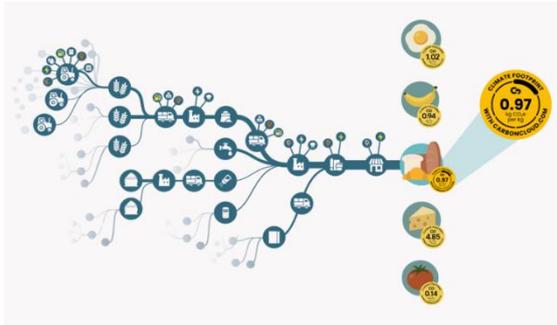


If you want to invite multiple suppliers to CarbonCloud to contribute climate data for your product - here's how.

Build a network around your product's carbon footprint!

CarbonCloud is a network platform for product carbon footprinting.



Systembolaget invite their suppliers to the platform, who in turn invite theirs, and so on. Step by step, the network is expanded, with each party contributing data for their activities. Together, the network builds a complete carbon footprint for the product.

What is this instruction about?

This instruction is aimed at those who need to invite several suppliers for the same product. It can be applied for all types of products. The logic of the platform is that you need to have one “ingredient” for each supplier. This applies even if you buy the same product from different suppliers.

Example:

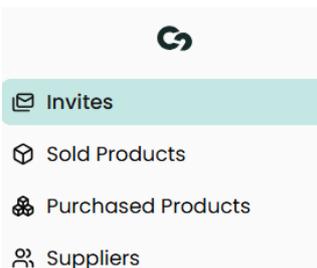
- *A producer makes a finished wine Red Wine 3l Box.*
- *To produce the finished wine, they purchase bulk wine from four different suppliers.*
- *They therefore need to invite the four suppliers to the platform.*

In our example, the producer of the boxed wine needs to create four ingredients, one for each wine they buy. They then link their suppliers to each ingredient and invite them. The ingredients are then linked to the final product, the finished wine.

Here's how it works step by step:

1. Accept the invitation for your product
2. Check the information about the product
3. Register the ingredients/products you are purchasing
4. Register suppliers and contact people
5. Link the ingredients to the final product
6. Link the suppliers to the respective ingredient/product and send the invitation

Step 1 - Accept the invitation for your product!



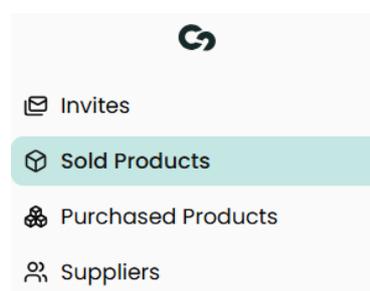
You have received an invitation to contribute climate data for one or more products you produce. The invitations can be found under “*Invites*”.

When you accept a product, it is automatically moved from ‘*Invites*’ to ‘*Sold Products*’.

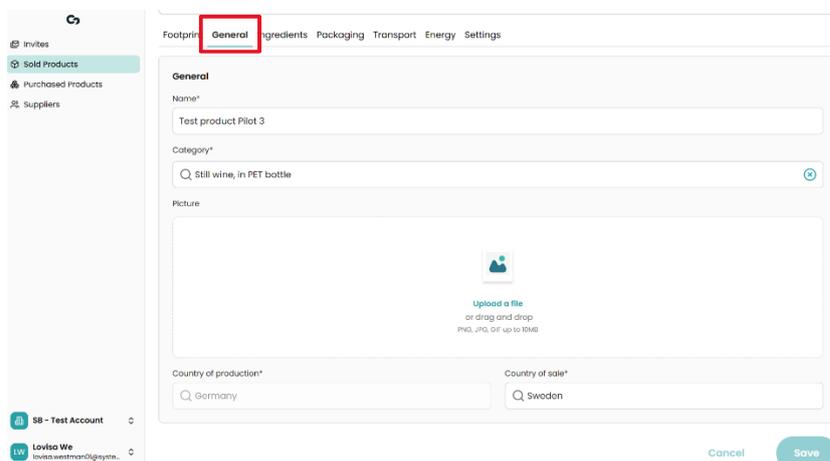
Step 2 - Check the information on the product!

