



TOGETHER FOR  
SUSTAINABILITY

## User Guide: **Requesting a PCF**

Discover the six steps to request a PCF



## TfS PCF Data Exchange Solution – SiGREEN

# Step by Step Guide – 1. How to sign up

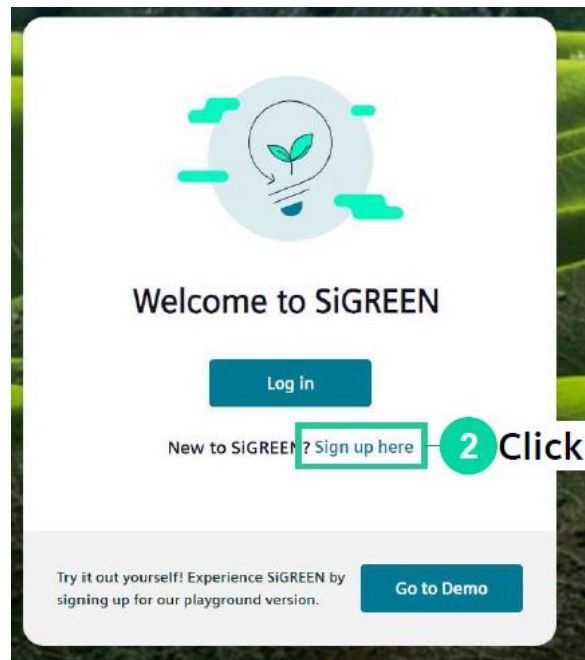
**Important:** if you are the first person of your company to sign up, you will become the company admin and will need to accept or deny users in the future.

Once you onboard more colleagues to SiGREEN, **we recommend having at least two company admins** from your company.

**1. Go to SiGreen platform:**  
<https://app.sigreen.siemens.com/>

**2. Click ‘Sign up here’**

**3. Fill in and press ‘Next’**



Please share your contact details to get started with SiGREEN.

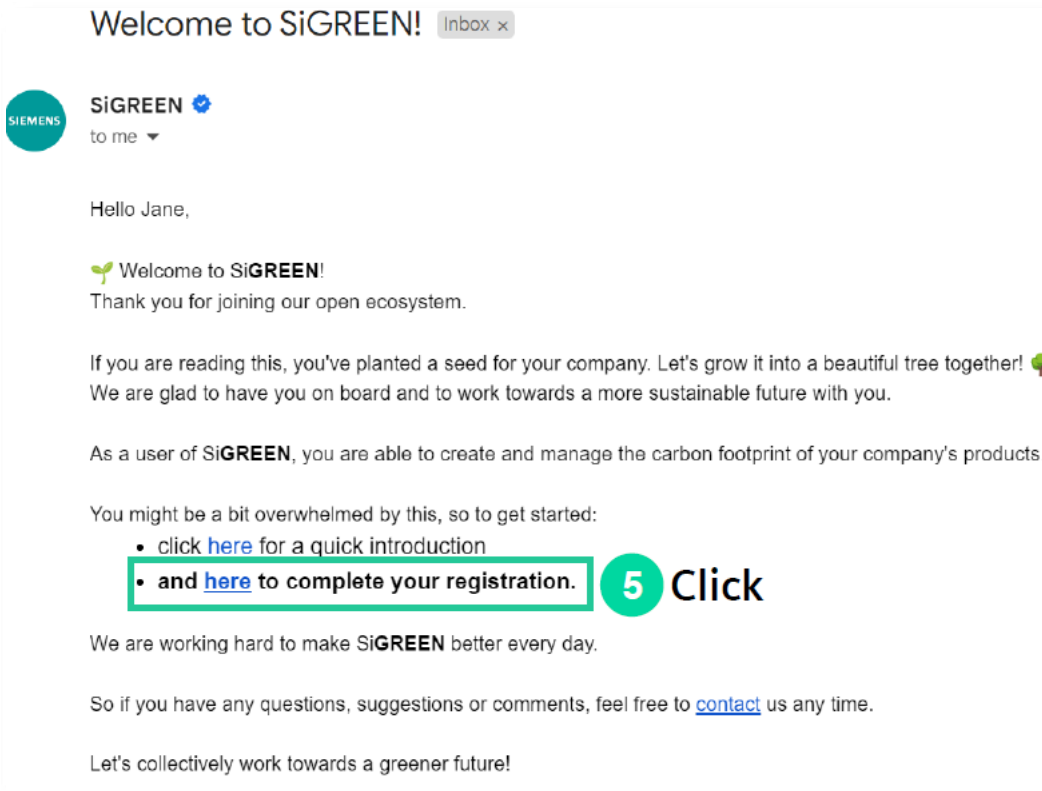
First Name

Last Name

Business Email

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.

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](#))



#### 4. Open your email

#### 5. Click on the link to complete your registration

#### 3. Create a password

Enter a new password for

## 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

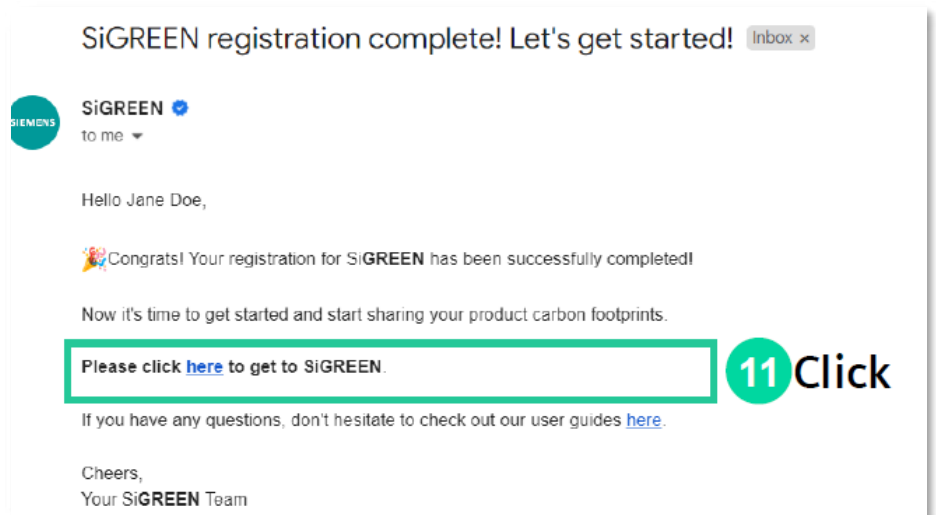
Next

Please note the company name shall be applicable for ALL company entities ad locations

