

CARREFOUR FOOD WASTE REPORTING – FLW – USER GUIDE

DATE OF VERSION : SEPTEMBER 2018

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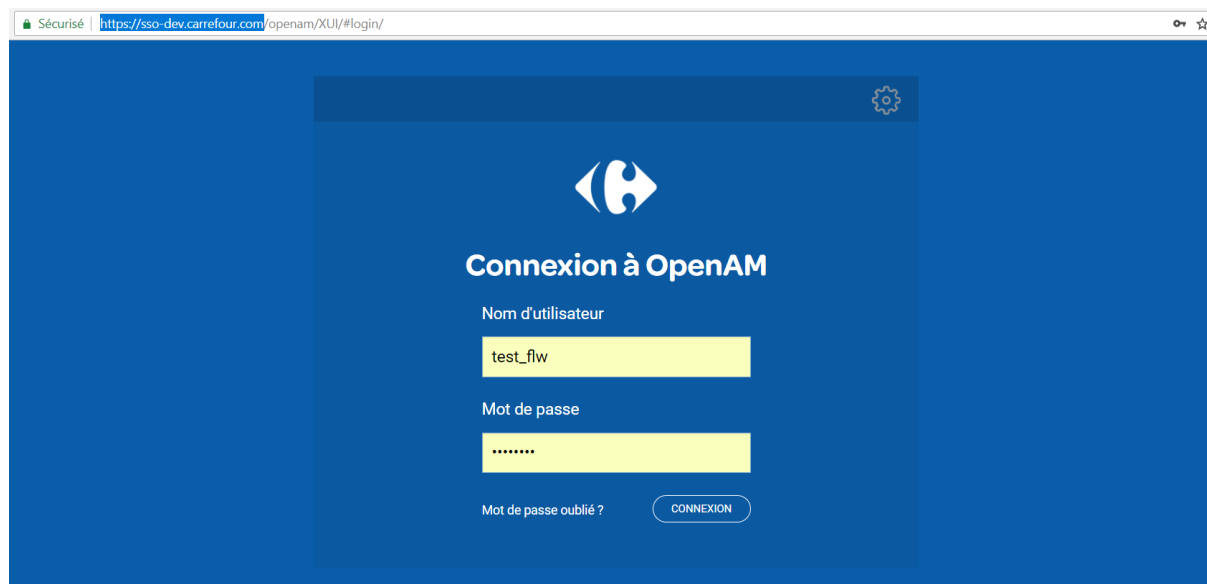
1- Presentation of the Interface

TRINOV and the CSR team of Carrefour have developed interfaces for each country to build the food waste reporting of the Carrefour Group.

The aim of the Group is to obtain food waste KPIs thanks to the food shrinkage, the bio-waste, the donation, the animal Waste and the general waste reporting, for a given period.

This user guide is a helpful tool to well understand and correctly use the interface.

Every user of each country is able to log in to the interface via the link : <https://flw-dev.carrefour.com>. The username and password will be sent.

