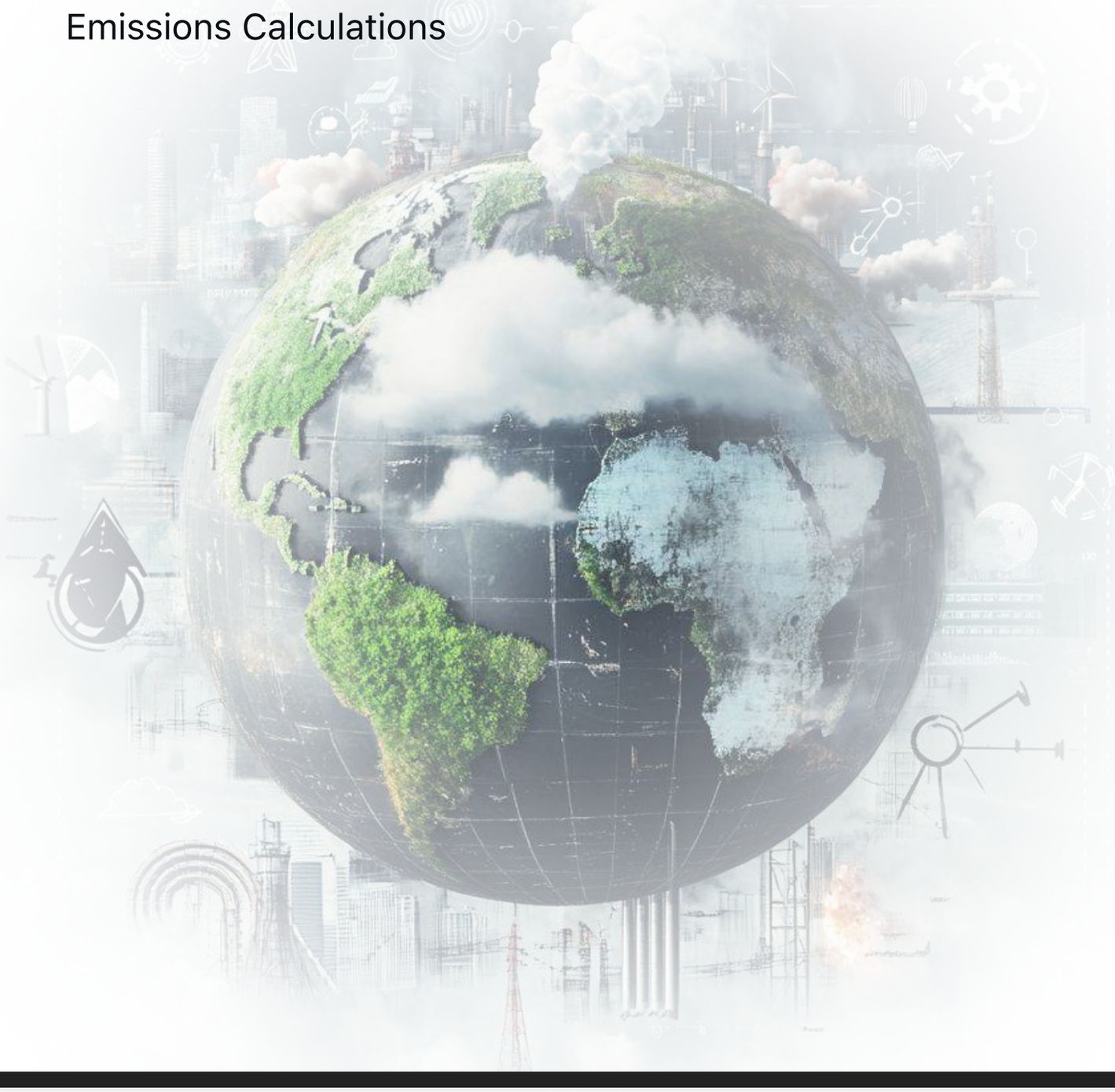
CARBON REPORT

The Supplier's Guide to Carbon Emissions Tracking and Customer Reporting

A Practical Workbook for Scope 3 Emissions Calculations



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Why Scope 3 Emissions Matter

