



# **SUPPLY CHAIN RELATIONSHIP MANAGEMENT SYSTEM**

## **Environmentally Preferable Product (EPP) User Guide**

**March 2023**

## Overview of Sustainability Clauses

Clause 7-10, Sustainability, is included in all Postal Service contracts by being incorporated by reference in Clause 4-2, Contract Terms and Conditions Required to Implement Policies, Statutes, and Executive Orders. This clause encourages suppliers to improve sustainability effectiveness in the performance of Postal Service contracts, and states that the Postal Service will collaborate with suppliers to identify opportunities to improve sustainability performance and, when merited, will reward suppliers' sustainability innovations.

Clause 7-15, Supplier Sustainability Data Reporting, included in all contracts valued at \$500,000 or more for suppliers who sell the Postal Service EPP goods, requires suppliers to submit calendar-quarter reports containing specific estimates of the quantity (number), weight (in pounds), and dollars (\$) associated with EPP goods provided or sold to the Postal Service in the performance of the contract. Upon the award of a contract containing Clause 7-15, the CO must provide the supplier with a Sustainability Reporting Format. The supplier completes the format on a semi-annual basis, and forwards it to the contracting officer

### Clause 7–15, Supplier Sustainability Data Reporting (June 2014)

1. Recycled Content: Product (not packaging) contains any percentage of pre-consumer or post-consumer recycled content materials.
2. Bio-Based Content: Product (not packaging) contains bio-based content sufficient to earn at least one of the following:
  - U.S. Department of Agriculture (USDA) Bio-Preferred Federal Procurement Preference (FPP Designation); and/or
  - U.S. Department of Agriculture (USDA) Bio-Based Product Certification/Labeling.
3. Energy-Efficient: Product contains energy-efficient attributes and has earned one or more of the following Postal Service accepted certifications/designations:
  - U.S. Environmental Protection Agency (EPA) Energy Star Certification;
  - U.S. Department of Energy Federal Energy Management Program designation (FEMP Designation) for being in the upper 25 percent of their class in energy efficiency; and/or
  - National Electric Manufacturers Association (NEMA) Premium program certification.
4. Water-Efficient: Product contains water-efficient attributes and has earned U.S. Environmental Protection Agency (EPA) WaterSense Certification.

Eco-Label Certified: Certified to a Postal Service accepted product sustainability/eco-label standard: Product is certified to one or more of the Postal Service accepted product sustainability/eco-label standards listed at [http://blue.usps.gov/sustainability/\\_pdf/Green\\_Purchasing\\_Guidance\\_2015.pdf](http://blue.usps.gov/sustainability/_pdf/Green_Purchasing_Guidance_2015.pdf) .


\*This list contains sustainability/eco-label standards that are internationally recognized, credible, and relevant to Postal Service purchases. The Postal Service does not rank or provide preference to competing sustainability/eco-label standards.

\*Note: The Postal Service Office of Sustainability maintains this list.

## SCRMS Login

Go to the **Supply Chain Relationship Management System (SCRMS)** website and enter your logon credentials (**Username** and **Password**) at the **Supplier Sign In** screen.

<https://uspsbuildingpartnerships.com/>



 UNITED STATES POSTAL SERVICE®

Supply Chain Relationship Management System

**Supply Chain Relationship Management System**

Welcome to the place our valued business partners call home.

With the Supply Chain Relationship Management System (SCRMS), we facilitate and promote collaboration between the U.S. Postal Service® and its external business partners. SCRMS provides an integrated tool for common business functions, such as supplier registration, subcontract reporting, and supply chain performance management. If you need help, please contact the Help Desk at **1-800-332-0317**.

**Supplier Sign In**

**Existing Users**

Please fill in the following information:  
(\*Required case sensitive fields)

\*Username:

\*Password:

[Forgotten your Login ID/Password?](#)

[User Guides and Reference](#)

User credentials for accessing **SCRMS** will be provided via a system-generated e-mail to the primary contact assigned for the company. If you will be reporting and have not received an e-mail, contact the **SCRMS Help Desk** at [SCRMS@usps.gov](mailto:SCRMS@usps.gov).

