

Material Passport - Supplier Response

How set up the RFI and PPR response



The image shows two screenshots of the WeBUY web application interface. The top screenshot illustrates the path to access RFIs: 'Sourcing' > 'RFIs' > 'My RFIs'. A blue circle with the number '1' is placed over the 'My RFIs' link. The bottom screenshot illustrates the path to access Procurement Processes: 'Sourcing' > 'Procurement Process' > 'My Procurement Process'. A blue circle with the number '2' is placed over the 'My Procurement Process' link. Both screenshots show a sidebar menu on the left and a main dashboard area with various modules and a table of items.

- 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 Material Passport, in both cases (whether we refer to an RFI or a PPR), are exactly the same.

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How set up the RFI and PPR response



QUESTION	DESCRIPTION	RESPONSE
1.1.1	FEER03 - MAT - PASS - DOCUMENT Please upload self declaration signed pdf in accordance with ISO 14001 In case of multiple files, please save them as a zipped file and upload it	(no file attached)
1.1.2 ▲	FEER03 - MAT - PASS - TEM - PRODUCTS Please download the Passport Material Template, fill it and then upload it	(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.

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How set up the RFI and PPR response



QUESTION	DESCRIPTION	RESPONSE
1.1.1 FEER03 - MAT - PASS - DOCUMENT	Please upload self declaration signed pdf in accordance with ISO 14021. In case of multiple files, please save them as a zipped file and upload it	(no file attached)
1.1.2 FEER03 - MAT - PASS - TEM - PRODUCTS	Please download the Passport Material Template, fill it and then upload it	(no file attached)

1 The Material Passport form will contain two parameters.

The example refer to the MG FEER03 that forecast the request of:

- Document → self declaration signed in PDF in accordance with ISO 14021 (in case of multiple files there is for the supplier the possibility to upload a zip file)
- Products → Questionnaire to fill in by the supplier in which include the information related to the materials used for each specific product*

**The information requests within the Excel questionnaire to download and complete could be different according the MG of reference.*

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How set up the RFI and PPR response – QUESTIONNAIRE



TEMPLATE MATERIALS PASSPORT

Scope: Collect the data about recycled, reused materials and recyclability of a specific product

1) HOW TO FILL IN THE TEMPLATE

NOTES	DESCRIPTION
Note 1	Please, don't delete the sheet "GUIDE" and the sheets from (1) to (10).
Note 2	Every sheet refers to a different product, you have to start from the (1).
Note 3	Before entering numeric values in the table, select product name (column B).
Note 4	Before entering numeric values in the table, prior select product class (column C), if applicable.
Note 5	Before entering numeric values in the table, after selecting product class, also select "Product specifications" if available (column D).
Note 6	Do not modify text in columns A, G, H, I, J if available.

Navigation: GUIDE | PV PANEL (1) | PV PANEL (2) | PV PANEL (3) | PV PANEL (4) | PV PANEL (5) | PV PANEL (...)

The Passport Material excel questionnaire present always the same structure, are present:

- 1 10 excel sheets, each of these refers to a specific product. The information requested within this sheets are different respect to MG of reference
- 2 A first sheet which contain a detailed guide that explain how to complete the questionnaire, and add additional sheets in case the products to be included are more than 10.

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.

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The screenshot shows a web interface for a 'Technical Response' form. It features a table with three columns: 'QUESTION', 'DESCRIPTION', and 'RESPONSE'. Two rows are visible, both with 'no file attached!' in the response column. A blue circle with the number '1' and an orange box with a pencil icon highlight the 'Edit' button in the top right corner of the form.

QUESTION	DESCRIPTION	RESPONSE
1.1.1 FEER03 - MAT - PASS - DOCUMENT	Please upload self declaration signed pdf in accordance with ISO 14001. In case of multiple files, please save them as a zipped file and upload it.	no file attached!
1.1.2 ▲ FEER03 - MAT - PASS - TEM - PRODUCTS	Please download the Passport Material 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 Material Passport, 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.

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How set up the RFI and PPR response



QUESTION	DESCRIPTION	RESPONSE
1.1.1	FEER03 - MAT - PASS - DOCUMENT Please upload self declaration signed pdf in accordance with ISO 14023 in case of multiple files, please save them as a zipped file and upload it	+ Attach File
1.1.2 ▲	FEER03 - MAT - PASS - TEM - PRODUCTS Please download the Passport Material Template, fill it and then upload it	+ Attach File

- 1 In editing, after having downloaded the questionnaire (slide 3), it will be possible upload it 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_1130 - Material Passport Form - FEER03 Running

RFI Details Messages (Filtered 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'

My Response Summary

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- 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_1130 - Material Passport Form - FEER03' interface. The status is 'Running'. The left sidebar shows 'Details' with the following information:

- Project: prj_00622 - Material Passport_RFI
- Closing Date: 28/03/2022 11:00:00
- Response Last Submitted On: 25/03/2022 10:40:25

The main content area shows 'My Response Summary' with the following details:

- ENVELOPE: INFO PARAMETERS
- 1. Technical Response: All questions answered, No additional attachments

Below this, there is a section for '1.1 MATERIAL PASSPORT FORM - FEER03 - SECTION OF PROFILE QUESTIONS' with a table of questions:

QUESTION	DESCRIPTION	RESPONSE
1.1.1	FEER03 - MAT - PASS - DOCUMENT	Please upload self declaration signed pdf in accordance with ISO 14001. In case of multiple files, please save them as a zipped file and upload it.

