

Ashford Decarbonization Portal

V 1.0



Initial Author

Ashford Development Team

Version 1.0

Conventions











Icon/ Term	Name	Description
	Note	Provides important information regarding the topic discussed.
	Warning	Provides warning messages against any specific action performed.
	Tip	Provides recommendations, tip for the topic / action discussed.
	Link	Provides URL, Hyperlinks, or path of a particular page / reference.
	Configure	Provides information for configuring a particular setup, module etc.
	Settings	Provides information regarding a particular setting / option.
	Mail	Provides mailing information (mailing address) relevant to a particular action, step or process.
	Attachment	Provides additional information and examples relevant to a particular topic, action, step, or process.
	Contact	Provides contact details of a particular actor or group
	Not to	Provides information of the not to do list.
Text in Bold	Bold	Topic headings, important terms have been marked Bold.

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1 Dashboard

1.1 Introduction

Module Name

Dashboard

1.2 Purpose

Dashboard is used to view and analyze total devices carbon footprint generated by organizations. To get the carbon emission year wise, quarter wise, Item Type wise provided different filters in dashboard.

1.3 Scope

This document model explains how to analyze devices carbon footprint generated by organizations based on different filters like year wise, quarter wise, Item Type wise etc.

1.4 Dashboard

Navigate to Dashboard using the following path:

NAVIGATION: *login ➔ Dashboard*

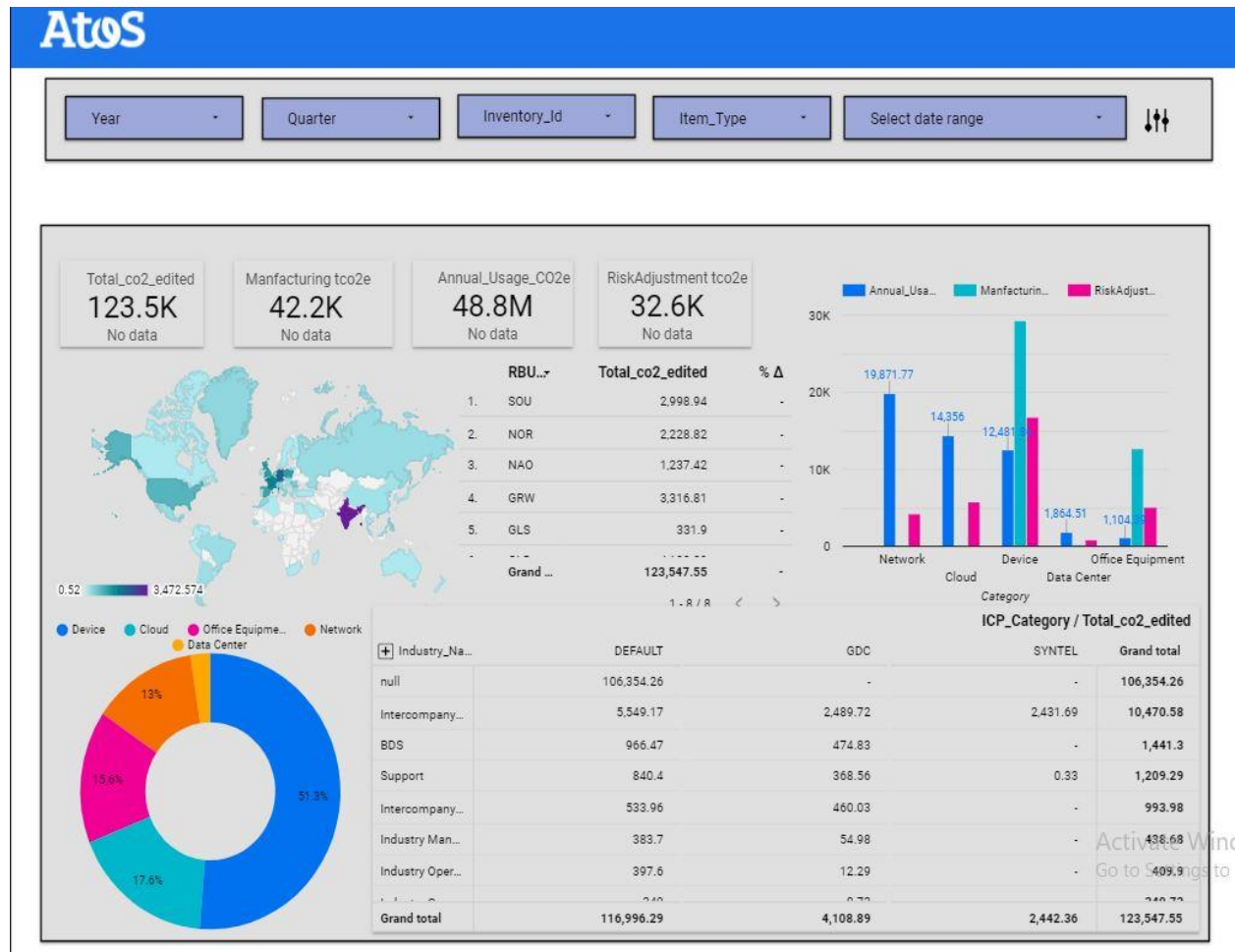


Figure 1 – Dashboard

Here

- **Total_co2_edited** specifies Total carbon footprint
- **Manufacturing tco2e** specifies carbon footprint generated during the provisioning of the devices like manufacturing, transport logistics, end of life efforts etc.
- **Annual_Usage_CO2e** specifies carbon footprint of the energy used in operating the devices
- **RiskAdjustment tco2e** specifies adjustment factor of the organization

1.5 Analyzing carbon footprint

Navigate to Dashboard using the following path:

