Corporate Carbon Footprint (CCF) disclosure survey 2024

Quick Guide on how to disclose your CCF data via SupplyOn Flexible Survey

Your Supply Chain

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Why your CCF data is important for your customers

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Corporate Carbon Footprint Disclosure Introduction

Corporate Carbon Footprint (CCF) represents a crucial metric in the world of environmental sustainability, that comprehensively measures a company's direct and indirect greenhouse gas emissions. This assessment is critical for organizations aiming to understand and mitigate their impact on climate change. By systematically calculating their CCF, businesses can identify key areas where emissions are highest, set realistic reduction targets, and develop strategies to decrease their carbon footprint.

Emissions from the Supply Chain have a critical impact. Traditionally, corporations were only expected to calculate and mitigate their direct influence on the environment. **Moving forward, businesses must comprehend both direct and indirect emissions originating from their supply chain.**

To gain transparency on the Supply Chain emissions, your customer has requested SupplyOn to send out this Corporate Carbon Footprint disclosure on their behalf.

Definition of Terms:

The Corporate Carbon Footprint (CCF) comprises all relevant greenhouse gas emissions of a company. It‘s essential to understand it as the total accumulation of greenhouse gas emissions in CO2 equivalents attributed to a corporation. This encompasses both the direct and indirect emissions across the organization divided into three distinct categories or ‚scopes‘:

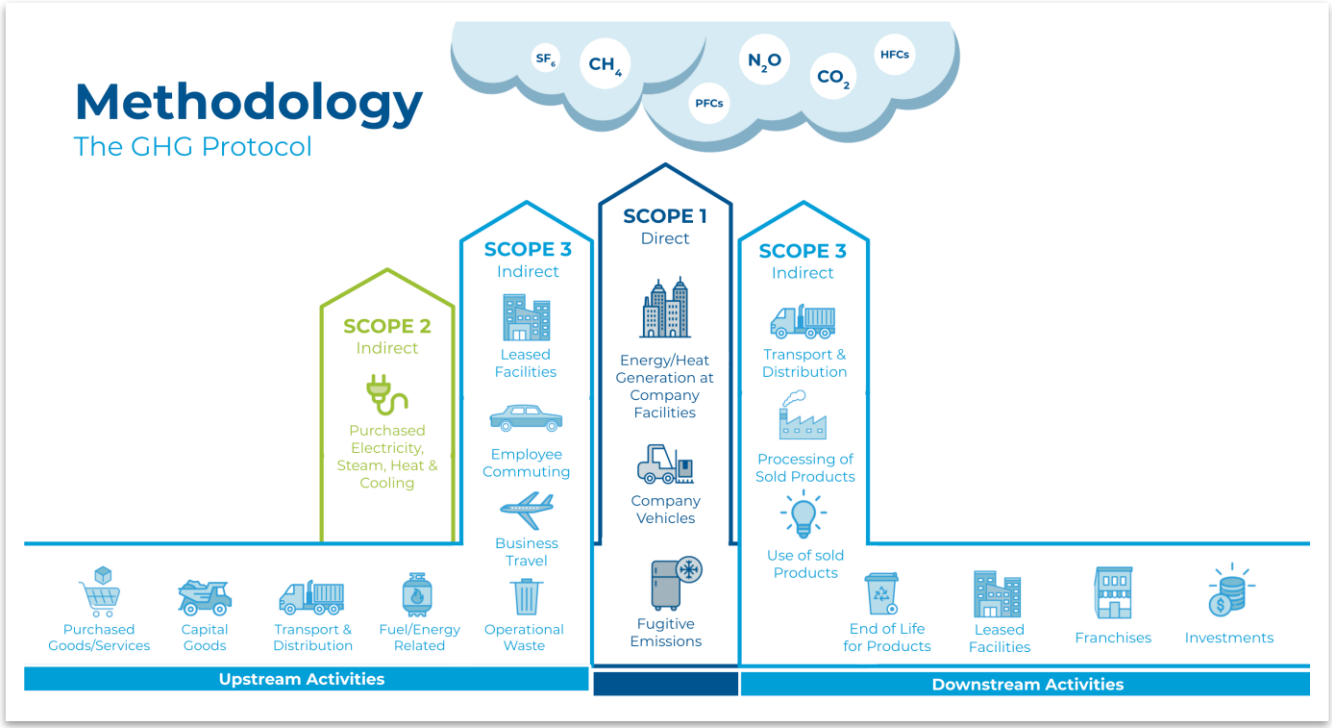
- **Scope I** pertains to emissions that occur directly at the site in question. This typically involves the release of greenhouse gases through the combustion of fossil fuels (like natural gas or heating oil) or emissions from vehicles owned by the company.
- **Scope II** accounts for emissions that are indirectly caused and controlled by the company, through the generation of electricity, steam, heat, and cooling that the company purchases and utilizes within the assessment period.
- **Scope III** covers upstream and downstream indirect emissions in a company‘s value chain. This can include emissions associated with procured goods or raw materials, as well as emissions from business-related travel and transportation activities. **This CCF disclosure is ONLY asking about scope 3 upstream activities.**

ESG stands for Environmental, Social, and Governance factors of a company

Green Energy (as in EU taxonomy) is a smaller subset of renewable energies and only includes those sources with a low environmental impact. For example, large-scale hydropower may be renewable but is not considered green due to the large impacts damns have on the environment.

