



TOGETHER FOR
SUSTAINABILITY

User Guide:

Responding to a PCF request

Follow these five steps to respond to a PCF request

1

Sign up to
SiGREEN

2

Edit
company
information

3

Add
products

4

Create
a PCF

5

Exchange a
PCF

TfS PCF Data Exchange Solution – SiGREEN

Step by Step Guide – 1. How to sign up

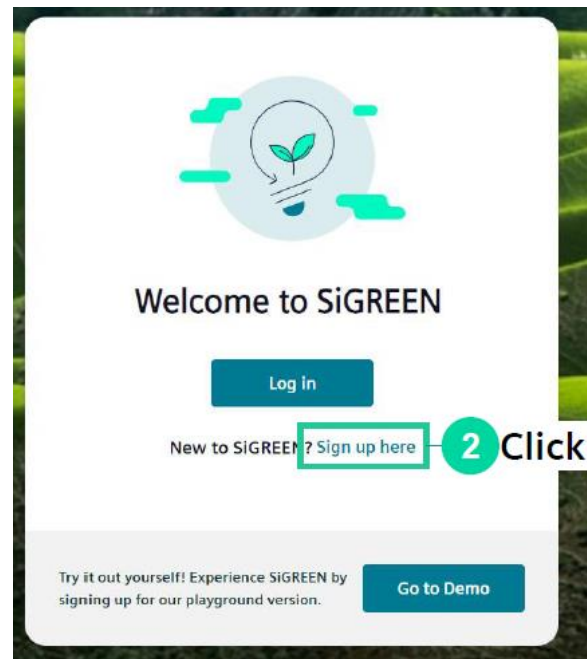
Important: if you are the first person of your company to sign up, you will become the company admin and will need to accept or deny users in the future.

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.

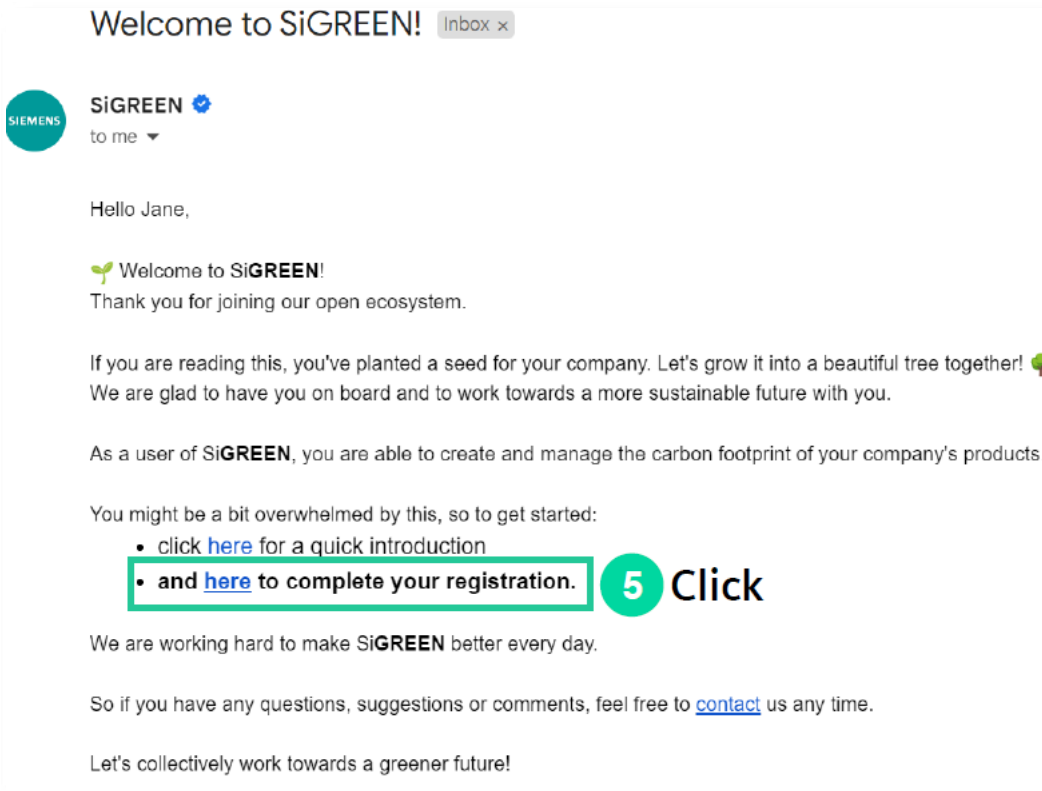
First Name

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.

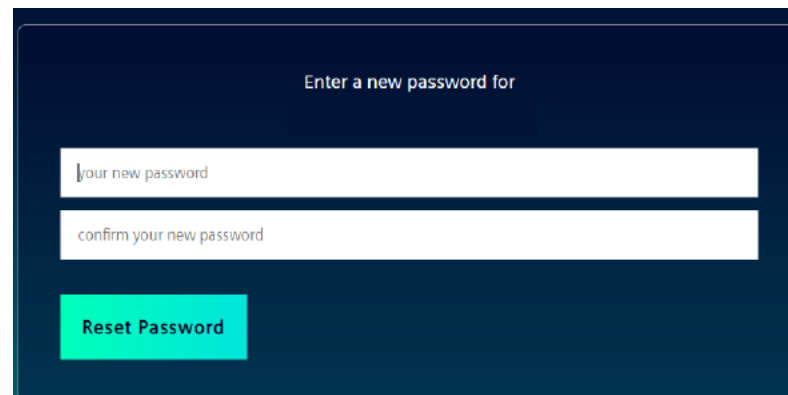
Yes, I would like to receive marketing information from Siemens based on my personal interests and give my consent ([for details see the full consent statement](#))