Only one user will receive the notifications and reminders per contract requiring a report. And only the user assigned can access SCRMS for a particular contract. If you have been assigned in error, please be sure to contact the SCRMS Help Desk so that they can re-assign the responsibility to another company representative.

Suppliers will be allowed to enter EPP data only during the reporting period mentioned in the table.

<b>USPS Fiscal Year</b>	<b>Activity Period</b>	<b>Suppliers Begin Reporting</b>	<b>Suppliers End Reporting</b>
EOFY (End of Fiscal Year)	April 1 to September 30	October 1	December 15
MDFY (Mid-Fiscal Year)	October 1 to March 31	May 1	July 15

The **EPP MENU** contains all the links necessary to complete and submit a Environmentally Preferable Product (EPP) report.



A1A BUILDING MAINTENANCE

[Supply Chain Relationship Management System](#)

- WELCOME
- SUBK MENU >>
- EPP MENU >>
- SUPPLIER PERFORMANCE >>
- ADDITIONAL CONTACTS
- EXTENDED PROFILE
- CHANGE PASSWORD
- LOGOUT

### SubK Reporting System - Main Menu

The SubK Reporting System **Main Menu** provides access for suppliers to update and extend their information in our database, to add and manage SubK vendors, to enter SubK spend data and to change the login password.

- [User Guides and Reference](#)
- [SubK Reporting Scenarios](#)
- [SubK Diverse Suppliers](#) This option allows you to add and remove subcontractors from SubK Reporting.
- [Enter Spend Data](#) This option allows you to enter contract data for your subcontractors.
- [SubK Report Summary](#) This option allows you to view your contract data for your subcontractors.
- [Enter EPP Data](#) This option allows you to enter contract EPP data.
- [EPP Report Summary](#) This option allows you to view your contract EPP data
- [Change Password](#)
- [Logout](#)

Do you have EPP (Sustainability) data to report for any of your SubK contracts?

When placing the cursor over the EPP MENU, a pop-up menu provides three choices. Select Enter EPP Data.



keysupplierw

[Supply Chain Relationship Management System](#)

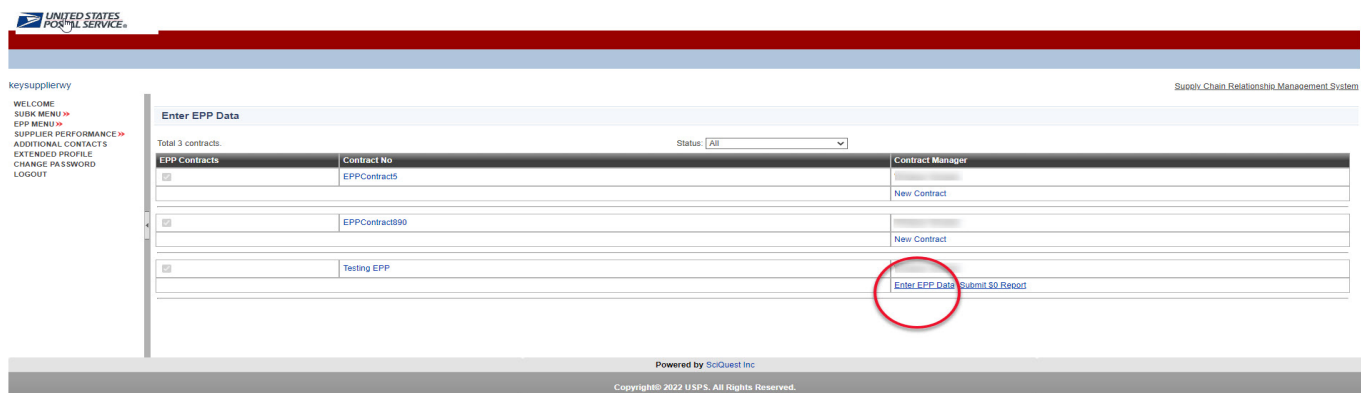
- WELCOME
- SUBK MENU >>
- EPP MENU >>
- SUPPLIER PERFORMANCE >>
- ADDITIONAL CONTACTS
- EXTENDED PROFILE
- CHANGE PASSWORD
- LOGOUT

