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# 1. General information

## 1.1 Goal

This document aims to familiarise you with the CarbonCloud platform, and its key features.

## 1.2 Structure

It's organized into three main sections:

1. Platform overview
2. Getting started
3. Detailed explanation of key features

**Note:** *Broadly speaking, an organization may fit into one of the three major roles in a supply chain: **Importer**, **Producer**, or **Grower**. Features in the platform adapts automatically to simplify the data input needs for each.*

### **Importer**

An organisation that sells essentially the same product as it purchases.

Example: A wine importer who buys and sells bottled wine.

### **Producer**

An organisation that processes purchased goods into finished products.

Example: A wine producer who buys grapes and produces bottled wine.

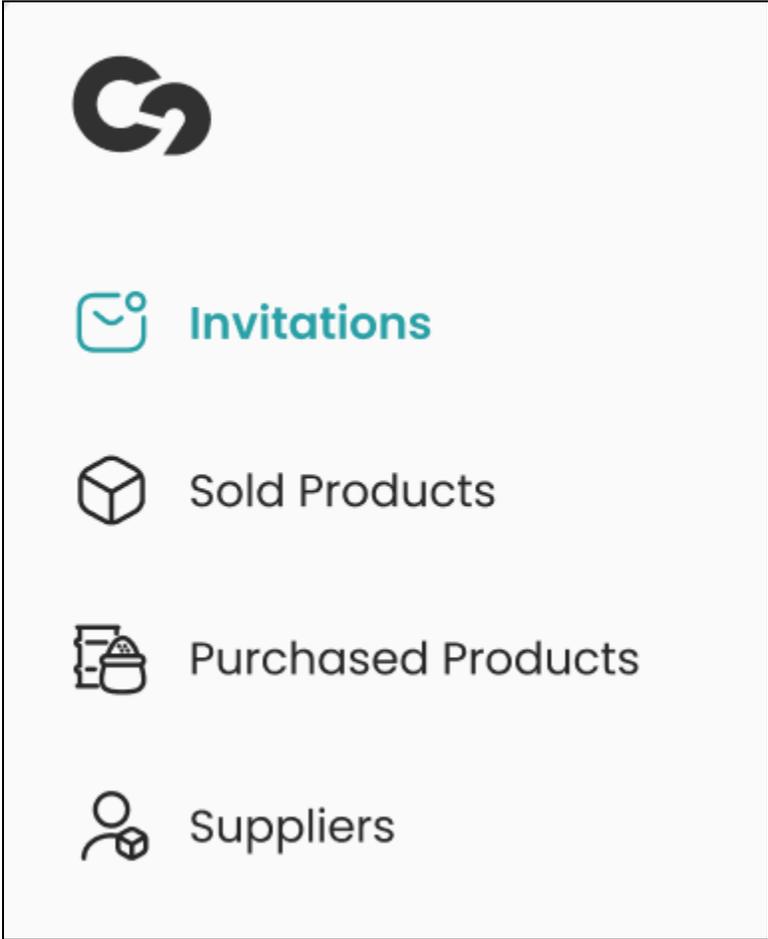
### **Grower**

An organisation that grows or cultivates agricultural produce.

Example: A grape farmer growing red grapes.

## 2. Platform overview

This is a short introduction to the main areas of the platform.



## 2.1 Invitations

This page lets you manage invitations for contributing activity data on products you sell to customers.

Example: As a wine producer, you are invited by an importer to input primary data for a bottled wine you sell to them.

## 2.2 Sold Products

This page lists products that you have either accepted the invitation for or added by you to the platform. You can select a specific product from this list to contribute its activity data.

Example: As a wine producer, on this page you will find your bottled wine for contributing its primary data.

## 2.3 Purchased Products

This page lists products or ingredients that you purchase. You can then invite the product's or ingredient's supplier to contribute its activity data.

Example: As a wine producer, on this page you will search for and select a red grape that you purchase from a grower and invite the grower to contribute its activity data.

## 2.4 Suppliers

This page helps you manage suppliers from whom you purchase products or ingredients.

Example: As a wine producer, this page shows you a list of growers who supply you with grapes.

## 3. Getting started

You will receive an email invitation from your customer to create an account or sign in to the platform.

