

# GWP- Supplier Response

How set up the RFI and PPR response



The image shows two screenshots of the WeBUY web application interface. The top screenshot shows the 'Sourcing' menu with 'RFIs' selected, and a sub-menu with 'My RFIs' highlighted. A blue circle with the number '1' is placed over 'My RFIs'. The bottom screenshot shows the 'Procurement Process' menu with 'My Procurement Process' selected, and a sub-menu with 'Procurement Process Open to All Suppliers' highlighted. A blue circle with the number '2' is placed over 'Procurement Process Open to All Suppliers'. Both screenshots show a sidebar with various navigation options and a main dashboard area with a table of RFIs or PPRs.

ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON
	MERV01_CA	10/03/2022
	Maintenance on stands for electric vehicle recharging - CANADA	

- 1 To access within an RFI select the Sourcing module, RFI > RFI list
- 2 To access within a PPR select the Sourcing module, Procurement Process > My Procurement Process

Within the two sections, research the RFI or PPR of interest to which reply.

The activities to perform, to complete the GWP form, in both cases (whether we refer to an RFI or a PPR), are exactly the same.

# GWP- Supplier Response

How set up the RFI and PPR response



← RFI : rfi\_762 - RFI\_GWP form\_ FEAP03\_ manuals Running Decline To Respond Intend To Respond

RFI Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

1. Technical Response (Questions: 5)

1.1 GLOBAL WARMING POTENTIAL FORM - FEAP03 - SECTION OF PROFILE QUESTIONS

QUESTION	DESCRIPTION	RESPONSE
1.1.1 ▲ FEAP03 - EPD - TEM - PRODUCTS	Please download the EPD Template, fill it and then upload it	(no file attached)
1.1.2 FEAP03 - EPD - CERTIFICATE	Please upload the EPD declaration certificated by third parties. In case of multiple files, please save them as a zipped file and upload it	(no file attached)
1.1.3 ▲ FEAP03 - ISO-CFP - TEM - PRODUCTS	Please download the ISO-CFP Template, fill it and then upload it	(no file attached)
1.1.4 FEAP03 - ISO-CFP - CERTIFICATE	Please upload the ISO-CFP certificate. In case of multiple files, please save them as a zipped file and upload it	(no file attached)
1.1.5 ▲ FEAP03 - SELF-DECLARATION - TEM -	Please download the SELF-DECLARATION Template, fill it and then	(no file attached)

- 1 Within the RFI/PPR it is possible visualize their details. To configure your reply, click on «Intend to respond» or on «Reject» if you want to reject the invitation to the RFI/PPR. Clicking on «Reject» it will be necessary insert the reason and a comment.

# GWP- Supplier Response

How set up the RFI and PPR response



The screenshot shows a web interface for the 'GLOBAL WARMING POTENTIAL FORM - FEAP03 - SECTION OF PROFILE QUESTIONS'. It contains a table with three columns: QUESTION, DESCRIPTION, and RESPONSE. A blue circle with the number '1' is placed over the first row of the table.

QUESTION	DESCRIPTION	RESPONSE
1.1.1 FEAP03 - EPD - TEM - PRODUCTS	Please download the EPD Template, fill it and then upload it	No file attached
1.1.2 FEAP03 - EPD - CERTIFICATE	Please upload the EPD declaration (certificated by third parties, in case of multiple files, please save them as a zipped file and upload it)	No file attached
1.1.3 FEAP03 - ISO-CFP - TEM - PRODUCTS	Please download the ISO-CFP Template, fill it and then upload it	No file attached
1.1.4 FEAP03 - ISO-CFP - CERTIFICATE	Please upload the ISO-CFP certificate (in case of multiple files, please save them as a zipped file and upload it)	No file attached
1.1.5 FEAP03 - SELF-DECLARATION - TEM - PRODUCTS	Please download the SELF-DECLARATION Template, fill it and then upload it	No file attached

1 In the Global Warming Potential form could be present different parameters, according to the Merchandise Group of reference (service or supply).