Renewable Energy is any form of electricity produced from natural sources that either never run out or is replenished over a short period of time. While solar and wind are the main forms, it also includes hydro, geothermal, and biomass.

Energy Mix Share is a percentage of energy that comes from a certain source, often provided by electric utility or on-site solar.



Important Information:

This survey aims to gain an insight into your Corporate Group's corporate carbon footprint and climate strategy. Therefore, the values provided should cover all Corporate Group's activities and facilities.

CCF Data you will be asked are:

- **Industry and Revenue Information**
- **2023: Corporate Carbon Footprint Data**
- **Renewable Energy and Energy Mix (scope 1+2)**
- **Climate Roadmap**
- **Energy Use**
- **Sustainability strategy**

To forward the corporate carbon footprint survey:

(1) Click on "**Forward to Colleague**" and select a colleague from the list.

(2) Click on "**Submit**" and the survey will be forwarded.

Please be aware that your colleague must have:

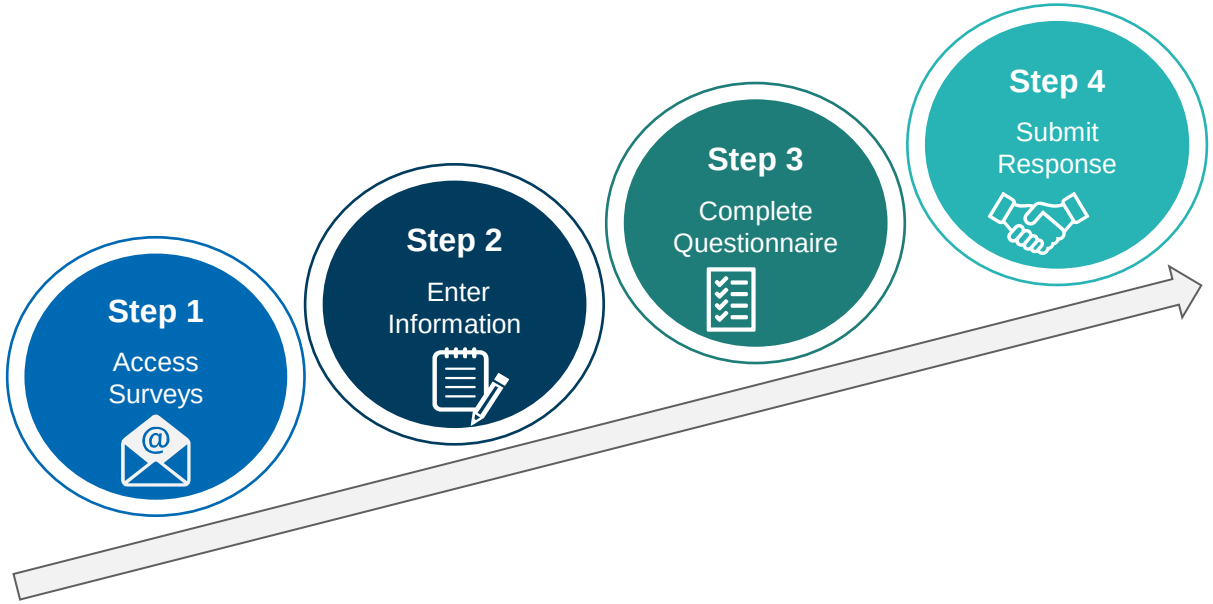
a) SupplyOn account

b) The two following roles:

I. *SurveyRecipient*

II. *BusinessDirectorySupplierStandard*

Please be aware that you will **not** be able to access the survey after you have forwarded it.



Find FAQs for the Flexible Survey **here**

If you are facing technical issues regarding the survey or the SupplyOn tool, please get in touch with customer service support **here**

How to access the CCF Flexible Survey

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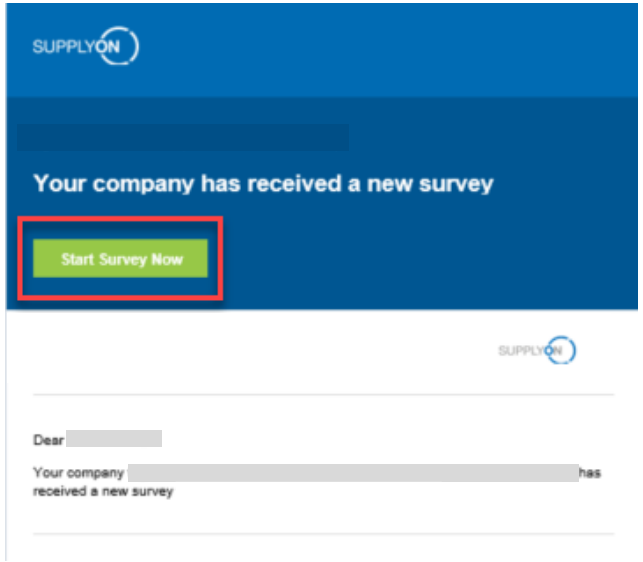
Access Surveys

