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.
Clause 7–15, Supplier Sustainability Data Reporting (June 2014) (cont'd)

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_Puchasing_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/

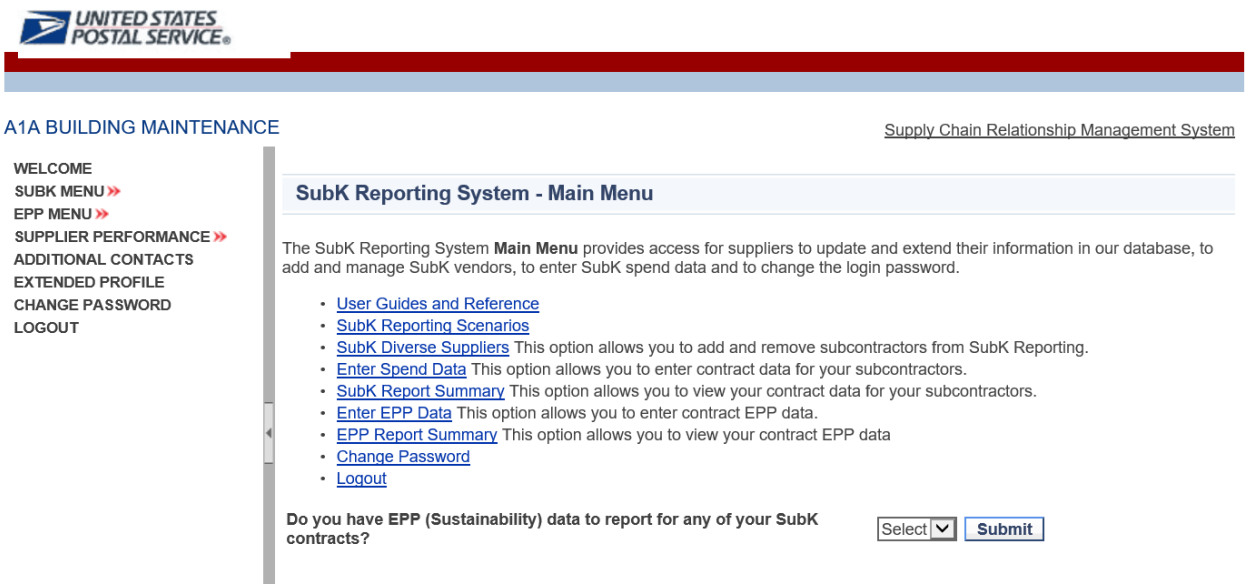
User credentials for accessing **SCRMS** will be provided via a system-generated e-mail to the primary contact assigned for the company. If you will be reporting and have not received an e-mail, contact the **SCRMS Help Desk** at **SCRMS@usps.gov**.

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.

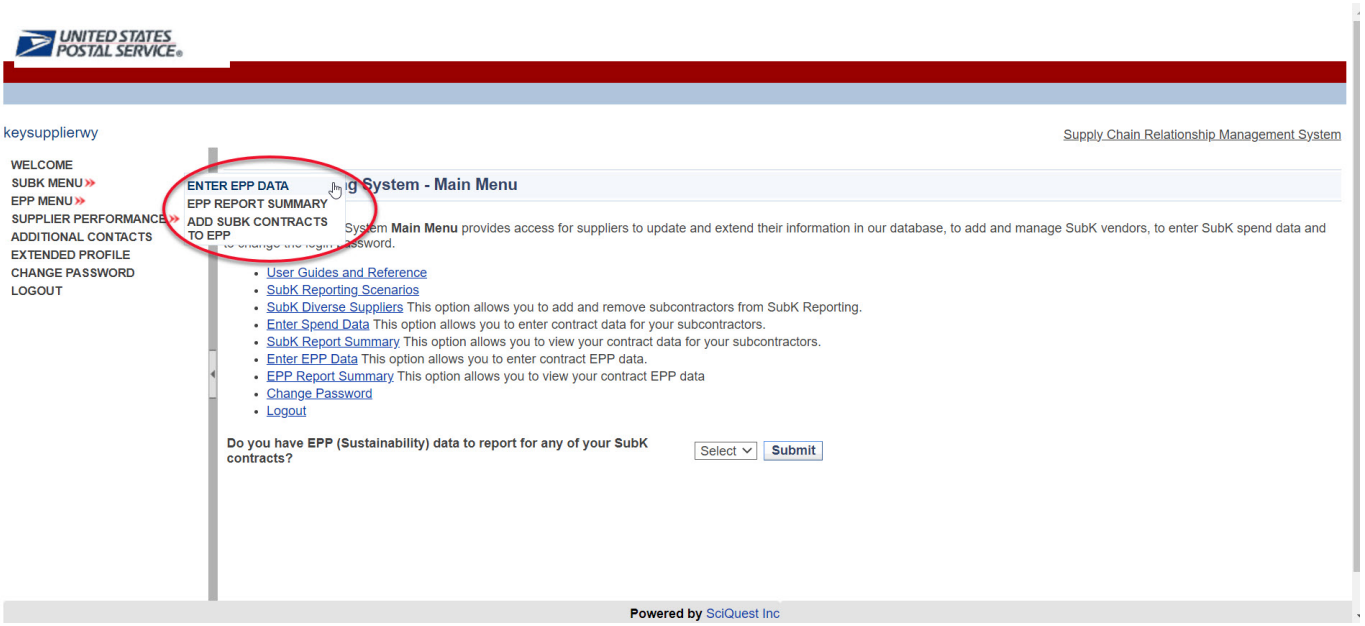
Suppliers will be allowed to enter EPP data only during the reporting period mentioned in the table.