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

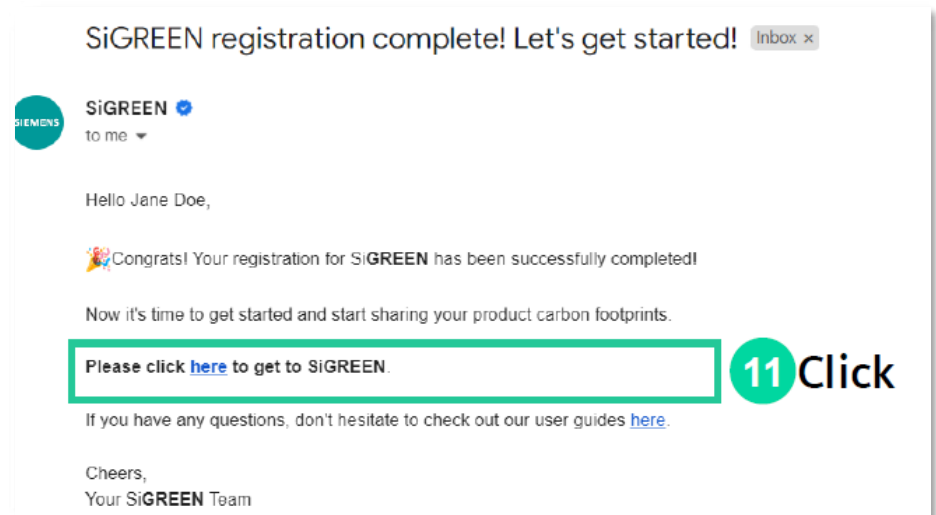
Please note the company name shall be applicable for ALL company entities and locations

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

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

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



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:

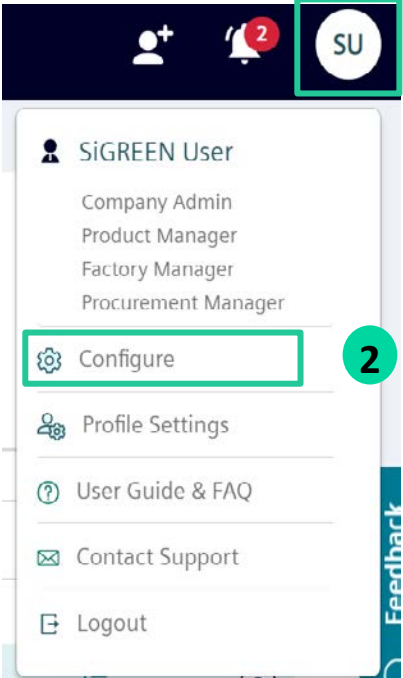
- 1) **Invite Users**
- 2) **Edit Company Information**