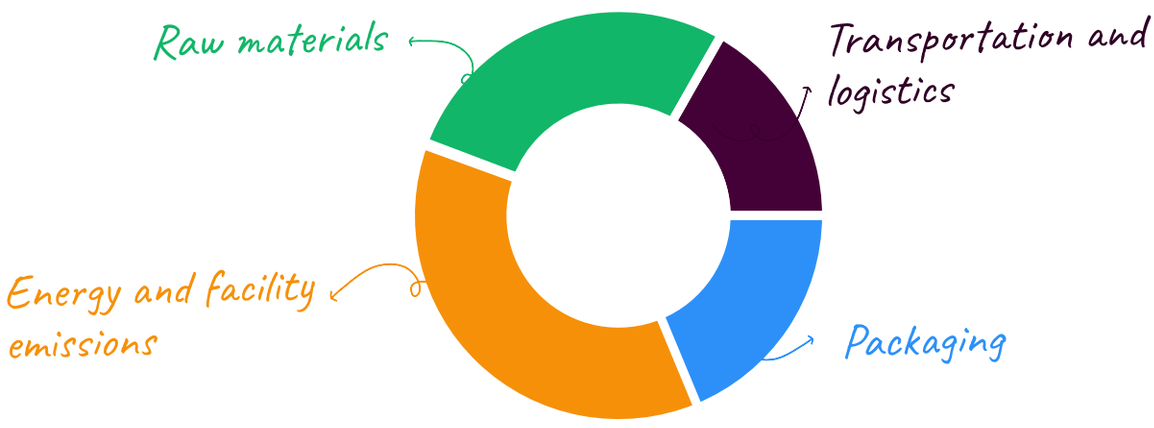
Welcome! As a supplier, you're increasingly likely to be asked by your customers to provide emissions data for the products and materials you supply. This workbook is designed to help you understand and calculate the necessary emissions, specifically focusing on Scope 3 categories, and ultimately to meet customer requests confidently. In this workbook, we'll:

- ☐ Define key Scope 3 categories relevant to suppliers.
- ☐ Guide you through gathering and calculating emissions data.
- ☐ Provide templates for customer-ready reports.

Reading #1

Scope 3 Reporting Essentials

Scope 3 emissions refer to the indirect emissions produced in a company's value chain. For small manufacturers, this includes emissions from materials used, energy consumption, waste, and product logistics



Checklist #1

Identify Your Scope 3 Emissions Sources

Use this checklist to identify which areas of your business contribute to Scope 3 emissions

- **Material Footprint** Metals, plastics, textiles
- **Warehouse Carbon Footprint** Electricity, gas, fuel for equipment
- **Logistic Carbon Footprint** Shipping, logistics
- **Packaging Carbon Footprint** Production waste, packaging

Fill the Data here

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Reading #2

Section 2: Gathering Data for Carbon Calculations

Accurate data collection is the foundation of effective emissions reporting. Begin by collecting data on your raw materials, energy use, transportation methods, and waste.

Raw Materials Gather information on the type, weight, and supplier of each material.

Energy Use Document shipping distances and modes of transport (e.g., air, sea, truck)

Transportation Use energy bills to track electricity and fuel use.

Packaging Track waste outputs by type and volume.

Template Overview

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Material Data Sheet

Material Type	Weight (KG)	Supplier	Emission Factor
Cotton	400	ABC	ABCS

Energy Tracker

Month	kwh Used	Cost
January	400	$230

Transportation Log

Date	Distance (Km)	Mode	Weight (KG)
January	400	$230	$230

Packaging Tracking Sheet

Waste Type	Amount (Kg)	Disposal Method
January	400	$230

Reading #3

Section 3: Carbon Calculation Templates

This section offers hands-on templates and examples to calculate emissions from your gathered data. Each template includes a step-by-step calculation guide.

