



SiGREEN

Making Product Carbon Footprints actionable
Responding to PCF Requests - Step by Step Guide

Goal of this guide

If you are new to SiGREEN, this step-by-step guide will help you get started and respond to PCF requests.

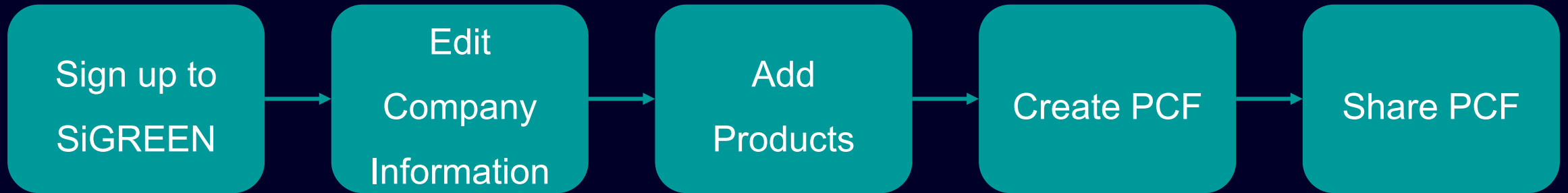
In this guide you will learn:

- 1) [How to sign up to SiGREEN](#)
- 2) [How to edit your Configure settings and Company Information](#)
- 3) [How to add Products](#)
- 4) [How to create and share a PCF Credential](#)

While this is a comprehensive list where you will find the basics on how to get started, you can always use our [User Guide](#) for more information.

SiGREEN Process Flow

To get started, the following sequence needs to be followed to successfully respond to PCF request:



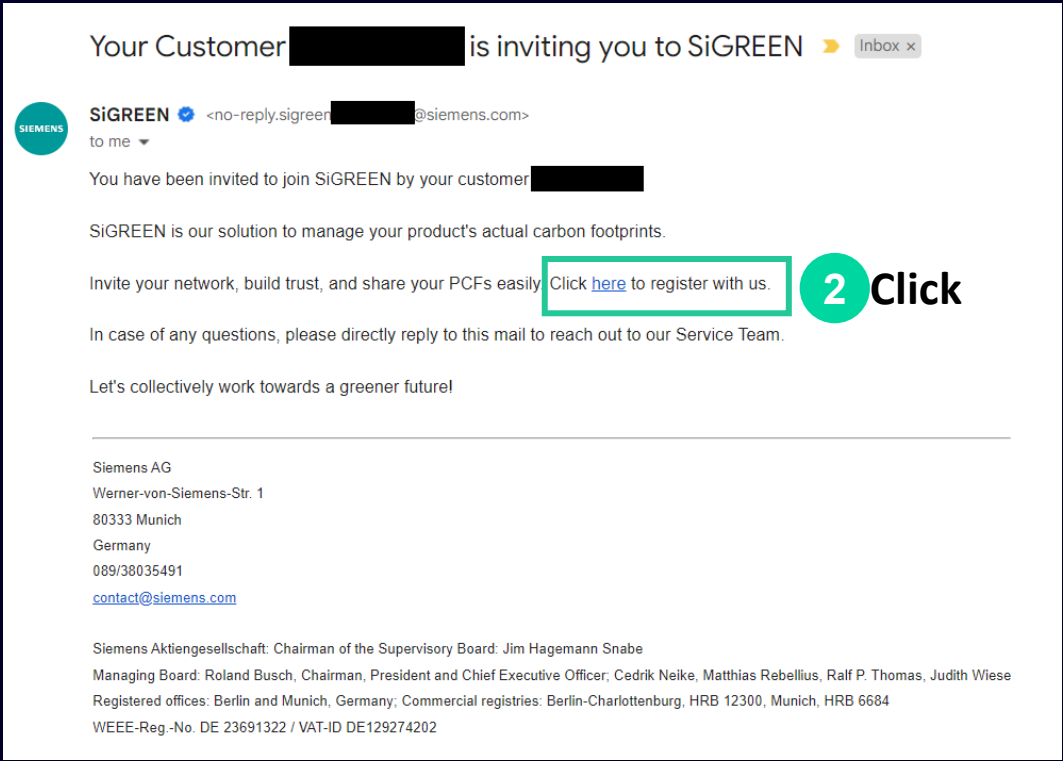
Sign up to SiGREEN

As a supplier, you will receive an invitation from your customer inviting you to join SiGREEN.

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.

Sign up to SiGREEN

1 Open your email



3 Fill in & Next

The screenshot shows a registration form titled "Please share your contact details to get started with SiGREEN." The form has three input fields: "First Name", "Last Name", and "Business Email". Below the "Business Email" field, there are two checkboxes. The first checkbox is labeled "I have read and accepted the [Siemens Terms](#) of use, which extends to Siemens ID. Siemens ID is a service that enables secure access to SiGREEN and other Siemens services and applications." The second checkbox is labeled "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](#))". At the bottom of the form, there are two buttons: "Cancel" and "Next". Below the form, there is a link that says "Already have an account [Sign in](#)".

