Sigreen

Making Product Carbon Footprints actionable Requesting PCF Credentials - Step by Step Guide



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Goal of this guide

If you are new to SiGREEN, this step-by-step guide will help you get started and enable you to request a

PCF from your suppliers. In this guide you will learn:

- 1) How to sign up to SiGREEN
- 2) How to edit your Configure settings and Company Information
- 3) How to add Suppliers
- 4) How to add Components
- 5) How to request a PCF Credential

While this is a comprehensive list where you will find the basis on how to get started, you can always use our <u>User Guide</u> for more information.



SiGREEN Process Flow

To get started, the following sequence needs to be followed to successfully request a PCF from your suppliers.





If you would like to sign up to SiGREEN follow the steps in this guide.

Note: If you are the first person of your company to sign up, you will become the company admin and will need to accept or deny users in the future. Once you onboard more colleagues to SiGREEN, we recommend having at least two company admins from your company.



1 Go to <u>SiGREEN Platform</u>

Welcome to SiGREEN Log in 2 Click New to SiGREEN ? Sign up here Try it out yourself! Experience SiGREEN by Go to Demo signing up for our playground version.

Please share your contact details to get started with SiGREEN. First Name Last Name Business Email 🕕 □ I have read and accepted the <u>Siemens Terms</u> of use, which extends to Siemens ID. Siemens ID is a service that enables secure access to SiGREEN and other Siemens services and applications. Yes, I would like to receive marketing information from Siemens based on my personal interests and give my consent (for details see the full consent statement) Cancel Already have an account Sign in SIEMENS

3 Fill in & Next



Welcome to SiGREEN! Inbox ×



Hello Jane,

Y Welcome to SiGREEN! Thank you for joining our open ecosystem.

If you are reading this, you've planted a seed for your company. Let's grow it into a beautiful tree together! We are glad to have you on board and to work towards a more sustainable future with you.

As a user of SiGREEN, you are able to create and manage the carbon footprint of your company's products.

You might be a bit overwhelmed by this, so to get started:

click here for a quick introduction

and <u>here</u> to complete your registration.

5 Click

We are working hard to make SiGREEN better every day.

So if you have any questions, suggestions or comments, feel free to contact us any time.

Let's collectively work towards a greener future!



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confirm your new password		_
Reset Password		



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-

7 Choose manufacturer/supplier role

Select the role you are signing up for

I'm a manufacturer/supplier

Select this option if you create, buy, distribute or sell products, or you are a consultant for a company that creates, buys, distributes, or sells products.

I'm a certifier/verifier

Select if you have valid accreditation to verify Product Carbon Footprints or Product Carbon Footprint calculation methodology.

Back Next



<u> </u>	
Company Name* 🗙	
Business Unit	
ndustry*	
	~
Contact number	
030 123456	•
Address Line*	
Address Line 2	
Country*	

I am aware that after successful registration I am responsible for managing SiGREEN user accounts for my company. I am also aware, that it is strongly recommended to name a second Company Administrator as a delegate for me*

Back

*Please note the company name cannot be easily changed. Therefore, it should be applicable for all company entities and **SIEMENS** locations



9 Agree to Siemens Terms of Use

SIGREEN	SiGREEN Terms of Use
IDunion	To Register with SiGREEN, you'll need to agree to its Terms of Service along with IDunion Terms & Conditions below.
l Agree	September 2022
Back	1. SCOPE
	1.1. Parties . These terms ("SiGREEN Terms " or "Terms ") govern access to and use of the SiGREEN platform including its individual features and functionalities (jointly and individually "SiGREEN" or "Platform ") by the customer that accepted these SiGREEN Terms ("Customer"). These SiGREEN Terms may be accepted in course of the electronic registration process with SiGREEN. In the
	registration process, Customer will be

We will receive and approve your request within 1-2 business days. Then Check your email

SiGREEN registration complete! Let's get started! Inbox × SIGREEN 📀 SIEME to me 💌 Hello Jane Doe, Congrats! Your registration for SiGREEN has been successfully completed! Now it's time to get started and start sharing your product carbon footprints **11**Click Please click here to get to SiGREEN If you have any questions, don't hesitate to check out our user guides here. Cheers, Your SiGREEN Team Siemens AG Werner-von-Siemens-Str. 80333 Munich Germany 089/38035491 contact@siemens.com Siemens Aktiengesellschaft: Chairman of the Supervisory Board: Jim Hagemann Snabe Managing Board: Roland Busch, Chairman, President and Chief Executive Officer; Cedrik Neike, Matthias Rebellius, Ralf P. Thomas, Judith Wiese

Managing board. Roland Busch, Chairman, President and Chief Executive Officer, Cedrik Neike, Matthias Repellius, Rait P. Thomas, Judith Wie Registered offices: Berlin and Munich, Germany; Commercial registries: Berlin-Charlottenburg, HRB 12300, Munich, HRB 6684 WEEE-Reg.-No. DE 23691322 / VAT-ID DE129274202







Almost There!