If you are a new user, you are required to finish the following steps before continuing:

1. Create an account
2. Accept a product's invitation, if not done so

### 3.1 Create an account

Creating an account on the CarbonCloud platform is a two step process:

1. Create an organisation account, if it doesn't exist
2. Create a user account

#### 3.1.1 Check organisation account

Before creating a new organisation account on the platform, check within your organisation to see if an account already exists. The platform prevents duplicate accounts from being created. If your organisation doesn't already have an account, you need to create one.

**Does your organisation already have an account at CarbonCloud?**

 Yes, we already have an account

 No, we would like to create an account

### 3.1.2 Create an organisation and user account

**Organisation name:** Make sure that the organisation name you provide matches the one in your customer's records (e.g., in their procurement system). This will ensure that the platform can connect your organisation and its products to the correct customer's organisation.

**Domain name:** The platform automatically fills this in, and you only need to change it if it's incorrect or if you don't have a domain.

The remaining fields are required to set up a new user account.

## Create an account

Organisation name\*

The organisation name will be visible to others in the system.

Domain name\*

We don't have a domain

First name \*

Last name\*

Work email\*

I agree to the [Terms of Service](#) and [Privacy Policy](#). \*

Create account

Also, set up your password in order to complete the account setup and sign in to the platform.

## Set your password

Work email\*

New password\*

Confirm password\*

I agree to the [Terms of Service](#) and [Privacy Policy](#). \*

**Save & Log in**

### 3.1.3 Create a user account, when organisation account exists

When an organisation account already exists, the platform will automatically connect you to your organisation.

## Your account will be connected to your organisation

Organisation name

[Continue with this organisation](#)

Is this not your organisation? [Contact support](#)

Then you enter your details to create a new user account.

## Create your personal account

First name \*

Last name\*

Organisation

Work email\*

I agree to the [Terms of Service](#) and [Privacy Policy](#). \*

**Create account**

After creating an organisation and user account, you can sign in to the platform and manage products' invitations or perform other activities.

## 3.2 Manage invitations

This page lets you manage your customer invitations for contributing activity data on products you sell to them.

### Manage product invitations

Please review each item in the list and respond to the invite.

 Name	Customer	Decline	Accept
Category	ID		

### Accept invitation

Accept an invitation if the product belongs to your organisation.

Once accepted, the product gets added to the **Sold Products** page.

### Reject invitation

Reject it when you received an invitation in error. Once rejected, you will not be able to provide activity data for a product unless your customer invites you again.

## 3.3 Inviting a colleague

To invite a colleague to the platform, contact us at [support@carboncloud.com](mailto:support@carboncloud.com).

We will send an invitation to your colleague directly.

## 4. Contribute activity data for a product you sell

To contribute activity data for a product you sell, follow these steps:

Step 1: Go to the **Sold Products** page and select a specific product.

Step 2: The platform displays a product's information, organised into different sections or tabs, for your review and update.



The following sections provide a detailed explanation of each tab/section within the product.

## 4.1 Footprint breakdown

This section lets you review the product's climate emissions at multiple levels.

**Note:** CarbonCloud initially calculates and displays your product's emissions based on secondary activity data or default data. The product's emissions will be updated as you and your suppliers add more activity or primary data. This enables you and your supply chain to devise effective reduction strategies.

