

ImpactBuying®

PROVEN POSITIVE IMPACT

Scope 3 Consortium

Getting started with ImpactBuying Platform



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1. Invitation & creating your account.

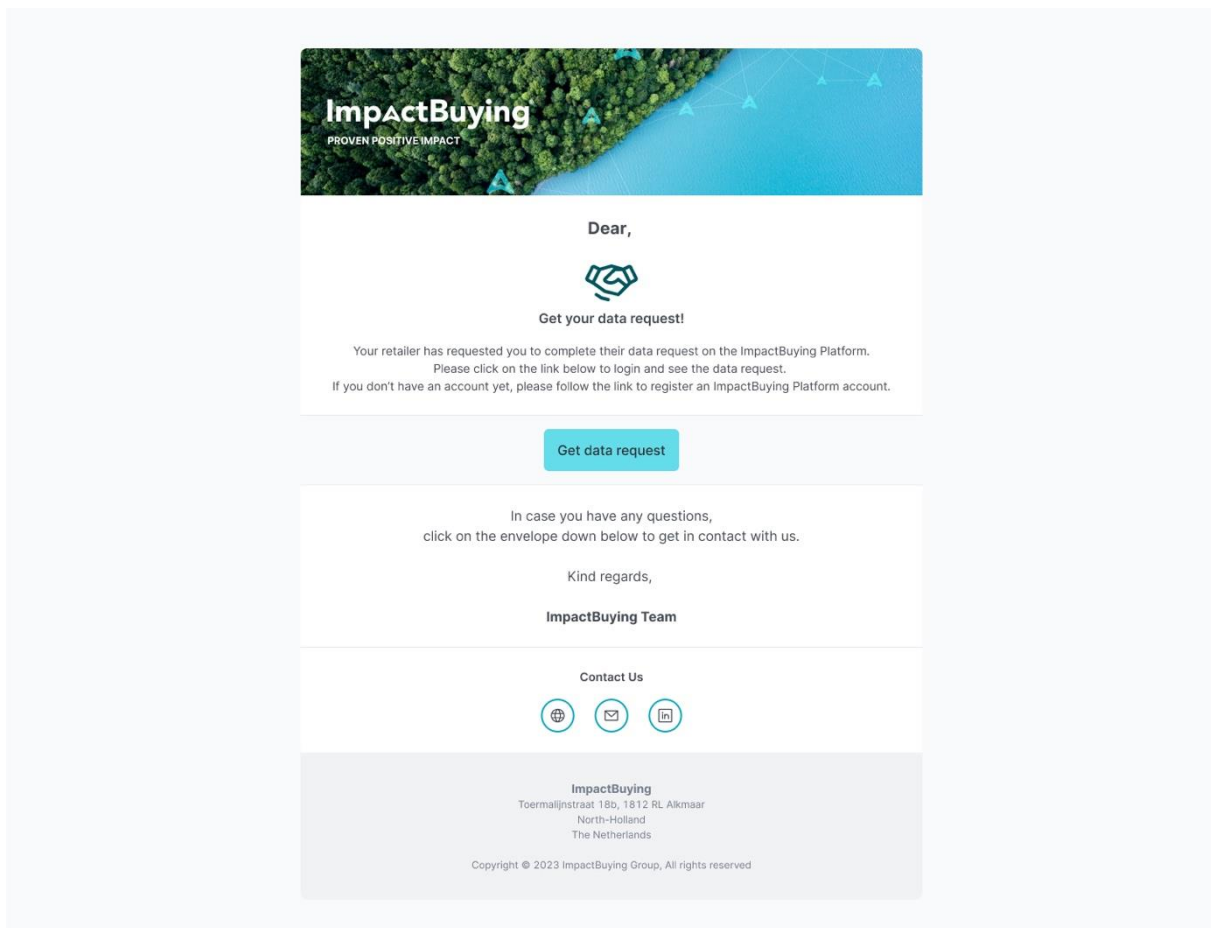
The following steps will explain how you can access the requests to complete a questionnaire for your retailer.

Requests will be sent to you from several retailers to complete a questionnaire. You can easily do this via the ImpactBuying Platform. We hope that this manual will help you get started quickly.