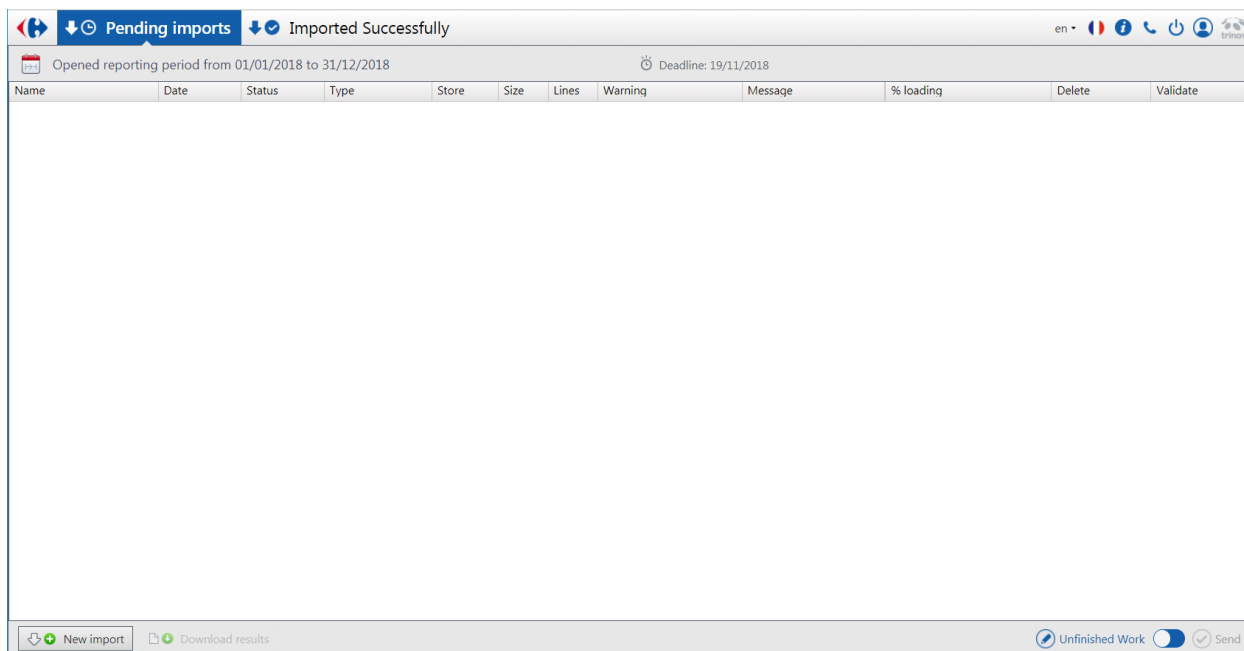


Screenshot of the OpenAM login interface. The browser address bar shows <https://sso-dev.carrefour.com/openam/XUI/#login/>. The page title is "Connexion à OpenAM". The login form includes:

- Nom d'utilisateur: test_flw
- Mot de passe: [masked]
- Mot de passe oublié ?
- CONNEXION button

2- Description and use of the interface

Once logged-in, the user is connected to the interface of his country and can see information regarding his country only. Below is the visible screen. Two pages are available "Pending Imports" and "Imported Successfully".



The user (you) will have to import different files (if applicable for the concerned country) : Shrinkage reporting, Biowaste reporting, Animal Waste reporting, Donation reporting, and General waste reporting for the defined period.
The top-right banner will help the user :

- Chose to use the interface in French or English :



- Check whether he is connected for the right country :



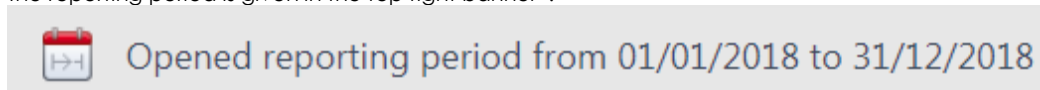
- Download the user guide :



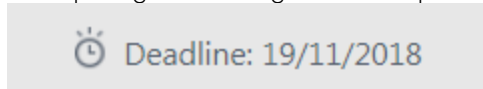
- Obtain the hotline email address :



The reporting period is given in the top-right banner :

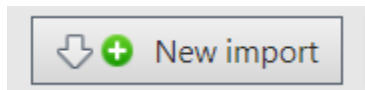
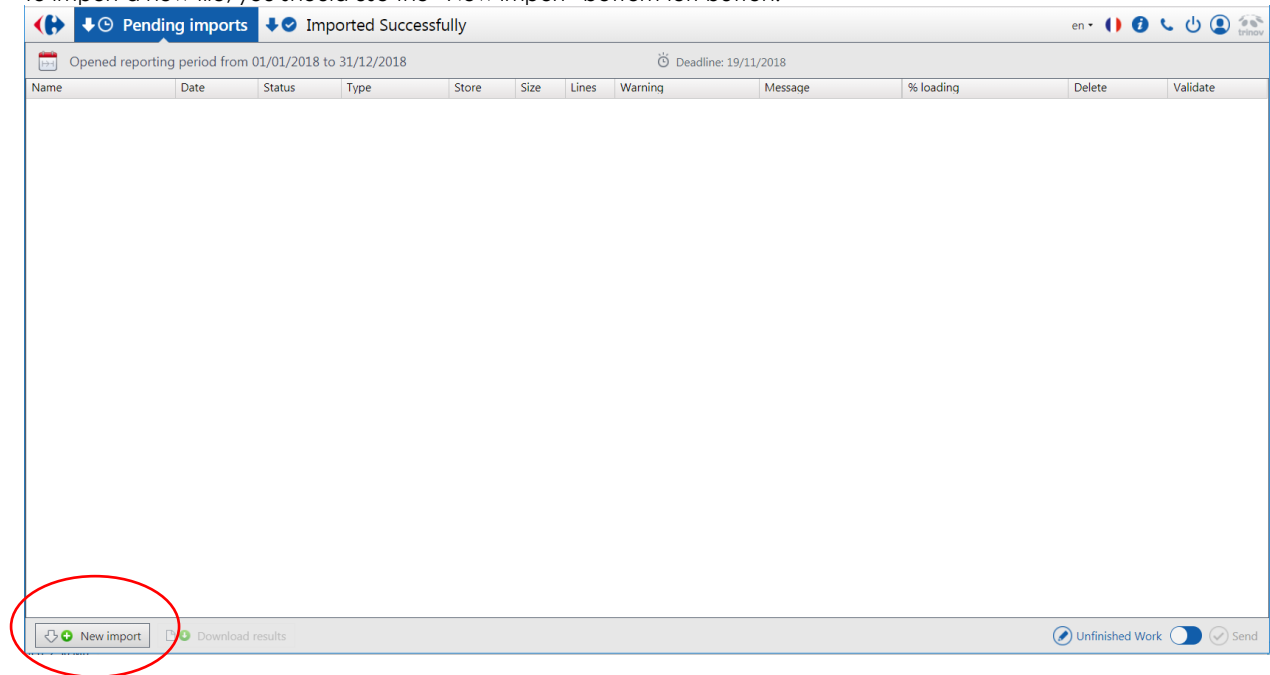