In the “*Sold Products*” area, you will find the products for which you accepted an invitation.

Now it's time to review the information already registered for your product. Select the relevant product in the list under “*Sold Products*”.



Under the tab “*General*” you will find:

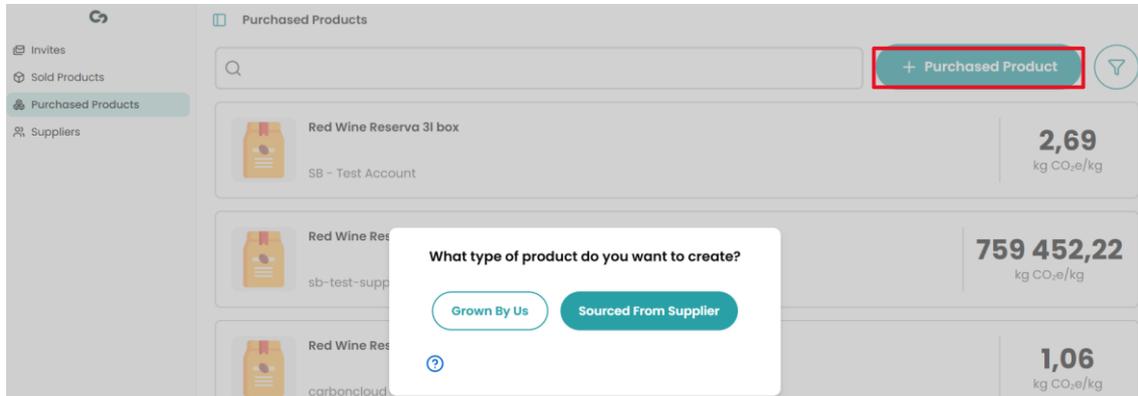


- Product name
- Product category
- Country of production and sale

Please check that the information is correct. Feel free to upload a picture of the product.

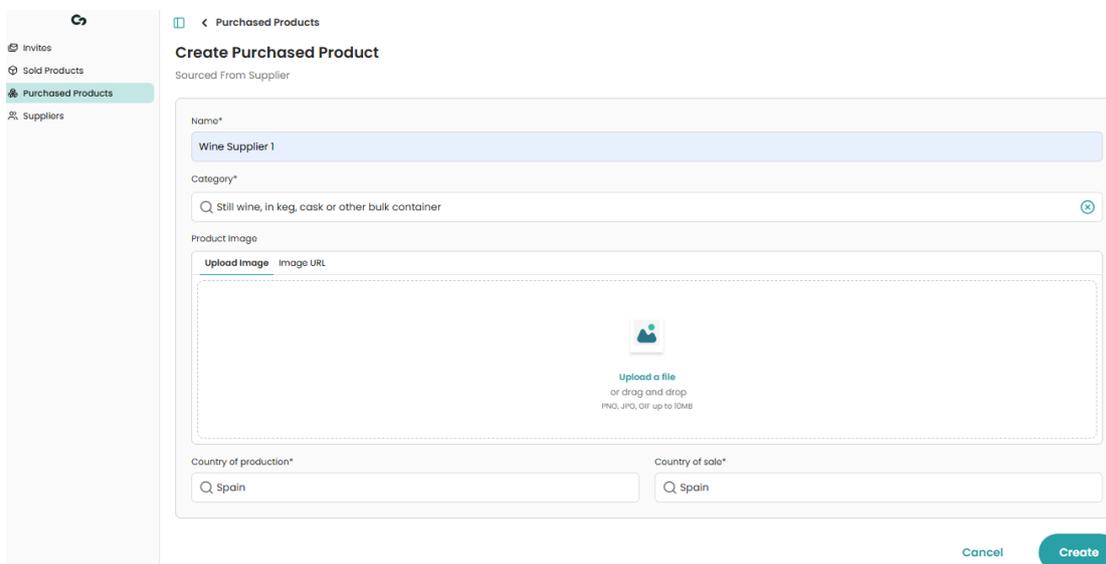
Step 3 - Register ingredients/products you purchase

Go to the “*Purchased Products*” area. Register the ingredients/products that make up the beverage.