- ENTER EPP DATA
- EPP REPORT SUMMARY
- ADD SUBK CONTRACTS TO EPP

- [User Guides and Reference](#)
- [SubK Reporting Scenarios](#)
- [SubK Diverse Suppliers](#) This option allows you to add and remove subcontractors from SubK Reporting.
- [Enter Spend Data](#) This option allows you to enter contract data for your subcontractors.
- [SubK Report Summary](#) This option allows you to view your contract data for your subcontractors.
- [Enter EPP Data](#) This option allows you to enter contract EPP data.
- [EPP Report Summary](#) This option allows you to view your contract EPP data
- [Change Password](#)
- [Logout](#)

Do you have SubK EPP (Sustainability) data to report for any of your SubK contracts?

# Entering EPP Data

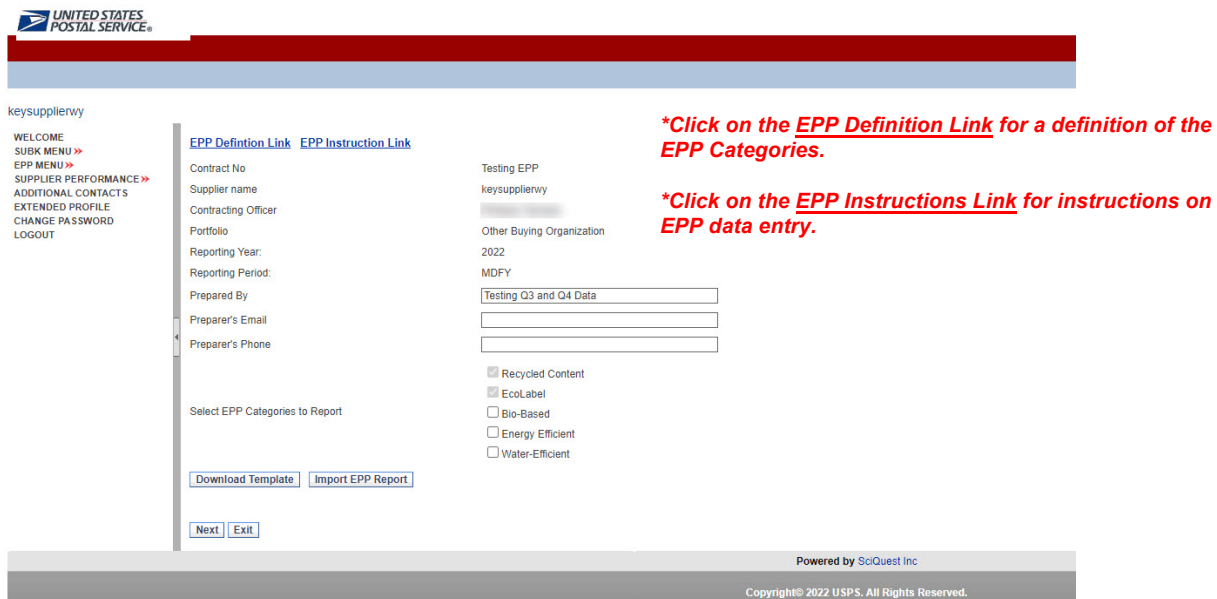


- Enter EPP Data is where the USPS supplier will submit their EPP data.
  - Select “Submit \$0 Report” if there is no EPP data to report, for the selected contract and period.
- Please Note: If you want to submit a \$0 report, but you do not have the link for Submit \$0 Report next to the contract for which you want to submit a \$0 report, you can click the Enter EPP Data link, and without entering any data and just click the Submit to CO button. This will also produce a \$0 report, but you must leave all the entry fields blank, no values.*

From this **Enter Spend Data** section, the supplier can perform the following activities:

- A. Enter Prepared By data
- B. Select EPP Categories to Report
- C. Download EPP Excel Template
- D. Import EPP Report

By clicking the EPP contract “Enter EPP Data” link, the user will be redirected to the “EPP Contract Home Page”.



## There are two ways a user can enter EPP data:

1. Each reporting period, download the template that can be completed outside of SCRMS and then import it through the Enter EPP Data section, using the Import EPP link.