Template #1

Raw Materials Emissions Calculator

Raw materials often have the largest carbon footprint in manufacturing. Use this calculator to estimate emissions from your materials by entering the type, weight, and emission factor for each.

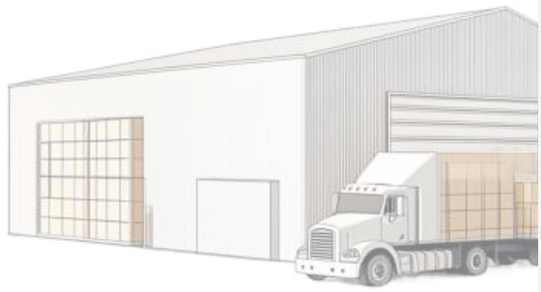
Material Type	Weight (kg)	Emission Factor ($kg\ CO_2e/kg$)	Total Emissions ($kg\ CO_2e$)
Steel	1000	2.1	2.1
Plastics	500	6.5	2.1

Try filling out this table with your own data for common materials, using online resources or supplier information for emission factors.

Formula

{ Weight x Emission Factor = Total Emissions }

Template #2



Warehouse Emissions

Energy use in your facility can be a significant emission source. Track your energy use in this table and calculate emissions using the provided conversion factors.

Material Type	kWh Used	Emission Factor (kg CO_2e/kWh)	Total Emissions (kg CO_2e)
January	2000	0.233	466
February	1500	0.233	349.5

Use your monthly energy bills to fill in this chart and calculate total emissions.

Download Excel

Formula

{ kWh Used x Emission Factor = Total Emissions }

Template #3

Product Transportation Emissions Calculator

Transportation emissions depend on distance, mode, and load. Fill out this table with data on shipments for each product batch.

Destination	Distance (km)	Distance (km)	Total Emissions (kg CO_2e)	Emission Factor (kg CO_2e/km)
City A	500	Truck	0.13	65

Use your shipping records to calculate emissions from transportation. Look up emission factors by transport mode online or in the Carbon Report tool.

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Formula

{ Diesel Used x Emission Factor = Total Emissions }

Template #4

Packaging Emissions Calculator

Packaging emissions depend on materials, weight, and design. Fill out this table with data on packaging components for each product batch.

Destination	Distance (km)	Distance (km)	Total Emissions (kg CO_2e)	Emission Factor (kg CO_2e/km)
City A	500	Truck	0.13	65

Use your packaging records to calculate emissions from packaging. Look up emission factors by material type online or in the Carbon Report tool.

Download Excel

Formula

{ Weight Used x Emission Factor = Total Emissions }

Reading #4

Section 4: Organizing and Summarizing Your Calculations

Once you've gathered and calculated emissions, it's time to compile the data into a clear report for customers. This section provides a simple structure to present results transparently.

Template #5

Customer-Ready Emissions Summary

Use this template to summarize Scope 3 emissions data for each major category.

Emission Source	Total Emissions (kg CO_2e)
Raw Materials	5350
Energy Use	815
Transportation	65
Packaging	100

Fill in this table with your own calculated totals, and review the summary for clarity before sharing with customers.

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Conclusion and Additional Resources

Congratulations on completing the workbook! By gathering and calculating emissions data, you've taken a crucial step in meeting customer sustainability requirements. Remember, transparency and consistency are key to building trust and credibility with customers.

- **Recommended Emission Factor Sources** Websites and databases for emission factors.
- **Industry Associations** Links to associations offering resources for sustainability for suppliers.
- **Next Steps with Carbon Report** Link to explore Carbon Report for ongoing emissions tracking.

How to Get Started with Carbon Report

Schedule a demo.

Import the data from this workbook to begin tracking ongoing emissions.

Use pre-filled emission factors to enhance accuracy over time.

Thank You!