NAVIGATION: login → Dashboard

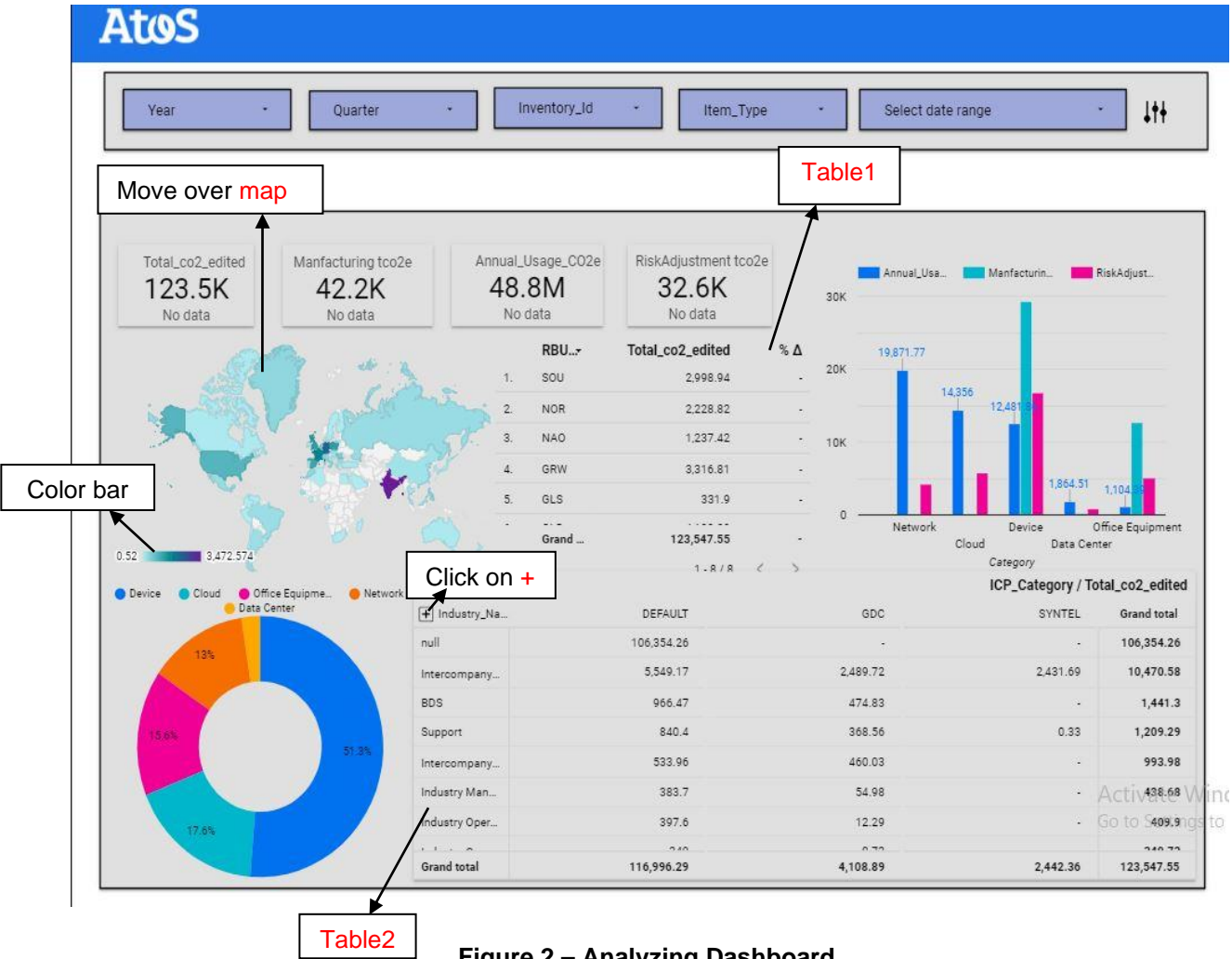


Figure 2 – Analyzing Dashboard

Here

- **Bar graph** shows **Annual_Usage_CO2e, Manufacturing tco2e, RiskAdjustment tco2e** of different items of the organization by indicating different colors.
- **Pie chart** shows percentage of carbon footprint by different items by indicating different colors
- **Table1** shows analysis of total carbon footprint by **Regional Business Unit(RBU)** of organization that may be increased or decreased
- **Table2** shows analysis of total carbon footprint of different industries in the organization
- Move over cursor on the **map** to find total carbon footprint of the organization at country level. The color bar indicates level of total carbon footprint of the organization at country level if the color is light then carbon footprint is low and increases the thickness of the color based on the total carbon footprint.
- Click on **+** to expand Industry names of the organization

1.6 Analyzing carbon footprint using filters

Navigate to Dashboard using the following path:

NAVIGATION: *login → Dashboard*



Figure 3 – Analyzing Dashboard using filters

- Choose the particular **year** to view the carbon footprint of the organization for that year.

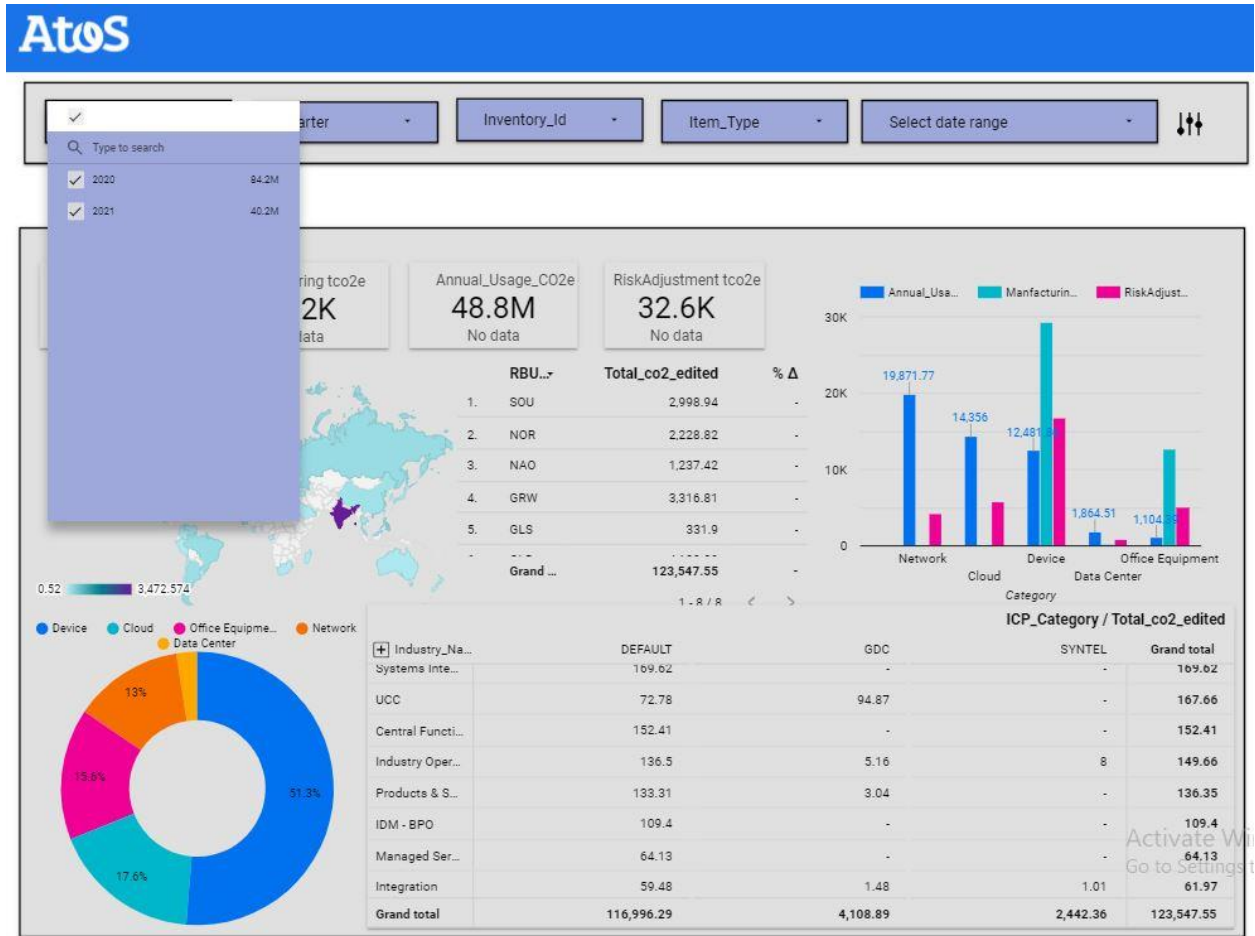


Figure 4 – Analyzing Dashboard using year filter

- Choose the particular **year** and **Quarter** to view the carbon footprint of the organization for selected quarter of that year.