## 9. Agree to Terms of Use

## 10. Your request will be approved.


## 11. Check your email and click to return to the platform



## 12. Follow the 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

Enter your one-time code

**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**

## There are 4 main user roles in SiGreen

### 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

### 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

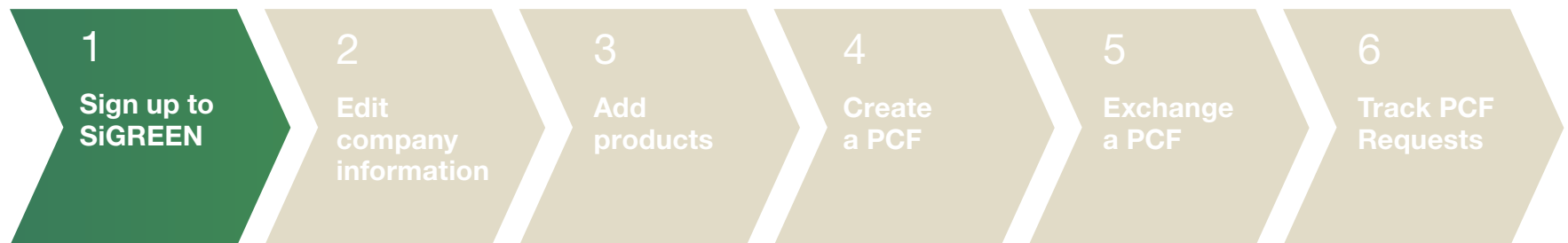
### Product Manager

- **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

### Factory Manager

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

You have completed the first step of the process to request a PCF!





## TfS PCF Data Exchange Solution – SiGREEN

# Step by Step Guide – 2. How to edit your configure settings and company information

In your Configure Settings, you can do the following:

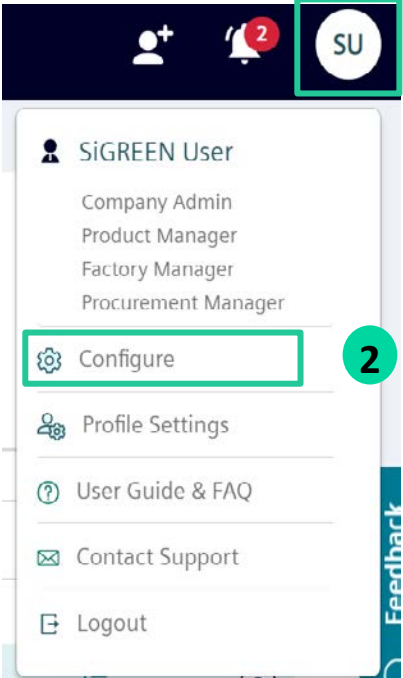
- 1) **Invite Users**
- 2) **Edit Company Information**

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



1 Click

2 Select

The screenshot shows a user profile dropdown menu. The user is identified as 'SU'. The menu items are: SiGREEN User (with roles: Company Admin, Product Manager, Factory Manager, Procurement Manager), Configure (highlighted with a green box), Profile Settings, User Guide & FAQ, Contact Support, and Logout. A 'Feedback' button is visible on the right side of the menu.

### 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

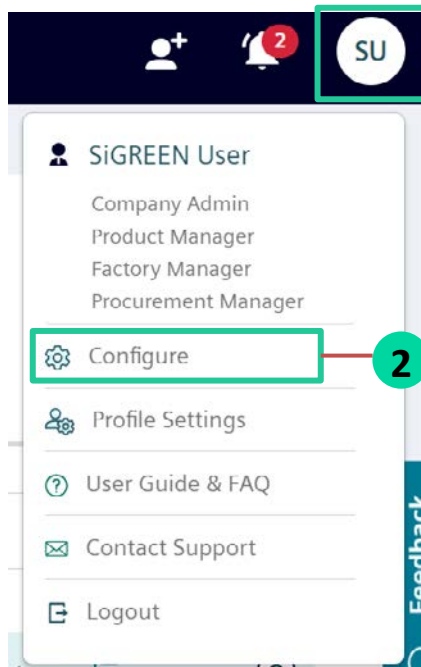
Download

4  
+ Invite User

Full Name	Email ID	Role	Business Unit	Status updated on	Status
SiGREEN User	sireenademosigreenint@gmail.c...	CA, ProdM, FM, ProcM	--	10:50 AM 08/Feb/2024	Active

## Edit company information

⇒ Company Admin

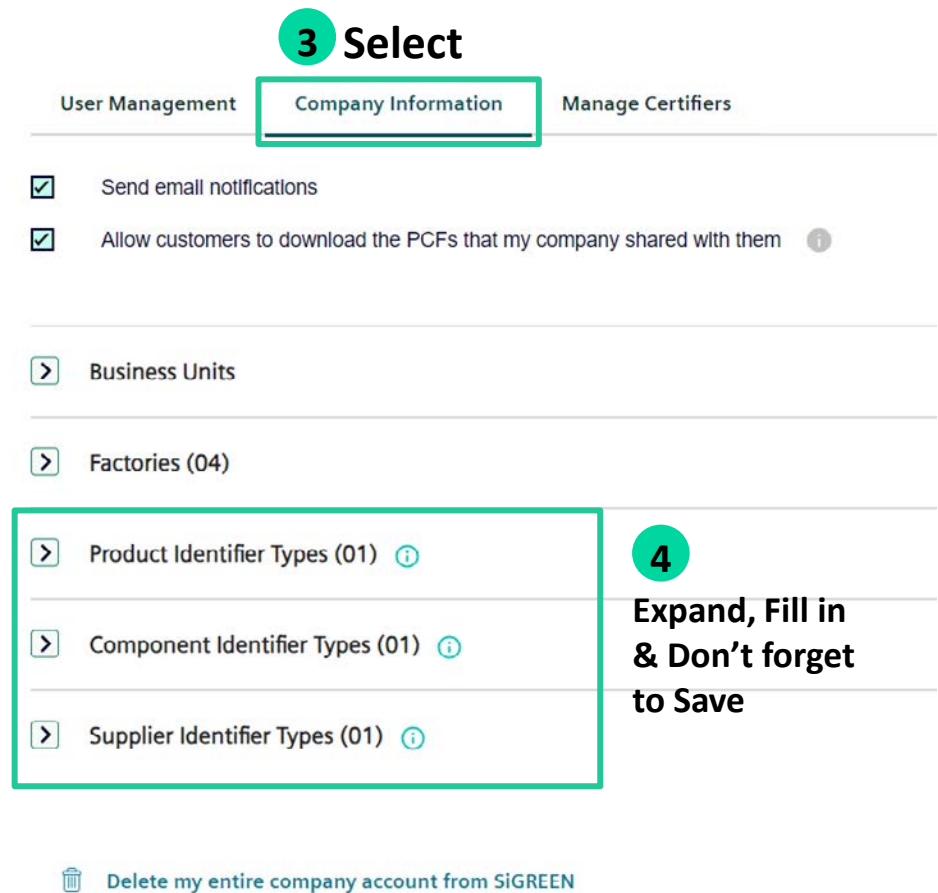


**1 Click**

**2 Select**

SiGREEN User  
Company Admin  
Product Manager  
Factory Manager  
Procurement Manager