The importing deadline is given in the top-centered banner :

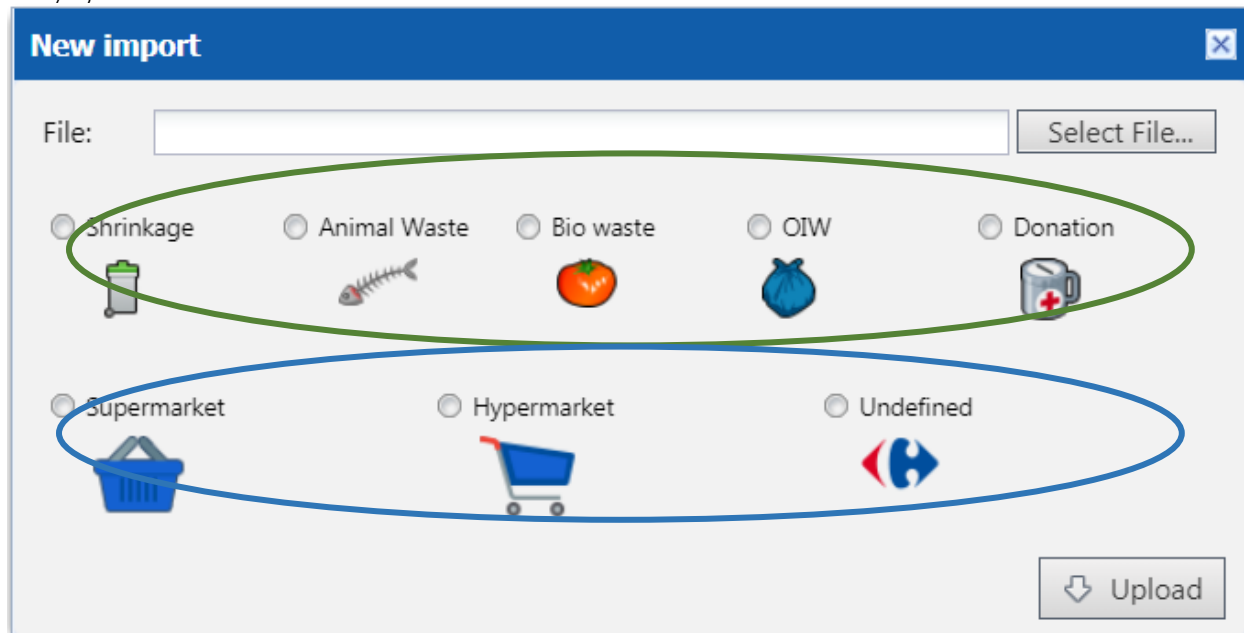


A) Importing a File - Page "New Import" :



To import a new file, you should use the "New Import" bottom-left button.