If you have any questions, please contact services@impactbuying.com

1.1 Receiving an invite for a data request.

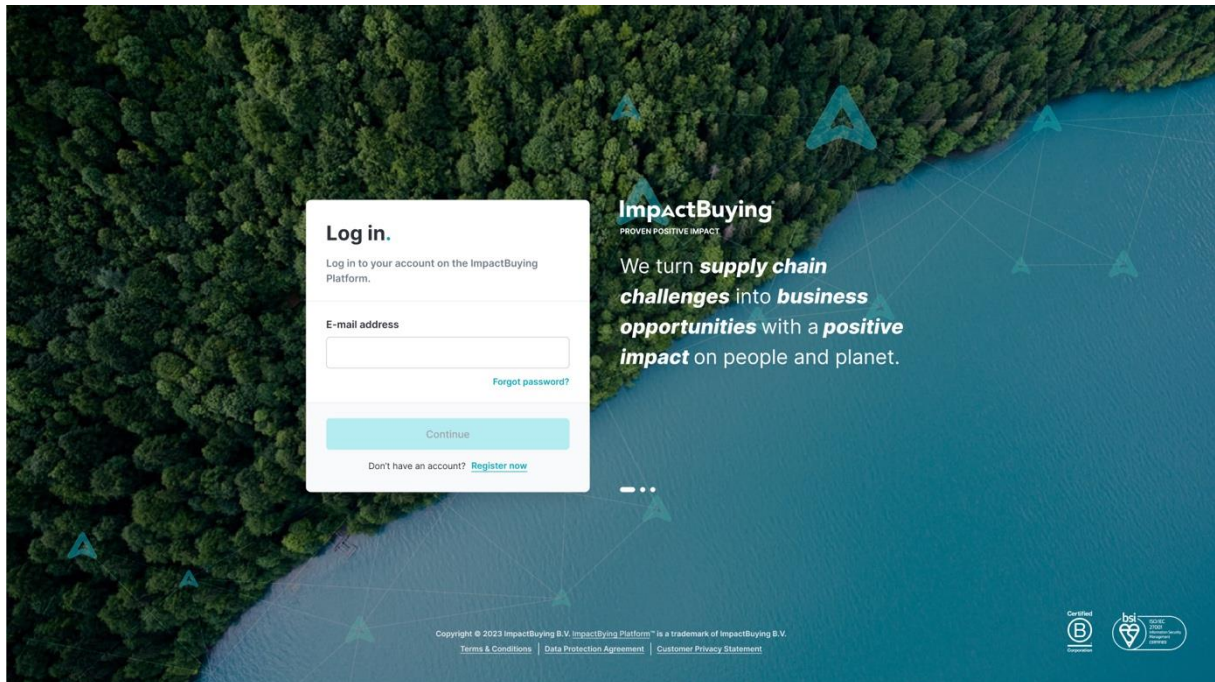
As supplier, you will receive an e-mail with an invitation to a **“Data request”** to fill in a questionnaire for your retailer from ImpactBuying, which will look like this:



Please click on the button **“Get data request”**. You will be redirected to the login & registration screen of ImpactBuying Platform. Please continue to the next step in this manual.

1.2 Create your account.

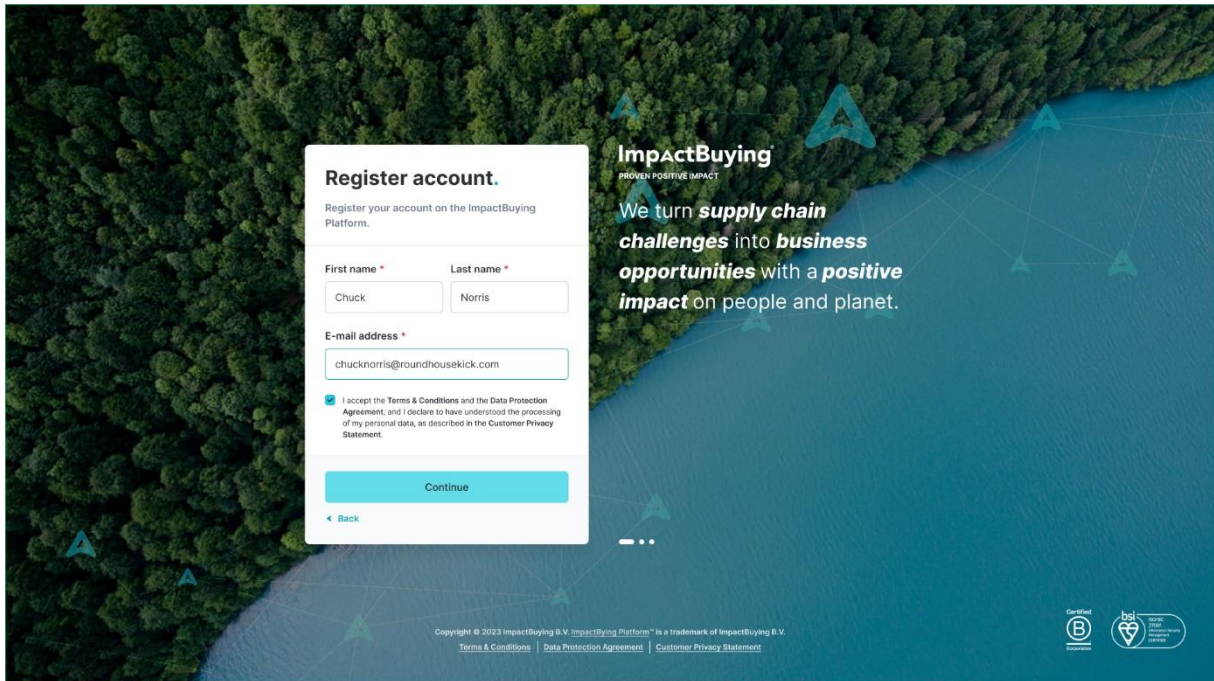
You have reached the following screen.