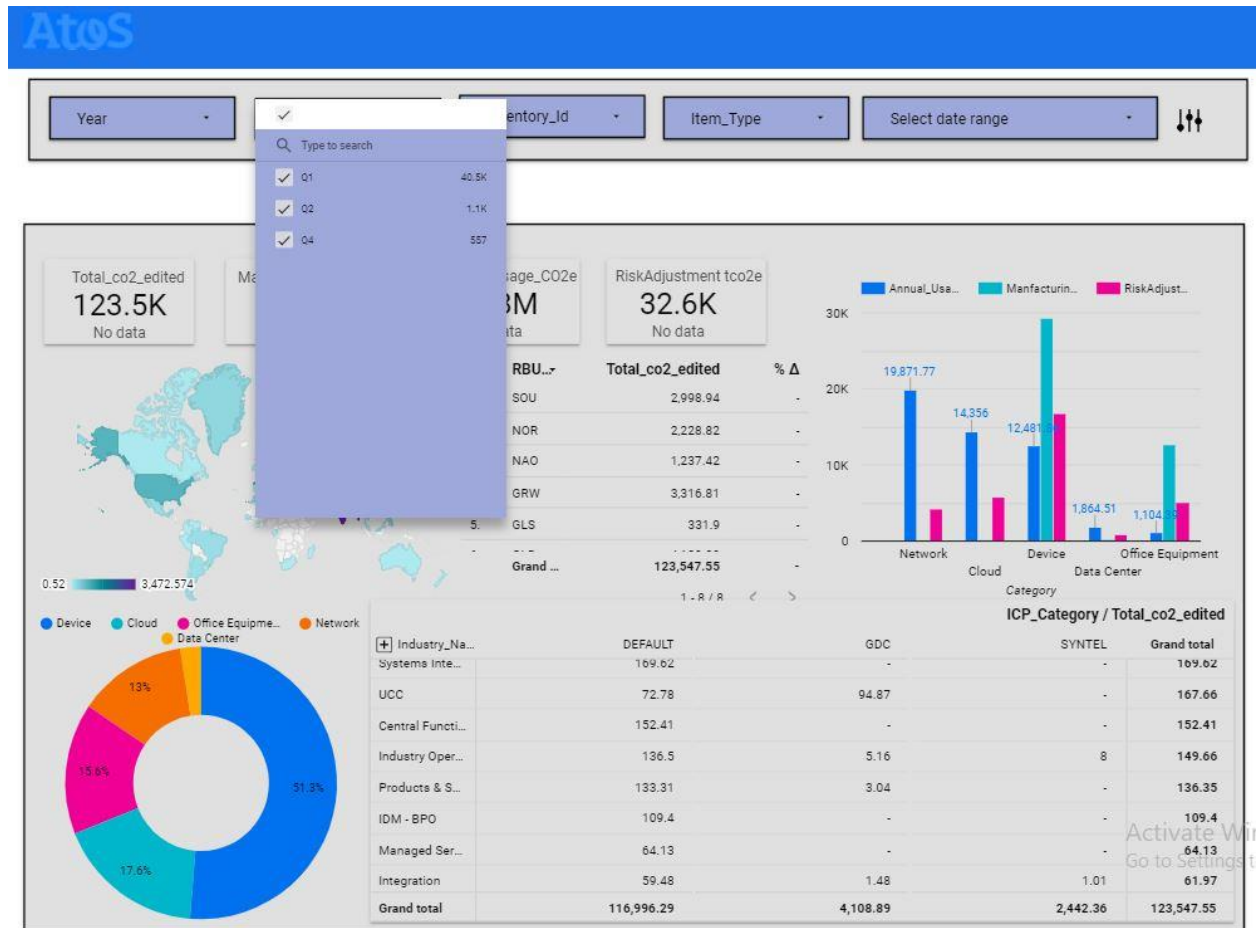


Figure 5 – Analyzing Dashboard using Quarter filter

- Choose particular **year**, **Quarter** and **Inventory_Id** to view the carbon footprint of the organization quarter wise and year wise of that particular Inventory_Id.

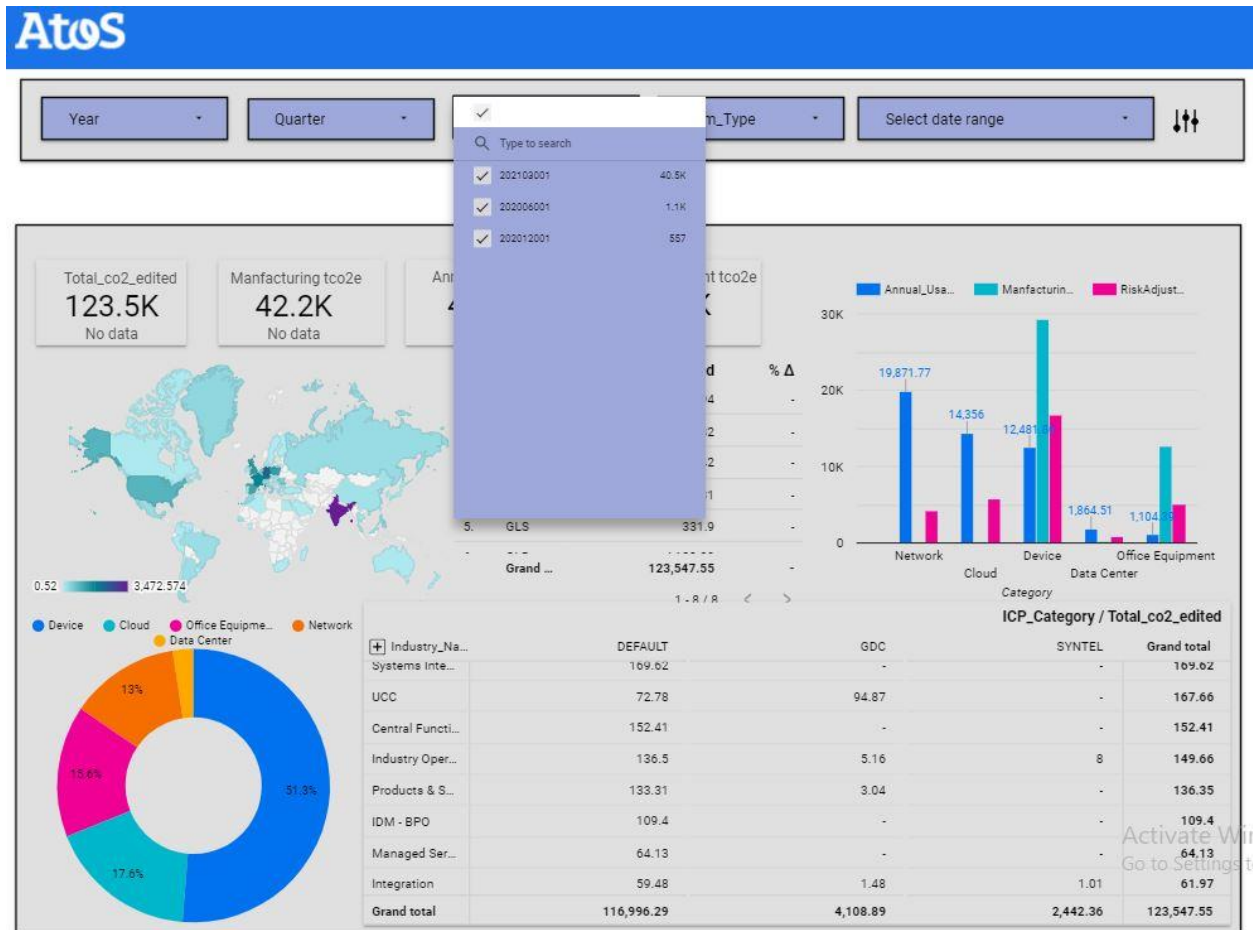


Figure 6 – Analyzing Dashboard using Inventory_Id filter

- Choose particular **year**, **Quarter**, **Inventory_Id** and **Item_Type** to view the carbon footprint of the organization quarter wise, year wise of that Inventory_Id for specific items.