In the example shown the supply GM used FEAP03 foreseen the following requests:

- EPD → Questionnaire + certification/s
- ISO-CFP → Questionnaire + certification/s
- Self Declaration → Questionnaire + attachments (eg. Life Cycle Assessment)

For other MGs the EPD certification could not be included in the requested form

N.B: The GWP form for GM of services includes four parameters which are: Request for questionnaire and attachments ISO 14064 CFP; Request for questionnaire and Self Declaration attachments.

In case of unavailability of ISO14064, for the GWP of services, the supplier can upload the GHG protocol document.

For EPD, ISO-CFP and Self Declaration it will be possible download the respective questionnaire, that the supplier have to complete including the reference of the different products (related to the MG object of the GWP form) for which own specific certifications or for which desire to provide a self-declaration with an estimation of the global warming potential values.

*The questionnaires compilation is described in the following slides*

# GWP- Supplier Response

## How set up the RFI and PPR response – EPD QUESTIONNAIRE



EPD	EPD	EPD	EPD	EPD	EPD	EPD	EPD	EPD	EPD	EPD	EPD	EPD	EPD	EPD	EPD	EPD
EPD	Description	Unit	Assess's type	Protocol Information	GM	PRODUCT CLASS	PRODUCT	Upstream	Core	Total made to sale	Downstream	Total made to grow	Expires date (if necessary)			
Climate change Total	Total (GWP-total)	kg of CO2 eq.	Numerical field	Global Warming Potential (GWP-total) The GWP must be determined in accordance with EN 15958:2009/A2:2019 for fossil, biogenic and land use/land-use change, according to the Externet model of 100 years of the IPCC (2005)	FEAPB3	3	4	5	5	0	5	0	6			
Use of non-renewable primary energy	Excluding non-renewable primary energy resources used as raw material (EOPSE)	MJ, net calorific value	Numerical field	Non-renewable energy consumption (excluding hydroelectric energy)	FEAPB3	0	0			0		0				
Use of renewable primary energy	Excluding renewable primary energy resources used as raw material (EPRE)	MJ, net calorific value	Numerical field	Renewable energy resources consumption (excluding hydroelectric energy)	FEAPB3	0	0			0		0				
Use of secondary raw materials (MR)	Total amount	kg	Numerical field	USE OF SECONDARY RAW MATERIALS (MR) Total amount of manufactured material that has already been used at least once and is to be used again after recycling.	FEAPB3	0	0			0		0				
Material for recycling (RPP)	Total amount	kg	Numerical field		FEAPB3	0	0			0		0				
Components for reuse (CR)	Total amount	kg	Numerical field		FEAPB3	0	0			0		0				
Water consumption	Water depletion potential, depletion-weighted water consumption (WDPI)	m3 equivalent	Numerical field	WATER CONSUMPTION: Water depletion potential, calculated according to the AWSP method	FEAPB3	0	0			0		0				
Net use of fresh water (FW)	Total amount	m3	Numerical field	NET USE OF FRESH WATER (FW) Total water consumption expressed in m³	FEAPB3	0	0			0		0				
Acidification	Acidification potential, Accumulated Equivalent (AP)	metric tons of H+ eq.	Numerical field	ACIDIFICATION POTENTIAL (AP) Emission of acidifying gases (expressed as the sum of acidification potential, AP) in metric tons of hydrogen ions (H+) equivalents.	FEAPB3	0	0			0		0				

1 All the questionnaires have the same structures. A first sheet «Guide» within is present an explanation about how complete the questionnaire and the different sheets.

2 There are then 10 sheets. Each one of them refers to a specific product, the supplier can insert for each product the:

- 3 **Product Class** (if applicable)
- 4 **Product name/code**
- 5 **Values** (upstream – core – downstream)
- 6 **Expiration date** of the EPD certification for this product

7 The first columns (A-G) in green cannot be modified, and contain information of reference related to different KPIs for the specific product that the supplier have to insert. The KPs present in the EPD are 14 KPIs out of the 90 present within a certification, the supplier can complete these information getting them directly from the EPD that own for the specific product.