The response for question 1.1.1 is 'Supplier Doc - Mat Pass.pptx (201 KB)'.

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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.

1. Technical Response (Questions: 2) 1

1.1 MATERIAL PASSPORT FORM - FEER03 - SECTION OF PROFILE QUESTIONS

QUESTION	DESCRIPTION	RESPONSE
1.1.1	FEER03 - MAT - PASS - DOCUMENT Please upload self declaration signed pdf in accordance with ISO 14021 In case of multiple files, please save them as a zipped file and upload it	Supplier Doc - Mat Pass.pptx (291 KB)
1.1.2 ▲	FEER03 - MAT - PASS - TEM - PRODUCTS Please download the Passport Material Template, fill it and then upload it	FEER03_TEM_MAT_PASS (2).xlsx (294 KB)

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How set up the RFI and PPR response



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

The screenshot displays the user interface for an RFI response. At the top, the RFI title is "RFI : rfi_1130 - Material Passport Form - FEER03" with a status indicator "Running". A "Withdraw Response" button is highlighted with an orange box. Below the title bar, there are tabs for "RFI Details", "Messages (Unread 0)", "Settings", "Buyer Attachments (0)", "My Response", and "Associated Users". The "My Response" tab is active. Underneath, a "My Response Summary" section is visible, containing a table with two columns: "ENVELOPE" and "INFO PARAMETERS". The table has one row with the following data:

ENVELOPE	INFO PARAMETERS
1. Technical Response	All questions answered No additional attachments

At the bottom of the summary section, there is a collapsed item: "1. [Technical Response \(Questions: 2\)](#)".

Material Passport - Supplier Response

How set up the contracts' Plans response



The screenshot shows the WeBUY portal interface. At the top, it says "Welcome to WeBUY" and "18:53 CET - Central Europe Time". Below this is a "Main Dashboard" section. On the left, there is a navigation menu with icons for Home, Monitor, Document, People, Bidirectional Arrow, and RFQ. The "People" icon is highlighted with an orange box, and a dropdown menu is open, showing "My Organisation" and "Development Actions" (both highlighted with orange boxes). The "Development Actions" dropdown also has a blue circle with the number "1" next to it. In the background, there is a table titled "QUALIFICATIONS UPDATE" with columns "BUYER ANISATION", "FIRST CATEGORY", and "REQUEST RECEIVED ON". The table contains one row of data: "MERV01_CA", "Maintenance on stands for electric vehicle recharging - CANADA", and "10/03/2022".

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

In addition to the RFI or PPR, the buyer can request to the supplier the completion of the Material Passport 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*

Material Passport - 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 (wbaucfcl)	Running	Yes	Never Started	09/03/2022
2 plan_1374	Perrone Carlo	I.L. ISO14001 certification (ptacwefl)	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.

Material Passport - Supplier Response

How set up the contracts' Plans response



← Action: Material Passport Form - FEER03 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

Activity Summary

Collaboration Form ② Edit Values

MATERIAL PASSPORT FORM - FEER03

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
FEER03 - MAT - PASS - DOCUMENT	Please upload self declaration signed pdf in accordance with ISO 14025. In case of multiple files, please save them as a zipped file and upload it.	Supplier Doc - Mat Pass.pptx (291 KB)	Supplier
FEER03 - MAT - PASS - TEM - PRODUCTS	Please download the Passport Material Template, fill it and then upload it.	FEER03_TEM_MAT_PASS (2).xlsx (394 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 Material Passport to be completed/updated.

② To modify the form click on *Edit values*

Material Passport - Supplier Response

How set up the contracts' Plans response



Action: Material Passport Form - FEER03 Running Cancel Save 2

Collaboration Form

→ MATERIAL PASSPORT FORM - FEER03

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
FEER03 - MAT - PASS - DOCUMENT	Please upload self declaration signed pdf in accordance with ISO 14001 in case of multiple files, please save them as a zipped file and upload it	<p>Supplier Doc - Mat Pass.pdf (238 KB)</p> <p>1</p>	Supplier
FEER03 - MAT - PASS - TEM - PRODUCTS	Please download the Passport Material Template, fill it and then upload it	<p>FEER03_TSM_MAT_PASS (2) xls (294 KB)</p> <p>Download Template</p>	Supplier

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.

← / Action: Material Passport Form - FEER03 Running 3

Details **Collaboration Area** Messages (Unread 0)

Details Collaboration Overview

Last Start Date
11/01/2022

Expected End Date
06/10/2024

Action Description

Activity Summary

Complete Collaboration