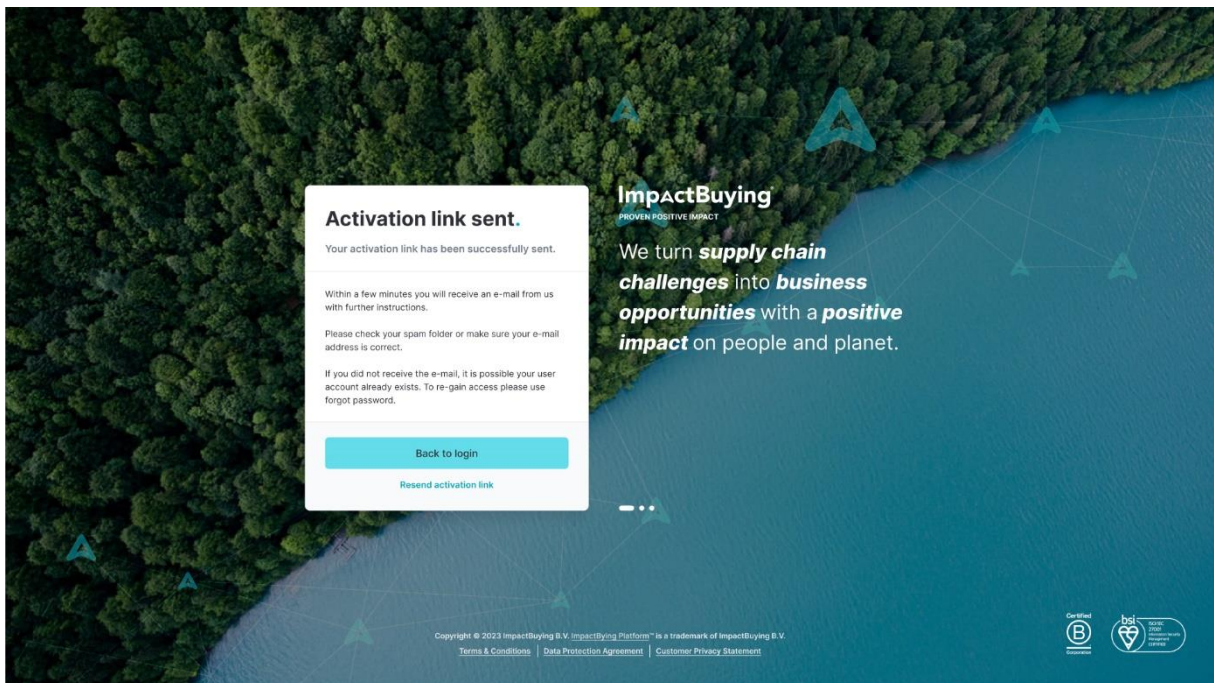
Please follow the next steps to register as a user and company. If you're already registered, then please skip this step, and move on to **"Filling in the questionnaire"**.

1. Click on **"Register now"**
2. Fill in the form with the same details as where you've received the invitation on and accept the terms to continue. With accepting the Terms & Conditions, please be informed by filling-in this data request no costs or fees are involved.

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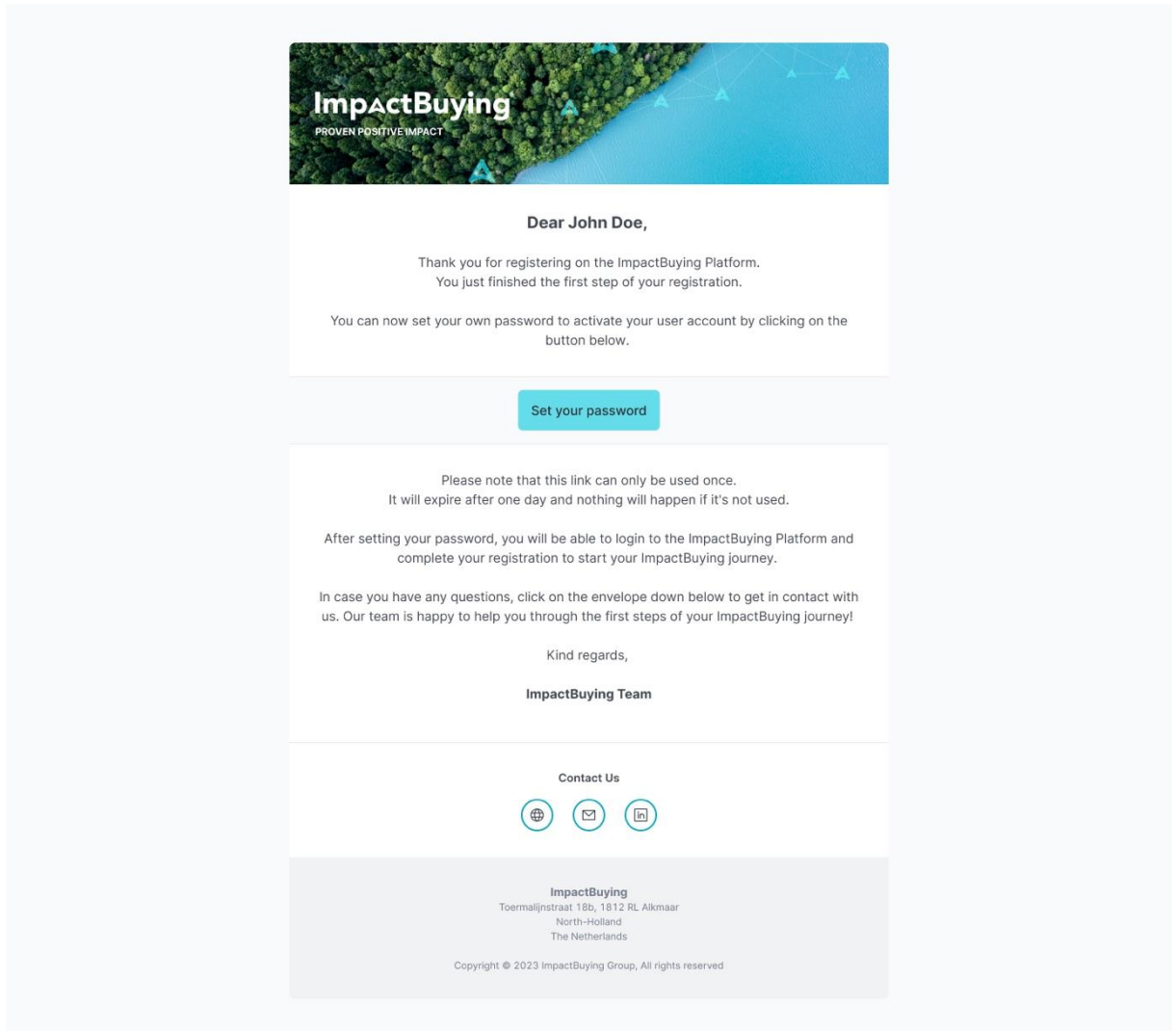