USPS Fiscal Year	Activity Period	Suppliers Begin Reporting	Suppliers End Reporting
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

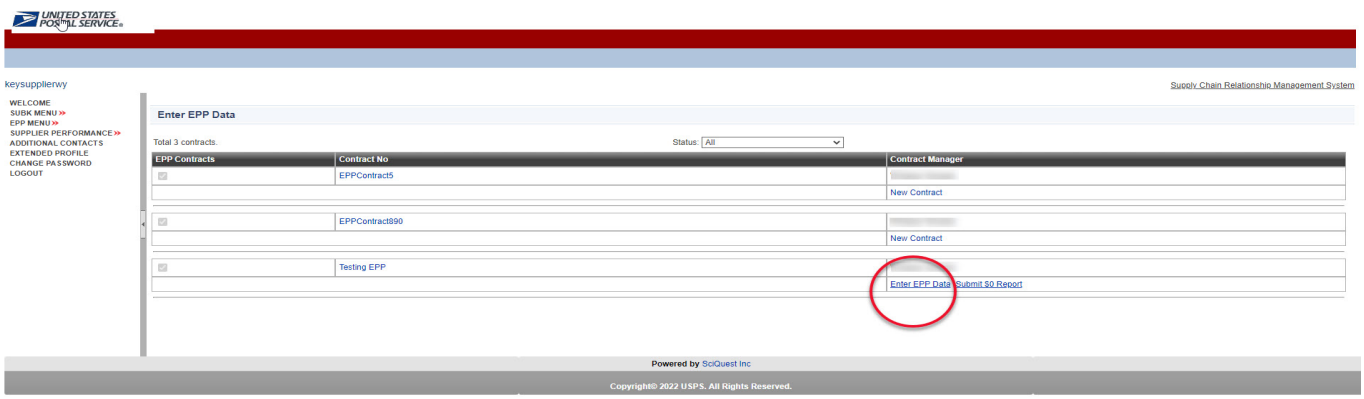
The **EPP MENU** contains all the links necessary to complete and submit a Environmentally Preferable Product (EPP) report.