Registering on SiGREEN

4 Open your email

Welcome to SiGREEN!

Siemens

SiGREEN

to me

Hello Jane,

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 [here](#) to complete your registration.

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!

5 Click

6 Create a Password

SIEMENS

Enter a new password for

your new password

confirm your new password

Reset Password

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Sign up to SiGREEN

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

8 Fill in Company information then next

I'm a manufacturer/supplier

Company Name*

Business Unit

Industry*

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

Next

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

Sign up to SiGREEN

9 Agree to Siemens Terms of Use

SiGREEN

IDunion

I Agree

Back

SiGREEN Terms of Use

To Register with SiGREEN, you'll need to agree to its Terms of Service along with IDunion Terms & Conditions below.

September 2022

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 prompted to accept these Terms by clicking a

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

SiGREEN registration complete! Let's get started!

SiGREEN

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.

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. 1
80333 Munich
Germany
089/38035491
contact@siemens.com

Siemens Aktiengesellschaft: Chairman of the Supervisory Board: Jim Hagemann Snaube
Managing Board: Roland Busch, Chairman, President and Chief Executive Officer; Cedrik Neike, Matthias Rebellius, Ralf P. Thomas, Judith Wiese
Registered offices: Berlin and Munich, Germany; Commercial registries: Berlin-Charlottenburg, HRB 12300, Munich, HRB 6684
WEEE-Reg.-No. DE 23691322 / VAT-ID DE129274202


11 Click

Sign up to SiGREEN

12 Follow the MFA steps on the screen

Secure Your Account

Scan the QR Code below using your preferred authenticator app and then enter the provided one-time code below.




[Trouble Scanning?](#)


THEN


Continue

[Try another method](#)

Select a method to verify your identity

 Notification via Auth0 Guardian app >

 Google Authenticator or similar >

 Recovery code >

13 Save the Recovery Code securely

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

☒ 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 manufacturing locations, business units available
- **Adds certifiers** to the account
- Will have access to the API access configuration

Product Manager

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

Procurement Manager

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

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

↑

+

🔔

SU

👤

SiGREEN User

Company Admin

Product Manager

Factory Manager

Procurement Manager

⚙️

Configure

👤

Profile Settings

?

User Guide & FAQ

✉️

Contact Support

🚪

Logout

1 Click

2 Select

3 Select

User Management

Company Information

Manage Certifiers

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

Filter: None

Download

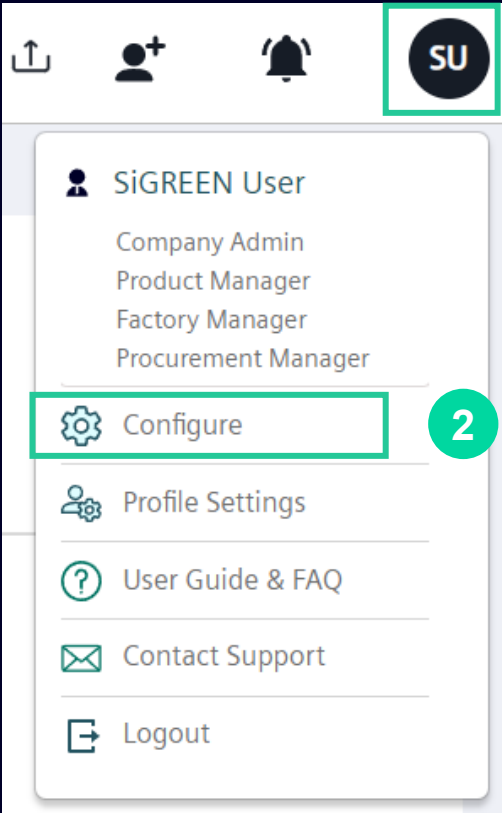
+ Invite User

Full Name	Email ID	Role	Business Unit	Status updated on	Status
SiGREEN User		CA,ProdM,FM,ProcM	--	09:54 AM 23/Jul/2024	Active