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

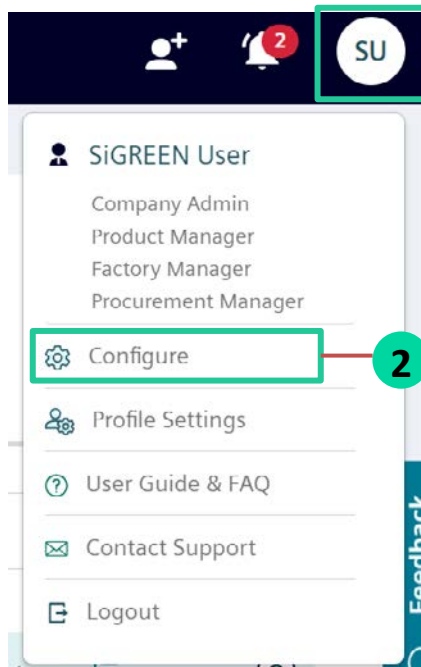
Download

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

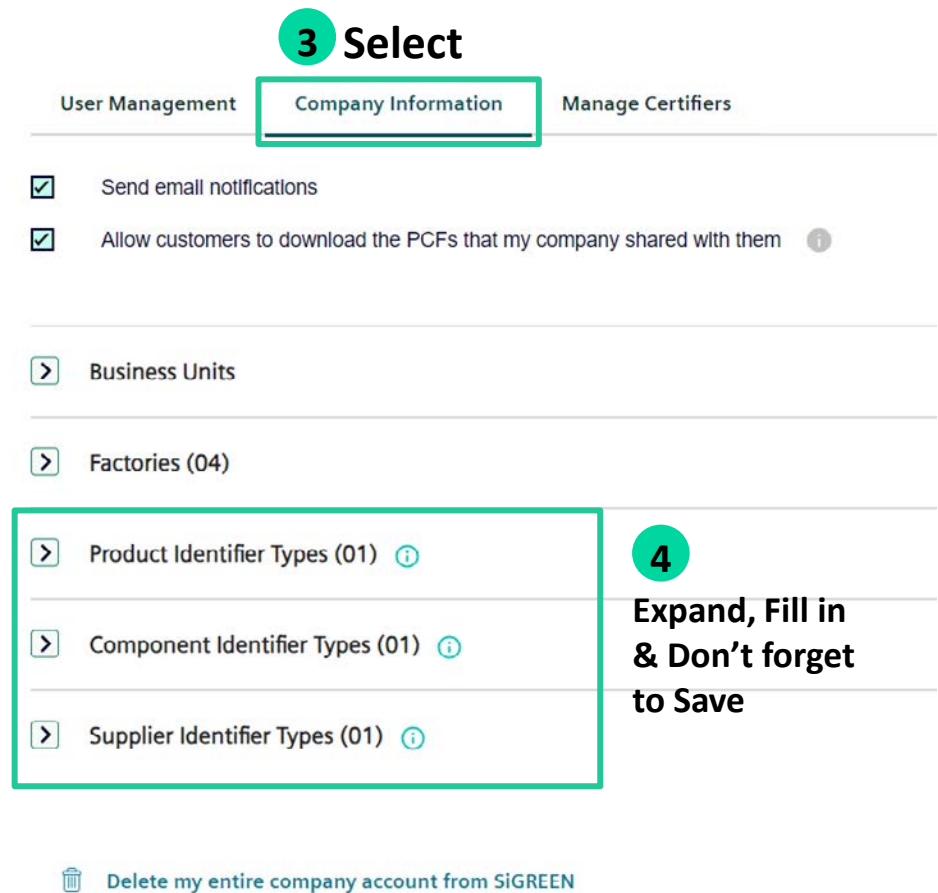


1 Click

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 respond to a PCF request!



TfS PCF Data Exchange Solution – SiGREEN

Step by Step Guide – 3. How to add products

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

You can add products manually or in bulk.

⇒ Product Manager role controls this step.

Adding products manually

⇒ Product Manager

1 Go to



PCF Sharing Solution SiGREEN ManuCraft

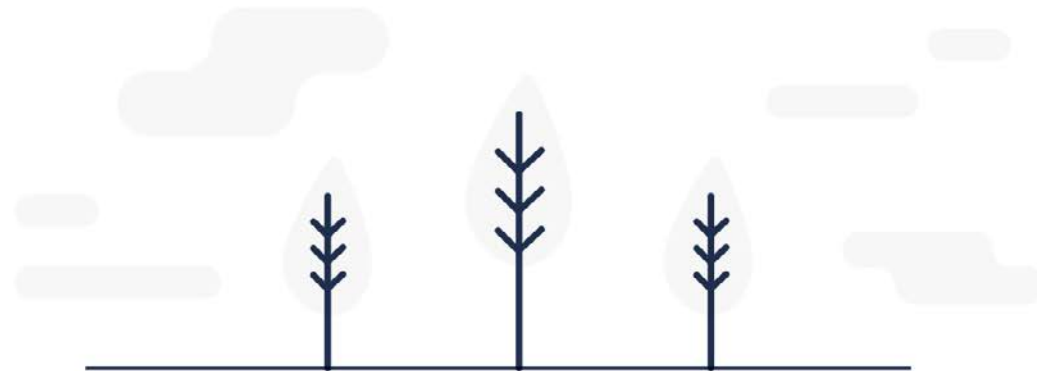
MY TASKS

PRODUCT PORTFOLIO

PROCUREMENT ▾

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


Adding products **manually**

⇒ Product Manager

Add Product Family ✕

Product Family*

Upload Image

 Drop your file here

This product family belongs to the following business units:

▼

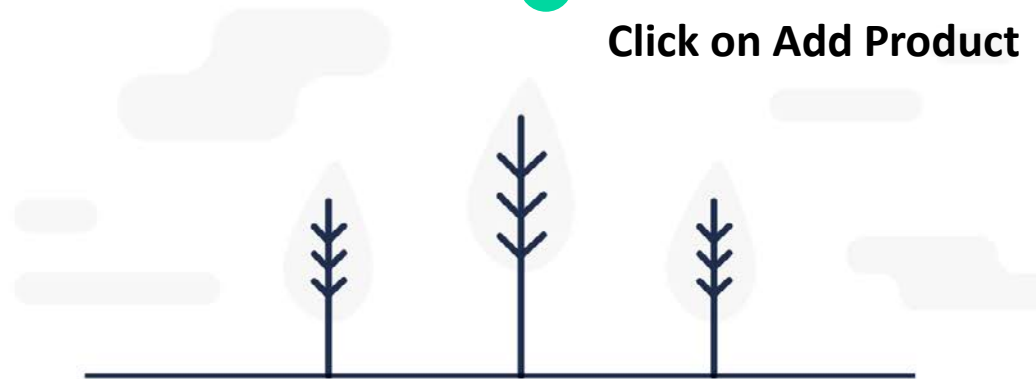
3 Add a Product Family. Fill in & Save

Adding products **manually**

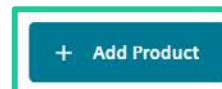
⇒ Product Manager

← Product Family Name

4 Choose the Product Family.
Click on Add Product

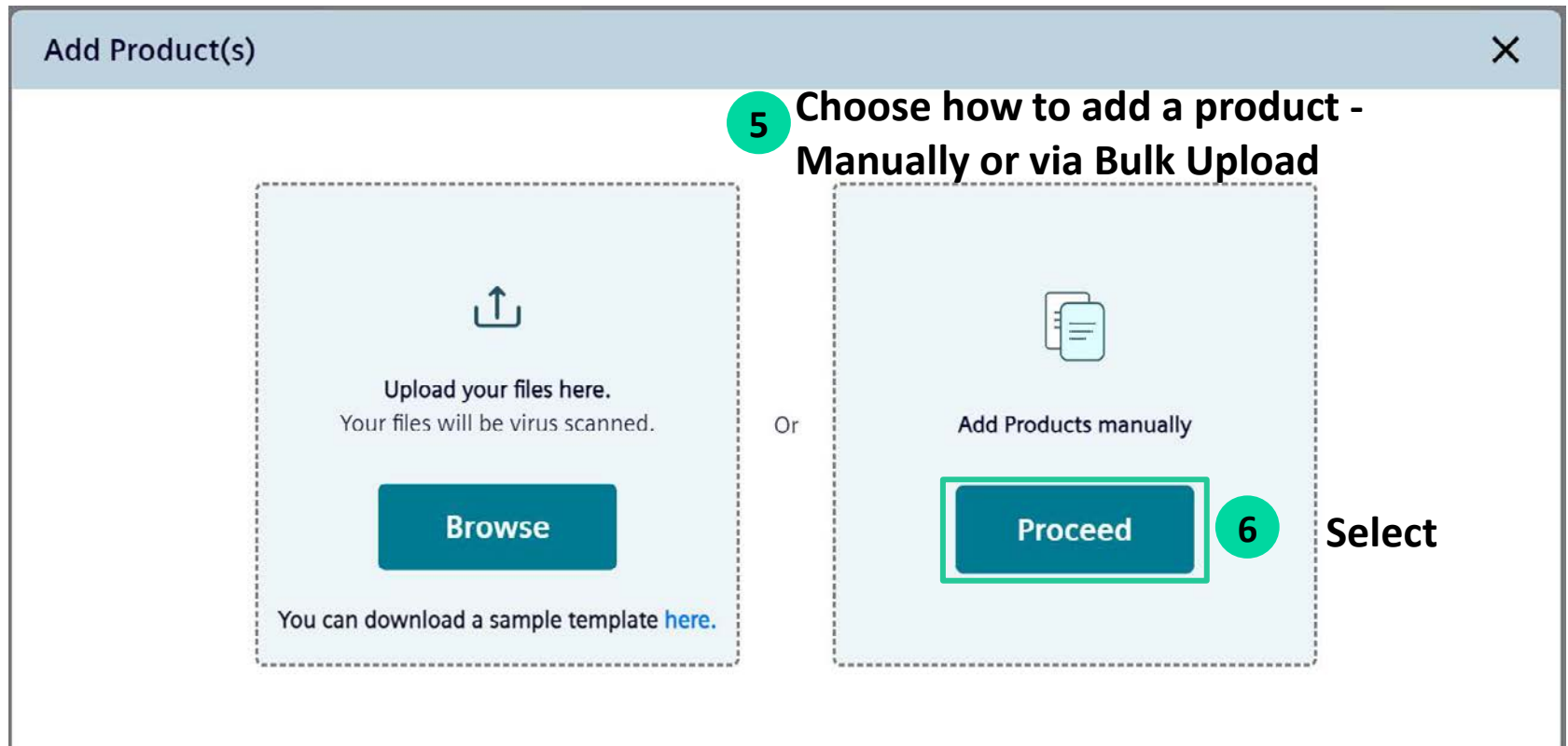


There is nothing here yet.
Get started by adding Products.



Adding products **manually**

⇒ Product Manager



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

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

Browse

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

Or

Add Products manually

Proceed **6** Select

Adding products **manually**

⇒ Product Manager

◀ Add Product

General Information

Product Family Select	Product Name * Product Name	Factories ⓘ Q Search	Unit Type Select
Quantity Quantity	Weight Weight kg		

Product Identifiers + Add Identifiers

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

Main Identifier *

Product ID	Type value
------------	------------

Description


Type...

7 Fill in & Save

Adding products **in bulk**

⇒ Product Manager

Add Product(s) ✕




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

Browse

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

Or



Add Products manually

Proceed

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

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

	A	B	C	D	E	F	G	H	I
1	Product ID	Product Name	Unit type	Quantity	Weight in kg	Product Description	Product Family	Factories	
2									
3									
4									
5									
6									
7									

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

7 Fill in & Save

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



TfS PCF Data Exchange Solution – SiGREEN

Step by Step Guide – 4. How to create a PCF Credential

After adding products, you can create a PCF Credential.

You can create a PCF manually or in Excel.

⇒ Product Manager role controls this step.

Adding products **manually**

⇒ Product Manager

1 Go to

PRODUCT PORTFOLIO

PROCUREMENT ▾



SU

PCF Sharing Solution SiGREEN Manufacturing Inc.