Configure  
Profile Settings  
User Guide & FAQ  
Contact Support  
Logout



**3 Select**

User Management **Company Information** Manage Certifiers

Send email notifications  
 Allow customers to download the PCFs that my company shared with them ⓘ

> Business Units

> Factories (04)

> Product Identifier Types (01) ⓘ

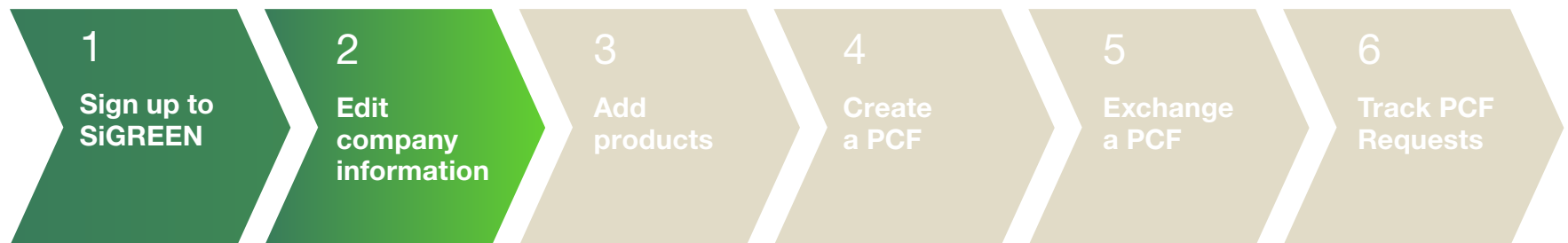
> Component Identifier Types (01) ⓘ

> Supplier Identifier Types (01) ⓘ

**4 Expand, Fill in & Don't forget to Save**

Delete my entire company account from SiGREEN

You have completed step 2 of the process to request a PCF!



TfS PCF Data Exchange Solution – SiGREEN

## Step by Step Guide – 3.How to add and invite your suppliers

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.**

⇒ Procurement Manager role controls this step.

# Adding your suppliers manually

⇒ Procurement Manager

1 Go to

PROCUREMENT ^

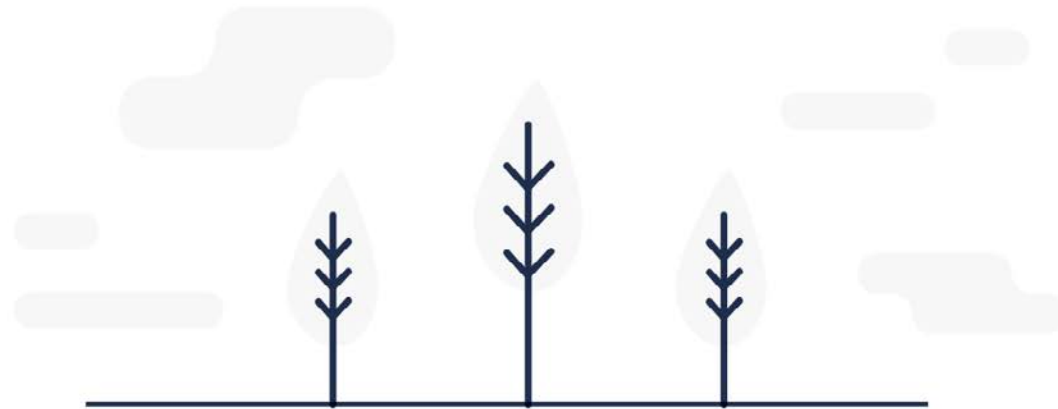
Suppliers

2 Select

Material Categories

Procurement | Supplier

## Supplier Overview



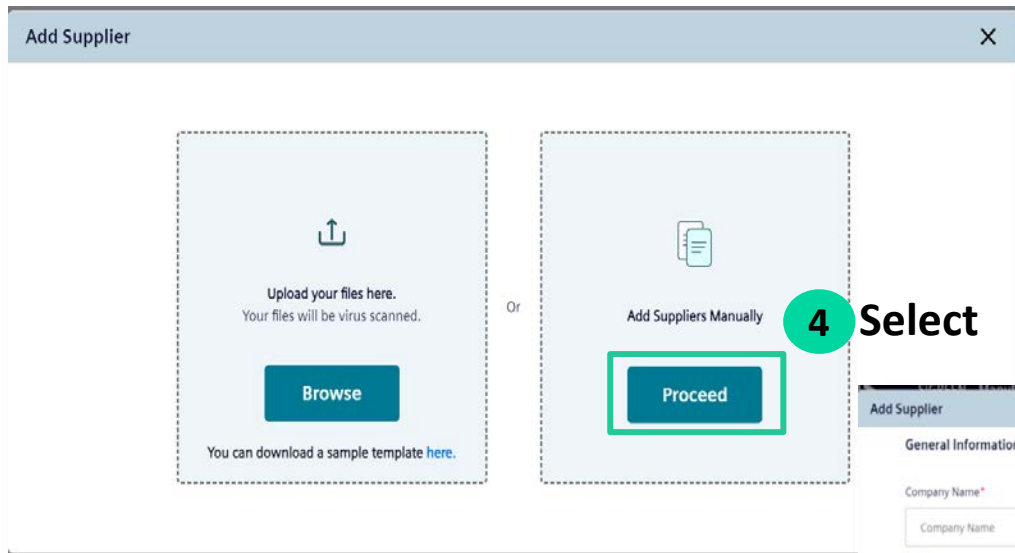
There is nothing here yet.  
Get started by adding suppliers

+ Add Supplier

3 Select

## Adding your suppliers manually

⇒ Procurement Manager



Add Supplier

Upload your files here.  
Your files will be virus scanned.