4 Select

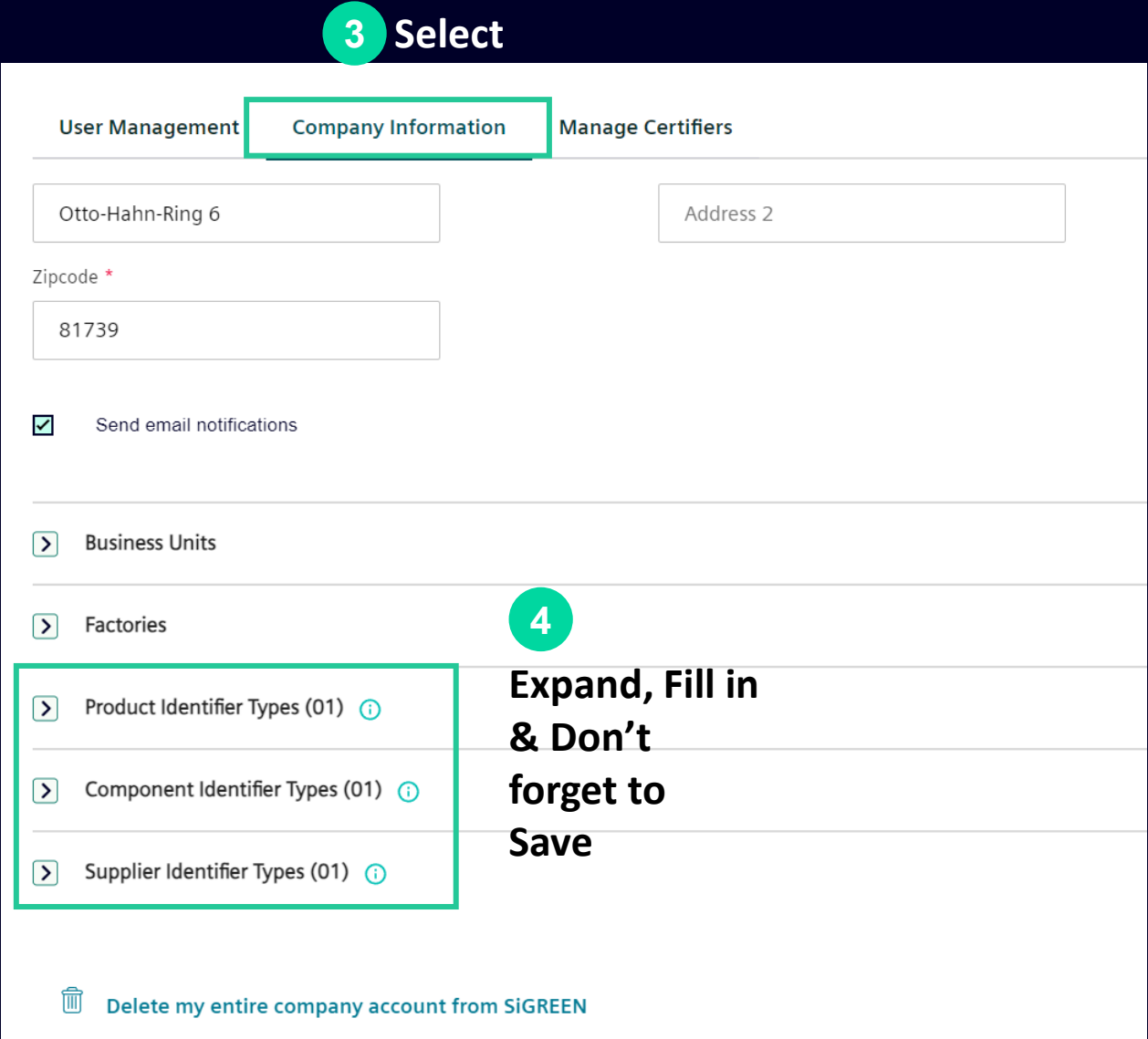
Edit Company Information

Company Admin Controls



1 Click

2 Select



3 Select

4

Expand, Fill in
& Don't
forget to
Save

Add Products

Product Manager Controls



To start the PCF exchange, you first need to add your Products.

Follow the below steps to start adding your products. There are two ways to add your products.


[Add a product manually](#)

[Add a product in bulk](#)

Add Products

Product Manager Controls

1 Go to






PCF Exchange
Solution

SiGREEN Manufacturing Company

MY TASKS

PRODUCT PORTFOLIO

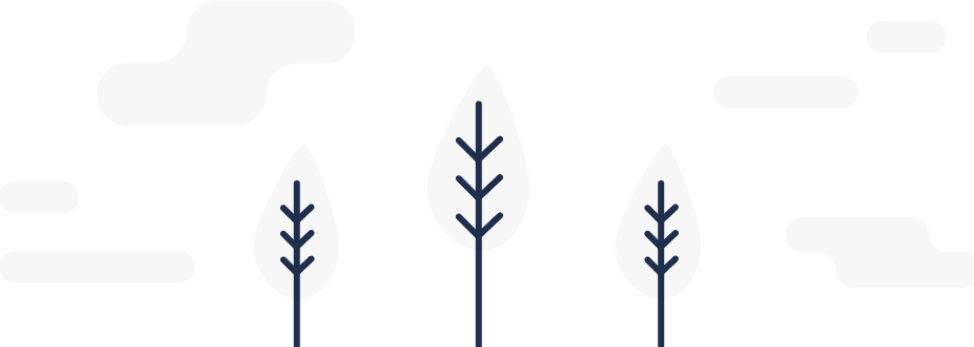
PROCUREMENT ▾



SU

Product Portfolio

Hello SiGREEN!



There is nothing here yet.
Get started by adding product/Product Family.