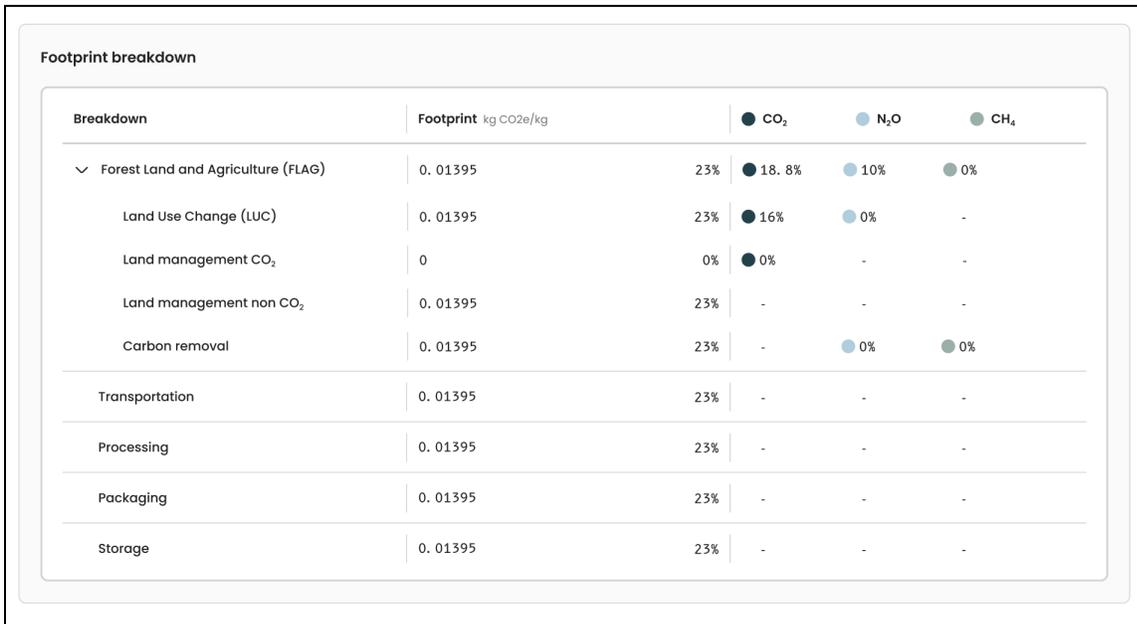
### Total carbon footprint

The total emission is shown at the top right corner.



### Emissions breakdown

Emissions from different sources are shown under this section.



## Emissions breakdown for an agricultural product

When you select a product that is at the farm level (i.e., an agricultural produce), mostly relevant if you are a **Grower**, even a further breakdown of emissions under FLAG is shown by the platform.

Footprint breakdown					
Breakdown	Footprint kg CO <sub>2</sub> e/kg		● CO <sub>2</sub>	● N <sub>2</sub> O	● CH <sub>4</sub>
<ul style="list-style-type: none"> <li> <span style="font-size: 1em;">▼</span> Land Use Change (LUC)           <ul style="list-style-type: none"> <li>Deforestation</li> <li>Farming on drained wetland</li> </ul> </li> <li> <span style="font-size: 1em;">▼</span> Land management non CO<sub>2</sub> <ul style="list-style-type: none"> <li>Limestone and Urea</li> <li>Field bacteria</li> <li>Off-field bacteria</li> <li>Farm machinery</li> <li>Fertilizer production</li> <li>Irrigation</li> <li>Pesticide production</li> <li>Drying</li> </ul> </li> <li>Land management CO<sub>2</sub></li> <li>Carbon removal</li> </ul>	<ul style="list-style-type: none"> <li>0. 01395</li> <li>0</li> <li>0</li> </ul>	<ul style="list-style-type: none"> <li>23%</li> <li>0%</li> </ul>	<ul style="list-style-type: none"> <li>● 18. 8%</li> <li>● 16%</li> <li>● 2. 8%</li> <li>● 0%</li> <li>● 4. 5%</li> <li>-</li> <li>-</li> <li>● 13%</li> <li>● 3%</li> <li>● 3. 6%</li> <li>● 2%</li> <li>● 0. 3%</li> <li>● 0%</li> <li>● 0%</li> </ul>	<ul style="list-style-type: none"> <li>● 10%</li> <li>● 0%</li> <li>● 10%</li> <li>● 10%</li> <li>-</li> <li>● 10%</li> <li>● 10%</li> <li>-</li> <li>● 4%</li> <li>-</li> <li>-</li> <li>-</li> <li>● 10%</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>● 0%</li> <li>● 0%</li> <li>● 0%</li> <li>● 0%</li> <li>-</li> <li>-</li> <li>-</li> <li>-</li> <li>-</li> <li>-</li> <li>-</li> <li>-</li> <li>● 0%</li> <li>-</li> </ul>

## 4.2 General

This section lets you modify some general information about the product.

### Processed product

When you select a product that is not at farm level (i.e., agricultural produce), mostly relevant if you are an **Importer/Producer**, below information is shown.

For example: Grape juice is a processed product, whereas grape is an agricultural produce.