When you have selected “*Sourced From Supplier*”, you will see the option “*Create Purchased Product*”. There you register:

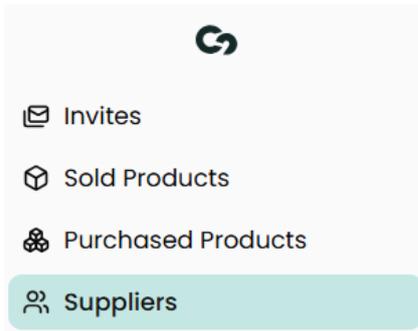
- the name of the ingredient/product
- the category to which the ingredient/product belongs
- where it is produced and where it is sold
- Select “*Create*” to create the ingredient/product



The principle of the platform is that an ingredient can only have one supplier linked to it. Therefore, repeat step three for each ingredient/product you purchase.

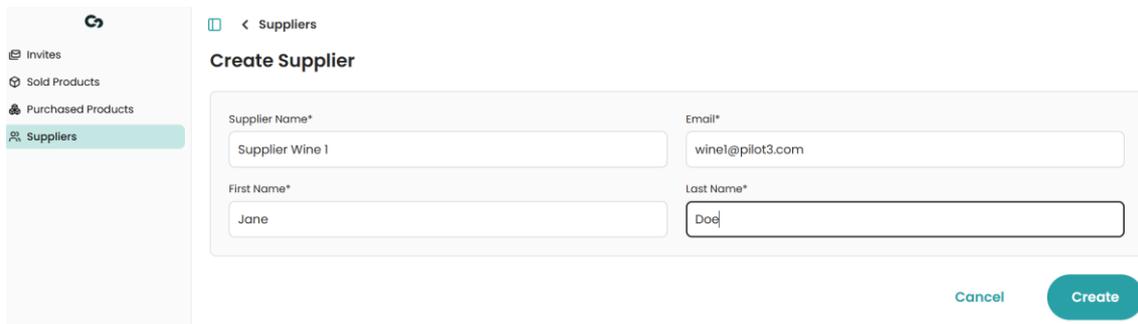
In our example, the product is made from four bulk wines. We therefore need to create four different bulk wines in order to invite the different producers of each wine.

