



EXAMPLE QUESTIONNAIRE FOR SUPPLIERS.



FOR
YOUR
WORLD

Gathering data from suppliers can be a difficult process, but this questionnaire will help you highlight the key questions to ask. Depending on your organisation, you might want to tweak the language, the questions or add some questions that are more specific to your needs.

OUR AIM TO MAKE SURE WE ARE ASKING THE SAME KINDS OF QUESTIONS TO OUR SUPPLIERS.

Please submit data that relates to group level emissions - i.e. spanning the whole business group and not specific to one business area or department.

If you are still in the early phases of implementing sustainability in your business, it is OK to say no or be unclear of the answers to these questions. We are just trying to assess your progress in this area.

An absolute target is related to the total amount of emissions being emitted. An intensity target is one related to your emissions relative to production output or economic growth.

For an organisation to accurately report its greenhouse gas emissions, it must first establish its organisational boundaries or scopes.

SCOPE 1 includes fuel combustion, company vehicles, on-site manufacturing.

SCOPE 2 includes purchased electricity, heat and steam.

SCOPE 3 includes purchased goods and services, business travel, employee commuting, waste disposal, transportation and distribution, leased assets

1. Your company name
2. What year are you reporting for in this document?
3. Does your company have emission reduction targets?
4. If so, what are they?
5. What is the baseline year that you will compare to?
6. Are they absolute or intensity reduction targets?
7. Have your targets been approved by a third party? I.e. the Science-Based Targets Initiative (SBTi)?
8. Have you used a reporting tools or platforms to calculate your emissions data?
9. What methodology have you used to calculate your emissions data? If you used a tool, it should detail the methodology used to calculate data.
10. What are your total **Scope 1** emissions in Tonnes CO₂e for this reporting year?
11. What are your total **Scope 2** emissions in Tonnes CO₂e for this reporting year?
12. What are your total **Scope 1** emissions in Tonnes CO₂e for your baseline year?
13. What are your total **Scope 2** emissions in Tonnes CO₂e for your baseline year?
14. Have you started to report on your **Scope 3** emissions?
15. If so, can you disclose that emission data for this reporting year and the methodology used to calculate it?
16. What percentage of your emission data is attributed to the company you are reporting to?
17. Have you sent your emission data to be checked or verified by a third party? i.e. a consultant, or a group like CDP. Not to be confused with your targets.
18. Does your company have any other sustainability targets that are relevant to know about? E.g. do you have a renewable energy purchasing target, or energy efficiency measures being implemented?
19. If there is any other information you would like to share that might be relevant, please feel free to share below.