Browse

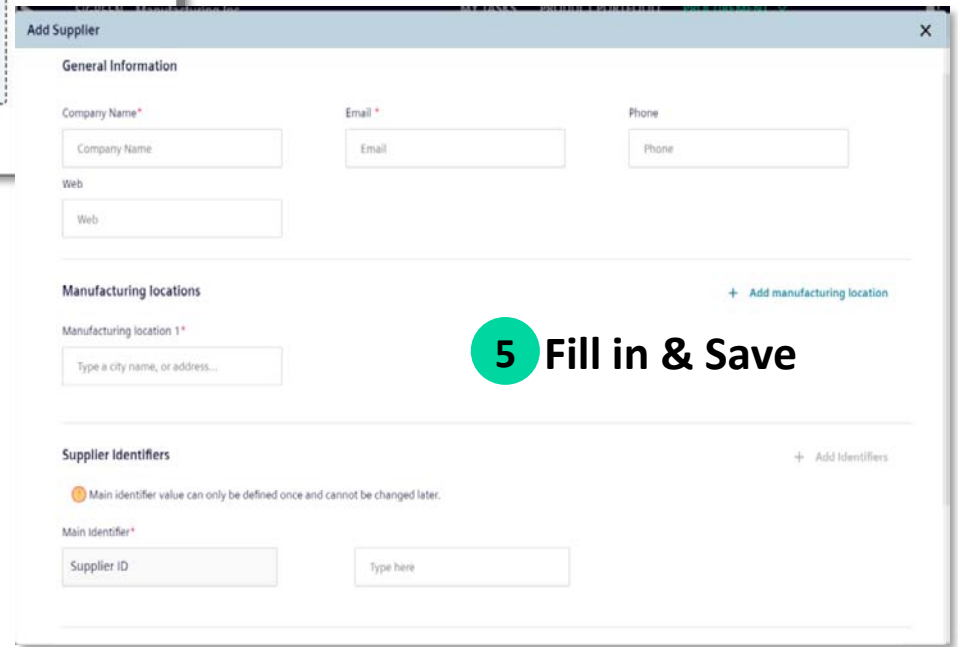
You can download a sample template [here](#).

Or

Add Suppliers Manually

Proceed

**4 Select**



Add Supplier

General Information

Company Name\* Email\* Phone

Company Name Email Phone

Web

Web

Manufacturing locations [+ Add manufacturing location](#)

Manufacturing location 1\*

Type a city name, or address...

Supplier Identifiers [+ Add Identifiers](#)

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

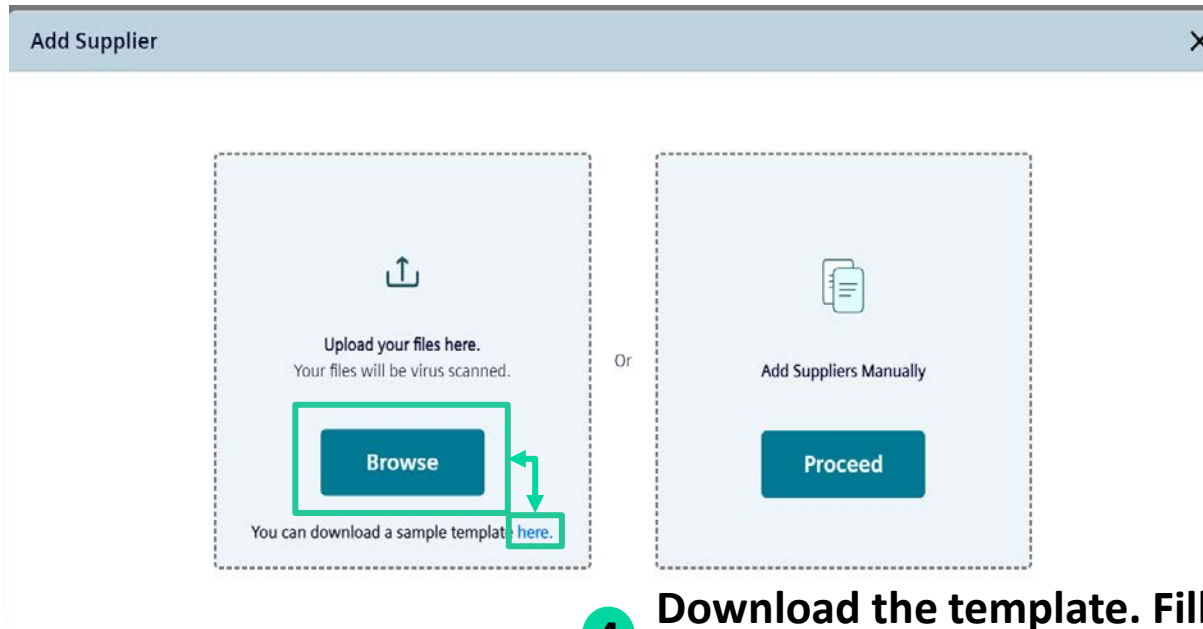
Main Identifier\*

Supplier ID Type here

**5 Fill in & Save**

# Adding your suppliers in bulk

⇒ Procurement Manager



**4** Download the template. Fill template and browse to upload

	A	B	C	D	E	F	G	H	
1	<b>Supplier ID</b>	<b>Supplier Name</b>	Supplier Contact Number	<b>Supplier Email</b>	Supplier Web	Comments	<b>Supplier Location 1</b>	Supplier Location 2	Supplier
2	}								
3									
4	<b>Bold headers indicate mandatory fields, while the remaining fields are optional but recommended.</b>						<b>5</b>	<b>Fill in &amp; Save</b>	
5									
6									



## Inviting your suppliers

⇒ Procurement Manager

### Supplier Overview

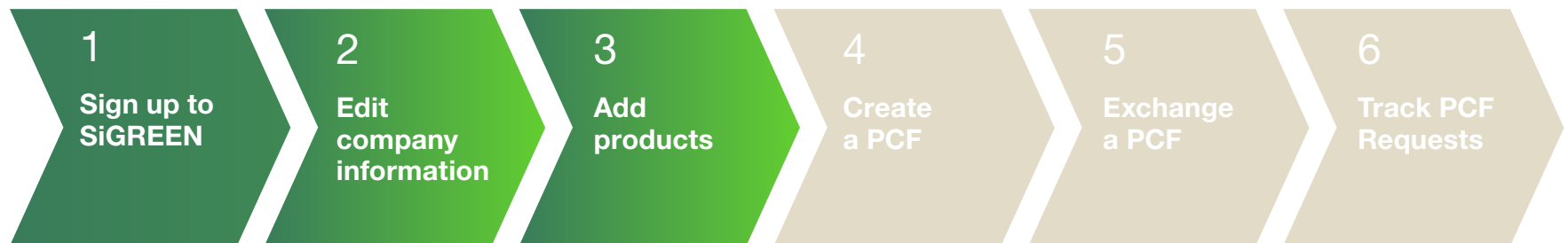
Search within list Total 02 | Selected 01 Export All Invite Remove + Add Supplier

<input type="checkbox"/>	Supplier ID	Suppliers	Components	Locations	Supplier Status	
<input type="checkbox"/>	12345	Supplier Test	01	01	Available	⋮
<input checked="" type="checkbox"/>	12345678	Supplier Test	01	01	Not invited yet	⋮

**6 Click & Send**

**5 Choose the supplier/s**

You have completed step 3 of the process to request a PCF!