Step 4 - register suppliers and contact details



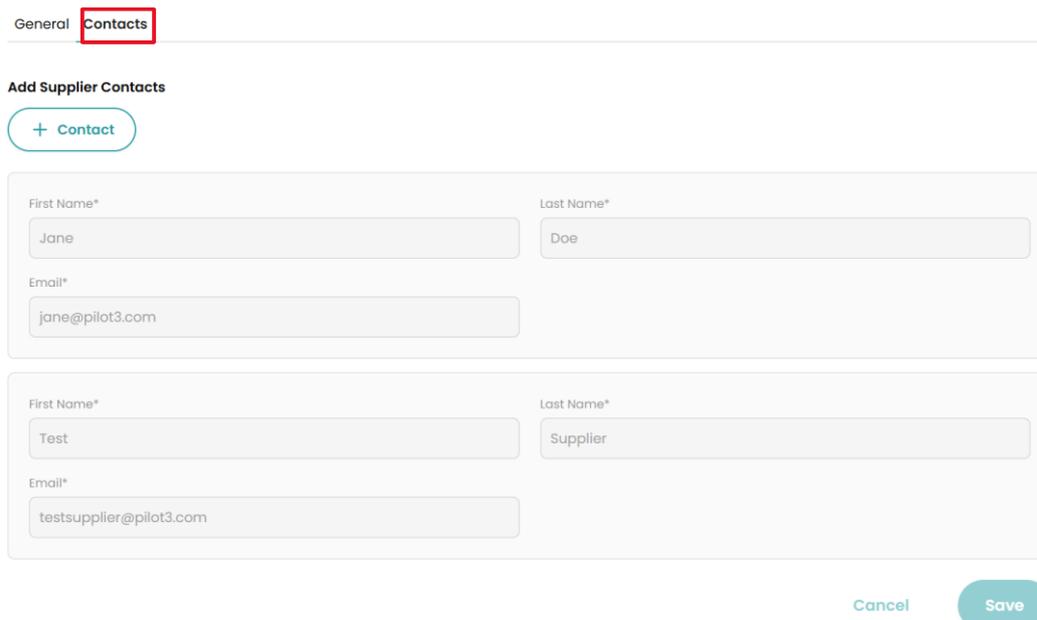
Contact the suppliers of your ingredients/products. Ask for the contact details of the person(s) to be invited to contribute data on how the beverage is produced.

Go to the “*Suppliers*” area. Enter the name of the supplier and a contact person.



A screenshot of the 'Create Supplier' form. The left sidebar shows the 'Suppliers' menu item highlighted. The main form has the following fields: 'Supplier Name*' (filled with 'Supplier Wine 1'), 'Email*' (filled with 'wine1@pilot3.com'), 'First Name*' (filled with 'Jane'), and 'Last Name*' (filled with 'Doe'). At the bottom right, there are 'Cancel' and 'Create' buttons.

In the “*Contacts*” tab, you can add additional contact persons at the supplier if necessary.



A screenshot of the 'Add Supplier Contacts' form. The 'Contacts' tab is selected and highlighted with a red box. Below the 'Add Supplier Contacts' header is a '+ Contact' button. The form contains two identical contact entry sections. The first section has 'First Name*' (Jane), 'Last Name*' (Doe), and 'Email*' (jane@pilot3.com). The second section has 'First Name*' (Test), 'Last Name*' (Supplier), and 'Email*' (testsupplier@pilot3.com). At the bottom right, there are 'Cancel' and 'Save' buttons.

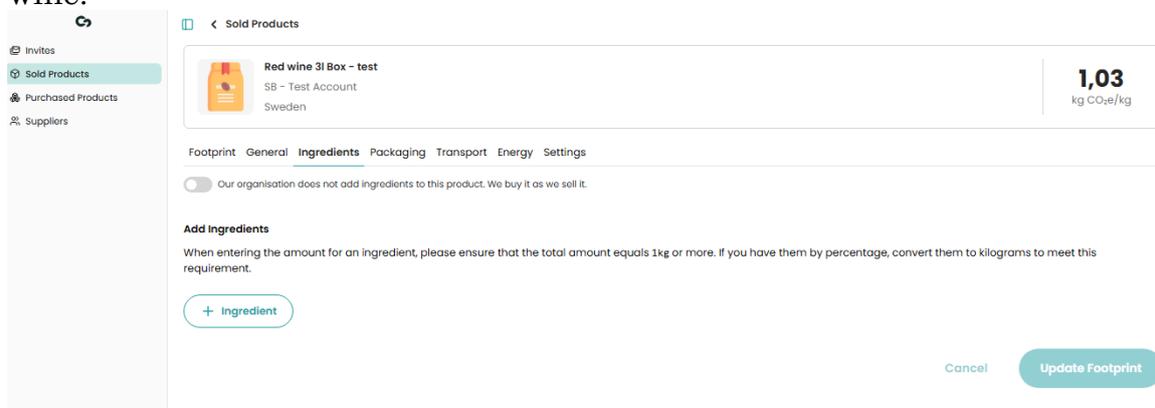
Repeat this step until you have added all the suppliers from which you source ingredients/products to your product.