1 **Open invitation E-mail from SupplyOn and click on “Start Survey Now”.**

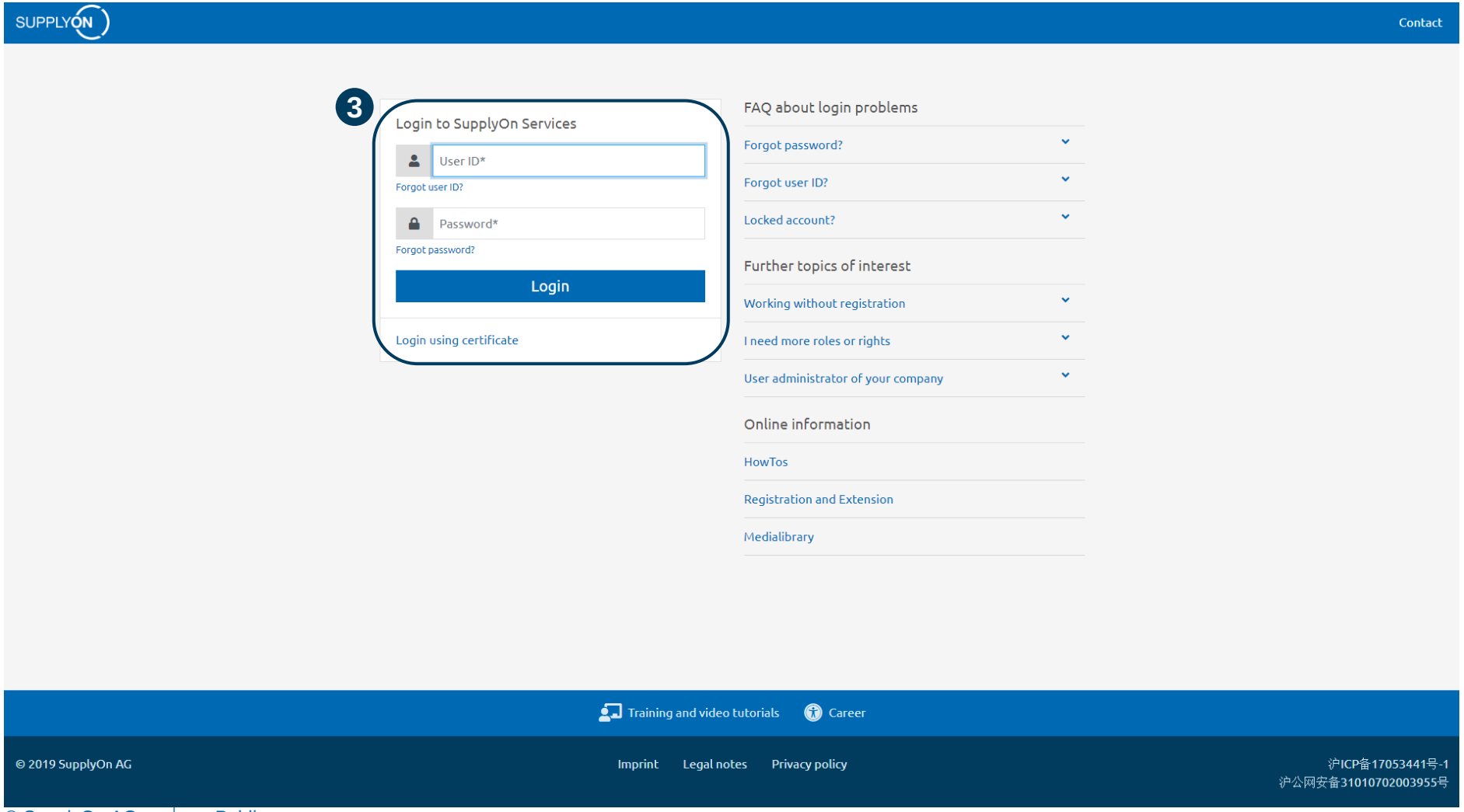


2 **Please do not reply to this automatically created e-Mail. If you have any technical questions, please contact our customer support!**

Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support:
mailto:customer-support@supplyon.com **2**

Access Surveys

3 **If you have a SupplyOn account, you can login with your existing user ID and password to get access to the survey.** If you don't know your account details, please use "Forgot user ID" function on Login screen or contact our customer support at customer-support@supplyon.com.