Completed the first sheet (EPD 1), it is possible to continue inserting the other products up to the sheet n.10. In case is needed to upload more products/sheets refer to the sheet «guide» where it is explained how to do it.

# GWP- Supplier Response

How set up the RFI and PPR response – ISO-CFP QUESTIONNAIRE



Question	Unit	Account type	Protocol information	GM	PRODUCT CLASS	PRODUCT	Upstream	Core	Total credit to date	Downstream	Total credit to date	EXPENSE date (dd/mm/yyyy)	ID
1 Total (GWP-total)	kg of CO2 eq	Universal fact	Global Warming Potential total (GWP-total) The GWP must be determined in accordance with EN 15804-2:2008 as fossil, biogenic and land use/land use change, according to the baseline model of 100 years of the IPCC (2002).	FEAP03					#		#		

1 As explained in the previous slide, the ISO – Carbon footprint questionnaire structure it is the same as the EPD one.

It is present a sheet with the instructions about how to complete the questionnaire and twenty sheets in which one will be possible to insert a specific product.

The ISO-CFP questionnaire is different from the EPD one since the supplier will have to include as KPI for a product, only the global warming potential value (CO2 emissions value).

# GWP- Supplier Response

How set up the RFI and PPR response – Self Declaration QUESTIONNAIRE



Question	Unit	Answer's type	Protocol Information	GM	PRODUCT CLASS	PRODUCT	Upstream	Core	Total cradle to gate	Downstream	Total cradle to gate	Added date (dd/mm/yyyy)	ID Sheet
Total (GWP-total)	kg of CO2 eq	Numerical field	Global Warming Potential total (GWP-total) The GWP must be determined, in accordance with EN 15984:2010-4:2010 as fossil, biogenic and land use/land use change, according to the Baseline model of 100 years of the IPCC AR4.	FEAP03					g		g		Z

- 1 The Self Declaration questionnaire will also contain an unique KPI (related to the CO2 emissions value). Is different from the ISO-CFP because the values included are an estimation (not certified), and since the self-declaration is not a certification, the supplier will no longer have to insert the «expiration date» but the «added date».
- 2 This date have to be completed with the day in which the supplier is uploading the questionnaire in the system, since will be used to calculate the temporary validity of the self declaration. About this aspect more info are available in the sheet «Guide» of the Excel file.
- 3

# GWP- Supplier Response

How set up the RFI and PPR response – Service MG QUESTIONNAIRE



## Questionnaire ISO 14064 CFP – Service GM

A	B	C	D	E	F	G	H	I	M	O	R	S
KPI category	KPIs	Question	Unit	Answer's type	Protocol Information	GM	SITE	Total	Expiration date (dd/mm/yyyy)	ID Sheet		
Environmental impacts	Climate change Total	Total (GvP- total)	kg of CO2 eq	Numerical field	Global Warming Potential total (GvP- total) The GvP must be determined, in accordance with EN 1594:2012-A2:2019 as: fossil, biogenic and land use/land use change, according to the Baseline model of 100 years of the IPCC (2013).	SLEP01					1	

① As regards the GM of services, the questionnaires and attachments will be different from those illustrated in the previous slides. For GM of services, the GWP form will contain 4 parameters including 2 questionnaires:

## Self declaration – Service GM

A	B	C	D	E	F	G	H	I	M	O	R	S
KPI category	KPIs	Question	Unit	Answer's type	Protocol Information	GM	SITE	Total	Added date (dd/mm/yyyy)	ID Sheet		
Environmental impacts	Climate change Total	Total (GvP- total)	kg of CO2 eq	Numerical field	Global Warming Potential total (GvP- total) The GvP must be determined, in accordance with EN 1594:2012-A2:2019 as: fossil, biogenic and land use/land use change, according to the Baseline model of 100 years of the IPCC (2013).	SLEP01					1	

- 1) ISO 14064 CFP questionnaire
- 2) Self Declaration

Both questionnaires include multiple excel sheets, the first with a guide on how to fill them in, another 10 in which it is possible to classify the services. Both questionnaires provide for the request as the only KPI of the GWP (CO2 emissions values), they differ as the questionnaires seen in the previous slides (for supply GM) as the Self Declaration is an estimate, and since it is not a certification, the supplier must enter the date on which he completed and uploaded the questionnaire, and not an expiration date.