+ Add Product Family

+ Add Product ▾

2 Choose; either add a Product directly or first add Product Family


Add Products

Product Manager Controls

Add Product Family

Product Family*

Upload Image

 Drop your file here

This product family belongs to the following business units:

Q Search

Cancel

Save

3

Add a Product Family. Fill in & Save

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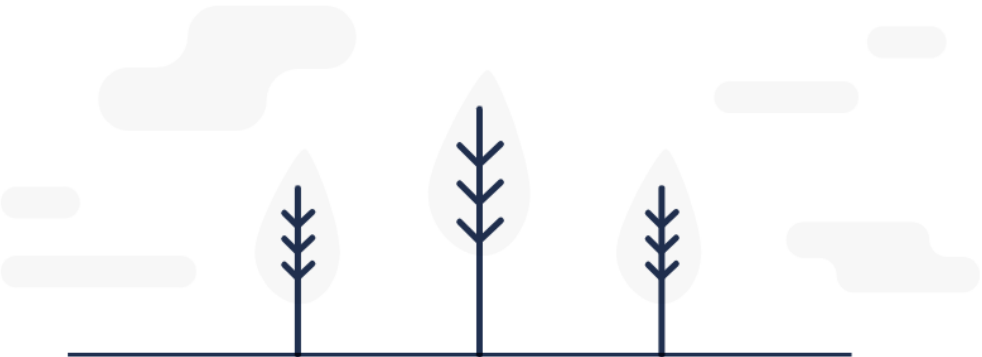
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Add Products

Product Manager Controls

< Product Family Name

4 Choose the Product Family.
Click on Add Product



There is nothing here yet.
Get started by adding Products.

+ Add Product ▾

Add Manually

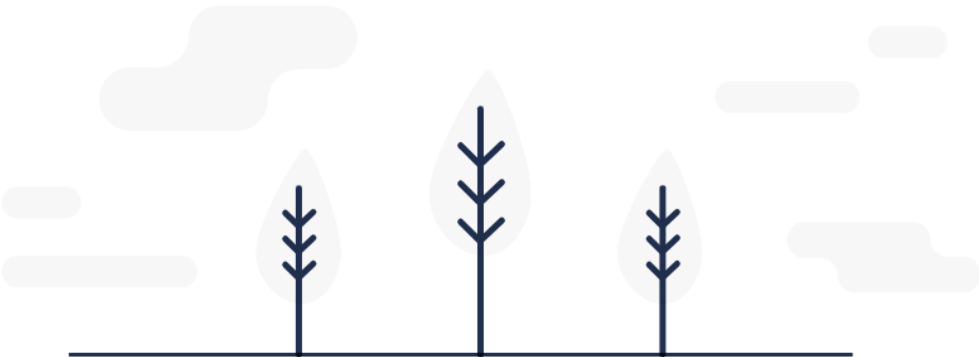
Upload Files

Add Products Manually

Product Manager Controls

< Product Family Name

5 Choose how to add a product -
Manually or via Bulk Upload



There is nothing here yet.
Get started by adding Products.

+ Add Product

Add Manually

Upload Files

6 Select

Add Products Manually

Product Manager Controls

Add Product

General Information

Product Family

Select

Product Name *

Product Name

Factories

i

Q Search

Unit Type

Select

Quantity

Quantity

Weight

Weight

kg

Product Identifiers

① Main identifier value can only be defined once and cannot be changed later.

Main Identifier*

Product ID

Type value

7 Fill in & Save

+ Add Identifiers

Description

Type...

Cancel

Save

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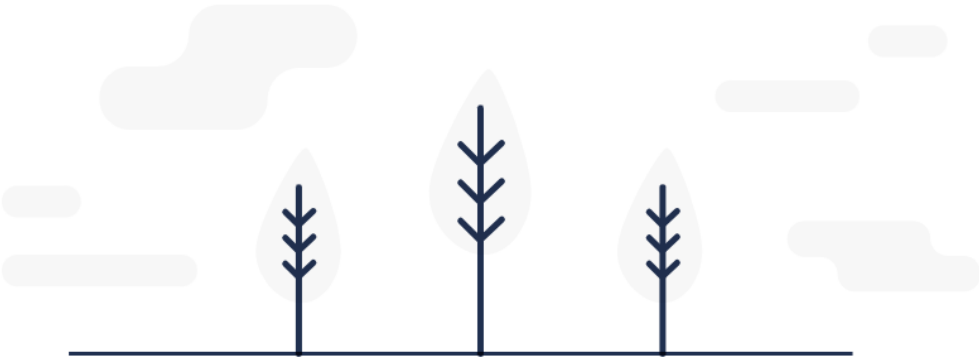
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Add Products in Bulk

Product Manager Controls

< Product Family Name

5 Choose how to add a product -
Manually or via Bulk Upload



There is nothing here yet.
Get started by adding Products.