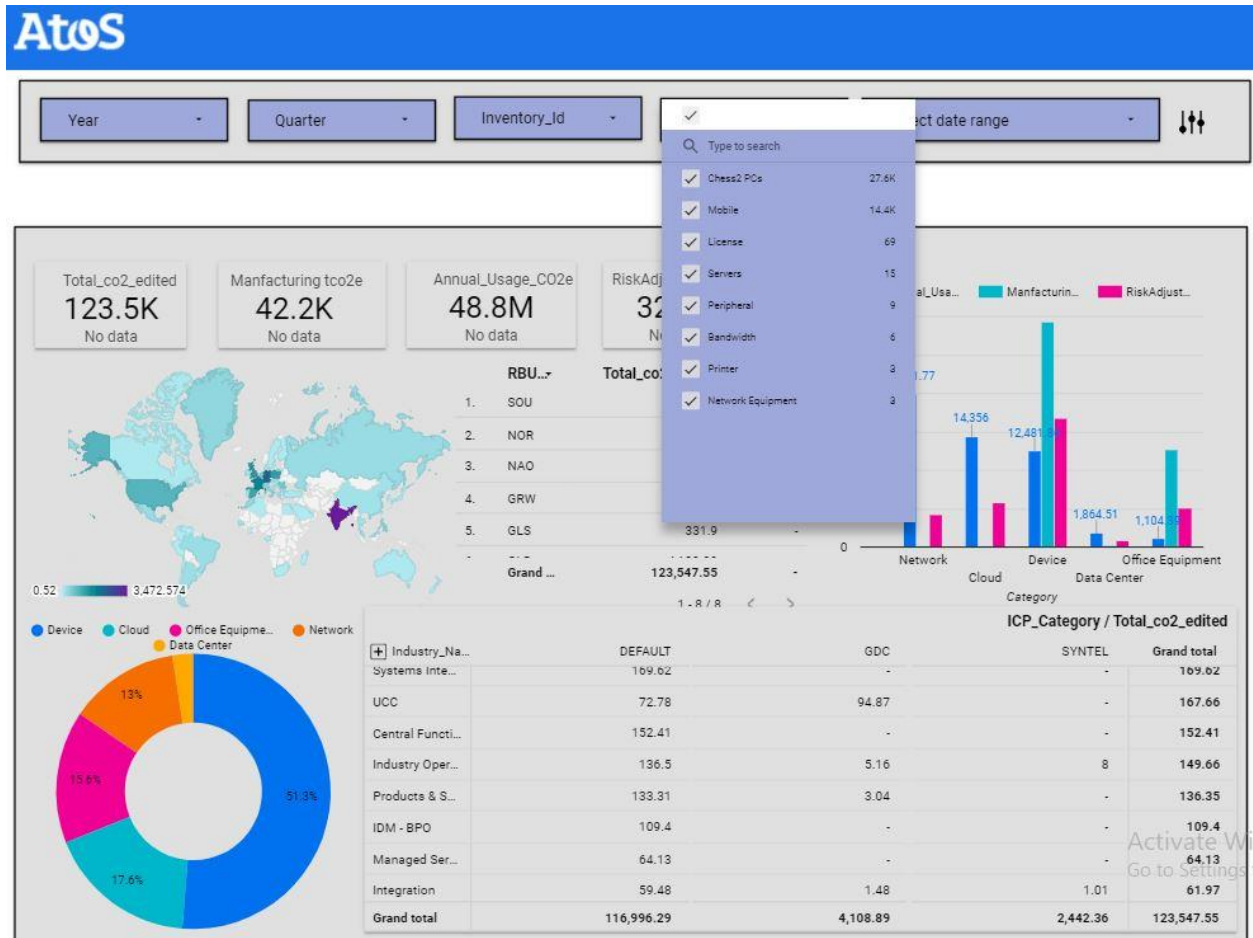


Figure 7 – Analyzing Dashboard using Item_Type filter

- Choose particular **date range** to view the carbon footprint of the organization for that particular date range