*Do not upload templates previously used from your desktop. Please note the download template link will download previously saved templates. If you want a blank template, use the template found on the Import EPP link.*

2. After selecting the EPP Categories, users can enter their data directly on screen, by clicking on the next button.

The screenshot shows the USPS EPP data entry interface. At the top left is the USPS logo. Below it, the user's name 'keysupplierwy' is displayed. A navigation menu on the left includes: WELCOME, SUBK MENU >>, EPP MENU >>, SUPPLIER PERFORMANCE >>, ADDITIONAL CONTACTS, EXTENDED PROFILE, CHANGE PASSWORD, and LOGOUT. The main content area is divided into two columns. The left column contains: EPP Definition Link, EPP Instruction Link, Contract No, Supplier name, Contracting Officer, Portfolio, Reporting Year: 2022, Reporting Period: MDFY, Prepared By: Testing Q3 and Q4 Data, Preparer's Email, and Preparer's Phone. The right column contains: Testing EPP: keysupplierwy, Other Buying Organization, and a list of checkboxes for EPP categories: Recycled Content (checked), EcoLabel (checked), Bio-Based (unchecked), Energy Efficient (unchecked), and Water-Efficient (unchecked). Below the main content area are buttons for 'Download Template', 'Import EPP Report', and 'Next | Exit'. The 'Next | Exit' button is circled in red. At the bottom right, it says 'Powered by SciQuest Inc' and 'Copyright© 2022 USPS. All Rights Reserved.'

## Using the template

This screenshot is similar to the one above but shows an 'Import Excel File' dialog box open over the 'Import EPP Report' button. The dialog box has the title 'Import Excel File' and the text 'Select a File (Excel Only)'. It contains a 'Choose File' button, which is currently disabled and shows 'No file chosen'. There is a 'Template' link next to the 'Choose File' button. A red arrow points from the 'Download Template' button in the background to the 'Choose File' button in the dialog. Another red arrow points from the 'Template' link in the dialog to the 'Import EPP Report' button in the background. The 'Next | Exit' button is also visible. At the bottom right, it says 'Powered by SciQuest Inc' and 'Copyright© 2022 USPS. All Rights Reserved.'

The system will generate errors, if the import is unsuccessful. Please read the errors messages and fix issue before uploading report again.

Sky King Airmail

WELCOME  
SUBK MENU >>  
EPP MENU >>>  
SUPPLIER PERFORMANCE >>  
ADDITIONAL CONTACTS  
EXTENDED PROFILE  
CHANGE PASSWORD  
LOGOUT

[EPP Definition Link](#)  
[EPP Instruction Link](#)

Contract No: 2CMROS-11-B-1026  
Portfolio: Mail and Operational Equipment Portfolio

Reporting Year: 2018  
Reporting Period: MDFY  
Prepared By: Test  
Preparer's Email:   
Preparer's Phone: Test122

Select EPP Categories to Report

Recycled Content  
 EcoLabel  
 Bio-Based  
 Energy Efficient  
 Water-Efficient

**Import EPP Report**

Import failed, due to the following reasons

Report: 'Recycled Content' has the error: Row: 4 - 'Vendor Part #' should not be empty  
Report: 'Recycled Content' has the error: Row: 6 - 'Manufacturer Name' should not be empty  
Report: 'Energy-Efficient' has the error: Row: 2 - 'Manufacturer Part Number' should not be empty  
Report: 'Energy-Efficient' has the error: Row: 2 - 'Qty Q3' should not be empty

Next

If the file is uploaded successfully the system will generate a message indicating a successful upload.

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Sky King Airmail

WELCOME  
SUBK MENU >>  
EPP MENU >>>  
SUPPLIER PERFORMANCE >>  
ADDITIONAL CONTACTS  
EXTENDED PROFILE  
CHANGE PASSWORD  
LOGOUT

[EPP Definition Link](#)  
[EPP Instruction Link](#)

Contract No: 2CMROS-11-B-1026  
Portfolio: Mail and Operational Equipment Portfolio

Reporting Year: 2018  
Reporting Period: MDFY  
Prepared By: Test  
Preparer's Email:   
Preparer's Phone: Test122

Select EPP Categories to Report

Recycled Content  
 EcoLabel  
 Bio-Based  
 Energy Efficient  
 Water-Efficient

**Import EPP Report**

EPP report imported successfully..!