+ Add Product

Add Manually

Upload Files

6 Select

Add Products in Bulk

Product Manager Controls

< Upload Products

To download the Excel template, click on

Download Template

+ Drag files or upload from your device

Upload Files

Supported file format .xlsx

You can select upto 5 files

Getting started with bulk uploads

Upload an excel file to continue. Please note the following before proceeding further

1. Uploading duplicate data will update the previous record automatically

2. Please verify the files you are uploading, once 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

	A	B	C	D	E	F	G	H	I
1	Product ID (UUID)	Product ID	Product Name	Unit type	Quantity	Weight in kg	Product Description	Product Family	Factory Ids (UUID)
2	(Autogenerated system Id - only required for updates)								(Autogenerated system Id)
3									
4									
5									
6									
7									

Bold headers indicate mandatory fields, while the remaining fields are optional but recommended.

8 Fill in & Save

Create a PCF Credential

Product Manager Controls



After adding products, you can create a PCF Credential.

[Create a PCF Manually](#)

[Create a PCF in Excel](#)

Create a PCF Credential

Product Manager Controls

TOGETHER FOR SUSTAINABILITY

PCF Exchange Solution

SIGREEN Manufacturing Company

MY TASKS

PRODUCT PORTFOLIO

PROCUREMENT

SU

Product Portfolio | Chemicals

2

Select a product family or show all products

<

Chemicals

Q

Search within list

Total 01 | Selected 00


Export

Remove

Upload PCF Forms

+

Add Product

<input type="checkbox"/>	UUID	Product ID	Product Name	Factories	Declared Unit (of PCF)	Total Production Stage	
<input type="checkbox"/>	 0190df58...9fd50ff8						<div>3</div> <div>Select a product by clicking anywhere in the product row</div> <div></div>

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Create a PCF Credential Manually

Product Manager Controls

<

Product 1

UUID 0190df58-f31e-792f-ba38-a28e9fd50ff8

|

Product ID 123

>

General Product Information

Product Overview

Bill of Material

Own Manufacturing

4 Select

Active PCF

No valid credential available!

Total PCF - Production Stage (Incl. Bio)

PCF Standard

Declared Unit

Location

Data Quality

Transparency 0%

Reliability 0%

Validity & Data Accuracy 0%

5 Click & Choose

Manually

Via Excel

Create PCF

New PCF Form

Upload PCF Form

Create a PCF Credential Manually

Product Manager Controls

Scope of product carbon footprint (PCF) form

Company and Product Information

Product lifecycle stages and emissions

PCF Assessment & Methodology

Summary

Data Quality Scores

Transparency0%

Reliability0%

Validity & Data Accuracy0%

6

Select the relevant standards and click "Next"

Scope of product carbon footprint (PCF) form

Export

Data model and version*

PACT V2.0.0

PACT V1.0.1

TFS V2

Catena-X V2

Catena-X V1

ISO 14067

EPD Style

Limited or full declaration*

Mandatory inputs only

Mandatory and optional inputs

Partial or a full PCF*

Cradle-To-Gate

Close

Save

Next

Create a PCF Credential Manually

Product Manager Controls

Scope of product carbon footprint (PCF) form

Company and Product Information

Product lifecycle stages and emissions

PCF Assessment & Methodology

Summary

✓

✓

✓

✓

✓

✓

!

!

!

✓

7

Go through all sections and fill all mandatory fields. The system will show you **red** in case of missing fields.

Summary

Export

Data Quality scores based on the information filled.

Transparency

42%

Reliability

25%

Validity & Data Accuracy

0%

Scope of product carbon footprint (PCF) form

Company and product information

Product lifecycle stages and emissions

PCF Assessment & Methodology

8

Check & Create

☒ * I am aware that I am responsible for the data that has been published.

Back

Close

Save

Create credential

Create a PCF Credential in Excel Product Manager Controls

<

Product 1

UUID 0190df58-f31e-792f-ba38-a28e9fd50ff8

|

Product ID 123

>

General Product Information

Product Overview

Bill of Material

Own Manufacturing

4 Select

Active PCF

No valid credential available!

Total PCF - Production Stage (Incl. Bio)