MY TASKS



My Tasks | Product Portfolio | Chemicals

← Chemicals

+ Add Product

Product Identifier ↓

Product Name ↓

Factories

Quan... ↓

Cred... ↓

Total Pro... ↓

Upstream ↓

Own Ma... ↓

Status

Id123

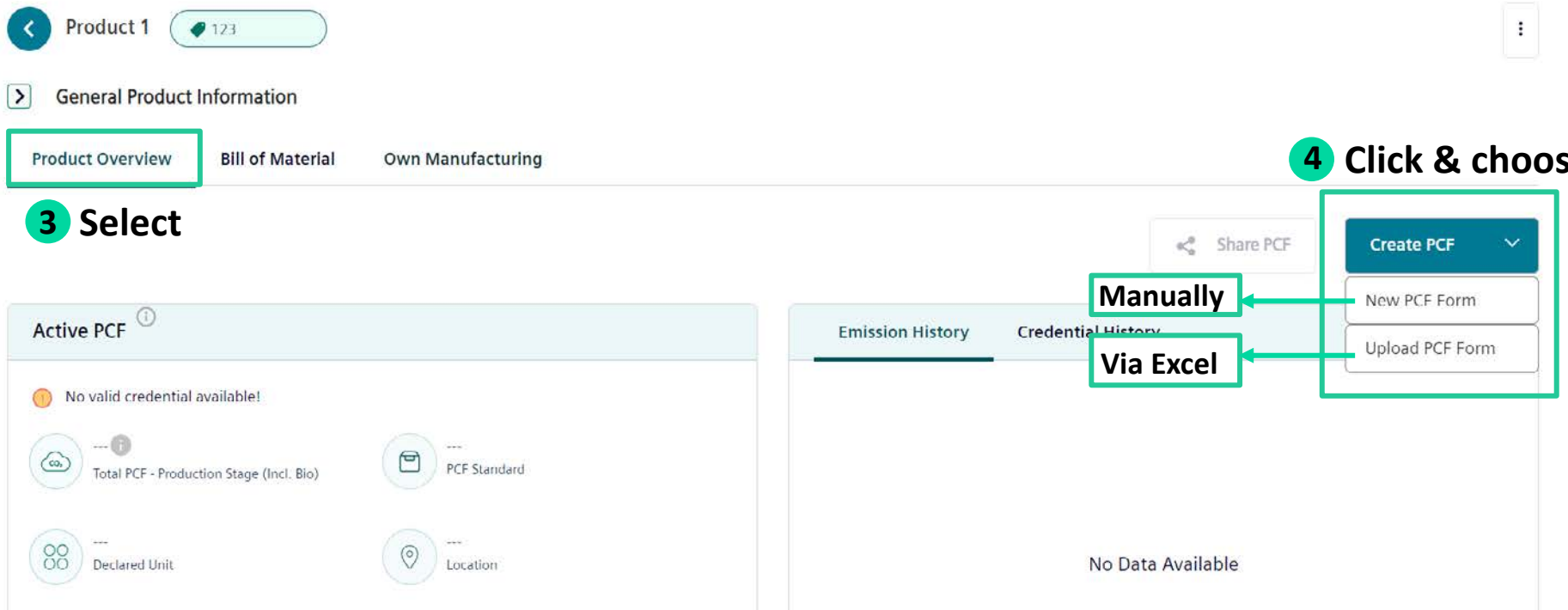
2 Select a product by clicking anywhere in the product row

--

✓ 0 component

Create a PCF manually

⇒ Product Manager



Product 1 123

General Product Information

Product Overview Bill of Material Own Manufacturing

3 Select

Active PCF

No valid credential available!

