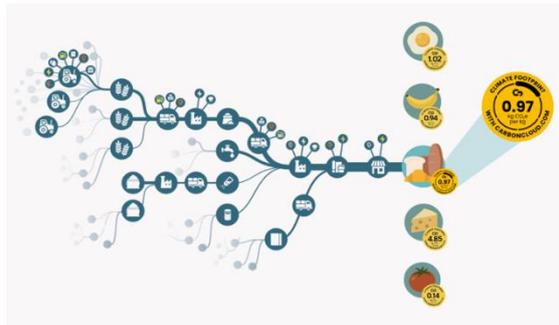


If you are buying a finished product to sell to Systembolaget - How to get started in CarbonCloud.

Build a network around your product's carbon footprint!

CarbonCloud is a network platform for product carbon footprinting. Systembolaget invites its suppliers to join the platform.



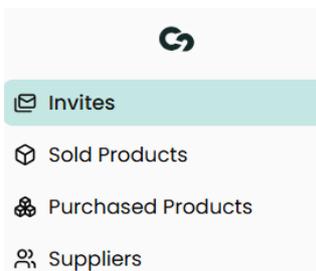
You invite the party you buy the drink from. They contribute data for their activities and in turn invite the parties they buy from. Together, the network builds a complete carbon footprint for the product.

In these instructions, we show you how to accept an invitation for a finished product as a supplier to Systembolaget and invite the person you are buying the drink from - for example, the producer of the drink or a bottling plant.

Here is how it works step by step:

1. accept your product
2. review the product
3. create the content for the product
4. add the producer and contact persons
5. send the invitation to the producer

Step 1 - Accept your products!



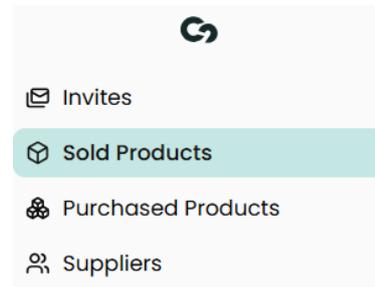
As a supplier, you will receive an invitation for one or more products that you sell to Systembolaget. They can be found under “*Invites*”.

Go through the invitations and accept your products. Accepted products are automatically moved from “*Invites*” to “*Sold products*”.

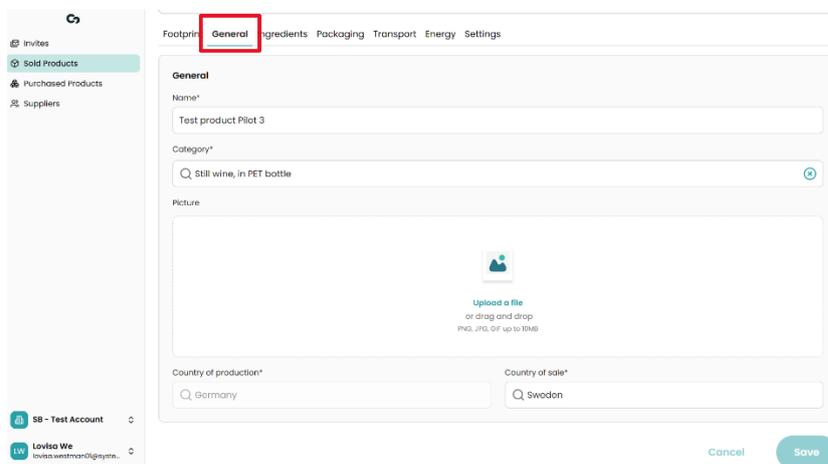
Step 2 - Review your product!

In the “*Sold Products*” area, you will find the products you sell to Systembolaget for which you have accepted an invitation to contribute climate data.

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



Under the “*General*” tab of the selected product you will find:

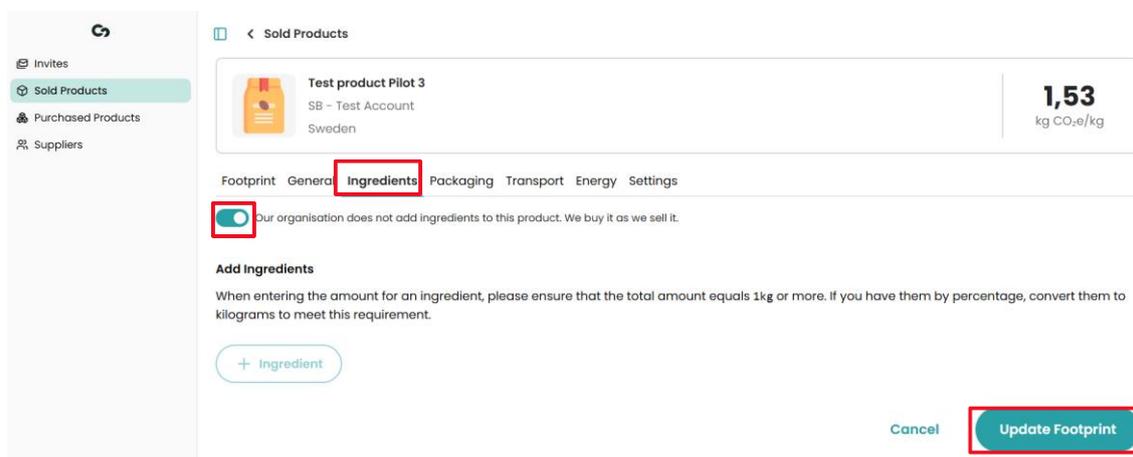


- Product name
- Product category
- Country of production and sale

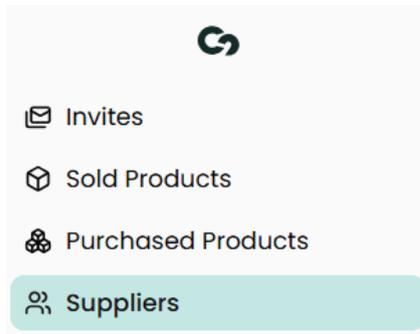
Please check that the information is correct. Feel free to upload a picture of the product.

Step 3 - Create content in the product you are buying

Under the “*Sold Products*” area, go to the “*Ingredients*” tab. Select “*Our organisation does not add ingredients to this product. We buy it as we sell it*” and “*Update Footprint*”. Now a copy of the product is automatically created under the “*Purchased Products*” area.

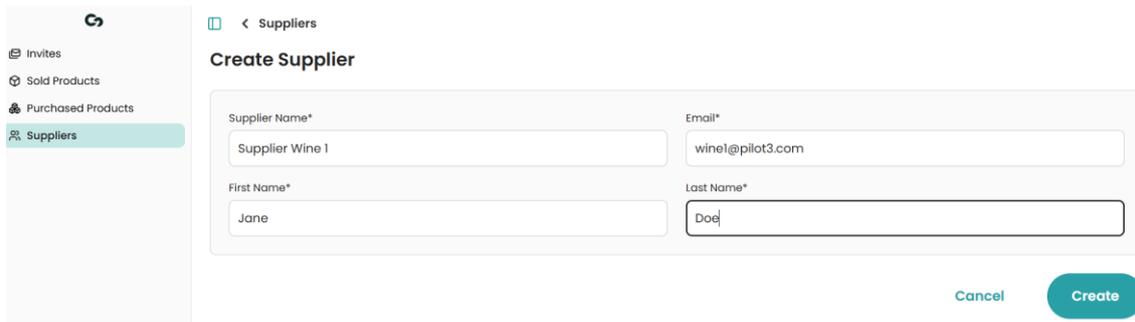


Step 4 - Add the producer and contact persons



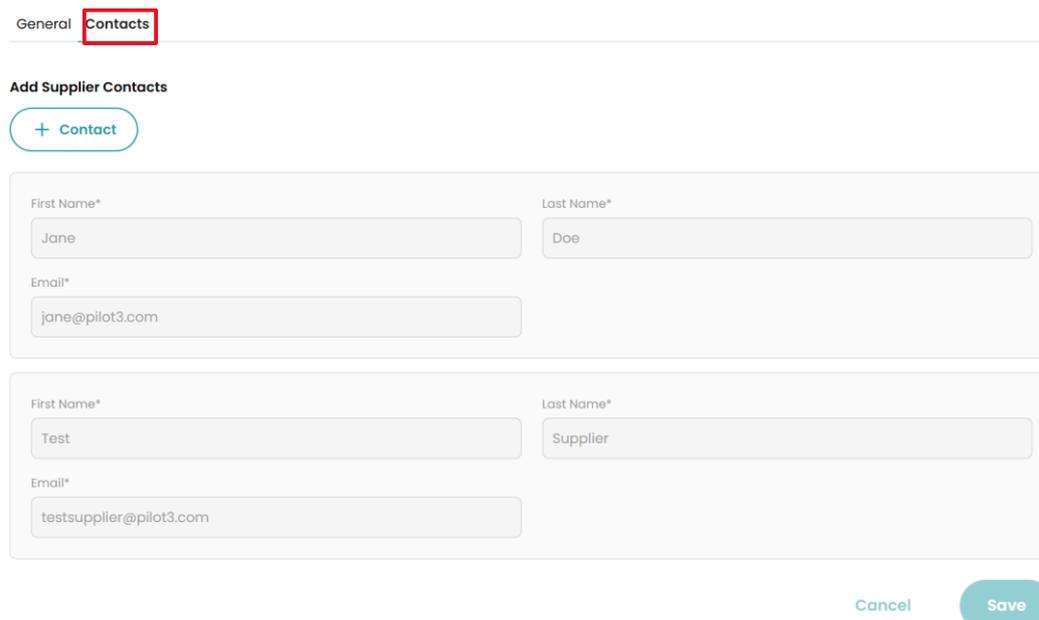
Contact your producer or the operator you want to invite next. Ask for the contact details of the person(s) to be invited to contribute data on how the drink is produced.

