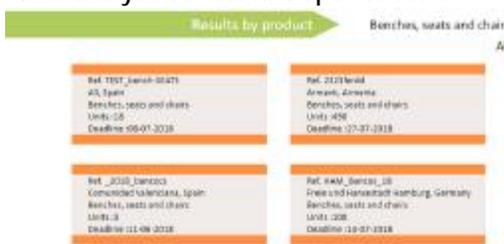


## HOW CAN I BEGIN TO USE THE GUF Tool?. A basic guideline for manufacturers.

CREATE AN ACCOUNT	POST NEW OFFERS
<p>1. <a href="http://www.life-future-project.eu/guf.php">http://www.life-future-project.eu/guf.php</a></p>  <p>2. Inside the tool, the first step is create an account:</p>  <p>3. Now, you can create a new offer:</p> 	<p>4. Get in "Current biddings": You can make a selection by product and / or by country:</p>  <p>5. For example: You choose Benches, seats and chairs and "All" countries and you can see the open tenders:</p>  <p>6. Select the bidding that interests you and add your offer:</p>  <p>7. The next thing is to complete different screens with the following information:</p> <ul style="list-style-type: none"> <li>• General properties.</li> <li>• Specifications (compulsory criteria).</li> </ul> <p>8. If the tender is for GUF Tool GOLD level*, you must introduce this extra information:</p> <ul style="list-style-type: none"> <li>• Materials (product + packaging).</li> <li>• Data for additional environmental awards.</li> </ul> <p>9. At the end you obtained a Summary with an score:</p>  <p>*Do not forget to send the relevant information to justify each criterion to the public authorities.</p> <p>10. All times, above on the right side we find My Menu:</p>  <ul style="list-style-type: none"> <li>• My offers</li> <li>• My documents</li> <li>• Change my data</li> <li>• Change my password.</li> </ul> <p>More information at the user Manual and this video-tutorial: <a href="https://www.youtube.com/watch?v=oSjrArQfCuk&amp;t=3s">https://www.youtube.com/watch?v=oSjrArQfCuk&amp;t=3s</a>.</p>