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



Entering EPP Data

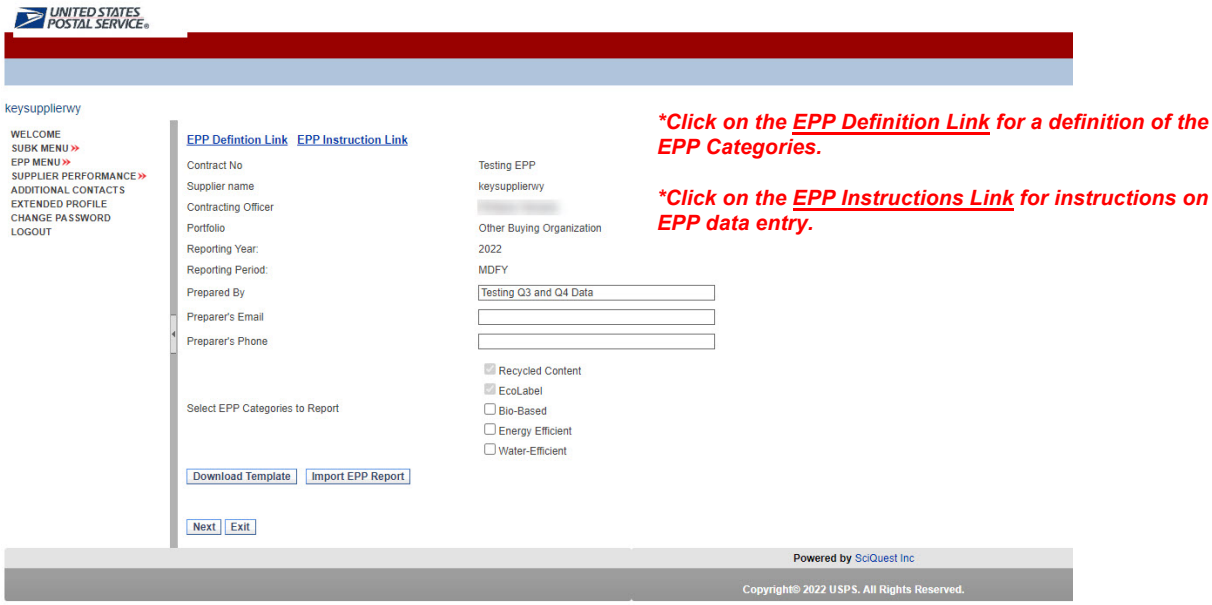


- Enter EPP Data is where the USPS supplier will submit their EPP data.
- Select "Submit $0 Report" if there is no EPP data to report, for the selected contract and period.
  Please Note: If you want to submit a $0 report, but you do not have the link for Submit $0 Report next to the contract for which 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".

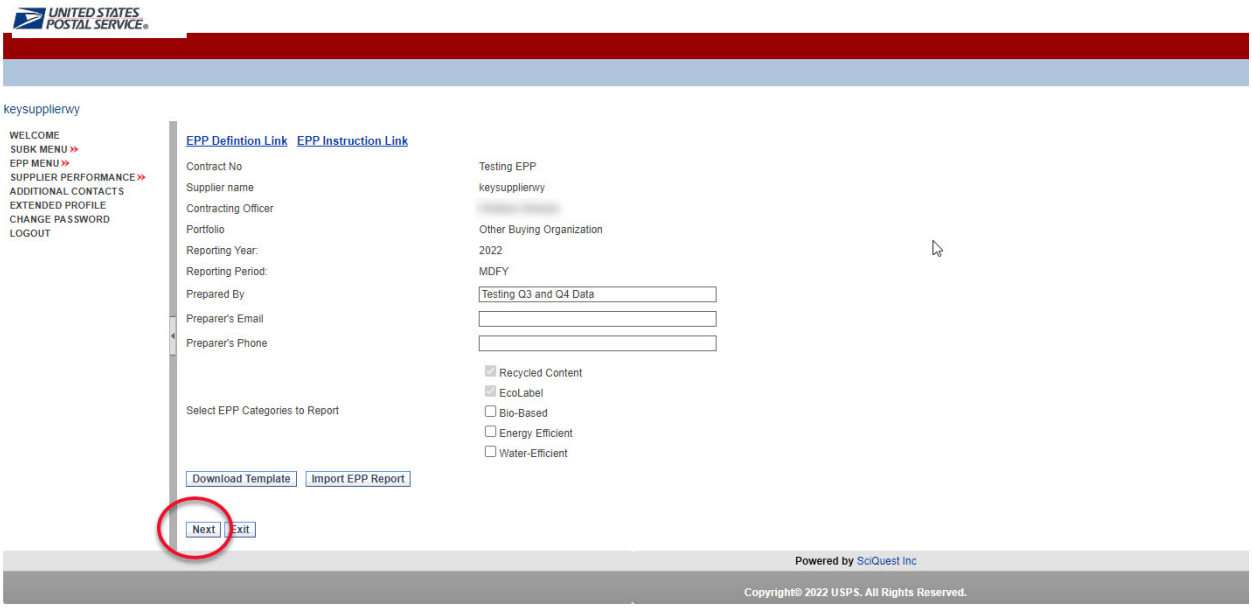


There are two ways a user can enter EPP data:

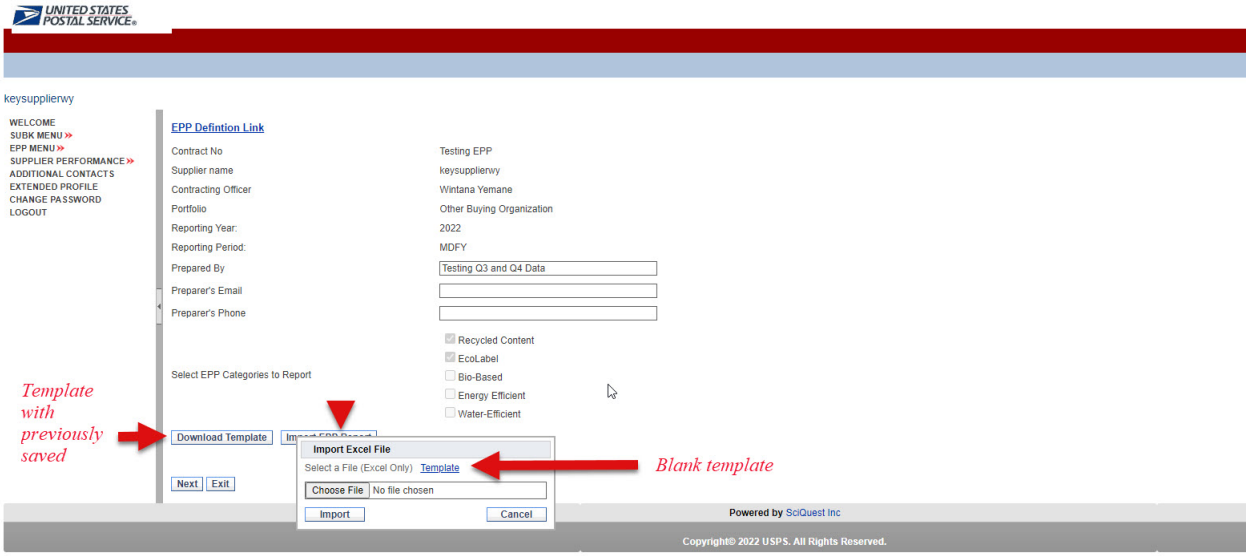
1. Each reporting period, download the template that can be completed outside of SCRMS and then import it through the Enter EPP Data section, using the Import EPP link.

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

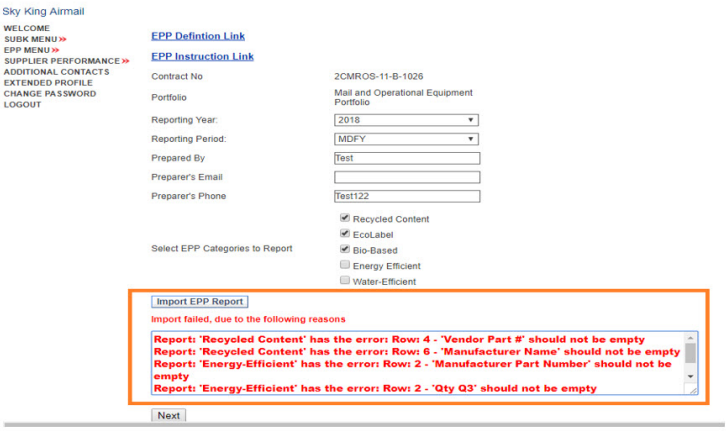
2. After selecting the EPP Categories, users can enter their data directly on screen, by clicking on the next button.