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



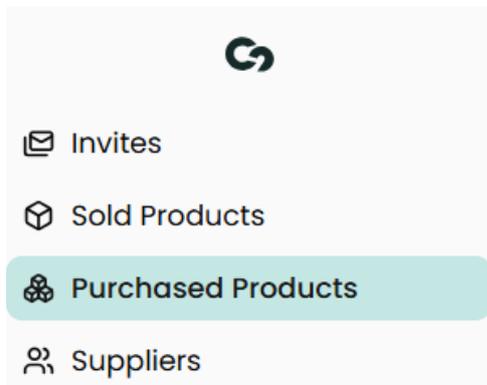
A screenshot of the 'Create Supplier' form. On the left is a navigation menu with 'Suppliers' selected. The main form area has a title 'Create Supplier' and a back arrow. It contains four input fields: 'Supplier Name*' (with 'Supplier Wine 1'), 'Email*' (with 'wine1@pilot3.com'), 'First Name*' (with 'Jane'), and 'Last Name*' (with 'Doe'). At the bottom right are 'Cancel' and 'Create' buttons.

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



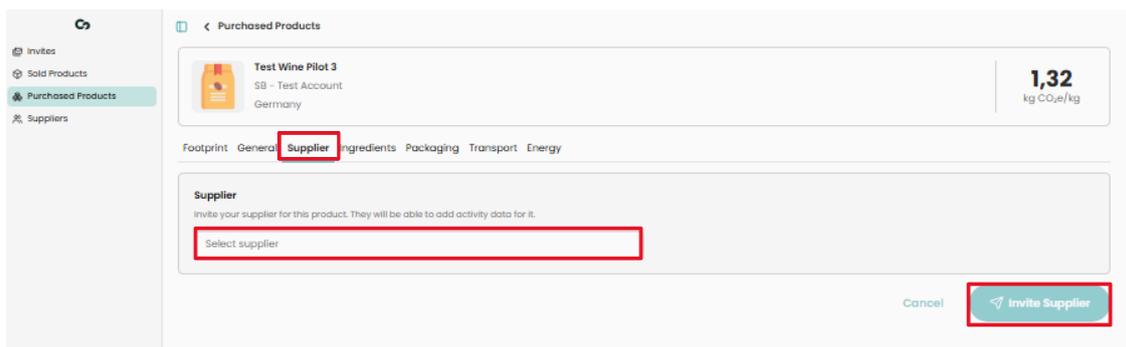
A screenshot of the 'Contacts' tab for a supplier. At the top, 'General' and 'Contacts' are shown, with 'Contacts' highlighted in a red box. Below is the section 'Add Supplier Contacts' with a '+ Contact' button. There are two contact form entries. The first entry has 'First Name*' (Jane), 'Last Name*' (Doe), and 'Email*' (jane@pilot3.com). The second entry has 'First Name*' (Test), 'Last Name*' (Supplier), and 'Email*' (testsupplier@pilot3.com). At the bottom right are 'Cancel' and 'Save' buttons.

Step 5 Invite the producer and their contact persons



In the “*Purchased Products*” area, you should now link the product to the supplier who will provide the data.

Go to the “*Supplier*” tab - in the supplier field you will see the list of suppliers you previously registered. Select the relevant supplier and “*Invite Supplier*”. The invitation will now go out to the contact persons you have registered.



The status will now change to “*Pending*”. Once the supplier you have invited has received their invitation, logged into the platform and accepted the invitation, the status will change to “*Accepted*”. The supplier can now contribute their data for the product.