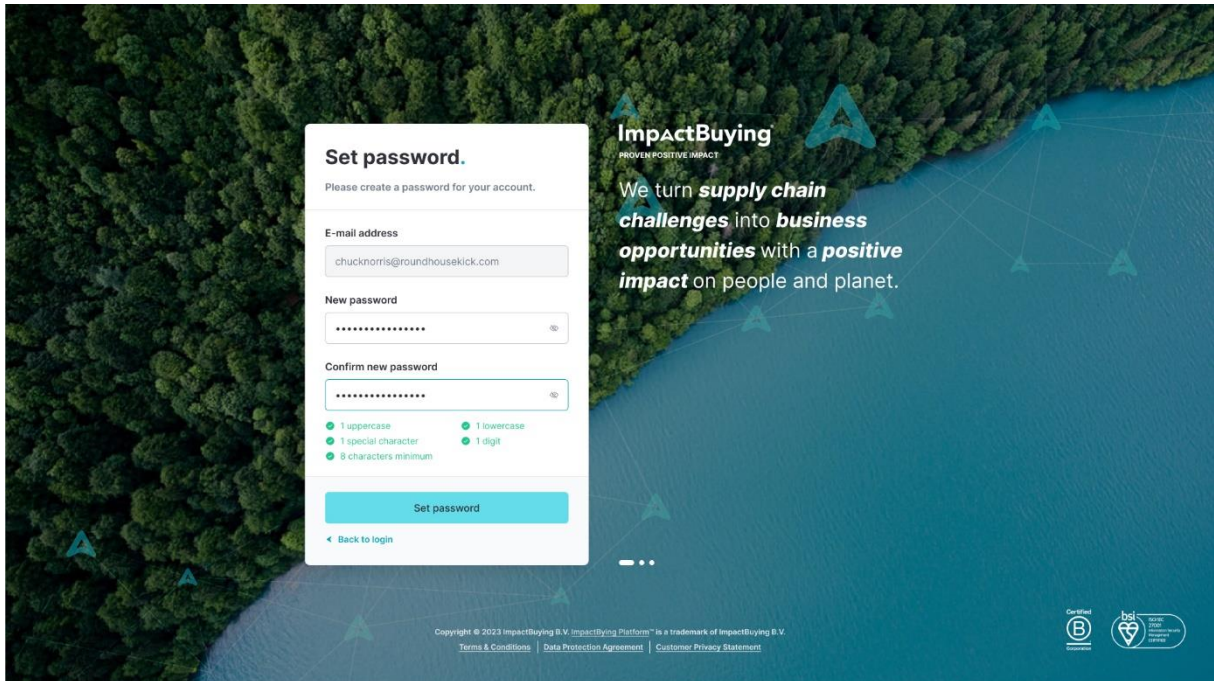
3. An activation link will be sent by email to your email address.



