SUPPLY CHAIN SUSTAINABILITY SCHOOL

Carbon Calculator Reporting Guide

The **Carbon Calculator** works out your company's annual carbon footprint from your activity data: fuel, electricity, travel, purchases and waste. Clients who work with the School ask their suppliers to report this way. You complete one report and share it with all of them.

Most of the work is finding the data, so gather it before you log in. This guide covers what you will need. The Data Workbook has the detail on every question and option.

> **Already know your footprint?** When you create a new report, choose "I've already calculated my emissions for this year" and enter your totals instead. See the end of this guide.

Before you start

- Choose one 12-month period, such as your financial year. Every figure must cover it.
- Have your turnover (£) and your average number of full-time equivalent (FTE) employees for that period. Only your own company account can see your turnover.
- Decide what is included (all sites, all projects) and keep to it. Note any exclusions in the methodology box.

How the calculator works

You will go through company details, fuel and gases, electricity, purchases and operations, targets, then your total. Most sections work the same way:

1. Answer Yes or No: did this happen in the period?
2. Choose how to enter your data: quantity, distance or spend.
3. Add a row for each fuel, vehicle, material or waste type.
4. Mark the section Actual records or Estimated.

What to gather

Use the most direct data you have: a quantity first (litres, kWh, tonnes), then distance, then spend. Enter spend in £ excluding VAT.

Section	Best data to use	Where to find it
Vehicles and machinery	Fuel used (litres or kWh), then distance by vehicle type	Fuel cards, plant logs, mileage records
Buildings and equipment	Quantity of each fuel (gas in kWh or m³, oil in litres)	Gas and oil bills
Refrigerants and gases	kg of each gas lost or topped up	Engineers' service records
Electricity	kWh used, kWh on a renewable tariff, kWh from your own solar or wind	Energy bills
Electric vehicle charging	kWh used, then distance driven	Charger reports
Water	m³ or litres, then £	Water bills
Materials	Tonnes or m² by material (no quantity? use Other purchases)	Purchase orders, delivery notes
Deliveries by others	Provider fuel data, then distance, then £	Haulier invoices
Waste	Tonnes by type and disposal method, then £	Waste transfer notes
Business travel	Distance by mode, then £. Accommodation in £	Expenses, booking reports
Commuting and homeworking	Distance by mode, then £ fares. Hours worked from home	Staff survey, HR
Other purchases	£ by category for anything not covered above	Purchase ledger

Tips

- Count each thing once. Do not enter both fuel and mileage for the same vehicle, or both quantity and spend for the same purchase.
- Estimates are fine. Choose Estimated and say how you worked it out in the methodology notes.
- Answer No only if it did not happen. If you are missing records, estimate and explain.
- Check your units. 1 tonne = 1,000 kg, 1 m³ = 1,000 litres, 1 MWh = 1,000 kWh. Use one unit per fuel.

Targets and evidence

You will be asked about:

- Emissions reduction and net zero targets (percentage, baseline year, target year)
- SBTi status and any reduction plan
- Carbon credits or removals retired this period, in tonnes of CO_2 equivalent (tCO_2e)
- ISO 14001 or PAS 2080 certification
- Independent verification of your emissions

Upload evidence where you have it: PDF, PNG or JPG, up to 10 MB each. ISO 14001 or PAS 2080 alone does not count as verification of your emissions, and credits are reported separately from your total.

Before you submit

- ☐ All figures cover the same 12 months
- ☐ Every Yes or No question is answered
- ☐ Nothing is counted twice
- ☐ Each section is marked Actual records or Estimated
- ☐ Units and VAT are checked

- ☐ Gaps and estimates are explained in the methodology notes

If you already know your footprint

Choose "I've already calculated my emissions for this year" when you create the report. You will need totals in tCO_2e for the same 12 months: Scope 1 (fuel and gases you use directly), Scope 2 (electricity you buy), and a figure for each Scope 3 category you have measured. There are 15 Scope 3 categories, covering the rest of your supply chain. Leave unmeasured categories blank, and enter 0 only if you assessed one and found nothing. If your figures are in $kgCO_2e$, divide by 1,000. You still complete the company details and targets sections.

Questions? Email info@supplychainschool.co.uk