In our example, the product consisted of four bulk wines purchased from four different suppliers. We therefore register four different suppliers and their contact persons.

Now you have created the product's ingredients and the suppliers from which you buy them. In the next steps, you will link this together.

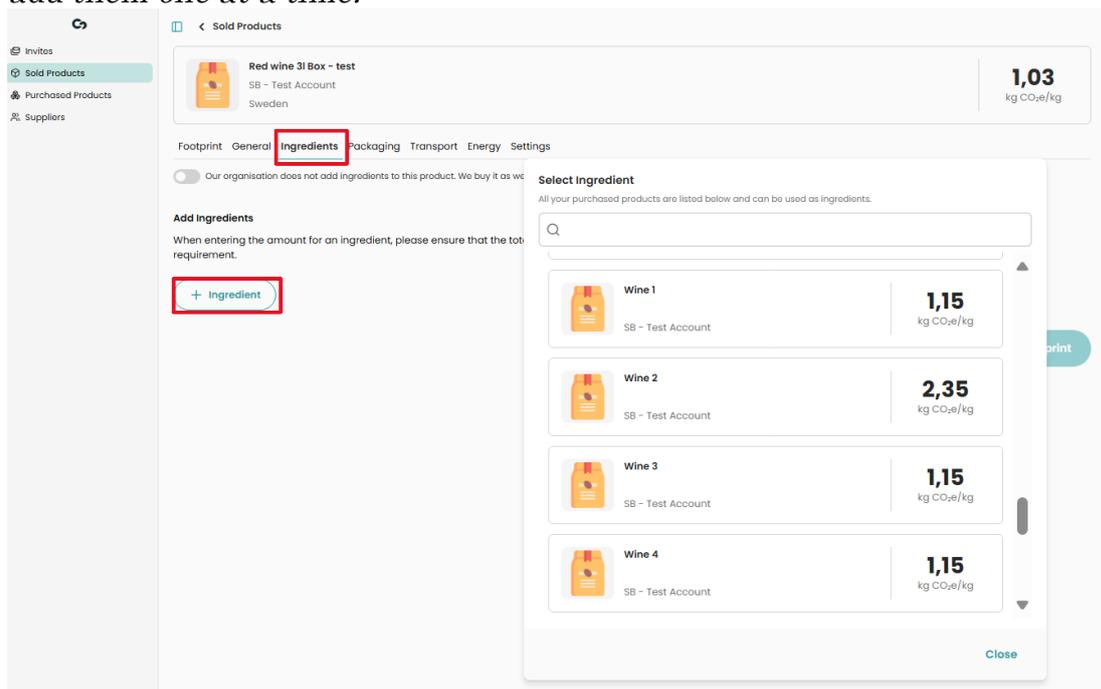
Step 5 - Linking the ingredients to the final product

Go to the “Sold Products” area. Find your product, in our example, a boxed wine.