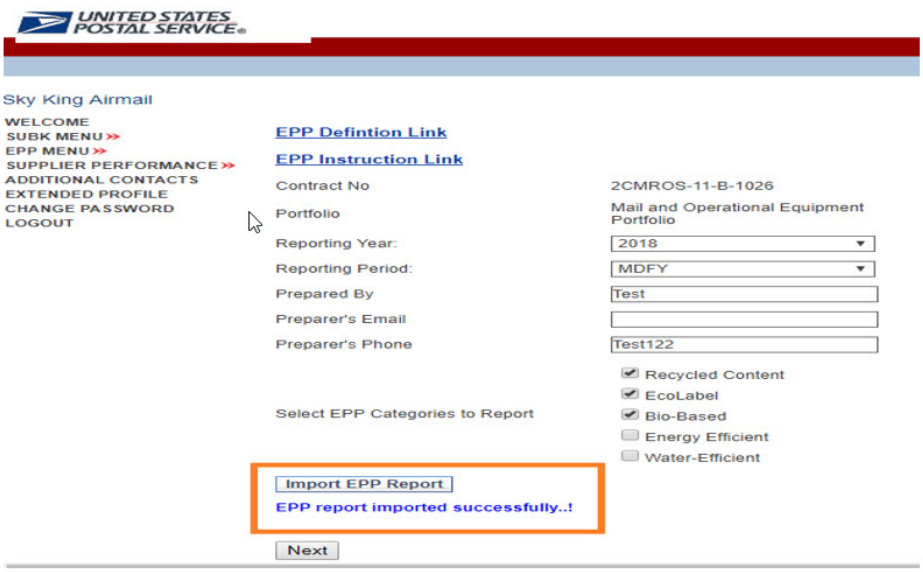
Using the template



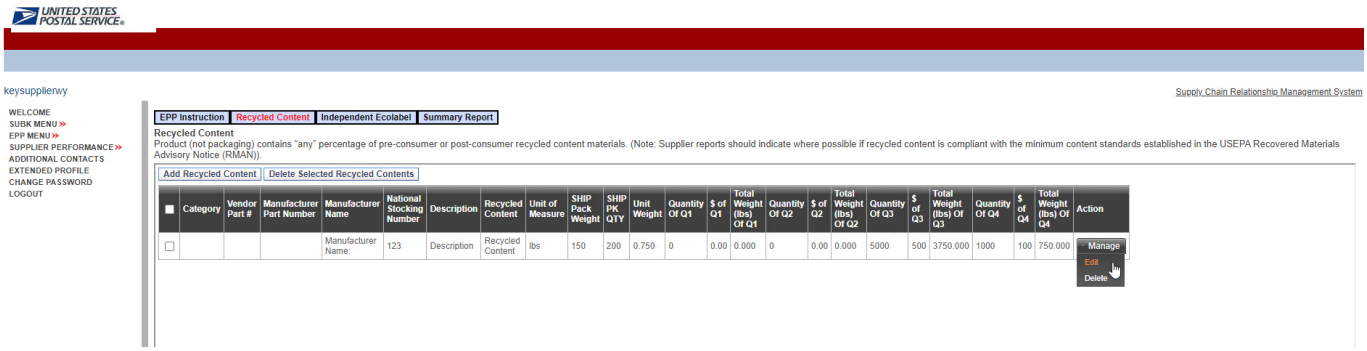
The system will generate errors, if the import is unsuccessful. Please read the errors messages and fix issue before uploading report again.



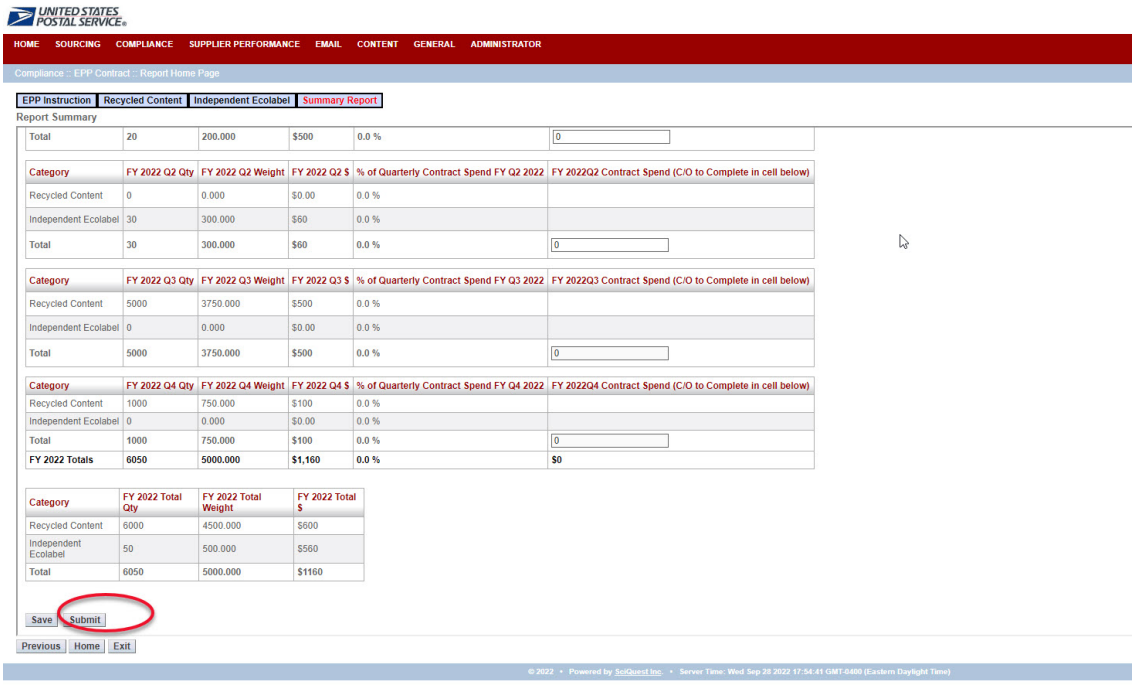
If the file is uploaded successfully the system will generate a message indicating a successful upload.