A pop-up will appear. You will have to select the correct option (be careful, choosing the wrong option could distort the analysis) :



You will have to select :

- The type of reporting 
- The type of stores 

Then, you will have to upload the file.



A file cannot exceed 5 GO.

The imported CSV files should, with no exception, follow the same template as the fixed one we had agreed on with Trinov and the CSR Team of the Group.
For a reminder, you can ask for the template and the specifications.

Once a file is uploaded (once you have pressed the button Upload), you will have to wait until you see it appear on the "Pending Imports" page.

Warning : Meanwhile, you cannot log-out of the interface. Of course, you may work on the computer but should keep the interface page open.





It is possible that you wait seconds or several tens of minutes before you see the file appear on the page (several tens of minutes if the file is a heavy one).

Below is how you notice a file correctly loaded. Once a file is correctly loaded, a few validation steps are next.

below is how you notice a file correctly loaded. Once a file is correctly loaded, a new validation steps are next:

Reporting ouvert du 01/01/2017 au 31/12/2017

Date limite pour importer: 01/10/2017

Nom	Date	Statut	Type	Magasin	Taille	Lignes	Alerte	Message	% de chargement	Suppression	Validation
BIO.csv	10/01/2018	EN_COURS	 Biodéchets		98546	6576		Cryptage du fichier	<div><div></div></div> 40%		

The validation steps are : is the formatting of the file the same as the fixed one, is the number of columns correct, are the datas encrypting correctly....

You can track the validation status thanks to the loading bar and the series of messages.

- **Incorrect Import**

If your import does not validate all of the steps, an error message will appear and the line of the import will turn red to warn you. It will thus be necessary to reload another file and correct the error.

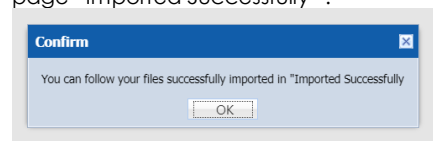
Nom	Date	Statut	Type	Magasin	Taille	Lignes	Alerte	Message	% de chargement	Suppression	Validation
Demarque majuscule test.csv	10/01/2018	KO	Diémarque		34658	153	il y'a 30 lignes qui n'ont pas des colonnes numeriques valides !	Erreur lors du cryptage	100%	Supprimer	

- **Correct Import**

If the different steps are all validated, you will be able to confirm the file.

% loading	Delete	Validate
100%	Delete	Confirm

Once the file is confirmed, a pop-up message will let you know that the file can be found in its correct category in the page "Imported Successfully" :



B) Files Imported – Page “Imported Successfully”:

Below is the page "Imported Successfully" with examples of confirmed files.

Opened reporting period from 01/01/2018 to 31/12/2018 Deadline: 19/11/2018

SHRINKAGE				ANIMAL WASTE				BIO WASTE				OIW				DONATION			
Name	Date	Store		Name	Date	Store		Name	Date	Store		Name	Date	Store		Name	Date	Store	
HYPxaa	09/10/2018			DGA.csv	09/10/2018			BIO.csv	10/11/2018			DON.csv	09/11/2018			DON.csv	09/10/2018		
HYPxac	09/10/2018																		
HYPxab	09/10/2018																		
HYPxad	09/10/2018																		
SUPxaa	09/12/2018																		
SUPxab	09/12/2018																		
SUPxac	09/12/2018																		
SUPxad	09/12/2018																		

New import
Download results
Unfinished Work
Send

You are able to load new files from this page as well. Those files, again, can be followed on the page "Pending Imports".

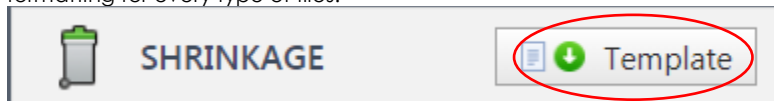
- **Deleting files**

It is possible to delete files from this page.

SHRINKAGE			
Name	Date	Store	
HYPxaa	09/10/2018		

- **Reminder of fixed template by type of files**

A button Template is available for each type of files. It allows you, in case of doubt to download a sample of the expected formatting for every type of files.



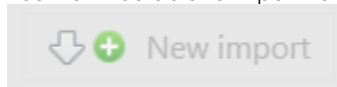
WARNING: it is mandatory to respect the number and the order of columns, the exact formatting of the information (the units used (tons, kg...)).

- **Analyzing the files**

Once you have loaded and validated all of your files, you are ready to send it for analysis !