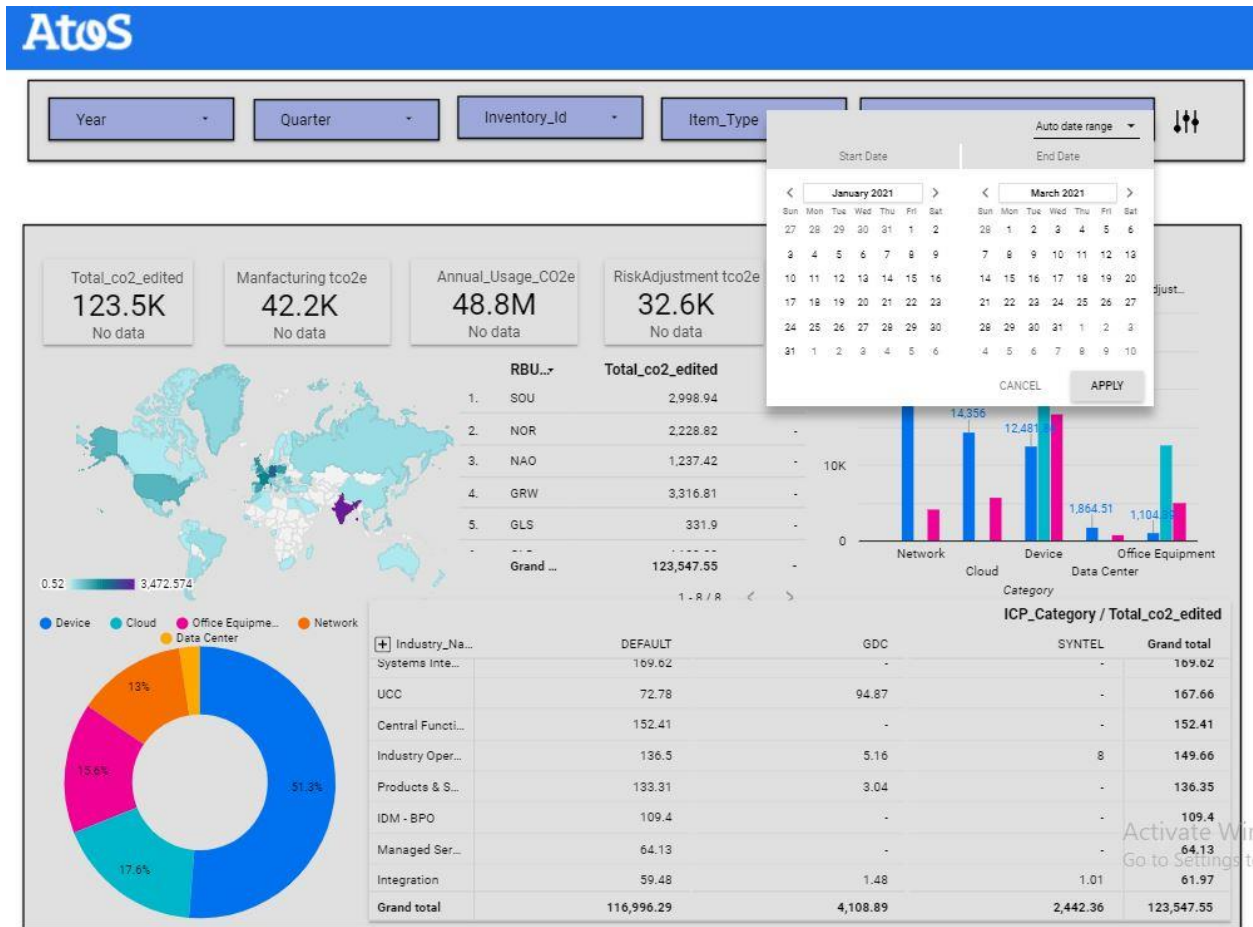


Figure 8 – Analyzing Dashboard using date range filter

- After selecting the date range Click on Apply to view the report

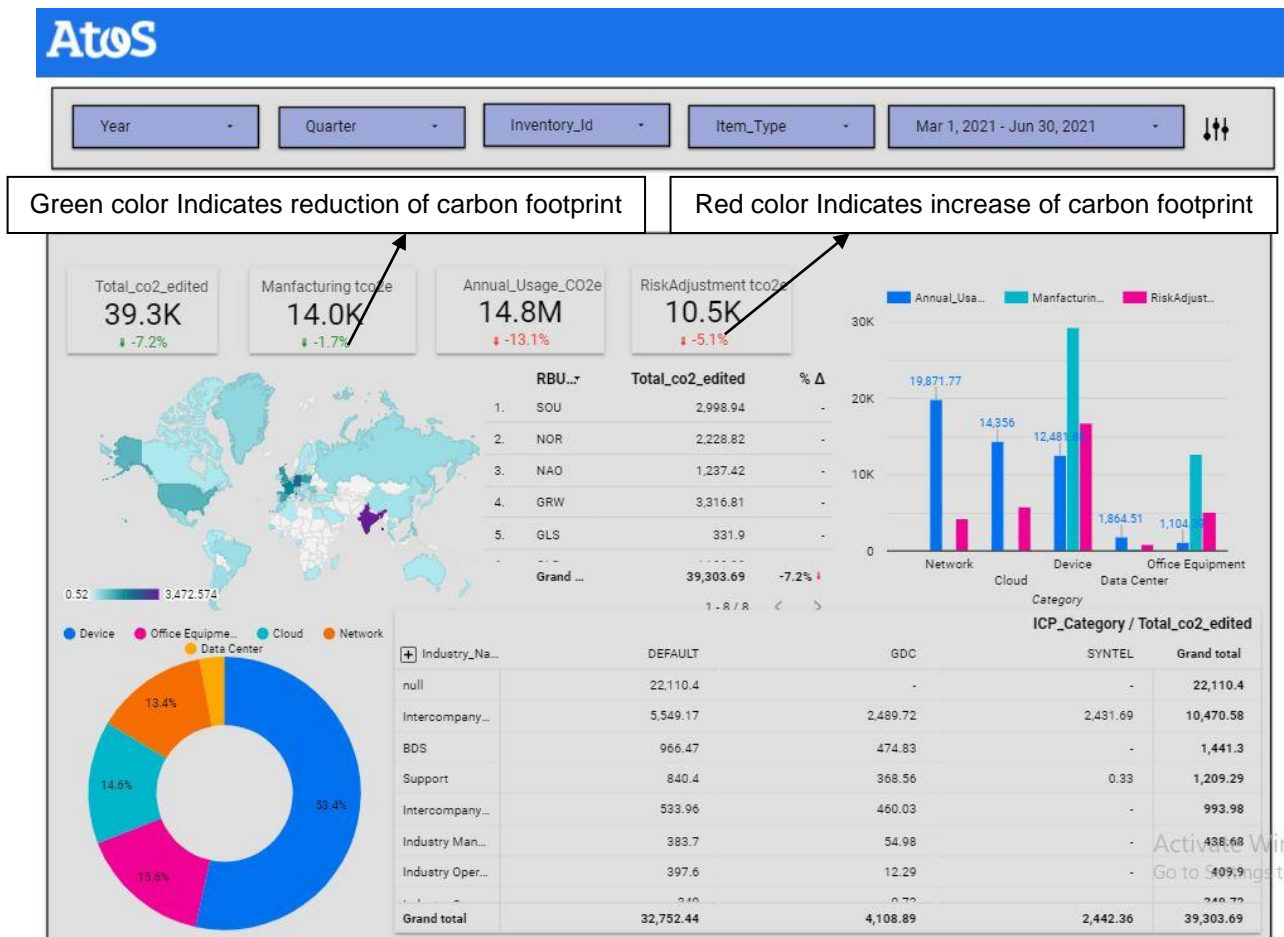


Figure 9 – Report

Here

- Green color indicates reduction of carbon footprint of the organization for chosen date period
- Red color indicates increase of carbon footprint of the organization for chosen date period

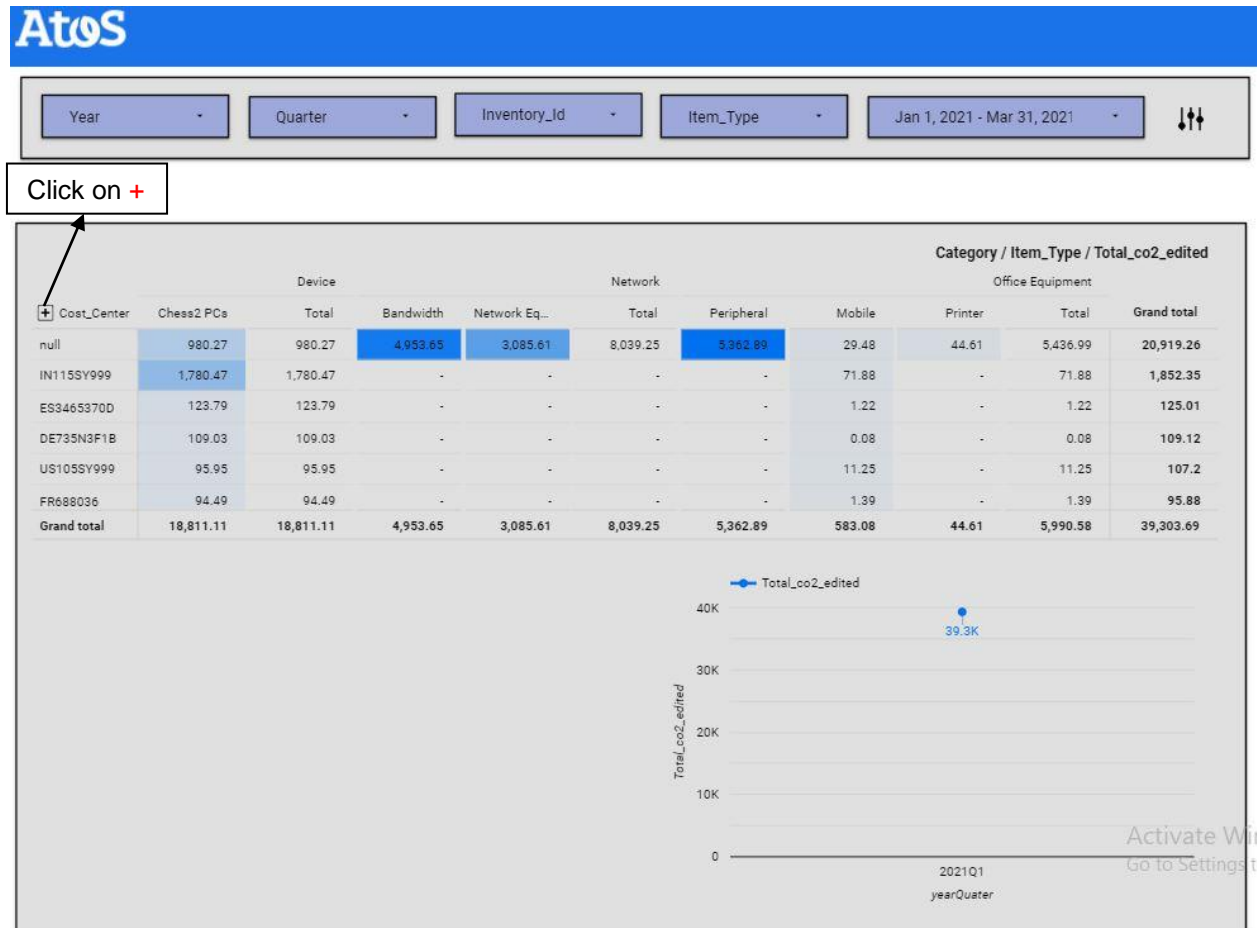


Figure 10 – Report1

Here

- In table showing carbon footprint of different cost center based on the different item types
- Graph shows carbon footprint for the particular quarter of that year
- Click on + to expand the Cost_Center names

2 Admin

2.1 Introduction

Module Name

Admin page

2.2 Purpose

Admin page is used to **add user** and assign particular **role** to the user.

- To **add user** enter the following details
 - DAS Id
 - First Name
 - Last Name
 - Email
 - New Role

2.3 Scope

This document module explains how to **Add user** and assign **role** to the user. Based on the role user can access the particular page.

2.4 Admin page

Navigate to Admin page using the following path:

NAVIGATION: *login → Dashboard → Admin*

Add user

DAS Id	Name	Role
fbbgfbfgh	112	User
@	@	General
@	@	General
A783766	123	General
A783766	123	General
A783766	abc	General
A783766	Lakshmi	General
A773851	Naveen	General
A773851	Naveen	Superuser
A716719	Arpita	Superuser
A419124	Marc	Superuser
A720023	Prashant	Superuser
A773419	Thrinesh	Superuser

Figure 11 – Admin page


2.5 Assigning role to the User

Navigate to Admin page using the following path:

NAVIGATION: *login → Dashboard → Admin*

Click on **Add user** button to assign role the user


Click on **Add user** button



DAS Id	Name	Role
fbgfbfgh	112	User
@	@	General
@	@	General
A783766	123	General
A783766	123	General
A783766	abc	General
A783766	Lakshmi	General
A773851	Naveen	General
A773851	Naveen	Superuser
A716719	Arpita	Superuser
A419124	Marc	Superuser
A720023	Prashant	Superuser
A773419	Thrinesh	Superuser

Figure 12 – Adding user

After clicking on **Add** button the Add user form will open



The image shows a modal window titled "Add user" with a close button (X) in the top right corner. The form contains five input fields and a dropdown menu, followed by two buttons. The fields are labeled "DAS Id", "First Name", "Last Name", "email", and "New Role". The "DAS Id" field has a placeholder "Enter DAS Id". The "First Name" field has a placeholder "Enter First Name". The "Last Name" field has a placeholder "Enter Last Name". The "email" field has a placeholder "Enter Email ID". The "New Role" dropdown menu has a selected option "User" and a downward arrow. The "Add" button is light blue and the "Clear" button is dark blue.