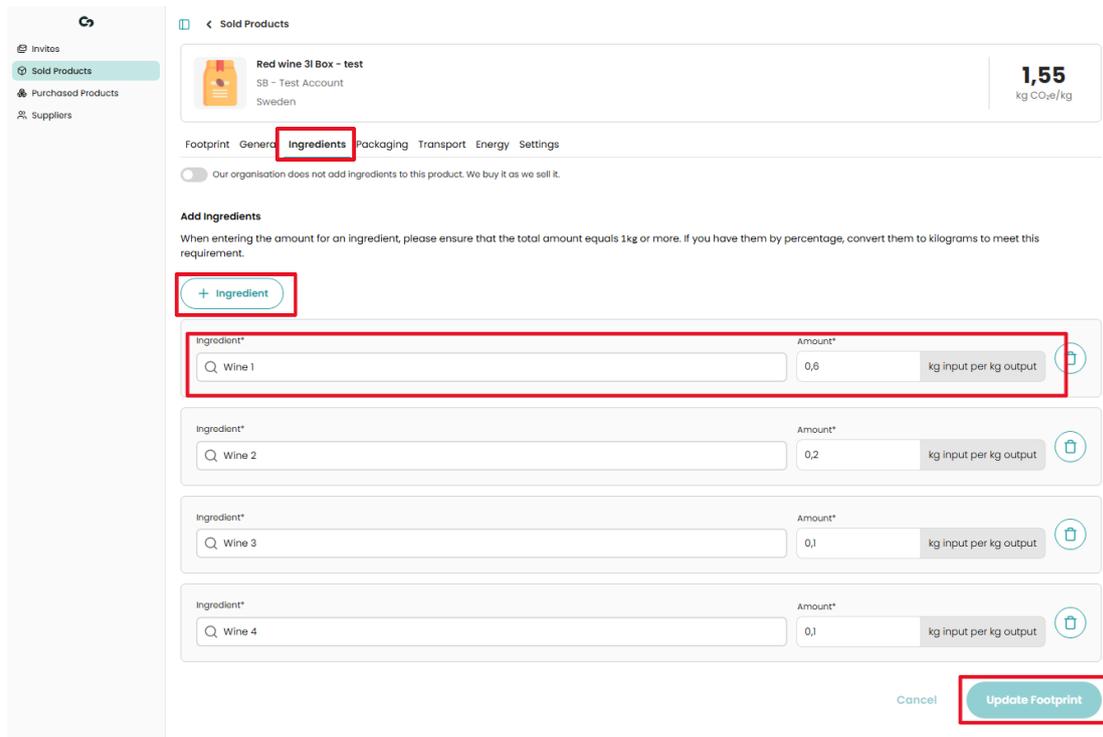


On the “*Ingredients*” tab, select the ingredients you created.

In our example, we'll look up the four bulk wines we created in step 3 and add them one at a time.



Add an ingredient and the amount used in kg input per kg output. “*Update Footprint*”. Repeat until all ingredients you buy for your product are linked to the product. *In our example we had four bulkwines.*



Invites
Sold Products
Purchased Products
Suppliers

Sold Products

Red wine 3l Box - test
SB - Test Account
Sweden

1,55
kg CO₂e/kg

Footprint General **Ingredients** Packaging Transport Energy Settings

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

Add Ingredients
When entering the amount for an ingredient, please ensure that the total amount equals 1kg or more. If you have them by percentage, convert them to kilograms to meet this requirement.

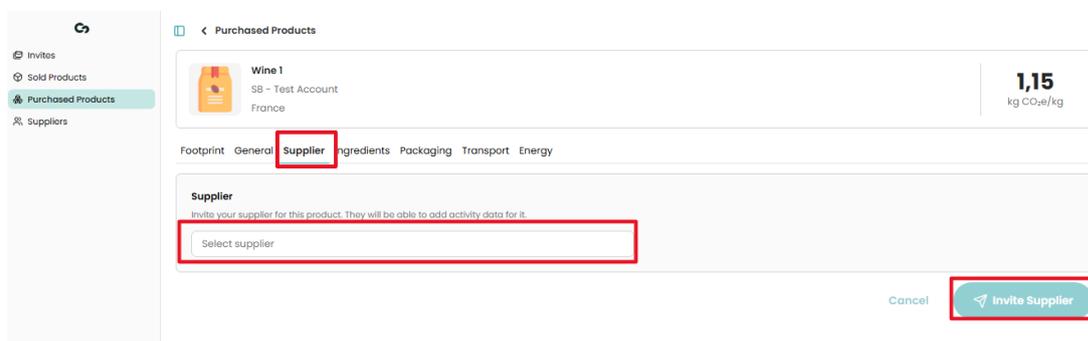
+ Ingredient

Ingredient*	Amount*	Unit
Wine 1	0,6	kg input per kg output
Wine 2	0,2	kg input per kg output
Wine 3	0,1	kg input per kg output
Wine 4	0,1	kg input per kg output

Cancel **Update Footprint**

Step 6 - Connect the suppliers with the respective ingredient/product and send the invitation

Go to the “*Purchased Products*” area and look up the first of your registered ingredients/products. On the selected ingredient, in the “*Supplier*” tab, you can search for the supplier you previously registered and select it to “*Invite Supplier*”.



