

# PCF\_InputFile\_ef\_supplier

File link:

## 1. Purpose of the file

This file is used to collect and centralise Product Carbon Footprint (PCF) data provided by external suppliers for specific raw materials procured by Syensqo. It records validated supplier PCF values and their carbon breakdowns (fossil, biogenic, land use, aircraft), together with supplementary indicators such as carbon content (BCC, TCC, RCC, CCU), transport PCF, primary data share, and data quality rating. The data supports environmental reporting, sustainability assessments, and internal PCF calculations at the material/plant level.

## 2. File Structure

### 2.1. List of tabs

Sheet Name	Description	Mandatory	Comment
Sheet1	Main data entry sheet. Contains validated supplier PCF values per raw material, supplier, and plant combination.	YES	Don't delete this sheet

### 2.2. Main columns description

**SHEET: Sheet1\_TFS**

Field	Prod_Year	GBU	material_code	material_name	Supplier_code	Supplier_name	Plant_code	Plant_name	PCF_supplier	PCF_supplier_foss
<b>Description</b>	Calendar year for which the PCF data is reported.	SAP code of the Global Business Unit. Validated against known GBU list.	SAP Raw Material Code uniquely identifying the purchased material.	SAP Raw Material Name as registered in the ERP system.	SAP Supplier Code from BW SPRINT identifying the supplying company.	SAP Supplier Name from BW SPRINT.	SAP Plant Code identifying the receiving Syensqo plant.	SAP Plant Name corresponding to the plant code.	Validated total Product Carbon Footprint (kgCO <sub>2</sub> e/kg) from the supplier for this raw material.	Fossil carbon component of the supplier PCF.
<b>Data Type</b>	String YYYY	String	String	String	String	String	String	String	Float	Float
<b>Mandatory</b>	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO
<b>Validation / Allowed Values</b>	e.g. 2024, 2025	CS (Novocar e) or "SP" (Specialty Polymers)	e.g. PF2_020 /208483	Free text; must match SAP record	Numeric SAP vendor code	Free text; must match SAP record	e.g. CZS, AQS, MJS	Free text; must match SAP record	Values outside -20 / +20 will be rejected	0

## 3. Filling instructions

Field	Instructions
Sheet1_TFS	<ul style="list-style-type: none"> <li>• Complete all mandatory fields for every row. Rows with missing mandatory values will be rejected during upload.</li> <li>• Use the correct data format for each column (see Section 2.2 above).</li> <li>• PCF_supplier is mandatory and must be a float. Values outside the range -20 to +20 kgCO<sub>2</sub>e/kg will be rejected.</li> <li>• For BCC_supplier, TCC_supplier, RCC_supplier, CCU_supplier, and PDS_supplier: if filled, values must be between 0 and 1.</li> <li>• For PCF_transport_supplier: if filled, value must be between 0 and 20.</li> <li>• For DQR_supplier: if filled, value must be between 1 (best quality) and 3 (lowest quality).</li> <li>• For Qualification_Status: leave empty (defaults to "Validated"), or enter exactly "Pending" or "Rejected".</li> <li>• Do not modify, add, or remove columns.</li> <li>• Duplicate rows (same Prod_Year + material_code + Supplier_code + Plant_code) will be rejected. Ensure no duplicate entries are present.</li> <li>• Do not leave mandatory fields blank.</li> </ul>

#### 4. Maintenance best practices

Please comply with the following instructions to maintain the file:

- Always keep the original structure (do not add/remove columns without approval).
- Update only the necessary fields.
- Save a backup copy before any major changes.
- Respect data confidentiality.

#### 5. Contact Points

File owner	<a href="#">Hubert Sizaret</a>
Technical Support	<a href="#">Camille Faure Laëtitia Arantes</a>

The data owner will receive the error file by email and will be responsible for making any necessary manual corrections. For any questions or issues, please contact the responsible person listed above. Please strictly follow these guidelines to ensure data quality and reliability.