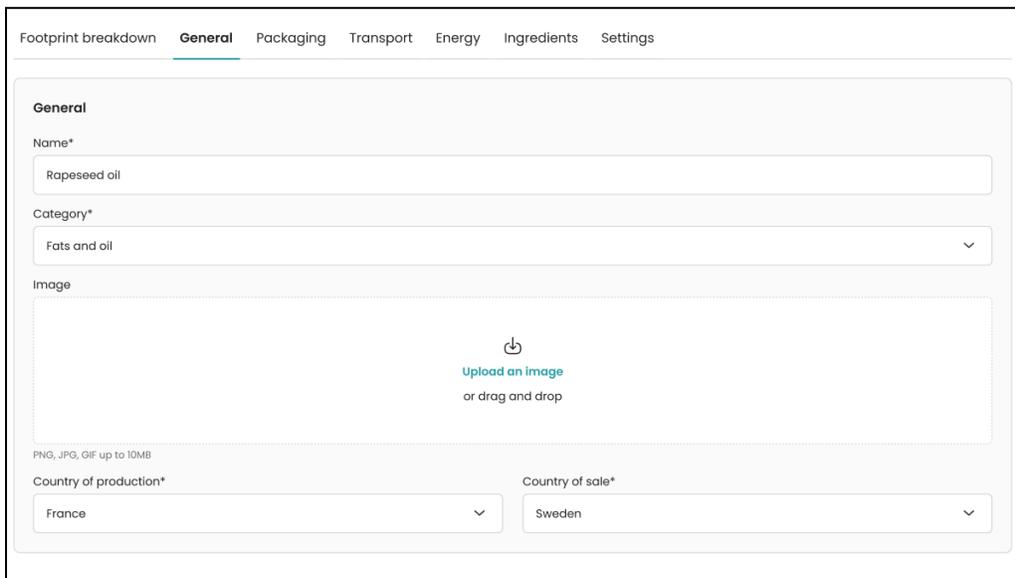
**Name:** Name of the product.

**Category:** In which category it belongs to? For example, if you sell red wine then it belongs to a category of "Wine".

**Image:** Upload your product's image (*optional*).

**Country of production:** In which country it is produced.

**Country of sale:** In which country it is sold.



The screenshot shows a web interface for product management. At the top, there is a navigation bar with tabs: "Footprint breakdown", "General" (selected), "Packaging", "Transport", "Energy", "Ingredients", and "Settings". Below the navigation bar is a form titled "General". The form contains the following fields:

- Name\***: A text input field containing "Rapeseed oil".
- Category\***: A dropdown menu with "Fats and oil" selected.
- Image**: A large dashed box for image upload. It contains a central icon of a cloud with a downward arrow, the text "Upload an image", and "or drag and drop" below it. Below the box, it specifies "PNG, JPG, GIF up to 10MB".
- Country of production\***: A dropdown menu with "France" selected.
- Country of sale\***: A dropdown menu with "Sweden" selected.

## Agricultural produce

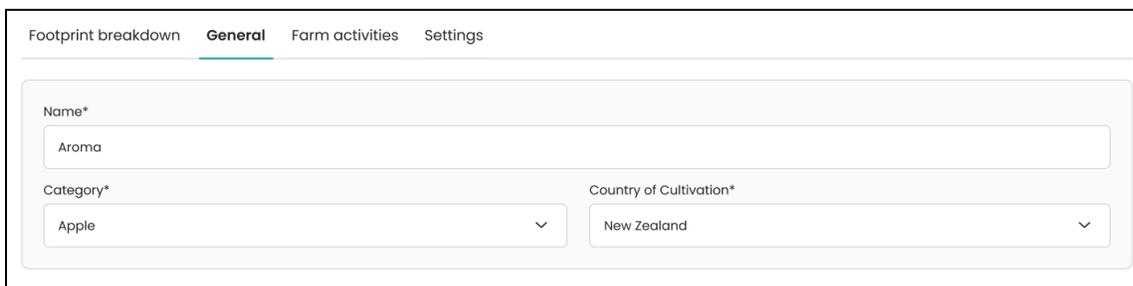
When you select a product that is at the farm level (i.e., an agricultural produce), mostly relevant if you are a **Grower**, below information is shown.

For example: Grape juice is a processed product, whereas grape is an agricultural produce.

**Name:** Name of your agricultural produce.

**Category:** In which category it belongs to.

**Country of cultivation:** In which country it is cultivated or grown.



The screenshot shows a web interface with a navigation bar at the top containing 'Footprint breakdown', 'General', 'Farm activities', and 'Settings'. The 'General' tab is selected and underlined. Below the navigation bar is a form with three fields: 'Name\*' with the value 'Aroma', 'Category\*' with the value 'Apple', and 'Country of Cultivation\*' with the value 'New Zealand'. Each field has a dropdown arrow on the right side.

## 4.3 Packaging

This section lets you review and update activity data on packaging used in the product.