Access Surveys

4 If you cannot find the E-Mail link to the survey, follow the steps below to access the survey

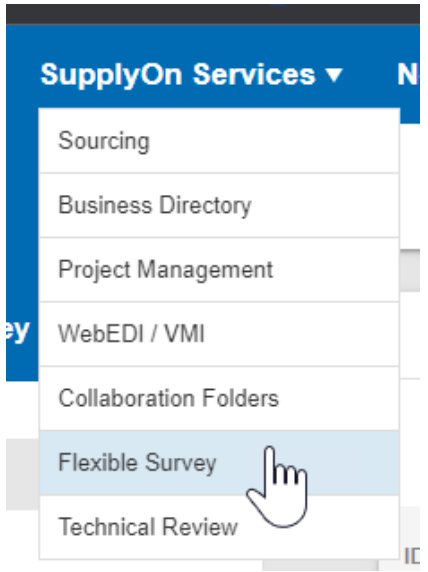
(1) Log in at www.supplyon.com

(2) Go to "SupplyOn Services“

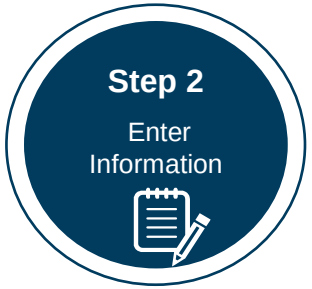
(3) Click on **“Flexible Survey“**

(4) Search for the relevant survey “Corporate Carbon Footprint 2022“

(5) Access the survey and send your response



How to enter information



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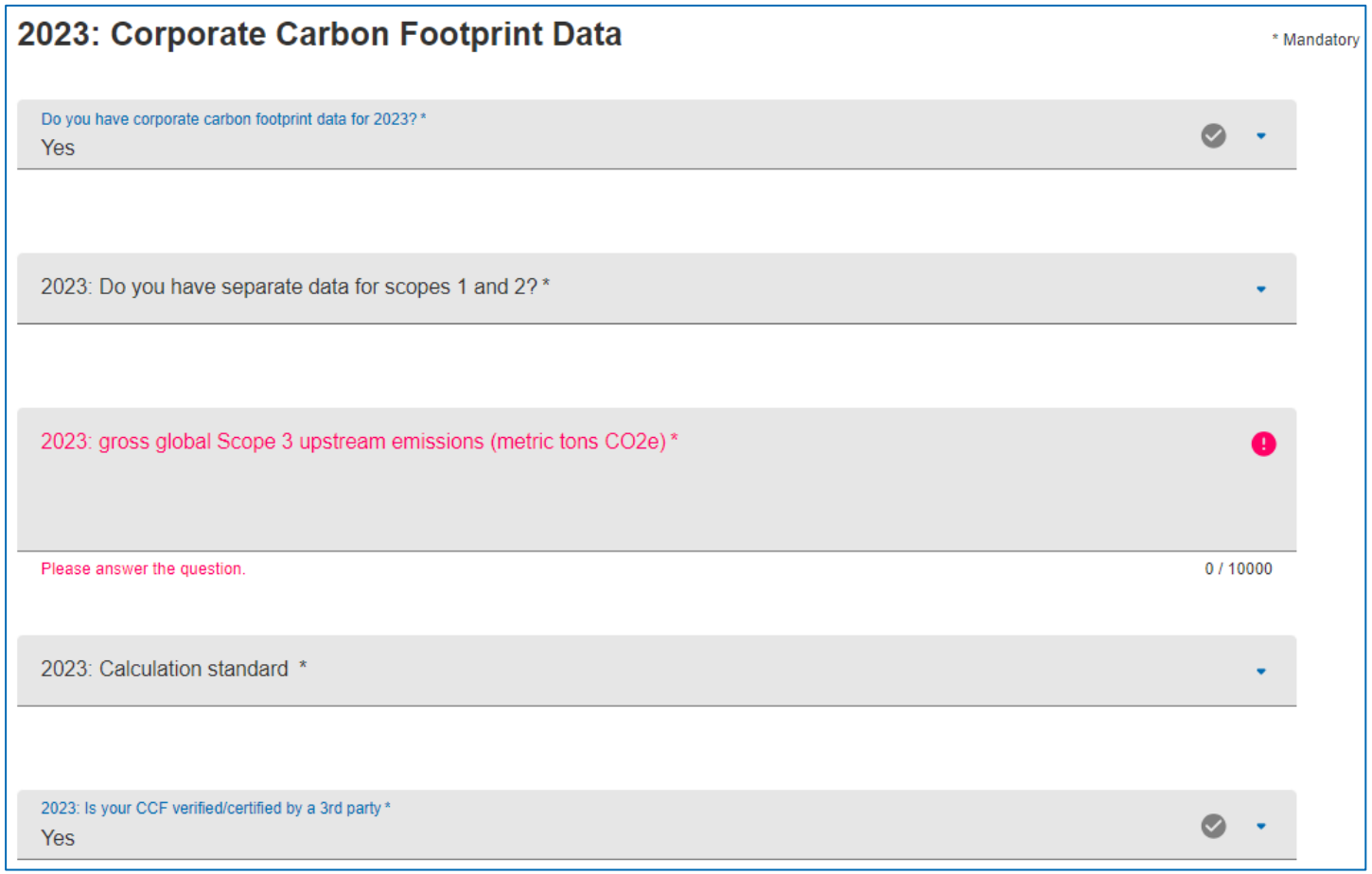
Enter information

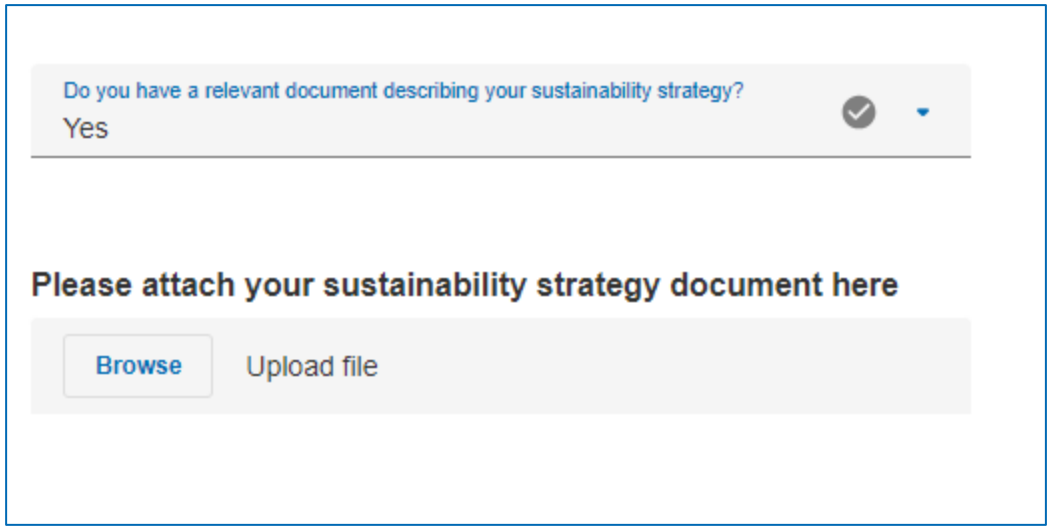
The survey will guide you through the questionnaire. Some questions will be mandatory, other optional. Depending on your selection / your input, additional questions might appear.