Copy this recovery code and keep it somewhere safe. You'll need it if you ever need to log in without your device.

	Q4N1EUWN19DGXNEUSQR7KTQZ
	Copy code
2	I have safely recorded this code
	Continue

This will be a backup recovery code, for other user to use the same profile. If this code is lost, it would make it harder to recover your account.



User Roles in SiGREEN

In SiGREEN there are 4 main user roles:

Company Admin

- Manages the company, users and permissions
- Manages company information like available manufacturing locations, business units
- Can add certifiers to the account
- Will have access to the API access configuration

Procurement Manager

- Owns the relationship and communication with suppliers
- Manages and set up components and suppliers
- Has the view on component categories, procured components and adds secondary data
- Decides if primary or secondary data is used for the PCF
- Requests PCF for components

Product Manager

- Creates products and associated bill of material (BOM) or recipes
- Manages product carbon footprint for a product
- Has the product portfolio view
- Creates, report and determine product PCF according to specific standards and methodologies
- Shares PCF of a product with company's customers

Factory Manager

- Maintains the data related to own emissions
- Provides the data sources for own emissions API



Edit Configure Settings Company Admin Controls



In your Configure Settings, you can do the following:

- 1) Invite Users
- 2) Edit Company Information

Under Company Information the following **mandatory** fields need to be added:

- **1) Product Identifier Types**
- 2) Component Identifier Types
- 3) Supplier Identifier Types





Invite Users Company Admin Controls



Manage Certifiers

Role

CA, ProdM, FM, ProcM

Company Information

Email ID

() As a Company Admin, you are responsible for managing the user lists according to GDPR requirements

sigreenmanufacturingtest@prot...

3 Select

User Management

Full Name

SiGREEN User



Edit Company Information Company Admin Controls

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Zipcode *			,
81739			
Send email notification	ıs		
> Business Units			
> Factories		4	
> Product Identifier Type	es (01) 👔	Expand, Fill in & Don't	
> Component Identifier	Types (01) 👔	forget to	
Supplier Identifier Typ	es (01) 👔	Save	
🗐 Delete my entire c	ompany account from Si	igreen	



Add & Invite Suppliers Procurement Manager Controls



To start the PCF request process, you first need to add, then invite your suppliers to SiGREEN. You can

add & invite your suppliers manually or in bulk.

Add suppliers manually

Add suppliers in bulk



Add Suppliers Procurement Manager Controls





Add Suppliers Manually Procurement Manager Controls

irement Supplier		
Supplier Overview	Add Supplier	
Get started by adding suppliers	General Information	
+ Add Supplier v	Company Name* Email *	Phone
Add Manually 4 Select	Company Name Email	Phone
Upload Files	Web	
	Web	
	Manufacturing locations	+ Add manufacturing location
	Manufacturing location 1*	
	Type a city name, or address	ill in & Save
	Supplier Identifiers	+ Add Identifiers
	Main identifier value can only be defined once and cannot be changed later.	
	Main Identifier*	

Add Suppliers in Bulk Procurement Manager Controls

TOGETHER FOR SUSTAINABILITY PCF Exchange Solution Si	GREEN Manufacturing Company	MY TASKS	PRODUCT PORTFOLIC	PROCUREMENT	~	Û	_ +	٦	SU
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SiGREEN Version 1.11.0	© Siemens 1996-2024		Third-Party Terms Cor	rporate Information	Privacy Notic	e Cookie No	otice Te	erms & Co	onditions



Add Suppliers in Bulk Procurement Manager Controls



Supplier ID (UUID) (Autogenerated system Id - only required for updates)	Supplier ID	Supplier Name	Supplier Contact Number	Supplier Email	Supplier Web	Comments	Supplier Location 1
	·	()					
Bold headers ind	icate man	datory fields	while the				
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remaining fields	are optior	nal but recon	nmended.				



Invite Suppliers Procurement Manager Controls

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0190e484d379ed67	12345	Supplier Test	01	01	Available	:
Choose the supplier	r/s					







To start the PCF request process, after adding your suppliers, you need to create your components. You can add your components manually or in bulk.

Add components manually

Add components in bulk



curement Manager Cor	ntrols				1 Go to		
TOGETHER FOR SUSTAINABILITY PCF Exchange Solution	SIGREEN	Manufacturing Company	MY TASKS	PRODUCT PORTFOLIO	PROCUREMENT ^	1 1 (SU
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Material Categories					Material Categories	2 Select	
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Material Categories			
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	Material Categories*		
	Upload Image	Fill in & Save	
	Drop your file here		
		Cancel Save	
		1 Add Component	
	+ Add Material Category	+ Add Component	







Add Components					
Material Category 🧊	Component Name*	Unit Type*		Weight	
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Kanag In order	je Suppliers to calculate average e	emission value make sure that supplier sha	are is evenly added to	100%		11 Link othe needed	r suppliers if	F
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					share		<u>e</u> c	







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+ Dra	ag files or upload from your device			٦	Upload Files			
Supporte	:d file format .xlsx			Υοι	u can select upto 5 files			
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4 age 31	remaining fields are option © Siemens 2024 siemens.com/sigreen	onal	but recommen	ided.	, 		S	

Link Components to Suppliers in Bulk Procurement Manager Controls





Link Components to Suppliers in Bulk Procurement Manager Controls



Add Secondary Data in Bulk Procurement Manager Controls





Add Secondary Data in Bulk Procurement Manager Controls



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Request PCF Credentials Procurement Manager Controls



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To be able to request a PCF Credential. The suppliers need to be invited and have an active account on SiGREEN. There are two ways to request a PCF Credential.