### **General (sub-section):**

**Country of packaging:** Country where the product is packaged.

For example, if you are a wine producer and you bottled your wine in Germany then this field should be Germany.

**Content per full package:** How much product you put into the package.

For example, 0.75 Kg of wine is put into the bottle.

### Packaging material (sub-section):

Add information about one or multiple packaging materials that's been used to package the product.

**Name:** A name you would like to refer to this material.

**Type:** What type of packaging material is being used.

**Weight per package:** What is the weight of this packaging material used in the package.

For example, how much glass is being used to make 0.25 Kg of glass bottle.

**Country of purchase:** From which country this packaging material is purchased.

**Note:** If you are an **Importer**, likely you may not have accurate information about a product's packaging. You could invite your supplier (e.g., a wine producer) to input the packaging data.

The screenshot shows a software interface with a navigation bar at the top containing the following tabs: Footprint breakdown, General, Packaging (highlighted), Transport, Energy, Ingredients, and Settings. Below the navigation bar, there are two main sections:

- General:** This section contains two input fields. The first is 'Country of packaging' with a dropdown menu showing 'Default value'. The second is 'Content per full package' with a dropdown menu showing 'Default value' and a unit selector 'Kg'.
- Packaging material:** This section is titled 'Packaging material' and includes the instruction 'Provide information about the packaging used for this product.' It contains four input fields: 'Name' (text input with placeholder 'Type here...'), 'Type' (dropdown menu with placeholder 'Search or Select'), 'Weight per package' (text input with placeholder 'Type here...' and a unit selector 'kg/product'), and 'Country of purchase' (dropdown menu with placeholder 'Search or Select'). A trash icon is located to the right of the 'Country of purchase' field. At the bottom of this section is a button labeled '+ Add material'.

## 4.4 Transport

This section lets you modify activity data for transporting the product.

**Country of production:** Country where the product is produced. This is pre-filled by the platform, and can't be editable.

**Country of sale:** Country where the product is sold. This is pre-filled by the platform, and can't be editable.

### Transport routes (sub-section):

This section lets you add one or more routes that have been used to transport the product from the country of production to the country of sale.

**Note:** *In order to accurately reflect the emissions from transportation, it is crucial to include all transport routes utilised from the country of production up until the country of sale when adding transport routes to the product. Omitting routes will result in an inaccurate product footprint.*

**From:** Source country.

**To:** Destination country.

**Mode of transport:** What is the mode of transport?

**Distance:** How many Kilometers it's been transported in this specific route.

**Refrigerated:** During transport if the product has been transported in a refrigerated environment.

The screenshot shows a web interface for managing product transport data. At the top, there is a navigation bar with tabs: 'Footprint breakdown', 'General', 'Packaging', 'Transport' (which is active), 'Energy', 'Ingredients', and 'Settings'. Below the navigation bar, the 'General' section contains two dropdown menus: 'Country of production' (set to 'Switzerland') and 'Country of sale' (set to 'France'). The 'Transport routes' section follows, with a sub-header and a paragraph explaining that the PCF from transport is calculated based on country of production and sale, and that users can add specific routes. Below this, there are four input fields: 'From' (Search or Select), 'To' (Search or Select), 'Mode of transport' (Search or Select), and 'Distance' (Search or Select, with a 'km' unit selector and a trash icon). A 'Refrigerated' checkbox is also present. At the bottom of the section is a '+ Add Route' button.

## 4.5 Energy

This section lets you contribute activity data for energy consumed during the production of the product.

**Country of production:** In which country this product is produced.

**Energy type:** What type of energy is being consumed. Select the checkbox if the energy consumed is renewable electricity.

**Amount used:** How much energy is being consumed per each kilogram of the product.

Footprint breakdown   General   Packaging   Transport   **Energy**   Ingredients   Settings

---

**General**

Country of production

Switzerland ▼

**Energy**

By default, the PCF from energy is calculated based on county of production. If you know the specific information about energy used in the production of this product, please add it below. This will replace the default estimations. You can add as many energy types as needed.

Energy type Amount used

Select 12,30 kWh/kg of output 🗑️

Renewable electricity

[+ Add energy](#)

## 4.6 Ingredients

This section lets you review and update information about the ingredients (your purchased products) used to produce this product.

The toggle button at the top lets you choose from the following options:

1. When you buy the same product as you sell, toggle it ON.
2. When you use purchased products as ingredients to make the final product, toggle it OFF (*default is OFF*).