Field Label	Placeholder / Content
DAS Id	Enter DAS Id
First Name	Enter First Name
Last Name	Enter Last Name
email	Enter Email ID
New Role	User

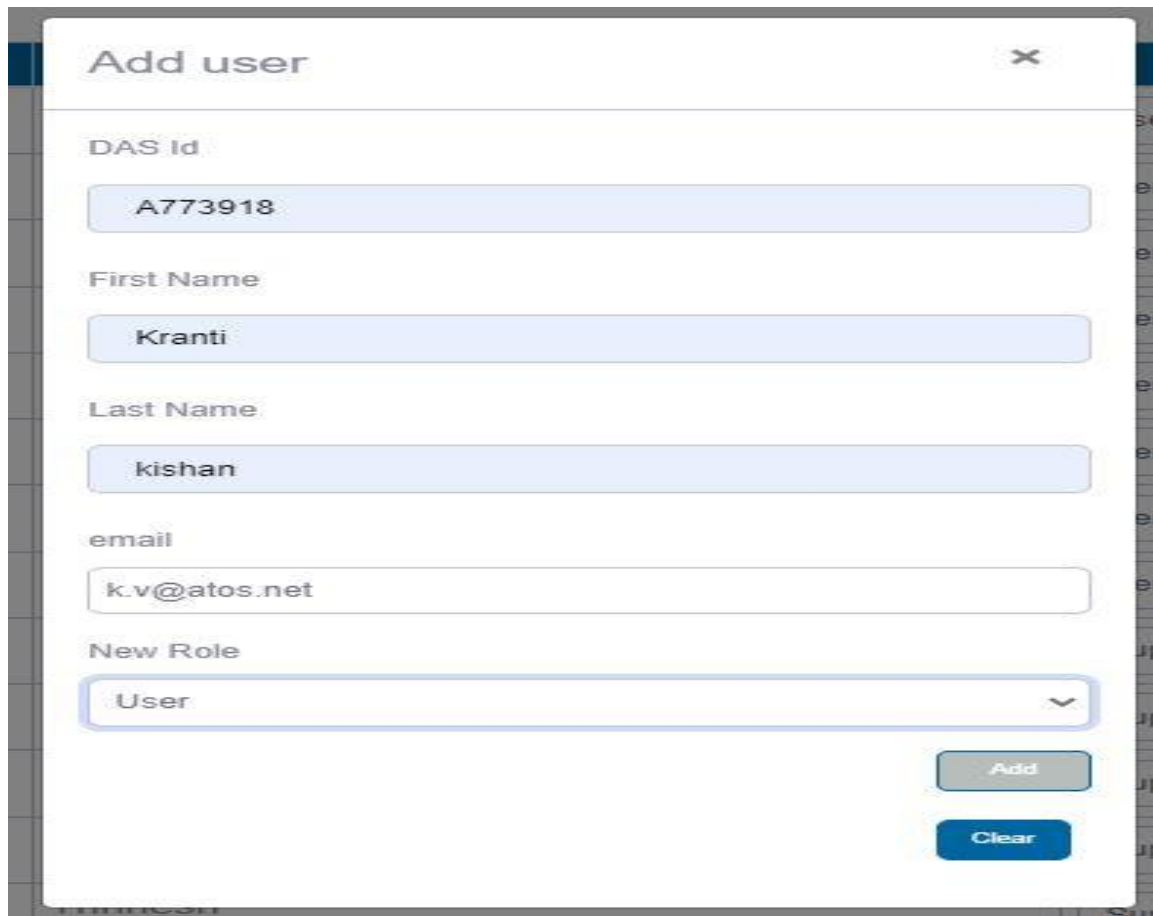
Buttons: Add, Clear

Figure 13 – Add user Form

Validations:

- **DAS Id** should accept only letters and numbers
- **First Name** should accept only letters and numbers
- **Last Name** should accept only letters and numbers
- **email** should accept only email format
- Choose **New Role**

Enter valid inputs and click on **Add** button to save the **User role** or click on **clear** button to clear the details



The screenshot shows a modal window titled "Add user" with a close button (X) in the top right corner. The form contains the following fields:

- DAS Id**: A text input field containing "A773918".
- First Name**: A text input field containing "Kranti".
- Last Name**: A text input field containing "kishan".
- email**: A text input field containing "k.v@atos.net".
- New Role**: A dropdown menu with "User" selected.

At the bottom right of the form, there are two buttons: "Add" (a light blue button) and "Clear" (a dark blue button).

Figure 14 – Add user Form with valid data

There will be restriction on access of pages based on the New Role chosen

- If **User** role chosen then user has access of **Supplier page only**
- If **General** role chosen then user has access of **Initiative page** and **ICP page only**
- If **Admin** role chosen then user has access of **Admin page only**
- If **Superuser** role chosen then user has access of **all pages**

3 Initiative

3.1 Introduction

Module Name

Initiative page

3.2 Purpose

Initiative page is used to search for particular Initiative details through Initiative ID, add new Initiative and to view CO2e Reduction.

- To Search for particular Initiative we have to enter that Initiative ID which displays
 - Business Unit Id
 - Business Unit name
 - Business Unit Lead
 - Initiative Name
 - Start Date
 - End Date

- To add New Initiative we have to add the following details
 - Initiative Id
 - Initiative Name
 - Business Unit Name
 - Group Name
 - Type
 - Owner
 - Potential Impact
 - Status
 - Category
 - Action Plan
 - Working Hypptheses
 - Start Date
 - End Date
 - Required Investment
 - Spend
 - Location
 - Cost center
 - RBU
 - Country

- CO2e Reduction Shows following for particular year
 - Initiative Id
 - Reduction Id
 - Reduction month
 - Reduction Year

- Reduction Category
- Reduction Amount
- Start Date
- End Date

3.3 Scope

This document module explains how to search for particular Initiative Details through Initiative ID, add New Initiatives and to view CO2e Reduction for particular year.

3.4 Initiative page

Navigate to Initiative page using the following path:

NAVIGATION: *login → Dashboard → Initiative*

Initiative ID

Initiative ID

Go Add

Initiative Details CO2e Reduction

Business unit Id	<input type="text"/>	Initiative Name	<input type="text"/>
Business unit name	<input type="text"/>	Start Date	<input type="text" value="mm/dd/yyyy"/>
Business unit Lead	<input type="text"/>	End Date	<input type="text" value="mm/dd/yyyy"/>

Activate Windows
Go to Settings to activate Windows.

Next

Figure 15 – Initiative page

3.5 Searching Initiative Details through Initiative ID

Page used to search for particular Initiative Details through Initiative ID

Navigate to Initiative page using the following path:

NAVIGATION: *login → Dashboard → Initiative*

Available

Languages Arpita

Click on **Go** button

Initiative ID

123

Go Add

Initiative Details CO2e Reduction

Business unit Id 123

Business unit name

Business unit Lead one

Initiative Name Arpita

Start Date 06/18/2021

End Date 06/18/2021

Click on **NEXT** button

Activate Windows
Go to Settings to activate Windows.

Figure 16 – Searching Initiative Details through Initiative ID

- Enter correct Initiative Id and click on **Go** to view the particular Initiative Details otherwise pop up message 'Not Available, Please try again with valid Initiator Id'
- Click on **Next** to view the CO2e Reduction details

3.6 Adding New Initiative

To add New Initiative details Navigate to Initiative page using the following path:

NAVIGATION: *login → Dashboard → Initiative*

Click on **Add** button to add the New Initiative

Click on **Add** button

Initiative ID

Initiative ID

Go Add

Initiative Details CO2e Reduction

Buisness unit Id	<input type="text"/>	Initiative Name	<input type="text"/>
Buisness unit name	<input type="text"/>	Start Date	<input type="text" value="mm/dd/yyyy"/>
Buisness unit Lead	<input type="text"/>	End Date	<input type="text" value="mm/dd/yyyy"/>

Activate Windows
Go to Settings to activate Windows.