Example for mandatory field that needs to be filled

Enter information

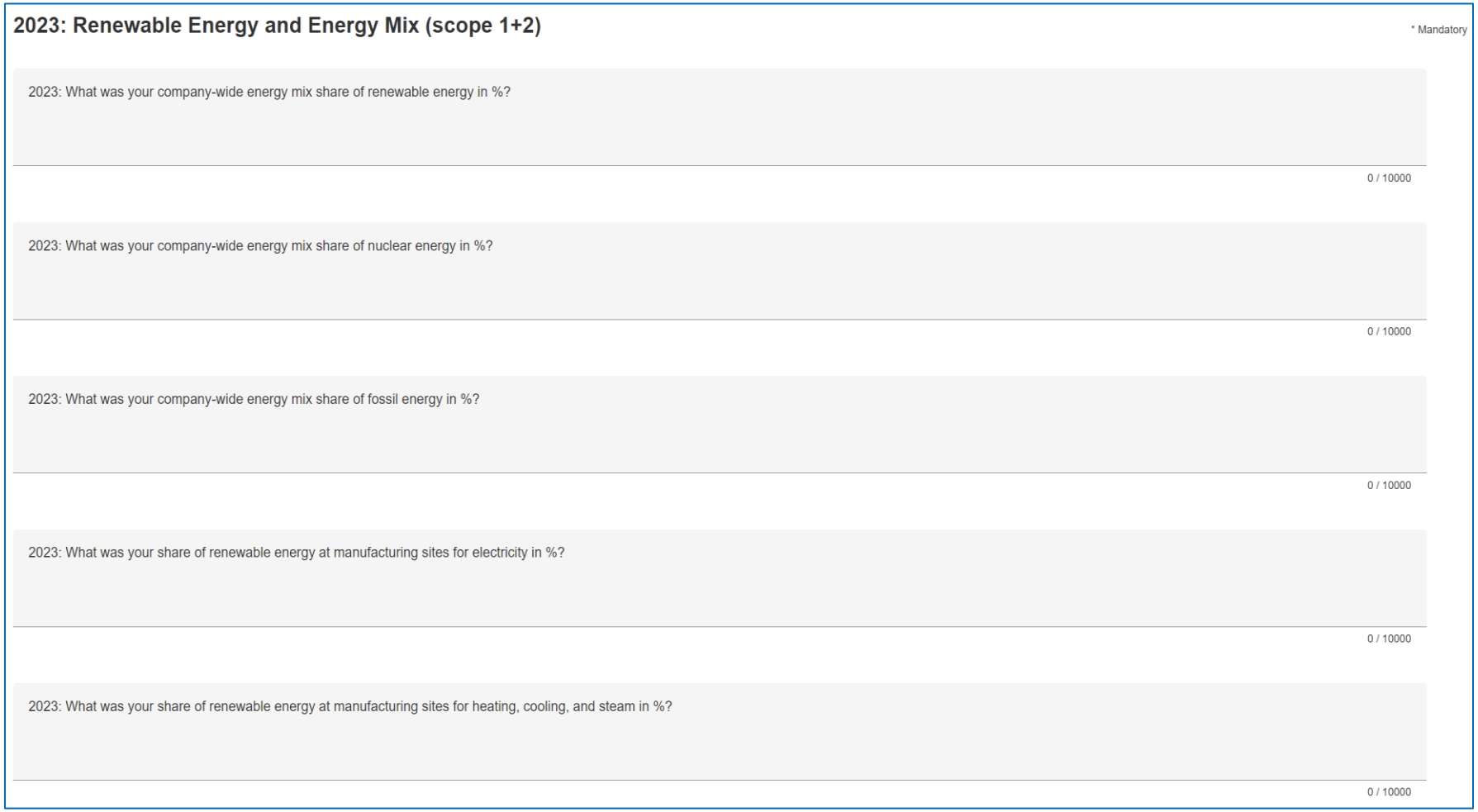
In some sections, document upload is requested.



Example for document upload

Enter information

Some input fields are percentages, please use the right number format



Enter the values as a percentage. E.g., 10 (%) and not 0.1.

Please consider that the sum of the energy shares must be100%

Plausibility check

SupplyOn performs a plausibility check on the provided revenue and, on the scope, or emission values based on available data and average emission factors, respectively.

If you received an error message on the **revenue**, please check that:

1. You have inserted the revenue in millions of your reporting currency, and
2. The revenue is your Corporate Group revenue (not the revenue of your local entity or production location).

* If the revenue, you have inserted is correct, please leave us a short comment.