Total PCF - Production Stage (Incl. Bio) PCF Standard

Declared Unit Location

Emission History Credential History

No Data Available

Share PCF

4 Click & choose

Create PCF

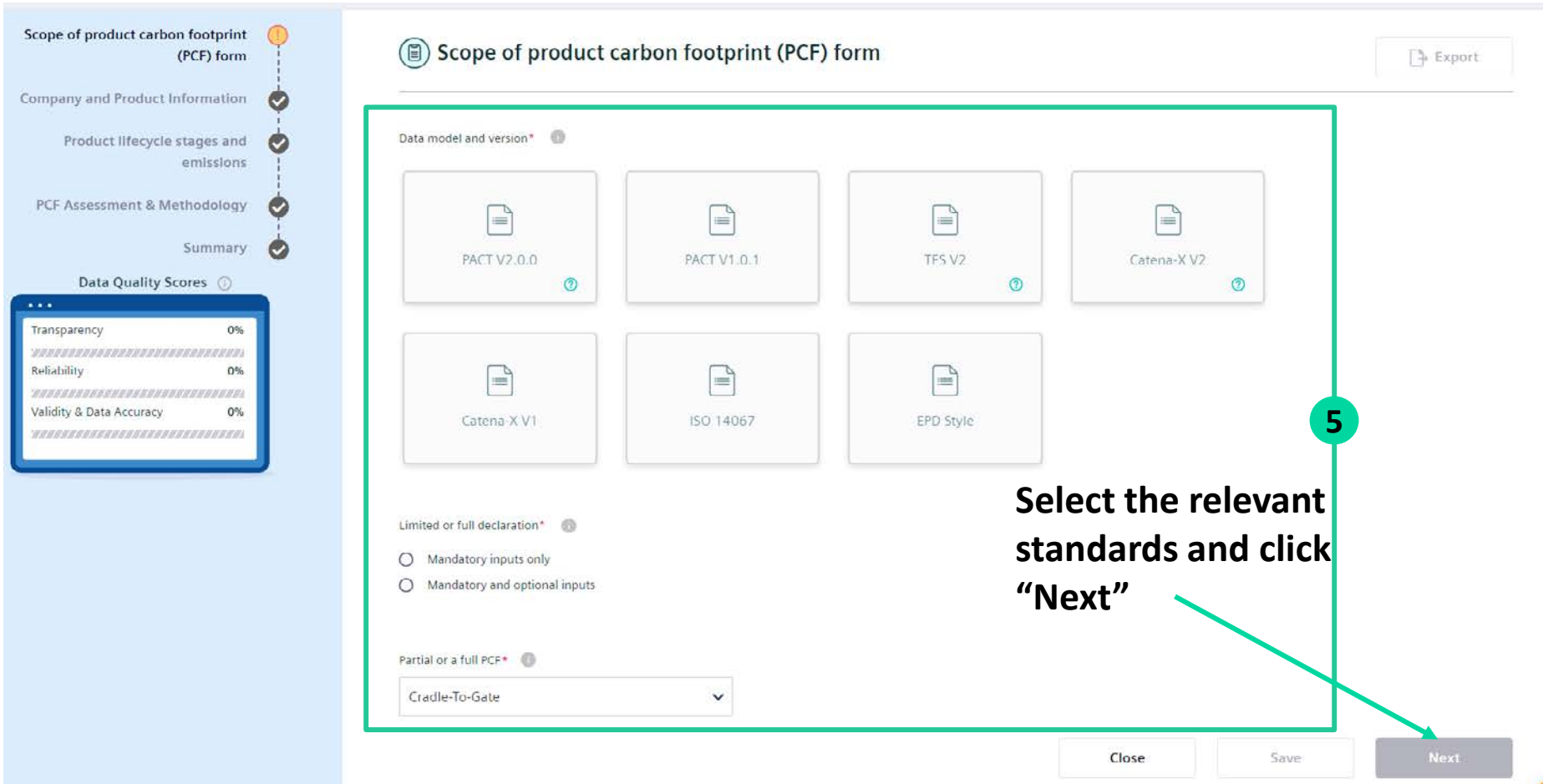
- New PCF Form
- Upload PCF Form

Manually

Via Excel

Create a PCF manually

⇒ Product Manager



Scope of product carbon footprint (PCF) form

Company and Product Information

Product lifecycle stages and emissions

PCF Assessment & Methodology

Summary

Data Quality Scores

Transparency	0%
Reliability	0%
Validity & Data Accuracy	0%

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

Export

5

Select the relevant standards and click "Next"

Close Save Next

Create a PCF manually

⇒ Product Manager

- Scope of product carbon footprint (PCF) form ✓
- Company and Product Information ✓
- Product lifecycle stages and emissions !
- PCF Assessment & Methodology !
- Summary ✓

6

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.



- Scope of product carbon footprint (PCF) form
- Company and product information
- Product lifecycle stages and emissions
- PCF Assessment & Methodology

7 Check & Create

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

Back

Close

Save

Create credential

Create a PCF in Excel

⇒ Product Manager

Product 1 123 ⋮

General Product Information

Product Overview | Bill of Material | Own Manufacturing

4 Click & Choose

Share PCF

Create PCF ▾
New PCF Form
Upload PCF Form

Active PCF ⓘ

No valid credential available!

Total PCF - Production Stage (Incl. Bio) | PCF Standard
Declared Unit | Location

Data Quality

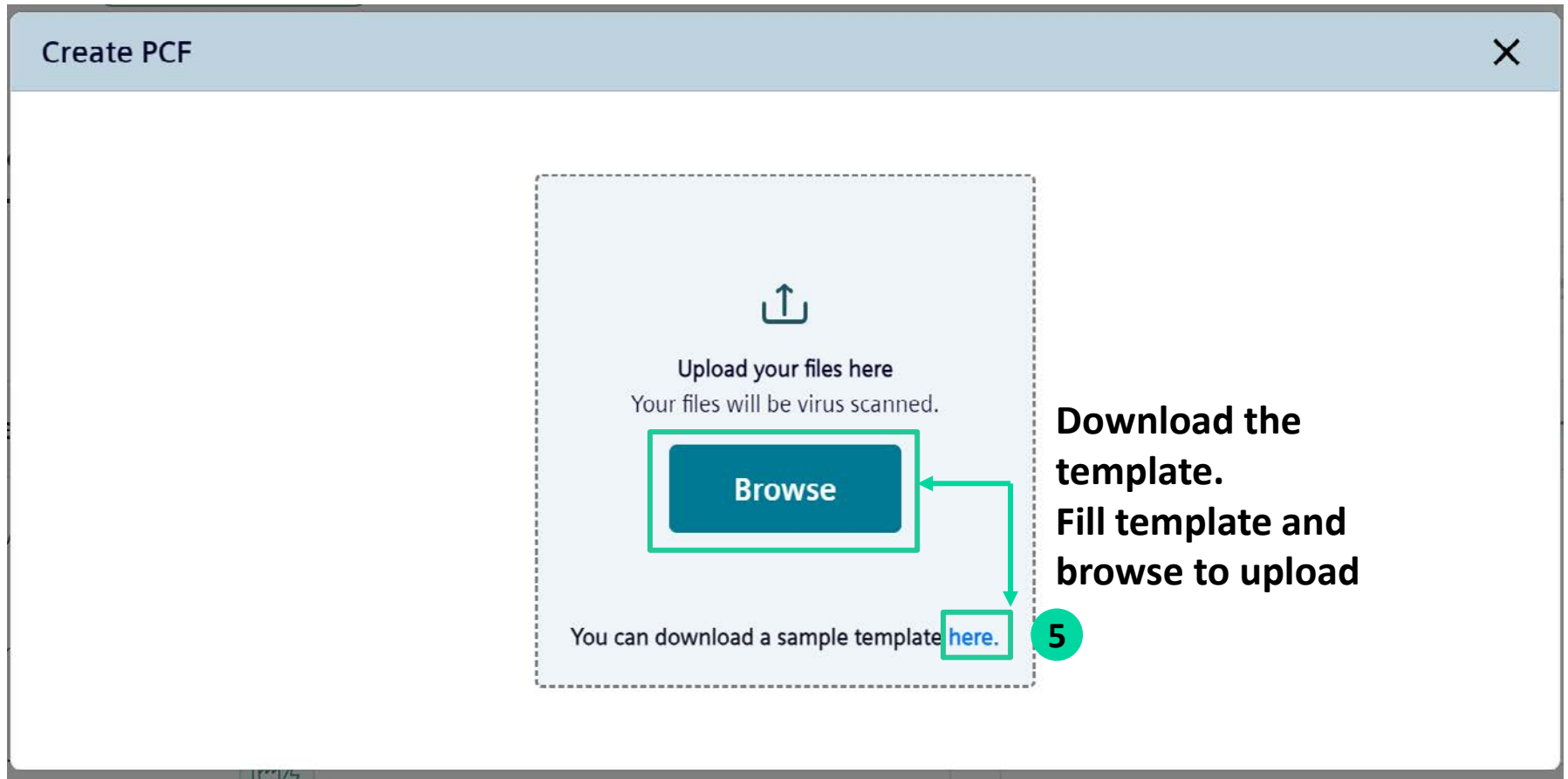
Transparency	0%	Reliability	0%	Validity & Data Accuracy	0%
--------------	----	-------------	----	--------------------------	----

Emission History | Credential History

No Data Available

Create a PCF in Excel

⇒ Product Manager



Create PCF

Upload your files here
Your files will be virus scanned.