# GWP- Supplier Response

How set up the RFI and PPR response



The screenshot shows a web interface for 'Technical Response Questions'. A blue circle with the number '1' is placed over the top right corner of the interface, and an orange box highlights an 'Edit' icon (a pencil) in the top right corner. The table below lists five questions related to EPD and ISO-CFP templates and certificates.

QUESTION	DESCRIPTION	RESPONSE
1.1.1 ▲ REAPSD - EPD - TEM - PRODUCTS	Please download the EPD Template, fill it and then upload it	No file attached
1.1.2 REAPSD - EPD - CERTIFICATE	Please upload the EPD declaration (certificated by third parties). In case of multiple files, please save them as a zipped file and upload it	No file attached
1.1.3 ▲ REAPSD - ISO-CFP - TEM - PRODUCTS	Please download the ISO-CFP Template, fill it and then upload it	No file attached
1.1.4 REAPSD - ISO-CFP - CERTIFICATE	Please upload the ISO-CFP certificate. In case of multiple files, please save them as a zipped file and upload it	No file attached
1.1.5 ▲ REAPSD - SELF-DECLARATION - TEM - PRODUCTS	Please download the SELF-DECLARATION Template, fill it and then upload it	No file attached

1 To include the documentation requested, it is necessary click on *Edit response*

N.B. The specific parameters of the GWP form, are named **profile parameters**.

These parameters update automatically the Supplier registry data. This imply that the supplier after completing a first time these information, could find in the future these fields already valued (if requested again in future RFIs / PPRs / Contracts). At that point could confirm the questionnaires/certifications provided in the previous RFIs / PPRs, or update them.



# GWP- Supplier Response

How set up the RFI and PPR response



QUESTION	DESCRIPTION	RESPONSE
1.1.1 ▲ FEAP03 - EPO - TEM - PRODUCTS	Please download the EPO Template, fill it and then upload it	+ Attach File
1.1.2 FEAP03 - EPO - CERTIFICATE	Please upload the EPO declaration certificated by third parties. In case of multiple files, please save them as a zipped file and upload it	+ Attach File
1.1.3 ▲ FEAP03 - ISO-CFP - TEM - PRODUCTS	Please download the ISO-CFP Template, fill it and then upload it	+ Attach File
1.1.4 FEAP03 - ISO-CFP - CERTIFICATE	Please upload the ISO-CFP certificate. In case of multiple files, please save them as a zipped file and upload it	+ Attach File
1.1.5 ▲ FEAP03 - SELF-DECLARATION - TE		
1.1.6 FEAP03 - SELF-DECLARATION - D		

- 1 In editing, after having downloaded the questionnaires (slide 3), it will be possible upload them filled in clicking the icon highlighted
- 2 In the specific parameters have to be uploaded the certifications. If more, create before a local file zip, and then upload it in the system
- 3 Inserted the info requested, click on Save and Return.
- 4 Completed the other mandatory information (response envelopes if we refer to a PPR), to submit the response click on *Submit Response*.

RFI: rfi\_762 - RFI\_GWP form\_ FEAP03\_ manuals Running

Submit Response

RFI Details Messages (Unread 0)

Settings: Buyer Attachments (0) My Response Associated Users

Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

# GWP- Supplier Response

*How set up the RFI and PPR response*



- 1 The status of your response it will be «Published» and within the RFI/PPR there will be the evidence of the sending date and hour

The screenshot displays the 'RFI: rfi\_762 - RFI\_GWP form\_ FEAP03\_ manuals' interface. The 'Details' tab is selected, showing the 'My Response Summary' section. The 'Response Last Submitted On' is highlighted with a blue circle and a '1' icon, indicating the submission date and time: 16/03/2022 17:01:46. The 'My Response Summary' section includes 'ENVELOPE' and 'INFO PARAMETERS' tabs. The 'Technical Response' section is visible, showing '1.1 GLOBAL WARMING POTENTIAL FORM - FEAP03 - SECTION OF PROFILE QUESTIONB'. The 'INFO PARAMETERS' section shows 'Missing optional responses (2)' and 'No additional attachments'.