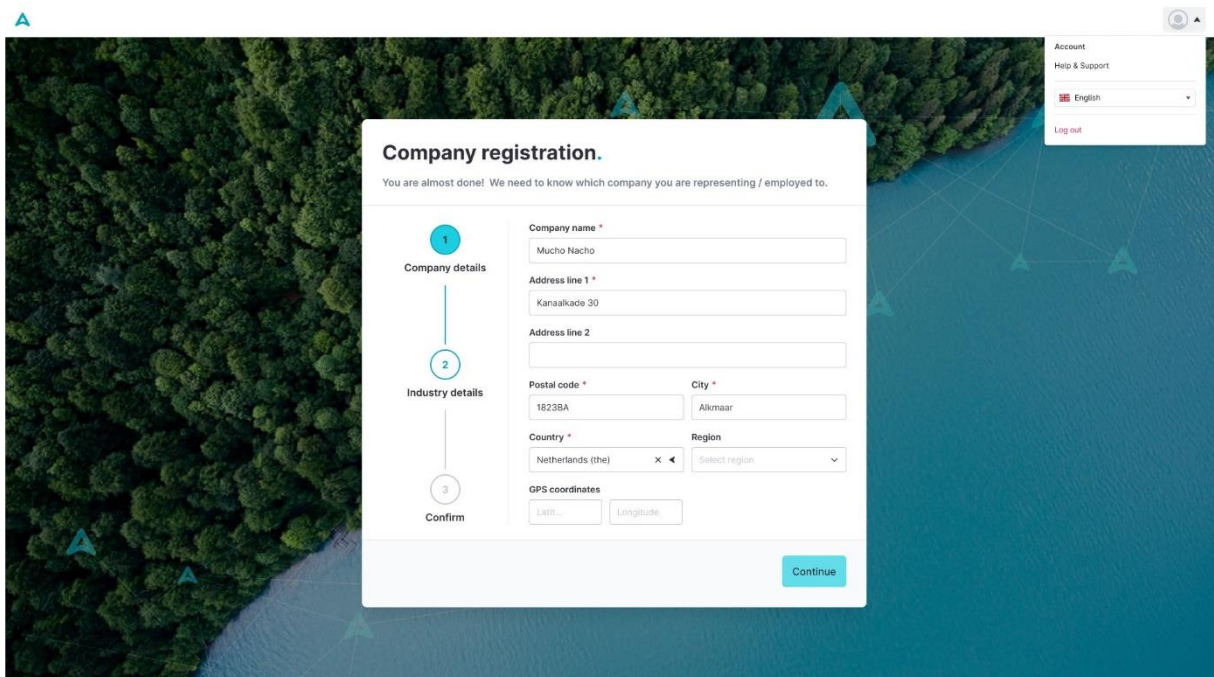
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1. Click on **“Set your password”**. You will be redirected again to ImpactBuying Platform to fill in your password. Please make sure to not share these details with other people for security reasons.





2. You will now be asked by the ImpactBuying Platform to log in and the system will request you to register company details. Please fill in the form with the correct details and move on to the next step.



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3. In the next step you will have to select a **“Product classification”** and **“Roles & activities”** that matched your company. This can be changed on a later stage if needed.
 - a. If your product classification is not stated, please select one with **“Food and Beverage”** in it and click on the delete button next to **“Fruit”**. Select your role & activities and click on **“Continue”**.

Company registration.

You are almost done! We need to know which company you are representing / employed to.

1
Company details

2
Industry details

3
Confirm

Product Classifications

Search classification

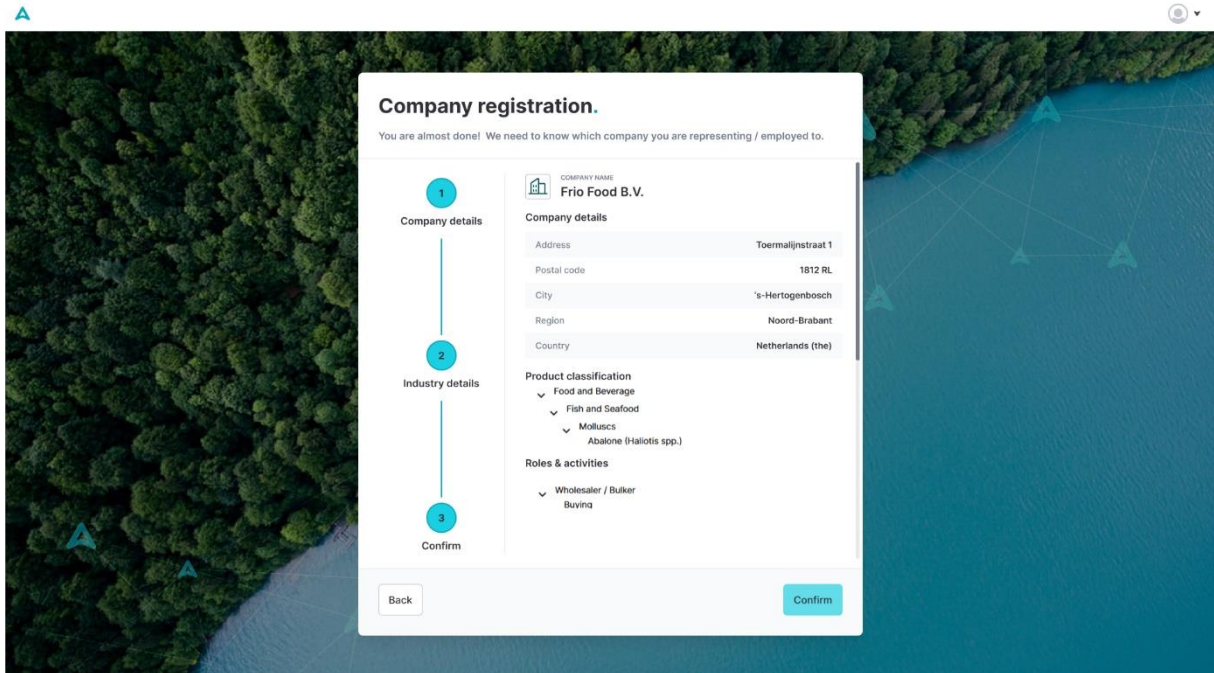
- Food / Beverages
- Fruit
- Berries / Small Fruit
 - Raspberry
 - Strawberry

Roles and activities

Search roles and activities

- Retailer
- Processor / Manufacturer
 - Packaging

Back Continue



4. After finishing the final step of registration process, you will be able to login and enter the ImpactBuying Platform.