Request PCF Individually

Request PCF in Bulk



Request PCF Credentials Individually Procurement Manager Controls

1 Go to

TOGETHER FOR SUSTAINABILITY PCF Exchange Solution	SiGREEN Manufacturing Inc	MY TASKS PRODUCT PORTFOLIC	PROCUREMENT	ب	• ⁺ (1 ³³
Procurement Material Categories	Test		Component - Supplier		
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	components		Material Categories		
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0190e4dac4271fe	4 Select a component fro	om the list by clicking any	where in the row	() Missir	ng Share



Request PCF Credentials Individually Procurement Manager Controls

Component 1	Avg.emission 4.5 k	kg CO₂e					🏚 Mana	ige Suppliers	:
UUID 7f0e5f38-	-41d6-4be4-a05a-f16c	2732a8f15 🔽 CAS 1234 🗖							
Component Overview	Manage PCF	Available Secondary Data							
PCF data comes from supplie	rs or secondary data 5	Select						•	SiGREEN Users
Supplier	Location \Xi	Supplier Product ID 🕕	Share 🚛	PCF State \Xi	Total Emissions J=	Proofs	Secondary Data		
Supplier Test	Germany		60%	± Secondary Data	4.5 kg CO₂e (for 1 kg)	₽ 0	Ð	×	\triangleright



6

Click

Request PCF Credentials Individually Procurement Manager Controls

	Product	Product Identifier	
	Component 1	1234	
	Supplier	Supplier Component ID	
	Supplier Test	1234	
Poquest Product	Location	Declared Unit	
Carbon Footprint	Germany	kg	
	Preferred requested PCF format	Chaosa from the	
(¥)	Select -	dropdown	
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	Other Identifiers (1) 🕕		
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	🗆 CAS 🖉 1234	In necessary	9 Send
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Request PCF Credentials in Bulk Procurement Manager Controls



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Request PCF Credentials in Bulk Procurement Manager Controls

	Preferred
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Message to selected suppliers		
We would like to request the PC	F for the product v	ia SiGREEN
Main Identifier 🕕		
Your supplier will be able to see the sel	lected identifier.	
CAS		6 Send
	Cancel	Send



Company Admin & Procurement Manager

To keep track of the PCF requests sent to your suppliers. See the below steps.





* A component task is a PCF request sent to your supplier







<	Nickel, 99.5% Component Task T(56633463	15 View Co	omponent					PCF Received	People Creator
R	equest Overview	PCF Info	Comments	History						
	() Your supplier has s	hared a PCF that	doesn't match your	request regarding the s	tandard.					Reviewer Unassigned
	Proof ID	Created On	Shared On	Standard	Unit	Total PCF	PCF State	PCF Status		Assign to me
	d3b89c25-f281-11	07/Mar/2024	04/Apr/2024	TFS V2, ISO 14	kg	8.9 kg CO₂e	Certified: Standard Cer	PCF Received	⊙ View	5
								< 1	Page 1 of 1	Review the PCF. Either reject or accept the PCF. Once accepted, it will be shown in the Component Details
							×	Reject PCF	✓ Accept PCF	



Bulk uploads on SiGREEN



SiGREEN now allows for bulk uploads in one location.

Note: for bulk upload feature to properly work, the Company Admin must add all the Identifier Types for your company under the Company Information. An error message is displayed if the identifiers are not configured.



Bulk Uploads on SiGREEN Go to PCF Exchange TOGETHER FOR ٦ SiGREEN Manufacturing Inc MY TASKS PRODUCT PORTFOLIO PROCUREMENT V SU SUSTAINABILITY Solution Upload Files **2** Choose from the dropdown Istory Choose Upload Category* **Download Template** Components - Secondary Data ^ ц, . Procurement Components ① Upload Files **Components - Suppliers** You can select upto 5 files Components - Secondary Data Suppliers te the following before proceeding further Product Portfolio 1. Uploading duplicate data will update the previous record automatically 2. Please verify the files you are uploading, on te confirmed then there is no rollback of data 3. The number of rows per file should not exceed 500 4. Your files will be virus scanned 5. Please ensure the file name does not exceed 100 characters



Bulk Uploads on SiGREEN



If you would like to edit your data in SiGREEN. Follow this guide.



Help Section How to contact support

For general questions, issues or suggestions related to SiGREEN contact our support team:



You can always use our <u>User Guide</u> for more information.



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