TfS PCF Data Exchange Solution – SiGREEN

## Step by Step Guide – 4.How to add components

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.

**You can add components manually or in bulk.**

⇒ Procurement Manager role controls this step.

## Adding components **manually**

⇒ Procurement Manager



PCF Sharing Solution SIGREEN ManuCraft

MY TASKS PRODUCT PORTFOLIO

**1** Go to

PROCUREMENT ^

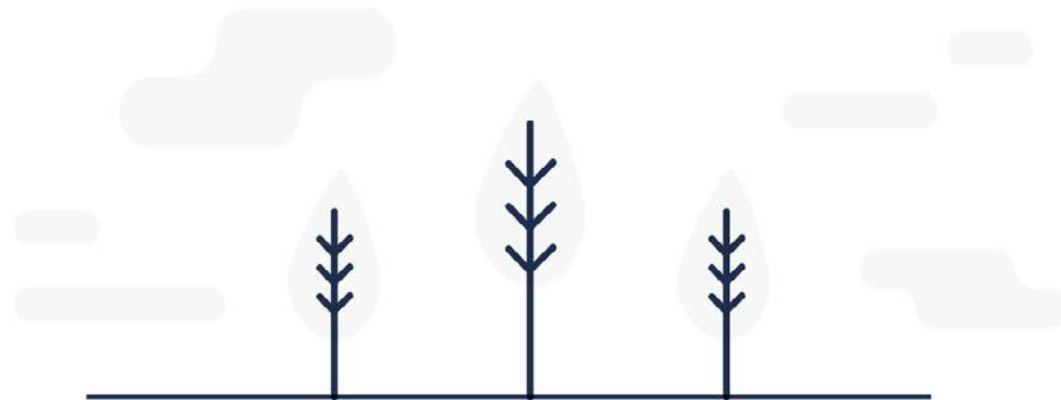
Suppliers

Material Categories

**2** Select

Procurement | Material Categories

### Material Categories



There is nothing here yet.  
Get started by adding component/Material Category.

+ Add Material Category

**3** Select

## Adding components **manually**


⇒ Procurement Manager

Material Categories

### Add Material Category

Material Categories\*

Upload Image

 Drop your file here

4 **Fill in & Save**

Cancel Save

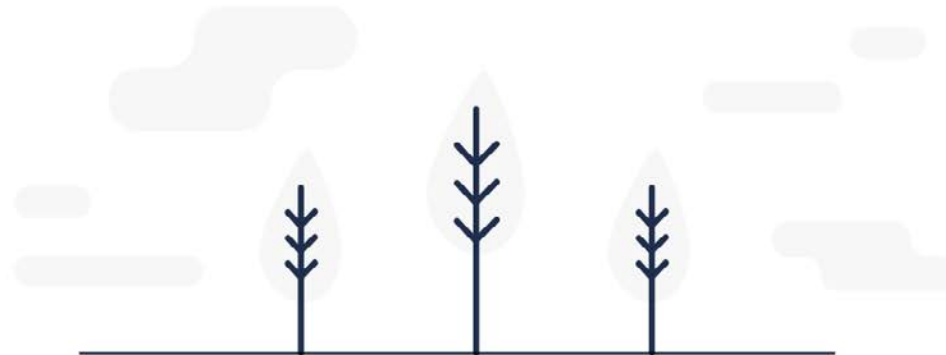
+ Add Material Category + Add Component

## Adding components **manually**

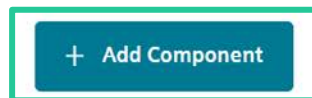
⇒ Procurement Manager

← Material Category Name

### 5 Choose a Material Category & Click on Add Component




There is nothing here yet.  
Get started by adding Components



## Adding components **manually**

⇒ Procurement Manager


Add Components ✕

  
Upload your files here.  
Your files will be virus scanned.

**Browse**

You can download a sample template [here](#).

Or

  
Add Component Manually

**Proceed**

**6** Select

## Adding components manually

⇒ Procurement Manager

### Add Components

Components data   Suppliers Linked

Material Category   Component name\*   Unit type\*   Weight

Material Category   Component name New   Select   Weight kg

---

**7 Fill in**

Component Identifiers ⓘ + Add Identifier

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

Main Identifier \*

CAS   Type here

Cancel   Add & Link



## Adding components manually

⇒ Procurement Manager

← Add Components

Components Data

Suppliers Linked

**8** Select

Suppliers Linked : 1 | Total Share : 100% ✓

**9** Fill in

+ Add another supplier

Supplier 1 | Share : 100%

+ Add another location

× Remove supplier

Supplier Name	Supplier Company ID	Location	Supplier Product ID	Share	
Supplier 1	12345	Germany	12345	100	% ×

+ Add secondary data

**10** Add & Link


Cancel

Add & Link

## Adding components **in bulk**

⇒ Procurement Manager

Add Components
✕




Upload your files here.  
Your files will be virus scanned.

Browse

You can download a sample template [here.](#)

Or



Add Component Manually

Proceed

**6** Download the template. Fill template and browse to upload

1	A	B	C	D	E	F	G	H	I	J	
1	<b>CAS</b>	<b>Component Name</b>	<b>Material category</b>	<b>Unit type</b>	Weight in kg	Supplier Company ID	Supplier Component ID	Quote / Share	Location of Manufacturing	PCF Estimation per Unit in kg CO2 (Total incl. bio)	PCF Estimation
2											
3											
4											
5											

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

**7** Fill in & Save

You have completed step 4 of the process to request a PCF!



