Supplier trg-bahaseller100
Customer plant* Test Buyer Plant (TEST1)	

**Product Carbon Footprint (SOP year)**

PCF total* 5	kg CO <sub>2</sub>	✔	⌵	Unit of measurement Piece	✔	⌵
Primary data share <span style="float: right;">%</span>						
Valid from				Valid until		

☁  
 Drag and drop files or browse

PDF files of size up to 5 MB are supported. Files must have a unique name.

**Product Carbon Footprint (after SOP)**

PCF SOP + 1	kg CO <sub>2</sub>	⌵	PCF SOP + 2	kg CO <sub>2</sub>	⌵
PCF SOP + 3	kg CO <sub>2</sub>	⌵	PCF SOP + 4	kg CO <sub>2</sub>	⌵

Cancel
Save

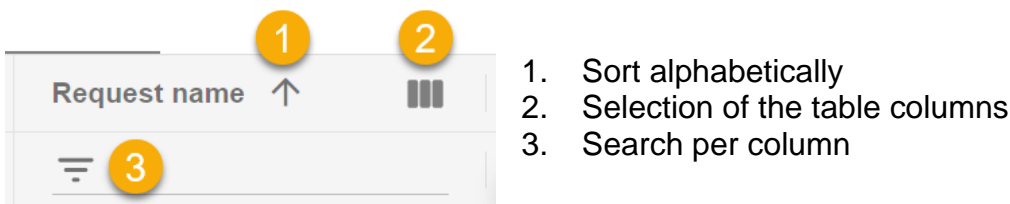
There are three additional fields in Planned Footprint. Start of Production (SOP) refers to the year that the product was planned to be manufactured. “Years from SOP” represents the number of years from the start of production that the customer requests for Product Footprint data.

## 6 Status Overviews

- Requested:** Request is open or not answered completely.
- Completed:** The request has been completed.
- Accepted:** Customer has accepted the request
- Closed:** Request was closed by your customer
- Rejected:** Request was rejected by the customer / customer called back the request
- Won't do:** Supplier rejects the request / cannot complete the request

## 7 Filter and Search

In the view of the Actual and Planned Footprint, various filter and sorting options are available.



The columns can be ordered individually. Click and hold the column and shift it.

## 8 Feedback | Support

- ✓ **Feedback**  
You can send your **feedback to your responsible buyer contact** or add your comments anonymously in the [SupplyOn Forum](#).
- ✓ **Info Portal**  
Customer-specific information can be found in our **Supplier Info Portal**. You received the link in your activation email.
- ✓ **Support**  
Click here to access the [contact form](#) of the Support Team.

## 9 Glossary

<b>Product Carbon Footprint (PCF)</b>	The complete greenhouse gas emissions produced throughout the entire life cycle of a product, usually measured in CO <sub>2</sub> e. However, emissions related to the use and end-of-life stages of the product are not included in the PCF (see Catena-X PCF Rulebook).
<b>Actual Footprint</b>	A process stream for the parts that are already sourced and produced.
<b>Planned Footprint</b>	A process stream for parts that are still within the RFQ and sourcing process.
<b>PCF Scope 1</b>	Scope 1 emissions are direct GHG emissions that occur from sources that are owned or controlled by the reporting entity. Examples of scope 1 emissions include emissions from combustion of fossil fuels in boilers, furnaces, vehicles, or other equipment owned by the company.
<b>PCF Scope 2</b>	Scope 2 emissions are indirect GHG emissions that result from the consumption of purchased electricity, heat, or steam by the reporting entity.
<b>PCF Scope 3</b>	Scope 3 emissions include all attributable upstream and direct emissions of producing a product, including all upstream transportation activities but excluding transportation from supplier to customer. The life cycle emissions that shall be accounted for in this cradle-to-gate approach exclude downstream emissions related to the product use and end-of-life-stages.
<b>CO<sub>2</sub>e (Carbon dioxide equivalent)</b>	A unit that measures the radiative forcing of a greenhouse gas in comparison to carbon dioxide.
<b>Declared unit</b>	The amount of a product that is used as a standard unit to measure a partial PCF.
<b>Greenhouse gases (GHGs)</b>	A gas present in the atmosphere, both from natural and human activities, that absorbs and emits radiation within specific wavelengths of the infrared spectrum emitted by the Earth's surface, atmosphere, and clouds.
<b>Primary data</b>	Primary data refers to the quantified value of a process or activity that is obtained through direct measurement or calculated using direct measurements. This may include greenhouse gas emission factors or data related to greenhouse gas emissions.
<b>Secondary data</b>	Secondary data refers to information obtained from sources such as databases, published literature, national inventories' default emission factors, calculated data estimates, or other trustworthy data validated by relevant authorities.
<b>Biogenic Carbon</b>	Carbon derived from biomass.



Start of  
Production (SOP)

The year scheduled to produce the part. For instance: 2023.

Years from SOP

The duration for which the buyer requires their suppliers to provide their Product Footprint evaluation. For instance, 4 means that the supplier shall provide the PCF estimation for the following years:

1. SOP+1 year (for example 2024)
  2. SOP+2 year (for example 2025)
  3. SOP+3 year (for example 2026)
  4. SOP+4 year (for example 2027)
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