# GWP- Supplier Response

## How set up the RFI and PPR response



- 1 Since the RFI/PPR is in the status «Running», it will be always possible to modify the response.

QUESTION	DESCRIPTION	RESPONSE
1.1.1 ▲ FEAP03 - EPD - TEM - PRODUCTS	Please download the EPD Template, fill it and then upload it	TEMPLATE_EPD_FEAP03 (2).xlsx (347 KB)
1.1.2 FEAP03 - EPD - CERTIFICATE	Please upload the EPD declaration certificated by third parties In case of multiple files, please save them as a zipped file and upload it	CERT_EPD_FEAP03.xlsx (301 KB)
1.1.3 ▲ FEAP03 - ISO-CFP - TEM - PRODUCTS	Please download the ISO-CFP Template, fill it and then upload it	(no file attached)
1.1.4 FEAP03 - ISO-CFP - CERTIFICATE	Please upload the ISO-CFP certificate In case of multiple files, please save them as a zipped file and upload it	(no file attached)

# GWP- Supplier Response

*How set up the RFI and PPR response*



- 1 Since the PPR or the RFI are in the status «Running», it will be always possible to cancel the response

The screenshot displays a web interface for a procurement process. At the top, it shows 'Procurement Process: ppr\_6142 - amministrativa' with a status of 'Running'. A blue circle with the number '1' is positioned above a 'Withdraw Response' button, which is highlighted with an orange border. To the right of this button is a 'Download Questionnaire in Excel Format' button. Below the main header, there are tabs for 'Procurement Process Details', 'Multi Lot Procurement Process (2)', and 'Messages (Unread 0)'. Underneath, there are sub-tabs for 'Settings', 'Attachments (0)', 'My Response', and 'Associated Users'. The 'My Response' tab is active, showing a 'My Response Summary' section. This section is divided into two columns: 'ENVELOPE' and 'INFO PARAMETERS'. Under 'ENVELOPE', there is a list item '1 Administrative Response'. Under 'INFO PARAMETERS', it states 'All questions answered' and 'No additional attachments'. At the bottom of the summary, there is a text field 'Replying as an individual company or a Company grouping: My Organisation Only (No Consortium)' with an edit icon. Below this, there is a section for '1 Administrative Response (Questions: 1)' with an expand/collapse icon and another edit icon.

# GWP- Supplier Response

How set up the contracts' Plans response



BUYER ANISATION	FIRST CATEGORY	REQUEST RECEIVED ON
	MERV01_CA	10/03/2022
	Maintenance on stands for electric vehicle recharging - CANADA	

In addition to the RFI or PPR, the buyer can request to the supplier the completion of the GWP form also within the contracts.

If the supplier awarded of the PPR, during the tender provided self-declaration / certifications a promise, can then during the contract management phase provide the certifications that promised and obtained in a second moment.

After that the buyer create the contract, and within it created and published the Plan, the supplier will receive a notify.

- 1 To access the plan, click on My organization, *Development actions* > *Development actions*

# GWP- Supplier Response

How set up the contracts' Plans response



Development Actions

Development Actions

Enter Filter (type to start search)

Showing Result 1 - 42 of 42 Show 50

PLAN CODE	BUYER ACTION OWNER	ACTION NAME	ACTION STATUS	ALLOW OWNER START	COLLABORATION STATUS	ACTION START DATE
1 plan_1390	Perrone Carlo	I.L. ISO14001 certification (wbauctel)	Running	Yes	Never Started	09/03/2022
2 plan_1374	Perrone Carlo	I.L. ISO14001 certification (ptacwafel)	Running	Yes	Open to Supplier	24/02/2022
3 plan_1320	Garcia Jorge	I.L. ISO9001 certification	Running	Yes	Never Started	10/02/2022

1 In the plans section the supplier can research a specific plan using the filters present in WeBUY (eg. Filter «plan descriptions» including the plan code received by mail).