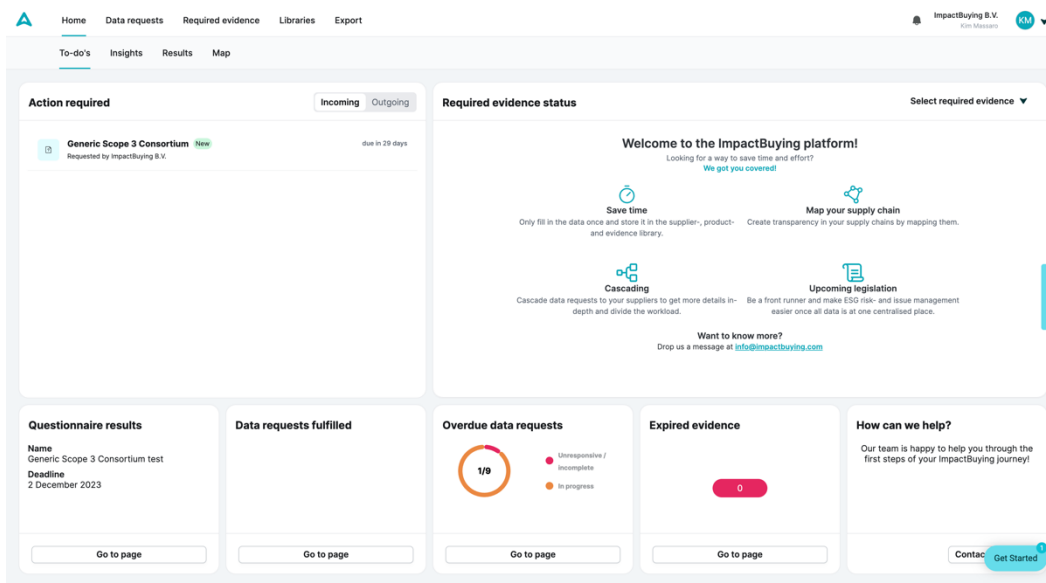
1.3 Multiple data requests

Incase if multiple data requests has been received, then accept those data requests and login with your email address and password which was created already.

2. Filling in questionnaires

The first time you log in after registration, the data request for completing a questionnaire will be opened automatically.

If you have already logged in, you will enter a dashboard, as shown below.



You can find the questionnaires to complete on the homepage under "**Action required**" as an "**Incoming**" request. You can also navigate to "**Data request**" in the main menu and on the "**Incoming**" tab you will see a complete overview in a table of all incoming data requests to complete, in this case, a questionnaire.

Below are several steps to help you complete a questionnaire.

2.1 Opening a data request to fill in a questionnaire.

When you log in for the first time, you will arrive at the "Incoming" screen under "Data requests" with a table displayed. All incoming data requests are collected in this table so that you can easily take the next step per request.

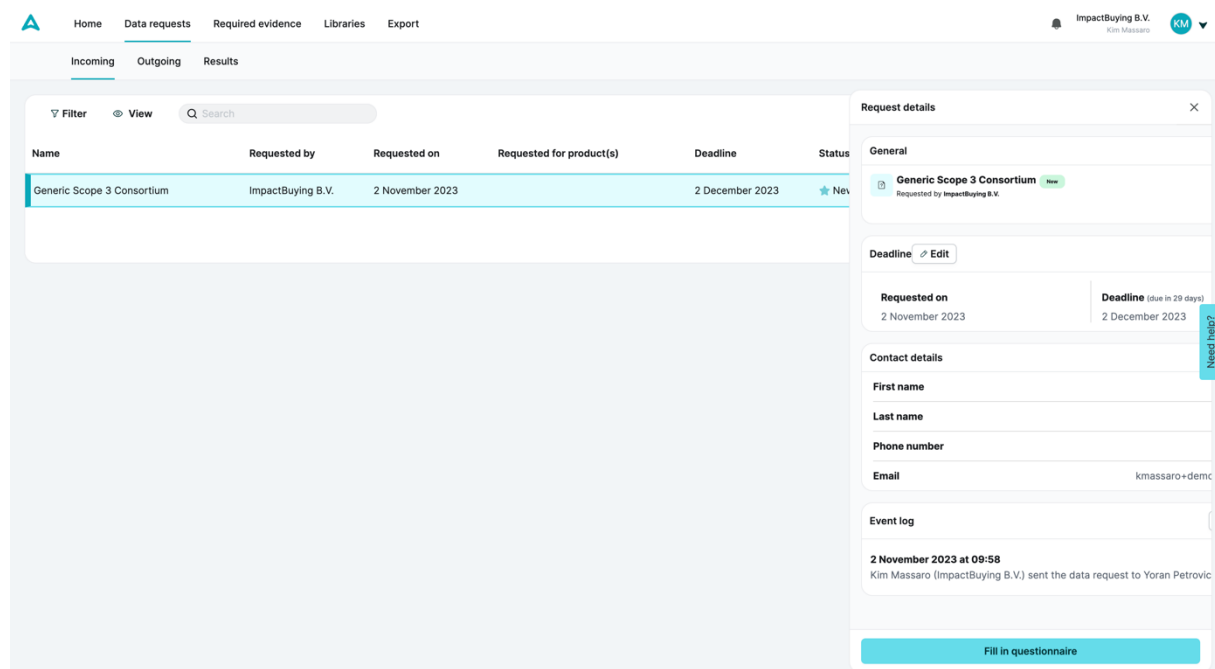
Click on a request, a side panel will open. This contains several details such as:

The date the request was sent.

The deadline for completing the questionnaire.

Contact details.

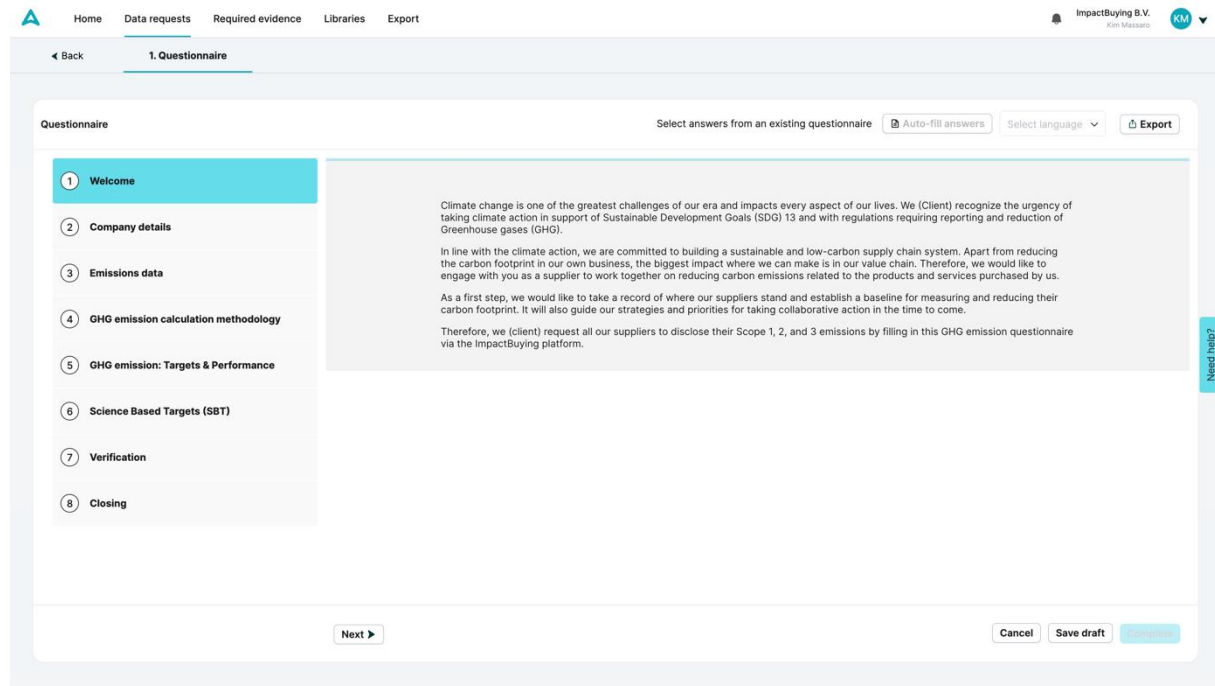
See image below:



Click on the blue "Fill in questionnaire" button in the side panel to open the questionnaire.

2.2 Filling in a questionnaire

You have now opened a questionnaire and can start filling it in. Your screen should look (similar) to:



To start, click on **"Next"** at the bottom of your screen. The questionnaire will guide you step by step through the form to fill in.

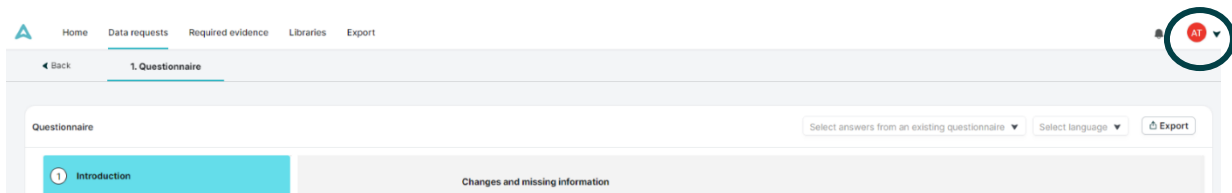
Would you like to pause while completing the questionnaire? Then click on **"Save draft"** so that the completed questions are saved.

Are you at the last step of the questionnaire and ready to send it in to your retailer? Then click on **"Complete"**. A message will be sent to the retailer to view the data. If additional information is required, you will be contacted.

