

PCF_InputFile_MassBalance_substitution

File link:

1. Purpose of the file

This file defines the raw material substitution rules applied in Mass Balance (MB) PCF calculations for finished products. For each finished product and production year, it specifies which raw material (raw_material_to_substitute) should be replaced by an alternative raw material (raw_material_code_substituted_with) in the Bill of Materials (BOM) used for PCF computation. This mechanism supports RSPO Mass Balance and similar sustainability certification schemes, where a certified raw material is substituted for a conventional one in the PCF calculation. The substitution rules defined here are applied by the PCF tool to adjust the BOM composition before emission factor calculations are run, ensuring that the PCF for MB finished products correctly reflects the certified raw material mix.

2. File Structure

2.1. List of tabs

Sheet Name	Description	Mandatory	Comment
Sheet1	Main data entry sheet. Contains the MB raw material substitution rules per finished product and production year.	YES	Don't delete this sheet

2.2. Main columns description

SHEET: Sheet1

Field	prod_year	finish_product	finish_product_name	raw_material_to_substitute	raw_material_name_to_substitute	raw_material_code_substituted_with	raw_material_name_substituted_with	comment
Description	Calendar year for which the PCF data is reported.	SAP Finished Product Code uniquely identifying the purchased material.	SAP Finished Product Name as registered in the ERP system.	SAP Raw Material Code uniquely identifying the purchased material to be substituted	SAP Raw Material Name as registered in the ERP system.	SAP Raw Material Code uniquely identifying the purchased material to be substituted with	SAP Raw Material Name as registered in the ERP system.	Comments inserted by the data owner related to the value inputted
Data Type	String YYYY	String	String	String	String	String	String	Not mandatory field.
Mandatory	YES	YES	YES	YES	YES	YES	YES	String
Validation / Allowed Values	e.g. 2024, 2025	e.g. PF2_020/208483	Free text; must match SAP record	e.g. PF2_020/208483	Free text; must match SAP record	e.g. PF2_020/208483	Free text; must match SAP record	

3. Filling instructions

Field	Instructions
Sheet1	<ul style="list-style-type: none"> Complete all mandatory fields for every row. Rows with missing mandatory values will be rejected during upload. Each row defines a single substitution rule: for a given finished product and production year, one source raw material (raw_material_to_substitute) is replaced by one certified alternative (raw_material_code_substituted_with). A single finished product may have multiple substitution rules (one row per raw material to substitute). This is valid and expected. prod_year must be a 4-digit string representing the calendar year (e.g. 2024, 2025). All SAP codes (finish_product, raw_material_to_substitute, raw_material_code_substituted_with) must exactly match the codes registered in SAP. SAP names (finish_product_name, raw_material_name_to_substitute, raw_material_name_substituted_with) must match the SAP ERP record. Duplicate rows (same prod_year + finish_product + raw_material_to_substitute + raw_material_code_substituted_with) will be rejected during upload. Do not modify, add, or remove columns.

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	Hubert Sizaret
Technical Support	Camille Faure Laëtitia Arantes

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.