2 The system will show a list with all the plans in which the supplier is involved, both the ones «Running» and the ones «Completed». Also the collaboration status can be visualized. 3 The status «open to supplier» indicate that the supplier can modify its parameters/forms within the plan.

To access the plan of interest, click on the corresponding title.

# GWP- Supplier Response

How set up the contracts' Plans response



← Action: Global Warming Potential Form - FEAP03 Running

Details Collaboration Area Messages (Unread 0) ①

Details Collaboration Overview Complete Collaboration

Last Start Date  
11/01/2022

Expected End Date  
06/10/2024

Action Description

Activity Summary

Collaboration Form ② Edit Values

QUESTIONARIO EPD - FEAP03

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
FEAP03 - EPD - CERTIFICATE	Please upload the EPD declaration certificated by third parties. In case of multiple files, please save them as a zipped file and upload it	CERT_EPD_FEAP03.xlsx (301 KB)	Supplier
FEAP03 - EPD - TEM - PRODUCTS	Please download the EPD Template, fill it and then upload it	TEMPLATE_EPD_FEAP03.xlsx (301 KB)	Supplier
FEAP03 - ISO 14067 CFP - CERTIFICATE	Please upload the ISO 14067 CFP certificate. In case of multiple files, please save them as a zipped file and upload it	No file attached	Supplier
FEAP03 - ISO - CFP - TEM - PRODUCTS	Please download the ISO - CFP Template, fill it and then upload it	No file attached	Supplier
FEAP03 - SELF-DECLARATION - DOCUMENT	Please upload self declaration signed pdf and Life Cycle Assessment document, if available. In case of multiple files, please save them as a zipped file and upload it	CERT_SELF_DECLARATION_FEAP03.xlsx (224 KB)	Supplier

① Within the plan there are more sections. Using the «message» section there will be the opportunity to exchange messages with the buyer responsible of the plan. Within the section «Collaboration area», scrolling down below the page, can be visualized the GWP form to be completed/updated.

② To modify the form click on *Edit values*

\* The structure of the Form and consequently its required parameters may differ from the nature of the GM

# GWP- Supplier Response

How set up the contracts' Plans response



The screenshot displays the 'Action: Global Warming Potential Form - FEAP03' interface. It features a table with columns for 'QUESTION', 'DESCRIPTION', 'RESPONSE', and 'EDITABLE BY'. The table contains two rows of questions related to EPD declarations and templates. A red box highlights the 'Save' button in the top right corner, and a blue circle '1' is placed over the first row's response area. A second red box highlights the 'Complete Collaboration' button in the bottom right corner, with a blue circle '3' next to it. A blue circle '2' is also present near the 'Save' button. Below the table, there is a 'Collaboration Area' section with a 'Details' tab and a 'Collaboration Overview' section.

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
FEAP03 - EPD - CERTIFICATE	Please upload the EPD declaration certified by third parties. In case of multiple TCM, please save them as a zipped file and upload it.	<a href="#">CERT_EPD_FEAP03.xlsx</a> (301 KB) [Upload icon]	Supplier
FEAP03 - EPD - TCM - PRODUCTS	Please download the EPD Template, fill it and then upload it.	<a href="#">TEMPLATE_EPD_FEAP03.xlsx</a> (301 KB) [Download icon] Download Template	Supplier

Details: Collaboration Area

Messages (Unread 0)

Collaboration Overview

Activity Summary

Last Start Date: 11/01/2022

Expected End Date: 06/10/2024

Complete Collaboration

- 1 It will be possible upload new documentation, both questionnaires and certifications, or update the ones already present
- 2 Complete the modifications and click on Save
- 3 Now click on *Complete collaboration* to confirm the end of the activity. Completing the collaboration the buyer will receive a notification by WeBUY and will be able to access the system and visualize the new information included.