Next

- After successfully uploading the document, click next to verify data.
- After verifying the data, navigate to the Summary Report page to **save** or **submit** the report.



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Supply Chain Relationship Management System

[EPP Instruction](#) | [Recycled Content](#) | [Independent Ecolabel](#) | [Summary Report](#)

Recycled Content  
Product (not packaging) contains "any" percentage of pre-consumer or post-consumer recycled content materials. (Note: Supplier reports should indicate where possible if recycled content is compliant with the minimum content standards established in the USEPA Recovered Materials Advisory Notice (RMAN)).

[Add Recycled Content](#) | [Delete Selected Recycled Contents](#)

Category	Vendor Part #	Manufacturer Part Number	Manufacturer Name	National Stocking Number	Description	Recycled Content	Unit of Measure	STP Pack Weight	SHIP PK QTY	Unit Weight	Quantity Of Q1	\$ of Q1	Total Weight (lbs) Of Q1	Quantity Of Q2	\$ of Q2	Total Weight (lbs) Of Q2	Quantity Of Q3	\$ of Q3	Total Weight (lbs) Of Q3	Quantity Of Q4	\$ of Q4	Total Weight (lbs) Of Q4	Action
<input type="checkbox"/>			Manufacturer Name:	123	Description	Recycled Content	lbs	150	200	0.750	0	0.00	0.000	0	0.00	0.000	5000	500	3750.000	1000	100	750.000	Manage Edit Delete



- The Save button retains the data entered, for submission, at a later time.
- The Submit button submits the report to the contracting officer for review. A submitted report cannot be edited for data entries unless the USPS rejects it.

**UNITED STATES POSTAL SERVICE**

HOME SOURCING COMPLIANCE SUPPLIER PERFORMANCE EMAIL CONTENT GENERAL ADMINISTRATOR

Compliance :: EPP Contract :: Report Home Page

**EPP Instruction** | **Recycled Content** | **Independent Ecolabel** | **Summary Report**

Report Summary

Total	20	200.000	\$500	0.0 %	<input type="text" value="0"/>
<b>Category</b>	<b>FY 2022 Q2 Qty</b>	<b>FY 2022 Q2 Weight</b>	<b>FY 2022 Q2 \$</b>	<b>% of Quarterly Contract Spend FY Q2 2022</b>	<b>FY 2022Q2 Contract Spend (C/O to Complete in cell below)</b>
Recycled Content	0	0.000	\$0.00	0.0 %	
Independent Ecolabel	30	300.000	\$60	0.0 %	
Total	30	300.000	\$60	0.0 %	<input type="text" value="0"/>
<b>Category</b>	<b>FY 2022 Q3 Qty</b>	<b>FY 2022 Q3 Weight</b>	<b>FY 2022 Q3 \$</b>	<b>% of Quarterly Contract Spend FY Q3 2022</b>	<b>FY 2022Q3 Contract Spend (C/O to Complete in cell below)</b>
Recycled Content	5000	3750.000	\$500	0.0 %	
Independent Ecolabel	0	0.000	\$0.00	0.0 %	
Total	5000	3750.000	\$500	0.0 %	<input type="text" value="0"/>
<b>Category</b>	<b>FY 2022 Q4 Qty</b>	<b>FY 2022 Q4 Weight</b>	<b>FY 2022 Q4 \$</b>	<b>% of Quarterly Contract Spend FY Q4 2022</b>	<b>FY 2022Q4 Contract Spend (C/O to Complete in cell below)</b>
Recycled Content	1000	750.000	\$100	0.0 %	
Independent Ecolabel	0	0.000	\$0.00	0.0 %	
Total	1000	750.000	\$100	0.0 %	<input type="text" value="0"/>
<b>FY 2022 Totals</b>	<b>6050</b>	<b>5000.000</b>	<b>\$1,160</b>	<b>0.0 %</b>	<b>\$0</b>

<b>Category</b>	<b>FY 2022 Total Qty</b>	<b>FY 2022 Total Weight</b>	<b>FY 2022 Total \$</b>
Recycled Content	6000	4500.000	\$600
Independent Ecolabel	50	500.000	\$560
Total	6050	5000.000	\$1160