TfS PCF Data Exchange Solution – SiGREEN

## Step by Step Guide – 5.How to request a PCF

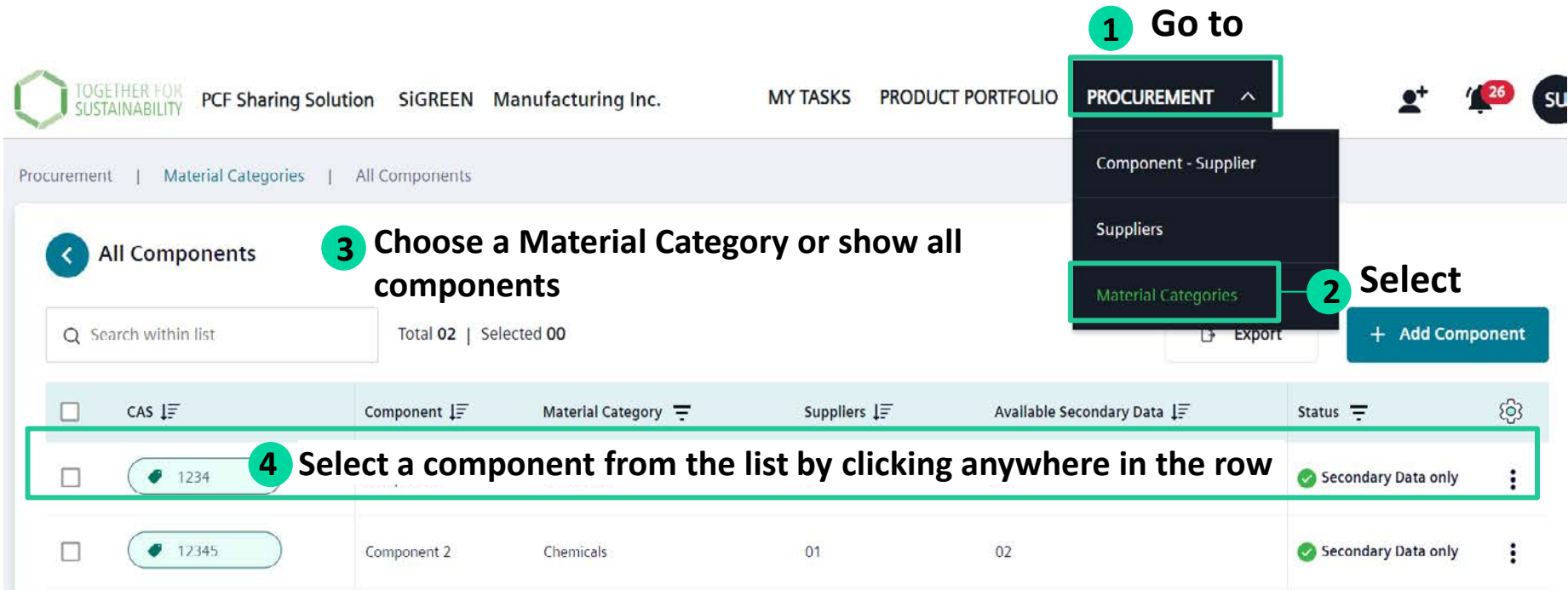
To be able to request a PCF Credential. The suppliers need to be invited and have an active account on SiGREEN. There are two ways to request a PCF Credential.

**You can request a PCF Credential individually or in bulk.**

⇒ Procurement Manager role controls this step.

# Requesting PCF Credentials **individually**

⇒ Procurement Manager



The screenshot shows the 'Procurement' section of a software interface. At the top, there is a navigation bar with 'TOGETHER FOR SUSTAINABILITY', 'PCF Sharing Solution', 'SiGREEN', and 'Manufacturing Inc.' on the left, and 'MY TASKS' and 'PRODUCT PORTFOLIO' on the right. A dropdown menu is open under 'PRODUCT PORTFOLIO', showing 'PROCUREMENT' (highlighted with a red box and callout 1), 'Component - Supplier', 'Suppliers', and 'Material Categories' (highlighted with a red box and callout 2). Below the navigation bar, the breadcrumb trail reads 'Procurement | Material Categories | All Components'. The main content area is titled 'All Components' and features a search bar, a 'Total 02 | Selected 00' indicator, and a table. The table has columns for 'CAS', 'Component', 'Material Category', 'Suppliers', 'Available Secondary Data', and 'Status'. The first row of the table is highlighted with a red box and callout 4, showing a component with CAS '1234'. Callout 3 points to the 'All Components' header area.

**1 Go to**

**2 Select**

**3 Choose a Material Category or show all components**

**4 Select a component from the list by clicking anywhere in the row**

# Requesting PCF Credentials **individually**

⇒ Procurement Manager

Component 1 | 12345 | Avg.emission Missing

Manage Suppliers

Component Overview | **Manage PCF** | Available Secondary Data

PCF data comes from suppliers or secondary data | Set incoming proof as default | SIGREEN Users

Supplier	Location	Supplier Component ID	Sh...	PCF State	Total Emissions	Proofs	Secondary D...
Supplier Test	Germany	12345	100%	PCF Unavailable	--	0	--

**5 Select**

**6**

**Click**

# Requesting PCF Credentials **individually**

⇒ Procurement Manager



Product	Component 1	Product Identifier	1234
Supplier	Supplier Test	Supplier Component ID	1234
Location	Germany	Declared Unit	kg
Preferred requested PCF format	Select		
Message to selected suppliers			
We would like to request the PCF for the product via SIGREEN: Component 1			
Other Identifiers (1) ⓘ	Your supplier will be able to see the selected identifier.		
<input type="checkbox"/> CAS	<input checked="" type="checkbox"/> 1234		
		Cancel	Send