### Option 1

Upon selecting this option, the product gets added to the **Purchased Products** page.

Footprint breakdown General Packaging Transport Energy **Ingredients** Settings

Our organisation does not add ingredients to this product. We buy it like we sell it.

**Add ingredient**  
Adding an ingredient to the product will unlock the ability to add a supplier for it. The supplier will get an invite to enter primary data for said ingredient.

Ingredient Amount

Select from library  kg input per kg output

+ Add ingredient

[product name] has been added to you list of Purchased Goods. Invite a supplier for it.

Cancel Save

You can then invite your supplier to enter information about the ingredient by clicking the “Invite a supplier” link, and following the steps as outlined under the “Invite a Supplier” section in this document.

< Purchased Products

 <b>Sugar</b> sugar cane	Italy ID	<b>1.19</b> kg CO <sub>2</sub> e/kg
--------------------------------------------------------------------------------------------------------------	-------------	----------------------------------------

Footprint breakdown   General   **Suppliers**   Transport   Energy   Settings

**Supplier details**  
Invite a supplier to add primary data for [name of product ].

Supplier name

Nordic Sugar AB

Cancel   Save and Invite

## Option 2

Upon selecting this option, the platform lets you add one or more ingredients.

Step 1: To add an ingredient, select the “Add ingredient” button.

Footprint breakdown General Packaging Transport Energy **Ingredients** Settings

Our organisation does not add ingredients to this product. We buy it like we sell it.

### Add ingredient

Adding an ingredient to the product will unlock the ability to add a supplier for it. The supplier will get an invite to enter primary data for said ingredient.

Ingredient  Amount

[+ Add ingredient](#)

Step 2: Choose an ingredient from the list in the pop-up window. This list only contains ingredients that have already been added to the **Purchased Products** page.

Step 3: If the ingredient is not available, add it to your list of ingredients or purchased products by selecting “Add a new ingredient”.

### Select an ingredient

All items from the list of Purchased products can be added as ingredients.

	<b>Product name</b> Category	Country of production ID	<b>0.00</b> kg CO <sub>2</sub> e/kg
	<b>Product name</b> Category	Country of production ID	<b>0.00</b> kg CO <sub>2</sub> e/kg
	<b>Product name</b> Category	Country of production ID	<b>0.00</b> kg CO <sub>2</sub> e/kg

[+ Add new ingredient](#)

Step 4: Once you select the ingredient, then input how much of that ingredient (in Kg) is used to make the final product.

If you have more than one ingredient then repeat the above steps.

**Note:** The total weight of all ingredients must be 1 Kg or greater.

Step 5: Click "Save" to save your changes. You will then be directed to invite the suppliers of those specific ingredients under Purchased Products to add primary data/information about them.

Footprint breakdown   General   Packaging   Transport   Energy   **Ingredients**   Settings

Our organisation does not add ingredients to this product. We buy it like we sell it.

**Add ingredient**  
Adding an ingredient to the product will unlock the ability to add a supplier for it. The supplier will get an invite to enter primary data for said ingredient.

Ingredient:  Amount:  kg input per kg output

[+ Add ingredient](#)

3 ingredients have been added to you list of Purchased Goods. [Go there to invite suppliers.](#)

[Cancel](#) [Save](#)

## 4.7 Farm activities

When you select a product that is at the farm level (i.e., an agricultural produce), mostly relevant if you are a **Grower**, then this section is shown by the platform.

In this section you contribute farm-level activity data for your agricultural produce.

Overview   Footprint breakdown   **Farm activities**   Settings

---

### Product specification

Yield	Pre-set value: 14,62	Diesel usage for machinery	Pre-set value: 38,92
<input type="text" value="14,62"/>	t/ha/yr	<input type="text" value="38,92"/>	L/ha/yr

Enter average for the past 3 years

---

### Irrigation

Diesel usage for irrigation	Pre-set value: 15,76	Electricity usage for irrigation	Pre-set value: 0,00
<input type="text" value="12,00"/>	L/ha/yr	<input type="text" value="0,00"/>	kWh/ha/yr

---

### Fertilizers

Fill in the fields directly or add a specific fertilizer below to update the nutrient values automatically.