Save **Submit**

Previous Home Exit

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# Manual Entry of EPP Data

Please carefully review the instructions page before proceeding (Next)

Selected EPP Categories

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WELCOME  
SUBK MENU »  
EPP MENU »  
SUPPLIER PERFORMANCE »  
ADDITIONAL CONTACTS  
EXTENDED PROFILE  
CHANGE PASSWORD  
LOGOUT

Supply Chain Relationship Management System

EPP Instruction | Recycled Content | Independent EcoLabel | **Summary Report**

EPP Instruction

EPP Instruction Page

Env. Preferable Product Purchase/Sales Summary Report Instructions: FY17 Version 11/4/2017

There are numerous "Green" attributes and labels for environmentally preferable products. Not all are consistent with the guidelines established by the Federal Trade Commission. In order to establish an environmentally preferable purchasing program in the Postal Service, the following minimum environmental attributes will be identified, tracked and evaluated on periodic basis as part of the national USPS Sustainable Purchasing Program.

1) Recycled Content – Product (not packaging) contains "any" percentage of pre-consumer or post-consumer recycled content materials. (Note: Supplier reports should indicate where possible if recycled content is compliant with the minimum content standards established in the USEPA Recovered Materials Advisory Notice (RMAN)).

2) EcoLabel Certified – Certified to a reputable sustainability/eco-label standard. Product is certified to one or more of the Postal Service accepted product sustainability/eco-label standards. (see EcoLabels in Column B)

3) Bio-Based Content: Product (not packaging) contains bio-based content sufficient to earn at least one of the following: U.S. Department of Agriculture (USDA) Bio-Preferred Federal Procurement Preference (FPP Designation); and/or U.S. Department of Agriculture (USDA) Bio-Based Product Certification/Labeling

4) Energy-efficient: Product contains energy-efficient attributes and has earned one or more of the following certifications/designations: 1) USEPA Energy Star Certification; 2) USDOE Federal Energy Management Program designation (FEMP) for being in the upper 25 percent of their class in energy efficiency; and/or 3) National Electrical Manufacturers Association (NEMA) Premium Efficient program certification.

5) Water-efficient: Product contains water-efficient attributes and has earned U.S. Environmental Protection Agency (EPA) WaterSense Certification

ALL REPORTS ARE TO BE PROVIDED IN THE PRESCRIBED USPS FORMAT USING THIS EXCEL SPREADSHEET. PLEASE MAKE SURE TO INCLUDE YOUR COMPANY NAME AND USPS CONTRACT NUMBER(S) IN THE YELLOW SHADED CELLS ABOVE.

Please note that all columns or rows that have been "shaded gray" are either function cells or do not require any data to be entered. Below are the column headings that are on the corresponding worksheets. Definitions are provided for each. Please note all of the data you enter into

Next Home Exit

Enter values for reporting period and click 'Next' to complete entering data for all selected EPP categories.

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keysupplierwv

WELCOME  
SUBK MENU »  
EPP MENU »  
SUPPLIER PERFORMANCE »  
ADDITIONAL CONTACTS  
EXTENDED PROFILE  
CHANGE PASSWORD  
LOGOUT

EPP Instruction | Recycled Content | Independent EcoLabel | Summary Report

Recycled Content  
Product (not packaging) contains "any" percentage of pre-consumer or post-consumer recycled content materials. (Note: Supplier reports should ind

Add Recycled Content

Category:

Vendor Part #:

Manufacturer Part Number:

\*Manufacturer Name:  Required

\*National Stocking Number (NSN):  Required

\*Description:  Required

\*Recycled Content:  Required

\*Unit of Measure:  Required

\*SHIP Pack Weight (lbs):  Required

\*SHP PK QTY:  Required

Unit Weight (lbs):

\*Quantity Q1 2022:

\*S of Q1 2022:

Total Weight (lbs) of Q1 2022:

\*Quantity Q2 2022:

\*S of Q2 2022:

Total Weight (lbs) of Q2 2022:

\*Quantity Q3 2022:

\*S of Q3 2022:

Total Weight (lbs) of Q3 2022:

\*Quantity Q4 2022:

\*S of Q4 2022:

Total Weight (lbs) of Q4 2022:

Submit Cancel

Previous **Next** Home Exit

Powered

# Review Data and Submit

UNITED STATES POSTAL SERVICE

HOME SOURCING COMPLIANCE SUPPLIER PERFORMANCE EMAIL CONTENT GENERAL ADMINISTRATOR

Compliance - EPP Contract - Report Home Page

EPP Instruction Recycled Content Independent Ecolabel **Summary Report**

Report Summary

Total	20	200.000	\$500	0.0 %	0
<b>Category</b>	<b>FY 2022 Q2 Qty</b>	<b>FY 2022 Q2 Weight</b>	<b>FY 2022 Q2 \$</b>	<b>% of Quarterly Contract Spend FY Q2 2022</b>	<b>FY 2022Q2 Contract Spend (C:O to Complete in cell below)</b>
Recycled Content	0	0.000	\$0.00	0.0 %	
Independent Ecolabel	30	300.000	\$60	0.0 %	
Total	30	300.000	\$60	0.0 %	0
<b>Category</b>	<b>FY 2022 Q3 Qty</b>	<b>FY 2022 Q3 Weight</b>	<b>FY 2022 Q3 \$</b>	<b>% of Quarterly Contract Spend FY Q3 2022</b>	<b>FY 2022Q3 Contract Spend (C:O to Complete in cell below)</b>
Recycled Content	5000	3750.000	\$500	0.0 %	
Independent Ecolabel	0	0.000	\$0.00	0.0 %	
Total	5000	3750.000	\$500	0.0 %	0
<b>Category</b>	<b>FY 2022 Q4 Qty</b>	<b>FY 2022 Q4 Weight</b>	<b>FY 2022 Q4 \$</b>	<b>% of Quarterly Contract Spend FY Q4 2022</b>	<b>FY 2022Q4 Contract Spend (C:O to Complete in cell below)</b>
Recycled Content	1000	750.000	\$100	0.0 %	
Independent Ecolabel	0	0.000	\$0.00	0.0 %	
Total	1000	750.000	\$100	0.0 %	0
<b>FY 2022 Totals</b>	<b>6050</b>	<b>5000.000</b>	<b>\$1,160</b>	<b>0.0 %</b>	<b>\$0</b>

<b>Category</b>	<b>FY 2022 Total Qty</b>	<b>FY 2022 Total Weight</b>	<b>FY 2022 Total \$</b>
Recycled Content	6000	4500.000	\$600
Independent Ecolabel	50	500.000	\$560
Total	6050	5000.000	\$1160

Save **Submit**

Previous Home Exit

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- The Save button retains the data entered, for submission, at a later time.
- The Submit button submits the report to the contracting officer for review. A submitted report cannot be edited for data entries unless the USPS rejects it.

## SCRMS Help Desk

If you need assistance, please contact the USPS contracting officer for questions on your contract/EPP data or you may contact the **SCRMS Help Desk** for issues with SCRMS.

# SM *COMMUNICATION*

## New Help Desk Support Center for All SCRMS Users

To help improve Customer Service experience, effective **April 13, 2015**, Supply Chain Relationship Management System (SCRMS) help desk Support for Tier 1 and Tier 2 support will now be managed through the National Materials Customer Service Center (NMCSC) located in Topeka, Kansas. The SCM Strategies team has been working closely with the NMCSC help desk team getting them ready for the transition. The SCM Strategies Technology Team will continue to handle all help desk calls that are escalated for Tier 3 support. The Support Center is staffed from the hours of 7:00 am to 5:00 pm Central time Monday through Friday. The customer may submit a new ticket by either sending an email message to the SCRMS mailbox [SCRMS@usps.gov](mailto:SCRMS@usps.gov) or contacting a help desk analyst at 1-800-332-0317 option 4 option 5 for support on the following call types:

### Subk Call Types:

- New user account setup
- Password Reset
- Opening/Closing a contract
- Adding a supplier
- Subk Contract updates

### Supplier Performance Call Types:

- Supplier profile updates
- Development Plan Setup
- Scorecard Setup
- Scorecard Concurrence Validation
- How to correct goals/objectives

Thank you,

SCRMS Team - SCM Strategies  
475 L'Enfant Plaza, SW Room 1021  
Washington, DC 20260-6201