Browse


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

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

5

Create a PCF in Excel

⇒ Product Manager



Upload your files here
Your files will be virus scanned.

Browse

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

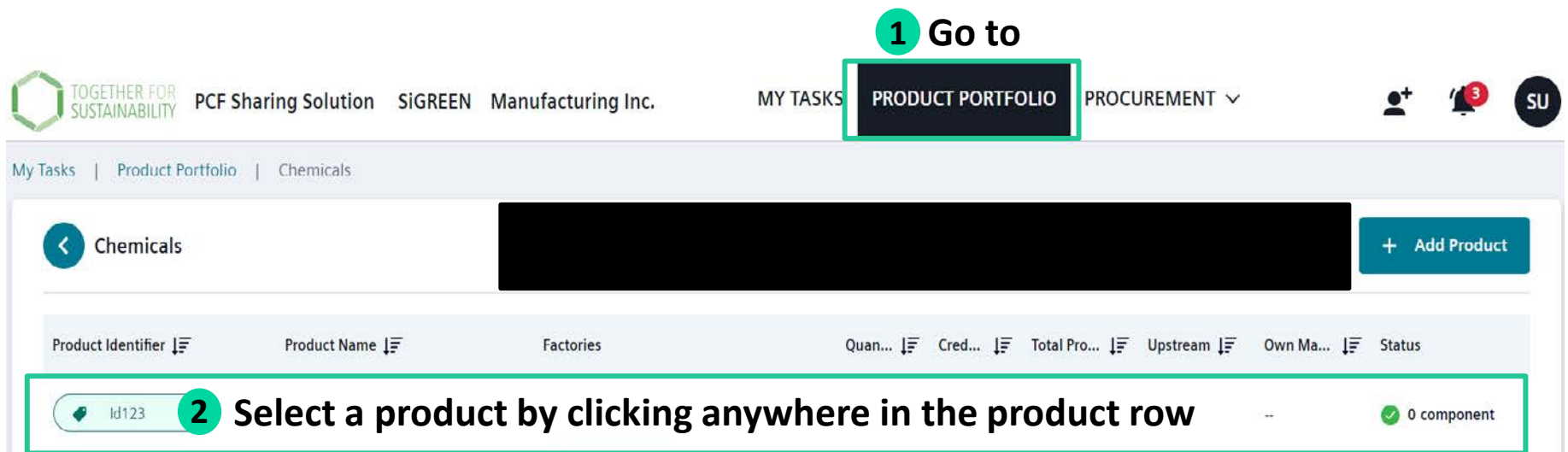
SIEMENS SiGREEN		SiGREEN Upload Template Version 1.10	
<p>6 Fill in & Save</p>			
<p>Legend</p> <p>denotes a mandatory field</p> <p>denotes an optional input field</p> <p>denotes a field, not necessary for the selected standard</p> <p>overwritten with system data</p>			
	Enter values below	Type	Info
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 declaration contains only mandatory inputs. Full declaration
Limited or full declaration		(dropdown)	A partial PCF (cradle-to-gate) is covering the emissions from resource
Partial or full PCF		(dropdown)	
Company and product information			
Company information			
Company name		(free text)	The (legal) name of the company supplying the product and reporting the
Company IDs		(c.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
DOM Version		(free text)	The DOM (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			

Exporting a PCF draft

⇒ Product Manager

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.

1 Go to



TOGETHER FOR SUSTAINABILITY PCF Sharing Solution SIGREEN Manufacturing Inc. MY TASKS **PRODUCT PORTFOLIO** PROCUREMENT

My Tasks | Product Portfolio | Chemicals

Chemicals + Add Product

Product Identifier	Product Name	Factories	Quan...	Cred...	Total Pro...	Upstream	Own Ma...	Status
Id123								0 component

2 Select a product by clicking anywhere in the product row

Exporting a PCF draft

⇒ Product Manager

Product 1 id123

General Product Information

- Product Overview**
- Bill of Material
- Own Manufacturing

3 Go To

[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**
PCI 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

4 Choose

- View Credential
- Export Credential
- Export to New Draft**
- Revoke Credential
- Delete

Credential Wallet

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

Exporting a PCF draft

⇒ Product Manager

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

5 Go to the new draft and edit

Credential Wallet Emission Data

Automated proof sharing for active 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