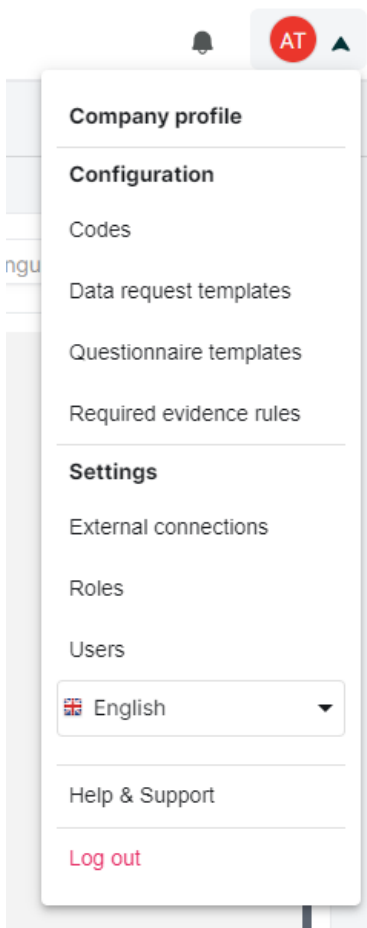
2.3 Invite another user to fill-in the questionnaire

You can invite another person fill-in the questionnaire.

1. Click on the icon of your user profile. The following options will be shown.

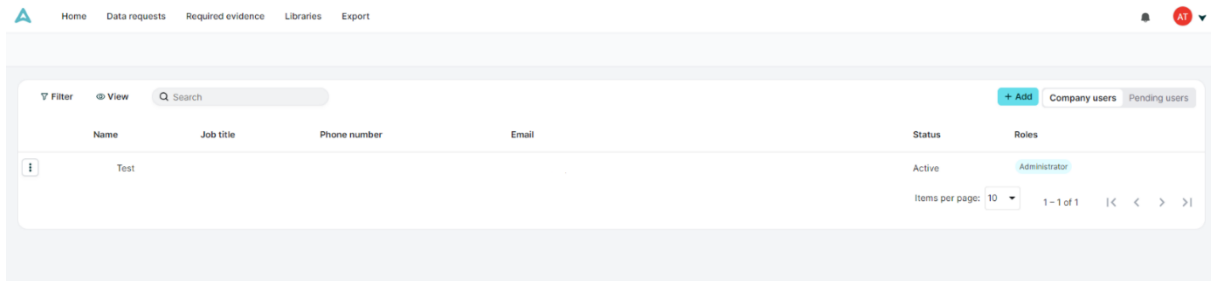


2. Click on the option "Users".

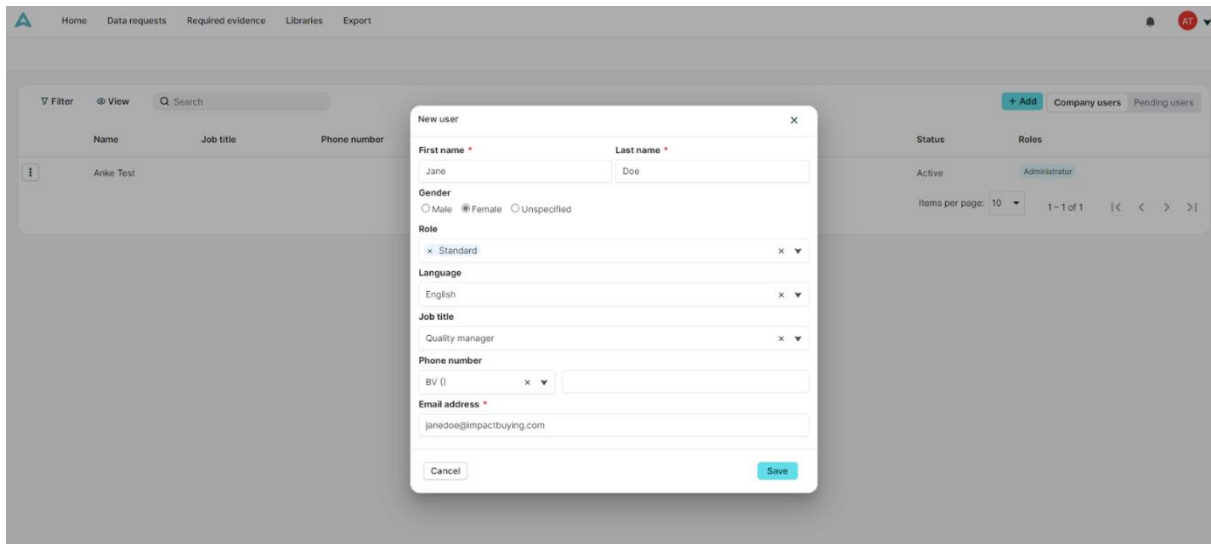


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3. Click on “+ Add”.



Please fill-in the mandatory fields (“First name”, “Last name” and “Email address”) and click on “Save”. By clicking the save button the new user will be invited by email.



2.4 Need Help

In case you have any questions, you can contact us at services@impactbuying.com. We're happy to help! Good luck with filling in the questionnaire(s).