Invites
Sold Products
Purchased Products
Suppliers

Purchased Products

Wine 1
SB - Test Account
France

1,15
kg CO₂e/kg

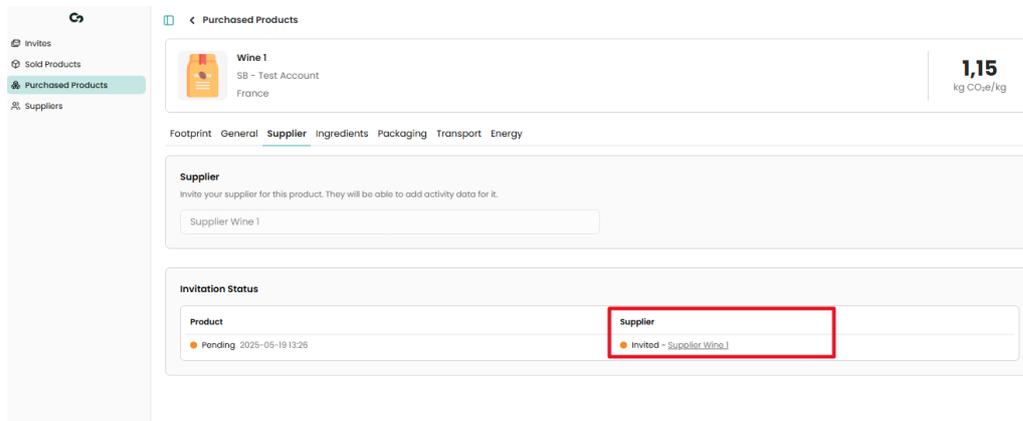
Footprint General **Supplier** Ingredients Packaging Transport Energy

Supplier
Invite your supplier for this product. They will be able to add activity data for it.

Select supplier

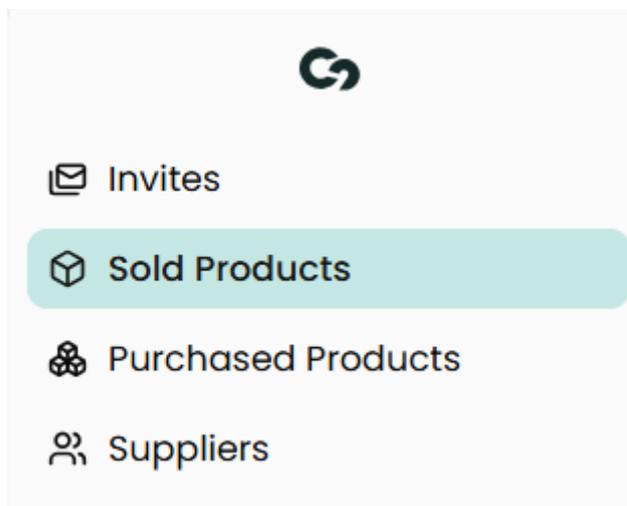
Cancel **Invite Supplier**

Once the invitation has been sent, you can follow the status of the supplier's response either directly on the ingredient you are buying or in the supplier register under “*Suppliers*”.



Summary

Using these instructions, you have created ingredients and the suppliers you buy them from and linked them to the product you sell.



Over time, under:

Sold Products you will get a record of your products

Purchased products get a record of your ingredients

Suppliers get a record of who you buy your ingredients from.

If you use the same ingredient from the same supplier in another product, you do not need to create it again. So, you can reuse an ingredient in several products provided it is from the same supplier.