- 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.

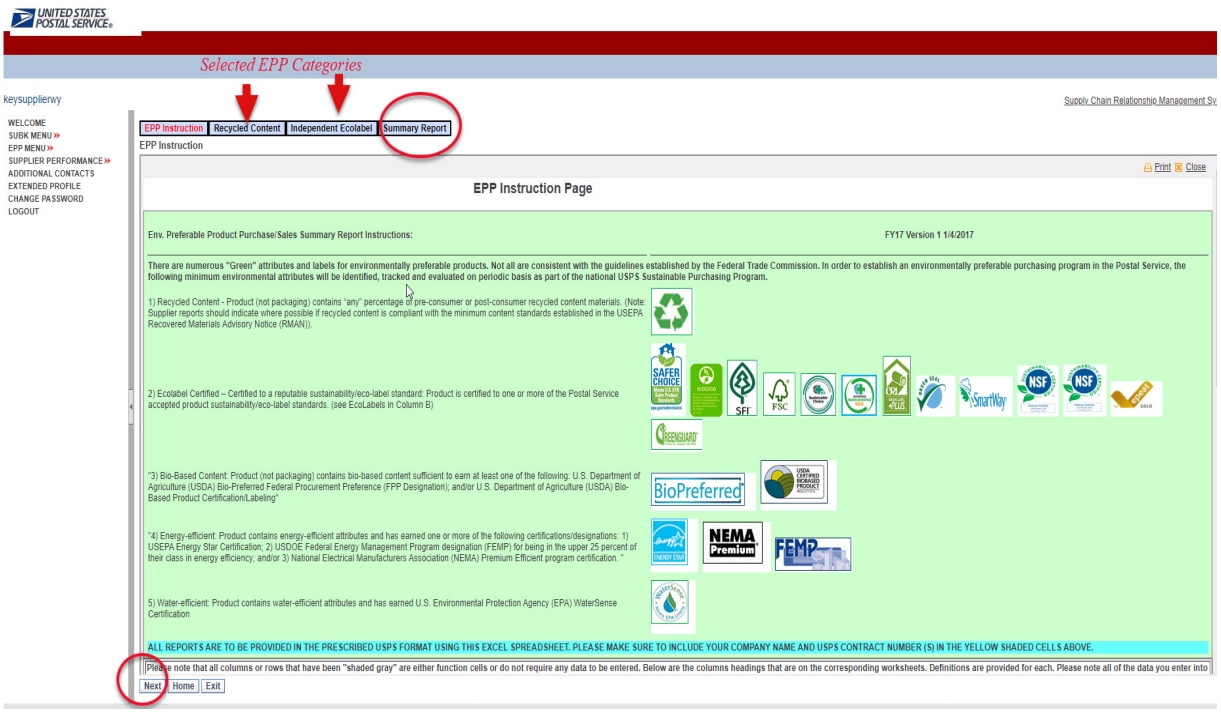


- The Save button retains the data entered, for submission, at a later time.
- The Submit button submits the report to the contracting officer for review. A submitted report cannot be edited for data entries unless the USPS rejects it.