PCF Standard

Declared Unit

Location

Data Quality

Transparency 0%

Reliability 0%

Validity & Data Accuracy 0%

Share PCF

5 Click & Choose

Create PCF

New PCF Form

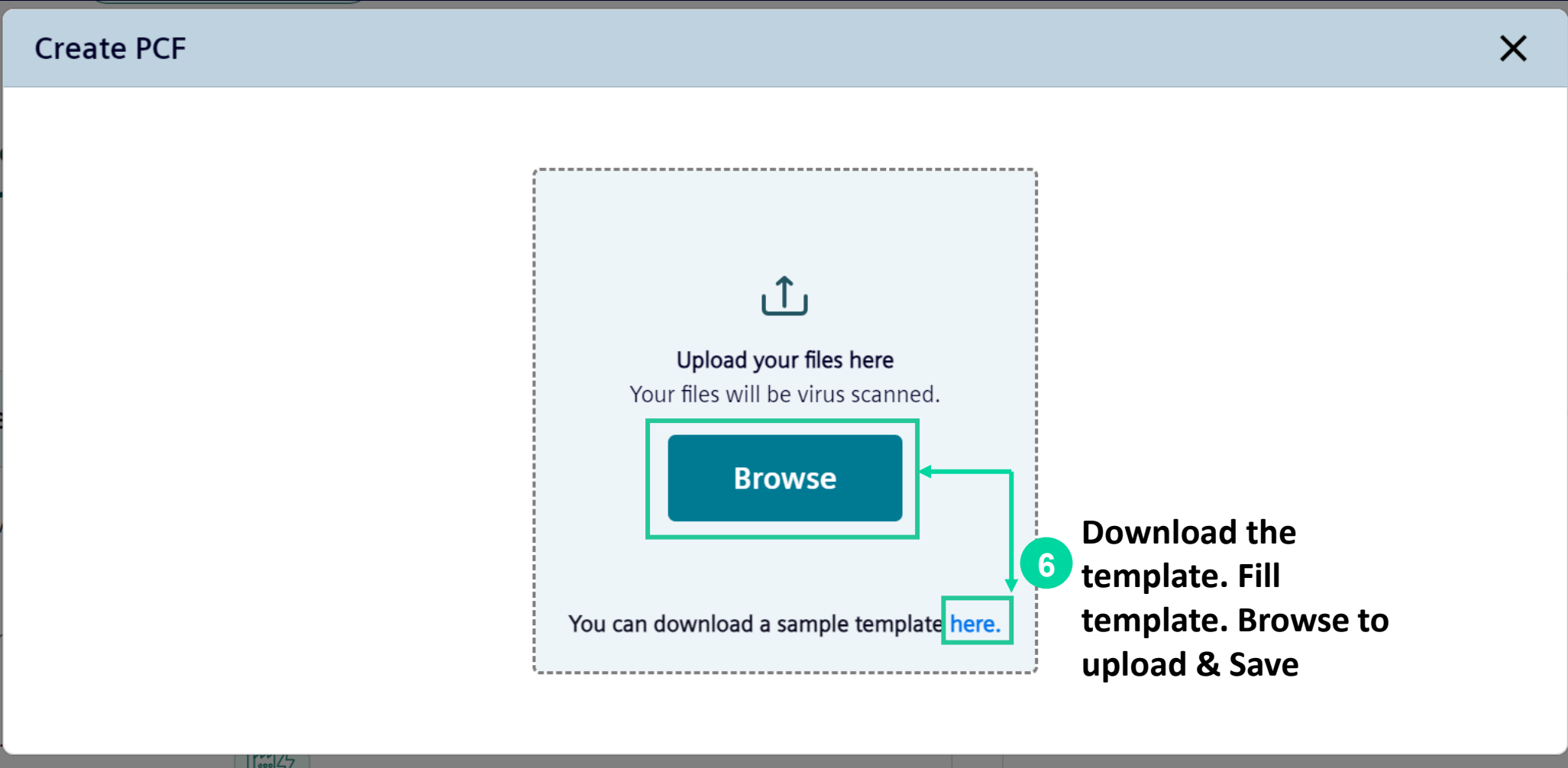
Upload PCF Form

Emission History

Credential History

No Data Available

Create a PCF Credential in Excel Product Manager Controls



Create a PCF Credential in Excel

Product Manager Controls

Create PCF

Upload

Your files will be uploaded here

Download

You can download your files here

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SiGREEN Upload Template Version 1.10

Legend

denotes a mandatory field

denotes an optional input field

denotes a field, not necessary for the selected standard

overwritten with system data

7 Fill in & Save

	Enter values below	Type	Info
Selection of Product Carbon Footprint (PCF) Form			
Data model and version		(dropdown)	PCF format/data model to be followed for sharing PCF. The data model
Limited or full declaration		(dropdown)	Limited declaration contains only mandatory inputs. Full declaration
Partial or full PCF		(dropdown)	A partial PCF (cradle-to-gate) is covering the emissions from resource
Company and product Information			
Company information			
Company name		(free text)	The (legal) name of the company supplying the product and reporting the
Company IDs		(e.g. URN)	URN as company identifier, if not specified please state company
Contact email address		(free text)	Company email address for PCF inquiries.
Contact phone		(free text)	Phone number beginning with country code. E.g. +49 XXXXXXXXXX.
Product information			
Product name		(free text)	Name of the product in order for it to be recognizable by the receiver of
Product identifiers		(free text)	All relevant product identifiers, e.g. supplier part number, GTIN, article
BOM Version		(free text)	The BOM (Bill Of Material) version corresponding to this PCF.
Product classification CPC		(free text)	The corresponding UN Product Classification Code (CPC), e.g. Product Name
Product classification CAS		(free text)	The corresponding CAS number to your product (unique identification
Product description		(free text)	Brief description of the product (for example functions and technical
Declared unit		(dropdown)	The declared unit serves as reference to which the inputs and outputs in
Quantity (of declared unit)		(decimal)	Quantity (amount) of the declared unit as numerical value, commonly
Product mass [kg] per declared unit		kg	Mass of the product (excluding packaging) per declared unit in kg, e.g. for
PCF Assessment & Methodology			

Create a PCF Credential in Excel

Product Manager Controls

Scope of product carbon footprint (PCF) form

Company and Product Information

Product lifecycle stages and emissions

PCF Assessment & Methodology

Summary

✓

✓

✓

✓

✓

✓

!