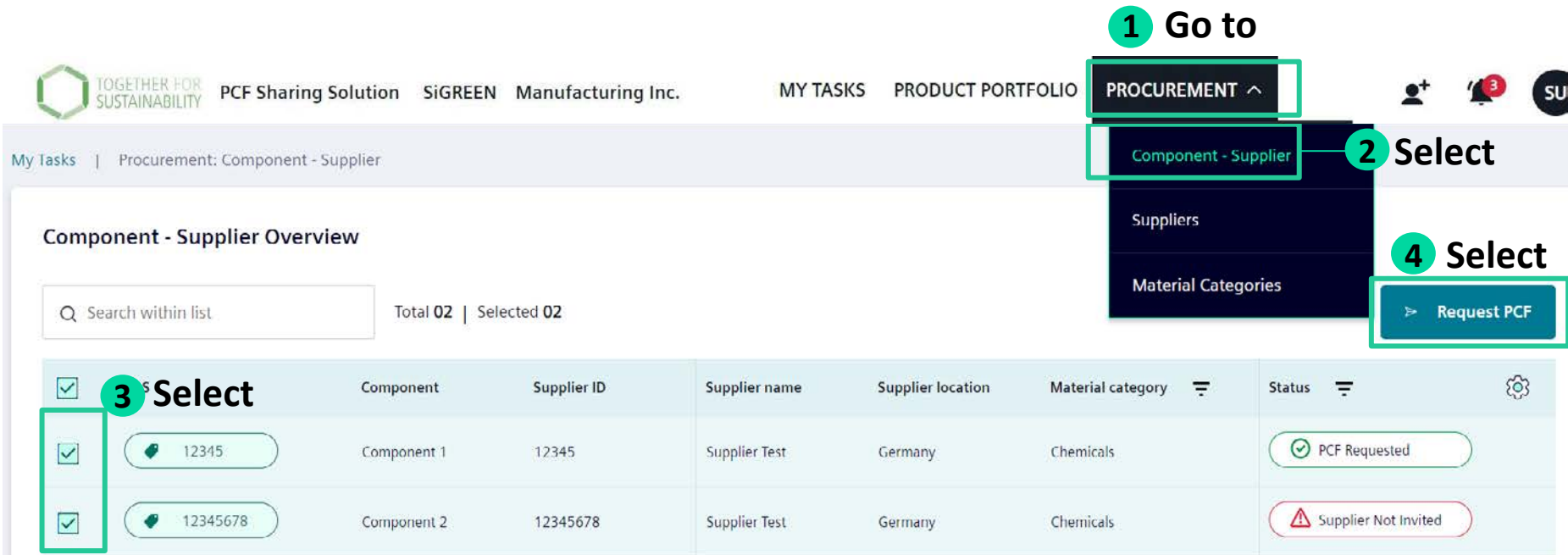
**7** Choose from the dropdown

**8** Select Identifiers if necessary

**9** Send

# Requesting PCF Credentials **individually**

⇒ Procurement Manager



The screenshot shows the 'Procurement' section of the 'PCF Sharing Solution' interface. The breadcrumb trail is 'My Tasks | Procurement: Component - Supplier'. The main heading is 'Component - Supplier Overview'. A search bar is present with the text 'Search within list'. The table shows two rows of data, both with checkboxes selected. A dropdown menu is open under the 'PROCUREMENT' header, showing 'Component - Supplier', 'Suppliers', and 'Material Categories'. A 'Request PCF' button is visible in the bottom right of the dropdown menu.

**1 Go to** (PROCUREMENT)

**2 Select** (Component - Supplier)

**3 Select** (checkboxes in table)

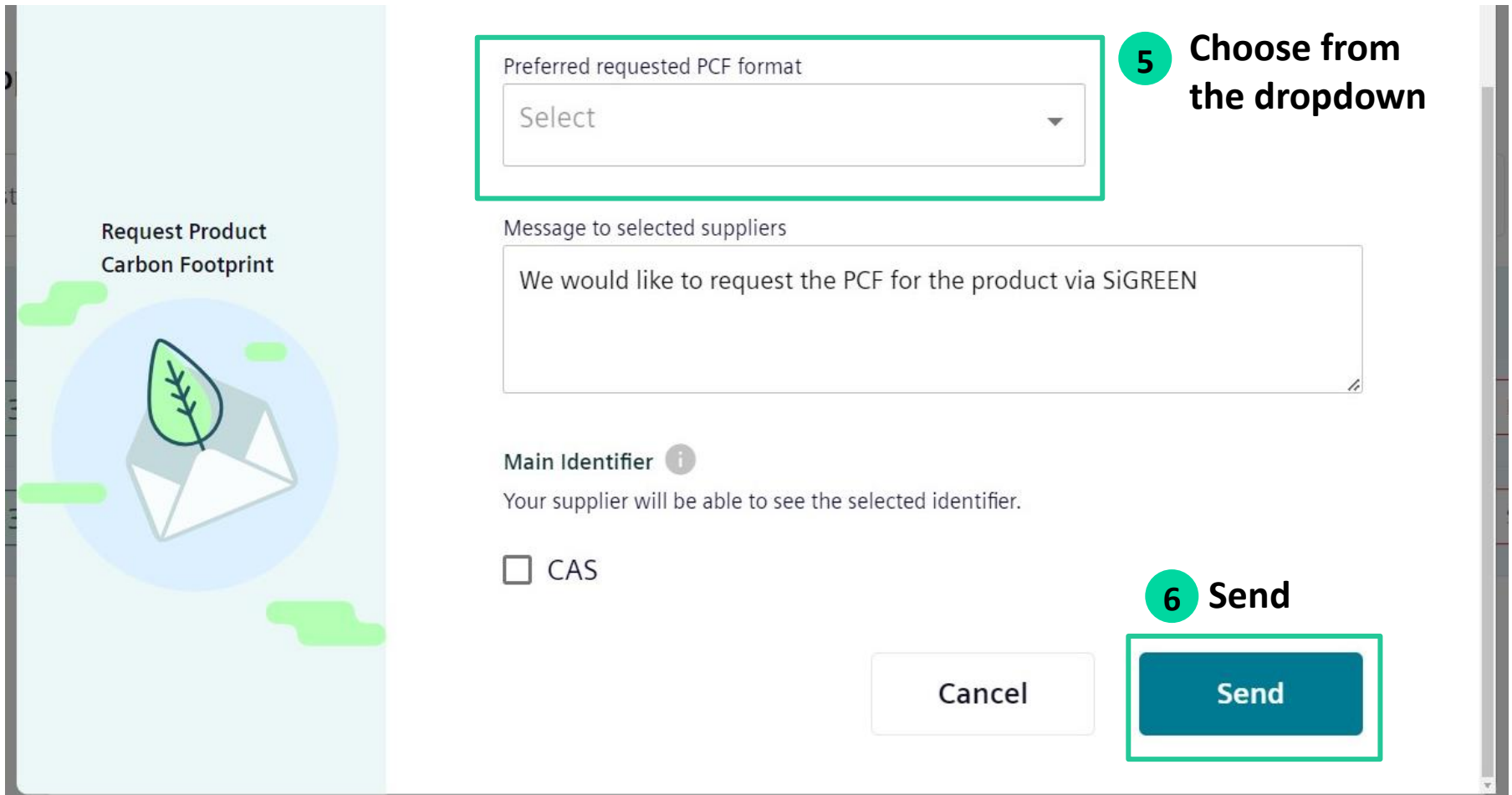
**4 Select** (Request PCF button)

Component	Supplier ID	Supplier name	Supplier location	Material category	Status
Component 1	12345	Supplier Test	Germany	Chemicals	PCF Requested
Component 2	12345678	Supplier Test	Germany	Chemicals	Supplier Not Invited



## Requesting PCF Credentials **in bulk**

⇒ Procurement Manager



**Request Product Carbon Footprint**

Preferred requested PCF format

Select

**5 Choose from the dropdown**

Message to selected suppliers

We would like to request the PCF for the product via SiGREEN

**Main Identifier** ⓘ  
Your supplier will be able to see the selected identifier.

CAS

Cancel **6 Send**

You have completed the process to request a PCF!