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

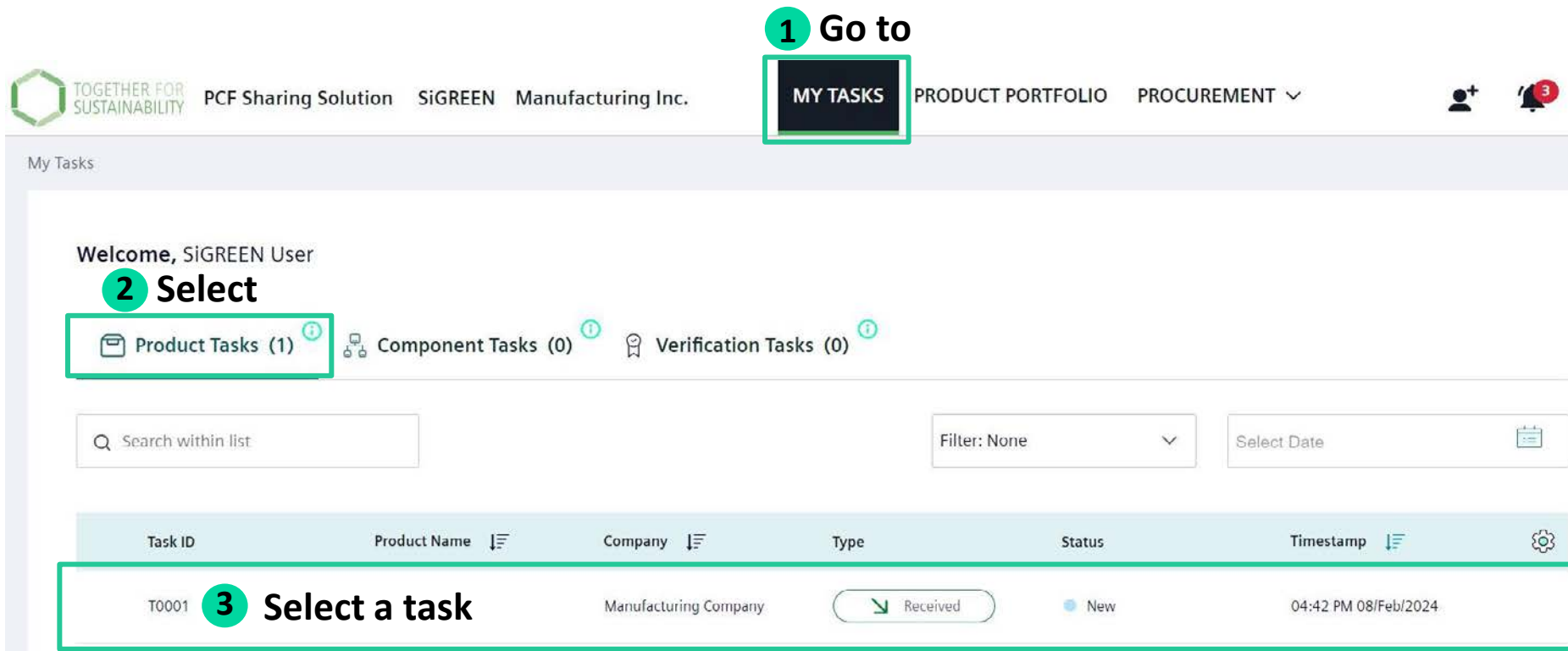


TfS PCF Data Exchange Solution – SiGREEN

Step by Step Guide – 5. How to share a PCF Credential

Prior to sharing a PCF, **your Customer should send you a PCF request at least once.**

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)

Search within list Filter: None Select Date

Task ID	Product Name	Company	Type	Status	Timestamp
T0001	Manufacturing Company		Received	New	04:42 PM 08/Feb/2024

3 Select a task

Responding to a PCF Request



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

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

Total Production Stage
-- kg CO₂e

Data Quality

Transparency	0%
Reliability	0%
Validity & Data Accuracy	0%

Assignee: Unassigned

Assign to me

4 Check Product Request and Proceed to share PCF

Deny Request | **Proceed to share PCF**

Responding to a PCF Request



← Bottle 0.3L CHEMCO009

New

Product Task T0019 | From Manufacturing Company Austria

Request Overview **Link Product** Comments History

⚠ Bottle 0.3L was not found. Link with another Product

Suggested Products **Other Products (7)**

Q Product 1 ×

Identifier	Product Name	Factories
<input checked="" type="radio"/> Id123	Product 1	Munich, Germany

5 Select a Product & Link it to the respective request

+ Add Product

Link Product

Responding to a PCF Request



Product 1 Id123 [View Product](#) New

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
3ee36af2-653e-4b41-...	07/May/2024	--	PACT V2.0.0, TFS ...	kg	1 kg CO ₂ e	Self Published	--
bf5daf8d-3141-4776-a...	12/Feb/2024	--	TFS V2, ISO 14067	kg	1 kg CO ₂ e	Expired: Self Published	--

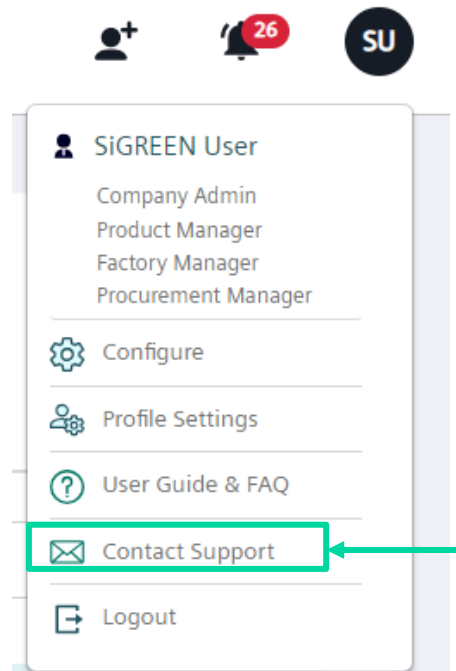
Unlink Product [Share Proof](#)

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

People Creator: Manufacturing Company Austria Assignee: 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/>

You have completed the process to respond to a PCF request!