!

!

✓

8

Review all sections as uploaded from excel sheet. The system will show you **red** in case of missing fields.

Summary

Export

Data Quality scores based on the information filled.

Transparency

42%

Reliability

25%

Validity & Data Accuracy

0%

Scope of product carbon footprint (PCF) form

Company and product information

Product lifecycle stages and emissions

PCF Assessment & Methodology

9

Check & Create

☒ * I am aware that I am responsible for the data that has been published.

Back

Close

Save

Create credential

Export a PCF Credential to a Draft Product Manager Controls



After creating a PCF Credential, if edits are needed or new changes need to be made, a PCF can be exported into a draft with the previously filled data.

Export a PCF Credential to a Draft Product Manager Controls

TOGETHER FOR SUSTAINABILITY

PCF Exchange Solution

SIGREEN Manufacturing Company

MY TASKS

PRODUCT PORTFOLIO

PROCUREMENT

Product Portfolio | Chemicals

2 Select a product family or show all products

Chemicals

Search within list

Total 01 | Selected 00

Export

Remove

Upload PCF Forms

Add Product

<input type="checkbox"/>	UUID	Product ID	Product Name	Factories	Declared Unit (of PCF)	Total Production Stage	
<input type="checkbox"/>	0190df58...9fd50ff8						<div>3 Select a product by clicking anywhere in the product row</div> <div></div>

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Export a PCF Credential to a Draft Product Manager Controls

<

Product 1

Id123

>

General Product Information

Product Overview

Bill of Material

Own Manufacturing

4

Go To

Active PCF

PCF info from credential on 07/May/2024

1 kg CO₂e

Total PCF - Production Stage (Excl. Bio)

1 kg

Declared Unit

PACT V2.0.0, TFS V2

PCF Standard

Europe

Location

Data Quality

Transparency

48.48%

Reliability

25%

Validity & Data Accuracy

0%

Credential Wallet

Emission Data

Date Created

Own Manufacturing

Upstream

Production Stage

PCF State

Validity

Share

07/May/2024

--

1 kg CO₂e

Self Published

Valid

0

12/Feb/2024

--

1 kg CO₂e

Expired : Self Published

Valid

0

Automated proof sharing for a

Active credential

View Credential

Export Credential

Export to New Draft

Revoke Credential

Delete

Export a PCF Credential to a Draft Product Manager Controls

Product 1

Id123

General Product Information

Product Overview

Bill of Material

Own Manufacturing

Share PCF

Create PCF

Active PCF

PCF info from credential on 07/May/2024

1 kg CO₂e

Total PCF - Production Stage (Excl. Bio)

PACT V2.0.0, TFS V2

PCF Standard

1 kg

Declared Unit

Europe

Location

Data Quality

Transparency

48.48%

Reliability

25%

Validity & Data Accuracy

0%

Emission History

Credential History

No Data Available

Credential Wallet

Emission Data

Automated proof sharing for active credential

Active credential

Active automated credential

Date Created	Own Manufacturing	Upstream	Production Stage	PCF State	Validity	Share
07/May/2024	---	--	1 kg CO ₂ e	Self Published	Valid	0
07/May/2024	---	--	1 kg CO ₂ e	PCF Draft	---	0
12/Feb/2024	---	--	1 kg CO ₂ e	Expired : Self Published	Valid	0

Export to New Draft

Edit & Create

Delete

6 Go to the new draft and edit

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SIEMENS


Respond to PCF Requests



Prior to sharing a PCF, your Customer should send you a PCF request at least once. After creating your PCF, you can share it with your customers.

Respond to PCF Requests

1 Go to

 TOGETHER FOR SUSTAINABILITY

PCF Sharing Solution



SiGREEN

Manufacturing Inc.

MY TASKS

PRODUCT PORTFOLIO



PROCUREMENT ▾



 



My Tasks

Welcome, SiGREEN User


2 Select




 Product Tasks (1) 

 Component Tasks (0) 

 Verification Tasks (0) 

Filter: None ▾

Select Date 

Task ID	Product Name ▾	Company ▾	Type	Status	Timestamp ▾	
T0001	3 Select a task *		Manufacturing Company	 Received	 New	04:42 PM 08/Feb/2024

* A product task is a PCF request received from your customer

Respond to PCF Requests

< Bottle 0.3L
CHEMCO009
New

Product Task T0021 | From Manufacturing Company Austria

[Request Overview](#)
[Link Product](#)
[Comments](#)
[History](#)