If you received an error message on the **emission values**, please check that:

1. You have inserted the CCF for your corporation (not your local entity).
2. The provided CCF value corresponds to the revenue you have inserted.
3. You have inserted the right units (CCF data in tons CO2e, and the revenue in millions of your reporting currency).

* If the CCF value, you have inserted is correct, please leave us a short comment.

How to complete and submit the data

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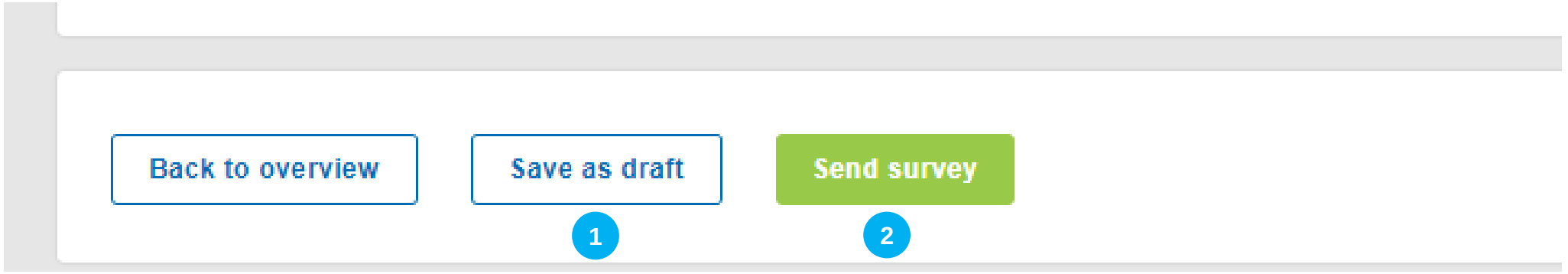
Save or submit the CCF Flexible Survey

1 Save as draft (and respond later) or 2 Send survey



In case more time to gather data or complete the survey is required, please click “Save as draft”.

Please be sure to click on “send survey” when you have finished the survey.
Even if you have sent the survey, you can still re-enter the survey and update the content by clicking on “Add/Change response”.
Already sent answers can be changed and sent again at any time if the survey is still open.

How to modify already submitted data

>> registered supplier

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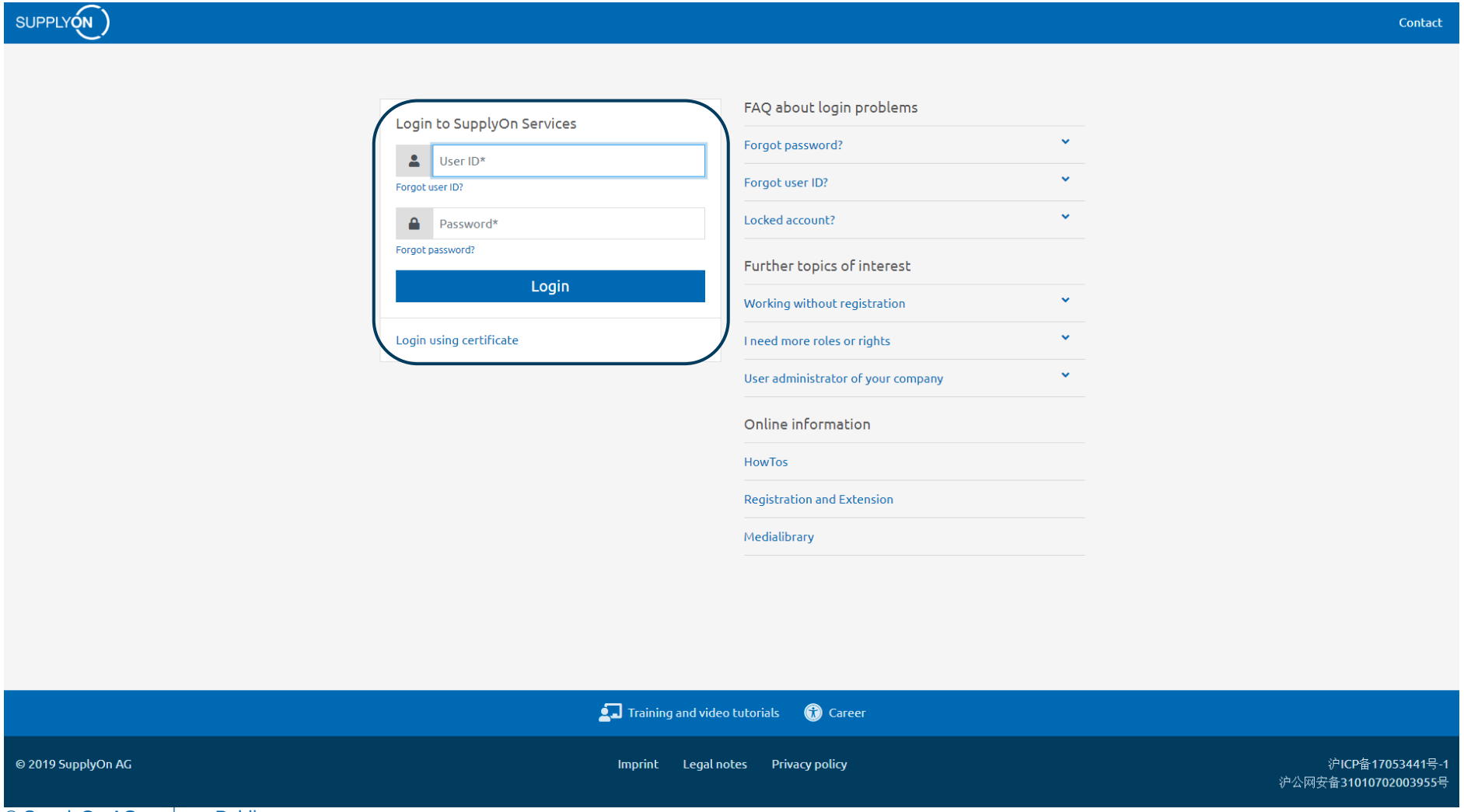
Changing already submitted data >> if you are a registered company