Mineral nitrogen	Pre-set value: 38,10	Organic nitrogen	Pre-set value: 17,33
<input type="text" value="38,10"/>	kg N/ha/yr	<input type="text" value="17,33"/>	kg N/ha/yr
Potassium	Pre-set value: 75,68	Phosphorus	Pre-set value: 33,61
<input type="text" value="75,68"/>	kg N/ha/yr	<input type="text" value="33,61"/>	kg N/ha/yr

[+ Add fertilizer](#)

---

### Pesticides

Fill in the field below directly or add a specific pesticide to update it automatically.

Active substance (AS)	Preset value: 30,10
<input type="text" value="30,10"/>	kg AS/ha/yr

[+ Add pesticide](#)

---

### pH modifiers

Limestone	Pre-set value: 0,00	Dolomite	Pre-set value: 0,00
<input type="text" value="3,00"/>	kg/ha/yr	<input type="text" value="7,10"/>	kg/ha/yr

## 4.8 Settings

This section lets you update organisations with whom you wish to share your product's footprint alongside activity data.

**Note:** *The platform will share activity data connected to your product only. Your product recipe will NOT be shared.*

By selecting the checkbox, your footprint data will be publicly available on the CarbonCloud's ClimateHub website. This eliminates the need to manually add each organisation with whom you wish to share your data.

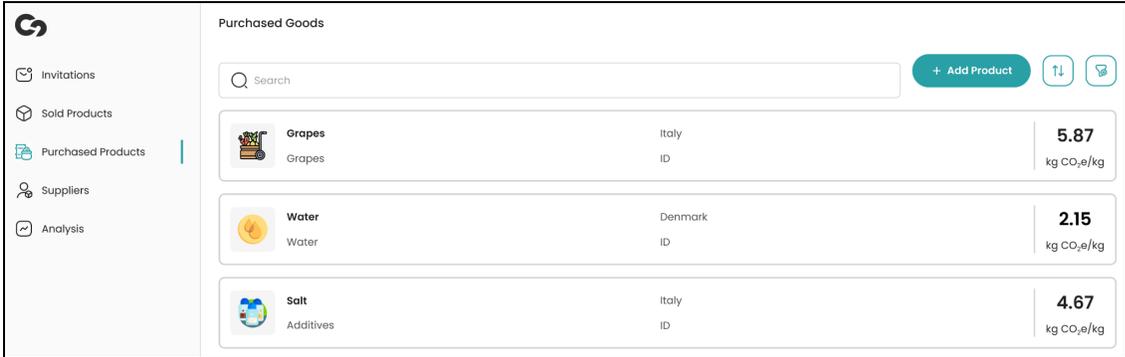
The screenshot displays the 'Share settings' section of a user interface. At the top, there are navigation tabs: 'Footprint breakdown', 'General', 'Farm activities', and 'Settings'. Below these, the 'Share settings' section is titled and includes the instruction 'Share your input data with other organisations on the platform.' A search bar labeled 'Search for Organization' is present. Underneath, the 'Sharing recipients:' section shows two entries, each labeled 'Acme AB' with a lock icon. At the bottom, there is a checked checkbox next to the text 'Share this product's footprint in CarbonCloud's public library: [The Climate Hub](#)'.

# 5. Contribute activity data for a product you purchase

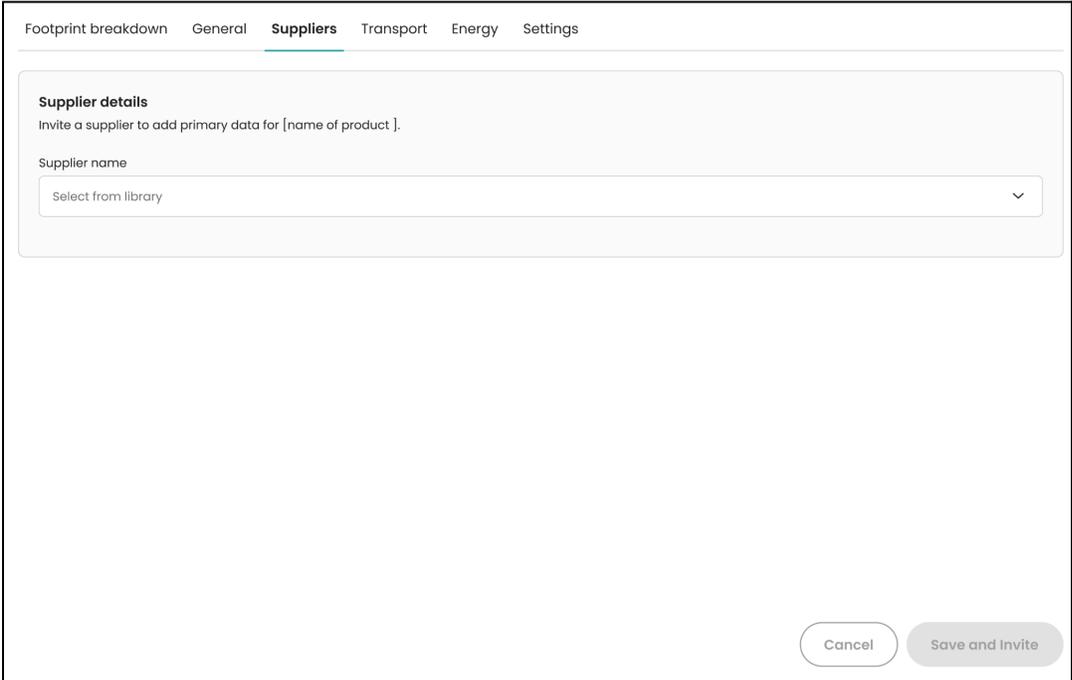
The platform lets you invite suppliers to contribute activity data for products that you purchase from them.