Message from Customer

Dear Manufacturing Inc.,
We would like to request the PCF for the product via SIGREEN: Bottle 0.3L

PCF Overview

Total Production Stage
-- kg CO₂e

Category	Customer Request	Your PCF shared
Declared Unit	kg	--
Declared Quantity	--	--
PCF standard	Catena-X V2	--
Location	Chengdu	--

Data Quality

Transparency 0%

Reliability 0%

Validity & Data Accuracy 0%

X Deny Request
Proceed to share PCF

4 Check Product Request and Proceed to share PCF

Respond to PCF Requests

<

Bottle 0.3L

CHEMCO009

New

Product Task T0019 | From Manufacturing Company Austria

Request OverviewLink ProductCommentsHistory

Bottle 0.3L was not found. Link with another Product

Suggested ProductsOther Products (7)

Q Product 1 X

Identifier	Product Name	Factories
<div><div></div><div>Id123</div></div>	Product 1	Munich, Germany

+ Add ProductLink Product

People

CreatorManufacturing Company Austria

AssigneeUnassigned

Assign to me

5 Select a Product & Link it to the respective request

Respond to PCF Requests

Product 1

Id123

View Product

Product Task T0021 | From Manufacturing Company Austria

Request Overview

PCF Info

Comments

History

Standard of selected PCF doesn't match the standard requested by your customer.

PCF Credential ID	Created On	Shared On	Standard	Unit	Total PCF	PCF State	PCF Status
<div><div></div><div>3ee36af2-653e-4b41-...</div></div>	07/May/2024	--	PACT V2.0.0, TFS ...	kg	1 kg CO ₂ e	Self Published	--
<div><div></div><div>bf5daf8d-3141-4776-a...</div></div>	12/Feb/2024	--	TFS V2, ISO 14067	kg	1 kg CO ₂ e	Expired: Self Published	--

<

1

>

Page 1 of 1

Unlink Product

Share Proof

People

Creator

Manufacturing Company Austria

Assignee

Unassigned

Assign to me

6

Select a Credential, add comment, assign users if necessary & share proof

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

1 Go to

 TOGETHER FOR SUSTAINABILITY


PCF Exchange Solution


SiGREEN Manufacturing Inc


MY TASKS

PRODUCT PORTFOLIO

PROCUREMENT





 33

SU

Upload Files

2 Choose from the dropdown

Choose Upload Category*

Select

Components

Components - Suppliers

Components - Secondary Data

Suppliers

Product Portfolio

Products

te the following before proceeding further

e previous record automatically

, once confirmed then there is no rollback of data

exceed 500

ceed 100 characters

History

Bulk Uploads on SiGREEN

The screenshot shows the 'Upload Products' page in SiGREEN. At the top left is a back arrow and the title 'Upload Products'. Below this, a text instruction says 'To download the Excel template, click on' followed by a 'Download Template' button with a download icon. A red circle with the number '3' and an arrow points to this button. Another red arrow points from the '3' to the 'Upload Files' button, which is located in a dashed box that also contains the text '+ Drag files or upload from your device'. Below the dashed box, it says 'Supported file format .xlsx' and 'You can select upto 5 files'. At the bottom, there is a section titled 'Getting started with bulk uploads' containing a paragraph and a list of five instructions.

3 Download the latest template. Fill the template. Click on upload files.

To download the Excel template, click on **Download Template**

+ Drag files or upload from your device

Supported file format .xlsx

Upload Files

You can select upto 5 files

Getting started with bulk uploads

Upload an excel file to continue. Please note the following before proceeding further

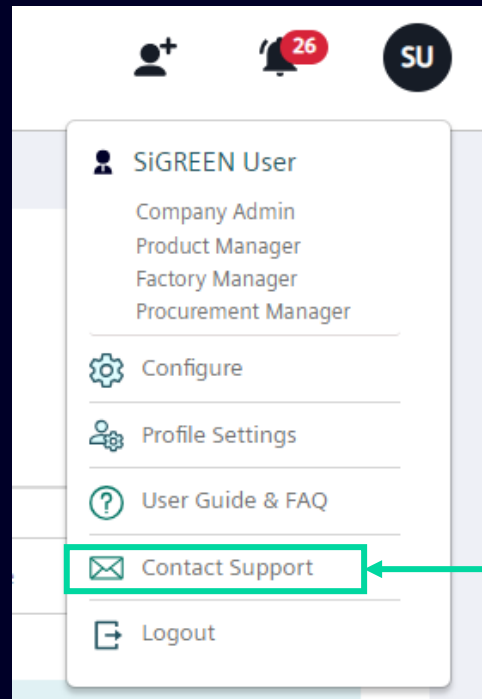
1. Uploading duplicate data will update the previous record automatically
2. Please verify the files you are uploading, once confirmed then there is no rollback of data
3. The number of rows per file should not exceed 500
4. Your files will be virus scanned
5. Please ensure the file name does not exceed 100 characters

If you would like to edit your products or the data, you have entered 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 [User Guide](#) for more information.

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