Please login with existing user ID and password.
If you don't know your account details please use "Forgot user ID" function on Login screen or contact our customer support at customer-support@supplyon.com.



Changing already submitted data >> if you are a registered company

Go to Business Directory. To do that there are two options:

1 Option 1 to open Business Directory

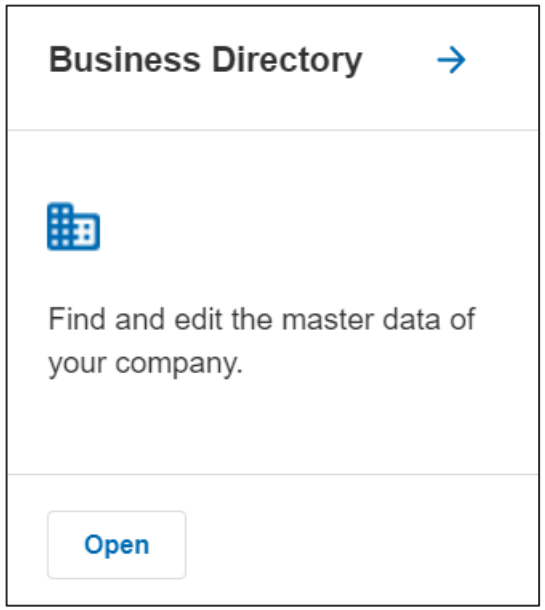
(1) Log in at www.supplyon.com

(2) Go to "SupplyOn Services“

(3) Click on **“Business Directory“**

(4) Open Profile of your company

2 Option 2 to open Business Directory



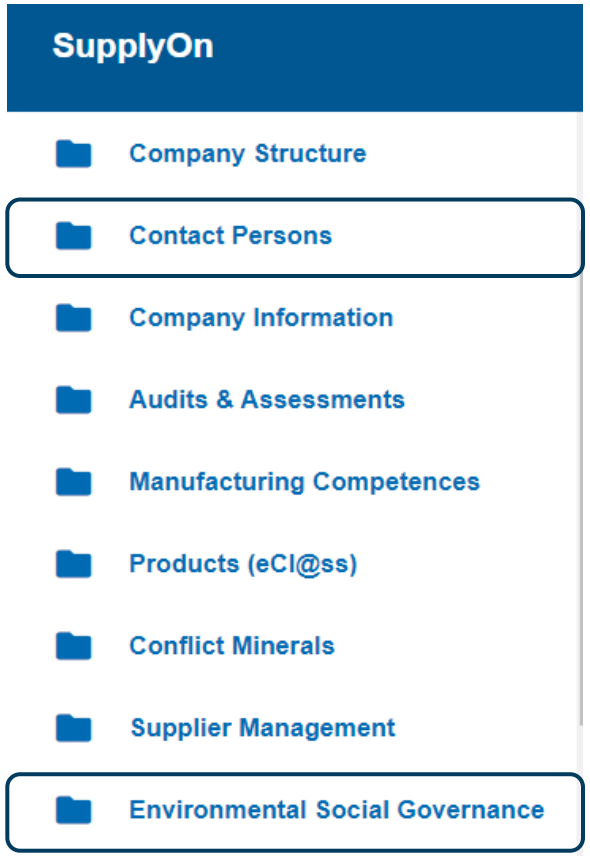
(1) Log in at www.supplyon.com

(2) Click on “**Business Directory**” from the “Home” page

(3) Open Profile of your company

Changing already submitted data >> if you are a registered company

Select the correct folder with regards to the information you would like to change
Please remember to click “Save” once changes have been made



(1a) To change data about a contact person for CCF and/or Sustainability, please select “Contact Persons”

(1b) To change data about the corporate carbon footprint, please select Environmental Social and Governance

(2) Change the relevant information

(3) Please remember to click “Save” once changes have been made

How to modify already submitted data

>> non-registered supplier

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Changing already submitted data >> if you do not have any SupplyOn account