Figure 17 – Adding New Initiative

After clicking on **Add** button the form will open to enter New Initiative details

The form is titled "New Initiative" and contains the following fields:

Field	Field
Initiative Id	Working Hypotheses
Initiative Name	Start Date
Business unit name	End Date
Group Name	Required Investment
Type	Spend
Owner	Location
Potential Impact	Cost Center
Status	RBU
Category	Country
Action Plan	Submit

Figure 18 – New Initiative Form

Validations:

- **Initiative** should accept only letters and numbers
- **Initiative Name** should accept only letters and numbers
- Choose appropriate **Business unit name**
- Choose appropriate **Group Name**

- **Type** should accept only letters and numbers
- **Owner** should accept only letters and numbers
- **Potential Impact** should accept only letters and numbers
- **Status** should accept only letters and numbers
- **Category** should accept only letters and numbers
- **Action plan** should accept only letters and numbers
- **Working Hypotheses** should contain only letters and numbers
- **Start Date** should be in date format
- **End Date** should be in date format
- **Required Investment** should accept only numbers(integer)
- **Spend** should accept only numbers(integer)
- **Location** should contain only letters and numbers
- **Cost Center** should contain only letters and numbers
- **RBU** should contain only letters and numbers
- **Country** should contain only letters and numbers

Enter valid inputs and click on **Submit** button to save the New Initiative

The screenshot shows a 'New Initiative' form with the following fields and values:

Field	Value
Initiative Id	1234
Initiative Name	Test
Business unit name	Test
Group Name	Ashford
Type	Test
Owner	Test
Potential Impact	Test
Status	Test
Category	Test
Action Plan	Test
Working Hypotheses	Test
Start Date	06/29/2021
End Date	06/29/2021
Required Investment	150000
Spend	30000
Location	Test
Cost Center	Test
RBU	Test
Country	Test

A callout box with the text 'Click submit button' points to the 'Submit' button at the bottom of the form.

Figure 19 – New Initiative Form with valid data

4 ICP

4.1 Introduction

Module Name

ICP page

4.2 Purpose

ICP page is used to calculate Internal Carbon Pricing. Here differentiating areas A & C. **Area A** is the elements under direct control and **Area C** is project related carbon footprint. The carbon pricing is then charged out to the relevant business units.

- In **Part A** we have to enter following details

- RBU
- Year
- Quarter
- Source
- tCO2e

- In **Part C** we have to enter following details

- Type
- Project Name
- Country
- PM (or) ER (or) Count
- RBU
- Industry
- Client Ex
- Date

4.3 Scope

This document module explains Internal Carbon Pricing calculation based on different Areas like A & C.

4.4 ICP page

Navigate to ICP page using the following path:

NAVIGATION: *login ➔ Dashboard ➔ ICP*

Part A

Part C

Upload File

Browse

Upload

RBU *

Select

Year

Select

Quarter

☐ Q1

☐ Q2

☐ Q3

☐ Q4

Source

☐ DataCenters

☐ Office

☐ Travel

tCO2e *

0,00

Submit

Cancel

Activate Windows
Go to Settings to activate Windows.

Figure 20 – ICP page

4.5 Part A

Navigate to Part A page using the following path:

NAVIGATION: *login → Dashboard → ICP*

Part A Part C

Upload File Browse Upload

RBU *
Select

Year
Select

Quarter
☐ Q1
☐ Q2
☐ Q3
☐ Q4

Source
☐ DataCenters
☐ Office
☐ Travel

tCO2e *
0.00

Submit Cancel

Activate Windows
Go to Settings to activate Windows.

Figure 21 – ICP Part A

Enter the following details in Part A for calculating carbon pricing

- Choose **RBU** (Regional Business Unit) specifies Region of Business Unit
- Choose which **Year** to calculate carbon pricing
- Choose which **Quarter** to calculate carbon pricing
- Choose **Source** which specifies carbon footprint from different sources based on AIT
- Enter **tCO2e(Total Carbon emission)**. Total Co2 emissions per year reflect the carbon footprint associated with all licenses in a year.
- Click on Upload button and choose .txt file which contains carbon footprint details

Click on **Submit** button to save the details

The screenshot shows the 'Part A' tab of the ICP form. At the top, there are tabs for 'Part A' and 'Part C'. Below the tabs, there is an 'Upload File' section with 'Browse' and 'Upload' buttons. An annotation box points to the 'Upload' button with the text 'Click on Upload button'. Below this, there are dropdown menus for 'RBU *' (set to 'North AmericaNorth America') and 'Year' (set to '2020'). Under 'Quarter', there are radio buttons for Q1, Q2 (selected), Q3, and Q4. Under 'Source', there are radio buttons for DataCenters (selected), Office, and Travel. At the bottom, there is a text input for 'tCO2e *' containing the value '23.6'. Below this input are 'Submit' and 'Cancel' buttons. An annotation box points to the 'Submit' button with the text 'Click on Submit button'. In the bottom right corner, there is a link that says 'Activate W Go to Settings'.

Figure 22 – ICP Part A with valid data

Validations:

- **tCO2e(Total Carbon emission)** accepts only floating number

4.6 Part C

Navigate to part C page using the following path:

NAVIGATION: *login → Dashboard → ICP → Part C*

Part A Part C

Upload File Browse Upload

Type
Select ▼

Project Name
Project Name
Ashford

Country
Select ▼

PM(or)ER(or)Count
0.00

PM(or)ER(or)Count" Required>

RBU *
Select ▼

Industry
Atos

Client Ex *
Client

Date
mm/dd/yyyy

Submit Cancel

Active
Go to Se

Figure 23 – ICP Part C

- Enter the following details in Part A for calculating carbon pricing
 - Choose **Type** which specifies type of the Project
 - Enter the **Project Name**
 - Choose **Country**
 - Enter **PM(or)ER(or)Count** which specifies Count of Carbon emission
 - Choose **RBU** (Regional Business Unit) specifies Region of Business Unit
 - Enter the **Industry** name
 - Enter **Client** name
 - Choose proper **Date** from which to calculate Carbon emission
 - Click on Upload button and choose .txt file which contains carbon footprint details
- Click on **Submit** button to save the details

The screenshot shows the 'Part C' tab of the ICP form. The form contains the following fields and values:

- Upload File**: Includes 'Browse' and 'Upload' buttons. An arrow points from the 'Upload' button to a callout box that says 'Click on Upload button'.
- Type**: Dropdown menu with 'Industry Decarbonization Project' selected.
- Project Name**: Text input with 'Ashford'.
- Country**: Dropdown menu with 'Australia' selected.
- PM(or)ER(or)Count**: Text input with '236.5'.
- PM(or)ER(or)Count" Required>**: Label for the PM(or)ER(or)Count field.
- RBU ***: Dropdown menu with 'Growing Market' selected.
- Industry**: Text input with 'Atos'.
- Client Ex ***: Text input with 'client'.
- Date**: Text input with '06/29/2021' and a calendar icon.
- Submit/Cancel**: At the bottom right are 'Submit' and 'Cancel' buttons. An arrow points from the 'Submit' button to a callout box that says 'Click on Submit button'.

Partial text 'Acti' and 'Go to' is visible on the right side of the form.

Figure 24 – ICP Part C with Valid data

Validations:

- **Project Name** should accept only letters and numbers
- **PM(or)ER(or)Count** should accept only floating point number
- **Industry** should accept only letters and numbers
- **Client Ex** should accept only letters and numbers

5 Supplier

5.1 Introduction

Module Name

Supplier page

5.2 Purpose

The purpose is to provide an ABC score for suppliers, based on various certification and Start to get information from supplier to confirm if the rating is supported by their documentation. Currently this is in excel.

- To view the score of Supplier enter the following details
 - Vendor ID
 - Vendor Name
 - Status
- To add the supplier details we have to enter the following details
 - Vendor Group Id
 - Vendor Name
 - Vendor Description
 - Status
 - Managed
 - Team Details
 - CPO
 - SPOC

5.3 Scope

This document module explains how to view the score of Supplier and how to add new Supplier Details based on various certification.

5.4 Supplier page

Navigate to Supplier page using the following path:

NAVIGATION: *login → Dashboard → Supplier*

The screenshot displays the Supplier Page interface. At the top, there is a search bar with three input fields: 'Vendor ID', 'Vendor Name', and 'Status'. Below these fields are buttons for 'Go', 'Add', 'Upload File', 'Browse', and 'Upload'. Below the search bar is a tabbed interface with four tabs: 'Vendor Details', 'Cost Details', 'Consultations', and 'Decarbonization Score'. The 'Vendor Details' tab is selected. It contains three input fields: 'Vendor Name', 'Status', and 'Managed By'. To the right of these fields are three dropdown menus: 'RBU/Category details', 'Sponsor name - CPO', and 'Supplier manager name'. The 'Supplier manager name' dropdown has a 'First Name' input field.