Once you have sent your results for analysis, an administrator (from Carrefour Group) will launch the analysis. You won't be able to import new files, delete files, modify your files.

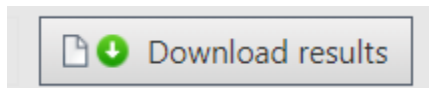


If you realize you have forgotten a file, or you have sent a wrong file, you will need to switch back to Unfinished Work. If an analysis was launched by the administrator, it will be stopped and lost.
A pop-up message will alert you and you will have the choice of stopping and losing the analysis or waiting for it to be done and correcting afterwards your files.

Every country should at least import Shrinkage reporting before being able to launch an analysis.
If some files are missing, the analysis will be possible but some KPIs will be missing and the results will be incomplete.

3- Analysis result

Once the analysis is done, you can download the results. The file will follow the same formatting as the one of 2016.



The main result file is the result of the analysis of the different database received.
Indeed, thanks to the received database, the algorithm is able to estimate the weight of the food shrinkage, donation, biowaste, animal waste and OIW for all of the stores, for each month.
Food Waste is then deducted :

$$\text{Food Waste} = \text{Shrinkage} - (\text{Biowaste} + \text{Donation} + \text{Animal waste})$$

The result is hence the estimation of the weight of food waste, and adjusted food waste, the trend of food waste on the studied period, and different KPIs.
Adjusted food waste is obtained after some hypothesis have been defined with the country and applied to the calculus.

WARNING : Results are not saved on the interface from a period to another. You need to save it on your computer, otherwise it will be lost.

The result file is composed of three excel sheets.



The excel sheet SUMMARY which presents the summary of the analysis for the different stores per month, the KPIs and the variation of food waste for the given period.

FOOD WASTE INDICATORS COUNTRY - 2016



The excel sheet Details_perMonth which is the result of the estimation of tonnage of Shrinkage, donation, general waste, biowaste, animal waste. The food waste is calculated by subtracting donation, biowaste and animal waste tonnage to the breakage tonnage.

TOTAL						4 820 840	2 079 280	109 248	1 633 963	7 611 000	3 883 253	3 788 509
						SOURCE : Autres			SOURCE : Autres		SOURCE : Calcul	
Perimetre	Store ID	Store Name	Months	Cluster		OIW	BIO	Donation	Animal Waste	ADJUSTED BREAKAGE2	Food Waste2	Adjusted Food Waste2
HYP	I008	THIENE	10			4855	9140	568,85	3461,785714	6972,421999	-6 110	-6 198
HYP	I043	LEINI	2			8214,166667			3461,785714	7680,854002	4 334	4 219
HYP	I037	PORTOGRUARO	7			14537,5			3461,785714	12917,39818	9 615	9 456
HYP	I051	GAVIRATE	7			19527,5		123,96	3461,785714	8963,711231	5 528	5 378
HYP	I074	MARCON	12			19256,66667		273,89	3461,785714	12224,52803	8 702	8 489
HYP	I052	CHIVASSO	9			797,5			3461,785714	5255,10215	1 848	1 793
HYP	I009	FROSINONE	2			8595	6220		3461,785714	6732,427935	-2 839	-2 949
HYP	I011	NICHELINO	8			14500,83333			3461,785714	25846,72155	22 689	22 385
HYP	I015	PADERNO	8			13053,33333			3461,785714	27452,9218	24 328	23 991
HYP	I032	UDINE	2			543,3333333		130,75	3461,785714	7093,186119	3 595	3 501
HYP	I043	LEINI	5			8214,166667			3461,785714	12068,57479	8 718	8 607
HYP	I005	BUROLO	9			6484,166667	5820	671,99	3461,785714	10285,90938	476	332
HYP	I007	PINEROLO	1			12579,16667	5010	839,53	3461,785714	10248,24146	1 128	937

The excel sheet Hypothesis which is a reminder of the hypothesis we use for the analysis.

FOOD WASTE INDICATORS COUNTRY - 2016

Hypothesis :

Maximum acceptable weight	20 KG
Adjusted Fruits & Vegetables	3,50%
Adjusted liquids	0%
Shrinkage Labels	AVARIE
	MANCATO FREDDO
	ROTTURE
	DONAZIONE

	Food Waste	Adjusted Food Waste
Fruits & Vegetables	100%	96,50%
Liquids	100%	100%