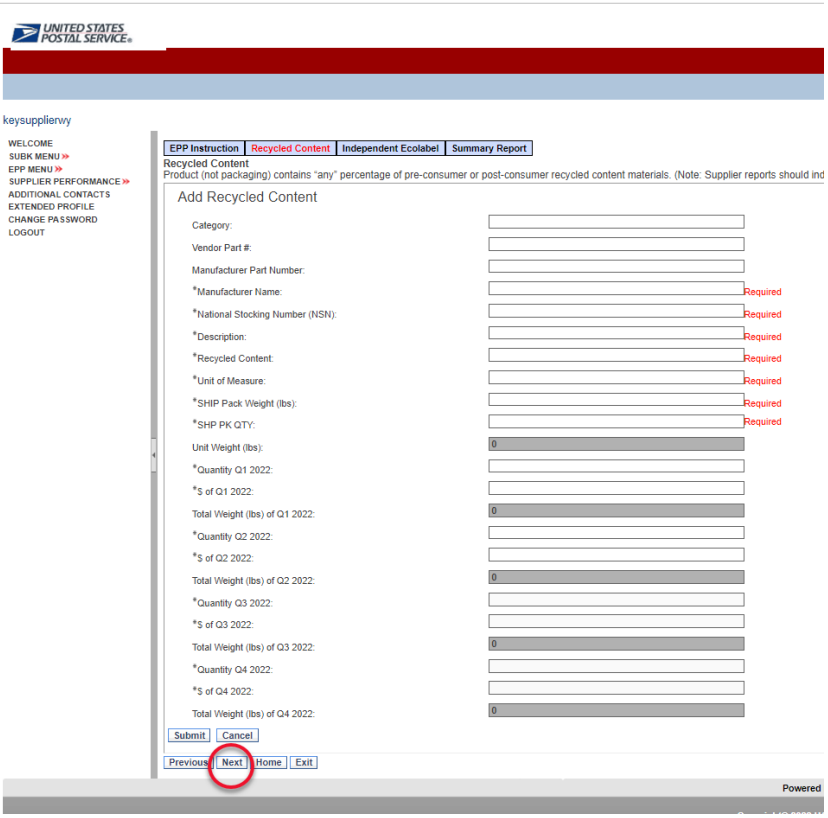


Manual Entry of EPP Data

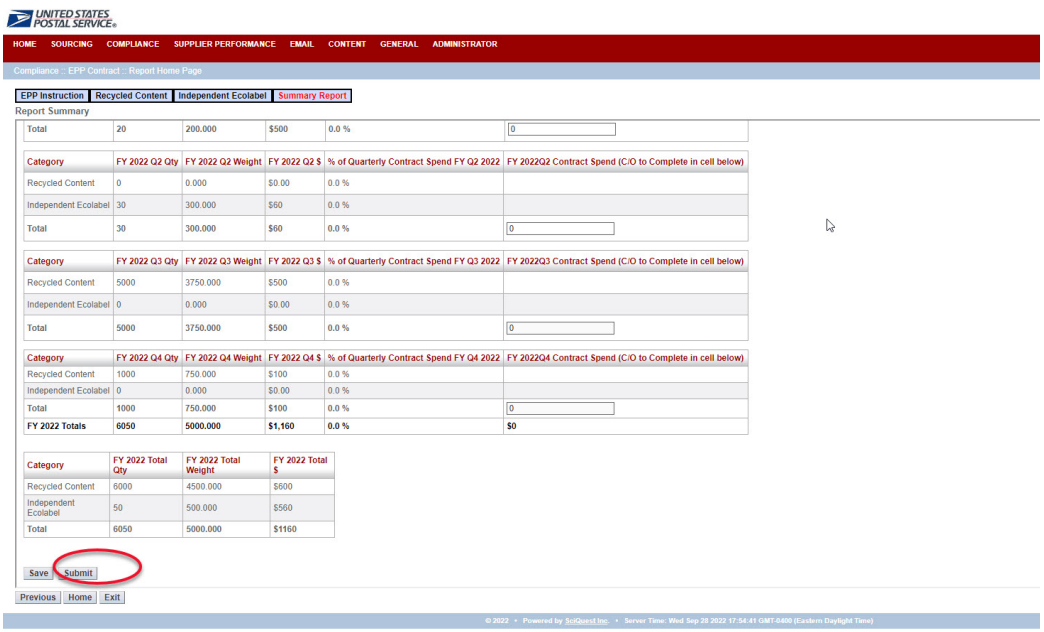
Please carefully review the instructions page before proceeding (Next)



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



Review Data and Submit



- 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 MNCSC 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*** 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