

# PCF\_FP\_manual

File link:

## 1. Purpose of the file:

This file provides manually entered Product Carbon Footprint (PCF) KPIs calculated by experts for specific finished products.

For each combination of GBU, finished product, plant, and activity year, it records the global PCF value, together with data quality indicators (Primary Data Share and Data Quality Rating) and a free-text comment field for the data owner's notes.

This file is used where standard PCF calculation through the tool is not applicable and expert-derived values must be imported directly. Note: as no master data tables are available for validation, product codes, product names, plant codes, and plant names cannot be cross-validated against SAP reference data during upload.

## 2. File Structure

### 2.1. List of tabs

Sheet Name	Description	Mandatory	Comment
Sheet1	Main data entry sheet. Contains manually entered PCF values for finished products per GBU, plant, and activity year.	YES	Don't delete this sheet

### 2.2. Main columns description

**SHEET: Sheet1**

FIE LD	GBU	Finish_Product_Code	Finish_Product_Name	Plant_Code	Plant_Name	Activity_Year	PCF_finish_product	PDS_finish_product	DQR_finish_product
DESCRIPTION	SAP code of the Global Business Unit.	Unique SAP code assigned to the finished product. Cannot be cross-validated against master data during upload.	Name of the finished product as registered in SAP. Cannot be cross-validated against master data during upload.	Unique SAP code assigned to the plant where the finished product is produced. Cannot be cross-validated against master data during upload.	Name of the plant where the finished product is produced. Cannot be cross-validated against master data during upload.	Calendar year for which the PCF is manually imported.	Global Product Carbon Footprint (kgCO <sub>2</sub> e/kg) for the finished product, manually entered by the data owner. An error message will be sent to the data owner if this field is missing or invalid.	Primary Data Share: proportion of PCF data collected directly from suppliers rather than derived from generic databases (e.g. EcolInvent). A warning message will be sent to the data owner if the value is out of range.	Data Quality Rating: measure of the data quality of the emissions in the footprint. 1 = best possible score, 3 = lowest. A warning message will be sent to the data owner if the value is out of range.
DATA TYPE	String	String	String	String	String	String	Float 0	Float 0–1	Float 1–3
MANDATORY	YES	YES	YES	YES	YES	YES	YES	NO	NO
VALIDATION	e.g. CS (Novecare), SP (Specialty Polymers), / TS (Technology Solutions). Validated against known GBU list.	e.g. WP1_400 /101479	Free text; must match SAP record	e.g. 267, 0246	e.g. 7424 Vernon	e.g. 2022, 2023, 2024	Must be a non-negative float	Between 0 and 1	Between 1 and 3 (1 = best)

## 3. Filling instructions

Sheet Name	Instructions

Sheet1	<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>• GBU must match a valid GBU code (e.g. CS, SP, TS). Values not in the validated list will be rejected.</li> <li>• PCF_finish_product is mandatory and must be a non-negative float ( 0). An error message will be sent to the data owner if this value is missing or invalid.</li> <li>• PDS_finish_product, if filled, must be a float between 0 and 1. A warning message will be sent to the data owner if the value is out of range.</li> <li>• DQR_finish_product, if filled, must be a float between 1 and 3. A warning message will be sent to the data owner if the value is out of range.</li> <li>• Finish_Product_Code, Finish_Product_Name, Plant_Code, and Plant_Name cannot be cross-validated against SAP master data during upload. Please ensure these values are accurate.</li> <li>• Use the Comment field to document the source and methodology of the manual PCF calculation (e.g. "Manual data from expert").</li> <li>• Do not modify, add, or remove columns.</li> <li>• Duplicate rows (same GBU + Finish_Product_Code + Plant_Code + Activity_Year) will be rejected during data upload. Ensure no duplicate entries are present.</li> <li>• Do not leave mandatory fields blank.</li> </ul>
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#### 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.