(1) Click on the email link to the invitation to the CCF Survey

(2) Click on the link and reopen the survey

(3) Change the data that needs to be changed

(4) Submit the survey again

Support and troubleshooting

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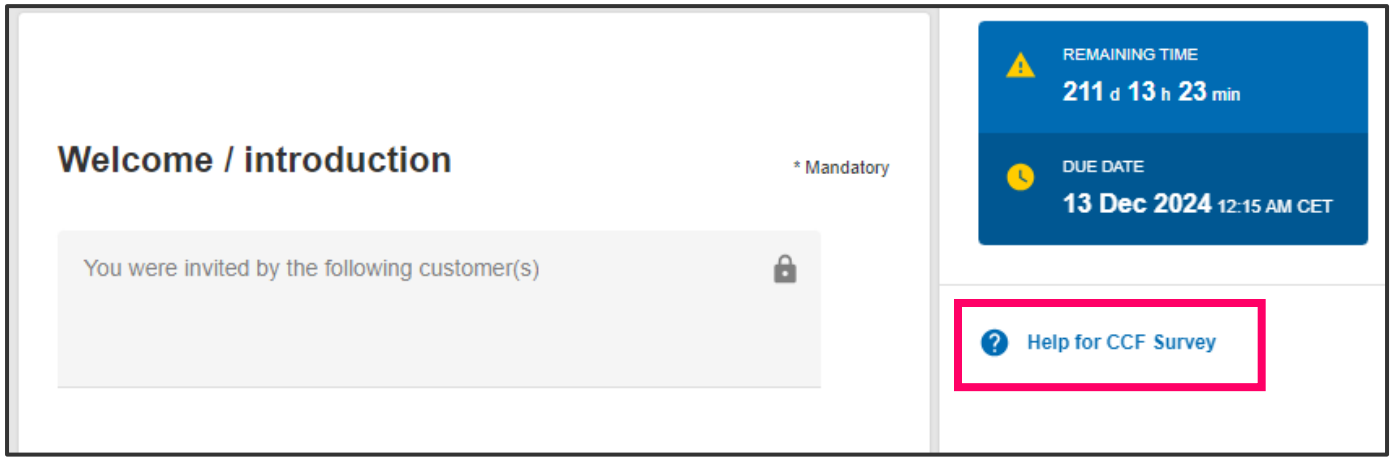
Support and troubleshooting

Chatbot

1



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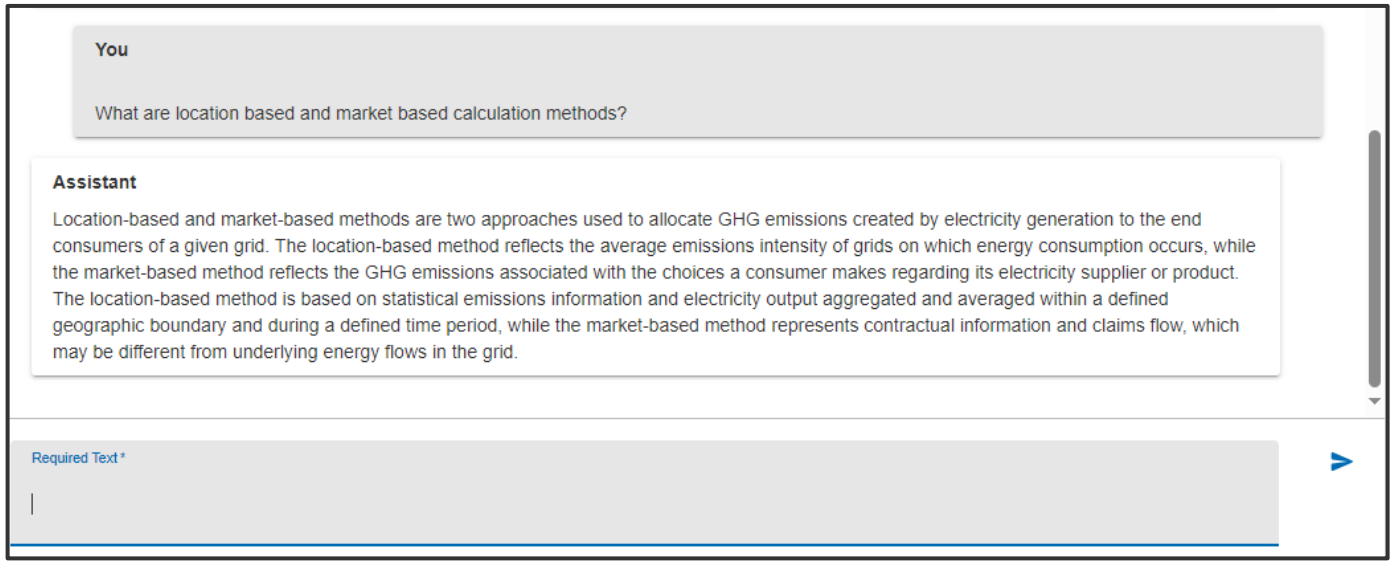

This survey has a built in AI-powered chatbot that can support you in the process of filling out the survey.

1. If you have already accessed the survey you can enter the chatbot by clicking the link „Help for CCF survey“ under the time counter.
2. Tip in your inquiries regarding the questionnaire, CCF related terminology, or doubts regarding the format required to reply in the fields.
3. The chatbot will provide you an answer.

Support and troubleshooting

Additional support

In case you don’t have access to the chatbot you can find information relating the Flexible Survey service, user administration and other technical information on our Support center

Corporate Carbon Footprint | Supplier Onboarding Center (supplyon.com)

Online SupplyOn Support center

SupplyOn Support Center | SupplyOn Support Center

FAQs regarding the Flexible Survey service

Flexible Survey: FAQs | SupplyOn Support Center

SupplyOn Support team:

If you could not find the right answer or help in the SupplyOn Service Center, you can contact the responsible support team at any time using our contact form.

Get in touch - SupplyOn