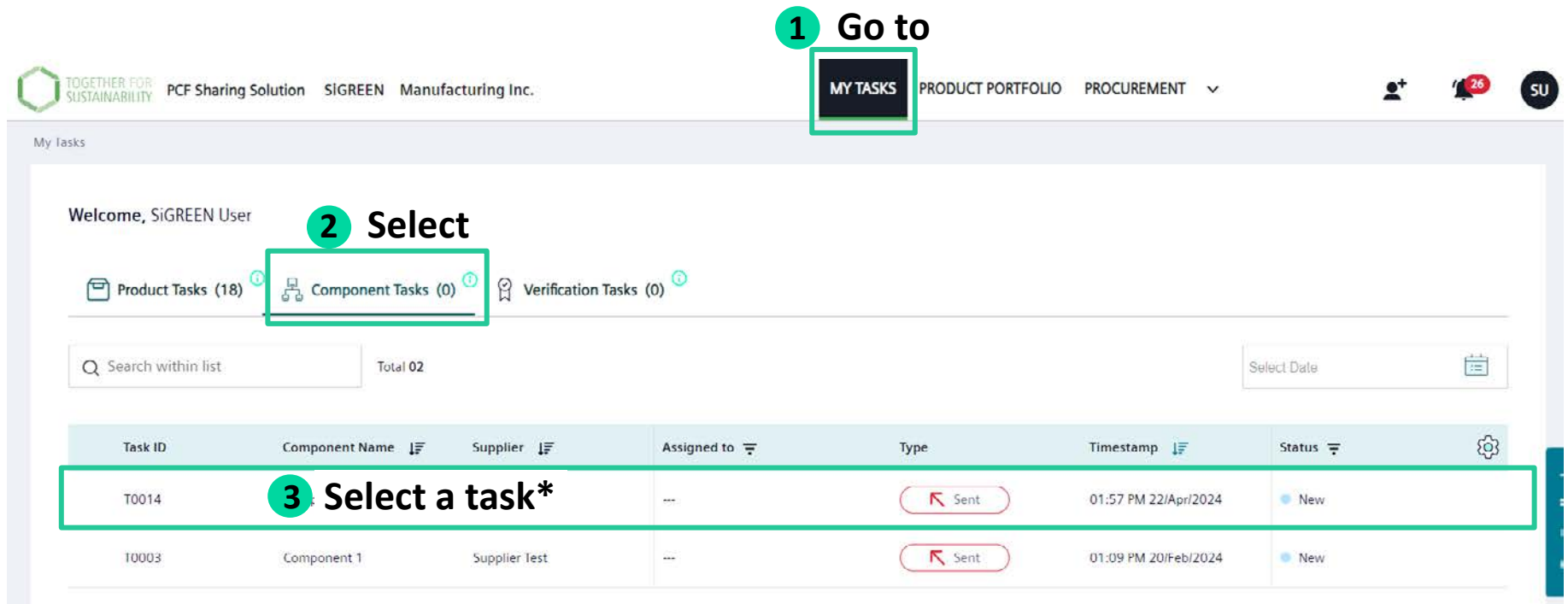


## TfS PCF Data Exchange Solution – SiGREEN

# Step by Step Guide – 6. How to find and track PCF Requests

⇒ You can keep track of the PCF requests sent to your suppliers in the platform.

**1 Go to**



**2 Select**

Welcome, SiGREEN User

Product Tasks (18) **Component Tasks (0)** Verification Tasks (0)

Search within list Total 02 Select Date

Task ID	Component Name	Supplier	Assigned to	Type	Timestamp	Status
T0014			---	Sent	01:57 PM 22/Apr/2024	New
T0003	Component 1	Supplier Test	---	Sent	01:09 PM 20/Feb/2024	New

**3 Select a task\***

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

# Find and track PCF requests

Nickel, 99.5%
5663346315
View Component

PCF Received

Component Task T0222 | To Chem Co

Request Overview   PCF Info   Comments   History

Message to Supplier

Dear Chem Co,

We would like to request the PCF for the product via SIGREEN: Nickel, 99.5%

The following are the identifiers employed for product identification on our end

People

Creator

SJ
Shubham Jain

Reviewer 1

?
Unassigned
✎

Assign to me

4

Track, add comments if necessary & assign users

PCF Overview



Total Production Stage

8.9 kg CO<sub>2</sub>e

Category	Your Request	Supplier's PCF shared
 Declared Unit	kg	kg
 Declared Quantity	--	1 kg
 PCF standard	PACT V2.0.0	TFS V2,ISO 14067
 Location	Chengdu	Germany

Data Quality

Transparency	51.06%
<div style="width: 50%; height: 10px; background: linear-gradient(to right, #f4a460, #ccc);"></div>	
Reliability	100%
<div style="width: 100%; height: 10px; background: linear-gradient(to right, #008000, #ccc);"></div>	
Validity & Data Accuracy	0%
<div style="width: 0%; height: 10px; background: linear-gradient(to right, #ccc, #ccc);"></div>	

👁 Proceed to view PCF

## Find and track PCF requests

◀ Nickel, 99.5% 5663346315 [View Component](#) PCF Received

Component Task T0222 | To Chem Co

**Request Overview** | PCF Info | Comments | History

ⓘ Your supplier has shared a PCF that doesn't match your request regarding the standard.

Proof ID	Created On	Shared On	Standard	Unit	Total PCF	PCF State	PCF Status
d3b89c25-f281-11...	07/Mar/2024	04/Apr/2024	TFS V2, ISO 14...	kg	8.9 kg CO <sub>2</sub> e	<span>Certified: Standard Cer...</span>	PCF Received <span>View</span>

Page 1 of 1

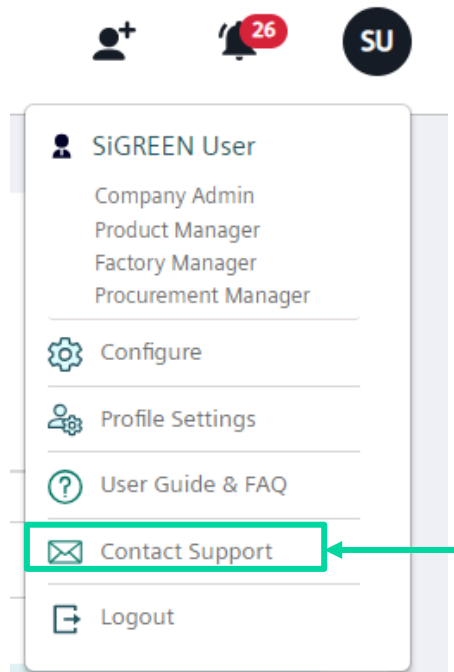
✕ Reject PCF ✓ Accept PCF

**5**  
**Review the PCF. Either reject or accept the PCF. Once accepted, it will be shown in the Component Details**

People  
Creator: SJ  
Reviewer: ? Unassigned ✎  
Assign to me

## How to contact support

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



You can also use the [User Guide](#) for more information:

<https://siemens-help.stonly.com/kb/en/>