## 5.1 Invite a supplier

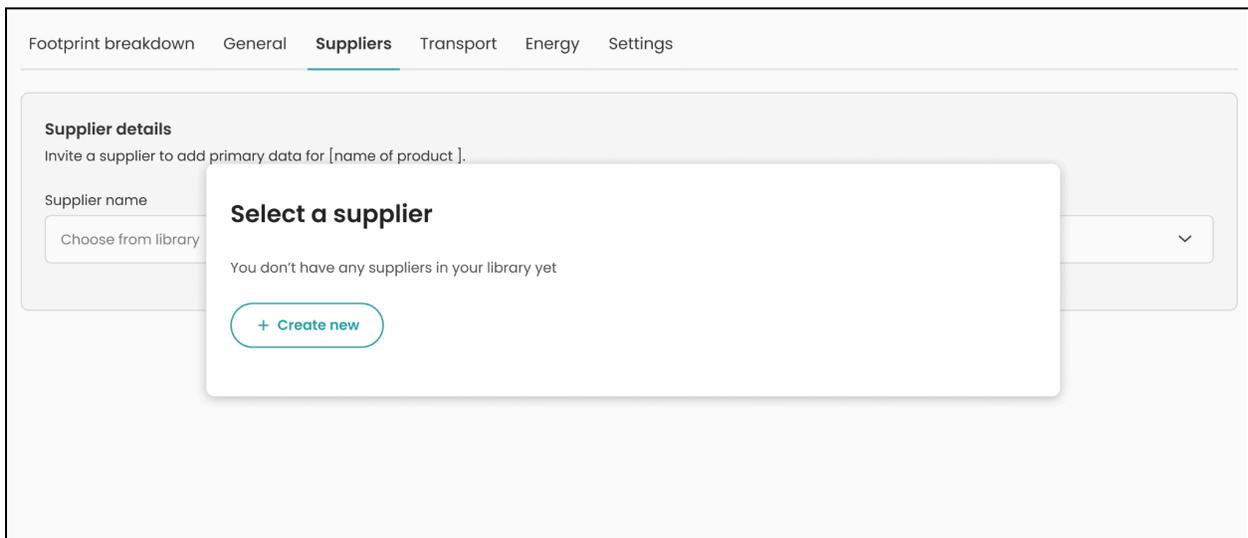
Step 1: Go to the **Purchased Products** page, search and find the product.



Step 2: Select the product, and go to the "Suppliers" section.



Step 3: Select an existing supplier from the list, otherwise you can add a new supplier to your suppliers list. Refer to [5.2 Add a supplier](#) section.



Step 4: Once you update the supplier, click “Save and invite” to send an invitation to them.

Step 5: After accepting the product invitation, your supplier can start contributing activity data for the product they sell to you.

Details on how to accept an invitation are in the [3.2 Manage invitations](#) section, and instructions for contributing data are in the [4. Contribute activity data for a product you sell](#) section.

# 5.2 Add a supplier

To add a new supplier to your list of suppliers, follow these steps.

Step 1: Go to the **Suppliers** page, click on the "Add supplier" button.



Step 2: Enter the supplier name and one or more contact persons' details to create a new supplier.