Figure 25 – Supplier Page

5.5 Viewing score of Supplier

Navigate to Supplier page using the following path:

NAVIGATION: *login → Dashboard → Supplier*

- To view the score of Supplier enter the following details in supplier page
 - Enter **Vendor ID**
 - Enter **Vendor Name**
 - Choose **Status**
 - Click on **Upload** button to upload excel file with necessary details
- Click on **Go** button to view the various details and score of supplier.

Click on **Go** button

Click on **Upload** button

Vendor ID
Vendor Name
Status

123

Arpita

Red Supplier ▼

Go

Add

Upload File

Browse

Upload

Vendor Details

Cost Details

Consultations

Decarbonization Score

Vendor Name

vendor Name

Status

Select ▼

Managed By

select ▼

RBU/Category details

Operations ▼

Sponsor name - CPO

Operations ▼

Supplier manager name

First Name

Figure 26 – Vendor Details in Supplier page

Validations:

- **Vendor ID** should accept only letters and numbers
- **Vendor Name** should accept only letters and numbers

To view Cost Details click on **Cost Details** tab

The screenshot shows the 'Cost Details' tab in the Ashford Portal. At the top, there are input fields for 'Vendor ID' (123), 'Vendor Name' (Arpita), and 'Status' (Green Supplie), along with 'Go', 'Add', 'Upload File', 'Browse', and 'Upload' buttons. Below this is a navigation bar with tabs: 'Vendor Details', 'Cost Details' (selected), 'Consultations', and 'Decarbonization Score'. The main area contains a table with columns: 'RBU', 'Month', 'Year', 'Cost', and 'Edit'. The first row shows 'Central Europe', '6', '2021', and '150000'. The 'Edit' column contains three icons: a pencil (edit), a trash can (delete), and a floppy disk (save). Annotations with arrows point to these elements: 'Type **term**' points to the search bar; 'Click on **Add Row**' points to the 'Add Row' button; 'Click on **icon** to edit' points to the pencil icon; and 'Click on **icon** to' points to the trash can icon. The bottom of the table shows 'Showing 1 to 3 of 3 entries' and pagination controls.

Vendor ID: 123, Vendor Name: Arpita, Status: Green Supplie, Go, Add, Upload File, Browse, Upload

Vendor Details | **Cost Details** | Consultations | Decarbonization Score

Show 10 entries, Search:

RBU	Month	Year	Cost	Edit
Central Europe	6	2021	150000	

Showing 1 to 3 of 3 entries, Previous, 1, Next

Annotations:

- Type **term**
- Click on **Add Row**
- Click on **icon** to edit
- Click on **icon** to

Figure 27 – Cost Details in Supplier page

Here RBU specifies Region, cost specifies the amount for the month of the specified year

- Click on **Add Row** button to add new row of Cost Details
- Type **related term** to search and retrieve details
- Click on **icon** to edit the details
- Click on **icon** to delete the details
- Click on **icon** save the details

To view Consultations details click on **Consultations** tab

The screenshot shows the 'Consultations' tab selected in the Supplier page. The interface includes a header with search filters (Vendor ID: 123, Vendor Name: Arpita, Status: Green Supplier) and buttons (Go, Add, Upload File, Browse, Upload). Below the header are tabs for Vendor Details, Cost Details, Consultations (active), and Decarbonization Score. The main area contains a table with columns: Consultation date, Feedback call date, NZT/EcoAct Engagement, NZT/EcoAct Contract signature date, Decarb. Clause included date, and Edit. The table has 3 rows of data. Annotations point to various elements: 'Type term' points to the search bar; 'Click on Add Row' points to the 'Add Row' button; 'Click on Submit button' points to the 'Submit' button; 'Click on Icon to edit' points to the edit icon in the 'Edit' column; and 'Click on icon to delete' points to the delete icon in the 'Edit' column. The footer shows 'Showing 1 to 3 of 3 entries' and pagination controls (Previous, 1, Next).

Figure 28 – Consultations in Supplier page

- **Consultation date** specifies date of Consultation
- **Feedback call date** specifies date of Feedback
- **NZT/EcoAct Engagement** specifies date of engagement
- **NZT/EcoAct Contract signature date** specifies date of contract
- **Decarb Clause included date** specifies date of inclusion
- Click on **Add Row** button to add new row of Consultations details
- Type **related term** to search and retrieve details
- Click on **icon** to edit the details
- Click on **icon** to delete the details
- Click on **icon** save the details

To view Decarbonization Score details click on **Decarbonization Score** tab

Vendor ID	Vendor Name	Status					
<input type="text" value="123"/>	<input type="text" value="Arpita"/>	<input type="text" value="Green Supplier"/>	<input type="button" value="Go"/>	<input type="button" value="Add"/>	<input type="button" value="Upload File"/>	<input type="button" value="Browse"/>	<input type="button" value="Upload"/>

Vendor Details	Cost Details	Consultations	Decarbonization Score
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Reporting_Co2	<input type="text" value="1"/>	CDP	<input type="text" value="1"/>
reduction strategy in place	<input type="text" value="1"/>	Overall Scoring	<input type="text" value="2"/>
offsetting scope 1 and 2 emissions	<input type="text" value="1"/>	SBTI	<input type="text" value="1"/>
offsetting scope 1, 2 and 3 emissions	<input type="text" value="1"/>	Start Date	<input type="text" value="06/30/2020"/>
EMS and ISO 14001 certified	<input type="text" value="1"/>	End Date	<input type="text" value="06/30/2021"/>
ISO 50001 certified	<input type="text" value="1"/>	Performance Review Comments	<input type="text" value="Reduced"/>

Activate Wireframe
Go to Settings to

Figure 29 – Decarbonization Score in Supplier page

5.6 Adding Supplier Details

Navigate to Supplier page using the following path:

NAVIGATION: *login → Dashboard → Supplier*

Click on **Add** button to add Supplier Details

Click on **Add** button

Vendor ID	Vendor Name	Status	Go	Add	Upload File	Browse	Upload
Vendor Id	Vendor Name	Select					

Vendor Details

Cost Details

Consultations

Decarbonization Score

Vendor Name	vendor Name
Status	Select
Managed By	select
RBU/Category details	Operations
Sponsor name - CPO	Operations
Supplier manager name	First Name

Figure 30 – Adding Supplier Details

After clicking on **Add** button the form will open to enter Supplier details

The image shows a modal window titled "Supplier Details" with a close button (X) in the top right corner. The form contains the following fields and options:

- Vendor Group Id ***: A text input field with the placeholder "0".
- Vendor Name**: A text input field with the placeholder "vendor name".
- Vendor Description**: A text input field with the placeholder "vendor description".
- Status**: Three radio button options: "Red supplier", "Green supplier", and "Not assessed".
- Managed**: Three radio button options: "GSM manager", "RBU", and "Category".
- Team Details**: A text input field with the placeholder "team details".
- CPO ***: A text input field with the placeholder "cpo".
- SPOC ***: A text input field with the placeholder "spoc name".

At the bottom right of the form are two buttons: "Submit" and "Cancel". The background shows a blurred view of the main application interface with various buttons and text.

Figure 31 – Supplier Details Form

Validations:

- **Vendor Group Id** should accept only letters and numbers
- **Vendor Name** should accept only letters and numbers
- **Vendor Description** should accept only letters and numbers
- Choose **Status**

- Choose **Managed**
- **Team Details** should accept only letters and numbers
- **CPO** should accept only letters and numbers
- **SPOC** should accept only letters and numbers

Enter valid inputs and click on **Submit** button to save the Supplier Details

The screenshot shows a 'Supplier Details' modal form. The fields are filled with the following data:

- Vendor Group Id *: 1234
- Vendor Name: Name
- Vendor Description: description
- Status: ☒ Not assessed
- Managed: ☒ GSM manager
- Team Details: Team
- CPO *: Cpo
- SPOC *: spoc

At the bottom right, there are 'Submit' and 'Cancel' buttons. A callout box with the text 'Click on **Submit** button' has an arrow pointing to the 'Submit' button.

Figure 32 – Supplier Details Form with valid data